



Agenda and Business Paper

Local Transport Forum

To be held on
Thursday 7 May 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 7 MAY 2026

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ACKNOWLEDGEMENT OF COUNTRY

APOLOGIES

CONFIRMATION OF MINUTES

CM-1 CONFIRMATION OF MINUTES - 19 MARCH 2026 - LOCAL TRANSPORT FORUM

Recommendation

That the Minutes of the proceedings of the Local Transport Forum held on 19 March 2026 be confirmed as a true and accurate record, noting Council's adoption of these minutes at its meeting of 13 April 2026.

Attachments

1 [↓](#). Minutes - 19 March 2026 161

DECLARATIONS OF INTEREST

REPORTS

RP-1 ANZAC DAY 2026 – TRAFFIC MANAGEMENT PLAN

Author: Zain Lakho

Recommendation

That the Local Transport Forum receive and note the report and provide technical advice on the traffic management arrangements implemented for ANZAC Day 2026 under delegated authority in accordance with the *TfNSW 2025 Authorisation and Delegation Instrument*.

Report

This report is provided to the Local Transport Forum to note the traffic management arrangements implemented for ANZAC Day 2026 and to facilitate coordination and awareness across relevant stakeholders.

ANZAC Day commemorative services, including the Dawn Service and Parade, were conducted on Saturday 25 April 2026 within the Wagga Wagga CBD, centred around Baylis Street, Morgan Street, Morrow Street and the Victory Memorial Gardens precinct.

The event comprised multiple components including event setup, Dawn Service, pre-parade activities, parade (march), and commemorative service. Setup activities commenced from 6:00pm on Friday 24 April 2026, with the Dawn Service held between approximately 5:30am and 6:30am, followed by parade and commemorative service activities concluding at approximately 12:00pm.

Temporary road closures and traffic control measures were implemented in stages to support the safe conduct of the event. These included:

- Full closure of sections of Baylis Street and Morrow Street during event setup and the Dawn Service
- Staged closures to facilitate pre-parade organisation
- Full closure of Baylis Street between Morgan Street and Wollundry Lagoon Bridge during the parade and commemorative service
- Temporary closures of sections of Morgan Street and Fitzhardinge Street associated with parade assembly and movements

Traffic control measures were implemented in accordance with the Traffic Management Plan and associated Traffic Control Plans prepared for the event. These included the use of standard regulatory signage, barriers, and accredited traffic controllers at key intersections to manage traffic and ensure public safety.

The Traffic Control Plans for both the Dawn Service and Parade identified and guided road closures, detour routes and traffic controller positions across the CBD road network, including detours via Tarcutta Street and Ivan Jack Drive.

The event impacted public transport services operating along Baylis Street, Morgan Street and Morrow Street, with bus operators notified prior to the event and services adjusted accordingly.

Emergency services were notified of the event, and access was maintained throughout the duration of the road closures.

Risk Management Issues for Council

The event involved full road closures within the CBD and significant pedestrian activity associated with the Dawn Service and Parade.

The Traffic Management Plan and Traffic Control Plans provided appropriate measures to manage risks to road users, pedestrians, event participants and the broader community. Key measures included:

- staged road closures to manage traffic impacts
- implementation of detour routes supported by signage
- use of barriers and traffic controllers to separate pedestrians and vehicles
- maintained emergency vehicle access throughout the event

The traffic management arrangements were implemented in accordance with the approved plans and were considered appropriate for the scale and nature of the event.

Internal / External Consultation

Internal consultation was undertaken between Council's Traffic & Transport unit and Events Team in preparation for the event.

External consultation was undertaken with NSW Police and NSW Ambulance, with notifications provided prior to the event.

Public transport operators and taxi services were notified of the event and associated road closures.

Public notification of the temporary road closures was undertaken in accordance with the Roads Act 1993, including advertisement in local media prior to the event.

Attachments

- 1 [↓](#). Combined Papers - ANZAC DAY 2026
- 2 [↓](#). Approval Letter - ANZAC DAY 2026

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

Festival of W is Wagga Wagga City Council's largest destination event held in winter and appeals to both visitors and residents. The annual festival showcases a large-scaled lighting and sound show in the Wollundry Lagoon cultural precinct; live music and interactive lighting installations in the Victory Memorial Gardens and Civic Centre forecourt; and an authentic ice-skating rink and food trucks on Morrow Street between Baylis and Peter streets during the winter school holiday period, Saturday 4 July to Sunday 19 July 2026.

Festival of W aims to bring our streets and public spaces to life in the middle of winter through new and creative experiences whilst delivering a distinctive and authentic offering that connects and captivates.

In 2026, the festival will deliver a festival-hub located on Morrow Street between Peter & Baylis streets. This has been encouraged and funded by the NSW Government's Permit, Plug, Play Pilot Program and Open Streets Program. Morrow Street will be home to the festival's authentic ice-skating rink and food alley with local food trucks and operators.

The proposed activities align to NSW Government's mission to:

- Temporarily close streets to vehicles and open them for people, with projects over a day, or series of days, and provide safe spaces for community events and activities.
- Bring vibrancy to our streets by creating a sense of excitement and discovery with creative events and activations that are inviting and inclusive to the community.
- Support job creation in local businesses and the cultural sector.
- Support the development of longer-term place management outcomes, through projects that encourage private-public partnerships.

Festivalgoers will be encouraged to experience the festival between 10am and 10pm each day. Bump in will commence from 7am, Monday 29 June and bump out will conclude at 6pm, Thursday 23 July, therefore the road closure will need to be in effect for this entire period.

Baylis Street, between Morrow and Fitzmaurice streets, will be closed for pedestrian safety due to increased crowds during the period of 5pm to 10pm daily throughout the 16-day festival period, Saturday 4 July to Sunday 19 July 2026.

2. Location/s

Morrow Street between Baylis and Peter streets

Baylis Street between Morrow and Fitzmaurice streets

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 Festival of W in Morrow and Baylis

Street. 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 sections of the event.

A high standard of traffic control may only be undertaken through the systematic consideration of conditions that may be encountered along the course of the event 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/s.

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 Festival of W on local roads and minimising the effect of the event on the non-event community. TCPs have been produced by 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: -

Road	Morrow Street between Baylis and Peter streets
Duration	7am Monday 29 June until 6pm Thursday 23 July 2026
Reason	Festival of W event
Detour	As per signage

Date/s to run in Weekend Advertiser:

Saturday 20 June, Saturday 27 June, and Saturday 4 July 2026

NOTICE OF TEMPORARY ROAD CLOSURE

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

Road Baylis Street between Morrow and Fitzmaurice streets
Duration Daily from 5pm to 10pm, Saturday 4 July to Sunday 19 July 2026
Reason Festival of W event
Detour As per signage
Date/s to run in Weekend Advertiser:
Saturday 20 June, Saturday 27 June, and Saturday 4 July 2026

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.

8. Specific Traffic Control Arrangements – Street by Street

Morrow Street

Fixed bollards will be in place at the intersection of Morrow and Baylis streets and Morrow and Peter streets.

All traffic that utilises Tongaboo Lane will continue to access Tongaboo Lane from Tompson Street and travel north along the lane as they currently do because it is a one-way road. Traffic exiting Tongaboo Lane onto Morrow Street will not be permitted to turn right onto Morrow Street, rather all traffic exiting will be required to turn left on Morrow Street and travel to either Peter Street or Ivan Jack Drive for their next turning manoeuvre. Continuous water filled plastic barriers will be installed along the southern edge of the painted median on Morrow Street from Peter Street to approximately 8 metres east of Tongaboo Lane as shown on the Traffic Control Plan.

Emergency vehicles will always have access to the event site. Access will be provided through the closed road which will be monitored by event personnel at all times.

Baylis Street

Fixed bollards will be in place at the intersection of Baylis and Morrow streets and at the northern end of the Wollundry Lagoon bridge where Baylis Street meets Fitzmaurice Street.

Emergency vehicles will always have access to the event site. Access will be provided through the closed road which will be monitored by event personnel at all times.

9. Specific Timings for Actions (reopening roads for moving events)

Morrow Street between Baylis and Peter streets will be closed from 7am, Monday 29 June to 6pm, Thursday 23 July 2026. The event does not move. Road closures will remain in place until the conclusion of the event bump out.

Baylis Street between Morrow and Fitzmaurice streets will be closed daily from 5pm to 10pm Saturday 4 July to Sunday 19 July 2026. The event does not move. Road closures will remain in place until the conclusion of the event bump out.

10. Parking

There are several options for on and off-street parking within the festival footprint.

11. Impact on Public Transport

This event will impact upon bus service routes.

The local bus service providers will be notified of the intention to conduct this event by email on 19 June 2026. Local bus providers will inform their drivers of the road closures in place for the event period and will follow the planned detour routes to continue their regular scheduled services.

The local taxi service co-operative will be notified of the intention to conduct this event by email on 19 June 2026

12. Impacts on Heavy Vehicles / Transport Industry

This event will impact smaller heavy vehicle delivery trucks and detours will be provided.

13. Traffic Marshals

Council will work with external traffic management specialists Riverina Traffic Services (RTS) to enact the road closure.

14. Detour Routes

Detour routes have been planned and will be sign posted as part of the traffic control plan requirements.

15. Work, Health, and Safety Considerations

A risk assessment has been carried out in respect of this event. The completed document is attached – see Part 5.

The event organiser has arranged Public Liability insurance, to the value of \$20 million, to apply to this event. NSW Roads and Maritime Services have been nominated as interested parties on the certificate of currency – copy attached at Part 6.

16. Notification to Emergency Services

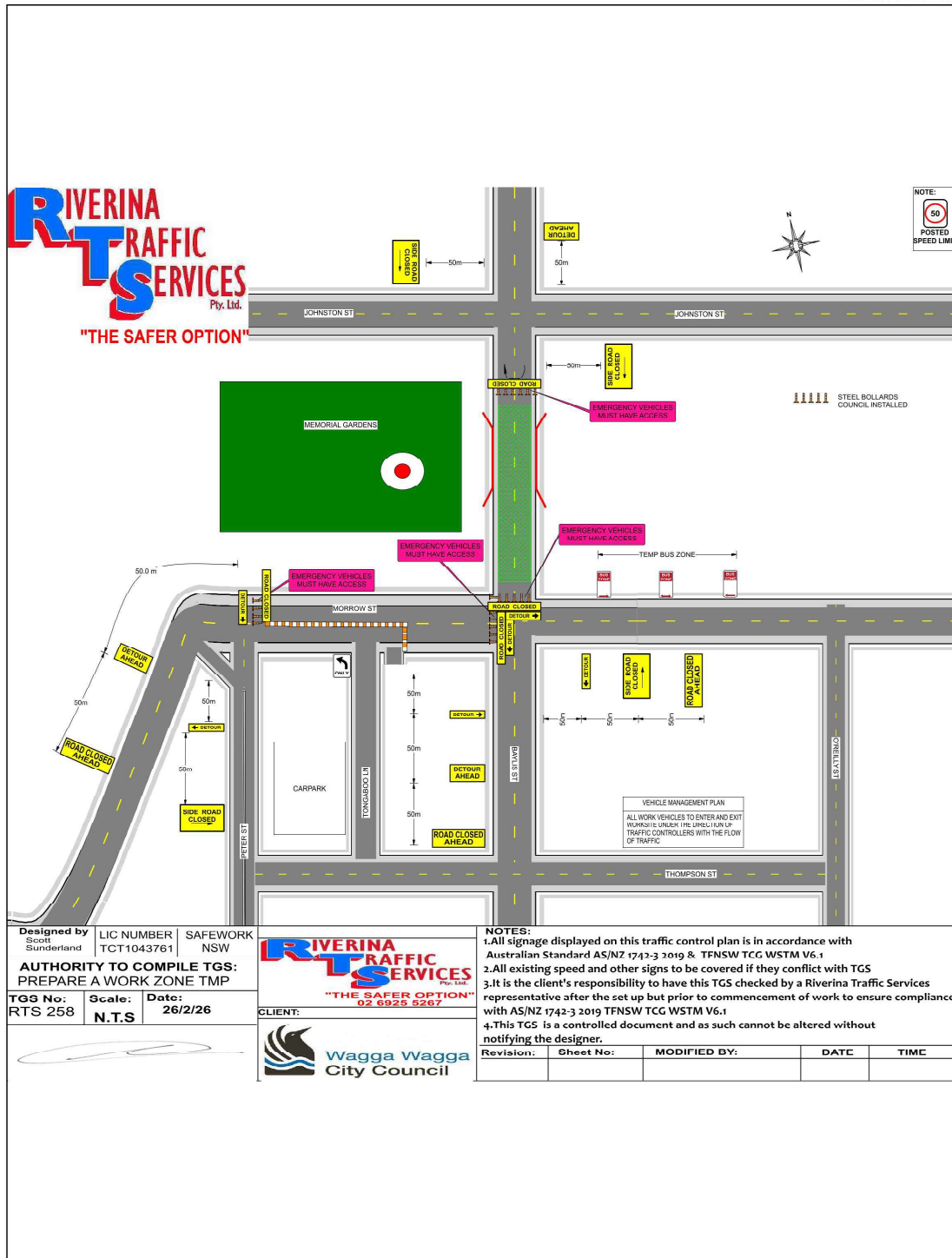
Yes/No		Who/How
Y	NSW Police – 6922 2599	Duty officer by phone and email
Y	NSW Fire & Rescue	Station Officer Wagga Wagga by phone and email
Y	NSW Ambulance Service - 131233	Station Officer Wagga Wagga by phone and email
N	SES – 0407 481 205	Not necessary – event doesn't impact SES
N	RFS – 6971 4591	Not necessary – event doesn't impact RFS
N	VRA -	Not necessary – event doesn't impact VRA

17. Minimising Impact on the Non-Event Community

There will be no adverse impact as a result of this event. There are no residences or businesses along this stretch of road. Neighbouring residences and businesses will be notified via letter drop about the potential flow on effects for the duration of the event, including the event bump in and bump out times and possible detour impacts.

18. Trusts, Authorities and Government Enterprises

This event uses a venue managed by a Government Authority – Wagga Wagga City Council – Local Government.





RISK ASSESSMENT CRITERIA

CONSEQUENCE		
Rating	Consequence	Description
1	Insignificant	No degradation of services, no injury to persons, no adverse public/staff reaction and/or negative publicity, low financial loss < 2% of budget for the area/project and/or no damage to property, no environmental impact, no regulatory breach.
2	Minor	Minor degradation of services and operations, minor injuries treated by first aid, minor adverse public/staff reaction and/or minor negative publicity, minor financial loss from 2% to 8% of budget for the area/project and/or minimal damage to property, minimal environmental impact handled internally, minor regulatory breach.
3	Moderate	Major degradation of services and operations, injuries requiring minor medical treatment, moderate adverse public/staff reaction and/or moderate negative publicity, high financial loss from 8% to 15% of budget for the area/project and/or minor repairs to property required, Major contained environmental impact EPA involvement, major regulatory breach.
4	Major	Significant degradation of services and operations, extensive injuries requiring major medical treatment, significant adverse public/staff reaction and/or significant negative publicity, major financial loss from 15% to 20% of budget for the area/project and/or extensive repairs to property required, significant contained environmental impact EPA intervention, significant regulatory breach/s including court proceedings.
5	Catastrophic	Widespread total degradation of operations and services, loss of life, permanent disability, extreme adverse public/staff reaction and/or major widespread negative publicity, significant/material financial loss greater than 20% of budget for the area/project and/or total destruction of property, significant widespread environmental impact, EPA intervention including significant fines, significant regulatory breach/s including court proceedings

LIKELIHOOD			
Rating	Likelihood	Description	Quantification
1	Rare	May only occur in exceptional circumstances. No past event history.	Once every 50 years or more.
2	Unlikely	The event could occur in some circumstances. No past event history.	Once every 25 years.
3	Possible	The event should occur sometimes. Some past warning signs or previous event history.	Once every 5-10 years.
4	Likely	The event will probably occur in most circumstances. Some recurring past event history.	Once a year.
5	Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Once a month or more frequently.

Likelihood	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	2	3	4	5
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Consequence						



RISK ASSESSMENT WORKSHEET

Outline of Risk Event: Festival of W 2026 Location: Wagga Wagga CBD
 Date of Event: 4 July to 19 July 2026 Date of Risk Assessment: 27 February 2026 Completed By: VE & Events – Wagga Wagga City Council

Risk Description	Risk Category	Inherent Risk ¹			Controls/Treatments: already existing and to be implemented, see below action plans	Residual Risk ²		
		Likelihood	Consequence	Rating		Likelihood	Consequence	Rating
Overcrowding	Operational Risk	3	3	9	<ul style="list-style-type: none"> Monitor crowd levels Utilise staff and security to help disperse crowds if required Strategic placement of event site plan to encourage crowd disbursement to utilise all areas of the venue Inform emergency services Road closures in place to expand event footprint to disperse crowds 	3	3	9
Accident / injury caused by curb and gutter	Operational Risk	2	4	8	<ul style="list-style-type: none"> Adequate lighting installed around event site Highlight gutters with hi vis tape and/or marking spray Trained first aid staff onsite for assistance 	2	3	6
Dangerous conditions caused by extreme wet weather	Environmental Risk	3	4	12	<ul style="list-style-type: none"> Check predicted weather daily Strategically design site plan to ensure frequent wet areas won't have high foot traffic Check drainage and water accumulation Insurance taken out Wiping down of surfaces Cancellation policies and contingency procedures in place 	3	3	9

¹ Inherent Risk: The overall raw risk or the risk before any control/treatment is implemented.

² Residual Risk: The levels of risk remaining after controls/treatments have been implemented.



RISK ASSESSMENT WORKSHEET

Assembly of temporary structures not done correctly	Operational Risk	3	4	12	2	3	6
Possible electrocution from power cords	Operational Risk	2	5	10	2	5	10
Traffic colliding with pedestrians entering and exiting the event	Operational Risk	2	5	10	2	5	10
Food poisoning	Operational Risk	3	3	9	3	3	9
Anti-social behaviour – intoxicated persons	Operational Risk	3	3	9	3	3	9

- Approved contractors only with evidence of licensing for rigging and operation of equipment
- On site induction with contractors
- Council staff to oversee installation and report any areas of concern to supervisor
- Ensure powered sites are set up by experienced site owners with knowledge of WHS regulations
- First aid on site for assistance
- Ensure a qualified electrician is on call
- Leads tagged and in good electrical condition
- All leads taped, covered or strung overhead
- Traffic management plan – road closures enforced and promoted
- Limited access for vehicles in event venues – authorised vehicles only
- Adequate signage
- Adequate lighting
- Inform emergency services
- Any truck load delivery will be coordinated during bump in/out periods with restricted access to the venue to ensure there will be no interaction with pedestrians
- Stallholders' public liability insurance obtained
- Stallholders to have current food safety certificates
- Shut down of any stalls that don't comply and/or are seen to be operating outside the guidelines
- Trained first aid staff onsite for assistance
- All staff serving alcohol are RSA qualified.
- Security on site to assist managing
- Monitor alcohol consumption at bars and throughout event precinct.



RISK ASSESSMENT WORKSHEET

Underage drinking	Human Resource Risk	3	3	9	3	3	9
Issues relating to low lighting	Operational Risk	4	3	12	4	3	12
Incident involving fountain in Victory Memorial Gardens	Operational Risk	2	4	8	2	4	8
Incident involving pedestrians and vehicle movement in the event site during bump in/bump out	Operational Risk	2	5	10	2	5	10
Chain of Responsibility	Operational Risk	2	3	6	2	2	4

- Identification checked when entering event site and coverage patrons stamped upon entry to the licensed area
- Parents/guardians asked to keep a close eye on their children
- Vigilance shown by security and event staff
- Alcohol can only be sold by RSA staff and consumed within licensed area
- Conduct pre-event light check to determine how much additional lighting is required
- Hire additional lighting for the event
- Ensure suitable number of portable lighting towers
- Conduct regular sweeps (security or event staff armed with torches) of known dark spots
- Ensure pedestrian thoroughfares are well lit
- Uneven ground highlighted with bright marking spray
- Utilise staff and security
- Ensure fountain is well lit
- First aid staff on site for assistance
- Encourage patrons/guardians to exercise caution around this area with children
- Chain of Responsibility Safety Management System protocols will be followed with the Events team ensuring there is no pressure to suppliers to exceed speed limits, exceed driving hours or operate in an unsafe manner including driving while fatigued.
- During bump in/out the Events team will observe load weight and dimension requirements are being met, loads are appropriately restrained, and driver condition is not impaired.
- Engaging only approved suppliers for the job



RISK ASSESSMENT WORKSHEET

							<ul style="list-style-type: none"> • Allowing reasonable time for delivery of goods/equipment when event planning • Observe driver condition for any impairment including fatigue • Observe vehicle load weight, balance, and restraints • Observe vehicle suitability and roadworthiness – if there are any concerns this must be referred to your supervisor and a non-conformance report completed 	1	5	5
Patrons falling into the Lagoon	Operational Risk	2	5	10	<ul style="list-style-type: none"> • Ensure this area is adequately lit • Ensure regular patrols of this area • First aid staff on site for assistance • Staff/security to approach child and escort to main House of FoW marquee • Announcement to be made using ice rink PA system asking for parents to go to House of FoW marquee 	3	5	15		
Lost children	Operational Risk	3	5	15	<ul style="list-style-type: none"> • Vigilant patrols by security and event staff • Encourage parents/guardians to keep a close watch on children • Encourage parent/guardian to write their mobile phone number on children's arm/hand in case they are separated at the event 	2	2	4		
Exposure to infectious diseases	Human Resource Risk	3	3	9	<ul style="list-style-type: none"> • Written and verbal notification about risks relating to potential increase in diseases • Encourage patrons to bring their own hand sanitiser • Encourage patrons to wear appropriate clothing and face masks if required • Encourage patrons to stay home and do not attend if they are feeling unwell or have been unwell in the past 2 weeks • Encourage patrons to stay home and do not attend if they have travelled overseas in the past 2 weeks if they have been in 					



RISK TREATMENT PLAN

Risk Description:	Overcrowding
Proposed Control/Treatment:	Monitor crowd levels Utilise security and staff Encourage crowd disbursement to utilise all areas of the venues Inform emergency services
Reason for selection of this option, expected benefits:	To ensure the crowd isn't getting too large / out of control The more people watching / keeping an eye on things, the better To ensure some areas are not overused, encourage patrons to use all areas A quick and easy way to provide instructions / direction if required Authorities are aware of event and possible risks
Resources required including contingencies:	Staffing / security / emergency service personnel

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Review due: _____



RISK TREATMENT PLAN

Risk Description:	Accident / injury caused by curb and gutter
Proposed Control/Treatment:	Adequate lighting installed around event site
	Highlight gutters with high vis tape and/or bright marking spray.
	First aid on site for assistance
Reason for selection of this option, expected benefits:	To increase the visibility of the event site especially during the night
	Highlight potential trip hazards and prevent injury
	To tend to any injuries that occur during the event
Resources required including contingencies:	Light towers
	High-vis tape
	First aid attendants

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____



RISK TREATMENT PLAN

Review due: _____

Risk Description:	Dangerous conditions caused by extreme wet weather
Proposed Control/Treatment:	Consult BOM prior to event
	Check drainage and water accumulation areas
	Insurance taken out
	Cancellation policies and procedures in place
Reason for selection of this option, expected benefits:	To monitor weather conditions and make alternate plans if required
	To ensure the venue doesn't become unsafe for participants In the event of extreme wet weather to cover expenses
	To ensure that patrons, contractors and suppliers are kept informed of developments
Resources required including contingencies:	BOM
	WWCC outdoor staff
	Wet weather insurance
	Clear communication channels with all stakeholders

To be implemented by: Name: _____ Events Staff / Stakeholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026



RISK TREATMENT PLAN

Progress Report Due:

Risk Description:	Assembly of temporary structures not done correctly
Proposed Control/Treatment:	Ensure all marquees / shade structures are secured properly
	Ensure an experienced staff member is available to assist and provide direction
	Consult BOM for possible high winds prior to the event and make arrangements accordingly
	Ensure there is a suitable number of staff to erect and dismantle structures
Reason for selection of this option, expected benefits:	To ensure they do not blow away and injure someone
	To limit the likelihood of accident / injury
	To make provisions for additional equipment e.g. sandbags if strong winds are predicted
	To ensure no one is injured
Resources required including contingencies:	Experienced staff / volunteers
	BOM

To be implemented by:

Name: Security/ Events Staff / Stallholders Due Date: 29 June 2026

27 February 2026

Date: 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____



RISK TREATMENT PLAN

C. Farquharson

6 March 2026

Approved by: Name: _____

Signature: *C. Farquharson* Date: _____

Progress Report Due: _____

Risk Description:	Possible electrocution from power cords
Proposed Control/Treatment:	Ensure powered sites are set up by experienced site owners with knowledge of WHS regulations
	First aid on site for assistance
	Ensure a qualified electrician is on site for the set up and duration of the event
	Leads tagged and in good electrical condition
Reason for selection of this option, expected benefits:	All leads taped, covered or strung overhead
	Stallholders must submit their public liability documents prior to their application being approved
	To immediately administer first aid if required
	To ensure only qualified persons undertake any electrical tasks and minimise injury
Resources required including contingencies:	To ensure they cause a short circuit or injure someone
	To minimise risk to patrons and contractors
	Experienced stallholders
	Stallholder public liability certificates
	Qualified electrician
	Leads tested

To be implemented by: Name: Events Staff / Stallholders/ electrician Due Date: 29 June 2026



RISK TREATMENT PLAN

27 February
2026

Date:

Visitor Economy & Events Team

Name:

Prepared by:

6 March
2026

Date:

C. Farquharson

Signature:

Name:

Approved by:

Progress Report Due:

Risk Description:	Traffic colliding with pedestrians entering and exiting the event
Proposed Control/Treatment:	Traffic management plan – road closures enforced and promoted
	Limited access for vehicles in event venues – authorised vehicles only
	Adequate signage
	Adequate lighting
Reason for selection of this option, expected benefits:	Inform emergency services
	To ensure patrons and drivers safety
	To minimise possible injuries / accidents
	To ensure everyone is aware of road closures
Resources required including contingencies:	To assist with vision at night
	To minimise injury
	Traffic Management Plan
	Emergency services
	Lighting Towers
	Emergency Services



RISK TREATMENT PLAN

To be implemented by: Name: Security/ Events Staff/ Traffic Management Due Date: 29 June 2026
Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
C. Farquharson
Approved by: Name: _____ Signature: *C. Farquharson* Date: 6 March 2026
Progress Report Due: _____

Risk Description:	Food poisoning Stallholders' public liability obtained Stallholders to have current food safety certificates Shut down of any stalls that don't comply and/or are seen to be operating outside the guidelines First aid on site for assistance
Proposed Control/Treatment:	To ensure they have required documentation and are authorised to be operating a food stall To minimise the number of people affected To minimise injury
Reason for selection of this option, expected benefits:	Stallholder documentation First aid
Resources required including contingencies:	



RISK TREATMENT PLAN

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To be implemented by: Name: Events Staff / Stallholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Anti-social behaviour – intoxicated persons
Proposed Control/Treatment:	Emphasise marketing/promotional message of a community event
	Security presence
	Monitor alcohol consumption and potential “hot spots”
Reason for selection of this option, expected benefits:	To ensure patrons are aware pre-event of what to expect when they arrive
	To deter these incidents occurring
	As these could be potential areas / demographics of concern
Resources required including contingencies:	Security
	Event Staff
	RSA Staff



RISK TREATMENT PLAN

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Cash handling / theft
Proposed Control/Treatment:	Cash handling plan/procedures developed and communicated
	Eftpos only options
	Encourage online purchases
Reason for selection of this option, expected benefits:	To ensure staff are aware of what to do
	To keep cash safe
	To minimise risk of being robbed
	To ensure there is not pressure on one person to be responsible for large sums of money
Resources required including contingencies:	Cash handling document
	Security briefing



RISK TREATMENT PLAN

To be implemented by: Name: Security/ Events Staff / Stallholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	WHS – bumping in and bumping out
Proposed Control/Treatment:	Two people to move heavy objects at all times
	Trolleys and other equipment used where possible
	Online safety induction completed
	Use appropriate staff for tasks
Reason for selection of this option, expected benefits:	To minimise risk
	To minimise injury
	To ensure everyone is aware of what is required / how to undertake tasks
Resources	To ensure people aren't undertaking tasks they aren't able to perform
	Trolleys



RISK TREATMENT PLAN

required including contingencies:	Online safety induction
	Event staff/contractors

To be implemented by: Name: Security and Events Staff and stallholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Issues caused by excess rubbish and litter
Proposed Control/Treatment:	Ensure suitable number of rubbish bins available Advise stallholders of their responsibilities to clean up their area Regular rubbish bin collections Encourage patrons to use rubbish facilities during the event and as they are leaving
Reason for selection of this option, expected benefits:	To encourage and educate people to dispose of their rubbish correctly To minimise litter around the stallholder area To ensure the venue stays clean To assist with this task throughout and at the end of the event



RISK TREATMENT PLAN

Resources required including contingencies:

Sufficient number of wheelie bins and skip bins throughout the venues
Clearly state in the Stallholder Information Kit their responsibilities with litter at the event
Staff to regularly monitor the collection and dispose of garbage

To be implemented by:

Name: Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
 C.Farquharson

Approved by: Name: _____ Signature: *C.Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:

Malicious damage to property

Proposed Control/Treatment:

Emphasise marketing/promotional message of a community event
Security presence
Monitor alcohol consumption and potential "hot spots"
Physical barriers to discourage behaviours

Reason for selection of this option, expected benefits:

To ensure patrons are aware pre-event of what to expect when they arrive
To deter these incidents occurring
As these could be potential areas of concern



RISK TREATMENT PLAN

Resources required including contingencies:	Security
	Event Staff

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: C. Farquharson Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Drink Driving
Proposed Control/Treatment:	Ensure there are regular communications reminding people not to drink and drive and consider alternative transport if required Inform Wagga Taxi Service of event to ensure they are prepared Security and event staff to gently remind patrons as they are exiting not to drink and drive
Reason for selection of this option, expected benefits:	To reach the majority of the patrons at regular intervals To ensure patrons are aware pre-event of what to expect when they arrive To ensure there are alternative transport methods available for patrons



RISK TREATMENT PLAN

	To prompt patrons and get them thinking about this issue
	To deter patrons from taking a risk
Resources required including contingencies:	Scripted messages
	Update event website
	Communication with Taxi Service
	Police support

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
 C. Farquharson

Approved by: Name: _____ Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	<u>Underage drinking</u>
Proposed Control/Treatment:	<u>Security to conduct regular proof of age checks</u>
	<u>Parents/guardians asked to keep a close eye on their children</u>
	<u>Vigilance shown by security and event staff</u>
	<u>Parent/guardian to be contacted and asked to remove underage patron</u>
Reason for selection	<u>Alcohol can only be sold by RSA staff and consumed within the licensed area</u>
	<u>To discourage underage patrons from drinking</u>



RISK TREATMENT PLAN

of this option, expected benefits:	In the first instance, underage patrons are the responsibility of their parents/guardians To ensure a large number of people are keeping an eye out for this To ensure they are aware of their children's behaviour and actions To dissolve any possible situations
Resources required including contingencies:	Security Event Staff Extensive briefing for staff and security Liquor License

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Illicit drug activity and anti-social behaviour
Proposed Control/Treatment:	Parents/guardians asked to keep a close eye on their children Vigilance shown by security and event staff Patrons that are showing anti-social behaviour will be questioned by security and removed from event Parent/guardian to be contacted and asked to remove underage patron Alcohol can only be sold by RSA staff and consumed within the licensed area



RISK TREATMENT PLAN

Reason for selection of this option, expected benefits:

- In the first instance, underage patrons are the responsibility of their parents/guardians
- To ensure a large number of people are keeping an eye out for this
- To show other patrons this type of behaviour will not be tolerated
- To ensure they are aware of their children's behaviour and actions

Resources required including contingencies:

- Security
- Event Staff
- Extensive briefing for staff and security
- Liquor License

To be implemented by:

Name: Security and Events Staff Due Date: 29 June 2026

Prepared by:

Name: Visitor Economy & Events Team

27 February 2026

Date:

Approved by:

Name: C. Farquharson

Signature: *C. Farquharson*

6 March 2026

Date:

Progress Report Due:

Risk Description:

Issues relating to low lighting

Proposed Control/Treatment:

- Conduct a pre-event light check to determine how much additional lighting is required
- Ensure there are a suitable number of portable lighting towers
- Conduct regular sweeps (security or event staff armed with torches) on known dark spots
- Ensure pedestrian thoroughfares are well lit



RISK TREATMENT PLAN

	Uneven ground highlighted with bright marking spray
Reason for selection of this option, expected benefits:	To ensure organisers are aware of lighting requirements and sufficient additional lighting can be supplied
	To ensure as much of the venue can be lit as possible
	To ensure no undesirable activity/behaviour is taking place
	To minimise accidents as patrons move around and exit event site
Resources required including contingencies:	Portable lighting towers
	Security and Event Staff
	Torches
	Marking Spray in bright colour

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Incident involving fountain in Victory Memorial Gardens
Proposed Control/Treatment:	Utilise security and staff
	First aid on site for assistance
	Encourage parents / guardians to exercise caution around this area with children



RISK TREATMENT PLAN

Reason for selection of this option, expected benefits:	The more people watching / keeping an eye on things, the better To immediately administer first aid if required In the first instance, children are their responsibility
Resources required including contingencies:	Staffing, security First aid Parents / Guardians

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Incident involving pedestrians and vehicle movement in the event site during bump in/bump out
Proposed Control/Treatment:	Chain of Responsibility Safety Management System protocols will be followed with the Events team ensuring there is no pressure to suppliers to exceed speed limits, exceed driving hours or operate in an unsafe manner including driving while fatigued



RISK TREATMENT PLAN

	During bump in/out the Events team will observe load weight and dimension requirements are being met, loads are appropriately restrained, and driver condition is not impaired
Reason for selection of this option, expected benefits:	To reduce the risk of incidents occurring
	To ensure safety procedures are being followed
	To ensure bump in/bump out movements are being followed with a schedule
	To ensure only qualified suppliers are enacting the task
Resources required including contingencies:	Event staff,
	Safety management system
	Online contractor safety induction
	Contractors

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Patrons falling into the Lagoon
	Signage erected around lagoon encouraging parents/guardians to exercise caution around this area with children



RISK TREATMENT PLAN

Proposed Control/Treatment:	Utilise security and staff First aid on site for assistance Ensure this area is adequately lit Ensure regular patrols of this area
Reason for selection of this option, expected benefits:	In the first instance, children are parents/guardians' responsibility The more people watching / keeping an eye on things, the better To immediately administer first aid if required As it will be getting dark throughout the event, the more lighting, the less chance of someone falling in the lagoon To ensure if it looks like an accident will happen, it can be stopped quickly
Resources required including contingencies:	Parents / Guardians First aid Staffing / volunteers / security Lighting Towers

To be implemented by: Name: Security and Event Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Lost children
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RISK TREATMENT PLAN

Proposed Control/Treatment:	Staff/security to approach child and escort to House of FoW marquee Encourage parents / guardians to keep a close watch on children Vigilant patrols Encourage parents/guardians to write their mobile phone number on children's arm or hand in case they are separated at event
Reason for selection of this option, expected benefits:	To ensure they are kept watch over until their parent / guardian collects them To inform as many people as possible of lost child In the first instance, children are their responsibility To ensure there are many people watching and keeping an eye on activities
Resources required including contingencies:	PA Staff/security Promotion pre-event

To be implemented by: Name: Event staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description: Exposure to infectious diseases



RISK TREATMENT PLAN

<p>Proposed Control/Treatment:</p>	<p>Written and verbal notification about risks relating to the potential increase in diseases</p> <p>Encourage patrons to bring their own hand sanitiser</p> <p>Have hand sanitiser available onsite</p> <p>Encourage patrons to wear appropriate clothing and face masks if required</p> <p>Encourage patrons to stay home and do not attend if they are feeling unwell or have been unwell in the past 2 weeks</p> <p>Encourage patrons to stay home and do not attend if they have travelled overseas within the past 2 weeks or if they have come in direct contact with someone who has contracted a virus</p>
<p>Reason for selection of this option, expected benefits:</p>	<p>To inform as many people as possible of the risks involved</p> <p>To reduce the risk of spreading a virus</p> <p>To supply the option in case attendees, forget to bring their own</p> <p>To protect the community from coming in contact with somebody who may spread an infectious disease</p>
<p>Resources required including contingencies:</p>	<p>Social media</p> <p>Staff/security</p> <p>Promotion pre-event</p>

To be implemented by: Name: Event staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: [Signature] Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: [Signature] Date: 6 March 2026

Progress Report Due: _____



RISK TREATMENT PLAN

Risk Description:	Access to toilets with clean water and health risk from waste
Proposed Control/Treatment:	Daily cleaning of toilet areas Position toilets appropriately Experienced contractors to provide toilets and supplies
Reason for selection of this option, expected benefits:	Adequate toilets and handwashing facilities Adequate number of bins and toilets supplied
Resources required including contingencies:	Event staff Experienced toilet supplier and waste removal contractors Experienced cleaning contractor

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
 C. Farquharson

Approved by: Name: _____ Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Review due: _____



RISK TREATMENT PLAN

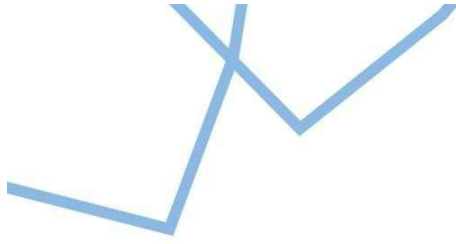
Risk Description:	Fire
Proposed Control/Treatment:	Provide adequate firefighting equipment around site and near specific hazards i.e. Cooking equipment used in food vans Upgraded power to reduce the need for generator hire
Reason for selection of this option, expected benefits:	All staff/contractors are aware of the fire evacuation procedures planned for the event Emergency services aware of the event and clear access to the event site in the case of a fire emergency
Resources required including contingencies:	Social media Staff/security Promotion pre-event Contractors Emergency services personnel

To be implemented by: Name: Event staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: [Signature] Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: [Signature] Date: 6 March 2026

Progress Report Due: _____



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

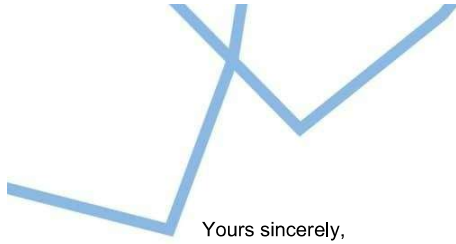
Tel: (02) 9320 2700
Direct: (02) 9320 2726
Naamon.Eurell@jta.com.au
www.statewidemutual.com.au

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
INTERESTED PARTY	Extended to note the interests of Transport for NSW and NSW Police in respect of liability incurred by Council as a result of its negligent acts, errors or omissions committed or alleged to have been committed, arising from planned road closures within Council.
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,

A handwritten signature in blue ink, appearing to read 'N. E. R.' followed by a period.

Naamon Eurell
Executive Officer



NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, AMY MCDONNELL
Name
of 243 BAYLIS STREET WAGGA WAGGA
Address
on behalf of WAGGA WAGGA CITY COUNCIL
Organisation

notify the Commissioner of Police that on the SATURDAY 4
Day
of JULY TO SUNDAY 19 JULY 2026
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately
2000 per day
Number persons which will assemble

at the Victory Memorial Gardens + Wollundry Lagoon Precinct
Place

at approximate 10am to 10pm daily
Time am/pm

and disperse at approximately 11 11
Time am/pm

or

(b) a public assembly, being a procession of approximately
Number

persons which will assemble at
Place

at approximately
Time 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 the Wagga Wagga winter festival- Festival of W

.....
State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be(number) of vehicles and/or* floats involved and their type and dimensions are as follows:

.....
.....

* (ii) There will be 12..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly

.....
.....

* (iv) Other special characteristics of the proposed assembly are as follows:

Ice-skating rink, light and sound show

4 I take responsibility for organising and conducting the proposed public assembly.

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

Address: 243 Baylis Street
Wagga Wagga NSW
..... Post Code 2650

Telephone: 02)6926 9277

Signed: [Signature]

Capacity/Title Events Officer

Date 27 February 2026

* Delete as applicable



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

20 April 2026

Wendy Gaynor
Hon. Secretary | Office Manager
Wagga Wagga RSL Sub-Branch
26 Dobbs Street
WAGGA WAGGA NSW 2650

Dear Wendy

APPLICATION TO IMPLEMENT A SPECIAL EVENT TRAFFIC MANAGEMENT PLAN FOR THE 2026 ANZAC DAY DAWN SERVICE, MARCH, AND SERVICE TO BE HELD ON SATURDAY 25 APRIL 2026 AT WAGGA WAGGA

Thank you for your event application regarding the Anzac Day Dawn Service and the Parade in Baylis Street followed by a commemorative service at the Cenotaph on 25 April 2026.

Your application to implement a Special Event Traffic Management Plan for the 2026 Anzac Day ceremonies and march is approved, subject to compliance with the following conditions.

It is the responsibility of the event organiser/applicant to ensure all participants have been briefed in the following traffic and safety requirements and that they understand and will comply with the conditions set down in this document.

1. The event is to be conducted as per the location and times that are stipulated in the application documents.
2. A certified and approved Traffic Control Plan to be implemented by authorised personnel prior to and throughout the event.
3. No vehicular movement in the nominated areas during the event except for those vehicles that are used as part of the parade.
4. Organisers and event participants to comply with lawful directions from the NSW Police.
5. Organisers and event participants to comply with lawful directions from authorised Council Officers.
6. Morgan Street, from Berry Street to Baylis Street, is to be opened to normal use by the non-event community once the parade has completely cleared that section of road and the street can safely be opened.
7. Baylis Street, from Morgan Street to the northern side of the intersection with Tompson Street is to be opened for normal use by the non-event community once the parade has cleared that section of road and the street can be safely opened to traffic.
8. No event participant is to occupy a position on a road that is outside of the closed area.
9. Failure to comply with any condition immediately voids approval for the event and traffic regulation and restriction will apply from that time.

Inquiries in respect of traffic management arrangements can be directed to Council's Traffic Section on 1300 292 442.

Sincerely

Zain Lakho
Senior Traffic Operations Engineer



RP-2 2026 FESTIVAL OF W - TRAFFIC MANAGEMENT PLAN**Author:** Zain Lakho**Recommendation**

That the Local Transport Forum:

- a receive and note the report and provide technical advice on the proposed traffic management arrangements for the 2026 Festival of W; and
- b note that Council, under delegated authority in accordance with the *TfNSW 2025 Authorisation and Delegation Instrument*, approve the Traffic Management Plan and associated temporary traffic control arrangements, including:
 - i the temporary closure of Morrow Street between Baylis Street and Peter Street from 7am Monday 29 June 2026 to 6pm Thursday 23 July 2026
 - ii the temporary closure of Baylis Street between Morrow Street and Fitzmaurice Street daily from 5pm to 10pm, Saturday 4 July 2026 to Sunday 19 July 2026
 - iii the implementation of the Traffic Guidance Scheme prepared by Riverina Traffic Services for the temporary road closures
 - iv associated detour routes and local access arrangements as outlined in the Traffic Management Plan

Report

Council's annual Festival of W event is scheduled to take place from Saturday 4 July 2026 to Sunday 19 July 2026.

The event continues to operate under Development Application DA15/0183. Condition 9 of the consent requires that for events involving road closures, a Traffic Management Plan identifying road closures and traffic management arrangements must be submitted to and approved by Council.

The 2026 Festival of W maintains the established event format, with activation of Morrow Street between Baylis Street and Peter Street, and evening pedestrianisation of Baylis Street between Morrow Street and Fitzmaurice Street. These areas will accommodate key event infrastructure including the ice-skating rink, food vendors and associated festival activities.

Morrow Street will be closed continuously for the duration of the event, including bump-in and bump-out activities. Baylis Street will be closed daily between 5pm and 10pm to facilitate pedestrian activity during peak event periods.

Council has engaged Riverina Traffic Services to prepare the Traffic Guidance Scheme (TGS) for the event. Council's Events Team has also prepared a Traffic Management Plan (TMP), which outlines the proposed traffic control measures, staging, and operational arrangements.

With respect to traffic operations, access to Tongaboo Lane will be maintained via Tompson Street, with traffic continuing to operate in a northbound direction as per existing one-way conditions. Vehicles exiting Tongaboo Lane onto Morrow Street will be restricted to left-turn movements only, with onward access via Peter Street or Ivan

Jack Drive. Water-filled barriers will be installed along the southern edge of the painted median on Morrow Street to reinforce this arrangement.

Emergency vehicle access will be maintained at all times via controlled access points within the road closure area.

The temporary road closures will impact local bus services, with detours implemented around the closure area. Bus operators have been notified of the proposed arrangements and will adjust services accordingly during the event period. Taxi operators and other relevant stakeholders have also been notified.

This matter is presented to the Local Transport Forum to facilitate coordination and to obtain technical advice in accordance with the *TfNSW 2025 Authorisation and Delegation Instrument*.

Risk Management Issues for Council

The temporary closure of Morrow Street and Baylis Street will create a controlled environment that supports pedestrian safety and event operations.

The Traffic Management Plan and Traffic Guidance Scheme provide appropriate mitigation measures to manage risks to road users, pedestrians, event attendees, and adjacent businesses.

Key measures include:

- physical separation through barriers and bollards
- controlled access points
- maintained emergency access
- clearly defined detour routes supported by appropriate signage

Overall, the proposed arrangements are considered appropriate for the scale and nature of the event.

Internal / External Consultation

Internal consultation has occurred between Council's Traffic & Transport unit and Events Team.

External consultation has been undertaken with bus service operators, taxi providers, and other relevant stakeholders affected by the temporary road closures.

Public notification of the road closures will be undertaken in accordance with the Roads Act 1993 and Council's standard communication processes, including advertisement prior to the event.

Attachments

1. [Combined Papers - 2026 Festival of W](#)

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

Festival of W is Wagga Wagga City Council's largest destination event held in winter and appeals to both visitors and residents. The annual festival showcases a large-scaled lighting and sound show in the Wollundry Lagoon cultural precinct; live music and interactive lighting installations in the Victory Memorial Gardens and Civic Centre forecourt; and an authentic ice-skating rink and food trucks on Morrow Street between Baylis and Peter streets during the winter school holiday period, Saturday 4 July to Sunday 19 July 2026.

Festival of W aims to bring our streets and public spaces to life in the middle of winter through new and creative experiences whilst delivering a distinctive and authentic offering that connects and captivates.

In 2026, the festival will deliver a festival-hub located on Morrow Street between Peter & Baylis streets. This has been encouraged and funded by the NSW Government's Permit, Plug, Play Pilot Program and Open Streets Program. Morrow Street will be home to the festival's authentic ice-skating rink and food alley with local food trucks and operators.

The proposed activities align to NSW Government's mission to:

- Temporarily close streets to vehicles and open them for people, with projects over a day, or series of days, and provide safe spaces for community events and activities.
- Bring vibrancy to our streets by creating a sense of excitement and discovery with creative events and activations that are inviting and inclusive to the community.
- Support job creation in local businesses and the cultural sector.
- Support the development of longer-term place management outcomes, through projects that encourage private-public partnerships.

Festivalgoers will be encouraged to experience the festival between 10am and 10pm each day. Bump in will commence from 7am, Monday 29 June and bump out will conclude at 6pm, Thursday 23 July, therefore the road closure will need to be in effect for this entire period.

Baylis Street, between Morrow and Fitzmaurice streets, will be closed for pedestrian safety due to increased crowds during the period of 5pm to 10pm daily throughout the 16-day festival period, Saturday 4 July to Sunday 19 July 2026.

2. Location/s

Morrow Street between Baylis and Peter streets

Baylis Street between Morrow and Fitzmaurice streets

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 Festival of W in Morrow and Baylis

Street. 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 sections of the event.

A high standard of traffic control may only be undertaken through the systematic consideration of conditions that may be encountered along the course of the event 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/s.

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 Festival of W on local roads and minimising the effect of the event on the non-event community. TCPs have been produced by 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: -

Road	Morrow Street between Baylis and Peter streets
Duration	7am Monday 29 June until 6pm Thursday 23 July 2026
Reason	Festival of W event
Detour	As per signage

Date/s to run in Weekend Advertiser:

Saturday 20 June, Saturday 27 June, and Saturday 4 July 2026

NOTICE OF TEMPORARY ROAD CLOSURE

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

Road Baylis Street between Morrow and Fitzmaurice streets
 Duration Daily from 5pm to 10pm, Saturday 4 July to Sunday 19 July 2026
 Reason Festival of W event
 Detour As per signage
 Date/s to run in Weekend Advertiser:
 Saturday 20 June, Saturday 27 June, and Saturday 4 July 2026

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.

8. Specific Traffic Control Arrangements – Street by Street**Morrow Street**

Fixed bollards will be in place at the intersection of Morrow and Baylis streets and Morrow and Peter streets.

All traffic that utilises Tongaboo Lane will continue to access Tongaboo Lane from Tompson Street and travel north along the lane as they currently do because it is a one-way road. Traffic exiting Tongaboo Lane onto Morrow Street will not be permitted to turn right onto Morrow Street, rather all traffic exiting will be required to turn left on Morrow Street and travel to either Peter Street or Ivan Jack Drive for their next turning manoeuvre. Continuous water filled plastic barriers will be installed along the southern edge of the painted median on Morrow Street from Peter Street to approximately 8 metres east of Tongaboo Lane as shown on the Traffic Control Plan.

Emergency vehicles will always have access to the event site. Access will be provided through the closed road which will be monitored by event personnel at all times.

Baylis Street

Fixed bollards will be in place at the intersection of Baylis and Morrow streets and at the northern end of the Wollundry Lagoon bridge where Baylis Street meets Fitzmaurice Street.

Emergency vehicles will always have access to the event site. Access will be provided through the closed road which will be monitored by event personnel at all times.

9. Specific Timings for Actions (reopening roads for moving events)

Morrow Street between Baylis and Peter streets will be closed from 7am, Monday 29 June to 6pm, Thursday 23 July 2026. The event does not move. Road closures will remain in place until the conclusion of the event bump out.

Baylis Street between Morrow and Fitzmaurice streets will be closed daily from 5pm to 10pm Saturday 4 July to Sunday 19 July 2026. The event does not move. Road closures will remain in place until the conclusion of the event bump out.

10. Parking

There are several options for on and off-street parking within the festival footprint.

11. Impact on Public Transport

This event will impact upon bus service routes.

The local bus service providers will be notified of the intention to conduct this event by email on 19 June 2026. Local bus providers will inform their drivers of the road closures in place for the event period and will follow the planned detour routes to continue their regular scheduled services.

The local taxi service co-operative will be notified of the intention to conduct this event by email on 19 June 2026

12. Impacts on Heavy Vehicles / Transport Industry

This event will impact smaller heavy vehicle delivery trucks and detours will be provided.

13. Traffic Marshals

Council will work with external traffic management specialists Riverina Traffic Services (RTS) to enact the road closure.

14. Detour Routes

Detour routes have been planned and will be sign posted as part of the traffic control plan requirements.

15. Work, Health, and Safety Considerations

A risk assessment has been carried out in respect of this event. The completed document is attached – see Part 5.

The event organiser has arranged Public Liability insurance, to the value of \$20 million, to apply to this event. NSW Roads and Maritime Services have been nominated as interested parties on the certificate of currency – copy attached at Part 6.

16. Notification to Emergency Services

Yes/No		Who/How
Y	NSW Police – 6922 2599	Duty officer by phone and email
Y	NSW Fire & Rescue	Station Officer Wagga Wagga by phone and email
Y	NSW Ambulance Service - 131233	Station Officer Wagga Wagga by phone and email
N	SES – 0407 481 205	Not necessary – event doesn't impact SES
N	RFS – 6971 4591	Not necessary – event doesn't impact RFS
N	VRA -	Not necessary – event doesn't impact VRA

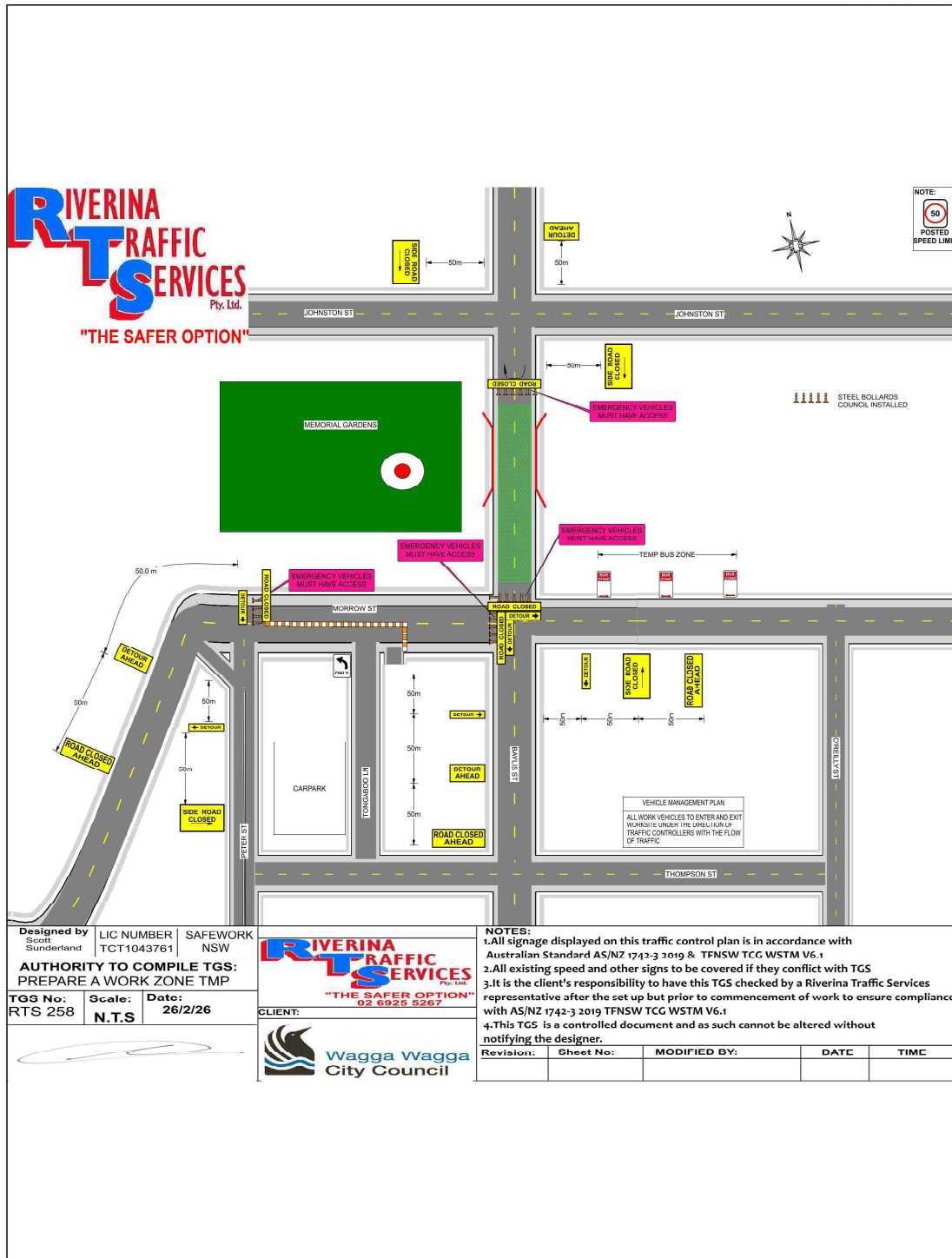
17. Minimising Impact on the Non-Event Community

There will be no adverse impact as a result of this event. There are no residences or businesses along this stretch of road. Neighbouring residences and businesses will be notified via letter drop about the potential flow on effects for the duration of the event, including the event bump in and bump out times and possible detour impacts.

18. Trusts, Authorities and Government Enterprises

This event uses a venue managed by a Government Authority – Wagga Wagga City Council – Local Government.

www.invarion.com



Designed by Scott Sunderland
 LIC NUMBER TCT1043761
 SAFEWORK NSW
AUTHORITY TO COMPILE TGS: PREPARE A WORK ZONE TMP

TGS No: RTS 258
 Scale: N.T.S
 Date: 26/2/26



NOTES:
 1. All signage displayed on this traffic control plan is in accordance with Australian Standard AS/NZ 1742-3 2019 & TFNSW TCG WSTM V6.1
 2. All existing speed and other signs to be covered if they conflict with TGS
 3. It is the client's responsibility to have this TGS checked by a Riverina Traffic Services representative after the set up but prior to commencement of work to ensure compliance with AS/NZ 1742-3 2019 TFNSW TCG WSTM V6.1
 4. This TGS is a controlled document and as such cannot be altered without notifying the designer.

Revision:	Sheet No:	MODIFIED BY:	DATE	TIME



RISK ASSESSMENT CRITERIA

CONSEQUENCE		
Rating	Consequence	Description
1	Insignificant	No degradation of services, no injury to persons, no adverse public/staff reaction and/or negative publicity, low financial loss < 2% of budget for the area/project and/or no damage to property, no environmental impact, no regulatory breach.
2	Minor	Minor degradation of services and operations, minor injuries treated by first aid, minor adverse public/staff reaction and/or minor negative publicity, minor financial loss from 2% to 8% of budget for the area/project and/or minimal damage to property, minimal environmental impact handled internally, minor regulatory breach.
3	Moderate	Major degradation of services and operations, injuries requiring minor medical treatment, moderate adverse public/staff reaction and/or moderate negative publicity, high financial loss from 8% to 15% of budget for the area/project and/or minor repairs to property required, Major contained environmental impact EPA involvement, major regulatory breach.
4	Major	Significant degradation of services and operations, extensive injuries requiring major medical treatment, significant adverse public/staff reaction and/or significant negative publicity, major financial loss from 15% to 20% of budget for the area/project and/or extensive repairs to property required, significant contained environmental impact EPA intervention, significant regulatory breach/s including court proceedings.
5	Catastrophic	Widespread total degradation of operations and services, loss of life, permanent disability, extreme adverse public/staff reaction and/or major widespread negative publicity, significant/material financial loss greater than 20% of budget for the area/project and/or total destruction of property, significant widespread environmental impact, EPA intervention including significant fines, significant regulatory breach/s including court proceedings

LIKELIHOOD			
Rating	Likelihood	Description	Quantification
1	Rare	May only occur in exceptional circumstances. No past event history.	Once every 50 years or more.
2	Unlikely	The event could occur in some circumstances. No past event history.	Once every 25 years.
3	Possible	The event should occur sometimes. Some past warning signs or previous event history.	Once every 5-10 years.
4	Likely	The event will probably occur in most circumstances. Some recurring past event history.	Once a year.
5	Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Once a month or more frequently.

Likelihood	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	2	3	4	5
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Consequence						



RISK ASSESSMENT WORKSHEET

Outline of Risk Event: Festival of W 2026 Location: Wagga Wagga CBD
 Date of Event: 4 July to 19 July 2026 Date of Risk Assessment: 27 February 2026 Completed By: VE & Events – Wagga Wagga City Council

Risk Description	Risk Category	Inherent Risk ¹			Controls/Treatments: already existing and to be implemented, see below action plans	Residual Risk ²		
		Likelihood	Consequence	Rating		Likelihood	Consequence	Rating
Overcrowding	Operational Risk	3	3	9	<ul style="list-style-type: none"> Monitor crowd levels Utilise staff and security to help disperse crowds if required Strategic placement of event site plan to encourage crowd disbursement to utilise all areas of the venue Inform emergency services Road closures in place to expand event footprint to disperse crowds 	3	3	9
Accident / injury caused by curb and gutter	Operational Risk	2	4	8	<ul style="list-style-type: none"> Adequate lighting installed around event site Highlight gutters with hi vis tape and/or marking spray Trained first aid staff onsite for assistance 	2	3	6
Dangerous conditions caused by extreme wet weather	Environmental Risk	3	4	12	<ul style="list-style-type: none"> Check predicted weather daily Strategically design site plan to ensure frequent wet areas won't have high foot traffic Check drainage and water accumulation Insurance taken out Wiping down of surfaces Cancellation policies and contingency procedures in place 	3	3	9

¹ Inherent Risk: The overall raw risk or the risk before any control/treatment is implemented.

² Residual Risk: The levels of risk remaining after controls/treatments have been implemented.



RISK ASSESSMENT WORKSHEET

Assembly of temporary structures not done correctly	Operational Risk	3	4	12	2	3	6
Possible electrocution from power cords	Operational Risk	2	5	10	2	5	10
Traffic colliding with pedestrians entering and exiting the event	Operational Risk	2	5	10	2	5	10
Food poisoning	Operational Risk	3	3	9	3	3	9
Anti-social behaviour – intoxicated persons	Operational Risk	3	3	9	3	3	9

- Approved contractors only with evidence of licensing for rigging and operation of equipment
- On site induction with contractors
- Council staff to oversee installation and report any areas of concern to supervisor
- Ensure powered sites are set up by experienced site owners with knowledge of WHS regulations
- First aid on site for assistance
- Ensure a qualified electrician is on call
- Leads tagged and in good electrical condition
- All leads taped, covered or strung overhead
- Traffic management plan – road closures enforced and promoted
- Limited access for vehicles in event venues – authorised vehicles only
- Adequate signage
- Adequate lighting
- Inform emergency services
- Any truck load delivery will be coordinated during bump in/out periods with restricted access to the venue to ensure there will be no interaction with pedestrians
- Stallholders' public liability insurance obtained
- Stallholders to have current food safety certificates
- Shut down of any stalls that don't comply and/or are seen to be operating outside the guidelines
- Trained first aid staff onsite for assistance
- All staff serving alcohol are RSA qualified.
- Security on site to assist managing
- Monitor alcohol consumption at bars and throughout event precinct.



RISK ASSESSMENT WORKSHEET

Cash handling / theft	Human Resource Risk	3	3	9						<ul style="list-style-type: none"> Alcohol can only be sold and consumed within the licensed area Eftpos only Online purchases encouraged 	2	3	6						
WHS – bumping in and bumping out	Operational Risk	3	4	12						<ul style="list-style-type: none"> Two people to always move heavy objects Trolleys and other equipment used where possible Safety induction completed for all staff Use appropriate staff for tasks 	3	3	9						
Issues caused by excess rubbish and litter	Environmental Risk	3	2	6						<ul style="list-style-type: none"> Ensure suitable rubbish bins are available Staff onsite to manage waste Advise food vendors of their responsibilities to keep areas clean Regular scheduled rubbish collections Encourage patrons to use rubbish facilities during the event and as they are leaving 	3	2	6						
Malicious damage to property	Environmental Risk	3	3	9						<ul style="list-style-type: none"> Emphasise marketing/promotional message of a family friendly community event to deter these incidents occurring Security presence Physical barriers to protect monuments Monitor alcohol consumption and potential 'hot spots' 	3	2	6						
Drink driving	Human Resource Risk	3	3	9						<ul style="list-style-type: none"> Inform Wagga Taxi Service of event to ensure they are prepared Security and event staff to remind patrons as they are exiting patrolled areas to not drink and drive 	3	3	9						
Illicit drug activity and anti-social behaviour	Human Resource Risk	3	3	9						<ul style="list-style-type: none"> Vigilance shown by security and event staff Patrons showing anti-social behaviour will be questioned by security and removed from the event Parent/guardian to be contacted and asked to remove underage patron Police notified and will do regular walkthroughs of the event 	3	3	9						



RISK ASSESSMENT WORKSHEET

Underage drinking	Human Resource Risk	3	3	9	3	3	9
Issues relating to low lighting	Operational Risk	4	3	12	4	3	12
Incident involving fountain in Victory Memorial Gardens	Operational Risk	2	4	8	2	4	8
Incident involving pedestrians and vehicle movement in the event site during bump in/bump out	Operational Risk	2	5	10	2	5	10
Chain of Responsibility	Operational Risk	2	3	6	2	2	4

- Identification checked when entering event site and coverage patrons stamped upon entry to the licensed area
- Parents/guardians asked to keep a close eye on their children
- Vigilance shown by security and event staff
- Alcohol can only be sold by RSA staff and consumed within licensed area
- Conduct pre-event light check to determine how much additional lighting is required
- Hire additional lighting for the event
- Ensure suitable number of portable lighting towers
- Conduct regular sweeps (security or event staff armed with torches) of known dark spots
- Ensure pedestrian thoroughfares are well lit
- Uneven ground highlighted with bright marking spray
- Utilise staff and security
- Ensure fountain is well lit
- First aid staff on site for assistance
- Encourage patrons/guardians to exercise caution around this area with children
- Chain of Responsibility Safety Management System protocols will be followed with the Events team ensuring there is no pressure to suppliers to exceed speed limits, exceed driving hours or operate in an unsafe manner including driving while fatigued.
- During bump in/out the Events team will observe load weight and dimension requirements are being met, loads are appropriately restrained, and driver condition is not impaired.
- Engaging only approved suppliers for the job



RISK ASSESSMENT WORKSHEET

									direct contact with someone who has contracted a virus			
Assembly of staging	Operational Risk	3	3	3	9	3	3	9	<ul style="list-style-type: none"> Approved contractors only with evidence of licensing for rigging and operation of equipment. 	3	3	9
Health risks of litter and rubbish	Human Resource Risk	3	3	3	9	3	3	9	<ul style="list-style-type: none"> Use experienced rubbish collection contractors, suitable number of bins and safety equipment such as gloves Daily cleaning of food areas 	2	2	4
Access to toilets with clean water and health risk from waste	Human Resource Risk	3	3	3	9	3	3	9	<ul style="list-style-type: none"> Daily cleaning of toilet areas Position toilets appropriately Experienced contractors to provide toilets and supplies 	2	2	4
Fire	Operational Risk	3	4	4	12	3	4	12	<ul style="list-style-type: none"> Provide adequate firefighting equipment around site and near specific hazards i.e. Cooking equipment Upgraded power to reduce the need for generator hire 	3	3	9



RISK TREATMENT PLAN

Risk Description:	Overcrowding
Proposed Control/Treatment:	Monitor crowd levels Utilise security and staff Encourage crowd disbursement to utilise all areas of the venues Inform emergency services
Reason for selection of this option, expected benefits:	To ensure the crowd isn't getting too large / out of control The more people watching / keeping an eye on things, the better To ensure some areas are not overused, encourage patrons to use all areas A quick and easy way to provide instructions / direction if required Authorities are aware of event and possible risks
Resources required including contingencies:	Staffing / security / emergency service personnel

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Review due: _____



RISK TREATMENT PLAN

Risk Description:	Accident / injury caused by curb and gutter
Proposed Control/Treatment:	Adequate lighting installed around event site
	Highlight gutters with high vis tape and/or bright marking spray.
	First aid on site for assistance
Reason for selection of this option, expected benefits:	To increase the visibility of the event site especially during the night
	Highlight potential trip hazards and prevent injury
	To tend to any injuries that occur during the event
Resources required including contingencies:	Light towers
	High-vis tape
	First aid attendants

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____



RISK TREATMENT PLAN

Review due: _____

Risk Description:	Dangerous conditions caused by extreme wet weather
Proposed Control/Treatment:	Consult BOM prior to event
	Check drainage and water accumulation areas
	Insurance taken out
	Cancellation policies and procedures in place
Reason for selection of this option, expected benefits:	To monitor weather conditions and make alternate plans if required
	To ensure the venue doesn't become unsafe for participants
	In the event of extreme wet weather to cover expenses
	To ensure that patrons, contractors and suppliers are kept informed of developments
Resources required including contingencies:	BOM
	WWCC outdoor staff
	Wet weather insurance
	Clear communication channels with all stakeholders

To be implemented by: Name: Events Staff / Stakeholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026



RISK TREATMENT PLAN

Progress Report Due:

Risk Description:	Assembly of temporary structures not done correctly
Proposed Control/Treatment:	Ensure all marquees / shade structures are secured properly
	Ensure an experienced staff member is available to assist and provide direction
	Consult BOM for possible high winds prior to the event and make arrangements accordingly
	Ensure there is a suitable number of staff to erect and dismantle structures
Reason for selection of this option, expected benefits:	To ensure they do not blow away and injure someone
	To limit the likelihood of accident / injury
	To make provisions for additional equipment e.g. sandbags if strong winds are predicted
	To ensure no one is injured
Resources required including contingencies:	Experienced staff / volunteers
	BOM

To be implemented by:

Name: Security/ Events Staff / Stallholders Due Date: 29 June 2026

27 February 2026

Date: 2026

Signature:

Name: Visitor Economy & Events Team



RISK TREATMENT PLAN

C. Farquharson

6 March 2026

Approved by: Name: _____

Signature: *C. Farquharson* Date: _____

Progress Report Due: _____

Risk Description:	Possible electrocution from power cords
Proposed Control/Treatment:	Ensure powered sites are set up by experienced site owners with knowledge of WHS regulations
	First aid on site for assistance
	Ensure a qualified electrician is on site for the set up and duration of the event
	Leads tagged and in good electrical condition
Reason for selection of this option, expected benefits:	All leads taped, covered or strung overhead
	Stallholders must submit their public liability documents prior to their application being approved
	To immediately administer first aid if required
	To ensure only qualified persons undertake any electrical tasks and minimise injury
Resources required including contingencies:	To ensure they cause a short circuit or injure someone
	To minimise risk to patrons and contractors
	Experienced stallholders
	Stallholder public liability certificates
	Qualified electrician
	Leads tested

To be implemented by: Name: Events Staff / Stallholders/ electrician Due Date: 29 June 2026



RISK TREATMENT PLAN

27 February
2026

Date:

Visitor Economy & Events Team

Name:

Prepared by:

6 March
2026

Date:

C. Farquharson

Signature:

Name:

Approved by:

Progress Report Due:

Risk Description:	Traffic colliding with pedestrians entering and exiting the event
Proposed Control/Treatment:	Traffic management plan – road closures enforced and promoted
	Limited access for vehicles in event venues – authorised vehicles only
	Adequate signage
	Adequate lighting
Reason for selection of this option, expected benefits:	Inform emergency services
	To ensure patrons and drivers safety
	To minimise possible injuries / accidents
	To ensure everyone is aware of road closures
Resources required including contingencies:	To assist with vision at night
	To minimise injury
	Traffic Management Plan
	Emergency services
	Lighting Towers
	Emergency Services



RISK TREATMENT PLAN

To be implemented by: Name: Security/ Events Staff/ Traffic Management Due Date: 29 June 2026
Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
C. Farquharson
Approved by: Name: _____ Signature: *C. Farquharson* Date: 6 March 2026
Progress Report Due: _____

Risk Description:	Food poisoning
Proposed Control/Treatment:	Stallholders' public liability obtained
	Stallholders to have current food safety certificates
	Shut down of any stalls that don't comply and/or are seen to be operating outside the guidelines
	First aid on site for assistance
Reason for selection of this option, expected benefits:	To ensure they have required documentation and are authorised to be operating a food stall
	To minimise the number of people affected
	To minimise injury
Resources required including contingencies:	Stallholder documentation
	First aid



RISK TREATMENT PLAN

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To be implemented by: Name: Events Staff / Stallholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Anti-social behaviour – intoxicated persons
Proposed Control/Treatment:	Emphasise marketing/promotional message of a community event
	Security presence
	Monitor alcohol consumption and potential "hot spots"
Reason for selection of this option, expected benefits:	To ensure patrons are aware pre-event of what to expect when they arrive
	To deter these incidents occurring
	As these could be potential areas / demographics of concern
Resources required including contingencies:	Security
	Event Staff
	RSA Staff



RISK TREATMENT PLAN

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Cash handling / theft
Proposed Control/Treatment:	Cash handling plan/procedures developed and communicated
	Eftpos only options
	Encourage online purchases
Reason for selection of this option, expected benefits:	To ensure staff are aware of what to do
	To keep cash safe
	To minimise risk of being robbed
	To ensure there is not pressure on one person to be responsible for large sums of money
Resources required including contingencies:	Cash handling document
	Security briefing



RISK TREATMENT PLAN

To be implemented by: Name: Security/ Events Staff / Stallholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	WHS – bumping in and bumping out
	Two people to move heavy objects at all times
Proposed Control/Treatment:	Trolleys and other equipment used where possible
	Online safety induction completed
	Use appropriate staff for tasks
Reason for selection of this option, expected benefits:	To minimise risk
	To minimise injury
	To ensure everyone is aware of what I required / how to undertake tasks
	To ensure people aren't undertaking tasks they aren't able to perform
Resources	Trolleys



RISK TREATMENT PLAN

required including contingencies:	Online safety induction
	Event staff/contractors

To be implemented by: Name: Security and Events Staff and stallholders Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Issues caused by excess rubbish and litter
Proposed Control/Treatment:	Ensure suitable number of rubbish bins available Advise stallholders of their responsibilities to clean up their area Regular rubbish bin collections Encourage patrons to use rubbish facilities during the event and as they are leaving
Reason for selection of this option, expected benefits:	To encourage and educate people to dispose of their rubbish correctly To minimise litter around the stallholder area To ensure the venue stays clean To assist with this task throughout and at the end of the event



RISK TREATMENT PLAN

Resources required including contingencies:	Sufficient number of wheelie bins and skip bins throughout the venues Clearly state in the Stallholder Information Kit their responsibilities with litter at the event Staff to regularly monitor the collection and dispose of garbage

To be implemented by: Name: Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
C. Farquharson

Approved by: Name: _____ Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Malicious damage to property
Proposed Control/Treatment:	Emphasise marketing/promotional message of a community event Security presence Monitor alcohol consumption and potential "hot spots" Physical barriers to discourage behaviours
Reason for selection of this option, expected benefits:	To ensure patrons are aware pre-event of what to expect when they arrive To deter these incidents occurring As these could be potential areas of concern



RISK TREATMENT PLAN

Resources required including contingencies:	Security Event Staff
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To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026
Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
C. Farquharson
Approved by: Name: _____ Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Drink Driving Ensure there are regular communications reminding people not to drink and drive and consider alternative transport if required
Proposed Control/Treatment:	Inform Wagga Taxi Service of event to ensure they are prepared Security and event staff to gently remind patrons as they are exiting not to drink and drive
Reason for selection of this option, expected benefits:	To reach the majority of the patrons at regular intervals To ensure patrons are aware pre-event of what to expect when they arrive To ensure there are alternative transport methods available for patrons



RISK TREATMENT PLAN

	To prompt patrons and get them thinking about this issue
	To deter patrons from taking a risk
Resources required including contingencies:	Scripted messages
	Update event website
	Communication with Taxi Service
	Police support

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	<u>Underage drinking</u>
Proposed Control/Treatment:	<u>Security to conduct regular proof of age checks</u>
	<u>Parents/guardians asked to keep a close eye on their children</u>
	<u>Vigilance shown by security and event staff</u>
	<u>Parent/guardian to be contacted and asked to remove underage patron</u>
Reason for selection	<u>Alcohol can only be sold by RSA staff and consumed within the licensed area</u>
	<u>To discourage underage patrons from drinking</u>



RISK TREATMENT PLAN

of this option, expected benefits:	In the first instance, underage patrons are the responsibility of their parents/guardians To ensure a large number of people are keeping an eye out for this To ensure they are aware of their children's behaviour and actions To dissolve any possible situations
Resources required including contingencies:	Security Event Staff Extensive briefing for staff and security Liquor License

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Illicit drug activity and anti-social behaviour
Proposed Control/Treatment:	Parents/guardians asked to keep a close eye on their children Vigilance shown by security and event staff Patrons that are showing anti-social behaviour will be questioned by security and removed from event Parent/guardian to be contacted and asked to remove underage patron Alcohol can only be sold by RSA staff and consumed within the licensed area



RISK TREATMENT PLAN

Reason for selection of this option, expected benefits:

- In the first instance, underage patrons are the responsibility of their parents/guardians
- To ensure a large number of people are keeping an eye out for this
- To show other patrons this type of behaviour will not be tolerated
- To ensure they are aware of their children's behaviour and actions

Resources required including contingencies:

- Security
- Event Staff
- Extensive briefing for staff and security
- Liquor License

To be implemented by:

Name: Security and Events Staff Due Date: 29 June 2026

Prepared by:

Name: Visitor Economy & Events Team

27 February 2026

Date:

Approved by:

Name: C. Farquharson

Signature: *C. Farquharson*

6 March 2026

Date:

Progress Report Due:

Risk Description:

Issues relating to low lighting

Proposed Control/Treatment:

- Conduct a pre-event light check to determine how much additional lighting is required
- Ensure there are a suitable number of portable lighting towers
- Conduct regular sweeps (security or event staff armed with torches) on known dark spots
- Ensure pedestrian thoroughfares are well lit



RISK TREATMENT PLAN

<p>Reason for selection of this option, expected benefits:</p>	<p>Uneven ground highlighted with bright marking spray</p> <p>To ensure organisers are aware of lighting requirements and sufficient additional lighting can be supplied</p> <p>To ensure as much of the venue can be lit as possible</p> <p>To ensure no undesirable activity/behaviour is taking place</p> <p>To minimise accidents as patrons move around and exit event site</p>
<p>Resources required including contingencies:</p>	<p>Portable lighting towers</p> <p>Security and Event Staff</p> <p>Torches</p> <p>Marking Spray in bright colour</p>

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

<p>Risk Description:</p>	<p>Incident involving fountain in Victory Memorial Gardens</p>
<p>Proposed Control/Treatment:</p>	<p>Utilise security and staff</p> <p>First aid on site for assistance</p> <p>Encourage parents / guardians to exercise caution around this area with children</p>



RISK TREATMENT PLAN

Reason for selection of this option, expected benefits:	The more people watching / keeping an eye on things, the better To immediately administer first aid if required In the first instance, children are their responsibility
Resources required including contingencies:	Staffing, security First aid Parents / Guardians

To be implemented by: Name: Security and Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Incident involving pedestrians and vehicle movement in the event site during bump in/bump out
Proposed Control/Treatment:	Chain of Responsibility Safety Management System protocols will be followed with the Events team ensuring there is no pressure to suppliers to exceed speed limits, exceed driving hours or operate in an unsafe manner including driving while fatigued



RISK TREATMENT PLAN

	During bump in/out the Events team will observe load weight and dimension requirements are being met, loads are appropriately restrained, and driver condition is not impaired
Reason for selection of this option, expected benefits:	To reduce the risk of incidents occurring
	To ensure safety procedures are being followed
	To ensure bump in/bump out movements are being followed with a schedule
	To ensure only qualified suppliers are enacting the task
Resources required including contingencies:	Event staff,
	Safety management system
	Online contractor safety induction
	Contractors

To be implemented by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Patrons falling into the Lagoon
	Signage erected around lagoon encouraging parents/guardians to exercise caution around this area with children



RISK TREATMENT PLAN

Proposed Control/Treatment:	Utilise security and staff First aid on site for assistance Ensure this area is adequately lit Ensure regular patrols of this area
Reason for selection of this option, expected benefits:	In the first instance, children are parents/guardians' responsibility The more people watching / keeping an eye on things, the better To immediately administer first aid if required As it will be getting dark throughout the event, the more lighting, the less chance of someone falling in the lagoon To ensure it looks like an accident will happen, it can be stopped quickly
Resources required including contingencies:	Parents / Guardians First aid Staffing / volunteers / security Lighting Towers

To be implemented by: Name: Security and Event Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Risk Description:	Lost children
--------------------------	---------------



RISK TREATMENT PLAN

Proposed Control/Treatment:	Staff/security to approach child and escort to House of FoW marquee Encourage parents / guardians to keep a close watch on children Vigilant patrols Encourage parents/guardians to write their mobile phone number on children's arm or hand in case they are separated at event
Reason for selection of this option, expected benefits:	To ensure they are kept watch over until their parent / guardian collects them To inform as many people as possible of lost child In the first instance, children are their responsibility To ensure there are many people watching and keeping an eye on activities
Resources required including contingencies:	PA Staff/security Promotion pre-event

To be implemented by: Name: Event staff Due Date: 29 June 2026
Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
 C.Farquharson
Approved by: Name: _____ Signature: *C.Farquharson* Date: 6 March 2026
Progress Report Due: _____

Risk Description: Exposure to infectious diseases



RISK TREATMENT PLAN

Proposed Control/Treatment:	Written and verbal notification about risks relating to the potential increase in diseases Encourage patrons to bring their own hand sanitiser Have hand sanitiser available onsite Encourage patrons to wear appropriate clothing and face masks if required Encourage patrons to stay home and do not attend if they are feeling unwell or have been unwell in the past 2 weeks Encourage patrons to stay home and do not attend if they have travelled overseas within the past 2 weeks or if they have come in direct contact with someone who has contracted a virus
Reason for selection of this option, expected benefits:	To inform as many people as possible of the risks involved To reduce the risk of spreading a virus To supply the option in case attendees, forget to bring their own To protect the community from coming in contact with somebody who may spread an infectious disease
Resources required including contingencies:	Social media Staff/security Promotion pre-event

To be implemented by: Name: Event staff Due Date: 29 June 2026
Prepared by: Name: Visitor Economy & Events Team Signature: [Signature] Date: 27 February 2026
Approved by: Name: C. Farquharson Signature: [Signature] Date: 6 March 2026
Progress Report Due: _____



RISK TREATMENT PLAN

Risk Description:	Access to toilets with clean water and health risk from waste
Proposed Control/Treatment:	Daily cleaning of toilet areas Position toilets appropriately Experienced contractors to provide toilets and supplies
Reason for selection of this option, expected benefits:	Adequate toilets and handwashing facilities Adequate number of bins and toilets supplied
Resources required including contingencies:	Event staff Experienced toilet supplier and waste removal contractors Experienced cleaning contractor

To be implemented
 by: Name: Security/Events Staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026
 C. Farquharson

Approved by: Name: _____ Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____

Review due: _____



RISK TREATMENT PLAN

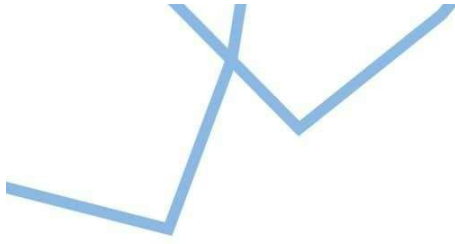
Risk Description:	Fire
Proposed Control/Treatment:	Provide adequate firefighting equipment around site and near specific hazards i.e. Cooking equipment used in food vans Upgraded power to reduce the need for generator hire
Reason for selection of this option, expected benefits:	All staff/contractors are aware of the fire evacuation procedures planned for the event Emergency services aware of the event and clear access to the event site in the case of a fire emergency
Resources required including contingencies:	Social media Staff/security Promotion pre-event Contractors Emergency services personnel

To be implemented by: Name: Event staff Due Date: 29 June 2026

Prepared by: Name: Visitor Economy & Events Team Signature: _____ Date: 27 February 2026

Approved by: Name: C. Farquharson Signature: *C. Farquharson* Date: 6 March 2026

Progress Report Due: _____



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

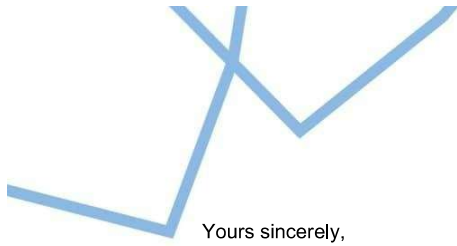
Tel: (02) 9320 2700
Direct: (02) 9320 2726
Naamon.Eurell@jta.com.au
www.statewidemutual.com.au

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
INTERESTED PARTY	Extended to note the interests of Transport for NSW and NSW Police in respect of liability incurred by Council as a result of its negligent acts, errors or omissions committed or alleged to have been committed, arising from planned road closures within Council.
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,

N. E. .

Naamon Eurell
Executive Officer



NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, AMY MCDONNELL
Name
of 243 BAYLIS STREET WAGGA WAGGA
Address
on behalf of WAGGA WAGGA CITY COUNCIL
Organisation

notify the Commissioner of Police that on the SATURDAY 4
Day
of JULY TO SUNDAY 19 JULY 2026
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately
2000 per day
Number persons which will assemble

at the Victory Memorial Gardens + Wollundry Lagoon Precinct
Place

at approximate 10am to 10pm daily
Time am/pm

and disperse at approximately 11 11
Time am/pm

or

(b) a public assembly, being a procession of approximately
Number

persons which will assemble at
Place

at approximately
Time 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 the Wagga Wagga winter festival- Festival of W

State purpose

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be(number) of vehicles and/or* floats involved and their type and dimensions are as follows:

* (ii) There will be 12..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly

* (iv) Other special characteristics of the proposed assembly are as follows:

Ice-skating rink, light and sound show

4 I take responsibility for organising and conducting the proposed public assembly.

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

Address: 243 Baylis Street
Wagga Wagga NSW
..... Post Code 2650

Telephone: 02)6926 9277

Signed: [Signature]

Capacity/Title Events Officer

Date 27 February 2026

* Delete as applicable

RP-3 2026 NRLW MAGIC ROUND – TRAFFIC MANAGEMENT PLAN**Author:** Zain Lakho**Recommendation**

That the Local Transport Forum:

- a receive and note the report and provide technical advice on the proposed traffic management arrangements for the 2026 NRLW Magic Round; and
- b note that Council, under delegated authority in accordance with the *TfNSW 2025 Authorisation and Delegation Instrument*, approve the Traffic Management Plan and associated temporary traffic control arrangements for the 2026 NRLW Magic Round event

Report

The NRLW Magic Round 2026 is scheduled to be held on Saturday 1 August and Sunday 2 August 2026 at Geohex Park, Wagga Wagga. The event comprises multiple NRLW matches and is expected to attract approximately 11,500 attendees.

While the event is conducted off-street, temporary traffic management measures are required on the surrounding road network to manage vehicle access, parking demand and pedestrian activity.

The Traffic Management Plan (TMP) provides for the temporary closure of Copland Street between Koorinal Road and Lockyer Street during event operating hours, supported by detour routes and controlled access arrangements.

Traffic on surrounding roads, including Koorinal Road, will remain operational with appropriate warning signage and directional controls. Access to the venue will be managed through designated entry and exit points, including turn restrictions to support safe and efficient traffic flow.

A Traffic Control Plan (TCP) has been prepared by Riverina Traffic Services in accordance with the Traffic Control at Work Sites Manual and relevant Transport for NSW requirements. The TCP outlines the proposed road closures, signage, and traffic control measures required for the event.

The event will utilise existing on-site parking, with traffic controllers and marshals deployed to manage vehicle and pedestrian movements. The proposed arrangements will impact local bus services, with operators to be notified and detours implemented as required. Emergency services and other stakeholders will also be notified prior to the event.

In accordance with the Roads Act 1993, public notification of the temporary road closures will be undertaken, supported by Variable Message Signs (VMS) and local media communication.

Under the TfNSW 2025 Authorisation and Delegation Instrument, Council is authorised to regulate traffic and implement temporary traffic control measures for events on the local road network. The Local Transport Forum has an advisory role only and does not approve proposals.

The proposal does not meet the mandatory referral criteria under the Instrument, as it is temporary in nature and does not exceed the thresholds relating to duration or public transport disruption. However, the matter is presented to the Forum to facilitate coordination, provide a formal record of Council's use of prescribed traffic control devices, and obtain technical advice.

Risk Management Issues for Council

The proposed temporary traffic arrangements will establish a controlled environment to support safe vehicle and pedestrian movements associated with the event.

The Traffic Management Plan and Traffic Control Plan incorporate appropriate risk mitigation measures, including:

- temporary road closures and controlled access points
- accredited traffic controllers and marshals
- defined detour routes supported by signage
- management of pedestrian movements in high-activity areas
- maintained access for emergency services

The proposed arrangements are considered appropriate for the scale and operational requirements of the event.

Internal / External Consultation

Internal consultation has been undertaken between Council's Traffic & Transport unit and Events Team.

External consultation has been undertaken with NSW Police, emergency services, public transport operators and other relevant stakeholders.

Public notification of the road closures will be undertaken in accordance with the Roads Act 1993 and Council's standard communication processes.

Attachments

- 1 [↓](#). Combined Papers - 2026 NRLW MAGIC ROUND



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

31 March 2026

Kadison Hofert
City of Wagga Wagga
PO Box 20
Wagga Wagga NSW 2650

Dear Kadison,

APPROVAL TO IMPLEMENT A SPECIAL EVENT TRAFFIC MANAGEMENT PLAN TO FACILITATE NRLW MAGIC ROUND 2026.

Your application to implement a Special Event Traffic Management Plan, for the purpose of conducting the NRLW Magic Round on 1st and 2nd August 2026 at the Geohex Park is approved subject to the following conditions:

1. The event is conducted in accordance with the times, locations, and conditions outlined in the submitted application and approved Traffic Control Plan (TCP).
2. The TMP must be implemented in a manner that ensures the safe and efficient operation of the surrounding road network, including the management of interactions between event traffic, general traffic and pedestrians.
3. All road closures and traffic control measures are to be implemented strictly in accordance with the locations, extents and timings specified in the approved TMP.
4. Any variation to the approved TMP is to be undertaken in consultation with Council and appropriately documented.
5. Variable Message Signs (VMS) are to be installed prior to and during the event to provide advance warning of changed traffic conditions.
6. Event organisers and participants must comply with all lawful directions issued by NSW Police and authorised Council officers in relation to traffic and road safety management.
7. Relevant stakeholders, including NSW Police, public transport operators and emergency services, are to be notified of the event and associated traffic arrangements prior to implementation.
8. Traffic control measures are to be implemented in accordance with the Traffic Control at Work Sites Manual and relevant Transport for NSW requirements.
9. Appropriate public notification of road closures and detours is to be undertaken via local media and other suitable communication channels.
10. Adequate measures are to be implemented to minimise impacts on the surrounding community and maintain access for residents, businesses and emergency services.
11. Failure to comply with any of the above conditions may result in the withdrawal of approval for the event.

Inquiries in respect of traffic management arrangements can be directed to Council's Traffic Section on 1300 292 442.

Sincerely



Zain Lakho
Senior Traffic Operations Engineer



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 consists of six NRLW matches, commencing at 12:15pm on Saturday 1st August and 11:50am Sunday 2nd August.

It is expected that the event will attract in the vicinity of 11,500 spectators, players and officials. Attendees will arrive at the venue by means of road transport.

2. Location/s

The event will take place off-street at the Exhibition Centre precinct (Wagga Wagga). The park is bounded by two roads; Koorringal Rd and Copland St.

Copland Street, to the north of the Exhibition Centre is a collector road, allowing traffic from Koorringal Road to the west and East Wagga industrial area traffic from the east to access the area with an existing speed limit of 50 km/h.

Koorringal Rd, to the west side of the Exhibition Centre is a collector road, allowing traffic from Edward St (the Sturt Hwy) to the north and additionally traffic from the south with an existing speed limit of 70 km/h.

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 the Exhibition Centre during the event. The event organisers, Wagga Wagga City Council, 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 the Exhibition Centre 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 event attendees on local roads and minimising the effect of the event on the non-event community. TCPs are produced by 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 Copland St between Koorringal Rd and Lockyer St.

Duration 10:30am to 7:00pm 1st August 2026

10:00am to 6:30pm 2nd August 2026

Reason NRLW Magic Round at Geohex Park

Detour Detour routes will be sign posted.

Date/s to run in Weekend Advertiser: 18/07/2026 and 25/07/2026

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, to move around the site and between parked vehicles and the ground 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 nominated parking areas. In those cases, the objective 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 at the Exhibition Centre.

There is no need for any special traffic control measures to be taken to provide for the arrival of spectators at the Exhibition Centre. The road network and existing controls are able to accommodate that number of vehicles as they arrive over a protracted period.

The TCP components will be commissioned 30 minutes before the commencement of the first match and decommissioned by removing or covering signs 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 after each event. It is expected that it will be about 1 hour after the end of play dependent on the dispersal of traffic.

8. Specific Traffic Control Arrangements – Street by Street

Koorungal Road

Koorungal Road, between Copland Street and Parson Street, will remain open with appropriate advance warning signs demonstrated in the traffic control plan diagrams.

Traffic exiting the venue via Parson Street will be left turn only.

The closed length of Koorungal Road is approximately 500 metres.

Copland Street

Copland Street is adjacent to the northern side of the Exhibition Centre.

Post-game game traffic control as per the TCP will direct all traffic exiting the Exhibition Centre via Hiscock Drive to turn left and all traffic exiting the parking area directly to the east of Marshalls Creek to turn right.

All westbound traffic travelling upon Copland Street will be not allowed access after Lockyer Street, with all traffic being directed to turn right into Lockyer Street.

All eastbound traffic travelling upon Copland Street will not be allowed access after Hiscock Drive.

9. Specific Timings for Actions

The daily event schedule is as follows:

Saturday 1st August - Play commences at 12:15 and finishes at 17:35

Sunday 2nd August - Play commences at 11:50 and finishes at 17:05

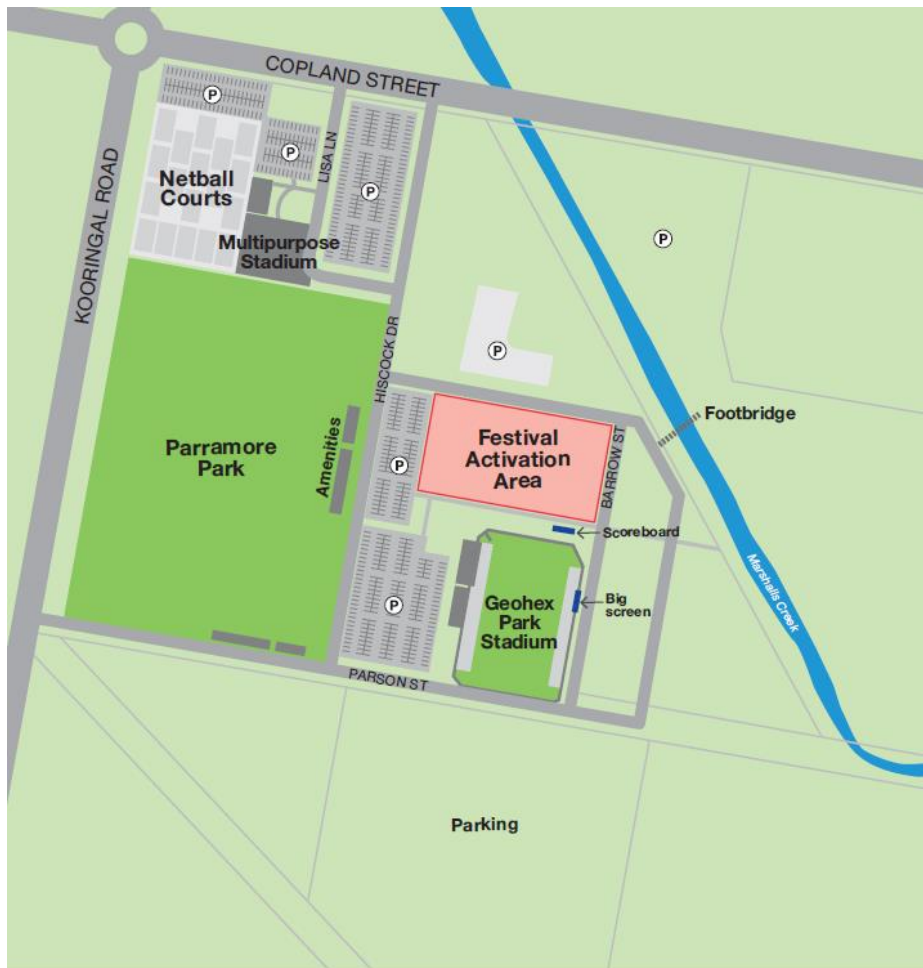
TCP components should be in place approximately two hours before the commencement of the first match.

TCP components should remain in place 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.

10. Parking

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

There is parking onsite in the various identified parking areas for approximately 5,000 vehicles.



11. Impact on Public Transport

This event will impact on the town bus service providers. All bus services in the area will be notified.

The local taxi service co-operative will be notified.

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.

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 - 131233	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 the Exhibition Centre and display alternatives for drivers who must travel in the area.

All residents and Businesses within the vicinity will receive formal notification prior to the event.

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

VMS Boards will also be in place during the event to provide 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.

Part 3 - TCP

As attached

Part 4 Schedule 1 form

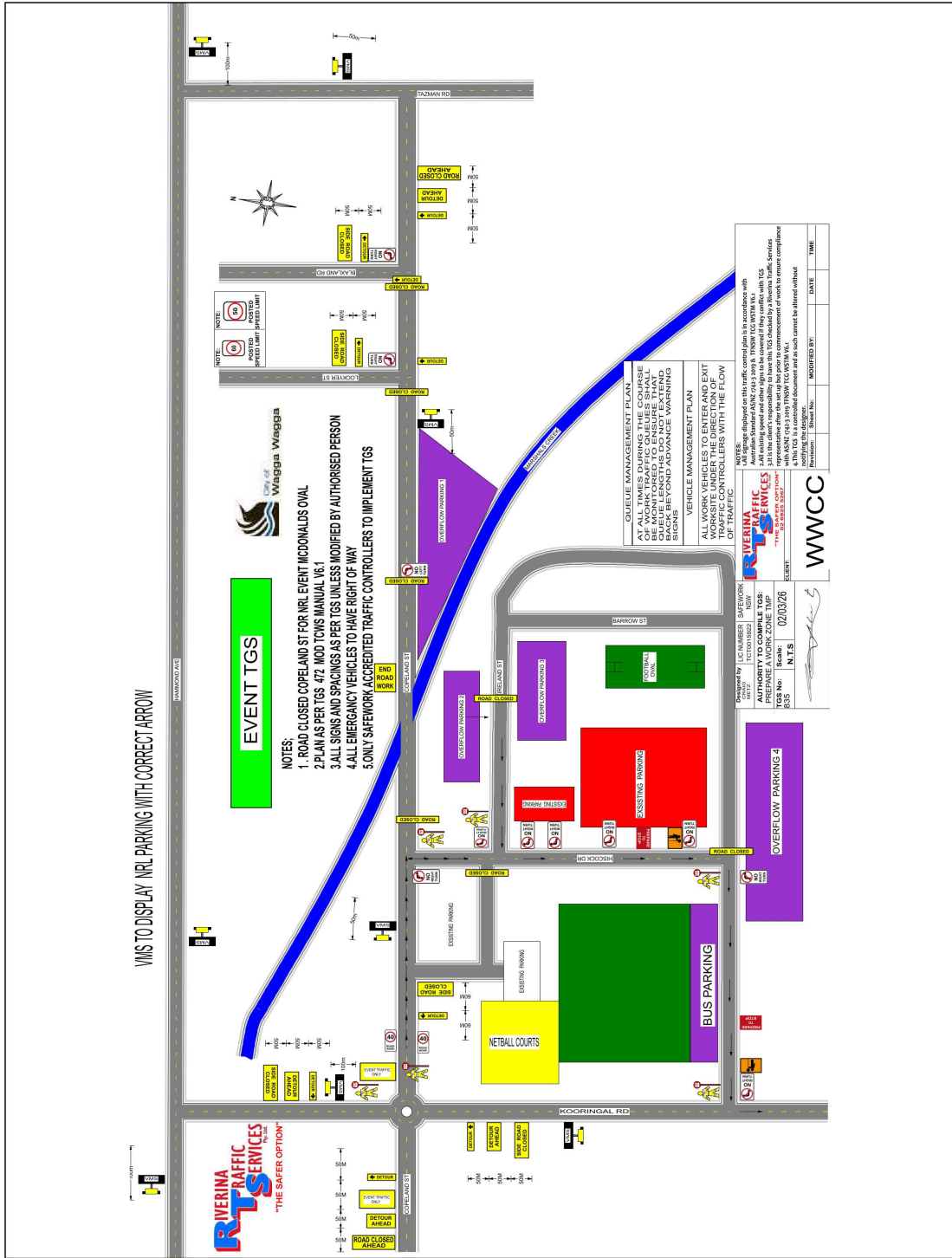
As attached

Part 5 Risk Assessment

As attached

Part 6 Certificate of Currency

As attached



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
 on the 1st and 2nd August 2026, it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately
 11,500 persons,
 which will assemble at Geohex Park, Wagga Wagga
 at approximately 10:30am (Saturday), 10:00am (Sunday),
 and disperse at approximately 7:00pm (Saturday), 6:30pm (Sunday).

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 NRLW Magic Round at Geohex Park on Saturday 1st August and Sunday 2nd August.

The event will take place at Geohex Park, Wagga Wagga. Road closures will be effective from 10:30am till 7:00pm on Saturday 1st August 2026 and 10:00am till 6:30pm on Sunday 26th August 2026 with the following affected roads being controlled by temporary traffic signs and controllers:

Koorringal Road between Copland Street and Parson Street

Copland St between Koorringal Road and Lockyear 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 approximately 5,000 vehicles involved.</p> <p>The type and dimensions are as follows:</p> <p>(ii) There will be approximately 300 competitors playing in rugby league 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: On ground food and beverage stalls as per the licence of the venue.</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: <i>Kadison Hofert</i> Strategic Recreation Officer, Wagga Wagga City Council Date: 26th March 2026</p>

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



Wagga Wagga City Council

RISK MANAGEMENT PLAN

MAJOR EVENTS GEOHEX PARK WAGGA

Risk Management Plan – Major Events Geohex Park

Version History

Version	Date	Person(s)	Change
1	Feb 2019	Wagga Wagga City Council – Strategic Recreation	Original version
3	April 2021	Wagga Wagga City Council – Strategic Recreation	Updated version
4	January 2023	Wagga Wagga City Council – Strategic Recreation	Updated Version
5	November 2025	Wagga Wagga City Council – Strategic Recreation	Updated Version

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1. Purpose

The purpose of Council's *Geohex Park - Major Events Risk Management Plan* is to:

- Establish Council's risk profile for major events held at Geohex Park.
- Identify strategies for reducing those risks
- Utilise the tools set out in Council's Risk Management Framework to treat the risks with a focus on those that are classified as major or catastrophic.
- Report and debrief after each event.

2. Objectives

Council states in its *Risk Management Policy* that its objectives are to:

- Maintain the highest possible integrity for services provided by the Council,
- Safeguard its assets, including people, property and financial resources,
- Create an environment where all Council employees, contractors and volunteers assume responsibility for managing risk,
- Establish a formal, structured risk management framework that is appropriate to Council's activities and operating environment,
- Adopt a risk management approach consistent with the principles of Australian and New Zealand risk management standard AS/NZS ISO:31000:2009 where by risks are identified, analysed, evaluated, treated, monitored and communicated,
- Maintain a register of identified risks applying to Council, captured in following document [Risk and Issue Register](#)
- Establish and as necessary review Council's risk appetite,
- Ensure that Council's risk management framework is subject to periodic reviews,
- Involve Councillors, management, staff and key service providers in Council's risk management process as appropriate,
- Establish mechanisms to appropriately deal with risk,
- Demonstrates transparent and responsible risk management processes aligned with accepted best practice standards and methods.

3. Risk Management Approach

In accordance with [POL 079](#), Council's Risk Management Policy, Wagga Wagga City Council has adopted a whole-of-Council approach to managing its risks. This approach to risk management is known as Enterprise Risk Management (ERM). This is explained more fully in Council's [Risk Management Framework](#) and [Risk Management Plan 18-19](#).

4. Types of risk identified during the hosting of Major Events at Geohex Park:

The following strategic and operational risk areas have been identified:

- Strategic Risk
- Operational Risk
- Environmental Risk
- Financial Risk
- Legal and Regulatory Risk
- Human Resource Risk
- Business Continuity Risk
- Information Services Risk

These risks arise from internal and external sources and may have an impact on the organisation's ability to successfully host a major event at Geohex Park.

With support from Council the responsibility for the development, implementation and reporting of effective treatment/control plans resides with the Risk Owner in this case Wagga City Council and in conjunction with the organisation the NRL.

5. Risk Assessment Criteria

The risk matrix used and action plan developed have shown below. It is intended that this is the general event risk assessment and that the control effectiveness, risk rating as well as adding of any newly identified risks would be reviewed for each specific event.

5.1 Risk Matrix

CONSEQUENCE		
Rating	Consequence	Description
1	Insignificant	No degradation of services, no injury to persons, no adverse public/staff reaction and/or negative publicity, low financial loss < 2% of budget for the area/project and/or no damage to property, no environmental impact, no regulatory breach.
2	Minor	Minor degradation of services and operations, minor injuries treated by first aid, minor adverse public/staff reaction and/or minor negative publicity, minor financial loss from 2% to 8% of budget for the area/project and/or minimal damage to property, minimal environmental impact handled internally, minor regulatory breach.
3	Moderate	Major degradation of services and operations, injuries requiring minor medical treatment, moderate adverse public/staff reaction and/or moderate negative publicity, high financial loss from 8% to 15% of budget for the area/project and/or minor repairs to property required, Major contained environmental impact EPA involvement, major regulatory breach.
4	Major	Significant degradation of services and operations, extensive injuries requiring major medical treatment, significant adverse public/staff reaction and/or significant negative publicity, major financial loss from 15% to 20% of budget for the area/project and/or extensive repairs to property required, significant contained environmental impact EPA intervention, significant regulatory breach/s including court proceedings.
5	Catastrophic	Widespread total degradation of operations and services, loss of life, permanent disability, extreme adverse public/staff reaction and/or major widespread negative publicity, significant/material financial loss greater than 20% of budget for the area/project and/or total destruction of property, significant widespread environmental impact, EPA intervention including significant fines, significant regulatory breach/s including court proceedings

LIKELIHOOD			
Rating	Likelihood	Description	Quantification
1	Rare	May only occur in exceptional circumstances. No past event history.	Once every 50 years or more.
2	Unlikely	The event could occur in some circumstances. No past event history.	Once every 25 years.
3	Possible	The event should occur sometimes. Some past warning signs or previous event history.	Once every 5-10 years.
4	Likely	The event will probably occur in most circumstances. Some recurring past event history.	Once a year.
5	Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Once a month or more frequently.

Likelihood	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	2	3	4	5
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Consequence				

5.2 Risk Assessment Worksheet

Outline of Risk Event:	Major Event – Risk Assessment	Location:	Geohex Park Wagga Wagga		
Date of Event:	1 and 2 August 2026	Date of Risk Assessment:	25 November 2025	Completed By:	Kadison Hofert

Risk Management Plan – Major Events Exhibition Centre

Risk Description	Risk Category	Inherent Risk ¹			Controls/Treatments: already existing and to be implemented, see below action plans	Residual Risk ²		
		Likelihood	Consequence	Rating		Likelihood	Consequence	Rating
Traffic and parking congestion	Operational Risk	5	3	15	Implement Approved Traffic Management Plan (As attached)	4	2	8
Sunburn / Dehydration / heatstroke	Human Resource Risk	3	4	12	Ensure that sunscreen, shade and water is available	2	3	6
Medical emergency - Injured or Ill player/performer / spectator during event - major or minor	Human Resource Risk	3	5	15	Have ambulance onsite. Sporting teams / Teams to provide team doctors.	3	4	12
Rain or hazardous weather- storms, severe heat , wind	Business Continuity Risk	3	5	15	Check weather report and event organisers weather plans. Adhere to NRL weather Policy.	3	3	9
Overcrowding in venue/ Crowd control / Disoriented crowd	Human Resource Risk	2	5	10	Venue specialist complete a venue assessment. Venue Capacity 11,500. Volunteers to be easily identifiable. Ticket Sales terms and conditions	1	1	1
Trip hazards	Human Resource Risk	3	4	12	Site risk assessment once bump in has been completed. Tape, matting and other resources used to control these.	2	4	8
Public health issue due to contaminated food	Human Resource Risk	2	5	10	Food providers to meet food preparation standards.	1	5	5
Public health issue due to poor or inadequate amenities	Human Resource Risk	2	5	10	Review number of amenities required for each event based on crowd number and other influences – alcohol. Contactors on site to clean regularly.	1	5	5
Spectators becoming intoxicated leading to anti-social behaviour	Human Resource Risk	3	5	15	RSA monitors in bars and the crowd. RSA practices followed. Mid strength choices available.	2	4	8
Patrons bringing alcohol to the event	Legal & Regulatory Risk	4	3	12	Security reserves the right to inspect and/or search bags brought in/out of the venue. Adhere to Venue Conditions of Entry .	1	3	3
Electrical issues during the event	Operational Risk	1	4	4	Contact Council Point of Call Officer who in turn will have on call electrician emergency contact details available	1	3	3
Plumbing issues during the event	Operational Risk	1	4	4	Contact Council Point of Call Officer who in turn will have a on call plumber emergency contact details available	1	3	3

Risk Management Plan – Major Events Exhibition Centre

Anti-social behaviour by competitors, spectators, officials, member of the public.	Human Resource Risk	3	4	12	Adhere General Conditions of Entry. If deemed appropriate patrons to be asked to leave. Police and Security onsite.	3	4	12
Emergency requiring evacuation of venue e.g. fire	Operational Risk	1	5	5	Ensure venue evacuation map is displayed. (As attached) Key staff/security to be briefed. Staff to be positioned near gateways with keys to open all double gates,	1	4	4
Noise pollution / traffic congestion complaints from residents.	Strategic Risk	1	4	4	Traffic Management in place. Venue Location assists in the noise pollution affecting residents. Day time events also have lesser impact.	1	3	3
Sprinklers operating during event.	Operational Risk	2	3	5	Ensure these have been programmed off. Monitor if there has been a black out or something that may trigger them unexpectedly.	2	2	4
Theft	Human Resource Risk	2	2	4	Patrons to have valuables at the own risk. Signs in place. Announcements to be made.	2	1	3
Damage to the field of Play and / or Council equipment	Operational Risk	2	4	8	Ensure any contractors have been fully briefed / inducted.	1	2	3
Rubbish collection - environmentally sound.	Environmental Risk	2	2	4	Discuss with ops staff and contractors. Ensure recycle bins available and well signed. Can collection from a local charity.	2	2	4
Uncontrolled vehicle driving through road barriers through closed roads and on to the fields.	Human Resource Risk	1	4	4	RTS well trained and barricades in place.	1	4	4
Unaccompanied child	Human Resource Risk	2	3	5	Ensure a communication / action plan in the case of a missing child.	2	2	4
Onsite event communication	Human Resource Risk	1	2	3	Raiders / Council to implement communication strategy.	1	2	3
Environmental or physical changes within designated area	Operations and Human Resource Risk	1	2	3	Inspect grounds before and after play.	1	2	3
Toilets shortage	Human Resource Risk	4	3	12	Use event toilet ratio to ensure the projected required amount of portaloos has been ordered.	1	2	3
Volunteer Management	Operational Risk	1	2	3	Raiders/ Council / Wagga Rugby League to implement Volunteer Management strategy.	1	2	3
Covid-19	Operational Risk	2	5	10	Ensure compliance with event Covid-19 Safety Plan. Follow directions of NSW Health and NSW Police.	2	2	4

¹ **Inherent Risk: The overall raw risk or the risk before any control/treatment is implemented.**

² **Residual Risk: The levels of risk remaining after controls/treatments have been implemented.**

5.3 Risk Treatment Plans

Risk Description:		Traffic and parking congestion due to crowds of up to 11,500 people.					
Proposed Control/Treatment:		Implement approved traffic management plan that has been designed by an accredited provider and approved by Council's traffic management committee. Link provided to TMP.					
		Ensure there is only one major event held within Geohex Park at this time.					
Reason for selection of this option, expected benefits:		The approved traffic management plan will ensure that there is a constant flow of traffic during peak periods of vehicle movements					
		By only having one major event at any time it will ensure that there aren't any additional traffic generating activities occurring within Geohex Park during the event					
Resources required including contingencies:		An accredited traffic control contractor to implement the traffic control plan.					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Sunburn / Dehydration / Heatstroke					
Proposed Control/Treatment:		Ensure the availability of water, Shade sunscreen around the venue					
		Engage Ambulance be in attendance and treat any issues					
Reason for selection of this option, expected benefits:		The use of shade, sunscreen and provision of fluids will reduce the likelihood and impact of Sunburn and dehydration					
		Ambulance volunteers have the capacity to treat people who suffer Sunburn and/or dehydration swiftly.					
Resources required including contingencies:		Ambulance (or equivalent First Aid) service					
		Provision of sunscreen and drink stations, marquees / tents					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Medical emergency - Injured or Ill player/performer / spectator during event -major or minor					
Proposed Control/Treatment:		Engage Ambulance (or equivalent) to be in attendance					
		NRL Team Doctors, sports trainers' onsite. Officials with First Aid.					
		Volunteers to be briefed on how to respond in an emergency and who to contact. Defibrillator on site and its location identified and communicated in Volunteer briefings.					
Reason for selection of this option, expected benefits:		When Volunteers are acutely aware of what they need to do the best outcome will follow.					
		Engaging professionals ASAP to treat people who are suffering a medical emergency results in the best possible outcome.					
Resources required including contingencies:		Ambulance (or equivalent) service to be engaged					
		First Aid kit					
		Defibrillator					
		Mobile Phone					
To be implemented by:		Name:	Event Manager		Due Date:	November 2025	
Prepared by:	Name:	Kadison Hofert		Signature:	Kadison Hofert		Date:
Approved by:	Name:	Ben Creighton		Signature:	Ben Creighton		Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Rain or hazardous weather - storms, severe heat , wind					
Proposed Control/Treatment:		Check weather report – BOM – SES and event organisers weather contingency plans					
		All actions to be taken in accordance with weather contingency plans if a weather event occurs.					
Reason for selection of this option, expected benefits:		NRL determines the conditions under which their players play.					
Resources required including contingencies:		BOM or SES					
		NRL Sun Protection Policy					
To be implemented by:		Name:		Name:		Event Manager	Due Date:
Prepared by:	Name:	Name:		Kadison Hofert	Signature:		Date:
Approved by:	Name:	Name:		Ben Creighton	Signature:		Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Overcrowding in venue/ Crowd control / Disoriented crowd					
Proposed Control/Treatment:		Have a venue specialist complete a venue assessment.					
		Volunteer / Team Manager Briefing.					
		Ticket numbers capped at 11,500 at the suggestion of venue assessment.					
Reason for selection of this option, expected benefits:		This specialised activity requires a venue specialist to complete.					
		Ensuring personnel know how to manage and respond to the numbers					
Resources required including contingencies:		Adequately briefed Volunteers					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Trip hazards						
Proposed Control/Treatment:		Site risk assessment / walk around once bump in has been completed.						
		Address trip hazards identified.						
		Highlight any hazards or cover as appropriate						
Reason for selection of this option, expected benefits:		This will allow staff to identify hazards which are arise through the introduction of event specific equipment.						
		This will either control or eliminate the hazard.						
Resources required including contingencies:		Site walk around scheduled.						
		Materials such as tape, matting, bunting, witches hats to address the identified hazards						
To be implemented by:		Name: Event Manager			Due Date: November 2025			
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:	
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:	
Progress Report Due:								
Review due:		Prior to each event						

Risk Description:		Public Health issue due to contaminated food							
Proposed Control/Treatment:		Food providers to meet food preparation standards according to Food Act 2003, Food Regulation 2015 and the Food Standards Code. https://wagga.nsw.gov.au/community/health-and-safety/food-safety							
Reason for selection of this option, expected benefits:		Following these standards will reduce the likelihood of any food contamination occurring.							
Resources required including contingencies:		Temporary Food Stall Application Form https://wagga.nsw.gov.au/community/health-and-safety/food-safety/temporary-food-stalls							
		Council's Environmental Health Officers.							
To be implemented by:		Name: Event Manager			Due Date:		November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert		Date:	
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton		Date:	
Progress Report Due:									
Review due:		Prior to each event							

Risk Description:		Public health issue due to poor or inadequate amenities						
Proposed Control/Treatment:		Review number of amenities required for each event using toilets for temporary events guidelines						
		https://wagga.nsw.gov.au/community/health-and-safety/public-health-and-safety						
		Use a toilet calculator / chart to predict required number for specific event.						
Reason for selection of this option, expected benefits:		This will ensure adequate toilets are provided for the event.						
Resources required including contingencies:		A number of onsite toilet trucks and porta loos to meet the event requirements						
To be implemented by:		Name: Event Manager			Due Date: November 2025			
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:	
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:	
Progress Report Due:								
Review due:		Prior to each event						

Risk Description:		Spectator becoming intoxicated leading to anti-social behaviour					
Proposed Control/Treatment:		RSA marshals present					
		Security Present					
		Low and mid strength alcohol options available					
		Alcohol free zone available for families, children and those wishing to avoid alcohol consumption					
Reason for selection of this option, expected benefits:		Monitor crowd alcohol intake.					
Resources required including contingencies:		RSA Marshalls					
		Security					
		Alcohol free zone – bunting , signs , allocated area					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Patrons bring alcohol into the event					
Proposed Control/Treatment:		Licenced venue, alcohol is not permitted to be brought in to or taken out of the venue.					
		Highlighted in T&Cs when purchasing tickets , Conditions of entry signs at the entrance , info on website / council news					
		Bag searches					
Reason for selection of this option, expected benefits:		Licenced venue. Liquor licencing laws and regulations.					
Resources required including contingencies:		Security present					
		Security and / or volunteers to perform bag searches					
		Signage					
To be implemented by:		Name: Event Manager			Due Date:		November 2025
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Management Plan – Major Events Exhibition Centre

Risk Description:		Electrical Issues during the event							
Proposed Control/Treatment:		Contact Council Point of Call Officer who in turn will have on call electrician emergency contact details available							
Reason for selection of this option, expected benefits:		This will allow a qualified professional to address any electrical issue as it arises with the consent / control of Council staff.							
Resources required including contingencies:		Council contracted Electrician on stand by							
To be implemented by:		Name: Event Manager			Due Date:		November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert		Date:	
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton		Date:	
Progress Report Due:									
Review due:		Prior to each event							

Risk Description:		Plumbing Issues during the event					
Proposed Control/Treatment:		Contact Council Point of Call Officer who in turn will have on call plumber emergency contact details available					
Reason for selection of this option, expected benefits:		This will allow a qualified professional to address any electrical issue as it arises with the consent / control of Council staff.					
Resources required including contingencies:		Council contracted Plumber on stand by					
		Contacts List					
To be implemented by:		Name: Event Manager			Due Date:		November 2025
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	
					Date:		
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	
					Date:		
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Anti-social behaviour by competitors, spectators, officials, member of the public.					
Proposed Control/Treatment:		Adhere to CONDITIONS OF ENTRY Information of crowd expectations is on ticket purchase					
		If deemed appropriate patrons to be asked to leave. Police may be called.					
		Security and police both on site for duration of the event					
Reason for selection of this option, expected benefits:		The enjoyment of all.					
		Bad behaviour will not be tolerated in / at sport.					
Resources required including contingencies:		CONDITIONS OF ENTRY					
		Signage					
		Security and 4 user pay police officer.					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Emergency requiring evacuation of Venue					
Proposed Control/Treatment:		Ensure venue evacuation map is displayed (Appendix 6.3 diagram 1)					
		Key security and staff to be brief on the location of evacuation areas					
		Staff with keys to be positioned around the ground who can open double gates in the event of any emergency					
		Police and Security to assist					
Reason for selection of this option, expected benefits:		The increased awareness will allow for a calm coordinated evacuation should the need to evacuate occur.					
Resources required including contingencies:		Evacuation map					
		Chosen method of address and communication – PA, volunteers					
		Keys					
To be implemented by:		Name: Event Manager			Due Date:		November 2025
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Noise pollution / traffic congestion complaints from residents.					
Proposed Control/Treatment:		The venue's position is suited to handle increased traffic flow and noise.					
		Traffic Management will also be in place to					
Reason for selection of this option, expected benefits:		Best venue for this type of event					
Resources required including contingencies:		TMP					
		RTS					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Sprinklers operating during event.						
Proposed Control/Treatment:		Ensure these have been programmed off.						
		Monitor if there has been a black out or something that may trigger them unexpectedly.						
Reason for selection of this option, expected benefits:		Prevent excess and untimely water on fields.						
Resources required including contingencies:		Parks / Ops Staff , Bookings Coordinator						
To be implemented by:		Name: Event Manager			Due Date: November 2025			
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:	
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:	
Progress Report Due:								
Review due:		Prior to each event						

Risk Description:		Theft					
Proposed Control/Treatment:		Warning on the Conditions of Entry.					
		Announcements to be made.					
		Advise people to take care of their belongings.					
Reason for selection of this option, expected benefits:		Patrons to have valuables at the own risk.					
Resources required including contingencies:		PA system.					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Damage to the field of Play and / or Council equipment					
Proposed Control/Treatment:		Ensure sprinklers off / on when appropriate - Monitor weather					
		Register who has what equipment on hire and brief them in how to use / expectations					
		Brief / Induct guests / contractors of expectations of the field					
		Limit driving on fields and no unauthorised activities or structures to be erected					
Reason for selection of this option, expected benefits:		Best practice in preserving the grounds and equipment.					
Resources required including contingencies:		Staff and organisers communication					
		Any matting or alternative arrangements for equipment shifting / installing.					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Rubbish collection - environmentally sound.							
Proposed Control/Treatment:		Brief staff							
		Engage qualified contractors							
		Clearly label bins with bright bin covers							
Reason for selection of this option, expected benefits:		Ensures best practice							
Resources required including contingencies:		Contractors / charity organisation							
		Council Staff - if assisting							
		Bins and covers							
To be implemented by:		Name: Event Manager			Due Date:		November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert		Date:	
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton		Date:	
Progress Report Due:									
Review due:		Prior to each event							

Risk Description:		Uncontrolled vehicle driving through road barriers through closed roads and on to the fields.					
Proposed Control/Treatment:		RTS Employed – suitably qualified traffic management					
		barricades					
		Ensure there is only one major event held within McDonalds Park at this time.					
Reason for selection of this option, expected benefits:		The approved traffic management plan will ensure that there is a constant flow of traffic during peak periods of vehicle movements					
		By only having one major event at any time it will ensure that there aren't any additional traffic generating activities occurring within McDonalds Park during the event					
Resources required including contingencies:		An accredited traffic control contractor to implement the traffic control plan.					
		Barricades					
To be implemented by:		Name: Event Manager			Due Date: April 2023		
Prepared by:	Name:	Peter Cook			Signature:	Peter Cook	Date: 20/1/2023
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date: 20/1/2023
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Unaccompanied child					
Proposed Control/Treatment:		Ensure a communication / action plan in the case of a missing child.					
		Site Office as a base for security / volunteers to bring child to. Ground announcement can be made when appropriate.					
		NRL / Council / Wagga Rugby League to implement communication strategy.					
Reason for selection of this option, expected benefits:							
		The grounds are secure with a fence and a PA System available and security will be roving.					
Resources required including contingencies:		PA System					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Management Plan – Major Events Exhibition Centre

Risk Description:		Onsite event communication					
Proposed Control/Treatment:		Establish plan of communication and required resources					
		NRL / Council / Wagga Rugby League to implement communication strategy.					
Reason for selection of this option, expected benefits:		NRL / Council / Wagga Rugby League to implement communication strategy.					
Resources required including contingencies:		PA System, Two way radio, mobile phones					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

Risk Description:		Environmental or physical changes within designated area					
Proposed Control/Treatment:		Inspect grounds before and after each game.					
		Council to communicate expectations for grounds management for physical preservation.					
		NRL / Canberra Raiders to implement their own checks for safety of their players report any findings to Council.					
Reason for selection of this option, expected benefits:		To keep both the grounds protected and the players and spectators safe.					
Resources required including contingencies:		Staff and Officials.					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event – start and end of play					

Risk Description:		Toilets shortage						
Proposed Control/Treatment:		Portaloos to be utilised						
		Use a toilet calculator / chart to predict required number for specific event.						
		Ensure there is only one major event held within McDonalds Park at this time.						
Reason for selection of this option, expected benefits:		Gives an idea of the number of toilets required.						
		By only having one major event at any time it will ensure that there aren't any additional traffic generating activities occurring within Geohex Park during the event						
Resources required including contingencies:								
To be implemented by:		Name: Event Manager			Due Date: November 2025			
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:	
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:	
Progress Report Due:								
Review due:		Prior to each event						

Risk Description:		Volunteer Management					
Proposed Control/Treatment:		Solid communication between Council, Raiders, NRL, Wagga Rugby League and their Volunteers					
		Briefings, Meetings, Email and phone correspondence					
Reason for selection of this option, expected benefits:		Communication is key					
Resources required including contingencies:		All Personnel					
		Communication devices					
		Uniform / high Vis					
To be implemented by:		Name: Event Manager			Due Date: November 2025		
Prepared by:	Name:	Kadison Hofert			Signature:	Kadison Hofert	Date:
Approved by:	Name:	Ben Creighton			Signature:	Ben Creighton	Date:
Progress Report Due:							
Review due:		Prior to each event					

6. Appendices

6.1 Traffic Management Plan

6.2 Traffic Control Plan

6.3 Evacuation Plan

6.4 Covid Safe Plan

6.1 Traffic Management Plan

The purpose of this document is to ensure that all care and consideration is given to the management of traffic in the area around McDonald 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.

[Document link.](#)

6.2 McDonald Park – Traffic Control Plan

6.3 Evacuation Plan – Geohex Park

Geohex Park – Emergency Evacuation Plan and Emergency Response Procedures

The Geohex Park Event Emergency Evacuation Plan and Emergency Response Procedures (the plan) provides for the effective and efficient mobilisation and coordination of the resources both human and physical for the abovementioned venue. This adaptation has been reviewed in concurrence with xxxx (the organisation) and the NRL Game (the event) to take place at Geohex Park (the venue) date. This document is designed to provide venue specific information to incoming organisations who may be unfamiliar with the venue to assist in dealing with an incident. Incidents may occur either before, during or after the event and can either affect the event or the vicinity of the event. The plan and procedures can be initiated either in full or part as appropriate to the incident. The plan is prepared by Wagga Wagga City Council as recognition of the need for preparedness and may be supplemented by the plans of xxxx, Police, Emergency Services and participating organisations. The Event Director or Crisis Manager, as appointed by xxxx will be responsible under this authority, for the preparation, practice and activation of this plan in conjunction with their own risk assessment and emergency procedures.

The Event Director has the responsibility for ensuring the implementation of the plan and for liaison between the Police and any other emergency services in the event of any declared incident. The plan may be initiated either in part or in full during any incident that requires some extraordinary coordination. Successful management of an incident will depend on familiarisation of the plan by the officials of the Canberra Raiders such that they are aware of their individual roles and responsibilities.

1. EMERGENCY CONTROL AND COORDINATION

Emergency control and coordination must be undertaken by the Event Director of the organisation and may involve the Police and Emergency Services should the incident be of major significance in which case the resources of the organisation will be passed to assist these Services. Any decisions directly affecting the conduct of the event will be made in consultation with the organisation and the Police and / or Emergency response Commander as appropriate.

2. STAFF BRIEFING

Prior to the commencement of the event a meeting is to be held with all key personnel from Wagga Wagga City Council and the organisation (together with Riverina Traffic Services, Police, Emergency Service representatives, if appropriate), to provide an up to date brief on all aspects of the event, identified risks and emergency procedures. Additional meetings, as appropriate, will be conducted whenever any significant changes occur or after a significant incident. The organisation is then responsible for briefing its staff, coordinators, volunteers, team managers etc. Key contact lists, method of communication, site maps and evacuation plans are just some of the information that should be provided to staff.

3. COMMUNICATION

Communication facilities for the event are: (insert all means of communication available at the event eg – radios, mobile phones, public address etc)

4. CONTROL CENTRE / FIRST AID SITE

The Emergency Control Centre is located: at the Event First Aid Site visible in diagrams 1 and 2.

It is ideally suited to provide for an onsite Command Post for the coordination of any emergency operations if required. An alternative emergency operations centre will be identified if required

5. INITIAL EMERGENCY RESPONSE PROCEDURES

Due to the nature and spread of the event the initial appropriate steps to be taken in response to an incident will be:

Risk Management Plan – Major Events Exhibition Centre



**EMERGENCY AIDE MEMOIR
ACCIDENT**

- CARE FOR THE PATIENT
- DON'T DO MORE THAN YOU ARE TRAINED TO DO
- KNOW YOUR LOCATION
- CALL AN AMBULANCE – '000'
- ADVISE WHAT HAS HAPPENED
- MEET THE AMBULANCE
- ENSURE EVENT MANAGEMENT ARE ADVISED

FIRE

- ADVISE OTHERS IN YOUR AREA
- CALL THE FIRE SERVICE – '000'
- IF SAFE TO DO SO – COMBAT THE FIRE
- DON'T CAUSE PANIC
- EVACUATE TO A SAFE AREA
- ENSURE EVENT MANAGEMENT ARE ADVISED

BOMB THREAT

- ADVISE THE WARDEN / EVENT MANAGEMENT STAFF
- ADVISE THE POLICE – '000'
- DON'T CAUSE PANIC
- OBSERVE ANYTHING UNUSUAL
- LEAVE QUIETLY IF DIRECTED
- ENSURE EVENT MANAGEMENT ARE ADVISED

Risk Management Plan – Major Events Exhibition Centre

Diagram 1. Event Location, Emergency Evacuation Route and Assembly Points – McDonald Park, Copland Street Wagga Wagga

McDonald's Park - Evacuation Plan

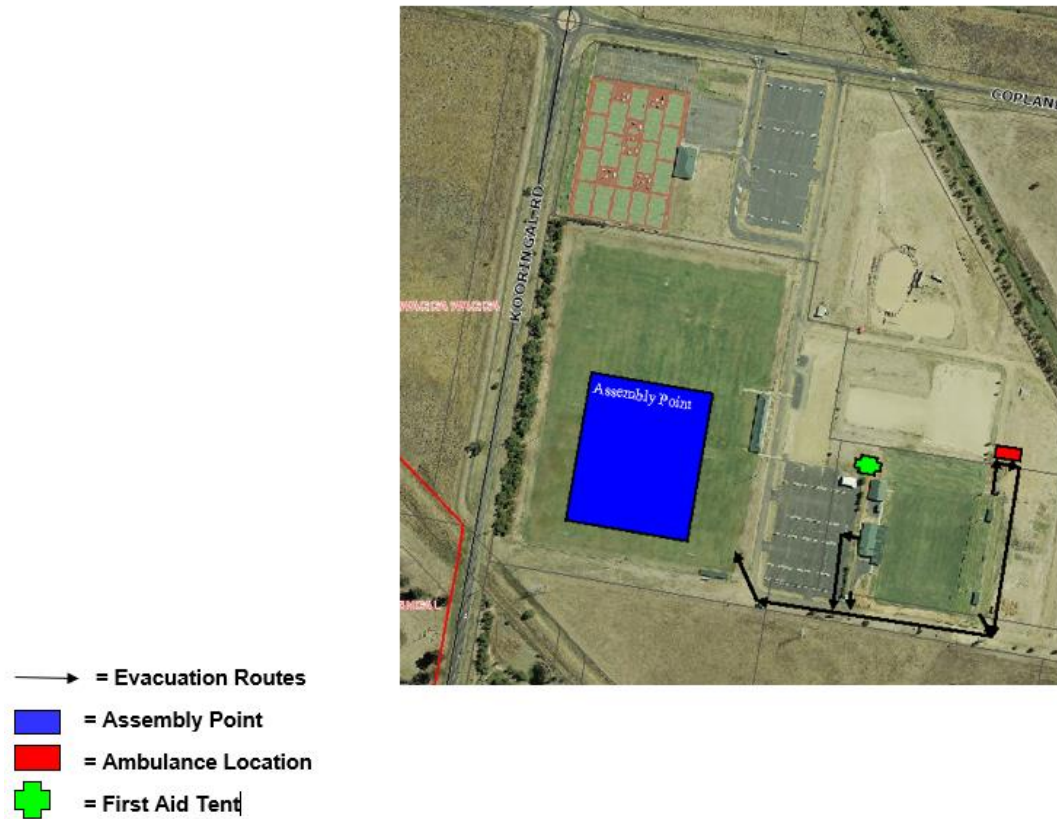


Diagram 2. Raiders Game McDonald Park Site Layout



Risk Management Plan – Major Events Exhibition Centre

3. Emergency Contact List

IN AN EMERGENCY DIAL 000

Name	Position	Contact Number
	Police 217-219 Tarcutta St	000 / (02) 6922 2599
	Fire 75 Fernleigh Rd	000 / (02) 6921 3022
	Ambulance	000
	State Emergency Services 206 Fernleigh Rd, Ashmont	(02) 6932 9199
	Wagga Base Hospital Edward St, Wagga Wagga	(02) 6938 6666
Kadison Hofert	Council Event Liaison	0408 481 462
Josh Walsh	Council Event Liaison	0436 810 026
Ali Brill	Council Event Liaison	0428 419 440

6. EVACUATION PROCEDURE

After the initial emergency response procedures have been put into place and in the event that a structure or venue evacuation is required all persons are required to consider the following points:

1. When directed by the event director, team manager or in their absence, emergency or security personnel, leave the structure or venue in a quiet and orderly manner, leaving any lights on, closing but not locking any doors and taking with them any visitors or patrons.

A person should be allocated to assist any mobility-impaired person(s).

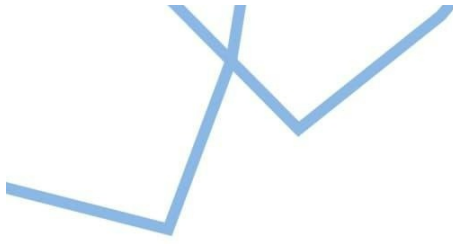
2. When practical, but without risk to personal safety:
 - (a) Gather and secure any cash;
 - (b) Secure important documents
 - (c) Gather personal belongings and take them with you PROVIDING you do not go to other areas to collect them.
3. Evacuate the structure or venue as directed to a safe area away from the incident.
4. Gather in a group in a safe area upwind of any smoke or chemical spill ideally in a clear area on the side of the nearest road.

NOTE: On reaching the safe area, checks should be made to ensure all personnel from your area are present and if possible, record the name and address of any spectators or players who may have suffered an injury during the evacuation. Team Managers are responsible for ensuring all their team members and official have been counted for.

IMMEDIATELY REPORT ANY MISSING PERSON TO THE EVENT DIRECTOR OR TEAM MANAGER

5. DO NOT ATTEMPT TO RE-ENTER ANY BUILDING OR THE VENUE
6. Do not give any information to the media. All inquiries are to be referred to the Event Director.
7. Refrain from using mobile telephones unless on matters pertaining to the emergency.

Report any difficulties that occur during the evacuation to the Event Director for discussion at the de-brief.



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

QUESTIONS WITH NOTICE

MINUTES of the LOCAL TRANSPORT FORUM held on Thursday 19 March 2026.

PRESENT

Councillor Richard Foley
Sergeant Gerard Horsley NSW Police

IN ATTENDANCE

Mr Geordi Paxton	Manager Engineering Design Services
Mr Zain Lakho	Senior Traffic Operations Engineer
Ms Kori West	Corporate Governance Officer
Mr Jack McIntyre	Project Engineer
Mr Richard Matto	Bus About
Mr Edward Habel	Huon

The meeting of the Local Transport Forum commenced at 9.10am.

APOLOGIES

An apology for non-attendance was received and accepted for the Director Infrastructure Services, Henry Pavitt.

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.

CONFIRMATION OF MINUTES

CM-1 CONFIRMATION OF MINUTES - 22 JANUARY 2026 - LOCAL TRANSPORT FORUM

Recommendation

That the Minutes of the proceedings of the Local Transport Forum held on 22 January 2026 be confirmed as a true and accurate record, noting Council's adoption of these minutes at its meeting of 9 February 2026.

DECLARATIONS OF INTEREST

No declarations of interest were received.

MINUTES of the LOCAL TRANSPORT FORUM held on Thursday 19 March 2026.

REPORTS

RP-1 PLUMPTON ROAD UPGRADE - PROJECT INTRODUCTION & 50% DETAILED DESIGN

Officer Recommendation

That the Local Transport Forum receive and note the report.

Forum Recommendation

That the Local Transport Forum receive and note the report.

Discussion

Project staff and a representative of the Contractor provided an opportunity for members of the LTF to review the proposed operational setup of Plumpton Road presented out of the 50% detailed design, and sought additional items of concern which the LTF may have about delivery of the project.

Council staff reinforced that an additional report would be put to the LTF at future meetings for both the 90% detailed design and the proposed traffic management strategy for construction.

Council staff noted concerns from both NSW Highway Patrol and Busabout regarding alterations to school bus routes, pick-up and set-down and public transport routes operated by Busabout. Project staff noted these concerns and is liaising directly with all bus operators. A summary of consultation with these stakeholders will be included in the next report to LTF.

RP-2 INSTALLATION OF TEMPORARY MEDIAN - PEARSON STREET, WAGGA WAGGA

Officer Recommendation

That the Local Transport Forum note and provide technical advice on the proposed installation of a temporary median on Pearson Street, Wagga Wagga associated with Development Application DA24/0377.01, which will restrict right-turn movements to and from the development site.

Forum Recommendation

That the Local Transport Forum note and provide technical advice on the proposed installation of a temporary median on Pearson Street, Wagga Wagga associated with Development Application DA24/0377.01, which will restrict right-turn movements to and from the development site.

Discussion

Sergeant Gerard Horsley from NSW Police sort advice from Council Staff asking if the speed limit will be reduced along Pearson Street from 60kmph to 50kmph.

MINUTES of the LOCAL TRANSPORT FORUM held on Thursday 19 March 2026.

RP-3 INSTALLATION OF 2P PARKING RESTRICTION ON MURRAY STREET, WAGGA WAGGA.

Officer Recommendation

That the Local Transport Forum note that the new 2P (8am-5pm, Monday to Friday) parking restrictions have been installed on Murray Street outside property No.231A on 22 January 2026, comprising approximately three (3) parallel parking spaces, and provide any technical advice or feedback if required.

Forum Recommendation

That the Local Transport Forum note that the new 2P (8am-5pm, Monday to Friday) parking restrictions have been installed on Murray Street outside property No.231A on 22 January 2026, comprising approximately three (3) parallel parking spaces, and provide any technical advice or feedback if required.

Discussion

Nil

RP-4 INSTALLATION OF 40 KM/H PAVEMENT MARKINGS AND DRAGON'S TEETH LINE MARKING – LADYSMITH PUBLIC SCHOOL, TYWONG STREET

Officer Recommendation

That the Local Transport Forum note the installation of 40 km/h pavement speed numerals and dragon's teeth threshold line marking on Tywong Street at Ladysmith Public School, including the installation on the eastern approach and the renewal of existing markings on the western approach.

Forum Recommendation

That the Local Transport Forum note the installation of 40 km/h pavement speed numerals and dragon's teeth threshold line marking on Tywong Street at Ladysmith Public School, including the installation on the eastern approach and the renewal of existing markings on the western approach.

Discussion

Nil

MINUTES of the LOCAL TRANSPORT FORUM held on Thursday 19 March 2026.

RP-5 EVENT - RIDE TO GIVE - 22 TO 24 MARCH 2026

Officer Recommendation

1. That the Local Transport Forum receive and note the Ride to Give 2026 event briefing and provide any technical advice or comments.
2. That Council approve under delegated authority in accordance with the Transport for NSW 2025 Authorisation and Delegation Instrument the Traffic Management Plan and associated Traffic Guidance Schemes (TGS) for the Ride to Give 2026 event.

Forum Recommendation

1. That the Local Transport Forum receive and note the Ride to Give 2026 event briefing and provide any technical advice or comments.
2. That Council approve under delegated authority in accordance with the Transport for NSW 2025 Authorisation and Delegation Instrument the Traffic Management Plan and associated Traffic Guidance Schemes (TGS) for the Ride to Give 2026 event.

Discussion

Nil

RP-6 EVENT - WAGGA SPEEDWAY MEETING - MARCH/APRIL 2026

Officer Recommendation

1. That the Local Transport Forum receive and note the information contained in this report and provide any comments or advice regarding the traffic management arrangements for the 2026 Wagga Speedway Meeting.
2. That Council approve, under delegated authority in accordance with the Transport for NSW 2025 Authorisation and Delegation Instrument, the Traffic Management Plan and associated temporary traffic controls for the 2026 Wagga Speedway Meeting.

Forum Recommendation

1. That the Local Transport Forum receive and note the information contained in this report and provide any comments or advice regarding the traffic management arrangements for the 2026 Wagga Speedway Meeting.
2. That Council approve, under delegated authority in accordance with the Transport for NSW 2025 Authorisation and Delegation Instrument, the Traffic Management Plan and associated temporary traffic controls for the 2026 Wagga Speedway Meeting.

Discussion

Nil

MINUTES of the **LOCAL TRANSPORT FORUM** held on **Thursday 19 March 2026**.

QUESTIONS WITH NOTICE

QWN-1 BUS COMPANY CONSULTATION – MEETING START TIME

The Local Transport Forum considered the feedback received from local public transport operators regarding the commencement time of meetings and determined that future Local Transport Forum meetings will commence at 9.30am to support the participation of bus operators and other transport stakeholders.

QWN-2 TRAFFIC UPDATE AFTER CLOSURE OF EDMONDSON STREET

Councillor R Foley requested an update on traffic impacts following the closure of Edmondson Street.

QWN-3 INLAND RAIL TRAFFIC CAMERAS

Councillor R Foley sort advice on the Traffic Camera's currently being used by Inland Rail. He would like to know if these can be bought by Council and Transport for NSW at the conclusion of this project to assist with surveillance for Police.

The Local Transport Forum rose at 9.33am.