



# **INFRASTRUCTURE POLICY COMMITTEE**

## **AGENDA**

**2 FEBRUARY 2021**

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **INFRASTRUCTURE POLICY COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE WITH AN OPTION OF ONLINE CONFERENCING PLATFORM ZOOM DUE TO COVID-19 REQUIREMENTS** on **Tuesday, 2 February 2021.**

David Waddell  
**CHIEF EXECUTIVE OFFICER**

For apologies please contact Administration on 6393 8218.

## AGENDA

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## **1 INTRODUCTION**

### **1.1 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS**

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

### **RECOMMENDATION**

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Infrastructure Policy Committee at this meeting.



## **2 COMMITTEE MINUTES**

### **2.1 MINUTES OF THE CITY OF ORANGE TRAFFIC COMMITTEE MEETING - 8 DECEMBER 2020**

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RECORD NUMBER: 2020/2565

AUTHOR: Ian Greenham, Director Technical Services

#### **EXECUTIVE SUMMARY**

The City of Orange Traffic Committee held a meeting on 8 December 2020 and the recommendations from that meeting are presented to the Infrastructure Policy Committee for adoption.

#### **LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “9.1 Preserve - Construct and maintain a road network meets the community’s transport and infrastructure needs”.

#### **FINANCIAL IMPLICATIONS**

The cost of signage will be funded from the sign budget.

#### **POLICY AND GOVERNANCE IMPLICATIONS**

Nil

#### **RECOMMENDATION**

- 1 That Council acknowledge the reports presented to the City of Orange Traffic Committee at its meeting held on 8 December 2020.**
- 2 That Council determine recommendations 3.2, 3.4 and 3.5 from the minutes of the City of Orange Traffic Committee meeting of 8 December 2020.**
  - 3.2 That Council install No Stopping Signs and line marking as per the plan in figure 1 of this report.**
  - 3.4 That Council install the “Permit Parking – Art Gallery Extension Vehicles Only” with accompanying “End Restricted Parking” sign as per Figure A sign of this report to remain in place for the duration of the construction.**
  - 3.5 That Council install 1 hour parking in front of the Woodward Street shops (143 Woodward Street) as per Figure A of this report.**
- 3 That the remainder of the minutes of the City of Orange Traffic Committee meeting held on 8 December 2020 be adopted.**

#### **FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**ATTACHMENTS**

- 1 COTC 8 December 2020 Minutes
- 2 COTC 8 December 2020 Agenda, D20/75382 [↓](#)

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# ORANGE CITY COUNCIL

## MINUTES OF THE

## CITY OF ORANGE TRAFFIC COMMITTEE

HELD IN COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE

ON 8 DECEMBER 2020

COMMENCING AT 9.30AM

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### 1 INTRODUCTION

#### ATTENDANCE

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Cr R Turner (Chairperson), Mr Richard Drooger, Acting Inspector Brian Duffey, Sgt Dave Thompson, Strategic Planning and Design Engineer, Road Safety Officer, Works Manager, Manager Engineering Services, Senior Parking Officer (Stefanovska), Divisional Administration Officer

#### 1.1 Apologies and Leave of Absence

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##### RECOMMENDATION

Cr R Turner/Mr R Drooger

That the apology be accepted from Chief Inspector David Harvey for the City of Orange Traffic Committee meeting on 8 December 2020.

#### 1.2 Acknowledgement of Country

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#### 1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

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Cr Turner declared a less than significant non-pecuniary interest in item 3.2 as his son owns property on one of the corners of this intersection.

### 2 PREVIOUS MINUTES

##### RECOMMENDATION

Mr R Drooger/Senior Sgt P Foran (electronically)

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 10 November 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 10 November 2020.

### 3 GENERAL REPORTS

#### 3.1 ORANGE CYCLE AND TRIATHLON CLUB 2021 / 2022 SEASON

TRIM REFERENCE: 2020/2333

**RECOMMENDATION****Mr R Drooger/Cr R Turner**

That the Conditional Approval for the Orange Triathlon Events - 2021/2022 Season be endorsed subject to compliance with the attached conditions.

#### 3.2 GARDINER ROAD AND CECIL ROAD INTERSECTION SAFETY IMPROVEMENTS

TRIM REFERENCE: 2020/2409

*Cr Turner declared a less than significant non-pecuniary interest in this item as his son owns property on one of the corners of this intersection and took part in the discussion and voting on this matter.*

**RECOMMENDATION****Mr R Drooger/Cr R Turner**

That Council install No Stopping Signs and line marking as per the plan in figure 1 of this report.

#### 3.3 NEW YEAR'S EVE EVENT - WATER LASER SHOW - WADE PARK

TRIM REFERENCE: 2020/2445

**RECOMMENDATION****Mr R Drooger/Cr R Turner**

That Council approve the New Year's Eve Event – Water Laser Show to be held on 31 December 2020 subject to the attached Conditions of Consent.

#### 3.4 ART GALLERY EXTENTION - TEMPORARY NO PARKING SIGNS

TRIM REFERENCE: 2020/2454

**RECOMMENDATION****Mr R Drooger/Cr R Turner**

That Council install the "Permit Parking – Art Gallery Extension Vehicles Only" with accompanying "End Restricted Parking" sign as per Figure A sign of this report to remain in place for the duration of the construction.



**3.5 1 HOUR PARKING ON WOODWARD STREET SHOPS**

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TRIM REFERENCE: 2020/2458

**RECOMMENDATION****Mr R Drooger/Cr R Turner**

That Council install 1 hour parking in front of the Woodward Street shops (143 Woodward Street) as per Figure A of this report.

**THE MEETING CLOSED AT 10.08AM.**



## **CITY OF ORANGE TRAFFIC COMMITTEE**

# **AGENDA**

**8 DECEMBER 2020**

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **CITY OF ORANGE TRAFFIC COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 8 December 2020** commencing at **9.30AM**.

David Waddell

**CHIEF EXECUTIVE OFFICER**

For apologies please contact Jason Theakstone on 6393 8505.

## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

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**AGENDA****EVACUATION PROCEDURE**

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

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## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

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**1 INTRODUCTION****MEMBERS**

Cr R Turner (Chairperson), Mr Richard Drooger, Sgt Adam Cornish, Sgt Peter Foran, Chief Inspector David Harvey, Mr Geoff Lewis, Chief Executive Officer, Director Technical Services, Manager Development Assessments, Strategic Planning and Design Engineer, Road Safety Officer, Works Manager, Manager Engineering Services, Communications Officer, Divisional Administration Officer

**1.1 APOLOGIES AND LEAVE OF ABSENCE****1.2 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Traditional Custodians of the land on which we meet today, the people of the Wiradjuri Nation. I pay my respects to Elders past and present, and extend those respects to Aboriginal Peoples of Orange and surrounds, and Aboriginal people here with us today.

**1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS**

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

**RECOMMENDATION**

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the City of Orange Traffic Committee at this meeting.

**2 PREVIOUS MINUTES****RECOMMENDATION**

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 10 November 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the City of Orange Traffic Committee meeting held on 10 November 2020.

**ATTACHMENTS**

- 1 Minutes of the Meeting of the City of Orange Traffic Committee held on 10 November 2020

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## ORANGE CITY COUNCIL

### MINUTES OF THE

## CITY OF ORANGE TRAFFIC COMMITTEE

HELD IN GIYALANG GANYA MEETING ROOM, LORDS PLACE, ORANGE

ON 10 NOVEMBER 2020

COMMENCING AT 9.30AM

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### 1 INTRODUCTION

#### ATTENDANCE

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Mr Richard Drooger, Senior Sgt Peter Foran, Strategic Planning and Design Engineer, Road Safety Officer, Works Manager, Manager Engineering Services, Cadet Engineer (Wills), Divisional Administration Officer

*\*\* In the absence of the Chairperson, Cr R Turner, the Manager Engineering Services chaired the meeting. \*\**

#### 1.1 Apologies and Leave of Absence

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##### RESOLVED

Senior Sgt P Foran/Mr R Drooger

That the apologies be accepted from Chief Inspector David Harvey and Mr Geoff Lewis for the City of Orange Traffic Committee meeting on 10 November 2020.

#### 1.2 Acknowledgement of Country

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#### 1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

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Nil

### 2 PREVIOUS MINUTES

##### RESOLVED

Senior Sgt P Foran/Mr R Drooger

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 13 October 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 13 October 2020.

## MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

10 NOVEMBER 2020

**3 GENERAL REPORTS****3.1 SPRING HILL LEVEL CROSSING**

TRIM REFERENCE: 2020/2175

**RECOMMENDATION****Senior Sgt P Foran/Mr R Drooger**

That Council install stop signs and double barrier line marking at the Chapman Street and Spring Street intersection as per figure 2 in this report.

**3.2 RACECOURSE ROAD AND KENNA STREET INTERSECTION**

TRIM REFERENCE: 2020/2221

**RECOMMENDATION****Mr R Drooger/Senior Sgt P Foran**

That Council install "No Stopping" signs at the Racecourse Road and Kenna Street intersection, 10 metres from the corner, as per Figure A of this report.

**3.3 DALTON / CLINTON AND DALTON / SAMPSON INTERSECTIONS CHANGE OF PRIORITY**

TRIM REFERENCE: 2020/2220

**RECOMMENDATION****Senior Sgt P Foran/Mr R Drooger**

That this item be deferred until blackspot funding is announced.

**3.4 CORONATION DRIVE PEDESTRIAN CROSSING LINES AND SIGNS**

TRIM REFERENCE: 2020/2222

**RECOMMENDATION****Mr R Drooger/Senior Sgt P Foran**

That Council adopt Coronation Drive (TF 223) Lines and Signs.

**3.5 TAXI U-TURNS IN ANSON STREET IN FRONT OF EX-SERVICES CLUB**

TRIM REFERENCE: 2020/2223

**RECOMMENDATION****Senior Sgt P Foran/Mr R Drooger**

That Council allow Taxis to undertake a U-Turn at the Anson Street layback near the Ex-Services Club and that this be reviewed in 6 months.

**THE MEETING CLOSED AT 9.59AM.**

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

### 3 GENERAL REPORTS

#### 3.1 ORANGE CYCLE AND TRIATHLON CLUB 2021 / 2022 SEASON

RECORD NUMBER: 2020/2333

AUTHOR: Jason Theakstone, Manager Engineering Services

#### EXECUTIVE SUMMARY

Council has received an application from Orange Cycle and Triathlon Club to hold their club triathlon events during the 2021/2022 season.

#### LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "9.1 Preserve - Construct and maintain a road network meets the community's transport and infrastructure needs".

#### FINANCIAL IMPLICATIONS

There are no budget implications associated with this recommendation.

#### POLICY AND GOVERNANCE IMPLICATIONS

Nil

#### RECOMMENDATION

That the Conditional Approval for the Orange Triathlon Events - 2021/2022 Season be endorsed subject to compliance with the attached conditions.

#### FURTHER CONSIDERATIONS

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

#### SUPPORTING INFORMATION

Council has received an application from Orange Cycle and Triathlon Club to hold their club triathlon events during the 2020/2021 season with a similar format to previous years.

The roads used will be Bloomfield Road, Forest Road, Hiney Road, Huntley Road and Aerodrome Road.

The events are scheduled from 8.00am to 11.00am on the following Sundays: 7 February 2021, 7 March 2021, 14 March 2021, 21 March 2021 and 28 March 2021.

Full road closure is not required.

The application and a conditional approval for the events are attached.

#### ATTACHMENTS

- 1 Application - Street Event - Orange Triathlon Events - 2021-2022, D20/70396
- 2 Conditional Approval - Street Event - Orange Triathlon events - 2021- 2022 Season, D20/70373

CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

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8 DECEMBER 2020



PO Box 2390, Orange 2800

3<sup>rd</sup> November 2020

Jason Theakstone  
Manager Building Services  
Orange City Council  
135 Byng Street  
Orange 2800

RE: ORANGE CYCLE & TRIATHLON CLUB  
APPLICATION FOR APPROVAL  
TRIATHLON EVENTS

Dear Sir,

We request approval for the upcoming series of Triathlons to be held within the Orange shire boundaries.

- Events are to be held with similar format to previous years events.  
The event organiser shall enforce immediate disqualification upon any competitor who fails to comply with any of these conditions, or any subsequent conditions given by a member of the NSW Police Force.  
OCTC is affiliated with both NSW Cycling Federation and Triathlon NSW.  
The races will be attended by at least one qualified first aider complete with a suitably equipped first aid kit.
- The marshalling area prior to the events is to be well off the carriageway of normal vehicular traffic.



## CITY OF ORANGE TRAFFIC COMMITTEE

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

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OCTC currently holds public liability and products liability insurance each for the amount of 20 million dollars(\$20,000,000)

All competitors in the triathlon events are members of either the OCTC or other affiliated clubs (eg Mudgee Triathlon Club etc).

All events are held under the supervision of competent personnel.

Prior to all events a pre-race briefing is held detailing the following items:

- > The course for the particular event
- > Any hazards such as road works, potholes, etc.
- > The competitors' responsibilities not only to themselves, but also motorists, other competitors and the general public.
- > The observance of all road rules and traffic regulations

The Orange interclub triathlon will be held on the same format as our weekly triathlons. The numbers of competitors would be approximately 130. This will be a NSW Triathlon sanctioned race.

We trust that the above conditions meet with your approval. If you should require any additional information for the staging of these events please do not hesitate to contact the undersigned.

For your records please find the following documentation enclosed:

- Maps of proposed triathlon courses
- Calendar of triathlon events
- Copy of OCTC Public Liability Insurance
- Risk Assessment

We look forward to your approval for the staging of our Series of events.

Thanking you in advance  
Yours faithfully

Philip Tudor  
ORANGE CYCLE AND TRIATHLON CLUB – President

## Orange Cycle and Triathlon Club 2021/2022 Season

Sunday 7<sup>th</sup> February

Sunday 7<sup>th</sup> March

Sunday 14<sup>th</sup> March

Sunday 21<sup>st</sup> March

Sunday 28<sup>th</sup> March

## CITY OF ORANGE TRAFFIC COMMITTEE

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

## TRIATHLON EVENT RISK REGISTER



Gosling Creek Reserve, Orange

EVENT SUMMARY	
Event Name	Triathlon Club Races
Directorate	Orange Cycle & Triathlon Club
Risk Assessed Date	3 <sup>rd</sup> November 2020
Risk Assessment by	Philip Tudor
Location	Gosling Creek Reserve, Orange NSW 2800
DETAILS	
Risk Assessment Activities to be Carried Out:	Triathlon training and racing for the Orange Cycle and Triathlon Club.
Define the Activity	<p>Triathlon skills training sessions and races:</p> <ul style="list-style-type: none"> <li>• Use Gosling Creek Reserve for open water swimming, aquathlon, bike handling skills and group riding training, transition skills, triathlon racing.</li> <li>• The area will be closed off to public car access but not public pedestrian access</li> <li>• Any further information required for the training sessions and racing can be obtained from Phil Tudor.</li> </ul>
Scope	The attached risk management plan is based on best practice Triathlon open water swimming, bike handling skills training sessions and aquathlon and triathlon races. Participants must be members of Triathlon NSW/Triathlon Australia (covered by public liability and personal accident insurance). If participants are not members, they will

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

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	<p>need to purchase a one day race licence from Triathlon NSW prior to participation in the event/s. All participants sign a waiver prior to confirming their 2018-2019 membership.</p> <p>This Risk Management Plan aims to identify risks to participants, volunteers, coaches and supporters. In addition to identifying the risk we attempt to quantify the likelihood of the risk eventuating, its consequences, steps taken by coaches to avoid the risk and actions to be taken should the risk eventuate. The Risk Analysis in this document has been focused on the issues attached to the actual conduct of the training and racing and does not extend to the financial, pre and post risks associated with training and racing administration.</p> <p>By completing this document the Orange Cycle and Triathlon Club are of the opinion that they are able to deliver a safe, well organised and enjoyable triathlon training and racing experience to a standard which is acceptable to Triathlon Australia standards.</p>
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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

Hazard – something that has the potential to cause harm	Risk – what can happen as a result of the hazard	Risk Rating			Control Measures	Risk rating following additional risk controls		
		Consequence	Likelihood of Consequence	Inherent Risk Rating		Consequence	Likelihood of Consequence	Residual Risk
GENERAL								
Unfit or unskilled athlete	Trauma Bike crash Inability to complete event/training sessions	Moderate	Possible	High	All participants to sign an agreement saying they are sufficiently trained to compete in the events/training sessions. Racing/training distance comply with recommendation set out by Triathlon Australia.	Minor	Possible	Medium
Unknown medical condition of participants	Trauma	Moderate	Possible	High	First aid facilities onsite Upon registration, all participants to provide information regarding medical conditions. These to be communicated to St John Ambulance. An emergency contact list, with phone number, and any medical conditions will be held by the Race Director	Moderate	Unlikely	Medium

## CITY OF ORANGE TRAFFIC COMMITTEE

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

Medical Incident involving participant	Trauma	Moderate	Possible	High	Onsite first aid Emergency contact details of participants Use of water craft for access to incident (water based) Medical emergency procedure plan with identified vehicle assess point Cleared beach area for water craft to enter/exit water (water based) Adhere to water evacuation plan (water based) Notify emergency services if needed Coaches, marshals & race director have charged mobile phone	Moderate	Unlikely	Medium
Pre-existing injury of a participant	Trauma	Possible	Minor	Medium	First aid facilities onsite Upon registration, all participants to provide information regarding medical conditions. These to be communicated to St John Ambulance. An emergency contact list, with phone number, and any medical conditions will be held by the Race Director	Minor	Unlikely	Low
Hot weather	Heat illness, UV exposure & sunburn	Moderate	Possible	High	First aid facilities onsite Access to fresh water on course & during training sessions Monitoring of heat/weather conditions and respect of Triathlon Australia guidelines. If required, event can be delayed or cancelled Medical teams to be informed of weather conditions Ask participants to apply sunscreen & wear a hat Provide additional shaded areas via marques Pre-race/session participant briefing re weather conditions	Minor	Unlikely	Low

CITY OF ORANGE TRAFFIC COMMITTEE

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

Hot weather/Physical exertion	Dehydration	Moderate	Possible	High	First aid facilities onsite Access to fresh water on course & during training sessions Monitoring of heat/weather conditions and respect of Triathlon Australia guidelines. If required, event can be delayed or cancelled Medical teams to be informed of weather conditions Pre-race/session participant briefing re weather conditions Adequate water stations Ongoing monitoring for dehydration All participants to have a filled water bottle	Minor	Unlikely	Low
Adverse weather conditions (eg. high winds, lightning, hail, poor air quality etc.)	Trauma	Moderate	Possible	High	Conditions checked on day of event Announcements made prior to session. Weather contingency policy in place Covered areas Open spaces Cancellation of event Follow Triathlon Australia Lightning Policy Follow Triathlon Australia Air Quality Policy Medical teams to be informed of weather conditions Pre-race/session participant briefing re weather conditions	Minor	Unlikely	Low
Wet/slippery roads	Slips/falls/trips/bike crash	Moderate	Possible	High	First aid onsite Adjustments made to course/sessions as necessary (e.g. course altered if glass on road, difficulty of drills reduced in rain). Participants notified of danger areas prior to commencement of event. Participants will all be told to abide by the road rules. Conditions checked on day of training session. Announcements made prior to session. Weather contingency policy in place	Minor	Possible	Medium

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

High winds	Damage to property or to personnel Falling branches	Moderate	Possible	High	First aid onsite Cancellation of event if necessary Course re-design to minimize time under trees Where possible, sites will be set with minimal chance of branch dropping from trees Pre-race/session participant briefing as to the possibility of falling branches	Moderate	Unlikely	Medium
Fog on course	Unsafe site/risk of missing person/risk of participant going off course	Minor	Unlikely	Low	Race director to assess site & conditions prior to event commencement Delay start or cancel event Modify course to within visibility of shore (when swimming) Medical team to be informed of forecast	Minor	Unlikely	Low
Spectators or the general public enters the course	Collision/trip/fall Disruption of event	Minor	Possible	Medium	Pedestrian points to be identified, marshals supervising course & signage on course advising of event Pre-race/session briefing Media outlets notified of event	Minor	Unlikely	Low
Threat requiring evacuation	Fire, inclement weather, bomb threat, other	Catastrophic	Rare	Medium	Emergency assembly area identified Pre-race/session participant briefing notifying of area Mobile phones for key personnel Notify emergency services	Moderate	Rare	Medium
No potable water on site	Dehydration	Moderate	Likely	High	First aid facilities onsite Fresh water imported to site Access to fresh water on course & during training sessions	Minor	Rare	Low
Animals entering the training/racing area	Trauma/collision	Moderate	Possible	High	Onsite first aid Pre-race/session/training briefing – inform participants to keep their eyes open and give way to animals Sweep of the course by coaches to check for animal activity Have marshalled located on areas of the course to advise of animal activity	Minor	Possible	Medium



CITY OF ORANGE TRAFFIC COMMITTEE

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

					Council to cut grass close to paths & transition area			
Differing skills/abilities of participants	Fatigue Crash Trauma Fall	Moderate	Possible	High	Onsite first aid Restrict number of participants on course Appropriate course length for age & skill level of participant Drafting protocols in place	Minor	Unlikely	Low
Death of participant, volunteer, spectator or other	Fatality	Catastrophic	Rare	Medium	Appropriate site selection Site supervision by marshals First aid onsite Medical emergency plan Notify emergency services	Catastrophic	Rare	Medium
Communication between official/coaches		Moderate	Possible	High	Fully charged mobile phone Check mobile reception List of phone numbers of officials/coaches	Minor	Unlikely	Low
<b>SWIM</b>								
Uneven entry/exit points (eg.mud, rocks, holes, sandbar, etc)	Slips/trips and/or falls	Minor	Likely	Medium	Onsite first aid Clear the area of all visible debris Prior to entering the water, participants to walk through water entry Swim start to be either a waist deep or deep water start Pre-race/session briefing advising of hidden objects	Minimal	Unlikely	Low
Unsafe water conditions (eg. rips, undercurrents, submerged obstacles, etc)	Unsafe course Trauma/illness Drowning	Major	Possible	High	Onsite first aid Water safety personnel Water safety assessment & briefing prior to event Cancel swim leg if required Pre event swim trial	Minimal	Unlikely	Low

CITY OF ORANGE TRAFFIC COMMITTEE

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Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

Water temperature – too hot/too cold	Hypothermia	Moderate	Unlikely	Medium	On site first aid Temperatures to be checked prior to event & monitored throughout the day Participants briefed on water temperature & need for appropriate clothing choices Course modifications/cancellation for cold water may be required Only allow wetsuits to be used in appropriate temperatures Follow guideline by Triathlon Australia re water temperature Water safety personnel	Minor	Unlikely	Low
Swimmer in distress	Drowning Fatigue	Major	Unlikely	Medium	Onsite first aid Water safety personnel with paddle boards to assist Pre-race/session briefing Course design to allow for good visibility from shore Medical emergency plan	Minor	Unlikely	Low
Struck by/collision with others	Drowning Collision Trauma	Minor	Possible	Medium	Course design to ensure one way swimming & good visibility from shore Pre-race/session briefing Water safety personnel with paddle boards to assist Onsite first aid	Minor	Unlikely	Low
Congestion amongst participants	Drowning Trauma Collision	Minor	Possible	Medium	Course design to ensure one way swimming & good visibility from shore Pre-race/session briefing Water safety personnel with paddle boards Onsite first aid	Minor	Unlikely	Low
Participants go off course	Fatigue	Minimal	Unlikely	Low	Course design to ensure good visibility from shore Pre-race/session briefing Water safety personnel with paddle boards to assist & direct Onsite first aid Large swim finish arch/signage to guide participants	Minimal	Unlikely	Low

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

Missing swimmer	Drowning	Major	Rare	Medium	Water safety personnel Check with timing to ensure all participants are accounted for Begin water search Announcement over PA Notify emergency services	Major	Rare	Medium
Marine animal attack	Water evacuation Trauma Drowning	Moderate	Unlikely	Medium	Onsite first aid Water safety personnel Adhere to the water evacuation plan (see attached)	Minor	Rare	Low
<b>CYCLE</b>								
Road conditions eg. potholes, debris, etc.)	Crash Fall Trauma	Minor	Possible	Medium	Onsite first aid Pre-race/session briefing Signage Sweep debris/corners Mark potholes/branch roots with witches hats or spray paint Ride cycle course prior to event	Minor	Unlikely	Low
Collision with pedestrian/animal	Crash Fall Trauma	Minor	Possible	Medium	Onsite first aid Pre-race/session briefing Signage Marshals on course for traffic/pedestrian management Ride cycle course prior to event	Minor	Unlikely	Low
Collision with other competitor	Crash Fall Trauma	Minor	Possible	Medium	Onsite first aid Pre-race/session briefing Design of course Drafting protocols	Minor	Unlikely	Low
Participants goes off course	Fatigue	Minimal	Unlikely	Low	Onsite first aid Clearly marked course Marshals on intersections or areas of confusion Pre-race/session briefing Maps provided	Minimal	Unlikely	Low

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

Bike mechanical	Collision Crash/fall	Minor	Possible	Medium	Bike check (brakes, wheels, gears, seat, handlebars, helmet) prior to entering transition Marshals on course to communicate issues	Minor	Possible	Medium
<b>RUN</b>								
Slip/trip/fall	Trauma	Minimal	Unlikely	Low	Course design Pre-race/session briefing Onsite first aid	Minimal	Unlikely	Low
Participants goes off course	Lost/injured participants	Minimal	Unlikely	Low	Pre-race/session briefing Clearly mark course Marshals on intersections or areas of confusion Maps provided	Minimal	Unlikely	Low
Collision with pedestrian/animal	Fall Trauma	Minimal	Unlikely	Low	Onsite first aid Pre-race/session briefing Signage Marshals on course for traffic/pedestrian management	Minimal	Rare	low
Collision with other competitor	Fall Trauma	Minimal	Rare	Low	Onsite first aid Pre-race/session briefing Design of course	Minimal	Rare	Low
<b>TRANSITION</b>								
Collision between competitors	Trauma	Minimal	Possible	Low	Pre-race/session briefing Design of area Adequate distance between equipment One way flow through transition area	Minimal	Unlikely	low

CITY OF ORANGE TRAFFIC COMMITTEE

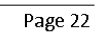
8 DECEMBER 2020

Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

Collision with equipment	Trauma	Minimal	Possible	Low	Pre-race/session briefing Design of area Adequate distance between bikes Clear area of all non-essential equipment	Minimal	Unlikely	Low
--------------------------	--------	---------	----------	-----	---	---------	----------	-----

Risk Assessment Matrix		CONSEQUENCE				
		MINIMAL	MINOR	MODERATE	MAJOR	CATASTROPHIC
LIKELIHOOD		A	B	C	D	E
RARE	1	Low	Low	Medium	Medium	Medium
UNLIKELY	2	Low	Low	Medium	Medium	High
POSSIBLE	3	Low	Medium	High	High	High
LIKELY	4	Medium	Medium	High	High	Extreme
ALMOST CERTAIN	5	Medium	High	High	Extreme	Extreme

Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022



CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 1 Application - Street Event - Orange Triathlon Events - 2021-2022

8 DECEMBER 2020

Hiney Road Loop | Strava Route Cue Sheet

Page 1 of 1

**STRAVA**

Hiney Road Loop

<https://www.strava.com/routes/14574203>

14.24km

Distance

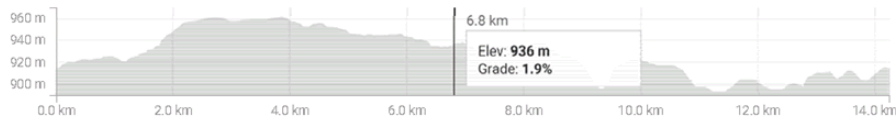
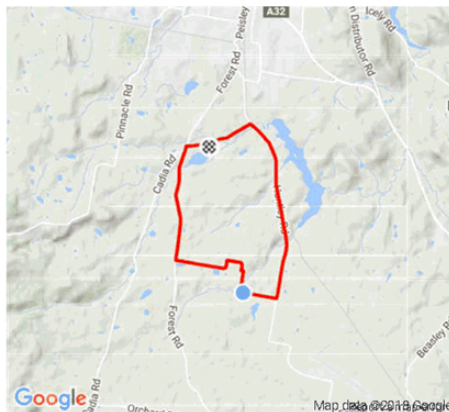
150m

Elevation Gain

Road

Ride Type

Est. Moving Time: 35:23



Route recommendations may be incomplete and/or inaccurate and may contain sections of private land and/or sections of terrain that could be challenging or hazardous. Always use your best judgement about the safety of road and trail conditions and follow traffic and property laws. Est. Moving Time based on your avg speed of 24.2 km/h over last 4 weeks

DIRECTION	DISTANCE (kilometers)
Proceed onto Bargwanna Road	0.0
Left onto Bloomfield Road	0.0
Proceed onto Bloomfield Road	0.5
Left onto Forest Road	0.6
Proceed onto Forest Road	3.8
Left onto Hiney Road	3.8
Left onto Huntley Road	7.7
Proceed onto Huntley Road	7.8
Proceed onto Huntley Road	11.9
Left onto Bloomfield Road	12.8
Left onto Bargwanna Road	14.1
Arrive at Finish	14.2

[https://www.strava.com/routes/14574203/cue\\_sheet](https://www.strava.com/routes/14574203/cue_sheet)

27/07/2018

CITY OF ORANGE TRAFFIC COMMITTEE 8 DECEMBER 2020  
Attachment 2 Conditional Approval - Street Event - Orange Triathlon events - 2021- 2022 Season

D20/70255



**CONDITIONAL APPROVAL FOR EVENT**

**Orange Triathlon Events – 2021/2022 Season**

**Orange Cycle and Triathlon Club (Event Organiser)**

<b>Streets to be used:</b>	Bloomfield Road, Forest Road, Hiney Road, Huntley Road, Aerodrome Road
<b>Dates:</b>	Sunday 7 February 2021 Sunday 7 March 2021 Sunday 14 March 2021 Sunday 21 March 2021, and Sunday 28 March 2021
<b>Time:</b>	8am – 11am
<b>Type of closure:</b>	No full closure
<b>Class:</b>	2
<b>File:</b>	F2901-3

**CONDITIONS OF APPROVAL**

- 1 A permit under Section 115 of the Road Transport Act 2013 must be obtained from the Commissioner of Police prior to the event.
- 2 Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
- 3 Concurrence to grant a Section 144 Permit must be obtained from the Roads and Maritime Services (RMS). Council will apply to the RMS for this, and the event must not proceed without this approval. Any additional conditions imposed by the RMS must be complied with.
- 4 Council must be provided with a copy of public liability insurance documentation relating to the event, evidencing a minimum cover of \$20 million with Council's interests duly noted.
- 5 A Traffic Management Plan (TMP) and a Traffic Control Plan (TCP) must be prepared for the event by an authorised person and shall be provided to the City of Orange Traffic Committee for approval prior to the event.
- 6 All Traffic Control Plans (TCP) must be implemented by appropriately qualified persons.
- 7 All personnel carrying out traffic control duties must hold an appropriate authorised traffic controller's ticket.



## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 2 Conditional Approval - Street Event - Orange Triathlon events - 2021- 2022 Season

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2

- 8 The event organisers are to maintain appropriate and adequate traffic measures for the safe movements of all road users and participants on all roads impacted by the event or management of the event.
- 9 The event must not interfere with normal pedestrian movements.
- 10 A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
- 11 Event Marshals, Traffic Controllers and participants must be consulted and advised of the risk management and contingency arrangements in case of an emergency (RMS S144)
- 12 The applicant will advertise the event and regulation of traffic in a local paper at least seven (7) days prior to the first event, with this advertisement to include the type of event, route and all dates and times. If there is a change of date this must also be advertised.
- 13 The event organisers are to conduct a letter drop to residents and businesses before the first event advising the date of all events for all affected roads. They must also be advised if there is a change of date.
- 14 The event organisers shall inform the following organisations of each event with copies being forwarded to Council: - Fire and Rescue NSW, NSW Rural Fire Service, Ambulance Service NSW, Orange Health Service, Orange Local State Emergency Service, Cadia Valley Operations, Regional Express Airlines, Fly Corporate.
- 15 All participants are to be briefed prior to the event in regard to the need to comply with The Road Transport Act 2013 and Road Rules 2014.
- 16 Riders and drivers are to be instructed to stay within the left-hand lane.
- 17 Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
- 18 The applicant is required to inform all relevant persons involved in the organising of the event of the Conditions of Approval.
- 19 In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.
- 20 Council has the right to withdraw the approval, or impose additional conditions on the event organisers at any time.
- 21 These events may be rescheduled to an alternate Sunday provided the applicant contacts Council at least 24 hours before the event and Council confirms that the alternate date does not clash with another event. Council reserves the right to revoke this concession at any time.
- 22 All documents requested must be submitted to Council by Monday 19 January 2021 and marked to the attention of Mr Jason Theakstone in the Technical Services Division.

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 2 Conditional Approval - Street Event - Orange Triathlon events - 2021- 2022 Season

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3

I hereby declare that I have read and understand the conditions for the Orange Triathlon  
Events – 2021/2022 Season.

Signed for and on behalf of Orange Cycle and Triathlon Club -

Name (print): -----

Signature: -----

Designation: -----

Date: -----

Witness: -----

## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

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**3.2 GARDINER ROAD AND CECIL ROAD INTERSECTION SAFETY IMPROVEMENTS**

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RECORD NUMBER: 2020/2409

AUTHOR: Wayne Gailey, Works Manager

**EXECUTIVE SUMMARY**

Council has been successful in obtaining grant funding from the State and Federal Government to improve safety at the intersection of Gardiner Road and Cecil Road. Designs for the proposed works have been developed and this report seeks the endorsement of the regulatory parking signs and line marking associated with the project.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “9.1 Preserve - Construct and maintain a road network meets the community’s transport and infrastructure needs”.

**FINANCIAL IMPLICATIONS**

The project budget is \$230,000, which is fully funded by the grant.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council install No Stopping Signs and line marking as per the plan in figure 1 of this report.

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

The works, at a budget of \$230,000, will involve the construction of a raised hot mix asphalt intersection, similar to the recently completed raised intersection at Anson Street and Matthews Avenue. The existing speed humps on Gardiner Road, on the eastern and western side of the intersection, will be removed and adjustments will be made to the existing stormwater infrastructure in the intersection. No Stopping signs and 30 metres of approach BB line marking is proposed to be installed as per the attached plan. Signposted No Stopping restrictions already exist at the intersection, however adjustments and additions will be made to suit the new traffic facility. The existing Stop signs will be renewed in their current positions and priority for traffic will remain on Gardiner Road.

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

3.2 Gardiner Road and Cecil Road Intersection Safety Improvements

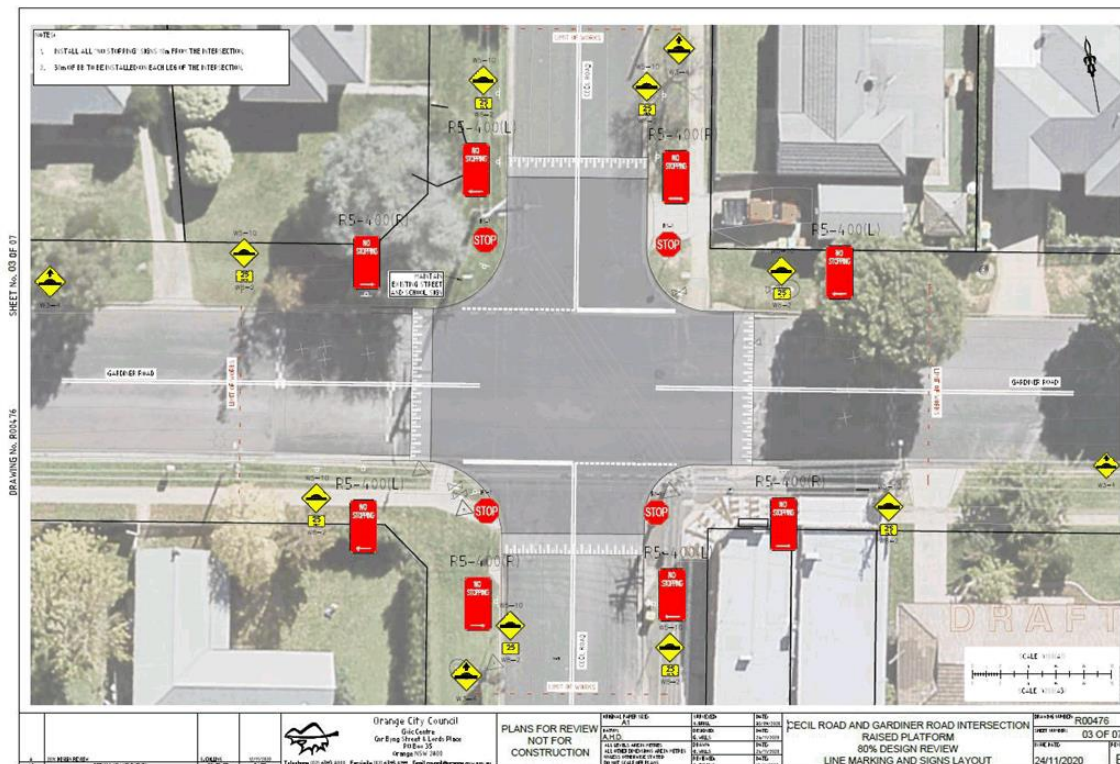


Figure 1 : Proposed No Parking Signs and Linemarking

## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

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**3.3 NEW YEAR'S EVE EVENT - WATER LASER SHOW - WADE PARK**

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RECORD NUMBER: 2020/2445

AUTHOR: Jason Theakstone, Manager Engineering Services

**EXECUTIVE SUMMARY**

Council has been approached by a local event organiser and local business Kennard's Hire to hold a 2020 New Year's Eve event for the community of Orange and Council, on 20 October 2020, approved their request to hold the laser show. This report serves to consider the request in sympathy to the draft conditions of consent.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy "9.1 Preserve - Construct and maintain a road network meets the community's transport and infrastructure needs".

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council approve the New Year's Eve Event – Water Laser Show to be held on 31 December 2020 subject to the attached Conditions of Consent.

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation's impact on Council's service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

Council has received a request to hold a New Year's Eve event Water Laser Show on 31 December 2020 at Wade Park.

The event starts at 7.00pm and concludes at 10.00pm.

Road Closures: 6.00pm to 10:30pm

The purpose of this report is to support the full closure of the following roads: McNamara Street (between Kite and Moulder Streets), Moulder Street (between Peisley Street and Lords Place).

It is recommended Council approve the event subject to the attached Conditions of Consent.

**CITY OF ORANGE TRAFFIC COMMITTEE****8 DECEMBER 2020****3.3 New Year's Eve Event - Water Laser Show - Wade Park**

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**ATTACHMENTS**

- 1 Conditional Approval - Street Event - New Year's Eve - Laser Water Show, D20/74047
- 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31 December 2020, D20/74243
- 3 Traffic Control Plan - Water Laser Show - 31 December 2020, IC20/25460

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 1 Conditional Approval - Street Event - New Year's Eve - Laser Water Show

D20/73776



**CONDITIONAL APPROVAL FOR USE OF ROAD**

**NEW YEARS EVE WATER LASER SHOW**

**KENNARDS HIRE PRESENTS LIGHT UP ORANGE**

**Streets to be used:** McNamara Street (between Kite and Moulder Streets),  
Moulder Street (between Peisley Street and Lords Place)

**Date:** Thursday 31 December 2020

**Event Time:** 6.30pm – 9.45pm

**Type of closure:** Full closure

**Class:** 3

**CONDITIONS OF APPROVAL**

1. Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
2. A 'Form 1 - Notice of Intent to Hold a Public Assembly' must be submitted to the police. Police approvals for the event must be obtained and provided to Council. You must comply with any additional conditions so imposed.
3. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
4. A Traffic Management Plan prepared by an authorised person shall be provided for the event. (Complete)
5. All Traffic Control Plans (TCP) must be implemented by appropriately qualified persons. Ensure that all marshals, staff, volunteers and participants are briefed in detail prior to the event.
6. All personnel carrying out traffic control duties must hold a Roads and Maritime Services (RMS) authorised traffic controller's ticket.
7. The event organisers are to maintain appropriate and adequate traffic measures for the safe movements of all road users and participants on all roads impacted by the event or management of the event.

## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 1 Conditional Approval - Street Event - New Year's Eve - Laser Water Show

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8. The applicant will advertise the event and regulation of traffic in a local paper at least seven (7) days prior to the event, with this advertisement to include the type of event, route and date and times.
9. The event organisers are to conduct a letter drop to affected residents and businesses advising of the event for all affected roads.
10. The User is required to inform all relevant persons involved in the organising of the event of the terms and conditions included in the approval.
11. All documents requested must be submitted to Council by Friday 18 December 2020.

**WITHDRAWAL OF APPROVAL**

In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.

Council has the right to withdraw the approval, or impose additional conditions on the event organisers at any time.

**WRITTEN ACCEPTANCE**

In terms of Council policy, would you please provide a written acceptance of the conditions outlined in this approval by **Friday 18 December 2020**.

I hereby declare that I have read, understand and will comply with the conditions for the **Water Laser Show 2020**.

Signed for and on behalf of Light Up Central West Inc Committee

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_



CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31  
December 2020

# EVENT

## APPLICATION FORM



**ORANGE**  
CITY COUNCIL

### ORANGE CITY COUNCIL

135 - 137 Byng Street, Orange NSW, 2800

PO Box 35, Orange NSW, 2800

P: 02 6393 8000 F: 02 6393 8199

E: [council@orange.nsw.gov.au](mailto:council@orange.nsw.gov.au)

[www.orange.nsw.gov.au](http://www.orange.nsw.gov.au)

CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31 December 2020

8 DECEMBER 2020

Orange City Council is committed to working with organisations and community groups to deliver safe and enjoyable events. Below is some information to assist in the application process.

## EVENT APPLICATION TIMEFRAMES

Please submit this event application, along with all other required documentation to Orange City Council at least 21 days prior to your event.

If your event is to involve any of the following aspects, please adhere to the associated timeframes:

Application/approval type	Minimum timeframe before event
Approval to Install and Operate Amusement Device (ie: Section 68 approval)	5 working days
Temporary Food Permit	5 working days
Filming Proposal	5 working days
Donations and Grants Application	Quarterly throughout the year
Alcohol Licence	30 working days
Development Application	6 weeks
Temporary Suspension of an Existing Alcohol Free Zone	12 weeks
Road Closure/Traffic Management Plan	16 weeks

## USEFUL CONTACTS

Organisation	Phone number
Orange City Council	(02) 6393 8000
Orange City Council - Development Services	(02) 6393 8530
Orange Police	(02) 6363 6399
NSW Ambulance	(02) 6841 2670
Roads and Maritime Services	132 213
NSW Food Authority	1300 552 406
Department of Justice - Liquor and Gaming NSW	(02) 9995 0300
Midwest Traffic Management	(02) 6362 8049
Dubbo Traffic Control	(02) 6882 5643

## EVENT APPLICATION FORM

V5 | updated May 2019

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CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31 December 2020

## APPLICANT DETAILS

Name:	Holly Manning		
Organisation:	Light Up Central West		
Address:	201 Byng Street		
Suburb:	Orange	Postcode:	2800
Phone:	Mobile:		
Email:			
Website:			
Facebook:	<a href="https://www.facebook.com/lightuporangensw">https://www.facebook.com/lightuporangensw</a>		
Instagram:	<a href="https://www.instagram.com/lightuporange/">https://www.instagram.com/lightuporange/</a>		
Twitter:			

## EVENT DETAILS

Event Name:	Kennards Hire presents Light Up Orange		
Location/Venue *subject to availability:			
<b>Please note that all venues are subject to usage fees as stated in Orange City Council's Fees and Charges.</b>			
Event Date/s:	31 December 2020	Event Time/s:	6:30pm - 9:45pm
Bump in date and time:	28 December 2020	Bump out date and time:	1 January 2021
Describe the main purpose of your event: Community celebration			
Is the event likely to be an ongoing event?	YES	NO	
Will your event be open to the public?	YES	NO	
Expected event attendance. Participants:	50	Spectators:	4000
Will your event be attended by children or young people under 18 years of age?	YES	NO	
Will you charge an entry fee for this event?	YES	NO	

**Any event held on Council land or premises must be conducted in accordance with Section 68 of the Local Government Act 1993**

**PLEASE NOTE:**

 = Questions marked with this symbol may require additional Council permits under the Local Government Act or other relevant legislation

## EVENT APPLICATION FORM

V5 | updated May 2019

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CITY OF ORANGE TRAFFIC COMMITTEE 8 DECEMBER 2020  
Attachment 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31 December 2020

## EVENT SERVICES

 Will there be food and/or drinks sold or supplied at your event? YES NO  
*If yes, you must ensure all Food Vendors have approval from Orange City Council. All Food Vendors must be issued with a Temporary Food Permit and comply with all relevant food and health regulations.*

 Will you be operating a BBQ/s at your event? YES NO

 Will alcohol be served and/or for sale? YES NO  
Is your event to be held in a designated Alcohol Free Zone? YES NO  
*If yes, you are required to provide the appropriate Liquor Licence to Council and ensure those serving alcohol have current RSA accreditation. You must ensure there is free drinking water available. You must also make an application to Council at least 3 months prior to your event if your event is to be held within an existing Alcohol Free Zone. You will be required to pay the advertising fees associated with the publication of the suspension of the Alcohol Free Zone via the local newspaper.*

Will your event require security personnel? YES NO

Will your event require waste management? YES NO

*Council's existing public placed litter bins are not to be used for waste generated from the event without Council approval to do so.*

Will you need to organise the use of the venue's public toilets at your event? YES NO

Will you require additional toilets and amenities, including accessible (disabled) facilities? YES NO

**Guidelines for the number of toilets required are listed below:**

	No alcohol		Alcohol	
People	Male	Female	Male	Female
<500	3	6	11	13
<1000	6	9	15	16

Will your event require access to a power supply? (If yes, please provide requirements) YES NO

10 amp | Qty: 10 15 amp | Qty: 10 20 amp | Qty: 32 amp | Qty: 3

Will you need to organise the collection of keys? YES NO

Will your event require the use of existing Council lighting? YES NO

Will you need to organise additional lighting? YES NO

 Will you be installing or erecting a structure? (e.g. stage, marquee, tent, caravan etc.) YES NO

Type of structure, quantity and dimensions in m²:  
Small stage 4m x 4m and laser light show scaffolding

*The use of any portable structure may require a Development Application if it does not constitute exempt development or have a previous approval. If approval is required, this may take approximately 28 days.*

## EVENT APPLICATION FORM

V5 | updated May 2019

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## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31 December 2020

## EVENT SERVICES - continued

Will you require the entry of vehicles on to Council property?

YES NO

 Will your event impact vehicular/pedestrian traffic?

YES NO

 Are you requesting any road/footpath closures or road/footpath occupation?

YES NO

*If yes, you will be required to obtain approval from Council, Police and in some cases the Roads and Maritime Services (RMS). An application should be submitted to the City of Orange Traffic Committee at least 16 weeks prior to your event which must include:*

- *Traffic Management Plan (TMP) and Traffic Control Plan (TCP) compiled by an appropriately qualified person*
- *Proof of public liability insurance to the value of \$20 million with Orange City Council noted as an interested party*
- *Detailed risk assessment*

 Will your event involve large crowds, the use of PA system/s, or amplified music?

YES NO

*Noise levels must not exceed 5 decibels above background noise when measured at the nearest affected residence.*

Will there be signage erected promoting your event at the venue?

YES NO

 Will there be signage erected promoting your event at other locations in the Orange region?

YES NO

Details: Kennards electric signs will be placed in locations off main roads.

 Will your event involve the distribution of pamphlets and/or other marketing/promotional material?

YES NO

Will your event require additional First Aid or Emergency personnel?

YES NO

**Guidelines for the number of First Aid personnel required is listed to the right. Each event must be attended by at least one suitably qualified First Aid Officer. The Ambulance Service of NSW should be advised of major events.**

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2

Who is the person nominated to engage emergency services or authorise an evacuation?

Name: Luke Compt

Contact phone number:

What is your Emergency Evacuation Plan?

Evacuate to specified evacuation points

**For any event, your strategies for emergency/risk management must comply with Australian Standards AS/NZS ISO 3100/2009. The location of the Emergency Muster Point and details of the nominated person who can authorise an evacuation must be communicated to all those involved with the event.**

## EVENT APPLICATION FORM

V5 | updated May 2019

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CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31  
December 2020

## EVENT SERVICES - continued

What is your contingency plan for bad weather?

Cancel event if laser show can't go ahead due to weather conditions.

 Will amusement devices (e.g. jumping castle/s, mechanical ride/s) or other entertainment (performers or attractions) be in operation at your event? **YES** **NO**  
Type and number of devices:


***Apart from a 'small' jumping castle (i.e. highest platform is less than 9m high), all amusement device owners must hold a Section 68 Approval issued by Orange City Council. Applications must be received at least five working days before the event.***

Will there be animal involvement at your event? **YES** **NO**

**If yes, you must comply with all provisions of the Exhibited Animals Protection Act, 1986.**

Will your event involve the movement of any aircraft? **YES** **NO**

Will there be goods (other than food) for sale at your event? **YES** **NO**

 Will there be fireworks at your event? **YES** **NO**

Will you be fundraising as part of your event? **YES** **NO**

Will the event involve any professional filming, drone operation or photography? **YES** **NO**

Will the event involve any camping? **YES** **NO**

Will your organisation require information on Council's Donations, Grants and Sponsorship program? **YES** **NO**

### Responsibility to Protect Crowded Places

You are required to address your responsibilities in relation to the protection of crowded places from a range of foreseeable threats, including terror attacks, and should consider anti-terror measures in planning your event. Under the Summary Offences Act 1988, you are required to complete a 'Notice of Intention to Hold a Public Assembly' (available via [www.police.nsw.gov.au](http://www.police.nsw.gov.au)) and submit to the Police at least 90 days prior to your event.

## NOTES

### EVENT APPLICATION FORM

V5 | updated May 2019

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CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 2 Event Application Form - Water Laser Show - New Year's Eve - Light Up Orange - 31  
December 2020

## REQUIRED DOCUMENTATION

In order for your request to be processed, please ensure you also provide the following documentation:

- **Site Plan** depicting everything you plan to bring or utilise at the venue, such as: barricading/fencing, stalls and marquees, stages, toilets, rubbish/recycling bins, signs/banners, lights/lighting towers, PA/speakers, entry and exit points, parking, power, first aid and emergency muster points.
- **Certificate of Currency of Public Liability Insurance** to a minimum of \$10 million and noting Orange City Council as an interested party.
- **Risk Assessment** outlining all applicable risks and control measures.

## INDEMNITY & DECLARATION

I, Holly Manning hold Orange City Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of council, its servants, agents or employees either solely or in contribution thereto.

I am authorised by the nominated organisation/club/school/association to make this application. I understand that a safety inspection and audit of the Council property is required along with completing a risk assessment prior to each use. I understand that I must only use the Council property if it is safe to do so and must leave the council property in a clean and tidy condition, including all associated facilities. I understand that if Council is required to clean or conduct any repairs due to damage or neglect caused by the applicant, the applicant will be invoiced. I agree to ensure that if the Council property is used at night, the level of lighting is appropriate for the intended purpose and agree to turn off all lighting immediately after the event or use of Council property has ceased.

I understand that only approved line marking agents can be used on Council property and I must obtain Council approval for any signage erected. I agree not to sub-let any Council property or facility. I agree to ensure children using Council property are supervised by an adult and agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained.

I agree to comply with any requirement set by Council as part of the Conditions of Approval for the event and will comply with any direction of Council in relation to the Council property (e.g. closures due to wet weather and maintenance).

I am authorised to provide this release to Council on behalf of the nominated organisation/club/school/association from all claims made against Council by any person resulting from activities held on Council property.

	HOLLY MANNING	27/11/20
Signature	Name (BLOCK LETTERS)	Date

## EVENT APPLICATION FORM

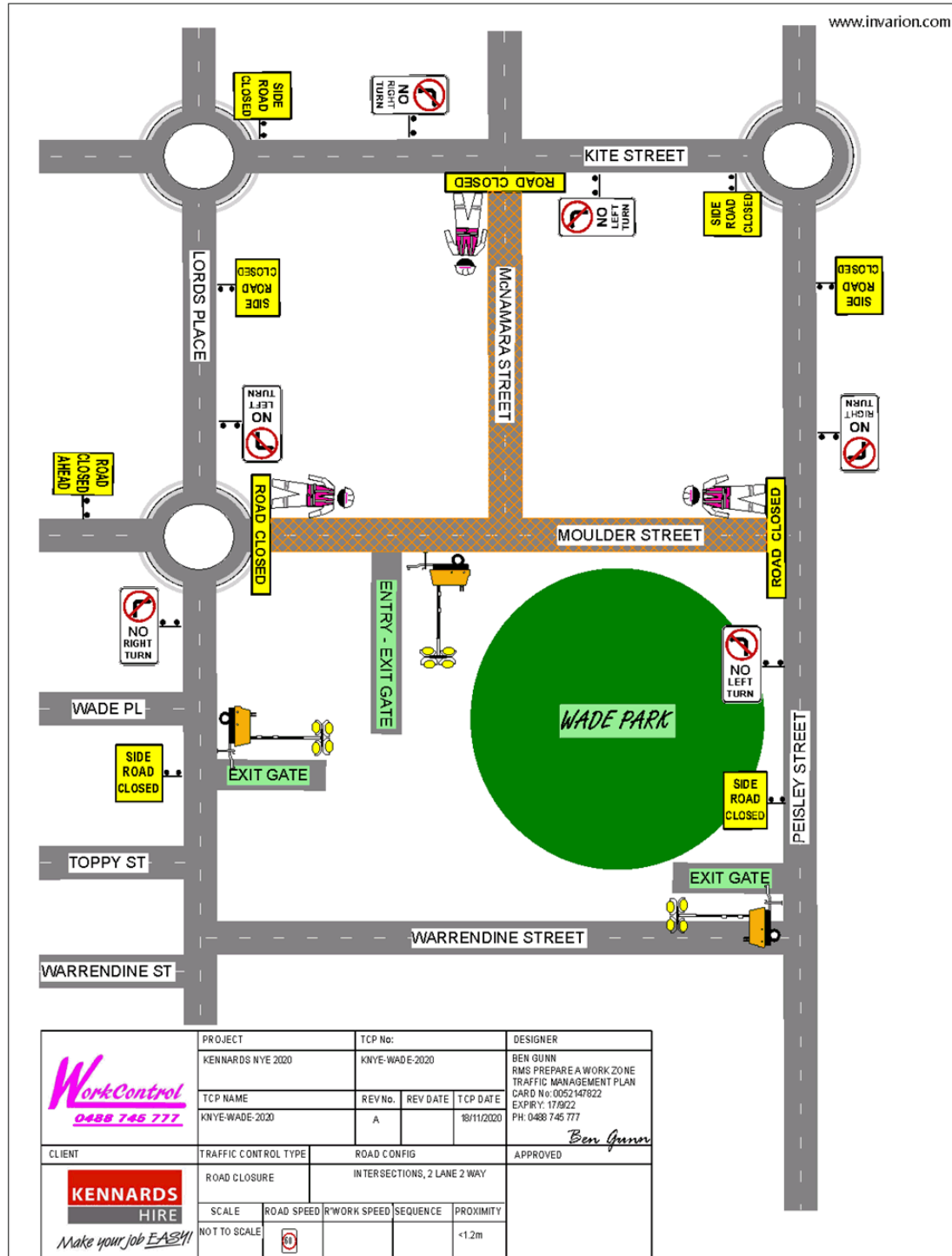
V5 | updated May 2019

page 7 of 7

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

Attachment 3 Traffic Control Plan - Water Laser Show - 31 December 2020





## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

---

**3.4 ART GALLERY EXTENTION - TEMPORARY NO PARKING SIGNS**

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RECORD NUMBER: 2020/2454

AUTHOR: Jason Theakstone, Manager Engineering Services

**EXECUTIVE SUMMARY**

Council has been asked to install temporary “No Parking” signs on Peisley Street to aid the builder with the extension of the Art Gallery.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “9.1 Preserve - Construct and maintain a road network meets the community’s transport and infrastructure needs”.

**FINANCIAL IMPLICATIONS**

\$500 to be funded by the sign budget.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council install the “No Parking – Construction Vehicles Accepted” sign as per Figure A of this report to remain in place for the duration of the construction.

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

Council has been asked to install temporary “No Parking” signs on Peisley Street to aid the builder with the Art Gallery’s extension.

The signs would be approximately 40m apart and have wording, “No Parking - Construction Vehicles Accepted” and will remain up for the duration of construction.

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

3.4 Art Gallery Extension - Temporary No Parking Signs

It is proposed the signs be erected at the locations shown in Figure A below:

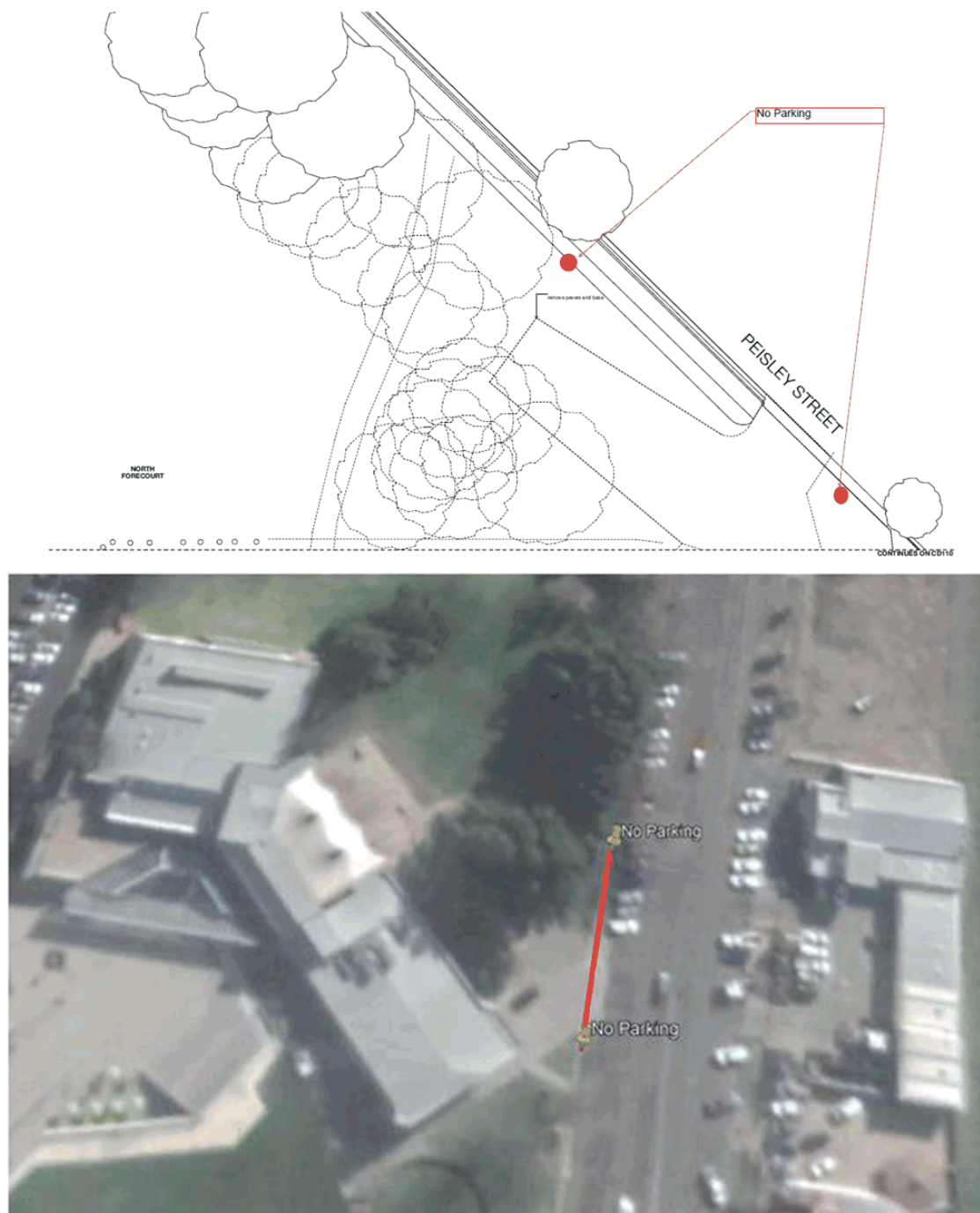


Figure A

## CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

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**3.5 1 HOUR PARKING ON WOODWARD STREET SHOPS**

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RECORD NUMBER: 2020/2458

AUTHOR: Jason Theakstone, Manager Engineering Services

**EXECUTIVE SUMMARY**

Council has received a request to install 1 hour parking along Woodward Street shops.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “9.1 Preserve - Construct and maintain a road network meets the community’s transport and infrastructure needs”.

**FINANCIAL IMPLICATIONS**

\$500 from the sign budget.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council install 1 hour parking in front of Woodward Street shops (143 Woodward Street) as per Figure A of this report.

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**SUPPORTING INFORMATION**

Council has received a request to install 1 hour parking along Woodward Street shops from the owners of the kebab shop and the butchers.

The Committee should note it is typical to have timed parking in front of shops.

CITY OF ORANGE TRAFFIC COMMITTEE

8 DECEMBER 2020

3.5 1 hour parking on Woodward Street shops



Figure A

**2.2 MINUTES OF THE AIRPORT COMMUNITY COMMITTEE MEETING - 2 DECEMBER 2020**

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RECORD NUMBER: 2020/2566

AUTHOR: Ian Greenham, Director Technical Services

**EXECUTIVE SUMMARY**

The Airport Community Committee met on 2 December 2020 and the recommendations from that meeting are presented to the Infrastructure Policy Committee for adoption.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Prosper - Support public and private rail, coach and air services”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

- 1 That Council acknowledge the reports presented to the Airport Community Committee at its meeting held on 2 December 2020.**
- 2 That the minutes of the Airport Community Committee meeting held on 2 December 2020 be adopted.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**ATTACHMENTS**

- 1 ACC 2 December 2020 Minutes
- 2 ACC 2 December 2020 Agenda, D20/75386 [↓](#)

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# ORANGE CITY COUNCIL

## MINUTES OF THE AIRPORT COMMUNITY COMMITTEE HELD IN ORANGE AIRPORT, AERODROME ROAD, ORANGE ON 2 DECEMBER 2020 COMMENCING AT 5.00PM

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### 1 INTRODUCTION

#### ATTENDANCE

---

Cr S Romano (Chairperson), Cr T Mileto, Mr Robert Alford, Mr John Pullen, Mrs Anne Salter, Mr Jason Vials, Mr Brian Wood, Mr Todd Bryant, Aerodrome Reporting Officer, Director Technical Services, Manager Depot, Airport & Emergency Services

#### 1.1 Apologies and Leave of Absence

---

##### RECOMMENDATION

**Mrs A Salter/Mr J Vials**

That the apologies be accepted from Cr Scott Munro, Mr Rohan Williams and Mr Michael Seccombe for the Airport Community Committee meeting on 2 December 2020.

#### 1.2 Acknowledgement of Country

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The Chairperson conducted the Acknowledgement of Country

#### 1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

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Nil

### 2 PREVIOUS MINUTES

##### RECOMMENDATION

**Mr B Wood/Mr T Bryant**

That the Minutes of the Meeting of the Airport Community Committee held on 26 February 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Airport Community Committee meeting held on 26 February 2020.

### 3 PRESENTATIONS

#### 3.1 AIRPORT UPDATE AND PROPOSED WORKS

TRIM REFERENCE: 2020/2324

- Eastern carpark completed.
- Secured carpark underway – completion January 2021.
- Awning in front of terminal to commence in January to be completed by end of February 2021.
- LED screen to be installed 16 December 2020.
- One new hanger completed, one to commence.
- Flights – passenger numbers increasing on all flights.
- Audit by Home Affairs – Airport Security – ASIC Cards must be displayed when going airside. Airside Driving Policy to be enforced. Gate security codes to be reviewed.
- Anti-terrorism training – Police Anti-Terrorism Squad – Airport staff.

##### *Questions*

- Parking fees for new secured carpark to be set by Council.
- Refuelling – Aero Refuelers are still coming.
- Driving Airside Policy – new form to sign and return.

##### **RECOMMENDATION**

**Mr T Bryant/Mr J Vials**

That the verbal report on Airport Update and Proposed Works be acknowledged.

### 4 GENERAL REPORTS

#### 4.1 AMENDED CHARTER - AIRPORT COMMUNITY COMMITTEE CHARTER

TRIM REFERENCE: 2020/2404

##### **RECOMMENDATION**

**Mr B Wood/Cr S Romano**

That the Charter for the Airport Community Committee be adopted.

#### 4.2 AIRPORT COMMUNITY COMMITTEE ACTION PLAN

TRIM REFERENCE: 2020/2325

##### **RECOMMENDATION**

**Mrs A Salter/Mr R Alford**

That the Airport Community Committee Action Plan be reviewed and updated.

#### **GENERAL BUSINESS**

Discussion on Committees.

**THE MEETING CLOSED AT 6.25PM.**



## **AIRPORT COMMUNITY COMMITTEE**

# **AGENDA**

**2 DECEMBER 2020**

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **AIRPORT COMMUNITY COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **ORANGE AIRPORT, AERODROME ROAD, ORANGE** on **Wednesday, 2 December 2020** commencing at **5.00PM**.

David Waddell

**CHIEF EXECUTIVE OFFICER**

For apologies please contact Tim Mooney on 6393 8054.



AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

## AGENDA

### EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building. The Committee Clerk will now identify the emergency muster point.

Under no circumstances is anyone permitted to re-enter the building until the all clear has been given and the area deemed safe by authorised personnel.

In the event of an evacuation, a member of Council staff will assist any member of the public with a disability to vacate the building.

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
1.1	Apologies and Leave of Absence .....	3
1.2	Acknowledgement of Country.....	3
1.3	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
<b>2</b>	<b>PREVIOUS MINUTES .....</b>	<b>3</b>
2.1	Minutes of the Meeting of the Airport Community Committee held on 26 February 2020.....	4
<b>3</b>	<b>PRESENTATIONS.....</b>	<b>7</b>
3.1	Airport Update and Proposed Works .....	7
<b>4</b>	<b>GENERAL REPORTS .....</b>	<b>8</b>
4.1	Amended Charter - Airport Community Committee Charter .....	8
4.2	Airport Community Committee Action Plan .....	13

## AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

---

**1 INTRODUCTION****MEMBERS**

Cr S Romano (Chairperson), Cr T Mileto, Cr S Munro, Mr Andrew Richards, Mr Jason Vials, Mr Michael Seccombe, Mr Rohan Williams, Mr Robert Alford, Mr Peter Rodgers, Mrs Anne Salter, Mr John Pullen, Mr Brian Wood, Mr Todd Bryant, Manager Depot, Airport & Emergency Services, Airport Supervisor

**1.1 APOLOGIES AND LEAVE OF ABSENCE****1.2 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Traditional Custodians of the land on which we meet today, the people of the Wiradjuri Nation. I pay my respects to Elders past and present, and extend those respects to Aboriginal Peoples of Orange and surrounds, and Aboriginal people here with us today.

**1.3 DECLARATION OF PECUNIARY INTERESTS, SIGNIFICANT NON-PECUNIARY INTERESTS AND LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS**

The provisions of Chapter 14 of the Local Government Act, 1993 (the Act) regulate the way in which Councillors and designated staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public role.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons given for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussion or voting on that matter, and requires that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code of Conduct also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

**RECOMMENDATION**

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the Airport Community Committee at this meeting.

**2 PREVIOUS MINUTES****RECOMMENDATION**

That the Minutes of the Meeting of the Airport Community Committee held on 26 February 2020 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Airport Community Committee meeting held on 26 February 2020.

**ATTACHMENTS**

- 1 Minutes of the Meeting of the Airport Community Committee held on 26 February 2020

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## ORANGE CITY COUNCIL

### MINUTES OF THE AIRPORT COMMUNITY COMMITTEE HELD IN ORANGE AIRPORT, AERODROME ROAD, ORANGE ON 26 FEBRUARY 2020 COMMENCING AT 5.00PM

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#### 1 INTRODUCTION

##### ATTENDANCE

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Cr T Mileto (Chairperson), Cr J McRae, Mr Jason Vials, Mr Rohan Williams, Mr Robert Alford, Mrs Anne Salter, Mr John Pullen, Mr Brian Wood, Manager Depot, Airport & Emergency Services, Airport Supervisor

##### 1.1 Apologies and Leave of Absence

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###### RESOLVED

**Mrs A Salter/Mr J Pullen**

That the apologies be accepted from Cr S Romano and Mr Peter Rodgers for the Airport Community Committee meeting on 26 February 2020.

##### 1.2 Acknowledgement of Country

---

##### 1.3 Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests

---

Nil

#### 2 PREVIOUS MINUTES

###### RESOLVED

**Mr B Wood/Mr J Vials**

That the Minutes of the Meeting of the Airport Community Committee held on 28 August 2019 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Airport Community Committee meeting held on 28 August 2019.

## MINUTES OF AIRPORT COMMUNITY COMMITTEE

26 FEBRUARY 2020

**3 PRESENTATIONS****3.1 AIRPORT UPDATE AND PROPOSED WORKS**

TRIM REFERENCE: 2020/304

Verbal presentation by Manager Depot, Airport &amp; Emergency Services:

- WiFi installed and operating in the terminal
- Recycling bins in terminal
- Airside Driving policy adopted
- Awning over medical interchange airside doors completed
- One new hangar constructed
- Overflow car park operational
- Eastern car park construction commenced
- Awning out the front of terminal – Project Manager appointed
- Secure car park preliminaries under way
- Max Hazelton montage installed in terminal
- Qantaslink starts flights in May.

**RECOMMENDATION****Mr J Pullen/Mr R Alford**

That the verbal presentation by Manager Depot, Airport & Emergency Services be acknowledged.

**4 GENERAL REPORTS****4.1 COMMITTEE ACTION PLAN**

TRIM REFERENCE: 2020/305

**RECOMMENDATION****Mr J Pullen/Mr R Williams**

That the Airport Community Committee Action Plan be reviewed and updated.

**MATTER ARISING****RECOMMENDATION****Mr R Alford/Mr B Wood**

That the Committee congratulates Council and Council staff on the work that has been completed and the ongoing works at the airport.

## MINUTES OF AIRPORT COMMUNITY COMMITTEE

26 FEBRUARY 2020

---

**5 GENERAL BUSINESS**

- Road to airport
  - Rough ride for Ambulance
  - Entrance to Orange
  - Safety for all users
- Signage welcoming visitors to Orange
- Medical interchange awning. Excellent comments from all users.

**RECOMMENDATION****Mr R Alford/Mr B Wood**

That the general discussion items on the airport road, welcome signage and medical interchange awning be acknowledged.

**THE MEETING CLOSED AT 6.05PM.**

AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

---

**3 PRESENTATIONS**

**3.1 AIRPORT UPDATE AND PROPOSED WORKS**

---

Verbal report

## AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

---

**4 GENERAL REPORTS****4.1 AMENDED CHARTER - AIRPORT COMMUNITY COMMITTEE CHARTER**

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TRIM REFERENCE: 2020/2404

AUTHOR: Timothy Mooney, Manager Depot, Airport &amp; Emergency Services

**EXECUTIVE SUMMARY**

The Charter for the Airport Community Committee has been amended, and is attached for the Committee's information.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy "1.2 Our City - Information and advice provided for the decision-making process will be succinct, reasoned, accurate, timely and balanced".

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

All Community Committee Charters reflect Council's requirements and to reference key policies and other relevant documents.

**RECOMMENDATION**

**That the Charter for the Airport Community Committee be adopted.**

**FURTHER CONSIDERATIONS**

The recommendation of this report has been assessed against Council's other key risk categories and the following comments are provided:

Service Delivery	Each Community Committee has a valuable role to play in Council's strategic planning and decision-making. The levels of service are set out in Council's Delivery Operational Plan, and the Chief Executive Officer and staff are responsible for meeting and delivering these levels of service.
Image and Reputation	It is important that the Committee engage with Council at a strategic level, and members provide a mechanism for communication and consultation with the broader community.

**AIRPORT COMMUNITY COMMITTEE****2 DECEMBER 2020****4.1 Amended Charter - Airport Community Committee Charter**

---

**SUPPORTING INFORMATION**

The Charter for the Airport Community Committee has been amended, and is attached for the Committee's information.

Cr Joanne McRae resigned as a member of the Airport Community Committee and Council resolved no replacement.

Minor amendments made to the Charter are:

- Membership – change in Councillor number to 3 or more Councillors instead of 4 Councillors;
- References to General Manager changed to Chief Executive Officer.

**ATTACHMENTS**

- 1 Charter - Airport Community Committee - August 2020, 2020/1582



AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

Attachment 1 Charter - Airport Community Committee - August 2020

## AIRPORT COMMUNITY COMMITTEE

2020/1582

F171

### PURPOSE

To advise Council and make recommendations in relation to the development of the Orange Airport.

The Committee does not have a role in the operational function of Council. This is the responsibility of the Chief Executive Officer and staff. Equally, where Council has adopted a Strategic Policy or Strategic Planning document, the Committee must observe the Council position as set out in that policy, plan or document.

### REPORTS TO

Infrastructure Policy Committee

### TERM

The Airport Community Committee shall dissolve at the General Election of Orange City Council. Council may dissolve the Committee at any time by resolution of Council.

### MEMBERSHIP

Three or more Councillors (one of whom shall be Chairperson, as elected by Council)  
Up to ten airport users/representatives with an aviation interest  
Chief Executive Officer (or nominee)  
Non-voting Committee Clerk  
Council staff as required (non-voting)

### QUORUM

Majority of community members and at least one Councillor.

### MEETING FREQUENCY

As required, with specific meeting dates and times to be determined by the Committee.

### VOTING

Each member of the Committee is entitled to one vote only. In the equality of votes, the matter is to be referred to Council for determination.

### REPORTS AND RECORDING

Matters to be considered by the Committee must be included in the agenda for the meeting, and must be provided in writing to the Committee Clerk at least 10 days before the meeting. Formal minutes of meetings of the Committee will be produced in accordance with Council's Code of Meeting Practice. The Committee may make recommendations to Council, via the Infrastructure Policy Committee. Council may adopt, amend or decline any recommendation.

## AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

Attachment 1 Charter - Airport Community Committee - August 2020

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## AIRPORT COMMUNITY COMMITTEE CHARTER

### VACANCIES

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee may invite an individual to join the Committee, or seek expressions of interest to fill the vacancy.

### COMMITTEE CLERK

The Chief Executive Officer will provide a Committee Clerk who will be the representative of the Chief Executive Officer, and will exercise the functions of the Chief Executive Officer so far as they are relevant to the Committee and its Chairperson.

### RELEVANT POLICIES/DOCUMENTS

Orange City Council Code of Conduct

Orange City Council Code of Meeting Practice

Orange Community Strategic Plan

Orange Delivery/Operational Plan

Asset Management Plan Strategy and Plans

Drug and Alcohol Management Plan (Orange Airport)

(Copies are available on Council's website at [www.orange.nsw.gov.au](http://www.orange.nsw.gov.au) or from the Committee Clerk)

AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

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**4.2 AIRPORT COMMUNITY COMMITTEE ACTION PLAN**

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TRIM REFERENCE: 2020/2325

AUTHOR: Timothy Mooney, Manager Depot, Airport & Emergency Services

**EXECUTIVE SUMMARY**

The Airport Community Committee Action Plan is attached for the Committee to review and update as required.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Prosper - Support public and private rail, coach and air services”.

**FINANCIAL IMPLICATIONS**

Items on the Action Plan will not necessarily be put into Council’s program of works or budget. Rather, the Action Plan will be used by the Committee and staff to provide suggestions for Council’s consideration. Items may also be long-term goals or activities that can be worked on over time.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

**That the Airport Community Committee Action Plan be reviewed and updated.**

**FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

**ATTACHMENTS**

1 ACC Action Plan, D15/6133

## AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

Attachment 1 ACC Action Plan

D15/6133

### Airport Community Committee Action Plan

Date	Action	Who	Community Strategic Plan reference	Budget status	Start	End	Update/Completed
18/03/2015	Remove loose gravel around Aero Club and apron	Justin Bannon	13.1	Included in current budget	23/03/2015	26/03/2015	Ongoing
18/03/2015	Drainage around hangars	Tim Mooney Design office	13.1		20/3/2015	On going	Levels are being taken. Some drainage work completed 02/2019.
17/9/2015	Investigate the cost of purchase and installation of Instrument Approach System	W Mahlo / Tim Mooney	13.1			On going	CASA and Air Services are testing a new Instrument Approach System at a number of Airports around Australia.
28/02/2018	Car park lighting needs to be upgraded behind Aero Club and next hangar	Tim Mooney	13.1	In current budget	January 2020	Will be installed with car park extension March 2020.	Some lighting has been upgraded and lighting upgrading will continue as new carpark is constructed.
30/05/2018	Communication Plan Innovation and Community Education Plan		13.1				Ongoing
30/05/2018	Taxiway extension to east		13.1				Ongoing
30/05/2018	Runway 04/22 pavement construction south end		13.1				Ongoing
30/05/2018	Car park expansion		13.1		2020	08/2021	To commence in March 2020.

AIRPORT COMMUNITY COMMITTEE

2 DECEMBER 2020

Attachment 1 ACC Action Plan

Date	Action	Who	Community Strategic Plan reference	Budget status	Start	End	Update/Completed
30/05/2018	Provide secure undercover car park		13.1		2020	January 2021	Carpark is under construction should be completed by February 2021
30/05/2018	Construct and seal the remainder of Runway 04/22		13.1				Review in master plan
30/05/2018	Taxiway E extension to the west		13.1				Review in master plan
30/05/2018	New taxiways west of Taxiway D		13.1				Review in master plan
28/08/2019	Review Master Plan	Tim Mooney	13.1				
18/02/2020	Awning over exit doors of Ambulance Exchange room	Tim Mooney	13.1	Airport Budget	02/2020	06/2020	completed
18/02/2020	WIFI Terminal	I.T	13.1	Grant/Council	12/2020	02/2020	Installed and working
18/02/2020	Max Hazelton Wall		13.1	Airport Budget	02/2020	02/2020	Opened Sunday 23rd Feb 2020
18/02/2020	Awning over Driveway	Tim Mooney	13.1	Grant/Council	03/2020	02/2021	Construction due to commence
18/02/2020	Qantas Link	Tim Mooney	13.1		01/05/2020		Commence flights May 2020
26/02/2020	Tie Downs GA Parking	Tim Mooney	13.1			2/2021	Have plan due to commence
26/02/2020	Signage Welcome to Orange	Tim Mooney	13.1				
26/02/2020	Huntley Road Upgrade	Council					Bring Forward
26/02/2020	Old House Demolish	Tim Mooney				06/2020	Demolished

### **3 GENERAL REPORTS**

#### **3.1 CURRENT WORKS**

---

RECORD NUMBER: 2021/18

AUTHOR: Ian Greenham, Director Technical Services

#### **EXECUTIVE SUMMARY**

The purpose of this report is to update Council on construction and maintenance works which have been carried out since the last current works report to Council.

#### **LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “9.1 Preserve - Construct and maintain a road network meets the community’s transport and infrastructure needs”.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **POLICY AND GOVERNANCE IMPLICATIONS**

Nil

#### **RECOMMENDATION**

**That the information provided in the report on Current Works be acknowledged.**

#### **FURTHER CONSIDERATIONS**

Consideration has been given to the recommendation’s impact on Council’s service delivery; image and reputation; political; environmental; health and safety; employees; stakeholders and project management; and no further implications or risks have been identified.

#### **SUPPORTING INFORMATION**

##### **Road Maintenance**

Council’s maintenance crews have been continuing reactive maintenance works across the city.

##### **Road Upgrading**

##### Southern Feeder Road Stage 3

Council’s contractor is progressing well with Stage 3 of the Southern Feeder Road between Elsham Avenue and the Mitchell Highway. Widening of the Road is progressing along the old Blowes Road portion. Intersection tie-ins at Lone Pine Avenue South and Kurim Avenue are progressing along with stormwater drainage works. During the works traffic bound for the Leewood Industrial area will be detoured via McLachlan Street and Edward Street from the highway.

### 3.1 Current Works

---

#### Forest Road – Hospital to Cadia Road

Council's contractor has completed the vast majority of this work. Some minor landscaping, road marking and remedial works will be completed over the next month.

#### **Traffic Facilities**

#### Cecil Road / Gardiner Road – Raised Platform

Councils Road and Drainage crews are progressing this project quickly. The southern half of the platform was completed on Thursday 21<sup>st</sup> and work will now switch to the northern half. It is anticipated that the work will be complete mid to late February.

#### **Concrete and Drainage**

#### Footpath Construction

Work has commenced on footpaths at:

- Hill Street (East Side) – between Margaret Street and Roselawn Avenue
- Anson Street (East Side) – between Chestnut Avenue and Woraninta Park

#### Footpath Rehabilitation

Work was completed on footpaths at:

- Nile Street (East Side) between Summer and Byng Streets

#### **WATER SUPPLY SERVICES**

The type and number of water supply service responses by maintenance staff are shown in the table below.

Category	July 2019 – June 2020	December 2020
Water - Leak (Meter)	393	26
Water Request - Meters Faulty (incorrect readings)	188	2
Water – No Water Supply	27	3
Water - Pressure	19	3
Water Request – Replace Meter box/lid	57	1
Water quality - Dirty	48	5
Water – Burst Main	70	2
Water – leak (Main, Valve, Hydrant)	226	17
<b>Total Water Requests</b>	<b>1028</b>	<b>59</b>

3.1 Current Works

---

**Construction Works**

- Water Service renewals
  - 20mm Water Service Renewal at 27 Buna Street
  - 20mm Water Service Renewal at 28 Buna Street
  - 20mm Water Service Renewal at 367 Anson Street
  - Water Service Upgrade to 100mm with backflow prevention at Perry Oval
  - Water Service Upgrade to 50mm Potable and 100mm Fire to the Council Works Depot on McLachlan Street
- New water service connections
  - 20mm Water Service Connection at 24 Casey Street
  - 20mm Water Service Connection at 26 Carcoar Street Spring Hill
  - Three 20mm and one 32mm New Water Services to 101 Gardiner Road

**Autumn Street water main renewal**

Works have been finalised for the water main renewal in Autumn Street between Icely Road and March Street with the remaining work between March Street and Dalton Street to Commence in February 2021. It is expected that all works will be completed by the end of February 2021.

**CBD Water Main Renewal / Upgrades**

Planning works are nearing finalisation of the programmed water main renewals on Byng Street between Peisley and Lords Place and Lords Place between Byng Street and Summer Street. These works are expected to commence in March to April 2021.

**SEWER SERVICES**

The type and number of sewer service responses by maintenance staff are shown in the table below.

Category	July 2019 – June 2020	December 2020
Sewer Choke - Blockages	423	13
Sewer Complaint - Odour	20	2
Sewer Complaint - Overflow	163	5
<b>Total Sewer Requests</b>	<b>606</b>	<b>20</b>

**Sewer Construction Works**

- Three Sewer Junction to 101 Gardiner Road
- Sewer reconstruction to 7 Benelong Place



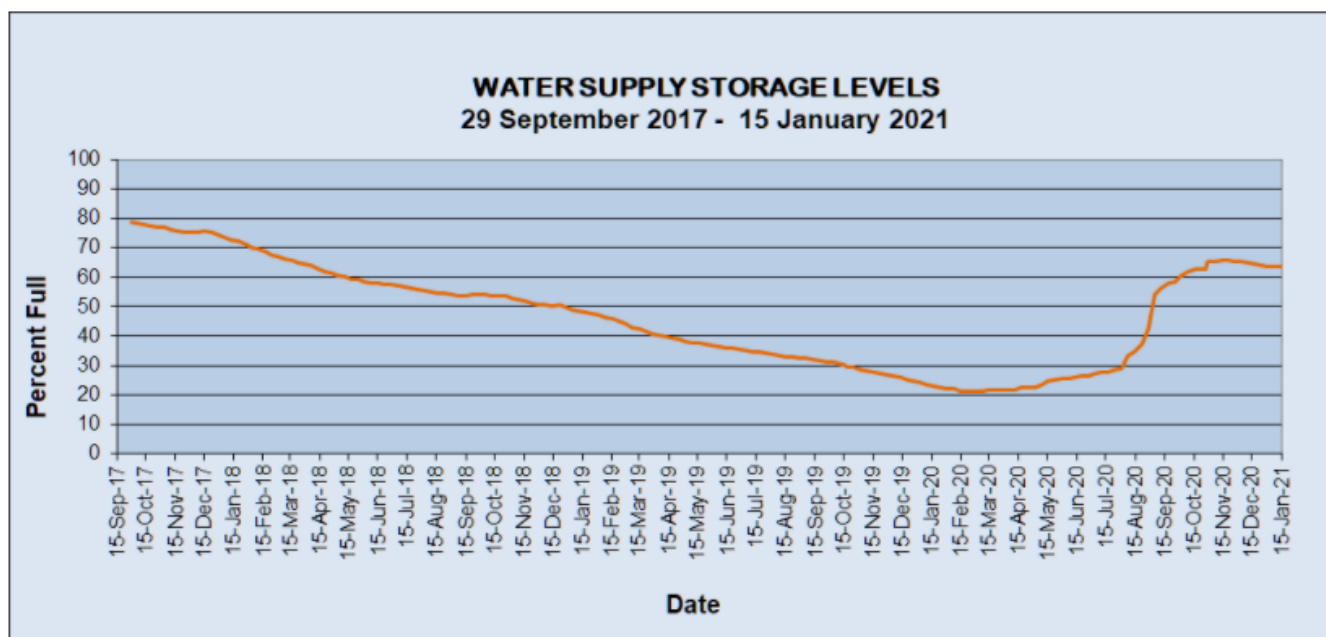
## 3.1 Current Works

**Sewer Relining Program 2020 / 2021**

Works have been finalised on the 2020/21 sewer relining program with planning works underway on the 2021/22 Sewer Relining Program.

**WATER SUPPLY SECURITY****Water Storage Levels**

Water storage trends for the combined storages from 29 September 2017 to 15 January 2021 are shown in the graph below.



Location	Level Below Spillway (mm)	% of Capacity
Suma Park Dam	6,470	53.86%
Spring Creek Dam	42	99.02%
Lake Canobolas	21	99.37%
Gosling Creek Dam	84	97.56%

## 3.1 Current Works

**Supplementary Raw Water Sources**

Extractions from the supplementary raw water supplies in recent months are provided in the table below.

Raw Water Source	October 2020 (ML)	November 2020 (ML)	December 2020 (ML)	Total (ML) 2020/2021
Bores*	4.63	11.89	11.34	58.35
Stormwater	107.10	77.93	51.44	664.16
Macquarie River	97.29	0.00	0.00	643.22
<b>Total</b>	<b>209.02</b>	<b>89.82</b>	<b>62.78</b>	<b>1365.73</b>

\* Bores include two at Clifton Grove and two at the Showground/Margaret Street

A more detailed monthly summary of raw water transfers can be found on Council's website at <https://www.orange.nsw.gov.au/water/oranges-water-supply/>

The Decision Support Tool (DST) quarterly review was conducted on 21 December 2020 for the next quarter. All available supplementary raw water sources remain operational, except for the Macquarie Pipeline which remains off line whilst both extraction pumps undergo servicing and maintenance. The next review will be for the fourth quarter and is planned for March 2020.

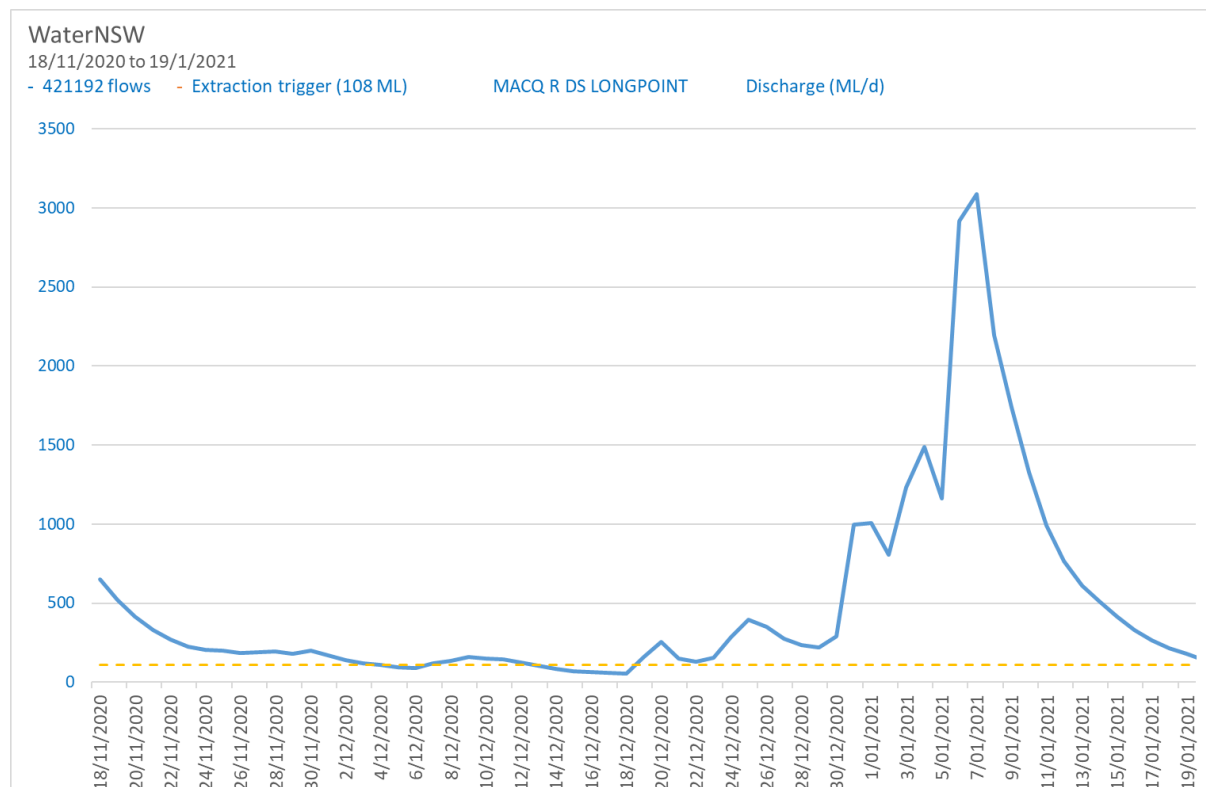
The final independent environmental audit report on the Macquarie Pipeline project approval and other aspects of the Orange City Council Operation Environmental Management Plan for the Orange Raw Water Supply System is to be received by Council by the end of January for submission to NSW Planning in February.

**Macquarie River Flows**

The flows in the Macquarie River monitored downstream of Long Point (Station 421192) fell below the flow rate trigger of 108 ML/d on two occasions during the period of 18 November 2020 to 19 January 2021. The minimum flow rate for the period was 55 ML/day on 18 December and the maximum flow of 3,088 ML/day was on 7 January 2021.

The data for the chart below was sourced from the WaterNSW website with flows presented in Megalitres per day (ML/d).

### 3.1 Current Works



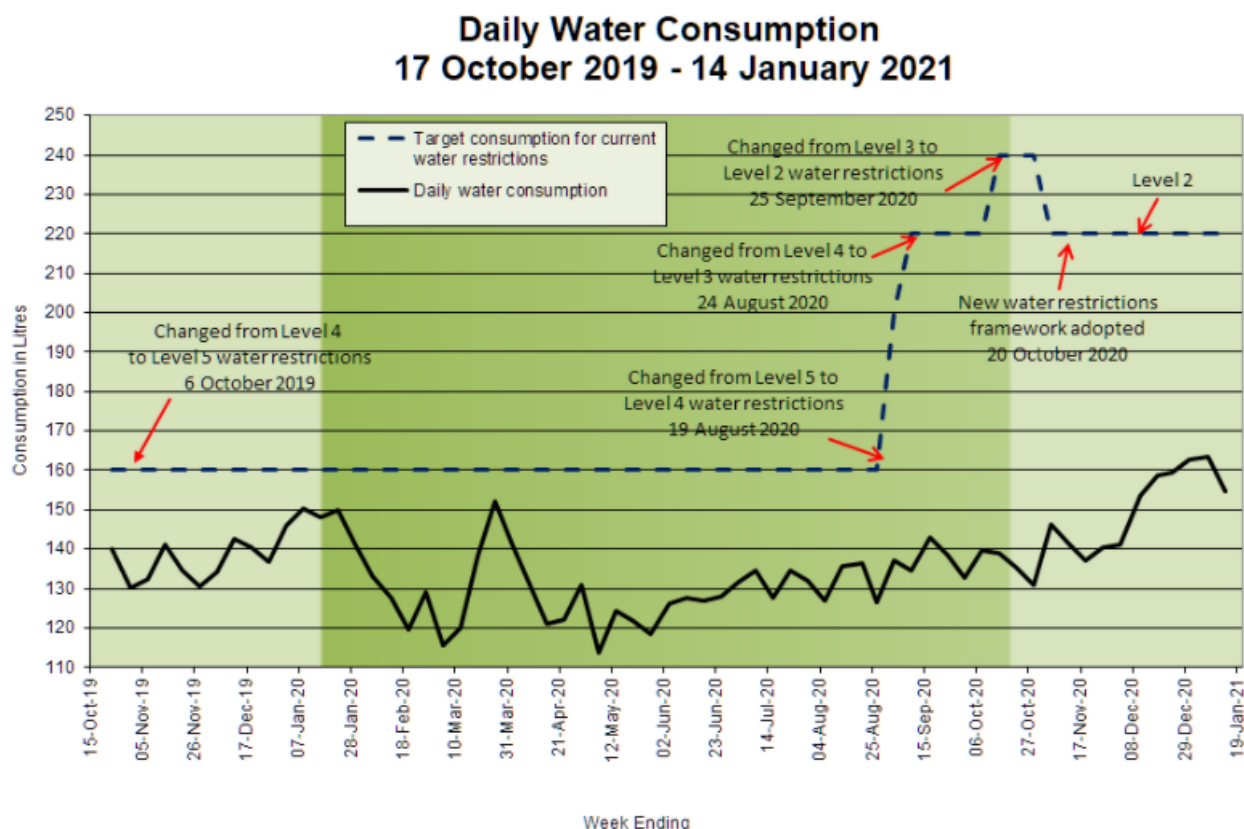
### Demand Management

#### *Residential water use*

Level 2 water restrictions were introduced on Sunday 4 October 2020. Council resolved to adopt a new water restriction framework on 20 October 2020.

Average daily residential water consumption during the week ending 14 January 2020 was 160 litres per person per day. The graph below shows the average daily residential water consumption trends since October 2019.

## 3.1 Current Works

*Total water use*

The average daily city-wide water consumption for the period 13 November 2020 to 15 January 2021 was 11.3 ML/day.

**DRINKING WATER QUALITY**

Water samples are collected as a component of Orange City Council's Drinking Water Quality Monitoring Program in accordance with NSW Health requirements. Samples are collected regularly and sent to a NSW Government National Association of Testing Authorities (NATA) accredited laboratory for analysis. Water quality through November and December 2020 complied with the Australian Drinking Water Guidelines health targets.

**WATER SUPPLY AND SEWERAGE MAJOR PROJECTS****Spring Creek to Icely Road Water Treatment Plant Water Security Pipeline**

The contract works for the Spring Creek to Icely Road water treatment plant are complete. As part of the project Council intended to commission the works and run the system to ensure it functioned correctly.

While there were a few minor defects identified and corrected by the contractor a long term operational test has not been able to be performed due to past vandalism of the offtake structure which is in the process of being rectified.

## 3.1 Current Works

**Shiralee Creek Gravity Sewer**

During the latter part of 2020 the Contractor engaged to undertake the Shiralee Gravity Sewer breached the contract and left the site leaving defective and incomplete works. As a result Council terminated the contract and is now completing the works with day labour and local sub- contractors.

The first activities that are being undertaken include the restoration of Pilcher Park and Ken Rawle Park. This restoration will be followed by selective restoration of easements through private land. Concurrently Council staff will be installing an additional manhole and pipework to connect the sewer to the existing network and then completing the rectification of defects in the installed works.

**OTHER MAJOR PROJECTS****Whiteway Lighting**

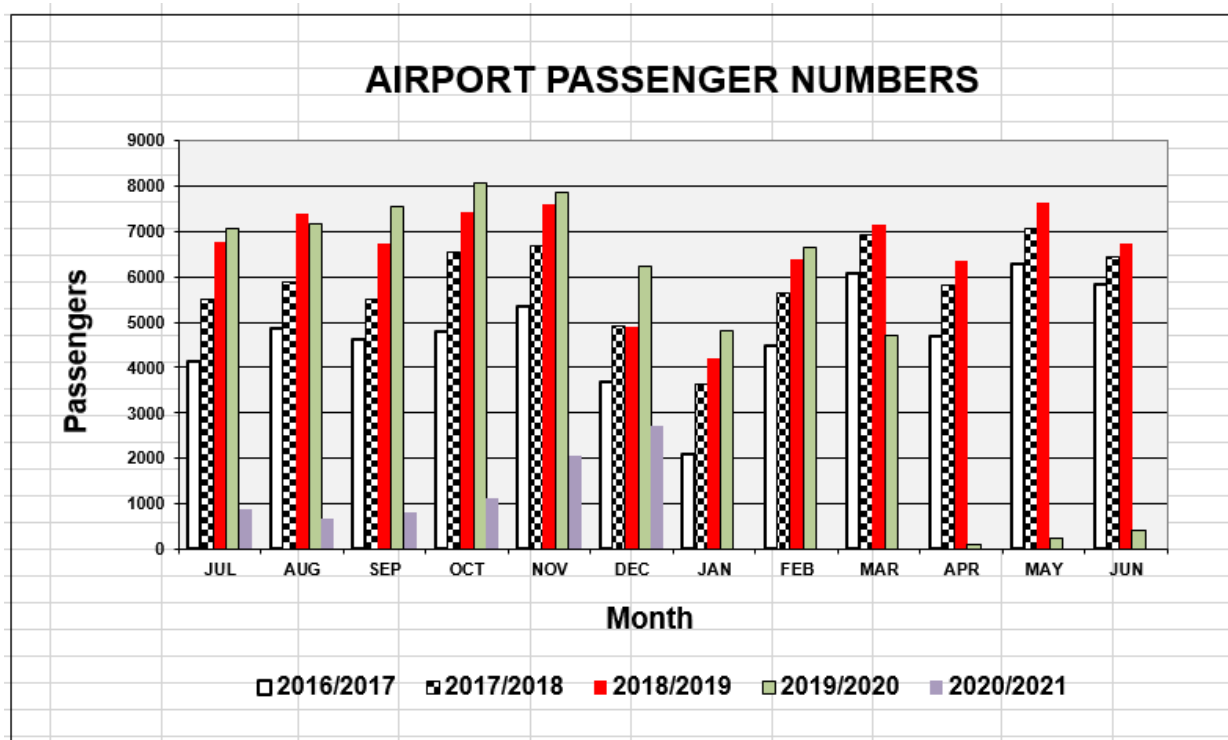
The whiteway lights are installed and operational. And the majority of existing under awning decommissioned. In general the electrical works were of a good quality however some of the paving has been identified as nonconforming. Prior to giving practical completion to the electrical contractor they have been advised that the rectification of pavers is required.

**AIRPORT ENERGY USAGE**

Energy used at the airport during December 2020 was 15,659.80 kWh at a cost to Council of \$1,351.40

**AIRPORT PASSENGER NUMBERS**

Passenger numbers for December 2020 were 2,714 compared with 6,230 in the same month in 2019. This figure now includes passenger numbers from QantasLink.

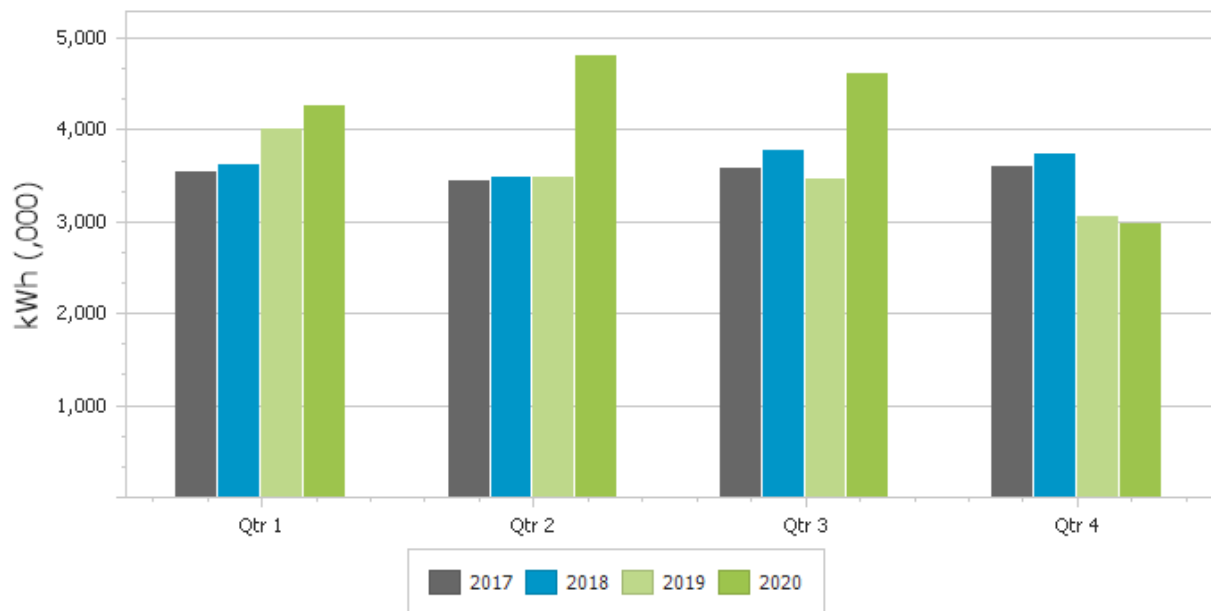


### 3.1 Current Works

#### ENERGY USE

The following information is sourced from E21, Council's energy software.

##### Consumption History



##### History Last 12 Months

Group	Consumption (kWh)	CO2 Emissions (t)	Bill (Ex GST)
Parks & Gardens	218,265	196	\$68,917
Water	4,591,908	4,133	\$962,856
Public Buildings & Facilities	2,859,195	2,573	\$642,829
Lighting	1,802,190	1,622	\$483,789
Other	361,082	325	\$93,074
Sewer	3,750,024	3,375	\$712,249
Macquarie Pipeline	4,440,701	3,997	\$805,077
Ungrouped	0	0	\$0
RFS	340,358	306	\$119,222
<b>Total</b>	<b>18,363,723</b>	<b>16,527</b>	<b>\$3,888,012</b>

Thursday 21 January 2021