



# **INFRASTRUCTURE POLICY COMMITTEE**

## **AGENDA**

**6 FEBRUARY 2024**

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** on **Tuesday, 6 February 2024**.

David Waddell  
**CHIEF EXECUTIVE OFFICER**

For apologies please contact Administration on 6393 8106.

AGENDA

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and less than significant non-pecuniary interests.....3

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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 12 DECEMBER 2023**

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RECORD NUMBER: 2023/2303

AUTHOR: Jason Theakstone, Manager Engineering Services

#### **EXECUTIVE SUMMARY**

The City of Orange Traffic Committee held a meeting on 12 December 2023 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 “10.1. Construct and maintain a road network that meets the community’s transport and infrastructure needs”.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **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 12 December 2023.
- 2 That Council determine recommendations 3.1, 3.2, 3.3 and 3.4 from the minutes of the City of Orange Traffic Committee meeting of 12 December 2023.
  - 3.1 **Move Parking Sign – Anson Street between Summer Street and Kite Street**  
*That Council move the 1-hour parking sign from the front of 194 Anson Street to a new pole beside the laneway adjacent to 188 Anson Street, approximately 9 metres south of its current position, and install ‘No Parking’ signs between the existing loading zone at 194 Anson Street and the new pole and parking sign at 188 Anson Street as shown in figure 3 in this report.*
  - 3.2 **Line Marking on Beasley Road**  
*That Council:*
    - 1 *Install new double barrier lines on Beasley Road in accordance with the attached plans.*
    - 2 *Install a new Give Way holding line, double barrier line and Give Way signs on Beaumah Road at Beasley Road in accordance with the attached plans.*
  - 3.3 **Lords Place Parking Changes from Parallel to 60 degree (Summer Street to Kite Street)**  
*That Council alter the parking prescription in Lords Place to remove parallel parking and install 60 degree angle parking with 1hr time limit as shown in the attachment.*
  - 3.2 **Orange Runners Club – Club Runs – Bargwanna Road and Emu Swamp Road**  
*That Council approve the following club run events subject to the attached Conditional Approval:*
    - *Gosling Creek including Bargwanna and Buttle Roads - 21 April 2024, 19 May 2024 and 2 June 2024;*
    - *Emu Swamp Road - 28 April 2024 and 16 June 2024;*
    - *Hiney Road - 12 May 2024 and 30 June 2024.*
- 3 That the remainder of the minutes of the City of Orange Traffic Committee from its meeting held on 12 December 2023 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 12 December 2023 Minutes
- 2 COTC 12 December 2023 Agenda D23/104703 [↓](#)

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**ORANGE CITY COUNCIL****MINUTES OF THE****CITY OF ORANGE TRAFFIC COMMITTEE****HELD IN COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE****ON 12 DECEMBER 2023****COMMENCING AT 9:30 AM**

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**1 INTRODUCTION****ATTENDANCE**

Cr Tony Mileto (Chairperson), Mr Richard Drooger, Chief Inspector David Harvey, Snr Con M Copas, Acting Sgt A Thearle, Mr Kel Gardiner, Works Manager, Strategic Design and Planning Engineer, Divisional Administration Officer

**1.1 Apologies and Leave of Absence****RECOMMENDATION****Mr K Gardiner/Mr R Drooger**

That the apologies be accepted from Manager Engineering Services and Road Safety Officer for the City of Orange Traffic Committee meeting on 12 December 2023.

**1.2 Acknowledgement of Country**

The Chairperson conducted an Acknowledgement of Country.

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

Nil

**2 PREVIOUS MINUTES****RECOMMENDATION****Chief Insp D Harvey/Mr R Drooger**

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 14 November 2023 (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 14 November 2023.

### 3 GENERAL REPORTS

#### 3.1 MOVE PARKING SIGN - ANSON STREET BETWEEN SUMMER STREET AND KITE STREET

TRIM REFERENCE: 2023/2076

**RECOMMENDATION****Mr K Gardiner/Mr R Drooger**

That Council move the 1-hour parking sign from the front of 194 Anson Street to a new pole beside the laneway adjacent to 188 Anson Street, approximately 9 metres south of its current position, and install 'No Parking' signs between the existing loading zone at 194 Anson Street and the new pole and parking sign at 188 Anson Street as shown in figure 3 in this report.

#### 3.2 LINE MARKING ON BEASLEY ROAD

TRIM REFERENCE: 2023/2210

**RECOMMENDATION****Chief Insp D Harvey/Mr K Gardiner**

That Council:

- 1 Install new double barrier lines on Beasley Road in accordance with the attached plans.
- 2 Install a new Give Way holding line, double barrier line and Give Way signs on Beaumah Road at Beasley Road in accordance with the attached plans.

#### 3.3 LORDS PLACE PARKING CHANGES FROM PARALLEL TO 60 DEGREE (SUMMER STREET TO KITE STREET)

TRIM REFERENCE: 2023/2211

**RECOMMENDATION****Mr K Gardiner/Chief Insp D Harvey**

That Council alter the parking prescription in Lords Place to remove parallel parking and install 60 degree angle parking with 1hr time limit as shown in the attachment.

#### 3.4 ORANGE RUNNERS CLUB - CLUB RUNS - HINEY ROAD, BARGWANNA ROAD AND EMU SWAMP ROAD - 2024

TRIM REFERENCE: 2023/2204

**RECOMMENDATION****Chief Insp D Harvey/Mr R Drooger**

That Council approve the following club run events subject to the attached Conditional Approval:

- Gosling Creek including Bargwanna and Buttle Roads - 21 April 2024, 19 May 2024 and 2 June 2024;
- Emu Swamp Road - 28 April 2024 and 16 June 2024;
- Hiney Road - 12 May 2024 and 30 June 2024.

**GENERAL BUSINESS****1 Monitoring of seat belts in buses**

Richard Drooger (TfNSW) provided a response to a question raised at the meeting held on 14 November 2023 regarding seat belts in buses and if drivers get fined for passengers not wearing seat belts.

When seat belt cameras come in, they will only monitor the front of the bus. Bus drivers are exempt from monitoring or enforcing passengers to wear seat belts. If buses are fitted with seat belts, passengers are required to put them on, and if they don't, it will fall back on the individual.

**2 40kph zone - CBD**

The Works Manager advised that Council is following up on road markings on the textured patches and on the main road for the entry/exit 40kph zones which will back up the signs in place.

**3 Extension of Traffic Committee Membership**

Cr Mileto advised that at the Council Meeting held on 5 December, Council resolved to write to the Local Member seeking an extension of membership for the City of Orange Traffic Committee to allow representatives of service vehicle industries (taxi's, buses, trucks etc) to be included as members.

Richard Drooger (TfNSW) advised that there are guidelines that he will forward to the Committee which outline the functions and process of the Traffic Committee.

**THE MEETING CLOSED AT 10.03AM.**



## **CITY OF ORANGE TRAFFIC COMMITTEE**

# **AGENDA**

**12 DECEMBER 2023**

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 **COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 12 December 2023** commencing at **9:30 AM**.

David Waddell

**CHIEF EXECUTIVE OFFICER**

For apologies please contact Jason Theakstone on 6393 8505.

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****12 DECEMBER 2023**

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**1 INTRODUCTION****MEMBERS**

Cr Tony Mileto (Chairperson), Mr Richard Drooger, Sgt Adam Cornish, Sgt Peter Foran, Chief Inspector David Harvey, Mr Kel Gardiner, Chief Executive Officer, Director Technical Services, Manager Development Assessments, Road Safety Officer, Works Manager, Manager Engineering Services, Communications Officer, Parking 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 14 November 2023 (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 14 November 2023.

**ATTACHMENTS**

- 1 Minutes of the Meeting of the City of Orange Traffic Committee held on 14 November 2023

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## ORANGE CITY COUNCIL

### MINUTES OF THE CITY OF ORANGE TRAFFIC COMMITTEE

HELD IN PEOPLE AND CULTURE MEETING ROOM, CIVIC CENTRE, BYNG STREET, ORANGE

ON 14 NOVEMBER 2023

COMMENCING AT 9.33AM

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## 1 INTRODUCTION

### ATTENDANCE

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Cr Tony Mileto (Chairperson), Mr Richard Drooger, Sgt Adam Cotton, Chief Inspector David Harvey, Mr Kel Gardiner, Road Safety Officer, Works Manager, Manager Engineering Services, Strategic Design and Planning Engineer

#### 1.1 Apologies and Leave of Absence

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RECOMMENDATION	Mr R Drooger/Cr T Mileto
That the apology be accepted from Cr M McDonell and Parking Officer (Cisco) for the City of Orange Traffic Committee meeting on 14 November 2023.	

#### 1.2 Acknowledgement of Country

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The Chairperson conducted an 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 R Drooger/Cr T Mileto
That the Minutes of the Meeting of the City of Orange Traffic Committee held on 10 October 2023 (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 October 2023.	



MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

14 NOVEMBER 2023

**3 GENERAL REPORTS**

**3.1 WADE PLACE - REQUEST TO EXTEND NO PARKING ZONE**

TRIM REFERENCE: 2023/1720

**RECOMMENDATION**

**Mr K Gardiner/Cr T Mileto**

That Council:

1. Install 2 additional "No Parking" signs, with arrows in both directions, approximately 30 meters away from the middle of Wade Place as shown in photo 1 of this report,
2. Install "No Parking" signs with one directional arrow at each end of Wade Place to close out the "No Parking" zone.

**3.2 PARKING LINES - FROST STREET ADJACENT TO CUTCLIFFE PARK**

TRIM REFERENCE: 2023/1885

**RECOMMENDATION**

**Mr K Gardiner/Chief Insp D Harvey**

That Council paint 90 degree parking lines on the road in Frost Street, adjacent to Cutcliffe Park, to maximise parking spaces as per Figure A of this report.

**3.3 WILLIAM STREET PARKING**

TRIM REFERENCE: 2023/1984

**RECOMMENDATION**

**Mr K Gardiner/Chief Insp D Harvey**

That Council:

1. Remove the two "No Stopping" signs outside 2/65 William Street.
2. Modify the parking arrangements immediately north of the Transgrid driveway on William Street to include one parallel parking space as shown on Figure C in this report.

**GENERAL BUSINESS**

**Transport for NSW**

- TfNSW are assisting 14 Local Governments with event approvals through Traffic Committees. At the RSO Conference, discussions were held on what needs to go to Council. Richard Drooger to send Special Event Guidelines to the Traffic Committee.

**Orange City Council**

- Wayne Gailey advised that Council is close to opening the High Pedestrian Activity Areas. Signs have been erected. Comms coming. Comms required with return to 40 instead of 50 (existing) in school zones. Reason for maintaining school zones is the penalty is different for speeding in a school zone rather than a 40 km/h zone.
- HPAA possibly opening next week.
- TfNSW to install additional VMS signs.
- Road Safety Officer to help with comms.

**Parking**

- Cr Mileto advised he had received a call from a bus driver advising that cars are parked overnight in bus zones in Summer Street. Will let Parking officers know and do some comms.

**MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE****14 NOVEMBER 2023**

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**Road Safety Officer**

- The Road Safety Officer advised that speed cameras pick up people not wearing seat belts. Seat belts increase chance of survival in a crash by 50%.  
*Action* – Will bus drivers get fined if passengers do not wear seat belts? R Drooger to advise only front passengers?

**THE MEETING CLOSED AT 10.20 AM**

CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

### 3 GENERAL REPORTS

#### 3.1 MOVE PARKING SIGN - ANSON STREET BETWEEN SUMMER STREET AND KITE STREET

RECORD NUMBER: 2023/2076

AUTHOR: Wayne Gailey, Works Manager

#### EXECUTIVE SUMMARY

This report seeks to modify parking signs in Anson Street between Summer and Kite Streets to prevent parking across the laneway adjacent to 188 Anson Street.

#### LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “10.2. Ensure that sufficient car parking spaces are available to support growth”.

#### FINANCIAL IMPLICATIONS

Approximately \$500 from existing budgets.

#### POLICY AND GOVERNANCE IMPLICATIONS

Nil

#### RECOMMENDATION

**That Council move the 1-hour parking sign from the front of 194 Anson Street to a new pole beside the laneway adjacent to 188 Anson Street, approximately 9 metres south of its current position, and install ‘No Parking’ signs between the existing loading zone at 194 Anson Street and the new pole and parking sign at 188 Anson Street as shown in figure 3 in 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 current position of the signage in Anson Street allows a car to park between the laneway and the street tree on the left as shown in figure 1. There is insufficient space to park at the correct angle and allow appropriate access to the laneway. The pavement has also been severely damaged by the roots of the street tree which forces drivers to either park dangerously atop the damage or move across avoiding the damage which then further restricts access to the laneway.

Council has received requests from the business owners and the owners of the building at 188 Anson Street to resolve this issue.

CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

3.1 Move Parking Sign - Anson Street between Summer Street and Kite Street



Figure 1 Street View

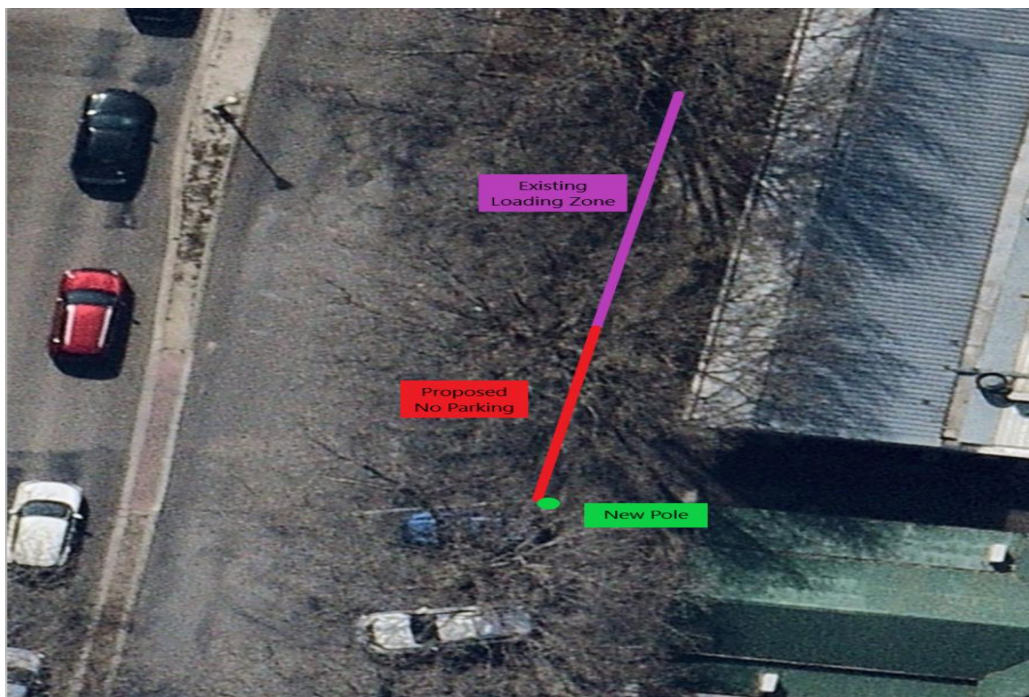


Figure 2 Existing loading zone and proposed no parking zone.

CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

3.1 Move Parking Sign - Anson Street between Summer Street and Kite Street

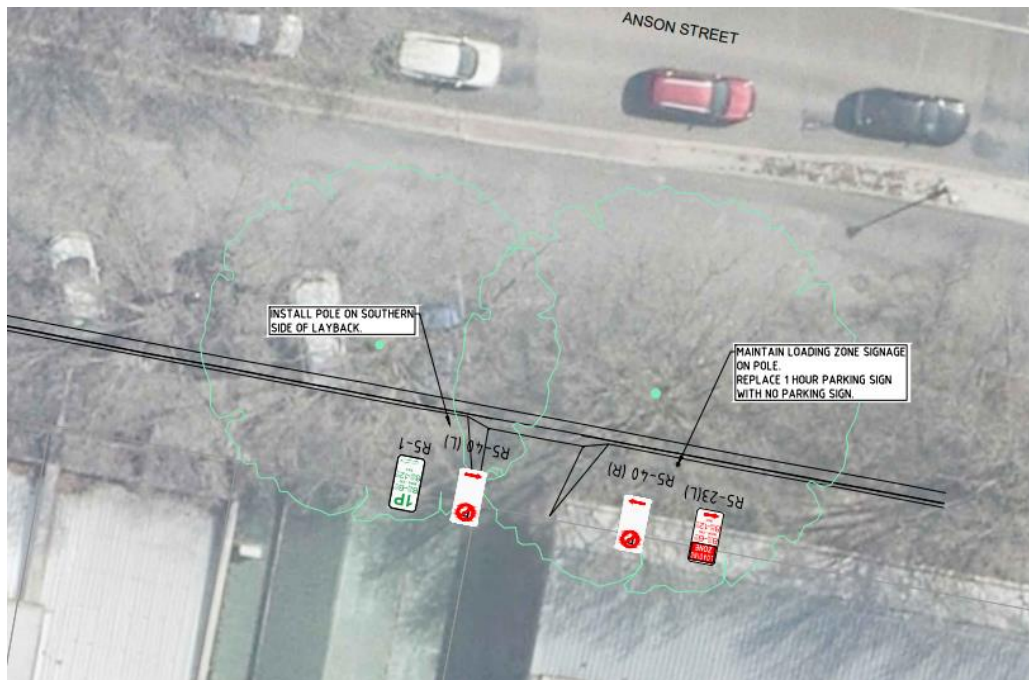


Figure 3 Completed Design

**CITY OF ORANGE TRAFFIC COMMITTEE**

**12 DECEMBER 2023**

**3.2 LINE MARKING ON BEASLEY ROAD**

RECORD NUMBER: 2023/2210  
AUTHOR: Wayne Gailey, Works Manager

**EXECUTIVE SUMMARY**

Council has received funding from the Fixing Local Roads program to upgrade approximately 2.8km of Beasley Road between the Mitchell Highway and Blunt Road. The scope of works involves road widening and improvements to horizontal and vertical geometry. The increased road width now enables line marking and signs to be installed.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “10.1. Construct and maintain a road network that meets the community’s transport and infrastructure needs”.

**FINANCIAL IMPLICATIONS**

Approximately \$3,000 from the project budget.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council:

- 1 Install new double barrier lines on Beasley Road in accordance with the attached plans.
- 2 Install a new Give Way holding line, double barrier line and Give Way signs on Beaumah Road at Beasley Road in accordance with the attached plans.

**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.

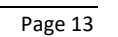
**SUPPORTING INFORMATION**

Council has received funding from the Fixing Local Roads program to upgrade approximately 2.8km of Beasley Road between the Mitchell Highway and Blunt Road. The scope of works involves road widening and improvements to horizontal and vertical geometry. The increased road width now enables line marking and signs to be installed in accordance with the design attached. Of note for the Committee is the proposed installation of double barrier lines on Beasley Road and Give Way holding lines and signs on Beaumah Road.

**ATTACHMENTS**

- 1 Combined Linemarking and Sign Plan, D23/100805

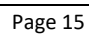








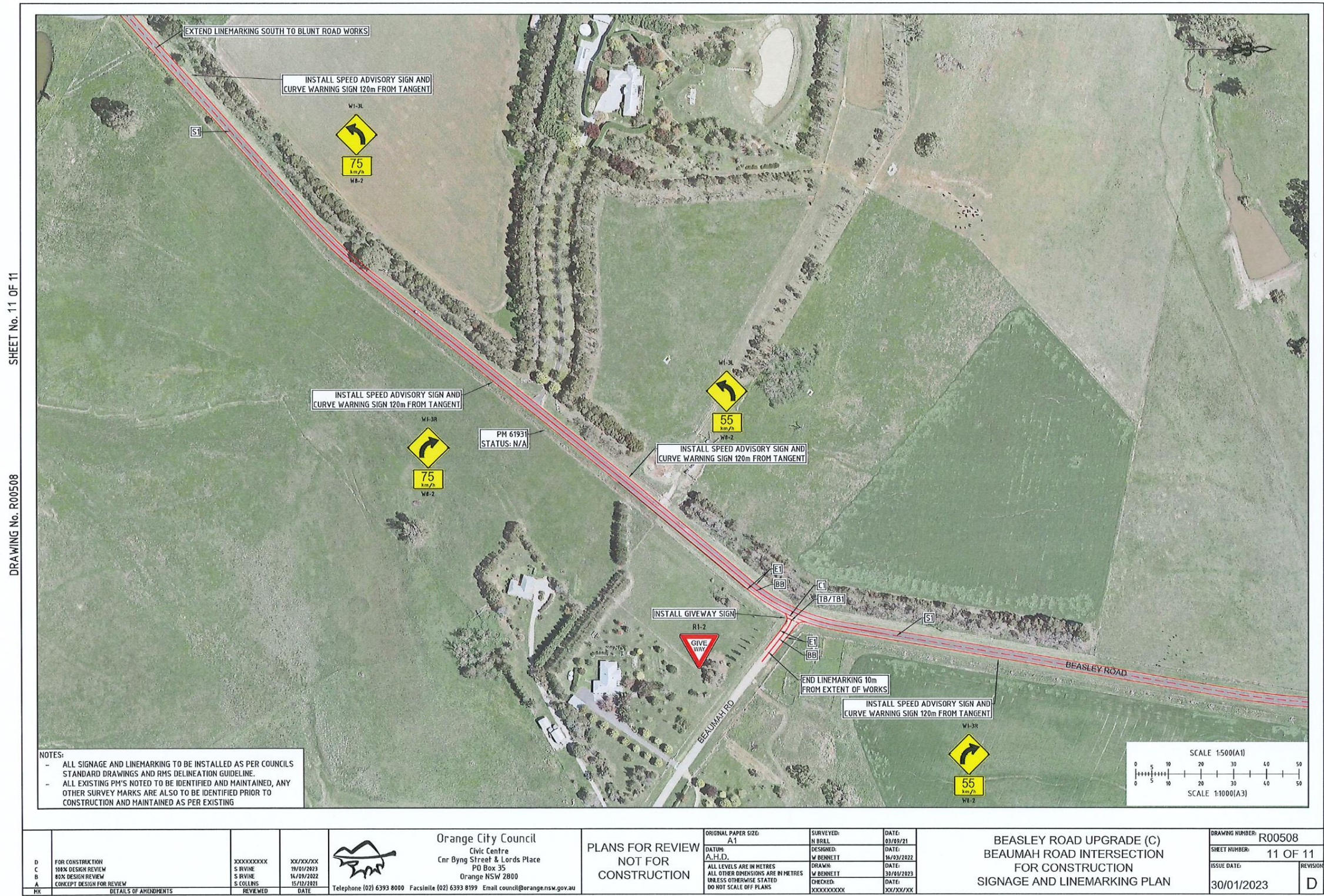
















## CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

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**3.3 LORDS PLACE PARKING CHANGES FROM PARALLEL TO 60 DEGREE (SUMMER STREET TO KITE STREET)**

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RECORD NUMBER: 2023/2211

AUTHOR: Stephen Collins, Strategic Design and Planning Engineer

**EXECUTIVE SUMMARY**

At the Council Meeting on 7 November 2023, a report was considered regarding Lords Place South Reinstatement. As part of this report, Council resolved to remove the street furniture to regain parking spaces. By removing the street furniture and repainting the parking spaces, there is an increase of 7 parking spaces as noted in the report that went to Council on 7 November 2023.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “10.1. Construct and maintain a road network that meets the community’s transport and infrastructure needs”.

**FINANCIAL IMPLICATIONS**

\$5,000 (signs and associated poles) to be funded from the project budget.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

**That Council alter the parking prescription in Lords Place as shown in the attachment.**

**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**

As detailed in the original report that went to Council, it was highlighted that the proposed reinstatement works on Lords Place would gain an additional 7 parking spaces.

The Engineering Services Design Team undertook a design for the on-street parking spaces compliant with AS2890.5 – On-Street Parking. Removing the dining structures and converting the two parallel parking spaces, allows for three 60° reverse angle parks. Removing the dining structures in front of Hogs Breath Café and the former Elwood’s Eatery allows for an additional three spaces.

To maintain uniformity across the block, the signage is to be updated to maintain a 1 hour parking limit for all 60° reverse parking spaces.

**ATTACHMENTS**

1 Carpark Linemarking Plan, D23/100504





ORANGE CITY COUNCIL FUTURE CITY  
90 DEGREE PARKING OPTION  
LORDS PLACE CARPARKING LAYOUT WITH DECK, AND ART REMOVAL  
MAINTAIN - CREMA AND NIMROD DINING DECKS





**CITY OF ORANGE TRAFFIC COMMITTEE**

**12 DECEMBER 2023**

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**3.4 ORANGE RUNNERS CLUB - CLUB RUNS - HINEY ROAD, BARGWANNA ROAD AND EMU SWAMP ROAD - 2024**

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RECORD NUMBER: 2023/2204

AUTHOR: Wayne Gailey, Works Manager

**EXECUTIVE SUMMARY**

The Orange Runners Club seek approval to hold the following runs during 2023.

- Gosling Creek including Bargwanna and Buttle Roads – 21 April 2024, 19 May 2024 and 2 June 2024
- Emu Swamp Road – 28 April 2024, 16 June 2024
- Hiney Road – 12 May 2024, 30 June 2024.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “12.2. Develop and attract a variety of events, festivals, venues and activities for locals and visitors, ensuring accessibility for all”.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council approve the following club run events subject to the attached Conditional Approval:

- Gosling Creek including Bargwanna and Buttle Roads – 21 April 2024, 19 May 2024 and 2 June 2024;
- Emu Swamp Road - 28 April 2024 and 16 June 2024;
- Hiney Road – 12 May 2024 and 30 June 2024.

**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.

**CITY OF ORANGE TRAFFIC COMMITTEE****12 DECEMBER 2023****3.4 Orange Runners Club - Club Runs - Hiney Road, Bargwanna Road and Emu Swamp Road - 2024**

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**SUPPORTING INFORMATION**

The Orange Runners Club seek approval to hold the following club run events:

- Gosling Creek including Bargwanna and Buttle Roads – 21 April 2024, 19 May 2024 and 2 June 2024
- Emu Swamp Road – 28 April 2024, 16 June 2024
- Hiney Road – 12 May 2024, 30 June 2024;

It should be noted part of the Emu Swamp Road run is held in Cabonne Council. Cabonne Council have been notified.

It is recommended to approve the club run events subject to the attached draft conditions of consent.

**ATTACHMENTS**

- 1 Conditional Approval - Orange Runners Club, D23/100083
- 2 Event Application, D23/100086
- 3 Risk Assessment - Bargwanna Road, D23/100524
- 4 Risk Assessment - Emu Swamp Road, D23/100525
- 5 Risk Assessment - Hiney Road, D23/100526
- 6 Public Liability Insurance, D23/100103

CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 1 Conditional Approval - Orange Runners Club

12 DECEMBER 2023

D23/100077



**CONDITIONAL APPROVAL FOR EVENT**

**Orange Runners Club**

**Club Runs**

<b>Streets to be used:</b>	Hiney Road, Bargwanna Road and Buttle Road, Emu Swamp Road
<b>Dates:</b>	12 May 2024, 30 June 2024 - Hiney Road 21 April 2024, 19 May 2024 and 2 June 2024 - Gosling Creek including Bargwanna and Buttle Roads 28 April 2024, 16 June 2024 - Emu Swamp Road
<b>Time:</b>	8.15am - 10.00am
<b>Type of closure:</b>	No closure
<b>Class:</b>	3
<b>File:</b>	F2901-6

**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 Council must be provided with a copy of public liability insurance documentation relating to the event, evidencing a minimum cover of \$20 million with NSW Police and Council's interests duly noted.
- 3 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.
- 4 All Traffic Control Plans (TCP) must be implemented by appropriately qualified persons.
- 5 All personnel carrying out traffic control duties must hold an appropriate authorised traffic controller's ticket.
- 6 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.
- 7 A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
- 8 Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
- 9 The applicant is required to inform all relevant persons involved in the organising of the event of the Conditions of Approval.
- 10 In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.

**CITY OF ORANGE TRAFFIC COMMITTEE**  
Attachment 1 Conditional Approval - Orange Runners Club

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**12 DECEMBER 2023**

2

- 11 Council has the right to withdraw the approval, or impose additional conditions on the event organisers at any time.
- 12 All documents requested must be submitted to Council by Monday 29 April 2024 and marked to the attention of Mr Jason Theakstone in the Technical Services Division.

I hereby declare that I have read and understand the conditions for the Orange Runners Club.

**Signed for and on behalf of Orange Runners Club:**

**Name (print):** -----

**Signature:** -----

**Date:** -----



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

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## APPLICANT DETAILS

Name:	Judy Tarleton		
Organisation:	Orange Runners Club		
Address:			
Suburb:	P.O. Box 488 Orange	Postcode:	2800
Phone:	Mobile:		
Email:	orangerunnersclub@outlook.com		
Website:	www.orange-runners.com.au		
Facebook:	https://orangerunners.com.au/		
Instagram:			
Twitter:			

## EVENT DETAILS

Event Name:	Orange Runners Club - Club Runs		
Location/Venue *subject to availability:	See notes at the end of application		
<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:	Every Sunday & Wednesday during 2024	Time/s:	8.30am Sundays & 4.45pm Wednesdays
Bump in date and time:	Bump out date and time:		
Describe the main purpose of your event:			
Running for Club members			
Is the event likely to be an ongoing event?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Will your event be open to the public?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Expected event attendance. Participants:		70	Spectators: 0
Will your event be attended by children or young people under 18 years of age?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Will you charge an entry fee for this event?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> 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

V6 | updated August 2020

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## 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:**

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

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

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

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? ☒ YES ☐ NO  
(e.g. stage, marquee, tent, caravan etc.)

Type of structure, quantity and dimensions in m<sup>2</sup>:

At a couple of venues we will have a 3 X 3 Gazebo for protection from weather for our timekeepers. This will depend on the weather conditions.

*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

V6 | updated August 2020

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## 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:

 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?

Judy Tarleton

Contact phone number:

Highly unlikely there will be an emergency - If there is an incident all members will return to the start point of each run course. It is likely an emergency can be forecast before the event - in which case the event will be cancelled.

**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

V6 | updated August 2020

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## EVENT SERVICES - continued

What is your contingency plan for bad weather?  
Highly unlikely an event will be called off due to bad weather. If the weather does turn bad to a point where it is unsafe for members the President (or delegate) will make a decision to call the event off.

 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

This application is for 12 months from 01/01/2024 to 31/12/2024. Venues will include Ploughmans Wetlands, Endeavour Oval, Gosling Creek, Shiralee, Botanic Gardens, Lake Canobolas, Spring Creek Dam, Hiney Road, Barganna Road, Emu Swamp Road. The following dates are for January- March 7th January, Gosling Creek, -25th February Lake Canobolas, - 3rd. March Shiralee, -17th March Botanic Gardens, Plus attached sheet

### EVENT APPLICATION FORM

V6 | updated August 2020

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## 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 \$20 million and noting Orange City Council as an interested party.
- **Risk Assessment** outlining all applicable risks and control measures.

## INDEMNITY & DECLARATION

I, Judy Tarleton, 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.

<input type="text"/>	<input type="text" value="Judy Tarleton"/>	<input type="text" value="22/11/2023"/>
Signature	Name (BLOCK LETTERS)	Date

## EVENT APPLICATION FORM

V6 | updated August 2020

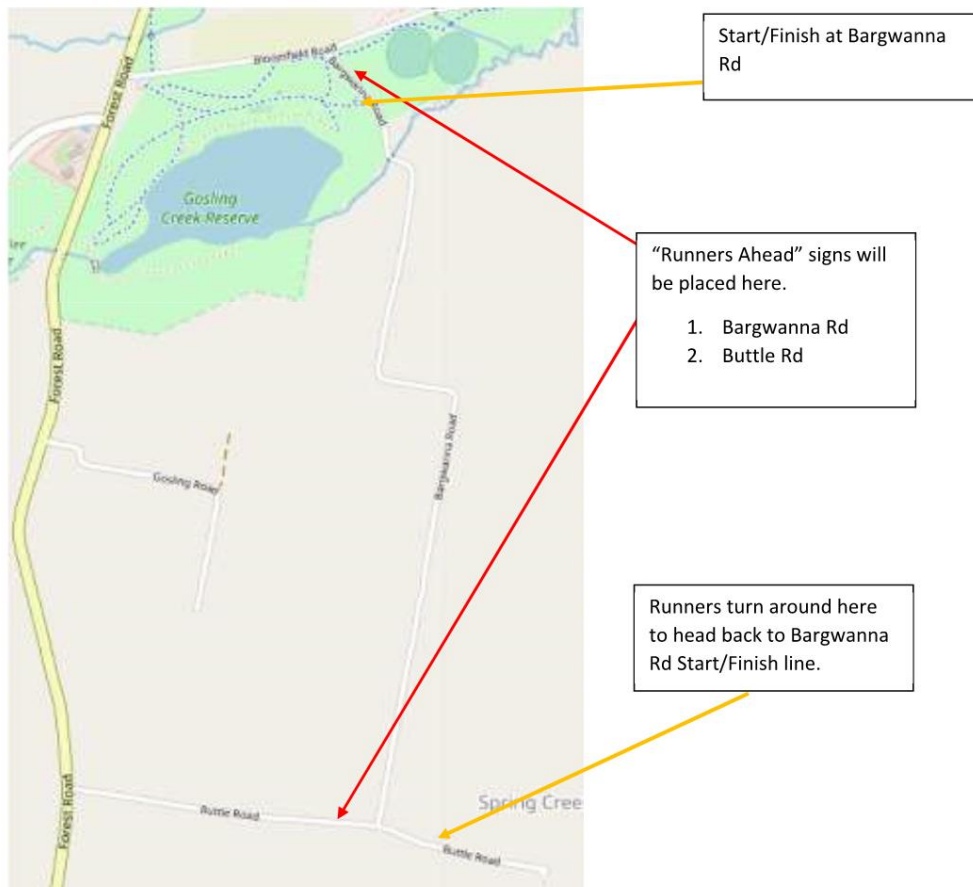
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TRAFFIC MANAGEMENT PLAN

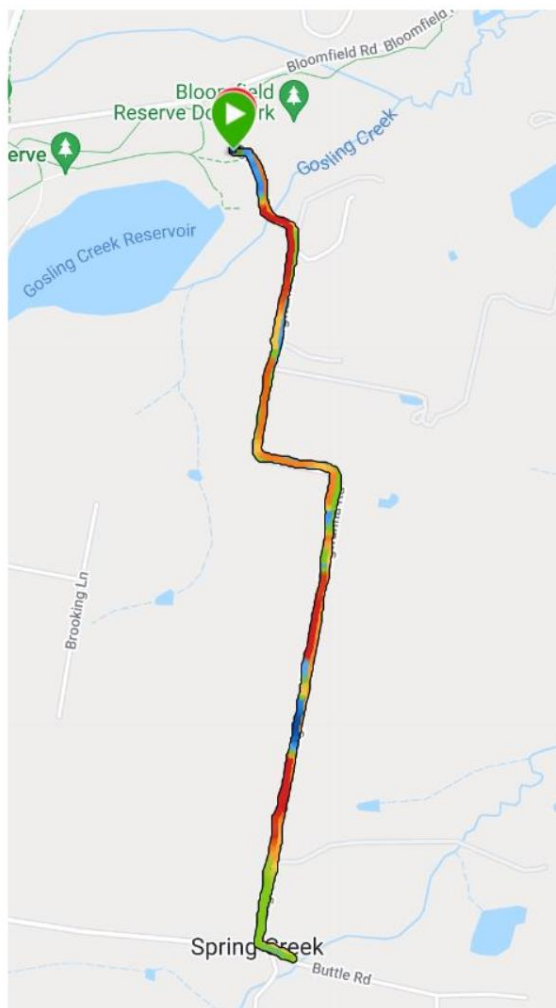
Event Name:	Orange Runners Club, Sunday Club Run
Location	Bargwanna Road, Orange Gosling Creek including Bargwanna Road and Buttle Road, Orange.
Date	Sunday 21st April 2024, 19th May 2024 and 2 <sup>nd</sup> June 2024
Time	8.15am to 10am
Prior to Run	Course to be checked for dangerous hazards including creek Crossing, etc. Course to be clearly marked "Runners Ahead" signs to be put in place.
Management in place:	Runners to be briefed on safety regulations before commencement. Participants to park in carpark along Bargwanna Road. Runners to run on the right-hand side of the road. Signage to be placed each end of the run course.

CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 2 Event Application

12 DECEMBER 2023

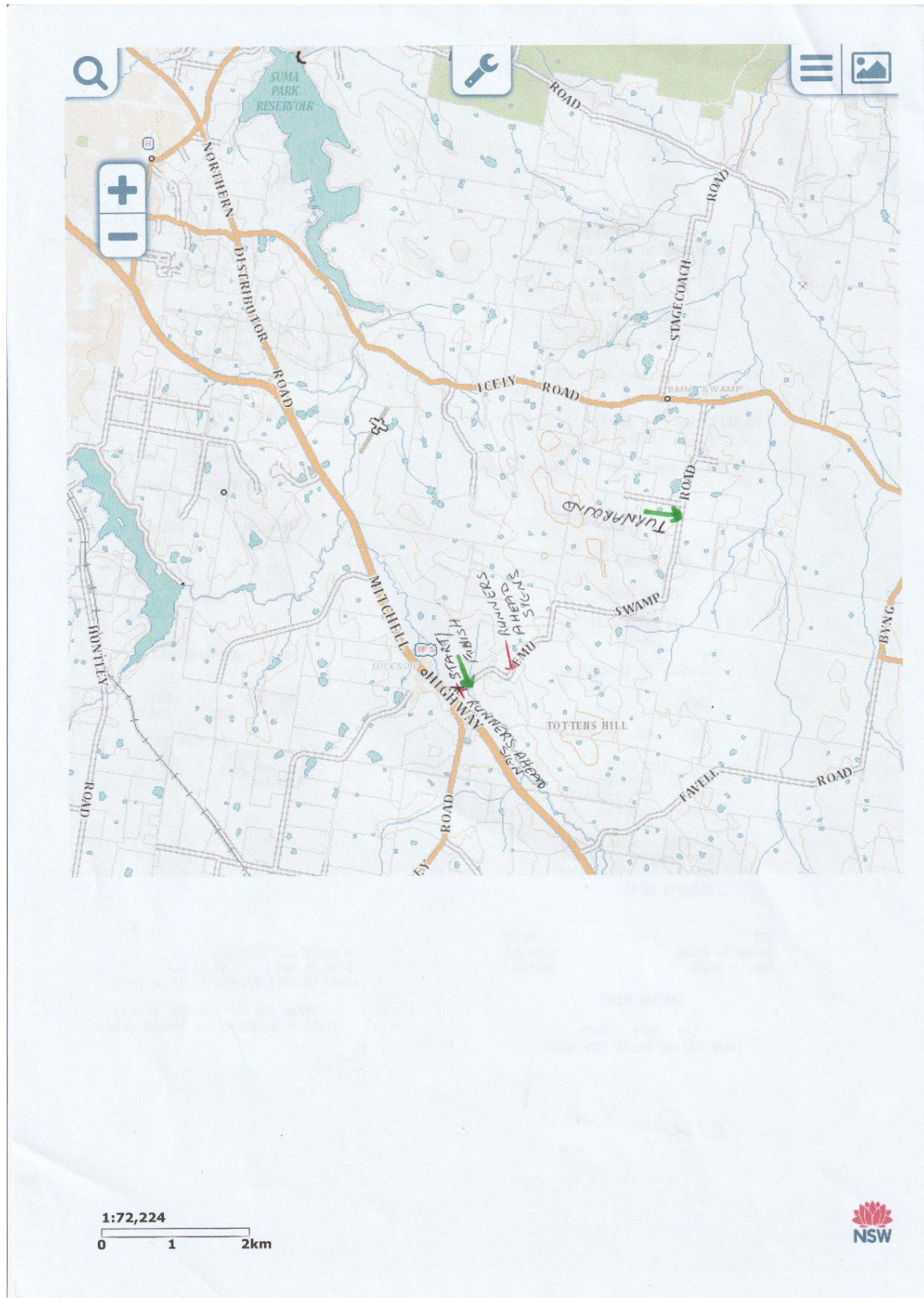






Bargwanna Road

TRAFFIC MANAGEMENT PLAN	
Event Name:	Orange Runners Club, Sunday Club Run
Location	Emu Swamp Road, Orange
Date	Sunday 28 <sup>th</sup> April 2024 and 16 <sup>th</sup> June 2024
Time	8.15am to 10am
Prior to Run	Course to be checked for dangerous hazards including creek Crossing, etc. Course to be clearly marked "Runners Ahead" signs to be put in place.
Management in place:	Runners to be briefed on safety regulations before commencement. Participants to park in carpark at the rear of Wentworth Mine Lucknow. Runners to run on the right-hand side of the road Signage to be placed each end of the run course.





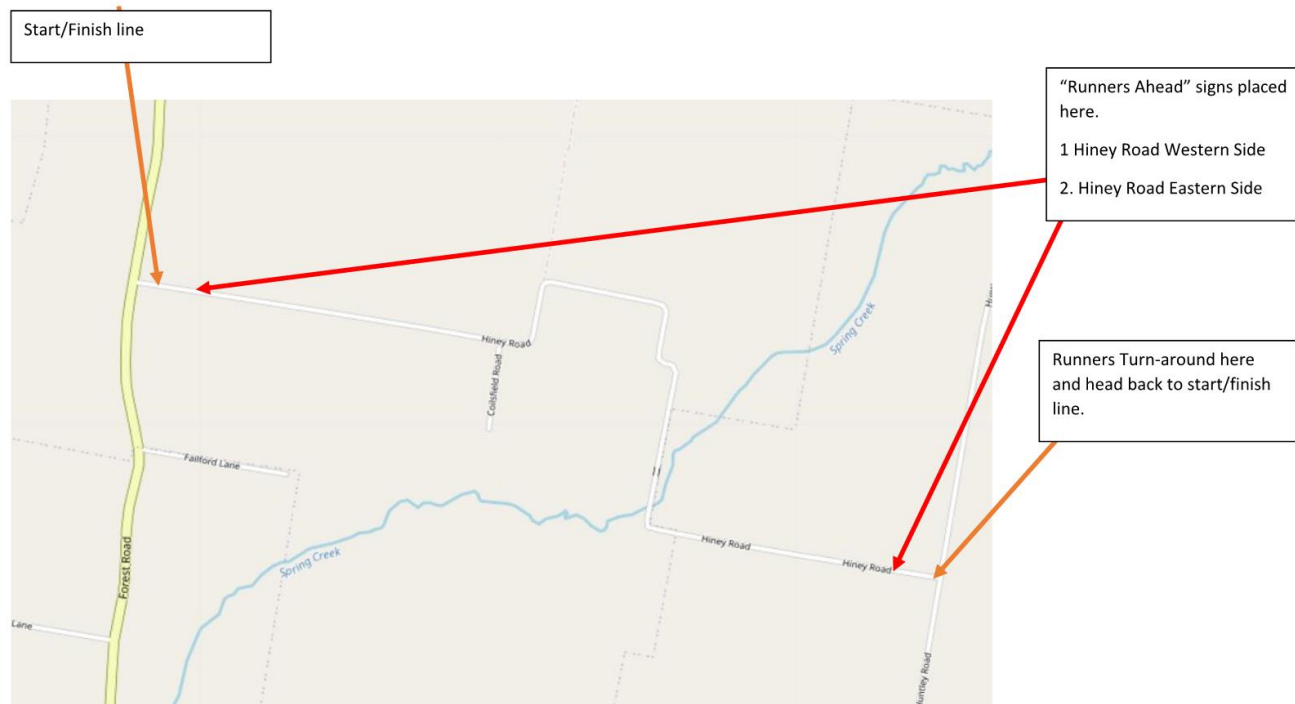
TRAFFIC MANAGEMENT PLAN

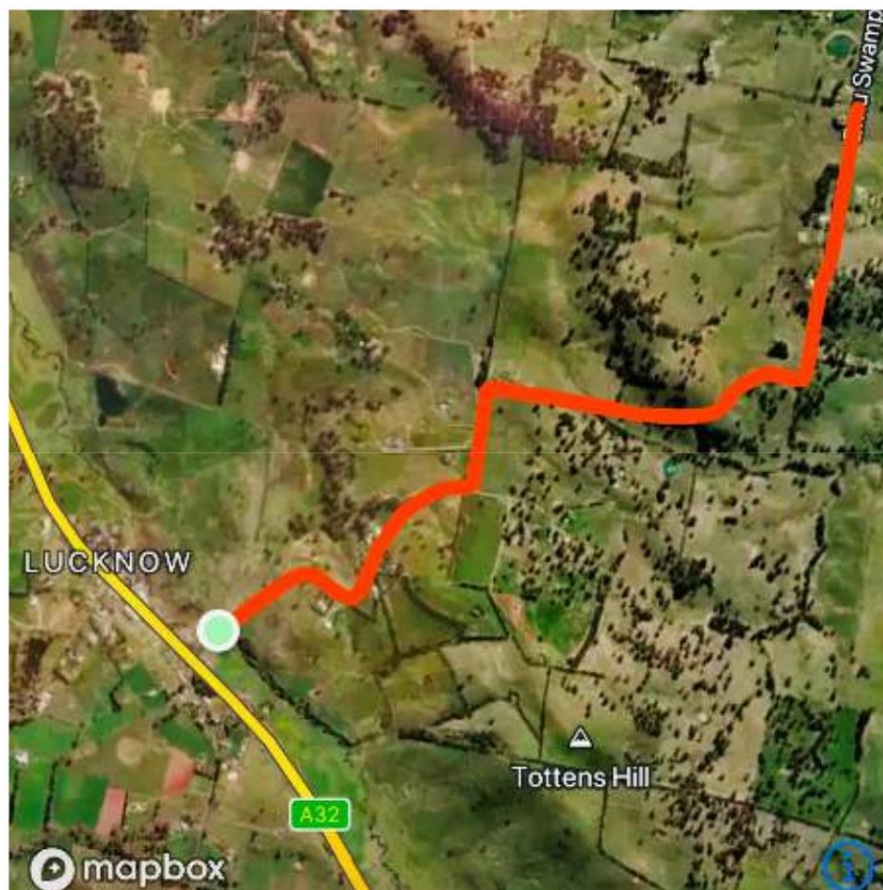
Event Name:	Orange Runners Club, Sunday Club Run
Location	Hiney Road, Orange
Date	Sunday 12 <sup>th</sup> May 2024 and 30 <sup>th</sup> June 2024
Time	8.15am to 10am
Prior to Run	Course to be checked for dangerous hazards including creek Crossing, corners etc. Course to be clearly marked. "Runners Ahead" signs to be put in place.
Management in place:	Runners to be briefed on safety regulations before commencement.  Participants to park in carpark along the edge of Hiney Road and not on Forest Road. Runners to run on the right-hand side of the road. Signage to be placed each end of the run course.

CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

Attachment 2 Event Application





## CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

Attachment 3 Risk Assessment - Barganna Road



This form needs to be completed by referring to "Events Guide – Risk Management" (available to Council's website under "Staging an Event on Council-owned land")

Event Name: Barganna Road	Event Date: 21 <sup>st</sup> April 2024 19 <sup>th</sup> May 2024, 2 <sup>nd</sup> June 2024.	Organiser: Orange Runners Club	Phone:
Event Location: Barganna Road Orange	Assessment Date:	Activity:	


  


Description of Hazard (something that has the potential to cause harm)	Description of Risk (what can happen as a result of the hazard)	Risk Rating (refer to Matrix)	Control Measures	Residual Risk (refer to Matrix)
Site environment/infrastructure - tripping and slipping hazard	<b>Personal injury (cuts, sprains, lacerations, abrasions) /damage to environment</b>	<b>3</b>	Pre-inspection of course prior to event - alert runners as part of the run brief of any hazards that were unable to be removed or isolated. Mark trip hazards with highly visible paint. Divert runners around trip and slip hazards with signs or tape. Abandon or relocate run in a severe weather event where the conditions are very dangerous.	<b>5</b>
Sun exposure	<b>Sunburn, heat stroke</b>	<b>5</b>	Provide sunscreen. Advise runners to wear appropriate clothing that protects their skin from the sun's rays.	<b>5</b>
Weather - High temperatures, low temps, storms, snow, high winds etc	<b>Heat exhaustion and dehydration, injury, participant discomfort, environment damage</b>	<b>5</b>	Encourage members to bring their own water to the Club run in warmer weather. Provide water for members. Consider postponing or relocating a Club run in extreme weather/bush fires/thunderstorms etc. Advise members to wear clothing appropriate for the weather conditions. Provide a list of mandatory and suggested equipment to members. First aid kit and trained first aid members.	<b>5</b>
Equipment ie portable shade structure, table and chairs	<b>injury</b>	<b>5</b>	Portable shade structure secured with pegs. Inspect equipment and maintain in good condition. First aid kit and trained first aid members.	<b>5</b>

## CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

Attachment 3 Risk Assessment - Barganna Road

 <b>EVENTS RISK ASSESSMENT</b> Use of Council Owned or Managed Land				
Children or participants getting lost	<b>Children getting lost</b>	4	Participants briefed regarding course and asked to stick to designated areas. Course clearly marked. Children supervised by a responsible adult.	5
Running/physical exercise	<b>Injury, dehydration, collisions</b>	4	Members are briefed and can choose what pace and distance for their current fitness level. Ensure all members receive a copy of the Club's "Our Safety Guidelines" when registering with the Club. First aid kit and trained first aid members. Number of runners at any one time appropriate for venue space (i.e. staggered start).	5
Public open space	<b>Clashes with public</b>	5	Brief participants to be mindful of other users of venue. Erect "Runners Ahead" signs.	5
Insects/snakes	<b>Bites</b>	5	Inspect areas and brief members if required. First aid kit and trained first aid members. Club to have a register of members allergies etc. First aid kit and trained first aid members.	5
Trees and other vegetation	<b>Injury</b>	5	Pre inspection of course for fallen branches and vegetation. Remove where possible. Brief members if hazards cannot be removed. Divert runners around the hazards or change the course. First aid kit and trained first aid members.	5
Needles	<b>Injury</b>	4	Pre inspection of the course. Contact relevant OCC officer to remove 6393 8000 or 1300 650 511. First aid kit and trained first aid members. Brief participants.	5
Dogs	<b>Injury/bites</b>	4	Inspect course for stray dogs. Contact OCC to collect stray dogs. Brief members on the Club's guidelines regarding member's responsibilities for dogs on Club runs (i.e. short leads and complete control of their dogs).	5




ORANGE  
CITY COUNCIL

EVENTS RISK ASSESSMENT  
Use of Council Owned or Managed Land

			First aid kit and trained first aid members.	
Evacuation due to an emergency	Panic, lead to injury, confusion	5	Participants briefed about venue muster point/s. Inform members of the emergency plan including informing runners on the course, conveying them to a muster point, orderly departure of vehicles.	5
Carparks	Injury	2	Erect "Runners Ahead" signs. Ensure sufficient parking is available. Do not include parking areas in running course. Adults to supervise children in car park.	5
Dust and other air borne particles	Injury	3	Include warning of particles in race brief if required (especially in Spring).	5
Medical emergency e.g. heart attack	Injury/medical emergency	3	Register of member's medical conditions. Have a fully serviced Defibrillator at every run. First aid kit and trained first aid members. Aware of emergency numbers. Designated people to ring ambulance.	5

NOTE: Please tab to create more table rows/pages if necessary and attach to your application

Risk Assessment conducted by: Mark Thomas, Judy Tarleton		
Event Organiser Name: Orange Runners Club	Signature: J. Tarleton	Date: 05/23/2023



ORANGE  
CITY COUNCIL

EVENTS RISK ASSESSMENT  
Use of Council Owned or Managed Land

This form needs to be completed by referring to "Events Guide – Risk Management" (available to Council's website under "Staging an Event on Council-owned land")

Event Name: Emu Swamp Road	Event Date: 28 <sup>th</sup> April 2024 16 <sup>th</sup> June 2024.	Organiser: Orange Runners Club	Phone:
Event Location: Emu Swamp Road, Lucknow	Assessment Date:	Activity: Running	


Description of Hazard (something that has the potential to cause harm)	Description of Risk (what can happen as a result of the hazard)	Risk Rating (refer to Matrix )	Control Measures	Residual Risk (refer to Matrix )
Site environment/infrastructure - tripping and slipping hazard	Personal injury (cuts, sprains, lacerations, abrasions) /damage to environment	3	Pre-inspection of course prior to event - alert runners as part of the run brief of any hazards that were unable to be removed or isolated. Mark trip hazards with highly visible paint. Divert runners around trip and slip hazards with signs or tape. Abandon or relocate run in a severe weather event where the conditions are very dangerous.	5
Sun exposure	Sunburn, heat stroke	5	Provide sun screen. Advise runners to wear appropriate clothing that protects their skin from the sun's rays.	5
Weather - High temperatures, low temps, storms, snow, high winds etc.	Heat exhaustion and dehydration, injury, participant discomfort, environment damage	5	Encourage members to bring their own water to the Club run in warmer weather. Provide water for members. Consider postponing or relocating a Club run in extreme weather/bush fires/thunder storms etc. Advise members to wear clothing appropriate for the weather conditions. Provide a list of mandatory and suggested equipment to members. First aid kit and trained first aid members.	5
Equipment ie portable shade structure, table and chairs	injury	5	Portable shade structure secured with pegs. Inspect equipment and maintain in good condition. First aid kit and trained first aid members.	5




## CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

Attachment 4 Risk Assessment - Emu Swamp Road

 <b>EVENTS RISK ASSESSMENT</b> Use of Council Owned or Managed Land				
Children or participants getting lost	<b>Children getting lost</b>	4	Participants briefed regarding course and asked to stick to designated areas. Course clearly marked. Children supervised by a responsible adult.	5
Running/physical exercise	<b>Injury, dehydration, collisions</b>	4	Members are briefed and are able to choose what pace and distance for their current fitness level. Ensure all members receive a copy of the Club's "Our Safety Guidelines" when registering with the Club. First aid kit and trained first aid members. Number of runners at any one time appropriate for venue space (i.e., staggered start).	5
Public open space	<b>Clashes with public</b>	5	Brief participants to be mindful of other users of venue. Erect "Runners Ahead" signs.	5
Insects/snakes	<b>Bites</b>	5	Inspect areas and brief members if required. First aid kit and trained first aid members. Club to have a register of members allergies etc. First aid kit and trained first aid members.	5
Trees and other vegetation	<b>Injury</b>	5	Pre inspection of course for fallen branches and vegetation. Remove where possible. Brief members if hazards cannot be removed. Divert runners around the hazards or change the course. First aid kit and trained first aid members.	5
Needles	<b>Injury</b>	4	Pre inspection of the course. Contact the relevant OCC officer to remove 6393 8000 or 1300 650 511. First aid kit and trained first aid members. Brief participants.	5
Dogs	<b>Injury/bites</b>	4	Inspect course for stray dogs. Contact OCC to collect stray dogs. Brief members on the Club's guidelines regarding member's responsibilities for dogs on Club runs (i.e. short leads and complete control of their dogs).	5



ORANGE  
CITY COUNCIL

EVENTS RISK ASSESSMENT  
Use of Council Owned or Managed Land

			First aid kit and trained first aid members.	
Evacuation due to an emergency	Panic, lead to injury, confusion	5	Participants briefed about venue muster point/s. Inform members of the emergency plan including informing runners on the course, conveying them to a muster point, orderly departure of vehicles.	5
Carparks	Injury	2	Erect "Runners Ahead" signs. Ensure sufficient parking is available. Do not include parking areas in the running course. Adults supervise children in car park.	5
Dust and other air borne particles	Injury	3	Include warning of particles in race brief if required (especially in Spring).	5
Medical emergency e.g. heart attack	Injury/medical emergency	3	Register of member's medical conditions. Have a fully serviced Defibrillator at every run. First aid kit and trained first aid members. Aware of emergency numbers. Designated people to ring ambulance.	5

NOTE: Please tab to create more table rows/pages if necessary and attach to your application

Risk Assessment conducted by: Mark Thomas, Judy Tarleton		
Event Organiser Name: Orange Runners Club	Signature: J. Tarleton	Date: 05/12/2024

## CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

Attachment 5 Risk Assessment - Hiney Road



This form needs to be completed by referring to "Events Guide – Risk Management" (available to Council's website under "Staging an Event on Council-owned land")

Event Name: Hiney Road	Event Date: 12 <sup>th</sup> May 2024, 30 <sup>th</sup> June 2024	Organiser: Orange Runners Club	Phone:
Event Location: Hiney Road	Assessment Date:	Activity:	


  


Description of Hazard (something that has the potential to cause harm)	Description of Risk (what can happen as a result of the hazard)	Risk Rating (refer to Matrix )	Control Measures	Residual Risk (refer to Matrix )
Children and participants getting lost	Children getting lost	4	- Participants briefed regarding course and asked to stick to designated areas - Course clearly marked - Children supervised by a responsible adult	5
Running/Physical exercise	Injury/dehydration/collision	4	- Members are briefed and are able to choose what pace and distance for their current fitness level - Ensure all members receive a copy of the Clubs "Our Safety Guidelines" when registering with the club - First aid kit and trained first aid members - Number of runners at any one time appropriate for venue space (i.e. staggered starts)	5
Public open space	Clashes with public	5	Brief participants to be mindful of other users of venue. Erect "Runners Ahead" signs.	5
Insects/snakes	Bites	5	Inspect areas and brief members if required. First aid kit and trained first aid members. Club to have a register of members allergies etc. First aid kit and trained first aid members.	5
Trees and other vegetation	Injury	5	Pre inspection of course for fallen branches and vegetation. Remove where possible. Brief members if hazards cannot be removed. Divert runners around the hazards or change the course. First aid kit and trained first aid members.	5
Needles	Injury	4	Pre inspection of the course. Contact the relevant OCC officer to remove 6393 8000 or 1300 650 511. First aid kit and trained first aid members.	5

## CITY OF ORANGE TRAFFIC COMMITTEE

12 DECEMBER 2023

Attachment 5 Risk Assessment - Hiney Road

 <b>ORANGE CITY COUNCIL</b>		<b>EVENTS RISK ASSESSMENT</b> Use of Council Owned or Managed Land		
			Brief participants.	
Dogs	Injury/bites	4	Inspect course for stray dogs. Contact OCC to collect stray dogs. Brief members on the Club's guidelines regarding members' responsibilities for dogs on Club runs (i.e. short leads and First aid kit and trained first aid members. Members must have complete control of their dogs).	5
Evacuation due to an emergency	Panic, lead to injury, confusion	5	Participants briefed about venue muster point/s. Inform members of the emergency plan including informing runners on the course, conveying them to a muster point, orderly departure of vehicles.	5
Carparks	Injury	2	Erect "Runners Ahead" signs. Ensure sufficient parking is available. Do not include parking areas in the running course. Adults supervise children in car park.	5
Dust and other air borne particles	Injury	3	Include warning of particles in race brief if required (especially in Spring).	5
Medical emergency e.g. heart attack	Injury/medical emergency	3	Register of member's medical conditions. Have a fully serviced Defibrillator at every run. First aid kit and trained first aid members. Aware of emergency numbers. Designated people to ring ambulance.	5
Site environment/infrastructure - tripping and slipping hazard	Personal injury (cuts, sprains, lacerations, abrasions) /damage to environment	3	Pre-inspection of course prior to event - alert runners as part of the run brief of any hazards that were unable to be removed or isolated. Mark trip hazards with highly visible paint. Divert runners around trip and slip hazards with signs or tape.	55



ORANGE  
CITY COUNCIL

EVENTS RISK ASSESSMENT  
Use of Council Owned or Managed Land

			Abandon or relocate run in a severe weather event where the conditions are very dangerous.	
Sun exposure	Sunburn, heat stroke	3	Provide sunscreen. Advise runners to wear appropriate clothing that protects their skin from the sun's rays.	5
Weather - High temperatures, low temps, storms, snow, high winds etc	Heat exhaustion and dehydration, injury, participant discomfort, environment damage	3	Encourage members to bring their own water to the Club run in warmer weather. Provide water for members. Consider postponing or relocating a Club run in extreme weather/bush fires/thunderstorms etc. Advise members to wear clothing appropriate for the weather conditions. Provide a list of mandatory and suggested equipment to members. First aid kit and trained first aid members.	5
Equipment ie portable shade structure, table and chairs	injury	3	Portable shade structure secured with pegs. Inspect equipment and maintain it in good condition. First aid kit and trained first aid members.	5

NOTE: Please tab to create more table rows/pages if necessary and attach to your application

Risk Assessment conducted by: Mark Thomas, Judy Tarleton		
Event Organiser Name: Orange Runners Club	Signature: J. Tarleton	Date: 05/12/2023

CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 6 Public Liability Insurance

12 DECEMBER 2023

Honan Insurance Group

Level 9  
IBM Centre, 60 City Road  
Southbank VIC 3006

P.O. Box 4747  
Melbourne VIC 3001

t — +61 3 9947 4333  
f — +61 3 9947 4300

[honan.com.au](http://honan.com.au)

### Certificate of Currency

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date. This letter is not a substitute for the Policy of insurance. The policy, not this letter, details the rights and obligations of the Insured and the extent of the insurance cover.

**Named Insured:** ATHLETICS AUSTRALIA and LITTLE ATHLETICS AUSTRALIA LIMITED including all affiliated State Associations, Clubs, Centres and Event Organisers (or Bodies) and all registered members, officials, employees, accredited coaches, voluntary workers, executives, approved event managers and race directors, and members of the Board of Management and/or subsidiary and/or related Corporations.

**Policy Type:** Combined Liability  
**Insurer:** Sportscover  
**Policy Number:** PMEL99/0120665

**Policy Period:** From: 31/08/2023 at 4.00pm local standard time  
To: 30/04/2024 at 4.00pm local standard time

**Policy Limit:** **Public Liability:** \$30,000,000 any one occurrence  
**Products Liability:** \$30,000,000 any one occurrence and in the aggregate  
(For The Business of Athletics only)

**Accredited Club:** Orange Runners Club

**Sport/Business:** The principal activities of Athletics Australia and Little Athletics Australia Limited are to administer, co-ordinate, promote and develop track and field sports athletes at centres that are affiliated with Athletics Australia and Little Athletics Australia Limited, risk management and governance of sanctioned events, games, tournaments and training sessions and training camps, coaching, the rendering of first aid, provision of food and drink, publication of newsletters, sale of merchandise, property owners or property occupiers liability, social activities including awards presentations, fundraising, BBQ's and other social gatherings and any other activity incidental thereto

**Geographical Limits:** Australia Wide

**Remarks:** The indemnity granted by this Policy extends to:  
Orange City Council, NSW Police, Blayney Shire Council, Cabonne Council, Transport for NSW, Orange Runners Club  
  
as principal, in respect of that principal's vicarious liability for the negligent acts or omissions of the Insured pursuant and arising out of the Insured's business, but this Policy does not extend to the liability of the principal howsoever arising out of the negligence, breach of contract or breach of duty of such principal.

**Signed:**

Kate Bolton  
Client Manager  
Honan Insurance Group  
Dated: 30 August 2023

Insurance.  
Advice.  
Support.

Melbourne — Sydney — Brisbane — Perth — New Zealand — Singapore

### 3 GENERAL REPORTS

#### 3.1 CURRENT WORKS

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RECORD NUMBER: 2024/47

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 “10.1. Construct and maintain a road network that 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

Road maintenance activities, including pothole repair and minor patching, continued across the city.

##### Road Upgrading

##### Beasley Road upgrade

Works recently completed on this project include:

- The asphalt upgrading and construction of a new concrete island at the Mitchell Hwy intersection.
- Widening, upgrading and sealing of approximately 2km of road pavement.

Works will continue on the short link between sealed works and the asphalt pavement at the Lucknow end, along with further upgrading between Beaumah and Blunt Roads.



### 3.1 Current Works

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Photo – Beasley Road

#### Clergate Road

The full length of road pavement now has a seal with much of the pavement also having asphalt surfacing. Telstra and gas main relocations are required to complete kerb and gutter and asphalt pavement works. These works are expected in February. Street light installation is progressing.

#### **Road Rehabilitation**

##### Dalton and Sale Street

Construction of a concrete kerb blister and raising of the pavement through the Sale Street dip has now been completed. Sealing of the pavement works is expected in late January.

##### Heavy Patching

Council's contractor has undertaken a program of works to undertake heavy patching and road segment upgrading. Some of these sections were sealed and left slightly lower than their surrounds to allow for asphalt surfacing in late January 2024. Works undertaken included:

- Burrendong Way and Dalton Street intersection; Completed
- Burrendong Way and Matthews Avenue intersection; Completed
- Burrendong Way and Phillip Street intersection; Completed
- Matthews Avenue and Kearney's Drive intersection; Completed
- Coronation Drive, near Campdale Place;
- Gardiner Road, west of Anson Street; Completed
- Mastronardi Way; Completed

### 3.1 Current Works

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- Pirinari Place – patching; Completed
- Diamond Drive - Jade Avenue to Sapphire Street;
- Dalton Street - Autumn Street to Nile Street;
- Ophir Road and Dalton Street intersection;
- Nile Street - between Byng Street and March Street; Completed
- Chinamans Bend rest area. Completed

#### **Concrete and Drainage**

##### Footpaths

Work has commenced or continued on new footpaths and footpath reconstructions at:

- Northern Distributor Road – Hill Street to Telopea Way;
- Molong Road outside OAGS;
- Moulder Street – Lords to Anson (south side);
- Mitchell Hwy, Lucknow.



Photo: Shared cycle/pedestrian path on the NDR

## 3.1 Current Works



Photo: Footpath reconstruction in Moulder Street

Works were completed on a new footpath in March Street, outside Dudley Hospital, and also at the Allenby Road and Icely Road intersection.

### WATER SUPPLY SERVICES

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

Category	July 2022 – June 2023	November 2023	December 2023
Water - Leak (Meter)	310	34	15
Water Request - Meters Faulty (incorrect readings)	104	2	23
Water - No Water Supply	42	7	7
Water - Pressure	38	3	2
Water Request - Replace Meter box/lid	234	7	4
Water quality - Dirty	25	2	1
Water - Burst Main	119	7	2
Water - leak (Main, Valve, Hydrant)	438	45	23
<b>Total Water Requests</b>	<b>1,310</b>	<b>107</b>	<b>77</b>

3.1 Current Works

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**Construction Works**Dalton Street Water Main Renewal (between Clinton and Hill Streets)

Works on Dalton Street are beginning with the borer completing the installation of the 100mm main in the week of the 15 January 2024. Construction crew is onsite and will complete the main hook up and service connections from both sides of the road.

Murphys Lane

New PRV installed.

**Broken Water Mains**

- 182 Sale Street;
- 395 Peisley Street;
- 3 Calula Crescent;
- Chapman Street, Spring Hill;
- Melville Place.

**SEWER SERVICES**

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

Category	July 2022 – June 2023	November 2023	December 2023
Sewer Choke - Blockages	232	26	14
Sewer Complaint - Odour	15	0	1
Sewer Complaint - Overflow	162	18	10
<b>Total Sewer Requests</b>	<b>409</b>	<b>44</b>	<b>25</b>

**Sewer Construction Works**

- FITT Resources are in town completing the sewer manhole inspections and condition assessment.
- Interflow is completing some small manhole repairs and lining jobs in various locations in town.
- Broken sewer manhole lid in Anson Street (Gardiner Road). New lid and collar installed.

**Private Works**

- 370 and 372 Escort Way – water services.
- 5 Borrodell Drive – 100mm main connection 20mm service.
- 130 Ploughmans Lane – 150mm fire service.
- 4A Hamer Street – new water services and new sewer connection.
- 66 Hill Street – Install 32mm water service.



## 3.1 Current Works

**Capital Works**

- Lake Canobolas Sewer Pump Station – Contracts signed and exchanged.
- March Road Sewer Pump Station Upgrade – Contracts signed and exchanged.
- Sewer Upgrade – Pipe Bursting – Tender and contract are being finalised to go to Tender in February 2024.
- REF documents received for Lucknow Spring Hill SPS.

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

The water storage trend for the combined storages from 18 February 2022 to 19 January 2024 is shown in the graph below.



Location	Level Below Spillway (mm)	% of Capacity
Suma Park Dam	717	93.65%
Spring Creek Dam	0	100.00%
Lake Canobolas	0	100.00%
Gosling Creek Dam	22	99.36%

## 3.1 Current Works

**Supplementary Raw Water Sources**

Extractions from the supplementary raw water supplies in recent months are provided in the table below. The 'Total' column is the tally for all months in the water year (starting July).

Raw Water Source	October 2023 (ML)	November 2023 (ML)	December 2023 (ML)	Total (ML) 2023/2024
Bores*	5.73	0.58	0.00	23.61
Stormwater	0.00	0.00	0.00	0.00
Macquarie River	0.00	0.00	0.00	0.00
<b>Total</b>	<b>5.73</b>	<b>0.58</b>	<b>0.00</b>	<b>23.61</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 second quarter Decision Support Tool (DST) predicted dry conditions from the Bureau of Meteorology's POAMA forecast. Suma Park Dam remains above 90%, although modelling has predicted the dam may fall below this point at the end of February 2024. There are no changes to operating conditions required at this point, however plans are underway to have the additional raw water supply systems ready if required. The next quarterly DST will be reported in April.

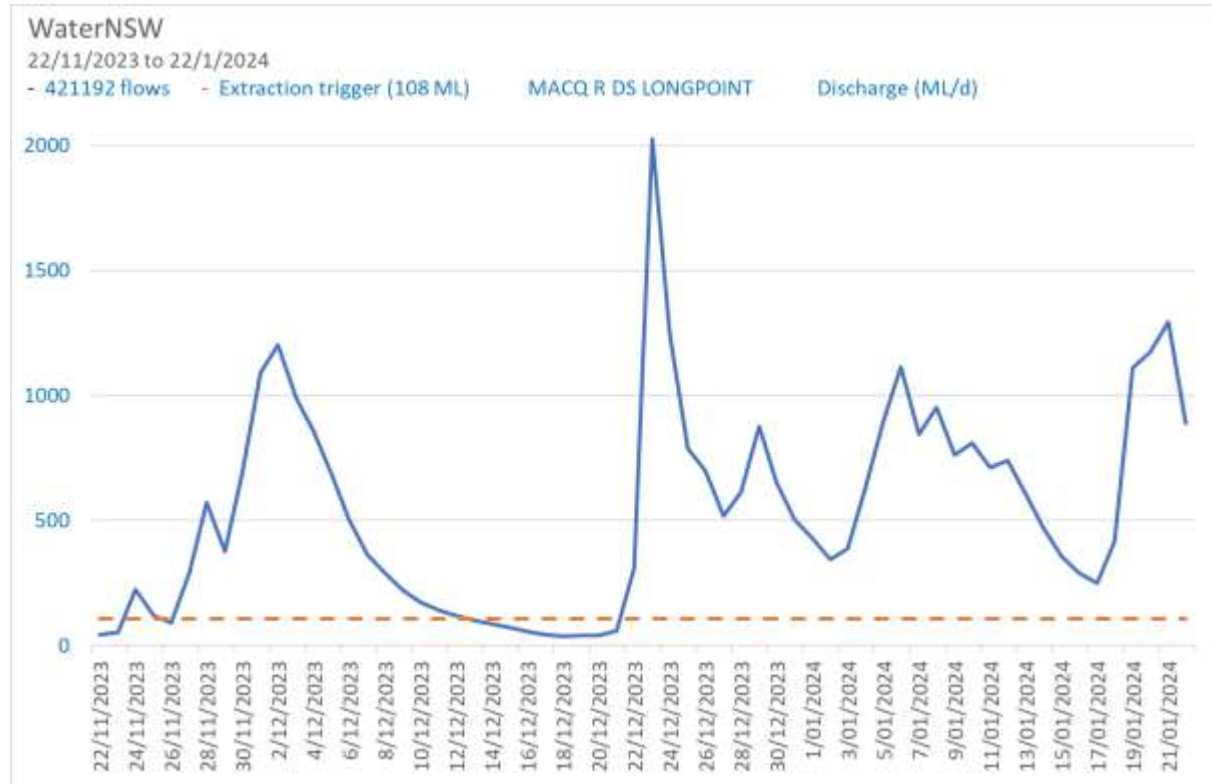
**Macquarie River Flows**

The mean daily flows in the Macquarie River monitored downstream of Long Point (Station 421192) for the two-month period of 22 November 2023 to 22 January 2024 are presented below.

Flow rates were below the extraction trigger value of 108 ML/d for 11 days through the two-month period, with a minimum daily flow rate of approximately 38 ML on 18 December 2023. The maximum daily flow rate reported was approximately 2,026 ML/d on 23 December 2023.

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

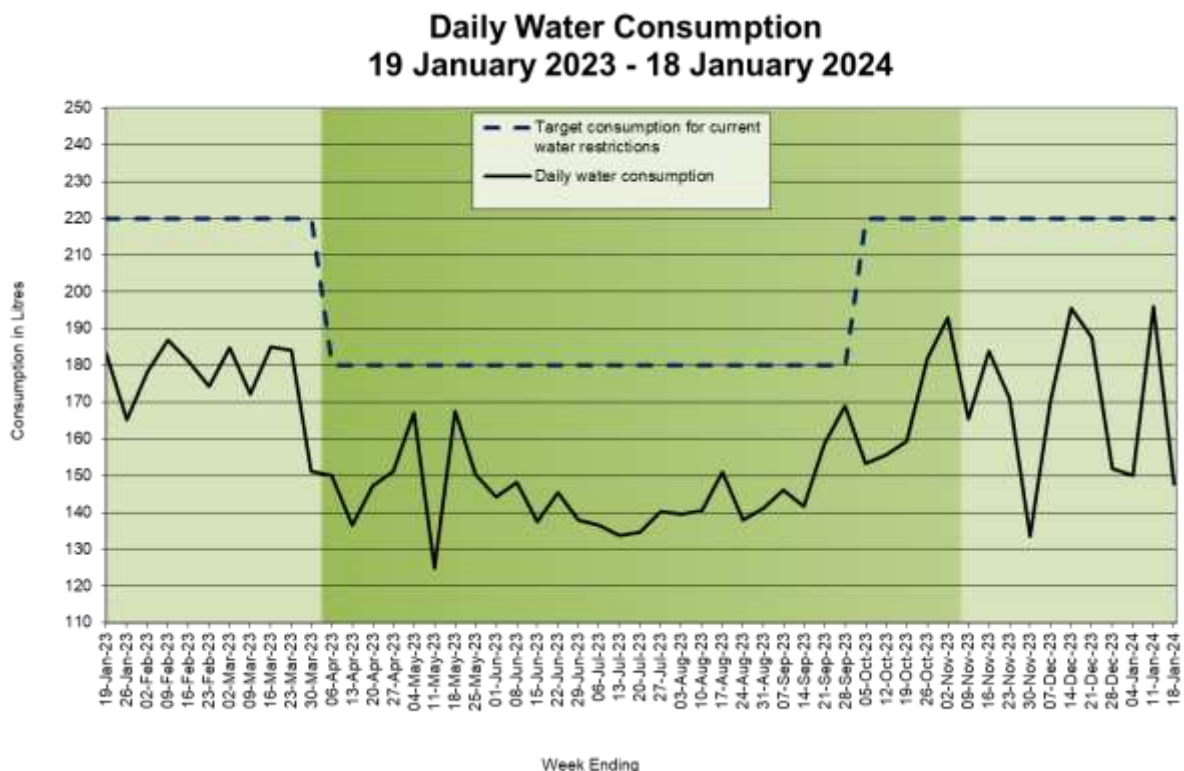
### 3.1 Current Works



### Demand Management

#### Residential water use

*Permanent Water Saving Standards* came into effect on Friday 25 June 2021. Average daily residential water consumption for the period 24 November 2023 to 18 January 2024 was 167 litres per person per day. The graph below shows the average daily residential water consumption trend since January 2023.



### 3.1 Current Works

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#### *Total water use*

The average daily city-wide water consumption for the period 24 November 2023 to 18 January 2024 was 10.7 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 the NSW Government National Association of Testing Authorities (NATA) accredited laboratory for analysis. Water quality for November and December 2023 complied with the Australian Drinking Water Guidelines health targets.

#### **OTHER MAJOR PROJECTS**

##### **Lake Canobolas Water and Sewer**

Both the water and sewer mains have been pressure tested and the water main disinfected. There are a number of non-conformance issues that have been brought to the contractor's attention which will need to be corrected prior to the commissioning of the pipelines.

##### **East Orange Harvesting Wetlands (Blackman's Swamp Creek Stormwater Harvesting Stage 2)**

This project when completed will provide an offline storage on Blackman's Swamp Creek to increase the city's water supply secure yield from stormwater harvesting.

Following an amendment to the Water Sharing Plan for the Macquarie Bogan Unregulated and Alluvial Water Sources 2012 in 2022, allowing local water utilities to construct dams and weirs, Council resubmitted an application for a Water Supply Works Approval. This amendment opened up a pathway for approval of the project.

The application was advertised in the Summer of 2022/23. 58 submissions were received by the then DPE-Water Approvals Team. Council has had the opportunity to provide responses on the submissions to the approvals team. Following which they requested further investigations of riffle surveys, eDNA surveys and flow modelling which was subsequently provided as requested in November 2023.

In January 2024 the former Department of Planning and Environment was restructured into two departments and Water now sits in the Department of Climate Change, Energy, Environment and Water (DCCEEW). The approvals team is unchanged, and they gave a verbal update in January that Council have provided adequate information for the assessment process and the assessment is progressing. At this stage it is still too early to give a definitive date for completion of the assessment.

##### **Sewage Treatment Plant Inlet Works**

This project involves upgrading the existing inlet works at the Orange Sewage Treatment Plant (STP) to meet the peak wet weather flow demand and replace the old inlet system with improved screening and improved contingency measures. The proposed works involve excavation of the construction area, relocation of two inlet sewer pipelines, water main and internal STP access road and installation of a retaining wall adjacent to the new inlet works. New inlet work structures include screening channels, grit trap, pump station and flow

### 3.1 Current Works

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splitter and associated connection piping, electrical cabling, screens, grit trap, washing equipment and pumps.

As previously reported, work has concentrated on the vortex grit chamber and the flow splitter as rock was hampering works on the main pump station and foul water sump adjacent to the manual bypass screens.

This rock has now been removed using a non-explosive technique where the rock is drilled, and expansive clay inserted.

The base slab for the pump station has now been poured.



Photo: Preparation for pump station slab pour



### 3.1 Current Works

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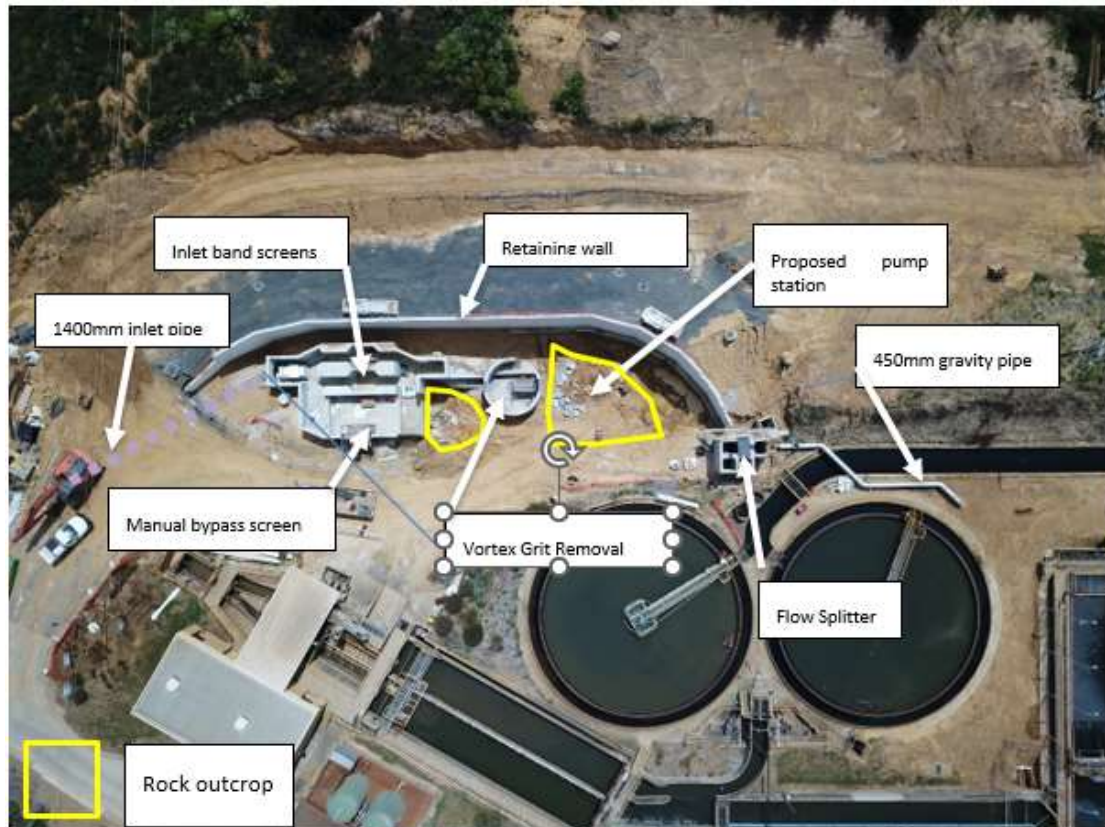


Photo: STP Inlet Works

The current expected completion date for the STP upgrade works is 28 May 2024

#### **Southern Feeder Road Stage 4**

The contractor was given approval to commence clearing and grubbing on 15 May 2023. Work has commenced at the Shiralee Road, Park Road intersection and at the Anson Street section of the job. Subsequently, the majority of the topsoil has been removed from the site.

Significant unsuitable material and wet foundation conditions have hampered Contractor's progress. To address this, lime stabilisation of the road has occurred, and rock drainage mattresses had been constructed where ground conditions are very poor. It is anticipated that additional lime stabilisation will be required.

The contractor has completed the primary Naturally Occurring Asbestos (NOA) by placing it into the large fill area adjacent to Rifle Range Creek. Over the next few weeks, costs associated with this work will be reconciled and brought to Council in a budget review.

As previously advised, the section of Shiralee Road from the roundabout to the railway line, was removed from the MAAS contract. Given the entirety of Shiralee Road, it is anticipated to have a layer of asbestos in its pavement. Staff are currently redesigning this section of road with a view to minimising excavation into Shiralee Road when it is upgraded.



3.1 Current Works

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Photo: Roundabout Shiralee Road



Photo: Culvert Rifle Range Creek

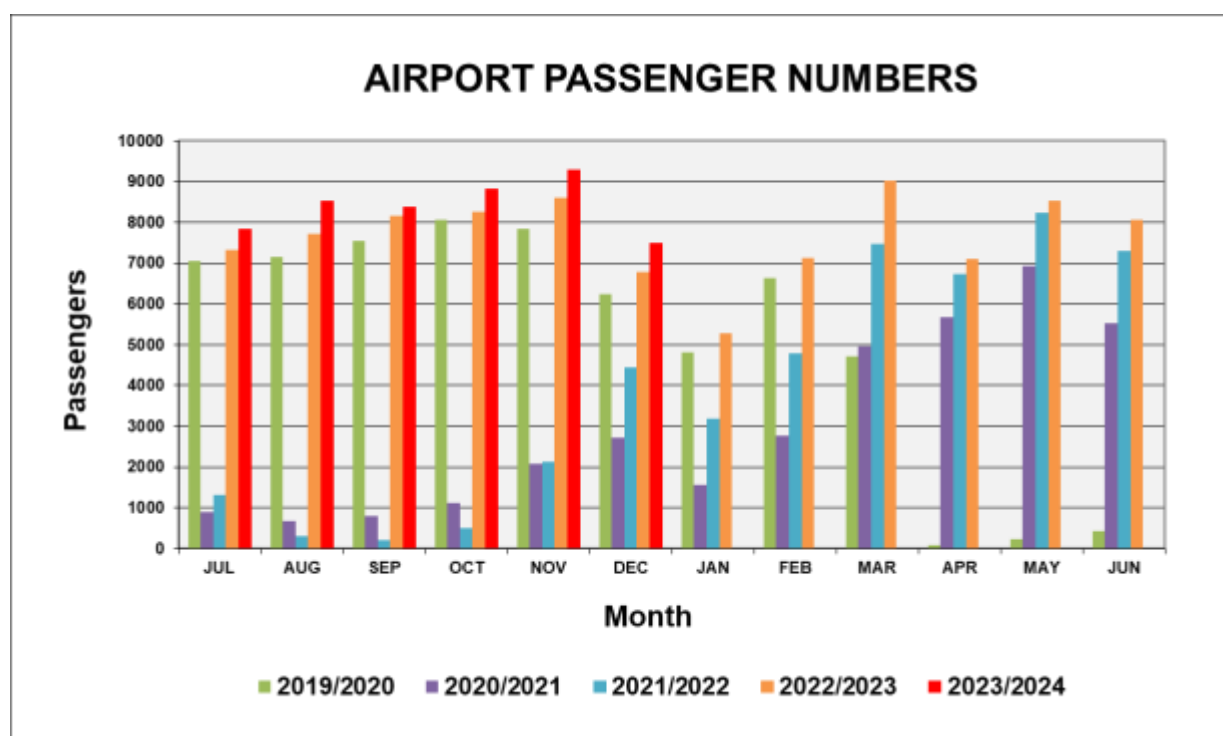
### 3.1 Current Works

#### AIRPORT PASSENGER NUMBERS

Passenger numbers during:

- November 2023 were 9,292 compared with 8,607 in the same month in 2022; and
- December 2023 were 7,508 compared to 6,782 in the same month in 2022.

These figures include passenger numbers from Regional Express, Link Airways (formerly Fly Corporate) and QantasLink.

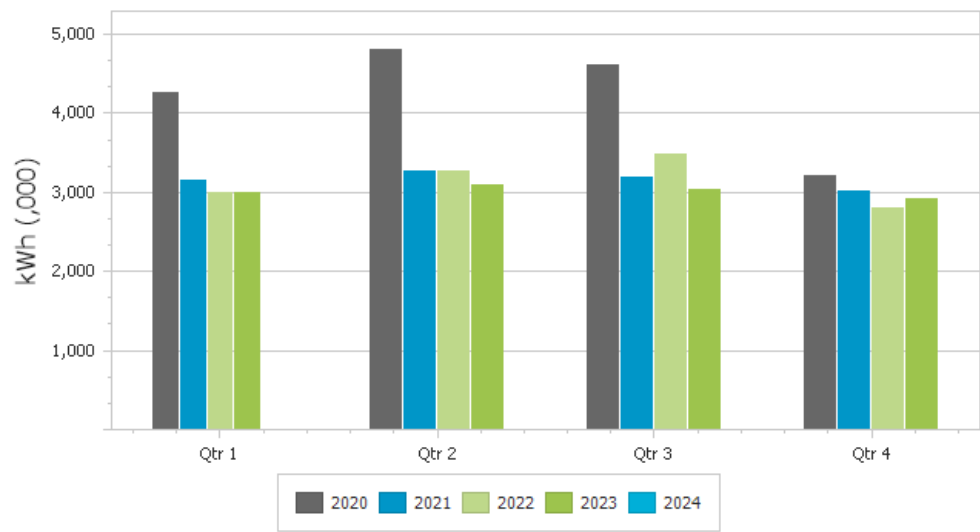


#### ENERGY USE

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

Consumption History - up to 4 Years

Thursday, 25 January 2024 12:25 PM



History - Last 12 Months

GROUP	CONSUMPTION (kWh)	CO2 EMISSIONS (t)	BILL (ex GST)
Parks & Gardens	0	0	\$0
Water	4,487,910	3,545	\$1,203,798
Public Buildings & Facilities	2,494,048	1,970	\$722,937
Lighting	1,478,192	1,168	\$714,933
Other	0	0	\$0
Sewer	3,418,780	2,701	\$897,485
Macquarie Pipeline	19,859	16	\$26,500
Ungrouped	180,307	142	\$55,636
Total	12,079,096	9,542	\$3,621,290