



# **INFRASTRUCTURE POLICY COMMITTEE**

## **AGENDA**

**9 JULY 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, 9 July 2024**.

David Waddell  
**CHIEF EXECUTIVE OFFICER**

For apologies please contact Executive Support on 6393 8391.

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 MEETING OF THE CITY OF ORANGE TRAFFIC COMMITTEE - 11 JUNE 2024

RECORD NUMBER: 2024/988

AUTHOR: Jason Theakstone, Manager Engineering Services

#### EXECUTIVE SUMMARY

The City of Orange Traffic Committee held a meeting on 11 June 2024 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 11 June 2024.
- 2 That Council determine recommendations 3.1, 3.2, 3.3, 3.4 and 3.5 from the minutes of the City of Orange Traffic Committee meeting of 11 June 2024.
  - 3.1 *Public Participation at Local Traffic Committee*  
*That the City of Orange Traffic Committee ask industry group users to address the Committee as required.*
  - 3.2 *Bus Stop – Hotel Canobolas – Summer Street*  
*That Council move the bus stop at the Hotel Canobolas on Summer Street, 24 metres east as per the attached plans.*
  - 3.3 *Movement of Bus Stop and Construction of a Bus Shelter on Wentworth Lane*  
*That Council move the existing bus zone near 17 Wentworth Lane, 70 metres west to allow the construction of a bus shelter.*
  - 3.4 *Event – Resilience Ride – 5 to 7 September 2024*  
*That Council approve the Challenge Works Resilience Ride to be held from 5 to 7 September 2024 subject to the attached Conditional Approval.*
  - 3.5 *Street Event – 2024 NAIDOC March – 21 October 2024*  
*That Council approves the 2024 NAIDOC March to be held on Monday 21 October 2024 subject to the attached Conditional Approval.*
- 3 That the remainder of the minutes of the City of Orange Traffic Committee from its meeting held on 11 June 2024 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 11 June 2024 Minutes
- 2 COTC 11 June 2024 Agenda, D24/60853 [↓](#)

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**ORANGE CITY COUNCIL**  
**MINUTES OF THE**  
**CITY OF ORANGE TRAFFIC COMMITTEE**  
**HELD IN THE COUNCIL CHAMBERS, CIVIC CENTRE, BYNG STREET, ORANGE**  
**ON 11 JUNE 2024**  
**COMMENCING AT 9:32 AM**

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## **1 INTRODUCTION**

### **ATTENDANCE**

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Cr Tony Mileto (Chairperson), Mr Richard Drooger, Sgt Adam Cornish, Mr Kel Gardiner (via phone), Road Safety Officer, Works Manager, Manager Engineering Services, Strategic Design and Planning Engineer, Divisional Administration Officer

#### **1.1 Apologies and Leave of Absence**

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<b>RECOMMENDATION</b>	<b>Mr R Drooger/Sgt A Cornish</b>
That the apologies be accepted from Cr M McDonell and Senior Parking Officer (Stefanovska) for the City of Orange Traffic Committee meeting on 11 June 2024.	

#### **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**

<b>RECOMMENDATION</b>	<b>Mr R Drooger/Mr K Gardiner</b>
That the Minutes of the Electronic Meeting of the City of Orange Traffic Committee held on 14 May 2024 (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 May 2024.	

### 3 GENERAL REPORTS

#### 3.1 PUBLIC PARTICIPATION AT LOCAL TRAFFIC COMMITTEE

TRIM REFERENCE: 2024/637

**RECOMMENDATION****Mr K Gardiner/Sgt A Cornish**

That the City of Orange Traffic Committee ask industry group users to address the Committee as required.

#### 3.2 BUS STOP - HOTEL CANOBOLAS - SUMMER STREET

TRIM REFERENCE: 2024/695

**RECOMMENDATION****Sgt A Cornish/Mr R Drooger**

That Council move the bus stop at the Hotel Canobolas on Summer Street, 24 metres east as per the attached plans.

#### 3.3 MOVEMENT OF BUS STOP AND CONSTRUCTION OF A BUS SHELTER ON WENTWORTH LANE

TRIM REFERENCE: 2024/920

**RECOMMENDATION****Sgt A Cornish/Mr K Gardiner**

That Council move the existing bus zone near 17 Wentworth Lane, 70 metres west to allow the construction of a bus shelter.

#### 3.4 EVENT - RESILIENCE RIDE - 5 TO 7 SEPTEMBER 2024

TRIM REFERENCE: 2024/751

**RECOMMENDATION****Mr R Drooger/Sgt A Cornish**

That Council approve the Challenge Works Resilience Ride to be held from 5 to 7 September 2024 subject to the attached Conditional Approval.

#### 3.5 STREET EVENT - 2024 NAIDOC MARCH - 21 OCTOBER 2024

TRIM REFERENCE: 2024/694

**RECOMMENDATION****Sgt A Cornish/Mr R Drooger**

That Council approves the 2024 NAIDOC March to be held on Monday 21 October 2024 subject to the attached Conditional Approval.

**GENERAL BUSINESS**

Cr Mileto received the following requests:

- **Stephen Place**

A request from Appledale Processors Co-op Ltd to have “No Parking” on the northern side of Stephen Place, opposite Appledale Processors, to allow trucks to turn right into the weighbridge at the Co-op. Council to investigate and provide a report to the next Traffic Committee meeting.

- **Canobolas Public School**

On the eastern side of Wright’s Lane, the culvert/table drain prevents cars from parking on grass so they end up being half on the road, half on the grass. Council to investigate.

- **Turner Crescent**

Concerns with the way cars park near the childcare centre. Concerns also that a semi-trailer parks in vicinity of concerned resident. Police advised that the area is regularly patrolled.

**THE MEETING CLOSED AT 10.10AM.**



## **CITY OF ORANGE TRAFFIC COMMITTEE**

# **AGENDA**

**11 JUNE 2024**

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 CHAMBERS, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 11 June 2024** 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****11 JUNE 2024**

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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 May 2024 (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 May 2024.

**ATTACHMENTS**

- 1 Minutes of the Meeting of the City of Orange Traffic Committee held on 14 May 2024



ORANGE CITY COUNCIL  
MINUTES OF THE  
CITY OF ORANGE TRAFFIC COMMITTEE  
HELD ELECTRONICALLY  
ON 14 MAY 2024

1 INTRODUCTION

ATTENDANCE

Cr Tony Mileto (Chairperson), Mr Richard Drooger, Sgt Adam Cornish, Mr Kel Gardiner  
***\*\* This meeting was held out of session with all Committee members being circulated a copy of the agenda. Feedback and voting was provided out of session via email for this meeting. \*\****

1.1 Apologies and Leave of Absence

Nil

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

<b>RECOMMENDATION</b>	<b>Mr R Drooger/Mr K Gardiner</b>
That the Minutes of the Meeting of the City of Orange Traffic Committee held on 15 March 2024 (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 15 March 2024.	

3 GENERAL REPORTS

3.1 LEEDS PARADE REFUGE - NO STOPPING SIGNS

TRIM REFERENCE: 2024/696

<b>RECOMMENDATION</b>	<b>Mr R Drooger/Mr K Gardiner</b>
That Council install 'No Stopping' signs on Leeds Parade as per Figure A of this report.	

***\*\* Endorsement of this recommendation was received from Cr T Mileto, Mr R Drooger, Mr K Gardiner. \*\****

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CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

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### 3 GENERAL REPORTS

#### 3.1 PUBLIC PARTICIPATION AT LOCAL TRAFFIC COMMITTEE

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RECORD NUMBER: 2024/637

AUTHOR: Jason Theakstone, Manager Engineering Services

#### EXECUTIVE SUMMARY

Members of Council would like the Local Traffic Committee (LTC) to include representatives of service vehicle industries as part of the LTC membership. This report serves to address this request.

#### LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “15.3. Provide opportunities for widespread and quality engagement, and where appropriate, shared decision making”.

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY AND GOVERNANCE IMPLICATIONS

RMS delegation to councils for the regulation of traffic.

#### RECOMMENDATION

**That the Local Traffic Committee allow public participation at the Local Traffic Committee in accordance with the RMS delegation to Councils for the Regulation of Traffic Guidelines as described within the body 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

Members of Council would like the Local Traffic Committee (LTC) to include representatives of service vehicle industries (taxi, busses, heavy vehicles, etc) as part of the LTC membership.

Section 5.2 of the RMS Delegation to Councils for the Regulation of Traffic Guidelines restricts **voting** membership to the following:

- one representative of Council;
- one representative of the NSW Police;
- one representative of the TfNSW; and
- the local State Member of Parliament (MP) or their nominee only.

**CITY OF ORANGE TRAFFIC COMMITTEE****11 JUNE 2024****3.1 Public Participation at Local Traffic Committee**

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The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (**non-voting**) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer
- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Bus operator representative
- Transport Workers Union representative
- Chamber of Commerce representative

Pursuant to Clause 5.3.4 RMS Delegation to Councils for the Regulation of Traffic Guidelines, LTC can agree to allow members of the public to address the LTC. It is recommended to advise anyone addressing the LTC of the following:

1. The role of the LTC is to consider on technical merit only;
2. LTC make recommendations to Council on technical merit only; and
3. The member of the public will address the Chair and speak for 5 minutes only.

**ATTACHMENTS**

- 1 Membership of Local Traffic Committee - Letter from P Donato, D24/43885
- 2 Guidelines on the Delegation including the operation of Traffic Committees, IC24/11507

CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 1 Membership of Local Traffic Committee - Letter from P Donato

**PHILIP DONATO** MP  
STATE MEMBER FOR ORANGE



Our Ref: PD00151

Mr David Waddell  
CEO  
Orange City Council  
PO Box 35  
ORANGE NSW 2800

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

Dear Mr Waddell ,

I write to advise that a response to the representation I made on your behalf has been received from the Hon. Jenny Aitchison MP, Minister for Regional Transport and Roads.

I have included a copy of the Minister's response for your reference.

Thank you once again for bringing this matter to my attention. If I can assist you any further, please do not hesitate to contact my office.

Yours sincerely,

**Philip Donato MP**  
Member for Orange  
Encl.

2 April 2024

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

P 02 6362 5199

194a Lords Place, Orange NSW 2800

CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 1 Membership of Local Traffic Committee - Letter from P Donato

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**The Hon Jenny Aitchison MP**  
Minister for Regional Transport and Roads



Ref: 01968143  
Your Ref: 231212-O

**Mr Philip Donato MP**  
Member for Orange  
123 Byng Street  
Orange NSW 2800

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Dear Phil,

Thank you for your correspondence on behalf of Mr David Waddell, Chief Executive Officer of Orange City Council, about extending Local Traffic Committee (LTC) membership. I apologise for the delay in responding.

I truly appreciate Council's proposal to include representatives of service vehicle industries as part of the LTC membership.

Whilst the role of the LTC is to consider technical aspects of proposals and make recommendations to Council, I believe there is great value in Council involving representatives from local taxi, bus and truck companies in meetings to have their say and provide on-the-ground information about the impacts of proposed traffic changes.

The *Guide to the Delegation to Councils for the Regulation of Traffic*, section 5.3.4, describes how LTC members can include comprehensive public participation at meetings and allow stakeholders and residents to address the committee.

Council may view the guide online at <https://www.transport.nsw.gov.au/system/files/media/documents/2023/Guidelines%20on%20the%20Delegation%20including%20the%20operation%20of%20Traffic%20Committees.pdf>.

Thank you for taking the time to write to me. I genuinely appreciate Orange City Council's inclusive suggestion and appreciate it raising this matter with the NSW Government.

Yours sincerely,

28/03/2024

**The Hon Jenny Aitchison MP**  
Minister for Regional Transport and Roads

52 Martin Place Sydney NSW 2000  
GPO Box 5341 Sydney NSW 2001

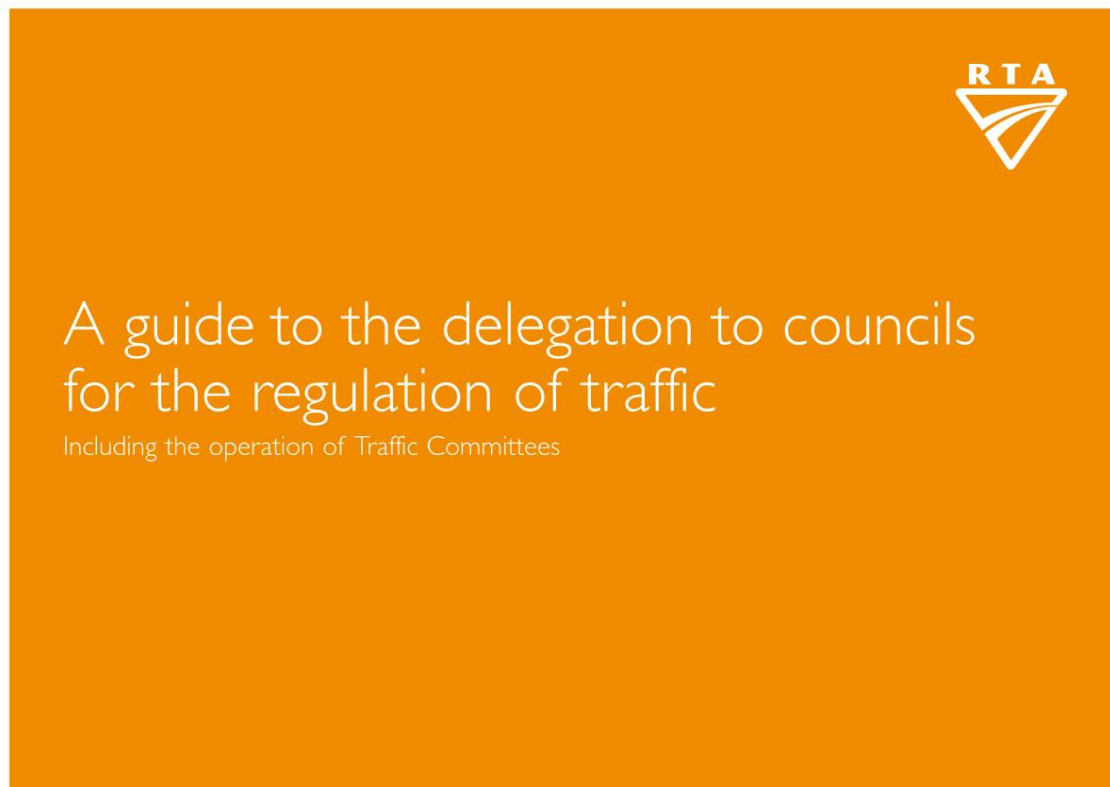
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[nsw.gov.au/ministers](https://nsw.gov.au/ministers)

**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees

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**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees

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[Inside front cover  
– provided for double sided printing purposes only]

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# **A Guide to the Delegation to Councils for the Regulation of Traffic** (including the operation of Traffic Committees)





CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees

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**Roads and Traffic Authority**  
[www.nsw.rta.gov.au](http://www.nsw.rta.gov.au)

**VERSION:** I.3  
**ISSUED:** March 2009

**APPROVED BY:**

SIGNED

Phil Margison  
General Manager  
Traffic Management

**AUTHORISED FOR USE BY:**

SIGNED

Michael Bushby  
Director  
Network Management

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Traffic Management Branch  
Email: [technical\\_directions\\_publication@rta.nsw.gov.au](mailto:technical_directions_publication@rta.nsw.gov.au)  
Phone: (02) 8588 5621  
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CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees



Delegation to Councils for the Regulation of Traffic

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Amendment record

Please note that the following updates have been made to this document.

Version Number	Page(s)	Description	Issued
1.1	8-11	Sections 5.3, 5.3.2, 5.3.4 & 5.3.5 amended to introduce optional public galleries	December 2007
1.2	Various	Hyperlink to Council Delegation Reference document updated	February 2009
1.3	Various	Sections 1.0, 2.0, 3.1, 5.1, 7.1, 7.2 & Flowcharts amended to reflect release of a new Delegation	March 2009

CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees

Delegation to Councils for the Regulation of Traffic



## 1. Introduction

The Roads and Traffic Authority is legislated as the organisation responsible for the control of traffic on all roads in New South Wales. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians.

New South Wales has many roads, which range from freeways to local streets. All these roads require the control of traffic. The RTA believes that the most effective means of dealing with the number and range of traffic related matters, particularly those which arise on regional and local roads, is to deal with them at the local level. The RTA has therefore delegated certain aspects of the control of traffic on regional and local roads to the Councils of Local Government areas.

The RTA continues to manage NSW's State road network. However, local government continues to also play an important role in the management of this road network by providing traffic input and advice when necessary.

These guidelines provide the policy and framework for Councils to exercise the traffic functions delegated to them by the RTA. They outline the delegated functions, the limitations that apply to Councils when exercising their delegated functions, the responsibilities of the various parties involved in the process, and the roles of the local and regional traffic committees.

**Note:** These guidelines do not cover B-double route approvals as they are the subject of a separate delegation.

These guidelines have been prepared by the RTA:

- (i) in accordance with current NSW legislation; and
- (ii) in consultation with RTA's Legal Branch, the NSW Police, LGSA, and representatives from a number of metropolitan Councils.

**It is important to note that the legislative power to control traffic through the authorisation of traffic control devices, lies with the RTA and the delegation of this power does not remove the RTA's ability to exercise those delegated functions should circumstances warrant action.**

## 2. Definitions and abbreviations

**classified road** – any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a State work. See *Roads Act 1993, Part 5* for further details.

**Council** – the council of a local government area and includes an Administrator.

**Delegation** – 'Delegation to Councils – Regulation of Traffic' document.

**LGSA** – Local Government Association of NSW and the Shires Association of NSW.

**LTC** – Local Traffic Committee.

CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees



Delegation to Councils for the Regulation of Traffic

**prescribed traffic control device** - a sign, signal, marking, structure or other device to direct or warn traffic on a road or road related area (or part of a road or road related area) that is prescribed by the regulations for the purposes of this definition.

**regulate traffic** – for the purposes of the *Roads Act* means to restrict or prohibit the passage along a road of persons, vehicles or animals.

**Roads Act** – *Roads Act 1993*.

**roads and road related areas** – have the same meaning as in *ARR Rules 12 and 13*. Each reference to a road includes reference to a road-related area unless otherwise expressly stated.

**Regional Road** – a road shown to be a Regional road in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

**RR** – NSW Road Rules 2008.

**RTA** – Roads and Traffic Authority, NSW.

**RTC** – Regional Traffic Committee.

**State Road** – a road declared to be a State Road under the *Roads Act 1993* and documented in the RTA's *Schedule of Classified Roads and State and Regional Roads*.

**STMA** – *Road Transport (Safety and Traffic Management) Act 1999*.

**STMR** – *Road Transport (Safety and Traffic Management) Regulation 1999*.

**Sub-delegate** – any Councillor, the General Manager or an employee of the Council who has been formally delegated by the Council.

**TMP** – Traffic Management Plan.

**Traffic control facility** – means:

- (a) traffic control lights and equipment used in connection with traffic control lights; or
- (b) any sign, marking, structure or device containing or relating to a requirement or direction, contravention of which is an offence arising under:
  - (i) the *Transport Administration Act, 1988* or the regulations; or
  - (ii) any other Act, regulation or by-law prescribed for the purposes of Section 45E of the *Transport Administration Act, 1988*; or
- (c) any sign, marking, structure or device that is intended to promote safe and orderly traffic movement on roads or road related areas or to warn, advise or inform the drivers of vehicles or pedestrians of any matter or thing in relation to vehicular or pedestrian traffic or road conditions or hazards; or
- (d) any bridge or subway or other facility for use by pedestrians over, across, under or alongside a road or road related area; or
- (e) any other thing prescribed as a traffic control facility by the Regulations under the *Transport Administration Act, 1988*.

CITY OF ORANGE TRAFFIC COMMITTEE

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Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees



Delegation to Councils for the Regulation of Traffic

### 3. Delegation of functions

Traffic control facilities and prescribed traffic control devices may be authorised for use on a road or road related area, whether a public road or on private land, only by the RTA or Councils. In addition, traffic may be regulated for various purposes by means of notices or barriers erected by a roads authority.

The *Transport Administration Act, 1988* confers the following powers to the RTA:

- to exercise the functions relating to safety and traffic management set out in Section 52A;
- to delegate its functions to other public agencies such as councils (Section 50);
- to give directions to public authorities in relation to RTA functions under Part 6 (Section 53A).

The *Road Transport (Safety & Traffic Management) Act, 1999* provides for a system of traffic laws relating to all vehicles (motorised and non-motorised) and pedestrians found in subordinate legislation made under the Act. Principally, these are:

- *Road Transport (Safety and Traffic Management) Regulation 1999*; and
- *Road Rules 2008*.

Part 8 (Sections 114 to 124) of the *Roads Act, 1993* deals with the regulation of traffic on public roads by erecting notices or barriers or taking any other action which may be necessary in order to manage traffic. The reference to regulating traffic in Part 8 should not be confused with the authorisation of prescribed traffic control devices under Division 1 of Part 4 (Sections 50 to 55) of the *Road Transport (Safety and Traffic Management) Act, 1999*. For the purposes of Part 8, regulating traffic includes such things as implementing road closures and other physical restrictions. Road closures effected by this part of the legislation remain as public roads after the road closure.

Note: Road closures effected under Part 4 of the *Roads Act, 1993* do not remain as a public road.

A Council can regulate traffic for the specific reasons set out in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993* such as carrying out work on a road, etc. whereas the RTA can regulate traffic for any purpose.

If a Council wishes to regulate traffic for purposes other than those specified in Division 1 of Part 8 (Section 115) of the *Roads Act, 1993*, (e.g. for amenity reasons) it must seek the advice of its Local Traffic Committee. The procedures for regulating traffic covering road closures, traffic calming, etc. are detailed in Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act, 1993*.

The delegation of these functions is carried out by the RTA, issuing Councils the RTA document, [\*Delegation to Councils – Regulation of Traffic\*](#).

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The functions delegated to Council in the *Delegation* are:

1. authorisation of prescribed traffic control devices covered under Division 1 of Part 4 (Sections 50 to 55) of the *STMA*;
2. regulation of traffic under Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*;
3. authorisation of special event parking schemes under Division 2 of Part 5 (Clauses 122 and 123) of the *STMR* on public roads other than classified roads.

The Council may sub-delegate their powers to Councillors, the General Manager or an employee of the Council for Items 1 and 3 above.

The Council **may not** sub-delegate Item 2.

Note: There is a separate delegation for B-double route approvals.

### 3.1 Limitations

The exercise of functions delegated to Council is subject to a number of conditions or limitations as documented in Schedule 4 (Limitations) of the [Delegation](#).

Councils:

- are only permitted to authorise the implementation of certain traffic control facilities / prescribed traffic control devices on roads and road related areas within their area of operations. Council cannot exercise a function on a State Road as defined in the RTA document [Schedule of Classified Roads and State and Regional Roads](#).
- may only authorise prescribed traffic control devices as nominated in the RTA's online [Traffic Signs Database](#) indicated as "Delegated to Council for Authorisation – Yes".
- listed in Schedule 1 of the *Delegation*, must not exercise delegated functions listed in Schedule 4 of the *Delegation* including referral of issues for formal advice until a TMP has been assessed by the RTA. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.
- must not exercise a function in respect of the following signs:

Permissive parking signs  
No Parking signs  
No Stopping signs

on any public road or road or road related area (or any part thereof), which falls within a 1 km radius of any train station listed in the RTA's document [Nominated Train Stations with Commuter Parking](#), and which has current unrestricted parking, without the approval of the RTA.

- are not empowered to authorise traffic control lights.
- are not empowered to interfere with traffic control lights, including the addition of any signs.

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- may authorise portable traffic control lights for roadworks, see RTA's document, *Portable Traffic Signals Guide to Use*.
- cannot authorise an internally illuminated traffic control device.
- must obtain the advice of the NSW Police and the RTA prior to exercising their delegated powers.
- must establish an LTC. Refer to Section 5 LOCAL TRAFFIC COMMITTEE.
- may authorise "Roadwork Speed Limit" signs under the conditions outlined in the [Delegation](#).
- may sub-delegate traffic management powers (delegated functions), in respect of Division 1 of Part 4 (Traffic control devices) of the *STMA*, and Division 2 of Part 5 (Special Event parking schemes) of the *STMR*.
- **may not** sub-delegate traffic management powers (delegated functions), in respect of Division 2 of Part 8 (Sections 116 to 119) of the *Roads Act*.

**3.1.1 Traffic Management Plans**

A Council, listed in Schedule 1 (*Delegates*) of the RTA's [Delegation](#), must develop and submit to the RTA, a TMP if it intends to do any of the following:

- prohibit the passage of pedestrian, vehicle or motor vehicle traffic on a road or road related area by physical means or regulatory signs or both;
- install or display any road sign, marking or physical device that prohibits or compels a vehicle with respect to a turning movement;
- change a two-way street into a one-way street or reversing the direction of a one-way street; and
- reduce the number of traffic lanes on a road or road related area by physical means or regulatory signs or both.

A TMP is not required if a council certifies to the RTA in writing that a NO TRUCKS or NO BUSES traffic control sign is to be erected solely for the purposes of protecting a road from damage by the passage of motor vehicles.

Where a Council seeks to exercise its delegated powers in respect of a function that requires a TMP, the Council must submit the TMP to the RTA for review prior to the matter being referred to the LTC for formal advice.

The TMP must outline the scope of the traffic management changes proposed. It must also include an assessment of the impact of those changes and proposed measures to ameliorate any potential impact arising from the proposal.



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See the RTA document, [Procedures for use in the preparation of a Traffic Management Plan](#).

Note: The RTA's acceptance of the TMP merely indicates that due process has been followed and does not indicate its position on the proposal when it is referred to the LTC for consideration.

## 4. Exercising delegated functions

Councils may only exercise their delegated functions in accordance with the [Delegation](#). Councils may sub-delegate certain powers to Councillors, the General Manager or an employee of the Council. Refer to Section 3 DELEGATION OF FUNCTIONS.

The *Delegation* requires Council to seek the advice of the NSW Police and the RTA prior to exercising their delegated functions. This is usually done via the LTC.

In cases where the LTC advice is unanimous, and Council intends to follow that advice, Council may authorise the implementation of the facility or device without further notifying the RTA or the NSW Police.

If the elected Council wishes to exercise a delegated function when the LTC advice is not unanimous, or the elected Council wishes to act contrary to unanimous LTC advice, then Council must notify in writing, both the NSW Police and the RTA representatives on the LTC.

Note: Council does not need to notify the NSW Police or the RTA if Council decides not to proceed with any proposal for any reason.

Council then must refrain from taking any action for 14 days so that the NSW Police or the RTA is given an opportunity to appeal to the Chairperson, Regional Traffic Committee should they wish.

In the case of an appeal, the decision of the Chairperson, Regional Traffic Committee is binding and final for matters under the STMA. For matters under the Roads Act, further appeals may be made to the Minister for Roads. Refer to Section 6 REGIONAL TRAFFIC COMMITTEE, for more details.

## 5. Local Traffic Committee

### 5.1 General

The LTC has no decision-making powers. The LTC is primarily a technical review committee, which is required to advise the Council on matters referred to it by Council. These matters must be related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority.

The LTC should consider the technical merits of the proposal and ensure that the proposal meets current technical guidelines.

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The Council must refer all traffic related matters to the LTC prior to exercising its delegated functions. Matters related to State Roads or functions that have not been delegated to the elected Council must be referred directly to the RTA or relevant organisation. Such matters must not be referred to the LTC. However, the RTA will generally seek the views of the Council on State Road traffic issues via the informal items process.

A Council is not bound by the advice of its LTC. Refer to Section 4 EXERCISING DELEGATED FUNCTIONS.

Where required, a TMP must be submitted to, and reviewed by, the RTA before that matter can be referred to the LTC. Refer to Section 3.1.1 TRAFFIC MANAGEMENT PLANS.

The LTC should not consider any proposal requiring a TMP prior to the review of the TMP by the RTA.

Similarly, the LTC should not consider any proposal to alter unrestricted parking to permissive or restricted parking on roads within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#), without the prior approval of the RTA.

Note: The LTC should not be confused with a separate Council Traffic Committee, formed by Council under the Local Government Act. The establishment of which is a Council prerogative. Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

## 5.2 Members

The LTC is to be made up of four formal members. The members are as follows:

- one representative of Council
- one representative of the NSW Police
- one representative of the RTA
- the local State Member of Parliament (MP) or their nominee.

The Council's representative may be any Councillor or Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Where a Council LGA is represented by more than one MP, or covered by more than one NSW Police LAC, MPs or NSW Police officers representing the relevant electorate or LAC are entitled to be members of the LTC. However they are only permitted to vote on matters, which effect their electorate or LAC. Refer to Section 5.3.6 VOTING.

The Council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer

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- Ministry of Transport representative
- Fire Brigade representative
- Ambulance Service representative
- Bus operator representative
- Transport Workers Union representative
- Chamber of Commerce representative

Generally, informal advisors are not required to attend every LTC meeting. Their attendance is only required when items appear on the Agenda which effect their area of expertise or responsibility.

The informal advisors of the committee are not entitled to a vote. Refer to Section 5.3.6 VOTING.

### 5.3 Meetings

The LTC is not a committee within the meaning of the *Local Government Act, 1993*. The operating arrangements for the LTC are contained in these guidelines.

At LTC meetings the following are at the discretion of Council:

- conduct at meeting
- frequency of meetings
- format of meetings. [Within the following guidelines.]
- provision for a public gallery.

#### 5.3.1 Meeting Formats

The most common format for LTC meetings is a monthly face to face meeting held in the offices of the Council.

The meeting is to be convened by a Council representative. The convenor may be the Council's voting member or may be an additional non-voting member of the LTC.

While there is no need for a specific quorum to allow an LTC meeting to proceed, it must be remembered that any advice can only be returned to the elected Council by the LTC if the views of the RTA and the NSW Police have been obtained.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought via facsimile or email. This allows items to be considered as they arise and may reduce response time.
- A combination of electronic (for minor issues) and face-to-face meetings. This allows minor issues to be addressed between meetings. The response time for minor issues may be reduced using this format and this format can result in shorter face to face meetings. It may even be possible to increase the interval between meetings.

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Note: Should Council wish to adopt these (or any other) alternate formats then they should seek the advice of the RTA prior to making a final decision."

It is strongly recommended that any format where the LTC and the normal Council meeting are held concurrently is to be avoided. The LTC is principally a technical review committee, and due consideration and debate is required when considering a proposal. This particular meeting format does not lend itself to this process.

Note: Any change to the meeting format must be agreed to by the formal members of the LTC. When proposing to discuss a format change, reasonable advanced notice must be provided.

**5.3.2 Agendas, minutes and reports**

All LTC meetings require the preparation of an agenda.

An LTC agenda must be prepared by Council and circulated to all formal members and informal advisors of the committee a minimum of one week prior to the meeting. This will allow members to fully consider the issues and determine their response on each item. This period will also allow a site visit if necessary.

For each agenda item, Council must prepare a report which must contain a brief summary of the issue, details of the proposed solution including a plan if the proposal involves signs, lines or structures, details of the policies / guidelines / standards used (if any) and the proposed recommendation to the elected Council. This report must be sent to the members of the LTC with the Agenda.

Note: For the information of the members of the LTC, the meeting papers should also include a summary of the final decisions made by the elected Council (or their sub-delegate) on items addressed at the previous meeting or on any items addressed since the last meeting.

The LTC agenda should only contain items, which require the elected Council to exercise its delegated functions. If no action is required, or advice only is being sought, or the issue does not require the exercise of delegated functions then the issue should not appear on the LTC agenda. Such issues should be dealt with as general traffic advice. Refer to Section 8 TRAFFIC ENGINEERING ADVICE.

Items, which do not appear on the agenda (i.e. items without notice), must only be considered if the elected Council has referred the issue and Council officers have been able to prepare a report on the proposal in the normal manner. Items raised without notice must be referred to the next meeting (or dealt with separately between meetings) if any member of the committee requests time to consider the issue.

All LTC meetings require the preparation of minutes.

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Council must prepare the minutes of the meeting. Copies of the LTC minutes must be forwarded to all LTC members for their concurrence prior to the recommendations either being presented to the elected Council or acted on by the Council's sub-delegate.

Note: B-double routes are the subject of a separate delegation and should have a separate agenda and minutes.

Note: The RTA members of the LTC must keep a copy of all minutes for the future reference of the RTA.

Councils may also need to prepare a report to the elected Council. This report must indicate the type of support from the LTC (i.e. unanimous or not unanimous). Where the advice is not unanimous, dissenting votes should be noted. Refer to Section 5.3.6 VOTING.

Note: All proposals recommended by the LTC must still be formally approved by the elected Council (or their sub-delegate), subject to certain limitations. Refer to Section 3.1.

### 5.3.3 Site visits

It is recommended that each member of the LTC undertake a site visit prior to considering any proposal. This site visit may be undertaken individually by LTC members, or may be organised by Council as a joint visit of all members of the LTC.

Where this is not practical due to issues such as time or distance, then it is recommended that modern electronic alternative methods be used.

### 5.3.4 Public participation

The role of the LTC is to consider the technical aspects of any proposal and make a recommendation to the Council. The merits of the scheme, from a public perspective, is the responsibility of the Council and thus residents views should be taken into account by the Council rather than the LTC.

However, there is nothing preventing the LTC members from agreeing to allow residents, or other interested stakeholders, to address the committee, if it so chooses. In addition, the LTC members may agree to limit the number of public presenters on any particular item and/or place time limits on them. Any such constraints should be conveyed to the presenters at the time they are notified of the LTC's agreement for them to address the committee.

The LTC's advice to Council is not binding upon the Council therefore ideally this advice should not be released to the public until the Council has decided whether or not to exercise its delegated authority. However, where Council has decided to allow the public to be in attendance at the LTC meetings, the convenor must make it clear to the public gallery that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for members of the public who may only attend the meeting for a specific item.

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**5.3.5 Media participation**

The role of the LTC is to consider the technical aspects of proposals and provide their advice to Council. Media involvement, or interest, in the process should be addressed through the normal Council meeting process.

However, should the media be interested in a proposal, they can attend the LTC meeting if the Council has decided to allow a public gallery. Again as with the general public, the convenor must make it clear that the Council is still required to accept the recommendation of the LTC to finalise the issue. This should be done after each item to cater for the media who may only attend for a single item. The media is not permitted to address the LTC.

**5.3.6 Voting**

While an organisation, which is a voting member, may choose to send more than one representative, that organisation is still limited to one vote only. For example:

- Where the LTC is chaired by a convenor who is a member of the elected Council and the LTC also has a Council staff member on the committee, the Council as an organisation is still only entitled to one vote [i.e. the Council representatives are not entitled to a vote each]
- Where the Council representative is also the convenor, the Council is still only entitled to one vote. There is no casting vote available to the convenor in the case of a tied vote.
- Where a Council LGA is represented by more than one State MP, only the MP representing the State electorate containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one State electorate, then each State MP for those electorates may vote.
- Where a Council LGA has more than one NSW Police LAC, only the NSW Police officer representing the LAC containing the proposal is permitted to vote. However, if the proposal is actually contained in more than one LAC, then each NSW Police officer for those LACs may vote.

Council must consult with the Ministry of Transport where public passenger transport matters are affected.

LTC advice to Council on a proposal referred to it by Council must be one of the following:

- 1) unanimous support;
- 2) majority support;
- 3) split vote;
- 4) minority support; or
- 5) unanimous decline.

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A Council's action on the above LTC advice will be:

- (a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.
- (c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the RTA or the NSW Police representatives of the decision.
- (d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the RTA and the NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. Refer to Section 5.4, APPEALS.
- (e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the RTA and NSW Police representatives in writing of their intention to approve the proposal. The RTA or the NSW Police may then lodge an appeal to the RTC. See Section 5.4, APPEALS.

Flowcharts have been provided to assist with the understanding of this process.

Refer to the relevant flowcharts in Appendix A for:

- the *Road Transport (Safety and Traffic Management) Act, 1999*; or
- the *Roads Act, 1993*.

Due to the fact that the RTA and the NSW Police have the power to appeal certain decisions of the Council, the LTC cannot provide its advice to Council until both the RTA and the NSW Police have provided their vote on the issue.

## 5.4 Appeals

### 5.4.1 Road Transport (Safety and Traffic Management) Act 1999

Where a determination of Council to proceed is contrary to a unanimous decline or is based on the non-unanimous advice of the LTC, then Council must notify both the NSW Police and the RTA representatives of its decision. Council must not exercise any of the functions, in relation to the subject proposal, for a period of 14 days from the date of notification in writing.

An appeal, may only be lodged by either the NSW Police or the RTA. The appeal is made to the Chairperson, RTC and must be lodged within the 14 day period. As a matter of courtesy, it is expected that the appellant informs Council in the initial stages of their intention to lodge an appeal.

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To assist with the process the appeal should be lodged using RTC Form 1 Regional Traffic Committee – Appeal. A copy of this form can be found in Appendix A of this document.

The RTA provides secretarial services to the RTC and appeals must be forwarded to:

Secretariat  
Office of the Chairperson  
Regional Traffic Committees  
Level 16 101 Miller Street  
Locked Bag 928  
NORTH SYDNEY NSW 2059

Facsimile: 8588 4164  
Email: [regional\\_traffic\\_committee@rta.nsw.gov.au](mailto:regional_traffic_committee@rta.nsw.gov.au)

The Secretary will then notify all parties in writing that an appeal has been lodged.

The Chairperson, RTC notifies Council regarding the outcome of the appeal hearing. It is important that Council does not act until further advice has been received from the Chairperson, RTC about the issue under appeal.

The Chairperson's decision may:

- (i) uphold the appeal, i.e. not support the Council's decision, or
- (ii) reject the appeal. Rejection of the appeal could either support the Council's decision unconditionally or apply conditions.

Refer to Appendix A of this document for the Terms of Reference for the RTC and flowcharts indicating the process involved in the implementation or rejection of a proposal.

**5.4.2 Roads Act 1993 – Division 2 of Part 8**

The appeal process is similar to that specified above for *Road Transport (Safety and Traffic Management) Act, 1999* matters. However, in cases where Council is not satisfied with the determination by the Chairperson, RTC, Council may further appeal to the Minister for Roads.

The Minister's decision may be:

- (i) rejection of the Council appeal, or
- (ii) approval of the Council proposal either unconditionally or with conditions.

See the flowcharts in Appendix A which indicate the process involved in the implementation or rejection of a Council proposal.



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## 6. Regional Traffic Committee

The RTC operates across the state. Meetings are generally held in the offices of the local Council.

The purpose of the RTC is to deal with appeals from the RTA or the NSW Police members of the LTC on matters delegated to Councils.

The members of the RTC are:

- Independent Chairperson (appointed by the RTA with concurrence from the LGSA )
- LGSA nominee (usually a Local Government Engineer from the region)
- RTA representative (usually the Regional Traffic Manager)

It should be noted the LGSA and RTA representatives merely provide advice as required by the Chairman.

In addition, nominees of the NSW Police, Council and the local State MP may attend as observers.

When a notice of appeal and relevant information is lodged with the RTC, the Chairperson will convene a meeting and the appeal matter is discussed. The Chairman shall determine who, if anyone, shall be permitted to address the appeal based on the documented evidence presented by each party prior to the Appeal. Generally the members of the RTC and each party to the appeal attend the meeting only.

The decision of the Chairperson, RTC in regard to such matters is final, except in matters relating to the *Roads Act, 1993*, wherein Council may further appeal to the Minister for Roads. Refer to Section 5.4.2.

Note: The RTC should not be confused with the Regional Development Committee, which deals with SEPP11 issues under the *Environmental Planning and Assessment Act 1979*.

## 7. Responsibilities

### 7.1 Council

The Council has responsibility for:

- exercising the delegated functions related to the *Roads Act 1993*
- documenting the sub-delegation of Council powers

Note: Councils cannot sub-delegate their Roads Act powers.

- seeking the advice of the NSW Police and the RTA prior to exercising delegated functions.
- obtaining the views of local residents affected by any proposal, if necessary. [This is to be done outside the LTC process]
- preparing any TMP required under Schedule 4 of the [Delegation](#) or when considered necessary by Council.

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- seeking the approval of the RTA to any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#). [This is to be done outside the LTC process]
- convening meetings of the LTC.
- referring items to the LTC.
- providing secretarial services to the LTC.
- preparing the LTC meeting agenda.
- preparing a technical report on each issue.
- documenting the LTC advice (including providing a report to the elected Council)
- providing minutes of meetings to all LTC members
- providing a summary of the final decisions made by Council on items addressed at previous LTC meetings or any addressed since the last meeting.
- notifying the RTA and the NSW Police if the elected Council intends to exercise its delegated functions contrary to the advice of the LTC.

Note: Deciding not to proceed does not constitute exercising a function and therefore does not require notification.

## 7.2 RTA

The RTA has responsibility for:

- reviewing any TMP submitted to it.
- approving any proposal to alter unrestricted parking to permissive or restricted parking on any road within a 1 km radius of any train station nominated in the RTA's document [Nominated Train Stations with Commuter Parking](#).
- providing advice on Council proposals referred to the LTC.
- appointing the Chairperson of the RTC (with the concurrence of LGSA)
- providing secretarial services to the RTC.

## 7.3 NSW Police

The NSW Police have responsibility for:

- providing advice on Council proposals referred to the LTC.

## 7.4 Local State Member of Parliament

The local State Member of Parliament has responsibility for:

- providing advice on Council proposals referred to the LTC.
- nominating someone to represent them if necessary.

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## 8. Traffic engineering advice

Councils often require advice on, or investigation of options for, difficult traffic problems. Council may also wish to consider traffic issues, which are outside the *Delegation* (e.g. installation of speed limits or traffic control signals). As these problems or issues do not require the exercise of delegated functions at that point in time (though they may or may not require it in the future) they should not be dealt with as formal items by the LTC.

Council may take advantage of the knowledge and experience of the LTC members to help them to resolve or clarify an issue. When wishing to utilise the expertise of the LTC members in this manner, Council could either include items on the agenda under a separate Informal Items section or produce a separate agenda.

Informal items should be dealt with following the completion of formal LTC items where Council intends to exercise a delegated function. Any outcomes from discussions on informal items cannot be included in the LTC report to the Council. However, Council can use any outcomes from these discussions in their deliberations on such issues.

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## APPENDIX A

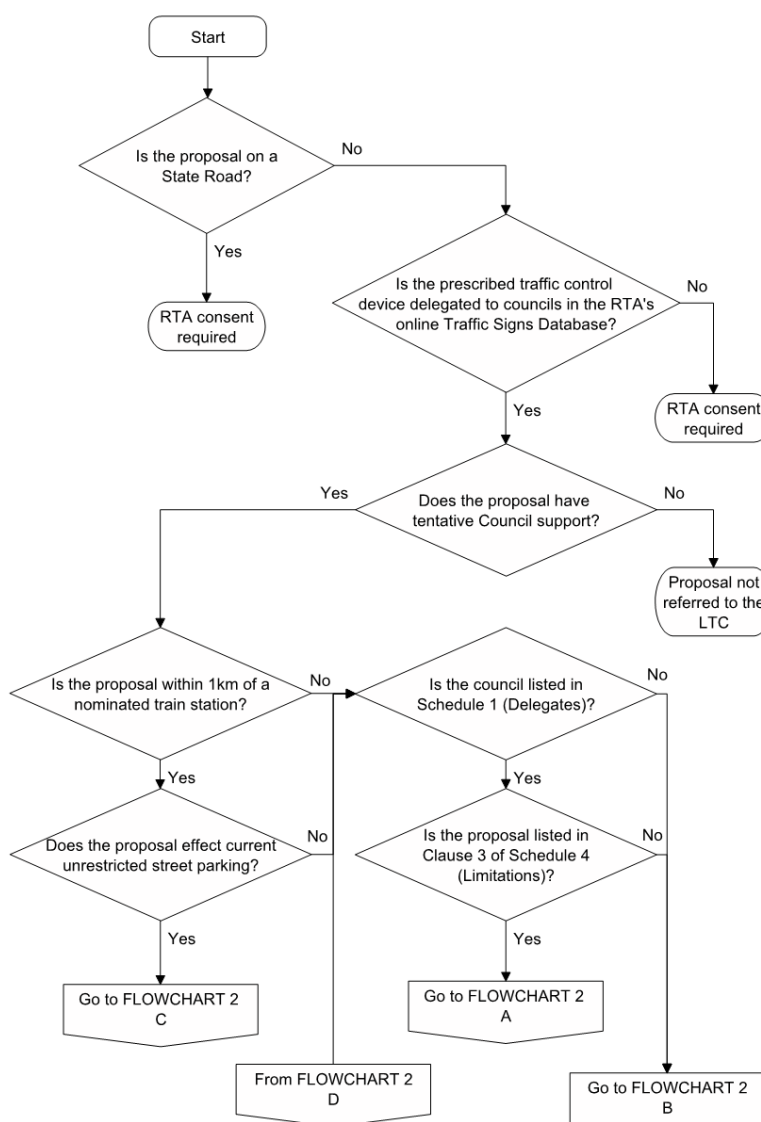


Delegation to Councils for the Regulation of Traffic

## Process for Exercising Delegated Road Transport Powers

### FLOWCHART I

(Road Transport (Safety and Traffic Management) Act, 1999)



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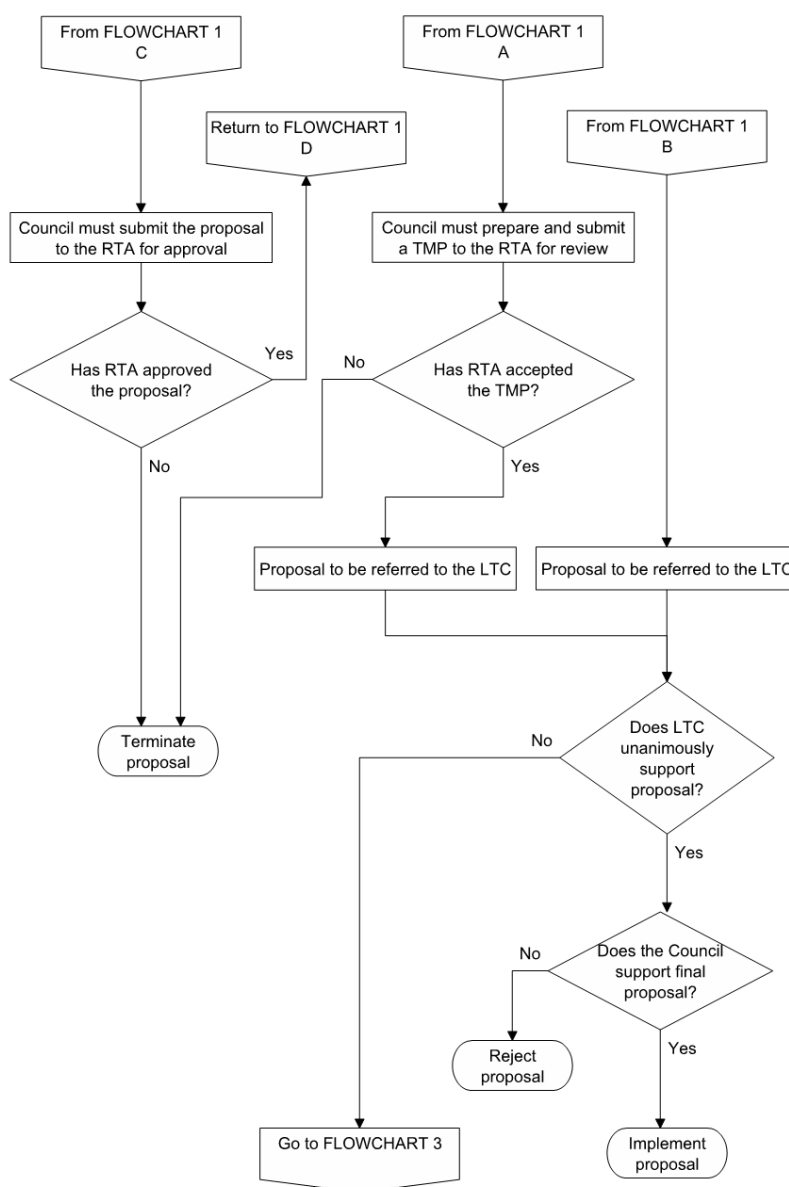
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**FLOWCHART 2**

*(Road Transport (Safety and Traffic Management) Act, 1999)*



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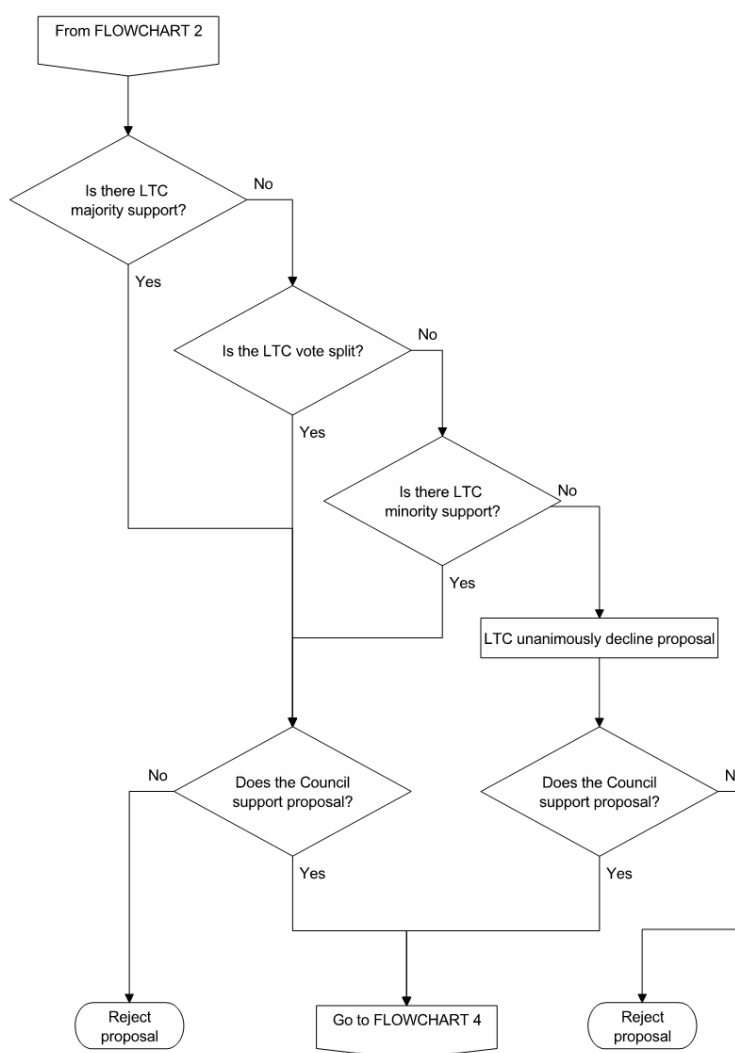
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Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees



Delegation to Councils for the Regulation of Traffic

**FLOWCHART 3**  
(Road Transport (Safety and Traffic Management) Act, 1999)



CITY OF ORANGE TRAFFIC COMMITTEE

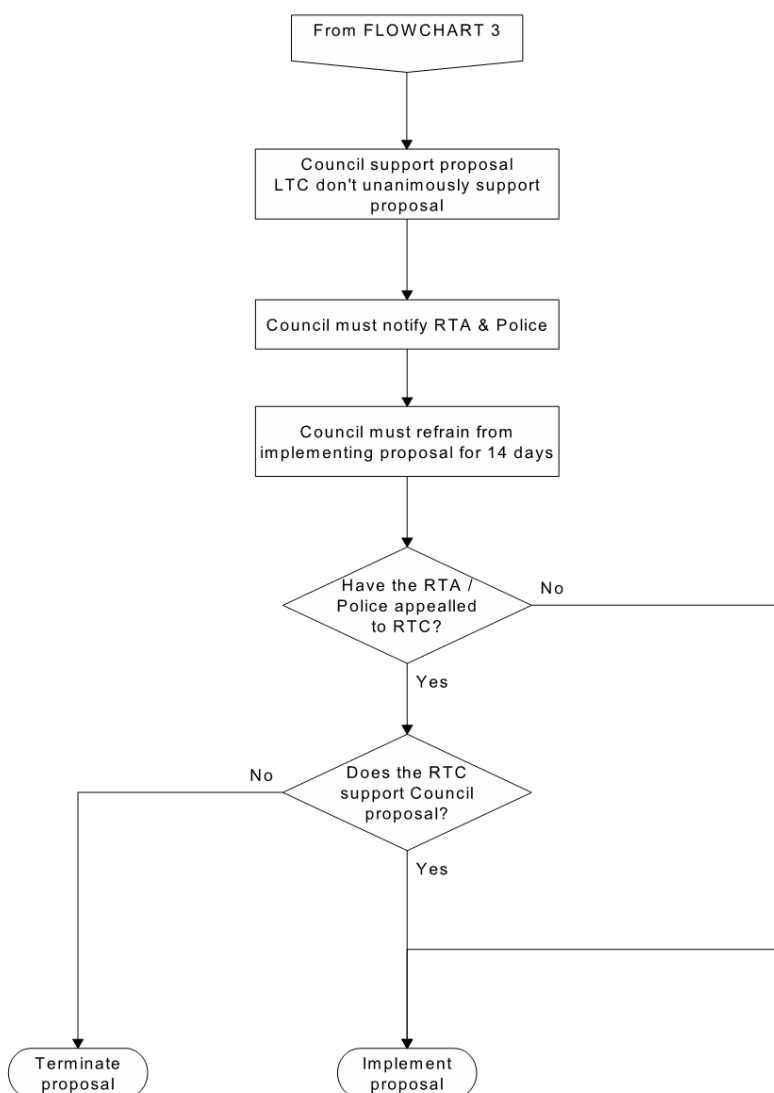
11 JUNE 2024

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees



Delegation to Councils for the Regulation of Traffic

**FLOWCHART 4**  
*(Road Transport (Safety and Traffic Management) Act, 1999)*



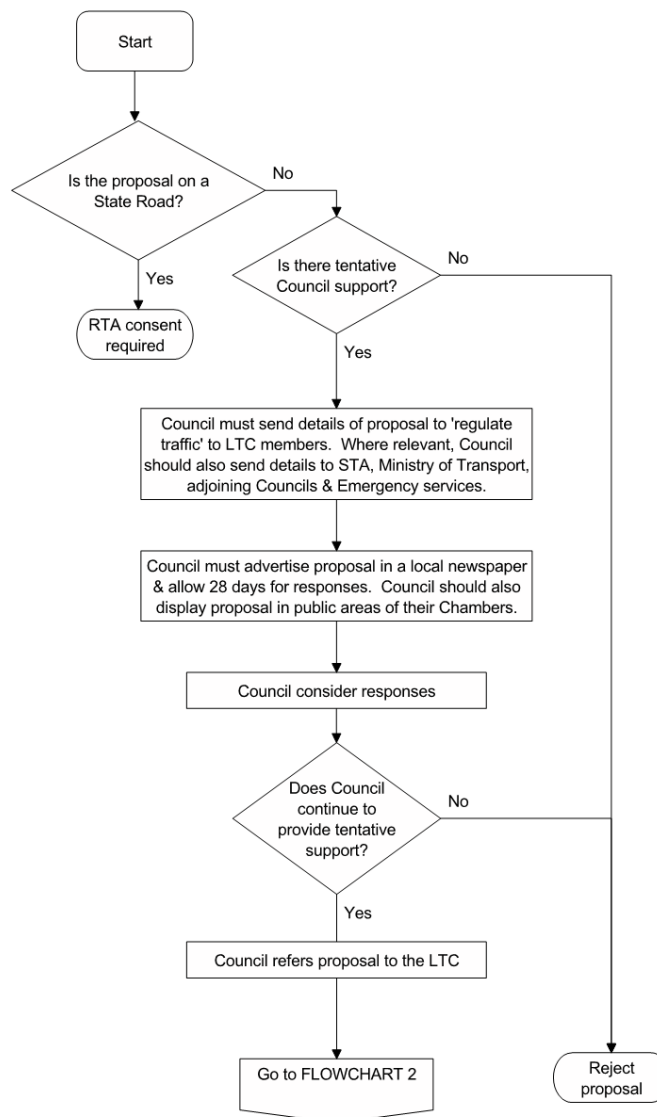




Delegation to Councils for the Regulation of Traffic

## Process for Exercising Delegated Roads Act Powers

**FLOWCHART 1**  
(Roads Act, 1993)



CITY OF ORANGE TRAFFIC COMMITTEE

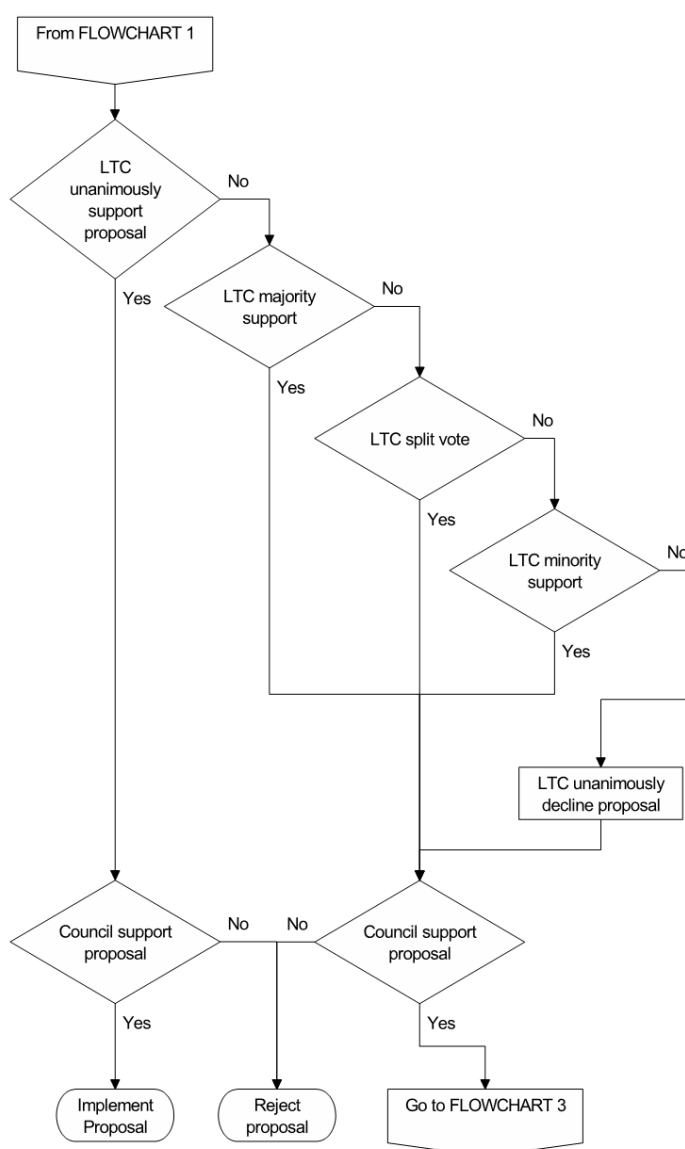
11 JUNE 2024

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees



Delegation to Councils for the Regulation of Traffic

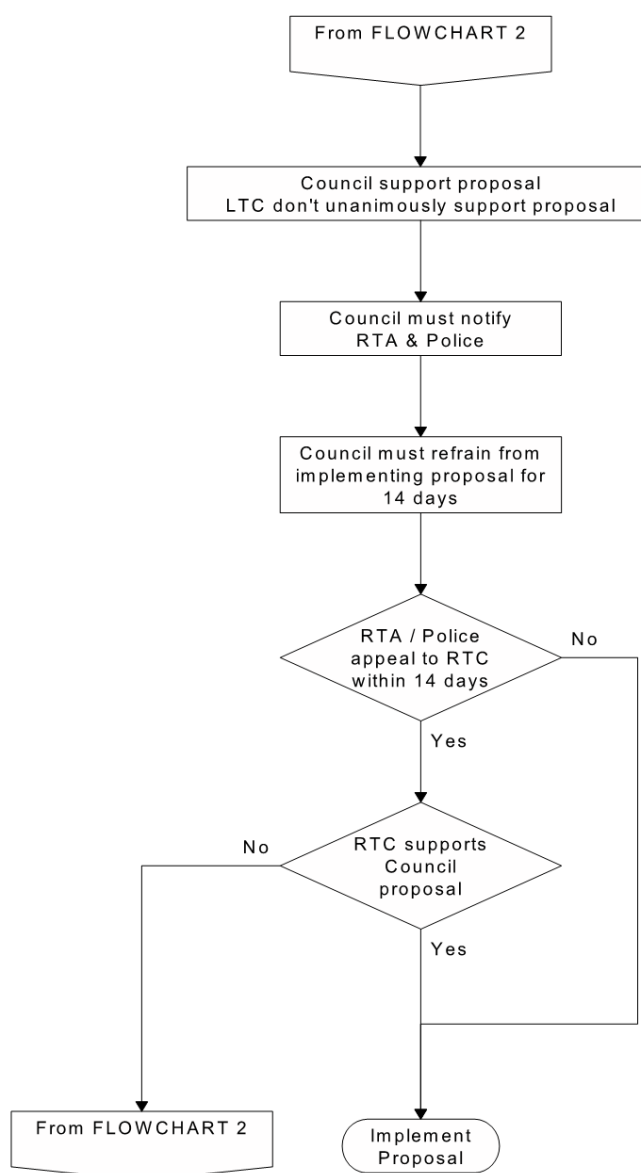
**FLOWCHART 2**  
(Roads Act, 1993)





Delegation to Councils for the Regulation of Traffic

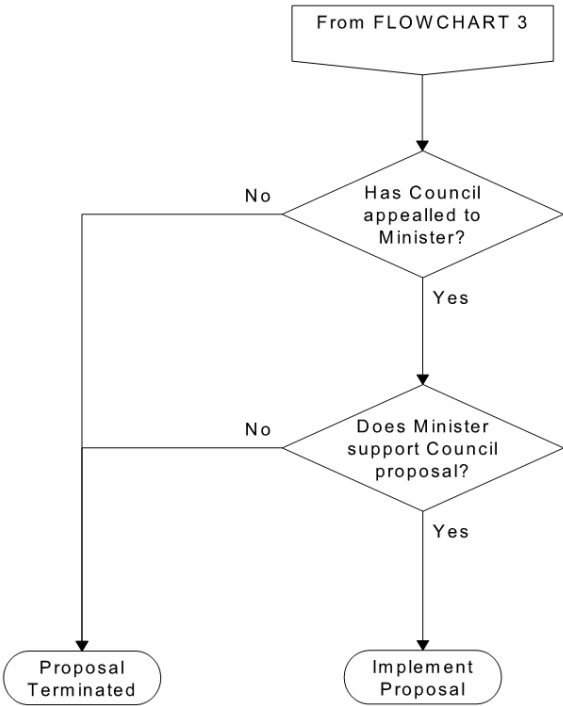
**FLOWCHART 3**  
(Roads Act, 1993)



Delegation to Councils for the Regulation of Traffic



**FLOWCHART 4**  
*(Roads Act, 1993)*





Delegation to Councils for the Regulation of Traffic

RTC TERMS OF REFERENCE

SCOPE	The Regional Traffic Committee deals with appeals from members of the Local Traffic Committees (RTA and NSW Police only) on matters delegated to Councils by the Roads and Traffic Authority.
ROLES	<ul style="list-style-type: none"><li>The Roads and Traffic Authority (hereinafter called "the Authority") pursuant to Section 50 of the Transport Administration Act 1988 and all other enabling powers hereby delegates to the chairperson of a Regional Traffic Committee appointed by the Authority.</li><li>-- The exercise of all those functions of the Authority necessary to determine appeals by a member of the Local Traffic Committee in connection with the exercise of any of the functions delegated by the Authority to a council, or any of the functions sub-delegated by it, in respect of:<ol style="list-style-type: none"><li>Division 2 of Part 8 (Regulation of traffic by roads authorities) of the Roads Act 1993.</li><li>Division 1 of Part 4 (Traffic control devices) of the Road Transport (Safety and Traffic Management) Act 1999.</li><li>Division 2 of Part 5 (Special event parking schemes) of the Road Transport (Safety and Traffic Management) (Road Rules) Regulation 1999.</li></ol></li></ul>
MEMBERSHIP	<ul style="list-style-type: none"><li>Independent Chairperson, Regional Traffic Committees</li><li>Local Government and Shires Associations for each RTA Region</li><li>Roads and Traffic Authority for each RTA Region</li></ul>
ENQUIRIES	Should you have any further enquires please do not hesitate to contact the <b>Secretary, Regional Traffic Committees</b> by Facsimile on 8588 4164 or Email: <a href="mailto:regional_traffic_committee@rta.nsw.gov.au">regional_traffic_committee@rta.nsw.gov.au</a>



Delegation to Councils for the Regulation of Traffic

REGIONAL TRAFFIC COMMITTEE  
APPEAL FORM

SUBJECT OF APPEAL:		
APPELLANT (APPEAL) CONTACT:	Title: Name: Organisation: Phone: Fax: E-mail:	
DATE APPEAL SUBMITTED:	•	
REASON FOR APPEAL:	•	
RELEVANT HISTORY:	• • • •	
SUPPORTING DOCUMENTS:	• • (Please attach documents)	
PARTIES TO APPEAL:	• • •	
DATE RECEIVED		
RTC use only		

Forward to:

Secretariat  
Office of the Chairperson  
Regional Traffic Committees  
Level 16 101 Miller Street  
Locked Bag 928  
NORTH SYDNEY NSW 2059  
  
Facsimile: 8588 4164  
Email: [regional\\_traffic\\_committee@rta.nsw.gov.au](mailto:regional_traffic_committee@rta.nsw.gov.au)



Delegation to Councils for the Regulation of Traffic

Notes

A series of horizontal lines for taking notes, spanning the width of the page below the 'Notes' header.

**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees

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[Inside rear cover  
– provided for double sided printing purposes only]



**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

Attachment 2 Guidelines on the Delegation including the operation of Traffic Committees

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**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

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**3.2 BUS STOP - HOTEL CANOBOLAS - SUMMER STREET**

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RECORD NUMBER: 2024/695

AUTHOR: Jason Theakstone, Manager Engineering Services

**EXECUTIVE SUMMARY**

Council has received a request to move the bus stop at the Hotel Canobolas on Summer Street 24 metres east.

**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 \$1,000 to be funded from the sign budget.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

**That Council move the bus stop at the Hotel Canobolas on Summer Street, 24 metres east as per 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**

A passenger recently fell out of a bus and claimed the lack of kerb and gutter at the bus stop near the Hotel Canobolas on Summer Street as a contributing factor. The lack of kerb and gutter at this location is attributed to the stormwater channel beneath the location and cannot be easily fixed.

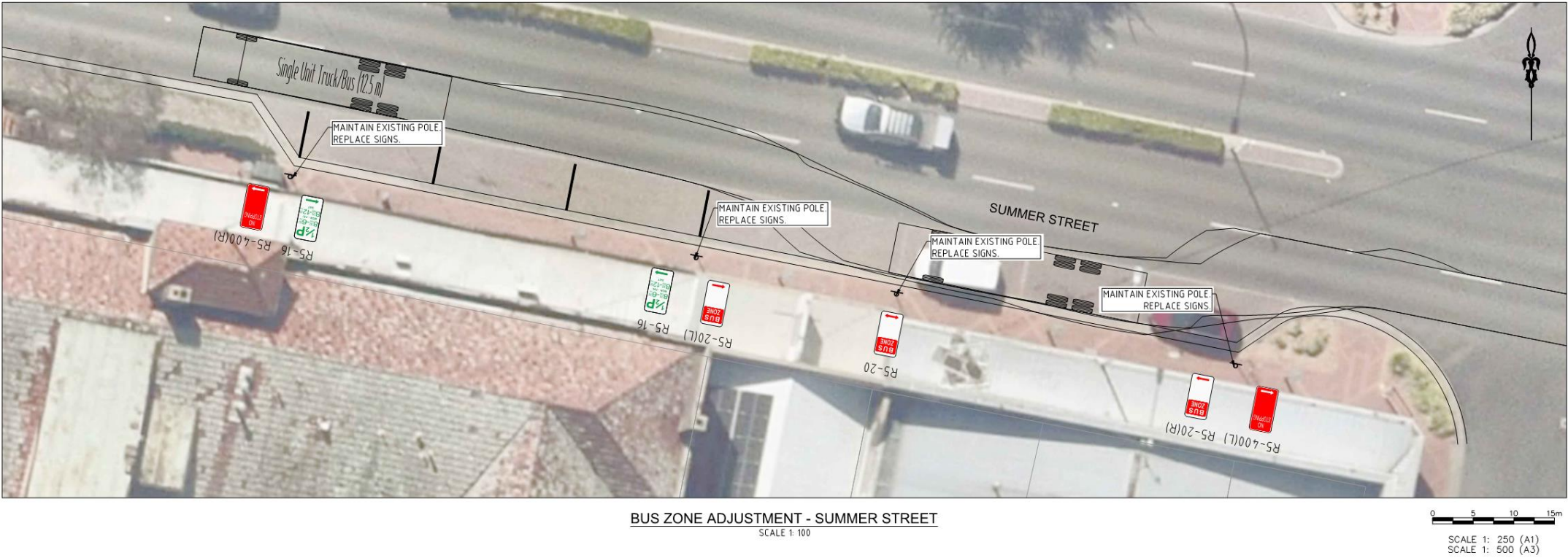
In a meeting with the Bus operators, TfNSW and Council staff, TfNSW request to move the bus stop at the Hotel Canobolas on Summer Street 24m east as to provide a safer location with kerb and gutter.

**ATTACHMENTS**

- 1 Plan - Summer Street Bus Zone, D24/52233









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**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

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**3.3 MOVEMENT OF BUS STOP AND CONSTRUCTION OF A BUS SHELTER ON  
WENTWORTH LANE**

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RECORD NUMBER: 2024/920

AUTHOR: Jason Theakstone, Manager Engineering Services

**EXECUTIVE SUMMARY**

This report serves to move the bus stop next to 17 Wentworth Lane 70 metres west to allow for the construction of a Country Passenger Transport Infrastructure Grants Scheme (CPTIGS) funded bus shelter.

**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 contribution from Council’s roads budget with the residual \$11,500 being funded from a CPTIGS grant.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

**That Council move the existing bus zone near 17 Wentworth Lane, 70 metres west to allow the construction of a bus shelter.**

**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 City of Orange Traffic Committee may remember recommending to Council at its 14 February 2023 meeting to, “approve the installation of a 24 hour, 20m long bus zone at the location depicted on Figure A of this report”. Figure A of the report is shown below, and the recommendation was ratified at Council’s 7 March 2023 meeting.

This bus stop requirement was borne from the implementation of the 16 cities bus route project and during the consultation process, the business adjacent to the proposed bus zone opposed the recommendation.

Since the implementation of the said bus zone, Council has been awarded \$11,500 to construct a bus shelter at the bus stop. Unfortunately, the road verge at the existing bus stop location is narrow and doesn’t lend itself to the construction of a bus shelter as shown in Figure B further below. Furthermore, the business adjoining the bus zone is unhappy with the proposed bus shelter.

**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

**3.3 Movement of bus stop and construction of a bus shelter on Wentworth Lane**

Figure C and D below shows a suitable place to relocate the bus stop and construct a new bus shelter. It is only 70m west of the bus stops current location and residents backing onto, and opposite the proposed location, are happy for the shelter to be erected there.

It is recommended that Council move the existing bus zone near 17 Wentworth Lane, 70 metres west to allow the construction of a bus shelter.



Figure A



**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

**3.3 Movement of bus stop and construction of a bus shelter on Wentworth Lane**



Figure B



Figure C

CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

3.3 Movement of bus stop and construction of a bus shelter on Wentworth Lane



Figure D

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**CITY OF ORANGE TRAFFIC COMMITTEE**

**11 JUNE 2024**

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**3.4 EVENT - RESILIENCE RIDE - 5 TO 7 SEPTEMBER 2024**

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RECORD NUMBER: 2024/751

AUTHOR: Jason Theakstone,

**EXECUTIVE SUMMARY**

Council has received an application from Challenge Works to conduct a Resilience Ride as a fundraiser for the Youth Off The Streets charity to be held from Thursday 5 September 2024 to Saturday 7 September 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 Challenge Works Resilience Ride to be held from 5 to 7 September 2024 subject to the attached Conditional Approval.**

**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**

Challenge Works have submitted an event application for a Resilience Ride which is a three day supported ride as a fundraiser for the Youth Off The Streets charity.

- Each day has a longer (Classic) and shorter (Sportif) course to choose from.
  - Day 1 - Thursday 5<sup>th</sup> September – Orange and Cabonne LGAs
  - Day 2 - Friday 6<sup>th</sup> September – Orange and Cabonne LGAs
  - Day 3 - Saturday 7<sup>th</sup> September – Orange, Cabonne and Blayney LGAs.
- The start and finish (Ride Hub) for each day would be from the Moulder Park Velodrome.
  - Ride Hub event site setup would be fairly simple and minimalist.
    - Two 3x3m weighted pop up marquees – one for rego and one for water top ups.
    - A single PA speaker for final briefing and wrangling of riders.
    - Access to the toilets.
    - Access to the clubrooms for storing the above kit between ride days or during the day while riders are out on course.

**CITY OF ORANGE TRAFFIC COMMITTEE****11 JUNE 2024****3.4 Event - Resilience Ride - 5 to 7 September 2024**

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- Rides start each day from 8.00am.
- Riders rolling out in groups of no more than 20 at a time starting from 8.00am.
- Anticipating around 80 riders, split between the two course options.
- Mandatory rider briefing and presentations the night before each day's stage will be at the Orange Ex-Services Club Greenhouse function room (Wednesday, Thursday and Friday evenings).
- Navigation
  - The course will be unmarked (other than traffic safety and "event in progress" signage etc to be determined later).
  - Route maps will be accessible via the RidewithGPS app. Participants can load these maps onto their smartphones to receive turn-by-turn navigation for each day's ride.
  - GPX files will also be provided for riders to load onto their GPS-enabled cycle computers.

Attached is the event application, conditional approval, Certificate of Currency, Hazard and Risk Assessment and Event Overview (which contains TGS on page 7).

**ATTACHMENTS**

- 1 Application Form, D24/58919
- 2 Conditional Approval, D24/58917
- 3 Certificate of Currency, D24/58918
- 4 Hazard and Risk Assessment, D24/58895
- 5 Event Overview, D24/58928



# 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)

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

## APPLICANT DETAILS

Name: James Walker

Organisation: ChallengeWorks Pty Ltd

Address:

Suburb:

Postcode:

Phone:

Mobile:

Email:

Website:

Facebook:

Instagram:

Twitter:

## EVENT DETAILS

Event Name: Resilience Ride 2024 - for Youth Off The Streets

Location/Venue \*subject to availability: Moulder Park Velodrome

**Please note that all venues are subject to usage fees as stated in Orange City Council's Fees and Charges.**

Event Date/s: Thu 5th to Sat 7th Sep

Event Time/s: 8am till 3pm

Bump in date and time: Thu 5th 7am

Bump out date and time: Sat 7th 4:30pm

Describe the main purpose of your event:

The Resilience Ride is a fundraising event for the Youth Off The Streets charity. The ride is a non-competitive participation event with an informal start/finish line at the Moulder Park Velodrome each day. The routes for each of the three days start and finish at Moulder Park and head out into the surrounding country roads around Orange.

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: 80

Spectators: Nil

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

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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:

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

Type of structure, quantity and dimensions in m²:

Two 3x3m weighted pop-up marquees (market style)  
One 6x3m weighted pop-up marquee (market style)  
Tear drop or banner flags with charity branding to denote the start/finish of each days cycling route

*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

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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.**

**For water based events at Lake Canobolas or Gosling Creek at least one representative is required to have a First Aid Certificate and RLSSA Bronze Medallion qualification**

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: James Walker - Course Manager

Contact phone number:

What is your Emergency Evacuation Plan?

The event director, course manager or the event first aid team from Highlands First Aid can make the call to engage emergency services for additional support or evacuation if required.

See attached emergency management plan with this application.

**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


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EVENT SERVICES - continued

What is your contingency plan for bad weather?

See the Extreme Weather Contingency Planning section of the Hazard and Risk Assessment included with this event application.

 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

The routes for the 3 days of cycling (and associated roads used) around the greater Orange region can be viewed here:  
<https://ridewithgps.com/events/301611-resilience-ride-in-support-of-youth-off->

EVENT APPLICATION FORM

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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, James Walker 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.

Signature	<div>James Walker</div> <b>Name (BLOCK LETTERS)</b>	<div>14/05/2024</div> <b>Date</b>
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D24/58652

**CONDITIONAL APPROVAL FOR EVENT**

**RESILIENCE RIDE 2024 (in support of Youth Off The Streets)**

**Challenge Works**

**Streets to be used (Orange LGA):**

- Day 1** Sale Street, Moulder Street, Woodward Street, Coronation Drive, Cargo Road
- Day 2** Sale Street, Warrendine Street, Cecil Road, Gardiner Road, Woodward Road, Racecourse Road, Pinnacle Road, Canobolas Road, Byng Street, Seymour Street, March Street, Ophir Road
- Day 3** Sale Street, Warrendine Street, Anson Street, Tynan Street, Forest Road, Cadia Road, Aerodrome Road, Huntley Road, Southern Feeder Road

**Date:** Thursday 5 September to Saturday 7 September 2024

**Time:** 8.00am – approximately 3.00pm

**File:** F2901-6

**Class:** 2

**CONDITIONS OF APPROVAL**

1. 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.
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. A s144 order must be granted by Transport for NSW (TfNSW) (Parkes) and the event must not proceed without this order and any conditions so imposed are to be complied with. A copy of the order is to be submitted to Council.
4. The applicant must obtain a Road Occupancy Licence from Transport for NSW (TfNSW) (for the installation of signs on state roads) and evidence of the Road Occupancy Licence must be provided to Council.
5. Prior to the event, 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 and NSW Police interests duly noted.
6. A Traffic Management Plan (TMP) and a Traffic Guidance Scheme (TGS) must be prepared for the event by an authorised person and shall be provided to the City of Orange Traffic Committee prior to the event.
7. The Traffic Guidance Scheme (TGS) must be implemented by appropriately qualified persons. Arrangements and marshalling points are to be in terms of the plan submitted.

8. All personnel carrying out traffic control duties must hold an appropriately authorised traffic controller's ticket.
9. All participants must be briefed prior to the event about the need to comply with the Road Rules 2014.
10. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
11. The applicant will advertise the event and road closure in a local paper at least seven (7) days prior to the event, with this advertisement to include the type of event, route, closures and date and times. The advertisement is to be a minimum of ¼ page in size and to include contact phone numbers.
12. The event organisers shall inform the following organisations of the event at least seven (7) days prior to the 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, Link Airways, Qantas.
13. Event Marshals, Traffic Controllers and participants must be consulted and advised of the risk management and contingency arrangements in case of an emergency.
14. 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.
15. Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
16. In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.
17. All documents requested must be submitted to Council by **Monday 5 August 2024** and marked to the attention of Jason Theakstone in the Technical Services Division.

I hereby declare that I have read and understand the conditions for the Resilience Ride 2024 (in support of Youth off the Streets).

**Signed for and on behalf of Challenge Works**

**Name (Print):** -----

**Signature:** -----

**Position:** -----



Sportscover Australia Pty Ltd

A.C.N. 006 637 903  
A.B.N. 43 006 637 903  
AFS Licence No. 230914

## CERTIFICATE OF CURRENCY

CERTIFICATE NO. 76946

This certificate confirms that the under mentioned policy is effective in accordance with the details shown.

**Name of Insured:** CHALLENGEWORKS PTY LTD

**Cover:** Public Liability: \$20,000,000 any one occurrence  
Products Liability: \$20,000,000 any one occurrence and in the aggregate  
Professional Indemnity: \$1,000,000 any one claim and in the aggregate  
Management Liability: Not Insured  
(For The Business of Events As Declared In The Schedule only)

**Sport/Business:** Events: Smith Family Challenge, Bare Creek Trail, Miracle Moon Walk, Magic Ride, Youth of the Street, Kids Giving Back Wildwalk, Bare Creek Trail, Trails for Change

**Excess:** As per policy schedule.

**Period of Insurance:** 16/2/2024 to 16/2/2025

**Underwriter:** Certain underwriters at Lloyd's & HDI Global Specialty SE-Australia

**Policy Number:** PMEL99/0122343

**Territorial Scope:** Worldwide

**Jurisdictional Limits:** Commonwealth of Australia and New Zealand

**Counterparties:** The Minister administering the National Parks and Wildlife Act 1974 on behalf of the State of NSW ABN 27 578 976 844 Secretary DPE, the Minister for Environment and Heritage and the Crown in the right of the State of NSW, Shoalhaven City Council, Australian Government - The Department of Infrastructure and Regional Development, Jervis Bay Territory, Australian Federal Police, Kullindi Homestead, Danny and Sonya Cropper, Croppers Cabins, Place Management NSW, City of Sydney Council, Kuring- gai Council, Northern Beaches Council, Metropolitan Local Aboriginal Land Council, Sunshine Coast Council, Noosa Shire Council, Noosa Botanic Gardens, Noosa National Park, Sutherland Shire Council, Singleton Council, Maitland City Council, Cessnock City Council, Dungog Shire Council, Central Coast Council, Hunter Valley Resort, Orange City Council, Cabonne Council, Blayney Council, Transport for NSW and NSW Police shall be indemnified for acts of negligence

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Email : info@sportscover.com | Post : Locked Bag 6003, Wheelers Hill, VIC 3150  
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2014 GENERATION I YOUTH EMPLOYER OF THE YEAR

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CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 3 Certificate of Currency

11 JUNE 2024



**Sportscover Australia Pty Ltd**

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A.B.N. 43 006 637 903  
AFS Licence No. 230914

by the Insured only arising out The Business nominated in the schedule.

**For full terms, conditions and exclusions please refer to Your Policy Wording version  
Combined\_Liability\_Policy\_Wording\_04.23.**



16/05/2024

**DATE**

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2014 GENERATION I YOUTH EMPLOYER OF THE YEAR

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## Hazard and Risk Assessment

Event Name:	Resilience Ride – for Youth Off The Streets
Date:	Wed 4 <sup>th</sup> to Sat 7 <sup>th</sup> September 2024
Location:	Orange, NSW
Contact Name:	James Walker – Course Manager [Redacted]
Secondary Contact:	Simon Hamilton – Event Director [Redacted]





### Risk Rating Chart

Likelihood	Consequence (Outcome)			
	Catastrophic	Major	Moderate	Minor
Very Likely Could happen regularly	1	1	2	3
Likely Could happen occasionally	1	2	3	4
Unlikely Could happen, but very rarely	2	3	4	5
Very Unlikely Could happen, but probably never will	3	4	5	5

### Legend

Risk rating 1 (High Risk):	-	immediate action required
Risk rating 2 (Significant Risk):	-	senior management attention needed
Risk rating 3 (Moderate Risk):	-	management responsibility must be specified
Risk rating 4 (Medium – Low Risk):	-	management responsibility must be specified
Risk rating 5 (Low Risk):	-	manage by routine procedure

### Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimise exposure to hazards. Below is the control hierarchy with general examples of each control:

- **Elimination**  
Avoid the risk by removing the hazard completely
- **Substitution**  
Use less hazardous procedure/substances equipment/process
- **Isolation**  
Separate the process from people by the use of barriers/enclosures or distance
- **Engineering Controls**  
Mechanical/physical changes to equipment/materials/process
- **Administrative Controls**  
Change procedures to reduce exposure to hazard
- **Personal Protective Equipment**

### Definitions

**Control Hierarchy** – A series of control options ranked towards greatest and most efficient management of the hazard.

**Hazard** – Something with the potential to cause injury, illness or damage to property

**Risk** – The probability of a hazard resulting in an injury, illness or damage to property, together with the seriousness of the injury, illness or damage to property.

## CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

## Attachment 4 Hazard and Risk Assessment



Event Activity	Hazard/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
<b>Participants hiking/running</b>	<ol style="list-style-type: none"> <li>Collisions with vehicles</li> <li>Collision with bicycles</li> <li>Collision with pedestrians</li> <li>Falling over high cliffs</li> </ol>	Event participants General public	4	<ul style="list-style-type: none"> <li>All hiking to be done on tracks, trails or low usage roads to minimise interaction with vehicles and other road users.</li> <li>Signs erected at park entrances/road junctions to notify users of the event in progress.</li> <li>Road crossings (where necessary) manned by event staff to limit risk.</li> <li>Checkpoints located in bushland away from traffic to limit interaction with public.</li> <li>Marshalls located at strategic points around the course with high visibility vest and radios to alert other users of the event</li> <li>Participants briefed to give "right of way" to all vehicles, recreational hikers, cyclists or pedestrians encountered on road sections or bushland tracks.</li> <li>Participants briefed to take care and slow-down in areas with high cliffs or steep terrain.</li> <li>Participants are provided with all necessary information to prepare and adequately train for the terrain to be encountered.</li> </ul>	Event organiser	5
<b>Participants mountain biking</b>	<ol style="list-style-type: none"> <li>Collision with members of public</li> <li>Collision with vehicles</li> <li>Injury from speed or height related accidents</li> </ol>	Event participants General public	3	<ul style="list-style-type: none"> <li>Majority of mountain biking to take place on fire roads, single track and minor roads.</li> <li>Signs erected at road crossings warning road users of the event</li> <li>Marshalls located at road crossings with high visibility vest and radios to alert other users of the event.</li> </ul>	Event organiser	5



	4. Equipment breakdown					
Event Activity	Hazard/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
	5. Riding down steep fire trails, technical terrain and/or rocky trails			<ul style="list-style-type: none"><li>• Qualified bike mechanic provided by event organisers to ensure all mountain biking equipment is in good workable condition</li><li>• Participants must wear approved Australian Standards cycle helmet and are advised to wear gloves. Checked by event officials.</li><li>• Participants briefed to look out for members of the public &amp; other road users and to obey all road RTA road rules</li><li>• Check points located off road</li><li>• Participants briefed to take caution in areas with technical riding and/or steep descents.</li><li>• Caution signs to be placed on fire trails with steep downhill sections to control speed.</li><li>• Checkpoints placed at strategic locations down steep fire trails to manage speed and force competitors to slow down.</li></ul>		
Participants swimming	<ol style="list-style-type: none"><li>1. Swimming ability</li><li>2. Run over by water craft</li><li>3. Dangerous water conditions</li></ol>	Event participants	4	<ul style="list-style-type: none"><li>• All swimming activities are optional – participants are able to opt out if they are novice swimmers</li><li>• PFD's (personal flotation device) available to any participant for swimming legs regardless of swimming ability (PFDs provided by organisers)</li><li>• Safety marshals on kayaks patrolling the water during all swimming legs/water crossings.</li><li>• Water and wind conditions checked regularly</li></ul>	Event organiser	5



				during the day – swimming legs altered or cancelled in cases of extreme water/wind conditions <ul style="list-style-type: none"><li>Swimming legs kept under 100m in distance to accommodate novice swimmers</li></ul>		
Event Activity	Hazard/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
Participants kayaking	1. Capsizing 2. Collision with other craft 3. Dangerous water conditions caused by strong winds	Event participants	4	<ul style="list-style-type: none"><li>Kayaks fitted with internal buoyancy to prevent sinking</li><li>Stable sit-on-top kayaks suitable to beginner paddlers used for all kayaking activities to limit chances of tipping over. This style of kayak is also much easier to climb back onto if a tipping does occur.</li><li>Participants required to wear PFDs (personal flotation device) while on the water (PFDs provided by organisers)</li><li>Participants briefed to give way and always be on the lookout for motorised water craft during all paddling legs</li><li>Water and wind conditions checked regularly in the lead up, and during the event – kayak legs to be cancelled in cases of extreme water/wind conditions</li><li>Where paddling legs are conducted in open water ways (bays, estuaries or offshore), a water safety service provider (such as a SLSC with IRB's and/or jet skis) will be engaged to monitor participants and respond quickly to assist where needed. Typical responses can include assisting</li></ul>	Event organisers	5



				tipped participants back onto their kayaks, taking participants ashore or towing participants to the nearest TA. <ul style="list-style-type: none"><li>For open water paddle legs, a contingency course will be planned in parallel to facilitate cancelling an open water paddle leg if water conditions are not suitable.</li></ul>		
Participant missing	1. Participants getting lost in bush environment	Event participants	4	<ul style="list-style-type: none"><li>Marshalls located at strategic points around the course (Transitions) where teams are to check in.</li><li>Participants equipped with detailed topographic maps of area and procedures to follow if lost.</li><li>Participants required to carry a whistle, compass, map and mobile phone with emergency phone number.</li><li>Teams are made up of 4-5 people to minimise risk of one person getting lost (Teams required to stick together at all times)</li><li>Event officials briefed and on standby at all transitions to deploy search party</li><li>Event route to follow tracks and trails marked on topographic maps – no cross-country navigation</li></ul>	Event organiser	5
Event Activity	Hazard/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
Participant or event staff / volunteer injured	1. Participants injured from event activities 2. Injuries from wildlife 3. Staff/volunteers	Event participant Staff and volunteers	3	<ul style="list-style-type: none"><li>Event medic (paramedic level) in attendance for the duration of the event.</li><li>4WD safety vehicles on hand to respond to emergencies</li><li>Event medic positioned at transitions to</li></ul>	Event medic Event organisers	5



	injured during event logistics			adequately respond to any injuries <ul style="list-style-type: none"><li>• 4WD access to event route requested from NPWS to provide medical assistance in case of MTB accidents</li><li>• Detailed medivac plan developed for event – medivac points marked on topographic maps</li><li>• Teams to carry mobile phones and first aid kit with procedures and call down list in case of injury to team members</li><li>• Local NSW ambulance notified prior to event commencement.</li><li>• Competitors briefed to be aware of various types of wildlife in bushland areas.</li><li>• Competitors briefed to take care on steep or loose ground and to run/ride within their abilities</li></ul>		
Event Activity	Hazard/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
Weather extremes (fire, wind and storms)	1. Cold/heat induced illness for participants 2. Strong winds 3. Bush Fire 4. Bodily injury from falling branches/trees	Event participants Staff and volunteers	3	<ul style="list-style-type: none"><li>• Event organisers to make weather assessment prior to race start – adjust course if weather conditions are considered high risk</li><li>• Safety briefing given to participants advising them to wear appropriate protection.</li><li>• Competitors required to carry thermals, wind/waterproof outer, foil blanket &amp; water</li><li>• Participants and transitions equipped with first aid kits</li><li>• Contact local NPWS office and Rural Fire Brigade to discuss weather forecast and contingencies prior and during event.</li><li>• Event officials to check weather conditions and</li></ul>	Event organisers	5



				<div>bush fire grading system to determine risk.</div> <ul style="list-style-type: none"><li>• Competitors briefed on evacuation points – indicated on supplied topographic maps</li><li>• In case of extreme weather conditions where fire or unsafe conditions are likely, event to be cancelled.</li></ul>		
--	--	--	--	---	--	--



## Extreme Weather Contingency Planning

In the unlikely case of extreme weather occurring. The following precautions and procedures will take place pre, during and post event.

### Pre-Event Week

Pre-Event precaution: Weather will be monitored, and all weather deemed extreme by the Bureau of Meteorology (Predicted Heavy Rain, predicted Lighting, predicted Storms, predicted High Winds & Bush Fires) will be addressed as follows:

- All necessary Event Stakeholders will be notified of the predicted weather in preparation;
- If required, notification to participants via mass txt, social media and/or email will be conducted.
- Staff de-briefing if required;
- Continue monitoring of weather movements.

### Pre-Event Day / Morning

Weather updates received on event morning deemed extreme by the Bureau of Meteorology (Predicted Heavy Rain, Lighting, Storms, High Winds & Bush Fires) will be addressed as follows:

- All necessary Event Stakeholders will be notified of the predicted weather in preparation;
- On Site meeting with Event Director to assess continued development and decision made as time allows.
- Event Postponement and Cancellation:
  - All Participants immediately notified via txt;
  - Marketing & Social media channels updated accordingly;
  - Suppliers updated accordingly;
  - Event staff updated accordingly.

### Within Event

Extreme Weather occurring during event (Heavy continuous Rain, Lighting, Storms, High Winds, Bush Fires & Natural Disaster) will be addressed as follows:

- Pre-Start Event Briefing takes place to advise participants of impending weather and suitable precautions to take. Participants to take responsibility of understanding where these are with the assistance of Maps and key checkpoints;
- Event Director to communicate to all staff on updates and weather assessment updates;
- Event Cancellation;
  - All Participants immediately notified via mass txt;
  - Marketing & Social media channels updated accordingly;
  - Suppliers updated accordingly;
  - Event staff updated accordingly.

### Lightning – Management:

- An approaching Thunderstorm with Lightning will take into account the 30/30 rule. The flash to bang count is 30 seconds or less, this indicates that lightning is approximately 10km Away with a Standard 40km wind.
- Pre-Start Event Briefing takes place to advise participants what precautions to take in the case of lightening.



CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 4 Hazard and Risk Assessment

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11 JUNE 2024



- Specific instructions include:
- Stay within Low Grounds, avoid Substantial Buildings or Metal; Vehicles with Full windows up.
- AVOID:
  - Solitary Tree's;
  - High Ground;
  - Standing near water;
  - Open Fields.

**Bump In and Out**

- Event Director / Operations Manager to communicate to all staff during this period to suspend any further work and take refuge in the suggested areas noted above until the lightening proceeds 30km or more away.
- Any Participant, Staff or Spectator who has been struck by lightning does not carry an electrical charge and is safe to handle. Apply first aid immediately if you are qualified to do so. Get emergency help promptly.

**Heat Management Plan**

Temperature is monitored throughout;

- Event Director to be advised of 30 degrees, 32.5 degrees and 35 degrees and gauging participant reactions to heat.
- Increase the number of water points along the route and allow for longer resting time.
- Ensure riders take in enough fluids, supplemented by electrolytes and adequate nutrition.
- At 37.5 degrees Celsius or more event director to consider shortening the ride to a suitable distance and changes communicated to the road captain via event radio.



# Event Overview

Event Name:	Resilience Ride – for Youth Off The Streets
Date:	Wed 4 <sup>th</sup> to Sat 7 <sup>th</sup> September 2024
Location:	Orange, NSW
Contact Name:	James Walker – Course Manager [Redacted]
Secondary Contact:	Simon Hamilton – Event Director [Redacted]



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## Event Overview

The Resilience Ride is a charitable fundraising event where participants commit to raising funds from friends, family, co-workers or corporate partners. Utilising the challenge of completing the ride to compel donors to give for the cause.

More information on the great work that Youth Off The Streets does can be found [here](#)

The ride is a non-competitive participation event with an informal start/finish line at the Moulder Park Velodrome each day.

### Event facilities

The event will feature two primary gathering locations for riders:

**The Event Centre** – Located at the Orange Ex-Services Club (TBC), this will serve as the venue for the Welcome and post-ride dinners on Days 1 and 2.

**The Ride Hub** – Located at the Moulder Park Velodrome (TBC), this will be the starting and finishing point for each day's ride. The event team will be present at the Hub at the beginning and end of each day to offer guidance and course information. Additionally, there will be a variety of facilities and services for riders located at the Hub, including:

- Complimentary coffee van each morning - TBA
- Bike mechanics
- Toilets

### Accommodation

Each participant is responsible for arranging their own accommodation. This approach allows flexibility in choice and the opportunity to coordinate bookings with friends. It also ensures that the event brings into orange is spread out amongst local businesses.

### Riding Courses

Viewable here <https://ridewithgps.com/events/301611-resilience-ride-in-support-of-youth-off->

The courses offer participants a variety of terrain and scenery, providing an opportunity for riders to push their personal limits while enjoying the camaraderie of fellow riders. Routes traverse picturesque farmland and flowing backcountry roads, offering riders the chance to appreciate the region's landscapes.

Each day's course allows for distance flexibility. The 'Sportif Route' covers approximately 280km across the three days. More experienced riders with greater fitness have the option to extend their distance by taking on the 'Classic Route' which includes a bonus loop and extra kilometers each day, totalling approximately 420km for the duration of the event. Participants can select their preferred route variation each day based on personal preferences and capabilities.

Regardless of the chosen route, participants will predominantly ride the same roads, with just a small amount of deviation for the different distance options.



Event schedule

Day 0 - Wednesday 4 September	
Afternoon	Riders arrive and check into personal accommodation
19:00 – 21:00	Welcome dinner and rider briefing at Event Centre
Day 1 - Thursday 5 September	
7:15	Riders gather at Ride Hub
8:00	Ride start from Ride Hub
13:00 – 15:00	Riders finish at Ride Hub
15:00 – 18:00	Riders relax at accommodation or Event Centre
18:00 – 20:00	Dinner and Day 2 course briefing
Day 2 - Friday 6 September	
7:15	Riders gather at Ride Hub
8:00	Ride start from Ride Hub
13:00 – 15:00	Riders finish at Ride Hub
15:00 – 18:00	Riders relax at accommodation or Event Centre
18:00 – 20:00	Dinner and Day 3 course briefing
Day 3 - Saturday 7 September	
7:15	Riders gather at Ride Hub
8:00	Ride start from Ride Hub
13:00 – 15:00	Riders finish at Ride Hub
15:00	Informal event closing ceremony at Ride Hub
15:30	Event officially closed
18:00	Informal dinner for remaining riders

Rider personal requirements

- Personal kit (additional cycling kit, casual wear, toiletries etc.)
- Road bike (serviced and in good repair)
- 2 x water bottles
- Smartphone or GPS-enabled bike computer
- Bicycle lights (front – white, rear – red)
- AS/NZS 2063:2008 approved helmet
- Spare inner tube/puncture repair kit on your bike

Ride details

- Throughout the ride, safety vehicles staffed with support and medical personnel and professional bike mechanics will accompany the riders to assist with any unexpected incidents, failures, or repairs.
- Each day will feature up to three support stations offering water, snacks, and electrolyte drinks. Riders will have opportunities to take short breaks, dismount, and enjoy refreshments. Additionally, each day includes a designated lunch stop for a more substantial meal.
- Route maps will be accessible via the RidewithGPS app. Participants can load these maps onto their smartphones to receive turn-by-turn navigation for each day's ride. GPX files will also be provided for GPS-enabled cycle computers.
- Covering 280km to 420km over three days, the courses presents a solid challenge for less-experienced riders but remain achievable with adequate training. Being a non-competitive event, participants are welcome to utilise support vehicles if needed.



## On-Road Safety

### Size of the Riding Groups

- The event is expected to have approximately 80 riders participating in the event.
- The riders will be split across the two course distances each day and started in riding groups limited to no more than 20 riders.
- Each ride group will have its own follow vehicle as depicted in the TGS on Page 6.
- Once the ride groups have made it onto open country roads beyond the suburban edge of Orange, riders will be allowed to settle into their own pace and break up into smaller groups.
- The rolling event will naturally end up spread out over some distance with riders of different fitness and pace levels. This will lessen the impact on other road users with passing of singular riders or small groups being much easier and safer than trying to pass large bunches of up to 20 riders.

### Riding Protocols

In the lead-up to the event and as part of the event briefing, riders will receive a comprehensive overview of the riding protocols and general etiquette to be followed while participating in the event. The set of protocols cover:

- Bunch riding etiquette
- Application of road rules
- Bunch formation, overtaking and re-joining the group
- Position on the road
- Riding two abreast and switching to single file
- Hand signals and communications
- Adjustments for adverse weather conditions
- Emergency procedures

### Safety/Support Vehicles

#### *Lead Vehicle: 1*

- Travel approximately 1km ahead of the first group.
- Lookout for any road hazards or vehicles that might pose a risk to the following groups.
- Radio any hazards back to safety vehicles to take appropriate action.
- The lead vehicle will be fitted with a GPS tracker so that the event management team will know where the front end of the event is at all times.

#### *Backup Safety Vehicle: 1 – 2 (dependant on number of groups)*

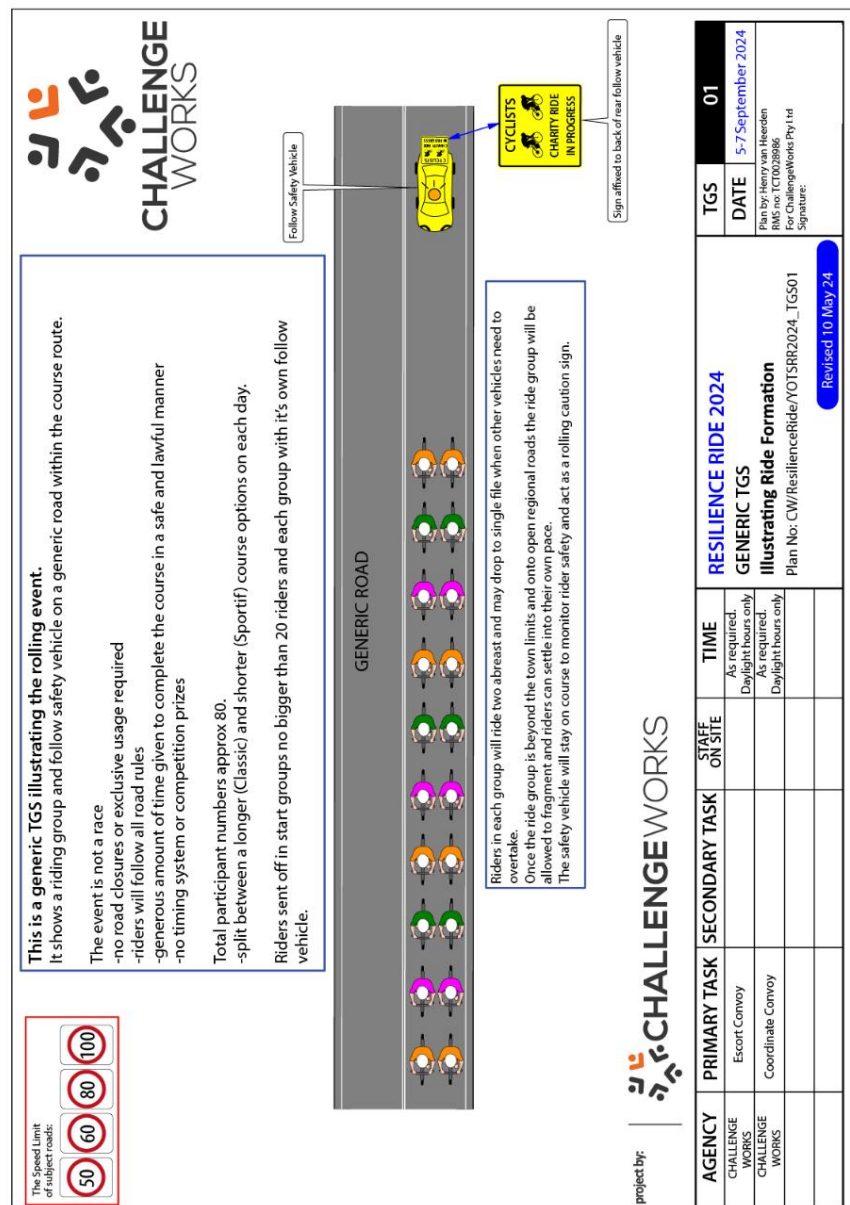
- Each group to be followed by a safety vehicle with appropriate signage to notify road users of event in progress.
- Safety vehicle equipped with UHF radio comms to allow contact with other event vehicle in the event convoy.
- Bike mechanic and medic to travel in safety vehicle.
- Support vehicles to be signed as follows;
  - Sign to be width of not less than 100cm and a height of not less than 50cm.



- To display in bold lettering on a contrasting background the word “CAUTION” above the words “CHARITY EVENT IN PROGRESS” or other wording which adequately describes the event.
  - Vehicle to be fitted with an orange flashing light and use hazards lights when stopped.
  - Lead and rear vehicles are to travel with head and tail lamps illuminated.
  - The roll of the rear vehicle is to act primarily as moving caution signage for the event and observe riders to ensure they are following roads rules and riding in a safe manner.
- Once the ride groups have made it onto open country roads beyond the suburban edge of Orange, riders will be allowed to settle into their own pace and break up into smaller groups. The follow vehicles will maintain their approximate position amongst the greater event convoy.
- The last follow vehicle behind the last start group will act as the “sweep” for the event convoy ensuring it stays behind the last rider. This vehicle will also be fitted with a GPS tracker so that the event management team will know where the tail end of the event is at all times.

#### Communications

- All support vehicles to be equipped with in car UHF radio.
- All event staff mobile numbers distributed in event management documentation for off-radio or sensitive communications.
- Lead and Sweep vehicles to be fitted with a GPS tracker for the event management team to be able to monitor the progress of the event without unnecessary chatter on other communication channels.





**CITY OF ORANGE TRAFFIC COMMITTEE****11 JUNE 2024**

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**3.5 STREET EVENT - 2024 NAIDOC MARCH - 21 OCTOBER 2024**

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RECORD NUMBER: 2024/694

AUTHOR: Jason Theakstone, Manager Engineering Services

**EXECUTIVE SUMMARY**

This report serves to approve the 2024 NAIDOC March.

**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 approves the 2024 NAIDOC March to be held on Monday 21 October 2024 subject to the attached Conditional Approval.**

**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 plans to hold the NAIDOC March on Monday 21 October 2024.

Participants will assemble in Sale Street (near Neweys Dry Cleaners) from 9.30am. School buses will pull up on the eastern side of Sale Street.

The NAIDOC March will begin in Sale Street at 10.00am, travel south along Sale Street, turning left into Summer Street, then head east to McNamara Lane. The March will then continue north along McNamara Lane and finish with the official ceremony in Robertson Park. The March will have Police escorts both at the front and back of the March.

Attached to this report is the proposed Conditional Approval, application letter, Risk Assessment, Traffic Guidance Scheme, Road Occupancy Licence, Public Liability Insurance.

A Notice of Intention to Hold a Public Assembly has been applied for from the Police.

**CITY OF ORANGE TRAFFIC COMMITTEE****11 JUNE 2024****3.5 Street Event - 2024 NAIDOC March - 21 October 2024**

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At a request to provide clarity on the TGS, Midwest Traffic Management have advised the following:

*We have the East bound traffic on stop with the use of a Traffic Controller as to stop all traffic from passing into the intersection area.*

*We don't want any traffic passing through the intersection until all participants have safely passed through into Summer Street heading East followed by the Police Tail Vehicle.*

*Once this has occurred traffic is allowed to follow the event behind the Police Tail Vehicle.*

*If we closed Summer Street from the Pedestrian Crossing East Bound this allows vehicles heading East to travel South into Sale Street.*

*If we have children cross at any point into the intersection while vehicles have this access there is a chance of them being struck.*

*We would like to keep the TGS and current arrangement in place to avoid any instances from occurring.*

**ATTACHMENTS**

- 1 Application letter - NAIDOC March - 21 October 2024, D24/58689
- 2 Conditional Approval, D24/58671
- 3 Certificate of Currency, D24/58674
- 4 Traffic Guidance Scheme (TGS), D24/58792
- 5 Road Occupancy Licence (ROL), D24/58685
- 6 Risk Assessment, D24/58865

## CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 1 Application letter - NAIDOC March - 21 October 2024

---



24 April 2024

Mr Jason Theakstone  
Manager Engineering Services  
Orange City Council  
PO Box 35  
ORANGE NSW 2800

Dear Mr Theakstone,

The NAIDOC Committee seeks approval from the city of Orange, Traffic Committee to conduct a NAIDOC Street March which will be held on Monday 21<sup>st</sup> October 2024

The route, as outlined on the attached map, will see the parade commence at Sales street, turn left into Summer Street, following Summer Street turning left into McNamara Street, the parade will conclude at Robertson Park.

NAIDOC committee is seeking approval from the traffic committee for a rolling closure under traffic controls of Midwest Traffic Management.

The route, as outlined on the attached map, will see the parade commence at Sales street, turn left into Summer Street, following Summer Street turning left into McNamara Street, the parade will conclude at Robertson Park.

The parade will include appx 1500 people, 2x 12-seater buses for Elders and 2 police patrol vehicles.

It would be appreciated if the traffic committee could review the application of the event.

Attached documents-

TMP  
ROL  
Public Liability  
Notice of Intention to hold a public assembly.  
Letter to Business owners regarding street closure.

Your Sincerely,

Kristen Hunter  
Orange City Council -Community Development Officer.



D24/44847

CONDITIONAL APPROVAL FOR USE OF ROAD

NAIDOC MARCH – 21 OCTOBER 2024

ORANGE NAIDOC WEEK COMMITTEE

- Streets to be used:** Sale Street, Summer Street, McNamara Street
- Date:** Monday 21 October 2024
- Time:** 10.00am – 11.00am (Sale Street to Robertson Park)
- Type of closure:** March under Police escort (rolling closure)
- Class:** 2
- Route of the Parade:**
- Starting in Sale Street car park opposite Newey’s Dry Cleaners and walking south
  - Left into Summer Street to McNamara Street
  - Left into McNamara Street to Robertson Park

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. The applicant must obtain a Road Occupancy Licence from Transport for NSW (TfNSW) and evidence of the Road Occupancy Licence must be provided to Council.
4. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
5. A Traffic Management Plan prepared by an authorised person shall be provided for the event
6. 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.
7. All personnel carrying out traffic control duties must hold a TfNSW authorised traffic controller’s ticket.

-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. Written evidence that Orange Police will assist with the traffic control for the event must be provided to Council.
10. 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.
11. The event organisers are to conduct a letter drop to affected residents and businesses advising of the event for all affected roads.
12. Council will provide Public Liability insurance cover for the event.
13. 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.
14. **All documents requested must be submitted to Council by Monday 30 September 2024.**

#### 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 **Monday 30 September 2024**.

**I hereby declare that I have read, understand and will comply with the conditions for the NAIDOC March 2024.**

**Signed for and on behalf of the Orange NAIDOC Week Committee**

**Name (Print):** -----

**Signature:** -----

**Date:** -----

CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 3 Certificate of Currency

11 JUNE 2024



Telephone: [REDACTED]  
Website: www.wtwco.com.au  
Direct Line: [REDACTED]  
Email: [REDACTED]

Issue Date: 30 October 2023

To Whom It May Concern

**Certificate of Currency/Placement – Public & Products Liability Insurance**

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:**

Bayside Council	Blacktown City Council
Blue Mountains City Council	Burwood Council
Camden Council	Cumberland Council
Dubbo Regional Council	Gunnedah Shire Council
Hawkesbury City Council	Hunters Hill Council
Kiama Municipal Council	Lane Cove Council
Liverpool City Council	Mid-Western Regional Council
Orange City Council	Parkes Shire Council
City of Parramatta Council	Penrith City Council
Richmond Valley Council	Shellharbour City Council
Snowy-Monaro Regional	Willoughby City Council
Wollondilly Shire Council	Wollongong City Council
Port Macquarie Hastings Council	Moir Shire Council

**Insurer(s):** Swiss Re International SE (Australia Branch), Sompo International Holdings Ltd., Liberty Mutual Insurance Company, XL Insurance Company SE, International Underwriters & various Lloyd's of London Underwriters

**Policy Number:** P27844.02-01 & Others

**Covering:** All sums for which the Insured shall become legally liable to pay by way of compensation (excluding fines & penalties, punitive, exemplary, aggravated and liquidated damages) in respect of:

- (a) Public Liability
  - (i) Personal Injury
  - (ii) Damage to Property(other than Personal Injury and Damage to Property arising out of Products Liability)
- (b) Products Liability
- (c) Advertising Injury

happening during the Period of Insurance caused by an Occurrence in connection with the Business of the Insured

**Limit of Liability:** A\$20,000,000 any one Occurrence or series of Occurrences arising out of the one originating cause and in the annual aggregate separately in respect of Products Liability

**Location:** Worldwide.

**Period of Insurance:** 4.00pm, 31 October 2023 to 4.00pm, 31 October 2024

Signed for and on behalf of Willis Australia Ltd ("WTW")



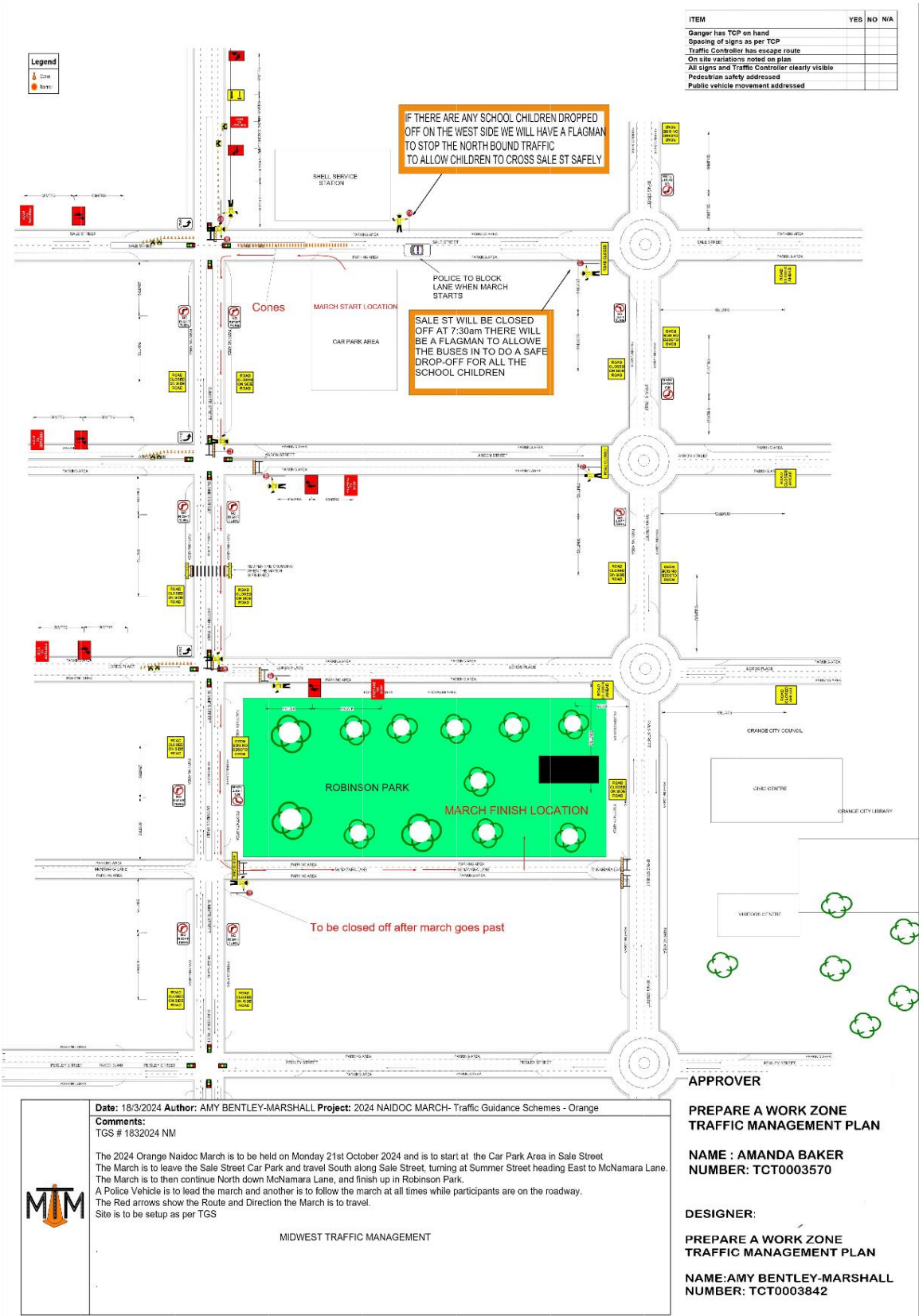
**Disclaimer:**

This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. WTW is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

Willis Australia Limited  
ABN 90 000 321 237  
AFSL No: 240600  
Version 2016 1.0 18 Apr 2016

CITY OF ORANGE TRAFFIC COMMITTEE  
Attachment 4 Traffic Guidance Scheme (TGS)

11 JUNE 2024



ROAD OCCUPANCY LICENCE

LICENCE NO : 2233548

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



To activate and deactivate your approved work shift(s) on your Road Occupancy Licence, please visit: [myrol.transport.nsw.gov.au](https://myrol.transport.nsw.gov.au). This licence is for the occupation of the road space only. If you are unable to access [myrol.transport.nsw.gov.au](https://myrol.transport.nsw.gov.au), please call TMC on 1800 679 782. For further assistance, please refer to the proponent's user manual here: [myrol.transport.nsw.gov.au/help.pdf](https://myrol.transport.nsw.gov.au/help.pdf)

SPECIAL EVENT - CLASS 2		LOCATION	
Project:	Not Applicable	Subject Road:	MITCHELL HWY
This Activity :	NAIDOC MARCH DOWN SUMMER ST STARTS 10AM	From:	HILL ST, ORANGE
	ASSEMBLE IN SALE ST (BARRICADED CARPARK)	To:	PEISLEY ST, ORANGE
	POLICE ESCORT FRONT AND REAR	Council:	ORANGE
	DURATION IS APPROXIMATELY 30-45 MINUTES		

LICENSEE		ONSITE CONTACT	
Organisation:	Midwest Traffic Management	Name:	Amy Bentley-Marshall
Ref No:		Phone:	0456010457
Name:	Amy Bentley-Marshall		
Phone:	0456010457		

TRAFFIC MANAGEMENT		LICENCE DURATION	
Flow Management:	Detour (other roads); Stop / Slow Control	From:	21-Oct-2024
Closure Type:	All lanes one direction	To:	21-Oct-2024
Closure Lane(s):	Shoulder; Median Shoulder		
Direction(s):	All Directions		

LICENCE CONDITIONS		APPROVED DATES & TIMES								
1	YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <a href="https://myrol.transport.nsw.gov.au">https://myrol.transport.nsw.gov.au</a> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)	From Shift				To Shift				
		From	D	M	Time	-	To	D	M	Time
		Mon	21	Oct	06:00	-	Mon	21	Oct	13:00
2	THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3									
3	ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.									
4	SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: <a href="mailto:greaterSydneyroads@transport.nsw.gov.au">greaterSydneyroads@transport.nsw.gov.au</a> . FOR REGIONAL & OUTER METROPOLITAN. CONTACT: <a href="mailto:road.access@transport.nsw.gov.au">road.access@transport.nsw.gov.au</a> .									
5	NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING									
6	PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE APPROVAL TO CARRY OUT THE PROPOSED ACTIVITIES. THIS ROL HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY									
7	ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED.									
8	THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.									
9	CONSULTATION WITH LOCAL BUS OPERATORS USING IMPACTED BUS STOPS MUST BE CARRIED OUT WITH ADEQUATE PROVISIONS IN PLACE TO MANAGE PUBLIC TRANSPORT IMPACTS.									
10	IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.									
11	TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.									

All pages of this Road Occupancy Licence and associated Speed Zone Authorisation(s) must be available on site at all times and must be produced for inspection when requested by representatives of NSW Police, Roads & Maritimes Services, Transport for NSW and other Government Agencies.



ROAD OCCUPANCY LICENCE

LICENCE NO : 2233548

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM



To activate and deactivate your approved work shift(s) on your Road Occupancy Licence, please visit: [myrol.transport.nsw.gov.au](https://myrol.transport.nsw.gov.au). This licence is for the occupation of the road space only. If you are unable to access [myrol.transport.nsw.gov.au](https://myrol.transport.nsw.gov.au), please call TMC on 1800 679 782. For further assistance, please refer to the proponent's user manual here: [myrol.transport.nsw.gov.au/help.pdf](https://myrol.transport.nsw.gov.au/help.pdf)

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	ASSEMBLE IN SALE ST (BARRICADED CARPARK)	<b>To:</b>	PEISLEY ST, ORANGE
	POLICE ESCORT FRONT AND REAR	<b>Council:</b>	ORANGE
	DURATION IS APPROXIMATELY 30-45 MINUTES		
<b>LICENSEE</b>		<b>ONSITE CONTACT</b>	
<b>Organisation:</b>	Midwest Traffic Management	<b>Name:</b>	Amy Bentley-Marshall
<b>Ref No:</b>		<b>Phone:</b>	0456010457
<b>Name:</b>	Amy Bentley-Marshall		
<b>Phone:</b>	0456010457		
<b>TRAFFIC MANAGEMENT</b>		<b>LICENCE DURATION</b>	
<b>Flow Management:</b>	Detour (other roads); Stop / Slow Control	<b>From:</b>	21-Oct-2024
<b>Closure Type:</b>	All lanes one direction	<b>To:</b>	21-Oct-2024
<b>Closure Lane(s):</b>	Shoulder; Median Shoulder		
<b>Direction(s):</b>	All Directions		
<b>LICENCE CONDITIONS</b>			
12 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT			

All pages of this Road Occupancy Licence and associated Speed Zone Authorisation(s) must be available on site at all times and must be produced for inspection when requested by representatives of NSW Police, Roads & Maritimes Services, Transport for NSW and other Government Agencies.

CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

Attachment 6 Risk Assessment

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: NAIDOC WEEK- Summer Street march and Official opening of NAIDOC week in Orange in Robertson Park		Event Date: 21/10/24	Organiser: Kristen Hunter	Phone: Kristen [REDACTED]
Event Location: Summer Street and Robertson Park		Assessment Date: 1/6/2024	Activity: NAIDOC Summer Street March and Official Opening.	

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 )
Road Safety	Injury to participants	4	Traffic Control Plan in Place Police escort at front and end of event Elders in parade will be transported by bus Community encouraged to move in orderly fashion Teachers to provide assistance to ensure children and youth arrive and leave in a safe manner./	5
Slips, trips, falls, and general injury	Can result in sprains, cuts, strains, abrasions and general injury from risk issues like; <ul style="list-style-type: none"> <li>• Uneven pathways</li> <li>• Poor Lighting</li> <li>• Falling from stage</li> <li>• Slippery surfaces</li> </ul>	4	Pathways kept clear Staff to encourage participants to approach in a calm and orderly manner Ensure any leads are placed away from public areas or covered and clearly marked as a potential trip hazard. First Aid available	5
Excessive sound / noise	Could result in temporary / hearing loss	4	Announcements will be maintained at a respectable level for the capacity of the crowd	4
Pedestrians exposed to vehicle traffic on roadway.	Personal Injury	4	TCP- Traffic Control Plan Traffic Management Control at intersections School students accompanied and supervised by school teaching staff.	5
Manual Handling; Lifting and carrying goods	Strains, muscle strains, minor cuts and lacerations	4	Staff are trained in Manual Handling procedures, and encouraged to only lift what they consider appropriate. Tables and chairs lifted in pairs of staff. Any stall holder to maintain their own risks First aid available.	5
Poor food handling	Contaminated Food / Food Poisoning	3	Catering served by trained Food Handling accredited staff/committee volunteers Food Safety Supervisor on site Follow correct food handling procedures and storage Food providers will hold a current Food Permit	5
Lack of Amenities	Patron Discomfort	4	Permanent toilets are located at Council, Cnr Byng St and Lords Place, and south court area ( near Library) Open, clean and sufficient supplies with directional signage.	5
Gas cylinders Cooking equipment Fire	Fire / Burns / explosion There is a risk that public could be injured in the event that there was a fire or explosion due to faulty gas cylinders or cooking equipment located close to flammable materials	4	All gas cylinders to have current inspection stamps. Cooking facilities to be located away from flammable materials.	4
Chemical poisoning	Irritation	4	Cleaning products to be stored away from general public access. First Aid kit available if required. Any irritations washed with clean water	5

## CITY OF ORANGE TRAFFIC COMMITTEE

11 JUNE 2024

## Attachment 6 Risk Assessment

Waste disposal Broken Glass/syringes in park	Potential exposure to excess waste and related health issues.	4	Walk ground prior to event and remove any rubbish, broken glass or waste. Ensure additional garbage bins for waste removal.	5
Adverse Weather Sun / Cold / Windy /Electrical Storm / lightning strikes	Sun burn/ heat stroke / hyperthermia Cold conditions/hypothermia Crowd control issues. Potential tree and garden debris Potential for electric / hail / storm injury	4	Discontinue event. Remove all electrical equipment. Staff to make appropriate announcements. Patrons encouraged to leave in an orderly manner. First Aid available	5
Plant sensitivity Insect or Animal Bite	Potential bites or stings from park plants ,insects or animals	4	First Aid available.	5

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 )
Tree branch limbs falling	Potential personal or property damage	3	Park is maintained and inspected by Orange City Council whereby regular inspection for any dangerous trees or branches are removed. Where dangerous area is to be isolated or event to be cancelled in extreme wind, rain or snow conditions. Participants to be adequately supervised. First Aid available if required.	5
Intoxication (Public events)	Patrons under the influence of drug or alcohol	4	Event is advertised as an alcohol free event Police to be called for any non-compliance or public mischief.	5
Lost children general	Potential distressed children	4	Staff to manage situation. On site announcements for lost child.	5
Medical Emergency (i.e. heart attack)	Heart Attack, falls, individual illnesses	4	All staff are first aid trained and first aid equipment is available.	5
COVID infection	Community transmission	4	As per government requirements	5

NOTE: Please attach additional pages if necessary and attach to your application

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 infrastructure Hazard / Slips, trips, falls, and general injury	Can result in sprains, cuts, strains, abrasions and general injury from risk issues like; <ul style="list-style-type: none"> <li>Uneven pathways</li> <li>Poor Lighting</li> </ul>	4	Pathways kept clear Attendees encouraged to approach in a calm and orderly manner. Ensure any leads are placed away from public areas or covered and clearly marked as a potential trip hazard.	5

CITY OF ORANGE TRAFFIC COMMITTEE

Attachment 6    Risk Assessment

11 JUNE 2024

	<ul style="list-style-type: none"><li>Slippery surfaces</li><li>Electrical Chords</li></ul>		First Aid available	
Emergency Evacuation	Patron panic and desperate departure resulting in injuries	4	Lead staff member to be given emergency evacuation plan and muster point information for in the event of an emergency.	2

Risk Assessment conducted by Kristen Hunter		
Event Organiser Name: Kristen Hunter Community Development Officer	Signature: KH	Date: 1/6/2024
OFFICE USE ONLY		
Assessment Satisfactory <input type="checkbox"/> YES <input type="checkbox"/> NO	Corrective Action:	
Name:	Signature:	Date:

### **3 GENERAL REPORTS**

#### **3.1 CURRENT WORKS**

---

RECORD NUMBER: 2024/1030

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**

Gravel road grading activities have been undertaken at a number of roads across the area including:

- Bargwanna Road
- Blunt Road
- Bulgas Road
- Buttle Road
- Falvey Road
- Windsor Road
- Nicholas Lane
- Dane Lane

### 3.1 Current Works

---

Road shoulder grading and table drain maintenance was undertaken on Ophir Road north of Winter Street.

#### **Road Upgrading**

##### Aerodrome Road

Aerodrome Road has now been sealed and line marked. Further tidy up work on the road verge will be undertaken as weather warms and the soils dry out.

##### Moulder and Hill Street Roundabout

Work has progressed to the construction of the roundabout. Recent works completed include:

- Laying upgraded stormwater drainage;
- Upgrading watermain;
- Relocating a power pole;
- Excavating the existing pavement up to 700mm deep;
- Pouring new kerbs.



Photo – Roundabout progress with freshly poured kerbs

#### **Concrete and Drainage**

##### Footpaths

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

- Peisley Street – Moulder Street to Warrendine Street;

### 3.1 Current Works

---

- William Street – March Street to Dalton Street.

Works were completed on new footpaths or reconstructions at:

- Sundew Circuit – SFR to existing;
- Molong Road – Mastronardi Way to NDR;
- Byng Street – Sale Street to Anson Street.

#### 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	May 2024
Water - Leak (Meter)	310	21
Water Request - Meters Faulty (incorrect readings)	104	4
Water - No Water Supply	42	4
Water - Pressure	38	4
Water Request - Replace Meter box/lid	234	1
Water quality - Dirty	25	6
Water - Burst Main	119	15
Water - leak (Main, Valve, Hydrant)	438	32
<b>Total Water Requests</b>	<b>1,310</b>	<b>87</b>

#### Construction Works

- Works are continuing the Renewal of the water main on Clinton Street between Byng Street and March Street.

#### Water Service Renewal

- 140 Sale Street - service renewal.

#### New Water Service

- 94 Woodward Street - water service connection.
- 160 Warrendine Street - water service connection.
- 5 Atlas Place - water service connection and fire service.
- 7 Strathgrove Way - water service connection.
- 18 Leewood Drive - fire service connection.

#### SEWER SERVICES

### 3.1 Current Works

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

Category	July 2022 – June 2023	May 2024
Sewer Choke - Blockages	232	26
Sewer Complaint - Odour	15	0
Sewer Complaint - Overflow	162	14
<b>Total Sewer Requests</b>	<b>409</b>	<b>40</b>

#### Sewer Reconstruction

- 59 Dalton Street - sewer junction reconstruction

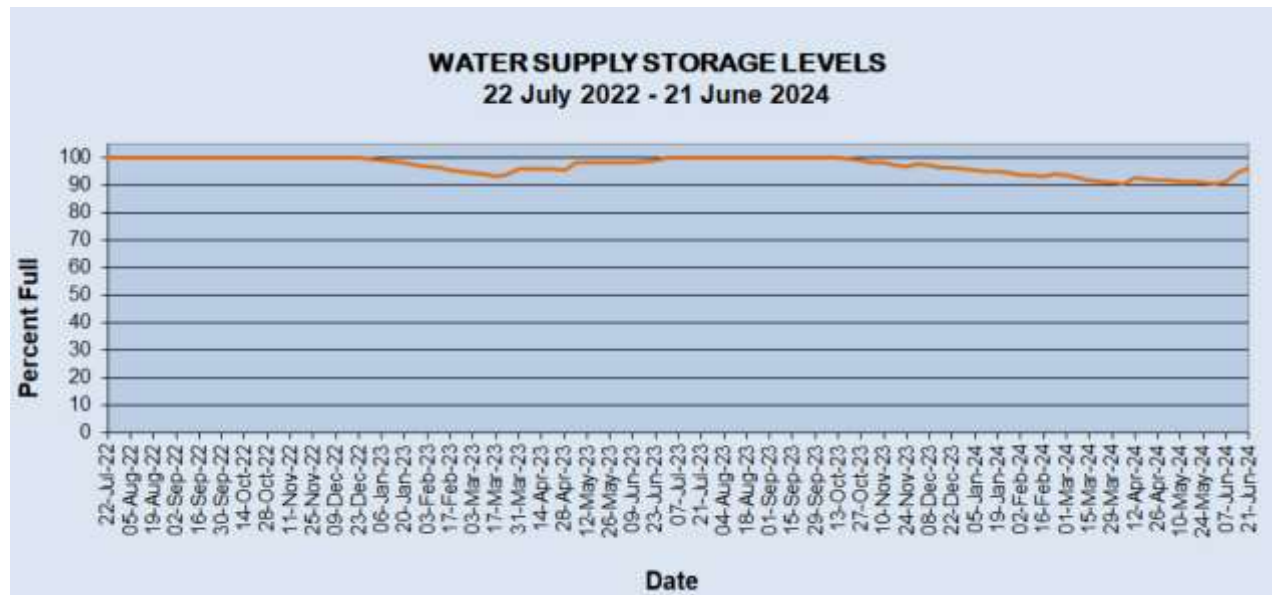
#### Construction Works

- Works have commenced on the sewer mains upgrade program. The program involves the upsizing of 150mm mains to 225mm mains and 100mm mains to 150mm mains. Works are expected to be completed in September 2024.

### WATER SUPPLY SECURITY

#### Water Storage Levels

The water storage trend for the combined storages from 22 July 2022 to 21 June 2024 is shown in the graph below.



Below Levels current at 21/6/2024

Location	Level Below Spillway (mm)	% of Capacity
Suma Park Dam	510	95.45%
Spring Creek Dam	0	100.00%
Lake Canobolas	0	100.00%
Gosling Creek Dam	0	100.00%



## 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	March 2024 (ML)	April 2024 (ML)	May 2024 (ML)	Total (ML) 2023/2024
Bores*	0.00	0.00	1.77	28.46
Stormwater	0.00	0.00	0.00	0.00
Macquarie River	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>1.77</b>	<b>28.46</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 fourth quarter Decision Support Tool (DST) conducted mid-May predicted neutral conditions from the Bureau of Meteorology's POAMA forecast. Suma Park Dam remains above the 90% trigger (95.95%) as of 24 June 2024. Plans are underway to have the additional raw water supply systems ready when required. Status will be considered at the next quarterly DST scheduled for July.

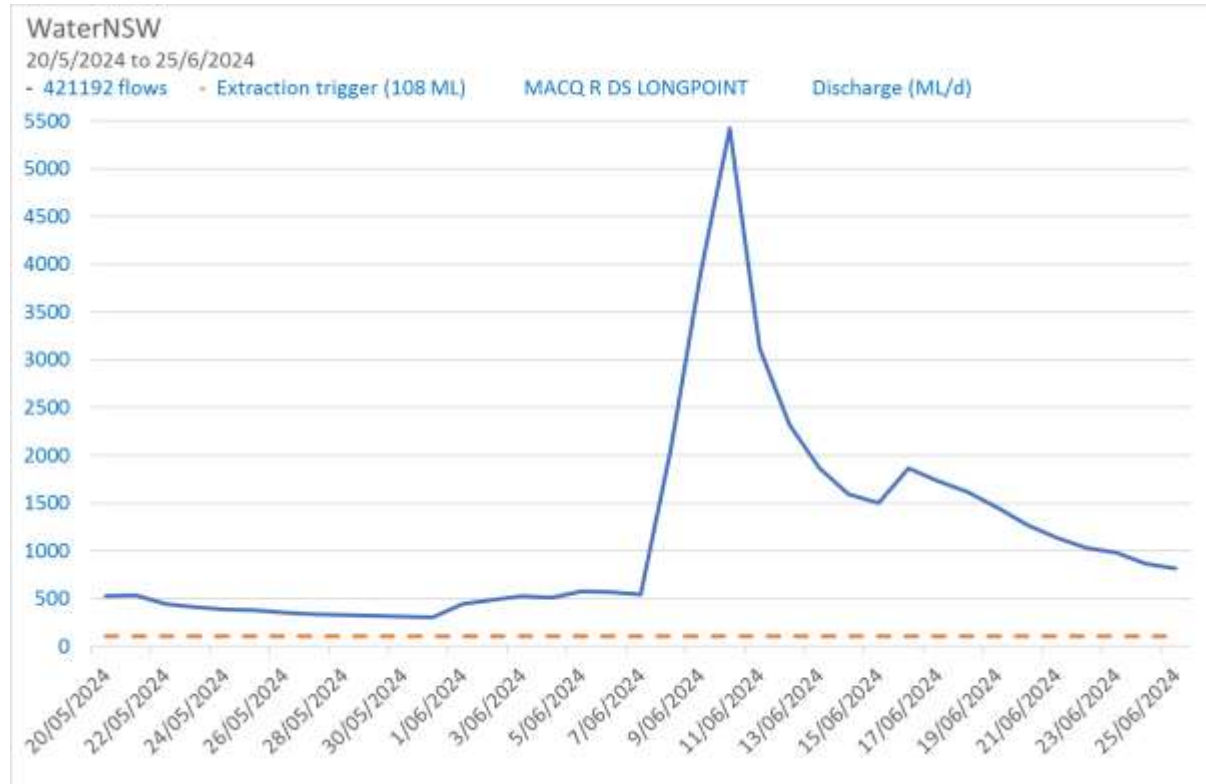
**Macquarie River Flows**

The mean daily flows in the Macquarie River monitored downstream of Long Point (Station 421192) for 20 May to 25 June 2024 are presented below.

The minimum flow rate of approx. 301 ML/day recorded on 31 May was above the extraction trigger value (108 ML/day) for the period. A maximum flow was recorded of approximately 5,417 ML/day on 10 June 2024.

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

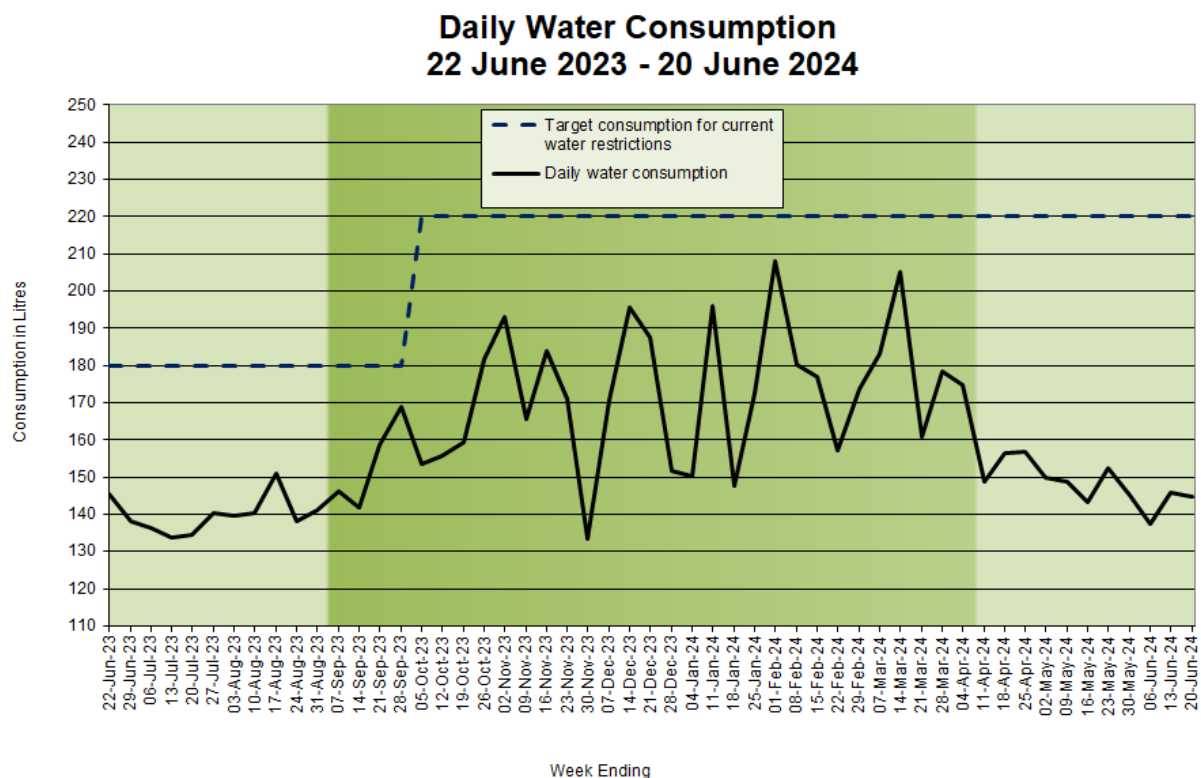
### 3.1 Current Works



### 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 17 May 2024 to 20 June 2024 was 145 litres per person per day. The graph below shows the average daily residential water consumption trend since June 2023.



### 3.1 Current Works

---

#### *Total water use*

The average daily city-wide water consumption for the period 17 May 2024 to 21 June 2024 was 9.36 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 May 2024 complied with the Australian Drinking Water Guidelines health targets.

#### **PROJECT MANAGEMENT OFFICE**

##### **Euchareena Road Resource Recovery Centre**

This project will see the construction of a new waste cell and the capping of stages 1 and 2.

The contractor has completed the bulk excavation of Cell 4 and has commenced works on the clay liner (900mm) in the base of Cell 4. Once clay liner has been installed in the coming weeks, the installation of the geosynthetic layers and pipe works will be undertaken.



Photo – Construction of new waste cell and clay liner being placed.

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

Both the water and sewer mains have been pressure tested and the water main disinfected. The majority of non-conformance issues previously raised with the contractor have been corrected however, until all matters have been resolved, the Contractor will not be granted practical completion. It is however anticipated that practical completion can be granted within the next two weeks following which Council staff will commission the pipeline.

##### **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.

### 3.1 Current Works

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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. Fifty-eight (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. The approvals team in February have reconfirmed previous advice that a Section 60 Approval is not relevant and are continuing with the assessment of the Water Supply Works Approval.

Staff from the DCCEEW who are assessing the harvesting scheme, visited the site and were given a presentation by our Consultant, Martin Haeghe of Premise. The department staff had the opportunity to ask questions and seek clarification on issues.

As a result of this meeting, some ambiguity existed about how Council's water take was to be accounted for, subsequently meetings occurred on 15 April 2024 and 6 June 2024 where potential issues were raised for consideration by the approval authority. A further meeting on the 28 June 2024, provided guidance on addressing the water take in line with the Water Management Act and Regulations with a way forward for Council. Council was asked to and has subsequently updated our website, with the written responses to objectors' concerns sent to the department last year.

DCCEEW are currently meeting with objectors to the project. These meetings are expected to continue well into August.

The outcome of these meetings will influence the timing of the approval process moving forward.

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

Water tightness testing on the inlet structures has been completed. Epoxy coating commenced for most of the inlet structures has been completed. Mechanical installation has started with the screens being installed and some of the ancillary pipework being installed to connect the inlet works together to the pump station. The current expected completion date for the STP upgrade works is late August 2024.



### 3.1 Current Works

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Photo: Contractors about to pour grit chamber channel

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

Crushing of the rock from the cutting at Anson Street has commenced and subsequently abandoned, with the rest of the pavement materials to be imported. The subcontractor undertaking this portion of the works had suffered delays with wet materials, with that subcontractor unable to achieve the necessary production rates.

The remaining works has progressed well when the weather has been favourable. The project is effectively out of the ground and working on the lower levels of pavements for the road construction.



Photo – Southern Feeder Road

### 3.1 Current Works

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#### Jack Brabham Change Room

Construction of the new female changerooms and referees changerooms has progressed very slowly due to contractor availability. It should be completed in the next few weeks.



Photo – Female changerooms at Jack Brabham Park

#### Lake Canobolas facilities

Two toilet blocks have been installed, one on each side of the lake. These have been plumbed

Additional picnic shelters are currently being installed and floating boardwalks are proposed to be installed in September.



### 3.1 Current Works

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Photo – Lake Canobolas toilet facilities

#### **Orange Conservatorium and Planetarium**

Excavation of the foundations has been progressing and the screw piles for both sections have been installed. Retaining wall has been installed and have been filled and backfilling for the preparation of the concrete slab has commenced.



Photo – Construction of Orange Conservatorium and Planetarium

### 3.1 Current Works

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#### **Icely Road WTP Generator**

Site works has commenced and the excavation of the trenches to connect the generator building to the power supply have been installed. Electrical works have been commenced offsite and onsite installations will commence in the coming months.

Works are to be completed prior to the end of the year.



Photo – Icely Road WTP

#### **Sports Precinct**

There have been no onsite works for the past couple of months. The Turf Contractor will commence onsite works beginning of July and is likely to take until early next year. Turf is expected to be planted by September 2024 and will be ready for use next soccer season. The Contract for the commencement of growing the 8 fields has been signed and administrative works has commenced by preparing WHS and Environmental Management Plans etc. Contractors will commence on site early July by first undertaking the installation of site sheds, constructing a temporary access road from the Forest Road Carpark down to the works depot and the installation of the water tanks and associated pumps.



### 3.1 Current Works

#### Adventure Playground

The old adventure playground has now been closed to the public and a contract has been signed and work has commenced onsite with the removal of some of the existing playground. Existing pickets have been removed and stored for members of the public.

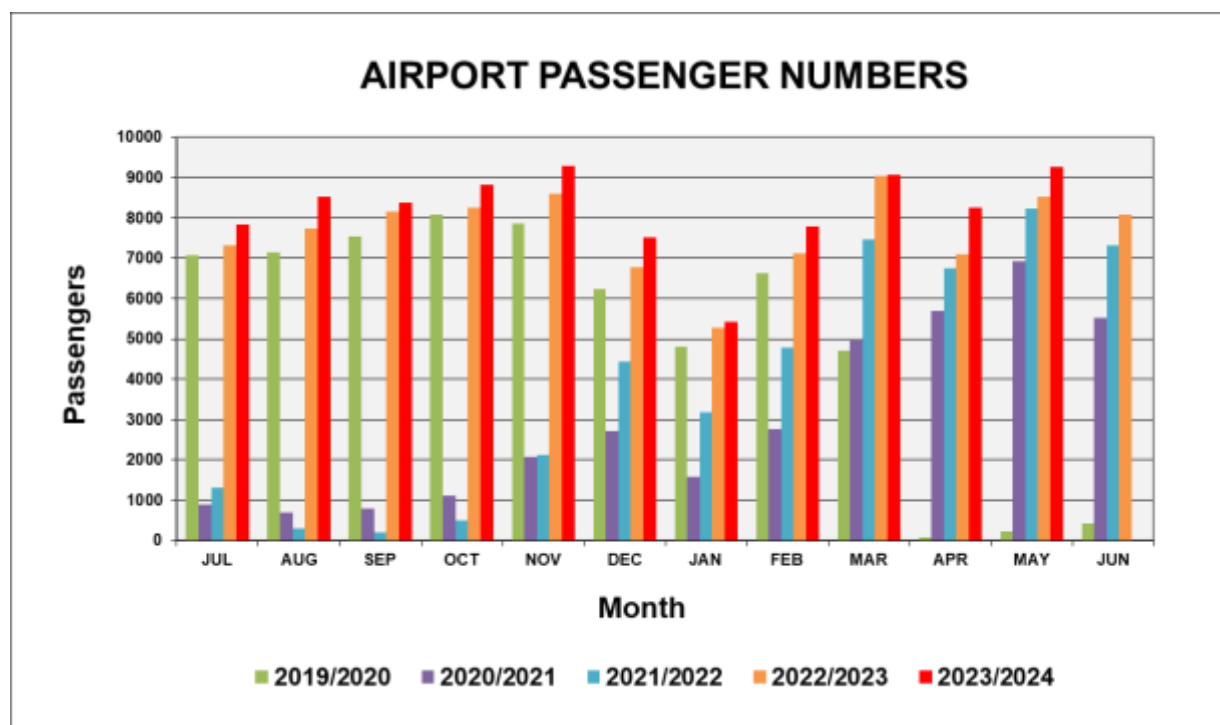


Photo: Adventure Playground - pickets

#### AIRPORT PASSENGER NUMBERS

Passenger numbers during May 2024 were 9,258 compared to 8,522 in the same month in 2023.

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



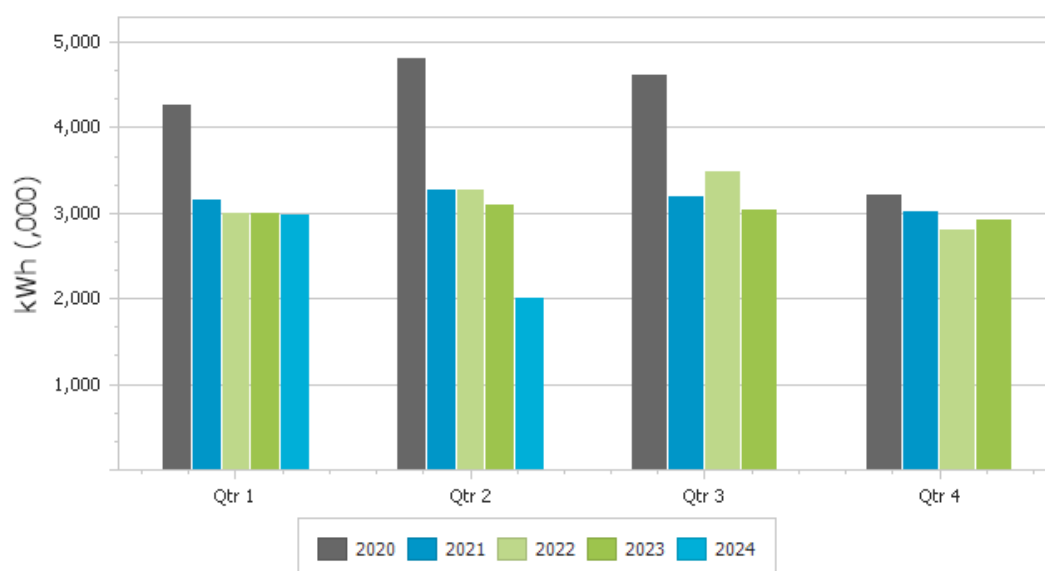
## 3.1 Current Works

## ENERGY USE

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

## Consumption History - up to 4 Years

Friday, 21 June 2024 11:25 AM



## History - Last 12 Months

GROUP	CONSUMPTION (kWh)	CO2 EMISSIONS (t)	BILL (ex GST)
Parks & Gardens	0	0	\$0
Water	4,521,981	3,572	\$1,188,177
Public Buildings & Facilities	2,432,404	1,922	\$725,060
Lighting	1,437,377	1,136	\$749,548
Other	0	0	\$0
Sewer	3,423,189	2,704	\$911,166
Macquarie Pipeline	21,405	17	\$27,935
Ungrouped	173,927	137	\$55,596
<b>Total</b>	<b>12,010,283</b>	<b>9,488</b>	<b>\$3,657,483</b>