



INFRASTRUCTURE POLICY COMMITTEE

AGENDA

3 DECEMBER 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, 3 December 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 EXTRAORDINARY ELECTRONIC MEETING OF THE CITY OF ORANGE TRAFFIC COMMITTEE 6 SEPTEMBER 2024

RECORD NUMBER: 2024/1705

AUTHOR: Ian Greenham, Director Technical Services

EXECUTIVE SUMMARY

The City of Orange Traffic Committee held an extraordinary electronic meeting on 6 September 2024 and the recommendations from that meeting are presented to the Infrastructure Policy Committee for adoption.

Item 2.1 - Orange Cycle and Triathlon Club 2024/2025 Season, was approved by the CEO under delegated authority due to timing of the events.

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 extraordinary electronic meeting held on 6 September 2024.

2 That Council acknowledge Item 2.1 from the minutes of the Extraordinary Electronic City of Orange Traffic Committee meeting of 6 September 2024, approved by the Chief Executive Officer under delegated authority:

2.1 – Orange Cycle and Triathlon Club 2024/2025 Season

That Council approve the conditional approval for the Orange Cycle and Triathlon Events, 2024/2025 Season (29 September 2024, 20 October 2024, 17 November 2024, 19 January 2025, 9 February 2025, 16 March 2025).

3 That Council determine recommendations 2.2 and 2.3 from the minutes of the Extraordinary Electronic City of Orange Traffic Committee meeting of 6 September 2024.

2.2 – Street Event – 2025 Orange Running Festival

That the Conditional Approval for the 2025 Orange Running Festival to be held Sunday 9 March 2025 be endorsed subject to compliance with the attached conditions.

2.3 – Edward Street – Bus Zone Proposal

That Council create a full time Bus Zone in front of 30-44 Edward Street, as per Figures A and B of the report, between 4am to 9am and 3pm to 8pm - 7 days a week.

2.1 Minutes of the Extraordinary Electronic Meeting of the City of Orange Traffic Committee 6 September 2024

- 3 That the remainder of the minutes of the City of Orange Traffic Committee from its meetings held on 6 September 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 6 September 2024 Minutes
- 2 COTC 6 September 2024 Agenda, D24/127984 [↓](#)

ORANGE CITY COUNCIL
MINUTES OF THE
EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
HELD AS AN ELECTRONIC MEETING
ON 6 SEPTEMBER 2024

1 INTRODUCTION

ATTENDANCE

Mr Richard Drooger (TfNSW), Sgt Adam Cornish (NSW Police), Mr Kel Gardiner (Local MP Representative)

***** 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

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

Nil

2 GENERAL REPORTS

2.1 ORANGE CYCLE AND TRIATHLON CLUB 2024/2025 SEASON

TRIM REFERENCE: 2024/1505

RECOMMENDATION

Mr K Gardiner/Mr R Drooger

That Council approve the conditional approval for the Orange Cycle and Triathlon Events, 2024/2025 Season (29 September 2024, 20 October 2024, 17 November 2024, 19 January 2025, 9 February 2025, 16 March 2025).

***** Endorsement of this recommendation was received from Mr R Drooger, Mr K Gardiner, Police. *****

Due to the date of events for 2024 and as Council was in Caretaker Mode, the CEO approved this recommendation under Delegated Authority.

2.2 STREET EVENT - 2025 ORANGE RUNNING FESTIVAL

TRIM REFERENCE: 2024/1534

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

That the Conditional Approval for the 2025 Orange Running Festival to be held Sunday 9 March 2025 be endorsed subject to compliance with the attached conditions.

*** Endorsement of this recommendation was received from Mr R Drooger and Mr K Gardiner. The Police provided approval directly to the applicant. ***

2.3 EDWARD STREET - BUS ZONE PROPOSAL

TRIM REFERENCE: 2024/1543

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

That Council create a full time Bus Zone in front of 30-44 Edward Street, as per Figures A and B of the report between 4am to 9am and 3pm to 8pm - 7 days a week.

*** Endorsement of this recommendation was received from Mr R Drooger and Mr K Gardiner. ***



EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

AGENDA

6 SEPTEMBER 2024

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **ELECTRONIC** on **Friday, 6 September 2024** commencing at **9:30 PM**.

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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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE**6 SEPTEMBER 2024**

1 INTRODUCTION**MEMBERS**

Cr Tony Mileto (Chairperson), Mr Richard Drooger (TfNSW), Sgt Adam Cornish (NSW Police), Sgt Peter Foran (NSW Police), Chief Inspector David Harvey (NSW Police), Mr Kel Gardiner (Local MP Representative), Chief Executive Officer, Director Technical Services, Works Manager, Manager Engineering Services, Road Safety Officer, Senior Parking 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.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE**6 SEPTEMBER 2024**

2 GENERAL REPORTS**2.1 ORANGE CYCLE AND TRIATHLON CLUB 2024/2025 SEASON**

RECORD NUMBER: 2024/1505

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received an application from Orange Cycle and Triathlon Club to hold their club triathlon events during the 2024/2025 season.

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 conditional approval for the Orange Cycle and Triathlon Events, 2024/2025 Season.

SUPPORTING INFORMATION

Council has received an application from Orange Cycle and Triathlon Club to hold their club triathlon events during the 2024/2025 season with a similar format to previous years.

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

The events are scheduled from 8.00am to 12.00noon on the following Sundays:

2024

Sunday - 29 September

Sunday - 20 October

Sunday - 17 November

2025

Sunday - 19 January

Sunday - 9 February

Sunday – 16 March

Full road closure is not required.

Attached is the Conditional Approval, event application letter, Certificate of Insurance, Risk Assessment for the events.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

2.1 Orange Cycle and Triathlon Club 2024/2025 Season

ATTACHMENTS

- 1 Conditional Approval, D24/91941
- 2 Application Letter, D24/92252
- 3 Certificate of Currency, D24/90802
- 4 Risk Assessment, D24/92306

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

Attachment 1Conditional Approval

6 SEPTEMBER 2024

D23/105434



CONDITIONAL APPROVAL FOR EVENT

Orange Triathlon Events – 2024/2025

Orange Cycle and Triathlon Club (Event Organiser)

| | |
|---------------------|---|
| Streets to be used: | Bloomfield Road, Forest Road, Aerodrome Road, Huntley Road |
| Dates: | 29 September 2024 20 October 2024 17 November 2024 19 January 2024 9 February 2024 16 March 2024 |
| Time: | 8am – 12 noon |
| Type of closure: | No full closure |
| Class: | 2 |
| File: | F2901-7 |

CONDITIONS OF APPROVAL

- 1 A permit under Section 115 of the Road Transport Act 2013 must be obtained from the Commissioner of Police prior to the event.
- 2 Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
- 3 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’s interests duly noted.
- 4 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 for approval prior to the event.
- 5 All Traffic Guidance Scheme (TGS) must be implemented by appropriately qualified persons.
- 6 All personnel carrying out traffic control duties must hold an appropriate authorised traffic controller’s ticket.
- 7 The event organisers are to maintain appropriate and adequate traffic measures for the safe movements of all road users and participants on all roads impacted by the event or management of the event.
- 8 The event must not interfere with normal pedestrian movements.
- 9 A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 1 Conditional Approval

2

- 10 Event Marshals, Traffic Controllers and participants must be consulted and advised of the risk management and contingency arrangements in case of an emergency (RMS S144).
- 11 The applicant will advertise the event and regulation of traffic in a local paper at least seven (7) days prior to the first event, with this advertisement to include the type of event, route and all dates and times. If there is a change of date this must also be advertised.
- 12 The event organisers are to conduct a letter drop to residents and businesses before the first event advising the date of all events for all affected roads. They must also be advised if there is a change of date.
- 13 The event organisers shall inform the following organisations of each event with copies being forwarded to Council: - Fire and Rescue NSW, NSW Rural Fire Service, Ambulance Service NSW, Orange Health Service, Orange Local State Emergency Service, Cadia Valley Operations, Regional Express Airlines, Link Airways.
- 14 All participants are to be briefed prior to the event in regard to the need to comply with The Road Transport Act 2013 and Road Rules 2014.
- 15 Riders and drivers are to be instructed to stay within the left-hand lane.
- 16 Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
- 17 The applicant is required to inform all relevant persons involved in the organising of the event of the Conditions of Approval.
- 18 In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.
- 19 Council has the right to withdraw the approval, or impose additional conditions on the event organisers at any time.
- 20 These events may be rescheduled to an alternate Sunday provided the applicant contacts Council at least 24 hours before the event and Council confirms that the alternate date does not clash with another event. Council reserves the right to revoke this concession at any time.
- 21 All documents requested must be submitted to Council by Friday 13 September 2024 and marked to the attention of Mr Jason Theakstone in the Technical Services Division.

I hereby declare that I have read and understand the conditions for the Orange Triathlon events.

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

Name (print): -----

Signature: -----

Date: -----

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Application Letter

6 SEPTEMBER 2024



PO Box 2390, Orange 2800

8th August 2024
Jason Theakstone
Manager Engineering Services
Orange City Council
135 Byng Street
Orange NSW 2800

RE: ORANGE CYCLE & TRIATHLON CLUB

APPLICATION FOR APPROVAL OF TRIATHLON EVENTS 2024 / 2025

Dear Sir,

We request approval for the upcoming series of Triathlon races to be held within the Orange local government area.

Events are to be held with similar format to previous years events and OCTC is affiliated with AusTriathlon who sanction our events. Orange City Council also approve our events.

The event organiser shall enforce immediate disqualification upon any competitor who fails to comply with any of these conditions, or any subsequent conditions given by a member of the NSW Police Force.

OCTC currently holds public liability and products liability insurance for the amount of \$20,000,000 issued by AusTriathlon for Triathlon Events. Current expiry 30/6/2025.

All competitors in the triathlon are members of either OCTC or other affiliated clubs (eg Bathurst or Dubbo Triathlon Clubs etc) or have day licences from AusTriathlon.

All events are held under the supervision of competent personnel.

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

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

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Application Letter

6 SEPTEMBER 2024

The Orange Interclub triathlon, held in February each year, will be conducted in the same format as our regular triathlons. The numbers of competitors would be approximately 90. This is a non drafting event and non mass start as the competitors have a swim leg first before commencing the bike leg. This will also be an AusTriathlon sanctioned event.

See attached the following documentation:

- 2024 Police approval letter for Sundays till 31/12/2024 and Section 115 Permit. We are in the process of applying for Police Approval for the 2025 year and will supply that letter and Section 115 Permit before any races due to be held in the 2025 calendar year.
- Current certificate of currency for the Orange Triathlon club with AusTriathlon valid until 30/06/2025 which will cover all events in this 2024/2025 summer season request.
- Current Traffic Control Plan for the proposed route
- Orange Triathlon Club risk assessment for the proposed events
- Strava Route map and profile of proposed course
- Notice of intention to hold a public assembly for 2024 and 2025

We request approval to host events on the following dates:

- Sunday, September 29, 2024
- Sunday, October 20, 2024
- Sunday, November 17, 2024
- Sunday, January 19, 2025
- Sunday, February 9, 2025
- Sunday, March 16, 2025

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

We look forward to your approval for the staging of our series of Summer Events.

Thanking you in advance.

Yours faithfully

[Redacted Signature]

Orange Cycle and Triathlon Club
Phone [Redacted]

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 2 Application Letter



Megan GOODWIN
Orange Cycle and Triathlon Club
PO Box 2390,
Orange, NSW, 2800.

Dear Ms Goodwin,

RE: Orange Cycle and Triathlon Club – Triathlon Events 2024.

I refer to your application concerning the conduct of abovementioned events in Orange for Sunday races held weekly beginning 7th January 2024 to 29th December 2024 starting at 8am and concluding at 11am. .
The New South Wales Police Service does not routinely sanction the conduct of this type of event on roads. There are inherent risk factors which directly impact on the safety of those involved, and on other road users.

Event organisers, participants and support elements, are therefore required to strictly comply with a set of conditions, which are designed to minimise risk and disruption to normal traffic during the progress of the event.

The New South Wales Police Service has no official objections to your present application, provided the event is conducted in strict accordance with the attached conditions. Departure from these conditions may result in police terminating the progress of the event, thereby requiring participants to comply with the normal provisions of the Road Transport Legislation thereafter.

I approve these events to be conducted in accordance with Section 115 of the Road Transport Act 2013.

I wish you every success with the event and trust it will be safe and satisfying to all concerned.

Yours sincerely,

Brett Greentree APM
Assistant Commissioner,
Commander, Western Region

WESTERN REGION

Region Commanders Office – Dubbo

130 Brisbane Street, DUBBO NSW 2830 (PO Box 738)

Telephone: 02 6841 1223 Facsimile: 02 6841 1211 ENet: 51623 EFax: 68411 TTY 9211 3776 (Hearing/Speech impaired)

ABN 43 408 613 180



EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Application Letter

6 SEPTEMBER 2024



V-Insurance Group Pty Ltd
(AR No 432898) is an
Authorised Representative of
Willis Australia
ABN 90 000 321 237 AFSL No 240600
Level 25, 123 Pitt Street, Sydney NSW 2000

30 June 2024

To Whom It May Concern

CERTIFICATE OF 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: | AusTriathlon including all Affiliated Organisations including State and Territory Association, Affiliated Club, Officials, Accredited Coaches, Voluntary Workers, Members (including professional license holders), executives, and Race Directors and Event Organisers |
| Affiliated Club: | Orange Triathlon Club |
| Class of Insurance: | Primary Public and Products Liability |
| Insurer(s): | RSA Underwriting Agencies |
| Policy Number: | 502617 |
| Limit of Liability: | |
| Public Liability | \$20,000,000 any one occurrence |
| Products Liability: | \$20,000,000 any one occurrence and in the aggregate |
| Professional Liability: | \$20,000,000 any one occurrence and in the aggregate |
| Territorial Limits: | Worldwide |
| Policy Period: | 4.00pm, 30 June 2024 to 4pm, 30 June 2025 |
| Interested Party/ies: | Orange City Council, Cabonne Shire Council, NSW Police, Orange Cycle Club, Orange Nippers Surf Life Savings Club, Hills of Orange |

Noting the above as an interested party but limited to indemnity for the Personal Injury and/or Property Damage which arises solely as a result of the negligence by the named insured. This indemnity will not apply where the interested party is held or alleged to have its own independent liability arising from its own negligence, breach of contract, breach of any statute, or other act/omission. The indemnity provided is subject to the conditions, limits and exclusions of the policy.

For full details regarding coverage, please refer to the policy documentation.

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.

Yours sincerely,

Rob Veale
Managing Director

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. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

V-Insurance Group Pty Ltd, Authorised Representative No. 432898, is an authorised representative of Willis Australia Limited ABN 90 000 321 237, AFSL No: 240600

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

Attachment 3 Certificate of Currency

6 SEPTEMBER 2024



30 June 2024

To Whom It May Concern

CERTIFICATE OF 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: | AusTriathlon including all Affiliated Organisations including State and Territory Association, Affiliated Club, Officials, Accredited Coaches, Voluntary Workers, Members (including professional license holders), executives, and Race Directors and Event Organisers |
| Affiliated Club: | Orange Triathlon Club |
| Class of Insurance: | Primary Public and Products Liability |
| Insurer(s): | RSA Underwriting Agencies |
| Policy Number: | 502617 |
| Limit of Liability: | |
| Public Liability | \$20,000,000 any one occurrence |
| Products Liability: | \$20,000,000 any one occurrence and in the aggregate |
| Professional Liability: | \$20,000,000 any one occurrence and in the aggregate |
| Territorial Limits: | Worldwide |
| Policy Period: | 4.00pm, 30 June 2024 to 4pm, 30 June 2025 |
| Interested Party/ies: | Orange City Council, Cabonne Shire Council, NSW Police, Orange Cycle Club, Orange Nippers Surf Life Savings Club, Hills of Orange |

Noting the above as an interested party but limited to indemnity for the Personal Injury and/or Property Damage which arises solely as a result of the negligence by the named insured. This indemnity will not apply where the interested party is held or alleged to have its own independent liability arising from its own negligence, breach of contract, breach of any statute, or other act/omission. The indemnity provided is subject to the conditions, limits and exclusions of the policy.

For full details regarding coverage, please refer to the policy documentation.

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.

Yours sincerely,



Rob Veale
Managing Director

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. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

V-Insurance Group Pty Ltd, Authorised Representative No. 432898, is an authorised representative of Willis Australia Limited ABN 90 000 321 237, AFSL No: 240600

ORANGE TRIATHLON CLUB EVENT RISK REGISTER AND MANAGEMENT PLAN



Gosling Creek Reserve, Orange

| EVENT SUMMARY | |
|---|--|
| Event Name | Triathlon / Duathlon / Aquathon events at Gosling Creek |
| Directorate | Orange Triathlon Club |
| Risk Assessed Date | 3rd September 2024 |
| Risk Assessment by | David Hunter |
| Location | Gosling Creek Reserve, Orange NSW 2800 |
| DETAILS | |
| Risk Assessment Activities to be Carried Out: | Triathlon multisport events held at Gosling Creek |
| Define the Activity | <p>Triathlon skills training sessions and races:</p> <ul style="list-style-type: none">Swim / bike / run events held at Gosling Creek, Orange NSW 2800,The area will be closed off to public car access but not public pedestrian accessAny further information required for the events can be obtained from David Hunter |
| Scope | <p>The attached risk management plan is based on triathlon events. Participants must be members of Triathlon NSW/Triathlon Australia (covered by public liability and personal accident insurance) or acquire a one day licence. All participants must sign a waiver.</p> <p>This Risk Management Plan aims to identify risks to organisers, participants and supporters. In addition to identifying the risk we attempt to quantify the likelihood of the risk eventuating, its consequences, steps taken to avoid the risk and actions to be taken should the risk eventuate. The Risk Analysis in this document has been focused on the issues attached to the actual conduct of the events and does not extend to the financial, pre and post risks associated with training and racing administration.</p> <p>By completing this document we are of the opinion that the organisers are able to deliver a safe, well organised and enjoyable triathlon experience to a standard which is acceptable to Triathlon Australia standards.</p> |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 4 Risk Assessment

| Hazard – something that has the potential to cause harm | Risk – what can happen as a result of the hazard | Inherent Risk Rating | | | Control Measures | Residual Risk rating following additional risk controls | | |
|---|---|----------------------|---------------------------|----------------------|--|---|---------------------------|----------------------|
| | | Consequence | Likelihood of Consequence | Inherent Risk Rating | | Consequence | Likelihood of Consequence | Residual Risk Rating |
| GENERAL | | | | | | | | |
| Unfit or unskilled athlete | Trauma Bike crash Inability to complete event/training sessions | Moderate | Possible | High | All participants sign an agreement saying they are sufficiently trained to compete in the events/training sessions. Race marshalls will support these athletes and allow for a shortened distance or for them to retire if unable to complete distance Racing/training distance comply with recommendations set out by Triathlon Australia. | Minor | Possible | Medium |
| Unknown medical condition of participants | Trauma | Moderate | Possible | High | First aid facilities onsite Upon registration, all participants provide information regarding medical conditions. These are to be communicated to organisers and first aid. An emergency contact list, with phone number, and any medical conditions will be held by the Race Director | Moderate | Unlikely | Medium |
| Medical Incident involving participant | Trauma | Moderate | Possible | High | Onsite first aid Emergency contact details of participants Use of water craft for access to incident (water based) Medical emergency procedure plan with identified vehicle access point Cleared beach area for water craft to enter/exit water (water based) Adhere to water evacuation plan (water based) Notify emergency services if needed Organisers, marshals & race director to have charged mobile phone | Moderate | Unlikely | Medium |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 4 Risk Assessment

6 SEPTEMBER 2024

| | | | | | | | | |
|--------------------------------------|-------------------------------------|----------|----------|--------|--|-------|----------|-----|
| Pre-existing injury of a participant | Trauma | Possible | Minor | Medium | First aid facilities onsite Upon registration, all participants to provide information regarding medical conditions. These to be communicated to organisers and first aid. An emergency contact list, with phone number, and any medical conditions will be held by the Race Director | Minor | Unlikely | Low |
| Hot weather | Heat illness, UV exposure & sunburn | Moderate | Possible | High | First aid facilities onsite Access to fresh water on course & during training sessions Monitoring of heat/weather conditions and respect of Triathlon Australia guidelines. If required, event can be delayed or cancelled or distances reduced Consider additional aid stations if heat is extreme Organisers and coaches contactable by mobile. Medical teams to be informed of weather conditions Ask participants to apply sunscreen & wear a hat Provide additional shaded areas via marquees Pre-race/session participant briefing re weather conditions | Minor | Unlikely | Low |
| Hot weather/Physical exertion | Dehydration | Moderate | Possible | High | First aid facilities onsite Access to fresh water on course & during training sessions Monitoring of heat/weather conditions and respect of Triathlon Australia guidelines. If required, event can be delayed or cancelled or distances reduced Organisers and coaches contactable by mobile. Medical teams to be informed of weather conditions Pre-race/session participant briefing re weather conditions Ensure sufficient water stations Water breaks during skills sessions Ongoing monitoring for dehydration All participants to have a filled water bottle | Minor | Unlikely | Low |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 4 Risk Assessment

| | | | | | | | | |
|--|---|----------|----------|------|---|----------|----------|--------|
| Adverse weather conditions (eg. high winds, torrential rain, lightning, hail, poor air quality etc.) | Trauma | Moderate | Possible | High | Conditions checked on day of event Announcements made prior to session. Weather contingency policy in place Covered areas Open spaces Consider delaying race start or Cancellation of event or distances reduced if conditions unacceptable Follow Triathlon Australia Lightning Policy Follow Triathlon Australia Air Quality Policy Medical teams to be informed of weather conditions Pre-race/session participant briefing re weather conditions Weather conditions monitored throughout the event If conditions deteriorate during the event, implement the Emergency Response Plan to evacuate course if needed | Minor | Unlikely | Low |
| Wet/slippery roads | Slips/falls/trips/bike crash | Moderate | Possible | High | First aid onsite Adjustments made to course/sessions as necessary (e.g. course altered if glass on road, difficulty of drills reduced in rain). Participants notified of danger areas prior to commencement of event. Ride can be reduced or cancelled (so a swim / run event) Participants will all be told to abide by the road rules. Conditions checked on day of training session. Announcements made prior to session. Weather contingency policy in place | Minor | Possible | Medium |
| High winds | Damage to property or to personnel Falling branches | Moderate | Possible | High | First aid onsite Cancellation of event if necessary Course re-design to minimize time under trees Where possible, sites will be set with minimal chance of branch dropping from trees Pre-race/session participant briefing as to the possibility of falling branches | Moderate | Unlikely | Medium |
| Fog on course | Unsafe site/risk of missing person/risk of participant going off course | Minor | Unlikely | Low | Race director to assess site & conditions prior to event commencement Delay start or cancel event Modify course to within visibility of shore (when swimming) Medical team to be informed of forecast | Minor | Unlikely | Low |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 4 Risk Assessment

| | | | | | | | | |
|---|---|--------------|----------|--------|---|--------------|----------|--------|
| Spectators or the general public enters the course | Collision/trip/fall Disruption of event | Minor | Possible | Medium | Pedestrian points to be identified, marshals supervising course & signage on course advising of event. Install bunting and controlled crossings in areas of high spectator traffic. Pre-race/session briefing Media outlets notified of event | Minor | Unlikely | Low |
| Threat requiring evacuation | Fire, inclement weather, bomb threat, other | Catastrophic | Rare | Medium | Emergency assembly area identified Pre-race/session participant briefing notifying of area Mobile phones for key personnel Notify emergency services | Moderate | Rare | Medium |
| Animals entering the training/racing area | Trauma/collision | Moderate | Possible | High | Onsite first aid Pre-race/session/training briefing – inform participants to keep their eyes open and give way to animals Sweep of the course by organisers to check for animal activity Have marshalls located on areas of the course to advise of animal activity Council to cut grass close to paths & transition area | Minor | Possible | Medium |
| Differing skills/abilities of participants | Fatigue Crash Trauma Fall | Moderate | Possible | High | Onsite first aid Participants encouraged to do distances in line with skills and abilities. Slower participants requested to keep left to allow for safe overtaking All draft legal athlete have to be draft legal endorsed by Triathlon Australia | Minor | Unlikely | Low |
| Death of participant, volunteer, spectator or other | Fatality | Catastrophic | Rare | Medium | Appropriate site selection Site supervision by marshals First aid onsite Medical emergency plan Notify emergency services | Catastrophic | Rare | Medium |
| Communication between official/marshals/coaches | | Moderate | Possible | High | Fully charged mobile phone Check mobile reception List of phone numbers of officials/marshals/coaches | Minor | Unlikely | Low |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 4 Risk Assessment

| SWIM | | | | | | | | |
|---|---|----------|----------|--------|--|---------|----------|-----|
| Uneven entry/exit points (eg.mud, rocks, holes, sandbar, etc) | Slips/trips and/or falls | Minor | Likely | Medium | Onsite first aid Clear the area of all visible debris Prior to entering the water, participants to walk through water entry Pre-race/session briefing advising of hidden objects | Minimal | Unlikely | Low |
| Unsafe water conditions (eg. rips, undercurrents, submerged obstacles, etc) | Unsafe course Trauma/illness Drowning | Major | Possible | High | Onsite first aid Water safety personnel Water safety assessment & briefing prior to event Cancel swim leg if required Pre event swim trial | Minimal | Unlikely | Low |
| Low Water Quality | Infection to competitors and water safety personnel | Moderate | Possible | Medium | Assess water quality prior to race start and cancel swim leg if quality is deemed unacceptable | Minor | Unlikely | Low |
| Water temperature – too hot/too cold | Hypothermia | Moderate | Unlikely | Medium | On site first aid Temperatures to be checked prior to event & monitored throughout the day Participants briefed on water temperature & need for appropriate clothing choices Course modifications/cancellation for cold water may be required Only allow wetsuits to be used in appropriate temperatures Follow guideline by Triathlon Australia re water temperature Water safety personnel | Minor | Unlikely | Low |
| Swimmer in distress | Drowning Fatigue | Major | Unlikely | Medium | Onsite first aid Water safety personnel with paddle boards to assist Pre-race/session briefing Course design to allow for good visibility from shore Medical emergency plan | Minor | Unlikely | Low |
| Struck by/collision with others | Drowning Collision Trauma | Minor | Possible | Medium | Course design to ensure one way swimming & good visibility from shore Pre-race/session briefing Water safety personnel with paddle boards to assist Onsite first aid | Minor | Unlikely | Low |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 4 Risk Assessment

| | | | | | | | | |
|--|--|----------|----------|--------|--|---------|----------|--------|
| Congestion amongst participants/large competitor numbers | Drowning Trauma Collision | Minor | Possible | Medium | Course design to ensure one way swimming & good visibility from shore Design wave starts at appropriate intervals to minimise congestion Pre-race/session briefing Water safety personnel with paddle boards Onsite first aid | Minor | Unlikely | Low |
| Participants go off course | Fatigue | Minimal | Unlikely | Low | Course design to ensure good visibility from shore Pre-race/session briefing Water safety personnel with paddle boards to assist & direct Onsite first aid Large swim finish arch to guide participants | Minimal | Unlikely | low |
| Missing swimmer | Drowning | Major | Rare | Medium | Water safety personnel Check with timing to ensure all participants are accounted for Begin water search Announcement over PA Notify emergency services | Major | Rare | Medium |
| Marine animal attack | Water evacuation Trauma Drowning | Moderate | Unlikely | Medium | Onsite first aid Water safety personnel Adhere to the water evacuation plan | Minor | Rare | Low |
| CYCLE | | | | | | | | |
| Road conditions eg. potholes, debris, etc.) | Crash Fall Trauma | Minor | Possible | Medium | Onsite first aid Pre-race/session briefing Signage Sweep debris/corners Mark potholes/branch roots with witches hats or spray paint Ride or drive cycle course prior to event to assess road conditions. Consider re-design of bike course if needed. Advise competitors of any hazards on course. Marshals and signage located at high risk locations as per Traffic Management Plan Emergency Vehicle Access | Minor | Unlikely | Low |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 4 Risk Assessment

| | | | | | | | | |
|--|--|---------|----------|--------|---|---------|----------|--------|
| Collision with pedestrian/animal | Crash Fall Trauma | Minor | Possible | Medium | Onsite first aid Pre-race/session briefing Signage Marshals on course for traffic/pedestrian management Install bunting/fencing and controlled crossings in areas of high spectator traffic Ride cycle course prior to event Emergency Vehicle Access | Minor | Unlikely | Low |
| Collision with other competitor | Crash Fall Trauma | Minor | Possible | Medium | Onsite first aid Pre-race/session briefing Design of course Assessment of cycle skills of competitors prior to event Small groups for skills training with qualified coaches | Minor | Unlikely | Low |
| Participants goes off course | Fatigue | Minimal | Unlikely | Low | Onsite first aid Clearly marked course Marshals on intersections or areas of confusion Pre-race/session briefing Maps provided | Minimal | Unlikely | Low |
| Bike mechanical | Collision Crash/fall | Minor | Possible | Medium | Bike check (brakes, wheels, gears, seat, handlebars, helmet) prior to entering transition &/or at the start of the skills session Remind competitors that they are responsible for the safety of their own equipment Marshals on course to communicate issues | Minor | Possible | Medium |
| Congestion amongst participants/large competitor numbers | Collision Trauma or Unfair Advantage from drafting | Minor | Possible | Medium | Design swim wave starts at appropriate intervals to minimise congestion on bike course Remind Participants about drafting/non drafting rules Pre-race/session briefing Onsite first aid | Minor | Unlikely | Low |
| RUN | | | | | | | | |
| Slip/trip/fall | Trauma | Minimal | Unlikely | Low | Course design Clearly mark or outline any hazards Pre-race/session briefing Onsite first aid | Minimal | Unlikely | Low |
| Participants goes off course | Lost/injured participants | Minimal | Unlikely | Low | Pre-race/session briefing Clearly mark course Marshals on intersections or areas of confusion Maps provided | Minimal | Unlikely | Low |

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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 4 Risk Assessment

| | | | | | | | | |
|----------------------------------|---|---------|----------|-----|--|---------|----------|-----|
| Collision with pedestrian/animal | Fall Trauma | Minimal | Unlikely | Low | Onsite first aid Pre-race/session briefing Signage Marshals on course for traffic/pedestrian management Emergency vehicle access | Minimal | Rare | low |
| Collision with other competitor | Fall Trauma | Minimal | Rare | Low | Onsite first aid Pre-race/session briefing Design of course to ensure safe separation between bike and run course | Minimal | Rare | Low |
| Infection | Competitor sickness due to infection from a volunteer | Minimal | Possible | Low | Ensure that all volunteers wear hygienic gloves whilst dealing with food or drink | Minimal | Unlikely | Low |
| TRANSITION | | | | | | | | |
| Collision between competitors | Trauma | Minimal | Possible | Low | Pre-race/session briefing Design of area Adequate distance between competitors Design course to avoid cross overs Allow for safe separation between event legs | Minimal | Unlikely | Low |
| Collision with equipment | Trauma | Minimal | Possible | Low | Pre-race/session briefing Design of area Adequate distance between bikes Clear area of all non-essential equipment | Minimal | Unlikely | Low |

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

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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

2.2 STREET EVENT - 2025 ORANGE RUNNING FESTIVAL

RECORD NUMBER: 2024/1534

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received an application from the Orange Runners Club to hold the annual Orange Running Festival for 2025.

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 the Conditional Approval for the 2025 Orange Running Festival to be held Sunday 9 March 2025 be endorsed subject to compliance with the attached conditions.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

An application has been received from the Orange Runners Club to hold the 2025 Orange Running Festival on Sunday 9 March 2024.

The roads to be used within Orange Local Government Area will be Forest Road from Cadia Road to Spring Terrace Road (Aerodrome Road will remain open at all times). Full road closure of these roads is required with roads progressively opened when it is safe to do so.

The conditional approval, event application, certificate of currency, risk assessment and Traffic Guidance Scheme for the event are attached.

ATTACHMENTS

- 1 Conditional Approval, D24/92249
- 2 Event - Application documents - Running Festival - 9 March 2025, D24/91937
- 3 Police Approval - Orange Running Festival - March 2025, D24/127977



D23/73818

CONDITIONAL APPROVAL FOR EVENT

2025 ORANGE RUNNING FESTIVAL

Roads to be used: Forest Road from Cadia Road to Spring Terrace Road (Aerodrome Road to remain open at all times)
Event continues through Cabonne and Blayney roads

Date: Sunday 9 March 2025

Event Start Time: 6.00am to 1.00pm (roads progressively opened when safe to do so)

Type of closure: **Full closure:**
Forest Road, Forest Reefs Road (part), Orchard Road (part), Spring Terrace/Carcoar Road
Restricted Access:
Gosling Road, Buttle Road, Bargwanna Road, Brooking Lane, Hiney Road, Failford Lane, Bennett Lane, Selwood Lane, Ginns Lane, Evergreen Lane, Orchard Road

Class: 2

Container: F2901-6

CONDITIONS OF APPROVAL

- 1 Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the event and you must comply with any additional conditions so imposed.
- 2 Concurrence to grant a Section 144 Permit (Roads Act 1993) must be obtained from the Transport for NSW (TfNSW). Council will apply to TfNSW for this, and the event must not proceed without this approval. Any additional conditions imposed by TfNSW must be complied with.
- 3 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’s interests duly noted.
- 4 All participants must sign a form waiving liability for Orange City Council.
- 5 Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
- 6 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 for approval prior to the event.
- 7 All Traffic Guidance Schemes (TGS) must be implemented by appropriately qualified persons.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 1 Conditional Approval

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- 8 All personnel carrying out traffic control duties must hold an authorised traffic controller's ticket.
- 9 The event organisers must provide access for road users with legitimate business within the closed section of roadway. Details of how this provision will be achieved must be outlined in the Traffic Guidance Scheme (TGS).
- 10 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.
- 11 A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
- 12 Event Marshals, Traffic Controllers and participants must be consulted and advised of the risk management and contingency arrangements in case of an emergency.
- 13 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 and date and times.
- 14 The event organisers are to conduct a letter drop to affected residents and businesses advising of the event for all affected roads and advising of a contact number to get an escort vehicle.
- 15 The event organisers shall inform the following organisations of 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 Airways.
- 17 Council has the right to withdraw the approval, or impose additional conditions on the event organisers at any time.
- 18 In the event of non-compliance to these conditions, Council automatically withdraws its approval of the event.
- 19 The applicant is required to inform all relevant persons involved in the organising of the event of the Conditions of Approval.
- 20 All documents requested must be submitted to Council by Monday 3 February 2025 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 2025 Orange Running Festival to be conducted on 9 March 2025.

Signed for and on behalf of Orange Running Festival:

Name (print):

Signature:.....

Date:

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 2 Event - Application documents - Running Festival - 9 March 2025



17 August 2024

The CEO
Orange City Council
PO Box 35
Orange NSW 2800

Dear David

**RE: ORANGE RUNNING FESTIVAL
8 & 9 MARCH 2025
EVENT/ROAD CLOSURE APPROVAL APPLICATION**

The Orange Running Festival (Festival) will be held on the 8 & 9 March 2025. The Festival has been successfully owned and operated by the Orange Runners Club since 2007. Each year the Festival has grown in popularity to become a premier event on the annual running calendar (there were approximately 2300 entries for the 2024 Festival over 2k, 5km, 10km, half marathon and marathon distances – in addition, there are schools and business challenges that attracted entrants from all over the region).

It is anticipated that the setup for the Festival would start to occur on the Saturday morning (8 March), however there may be the need for some larger items to be delivered on the day before (Friday, 7 March), due to delivery arrangements with our Festival partners.

The following roads are proposed to be closed (in Orange, Cabonne & Blayney LGAs) on Sunday 9 March 2025 (between 6am (first race starts at 7:00am) and 1pm – the roads will be progressively reopened as soon as it is safe):

- Forest Road from Cadia Road to Spring Terrace Road (Aerodrome Road to remain open at all times).
- Orchard Road (Cabonne LGA).
- Forest Reefs Road (Cabonne and Blayney LGA – section between Orchard Road and Forest Reefs).
- Spring Terrace Road (Cabonne and Blayney LGA).
- There will be a number of roads off these main roads with restricted access.

The revised marathon route has been designed to minimise the potential impact on local communities, the Orange Airport (Huntley Road to remain open), Cadia Mine and the road system, along with providing a memorable course for competitors. Accordingly, in the interest (safety) of our competitors, it is proposed to close a number of local roads for the duration of the event.

These road closures are clearly depicted in the attached “Traffic Management Plan” and “Road Closures” plan. Alternative routes are provided around the road closures (Escort Vehicles are available for local residents to leave or return to their provides if required on roads that are closed).

Email: orangerunningfestival@outlook.com

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE**6 SEPTEMBER 2024**Attachment 2 Event - Application documents - Running Festival - 9 March 2025

Council's assistance in making the 2025 Festival the "best ever" will be greatly appreciated. As evidenced by the amazing success of the previous Festivals, there is significant boost to the economy as a result of the Festival (significant number of entrants from outside of Orange – such as Sydney, Canberra, interstate and overseas).

It would be appreciated if the event/road closure request approval application can be determined as soon as possible so that further planning and organisation of the Festival can occur.

Applications have been sent to Cabonne Council, Blayney Shire Council and NSW Police.

Should you have any questions with respect to our Event Application, please don't hesitate to contact Anthony Daintith

Yours faithfully



Anthony Daintith

Orange Running Festival

Attachments:

Course Maps

Public Liability Insurance

Traffic Guidance Scheme (MTM)

Risk Management Plan

Email: orangerunningfestival@outlook.com

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 2 Event - Application documents - Running Festival - 9 March 2025



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. 76556

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

Name of Insured: **ATHLETICS AUSTRALIA including all affiliated State Associations, Centres, Clubs and all registered members, officials, accredited coaches, voluntary workers, executives and members of the Board of Management and/or subsidiary and/or related Corporations**
Event: Orange Runners 2025

Cover:
Public Liability: \$30,000,000 any one occurrence
Products Liability: \$30,000,000 any one occurrence and in the aggregate
Professional Indemnity: \$10,000,000 any one claim and in the aggregate
Management Liability: \$10,000,000 any one claim and in the aggregate

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

Excess: As per policy schedule.

Period of Insurance: 08/08/2024 to 08/08/2025

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

Policy Number: PMEL99/0125730

Territorial Scope: Worldwide

Jurisdictional Limits: Commonwealth of Australia and New Zealand

Counterparties: Mid West Traffic Management (MTM), NSW Rural Fire Service, Integral Scaffolding, JR Richards, Kennards Hire, Orange PA Hire, Allan Brown, McArdles, Marvasti Security, Steve Martin Cameras, Orange Camera Club shall be indemnified for acts of negligence 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

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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 2 Event - Application documents - Running Festival - 9 March 2025

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AFS Licence No. 230914

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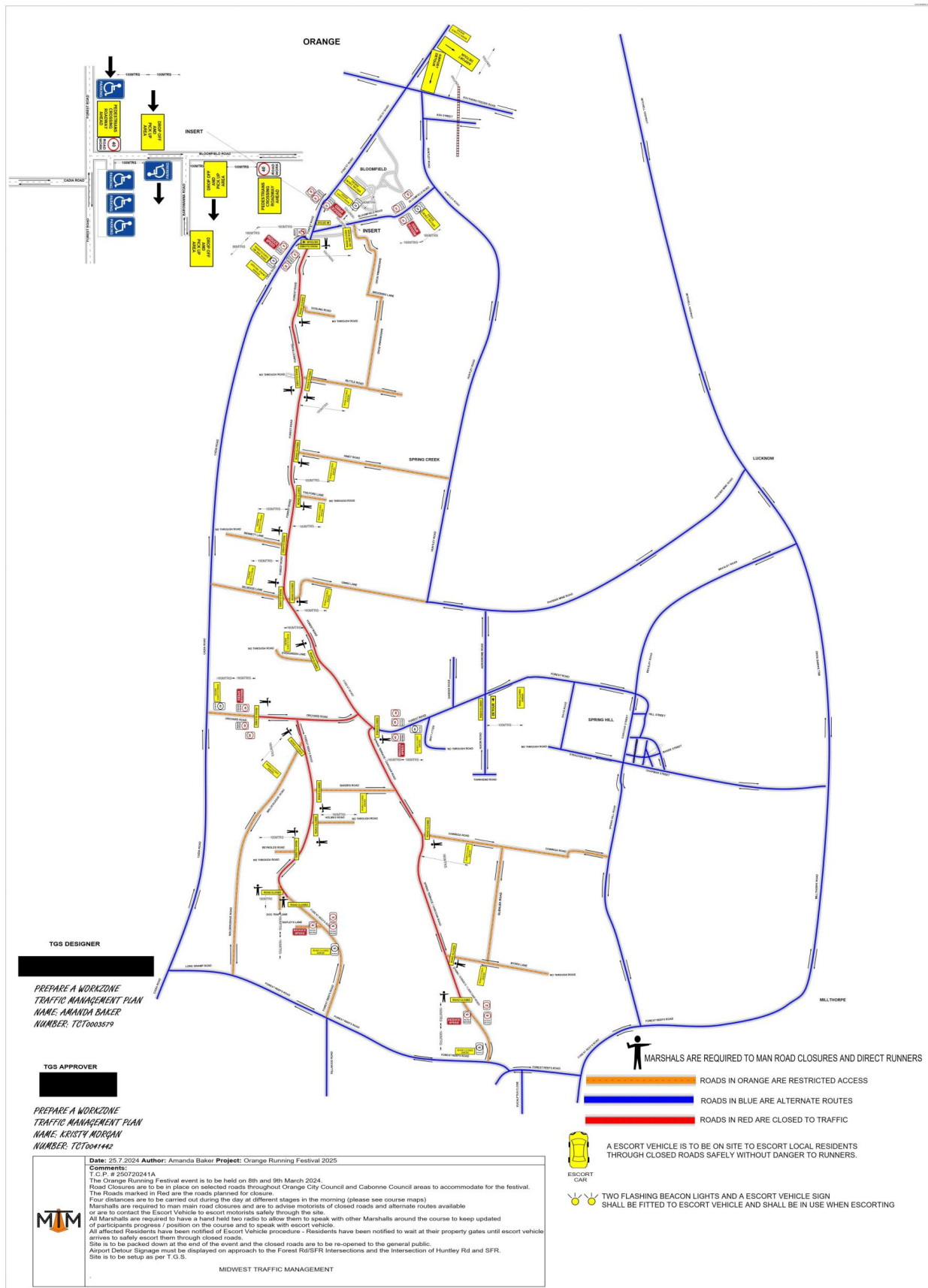
29/04/2024

DATE

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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 2 Event - Application documents - Running Festival - 9 March 2025

TRAFFIC MANAGEMENT PLAN

PREPARED BY: AMANDA BAKER

EVENT SUMMARY

Event Location: Orange Running Festival – Forest Road and surrounding Road's – Orange and Spring Terrace

Event Commencement Date: Sunday 9th March 2025.

Event Completion Date: Sunday 9th March 2025.

Event Start Time: 0600

Event Finish Time: 1600

CONTACT NAMES

Works Organiser/Manager:

- Midwest Traffic Management Pty Ltd
- Contact Person: Amanda Baker
- Ph. [REDACTED]

Works Principal:

- Orange Runner Club
- Contact Person: Anthony Daintith
- Ph. [REDACTED]

DESCRIPTION OF EVENT

The Orange Running Festival event is a running event that is held on Forest Road and surrounding road's in Orange and Spring Terrace NSW 2800.

The event is held once a year and is held in March.

The event attracts up to around 10,000 visitors to the area and event.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE**6 SEPTEMBER 2024**Attachment 2 Event - Application documents - Running Festival - 9 March 2025

Parking Area's –

The primarily parking areas are at Gosling Creek Reserve and Bloomfield Road.
Entry to the area is to be signposted at a reduced speed limit of 40km/hr

There are to be designated and sign posted disabled parking areas. These areas are to be managed throughout the day by Marshalls.

A Drop off and Pick-up area is to be designated and sign posted in Bargwanna Road.
Pedestrians crossing roadway ahead are to be setup on approach to the parking area's to notify motorists of pedestrians in the area.

Pedestrian Management –

Pedestrians are to be directed to event entry / exit area.
40km speed zone is to be implemented to slow traffic at event and parking area's.

Traffic Control –

Traffic Controllers are required to setup all required signage for the event.
RFS Volunteers are to manage road closure points throughout the event area.
Escort Vehicles are to be available around the course throughout the day to escort motorists and residents through road closure points.
Marshall on road closure points are to have radio contact with escorts at all times

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

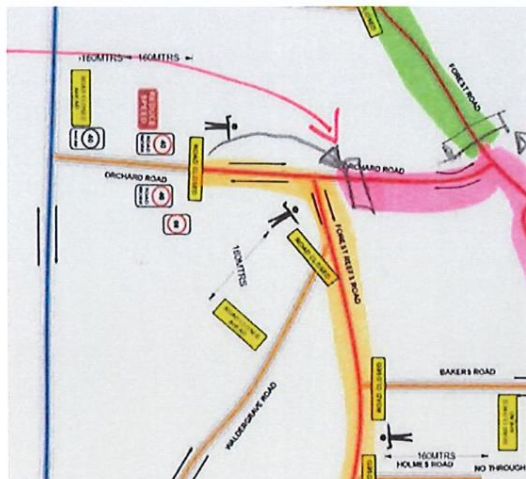
Attachment 2 Event - Application documents - Running Festival - 9 March 2025

Reopening of Roads to Public -

It is proposed that the roads will be reopened as follows:

1. Forest Reefs Road & Orchard Rd

Once the last Marathon runner has turned off Orchard Road onto Forest Road there is the potential to open Forest Reefs Road and Orchard Rd between Forest Reefs Road and Cadia Rd. To do this a Road Closed sign needs to be positioned on Orchard Road at the intersection of Forest Reefs Rd to prevent traffic traveling East on Orchard Rd to Forest Rd.



2. Spring Terrace Road + Spring Terrace Area

This group includes:

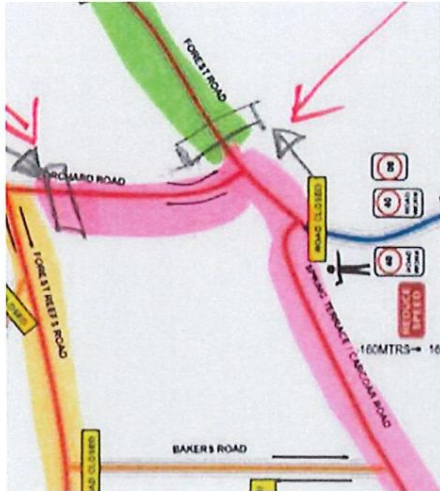
- Orchard Road between Forest Reefs Rd & Forest Rd
- Forest Road between Orchard Road and Spring Terrace Road
- Spring Terrace Road between Forest Road and Forest Reefs Rd

This reopening will be possible after the last marathon runner has gone past the Orchard Road intersection of Forest Road. Once this has occurred, the Race Manager will provide the direction to the RFS (who in turn to M11) to move the road closure sign from the Forest Road Spring Terrace Road intersection to the Forest Road Orchard Road Intersection.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 2 Event - Application documents - Running Festival - 9 March 2025

**PUBLIC LIABILITY INSURANCE**

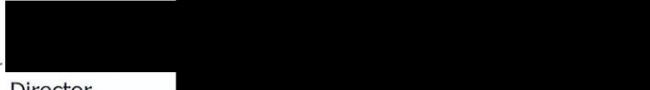
Midwest Traffic Management Pty Ltd carries to the value of \$30m.

PLEASE NOTE - This Traffic Management Plan is to be Authorised for use by Orange City , Blayney Shire and Cabonne Shire Council's before it is used for this event.

All signs and devices are to meet Australian Standards.

Traffic Controllers and RFS on site must hold current Traffic Control Tickets

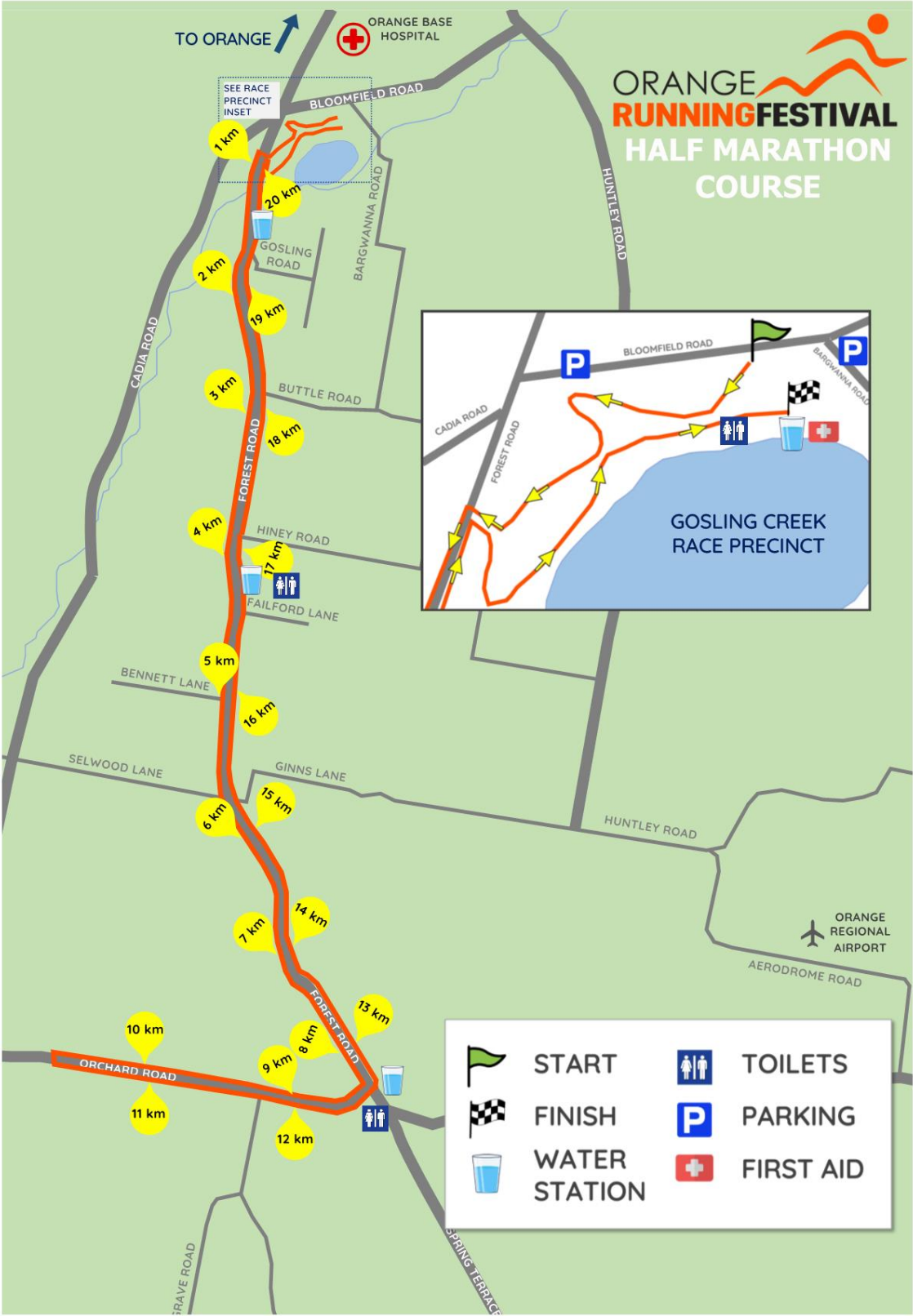
Amanda Baker

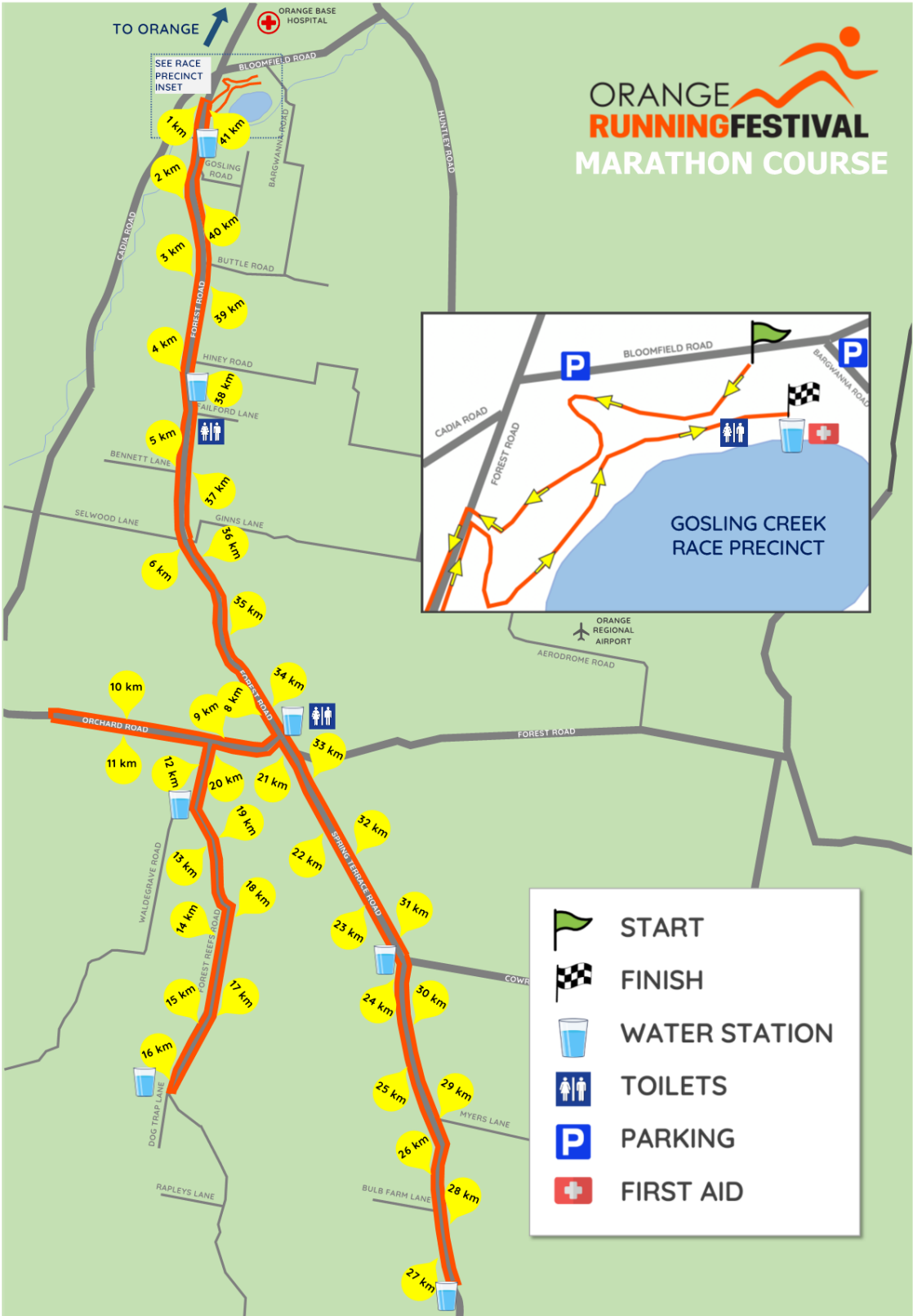



Director
Midwest Traffic Management











2025 Orange Running Festival Risk Assessment & Safety Management Plan – 8 & 9 March

OBJECTIVE:

To implement effective controls for identified hazards during the 2025 Orange Running Festival with the objective of minimising the risk of harm to the public and all persons involved in the event.

Version: 2

Risk Assessment Scope: *Activities directly associated with the 2025 Orange Running Festival on the 8 & 9 March 2025.*

| Committee Position | Name | Email | Phone |
|--|-------------------|-------|-------|
| Coordinator & Race Manager | Anthony Daintith | | |
| Assistant Coordinator, Marketing & Event Manager | Sue Klose | | |
| Secretary, Registrations and Race Roster | Justine Neville | | |
| Treasurer, Medals, Trophies and Merchandise | Leanne Latham | | |
| Gosling Creek Site Manager and Sponsorship | John Moss | | |
| Assistant Site Manager | Fiona Montgomerie | | |

| | | | |
|--|-----------------------------------|--|--|
| Runner HQ Manager | To be determined | | |
| Human Resources Managers | Kate Harris (internal Volunteers) | | |
| | Richard H | | |
| NOTE: Members of the Organising Committee and other Key Personnel to be identified by wearing a reflective vest and orange 'ORF' coloured cap. | | | |

Event titles and Start Times:

| | | | |
|------------------------------|-------------------------------------|-----------------------|-----------------------|
| SATURDAY: Site open 1 pm | | SUNDAY: Site Open 6am | |
| Community 2km (& 400m) Event | 2.30pm (add sponsor's name here) | Marathon | 7.00am (sponsor name) |
| Women's 2km Dash | 3.10pm | Half Marathon | 7.30am |
| Secondary School 2km Dash | 3.25pm | 10km | 9.00am |
| Men's 2km Dash | 3.50pm | 5km | 10.15am |
| Primary School 2km Dash | 4.05pm | | |

Awards to be presented ASAP after each race once recipients have crossed the finish line.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 2 Event - Application documents - Running Festival - 9 March 2025

| Area / Activity | Identified Hazards | Risk Rank (LxC=R) | Hazard Controls / Action | Residual Risk (LxC=R) | Person Responsible for Implementation |
|---|---|----------------------|--|-----------------------------|---|
| Covid Safety Plan | <p><i>If required, refer to and revise the Orange Running Festival Covid – 19 Safety Plan: Version 3 dated 18 January 2022.</i></p> <p>Currently, advisory notices and provision of sanitizer will be promoted but are not mandatory.</p> | | | | |
| General health & fitness of participants and volunteers. | Pre-existing conditions enhanced by conditions and lack of preparation prior to the event. | 4x2=8 | <p>Warnings included in the 'Registration Waiver'.</p> <p>Advice provided in pre-race briefings.</p> <p>First aid services available (RFS).</p> <p>Basic (self-administered) first aid material available at all drinks stations. Prepare a pack of items for each drink station.</p> <p>Water and sports drink to be available at all water stations throughout the event courses for re-hydration.</p> | 5x2=10 | <p>Sue</p> <p>Andrew (tbc)</p> <p>RFS</p> <p>Richard</p> <p>Richard</p> |
| | Sun exposure. | 2 x 3 =6 | <p>Remind entrants in the pre-race email to include the name of emergency contact person on the reverse of their race bib. Include this requirement in the on-line entry form.</p> <p>Free sunscreen available from the Runners HQ.</p> | 4 x 3=12 | <p>Sue</p> <p>?</p> |
| Event participants' general safety by compliance to relevant hazard controls / actions. | As identified in this Risk Assessment and controls stated in the relevant Briefing Notes. | As stated. | <p>Relevant pre-race briefing notes to be emailed to all event participants prior to race day.</p> <p>Pre-race briefing notes marked in bold font to be included, as a minimum, in all pre-race briefings.</p> | As stated. | <p>Sue</p> <p>Andrew (tbc) & Michael</p> |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

Attachment 2 Event - Application documents - Running Festival - 9 March 2025

6 SEPTEMBER 2024

| | | | | | |
|---|--|---------|--|-----------|--|
| | | | All Committee Members and Team Leaders to be familiar with, and implement, the controls stated in this document. | | All |
| During the events and when passing the finish line area. | Heat exhaustion. | 4 x 2=8 | Water stations to be provided throughout the course. Refer to course maps for locations. Emphasis on hydration to be made during pre-race briefings. Ensure sufficient water containers and water supplies are available. | 5 x 2=10 | Richard Andrew (tbc) and Michael Richard |
| | Cardiac arrest initiated by drinking very cold water after crossing the finish line. | 4 x 1=4 | Provide 'room temperature' water to finishers immediately after crossing the finish line. No chilled water to be provided. | 5 x 1=5 | Richard |
| Provision of water in plastic water containers at water stations. | Poisoning from contaminated containers. | 3 x 3=9 | Wash in water and rinse all containers with sterilizing solution before and following use. | 3 x 5 =15 | Richard |
| Key personnel fail to be available on the day. | Failure to undertake designated role. | 4x3=12 | Key personnel to 'check in' on the day with the Volunteer Manager to confirm they are present. If not, there is a need to assign a shadow person to conduct that role. Shadow persons to be fully briefed by the relevant key person before the event weekend. | 5x3=15 | All as listed. |

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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

Attachment 2Event - Application documents - Running Festival - 9 March 2025

6 SEPTEMBER 2024

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| | | | <table><tr><td>Race Announcer Sun</td><td>tbc</td><td>?</td></tr><tr><td>MC Saturday (presentations)</td><td>Mark tbc</td><td>?</td></tr><tr><td>MC Sunday (presentations)</td><td>Mark tbc</td><td>?</td></tr><tr><td>Safety & Health Coordinator</td><td>John</td><td>Fiona tbc</td></tr></table> | Race Announcer Sun | tbc | ? | MC Saturday (presentations) | Mark tbc | ? | MC Sunday (presentations) | Mark tbc | ? | Safety & Health Coordinator | John | Fiona tbc | | |
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| MC Saturday (presentations) | Mark tbc | ? | | | | | | | | | | | | | | | |
| MC Sunday (presentations) | Mark tbc | ? | | | | | | | | | | | | | | | |
| Safety & Health Coordinator | John | Fiona tbc | | | | | | | | | | | | | | | |
| | | | Fully briefed 'shadow' person to be appointed for each key position. | | | | | | | | | | | | | | |
| Vehicle Parking. | Risk of vehicle collision and / or pedestrian injury. | 3 x 2=6 | <p>Ref: <i>Orange Running Festival Gosling Creek Event Site Map included in the Event Manual.</i></p> <p>Parking prohibited in non-designated areas within Bloomfield Park.</p> <p>Vehicles to be directed to the Eastern end of Bloomfield Road and into the Oval via Huntley Road. Clear signage to be positioned onwards from Huntley Road / Forest Road junction.</p> <p>Preferred Parking to be the top Oval with cars initial directed by Scouts to the far (Bargwanna Road) side</p> <p>Western half of Bloomfield Road to be designated 'no parking'</p> <p>Vehicles parked in Bloomfield and Bargwanna Roads to be reverse parked to improve driver visibility when leaving.</p> <p>Include this in the pre-race email together with new directions vis Huntley Road.</p> <p>Erect 'PLEASE REVERSE PARK' signs at the entrances to Bloomfield and Bargwanna Roads.</p> | 5 x 2=10 | <p>Sue</p> <p>Richard (Scouts)</p> <p>Richard / Fiona (tbc)</p> <p>Richard John</p> <p>John</p> <p>Sue</p> <p>John / Fiona</p> | | | | | | | | | | | | |

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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
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| | | | <p>Provide a Parking Plan in the Event Manual. Ref Event Site Map page 5.</p> <p>Fully briefed parking marshals to be on duty in Bloomfield and Bargwanna Roads.</p> <p>Parking marshals to wear reflective vests and use torches / light wand during hours of darkness and early morning light on Sunday.</p> <p>Predetermined parking pattern / positions in Bloomfield Upper and Lower Ovals. Subject to rainfall / inundation.</p> <p>If the lower Oval is used, provide clear signposted and designated directions via the steps and footpaths for pedestrians to move from the lower Oval areas to the race headquarters in Gosling Creek Reserve.</p> <p>If the lower Oval cannot be used due to rainfall / inundation, alternative parking spaces must be found (estimated +2000 competitors)</p> <p>Position marshals at the Bargwanna Road footpath crossing and within the parking area just above the steps where cars cross the pedestrian route, to warn pedestrians.</p> <p>Accessible parking and drop-off zones to be clearly designated close to the start/finish area, labelled on maps, and accessible only to disabled participants, older runners and their carers.</p> <p>Special provision to be made at the western end of GC on Saturday for the 400m event participants.</p> <p>Marshals to manage parking.</p> | | <p>Sue</p> <p>John / Fiona</p> <p>Richard</p> <p>Richard Fiona (signs)</p> <p>Richard</p> <p>Kate</p> <p>Sue Fiona (signs)</p> <p>Kate</p> |
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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
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| | | | | | |
| Lighting Towers. | Inadequate competence in erecting towers and operating the units resulting in contact with overhead power lines, electrocution, or failure to operate. | 2x1=2 | Specify positions of towers at least 10m from power lines. Show positions on the Precinct Plan and supervise positioning and erection. Obtain clear written instructions and hands-on training from the supplier and ensure those working with the towers demonstrate knowledge of correct erection and operating procedures. Preferably, tower erection to be conducted by the supplier. (as per ORF24) | 2x5=10 | Fiona & John Fiona & John |
| Access to Gosling Creek Reserve by authorised event set-up teams and third-party providers. | Risk of interaction / injury to pedestrians | 3 x 3=9 | All authorised vehicles to enter the Gosling Creek Reserve ONLY via the Emergency Access Gate positioned adjacent to the NE end of the dam wall (access via Bargwanna Rd north of the creek crossing). Access permitted on Saturday only up to 1.30pm. Access permitted on Sunday morning before 6.00am, between 7.30am to 8.00am. Entry times to be communicated in advance to third-party providers through the Bump-in Form and the Safety Compliance Audit document. | 4 x3 =12 | John John John |
| Parking of Third-Party vehicles. | Potential to 'run away' on sloped surfaces. | 3x2=6 | All third-party Providers to be requested to fully apply vehicle hand brakes AND chock vehicle wheels with an appropriate wedge / block. Ref Safety Compliance Audit document. | 5x2=10 | John |
| General areas on the courses within Gosling | Slips / trips on uneven ground and 'potholes. | 3x3=9 | Inspect area in early February. Fill holes and uneven surface where possible. | 4x3=12 | John Orange Council |

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| Creek Reserve and at the grassed finishing 'chute'. | | | | | |
| The narrow entrance gate and track from Forest Road into Gosling Creek Reserve. (the route for all 5km, 10km, half marathon and marathon participants on Sunday) | High risk of participants' injury through collision / tripping with other participants or with the narrow steel gate. At times fast runners will be passing through the gate in both directions. | 3 x 2 =6 | <p>The approach to the exit from Gosling Creek Reserve to be signposted with 'SINGLE FILE' signs and with at least 3 marshals to encourage compliance.</p> <p>The gravel track to the gate to be divided down the centre into IN and OUT lanes using small witches' hats.</p> <p>Entry from Forest Road through the gate to the right side of the track to be clearly designated with witches' hats.</p> <p>Marshals to direct all participants.</p> | 5x2=10 | <p>John</p> <p>Fiona</p> <p>Dave Craig</p> <p>Richard</p> |
| Course in, and surrounding, the start line area. | <p>Potential tripping hazard. Particularly at the start of races when participants may be bunched closer together.</p> <p>Unplanned interaction between participants and spectators / public.</p> | <p>3x3=9</p> <p>3x4=12</p> | <p>Awareness through pre – race briefings for all races. All pre-race briefings to be held close to the scheduled start time. Emphasise 'self-seeding' in all pre-race announcements. (<i>Junior races seeded on age</i>)</p> <p>Appoint dedicated marshals at the start area to direct participants.</p> <p>Place a tape barricade, signs and Marshals along the steel rope 'fence' on the S side of Bloomfield Road to prevent arriving participants taking a short cut on the course.</p> <p>Entry to the race precinct to be strictly managed using signs and marshals via the southern entrance on Bargwanna Road.</p> | <p>4x3=12</p> <p>4 x 4=16</p> | <p>Andrew (tbc) & Michael</p> <p>Michael</p> <p>Kate</p> <p>Dave Craig and Kate</p> |

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| | Potential Covid virus transmission. | 3x3=9 | <p>See Briefing notes in bold at the end of this risk assessment for minimum announcements on the day. Ask participants to 'self-seed' as part of their entry form before race starts. Faster runners towards the front. This to be included in the pre-race email to participants.</p> <p>In the event that Covid 19 controls are required, maintain 'arm's length' space between each runner at the start line. Mark the path with chalk to define spacing (as per 2021)</p> <p>Identify tripping hazards with yellow paint wherever possible. (Chalk on asphalt track and paint on external roads))</p> <p>Repeatedly remind runners in pre-race briefings that run times start at the timing mat. Do not surge forward at the start.</p> | <p>4x3=12</p> <p>3x4=12</p> | <p>Andrew (tbc) Michael</p> <p>Sue</p> <p>Michael & John</p> <p>John</p> <p>Andrew (tbc) & Michael</p> |
| Area surrounding start line. | Participants unable to hear pre-race announcements. | 4x3=12 | <p>Nominate Orange Runners Club members to help "call order" in various parts of the start line up.</p> <p>Provide a handheld megaphone and the ORC PA system as backup in case of PA system failure (ORC owns a portable PA system and megaphone. Tri Club also has a megaphone)</p> <p>Ensure megaphone batteries are fully charged.</p> | <p>5x3=15</p> | <p>Kate</p> <p>Michael</p> |

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| Gosling Creek Reserve areas adjacent to the event course within the Reserve | Potential interaction / interference between persons arriving at the event(s) and active participant during events. | 2x3=6 | Participants to be directed by Marshals, frequent signage and barricades to enter the Reserve via a single-entry point at the S end of Bargwana Road parking area. This requirement to be included in email communication to all participants prior to the events. | 5x3=15 | Kate Fiona (signs tbc) Sue |
| Timing / Announcer Area. Third Party Providers' set up locations. | Tripping and or electric shock from power and timing cords. | 3x2=6 | All 3 rd Party providers to be advised before the event weekend of the following requirements and be made aware that electrical standards will be audited on the day(s). Locate power cords in barricaded off areas or in elevated positions if possible. All power cords to have valid test tags. Should the weather be wet, cable joints to be moisture protected. | 5x2=10 | John John |
| Course and Gosling Creek precinct. | Advice from police, fire, security agencies of potential threats. | 4x1=4 | Directions will be given under advice from appropriate agency. Liaise with the Event Coordinator. (Anthony Daintith Ph: [REDACTED]) | 5x1=5 | y |
| Course – General. | Marshals and other officials may not have appropriate information to provide guidance or meet all scenarios / situations. | 3x3=9 | Marshals and officials identified by reflective vests. ORC race officials will be identified by wearing high viz vests and an orange-coloured cap. All RFS officials to have either phone or radio contact with the RFS Communication Centre. The Race Manager will closely liaise with the RFS Liaison Officer in the Communications Centre truck. | 5x3=15 | Richard and Kate Anthony and Richard |

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| | | | Scouts other Volunteers and Sponsors to be briefed during the week preceding the event. | | Richard Kate John |
| | | | RFS to be briefed at RFS headquarters during the week preceding the event. <i>(Thurs at 6 pm tbc)</i> . | | Richard Anthony Kate & John |
| | | 5 x 1=5 | Key ORC volunteers to be briefed Sunday 3 March after a scheduled ORC event at Gosling Creek. | 5 x 1=5 | Kate Richard, Judy and John |
| | Risk of a deliberate act of a motorist driving into a runner(s). | 2 x 3=6 | Likelihood to remain rare / insignificant. Notify Police - 000. Marshals attempt to enforce road closure. Alert runners of the EMERGENCY by radio / phone via marshals to clear the road and remain at a complete standstill. | 5 x 3=15 | All Anthony, Richard RFS |
| | Tripping hazards at water stations. | | Pre-mark and position water station tables at the edge of level tarmac at all positions (except Orchard Road / Forest Road junction) to avoid participants stepping onto uneven ground / tarmac edges. | | Richard |
| | | | The drink station table at the Orchard Road / Forest Road junction to be positioned in the centre of the junction to provide trip-free access from all 3 directions. <i>Consider 3 tables in a U shaped configuration with volunteers positioned between them?</i> | | Richard |

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| Course General | Course routes not identifiable. | 3x4=12 | <i>Ref: Course maps may be found in the Event Manual and on the Orange Running Festival web site.</i> Key points on the course to be clearly identified and marked on location plans and marked on site before the weekend of the Festival. Clear signage will define the course. (turning points, km markers, witches' hats etc. to be placed as per course / installation maps). Course maps to be displayed and floodlit outside the Runner HQ | 5x4=20 | Anthony Richard / Anthony Richard Fiona John Fiona Richard |
| Lead Cyclists <i>(at least one for leading male and one for leading female in the marathon, half marathon and 10k)</i> | Slower participants from earlier event not aware of approaching lead runner / bike. Bike mechanical failure / puncture. | | Blow a whistle / ring bell to attract attention. Wear reflective & coloured vest. Check that the cyclists have mechanically sound bikes. Carry spare tyre tube / tools. Provide backup cyclists to ride with lead cyclists. | | Each Cyclist Richard |
| Course General | Interaction between participants and between faster and slower participants in different events within Gosling Creek Reserve and on Sunday | 3x3=9 | Race Brief to include instruction to keep right on vehicular roads. Pushchairs / prams / strollers to start towards the back of the pack. Pushchairs allowed ONLY in 2k Community event on Saturday and the 5km and 10km events on Sunday. Closely spaced cones to be positioned along the middle of the access road which runs from the western path of Gosling Creek to Forest Road (opposite NSW RFS building). These cones will separate participants leaving and entering Gosling Creek. | 5x3=15 | Andrew & Michael Dave |

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| | with pushchairs / prams / strollers in the 5km and 10km events. | | Marshals to re-enforce instructions. | | RFS & ORC Volunteers |
| Course | Interaction between participants and vehicles on the roads (Emergency vehicles and residents' escort vehicles may travel on closed roads). | 3 x 2=6 | <i>Ref: Gosling Creek Precinct Map and Course Maps. Ref the Event Manual.</i> Participants to keep to the right side of vehicular roads. Clear 'keep right' signs to be positioned throughout course. Drivers of escort vehicles to be reminded at the RFS briefing to give absolute right of way to participants. | 5 x 2=10 | Richard Richard & John |
| Course - General | Slip / trip hazards from debris and uneven ground on the course. | 3x3=9 | Course to be checked in late December to give Orange City, Cabonne Council and Blayney Shire Councils time to affect any repairs. Council to be asked to mow the grass in Gosling Creek Reserve and the lower oval during the week before the festival. Council to be asked to sweep all footpaths in Gosling Creek using mechanical sweeper should it be deemed necessary to do so. Internal and external courses to be checked and swept and tripping hazards marked with yellow paint early on Saturday 8 March. Richard to check the course on Saturday after MTM leave signs near relevant locations. Report to Race Manager. | 4x3=12 | John & Anthony John John Kim Jarvis Gary Taylor Richard |

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| | | | <div>Richard, MTM, marshals and RFS to inspect course and report back to the Race Manager before 6.00am on Sunday and to clear debris if possible.</div> <div>All identified trip hazards to be painted yellow for consistency.</div> <div>NOTE: <i>Dave Craig is responsible for actioning the course setup (Gosling Creek Reserve area) and Richard the external course).</i></div> | | <div>Richard RFS Basil (tbc)</div> <div>John</div> <div>Dave (GC) Richard (External)</div> |
| Course – General | Access by vehicular traffic and potential injury to participants. | 3x2=6 | <div>MTM to provide road closure signs as designated on the <i>Traffic Guidance Scheme</i>.</div> <div>A Traffic Guidance Scheme is required for Saturday AND Sunday</div> <div>Entire road and Gosling Creek course to be checked Sunday morning before 6am. Condition report to be communicated to the Race Manager before 6am.</div> <div>Course to be checked early Sunday to ensure compliance with Traffic Control Plan by MTM and by Richard while they erect signs.</div> <div>Residents along the course to be contacted by letter drop in late February and advised of road closures, provision of escort vehicles and the ORC contact telephone [REDACTED] (tbc) that is positioned in the RFS Comms truck.</div> <div>RFS to coordinate escort vehicles.</div> <div>Signs that announce road closures to be posted in affected areas as per the Traffic Control Plan and the ORF24 sign location map one week prior to the event. (Note the 2 in Blayney Shire)</div> | 5x3=15 | <div>MTM Anthony</div> <div>MTM Richard Basil</div> <div>MTM & Richard</div> <div>Sue</div> <div>RFS</div> <div>John</div> |

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| | | | <p>Provide escort vehicles to escort any resident's cars should they need to travel on officially closed roads on the course.</p> <p>Escort vehicles driven by RFS and equipped with roof mounted flashing lights and phone / radio contact with the RFS Communications Centre.</p> <p>The following points to be included in the advisory letter to residents affected and confirmed that all RFS drivers are aware.</p> <ul style="list-style-type: none">• Speed to be limited to less than 20 km / hr.• Residents must not proceed onto any closed road section without an escort vehicle.• Residents must closely follow the escort vehicle.• The escort vehicle must give way to participants – particularly at turn round points.• Residents will be escorted to the nearest section of road open for normal traffic. <p>All course marshals to be briefed on road closures. Escort vehicles may also be used to transport retired competitors or minor injury cases.</p> <p>Escort car drivers and marshals to advise the Race Manager of any retired competitors.</p> | | <p>RFS</p> <p>Richard & John (lights from MTM)</p> <p>Sue</p> <p>Richard RFS</p> <p>RFS / Anthony</p> |
| Course – Gosling Creek 2km start line. (Saturday 9 March) | Very enthusiastic sprinting children. | 3x3=6 | <p>Attempt to identify abilities of participants in the Juniors' race and position them in seeded age order at the start. There will be a massed start.</p> <p>On Saturday the approach to the start line to be defined by crowd control barriers and bunting at the sides.</p> | 4x3=12 | <p>Michael</p> <p>John</p> <p>Dave</p> |

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| Course – Gosling Creek start line on Sunday. | The width of the start line is defined by the width of the inflatable arch. Bunching / crowding of runners at the mat / arch forcing competitors off the asphalt track or bumping / tripping. | 3x3=6 | Position bunting flags which are the same distance apart as the width of the inflatable arch for 30m leading to the start. This will help minimise the risks associated with participants moving from the sides of the pack and tightly bunching across the timing mats. | 4x3=12 | Michael & Dave |
| Course – Gosling Creek | Medical emergency | 4x2=8 | Mitigating Actions: Activate Emergency Management Plan: - <ul style="list-style-type: none">• RFS to provide first aid services.• Ensure the Bargwanna Road Emergency Access Gate is open (this gate to be used ONLY by third part providers and in an emergency).• All ORC marshals to have a mobile phone and knowledge of the emergency contact phone (Anthony Daintith – [REDACTED] tbc) and to be reminded to call 000 in an emergency. Provide marshals with an info lanyard.• RFS marshals to communicate directly to the RFS Communications Centre then to the Race Manager via the RFS Liaison Officer (and vice-versa).• The Race Manager to have direct contact with all other race volunteers (ORC & external).• The Race Manager to have radio communication with key committee members. | 4x2=8 | All committee members RFS John Kate RFS Anthony Anthony Anthony |

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| | | | <ul style="list-style-type: none"> Should an emergency occur, the Race Manager to be notified immediately and check entrants' entry information and phone emergency contact person and advise the location and details of the incident as known at the time. The Race Manager will determine whether to contact an emergency service. <p>NOTE: all communications with Emergency Services will be via the Race Manager.</p> | | Committee Anthony & Justine |
| Course – General. | Medical Emergency: Heart attack or other medical condition, bites / stings from insects and wildlife. | 4x3=12 | <p>Phone 000</p> <p>Awareness by participants, volunteers and Course Marshals.</p> <p>Medical facilities available at the finishing area and by a mobile unit on the course (NSW RFS).</p> | 4x3=12 | All ? Kate Richard |
| Course – General. | Bush Fire – smoke inhalation, burns. | 4x3=12 | <p>Study the weather forecast and the 'Hazards Near Me' App (a new and latest APP) in the week leading up to the Festival to assess the probability of bush fire(s) occurring.</p> <p>The Event Coordinator to consider the "Air Quality Index" as reported by the NSW Department of Planning, Industry and Environment</p> <p>The Event Coordinator and the Assistant Coordinator to liaise with NSW Rural Fire Service and Council(s) and re-route or cancel run in consultation with them.</p> | 5x5=25 | Anthony Sue Anthony Sue Anthony Sue Richard |
| General – Third party providers and visiting organisations | Third parties and visiting organisations (e.g. other running clubs & schools) not aware of | Unknown | <p>Complete a final Precinct Plan at least 2 weeks before the Festival.</p> <p>The Precinct Plan will designate where third party providers are to set up. The plan to be developed with consideration to minimising risk for 3rd party providers and interactions between them.</p> | Unknown | John Ayako ??? (Ayako said she would help with this) |

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| | hazards and controls identified in this document or the '3 rd Party S & H Checklist.' | | Mark the planned setup positions in Gosling Creek Reserve with marker paint. (Friday job) Provide all third parties and visiting organisations (<i>Refer to 'Sponsors and Third-Party Providers who will be setting up in Gosling Creek</i>) with a copy of the 3 rd Party S&H checklist and gain assurance that all relevant risk controls are understood and will be complied with. This checklist will be audited on setup. Any third party using electrical power to be directed to provide current tested and tagged electrical leads and to ensure any generators are safe to use. The Event Coordinator's or delegate's decision is final. Review and comment on any available formal risk assessments from third parties. Should a formal risk assessment not be available, conduct a verbal risk assessment and note outcomes. Conduct compliance audits against identified risk assessment controls at 3 pm on Saturday and ASAP after they have arrived and set up on Sunday. Compliance audits to be conducted throughout the weekend. | | Fiona and John Fiona and John Anthony John John John John |
| | Introduction of third-party hazards not considered in this risk assessment. | | | | |

Pre – Race Briefing Notes

Notes listed below for each event to be communicated to relevant participants prior to race day. *Action – Sue & Andrew (Andrew tbc)*
Notes listed below in **BOLD** font to be the minimum points to be included on the day in pre-race briefings.

GENERAL

- **Relevant briefing to be emailed to participants in the week before the event.**
- **A briefing to be given before all events. As included below.**
- **General briefings / announcements to be made throughout the events.** To include:
 - Follow all directions or instructions given by Police, NSW Rural Fire Service or Emergency Services personnel.
 - Be sun smart – apply sunscreen – available free from the Race HQ.
 - Ensure you are hydrated. Drink water before and during your event. Drinks stations and toilets are positioned along all courses.
 - Please ensure that any pre-existing medical conditions are advised on your online entry or, if not, notified to the Registrations Officer in the Race HQ tent.
 - If you do not feel well, do not compete.
 - Please report any dangerous wildlife to the nearest marshal.
 - It is preferred that you do not wear earphones. However, if choose to do so, preferably wear only one earpiece and adjust the volume to a level where you can hear and respond to approaching vehicles, runners, directions from marshals and any other hazards.
 - Prams & pushchairs are permitted only in the 2k community race on Saturday and the 5 km and 10 km events on Sunday and must start towards the back of the pack.
 - Walkers must give way to runners.
 - Cycling, roller blading, rope skipping, scooters, invalid scooters and Nordic pole walking are not permitted in any of the events.
 - When assembling at the start line, ‘self-seed’. Faster runners towards the front, slower towards the rear. Signs and marshals will provide guidance.
 - Do not surge forward at the start – don’t forget that your net run time starts when you cross the timing mat – NOT when the starting gun fires. However, the overall winner will be determined by the first across the finish line. (gun time)
 - A lead cyclist will lead and direct the front runners for most races.
 - If you need help or have questions, ask at the Race HQ or talk to anyone wearing a fluoro vest.
 - The Race Starter will gain everyone’s attention prior to announcements starting.

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- Participants to be reminded that the briefing is provided with their health and safety in mind.

Half Marathon and Marathon Brief (Marathon start 7.00 a.m., Half Marathon start 7.30 a.m.)

- All participants to 'self-seed' before race starts. Faster runners towards the front.
- Look for, and be aware of, tripping hazards.
- Keep to the RIGHT-hand side of all roads.
- Be aware of cars being on the roads. All roads on the course are closed to general traffic but local residents still have access to their properties. Should residents need to access their properties they are required to utilise the escort vehicles that are provided for that purpose.
- There are distance markers to state the approximate distances.
- There are drink stations at regular intervals.
- Basic first aid items are available at drink stations for personal use.
- There are toilets at the Gosling Creek finish area, at Orchard Road junction and at Failford Road.
- Take notice of marshals' directions – they are there to ensure your safety and help you follow the course.
- First Aid facilities are available at the finish line.
- Look out for and assist fellow participants. Tell a marshal of any concerns you may have or hazards you become aware of.
- In the event of an emergency, call 000.
- Marshals will have phone and radio communication back to the Race Manager. Marshals will be wearing a reflective vest or RFS Uniform.

*Have fun and enjoy the scenery!***10km Brief (race start time 9.00 am)**

- All participants to 'self-seed' before race starts. Faster runners towards the front.
- Look for, and be aware of, tripping hazards.
- Keep to the RIGHT-hand side of all roads.
- Be aware of cars being on the roads. All roads on the course are closed to general traffic but local residents still have access to their properties. Should residents need to access their properties they are required to utilise the escort vehicles that are provided for that purpose.
- Prams & pushchairs must start towards the back of the pack.

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- There are distance markers showing approximate distances.
- **There are drink stations at regular intervals. Basic first aid items are available at drink stations for personal use.**
- There are toilets at the Gosling Creek start & finish area and at Failford Road.
- First Aid facilities are available at the finish line.
- **In the event of an emergency, call 000.**
- Take notice of marshals' directions – they are there to ensure your safety and help you follow the course.
- Look out for and assist fellow participants. Tell a marshal of any concerns you may have or hazards you become aware of.
- **Marshals will have radio and phone communication to the Race Manager. Marshals will be wearing a reflective vest.**

Have fun and enjoy the scenery!

5km Brief (race start time 10.15 am)

- **Run or walk on the Right-hand side of all roads.**
- **Please, if walking or running in groups, don't take up the full width of the path to allow others to pass.**
- **All participants to 'self-seed' before race starts. Faster runners towards the front. Marshals will assist with this.**
- **Encourage each runner to maintain an 'arm's length' space between the runners in front of them at the start.**
- Prams & pushchairs must start towards the back of the pack .
- **Be aware of cars being on the roads. All roads on the course are closed to general traffic but local residents still have access to their properties. Should residents need to access their properties they are required to use the escort vehicles that are provided for that purpose.**
- There are distance markers showing the approximate distances.
- **There is a drink station at Gosling Lane intersection and at the finish line.**
- **There are toilets at Gosling Creek.**
- First Aid facilities are available at the finish line.
- **In the event of an emergency, call 000**

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- Take notice of marshals' directions – they are there to ensure your safety and help you follow the course.
- Look out for and assist fellow participants. Tell a marshal of any concerns you may have or hazards you become aware of.

Have fun!

2k Events Brief (Saturday. Start times 2.30pm, 3.10pm, 3.25pm, 3.50pm and 4.05pm)

- Follow instructions at the start to avoid crowding and potential tripping. Particularly for the first 50 metres or so of the course.
- Junior competitors will be seeded by age at the start line area in an attempt to have faster juniors at the front and slower juniors towards the rear.
- Pushchairs / prams to start towards the back of the pack for the Community 2k event. Pushchairs and prams are not allowed in the men, women or junior 2k events.
- Children may be supported by an adult in the Community 2k event and the Primary School Dash but must start towards the back of the pack.
- Be aware of, and avoid, other members of the public walking/riding bicycles or on skateboards/scooters around the Gosling Creek course.
- **There is a drink station at the finish line.**
- Toilets are available in Gosling Creek Reserve.
- First Aid facilities will be available at the finish line.
- Take notice of marshals' directions – they are there to ensure your safety and help you follow the course.
- Be aware of tripping hazards. Look out for and assist fellow participants. Tell a Marshal of any concerns you may have.
- **The course is entirely on an asphalt / bitumen path.**
- **Marshals will have phone access back to the Race Manager. Marshals will be wearing a reflective vest.**
- Medals will be presented only to competitors.

Have fun!

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Risk Assessment Methodology

| | | | | | | | |
|---|------------------|--|--------------------------|------------|---|---|---|
| Likelihood, L: → | 1=almost certain | 2=likely | 3=possible | 4=unlikely | 5=rare | Names of Club members consulted during this Risk Assessment The DRAFT version is based on feedback at a 2024 event. Compiled by J Moss 19 June 2024 Reviewed by Anthony Daintith 23 June 24 Reviewed by the ORF Organising Committee at the meeting held 3 July 24 | |
| Consequence, C: → | 1=catastrophic | 2=major | 3=moderate | 4=minor | 5=insignificant | | |
| Rank, R (=LxC): ↓ → | | If Risk Ranking is 1 – 6 = high ↓ | | | If Risk Ranking is 7 – 15 = medium ↓ | | If Risk Ranking is 16 – 25 = low ↓ |
| Minimum action for dealing with the risk (Hierarchy of Controls) <ul style="list-style-type: none">eliminate the hazardtry a less risky optionprevent contact with the hazardreorganise the activity to reduce the exposureissue PPEcheck emergency procedures | | <ul style="list-style-type: none">stop the activity & review thoroughly as a teamisolate / barricade area or take immediate action to improve conditions or proceduresselect highest possible control within capabilities of people at the sceneImmediately notify member of the Organising Committee or the Race Manager at the start / finish line. | | | <ul style="list-style-type: none">take short term action to improve conditionsselect highest possible control within capabilities of people at the scene fix within (e.g. before the next event at this location)discuss at next committee meeting for controls to be implemented next year | | <ul style="list-style-type: none">select highest possible control within the capabilitiesnotify committee member at end of the event / activityfix within.....(e.g. before the next event at this location)discuss at next committee meeting for controls to be implemented next year |
| Coordinator AD | Sig. | Date: | Assistant Coordinator SK | Sig. | Date: | Recorded by Festival Secretary JN | Date: |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 3 Police Approval - Orange Running Festival - March 2025



Anthony DAINTITH
Co-ordinator, Orange Running Festival
OrangeRunningFestival@outlook.com

Dear Anthony,

I refer to your application to conduct the Orange Running Festival running events on the 8th and 9th of March, 2025.

The New South Wales Police Force does not sanction the conduct of this type of event on the State's Highways and Road Systems. There are inherent risk factors which directly impact on the safety of those involved, and on other road users.

Event organisers, participants and support elements, are therefore required to strictly comply with the set of conditions (attached), which are designed to minimise risk and disruption to normal traffic during the progress of the event.

The New South Wales Police Force has no official objections to your present application, provided the event is conducted in accordance with the attached conditions. Departure from these conditions may result in Police terminating the progress of the event, and thereby requiring participants thereafter to comply with the normal provisions of the Australian Road Rules and other relevant legislation.

We wish you every success with the events and trust it will be safe and satisfying for all concerned.

Yours Sincerely,

Ⓢ

A/Superintendent Guy Flaherty
Central West Police District

CENTRAL WEST POLICE DISTRICT
Orange Police Station
115-117 Byng Street, Orange, NSW, 2800
TTY 9211 3776 (Hearing/Speech impaired)
ABN 43 408 613 180



EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

Attachment 3 Police Approval - Orange Running Festival - March 2025

NSW POLICE FORCE CONDITIONS**For the Orange Running Festival**
8th – 9th March 2025

1. Provisions of the New South Wales Road Transport Legislation to be observed.
2. Any police direction given in accordance with the New South Wales Road Transport Legislation to be promptly obeyed.
3. The event is to be conducted in accordance with the timing and route approved by police.
4. Permission obtained from the relevant Local Government Authority and Transport for NSW (TfNSW) as required.
5. Any direction given, or conditions imposed by the officers from Transport for NSW to be promptly obeyed.
6. The event is to be conducted during daylight hours only.
7. The event must have adequate Public Liability Insurance.
8. Transport Management Plan prepared by a suitable qualified person will be required by the New South Wales Police Force.

ORGANISERS AND OFFICIALS

9. Competitors are to be briefed regarding safety prior to the commencement of the event.
10. Public Liability Insurance must be issued to cover the event, with indemnity value no less than \$20M, with NSW Police Force listed as an interested party.
11. All Traffic Control Plans (TCP) must be implemented by appropriately qualified persons.
12. All personnel carrying out traffic control duties, must hold an authorised traffic controller's authority.
13. A risk management plan must be completed by organisers.
14. Event organisers are to notify organisations of any road closures. These organisations are: Fire and Rescue NSW, NSW Rural Fire Service, NSW Ambulance Service, Orange Health Service, Orange SES and Cadia Valley Operations.
15. Organisers, officials and participants to take all reasonable measures to reduce obstruction to pedestrians and other vehicles during the course of the event.
16. Written permission of the Local Government Authority, and/or TfNSW (*if applicable*) to be obtained and such permits shall be made available to Police at the start of the event if requested.
17. Clear and conspicuous signs to be placed warning motorists of runners on all roads listed in the event.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE**6 SEPTEMBER 2024**Attachment 3 Police Approval - Orange Running Festival - March 2025

- a) These signs to be placed on either side, where the event intersects with other roads and manned with Traffic Stop person as the runners cross the road.
 - b) Further warning signs are to be displayed in accordance with the Traffic Management Plan provided in the application to Police.
18. Organisers must provide sufficient qualified traffic control personnel to properly control the event.
19. Organisers shall brief participants regarding safety prior to the commencement of the event.

PARTICIPANTS

20. Participants to use footpaths where provided and at other times must run in accordance with the provisions of the Road Rules 2014 (Pedestrians).
21. Participants are not permitted to run on the carriageway during periods of poor visibility due to inclement weather conditions or fog, where there is insufficient visibility to render a person dressed in dark clothing to be discernible at a distance of 100 metres.
22. Participants are advised to wear reflective clothing.

COMMUNICATION

23. *(if applicable)* Communication equipment is to be provided to support vehicles and personnel to enable communication between those vehicles and the organiser. Communication is to be maintained between those vehicles at all times during the progress of the event.

COVID-19 MANAGEMENT

24. Organisers must ensure the continuing advice provided by NSW Health is adhered to.
25. Organisers must ensure required precautions and social distancing measures are implements when hosting the event at any venue.
26. The organiser must provide NSW Police Force with a suitable Covid-19 Safety Plan and must ensure all documentation incorporates the Covid-19 Safety Plan and instructions.

Name: Inspector Adrian MatthewsDate: 28/8/24

Central West Police District

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE**6 SEPTEMBER 2024**

2.3 EDWARD STREET - BUS ZONE PROPOSAL

RECORD NUMBER: 2024/1543

AUTHOR: Jason Lewis, Transport Asset Engineer

EXECUTIVE SUMMARY

Council has received a request from Newmont to create a Bus Zone along Edward Street between Churchill Avenue and Little Brunswick Street.

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

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

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council create a full time Bus Zone in front of 30-44 Edward Street, as per Figures A and B of the report between 4am to 9am and 3pm to 8pm – 7 days a week.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has received a request from Newmont to install a bus zone on Edward Street.

The location of the proposed bus zone in Edward Street is shown on Figure A below.

Newmont started running a bus service to its Cadia Mine site during 2022 when their access road was cut off. The benefits of taking around 250 cars off the road each day prompted the service to remain in place. Newmont run buses every 30 mins from around 4:30am-7:30am and 4.30pm to 7.30pm. Newmont has just re-signed a lease for both the town office/warehouse, and the carpark on the eastern side of Edward street until mid 2029, and plan to continue the bus service while ever they have a project approval (currently 2031 with plans for future expansions).

The proposed bus zone on the eastbound lane is in front of 30-44 Edward Street and is only required between 4am to 9am and 3pm to 8pm - 7 days a week. However for practical reasons and considering the low demand for parking in the area it is proposed to install a full time bus zone.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

6 SEPTEMBER 2024

2.3 Edward Street - Bus Zone Proposal

Figure A



Figure B



2.2 MINUTES OF THE EXTRAORDINARY ELECTRONIC MEETING OF THE CITY OF ORANGE TRAFFIC COMMITTEE 10 OCTOBER 2024

RECORD NUMBER: 2024/1706

AUTHOR: Ian Greenham, Director Technical Services

EXECUTIVE SUMMARY

The City of Orange Traffic Committee held an electronic meeting on 10 October 2024.

As this event was held prior to the Council Meeting, the Chief Executive Officer approved of this event under Delegated Authority.

This meeting is presented to the Infrastructure Policy Committee for information.

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

- 1 That Council acknowledge the reports presented to the Extraordinary Electronic City of Orange Traffic Committee at its meeting held on 10 October 2024.**
- 2 That Council acknowledge Item 2.1 from the Extraordinary Electronic minutes of the City of Orange Traffic Committee meeting of 10 October 2024, approved under delegated authority by the Chief Executive Officer:**

2.1 – Street Event – 2024 Santa Parade***That Council approve the conditional approval for the Santa Parade event to be held on Saturday 30 November 2024.***

- 3 That the remainder of the minutes of the City of Orange Traffic Committee from its meeting held on 10 October 2024 be adopted.**

ATTACHMENTS

- 1 COTC 10 October 2024 Minutes
- 2 COTC 10 October 2024 Agenda, D24/127722 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

HELD AS AN ELECTRONIC MEETING

ON 10 OCTOBER 2024

1 INTRODUCTION

ATTENDANCE

Mr Richard Drooger (TfNSW), A/Sergeant Wotton (NSW Police), Mr Kel Gardiner (Local MP Representative)

***** 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 GENERAL REPORTS

2.1 STREET EVENT - 2024 SANTA PARADE

TRIM REFERENCE: 2024/1595

RECOMMENDATION

That Council approve the conditional approval for the Santa Parade event to be held on Saturday 30 November 2024.

***** This recommendation was endorsed by Mr R Drooger (TfNSW), A/Sergeant Wotton (Police) and Mr K Gardiner (representative - Member for Orange)*****

***** The Chief Executive Officer approved of this recommendation under Delegated Authority due to dates of events*****



EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

AGENDA

ELECTRONIC MEETING

(10 OCTOBER 2024)

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE MEETING of ORANGE CITY COUNCIL** to be held as an **ELECTRONIC MEETING**.

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.

| | | |
|-----|---|---|
| 1 | INTRODUCTION | 3 |
| 1.1 | Apologies and Leave of Absence | 3 |
| 1.2 | Acknowledgement of Country..... | 3 |
| 1.3 | Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests..... | 3 |
| 2 | GENERAL REPORTS | 5 |
| 2.1 | Street Event - 2024 Santa Parade..... | 5 |

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE**10 OCTOBER 2024**

1 INTRODUCTION**MEMBERS**

Cr Tony Mileto (Chairperson), Mr Richard Drooger (TfNSW), Sgt Adam Cornish (NSW Police), Mr Kel Gardiner (Local MP Representative), Chief Executive Officer, Director Technical Services, Works Manager, Manager Engineering Services, Road Safety Officer, Senior Parking 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.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

10 OCTOBER 2024

2 GENERAL REPORTS**2.1 STREET EVENT - 2024 SANTA PARADE**

RECORD NUMBER: 2024/1595

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received a street event application for the Orange City Centre Santa Arrival Parade on Saturday 30 November 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 conditional approval for the Santa Parade event to be held on Saturday 30 November 2024.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has received a street event application for Santa’s Arrival Parade on 30 November 2024.

The procession will commence at the Orange City Centre loading dock area off Colvin Lane and proceed with a mixture of vehicles and performers on foot, around the corner via Lords Place and Summer Street to arrive at the Summer Street main entry to the Orange City Centre.

The procession will then continue on foot through the Centre to the Santa Set Christmas Display to officially begin Christmas festivities in the Centre.

Full road closure is required between 9.45am and approximately 10.30am.

The Event application and documentation and conditional approval are attached for information.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE

10 OCTOBER 2024

2.1 Street Event - 2024 Santa Parade

ATTACHMENTS

- 1 Conditional Approval 2024, D24/110033
- 2 Santa Arrival Parade - Application Form, D24/110032
- 3 Traffic Guidance Scheme (TGS), D24/110040
- 4 Risk Assessment 2024, D24/110039
- 5 Insurance 2024-25 D24/123865
- 6 Road Occupancy Licence, D24/110614



F2901-6
D24/106849

CONDITIONAL APPROVAL FOR EVENT

2024 SANTA PARADE

ORANGE CITY CENTRE

- Streets to be used:** Procession of vehicles and people on foot exits from Orange City Centre dock in Colvin Lane, left into Lords Place, left into Summer Street finishing at the Summer Street entrance to the Orange City Centre.
- Date:** Saturday 30 November 2024
- Time:** 9.45am to 10:30am
- Type of closure:** Full closure
- 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. 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 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 for approval prior to the event. An advanced warning Variable Message Board (VMS) shall be positioned east of William Street advising heavy vehicles of a detour on William Street and west of the Northern Distributor Road (NDR) on Molong Road and The Escort Way advising of the NDR being a heavy vehicle detour.
5. All Traffic Guidance Schemes (TGS) must be implemented by appropriately qualified persons.
6. All personnel carrying out traffic control duties must hold a Transport for NSW (TfNSW) authorised traffic controller's ticket.
7. 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's interests duly noted.

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 1 Conditional Approval 2024

10 OCTOBER 2024

2

8. 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 and date and times.
9. The event organisers are to conduct a letter drop to affected residents and businesses advising of the event for all affected roads.
10. The event organisers shall inform the following organisations of the event with copies being forwarded to Council:- Fire and Rescue NSW, Ambulance Service NSW, Orange Local State Emergency Service.
11. All participants are to be briefed prior to the event in regard to the need to comply with The Road Transport Act 2013 and Road Rules 2014.
12. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
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. The applicant is required to inform all relevant persons involved in the organising of the event of the Conditions of Approval.
16. In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.
17. Council or the NSW Police Force have the right to withdraw the approval or impose additional conditions on this event at any time.
18. All documents requested must be submitted to Council by Wednesday 13 November 2024 marked to the attention of Jason Theakstone in the Technical Services Division of Council.

I hereby declare that I have read and understand the conditions for the Santa Parade to be conducted on Saturday 30 November 2024.

Signed for and on behalf of Orange City Centre:

Name (print) _____

Signature _____

Date _____

EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Santa Arrival Parade - Application Form

10 OCTOBER 2024

APPLICANT DETAILS

| | | | |
|---------------|-----------------------------|-----------|------------|
| Name: | Nicole Chapman | | |
| Organisation: | Orange City Centre | | |
| Address: | 190 Anson St | | |
| Suburb: | Orange | Postcode: | 2800 |
| Phone: | [REDACTED] | Mobile: | [REDACTED] |
| Email: | [REDACTED] | | |
| Website: | www.orangecitycentre.com.au | | |
| Facebook: | OCC | | |
| Instagram: | OCC | | |
| Twitter: | N/A | | |

EVENT DETAILS

| | | | |
|---|---|--|------------------|
| Event Name: | Santa Parade | | |
| Location/Venue *subject to availability: | Summer St and inside Shopping Centre | | |
| Please note that all venues are subject to usage fees as stated in Orange City Council's Fees and Charges. | | | |
| Event Date/s: | 30/11/24 | Event Time/s: | 10.00am |
| Bump in date and time: | 30/11/24 9.45am | Bump out date and time: | 30/11/24 10.30am |
| Describe the main purpose of your event: Street parade to welcome Santa. Annual event | | | |
| Is the event likely to be an ongoing event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Will your event be open to the public? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Expected event attendance. Participants: | 50 approx | Spectators: | Unknown |
| Will your event be attended by children or young people under 18 years of age? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Will you charge an entry fee for this event? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | |

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

PLEASE NOTE:


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

EVENT APPLICATION FORM

V6 | updated August 2020

page 3 of 7


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

☒ YES ☐ NO

Is your event to be held in a designated Alcohol Free Zone?

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.

☐ YES ☐ NO

Will your event require security personnel?

☐ YES ☒ NO

Will your event require waste management?

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

☐ YES ☒ NO

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?

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 |

☐ YES ☒ NO

Will your event require access to a power supply?
(If yes, please provide requirements)

☒ 10 amp | Qty:

☐ 15 amp | Qty:

☐ 20 amp | Qty:

☐ 32 amp | Qty:

☐ YES ☒ NO


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?



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:


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


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: Advertised

 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:

Contact phone number:

What is your Emergency Evacuation Plan?

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

EVENT APPLICATION FORM

V6 | updated August 2020

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EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Santa Arrival Parade - Application Form

10 OCTOBER 2024

EVENT SERVICES - continued

What is your contingency plan for bad weather?

Will go on

 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) and submit to the Police at least 90 days prior to your event.

NOTES

EVENT APPLICATION FORM

V6 | updated August 2020

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REQUIRED DOCUMENTATION

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

- **Site Plan** depicting everything you plan to bring or utilise at the venue, such as: barricading/fencing, stalls and marquees, stages, toilets, rubbish/recycling bins, signs/banners, lights/lighting towers, PA/speakers, entry and exit points, parking, power, first aid and emergency muster points.
- **Certificate of Currency of Public Liability Insurance** to a minimum of \$20 million and noting Orange City Council as an interested party.
- **Risk Assessment** outlining all applicable risks and control measures.

INDEMNITY & DECLARATION

I, Nicole Chapman, 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

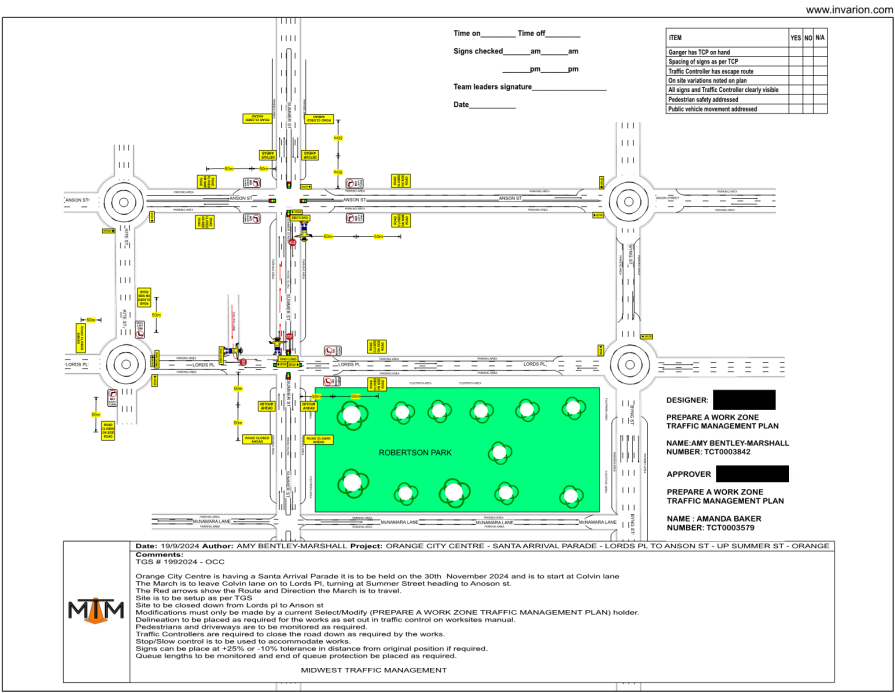
Nicole Chapman
Name (BLOCK LETTERS)

16/9/24
Date

EVENT APPLICATION FORM

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Orange City Centre Santa Arrival 2024 Risk Assessment

1. Introduction

This document has been compiled to assess the risks and controls to be put in place to organise and run the Orange City Centre Santa Christmas Parade, with minimal to low risk.

This document was developed from a number of activities and learning's from previously held events with Orange City Centre.

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2. Methodology

The risk assessment has been completed in accordance with *AS4360:2004 Risk Management*. The process used is based on widely accepted methodology where the level of risk is defined as a combination of likelihood and consequence. The assessment is conducted using a qualitative assessment of the likelihood and consequence. A risk matrix is then used to determine the level of risk.

The table below provides the qualitative descriptors used for assessing consequences:

| CONSEQUENCE LEVELS | | | | |
|--|--|--|--|---|
| Minor injury. Low-level short-term subjective inconvenience or symptoms. Cuts, bruises, no measurable physical effects. No medical treatment | Significant injury. Objective but reversible disability/impairment and/or medical treatment injuries requiring hospitalisation. Major burns, broken bones, severe bruises, cuts. | Serious Injury. Moderate irreversible or impairment to one or more persons. Serious burns to large parts of body, serious internal and skull injuries. | Single fatality and/or severe irreversible disability or impairment to one or more persons | Multiple fatalities, as a result of short or long term health effects, or significant irreversible human health |

The assessment-ranking matrix shown below was used to determine risk levels.

RISK RANK MATRIX

| Consequence → | Low | Minor | Moderate | Major | Catastrophic |
|----------------|--------------|--------------------|----------------|----------|-------------------|
| Likelihood ↓ | Minor Injury | Significant Injury | Serious Injury | Fatality | Multiple Fatality |
| Almost Certain | Moderate | Low | low | Low | Low |
| Likely | Moderate | Low | Low | Low | Low |
| Possible | Moderate | Low | Low | low | Low |
| Unlikely | Moderate | Low | Low | Low | Low |
| Rare | Moderate | Low | Low | Low | Low |

3 GENERAL REPORTS

3.1 CURRENT WORKS

RECORD NUMBER: 2024/1728

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 has been ongoing and resources continuously applied to pothole repairs on sealed roads across the city.

Council undertook selected patching at various locations including:

- Issac Drive at Stirling Avenue;
- Forest Road at Gosling Road.

Sealing of the road shoulder and drainage improvements were undertaken on Coolabah Drive at the bus shelter near Matilda Avenue.

Road shoulder and table drain maintenance was undertaken on:

- Aerodrome Road from the airport to Forest Road;
- Lister Drive from Pinnacle Road to the end.

Road Upgrading

3.1 Current Works

Moulder and Hill Street Roundabout

The new roundabout at this intersection was opened to traffic in late August with further work on sealing the parking lanes and installation of a new centre mounted street light since completed.



Aerial image source Nearmaps 9.11.24: Hill and Moulder Street roundabout

Shiralee Road

Council staff began works to upgrade Shiralee Road from the railway line south to join into works being undertaken on the Southern Feeder Road. It is intended to undertake this work in stages to allow for the new roundabout to be completed and opened at the Southern Feeder Road which will then provide an alternate route for local traffic during a full road closure at the railway line to install a deep sewer crossing in the new year.

Clergate Road

The following works have been undertaken:

- Power pole relocation and underground services installation were completed;
- Gas main relocation recommenced;
- Civil works to complete missing road and drainage segments began as gas main relocations were completed in those areas. Asphaltting of the final surface is planned for December.

3.1 Current Works

Huntley Road at Gosling Creek

Works have begun to widen Huntley Road by extending the culverts at Gosling Creek just south of Bloomfield Road. Fisheries approved, stream diversions are in place to divert clean water around the worksite.



Photo: Clean water diversion being installed in Gosling Creek

Road rehabilitation

Road rehabilitation works were undertaken and sealed with asphalt on the following road segments:

- Lister Drive – Anson Street to Booth Crescent
- Diamond Drive – Sapphire Street to Agate Crescent
- Sale Street – Byng Street to Summer Street

3.1 Current Works



Photo: New asphalt being laid on the travelling lanes in Sale Street following stabilisation of the pavement underneath.

Concrete and Drainage

Footpaths

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

- Matthews Avenue – Hill Street to Burrendong Way;
- Ploughmans Lane (shared path) – Cargo Road to existing path at Riawena Oval.

Work was completed on new footpaths and footpath reconstructions at:

- Molong Road (shared path) – NDR to Murphy Lane
- Cox Avenue - Frederica Street to Icely Road
- Franklin Road – Anson Street to Lords Place
- Mitchell Hwy Lucknow – Beasley Road to Phoenix Mine Road
- National Avenue – Hill Street to Sale Street
- Farrell Road (gravel) – Bilton Place to 20 Farrell Road
- Allenby Road – Bathurst Road to Icely Road
- Forbes Road – Molong Road to Sieben Drive.

3.1 Current Works



Photo – Completed footpath reconstruction on Forbes Road

Upcoming major works

Major road upgrading works, status and timing (as weather permits) as follows:

| Road | Segment | Status |
|----------------|------------------------------|---|
| Huntley Road | Hiney Road to Aerodrome Road | Works awarded – programmed for contractor to commence in early December 2024. |
| Winter Street | March Street to Icely Road | Works awarded – programmed for contractor to commence in mid-January 2025. |
| Aerodrome Road | Airport exit to Forest Road | Programmed for February 2025 by Council construction team. |

Other major projects:

| Location | Description | Status |
|----------------------------------|--------------------------------|---|
| Clergate Road to Strathgrove Way | Install trunk drainage upgrade | Tenders received and under assessment. Anticipate recommendation to award works to Council in December. |

3.1 Current Works

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 | July – October 2024 |
|--|-----------------------|---------------------|
| Water - Leak (Meter) | 310 | 95 |
| Water Request - Meters Faulty (incorrect readings) | 104 | 41 |
| Water - No Water Supply | 42 | 10 |
| Water - Pressure | 38 | 3 |
| Water Request - Replace Meter box/lid | 234 | 13 |
| Water quality - Dirty | 25 | 10 |
| Water - Burst Main | 119 | 22 |
| Water - leak (Main, Valve, Hydrant) | 438 | 198 |
| Total Water Requests | 1,310 | 392 |

Construction Works

Council has completed the renewal of the Clinton Street water main between Byng Street and March Street as well as the renewal of the Anson Street water main between Philip Street and Warrigal Place.

Works have commenced on the upgrade and new water main on Clergate Road where the 300mm water main is being upgraded to 450mm and new 200mm water mains are being installed for future connection points.

Work on the new water main on Shiralee Road are nearing completion with two water main crossings remaining. All other connection works have been completed.

Council has completed the Lake Canobolas Water supply main which connects Orange's potable water network to Lake Canobolas. Recently all the water supply connections between Orange and Lake Canobolas have been changed over to the new supply main with the old water supply main in the process of being decommissioned.

New Water Service

- 32mm water connection to 55 Astill Drive
- 20mm water service 31 Sullivan Circuit
- 20mm water service 43 Franklin Road
- 20mm water service 9 Nandillion Ponds
- 20mm water service 5 Carwoola Drive
- Water service connection to 28 Colliers Avenue
- Water service connection to 50 Frost Street
- Water service renewal 94 Woodward Road

3.1 Current Works

- Water service renewal 56 Clinton Street
- Water service renewal 115 Summer Street

SEWER SERVICES

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

| Category | July 2022 – June 2023 | July – October 2024 |
|-----------------------------|-----------------------|---------------------|
| Sewer Choke - Blockages | 232 | 95 |
| Sewer Complaint - Odour | 15 | 0 |
| Sewer Complaint - Overflow | 162 | 70 |
| Total Sewer Requests | 409 | 165 |

Construction Works

- Council has completed the upgrade of the sewer rising main at Shiralee Sewer Pump Station 1. This upgrade is the commencement of a capacity increase project for the Shiralee Sewer Pumpstation project.
- Works have commenced on the Lake Canobolas Sewer Pumpstation project. This project is a continuation of the Sewer rising main project which has been recently completed. This project is expected to be completed by April 2025 with excavation works on site currently underway.
- Planning works are currently underway for the 2024/25 sewer rehabilitation project with area of Council sewer network identified for sewer main relining and smoke testing for water infiltration.

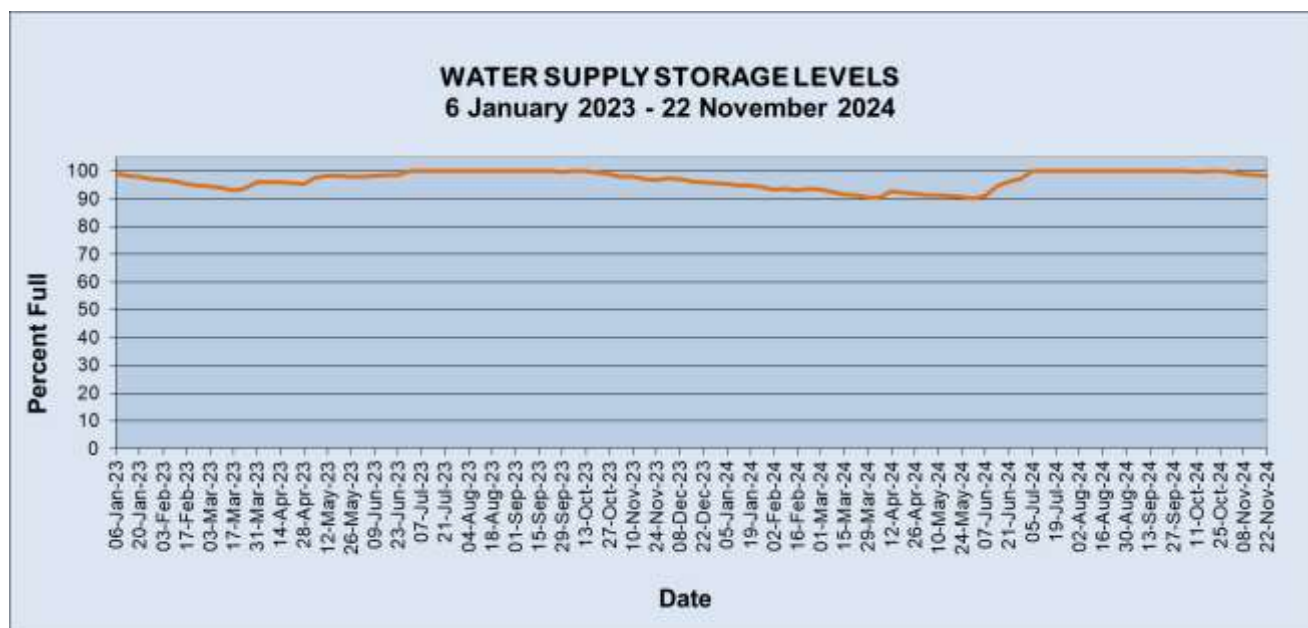
Sewer reconstructions

- 41 Racecourse Road Sewer connection reconstruction

WATER SUPPLY SECURITY**Water Storage Levels**

The water storage trend for the combined storages from 6 January 2023 to 22 November 2024 is shown in the graph below.

3.1 Current Works



Below Levels current at 22 November 2024:

| Location | Level Below Spillway (mm) | % of Capacity |
|-------------------|---------------------------|---------------|
| Suma Park Dam | 249 | 97.75% |
| Spring Creek Dam | 3 | 99.93% |
| Lake Canobolas | 0 | 100.00% |
| Gosling Creek Dam | 49 | 98.57% |

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 | July 2024 (ML) | August 2024 (ML) | September 2024 (ML) | October 2024 (ML) | Total (ML) 2024/2025 |
|------------------|----------------|------------------|---------------------|-------------------|----------------------|
| Bores* | 0.00 | 1.24 | 11.95 | 9.54 | 22.64 |
| Stormwater | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Macquarie River | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 1.24 | 11.95 | 9.45 | 22.64 |

* 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 annual analysis of the water year was conducted 30 July 2024 with the Decision Support Tool (DST) predicting neutral conditions from the Bureau of Meteorology's POAMA forecast. Suma Park Dam remains above the 90% trigger (98.25 %) as at 15 November 2024. Plans are underway to have the additional raw water supply systems ready when required.

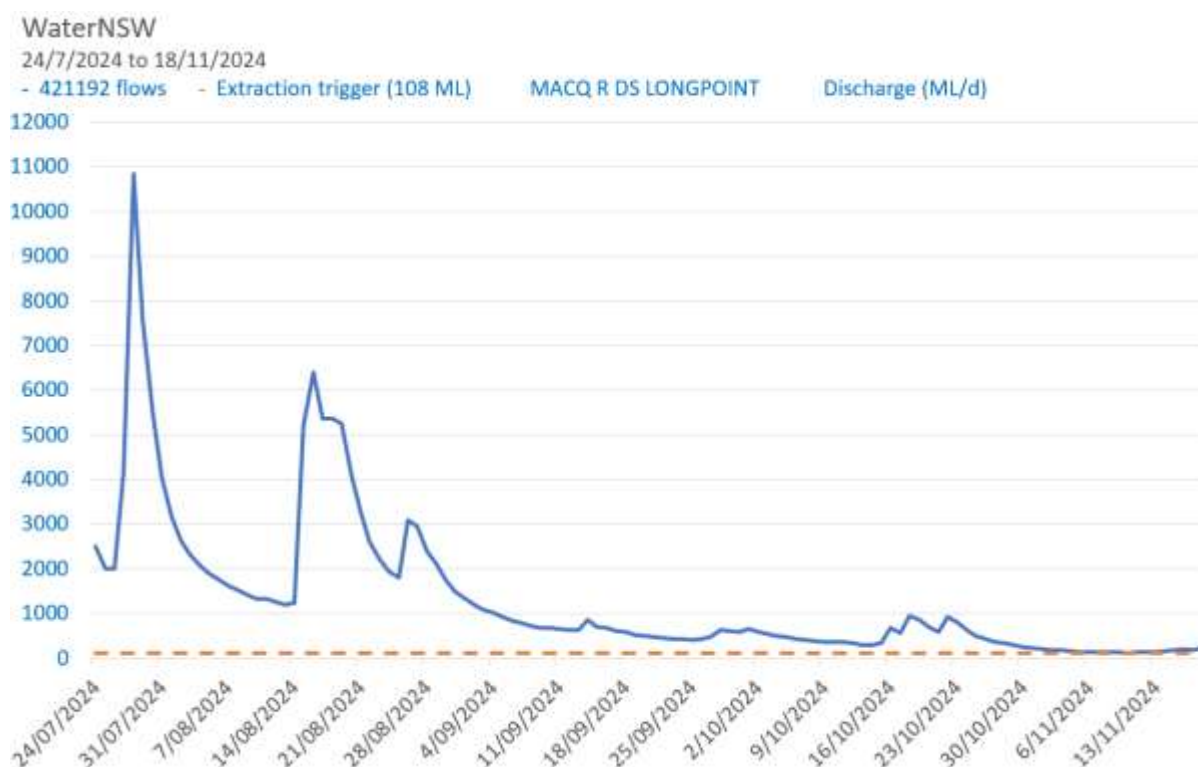
Macquarie River Flows

3.1 Current Works

The mean daily flows in the Macquarie River monitored downstream of Long Point (Station 421192) for 24 July to 18 November 2024 are presented below.

The minimum flow rate of approx. 121 ML/day recorded on 10 November was above the extraction trigger value (108 ML/day) for the period. A maximum flow was recorded of approximately 10,843 ML/day on 28 July 2024.

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

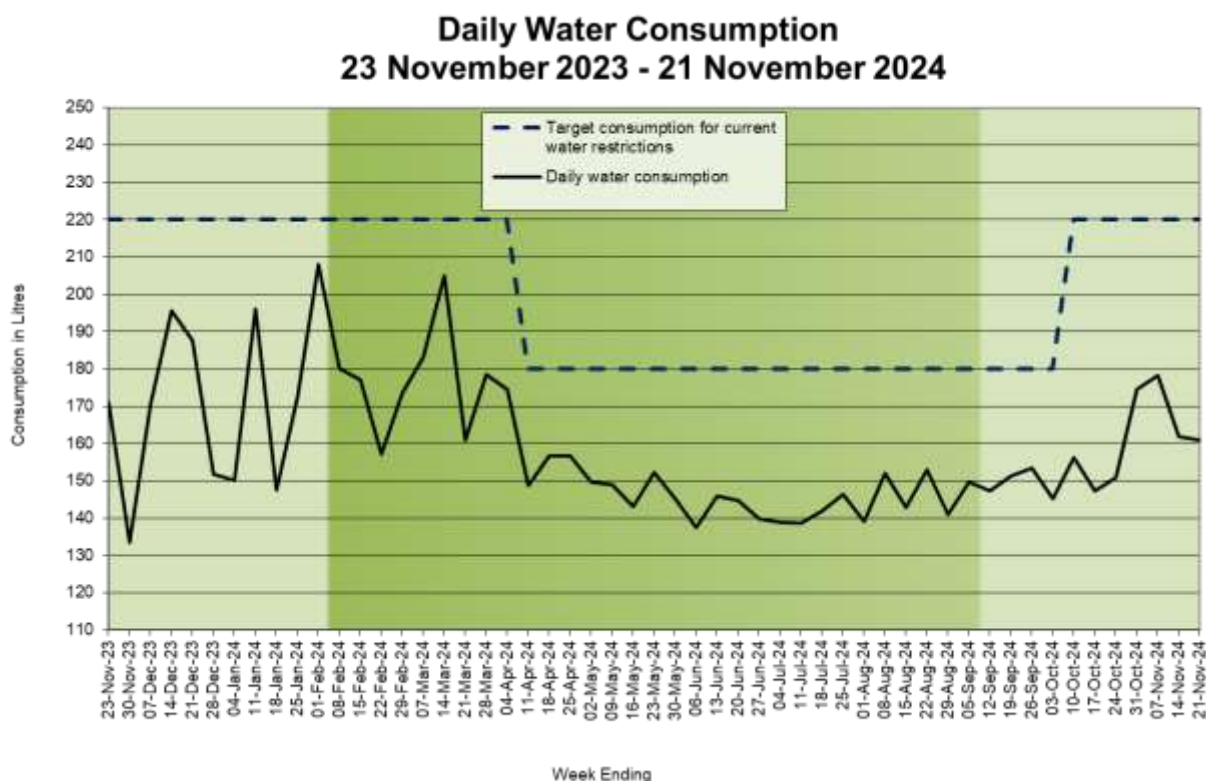


Demand Management

Residential water use

Permanent Water Saving Standards came into effect on Friday 25 June 2021. Average daily residential water consumption for the period 18 October 2024 to 21 November 2024 was 165 litres per person per day. The graph below shows the average daily residential water consumption trend since November 2023.

3.1 Current Works

*Total water use*

The average daily city-wide water consumption for the period 18 October 2024 to 21 November 2024 was 10.66 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 July through to November 2024 complied with the Australian Drinking Water Guidelines (ADWG) health targets.

The National Health and Medical Research Council (NHMRC) sets the drinking water guideline levels, which includes per-and polyfluoroalkyl substances (PFAS). In October 2024 the NHMRC released updated draft guideline PFAS levels for public consultation, proposed to replace those in the existing ADWG.

Council has monitored for PFAS in the drinking water supply since 2018 where analysis has not detected PFAS, meeting the current ADWG. In anticipation that PFAS levels in the ADWG may be lowered by the NHMRC, Council also requested the NATA laboratory to conduct analysis to achieve the proposed new lower level on a sample collected in September 2024. These results were also below the proposed guideline concentrations. The next sample is scheduled for December 2024.

Orange City Council continues to deliver quality drinking water through effective operation of a high-end treatment system that includes a carbon filtration stage in addition to a standard filtration stage, providing further assurance for the community. Further

3.1 Current Works

information and links to the NHMRC press release and fact sheets can be found on the Orange City Council website at [Water treatment plant - Orange City Council](#).

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 Cell 4 and the cell has been given the approval for use from the EPA. Capping works on Cell 1 and 2 are ongoing and install of the liners will happen prior to Christmas.



Photo: Completed Cell 4 Construction

Lake Canobolas Water and Sewer

Council staff have been commissioning the pipeline and connecting residents. The sewer pipeline will be commissioned following the construction of the pump station at Lake Canobolas.

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

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

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

DCCEEW has subsequently issued an approval for the works under the Water Management Act 2000 in October this year. There are conditions associated with the approval that require relatively minor amendments to the current scope of works. There was however an opportunity for objectors to appeal the approval up until 21 November 2024.

Subject to no objections being received by DCCEEW, it is proposed to Request for Tender (RFT) for the works prior to Christmas.

3.1 Current Works

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.

Mechanical installation of all equipment has been ongoing along with all the installation of the electrical cabling and termination to each item of plant as necessary. Concrete works for the road around the site is ongoing and there has been other works undertaken.

Commissioning of the plant will happen in the coming weeks and then the final connection to plant to happen in the new year.



Photo: Site Photo of STP, new works shown lower left of centre

Southern Feeder Road Stage 4

Progress onsite has been consistent of late. All drainage works has been completed. The major earthworks for the project has been completed. Works in the last month or so has been around installing the required layers of pavement. Kerb and footpath works has been ongoing as well.

3.1 Current Works

The remaining works will incorporate installation of the various layers of asphalt which should commence at the start of December. There will only be the final finishing works to be completed while the asphalt is being placed.



Photo: SFR looking west from Rifle Range Road

3.1 Current Works



Photo: Roundabout SFR and Shiralee Road



Photo – Section one pavement layer install works being undertaken.

Jack Brabham Change Room

Construction of the new female changerooms and referees changerooms has finished.

3.1 Current Works

Orange Conservatorium and Planetarium

There has been significant progress onsite and all 6 of the floor slabs for the Conservatorium and Planetarium has been formed and poured. The precast panel installation of the main recital hall have been installed and temporarily propped in position. Works now include setting up the formwork and pouring the first level slab, which is likely to happen prior to Christmas shutdown.



Photo – Construction of Orange Conservatorium and Planetarium

Icely Road WTP Generator

Site works has all been completed and awaiting the connection date with Essential Energy which is booked for early December.

Sports Precinct

The Turf Contractor has commenced onsite works and has been installing all the necessary items for the establishment of the turf for the fields. This has included the levelling of the existing site to suitable tolerance and install of all the electrical conduits.

The drainage works for the irrigation and sand layers has also commenced onsite and will be ongoing. Preparation for the cricket wickets have also commenced and will be done in the coming weeks.

3.1 Current Works



Photo – Cricket wicket preparation now underway.

Adventure Playground

Works at the playground have continued even though they had been affected by some poor weather earlier in the project, they are making some good progress now with concrete installed for the splash park. Some equipment is starting to be installed and the main elements are prefabricated off site and will be delivered to site in the coming weeks.



3.1 Current Works



Photo: Adventure Playground – Concrete splash park and slides being installed

Aquatic Centre

The Contractors have completed this project and commissioning has been done.

3.1 Current Works

AIRPORT PASSENGER NUMBERS

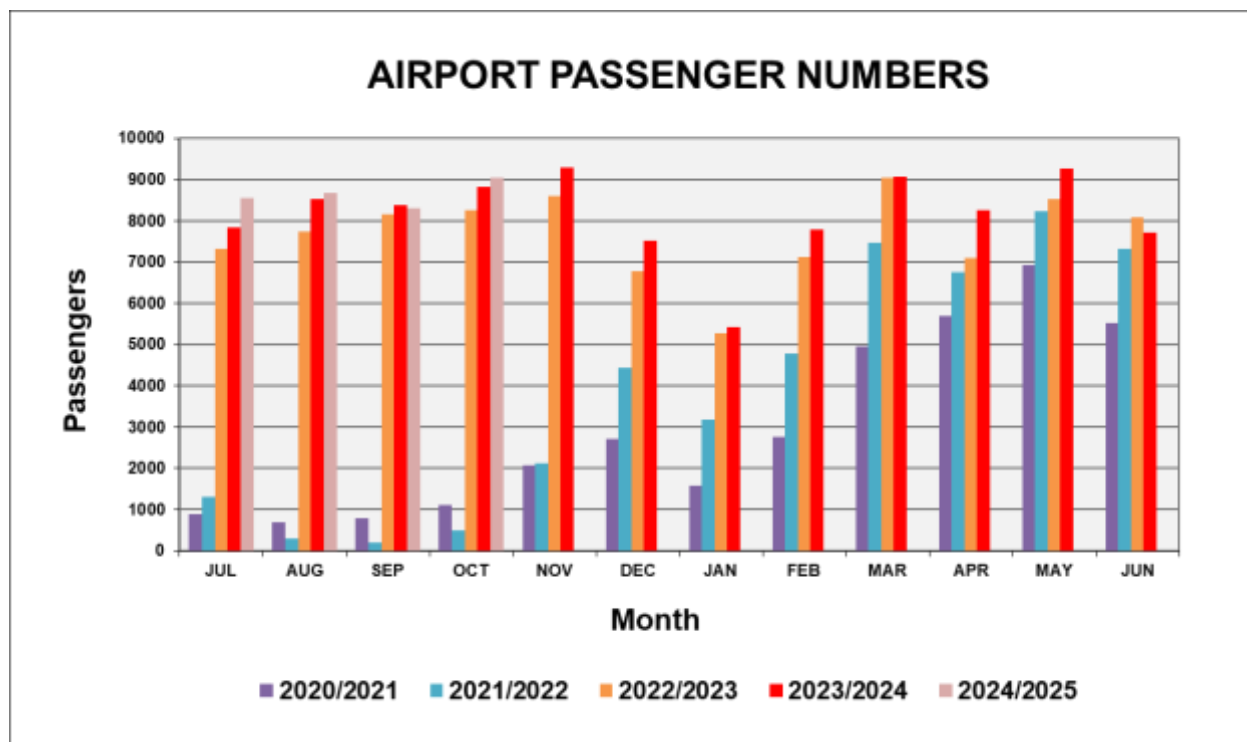
Passenger numbers during July 2024 were 8,553 compared to 7,837 in the same month in 2023.

Passenger numbers during August 2024 were 8,672 compared to 8,531 in the same month in 2023.

Passenger numbers during September 2024 were 8,306 compared to 8,386 in the same month in 2023.

Passenger numbers during October 2024 were 9,036 compared to 8,822 in the same month in 2023.

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



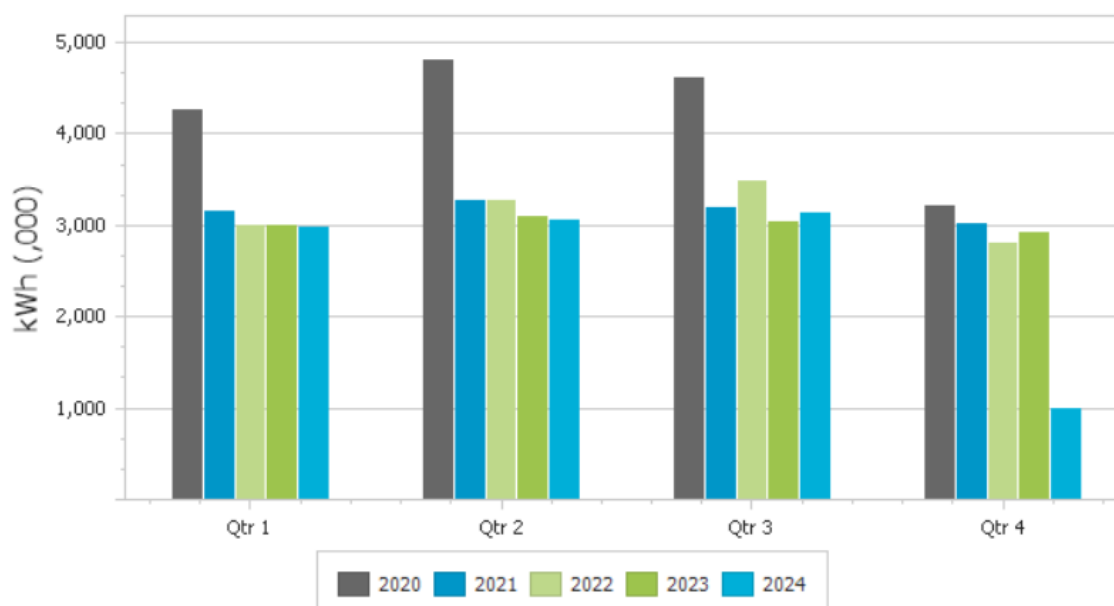
3.1 Current Works

ENERGY USE

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

Consumption History - up to 4 Years

Thursday, 21 November 2024



History - Last 12 Months

| GROUP | CONSUMPTION (kWh) | CO2 EMISSIONS (t) | BILL (ex GST) |
|-------------------------------|-------------------|-------------------|--------------------|
| Parks & Gardens | 0 | 0 | \$0 |
| Water | 3,081,128 | 2,434 | \$806,308 |
| Public Buildings & Facilities | 1,567,771 | 1,239 | \$476,752 |
| Lighting | 930,210 | 735 | \$494,423 |
| Other | 0 | 0 | \$0 |
| Sewer | 2,273,583 | 1,796 | \$609,396 |
| Macquarie Pipeline | 15,109 | 12 | \$18,966 |
| Ungrouped | 115,530 | 91 | \$37,581 |
| Total | 7,983,331 | 6,307 | \$2,443,425 |