



INFRASTRUCTURE POLICY COMMITTEE

AGENDA

4 MARCH 2025

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, 4 March 2025**.

David Waddell

CHIEF EXECUTIVE OFFICER

For apologies please contact Executive Support on 6393 8391.

AGENDA

1	INTRODUCTION.....	3
1.1	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	3
2	COMMITTEE MINUTES.....	5
2.1	Minutes of the City of Orange Traffic Committee Meeting - 10 December 2024	5
2.2	Minutes of the City of Orange Traffic Committee Meeting - 18 February 2025	83
3	GENERAL REPORTS.....	249
3.1	Current Works	249

1 INTRODUCTION

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

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

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

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

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

RECOMMENDATION

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

2 COMMITTEE MINUTES

2.1 MINUTES OF THE CITY OF ORANGE TRAFFIC COMMITTEE MEETING - 10 DECEMBER 2024

RECORD NUMBER: 2025/220

AUTHOR: Ian Greenham, Director Technical Services

EXECUTIVE SUMMARY

The City of Orange Traffic Committee held a meeting on 10 December 2024 and the recommendations from that meeting are presented to the Infrastructure Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

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

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

1 That Council acknowledge the reports presented to the City of Orange Traffic Committee at its meeting held on 10 December 2024.

2 That Council determine recommendations 3.1, 3.3, 3.4, 3.5 & 3.6 from the minutes of the City of Orange Traffic Committee meeting of 10 December 2024.

3.1 Request for Parking Lines – 147 Hill Street and Jaeger Reserve

That Council not install line marking for parking in front of 147 Hill Street and Jaeger Reserve (Hill Street).

3.3 Dalton Street (Bowen Place to Seymour Street) Zebra Crossing

That Council lengthen the “No Stopping” zone on the southern side of the Zebra Crossing 33m to the west as per Figure B of this report. That Council lengthen the “No Stopping” zone on the southern side of the Zebra Crossing 33m to the west as per Figure B of this report.

3.4 Event - KM For Kilos Foodbank Nsw And Act 2025 - 1 to 3 May 2025

That Council approve the use of Forest Road, Southern Feeder Road, Anson Street, Gardiner Road, Woodward Street, Racecourse Road and Pinnacle Road for the Km for Kilos Foodbank NSW and ACT 2025 charity bike ride to be held from 1 to 3 May 2025 subject to the attached Conditions of Consent.

3.5 Orange Runners Club - Club Runs - Hiney Road, Bargwana Road And Emu Swamp Road - April to December 2025

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

- Gosling Creek including Bargwana and Buttle Roads – 6 April 2025, 11 May 2025, 1 June 2025, 3 August 2025, 17 August 2025, 19 October 2025 and 7 December 2025.
- Emu Swamp Road - 4 May 2025 and 21 September 2025;
- Hiney Road – 20 April 2025, 15 June 2025 and 7 September 2025.

3.6 Intersection of Allenby Road and Icely Road

That Council install ‘No Stopping’ signs on the eastern intersection of Allenby Road and Icely Road (both directions) as shown in figure A of the report.

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

ATTACHMENTS

- 1 COTC 10 December 2024 Minutes
- 2 COTC 10 December 2024 Agenda, D25/16689 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

CITY OF ORANGE TRAFFIC COMMITTEE

HELD IN COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE

ON 10 DECEMBER 2024

COMMENCING AT 9:39 AM

1 INTRODUCTION

ATTENDANCE

Cr T Mileto (Chairperson), Cr M Ruddy, Mr Richard Drooger (TfNSW), Insp Nathan Lamming (NSW Police), Acting Sgt Michael Copas (NSW Police), Mr Kel Gardiner (Local MP Representative), Works Manager, Manager Engineering Services, Road Safety Officer, Parking Officer, Divisional Administration Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION	Mr K Gardiner/Mr R Drooger
That the apology be accepted from Senior Parking Officer (A Stefanovska) for the City of Orange Traffic Committee meeting on 10 December 2024.	

1.2 Acknowledgement of Country

The Chairperson conducted an Acknowledgement of Country.

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

Nil

2 PREVIOUS MINUTES

RECOMMENDATION	Mr R Drooger/Mr K Gardiner
That the Minutes of the Meeting of the City of Orange Traffic Committee held on 9 July 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 9 July 2024.	

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

That the Minutes of the electronic Meeting of the City of Orange Traffic Committee held on 6 September 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 6 September 2024.

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

That the Minutes of the electronic Meeting of the City of Orange Traffic Committee held on 10 October 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 10 October 2024.

3 GENERAL REPORTS**3.1 REQUEST FOR PARKING LINES - 147 HILL STREET AND JAEGER RESERVE**

TRIM REFERENCE: 2024/1633

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

That Council not install line marking for parking in front of 147 Hill Street and Jaeger Reserve (Hill Street).

3.2 PROPOSED CHANGE OF TIME RESTRICTIONS FOR CIVIC CENTRE CAR PARK - LORDS PLACE

This was discussed at the Committee meeting but Item has been deferred until a later date.

3.3 DALTON STREET (BOWEN PLACE TO SEYMOUR STREET) ZEBRA CROSSING

TRIM REFERENCE: 2024/1853

RECOMMENDATION**Insp M Lamming/Mr K Gardiner**

That Council lengthen the "No Stopping" zone on the southern side of the Zebra Crossing 33m to the west as per Figure B of this report.

3.4 EVENT - KM FOR KILOS FOODBANK NSW AND ACT 2025 - 1 TO 3 MAY 2025

TRIM REFERENCE: 2024/1701

RECOMMENDATION**A/Sgt M Copas/Insp M Lamming**

That Council approve the use of Forest Road, Southern Feeder Road, Anson Street, Gardiner Road, Woodward Street, Racecourse Road and Pinnacle Road for the Km for Kilos Foodbank NSW and ACT 2025 charity bike ride to be held from 1 to 3 May 2025 subject to the attached Conditions of Consent.

3.5 ORANGE RUNNERS CLUB - CLUB RUNS - HINEY ROAD, BARGWANNA ROAD AND EMU SWAMP ROAD - APRIL TO DECEMBER 2025

TRIM REFERENCE: 2024/1910

RECOMMENDATION**Mr K Gardiner/Insp N Lamming**

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

- Gosling Creek including Bargwanna and Buttle Roads – 6 April 2025, 11 May 2025, 1 June 2025, 3 August 2025, 17 August 2025, 19 October 2025 and 7 December 2025.
- Emu Swamp Road - 4 May 2025 and 21 September 2025;
- Hiney Road – 20 April 2025, 15 June 2025 and 7 September 2025.

3.6 INTERSECTION OF ALLENBY ROAD AND ICELY ROAD

TRIM REFERENCE: 2024/1856

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

That Council install 'No Stopping' signs on the eastern intersection of Allenby Road and Icely Road (both directions) as shown in figure A of the report.

GENERAL BUSINESS**Canobolas Public School**

A resident on Wrights Lane is complaining of not being able to get his truck onto his property when cars are parked/queueing on the eastern side of Wrights Lane during school drop off/pick up times.

Road Safety Program

The Road Safety Officer advised that the Road Safety Program has started for the annual drink drive campaign – Leave your car at home and make a Taxi your Plan B (funded by the Orange Taxi Co-op and ClubGrants from the Orange Ex-Services Club).

Southern Feeder Road

The Southern Feeder Road will be opening end of January which will change traffic movements in Orange.

THE MEETING CLOSED AT 10.38AM.



CITY OF ORANGE TRAFFIC COMMITTEE

AGENDA

10 DECEMBER 2024

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **CITY OF ORANGE TRAFFIC COMMITTEE MEETING of ORANGE CITY COUNCIL** will be held in the **COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 10 December 2024** commencing at **9:30 AM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Jason Theakstone on 6393 8505.

AGENDA

EVACUATION PROCEDURE

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

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

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

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	PREVIOUS MINUTES	3
2.1	Minutes of the Meeting of the City of Orange Traffic Committee held on 09 July 2024	5
2.2	Minutes of the Meeting of the City of Orange Traffic Committee held on 06 September 2024	8
2.3	Minutes of the Meeting of the City of Orange Traffic Committee held on 10 October 2024	10
3	GENERAL REPORTS.....	11
3.1	Request for Parking Lines - 147 Hill Street and Jaeger Reserve	11
3.2	Proposed Change of Time Restrictions for Civic Centre Car Park - Lords Place (Item deferred)	
3.3	Dalton Street (Bowen Place to Seymour Street) Zebra Crossing	17
3.4	Event - Km for Kilos Foodbank NSW and ACT 2025 - 1 to 3 May 2025	21
3.5	Orange Runners Club - Club Runs - Hiney Road, Bargwana Road and Emu Swamp Road – 2025	55

1 INTRODUCTION

MEMBERS

Cr T Mileto (Chairperson), Cr M Ruddy, 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 now disclose any conflicts of interest in matters under consideration by the at this meeting.

2 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 9 July 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the City of Orange Traffic Committee meeting held on 9 July 2024.

MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

9 JULY 2024

RECOMMENDATION

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 6 September 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the City of Orange Traffic Committee meeting held on 6 September 2024.

RECOMMENDATION

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 10 October 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the City of Orange Traffic Committee meeting held on 10 October 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the City of Orange Traffic Committee held on 9 July 2024
- 2 Minutes of the Meeting of the City of Orange Traffic Committee held on 6 September 2024
- 3 Minutes of the Meeting of the City of Orange Traffic Committee held on 10 October 2024

MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

9 JULY 2024

ORANGE CITY COUNCIL

MINUTES OF THE

CITY OF ORANGE TRAFFIC COMMITTEE

HELD IN THE COUNCIL CHAMBERS, CIVIC CENTRE, BYNG STREET, ORANGE

ON 9 JULY 2024

COMMENCING AT 9.30 AM

1 INTRODUCTION

ATTENDANCE

Cr Tony Mileto (Chairperson), Mr Richard Drooger, Sgt Adam Cornish, Acting Inspector David Giblet, Mr Kel Gardiner, Road Safety Officer, Works Manager, Senior Parking Officer, Strategic Design and Planning Engineer, Senior Events Officer (Item 3.4 only), Divisional Administration Officer

1.1 Apologies and Leave of Absence

RECOMMENDATION

Mr K Gardiner/Sgt A Cornish

That the apologies be accepted from Manager Engineering Services and Parking Officer for the City of Orange Traffic Committee meeting on 9 July 2024.

1.2 Acknowledgement of Country

The Chairperson conducted an Acknowledgement of Country.

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

Nil

2 PREVIOUS MINUTES

RECOMMENDATION

Mr K Gardiner/Sgt A Cornish

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 11 June 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 11 June 2024.

MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

9 JULY 2024

3 GENERAL REPORTS

3.1 PEDESTRIAN CROSSING - MATTHEWS AVENUE

TRIM REFERENCE: 2024/883

Discussion was held regarding putting a mobile camera at the Anson Street/Matthews Avenue intersection to monitor traffic movement and pedestrian behaviour following installation of 'Do not queue across Intersection' sign. TfNSW representative advised that whilst they were supportive, the 'Do not queue across Intersection' sign required specific approval from the authority prior to implementation and would arrange for same.

RECOMMENDATION

Mr K Gardiner/Sgt A Cornish

That Council install "Do not queue across intersection" signs at the Anson Street/Matthews Avenue intersection pending written approval from TfNSW to use sign.

3.2 ILLAMATTA WAY - ROAD MARKINGS

TRIM REFERENCE: 2024/1004

RECOMMENDATION

Mr K Gardiner/Mr R Drooger

That Council change the priority of Illamatta Way to give the Ralston/Illamatta/Bligh Street route priority and install line marking and 'Give Way' signs as per Figure A of the report.

3.3 BUS ZONES IN SEATON STREET, SPRING HILL

TRIM REFERENCE: 2024/1151

RECOMMENDATION

Sgt A Cornish/Mr K Gardiner

That Council erect two 19m bus zones in Seaton Street, Spring Hill as per Figure A of the report:

- Near Spring Hill Public School (untimed); and
- In front of the Spring Hill Temperance Hall (timed 10.00am to 1.00pm - 7 days).

3.4 EVENT - ZEST FEST - FOOD, WINE AND MUSICAL FESTIVAL - 2 NOVEMBER 2024

TRIM REFERENCE: 2024/1005

** Council's Senior Events Officer, Henry Suttor, attended the meeting for this item only, to provide further information. **

RECOMMENDATION

Mr R Drooger/Sgt A Cornish

- 1 That Council approve 'in principle' the closure of Byng Street (Lords Place to Peisley Street), McNamara Street (Byng Street to Summer Street) and Lords Place (Byng Street to Summer Street) on 2 November 2024 between 6.00am and 12 midnight for Zest Fest subject to the attached Conditions of Consent
- 2 That a suitable Traffic Guidance Scheme be submitted for Traffic Committee consideration.

MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

9 JULY 2024

3.5 EVENT - GOODNESS GRAVEL - 125KM LOOP - 15 MARCH 2025

TRIM REFERENCE: 2024/1059

RECOMMENDATION

Mr R Drooger/Sgt A Cornish

That Council approve the use of Canobolas, Pinnacle, Lysterfield, Shiralee Roads, Ballykeane Lane, Cadia and Berrilee Roads for the Goodnessgravel event to be held on Saturday 15 March 2025 subject to the attached Conditions of Consent.

GENERAL BUSINESS

- Council staff are currently in the process of reviewing heavy vehicle access (including b-doubles) on the newly constructed sections of Southern Feeder Road (SFR to Forest Road) and surrounds.
- Cr Mileto was asked the question why Council didn't have a pedestrian crossing from the Summer Centre to the Woolworths Carpark in Sale Street. It was advised that you can't put a pedestrian crossing across 4 lanes of traffic.
- As part of the Get NSW Active program, Council has received funding for the following:
 - Extension of shared cycle path on Ploughmans Lane between Escort Way and Coronation Drive.
 - Matthews Avenue footpath link – 1.8 metre wide path between Burrendong Way and Hill Street.

THE MEETING CLOSED AT 10.20AM.

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.

MINUTES OF EXTRAORDINARY CITY OF ORANGE TRAFFIC COMMITTEE 6 SEPTEMBER 2024

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. ***

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

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****

Page 10

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3 GENERAL REPORTS

3.1 REQUEST FOR PARKING LINES - 147 HILL STREET AND JAEGER RESERVE

RECORD NUMBER: 2024/1633

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received a request to install 60-degree line marking for parking in front of a business to improve parking. This report serves to reject the request for line marking.

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 Council not install line marking for parking in front of 147 Hill Street and Jaeger Reserve (Hill Street).

SUPPORTING INFORMATION

Council has received a request to install 60-degree parking in front of Orange Family Dental in Hill Street with a view of maximising parking in front of their business.

There are only certain streets within the CBD that have line marking for parking spaces. The line marking within the CBD is typically done to maximise parking where there are street trees.

The business has off street parking and the frontage of the business does not have any street trees within the parking lanes.

It is recommended to not install line marking in this location.

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.1 Request for Parking Lines - 147 Hill Street and Jaeger Reserve



CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.2 PROPOSED CHANGE OF TIME RESTRICTIONS FOR CIVIC CENTRE CAR PARK - LORDS PLACE

This was discussed at the Committee meeting but Item has been deferred until a later date.

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.3 DALTON STREET (BOWEN PLACE TO SEYMOUR STREET) ZEBRA CROSSING

RECORD NUMBER: 2024/1853

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

This report serves to increase the sight distance at the Dalton Street zebra crossing.

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

To be funded from the sign budget.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council increase the "No Stopping " zone on the southern side of the Zebra Crossing as per Figure B of this report.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has received a complaint about near misses at the Dalton Street zebra crossing (see attached). The complainant has organised a petition in support of Council constructing a pelican crossing.

Council staff have met with the complainant and they now understand a pelican crossing may not be appropriate at this location and it would necessitate the signalisation of the Seymour and Dalton Streets intersection.

Council staff and TfNSW have inspected the crossing and note the crossings location suffers poor geometry with a bend in the road at the bottom of a hill. Cars approaching from the west do not have clear sight distance to people entering the crossing from the southern side when a car is parked there, see image below:

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.3 Dalton Street (Bowen Place to Seymour Street) Zebra Crossing



Figure A

It is recommended that Council extend the existing No Stopping zone 33m to the west of the existing No Stopping zone to facilitate better approach sight distance as per Figure B below.



Figure B

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.3 Dalton Street (Bowen Place to Seymour Street) Zebra Crossing

The following counts and observations were done by TfNSW.

Pedestrian counts:

26/08 - 3pm to 4pm

- 4 children
- 3 adults
- 1 adult, 2 children riding bicycles (which is an offence).

27/08 - 8:20am to 9am

- 7 children
- 2 adults
- 3 children riding bicycles

Other observations:

- Speed non-compliance observed and was obvious. Mostly westbound down the hill but some eastbound. Might be worth getting some counts to determine if the 85th speed is under 60km/h in accordance with AS1742.10 requirement.
- Eastbound vehicles regularly cutting across the centreline on the right curve approaching the crossing.
- No path connection on northern side. Observed an elderly person on a mobility scooter and child on a kick scooter exit the crossing early and proceed east along the roadway between parked and passing vehicles.
- Zig zag markings still visible but could do with a re-fresh soon.
- Vehicles parked on the southern side of the road obstruct the view of the crossing for approaching eastbound traffic (due to approach alignment). A pedestrian already on the crossing could easily fill this blind spot.
- The flashing speed limit sign on the eastern approach has restricted sight distance for approaching traffic due to tree branches.
- Occasionally vehicles stacking on the crossing when waiting to turn right into Seymour Street.
- 100% yield rate for pedestrians. 1 occurrence of what I would consider to be a late stop observed.

TfNSW commentary includes:

The volumes were much lower than anticipated given the petition. Nowhere near warranting signals.

Approach speed is an issue as expected, particularly on the eastern approach. Getting rid of the hill isn't an option so the only way to really mitigate that is with traffic calming. The narrowing of lanes with a refuge should slow traffic a fair bit and eliminate corner cutting.

The pedestrian volumes are quite low, particularly for peak periods. outside of peak times it would be seldom used. This leads to driver complacency as they become less likely to predict pedestrian activity to the less frequent occurrence.

Also worth considering is the use of enhanced lane separation devices with collapsable delineators on the western approach. It will eliminate corner cutting and likely slow traffic due to the narrower feel. Would potentially slow westbound drivers who will see it beyond the crossing.

ATTACHMENTS

1. Email - Dalton Street Zebra Crossing, D24/135388

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 1 Email - Dalton Street Zebra Crossing

10 DECEMBER 2024

From: [REDACTED]
Sent: Monday, August 5, 2024 10:59:14 AM
To: Tony Mileto [REDACTED]
Subject: Re: Dalton Street Zebra Crossing - Safety Requirement

Hi Tony,

Thank you for your reply.

Yes, please bring this to the committee's attention.

This zebra crossing serves around surrounding local schools and is paramount for our children and local residents to cross Dalton Street, near Seymour Street.

It's situated at the bottom of the hill on a slight curve and often lined with teacher's or workman's vehicles.

On other side, they have erected no parking signs, which motorist continue to ignore and park there in front of the new units built recently.

The 40km sign, situated about half way down the hill, is rarely seen due to parked cars and consequently, traffic rarely slows down in time to see pedestrians!

I have had first-hand hand experience with near misses on this crossing numerous times with my child as well as others. Drivers get upset as they feel they are in the right regardless.

After being involved with a fatality motor vehicle/pedestrian accident of a young boy on Friday night in Lithgow (as a bystander administrating First aid to the victim that perished), I do not want anyone else to have to experience this here.

Your assistance in this matter would be greatly appreciated.

Kind Regards

[REDACTED]

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.4 EVENT - KM FOR KILOS FOODBANK NSW AND ACT 2025 - 1 TO 3 MAY 2025

RECORD NUMBER: 2024/1701

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Entoure wish to hold a charity bike ride, Km for Kilos Foodbank NSW and ACT, from 1 to 3 May 2025. This event is a 3 day cycle tour starting at Orange and finishing at Cootamundra (via Forbes and Young) to raise funds for Foodbank NSW and ACT.

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 use of Forest Road, Southern Feeder Road, Anson Street, Gardiner Road, Woodward Street, Racecourse Road and Pinnacle Road for the Km for Kilos Foodbank NSW and ACT 2025 charity bike ride to be held from 1 to 3 May 2025 subject to the attached Conditions of Consent.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Entoure wish to hold a charity bike ride from 1 to 3 May 2025. This event is a 3 day cycle tour from Orange to Cootamundra via Forbes and Young to raise funds for Foodbank NSW and ACT.

The bike ride will start in Orange (day 1), using Forest Road, Southern Feeder Road, Anson Street, Gardiner Road, Woodward Street, Racecourse Road and Pinnacle Road before continuing into other LGA's.

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.4 Event - Km for Kilos Foodbank NSW and ACT 2025 - 1 to 3 May 2025

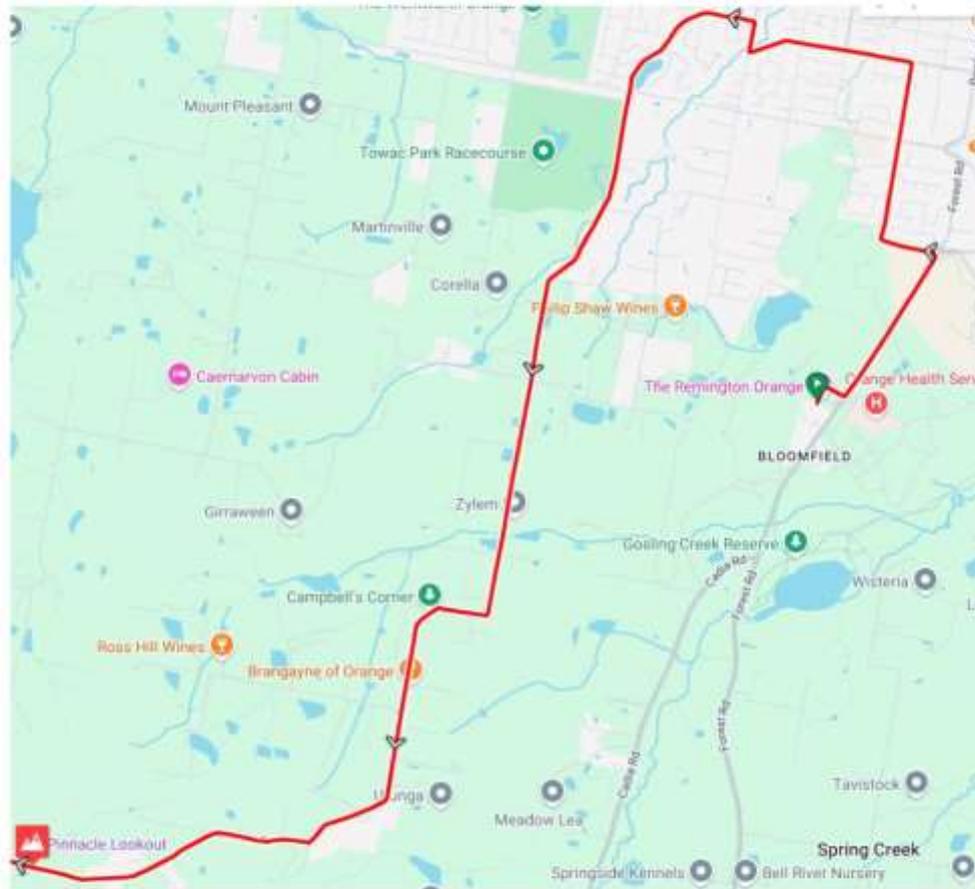


Figure A

Attached is documentation to support this event. Insurance will be provided in 2025.

ATTACHMENTS

- 1 Event - KM to Foodbank - Attachments, D24/136995

D24/125215

CONDITIONAL APPROVAL FOR EVENT

**KM FOR KILOS FOODBANK NSW AND ACT
1 TO 3 MAY 2025**

Charity Cycle Event - Entoure

Streets to be used (Orange LGA):

Day 1 Forest Road, Southern Feeder Road, Anson Street, Gardiner Road, Woodward Street, Racecourse Road, Pinnacle Road
(bike ride then continues through other LGA's for the rest of Day 1, Day 2, Day 3)

Date: Thursday 1 May 2025 (Orange LGA)

Time: 7.00am

File: F2901-7

Class: 3

CONDITIONS OF APPROVAL

1. A 'Form 1 - Notice of Intent to Hold a Public Assembly' must be submitted to the police. Police approvals for the event must be obtained and provided to Council. You must comply with any additional conditions so imposed.
2. Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
3. A s144 order must be granted by Transport for NSW (TfNSW) (Parkes) and the event must not proceed without this order and any conditions so imposed are to be complied with. A copy of the order is to be submitted to Council.
4. The applicant must obtain a Road Occupancy Licence from Transport for NSW (TfNSW) (for the installation of signs on state roads) and evidence of the Road Occupancy Licence must be provided to Council.
5. Prior to the event, Council must be provided with a copy of public liability insurance documentation relating to the event, evidencing a minimum cover of \$20 million with Council and NSW Police interests duly noted.
6. A Traffic Management Plan (TMP) and a Traffic Guidance Scheme (TGS) must be prepared for the event by an authorised person and shall be provided to the City of Orange Traffic Committee prior to the event.
7. The Traffic Guidance Scheme (TGS) must be implemented by appropriately qualified persons. Arrangements and marshalling points are to be in terms of the plan submitted.

8. All personnel carrying out traffic control duties must hold an appropriately authorised traffic controller's ticket.
9. All participants must be briefed prior to the event about the need to comply with the Road Rules 2014.
10. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
11. The event organisers shall inform the following organisations of the event at least seven (7) days prior to the event with copies being forwarded to Council:- Fire and Rescue NSW, NSW Rural Fire Service, Ambulance Service NSW, Orange Health Service, Orange Local State Emergency Service.
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 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.
14. Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
15. In the event of non-compliance to these conditions, Council automatically withdraws its approval of the event.
16. All documents requested must be submitted to Council by **Monday 3 March 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 Km for Kilos Foodbank NSW and ACT 2025 (charity cycle event).

Signed for and on behalf of Entoure:

Name (Print):

Signature:

Position:



Traffic Management Plan ; SPECIAL EVENT DETAILS

Name of Event:	Km for Kilos Foodbank ACT & NSW
Event Organiser:	Kent Williams
Traffic Management Company:	Infra Engineering Services
Requested Date:	May 1 to 3, 2025
Requested Times:	7 am to 5.00 pm

CONTACT DETAILS

Contact Name: (Kent Williams Entoure)
Phone No.: N/A
Fax No.: N/A
Mobile No.: [REDACTED]
E-mail: [REDACTED]

Proponent / Event Organiser Declaration

I the undersigned declare that the herein proposed event will be staged and operated in accordance with NSW Transport Guide to Traffic and Transport Management for Special Events July 24 V 4.

[REDACTED]
Signed: [REDACTED] Date: 25 November 24
Name : (Kent Williams) Contact No. [REDACTED]

This Traffic Management Plan has been reviewed and approved by **Infra Engineering Services** ABN 16 664 604 433

Signed: [REDACTED] Date: 03/12/2024

TRAFFIC MANAGEMENT PLAN

Location: Orange to Cootamundra
Date and Time: May 1 to 3, 2025
Sponsored by: N/A
Event Organiser: Entoure
TMP Version: Version 2 **Revision Date:** 25 November 24
Document Author: Kent Williams

This Traffic Management Plan is approved by:

Kent Williams 25 / 11 / 2024 Event Organiser
InFra Engineering Services Traffic Management Company

Authority of the Traffic Management Plan

This Traffic Management Plan (TMP), when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police and RTA and where necessary the appropriate local government organisation. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

In case of emergencies, or for the management of incidents, the police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response.

PLANNING

Contact Names:

Event Organiser: Kent Williams

Phone: [REDACTED]

E-mail: [REDACTED]

Traffic Management: Fredrik Carlstrom

Phone: [REDACTED]

Email: [REDACTED]

SITUATION ANALYSIS

The event is 3-day cycle tour from Orange to Cootamundra via Forbes and Young. The event is network based and established as a charity cycle event to raise much needed funds for Foodbank ACT and NSW.

EXECUTION

We are targeting 30 riders and 1 peloton. This event is an OPEN ROAD rolling event ; no road closures are required.

Foodbank will work with councils on any stop on council property and do so separately to this on road process.

The event is fully supported with lead and rear vehicles and riders must ride together.

The on-road support staff will include the following:

1. Lead and Rear Vehicles / Drivers
2. Paramedics
3. Bike Mechanics / Ride Captains

2-way radios will be used across split as follows

1. 2-way radio access in lead vehicle
2. 2-way radio access in rear vehicle
3. 2-way radio access x 2 allocated to rider / mechanical captains

The Route

Simply click on the links below to view each days routes.

Day 1 Orange to Forbes

154 k 1381 vm

<https://ridewithgps.com/routes/48274703>

Roads

Albury Way
Federation Ave
Forest Rd
Southern Feeder Rd
Anson St
Gardiner Rd
Woodward St
Pinnacle Rd
Lake Canobolas Rd
Cargo Rd
Bowen Park Rd
Davys Plains Rd
Main St
Bridge St
Kurrajong Rd
Yellowbox Rd
Dederang St
Kiewa St
Henry Parks Way
Short St
Grenfell St
Bogan St
Newell Hwy
Parkes Rd
Dowling St
Sheriff St

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

Attachment 1 Event - KM to Foodbank - Attachments

5

Day 2 Forbes to Young

122 k 858 vm

<https://ridewithgps.com/routes/48215947>

Roads

Sheriff St
Camp St
Bridge St
Flint St
Raymond St
Lachland Valley Way
New Grenfell Rd
New Forbes Rd
Gooloongong Rd
Melyra St
Forbes St
Camp St
Brundah St
Mary Gilmore Way
Old Forbes Rd
Henry Lawson Way
Landra St
Olympic Hwy
Elizabeth St
Zouch St

Day 3 Young to Cootamundra

132 k 889 vm

<https://ridewithgps.com/routes/48215966>

Roads

Zouch St
Boorowa St
Milvale Rd
Loftus St
Jonee Rd
Asheford St
Old Cootamundra Rd
Temora St

Physical Survey of Route

A detailed reconnaissance has been undertaken in terms of the route and precautions will be undertaken to keep riders safe at all times.

Item	Verified	Action Taken
All one way streets are described	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	<i>Insert Comment as Applicable</i>
Block access to Church on Sunday	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block access to local business	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Ambulance /Fire Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Heavy Vehicle Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Hospital Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Local Resident	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Police Vehicle Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Public Facility (oval etc)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Block Public Transport Access	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	No cycle tracks along route
Conflict with local construction	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Distance measured is correct	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Route measured using GPS
Lane widths and numbers checked to ensure safety of participants and public	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Route reccie completed
Restricted Turns / Movements Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Road Signage / Restrictions Checked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Route Impeded by Traffic Calming Devices?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Signalised Intersections Checked for event requirements / restrictions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Tidal Flows Relevant	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	

TRAFFIC CONTROL PLAN

Entoure, a specialist in cycle event management, have been engaged to manage the on-road logistical components of the event and we have engaged Infra Engineering Services to oversee this Traffic Management Plan. We have assessed this event as either a class 4 or 3 event in terms of Transport NSW Guide to Traffic and Transport Management for Special Events July 24 Version 4. [NSW guide to traffic and transport management for special events \(PDF, 2.41 MB\)](#)

Our main area of responsibility includes:

1. Route reconnaissance
2. Letters of no objection from key stakeholders
3. On road permits
4. Securing public liability insurance
5. Rider preparedness and rider management
6. Risk management
7. Police Escorts when applicable
8. Advising the Brain Cancer Collective re Medical support
9. On road support team recruitment and management
10. Provision of all on road logistical equipment
11. Event on-road management
12. Client consult

Insurance

We will acquire \$20 M public liability insurance for this specific event around Jan 2025 through our event sanctioning partner Aus Cycling and instruct them to note all interested parties on the certificate of cover and send to all relevant stakeholders prior to the event.

The event details are as follows:

Name: Km for Kilos
Dates: May 1 to 3, 2025
Rider Numbers: 30 riders – 1 peloton

The Route

Date	Towns	Dist
May 1	Orange to Forbes	154.8 k
May 2	Forbes to Young	122.9 k
May 3	Young to Cootamundra	132.9 k

Route Links Ride with GPS

We use an app called Ride with GPS to map and to navigate our routes and you can access our routes and zoom in to map or satellite view by clicking the links below.

Day 1

<https://ridewithgps.com/routes/48274703>

Day 2

<https://ridewithgps.com/routes/48215947>

Day 3

<https://ridewithgps.com/routes/48215966>

Ride Format

Traffic management and traffic flow is something we take very seriously and something we have a lot of experience in. This is an OPEN ROAD event and requires no road closures.

Getting road users past our riders safely with minimal to no build up is a key output for us and ensuring our riders understand this and ride in a format that best allows this to occur is key to what we do.

Road users are far more supportive to bike riders and on road support vehicles if they can see we have a system that gives them visibility to make a smart decision and that we are in control of our footprint. This all comes down to the positioning of our vehicles and the format of our riders and how we respond to road users as they approach.

We have a few simple rules

1. Riders will need to always remain together and under no circumstances will any rider be allowed to fall behind the rear support vehicle or go in front of the lead support vehicle.
2. Riders can't cycle at their own pace; all riders must cycle at an agreed collective pace for the peloton they have been assigned to.
3. Any rider who fails to cycle at the agreed average pace and deemed to be a risk to either themselves or those around them, is taken off the road and asked to sit in a support vehicle until it's safe to bring them out.

4. We control what we call a footprint; and that's simply the total size of the space we take up on the road that a road user will need to navigate around. Our traffic management process and how we manage our riders all comes back to footprint management and keeping this as consistent as possible and ensuring riders always have this front of mind.

Peloton Captain/s

We will have designated and highly experienced peloton ride captains who will have two-way radio communication with the support vehicles and a consistent process across the management of riders and traffic flow.

Peloton Support Vehicles

We will have a lead and rear vehicle supporting the peloton, driven by experienced drivers and or trained volunteers and / or a mix of both. All support vehicles will have flashing amber warning lights and two-way radio communication with the ride captains and medical personnel. These vehicles will display signs in terms of NSW rules and regulations stating **CAUTION CYCLIST FOLLOWING** and **CAUTION CYCLIST AHEAD** as well as **PASS WHEN SAFE**.

These vehicles will carry the following:

1. Water and Electrolytes
2. Nutritional bars
3. Mechanical parts
4. Paramedics from Highlands First Aid
5. Two Way Radios
6. Warning Lights
7. GPS map tools

Our Roof Signage <https://vimeo.com/manage/videos/216070659>

Medical

We will have protocols in place to escalate any matter requiring medical or first aid and the event will engage Highlands First Aid to manage all medical matters. A paramedic will be allocated to each peloton and form part of the on-road team and will be positioned in each of the rear vehicles. See Highlands First Aid document attached.

Traffic Management and Rider Safety

Rider safety will be key to our management of this event.

The basic rules and processes will include:

1. Under no circumstances will riders be allowed to cross centre lines
2. All riders will be supported by vehicles front and back
3. The support vehicles will be positioned so as to create positive awareness of the riders to motorists and will at all times operate with hazards and head lights on as well as roof mounted warning lights and signage
4. All vehicles and ride captains will be in two-way communication at all times
5. We will take all reasonable measures to reduce obstruction to pedestrians or vehicles during the event
6. All support staff will be briefed daily as to what's ahead
7. Under no circumstances will riders be allowed to ride during periods of poor visibility due to inclement weather or where there is insufficient daylight
8. Riders will keep to the extreme left-hand side of the carriageway at all times
9. Our default position for riders in a peloton is 2 abreast which keeps our footprint short and reduces the time it takes for vehicles to pass however, if this process is deemed unsafe for riders due to a high degree of traffic or other road conditions making passing unsafe and difficult for drivers then we will move to single file and if still difficult or deemed unsafe we will then get riders off the road. Our intention is to make the best decisions possible to get traffic past and to be as seamless to road users as possible.
10. Riders will always comply with all relevant road and traffic rules and regulations.
11. Riders will wear approved bicycle helmets when riding on the road

Key Contact

I will be your key contact for any on road matters for this event so please feel free to contact me at any time; Kent Williams [REDACTED] or [REDACTED]

Responsibilities

Event Organiser	<i>Develop and implement TCP</i>
Police	<i>Set out agreed responsibility (Review TMP & TCP's)</i>
Councils	<i>Set out agreed responsibility (Review TMP & TCP's)</i>
RTA	<i>Set out agreed responsibility (Review TMP & TCP's)</i>
Traffic Management Company	<i>Oversee this document</i>

CONTINGENCY PLANS

This section is mandatory.

For detailed contingency, see Risk Plan attached.

This section of the Traffic Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event. Some examples of the issues/risks and the contingency plans are described as follows;

Contingency Plan Checklist

Issues/Risks	Applicable		Action Taken
Heavy/Bad Weather	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Poor Lighting	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Flood Hazard on route	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Flood Hazard at parking area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Parking during Wet Weather	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bush fire Hazard	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Accident on route	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Breakdown on route	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Absence of Marshal / Volunteer	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Absence of Event Signage	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Blockage to Public Transport	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Slow Participants	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Delayed Event	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Cancellation of Event	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Security of Participants	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix
Security of VIP's	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Bridge Crossing Problems	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Refer risk matrix

(Other)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(Other)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

The event is a rolling event and all known risks are briefed to riders before and during the event. Riders safety is a priority and as such, extreme conditions could see a reduced event and or cancellation. This is known to riders up front and buses will be on standby to transport riders around any surprise disaster zones (such as a flood, bush fire etc etc) as and when required.

PREPARE TRAFFIC SIGNAL DATA

This Section Applies
 Does not apply

The RTA charges for ALL personnel or time required in the undertaking of Traffic Signal adjustments at full cost to the Event Organiser.

Responsibilities

Event Organiser	To be discussed with (Name) City Council
Police	Set out agreed responsibility
Councils	Set out agreed responsibility
RTA	Set out agreed responsibility
Others	Set out agreed responsibility
	Set out agreed responsibility
	Set out agreed responsibility

RTA PERSONNEL REQUIRED

This Section Applies
 Does not apply

SPECIAL EVENT CLEARWAYS

This Section Applies
 Does not apply

ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS

This section does not apply to our event.

VOLUNTEERS AND EVENT MARSHALS

This Section Applies
 Does not apply

PUBLIC TRANSPORT

This Section Applies
 Does not apply

EVENT SIGNS

This Section Applies
 Does not apply

VARIABLE MESSAGE SIGNS

This Section Applies
 Does not apply

ACCESS FOR LOCAL RESIDENTS, BUSINESSES, HOSPITALS AND EMERGENCY VEHICLES

This Section Applies
 Does not apply

PARKING

This Section Applies
 Does not apply

HEAVY VEHICLE ALTERNATIVE ROUTES

This Section Applies
 Does not apply

MOBILE PELOTON ARRANGEMENT TGS #1: (NORMAL CONDITIONS)

REAR VEHICLE
CAUTION
CYCLISTS AHEAD
PASS WHEN SAFE

100-300m
BUFFER ZONE

PELOTON

100-300m
BUFFER ZONE

LEAD VEHICLE
CAUTION
TRAFFIC BEHIND

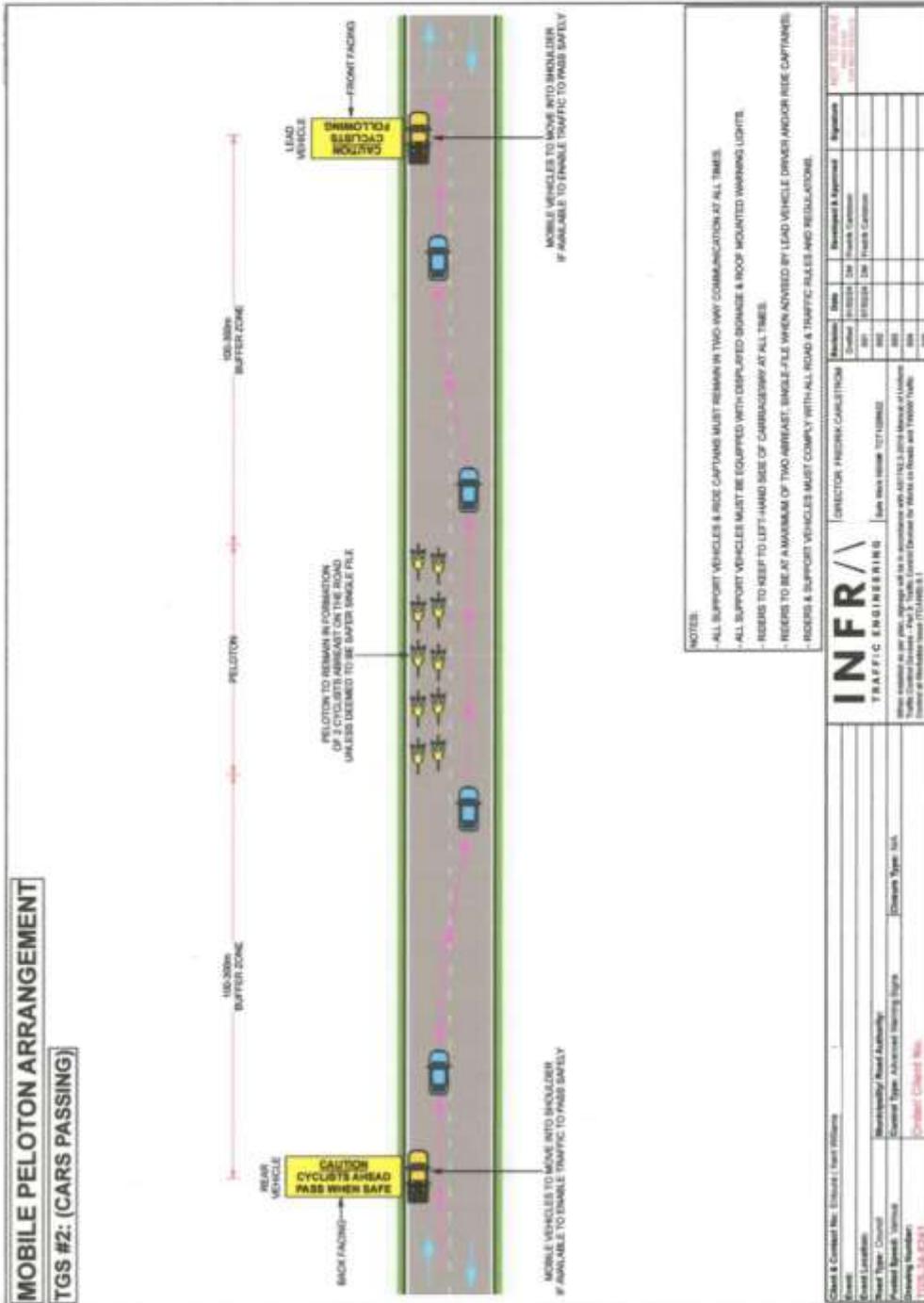
FRONT FACING

PELOTON TO REMAIN IN FORMATION
OF 2 CYCLISTS AHEAD ON THE ROAD
UNLESS DEEMED TO BE SAFE IN SINGLE FILE

NOTE:

- ALL SUPPORT VEHICLES & BISE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DISPLAYED SIGNALS & ROOF MOUNTED FLASHING LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARBOURNEYWAY AT ALL TIMES.
- RIDERS TO BE AT A MAXIMUM OF TWO AHEAD, SINGLE FILE WHEN ADVISED BY LEAD VEHICLE DRIVER AND/OR BISE CAPTAINS.
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

INFR		TRAFFIC ENGINEERING	
Client & Contact Name: City of Orange	Project Name: Mobile Peloton	Contract Type: Professional Services	Contract No.: 105-24-0240
Street Location: 1000 N. Orange Ave	Project Start Date: 10/15/2024	Project End Date: 12/31/2024	Contract Status: Active
Contractor: INFR	Contract Value: \$1,000,000	Contract Type: Professional Services	Contract No.: 105-24-0240
Contract Description: Mobile Peloton		Contract No.: 105-24-0240	



CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

Attachment 1 Event - KM to Foodbank - Attachments

MOBILE PELOTON ARRANGEMENT

TGS #4: (T-INTERSECTION - LEFT TURN)

AT AT-INTERSECTION OR TURN POINT, IF NO TRAFFIC PRESENT/ LIGHT TRAFFIC PRESENT AND SAFE TO DO SO, ALL VEHICLES AND RIDERS SHALL FORM A TIGHT GROUP WITH RIDERS TWO-BY-TWO AND TO TURN AS A COLLECTIVE. ONCE THROUGH THE T-INTERSECTION/ TURN POINT, PELOTON AND VEHICLES TO RESUME STANDARD OPERATING PROCEDURES.

NOTES:

- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH COUPLED STORAGE & ROOF MOUNTED WARNING LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARTRIDGEWAY AT ALL TIMES.
- RIDERS TO BEAT A MAXIMUM OF TWO AHEAD. SINGLE FILE ADVISED BY LEAD VEHICLE DRIVER AND/OR RIDE CAPTAINS.
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

INFR

TRAFFIC ENGINEERING

When called on per plan, signaller will be in accordance with AUSTIN 2019 Manual of Uniform Traffic Control Devices - Part 3, Traffic Control Devices for Work on Roads and Traffic Signs, Chapter 6, Roadwork Signs (Section 6.11)

Revision	Date	Developer & Approver	Signaller
001	07/2024	DM	DM
002	07/2024	DM	DM
003			
004			
005			

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

Attachment 1 Event - KM to Foodbank - Attachments

MOBILE PELOTON ARRANGEMENT

TGS #6: (CARS PASSING WITH LEAD AND REAR VEHICLES OFF ROAD)

NOTE:
IF OUR SUPPORT VEHICLES ARE MAKING TRAFFIC FLOW DIFFICULT, THEY ARE TO MOVE OFF THE ROAD TO THE SIDE OF THE ROAD. IF OUR SUPPORT VEHICLES ARE MAKING TRAFFIC FLOW DIFFICULT TO PASS, ONCE TRAFFIC HAS PASSED SAFELY, OUR SUPPORT VEHICLES ARE TO RESUME THEIR STANDARD OPERATING PROCEDURES.

PELOTON TO REMAIN IN FORMATION OF 2 CYCLISTS AHEAD ON THE ROAD UNLESS DEEMED TO BE SAFER SINGLE FILE

NOTES:

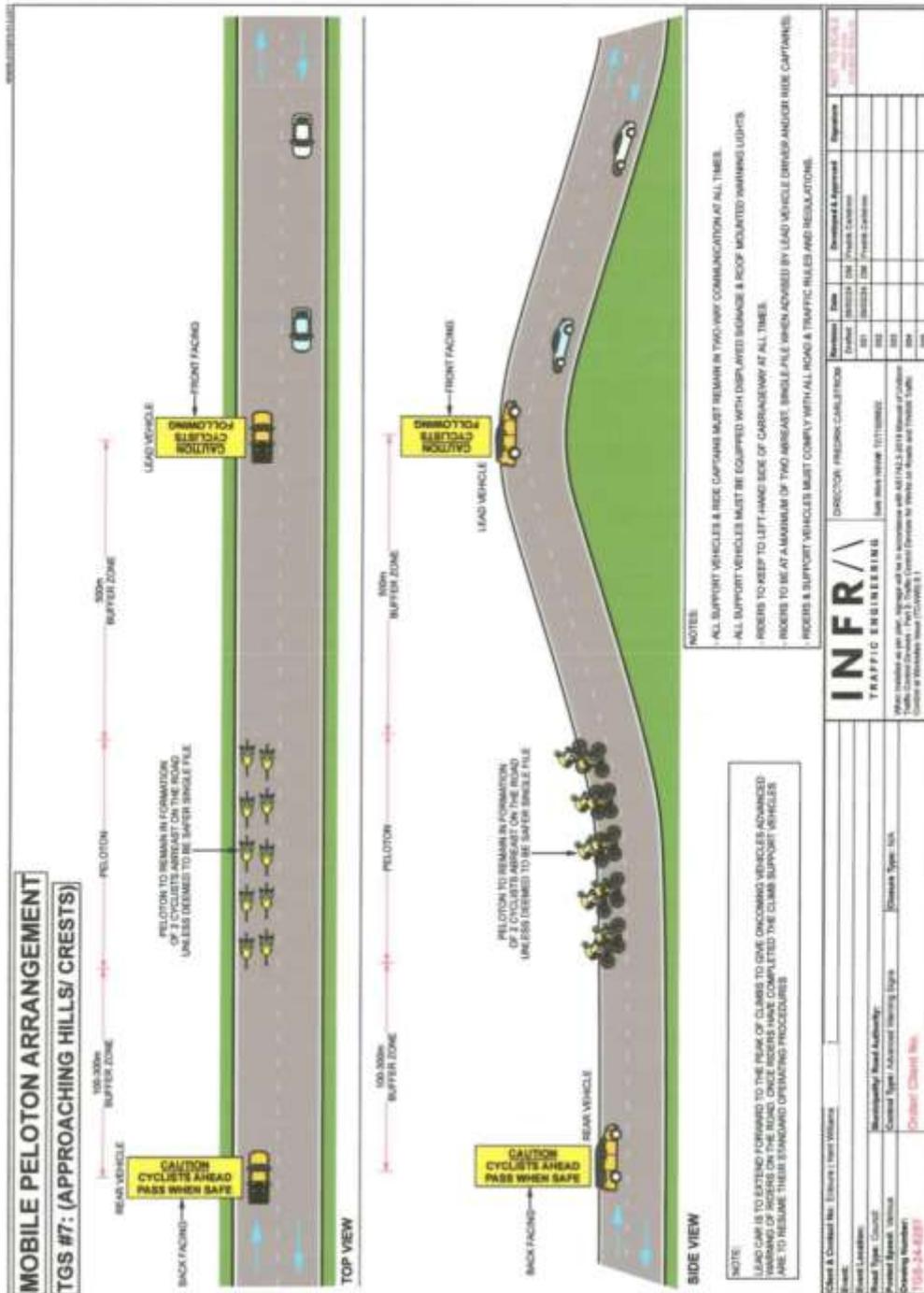
- ALL SUPPORT VEHICLES & RIDE CAPTAINS MUST REMAIN IN TWO-WAY COMMUNICATION AT ALL TIMES.
- ALL SUPPORT VEHICLES MUST BE EQUIPPED WITH DEPARTED BORGAGE & ROOF MOUNTED HAZARD LIGHTS.
- RIDERS TO KEEP TO LEFT-HAND SIDE OF CARRIAGEWAY AT ALL TIMES.
- RIDERS TO BE AT A MAXIMUM OF TWO AHEAD, SINGLE FILE WHEN ADVISED BY LEAD VEHICLE ENGINEER/ANGUS RIDE CAPTAIN(S).
- RIDERS & SUPPORT VEHICLES MUST COMPLY WITH ALL ROAD & TRAFFIC RULES AND REGULATIONS.

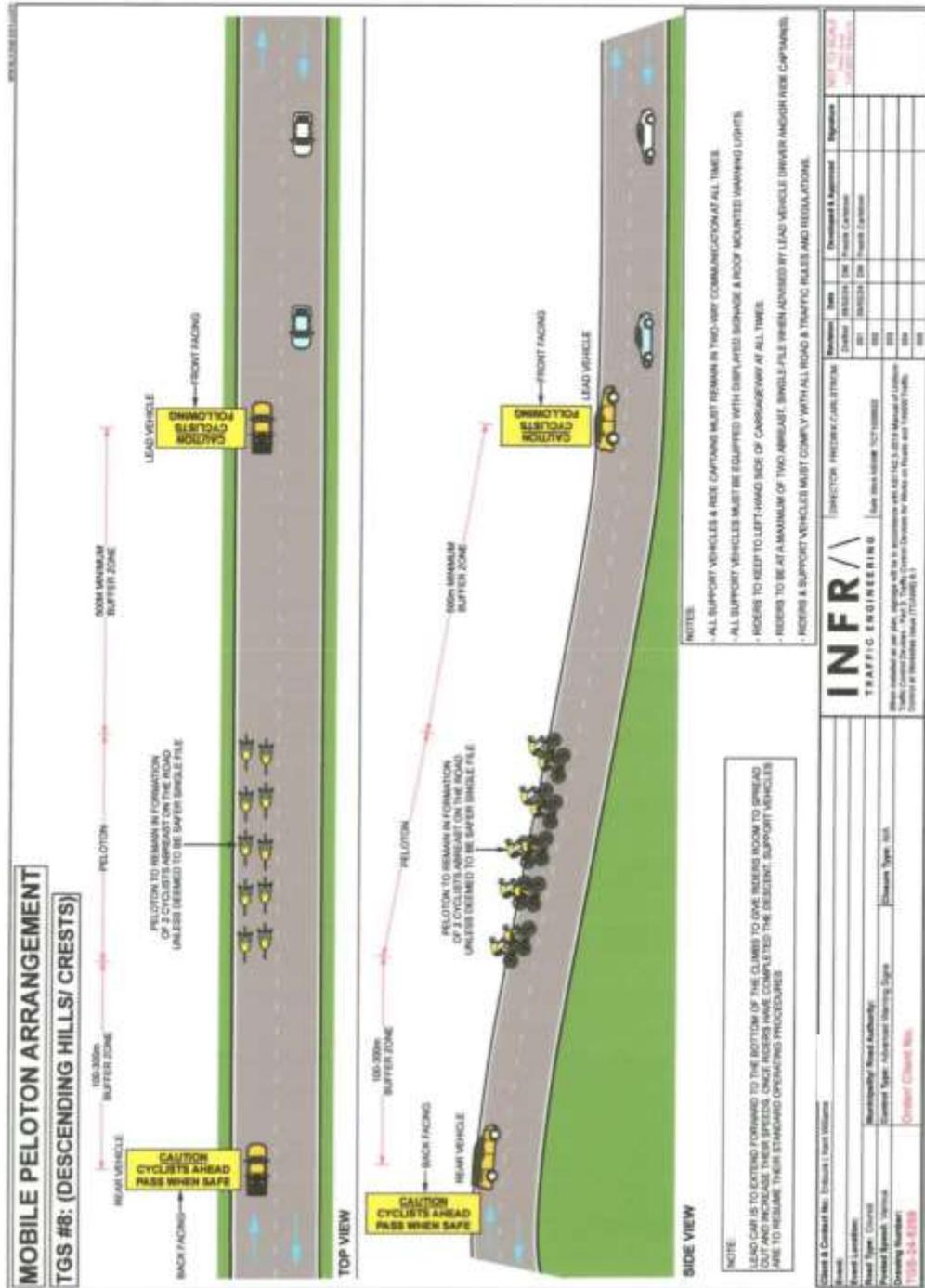
INFR //		CORRECTOR / RIDEBOOK CAPTAIN		Date		Development & Approval		Signatures	
Client	Order Number	Order Number	Order Number	Order Number	Order Number	Order Number	Order Number	Order Number	Order Number
Client & Contact No.	Event / Event Officers	Client	Order Number	Client	Order Number	Client	Order Number	Client	Order Number
Event Location	City of Orange	Client	Order Number	Client	Order Number	Client	Order Number	Client	Order Number
Event Type / Council	City of Orange	Client	Order Number	Client	Order Number	Client	Order Number	Client	Order Number
Project Name / Version	City of Orange	Client	Order Number	Client	Order Number	Client	Order Number	Client	Order Number
Order Number	City of Orange	Client	Order Number	Client	Order Number	Client	Order Number	Client	Order Number
Order Client No.	City of Orange	Client	Order Number	Client	Order Number	Client	Order Number	Client	Order Number
Order Client No.	City of Orange	Client	Order Number	Client	Order Number	Client	Order Number	Client	Order Number

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

Attachment 1 Event - KM to Foodbank - Attachments





Risk Matrix
 Based on AS/NZS 4360:2004 and HB 436:2004

		Consequences				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	LOW (5)	MEDIUM (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
	Likely (4)	LOW (4)	MEDIUM (8)	HIGH (12)	EXTREME (16)	EXTREME (20)
	Possible (3)	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
	Unlikely (2)	VERY LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	HIGH (10)
	Rare (1)	VERY LOW (1)	VERY LOW (2)	LOW (3)	MEDIUM (4)	MEDIUM (5)

ON ROAD EVENTS RISK REGISTER

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
1	Severe Weather Conditions eg Rain – Hail – Heavy Fog – Severe Winds – Excessive Heat encountered at the commencement/during event.	2	3	May need to alter course within agreed approval limits.	<ul style="list-style-type: none"> Monitor weather conditions leading up to the event. If severe weather conditions appear likely consider the following: <ol style="list-style-type: none"> 1/ Delay start 2/ Move finish 3/ Shorten route 4/ Have bus transport on standby 5/ Cancel parts/ portions of the ride 	1	1	Event is altered as riders safety comes first
2	Participant's health deteriorates during the event as a result of dehydration – sunburn – frostbite.	2	4	Rider becomes ill and can't ride safely	<ul style="list-style-type: none"> First Aid Officers and Peloton Captains to monitor all riders. Stop every 2 hrs (or as reqd) for water and sun block Constantly remind riders to drink Brief riders at start of each day the importance of hydration and what they require to get through the day 	1	1	Support staff look for early signs and treat riders before they dehydrate.

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
3	Participant involved in an incident during the event resulting in serious injury.	1	5	Rider dies	<ul style="list-style-type: none"> Riders briefed daily as to route All pelotons to have rider and mobile communications within the pelotons and within the support vehicles Support personnel to set up road safety area and direct traffic as reqd to ensure rider safety First aid officers to access and call ambulance / local hospital Ambulance controls situation from point of arrival 	1	4	First Aid Officers and support staff to understand emergency procedures
4	Participant involved in an incident during the event resulting in a non serious injury that requires some degree of attention.	3	2	Rider needs minor medical assistance	<ul style="list-style-type: none"> First aid officers advised of the situation and treat accordingly Event Manager to review situation and evaluate if the situation could be avoided from happening again and why it happened Event Manager implement changes and or brief riders as reqd 	2	1	Event Manager to monitor riders and keep them safe. Treat as reqd.

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
5	Participants come across poor road conditions – road blocked/impassable during the event.	1	1	Riders may need to get off their bikes	<ul style="list-style-type: none"> A pre drive through of the event and all known areas of concern reported Any area found to be blocked and or impassable will be dealt with on a needs basis Route adjusted as road or riders simply walk around obstacle if safe to do so 	1	1	Event Manager to make decision based on rider risk and safety
6	Participants come across severe accent/decent on the road network during the event.	3	3	Riders fall off their bike and injury themselves	<ul style="list-style-type: none"> All riders have an agreed and evaluated level of fitness and experience All riders are well briefed before and during the event Peloton captains further control speeds and danger zones Support staff to further communicate issues ahead 2 way radios are available across all pelotons to communicate areas of high risk In cases of serious and known risks a marshal to stand 1 k prior to the area of concern and another at the risk zone 	3	3	Riders can always fall off their bikes on steep descents. Mitigation is all about rider communication and strong captaincy.

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
7	Participants have limited/no experience in participating in an event.	1	5	Riders are inexperienced and cause danger to others	<ul style="list-style-type: none"> All riders are qualified prior to registration and prior to the event Training rides are also held to rate rider ability Anyone short of the reqd skill set will not be allowed to ride or will be placed in a support vehicle We are very strict on this issue 	1	5	We have a clear strategy to prevent this from occurring and equally a clear strategy to resolve if it does.
8	Participants lose their way during the event.	1	3	Rider gets lost and subsequently unsupported and injured	<ul style="list-style-type: none"> Riders must ride in a peloton; handle bar to handle bar No riders can drop back and no rider can ride ahead of a lead vehicle Head counts are made at each and every stop 	1	1	We have control measures in place
9	Participant's equipment/vehicle becomes unserviceable or unroadworthy during the event.	3	2	Rider cant ride Driver cant drive	<ul style="list-style-type: none"> We have spare bikes and mechanics on board All mechanicals will be addressed In cases where this relates to a vehicle we will need to either have vehicle fixed and or replaced ... worst case we would adjust peloton numbers to match reqd vehicles at that time 	3	2	We have controls in place

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
10	Participants suffer a mechanical/equipment breakdown/failure during the event.	3	1	Rider can ride	<ul style="list-style-type: none"> See mechanical response above 	3	1	We have controls in place
11	Pilot/rear escort vehicle/s suffers mechanical breakdown during the event.	1	4	Peloton is unsupported	<ul style="list-style-type: none"> We will have additional vehicles that can take the place. 	1	2	We have controls in place
12	Support vehicle/s suffers mechanical breakdown during the event.	1	4	Peloton is unsupported	<ul style="list-style-type: none"> We will have additional vehicles that can take the place. 	1	2	We have controls in place
13	Participant attempts/participates in event when not authorised/licensed to drive/ride a vehicle, motor bike or boat.	1	3	Rider participates without approval	<ul style="list-style-type: none"> Riders register offline Riders have to wear approved kit Riders pass a check process daily No riders ride that aren't approved 	1	3	We have controls in place
14	Approved route unable to be travelled upon.	1	4	Riders can't ride on the route	<ul style="list-style-type: none"> Pre event drive through and weather monitoring should identify this issue early A reduced route would need to be considered 	1	1	We have controls in place

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
15	Event cancelled prior/during the event.	1	4	Riders can't ride	<ul style="list-style-type: none"> The purpose of our rides are to raise money for kids charities ... so the event itself is not the main issue Our event cannot be postponed as riders would have paid for accommodation that can't be changed This is understood at registration 	1	4	Riders disappointed they couldn't ride

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.5 ORANGE RUNNERS CLUB - CLUB RUNS - HINEY ROAD, BARGWANNA ROAD AND EMU SWAMP ROAD - 2025

RECORD NUMBER: 2024/1743

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

The Orange Runners Club are seeking approval to hold Club runs during 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 Council approve the following club run events subject to the attached Conditional Approval:

- Gosling Creek including Bargwanna and Buttle Roads – 6 April 2025, 11 May 2025, 1 June 2025, 3 August 2025, 17 August 2025, 19 October 2025 and 7 December 2025.
- Emu Swamp Road - 4 May 2025 and 21 September 2025;
- Hiney Road – 20 April 2025, 15 June 2025 and 7 September 2025.

FURTHER CONSIDERATIONS

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

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.1 Orange Runners Club - Club Runs - Hiney Road, Bargwana Road and Emu Swamp Road
- 2025

SUPPORTING INFORMATION

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

Gosling Creek including Bargwana and Buttle Roads – 6 April 2025, 11 May 2025, 1 June 2025, 3 August 2025, 17 August 2025, 19 October 2025 and 7 December 2025.

Emu Swamp Road – 4 May 2025 and 21 September 2025.

Hiney Road – 20 April 2025, 15 June 2025 and 7 September 2025.

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

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

ATTACHMENTS

1 Event - Runners Club - Attachments, D24/136996

D24/129638



CONDITIONAL APPROVAL FOR EVENT

ORANGE RUNNERS CLUB

Club Runs

Streets to be used:	Hiney Road, Barganna Road and Buttle Road, Emu Swamp Road
Dates:	20 April 2025, 15 June 2025, 7 September 2025 - Hiney Road 6 April 2025, 11 May 2025, 1 June 2025, 3 August 2025, 17 August 2025, 19 October 2025 and 7 December 2025 - Gosling Creek including Barganna and Buttle Roads 4 May 2025 and 21 September 2025 - Emu Swamp Road
Time:	8.00am - 10.00am
Type of closure:	No closure
Class:	3
File:	F2901-7

CONDITIONS OF APPROVAL

- 1 Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
- 2 Council must be provided with a copy of public liability insurance documentation relating to the event, evidencing a minimum cover of \$20 million with NSW Police and Council's interests duly noted.
- 3 A Traffic Management Plan (TMP) and a Traffic 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.
- 4 All Traffic Guidance Schemes (TGS) must be implemented by appropriately qualified persons.
- 5 All personnel carrying out traffic control duties must hold an appropriate authorised traffic controller's ticket.
- 6 The event organisers are to maintain appropriate and adequate traffic measures for the safe movements of all road users and participants on all roads impacted by the event or management of the event.
- 7 A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
- 8 Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
- 9 The applicant is required to inform all relevant persons involved in the organising of the event of the Conditions of Approval.

2

- 10 In the event of non-compliance to these conditions, Council automatically withdraws its approval of the event.
- 11 Council has the right to withdraw the approval, or impose additional conditions on the event organisers at any time.
- 12 All documents requested must be submitted to Council by Monday 3 March 2025 and marked to the attention of Mr Jason Theakstone in the Technical Services Division.

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

Signed for and on behalf of Orange Runners Club -

Name (print):

Signature:

Date:



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

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

Event Name: Bargwanna Road	Event Date: 06/04/2025 – 11/05/2025 – 01/06/2025 – 17/08/2025 -19/10/2025 – 07/12/2025	Organiser: Orange Runners Club	Phone:
Event Location: Bargwanna Road		Activity: Runn	
Assessment Date:			
Description of Hazard <small>(something that has the potential to cause harm)</small>	Description of Risk <small>(what can happen as a result of the hazard)</small>	Risk Rating <small>(refer to Matrix)</small>	Residual Risk <small>(refer to Matrix)</small>
Site environment/infrastructure - tripping and slipping hazard	Personal injury (cuts, sprains, lacerations, abrasions) /damage to environment	3	5
Sun exposure	Sunburn, heat stroke	5	5
Weather - High temperatures, low temps, storms, snow, high winds etc.	Heat exhaustion and dehydration, injury, participant discomfort, environmental damage	5	5
			<p>Pre-inspection of course prior to event - alert runners as part of the run brief of any hazards that were unable to be removed or isolated.</p> <p>Mark trip hazards with highly visible paint.</p> <p>Divert runners around trip and slip hazards with signs or tape.</p> <p>Abandon or relocate run in a severe weather event where the conditions are very dangerous.</p> <p>Provide sunscreen.</p> <p>Advise runners to wear appropriate clothing that protects their skin from the sun's rays.</p> <p>Encourage members to bring their own water to the Club run in warmer weather.</p> <p>Provide water for members.</p> <p>Consider postponing or relocating a Club run in extreme weather/bush fires/thunderstorms etc.</p> <p>Advise members to wear clothing appropriate for the weather conditions.</p> <p>Provide a list of mandatory and suggested equipment to members.</p> <p>First aid kit and trained first aid members.</p>

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

Attachment 1 Event - Runners Club - Attachments

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



ORANGE CITY COUNCIL

EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

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

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

Risk Assessment conducted by: Mike Cooper/Judy Tarleton

Event Organiser Name: Orange Runners Club	Signature: J. Tarleton
	Date: 15/11/2024

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

Attachment 1 Event - Runners Club - Attachments



ORANGE CITY COUNCIL

EVENTS RISK ASSESSMENT
Use of Council Owned or Managed Land

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

Event Name: Hiney Road	Event Date: 29/04/2025 – 15/06/2025 – 7 th September 2025	Organiser: Orange Runners Club	Phone:
Event Location: Hiney Road	Assessment Date: 15/11/2024	Activity: Running	
Description of Hazard (something that has the potential to cause harm)	Description of Risk (what can happen as a result of the hazard)	Risk Rating (refer to Matrix)	Residual Risk (refer to Matrix)
Children and participants getting lost	Children getting lost	4	5
Running/Physical exercise	Injury/dehydration/collision	4	5
Public open space	Clashes with public	5	5
Insects/snakes	Bites	5	5
Trees and other vegetation	Trees and other vegetation	5	5
Needles	Injury	4	5
Control Measures			
- Participants briefed regarding course and asked to stick to designated areas - Course clearly marked - Children supervised by a responsible adult. - Members are briefed and are able to choose what pace and distance for their current fitness level - Ensure all members receive a copy of the Clubs "Our Safety Guidelines" when registering with the club - First aid kit and trained first aid members - Number of runners at any one time appropriate for venue space (i.e. staggered starts) Brief participants to be mindful of other users of venue. Erect "Runners Ahead" signs.			
Inspect areas and brief members if required. First aid kit and trained first aid members. Club to have a register of members allergies etc. First aid kit and trained first aid members.			
Pre inspection of course for fallen branches and vegetation. Remove it where possible. Brief members if hazards cannot be removed. Divert runners around the hazards or change the course. First aid kit and trained first aid members.			
Pre inspection of the course. Contact relevant OCC officer to remove 6393 8000 or 1300 650 511. First aid kit and trained first aid members.			

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



ORANGE CITY COUNCIL

EVENTS RISK ASSESSMENT
 Use of Council Owned or Managed Land

Sun exposure	Sunburn, heat stroke	5
Weather - High temperatures, low temps, storms, snow, high winds etc	Heat exhaustion and dehydration, injury, participant discomfort, environmental damage	5

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

Risk Assessment conducted by: Mike Cooper/Judy Tarleton

Event Organiser Name: Orange Runners Club

Signature: J. Tarleton

Date: 14/11/2024



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

Event Name: Emu Swamp Road		Event Date: 04/05/2025 – 21/09/2025 -		Organiser: Orange Runners Club	Phone:
Event Location: Emu Swamp Road, Luchknow.		Assessment Date:		Activity:	
Description of Hazard (something that has the potential to cause harm)	Description of Risk (what can happen as a result of the hazard)	Risk Rating (refer to Matrix)	Control Measures	Residual Risk (refer to Matrix)	
Site environment/infrastructure - tripping and slipping hazard	Personal injury (cuts, sprains, lacerations, abrasions) / damage to environment	3	Pre-inspection of course prior to event - alert runners as part of the run brief of any hazards that were unable to be removed or isolated. Mark trip hazards with highly visible paint. Divert runners around trip and slip hazards with signs or tape. Abandon or relocate run in a severe weather event where the conditions are very dangerous.	5	
Sun exposure	Sunburn, heat stroke	5	Provide sunscreen. Advise runners to wear appropriate clothing that protects their skin from the sun's rays.	5	
Weather - High temperatures, low temps, storms, snow, high winds etc.	Heat exhaustion and dehydration, injury, participant discomfort, environmental damage	5	Encourage members to bring their own water to the Club run in warmer weather. Provide water for members. Consider postponing or relocating a Club run in extreme weather/bush fires/thunderstorms etc. Advise members to wear clothing appropriate for the weather conditions. Provide a list of mandatory and suggested equipment to members. First aid kit and trained first aid members.	5	
Equipment i.e. portable shade structure, table and chairs	injury	5	Portable shade structure secured with pegs. Inspect equipment and maintain it in good condition. First aid kit and trained first aid members.	5	

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

Attachment 1 Event - Runners Club - Attachments

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



Evacuation due to an emergency	Panic, lead to injury, confusion	5	5
Dust and other air borne particles	Injury	3	5
Carparks	Injury	2	5
Medical emergency e.g. heart attack	Injury/medical emergency	3	5

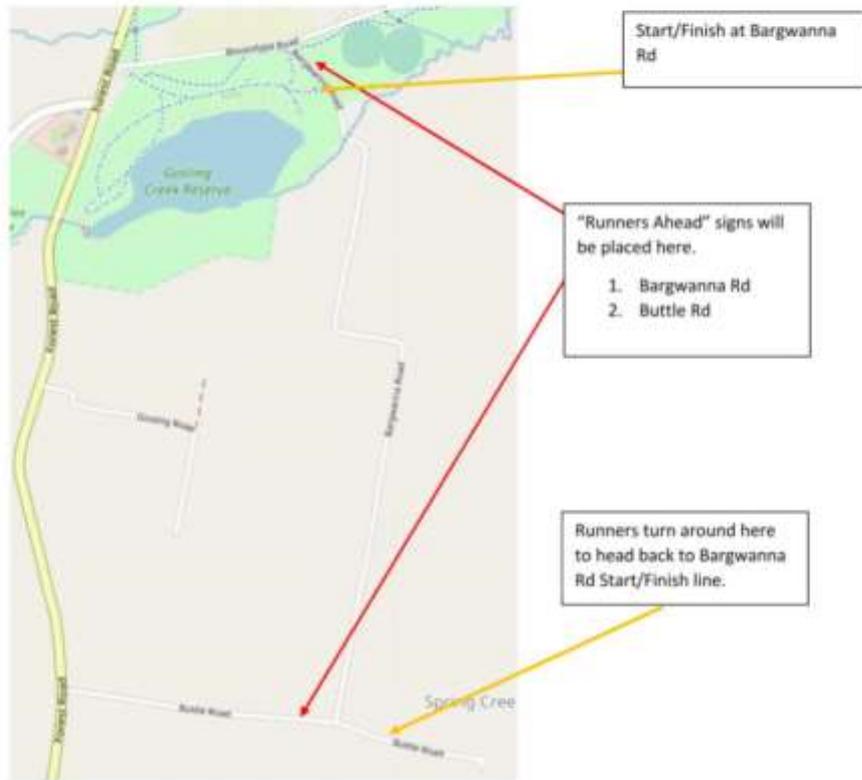
NOTE: Please tab to create more table rows/pages if necessary and attach to your application

Risk Assessment conducted by: _____

Event Organiser Name: _____ Signature: _____ Date: _____

TRAFFIC MANAGEMENT PLAN

Event Name:	Orange Runners Club, Sunday Club Run
Location	Bargwanna Road, Orange Gosling Creek including Bargwanna Road and Buttle Road, Orange.
Date	6 th April 2025 11 th May 2025 1 st June 2025 3 rd August 2025 17 th August 2025 19 th October 2025; and 7 th December 2025.
Time	8.15am to 10am
Prior to Run	Course to be checked for dangerous hazards including creek crossing, etc. Course to be clearly marked "Runners Ahead" signs to be put in place.
Management in place:	Runners to be briefed on safety regulations before commencement. Participants to park in carpark along Bargwanna Road. Runners to run on the right-hand side of the road. Signage to be placed each end of the run course.

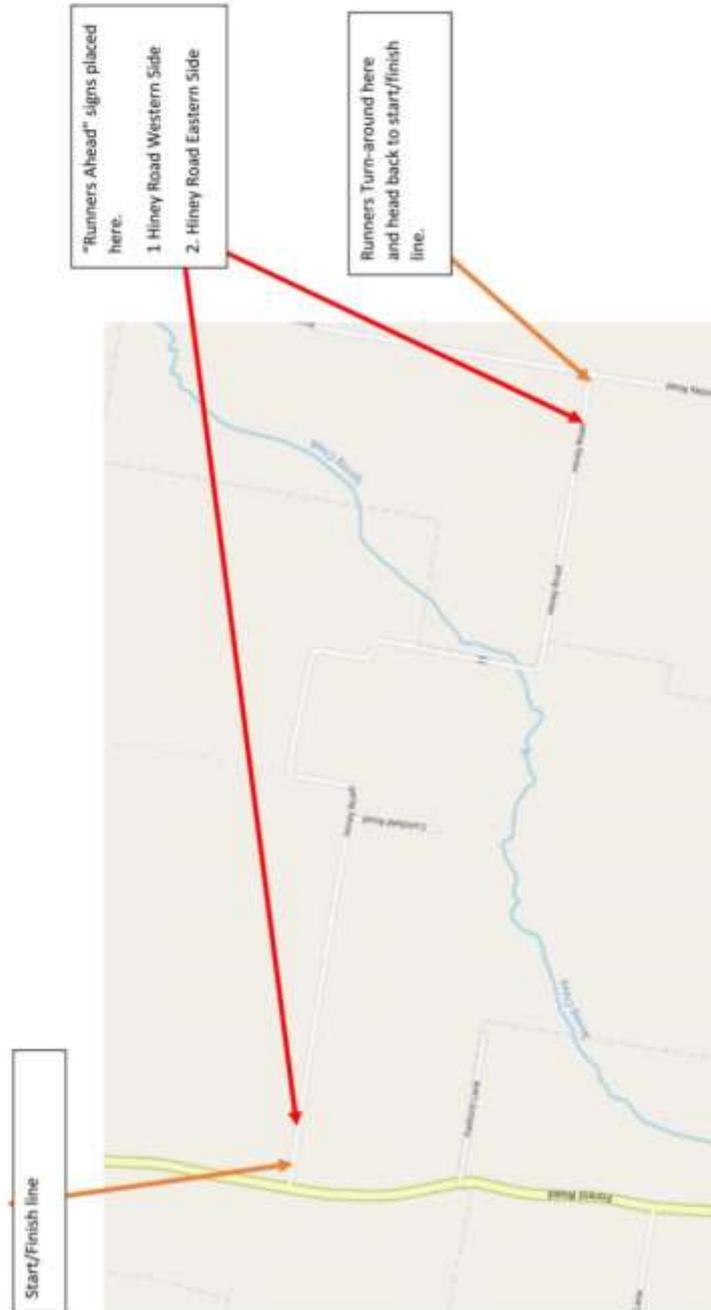


TRAFFIC MANAGEMENT PLAN

Event Name:	Orange Runners Club, Sunday Club Run
Location	Hiney Road, Orange
Date	20 th April 2025 15 th June 2025; and 7 th September 2025.
Time	8.15am to 10am
Prior to Run	Course to be checked for dangerous hazards including creek crossing, corners etc. Course to be clearly marked. "Runners Ahead" signs to be put in place.
Management in place:	Runners to be briefed on safety regulations before commencement. Participants to park in carpark along the edge of Hiney Road and not on Forest Road. Runners to run on the right-hand side of the road. Signage to be placed each end of the run course.

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 1 Event - Runners Club - Attachments

10 DECEMBER 2024



TRAFFIC MANAGEMENT PLAN

Event Name:	Orange Runners Club, Sunday Club Run
Location	Emu Swamp Road, Orange
Date	4 th May 2025; and 21 st September 2025
Time	8.15am to 10am
Prior to Run	Course to be checked for dangerous hazards including Creek Crossing, etc. Course to be clearly marked "Runners Ahead" signs to be put in place.
Management in place:	Runners to be briefed on safety regulations before commencement. Participants to park in carpark at the rear of Wentworth Mine Lucknow. Runners to run on the right-hand side of the road Signage to be placed each end of the run course.



CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3 GENERAL REPORTS

3.5 INTERSECTION OF ALLENBY ROAD AND ICELY ROAD

RECORD NUMBER: 2024/1856

AUTHOR: Aneta Stefanovska, Senior Parking Officer

EXECUTIVE SUMMARY

Council has received complaints from Allenby Road residents and bus drivers regarding vehicles parking within 10m of the intersection of Allenby and Icely Roads creating a dangerous blind spot for vehicles using the intersection as shown in **Figure A**.

In NSW vehicles are prohibited from parking within 10m of an intersection without traffic signals.

During the investigation, it was noted that vehicles parking within 10 meters of the intersection of Allenby Road/Icely Road were causing blind spots and reducing the area for turning manoeuvres of the buses into the traffic lanes.

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

\$1,400 funded from the signs budget.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council install 'No Stopping' signs on the eastern intersection of Allenby Road and Icely Road (both directions) as shown in figure A below.

SUPPORTING INFORMATION

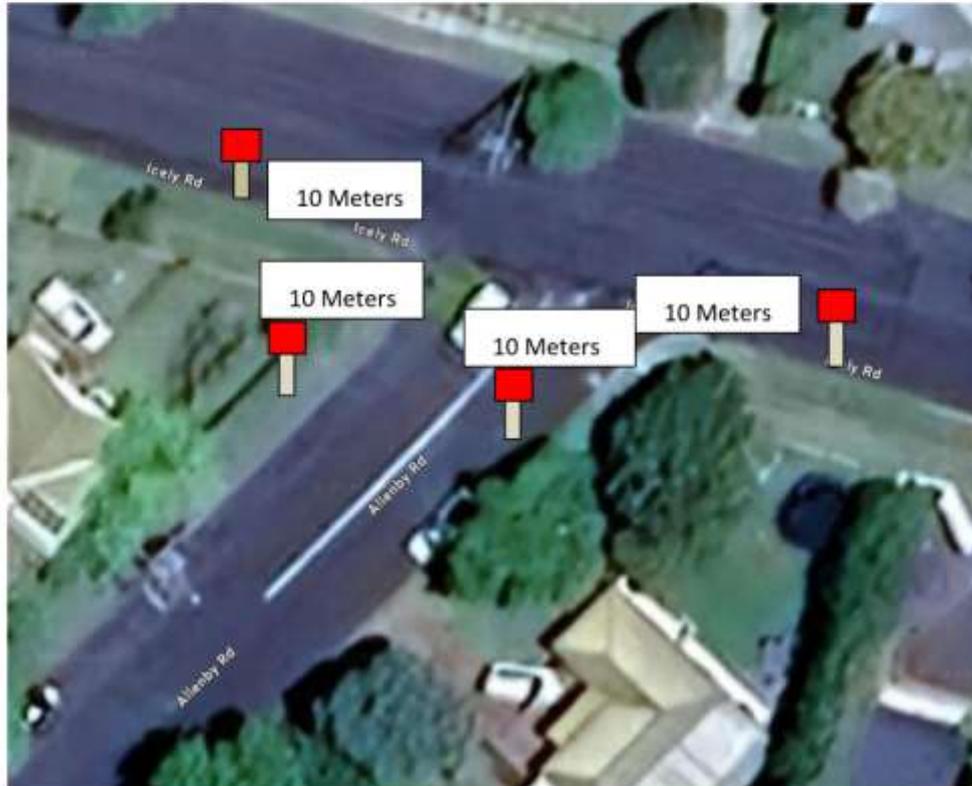
Council has received complaints from members of the public and bus drivers regarding vehicles parking on the intersection of Allenby Road/Icely Road creating a dangerous blind spot for vehicles using the intersection. In NSW vehicles are prohibited from parking within 10m of an intersection without traffic signals. It is recommended that 'No Stopping' signs be installed to reinforce this requirement as per **Figure A** below.

CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.5 Intersection of Allenby Road and Icelly Road

Figure A



2.2 MINUTES OF THE CITY OF ORANGE TRAFFIC COMMITTEE MEETING - 18 FEBRUARY 2025

RECORD NUMBER: 2025/223

AUTHOR: Ian Greenham, Director Technical Services

EXECUTIVE SUMMARY

The City of Orange Traffic Committee held a meeting on 18 February 2025 and the recommendation from that meeting is presented to the Infrastructure Policy Committee for adoption.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “3.2. Deliver infrastructure and activities that improve the safety and security of the community”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

1 That Council acknowledge the reports presented to the City of Orange Traffic Committee at its meeting held on 18 February 2025.

2 That Council determine recommendations *{insert relevant items numbers}* from the minutes of the City of Orange Traffic Committee meeting of 18 February 2025.

3.1 Street Event – Orange Rainbow Festival – 22 March 2025

That Council endorse the Conditional Approval for the Rainbow Festival on 22 March 2025 and the following road closures:

- Rainbow Festival Street March and Family Event – Rolling road closure on eastern side of Lords Place (between Summer Street and Byng Street) and Byng Street (between Lords Place and McNamara Street) starting 10.00am until approximately 11.15am; and
- Rainbow Festival Event - Full road closure (McNamara Street – Summer Street to Kite Street) from 12.00pm to 1.00am.

3.2 Street Event – Food Week Sampson Street Lunch – 29 March 2025

That Council approve the FOOD Week Sampson Street Lunch to be held on 29 March 2025 subject to the attached Conditions of Consent.

3.3 Street Event – 2025 Anzac Day March

That the Conditional Approval for the ANZAC Day March on 25 April 2025 be endorsed subject to compliance with the attached conditions

3.4 Event – Orange Tour Cycling – 10 and 11 May 2025

That Council approve the AusCycling Orange Tour Cycling race to be held on 10 and 11 May 2025 subject to the attached Conditional Approval.

3.5 Event – Resilience Ride – 15 to 17 May 2025

That Council approve the Challenge Works Resilience Ride to be held from 15 to 17 May 2025 subject to the attached Conditional Approval.

3.6 Issue of Pedestrian Crossing at Intersection of Lords Place and Kite Street from Ophir Car Park

That Council do not install a zebra crossing at the Lords Place and Kite Street roundabout.

3.7 Traffic Congestion - Frost Street/Coronation Drive

That Council install “No Stopping” signs 10m from the tangent point of the Frost Street and Coronation Drive intersection and the Frost Street and Waratah Avenue intersection.

3.8 Creation Of No Parking Zone - Orange High School, Woodward Street

That the untimed parking on Woodward Street, outside vacant block of 1 Summer Street between Byng Street and Summer Street (as shown in Attachment A), be changed to a No Parking Zone 8:00am – 9:30am School Days.

3 That the remainder of the minutes of the City of Orange Traffic Committee from its meeting held on 18 February 2025 be adopted.

ATTACHMENTS

- 1 COTC 18 February 2025 Minutes
- 2 COTC 18 February 2025 - Agenda, D25/17322 [↓](#)

ORANGE CITY COUNCIL

MINUTES OF THE

CITY OF ORANGE TRAFFIC COMMITTEE

HELD IN COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE

ON 18 FEBRUARY 2025

COMMENCING AT 9:30 AM

1 INTRODUCTION

ATTENDANCE

Cr T Mileto (Chairperson), Cr M Ruddy, Mr Richard Drooger (TfNSW), Insp Nathan Lamming (NSW Police), A/Sgt Michael Copas (NSW Police), Mr Kel Gardiner (Local MP Representative), Works Manager, Manager Engineering Services, Parking Officer (Cisco), Divisional Administration Officer

1.1 Apologies and Leave of Absence

RESOLVED	Mr K Gardiner/Mr R Drooger
That the apology be accepted from Senior Parking Officer for the City of Orange Traffic Committee meeting on 18 February 2025.	

1.2 Acknowledgement of Country

The Chairperson conducted an Acknowledgement of Country.

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

Nil.

2 PREVIOUS MINUTES

RECOMMENDATION	Mr K Gardiner/Mr R Drooger
That the Minutes of the Meeting of the City of Orange Traffic Committee held on 10 December 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 10 December 2024.	

3 GENERAL REPORTS

3.1 STREET EVENT - ORANGE RAINBOW FESTIVAL - 22 MARCH 2025

TRIM REFERENCE: 2025/13

RECOMMENDATION**Mr K Gardiner/A/Sgt M Copas**

That Council endorse the Conditional Approval for the Rainbow Festival on 22 March 2025 and the following road closures:

- Rainbow Festival Street March and Family Event – Rolling road closure on eastern side of Lords Place (between Summer Street and Byng Street) and Byng Street (between Lords Place and McNamara Street) starting 10.00am until approximately 11.15am; and
- Rainbow Festival Event - Full road closure (McNamara Street – Summer Street to Kite Street) from 12.00pm to 1.00am.

3.2 STREET EVENT - FOOD WEEK SAMPSON STREET LUNCH - 29 MARCH 2025

TRIM REFERENCE: 2025/125

RECOMMENDATION**Insp N Lamming/Mr K Gardiner**

That Council approve the FOOD Week Sampson Street Lunch to be held on 29 March 2025 subject to the attached Conditions of Consent

3.3 STREET EVENT - 2025 ANZAC DAY MARCH

TRIM REFERENCE: 2025/191

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

That the Conditional Approval for the ANZAC Day March on 25 April 2025 be endorsed subject to compliance with the attached conditions.

3.4 EVENT - ORANGE TOUR CYCLING - 10 AND 11 MAY 2025

TRIM REFERENCE: 2025/16

RECOMMENDATION**Insp N Lamming/Mr K Gardiner**

That Council approve the AusCycling Orange Tour Cycling race to be held on 10 and 11 May 2025 subject to the attached Conditional Approval.

3.5 EVENT - RESILIENCE RIDE - 15 TO 17 MAY 2025

TRIM REFERENCE: 2025/37

RECOMMENDATION**Mr K Gardiner/ Insp N Lamming**

That Council approve the Challenge Works Resilience Ride to be held from 15 to 17 May 2025 subject to the attached Conditional Approval.

3.6 ISSUE OF PEDESTRIAN CROSSING AT INTERSECTION OF LORDS PLACE AND KITE STREET FROM OPHIR CAR PARK

TRIM REFERENCE: 2023/1819

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

That Council not install a zebra crossing at the Lords Place and Kite Street roundabout.

3.7 TRAFFIC CONGESTION - FROST STREET/CORONATION DRIVE

TRIM REFERENCE: 2025/89

RECOMMENDATION**Mr R Drooger/ Insp N Lamming**

That Council install "No Stopping" signs 10m from the tangent point of the Frost Street and Coronation Drive intersection and the Frost Street and Waratah Avenue intersection and advise adjacent residents.

3.8 CREATION OF NO PARKING ZONE - ORANGE HIGH SCHOOL, WOODWARD STREET

TRIM REFERENCE: 2025/91

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

That the untimed parking on Woodward Street, outside vacant block of 1 Summer Street between Byng Street and Summer Street (as shown in Attachment A), be changed to a No Parking Zone 8:00am – 9:30am School Days and advise OHS of the change.

GENERAL BUSINESS**Attachments for Traffic Committee agenda**

It was agreed that large attachments to event reports can be distributed separately via email to Committee members.

Brabham Way opened to traffic (Anson Street to Shiralee Road)

Traffic study to be carried out in a few months time once traffic settles.

- Rail crossing (Woodward)

This crossing is signalised with lights but doesn't have boom gates. TfNSW/UGL who manage rail network, can submit an application to upgrade the rail crossing. Information has been provided to them to include in submission to upgrade the crossing. With the increase of traffic flow, the process needs to be pushed.

School Zones

The Parking Officer gave a snapshot of warnings and fines issued around school zones.

Counter Terrorism

Insp N Lamming advised that he has recently undertaken a Counter Terrorism course so has the ability to carry out vulnerability assessments for crowded places events.

If a review is requested, a brief will be provided that details vulnerabilities with no expectation to carry out, just recommendations.

THE MEETING CLOSED AT 10.20AM.



CITY OF ORANGE TRAFFIC COMMITTEE

AGENDA

18 FEBRUARY 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **CITY OF ORANGE TRAFFIC COMMITTEE MEETING** of **ORANGE CITY COUNCIL** will be held in the **COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 18 February 2025** commencing at **9:30 AM**.

David Waddell
CHIEF EXECUTIVE OFFICER

For apologies please contact Jason Theakstone on 6393 8505.

AGENDA

EVACUATION PROCEDURE

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

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

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

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	PREVIOUS MINUTES.....	3
2.1	Minutes of the Meeting of the City of Orange Traffic Committee held on 10 December 2024	4
3	GENERAL REPORTS.....	7
3.1	Street Event - Orange Rainbow Festival - 22 March 2025.....	7
3.2	Street Event - FOOD Week Sampson Street Lunch - 29 March 2025.....	43
3.3	Street Event - 2025 ANZAC Day March.....	73
3.4	Event - Orange Tour Cycling - 10 and 11 May 2025	97
3.5	Event - Resilience Ride - 15 to 17 May 2025	109
3.6	Issue of pedestrian crossing at intersection of Lords Place and Kite Street from Ophir Car Park.....	153
3.7	Traffic Congestion - Frost Street/Coronation Drive	155
3.8	Creation of No Parking Zone - Orange High School, Woodward Street.....	159

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

1 INTRODUCTION**MEMBERS**

Cr T Mileto (Chairperson), Cr M Ruddy, 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.

2 PREVIOUS MINUTES**RECOMMENDATION**

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 10 December 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the City of Orange Traffic Committee meeting held on 10 December 2024.

ATTACHMENTS

- 1 Minutes of the Meeting of the City of Orange Traffic Committee held on 10 December 2024

ORANGE CITY COUNCIL

MINUTES OF THE
CITY OF ORANGE TRAFFIC COMMITTEE
HELD IN COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE
ON 10 DECEMBER 2024
COMMENCING AT 9:39 AM

1 INTRODUCTION

ATTENDANCE

Cr T Mileto (Chairperson), Cr M Ruddy, Mr Richard Drooger (TfNSW), Insp Nathan Lamming (NSW Police), Acting Sgt Michael Copas (NSW Police), Mr Kel Gardiner (Local MP Representative), Works Manager, Manager Engineering Services, Road Safety Officer, Parking Officer, Divisional Administration Officer

1.1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDATION

Mr K Gardiner/Mr R Drooger

That the apology be accepted from Senior Parking Officer (A Stefanovska) for the City of Orange Traffic Committee meeting on 10 December 2024.

1.2 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson conducted an Acknowledgement of Country.

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

Nil

2 PREVIOUS MINUTES

RECOMMENDATION

Mr R Drooger/Mr K Gardiner

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 9 July 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 9 July 2024.

MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

RECOMMENDATION **Mr R Drooger/Mr K Gardiner**
 That the Minutes of the electronic Meeting of the City of Orange Traffic Committee held on 6 September 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 6 September 2024.

RECOMMENDATION **Mr R Drooger/Mr K Gardiner**
 That the Minutes of the electronic Meeting of the City of Orange Traffic Committee held on 10 October 2024 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 10 October 2024.

3 GENERAL REPORTS

3.1 REQUEST FOR PARKING LINES - 147 HILL STREET AND JAEGER RESERVE

TRIM REFERENCE: 2024/1633

RECOMMENDATION **Mr K Gardiner/Mr R Drooger**
 That Council not install line marking for parking in front of 147 Hill Street and Jaeger Reserve (Hill Street).

3.2 PROPOSED CHANGE OF TIME RESTRICTIONS FOR CIVIC CENTRE CAR PARK - LORDS PLACE

This was discussed at the Committee meeting but Item has been deferred until a later date.

3.3 DALTON STREET (BOWEN PLACE TO SEYMOUR STREET) ZEBRA CROSSING

TRIM REFERENCE: 2024/1853

RECOMMENDATION **Insp M Lamming/Mr K Gardiner**
 That Council lengthen the "No Stopping" zone on the southern side of the Zebra Crossing 33m to the west as per Figure B of this report.

MINUTES OF CITY OF ORANGE TRAFFIC COMMITTEE

10 DECEMBER 2024

3.4 EVENT - KM FOR KILOS FOODBANK NSW AND ACT 2025 - 1 TO 3 MAY 2025

TRIM REFERENCE: 2024/1701

RECOMMENDATION

A/Sgt M Copas/Insp M Lamming

That Council approve the use of Forest Road, Southern Feeder Road, Anson Street, Gardiner Road, Woodward Street, Racecourse Road and Pinnacle Road for the Km for Kilos Foodbank NSW and ACT 2025 charity bike ride to be held from 1 to 3 May 2025 subject to the attached Conditions of Consent.

3.5 ORANGE RUNNERS CLUB - CLUB RUNS - HINEY ROAD, BARGWANNA ROAD AND EMU SWAMP ROAD - APRIL TO DECEMBER 2025

TRIM REFERENCE: 2024/1910

RECOMMENDATION

Mr K Gardiner/Insp N Lamming

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

- Gosling Creek including Bargwanna and Buttle Roads – 6 April 2025, 11 May 2025, 1 June 2025, 3 August 2025, 17 August 2025, 19 October 2025 and 7 December 2025.
- Emu Swamp Road - 4 May 2025 and 21 September 2025;
- Hiney Road – 20 April 2025, 15 June 2025 and 7 September 2025.

3.6 INTERSECTION OF ALLENBY ROAD AND ICELY ROAD

TRIM REFERENCE: 2024/1856

RECOMMENDATION

Mr R Drooger/Mr K Gardiner

That Council install 'No Stopping' signs on the eastern intersection of Allenby Road and Icelly Road (both directions) as shown in figure A below.

GENERAL BUSINESS

Canobolas Public School

A resident on Wrights Lane is complaining of not being able to get his truck onto his property when cars are parked/queueing on the eastern side of Wrights Lane during school drop off/pick up times.

Road Safety Program

The Road Safety Officer advised that the Road Safety Program has started for the annual drink drive campaign – Leave your car at home and make a Taxi your Plan B (funded by the Orange Taxi Co-op and ClubGrants from the Orange Ex-Services Club).

Southern Feeder Road

The Southern Feeder Road will be opening end of January which will change traffic movements in Orange.

THE MEETING CLOSED AT 10.38AM.

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3 GENERAL REPORTS

3.1 STREET EVENT - ORANGE RAINBOW FESTIVAL - 22 MARCH 2025

RECORD NUMBER: 2025/13

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received two (2) street event applications for the Rainbow Festival to be held on Saturday 22 March 2025 – Street March and Family Event and Street Party (18+ event).

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 endorse the Conditional Approval for the Rainbow Festival on 22 March 2025 and the following road closures:

- Rainbow Festival Street March and Family Event – Rolling road closure on eastern side of Lords Place (between Summer Street and Byng Street) and Byng Street (between Lords Place and McNamara Street) starting 10.00am until approximately 11.15am; and
- Rainbow Festival Event - Full road closure (McNamara Street – Summer Street to Kite Street) from 12.00pm to 1.00am.

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 two (2) street event applications for the Rainbow Festival to be held on Saturday 22 March 2025.

- Rainbow Festival Street March and Family Event –
March will start in Robertson Park and finish in the South Court starting at 10.00am until approximately 11.15am; and

Item 3.1

Page 7

Item 3.1

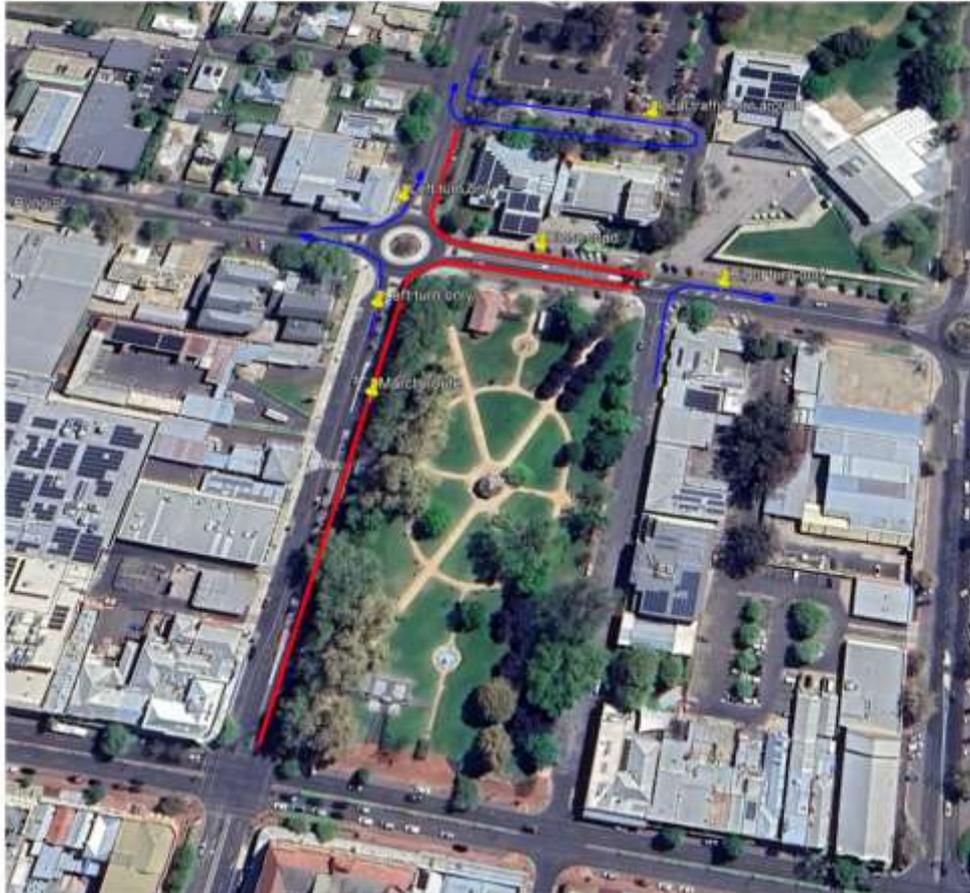
CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.1 Street Event - Orange Rainbow Festival - 22 March 2025

There will be a full closure on the eastern side of Lords Place (between Summer Street and Byng Street) and full closure on Byng Street (between Lords Place and McNamara Street) under traffic control. At the completion of the March, all roads will be open to traffic.

A Traffic Guidance Scheme is currently being prepared. The below map shows proposed road closures in red.



A Road Occupancy Licence has been applied for.

- Rainbow Festival (18+ Event) - McNamara Street (Summer Street to Kite Street)
 Event Time – 5.00pm to 10.00pm
 Full road closure (McNamara Street between Summer Street and Kite Street) from 12.00pm to 1.00am

Businesses in the vicinity will also be advised of the road closure.

The Event application and documentation are attached as well as the conditional approval.

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.1 Street Event - Orange Rainbow Festival - 22 March 2025

ATTACHMENTS

- 1 Conditional Approval, D25/14568
- 2 Street March - Application Form, D24/138844
- 3 Street March - Risk Assessment - Street March (South Court), D25/14850
- 4 Street Party - Site Map, D25/10627
- 5 Street Party - Traffic Guidance Scheme - McNamara Street (Summer to Kite), D25/14854



D25/10448

CONDITIONAL APPROVAL FOR USE OF ROAD

RAINBOW FESTIVAL - 22 MARCH 2025

RAINBOW FESTIVAL STREET MARCH AND FAMILY EVENT

Streets to be used: Byng Street (between Lords Place and McNamara Street), eastern side of Lords Place (between Byng Street and Summer Street)

Date: Saturday 22 March 2025

Event Time: 10.00am – 11.15am

Type of closure: Rolling closure

Class: 2

Route of the Parade:

- Starting in Robertson Park and walk north along Lords Place
- Right onto Byng Street
- Left into South Court.

RAINBOW FESTIVAL – 18+ ONLY EVENT

Streets to be used: McNamara Street (between Summer Street and Kite Street) and McNamara Street carpark

Date: Saturday 22 March 2025

Event Time: 5.00pm – 10.00pm

Bump in/Bump out: 12.00pm to 1am

Type of closure: Full road closure

Class: 2

CONDITIONS OF APPROVAL

1. Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
2. A 'Form 1 - Notice of Intent to Hold a Public Assembly' must be submitted to the Police. Police approvals for the event must be obtained and provided to Council. You must comply with any additional conditions so imposed.
3. The applicant must obtain a Road Occupancy Licence from Transport for NSW (TfNSW) and evidence of the Road Occupancy Licence must be provided to Council.
4. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.

-2-

5. A Traffic Management Plan prepared by an authorised person shall be provided for the event.
6. All Traffic Guidance Schemes (TGS) must be implemented by appropriately qualified persons. Ensure that all marshals, staff, volunteers and participants are briefed in detail prior to the event.
7. All personnel carrying out traffic control duties must hold a TfNSW authorised traffic controller's ticket.
8. The event organisers are to maintain appropriate and adequate traffic measures for the safe movements of all road users and participants on all roads impacted by the event or management of the event.
9. The applicant will advertise the event and regulation of traffic in a local paper at least seven (7) days prior to the event, with this advertisement to include the type of event, route and date and times.
10. The event organisers are to conduct a letter drop to affected residents and businesses advising of the event for all affected roads.
11. Council will provide Public Liability insurance cover for the event.
12. The User is required to inform all relevant persons involved in the organising of the event of the terms and conditions included in the approval.
13. All documents requested must be submitted to Council by Friday 7 March 2025.

WITHDRAWAL OF APPROVAL

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

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

WRITTEN ACCEPTANCE

In terms of Council policy, would you please provide a written acceptance of the conditions outlined in this approval by **Friday 7 March 2025**.

I hereby declare that I have read, understand and will comply with the conditions for the Rainbow Festival to be held on 22 March 2025.

Signed for and on behalf of the Rainbow Festival

Name (Print):

Signature:

Date:

APPLICANT DETAILS

Name: Amanda Rodwell

Council Department: Community, Recreation and Cultural Services

Position: Ageing and Development Officer

Phone: [REDACTED] Mobile: [REDACTED]

Email: [REDACTED]

EVENT DETAILS

Event Name: Orange Rainbow Festival 2025

Location/Venue (subject to availability): South Court

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

Event Date/s: Saturday 22 March 2025 Event Time/s: _____

Bump in date and time: 22/03/2025 8am Bump out date and time: 22/03/2025 4pm

Describe the main purpose of your event:

Is the event likely to be an ongoing event? YES NO

If yes, please list any future anticipated event dates:

Will your event be open to the public? YES NO

Expected event attendance. Participants: 300 Spectators: _____

Is your event being attended by children or young people under 18 years of age? YES NO

Will you charge an entry fee for this event? YES NO

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

EVENT SERVICES

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

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

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

Will your event require security personnel? YES NO

Will your event require waste management? YES NO
Council's existing public placed litter bins are not to be used for waste generated from the event without Council approval to do so.

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

Will you require additional toilets and amenities, including disability access? YES NO

Guidelines for the number of toilets required are listed below:

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

Will your event require access to power supply? (If yes, please provide requirements) YES NO
 15 amp | Number required: 20 amp | Number required: 32 amp | Number required:

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

Will you need to organise additional lighting? YES NO

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

Type of structure, quantity and dimensions in m²:
 3m x 3m marquees

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 SERVICES - continued

Will you require the entry of vehicles on to Council property? YES NO

Will your event impact vehicle/pedestrian traffic? YES NO

Are you requesting any road/footpath closures or road/footpath occupation? YES NO

If yes, you may be required to obtain approval from Council, Police and in some cases the Roads and Maritime Services (RMS), complete a traffic management plan and submit an application to the City of Orange Traffic Committee for consideration. This should be completed at least 12 weeks prior to your event.

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: event flyers

Will your event involve the distribution of pamphlets and/or other marketing/promotional material? YES NO

Please note: All promotional material, whether printed or electronically distributed, needs to be checked by the communications team and adhere to the OCC style guide.

Will your event require additional First Aid or Emergency personnel? YES NO

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

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

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

Name: Katrina Hausia

Contact phone number: [REDACTED]

What is your Emergency Evacuation Plan?

Announcement via PA system. All patrons asked to leave in an orderly manner. Emergency muster point location to be announced. Muster Point to be located at the Community Services Centre.

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 SERVICES - continued

What is your contingency plan for bad weather?

In the event of wet weather the event will be cancelled. All staff, stall holders and performers to be notified by Friday 21 March 2025.

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 or photography? YES NO

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.
- **Risk Assessment** outlining all applicable risks and control measures.

INDEMNITY & DECLARATION

I, Amanda Rodwell am authorised by Orange City Council to make this application. I understand that a risk assessment 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).

Signature	Name (BLOCK LETTERS)	Date
	Amanda Rodwell	09/12/2024

CITY OF ORANGE TRAFFIC COMMITTEE
 Attachment 3 Street March - Risk Assessment - Street March (South Court)

18 FEBRUARY 2025



Event Risk Assessment

Division: Community, Recreation and Cultural Services		Branch/Section/Program: Community Services		Date of Assessment: Monday 9 December 2024	
Event Name: Orange Rainbow Festival 2025					
Event Locations: Street March – Summer Street to South Court via Lords Place and Byng Street. Rainbow Festival – South Court					
Event Dates: Saturday 22 March 2025					
Completed By: Amanda Rodwell		Signature: _____		Phone: _____	
Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk	
Site Infrastructure Hazard	<ul style="list-style-type: none"> - Strained, sprained muscles - Minor cuts and lacerations 	3 Possible / Moderate	<ul style="list-style-type: none"> - First aid kit on site. - Event staff trained in first aid. - Site inspection prior to event to identify any possible trip hazards. - Public excluded from site until event commences. - Strictly no vehicle movement during event. Limited vehicle movement prior to and post event. 	4 Unlikely / Moderate	
Vehicle movement	<ul style="list-style-type: none"> - Staff, volunteer or vendor injury/illness or death 	1 Possible / Major	<ul style="list-style-type: none"> - Strictly no vehicle movement during event. Limited vehicle movement prior to and post event. - Avada Traffic in place for street closures. - All vehicles to drive at walking pace speed during bump in and bump out times. - Adequate first aid personnel and first aid kit/s on site. 	4 Rare / Moderate	

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 3 Street March - Risk Assessment - Street March (South Court)



Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Contaminated food provision	<ul style="list-style-type: none"> - Food poisoning - Loss of brand reputation 	1 Possible / Major	<ul style="list-style-type: none"> - Ensure that all food vendors have a Temporary Food Permit issued by Council prior to the event. - All food vendors to comply with the NSW Food Authority Food Handling Guidelines for Temporary Events at all times. - Ensure high health and hygiene areas are maintained. - Food vendors provide adequate kitchen equipment on site, such as cool room, ovens. - Adequate first aid personnel and first aid kit/s on site. 	3 Rare / Major
Emergency Evacuation	<ul style="list-style-type: none"> - Crowd panic - Personal injury/illness or death 	1 Possible / Major	<ul style="list-style-type: none"> - Documented emergency evacuation plan in place and distributed to all staff and volunteers. - Operational Public Address (PA) system to disperse crowd. - Vendors and volunteers briefed of exits at all facilities. - Notify Emergency Services as soon as practical if emergency evacuation is activated. - Access maintained for Emergency vehicles at all times. 	2 Unlikely / Major
Slips, trips and falls	<ul style="list-style-type: none"> - Personal injury/illness or death 	3 Possible / Moderate	<ul style="list-style-type: none"> - Complete pre-event site inspection to eliminate or control any trip hazards identified. - All structure weights and ropes clearly visible. - Any signage secured and out of foot traffic flow. - Ensure any electrical leads or hoses are placed away from pedestrian areas to provide clear access to all personnel and pedestrians. - Adequate first aid personnel and first aid kit/s on site. 	4 Unlikely / Moderate

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 3 Street March - Risk Assessment - Street March (South Court)



Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Electricity	<ul style="list-style-type: none"> - Personal injury/illness or death due to electrocution/electrical shock - Property damage 	<p>2</p> <p>Unlikely/ Major</p>	<ul style="list-style-type: none"> - All electrical cords and equipment in safe working order, tested and tagged as per SafeWork NSW requirements. All vendors/contractors have been pre-advised of this requirement. - All electrical appliances and conductors placed in positions to ensure that they are safe at all times, away from water and protected from pedestrian traffic to SafeWork NSW requirements. - Flexible extension cords either supported above the ground, at a height of no less than 2.5 meters, or adequately covered (matting/cable trays) so as to provide clear access to all personnel and pedestrians. - Ensure all suppliers and vendors carry own Public Liability Insurance and they comply with vendor terms and conditions. - Adequate first aid personnel and first aid kit/s on site. 	<p>3</p> <p>Rare / Major</p>
Fire	<ul style="list-style-type: none"> - Personal injury/illness or death due to burns - Property damage 	<p>2</p> <p>Unlikely/ Major</p>	<ul style="list-style-type: none"> - Ensure all vendors utilising cooking equipment have close access to suitable fire extinguishers and blankets and operators are trained in their use. - Adequate first aid personnel and first aid kit/s on site. - Vendors briefed on emergency evacuation procedure. - Monitor prevailing weather conditions and any fire warnings issued. 	<p>3</p> <p>Rare / Major</p>
Lack of amenities	<ul style="list-style-type: none"> - Vendor discomfort - Technical management issues 	<p>3</p> <p>Possible / Moderate</p>	<ul style="list-style-type: none"> - Toilet directional signage erected for on-site toilets. - Facilities to be kept clean and stocked. 	<p>4</p> <p>Unlikely / Moderate</p>

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 3 Street March - Risk Assessment - Street March (South Court)



Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Manual Handling	- Personal injury/illness or death, particularly back strains	3 Possible / Major	- Each vendor to manage own risks. - All event personnel to be trained and follow correct manual handling techniques. - Adequate first aid personnel and first aid kit/s on site. - Staff and vendors encouraged to provide and utilise a trolley where necessary.	4 Unlikely / Moderate
Wet weather and electrical storm (lightning strikes and wet weather down pour)	- Personal injury/illness or death - Property damage - Technical management issues	1 Possible / Major	- Discontinue the event and disperse patrons according to documented emergency evacuation plan. - Operational PA system on site. - Monitor prevailing weather conditions in the week prior to the event for any possible changes. - In the event of wet weather, the event will be cancelled with all notifications made by Friday 21 March 2024 - Adequate first aid personnel and first aid kit/s on site.	4 Rare / Moderate
High winds	- Vendor discomfort - Flying debris - Property damage	1 Possible / Major	- Ensure any potentially windborne items are packed away. - Gauge deteriorating conditions and discontinue event if safety of vendors, patrons and staff become compromised. - Adequate first aid personnel and first aid kit/s on site.	4 Unlikely / Moderate
Poor lighting during bump in and bump out	- Personal injury/illness or death	1 Possible / Major	- Bump in and bump out to be undertaken during day light hours.	4 Unlikely / Moderate

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 3 Street March - Risk Assessment - Street March (South Court)



Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Uninsured and unlicensed vendors	<ul style="list-style-type: none"> - Litigation - Reputation 	<p>1</p> <p>Possible / moderate</p>	<ul style="list-style-type: none"> - No vendors permitted to attend event without providing proof of Public Liability Insurance and Producer/wholesaler Licence (if necessary) prior to event. - All vendors to attend pre-event debrief. 	<p>4</p> <p>Unlikely / Moderate</p>
Operation of BBQ	<ul style="list-style-type: none"> - Personal injury/burns - Property damage 	<p>2</p> <p>Unlikely/ Major</p>	<ul style="list-style-type: none"> - Adequate first aid personnel and first aid kit/s on site. - BBQ's to be supervised at all times and placed on a flat hard surface. - BBQ's not to be operated during fire restrictions. - Gas bottles not to be greater than 9kg in capacity and adequately secured so they cannot be tipped over. - All measures should be taken to satisfy SafeWork NSW requirements. - BBQ's only to be operated in well ventilated areas, and not to block or be positioned in front of exits. - All BBQ's must be accompanied by appropriate separate handheld fire extinguishers and fire blankets as necessary. - NSW Food Authority, Food Handling Guidelines for Temporary Events must be complied with at all times. - Drip trays, drop sheets or similar non-permeable, non-slip matting must be placed in such positions to prevent any oil splatters, spills or marks on any surface surrounding the BBQ. 	<p>4</p> <p>Rare / Moderate</p>

CITY OF ORANGE TRAFFIC COMMITTEE
 Attachment 3 Street March - Risk Assessment - Street March (South Court)

18 FEBRUARY 2025



Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Ignition of flammable vapours (gas bottles) and fuel (in vehicles)	<ul style="list-style-type: none"> - Personal injury/illness or death - Property damage - Technical management issues 	2 Unlikely / Major	<ul style="list-style-type: none"> - BBQ's not to be operated during fire restrictions. - Adequate first aid personnel and first aid kit/s on site. - Documented emergency evacuation plan in place. - Operational Public Address (PA) system to disperse crowd. - Vendors and volunteers briefed of exits at all facilities. - Notify Emergency Services as soon as practical if emergency evacuation is activated. - Access maintained for Emergency vehicles at all times. 	
Medical emergency	<ul style="list-style-type: none"> - Personal injury/illness or death - Technical management issues 	1 Possible / Major	<ul style="list-style-type: none"> - Access maintained for Emergency vehicles at all times. - Adequate first aid personnel and first aid kit/s on site. 	2 Rare / Major
Temperature (heat/cold) and sunburn	<ul style="list-style-type: none"> - Personal injury/illness or death – sunburn, heat stroke or dehydration - Fire - Financial loss - Technical management issues 	3 Possible / Moderate	<ul style="list-style-type: none"> - Monitor weather conditions the week before event and implement Weather Contingency Plan, or cancel event, if conditions are predicted to be extreme. - Provide sunscreen and temporary shade for hot conditions, provide heaters and blankets for cold conditions. - Use pre-existing shade at venue i.e. trees, covered area - Adequate first aid personnel and first aid kit/s on site. 	4 Unlikely / Moderate

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 3 Street March - Risk Assessment - Street March (South Court)



Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Temporary structures (fencing/tents/marquees not secure)	<ul style="list-style-type: none"> - Personal injury/illness or death - Property/equipment damage - Technical management issues 	3 Possible / Major	<ul style="list-style-type: none"> - All structures and fencing in correct working order and erected and secured on level ground in accordance with manufacturers/structural specifications. - All structures to be suitably anchored with fastenings placed out of direct foot traffic flow. - Monitor wind speeds prior to and during the event. Extra caution to be taken should windy conditions exist. - Adequate first aid personnel and first aid kit/s on site. 	4 Unlikely / Moderate
Traffic/pedestrians	<ul style="list-style-type: none"> - Personal injury/illness or death - Property/equipment damage - Technical management issues 	1 Possible / Major	<ul style="list-style-type: none"> - Avada Traffic engaged to manage road closure for Street March which will commence in Summer Street and travel to the South Court via Lords Place and Byng Street. - Adequate number of parking spaces. Areas clearly signposted. - No vehicles allowed to drive during event, only during bump in and out. - Adequate first aid personnel and first aid kit/s on site. 	4 Rare / Moderate
Loss of power/services	<ul style="list-style-type: none"> - Technical management issues - Financial loss 	1 Possible / Major	<ul style="list-style-type: none"> - Pre event site inspection conducted prior to the event and all power and services tested to ensure they are functioning correctly. Make contact with on-call technicians if not operating correctly. - Generators sourced in order to supply backup power if required. 	3 Unlikely / Moderate

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 3 Street March - Risk Assessment - Street March (South Court)



Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Site damage	- Property/equipment damage	1 Possible / Major	- All vehicle movement restricted to during bump in and out. - Event manage on site to monitor contractors and suppliers to ensure compliance. - A final site inspection will be carried out after bump out to ensure nothing is left onsite.	4 Unlikely / Moderate
COVID-19	- Personal injury/illness or death - Reputation damage	1 Possible / Major	- Hand sanitiser and masks to be available on site.	4 Unlikely / Moderate
Performer falls from stage	- Personal injury - Reputation damage - Property damage	1 Possible / Major	- Performers shown stage prior to commencement of event. - Edge of stage delineated for performers to identify edge. - Adequate first aid personnel and first aid kit/s on site.	4 Unlikely / Moderate
Insect/animal bites and/or stings	- Personal injury/illness or death - Reputation damage	3 Possible / Moderate	- Pre-event site inspection conducted to ensure area is safe for its intended purpose and all dangerous animals removed. Call Ranger if necessary. - All dogs/pets kept on leads at all times. - Children to be supervised at all times. - Adequate first aid personnel and first aid kit/s on site.	4 Unlikely / Moderate
Child separated from parent/guardian	- Personal injury/illness or death - Reputation damage	3 Possible / Moderate	- Staff to bring lost children to the stage for public announcement. - Children to be supervised at all times by parents or guardians.	4 Unlikely / Moderate

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 3 Street March - Risk Assessment - Street March (South Court)



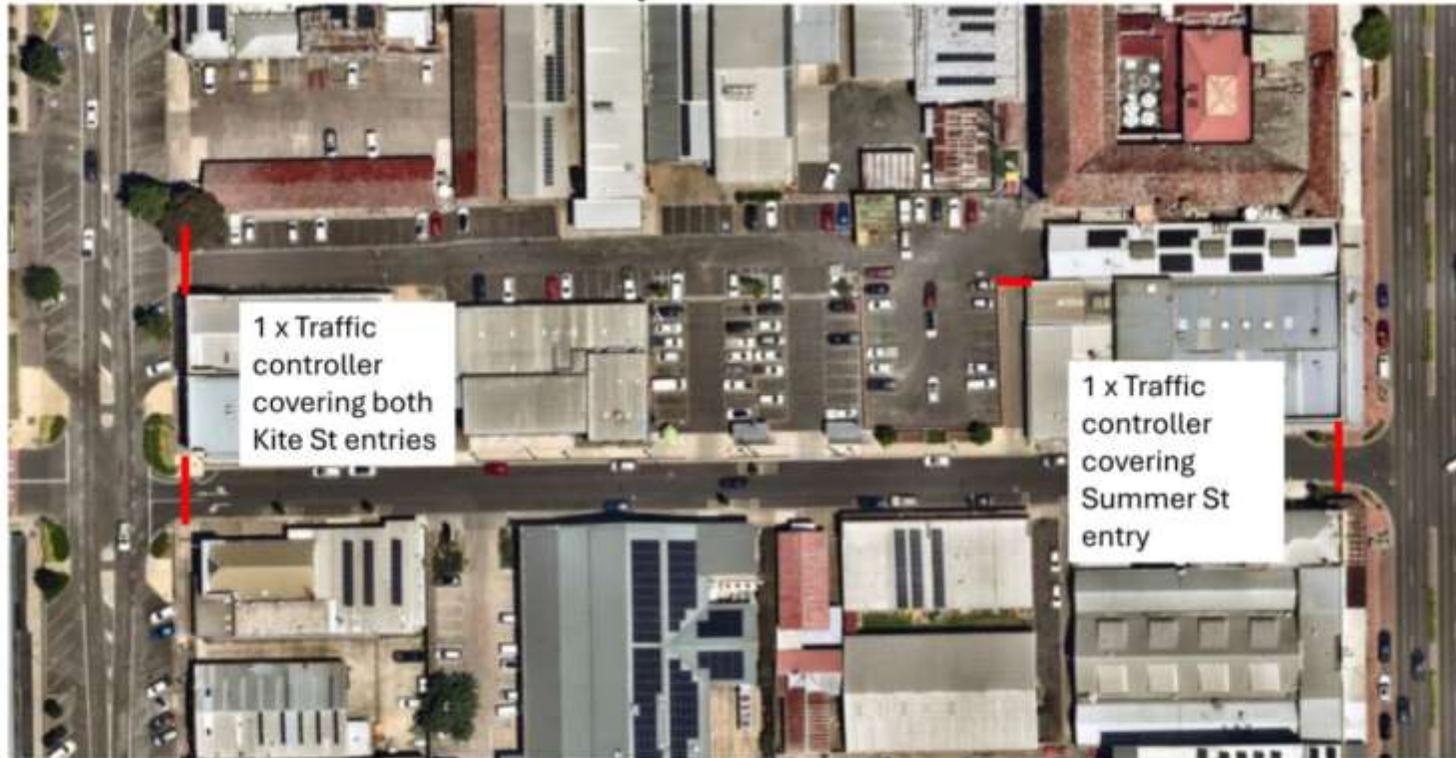
Description of Hazard	Description of Risk	Risk Rating	Control Measures	Residual Risk
Terrorism/bomb threat	<ul style="list-style-type: none"> - Personal injury/illness or death - Reputation damage - Property damage 	<p>2</p> <p>Unlikely/ Major</p>	<ul style="list-style-type: none"> - Pre-event site inspection conducted and all suspicious items reported to authorities. - Inform Police immediately. - Back up MC able to step in should terrorism/bomb threat occur. - Police already on site at event. - Event program released only one week before the event. - Conduct a complete and safe evacuation of all event participants. - Adequate first aid personnel and first aid kit/s on site. 	<p>2</p> <p>Unlikely/ Major</p>
Water (fountain)	<ul style="list-style-type: none"> - Personal injury/illness or death - Reputation damage - Property damage 	<p>2</p> <p>Unlikely/ Major</p>	<ul style="list-style-type: none"> - Event personnel to monitor water hazard. - Children to be supervised at all times. - Adequate first aid personnel and first aid kit/s on site. 	<p>4</p> <p>Unlikely / Moderate</p>
Damaged equipment	<ul style="list-style-type: none"> - Reputation damage - Property damage 	<p>2</p> <p>Unlikely/ Major</p>	<ul style="list-style-type: none"> - Hire equipment (marquees, lighting, fencing, stage) to be installed by hire company. - Only performers to move and use equipment. 	<p>4</p> <p>Unlikely / Moderate</p>
Excessive sound / noise	<ul style="list-style-type: none"> - Personal injury/illness or death - Reputation damage - Property damage 	<p>4</p> <p>Unlikely / Moderate</p>	<ul style="list-style-type: none"> - Music and announcements will be maintained at a respectable level for the capacity of the crowd 	<p>4</p> <p>Unlikely / Moderate</p>



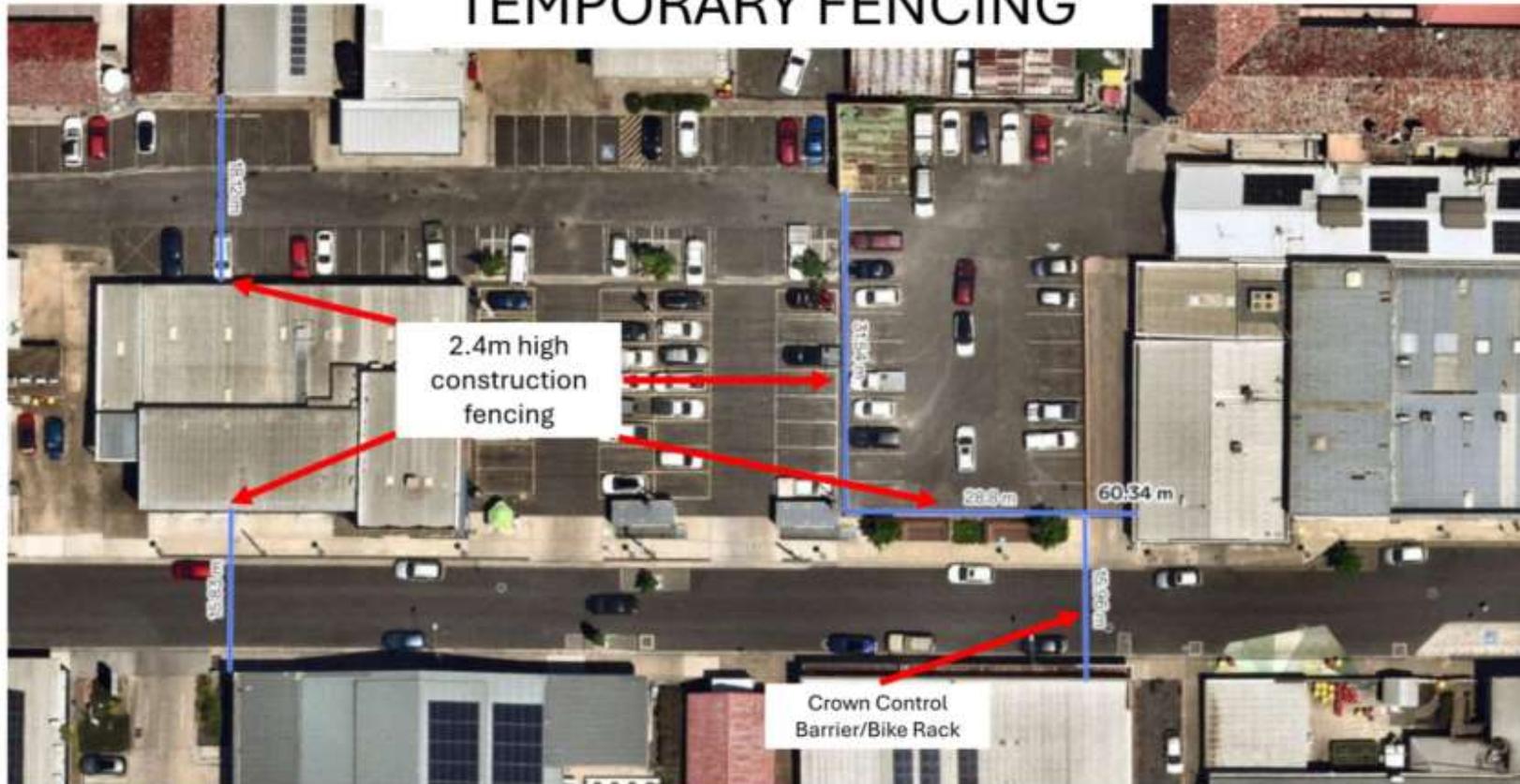
Event Location



Road Closures – 12pm to 1am – 2 staff



TEMPORARY FENCING



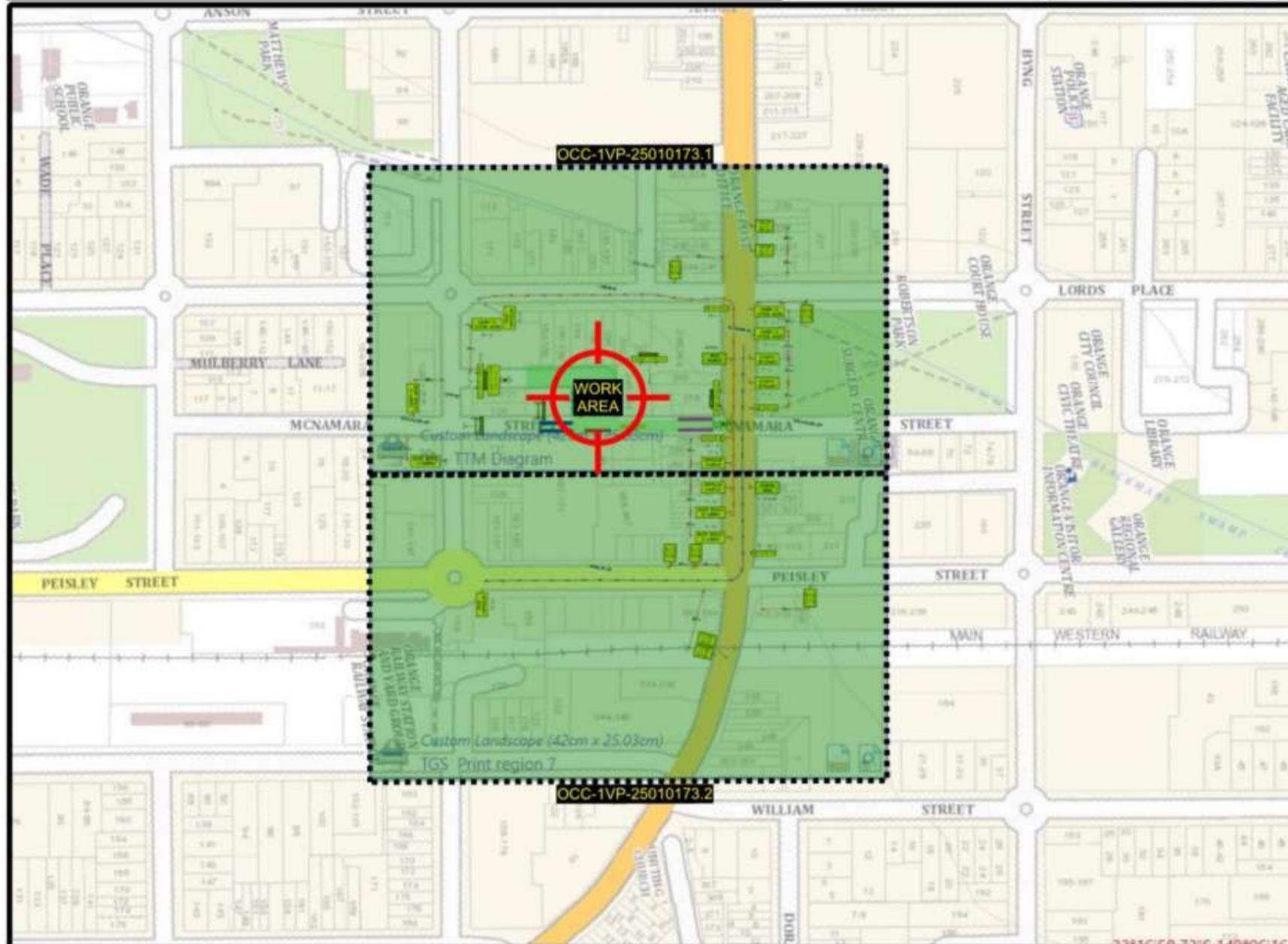
TRAFFIC GUIDANCE SCHEME - COVER PAGE
(Summer St & Kite St, Orange)

DRAFTED BY
David Stevens
QLD: TMD OP253
NSW: PWZ - TCT1043731
Date: 22/01/2025
TGS TITLE: Summer St & Kite St
TGS #: OCC-1VP-25010173
TGS Valid for 12 months from this date

APPROVED BY
Name: Thomas McNair
NSW PWZTMP : TCT 8072729
Date: 22/01/2025
TGS Title: Summer St & Kite St, Orange
TGS #: OCC-1VP-25010173
TGS VALID FOR 12 MONTHS FROM THIS DATE



69 Percival Road, Smithfield, NSW 2164
Telephone: 1300 282 328
Email: bookingsnsw@avadatrafic.com.au



PAGE #	DESCRIPTION
1	Cover Page
2	Tables
3	Through / Past and Around Analysis
4	Implementation Notes / Amendment Sign Off
5	TTM Diagram

Client: Orange City Council
Client reference number/PO : N/A
Site Contact : Henry Suttor
Phone Number:
TMC Contact: Jason Hristovski
TMC Phone Number:
Proposed start of works: 22/03/2025
Completion Date: 22/03/2025
Hours of Works: 12:00 to 01:00
Induction Site: Toolbox prior to works
Scope of works / client brief
- Event -Rainbow Festival
- Full Rd closure/Detour to conduct works

TGS REQUIREMENTS FOR TGS - (OCC-1VP-25010173):

Team Leader:	1	Traffic Lights:	0	Operation:	Full Rd Closure/Dtr	Lane Width:	N/A
Controllers:	2	TMA:	0	Road Type:	One Way	Posted Speed:	40 kph
Signs:	35	VMS Utes:	0	Travel Path:	Around	Direction:	All
TC Utes:	2	Additional:	N/A	Road Category:	2	Road Authority:	Orange City Council



CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 5 Street Party - Traffic Guidance Scheme - McNamara Street (Summer to Kite)

18 FEBRUARY 2025

www.invanon.com

7.3 Dimension D

Dimension D is a measure of distance in metres. It is used to determine taper lengths, the position of signs and devices and for determining sight distances along the road so that road users have sufficient time to absorb the roadwork specific messages, understand the changed traffic conditions and take necessary actions.

Dimension D is calculated by expressing the speed in metres for the zone preceding to where the Dimension D will be applied, this may be either the existing posted speed or a reduced roadwork speed limit.

For example Dimension D in Figure 7-1 below is:

- 110 m for the yellow shaded area;
- 80 m for the blue shaded area; and
- 60 m for the pink shaded area.

The existing posted speed limit may be used to determine Dimension D throughout the work site, provided the PWZTMP qualified person has determined that there is higher risk of poor driver compliance with speed zones and where space allows.

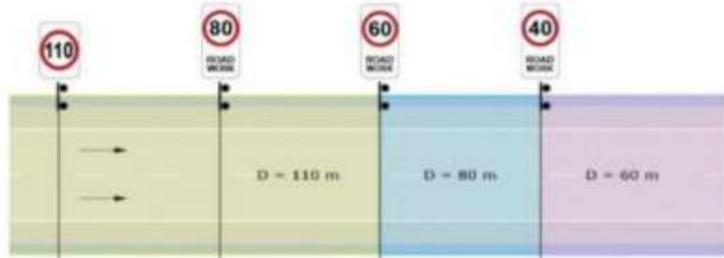


Figure 7-1. Example calculation of Dimension D

The Dimension D to be used on a work site must be determined by the PWZTMP qualified person and must be specified on the relevant TGS.

Where required by site-specific constraints, the application of Dimension D may be varied through the departures process provided in Section 2.8 Departures from this Technical Manual.

An example showing application of Dimension D in a 60 km/h roadwork zone with a preceding 80 km/h zone is given in Table 7-2.

Table 7-2. Dimension D calculation based on speed zone

Scenario	Dimension D required	Dimension D
Dimension D	Dimension D calculated as	80 m
For determining sight distance to a PTCO or manual traffic controller	Traffic controller must be able to see 1.5 D or greater to the oncoming traffic	80 m x 1.5 1.5D = 120 m
For determining sight distance to end-of-queue	Sight distance to the end-of-queue for approaching traffic must be calculated at 2D for approach speeds greater than 65 km/h and 1.5D for approach speeds of less than 65 km/h	greater than 65 km/h 80 m x 2 2D = 160 m less than 65 km/h 80 m x 1.5 1.5D = 120 m
For determining sign spacing	Distance between signs must be calculated as follows: • Single sign: 2D for speeds greater than 65 km/h and 1D for speed zones of less than 65 km/h • Multiple signs (such as dual sign arrangements or multi-message signs): 1D for all permitted speed zones	greater than 65 km/h 80 m x 2 2D = 160 m less than 65 km/h 80 m x 1 D = 80 m
For determining taper lengths	See Section 7.6.2.2 Tapers	
For distance between tapers on multi-lane roads	A distance of 1.5D should be applied	80 m x 1.5 1.5D = 120 m

Table 5-13. Traffic controller minimum sight distances

Existing permanent speed km/h	Length of Work Area (L)	Minimum clear sight distance to oncoming traffic
less than 105	less than 60 m	300 m
less than 105	greater than or equal to 60 m	L + 250 m
greater than 105	less than 60 m	400 m
greater than 105	greater than or equal to 60 m	L + 300 m

Table 7-3. Recommended taper lengths

Speed (km/h)	Recommended taper length (m)		
	Traffic control taper	Lateral shift taper	Merge taper
45 or less	15	15	15
46 to 55	15	15	30
56 to 65	30	30	60
66 to 75	N/A	70	115
76 to 85	N/A	80	130
86 to 95	N/A	90	145
96 to 105	N/A	100	160
Greater than 105	N/A	110	180

Table 7-4. Minimum taper lengths

Speed (km/h)	Distance between tapers (m)
45 or less	10
46 to 55	25
56 to 65	70
greater than 65	1.5 x Speed

Table 4-2. Minimum lane widths

Speed of traffic (km/h)	Minimum lane width (m)
Less than 65 km/h	3.0
Greater than 65 km/h	3.5
Curve with radius less than 250 m	Curve widening of 0.5 m per lane
Shuttle flow with active control	3.5

Table 6-3. Sign spacing requirements

Number of signs	Approach speed	
	less than 65 km/h	65 km/h or greater
One advanced sign	D	2D
Multiple advanced signs	D	D

Table 7-10. Permitted tolerances for positioning of signs and devices

Tolerance	Positioning of signs, length of tapers or markings	Spacing of delineating devices
Minimum	10% less than the distances or lengths given	Nil
Maximum	25% more than the distances or lengths given	10% more than the spacing shown

Table 4-10. Length of roadworks speed zones

Roadwork Speed Zone	Minimum length	Maximum length
less than 35 km/h	100 m	200 m
40 km/h	150 m	500 m
60 km/h	150 m	Not specified*
70 km/h transition zone	200 m	Not specified*
80 km/h	500 m	Not specified*
80 km/h transition zones	300 m	Not specified*

Table 4-3. Mandatory and recommended controls for protection of a work area

Distance of work area to traffic	Mandatory/recommended	Mandatory and recommended controls		
		Static work		Dynamic work
		Work duration greater than 4 weeks	Work duration less than 4 weeks including short-term work	*Continuous and frequently changing work
Closer than 1.5 m	Mandatory controls	• Temporary safety barrier	• Delineation of work area • Speed zone of 45 km/h or less	• Speed zone of 45 km/h or less • Shadow vehicle
	Recommended controls	• Speed zone of 85 km/h or less	• Speed zone of 35 km/h or less • Temporary safety barrier	• Delineation of work area • Speed zone of 35 km/h or less
Between 1.5 m and 3 m	Mandatory controls	• Temporary safety barrier where speed zone is greater than 75 km/h • Speed zone of 65 km/h or less where no temporary safety barrier is used	• Delineation of work area • Speed zone of 65 km/h or less	• Speed zone of 65 km/h or less • Shadow vehicle
	Recommended controls	• Delineation of work area • Temporary safety barrier where speed zone 85 km/h or less	• Temporary safety barrier	• Delineation of work area • Speed zone of 55 km/h or less
Between 3 m and 6 m	Mandatory controls	• Speed zone of 85 km/h or less where there is no safety barrier	• Delineation of work area • Speed zone of 85 km/h or less where there is no safety barrier	• Speed zone of 85 km/h or less
	Recommended controls	• Temporary safety barriers	• Temporary safety barrier	• Delineation of work area • Speed zone of 65 km/h or less
Greater than 6m	Mandatory controls	• Worker symbolic (T1-5) sign when workers are visible to road users	• Worker symbolic (T1-5) sign when workers are visible to road users	• As per Section 7.8
	Recommended controls	• Delineation of work area • Temporary safety barriers	• Delineation of work area	• Delineation of work site

Table 6-1. Edge clearances

Edge of traffic lane to:	Edge clearances
Line of traffic cones or bollards	• 0.5 m for traffic speeds less than 65 km/h • 1.0 m for traffic speeds greater than 65 km/h
Barrier boards, temporary guide posts or temporary hazard markers	1.0 m
Road safety barrier system	• 0.3 m for traffic speeds less than 45 km/h • 0.5 m for traffic speeds 45 to 65 km/h • 1.0 m for traffic speeds 65 to 85 km/h • 2.0 m for traffic speeds greater than 85 km/h



Table 6-18. Size requirements for G6-317h and G6-317-1n signs

Road configuration	Approach speed	Sign size
Single carriageway	Less than 95 km/h	A size
	Greater than 95 km/h	B size
Dual carriageway and multi-lane roads	Less than 95 km/h	A size
	Greater than 95 km/h	B size

Template Version 3 06/01/2025 to Be Reviewed By 06/01/2026

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 5 Street Party - Traffic Guidance Scheme - McNamara Street (Summer to Kite)

18 FEBRUARY 2025

www.invarion.com

MOTORISTS

OPTIONS		FEATURES	COMMENTS	RESULT
TRAFFIC THROUGH THE WORKSITE		- Acceptable LOS to be maintained - Minimal traffic disruption - Minimal delays to the public - Existing travel path to be maintained	Works will interfere with the travel path of road users and cannot be undertaken via hold & release	
TRAFFIC PAST THE WORKSITE	SHOULDER CLOSURE	- Acceptable LOS to be maintained - Minimal traffic disruption - Minimal delays to the public - Existing travel path to be maintained	Works will not be contained to the shoulder Works will interfere with the Traffic Lanes	
	LANE CLOSURE	- Acceptable LOS to be maintained - Work areas accessible to personnel, plant items and site vehicles - Site personnel / plant items separated from vehicular traffic	Lane closure is not suitable due to road configuration Work area requires larger portion of the roadway	
	LATERAL SHIFT	- Acceptable LOS to be maintained - Minimal traffic disruption - Minimal delays to the public	Work area will not leave enough lane width for Lateral Shift	
TRAFFIC AROUND THE WORKSITE	DETOUR	- Work areas are accessible to work personnel, plant items and site vehicles - Traffic will be separated from work personnel / plant items and site vehicles. - Will make for more efficient and timely works by allowing site vehicles, plant items and delivery vehicles to park and unload on roadway. - Lowers the chance of collision between site personnel/ plant items/ site vehicles and the general public	There is not enough trafficable lane width for traffic to pass through the work area, a detour will be necessary for this project.	
	SIDE-TRACK	- Work areas are accessible to work personnel, plant items and site vehicles - Traffic will be separated from work personnel / plant items and site vehicles. - Will make for more efficient and timely works by allowing site vehicles, plant items and delivery vehicles to park and unload on roadway. - Lowers the chance of collision between site personnel/ plant items/ site vehicles and the general public	Road way configuration not suitable for side-Track	
	CROSSOVER (CONTRA-FLOW)	- Work areas are accessible to work personnel, plant items and site vehicles - Traffic will be separated from work personnel / plant items and site vehicles. - Will make for more efficient and timely works by allowing site vehicles, plant items and delivery vehicles to park and unload on roadway. - Lowers the chance of collision between site personnel/ plant items/ site vehicles and the general public	Road Configuration will not allow a crossover there are no suitable areas to divert traffic to opposing side of the road	
SHORT TERM, LOW IMPACT WORKS		- Acceptable LOS to be maintained - Minimal traffic disruption - Minimal delays to the public	Works meet requirements for Short Term Low Impact Works with completion of Risk Assessment completed	

PEDESTRIANS

OPTIONS		FEATURES	COMMENTS	RESULT
CLOSE FOOTPATH	DETOUR	- Pedestrians separated from Site personnel, plant items and general site hazards	Works do not impede Footpaths / Pathways and Pedestrian Crossing	
	SIDE-TRACK	- Pedestrians separated from Site personnel, plant items and general site hazards	Works do not impede Footpaths / Pathways and Pedestrian Crossing	
RETAIN OPEN FOOTPATH		- Pedestrians separated from Site personnel, plant items and general site hazards	Works do not interfere with pedestrian access to pathway works to be separated by delineation	

CYCLIST

OPTIONS		FEATURES	COMMENTS	RESULT
CLOSE CYCLE LANE	DETOUR	- Cyclist separated from Site personnel, plant items and general site hazards	Works do not impede Cycle Lanes or Cycle Paths	
	SIDE-TRACK	- Cyclist separated from Site personnel, plant items and general site hazards	Works do not impede Cycle Lanes or Cycle Paths	
RETAIN OPEN CYCLE LANE		- Cyclist separated from Site personnel, plant items and general site hazards	- There are No existing Cycle Lanes or Cycle Paths in the immediate Works.	

RESIDENTIAL AND BUSINESS ACCESS

OPTIONS		FEATURES	COMMENTS	RESULT
CLOSE ACCESS	CLOSE ACCESS	- Access , cannot be maintained residences and business will need to be notified 72hrs prior to closure and armaments made	Works interfere with Access - Notification of Stakeholders required	
	LOCAL ACCESS MAINTAINED	-General Access is closed - Local access to be maintained - Traffic Controllers to assist residents and business.	Local access to residences, commercial and or private property are to remain accessible during General Works or Events.	
RETAIN ACCESS		- Local access to residence and commercial business will be unaffected	Alternate arrangements for access to be arranged prior to implementation of TGS	

BUS STOPS

OPTIONS		FEATURES	COMMENTS	RESULT
CLOSE BUS STOP	TEMPORARY STOP PROVIDED	- Buses will be kept clear of work area. - General public will be clear of site hazards. - Work site will not have to facilitate bus access.	- No bus stops are affected within the work area during operating times as it is not recommended to relocate bus stop unless requested by client.	
	EXISTING STOPS USED AS AN ALTERNATIVE	- Buses will be kept clear of work area. - General public will be clear of site hazards. - Work site will not have to facilitate bus access. - Existing bus stops will facilitate extra traffic.	No bus stops are affected within the work area during operating times as it is not recommended to relocate bus stop unless requested by client.	
RETAIN CURRENT BUS STOP		- Commuters will not be required to travel to alternate stop. - Buses will retain original route - Locating a suitable site for temporary stops will not be required - Minimal delays	Existing bus stops shall remain open to load and unload passengers during operating times.	

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 5 Street Party - Traffic Guidance Scheme - McNamara Street (Summer to Kite)

www.invanon.com

General TGS notes:

Notes:

- Local constraints may not allow signage and devices to be placed in accordance with this TGS. Signs and devices are to be positioned in accordance with tolerances recommendations shown in the TCAWS Manual Version 6.1 2022.
- This TGS is based on TNSW recommendations from the TCAWS Manual Version 6.1 2022.
- Signage Required for this Setup should be specifications of the TCAWS 6.1.
- If not already noted, the existing posted speed limit is to be noted on this TGS.
- The value of speed limits displayed shall match the speed zone approval.
- Ensure all project and road authority approval requirements are met prior to commencing set up.
- Cover all conflicting road signage where required.
- The site MUST comply with the TCAWS (Traffic Control at Worksites) Manual Version 6.1 2022.
- All Taper and Worksite Delineation Must be Setout As per TCAWS 6.1 Feb 2022.
- Queue Management must be maintained at all Times. Team leader and Traffic controllers are responsible for Maintaining Queue Management.
- Team Leader is Responsible for monitoring and Maintaining Site.
- Site should complete Sign Checks every 2 hours. E4 - Shift TTM Check must Be completed.
- E5 - Post Completion Form must be Completed at the End of Shift.
- Signage Setup and Pack up to be completed as Per TGS implementer needs to follow it and if any changes need a RISK assessment must be completed
- Traffic controllers are to control Traffic as Per SWMS document and TCAWS 6.1. Traffic Controllers must maintain there Escape Route at All times.
- If PTCO (E stops) Fail, PTCO failure form must be Completed with a risk assessment. Contact your Supervisor ASAP to bring another set to site.
- Site must not be more then 500m in length. If site needs to be longer then 500m, A Departure form must be completed and approved. Repeater signs must also be placed max every 500m.

Restrictions:

This TGS can only be applied at location shown for the specific works detailed on each plan as part of the specified project (if supplied)
All Requirements stated in any Permit, TMP, or any other statutory requirement will be observed / implemented.

Signage & Devices:

- Worksite signing must be placed in accordance with the Traffic Management Plan which should comply with the TNSW recommendations from the TCAWS Manual Version 6.1 2022 and AS 1742.3-2019 MUTCD Part 3.
- Prior to installation, signs and devices should be examined before installation to ensure that they are in good condition prior to use to ensure their performance is not impaired.
- Cone spacing table shown on this Traffic Guidance Scheme (TGS) indicates the recommended maximum spacing of cones and bollards when implementing these TGS plans.
- Unless noted otherwise in the drawings, all signage is to be positioned clear of travel path behind the kerb and visible to oncoming traffic and not obstructing pedestrians, otherwise on the pavement as near as practicable to the kerb without the sign becoming obscured and without obstructing moving traffic.
- Signs should face towards approaching traffic approximately at right angles to the line of sight from the driver to the sign.
- Sign installation sequence shall be as follows:
 - Advance warning
 - Condition warning
 - Warning of plant/road workers and
 - Driving instruction guidance
 - All delineation devices to form taper including illuminated flashing arrow at end of taper where required
 - Delineation of work area or side track
 - Signs & devices that are erected before they are required should be fully covered until immediately prior to commencement of work.
 - Recommend detour signs to be installed prior to any road / part road closure
- Existing signs & traffic control devices which are inappropriate to, or conflict with, the temporary work site situation shall be fully covered or removed.
- Signs covered or removed should be recorded on a signage checklist sheet including time covered / removed and time uncovered / replaced.
- Where practicable, signs shall be erected on both sides of the roadway on multilane divided or one way roads where the volume of is 10 00 VPD or greater. This treatment should also be considered for all other roads, especially those with curved alignments.
- Inspections to be completed after setup, during closure & upon completion of pack up, or as specified / requested

Public Transport:

- Unless otherwise stated on the plan , Bus stops and other public transport facilities shown are done so merely as a reference, and require no management.
- Should a particular facility require additional management , this will be included on TGS or TMP

Emergency Services:

- Access shall be maintained for all emergency vehicles at all times.
- Where required, all services should be advised of proposed works and times in advance of works commencing, or for emergency works, as soon as practical.

Communications:

- Prior to the start of daily works Traffic Controllers are to attend onsite tool box meetings at the beginning of each shift to discuss current works and methodology.
- During works, Workers & Traffic Controllers may operate under a "line of sight" method or utilise 2 way radios (as required by type of control).

Record Keeping:

- Supervisory personnel shall keep daily records of the sign arrangements / TGS scheme.
- This will include the following details:
 - Date.
 - Location.
 - Job Identification.
 - Time of inspection.
 - Details of Inspector.
 - Details of changes, and who it was authorised by.
 - Record of TMP, TGS, permit and other relevant documents / numbers in use. This information should be kept in a dairy or work sheet.

Notes on Traffic Controllers:

- An accredited traffic controller must not contravene NSW TCAWS Manuel, Training & must direct traffic in a way stated in both the Approved Procedure & the Guidelines for Traffic Controllers
- Breaks shall be taken as specified in Guidelines for Traffic Controllers. Additional Controllers may be required for this purpose.
- Where Traffic Controllers are required, ensure they have a clear escape path to a non-traffic (closed) section of the roadway, shoulder, footpath or median during works operation at all times.

Amendments:
All amendments to the TGS must be clearly documented on this plan. Amendments can only be made by the Traffic Control Supervisor holding a current PWZTMP card in consultation with the project works supervisor.

Organisation : _____
Modifier Details
Name: _____

PWZTMP Card Number: _____

Role : _____

Reason for Modification: _____

Date: _____ Sign: _____

Approver Details
Name: _____

PWZTMP Card Number: _____

Role : _____

Reason for Modification: _____

Date: _____ Sign: _____

CONTINGENCY PLAN LIGHTS FAILURE

In the event that traffic lights fail on site, the following contingency plan will be put into place until the traffic light issue can be resolved / or the lights are replaced.

- Traffic controllers shall replace traffic lights to control traffic through site.
- Traffic controller sign shall replace the traffic lights sign.
- Stop here on red signal sign shall be removed.
- Details shall be recorded of the time of traffic light failure, change to traffic controllers control and signage changes.

Time lights failed:	
Traffic Controllers taken over:	Y / N
Time:	
Traffic Lights Sign replaced with Traffic Controller sign - Stop here on red signal sign removed:	Y / N

QUEUE MANAGEMENT PLAN

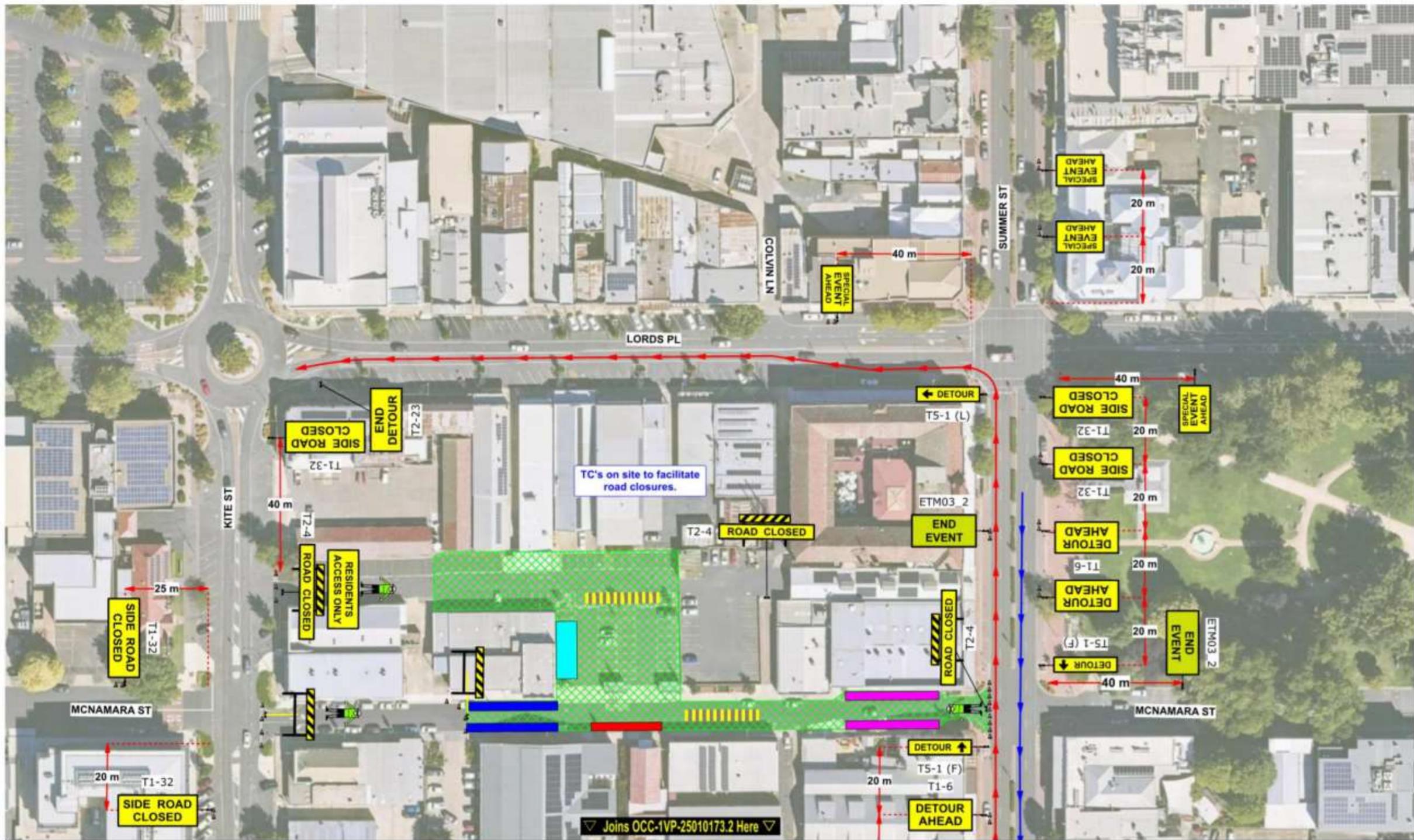
AT ALL TIMES DURING THE COURSE OF WORKS, TRAFFIC QUEUES SHALL BE MONITORED TO ENSURE QUEUE LENGTHS DO NOT EXTEND BACK BEYOND LIMITS OF THE ADVANCE WARNING SIGNS. BUS MOVEMENTS WILL BE GIVEN PRIORITY

End of Queue Management is needed when the Queuing traffic exceeds 1.5D from the first vehicle in the Line up. If you are unsure of how this works please contact your supervisor ASAP. If the queuing traffic exceeds 1.5D, Queue management Procedures must be implemented. Use of Queue symbolic and additional prepare to stop Signage is required to be added to the existing TGS setup. If you have any Queuing Traffic Issues Please contact your supervisor or management ASAP for assistance.

- Manifest**
- 6 x Barrier Board
 - 3 x ETM03_2 END EVENT
 - 55 x Reflective Cone 700mm
 - 1 x Sign
 - 1 x Sign frame
 - 9 x Sign frame (900x600)
 - 4 x Sign frame (1200x300)
 - 9 x Sign frame (1200x600)
 - 7 x Sign frame (1500x600)
 - 3 x Sign frame (1800x300)
 - 35 x Sign Post
 - 9 x T1-3-1 ROAD PLANT AHEAD
 - 4 x T1-6 DETOUR AHEAD
 - 7 x T1-32 SIDE ROAD CLOSED
 - 3 x T2-4 ROAD CLOSED
 - 2 x T2-23 END DETOUR
 - 2 x T5-1 (F) DETOUR IN FRONT
 - 1 x T5-1 (L) DETOUR LEFT
 - 1 x T5-1 (R) DETOUR LEFT
 - 3 x TC / Breaks / Pedestrian Assist
 - 2 x Traffic Control Ute

Legend

- Bar
- Detour Routes
- Event Area
- Food Stall
- Reflective Cone 700mm
- Stage
- TC / Breaks / Pedestrian Assist
- Toilet

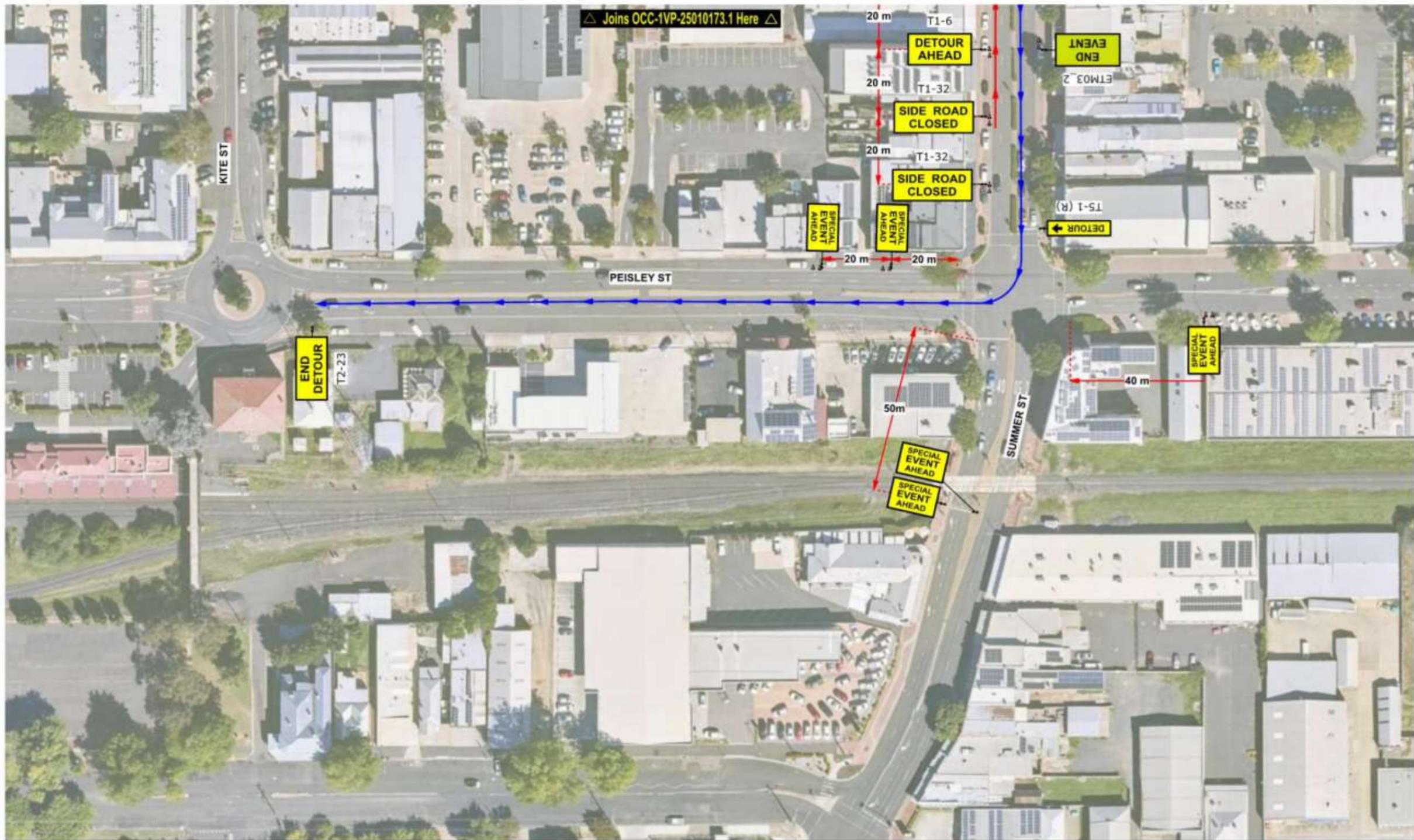


TGS TITLE: **Orange City Council - Summer St & Kite St, Orange - Full Rd Closure/Dtr - OCC-1VP-25010173.1**

Rev	Details	Date	By	TGS REQUIREMENTS:				WORK SITE DESCRIPTION:				SCALE OF PLAN (1 : 1000)			
0	Initial Release	22/01/2025	DS	Signs:	35	TMA:	0	Works Term:	Short	Traffic Clearance to Worker:	≤ 1.5m	Road Category:	2	Direction:	All
				Controllers:	2	Additional:	N/A	Travel Path:	Around	Traffic Clearance to Objects:	0.5m <65	Road Type:	One Way	Pedestrians:	Not Affected
				Traffic Lights:	0	Safety Buffer:	N/A	Lane Width:	N/A	Traffic Cone Size:	700mm	Road Authority:	Orange City Council	Cyclists:	Not Affected
				TC Utes:	2	Taper Length:	N/A	Posted Speed:	40 kph	Traffic Cone Spacing @ 40km:	4 m	Drafted By: David Stevens - TCT1043731 Approved By: Thomas McNair - TCT 0072729			
				VMS Utes:	0	Operation:	Full Rd Closure/Dtr	Work Zone Speed:	N/A	Traffic Cone Spacing @ 60km:	12 m				

CITY OF ORANGE TRAFFIC COMMITTEE
 Attachment 5 Street Party - Traffic Guidance Scheme - McNamara Street (Summer to Kite)

18 FEBRUARY 2025



TGS TITLE: **Orange City Council - Summer St & Kite St, Orange - Full Rd Closure/Dtr - OCC-1VP-25010173.2**

Rev	Details	Date	By	TGS REQUIREMENTS:				WORK SITE DESCRIPTION:				SCALE OF PLAN (1 : 1000)			
0	Initial Release	22/01/2025	DS	Signs:	35	TMA:	0	Works Term:	Short	Traffic Clearance to Worker:	≤ 1.5m	Road Category:	2	Direction:	All
				Controllers:	2	Additional:	N/A	Travel Path:	Around	Traffic Clearance to Objects :	0.5m <65	Road Type:	One Way	Pedestrians:	Not Affected
				Traffic Lights:	0	Safety Buffer:	N/A	Lane Width:	N/A	Traffic Cone Size:	700mm	Road Authority:	Orange City Council	Cyclists:	Not Affected
				TC Utes:	2	Taper Length:	N/A	Posted Speed:	40 kph	Traffic Cone Spacing @ 40km:	4 m	Drafted By: David Stevens - TCT1043731 Approved By: Thomas McNair - TCT 0072729			
				VMS Utes:	0	Operation:	Full Rd Closure/Dtr	Work Zone Speed:	N/A	Traffic Cone Spacing @ 60km:	12 m				

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.2 STREET EVENT - FOOD WEEK SAMPSON STREET LUNCH - 29 MARCH 2025

RECORD NUMBER: 2025/125

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received a request to hold the FOOD Week Sampson Street Lunch on Saturday 29 March 2025. This report serves to approve the event.

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 FOOD Week Sampson Street Lunch to be held on 29 March 2025 subject to the attached Conditions of Consent.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has received a request to hold the FOOD Week Sampson Street Lunch on Saturday 29 March 2025 in Sampson Street (Byng Street to Summer Street).

The event starts at 12.00 noon and concludes at 5.00pm for approximately 250 – 300 people.

Road closure will be from 6.30am to 7.00pm.

The purpose of this report is to support the closure of Sampson Street subject to the attached Hire Agreement. A Road Occupancy Licence has been supplied. Public Liability Insurance to be provided.

This event has been held over previous years and is very successful.

ATTACHMENTS

- 1 Conditional Approval, D25/13506
- 2 Hire Agreement, D25/15040
- 3 Road Occupancy Licence (ROL), D25/15057
- 4 Site Plan, IC25/2931
- 5 Risk Assessment, D25/12843

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 1 Conditional Approval



D25/13167

F2901-7

Temporary Road Closure Permit

Made under Section 144 of the Roads Act, 1993

Date issued: 16 March 2022

Applicant Details

F.O.O.D Week
 PO Box 2229 Orange NSW 2800

Event Details

Streets to be used: Sampson Street, between Byng Street and Summer Street
Date: 29 March 2025
Time: 6.30am – 6.00pm
Type of closure: Full closure
Class: 3

Approval has been granted for the temporary road closure outlined above.

Jason Theakstone
MANAGER ENGINEERING SERVICES

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 Council to be provided with a copy of the current public liability insurance documentation relating to the event with a minimum cover of \$20 million, noting Council and NSW Police as interested parties.
- 3 An updated Traffic Management Plan prepared by an authorised person shall be provided to Council's Manager Engineering Services for the event.
- 4 Arrangements are to be in terms of the plan submitted.
- 5 The applicant will undertake a risk assessment and provide a risk management plan to Council's Manager Engineering Services, prior to the event.

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 1 Conditional Approval

2

- 6 A letter drop to residents advising of the event will be conducted in affected roads. Arrangements will be made to allow residents to enter and leave the property on Sampson Street.
- 7 Orange City Council will not accept responsibility for damage or loss to equipment or merchandise left on the premises, reserves and roads prior to, during and after functions.

The organiser is financially responsible for the cost to repair any damage caused by the event, his agents or by any other person in relation to the event and use of the reserves and roads.
- 8 The organiser must not do or leave undone or permit to be done or left undone anything, which might affect Council insurance policies relating to fire or public risk.
- 9 Workers compensation for both paid and volunteer staff, Personal Accident, Theft or Breakages insurances will be the responsibility of the organiser.

In addition they must indemnify the Council against all demands, claims, suits and actions which may arise from injury, death or damage caused to any person or property by the setting provided by the organiser.
- 10 If the organiser commits a breach of any terms or conditions of this Agreement, the Agreement will be terminated, if for any reason, not arising out of the wilful acts or default of the Council, the reserve and roads will cease to be available for the use by the organiser, the Council may give to the organiser notice in writing of the unavailability without there being any breach of this Agreement.
- 11 The organiser is required to inform all relevant persons involved in the organising of the event of the Terms and Conditions attached to the approval.
- 12 The event organiser will be responsible for the clean up of any litter created during the event.
- 13 Council reserves the right to withdraw its approval in the event of non-compliance with any of the conditions attached to this approval.
- 14 All documents requested must be submitted to Council by Friday 7 March 2025 and marked to the attention of Mr Jason Theakstone in the Technical Services Division.
- 15 No vehicles are to be driven along Sampson Street (Byng to Summer) during the event.
- 16 This consent is for the closure of Sampson Street, not the event as a whole. The event must be approved by Council's Event Officer.

I hereby declare that I have read and understand the conditions for the Sampson Street Lunch.

Signed for and on behalf of FOOD Week Inc -

Name (print):

Signature:

Date:

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Hire Agreement

18 FEBRUARY 2025

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



D22/17301

Tuesday 29 March 2022

HIRE AGREEMENT FOR USE OF THE SAMPSON ST (BETWEEN BYNG AND SUMMER STREETS)

F.O.O.D WEEK SAMPSON STREET LUNCH

F.O.O.D WEEK INC.

Parties: This Hire Agreement is between the parties:-
Orange City Council ABN 85 985402386 ("Council"); and
F.O.O.D Inc. ("Hirer").

Hirer Contact: Charlotte Gundry

Organisation: F.O.O.D Inc.

Address: PO Box 2229
Orange NSW 2800

Venue: Sampson Street (between Summer and Byng street's)

Purpose: To host a lunch event as part of F.O.O.D Week, showcasing great food and wine in a beautiful location

Dates: Saturday 2 April 2022
Saturday 25 March 2023
Saturday 6 April 2024
TBA March or April 2025
TBA March or April 2026

Use Period: 7.00am – 7.00pm, for each of the above specified dates

Event Time: 12.00pm – 5.00pm, for each of the above specified dates

Hire Charge: There will be no additional charge for the use of Sampson Street for the event outlined in this agreement

1 | Page

Hirers Initials: _____

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Hire Agreement

18 FEBRUARY 2025

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



Interpretation

In this Agreement:

"Council" means Orange City Council, Civic Square, Byng Street, Orange NSW 2800

"Hirer" means F.O.O.D Inc., PO Box 2229, Orange NSW 2800

"Venue" means Sampson Street (between Summer and Byng Streets), Orange NSW 2800

"Event" means any activity for which the Venue is required during the Use Period.

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



CONDITIONS OF USE

The Hirer is required to comply with the following Conditions of Use in addition to:

- D64/2022(1) – Notice of Determination of a Development Application (dated 28 March 2022) and associated documentation
- D22/2642 – Conditional Approval for Street Event (dated 16 March 2022) and the associated Traffic Control/Management Plan, Road Occupancy Licence etc
- Contact with Orange City Council must be made at a minimum of 8 weeks out from the next four annual event dates (Saturday 25 March 2023, Saturday 6 April 2024, TBA, March or April 2025, TBA March or April 2026) advising of any changes to the event offering and operations. Should they differ (to be determined in consultation with Orange City Council) from the Event Application supplied in 2021 (IC21/80632, IC21/30598, IC22/7812) a new application form, risk assessment, site plan and Development Application will need to be submitted.
- The following must be submitted annually for each individual event; Certificate of Currency, Liquor Licence, Traffic Management Plan.

1. Client Responsibility

The Hirer is required to inform all relevant persons involved in the organising of the Event of the Conditions of Use included in this Hire Agreement.

The Hirer shall ensure all due care will be taken to protect the interests of all persons involved in the Event.

The Hirer must be over the age of 18 and shall be responsible for the conduct of all attendee and that activities that take place during the hiring period as well as securing the Venue following the Event.

On the day of the Event, the Hirer will be equipped with a mobile telephone with the number to be advised to Council. The Hirer must be in attendance for the duration of the hire period.

2. Risk Management

That the Hirer shall complete a comprehensive risk assessment prior to the Event with a copy supplied to Council.

The risk management controls outlined within the risk assessment shall be in place and strictly adhered to prior to the start and during the Event.

The Hirer shall liaise with the relevant Council Point of Contact (Condition 8) with respect to any requirements.

3. Insurance Policies

The Hirer must not do or leave undone or permit to be done or left undone anything, which might affect Council insurance policies relating to fire or public risk at the Venue.

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



The Hirer must indemnify Council to the extent that those policies are affected by any failure to comply with this obligation.

The Hirer must provide Council with evidence of Public Liability Insurance Cover for the Event (to a minimum of \$20,000,000), with Council's interest duly noted.

Workers compensation for paid and volunteer staff, Personal Accident, Theft or Breakages insurances will be the responsibility of the Hirer.

In addition, the Hirer must indemnify the Council against all demands, claims, suits and actions which may arise from injury, death or damage caused to any person or property by the setting provided by the Hirer.

That all stallholders shall have their own Public Liability Insurance Cover. The Hirer is not to permit any stallholder to operate unless evidence of Public Liability Insurance Cover is provided. Contact details and Insurance details of each stallholder shall be collected by the Hirer and provided to Council.

4. Venue Restoration and Damage

The Hirer is entirely responsible for returning the Venue to the exact condition prevailing immediately before the commencement of the Use Period. The Venue is to be restored to the satisfaction of Council and all areas are to be left in a clean and tidy condition.

Should the Venue be left in an unsatisfactory condition, the Hirer is financially responsible for the cost to clean or repair any damage caused by the Hirer, his agents or by any other person entering the Venue in relation to the Use. The Hirer must promptly repay to Council any sum of money reasonably incurred by the Council in restoring the Venue to its pre-event condition.

Council will not accept responsibility for damage or loss to equipment or merchandise left on the premises prior to, during and after the Event. All Event equipment (including stalls, waste bins, temporary toilets, vehicles etc.) must be removed from the site by the conclusion of the Use Period.

5. Safety Inspection Pre-Event

The Hirer is responsible for completing a safety inspection of the Venue prior to the Event to ensure that the Venue is fit for use for its intended purpose.

Should the Venue be declared unfit for use, the Event shall not proceed and contact shall be made immediately with the relevant Council Point of Contact (Condition 8).

That the Hirer shall brief volunteers, staff and event participants to advise of their duties and responsibilities prior to the start of the Event.

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



6. Commencement of Use and Vacating of Venue

The Hirer agrees to begin the Event and vacate the Venue at the scheduled times agreed upon. Should the Event go beyond the agreed finishing time, and the following Hirer is inconvenienced, the Council reserves the right to charge whatever costs are reasonably incurred to the Hirer to ensure the smooth operation of the following function.

7. Council Point of Contact

Name	Position	Contact Number
During Business Hours - Monday to Friday		
[REDACTED]	Events Officer (part time, M,T,W)	[REDACTED]
[REDACTED]	Botanical Gardens Supervisor	[REDACTED]
[REDACTED]	Public Open Space Supervisor	[REDACTED]
[REDACTED]	Parks Supervisor	[REDACTED]
[REDACTED]	Sport & Recreation Coordinator	[REDACTED]
Out of Business Hours		
Orange City Council	24 Hour Hotline	[REDACTED]

8. Responsibility to Protect Crowded Places

The Hirer is required to address their 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 the Event.

Under the Summary Offences Act 1988, the Hirer is required to complete a 'Notice of Intention to Hold a Public Assembly' (available via https://www.police.nsw.gov.au/data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf) and submit to the Police at least 90 days prior to the Event.

9. COVID -19 Management

It is the responsibility of the Hirer to ensure the continuing advice provided by NSW Health via <https://www.nsw.gov.au/covid-19> is adhered to. The Hirer must ensure the required precautions and social distancing measures are implemented when hosting the Event at the Venue.

If the Event is in breach of any restrictions, you may be fined by NSW Police. Council will not be liable for any fines incurred due to a breach in COVID-19 restrictions.

10. Cash Management

The Hirer is responsible for implementing control measures, so far as reasonably practicable, to minimise the risk of handling or transporting any money associated with the Event.

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



11. Food

The Hirer shall comply with both the NSW Food Authority 'Guidelines for Food Businesses at Temporary Events' at all times (guidelines obtainable via https://www.foodauthority.nsw.gov.au/sites/default/files/Documents/retail/temp_events_guideline.pdf) and the Food Safety Standards in regard to hygiene and safe food practices.

All food stalls, preparation and refreshment areas must have appropriate separate hand held fire extinguishers and fire blankets as necessary and available at all times.

Drop sheets, port-a-floor or a similar non-permeable, non-slip matting must be placed under all cooking and serving areas.

No open flames shall be permitted within the confines of the Venue.

Each stallholder wanting to sell food of any kind at the Event shall make application to Council for a Temporary Food Permit. The 'Temporary Food Permit Form' is available via the Orange City Council website or the link: <https://www.orange.nsw.gov.au/food-safety/>. The Hirer is responsible for liaising with Council's Environmental Health Officer's via (02) 6393 8009 during business hours prior to the Event with respect to any requirements.

12. Dogs in areas of Food Preparation and Consumption

In outdoor dining areas that involve the consumption of food and are not off-leash areas, such as the Venue, dogs (other than a dangerous, menacing or restricted dog) are not prohibited so long as:

- The dog is under the effective control of some competent person and is restrained by means of an adequate chain, cord or leash that is attached to the dog, and;
- The person does not feed the dog or permit the dog to be fed, and;
- The dog is kept on the ground.

An outdoor dining area does not include any part of any area that is used for the preparation of food. Dogs are not permitted within 10 metres of any apparatus used for the preparation of food for human consumption and are not permitted to enter a food stall at any time. Similarly, assistance animals are not permitted in food preparation areas and are only permitted in dining and drinking areas and other areas used by customers.

13. Barbecue/s

The barbecue/s must be supervised at all times, placed on a flat hard surface and are to be fitted with drip trays.

Hirers Initials: _____

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Hire Agreement

18 FEBRUARY 2025

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



Any barbecue/s used in the open should not have a gas bottle greater than 9kg capacity and must be secured so that it cannot be tipped over. All gas cylinders and connections are to be in good working order and all cylinders stored out of direct sunlight.

In the circumstance of a total fire ban being in place on the day of the Event, the Hirer is required to observe all provisions attaching to the total ban.

All measures should be taken to satisfy SafeWork NSW requirements and protect the health, safety and welfare of all attendees.

14. Alcohol

The Hirer is responsible for ensuring the following strategies are implemented:

- The Hirer shall supply free drinking water
- The sale of any liquor is strictly prohibited unless a copy of the Liquor Licence is supplied to Council prior to the Event.
- The Hirer shall strictly comply with all conditions attached to the Liquor Licence, if applicable
- The Hirer shall ensure that alcohol is served by personnel that hold a Responsible Service of Alcohol (RSA) certificate. The personnel supplying alcohol to attendees are required to adhere to RSA principles at all times.
- Under no circumstances shall alcohol be permitted to be brought into the Venue. All Event attendee's eskies and bags shall be searched at the point of entry to ensure compliance.
- The Hirer shall cover any existing alcohol prohibition signage within the Venue for the duration of the Event.
- Any spillages are to be promptly contained and adequately cleaned up.

15. Drinking Water

The Hirer must supply adequate drinking water for the Event. There is no drinking water available at the Venue.

16. Waste

Adequate bins and waste services for the Event are to be provided by the Hirer. Bins should not be placed directly near food service areas and should be adequately monitored to ensure they do not overflow.

If the Hirer is unable to provide adequate bins or waste services, the Hirer is to liaise with JR Richards & Sons with respect to the provision of these services. If any Council or public place litter bin is used in any capacity for the Event, the Hirer will be invoiced accordingly for each bin serviced after the Event.

It is recommended that the Hirer practice sustainable waste management and supply general waste as well as recyclable and organics waste bins for the Event.

Hirers Initials: _____

7 | Page

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



All materials onsite or being delivered to the site are to be contained within the site. The requirements of the Protection of the Environment Operations Act 1997 are to be complied with when placing/stockpiling loose material or when disposing of waste products or during any other activities likely to pollute drains or watercourses.

The Hirer must ensure all areas are left in a clean, tidy and litter-free condition and restored to the satisfaction of Council. Should the Venue be left in an unsatisfactory condition, Council will arrange for contractors to clean the Venue, the cost of which shall be met by the Hirer.

17. Materials

The Hirer shall ensure that any materials used for the Purpose are completely safe for human activity and the environment. Every effort must be made to ensure there is no damage or pollution at the Venue.

18. Personal Protective Equipment (PPE)

The Hirer is responsible for making every effort to reduce the risk of participant injury at the Event.

All participants shall be required to wear suitable Personal Protective Equipment (PPE), such as long-sleeved shirts, long pants, hat and enclosed footwear, whilst involved in the Event to ensure participant safety. All participants are also required to utilise the appropriate and necessary PPE equipment, such as gloves, safety glasses/goggles, safety vests etc.

19. Security

Security shall be the responsibility of the Hirer.

The Hirer shall provide an adequate number of qualified security staff and/or user pay Police Officers to manage security at the Event. A minimum of at least three qualified security staff and/or user pay Police Officers are required.

The Hirer must not hinder the Police or security in the execution of their duties. All security personnel must be appropriately licenced in accordance with current NSW legislative and regulatory requirements.

20. Amenities

There are no toilet amenities located onsite. The Hirer must ensure adequate toilet amenities are provided for the duration of the Event to accommodate the number of expected Event attendees. Guidelines for the number of toilets required are listed in Council's Event Application Form.

21. Power

All electrical appliances and conductors (cords) used must be tested and tagged and installed or placed in such positions to ensure that they are safe at all times, away from water and protected from pedestrian traffic to SafeWork NSW requirements. Electrical

8 | Page

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



conductors (cords) shall be supported above the ground, at a height of no less than 2.5 meters or adequately covered or surrounded by appropriate physical barriers so as to provide clear access to all personnel and pedestrians and to protect ground laid cabling from being trip hazards.

22. Lighting

The Hirer is responsible for conducting a pre-event site inspection of the Venue to determine the availability and location of any pre-existing lighting available.

All areas of the Venue, including toilets, and any entry/exit paths must be illuminated to minimise any associated risks and to ensure the safe access/egress from site. Lighting is to be energised approximately one hour prior to sunset.

Any outdoor lighting shall be installed in accordance with the Australian Standard 4282-1997 Control of the obtrusive effects of outdoor lighting

Fees may apply to any lighting provided by Orange City Council. If Council or a Council-accredited contractor is required to complete additional services, full costs for such services will be invoiced to the Hirer. Private works orders are to be paid in full to Council before work commences.

23. Temporary Structures – Marquees/Tents/Booths

The User is permitted to install 8 x marquees/market stalls, tables and chairs so long as they are erected and secured in accordance with the manufacturers/structural specifications to ensure they are structurally sound and can withstand use for its intended purpose, environmental factors and any other likely live loadings.

The ground surface on which the structures are to be erected is to be sufficiently firm to sustain the structure whilst in use and does not pose a risk due to its slope, irregularity or for any other reason.

The User shall be permitted to install marquees/market stalls for the Event however the use of tent pegs shall not be permitted. All marquees/market stalls shall be freestanding and suitably anchored via an above ground weighting system.

All temporary structures must maintain an unobstructed pedestrian circulation area of at least 1.5m wide around the outside structures (unless they are positioned side by side).

24. Temporary Structures – Stage/s, Table/s and Seating

All temporary structures must be erected and secured in accordance with the manufacturers/structural specifications to ensure they are structurally sound and can withstand use for its intended purpose, environmental factors and any other likely live loadings.

Hirers Initials: _____

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Hire Agreement

18 FEBRUARY 2025

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



The ground surface on which the structure is to be erected is to be sufficiently firm to sustain the structure whilst in use and does not pose a risk due to its slope, irregularity or for any other reason.

Stage structures must be less than 50m² and 2m in height (from the ground) and are not be loaded in excess of those loadings recommended by the suppliers and/or manufacturer. Any lighting, staging or any associated equipment are required to meet SafeWork NSW requirements before being installed and utilised.

25. Temporary Fencing

The Hirer is responsible for ensuring that any temporary fencing erected shall:

- Be adequately secured as per the manufacturers/structural specifications and to ensure that it will not be effected by wind and/or could move or blow-over causing injury or damage.
- Be in good condition and maintained regularly.
- Not block, obstruct or impede any entry/exit/paths of travel, especially emergency exits, at the Venue.
- Not cause any damage to the Venue.
- Be removed promptly, including any associated fixtures and rubbish, after the conclusion of the Event.

26. Vehicle Access

Vehicle movements are to be kept to a minimum so as to minimise any damage to the Venue. Vehicle access of Event vehicles is to be restricted to set-up (i.e. 'bump in') and pack-down (i.e. 'bump out') times only. No vehicle movement shall be permitted during the conduct of the Event (Event Time). Authorised Event vehicles must not exceed a walking pace speed whilst at the Venue and must use approved entry and exit points during access/egress periods.

No vehicle shall be parked or driven within the confines of the Venue, particularly on grassed areas or in any areas other than designated roadways and parking spaces, unless clearly indicated on the Site Plan and deemed essential for the conduct of the Event. Any Council direction concerning either the movement or positioning of vehicles at the Venue, especially in the event of inclement weather, must be complied with at all times.

Access to the Venue must be maintained for emergency and/or essential service vehicles and personnel at all times.

27. Traffic Management and Parking

The Hirer must provide adequate accredited traffic controllers to manage the movement of vehicles and to ensure both vehicle, cyclist and pedestrian safety at all times. All entry and exit points must be clearly marked and kept clear.

Hirers Initials: _____

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Hire Agreement

18 FEBRUARY 2025

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



The Hirer is required to comply with all Conditions of Approval stipulated within the resulting Conditional Approval for Street Event (**D22/2642**) from Council and the associated TCP and/or TMP and associated documentation/licences.

Seven (7) days prior to the Event, all properties adjoining the Venue must be advised in writing of the date, time, Event details and road closure details. The correspondence must include the contact details, including a mobile number, of the Event manager.

28. Road and Footpath Occupation

As the Event is to involve road closures or will impact vehicular or pedestrian traffic, the Hirer is required to ensure a Traffic Control Plan (TCP) and/or Traffic Management Plan (TMP), drafted by an appropriately qualified person, is submitted to Council at least 16 weeks prior to the Event along with:

- Proof of Public Liability Insurance Cover to a minimum value of \$20 million and noting Orange City Council as an interested party.
- Detailed risk assessment.
- The agreement from the Police regarding the use of Hirer Pay Police (if applicable).

A TCP is a diagram, or set of diagrams, that illustrate the arrangement of signage and devices used to manage traffic at or around your Event. The TCP will detail the location and spacing of all signage, devices, personnel, speed zones, fencing and barriers. A TMP is a report, or information detailing the road closures and the impact that these closures will have on the general area. A TMP usually includes one or more TCP's.

Once submitted, the documentation will be provided to the City of Orange Traffic Committee for determination of approval status. If approved, the Hirer will then be issued with a separate conditional approval from both Orange City Council, and the Police for the use of roads.

The Hirer is required to comply with all Conditions of Approval stipulated within the resulting Conditional Approval for Use of Road (**D22/2642**) from Council and the associated TCP and/or TMP. If you fail to receive the Conditional Approval for Use of Road at least 14 days prior to your Event, please ensure you contact the relevant Council Point of Contact (Condition 8).

29. Set up and Footpath Occupation

All furniture and equipment must be stored or arranged at all times so as not to obstruct paths of travel or required exits. Paths of travel are to be a minimum of 1.5m in width.

A footpath is intended for use by pedestrians but no other forms of traffic, such as vehicles. If a footpath is required in any other capacity, a Traffic Management Plan is required to be submitted to the City of Orange Traffic Committee for consideration at least 12 weeks prior to your Event.

11 | Page

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



30. Noise Control

The Hirer is permitted to use noise amplification and/or a public address system provided the neighbourhood noise laws of the Protection of the Environment (Noise Control) Regulation 2008 are complied with at all times (<https://www.environment.nsw.gov.au/questions/times-residential-noise-restrictions>)

The Hirer is to ensure music should not be heard in a habitable room in a neighbour's residence from:

- Midnight to 8:00am on Friday, Saturday or any day preceding a public holiday.
- 10:00pm to 8:00am on any other day.

The Hirer shall ensure the following noise management strategies shall be implemented:

- All music and announcements to cease at the conclusion of the Event.
- Only nominated people are permitted to use the microphone/PA system.
- Speakers to be orientated away from the residential areas.
- Sound engineers in charge of any music to keep the bass in any music down.
- Neighbouring businesses/residents shall be informed of the Event at least one week prior to the Event. The letter is to advise of both the Event operating times and contact number of the Event manager prior to the Event.

31. Signage

No posters, signage, banners or similar material shall be erected or attached to any buildings, fences or trees in or around Venue without prior approval from the relevant Council Point of Contact (Condition 8).

32. Marketing/Promotional Material

Any branding, statements, quote or any other representation contained on the marketing/promotional material must not be false or misleading, insensitive or involve bait advertising. Any marketing/promotional material is not to be placed in an area where it has the potential to become litter and must only be handed to people willing to take the item.

No marketing/promotional material is to remain on site after the conclusion of the Event. The Hirer must ensure all areas are left in a clean and tidy condition and restored to the satisfaction of Council.

33. First Aid

That the Event be attended by an adequate number of suitably qualified First Aid Officer/s and all attendees have access to First Aid. First Aid is to be adequately signposted, with a stocked First Aid Kit on site.

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



34. Health and Safety

In the event of an emergency, all persons are to evacuate buildings immediately (no exceptions). The evacuation is to be done in a quick and orderly manner. No person is to re-enter the building. Please take note of where all emergency exit doors are located.

No one is to leave any EMERGENCY EXIT DOORS open during the running of the Event.

All fire exits passageways must be kept clear of rubbish, extraneous equipment and materials at all times.

Hirers' will observe all safety, health and evacuation procedures as set down in the Public Halls Act and/ or the Local Government Act 1993.

Work Health and Safety regulations must be adhered to at all times.

All areas of the Venue are non-smoking.

All electrical equipment must have a current test/tag label, as per Australian Standards AS/NZS 3760.

35. Disputes

If any difference or dispute arises as to the interpretation of these Conditions of Use they are to be referred to the nominated Council representative for a decision, and that decision is to be final and binding on the parties.

36. Event Emergency Management Plan

The Hirer shall complete an Event Emergency Management Plan with respect to the size and risk of the Event.

Major and high-risk events must have a formally documented Event Emergency Management Plan developed in consultation with emergency services representatives.

Once adopted, the Event Emergency Management Plan should be made available to key on site personnel, stakeholders and emergency services.

37. Inclement Weather

In the event of inclement weather, the Hirer may be requested to refrain from using some areas of the Venue. The relevant Council Point of Contact (Condition 8) will provide direction in this matter and the decision shall be final.

Should the Venue be left in an unsatisfactory condition as a result of using the Venue for the Event after/during inclement weather, Council will arrange for contractors to restore the Venue, the cost of which shall be met by the Hirer.

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



38. Fundraising

The Hirer is not permitted to undertake any fundraising activity on Council land for personal financial gain with the exception of busking. Pedestrians or members of the public are not to be intimidated or hindered by persons involved in the fundraising activity.

39. Professional Filming/Photography

All professional filming/photography and drone/RPA activities conducted on public land must be pre-approved by Council. All drone/RPA operators must follow the Civil Aviation Safety Authority (CASA) standard operating conditions at all times.

The pre-approval for all professional filming/photography and drone/RPA activities can be arranged by contacting Council's Business Project Officer, Tony Boland via (02) 6393 8250.

40. Dogs

All dogs shall remain on leads and under the control of handlers at all times.

The Hirer is responsible for ensuring the Venue is controlled at all times and any dogs are prevented from running from the Venue onto any nearby roadway or parking area.

The NSW Food Authority Food Handling Guidelines must be adhered to at all times.

The Hirer must clean up and correctly dispose of all waste materials associated with the Purpose, including faeces, pens and waste water, at the conclusion of the Event. The Hirer must ensure all areas are left in a clean and tidy condition and restored to the satisfaction of Council. Should the Venue be left in an unsatisfactory condition, Council will arrange for contractors to clean the Venue, the cost of which shall be met by the Hirer.

41. Resident Privacy

The Hirer and attendees must respect local residents' right to privacy. Any surrounding residential or organisational property must not be damaged, altered or trespassed upon, including buildings, vehicles, gardens and fences. If damage should occur during the Use Period, the Hirer must immediately try to contact the resident or organisation concerned and notify Council.

42. Offensive or Indecent Behaviour

The Hirer shall ensure that all individuals associated with the use of Council facilities behave in a manner that would not be considered as causing offence to nearby residents or other members of the community. The Hirer is responsible for ensuring that attendees do not create or are involved in any activity causing a public nuisance including urination or nudity in a public place, offensive or abusive language.

Hirers Initials: _____

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



43. Force Majeure

Where matters beyond the reasonable control of Council shall impair or prevent the Venue being able to perform its obligations under this approval, the Hirer releases Council from any liability or loss incidental or consequential to such matters.

44. Cancellation Policy

A cancellation within 30 days of the Event will incur the loss of the Security Bond. Should the booking be moved to an alternate date, the bond may be transferred to this alternate booking provided the change does not occur within six weeks of the original booking date.

45. Non Partnership or Tenancy

Nothing contained within this Hire Agreement is deemed to constitute a partnership between Council and the Hirer or to create the relationship of landlord and tenant between them.

Hirers Initials: _____

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Hire Agreement

18 FEBRUARY 2025

HIRE AGREEMENT FOR USE OF SAMPSON STREET
F.O.O.D Inc.
2 April 2022, 25 March 2023, 6 April 2024,
TBA March or April 2025, TBA March or April 2026



If the Hirer commits a breach of any Conditions of Use of this Conditional Approval, the use may be terminated. If for any reason, not arising out of the wilful acts or default of the Council, the Venue will cease to be available for the use by the Hirer; the Council may give to the Hirer notice in writing of the unavailability without there being any breach of this Approval.

WRITTEN ACCEPTANCE

I hereby declare that I have read, understand and accept the Conditions of Use of the Orange Showground stated in Council's Conditional Approval D22/17301 dated Tuesday 29 March 2022.

SIGNED for and on behalf of Orange City Council: _____



Tig Armstrong
Manager Economic Development

Tuesday 29 March 2022

SIGNED for and on behalf of F.O.O.D. Inc.:

(Signature)

(Full Name)

(Position)

(Date)

Hirers Initials: _____

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 3 Road Occupancy Licence (ROL)

18 FEBRUARY 2025

ROAD OCCUPANCY LICENCE



LICENCE NO : 2407384

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 3

Project:	Not Applicable	LOCATION	
This Activity :	ORANGE FOOD WEEK WILL BE HAVING LUNCH IN SAMPSON ST. ROAD CLOSED ONLY WILL BE SIGNS ON THE RMS ROAD.	Subject Road:	MITCHELL HWY
		From:	CLINTON ST, ORANGE
		To:	BYNG ST, ORANGE
		Council:	ORANGE

LICENSEE

Organisation: Midwest Traffic Management
Ref No:
Name: Amy Bentley-Marshall
Phone: [REDACTED]

ONSITE CONTACT

Name: MALI WILLIAMS
Phone: [REDACTED]

TRAFFIC MANAGEMENT

Flow Management: Detour (other roads); Non-Trafficable Area; Stop / Slow Control
Closure Type: 1 lane of 2
Closure Lane(s): Lane 2 (next after kerb lane); Shoulder
Direction(s): Eastbound and Westbound

LICENCE DURATION

From: 29-Mar-2025
To: 29-Mar-2025

LICENCE CONDITIONS

- YOU MUST USE SHIFT ACTIVATION WEB ADDRESS <https://myrol.transport.nsw.gov.au> TO ACTIVATE AND DEACTIVATE YOUR APPROVED ROAD OCCUPANCY LICENCE(S). (TO CHANGE TRAFFIC CONTROL SIGNALS TO FLASHING YELLOW OR TO ACTIVATE PERMANENT VARIABLE MESSAGE SIGNS DIAL 1800 679 782)
- THIS LICENCE IS NOT AN APPROVAL OF THE PROPONENT'S TRAFFIC GUIDANCE SCHEMES (TGS). PLEASE NOTE WORKCOVER REQUIRES THAT TRAFFIC GUIDANCE SCHEMES (TGS) COMPLY WITH AS1742.3
- ALL MATTERS RELATING TO NOISE GENERATION OR OTHER ENVIRONMENTAL FACTORS ON SITE ARE UNDER THE JURISDICTION OF THE LOCAL COUNCIL AND/OR THE ENVIRONMENTAL PROTECTION AUTHORITY.
- SHOULD THE PROPOSED WORKS INVOLVE UNDERBORING OR EXCAVATION OF STATE ROAD ASSETS OR THE REMOVAL OF KERB AND GUTTER, DETAILS OF WORKS MUST BE APPROVED BY TfNSW. FOR GREATER SYDNEY REGION CONTACT: greaterSydneyroads@transport.nsw.gov.au. FOR REGIONAL & OUTER METROPOLITAN, CONTACT: road.access@transport.nsw.gov.au
- NOTIFICATION TO AFFECTED BUSINESSES, RESIDENTS AND OTHER STAKEHOLDERS MUST BE UNDERTAKEN AT LEAST 5 BUSINESS DAYS PRIOR TO WORKS COMMENCING
- PLEASE NOTE THAT THIS LICENCE DOES NOT CONSTITUTE AN APPROVAL TO CARRY OUT THE ACTIVITIES PROPOSED IN THE ROL APPLICATION. APPLICATION HAS BEEN ASSESSED BY TfNSW FOR IMPACTS ON TRAFFIC FLOW ON THE STATE ROAD NETWORK ONLY. THE ROADS DIRECTLY AFFECTED BY ACTIVITIES ARE LOCAL ROADS ADMINISTERED BY THE LOCAL COUNCIL. APPROVAL MUST BE OBTAINED FROM THE RELEVANT COUNCIL PRIOR TO COMMENCING ANY OF THE PROPOSED ACTIVITIES.
- ENDORSEMENT FROM LOCAL TRAFFIC COMMITTEE (LTC) AND APPROVAL FROM COUNCIL REQUIRED.
- THIS TEMPORARY TRAFFIC CONTROL SET-UP MUST ONLY BE APPLIED DURING EVENT ACTIVITY WITH A SITE SPECIFIC TGS. EXISTING CONDITIONS ARE TO BE REINSTATED OUTSIDE OF THESE HOURS AND/OR AT THE COMPLETION OF THE EVENT.
- DETOUR ROUTE ON LOCAL ROADS IS SUBJECT TO APPROVAL BEING OBTAINED FROM THE RELEVANT LOCAL COUNCIL. ALL DETOUR ROUTES MUST BE CLEARLY SIGNPOSTED AND SUITABLE FOR THE CARRIAGE OF THE CLASS AND TYPE OF MOTOR VEHICLES APPROVED FOR USE ON THE SUBJECT ROAD. LANE WIDTHS MUST BE SUFFICIENT TO PERMIT CLEAR ACCESS FOR HEAVY VEHICLES.

APPROVED DATES & TIMES

		From Shift			To Shift		
From	D	M	Time	To	D	M	Time
Sat	29	Mar	06:30	-	Sat	29	Mar 19:00

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

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 3 Road Occupancy Licence (ROL)

18 FEBRUARY 2025

ROAD OCCUPANCY LICENCE



LICENCE NO : 2407384

ROADS & MARITIME SERVICES (RMS)

Phone: Monday To Friday 8.30 AM - 4.30 PM

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

SPECIAL EVENT - CLASS 3

Project: Not Applicable

This Activity : ORANGE FOOD WEEK WILL BE HAVING LUNCH IN SAMPSON ST. ROAD CLOSED ONLY WILL BE SIGNS ON THE RMS ROAD.

LOCATION

Subject Road: MITCHELL HWY
From: CLINTON ST, ORANGE
To: BYNG ST, ORANGE
Council: ORANGE

LICENSEE

Organisation: Midwest Traffic Management

Ref No:

Name: Amy Bentley-Marshall

Phone: [REDACTED]

ONSITE CONTACT

Name: MALI WILLIAMS

Phone: [REDACTED]

TRAFFIC MANAGEMENT

Flow Management: Detour (other roads); Non-Trafficable Area; Stop / Slow Control

Closure Type: 1 lane of 2

Closure Lane(s): Lane 2 (next after kerb lane); Shoulder

Direction(s): Eastbound and Westbound

LICENCE DURATION

From: 29-Mar-2025

To: 29-Mar-2025

LICENCE CONDITIONS

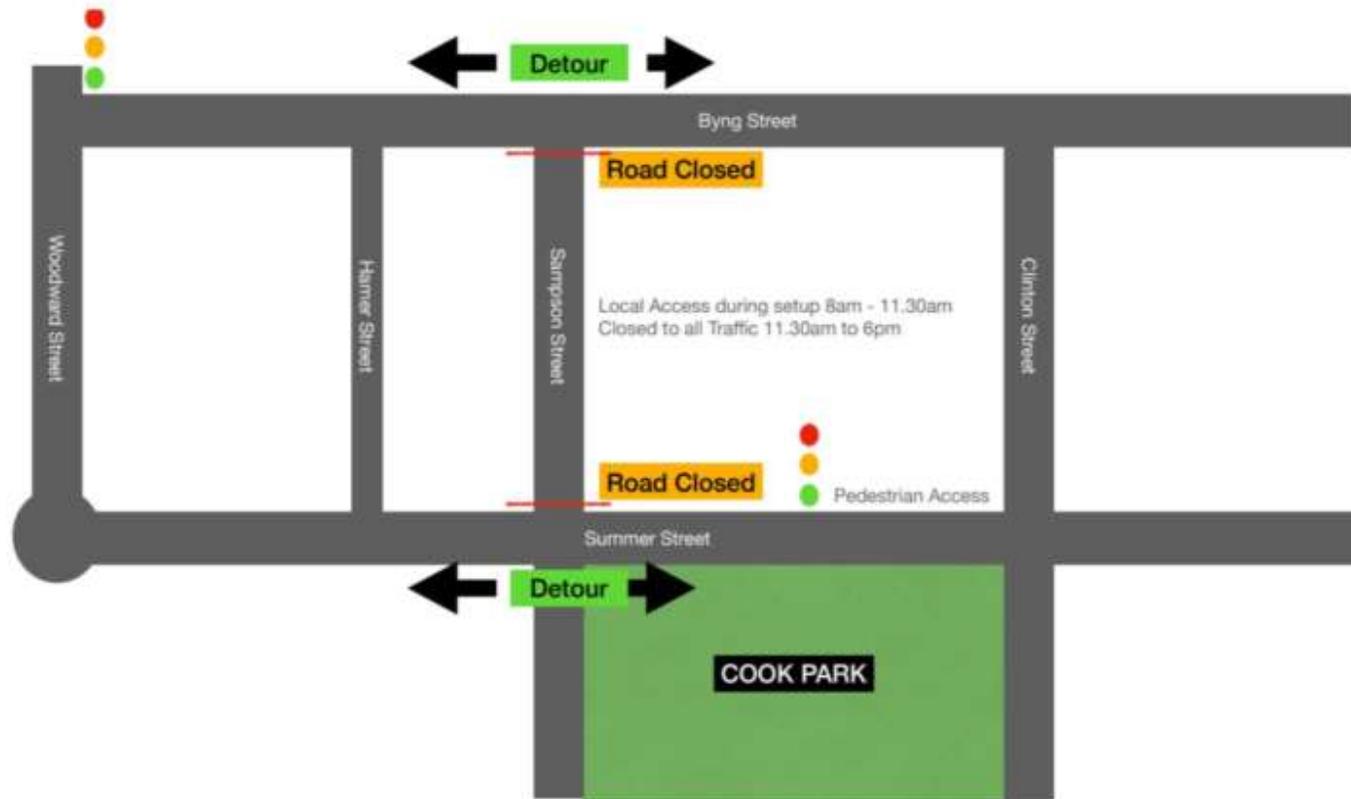
- 10 IMMEDIATE NOTIFICATION MUST BE MADE TO THE TRANSPORT MANAGEMENT CENTRE (1300 725 886) IN THE EVENT OF A TRAFFIC INCIDENT OCCURRING WITHIN THE LIMIT OF WORKS.
- 11 TRAFFIC AND PEDESTRIAN MANAGEMENT MUST BE IN ACCORDANCE WITH COUNCIL AND POLICE CONDITIONS OF APPROVAL AND ANY DIRECTION GIVEN BY THE POLICE ON THE DAY.
- 12 ALL TEMPORARY TRAFFIC CONTROL ARRANGEMENTS MUST BE IN ACCORDANCE WITH AUSTRROADS GUIDE TO TEMPORARY TRAFFIC MANAGEMENT.

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

Page 2 of 2

SAMPSON STREET LUNCH SITE PLAN

29 MARCH 2025







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

Event Name: FOOD Week Sampson Street Lunch	Event Date: Saturday 29 March 2025	Organiser: Mali Williams on behalf of FOOD Week	Phone: [REDACTED]
Event Location: Sampson Street, between Byng & Summer Street	Assessment Date:	Activity: Long lunch for 360 people	

Description of Hazard (something that has the potential to cause harm)	Description of Risk (what can happen as a result of the hazard)	Risk Rating (refer to Matrix)	Control Measures	Residual Risk (refer to Matrix)
Site Infrastructure Hazard	<ul style="list-style-type: none"> - Strained, sprained muscles - Minor cuts and lacerations 	3 Possible/ Moderate	<ul style="list-style-type: none"> - First aid kit on site. - Event staff trained in first aid. - Site inspection prior to event to identify any possible trip hazards. - Public excluded from site until event commences. - Strictly no vehicle movement during event. Limited vehicle movement prior to and post event. 	4 Unlikely/ Moderate
Vehicle movement	<ul style="list-style-type: none"> - Staff, volunteer or vendor injury/illness or death 	1 Possible/ Major	<ul style="list-style-type: none"> - Strictly no vehicle movement during event. Limited vehicle movement prior to and post event. - All vehicles to drive at walking pace speed during bump in and bump out times. - Adequate first aid personnel and first aid kit/s on site. 	4 Rare/ Moderate
Contaminated food provision	<ul style="list-style-type: none"> - Food poisoning - Loss of brand reputation 	1 Possible/ Major	<ul style="list-style-type: none"> - Ensure that all food vendors have a Temporary Food Permit issued by Council prior to the event. - All food vendors to comply with the NSW Food Authority Food Handling Guidelines for Temporary Events at all times. - Ensure high health & hygiene areas are maintained. - Adequate kitchen equipment provided on site, such as cool room, ovens. - Adequate first aid personnel and first aid kit/s on site. 	3 Rare/ Major
Emergency Evacuation	<ul style="list-style-type: none"> - Crowd panic - Personal injury/illness or death 	1 Possible/ Major	<ul style="list-style-type: none"> - Documented emergency evacuation plan in place and distributed to all staff and volunteers - Operational Public Address (PA) system to disperse crowd. - Vendors and volunteers briefed of exits at all facilities. 	2 Unlikely/ Major



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

			<ul style="list-style-type: none"> - Notify Emergency Services as soon as practical if emergency evacuation is activated. - Access maintained for Emergency vehicles at all times. 	
Slips, trips & falls	<ul style="list-style-type: none"> - Personal injury/illness or death 	3 Possible/ Moderate	<ul style="list-style-type: none"> - Complete pre-event site inspection to eliminate or control any trip hazards identified. - All structure weights and ropes clearly visible. - Any signage secured and out of foot traffic flow. - Ensure any electrical leads or hoses are placed away from pedestrian areas to provide clear access to all personnel and pedestrians. - Adequate first aid personnel and first aid kit/s on site. 	4 Unlikely/ Moderate
Electricity	<ul style="list-style-type: none"> - Personal injury/illness or death due to electrocution/electrical shock - Property damage 	2 Unlikely/ Major	<ul style="list-style-type: none"> - All electrical cords and equipment in safe working order, tested and tagged as per SafeWork NSW requirements. All vendors/contractors have been pre-advised of this requirement. - All electrical appliances and conductors placed in positions to ensure that they are safe at all times, away from water and protected from pedestrian traffic to SafeWork NSW requirements. - Flexible extension cords either supported above the ground, at a height of no less than 2.5 meters, or adequately covered (matting/cable trays) so as to provide clear access to all personnel and pedestrians. - Ensure all suppliers and vendors carry own Public Liability Insurance and they comply with vendor terms and conditions. - Adequate first aid personnel and first aid kit/s on site. 	3 Rare/ Major
Fire	<ul style="list-style-type: none"> - Personal injury/illness or death due to burns - Property damage 	2 Unlikely/ Major	<ul style="list-style-type: none"> - Ensure all vendors utilising cooking equipment have close access to suitable fire extinguishers and blankets and operators are trained in their use. - Adequate first aid personnel and first aid kit/s on site. - Vendors briefed on emergency evacuation procedure. - Monitor prevailing weather conditions and any fire warnings issued. 	3 Rare/ Major



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

Lack of amenities	<ul style="list-style-type: none"> - Vendor discomfort - Technical management issues 	3 Possible/ Moderate	<ul style="list-style-type: none"> - Portable toilets supplied to cater for the set number of attendees (350 pax) - Toilet directional signage erected for on-site toilets. - Facilities to be kept clean and stocked. 	4 Unlikely/ Moderate
Manual Handling	<ul style="list-style-type: none"> - Personal injury/illness or death, particularly back strains 	3 Possible/ Major	<ul style="list-style-type: none"> - Each vendor to manage own risks. - All event personnel to be trained and follow correct manual handling techniques. - Adequate first aid personnel and first aid kit/s on site. - Staff and vendors encouraged to provide and utilise trolley where necessary. 	4 Unlikely/ Moderate
Wet weather & electrical storm (lightning strikes and wet weather down pour)	<ul style="list-style-type: none"> - Personal injury/illness or death - Property damage - Technical management issues 	1 Possible/ Major	<ul style="list-style-type: none"> - Discontinue the event and disperse patrons according to documented emergency evacuation plan. - Operational PA system on site. - Monitor prevailing weather conditions in the week prior to the event for any possible changes. - Activate wet weather contingency plans if required (i.e. Banksia Orange is wet weather alternative) - Adequate first aid personnel and first aid kit/s on site. 	4 Rare/ Moderate
High winds	<ul style="list-style-type: none"> - Vendor discomfort - Flying debris - Property damage 	1 Possible/ Major	<ul style="list-style-type: none"> - Ensure any potentially windborne items are packed away. - Gauge deteriorating conditions and discontinue event if safety of vendors, patrons and staff become compromised. - Adequate first aid personnel and first aid kit/s on site. 	4 Unlikely/ Moderate
Poor lighting during bump in and bump out	<ul style="list-style-type: none"> - Personal injury/illness or death 	NA	<ul style="list-style-type: none"> - Date of this year's event still within day-light-savings, therefore portable lighting not required 	NA
Uninsured and unlicensed vendors	<ul style="list-style-type: none"> - Litigation - Reputation 	1 Possible/ Moderate	<ul style="list-style-type: none"> - No vendors permitted to attend event without providing proof of Public Liability Insurance and Producer/wholesaler Licence (if necessary) prior to event. - All vendors to attend pre-event debrief. 	4 Unlikely/ Moderate
Operation of BBQ	<ul style="list-style-type: none"> - Personal injury/burns - Property damage 	2 Unlikely/ Major	<ul style="list-style-type: none"> - Adequate first aid personnel and first aid kit/s on site. - BBQ's to be supervised at all times and placed on a flat hard surface. 	4 Rare/ Moderate



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

			<ul style="list-style-type: none"> - BBQ's not to be operated during fire restrictions. - Gas bottles not to be greater than 9kg in capacity and adequately secured so they cannot be tipped over. - All measures should be taken to satisfy SafeWork NSW requirements. - BBQ's only to be operated in well ventilated areas, and not to block or be positioned in front of exits. - All BBQ's must be accompanied by appropriate separate handheld fire extinguishers and fire blankets as necessary. - NSW Food Authority, Food Handling Guidelines for Temporary Events must be complied with at all times. - Drip trays, drop sheets or similar non-permeable, non-slip matting must be placed in such positions to prevent any oil splatters, spills or marks on any surface surrounding the BBQ. 	Moderate
Ignition of flammable vapours (gas bottles) and fuel (in vehicles)	<ul style="list-style-type: none"> - Personal injury/illness or death - Property damage - Technical management issues 	2 Unlikely/ Major	<ul style="list-style-type: none"> - BBQ's not to be operated during fire restrictions. - Adequate first aid personnel and first aid kit/s on site. - Documented emergency evacuation plan in place. - Operational Public Address (PA) system to disperse crowd. - Vendors and volunteers briefed of exits at all facilities. - Notify Emergency Services as soon as practical if emergency evacuation is activated. - Access maintained for Emergency vehicles at all times. 	3 Rare/ Major
Medical emergency	<ul style="list-style-type: none"> - Personal injury/illness or death - Technical management issues 	1 Possible/ Major	<ul style="list-style-type: none"> - Access maintained for Emergency vehicles at all times. - Adequate first aid personnel and first aid kit/s on site. - Event Emergency Management Plan developed and communicated to all event personnel. 	2 Rare/ Major
Temperature (heat/cold) and sunburn	<ul style="list-style-type: none"> - Personal injury/illness or death – sunburn, heat stroke or dehydration - Fire - Financial loss - Technical management issues 	3 Possible/ Moderate	<ul style="list-style-type: none"> - Monitor weather conditions the week before event and implement Weather Contingency Plan, or cancel event, if conditions are predicted to be extreme. - Provide sunscreen and temporary shade for hot conditions, provide heaters and blankets for cold conditions. - Use pre-existing shade at venue i.e. trees. - Adequate first aid personnel and first aid kit/s on site. 	4 Unlikely/ Moderate



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

Temporary structures (fencing/tents/marquees not secure)	<ul style="list-style-type: none"> - Personal injury/illness or death - Property/equipment damage - Technical management issues 	3 Possible/ Major	<ul style="list-style-type: none"> - All structures and fencing in correct working order and erected and secured on level ground in accordance with manufacturers/structural specifications. - All structures and fencing to be suitably anchored with fastenings placed out of direct foot traffic flow. - Monitor wind speeds prior to and during the event. Extra caution to be taken should windy conditions exist. - Adequate first aid personnel and first aid kit/s on site. 	4 Unlikely/ Moderate
Traffic/pedestrians	<ul style="list-style-type: none"> - Personal injury/illness or death - Property/equipment damage - Technical management issues 	1 Possible/ Major	<ul style="list-style-type: none"> - Midwest Traffic Management engaged to manage Sampson St road closure. - No vehicles allowed to drive during event, only during bump in and out. - Adequate first aid personnel and first aid kit/s on site. 	4 Rare/ Moderate
Loss of power/services	<ul style="list-style-type: none"> - Technical management issues - Financial loss 	1 Possible/ Major	<ul style="list-style-type: none"> - Pre event site inspection conducted prior to the event and all power and services tested to ensure they are functioning correctly. Make contact with on-call technicians if not operating correctly. - Generator sourced in order to supply backup power 	3 Unlikely/ Moderate
Consumption of alcohol/disorderly unruly behaviour	<ul style="list-style-type: none"> - Personal injury - Reputation damage - Property damage 	3 Possible/ Moderate	<ul style="list-style-type: none"> - All wait staff to have RSA. - Closed, private event that is closed to the public. - Intoxicated individuals to be asked to leave or escorted away, if refusal, police to be called. - Security will be on site for the duration of the event 	4 Unlikely/ Moderate
Disgruntled residents	<ul style="list-style-type: none"> - Reputation damage 	3 Possible/ Moderate	<ul style="list-style-type: none"> - All residents notified of event months out from the event and consulted as part of the planning process - All residents will receive a letter drop in the weeks leading up to the event with full event details and contact details of the event organisers. - A gift is given to each resident to say thank you for their support of the event. 	4 Unlikely/ Moderate
Site damage	<ul style="list-style-type: none"> - Property damage 	1 Possible/ Major	<ul style="list-style-type: none"> - All vehicle movement restricted to road only during bump in and out, no vehicle movement allowed on pathways or grass areas. 	4 Unlikely/ Moderate



			<ul style="list-style-type: none"> - Event manage on site to monitor contractors and suppliers to ensure compliance. - A final site inspection will be carried out after bumpout to ensure nothing is left onsite. - 	
--	--	--	---	--

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

Risk Assessment conducted by: Orange360 on behalf of FOOD Week

Event Organiser Name: Mali Williams	Signature:	Date: 17/01/2025
-------------------------------------	------------	------------------

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.3 STREET EVENT - 2025 ANZAC DAY MARCH

RECORD NUMBER: 2025/191

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received an application to hold the 2025 ANZAC Day march.

LINK TO DELIVERY/OPERATIONAL PLAN

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

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the Conditional Approval for the ANZAC Day March on 25 April 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

Council has received an application to hold the ANZAC Day March on Friday 25 April 2025.

Full road closure is required in Anson Street, Sale Street and McNamara Street between Summer and Byng Streets, Byng Street between Anson and Sale Streets and Summer Street between Sale Street and McNamara Streets.

The conditional approval, event application, Risk Assessment are attached.

The Insurance Certificate of Currency to be provided.

A TCP and Road Occupancy Licence are currently being prepared and will be provided when complete. These will be the same as previous years. A copy of last year’s TCP is attached for your reference.

ATTACHMENTS

- 1 Conditional Approval, D25/14797
- 2 Event Application, D25/14780
- 3 Risk Assessment, D25/14791
- 4 Copy of 2024 TCP, D25/14922

D25/14776



CONDITIONAL APPROVAL FOR USE OF ROAD

ANZAC DAY

RETURNED AND SERVICES LEAGUE OF AUSTRALIA ANZAC DAY COMMITTEE

Date:	Friday 25 April 2025
Time:	10.30am to approximately 12.00pm
Streets to be used:	Sale, Anson and McNamara Streets between Summer and Byng Streets, Byng Street between Anson and Sale Streets and Summer Street between Sale and McNamara Streets.
Type of closure:	Full Closure.
Class:	1

CONDITIONS OF APPROVAL

1. Written approval must be granted by the NSW Police Force, and the event must not take place without such approval. Council will inform the NSW Police Force of the event. Should there be additional conditions you will be advised accordingly and they must be complied with.
2. Written approval must be granted by Transport for NSW (TfNSW), Parkes and the event must not proceed without this approval and any conditions so imposed are to be complied with. Council will inform TfNSW of the March.
3. Council is to be provided with a copy of public liability insurance documentation relating to the promotion, evidencing a minimum cover of \$20,000,000 with Council's interests duly noted.
4. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event
5. Orange City Council will advertise the Anzac Day March.
6. Orange City Council will provide a Traffic Control Plan for the March and staff for the closure.
7. **All documentation shall be submitted to Council by Friday 11 April 2025.**

WITHDRAWAL OF APPROVAL

Council reserves the right to withdraw its approval in the event of non-compliance with any of the conditions attaching to this approval.

WRITTEN ACCEPTANCE

In terms of Council policy, would you please provide a written acceptance of the conditions outlined in this approval by **Friday 11 April 2024**.

I hereby declare that I have read, understand and will comply with the conditions for the 2025 Anzac Day March.

Signed for and on behalf of Returned and Services League of Australia Anzac Day Committee

Name (print): _____

Signature: _____

Designation: _____

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

EVENT APPLICATION TIMEFRAMES

Please submit this event application, along with all other required documentation to Orange City Council at least 21 days prior to your event. If your event is to involve any of the following aspects, please adhere to the associated timeframes:

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

USEFUL CONTACTS

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

Name: Mr Christopher Colvin

Organisation: City of Orange RSL Sub-Branch

Address: 245 Arison Street

EVENT APPLICATION FORM

V6 | updated August 2020

page 2 of 7

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Event Application

18 FEBRUARY 2025

Suburb: Orange	Postcode: 2800
Phone:	Mobile:
Email:	
Website:	
Facebook:	
Instagram:	
Twitter:	

EVENT DETAILS

Event Name: ANZAC DAY SERVICES AND MARCHES

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Event Application

18 FEBRUARY 2025



Location/Venue *subject to availability:

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

Event Date/s: 25 APRIL 2025 Event Time/s: 5:30am to 6:30am and 10:00am to 12:50pm

Bump in date and time: Bump out date and time:

Describe the main purpose of your event: Dawn Service March and Service and Man Service March and Service

Is the event likely to be an ongoing event? YES

Will your event be open to the public? YES

Expected event attendance: Participants: 1500 marchers Spectators: 10000

Will your event be attended by children or young people under 18 years of age? YES NO

Will you charge an entry fee for this event? NO YES NO

Any event held on Council land or premises must be conducted in accordance with Section 64 of the Local Government Act 1995

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

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 2 Event Application



<p> Will there be food and/or drinks sold or supplied at your event? <i>No</i></p> <p><i>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.</i></p>	<p>YES NO</p>
<p> Will you be operating a BBQ/s at your event?</p>	<p>YES NO</p>
<p> Will alcohol be served and/or for sale? <i>No</i></p>	<p>YES NO</p>
<p>Is your event to be held in a designated Alcohol Free Zone? <i>NO</i></p> <p><i>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.</i></p>	<p>YES NO</p>
<p>Will your event require security personnel? <i>NO</i></p>	<p>YES NO</p>
<p>Will your event require waste management? <i>NO</i></p>	<p>YES NO</p>

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Event Application

18 FEBRUARY 2025

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

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

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

Guidelines for the number of toilets required are listed below:

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

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

30 amp | Qty: 1 15 amp | Qty: 30 amp | Qty: 32 amp | Qty:

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

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

Will you need to organise additional lighting? NO YES NO

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

Type of structure, quantity and dimensions in m:

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.

Will you require the entry of vehicles on to Council property? YES NO

⚠ Will your event impact vehicular/pedestrian traffic? YES YES NO

⚠ Are you requesting any road/footpath closures or road/footpath occupation? YES 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 YES NO

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

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Event Application

18 FEBRUARY 2025



Will there be signage erected promoting your event at the venue? NO	YES	NO
 Will there be signage erected promoting your event at other locations in the Orange region? NO	YES	NO

CITY OF ORANGE TRAFFIC COMMITTEE
 Attachment 2 Event Application

18 FEBRUARY 2025



Details:

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 Canoboles or Gosling Creek at least one representative is required to have a First Aid Certificate and RLSSA Bronze Medallion qualification

Who is the person nominated to engage emergency services or authorise

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
3000	8	1
5000	8	2
10000	12	2

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? NO YES NO

Guidelines for the number of First Aid personnel an evacuation?

Name:

Contact phone number:

What is your Emergency Evacuation Plan? Move everyone to North of Bying Street

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.

What is your contingency plan for bad weather? NIL

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

Type and number of devices:

EVENT APPLICATION FORM

V6 | updated August 2020

page 5 of 7

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Event Application

18 FEBRUARY 2025



Apart from a 'small' jumping castle (i.e. highest platform is less than 3m 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?	NO	YES	NO
<i>If yes, you must comply with all provisions of the Exhibited Animals Protection Act, 1986.</i>			
Will your event involve the movement of any aircraft?	YES RAAF Fly over	YES	NO
Will there be goods (other than food) for sale at your event?	NO	YES	NO
 Will there be fireworks at your event?	NO	YES	NO
Will you be fundraising as part of your event?	YES	YES	NO
Will the event involve any professional filming, drone operation or photography?	FES	YES	NO
Will the event involve any camping?	NO	YES	NO
Will your organisation require information on Council's Donations, Grants and Sponsorship program?	NO	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

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, Christopher N. Colvin 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

Name (BLOCK LETTERS) CHRISTOPHER N. COLVIN

Date 10th February 2025



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

Event Name: ANZAC Day Dawn Service & Commemoration Service	Event Date: 25 April 2025	Organiser: RSL City of Orange Sub-Branch	Phone: (02) 6362 1735
Event Location: Robertson Park and Anson Street, Byng Street, Lords Place, Sale Street, McNamara Street and Summer Street.	Assessment Date: 21 March 2025	Activity: Street March and Commemoration Services	

Description of Hazard (something that has the potential to cause harm)	Description of Risk (what can happen as a result of the hazard)	Risk Rating (refer to Matrix)	Control Measures	Residual Risk (refer to Matrix)
Access or egress from site (especially at low light for Dawn Service). Uneven surface.	Personal injury/illness or death Property/equipment damage Technical management issues	3	<ul style="list-style-type: none"> - Parking areas clearly identified or signposted. - Children to be supervised at all times. - All event attendees to wear suitable clothing and flat enclosed footwear. - Adequate first aid personnel and first aid kits on site. - Dawn Service: Difference in ground height between path and grassed areas in Robertson Park marked with portable solar lights. Torch light and/or ramp provided to participants in march accessing Robertson Park when stepping up over the curb from Lords Place. 	3
Electrocution/electrical shock. Unsafe or damaged leads. Power source overloaded and fails.	Personal injury/illness or death Property/equipment damage Fire Financial loss Technical management issues	1	<ul style="list-style-type: none"> - All electrical leads and equipment must be tested and tagged as per Safe Work NSW requirements. All contractors have been pre-advised of this requirement. - All electrical appliances and conductors placed in positions to ensure that they are safe at all times and away from water. - Flexible extension leads either supported above the ground, at a height of no less than 2.5 meters, or adequately covered (matting/cable trays) so as to provide clear access to all personnel and pedestrians. - Ensure power requirements are identified in the planning phase and adequate supply is available. No changes to the existing power supply required. - Adequate first aid personnel and first aid kit/s on site. 	3
Slips, trips or falls from height or from same height due to uneven ground, wet ground, vantage points or event infrastructure.	Personal injury/illness or death Property/equipment damage	3	<ul style="list-style-type: none"> - Bunting/cordon off any hazardous areas or uneven ground. - Gates on rotunda to be locked - All marquee/tents weights and ropes clearly visible. - No obstructions in pedestrian walkways. 	4



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

			<ul style="list-style-type: none"> - Electrical leads taped or covered. - Pre-event site inspection to occur to ensure roadways and walkways are clear of any sharp/rough edges or trip hazards. - Only authorised persons permitted on Cenotaph during service. - Children to be supervised at all times. - Adequate first aid personnel and first aid kit/s on site. 	
Disorderly/unruly behaviour or drug and alcohol affected persons.	Personal injury/illness or death Property/equipment damage Technical management issues	3	<ul style="list-style-type: none"> - Venue is an alcohol prohibited zone. - Police on site (uniformed and non-uniformed) - Contact Police should disorderly/unruly behaviour or drug and alcohol affected persons be present. - Adequate first aid personnel and first aid kit/s on site. 	4
Insect/animal bites and/or stings.	Personal injury/illness or death Technical management issues	3	<ul style="list-style-type: none"> - Pre-event site inspection conducted to ensure venue is safe for its intended purpose and all dangerous animals removed. Call ranger if necessary. - All dogs kept on leads at all times. - Children to be supervised at all times. - Adequate first aid personnel and first aid kit/s on site. 	4
Laceration from sharp or rough edges/objects/materials.	Personal injury/illness or death	3	<ul style="list-style-type: none"> - Pre-event site inspection conducted to ensure venue is safe for its intended purpose. - All dangerous or hazardous material removed or cordoned off. - Children to be supervised at all times. - All event attendees to wear suitable clothing and flat enclosed footwear. - Adequate first aid personnel and first aid kit/s on site. 	4
Manual handling especially during bump-in and bump-out (lifting, bending, twisting, repetitive tasks).	Personal injury/illness or death Technical management issues	3	<ul style="list-style-type: none"> - Event participants/personnel supplied with the appropriate PPE (i.e. trolleys) for moving heavy equipment. - All event participants/personnel to follow correct manual handling techniques. - Event personnel to monitor event. - Adequate first aid personnel and first aid kit/s on site. 	4
Medical Emergency (e.g. heart attack).	Personal injury/illness or death Technical management issues	1	<ul style="list-style-type: none"> - Access maintained for Emergency vehicles at all times. - Adequate first aid personnel and first aid kit/s on site. - Medical emergency procedure communicated to all event personnel. Emergency services to be called in the event of a Medical Emergency. 	2



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

Child separated from guardian.	Personal injury/illness or death Technical management issues	1	- Lost children's area established. - Children to be supervised at all times by parents and teachers.	2
No amenities on site.	Brand reputation/financial loss - complaints Technical management issues	4	- Port-a-loos to be provided on site for event attendees. - Public toilets also available in the Visitor Information Centre/Museum complex or outside the Orange Regional Library.	5
Temperature (heat/cold).	Personal injury/illness or death – sunburn, heat stroke or dehydration Property/equipment damage Fire Financial loss Environmental damage Technical management issues	3	- Evaluate weather prior to the event. - Provide sun screen. - Use pre-existing shade at venue. - All event attendees to wear suitable clothing. - Adequate first aid personnel and first aid kit/s on site.	4
Weather conditions (wind, rain, reduced visibility etc.). Event participant discomfort.	Personal injury/illness or death Property/equipment damage Financial loss Environmental damage Technical management issues	3	- Evaluate and monitor weather conditions prior to and during the event. - Adequate first aid personnel and first aid kit/s on site. - Event organiser to follow Council personnel direction in regards to the use of the venue if inclement weather is present. - All temporary structures (screens etc.) to be adequately secured via an above ground weighting system.	4
Temporary structures (screens/marquees) and barricades/temporary fencing.	Personal injury/illness or death Property/equipment damage Environmental damage Technical management issues	3	- All structures and fencing in correct working order and erected and secured on level ground in accordance with manufacturers/structural specifications. - All structures and fencing to be suitably anchored with fastenings placed out of direct foot traffic flow. - Monitor wind speeds prior to and during the event. Extra caution to be taken should windy conditions exist. - Adequate first aid personnel and first aid kit/s on site.	4
Emergency Evacuation.	Personal injury/illness or death - Crowd crush injury/vehicle collision. Property/equipment damage Environmental damage Technical management issues	1	- Ensure access is maintained for Emergency Vehicles at all times. - Develop and communicate evacuation plan to all personnel. - Event Emergency Muster Point (as per site plan) communicated to all present. - Event personnel to monitor participants and assist with a calm and orderly evacuation. - Adequate first aid personnel and first aid kit/s on site.	2
Terrorism/bomb threat.	Personal injury/illness or death Fire	1	- Pre-event site inspection conducted and all suspicious items reported to authorities.	1



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

	Property/equipment damage Financial loss Environmental damage Technical management issues		<ul style="list-style-type: none"> - Inform Police and Emergency Control Organisation (ECO) immediately. - Event Emergency Muster Point (as per site plan) communicated to all present. - Back up (2IC) MC able to step in should terrorism/bomb threat occur. - Police already on site at event. - Event program released only a week before the event. - Conduct a complete and safe evacuation of all event participants. - Adequate first aid personnel and first aid kit/s on site. 	
Insufficient rubbish bins. Bins overflowing and litter on ground.	Environmental damage Technical management issues	4	<ul style="list-style-type: none"> - Monitor bins during the event. - Event organiser to take additional garbage bags/bins to site and use if necessary. 	4
Sound / noise complaints.	Technical management issues	4	<ul style="list-style-type: none"> - Ensure noise does not exceed permitted levels. - All neighbouring businesses/residents informed of the event, event operating times and contact number of the event manager. - Sound engineers to keep the base in any music down. 	4
Vehicles driving on public areas.	Personal injury/illness or death – vehicle collision with a person Property/equipment damage – vehicle access and the delivery of heavy equipment Environmental damage Technical management issues	3	<ul style="list-style-type: none"> - All vehicles to drive at walking pace speed with hazard lights on during bump in and bump out times. - No vehicle movement permitted during event time. - Contractors to be met on site by event personnel. - No heavy equipment expected to be delivered for use during the event. 	4
Loss of power/services.	Technical management issues Participant confusion and discomfort Disruption to successful conduct of event Financial loss Negative media attention / loss to event reputation	3	<ul style="list-style-type: none"> - Toolbox meeting conducted day prior to event and all power and services tested to ensure they are functioning correctly. - Pre-event site inspection to occur morning of event to test services again and to ensure venue is safe. - Event organiser provided with Council after-hours contact numbers. 	4
Water (fountain)	Personal injury/illness or death – asphyxiation/drowning	1	<ul style="list-style-type: none"> - Event personnel to monitor water hazard. - Children to be supervised at all times. - Adequate first aid personnel and first aid kit/s on site. 	2
Dangerous goods or substances	Personal injury/illness or death Property/equipment damage	1	<ul style="list-style-type: none"> - Fuel for cauldron flame to be adequately stored. Cauldron to be monitored at all times whilst lit. - Cauldron to be turned off between the different commemoration services. 	2



EVENTS RISK ASSESSMENT

Use of Council Owned or Managed Land

			<ul style="list-style-type: none"> - No other dangerous goods or substances to be bought to venue. - Adequate first aid personnel and first aid kit/s on site. 	
Insufficient lighting during Dawn Service	Personal injury/illness or death Property/equipment damage	3	<ul style="list-style-type: none"> - Additional lighting (torches and portable solar lights) positioned at venue to assist with participant access/egress. - No participant movement expected during the conduct of the event. - Children to be supervised at all times. - Adequate first aid personnel and first aid kit/s on site. 	3
Cauldron (after being lit)	Fire Personal injury/illness or death Property/equipment damage	1	<ul style="list-style-type: none"> - Cauldron is test-lit at 4:00am the morning of the event. - Event organiser (RSL) responsible for the safe delivery and collection of the Cauldron to and from Robertson Park. - Cauldron to be monitored at all times whilst lit and is not to be left unattended. - Cauldron does not get hot. - Fire suppressant methods to be available on site. - Emergency services informed immediately in case of a fire/emergency. - RFS on site at all times. 	2
TRAFFIC				
Public walking onto roadway.	Personal injury/illness or death Property/equipment damage Technical management issues	1	<ul style="list-style-type: none"> - All schools have minders/teachers at all times. Children to be collected from McNamara Street. - All other children to be supervised by parents at all times. - Adequate first aid personnel and first aid kit/s on site. 	2
Traffic incident / collision	Personal injury/illness or death Property/equipment damage Fire Technical management issues (event delay)	1	<ul style="list-style-type: none"> - Dawn service march is under Police escort / rolling closure. - Full road closure for main commemorative service march. - Traffic Control Plan (TCP) developed with road closures manned by accredited traffic controllers. - All residents/businesses along march route informed of event. - Adequate first aid personnel and first aid kit/s at venue. 	2
Inadequate traffic management on route	Personal injury/illness or death Property/equipment damage Negative media attention / loss to event reputation	3	<ul style="list-style-type: none"> - Clear guidelines on vehicle access given to accredited traffic controllers and as per developed TCP. - Police escort vehicles involved in both the dawn and main service marches. - Adequate first aid personnel and first aid kit/s at venue. 	4

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 3 Risk Assessment

18 FEBRUARY 2025



Blocked access for emergency vehicles	Emergency service delay in attending to incident Technical management issues (event delay) Personal injury/illness or death Negative media attention / loss to event reputation	1	- All road closures manned by accredited traffic controllers that know how to respond in regards to access for emergency vehicles. - TCP approved by emergency services as part of the Traffic Committee approval. - Adequate first aid personnel and first aid kit/s at venue.	2
Absent/missing traffic controllers	Inadequate traffic management Un-authorized vehicles on closed roads Participant/vehicle collision Negative media attention / loss to event reputation Technical management issues	1	- TCP developed and approved by Traffic Committee. - All arrangements to be confirmed the week before the event. - Organisation conducting road closure to ensure adequate personnel available.	2
Road blocked due to unforeseen circumstances or unplanned road works	Technical management issues (event delay) Poor event experience	3	- Event organiser to check with Council regarding any planned road works along route. - Police escort vehicles involved in both the dawn and main service marches. - Move march route as a last resort if required.	4
Traffic congestion and lack of parking spaces.	Personal injury/illness or death Fire Property/equipment damage Technical management issues	1	- TCP developed and implemented. McNamara Lane to be closed as part of road closures. - Parking areas clearly signposted. Parking provided in Council Car Park, Car Park behind the Parkview Hotel and on-street car parking. - Adequate first aid personnel and first aid kit/s on site.	2
Unexpected vehicle parked overnight in closed road area.	Technical management issues/ interruption to event.	4	- Event personnel and traffic management personnel to confer, liaise and to monitor event. - Police on site at Robertson Park. - Notify event personnel, Council and emergency services if vehicle parked in closed road area.	4

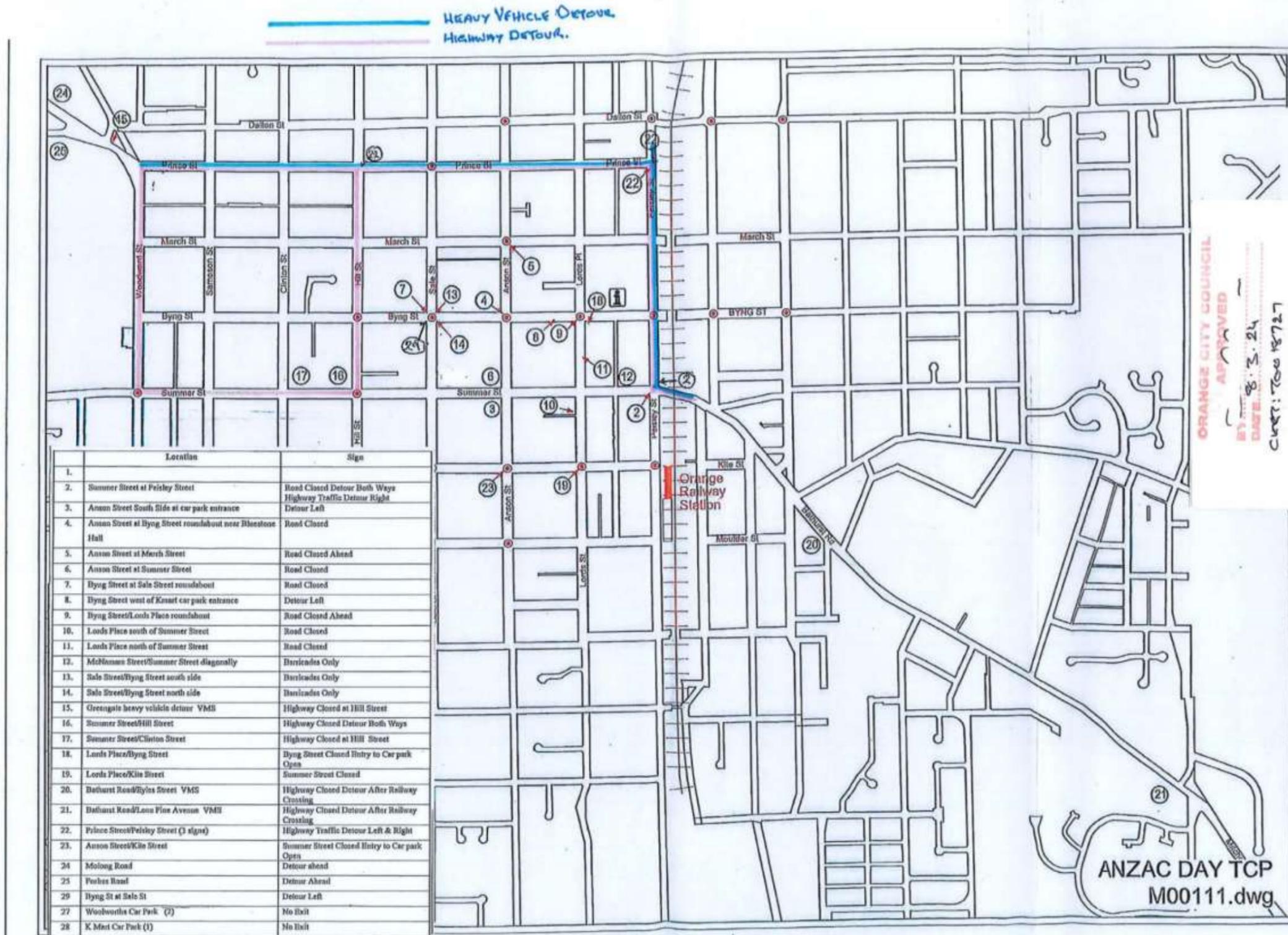
NOTE: Please tab to create more table rows/pages if necessary and attach to your application

Risk Assessment conducted by: Chris Colvin and Maddy Barnes		
Event Organiser Name: RSL City of Orange Sub-Branch / Chris Colvin	Signature:	Date:

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 4 Copy of 2024 TCP



CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 4 Copy of 2024 TCP





CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

Attachment 4 Copy of 2024 TCP



CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.4 EVENT - ORANGE TOUR CYCLING - 10 AND 11 MAY 2025

RECORD NUMBER: 2025/16

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received an application from AusCycling to conduct an Orange Tour Cycling event to be held on Saturday 10 May and Sunday 11 May 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 Council approve the AusCycling Orange Tour Cycling race to be held on 10 and 11 May 2025 subject to the attached Conditional Approval.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

The Orange Tour Cycling event is an event in Orange utilizing Bloomfield Road, Forest Road, Aerodrome Road, Huntley Road.

The cycling race will consist of three stages:

- Day 1 - Saturday 10 May – 10.00am
Stage - 1 - Prologue – Bloomfield Road
*** Bloomfield Road to be closed 9.45am to 12.00pm. ***
- Day 1 - Saturday 10 May - 12.15pm
Stage - 2 - Criterium – Bloomfield Road
- Day 2 - Sunday 11 May - 8.00am to approximately 1.30pm
Stage - 3 – a road race utilizing Forest, Aerodrome, Huntley and Bloomfield Road.

*** No road closure. Traffic will momentarily be stopped at intersections/U turns by the Traffic Controller to allow riders to turn safely.*

Page 97

CITY OF ORANGE TRAFFIC COMMITTEE**18 FEBRUARY 2025****3.4 Event - Orange Tour Cycling - 10 and 11 May 2025**

This race has been approved by the Police.

Attached is documentation to support this event. Updated insurance will be provided in February/March 2025.

ATTACHMENTS

- 1 Conditional Approval, D25/12639
- 2 Event Application, D25/12647
- 3 Police Authorisation letter, D25/12510
- 4 Police General Conditions, D25/12667

D24/21969

CONDITIONAL APPROVAL FOR EVENT

ORANGE TWO DAY CYCLING TOUR

AusCycling

Streets to be closed: Bloomfield Road
9.30am to 12.00pm - Saturday 11 May 2024

Streets to be used: Bloomfield Road, Forest Road, Aerodrome Road, Huntley Road

Date: Saturday 10 May and Sunday 11 May 2025
Time: 8.30am – approximately 1.30pm

File: F2901-7
Class: 2

CONDITIONS OF APPROVAL

1. A 'Form 1 - Notice of Intent to Hold a Public Assembly' must be submitted to the police. Police approvals for the event must be obtained and provided to Council. You must comply with any additional conditions so imposed.
2. Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
3. A s144 Roads Act order must be granted by Transport for NSW (TfNSW) (Parkes) and the event must not proceed without this order and any conditions so imposed are to be complied with. A copy of the order is to be submitted to Council.
4. The applicant must obtain a Road Occupancy Licence from Transport for NSW (TfNSW) (for the installation of signs on state roads) and evidence of the Road Occupancy Licence must be provided to Council.
5. Prior to the event, Council must be provided with a copy of public liability insurance documentation relating to the event, evidencing a minimum cover of \$20 million with Council and NSW Police interests duly noted.
6. A Traffic Management Plan (TMP) and a Traffic Control Plan (TCP) must be prepared for the event by an authorised person and shall be provided to the City of Orange Traffic Committee for approval prior to the event.
7. The Traffic Control Plans (TCP) must be implemented by appropriately qualified persons. Arrangements and marshalling points are to be in terms of the plan submitted.
8. All personnel carrying out traffic control duties must hold a Transport for NSW (TfNSW) authorised traffic controller's ticket.
9. All participants must be briefed prior to the event about the need to comply with the Road Transport Act 2013 and Road Rules 2014.

- 10. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
- 11. The event organisers are to conduct a letter drop to all affected residents and businesses advising of the event a minimum of seven (7) days prior to the event.
- 12. The applicant will advertise the event and road closure in a local paper at least seven (7) days prior to the event, with this advertisement to include the type of event, route, closures and date and times. The advertisement is to be a minimum of ¼ page in size and to include contact phone numbers.
- 13. The event organisers shall inform the following organisations of the event at least seven (7) days prior to the event with copies being forwarded to Council:- Fire and Rescue NSW, NSW Rural Fire Service, Ambulance Service NSW, Orange Health Service, Orange Local State Emergency Service, Cadia Valley Operations, Regional Express Airlines, Fly Corporate, Qantas.
- 14. Event Marshals, Traffic Controllers and participants must be consulted and advised of the risk management and contingency arrangements in case of an emergency.
- 15. 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.
- 16. A permit under Section 115 of the Roads Transport Act 2013 must be obtained from the Commissioner of Police prior to the event.
- 17. Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
- 18. In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.
- 19. All documents requested must be submitted to Council by **Monday 21 April 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 Orange Two Day Cycling Tour.

Signed for and on behalf of AusCycling

Name (Print):

Signature:

Position:

EVENT SERVICES

⚠ Will there be food and/or drinks sold or supplied at your event? YES NO

If yes, you must ensure all Food Vendors have approval from Orange City Council. All Food Vendors must be issued with a Temporary Food Permit and comply with all relevant food and health regulations.

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

⚠ Will alcohol be served and/or for sale? YES NO

Is your event to be held in a designated Alcohol Free Zone? YES NO

If yes, you are required to provide the appropriate Liquor Licence to Council and ensure those serving alcohol have current RSA accreditation. You must ensure there is free drinking water available. You must also make an application to Council at least 3 months prior to your event if your event is to be held within an existing Alcohol Free Zone. You will be required to pay the advertising fees associated with the publication of the suspension of the Alcohol Free Zone via the local newspaper.

Will your event require security personnel? YES NO

Will your event require waste management? YES NO

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

Bins sourced for the 2024 event contained less than 20L of rubbish at the end of the event

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

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

Guidelines for the number of toilets required are listed below:

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

A key to the vehicle gate into Gosling Creek Reserve will be required

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

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

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

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

Will you need to organise additional lighting? YES NO

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

Type of structure, quantity and dimensions in m²:

Yes, marquee for official sign on/registration and podium for presentations on both days of competition

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

Version 1 updated August 2020

page 4 of 7

EVENT SERVICES - continued

Will you require the entry of vehicles on to Council property? YES NO

Vehicle access to Reserve for bump in/out and emergency vehicles

 Will your event impact vehicular/pedestrian traffic? YES NO

 Are you requesting any road/footpath closures or road/footpath occupation? YES NO

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

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

 Will your event involve large crowds, the use of PA system/s, or amplified music? YES NO

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

Will there be signage erected promoting your event at the venue? YES NO

 Will there be signage erected promoting your event at other locations in the Orange region? YES NO

Details:

 Will your event involve the distribution of pamphlets and/or other marketing/promotional material? YES NO

Will your event require additional First Aid or Emergency personnel? YES NO

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

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

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

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

Name: **Mitchell Bland**

Contact phone number:

What is your Emergency Evacuation Plan?

As we are using the Orange Councils, Gosling Creek Reserve areas for the both days of the event, Evacuation would take place either East to Bargwanna Road, North to Bloomfield Road or West to Forest road.

For any event, your strategies for emergency/risk management must comply with Australian Standards A5/ 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

V6.1 updated August 2020

page 5 of 7

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, Mitchell Bland 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	<input type="text" value="MITCHELL BLAND"/>	<input type="text" value="XX"/>
	Name (BLOCK LETTERS)	Date

EVENT APPLICATION FORM

V6.1 updated August 2020

page 7 of 7

For Official Use Only



7th of January 2025

Mitchell Bland
5 Claremont Way
Orange NSW 2800

Dear Mitchell,

RE: Application for Orange Tour (AusCycling) 10th and 11th of May 2025

I refer to your application and Notice of Intention for Orange Tour (AusCycling) event to be held on the 10th and 11th of May 2025.

The New South Wales Police Force has no official objections to your present application, provided the event is conducted in accordance with your submitted plans/conditions. Departure from these plans/conditions may result in the event being terminating the event.

All requested documentation should be forwarded to [redacted] prior to the event commencement. Event approval is conditional upon the submission of all required supporting documents and approval to interested parties (local councils).

I trust that your event meets with every success.

Should you require any further information, please do not hesitate to contact Inspector Nathan Lamming on [redacted] or [redacted]

Regards,

[redacted]
Nathan Lamming
Inspector
Central West Police District

Central West Police District
Spring Street Orange NSW
T: [redacted] F: [redacted]
115-00-0000 for the Central West Police District

TRIPLE ZERO (000) <small>Emergency only</small>	POLICE ASSISTANCE LINE (131 444) <small>For non-emergencies</small>	CRIME STOPPERS (1800 333 000) <small>Report crime anonymously</small>
--	--	--

For Official Use Only

For Official Use Only

**Orange Tour (AusCycling) – The Tour
10th and 11th of May 2025**

General Conditions

1. Provisions of the Road Transport Legislation to be observed at all times.
2. Any person competing in, organising or supporting competitors, or in any other manner connect with the event, must obey any reasonable direction given by a member of the New South Wales Police Force (NSWPF).
3. A member of the NSWPF has the authority to delay, halt or cancel the event at any stage in the interests of road safety or the safety of the community.
4. Any directions issued by 'Transport for New South Wales' (TINSW) must be promptly obeyed.
5. The event is to be conducted in accordance with the timing and route supplied and approved by the NSWPF.
6. The event is to be conducted within the nominated dates approved by NSWPF (please advise of any changes as soon as possible).
7. All motor vehicles must be currently registered or hold a current permit and comply with the requirements of the Road Transport (Vehicle Registration Act) 1997, as to road worthiness.
8. A Traffic Management Plan is required for this Event. As per your provided plan, consider and put in place suitable measures to prevent non-authorized vehicles entering restricted areas precinct.
9. Adequate Public Liability Insurance must exist for the event, with NSWPF listed as an interested party in the policy.
10. Permission of relevant Local Government Authorities (Local Council) must be obtained, and any conditions they implement (where applicable) be adhered to.
11. Any breach of these conditions may result in the event being halted by the NSWPF.

Organisers:

12. Organisers, officials, and participants are to take all reasonable measures to reduce obstruction to pedestrians or non-event vehicles during the event.
13. Organisers must provide sufficient marshals to control participants.
14. The number of support vehicles and marshals must be the same as indicated in the Traffic Management Plan.

For Official Use Only

For Official Use Only

15. Organisers are to ensure that all participants and event marshals are adequately briefed as to the toles and responsibilities. This briefing is to clearly articulate the need for participants to obey all legislation.
16. The organiser must ensure that they abide by what has been stipulated in their plans relating to the event.
17. Organisers must abide by the conditions that the Local Councils have stipulated.
18. Prior to the event (as the event gets closer) the organiser is to check impacts on roadworks and or wide load movements that may impact the event
19. It is recommended that prior to the commencement of the vent the organiser checks with TINSW web page (www.livetraffic.com.au) for live updates, traveller information and personalised alerts for NSW roads.
20. The organiser prior to commencement of the event is to ensure that they check the NSW Rural Fire Service web page (www.rfs.nsw.gov.au) to see what the fire danger rating is. If the rating is Extreme or Catastrophic, it is recommended that you do not proceed with the event.

Communication:

21. Communication equipment is to be provided to ensure efficient and effective control of the event. Communication is to be maintained between marshals, volunteers, event organisers and participants during the event.

Nathan Lamming
Inspector
Central West Police District
7th of January 2025

For Official Use Only

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.5 EVENT - RESILIENCE RIDE - 15 TO 17 MAY 2025

RECORD NUMBER: 2025/37

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received an application from Challenge Works to conduct a Resilience Ride as a fundraiser for the Youth Off The Streets charity to be held from Thursday 15 May 2025 to Saturday 17 May 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 Council approve the Challenge Works Resilience Ride to be held from 15 to 17 May 2025 subject to the attached Conditional Approval.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

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

- Each day has a longer (Classic) and shorter (Sportif) course to choose from.
 - Day 1 - Thursday 15 May – Orange and Cabonne LGAs
 - Day 2 - Friday 16 September – Orange and Cabonne LGAs
 - Day 3 – Saturday 17 September – Orange, Cabonne and Blayney LGAs.
- The start and finish (Ride Hub) for each day will be from the Moulder Park Velodrome.
 - Rides start each day from 8.00am.
 - Anticipating around 50-60 riders, split between the two course options.
 - Riders rolling out in small groups (no more than 20 riders per group).

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.5 Event - Resilience Ride - 15 to 17 May 2025

Challenge Works have also sought approval from Blayney and Cabonne Councils.

- Blayney Shire Council - event approved subject to police approval.
- Cabonne Council – going to their Local Traffic Committee meeting at the start of February.

Attached is the event application, Conditional Approval, Ride Management Plan (which contains TGS on page 10), Emergency Management Plan and Hazard and Risk Assessment.

The Insurance Certificate of Currency will be provided.

ATTACHMENTS

- 1 Event Application, D25/7450
- 2 Conditional Approval, D25/12680
- 3 Ride Management Plan, D25/7446
- 4 Emergency Management Plan, D25/7445
- 5 Hazard and Risk Assessment, D25/7447

APPLICANT DETAILS

Name: James Walker

Organisation: ChallengeWorks Pty Ltd

Address: _____

Suburb: _____ Postcode: _____

Phone: [REDACTED] Mobile: _____

Email: [REDACTED]

Website: _____

Facebook: _____

Instagram: _____

Twitter: _____

EVENT DETAILS

Event Name: _____

Location/Venue (subject to availability): Moulder Park Velodrome

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

Event Date/s: Thu 15, Fri 16, Sat 17 MAY 25 Event Time/s: 7am - 4pm

Bump in date and time: Thu 15th 7am Bump out date and time: Sat 17th 4:30pm

Describe the main purpose of your event:

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

Is the event likely to be an ongoing event? YES NO

Will your event be open to the public? YES NO

Expected event attendance. Participants: 80 Spectators: Nil

Will your event be attended by children or young people under 18 years of age? YES NO

Will you charge an entry fee for this event? YES NO

Any event held on Council land or premises must be conducted in accordance with Section 6B 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

W1 | updated August 2020

page 3 of 7

EVENT SERVICES

YES NO
 Will there be food and/or drinks sold or supplied at your event?
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.

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

YES NO
 Will alcohol be served and/or for sale?
 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:

People	No alcohol		Alcohol	
	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?

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

Type of structure, quantity and dimensions in m²:

Ten footer weighted pop-up structures (double night)
 One footer weighted pop-up structure (double night)
 Tear drop or banner flags with heavy bracing to ensure the stability of each flag (splitting none)

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

VB 1 updated August 2020

page 4 of 7

EVENT SERVICES - continued

Will you require the entry of vehicles on to Council property? YES NO

 Will your event impact vehicular/pedestrian traffic? YES NO

 Are you requesting any road/footpath closures or road/footpath occupation? YES NO

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

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

 Will your event involve large crowds, the use of PA system/s, or amplified music? YES NO

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

Will there be signage erected promoting your event at the venue? YES NO

 Will there be signage erected promoting your event at other locations in the Orange region? YES NO

Details:

 Will your event involve the distribution of pamphlets and/or other marketing/promotional material? YES NO

Will your event require additional First Aid or Emergency personnel? YES NO

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

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

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

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

Name: James Walker - Course Manager

Contact phone number: XXXXXXXXXX

What is your Emergency Evacuation Plan?

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

See attached emergency management plan with this application.

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

EVENT APPLICATION FORM

V6 | updated August 2020

page 5 of 7

EVENT SERVICES - continued

What is your contingency plan for bad weather?

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

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

Type and number of devices:

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

Will there be animal involvement at your event? YES NO

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

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

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

 Will there be fireworks at your event? YES NO

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

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

Will the event involve any camping? YES NO

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

Responsibility to Protect Crowded Places

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

NOTES

The routes for the 3 days of cycling (and associated roads used) around the greater Orange region can be viewed here:

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

EVENT APPLICATION FORM

V6 | updated August 2020

page 6 of 7

REQUIRED DOCUMENTATION

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

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

INDEMNITY & DECLARATION

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

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

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

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

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

	James Walker	14/05/2024
Signature	Name (BLOCK LETTERS)	Date

EVENT APPLICATION FORM

V6 | updated August 2020

page 7 of 7

D25/10672

CONDITIONAL APPROVAL FOR EVENT

RESILIENCE RIDE 2025 (in support of Youth Off The Streets)

Challenge Works

Streets to be used (Orange LGA):

- Day 1** Sale Street, Moulder Street, Woodward Street, Coronation Drive, Cargo Road
 - Day 2** Sale Street, Warrendine Street, Cecil Road, Gardiner Road, Woodward Road, Racecourse Road, Pinnacle Road, Canobolas Road, Ophir Road, March Street, Seymour Street, Byng Street,
 - Day 3** Sale Street, Warrendine Street, Anson Street, Tynan Street, Forest Road, Cadia Road, Aerodrome Road, Huntley Road, Southern Feeder Road
- Date:** Thursday 15 May to Saturday 17 May 2025
Time: 8.00am – approximately 3.00pm
- File:** F2901-6
Class: 2

CONDITIONS OF APPROVAL

1. A 'Form 1 - Notice of Intent to Hold a Public Assembly' must be submitted to the police. Police approvals for the event must be obtained and provided to Council. You must comply with any additional conditions so imposed.
2. Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.
3. A s144 Roads Act order must be granted by Transport for NSW (TfNSW) (Parkes) and the event must not proceed without this order and any conditions so imposed are to be complied with. A copy of the order is to be submitted to Council.
4. The applicant must obtain a Road Occupancy Licence from Transport for NSW (TfNSW) (for the installation of signs on state roads) and evidence of the Road Occupancy Licence must be provided to Council.
5. Prior to the event, Council must be provided with a copy of public liability insurance documentation relating to the event, evidencing a minimum cover of \$20 million with Council and NSW Police interests duly noted.
6. A Traffic Management Plan (TMP) and a Traffic Guidance Scheme (TGS) must be prepared for the event by an authorised person and shall be provided to the City of Orange Traffic Committee prior to the event.
7. The Traffic Guidance Scheme (TGS) must be implemented by appropriately qualified persons. Arrangements and marshalling points are to be in terms of the plan submitted.

- 8. All personnel carrying out traffic control duties must hold an appropriately authorised traffic controller's ticket.
- 9. All participants must be briefed prior to the event about the need to comply with the Road Rules 2014.
- 10. A risk assessment must be completed and Risk Management Plan submitted to Council prior to the event.
- 11. The applicant will advertise the event and road closure in a local paper at least seven (7) days prior to the event, with this advertisement to include the type of event, route, closures and date and times. The advertisement is to be a minimum of ¼ page in size and to include contact phone numbers.
- 12. The event organisers shall inform the following organisations of the event at least seven (7) days prior to the event with copies being forwarded to Council:- Fire and Rescue NSW, NSW Rural Fire Service, Ambulance Service NSW, Orange Health Service, Orange Local State Emergency Service, Cadia Valley Operations, Regional Express Airlines, Link Airways, Qantas.
- 13. Event Marshals, Traffic Controllers and participants must be consulted and advised of the risk management and contingency arrangements in case of an emergency.
- 14. The event organisers are to maintain appropriate and adequate traffic measures for the safe movements of all road users and participants on all roads impacted by the event or management of the event.
- 15. Workers compensation for paid staff, personal accident for volunteers and insurance for theft, breakages will be the responsibility of the user.
- 16. In the event of non-compliance to these conditions Council automatically withdraws its approval of the event.
- 17. All documents requested must be submitted to Council by **Friday 2 May 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 Resilience Ride 2025 (in support of Youth off the Streets).

Signed for and on behalf of Challenge Works

Name (Print):

Signature:

Position:



Ride Management Plan

Version: 8 Oct 2024

Event Name:	Resilience Ride Charity ride for Youth Off The Streets
Date:	Wed 14 th to Sat 17 th May 2025
Location:	Orange, NSW
Contact Name:	James Walker – Course Manager [REDACTED]
Secondary Contact:	Simon Hamilton – Event Director [REDACTED]



Contents

Event Overview 3

 Riding Courses 3

 Event schedule 4

 Rider personal requirements 4

 Ride details 4

Event Timing and Traffic Considerations 5

 Daily ride starts 5

 Daily ride finishes 5

 Route schedule 5

 Traffic impacts 5

On-Road Safety 6

 Size of the Riding Groups 6

 Riding Protocols 6

 Safety/Support Vehicles 7

 Communications 9

 On-road event signage 9

 Generic TGS of the rolling event 10



Event Overview

Event category – SMALL SCALE NON-COMPETITIVE CHARITY RIDE

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

Participant numbers – between 60 and 80 riders

The Resilience Ride is a charity ride and fundraising event for the Youth Off The Streets charity. Participants commit to raising funds from friends, family, co-workers or corporate partners utilising the challenge of completing the ride to compel donors to give for the cause.

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

Riding Courses

Viewable here <https://ridewithgps.com/events/301633-resilience-ride-in-support-of-youth-off>

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

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

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



Event schedule

Day 0 - Wednesday 14 May	
Afternoon	Riders arrive and check into personal accommodation
19:00 – 21:00	Welcome dinner and rider briefing at Event Centre
Day 1 - Thursday 15 May	
7:15	Riders gather at Ride Hub
8:00	Ride start from Ride Hub
13:00 – 15:00	Riders finish at Ride Hub
15:00 – 18:00	Riders relax at accommodation or Event Centre
18:00 – 20:00	Dinner and Day 2 course briefing
Day 2 - Friday 16 May	
7:15	Riders gather at Ride Hub
8:00	Ride start from Ride Hub
13:00 – 15:00	Riders finish at Ride Hub
15:00 – 18:00	Riders relax at accommodation or Event Centre
18:00 – 20:00	Dinner and Day 3 course briefing
Day 3 - Saturday 17 May	
7:15	Riders gather at Ride Hub
8:00	Ride start from Ride Hub
13:00 – 15:00	Riders finish at Ride Hub
15:00	Informal event closing ceremony at Ride Hub
15:30	Event officially closed
18:00	Informal dinner for remaining riders

Rider personal requirements

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

Ride details

- Throughout the ride, safety vehicles staffed with support and medical personnel and professional bike mechanics will accompany the riders to assist with any unexpected incidents, failures, or repairs.
- Route maps will be accessible via the RideWithGPS app (the same route map program linked on page 3). Participants can load these maps onto their smartphones to receive turn-by-turn navigation for each day's ride that work offline for areas without phone coverage. GPX files will also be provided for GPS-enabled cycle computers.
- Covering 280km to 420km over three days, the courses present a solid challenge for less-experienced riders but remain achievable with adequate training. Being a non-competitive event, participants are welcome to utilise support vehicles if needed.



Event Timing and Traffic Considerations

Daily ride starts

The ride start time for each day has been scheduled to depart from Mulder Park Velodrome at 8:00am so that riders are clear of Orange city streets and heading out of town before peak school drop-off times, and after the bulk of trade and industry commuter traffic.

This would also have riders heading in the opposite direction to any later commuter traffic heading into Orange in the mornings.

Daily ride finishes

Being a cycling event where pace of the riders is dependent on a number of variables such as wind and weather conditions, the exact finish timing is not easy to predict. The best and worst-case pace scenarios have been factored in to have riders completing each day's course in a time window between 13:00pm and 15:00pm. This time window has riders completing the routes and back at Mulder Park velodrome before school pick-up traffic and commuter traffic peak times. Any riders struggling to make this time window will be collected in the safety vehicles.

Route schedule

The days that each route were set was based on minimising the interaction between local traffic and the riders.

Day 1 – Thu 15th May – Orange to Cudal, Canowindra, Cargo and return.

- Mostly follows the Newcrest Orange Challenge route.
- Set for Thursday to make the most of the more predictable mid-week traffic on Cargo Road.

Day 2 – Fri 16th May – Orange to Mullion Creek, Belgravia, Malong, Amaroo, Borenore, Nashdale and over Mt Canobolas and back to Orange

- Set for Friday to balance the more predictable mid-week traffic and avoiding busier weekend tourist traffic on Mt Canobolas

Day 3 – Sat 17th May – Orange to Browns Creek, Blayney, Hobby Yards, Newbridge, Blayney, Millthorpe and back to Orange

- Set for Saturday as it is a flatter course than the previous 2 days and will be easier on the fatigued cyclists
- Less of a tourist route than the previous days that use Cargo Road and Mt Canobolas
- Hopefully quieter traffic on a Saturday morning at 8am when heading South out of Orange through the industrial area to Bloomfield.

Traffic impacts

The event will not stop or restrict local traffic flow and does not require any road closures or speed limit restrictions. All cycling participants and event vehicles are to abide by the road rules.

The main impact to local traffic will be minor delays to vehicles approaching from behind a ride bunch and needing to slow while waiting for an overtaking opportunity.



On-Road Safety

Size of the Riding Groups

- The event is expected to have between 60 to 80 riders participating in the event.
- The riders will be split across the two course distances each day and set off in riding groups limited to no more than 20 riders per group.
- Each ride group will have its own follow vehicle as depicted in the TGS on Page 10.
- Once the ride groups have made it onto open country roads beyond the suburban edge of Orange, riders will be allowed to settle into their own pace and break up into smaller groups.
 - The rolling event will naturally end up spread out over some distance with riders of different fitness and pace levels.
 - This reduces the impact on other road users with passing of singular riders or small groups being easier and safer than trying to pass large bunches of up to 20 riders plus a safety vehicle.
 - *Many areas having a small shoulder for cyclists to hug and the with small groups being in single file there is often no impact to traffic being able to passing whilst maintaining a 1-1.5m gap.*
 - *While local traffic would have more individual event components to pass with the fragmented ride event, they can flow through the event convoy with ease passing each component with less time on the opposite side of the road, which is key in places with short overtaking areas.*

It has been noted from previous events we have conducted that allowing ride groups to fragment into smaller groups for easier passing has lead to very few drivers showing anger with shouting or honk tooting. Compared to events where we have kept riders in a classic bunch formation (as shown in the TGS on Page 10) which creates a large road block fuelling driver anger.

This applies to open country roads with speed limits of 80km/h or above. For urban areas with speeds of 60km/h or less the speed difference between the cyclists and local traffic is much smaller and with fewer passing opportunities (no bike lanes) the bunch formation as still works best.

Riding Protocols

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

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



Safety/Support Vehicles

Lead Vehicle: 1

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

Follow Safety Vehicles: 1 per group of up to 20 riders starting from town (total number of safety vehicles dependant on number of riders signed up for the event)

- Each group to be followed by a safety vehicle with appropriate signage to notify road users of event in progress.
- The roll of the safety vehicles is:
 - to act as moving caution signage for the event
 - to observe riders to ensure they are following roads rules and riding in a safe manner
 - to respond to rider mechanical or medical incidents
- Safety vehicles are not to block or obstruct traffic. Except in extreme emergency situations only as a barrier for first responders to operate behind
- Safety vehicles will follow approximately 80-100m behind the cyclists
 - creates a safety buffer for traffic approaching at speed, especially on hilly or winding roads with shorter sight distances.
 - allows a gap for overtaking traffic to leap frog into rather than overtaking the entire ride group and safety vehicles all at once.
 - In areas with rolling terrain and winding roads that create short sight distances, the safety vehicles will slow before crests or blind corners to allow more time for approaching vehicles to see the caution signage and react accordingly.
- Safety vehicles to pull over regularly allowing traffic from behind to pass
- Safety vehicle equipped with UHF radio comms to allow contact with other event vehicles in the event convoy.
- Medics to travel in safety vehicles.



- Safety vehicles to be signed as follows;
 - Sign to be width of not less than 100cm and a height of not less than 50cm.
 - To display in bold lettering on a contrasting background the word "CAUTION" above the words "CHARITY EVENT IN PROGRESS" or other wording which adequately describes the event.
 - Safety Vehicles to be fitted with an orange flashing light and use hazards lights when stopped.
 - Lead and rear vehicles are to travel with head and tail lamps illuminated.
 - Example of Safety Vehicle signage implementation
 - Safety vehicle showing flashing orange light and caution signage with a background that contrasts with both the text and colour of the vehicle. Signage fitted so as not to obstruct drivers rear view, or the taillights or number plate of the vehicle. Signage cannot be placed on the roof of the vehicle as this space is required for roof mounted bicycle carriers.



- Once the ride groups have made it onto open country roads beyond the suburban edge of Orange, riders will be allowed to settle into their own pace and break up into smaller groups. The follow vehicles will maintain their approximate position amongst the greater event convoy and continuing their roll of monitoring riders, acting as rolling event caution signage to the public and responding to cyclist mechanical or medical incidents.
- The last follow vehicle behind the last start group will act as the "sweep" for the event convoy ensuring it stays behind the last rider. This vehicle will also be fitted with a GPS tracker so that the event management team will know where the tail end of the event is at all times.

The safety vehicles with their rear signage and orange flashing lights are the most effective notification to local traffic of the cycling event.



Communications

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

On-road event signage

Secondary to the rolling signage on the safety vehicles is "Cycle Event in Progress" or "Charity Ride in Progress" advance warning signs placed at regular intervals along the course or where major intersections feed additional traffic into the courses. These are for notification the event and not designed to restrict or stop traffic from using the roads.



The following road sections have been highlighted as requiring reduced intervals between caution signage due to rolling terrain creating reduced sight distances, limited or no shoulder for cyclists and higher traffic load.

Day 1 courses

- Cargo Rd outbound between Nashdale and Bowan Park Rd at Lidster
 - Rolling terrain creates shorter sight distances
- The Escort Way between Cudal and Longs Corner Rd
 - Potential for higher traffic numbers and some rolling terrain
- Cargo Rd inbound between Nanami Lane and Nashdale
 - Rolling terrain creates shorter sight distances

Day 2 courses

- Mitchel Hwy between Molong and Amaroo Rd
 - Good sight distances but higher traffic load
- Cargo Rd between Borenore Rd and Lake Canobolas for riders on the short course skipping the climb up Mt Canobolas
 - Rolling terrain with shorter sight distances

Day 3 courses

- With flatter terrain and open roads there are no areas of concern of this day.



Generic TGS of the rolling event

The Speed Limit of the road

CHALLENGEWORKS

This is a generic TGS illustrating the rolling event.
It shows a riding group and follow safety vehicle on a generic road within the course route.

The event is not a race

- no road closures or exclusive usage required
- riders will follow all road rules
- generous amount of time given to complete the course in a safe and lawful manner
- no timing system or competition prizes

Total participant numbers approx 80.

- split between a longer (Classic) and shorter (Sportif) course options on each day.

Riders sent off in start groups no bigger than 20 riders and each group with it's own follow vehicle.

GENERIC ROAD

Follow safety vehicle

CYCLISTS MUST NOT OVERTAKE

Sign affixed to back of your follow vehicle

CHALLENGEWORKS

project by

AGENCY	PRIMARY TASK	SECONDARY TASK	TIME ON SITE	DATE	TGS
CHALLENGEWORKS	Event Convey		As required Daylight hours only	5-7 September 2024	01
CHALLENGEWORKS	Coordinate Convey		As required Daylight hours only	Resilience Ride Formation For ChallengeWorks (R)	
				Plan No: CW ResilienceRide-FOTSRB2024_TGS01	

[Download 10 May 24](#)



Emergency Management Plan

Event Name:	Resilience Ride – for Youth Off The Streets
Date:	Wed 14 th to Sat 17 th May 2025
Location:	Orange, NSW
Contact Name:	James Walker – Course Manager [REDACTED]
Secondary Contact:	Simon Hamilton – Event Director [REDACTED]

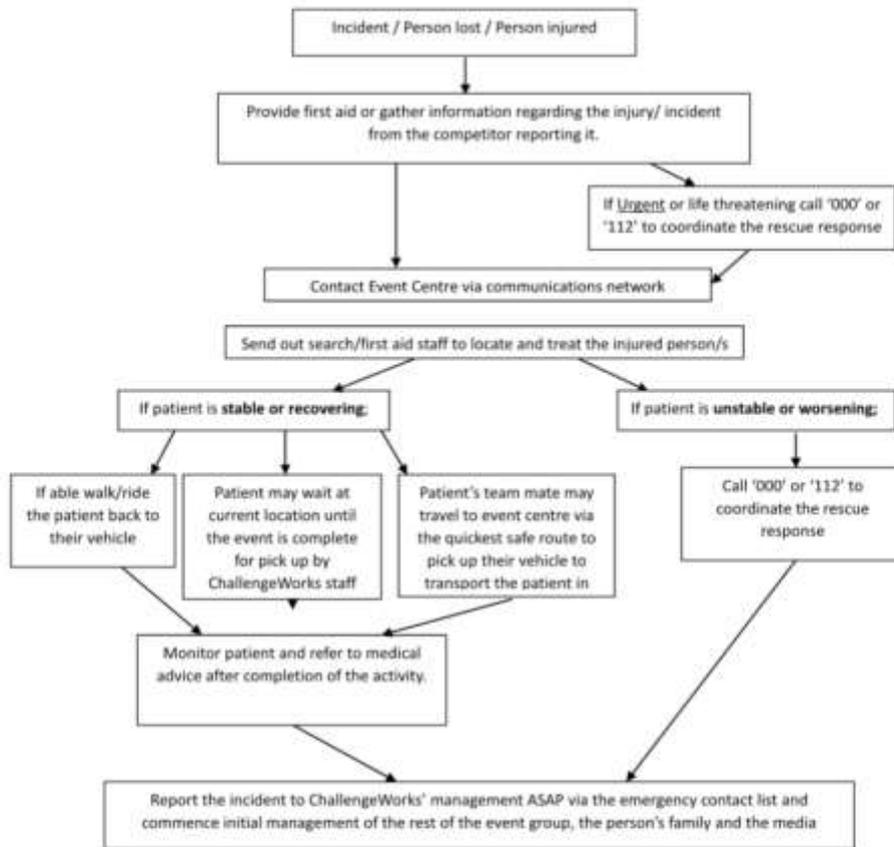


Overview

Safety is an important component of the operations of ChallengeWorks. This Emergency Management Plan (EMP) outlines the procedures required in dealing with an emergency on a ChallengeWorks activity/event and is for the use of the ChallengeWorks staff and volunteers.

This plan is designed to work in conjunction with the ChallengeWorks Hazard and Risk Assessment above to form the overall plan for the management of the safety of staff and competitors on ChallengeWorks activities. In addition to these general safety systems the safety systems specific to each area of operation can be found in the relevant Area Instructions.

Flow Chart





Initial Response

Role of ChallengeWorks Staff and Volunteers

Event Director

In the event of an incident requiring the events emergency resources the event director will become the incident commander and coordinate the emergency response. The responsibilities of the incident commander are to:

- > Coordinate overall first aid and rescue response
- > Allocate tasks to ChallengeWorks staff, volunteers and Communications crew
- > Allocate resources as appropriate (including rescue equipment and vehicles)
- > Ensure there is no danger to all other people involved in the event (i.e. competitors, staff, volunteers and spectators)
- > Provide an interface with the local emergency services
- > Maintain smooth running of the event or coordinate event cancellation
- > Keep record of the incident
- > Collate feedback from all involved in the response and debrief the people involved.

Support Staff

The ChallengeWorks support staff provide back up support for the event in the form of first aid skills and knowledge and experience with the outdoors. Should an incident occur, event support staff may be requested to respond to the injured party as the primary responder/s. The responsibilities of the primary responder/s will include:

- > Locating the team who is in an emergency situation
- > Providing first aid as per their level of training
- > Decide on the level of evacuation required
- > If self-evacuation is decided upon, then provide a safety escort as required (e.g. on water or on roads)
- > Retrieve/transport teams as required
- > Assist emergency service personnel where possible
- > Other tasks as directed by the Race Director

Volunteers

Volunteers at ChallengeWorks events will tend to be placed in roles where they assist support staff or coordinate transition areas. In the event of an incident the race volunteers may be requested to assist support staff to manage the emergency. The responsibilities of the assistant may include:

- > Gather information if they are the point of first contact (via the form at Appendix D) and relay the information regarding the emergency to the event centre
- > Assisting with navigation, first aid (to their level of training) or driving
- > Assist with physical tasks (such as carrying gear/stretchers etc)
- > Maintaining communications with the Race Director and relaying information from the primary responder
- > Other tasks as requested by the race director

Communications Provider (i.e. WICEN, CREST, Commercial)

If a communications provider is present and coordinating communication at an event they will form the primary method for relaying information in the event of an incident. The responsibilities of communications provider during an incident will include:

- > At first notification of the incident gather information and document (via the form at Appendix D)

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 4 Emergency Management Plan

18 FEBRUARY 2025



- > Ensure an emergency channel has minimal traffic and remains free for emergency communications
- > Relay information to and from the race director as required
- > In some circumstances the COMMS provider may be requested to participate in the emergency response to their level of training
- > Other tasks as requested by the race director

ChallengeWorks Management Team

In the event of an incident at any ChallengeWorks activity the management team should be contacted (if not onsite) to provide support for the Event Director who is now coordinating the emergency response. The management team's responsibilities will include:

- > Support the event director to ensure the safety of all other people involved in the event
- > Ensure the smooth running of the event or event cancellation
- > Contact the injured parties next of kin / emergency contact
- > Contact the property manager/s to provide information on the incident that has occurred and provide updates on the emergency response
- > Become a spokesperson for any media contact

Radio Communications

At the majority of ChallengeWorks events communications are coordinated by:

- > ChallengeWorks staff
- > Citizens Radio Emergency Service Teams (CREST)
- > Wireless Institute Civil Emergency Network (WICEN)
- > Commercial provider

The event distance, terrain, accessibility and overall risk will determine overall management of radio communications.

Prior to the event, the comms provider will set up a communications and radio relay network. Hand held and vehicle based radios are provided to the event management team, along with temporary repeater systems as required to ensure the majority of the event area has communications coverage. Communication services may not be used at events where mobile phone coverage is adequate.

Both transition area officials and race staff will normally have access to one or more of the following communications devices:

- > 5G/4G handheld mobile (Telstra preferred)
- > UHF radio with temporary or permanent repeater channel;
- > SW hand held 40 channel UHF radio;
- > Car mounted 40 channel UHF radio;
- > Satellite phone;
- > GPS Trackers;

Equipment

While the equipment that is required for a ChallengeWorks event may be quite diverse. A generic emergency response equipment checklist is located at Appendix B.

First Aid

For injuries/illnesses standard first aid treatment will be initiated and continued, as needed, until the need for definitive medical care is determined by the person providing first aid. This process may happen in conjunction with consultation of the Race Director.



Should a person with higher medical training be present at the event (e.g. Wilderness First Responder, Paramedic, Nurse or Doctor) they may provide medical care under the medical guidelines outlined in Appendix C.

Evacuation Procedures

If the patient improves and evacuation is not indicated relevant a patient will be advised they may choose to; return to the event centre via the shortest safe route, send their team mate back to the event centre to pick up their car or wait until the end of the event to be picked up by ChallengeWorks staff and transported back to the event centre. All injured parties will be advised to seek further medical advice at their earliest convenience.

If it is determined that a patient requires evacuation to definitive medical care, and they are able to sit in a regular vehicle with their seat belt firmly fastened they may be transported by their team member or family/support who may be present at the event or by a ChallengeWorks staff member or volunteer either to the nearest medical facility or to the nearest access point for civil emergency services. In this instance ChallengeWorks staff may transport the injured party in either a designated ChallengeWorks vehicle or in the patient's own vehicle (with permission from the patient) or in certain cases in the staff members own vehicle.

If it is determined that the patient requires urgent medical assistance and transport to a hospital; civil emergency services should be contacted through '000' or '112' to coordinate the rescue response and utilize the quickest means available (e.g. helicopter, road ambulance, Royal Flying Doctor Service) to access the patient and evacuate them. In the case that civil emergency services take control of an evacuation all ChallengeWorks staff and volunteers should provide any assistance required.

Secondary Response

Call Down List (in order of preference)

The ChallengeWorks management staff will attempt to provide the support required during an incident, including possibly sending someone to assist at the event.

James Walker	██████████	ChallengeWorks Management Team
Simon Hamilton	██████████	
Henry van Heerden	██████████	Event Medical Team
Kieran Drew	██████████	

Documentation

Please document your actions and contacts with people thoroughly including times whenever possible. The SOAP note proforma (see appendix A) is the preferred method for documentation of the incident and presentation of the information regarding the incident. Remember if it wasn't written down it wasn't done!

Media Statement

It is conceivable that you may be in a position to interact with the media. Ideally, we would ask you to direct all media inquiries the ChallengeWorks management team, but if you are unable to do that here are a few ideas to help.

If the media are present and you are in a situation where you need to make a statement you should:

CITY OF ORANGE TRAFFIC COMMITTEE
 Attachment 4 Emergency Management Plan

18 FEBRUARY 2025



- a. Direct them first to contact the ChallengeWorks management team and give them Henry's mobile number.
- b. Sometimes it will be unavoidable to make a statement for the media, follow the steps below in this case and document what is said where possible.

A Stand-by Statement for Media Interview

At this time we have only preliminary information, but I can confirm that we have received a report of an (*type of accident*) _____ and that _____ (*person(s)*) have been injured.

We cannot release the name of the injured person until his (her) relatives have been notified. Evacuation/patient care procedures are underway and we will update you when we have further information.

We are _____ (*generally describe steps taken for the evacuation*).

Generally it may be appropriate to include a statement that communicates ChallengeWorks's commitment and concern for the well being of its participants and staff.

Crisis Communication "Do's" and "Don'ts"

DO	DON'T
• Tell the truth	• Speculate
• Release only confirmed facts	• Talk "Off the Record"
• Be concise	• Overstate or understate
• Show concern and compassion	• Be thrown by hostile questions
• Remain calm	• Reveal proprietary information
• Provide updates	• Place blame
• Be warm and human	• Admit or deny responsibility
	• Be defensive

**The Spokesperson's Checklist:**

To help you maintain control, study the following checklist before you give a presentation.

- > Keep control
- > Tell the truth
- > Remain calm
- > Anticipate traps
- > Listen carefully to questions
- > Use short succinct sentences
- > Maintain clarity when providing technical information
- > Correctly handle facts of which you are uncertain
- > Only answer questions asked of you, unless it's advantageous to provide other information
- > Call back press contacts quickly, they do not go away if ignored
- > Have someone monitor stories as they come out to make sure they are accurate
- > Diffuse hostile or irrelevant questions
- > Eliminate distracting body language
- > Project a strong positive image
- > Maintain credibility
- > Avoid arguments



Appendix

- A SOAP Note
- B Equipment List
- C Medical Guidelines
- D Emergency Response Form



Appendix A – SOAP Note

Name _____ Date _____

Summary (subjective) (location, age, sex, chief complaint, MOI/HPI)

Observations (objective) (Describe position found. Describe injuries)

Patient Exam _____

Vital Signs

TIME	_____	_____	_____
LOC	_____	_____	_____
HR	_____	_____	_____
RR	_____	_____	_____
SCTM	_____	_____	_____

History

Symptoms _____

Allergies _____

Medications _____

Pertinent medical history _____

Last intake/output _____

Events leading to the incident/illness _____

Assessment _____

Plan _____

Anticipated Problems _____



Appendix B – Generic Emergency Response Equipment List

General

- > Communications devices
- > Map
- > Compass
- > GPS
- > Waterproof map case
- > Headlamps
- > Water
- > Personal food, water, shelter
- > Personal clothing, shoes etc
- > Whistles
- > Cyalume sticks
- > Pocket knife, string, duct tape
- > Pens and pencils

Medical

- > First aid kit
- > Backpacks
- > Water
- > Electrolytes
- > Blankets
- > Insulation mats
- > Hot water bottles and towels
- > Dry set of clothing

Vehicle

- > Sufficient fuel
- > Tool box
- > Safety triangles / Bollards
- > First aid kit



Appendix C – Medical Guidelines

General

ChallengeWorks employs staff in both professional and volunteer roles with senior first aid qualifications or above (including wilderness first aid and first responder certification). Any person under the employ of ChallengeWorks should respond to any medical incident, involving anyone within ChallengeWorks duty of care or anyone injured by someone in ChallengeWorks duty of care. When providing first aid staff should act to their level of first aid training.

Wilderness Only Protocols

In such case that a medical incident should occur in a wilderness setting (defined as greater than 1 hour from definitive medical care) any person trained to the Wilderness First Responder and with current certification may respond in accordance with the following "wilderness only" protocols.

Traction in Line for Deformity

In the instance that a musculoskeletal injury leaves a bone or joint outside the normal anatomical position or position of function, in a wilderness setting, a trained first aider may attempt to re-align the injury using gentle steady traction in line. The traction in line should cease if there is a significant increase in pain or mechanical resistance or obstruction. If the normal anatomical position cannot be achieved the injury should be splinted in the position found. All musculoskeletal injuries that involve suspected fracture or deformity should be evacuated to medical care.

Higher Trained Medical Staff

If professional medical staff such paramedics, nurses or doctors are present at an event and civil emergency services are inaccessible within 1 hour, professional medical staff may be requested to act/assist with the care of the injured patient. In this case professional medical staff may act to their level of training within the limits of coverage of their own professional indemnity insurance.

Administering Medications

The following medications may be carried in ChallengeWorks first aid kits and if present may be administered to participants, volunteers or staff if they meet the indications and contraindications.

Antihistamines

<p>Phenergan</p> <p>Generic Name; Promethazine Hydrochloride</p> <p>Dose; 10-20 mg every 6 hours</p> <p>Description (colour, shape etc); small blue, round tablets.</p> <p>Indications; Useful in the treatment of moderate to severe allergic reactions and anaphylaxis. May alleviate motion sickness if taken > 2hrs prior to travel.</p> <p>Contraindications; Hypersensitivity, acute asthma attack.</p> <p>Side Effects; Drowsiness, dry mouth, blurry vision.</p>
<p>Polaramine</p> <p>Generic Name; Promethazine Hydrochloride</p>



Dose: 10-20 mg every 6 hours

Description (colour, shape etc): small blue, round tablets.

Indications: Useful in the treatment of moderate to severe allergic reactions and anaphylaxis. May alleviate motion sickness if taken > 2hrs prior to travel.

Contraindications: Hypersensitivity, acute asthma attack.

Side Effects: Drowsiness, dry mouth, blurry vision.

Bronchodilators

Ventolin

Generic Name: Salbutamol

Dose: As per the patients asthma management plan or if unavailable dosage should be 1 puff 4 breaths continued until symptoms subside. Ventolin should be administered in conjunction with patients own corticosteroids if recommended in their management plan)

Description (colour, shape etc): Blue/grey inhaler preferably used in conjunction with a spacer.

Indications: Signs and symptoms of asthma &/or respiratory distress.

Contraindications: Allergy to salbutamol sulfate.

Side Effects: headache, nausea, shaky or tense feeling, irregular or fast heartbeat, 'warm' feeling, mouth or throat irritation.

EpiPen

Generic Name: Epinephrine (bronchodilator and vasoconstrictor) (Prescription)

Dose: 0.3 ml (1:1000 epinephrine) inject intramuscular (IM) via an EpiPen. Repeat as necessary. Follow injection with recommended dose of antihistamines as soon as the patient is able to swallow.

Description (colour, shape etc): EpiPen

Indications: Anaphylaxis adrenaline may also be used in the case of a severe asthma attack which is unrelieved by reliever medication and becoming a life threatening situation.

Contraindications: No true contraindication with anaphylaxis. Hypertension, cardiac disease, glaucoma and shock.

Side Effects: Increased heart rate, nervousness, lightheadedness, nausea and headaches.

Analgesics (Painkillers)

Paracetamol

Generic Name: paracetamol

Dose: 325-1000 mg every 4-6 hours orally. No more than 4000mg in any 24-hour period.

Description (colour, shape etc): Small white tablets or caplets



Indications: For relief of pain such as headache (not for use for headache following head trauma), cold and flu discomfort, minor muscle and joint discomfort and menstrual cramps. May also be used for the reduction of fever. Does not control inflammation.

Contraindications: allergy to paracetamol, hypersensitivity, liver disease or hepatitis

Side Effects: hypersensitivity is rare.

Ibuprofen

Generic Name: ibuprofen, Non-steroidal anti-inflammatory drug (NSAID)

Dose: 400-800 mg every 4-8 hours orally as required.

Description (colour, shape etc): Gel cap/caplet

Indications: For symptomatic relief of pain associated with headache, colds, flu, frostbite, toothache, arthritis, epididymitis, burns and menstrual cramps. May be used to reduce fever. For the pain of inflammation and the reduction of inflammation associated with muscle, joint and overuse injuries.

Contraindications: Allergy to aspirin, ibuprofen or other NSAID's, active gastrointestinal or peptic ulcers, gastrointestinal bleeding disorder.

Side Effects: Nausea, epigastric pain, dizziness, rash.

Anticoagulant

Aspirin

Dose: ½ -1 tablet (~160mg) every 24 hours for cardiac chest pain.

Description (colour, shape etc): all white dissolvable tablet

Indications: Chest pain for a patient with no history of heart conditions. May also be used for patient with chest pain and a history of angina where pain is unrelieved by 3 doses of nitroglycerin prescribed for the patient. Can be used to "cauterize" exposed tooth pulp in the case of a dental incident.

Contraindications: Allergic sensitivity to Aspirin or NSAIDS. Gastrointestinal bleeding, bleeding disorders, impaired liver function. Do not administer to children under 12 years old.

Side Effects: gastrointestinal distress, allergic reaction.



Appendix D – Emergency Response Form

- If you receive a report that a person is sick or injured the best thing to do is to;
- ✓ Obtain as much of the following information as possible and report this information to the Race Director / Event Centre.
 - ✓ If the incident is life threatening call '000' or '112' and then report to the Race Director

.....

Time of Call / Report; _____

Current location; (grid reference, CP number, road name, nearest cross road etc)

Team name / number; _____

Name of person/s injured; _____

Nature of incident / injury; (what happened, what is wrong)

Time of injury; _____

How is the injured person now? (stable, getting worse etc)

Can the injured person walk? _____

What has been done up till now (e.g. first aid)?

Confirm how to communicate back to the injured person/team (e.g. mobile number, CP number)

Volunteer Name; _____ **Date;** _____



Hazard and Risk Assessment

Event Name:	Resilience Ride – for Youth Off The Streets
Date:	Wed 14 th to Sat 17 th May 2025
Location:	Orange, NSW
Contact Name:	James Walker – Course Manager [REDACTED]
Secondary Contact:	Simon Hamilton – Event Director [REDACTED]



Risk Rating Chart

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

Legend

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

Control Hierarchy

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

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

Definitions

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

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

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



1. EQUIPMENT						
Hazard/Event Activity	Risk/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
1.1) Bike equipment unroadworthy, in disrepair or not meeting Australian standards	<ol style="list-style-type: none"> 1. Bike failure while riding at speed 2. Unable to control or effectively stop the bike resulting in a collision 3. Non-standard or poor quality equipment resulting in injury 	<ul style="list-style-type: none"> ➤ Event participants ➤ General public ➤ Road users 	4	<ul style="list-style-type: none"> • Participants must wear an approved Australian standards cycle helmet. Checked by event officials. • Participants briefed prior to event to ensure: <ul style="list-style-type: none"> • All equipment is in good working order. • Bicycles meet AS/NZS 1927:1998 mandatory standards. • Bikes have been cleaned and recently serviced paying close attention to the condition of brake pads and tyres. • Qualified bike mechanic provided by event organisers to visually inspect bikes prior to start of the event to identify any visible defects and correct if necessary. • Bike mechanic made available to participants prior to event start to assist and repair any unplanned mechanical issues. 	Event participant Event organiser	5
1.2) Bike breakdown on route	<ol style="list-style-type: none"> 1. Participant unable to complete the ride 2. Event schedule delay 	<ul style="list-style-type: none"> ➤ Event participants ➤ Event stakeholders 	4	<ul style="list-style-type: none"> • Qualified bike mechanic to travel behind peloton of riders to provide mechanical support in case of a breakdown • Spare parts and all necessary equipment carried by support vehicles to repair bike breakdowns • Spare/backup bike carried to replace unrepairable bike. 	Event organiser	5



2. ROUTE						
Hazard/Event Activity	Risk/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
2.1) Suitability of route. Congestion and high volume intersections	1. Exposure to large numbers of vehicles increasing the risk of collision	➤ Event participants	3	<ul style="list-style-type: none"> Route advice sought from experienced cyclists with knowledge of the route to determine suitability. Route follows mostly country and minor backroads to limit interaction with vehicles. Heatmaps on popular recreation activity tracking services Strava, Garmin, and RideWithGPS were checked to gauge frequency of cyclists usage along the routes. Much of the Day 1 course is a copy of the Newcrest Orange Challenge cycling event route used in the past. Permissions sought from Police, TfNSW and Orange City Council, Cabonne Council and Blaney Shire Council to conduct event on the chosen routes. Routes driven and checked in July 2024 to confirm suitability. 	Event organiser	4
2.2) Vehicles travelling at speed	1. Vehicles traveling at speed colliding with group of riders	<ul style="list-style-type: none"> ➤ Event participants ➤ Event staff/volunteers 	3	<ul style="list-style-type: none"> QTY of support vehicles to travel behind each group of riders with appropriate signage to indicate 'Caution: Riders on Road'. Participant numbers limited to ensure smaller groups/peloton of riders on the road. All riders are briefed at the start of each day to follow road rules and safe riding techniques. 	Event organiser	4



<p>2.3) Condition of the road surface</p>	<ol style="list-style-type: none"> Poor condition of the road surface causing accidents within the group Debris on the road causing crashes Rain/wet roads increasing the risk of tyres slipping on the road surface 	<ul style="list-style-type: none"> ➤ Event participants 	<p>4</p>	<ul style="list-style-type: none"> • Condition of the road surface checked in July 2024 and determined to be good quality roads for cycling. • Daily route driven ahead of that day's ride start to check for changes in the road conditions, to place course directional markings and to place "Caution Event in Progress" signs as per the Ride Management Plan. • Participants briefed to be on the lookout for obstructions on the road and to point them out to riders following closely behind. • In case of wet weather, riders to be briefed to ride at slower speeds and to limit braking in corners to avoid slipping on the road surface. 	<p>Event organiser</p>	<p>5</p>
<p>2.4) Riders stopping on the side of the road</p>	<ol style="list-style-type: none"> Riders exposed to fast moving vehicles when stopped along the side of the road 	<ul style="list-style-type: none"> ➤ Event participants ➤ Event staff 	<p>4</p>	<ul style="list-style-type: none"> • Riders briefed to move well clear off the road shoulder when stopping for any reason. • Locations for scheduled stops (water and food stops) are well away from the road and moving vehicles. • Support Vehicle drivers briefed to move off the road and park in accordance with road rules with hazard lights on and leaving a safety buffer gap between the support vehicle and stopped cyclist. 	<p>Event organiser</p>	<p>5</p>



3. PARTICIPANTS & SUPPORT STAFF						
Hazard/Event Activity	Risk/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
3.1) Participant / support staff health and fitness	<ol style="list-style-type: none"> Rider unable to complete the ride due to fitness Rider having difficulty caused by known medical conditions Rider ability compromised by fatigue due to lack of nutrition 	➤ Event participants	4	<ul style="list-style-type: none"> Participants informed in advance of length and difficulty of the route including the following information: <ul style="list-style-type: none"> Map Distance Course elevation profile and gain Level of support included Participants/volunteers asked to notify event organisers of any health problems or medical conditions that might impact on their ability to participate in the ride or volunteer in the event. Participants asked to notify event organisers of any medication they are currently taking that might impact their ability to ride. Participants/staff asked to bring along any prescribed medication for a pre-existing condition if said condition could have an impact on the person's ability to ride/work in the event. Support vehicles to sweep up any rider unable to continue due to fitness or medical condition. 2 x water points and 1 x lunch stop incorporated into the ride to provide adequate hydration and nutrition for riders. 	Event participant Event organiser	5
3.2) Participant or event staff / volunteer injured	<ol style="list-style-type: none"> Participants injured from a fall or collision Injuries from wildlife Staff/volunteers 	<ul style="list-style-type: none"> ➤ Event participants ➤ Event staff/volunteers 	3	<ul style="list-style-type: none"> Event medic available for the duration of the event and to accompany event staff in support vehicles to treat any injuries. Where a participant is under the age of 18, a minimum of two adults are to accompany the 	Event organiser	5



	<p>injured during event logistics</p> <p>4. Participants staff/volunteers requiring treatment from a sudden illness or pre-existing medical condition</p> <p>5. Participants staff/volunteers next of kin notification in case of an emergency/injury</p>			<p>injured rider to a medical appointment if deemed necessary by the event medic.</p> <ul style="list-style-type: none"> • Participants/support staff to supply emergency contact details at time of enrolment. • Event medic to review prior medical conditions as outlined by participants, staff and volunteers in their enrolment form to ensure adequate medication to treat said conditions is available for the duration of the event. • Event medic to carry all necessary equipment to treat a range of potential injuries relating to cycling. • Detailed medivac plan developed for the event including locations of medical facilities and nearest ambulance service along the route. • NSW Ambulance notified prior to event commencement. • Participants briefed to be aware of wildlife on the road that could potentially run onto the road. • Competitors briefed to take care on steep descents and to ride at a speed they are comfortable with/equivalent to their skill level. 		
3.3) Participant missing	<p>1. Participants missing due to not finding the route</p>	➤ Event participants	5	<ul style="list-style-type: none"> • All participants to have either a GPS navigation enabled device, or phone and handlebar mount to be self-sufficient in navigating around the course. • All riders provided with access to Ride With GPS phone app (offline capable navigation app) and GPX files of the route to be loaded on GPS devices for navigation. • Course markings (directional arrows) will be 	Event organiser	5



				<p>placed on key intersections.</p> <ul style="list-style-type: none"> All groups followed by support vehicles with detailed knowledge of the route. Garmin LiveTrack or InReach GPS tracking devices will be with the lead and rear support vehicles so that the event management team has live information on where the front and rear of the ride is. 		
4. COMMUNICATION						
Hazard/Event Activity	Risk/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
4.1) Communication with emergency services	1. Emergency situation requiring contact with emergency services	<ul style="list-style-type: none"> Event participants Event staff/volunteers 	4	<ul style="list-style-type: none"> Route checked with 4G/5G reception available for majority of the route. Event director, operations manager, support vehicle drivers and medic contact details noted in emergency management plan and distributed to all staff. Ensure above staff mobiles phones are charged with in vehicle chargers available at all times. 	Event organiser	5
4.2) Communication with riders and support vehicles	<p>1. Notifying riders of oncoming hazards along the route</p> <p>2. Riders notifying support vehicles of incident or support requirement</p>	<ul style="list-style-type: none"> Event participants Event staff/volunteers 	4	<ul style="list-style-type: none"> Support vehicles equipped with two-way radios. Participants required to carry a mobile phone, switched on with mobile number supplied to event staff for emergency contact. Participants given top-tube stickers to place on their bikes with the list of support vehicle, event medic, event director and emergency contact numbers. Support vehicle drivers to have handsfree kits or have their colleague in the car manage phone and radio comms while driving. 	<p>Event organiser</p> <p>Event participant</p>	5



5. WEATHER CONDITIONS						
Hazard/Event Activity	Risk/s (What can go wrong)	Persons Affected	Risk Level	Control Measures	Person/s Responsible	Risk Outcome
5.1) Weather extremes (fire, wind, and storms)	1. Cold/heat induced illness for participants 2. Strong winds impacting riding on the road 3. Heavy rain reducing visibility on the road	➤ Event participants ➤ Event staff/volunteers	4	<ul style="list-style-type: none"> Event organisers to make weather assessment in the week leading up to event date – where adverse conditions are predicted notify riders to on possible measures to be taken on the day and to pack additional clothing for predicted conditions. Prior to ride start – adjust and or shorten the route if weather conditions are considered high risk. Safety briefing given to participants advising them to wear appropriate clothing for the conditions and to adjust riding style. Support vehicles to carry additional clothing (i.e: weatherproof jackets, thermals etc.) to be made available to riders as required on the road. In case of extreme weather where unsafe conditions are likely, consider event to be postponed. 	Event organiser	5



Extreme Weather Contingency Planning

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

Pre-Event Week

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

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

Pre-Event Day / Morning

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

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

Within Event

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

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

Lightning – Management:

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



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

Bump In and Out

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

Heat Management Plan

Temperature is monitored throughout;

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

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.6 ISSUE OF PEDESTRIAN CROSSING AT INTERSECTION OF LORDS PLACE AND KITE STREET FROM OPHIR CAR PARK

RECORD NUMBER: 2023/1819

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has been asked to install a zebra crossing at the western arm of the Lords Place and Kite Street roundabout.

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 with this recommendation

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council not install a zebra crossing at the Lords Place and Kite Street roundabout.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has been asked to install a zebra crossing at the western arm of the Lords Place and Kite Street roundabout to aid with pedestrian movements from the Ophir Car Park to Lords Place.

Kite Street currently has a mid-block zebra crossing linking Ophir Car Park and the City Centre. This is about to be converted into a Wombat crossing. Further, there is an existing pedestrian refuge with associated pram ramps at all arms of the roundabout.

The installation of a zebra crossing at the roundabouts western arm would exasperate congestion described within the "Kite Street Traffic Congestion" report furnished in this agenda.

Roundabouts have numerous conflict points within them and introducing another conflict point within one would be unwise, especially a pedestrian related one.

It is highly recommended that Council does not install a zebra crossing at the western arm of the roundabout.

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.7 TRAFFIC CONGESTION - FROST STREET/CORONATION DRIVE

RECORD NUMBER: 2025/89

AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has received a request from a resident to install No Standing signs at the intersection of Frost Street and Coronation Drive as well as Frost Street and Waratah Avenue.

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 Council install "No Stopping" signs 10m from the tangent point of the Frost Street and Coronation Drive intersection and the Frost Street and Waratah Avenue intersection.

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 complaint about Frost Street/Coronation Drive intersection and Frost Street/Waratah Avenue intersection being too congested.

Frost Street is 9m wide and Waratah Avenue is 7.3m wide. Both streets have a bus route on them and do get busy during end of school times due to their proximity to Calare Public school. There is one pedestrian near side crash at the Frost Street/Coronation Drive intersection within the current crash period.

It is recommended to install "No Stopping" signs at the intersection of Frost Street and Coronation Drive as per Figure 1 of this report and "No Stopping" signs at the intersection of Frost Street and Waratah Avenue as per Figure 2 of this report.

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.7 Traffic Congestion - Frost Street/Coronation Drive



Figure 1: Frost Street and Coronation Drive

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.7 Traffic Congestion - Frost Street/Coronation Drive



Figure 2: Frost Street and Waratah Avenue

CITY OF ORANGE TRAFFIC COMMITTEE

18 FEBRUARY 2025

3.8 CREATION OF NO PARKING ZONE - ORANGE HIGH SCHOOL, WOODWARD STREET

RECORD NUMBER: 2025/91

AUTHOR: Adrian Cisco, Parking Officer

EXECUTIVE SUMMARY

Council Parking Enforcement has noted a significant opportunity to improve access for drivers dropping-off or picking-up passengers in the vicinity of Orange High School by creating a No Parking Zone in Woodward 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

Council has an allocated budget for signage upgrade and replacement within the CBD.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That the untimed parking on Woodward Street, outside vacant block of 1 Summer Street between Byng Street and Summer Street (as shown in Attachment A), be changed to a No Parking Zone 8:00am – 9:30am School Days.

SUPPORTING INFORMATION

Parking pressure in this area is high during the busy morning ‘drop-off’ time for Orange High School.

The proposed area is outside the currently vacant block of 1 Summer Street.

The area is untimed parking – usually 100% occupied by school staff from approximately 8:30am. Approximately 6 vehicles can fit in the area.

Altering this area to a No Parking Zone would create a highly desirable ‘drop-off zone’ that would allow several dozen vehicles to quickly and safely drop-off passengers, who can then use the traffic-light controlled pedestrian crossing to cross to the school.

This change would significantly reduce the occurrence of vehicles stopping in the Bus Zone adjacent – where 95 vehicles were issued a Fine in 2024. (Each fine worth a not insignificant \$410 + 2 Demerits).

Note: The school staff currently parking in the area have near-by options for parking in the school staff carpark, Byng Street, Coronation Drive or Kenna Street.

Signage required shown in Attachment B.

ATTACHMENTS

- 1 Attachment A - Woodward Street No Parking Proposal, D25/9950
- 2 Attachment B - Woodward Street No Parking Proposal, D25/9951

CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 1 Attachment A - Woodward Street No Parking Proposal

18 FEBRUARY 2025



CITY OF ORANGE TRAFFIC COMMITTEE
Attachment 2 Attachment B - Woodward Street No Parking Proposal

18 FEBRUARY 2025



3 GENERAL REPORTS

3.1 CURRENT WORKS

RECORD NUMBER: 2025/212

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

Resources have been continuously applied to pothole repairs on sealed roads across the city.

Road Upgrading

Shiralee Road

Shiralee Road pavement construction was completed and a new asphalt seal applied. Works were timed to compliment the opening of the adjoining section of Brabham Way.

Huntley Road at Gosling Creek

Remaining box culvert units were installed and concrete poured to complete wing walls and guard rail beam. Council’s road construction crew will now undertake the road widening through this section of road.

3.1 Current Works



Photo: Concrete works to support road widening

Winter Street

Road widening, drainage upgrade, footpath and kerb and gutter works were completed by Council’s contractor. The existing road pavement to Icely Road was reworked and strengthened with cement based additives and the entire length to March Street had a preliminary seal applied. The final asphalt surface will be applied in following weeks to complete the works.



Photo: Preliminary seal on Icely Road looking back towards March Street

3.1 Current Works

Aerodrome Road

Stage one of the most recent upgrade from the airport exit to just past the bend has now been sealed.

Road Rehabilitation

Council's contractor began a program of works, pavement patching and sealing at:

- Albert Street;
- Hartas Lane;
- Margaret Street;
- Linda Crescent;
- Philip Street;
- Jubilee Avenue;
- Kara Place.

Road Reseals

Road resealing was undertaken on:

- Park Street;
- Kileys Run;
- Lucas Street;
- Lucknow Street (Spring Hill).

Concrete and Drainage

Footpaths

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

- Ploughmans Lane – Riawena Oval to Coronation Drive;
- McNamara Street – Kite Street to Moulder Street;
- Elephant Park/Woodward Street;
- Anson Street – Roselawn Drive to NDR.

Work was completed on new footpaths and footpath reconstructions at:

- Edward Street – between Little Brunswick Street and Churchill Avenue.

3.1 Current Works



Photo: Kerb and gutter and footpath reconstruction in McNamara Street

Upcoming major works

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

Work	Location	Status
Aerodrome Road upgrade stg 2	90 degree bend to Forest Road	Works to commence in April.
Anson / Phillip Street roundabout - pavement upgrade		Procurement of asphalt services. Expected commencement of works in April.
Worboys Street – pavement upgrade and asphalt seal	At Seaton Street intersection	Procurement of asphalt services. Expected commencement of works in April.

Other major projects:

Location	Description	Status
Clergate Road to Strathgrove Way	Install trunk drainage upgrade	Tenders awarded. Anticipate commencement of works in late March.

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	January 2025
Water - Leak (Meter)	310	43
Water Request - Meters Faulty (incorrect readings)	104	13
Water - No Water Supply	42	9
Water - Pressure	38	4
Water Request - Replace Meter box/lid	234	1
Water quality - Dirty	25	1
Water - Burst Main	119	8
Water - leak (Main, Valve, Hydrant)	438	51
Total Water Requests	1,310	130

Construction Works

Planning works are underway for the renewal of the 100mm water main in March Street between McLachlan Street and Autumn Street with works expected to commence in March.

Works are expected to commence on the water main renewal and service connection to the Orange Conservatorium. These works involve the upgrade on the existing 100mm water main to a 150mm water main and a 150mm service connection to the Conservatorium.

New Water Connections

- 20mm service connection to 70 Moulder Street
- 20mm service connection to 9 Kirkwood Street
- 32mm service connection to 16 McNamara Street
- 20mm service Connection to 101 Mt Pleasant Lane

SEWER SERVICES

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

Category	July 2022 – June 2023	January 2025
Sewer Choke - Blockages	232	13
Sewer Complaint - Odour	15	0
Sewer Complaint - Overflow	162	26
Total Sewer Requests	409	39

3.1 Current Works

Construction Works

Works are expected to commence on the Sewer Main Relining Program in April. This involves the renewal of approximately 3,500m of 150mm sewer main and 400m of 225mm sewer mains. Works are expected to be completed in June 2025.

Works are continuing on the Lake Canobolas Sewer Pumpstation. The sewer well and pump well have been installed as well as all service conduits to the site. Electrical installations are expected to occur in March/April.

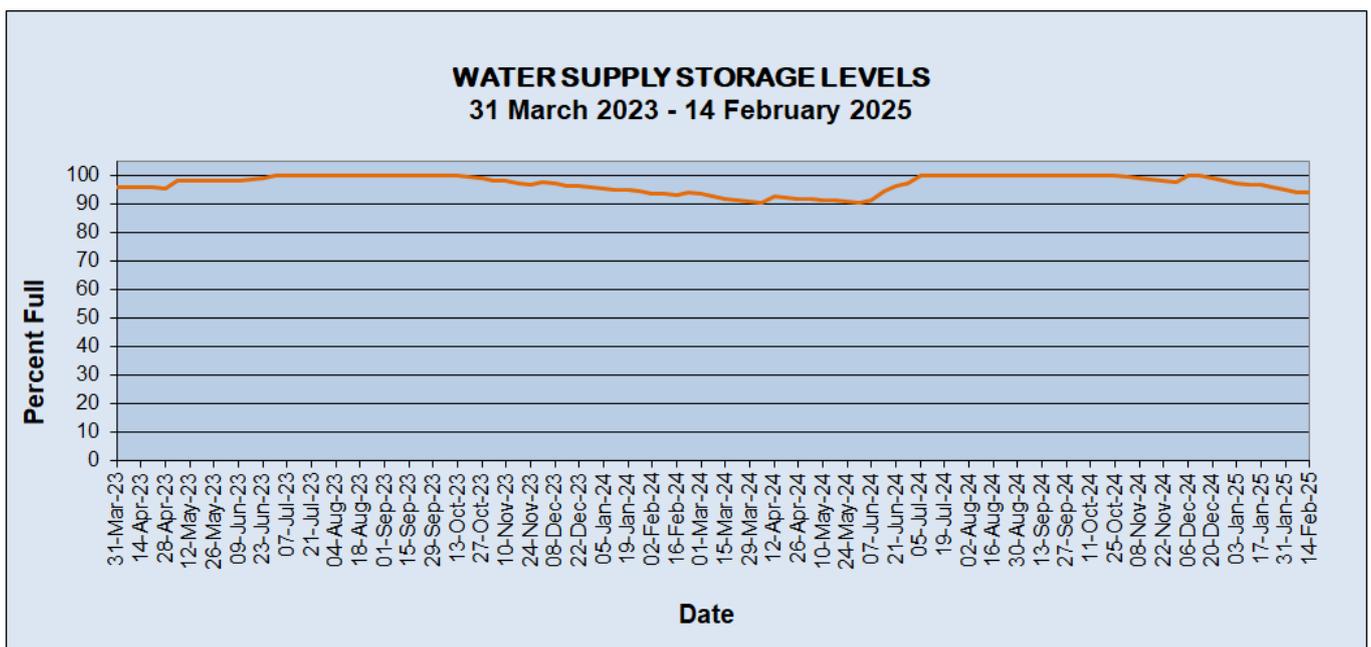
Sewer reconstructions

- Sewer junction reconstruction 41 Booth Crescent
- Sewer mains reconstruction 76 Sampson Street
- Adjusting sewer access chambers 69 Matthews Ave

WATER SUPPLY SECURITY

Water Storage Levels

The water storage trend for the combined storages from 31 March 2023 to 14 February 2025 is shown in the graph below.



Below levels current at 14 February 2025:

Location	Level Below Spillway (mm)	% of Capacity
Suma Park Dam	796	92.97%
Spring Creek Dam	100	97.69%
Lake Canobolas	3	99.91%
Gosling Creek Dam	56	98.37%

3.1 Current Works

Supplementary Raw Water Sources

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

Raw Water Source	November 2024 (ML)	December 2024 (ML)	January 2025 (ML)	Total (ML) 2024/2025
Bores*	0.00	7.20	5.48	35.32
Stormwater	0.00	0.00	0.00	0.00
Macquarie River	0.00	0.00	0.00	0.00
Total	0.00	7.20	5.48	35.32

* 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 13 January 2025 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 (93.51 %) as at 19 January 2025. Plans are underway to have the additional raw water supply systems ready when required.

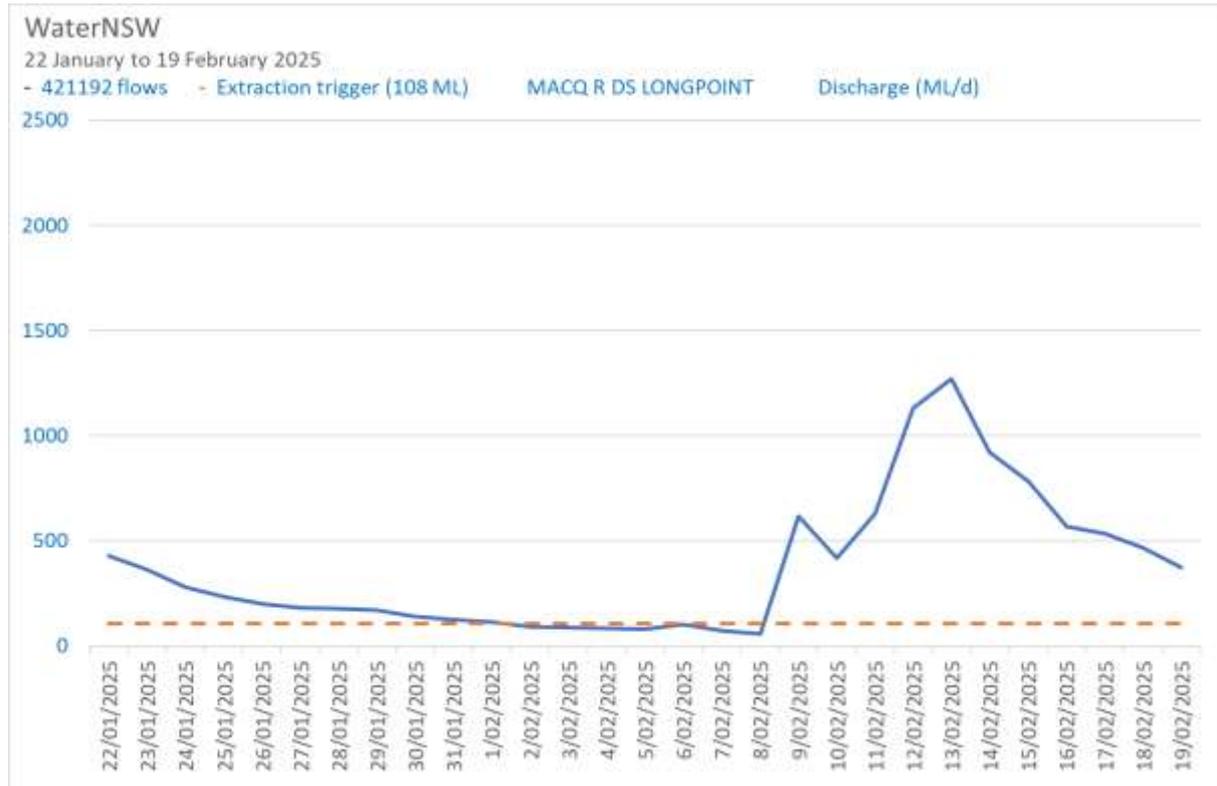
Macquarie River Flows

The mean daily flows in the Macquarie River monitored downstream of Long Point (Station 421192) for 22 January to 19 February 2025 are presented below.

The flow rate reduced below the extraction trigger value (108 ML/day) for seven days from 2 February with the minimum flow rate of approx. 56 ML/day recorded on 8 February. The maximum flow rate of approximately 1,272 ML/day was recorded on 13 February.

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

3.1 Current Works



Demand Management

Residential water use

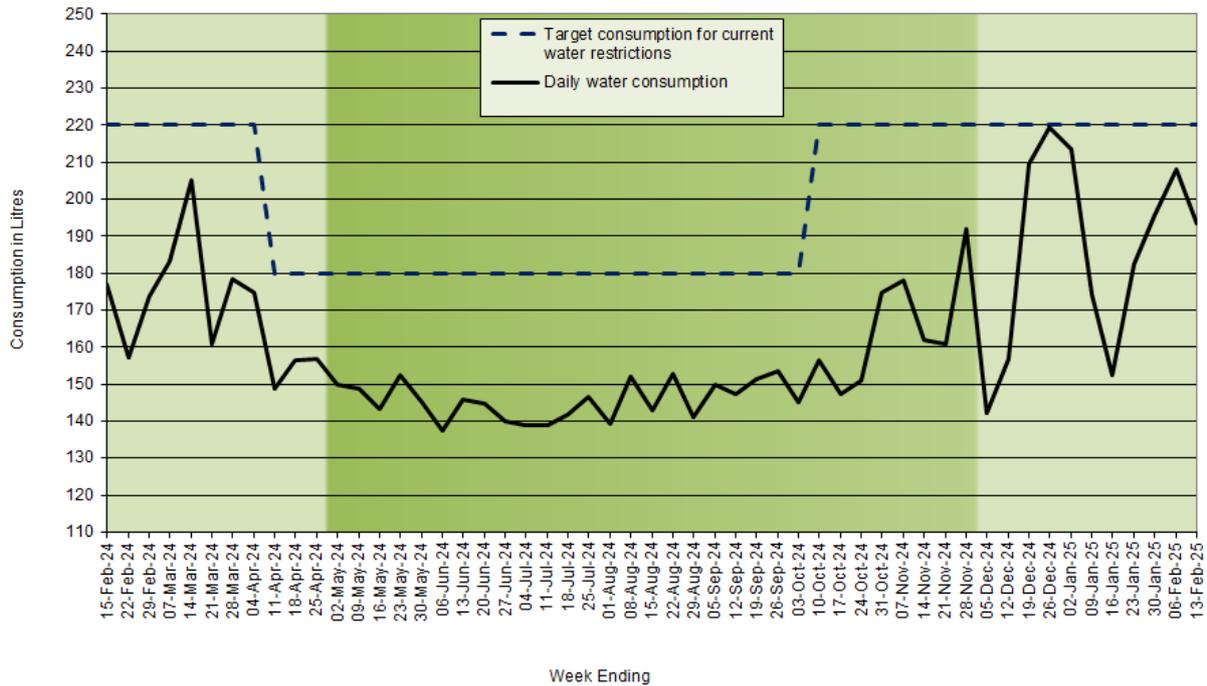
Permanent Water Saving Standards came into effect on Friday 25 June 2021.

Average daily residential water consumption for the period 17 January 2025 to 13 February 2025 was 195 litres per person per day

The graph below shows the average daily residential water consumption trend since 15 February 2024 to 13 February 2025.

3.1 Current Works

Daily Water Consumption
15 February 2024 - 13 February 2025



Total water use

The average daily city-wide water consumption for the period 17 January 2025 to 13 February 2025 was 12.57 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.

During January 2024, the Icely Rd supply system achieved 100% compliance for physical, chemical and microbiological samples.

3.1 Current Works

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 and is now in use.

Capping works on Cells 1 and 2 are ongoing. The first clay seal bearing layer has been installed and commenced.

Liner install has commenced and they are working along the western batters and will be completed within 2-3 weeks.



Photo: Completed Clay Seal Bearing Layer Cell 1 & 2 Construction

Lake Canobolas Water and Sewer

Council staff have commissioned the water pipeline and connected the 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.

DCCEEW has subsequently issued an approval for the works under the Water Management Act 2000 in October 2024. There are conditions associated with the approval that require relatively minor amendments to the current scope of works. There was however a joint appeal by two applicants with DCCEEW listed as the first respondent and Council the second respondent on 21 November 2024.

3.1 Current Works

The first directions hearing was held on 20 January 2025 and set down the following dates:

7 February 2025 date for the applicant to lodge their Notice of Facts and Contention.

7 March 2025 date for respondents to lodge their response.

2 May 2025 date for Conciliation Conference to be held in Orange.

10 May 2025 date for the second Directions Hearing if not resolved at the conciliation.

If it is to proceed to the Land and Environment Court, the earliest date the appeal will be heard will be in August 2025. The applicant lodged their notice of facts and contentions late and Council is working on our response in readiness for the conciliation conference.

Sewage Treatment Plant Inlet Works

As part of the contractor's quality assurance system, they identified a defect in the epoxy coating applied to the inside of components of the inlet works. This defective work now requires rectification and has delayed the commissioning of the project. The contractor has advised that they are committed to rectifying the works and are presently seeking specialist subcontractors to remove the existing epoxy and reapply new product.

The choice of an appropriate subcontractor and development of a detailed rectification methodology is important in ensuring the long term performance of the rework.



Photo: Site Photo of STP - new works

3.1 Current Works

Southern Feeder Road Stage 4

The completion of the progress onsite has been excellent. The project successfully laid asphalt for the main alignment of the Southern Feeder Road before Christmas last year. These works have been ongoing this year and are now complete.

Footpath and kerb work have all been completed, and all traffic islands have been installed onto the asphalt layers. Guardrail installation has been completed across various sections of the site.

The formal opening of the works took place on 17 February 2025. Currently, some minor clean-up works and tidying are being carried out, and the demobilisation of the Contractor from the site will happen in the coming weeks.



Photo: SFR Opening

Orange Conservatorium and Planetarium

There are some significant progress on this project. All roof panels have now been successfully installed on the recital hall, marking a major milestone in our construction timeline. This ensures that we are well-protected from the elements as we continue with interior work.

Additionally, the framing out of the building for the ground floor is currently underway, including the installation of essential services, which is progressing smoothly. Structural steel fabrication has also commenced offsite, and we anticipate that these components will be delivered and installed onsite in the coming months, further advancing our structural work.

3.1 Current Works



Photo – Construction of Orange Conservatorium and Planetarium internal view of the Recital Hall

Icely Road WTP Generator

Site works have all been completed, power connection has been completed and final tidy up of the project is underway.

Sports Precinct

The turfing of Fields 1-4 has been successfully completed. Sand installation on Fields 5-8 is progressing well, with turf installation scheduled for the coming weeks. The Turf Contractor has made significant progress onsite, completing all 16km of drainage lines under the sand layers across the fields. Preparation and construction of the 3 cricket fields were completed at the end of last year.

Additionally, fencing and concrete kerb installation around the perimeter of the fields is nearing completion.

3.1 Current Works



Photo – Installation of fencing and kerbing around the perimeter of the field.

Adventure Playground

Significant progress has been made at the playground over the past month. The installation of larger equipment items, which began in December and continued through January, is nearing completion. The water main connection and splash park installation have been successfully finished, along with the setup of various equipment.

Currently, the majority of the equipment is in place, and the softfall is being completed. Necessary compliance inspections are also underway to ensure everything meets safety standards.

We are excited to announce that the playground is on track to open in the coming weeks. Final installations and necessary sign-offs are currently underway to ensure everything is ready for a safe and enjoyable experience.

3.1 Current Works



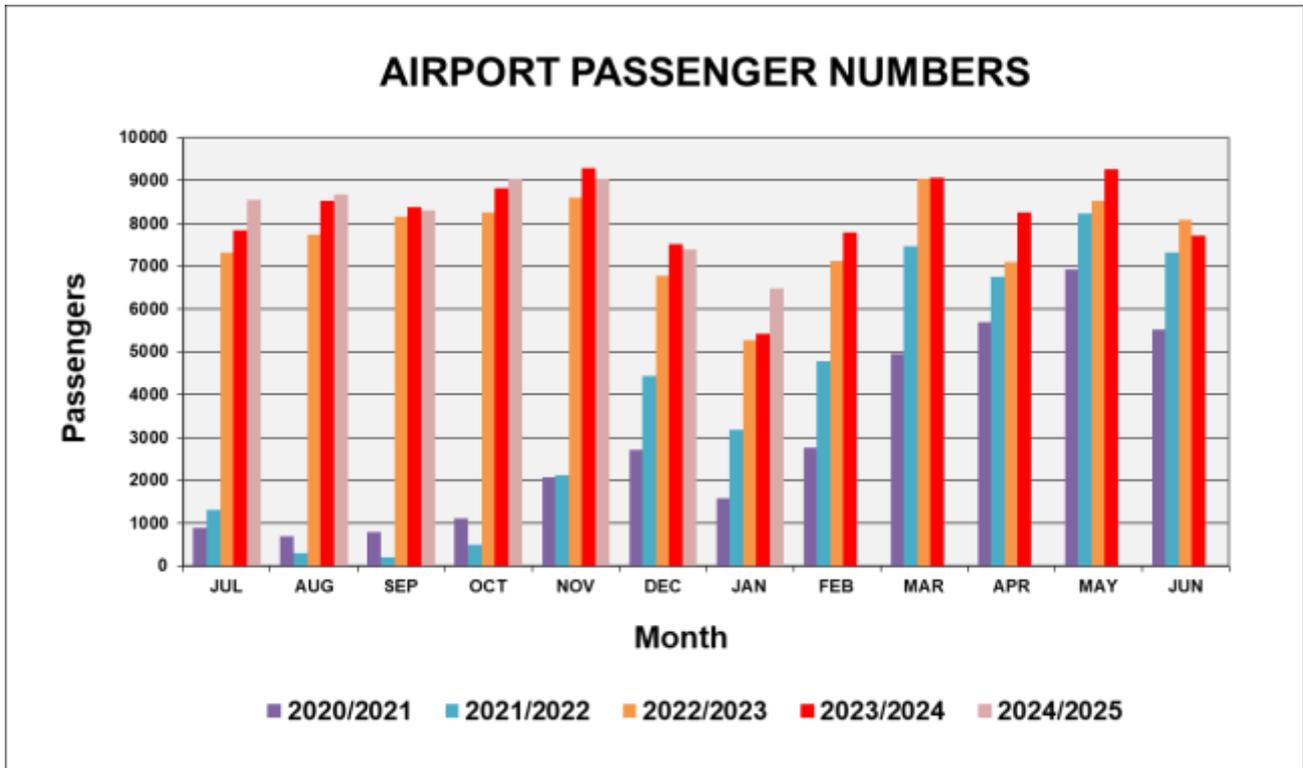
Photo: Adventure Playground – Concrete splash park and equipment being installed

3.1 Current Works

AIRPORT PASSENGER NUMBERS

Passenger numbers during January 2025 were 6,481 compared to 5,428 for the same month in 2024.

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



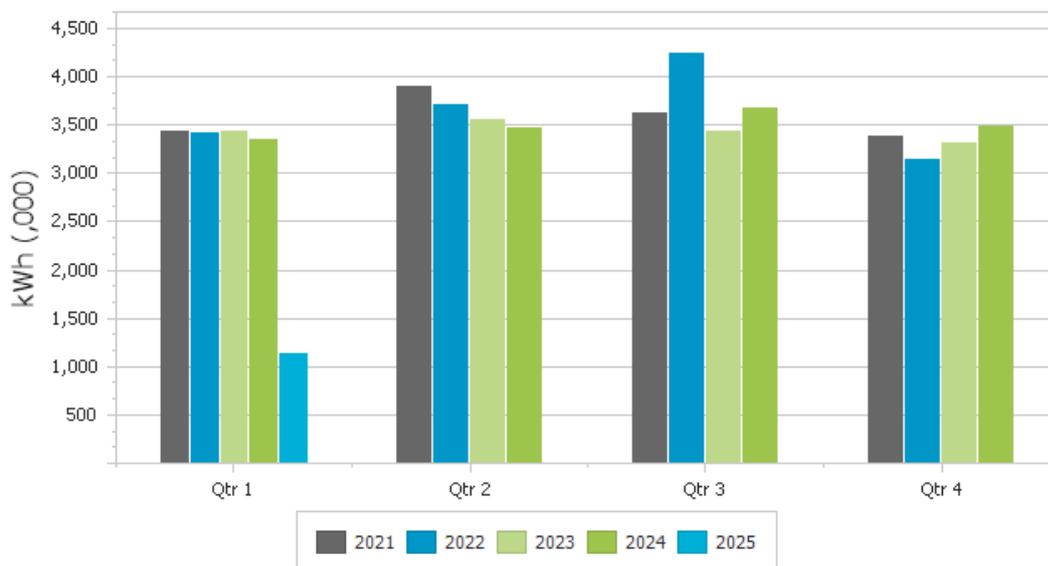
3.1 Current Works

ENERGY USE

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

Consumption History - up to 4 Years

Monday, 24 February 2025 11:28 AM



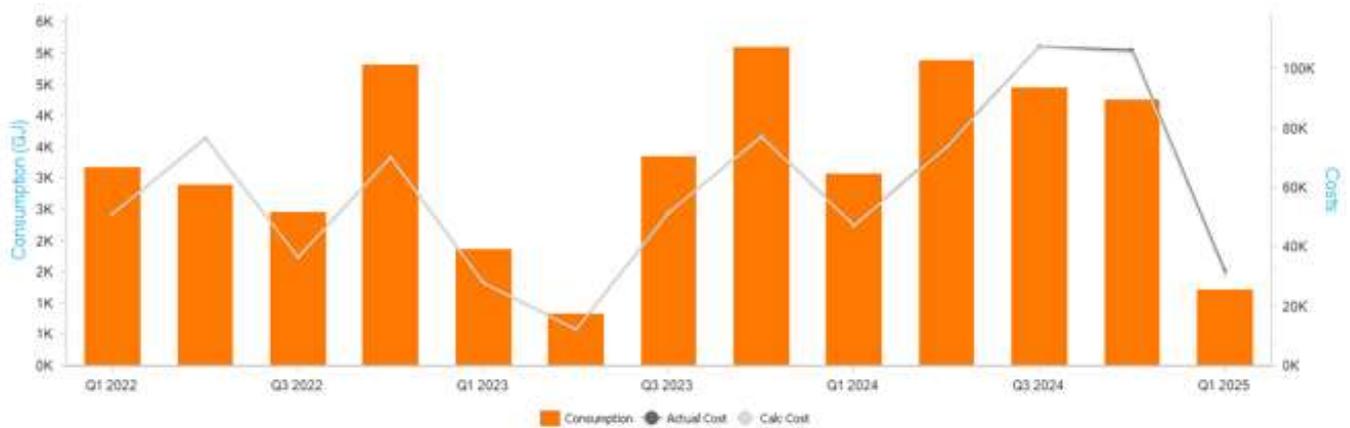
History - Last 12 Months

GROUP	CONSUMPTION (kWh)	BILL (ex GST)
Parks & Gardens	0	\$0
Water	4,531,473	\$1,200,110
Public Buildings & Facilities	2,654,536	\$820,051
Lighting	1,435,369	\$725,783
Other	0	\$0
Sewer	3,490,032	\$939,576
Macquarie Pipeline	21,624	\$29,095
Ungrouped	171,177	\$56,875
Total	12,304,211	\$3,771,489

3.1 Current Works

Gas Consumption

Please note discrepancies in historic gas consumption are due to gaps in data captured. This issue was rectified in Q3 2023.



Period	Consumption (GJ)	Actual	\$/GJ	Emissions
Mar-2022	3,172.7	\$51,124.20	16.11	204.6
Jun-2022	2,898.9	\$76,552.76	26.41	187.0
Sep-2022	2,458.7	\$36,515.54	14.85	158.6
Dec-2022	4,811.3	\$70,188.18	14.59	310.3
Mar-2023	1,855.8	\$27,836.11	15.00	119.7
Jun-2023	822.3	\$12,148.66	14.77	53.0
Sep-2023	3,350.8	\$51,524.91	15.38	216.1
Dec-2023	5,099.9	\$77,310.64	15.16	328.9
Mar-2024	3,064.7	\$47,377.74	15.46	197.7
Jun-2024	4,885.0	\$74,216.51	15.19	315.1
Sep-2024	4,454.6	\$107,369.08	24.10	287.3
Dec-2024	4,258.7	\$106,258.64	24.95	274.7
Mar-2025	1,215.2	\$31,925.63	26.27	78.4
	42,348.5	\$770,348.6		t 2,731.5