



ORDINARY COUNCIL MEETING

AGENDA

3 JUNE 2025

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ORDINARY MEETING of ORANGE CITY COUNCIL** will be held in the **COUNCIL CHAMBER, CIVIC CENTRE, BYNG STREET, ORANGE** on **Tuesday, 3 June 2025** commencing at **6:30 PM**.

David Waddell

CHIEF EXECUTIVE OFFICER

For apologies please contact Executive Support on 6393 8391.

AGENDA

EVACUATION PROCEDURE

In the event of an emergency, the building may be evacuated. You will be required to vacate the building by the rear entrance and gather at the breezeway between the Library and Art Gallery buildings. This is Council's designated 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.....	4
1.1	Apologies and Leave of Absence	4
1.2	Livestreaming and Recording	4
1.3	Acknowledgement of Country.....	4
1.4	Declaration of pecuniary interests, significant non-pecuniary interests and less than significant non-pecuniary interests.....	4
	COUNCIL MEETING ADJOURNS FOR THE CONDUCT OF THE OPEN FORUM.....	4
	COUNCIL MEETING RESUMES	4
2	MAYORAL MINUTES.....	5
2.1	Mayoral Minute - Acknowledgement of Jenny Bennett - Executive Officer, Central NSW Joint Organisation	5
2.2	Mayoral Minute - NSW Flooding	7
3	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	8
3.1	Minutes of the Ordinary Meeting of Orange City Council held on 20 May 2025	9
	COUNCIL MEETING ADJOURNS FOR THE CONDUCT OF THE POLICY COMMITTEES	18
	Planning & Development - Chaired by Melanie McDonell	18
	Environmental Sustainability - Chaired by Cr David Mallard.....	18
	Finance - Chaired by Cr Steven Peterson.....	18
	Infrastructure - Chaired by Cr Jeff Whitton	18
	Recreation & Culture - Chaired by Cr Tammy Greenhalgh.....	18
	Services - Chaired by Cr Marea Ruddy.....	18
	Regional & Economic Development - Chaired By Cr Tony Mileto (Mayor).....	18
	COUNCIL MEETING RESUMES	18
4	NOTICES OF MOTION/NOTICES OF RESCISSION	19
4.1	Notice of Motion - Budget Allocation MERC	19

4.2	Notice of Motion - ANZAC Banners	21
4.3	Notice of Motion - Congratulations to Orange Local Aboriginal Land Council	23
4.4	Notice of Motion - Post Conference Report - 2025 Floodplain Management Australia National Conference - 13-16 May 2025	25
5	GENERAL REPORTS.....	28
5.1	Fire and Rescue NSW - Report.....	28
5.2	She Matters Mural	41
5.3	Rainbow Festival 2025	43
5.4	Film Production Support.....	45
5.5	Strategic Policy Reviews - Post Exhibition	49
6	CLOSED MEETING - SEE CLOSED AGENDA	88
6.1	Planning Proposal - Land Sales	89
6.2	Submission Redaction Report 3 June 2025	91
7	RESOLUTIONS FROM CLOSED MEETING.....	92

1 INTRODUCTION

1.1 APOLOGIES AND LEAVE OF ABSENCE

1.2 LIVESTREAMING AND RECORDING

This Council Meeting is being livestreamed and recorded. By speaking at the Council Meeting you agree to being livestreamed and recorded. Please ensure that if and when you speak at this Council Meeting that you ensure you are respectful to others and use appropriate language at all times. Orange City Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this Council Meeting. A recording will be made for administrative purposes and will be available to Councillors.

1.3 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.

1.4 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 Councillors now disclose any conflicts of interest in matters under consideration by the Council at this meeting.

COUNCIL MEETING ADJOURNS FOR THE CONDUCT OF THE OPEN FORUM

COUNCIL MEETING RESUMES

2 MAYORAL MINUTES

2.1 MAYORAL MINUTE - ACKNOWLEDGEMENT OF JENNY BENNETT - EXECUTIVE OFFICER, CENTRAL NSW JOINT ORGANISATION

RECORD NUMBER: 2025/954

MAYORAL MINUTE

I wanted to take the time on behalf of Council, to acknowledge Ms Jenny Bennett, the Executive Officer of the Central NSW Joint Organisation. Ms Bennett has indicated she will be retiring in the next couple of months and has been a great administrator, advocate and friend to Orange City Council.

Ms Jennifer Bennett ('Jenny'), Executive Officer of the Central NSW Joint Organisation (CNSWJO) has devoted 20 years to leading, supporting and motivating staff and councillors across 11 Central NSW councils, including Orange City Council to develop strategies, policies, services and activities that deliver outcomes for the region and the State.

RECOMMENDATION

- 1 That Council note the Mayoral Minute
- 2 That Council thank Ms Jenny Bennett for her significant contribution to the Central West including CENTROC and CNSWJO via a letter to Ms Bennett from the Mayor to thank her and wish her well in her retirement.

Tony Mileto

MAYOR

SUPPORTING INFORMATION

After serving as a Councillor on Mudgee Shire Council (1999 to 2004), Jenny then successfully led the Central NSW Regional Organisation of Councils (Centroc) as its Executive Officer from 2006, taking on her current position as Executive Officer of the Central NSW Joint Organisation in 2018.

The CNSWJO, like its predecessor Centroc, has a strong reputation as a leader in the State influencing policy and delivering outcomes across a broad range of complex portfolios including water, health, transport, infrastructure, energy, planning and disaster resilience to name a few.

Leading the State's network of Joint Organisations, Jenny's influence extends beyond the Central NSW region to deliver outcomes for the whole of regional NSW. She is often the first port of call for councils, other Joint Organisations and State agencies for advice and input on strategy, policy and programming to meet the needs of regional NSW.

Through two droughts, increasing challenges from climate variability and pressures from the current political, social and economic environment, Jenny has tirelessly advocated for the needs of the Central NSW region with policy makers, legislators, decision makers, investors and anyone who can advance the interests of the region.

Jenny is an asset to Local Government. Her qualifications include a Bachelor of Arts, Project Management and she is a Graduate of the Australian Institute of Company Directors (GAICD). She is also a member of the International Association for Public Participation which has informed her collaborative approach and appreciation for the value of collective action to deliver outcomes.

2.1 Mayoral Minute - Acknowledgement of Jenny Bennett - Executive Officer, Central NSW Joint Organisation

As the Executive Officer of the Central NSW Joint Organisation, Jenny has grown the organisation from four staff to a team of ten staff.

Our CNSWJO is the best within the State, and this is down to Jenny's dedication. Jenny has developed a regional team model which has grown to support Council staff in training, water, transport, net zero, disaster resilience, corporate services, fleet, IP&R, HR, IT & Cyber security, tourism, building surveying and planning.

The governance model ensures that staff and regional projects have buy-in and support from the top. The regional team model includes sponsoring General Managers and portfolio Mayors for each of the JO's strategic priorities.

Jenny has led and facilitated Central NSW councils' collaborations with key stakeholders influencing plans and strategies for the region including:

- 2009 Centroc Water Security Study – winning an Australian Engineering Excellence award
- 2015 Regional Infrastructure Review and Assessment: Decision Making Matrix
- 2016 Central West and Orana Regional Plan 2036
- 2017 Draft Future Transport 2056 Strategy
- 2021 Macquarie, Lachlan Regional Water Strategies
- 2021 Town Water Risk Reduction Program
- 2023 Business Case on the Nexus Between Energy Security and Emissions Reduction.

Council has successfully participated in the exhaustive list of aggregated procurements that the CNSWJO has run for its members councils to ensure value for money and increased buying power. The CNSWJO procurement program alone has delivered close to \$1.9m in cost saving for the 2024/25 YTD through regional contracts.

On behalf of Orange City Council, I would like to sincerely thank Jenny for her fearless leadership and her significant contribution to the Central West. I will be attending her farewell event on 28 May 2025 to wish her well in her retirement.

2.2 MAYORAL MINUTE - NSW FLOODING

RECORD NUMBER: 2025/1010

MAYORAL MINUTE

New South Wales (NSW) is grappling with one of its most severe flood disasters in recent history. The crisis began on May 20, when a slow-moving low-pressure system brought intense rainfall to the Mid North Coast and Hunter Valley regions. This deluge led to widespread flooding, particularly affecting towns such as Taree, Kempsey, Nambucca Heads, Sawtell, Dorrigo, Port Macquarie, and Coffs Harbour. Losses of housing and stock have been considerable with 3 deaths recorded to date.

I would like to offer the support and concern of Orange residents and Council to the worst affected Local Government Areas through their Mayors via letters of support and offers of assistance.

RECOMMENDATION

That the information contained in this Mayoral Minute be acknowledged.

Tony Mileto

MAYOR

SUPPORTING INFORMATION

There are 16 affected LGAs including Bellingen, Central Coast, Cessnock, Clarence valley, Coffs Harbour, Dungog, Kempsey, Lake Macquarie, Maitland, MidCoast, Nambucca, Newcastle, Port Macquarie, Port Stephens, Singleton and the Upper Hunter.

STAFF COMMENT

The CEO will write to the Mayors and General Managers of the affected LGAs offering support and best wishes. Staff will engage via Office of Local Government to offer assistance to the affected LGAs as instructed.

FINANCIAL IMPLICATIONS

To be determined.

POLICY AND GOVERNANCE IMPLICATIONS

Nil.

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Orange City Council held on 20 May 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the Council meeting held on 20 May 2025.

ATTACHMENTS

- 1 Minutes of the Ordinary Meeting of Orange City Council held on 20 May 2025

ORANGE CITY COUNCIL

MINUTES OF THE

ORDINARY COUNCIL MEETING

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

ON 20 MAY 2025

COMMENCING AT 6:30 PM

1 INTRODUCTION

ATTENDANCE

Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne (6.41pm), Cr D Mallard, Cr M McDonell, Cr S Peterson (6.31pm), Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

A Chief Executive Officer (I Greenham), Director Corporate and Commercial Services, Director Development Services, Director Community, Recreation and Cultural Services, Manager Corporate Governance, Chief Financial Officer

1.1 APOLOGIES

RESOLVED - 25/185

Cr J Whitton/Cr M McDonell

That the apologies for lateness be accepted from Cr F Kinghorne and Cr S Peterson for the Council Meeting of Orange City Council on 20 May 2025.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr D Mallard, Cr M McDonell, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Cr F Kinghorne, Cr S Peterson

** Cr Peterson arrived at the meeting with the time being 6.31pm.**

1.2 LIVESTREAMING AND RECORDING

The Mayor advised that the meeting was being livestreamed and recorded.

1.3 ACKNOWLEDGEMENT OF COUNTRY

Cr Peterson conducted an Acknowledgement of Country.

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

Cr McDonell declared a Significant Non-Pecuniary Interest in Item 5.2 – Appointment of Joint Regional Planning Panel as she is a Councillor Appointed member.

Cr Peterson declared a Significant Non-Pecuniary Interest in Item 5.2 – Appointment of Joint Regional Planning Panel as an applicant is known to him.

Cr Power declared a Non-Significant Non-Pecuniary Interest in Item 5.2 – Appointment of Joint Regional Planning Panel as he is the alternate Councillor Appointed member.

1.5 OPENING PRAYER

Reverend Tim Goldsmith of the Orange Evangelical Church led the Council in Prayer.

LGNSW AWARD PRESENTATION

The Former Mayor Jason Hamling presented a 20 year service award from Local Government New South Wales.

** Cr Kinghorne arrived at the meeting with the time being 6.42pm.**

THE MAYOR DECLARED THE ORDINARY MEETING OF COUNCIL ADJOURNED FOR THE CONDUCT OF THE OPEN FORUM AT 6.42pm.

Item 5.2 – Appointment of Joint Regional Planning Panel (JRPP) Member

- Summer Commins

Cr Kinghorne asked the speaker if there was any risk of conflicts of interest given her Planning work.

The speaker advised that conflicts of interest are disclosed in the general course of her work and this would be no different in the JRPP role.

THE MAYOR DECLARED THE ORDINARY MEETING OF COUNCIL RESUMED AT 6.45pm.

2 MAYORAL MINUTES

Nil

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**RESOLVED - 25/186****Cr T Greenhalgh/Cr S Peterson**

That the Minutes of the Ordinary Meeting of Orange City Council held on 6 May 2025 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the Council meeting held on 6 May 2025.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

4 NOTICES OF MOTION/NOTICES OF RESCISSION

4.1 NOTICE OF MOTION - TEXTILES RECYCLING

TRIM REFERENCE: 2025/869

RESOLVED - 25/187**Cr M McDonell/Cr S Peterson**

That staff investigate the costs and practicalities of a drop-off textiles recycling capacity being offered at the Orange Ophir Road Resource Recovery Centre, including investigating grant funding opportunities as well as partnership opportunities with organisations such as Textile Recyclers Australia, Upparel, Australian Clothing Recyclers, King Cotton, and Clothing Cleanup.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

QUESTION TAKEN ON NOTICE**Cr T Mileto**

Cr Mileto asked when damaged Solar Panels are delivered to the Resource Recovery Centre, can we recycle them.

MATTER ARISING

Cr Kinghorne noted that a Rail Action Group report had been provided to all Councillors and noted that the Central West Joint Organisation would continue to Lobby on the groups behalf.

QUESTION TAKEN ON NOTICE**Cr M Ruddy**

Cr Ruddy noted that since January 2024, 131 women has been impacted by acts of violence. She requested that a report be provided to Council with information relating to an available Council site for a She Matters Mural to be painted.

5 GENERAL REPORTS

5.1 CONFIRMATION OF MINUTES FROM POLICY COMMITTEE MEETINGS 6 MAY 2025

TRIM REFERENCE: 2025/901

RESOLVED - 25/188**Cr J Whitton/Cr G Power**

That Council resolves:

- 1 That the Minutes of the Planning & Development Policy Committee at its meeting held on 6 May 2025 be and are hereby confirmed as a true and accurate record of the proceedings.
- 2 That the Minutes of the Environmental Sustainability Policy Committee at its meeting held on 6 May 2025 be and are hereby confirmed as a true and accurate record of the proceedings.
- 3 That the Minutes of the Finance Policy Committee at its meeting held on 6 May 2025 be and are hereby confirmed as a true and accurate record of the proceedings.
- 4 That the Minutes of the Infrastructure Policy Committee at its meeting held on 6 May 2025 be and are hereby confirmed as a true and accurate record of the proceedings.
- 5 That the Minutes of the Recreation and Culture Policy Committee at its meeting held on 6 May 2025 be and are hereby confirmed as a true and accurate record of the proceedings.
- 6 That the Minutes of the Services Policy Committee at its meeting held on 6 May 2025 be and are hereby confirmed as a true and accurate record of the proceedings.
- 7 That the Minutes of the Regional and Economic Development Policy Committee at its meeting held on 6 May 2025 be and are hereby confirmed as a true and accurate record of the proceedings.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

Cr McDonell & Cr Peterson left the meeting with the time being 7.01pm

5.2 APPOINTMENT OF JOINT REGIONAL PLANNING PANEL (JRPP) MEMBER

TRIM REFERENCE: 2025/882

Cr McDonell declared a Significant Non-Pecuniary Interest in this item as she is a Councillor Appointed member left the chamber and did not participate in discussion or voting on this item.

Cr Peterson declared a Significant Non-Pecuniary Interest in this item as an applicant is known to him left the chamber and did not participate in discussion or voting on this item.

Cr Power declared a Non-Significant Non-Pecuniary Interest in this item as he is the alternate Councillor Appointed member.

RESOLVED - 25/189**Cr K Duffy/Cr D Mallard**

That Council consider the two expression of interest submissions received and determine Ms Summer Commins to be appointed as Council's community representative for the final position on the Western Region Joint Regional Planning Panel - JRPP for the next three (3) year period.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

Cr McDonell & Cr Peterson returned to the meeting with the time being 7.04pm

5.3 STATEMENT OF INVESTMENTS - APRIL 2025

TRIM REFERENCE: 2025/875

RESOLVED - 25/190**Cr D Mallard/Cr F Kinghorne**

That Council resolves to:

- 1 Note the Statement of Investments for the period April 2025.
- 2 Adopt the certification of the Responsible Accounting Officer.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

5.4 QUARTERLY CONSOLIDATED BUDGET REVIEW AND PROGRESS REPORT - QUARTER 3 OF 2024/2025

TRIM REFERENCE: 2025/872

RESOLVED - 25/191**Cr T Greenhalgh/Cr K Duffy**

That Council resolves:

- 1 That the information provided in the report on the Quarterly Budget and Performance Indicators review for January – March 2025 be acknowledged.
- 2 To adopt the variations in the consolidated overall cost to Council arising from the March 2025 quarterly review in the amount of a net operating deficit of \$135,498.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

QUESTION TAKEN ON NOTICE**Cr K Duffy**

Cr Duffy asked for a Report to be provided on the Profit and Loss of Council events relating to the 2025 Rainbow Festival

Cr Peterson asked if the operating balance deficit was now improving to \$136,000.

The Chief Financial Officer indicated that the deficit in the general fund is actually \$186,000, which was the original budget for 2024/25. The forecast deficit in the consolidated fund deteriorated in position slightly to \$136,500 and proposed variations this quarter represent \$135,000.

Cr Peterson asked if the \$18m loan is spilt and does it infer a slower spending which will delay construction.

The Chief Financial Officer indicated the original loan draw down was in one year not over the two years of construction and this does not have any impact on construction.

Cr Peterson acknowledged the pressure on the general fund over the water and sewer budget and asked if staff that work in these areas get paid from the restricted water and sewer funds or from the general operating budget.

The Chief Financial Officer indicated that they are funded by the water and sewer fund.

Cr Peterson indicated that there is a variation on the Conservatorium cashflow, what does this represent.

The Chief Financial Officer indicated that this payment reflects the income that was expected from the sale of the Old Conservatorium that was originally budgeted in 2024/25 however now part of 2025/26.

Cr Kinghorne noted Council applied to the OLG for approval to borrow money for the Conservatorium from its own funds and asked if we are only using half of it was there any expiration on that application?

The Chief Financial Officer advised there was no expiration date for when the draw down occurs.

Cr Kinghorne asked that if we were only taking half of the funds now, did that mean we are earning more on that than the interest on the other half we have not taken.

The Chief Financial Officer indicated that it was still part of our investments earning a similar rate and all investment earnings are more than the loan rate.

QUESTION TAKEN ON NOTICE**Cr J Whitton**

Cr Whitton asked whether Elm trees recently removed on Anson Street near Kite Street would be replaced with Elm or another species of tree.

5.5 RESPONSES TO QUESTIONS TAKEN ON NOTICE

TRIM REFERENCE: 2025/107

RESOLVED - 25/192**Cr M McDonell/Cr G Judge**

That the information contained in the report on responses to Questions Taken on Notice be acknowledged.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

5.6 UPDATE ON OUTSTANDING AND COMPLETED RESOLUTIONS OF COUNCIL INCLUDING QUESTIONS TAKEN ON NOTICE, MATTERS ARISING AND NOTICES OF MOTION

TRIM REFERENCE: 2025/613

RESOLVED - 25/193**Cr T Greenhalgh/Cr M McDonell**

That the information provided in the report on Outstanding and Completed Resolutions, Questions Taken on Notice, Matters Arising and Notices of Motion be acknowledged.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

Cr Peterson asked if there was any progress on the vital signs of Orange.

The Director Corporate & Commercial Services advised the stats were presented through the Economic Development Community Committee as part of the Central West Joint Organisation, know as it was previously 'the placemat'. This is now presented with more information at the Economic Development Community Committee. It is not currently available on Council's website as it does become out of date quickly. We will look at a way that we could include links to the data on websites that are updated.

Cr McDonell asked if we have contacted the New South Wales government agencies for vacant land for affordable housing.

The Director Development Services noted he would need to follow that up however, State owned land will continue to review land with renewing affordable housing statistics and which leads to prior resolution for a housing summit.

Cr Ruddy asked if Arts of West will have an impact on the budget.

The Director Community, Recreation & Cultural Services advised that there is a provision in the budget and the Gallery Director is currently working to report back as it is a body of work.

6 CLOSED MEETING

In accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2021, in the opinion of the Acting Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

In response to a question from the Mayor, the Acting Chief Executive Officer advised that no written submissions had been received relating to any item listed for consideration by the Closed Meeting of Council.

The Mayor extended an invitation to any member of the public present at the meeting to make a presentation to the Council as to whether the meeting should be closed for a particular item.

RESOLVED - 25/194**Cr J Stedman/Cr G Judge**

That Council adjourn into a Closed Meeting and members of the press and public be excluded from the Closed Meeting, and access to the correspondence and reports relating to the items considered during the course of the Closed Meeting be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:

6.1 Proposed Acquisition of Land

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

6.2 NSW Local Roads Congress - Additional Nomination for Councillor Attendance

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (f) matters affecting the security of the Council, Councillors, Council staff or Council property.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton
Against: Nil
Absent: Nil

The Mayor declared the Ordinary Meeting of Council adjourned for the conduct of the Closed Meeting at 7.32pm.

The Mayor declared the Ordinary Meeting of Council resumed at 7.49pm.

7 RESOLUTIONS FROM CLOSED MEETING

The Acting Chief Executive Officer read out the following resolutions made in the Closed Meeting of Council.

6.1 PROPOSED ACQUISITION OF LAND

TRIM REFERENCE: 2025/578

RESOLVED - 25/195**Cr M McDonell/Cr G Power**

That Council proceed with Compulsory Acquisition under the Land Acquisition (Just Terms Compensation) Act 1991 as per the terms contained in this report.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

6.2 NSW LOCAL ROADS CONGRESS - ADDITIONAL NOMINATION FOR COUNCILLOR ATTENDANCE

TRIM REFERENCE: 2025/898

RESOLVED - 25/196**Cr K Duffy/Cr J Whitton**

That Council resolves one additional Councillor will attend the NSW Local Roads Congress to be held in Sydney on Monday 2 June 2025.

For: Cr T Mileto (Mayor), Cr T Greenhalgh (Deputy Mayor), Cr K Duffy, Cr G Judge, Cr F Kinghorne, Cr D Mallard, Cr M McDonell, Cr S Peterson, Cr G Power, Cr M Ruddy, Cr J Stedman, Cr J Whitton

Against: Nil

Absent: Nil

THE MEETING CLOSED AT 7.50PM.

This is Page Number 9 and the Final Page of the Minutes of the Ordinary Meeting of Orange City Council held on 20 May 2025.

COUNCIL MEETING ADJOURNS FOR THE CONDUCT OF THE POLICY COMMITTEES

Planning & Development - Chaired by Melanie McDonell

Environmental Sustainability - Chaired by Cr David Mallard

Finance - Chaired by Cr Steven Peterson

Infrastructure - Chaired by Cr Jeff Whitton

Recreation & Culture - Chaired by Cr Tammy Greenhalgh

Services - Chaired by Cr Marea Ruddy

Regional & Economic Development - Chaired By Cr Tony Mileto (Mayor)

COUNCIL MEETING RESUMES

4 NOTICES OF MOTION/NOTICES OF RESCISSION**4.1 NOTICE OF MOTION - BUDGET ALLOCATION MERC**

RECORD NUMBER: 2025/961

I, **CR KEVIN DUFFY** wish to move the following Notice of Motion at the Council Meeting of 3 June 2025:

MOTION

That Council consider \$20,000 in the 2025/26 budget submission process to support MERC to conduct a campaign to bring back Resources for Regions or a similar program.

Signed Cr Kevin Duffy

STAFF COMMENT

Council pays an annual membership fee, \$9680 in 2024/2025, to the Mining and Energy Related Councils organisation which is extra to this proposed fee.

FINANCIAL/RESOURCING IMPLICATIONS

This will be considered as a budget submission.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

4.2 NOTICE OF MOTION - ANZAC BANNERS

RECORD NUMBER: 2025/962

I, **CR KEVIN DUFFY** wish to move the following Notice of Motion at the Council Meeting of 3 June 2025:

MOTION

That Council display the ANZAC Banners for the Locally Fallen from the First Monday of April to the First Sunday of May each year for the next four years, 2026, 2027, 2028 2029.

Signed Cr Kevin Duffy

STAFF COMMENT

Staff are happy to accommodate a prescribed time for the banners to be on display.

It is noted that banners are normally changed on the Monday of the change over week, so it is suggested that Councillors consider a time frame that allows the longer period without changing the regular routine change out period, for example, *that Council display the ANZAC Banners for the Locally Fallen are display from at least the first Monday of the month of April until the first Sunday of the month of May for the next four years, 2026, 2027, 2028 and 2029.*

This would allow the requested time both before and after 25 April without creating an additional burden or change for staff who erect the banners.

FINANCIAL/RESOURCING IMPLICATIONS

A longer time frame reduces the potential income from other banners being displayed during this period, however noted that this income loss is minimal.

POLICY AND GOVERNANCE IMPLICATIONS

There are no policy or governance implications that have been identified.

4.3 NOTICE OF MOTION - CONGRATULATIONS TO ORANGE LOCAL ABORIGINAL LAND COUNCIL

RECORD NUMBER: 2025/963

I, **CR KEVIN DUFFY** wish to move the following Notice of Motion at the Council Meeting of 3 June 2025:

MOTION

That Council write to the Orange Local Aboriginal Land Council and congratulate them for their contribution and co-operation towards the Crown Land transfer program.

BACKGROUND

Council will recall the signing of the Orange Crown Land Transfer Program which saw around 86 hectares of land returned to the Orange Local Aboriginal Land Council.

In a first-of-its-kind agreement, the Crown land transfer in Orange was the largest in NSW's history.

Under the agreement, the LALC took ownership of 86 hectares which includes part of the original nine-hole golf course at Bloomfield, the driving range, the Bloomfield Hall, the Agricultural Research Station on Forest Road and part of Orange's racecourse at Towac Park.

Signed Cr Kevin Duffy

4.4 NOTICE OF MOTION - POST CONFERENCE REPORT - 2025 FLOODPLAIN MANAGEMENT AUSTRALIA NATIONAL CONFERENCE - 13-16 MAY 2025

RECORD NUMBER: 2025/965

I, **CR TAMMY GREENHALGH** wish to move the following Notice of Motion at the Council Meeting of 3 June 2025:

MOTION

That Council note the contents of this report and continues to support Floodplain Management Australia.

BACKGROUND

The 2025 Floodplain Management Australia (FMA) National Conference, held from 13–16 May 2025 at Pullman Melbourne on the Park, marked a historic moment as it is the first time the event was hosted in Victoria. Themed “Flood Knows No Boundaries,” the conference brought together over 400 delegates from across Australia and internationally, including engineers, planners, emergency managers, researchers, insurers and community leaders

FMA, established in 1961, plays a pivotal role in promoting sustainable floodplain development and reducing flood risk. The 2025 conference came at a critical time, as Australia continues to face increasing flood events due to climate change, urban expansion, and aging infrastructure.

The conference opened with a Welcome to Country and a keynote by a leading Indigenous water knowledge expert, who emphasized the importance of integrating First Nations perspectives into floodplain planning. This was followed by a series of plenary sessions that addressed:

- Climate change and flood risk: Presentations from CSIRO and the Bureau of Meteorology highlighted updated projections showing increased rainfall intensity and frequency of extreme events.
- National flood policy reform: Representatives from the Department of Climate Change, Energy, the Environment and Water (DCCEEW) discussed the evolving National Adaptation Plan and its implications for local governments.
- International perspectives: Experts from the Netherlands and the United States shared lessons from large-scale flood mitigation projects, including managed retreat and adaptive infrastructure.

These sessions set the tone for a conference focused on collaboration, innovation, and resilience.

The conference featured over 40 technical sessions across multiple streams. Key themes included:

- 1 Flood Modelling and Forecasting
 - Advances in 2D hydraulic modelling using LiDAR and drone data.
 - Real-time flood forecasting systems integrating machine learning and IoT sensors.
 - Case studies from Queensland and New South Wales on model calibration and validation.
- 2 Urban Flood Management
 - Challenges of managing stormwater in high-density developments.
 - Use of green infrastructure (e.g. rain gardens, permeable pavements) to reduce runoff.
 - Integration of flood risk into planning schemes and zoning codes.

4.4 Notice of Motion - Post Conference Report - 2025 Floodplain Management Australia National Conference - 13-16 May 2025

3 Community Engagement and Risk Communication

- Innovative tools for visualising flood risk (e.g. virtual reality, interactive maps).
- Strategies for engaging culturally and linguistically diverse communities.
- Lessons from recent flood events on improving public trust and preparedness.

The keynote speakers were two Year 6 students from St Joseph's Catholic Primary School in Eugowra who had developed a flood early warning system. The project was awarded the "Making a Difference Award" at the 2024 STEM showcase in Brisbane.



A highlight of the conference was the field trips to key flood-prone areas in and around Melbourne, including:

- The Maribyrnong River floodplain, where participants examined recent flood impacts and mitigation works.
- The Moonee Ponds Creek corridor, showcasing integrated water management and community-led greening projects.
- Visits to stormwater harvesting sites and constructed wetlands demonstrating nature-based solutions.

These excursions provided valuable context for the technical discussions and highlighted the importance of place-based approaches to floodplain management.

The trade exhibition featured over 30 exhibitors including:

- Technology providers offering AI-powered flood prediction tools.
- Consulting firms showcasing integrated catchment management solutions.
- Government agencies presenting new guidelines and funding programs.

Notable innovations included:

- Smart flood sensors with satellite connectivity.
- Digital twin platforms for flood scenario planning.
- Community alert apps with multilingual support and geofencing.

The exhibition underscored the growing role of data, design, and digital tools in managing flood risk.

4.4 Notice of Motion - Post Conference Report - 2025 Floodplain Management Australia National Conference - 13-16 May 2025

Several awards were presented including:

- Young Floodplain Manager of the Year.
- Excellence in Flood Risk Communication.
- Best Paper Presentation.

Orange City Council currently has numerous projects in the feasibility, design and construction space, and the insights of this conference has added value to these projects. Council's Manager of Engineering is considering drafting a paper for next year's conference discussing the successes of C7, C2 and C6 basins along with the outcomes of the current feasibility and design of 8 flood mitigation projects.

Looking ahead, FMA announced that the 2026 conference will be held on the Gold Coast, with a continued focus on climate resilience, equity, and innovation. It is recommended that Council continue its support for the FMA.

Signed Cr Tammy Greenhalgh

5 GENERAL REPORTS

5.1 FIRE AND RESCUE NSW - REPORT

RECORD NUMBER: 2025/688

AUTHOR: Melissa Maccallum, Manager Building and Environment

EXECUTIVE SUMMARY

As required under the Environmental Planning and Assessment Act (Schedule 5, Part 8, Clause 17(2)) any report from the Commissioner of Fire and Rescue NSW (FRNSW) is to be tabled to Council.

Council has been advised of two properties where FRNSW found it appropriate to advise Council of non-compliance issues with regard to fire safety measures.

Council is the Regulatory Authority responsible for ensuring that the owners of these properties address the concerns raised by FRNSW. Staff are currently engaged with both building owners, working to finalise these matters. Some of the matters are maintenance matters and will be addressed quickly by the owners as a matter of course. There are also some fire system upgrade works that will take a little longer as they require design and upgrade construction works to bring the systems to compliance with current standards.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “18.1. Provide representative, responsible and accountable community governance”.

FINANCIAL IMPLICATIONS

The buildings are not owned by Council. Building owners are responsible for the maintenance of their buildings. There are no financial implications for Council other than staffing costs associated with the regulation of building fire safety, which is part of our business-as-usual operations.

POLICY AND GOVERNANCE IMPLICATIONS

Council has an Investigation and Enforcement Policy that is being followed with this matter. This report detailing the actions of the NSW Fire and Rescue is provided to Council as required by the Environmental Planning and Assessment Act. Staff will continue with enforcement action in accordance with Council Policy.

RECOMMENDATION

- 1 That Council acknowledges the receipt of two reports from Fire and Rescue NSW relating to recommended maintenance and upgrade works to two buildings in the City.**
- 2 That Council acknowledge staff are working with owners to achieve compliance with the recommendations outlined in the FRNSW report.**
- 3 That Council determine in accordance with Schedule 5 of the Environmental Planning and Assessment Act, not to issue Fire Safety Orders on the building owners, however acknowledge that staff have existing Council delegation to issue Fire Safety Orders should building owners not action the recommendations of FRNSW as required.**
- 4 That Council notify the Commissioner of FRNSW of Council’s actions and determination in regards to this matter.**

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

In accordance with the requirements of the Environmental Planning and Assessment Act, Council has been advised by Fire and Rescue NSW of several non-compliant fire safety measures.

Fire and Rescue NSW has written to Council advising that during recent inspections of two commercial properties they identified a number of non-compliant fire safety matters. This report has been provided to Council as there is a legal requirement under the Environmental Planning and Assessment Act, that when such FRNSW inspection reports are received by Council, they must be formally reported to the Council.

The matters identified range from altered/vandalised fire measures, poor site housekeeping, lack of maintenance and insufficient firefighting systems.

Staff are currently engaged with both building owners, working to finalise these matters. This upgrade work is not uncommon for buildings of this age. At this stage, as the building managers have actioned the reports, no additional regulatory enforcement action is required by Council.

This is a timely reminder that it is important and indeed a legal requirement, for all commercial building owners to have the fire safety measures in their buildings regularly inspected and certified as operational at least on an annual basis.

Whilst this matter relates to the fire safety of commercial buildings, the importance of private, home owners inspecting their own smoke detectors and replacing the batteries each year to ensure that they are working is highlighted, particularly as we go into winter.

Attached are the FRNSW reports as required by the legislation.

ATTACHMENTS

- 1 Report - 5295 Mitchell Highway, D25/40347 [↓](#)
- 2 Report - 217-227 Summer Street, D25/40330 [↓](#)

OFFICIAL



File Ref. No: FRN14/1965 – BFS24/6814 - 8000038766
TRIM Ref. No: D25/018712
Contact: Ryan Maestri

6 March 2025

General Manager
Orange City Council
PO Box 35
ORANGE NSW 2800

Email: council@orange.nsw.gov.au

Attention: Manager Compliance/Fire Safety

Dear Sir / Madam

**Re: INSPECTION REPORT
ORANGE HOMEMAKER CENTRE
5295 MITCHELL HIGHWAY, ORANGE ("the premises")
(AKA 168 LONE PINE AVENUE, ORANGE)**

Fire and Rescue NSW (FRNSW) received correspondence on 19 October 2024 concerning the adequacy of the provision for fire safety in connection with 'the premises'.

The correspondence stated that:

- *For all tenancies, at least on the main building (inc. Harvey Norman, Jaycar, and so on), on the rear wall where the loading docks are, all pedestrian Fire Exit doors are improperly marked with a green-on-green design that is hard to read in good weather, let alone in poor conditions, smoke scenario, etc. I am very doubtful that it is compliant, and this issue spreads across all tenancies.*
- *For the Jaycar tenancy, they appear to be the only tenant in that main building where there are no bollards behind the pedestrian egress door to prevent cars from blocking in staff. Such an incident occurred this year (2024), and when staff opened the door into the parked car, the owner of the car became violent and threatening. NSW Police Force became involved, and that Harvey Norman worker was terminated. However, the problem persists and the managing agent as well as Jaycar have both confirmed that neither of them will be covering the*

Fire and Rescue NSW

ABN 12 593 473 110

www.fire.nsw.gov.au

Community Safety Directorate
Fire Safety Compliance Unit

1 Amarina Ave
Greenacre NSW 2190

T (02) 9742 7434
F (02) 9742 7483

www.fire.nsw.gov.au

Page 1 of 7

OFFICIAL

OFFICIAL

cost to rectify the site to protect the people working at Jaycar. As such, some staff have resigned partially due to feeling entirely unsafe.

Pursuant to Section 9.32(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), Authorised Fire Officers from the Fire Safety Compliance Unit of FRNSW inspected 'the premises' on 30 January 2025.

On behalf of the Commissioner of FRNSW, the comments in this report are provided under Section 9.32(4) and Schedule 5, Part 8, Section 17(1) of the EP&A Act.

The items listed in the comments of this report are based on the following limitations:

- A general overview of the building was obtained without using the development consent conditions or approved floor plans as a reference.
- Details of the Provisions for Fire Safety and Fire Fighting Equipment are limited to a visual inspection of the parts in the building accessed and the fire safety measures observed at the time.

COMMENTS

The premises contains three buildings. The building identifiers are listed in Figure 1.

The following items were identified during the inspection:

Harvey Norman building

1. Egress

Harvey Norman building

- 1A. The rear exit door leading from the Jaycar tenancy has not been provided with an external bollard to prevent the blocking of the exit by vehicles or other objects, contrary to the requirements of Clause D2D15 of the National Construction Code Volume 1 2022 (NCC).
- 1B. The glass exit door adjacent to the Harvey Norman fire indicator panel incorporated a snib lock, which prevents the door being opened by a single hand downward action on a single device contrary to the requirements of Clause D3D26 of the NCC.
- 1C. The western exit door leading from the Harvey Norman warehouse / dock area was obstructed by stored objects, contrary to the requirements of Section 109 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 (EPAR).

The warehouse staff member was instructed to clear the obstruction during the site inspection.

OFFICIAL

- 1D. The path of travel on the northern side of the storage racking within the Harvey Norman warehouse / dock area was obstructed by stock and a propped open door, contrary to the requirements of Section 109 of the EPAR. The warehouse staff member was instructed to clear the obstruction during the site inspection.
2. Services and Equipment
- 2A. Combined Sprinkler and Fire Hydrant System
- Amart Building
- A. The test pressure signage at the booster assembly stated a test pressure of 1,600 kPa for the combined sprinkler and fire hydrant system, contrary to the requirements of Clause 8.4 of AS 2419.1-2005. AS 2419.1 states a test pressure of at least 1700 kPa or 1.5X the design pressure.
- B. A spanner was not provided for the replacement of sprinkler heads at the premises, contrary to the requirements of Clause 6.7 of AS 2118.1-2017.
- C. The information contained on the combined sprinkler and fire hydrant system block plan indicated that the system required a total water flow of 3,593 litres / min with a water supply from Lone Pine Avenue in a 300 mm main. The block plan indicates that the connection to the main is 200 mm in diameter and decreases to 150 mm at the boundary, to connect to the booster assembly and the on-site pumps.
- A total of 4 boost inlets are provided at the booster which are only able to provide 40 L/s (2,400 L/min) as per Clause 7.4 of AS 2419.1-2005.
- FRNSW are of the opinion that the:
- 150 mm pipe providing water to the on-site pumpsets may be of insufficient size to provide the required flow rate.
 - Four boost inlets at the fire brigade booster assembly are unable to provide the required flow rates.
- 2B. Fire Hose Reels
- Harvey Norman building
- A. The fire hose reel adjacent to the western exit door from the Harvey Norman warehouse area was obstructed with stored objects, contrary to the requirements of Clause 10.1 of AS 2441-2005.

OFFICIAL

2C. Fire Hydrant System

Harvey Norman building / Fantastic Furniture building

- A. The fire hydrant pumpset was isolated at the time of inspection with a handwritten sign attached stating "diesel pump isolated as jacking pump requires replacement".
- B. The pressure gauge located at the fire hydrant booster assembly inlets appeared to be faulty, as the pressure gauge displayed a reading of 2000 kPa.
- C. FRNSW are of the opinion that the fire hydrant system was originally installed as an Ordinance 70 hydrant system. Upgrade works were undertaken in 1999 to meet AS2419.1-1994 which led to the installation of feed hydrants at the booster assembly and maybe the fire hydrant pumpset and pumproom. FRNSW are of the opinion that the on-site pump / feed hydrant configuration is incorrect.

As a result of a test conducted by FRNSW at the time of inspection, FRNSW officers are of the opinion that the feed fire hydrants are connected downstream of the fire hydrant pump, contrary to the requirements of AS 2419.1-1994, in a reverse 'in series' configuration.

In this regard, FRNSW 'closed' the isolation valves at the on-site pumpset which stopped the flow of water to the feed fire hydrants. During firefighting operations, firefighters use the feed fire hydrants as a water supply to the fire brigade pumping appliance before boosting the hydrant installation.

- D. The fire hydrant block plan showed the location of three external fire hydrants that are part of the fire hydrant system for the Amart building and are not connected to the subject fire hydrant booster. This may create confusion during firefighting operations.

2D. Automatic Fire Suppression System (Sprinklers)

Fantastic Furniture building

- A. The sprinkler pump room was not provided with adequate artificial lighting or emergency lighting, contrary to the requirements of Clause D5 of Appendix D of AS2941-2013.

2E. Wall-wetting Drenchers

Harvey Norman building

- A. The isolation valve for the wall-wetting drenchers protecting fire wall openings in the Harvey Norman tenancy is located within a cabinet meant for portable fire extinguishers and is not

OFFICIAL

appropriately labelled, contrary to the requirements of Clause 3.3.2 of AS 2118.2-2010.

3. Maintenance

Harvey Norman / Fantastic Furniture building

- 3A. The portable fire extinguisher located within the fire hydrant pumproom was tagged as having last been maintained in August 2022, contrary to the requirements of Clause 10.4 of AS 1851-2012.

Amart building

- 3B. The portable fire extinguisher located within the combined sprinkler and fire hydrant system pumproom was tagged as having last been maintained in February 2021, contrary to the requirements of Clause 10.4 of AS 1851-2012.

4. General

- 4A. A current Annual Fire Safety Statement was not displayed in a prominent location within the building or provided to FRNSW contrary to the requirements of Section 89 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.

FRNSW believes that there are inadequate provisions for fire safety within the building.

WORKS IN PROGRESS

In consultation with the building manager, works are currently being undertaken in relation to item 2C A above. In this regard, Council is not presently required to act on item 2C A of this report.

RECOMMENDATIONS

FRNSW recommends that Council:

- a. Review items 1 to 4 of this report and conduct an inspection.
- b. Address any other deficiencies identified on "the premises".
- c. Ensure that the sprinkler / fire hydrant system serving the Amart building is reviewed by an appropriately qualified person (e.g. a hydraulic engineer) to determine whether it is able to perform to its design standard as installed.
- d. Ensure that the fire hydrant system serving the Harvey Norman building / Fantastic Furniture building is review with a view to:
 - Determining the extent of the hydrant system,

OFFICIAL

- Reconfiguring the pipework at the booster assembly / pumpset connections.
- Upgrading the fire hydrant block plan so that it accurately reflects the extent of the system.
- e. Ensure the fire safety measures serving the premises are being regularly maintained and that an Annual Fire Safety Statement is being provided to both the Council and FRNSW.

Please be advised that Schedule 5, Part 8, Section 17(2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting. This matter is referred to Council as the appropriate regulatory authority. FRNSW awaits the Council's advice regarding its determination under Schedule 5, Part 8, Section 17 (4) of the EP&A Act.

Please do not hesitate to contact Ryan Maestri of FRNSW's Fire Safety Compliance Unit at FireSafety@fire.nsw.gov.au or call (02) 9742 7434 if there are any questions or concerns about the above matters. Please refer to file reference FRN14/1965 – BFS24/6814 - 8000038766 regarding any correspondence concerning this matter.

Yours faithfully

Ryan Maestri
Senior Building Surveyor
Fire Safety Compliance Unit

OFFICIAL

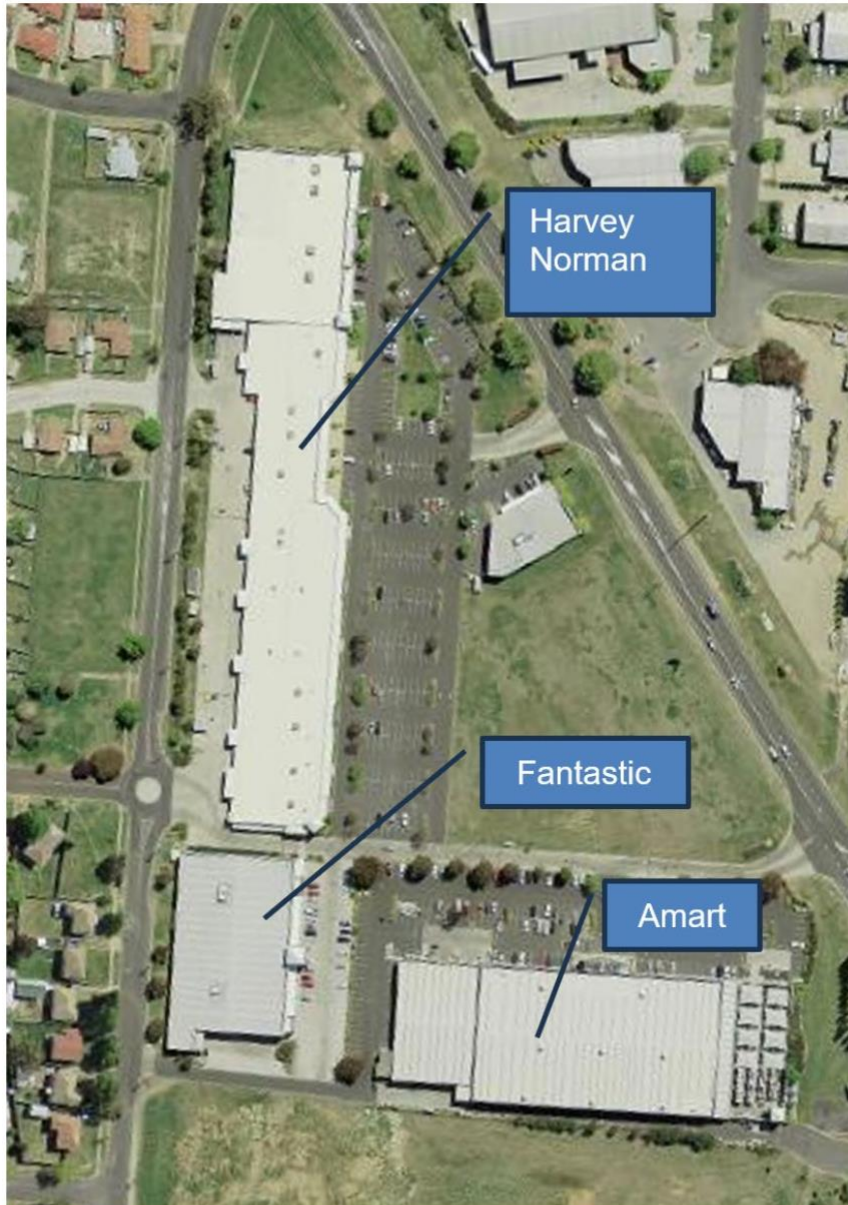


Figure 1

OFFICIAL

OFFICIAL



File Ref. No: FRN23/3799 - BFS24/7389 - 8000039215
TRIM Ref. No: D2025/012908
Contact: Inspector Paul Scott

14 February 2025

General Manager
Orange City Council
PO Box 35
ORANGE NSW 2800

Email: council@orange.nsw.gov.au

Attention: Manager Compliance/Fire Safety

Dear Sir / Madam

**Re: INSPECTION REPORT
COMMERCIAL PROPERTY
217 SUMMER STREET ORANGE ("the premises")**

Fire and Rescue NSW (FRNSW) received correspondence concerning the adequacy of the provision for fire safety in connection with 'the premises'.

The correspondence stated that:

- *The fire door was blocked by large volume of rubbish.*
- *The subject premises was, Got It Discount Variety Store.*

Pursuant to Section 9.32(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), Authorised Fire Officers from the Fire Safety Compliance Unit of FRNSW inspected 'the premises' on 29 January 2025.

On behalf of the Commissioner of FRNSW, the comments in this report are provided under Section 9.32(4) and Schedule 5, Part 8, Section 17(1) of the EP&A Act.

The items listed in the comments of this report are based on the following limitations:

- A general overview of the building was obtained without using the development consent conditions or approved floor plans as a reference.

Fire and Rescue NSW

ABN 12 593 473 110

www.fire.nsw.gov.au

Community Safety Directorate
Fire Safety Compliance Unit

1 Amarina Ave
Greenacre NSW 2190

T (02) 9742 7434
F (02) 9742 7483

www.fire.nsw.gov.au

Page 1 of 4

OFFICIAL

OFFICIAL

- Details of the Provisions for Fire Safety and Fire Fighting Equipment are limited to a visual inspection of the parts in the building accessed and the fire safety measures observed at the time.

COMMENTS

217 Summer Street incorporates four (4) occupancies, Bed Bath and Table, Blue Illusion, Got It Discount Variety Store and United Dance Project.

The following items were identified during the inspection:

1. Fire Safety Measures

1A. Certification

- A. FRNSW have not received an annual fire safety statement for the premises to determine the standard of performance each essential fire safety measures is installed to.
- B. Fire safety measures observed at the premises are not being maintained in accordance with Section 81 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 (EPAR2021).

Bed, Bath and Table appears to be the only occupancy receiving regular maintenance.

Maintenance tags on one hose reel in the dance studio was last stamped in 2011 and an extinguisher was stamped in 2014. The safety pin in the extinguisher was not retained in the handle. It is possible that the extinguisher will not operate as intended as it may have been discharged.

1B. Automatic Fire Sprinkler System

- A. A sprinkler system is installed at the premises. FRNSW are of the opinion that the sprinkler may act as wall wetting drenchers, meeting the standard of performance of Australian Standard (AS) 2118.2. The external wall of the premises is within three (3) metres of the boundary and the external wall wetting sprinklers may be installed to the requirements of Clause C4D3 of the National Construction Code 2022, Volume 1 Building Code of Australia (NCC).

The sprinkler head installed external to the rear double doors of Got It Discount did not have a glass bulb or fusible link installed. As such, FRNSW are of the opinion that the sprinkler system has been isolated from automatic operation and will not protect the premises from a fire from the adjoining properties. FRNSW were unable to

OFFICIAL

locate the sprinkler isolation valve or signage contrary to the requirements of 3.3.2 of AS 2118.2-2010.

1C. Portable Fire Extinguishers

- A. Fire extinguishers are not being maintained throughout the premises.
- B. An extinguisher sign was installed adjacent to the rear double doors in Got it Discounts. A fire extinguisher was not visible.

1D. Fire Hose Reels

- A. Fire hose reels are not being maintained throughout the premises.
- B. The fire hose reel in Git It Discounts was unable to be utilised as it was installed behind stock and store furnishings.
 - i. The hose reel was cleared at a re-inspection 30 January 2025.

1E. Smoke Detection and Alarm System (SDAS)

- A. The Fire Detection Control and Indicating Equipment (FDCIE) is located in the Dance Studio. The addressing for the zones does not represent the current occupancies contrary to the requirements of Clause 3.10 of AS 1670.1-2018, which may delay fire brigade intervention.
- B. The magna-latches installed on the double doors in the dance studio did not appear to be powered to hold the fire doors in the open position.
- C. A maintenance logbook was not located at the FDCIE to determine if regular maintenance is being carried out.

1F. Access and Egress.

- A. The rear egress and loading dock door of Got It Discounts are double leaf type doors. These doors should be provided with a path of travel not less than 2000 mm wide. FRNSW are of the opinion that the double door may have been a requirement for the base build and original occupancy. A review of occupant numbers and egress strategy could be considered to determine safe egress widths within the tenancy.

2. Compartmentation and Separation

- A. The self-closing devices installed on the double doors in the dance studio are broken or disconnected, and therefore not maintained to allow the door to return to a fully closed position contrary to the requirements of Clause C4D6 of the NCC. At the time of the

OFFICIAL

inspection, the doors were in the open position. The magnetic latching devices did not appear to be powered or controlled by the FDCIE to hold the fire doors and automatically release on fire trip or by sprinkler activation.

FRNSW are unable to determine if these double doors were installed after the original build and should be provided with a sprinkler (drencher) head as other openings on the boundary.

FRNSW believes that there are inadequate provisions for fire safety within the building.

RECOMMENDATIONS

FRNSW recommends that Council:

- a. Review items 1 and 2 of this report and conduct an inspection.
- b. Address any other deficiencies identified on "the premises".

Please be advised that Schedule 5, Part 8, Section 17(2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting. This matter is referred to Council as the appropriate regulatory authority. FRNSW awaits the Council's advice regarding its determination under Schedule 5, Part 8, Section 17 (4) of the EP&A Act.

Please do not hesitate to contact Inspector Paul Scott of FRNSW's Fire Safety Compliance Unit at FireSafety@fire.nsw.gov.au or call (02) 9742 7434 if there are any questions or concerns about the above matters. Please refer to file reference FRN23/3799 - BFS24/7389 - 8000039215 regarding any correspondence concerning this matter.

Yours faithfully

Paul Scott
Team Leader Fire Safety Compliance
Fire Safety Compliance Unit

5.2 SHE MATTERS MURAL

RECORD NUMBER: 2025/971

AUTHOR: Scott Maunder, Director Community, Recreation and Cultural Services

EXECUTIVE SUMMARY

This report seeks Council's support for the installation of a "She Matters" mural.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy "3.1. Support projects and programs that address crime and safety and contribute to an increased sense of safety in our homes and wider community".

FINANCIAL IMPLICATIONS

Nil – Installation and maintenance of Mural is no cost to Council.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

- 1 That Council supports the installation of a "She Matters" mural on the amenity block in the Southcourt; and
- 2 That the installation remains in place for a minimum period of six months.

FURTHER CONSIDERATIONS

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

Reputation/Political	There is a minor risk that some members of the community may not support the installation of the mural and could attempt to damage it once installed. This risk is mitigated by applying a graffiti-resistant coating to the artwork.
----------------------	---

SUPPORTING INFORMATION

Proposal: Installation of "Am I Next?" Mural Honouring Victims of Gender-Based Violence

Since January this year, 131 women in Australia have lost their lives to acts of violence. This is a national crisis—one that demands both recognition and action.

To honour these women and raise urgent awareness about gender-based violence, journalist and advocate **Sherele Moody** has created a powerful poster mural that was recently installed in **Hosier Lane, Melbourne**. This impactful public artwork has drawn national attention, sparking meaningful dialogue and community engagement.

We now have an opportunity to bring this same message to **Orange**, at **no cost to Council**.

Sherele Moody has generously offered to install a similar mural in Orange, with all **materials and installation costs fully covered**. Ongoing upkeep will be managed by local volunteers, coordinated through the not-for-profit organisation **Am I Next?**

Key Details of the Proposal:

- **Duration:** Initial installation period of **six months**
- **Wall Requirements:** Ideally **8–10 metres long** and **3–4 metres high**
- **Recommended Location:** The **amenities wall in Southcourt**, measuring 25m long and 2.7m high. It has
 - High visibility and foot traffic
 - Undercover and well-lit
 - Monitored by **CCTV** for security

Council has contacted Sherele who, has confirmed that the wall size is suitable for the installation.

At the conclusion of the installation period, **deinstallation is straightforward**, with minor restoration costs estimated at **less than \$500** (primarily for repainting).

This initiative presents a **powerful, no-cost opportunity** for the City of Orange to stand in solidarity with victims and survivors, raise awareness within the community, and demonstrate leadership in addressing gender-based violence.

5.3 RAINBOW FESTIVAL 2025

RECORD NUMBER: 2025/986

AUTHOR: Jen Sharp, Director Corporate & Commercial Services

EXECUTIVE SUMMARY

This report is in response to the request to have a profit and loss report presented to Council for the 2025 Rainbow Festival Events run by Orange City Council.

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

The Profit and Loss calculations are listed in the detail of this report.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note the report on the Rainbow Festival 2025.

SUPPORTING INFORMATION

The Rainbow Festival occurred this year between 19 and 23 March 2025 and included a shift to Community Led events which dominated the event schedule.

Council planned and ran two events within the schedule, being the Rainbow Walk and Community Gathering on Saturday morning and the Pride Street Party held on Saturday Night.

The original budget for the events run by Council was \$100,000.

At the meeting of 18 June 2024 Council Resolved to quarantine \$50,000 until a project plan with additional event information could be provided to Council. (Resolution 24/247)

On 17 December 2024, the Council was presented with additional information and a budget for the events. At that meeting the amount of the Council contribution was reduced to \$30,000. There was an understanding that the reduction from \$50,000 to \$30,000 could be offset by either sponsorships or ticket sales. Any additional sponsorships or ticket sales would be used to lower the Council contribution even further. (Resolution 24/506)

The Rainbow Festival Committee and Council event staff worked to obtain event sponsorship in cash and kind to offset the reduced contribution by Council.

The December meeting papers included reference to the Regional Youth Investment Program Grant of between \$10,000 and \$12,000. Those funds are directly connected to the Rainbow Walk and Community Gathering (Day event) and could only be used for that event. The final cost for that event was \$10,116 and the grant was reduced to the total cost to Council of the event in accordance with the agreement.

Overall, the events cost \$104,462 against an income of \$108,162, including the contribution of \$30,000 from Council.

5.3 Rainbow Festival 2025

This resulted in a \$3,700 profit.

The profit ultimately means that the Council contribution was lowered to \$26,300 and the remaining funds were allocated to the Experience Orange event, held on 4 May, which also received great feedback.

Below is a report showing how the adjustments in income were offset with each change to the Council contribution amount and the final costs associated with the two events shown in the "Actuals" column.

Rainbow Festival 2025 Profit and Loss

	Original Budget 11 Jun 2024	Draft Budget 17 Dec 2024	Final Budget 4 Mar 2025	Actuals
INCOME				
Council Contribution	100,000	50,000	30,000	30,000
Destination NSW Regional Event Fund		20,000	20,000	20,000
Newmont Tourism Event Sponsorship		20,000	20,000	20,000
Regional Youth Investment Program		10,000	10,000	10,116
Sponsorships / Co-Contributions			10,000*	13,864
Ticket Sales			10,000*	14,182
TOTAL INCOME	100,000	100,000	100,000	108,162
EXPENSES				
Entertainment	30,000	30,000	30,000	30,686
AV	30,000	30,000	30,000	33,492
Marketing, Print & Staffing	10,000	10,000	10,000	10,316
Toilets	5,000	5,000	5,000	5,671
Bins, Furniture & Hire Equipment	6,000	6,000	6,000	8,141
Security Fencing Traffic & Generators	18,000	18,000	18,000	15,161
Consumables & Miscellaneous	1,000	1,000	1,000	995
TOTAL EXPENSES	100,000	100,000	100,000	104,462
Profit / (Loss)	-	-	-	3,700

*Assumed income to offset the reduction in Council Contribution

5.4 FILM PRODUCTION SUPPORT

RECORD NUMBER: 2025/1011

AUTHOR: Scott Maunder, Director Community, Recreation and Cultural Services

EXECUTIVE SUMMARY

Samuel Rodwell, a local film maker is seeking \$12,000 in support from Orange Council to meet the funding shortfall for this project in addition to in-kind support as detailed in this report

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “4.2. Deliver cultural facilities and programs that reflect the interests of a culturally diverse community”.

FINANCIAL IMPLICATIONS

Council does not have a grant program that this request falls under.

Should Council choose to support the project this would see the operating result of Council worsen by \$12,000 or the replacement of other projects currently in Council’s Delivery Plan.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council:

- 1 Support the in-kind request received for the film production; and**
- 2 Add the \$12,000 as a budget submission.**

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

Samuel (Sam) Rodwell is a 27-year-old, Orange-based filmmaker, who’s rising talent and body of work has been recognised by Australia’s finest screenwriters and directors, international film festivals to the Australian Directors’ Guild, Screenworks, Screen NSW and Fremantle Australia. Sam is an award-winning multidisciplinary filmmaker.

Sam is best known for directing and producing the internationally acclaimed documentary short *Inferno* capturing frontline firefighters battling the 2018 Mount Canobolas and 2019/20 Black Summer mega-fires.

Sam is currently in production on his next short film which has received funding from Regional Arts NSW, Creative Australia, Orange Regional Arts Foundation, Orange Film Society and Arts OutWest.

5.4 Film Production Support

Sam is seeking \$12,000 in support from Orange Council to meet the funding shortfall for this project in addition to in-kind support being:

- Waived Filming Permits for public locations.
- Access to abandoned vehicles at Council Depot for the production to use accordingly.
- Access to Traffic Control equipment and personnel (if required) for street and public space closures for filming.
- Access to Transport Services (if required).
- Access to Communication and Media support for the production to use for informing community on filming activities, participation and opportunities.

Sam's budget for the film is:

\$11,000 in total covering pre-production (plan, legal, insurance) estimated costs.

\$51,000 in total covering production (filming) estimated costs.

\$20,000 in total cover post-production (edit, sound, music, format) estimated costs.

\$5,000 in total covering film festival submission fees, print and advertising estimated costs.

\$87,000 estimated in total covering development, production, delivery and marketing preliminary costs

Sam has secured funding as follows:

Create NSW / Arts OutWest: Country Arts Support Program – \$1742 (development)

Regional Arts NSW: Quick Response Grant – \$2278 (development)

Regional Arts NSW: Project Grant – \$30,000 (production)

Creative Australia: MATCH LAB Fundraiser / Grant – \$31,400 (production)

(inclusive of donations from Orange Regional Arts Foundation and Orange Film Society).

Producer's Contribution: Samuel Rodwell - \$10,000 (production)

\$75,420 in approved funding

THE OBJECTIVES OF THE PROJECT ARE:**SHORT FILM**

Produce a short film that is a big screen cinematic experience, emotionally powerful, presents a conclusive story with thrilling action and explores relevant themes that will captivate regional, national and global audiences across international film festival and broadcast releases.

COMMUNITY

Maintain strong communication and collaboration with community leaders, businesses and organisations that are supporting the project's fruition to ensure beneficial and positive outcomes for the Orange region can be achieved seamlessly and effectively in parallel to the project's development and production.

TALENT ESCALATION

Foster localised emerging filmmakers by the provision of paid skills development attachments across cast and crew roles to gain professional on-the-job learning experiences and obtain production credits to increase the prospects of career progression, representation, and industry employment.

CULTURAL TOURISM

Leveraging pre-existing community infrastructure and events to screen the short film at galleries and festivals that can be utilised as a cultural tourism asset by various sectors to encourage economic growth and attraction to the Orange region.

PROOF-OF-CONCEPT

Leveraging the completed short film as a feature film proof-of-concept to demonstrate the strengths of the idea, generate marketplace interest across film festivals and to assist in securing major development and production investment from key stakeholders in government and private sectors.

LETTERS OF SUPPORT

Sam has secured letters of support from:

Orange360

Arts OutWest

Regional Arts NSW

Orange City Council

Masada Picture Cars

The Remington Orange

Orange Regional Arts Foundation

Orange Aboriginal Medical Service

Hon. Andrew Gee MP, Member For Calare

Philip Donato MP, Member For Orange

Orange Local Aboriginal Land Council

Regional Development Australia Central West

Nicholas Lee (Famed 60 Minutes Cameraman)

5.5 STRATEGIC POLICY REVIEWS - POST EXHIBITION

RECORD NUMBER: 2025/1017

AUTHOR: Janessa Constantine, Manager Corporate Governance

EXECUTIVE SUMMARY

This report presents the following policies which have been on public exhibition during the period 16 April 2025 to 23 May 2025:

- ST36 – Banners
- ST37 – Outdoor Dining
- ST38 – Events of Council Owned/Managed Land
- ST39 – Event Industry Sponsorship

No submissions were received. It is recommended that these policies are now adopted.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “18.1. Provide representative, responsible and accountable community governance”.

FINANCIAL IMPLICATIONS

Nil.

POLICY AND GOVERNANCE IMPLICATIONS

Council’s Strategic Policies are reviewed and amended to ensure ongoing compliance with legislation and industry best practice.

Policies of Council are of two types – Strategic Policies are determined by Council, and relate to Councillors, required by Legislation or Regulation and/or have an impact on the Orange community. The Local Government Act 1993 requires the public exhibition of Policies (if new or include significant changes) and adoption by Council. Operational Policies are determined and implemented by the Chief Executive Officer and relate to staff and the operations of the organisation.

RECOMMENDATION

That Council resolves to adopt the following policies:

- **ST36 – Banners**
- **ST37 – Outdoor Dining**
- **ST38 – Events on Council Owned/Managed Lands**
- **ST39 – Industry Event Sponsorship**

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 following policies have been reviewed and outlined below are changes/updates made to each policy. These policies have been on public exhibition for a period of at least 28 days to allow for Council and public review and submissions. No submissions were received.

Pending the exhibition period and Council adoption, application forms associated with these policies will be updated as necessary and attached to the relevant policy.

ST36 – Banners

Reference	Update
General	<ul style="list-style-type: none"> General formatting update

ST37 – Outdoor Dining

Reference	Update
General	<ul style="list-style-type: none"> Updated numbering – previously ST017 Update of Public Liability Insurance requirement to \$20 million Inclusion of applications through NSW Planning Portal Improved clarity regarding transfer of licence between licensees and NOT locations Removal of plastic cups as an acceptable disposable material General formatting update

ST38 – Events on Council Owned/Managed Lands

Reference	Update
General	<ul style="list-style-type: none"> New policy number (previously policies ST142 & ST143) Strategic Policies ST142 – Events on Council Owned/Management Land and ST143 – Event Cancellation to be deleted once this policy is adopted. Removed section outlining types of events Inclusion of table of definitions Removed COVID-19 update section from Council resolution in 2020 Definition of ‘high risk’ event added to align with current WHS policy Cancellation details included in this policy and ST143 now obsolete Addition of ‘other applicable legislation’ to authorised officer powers Inclusion of process for new events and use of Bookable for ongoing events Wording updated to included clearer and fairer obligations regarding cancellation of events due to inclement weather

ST39 – Industry Event Sponsorship

Reference	Update
General	<ul style="list-style-type: none"> New Policy Event Industry Sponsorship budget proposed for 2025/2026 is \$10,000.

ATTACHMENTS

- 1 FOR ADOPTION - Strategic Policy - ST36 - Banners (June 2025), D25/40573[↓](#)
- 2 FOR ADOPTION - Strategic Policy - ST37 - Outdoor Dining (June 2025), D25/39068[↓](#)
- 3 FOR ADOPTION - Strategic Policy - ST38 - Events on Council Owned Managed Land (June 2025), D25/40548[↓](#)
- 4 FOR ADOPTION - Strategic Policy - ST39 - Event Industry Sponsorship (June 2025), D25/39229[↓](#)



Strategic Policy – ST36

Banners

FOR ADOPTION

PO Box 35, Orange
NSW 2800 Australia

135 Byng Street, Orange
NSW 2800 Australia

P: +61 2 6393 8000
F: +61 2 6393 8199

council@orange.nsw.gov.au
www.orange.nsw.gov.au



STRATEGIC POLICY – ST36

1 PURPOSE

- 1.1 To inform Council's Banner program to promote interest and vibrancy through the City of Orange.
- 1.2 Council's Banner Program is designed to promote significant events, festivals, tourism, civic or community programs, major economic development and sporting events, to visually enhance the streetscape of the Orange CBD, encourage inclusivity and community connection and stimulate local economic activity.

2 APPLICABILITY

- 2.1 This policy applies to all Orange City Council banner locations for the temporary use of both Council and external organisations to promote and publicise events and activities considered appropriate by Council.
- 2.2 External organisations can apply to use banner sites when not in use by Council.
- 2.3 This policy does not apply to the City Entrance Flags or Cultural Precinct Lighting.

3 OBJECTIVES

- 3.1 To define banner site locations across Orange City Council areas.
- 3.2 To establish the purpose of street banners.
- 3.3 To outline conditions of use and requirements for each of the banner sites.

4 BANNER INFRASTRUCTURE LOCATIONS

4.1 Summer Street

Zone 1 - Hill Street to Anson Street
(16 Banners over 8 poles)

Zone 2 – Anson Street to Peisley Street (16 Banners over 8 poles)

4.2 Anson Street

Zone 3 – Summer Street to Byng Street
(8 Banners over 4 poles)

4.3 McNamara Street

Zone 4 – Carpark between Summer Street and Kite Street
(10 Banners over 6 poles)

- 4.4 Use of the Civic Centre Flag Poles is at the request and discretion of the Chief Executive Officer.

5 FEES FOR ERECTION OF BANNERS

- 5.1 The cost of erecting banners is to be met by the applicant.
- 5.2 Council will not be liable for any expense incurred by the applicant if any banner pole(s) is unavailable for any reason.
- 5.3 Fees are outlined in Council's adopted fees and charges and are subject to change each financial year.

6 CONDITIONS OF USE

- 6.1 Council operates a calendar for all locations with preference given to initiatives that fall under the direct control of Council such as:
 - Council run events, activations and campaigns
 - City Celebrations
 - The acknowledgement of Anzac Day, Reconciliation Week and NAIDOC week etc.
 - Council sponsored events
 - Cultural Activations – theatre, gallery, library or museum.
- 6.2 Council events/campaigns must include the Council logo.
- 6.3 The following groups are able to submit applications for one off or annual events



STRATEGIC POLICY – ST36

that are sponsored by Council or are of significant community interest:

- Universities
- Schools
- Community organisations
- Not-for-profit organisations.

- 6.4 Only Banners advertising and promoting a local community event are permitted.
- 6.5 No advertising of an individual organisation or product is permitted.
- 6.6 Council may refuse any application for banners that fall outside the intent of this policy.
- 6.7 Council may allow banners for commercial purposes when they are for community events or outcomes.
- 6.8 Requests for specific zones will be given if available, otherwise allocation will be determined on a random basis by Council.
- 6.9 A full zone must be booked and no half bookings will be permitted.
- 6.10 The minimum period an individual set of banners may be erected in any location is 7 days.
- 6.11 The maximum period an individual set of banners may remain erected in any location is 21 days.
- 6.12 Banners will be installed and dismantled on Mondays. Each booking period commences and ends on a Monday.
- 6.13 The wording and design of banners must be approved by the Chief Executive Officer or nominee prior to their erection.
- 6.14 The wording and design must be consistent with Council's Banner Style Guidelines.
- 6.15 Applicants are responsible to ensure banners have the correct information/dates on them before they are erected.

6.16 Banners must be delivered to Council's Works Depot, 270 McLachlan Street no later 1 week before the banners are to be installed. Contact is to be made with Council's Store person to advise delivery.

6.17 Banners will not be installed if damaged, faded or dilapidated.

6.18 If banners have not been used for a period of 3 years and are stored at the Works Depot, Council reserves the right to dispose of the banners without the consent of the owner/applicant.

7 APPLICATIONS

7.1 The Banner application form is available on Council's website or via contact with Council's customer service team.

7.2 Applications are to review the Street Banner Guide available on Council's Website.

7.3 Applications will be assessed by Council based on:

- The level of community interest and/or significance of the event or initiative
- The event or initiative is accessible and inclusive of the whole community
- Relevance to the site location
- Availability of the nominated location.

7.4 Applications should be submitted at least three (3) months prior to the intended installation date.

7.5 Banner allocations are subject to availability and submission of an application does not guarantee use of the site.

7.6 Confirmation & Approval will be provided in writing.

7.7 The Chief Executive Officer or nominee reserves the right to refuse any application that falls outside the intent of this policy.



STRATEGIC POLICY – ST36

- 7.8 Council reserves the right to decline any application that is not consistent with this policy or specifications outlined within the Banner Style Guide.

8 ROLES AND RESPONSIBILITIES

- 8.1 Council will be responsible for:

- Maintaining the banner schedule
- Providing advice, guidance and specifications to external applicants
- Assessing applications
- Approving Banner designs prior to production
- Coordinating installation and dismantling.

- 8.2 Applicants will be responsible for:

- Submission of an application to use a Banner location
- Design of any Banners

- Providing Council with a reasonable timeframe to approve applications, banner designs and make reasonable requests for changes to designs
- The cost and coordination of Banner production according to the specifications outlined in the Banner Style Guide.
- The cost and coordination of any cleaning, maintenance or remanufacturing required to banners upon their return after dismantling.

9 RELATED DOCUMENTS

- Street Banner Guide
- Annual Fees and Charges
- Online Application - <https://www.orange.nsw.gov.au/street-banners/>

All policies can be reviewed or revoked by Council at any time.

ST36 - Strategic Policy – Banners

Amendments:

- General formatting update

Review Due: November 2028

Version V1_25

Last Revision: April 2025

Approved By:

Minute Number:

Approval Date:



Strategic Policy – ST37

Outdoor Dining

FOR ADOPTION

PO Box 35, Orange
NSW 2800 Australia

135 Byng Street, Orange
NSW 2800 Australia

P: +61 2 6393 8000
F: +61 2 6393 8199

council@orange.nsw.gov.au
www.orange.nsw.gov.au



STRATEGIC POLICY – ST37

1 PURPOSE

- 1.1 Council has developed guidelines for managing outdoor dining areas.
- 1.2 Approval to use public space for outdoor dining must be in accordance with this policy, the guidelines and any approval issued by Orange City Council.

2 APPLICABILITY

- 2.1 This policy applies to that area of Summer Street where the footpath has been widened to at least 5.4 metres or such other areas within the City where Council determines outdoor dining areas are appropriate.

3 OBJECTIVES

- 3.1 The objectives of this policy are to:
 - Provide for the placement of street furniture upon footpaths and public places outside food premises in the City, to add to the vibrancy and visual amenity of the City.
 - Maintain adequate access and safety to pedestrians and the users of mobility scooters and the like.

4 GENERAL

Interpretation

- 4.1 Street furniture includes tables, chairs, umbrellas, wind barriers, awnings, bollards and plant containers.

Street Furniture

- 4.2 Street furniture is required to be sturdy, durable and of an approved colour. Umbrellas and wind barriers may contain advertising; such advertising is to be tasteful, of minimal scale and relate to products available at the food premises. Umbrellas and wind barriers are required

to be secured at the base so as to prevent injury to people and/or damage to property or motor vehicles.

- 4.3 Plant containers cannot be larger than 800 millimetres in diameter or width and depth.

Placement of Street Furniture

- 4.4 Street furniture must be located in accordance with the Approval applicable to the premises. Street furniture shall not be placed on a public street in a location that will interfere with the operation of a loading zone, bus stop or the like.
- 4.5 Street furniture must not obstruct pedestrian traffic or emergency egress from any premises.
- 4.6 The 2.5m wide pedestrian corridor shall be maintained in Summer Street for use by pedestrians, users of mobility scooters and the like at all times. Street furniture is to be removed from the footpath at the end of business on each day.
- 4.7 On corner properties, street furniture is permitted within only one frontage, except where the provision of street furniture on both frontages can be justified.
- 4.8 Plant containers are required to be located wholly within the licence area and preferably within the confines of any wind barriers and tables and chairs.

Summer Street

- 4.9 Street furniture is required to be located on the footpath within the property frontage and between 500 millimetres from the kerb and 2.5 metres from the front boundary of the property.



STRATEGIC POLICY – ST37

- 4.10 Council may allow street furniture to be placed adjacent to the property boundary, provided that the street furniture is not located more than 2.4 metres from the property boundary, where such a location can be justified, and such arrangement will not interfere with the use of adjoining land and with access by pedestrians and users of mobility scooters and the like.

Outside Summer Street

- 4.11 Council will permit the placement of street furniture upon streets and public places other than Summer Street where it can be demonstrated that the placement of street furniture will not restrict pedestrian traffic along the footpath, the ability of vehicles to reverse into the kerb and the ability of persons leaving or entering motor vehicles to access the footpath.
- 4.12 On streets other than Summer Street, the minimum width that is to be made available for pedestrian traffic clear of any street signs or Council-owned structures is 2.1 metres.

Exclusions

- 4.13 This policy does not permit the sale and/or display of goods from the footpath. Council does permit the display and/or sale of goods from the footpath on specially approved days.
- 4.14 This policy does not permit the display of billboards or any article on footpaths. Council's resolution **91/745** prohibits the display of billboards and the like from footpaths within the CBD.

5 PROCEDURE

- 5.1 When making application for Consent, the process will include:

- Under the provisions of the Roads Act 1993 and Local Government Act 1993, an application is required to place street furniture on Summer Street or another classified road, through NSW Planning Portal.
- An application is to be made and approval obtained prior to any street furniture being placed upon the footpath.
- When making the application, three copies of a plan drawn to an appropriate scale showing the area to be used and a written submission detailing the amount, type and colour of the street furniture is required to be submitted together with the appropriate fees.

Licence Agreement

- 5.2 Prior to the commencement of outdoor dining, the shop proprietor shall enter into a licence agreement with Council. This licence agreement shall provide for, amongst other things:
- Renewal at the expiration of the Consent.
 - Issue of tax invoice on 1 July each and every year for the payment of rent, as set by Council annually.
 - The provision of public liability insurance to the value of \$10 million and providing Council with a copy upon request.



STRATEGIC POLICY – ST37

- Exclusion from any relevant Alcohol Free Zone established by Council (where relevant).
- The need for renewal of the licence agreement upon change of tenancy or proprietor of the food premises and/or at the expiration of the Consent.

5.3 The placement of street furniture and the operation of the outdoor dining area shall be consistent with the area approved by Council under the Consent and within the licensed area at all times.

5.4 Approval under the Roads Act 1993 lapses after seven years.

5.5 Council reserves the right not to renew a licence.

Rent

5.6 Upon approval of an application to place street furniture upon the footpath, the Licensee shall pay rent as set in Council's Schedule of Fees and Charges on an annual basis unless otherwise agreed to by Council.

Breaches

5.7 Failure to operate an outdoor dining area in accordance with the approval and licence may result in the termination of the licence and/or action taken for a breach of the Roads Act 1993 and Local Government Act 1993.

6 RELATED DOCUMENTS

- Outdoor Dining Fact Sheet
- Outdoor Dining Area License Application
- Council's Fees & Charges
- Roads Act 1993
- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Food Act 2003
- Work Health and Safety Act and Regulation 2011
- Smoke Free Environment Act 2000

All policies can be reviewed or revoked by Council at any time.

ST37 - Strategic Policy – Outdoor Dining

Amendments:

- Updated numbering – previously ST017
- Update of Public Liability Insurance requirement to \$20 million
- Inclusion of applications through NSW Planning Portal
- Improved clarity regarding transfer of licence between licensees and NOT locations
- Removal of plastic cups as an acceptable disposable material
- General formatting update

Review Due: November 2028	Version V1_25	Last Revision: April 2025
Approved By:	Minute Number:	Approval Date:

Outdoor Dining Area

APPLICATION AND LICENSE

Local Government Act 1993
Roads Act 1993



APPLICANT DETAILS

Name (Legal Entity)	<input type="text"/>		
Address	<input type="text"/>		
Business Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

SUBJECT LAND (REFER TO RATES NOTICE FOR ASSISTANCE)

Street Address	<input type="text"/>						
City/Town	<input type="text"/>	Lot Number	<input type="text"/>	Section	<input type="text"/>	DP	<input type="text"/>
Name of Business	<input type="text"/>						
Business Phone	<input type="text"/>	Mobile	<input type="text"/>				

Detailed description of proposed furniture

	Number	Dimensions		Number	Dimensions	Total Area (m ²) to be approved
Tables	<input type="text"/>	<input type="text"/>	Umbrellas	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chairs	<input type="text"/>	<input type="text"/>	Wind Barrier	<input type="text"/>	<input type="text"/>	

TERMS AND CONDITIONS

Council **MUST** receive the following to process your application:

- ☐ Payment is required on application by Orange City Council (ABN: 85 985 402 386) and a tax invoice will be issued.
- ☐ Scaled plan showing the area of furniture in relation to the front of the building and the road must be attached to this application (three copies are required).

- 1 A copy of the approved location plan (from the Consent) **drawn to scale** (min 1:50) is to be attached to this application form. Location and number of proposed tables and chairs are to be shown on the plan.

The subject outdoor dining area shall at all times operate in accordance with the terms of Council's approvals, the plans approved under that approval and with Council's Outdoor Dining Areas policy.

Under no circumstances shall the licence allow an increase in the number of tables and chairs, or an increase in the area of the outdoor dining area from that shown on the approved application.
- 2 Before Council issues the granted Outdoor Dining Area Licence, the applicant is required to pay rent to 1 July of the current financial year on a pro-rata basis and thereafter 28 days after the issue of a tax invoice on an annual basis.

Under the provisions of the Roads Act (including street furniture) Council charges a rental fee based on the square meterage being occupied. This fee is determined each year in Council's Delivery/Operational Plan and Schedule of Fees and Charges.

These fees will be payable in advance. Fees are NOT refundable.
- 3 A copy of the current Public Liability insurance to the value of \$20 million with endorsement noting Orange City Council's respective rights and interests and indemnifying Orange City Council for the licensed area is to be attached to this application. It is the responsibility of the applicant to provide a copy of any and all renewed Public Liability insurance as required in this clause. Failure to do so will be grounds to void this licence agreement.
- 4 Licences are granted only to restaurants and/or cafes that supply table service and are willing to extend such table services to the Outdoor Dining Area. China plates, cutlery and glassware etc. are acceptable materials within the Outdoor Dining Area. Disposable materials are NOT acceptable other than foam or paper coffee cups.
- 5 An Outdoor Dining Area Licence can be transferred from one licensee to another. If a licence is to be taken over by another owner/lessee, it is the current licensee's responsibility to notify Council, so that all records can be updated promptly.
- 6 The licensee agrees to keep the area in a clean and tidy state and to pay Council for any additional cleaning as agreed to by the applicant and Council.
- 7 Orange City Council will repair any damage to pavers resulting from the licensee's use of the footpath at the licensee's expense. The licensee will notify Council immediately if pavers are in need of repair.

TERMS AND CONDITIONS (CONT.)

- 8 The licensee will not sell or serve or permit to be sold any alcoholic or intoxicating beverage in or from the licenced area except, where Council has granted specific approval and an appropriate Liquor Licence has been obtained from the relevant liquor licencing authorities.

Alcohol can only be sold or served (as with BYO) ancillary to a meal in the Outdoor Dining Area. In the case of BYO, the proprietor shall serve the alcohol provided and store any unopened alcohol within the premises. This provision shall apply as a covenant between the Licensee and Orange City Council despite any provision of the Liquor Act 1982 (as amended) which may permit the sale of alcoholic beverages to a person without consumption of a meal (e.g. Dine and Drink Licence).

Where an Outdoor Dining Area is in an alcohol free zone, under this licence agreement, alcohol will be able to be consumed in the Outdoor Dining Area only by patrons of the applicant's business during the operating hours of the business, and in accordance with the Liquor Licence and this Licence agreement.

- 9 Orange City Council reserves the right to revoke this licence if objections are raised or problems arise.

I hereby apply for an Outdoor Dining Area Licence under Section 125 of the Roads Act 1993. I agree to the conditions in this application and request that Orange City Council considers my submitted proposal for a Licence Agreement for the term of the DA approval, subject to past and continuing compliance with all Licence conditions and review of fees in accordance with the annual fees and charges set.

This Licence Agreement is not transferrable from one location to another and, subject to these licence conditions, expires seven years from the date of approval under the Roads Act 1993 for the placement of this street furniture.

**Signed on behalf of Orange City Council
in the presence of:**

AUTHORISED PERSON

NAME

WITNESS

NAME

**Signed on behalf of the applicant
in the presence of:**

AUTHORISED PERSON

NAME

WITNESS

NAME

OFFICE USE ONLY

Application # PR # Account **1.502.72.1501**

Date Amount Receipt

Outdoor Dining

FACT SHEET



State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 provides exempt development (development consent NOT required) for the use of a footway or public open space within the meaning of the Roads Act 1993 as an outdoor dining area associated with lawful food and drink premises, provided the following development standards can be achieved:

The standards specified for that development are that the development must:

- (a) *not be associated with a pub or a small bar, and*
- (b) *be carried out in accordance with an approval granted under section 125 of the Roads Act 1993, including in accordance with any hours of operation to which the approval is subject, and*
- (c) *be carried out in accordance with any approval granted under section 68 of the Local Government Act 1993.*

The relevant application form is for approval under the two aforementioned Acts. Approval under the Roads Act is limited to seven years and a new application will be required at that time. The application for Footpath – Outdoor Dining must be consistent with Council's Outdoor Dining Areas Policy and a scaled plan must be submitted that demonstrates the placement of furniture on the footpath or public open space is consistent with that policy.

This process remains a separate process to Council's Outdoor Dining Areas Licence. A licence remains a requirement subject to these approvals being granted.

Application must be made via the appropriate form found on Council's web site and be accompanied with three copies of scaled plans. Graph paper accompanies the application form to provide assistance with the preparation of the plans.

An example of an appropriately prepared plan is attached as a guide. Items such as Council bins, loading zones, bus stops, park benches, street trees etc must also be shown on the plan.

Outdoor Dining



SCALED PLAN FOR OUTDOOR FURNITURE PLACEMENT

Site Location of Activity: _____

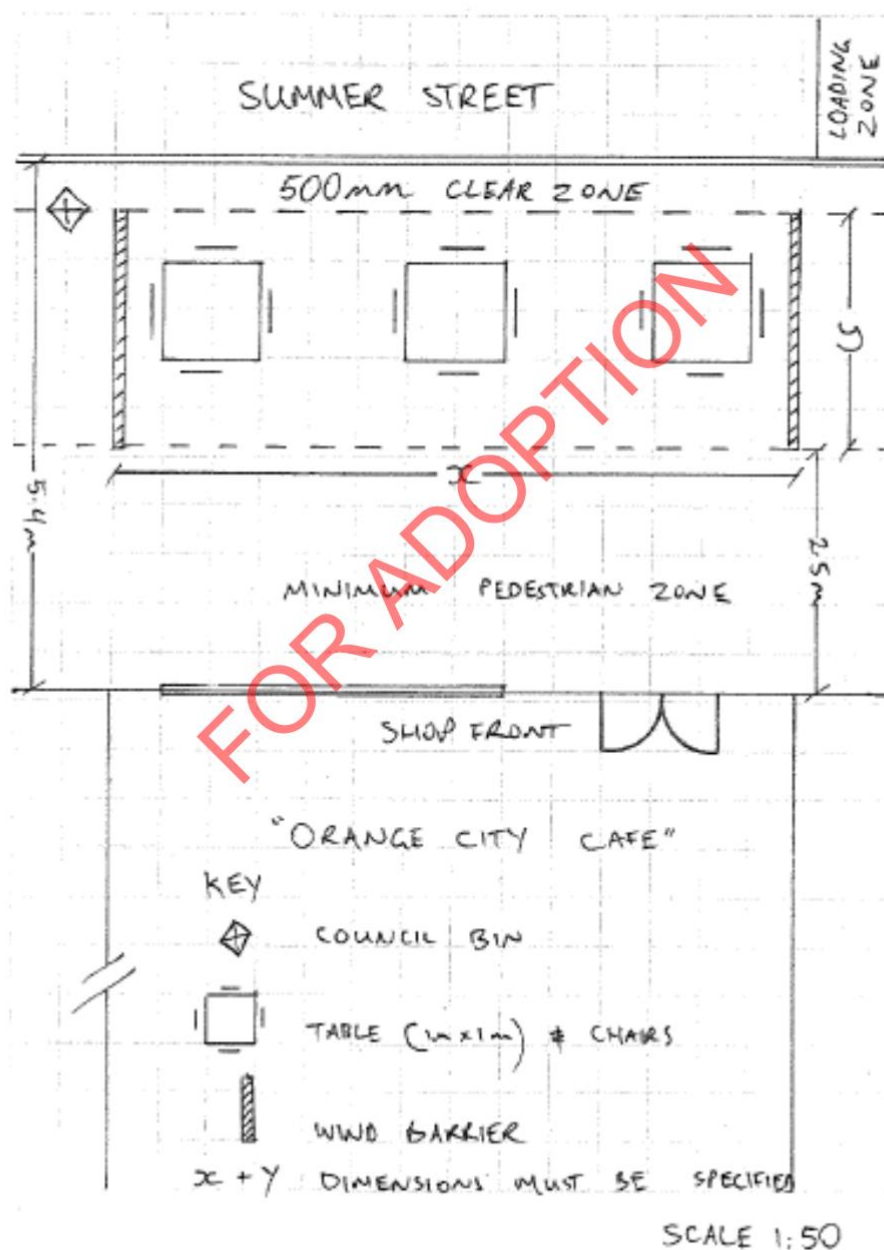
FOR ADOPTION

Outdoor Dining



SCALED PLAN FOR OUTDOOR FURNITURE PLACEMENT

EXAMPLE OF SCALED OUTDOOR FURNITURE PLACEMENT PLAN





Strategic Policy – ST38

Events on Council Owned/ Managed Land

FOR ADOPTION

PO Box 35, Orange
NSW 2800 Australia

135 Byng Street, Orange
NSW 2800 Australia

P: +61 2 6393 8000
F: +61 2 6393 8199

council@orange.nsw.gov.au
www.orange.nsw.gov.au



STRATEGIC POLICY – ST38

1 OBJECTIVES

1.1 The aim of this policy is to:

- Provide a consistent, transparent approach to the staging of events in the City on Council-owned and managed land.
- Determine the appropriate site for events.
- Provide event organisers with venue options that consider the:
 - Safety of patrons and the community
 - Legal requirements of legislation and policy
 - Community amenity

2 APPLICABILITY

2.1 Any event held on Council owned or managed land within the Orange Local Government Area.

2.2 All Council staff, contractors and stakeholders involved in events on Council owned or managed land.

3 DEFINITIONS

3.1 The following definitions apply to this policy:

Title	Description
Cancellation	The event will no longer take place.
Event	An organised activity occupying a Council-owned or managed recreation reserve, park, garden, showground, sportsground, lake foreshore, playground, public open space or carpark.
Event Organiser	The person or organisation who schedules an event and is responsible for the event from start to finish.

Title	Description
High Risk Event	An event is considered high risk when a rating of severe or major risk is determined in the risk rating table of the Events Guide - Risk Management.
Suspension	To delay the event, with the aim of rescheduling to a later time.

4 GENERAL

4.1 An event is an organised activity occupying a Council-owned or managed land.

4.2 The Event Organiser is responsible for ensuring all relevant permits and licences have been obtained and provided to Council prior to the commencement of the event.

4.3 Areas under Council management which may be suitable for events include:

- Civic Square
- Showground
- Wade Park
- Cook/Robertson/ Moulder Parks
- Other parks, sportsgrounds and reserves
- Gosling Creek Reserve
- John Lomas Skate Park
- Sir Jack Brabham Park
- Adventure Playground
- Botanic Gardens
- Streets and carpark
- Lake Canobolas

4.4 This Policy **does not apply** to property for which the Council has leased (or has some other binding agreement) the care, control and management to a third party, unless the lease/agreement states otherwise.



STRATEGIC POLICY – ST38

5 DOCUMENTATION

- 5.1 The following event documentation and criteria are required to be submitted and adhered to for assessment via the event application process.
- 5.2 In various circumstances, Council may require additional information to that listed.

MINIMUM REQUIREMENTS

- Completed Event Application Form
- Site Plans
- Comprehensive Risk Assessment
- Public Liability Insurance

ADDITIONAL REQUIREMENTS

- Event Management Plan
 - Waste Management Plan
 - Licenses/other Public Liability
 - Catering and Sale of Food Temporary Holder Permit Registration Form
 - Approval to Install and Operate Amusement Device
 - Traffic Control and Management Plans
 - Emergency Evacuation/Management Plans
- 5.3 Further information regarding criteria and documents required for events, and additional supporting information can be found on Council's website at <https://www.orange.nsw.gov.au/organising-an-event/>.

6 PROCEDURE

- 6.1 Enquiries regarding new events are encouraged to be made via phone to the Council Events Team in the first instance.
- 6.2 Events already known to Council or that occur on a regular basis can make ongoing bookings through Council's website: <https://orange.bookable.net.au/>.

- 6.3 Bookings are not considered confirmed until agreed to payment has been received by Council.
- 6.4 Some of the sections in the application may not be relevant to every event, however; all sections must be addressed for an application to be assessed.
- 6.5 If deemed necessary, the event organiser will be required to complete a Development Application or an application for a Complying Development Certificate. Structures erected as part of the event may require a construction certification. Various events occur on a regular basis and approval could be provided for a season (e.g. sportsground usage, regular markets etc.), or some other period of time where the activity is repeated.
- 6.6 The event organiser will be required to lodge the Event Application Form along with all necessary documentation, including but not limited to, a Site Plan, Risk Assessment and a copy of their Public Liability Insurance Certificate of Currency for no less than \$20 million and noting Orange City Council as an interested party.
- 6.7 If an event is not proposing to occupy or close a road or footpath, the Application and associated documentation must be received as early as possible or at least 21 days prior to the event otherwise approval may not be granted.
- If approval to occupy or close a road or footpath is sought, the appropriate Traffic Control Plans (TCP) and Traffic Management Plans (TMP) are to be submitted as early as possible or at least before the following timeframes otherwise approval may not be granted: 6



STRATEGIC POLICY – ST38

months prior to the event for a Class 1 Event as per the Roads and Maritime Services publication "Guide to Traffic and Transport Management for Special Events"; or

- 3 months prior to the event for a Class 2 Event as per the Roads and Maritime Services publication "Guide to Traffic and Transport Management for Special Events."

- 6.8 Event Organisers are to refer to Council's Strategic Policies ST43 – Event Sponsorship Program or ST32 – Donations and Grants for details on and application forms related to applying for financial support from Council.
- 6.9 If approval for a high risk event (as defined in this policy) is sought, Council may require an independent risk assessment and action plan to be provided.
- 6.10 Event organisers must have the approval in writing from Orange City Council before undertaking any works, marketing or promotional activity, or staging an event on any Council owned or managed land.
- 6.11 Council reserves the right to attend any event held on Council owned or managed land to ensure that legislative and regulatory requirements are being adhered to. A Council Officer has authorisation under the Local Government Act and any other applicable legislation to close an event due to non-compliance of approval conditions and/or legal requirements.
- 6.12 Once Council receives an application and the associated documentation, the application will be assessed and a response provided to the organiser in writing advising of the decision and conditions within two (2) weeks of

receiving the application. This may include the request for further information.

- 6.13 The charges for the application and for the use of the land will be as prescribed in Council's Delivery/Operational Plan and/or annual schedule of rates, fees and charges. There may be bonds for the use of land.

7 CANCELLATION

- 7.1 Council reserves the right to revoke the approval to utilise the venue for any event on Council owned or managed land if:
- Appropriate permits, licences or agreements have not been completed to Council's satisfaction
 - A misrepresentation is identified in the event application
 - Licence, permit or approval conditions are breached or any laws are broken
 - Council has not received any hire fees or bond prior to the commencement of the event
 - The event is deemed unsafe or causing unsatisfactory disruption or nuisance to residences or businesses
 - Inclement or extreme weather, fire, or a natural disaster such as flooding, causes a risk to event participants or the venue.
- 7.2 If Council is to cancel an event due to the neglect of the Event Organiser, as outline above, the Event Organiser is ineligible for a refund if full payment has been made or is required to pay all hire fees in full if no payment has been made. In this instance, the Event Organiser releases Council from any liability or loss incidental or



STRATEGIC POLICY – ST38

consequential to the removal of the approval.

7.3 Where matters beyond the reasonable control of Council or the Event Organiser, in regard to point f. above, impair or prevent the venue from being used as contractually agreed to, the Event Organiser releases Council from any liability or loss incidental or consequential to such matters. In this instance, Council and the Event Organiser must agree on the event cancellation, and any previously paid hire fees and/or bond will be reimbursed to the Event Organiser in full. Refunds will be processed within 21 days of receiving the notification via an EFT payment/direct transfer. If no payment of hire fees has been made, the Event Organiser will not be required to make payment.

7.4 If there is not mutual agreement as to event cancellation, then Event Organiser will be ineligible for a refund if full payment has been made or are required to pay all hire fees in full if no payment has been made.

7.5 The following conditions apply if the Event Organiser is to cancel or suspend the event:

- All cancellations, changes, suspensions and refund requests must be forwarded in writing, by email, to Orange City Council via council@orange.nsw.gov.au. If eligible for a refund of fees, the Event Organiser must provide bank details for the processing of the refund.
- Cancellations received by 5.00pm, 7 days prior to the event, will be

refunded in full. Refunds will be processed within 21 days of receiving the cancellation via an EFT payment/direct transfer.

- Cancellations received less than 7 days from the event date are ineligible for a refund if full payment has been made or are required to pay all hire fees in full if no payment has been made. The Event Organiser will not receive any reimbursement of these fees.

7.6 Suspensions received 48 hours prior to the event are permitted to have any funds receipted by Council to be held in trust and applied to the rescheduled event date. If the rescheduled event date falls within a subsequent financial year, the Event Organiser is required to pay any variances in accordance with Council's Fees and Charges. The Event Organiser must also pay any incidental costs associated with the preparation of the venue for both the original event date and any rescheduled date thereafter.

7.7 If an Event Organiser is in receipt of a sponsorship, donation or grant from Council, and the event is cancelled, the funds are to be immediately returned to Council.



STRATEGIC POLICY – ST38

7.8 Regardless of the party responsible for the removal of approval, cancellation or suspension of an event, any notification required to be made to any and all stakeholders will be the responsibility of the Event Organiser. The Event Organiser will be held accountable for any costs associated with the removal of approval, cancellation or suspension of the event.

8 RELATED DOCUMENTS

- Event Application Form
- Events Guide - Risk Management
- Sustainable Events Guide
- ST32 – Donations and Grants
- ST049 – Itinerant Trading
- ST43 – Event Development Fund
- Guide to Traffic and Transport Management for Special Events

All policies can be reviewed or revoked by Council at any time.

ST38 - Strategic Policy – Events on Council Owned/Managed Land

Amendments:

- New policy number (previously policies ST142 & ST143)
- Strategic Policies ST142 – Events on Council Owned/Management Land and ST143 – Event Cancellation to be deleted once this policy is adopted.
- Removed section outlining types of events
- Inclusion of table of definitions
- Removed COVID-19 update section from Council resolution in 2020
- Definition of 'high risk' event added to align with current WHS policy
- Cancellation details included in this policy and ST143 now obsolete
- Addition of 'other applicable legislation' to authorised officer powers
- Inclusion of process for new events and use of Bookable for ongoing events
- Wording updated to include clearer and fairer obligations regarding cancellation of events due to inclement weather

Review Due: November 2028	Version V1_25	Last Revision: April 2025
Approved By:	Minute Number:	Approval Date:



ORANGE CITY COUNCIL

EVENTS GUIDE - RISK MANAGEMENT

Use of Council Owned or Managed Land

Event organisers are required to identify and manage risks associated with any event through a risk assessment process. Hazards (i.e. something that has the potential to cause harm) and risks (i.e. what can happen as a result of the hazard) must be identified and assessed and arrangements put in place to minimise and manage those identified hazards and risks. It is mandatory for all event organisers to complete and submit a Risk Assessment with all event applications.

The steps outlined below are provided to assist you in completing a Risk Assessment:

Identify the Risk

Comprehensively identify the risks, both within and outside of your control, to be managed. The Hazard/Risk Identification Checklist (Table 1) has been included to help you identify any hazards or risks associated with the event.

Once determined, transfer all applicable hazards/risks from the checklist onto the Risk Assessment template.

⋮

Analyse the Risk

Assess the (a) likelihood, or 'frequency', of the risk actually occurring (with reference to Table 2), and (b) consequence (with reference to Table 3) if the risk event did occur.

⋮

Evaluate the Inherent Risk

Inherent risk is an assessed level of natural or untreated risk. Nothing has been done to the reduce the risk.

Use the Inherent and Residual Risk Rating Table (Table 4) to determine the inherent risk rating based on the assessment of the hazard/risk in regards to likelihood and consequence.

⋮

Treat the Risk

Identify, evaluate and develop control measures or actions that need to be undertaken to control the hazard/risk. Selecting the most appropriate option involves balancing the costs of implementing each option against the benefits derived from it.

⋮

Evaluate the Residual Risk

Residual risk is the threat that remains after all efforts to identify and eliminate the risk have been made.

Reassess the likelihood (Table 2) and consequence (Table 3) and again use the Inherent and Residual Risk Rating Table (Table 4) to determine the residual risk rating.

⋮

Monitor and Review

Continually monitor and review the internal and external risk environment as this will allow new risks to be identified and controlled, and risks to be taken off the radar. It also allows the effectiveness (impacts, benefits, costs) of implementing risk management strategies to be determined.

IDENTIFY THE RISK

The following hazard and risk checklist items are not exhaustive and you will also need to consider further site and event specific risks.

Table 1: Hazard/Risk Identification Checklist			
Hazard/Risk Description	✓	Hazard/Risk Description	✓
PERSONAL INJURY/ILLNESS OR DEATH, DUE TO:		FIRE DUE TO:	
Access to and departure from site		Ignition source in hazardous area (naked flame, sparks)	
Amusements and rides (misuse of)		Ignition of flammable vapours	
Asbestos/lead		Runaway uncontrolled chemical reaction	
Exposure to infection/infectious disease		Reaction of incompatible materials	
Chemical exposure		Other - specify	
Climbing on vantage points		EXPLOSION DUE TO:	
Confined spaces		Detonation of explosive materials	
Disorderly unruly behaviour		Fireworks/pyrotechnics	
Drowning		Overpressure of vessel or tank (e.g. gas container)	
Drug and alcohol affected persons		Ignition of flammable vapours	
Dust/particles		Fuel (i.e. petrol, LPG, diesel)	
Electrocution/electrical shock		Chemical reaction	
Falls/trips from height		Other - specify	
Falls/trips from ground level		PROPERTY DAMAGE DUE TO:	
Falling objects		Lack of parking spaces	
Food poisoning		Structural damage	
Insect/animal bites and/or stings		Traffic congestion	
Laceration (sharp/rough edges/objects/materials)		Vehicle impact	
Lighting (insufficient)		Vandalism	
Manual handling (lifting, bending, twisting etc.)		Other - specify	
Medical emergency (e.g. heart attack)		ENVIRONMENTAL DAMAGE DUE TO:	
Overcrowding		Insufficient rubbish bins	
Overhead hazards (power lines, equipment etc.)		Release of pollutants into waterways/sewerage system	
Poor lighting		Release into groundwater	
Plant and equipment (crush, cut, puncture etc.)		Flora and/or fauna damage	
Playground equipment		Release of toxic gas/vapour	
Public accessing non-public areas of event		Sound/noise	
Restricted space		Other - specify	
Slipping (e.g. on loose or wet, slippery surface)		TECHNICAL MANAGEMENT ISSUES	
Sunburn		Inadequate site management	
Temperature (heat/cold)		Lack of staff briefing/training	
Temporary fencing		Loss of power/services	
Temporary structures (tents/marqueses not secure)		Warning signage	
Terrorism/bomb threat		Other - specify	
Traffic/pedestrians		OTHER HAZARD/RISKS (PLEASE LIST)	
Tripping/falls (e.g. pegs/rope)			
Uneven surface (e.g. gradient)			
Water (creek, river, pool, pond etc.)			
Weather conditions (wind, rain, visibility etc.)			
Other - specify			

ANALYSE THE RISK

It is imperative that event organisers analyse the risks associated with their event by assessing (a) the likelihood (Table 2) of the risk actually occurring, and (b) the consequence (Table 3) if the risk event did occur. Allocating risk ratings (Table 4) to all hazards allows event organisers to prioritise and address hazards and risks in a systematic way.

Risk Likelihood

Likelihood requires consideration of 'frequency' in regards to how likely it is to occur.

Table 2: Likelihood Table

Rating	Description (operational criteria)
Almost certain	Imminent or will occur within 1 to 6 months
Likely	Expected to occur at least once in a 6 to 12 month period
Possible	Will probably occur between 1 to 5 years
Unlikely	May occur every 5 to 10 years
Rare	Not likely to occur within a 10 year period

Risk Consequence

Consequence requires consideration of the likely impact if the risk is to occur. In determining the overall consequence score for each risk, the highest individual score should be applied.

Table 3: Risk Consequence Table

Rating	Category of Risk	Description (operational criteria)
Severe	Service Delivery	Critical operational service failure/loss of delivery >3 days
	Image and Reputation	Severe negative national and state coverage
	Environmental	Uncontained damage and major impact/major fine/public reaction
	Health & Safety	Death or serious injury
	Stakeholders	Severe stakeholder concern/reduction or withdrawal of support
Major	Service Delivery	Major operational service failure/loss of service delivery >1 day
	Image and Reputation	Extensive state and local coverage
	Environmental	Major breach or impact/fines/Government reprimands
	Health & Safety	Serious injury/long term hospitalisation
	Stakeholders	Major stakeholder concern/reduction or threat of withdrawal of support
Moderate	Service Delivery	Moderate operational service failure/loss of service delivery >3 hours
	Image and Reputation	Moderate local coverage
	Environmental	Moderate breach or impact/Government reprimands
	Health & Safety	Moderate injury/may require short term hospitalisation
	Stakeholders	Moderate stakeholder concern/rectification action required
Minor	Service Delivery	Loss of operational service delivery >1 hour
	Image and Reputation	Minor local coverage
	Environmental	Minor breach or impact/some minor complaints
	Health & Safety	Minor injury, may require first aid
	Stakeholders	Minor stakeholder concern/action required
Negligible	Service Delivery	No loss of operational service delivery
	Image and Reputation	Little or no coverage
	Environmental	Negligible breach/impact/complaint
	Health & Safety	Negligible or no injury
	Stakeholders	Negligible stakeholder concern

EVALUATE THE RISK

The risk rating for each risk is calculated by plotting the likelihood and consequence response scores on the below Inherent and Residual Risk Rating Table (Table 4). A risk rating will need to be determined for both the inherent level of risk (i.e. no controls in place) and residual level of risk (i.e. after the preventative and corrective controls are taken into consideration).

Determining the inherent level of risk will assist in identifying the risks that require further treatment, whilst the residual level of risk will determine if the proposed preventative and corrective controls are sufficient and within the adopted tolerance levels.

Table 4: Inherent and Residual Risk Rating Table					
Likelihood	Consequences				
	Severe	Major	Moderate	Minor	Negligible
Almost Certain	1	1	2	4	5
Likely	1	1	2	4	5
Possible	1	1	3	5	5
Unlikely	2	2	4	5	5
Rare	3	3	4	5	5

TREAT THE RISK

Treating the risk requires identifying a range of control methods, evaluating these methods and developing additional controls for implementation. Selecting the most appropriate option involves balancing the costs (both direct and indirect) of implementing each option against the benefits derived from it.

Risk treatment or controls can either be preventative controls (i.e. designed to reduce the likelihood of the risk occurring) or corrective controls (i.e. to be implemented if the risk does occur). Some examples of controls to consider are outlined below:

- Modify design and try to ensure that hazards are 'designed out' when new material, equipment and or work systems are planned.
- Remove the hazard or substitute less hazardous materials, equipment or substances.
- Adopt a safer process, such as alterations to tools, equipment or work systems.
- Enclose or isolate the hazard through the use of guards or remote handling techniques.
- Establish appropriate administrative procedures such as job rotation to reduce exposure or boredom, timing of the job so that fewer personnel are exposed, routine maintenance and housekeeping procedures and training on hazards and correct work procedures.
- Provide suitable and properly maintained personal protective equipment and training in its use.

MONITOR AND REVIEW

Continuous monitoring and review of the external and internal risk environment is important to identify new risks, take risks off the radar and understand the effectiveness (impacts, benefits and costs) of implementing risk management strategies. It is essential that risk priorities and risk management plans remain relevant in the changing environment, and that risk management is responsive to change.

ORANGE CITY COUNCIL

PO Box 35, ORANGE NSW 2800
Civic Centre, Byng Street, ORANGE NSW 2800
P 1300 650 511 | F 02 6393 8199
council@orange.nsw.gov.au

EVENT APPLICATION FORM



ORANGE CITY COUNCIL

Wiradjuri Country
135 - 137 Byng Street, Orange NSW, 2800

PO Box 35, Orange NSW, 2800

P: 02 6393 8000

E: council@orange.nsw.gov.au

www.orange.nsw.gov.au

Orange City Council is committed to working with organisations and community groups to deliver safe, sustainable, 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 City Council - Sustainability officer	(02) 6393 8208
Orange Police	(02) 6363 6399
NSW Ambulance	(02) 6841 2670
Roads and Maritime Services	132 213
NSW Food Authority	1300 552 406
Department of Justice - Liquor and Gaming NSW	(02) 9995 0300
Midwest Traffic Management	(02) 6362 8049
Dubbo Traffic Control	(02) 6882 5643

APPLICANT DETAILS

Name:	
Organisation:	
Address:	
Suburb:	Postcode:
Phone:	Mobile:
Email:	
Website:	
Facebook:	
Instagram:	
Twitter:	

EVENT DETAILS

Event Name:	
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:	Event Time/s:
Bump in date and time:	Bump out date and time:
Describe the main purpose of your event:	
Is the event likely to be an ongoing event?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will your event be open to the public?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Expected event attendance. Participants:	Spectators:
Will your event be attended by children or young people under 18 years of age?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will you charge an entry fee for this event?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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

PLEASE NOTE:





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

EVENT SERVICES

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

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

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

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

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

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

Will your event require security personnel? ☐ YES ☐ NO

Will your event require waste management? ☐ YES ☐ NO

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

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

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

Guidelines for the number of toilets required are listed below:

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

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

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

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

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

Will you need to organise additional lighting? ☐ YES ☐ NO

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

Type of structure, quantity and dimensions in m²:

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


EVENT 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:

Contact phone number:

What is your Emergency Evacuation Plan?

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

EVENT SERVICES - continued

What is your contingency plan for bad weather?



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.

EVENT SUSTAINABILITY CHECKLIST*

We acknowledge Orange City Council and the community's expectation to conduct a sustainable event.

- ☐ YES, we have reviewed the Sustainable Events Guide
- ☐ YES, during the planning and implementation stages of the event we will prioritise sustainable practices (tick all that apply and or cross out line items that are not achievable):
 - ☐ Waste
Calculate number of bins required for expected attendees. Book in waste management service provider. Provide site plan with location, number and type of bins. Develop signage to promote correct waste disposal. Provide a detailed waste management plan if the event is supplying food, beverages or giveaways, OR if greater than > 100 people are expected.
 - ☐ Water
Provide drinking water refill stations and develop signage for water conservation at event.
 - ☐ Energy
Use electronic ticketing and electronic versions of event programs or flyers. Source energy from renewable energy suppliers and minimise lighting, heating, cooling.
 - ☐ Environment
Identify any environmental risks or likely impacts.
 - ☐ Transport
Identify and promote public transport options to event and where possible use electric or biodiesel vehicles and equipment.
 - ☐ Procurement
Procure environmentally and socially responsible products and services and use local products and services as a priority, and regional or Australian made.
 - ☐ Communications
Proactively communicate sustainability goals to the community, volunteers, stall holders and event participants

*The above Checklist prioritises a handful of sustainable practices. For a more comprehensive list refer to the Sustainable Events Guide.

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, Waste Management Plan (if applicable).
- **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.
- **Sustainable Events Guide** We acknowledge Orange City Council and the community's expectation to conduct a sustainable event and have reviewed and implemented, where applicable, Sustainable Event Guidelines.

INDEMNITY & DECLARATION

I, _____ 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)

Date



Strategic Policy – ST39

Event Industry Sponsorship

FOR ADOPTION

PO Box 35, Orange
NSW 2800 Australia

135 Byng Street, Orange
NSW 2800 Australia

P: +61 2 6393 8000
F: +61 2 6393 8199

council@orange.nsw.gov.au
www.orange.nsw.gov.au



STRATEGIC POLICY – ST39

1 PURPOSE

1.1 Council makes available funding to support the events of not-for-profit peak industry organisations to support regional and economic development.

1.2 These organisations may be Local, State or National. The organisation must be a formally registered organisation and would usually be an incorporated organisation, not-for-profit co-operative (non-distributing) or equivalent. The organisation cannot be a loose collective of business owners or other individuals.

1.3 The funding must be matched in some form. This is matching cash, in-kind or through co-contribution sponsorships from other parties. The required level of matching funds will be determined by Orange City Council staff and will be reflective of the level of investment requested compared to the overall cost of the event.

2 APPLICABILITY

2.1 This policy is in accordance with Section 356 of the Local Government Act 1993.

2.2 This policy applies to all applications for the decision making and administering of this funding and to all applicants under this program.

3 OBJECTIVES

3.1 The objectives of this policy are to:

- Provide funding for the purposes of creating learning and information sharing opportunities for business leaders in the Orange Region, leading to greater business efficiencies
- Create wealth in the community through additional employment or better wages.

4 FUNDING ELIGIBILITY

4.1 The types of events or activities that may be considered for funding include:

- Conferences/Industry meetings
- Industry lunch/dinner with appropriate guest speaker
- Business Awards

4.2 The types of activities that will not be supported include:

- Golf/Picnic days
- Lunch/dinner/morning or afternoon teas not associated with learning outcomes
- Raffles, promotions or giveaways
- Fundraising or charity event
- Events that receive support through another part of Orange City Council
- Feasibility studies or capital works projects
- Events of religious or political purposes
- An event that is in conflict with or accepts sponsorship from organisations not aligned to Council's vision, mission and values

5 GENERAL

5.1 The purpose of this program is to fill a gap in Council's range of assistance programs, particularly in relation to assistance to local industry to develop and grow. This development and growth can be through structured training sessions and guest speakers through to business awards to encourage excellence.

5.2 The Council's Event Development Fund program (ST43) specifically excludes business events or small conferences, hence the Event Industry Sponsorship program being able to fill a gap in Council's range of support measures.

5.3 If an event is eligible for funding through Council's Event Development Fund Guidelines then it must apply for assistance through that program.



STRATEGIC POLICY – ST39

6 RELATED DOCUMENTS

- ST01 - Code of Conduct
- ST12 – Compliments & Complaints
- ST10 – Privacy Management
- ST16 – Access to Information Held by Council
- ST43 – Event Development Fund

All policies can be reviewed or revoked by Council at any time.		
ST39 - Strategic Policy – Event Industry Sponsorship		
Amendments: <ul style="list-style-type: none">• New Policy		
Review Due: April 2025	Version V1_25	Last Revision: April 2025
Approved By:	Minute Number:	Approval Date:

6 CLOSED MEETING - SEE CLOSED AGENDA

The Chief Executive Officer will advise the Council if any written submissions have been received relating to any item advertised for consideration by a closed meeting of Orange City Council.

The Mayor will extend an invitation to any member of the public present at the meeting to make a representation to Council as to whether the meeting should be closed for a particular item. In accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2021, in the opinion of the Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

RECOMMENDATION

That Council adjourn into a Closed Meeting and members of the press and public be excluded from the Closed Meeting, and access to the correspondence and reports relating to the items considered during the course of the Closed Meeting be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:

6.1 Planning Proposal - Land Sales

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d)i commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

6.2 Submission Redaction Report 3 June 2025

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (e) information that would, if disclosed, prejudice the maintenance of law.

6.1 PLANNING PROPOSAL - LAND SALES

RECORD NUMBER: 2025/948

AUTHOR: Craig Mortell, Senior Planner

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (d)i commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

6.2 SUBMISSION REDACTION REPORT 3 JUNE 2025

RECORD NUMBER: 2025/99

AUTHOR: Janessa Constantine, Manager Corporate Governance

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (e) information that would, if disclosed, prejudice the maintenance of law.

7 RESOLUTIONS FROM CLOSED MEETING