Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a CITY OF ORANGE TRAFFIC COMMITTEE MEETING of ORANGE CITY COUNCIL will be held in the COMMITTEE ROOM 3, CIVIC CENTRE, BYNG STREET, ORANGE on Tuesday, 12 June 2018 commencing at 9.30AM.

Garry Styles
GENERAL MANAGER

For apologies please contact Jason Theakstone on 6393 8505.
EVACUATION PROCEDURE

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

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

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

MEMBERS
Cr R Turner (Chairperson), Mr David Vant, Sgt Mark Hevers, Mr Geoff Lewis, General Manager, Director Technical Services, Manager Development Assessments, Strategic Planning and Design Engineer, Road Safety Officer, Works Manager, Manager Engineering Services, Communications Officer, Divisional Administration Officer

1.1 APOLOGIES AND LEAVE OF ABSENCE

1.2 ACKNOWLEDGEMENT OF COUNTRY
I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal Australians who are present.

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

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

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

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

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

RECOMMENDATION

It is recommended that Committee Members now disclose any conflicts of interest in matters under consideration by the City of Orange Traffic Committee at this meeting.
2 PREVIOUS MINUTES

RECOMMENDATION
That the Minutes of the Meeting of the City of Orange Traffic Committee held on 8 May 2018 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate records of the proceedings of the City of Orange Traffic Committee meeting held on 8 May 2018.

ATTACHMENTS
1 Minutes of the Meeting of the City of Orange Traffic Committee held on 8 May 2018
1 INTRODUCTION

ATTENDANCE

Cr T Mileto (Chairperson), Mr David Vant, Sgt Mark Hevers, Chief Inspector David Harvey, Sgt Phillip Mounce-Stephens, Strategic Planning and Design Engineer, Road Safety Officer, Works Manager, Manager Engineering Services, Divisional Administration Officer

In the absence of the Chairperson (Cr Turner), Cr Mileto chaired the meeting.

1.1 Apologies and Leave of Absence

RESOLVED Mr D Vant/Sgt M Hevers

That the apologies be accepted from Cr R Turner and Mr Geoff Lewis for the City of Orange Traffic Committee meeting on 8 May 2018.

1.2 Acknowledgement of Country

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

Nil

2 PREVIOUS MINUTES

RESOLVED Mr D Vant/Sgt M Hevers

That the Minutes of the Meeting of the City of Orange Traffic Committee held on 10 April 2018 (copies of which were circulated to all members) be and are hereby confirmed as a true and accurate record of the proceedings of the City of Orange Traffic Committee meeting held on 10 April 2018.
3 GENERAL REPORTS

3.1 PEDESTRIAN CROSSING MARCH STREET - ADJACENT TO SEYMOUR STREET
TRIM REFERENCE: 2018/1081

RECOMMENDATION Mr D Vant/Cr T Mileto
That the Road Safety Officer be requested to conduct observations of pedestrian movements in March Street adjacent to Seymour Street and that when these observations are received, this matter be considered at a subsequent meeting of the Committee.

3.2 ALLENBY ROAD TRAFFIC COMPLAINTS
TRIM REFERENCE: 2018/1092

RECOMMENDATION Mr D Vant/Sgt M Hevers
That Council does not make any changes to the operation of the Kinross ‘No Parking’ area on Allenby Road at this time.

3.3 SAFETY CONCERNS - INTERSECTION OF DIMBOOLA WAY AND WILLIAM MAKER DRIVE
TRIM REFERENCE: 2018/1096

RECOMMENDATION Mr D Vant/Cr T Mileto
That Council installs No Stopping signage on William Maker Drive and Dimboola Way to achieve Minimum Gap Selection Sight Distance.

3.4 DISABLED CAR PARKING AVAILABILITY AT SERVICE NSW
TRIM REFERENCE: 2018/1097

RECOMMENDATION Sgt M Hevers/Mr D Vant
1 That Council defer any action on disabled car parking at Service NSW pending submission of the disabled parking strategy.
2 That interim access improvement works and maintenance be undertaken to the existing disabled facilities in Kite Street near Service NSW pending submission of the disabled parking strategy.

3.5 STOP SIGNS AT BALLYKEANE LANE
TRIM REFERENCE: 2018/1101

RECOMMENDATION Mr D Vant/Sgt M Hevers
That Council not install stop signs at the intersection of Ballykeane Lane and Cadia Road.
### 3.6 HOTEL ORANGE TAXI RANK REVIEW

TRIM REFERENCE: 2018/1122

**RECOMMENDATION**

<table>
<thead>
<tr>
<th>Mr D Vant/Cr T Mileto</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. That Council support the relocation of two bays of the taxi-rank from Summer Street to Peisley Street on the corner of Hotel Orange as per Figure 1 of this report noting the reduced required length.</td>
</tr>
<tr>
<td>2. That the existing taxi-rank at the southern side of Summer Street (Peisley to McNamara) be changed to a 12.3m long taxi-rank for drop off and the residual of the existing taxi rank to one hour parking as per Figure 1 of this report.</td>
</tr>
<tr>
<td>3. That both taxi ranks be operational between the hours of 1900 to 0400 Thursday to Sunday.</td>
</tr>
<tr>
<td>4. That this arrangement be instigated for a six month trial period and if satisfactory become permanent.</td>
</tr>
</tbody>
</table>

### 3.7 SIGNAGE AND LINE MARKING - CARGO ROAD UPGRADE

TRIM REFERENCE: 2018/1123

**RECOMMENDATION**

<table>
<thead>
<tr>
<th>Mr D Vant/Sgt M Hevers</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council implement the signage and line-marking as outlined in the Cargo Road signage and line-marking plans.</td>
</tr>
</tbody>
</table>

### 3.8 SAFETY CONCERNS - INTERSECTION OF FOREST ROAD AND GINNS ROAD

TRIM REFERENCE: 2018/1125

**RECOMMENDATION**

<table>
<thead>
<tr>
<th>Mr D Vant/Cr T Mileto</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Item 3.8 Safety Concerns – Intersection of Forest Road and Ginns Road be withdrawn as it is a maintenance issue.</td>
</tr>
</tbody>
</table>
3.9 IMPLEMENTATION OF EDGE LINE AND BICYCLE LANE MARKINGS

TRIM REFERENCE: 2018/1157

RECOMMENDATION

Sgt M Hevers/Mr D Vant

1. That Council install edge line marking on streets set out in Table 1 of this report ie March Street – Woodward Street to Peisley Street, William Street – March Street to Byng Street, Anson Street - Moulder Street to March Street and Lords Place - Moulder Street to March Street.

2. That Council marks appropriate symbols to indicate a bicycle shoulder on streets indicated on Table 1 of this report in conjunction with edge line marking ie March Street – Woodward Street to Peisley Street, Anson Street - Moulder Street to March Street and Lords Place - Moulder Street to March Street.

3.10 COUNCIL DESIGN - PEDESTRIAN KERB BLISTERS - WOODWARD STREET

TRIM REFERENCE: 2018/1161

RECOMMENDATION

Mr D Vant/Sgt M Hevers

That Council supports the construction of kerb extensions on Woodward Street adjacent to Elephant Park with No Stopping signs in accordance with Roads and Maritime Service technical specifications.

3.11 DESIGN PLANS - MOULDER STREET AND HILL STREET INTERSECTION

TRIM REFERENCE: 2018/1162

RECOMMENDATION

Sgt M Hevers/Mr D Vant

That Council implements signage and line-marking changes at the Intersection of Hill Street and Moulder Street as per the plans attached to this report.

THE MEETING CLOSED AT 10.52AM.
3 GENERAL REPORTS

3.1 SPEED ADVISORY SIGNS ON FOREST ROAD BRIDGE

RECORD NUMBER: 2018/1366
AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

This report serves to allow the installation of curve advisory signs on Forest Road Bridge.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

FINANCIAL IMPLICATIONS

The cost of this recommendation is covered by a successful Blackspot nomination.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council endorses the placement of the curve advisory signs on the approaches to Forest Road Bridge as shown in the plan in Annexure A

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has received money to install a non-slip seal, bridge barrier and signage on Forest Road Bridge under Blackspot nomination.

Due to various reasons Council is unable to construct bridge barrier of Forest Road Bridge but has placed a non-slip seal.

Annexure A below shows the proposed placement of CAMS and speed advisory signs on the Forest Road Bridge.
3.1 Speed advisory signs on Forest Road Bridge

Annexure A
3.2 15 MINUTE PARKING AT JACKS CORNER STORE, MOULDER STREET

RECORD NUMBER:  2018/1233
AUTHOR:  Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council has installed five minute parking at Jacks Corner Store in past years when events are undertaken at Cook Park as to enable parking at the store. This report recommends formalisation of the parking.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

FINANCIAL IMPLICATIONS

Approximately $500.

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council install 15 Minute Parking in Moulder Street on the southeast corner of the intersection of Sampson Street as shown in Figure 1.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has installed temporary five minute parking at Jacks Corner Store in past years when events are undertaken at Cook Park as the storekeeper complains the event is reducing parking capacity for his business. This mobilisation of temporary parking has no City of Orange Traffic Committee approval and is costly to Council.

Discussions with the store owners show they would be happy to have 15 minute parking permanently in front of the store in the location shown in Figure 1 below.
3.2 15 Minute Parking at Jacks Corner Store, Moulder Street

Figure 1
3.3 NO STOPPING ON WOODWARD STREET

RECORD NUMBER: 2018/1330
AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY
A situation exists on Woodward Street where a No Stopping Zone appears not to be closed out. This report serves to fix the confusion.

LINK TO DELIVERY/OPERATIONAL PLAN
The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

FINANCIAL IMPLICATIONS
Implementation of the recommendation will cost approximately $500.

POLICY AND GOVERNANCE IMPLICATIONS
Nil

RECOMMENDATION
That Council installs a No Stopping sign and a two hour parking zone on the southern side of Emus access as per the plan shown in Annexure 1.

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

SUPPORTING INFORMATION
A one arrow No Stopping sign is located approximately 25 metres south of Emus’ northern access gate. As this sign has one arrow pointing south, it appears parking is available to the north of the sign. This is not the case as there is a double arrow No Stopping sign 67 metres north of this sign.
Existing arrangements

It is recommended that Council install an additional No Stopping sign immediately south of the Emus access and allow two hour parking for the 25 metres south of the Emus access as per the plan below,
Annexure 1
3.4 **NO THROUGH ROAD ON WINTER STREET FROM DALTON STREET**

**RECORD NUMBER:** 2018/1343  
**AUTHOR:** Jason Theakstone, Manager Engineering Services

**EXECUTIVE SUMMARY**

Council has been requested to install a “No Through Road” sign at the intersection of Winter Street and Dalton Street.

**LINK TO DELIVERY/OPERATIONAL PLAN**

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

**FINANCIAL IMPLICATIONS**

The recommendation in this report will cost approximately $500.

**POLICY AND GOVERNANCE IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council installs a “No Through Road” sign at the intersection of Winter Street and Dalton Street

**FURTHER CONSIDERATIONS**

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

**SUPPORTING INFORMATION**

Council has been requested by the owner of 264 Dalton Street to install a “No Through Road” sign at the intersection of Winter Street and Dalton Street. The owner of 264 Dalton Street claims many motorists are accessing the road mistakenly.

It is believed the installation of a “No Through Road” Sign at the intersection will alleviate the confusion for motorists.
3.4 No Through Road on Winter Street from Dalton Street
3.5 SPEED COMPLAINTS TO COUNCIL

RECORD NUMBER: 2018/1351
AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY

Council receives numerous speed complaints and requests for speed humps. The current practice of dealing with these speeding complaints is costly and could be streamlined.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

1. That Council directs all speed complaints directly to the NSW Police on receiving them; and
2. That Council not install speed humps on its existing local and regional road network.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council receives complaints about vehicles speeding on local, regional and state roads on a weekly basis. Often the complaint is accompanied by a request to install speed bumps.

The current practice with processing a speed complaint is as follows:

1. Complaint put through Council’s CRM system;
2. Holding letter sent to the complainant saying Council will deal with the matter through the Traffic Committee;
3. Installation of traffic classifiers for a two week period;
4. Report drafted to the Traffic Committee;
5. Recommendation sent to Council for ratification;
6. Speed data and request to patrol the subject street sent to NSW Police.

The current practice costs Council over $500 per complaint and can take several months to process. Most Traffic Committee recommendations are to “Not to install speed bumps and forward this complaint to the NSW Police for patrolling”.

The Roads and Maritime Services (RMS) do not consider speeding as a Traffic Committee issue and would prefer any discussion around speed complaints to be dealt with in the general business of a Traffic Committee. RMS advise any speeding on State Roads is simply an enforcement issue.

Whilst it may be of interest to Council where speeding occurs or why it occurs, such as road geometry, speeding on roads is an enforcement issue and best dealt by the police at the time of complaint, not months later.

Council has installed speed bumps at several locations in the past to try reduce speed. The construction of a speed bump is problematic to the community for the following reasons:

- They could be considered dangerous if approached at high speeds;
- They create road noise for nearby residents;
- They are high maintenance;
- They are difficult to locate;
- They cause erratic driving behaviour (people driving around them);
- They burden motorists driving at safe speeds;
- They can cause people to drive down other streets to avoid the speed bumps; and
- They incur a high cost to society with fuel costs, environmental costs, crash costs and time travelled costs.

Council has removed some speed bumps in the past for these reasons.

This report recommends Council refer any speeding complaints directly to the NSW Police for enforcement at the time it is received and not install speed humps on any of its local roads.

Should Council wish to know where the speed complaints are and how many are received by Council a separate section of the current works report to the Infrastructure Policy Committee could be furnished monthly to Council.
EXECUTIVE SUMMARY
A resident has complained about the sight distance to the east on Dalton Street from Mathoura Avenue. The report proposes No Stopping be placed east of the intersection.

LINK TO DELIVERY/OPERATIONAL PLAN
The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

FINANCIAL IMPLICATIONS
This recommendation will cost Council approximately $250 to be funded from the sign budget.

POLICY AND GOVERNANCE IMPLICATIONS
Nil

RECOMMENDATION
That No Stopping signs be installed across the southern frontage of 21 Mathoura Avenue on the north eastern corner of Dalton Street and Mathoura Avenue.

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

SUPPORTING INFORMATION
A resident has complained about the sight distance to the east on Dalton Street from Mathoura Avenue. The report proposes a No Stopping sign be placed east of the intersection.

Due to the vertical curve at this intersection sight distance to the east is significantly reduced as shown in the photos below.

It is recommended that No stopping signs be placed at the locations shown in Annexure A below.
3.6 Sight distance on Dalton street from Mathoura Ave

Annexure A
3.7 NO THROUGH ROAD SIGNS AT HILL STREET AND MITCHELL PARADE

RECORD NUMBER: 2018/1386
AUTHOR: Jason Theakstone, Manager Engineering Services

EXECUTIVE SUMMARY
Council has received requests to install No Though Road signs at the southern end of Hill Street and Mitchell Parade.

LINK TO DELIVERY/OPERATIONAL PLAN
The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

FINANCIAL IMPLICATIONS
This recommendation will cost Council approximately $500 which would be funded from the Council sign budget.

POLICY AND GOVERNANCE IMPLICATIONS
Nil

RECOMMENDATION
That Council installs No Through Road signs at the southern end of Hill Street and Mitchell Parade.

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

SUPPORTING INFORMATION
Council has received requests to install No Though Road signs at the southern end of Hill Street and Mitchell Parade. An influx of parking at the southern end of these roads could be attributed to the construction of a rail underpass that serves pedestrian access to nearby schools.

It is recommended that Council install these signs.
3.7 No Through Road Signs at Hill Street and Mitchell Parade
EXECUTIVE SUMMARY
Council has received an application to hold the NAIDOC March on Monday 29 October 2018.

LINK TO DELIVERY/OPERATIONAL PLAN
The recommendation in this report relates to the Delivery/Operational Plan strategy “15.1 Our Environment – Maintain and renew traffic and transport infrastructure assets and services as specified within the Asset Management Plan at agreed levels of service”.

FINANCIAL IMPLICATIONS
Nil

POLICY AND GOVERNANCE IMPLICATIONS
Nil

RECOMMENDATION
That the Conditional Approval for the 2018 NAIDOC March be endorsed subject to compliance with the attached conditions.

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

SUPPORTING INFORMATION
An application has been received to hold the NAIDOC March on Monday 29 October 2018.
The march will commence in Sale Street, turn left into Summer Street and then turn left into McNamara Street and into Robertson Park under police escort.
The application and a conditional approval for the events are attached.

ATTACHMENTS
1 Attachment - Street Event NAIDOC March 2018, D18/29179
CONDITIONAL APPROVAL FOR USE OF ROAD

NAIDOC MARCH 2018

ORANGE NAIDOC WEEK COMMITTEE

Street to be used: Sale Street, Summer Street, McNamara Street.
Date: Monday 29 October 2018
Time: 9.45am - 11.00am
Type of closure: March under Police escort (rolling closure)
Class: 2

Route of the Parade:
- Starting in Sale Street car park opposite Newey’s Dry Cleaners
- Left into Summer Street to McNamara Street.
- Left into McNamara Street to Robertson Park

CONDITIONS OF APPROVAL

1. Council will inform the NSW Police Force of the event. Written Police approval must be provided prior to the event taking place and any additional conditions applied must be complied with.

2. All participants are to be briefed prior to the event in regard to the need to comply with
   The Road Transport Act 2013 and Road Rules 2014.

3. The applicant must apply for and be granted a Road Occupancy Licence from Roads & Maritime Services

4. The applicant must carry out a risk assessment for the event and provide a risk management plan to Council.

5. A Traffic Management Plan prepared by an authorised person shall be provided for the event

6. Safety vehicles displaying hazard warning lights and signs, approved by the RMS, shall be located at the front and rear of the participants.

7. Qualified Traffic Control personnel are to be located at each intersection to stop traffic entering the march and remain in place until all participants have passed that intersection.

8. Ensure that all marshals, staff, volunteers and participants are briefed in detail prior to the event.

9. Ensure all due care will be taken to protect the interests of all persons involved in the event.
10. Council will provide Public Liability insurance cover for the event.

11. The User is required to inform all relevant persons involved in the organising of the event of the terms and conditions included in the approval.

12. All documents requested must be submitted to Council by Tuesday 16 October 2018.

WITHDRAWAL OF APPROVAL

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

WRITTEN ACCEPTANCE

In terms of Council policy, would you please provide a written acceptance of the conditions outlined in this approval by Tuesday 16 October 2018.

I hereby declare that I have read, understand and will comply with the conditions for the NAIDOC March 2018.

Signed for and on behalf of the Orange NAIDOC Week Committee

Name (print): __________________________

Signature: ______________________________

Designation: ____________________________
EVENT APPLICATION TIMEFRAMES

Please submit this event application, along with all other required documentation to Orange City Council’s Events Officer 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:

<table>
<thead>
<tr>
<th>Application/approval type</th>
<th>Minimum timeframe before event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval to Install and Operate Amusement Device (ie: Section 68 approval)</td>
<td>5 working days</td>
</tr>
<tr>
<td>Temporary Food Permit</td>
<td>5 working days</td>
</tr>
<tr>
<td>Filming Proposal</td>
<td>5 working days</td>
</tr>
<tr>
<td>Donations and Grants Application</td>
<td>28 working days</td>
</tr>
<tr>
<td>Alcohol Licence</td>
<td>30 working days</td>
</tr>
<tr>
<td>Development Application</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>Temporary Suspension of an Existing Alcohol Free Zone</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Road Closure/Traffic Management Plan</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

USEFUL CONTACTS

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange City Council - Events Officer</td>
<td>(02) 6393 8220</td>
</tr>
<tr>
<td>Orange City Council - Development Services</td>
<td>(02) 6393 8530</td>
</tr>
<tr>
<td>Orange City Council - Parks Supervisor</td>
<td>0417 419 030</td>
</tr>
<tr>
<td>Orange City Council - Sport and Recreation Co-ordinator</td>
<td>0438 100 499</td>
</tr>
<tr>
<td>Orange Police</td>
<td>(02) 6363 6399</td>
</tr>
<tr>
<td>NSW Ambulance</td>
<td>(02) 6841 2670</td>
</tr>
<tr>
<td>Roads and Maritime Services</td>
<td>132 213</td>
</tr>
<tr>
<td>NSW Food Authority</td>
<td>1300 552 406</td>
</tr>
</tbody>
</table>
### Applicant Details

Name: Karen Boyde  
Council Department: Community Services  
Position: Community Support Coordinator  
Phone:  
Mobile:  
Email:  

### Event Details

**Event Name:** Orange NAIDOC Week 2018 - Summer Street March & Robertson Park Event  
**Location/Venue:** *Subject to availability*  
Sale/Summer/McNamara Street March and Robertson Park  

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

**Event Date/s:** Monday 29 October 2017  
**Event Time/s:** 10:20 Street March/10:45 am Park  
**Bump In date and time:** 8am  
**Bump Out date and time:** 3pm  

Describe the main purpose of your event:  

---  

Is the event likely to be an ongoing event?  

- [ ] YES  
- [ ] NO  

If yes, please list any future anticipated event dates:  

This annual event is within the Orange NAIDOC Week program from the NAIDOC Week Community Committee  

Will your event be open to the public?  

- [ ] YES  
- [ ] NO  

Expected event attendance. Participants: 1500  
Spectators: 300  

Is your event being attended by children or young people under 18 years of age?  

- [ ] YES  
- [ ] NO  

Will you charge an entry fee for this event?  

- [ ] YES  
- [ ] NO  

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

Will there be food and/or drinks sold at your event?  
- [ ] YES  
- [ ] NO  

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

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

Will alcohol be served and/or for sale?  
- [ ] YES  
- [ ] NO  

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

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

Will your event require security personnel?  
- [ ] YES  
- [ ] NO  

Will your event require waste management?  
- [ ] YES  
- [ ] NO

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

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

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

Guidelines for the number of toilets required are listed below:

<table>
<thead>
<tr>
<th>People</th>
<th>No alcohol</th>
<th>Alcohol</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;500</td>
<td>Male 3</td>
<td>Female 6</td>
</tr>
<tr>
<td>&lt;1000</td>
<td>Male 6</td>
<td>Female 9</td>
</tr>
</tbody>
</table>

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

15 amp | Number required:  
- [ ] 20 amp | Number required:  
- [ ] 32 amp | Number required:

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

Will you need to organise additional lighting?  
- [ ] YES  
- [ ] NO

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

Type of structure, quantity and dimensions in m²:

Marty Productions will arrange PA system and announcement area near Council's temporary flag pole area. See Mid Map. Various local Service Providers will have temporary stalls to supply information and referral services to the public. Additional temporary shelters, mainly OSX will be supplied for sun shelters for the public, including seated areas for the Aboriginal Elders.

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

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

Will your event impact vehicle/pedestrian traffic?  
☐ YES  ☐ NO

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

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

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

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

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

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

Details:

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

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

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

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

<table>
<thead>
<tr>
<th>Patrons</th>
<th>First Aiders</th>
<th>First Aid Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>1000</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>2000</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>5000</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>10000</td>
<td>12</td>
<td>2</td>
</tr>
</tbody>
</table>

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

Name: Mr. Gerald Power  
Contact phone number: 0414 904 497

What is your Emergency Evacuation Plan?

Announcement via PA system. Patrons asked to leave in an orderly manner.

For any event, your strategies for emergency/risk management must comply with Australian Standards AS/NZSISO 3109/2009. 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?

Street March will be cancelled
Park ceremonies will be moved to the Orange Function Centre, Fyles Street, Orange

Will amusement devices (e.g. jumping castle/s, mechanical ride/s) or other entertainment (performers or attractions) be in operation at your event?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

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?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If yes, you must comply with all provisions of the Exhibited Animals Protection Act, 1986.

Will your event involve the movement of any aircraft?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Will there be goods (other than food) for sale at your event?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Will there be fireworks at your event?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Will you be fundraising as part of your event?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Will the event involve any professional filming or photography?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>
REQUIRED DOCUMENTATION

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

- Site Plan depicting everything you plan to bring or utilise at the venue, such as: barricading/fencing, stalls and marquees, stages, toilets, rubbish/recycling bins, signs/banners, lights/lighting towers, PA/speakers, entry and exit points, parking, power, first aid and emergency muster points.

- Risk Assessment outlining all applicable risks and control measures.

INDEMNITY & DECLARATION

I ________________ am authorised by Orange City Council to make this application. I understand that a risk assessment/safety inspection and audit of the Council property is required along with completing a risk assessment prior to each use. I understand that I must only use the Council property if it is safe to do so and must leave the council property in a clean and tidy condition, including all associated facilities. I understand that if Council is required to clean or conduct any repairs due to damage or neglect caused by the applicant, the applicant will be invoiced. I agree to ensure that if the Council property is used at night, the level of lighting is appropriate for the intended purposes and agree to turn off all lighting immediately after the event or use of Council property has ceased.

I understand that only approved line marking agents can be used on Council property and I must obtain Council approval for any signage erected. I agree not to sub-let any Council property or facility. I agree to ensure children using Council property are supervised by an adult and agree not to permit any animals (with the exception of guide/hearing dogs), glass and vehicles on Council property unless prior approval is obtained.

I agree to comply with any requirement set by Council as part of the Conditions of Approval for the event and will comply with any direction of Council in relation to the Council property (e.g. closures due to wet weather and maintenance).

Signature                                  Name (BLOCK LETTERS)      Date

KAREN BOYDE

21/06/18
<table>
<thead>
<tr>
<th>Description of Hazard</th>
<th>Risk: Street Event NAIDOC March 2018</th>
<th>Date: 30/6/18</th>
<th>Control Measures</th>
<th>Risk: Street Event NAIDOC March 2018</th>
<th>Date: 30/6/18</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip slips in area</td>
<td>Traffic Control Plan will be in place. Police will escort from front and rear of event.</td>
<td>4</td>
<td></td>
<td>Traffic Control Plan will be in place. Police will escort from front and rear of event.</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Pedestrians exposed to vehicle traffic</td>
<td>Personal injury</td>
<td>4</td>
<td></td>
<td>Personal injury</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Cars parked on road</td>
<td>Could result in temporary / heating loss</td>
<td>4</td>
<td></td>
<td>Could result in temporary / heating loss</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Poor visibility</td>
<td>Poor visibility</td>
<td>4</td>
<td></td>
<td>Poor visibility</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Slippery surfaces</td>
<td>Slippery surfaces</td>
<td>4</td>
<td></td>
<td>Slippery surfaces</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** This form needs to be completed by referring to 'Event Guide: Risk Management' available on Council's website under ‘City of Orange’.
<table>
<thead>
<tr>
<th>Description of Hazard</th>
<th>Description of Risk</th>
<th>Risk Rating (refer to Matrix)</th>
<th>Control Measures</th>
<th>Residual Risk (refer to Matrix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Handling: Lifting and carrying goods</td>
<td>Strains, muscle strains, minor cuts and lacerations</td>
<td>4</td>
<td>Council staff are trained in Manual Handling procedures, and encouraged to only lift what they consider appropriate. Tables and chairs lifted in pairs of staff. Any stall holder to maintain their own risks</td>
<td>5</td>
</tr>
<tr>
<td>Poor food handling</td>
<td>Contaminated Food / Food Poisoning</td>
<td>3</td>
<td>Catering served by trained Food Handling accredited staff/committees volunteers. Follow correct food handling procedures and storage Food providers will hold a current Food Permit (food provided for free)</td>
<td>5</td>
</tr>
<tr>
<td>Gas cylinders</td>
<td>Fire / Burns / explosion</td>
<td>4</td>
<td>All gas cylinders to have current inspection stamps. Firefighting equipment to be readily available. Cooking facilities to be located away from flammable materials.</td>
<td>4</td>
</tr>
<tr>
<td>Chemical poisoning</td>
<td>Irritation</td>
<td>4</td>
<td>Cleaning products to be stored away from general public access. First Aid kit available if required. Any irritants washed with clean water</td>
<td>5</td>
</tr>
<tr>
<td>Waste disposal</td>
<td>Broken Glass/syringes in park</td>
<td>4</td>
<td>Walk grounds prior to event and remove any rubbish, broken glass or waste. Ensure additional garbage bins for waste removal</td>
<td>5</td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>Sun / Cold / Windy / Electrical Storm / lightning strikes</td>
<td>Sun burn/heat stress / hypothermia Cold conditions/hypothermia Crowd control issues, Potential tree and garden debris Potential for electric / hail / storm injury</td>
<td>4</td>
<td>Discontinue event or move event to the alternative location. Remove all electrical equipment. MC to make appropriate announcements. Crowd encouraged to leave in an orderly manner. First Aid, Sunscreen and drinking water available</td>
</tr>
<tr>
<td>Lack of Amenities</td>
<td>Patron Discomfort</td>
<td>4</td>
<td>Ensure additional toilets are available to meet crowd requirements and are open, clean and sufficient supplies with directional signage. Permanent toilets are located at Council, Cnr Byng St &amp; Lords Place, and Southcourt area (near Library) Cnr Byng St opposite park.</td>
<td>5</td>
</tr>
</tbody>
</table>
| Plant sensitivity | Insect or Animal Bite | Potential bites or stings from park plants/insects or animals Potential dog bite. (Dogs are permitted in the park on a lead.) | 4 | Removal of any plant material in the park including fruits, seeds and leaves is prohibited. Children adequately supervised. Dogs must be under effective control at all times. All dogs are prohibited from:-  
  - within 10 metres of any playing apparatus for the use of children.  
  - within 10 metres of any apparatus provided for the preparation of food for human consumption or for the consumption of food by humans. (BBQ areas).  
  - an area set aside for the playing of organised games (ie. Sporting fields). First Aid available. | 5 |
<p>| Emergency Evacuation | Crowded areas / traffic congestion injuries | 4 | MC to be given emergency evacuation plan and muster point information for in the event of an emergency evacuation requirement and ask patrons to move in an orderly manner. | 5 |</p>
<table>
<thead>
<tr>
<th>Description of Hazard (something that has the potential to cause harm)</th>
<th>Description of Risk (what can happen as a result of the hazard)</th>
<th>Risk Rating (refer to Matrix)</th>
<th>Control Measures</th>
<th>Residual Risk (refer to Matrix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree branch limbs falling</td>
<td>Potential personal or property damage</td>
<td>3</td>
<td>Park is maintained and inspected by Orange City Council whereby regular inspection for any dangerous trees or branches are removed. Where dangerous area is to be isolated or event to be cancelled in extreme wind, rain or snow conditions. Participants to be adequately supervised. First Aid available if required.</td>
<td>5</td>
</tr>
<tr>
<td>Intoxication</td>
<td>Patrons under the influence of drug or alcohol</td>
<td>4</td>
<td>Event is advertised as an alcohol free event. Police to be called for any non-compliance or public mischief.</td>
<td>5</td>
</tr>
<tr>
<td>Entering water feature areas</td>
<td>Potential drowning</td>
<td>4</td>
<td>Water areas located on the map at the entrance to the park. Parents to supervise children at all times.</td>
<td>5</td>
</tr>
<tr>
<td>Lost children</td>
<td>Potential distressed children</td>
<td>4</td>
<td>MC to announce any lost children and seek support to locate and/or attend to their wellbeing until returned to their located parent or carer.</td>
<td>5</td>
</tr>
<tr>
<td>Vehicle movement</td>
<td>Potential injury to pedestrians</td>
<td>4</td>
<td>Authorised and limited vehicle only within the park. Speed limit to 10km within Botanical Gardens. Vehicle access via rear of the Clover Hill Function Centre.</td>
<td>5</td>
</tr>
<tr>
<td>Hot Water (Tea/Coffee)</td>
<td>Patrons could be scalded or burnt from hot water or equipment</td>
<td>4</td>
<td>Ensure equipment is sturdy with sufficient space to allow a flow of community patrons.</td>
<td>5</td>
</tr>
<tr>
<td>Medical Emergency (i.e., heart attack)</td>
<td>Heart attack, falls, individual illnesses</td>
<td>4</td>
<td>OAMS – Orange Aboriginal Medical Services will be in attendance to support any first aid issues and support the general wellbeing of the community.</td>
<td>5</td>
</tr>
<tr>
<td>Loss of Power/Services</td>
<td>Patrons unable to hear announcements</td>
<td>5</td>
<td>Patrons encouraged to move closer to the Rotunda. Teachers to instruct children and youth.</td>
<td>5</td>
</tr>
<tr>
<td>Power Cables damaged or Electrocution</td>
<td>Possible electrocution or electrical shock</td>
<td>1</td>
<td>Leads and equipment to be test tagged and current, laid to avoid tri or severed factors andreacity to power outlets.</td>
<td>5</td>
</tr>
<tr>
<td>Crowds</td>
<td>Crowd behavior – There is a risk that poor crowd behavior could result in injury to public from violence</td>
<td>3</td>
<td>Alcohol free event.</td>
<td>5</td>
</tr>
<tr>
<td>Lack of Parking</td>
<td>Frustration of community to attend on time</td>
<td>5</td>
<td>March start area and park area will have sufficient street parking. Program to allow sufficient time for the community to congregate in an orderly manner.</td>
<td>5</td>
</tr>
</tbody>
</table>

NOTE: Please attach additional pages if necessary and attach to your application
## Risk Assessment Conducted by: Lynda Bowtell, Orange City Council, Community Development Officer

<table>
<thead>
<tr>
<th>Event Organiser Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Boyde, OCG Community Support Officer, with</td>
<td>Karen Boyde, BIRRANG</td>
<td>4/6/2018</td>
</tr>
<tr>
<td>Debbie Maguire, BIRRANG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Co-Ordinator, NAIDOC Week Community Committee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Assessment Satisfactory</th>
<th>Corrective Action:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES ☐ NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
30 May 2017

Attention: Ms Shirley Hyde

The General Manager
Orange City Council
PO Box 33
ORANGE NSW 2800

Dear Madam,

Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>Public Liability/Professional Indemnity</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBER COUNCIL</td>
<td>Orange City Council</td>
</tr>
<tr>
<td>BUSINESS OF MEMBER:</td>
<td>Local Government Authority, as defined in wording.</td>
</tr>
<tr>
<td>EXPIRY DATE</td>
<td>30 June 2018</td>
</tr>
<tr>
<td>GEOGRAPHICAL SCOPE</td>
<td>Anywhere in the World, excluding the Dominion of Canada and the United States of America.</td>
</tr>
<tr>
<td>LIMITS OF PROTECTION</td>
<td>$20,000,000 any one occurrence in respect of Public Liability and in the aggregate any one Period of Protection in respect of Products Liability, and $20,000,000 any one claim and in the aggregate any one Period of Protection in respect of Professional Indemnity.</td>
</tr>
<tr>
<td>STATEWIDE CERTIFICATE NUMBER</td>
<td>000028</td>
</tr>
</tbody>
</table>

This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder.

Yours sincerely,

Naamon Eustell
Executive Officer
EXECUTIVE SUMMARY
Council has received an application from Cycling NSW to hold the 2018 NSW Masters Road Cycling Championships.

LINK TO DELIVERY/OPERATIONAL PLAN
The recommendation in this report relates to the Delivery/Operational Plan strategy “15.1 Our Environment – Maintain and renew traffic and transport infrastructure assets and services as specified within the Asset Management Plan at agreed levels of service”.

FINANCIAL IMPLICATIONS
Nil

POLICY AND GOVERNANCE IMPLICATIONS
Nil

RECOMMENDATION
That the Conditional Approval for the 2018 NSW Masters Road Cycling Championships be endorsed subject to compliance with the attached conditions.

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

SUPPORTING INFORMATION
An application has been received from Cycling NSW to hold the 2018 NSW Masters Road Cycling Championships. The application covers two events to be held in Orange which are a criterium on Sunday 23 September and a time trial on Monday 24 September 2018.

The roads to be used for the criterium on Sunday and involving full closure will be Astill Drive, Elwin Drive and Colliers Avenue. The roads to be used for the time trial on Monday will be Bloomfield Road, Huntley Road and Aerodrome Road with Bloomfield Road being the only one closed.

The application and a conditional approval for the events are attached.

ATTACHMENTS
1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships, D18/29037
CONDITIONAL APPROVAL FOR EVENT

Cycling NSW Masters Road Cycling Events

Cycling NSW

Streets to be used:
- Critérium – Astill Drive, Elwin Drive, Colliers Avenue
- Time Trial – Bloomfield Road, Huntley Road, Aerodrome Road

Date:
- Critérium – Sunday 23 September 2018
- Time Trial – Monday 24 September 2018

Time:
- Critérium – 6.30am – 5.30pm
- Time Trial – 7.30am – 2.30pm

Type of closure:
- Critérium – Full closure
- Time Trial – Bloomfield Road - closed
  - Huntley Road, Aerodrome Road - open

Class: 2

Container: F2632

CONDITIONS OF APPROVAL

1. Approval will be obtained from the Traffic Branch of the Orange Police. Council will inform Orange Police of the events and you must comply with any additional conditions so imposed.

2. Council to be provided with a copy of the current public liability insurance documentation relating to the events with a minimum cover of $20 million, noting Council's interest.

3. A Traffic Management Plan and a Traffic Control Plan prepared by an authorised person shall be provided for each event.

4. Arrangements and marshalling points are to be in terms of the plan submitted.

5. The applicant will undertake a risk assessment and provide a risk management plan to Council.

6. Marshals are to be placed where required.

7. All marshals are to be in place prior to the commencement of the event, and are to remain in place until completion of the event.

8. A letter drop to residents and businesses advising of the event will be conducted in affected roads.

9. All participants are to be briefed prior to the event in regard to the need to comply with The Road Transport Act 2013 and Road Rules 2014.
10. The Club shall inform the following organisations of the event and copies being forwarded to Council:-

- Fire and Rescue NSW
- NSW Rural Fire Service
- NSW Ambulance
- Orange Health Service
- Orange Local State Emergency Service
- Local property owners
- Cadia Valley Operations
- Regional Express Airlines
- Fly Corporate Airlines
- Orange Taxi Cooperative

11. Orange City Council will not accept responsibility for damage or loss to equipment or merchandise left on the premises, reserves and roads prior to, during and after functions.

The organiser is financially responsible for the cost to repair any damage caused by the event, his agents or by any other person in relation to the event and use of the reserves and roads. The organiser must repay to Council any sum of money reasonably incurred by the Council for making repairs to or making good any damage to Bloomfield Park and Gosling Reserves, except in the case of any fitting which was broken prior to the date of the events.

12. The organiser must not do or leave undone or permit to be done or left undone anything, which might affect Council insurance policies relating to fire or public risk. The applicant must indemnify Council to the extent that those policies are affected by any failure to comply with this obligation.

Workers compensation for paid staff, personal accident for volunteers and insurances for theft, breakages will be the responsibility of the User.

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

13. If the organiser commits a breach of any terms or conditions of this Approval it will be terminated. If for any reason, not arising out of the wilful acts or default of the Council, the reserve and roads will cease to be available for the use by the organiser, the Council may give to the organiser notice in writing of the unavailability without there being any breach of this Approval.

14. The organiser is required to inform all relevant persons involved in the organising of the event of the Terms and Conditions of the Approval.
15. Nothing contained within this Approval is deemed to constitute a partnership between Orange City Council and the event organiser or to create the relationship of landlord and tenant between them.

16. All documents requested must be submitted to Council by Friday 7 September 2018 and marked to the attention of Jason Theakstone in the Technical Services Division.

I hereby declare that I have read and understand the conditions for the NSW Masters Events

Signed for and on behalf of Cycling NSW -

Name (print) : ____________________________

Signature : ______________________________

Designation : ____________________________

Date : _________________________________

Witness : ______________________________
3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

HUNTLLEY ROAD COURSE

START
FINISH
3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1  Attachment - Street Event - 2018 NSW Masters Road Cycling Championships
AUTHOR: AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE
TRAFFIC MANAGEMENT PLAN
NUMBER: 0042663182
EXPIRES: 25/06/2020

Date: 16/02/2018  Author: AMY BENTLEY-MARSHALL  Project: CYCLING N.S.W. TIME TRIALS - LONE PINE/AVONLEA ROAD - ORANGE

Comments:
TCP # NSW 160201818W2

Site to be set up as per the TCP.
Modifications may only be made by a current Deselect/Modify (Red Card) holder.
Any additional modifications are to be set up in the same manner.

Delays are to be placed as required for the works as set out in traffic control on work site manual.
Pedestrians and driveways are to be monitored as required.
Traffic Controllers are required to close the road down to one lane as required by the works.

Stop/Go control is to be used to accommodate works.

Speed limits to be notified to 40kmh through work site.

Signs can be placed at +2% or -1% tolerance in distance from original position if required.

Queue lengths to be monitored and end of queue protection be placed as required.

MIDWEST TRAFFIC MANAGEMENT
AUTHOR:
AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE
TRAFFIC MANAGEMENT PLAN
NUMBER: 0042663182
EXPIRES: 25/06/2020

PLEASE NOTE: THIS IS NOT APPROVED. FOR DIRECTION TO RESTRICT THE SPEED LIMIT, YOU MUST HAVE THIS PLAN APPROVED BY AN ACCREDITED ROADS & TRAFFIC AUTHORITY REPRESENTATIVE OR LOCAL COUNCIL REPRESENTATIVE.

Date: 10/2/2018  Author: AMY BENTLEY-MARSHALL  Project: CYCLING N.S.W. TIME TRIALS - HINEY/HUNTELY ROAD - ORANGE
Comments: TCPM NBF10023183
Site to be set up as per the TCP.
Modifications must only be made by a current Select/Modify (Red Card) holder.
Any additional side roads are to be set up in the same manner.

Definition to be placed as required for the works as set out in traffic control or worksite manual.

Traffic Controllers are required to close the road down in one lane as required by the works.

Stop/Slow control is to be used to accommodate works.

Speed limit is to be reduced to 40km/h through worksite.

Signs can be placed at >25% or -10% tolerance in distance from original position if required.

Queue lengths to be monitored and end of queue protection be placed as required.

MIDWEST TRAFFIC MANAGEMENT
CITY OF ORANGE TRAFFIC COMMITTEE

12 JUNE 2018

3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

AUTHOR:
AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE
TRAFFIC MANAGEMENT PLAN
NUMBER: 0042663182
EXPIRES: 25/06/2020

PLEASE NOTE: THIS IS NOT APPROVAL FOR DIRECTION TO RESTRICT
TO OBTAIN APPROVAL TO RESTRICT THE SPEED LIMIT,
YOU MUST HAVE THIS PLAN APPROVED BY AN ACCREDITED
ROADS & TRAFFIC AUTHORITY REPRESENTATIVE OR LOCAL COUNCIL REPRESENTATIVE.

Date: 16/02/2018 Author: AMY BENTLEY-MARSHALL Project: CYCLING N.S.W. - TIME TRIALS - AERODROME/HUNTLEY ROAD - ORANGE
Comments:
TCP# NSW/160/2014AM
Site to be set up as per the TCP.
Modifications must only be made by a current Select/Modify (Red Card) holder.
Any additional side roads are to be set up in the same manner.
Deflection to be placed as required for the works as set out in traffic control on worksite manual.
Pedestrians and driveways are to be monitored as required.
Traffic Controllers are required to close the road down to one lane as required by the works.
Stop/Glow control is to be used to accommodate works.
Speed limit is to be reduced to 40km/h through worksite.
Signs can be placed at ±15% or ±10% tolerance in distance from original position if required.
Queue lengths to be monitored and end of queue protection be placed as required.

MIDWEST TRAFFIC MANAGEMENT
AUTHOR:

AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE
TRAFFIC MANAGEMENT PLAN
NUMBER: 0042663182
EXPIRES: 25/06/2020

PLEASE NOTE: THIS IS NOT APPROVAL. FOR DIRECTION TO RESTRICT,
TO REVIEW APPROPRIATE TO RESTRICT THE SPEED LIMIT.
YOU MUST HAVE THIS PLAN APPROVED BY AN AUTHORIZING
ROADS & TRAFFIC AUTHORITY REPRESENTATIVE ON LOCAL GOVERNMENT REPRESENTATIVES.

Date: 15/6/2018 Author: AMY BENTLEY-MARSHALL Project: CYCLING N.S.W. - TIME TRIALS - HUNTLING ROAD - ORANGE

Comments:
TCP NSW 100220 89P

Site to be set up as per the TCP.
Modifications must only be made by a current SelectModdy (Red Card) holder.

Roadworks are to be undertaken in the same manner.

Traffic Control is to be placed as required for the works as set out in traffic control or workplace manual.

Pedestrians and drivers are to be monitored as required.

Traffic Control is required to close the road close to one lane as required by the works.

Speed limit is to be reduced to 40kmh through worksite.

Signs can be placed at +20% or -10% tolerance in distance from original position if required.

Queue lengths to be monitored and end of queue protection be placed as required.
AUTHOR: AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE
TRAFFIC MANAGEMENT PLAN
NUMBER: 0042663182
EXPIRES: 25/06/2020

PLEASE NOTE: THIS IS NOT APPROVAL FOR DIRECTION TO RESTRICT.
TO OBTAIN APPROVAL TO RESTRICT THE SPEED LIMIT.
YOU MUST HAVE THE PLAN APPROVED BY AN ACCREDITED
ROADS & TRAFFIC AUTHORITY REPRESENTATIVE OR LOCAL COUNCIL REPRESENTATIVE.

Date: 10/02/18 Author: AMY BENTLEY-MARSHALL Project: CYCLING N.S.W. - TIME TRIALS - AERODROME/GANDER ROAD - ORANGE
Comments:
TCP/WNSW/10220/3X10
Site to be set up as per the TCP.
Modifications must only be made by a current/selected [Red Card] holder.
Any additional side roads are to be set up in the same manner.
Delimitation to be placed as required for the works as set out in traffic control or works manual.
Permanence and driveways are to be monitored as required.
Traffic Controllers are required to close the road down to one lane as required by the works.
Stop/Slow control is to be used to accommodate works.
Speed limit to be reduced to 40km/h through worksite.
Signs can be placed at +20% or -10% tolerance in distance from original position if required.
Queue lengths to be monitored and end of queue protection be placed as required.

MIDWEST TRAFFIC MANAGEMENT
AUTHOR:
AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE
TRAFFIC MANAGEMENT PLAN
NUMBER: 0042663182
EXPIRES: 25/06/2020

PLOUGH notes: PLEASE obtaiN PROOF or DIRECTION to restrict.
2020 APPROVAL TO RESTRICT THE SPEED LIMIT.
YOU MUST HAVE THE APPROPRIATE AMOUNTS of TRAFFIC MANAGEMENT PLANS TO ACCELERATE
ROADS & TRAFFIC AUTHORITY DEPARTMENT OF PLANNING, COUNCIL NOTICES VITAL.

Date: 1/2/2019 Author: AMY BENTLEY-MARSHALL Project: CYCLING N.S.W. TIME TRIALS - HUNTLEY - AERODROME ROAD - ORANGE

Comments:
TCP N20220189

SIO is to be set up as per the TCP.
Modifications must only be made, by a qualified (paid/Red Card) holder.
Any additional side roads are to be set up in the same manner.
Delineators to be placed as required for the works as standard traffic control on worksites manual.
Pedestrians and driveways are to be monitored as required.
Traffic Controllers are required to close the road down to one lane as required by the works.
Stop/Slow control is to be used to accommodate works.
Speed limit is to be reduced to 40km/h through worksite.
Signs can be placed at excess or 10% tolerance in distance from original position if required.
Queue lengths to be monitored and end of queue/protection to be placed as required.

Midwest Traffic Management
3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships
ASTILL DRIVE COURSE
AUTHOR: 
AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE 
TRAFFIC MANAGEMENT PLAN 
NUMBER: 0042663182 
EXPIRES: 25/06/2020

Date: 15/02/2018 Author: AMY BENTLEY-MARSHALL Project: CYCLING N.S.W - CRITERIUM - ASTILL DRIVE, ORANGE 
Comments: 
TCP# NSW/1622018 
Site to be set up as per TCP. 
Notifications must only be made by a current Select/Modify (Red Card) holder. 
Any additional side roads are to be set up in the same manner. 
Location to be planned as required for the works as set out in traffic control on works manual. 
Signs can be placed at +25% or -10% tolerance in distance from original position if required. 
Queue lengths to be monitored and end of queue protection be placed as required.

MIDWEST TRAFFIC MANAGEMENT
AUTHOR:
AMY BENTLEY-MARSHALL
PREPARE A WORK ZONE
TRAFFIC MANAGEMENT PLAN
NUMBER: 0042663182
EXPIRES: 25/06/2020

Date: 18/2/2018 Author: AMY BENTLEY-MARSHALL Project: CYCLING N.S.W - CRITERIUM - ASTILL DRIVE, ORANGE

Comments:
TCP/#NSW/0022016Q1
Silo to be set up as per the TCP.
Modifications must only be made by a current Select/Modify (Red Card) holder.
Any additional side roads are to be set up in the same manner.
Delineation to be placed as required for the works as set out in traffic control on worksites manual.
Signs can be place at ±25% or ±10% tolerance in distance from original position if required.
Queue lengths to be monitored and end of queue protection be placed as required.

MIDWEST TRAFFIC MANAGEMENT
CYCLING NSW MASTERS
CRITERIUM CHAMPIONSHIPS – ORANGE

Sunday 23 September 2018

TRANSPORT MANAGEMENT PLAN

1 EVENT DETAILS

1.1 Event Summary

Name
Location
Dates
Start Time
Finish Time
Set-up Start Time
Pack down Finish Time
Event Type
Regularity

NSW Masters Criterium Championships
Orange, NSW
Sunday 23 September 2018
First event at 8.00am
Approximately 4.00pm
6.30am
Approx 5.30pm
Cycle racing events
Conducted in 2017 and planned to be repeated in 2018

1.2 Contact Names

Event Organiser
Cycling NSW
Fiona Fahy

Police
Sgt Mark Hevers

Council
Jason Theakstone
Strategic Planning and Design Engineer
Orange City Council

1.3 Brief Description of Event

The NSW Masters Criterium Championships are to be held on Sunday 23 September 2018 for cyclists over the age of 30 years.

The Championships will have eleven (10) categories of sub-event:

- Masters Men 1-2, 3, 4, 5, 6, 7, 8, 9 Plus
- Masters Women 1-4, 5 Plus

These sub-events go distances of 30 minutes (plus 3 laps) out to 40 minutes (plus 3 laps) depending on the age category. The first event starts at 8.00am and the last event concludes at 4.00pm. Only one event is held on the circuit at any one time.
The events start from Colliers Ave Orange and complete numerous laps of the Narambla Industrial Estate bounded by Astill Drive, Elvin Drive, Astill Drive and Colliers Ave. Circuit distance is 1.9k in a clockwise direction.

Each of the events are accompanied by either a lead escort vehicle and/or a commissaire motor bike.

The number of participants in each sub event is expected to vary between 15 and 30 cyclists.

Road closures and traffic control are involved and are described in this document.

It is anticipated that road activities will conclude around 5.00pm.

2 RISK MANAGEMENT - TRAFFIC

2.1 Workplace Health and Safety – Traffic Control

2.1.1 Traffic Control Plans

The Traffic Control Plans (TCPs) are attached as follows:

- TCP 1 – Corner Astill Drive/Colliers Ave (west)
- TCP 2 – Corner Astill Drive/Colliers Ave (east)

Also attached are:

- Appendix A – course description
- Figure 1 – map of course.

Police Presence
A police vehicle will patrol the events as directed by the LAC.

Overall Control of Cycle Events
A suitably qualified and certified Cycling Australia/NSW Chief Commisssaire shall have overall control of the cycle events.

Staging of the Sub-events
The 10 sub-events will have staggered start times commencing at 8.00am concluding by approximately 4.00pm.

Registration and Competency of Participants
Participants may only register no later than two weeks before the Championships and be registered members of Cycling Australia.

Communications
Communications on the day will be conducted by:

- Organisers will have mobile phones for contact as follows:
  - Race Director – Fiona Fathy 0409023953
  - Commisssaires – to be advised
- Each Commisssaire vehicle and/or Motor Cycle Commisssaire is equipped with a 2-way radio Channel 14 (alternate is Channel 19)
- The police vehicles are equipped with UHF radios.
- The Chief Commisssaire, selected traffic controllers and selected escort vehicles operators will have mobile phones and 2-way radios
3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

- First Aid – to be advised

Event Control Centre (ECC)
- A temporary ECC will be established at the corner of Colliers Ave and Astill Drive (west).
- The ECC will be designed to facilitate the timely resolution of any race issues most notably any First Aid or Police issues that may arise from time to time.
- The Race Director will maintain the ECC operations during the day
- ECC will commence at 7.15am and conclude at 5.00pm
- During the duration of the events, the Deputy Race Director will be positioned at the corner of Colliers Ave and Astill Drive (east).

Road Reopening
All roads closed or affected by traffic control will be returned to normal operation at the conclusion of the events, expected to be by around 5.16pm. Traffic controllers will check that pedestrians and cyclists have moved off the carriageway prior to re-opening.

2.1.2 Risk Assessment

General Risk Assessment
A risk assessment has been prepared under separate cover (prepared by Cycling NSW Phil Ayres).

Instructions for Participants
Written instructions are to be provided to each participant in the event program. Additionally, the cyclists will be briefed by the commissaire as to directions, safety and conditions, immediately before the start of each sub-event.

- All competitors must sign the sign on sheet and hand over their racing licence at least 15 minutes before their scheduled start time. Signing the start sheet implies that you have read and fully understood the following race conditions as implemented by the NSW Police and Cycling NSW.
  o Competitors, officials and support persons shall indemnify Cycling NSW, NSW Police, Roads & Maritime Services, and Orange Council and all their respective employees or officials, against any action that may arise from any incident during this event.
  o Competitors, officials and support persons shall immediately obey any Police or officials' directions, given in the interest of safety of competitors or other persons.
  o Any competitor disobeying such direction will be disqualified from the event.
  o The Criterium races are conducted on closed roads.
  o Competitors suffering a puncture or mechanical failure will only be assisted within the designated pit area under observation by a Commissaire.
  o The only vehicles to be within the field of play shall be those with official duties and identified with signage and those vehicles under escort.
  o At the Commissaire's discretion, competitors may be withdrawn from the event if they are sufficiently behind the leaders and are deemed to be outside of the race control and their safety cannot be reasonably ensured.
While every effort has been made to mark out and officiate the race route, it remains the competitors’ responsibility to be conversant with the race route.

Cyclists are reminded that road cycle racing can be considered a dangerous sport and whilst all reasonable care is taken by organisers and officials when organising an event, all participants have an equal responsibility to ensure they take all reasonable care by adhering to the road rules and other conditions imposed by race officials, ensuring a safe race environment for all concerned.

**Risk to Spectators**

The identified risk to a spectator is that they get hit by a cyclist or event vehicle. Spectator motor vehicles will be excluded from directly following the events.

Crowd barriers will not be installed at the finish area due to the lack of spectators.

### 2.2 Public Liability Insurance

The event is covered by Cycling NSW’s comprehensive insurance coverage. A copy of 2018 CNSW Certificate of Insurance Currency provided.

### 2.3 Police

Police written approval to be obtained.

### 2.4 Fire Brigade and Ambulance

Fire brigades and ambulance will be notified in writing of the event in August 2018.

### 3 TRAFFIC AND TRANSPORT MANAGEMENT

#### 3.1 Assembly Area

Participants will assemble in Colliers Ave near Trappit Place. This assembly area is where rider registration, car parking and amenities (food and toilets) are available.

#### 3.2 Courses and Times

#### 3.2.1 Sub-events

There will be a maximum of 10 sub-events. These sub-events are grouped so that there will be only one race on at a time.

<table>
<thead>
<tr>
<th>Sub-event</th>
<th>Start Time</th>
<th>Laps / Distance</th>
<th>Estimated Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men 9+</td>
<td>8.00am</td>
<td>30min + 3 laps</td>
<td>15</td>
</tr>
<tr>
<td>Men 8</td>
<td>8.45am</td>
<td>As above</td>
<td>15</td>
</tr>
<tr>
<td>Women 5+</td>
<td>9.30am</td>
<td>As above</td>
<td>15</td>
</tr>
<tr>
<td>Women 1-4</td>
<td>10.15am</td>
<td>As above</td>
<td>20</td>
</tr>
<tr>
<td>Men 7</td>
<td>11.00am</td>
<td>As above</td>
<td>20</td>
</tr>
<tr>
<td>Men 6</td>
<td>11.45am</td>
<td>As above</td>
<td>25</td>
</tr>
</tbody>
</table>
3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

<table>
<thead>
<tr>
<th>Men 5</th>
<th>12.30pm</th>
<th>As above</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men 4</td>
<td>1.15pm</td>
<td>40min + 3 laps</td>
<td>30</td>
</tr>
<tr>
<td>Men 3</td>
<td>2.10pm</td>
<td>40min + 3 laps</td>
<td>30</td>
</tr>
<tr>
<td>Men 1-2</td>
<td>3.05pm</td>
<td>40min + 3 laps</td>
<td>30</td>
</tr>
</tbody>
</table>

When all the participants from a prior sub event have finished, the next race grouping is set off. However, depending on unknown factors such as weather, this time can vary albeit only slightly.

3.2.2 Course Route
All sub events start progressively from 8.00am and conclude at approximately 4.00pm:

Race Conditions Area
- Start in Colliers Ave.
- Continue along Colliers Ave and turn right at Astill Drive. Refer TCP 1.
- Proceed along Astill Drive and turn right into Elvin Drive.
- At the end of Elvin Drive turn right into Astill Drive.
- Turn right at the Colliers Ave/Astall Drive intersection Refer to TCP 2.
- Finish in Colliers Ave.

All of these roads are lowly trafficked.

Each race grouping will have a lead escort vehicle and/or motor cycle commissaire.

Refer to Appendix A for further details

3.3 Parking - Orange

For the anticipated total of 200 participants there is ample parking in Collier St and Trappitt Place. A parking marshal will control the parking area. Additionally, sections of Colliers Ave will be used for official parking.

It is expected that riders will be arriving not long before their start time and leave not long after their race completion, therefore parking does not need to cater for all participants at once.

While car parking capacity is unlikely to be reached as riders will be coming and going throughout the day, the Colliers Rd/Trappitt Place has extensive access to overflow parking if required.

3.4 Construction, Traffic Calming and Traffic Generating Developments
- There are no construction activities on the routes.
- There are no traffic calming devices on the routes.
- There are no traffic generating developments on the road ride courses.

3.5 Trusts, Authorities or Government Enterprises

The Orange Council controls the road reserves and park areas of Orange and has provided approval for the event.
3.6 Impact on Public Transport

There are no impacts on public transport.

3.7 Reopening Roads

It is expected that all roads closed or affected by traffic control will be re-opened or return to normal operations by 5.15pm. Traffic controllers will check that pedestrians and cyclists are clear of the area prior to re-opening.

After 5.15pm there will be no affected areas.

3.8 Traffic Management Requirements Unique to this Event

This TMP and its accompanying TCPs describe the unique traffic management requirements for this event.

3.9 Contingency Plans

Because of the nature of the event - short duration and reasonably close to Orange city - any emergency can be quickly resolved.

3.9.1 Emergency Transport

Numerous traffic controllers' vehicles are available for transport in an emergency. Additionally, each sub event will be accompanied by a lead escort vehicle and/or motor cycle commissaire.

3.9.2 Medical Services

Orange Base Hospital is approximately 5km away from the event.

Cycling NSW First Aid mobile service will be in attendance.

Ambulance Service bases are available in Orange.

Stationary first aid will be provided at the corner of Colliers Rd and Aastill Drive and forms part of the Cycling NSW Event Control Centre (ECC).

3.9.3 Communications

Mobile phones are carried by organisers, as below:

- Fiona Fahy 0409028553

Assistants
  - First Aid – to be advised
  - Commissaires - to be advised

The organisers have radios to enable contact with police and council vehicles a UHF radio channel. All traffic control vehicles are equipped with two-way radio.

- Radio Information
  - Channel 14 (alternate is Channel 15)

3.9.4 Police

A police vehicle will patrol various aspects of the event. Police vehicles are equipped with UHF radios (designated channel to be determined).
3.9.5 Contingencies Associated with Cycling

Wet weather
The event will proceed during mild wet weather. In severe wet weather, the event will be cancelled.

Bush fire hazard
Where a bush fire is likely to endanger participants or inhibit emergency vehicles ability to attend to the fire hazard, the event shall be cancelled.

Accidents occurring during the race
If an accident occurs during a race:

1. The Commissaire will investigate the accident and assist rider to resume the race.
2. If the rider cannot resume the race, the Commissaire will arrange transport for the rider to return to Trapping Place.
3. If the rider requires First Aid the Commissaire will contact James Nguyen at the ECC on 0408 779 809 to arrange medical assistance.

Absence of Traffic Controllers
Where designated traffic controllers as required in the TCPs are absent or insufficient in number the race shall not be conducted.

Riders who lose contact
Where a rider loses contact with the main field, they will have a choice of continuing in the event or being withdrawn by the Chief Commissaire. If they chose to continue the rider will be instructed to adhere to all road rules. This instruction will be in the program. Where a rider falls significantly behind the field, the rider will be compulsorily withdrawn by the Chief Commissaire.

Injured / Fatigued Participant
Any participant who as a result of injury or fatigue is considered to be a risk to him or herself or other road users will be withdrawn by the Chief Commissaire.

Delayed start to the race
If the start of the event is delayed for whatever reason the length of the event may be reduced to ensure completion by 5.00pm.

Cancellation of the race
All participants shall be informed.

3.10 Vehicle Impacts

Vehicle impacts may arise on this circuit. If a vehicle approaches either TCP 1 or TCP 2 seeking access to any industrial location the heavy vehicle will be escorted onto the circuit at a suitably safe time by the motor cycle commissaire. The vehicle will be allowed to progress onto the circuit but only in the same (clockwise) direction as the cycle race.

3.11 Special Event Clearways

Special event clearways are not required.
3.12 Cycling Considerations

3.12.1 Pre-event Briefing
To enhance safety, the commissaire will brief participants immediately before the event, in regard to their compliance with the course directions, traffic regulations and the conditions set down by Police.

The commissaire will brief the participants as per the Race Program instructions (Refer Section 2.1.2 above).

3.12.2 Participants Identification
All participants will be issued with an identification number to be displayed throughout the event on the riders’ lower rear torso.

3.12.3 Traffic Controllers
Controllers and officials will be provided with a copy of this plan. Only accredited traffic controllers will be used. They will be attired in personal protective equipment apparel (fluorescent yellow high visibility vest). They will be supplied with instructional material to maintain the integrity of the turnaround and traffic control points, refer to relevant TCPs. All event officials will be provided with the event program, which includes the course maps relevant to their area of operation.

3.12.4 Non-Police Escort Vehicles
Non-police escort vehicles and/or motor cycle commissaires will be provided for the events and be positioned so as to create a positive awareness of the presence of riders on the roads to other road users. These escort vehicles include:

Lead Escort Vehicle and/or Motor Cycle Commissaire
Shall position itself an appropriate distance (as deemed by Race Director and Chief Commissaire in consultation) ahead of the leading participant. This vehicle will display a sign directed to the front of the vehicle displaying the words “CYCLISTS, RACE IN PROGRESS” to provide advance warning to any oncoming traffic.

Commissaire’s Vehicle
The Commissaire’s vehicle may position itself appropriately off the field of play but within sight of the Commissaire. This vehicle shall display a sign directed to the rear of the vehicle displaying the words “CYCLISTS, RACE IN PROGRESS” (signs will be not less than 820mm x 460mm in size with 60 mm lettering).

Rear Escort Vehicle
Not applicable for Criteriums.

Sag Wagons
Not applicable for Criteriums.

Equipment
Warning signs referred to above will be not less than 820mm x 460mm in size with 60mm lettering.

Obstruction Minimisation
Escort vehicles and/or Motor Cycle Commissaires shall move off the carriageway when required to wait for riders, so as to minimise obstruction to other traffic.

Escort vehicles will be:
- fitted with amber rotating beacons operating while accompanying the ride
3.9 Street Event - 2018 NSW Masters Road Cycling Championships

Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

- be equipped with sets of triangle signs (if a car) which shall be displayed in the case of a breakdown.

Escort vehicles shall move off the carriageway when required to wait for riders, so as to minimise obstruction to other traffic.

Warning Signs
Signs warning of Cyclists Ahead will be placed around the entire course at approx 250 metre intervals.

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY AND EMERGENCY SERVICES

4.1 Access for Local Residents, Businesses, Hospitals and Emergency Vehicles

Measures to minimise the impact on the non-event community are as follows:

1. The event is to be held over a duration of 9.0 hours.
2. No properties are denied access at any time. Anyone wishing to access properties within the closed circuit shall be escorted to the property in race direction. Residents/Businesses will be advised of contact details to arrange escort should this service be required by letter in the week preceding the event. I.e. in order for CNSW to minimise disruption to you we are providing the contact details as follows to arrange a safe escort to and from your property. (Contact number to be advised).
3. All residents near the start and along the courses will be advised of the event by Cycling NSW by letter in the week preceding the event.
4. Detour routes are designated and signposted.

4.2 Advertise Traffic Management Arrangements

4.2.1 General Publicity

Publicity for the event will be wide spread as below:

- Letters to residents from Cycling NSW
- Media promotion in local newspaper to commence August 2018
- Event to be promoted via Orange Tourism to commence August 2018

4.2.2 Affected Properties

All properties along near the start and along the courses will be letterbox dropped to advise of the events, including the likely impacts. These letters will be distributed in the fortnight preceding the Championships (i.e. early September 2018) by Cycling NSW.

4.3 Special Event Warning Signs

Signs warning of Cyclists Ahead will be placed around the courses at a spacing of approximately 250 metre intervals. Additional warning signs as above will be placed in:

- Astill Drive (facing Northern Distributor Rd) in two locations

4.4 Permanent Variable Message Signs
This event does not use permanent Variable Message Signs.

4.5 Portable Variable Message Signs

This event does not use portable Variable Message Signs.

5 APPROVAL

TMP prepared by
Phil Ayres
Cycling NSW
8 February 2018
Modified by
Fiona Fahy
26/05/2018

6 CERTIFICATION

TMP certified by Amy Bentley-Marshall
Number 0042663182
Expires 25/06/2020

7 AUTHORISATION TO REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised or all non-classified roads described in the risk management plans attached to this TMP.
CYCLING NSW
MASTERS INDIVIDUAL TIME TRIAL CHAMPIONSHIPS
ORANGE

Monday 24 September 2018

TRANSPORT MANAGEMENT PLAN

1 EVENT DETAILS

1.1 Event Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>NSW Masters Individual Time Trial Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Orange, NSW</td>
</tr>
<tr>
<td>Dates</td>
<td>Monday 24 September 2018</td>
</tr>
<tr>
<td>Start Time</td>
<td>First rider starts at 8.30am</td>
</tr>
<tr>
<td>Finish Time</td>
<td>Last rider finishes approx 12.30pm</td>
</tr>
<tr>
<td>Set-up Start Time</td>
<td>7.30am</td>
</tr>
<tr>
<td>Pack down Finish Time</td>
<td>Approx 2.30pm</td>
</tr>
<tr>
<td>Event Type</td>
<td>Cycle racing events</td>
</tr>
<tr>
<td>Regularity</td>
<td>Planned to be repeated in 2019</td>
</tr>
</tbody>
</table>

1.2 Contact Names

<table>
<thead>
<tr>
<th>Event Organiser</th>
<th>Cycling NSW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fiona Fahy</td>
</tr>
<tr>
<td>Police</td>
<td>Sgt Mark Hevers</td>
</tr>
<tr>
<td>Council</td>
<td>Jason Treakaloe</td>
</tr>
<tr>
<td></td>
<td>Strategic Planning and Design Engineer</td>
</tr>
<tr>
<td></td>
<td>Orange City Council</td>
</tr>
</tbody>
</table>

1.3 Brief Description of Event

The NSW Masters Individual Time Trial Championships are to be held on Monday 24 September 2018 for cyclists over the age of 30 years.

The Championships are designed for cyclists to compete SCLO starting with a ONE minute gap between each rider.

The Championships will commence at 8.30am in Bloomfield Rd Orange and conclude at approximately 12.30pm. The number of participants is expected to number approximately 150.
Road closures and traffic control are involved and are described in this document.

It is anticipated that road activities will conclude around 2.30pm.

2 RISK MANAGEMENT - TRAFFIC

2.1 Workplace Health and Safety – Traffic Control

2.1.1 Traffic Control Plans

The Traffic Control Plans (TCPs) are attached as follows:

- TCP 1 – Bloomfield Rd/Huntley Rd
- TCP 2 – Huntley Rd/Lone Pine Ave
- TCP 3 – Huntley Rd/Hiney Rd
- TCP 4 – Huntley Rd/Girrins Rd
- TCP 5 – Corner Aerodrome Rd/Huntley Rd
- TCP 6 – Huntley Rd/Culy Rd
- TCP 7 – Aerodrome Rd/Gander Rd
- TCP 8 – Aerodrome Rd (airport exit)
- TCP 9 – Forest Rd/Bloomfield Rd

Also attached are:

- Appendix A – course description
- Figure 1 – map of course

Police Presence

A police vehicle will patrol the events.

Overall Control of Cycle Events

A suitably qualified and certified cycle commissaire shall have overall control of the cycle events.

Registration and Competency of Participants

Participants may only register no later than two weeks before the Championships and be registered members of Cycling Australia.

Communications

Communications on the day will be conducted by:

- Organisers will have mobile phones for contact as follows:
  - Race Director – Fiona Fad 0409 028 353
  - Deputy Race Director – to be confirmed
  - Commissaires – to be confirmed
- Each Commissaire vehicle is equipped with a 2-way radio Channel 14 (alternate is Channel 19)
- The police vehicles are equipped with UHF radios.
- The Chief Commissaire, selected traffic controllers and selected escort vehicles operators will have mobile phones and 2-way radios
- First Aid – to be confirmed

Event Control Centre (ECC)

- A temporary ECC will be established at the corner of Bargwarma Rd and Bloomfield Rd.
- The ECC will be designed to facilitate the timely resolution of any race issues most notably any First Aid or Police issues that may arise from time to time.
3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

- The Race Director will maintain the ECC operations during the day
- ECC will commence at 8.30am and conclude at 12.45pm
- During the duration of the events, the Deputy Race Director will be positioned at Orange Airport.

Road Reopening
All roads closed or affected by traffic control will be returned to normal operation at the conclusion of the event, expected to be by around 2.30pm. Traffic controllers will check that pedestrians and cyclists have moved off the carriageway prior to reopening.

2.1.2 Risk Assessment

General Risk Assessment
A risk assessment has been prepared under separate cover (prepared by Cycling NSW Phil Ayres).

Instructions for Participants
Written instructions are to be provided to each participant in the event program. Additionally, the cyclists will be briefed by the commissaire as to directions, safety and conditions, immediately before the start of each sub-event.

- All competitors must sign the sign on sheet and hand over their racing licence at least 15 minutes before their scheduled start time. Signing the start sheet implies that you have read and fully understood the following race conditions as implemented by the NSW Police and Cycling NSW.
  o Competitors, officials and support persons shall indemnify Cycling NSW, NSW Police, Roads & Maritime Services, and Orange Council and all their respective employees or officials, against any action that may arise from any incident during this event
  o Competitors, officials and support persons shall immediately obey any Police or officials' directions, given in the interest of safety of competitors or other persons
  o Any competitor disobeying such direction will be disqualified from the event
  o The individual Time Trials are conducted on closed roads. Competitors shall remain on the correct side of the road at all times and obey all other road rules
  o Competitors suffering a puncture or mechanical failure will only be assisted on the left side of the road. Escort and support vehicles shall move off to the left of the trafficable portion of the roadway before stopping to service a competitor
  o The only vehicles to be within the race convoy shall be those with official duties and identified with signage. Any vehicle linked to a competitor and continually following the event may cause disqualification of the competitor
  o At the Commissaire's discretion, competitors may be withdrawn from the event if they are sufficiently behind the leaders and are deemed to be outside of the race control and their safety cannot be reasonably ensured
  o While every effort has been made to mark out and officiate the race route, it remains the competitors' responsibility to be conversant with the race route
  o Cyclists are reminded that road cycle racing can be considered a dangerous sport and whilst all reasonable care is taken by organisers
and officials when organising an event, all participants have an equal responsibility to ensure they take all reasonable care by adhering to the road rules and other conditions imposed by race officials, ensuring a safe race environment for all concerned.

**Risk Associated with Individual Time Trials**

Individual cyclists competing on public roads may result in some cyclists racing and catching another cyclist during solo competition. At the same time motorists may also be using the road and the risk has been assessed. It is considered that the following measures satisfactorily address the issue:

- Commissaire vehicles with beacon lights will accompany solo cyclists at random selected intervals.
- The pre-race briefing to cyclists will include the issue of possible conflict with other cyclists and other road users.
- Cyclists are experienced in sharing the road and are skilled in avoiding risky aggressive competitive behaviour.
- The cyclists will generally be riding solo and the instances of one cyclist overtaking another cyclist will be remote or isolated.
- The circuit has been selected due to minimal motor vehicle movements during competition.

**Risk to Spectators**

The identified risk to a spectator is that they get hit by a cyclist or event vehicle. Spectator motor vehicles will be excluded from directly following the solo cyclists around the circuit. It is anticipated that the only spectators involved will congregate near the finish on Bloomfield Rd.

Crowd barriers will not be installed at the finish area due to the lack of spectators.

**2.2 Public Liability Insurance**

The event is covered by Cycling NSW's comprehensive insurance coverage. A copy of 2018 CNSW Certificate of Insurance Currency is provided.

**2.3 Police**

Police written approval to be obtained.

**2.4 Fire Brigade and Ambulance**

Fire brigades and ambulance will be notified in writing of the event in August 2018.

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

**3.1 Assembly Area**

Participants assemble in the Bargwanna Rd/Bloomfield Rd area where car parking and amenities (food and toilets) are available. Rider registration will be in the Bargwanna Rd precinct.
Cyclists in the individual Time Trial competition will be instructed to cycle safely along Bloomfield Rd to start the competition at the corner of Forest Rd and Bloomfield Rd. Cyclists will warm up conforming to road rules in and around Bargwanna Rd precinct.

Competitor motor vehicles will only be allowed to enter/exit the Bloomfield Rd precinct from the Forest Rd end (not the Huntley Rd end of Bloomfield Rd). Bloomfield will remain closed at both ends from 7:30am until 2:30pm.

In order to not disrupt school bus routes buses will be allowed access with an escort provided by Cycling NSW.

3.2 Times and Courses

3.2.1 Times

The Individual Time Trial cyclists will be starting at 9.30am with ONE minute starting intervals between each cyclist. The last cyclist should finish at approximately 12.30pm

3.2.2 Course Route

Neutral Conditions Area
- Bloomfield Rd will be closed to through motor vehicle traffic from 7.30am until 2.30pm.
- Refer to TCP 1 and TCP 9.

Race Conditions Area
- Race commences at corner of Bloomfield Rd/Bargwanna Rd
- Continue along Bloomfield Rd towards Huntley Rd. Refer TCP 2.
- Proceed along Huntley Rd and veer left to remain on Huntley Rd (towards Berry Farm) turn left into Aerodrome Rd. Refer TCP 5.
- U-Turn prior to Cully Rd intersection. Refer TCP 6.
- Proceed along Huntley Rd towards Aerodrome Rd turn left Rd. TCP 5
- Proceed along Aerodrome Rd and U-Turn prior to Airport entry TCP 8.
- Proceed along Aerodrome to Huntley Rd
- Veer left at Aerodrome Rd/Huntley Rd intersection TCP 5
- Remain on Huntley road to Bloomfield Rd TCP 2
- Left turn on Bloomfield Rd & proceed to finish

All of these roads are lowly trafficked.

Refer to Appendix A for further details

3.3 Parking – Orange

For the anticipated total of 150 participants there is ample parking in the Bargwanna Rd precinct with sealed access roads and grassed overflow car parking areas. A parking marshal will control the parking area. Additionally, sections of Bloomfield Rd will be used for official parking.

It is expected that riders will be arriving not long before their start time and leave not long after their race completion, therefore parking does not need to cater for all participants at once.
While car parking capacity is unlikely to be reached as riders will be coming and going throughout the day, the Bargwanna Rd precinct generally has extensive access to overflow parking if required.

3.4 Construction, Traffic Calming and Traffic Generating Developments

- There are no construction activities on the routes.
- There are no traffic calming devices on the routes.
- There are no traffic generating developments on the road ride courses.

3.5 Trusts, Authorities or Government Enterprises

Orange Council controls the road reserves and park areas of Orange (and use of the precinct at Bargwanna Rd and Bloomfield Rd) and has provided approval for the event.

3.6 Impact on Public Transport

There are no impacts on public transport.

3.7 Reopening Roads

It is expected that all roads closed or affected by traffic control will be re-opened or return to normal operations by 2.30pm. Traffic controllers will check that pedestrians and cyclists are clear of the area prior to re-opening.

After 2.30pm there will be no affected areas.

3.8 Traffic Management Requirements Unique to this Event

This TMP and its accompanying TCPs describe the unique traffic management requirements for this event.

3.9 Contingency Plans

Because of the nature of the event - short duration and reasonably close to the city of Orange - any emergency can be quickly resolved.

3.9.1 Emergency Transport

Numerous traffic controllers’ vehicles are available for transport in an emergency.

3.9.2 Medical Services

Orange Base Hospital is approximately 2km away from the event.

Cycling NSW First Aid mobile service will be in attendance.

Ambulance Service bases are available in Orange.

Stationary first aid will be provided at the corner of Bargwanna Rd and Bloomfield Rd and again at Orange Airport (Exit).
3.9 Communications
Mobile phones are carried by organisers, as below:
- Fiona Fathy 0406 028 963

Assistants
- First Aid – to be confirmed
- Commissaires – to be confirmed

The organisers have radios to enable contact with police and council vehicles a UHF radio channel. All traffic control vehicles are equipped with two-way radio.
- Radio Information
  - Channel 14 (alternate is Channel 10)

3.9.4 Police
A police vehicle will patrol various aspects of the event. Police vehicles are equipped with UHF radios (designated channel to be determined).

3.9.5 Contingencies Associated with Cycling

Wet weather
The event will proceed during mild wet weather. In severe wet weather, the event will be cancelled.

Bush fire hazard
Where a bush fire is likely to endanger participants or inhibit emergency vehicles ability to attend to the fire hazard, the event shall be cancelled.

Accidents occurring during the race
If an accident occurs during a race:

1. The Commissaire will investigate the accident and assist rider to resume the race.
2. If the rider cannot rejoin the race the Commissaire will arrange transport for the rider to return to Bloomfield Rd Orange.
3. If the rider requires First Aid the Commissaire will contact CNSW CEO/Fiona Fathy at the ECC on 0406 028 963 to arrange medical assistance.

Absence of Traffic Controllers
Where designated traffic controllers as required in the TCPs are absent or insufficient in number the race shall not be conducted.

Riders who fail to finish
Where a rider withdraws from the event will be collected by the roving Sag Wagon. If they choose to continue the rider will be instructed to adhere to all road rules and make their own way back to Bloomfield Rd Orange.

Injured / Fatigued Participant
Any participant who as a result of injury or fatigue is considered to be a risk to him or herself or other road users will be picked up by the Sag Wagon.

Delayed start to the race
If the start of the event is delayed for whatever reason the minute gap between riders may be reduced to 30 seconds to ensure completion by approximately 12.30pm.
Cancellation of the race
All participants shall be informed.

3.10 Vehicle Impacts

Heavy vehicle impacts will be minimal since the roads affected have little heavy vehicle traffic and detour routes can accommodate heavy vehicles.

3.11 Special Event Clearways

Special event clearways are not required.

3.12 Cycling Considerations

3.12.1 Pre-event Briefing

To enhance safety, the commissaire will brief participants immediately before the event, in regard to their compliance with the course directions, traffic regulations and the conditions set down by Police.

The commissaire will brief the participants as per the Race Program instructions (Refer Section 2.1.2 above)

3.12.2 Participants' Identification

All participants will be issued with an identification number to be displayed throughout the event on the riders' lower rear torso.

3.12.3 Traffic Controllers

Controllers and officials will be provided with a copy of this plan. Only accredited traffic controllers will be used. They will be attired in personal protective equipment apparel (fluorescent yellow high visibility vest). They will be supplied with instructional material to maintain the integrity of the turnaround and traffic control points, refer to relevant TCPs. All event officials will be provided with the event program, which includes the course maps relevant to their area of operation.

3.12.4 Non-Police Escort Vehicles

Non-police escort vehicles will be provided for the road ride and be positioned so as to create a positive awareness of the presence of riders on the roads to other road users. These escort vehicles include:

Lead Escort Vehicle

The lead escort vehicle shall position itself approximately 300 metres ahead of the leading solo participant. This vehicle will display a sign directed to the front of the vehicle displaying the words “CYCLISTS, RACE IN PROGRESS” to provide advance warning to oncoming traffic and passing road users.

Commissaire’s Vehicle

Commissaries vehicles shall be positioned at random around the circuit. This vehicle shall display a sign directed to the rear of the vehicle displaying the words “CYCLISTS, RACE IN PROGRESS” (signs will be not less than 620mm x 400mm in size with 60 mm lettering).

Rear Escort Vehicle

The rear escort vehicle shall accompany the last individual cyclist. This vehicle shall display a sign directed to the rear of the vehicle displaying the words “CYCLISTS,
RACE IN PROGRESS" (signs will be not less than 620mm x 460mm in size with 60 mm lettering).

Sag Wagon
A random Sag Wagon will drive the full circuit several times during the competition period and will be equipped to be able to carry several riders and their bikes.

Equipment
Warning signs referred to above will be not less than 620mm x 460mm in size with 50mm lettering.

Obstruction Minimisation
Escort vehicles shall move off the carriageway when required to wait for riders, so as to minimise obstruction to other traffic.

Escort vehicles will be:
- fitted with amber rotating beacons on their roof operating while accompanying the ride
- have hazard lights operating while accompanying the ride
- be equipped with sets of triangle signs which shall be displayed in the case of a breakdown.

Escort vehicles shall move off the carriageway when required to wait for riders, so as to minimise obstruction to other traffic.

Warning Signs
Signs warning of Cyclists Ahead will be placed around the entire course at approx 5k intervals.

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY AND EMERGENCY SERVICES

4.1 Access for Local Residents, Businesses, Hospitals and Emergency Vehicles

Measures to minimise the impact on the non-event community are as follows:

1. The event is to be held over a duration of 3.0 hours.
2. No properties are denied access at any time.
3. All residents near the start and along the courses will be advised of the event by Cycling NSW by letter in the week preceding the event.
4. Detour routes are designated and signposted.

4.2 Advertise Traffic Management Arrangements

4.2.1 General Publicity
Publicity for the event will be wide spread as below:
- Letters to residents from Cycling NSW
- Media promotion in local newspaper to commence early September 2018
- Event to be promoted via Orange Tourism to commence July 2018

4.2.2 Affected Properties
3.9  Street Event - 2018 NSW Masters Road Cycling Championships

Attachment 1  Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

All properties along the start and along the courses will be letterbox dropped to advise of the events, including the likely impacts. These letters will be distributed in the week preceding the State events in mid-September 2018 by Cycling NSW.

4.3 Special Event Warning Signs

Signs warning of Cyclists Ahead will be placed around the courses at a spacing of approximately 5k intervals. Additional warning signs as above will be placed in

- Cadia Rd in the vicinity of the Forest Rd/Bloomfield Rd intersection.
- Forest Rd/Orchard Rd intersection
- Forest Rd/Spring Terrace Rd intersection
- Aerodrome Rd (Orange Airport) precinct
- Huntley Rd/Aerodrome Rd intersection
- Huntley Rd/Gillms Rd intersection
- Huntley Rd/Shepherd Rd intersection

4.4 Permanent Variable Message Signs

This event does not use permanent Variable Message Signs.

4.5 Portable Variable Message Signs

This event does not use portable Variable Message Signs.

5  APPROVAL

TMP prepared by
Phil Ayres
Cycling NSW
8 February 2018
Modified 26/05/2018 by Fiona Fathy

6  CERTIFICATION

TMP certified by Amy Bentley-Marshall
Certifiers Number Orange Card 0042663182
Date Expires 25/06/2020

7  AUTHORISATION TO REGULATE TRAFFIC

Council’s traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.
Risk Assessment

Event – NSW Masters Road Cycling Championships

Risk Assessment Evaluation as at 8 February 2018

By Race Director Cycling NSW (Contact – James Nguyen 0405 779 800)

For the Championships held at Molong and Orange on September 22nd – 24th 2018.

Introduction

The NSW Masters Road Cycling Championships are aimed at conducting events for cyclists generally over the age of 30 years. The Championships will have three sub events (road race, criterium and individual time trial).

The Championship courses were selected because of their location adjacent to the town of Molong and Orange and the minimal impact on the local community.

All circuits considered have been reviewed from the overall safety perspective of whether to conduct competition either in a clockwise or anti-clockwise direction. For both Road Race and Criterium it is “clockwise” and for the Individual Time Trial it is “anti-clockwise”. These decisions reflect the overall safety considerations applicable for each circuit.

Course Attributes, Standards & Risk Management

Attributes

- All racing is conducted on secondary roads, these being roads which are the primary responsibility of the Caborne and Orange Councils. Refer to the related course map.

- All roads carry
  - negligible to small levels of motor vehicle traffic,
  - motor vehicle traffic from adjoining properties is considered negligible,
  - line of sight for both motorists and cyclists is considered very good,
  - road pavement width is considered good to excellent for the anticipated number of entrants,
  - use of Armco fencing along the proposed route is considered negligible,
  - road condition is considered good to excellent, and
  - start/finish areas have negligible adverse impact on local residents or motorists, and offer excellent line of sight for both motorists and cyclists.

Standards

- The total management of the event will conform to the New South Wales Roads and Traffic Authority, Guidelines for Bicycle Road Races (1st January, 2004).
The course itself is set out according to the Australian Standard 1742.3.2002 - Manual of uniform traffic control devices - Traffic control devices for works on roads (Refer Appendices A & B)

Risk Management Plan

The Risk Management Plan lists the major risks, risk likelihood, risk level, risk treatment strategies and related comments if required.

- Claims made against CyclingNSW or local government authorities for incidents which occur during the race
  - Risk Likelihood
    - Remote
  - Risk Level
    - Low
  - Risk Treatment
    - Public liability insurance of $20m
  - Comments
    - Certificate of Insurance held
    - All entrants are members of Cycling Australia

- Extreme weather conditions on day of the event (heavy rains, heavy winds)
  - Risk Likelihood
    - Possible
  - Risk Level
    - Significant
  - Risk Treatment
    - Consideration to possible weather conditions considered when preparing race dates in calendar.
    - Discussions with Chief Commissaire on the day in question
  - Comments
    - Weather systems will be monitored daily in the lead up to the Championships, and again on the day of the Championships.

- Cyclists knocked down by motor vehicle traffic
  - Risk Likelihood
    - Unlikely
  - Risk Level
### Significant

**Risk Treatment**
- Race convoy protocols to be maintained with front & rear vehicles with flashing lights and signage on front & rear cars (for the road races)
- Marshals posted at appropriate points along the circuit
- Circuit signage near start, finish and u-turn areas
- As a result of complying with the Australian Standard and Guidelines for Bicycle Road Races, the entire circuit is defined by the placement of controllers, whose presence is further enhanced by the placement of signage every 2.5 kilometres advising persons entering the course that “Cycle Race in Progress”.
- “Prepare to Stop” signs are also placed at points where cyclists and vehicles intersect and in the event of non-compliance, controllers will neutralize the race until any impediment is removed.
- At points where straight line vision is less than 150 metres, additional signage of “Cycle Race in Progress” may be placed on the sides of road, to highlight that cyclists are on the road.
- Special Finishing Line strategies will be implemented whereby Queen St will be closed for approximately 10 minutes before the finish of each sub event. The Race Director will coordinate these closure strategies with the respective traffic controller on duty. Queen St will remain open at all other times (subject to one way traffic as per TCP).

### Medical emergency (cyclist experiences chest pains)

**Risk Likelihood**
- Unlikely

**Risk Level**
- Significant

**Risk Treatment**
- Cycling NSW First Aid to supply mobile first aid at the ECC location and at the finish area
- Commissaires, Marshals and Race Director to assist where appropriate
- Static first aid to be supplied at the corner of
  - Road Race – Queen St (adjacent to Finish Line)
  - Criterium – Collieca Ave & Astill Drive
  - Individual Time Trial – Aerodrome Rd and start/finish area
- Ambulance Centres available at Orange and Mofong
- Hospitals located at Orange and Mofong

**Comments**
- Refer Risk Treatment comments
• Other accident during race (e.g. cyclist falls from bike)
  o Risk Likelihood
    • Remote
  o Risk Level
    • Low
  o Risk Treatment
    • Commissaires to check faulty bikes on a random basis
  o Comments
    • Remote likelihood

• Bike equipment faulty causing accident
  o Risk Likelihood
    • Remote
  o Risk Level
    • Low
  o Risk Treatment
    • Commissaires to check faulty bikes on a random basis
  o Comments
    • Remote likelihood

• Adverse Road Conditions (e.g. road pavement damage/potholes, dead wildlife)
  o Risk Likelihood
    • Possible
  o Risk Level
    • Medium
  o Risk Treatment
    • Prior to racing commencing, the course is subject to a physical inspection by the
      race organization by 8am each day.
    • Road works, construction sites and any other impediment are identified and
      either marked with "caution" signs, in the event that it is a low risk change or by
      the placement of a traffic controller, if the need is warranted. In the event that the
      impediment is considered to be of a high risk and cannot be addressed, racing
      will not commence. This specifically includes the two Molong Railway
      Crossings.
    • To further enhance safety, prior to racing, all riders are subject to a briefing from
      the commissaire, where the results of the initial course inspection are discussed,
      riding instructions are provided and general directions provided.
  o Comments
Race Director to drive the circuit at Sam on the day of competition to check for road pavement damage or for wildlife kill debris on the road

Cyclists veer off course during race
- Risk Likelihood
  - Remote
- Risk Level
  - Low
- Risk Treatment
  - Race program contains map of circuit
  - Front & Following vehicles to supply assistance if required
  - Circuit signage every 2.5k to ensure compliance
- Comments
  - Extremely rare occurrence

Local Publicity
- All affected residents on the course will be notified of times and dates of racing by a letterbox drop to be undertaken by Cycling NSW in the week preceding the State Championships.
- General publicity for the Championships will be widespread
  - Letters to the affected residents by Cycling NSW
  - Media promotion in the local Orange & Molyneux newspapers

Conduct of the Event
- Race organization will be coordinated by Cycling NSW.
- All riders are informed that should they breach any directive, by a controller, commissaire or official, they will be disqualified.
- If in the view of such officials the breach is serious, the rider will also face fines and potential suspension.
- All riders in the event are to be licensed through Cycling Australia and there is a policy of “no license, no start”.
- In the event that an incident occurs during the course of the event, the controller or official nearest to the incident is to complete an incident report and ensure that, if a rider is involved, the rider also completes an incident report.
- All race incidents are then referred to the Race Director (Mike O’Reilly), and brought to the attention of the Chief Commissaire for rectification or assistance.
Summary
By the above procedures and processes, races are conducted in a safe and secure manner and the risk to
riders, motorists and the general public is minimized to acceptable limits.

James Nguyen
Race Director
8 February 2018
0405 779 806

End of Document
CITY OF ORANGE TRAFFIC COMMITTEE

12 JUNE 2018

3.9 Street Event - 2018 NSW Masters Road Cycling Championships
Attachment 1 Attachment - Street Event - 2018 NSW Masters Road Cycling Championships

Certificate of Currency

<table>
<thead>
<tr>
<th>Type of Cover:</th>
<th>Broadform Liability</th>
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<tr>
<td>The Insured:</td>
<td>Cycling Australia</td>
</tr>
<tr>
<td>Period Of Insurance:</td>
<td>30 November 2017 To 4:00pm on 30 April 2019</td>
</tr>
<tr>
<td>Noted Club:</td>
<td>Cycling NSW</td>
</tr>
<tr>
<td>Interested Party:</td>
<td>Corrimal Shire Council, Orange City Council</td>
</tr>
<tr>
<td>The Business:</td>
<td>The principal activities of Cycling Australia include but are not limited to: Management of athletes participating in sanctioned events including international events (closed circuit and road racing), coordination of domestic / international racing activities, the preparation of national teams for qualification and participation in Olympic Games, World Championships and other key domestic / international events, promoting and developing the profile of Cycling Australia at international and domestic level</td>
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<tr>
<td>Limits of Liability:</td>
<td>Public and Products Liability $20,000,000 any one Occurrence</td>
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<td></td>
<td>Property in Physical or Legal Control $100,000 limited in the aggregate</td>
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<td></td>
<td>Advertising Injury $20,000,000 any one Occurrence</td>
</tr>
<tr>
<td></td>
<td>Professional Liability $5,000,000 limited in the aggregate</td>
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<tr>
<td></td>
<td>Molestation $250,000 limited in the aggregate</td>
</tr>
<tr>
<td>Excess:</td>
<td>Personal Injury, Property Damage and Advertising injury $1,000 each and every Occurrence inclusive of Supplementary Payments</td>
</tr>
<tr>
<td></td>
<td>Errors and Omissions $10,000 each and every Occurrence inclusive of Supplementary Payments</td>
</tr>
<tr>
<td></td>
<td>Molestation $50,000 each and every Claim inclusive of Supplementary Payments</td>
</tr>
<tr>
<td>Policy to Note:</td>
<td>(Interested Party) are noted as an insured in respect of claims to pay Compensation for Personal Injury or Property Damage arising from an act, error or omission (that is indemnifiable under this Policy) of (Insured). Subject at all times to the terms, conditions, definitions and exclusions of the policy.</td>
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<tr>
<td>Insurer:</td>
<td>Underwritten for certain underwriters at Lloyds of London &amp; Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Ltd under binding authorities BS572NA17/SU03 &amp; 001-2017 respectively. $15,000,000 x $5,000,000 is 100% underwritten for Chubb Insurance Australia Limited by their agent SLE Worldwide Australia Pty Limited under binding authority 001-2017.</td>
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<td>Policy Number:</td>
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<tr>
<td>Geographical Limits:</td>
<td>Worldwide excluding North America</td>
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<tr>
<td>Stamped &amp; Dated:</td>
<td>24 November 2017</td>
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</table>

SLE Worldwide Australia Pty Limited is acting under the authority of the Insurers and will be effecting this contract of insurance as agent of the Insurer and not the Insured. ABN 45 896 958 575 AFSL Licence No 237263

Please Note: Whilst an expiry date has been indicated, it should be known this policy can be cancelled at any time in the future. Accordingly reliance should not be placed on the expiry date.
3.10 MT LOFTY PROPOSED BUS ROUTE

EXECUTIVE SUMMARY

Council has received an email from Apple City Tours requesting approval from the Traffic committee for a school bus route.

LINK TO DELIVERY/OPERATIONAL PLAN

The recommendation in this report relates to the Delivery/Operational Plan strategy “13.1 Our Environment – Identify changing community aspirations and undertake community engagement to inform planning and advocacy of plans and policies for traffic, transport and communications infrastructure”.

FINANCIAL IMPLICATIONS

Nil

POLICY AND GOVERNANCE IMPLICATIONS

Nil

RECOMMENDATION

That Council note the proposed bus route and the bus stop sight deficiencies within the Orange LGA as shown in the body of this report.

FURTHER CONSIDERATIONS

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

SUPPORTING INFORMATION

Council has received an email from Apple City Tours requesting comments from the Traffic Committee for a proposed school bus route. It is understood TNSW require a bus operator to seek Council’s comments for a bus route prior to funding/approving it. The proposed AM and PM routes are shown below. The Traffic Committee should note some of the route is outside the Orange LGA. A risk assessment in the form of an “Informal Bus Stop Safety Evaluation Checklist” is attached to this report for consideration.
AM Route
ATTACHMENTS
1  PM Risk Assessment, D18/23845
2  AM Risk Assessment, D18/23844
INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

ROUTE NUMBER/NAMES: NO831 ORANGE - MT LOFTY
ROUTE STOP NUMBER: PM STOP
ADDRESS/LOCATION OF BUS STOP: 463 CANEGOALS ROAD
ROAD SURFACE (circle appropriate): GRASS / GRANITE / DIRT / CONCRETE
DATE OF EVALUATION: 21/03/2018
INSPECTORS NAME: JULE MARSHALL
OTHER PEOPLE INVOLVED IN THE INSPECTION: RYAN MARSHALL

NOTES:
Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should;
- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded
- Wait until the bus is stationary before opening the doors
- Wait until students are seated before leaving the pick-up zone
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
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<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>60 km/h</td>
<td>115m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with a downgrade, curves and/or are unsealed

Page 1 of 9
Non-designated Bus Stop Evaluation Checklist ACT:DOC:08.001:1
Hardcopies of this document are considered uncontrolled
### Informal Bus Stop Safety Evaluation Checklist

#### 2. Sight Line for Vehicles Approaching From in Front of the Bus:

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus stop is sighted so that it is clearly visible to motorists approaching from in front of the bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The bus itself is not blocking the line of sight to students at the roadside</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Traffic Flow:**

<table>
<thead>
<tr>
<th>TRAFFIC FLOW</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does the traffic density vary depending on time of day? **YES / NO**

**Sight Line for Vehicles Approaching From in Front of the Bus:**

**Sight Line for Vehicles Approaching From in Front of the Bus:**

<table>
<thead>
<tr>
<th>SPEED LIMIT</th>
<th>50km/h</th>
<th>60km/h</th>
<th>80km/h</th>
<th>100km/h</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY (m):</td>
<td>125m</td>
<td>125m</td>
<td>180m</td>
<td>250m</td>
</tr>
<tr>
<td>VISIBILITY (sec):</td>
<td>7sec</td>
<td>7sec</td>
<td>8sec</td>
<td>9sec</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrades, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines? **YES**

If NO, please detail:

If NO, please also detail any control factors in place to manage risk:

**Risk Score Tally:** 6/6 0/6
### APPLE CITY TOURS
Informal Bus Stop Safety Evaluation Checklist

#### 4. WAITING AREA FOR SCHOOL CHILDREN:

Students can wait in an area well clear of passing traffic
(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

- Are there any:
  - Steep drains
  - Poor draining ground
  - Trip hazards
  - Enroaching vegetation

- There is a safe route to the bus stop?

- There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross un-signalised railway crossings, narrow bridges or culverts.

- Is there satisfactory area for parent parking?
  - If NO, please provide details:

- Are students able to:
  - A. Safely wait within their property boundary (as bus stops right out the front); OR
  - B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
  - C. Both of the above.
  - D. OTHER: ____________________________

- Is the surrounding area satisfactory for the safe crossing of the road (if required)

- If YES, please also detail any control factors in place to manage risk:

- ONLY WHEN ACCOMPANIED BY A PARENT
  - AND/OR GUARDIAN.

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

4. RISK SCORE TALLY: 10/10 0/10
### Attachment 1

**PM Risk Assesment**

<table>
<thead>
<tr>
<th>EVALUATED RISK SCORE</th>
<th>TOTALS</th>
<th>SATISFACTORY</th>
<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN - (10 points)</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>5. OTHER ISSUES — (8 points)</td>
<td>36</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**RISK LEGEND:**

- Satisfactory risk score between 0-10 out of a total of 36: High Risk Rating 1
- Satisfactory risk score between 11-20 out of a total of 36: High Risk Rating 2
- Satisfactory risk score between 21-25 out of a total of 36: Medium Risk Rating 3
- Satisfactory risk score between 26-30 out of a total of 36: Medium Risk Rating 4
- Satisfactory risk score between 31-34 out of a total of 36: Low Risk Rating 5
- Satisfactory risk score between 35-36 out of a total of 36: Low Risk Rating 6

---

Page 7 of 9
<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority H, M, L</th>
<th>Hazpak Score</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checked and approved by Managing Director:

(Sign) ____________________  (Date) ___________

Page 9 of 9

INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

| ROUTE NUMBER/NAME: | NO831 / ORANGE - MT LOFTY |
| ROUTE STOP NUMBER: | PM STOP 474 CANOBOLAS RD |
| ADDRESS/LOCATION OF BUS STOP: | ACROSS THE ROAD / 474 CANOBOLAS RD |
| ROAD SURFACE (circle appropriate): | BITUMEN / GRAVEL / DIRT / CONCRETE |
| DATE OF EVALUATION: | 21/3/2018 |
| INPECTORS NAME: | JENNIE MARSHALL |
| OTHER PEOPLE INVOLVED IN THE INSPECTION: | RYAN MARSHALL |

NOTES:

Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:

- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded.
- Wait until the bus is stationary before opening the doors.
- Wait until students are seated before leaving the pick-up zone.
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver.
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students.

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>60 km/h</td>
<td>150m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1.3 seconds for roads with a downgrade, curves and/or are unsaled.
### 2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus stop is sighted so that it is clearly visible to motorists approaching the from in front of the bus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds)</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Crests or cones in the road do not hinder the visibility to oncoming traffic of the bus stop.</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop.</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>The bus itself is not blocking the line of sight to students at the roadside.</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Circle the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>Traffic Flow</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
</table>

Does the traffic density vary depending on time of day? **YES/NO**

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>Speed Limit (km/h)</th>
<th>50</th>
<th>60</th>
<th>80</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visibility (m)</td>
<td>125</td>
<td>125</td>
<td>180</td>
<td>250</td>
</tr>
<tr>
<td>Visibility (sec)</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsushed.

Is visibility in-line with the prescribed guidelines? **YES/NO**

If NO, please detail:

If NO, please also detail any control factors in place to manage risk:

2. RISK SCORE TALLY:
### 4. WAITING AREA FOR SCHOOL CHILDREN:

**Students can wait in an area well clear of passing traffic**

*(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)*

<table>
<thead>
<tr>
<th>Circle as appropriate:</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Steep drains</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>o Poor draining ground</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>o Trip hazards</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>o Encroaching vegetation</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>There is a safe route to the bus stop?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross unsignalised railway crossings, narrow bridges or culverts</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is there satisfactory area for parent parking?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If NO, please provide details:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are students able to:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Safely wait within their property boundary (as bus stops right out the front): OR</td>
<td></td>
</tr>
<tr>
<td>B. Safely wait with parent/guardian in their private vehicle until bus arrives: OR</td>
<td></td>
</tr>
<tr>
<td>C. Both of the above.</td>
<td></td>
</tr>
<tr>
<td>D. OTHER:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the surrounding area satisfactory for the safe crossing of the road (if required)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If YES, please also detail any control factors in place to manage risk:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must be accompanied by a Parent/Guardian when crossing the road is necessary</td>
<td></td>
</tr>
</tbody>
</table>

### 4. RISK SCORE TALLY:

Page 5 of 9
### 6. ANY OTHER OBSERVED CONDITIONS OR IDENTIFIED ISSUES:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Review Date</th>
<th>Document Owner</th>
<th>Managing Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nov-2017</td>
<td>Nov-2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EVALUATED RISK SCORE:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS</td>
<td>6</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS</td>
<td>6</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC</td>
<td>6</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN</td>
<td>10</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>5. OTHER ISSUES</td>
<td>8</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

**RISK SCORE TOTAL:** 36

| Satisfactory risk score between 0-10 out of a total of 36 | High Risk Rating 1 |
| Satisfactory risk score between 11-20 out of a total of 36 | High Risk Rating 2 |
| Satisfactory risk score between 21-25 out of a total of 36 | Medium Risk Rating 3 |
| Satisfactory risk score between 26-30 out of a total of 36 | Medium Risk Rating 4 |
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| Satisfactory risk score between 35-36 out of a total of 36 | Low Risk Rating 6 |

---

Non-designated Bus Stop Evaluation Checklist ACT DOC 0-001-1
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<table>
<thead>
<tr>
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<tr>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Checked and approved by Managing Director:

(Sign) __________________________ (Date) __________

Non-designated Bus Stop Evaluation Checklist ACT.DOC.001-1
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CITY OF ORANGE TRAFFIC COMMITTEE 12 JUNE 2018
3.10 Mt Lofty Proposed Bus Route
Attachment 1 PM Risk Assessment
INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

ROUTE NUMBER/NAMES: N0831 - ORANGE - MT LOFTY
ROUTE STOP NUMBER: PM STOP
ADDRESS/LOCATION OF BUS STOP: 735 CANOBOLAS ROAD
ROAD SURFACE (circle appropriate): Bitumen / Gravel / Dirt / Concrete
DATE OF EVALUATION: 26/03/2018
INSPECTORS NAME: JULIE MARSHALL
OTHER PEOPLE INVOLVED IN THE INSPECTION: RYAN MARSHALL

NOTES:
Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:
- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded.
- Wait until the bus is stationary before opening the doors.
- Wait until students are seated before leaving the pick-up zone.
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver.
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students.

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:

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<td>180m</td>
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</tr>
<tr>
<td>60 km/h</td>
<td>125m</td>
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</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with a downgrade, curves and/or are unsealed.
2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

<table>
<thead>
<tr>
<th>Circle as appropriate:</th>
<th>Satisfactory</th>
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<tbody>
<tr>
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<td>Unsatisfactory</td>
</tr>
<tr>
<td>Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds)</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>The bus itself is not blocking the line of sight to students at the roadside</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
</table>

Does the traffic density vary depending on time of day? **YES** / **NO**

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>SPEED LIMIT:</th>
<th>50km/h</th>
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<tbody>
<tr>
<td>VISIBILITY (m):</td>
<td>125m</td>
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<td>180m</td>
<td>250m</td>
</tr>
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<td>VISIBILITY (secs):</td>
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<td>7secs</td>
<td>8secs</td>
<td>9secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsealed.

Is visibility in-line with the prescribed guidelines? **YES** / **NO**

If **NO**, please detail:

If **NO**, please also detail any control factors in place to manage risk:

2. RISK SCORE TALLY: [ ] / [ ]
### 4. WAITING AREA FOR SCHOOL CHILDREN:

Students can wait in an area well clear of passing traffic.
(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

- Are there any:
  - Steep drains
  - Poor drainage
  - Trip hazards
  - Overhanging vegetation

- There is a safe route to the bus stop?
  - NO
  - YES

- There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross un-signalised railway crossings, narrow bridges or culverts
  - NO
  - YES

- Is there satisfactory area for parent parking?
  - NO
  - YES

If NO, please provide details:

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

### Are students able to:

A. Safely wait within their property boundary (as bus stops right out the front); OR
B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
C. Both of the above.
D. OTHER: ____________________________

Is the surrounding area satisfactory for the safe crossing of the road (if required)

- YES
- NO

If YES, please also detail any control factors in place to manage risk:

Students must be accompanied by a Parent/Guardian when crossing the road if necessary

### 4. RISK SCORE TALLY:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
6. ANY OTHER OBSERVED CONDITIONS OR IDENTIFIED ISSUES:

<table>
<thead>
<tr>
<th>EVALUATED RISK SCORE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td>6</td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
<td>6</td>
</tr>
<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
<td>6</td>
</tr>
<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN - (10 points)</td>
<td>9</td>
</tr>
<tr>
<td>5. OTHER ISSUES -- (8 points)</td>
<td>8</td>
</tr>
<tr>
<td><strong>RISK SCORE TOTAL:</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

**RISK LEGEND:**
- Satisfactory risk score between 0-10 out of a total of 36: High Risk Rating 1
- Satisfactory risk score between 11-20 out of a total of 36: High Risk Rating 2
- Satisfactory risk score between 21-25 out of a total of 36: Medium Risk Rating 3
- Satisfactory risk score between 26-33 out of a total of 36: Medium Risk Rating 4
- Satisfactory risk score between 31-34 out of a total of 36: Low Risk Rating 5
- Satisfactory risk score between 35-36 out of a total of 36: Low Risk Rating 6
<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority</th>
<th>Hazpak Score</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Checked and approved by Managing Director:

| (Sign) | (Date) |

Page 9 of 9

Non-designated Bus Stop Evaluation Checklist AOT-DOC-0#001-1
Handicopies of this document are considered uncontrolled
3.10 Mt Lofty Proposed Bus Route
Attachment 1 PM Risk Assessment
### INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

<table>
<thead>
<tr>
<th>Route Number/Name:</th>
<th>NO831 ORANGE - MT LOFTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route Stop Number:</td>
<td>PM STOP</td>
</tr>
<tr>
<td>Address/Location of Bus Stop:</td>
<td>ACROSS THE ROAD @ 809 CANOBOLAS RD</td>
</tr>
<tr>
<td>Road Surface (circle appropriate):</td>
<td>BETWEEN / GRAVEL / DIRT / CONCRETE / GRASS</td>
</tr>
<tr>
<td>Date of Evaluation:</td>
<td>21/03/2018</td>
</tr>
<tr>
<td>Inspectors Name:</td>
<td>JULIE MARSHALL</td>
</tr>
<tr>
<td>Other People Involved in the Inspection:</td>
<td>RYAN MARSHALL</td>
</tr>
</tbody>
</table>

**NOTES:**

- Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should;
  - Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students' visibility could be impeded.
  - Wait until the bus is stationary before opening the doors.
  - Wait until students are seated before leaving the pick-up zone.
  - When dropping students off, the driver should warn students of oncoming traffic if visible to the driver.
  - The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students.

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>60 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with a downgrade, curves and/or are unsealed.
### 3. Sight Line for Vehicles Approaching from in Front of the Bus:

<table>
<thead>
<tr>
<th>Circle as appropriate:</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus stop is sighted so that it is clearly visible to motorists approaching from in front of the bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds)</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>The bus itself is not blocking the line of sight to students at the roadside</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the traffic density vary depending on time of day?</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>SPEED LIMIT:</th>
<th>50km/h</th>
<th>60km/h</th>
<th>80km/h</th>
<th>100km/h</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY (m):</td>
<td>125m</td>
<td>125m</td>
<td>180m</td>
<td>250m</td>
</tr>
<tr>
<td>VISIBILITY (sec):</td>
<td>7secs</td>
<td>7secs</td>
<td>8secs</td>
<td>9secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines?

**Yes**

**No**

If **No**, please detail:

- Bus can be sighted before vehicles turn the corner into Condobolas Rd.
- Visibility is good.

If **No**, please also detail any control factors in place to manage risk:

<table>
<thead>
<tr>
<th>2. Risk Score Tally:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>
### A. WAITING AREA FOR SCHOOL CHILDREN:

Students can wait in an area well clear of passing traffic (Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

- Are there any:
  - Steep drains
  - Poor draining ground
  - Trip hazards
  - Encroaching vegetation

- There is a safe route to the bus stop?

- There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross un-signalised railway crossings, narrow bridges or culverts?

- Is there satisfactory area for parent parking?
  - If NO, please provide details:

- Are students able to:
  - A. Safely wait within their property boundary (as bus steps right out the front); OR
  - B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
  - C. Both of the above.
  - D. OTHER: ________________________________

- Is the surrounding area satisfactory for the safe crossing of the road (if required)?
  - YES
  - NO

- If YES, please also detail any control factors in place to manage risk:
  - Students must be accompanied by a Parent/Guardian when crossing the road is necessary.

### 4. RISK SCORE TALLY:

3.00

---

Page 5 of 9

Non-designated Bus Stop Evaluation Checklist ACT DOC 4-001-1

Handwritten notes on the document are considered uncontrolled.
### EVALUATED RISK SCORE:

<table>
<thead>
<tr>
<th></th>
<th>SATISFACTORY</th>
<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN - (10 points)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. OTHER ISSUES – (8 points)</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td><strong>RISK SCORE TOTAL</strong></td>
<td><strong>30</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**RISK LEGEND:**

- **Satisfactory risk score between 0-10 out of a total of 36**
  - High Risk Rating 1
- **Satisfactory risk score between 11-20 out of a total of 36**
  - High Risk Rating 2
- **Satisfactory risk score between 21-25 out of a total of 36**
  - Medium Risk Rating 3
- **Satisfactory risk score between 26-30 out of a total of 36**
  - Medium Risk Rating 4
- **Satisfactory risk score between 31-34 out of a total of 36**
  - Low Risk Rating 5
- **Satisfactory risk score between 35-36 out of a total of 36**
  - Low Risk Rating 6
<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority H, M, L</th>
<th>Hazpak Score</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Checked and approved by Managing Director:

(Sign) ___________________________ (Date) ____________

Page 9 of 9

Non-designated Bus Stop Evaluation Checklist ACT-DOC-01-001-1
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INFORMAL BUS STOP SAFETY EVAlUATION CHECKLIST

ROUTE NUMBER/NAME: NO831 / ORANGE - MT LOFTY
ROUTE STOP NUMBER: PM STOP
ADDRESS/LOCATION OF BUS STOP: WITTRE RESERVE, WITTRE CIRCUIT
ROAD SURFACE (circle appropriate): BITUMEN / GRAVEL / DIRT / CONCRETE
DATE OF EVALUATION: 21/3/2018
INSPECTORS NAME: JUNE MARSHALL
OTHER PEOPLE INVOLVED IN THE INSPECTION: RYAN MARSHALL

NOTES:
Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should;
- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded
- Wait until the bus is stationary before opening the doors
- Wait until students are seated before leaving the pick-up zone
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>60 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with a downhill, curves and/or are unsealed
2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

- Bus stop is sighted so that it is clearly visible to motorists approaching the from in front of the bus
- Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds)
- Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop
- Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop
- The bus itself is not blocking the line of sight to students at the roadside

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
</table>

Does the traffic density vary depending on time of day? **YES**

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>SPEED LIMIT:</th>
<th>50km/h</th>
<th>60km/h</th>
<th>80km/h</th>
<th>100km/h</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VISIBILITY (m):</th>
<th>125m</th>
<th>125m</th>
<th>180m</th>
<th>250m</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY (secs):</td>
<td>7secs</td>
<td>7secs</td>
<td>8secs</td>
<td>5secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrade, curves and/or are uns sealed.

Is visibility in line with the prescribed guidelines?

If **NO**, please detail:

If **NO**, please also detail any control factors in place to manage risk:

2. RISK SCORE TALLY:
## 4. WAITING AREA FOR SCHOOL CHILDREN:

Students can wait in an area well clear of passing traffic
(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

<table>
<thead>
<tr>
<th>Are there any:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Steep drains</td>
</tr>
<tr>
<td>o Poor draining ground</td>
</tr>
<tr>
<td>o Trip hazards</td>
</tr>
<tr>
<td>o Encroaching vegetation</td>
</tr>
</tbody>
</table>

There is a safe route to the bus stop?

There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross un-signalised railway crossings, narrow bridges or culverts.

Is there satisfactory area for parent parking?

If NO, please provide details:

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>NO*</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are students able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Safely wait within their property boundary (as bus stops right out the front); OR</td>
</tr>
<tr>
<td>B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR</td>
</tr>
<tr>
<td>C. Both of the above.</td>
</tr>
<tr>
<td>D. OTHER:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is the surrounding area satisfactory for the safe crossing of the road (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES*</td>
</tr>
</tbody>
</table>

If YES, please also detail any central factors in place to manage risk:

Students must be accompanied by a Parent/Guardian when crossing the road where necessary.
### Evaluated Risk Score:

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sight line for vehicles</td>
<td></td>
<td></td>
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<tr>
<td>2. Sight line for vehicles</td>
<td></td>
<td></td>
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<tr>
<td>3. Road shoulder width for a</td>
<td></td>
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<tr>
<td>4. Waiting area for school children</td>
<td></td>
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</tr>
<tr>
<td>5. Other issues</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

**Risk Score Total:** 36

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**Risk Legend:**

- Satisfactory risk score between 0.10 out of a total of 36 - High Risk Rating 1
- Satisfactory risk score between 11-20 out of a total of 36 - High Risk Rating 2
- Satisfactory risk score between 21-25 out of a total of 36 - Medium Risk Rating 3
- Satisfactory risk score between 26-30 out of a total of 36 - Medium Risk Rating 4
- Satisfactory risk score between 31-34 out of a total of 36 - Low Risk Rating 5
- Satisfactory risk score between 35-36 out of a total of 36 - Low Risk Rating 6

---

In town kerbside stop. Plenty of parking.
<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority H, M, L</th>
<th>Hazpak Score</th>
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</tbody>
</table>

Checked and approved by Managing Director:

(Sign) ________________________ (Date) ____________________

Non-designated Bus Stop Evaluation Checklist AGT-DOC-001-1
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3.10 Mt Lofty Proposed Bus Route
Attachment 1 PM Risk Assessment
INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

ROUTE NUMBER/NAME: 10831 / ORANGE - MT LOFTY
ROUTE STOP NUMBER: PM STOP (FOR ELEPHANT PARK)
ADDRESS/LOCATION OF BUS STOP: WOODSTOC RD, ACROSS FROM ELEPHANT PARK
ROAD SURFACE (circle appropriate): DIRT / GRAVEL / DIRT / CONCRETE
DATE OF EVALUATION: 21/3/2018
INSPECTOR'S NAME: JANE MARSHALL
OTHER PEOPLE INVOLVED IN THE INSPECTION: RYAN MARSHALL

NOTES:
Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:

- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impaired.
- Wait until the bus is stationary before opening the doors.
- Wait until students are seated before leaving the pick-up zone.
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver.
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students.

(Source: NSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:

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<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
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<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>50 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1.3 seconds for roads with a downgrade, curves and/or are unsealed.
## SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

| Bus stop is sighted so that it is clearly visible to motorists approaching the from in front of the bus | Satisfactory | Unsatisfactory |
| Approaching vehicles are visible from the side of the road for at least 750m (or 9 seconds) | Satisfactory | Unsatisfactory |
| Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop | Satisfactory | Unsatisfactory |
| Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop | Satisfactory | Unsatisfactory |
| The bus itself is not blocking the line of sight to students at the roadside | Satisfactory | Unsatisfactory |

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the traffic density vary depending on time of day?</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>SPEED LIMIT:</th>
<th>50km/h</th>
<th>60km/h</th>
<th>80km/h</th>
<th>100km/h</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY (m):</td>
<td>125m</td>
<td>125m</td>
<td>180m</td>
<td>250m</td>
</tr>
<tr>
<td>VISIBILITY (secs):</td>
<td>7secs</td>
<td>7secs</td>
<td>8secs</td>
<td>9secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrades, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines?
If NO, please detail:

If NO, please also detail any control factors in place to manage risk:

## RISK SCORE TALLY:
### 4. Waiting Area for School Children:

Students can wait in an area well clear of passing traffic.
(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

<table>
<thead>
<tr>
<th>Are there any:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Steep slopes</td>
</tr>
<tr>
<td>o Poor drainage</td>
</tr>
<tr>
<td>o Trip hazards</td>
</tr>
<tr>
<td>o Encroaching vegetation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Circle as appropriate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>NO</td>
</tr>
</tbody>
</table>

There is a safe route to the bus stop?

There are no roadway features that would force or encourage the student(s) to walk to their stop in traffic lanes or shoulders, cross un-signalled railway crossings, narrow bridges or culverts.

Is there a satisfactory area for parent parking?

If NO, please provide details:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Are students able to:

A. Safely wait within their property boundary (as bus stops right out the front); OR
B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
C. Both of the above.
D. OTHER: ________________________________

Is the surrounding area satisfactory for the safe crossing of the road (if required)

If YES, please also detail any control factors in place to manage risk:

Students must always be accompanied by a parent/guardian when crossing the road if necessary.

### 4. Risk Score Tally:

| 0 | 0 |

Page 5 of 9

Non-designated Bus Stop Evaluation Checklist ACT.DOC 000:1
Hardcopies of this document are considered uncontrolled.
### EVALUATED RISK SCORE:

<table>
<thead>
<tr>
<th>RISK ITEM</th>
<th>SATISFACTORY</th>
<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN - (10 points)</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>5. OTHER ISSUES - (8 points)</td>
<td>8</td>
<td>0</td>
</tr>
</tbody>
</table>

**RISK SCORE TOTAL:** 36

### RISK LEGEND:

- **Satisfactory risk score between 0-10 out of a total of 36**
  - High Risk Rating 1
- **Satisfactory risk score between 11-20 out of a total of 36**
  - High Risk Rating 2
- **Satisfactory risk score between 21-25 out of a total of 36**
  - Medium Risk Rating 3
- **Satisfactory risk score between 26-30 out of a total of 36**
  - Medium Risk Rating 4
- **Satisfactory risk score between 31-34 out of a total of 36**
  - Low Risk Rating 5
- **Satisfactory risk score between 35-36 out of a total of 36**
  - Low Risk Rating 6
<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority H, M, L</th>
<th>Hazpak Score</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Checked and approved by Managing Director:

(Sign) __________________________ (Date) ____________

Page 9 of 19
Non-designated Bus Stop Evaluation Checklist ACT-DOC-00-00-01
Handicaps of this document are considered uncontrolled.
INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

ROUTE NUMBER/NAME: NOB31 - ORANGE - Mt LOFTY
ROUTE STOP NUMBER: 1
ADDRESS/LOCATION OF BUS STOP: ESIO PARK 4PM
ROAD SURFACE (circle appropriate): BITUMEN / GRAVEL / DIRT / CONCRETE
DATE OF EVALUATION: 20/3/18
INSPECTORS NAME: JUSTIN MARSHALL
OTHER PEOPLE INVOLVED IN THE INSPECTION: JUDE MARSHALL

NOTES:
Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:
- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded.
- Wait until the bus is stationary before opening the doors.
- Wait until students are seated before leaving the pick-up zone.
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver.
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students.

(Source: TNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>60 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with a downgrade, curves and/or are unsealed.
## 2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus stop is sighted so that it is clearly visible to motorists approaching the front of the bus.</td>
<td>![David]</td>
<td>![Road]</td>
</tr>
<tr>
<td>Approaching vehicles are visible from the side of the road for at least 150m (or 9 seconds)</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>The bus itself is not blocking the line of sight to students at the roadside</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
<th>Does the traffic density vary depending on time of day?</th>
<th>YES / NO</th>
</tr>
</thead>
</table>

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>SPEED LIMIT:</th>
<th>50km/h</th>
<th>60km/h</th>
<th>80km/h</th>
<th>100km/h</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY (m):</td>
<td>![325m]</td>
<td>![125m]</td>
<td>![180m]</td>
<td>![250m]</td>
</tr>
<tr>
<td>VISIBILITY (secs):</td>
<td>![7secs]</td>
<td>![7secs]</td>
<td>![8secs]</td>
<td>![9secs]</td>
</tr>
</tbody>
</table>

Note: Add 3-5 seconds for roads with downgrade, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines?

If NO, please detail:

If NO, please also detail any control factors in place to manage risk:

---

2. RISK SCORE TALLY: 0

---

Page 3 of 9

Informal Bus Stop Safety Evaluation Checklist

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**APPLE CITY TOURS**

<table>
<thead>
<tr>
<th>Issue</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Nov-2017</td>
</tr>
<tr>
<td>Review Date</td>
<td>Nov-2019</td>
</tr>
</tbody>
</table>

Informal Bus Stop Safety Evaluation Checklist

**4. WAITING AREA FOR SCHOOL CHILDREN:**

Students can wait in an area well clear of passing traffic  
(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

Are there any:
- o Steep drains
- o Poor drainage/ground
- o Trip hazards
- o Encroaching vegetation

There is a safe route to the bus stop?
-  
  - NO  NO  NO  YES  NO  YES

There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross un-signalised railway crossings, narrow bridges or culverts
-  
  - YES  NO

Is there a satisfactory area for parent parking?
-  
  - YES  NO

If NO, please provide details:


Are students able to:

A. Safely wait within their property boundary (as bus stops right out the front); OR
B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
C. Both of the above.
D. OTHER: _________________________________

Is the surrounding area satisfactory for the safe crossing of the road (if required)
-  
  - YES  NO

If YES, please also detail any control factors in place to manage risk:


4. RISK SCORE TALLY: 0 0
6. ANY OTHER OBSERVED CONDITIONS OR IDENTIFIED ISSUES:

- Council designated bus zone.
- Traffic light at pedestrian crossing.
- Fenced, divided road.

---

**EVALUATED RISK SCORE:**

<table>
<thead>
<tr>
<th>EVALUATED RISK SCOR<strong>E</strong></th>
<th><strong>T</strong>OTALS</th>
<th><strong>S</strong>ATISFACTORY</th>
<th><strong>UN</strong>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td></td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
<td></td>
<td>6</td>
<td>0</td>
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<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
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<td>0</td>
</tr>
<tr>
<td>5. OTHER ISSUES - (8 points)</td>
<td></td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td><strong>RISK SCORE TOTAL:</strong></td>
<td></td>
<td><strong>36</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

**RISK LEGEND:**

<table>
<thead>
<tr>
<th>Satisfactory risk score between 0-10 out of a total of 36</th>
<th>High Risk Rating 1</th>
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<tbody>
<tr>
<td>Satisfactory risk score between 11-20 out of a total of 36</td>
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</tr>
<tr>
<td>Hazard Identified</td>
<td>Corrective action to be taken</td>
</tr>
<tr>
<td>------------------</td>
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<td></td>
</tr>
</tbody>
</table>

Checked and approved by Managing Director:

(Sign) ________________________ (Date) ______________
INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

ROUTE NUMBER/NAME: NO831 / ORANGE - MT LOFTY
ROUTE STOP NUMBER:
ADDRESS/LOCATION OF BUS STOP:
ROAD SURFACE (circle appropriate): BITUMEN / GRAVEL / DIRT / CONCRETE
DATE OF EVALUATION: 20/3/18
INSPECTORS NAME: JUSTIN LANDERS
OTHER PEOPLE INVOLVED IN THE INSPECTION: JUDE MARSHALL / RYAN MARSHALL

NOTES:

Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:
- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students' visibility could be impeded.
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(Source: T)NSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway

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<tbody>
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</tbody>
</table>

*Note: Add 1-3 seconds for roads with a downgrade, curves and/or are unsealed*
2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

<table>
<thead>
<tr>
<th>Circle as appropriate:</th>
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<tbody>
<tr>
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Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

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<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
</table>

Does the traffic density vary depending on time of day? | YES / NO |

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>SPEED LIMIT:</th>
<th>50km/h</th>
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</table>

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines? | YES | NO |

If NO, please detail:

If NO, please also detail any control factors in place to manage risk:

2. RISK SCORE TALLY: 6 0
4. WAITING AREA FOR SCHOOL CHILDREN:

Students can wait in an area well clear of passing traffic.
(Preferably 6m from the edge of travel lanes. A minimum of 4m is essential)

Are there any:
- Steep drains
- Poor draining ground
- Trip hazards
- Encroaching vegetation

There is a safe route to the bus stop?

There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross un-signalised railway crossings, narrow bridges or culverts.

Is there satisfactory area for parent parking?

If NO, please provide details:

Are students able to:

A. Safely wait within their property boundary (as bus stops right out the front); OR
B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
C. Both of the above.
D. OTHER:

Is the surrounding area satisfactory for the safe crossing of the road (if required)

If YES, please also detail any control factors in place to manage risk:

4. RISK SCORE TALLY: 10 0
### APPLE CITY TOURS

**Informal Bus Stop Safety Evaluation Checklist**

<table>
<thead>
<tr>
<th></th>
<th>Issue</th>
<th>Date</th>
<th>Review Date</th>
<th>Document Owner</th>
<th>Managing Director</th>
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<tbody>
<tr>
<td></td>
<td>2</td>
<td>Nov-2017</td>
<td>Nov-2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6. ANY OTHER OBSERVED CONDITIONS OR IDENTIFIED ISSUES:

<p>| |</p>
<table>
<thead>
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<th></th>
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</table>

### EVALUATED RISK SCORE:

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**RISK SCORE TOTAL:**

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<tr>
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</thead>
</table>

**RISK LEGEND:**

- Satisfactory risk score between 0-10 out of a total of 36: High Risk Rating 1
- Satisfactory risk score between 11-20 out of a total of 36: High Risk Rating 2
- Satisfactory risk score between 21-25 out of a total of 36: Medium Risk Rating 3
- Satisfactory risk score between 26-30 out of a total of 36: Medium Risk Rating 4
- Satisfactory risk score between 31-34 out of a total of 36: Low Risk Rating 5
- Satisfactory risk score between 35-36 out of a total of 36: Low Risk Rating 6

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Page 7 of 9

Informal Bus Stop Safety Evaluation Checklist

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### APPLE CITY TOURS

<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority H, M, L</th>
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Checked and approved by Managing Director:

(Sign)________________________ (Date)____________

Page 9 of 9
Informati Bus Stop Safety Evaluation Checklist
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3.10 Mt Lofty Proposed Bus Route
Attachment 2 AM Risk Assessment
**INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST**

**ROUTE NUMBER/NAMES:**
N0831 / ORANGE - Mt Lofty

**ADDRESS/LOCATION OF BUS STOP:**
Ploughmans Lane - AM

**ROAD SURFACE (circle appropriate):**
- TARMAC
- GRAVEL
- DIRT
- CONCRETE

**DATE OF EVALUATION:**
20/3/18

**INSPECTORS NAME:**
Justin Langdon

**OTHER PEOPLE INVOLVED IN THE INSPECTION:**
June Marshall / Ryan Marshall

### NOTES:

- Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:
  - Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded.
  - Wait until the bus is stationary before opening the doors.
  - Wait until students are seated before leaving the pick-up zone.
  - When dropping students off, the driver should warn students of oncoming traffic if visible to the driver.
  - The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students.

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

### Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>50 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

**Note:** Add 1-3 seconds for roads with a downgrade, curves and/or are unsealed.
## 2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

| Bus stop is signed so that it is clearly visible to motorists approaching from in front of the bus | Satisfactory | Unsatisfactory |
| Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds) | Satisfactory | Unsatisfactory |
| Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop | Satisfactory | Unsatisfactory |
| Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop | Satisfactory | Unsatisfactory |
| The bus itself is not blocking the line of sight to students at the roadside | Satisfactory | Unsatisfactory |

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

| TRAFFIC FLOW: Very Low | Low | Medium | High |
| Does the traffic density vary depending on time of day? YES / NO |

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

| SPEED LIMIT: 50km/h | 60km/h | 80km/h | 100km/h |
| VISIBILITY (m): 125m | 125m | 180m | 250m |
| VISIBILITY (secs): 7secs | 7secs | 8secs | 9secs |

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines? YES / NO

If NO, please detail:

If NO, please also detail any control factors in place to manage risk:

| 2. RISK SCORE TALLY: | 6 | 0 |
4. WAITING AREA FOR SCHOOL CHILDREN:

Students can wait in an area well clear of passing traffic (preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

Are there any:
  - Steep drains
  - Poor draining ground
  - Trip hazards
  - Encroaching vegetation

There is a safe route to the bus stop?

There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross unsignalised railway crossings, narrow bridges or culverts?

Is there satisfactory area for parent parking?
  - YES
  - NO

If NO, please provide details:  
plenty of parking

Are students able to:
A. Safely wait within their property boundary (as bus stops right out the front); OR
B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
C. Both of the above.
D. OTHER:

Is the surrounding area satisfactory for the safe crossing of the road (if required)

If YES, please also detail any control factors in place to manage risk:

4. RISK SCORE TALLY:  0  0
### EVALUATED RISK SCORE:

<table>
<thead>
<tr>
<th></th>
<th>SATISFACTORY</th>
<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN - (10 points)</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>5. OTHER ISSUES – (8 points)</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td><strong>RISK SCORE TOTAL:</strong></td>
<td><strong>38</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

#### RISK LEGEND:

- **Satisfactory risk score between 0-10 out of a total of 36**
  - High Risk Rating 1
- **Satisfactory risk score between 11-20 out of a total of 36**
  - High Risk Rating 2
- **Satisfactory risk score between 21-25 out of a total of 36**
  - Medium Risk Rating 3
- **Satisfactory risk score between 26-30 out of a total of 36**
  - Medium Risk Rating 4
- **Satisfactory risk score between 31-34 out of a total of 36**
  - Low Risk Rating 5
- **Satisfactory risk score between 35-36 out of a total of 36**
  - Low Risk Rating 6

---

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Informal Bus Stop Safety Evaluation Checklist

Hardcopies of this document are considered uncontrolled
### Informal Bus Stop Safety Evaluation Checklist

<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority H, M, L</th>
<th>Hazzak Score</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
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(Sign) ___________________________ (Date) ___________________

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Informal Bus Stop Safety Evaluation Checklist

Handicapped of this document are considered uncontrolled
In the city of Orange traffic committee meeting on June 12, 2018, the topic of concern was the Mt Lofty Proposed Bus Route. The attachment, titled "AM Risk Assessment," was presented. The informal bus stop safety evaluation checklist is attached, covering the route number/name, route stop number, address/location of bus stop, road surface, date of evaluation, inspector's name, and other people involved in the inspection.

Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:

- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students' visibility could be impeded.
- Wait until the bus is stationary before opening the doors.
- Wait until students are seated before leaving the pick-up zone.
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver.
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students.

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway:

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
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<tbody>
<tr>
<td>100 km/h</td>
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<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>60 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with a downgrade, curves and/or are unsealed.
### 2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS:

<table>
<thead>
<tr>
<th>Circle as appropriate:</th>
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</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

- Bus step is sighted so that it is clearly visible to motorists approaching the front in front of the bus.
- Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds).
- Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop.
- Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop.
- The bus itself is not blocking the line of sight to students at the roadside.

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very Low</th>
<th>LOW</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the traffic density vary depending on time of day?</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>SPEED LIMIT:</th>
<th>50km/h</th>
<th>60km/h</th>
<th>80km/h</th>
<th>100km/h</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY (m):</td>
<td>125m</td>
<td>125m</td>
<td>180m</td>
<td>250m</td>
</tr>
<tr>
<td>VISIBILITY (secs):</td>
<td>7.5 secs</td>
<td>7 secs</td>
<td>8.5 secs</td>
<td>9 secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines? 
- YES | NO

If NO, please detail:

If NO, please also detail any control factors in place to manage risk:

2. RISK SCORE TALLY:
### Informal Bus Stop Safety Evaluation Checklist

### 4. Waiting Area for School Children:

- **Students can wait in an area well clear of passing traffic**
  
  (Preferably 4m from the edge of travel lanes. A minimum of 4m is essential)

#### Are there any:

- Steep drains
- Poor drainage ground
- Trip hazards
- Encroaching vegetation

- **There is a safe route to the bus stop?**

  - There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross unsignalised railway crossings, narrow bridges or culverts.

- **Is there satisfactory area for parent parking?**
  
  - If NO, please provide details:

#### Are students able to:

- A. Safely wait within their property boundary (as bus stops right out the front); OR
- B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR
- C. Both of the above.
- D. OTHER:

- **Is the surrounding area satisfactory for the safe crossing of the road (if required)**

  - If YES, please also detail any control factors in place to manage risk:

  - Child always to be accompanied by a Parent/Guardian when crossing the road.

### 4. Risk Score Tally:

- Satisfactory: 0
- Unsatisfactory: 0
### APPLE CITY TOURS

Informal Bus Stop Safety Evaluation Checklist

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Review Date</th>
<th>Document Owner</th>
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<tbody>
<tr>
<td></td>
<td>Nov-2017</td>
<td>Nov-2019</td>
<td>Managing Director</td>
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</table>

#### 6. ANY OTHER OBSERVED CONDITIONS OR IDENTIFIED ISSUES:


### EVALUATED RISK SCORE:

<table>
<thead>
<tr>
<th>RISK SCORING CRITERIA</th>
<th>SATISFACTORY</th>
<th>UNSATISFACTORY</th>
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<tbody>
<tr>
<td>1. Sight line for vehicles approaching from behind the bus - (6 points)</td>
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<td>2. Sight line for vehicles approaching from in front of the bus - (6 points)</td>
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<tr>
<td>3. Road shoulder width for a bus to stop clear of traffic - (8 points)</td>
<td>0</td>
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<tr>
<td>4. Waiting area for school children - (10 points)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. Other issues - (8 points)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>RISK SCORE TOTAL:</strong></td>
<td><strong>36</strong></td>
<td><strong>0</strong></td>
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</table>

#### RISK LEGEND:

- Satisfactory risk score between 0-10 out of a total of 36: High Risk Rating 1
- Satisfactory risk score between 11-20 out of a total of 36: High Risk Rating 2
- Satisfactory risk score between 21-25 out of a total of 36: Medium Risk Rating 3
- Satisfactory risk score between 26-30 out of a total of 36: Medium Risk Rating 4
- Satisfactory risk score between 31-34 out of a total of 36: Low Risk Rating 5
- Satisfactory risk score between 35-36 out of a total of 36: Low Risk Rating 6
### Informal Bus Stop Safety Evaluation Checklist

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Checked and approved by Managing Director:

(Sign)________________________ (Date)__________

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Informal Bus Stop Safety Evaluation Checklist

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INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST

ROUTE NUMBER/NAME: NO 231 / ORANGE - MT LOFTY AM STOP
ROUTE STOP NUMBER: AM STOP
ADDRESS/LOCATION OF BUS STOP: 730 CANOBOLAS ROAD
ROAD SURFACE (circle appropriate): BITUMEN / GRAVEL / DIRT / CONCRETE
DATE OF EVALUATION: 2013/2018
INSPECTORS NAME: JUNI MARSHALL
OTHER PEOPLE INVOLVED IN THE INSPECTION: RYAN MARSHALL

NOTES:

Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should:
- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded
- Wait until the bus is stationary before opening the doors
- Wait until students are seated before leaving the pick-up zone
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway

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<tr>
<td>60 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

Note: Add 1.3 seconds for roads with a downgrade, curves and/or are unsealed
### 2. Sight Line for Vehicles Approaching from in Front of the Bus:

- Bus stop is sighted so that it is clearly visible to motorists approaching from in front of the bus: **Satisfactory**
- Approaching vehicles are visible from the side of the road for at least 750m (or 9 seconds): **Satisfactory**
- Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop: **Satisfactory**
- Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop: **Satisfactory**
- The bus itself is not blocking the line of sight to students at the roadside: **Satisfactory**

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW:</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the traffic density vary depending on time of day?</td>
<td>YES / NO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle or detail below the local speed limit and the observed visibility of vehicles approaching in front of the bus:

**SPEED LIMIT:** 50km/h 60km/h 80km/h 100km/h

**VISIBILITY (m):** 125m 125m 180m 250m

**VISIBILITY (secs):** 7secs 7secs 8secs 9secs

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsealed.

**YES**

Is visibility in line with the prescribed guidelines? **NO**

If NO, please detail:

**Low Traffic Density, Country Road**

Visibility from in front would be 8 secs for the motorist.

If NO, please also detail any control factors in place to manage risk:

| RISK SCORE TALLY: | 6 | 0 |
## 4. WAITING AREA FOR SCHOOL CHILDREN:

**Students can wait in an area well clear of passing traffic**  
*(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)*

<table>
<thead>
<tr>
<th>Circle as appropriate:</th>
<th>Satisfactory</th>
<th>Un satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there any:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Steep drains</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>o Poor draining ground</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>o Trip hazards</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>o Encroaching vegetation</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

**There is a safe route to the bus stop?**

There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross un-signalled railway crossings, narrow bridges or culverts.

**Is there satisfactory area for parent parking?**

*Private Driveway*

*If NO, please provide details:*

---

**Are students able to:**

A. Safely wait within their property boundary (as bus stops right out the front); OR  
B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR  
C. Both of the above;  
D. OTHER: ____________________________

**Is the surrounding area satisfactory for the safe crossing of the road (if required):**

YES | NO

**If YES, please also detail any control factors in place to manage risk:**

`Student must be accompanied by a Parent/Guardian in the instance where it could be necessary to cross the road.`

---

**4. RISK SCOR TALLY:**

|               | 9 | 1 |
6. ANY OTHER OBSERVED CONDITIONS OR IDENTIFIED ISSUES:

<table>
<thead>
<tr>
<th>EVALUATED RISK SCORE:</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
<td></td>
</tr>
<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
<td></td>
</tr>
<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN - (10 points)</td>
<td></td>
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<tr>
<td>5. OTHER ISSUES — (8 points)</td>
<td></td>
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<tr>
<td></td>
<td>RISK SCORE TOTAL:</td>
</tr>
<tr>
<td></td>
<td>35</td>
</tr>
</tbody>
</table>

RISK LEGEND:
- Satisfactory risk score between 0-10 out of a total of 36
- High Risk Rating 1
- Satisfactory risk score between 11-20 out of a total of 36
- High Risk Rating 2
- Satisfactory risk score between 21-25 out of a total of 36
- Medium Risk Rating 3
- Satisfactory risk score between 26-30 out of a total of 36
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- Satisfactory risk score between 31-34 out of a total of 36
- Low Risk Rating 5
- Satisfactory risk score between 35-36 out of a total of 36
- Low Risk Rating 6
## Hazard Identified

<table>
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<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
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Checked and approved by Managing Director:

(Sign) ___________________________ (Date) ____________

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Non-designated Bus Stop Evaluation Checklist ACT-DOC-001-1

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**INFORMAL BUS STOP SAFETY EVALUATION CHECKLIST**

| ROUTE NUMBER/NAME: | NO831 / ORANGE - MT LOFTY |
| ROUTE STOP NUMBER: | AM Stop |
| ADDRESS/LOCATION OF BUS STOP: | 474 Gogorolas Road |
| ROAD SURFACE (circle appropriate): | BITUMEN / GRAVEL / DIRT / CONCRETE |
| DATE OF EVALUATION: | 20/3/2018 |
| INSPECTORS NAME: | Jane Marshall |
| OTHER PEOPLE INVOLVED IN THE INSPECTION: (list names) | Ryan Marshall |

**NOTES:**

Bus drivers need to be vigilant when students are boarding and disembarking from the bus. Drivers should;

- Ensure they pull over in an area where it is safe for the student/s to access or disembark from the bus. If possible, this should be away from street corners or bends in the road where the students’ visibility could be impeded
- Wait until the bus is stationary before opening the doors
- Wait until students are seated before leaving the pick-up zone
- When dropping students off, the driver should warn students of oncoming traffic if visible to the driver
- The driver should instruct students to remain at the drop-off point and not to cross the roadway until after the bus has departed and there is a better line of sight for those students

(Source: TfNSW School Bus Safety Guidelines for Contract Holders of Transport for NSW Rural and Regional Bus Services)

**Guidance for the minimum Seconds that a vehicle approaching at the speed limit needs to be visible from beside the roadway**

<table>
<thead>
<tr>
<th>Speed Zone</th>
<th>Estimated Meters</th>
<th>Seconds</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 km/h</td>
<td>250m</td>
<td>9 secs</td>
</tr>
<tr>
<td>80 km/h</td>
<td>180m</td>
<td>8 secs</td>
</tr>
<tr>
<td>50 km/h</td>
<td>125m</td>
<td>7 secs</td>
</tr>
</tbody>
</table>

*Note: Add 1 3 seconds for roads with a downgrade, curves and/or are unsealed*
### 2. Sight Line for Vehicles Approaching from In Front of the Bus

<table>
<thead>
<tr>
<th>Condition</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus stop is sighned so that it is clearly visible to motorists approaching from in front of the bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approaching vehicles are visible from the side of the road for at least 250m (or 9 seconds)</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Crests or corners in the road do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Trees and other vegetation do not hinder the visibility to oncoming traffic of the bus stop</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>The bus itself is not blocking the line of sight to students at the roadside</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Circle below the level of traffic flow observed for vehicles approaching in front of the bus:

<table>
<thead>
<tr>
<th>TRAFFIC FLOW</th>
<th>Very Low</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
</table>

Does the traffic density vary depending on time of day? **YES/NO**

<table>
<thead>
<tr>
<th>SPEED LIMIT (km/h)</th>
<th>50km/h</th>
<th>60km/h</th>
<th>80km/h</th>
<th>100km/h</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISIBILITY (m)</td>
<td>125m</td>
<td>125m</td>
<td>185m</td>
<td>250m</td>
</tr>
<tr>
<td>VISIBILITY (secs)</td>
<td>7 secs</td>
<td>7 secs</td>
<td>8 secs</td>
<td>9 secs</td>
</tr>
</tbody>
</table>

Note: Add 1-3 seconds for roads with downgrade, curves and/or are unsealed.

Is visibility in line with the prescribed guidelines?

**YES**

If NO, please detail:

---

If NO, please also detail any control factors in place to manage risk:

---

### 2. Risk Score Tally:

---
### 4. WAITING AREA FOR SCHOOL CHILDREN:

Students can wait in an area well clear of passing traffic
(Preferably 8m from the edge of travel lanes. A minimum of 4m is essential)

<table>
<thead>
<tr>
<th>Are there any:</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Steep drains</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>o Poor draining ground</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>o Trip hazards</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>o Encroaching vegetation</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

There is a safe route to the bus stop?

There are no roadway features that would force or encourage the student/s to walk to their stop in traffic lanes or shoulders, cross unsignalised railway crossings, narrow bridges or culverts.

| Is there satisfactory area for parent parking? | YES |
| If NO, please provide details:                | NO  |
|                                               |     |

Are students able to:

A. Safely wait within their property boundary (as bus stops right out the front); OR  
B. Safely wait with parent/guardian in their private vehicle until bus arrives; OR  
C. Both of the above.  
D. OTHER: ________________________________  

| Is the surrounding area satisfactory for the safe crossing of the road (if required) | YES |
|                                                                                   | NO  |

If YES, please also detail any control factors in place to manage risk:

Student must always be accompanied by a Parent/Guardian in the instance where it could be necessary to cross the road.

### 4. RISK SCORE TALLY:

<p>| | |</p>
<table>
<thead>
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<tbody>
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</table>
### APPLE CITY TOURS

#### Informal Bus Stop Safety Evaluation Checklist

<table>
<thead>
<tr>
<th>Issue</th>
<th>2</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>Nov-2017</td>
</tr>
<tr>
<td>Review Date</td>
<td>Nov-2019</td>
</tr>
<tr>
<td>Document Owner</td>
<td>Managing Director</td>
</tr>
</tbody>
</table>

### 6. ANY OTHER OBSERVED CONDITIONS OR IDENTIFIED ISSUES:

#### EVALUATED RISK SCORE:

<table>
<thead>
<tr>
<th>Risk Category</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SIGHT LINE FOR VEHICLES APPROACHING FROM BEHIND THE BUS - (6 points)</td>
<td></td>
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<tr>
<td>2. SIGHT LINE FOR VEHICLES APPROACHING FROM IN FRONT OF THE BUS - (6 points)</td>
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<tr>
<td>3. ROAD SHOULDER WIDTH FOR A BUS TO STOP CLEAR OF TRAFFIC - (6 points)</td>
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<tr>
<td>4. WAITING AREA FOR SCHOOL CHILDREN - (10 points)</td>
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<tr>
<td>5. OTHER ISSUES - (8 points)</td>
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**RISK SCORE TOTAL:**

<table>
<thead>
<tr>
<th>Risk Score</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<tbody>
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### RISK LEGEND:

- Satisfactory risk score between 0-10 out of a total of 36: Low Risk Rating 1
- Satisfactory risk score between 11-20 out of a total of 36: Low Risk Rating 2
- Satisfactory risk score between 21-25 out of a total of 36: Medium Risk Rating 3
- Satisfactory risk score between 26-30 out of a total of 36: Medium Risk Rating 4
- Satisfactory risk score between 31-34 out of a total of 36: High Risk Rating 5
- Satisfactory risk score between 35-38 out of a total of 36: High Risk Rating 6

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## Informal Bus Stop Safety Evaluation Checklist

<table>
<thead>
<tr>
<th>Hazard Identified</th>
<th>Corrective action to be taken</th>
<th>Hazard Priority H, M, L</th>
<th>Hazpak Score</th>
<th>Date completed</th>
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<tbody>
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Checked and approved by Managing Director:

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