



## ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 22 February 2023  
4pm

at

Armidale Council Chambers

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## ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 14 December 2022  
4pm

at

Armidale Council Chambers

**PRESENT:** Councillor Sam Coupland (Mayor), Councillor Todd Redwood (Deputy Mayor), Councillor Paul Gaddes, Councillor Jon Galletly, Councillor Susan McMichael, Councillor Steven Mephram, Councillor Debra O'Brien, Councillor Margaret O'Connor, Councillor Paul Packham, Councillor Dorothy Robinson and Councillor Bradley Widders.

**IN ATTENDANCE:** Mr James Roncon (General Manager), Mr Darren Schaefer (Chief Officer Corporate and Community), Mr John Goodall (Acting Chief Officer Planning and Activation), Mr Alex Manners (Chief Officer Assets and Services), Ms Ann Newsome (Chief Financial Officer) and Ms Melissa Hoult (Executive Officer).

MINUTES

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concerning a particular individual).*

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1. **CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY**  
Cr Galletly delivered the Civic Affirmation and Cr Mephram delivered the Acknowledgment of Country.
2. **STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS**  
The General Manager delivered the statement.
3. **APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**  
Nil.
4. **DISCLOSURES OF INTEREST**

Name	Item	Nature of Interest	Reason/Intended Action
Clr Packham	15.5	<input type="checkbox"/> Pecuniary <input type="checkbox"/> Non Pecuniary – Significant Conflict <input checked="" type="checkbox"/> Non Pecuniary – Non Significant Conflict	Reason: Resident of the locale.  Intended action: Remain in the Chamber

5. **CONFIRMATION OF MINUTES**

5.1 **Minutes of Previous Meeting held 23 November 2022**

*Ref: AINT/2022/49366 (ARC16/0001-7)*

245/22

**RESOLVED**

That the Minutes of the Ordinary Council meeting held on 23 November 2022 be taken as read and accepted as a true record of the meeting.

**Moved Cr McMichael**

**Seconded Cr Redwood**

**The Motion on being put to the vote was CARRIED unanimously.**

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## 6. MAYORAL MINUTE

### 6.1 Mayoral Minute: Water Security - Purchase of Oaky River Hydro Scheme as an Additional Water Source

Ref: AINT/2022/50070 (ARC16/0025-6)

246/22

#### RESOLVED

That Council;

- a. Note the "Commercial-in-Confidence" valuation report provided by The Stable Pty Ltd;
- b. Approve the purchase of the Oaky River Hydro Scheme for \$4,300,000.00 and classify the land as operational land;
- c. Place on public exhibition for 28 days, the proposal to classify all land acquired through the purchase as "operational land" in accordance with section 33 of the *Local Government Act 1993* at its time of acquisition;
- d. Note that any submissions as they relate to the classification of the land as 'operational land', will not impact the purchase by Council;
- e. Approve the release of \$4,500,000.00 from the Water Reserve to fund the purchase and cover legal fees and other asset acquisition activities; and
- f. Delegate authority to the General Manager to execute all documents in relation to the purchase

Moved Cr Coupland

Seconded Cr Redwood

**DIVISION** The result being:-

**FOR:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, D O'Brien, P Packham, T Redwood and B Widders

**AGAINST:** Crs M O'Connor and D Robinson

**The Motion on being put to the vote was CARRIED**

Cr Dorothy Robinson left the meeting, the time being 04:29 PM

Cr Dorothy Robinson returned to the meeting, the time being 04:29 PM

## 7. NOTICES OF MOTION

Nil.

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## 8. LEADERSHIP FOR THE REGION

### 8.1 Public Exhibition of revised Delivery Program 2022-2026 and Resourcing Strategy 2022-2026

Ref: AINT/2022/43577 (ARC22/5145)

247/22

#### RESOLVED

That Council

- a. Endorse the following documents for public exhibition for a minimum of 28 days, pursuant to the requirements of the *Local Government Act 1993*:
  1. Amended Delivery Program 2022-2026
  2. Amended Resourcing Strategy 2022-2026
  3. Asset Management Plans for; Airport, Buildings, Parks and other structures, Transport, Stormwater, Asset Management Maturity Report, and Strategic Asset Management Plan;
- b. Note the inclusions in the Amended Delivery Program 2022-2026 and Amended Resourcing Strategy 2022-2026 following the resolution of Council to apply to IPART for a Special Rate Variation of 50%, to be implemented over three years (58.81% cumulative) commencing in the 2023-24 financial year; and
- c. Following the period of public exhibition, a report be presented to Council, which outlines community feedback, along with the final suite Integrated Planning and Reporting and asset documentation for adoption.

Moved Cr Widders

Seconded Cr Gaddes

The Motion on being put to the vote was CARRIED unanimously.

### 8.2 Appointment of the NSW Electoral Commissioner to Administer Council's Elections

Ref: AINT/2022/47732 (ARC18/2712)

248/22

#### RESOLVED

That Council:

- a) pursuant to s. 296(2) and (3) of the *Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
- b) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
- c) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

Moved Cr McMichael

Seconded Cr Robinson

The Motion on being put to the vote was CARRIED unanimously.

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**8.3 Armidale Regional Council Code of Conduct - For Adoption (Post Public Exhibition)** *Ref: AINT/2022/49727 (ARC16/0617-2)*

249/22

**RESOLVED**

That Council adopt the Armidale Regional Council Code of Conduct following the public exhibition period, noting no submissions were received.

**Moved Cr Widders**                      **Seconded Cr Galletly**

**The Motion on being put to the vote was CARRIED unanimously.**

**8.4 Council Actions Report January - November 2022** *Ref: AINT/2022/50054 (ARC16/0001-7)*

250/22

**RESOLVED**

That Council notes the report summarising the actions taken on the resolutions of Council.

**Moved Cr Redwood**                      **Seconded Cr Gaddes**

**The Motion on being put to the vote was CARRIED unanimously.**

**9. GROWTH, PROSPERITY AND ECONOMIC DEVELOPMENT**

**9.1 Acquisition of 153 Rusden Street Armidale** *Ref: AINT/2022/44575 (P/7870-1)*

251/22

**RESOLVED**

That Council:

- a. Approve the acquisition of Lot 1, DP 137550 and Lot X, DP 163313 known as 153 Rusden Street, Armidale **(the Land)**.
- b. Approve the expenditure of funds to the amount of \$26,000 ex GST from Council's property reserve.
- c. Give public notice of the proposed acquisition of the Land and proposed resolution to classify the Land as operational under section 31 of the *Local Government Act 1993*.
- d. Delegate authority to the General Manager to negotiate the terms of the acquisition and to sign all documents and take any other action necessary to finalise the transaction.

**Moved Cr Robinson**                      **Seconded Cr Redwood**

**The Motion on being put to the vote was CARRIED unanimously.**

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## 9.2 Planning Proposal for 48 Kurrawatha Avenue, Armidale

Ref: AINT/2022/44887 (ARC20/4426)

252/22

### RESOLVED

That Council:

- a. Endorse the Planning Proposal to alter the minimum lot size from 1 hectare to 4000m<sup>2</sup> for the land at 48 Kurrawatha Avenue, Armidale (Part Lot 200 DP 1277689).
- b. Forward the endorsed Planning Proposal to the Department of Planning and Environment with a request for Gateway Determination and exhibit the proposal in accordance with that determination.
- c. Delegate authority to the General Manager to make any changes to the Planning Proposal as a result of feedback from the Department of Planning and Environment.
- d. Seek authorisation from the Department of Planning and Environment to be the local plan-making authority.

Moved Cr O'Connor

Seconded Cr Redwood

The Motion on being put to the vote was CARRIED unanimously.

## 9.3 Adoption of Armidale Regional Council Section 7.12 Contributions Plan 2018 - Revised 2022

Ref: AINT/2022/49007 (ARC22/5272)

253/22

### RESOLVED

That Council:

- a. Adopt the *Armidale Regional Council Section 7.12 Contributions Plan 2018 - Revised 2022*.
- b. Write to those who made a submission advising them of the outcome.

Moved Cr Packham

Seconded Cr O'Brien

The Motion on being put to the vote was CARRIED unanimously.

## 9.4 Sale of Minor Access Denial Strip Lot 14 and Lot 15 DP263611

Ref: AINT/2022/49771 (P/4156-2)

254/22

### RESOLVED

That Council:

- a. Approve the sale of Lots 14 and 15 DP 263611 for \$3,360 each.
- b. Delegate authority to the General Manager to negotiate the terms of the sale and to execute all documents and do all other things necessary on behalf of Council to effect the sale of Lots 14 and 15 DP 263611.
- c. Note that all costs associated with the transaction will be borne by the applicant.

Moved Cr Gaddes

Seconded Cr Redwood

The Motion on being put to the vote was CARRIED unanimously.



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**9.5 Cash and Investment Report 30 November 2022** *Ref: AINT/2022/50007 (ARC20/4311)*

255/22

**RESOLVED**

That Council notes the Cash and Investment Report for November 2022.

**Moved Cr Galletly**

**Seconded Cr McMichael**

**The Motion on being put to the vote was CARRIED unanimously.**

**10. ENVIRONMENT AND INFRASTRUCTURE**

**10.1 Armidale Regional Landfill Solar Power RFQ ARC22/5137**

*Ref: AINT/2022/47831 (ARC21/4673)*

256/22

**RESOLVED**

That Council:

- a) Endorse the recommendation to award New England Solar Power a contract to supply and install solar power at the regional landfill as per their response to Request for Quotation ARC/22/5137;
- b) Delegate authority to the General Manager to approve the increase in the Purchase Order for the construction contractor, New England Solar Power to \$275,050.01 (incl. GST) to complete the project; and
- c) Delegate authority to the General Manager to approve an increase in the project costs up to the budget limit of \$500,000 for other associated services to support the solar power project.

**Moved Cr Robinson**

**Seconded Cr Gaddes**

**The Motion on being put to the vote was CARRIED unanimously.**

**11. OUR PEOPLE AND COMMUNITY**

Nil.

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## 12. COMMITTEE REPORTS

### 12.1 Audit Risk and Improvement Committee - Minutes of 22 November 2022 Meeting

Ref: AINT/2022/49643 (ARC22/5007)

257/22

#### RESOLVED

That the Minutes of the Audit Risk and Improvement Committee meeting held on 22 November 2022 be noted.

Moved Cr Widders

Seconded Cr Redwood

The Motion on being put to the vote was CARRIED unanimously.

### 12.2 New England Bushfire Management Committee - Minutes of the meeting held on 9 August 2022

Ref: AINT/2022/49745 (ARC17/1987)

258/22

#### RESOLVED

That the Minutes of the New England Bushfire Management Committee meeting held on 9 August 2022 be noted.

Moved Cr Mepham

Seconded Cr McMichael

The Motion on being put to the vote was CARRIED unanimously.

## 13. MATTERS OF AN URGENT NATURE

Nil.

Cr Bradley Widders left the meeting, the time being 04:54 PM

Cr Bradley Widders returned to the meeting, the time being 04:55 PM

## 14. QUESTIONS ON NOTICE

### 14.1 Questions on Notice - Cr Robinson

Ref: AINT/2022/50071 (ARC16/0025-6)

259/22

#### RESOLVED

That Council note the response to the Question on Notice submitted by Cr Robinson.

Moved Cr Robinson

Seconded Cr McMichael

The Motion on being put to the vote was CARRIED unanimously.

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### **PROCEDURAL MOTION**

260/22

### **RESOLVED**

**a) That Council move into closed Session to receive and consider the following items:**

- 15.1 12 Month Extension Option for Bulk Materials Tender - Council Approval.  
(AINT/2022/35769) - **(General Manager's Note:** *The report considers confidentiality of existing supplier information and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.2 Tender Recommendation - Dumaresq Dam Ecotourism Development. (AINT/2022/45650)  
- **(General Manager's Note:** *The report considers a proposed contract and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.3 Heavy Patching Contract Award to ARC Locations 2022 to 2025. (AINT/2022/41212) -  
**(General Manager's Note:** *This report considers and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.4 Regional Procurement Panel - Supply and Delivery of Bitumen Emulsion for 2 year period from 1 January 2023 to 31 December 2024 with option to extend for 12 Months.  
(AINT/2022/43652) - **(General Manager's Note:** *The report considers confidentiality and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.5 Pearl Investment (Aust) Pty Ltd v Armidale Regional Council [2022] NSWLEC 1584.  
(AINT/2022/46550) - **(General Manager's Note:** *The report considers legal advice pertaining to Land and Environment Court Proceedings and is deemed confidential under Section 10A(2)(g) of the Local Government Act 1993, as it deals with advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege).*
- 15.6 Engagement of Consultant for ARC's Water and Waste Water services..  
(AINT/2022/49218) - **(General Manager's Note:** *The report considers tendering information and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).*
- 15.7 Kerbside Waste/FOGO Collection Contract - Extension. (AINT/2022/46472) - **(General Manager's Note:** *The report considers Cleanaway Contract and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

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- 15.8 Mayoral Minute: General Manager Performance Review. (AINT/2022/50359) - (**General Manager's Note:** *The report considers the General Manager's Performance Review and is deemed confidential under Section 10A(2)(a) of the Local Government Act 1993, as it deals with personnel matters concerning a particular individual).*
- b) That Council exclude the press and public from the proceedings of the Council in Confidential Session pursuant to Section 10A, subsections 2 & 3 and section 10B of the Local Government Act 1993, on the basis that the items to be considered are of a confidential nature.
- c) That Council make the resolutions made in Confidential Session public as soon as practicable.

**Moved Cr O'Brien                      Seconded Cr Redwood**

**The Motion on being put to the vote was CARRIED unanimously.**

Council entered Closed Session at 4:46pm.

Council returned to Open Session at 6:19pm.

#### **RESUMPTION OF MEETING**

261/22 **RESOLVED**

That Council move into open Session and that the resolutions of the closed Session be made public.

**Moved Cr Gaddes                      Seconded Cr Galletly**

**The Motion on being put to the vote was CARRIED unanimously.**

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## 15. CLOSED SESSION

### 15.1 12 Month Extension Option for Bulk Materials Tender - Council Approval

Ref: AINT/2022/35769 (ARC20/4241)

262/22

#### RESOLVED

That Council:

- a. Endorse the variation of contract documentation relating to an option to extend for a further 12 Months to 31 October 2023 with the existing six contractors;
- b. Delegate to the General Manager or relevant Council Financial Delegate to authorise purchase orders based on the value scenarios and procurement strategies provided by this panel arrangement to the allowable budget; and
- c. Finds the attached updated schedule of rates and conditions provided by Contractors for the described 12 Month extension fair and reasonable and is endorsed.

Moved Cr Redwood

Seconded Cr McMichael

The Motion on being put to the vote was CARRIED unanimously.

### 15.2 Tender Recommendation - Dumaresq Dam Ecotourism Development

Ref: AINT/2022/45650 (ARC21/4734)

263/22

#### RESOLVED

That Council:

- a. Endorse the tender recommendation from PWA to appoint JNC Group Indigenous Contractors Pty Ltd for construction works tendered for the Dumaresq Dam Ecotourism Development funded by the Bushfire Local Economic Recovery Fund;
- b. Accept the fee estimates of \$2,938,020 Incl. GST by JNC Group Indigenous Contractors Pty Ltd for construction works tendered for the Dumaresq Dam Ecotourism Development funded by the Bushfire Local Economic Recovery Fund; and
- c. Delegate authority to the General Manager to execute all relevant documents in relation to the engagement of the contractor and to delegate contract and financial management including cases for variation as required.

Moved Cr Robinson

Seconded Cr O'Connor

The Motion on being put to the vote was CARRIED unanimously.

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### 15.3 Heavy Patching Contract Award to ARC Locations 2022 to 2025

Ref: AINT/2022/41212 (ARC22/5368)

264/22

#### RESOLVED

That Council:

- a. Accept the submission submitted by Roadside Industries Pty Ltd for \$824,548.45 GST inclusive as quoted for annual Heavy Patching Works at numerous Council locations for the period up to 2025 as per the technical, financial and best value for money recommendations of the ARC Evaluation Panel;
- b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to the upper limit of available budget for the next three Financial Years 2022-2023, 2023-2024 2024-2025; and
- c. Delegate authority to the General Manager to execute all documents in relation to the Contract and to delegate contract and financial management including cases for variation within Council accordingly.

Moved Cr McMichael

Seconded Cr Gaddes

The Motion on being put to the vote was CARRIED unanimously.

Cr Margaret O'Connor left the meeting, the time being 06:22 PM

Cr Margaret O'Connor returned to the meeting, the time being 06:23 PM

### 15.4 Regional Procurement Panel - Supply and Delivery of Bitumen Emulsion for 2 year period from 1 January 2023 to 31 December 2024 with option to extend for 12 Months

Ref: AINT/2022/43652 (ARC22/5452)

265/22

#### RESOLVED

That Council:

- a. Endorses the panel of suppliers, negotiated rates and terms and conditions of the Regional Procurement Tender Process for a period of 24 months from 1 January 2023 to 31 December 2024. A 12-month option for extension may be taken up based on satisfactory performance by the contractors;
- b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to available budget for various fit for purpose infrastructure or road projects for the next two (2) Financial Years 2022-23, 2023-24 and (if option is taken) 2024-25 as provided;
- c. Delegate authority to the General Manager to execute all documents/authority in relation to the Contract and to delegate contract and financial management including cases for variation within Council accordingly; and
- d. Delegate authority to the General Manager to approve and accept 12-month extension if required and seen as a value proposition to Council.

Moved Cr O'Brien

Seconded Cr Robinson

The Motion on being put to the vote was CARRIED unanimously.



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**15.5 Pearl Investment (Aust) Pty Ltd v Armidale Regional Council [2022] NSWLEC  
1584**

*Ref: AINT/2022/46550 (DA-109-2021)*

266/22

**RESOLVED**

That Council:

- a. Agree to the granting of easements for access over the Council owned land that borders 4 Link Road, being Lots 23 and 24 in DP 829599;
- b. Authorise the GM to enter into negotiations for compensation for the granting of the easement on a commercial basis.
- c. Delegate authority to the General Manager to negotiate the terms of the easements and to sign all documents and take any other action necessary to grant the easements.
- d. Request the GM to enter into negotiations with TfNSW with the objective of reopening Link Rd.

**Moved Cr Packham**

**Seconded Cr Galletly**

**The Motion on being put to the vote was CARRIED unanimously.**

**15.6 Engagement of Consultant for ARC's Water and Waste Water services.**

*Ref: AINT/2022/49218 (ARC22/5291)*

267/22

**RESOLVED**

That Council:

- a. Accept the tender submitted by Beca HunterH2O for \$197.13/ hr weighted average as a sole provider for high level consultancy services for ARC's W & WW area over the next three years and potentially up to a maximum term of engagement of seven years.
- b. Delegate authority to the General Manager to approve expenditure up to the maximum contract value of \$500,000 per year.
- c. Delegate authority to the General Manager to execute all documents in relation to the Contract.

**Moved Cr McMichael**

**Seconded Cr Galletly**

**The Motion on being put to the vote was CARRIED unanimously.**



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Wednesday, 14 December 2022 Page 17

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**15.7 Kerbside Waste/FOGO Collection Contract - Extension**

Ref: AINT/2022/46472 (ARC16/1243)

**SUSPENSION OF STANDING ORDERS - Move into the committee of the whole**

**Moved Cr O'Connor                      Seconded Cr Redwood**

Standing orders were suspended at 5:29pm

**RESUMPTION OF STANDING ORDERS - Move out the committee of the whole**

**Moved Cr O'Connor                      Seconded Cr Robinson**

Standing orders were resumed at 5:58pm

268/22

**RESOLVED**

That Council note the report and refer back to staff.

**Moved Cr O'Connor                      Seconded Cr Robinson**

**The Motion on being put to the vote was CARRIED unanimously.**

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Ordinary Council Meeting  
Wednesday, 14 December 2022 Page 18

**15.8 Mayoral Minute: General Manager Performance Review** Ref: AINT/2022/50359 (RON.J)

**MOTION**

That Council:

- a) Formally note that the General Manager's performance review committee and General Manager, James Roncon, have reached agreement, with the assistance of Local Government NSW Management Solutions, on the Performance Agreement of the Armidale Regional Council General Manager for the period 1 July 2022 to 30 June 2023.
- b) Adopt the General Manager Performance Agreement for the period 1 July 2022 to 30 June 2023.

**Moved Cr Widders**

**Seconded Cr McMichael**

Executive Leadership Team left the meeting at 6:00pm

**SUSPENSION OF STANDING ORDERS - Move into the committee of the whole**

**Moved Cr O'Connor**

**Seconded Cr Robinson**

Standing orders were suspended at 6:06pm

**RESUMPTION OF STANDING ORDERS - Move out of the committee of the whole**

**Moved Cr Widders**

**Seconded Cr McMichael**

Standing orders were resumed at 6:18pm

269/22

**RESOLVED**

That Council:

- a) Formally note that the General Manager's performance review committee and General Manager, James Roncon, have reached agreement, with the assistance of Local Government NSW Management Solutions, on the Performance Agreement of the Armidale Regional Council General Manager for the period 1 July 2022 to 30 June 2023.
- b) Adopt the General Manager Performance Agreement for the period 1 July 2022 to 30 June 2023.

**The Motion on being put to the vote was CARRIED unanimously.**

Executive Leadership Team returned to the meeting at 6:19pm

There being no further business the Mayor declared the meeting closed at 6:27pm.



## EXTRAORDINARY MEETING OF COUNCIL

Held on

Monday, 30 January 2023

4pm

at

Armidale Council Chambers

**PRESENT:** Councillor Sam Coupland (Mayor), Councillor Todd Redwood (Deputy Mayor via Zoom), Councillor Paul Gaddes, Councillor Jon Galletly, Councillor Susan McMichael (via Zoom), Councillor Steven Mephram, Councillor Debra O'Brien, Councillor Margaret O'Connor, Councillor Paul Packham, Councillor Dorothy Robinson and Councillor Bradley Widders.

**IN ATTENDANCE:** Mr James Roncon (General Manager), Mr Darren Schaefer (Chief Officer Corporate and Community), Mr Daniel Boyce (Chief Officer Planning and Activation), Mr Alex Manners (Chief Officer Assets and Services), Ms Ann Newsome (Chief Financial Officer), Ms Simone Mooketsi (Manager Governance and Strategy), Ms Michaela Giandomenico (Executive Officer) and Ms Melissa Hoult (Executive Officer).

MINUTES

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Extraordinary Council Meeting  
Monday, 30 January 2023

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Monday, 30 January 2023

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- 1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY**  
Cr Gaddes delivered the Civic Affirmation and Cr Widders delivered the Acknowledgment of Country.
- 2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS**  
The General Manager delivered the statement.
- 3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**  
Nil.
- 4. DISCLOSURES OF INTEREST**  
Nil.
- 5. GENERAL MANAGER'S OFFICE**  
Nil.
- 6. FINANCE**  
Nil.
- 7. PLANNING AND ACTIVATION**  
Nil.

Armidale Regional Council  
Extraordinary Council Meeting  
Monday, 30 January 2023

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## 8. CORPORATE AND COMMUNITY

### 8.1 Adoption of revised Integrated Planning and Reporting documents

Ref: AINT/2023/00751 (ARC22/5145)

1/23

#### RESOLVED

That Council:

- a. Adopt the following documents:
  - i. Delivery Program 2022-2026 (including Special Rate Variation Addendum)
  - ii. Resourcing Strategy 2022-2026; and
  - iii. Asset Management Plans (Airport, Buildings, Parks and other structures, Transport, Stormwater, Asset Management Maturity Report, and Strategic Asset Management Plan)
- b. Note the formal public submissions received during the exhibition period as attached to this report, and note Council's responses contained in the Submissions Summary.

Moved Cr Gaddes

Seconded Cr Galletly

**DIVISION** The result being:-

**FOR:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, D O'Brien, P Packham, T Redwood and B Widders

**AGAINST:** Crs M O'Connor and D Robinson

**The Motion on being put to the vote was CARRIED**

## 9. ASSETS AND SERVICES

Nil.

## 10. PEOPLE AND CULTURE

Nil.

## 11. MAYORAL MINUTE

Nil.

## 12. NOTICES OF MOTION

Nil.

## 13. COMMITTEE REPORTS

Nil.

## 14. MATTERS OF AN URGENT NATURE

Nil.

## 15. QUESTIONS ON NOTICE

Nil.

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Monday, 30 January 2023

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There being no further business the Mayor declared the meeting closed at 4:26pm.



# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/04/2022	Standard Instrument LEP Natural Disasters Clause	85/22	<p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>a. That Council advise the Department of Planning and Environment to incorporate the Dwelling house or secondary dwelling affected by natural disaster clause (Clauses 5.9), into the <i>Armidale Dumaresq Local Environmental Plan 2012</i> and <i>Guyra Local Environmental Plan 2012</i> or <i>Armidale Regional Local Environmental Plan</i> (as applicable), applying in the zones that currently permit dwelling house or secondary dwelling.</li> <li>b. That Council develop a policy that assists building owners to recover from disasters including but not limited to: <ul style="list-style-type: none"> <li>i. the use of the Orders provisions in the Environmental Planning and Assessment Act 1979 and Local Government Act 1993 to the maximum extent possible to permit the repair and rebuild of buildings without the need for the DA,</li> <li>ii. an appropriate reduction in DA fees for replacement buildings that require a DA,</li> <li>iii. provide a concierge advisory and fast-track approval service for disaster affected building owners.</li> </ul> </li> </ul> <p><b>Moved Cr Packham                      Seconded Cr Galletly</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>AMENDMENT</b></p> <ul style="list-style-type: none"> <li>iii. provide a concierge advisory and fast-track approval service for disaster affected building owners that also provides advice on information on building back better to meet desirable energy-efficiency standards and passive solar design.</li> </ul>	Boyce, Daniel	<p><b>13 May 2022 8:07am Boyce, Daniel</b></p> <p>Disaster clause package sent to NSW Department of Planning and Environment, Policy to be developed.</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>Target date changed by Hoult, Melissa from 08 June 2022 to 31 October 2022 - Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of October 2022.</p> <p><b>13 Sep 2022 4:18pm Hoult, Melissa</b></p> <p>Owing to annual financial statements being due and the SRV consultation, a meeting between Cr Robinson and the acting CFO, to facilitate simpler financial information, has not progressed further than the first meeting. A meeting with the new CFO will be scheduled towards the end of the year.</p> <p><b>13 Sep 2022 4:18pm Hoult, Melissa - Target Date Revision</b></p> <p>Target date changed by Hoult, Melissa from 31 October 2022 to 23 November 2022 - Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of November 2022.</p> <p><b>07 Dec 2022 11:59am Hoult, Melissa - Target Date Revision</b></p>

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023




Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>Target date changed by Hoult, Melissa from 23 November 2022 to 16 December 2022 - Meeting to be scheduled with CFO after December OCM.</p> <p><b>14 Feb 2023 11:50am Hoult, Melissa - Target Date Revision</b></p> <p>Target date changed by Hoult, Melissa from 16 December 2022 to 16 June 2023 - Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year with the upgrade of financial systems.</p>
29/06/2022	Grids and Gates Policy	129/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Refer POL087 – Gates and Stock Grids on Public Roads and public feedback to the Connected Region Key Pillar Working Group to discuss and make comment on proposed grid ownership, maintenance liabilities and transition options;</li> <li>Extend the ownership nomination period for an additional 12 months for Council staff, in consultation with the relevant working group, to determine</li> </ol>	Schaefer, Darren	<p><b>19 Jul 2022 9:20am Schaefer, Darren</b></p> <p>This item will be referred to the Connected Key Pillar Working Group once established.</p> <p><b>16 Aug 2022 11:11am Bower, Jessica</b></p> <p>The item was included on the Agenda for the July Connected KPWG meeting.</p> <p><b>18 Oct 2022 12:16pm Bower, Jessica</b></p>

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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022 - 2023</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p>ownership of existing grids and gates on Council roads where ownership is uncertain.</p> <p>c. Extend the current transition period for an additional 12 months from the 1st July 2022 for existing grid and gate owners to upgrade, repair, remove or replace non-compliant grids and bring them into compliance with the updated policy POL087, noting all associated costs are currently the responsibility of the grid or gate owner as per the policy.</p> <p><b>Moved Cr Packham                      Seconded Cr Mephram</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
27/07/2022	Look Up! Make the State of our Planet BAU Pilot Program	145/22	<p><b>MOVED</b></p> <p>That Council:</p> <p>a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program <i>"Look-Up! Make the State of our Planet BAU."</i></p> <p>b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30.</p> <p>c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.</p> <p><b>Moved Cr Robinson                      Seconded Cr Widders</b></p> <p><b>PROCEDURAL MOTION</b></p>	<p>Bower, Jessica</p> <p><b>11 Aug 2022 11:55am Bower, Jessica</b> Correspondence forwarded to Project Zero30 Board members advising council's resolution. GM advised a further report will be provided to Council in Sep/Oct 2022 relating to item C once it is fully scoped and resource commitment better understood.</p> <p><b>14 Sep 2022 3:10pm Bower, Jessica</b> GM advised: Item C to be addressed once the Renewable Energy Action Plan (REAP) has been formally adopted.</p>

<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>						
Meeting Date	Report Title	Res #	Detail	Officer	Notes	
			<p>That the items be voted on in seriatim.</p> <p><b>Moved Cr O'Connor      Seconded Cr Packham</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program <i>"Look-Up! Make the State of our Planet BAU."</i></p> <p><i>DIVISION      The result being:-</i></p> <p><i>FOR:              Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mephram and B Widders</i></p> <p><i>AGAINST:        Crs P Packham and M O'Connor</i></p> <p><b>The Motion on being put to the vote was CARRIED</b></p> <p>b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30.</p> <p><i>DIVISION        The result being:-</i></p> <p><i>FOR:              Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mephram and B Widders</i></p>			

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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div> <div>  </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p><i>AGAINST: Crs P Packham and M O'Connor</i></p> <p><b>The Motion on being put to the vote was CARRIED</b></p> <p>c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.</p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>Moved Cr Robinson                      Seconded Cr Widders</b></p>	
24/08/2022	Question on Notice - Cr Robinson	173/22	<p><b>RESOLVED</b></p> <p>That Council note the response to the Questions on Notice submitted by Cr Robinson.</p> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Hoult, Melissa
				<p><b>13 Sep 2022 4:07pm Hoult, Melissa</b></p> <p>Owing to annual financial statements being due and the SRV consultation, a meeting between Cr Robinson and the acting CFO, to facilitate simpler financial information, has not progressed further than the first meeting. A meeting with the new CFO will be scheduled towards the end of the year. Report on item c. to be submitted to September OCM.</p> <p><b>13 Sep 2022 4:14pm Hoult, Melissa - Target Date Revision</b></p>



ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022 - 2023					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>Target date changed by Hoult, Melissa from 07 September 2022 to 23 November 2022 - A meeting will be scheduled with the new CFO towards the end of the year.</p> <p><b>14 Feb 2023 10:36am Hoult, Melissa - Target Date Revision</b></p> <p>Target date changed by Hoult, Melissa from 23 November 2022 to 03 July 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.</p>
26/10/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	206/22	<p><b>RESOLVED</b></p> <p>That Council endorse the application:</p> <ul style="list-style-type: none"> <li>a. To undertake a public process for the purpose of a road reserve closure.</li> <li>b. Prepare the lands survey and application to the regional Crown Lands Office.</li> <li>c. Post closure prepare a subdivision development application for two residential lots.</li> </ul>	Boyce, Daniel	<p><b>17 Nov 2022 8:27am Boyce, Daniel</b></p> <p>Scoping of project and procurement commencing.</p>

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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>master planning and design of improvements in central Armidale, or an app to alert drivers to vacant parking spaces in the CBD or planning relating to the provision of affordable housing</p> <p>f. If the developer objects to this proposal, then the public exhibition will be of the current draft PA, which states that the intended use of the money is for master planning and design of improvements for the East Mall, Beardy Street, Armidale.</p> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p> <p>DIVISION            The result being:-</p> <p>FOR:                   Crs S McMichael and D Robinson</p> <p>AGAINST:           Crs S Coupland, P Gaddes, J Galletly, S Mephram, D O'Brien, M O'Connor, P Packham, T Redwood and B Widders</p> <p><b>The Amendment on being put to the vote was LOST.</b></p> <p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Enter into a Planning Agreement (PA) for payment of a \$50,000 contribution towards the master planning and design of improvements for the East Mall, Beardy Street, Armidale as determined by Council, in lieu of providing five (5) car parking spaces in conjunction with the modification of DA-147-2019 and for DA-604-1986 relating to 91 Faulkner Street and 97- 101 Faulkner Street.</p> <p>b. That subject to the above, the General Manager be authorised to place the Draft PA on exhibition for a minimum period of 28 days.</p>		

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>c. That following the public exhibition period, a report be presented to Council for further consideration, if any submissions are received.</p> <p>d. That if no submissions are received during the public exhibition period, that the General Manager be provided the delegations to enter into the PA on behalf of Council.</p> <p><b>Moved Cr Redwood                      Seconded Cr Galletly</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
26/10/2022	Review of Local Approval Policy Street Trading	209/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Endorse the Local Approvals Policy Street Trading for public notice and exhibition in accordance with the <i>Local Government Act 1993</i>;</p> <p>b. Receive a further report to consider any submissions received;</p> <p>c. Endorse the Local Approvals Policy Street Trading for submission to the Departmental Chief Executive of the Office of Local Government.</p> <p><b>Moved Cr Widders                      Seconded Cr Mephram</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel	<p><b>07 Dec 2022 9:04am Hoult, Melissa</b> Daniel Boyce advised this item will be actioned in January 2023.</p> <p><b>15 Feb 2023 9:25am Boyce, Daniel</b> The Policy will be on public exhibition from 7 February 2023 until close of business on 28 March 2023.</p>
26/10/2022	Establishment of Leash-Free Areas in Guyra	213/22	<p><b>RESOLVED</b></p> <p>That Council:</p>	Boyce, Daniel	<p><b>16 Nov 2022 10:29pm Boyce, Daniel</b> Proposal on exhibition. Submissions close 25 November 2022.</p>

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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022 - 2023</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p>a. Endorse the two (2) preferred sites, being Lot 7002 DP 94125 and Lot 701 DP 94244, as proposed leash-free areas for public exhibition for a period of 28 days.</p> <p>b. Receive a further report once the submission period closes to consider any submissions received.</p> <p><b>Moved Cr McMichael                      Seconded Cr Widders</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
23/11/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	232/22	<p><b>RESOLVED</b></p> <p>That Council endorse the application;</p> <p>a. To undertake a public process for the purpose of a road reserve closure.</p> <p>b. Prepare the lands survey and application to the regional Crown Lands Office.</p> <p>c. Post closure prepare a subdivision development application for a residential lot</p> <p><b>Moved Cr Redwood                      Seconded Cr Widders</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel
23/11/2022	Homes North management of Community Housing Assets	236/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a) Endorse the transfer of management of Council's community housing assets to Homes North from the current commercial real estate agreement.</p> <p>b) Endorse the increase in income rent percentage for the first time since 1986 from 20% to 25% in line with other community housing under management by NSW Land and Housing.</p>	Schaefer, Darren

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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022 - 2023</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p><b>Moved Cr O'Brien                      Seconded Cr Galletly</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
23/11/2022	Extension of Engagement of GHD Pty Ltd - Provision of Engineering and Geotechnical Services for Kempsey Road Projects	243/22	<p><b>RESOLVED</b></p> <p>That Council;</p> <ul style="list-style-type: none"> <li>a) Endorse the Procurement Strategy for further utilisation as and when required by Council's Kempsey Road Project Team of the Kempsey Shire Council's arrangement with GHD Pty Ltd under RFT TQE 21/18 "Provision of Project Management and Engineering Services 2021" for the period of the contract to its expiry on 31 July 2024, or alternatively to the extended contract expiry date.</li> <li>b) Delegate authority to the General Manager to authorise expenditure under the contract to an upper limit of \$2,008,600 including GST that is available for the project as approved by the Adminstrating Agency Transport for NSW (TfNSW).</li> <li>c) Delegate authority to the General Manager to approve variations up to the upper limit funding for any additional works carried out by GHD under the contract.</li> </ul> <p><b>Moved Cr Robinson                      Seconded Cr Galletly</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Manners, Alex
23/11/2022	Engagement of Contractor – Council Project	244/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a) Accept the tender submitted by Seymour Whyte Constructions Pty Ltd of (\$3,216,827.90 Incl. GST) to deliver Kempsey-Armidale Road Disaster Recovery Works Early Contractor Involvement (ECI) Contract;</li> </ul>	Manners, Alex

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>iii. Asset Management Plans (Airport, Buildings, Parks and other structures, Transport, Stormwater, Asset Management Maturity Report, and Strategic Asset Management Plan)</p> <p>b. Note the formal public submissions received during the exhibition period as attached to this report, and note Council's responses contained in the Submissions Summary.</p> <p><b>Moved Cr Gaddes      Seconded Cr Galletly</b></p> <p><b>DIVISION      The result being:-</b></p> <p><b>FOR:</b>      Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, D O'Brien, P Packham, T Redwood and B Widders</p> <p><b>AGAINST:</b>      Crs M O'Connor and D Robinson</p> <p><b>The Motion on being put to the vote was CARRIED</b></p>		



## Quarterly Budget Review Statement

For the period: 1-Oct-22 to: 31-Dec-22

### 1. Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Armidale Regional Council for the quarter ended 31 December 2022 indicates that Council's projected financial position at 30 June 2023 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:**

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Ann Newsome  
Chief Finance Officer, Armidale Regional Council

**Date:**

10/02/2023



## GENERAL FUND

## Quarterly Budget Review Statement

## 2. Income &amp; Expenses

## Income Statement

## Recurrent Revenue

	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	QBR4 Apr-Jun \$'000	Revised Budget 2022-23 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Original Budget Variance	Variance Comment
Rates and Annual Charges	28,460	0	0	0	0	0	28,460	28,713	28,460	0.0%	
User Charges and Fees	18,868	0	289	0	0	0	19,157	4,296	19,157	0.0%	
Interest and Investment Revenue	787	0	770	0	0	0	1,557	866	1,557	0.0%	
Other Revenues	2,348	0	189	(19 )	0	0	2,517	1,294	2,517	-0.8%	Lower forecast in parking fine revenue due to vacant position, partly offset by higher income in sports field revenue.
Operating Grants and Contributions	12,319	0	185	106	0	0	12,610	2,925	12,610	0.8%	Additional grants received for Active Transport Plan for Cycling, Education and training, Library and Museum.
<b>RECURRENT REVENUE</b>	<b>62,782</b>	<b>0</b>	<b>1,433</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>64,302</b>	<b>38,094</b>	<b>64,302</b>	<b>0.1%</b>	Combination of the above items.

## Recurrent Expenditure

Employee Costs	25,815	0	143	0	0	0	25,958	11,409	25,958	0.0%	
Materials and Contracts	13,619	0	514	145	0	0	14,278	6,913	14,278	1.0%	Increase in costs is associated with the works to be performed with new grant income received (eg Active Transport Plan for Cycling).
Borrowing Costs	845	0	0	0	0	0	845	302	845	0.0%	
Other Expenses	9,860	0	(25 )	92	0	0	9,927	5,460	9,927	0.9%	Increase in fuel costs and electricity.
Depreciation and Amortisation	15,835	0	2,316	40	0	0	18,191	8,749	18,191	0.2%	Additional depreciation on IT equipment.
<b>RECURRENT EXPENDITURE</b>	<b>65,975</b>	<b>0</b>	<b>2,947</b>	<b>278</b>	<b>0</b>	<b>0</b>	<b>69,200</b>	<b>32,833</b>	<b>69,200</b>	<b>0.4%</b>	Combination of the above items.

## NET OPERATING SURPLUS/(DEFICIT)

	(3,193 )	0	(1,515 )	(191 )	0	0	(4,899 )	5,260	(4,899 )	4.1%	Increase in Expenses exceeds the increase in Income, so Net Operating Deficit increases.
Capital Grants and Contributions	70,906	1,330	(14,466 )	225	0	0	57,996	10,834	57,996	0.4%	Development contributions are tracking higher due to more activity.
<b>NET SURPLUS/(DEFICIT)</b>	<b>67,713</b>	<b>1,330</b>	<b>(15,981 )</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>53,097</b>	<b>16,094</b>	<b>53,097</b>	<b>0.1%</b>	Increase in Expenses exceeds the increase in Income, so Net Deficit increases.

## Cashflow &amp; Reserve Movements

## Receipts

Recurrent Revenue	62,782	0	1,433	87	0	0	64,302	38,094	64,302		
Capital Grants and Contributions	70,906	1,330	(14,466 )	225	0	0	57,996	10,834	57,996		
Proceeds from Property, Plant & Equipment	1,215	0	0	0	0	0	1,215	3,076	1,215		
Proceeds from Loans	0	0	0	0	0	0	0	0	0		
Transfer from Cash Reserve	4,380	3,559	335	20	0	0	8,295	0	8,295		
<b>Payments</b>											
Recurrent Expenditure excluding Depreciation	(50,015 )	0	(631 )	(238 )	0	0	(50,884 )	(24,084 )	(50,884 )		
Capital Expenditure	(84,245 )	(6,640 )	14,532	1,188	0	0	(75,165 )	(12,385 )	(75,165 )		
Loan Repayments	(2,826 )	0	0	0	0	0	(2,826 )	(1,385 )	(2,826 )		
Transfer to Cash Reserve	(2,333 )	0	(205 )	(1,182 )	0	0	(3,721 )	0	(3,721 )		

## NET BUDGET POSITION

	(135 )	(1,750 )	997	100	0	0	(788 )	14,150	(788 )		
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## WATER FUND

## Quarterly Budget Review Statement

## 2. Income &amp; Expenses

## Income Statement

## Recurrent Revenue

	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	QBR4 Apr-Jun \$'000	Revised Budget 2022-23 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment
Rates and Annual Charges	3,124	0	8	0	0	0	3,132	3,192	3,132	0.0%	
User Charges and Fees	9,357	0	0	0	0	0	9,357	4,094	9,357	0.0%	
Interest and Investment Revenue	374	0	468	0	0	0	842	211	842	0.0%	
Other Revenues	39	0	4	20	0	0	63	42	63	46.6%	Telstra Lease and other lease income expected to be higher than budgeted.
Operating Grants and Contributions	68	0	0	0	0	0	68	66	68	0.0%	
<b>RECURRENT REVENUE</b>	<b>12,962</b>	<b>0</b>	<b>480</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>13,462</b>	<b>7,604</b>	<b>13,462</b>	<b>0.1%</b>	Telstra Lease and other lease income expected to be higher than budgeted.

## Recurrent Expenditure

Employee Costs	1,715	0	10	10	0	0	1,735	895	1,735	0.6%	Minor increase in Employee costs.
Materials and Contracts	4,938	0	49	15	0	0	5,002	1,736	5,002	0.3%	Minor increase in Contractor costs.
Borrowing Costs	539	0	0	0	0	0	539	213	539	0.0%	
Other Expenses	806	0	4	(10)	0	0	800	243	800	-1.2%	Minor adjustment in Training, Travel cost moved to Employee cost.
Depreciation and Amortisation	3,679	0	70	0	0	0	3,749	1,874	3,749	0.0%	
<b>RECURRENT EXPENDITURE</b>	<b>11,677</b>	<b>0</b>	<b>133</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>11,825</b>	<b>4,961</b>	<b>11,825</b>	<b>0.1%</b>	Combination of the above items.

## NET OPERATING SURPLUS/(DEFICIT)

	<b>1,285</b>	<b>0</b>	<b>347</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1,637</b>	<b>2,643</b>	<b>1,637</b>	<b>0.3%</b>	Increase in Income exceeds the increase in expenditure, so Net Operating Surplus increases.
Capital Grants and Contributions	4,888	0	1,935	0	0	0	6,822	4,087	6,822	0.0%	
<b>NET SURPLUS/(DEFICIT)</b>	<b>6,173</b>	<b>0</b>	<b>2,282</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>8,460</b>	<b>6,730</b>	<b>8,460</b>	<b>0.1%</b>	Increase in Income exceeds the increase in expenditure, so Net Operating Surplus increases.

## Cashflow &amp; Reserve Movements

## Receipts

Recurrent Revenue	12,962	0	480	20	0	0	13,462	7,604	13,462		
Capital Grants and Contributions	4,888	0	1,935	0	0	0	6,822	4,087	6,822		
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0	0	0	0		
Proceeds from Loans	0	0	0	0	0	0	0	0	0		
Transfer from Cash Reserve	0	0	0	0	0	0	0	0	0		

## Payments

Recurrent Expenditure excluding Depreciation	(7,998)	0	(63)	(15)	0	0	(8,076)	(3,087)	(8,076)		
Capital Expenditure	(12,126)	(1,211)	(4,857)	0	0	0	(18,194)	(8,937)	(18,194)		
Loan Repayments	(481)	0	0	0	0	0	(481)	(238)	(481)		
Transfer to Cash Reserve	0	0	0	0	0	0	0	0	0		

## NET BUDGET POSITION

	<b>(2,755)</b>	<b>(1,211)</b>	<b>(2,506)</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>(6,467)</b>	<b>(571)</b>	<b>(6,467)</b>		
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## SEWER FUND

## Quarterly Budget Review Statement

## 2. Income &amp; Expenses

## Income Statement

## Recurrent Revenue

	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	QBR4 Apr-Jun \$'000	Revised Budget 2022-23 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment
Rates and Annual Charges	6,871	0	190	0	0	0	7,061	7,139	7,061	0.0%	
User Charges and Fees	260	0	4	30	0	0	294	163	294	11.4%	New Sewer connection fees tracking higher than budget.
Interest and Investment Revenue	373	0	239	0	0	0	612	150	612	0.0%	
Other Revenues	2,022	0	9	0	0	0	2,031	1,281	2,031	0.0%	
Operating Grants and Contributions	64	0	0	0	0	0	64	62	64	0.0%	

## RECURRENT REVENUE

	9,589	0	443	30	0	0	10,062	8,795	10,062	0.3%	New Sewer connection fees tracking higher than budget.
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## Recurrent Expenditure

Employee Costs	1,316	0	1	8	0	0	1,324	690	1,324	0.6%	Minor increase in costs however a reallocation from Materials to Employee costs & Other Expenses maintains budget position.
Materials and Contracts	3,202	0	0	(40 )	0	0	3,162	1,124	3,162	-1.2%	Reallocation from Materials to Employee costs & Other Expenses.
Borrowing Costs	0	0	0	0	0	0	0	0	0	N/A	
Other Expenses	1,885	0	72	35	0	0	1,993	1,333	1,993	1.8%	Minor increase in costs however a reallocation from Materials to Employee costs & Other Expenses maintains budget position.
Depreciation and Amortisation	2,275	0	(456 )	0	0	0	1,818	909	1,818	0.0%	
RECURRENT EXPENDITURE	8,677	0	(384 )	3	0	0	8,297	4,056	8,297	0.0%	No overall change to Expenditure due to reallocations.

## NET OPERATING SURPLUS/(DEFICIT)

	912	0	827	27	0	0	1,765	4,739	1,765	1.5%	Increase in Income, so Net Operating Surplus increases.
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## Capital Grants and Contributions

	0	0	577	40	0	0	617	481	617	N/A	Approved funding amount from Safe and Secure Water Program (SSWP) 50%.
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## NET SURPLUS/(DEFICIT)

	912	0	1,403	67	0	0	2,383	5,220	2,383	2.9%	Increase in Income, so Net Operating Surplus increases.
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## Cashflow &amp; Reserve Movements

## Receipts

Recurrent Revenue	9,589	0	443	30	0	0	10,062	8,795	10,062		
Capital Grants and Contributions	0	0	577	40	0	0	617	481	617		
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0	0	0	0		
Proceeds from Loans	0	0	0	0	0	0	0	0	0		
Transfer from Cash Reserve	0	0	0	0	0	0	0	0	0		

## Payments

Recurrent Expenditure excluding Depreciation	(6,403 )	0	(73 )	(3 )	0	0	(6,479 )	(3,147 )	(6,479 )		
Capital Expenditure	(1,550 )	(662 )	(1,224 )	119	0	0	(3,316 )	(87 )	(3,316 )		
Loan Repayments	0	0	0	0	0	0	0	0	0		
Transfer to Cash Reserve	0	0	0	0	0	0	0	0	0		

## NET BUDGET POSITION

	1,637	(662 )	(277 )	186	0	0	885	6,042	885		
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## CONSOLIDATED

## Quarterly Budget Review Statement

## 2. Income &amp; Expenses

## Income Statement

## Recurrent Revenue

	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	QBR4 Apr-Jun \$'000	Revised Budget 2022-23 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment
Rates and Annual Charges	38,454	0	198	0	0	0	38,653	39,044	38,653	0.0%	
User Charges and Fees	28,485	0	293	30	0	0	28,808	8,553	28,808	0.1%	New Sewer connection fees tracking higher than budget.
Interest and Investment Revenue	1,534	0	1,477	0	0	0	3,011	1,226	3,011	0.0%	
Other Revenues	4,408	0	202	1	0	0	4,611	2,617	4,611	0.0%	
Operating Grants and Contributions	12,452	0	185	106	0	0	12,743	3,053	12,743	0.8%	Additional grants received for Active Transport Plan for Cycling, Education and training, Library and Museum.
<b>RECURRENT REVENUE</b>	<b>85,334</b>	<b>0</b>	<b>2,355</b>	<b>137</b>	<b>0</b>	<b>0</b>	<b>87,826</b>	<b>54,493</b>	<b>87,826</b>	<b>0.2%</b>	Combination of above.

## Recurrent Expenditure

Employee Costs	28,846	0	154	18	0	0	29,017	12,995	29,017	0.1%	Minor increase in employee costs in specific projects.
Materials and Contracts	21,759	0	563	120	0	0	22,443	9,772	22,443	0.5%	Increase in costs is associated with the works to be performed with new grant income received (eg Active Transport Plan for Cycling).
Borrowing Costs	1,385	0	0	0	0	0	1,385	515	1,385	0.0%	
Other Expenses	12,551	0	50	118	0	0	12,719	7,035	12,719	0.9%	Increase in fuel costs and electricity.
Depreciation and Amortisation	21,789	0	1,929	40	0	0	23,759	11,533	23,759	0.2%	Additional depreciation on IT equipment.
<b>RECURRENT EXPENDITURE</b>	<b>86,330</b>	<b>0</b>	<b>2,696</b>	<b>296</b>	<b>0</b>	<b>0</b>	<b>89,322</b>	<b>41,850</b>	<b>89,322</b>	<b>0.3%</b>	Combination of above.


## NET OPERATING SURPLUS/(DEFICIT)

	(996 )	0	(341 )	(159 )	0	0	(1,496 )	12,643	(1,496 )	11.9%	Increase in Expenses exceeds the increase in Income, so Net Operating Deficit increases.
Capital Grants and Contributions	75,794	1,330	(11,954 )	265	0	0	65,436	15,402	65,436	0.4%	Development contributions are tracking higher due to more activity & approved grant funding in Sewer Fund.
<b>NET SURPLUS/(DEFICIT)</b>	<b>74,798</b>	<b>1,330</b>	<b>(12,295 )</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>63,940</b>	<b>28,044</b>	<b>63,940</b>	<b>0.2%</b>	Increase in Expenses exceeds the increase in Income, so Net Deficit increases.


## Cashflow &amp; Reserve Movements


## Receipts


Recurrent Revenue	85,334	0	2,355	137	0	0	87,826	54,493	87,826		
Capital Grants and Contributions	1,215	1,330	(11,954 )	265	0	0	(9,144 )	3,076	(9,144 )		
Proceeds from Property, Plant & Equipment	75,794	0	0	0	0	0	75,794	15,402	75,794		
Proceeds from Loans	0	0	0	0	0	0	0	0	0		
Transfer from Cash Reserve	4,360	3,559	335	20	0	0	8,295	0	8,295		
<b>Payments</b>											
Recurrent Expenditure excluding Depreciation	(64,416 )	0	(767 )	(256 )	0	0	(65,439 )	(30,318 )	(65,439 )		
Capital Expenditure	(97,921 )	(8,513 )	8,451	1,307	0	0	(96,676 )	(21,409 )	(96,676 )		
Loan Repayments	(3,307 )	0	0	0	0	0	(3,307 )	(1,623 )	(3,307 )		
Transfer to Cash Reserve	(2,333 )	0	(205 )	(1,182 )	0	0	(3,721 )	0	(3,721 )		
<b>NET BUDGET POSITION</b>	<b>(1,254 )</b>	<b>(3,623 )</b>	<b>(1,786 )</b>	<b>291</b>	<b>0</b>	<b>0</b>	<b>(6,371 )</b>	<b>19,621</b>	<b>(6,371 )</b>		


					Quarterly Budget Review Statement
					2. Operating Budget Adjustments
Category	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Budget Variance Favourable/ Unfavourable	Commentary
<b>GENERAL FUND</b>					
Rates and Annual Charges	(28,460)	(28,460)	0	Favourable	
User Charges and Fees	(19,157)	(19,157)	(0)	Favourable	
Interest and Investment Revenue	(1,557)	(1,557)	0	N/A	
Other Revenues	(2,536)	(2,517)	19	Unfavourable	\$60,000 lower forecast in parking fine revenue due to vacant position, partly offset by higher income in sports field revenue.
Operating Grants and Contributions	(12,504)	(12,610)	(106)	Favourable	This is due to \$70,000 for Active Transport Plan for Cycling, \$9,000 for Education and training grants and \$27,000 for Library ( State Library funding) , Museum ( Community Heritage grant) and visitor centre ( Donation received).
Employee Costs	25,958	25,958	0	Favourable	
Materials and Contracts	14,133	14,278	145	Unfavourable	Major variance includes new grant funded project Active Transport Plan for Cycling \$70,000. \$42,000 for urban forest contract not previously included and other minor items.
Borrowing Costs	845	845	0	N/A	
Other Expenses	9,834	9,927	92	Unfavourable	This mainly includes increase in fuel costs for plant.
Depreciation and Amortisation	18,151	18,191	40	Unfavourable	Additional depreciation on IT equipment.
	4,708	4,899	191		




					Quarterly Budget Review Statement
					2. Operating Budget Adjustments
Category	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Budget Variance Favourable/ Unfavourable	Commentary
<b>WATER FUND</b>					
Rates and Annual Charges	(3,132)	(3,132)	0	N/A	
User Charges and Fees	(9,357)	(9,357)	0	N/A	
Interest and Investment Revenue	(842)	(842)	0	N/A	
Other Revenues	(43)	(63)	(20)	Favourable	Telstra Lease and other lease income expected to be higher than budgeted.
Operating Grants and Contributions	(68)	(68)	0	N/A	
Employee Costs	1,725	1,735	10	Unfavourable	Minor adjustment in Training. Travel cost moved from other expenses.
Materials and Contracts	4,988	5,002	15	Unfavourable	Contractor cost has increased
Borrowing Costs	539	539	0	N/A	
Other Expenses	809	800	(10)	Favourable	Minor adjustment in Training. Travel cost moved to Employee cost.
Depreciation and Amortisation	3,749	3,749	0	N/A	
	(1,632)	(1,637)	(5)		

					Quarterly Budget Review Statement
					2. Operating Budget Adjustments
Category	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Budget Variance Favourable/ Unfavourable	Commentary
<b>SEWER FUND</b>					
Rates and Annual Charges	(7,061)	(7,061)	0	N/A	
User Charges and Fees	(264)	(294)	(30)	Favourable	Sewer new connection income is tracking higher than budgeted and expected to be higher for the year.
Interest and Investment Revenue	(612)	(612)	0	N/A	
Other Revenues	(2,031)	(2,031)	0	N/A	
Operating Grants and Contributions	(64)	(64)	0	N/A	
Employee Costs	1,316	1,324	8	N/A	Re-allocation of material budget items to other budget lines (Postage, Waste and overtime cost).
Materials and Contracts	3,202	3,162	(40)	Favourable	Re-allocation of material budget items to other budget lines (Postage, Waste and overtime cost).
Borrowing Costs	0	0	0	N/A	
Other Expenses	1,957	1,993	35	Unfavourable	Re-allocation of material budget items to other budget lines (Postage, Waste and overtime cost).
Depreciation and Amortisation	1,818	1,818	0	N/A	
	(1,739)	(1,765)	(27)		

								Quarterly Budget Review Statement	
								3. Capital Budget	
GENERAL FUND	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	Revised Budget 2022-23 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment	
<b>Capital Budget</b>									
<b>Funding</b>									
Operating Revenue	12,902	1,750	(196 )	(251 )	14,206	14,206	-1.73%	Net adjustment via General Fund Operational Budget as the Funding source.	
Capital Grants and Contributions	70,906	1,330	(14,466 )	225	57,996	57,996	0.39%	\$200,000 Development contribution is tracking higher due to more activity and additional Grant income.	
Proceeds from Property, Plant & Equipment	1,215	0	0	0	1,215	1,215	0.00%		
Transfer from Reserves	4,380	3,559	335	20	8,295	8,295	0.24%	Airport fence work \$20K proposed to be funded from Capital reserve.	
<b>FUNDING</b>	<b>89,404</b>	<b>6,640</b>	<b>(14,326 )</b>	<b>(6 )</b>	<b>81,712</b>	<b>81,712</b>	<b>-0.01%</b>	Combination of comments above and below.	
<b>Expenditure</b>									
Purchase of Property, Plant & Equipment	84,245	6,640	(14,532 )	(1,188 )	75,165	75,165	-1.56%	Capex: Long Swamp Road – Baler - placed on indefinite hold \$1.2m and Waste Transfer Station Upgrades 22/23 \$200,000 will start next year. This amount partially negated by Weighbridge at Long Swamp Road increased costs \$255,000.	
Loan Repayments	2,826	0	0	0	2,826	2,826	0.00%		
Transfer to Cash Reserve	2,333	0	205	1,182	3,721	3,721	46.57%	Capex funded from reserves postponed until next financial year, therefore Transfer to Cash Reserve.	
<b>EXPENDITURE</b>	<b>89,404</b>	<b>6,640</b>	<b>(14,326 )</b>	<b>(6 )</b>	<b>81,712</b>	<b>81,712</b>	<b>-0.01%</b>	Combination of comments above.	
<b>NET CAPITAL BUDGET POSITION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>WATER FUND</b>									
	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	Revised Budget 2022-23 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment	
<b>Capital Budget</b>									
<b>Funding</b>									
Operating Revenue	7,719	1,211	2,923	0	11,853	11,853	0%		
Capital Grants and Contributions	4,888	0	1,935	0	6,822	6,822	0%		
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0			
Transfer from Cash Reserve	0	0	0	0	0	0			
<b>FUNDING</b>	<b>12,607</b>	<b>1,211</b>	<b>4,857</b>	<b>0</b>	<b>18,676</b>	<b>18,676</b>	<b>0%</b>		
<b>Expenditure</b>									
Purchase of Property, Plant & Equipment	12,126	1,211	4,857	0	18,194	18,194	0%		
Loan Repayments	481	0	0	0	481	481	0%		
Transfer to Cash Reserve	0	0	0	0	0	0			
<b>EXPENDITURE</b>	<b>12,607</b>	<b>1,211</b>	<b>4,857</b>	<b>0</b>	<b>18,676</b>	<b>18,676</b>	<b>0%</b>		
<b>NET CAPITAL BUDGET POSITION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>SEWER FUND</b>									
	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	Revised Budget 2022-23 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment	
<b>Capital Budget</b>									
<b>Funding</b>									
Operating Revenue	1,550	662	647	(160 )	2,699	2,699	-5.58%	Net adjustment via Sewer Fund Operational Budget as the Funding Source.	
Capital Grants and Contributions	0	0	577	40	617	617	7.01%	Approved funding amount from Safe and Secure Water Program (SSWP) 50%.	
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0			
Transfer from Cash Reserve	0	0	0	0	0	0			
<b>FUNDING</b>	<b>1,550</b>	<b>662</b>	<b>1,224</b>	<b>(119 )</b>	<b>3,316</b>	<b>3,316</b>	<b>-3.47%</b>	Combination of comments above and below.	
<b>Expenditure</b>									
Purchase of Property, Plant & Equipment	1,550	662	1,224	(119 )	3,316	3,316	-3.47%	Final works proposal from Public Works Advisory (PWA) was less than originally estimated.	
Loan Repayments	0	0	0	0	0	0			
Transfer to Cash Reserve	0	0	0	0	0	0			
<b>EXPENDITURE</b>	<b>1,550</b>	<b>662</b>	<b>1,224</b>	<b>(119 )</b>	<b>3,316</b>	<b>3,316</b>	<b>-3.47%</b>	Refer comments above.	
<b>NET CAPITAL BUDGET POSITION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			


							Quarterly Budget Review Statement	
							3. Capital Budget	
CONSOLIDATED								
	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	Revised Budget 2022-23 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment
<b>Capital Budget</b>								
<b>Funding</b>								
Operating Revenue	22,171	3,623	3,374	(410 )	28,758	28,758	-1.41%	Refer comments above.
Capital Grants and Contributions	75,794	1,330	(11,954 )	265	65,436	65,436	0.41%	Refer comments above.
Proceeds from Property, Plant & Equipment	1,215	0	0	0	1,215	1,215		
Transfer from Cash Reserve	4,380	3,559	335	20	8,295	8,295	0.24%	Refer comments above.
<b>FUNDING</b>	<b>103,561</b>	<b>8,513</b>	<b>(8,245 )</b>	<b>(125 )</b>	<b>103,703</b>	<b>103,703</b>	<b>-0.12%</b>	Refer comments above.
<b>Expenditure</b>								
Purchase of Property, Plant & Equipment	97,921	8,513	(8,451 )	(1,307 )	96,676	96,676	-1.33%	Refer comments above.
Loan Repayments	3,307	0	0	0	3,307	3,307		
Transfer to Cash Reserve	2,333	0	205	1,182	3,721	3,721		
<b>EXPENDITURE</b>	<b>103,561</b>	<b>8,513</b>	<b>(8,245 )</b>	<b>(125 )</b>	<b>103,703</b>	<b>103,703</b>	<b>-0.12%</b>	Refer comments above.
<b>NET CAPITAL BUDGET POSITION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		


ARMIDALE Regional Council			Quarterly Budget Review Statement						
			3. Capital Budget Adjustments						
			REVENUE			EXPENDITURE			
Level 3	Project No	Description	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Comments
GENERAL FUND									
Aquatic Centres	240016	Capex: Aquatic Centre Asset Renewals	0	0	0	7	7	0	
Aquatic Centres	240017	Capex: Aquatic Centre Asset Renewals 22/23	0	0	0	200	200	0	
Armidale Regional Airport	270449	Capex: Airport Staff relocation RASI011	0	0	0	27	27	0	
Armidale Regional Airport	272069	Capex: Airport Runway Reseal	0	0	0	750	750	0	
Armidale Regional Airport	272070	Capex: Replace Secondary Windsocks	0	0	0	30	0	(30)	
Armidale Regional Airport	272076	Capex: Airport Security Fence	0	0	0	0	50	50	
Communications	240613	Capex: Ebor LAC LCRI Funding	(13)	(13)	0	13	13	0	
Construction & Maintenance - Internal Customers	230269	Capex: Urban & Rural Drainage.	0	0	0	55	55	0	
Construction & Maintenance - Internal Customers	240830	Capex: Kerb & Gutter Renewal 2021/22	0	0	0	366	366	0	
Construction & Maintenance - Internal Customers	240917	Capex: Footpath Renewal 2021/22	0	0	0	0	0	0	
Construction & Maintenance - Internal Customers	270259	Capex: Urban Reseals 2021/22	0	0	0	126	126	0	
Construction & Maintenance - Internal Customers	270260	Capex: Urban Reseals 22/23	0	0	0	1,075	1,075	0	
Construction & Maintenance - Internal Customers	270470	Capex: Regional Rds Repair Program	(282)	(307)	(25)	466	466	0	
Construction & Maintenance - Internal Customers	270471	Capex: Rural Reseals 2021/22	0	0	0	299	299	0	
Construction & Maintenance - Internal Customers	270472	Capex: Gravel Resheeting 22/23 (R2R \$400K)	0	0	0	1,071	1,071	0	
Construction & Maintenance - Internal Customers	270473	Capex: Rural Reseals 22/23	0	0	0	1,274	1,014	(260)	
Construction & Maintenance - Internal Customers	270474	Capex: Kerb & Gutter 22/23	(350)	(350)	0	216	590	374	
Construction & Maintenance - Internal Customers	270475	Capex: Footpaths 22/23	(400)	(400)	0	649	649	0	
Construction & Maintenance - Internal Customers	270476	Capex: Cycleways 22/23	0	0	0	60	60	0	
Construction & Maintenance - Internal Customers	270719	Capex: Road Rehab (LRCI) 22/23	(800)	(800)	0	800	800	0	
Construction & Maintenance - Internal Customers	270720	Capex: Urban & Rural Road Rehab 22/23 (R2R)	0	0	0	1,000	1,000	0	
Construction & Maintenance - Internal Customers	270721	Capex: Road Safety Program 22/23	0	0	0	50	63	13	
Construction & Maintenance - Internal Customers	270722	Capex: Road Upgrade Program 22/23	0	0	0	50	50	0	
Construction & Maintenance - Internal Customers	272066	Capex: Williams Road Bridge	0	0	0	200	260	60	
Construction & Maintenance - Internal Customers	272071	Capex: Stormwater Drainage 22/23	0	0	0	321	183	(138)	
Construction & Maintenance - Internal Customers	272072	Capex: Causeways 22/23	0	0	0	200	200	0	
Construction & Maintenance - Internal Customers	272073	Capex: Stormwater Culverts 22/23	0	0	0	100	100	0	
Construction & Maintenance - Internal Customers	272074	Capex: Stormwater Pipe Relining 22/23	0	0	0	150	150	0	
Construction & Maintenance - Internal Customers	272075	Capex: Gross Pollutant Traps 22/23	0	0	0	220	220	0	
Design & Resourcing	210303	Capex: Capital project design and planning	0	0	0	595	595	0	
Design & Resourcing	210347	Capex: Gasworks Remediation	0	0	0	450	450	0	
Development	250802	Section 7.12 Contributions Plan	(400)	(600)	(200)	0	0	0	
Economic Development	270555	Airside Land Sale Proceeds	0	0	0	88	88	0	
Facilities	240028	Capex: Guyra Men's Shed relocation and welding bay	0	0	0	9	9	0	
Facilities	240032	Capex: Community Facilities Renovations	0	0	0	8	8	0	
Facilities	240036	Capex: SES Guyra Hardstand & Parking Area	(10)	(10)	0	19	19	0	
Facilities	240060	Capex: Local Area Committee Infrastructure Contribut	0	0	0	212	212	0	
Facilities	240061	Capex: RFS Drought Funding Contributions	0	0	0	4	0	(4)	
Facilities	241006	Capex: Building Renewals 2021/22	0	0	0	377	377	0	
Facilities	241007	Capex: LRCI Phase 2 Building Upgrades	35	35	0	11	11	0	
Facilities	241008	Capex: Building Renewals 22/23	0	0	0	232	232	0	
Facilities	270451	Capex: Upgrade disability ramps Guyra Community H	0	0	0	47	45	(2)	
Facilities	270455	Capex: Showground Stimulus Funding P2B	0	0	0	286	286	0	
Facilities	272059	Capex: Armidale Library	0	0	0	35	35	0	
Facilities	272065	Capex: Kolora Carpark & Landscaping	0	0	0	15	15	0	
Fleet & Workshop	210501	Capex: Plant Purchases	(910)	(910)	0	3,857	3,857	0	
Governance	210852	Land Divestment Strategy Proceeds	(305)	(305)	0	0	0	0	
Knowledge (IT)	210881	Capex: IT Communications	0	0	0	106	106	0	
Libraries, Museums & VIC	220506	Capex: Library Books and AV materials	0	0	0	125	125	0	
Libraries, Museums & VIC	240039	Capex: Library Roof Engineering Investigation	0	0	0	100	100	0	

			Quarterly Budget Review Statement						
			3. Capital Budget Adjustments						
			REVENUE			EXPENDITURE			
Level 3	Project No	Description	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Comments
Libraries, Museums & VIC	272058	Public Library Infrastructure	0	0	0	108	108	0	
Project Management Office (PMO)	270251	Capex: Guyra Main Street Upgrade (Merger Funds)	0	0	0	374	374	0	
Project Management Office (PMO)	270444	Capex: Kempsey Road Natural Disaster Restoration	(50,000)	(50,000)	0	50,000	50,000	0	
Project Management Office (PMO)	270548	Capex: Pint Pot Creek Bridge	0	0	0	10	10	0	
Project Management Office (PMO)	270562	Capex: Bridge Renewal Program 22/23	0	0	0	250	250	0	
Project Management Office (PMO)	270563	Capex: Airport Apron Lighting Modification	0	0	0	100	100	0	
Project Management Office (PMO)	272050	Capex: Bakers Creek Bridge	(627)	(627)	0	650	650	0	
Project Management Office (PMO)	272051	Capex: Boorolong Creek Bridge	(580)	(580)	0	600	600	0	
Project Management Office (PMO)	272052	Capex: Laura Creek Bridge	0	0	0	51	51	0	
Project Management Office (PMO)	272053	Capex: Lambs Valley Bridge	(309)	(309)	0	387	318	(69)	
Project Management Office (PMO)	272067	Lower Creek Community Hall Project Management	0	0	0	100	100	0	
Project Management Office (PMO)	272068	Capex: Kellys Plains Rd Rehab (LRCI Phase 3)	(1,242)	(1,242)	0	1,242	1,242	0	
Public & Town Spaces	240208	Capex: Armidale Cemetery - Plaque Beams	0	0	0	15	15	0	
Public & Town Spaces	240209	Capex: Cemetery Signage	0	0	0	36	36	0	
Public & Town Spaces	240307	Capex: Playground Replacement Program	0	0	0	27	27	0	
Public & Town Spaces	240383	Capex: Black Gully Reveg & Erosion Control	0	0	0	27	27	0	
Public & Town Spaces	240387	Capex: Dumaresq Dam Fishing Jetty	(94)	(94)	0	144	144	0	
Public & Town Spaces	240388	Capex: Playground Replacement Program 22/23	0	0	0	47	47	0	
Public & Town Spaces	240389	Capex: Armidale Sports Ground Car Park	0	0	0	200	200	0	
Public & Town Spaces	240612	Capex: Mall Vibrancy LCRI Funding	0	0	0	42	42	0	
Public & Town Spaces	272049	Capex: Armidale Creeklands Masterplan	(2,500)	(2,500)	0	2,673	2,673	0	
Public & Town Spaces	272063	Capex: Lynches Rd Netball Lighting	0	0	0	336	336	0	
Regulation & Enforcement	240210	Capex: Guyra Dog Leash-Free Area	0	0	0	50	50	0	
Tourism & Events	240037	Capex: Portable Stage (BSBR)	(200)	(200)	0	200	200	0	
Waste Services	290146	Capex: Landfill Construction Waterfall Way	0	0	0	618	618	0	
Waste Services	290153	Capex: Guyra Landfill Leachate Monitoring	0	0	0	108	108	0	
Waste Services	290251	Capex: Long Swamp Road – Weighbridge	0	0	0	0	225	225	
Waste Services	290252	Capex: Long Swamp Road – Baler	0	0	0	1,200	0	(1,200)	
Waste Services	290576	Capex: Waste Transfer Station Upgrades 2021/22	0	0	0	107	200	93	
Waste Services	290577	Capex: Waste Transfer Station Upgrades 22/23	0	0	0	300	0	(300)	
<b>Total</b>			<b>(58,986)</b>	<b>(59,211)</b>	<b>(225)</b>	<b>76,353</b>	<b>75,165</b>	<b>(1,188)</b>	





			Quarterly Budget Review Statement						
			3. Capital Budget Adjustments						
			REVENUE			EXPENDITURE			
Level 3	Project No	Description	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Last QBR \$'000	Current QBR \$'000	Variance \$'000	Comments
<b>SEWER FUND</b>									
Sewer Services	260217	Capex: Sewer mains	0	0	0	362	362	0	
Sewer Services	260301	Capex: Sewage pumping stations capital projects	0	0	0	20	20	0	
Sewer Services	260306	Capex: Sewer Mains Relining 22/23	0	0	0	1,500	1,500	0	
Sewer Services	260307	Capex: Armidale STP Access Road 22/23	0	0	0	30	30	0	
Sewer Services	260308	Capex: Armidale STP Upgrade 22/23	(577)	(617)	(40)	1,354	1,234	(119)	
Sewer Services	260407	Capex: Sewage Treatment Plant	0	0	0	50	50	0	
Sewer Services	260416	Capex: Effluent Reuse Farm - New Centre Pivot	0	0	0	120	120	0	
<b>Total</b>			<b>(577)</b>	<b>(617)</b>	<b>(40)</b>	<b>3,435</b>	<b>3,316</b>	<b>(119)</b>	

											
Quarterly Budget Review Statement											
4. Cash & Investments											
CONSOLIDATED											
	Opening Balance 2022-23 \$'000	Original Budget 2022-23 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	QBR4 Apr-Jun \$'000	Revised Budget 2022-23 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment
<b>Cash &amp; Investments</b>											
<b>UNRESTRICTED CASH</b>	<b>5,781</b>	<b>(135 )</b>	<b>(1,750 )</b>	<b>997</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>4,993</b>	<b>4,993</b>	<b>0%</b>	
<b>Externally Restricted Cash</b>											
NIRW Grant from EPA	351	0	0	0	0	0	0	351	351	0%	
Specific Purpose Unexpended Loans	2,102	(1,200 )	0	0	0	0	0	902	902	0%	
Developer Contributions - General	3,968	250	0	(150 )	0	0	0	4,068	4,068	0%	
Developer Contributions - Water	3,542	0	0	0	0	0	0	3,542	3,542	0%	
Developer Contributions - Sewer	2,734	0	0	0	0	0	0	2,734	2,734	0%	
Specific Purpose Unexpended Grants	14,939	0	(2,944 )	205	0	0	0	12,200	12,200	0%	
Transport NSW Contributions	478	0	0	0	0	0	0	478	478	0%	
Other Contributions	55	0	0	0	0	0	0	55	55	0%	
Water Fund	25,468	(2,755 )	(1,211 )	(2,506 )	5	0	0	19,001	19,001	0%	
Sewer Fund	20,416	1,637	(662 )	(277 )	186	0	0	21,301	21,301	0%	
Domestic Waste Management	3,514	1,423	0	0	1,182	0	0	6,119	6,119	0%	
Deposits, Retentions & Bonds	1,528	0	0	0	0	0	0	1,528	1,528	0%	
<b>TOTAL EXTERNAL RESTRICTIONS</b>	<b>79,095</b>	<b>(645 )</b>	<b>(4,817 )</b>	<b>(2,727 )</b>	<b>1,373</b>	<b>0</b>	<b>0</b>	<b>72,280</b>	<b>72,280</b>	<b>0%</b>	

ARMIDALE Regional Council										Quarterly Budget Review Statement		
4. Cash & Investments												
Internally Restricted Cash												
Employee Leave Entitlement	3,735	0	0	0	0	0	0	3,735	3,735	0%		
Plant & Vehicle Replacement	3,073	0	(1,057 )	0	0	0	0	2,015	2,015	0%		
2021/22 Carry Forward Works	1,036	(620 )	0	0	0	0	0	416	416			
Airport Business Park Land Sale Proceeds	0	0	0	0	0	0	0	0	0			
Property Sale Proceeds	2,468	0	0	0	0	0	0	2,468	2,468	0%		
Airport	644	(100 )	12	0	(20 )	0	0	536	536	0%		
Asset Replacement	500	0	0	0	0	0	0	500	500	0%		
Design & Planning Future Capital Works	195	0	0	0	0	0	0	195	195	0%		
Kolora M&R	666	235	0	0	0	0	0	901	901	0%		
Kolora Sinking Fund	370	(40 )	0	0	0	0	0	330	330	0%		
PreSchool	226	0	0	0	0	0	0	226	226	0%		
Special Rate Variation	1,558	(1,230 )	430	(185 )	0	0	0	573	573	0%		
Strategic Priorities	553	0	0	0	0	0	0	553	553	0%		
Automated Vehicle Trial	0	0	0	0	0	0	0	0	0			
Biodiversity Offsets	490	(50 )	0	0	0	0	0	440	440	0%		
Environmental Remediation	175	0	0	0	0	0	0	175	175	0%		
Events & Promotions	142	0	0	0	0	0	0	142	142	0%		
Financial Improvement Plan	0	0	0	0	0	0	0	0	0			
Kolora Fundraising	4	0	0	0	0	0	0	4	4	0%		
Natural Disaster Provision	700	0	0	0	0	0	0	700	700	0%		
Performance Improvement Order	1,219	(90 )	0	0	0	0	0	1,129	1,129	0%		
PreSchool Fundraising	7	0	0	0	0	0	0	7	7	0%		
Sports Council	73	0	0	0	0	0	0	73	73	0%		
Technology Strategy	594	0	0	0	0	0	0	594	594	0%		
Waste Management	2,966	(750 )	0	0	0	0	0	2,217	2,217	0%		
TOTAL INTERNAL RESTRICTIONS	21,394	(2,646 )	(615 )	(185 )	(20 )	0	0	17,928	17,928	0%		
TOTAL INVESTMENTS & CASH	106,270	(3,426 )	(7,182 )	(1,915 )	1,453	0	0	95,200	95,200	0%		
Cash & Investments Position												
Statements												
Investments												
Investments have been invested in accordance with Council's Investment Policy.												
Cash												
The Cash at Bank figure included in the Cash & Investment Statement totals:												
103,613,360												
This Cash at Bank amount has been reconciled to Council's physical Bank Statements.												
The date of completion of this bank reconciliation is:												
24/01/2023												



## Quarterly Budget Review Statement

## 5. Key Performance Indicators

## GENERAL FUND

	Actual 2021-22	Original Budget 2022-23	Revised Budget 2022-23	Comment
<b>Key Performance Indicators</b>				
<b>1. Operating Performance Ratio</b>	<b>4.50%</b>	<b>-5.09%</b>	<b>-7.62%</b>	Deterioration from original budget predominantly relates to additional depreciation associated with asset revaluations and cost indexation at 30/6/22.
Net Operating Result from Income Statement	3,092	(3,193)	(4,899)	
Operating Revenue (excl. Capital Grants & Contributions)	68,637	62,782	64,302	
<i>Benchmark: &gt; 0%</i> <i>Indicates Council's capacity to meet ongoing operating expenditure requirements.</i>				
<b>2. Own Source Operating Revenue Ratio</b>	<b>61.32%</b>	<b>37.75%</b>	<b>42.27%</b>	Improvement from original budget predominantly relates to deferral of capital grant funding for the Kempsey Road Project and increase in interest revenue due to increase in interest rates since budget was adopted.
Operating Revenue (excl. ALL Grants & Contributions)	52,850	50,463	51,691	
Total Revenue (incl. Capital Grants & Cont)	86,182	133,688	122,298	
<i>Benchmark: &gt; 60%</i> <i>Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received</i>				
<b>3. Unrestricted Cash Expense Cover Ratio (Months)</b>	<b>1.4</b>	<b>1.4</b>	<b>1.2</b>	Reduction in ratio is due to a reduction in the unrestricted cash balance from the original budget combined with an increase in Operating expenditure.
Unrestricted Cash	5,781	5,646	4,993	
Operating Expenditure (excl. Depreciation + non-cash adj's)	49,546	50,140	51,009	
<i>Benchmark: &gt; 3 Months</i> <i>Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.</i>				
<b>4. Debt Service Cover Ratio (Times x)</b>	<b>4.94</b>	<b>3.67</b>	<b>3.85</b>	Improvement from original budget is due to improvement in forecast operating result once depreciation & interest expenses are excluded.
Operating Result before Interest & Dep. exp (EBITDA)	20,090	13,488	14,138	
Loan Repayments (Principal + Interest)	4,063	3,671	3,671	
<i>Benchmark: &gt; 2x</i> <i>Measures the availability of operating cash to service debt including interest and principal payments.</i>				



## WATER FUND

## Quarterly Budget Review Statement

## 5. Key Performance Indicators

## Key Performance Indicators

	Actual 2021-22	Original Budget 2022-23	Revised Budget 2022-23	Comment
<b>1. Operating Performance Ratio</b>	<b>17.16%</b>	<b>9.91%</b>	<b>12.16%</b>	Improvement from original budget relates to improvement in forecast operating result. Main contributor is increase in interest revenue which is partially negated by increase in depreciation.
Net Operating Result from Income Statement	1,982	1,285	1,637	
Operating Revenue (excl. Capital Grants & Contributions)	11,551	12,962	13,462	
<i>Benchmark: &gt; 0%</i> <i>Indicates Council's capacity to meet ongoing operating expenditure requirements.</i>				
<b>2. Own Source Operating Revenue Ratio</b>	<b>83.39%</b>	<b>72.23%</b>	<b>66.03%</b>	Ratio has declined from original budget due to an increase in external capital grants funding as a revenue source.
Operating Revenue (excl. ALL Grants & Contributions)	11,556	12,894	13,394	
Total Revenue (incl. Capital Grants & Cont)	13,858	17,850	20,284	
<i>Benchmark: &gt; 60%</i> <i>Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received</i>				
<b>3. Unrestricted Cash Expense Cover Ratio (Months)</b>	<b>50.64</b>	<b>34.08</b>	<b>28.23</b>	Ratio has declined from original budget due to the impact of additional capital expenditure on the Water Fund cash position.
Unrestricted Cash	25,468	22,713	19,001	
Operating Expenditure (excl. Depreciation + non-cash adj's)	6,035	7,998	8,076	
<i>Benchmark: &gt; 3 Months</i> <i>Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.</i>				
<b>4. Debt Service Cover Ratio (Times x)</b>	<b>15.52</b>	<b>5.39</b>	<b>5.81</b>	Improvement from original budget relates to improvement in forecast operating result excluding depreciation and interest expense.
Operating Result before Interest & Dep. exp (EBITDA)	5,896	5,503	5,925	
Loan Repayments (Principal + Interest)	380	1,020	1,020	
<i>Benchmark: &gt; 2x</i> <i>Measures the availability of operating cash to service debt including interest and principal payments.</i>				



## SEWER FUND

## Quarterly Budget Review Statement

## 5. Key Performance Indicators

## Key Performance Indicators

## 1. Operating Performance Ratio

23.85%      9.51%      17.54%      Improvement from original budget relates to improvement in forecast operating result due to higher interest income and rates income and a reduction in depreciation (due to a reassessment of asset useful lives)

Net Operating Result from Income Statement      2,070      912      1,765  
 Operating Revenue (excl. Capital Grants & Contributions)      8,678      9,589      10,062

Benchmark: > 0%

Indicates Council's capacity to meet ongoing operating expenditure requirements.

## 2. Own Source Operating Revenue Ratio

94.69%      99.33%      93.62%      Ratio has declined from original budget due to an increase in external capital grants funding as a revenue source.

Operating Revenue (excl. ALL Grants & Contributions)      8,678      9,525      9,998  
 Total Revenue (incl. Capital Grants & Cont)      9,165      9,589      10,680

Benchmark: > 60%

Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received

## 3. Unrestricted Cash Expense Cover Ratio (Months)

49.96      41      39      Ratio has declined from original budget due to the impact of additional capital expenditure on the Sewer Fund cash position.

Unrestricted Cash      20,416      22,053      21,301  
 Operating Expenditure (excl. Depreciation + non-cash adj's)      4,904      6,403      6,479

Benchmark: > 3 Months

Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.

## 4. Debt Service Cover Ratio (Times x)

37,740      31,866      35,837      Improvement from original budget relates to improvement in forecast operating result. There are no borrowings in sewer fund which is why ratio is high.

Operating Result before Interest & Dep. exp (EBITDA)      3,774      3,187      3,584  
 Loan Repayments (Principal + Interest)      0      0      0

Benchmark: > 2x

Measures the availability of operating cash to service debt including interest and principal payments.



## CONSOLIDATED

## Quarterly Budget Review Statement

## 5. Key Performance Indicators

## Key Performance Indicators

	Actual 2021-22	Original Budget 2022-23	Revised Budget 2022-23	Comment
<b>1. Operating Performance Ratio</b>	<b>8.04%</b>	<b>-1.17%</b>	<b>-1.70%</b>	Deterioration from original budget predominantly relates to additional depreciation associated with asset revaluations and cost indexation at 30/6/22.
Net Operating Result from Income Statement	7,144	(996 )	(1,496 )	
Operating Revenue (excl. Capital Grants & Contributions)	88,866	85,334	87,826	
<i>Benchmark: &gt; 0%</i> <i>Indicates Council's capacity to meet ongoing operating expenditure requirements.</i>				
<b>2. Own Source Operating Revenue Ratio</b>	<b>66.92%</b>	<b>45.23%</b>	<b>48.99%</b>	Improvement from original budget predominantly relates to reduction of capital grant revenue.
Operating Revenue (excl. ALL Grants & Contributions)	73,084	72,882	75,083	
Total Revenue (incl. Capital Grants & Cont)	109,205	161,128	153,262	
<i>Benchmark: &gt; 60%</i> <i>Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received</i>				
<b>3. Unrestricted Cash Expense Cover Ratio (Months)</b>	<b>114.69%</b>	<b>104.97%</b>	<b>91.38%</b>	Ratio has declined from original budget due to change in unrestricted cash
Unrestricted Cash	5,781	5,646	4,993	
Operating Expenditure (excl. Depreciation + non-cash adj's)	60,485	64,541	65,564	
<i>Benchmark: &gt; 3 Months</i> <i>Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.</i>				
<b>4. Debt Service Cover Ratio (Times x)</b>	<b>6.70</b>	<b>4.73</b>	<b>5.04</b>	Improvement from original budget relates to improvement in forecast operating result excluding depreciation and interest expense.
Operating Result before Interest & Dep. exp (EBITDA)	29,760	22,178	23,647	
Loan Repayments (Principal + Interest)	4,443	4,692	4,692	
<i>Benchmark: &gt; 2x</i> <i>Measures the availability of operating cash to service debt including interest and principal payments.</i>				





## Quarterly Budget Review Statement

## 6. Contracts &amp; Other Expenses

## Contracts Listing

Contracts entered into since last quarterly review to end of quarter

Contract No	Contractor	Contract Detail & Purpose	Contract Value	Commencement Date	Duration of Contract	Budgeted (Y/N)
2011/06	Cleanway	Waste collection service for Armidale - Extention of Contract	Schedule of Rates	14/12/2022	31/01/2024	Y
A2022/73	Macroplan Holdings	Local Housing Strategy & Local Strategic Planning Statement	\$ 220,000		30/06/2023	Y
10551681	JNC Indigenous Group	Dumaresq Dam Ecotourism Development	\$ 2,938,020	14/12/2022	31/07/2023	Y
A2020/31	Various	Provision of Bulk Materials(5 Contractors)	Schedule of Rates	14/12/2022	31/10/2023	Y
A2022/69	Fulton Hogan	Supply & Delivery of Bitumen Emulsion - Armidale	Schedule of Rates	14/12/2022	31/12/2024	Y
A2022/68	Mike Trace Engineering	Supply/Trade-In Disposal PN 2097.04 Truck Mount Road Sweeper	\$ 302,500	20/12/2022	30/06/2023*	Y
A2022/67	Wideland Trucks & Machinery	Supply/Trade-In Disposal PN 2035.02 - Prime Mover	\$ 179,287	21/12/2022	30/06/2023*	Y
A2022/61	Westrac Pty Ltd	Supply/Trade-In Disposal PN2240 - Motor Grader	\$ 336,623	22/12/2022	30/06/2023*	Y
A2022/60	Komatsu Australia	Supply/Trade-In Disposal PN2234 - Wheel Loader	\$ 242,500	23/12/2022	30/06/2023*	Y
A2022/30	New England Solar Power	Supply & Installation of Solar Power at Armidale Regional Landfill	\$ 275,050	14/12/2022	30/08/2023	Y
A2022/42	Hunter H2O	Provision of Water & Sewerage Consulting Services	Schedule of Rates	14/12/2022	30/06/2025	Y
A2022/76	Grant Lacey Family Trust	Supply 6 x landfill lids, Transport And onsite installations, training	\$ 228,800		1/02/2023	Y
A2021/58	GHD Pty Ltd	Provision of Engineering and Geotechnical Services for Kempsey Road Projects	\$ 2,008,600	23/11/2022	31/12/2024	Y
A2022/58	Roadworks Industries Pty Ltd	ARC Heavy Patching Program 2022-2025	\$ 824,548	14/12/2022	30/06/2025	Y
A2022/34	Seymour Whyte Constructions	Kempsey-Armidale Road Recovery Works Early Contractor Involvement/Collaborative Design & Construct	\$ 3,216,828	23/11/2022**	30/06/2026	Y

\*Subject to Delivery, Overseas, etc.

\*\*Contracts signed

## Consultancy &amp; Legal Expenses

Expense	Expenditure YTD	Budgeted (Y/N)
Consultants	\$ 225,728	Y
Legal Fees	\$ 40,866	Y

## Definition of a consultant

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

# Child Safe Action Plan

## 2022-2026



RESTORE & THRIVE

**ARMIDALE**  
Regional Council



## Background

In December 2017 the Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for action to make organisations across Australia safe for children. Among the recommendations from the Royal Commission is the development of the standards to ensure a nationally consistent approach to embedding child safe cultures within organisations that engage with children, and act as a vehicle to give effect to all Royal Commission recommendations.

In December 1990 Australia was one of 194 countries that committed to the United Nations Convention on the Rights of the Child. This means that organisations and people working with children in N.S.W share responsibility for keeping children safe. Ten standards were developed (see below) and are in the process of being legislated (2021) to ensure that organisations are child safe and underline the premise that child safety is everyone's responsibility.

## Definition of a Child-Safe Organisation

The Office of the Children's Guardian was appointed to provide oversight of the provision of safety, welfare and wellbeing of children through the Children's Guardian Act, in 2019.

The Office of the Children's Guardian defines a child-safe organisation as follows:

Child-safe organisations create cultures, adopt strategies and act to prevent harm to children, including sexual abuse. The Australian and New Zealand Children's Commissioners and Guardians define a child-safe organisation as one that systematically:

- Creates conditions to reduce the likelihood of children being harmed
- Creates conditions that increase the likelihood of identifying and reporting harm
- Responds appropriately to disclosures, allegations and suspicions of harm

## Child Protection Statement

Armidale Regional Council is committed to fulfilling its duty of care to ensure that children and young people who access our services are safeguarded from harm, recognising that feeling safe can be as important to children and young people as being safe.

**Child protection** is everyone's responsibility, including Council officers and families and carers of children and young people.

**Council** is a registered agency under the Children and Young Persons (Care and Protection) Act and is committed to fulfilling its legislative and regulatory obligations regarding child protection.

## Child Safe Standards and Principles

The Child-Safe Standards recommended by the Royal Commission provide a framework for ensuring organisations are safe for children. Based on extensive research and consultation, the Standards guide organisations to create cultures, adopt strategies and act to put the interests of children first, to keep them safe from harm and are specifically related to child sexual abuse.

The National Office for Child Safety developed National Principles for Child Safe Organisations which are derived from the Child Safe Standards, and addresses other forms of abuse (psychological, emotional and physical) and neglect.

Both the N.S.W Child Safe Standards and the National Principles provide guidance for child-safe practices. The Office of the Children's Guardian considers organisations in N.S.W that are implementing the National Principles will be simultaneously implementing the Child Safe Standards. Child safety is embedded in organisational leadership, governance and culture

1. Child safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse (or other concerns) are child focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe, through ongoing education and training.
8. Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur.
9. Implementation of the child-safe standards is continuously reviewed and improved.
10. Policies and procedures document how the organisation is child safe.



## STANDARD 1

Child safety is embedded in organisational leadership, governance and culture.

### APPLY THE STANDARD

Leaders and staff champion a set of core values that inform the organisations approach to child safety

Leaders demonstrate attitudes and behaviours that prioritise the safety of children through the behaviours and practices they reward and challenge

Leaders incorporate risk management of child abuse into decision making and actively monitor risks to child safety

Leaders encourage day-to-day practices that prioritise child safety

Leaders set clear expectations around child safety and ensure they are followed by staff

Leaders promote a culture of reporting

### ACTIONS

Provide professional development for Councilors

Identify people across the organisation who can champion Child Safety and assist staff and volunteers when further information is required

Build awareness of child protection statement through internal and external communications channels

Posters around staff-facing areas of the workplace

Staff working directly with children carry out online child protection course

Review contracts to include clauses around Child Safety and distance ourselves from organisations who have not put measures in place to work towards being Child Safe

The Child Protection Statement sent out to all staff to read via e-learning and available on Internet

### INDICATORS OF SUCCESS

Child safety is embedded in day-to-day practices

Staff follow the Code of Conduct and child-safe procedures

Decision-making priorities children

Organisational culture creates an environment where it is difficult for abuse to occur

Staff appropriately respond to and report child abuse



Adults in this organisation ask my opinion and listen to what I say

I feel respected and trust the adults looking after me

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## STANDARD 2

Children Participate in decisions affecting them and are taken seriously

### APPLY THE STANDARD

Children's participation is embedded in organisational practice through feedback mechanisms

Opportunities are created for children to be included in organisational decision-making

Children are given information on internal and external support services

Staff are provided with knowledge and skills to support children's participation

Staff encourage peer support for children

Adults understand what safety means to children

Age-appropriate information that describes how adults should behave is provided to children and consistently reinforced

### ACTIONS

Consult with children when Council is developing plans, strategies and events

Develop child-friendly posters for display in key Council sites where children visit, eg libraries, so that children know who to talk to if they feel uncomfortable

Partner with child and family service providers to improve engagement with young people

### INDICATORS OF SUCCESS

Children know how adults should behave

Children understand that they are listened to and respected

Children speak up about their safety and the safety of their friends

Children are aware they can access support services when needed

Children feel safer knowing they have input into the organisation

Adults in this organisation listen to me and ask my opinion about things that affect me

I can talk to adults if I feel unsafe, even if it is a difficult conversation

I know that staff sometimes need to tell someone else if I need extra support



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## STANDARD 3

Families and communities are informed and involved

### APPLY THE STANDARD

Leaders and staff encourage families to take an active role in keeping children safe

Policies and procedures (including Codes of Conduct) are clearly communicated to parents and carers

Families and community members are encouraged to provide feedback on how the organisation keeps children safe, and this information is acted upon where necessary

### ACTIONS

Arrange information sessions for staff, families (parents of children) and children on child protection

Host information sessions for community groups to support them to become child-safe organisations

Place child-friendly information signage at children's height at key sites in the MidCoast

Work with Engagement, Communication & Education Team to distribute child safety information through relevant communication channels

Develop Child Protection Information Packs for community groups, local businesses and street safety, including checklists to enable them to facilitate child-safe events, sessions, workshops, programs, meetings, games, etc

Partner with child and family service providers who are expert in and/or funded to deliver training to improve engagement

### INDICATORS OF SUCCESS

Families feel welcome

Families and the community support the organisation to be safer for children

Families and the community are comfortable asking questions on how the organisation prioritises child safety

Community groups and organisations across the MidCoast demonstrate an understanding of Child Safe Standards and principles and are confident in applying them



The special days of my community are celebrated

My Family is welcome here

The people here talk to my family about me

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## STANDARD 4

Equity is upheld and diverse needs are taken into account

### APPLY THE STANDARD

Leaders and staff understand the barriers that prevent children from disclosing abuse or adults from recognising children's disclosure

Leaders and staff identify and respect the diverse needs, abilities and backgrounds of children, and understand the value of treating them fairly

All staff are given information about the factors that increase a child's vulnerability to harm

Leaders ensure that the workforce reflects the diversity of the children it provides services to, where possible

Leaders and staff adapt activities and services to ensure all children feel included

### ACTIONS

Review current Disability Inclusion Action Plan and ensure children are included. If not, make recommendations for next Disability Inclusion Action Plan

All sections of Council to actively engage with Aboriginal and culturally and linguistically diverse groups for input when planning projects to ensure inclusion

### INDICATORS OF SUCCESS

Children with diverse needs speak up about concerns around their safety and the safety of their friends, and adults take them seriously

Children are not disadvantaged by programs and activities.

Organisational culture allows children with diverse needs to feel valued

Adults recognise the value of diversity and inclusivity

Staff feel confident in working with diverse groups

Increased participation of children with disabilities in the mainstream community

I feel safe to talk about my differences

I'm treated fairly  
I feel Included

I feel proud of my background



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## STANDARD 5

People working with children are suitable and Supported

### APPLY THE STANDARD

Leaders and staff champion  
Leaders expect that recruitment does not rely only on the Working With Children Check, and support ongoing training opportunities for all staff

Hiring managers are trained in child-safe recruitment practices

Staff recruitment includes job ads that identify your organisation as valuing child safety

Recruitment processes involve a range of interview questions to establish staff suitability

Background and reference checks are carried out and recorded

Supervision includes regular reviews to check whether staff are following codes of Conduct and other child safe policies

Staff, families and the community are aware of recruitment and other child safe human resource practices

### ACTIONS

Child Safety Statement included in all job advertisements for Council

Include Child Safety Statement in all child-related Position Descriptions

Adding Child Safety into the recruitment process, especially for identified child-related roles

Consult with young people on job design, outcomes and potential interview questions

E-learning and scenario-based videos included in on-boarding component for new starters and Child Safety component included in Induction Day

Ensure all staff in child related work have annual refresher training for Child Protection

Staff survey before and after training to ascertain level of awareness within the organisation

Survey community groups to ascertain level of awareness within the MidCoast

Work with local businesses and community groups to enhance their child safety measures

### INDICATORS OF SUCCESS

Staff recruitment and supervision practices priorities child safety

Children are safe around staff

Staff have, or are working towards having, suitable skills and experience to work with children

Staff attitudes and behaviours create and maintain a child safe culture

Staff values align with the organisations commitment to child safety



I trust adults here and can talk to them about things that upset me

I feel safe with the adults here

I'm asked about what kind of staff the organisation should have in it

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## STANDARD 6

Process to respond to complaints of child abuse are child focused

### APPLY THE STANDARD

Leaders create a culture where Leaders create a culture where complaints are taken seriously and all adults take responsibility for the safety of children

Leaders clearly explain that breaches of Codes of Conduct will result in disciplinary action

Staff are given support and information on what and how to report, including to external bodies

Accessible processes are provided to enable children, staff and others to make complaints

Procedures describe likely timeframes, review processes and potential outcomes of complaints

Complaints are handled confidentially

Processes are reviewed at regular intervals and after complaints are made

Complaint handling procedures are publicly available

Staff are offered a variety of learning strategies

Documents are confidential where required

### ACTIONS

Review procedures relating to child safety to ensure the processes are child-centred

Review Complaint Handling Policy to ensure child-centred (clearly outline roles and responsibilities, approaches to dealing with child-related complaints)

Ensure there is a child-champion at events where children will be present, who is identified as part of 'housekeeping' process, so that children know who they can talk to

Staff are trained in Council's child-safe Policy and Procedures, and know how to report if necessary

Develop scenario-based Q&A for all business units

Review current access to record management and security

Review publicity permission processes

### INDICATORS OF SUCCESS

Organisational culture where complaints are taken seriously and acted on

Staff feel supported to raise concerns about child safety

Children feel safe to raise concerns about themselves or their friends

I will be believed if I speak up about something that is concerning me, and action will be taken because of it

I know who to talk to if I feel uncomfortable, unsafe or unhappy

I will not get into trouble if I speak up



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## STANDARD 7

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

### APPLY THE STANDARD

Leaders provide ongoing education and training opportunities for all staff

Training provides staff with the knowledge, skills and confidence to prevent and identify abuse, and to respond to complaints

Staff who are involved in roles and situations with higher risk are provided more advanced training opportunities

Where possible, the organisation employs a child safety officer responsible for training

Specialised training is provided to staff working in high-risk situations or with vulnerable children

Training is regularly reviewed in response to emerging best practices

Attendance at conferences and other forums to learn about improvements in child safe practices

### ACTIONS

Ensure that staff are aware and appropriately trained in reportable conduct. Including how to manage a complaint either made by a child or about a child protection incident

Design flow charts of the process to follow and provide to all staff

Implement e-learning modules for all staff

Develop a page on the Intranet with information about what to report and avenues on how and who to report to

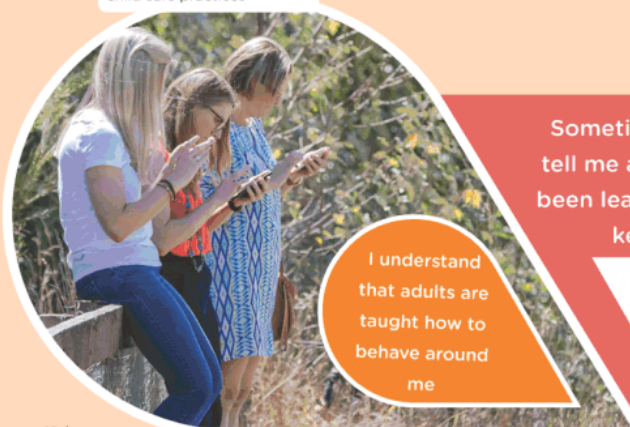
Source scenarios for Child Protection agenda items at staff meetings and include as examples on the Intranet for Coordinators and Line Managers to use

### INDICATORS OF SUCCESS

Staff feel confident to identify, respond to and report child abuse

The organisation has a culture of continual learning

The organisation can demonstrate it stays up to date with emerging best practices



I understand that adults are taught how to behave around me

Sometimes the staff here tell me about what they've been learning and how that keeps me safe

Adults understand how to keep me safe; they notice when I feel sad

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## STANDARD 8

Physical and online environments minimise the opportunity for abuse to occur

### APPLY THE STANDARD

Leaders set expectations about behavioural standards for staff interacting with children in physical and online environments

Risk assessments identify areas where adults have opportunities to interact with children unsupervised, including for one-off events and overnight camps

Physical environments are altered to increase natural lines of sight while respecting a child's right to privacy

Higher-risk areas such as change rooms, cars, boarding facilities and offsite locations are managed using specific safety measures, such as spot checks and log books

Children are provided information about online safety and regularly encouraged to tell staff about negative experiences

Staff and parents are provided information about risks in the online environment, such as online grooming, cyber bullying and sexting

### ACTIONS

Develop collateral for Council buildings to raise awareness that MidCoast Council is a Child Safe organisation

Add Child Protection to Business Units' Risk Register

Review security settings on all public access computers

Include signage on all Council digital screens

Incorporate Child Safe design into public spaces, including Crime Prevention through Environment Design principles and advice from the Office of the Children's Guardian

### INDICATORS OF SUCCESS

Opportunities to harm children are reduced or removed

Children engage in creative and safe activities

Children speak up about risks in the online environment

Children's privacy is balanced with the need to keep them safe

I know there are some spaces in organisation I'm not allowed into

I can talk to someone I trust about anything I have seen or done online

I know what to do if I feel unsafe online



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## STANDARD 9

Implementation of the Child Safe Standards is continuously reviewed and improved

### APPLY THE STANDARD

Leaders and staff champion  
Leaders maintain a culture of continuous improvement to ensure that policies and procedures are implemented and routinely reviewed even though staffing may change

Leaders know the value of continuous monitoring, open conversations and exploring new ways to keep children safe

Child safe policies and practices are regularly reviewed

Staff refer to the Standards when creating, reviewing or evaluating child safe policies and procedures

Leaders and staff review critical incidents to identify the root cause of the problem, identify risks to the safety of children and make improvements

Children are supported to provide feedback and this information is acted on

### ACTIONS

Conduct an audit of the organisation to:

confirm child-related role identification

identify how each section can comply with the Standards

assess levels of professional development required

Review agreements and inclusion of MidCoast Council Child Safety approach for events and within our facilities / venue hire

Child Protection Officer is involved in the development of Policies to help identify how they promote child safety as appropriate

Child protection added to internal audit

### INDICATORS OF SUCCESS

Leaders and staff are open to change

Leaders and staff reflect on critical incidents

The organisational culture creates an environment of ongoing learning and improvement



Staff ask my opinion if something unusual happens

Activities keep getting better

Staff regularly ask my opinion

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## STANDARD 10

Policies and procedures document how the organisation is Child Safe

### APPLY THE STANDARD

Child safe policies are specific to the organisation and its environment, and they address local risks to the safety of children

Child safe policies, Codes of Conduct and complaint handling procedures are publicly accessible

Policies and procedures are available in child friendly and accessible formats that pay attention to children's diverse characteristics, cultural background and abilities

Staff follow child safe policies and procedures

Documents are saved in accordance to N.S.W record keeping requirements

### ACTIONS

Review procedures, agreements and internal policies and requirements related to working with children, e.g. Youth Taskforce, Libraries, Customer Service

Provide information on the Website

### INDICATORS OF SUCCESS

Staff and the community understand the organisations approach to child safety

Staff and the community know that the organisation takes child safety seriously

Staff, parents and carers know where to find the organisations child safe policies and procedures

Staff, parents, carers and the community can use policies and procedures to hold the organisation to account

My parents and I know where to find the rules that keep me safe

Adults have rules to keep me safe

I can understand what the rules mean



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## Definitions

### Children:

All children and young people under the age of 18.

### Complaint:

Any suggestion of abuse or harm that is disclosed, witnessed or demonstrated by a child. Typically, three categories of behaviour are the subject of a complaint: (a) Concerning conduct - behaviours or patterns of behaviour that are a risk to the safety of children. This also refers to ambiguous behaviours that are potentially inappropriate for children to be exposed to but may not necessarily be indicators of abuse occurring. The sharing of inappropriate jokes may be an example of this. (b) Misconduct - behaviours that constitute a breach of the institution's Code of Conduct. (c) Criminal conduct - conduct that, if proven, would constitute a criminal offence.

### 'Equity' and 'equality':

Equity encourages people to live to their full potential. Equality is treating everyone the same. If someone is disadvantaged they may not achieve the same outcome as a non-disadvantaged person if they are treated 'equally' because they may need more support.

### Grooming:

Occurs when an adult person engages in conduct that exposes a child to indecent material or provides a child with an intoxicating substance or with any financial or other material benefit with the intention of making it easier to procure the child for unlawful sexual activity. It means gaining or increasing access to a child, parents or co-workers in order to facilitate abuse. The process involves building trust, obtaining compliance and maintaining secrecy to protect the abuser from being caught. Grooming is commonly an incremental process and can involve stages of increasing intensity. It may consist of many separate actions that, in isolation, are not necessarily criminal or abusive. Grooming behaviour may not be obvious to the victim or to a bystander and can co-exist with behaviour that occurs in normal relationships between adults and children. Children do not need to be alone to be groomed. They are usually sexually abused by someone they know. Online communication and pornography can be used as tools for grooming.

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### Leader:

Anyone in a position of authority in a child-related organisation, including board members, managers and supervisors. One of the findings of the Royal Commission, however, was that all adults have a responsibility for child safety, so leadership is a shared responsibility in this context.

### Organisational culture:

The organisations values as demonstrated on a day-to-day basis by its leaders and staff, and as experienced by the children they care for. It is founded on the organisations values and supported by leadership and governance.

### Staff:

All employees, volunteers and contractors.

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[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)  
Ph: 1300 136 833





## TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 6 December 2022  
10am

at

Function Room

### In attendance

#### **Committee Members:**

Ms Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Mel Jones & Stefan Wielebinski (TfNSW)

#### **Council Staff:**

Mr Graham Earl (ARC Technical Officer)  
Ms Belinda Ackling (Minute Taker)  
Mr Ian Chetcuti (Ranger)

#### **Others:**

Nil

MINUTES

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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1. Apologies / Leave Of Absence  
Nil
2. Confirmation of Previous Minutes -

**CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 1 NOVEMBER 2022**

**RESOLVED**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**The Motion on being put to the vote was CARRIED unanimously.**

3. Declarations of Interest  
Nil
4. Business Arising

**4.1 Action from previous meeting held 8 November 2022***Ref: AINT/2022/49363 (ARC16/0168-*

**RESOLVED**

That the Committee note the below actions from the previous meeting

- a) Endorse the No Right Turn option from Kentucky & Dangar Street intersection Armidale;  
*To be installed after advertising of changes.*
- b) Endorse the Special Event Transport Management Plan for the Armidale Christmas in the Mall 2022 including the temporary road closures of Dangar Street and Faulkner Street between Rusden and Moore Street, along with the East and West Beardsley Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2022' celebrations, Thursday 1st December 2022;  
*Noted.*
- c) Endorse the Special Event Transport Management Plan for the Guyra Christmas Carnival 2022 and associated road closures of Bradley Street between Mackenzie Street and Ollera Street, Guyra on Friday 2<sup>nd</sup> December 2022;  
*Noted.*
- d) Endorse the use of local roads for the use by Armidale Triathlon Club for the running and cycling legs of their annual race season;  
*Noted.*
- e) Endorse the use of the trails around Dumaresq Dam Armidale and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run;  
*Noted.*
- f) Note that further investigations is to be undertaken into the traffic management and pedestrian safety of the area around Martins Gully School and funding is to be sought to implement any recommended upgrades to pedestrian safety at Martins Gully School, Armidale;  
*Investigation to be undertaken. Meeting to be held with interested parties after*

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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*December TAC meeting.*

- g) That Council endorse the provision of a "Disabled" parking space adjacent to 120 Taylor St, Armidale;  
*To be completed.*
- h) Endorse the provision of a central splitter median, Keep Left signs, and line marking at the intersection of The Avenue and the linking section with Ross St, Armidale.  
*To be completed.*

**The Motion on being put to the vote was CARRIED unanimously.**

5. Special Event Reports

**5.1 Special Event Transport Management Plan - Armidale Campdraft 2023***Ref: AINT/2022/482*

**RESOLVED**

That Council approval be granted for the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the 20, 21 & 22 January 2023, for the Annual Armidale Campdraft.

**The Motion on being put to the vote was CARRIED unanimously.**

**5.2 Special Event Transport Management Plan - Guyra Lamb and Potato Festival***Ref: AINT/202*

**RESOLVED**

That Council endorse the road closure of Bradley St, Guyra between Ollera St and McKenzie St on Saturday 21 January 2023

**The Motion on being put to the vote was CARRIED unanimously.**

6. Correspondence

**6.1 Load limits on Kempsey Road**

*Ref: AINT/2022/46495 (ARC16/0168-7)*

**RESOLVED**

That Council note and endorse the load limits which apply to the Kempsey Road Project as supported by expert geotechnical advice. These are:

- a) The Kempsey road will continue to remain closed to the general public until further notice due to landslides and unstable road pavements from recent rainfall events.
- b) The Kempsey road is open to local residents for essential travel and emergency and essential services only.
- c) A load limit restriction of 10 tonne, except for inducted and authorised access under managed conditions which allows vehicles with loads greater than 10 tonne GVM and less than 20 tonne GVM be endorsed for Kempsey Road.

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Traffic Advisory Committee  
Tuesday, 6 December 2022

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- d) Vehicles (including their trailers) with a length greater than 12.5m will not be able to traverse the Kempsey road.
- e) 10 tonne gross vehicle mass load limit inside the Kempsey Road project boundaries at other times outside the prescribed days for increased load limits.
- f) 20 tonne gross vehicle mass on prescribed days – currently three days per week following the satisfactory road inspection in accordance with the Kempsey Road Inspection Guide requirements.
- g) Implement full road closure when in excess of 50mm of rainfall occurs within any 12-hour period and only re-open the road following a full onsite inspection of the road to assess the ground conditions and the existing or any new slips.

**Officers Note:** On the 23 December 2022 GHD updated their previous recommendation for the load limit assessments along the Kempsey-Armidale. TAC was provided a copy of the report and advice from GHD and the above recommendations reflect the new assessment that endorses the load limit be raised from 4.3 tonne to 10 tonne.

The Motion on being put to the vote was CARRIED unanimously.

#### 6.2 Request for Extension to No Stopping zone - 159 - 161 Miller Street, Armidale *Ref: AINT/20*

##### RESOLVED

That Council endorse the extension to the No Stopping zone on the western side of Miller Street to the northern boundary of the property at 159 – 161 Miller Street (Paperware Distributors), Armidale.

The Motion on being put to the vote was CARRIED unanimously.

#### 6.3 Provision of a No Stopping zone on the North West corner of Gordon St and Arundel Drive, Armidale.

*Ref: AINT/2022/49598 (ARC16/0168-7)*

This has a clear sight distance and narrowing of the road has a traffic calming affect, TAC do not support the removal of parking to the area, TAC do not support the request.

##### RESOLVED

That Council deny the request for the provision of a 10 m No Stopping zone in Gordon Street west of Arundel Drive and 50m in Arundel Drive north of Gordon Street, Armidale.

The Motion on being put to the vote was CARRIED unanimously.

#### 7. General Business

##### 7.1 Provision of a No Stopping zone on the North West corner of Taylor St and



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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**Barney St, Armidale.**

*Ref: AINT/2022/48902 (ARC16/0168-7)*

**RESOLVED**

That Council endorse the provision of a 12 m No Stopping zone in Barney Street west of Taylor Street and 25m in Taylor Street north of Barney Street, Armidale.

**The Motion on being put to the vote was CARRIED unanimously.**

There being no further business the Chairman declared the meeting closed at 10.45am



## BUSINESS PAPER

### TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 6 December 2022  
10am

at

Function Room

**Committee Members:**

Cr Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Mel Jones and Mr Russell Humble (TfNSW)

**Council Staff:**

Mr Graham Earl (ARC Technical Officer)  
Ms Belinda Ackling (Minute Taker)  
Mr Ian Chetcuti (Ranger)

**Others:**

Nil

AGENDA

The Armidale Traffic Advisory Committee, has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority.

The Committee operates under Roads and Maritime Services 'A guide to the delegation to councils for the regulation of traffic'.

In summary:

Roads and Maritime Services (RMS) has delegated certain aspects of the control of traffic on regional and local roads to Council. A condition of this delegation is that Council must refer all traffic related matters to the Traffic Advisory Committee prior to exercising its delegated functions.

The four voting members on the Traffic Advisory Committee are:

- Council's representative (chair)
- RMS representative
- NSW Police representative for the Local Area Command containing the item.
- State Member of Parliament representative for the electorate containing the item.

The meeting does not need a specific quorum, however any advice can only be returned to the Council if the views of NSW Police and RMS have been obtained.

The Traffic Advisory Committee meeting operates as a closed meeting and attendance to the meeting is via invitation only. At times interested stakeholders may address items referred to the Traffic Committee where their information adds value and does not greatly increase the time spent by the Committee on progressing the item. Interested stakeholders always have the opportunity to attend the Council meeting when the minutes of the Traffic Advisory Committee are discussed / determined.

All formal items referred to the Traffic Advisory Committee typically have been fully investigated, consulted (if needed) and proposed actions identified.

Where the Council decides on an item contrary to the Traffic Advisory Committee recommendation, then Council must immediately advise RMS and NSW Police in writing of its decision. The RMS or NSW Police may then lodge an appeal within 14 days to the Regional Traffic Committee.

The Council must not action any item under appeal until the matter has been determined by the Regional Traffic Committee.



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Traffic Advisory Committee  
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<b>Item:</b>	<b>4.1</b>	<b>Ref: AINT/2022/49363</b>
<b>Title:</b>	<b>Action from previous meeting held 8 November 2022</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

### 1. Purpose

To note the actions of the previous meeting.

### 2. OFFICERS' RECOMMENDATION:

That the Committee note the below actions from the previous meeting

- a) Endorse the No Right Turn option from Kentucky & Dangar Street intersection Armidale;  
*To be installed after advertising of changes.*
- b) Endorse the Special Event Transport Management Plan for the Armidale Christmas in the Mall 2022 including the temporary road closures of Dangar Street and Faulkner Street between Rusden and Moore Street, along with the East and West Beardsley Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2022' celebrations, Thursday 1st December 2022;  
*Noted.*
- c) Endorse the Special Event Transport Management Plan for the Guyra Christmas Carnival 2022 and associated road closures of Bradley Street between Mackenzie Street and Ollera Street, Guyra on Friday 2<sup>nd</sup> December 2022;  
*Noted.*
- d) Endorse the use of local roads for the use by Armidale Triathlon Club for the running and cycling legs of their annual race season;  
*Noted.*
- e) Endorse the use of the trails around Dumaresq Dam Armidale and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run;  
*Noted.*
- f) Note that further investigations is to be undertaken into the traffic management and pedestrian safety of the area around Martins Gully School and funding is to be sought to implement any recommended upgrades to pedestrian safety at Martins Gully School, Armidale;  
*Investigation to be undertaken. Meeting to be held with interested parties after December TAC meeting.*
- g) That Council endorse the provision of a "Disabled" parking space adjacent to 120 Taylor St, Armidale;  
*To be completed.*
- h) Endorse the provision of a central splitter median, Keep Left signs, and line marking at the intersection of The Avenue and the linking section with Ross St, Armidale.  
*To be completed.*

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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<b>Item:</b>	<b>5.1</b>	<b>Ref: AINT/2022/48228</b>
<b>Title:</b>	<b>Special Event Transport Management Plan - Armidale Campdraft 2023</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. Campdraft 2023 Transport Management Plan original Version 1.2 2. Campdraft 2023 Schedule 1 - Notice of Intention to Hold a Public Assembly 3. Plan - TGS Campdraft Canambe St Closure 4. Campdraft Certificate of Placement_ACA	

### 1. Purpose

The purpose of this report is to endorse the requested road closure for the 2023 Armidale Campdraft

### 2. OFFICERS' RECOMMENDATION:

That Council approval be granted for the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the 20, 21 & 22 January 2023, for the Annual Armidale Campdraft.

### 3. Background

The Armidale Campdraft is an annual event which will occur from 20, 21 & 22 January 2023. Council has been once again been requested to install a temporary road closure of Canambe Street between Dumaresq Street and Kirkwood Street from 7am until 6pm for the safety of contenders, stock and the general public.

The closure will be in Canambe St during day and will be removed during the evening for normal traffic flow. Public Liability has been provided.

### 4. Discussion

This annual event is well advertised and the community are respectful to the nature of the event, there has never been any incidents or complaint concerning the road closure as it does not disturb access to any residents.

### 5. Implications

#### 5.1. Strategic and Policy Implications

- CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.
- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

#### 5.2. Risk

The temporary road closure of Canambe Street between Dumaresq Street and Kirkwood Street removes the risk of contact between livestock and vehicle.



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Traffic Advisory Committee  
Tuesday, 6 December 2022

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### 5.3. Sustainability

Not Applicable

### 5.4. Financial

Budget Area:	N/A						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	N/A	Nil	Nil	Nil	Nil	Nil	Nil

The financial cost of \$561.37 incl. GST is as per the fees and charges and will be incurred by the requesting organisation

### 6. Consultation and Communication

The road closure will advertise for a period of 28 days prior to the event. No residents will be affected and therefore no letter drops are required in this instance.

### 7. Conclusion

The Armidale Campdraft and subsequent road closures is an annual event, and complies with policies and procedures. Council staff will install the closure as per the Traffic Guidance Scheme. The officers ensuring the event meets requirements have no concerns with endorsing the event.

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name Armidale Campdraft

Event Location: Armidale Showground

Event Date: 20th, 21st and 22nd January 2023

Event Setup Start Time: 3.30 pm 19<sup>th</sup> Jan 2023

Event Packdown Finish Time: 5pm 22<sup>nd</sup> Jan 2023

Event is ☒ off street ☐ on street - moving ☐ on street non-moving

#### 1.2 Contact names

Event Organiser\* **Stacey Drew – Australian Campdraft Association**

Phone:n/a Mobile:0427 418 228 E-mail: armidaledraft@gmail.com

Event Management Company (if applicable)

Phone: Fax:..... Mobile:..... E-mail:

**Police** ARMIDALE POLICE

Phone: 02 6771 0699 Fax: 02 67710611

**Council** ARMIDALE REGIONAL COUNCIL

Phone:02 67703600 Fax: 02 67729275 [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

**Roads & Maritime Services** (if Class 1)

Phone: Fax: Mobile: E-mail:

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

#### 1.3 Detailed description of event (please attach any maps to back of application)

During the 3 day event, spectators, competitors, horses and vehicles will traverse between the main arena of the showground and the livestock show complex as not all competitors can fit in the main showground space. The closure will allow both the safe passage of people and animals between areas, and prevent mixing with normal street traffic.

In addition to this, trucks unloading cattle into the yards which are required for the event, need to reverse into the main venue in order to access the cattle unloading ramp, this will interfere with normal traffic flow.

PAGE 1 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE  
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**2 Risk Management - Traffic**

- 2.1 Occupational Health & Safety - Traffic Control**
- ☐ Risk assessment plan (or plans) attached
- 2.2 Public Liability Insurance**
- X ☐ Public liability insurance arranged. Copy of Policy attached.
- 2.3 Police**
- ☐ Police written approval attached Letter sent to the Armidale Police – referred to Traffic Advisory Committee, Armidale Regional Council.
- 2.4 Fire Brigades and Ambulance**
- ☐ Fire brigades notified **02 67715076**
- ☐ Ambulance notified **02 6771 1710**

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

- 3.1 The route or location**
- X ☐ Map attached
- 3.2 Parking**
- ☐ Parking organised - details attached.
- X ☐ Parking not required < >
- 3.3 Construction, traffic calming and traffic generating developments**
- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
- X ☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
- 3.4 Trusts and Authorities**
- ☐ This event uses a facility managed by a Trust or Authority; written approval attached
- ☐ This event does not use a facility managed by a trust or Authority
- 3.5 Public transport**
- ☐ Public transport plans created - details attached
- X ☐ Public transport not required
- 3.6 Reopening roads after moving events**
- ☐ This is a moving event - details attached.
- X ☐ This is a non-moving event.
- 3.7 Traffic management requirements unique to this event**
- ☐ Description of unique traffic management requirements attached
- X ☐ There are no unique traffic requirements for this event
- 3.8 Contingency plans**
- ☐ Contingency plans attached

PAGE 2 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE  
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## Attachment 1

## Campdraft 2023 Transport Management Plan original Version 1.2

C L A S S 1	3.9 Heavy vehicle alternate routes
	<input type="checkbox"/> Alternative routes for heavy vehicles required - RMS to arrange
	<input type="checkbox"/> Alternative routes for heavy vehicles not required
	3.10 Special event clearways
	<input type="checkbox"/> Special event clearways required - RMS to arrange
	<input type="checkbox"/> Special event clearways not required

#### 4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

C L A S S 3  C L A S S 2  C L A S S 1	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/> Plans to minimise impact on non-event community attached
	<input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	4.2 Advertise traffic management arrangements
	<input type="checkbox"/> Road closures -advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures or special event clearways - advertising not required
	4.3 Special event warning signs
	<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s
	<input type="checkbox"/> This event does not require special event warning signs
	4.4 Permanent Variable Message Signs
	<input type="checkbox"/> Messages, locations and times attached
	<input type="checkbox"/> This event does not use permanent Variable Message Signs
	4.5 Portable Variable Message Signs
	<input type="checkbox"/> The proposed messages and locations for portable VMS are attached
<input type="checkbox"/> This event does not use portable VMS	

#### 5 APPROVAL

Your application needs to be provide to Council 3 weeks prior to the Traffic Advisory Committee meeting which is held 2<sup>nd</sup> Tuesday of each month, with Council approval being sort for recommendations at the meeting held 4<sup>th</sup> Monday of the month.

<b>Privacy and Personal Information Protection Notice (S.10 PPIPAAct 1998)</b>
Your information will be stored and used by Armidale Regional Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Traffic Advisory Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law €
Consequences if you do not supply your information:

PAGE 3 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE  
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## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

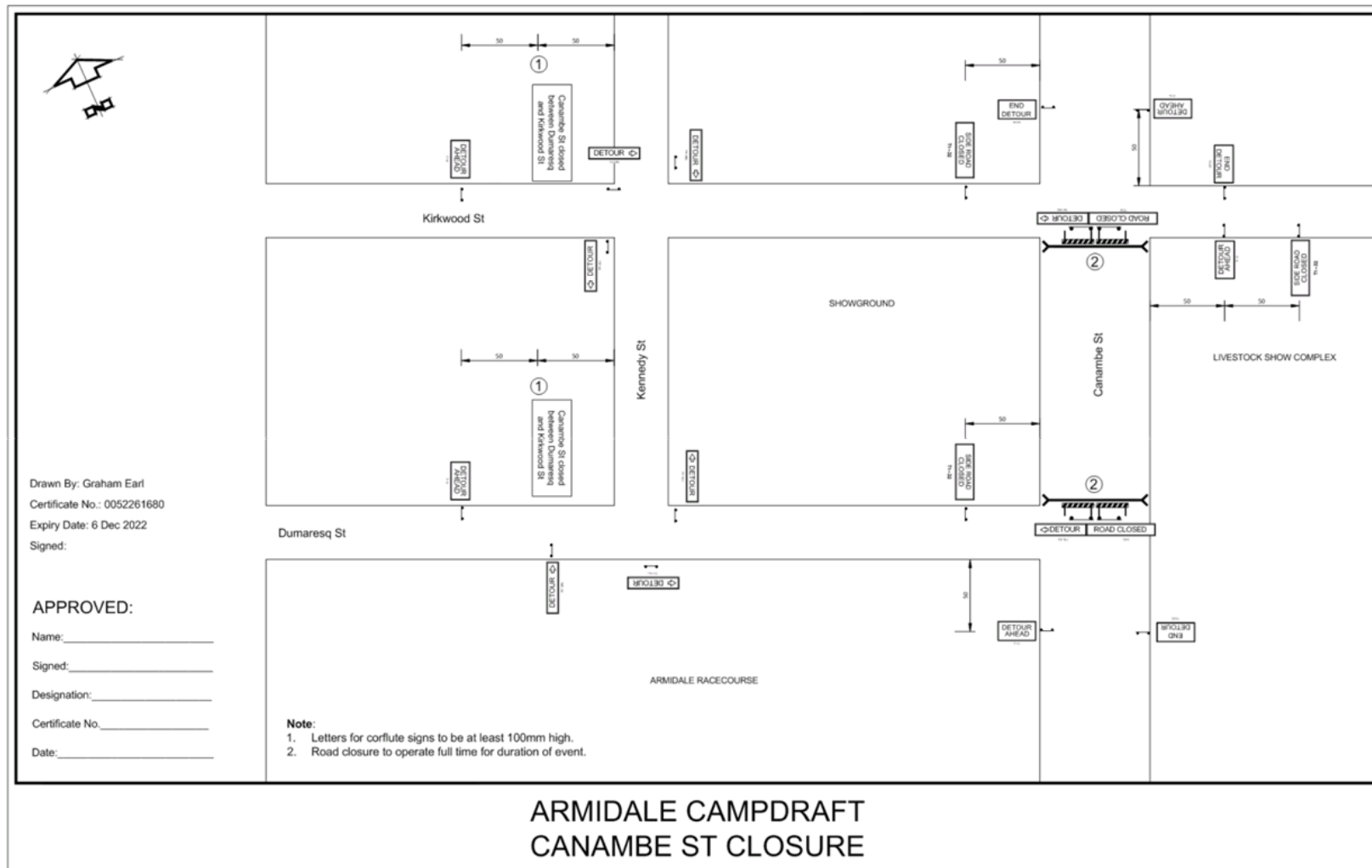
1	<p>I Georgie van Heerwaarden (name)  of 50 Holloways Ln Arding NSW 2358 (address)  on behalf of Armidale Campdraft Club (organisation)  notify the Commissioner of Police that  on the 20th..... (day) of .....January. (month), ...2023... (year), it is intended to hold  <i>either:</i>  (a) a public assembly, <b>not</b> being a procession, of approximately  ...300..... (number) persons,  which will assemble at Armidale Showground (Place)  at approximately .....8... am,  and disperse at approximately .....6... pm.  <i>or</i>  (b) a public assembly, being a procession of approximately  ..... (number) persons,  which will assemble at approximately ..... am/pm, and at  approximately ..... am/pm the procession will commence and shall proceed    (Specify route, any stopping places and the approximate duration of any stop; and the approximate time  of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is  Annual 3 day Campdraft</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(I) There will be ...300..... (number) of vehicles and/or..... (number) of floats involved. The type and dimensions are as follows: Horse trucks &amp; floats</p> <p>(II) There will be ..... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly: Horses – approximately 450</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>50 Holloways Lane Arding NSW 2358</p> <p>..... Postcode.</p> <p>Telephone No. ....0418352007 .....</p>
6	<p>Signed Georgie van Heerwaarden</p> <p>Capacity/Title Secretary</p>

Date 20-11-2022
-----------------









## Certificate of Placement

31 March 2022

TO WHOM IT MAY CONCERN,

In our capacity as Insurance Brokers, we hereby certify that the undermentioned Insurance Contract is current to the **31<sup>st</sup> of March 2023** unless the policy is cancelled, lapsed, varied, or otherwise altered in accordance with the relevant policy conditions or the provisions of the Insurance Contracts Act. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policy below.

<b>CLASS OF INSURANCE:</b>	Public and Products Liability
<b>INSURED:</b>	<b>Australian Campdraft Association Inc., including affiliated Committees thereof.</b>
<b>BUSINESS DESCRIPTION:</b>	Principally the promotion and/or organisation of and/or participation in and/or attendance at equestrian and campdrafting activities and/or events including social and fundraising activities, and the disciplines and activities identified in the rules and regulations of the Australian Campdraft Association Inc., or any interests in connection with the Australian Campdraft Association Inc. or incidental thereto.
<b>POLICY NUMBER:</b>	47-ZEQ-000878-01
<b>AGREEMENT NUMBER:</b>	47-ZEQ-000001-04
<b>INSURER:</b>	<b>Berkshire Hathaway Specialty Insurance</b> (Incorporated in Nebraska, USA. Liability is limited. ABN 85 600 643 034.)
<b>PERIOD OF INSURANCE:</b>	<b>From:</b> 31 March 2022 at 4:00pm AEST <b>To:</b> 31 March 2023 at 4:00pm AEST
<b>INTEREST COVERED:</b>	Section A Public Liability Section B Products Liability
<b>LIMITS OF LIABILITY</b>	Section A \$20,000,000 any one Occurrence. Section B \$20,000,000 any one Occurrence and in all during the Period of Insurance.
<b>EXCESS:</b>	\$5,000 each and every Occurrence
<b>POLICY WORDING:</b>	BHSI_Association Policy Wording_ACA_310322

Yours sincerely,

**Jesse Krause**  
Account Executive

GOW-GATES INSURANCE BROKERS (AUSTRALASIA) (PTY LTD)  
(A.B.N. 29 069 562 787)

Level 8 491 Kent Street SYDNEY N.S.W. 2000 | Please address all mail to: GPO Box 4731 SYDNEY N.S.W. 2001  
Phone: +61 02 8267 9999 Fax: 02 8267 9998 | Website: [www.gowgates.com.au](http://www.gowgates.com.au)

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Traffic Advisory Committee  
Tuesday, 6 December 2022

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<b>Item:</b>	<b>5.2</b>	<b>Ref: AINT/2022/49441</b>
<b>Title:</b>	<b>Special Event Transport Management Plan - Guyra Lamb and Potato Festival</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. Lamb & Potato Festival Traffic Management	

### 1. Purpose

To support the running and facilitation of the public community event including endorsement of requested road closures.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the road closure of Bradley St, Guyra between Ollera St and McKenzie St on Saturday 21 January 2023

### 3. Background

The Guyra Lamb and Potato Festival is an annual event that occurs adjacent to the New England Highway in Guyra between Wednesday 11th Jan – Monday 23rd January 2023.

### 4. Discussion

The Guyra Lamb and Potato Festival is an annual event that occurs adjacent to the New England Highway in Guyra between Wednesday 11th Jan – Monday 23rd January 2023.

The committee has requested that the street closure of Bradley Street between Ollera and Mackenzie Street Saturday 21 January between 6.30am and 3.30pm for the Car display, eliminating the risk of contact between pedestrians and moving vehicles.

### 5. Implications

#### 5.1. Strategic and Policy Implications

CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.

#### 5.2. Risk

The closure of Bradley St, enables members of the public to move freely within the area. It removes the risk of traffic interacting with pedestrians.

#### 5.3. Sustainability

Annual tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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#### 5.4. Financial

Budget Area:	General Fund - Operational						
Funding Source:	Events: Lamb and Potato Festival						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210713	Install Road Closures	\$20,000	Nil	\$1,000.00	\$1,167.96	\$2,077.05	\$17,922.95

Council supports this event through the installation of the traffic management road closures, outdoor staff use, and event support.

#### 6. Consultation and Communication

Businesses that are impacted by the road closure, support the event as they have continued to do so annually.

The road closure will advertise for a period of 28 days prior to the event. Business support the annual event which promotes and enhances the economic and cultural offerings and attractions of the region.

#### 7. Conclusion

The Guyra Lamb and Potato Festival is an annual event, and complies with policies and procedures. Council staff will install the closure as per the TCP. The officers ensuring the event meets requirements have no concerns with endorsing the event.

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name: Guyra Lamb & Potato Festival 2022

Event Location: Bradley Street, Guyra

Event Date: 11th Jan 2023 Event Start Time: 6:30am ..... Event Finish Time: 2:00pm

Event Date: 23rd January 2023 Event Start Time: 6:30am . Event Finish Time: 3:30pm

Event is ☐ off street ☒ on street – moving ☐ on street non-moving

#### 1.2 Contact names

**Event Organiser** Steve Mephram – L & P Festival Committee

Phone 0404485585 Fax:

Mobile: 0404485585

E-mail: [info@highcountryproductions.net.au](mailto:info@highcountryproductions.net.au) .....

**Event Management Company (if applicable)** N/A .....

Phone:..... Fax:..... Mobile: ..... E-mail: .....

**Police Guyra Police** .....

Phone: 6738 4299 Fax:..... Mobile: ..... E-mail: .....

**Council:** Armidale Regional Council .....

Phone: 1300 136 833 Fax:..... Mobile:..... E-mail: council@armidale.nsw.gov.au .....

**Roads & Traffic Authority** (if Class 1) RMS ROL Licence Number: 1069602 .....

Phone:1300 656 371 Fax:..... Mobile: ..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*



## Attachment 1

## Lamb &amp; Potato Festival Traffic Management

CLASS 1	3.7	Traffic management requirements unique to this event	
	<input type="checkbox"/>	Description of unique traffic management requirements attached	
	<input checked="" type="checkbox"/>	There are no unique traffic requirements for this event	
	3.8	Contingency plans	
	<input type="checkbox"/>	Contingency plans attached	
	3.9	Heavy vehicle alternate routes	
	<input type="checkbox"/>	Alternative routes for heavy vehicles required – contact RTA	
	<input checked="" type="checkbox"/>	Alternative routes for heavy vehicles not required	
	3.10	Special event clearways	
	<input type="checkbox"/>	Special event clearways required – contact RTA	
<input checked="" type="checkbox"/>	Special event clearways not required		
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>			
CLASS 2	4.1	Access for local residents, businesses, hospitals and emergency vehicles	
	<input checked="" type="checkbox"/>	Plans to minimise impact on non-event community attached	
	<input type="checkbox"/>	This event does not impact the non-event community either on the main route (or location) or detour routes	
	4.2	Advertise traffic management arrangements	
	<input checked="" type="checkbox"/>	Road closures	
	<input type="checkbox"/>	No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached	
	<input type="checkbox"/>	No road closures or special event clearways - advertising not required	
	4.3	Special event warning signs	
	<input checked="" type="checkbox"/>	Special event information signs are described in the Traffic Control Plan/s	
	<input type="checkbox"/>	This event does not require special event warning signs	
CLASS 3	4.4	Permanent Variable Message Signs	
	<input checked="" type="checkbox"/>	Messages, locations and times attached	
	<input type="checkbox"/>	This event does not use permanent Variable Message Signs	
	4.5	Portable Variable Message Signs	
	<input type="checkbox"/>	The proposed messages and locations for portable VMS are attached	
	<input checked="" type="checkbox"/>	This event does not use portable VMS	
	<b>5 APPROVAL</b>		

Approved by .....

Event Organiser

Date:

## Attachment 1

## Lamb &amp; Potato Festival Traffic Management

Drawn By: _____ Certificate No.: _____ Signed: _____ Date: _____  Checked By: _____ Certificate No.: _____ Signed: _____ Date: _____  APPROVED: Name: _____ Signed: _____ Designation: _____ Certificate No.: _____ Date: _____  Installed Date/Time: _____ Signed: _____ Removed Date/Time: _____ Signed: _____		GROUP LEADER - SERVICE DIVISION: _____ SURV: _____ DRAWN: _____ DES: _____ CHKD: _____ SCALE: NTS SHEET SIZE: A3 SHEET OF: _____ DRAWING No: _____ AREA No: _____
--	--	--

Road Closure to operate from 6:30am to 3:30pm  
 Day: \_\_\_\_\_  
 Date: \_\_\_\_\_

### Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1

I STEVEN COLIN MICHAEL MOPHAM.....(name)  
of 985 LLANGOTHLIN ROAD LLANGOTHLIN.....(address)  
on behalf of GUYRA LAMBS & POTATO FESTIVAL.....(organisation)  
notify the Commissioner of Police that  
on the 21.....(day) of JAN.....(month), 2023.....(year), it is intended to hold  
*either:*

(a) a public assembly, **not** being a procession, of approximately  
600.....(number) persons,  
which will assemble at BRADLEY ST GUYRA.....(Place)  
at approximately 8.....am/pm,  
and disperse at approximately 3.....am/pm.

*or*

(b) a public assembly, being a procession of approximately  
.....(number) persons,  
which will assemble at approximately ..... am/pm, and at  
approximately ..... am/pm the procession will commence and shall proceed  
.....  
.....  
.....

(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2

The purpose of the proposed assembly is CAR CLUB SHOW  
AND SHINE IN CONJUNCTION WITH THE  
GUYRA LAMBS & POTATO FESTIVAL  
.....  
.....  
.....  
.....  
.....

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name: Guyra Lamb & Potato Festival 2022

Event Location: Bradley Street, Guyra

Event Date: 11th Jan 2023 Event Start Time: 6:30am ..... Event Finish Time: 2:00pm

Event Date: 23rd January 2023 Event Start Time: 6:30am . Event Finish Time: 3:30pm

Event is ☐ off street ☒ on street – moving ☐ on street non-moving

#### 1.2 Contact names

**Event Organiser** Steve Mephram – L & P Festival Committee

Phone 0404485585 Fax:

Mobile: 0404485585

E-mail: [info@highcountryproductions.net.au](mailto:info@highcountryproductions.net.au) .....

**Event Management Company (if applicable)** N/A .....

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

**Police Guyra Police** .....

Phone: 6738 4299 Fax: ..... Mobile: ..... E-mail: .....

**Council:** Armidale Regional Council .....

Phone: 1300 136 833 Fax: ..... Mobile: E-mail: council@armidale.nsw.gov.au .....

**Roads & Traffic Authority** (if Class 1) RMS ROL Licence Number: 1069602 .....

Phone: 1300 656 371 Fax: ..... Mobile: ..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*



## Attachment 1

## Lamb &amp; Potato Festival Traffic Management

## 1.3 Brief description of the event (one paragraph)

The Guyra Lamb and Potato Festival is an annual event that occurs adjacent to the New England Highway in Guyra between Wednesday 11th Jan – Monday 23rd January 2023

The committee has requested that the street closure of Bradley Street between Ollera and Mackenzie Street Saturday 21 January between 6.30am and 3.30pm. Eliminating the risk of contact between pedestrians and moving vehicles.

## 2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1	Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/>	Risk assessment plan (or plans)
	2.2	Public Liability Insurance
	<input checked="" type="checkbox"/>	Public liability insurance arranged.
	2.3	Police
	<input checked="" type="checkbox"/>	Police written approval attached
	2.4	Fire Brigades and Ambulance
	<input checked="" type="checkbox"/>	Fire brigades notified Will be advised as in previous years
	<input checked="" type="checkbox"/>	Ambulance notified Will be advised as in previous years

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1	The route or location
	<input checked="" type="checkbox"/>	Map attached
	3.2	Parking
	<input type="checkbox"/>	Parking organised - details attached
	<input checked="" type="checkbox"/>	Parking not required
	3.3	Construction, traffic calming and traffic generating developments
	<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/>	There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4	Trusts and Authorities
	<input checked="" type="checkbox"/>	This event uses a facility managed by a Trust or Authority; written approval attached
	<input type="checkbox"/>	This event does not use a facility managed by a trust or Authority
	3.5	Public transport
	<input type="checkbox"/>	Public transport plans created
	<input checked="" type="checkbox"/>	Public transport not required
	3.6	Reopening roads after moving events
	<input type="checkbox"/>	This is a moving event - details attached.
	<input checked="" type="checkbox"/>	This is a non-moving event.

PAGE 2

TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE

## Attachment 1

## Lamb &amp; Potato Festival Traffic Management

CLASS 1	3.7	Traffic management requirements unique to this event
	<input type="checkbox"/>	Description of unique traffic management requirements attached
	<input checked="" type="checkbox"/>	There are no unique traffic requirements for this event
	3.8	Contingency plans
	<input type="checkbox"/>	Contingency plans attached
	3.9	Heavy vehicle alternate routes
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	4.2	Advertise traffic management arrangements
	<input checked="" type="checkbox"/>	Road closures
	<input type="checkbox"/>	No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/>	No road closures or special event clearways - advertising not required
	4.3	Special event warning signs
	<input checked="" type="checkbox"/>	Special event information signs are described in the Traffic Control Plan/s
	<input type="checkbox"/>	This event does not require special event warning signs
CLASS 3	4.4	Permanent Variable Message Signs
	<input checked="" type="checkbox"/>	Messages, locations and times attached
	<input type="checkbox"/>	This event does not use permanent Variable Message Signs
	4.5	Portable Variable Message Signs
	<input type="checkbox"/>	The proposed messages and locations for portable VMS are attached
	<input checked="" type="checkbox"/>	This event does not use portable VMS

**5 APPROVAL**

Approved by ..... Event Organiser

Date:





## Attachment 1

## Lamb &amp; Potato Festival Traffic Management

Drawn By: _____ Certificate No.: _____ Signed: _____ Date: _____  Checked By: _____ Certificate No.: _____ Signed: _____ Date: _____  APPROVED: Name: _____ Signed: _____ Designation: _____ Certificate No.: _____ Date: _____  Installed _____ Date/Time: _____ Signed: _____ Removed _____ Date/Time: _____ Signed: _____	
--	--

<b>ARMIDALE</b> Regional Council Asset Planning and Design		SCALES NTS	SHEET OF
<b>Traffic Control Plan</b> <b>Guyra Lamb and Potato Festival</b>		DATE DRAWING No	AMDT No
GROUP LEADER - SERVICE DELIVERY		AS SHEET SIZE <b>A3</b>	AREA No
SURV	DES	CHWD	CAUFLE

Road Closure to operate from 6:30am to 3:30pm  
 Day: \_\_\_\_\_  
 Date: \_\_\_\_\_



## Attachment 1

## Lamb &amp; Potato Festival Traffic Management

## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I <u>STEVEN COLIN MICHAEL MORHAM</u> (name)  of <u>985 LLANGOTHLIN ROAD LLANGOTHLIN</u> (address)  on behalf of <u>GUYRA LAMB &amp; POTATO FESTIVAL</u> (organisation)  notify the Commissioner of Police that  on the <u>21</u> (day) of <u>JAN</u> (month), <u>2023</u> (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately  <u>600</u> (number) persons,  which will assemble at <u>BRADLEY ST GUYRA</u> (Place)  at approximately <u>8</u> am/pm,  and disperse at approximately <u>3</u> am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately  ..... (number) persons,  which will assemble at approximately ..... am/pm, and at  approximately ..... am/pm the procession will commence and shall proceed  .....  .....  .....</p> <p>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is <u>CAR CLUB SHOW</u>  <u>AND SHINE IN CONJUNCTION WITH THE</u>  <u>GUYRA LAMB &amp; POTATO FESTIVAL</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

PAGE 1

TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(I) There will be <u>200</u> (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(II) There will be <u>NIL</u> (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	I take responsibility for organising and conducting the proposed assembly.
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><u>STEVE MOPHAM</u></p> <p><u>985 LLANAOETHLIN ROAD</u></p> <p><u>LLANAOETHLIN</u> Postcode. <u>2365</u></p> <p>Telephone No. <u>0404485585</u></p>
6	<p>Signed <u>Steve Mopham</u></p> <p>Capacity/Title <u>PRETENDANT</u></p> <p>Date <u>30.11.2022</u></p>

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<b>Item:</b>	<b>6.1</b>	<b>Ref: AINT/2022/46495</b>
<b>Title:</b>	<b>Load limits on Kempsey Road</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Belinda Ackling, Personal Assistant</b>	
<b>Attachments:</b>	<b>Nil</b>	

### 1. Purpose

The purpose of this report is to advise the Local Traffic Committee of the circumstances which gave rise to this road restoration program and the geotechnical considerations that support the current road limits which apply to vehicular traffic on Kempsey Road from ch72.95km - ch116.00km

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the load limits which apply to the Kempsey Road Project as supported by expert geotechnical advice. These are:

- a) The Kempsey road will continue to remain closed to the general public until further notice due to landslides and unstable road pavements from recent rainfall events.
- b) The Kempsey road is open to local residents for essential travel and emergency and essential services only.
- c) A load limit restriction of 4.3 tonne, except for inducted and authorised access under managed conditions which allows vehicles with loads greater than 4.3 tonnes GVM and less than 20 tonnes GVM be endorsed for Kempsey Road.
- d) Vehicles (including their trailers) with a length greater than 12.5m will not be able to traverse the Kempsey road.
- e) 4.3 tonne gross vehicle mass load limit inside the Kempsey Road project boundaries at other times outside the prescribed days for increased load limits.
- f) 20 tonne gross vehicle mass on prescribed days – currently three days per week following the satisfactory road inspection in accordance with the Kempsey Road Inspection Guide requirements.

### 3. Background

Kempsey Road has suffered significant damage during the bushfires of 2019/2020 and following the severe weather and flooding events in 2021 and more recently in February/March 2022.

The original Armidale Regional Council Submission for (EPARW) for the Kempsey-Armidale Road Package 3 – Main Recovery Works was submitted on 3<sup>rd</sup> August 2021 and related to the AGRN 898 flood disaster.

The severe weather and flooding in 2022 necessitated a review of the original damage assessment which found that the extent of additional damage to the road was considerable.



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The additional damage that had arisen from the 2022 natural disaster resulted in a significant increase in the number of slope failure sites

This event triggered the need to re-assess the load limits of vehicles using this road due to the deteriorated condition of the road pavement and the unstable condition of the slope failures.

Emergency Works were identified at 13 different sites along this road corridor that required urgent repair and either prevented any all-vehicle movements or restricted heavy vehicle movements.

Independent technical advice was obtained from Council's project engineering design consultants to assess the overall condition of the road and all damaged slope failures to determine the type of vehicles and the vehicle load limits that would be permitted on this road while the road remained in its current condition.

The Kempsey-Armidale Road is an important link essential link for the local community and its residents even though it is a narrow winding rural road that doesn't meet current design standards, however the localised slope failures were so severe from the February /March 2022 weather event that the road was closed to all non-essential traffic and limited to light vehicles only up to 4.3 tonnes in the areas that had been identified as high risk.

These measures have had to remain in place for some time to enable temporary repairs to occur at these localised slope repair sites.

Temporary repairs have now occurred at several of the emergency slope repair sites to enable restricted limited access to be provided to both the road construction crews and the local community whereby some relaxation to the vehicle load limits as detailed below:

- The road will continue to remain closed to the general public until further notice due to landslides and unstable road pavements from recent rainfall events.
- The road is open to local residents for essential travel and emergency and essential services only.
- A load limit restriction of 4.3 tonne, except for inducted and authorised access under managed conditions which allows vehicles with loads greater than 4.3 tonnes GVM and less than 20 tonnes GVM.
- Vehicles (including their trailers) with a length greater than 12.5m will not be able to traverse the road.

Council has developed a specific road inspection guideline for use on the Kempsey-Armidale Road to enable the local community and residents to access this road for essential travel using vehicles of up to a maximum weight of 20 tonnes GVM on a restricted basis using a permitting system.

The purpose of the road inspection guideline (Inspection Guide- Kempsey Road) is to identify, reduce and mitigate risk to road users from potentially hazardous road conditions and events that could trigger these hazardous road conditions.

The guideline highlights the various environmental events that trigger the requirement for a road inspection or impose additional road access restrictions and the inspection frequency to enable vehicles loads greater than 4.3 tonnes GVM and less than 20 tonnes GVM to access the road in accordance with the heavy vehicle permitting system.

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The heavy vehicle permitting system has been specifically developed to assist the local community and residents to provide access to transport essential supplies and livestock to and from their properties on specific times and on specific days during the week following the satisfactory completion of a detailed road condition inspection.

#### **4. Discussion**

Although these traffic restrictions are quite severe, they have been necessary in order to protect the road user and limit any further deterioration of the road or the localised slope failures.

Council's first priority has been to provide the local community and residents with some form of essential access to and from their properties. The road has been closed to the public, thereby minimising any further road damage and ensuring public safety is maintained.

The restriction of non-essential traffic using this road other than the local community and the road construction crews has been a critical step in limiting any further damage to the road and ensuring that the road is available for use on a restricted basis for the local community.

It has been reported by the construction crews working onsite to undertake the temporary slope failure repairs that non-essential traffic from outside the local community environments have been attempting to travel the length of this road, ignoring the current the road restrictions and/or not complying with the vehicle load limit restrictions.

Up until recently these informal processes and procedures have proven to be quite satisfactory and generally supported by the local community. However the time has come where these road restrictions need to be formally adopted by the Local Traffic Committee to enable enforcement bodies to take action if and when need arises.

It is therefore important that the Local Traffic Committee supports these current restrictions, as these measures are likely to be required for some considerable time, i.e. delivery of the Kempsey-Armidale Road Natural Disaster Recovery Works contract for repairing this road – 2 -3 years.

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Figure 1 AGRN 1012 Damage – Tension cracking adjacent to wheel line



Figure 2 AGRN 1012 Damage – Loss of hinge and propagating damage





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Figure 3     AGRN 1012 – Hillside stripping and moderate landslide in narrow roadway, area currently under emergency repair

## 5. Implications

### 5.1. Strategic and Policy Implications

Mail deliveries have been considerably interrupted for residents with Australia Post's mail contractor pulling out of the area due to small traffic windows to get the mail through and then return back to the Kempsey Distribution Centre. Mail has been alternately sent to the Bellbrook Local Post Office (LPO) and the Wollomombi General Store and then ultimately only to the Bellbrook (LPO). This has resulted in long travel times for some residents to obtain their mail.

Residents can travel before 7am, between 9-9.30am and after 4pm however this was recently changed to 11:30am to 12:15pm based on representation from the Lower Creek area Committee. This has had impacts on parents making the morning school bus run to Bellbrook who are having to leave early to catch the 8am bus and then return between 9-9.30am. It also impacts on parents picking up their children of an afternoon. There also has been impacts on residents accessing their employment and having to juggle medical appointments and appointments for other services.

The 4.3 tonne gross vehicle mass on the road has had impacts on primary producers wanting to access the Armidale and Kempsey cattle sales. Council has recently provided the opportunity for residents who are inducted and authorised to take advantage of increased load limits up to 20 tonne gross vehicle mass on prescribed days. Safety inspections are carried out each day prior to the increased load limits and the residents are advised of the result.

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The introduction of increased load limits on set days has been of benefit to local residents in maintaining a reasonable level of capacity to travel and carry out essential activities. Primary producers have welcomed this as they now have regular access to the Kempsey and Armidale sale yards and can service their property needs more effectively, i.e., bringing in feed and other services essential to the ongoing running of their properties.

The emergency works were required due to the constrained width of the roadway and the pinch-point locations that the damage occurred. Residents within the Lower Creek township and towards Georges Junction (west) were cut off due to a number of damages at the Flying Fox Cutting location. This is further exacerbated by two emergency sites to the east which provide unsafe conditions for residential and construction traffic alike. This has impeded the residents' ability to access employment, healthcare, schooling and services within the Kempsey area. There are no viable options for alternate access routes that do not have significant impacts on privately owned land.

These severe weight restrictions and prolonged road closures have resulted in community frustration from having to deal with severe road access restrictions, as this road provides the only form of access to their properties.

Travel on Kempsey Road within the project boundaries is **only** permitted under the prescribed conditions for residents and family members and essential and emergency services.

Several mechanisms are in place to provide advice to non-residents regarding this restriction. Most notably is the project signage at either end of the project advising non-resident travellers that the road is closed due to land slips ahead. (Other information channels are outlined in Consultation – section 6.)

## 5.2. Risk

The key risks are:

- The current road restrictions have been necessary to limit road use and maintain public safety.
- Restricting the current road use to the local community and road construction crews is acceptable on the basis that they are familiar with the local conditions and aware of the local risks and therefore more able to drive to the conditions
- The introduction of vehicle loads to 4.3 tonne except for inducted and authorised access under managed conditions which allows vehicles with loads greater than 4.3 tonnes GVM and less than 20 tonnes GVM is an important limit in regards to any further deterioration of the pavement and the temporary slope failure repairs
- Being able to continue to provide access to the local community is critical
- This is a remote location which impacts on the supply of labour materials and the cost of transport to site
- Any prolonged continuation of these current road closure requirements is likely to result in some member of the public ignoring the restrictions
- A load limit restriction of 4.3 tonne, except for inducted and authorised access under managed conditions which allows vehicles with loads greater than 4.3 tonnes GVM and less than 20 tonnes GVM.
- Vehicles (including their trailers) with a length greater than 12.5m will not be able to traverse the road as it is simply not able to negotiate around the tight windy curves along this road.

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### 5.3. Sustainability

- The Kempsey-Armidale Road is an important corridor, which links Armidale and the coast. The road also supports agriculture and tourism industries in both the Armidale and Kempsey regions. Returning the road to its pre disaster condition is vital to local residents within the LGA.
- Restoration of the road to a safer condition will benefit all travellers and assist in attracting visitors to the area which in turn will enhance the economic and cultural offerings and attractions of the region.

### 5.4. Financial

Budget Area:	N/A						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	N/A	Nil	Nil	Nil	Nil	Nil	Nil

## 6. Consultation and Communication

The project team has a dedicated Community Relations Officer who is a direct link to the community in all matters relating to the project.

The main channels for communication are:

- Direct free call line and phone calls to and from stakeholders
- Direct email updates to all registered community members and a number of organisations
- Regular weekly updates and traffic alerts
- Project update newsletter distributed periodically
- Live Traffic (TfNSW) updates
- Project website updates
- Electronic messaging boards
- Static display of latest updates at the Bellbrook Hotel and the Wollomombi General Store
- Maintenance of Consultation Manager – a stakeholder management platform to record issues and contact with the community.

## 7. Conclusion

The maintenance of load limits on Kempsey Road is determined by geotechnical advice and will be reviewed as the repair of the road is progressed.



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These limits are in place to provide best possible outcomes for residents to travel and to allow works to progress efficiently.

They also aim is to provide a safe environment for local community to use this road and prevent any further deterioration of the road ahead of the natural disaster repair works being undertaken.

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<b>Item:</b>	<b>6.2</b>	<b>Ref: AINT/2022/48667</b>
<b>Title:</b>	<b>Request for Extension to No Stopping zone - 159 - 161 Miller Street, Armidale</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. Plan - Proposed No Stopping zone extension, Paperware 2. Photos - Paperware Miller St Frontage	

### 1. Purpose

The purpose of this report is to advise of a request for an extension of the length of the No Stopping zone on the western side of Miller St, in front of 159 – 161 Miller St, Armidale.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the extension to the No Stopping zone on the western side of Miller St to the northern boundary of the property at 159 – 161 Miller St (Paperware Distributors), Armidale.

### 3. Background

Council has received a request for the provision of a No Stopping zone adjacent to the business "Paperware Distributors" located on the NE corner of Miller St and Mann St, Armidale.

*Good Afternoon,*

*I am contacting you in relation to a traffic hazard on Miller St in Armidale.*

*Out the front of Paperware, vehicles park right to the edge of the driveway making it dangerous for vehicles exiting and it is also very inconvenient for trucks pulling into Paperware as they have to turn wider to clear the front of the vehicle.*

*Attached are some images for your reference and understanding.*

*Our suggestion would be to make a no-stopping sign a few meters back from the driveway entrance of Paperware.*

*Appreciate your help with this issue.*

### 4. Discussion

Paperware has 2 driveways on Miller St to access their carparking area. Vehicles often park close to the driveways which then presents a difficulty for vehicles, particularly trucks, entering and exiting the business. The problem is exacerbated by a large tree that is between the 2 driveways limiting the available space.

The existing No Stopping zone on the NE corner does not cover the driveways.

Staff of the business immediately to the north, occasionally park on the footpath further limiting visibility for traffic entering Miller St from Paperware.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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#### Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

#### **5.2. Risk**

- Provision of the No Stopping zone will improve visibility for vehicles entering and exiting the business.
- Improve the access for larger vehicles entering the business and reduce conflict with other motorists.

#### **5.3. Sustainability**

- Demonstrating improve safety for people to access the affected business.

#### **5.4. Financial**

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install Parking signs	\$119,000	\$30,735.92	Nil	\$150.00	\$150.00	\$88,114.08

The expenditure includes the cost of the purchase and installation of the signs.

#### **6. Consultation and Communication**

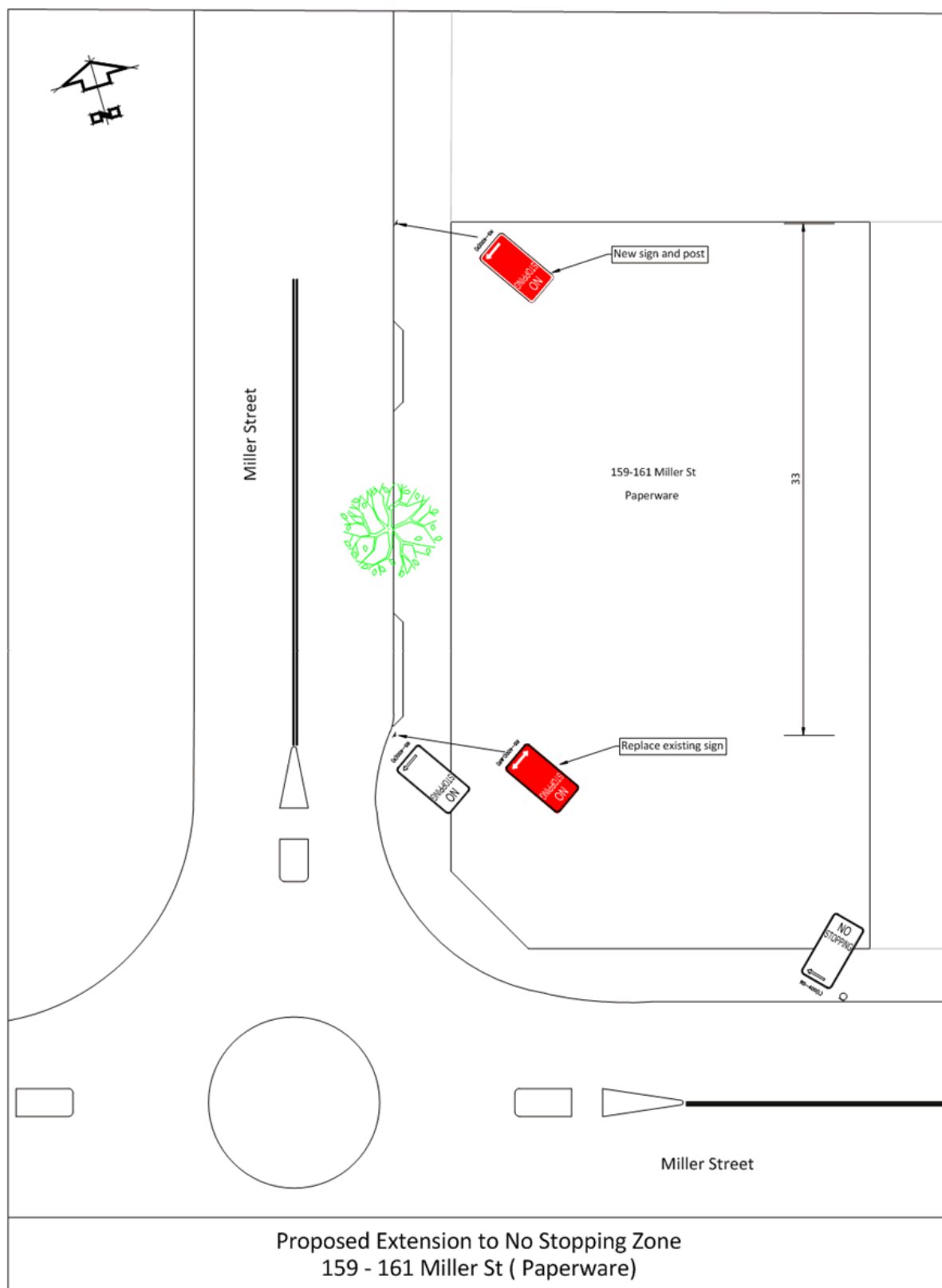
Consultation with the other businesses in the area to advise of changes to the parking arrangements.

#### **7. Conclusion**

The provision of a No Stopping zone in front of Paperware Distributors will improve amenity and safety for people using the business as they enter and exit the businesses parking area.

## Attachment 1

## Plan - Proposed No Stopping zone extension, Paperware



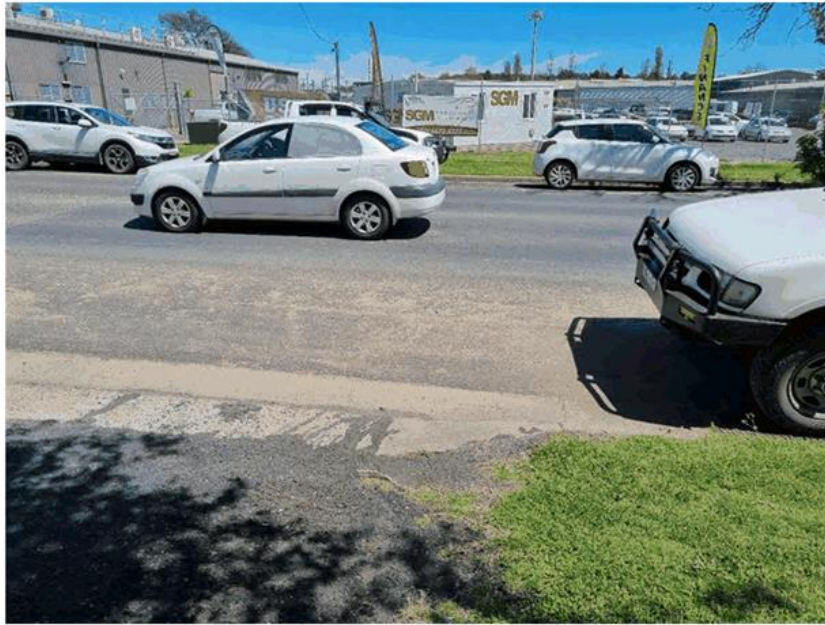
**Photos – Parking At Paperware, 159 – 161 Miller St, Armidale**

Paperware Miller St frontage





Vehicle proximity to driveway



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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<b>Item:</b>	<b>6.3</b>	<b>Ref: AINT/2022/49598</b>
<b>Title:</b>	<b>Provision of a No Stopping zone on the NW corner of Gordon St and Arundel Dve, Armidale.</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. Letter Parking Arundel Dve 2. Plan - Proposed No Stopping Arundel Dve	

### 1. Purpose

The purpose of this report detail the reason for the provision of No Stopping zone on the NW corner of Gordon St and Arundel Dve, Armidale.

### 2. OFFICERS' RECOMMENDATION:

That Council deny the provision of a 10 m No Stopping zone in Gordon St west of Arundel Dve and 50m in Arundel Dve north of Gordon St, Armidale.

### 3. Background

Council has received a request to address the parking in Arundel Dve, north of Gordon St, Armidale.

*I am writing to request that Council consider making the area on the north west side of Arundel Drive between Gordon Street and McCarthy Crescent a No Parking zone. With the number of units along Arundel Drive and the extra cars and vans parking on the roadside, it has become quite unsafe and there has been some near misses recently, particularly in light of the rain and potholes on the road.*

*Driving from the south side of Arundel Drive where the road is reasonably wide, the road narrows once you pass on to the northern side of Arundel Drive and quite often becomes single lane with cars parked on either side of the road.*

*It would be appreciated if you could seriously consider this request.*

### 4. Discussion

An investigation has been undertaken by a Council Officer.

This section of Arundel Dve has been the site of housing developments in recent years, and is the general practice for low volume traffic residential streets the width of the road has been restricted to 7m. The section of Arundel Dve to the south of Gordon is a housing development from the late sixties to the early seventies and has a width of 12m.

This width disparity has the effect of forcing motorists to divert slightly to the right to enable them to proceed along Arundel Dve. Vehicles parking close to the intersection on the narrower section inhibit this movement.

Restricting parking for the first 50m on the western side of this section would enable the traffic to flow more freely and therefore reducing the chance of conflict.



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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## 5. Implications

### 5.1. Strategic and Policy Implication

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

#### Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

### 5.2. Risk

- Provision of the No Stopping zone will improve visibility for vehicles using the intersection.
- Reduce conflicts and improve space for larger vehicles entering Taylor St from Barney St.

### 5.3. Sustainability

- Demonstrating a commitment to motorists' safety by improving sight distance and free flow of traffic.

### 5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install Parking signs	\$119,000	\$30,735.92	\$400.00	\$250.00	\$31,385.92	\$87,614.08

The expenditure includes the cost of the purchase and installation of the signs.

## 6. Consultation and Communication

Consultation with the residents in the area to advise of changes to the parking arrangements

## 7. Conclusion

The provision of a No Stopping zone on this corner will improve amenity and safety for people using the intersection and reduce the risk of a crash.

Attachment 1

Letter Parking Arundel Dve

---

Kay Pell  
3 McCarthy Crescent  
Armidale 2350

21 October 2022

Armidale Dumaresq Council  
PO Box 75A  
ARMIDALE 2350

Dear Sir/Madam,

**RE: UNSAFE PARKING ON ARUNDEL DRIVE BETWEEN GORDON STREET AND MCCARTHY CRESCENT**

I am writing to request that Council consider making the area on the north west side of Arundel Drive between Gordon Street and McCarthy Crescent a No Parking zone. With the number of units along Arundel Drive and the extra cars and vans parking on the roadside, it has become quite unsafe and there has been some near misses recently, particularly in light of the rain and potholes on the road.

Driving from the south side of Arundel Drive where the road is reasonably wide, the road narrows once you pass on to the northern side of Arundel Drive and quite often becomes single lane with cars parked on either side of the road.

It would be appreciated if you could seriously consider this request.

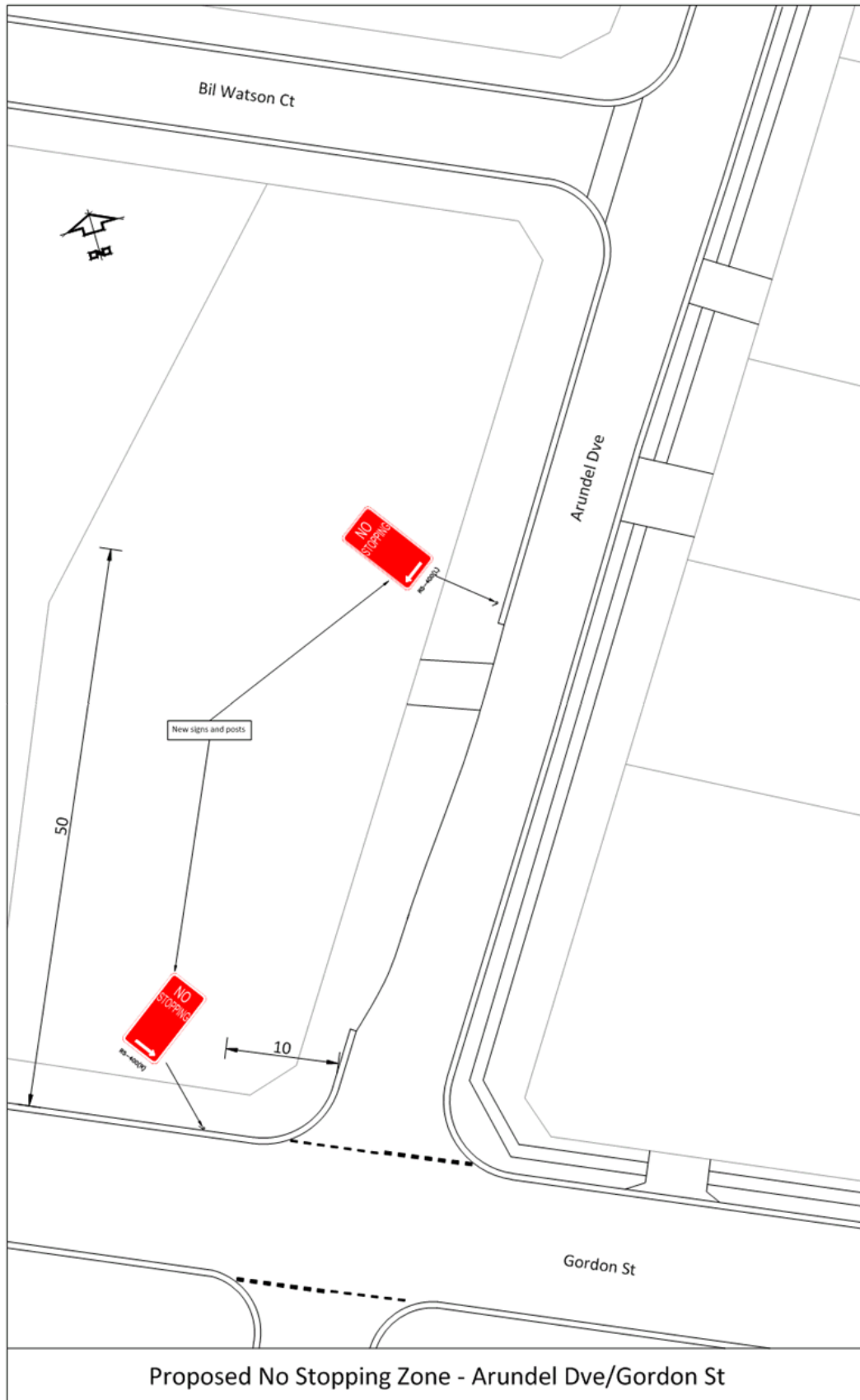
Yours sincerely

K Pell

Kay Pell

## Attachment 2

## Plan - Proposed No Stopping Arundel Dve



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Traffic Advisory Committee  
Tuesday, 6 December 2022

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<b>Item:</b>	<b>7.1</b>	<b>Ref: AINT/2022/48902</b>
<b>Title:</b>	<b>Provision of a No Stopping zone on the North West corner of Taylor St and Barney St, Armidale.</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. Proposed No Stopping zone Taylor St/Barney St.	

### 1. Purpose

The purpose of this report detail the reason for the provision of No Stopping zone on the NW corner of Taylor St and Barney St, Armidale.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the provision of a 12 m No Stopping zone in Barney St west of Taylor St and 25m in Taylor St north of Barney St, Armidale.

### 3. Background

A request has been received from Council's Acting Manager –Roads and Drainage for the installation of a No Stopping zone at this intersection.

A building was constructed on this corner property, which had previously been occupied by a residential dwelling that was set back from the road.

### 4. Discussion

The new building is positioned such that the walls are on the limits of the property boundary.

The default No Stopping zone if no sign posted or marked is likely to encourage motorists to park to close to the intersection and therefore limiting sight distance for traffic entering Barney St from Taylor St. The intersection is controlled by Stop signs with central medians with supplementary signs. The central medians also limit the space for vehicles in Taylor St if vehicles are parked to close to the intersection.

The intersection is part of the Waterfall Way, a major thoroughfare that can get very congested at busy times. Council has received requests for a roundabout to be installed at this intersection, and as this is a state road these requests have been passed to TfNSW for review.

The length of the No Stopping zones is to be 12m from Taylor St in Barney St and 25m from Barney St in Taylor St. The reason for the extended length is to allow for the turning movements of large vehicles.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

#### Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 December 2022

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## 5.2. Risk

- Provision of the No Stopping zone will improve visibility for vehicles using the intersection.
- Reduce conflicts and improve space for larger vehicles entering Taylor St from Barney St.

## 5.3. Sustainability

- Demonstrating a commitment to motorists' safety by improving sight distance and free flow of traffic.

## 5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install Parking signs	\$119,000	\$30,735.92	\$150.00	\$250.00	\$30,985.92	\$87,864.08

The expenditure includes the cost of the purchase and installation of the signs.

## 6. Consultation and Communication

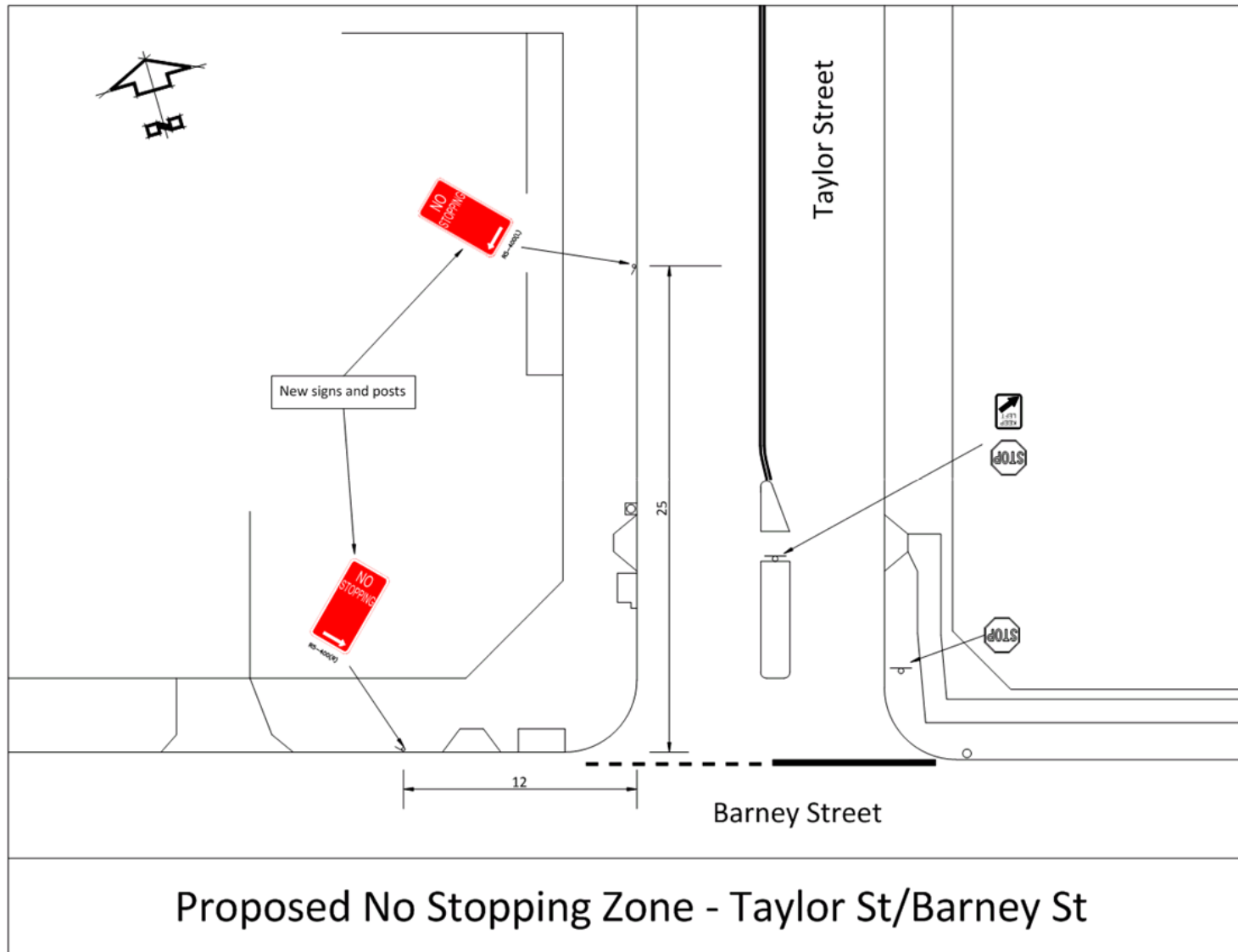
Consultation with the business in the area to advise of changes to the parking arrangements

## 7. Conclusion

The provision of a No Stopping zone on this corner will improve amenity and safety for people using the intersection and reduce the risk of a crash.

## Attachment 1

## Proposed No Stopping zone Taylor St/Barney St.







## Attachment 1

## Proposed No Stopping zone Taylor St/Barney St.

**Ethical Decision Making and Conflicts of Interest*****A guiding checklist for Councillors, officers and community committees*****Oath or Affirmation of Office**

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

**Ethical decision making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

**Conflict of interest**

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- ***Pecuniary*** – regulated by the *Local Government Act 1993* and Office of Local Government
- ***Non-pecuniary*** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

**The test for conflict of interest**

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

**Identifying problems**

**1st** Do I have private interests affected by a matter I am officially involved in?

**2nd** Is my official role one of influence or perceived influence over the matter?

**3rd** Do my private interests conflict with my official role?

*Attachment 1**Proposed No Stopping zone Taylor St/Barney St.*

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**Local Government Act 1993 and Model Code of Conduct**

For more detailed definitions refer to the *Local Government Act 1993*, Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

**Disclosure of pecuniary interests / non-pecuniary interests**

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

**A Declaration form should be completed and handed to the General Manager** as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Disclosures and Declarations of Interest at Meetings](#).



ARMIDALE REGIONAL ABORIGINAL  
ADVISORY COMMITTEE

Held on

Thursday, 15 September 2022

at

Council Chambers

**PRESENT:**

Mr Dalliss Ramage (Chair), Mr Mark Lawless, Ms Lisa Raftery, Ms Mandy Cutmore, Mr Reece Sheumack, Ms Aliethea Cutmore, Cr Debra O'Brien and Mr Cyril Green (Executive Officer)

**IN ATTENDANCE:** Ms Aimee Hutton (ARC)

MINUTES

Armidale Regional Council  
Armidale Regional Aboriginal Advisory Committee  
Thursday, 15 September 2022 Page 2

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## **WELCOME AND ACKNOWLEDGEMENT OF COUNTRY**

**1. APOLOGIES** – CR WIDDERS, STEVE WIDDERS, PETER COMBO, DAVE TOWNSEND AND BRUCE COHEN

## **2. CONFIRMATION OF PREVIOUS MINUTES**

### **CONFIRMATION OF THE MINUTES OF THE ARMIDALE REGIONAL ABORIGINAL ADVISORY COMMITTEE MEETING HELD ON 9 JUNE 2022**

#### **RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

## **3. DECLARATIONS OF INTEREST**

## **4. BUSINESS ARISING**

## **5. CORRESPONDENCE**

## **6. ADMINISTRATION REPORTS**

## **7. GENERAL BUSINESS**

### **7.1 Aboriginal Services**

*Ref: AINT/2022/36249 (ARC16/0605)*

Business arising from previous meeting.

**DUAL Naming** of Newling Oval with possibly a Dual name , Narwan Oval, to reflect the contribution that the Narwan football club has on the community as well as being the home ground for the club.

**BUS Stop** at Narwan reserve. Alicia WALLACE Transport NSW will be commencing community consultation regarding planning for better bus services around the Armidale area.

**Current Issues.** Mayors Reconciliation cricket match. Committee expressed that this event not really engaging Aboriginal community. Committee discussed a possible touch football match during the Rugby League season scheduled on Narwan match day.

**Reconciliation Action Plan.** Committee discussed forming a sub committee to help develop a Reconciliation Action plan. The need to align with Closing the Gap plan to assist with funding and direction.

Armidale Regional Council  
Armidale Regional Aboriginal Advisory Committee  
Thursday, 15 September 2022 Page 3

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**2. OFFICERS' RECOMMENDATION:**

That Council note information in this report

**7.2 Review terms of reference for Armidale Regional Aboriginal Advisory Committee.**

*Ref: AINT/2022/36250 (ARC16/0605)*

Committee to review Terms of reference before next meeting to be discussed and recommendations forwarded to council for adoption.

**2. OFFICERS' RECOMMENDATION:**

That Council note the information in report

**7.3 Closing the Gap implementation Plan**

*Ref: AINT/2022/36251 (ARC16/0605)*

Council has over a number of years incorporated Closing the Gap Initiatives into Council's Aboriginal services, Strategic Direction and operational plan.

**2. OFFICERS' RECOMMENDATION:**

That Council note the information in report.

**8. UPCOMING EVENTS**

-A DAY IN THE DALE, COUNCILS NAIDOC EVENT.  
-GUYRA FAMILY DAY COUNCILS NAIDOC EVENT.

There being no further business the Chairman declared the meeting closed at (time).





ARMIDALE REGIONAL ABORIGINAL  
ADVISORY COMMITTEE

Held on

Tuesday, 15 November 2022

at

Council Chambers

**PRESENT:**

Mr Mark Lawless, Ms Mavis Ahoy, Ms Ruth Ahoy, Ms Thelma Kelly, Ms Fiona Lovelock, Cr Brad Widders and Mr Cyril Green (Executive Officer)

**IN ATTENDANCE:**

MINUTES

Armidale Regional Council  
Armidale Regional Aboriginal Advisory Committee  
Tuesday, 15 November 2022 Page 2

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#### **WELCOME AND ACKNOWLEDGEMENT OF COUNTRY**

1. **APOLOGIES:** CR DEBRA O'BRIEN, MS MANDY CUTMORE, MR BRUCE COHEN
2. **CONFIRMATION OF PREVIOUS MINUTES**

#### **CONFIRMATION OF THE MINUTES OF THE ARMIDALE REGIONAL ABORIGINAL ADVISORY COMMITTEE MEETING HELD ON 15 SEPTEMBER 2022**

##### **RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

#### **3. DECLARATIONS OF INTEREST**

#### **4. BUSINESS ARISING**

- 4.1 **1. Review Terms of reference-** Current terms of reference discussed with possible changes recommended. Committee will advise and make recommendation to council from next Aboriginal Advisory committee meeting in December. Draft of changes to be presented to next Aboriginal Advisory committee meeting.
- 2. Consultation Creeklands Project-** The Aboriginal advisory committee discussed the Armidale creeklands project on Tuesday's meeting.  
Possible Aboriginal involvement in project, include:
  - Statue of King Bobby to be placed in the creeklands. King Bobby was a prominent Aboriginal Elder, (Gumbaynggirr) who was in Armidale prior to European settlement.
  - Prominent Aboriginal people and organisations/clubs to be acknowledged interpretive signage. E.g. Narwan football club history and achievements.
  - Interpretive signage of native plants and animals and use from Aboriginal people.
  - Possible dual naming of Gumbaynggirr and Anaiwan words for plants, animals landmarks etc.
- 3. CEO Armidale Aboriginal Land Council-** Invitation for CEO to attend and present at next Aboriginal Advisory committee meeting in December.
- 4. Elders Tech Savy update.-** Invitation for ARC library staff to attend and provide information to committee in the December meeting.  
*Ref: AINT/2022/44594 (ARC16/0605)*
- 5. Aboriginal Service ARC. –** The committee discussed Mayor's Reconciliation cricket match with a view to be more inclusive to men and women in the

Armidale Regional Council  
Armidale Regional Aboriginal Advisory Committee  
Tuesday, 15 November 2022 Page 3

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community.

- Different sports to be considered e.g. Cricket, soccer, touch football
- Possible reconciliation match to be a part of the “A Day in the Dale” NAIDOC event.
- **ACTION:** Priority for a draft Reconciliation Action Plan to be presented to Committee by the end of March 2023.
- **RECOMMENDATION:** The Aboriginal Advisory Committee support and endorse the Enrich Committee’s focus on improving our health services across the region particularly, the primary care of our Elders and Homeless.

**2. OFFICERS’ RECOMMENDATION:**

That Council note information in minutes.

**5. CORRESPONDENCE**

**6. ADMINISTRATION REPORTS**

**7. GENERAL BUSINESS**

**8. UPCOMING EVENTS**

There being no further business the Chairman declared the meeting closed at 1:30pm.



## TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 7 February 2023  
10am

at

Function Room

### In attendance

**Committee Members:**

Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Mr Stefan Wielebinski (TfNSW)

**Council Staff:**

Mr Ambrose Hallman (Manager Development and Regulatory Services)  
Mr Graham Earl (ARC Technical Officer)  
Ms Belinda Ackling (Minute Taker)  
Mr Ian Chetcuti (Ranger)

**Others:**

MINUTES

Nil

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

Page 3

1. Apologies / Leave Of Absence
2. Confirmation of Previous Minutes -

**CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 6 DECEMBER 2022**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

3. Declarations of Interest
4. Business Arising

**4.1 Action from previous meeting held 6 December 2022.***Ref: AINT/2023/02276 (ARC16/0168-*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the below actions from the previous meeting

- a) Endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the 20, 21 & 22 January 2023, for the Annual Armidale Campdraft.  
*Noted*
- b) Endorse the road closure of Bradley St, Guyra between Ollera St and McKenzie St on Saturday 21 January 2023  
*Noted*
- c) Endorse the load limits which apply to the Kempsey Road Project as supported by expert geotechnical advice. These are:
  1. The Kempsey road will continue to remain closed to the general public until further notice due to landslides and unstable road pavements from recent rainfall events.
  2. The Kempsey road is open to local residents for essential travel and emergency and essential services only.
  3. A load limit restriction of 10 tonne, except for inducted and authorised access under managed conditions which allows vehicles with loads greater than 10 tonne GVM and less than 20 tonne GVM be endorsed for Kempsey Road.
  4. Vehicles (including their trailers) with a length greater than 12.5m will not be able to traverse the Kempsey road.
  5. 10 tonne gross vehicle mass load limit inside the Kempsey Road project boundaries at other times outside the prescribed days for increased load limits.
  6. 20 tonne gross vehicle mass on prescribed days – currently three days per week



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

Page 4

following the satisfactory road inspection in accordance with the Kempsey Road Inspection Guide requirements.

7. Implement full road closure when in excess of 50mm of rainfall occurs within any 12-hour period and only re-open the road following a full onsite inspection of the road to assess the ground conditions and the existing or any new slips.

*Noted*

***Officers Note:*** On the 23 December 2022 GHD updated their previous recommendation for the load limit assessments along the Kempsey-Armidale. TAC was provided a copy of the report and advice from GHD and the above recommendations reflect the new assessment that endorses the load limit be raised from 4.3 tonne to 10 tonne.

- a) Endorse the extension to the No Stopping zone on the western side of Miller Street to the northern boundary of the property at 159 – 161 Miller Street (Paperware Distributors), Armidale.  
*To be completed.*
- b) Deny the request for the provision of a 10 m No Stopping zone in Gordon Street west of Arundel Drive and 50m in Arundel Drive north of Gordon Street, Armidale.  
*Noted*
- c) Endorse the provision of a 12 m No Stopping zone in Barney Street west of Taylor Street and 25m in Taylor Street north of Barney Street, Armidale.  
*To be completed*

## 5. Special Event Reports

### 5.1 Special Event Transport Management Plan - Legacy Centenary Torch Relay 2023.

*Ref: AINT/2023/01092 (ARC16/0168-8)*

#### RESOLVED

That Council endorse to holding of the Legacy Centenary Torch Relay and the closure of Faulkner St between Moore St and Dumaresq St, Armidale on the 2<sup>nd</sup> July 2023.

**The Motion on being put to the vote was CARRIED unanimously.**

### 5.2 Special Event Transport Management Plan - Charity Ride for Back Track Youth Works.

*Ref: AINT/2023/01972 (ARC16/0168-8)*

#### RESOLVED

That Council endorse the use of roads for the bike ride to raise funds for the Back Track Youth Works to be held from 2<sup>nd</sup> April 2023 to 4<sup>th</sup> April 2023 inclusive.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

Page 5

**The Motion on being put to the vote was CARRIED unanimously.**

**5.3 Special Event Transport Management Plan - Culture Fest 2023***Ref: AINT/2023/02166 (ARC16/016)*  
**RESOLVED**

That Council endorse the road closure of Faulkner St between Dumaresq St and Kirkwood St, Armidale for Culture Fest 2023. The be held on 10<sup>th</sup> March 2023

**The Motion on being put to the vote was CARRIED unanimously.**

**5.4 Special Event Transport Management Plan - Tour de Rocks 2023.***Ref: AINT/2023/02466 (ARC16/016)*  
**RESOLVED**

That Council:

- a. Endorse the temporary closure of Dangar Street between Dumaresq and Kirkwood Streets, Armidale, from 6am to 9am on Thursday 20<sup>th</sup> April 2023.
- b. Endorse the Special Event Transport Management Plan for the staging along Route 1 of the Tour de Rocks on Thursday 20<sup>th</sup> April 2023, for the occupation and usage of Armidale Regional Council Local Government Area (LGA) local roads only, pending approval for the use of local roads within the LGA of Kempsey Council, and of any regional classified roads from TfNSW, and any further recommendations from NSW Police.
- c. Endorse the Special Event Transport Management Plan for the staging along Route 2 of the Tour de Rocks from Thursday 20<sup>th</sup> April to 22<sup>nd</sup> April 2023, for the occupation and usage of Armidale LGA local roads, and pending approval of any regional classified roads from TfNSW, and any further recommendations from NSW Police.

**The Motion on being put to the vote was CARRIED unanimously.**

**6. Correspondence**

**6.1 Proposed "Keep Clear" zone Armidale SES Headquarters***Ref: AINT/2023/01843 (ARC16/016)*

**2. OFFICERS' RECOMMENDATION:**

That Council endorse the provision of "KEEP CLEAR" pavement marking at 203 Mann St, Armidale.

**7. General Business**

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

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Stef march until September staff changes possible will keep updated

Armidale roundabout to investigate-site investigation all good with engineering specs will update signs in the near future

Lower creek speed signage will be installed shortly

2 x request speed restriction will be sent to TFNSW

Langoth – informally try to get a reduction through there.

There being no further business the Chairman declared the meeting closed at (time).



## BUSINESS PAPER

### TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 7 February 2023  
10am

at

Function Room

**Committee Members:**

Cr Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Mel Jones (TfNSW)

**Council Staff:**

Mr Graham Earl (ARC Technical Officer)  
Ms Belinda Ackling (Minute Taker)  
Mr Ian Chetcuti (Ranger)

**Others:**

Nil

AGENDA

The Armidale Traffic Advisory Committee, has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority.

The Committee operates under Roads and Maritime Services 'A guide to the delegation to councils for the regulation of traffic'.

In summary:

Roads and Maritime Services (RMS) has delegated certain aspects of the control of traffic on regional and local roads to Council. A condition of this delegation is that Council must refer all traffic related matters to the Traffic Advisory Committee prior to exercising its delegated functions.

The four voting members on the Traffic Advisory Committee are:

- Council's representative (chair)
- RMS representative
- NSW Police representative for the Local Area Command containing the item.
- State Member of Parliament representative for the electorate containing the item.

The meeting does not need a specific quorum, however any advice can only be returned to the Council if the views of NSW Police and RMS have been obtained.

The Traffic Advisory Committee meeting operates as a closed meeting and attendance to the meeting is via invitation only. At times interested stakeholders may address items referred to the Traffic Committee where their information adds value and does not greatly increase the time spent by the Committee on progressing the item. Interested stakeholders always have the opportunity to attend the Council meeting when the minutes of the Traffic Advisory Committee are discussed / determined.

All formal items referred to the Traffic Advisory Committee typically have been fully investigated, consulted (if needed) and proposed actions identified.

Where the Council decides on an item contrary to the Traffic Advisory Committee recommendation, then Council must immediately advise RMS and NSW Police in writing of its decision. The RMS or NSW Police may then lodge an appeal within 14 days to the Regional Traffic Committee.

The Council must not action any item under appeal until the matter has been determined by the Regional Traffic Committee.





Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

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<b>Item:</b>	<b>4.1</b>	<b>Ref: AINT/2023/02276</b>
<b>Title:</b>	<b>Action from previous meeting held 6 December 2022.</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	<b>Nil</b>	

### 1. Purpose

To note the actions of the previous meeting.

### 2. OFFICERS' RECOMMENDATION:

That the Committee note the below actions from the previous meeting

- a) Endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the 20, 21 & 22 January 2023, for the Annual Armidale Campdraft.  
*Noted*
- b) Endorse the road closure of Bradley St, Guyra between Ollera St and McKenzie St on Saturday 21 January 2023  
*Noted*
- c) Endorse the load limits which apply to the Kempsey Road Project as supported by expert geotechnical advice. These are:
  1. The Kempsey road will continue to remain closed to the general public until further notice due to landslides and unstable road pavements from recent rainfall events.
  2. The Kempsey road is open to local residents for essential travel and emergency and essential services only.
  3. A load limit restriction of 10 tonne, except for inducted and authorised access under managed conditions which allows vehicles with loads greater than 10 tonne GVM and less than 20 tonne GVM be endorsed for Kempsey Road.
  4. Vehicles (including their trailers) with a length greater than 12.5m will not be able to traverse the Kempsey road.
  5. 10 tonne gross vehicle mass load limit inside the Kempsey Road project boundaries at other times outside the prescribed days for increased load limits.
  6. 20 tonne gross vehicle mass on prescribed days – currently three days per week following the satisfactory road inspection in accordance with the Kempsey Road Inspection Guide requirements.
  7. Implement full road closure when in excess of 50mm of rainfall occurs within any 12-hour period and only re-open the road following a full onsite inspection of the road to assess the ground conditions and the existing or any new slips.

*Noted*

**Officers Note: On the 23 December 2022 GHD updated their previous recommendation for the load limit assessments along the Kempsey-Armidale. TAC was provided a copy of the report and advice from GHD and the above**

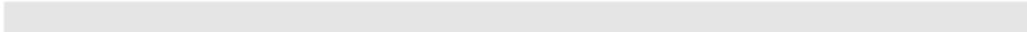
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Traffic Advisory Committee  
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**recommendations reflect the new assessment that endorses the load limit be raised from 4.3 tonne to 10 tonne.**

- a) Endorse the extension to the No Stopping zone on the western side of Miller Street to the northern boundary of the property at 159 – 161 Miller Street (Paperware Distributors), Armidale.  
*To be completed.*
- b) Deny the request for the provision of a 10 m No Stopping zone in Gordon Street west of Arundel Drive and 50m in Arundel Drive north of Gordon Street, Armidale.  
*Noted*
- c) Endorse the provision of a 12 m No Stopping zone in Barney Street west of Taylor Street and 25m in Taylor Street north of Barney Street, Armidale.  
*To be completed*



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Traffic Advisory Committee  
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<b>Item:</b>	<b>5.1</b>	<b>Ref: AINT/2023/01092</b>
<b>Title:</b>	<b>Special Event Transport Management Plan - Legacy Centenary Torch Relay 2023.</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	1. Legacy Torch Relay 2023 Event Management Plan - NEW SOUTH WALES 2. Legacy Torch Relay - Route Plan 3. Legacy Torch Relay - Armidale Site Maps 4. Legacy Torch Relay - Schedule 1 - Notice of Intention to Hold a Public Assembly	

### 1. Purpose

The purpose of this report is to advise of the Legacy Centenary Torch Relay to take place in Armidale on the 2<sup>nd</sup> July 2023. It includes the traffic management associated with the event.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse to holding of the Legacy Centenary Torch Relay and the closure of Faulkner St between Moore St and Dumaresq St, Armidale on the 2<sup>nd</sup> July 2023.

### 3. Background

In 1923 Legacy made a promise to help veterans' families carry on with their lives after the loss or injury of their loved one. It was a simple promise that Legacy keeps today; providing the same stability, guidance and assistance that a partner would normally provide to his or her family.

As of 2023, Legacy will be celebrating their centenary with The Legacy Centenary Torch Relay 2023 presented by Defence Health marking 100 years of service to those who have sacrificed.

Beginning in Pozieres, France in the lead up to ANZAC Day in 2023, the Centenary Torch will travel around the world, stopping at all 45 Legacy Clubs.

### 4. Discussion

Perfect Events is Australia's premier events company. We specialise in not for profit, corporate, association, government and special events. Since inception in 2007, we've produced over 900 events and helped organisations raise over \$25 million across Australia and in the US.

The Perfect Events team will be managing the event management of the 2023 Legacy Centenary Torch Relay.

The Legacy Centenary Torch Relay has approximately 1,500 torch bearers carrying the torch from France, Belgium, England and across Australia. Torch Bearers must have OR have had a connection to Legacy or to the Defence Community. Over 2,000 people applied to be torch bearers with 1,500 people to be selected and conduct the relay.

### 5. Implications

#### 5.1. Strategic and Policy Implications

CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.

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## 5.2. Risk

### Crowd Safety

The Legacy Torch Relay is expected to attract local and non-local spectators. However, it is not expected that the crowd will exceed or even come close to venue capacities.

Crowd control barriers will be supplied at the finish site to create a chute to finish the event and keep spectators away from the flame.

Crowds will enter and disperse from event sites naturally through walkways detailed on the site maps.

It is anticipated that The Legacy Centenary Torch Relay will attract local and non-local spectators. The event may also attract local businesses. It is envisaged that spectators will not exceed more than 500 and that most will be located on nature strips or foot paths. Spectators will enter and disperse from the route starting point and the ceremony point through pathways available.

A barrier will be erected in front of the cauldron with Security in place to monitor Ceremony participants.

### Pedestrian Safety

The Legacy Torch Relay will be utilising pre-existing footpaths along the route. As this is public property and we are not shutting, it will be open to the public. To reduce the risk for torch bearers and the public, a lead walker will head of our torch bearers with the responsibility of ensuring the torch bearer follows the designated route and the public are aware of the proceedings.

## 5.3. Sustainability

An event which allows the community to mark 100 years of service to those who have sacrificed.

## 5.4. Financial

Budget Area:	N/A						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	N/A	Nil	Nil	Nil	Nil	Nil	Nil

The organisers of this event are responsible for all financial costs. Use of Council parks is at no cost.

## 6. Consultation and Communication

Perfect Events have been managing the consultation with Council. They will also be responsible for event publicity in conjunction with Council and the community.

## 7. Conclusion

This is an event that will be of major interest to the community. The centenary of Legacy is an important milestone for the organisation that supports the families of veterans after the loss or injury of their loved one.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

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**The Legacy Centenary Torch Relay 2023  
New South Wales  
Event Plan Version 1  
December 2022**

Created by – Perfect Events  
On behalf of – Legacy Australia





## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



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## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



## 2 Event Information

### 2.1 Event Overview

#### 2.1.1 Legacy Australia

In 1923 Legacy made a promise to help veterans' families carry on with their lives after the loss or injury of their loved one. It was a simple promise that Legacy keeps today; providing the same stability, guidance and assistance that a partner would normally provide to his or her family.

Today, Legacy supports 43,000 partners and children of veterans who gave their lives or health serving our country. Our work can mean a child gets an education and a fair go, a widow is not disadvantaged and alone and a family is not torn apart by the effects of Post-Traumatic Stress or other physiological injuries.

Since the Legacy promise was made by a soldier to his dying mate in the trenches of WW1 to "look after the missus and the kids", Legacy has supported Australian Defence Force families in times of great need.

#### 2.1.2 Legacy Centenary Torch Relay

As of 2023, Legacy will be celebrating their centenary with The Legacy Centenary Torch Relay 2023 presented by Defence Health marking 100 years of service to those who have sacrificed.

Beginning in Pozieres, France in the lead up to ANZAC Day in 2023, the Centenary Torch will travel around the world, stopping at all 45 Legacy Clubs.





## Attachment 1

## Legacy Torch Relay 2023 Event Management Plan - NEW SOUTH WALES



### The Legacy Centenary Torch Relay presented by Defence Health Event Plan



## 2.1.3 Torch Relay Locations

<b>International</b>		Maitland	10/7
Pozieres – France	25/4	Newcastle	13/7
Menin Gate – Belgium	26/4	Frederick	15/7
London – England	28/4	Sydney	19/7
<b>Western Australia</b>		Wollongong	25/7
Albany	3/5	Goulburn	27/7
Fremantle	5/5	Orange	29/7
Perth	6/5	Forbes	31/7
<b>South Australia</b>		Cowra	1/8
Adelaide	12/5	Wagga Wagga	3/8
<b>Northern Territory</b>		Albury	5/8
Darwin	19/5	Queanbeyan	9/8
<b>Queensland</b>		<b>ACT</b>	
Cairns	24/5	Canberra	28/8
Townsville	27/5	<b>Victoria</b>	
Mackay	31/5	Mildura	5/9
Rockhampton	2/6	Horsham	7/9
Bundaberg	4/6	Ararat	9/9
Maryborough	5/6	Hamilton	11/9
Sunshine Coast	7/6	Warrnambool	12/9
Brisbane	9/6	Colac	15/9
Toowoomba	14/6	Geelong	17/9
Ipswich	16/6	Ballarat	19/9
Gold Coast	20/6	Bendigo	21/9
<b>New South Wales</b>		Shepparton	23/9
Casino	23/6	Mornington Peninsula	26/9
Grafton	26/6	Gippsland/Sale	TBC
Inverell	28/6	Melbourne	12/10
Coffs Harbour	30/6	<b>Tasmania</b>	
Armidale	2/7	Launceston	2/10
Tamworth	4/7	Hobart	5/10
Port Macquarie	6/7		
Taree	8/7		





## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 2.2 Event Partners

#### 2.2.1 Perfect Events:

Perfect Events is Australia's premier events company. We specialise in not for profit, corporate, association, government and special events. Since inception in 2007, we've produced over 900 events and helped organisations raise over \$25 million across Australia and in the US.

The Perfect Events team will be managing the event management of the 2023 Legacy Centenary Torch Relay.



### 2.3 Sponsorship

#### 2.3.1 Naming Sponsor



#### 2.3.2 Corporate Partners





## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 2.4 Event Management Team Details

The below contact details are for the key organising parties of the Legacy Torch Relay Team. Throughout the Event Plan the best contact for the corresponding section is provided.

Position	Company	Name	Phone Number
Event Lead	Perfect Events	Maddie Davies	0488 352 920
CEO	Perfect Events	Liliana Sanelli	0401 997 297
GM	Perfect Events	Rebecca Adams	0434 799 210
Safety Manager	AA Event Consulting	Annmaree Angelico	0419 881 339
COO	Legacy	Ken Tsirigotis	0499 239 119

### 2.5 Master Contact List

The master contact list details all individuals involved in the Legacy Centenary Torch Relay.

Available April 2023

### 2.6 Key Dates

The attached Key Date Schedule details the main dates and deadlines for the Legacy Centenary Torch Relay.

#### Key Date Schedule

Best Contact:

Name	Position	Phone Number
Kahlia Dix	Event Project Manager	0427 300 823

### 2.7 Insurance Policies

#### 2.7.1 Certificate of Currency

The Legacy Centenary Torch Relay is covered by (insert insurers name).

#### **Legacy Australia**

Available January 2023

#### **Perfect Events**

[PII attached](#)



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 2.8 Charity Status

Legacy Australia is a registered Australian charity through the Australian Charities and Not-for-profits Commission (ACNC).

#### 2.8.1 Proof of Charity Status

[ACNC Registered Charity Certificate – Legacy Australia](#)

Best Contact:

Name	Position	Phone Number
COO	Legacy	Ken Tsirigotis

### 2.9 Event Risk Management

The Legacy Centenary Torch Relay Event Risk Management Plan has been prepared by AA Event Consulting on behalf of Perfect Events and Legacy Australia. The risk assessment process is based on the Australian and New Zealand standard guidelines Risk Management Standard AS/NZ ISO 31000:2018 and other applicable Legislation and Codes of Compliance.

#### 2.9.1 Risk Management Plan

Available in February 2023

Best Contact:

Name	Position	Phone Number
Annmaree Angelico	Event Risk Management Consultant – AA Event Consulting	0419 881 339

### 2.10 Emergency Management

The Legacy Centenary Torch Relay Emergency Management Plan has been prepared by AA Event Consulting on behalf of Perfect Events and Legacy Australia. The Emergency Management Plan details specific procedures to be followed for various potential emergency situations and takes into account the Australian Standard 3745:2010 – Planning for emergencies in facilities.

#### 2.10.1 Emergency Management Plan

Available in February 2023

Best Contact:

Name	Position	Phone Number
Annmaree Angelico	Event Risk Management Consultant – AA Event Consulting	0419 881 339



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 2.11 COVIDSafe Plan

Available April 2023

Best Contact:

Name	Position	Phone Number
Annmaree Angelico	Event Risk Management Consultant – AA Event Consulting	0419 881 339

### 2.12 Volunteers and Torch Bearers

#### 2.12.1 Volunteers

The Legacy Centenary Torch Relay requires the assistance of over approximately 2,000 volunteers for the entire event. Volunteer roles include:

- Registration
- Torch "Kiss" Supervisors
- Flying Squad

#### 2.12.2 Volunteer Details

For internal use only

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

#### 2.12.3 Torch Bearers

The Legacy Centenary Torch Relay has approximately 1,500 torch bearers carrying the torch from France, Belgium, England and across Australia. Torch Bearers must have OR have had a connection to Legacy or to the Defence Community. Over 2,000 people applied to be torch bearers with 1,500 people to be selected and conduct the relay.

#### 2.12.4 Torch Bearers List

For internal use only

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 2.13 Event Permits

#### 2.13.1 Richmond Valley Council

*Permits required to be confirmed*

#### 2.13.2 Lismore City Council

*Permits required to be confirmed*

#### 2.13.3 Ballina Shire Council

*Permits required to be confirmed*

#### 2.13.4 Clarence Valley City Council

*Permits required to be confirmed*

#### 2.13.5 Inverell Shire Council

*Permits required to be confirmed*

#### 2.13.6 Coffs Harbour City Council

*Permits required to be confirmed*

#### 2.13.7 Armidale Regional Council

*Permits required to be confirmed*

#### 2.13.8 Tamworth Regional Council

*Permits required to be confirmed*

#### 2.13.9 Port Macquarie Hastings Council

*Permits required to be confirmed*

#### 2.13.10 Midcoast Council

*Permits required to be confirmed*

#### 2.13.11 Maitland City Council

*Permits required to be confirmed*

#### 2.13.12 Central Coast Council

*Permits required to be confirmed*

#### 2.13.13 City of Newcastle

*Permits required to be confirmed*

#### 2.13.14 City of Sydney

*Permits required to be confirmed*

#### 2.13.15 North Sydney Council

*Permits required to be confirmed*





## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



- 2.13.16 Penrith Council  
Permits required to be confirmed
- 2.13.17 Wollongong City Council  
Permits required to be confirmed
- 2.13.18 Goulburn Mulwaree Council  
Permits required to be confirmed
- 2.13.19 Orange City Council  
Permits required to be confirmed
- 2.13.20 Forbes Shire Council  
Permits required to be confirmed
- 2.13.21 Cowra Council  
Permits required to be confirmed
- 2.13.22 City of Wagga Wagga  
Permits required to be confirmed
- 2.13.23 City of Wodonga  
Permits required to be confirmed
- 2.13.24 Albury City Council  
Permits required to be confirmed
- 2.13.25 Queanbeyan-Palerang Regional Council  
Permits required to be confirmed

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 3 Route Information

#### 3.1 Route Map and Route Notes (including timings)

##### 3.1.1 Casino

[Route Map](#)

##### 3.1.2 Lismore

[Route Map](#)

##### 3.1.3 Ballina

[Route Map](#)

##### 3.1.4 Grafton

[Route Map](#)

##### 3.1.5 Inverell

[Route Map](#)

##### 3.1.6 Coffs Harbour

[Route Map](#)

##### 3.1.7 Armidale

[Route Map](#)

##### 3.1.8 Tamworth

[Route Map](#)

##### 3.1.9 Port Macquarie

[Route Map](#)

##### 3.1.10 Taree

[Route Map](#)

##### 3.1.11 Maitland

[Route Map](#)

##### 3.1.12 Newcastle

[Route Map](#)

##### 3.1.13 Brisbane Water

[Route Map](#)

##### 3.1.14 Sydney

[Route Map](#)



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 3.1.15 Penrith

[Route Map](#)

### 3.1.16 Wollongong

[Route Map](#)

### 3.1.17 Goulburn

[Route Map](#)

### 3.1.18 Orange

[Route Map](#)

### 3.1.19 Forbes

[Route Map](#)

### 3.1.20 Cowra

[Route Map](#)

### 3.1.21 Wagga Wagga

[Route Map](#)

### 3.1.22 Albury

[Route Map](#)

### 3.1.23 Queanbeyan

[Route Map](#)

#### Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

## 3.2 Traffic Management Plans

[Available Jan 2023](#)

#### Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 3.3 Convoy and Vehicle Information

The Legacy Centenary Torch Relay will have a convoy driving at pace with the torch bearers (6km >). The convoy will include 5 vehicles.

#### [Convoy Details](#)

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

### 3.4 Communications Plan

The 2023 communication plan for the Legacy Torch Relay.

#### [Communication Plan including operational and marketing](#)

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

### 3.5 Medical Plan

The Legacy Centenary Torch Relay will have a qualified first aid professional at the event. The first aider will be located in Operational Vehicle 2 following the torch relay.

[Medical Edge](#) has been contracted to provide first aid at all muster, start and finish locations and along each route for the Legacy Centenary Torch Relay.

Best Contact:

Name	Position	Phone Number
Brodie White	Medical Edge	0432 902 383

#### 3.5.1 Medical Plan:

Available April 2023

### 3.6 Security Plan

The Legacy Centenary Torch Relay will include security as part of the relay's convoy. One security guard will be located in a vehicle following the torch relay.

A security contractor has not been appointed as of 28/11/2022.

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

#### 3.6.1 Security Plan

Available April 2023



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 4 Site Information

#### 4.1 Site Maps and details

##### 4.1.1 Definitions

###### **Muster Point:**

This is the point in which torch bearers and volunteers check in and get deployed along the route.

###### **Start Site:**

Where the relay begins. A small ceremony will occur and a ribbon cutting ceremony will occur.

###### **Finish Site:**

Where the relay finishes and where the cauldron will be lit, and a small reception will be held.

Muster Point	Start Site	Finish Site
Bump In: 6AM	Bump In: 6AM	Bump In: 8PM
Opening Time: 8AM	Opening Time: 8AM	Opening Time: 12PM
Closing Time: 2PM	Closing Time: 2PM	Closing Time: 3PM
Bump Out: 3PM	Bump Out: 3PM	Bump Out: 4PM

##### 4.1.2 Casino Site Maps

[Available in January 2023](#)

##### 4.1.3 Lismore Site Maps

[Available in January 2023](#)

##### 4.1.4 Ballina Site Maps

[Available in January 2023](#)

##### 4.1.5 Grafton Site Maps

[Site Maps](#)

##### 4.1.6 Inverell Site Maps

[Site Maps](#)

##### 4.1.7 Coffs Harbour Site Maps

[Site Maps](#)

##### 4.1.8 Armidale Site Maps

[Site Maps](#)

##### 4.1.9 Tamworth Site Maps

[Site Maps](#)

##### 4.1.10 Port Macquarie Site Maps

[Site Maps](#)

##### 4.1.11 Taree Site Maps

[Site Maps](#)



## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 4.1.12 Maitland Site Maps

[Site Maps](#)

### 4.1.13 Newcastle Site Maps

[Site Maps](#)

### 4.1.14 Brisbane Water Site Maps (Gosford)

[Site Maps](#)

### 4.1.15 Sydney

[Site Maps](#)

### 4.1.16 Penrith

[Site Maps](#)

### 4.1.17 Wollongong

[Site Maps](#)

### 4.1.18 Goulburn

[Site Maps](#)

### 4.1.19 Orange

[Site Maps](#)

### 4.1.20 Forbes

[Site Maps](#)

### 4.1.21 Cowra

[Site Maps](#)

### 4.1.22 Wagga Wagga

[Site Maps](#)

### 4.1.23 Albury

[Site Maps](#)

### 4.1.24 Queanbeyan

[Site Maps](#)

#### Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920





## The Legacy Centenary Torch Relay presented by Defence Health Event Plan



### 4.2 Waste Management Plan

The Legacy Centenary Torch Relay will produce minimal waste. As such a waste contractor will not be appointed and all waste on site will be collected and removed by the LCTR event management team.

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

### 4.3 Vendors

There will be **no vendors** at any of the Legacy Centenary Torch Relay sites. Participants and spectators will be encouraged to utilise local community businesses for food, beverage and other purchases.

Best Contact:

Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

### 4.4 Crowd and Pedestrian Safety

#### Crowd Safety

The Legacy Torch Relay is expected to attract local and non-local spectators. However, it is not expected that the crowd will exceed or even come close to venue capacities.

Crowd control barriers will be supplied at the finish site to create a chute to finish the event and keep spectators away from the flame.

Crowds will enter and disperse from event sites naturally through walkways detailed on the site maps.

It is anticipated that The Legacy Centenary Torch Relay will attract local and non-local spectators. The event may also attract local businesses. It is envisaged that spectators will not exceed more than 500 and that most will be located on nature strips or foot paths. Spectators will enter and disperse from the route starting point and the ceremony point through pathways available.

A barrier will be erected in front of the cauldron with Security in place to monitor Ceremony participants.

#### Pedestrian Safety

The Legacy Torch Relay will be utilising pre-existing footpaths along the route. As this is public property and we are not shutting, it will be open to the public. To reduce the risk for torch bearers and the public, a lead walker will ahead of our torch bearers with the responsibility of ensuring the torch bearer follows the designated route and them and the public are aware of the proceedings.

Best Contact:

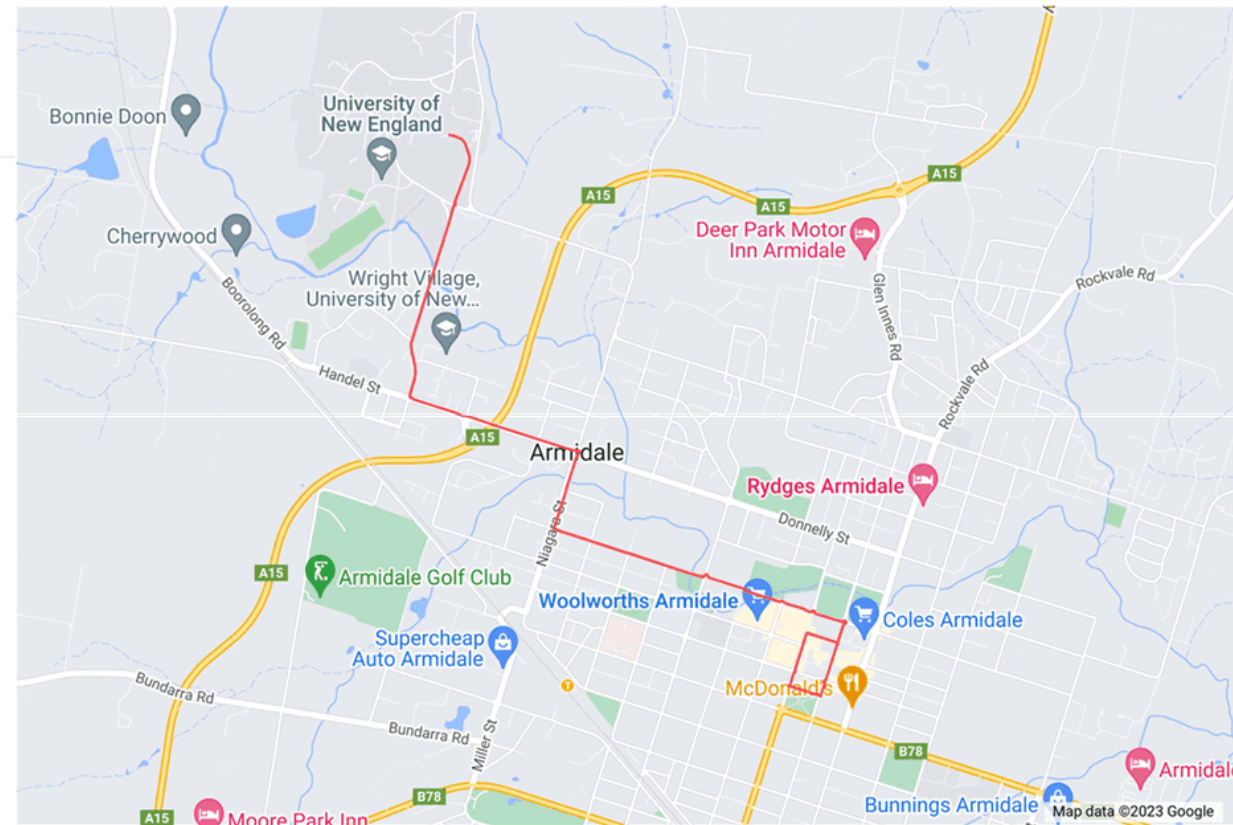
Name	Position	Phone Number
Maddie Davies	Event Lead	0488 352 920

## TLCTR 2023 Armidale Relay

6.01 km route













6.01 km route

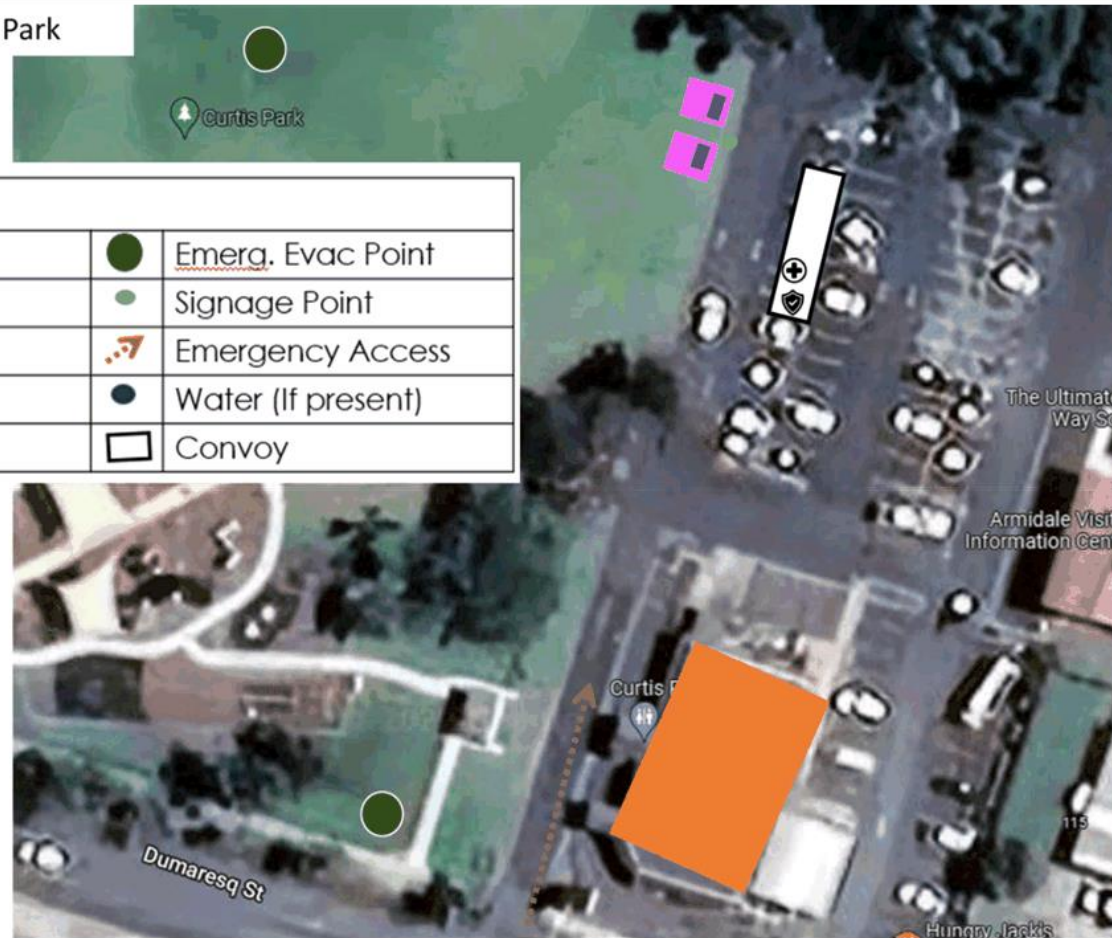


## Attachment 3

## Legacy Torch Relay - Armidale Site Maps

## Armidale Muster – Curtis Park

Muster			
	Security		Emerg. Evac Point
	First Aid		Signage Point
	Toilet		Emergency Access
	Marquee		Water (If present)
	Trestle Table		Convoy



Perfect Events 2022 – Commercial in Confidence



Attachment 3

Legacy Torch Relay - Armidale Site Maps

Armidale Start – University of New England



Start

	Security		Emerg. Evac Point
	First Aid		Start Ribbon
	Emergency Access		Water (if present)
	Media Wall		Convoy
	Signage Point		Toilet (if present)



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## Attachment 3

## Legacy Torch Relay - Armidale Site Maps

## Armidale Ceremony – Armidale Legacy

Ceremony			
🛡️	Security	●	Emerg. Evac Point
⊕	First Aid	●	Cauldron
🪑	Chairs	➡️	Emergency Access
🔌	Generator	📺	Media Wall
💧	Water (If present)	●	Signage Point
🚐	Convoy	---	Barrier Fencing

🛡️	Security	●	Emerg. Evac Point
⊕	First Aid	●	Cauldron
🪑	Chairs	➡️	Emergency Access
🔌	Generator	📺	Media Wall
💧	Water (If present)	●	Signage Point
🚐	Convoy	---	Barrier Fencing



Perfect Events 2022 – Commercial in Confidence

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

1	<p>I Madeleine Davies ..... (name)  of 177 High street, Northcote 3070..... (address)  on behalf of Perfect Events ..... (organisation)  notify the Commissioner of Police that  on the ..Sunday..... (day) of ....July..... (month), .....2023.... (year), it is intended  to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately  ..... (number) persons,  which will assemble at ..... (Place)  at approximately ..... am/pm,  and disperse at approximately ..... am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately  .....6-8 (at one time).... (number) persons,  which will assemble at approximately ....8:30am..... am/pm, and at  approximately ..9:30am..... am/pm the procession will commence and shall  proceed</p> <p>Starting point is Booloominbah, Elm Avenue, Queen Elizabeth Drive, Niagara  Street, Dumaresq Street, Fulkner Street, Moore Street, Dangar Street,  Tingcombe Street, Faulkner Street, ending at Armidale Legacy Club. Will end  at Approximately 2pm .....</p> <p>.....</p> <p>.....</p> <p>(Specify route, any stopping places and the approximate duration of any stop; and the  approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is for The Legacy Centenary Torch  Relay 2023 presented by Defence Health. The purpose of the event is to pay  homage to the support and service that Legacy gives veterans families. It is also to  Commemorate the 100 years of care to the veterans families and acknowledge the  sacrifice they made. We have the full support from the ADF for the centenary event.  At one time there will be 1 torch bearer walking with the torch and 3 x ADF  personnel walking behind them on the footpaths. In some cases, there may be 1-2  other people walking alongside the torch bearer (family members) .....</p> <p>.....</p>

PAGE 1

TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE



3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(I) There will be 5 <i>(number)</i> of vehicles and/or..... <i>(number)</i> of floats involved.  The type and dimensions are as follows:  Our convoy consists of Top Traffic Management Vehicle (Altus), 1x 4WD, 1x G-wagon (ADF), 1x 4WD, tail traffic management vehicle (Altus).  We will also have 2x 12-seater mini buses driving around and dropping off the torch bearers at their changeover locations, but they will not be apart of the convoy. ....</p> <p>(II) There will be ..... <i>(number)</i> of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly:  No animals .....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:  .....</p>
4	I take responsibility for organising and conducting the proposed assembly.
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>177 High Street, Northcote 3070  Postcode  Telephone No. 03 9384 1190.....</p>
6	<p>Signed Madeleine Davies .....</p> <p>Capacity/Title Event Manager .....</p> <p>Date 6/12/2022 .....</p>



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

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<b>Item:</b>	<b>5.2</b>	<b>Ref: AINT/2023/01972</b>
<b>Title:</b>	<b>Special Event Transport Management Plan - Charity Ride for Back Track Youth Works.</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. SOP Entoure - Charity Bike Ride</li> <li>2. Charity Bike Ride Risk Matrix FDC</li> <li>3. Charity Bike Ride FDC LONO 23</li> <li>4. Charity Bike Ride - Operational and Clinical Capability Outline V1.3 copy 2</li> <li>5. Charity Bike Ride - Ride Route Maps</li> <li>6. Charity Bike Ride - Traffic Management - FDC 2023</li> </ol>	

### 1. Purpose

The purpose of this report is to note the conduct of a bike ride to raise funds for the Back Track Youth Works.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the use of roads for the bike ride to raise funds for the Back Track Youth Works to be held from 2<sup>nd</sup> April 2023 to 4<sup>th</sup> April 2023 inclusive.

### 3. Background

Entoure have applied to use local roads for a charity bike ride.

The event is 3-day cycle tour from Armidale to Tamworth, Tamworth to Bingara, and Bingara to Armidale April 2 to 4, 2023. The event is network based and established as a charity cycle event to raise much needed funds for Back Track Youth Works.

### 4. Discussion

This is a fund raising bike ride that will be using roads in the various LGAs of the region.

Approval has been given by the NSW Police, and the organisers are to abide by the rules for the event as laid out in the documents provided by the police.

This an open road event. There will be 60 riders split into 3 smaller groups. It will be held over 3 days from 2<sup>nd</sup> April 2023 to 4<sup>th</sup> April 2023 inclusive.

The event will consist of 3 Pelotons. Day 1 and 3 will use roads in the Armidale Regional Council LGA. Day 2 will not be in our LGA.

Day 1 - The start point is Armidale Tourist Park on Grafton Rd, then travel west along Waterfall Way (Barney St, Dangar St, Kentucky St), Miller St and Bundarra Rd to the LGA boundary.

Day 3 – The tour will return via Bundarra Rd, Mott St, Mann St, Lambs Ave, Allingham St and Waterfall Way (Kentucky St, Dangar St, Barney St) ending at Back Track.

There are no financial implications for Council.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

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## 5. Implications

### 5.1. Strategic and Policy Implications

The application is in accordance with POL86 – Road – Events on public roads and as per TfNSW guidelines for event management.

### 5.2. Risk

- To reduce the risk of an accident

### 5.3. Sustainability

- Promoting Back Track Youth Works by fund raising

### 5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A		Nil	Nil			Nil	

The event is of no cost to Council.

## 6. Consultation and Communication

The event organisers are responsible for all advertising and consultation in relation to the event.

## 7. Conclusion

The ride is a major fundraiser for the Royal Far West and has no impact for Council.



### **Standard Operating Procedures for a Major Incident**

A major incident (within the operations of an Event) can be best defined as any incident where an official or rider sustain injuries during the conduct of the event which requires treatment beyond first aid at the scene - i.e. A rider suffers chest pain or comes off their bike and is required to be hospitalised or is involved in any other incident during the conduct of the ride which requires treatment beyond simple first aid at the scene.

Each Peloton is to have a designated 'Leader'. The 'Leader' should remain focussed on co-ordinating safety and co-ordinating additional resources to deal with the incident.

#### **MEDICAL**

It is Entoure's position that all clients outsource medical risk and management to a designated first aid responder organisation such as a St Johns Ambulance or Assist First Aid and that a minimum level of support be set at Senior First Aid Officer or Paramedic and that the engaged organisation manage and take responsibility for first aid kits and supply of defibrillators and the management of all incidents whether they be major or minor. In the event that a client does not do this Entoure and Entoure staff and volunteers do not take on any responsibility or liability of any of these services.

The client is to ensure that each peloton should have a skilled resource and access to life saving equipment to treat minor and or major incidents. Clients choosing to engage doctors or first aid qualified volunteers accept the risk management, outcomes and management of these people. Equally, any client who fails to provide any skilled resource or life saving equipment across any peloton or event, accepts all associated risks. Entoures only role in dealing with incidents (whether major or minor) is to manage the resources supplied by the client and does so in the capacity of a volunteer.

**MEDICAL PLUS APP**

<http://emergencyapp.triplezero.gov.au/>

All on road support staff should have the Emergency Plus App downloaded to their phones. This app allows emergency calls to be made when in cell phone coverage with clear coordinates as to where the incident occurred.

**LEADER****Role**

Entoure will select the Peloton Leader and subject to the nominees acceptance they will be deemed volunteer leader of incident management for their designated peloton.

In the event of a Major Incident, such as several riders falling hard to the road suffering possible broken bones or a rider suffering from possible cardiac issues, the Leader will co-ordinate personnel to address and attempt to avoid further trauma. The leader will always aim to keep the other riders safe and ensure all people involved in the peloton take clear instructions from the Leader, any medical staff present and police.

If resources and circumstance allow, the leader will appoint another appropriate person as a 'note taker' keeping a record of issues, times, requests and circumstances as the issues are managed. Wherever possible the note taker will take photographs to compliment the record of the incident.





The Leader will confirm with ALL other personnel in the Peloton as soon as practicable that a 'Major Incident' has been declared and give instructions that the front and rear vehicles are to be positioned to avoid any further vehicular traffic arriving upon the incident scene at speed. All uninjured and minor injured persons are to clear the road way and move to a designated/allocated Safe Zone if the Leader has nominated one. The 'Leader' will attempt to designate such zone depending on the geography and circumstance of the incident. If there are any needs communicated by the medical staff to the Leader the Leader will attempt to provide such needs where possible within the limitation of the skills of the Leader.

Should additional medical help be required, the Leader (or their representative) is to attempt to contact Emergency Services via best available communication method (cell phone/sat phone/app). Once this has been carried out and the incident is under control the situation should be escalated to the Tour Director. If the Tour Director attends the scene, they will be deemed the overall leader. If Police or Ambulance arrive on the scene they will take full control and responsibility of the management of the incident.

The lead and rear drivers (or their representatives) should place their vehicles several 100 metres prior to the incident or at another place that will enable sufficient warning to approaching motorists that an incident has occurred up ahead.

The designated First Aid Responder should be the first to attend to the victims of the incident. They should always have a First Aid Kit on issue to the vehicle they are in and where possible a Defibrillator. In the event that such facilities are not provided by the client Entoure or its volunteers accepts no responsibility to do so. In situations where a higher qualified person riding within the Peloton, such as a (paramedic, doctor) is available, who has not been affected by the incident, should be happy to assist, they can work along side the First Aid Responder as an additional volunteer.



The Bike Captains should attempt to make sure all unaffected riders and their bikes are removed to a Safe Zone so no additional injuries are received. Anyone not involved in assisting the incident is to remain in the Safe Zone until instructed by either the Leader or the Principal of Entoure or the police if they are present. Once the police or other Emergency first responders are present all instructions given by these first responders must be adhered to.

It is noted that all services, decisions and actions made by Leaders and peloton marshals along with Bike Captains and any persons representing entoure are made in the capacity of both volunteers and good Samaritans as defined in the Civil Liability Act 2002 (NSW) and equivalent State Acts in other jurisdictions.

Note:

Life 360 is an app that tracks and reports the status of I Phones and is a good way to track the whereabouts of pelotons and key personnel across events. Entoure accepts no liability for the accuracy of this app however, recommends all designated leaders download the app to their phone so when in cell coverage they have some tools to be able to track the whereabouts of other leaders, pelotons and key support personal.

See here <https://www.life360.com/>

Another app we will sometimes endeavour to use is MAPROGRESS; this app tracks pelotons via SPOT GEN 3 beacons. We will advise when we use this app.

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

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

## ON ROAD EVENTS RISK REGISTER

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

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

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



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

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

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

L = LIKELIHOOD  
C = CONSEQUENCE



17 January 2023

**To:** To Whom It May Concern

**Regarding:** Ride to Give

April 2 to 4, 2023

I wish to advise of a 3-day charity cycle tour from Armidale to Tamworth, Tamworth to Bingara and Bingara to Armidale in support of Back Track. Entoure, a specialist in cycle event management, have been engaged by the event owners FDC, to manage the on-road logistical components of the event.

Our main area of responsibility includes:

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

#### **Insurance**

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



### The event details are as follows:

Name: Ride to Give  
 Dates: April 2 to 4, 2023  
 Rider Numbers: 60 Riders ... 3 Pelotons

Event Website: <https://www.fdcridetogive.com.au/>

### The Route

Date	Towns	Dist K
Apr 2	Armidale to Bendemeer (Pel 1)	150 K
Apr 2	Armidale to Bendemeer (Pel 2 and 3)	128 K
Apr 3	Tamworth to Bingara (Pel 1, 2 & 3)	154 K
Apr 4	Bingara to Armidale (Pel 1)	181 K
Apr 4	Copeton Dam to Armidale (Pel 2 and 3)	125 K

### Peloton Definitions

1. Experienced riders Peloton 1
2. Semi experienced riders Peloton 2
3. Novices Peloton 3

### Route Links Ride with GPS and Roads Travelled

#### Day 1 Peloton 1

<https://ridewithgps.com/routes/41472759>

Waterfall Way / Dangar St / Kentucky St / Miller St / Bundara Rd / Pinegrove Rd /  
 Mount Butler Rd / Arding Rd / Hawthorne Dr / Rocky River Rd / Thunderbolts Way /  
 Uralla St N / Hill St / Bridge St / Salisbury St / Duke St / Thunderbolts Way / Hill St /  
 Angle St / Hill St / Derby St / Fitzroy St / Oxley Hwy / New England Hwy /  
 Havannah St / Caroline St

#### Day 1 Peloton 2 and 3

<https://ridewithgps.com/routes/41472754>

Waterfall Way / Dangar St / Kentucky St / Miller St / Bundara Rd / Pinegrove Rd /  
 Mount Butler Rd / Arding Rd / Hawthorne Dr / Rocky River Rd / Thunderbolts Way /  
 Uralla St N / Hill St / Bridge St / Salisbury St / Duke St / Thunderbolts Way / Hill St /





Angle St / Hill St / Derby St / Fitzroy St / Oxley Hwy / New England Hwy /  
Havannah St / Caroline St

#### Day 2 All Peloton

<https://ridewithgps.com/routes/41472761>

Ebsworth St / Bridge St / Peel St / Manilla Rd / Court Rd / Manilla Rd / Rodney St /  
West St / Edward St / Fitzroy St / Savoy St / Queen St / Bingara Rd / Cobbadah Rd  
/ Maitland St

#### Day 3 Peloton 1

<https://ridewithgps.com/routes/41472765>

Maitland St / Cunningham St / Link St / Copeton Dam Rd / Bingara Rd / Barraba  
Rd / Oliver St / White St / Bowline St / Bendemeer St / Thunderbolts Way /  
Bundarra Rd / Matt Rd / Mann St / Lambs Ave / Allingham Ave / Kentucky St /  
Dangar St / Barney St / Waterfall Way

#### Day 3 Peloton 2 and 3

<https://ridewithgps.com/routes/41472767>

Copeton Dam Rd / Bingara Rd / Barraba Rd / Oliver St / White St / Bowline St /  
Bendemeer St / Thunderbolts Way / Bundarra Rd / Matt Rd / Mann St / Lambs Ave  
/ Allingham Ave / Kentucky St / Dangar St / Barney St / Waterfall Way

#### **Ride Format**

Traffic management is something we take very seriously and something that we apply a lot of thought and experience too. Getting road users past our riders safely with minimal to no build up is a key focus and ensuring our pelotons understand this and cycle in a format that best allows this to occur is very important to us. Road users are far more supportive to bike riders and on road cycle events if they can see we have a system that gives them visibility to make a smart decision and that we are in control of our footprint. This all comes down to the positioning of our vehicles and the format of our riders.

#### We have a few simple rules

1. Riders will need to remain together at all times and under no circumstances will any rider be allowed to fall behind the rear support vehicle or go in front of the lead support vehicle.
2. Riders can't cycle at their own pace; all riders must cycle at an agreed collective pace for the peloton they have been assigned too.



3. Any rider who fails to cycle at the agreed average pace and deemed to be a risk to either themselves or those around them, is taken off the road and asked to sit in a support vehicle until it's safe to bring them out.
4. We control what we call a footprint; and that's simply the total size of the space we take up on the road that a road user will need to overtake. Our traffic management process and how we manage our riders all comes back to footprint management and keeping this as consistent as possible and as small as possible and ensuring riders have this front of mind at all times. A vehicle needs to overtake a consistent shape and have space to do so safely and we achieve this by keeping this front of mind at all times.

### **Peloton Captain/s**

Each of the pelotons will have designated and highly experienced peloton ride captains who will have two-way radio communication with the support vehicles. We will have 2 x ride captains for each of the 3 pelotons for this event. In addition, we will also radio up several other key riders across each of the pelotons and bring them into our rider management teams to ensure everyone on the road can hear key messages and are across all important communications.

### **Peloton Support Vehicles**

We will have a lead and rear vehicle across each of the 3 pelotons, driven by experienced drivers and or trained volunteers and / or a mix of both. All support vehicles will have flashing amber warning lights and two-way radio communication with the ride captains and the medical personnel and have the ability to communicate with commercial vehicle operators on open channels. These vehicles will also display signs in terms of NSW rules and regulations stating **CAUTION CYCLIST FOLLOWING** and **CAUTION CYCLIST AHEAD**.

These vehicles will carry the following:

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

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



### Medical

We will have protocols in place to escalate any matter requiring medical or first aid (whether that be for a minor or major incident) and our clients, FDC, have engaged our preferred medical contractors, Highlands First Aid, to support the medical components of this event. Each of the 3 pelotons will have 1 x paramedic from Highlands First Aid travelling with them in their rear car.

<https://highlandsfirstaid.com.au/event-first-aid/>

### Traffic Management and Rider Safety

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

The basic rules and processes will include:

1. Under no circumstances will riders be allowed to cross centre lines
2. All riders will be supported by vehicles front and back
3. The support vehicles will be positioned so as to create positive awareness of the riders to motorists and will at all times operate with hazards and head lights on as well as roof mounted warning lights and signage
4. All vehicles and ride captains will be in two-way communication at all times
5. We will take all reasonable measures to reduce obstruction to pedestrians or vehicles during the event
6. All support staff will be briefed daily as to what's ahead
7. Under no circumstances will riders be allowed to ride during periods of poor visibility due to inclement weather or where there is insufficient daylight
8. Riders will keep to the extreme left-hand side of the carriageway at all times
9. Under no circumstances will riders cycle more than two a breast and on single roads when required will ride in single file
10. Riders will obey traffic lights at all times and comply with all relevant road and traffic rules and regulations
11. Riders will wear approved bicycle helmets when riding on the road

### Background on Entoure

Entoure is a specialist cycle event management company established in 2008 to manage bespoke cycle events across the charitable sector. Currently we manage around 10 to 15 on road cycle events per year and we are across all aspects of rider safety and experience, traffic management, and on road support.

### Key Contact

I will be your key contact for any on road matters for this event so please feel free to contact me at any time; Kent Williams 0414 981 028 or

[kentwilliams.entoure@gmail.com](mailto:kentwilliams.entoure@gmail.com)



### Documentation

1. Covering Letter
2. NSW Police on Road Major Events TMP,
3. High Level Map Routes ETA and Roads,
4. Risk Assessment.

Please advise if you require any additional information and as always thank you for the support.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Kent Williams'.

Kent Williams  
Director Entoure  
Mobile: 0414981028  
Email: [Kentwilliams.entoure@gmail.com](mailto:Kentwilliams.entoure@gmail.com)

# Highlands First Aid

## OPERATIONAL AND CLINICAL CAPABILITY OUTLINE

Thank you for enquiring/booking Highlands First Aid (HFA) for your event. HFA provides two levels of clinical delivery – First Responders and Registered Paramedics. HFA prides itself in its advanced delivery of healthcare at events which exceeds the event health industry standard; ensuring that we are ready to manage a wide range of medical and traumatic emergency and non-emergency situations.

Below lists the operational and clinical capabilities of Highlands First Aid.

Clinical Levels	
<b>First Responder</b>	Clinical staff member with Advanced First Aid, Advanced Resuscitation and Pain Management qualifications
<b>Registered Paramedic</b>	Clinician who is registered as a Paramedic with the Australian Health Practitioner Registration Agency (AHPRA) and has clinical experience in the field of pre-hospital care

Operational Capabilities		
<b>Response</b>	Rapid Response AWD Vehicle Rapid Response Bike Unit (RRBU)	Available for use at events as per event needs and requests
<b>Communications</b>	2-way radios on HFA private and secure network	
<b>Triage</b>	3 x 3 metre triage tent with lights and walls Treatment beds with linen and pillows	

Clinical Capabilities			
	Procedure	First Responder	Registered Paramedic
<b>Diagnostic</b>	Patient Assessment and Diagnostics		<b>Advanced Assessment</b>
	Auscultation with Stethoscope		
	Pulse Oximetry (SpO2)		
	Blood Pressure		
	Glucometer (Blood Sugar measurement)		
	Tympanic Thermometer		
	12 Lead Electrocardiogram (Cardiac) Monitoring		
<b>Airway and Breathing</b>	Basic airway management - oropharyngeal and nasopharyngeal airways		
	Advanced airway management - laryngeal mask airways – i-gel		
	Suction		
	Laryngoscope with Magill forceps		
	Ventilation with Oxygen via Bag-Valve Mask		
	Oxygen via nasal cannula, therapy mask and non-rebreather mask		
<b>Resuscitation</b>	Basic Life Support		
	Advanced Life Support		

Operational and Clinical Capability Outline - Version 1.3 Final

Page 1 of 2  
Approved for use 26/11/22



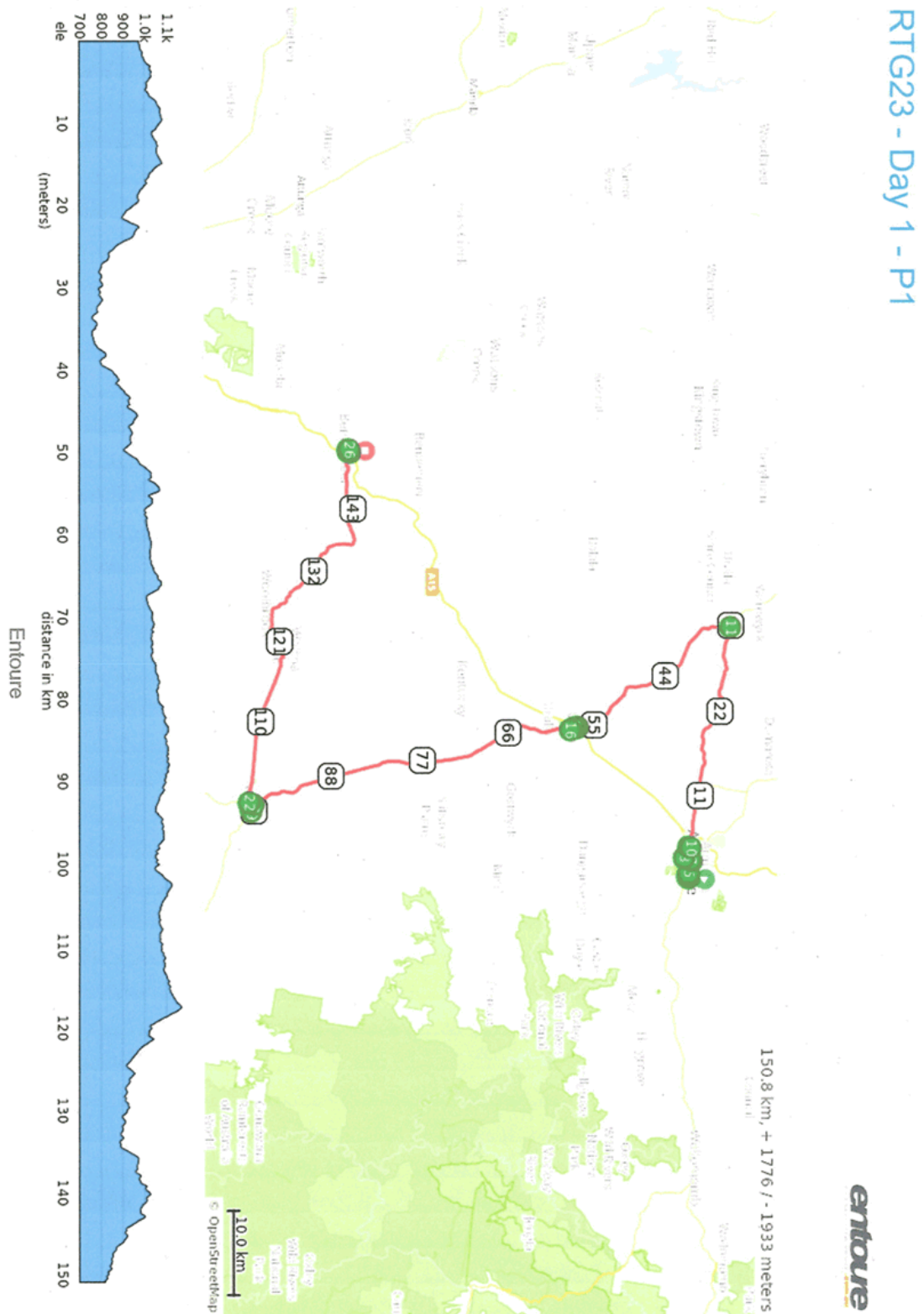
<b>Trauma</b>	Automatic External Defibrillators with paediatric and adult pads		
	Manual Defibrillation		
	Scoop spinal boards and head blocks		
	Spinal hard collar application (paediatric and adult)		
	Bandages, splints and slings		
	Lower arm and leg splints		
	Torniquets		
	Burn Dressings		
	T-Pod/Sam Splint Pelvic Binders		
	CT-6 Femoral Traction Splints		
	Snake and Spider bite kit		
<b>Pharmacology</b>	Simple to Restricted Analgesia (Pain Relief)		
	Nausea and Vomiting Medication		
	Allergic Reaction Medication	Basic Medications	Advanced Medications
	Asthma and Respiratory Medication	Basic Medications	Advanced Medications
	Cardiac Medication	Basic Medications	Advanced Medications
	Hypoglycemic (Diabetic) Medication	Basic Medications	Advanced Medications
	Fluid Replacement	Basic Medications	Advanced Medications
	Oral Medication Administration		
	Nebulisation		
	Intramuscular Injection		
	Intravenous Cannulation		
	Intravenous Injection		

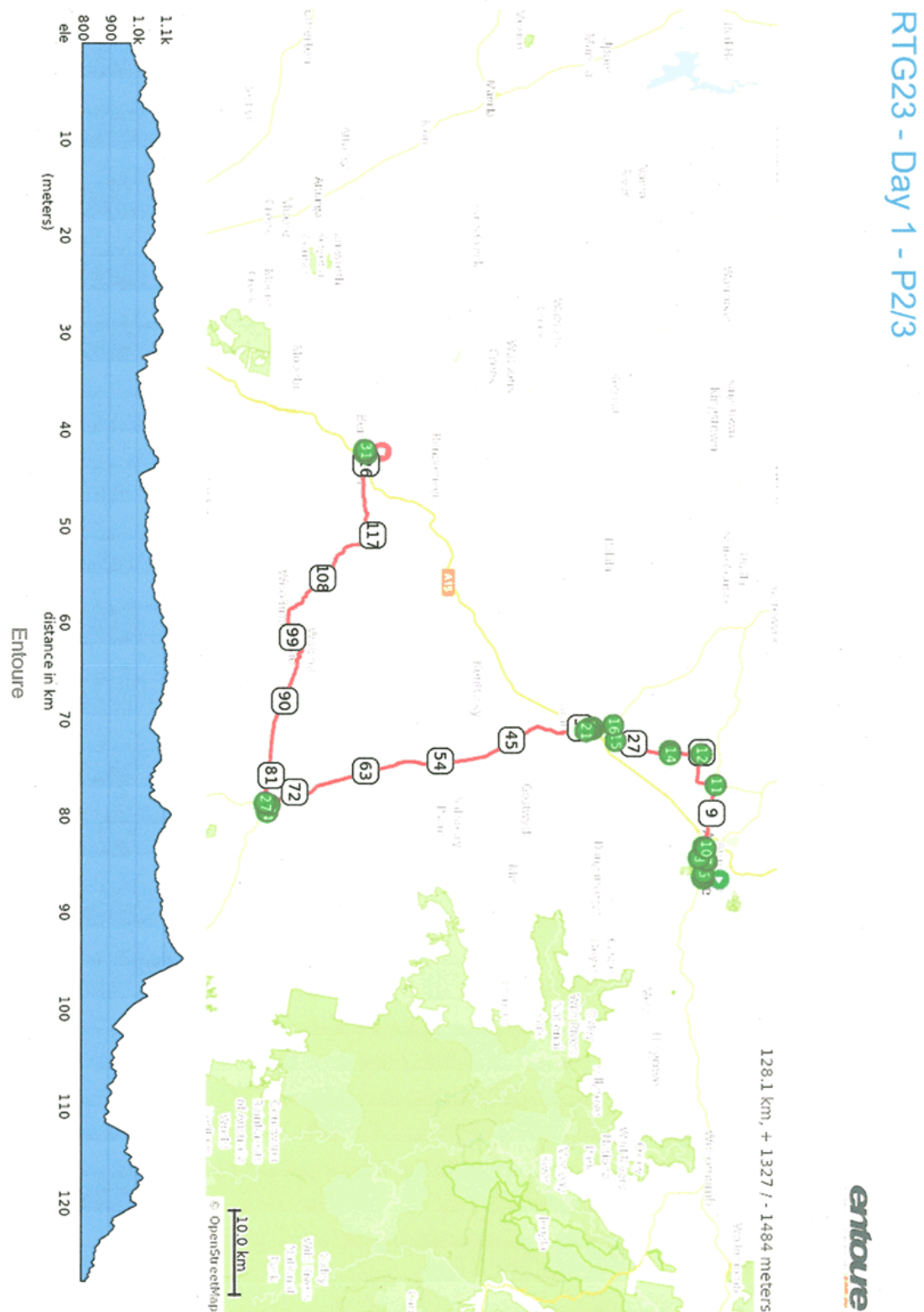
Key	
Colour/Descriptor	Meaning
	Approved for use by clinical level
	Not Approved for use by clinical level
<b>Basic</b>	This skill/pharmacology can be performed at a basic level by this clinical level
<b>Advanced</b>	This skill/pharmacology can be performed at an advanced level by this clinical level

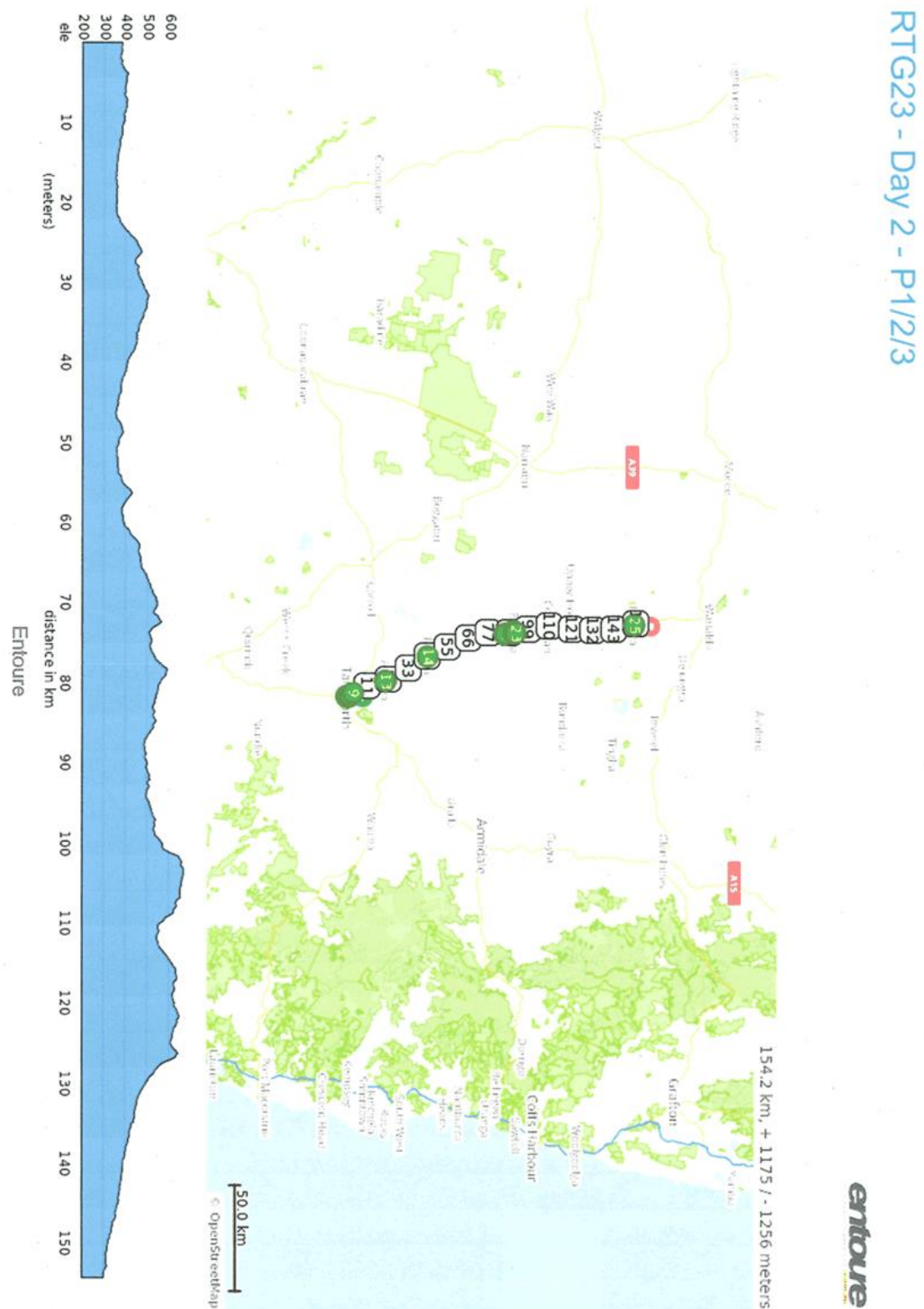


Attachment 5

Charity Bike Ride - Ride Route Maps



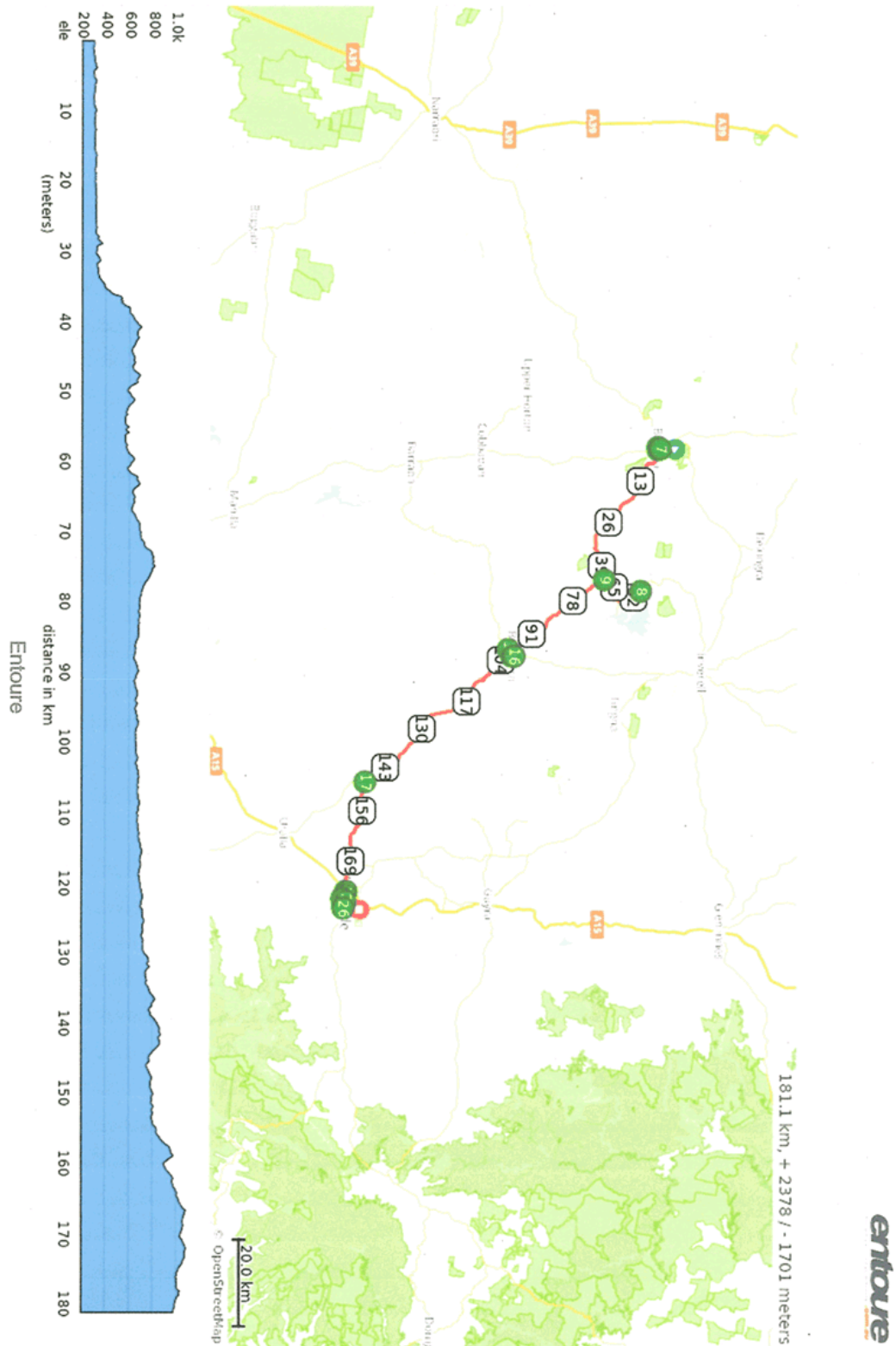


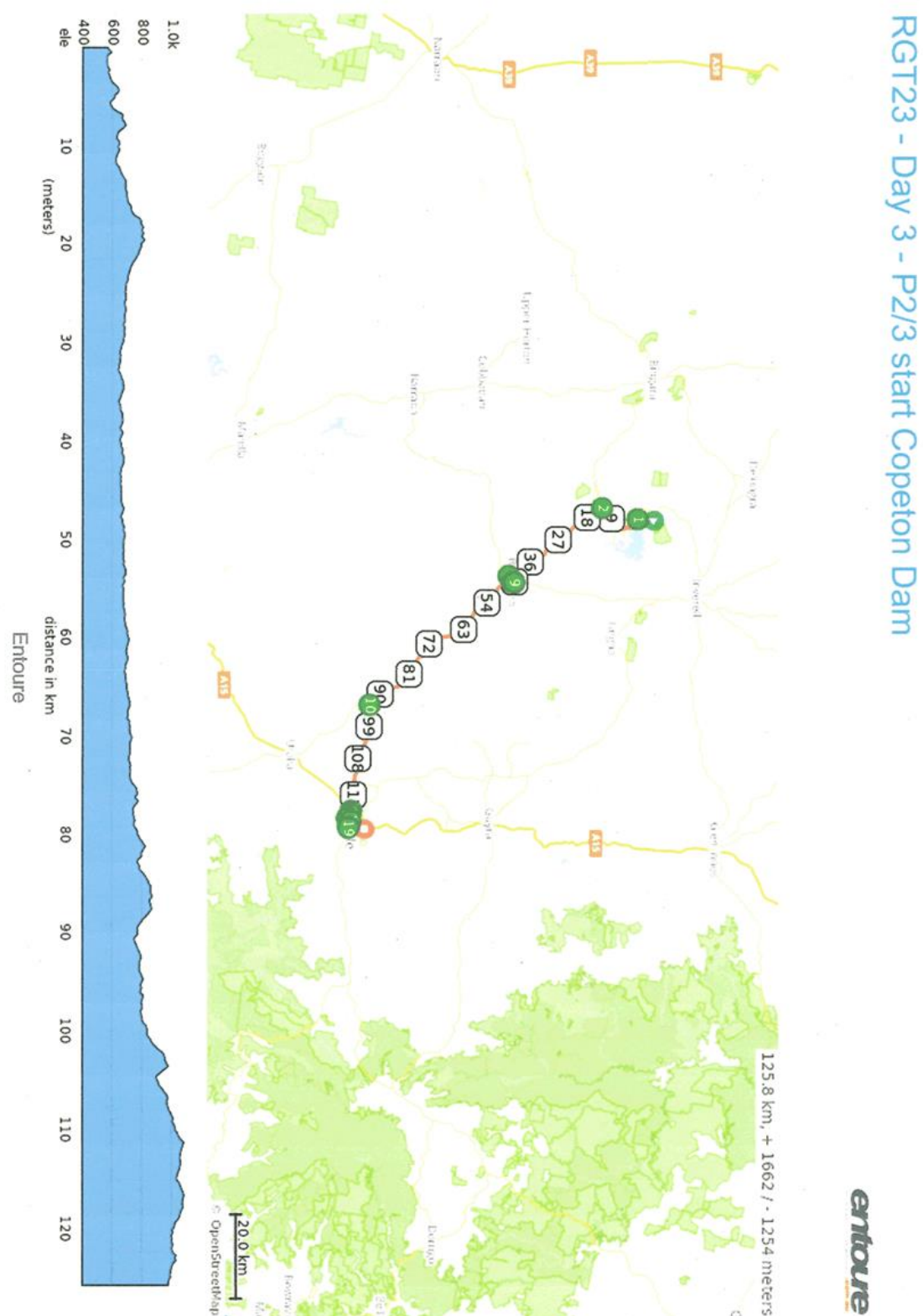


## Attachment 5

## Charity Bike Ride - Ride Route Maps

## RTG23 - Day 3 - P1 incl Copeton Dam







## TRAFFIC MANAGEMENT PLAN - ON ROAD EVENTS



**NSW Police Force**  
www.police.nsw.gov.au

### SPECIAL EVENT DETAILS

*Overwrite words in blue italics. Create new pages rather than wrap around.*

Name of Event:	Ride to Give
----------------	--------------

Event Organiser:	Kent Williams
------------------	---------------

Sponsor:	N/A
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Requested Date: April 2 to 4 2023
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Requested Times:	7 am to 5.00 pm
------------------	-----------------

### CONTACT DETAILS

**Contact Name:** (Kent Williams Entoure)

**Phone No.:** N/A

**Fax No.:** N/A

**Mobile No.:** 0414981028

**E-mail:** kentwilliams.entoure@gmail.com

### AGENCY CONTACT INFORMATION

**Council:** (Council Name)

**Police:** (Anthony New)

**RTA:** (Local RTA Contact)



**Proponent / Event Organiser Declaration**

I the undersigned declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Workcover Requirements and the conditions as set out in the RTA Traffic Control Manual.

Signed:   
Name : (Kent Williams)

Date: 17 Jan 2023  
Contact No. (0414981028)

**TRAFFIC MANAGEMENT PLAN**

**Location:** Armidale

**Date and Time:** April 2 to 4 2023

**Sponsored by:** N/A

**Event Organiser:** Entoure

**TMP Version:** Version 1 **Revision Date:** (DD/MM/YYYY)

**Document Author:** Kent Williams

**This Traffic Management Plan is approved by:**

Kent Williams	17/1/2023	Event Organiser
(Name)	(DD/MM/YYYY)	Police
(Name)	(DD/MM/YYYY)	Council
(Name)	(DD/MM/YYYY)	Roads and Traffic Authority

**Authority of the Traffic Management Plan**

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

Changes to the TMP require the approval of the Police and RTA and where necessary the appropriate local government organisation. All functional or single agency supporting

plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

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

## PLANNING

**Contact Names:**

**Event Organiser:** Kent Williams

**Phone:** 0414981028

**Fax:** N/A

**Mobile:** 0414981028

**E-mail:** Kentwilliams.entoure@gmail.com

**Police (LAC):** (?)

**Phone:** 02 ???? ???? ?

**Fax:** 02 ???? ???? ?

**Mobile:** 04?? ??????

**E-mail:** name@police.nsw.gov.au

<b>Council:</b>	<i>(Bankstown City Council)</i>	<i>(Name of Contact)</i>
<b>Phone:</b>	<i>02 ???? ???? </i>	
<b>Fax:</b>	<i>02 ???? ???? </i>	
<b>Mobile:</b>	<i>04?? ?????? </i>	
<b>E-mail:</b>	<i>name@council.nsw.gov.au</i>	

**Roads and Traffic Authority: (Name)**

Phone: 02 ???? ???? ?

Fax: 02 ???? ???? ?

Mobile: 04?? ?????? ?

E-mail: Name@rta.nsw.gov.au

**SITUATION ANALYSIS**

The Situation Analysis is a narrative that gives an overview of the event and may be overwritten under this heading.

**Mission**

The mission is a concise statement about the objectives of the TMP.

The objectives of the TMP is to layout a clear strategy in terms of:

1. the route our riders will take;
2. the safety precautions that will be undertaken, and
3. the charities our efforts will support.

The event is 3-day cycle tour from Armidale to Tamworth, Tamworth to Bingara, Bingara to Armidale April 2 to 4, 2023. The event is network based and established as a charity cycle event to raise much needed funds for Back Track Youth Works.

Back Track Youth Works

<https://backtrack.org.au/>

Event Site

<https://www.fdcridetogive.com.au/>

## **EXECUTION**

The Execution describes the Traffic Management Details at a high level. Individual plans are derived from the Execution.

### **General Outline**

We are targeting 60 riders and will grade the riders into 3 small pelotons of around 20 each, matched to the following criteria:

1. Rider fitness level
2. Rider ability
3. Road Safety

An expected average speed of each of the pelotons is as follows and stops will be kept to a minimum in an effort to keep the pelotons moving.

Average Speeds:

1. 28 k for Pel 1,
2. 25 k for Pel 2,
3. 22 k for Pel 3.

The event is fully supported with lead and rear vehicles for each of the pelotons and riders must ride together.

The support staff across each of the 3 pelotons will include the following:

1. Lead and Rear Vehicles / Drivers
2. First Aid Officers
3. Bike Mechanics / Ride Captains

2 way radios will be used across each of the pelotons and split as follows:

1. 2-way radio access in lead vehicle
2. 2-way radio access in rear vehicle
3. 2-way radio access x 2 in each of the pelotons with rider / mechanical captains

### The Route

This section is mandatory.

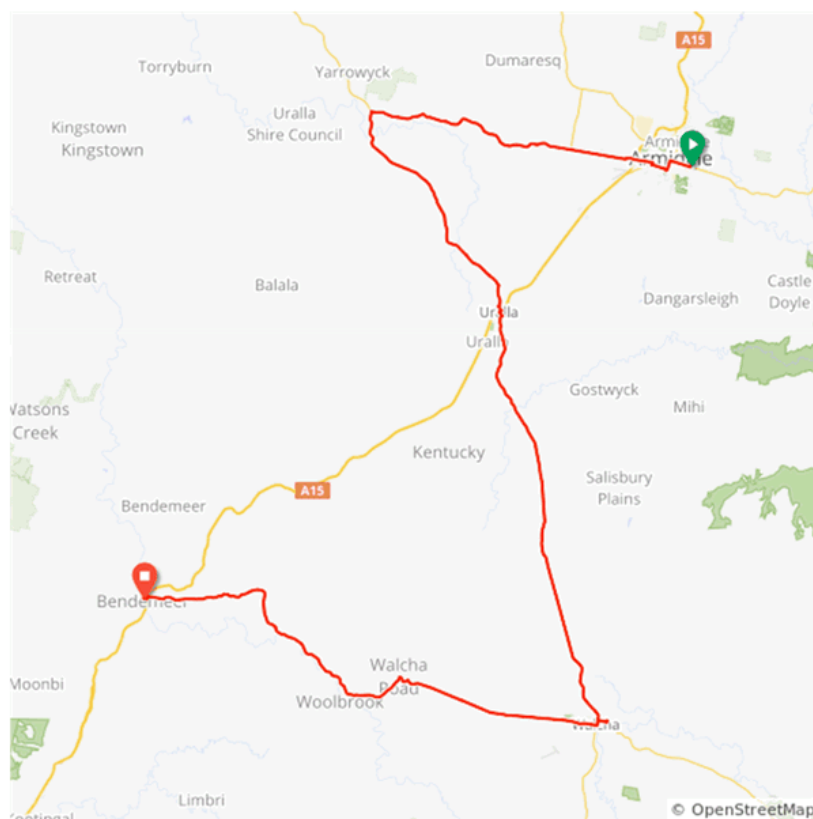
Describe the route, showing distances and directions as required. Also include a map of the route.

#### Day 1 Peloton 1

Armidale to Bendemeer (Uplift to Tamworth)

150 K 1776 EG

<https://ridewithgps.com/routes/41472759>

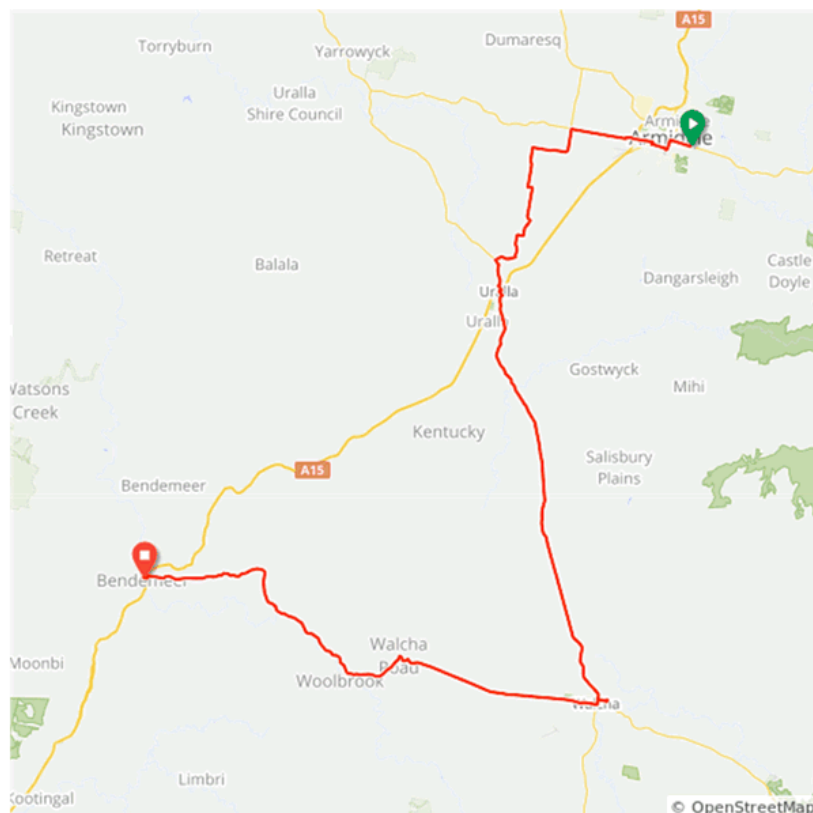


Waterfall Way / Dangar St / Kentucky St / Miller St / Bundara Rd / Thunderbolts Way / Uralla St N / Hill St / Bridge St / Salisbury St / Duke St / Thunderbolts Way / Hill St / Angle St / Hill St / Derby St / Fitzroy St / Oxley Hwy / New England Hwy / Havannah St / Caroline St

**Day 1 Peloton 2 and 3**

Armidale to Bendemeer (Uplift to Tamworth)

128 K 1327 EG

<https://ridewithgps.com/routes/41472754>

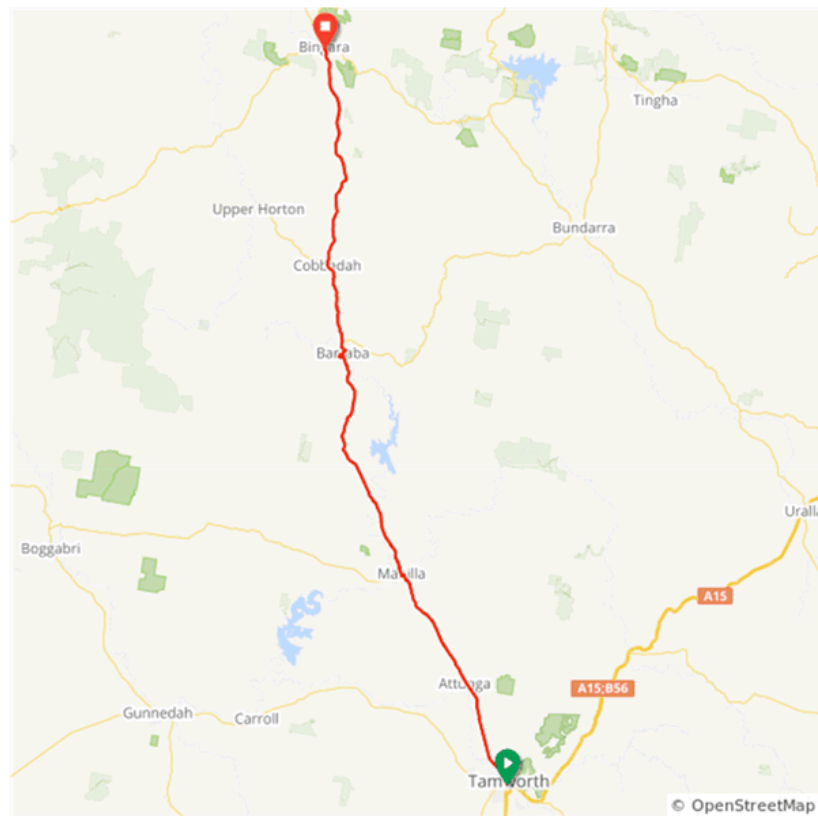
Waterfall Way / Dangar St / Kentucky St / Miller St / Bundara Rd / Pinegrove Rd / Mount Butler Rd / Arding Rd / Hawthorne Dr / Rocky River Rd / Thunderbolts Way / Uralla St N / Hill St / Bridge St / Salisbury St / Duke St / Thunderbolts Way / Hill St / Angle St / Hill St / Derby St / Fitzroy St / Oxley Hwy / New England Hwy / Havannah St / Caroline St



**Day 2 Peloton 1, 2 and 3**

Tamworth to Bingara

154 K 1175 EG

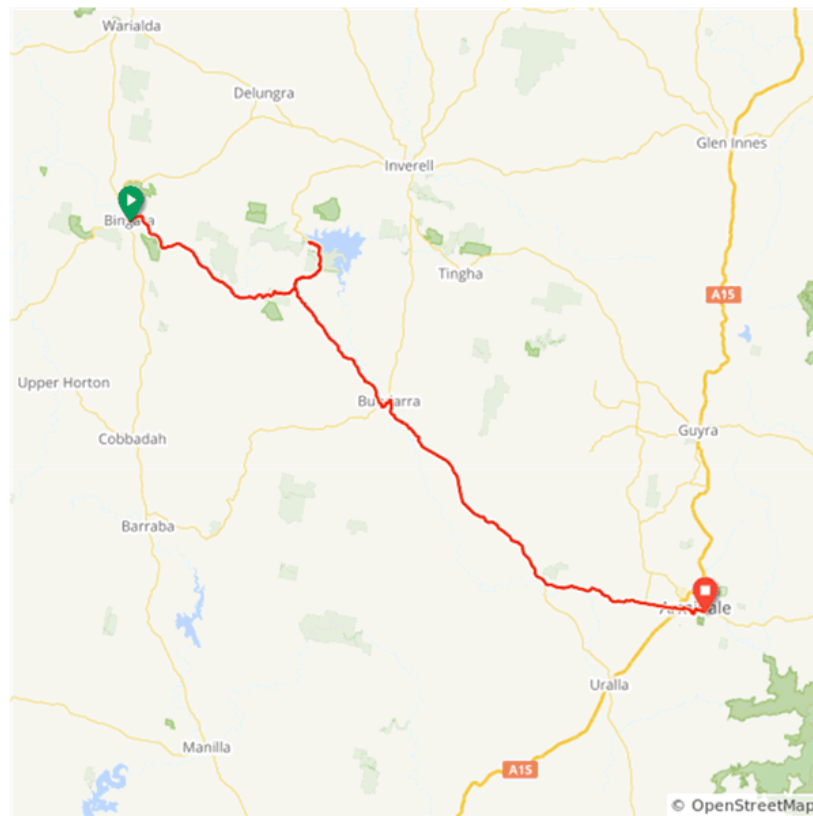
<https://ridewithgps.com/routes/41472761>

Ebsworth St / Bridge St / Peel St / Manilla Rd / Court Rd / Manilla Rd / Rodney St / West St / Edward St / Fitzroy St / Savoy St / Queen St / Bingara Rd / Cobbadah Rd / Maitland St

**Day 3 Peloton 1**

Bingara to Armidale

181 K 2379 EG

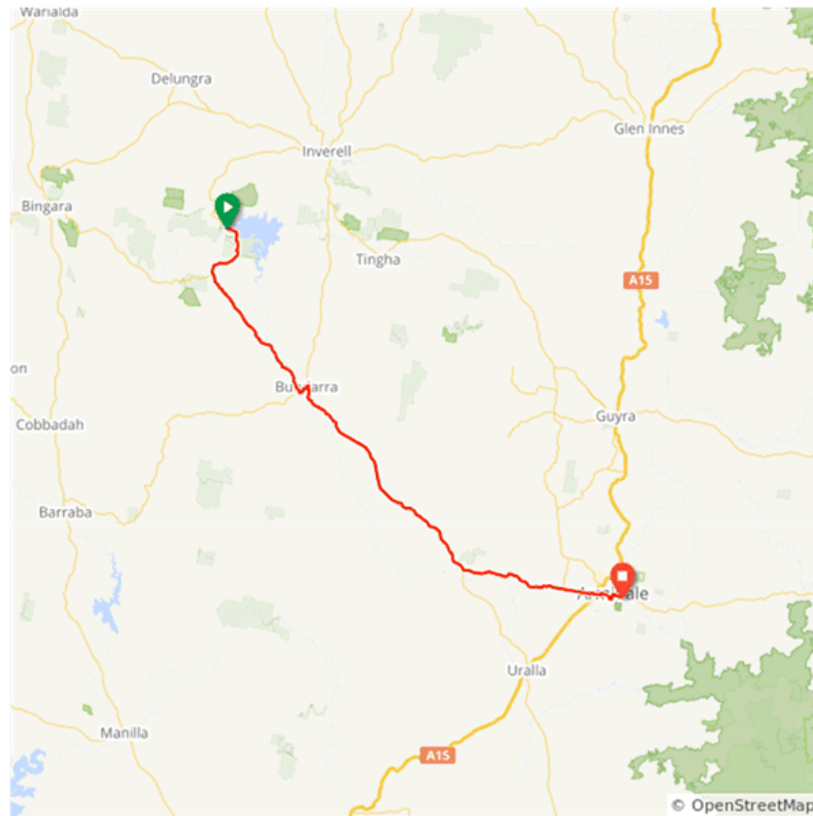
<https://ridewithgps.com/routes/41472765>

Maitland St / Cunningham St / Link St / Copeton Dam Rd / Bingara Rd / Barraba Rd /  
Oliver St / White St / Bowline St / Bendemeer St / Thunderbolts Way / Bundarra Rd /  
Matt Rd / Mann St / Lambs Ave / Allingham Ave / Kentucky St / Dangar St / Barney St /  
Waterfall Way

**Day 3 Peloton 2 and 3**

Bingara to Armidale

126 K 1662 EG

<https://ridewithgps.com/routes/41472767>

Copeton Dam Rd / Bingara Rd / Barraba Rd / Oliver St / White St / Bowline St /  
Bendemeer St / Thunderbolts Way / Bundarra Rd / Matt Rd / Mann St / Lambs Ave /  
Allingham Ave / Kentucky St / Dangar St / Barney St / Waterfall Way

**Physical Survey of Route**

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

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

**TRAFFIC CONTROL PLAN**

This section is mandatory.

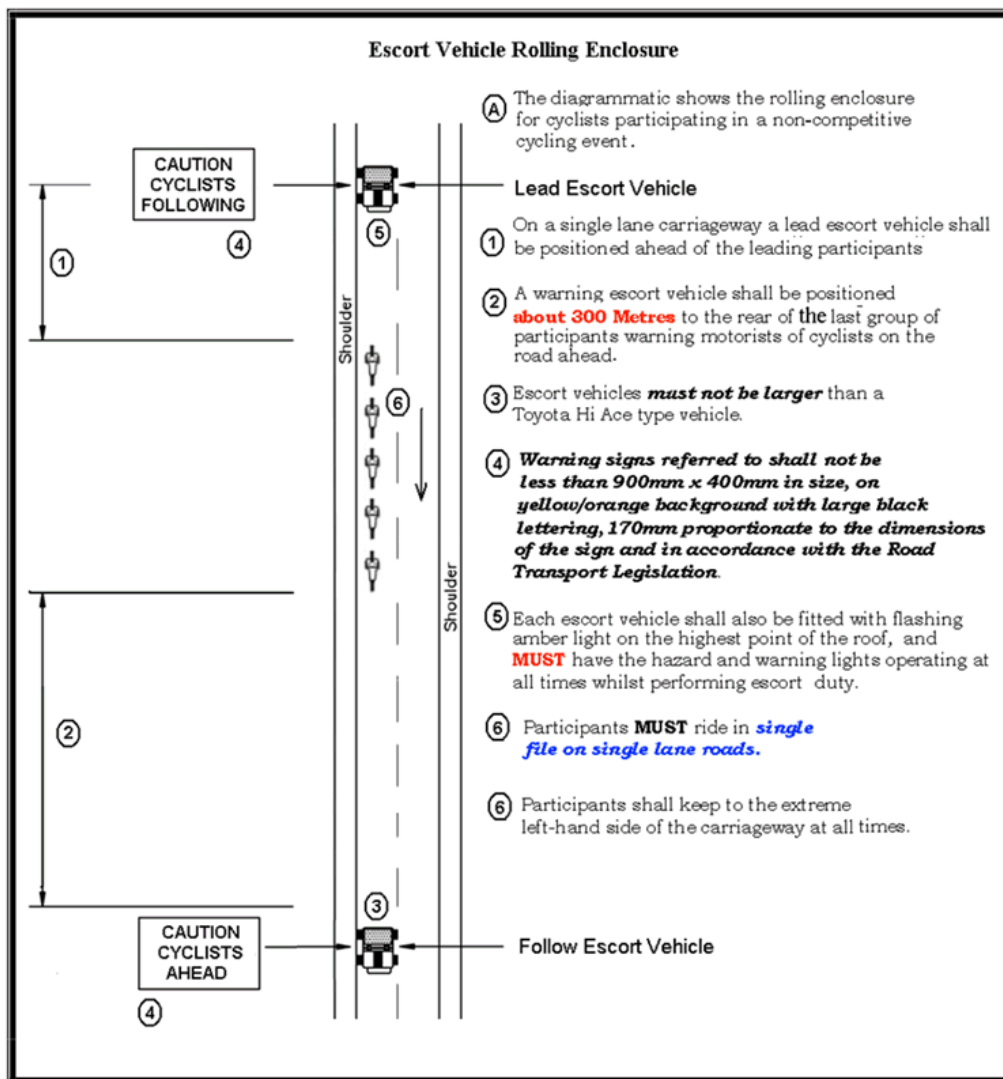
The Traffic Control Plan contains the following elements: The Traffic Control Plan for any event must use AS1742.3 as its reference document.

The purpose of the Traffic Control Plan is to inform, control, guide road users and protect the safety of all event participants, spectators, marshals and volunteers.

- See attached Traffic Control Plan (add TCP attachments)

**THE TRAFFIC CONTROL PLAN (TCP) IS A COMPULSORY ATTACHMENT TO THIS DOCUMENT**

**WE WILL ENSURE OUR PELOTONS ARE WITHIN THESE RULES AT ALL TIME !**





**Responsibilities**

<b>Event Organiser</b>	<i>Develop and implement TCP</i>
<b>Police</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Councils</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>RTA</b>	<i>Set out agreed responsibility (Review TMP &amp; TCP's)</i>
<b>Other</b>	

**CONTINGENCY PLANS**

This section is mandatory.

**For detailed contingency, see Risk Plan attached.**

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

**Contingency Plan Checklist**

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

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

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

#### Responsibilities

<b>Event Organiser</b>	<i>Develop and implement Contingency Plan</i>
<b>Police</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Councils</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>RTA</b>	<i>Set out agreed responsibility (Review Contingency Plan)</i>
<b>Others</b>	<i>Set out agreed responsibility</i>

#### PREPARE TRAFFIC SIGNAL DATA

This Section ☐ Applies  
☒ Does not apply

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

#### Responsibilities

<b>Event Organiser</b>	<i>To be discussed with (Name) City Council</i>
<b>Police</b>	<i>Set out agreed responsibility</i>
<b>Councils</b>	<i>Set out agreed responsibility</i>
<b>RTA</b>	<i>Set out agreed responsibility</i>
<b>Others</b>	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>

#### RTA PERSONNEL REQUIRED

This Section ☐ Applies  
☒ Does not apply

Requirements are;

*Subject to Council's requirements and discussions between RTA and (Name) City Council*

#### **SPECIAL EVENT CLEARWAYS**

This Section ☐ Applies  
☒ Does not apply

The RTA can organise special event clearways in certain circumstances if required

The Special event clearway plan contains the following:

- Clearway Enforcement
- Clearway Towing
- Clearway Advertising
- Clearway Signs
- Letterbox drops to local businesses and residents

#### **Responsibilities**

<b>Event Organiser</b>	<i>(Application Submitted / Not Applicable)</i>
<b>Police</b>	<i>Set out agreed responsibility</i>
<b>Councils</b>	<i>Set out agreed responsibility</i>
<b>RTA</b>	<i>Set out agreed responsibility</i>
<b>Others</b>	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>

**ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS**

This section is mandatory.

Where Major changes to Traffic Conditions will occur, Advertising of Traffic Arrangements for an event will be carried out in the Local and Or Major Newspapers, as discussed with the Police, RTA and local Councils.

*Set out Advertising Arrangements Here. Attach copies of newspaper bromides as applicable and discussed with the RTA in the planning process.*

**This section does not apply to our event.**

Event Organiser	We are working with (name) City Council to advertise the event and the subsequent road closures. A large advertising promotion of the event will be undertaken by (name) City Council and will be supported by our organisation.  There will be strong publicity with our associated supporters and partners, e.g. (Newspaper/ Radio/ Television/ Internet).
Others	

**VOLUNTEERS AND EVENT MARSHALS**

This Section ☐ Applies  
☒ Does not apply

**Volunteers**

*(Duties of Volunteers – SES, Marshalls, security, drivers, paramedics, doctors, nurses etc...)*

**Responsibilities**

<b>Event Organiser</b>	Produce locations and lists of traffic control duties for event marshals. Produce contingency lanes for personnel who fail to show on the day.
<b>Others</b>	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>
	<i>Set out agreed responsibility</i>

**NOTE:**

- **EVENT MARSHALS WHO CARRY OUT TRAFFIC CONTROL DUTIES MUST HOLD AN RTA TRAFFIC CONTROLLERS TICKET.**
- **ANY PERSON WHO SETS OUT TRAFFIC CONTROL SIGNAGE FOR THE EVENT MUST HOLD A TRAFFIC CONTROL AT WORKSITES TICKET.**

**PUBLIC SAFETY – POLICE**

This section is mandatory.

This section needs to be completed in consultation with the Police. Event organisers cannot direct Police.

Before you have preliminary discussions with the Police Service, you should put together the following details about the event. These are the same details required by local councils.

1. Provisions of the Road Transport Legislation to be observed at all times.
2. Any person competing in, organising, supporting competitors or in any other manner connected with the event, shall obey any reasonable directions given by a member of the NSW Police Force.
3. A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage of the event in the interests of road safety or the safety of the community.
4. Any directions issued by the Roads and Traffic Authority must be promptly obeyed.
5. The event is to be conducted in accordance with the timing and route supplied and approved by Police.
6. The event is to be conducted within the nominated dates of the event.
7. Any breach of these conditions may result in the event being halted by the NSW Police.
8. Organisers, Officials and Participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.
9. Organisers must provide sufficient marshals to control participants in the event.
10. The Organiser is to ensure that all participants and event marshals are adequately briefed as to their roles and responsibilities.
11. Participants are not permitted on a road during periods of poor visibility due to inclement weather or fog, or where there is insufficient daylight to render a person dressed in dark clothing to be discernible at a distance of 100 metres.
12. Participants shall keep to the extreme left-hand side of the carriageway at all times.
13. Participants MUST NOT ride more than 2 abreast on multi lane roads.



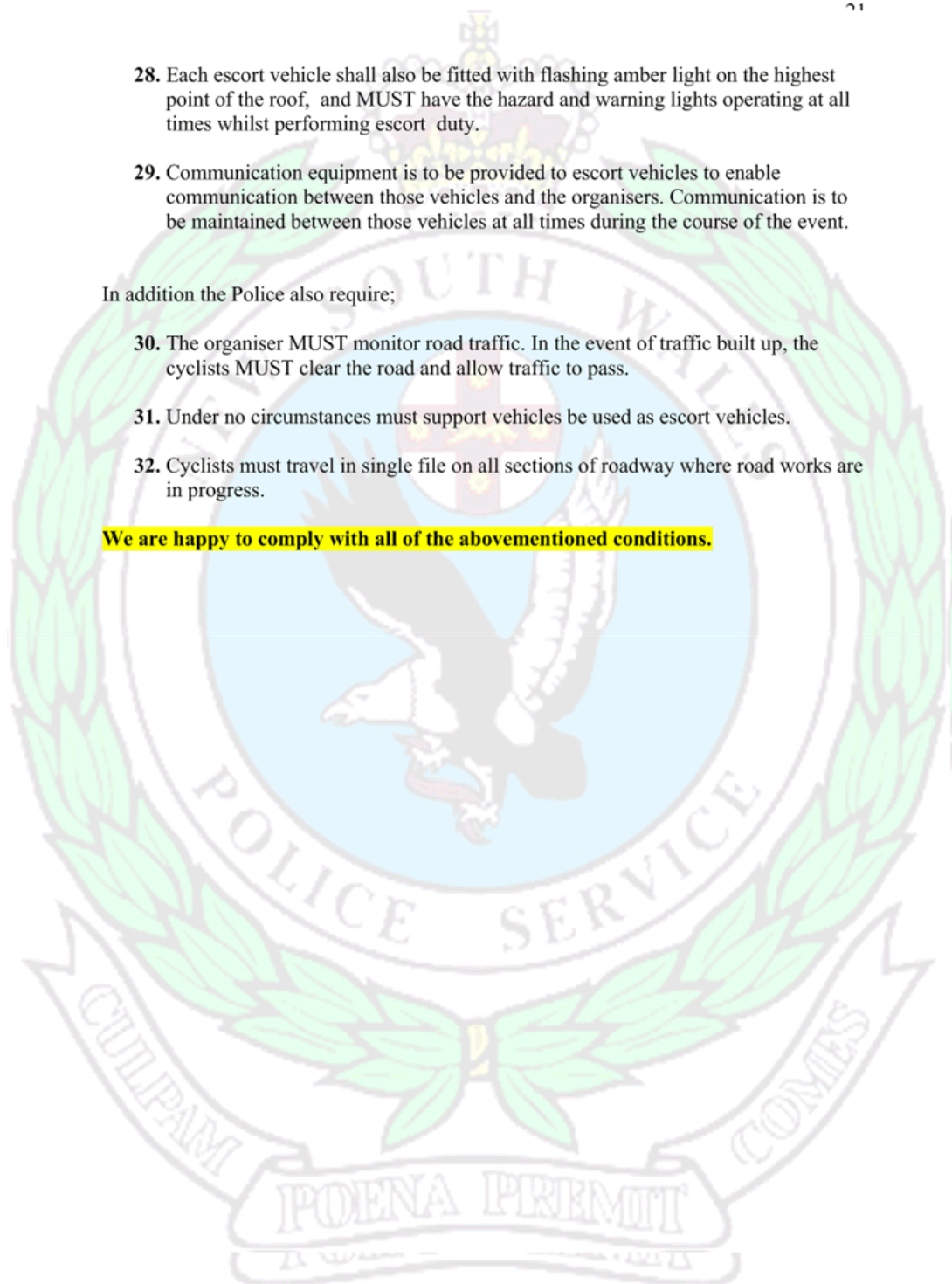
14. Participants MUST ride in single file on single lane roads.
15. Participants to obey traffic lights and comply with “STOP” - “GIVE WAY” and “DON’T WALK “ signs during the event.
16. Participants and passengers to wear approved helmet in compliance with the Road Transport Legislation.
17. Participants MUST wear suitable reflective clothing when cycling upon a road.
18. The organisers shall provide escort vehicles as detailed below which must be positioned so as to create a positive awareness of the presence of the participants on the carriageway to other road users. Escort vehicles must not be larger than a Toyota Hi Ace type vehicle.
19. Escort and support vehicles are to move off the carriageway when required to wait for the participants, so as not to obstruct traffic on single lane carriageways.
20. Except when held up by other traffic or mechanical failure, escort or support vehicles shall not stop on the trafficable portion of the roadway for any reason.
21. Lead and rear vehicles are to travel with head and tail lamps illuminated when on escort duty.
22. Unless otherwise directed by police, escort vehicles shall be positioned in the following manner.
23. On a single lane carriageway a lead escort vehicle shall be positioned ahead of the leading participants:
24. This vehicle shall display a sign directed to the front of the vehicle displaying the words “CAUTION CYCLISTS/RUNNERS FOLLOWING”, so as to provide advance warning to oncoming motorists and other road users. ( Select appropriate wording )
25. A warning escort vehicle shall be positioned about 300 Metres to the rear of the last group of participants warning motorists of cyclists on the road ahead.
26. This vehicle shall display a sign directed to the rear of the vehicle displaying the words “CAUTION CYCLISTS/RUNNERS AHEAD” so as to provide advance warning to overtaking vehicles. ( Select appropriate wording )
27. Warning signs referred to above shall be not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of the sign and in accordance with the Road Transport Legislation.

28. Each escort vehicle shall also be fitted with flashing amber light on the highest point of the roof, and MUST have the hazard and warning lights operating at all times whilst performing escort duty.
29. Communication equipment is to be provided to escort vehicles to enable communication between those vehicles and the organisers. Communication is to be maintained between those vehicles at all times during the course of the event.

In addition the Police also require;

30. The organiser MUST monitor road traffic. In the event of traffic built up, the cyclists MUST clear the road and allow traffic to pass.
31. Under no circumstances must support vehicles be used as escort vehicles.
32. Cyclists must travel in single file on all sections of roadway where road works are in progress.

**We are happy to comply with all of the abovementioned conditions.**



**Responsibilities**

<b>Event Organiser</b>	Take out public liability insurance for a minimum of \$20 million ... this will be arranged prior to the event and on approval of the route.
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RTA</b>	<i>Organiser to consult</i>

**PUBLIC TRANSPORT**

This Section ☐ Applies  
☒ Does not apply

(Public Transport requirements to be shown in detail if this section applies)

**Responsibilities**

<b>Event Organiser</b>	As required, negotiate with Transport Companies to arrange <ul style="list-style-type: none"> <li>• Provision of extra buses for the event spectators and ensure normal services continue to operate efficiently</li> <li>• Provision of extra trains for the event spectators and ensure normal services continue to operate efficiently</li> </ul>
<b>Police</b>	<i>As agreed with Police Service</i>
<b>Councils</b>	<i>As agreed with council</i>
<b>RTA</b>	<i>As agreed with RTA</i>
<b>Others</b>	<i>As agreed / set out here</i>

**EVENT SIGNS**

This Section ☐ Applies  
☒ Does not apply

These are general information signs installed one or two weeks prior to the event, informing road users of an impending event and resulting changed traffic conditions.

This section may also relate to the event signs that will be used on the day, which may not be specifically noted on the Traffic Management Plan.

These signs can also advise on alternate routes for major traffic flows and destinations.

*The following is an example of these signs*

<p style="text-align: center;">SPECIAL EVENT  <b>WEDNESDAY , 07 MARCH 2001</b>  <b>6.30AM TO 4.30PM</b>  <b>WYONG RD TUGGERAH</b>  <b>CLOSED BETWEEN TONKISS &amp; GAVENLOCK</b></p>
--

*We are happy to facilitate the signage suggested and required.*

#### **VARIABLE MESSAGE SIGNS**

This Section ☐ Applies  
☒ Does not apply

Variable Message Signs (VMS) are used to advise road users of altered traffic conditions on the day of an event and are placed in strategic locations.

NOTE: THE RTA MUST APPROVE PLACEMENT OF THESE SIGNS.

#### **Responsibilities**

<b>Event Organiser</b>	<i>We have followed previous locations with RTA and Council on the suggested locations. Council will be providing the VMS.</i>
<b>Police</b>	<i>To be consulted in planning process</i>
<b>RTA</b>	<i>To be consulted in planning process</i>
<b>Council</b>	<i>To be consulted in planning process</i>
<b>Other</b>	

#### **ACCESS FOR LOCAL RESIDENTS, BUSINESSES, HOSPITALS AND EMERGENCY VEHICLES**

This Section ☐ Applies  
☒ Does not apply

#### **Local Resident Access**

If applicable, occupants in areas affected will receive a letterbox notice with a minimum seven days notice. Alternative routes will be outlined in local media. Signs are to be displayed as per RTA & Local Council requirements, advising of the traffic arrangements.

**Emergency Vehicle Access**

Access for emergency vehicles during an event must be provided. Where necessary, any special arrangements should be shown in detail. Ambulance and Fire Brigade to endorse emergency access arrangements.

**Responsibilities**

<b>Event Organiser</b>	
<b>Police</b>	
<b>Councils</b>	
<b>RTA</b>	
<b>Others</b>	

**PARKING**

This Section ☐ Applies  
☒ Does not apply

Sufficient parking for cars and buses should be identified and listed, including locations for any essential or emergency vehicles. These may include participants, officials, spectators, media, and marshals.

**Responsibilities**

<b>Event Organiser</b>	<i>Organise all parking</i>
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RTA</b>	<i>Organiser to consult</i>
<b>Others</b>	

**HEAVY VEHICLE ALTERNATIVE ROUTES**

This Section ☐ Applies  
☒ Does not apply

All heavy vehicle alternative routes must be of similar standards to existing road system. Standards would include road width, structural strength and height clearances. E.g. bridges and overhead wires.

Heavy vehicle alternative routes need to be provided with advanced advisory signs 2-3 weeks prior to the event. These alternatives also need to be advertised in local and or major newspapers.

#### Responsibilities

<b>Event Organiser</b>	<i>Organise with Police &amp; RTA in planning process</i>
<b>Police</b>	<i>Organiser to consult</i>
<b>Councils</b>	<i>Organiser to consult</i>
<b>RTA</b>	<i>Organiser to consult</i>
<b>Others</b>	

#### COUNCIL – SPECIAL CONDITIONS

Local councils usually have similar requirements for special events. However, every Local Council must be approached individually for approval of any special event within the boundary of that council.

Often times council will be satisfied with the submission of this Traffic Management Plan and will consult with the Police and the RTA. This is usually done directly with the Local Police Traffic Services Officer and the RTA Traffic Commander, or at the Local Council Traffic Committee.

Local Council Traffic Facilities Co-ordinator or Special Event Co-ordinator should be consulted in the planning process to find out their requirements.

*Overwrite event specific details here.*

**Local Council Consulted was** *(Sample) City Council*

**Council Officer Consulted was** *(Name)*

**Date of traffic Meeting at Council** *(DD/MM/YYYY)*

**Special Conditions Imposed / Requested by Council were;** *(Conditions)*



**OTHER CONSIDERATIONS**

This Section ☐ Applies  
☒ Does not apply

**Television**

Locations for all static television / camera crews and details of any mobile cameras should be shown. Traffic Control Plans are required for each static location, using AS1742.3 as its reference document.

**Responsibilities**

<b>Event Organiser</b>	<i>Once approval is granted we will then have television producer/director attend to locate camera positions etc.</i>
<b>Police</b>	<i>List as agreed</i>
<b>Councils</b>	<i>List as agreed</i>
<b>RTA</b>	<i>List as agreed</i>
<b>Others</b>	<i>List as agreed</i>
	<i>List as agreed</i>
	<i>List as agreed</i>

**ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS**

Administration and logistics builds on the previous section and describes the resources used on the day and who delivers those resources.

Table of Contact Names and Responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
1	Event Organiser	To manage the event	(Kent Williams)	0414981028
2	Police		(Name)	Insert contact details
3	RTA		(Name)	Insert contact details
4	Marshals		(Name)	Insert contact details
5	Parking		(Name)	Insert contact details
6	Event Signs		(Name)	Insert contact details
7	Barriers / cones /delineation		(Name)	Insert contact details
8	Media Liaison		(Name)	Insert contact

				<i>details</i>
9	Confirm all marshals in position		(Name)	<i>Insert contact details</i>
10	Advise NSW Ambulance Service		(Name)	<i>Insert contact details</i>
11	Insurance		(Name)	<i>Insert contact details</i>

### **COMMAND & COMMUNICATIONS**

This area sets out the location of the Command Post for the event and the personnel that will be in attendance at that command post.

All issues associated with staging the event are to be directed to the Event Command Post including the deployment of marshals and resources. Any emergency assistance is to be directed to the Police / Ambulance as required.

#### **Command Post Location**

**This section does not comply as the event is a rolling event**

.....  
 .....  
 .....

<b>ORGANISATION</b>	<b>CONTACT NAME</b>	<b>CONTACT NO:</b>
Event Organiser	<i>Insert contact details</i>	<i>Insert contact details</i>
Police	<i>Insert contact details</i>	<i>Insert contact details</i>
RTA	<i>Insert contact details</i>	<i>Insert contact details</i>
SES	<i>Insert contact details</i>	<i>Insert contact details</i>
Council	<i>Insert contact details</i>	<i>Insert contact details</i>
Media Liaison	<i>Insert contact details</i>	<i>Insert contact details</i>
St John Ambulance	<i>Insert contact details</i>	<i>Insert contact details</i>

**ATTACHMENTS****Attachments should include:**

1. Map of the route (as above)
2. Pictorial Traffic Control Plan (May be overlaid on the map.)
3. Table of Anticipated Travel Times, including 1<sup>st</sup> Participant and Last Participant arrival times at significant check points (as above)
4. Any other information that may assist in the assessment of the Road Occupancy Application.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

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<b>Item:</b>	<b>5.3</b>	<b>Ref: AINT/2023/02166</b>
<b>Title:</b>	<b>Special Event Transport Management Plan - Culture Fest 2023</b> <b>Container: ARC16/0168-8</b>	
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	1. Transport Management Plan original (002) Culture Fest 2023 2. Schedule 1 - Notice of Intention to Hold a Public Assembly (002) Culture Fest 3. Culture Fest Mud Map 4. Road Closure Faulkner St_Dumaresq to Kirkwood Culture Fest 5. UNE - GPL \$20m CoP 22-23	

### 1. Purpose

The purpose of this report is to advise of the road closure of Faulkner St between Dumaresq St and Kirkwood St, Armidale for Culture Fest 2013.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the road closure of Faulkner St between Dumaresq St and Kirkwood St, Armidale for Culture Fest 2013. The be held on 10<sup>th</sup> March 2023

### 3. Background

The Culture Fest is an evening festival to be held in Civic and Curtis parks, Armidale to celebrate the diversity of culture in the New England Region.

### 4. Discussion

The festival is organised by the University of New England and will celebrate the cultural diversity of the region. There will be international food stalls, pop-up bars and local food vendors.

The festival will have numerous activities for all ages of the community including kids' art, live music and dance performances.

### 5. Implications

#### 5.1. Strategic and Policy Implications

- CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.
- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

#### 5.2. Risk

The temporary road closure of Faulkner Street between Dumaresq Street and Kirkwood Street removes the risk of contact between pedestrians and vehicles, and will allow the free flow of pedestrians between the two parks.

#### 5.3. Sustainability

Not Applicable

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#### 5.4. Financial

Budget Area:	N/A						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	N/A	Nil	Nil	Nil	Nil	Nil	Nil

The organisers of the event are responsible for financing the activity including traffic control. There is no cost to Council.

#### 6. Consultation and Communication

The organisers are to arrange

#### 7. Conclusion

The Culture Fest is a festival that will enhance awareness to the community and help to promote the diversity of cultures within our LGA. To festival complies with policies and procedures. The officers ensuring the event meets requirements have no concerns with endorsing the event.

## Attachment 1

## Transport Management Plan original (002) Culture Fest 2023

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name: Culture Fest 2023

Event Location: Civic and Curtis Park, Armidale NSW

Event Date: 10 March 2023      Event Start Time: 5:30pm      Event Finish Time: 9pm

Event Setup Start Time: 6:00am      Event Packdown Finish Time: 12:00am

Event is    ☒ off street    ☐ on street - moving    ☒ on street non-moving

#### 1.2 Contact names

Event Organiser\* Alexandra Cook - University of New England

Phone: < 02 6773 2933    Mobile: 0426 899 983    E-mail: [culturefest@une.edu.au](mailto:culturefest@une.edu.au)

Event Management Company (if applicable)

Phone: ..... Fax: ..... Mobile: ..... E-mail:

**Police** ARMIDALE POLICE

Phone: 02 6771 0699 ..... Fax: 02 67710611

**Council** ARMIDALE REGIONAL COUNCIL

Phone: 02 67703800 Fax: 02 67729275 [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

**Roads & Traffic Authority** (if Class 1).....

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

#### 1.3 Detailed description of event (please attach any maps to back of application)

A large-scale festival night designed to celebrate diversity in the New England Region. There will be international food stalls, pop-up bars, jumping castle, local food vendors (selling food), kids art activities and live music and dance performances on a mainstage set up in the park.



## Attachment 1

## Transport Management Plan original (002) Culture Fest 2023

## 2 Risk Management - Traffic

CLASS 1 CLASS 2 CLASS 3	2.1	Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/>	Risk assessment plan (or plans) attached
	2.2	Public Liability Insurance
	<input checked="" type="checkbox"/>	Public liability insurance arranged. <u>Copy of Policy attached.</u>
	2.3	Police
	<input type="checkbox"/>	Police written approval attached <u>Letter sent to the Armidale Police – referred to Belinda Ackling: Armidale Regional Council.</u>
	2.4	Fire Brigades and Ambulance
	<input type="checkbox"/>	Fire brigades notified 02 67715076
	<input type="checkbox"/>	Ambulance notified 02 6771 1710

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1	The route or location
	<input checked="" type="checkbox"/>	Map attached
	3.2	Parking
	<input type="checkbox"/>	Parking organised - details attached.
	<input checked="" type="checkbox"/>	Parking not required <attendees can use public parking available in parking areas outside Visitor Information Centre and around town >

## Attachment 1

## Transport Management Plan original (002) Culture Fest 2023

Class 1	3.3	Construction, traffic calming and traffic generating developments
	<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/>	There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4	Trusts and Authorities
	<input type="checkbox"/>	This event uses a facility managed by a Trust or Authority; written approval attached
	<input checked="" type="checkbox"/>	This event does not use a facility managed by a trust or Authority
	3.5	Public transport
	<input type="checkbox"/>	Public transport plans created - details attached
	<input checked="" type="checkbox"/>	Public transport not required
	3.6	Reopening roads after moving events
<input type="checkbox"/>	This is a moving event - details attached.	
<input checked="" type="checkbox"/>	This is a non-moving event.	
3.7	Traffic management requirements unique to this event	
<input type="checkbox"/>	Description of unique traffic management requirements attached	
<input checked="" type="checkbox"/>	There are no unique traffic requirements for this event	
3.8	Contingency plans	
<input checked="" type="checkbox"/>	Contingency plans attached	
3.9	Heavy vehicle alternate routes	
<input type="checkbox"/>	Alternative routes for heavy vehicles required - RTA to arrange	
<input checked="" type="checkbox"/>	Alternative routes for heavy vehicles not required	
3.10	Special event clearways	
<input type="checkbox"/>	Special event clearways required - RTA to arrange	
<input checked="" type="checkbox"/>	Special event clearways not required	

## 4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES

CLASS 1 CLASS 2 CLASS 3	4.1	Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/>	Plans to minimise impact on non-event community attached
	<input checked="" type="checkbox"/>	This event does not impact the non-event community either on the main route (or location) or detour routes
	4.2	Advertise traffic management arrangements
	<input checked="" type="checkbox"/>	Road closures -advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/>	No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
<input type="checkbox"/>	No road closures or special event clearways - advertising not required	

## Attachment 1

## Transport Management Plan original (002) Culture Fest 2023

## 4.3 Special event warning signs

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☐ This event does not require special event warning signs

## 4.4 Permanent Variable Message Signs

- ☐ Messages, locations and times attached
- ☒ This event does not use permanent Variable Message Signs

## 4.5 Portable Variable Message Signs

- ☐ The proposed messages and locations for portable VMS are attached
- ☒ This event does not use portable VMS

## 5 APPROVAL

Your application needs to be provide to Council 4 weeks prior to the Local Traffic Committee meeting which is held 1<sup>st</sup> Tuesday of each month, with Council endorsement occurring 3<sup>rd</sup> Wednesday of each month.

**Privacy and Personal Information Protection Notice (S.10 PPIPA Act 1998)**

Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350

Purpose of Collection: Traffic Management for a Special Event

Intended Recipients of your information: Traffic Advisory Committee

You have the right to access and amend your personal information by contacting the Public Officer at the address above.

Your personal information is required: By law

Consequences if you do not supply your information:

## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Alexandra Cook ..... (<i>name</i>)  of 69 Rusden Street, Armidale NSW ..... (<i>address</i>)  on behalf of University of New England ..... (<i>organisation</i>)  notify the Commissioner of Police that  on the ..10..... (<i>day</i>) of March (<i>month</i>), ..2023..... (<i>year</i>), it is intended to hold  <i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately  ..5,000..... (<i>number</i>) persons,  which will assemble at Civic and Curtis Park, Armidale NSW ..... (<i>Place</i>)  at approximately ..5:30..pm,  and disperse at approximately ..9:00pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately  ..... (<i>number</i>) persons,  which will assemble at approximately ..... am/pm, and at  approximately ..... am/pm the procession will commence and shall proceed  .....  .....  .....  (<i>Specify route, any stopping places and the approximate duration of any stop; and the  approximate time of termination. A diagram may be attached.</i>)</p>
2	<p>The purpose of the proposed assembly is to celebrate multiculturalism and the  diversity in the New England Region. This will be via international food stalls, live  music and dance, pop-up bars, jumping castle and kids art activities. ....</p> <p>.....  .....  .....  .....  .....  .....  .....</p>

## Attachment 2

## Schedule 1 - Notice of Intention to Hold a Public Assembly (002) Culture Fest

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(I) There will be approx..4-5 vehicles The type and dimensions are as follows: Food truck vehicles – all other vehicle types involved in set up and pack down of the festival site will be offsite for the duration of the festival itself. .... .....</p> <p>(II) There will be 8-10 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly: N/A ..... .....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows: ..... .....</p>
---	---

4	I take responsibility for organising and conducting the proposed assembly.
---	--

5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>International Services Team University of New England Elm Avenue, Armidale NSW 2351 ..... ..... Postcode.  Telephone No. 02 6773 2933.....</p>
---	---

6	<p>Signed A.Cook ..... Capacity/Title International Student Engagement Coordinator .....  Date 24 January 2023 .....</p>
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Attachment 2

Schedule 1 - Notice of Intention to Hold a Public Assembly (002) Culture Fest

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Attachment 3

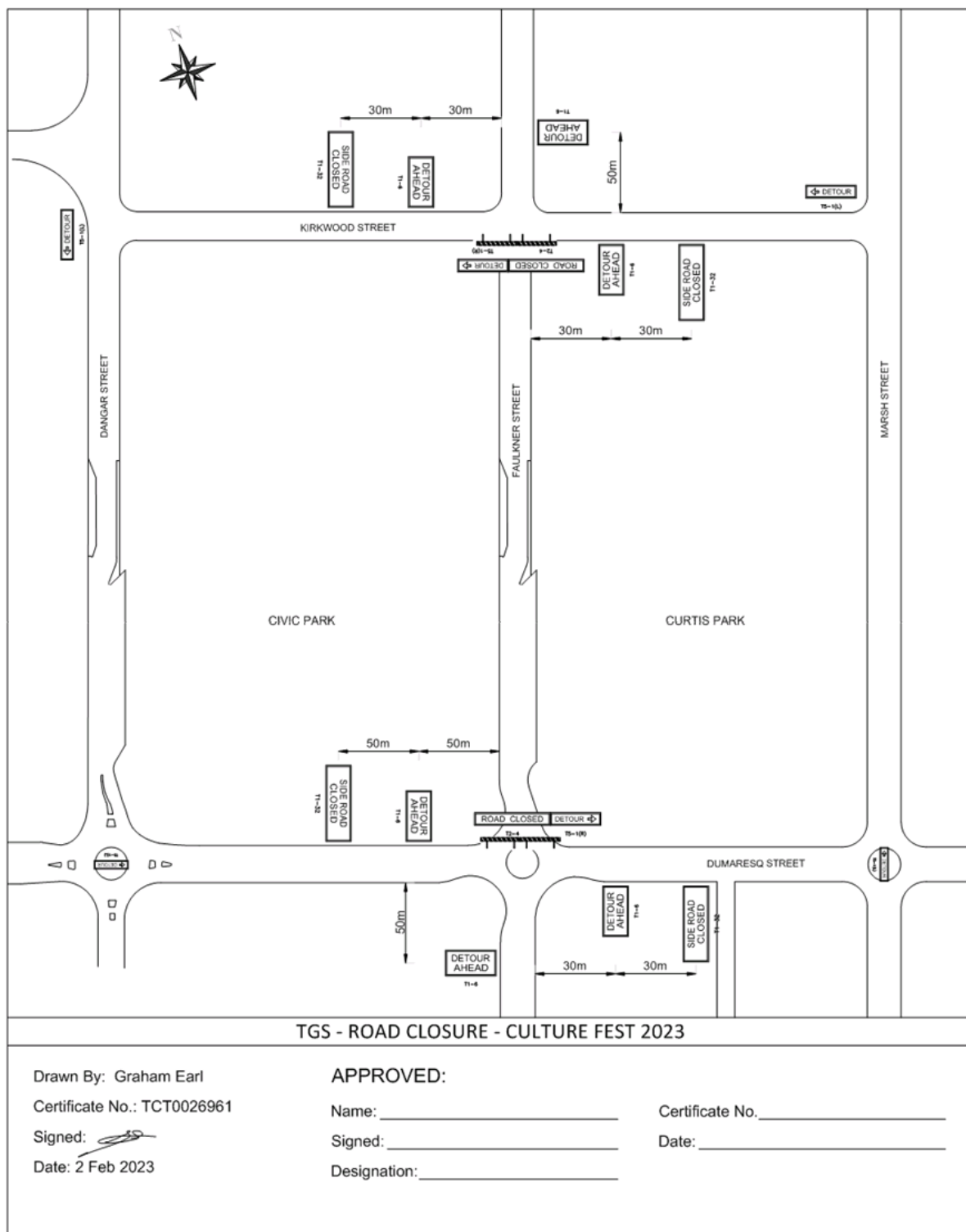
Culture Fest Mud Map



Attachment 3

## Attachment 4

## Road Closure Faulkner St\_Dumaresq to Kirkwood Culture Fest





## CONFIRMATION OF PROTECTION

University of New England

Certificate of Entry No: UL UNE 23

### GENERAL & PRODUCTS LIABILITY PROTECTION

This is to certify that **University of New England** (the Member) is a member of Unimutual Limited (the Mutual) and has the right to claim protection on behalf of a protected person or Affiliate for General and Products Liability risks in accordance with the Mutual's Rules, Constitution, Protection Wordings and the Member's Certificate of Entry.

#### SUMMARY OF MEMBER'S PROTECTION \*

<b>Protection No.:</b>	UNE 23 GPL
<b>Class</b>	General and Products Liability
<b>Protection Period:</b>	From: 00:00 hours (AEST) 1 November 2022 To: 24:00 hours (AEST) 31 October 2023
<b>Protection:</b>	For liabilities arising from personal injury (including death) and property damage in connection with the Member's business or from products manufactured, sold or supplied by the Member.  Protection is subject to certain terms, exclusions, conditions and limitations.
<b>Situation:</b>	Anywhere in the world other than Member operations domiciled and/or Member entities incorporated in USA/Canada.
<b>Limit of Protection:</b>	<b>\$20,000,000</b> any one occurrence other than liability arising out of Products which is limited to <b>\$20,000,000</b> in the aggregate for the Protection Period.
<b>Special Comments:</b>	

\* This is only a general summary of the Protection. The Protection is subject to Unimutual's Rules, Constitution, Protection Wording and the Member's Certificate of Entry.

This Certificate confers no rights on the Certificate holder.

Signed for and on behalf of Unimutual Limited

.....  
Authorised Representative  
Unimutual Limited

01/11/2022  
Date

Unimutual Limited Suite 11.02, Level 11, 56 Pitt Street, Sydney NSW 2000 | PO Box H96, Australia Square NSW 1215  
T: 02 9247 7333 | F: 02 9252 9070 | service@unimutual.com.au | www.unimutual.com  
Unimutual Limited ABN: 45 106 564 372 AFS Licence No: 241142

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 7 February 2023

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<b>Item:</b>	<b>5.4</b>	<b>Ref: AINT/2023/02466</b>
<b>Title:</b>	<b>Special Event Transport Management Plan - Tour de Rocks 2023.</b> <b>Container: ARC16/0168-8</b>	
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. 2023 Tour de Rocks Schedule 1 - Notice of Intention to Hold a Public Assembly Route 1 v0 Signed</li> <li>2. 2023 Tour de Rocks Transport Management Plan Route 1 v1</li> <li>3. 2023 Tour de Rocks Ride Management Route 1 v0</li> <li>4. 2023 Tour de Rocks Schedule 1 - Notice of Intention to Hold a Public Assembly Route 2 v0 Signed</li> <li>5. 2023 Tour de Rocks Transport Management Plan Route 2 v1</li> <li>6. 2023 Tour de Rocks Ride Management Route 2 v0</li> <li>7. Tour de Rocks Events Liability Insurer Schedule 2022 2023</li> <li>8. Plan - Tour De Rocks TCP</li> </ol>	

### 1. Purpose

The purpose of the report is provide notice for the conduct of the annual Tour de Rocks charity bike ride to be conducted from Thursday 20<sup>th</sup> April to 22<sup>nd</sup> April 2023. With the current conditions of Kempsey Road the organisers have been advised to provide two routes in case of poor conditions or road closures.

### 2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the temporary closure of Dangar Street between Dumaresq and Kirkwood Streets, Armidale, from 6am to 9am on Thursday 20<sup>th</sup> April 2023.
- b. Endorse the Special Event Transport Management Plan for the staging along Route 1 of the Tour de Rocks on Thursday 20<sup>th</sup> April 2023, for the occupation and usage of Armidale Regional Council Local Government Area (LGA) local roads only, pending approval for the use of local roads within the LGA of Kempsey Council, and of any regional classified roads from TfNSW, and any further recommendations from NSW Police.
- c. Endorse the Special Event Transport Management Plan for the staging along Route 2 of the Tour de Rocks from Thursday 20<sup>th</sup> April to 22<sup>nd</sup> April 2023, for the occupation and usage of Armidale LGA local roads, and pending approval of any regional classified roads from TfNSW, and any further recommendations from NSW Police.

### 3. Background

The event is a charity cycling event encompassing amateur cyclists.

The charity event will raise \$250,000 for researching a cure for cancer. The Tour de Rocks is an incorporated charitable organisation that distributes funds to both research and local cancer program providers.

Armidale Regional Council  
Traffic Advisory Committee  
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Approximately 500 cyclists will ride from Armidale to South West Rocks over a three-day period with support personnel. Each day's route provides specific challenges and hazards relative to distance, terrain, frequency of vehicular traffic, road surface.

#### 4. Discussion

The 'Tour de Rocks' charity mountain bike ride is being staged over three consecutive days commencing at a public park (Civic Park) in Dangar Street, Armidale Thursday, 20<sup>th</sup> April 2023.

##### **Route 1 – To be used if the condition and roadworks on Kempsey Rd permit usage.**

Day 1 starts at 6am at Civic Park and ends at Georges Junction, 93.4 km East of Armidale at 5pm.

Day 2 of the ride commences at Georges Junction at 8am and ends at Willawarrin showground, 78 km East of Georges Junction at approximately 5pm.

The final day of the ride commences at Willawarrin showground at 6am and ends at a 2pm Headlands Park located at South West Rocks Headland adjacent to Livingstone Street. Distance 90km east of Willawarrin.

##### **Route 2 – Alternate route to be used if Kempsey Rd is not navigable.**

Cyclists will be travelling from Civic Park Dangar Street, Armidale left into Dumaresq Street, left into Marsh Street, left into Rockvale Road, right onto Chandler Road, continuing to Wollomombi Village. Left onto Grafton Road (Waterfall Way), right onto Old Kempsey Road to Jeogla-Wakefield Road. (This is a Private Road with Jeogla Station). Follow Jeogla-Wakefield Road until Oaky River (lunch stop). After lunch, riders will return to Kempsey Road to Wollomombi Village. Total distance – 84kms. The days riding will conclude at 5pm.

Day 2 comprises an 92km ride from Wollomombi to Guyra Showground. Using various sealed and unsealed road in the Armidale Regional Council LGA. Departure at Wollomombi at 9am and arrive in Guyra Showground at 5.00pm.

Day 3 comprises an 55km ride from Guyra Showground to Sports UNE, Armidale.

Leaving the Guyra Showground, the riders will turn left and follow Marne Street, left into Ryanda Street and right into Aboomala Street. Follow Aboomala Street, riders will then dismount and push bikes across the New England Highway.

After crossing the New England Highway, riders will ride through the tunnel under the Railway Line, cross road and join up with McKie Parkway. Take a left at Baldersleigh Road for about 12km. Turn left onto Old Armidale Road and stay on Old Armidale Road to Fleetwood Road intersection. Continue along Old Armidale Road and turn left at Boorolong Road. Follow Boorolong Road and turn left at Meredith Street (UNE Property). Ride along Meredith Street and left onto Abbott Road. Follow Abbott Road and then left onto dirt track past UNE playing fields. Take the left hand fork and ride up to the UNE Sports Union Road. Turn left and ride down to Sport UNE.

#### 5. Implications

##### **5.1. Strategic and Policy Implications**

- CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.
- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

##### **5.2. Risk**

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Traffic Advisory Committee  
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- The closure is an annual occurrence to which the public are very aware of for the duration of the event.
- No homes are disadvantaged by the closure.
- The temporary road closure controls the risk of contact between pedestrians and moving vehicles.

### 5.3. Sustainability

- Annual tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region

### 5.4. Financial

Budget Area:	Roads and Parks						
Funding Source:	City Services – Event Management						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	install and remove the traffic control				\$617.89		

Council staff will install and remove the traffic control for the closure of Dangar St, Armidale on the 20<sup>th</sup> April 2023. The cost for the traffic control will be borne by the organisers of the event.

### 6. Consultation and Communication

Advertising will occur well before the event, signage will be in place the week prior and up to the event to remind and highlight the activities.

### 7. Conclusion

The Tour de Rock is an important fundraising event for cancer research.

The committee request that Council endorse the Special Transport Management Plan for both the primary route (Route 1) and secondary route (Route 2) for the staging of the Tour de Rocks.



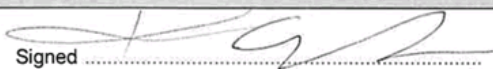
## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Kay Endres ..... (name)  of 169 Beardy Street, Armidale NSW 2350 ..... (address)  on behalf of Tour de Rocks Limited ..... (organisation)  notify the Commissioner of Police that  on the 20<sup>th</sup> of April, 2023, it is intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <del>not being a procession</del>, of approximately  .....(number) persons;  which will assemble at ..... (Place)  at approximately ..... am/pm;  and disperse at approximately ..... am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a gathering of approximately 500 persons, who will  assemble at approximately 6:00 am, and at approximately 7:30 am the ride  will commence and shall proceed in accordance with the Event Execution  Plans, Maps and Schedules (refer to Appendix 1)</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop, and the  approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is for the commencement of the  Tour de Rocks Charity Mountain Bike Ride. The 'Tour de Rocks' charity  mountain bike ride is staged over three consecutive days commencing  at a public park (Civic Park) in Dangar Street, Armidale Thursday, 20<sup>th</sup>  April 2023. Day 1 starts at 6am at Civic Park and ends at Georges  Junction, 93.4 km East of Armidale at 5pm. Day 2 of the ride  commences at Georges Junction at 8am and ends at Willawarrin  Showground, 78 km East of Georges Junction at approximately 5pm.  The final day of the ride commences at Willawarrin Showground at 6am  and ends at approximately 2pm Headlands Park located at South West  Rocks Headland adjacent to Livingstone Street. Distance 90km east of  Willawarrin. The event is a charity cycling event encompassing  amateur cyclists.</p>



3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(I) <del>There will be ... (number) of vehicles and/or ... (number) of floats involved.</del></p> <p><del>The type and dimensions are as follows:</del></p> <p>.....</p> <p>(II) <del>There will be ... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</del></p> <p>(III) <del>The following number and type of animals will be involved in the assembly:</del></p> <p>.....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p> <p><b>There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating "Cyclists Ahead." A minibus with trailer will travel well behind at a safe distance the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route.</b></p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><b>169 Beady Street</b>.....</p> <p><b>Armidale, NSW 2350</b> .....</p> <p>Telephone No. <b>0409 723 657</b></p>
6	<p>Signed </p> <p>Capacity/Title <b>.Chairman – Tour de Rocks Limited</b></p> <p>Date <u>1/2/23</u></p>

**APPENDIX 1 – EVENT EXECUTION PLANS, MAPS and SCHEDULES****General Outline**

Approximately 500 cyclists will ride from Armidale to South West Rocks over a three-day period with support personnel. Each day's route provides specific challenges and hazards relative to distance, terrain, frequency of vehicular traffic, road surface. Below, the route has been divided up into each day and traffic management details are provided for each.

**The Route****Day 1: Thursday 20<sup>th</sup> April 2023 - Armidale to Georges Junction**

Cyclists will be travelling from Civic Park Dangar Street, Armidale left into Dumaresq Street, left into Marsh Street, continue onto Rockvale Road, right onto Chandler Road, right into Kilcoy Road, left onto Grafton Road (Waterfall Way), right onto Old Kempsey Road to Georges Junction – 93.4kms. The days riding will conclude at 5pm.

The initial 20km involves undulating sealed two-way road. Participants will ride in pelotons (approximate numbers 20 – 2 abreast) during this part of the ride. From Chandler Road to Georges Junction (75kms) will be a combination of sealed (approx. 20%) and gravel (80%) roads.

Signage headed will be erected during the week prior to the event.

Warning signage will be erected west of the Chandler School entrance of the Waterfall Way and east of the Old Kempsey Road entrance to the Waterfall Way warning traffic of riders entering and exiting Waterfall Way. Tour de Rocks personnel will manage the flow of cyclists at these intersections to assist riders enter and exit the Waterfall Way safely.

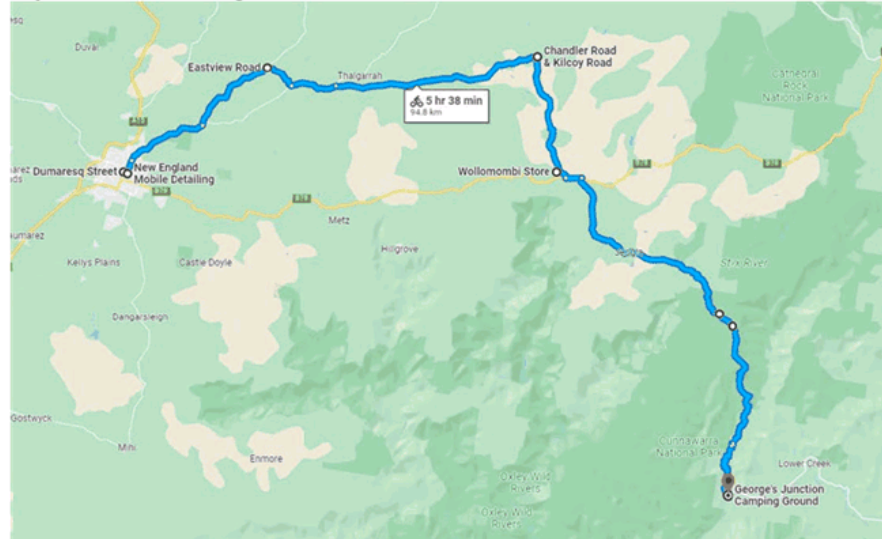
There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating "Cyclists Ahead." A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10 kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimising impacts on traffic. The Escort Vehicles and Bus will communicate via UHF or Satellite phone, as necessary. The bus will have a sign and flashing lights warning vehicles of cyclists ahead.

## Attachment 1

## 2023 Tour de Rocks Schedule 1 - Notice of Intention to Hold a Public Assembly Route 1 v0 Signed

Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and act as first response to any incident.

## Day 1 - Armidale – Georges Junction



**Day 2: Friday 21<sup>st</sup> April 2023 - Georges Junction to Willawarrin Show Grounds**

Tour de Rocks personnel will be placed at each intersection and gate. There are 7 gates along this route to control livestock.

Day 2 comprises a 78km ride from Georges Junction East on Old Kempsey Road to Willawarrin Show Ground. Departure at Georges Junction at 9am and arrive in Willawarrin at 5.00pm.

The initial 37.2km is along the Armidale Kempsey Road. At Bellbrook riders will turn right at Apex Park, cross the bridge, turning right onto Toose Road, at 3.5km from Bellbrook riders turn left onto Mackenzies Road, at 6.9km turn left onto Balls Road, at 14.0km riders turn left staying on Balls Road, at 16.4km riders turn left onto Watto Brook Road, at 27.1km riders turn left onto Toorooka Road, at 28.4km riders turn right remaining on Toorooka Road, at 29.4km riders turn right onto the Armidale Kempsey Road for the last 3km to Willawarrin.

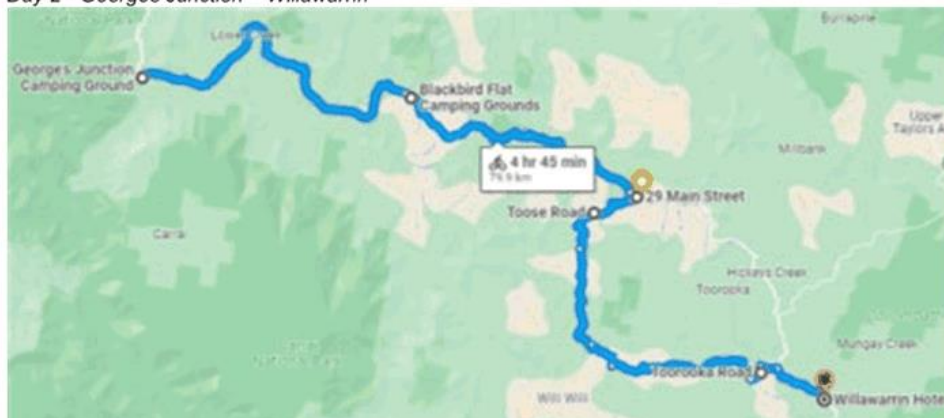
The riders will travel 2 abreast on two-way roads (not exceeding 1.5m apart). There are no turns across oncoming traffic on this section of the route apart from crossing westbound traffic into the Willawarrin camping ground.

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimizing impacts on traffic. The Escort Vehicles and Bus will communicate via UHF, or Satellite phone, always. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

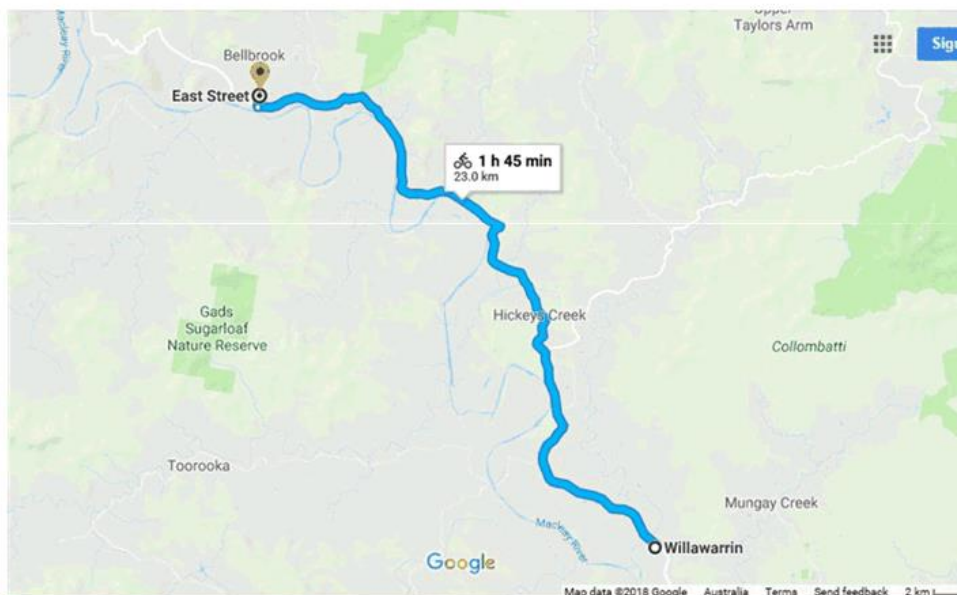
## Attachment 1

## 2023 Tour de Rocks Schedule 1 - Notice of Intention to Hold a Public Assembly Route 1 v0 Signed

## Day 2 - Georges Junction – Willawarrin



NOTE: - If there is rain preceding Day 2 or rain on day 2 and it is found that the low-level crossings between Bellbrook and Willawarrin are not safe to cross then the original route from Bellbrook to Willawarrin via Armidale Road will be used. This route was used from 2010 to 2016 without any major incidents. This route is all weather and tar sealed.





## Attachment 1

## 2023 Tour de Rocks Schedule 1 - Notice of Intention to Hold a Public Assembly Route 1 v0 Signed

**Day 3: Saturday 22<sup>nd</sup> April 2023 - Willawarrin to South West Rocks**

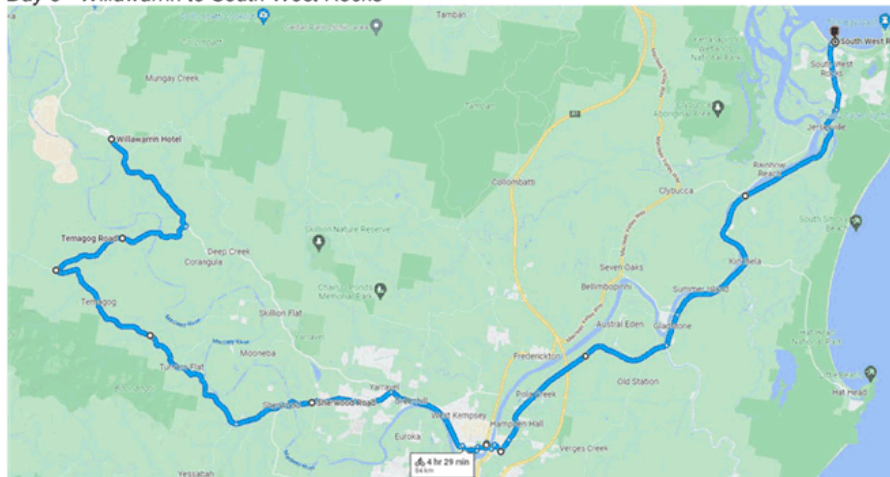
The route for 2022 has remained as per 2019- 2018 - 2017 to use quieter roads into Kempsey. Tour de Rocks Personnel will be placed on each major intersection to ensure all cyclist travel in the correct direction.

Day 3 comprises an 85km ride from Willawarrin to South West Rocks via Willi Willi Road, Sherwood Road, Dungog Creek Road and South Kempsey. Departure at Willawarrin at 7am and arrive in South West Rocks approximately 1:00pm. The entire route is a combination of two way sealed/unsealed roads. Day 3 involves travelling through Kempsey crossing the Macleay River, (with the new Pacific Highway Bypass now in use); the risk to riders progressing through this area of the ride is significantly decreased

At the 7.1km mark along the Armidale Kempsey Road, turn right onto Temagong Road. At 15.6km turn left onto Willi Willi Road, at 25.7km head straight onto Sherwood Road, at 30.6km turn left onto Dungog Creek Road, at 39.8km turn right onto Armidale Kempsey Road.

At 47km from Willawarrin each cyclist will turn right from Elbow Street onto Tozer Street via a roundabout and will meet at for rest break and refreshments. Riverside Park on Verge Street. Riders will be grouped in riding enclosures of no more than 20 riders. These groups will be spaced 5 minutes apart travelling from Kempsey to the final destination at Headlands Park, South West Rocks. The groups will ride from Riverside Park along Verge St passing under the Pacific Hwy right into York Lane then left on Forth Avenue, then left onto Macleay Valley Way, cross the Macleay River, then turning left onto Rudder Street, right onto Bissett Street, left into Washington Street and onto South West Rocks Road. The riders will ride in single file of groups of no more than 20 riders.

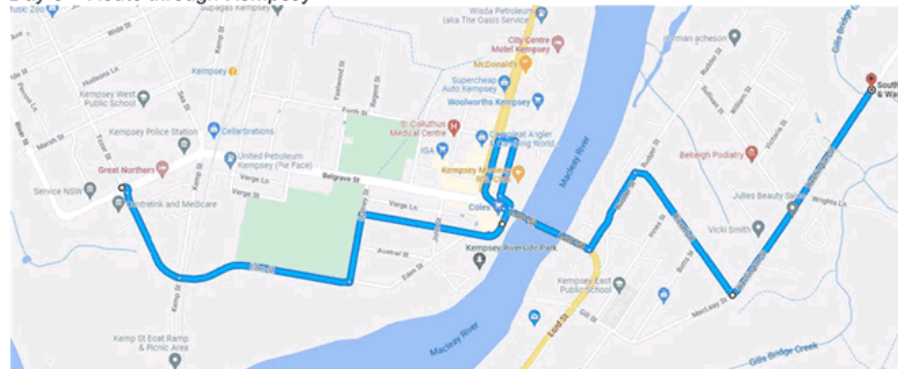
There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimizing impacts on traffic. The Escort Vehicles and Bus will always communicate via UHF or Satellite phone. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

**Day 3 - Willawarrin to South West Rocks**

## Attachment 1

## 2023 Tour de Rocks Schedule 1 - Notice of Intention to Hold a Public Assembly Route 1 v0 Signed

## Day 3 – Route through Kempsey





## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name **Tour de Rocks – Charity Bike Ride**

Event Location: **Civic Park – Dangar Street, Armidale NSW to  
Headland Park Area – Livingstone Street, South West Rocks NSW**

Event Dates: **Thursday 20<sup>th</sup> April to Saturday 22<sup>nd</sup> April 2023 (Daily)**

Event Start Time: **06:00 am** Event Finish Time: **05:00 pm**

Event Setup Start: **05:00 am**.. Event Packdown **Finish: 09:00 am (Armidale)**  
**10:00 am**.. Event Packdown **Finish: 03:00 pm (South West Rocks)**

Event is ☒ off street ☒ on street - moving ☐ on street non-moving

#### 1.2 Contact names

**Event Organiser** Tour de Rocks Ltd – Board  
 Chairman – Kay Endres  
 Mobile: . 0409 723 657  
 E-mail: .....[kay@netc.com.au](mailto:kay@netc.com.au)

**Police** Armidale Police  
 Phone: . 02 6771 0699 Fax: ..... 02 6771 0611

**Council** Armidale Regional Council – Belinda Ackling  
 Phone: . 02 6770 3852 Fax: ..... 02 6772 9275  
 E-mail: ...[BAckling@armidale.nsw.gov.au](mailto:BAckling@armidale.nsw.gov.au)

**Council** Kempsey Shire Council – Cliff Toms  
 Phone: . 02 6566 3200  
 E-mail: .....[ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au)

**Roads and Traffic Authority** (if class 1) Transport for NSW – Ryan Farrell  
 Mobile: . 0476 802 987  
 E-mail: .....[regional.special.events@transport.nsw.gov.au](mailto:regional.special.events@transport.nsw.gov.au)

**1.3 Detailed description of event (please attach any maps to back of application)**

The 'Tour de Rocks' charity mountain bike ride is being staged over three consecutive days commencing at a public park (Civic Park) in Dangar Street, Armidale Thursday, 20<sup>th</sup> April 2023. Day 1 starts at 6am at Civic Park and ends at Georges Junction, 93.4 km East of Armidale at 5pm. Day 2 of the ride commences at Georges Junction at 8am and ends at Willawarrin showground, 78 km East of Georges Junction at approximately 5pm. The final day of the ride commences at Willawarrin showground at 6am and ends at a 2pm Headlands Park located at South West Rocks Headland adjacent to Livingstone Street. Distance 90km east of Willawarrin.

The event is a charity cycling event encompassing amateur cyclists.

The charity event will raise \$250,000 for researching a cure for cancer. The Tour de Rocks is an incorporated charitable organisation that distributes funds to both research and local cancer program providers.

**General Outline**

Approximately 500 cyclists will ride from Armidale to South West Rocks over a three-day period with support personnel. Each day's route provides specific challenges and hazards relative to distance, terrain, frequency of vehicular traffic, road surface. Below, the route has been divided up into each day and traffic management details are provided for each.

**The Route****Day 1 - Thursday 20<sup>th</sup> April 2023 - Armidale to Georges Junction**

Cyclists will be travelling from Civic Park Dangar Street, Armidale left into Dumaresq Street, left into Marsh Street, continue onto Rockvale Road, right onto Chandler Road, right into Kilcoy Road, left onto Grafton Road (Waterfall Way), right onto Old Kempsey Road to Georges Junction – 93.4kms. The days riding will conclude at 5pm.

The initial 20km involves undulating sealed two-way road. Participants will ride in pelotons (approximate numbers 20 – 2 abreast) during this part of the ride. From Chandler Road to Georges Junction (75kms) will be a combination of sealed (approx. 20%) and Gravel (80%).

Signage will be erected during the week prior to the event.

Warning signage will be erected west of the Chandler School entrance of the Waterfall Way and east of the Old Kempsey Road entrance to the Waterfall Way warning traffic of riders entering and exiting Waterfall Way. Tour de Rocks personnel will manage the flow of cyclists at these intersections to assist riders enter and exit the Waterfall Way safely.

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating "cyclists ahead." A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimising impacts on traffic. The Escort Vehicles and Bus will communicate via UHF or Satellite phone, as necessary. The bus will have a sign and flashing lights warning vehicles of cyclists ahead.

Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

**Day 2 - Friday 21<sup>st</sup> April 2023 - Georges Junction to Willawarrin Show Grounds**

Tour de rocks personnel will be placed at each intersection and gate. There are 7 gates along this route to control livestock.

Day 2 comprises a 78km ride from Georges Junction East on Old Kempsey Road to Willawarrin Show Ground. Departure at Georges Junction at 9am and arrive in Willawarrin at 5.00pm.

The initial 37.2km is along the Armidale Kempsey Road. At Bellbrook riders will turn right at Apex Park, cross the bridge, turning right onto Toose Road, at 3.5km from Bellbrook riders turn left onto Mackenzies Road, at 6.9km turn left onto Balls Road, at 14.0km riders turn left staying on Balls Road, at 16.4km riders turn left onto Watto Brook Road, at 27.1km riders turn left onto Toorooka Road, at 28.4km riders turn right remaining on Toorooka Road, at 29.4km riders turn right onto the Armidale Kempsey Road for the last 3km to Willawarrin.

The riders will travel 2 abreast on two-way roads (not exceeding 1.5m apart). There are no turns across oncoming traffic on this section of the route apart from crossing westbound traffic into the Willawarrin camping ground.

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimising impacts on traffic. The Escort Vehicles and Bus will communicate via UHF, or Satellite phone, always. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

**Day 3 - Saturday 22<sup>nd</sup> April 2023 - Willawarrin to South West Rocks**

The route for 2023 has remained as per 2017 – 19 to use quieter roads into Kempsey. Tour de Rocks Personnel will be placed on each major intersection to ensure all cyclist travel in the correct direction.

Day 3 comprises an 85km ride from Willawarrin to South West Rocks via Willi Willi Road, Sherwood Road, Dungog Creek Road and South Kempsey. Departure at Willawarrin at 7am and arrive in South West Rocks approximately 1:00pm. The entire route is a combination of two way sealed/unsealed roads. Day 3 involves travelling through Kempsey crossing the Macleay River, (with the new Pacific Highway Bypass now in use); the risk to riders progressing through this area of the ride is significantly decreased

At the 7.1km mark along the Armidale Kempsey Road, turn right onto Temagong Road. At 15.6km turn left onto Willi Willi Road, at 25.7km head straight onto Sherwood Road, at 30.6km turn left onto Dungog Creek Road, at 39.8km turn right onto Armidale Kempsey Road.

At 47km from Willawarrin each cyclist will turn right from Elbow Street onto Tozer Street via a roundabout and will meet at for rest break and refreshments. Riverside Park on Verge Street. Riders will be grouped in riding enclosures of no more than 20 riders. These groups will be spaced 5 minutes apart travelling from Kempsey to the destination at Headlands Park, South West Rocks. The groups will ride from Riverside Park along Verge St passing under the Pacific Hwy right into York Lane then left on Forth Avenue, then left onto Macleay Valley Way, cross the Macleay River, then turning left onto Rudder Street, right onto Bissett Street, left into Washington Street and onto South West Rocks Road. The riders will ride in single file of groups of no more than 20 riders.

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimising impacts on traffic. The Escort Vehicles and Bus will always communicate via UHF or Satellite phone. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

**Refer to Appendix 1 – Event Maps.**

**Attachment 2 – 2023 Tour de Rocks Ride Management Route 1 v0**

## 2 Risk Management - Traffic

## 2.1 Occupational Health &amp; Safety - Traffic Control

- ☒ Risk assessment plan – Refer to Appendix 2 – Route Survey and Appendix 5 – Volunteers and Event Personnel

## 2.2 Public Liability Insurance

- ☒ Public liability insurance arranged. Refer to Attachment 1 – Insurance Policies

## 2.3 Police

- ☒ Police written approval attached. **Letter sent to the Armidale Police – referred to Belinda Ackling: Armidale Regional Council.**

## 2.4 Fire Brigades and Ambulance

- ☒ Fire brigades notified 02 6771 5076  
☒ Ambulance notified 02 6771 1710

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

## 3.1 The route or location

- ☒ Map attached – Refer to Appendix 1 – Event Maps

## 3.2 Parking

- ☐ Parking organised - details attached.  
☒ Parking not required.

## 3.3 Construction, traffic calming and traffic generating developments

- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached  
☒ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

## 3.4 Trusts and Authorities

- ☐ This event uses a facility managed by a Trust or Authority; written approval attached  
☒ This event does not use a facility managed by a trust or Authority

## 3.5 Public transport

- ☐ Public transport plans created - details attached  
☒ Public transport not required

## 3.6 Reopening roads after moving events

- ☒ This is a moving event - details attached.  
☐ This is a non-moving event.

## 3.7 Traffic management requirements unique to this event

- ☐ Description of unique traffic management requirements attached  
☒ There are no unique traffic requirements for this event

## 3.8 Contingency plans

- ☒ Contingency plans - Refer to Appendix 3 – Contingency Plans



CLASS 1	<b>3.9 Heavy vehicle alternate routes</b>
	<input type="checkbox"/> Alternative routes for heavy vehicles required - RTA to arrange <input checked="" type="checkbox"/> Alternative routes for heavy vehicles not required
CLASS 1	<b>3.10 Special event clearways</b>
	<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>	
CLASS 1	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
	<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
CLASS 2	<b>4.2 Advertise traffic management arrangements</b>
	<input type="checkbox"/> Road closures -advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached <input checked="" type="checkbox"/> No road closures or special event clearways - advertising not required
CLASS 1	<b>4.3 Special event warning signs</b>
	<input checked="" type="checkbox"/> Special event information signs - Refer to Appendix 4 – Event Signage <input type="checkbox"/> This event does not require special event warning signs
CLASS 1	<b>4.4 Permanent Variable Message Signs</b>
	<input type="checkbox"/> Messages, locations, and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
CLASS 1	<b>4.5 Portable Variable Message Signs</b>
	<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

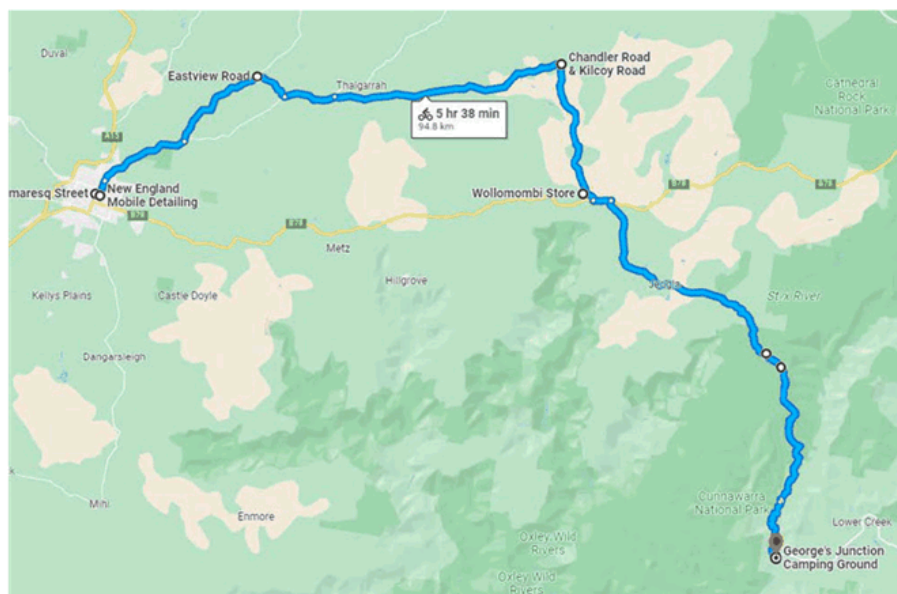
**5 APPROVAL**

Your application needs to be provided to Council 4 weeks prior to the Local Traffic Committee meeting which is held 1<sup>st</sup> Tuesday of each month, with Council endorsement occurring 3<sup>rd</sup> Wednesday of each month.

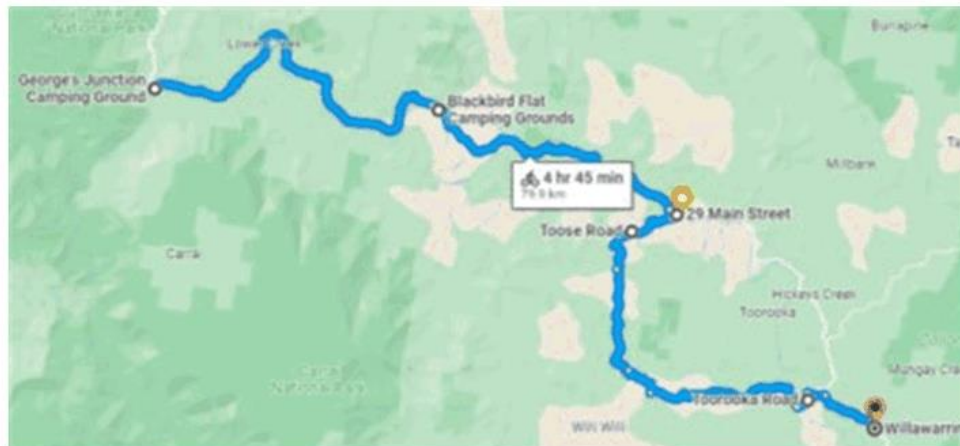
<b>Privacy and Personal Information Protection Notice (S.10 PPIPA Act 1998)</b>
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Traffic Advisory Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law
Consequences if you do not supply your information:

## APPENDIX 1 – EVENT MAPS

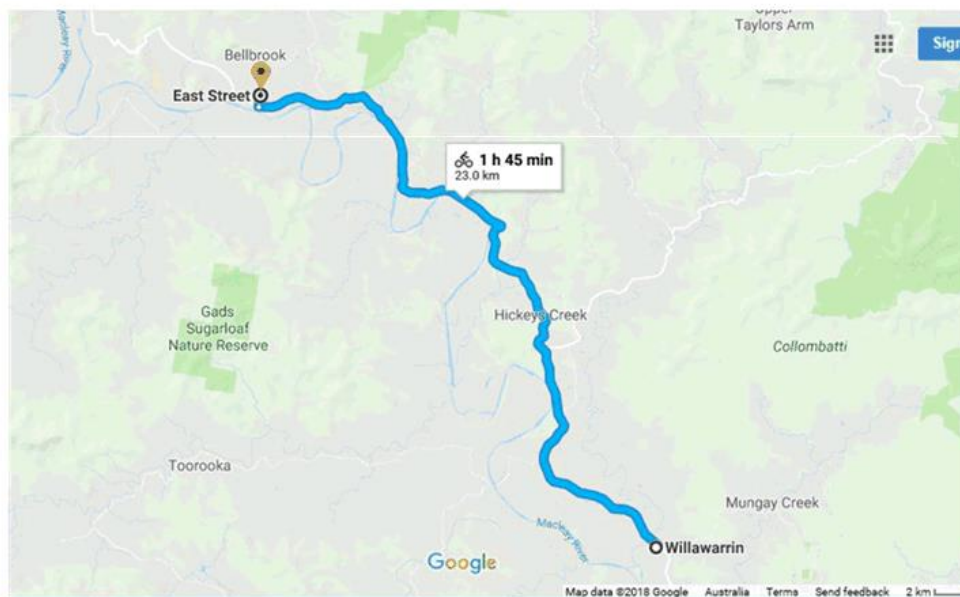
### Day 1 - Thursday 20<sup>th</sup> April 2023 - Armidale to Georges Junction

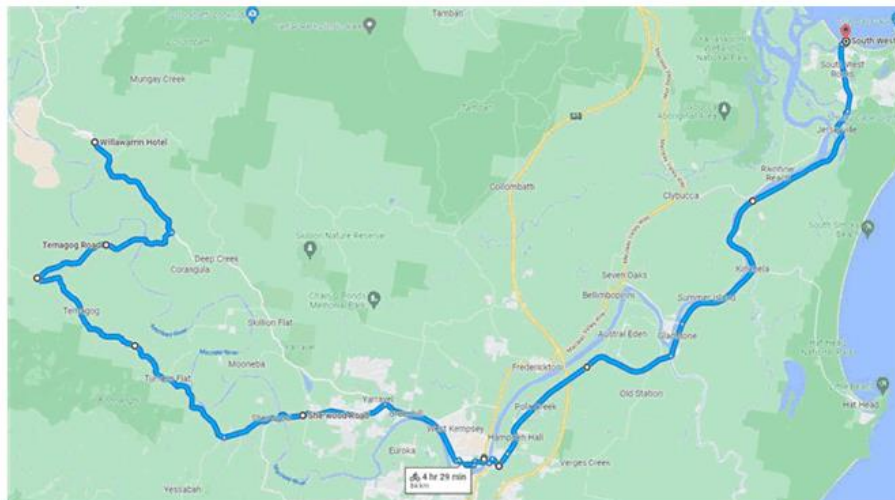
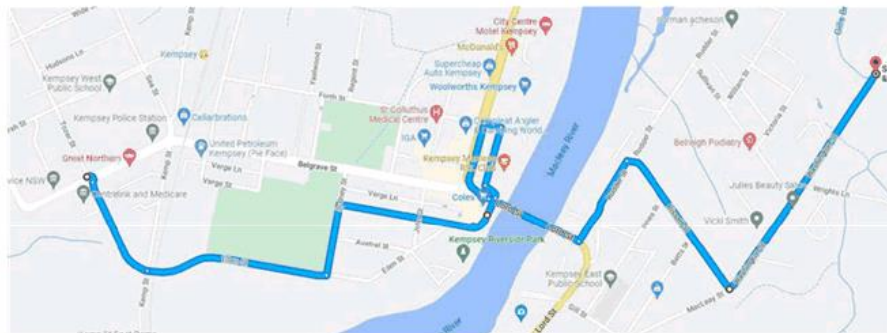




**Day 2 - Friday 21<sup>st</sup> April 2023 - Georges Junction to Willawarrin Show Grounds**

NOTE: - If there is rain preceding Day 2 or rain on day 2 and it is found that the low-level crossings between Bellbrook and Willawarrin are not safe to cross then the original route from Bellbrook to Willawarrin via Armidale Road will be used. This route was used from 2010 to 2016 without any major incidents. This route is all weather and tar sealed.



**Day 3 - Saturday 22<sup>nd</sup> April 2023 - Willawarrin to South West Rocks****Day 3 – Route through Kempsey**

**APPENDIX 2 – ROUTE SURVEY**

Tour de Rocks have undertaken a physical survey of the route and the results / comments / actions are outlined below.

Item	Verified	Action Taken
All one-way streets are described	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	•
Block access to Church on Sunday	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	• The event runs from Thursday to Saturday.
Block access to local business	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	• All stops scheduled for low population areas.
Block Ambulance / Fire Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Heavy Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Hospital Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Local Resident	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Police Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Public Facility (oval, etc.)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Public Transport Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Can route use alternatives such as bike tracks, paths, parks, bush tracks, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	• Route developed to exclude Pacific Highway use. Timings of ride to avoid major vehicular traffic.
Conflict with local construction	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Distance measured is correct	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	• As per google maps (254 kms total).

Item	Verified	Action Taken
Lane widths and numbers checked to ensure safety of participants and public	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	• Route driven multiple times; photographic survey undertaken of layby areas for pulling over
Restricted Turns / Movements Checked	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	•
Road Signage / Restrictions Checked	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	•
Route Impeded by Traffic Calming Devices?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Signalised Intersections Checked for event requirements / restrictions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	•
Tidal Flows Relevant		•
Traffic Generators such as shopping centres, schools, etc. are checked and notifications given	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	•

**APPENDIX 3 – CONTINGENCY PLANS**

Tour de Rocks have continued to build the safety committee comprising of experienced cyclists and Police Officers who have a background in Ambulatory Care, Medical, Workplace Health and Safety, Emergency Management and Rescue. This committee will convene if, and when, any risks are identified as outlined below.

Issues / Risks	Applicable	Action Taken
Heavy/Bad Weather	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Monitor up to 10 minutes.</li> <li>• After 20 minutes pull to roadside, put on wet weather riding gear, find man made shelter if possible.</li> <li>• Communicate with all groups via UHF and motorcycle marshals.</li> <li>• Marshall all together at lead group location if possible.</li> <li>• Motorcyclists used to convey messages and ensure compliance.</li> <li>• Monitor at hourly intervals for 3 hours.</li> <li>• At each hour, a decision to wait or abandon the day's ride is made.</li> <li>• Safety Coordinator – check list to be completed each day prior rider's departure.</li> </ul>
Poor Lighting	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If event occurs delaying the ride. Each hour Event Coordinator will make decision if the final rider will finish in poor light. If so, uplift all riders to overnight camp.</li> <li>• No rider will finish in dark or poor light.</li> <li>• No rider will continue to ride after 5pm cut off.</li> </ul>
Bush fire Hazard	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The first objective of this contingency plan is to AVOID bush fire.</li> <li>• Safety Committee, Safety Coordinator and Event Organiser to review current fire activity leading up to and during event via information at website each evening before next day's ride and morning of ride - <a href="http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=683">http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=683</a> - Safety committee, Safety Coordinator (committee) and Event Organiser to cancel ride if Fire Danger Rating is Severe, Extreme or Catastrophic to area of ride.</li> <li>• Ensure one UHF is held by each escort vehicle.</li> <li>• If smoke/fire observed on route by support / riders report immediately to Communications Manager via UHF who will contact RFS via Satellite phone to ascertain risk.</li> <li>• If advice received from RFS is to halt ride, Event Supervisor is to organise IMMEDIATELY to uplift all riders to location to be decided by RFS, Police and Event Organiser- All support vehicles / bus to IMMEDIATELY proceed to rolling enclosures as directed by Event Supervisor / Comms Manager.</li> <li>• Leave bikes on roadside. &amp;, evacuate all riders in vehicles in direction recommended by RFS.</li> <li>• All event participants to be accounted for using roll calls for each rolling enclosure.</li> <li>• Locate nearest safe area for extraction by road, helicopter and notify Comms manager via UHF.</li> <li>• In prestart meeting each morning, these steps to be outlined to all riders / support vehicles.</li> </ul>

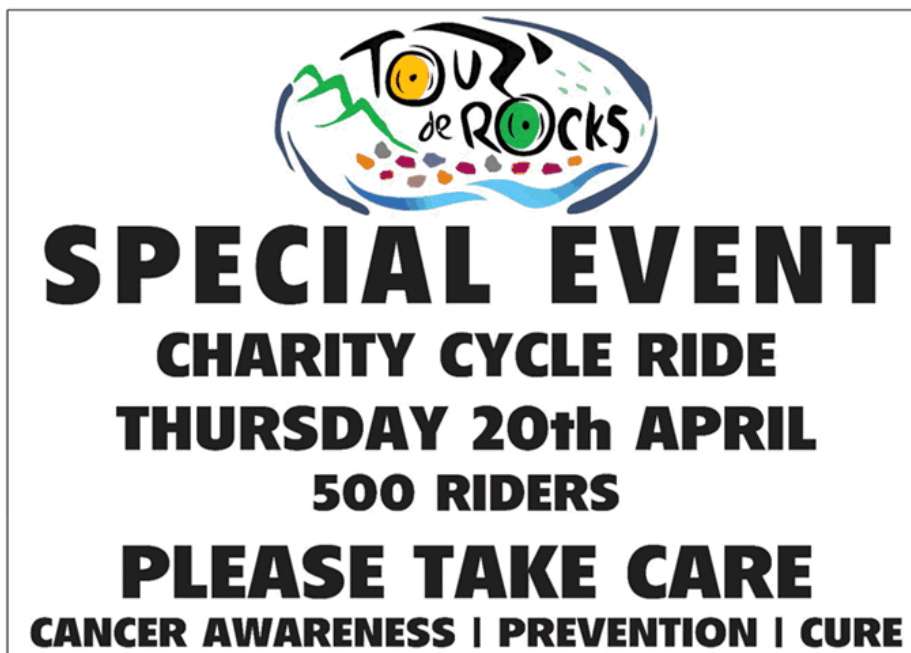
Issues / Risks	Applicable	Action Taken
Accident on route	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact emergency services.</li> <li>• GP doctors available to treat injured persons.</li> <li>• St John Ambulance notified and attend.</li> <li>• Cones and high vis clothing available in each escort vehicle for temp traffic control until emergency services arrive.</li> </ul>
Breakdown on route	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact local towing company.</li> <li>• If escort vehicle, support car will be fitted out to take place as new escort vehicle.</li> </ul>
Absence of Marshal/Volunteer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• In the event of an absent marshal/volunteer, a team leader will assign either themselves or one of their riders to assume the position until the position can be filled by another Tour de Rocks personnel.</li> </ul>
Absence of Event Signage	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Additional escort vehicle signage to be carried in support vehicle in the event sign is damaged, falls from vehicle and is lost.</li> </ul>
Blockage to Public Transport	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Slow Participants	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Minibus with trailer will follow last group. Bus will not follow directly behind last group but will park off road where safe and move at the speed limit to with close proximity of final rolling enclosure in a bunny hopping movement for route's duration.</li> <li>• Experienced group leader will identify weak participants and provide encouragement and indicate to Safety Coordinator that pickup will be required if necessary.</li> <li>• Rider not at designated location outlined by Safety Committee by requested time will be conveyed by bus to next designated location.</li> </ul>
Cancellation of Event	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If event cancelled during the ride for reasons such as bushfire risk, extreme weather, or other reason - <ul style="list-style-type: none"> <li>• uplift participant to next overnight camp location or return to Armidale in bus and support vehicles.</li> <li>• Bikes remain with at least two persons until trailers can pick up all bikes.</li> <li>• Catering team will establish tent and provide food and water for those participants waiting for uplift.</li> </ul> </li> </ul>
Delayed Event	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Security of Participants	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Security of VIP's	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Bridge Crossing Problems	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	



**APPENDIX 4 – EVENT SIGNAGE**

Tour de Rocks will advertise the Charity Ride via local media and signage will be displayed with the heading "Major Event" the week prior to the ride on the roads used. The purpose of the signage is to advise road users of the dates, timings, and rider numbers.

An example of the signage is indicated below





## APPENDIX 5 – VOLUNTEERS AND EVENT PERSONNEL

Tour de Rocks have identified the following volunteer and event personnel roles and assigned the duties outlined below.

Volunteer Roles	Duties
Escort vehicle drivers	<ul style="list-style-type: none"> <li>Adhere to Traffic Management Plan.</li> <li>Ensure safety of cyclists.</li> <li>Minimise impact on other road users.</li> <li>Provide updates on road conditions, weather, cyclist conditions.</li> <li>In the event of traffic build up, clear roadway, pulling to shoulder keeping cyclists between escort vehicles.</li> </ul>
Safety Coordinator	<ul style="list-style-type: none"> <li>Be available on UHF, mobile and satellite phone 24 hrs per day, during riding hours.</li> <li>Receive information from Escort vehicle drivers and pass on to all rolling enclosures if significant.</li> <li>In the event of an emergency, contact relevant emergency services, event organiser. (To have list of all Emergency Service contact details for entire route).</li> <li>Have knowledge of contingency plan and roles.</li> </ul>
Safety Committee	<ul style="list-style-type: none"> <li>Be available on UHF.</li> <li>Receive information from participants – forward to Safety Coordinator.</li> <li>Have knowledge of contingency plan and roles.</li> <li>In the event of an emergency, ensure contact is made with relevant emergency services, Safety Coordinator and Event coordinator.</li> </ul>
Doctors – St John Ambulance Volunteers	<ul style="list-style-type: none"> <li>Always retain communication with Safety Coordinator during ride (possess UHF).</li> <li>Provide first aid and advice to event organiser in the event of injury.</li> <li>Supply medical goods and defibrillator.</li> </ul>
Caterers	<ul style="list-style-type: none"> <li>Provide clean and safe delivery of food and drinks (morning tea, lunch &amp; dinners).</li> <li>Timely delivery of food and drinks.</li> </ul>
Camp setup / equipment support vehicle drivers	<ul style="list-style-type: none"> <li>Provide support to event organiser to arrange erecting tents, cleaning, packing up.</li> <li>Support vehicles NOT to be used as escort vehicles.</li> </ul>

**APPENDIX 6 – ADMINISTRATION, LOGISTICS AND COMMUNICATIONS**

Tour de Rocks have identified the following Duties and Responsibilities.

DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
Event Organiser	To manage the event	Tour de Rocks Ltd Board - Kay Endres	0409 723 657
Police		Armidale LAC Sgt Alex Weissel	02 6771 0699 02 9265 4720
RMS		Danial Wills	02 6604 9332
Media Liaison		Kay Endres	0409 723 657
Insurance		Kay Endres	0409 723 657
Safety Committee	To manage safety and risks prior to and during cycling event.	David Boundy Theron King Glen Townsend Satellite phone	0409 325 238 0427 682 057 0422 224 888 0147 167 452

## ATTACHMENT 1 – INSURANCE POLICIES



**JUA Underwriting Agency Pty Limited**

ACN 004 566 465  
ABN 70 004 566 465  
AFSL 235411

PO BOX Q1205 Queen Victoria Building, NSW 1230  
Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

October 21, 2022

ARTHUR J. GALLAGHER - BEENLEIGH  
PO BOX 404  
BEENLEIGH QLD 4207

Policy No: 211080825

### SUMMARY of CURRENCY

THIS IS TO CERTIFY that in accordance with the authorisation granted under contract to the undersigned by certain Underwriters whose name and the proportions underwritten by them are listed below and who are bound each for his own part and not for one another, their Heirs, Executors and Administrators, to insure in accordance with the terms and conditions contained in the Policy and Policy Certificate or any subsequent Renewal Certificate or Endorsement Certificate.

<u>Insured</u>	TOUR DE ROCK PTY LTD
<u>ABN</u>	50 157 824 014
<u>Period Insured</u>	From 23 Oct 2022 to 23 Oct 2023 From Start Date until 4pm on the End Date
<u>Cover</u>	General Liability

It is declared that the above numbered policy is current to the date shown unless cancelled subsequent to the issue of this certificate.

Yours faithfully,

Sally Stanley (via email)  
Liability Underwriter



JUA Underwriting Agency Pty Limited

ACN 004 566 465  
ABN 70 004 566 465  
AFSL 235411PO BOX Q1205 Queen Victoria Building, NSW 1230  
Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

October 21, 2022

ARTHUR J. GALLAGHER - BEENLEIGH  
PO BOX 404  
BEENLEIGH QLD 4207

Policy No: 211080825

TO WHOM IT MAY CONCERN

**CERTIFICATE OF CURRENCY**  
EFFECTED THROUGH JUA UNDERWRITING AGENCY PTY LIMITED  
(hereinafter called the Coverholder)

THIS CERTIFICATE OF INSURANCE confirms that in return for payment of the Premium shown in Schedule, Certain Underwriters at Lloyd's have agreed to insure you, in accordance with the wording attached to this Certificate.

You or your representative can obtain further details of the syndicate numbers and the proportions of this insurance for which each of the Underwriters at Lloyd's is liable by requesting them from the Coverholder shown above. The subscribing insurers' obligations under contract of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurers who for any reason does not satisfy all or part of its obligations.

In accepting this insurance, the Underwriters have relied on the information and statements that you have provided on the Proposal Form (or Declaration) the date of which is stated in the Schedule. You should read this Certificate carefully and if it is not correct contact the Coverholder. It is an important document and you should keep it in a safe place with all other papers relating to this insurance.

**SCHEDULE**

<b><u>Agreement Number</u></b>	B042422INT06182 Sec 1
<b><u>Policy Number</u></b>	211080825
<b><u>Period of Insurance</u></b>	From 23 Oct 2022 to 23 Oct 2023 From Start Date until 4pm on the End Date
<b><u>Insured</u></b> <b><u>ABN</u></b>	TOUR DE ROCK PTY LTD 50 157 824 014
<b><u>Address</u></b>	ARMIDALE NSW 2350
<b><u>Class of Business</u></b>	General Liability
<b><u>Underwriters</u></b>	CERTAIN UNDERWRITERS AT LLOYD'S 100.00%
<b><u>Occupation</u></b>	ANNUAL FUNDRAISING EVENTS & BICYCLE RIDE - WALK 16/10/2022 & BIKE RIDE 20/04/2023 - 22/04/2023
<b><u>Sum Insured</u></b>	General Liability \$20,000,000 TOTAL SUM INSURED \$20,000,000

Page 2 of 2

**ATTACHMENT 2 – 2023 TOUR DE ROCKS RIDE MANAGEMENT ROUTE 1 V0**

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## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023Day 1 Thursday 20<sup>th</sup> April 2023 Armidale – Georges Junction 94 kms

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
5:30am	Registrations Commence.	All riders and supporters are required to sign waivers and receive identification wrist bands.	Registration desks will be at the rear carpark of the Armidale Ex Services Memorial Club.	Tables, Chairs, Forms, Stationery, Notice Board, Volunteers for registrations, Road Closures ACC, No parking in Armidale Ex Services Memorial Club car park.	All waivers to be signed. Peloton posted on Notice Board.	Mark Bullen to marshal riders. 2 Way radios and sat phone. Endy – lead car. Bill – rear car and bus. Motor bikes – Frosty, Bullo and Anthony Williams. St Johns Ambulance x 2. Mechanics Van with Signs.	Signage at start of Rockvale Road and 100 metres past Chandler Road warning motorists of cyclists on road on Thursday 11th April.  Signs to be placed 2 days before event.
6:30am	Welcome and Morning Briefing.	Combined Rider and Supporter briefing.	Coffee. Highland Band.	Stage, Power, Microphone, Flags and Tent. Coffee Cart.		Safety Briefing.	
7:00am	Registrations Close.						
7:00am	First Peloton departs for Wollomombi via Chandler and Kilcoy Roads.	Distance to Drink Station No 1 is 22 kms on sealed road.  From Drink Station No 1 to Wollomombi, travel a further 29 kms on formed gravel road and arriving at Wollomombi Village for morning tea.	Pelotons will be in teams or combination of teams and will be posted on the notice board on the morning of the ride.  Pelotons will be departing at approximately 5-minute intervals and shall remain in pelotons until the first drink stop at the Chandler Road turn.	Mark Bullen to Marshall. Police Escort. Highland Band.	Drink Stop with toilets at Chandler Road turn off.  Drinks and Toilets will be bought out from Armidale and taken back when complete.	Ambulance and TDR support vehicles to keep back from riders.	Collect signs from Chandler Road.
8:30am	Last Peloton departs.	Estimated time to Drink Station No 1 is 1.5 hours.  Estimated time to Wollomombi Village is 3.2 hours.		Pack tent and flags.			
8:30 – 9:00am	Supporters leave for Georges Junction.	Support vehicles are prohibited from following riders. Support vehicles are to travel via Waterfall Way to Wollomombi and then directly to Georges Junction.  Distance is 85 kms and travel time is approximately 1.75 hours.  Any Support vehicles that have not passed the Wollomombi Village turn off by 10:00am will not be able to proceed to Georges Junction until after the riders. This will mean an arrival at Georges Junction around 4:30pm.	Lunch will be provided for all supporters at Georges Junction from 12.00 pm.  It is expected that supports will arrive at Georges Junction as early as possible, set their own camp up and then offer to assist the catering team prepare lunch and then the evening meal. This is our big day, we will need as much assistance as possible.			Cyclists leaving for Georges Junction to be marshalled at Chandler School immediately prior to Waterfall Way.  Marshalls with 2-way radios to be stationed at signs to advise when road is clear.	Cyclists Ahead + Cyclists turning across road 200 metres ahead signs to be placed before Chandler School going east and before Old Kempsey Road heading west.  Signage to be placed on Old Kempsey Road 1 week prior indicating cyclists will be on the road.
10:30am	Estimated time for First Riders to leave Wollomombi Village.	Distance to Forestry Huts 22 kms for Lunch Break.  Estimated riding time is 1.5 hours.	A couple of steep pinches on this leg. Keep the fluids up.				

2023 Tour de Rocks Ride Management Route 1 v0



## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
11:30am	Last Riders leave Wollomombi Village.		Last Riders will arrive at Lunch around 1:30pm.	Pack catering equipment and follow to the Forestry Huts for lunch.	Collect signs from Waterfall Way.		
11:30 – 2:00pm	Lunch Stop at Forestry Huts.	Enjoy a well-earned break in the magnificent forest with the toughest part of the day over.	Have a good meal focused on the carbohydrates and keep the fluids up.		Toilets to be loaded and returned to Armidale.  Lunch gear to be loaded and taken to Georges Junction following riders.	Single file 23 kms downhill. Road open to traffic.	Hill signage: Keep Left, Single File, Slow Down, Oncoming Traffic.  Signs at the bottom –Cyclists descending 1:00pm – 3:00pm today, next 23 kms.  Marshall at the bottom warning traffic of riders descending.
1:00pm	Estimated time for First Riders to leave Forestry Huts for Georges Junction.	Distance to Georges Junction 20 kms.  Riding time is approximately 1.5 hours.	As the "Big Hill" is one of our greatest safety risks, teams will depart again in the groups.		Bunch riders for decent leaving between 1:00pm and 2:00pm. Targeting being off the mountain by 3:00pm.  Riders in 4 groups behind marshal bike / car Mark Bullen to marshal from 12:45pm.	Single file, keep left, ride within means.	
2:00pm	Last Riders leave Forestry Huts for Georges Junction.		Extreme caution required on rough roads and steep sections. Do not under any circumstances cross to the other side of the road as vehicles coming up the hill will not be able to see you. Please be careful.				
4:00pm	Last Riders arrive at Georges Junction.	Sad Bus, Mechanics to follow assisting as required.					
5:30pm	Safety Committee Meeting.	Review day's events.				Shoes for swim in the river.	
6:00pm	Jersey Awards.	Daily Recognition Jerseys to be presented.					
6:20pm	Brief overview of Day 2.	10 mins on Day 2.			Remind supporters that they will need to have left Georges Junction before 7:45am to be ahead of the child riders.  Toilets to be cleaned the night before.		
6:30pm	Dinner.		Make sure you are eating well for the next day – plenty of carbs.				
7:30pm	Clean Up Camp Kitchen and prepare for Day 2.	Any assistance in the Camp Kitchen will be appreciated after the enormous effort by the catering team to provide 400 meals.			Roster for assistance with chores.		

2023 Tour de Rocks Ride Management Route 1 v0

## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0

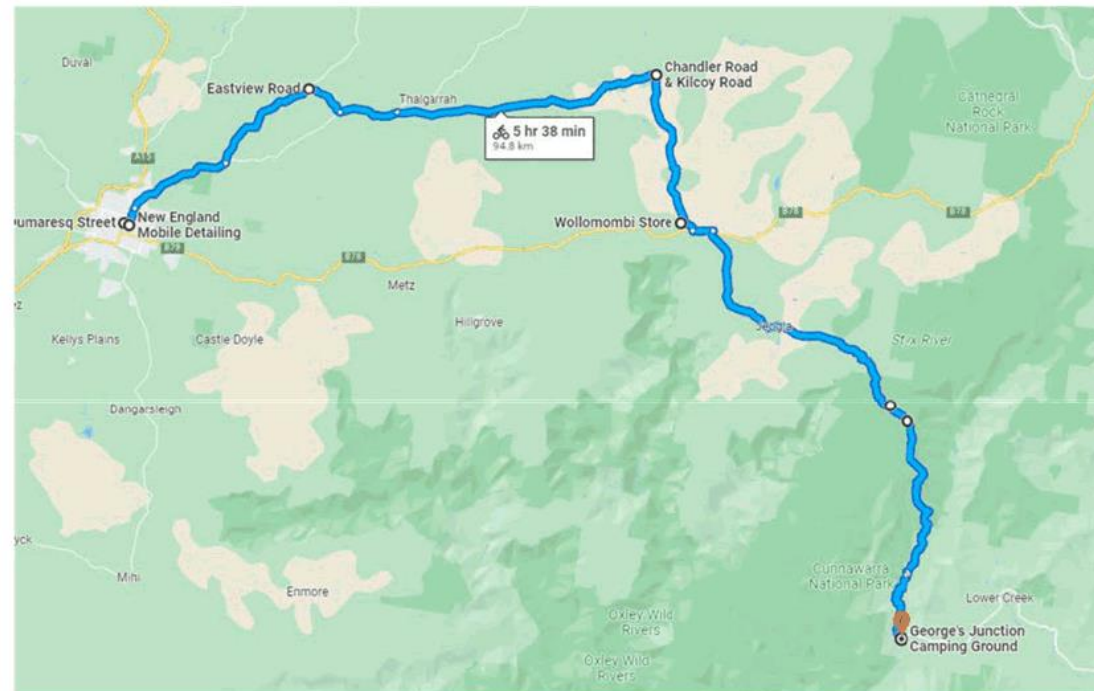


## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Day 1      Thursday 20<sup>th</sup> April 2023      Armidale – Georges Junction      94 kms



1,098 m - 1,936 m



2023 Tour de Rocks Ride Management Route 1 v0

## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

### Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Day 2      Friday 21<sup>st</sup> April 2023      Georges Junction - Willawarrin      80 kms

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
6:30am	Breakfast.	Continental breakfast served. Stock up on carbs in cereals, toasts, and jams.	Keep drinking.				
7:30am	Morning Briefing at Information Tent.	Outline the days ride, including road conditions and safety advice.		Catering crew to leave early for Blackbird Flat.			
8:00am	First wave of Supporters and Catering Teams leave.		Real need for supporters to assist with packing up the catering equipment and getting them ahead of the riders today to ensure they have sufficient time to prepare the breaks and meals for us on the road ahead.				
8:00am	Child Ride Commences.	Georges Junction to Blackbird Flat 26 kms.  Estimated 2 hours arrive at 10:00am.	Child Riders must be accompanied by a parent / guardian.  TdR support vehicle will accompany.				Cyclists on Road 8:00am – 1:00pm Friday 12 <sup>th</sup> April.  Signs between Bellbrook and Georges Junction.
9:00am	Adult Riders Leave.	Georges Junction to Blackbird Flat along banks of Macleay River.  Estimated riding time is 1.5 hours, casual formation.	Keep to left hand side of roadway.		Camp packed up, water truck back up the hill, flat top, tent, and C to C equipment.  Toilets strapped onto car trailers and taken to Bellbrook and then additional drink stop before Willawarrin, and then onto Willawarrin.		
10:15am	Second wave of Supporters leave Georges Junction for 20-minute drive to Blackbird Flat.	Supporters leave and arrive for morning tea at Blackbird Flat. If Supporters catch any riders, they are not to pass and must remain behind the escort vehicles.			Catering Crew to leave for Bellbrook to prepare lunch.		
10:00am	Morning Tea Blackbird Flat	Enjoy the river views and refuel for the couple of steep pinches on the next section.	Keep drinking.				
10:30am	Supporters leave for Bellbrook.	Important that all supporters and vehicles have left before the riders will be marshalled for departure.					
11:00am	First Riders leave Blackbird Flat for Bellbrook.	Distance 20 kms.  Estimated riding time is 1.5 – 2 hours.	Enjoy the magnificent Macleay River.			Several steep sections.	Cyclists on Road 8:00am – 1:00pm Friday 12 <sup>th</sup> April.  Signs between Bellbrook and Georges Junction.

2023 Tour de Rocks Ride Management Route 1 v0

## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
12:30 – 1:30pm	Lunch Bellbrook.	Lunch will be available in the grounds to the east of the cabins.	Be sure to call in and see Michelle at the Bellbrook Shop, or Dane at the Bellbrook Hotel and a swim in the river.  The owner of the shop has allowed us to use the grounds / power and water at the cabins for lunch, please support her little shop.		Marshalls, Toilet and Drink Stop leave Bellbrook for designated gate.  Prepare for riders arriving around 2:00pm.  Riders will leave Bellbrook from 1:00pm in small groups.  Gate openers will be on duty for approximately 3 hours.		TDR Arrow signage on intersections.
1:15pm	Supporters leave for Willawarrin.		Supporters will arrive at the Willawarrin Showground around 2:00pm and establish camp and assist catering team – if required.		Check both amenities are open and hot water is on.		
1:00pm	First Riders leave for Willawarrin.	Distance 33 kms.  Estimated riding time is 2 – 3.5 hours.	Riders will leave heading west over the Bellbrook Bridge via Toose Road and travelling along the southern side of the Macleay River until crossing again via Toorooka Road turning right back onto the Old Kempsey Road and into Willawarrin.		5 gates to be manned, opened, and stock movements controlled.  Bus will pick up marshals.  Additional Drink and Toilet break. Toilets on a trailer at one of the gates.	Cars required at intersection of Old Kempsey Road and Tarooka Road. One marshal required.	
3:00 – 4:30pm	Riders arrive at Willawarrin Showground.						
5:30pm	Safety / Logistics Committee Meeting.	Review day's events.					Signage to be placed for following day.
6:00pm	Jersey Awards.	Daily Recognition Jerseys to be presented.					
6:20pm	Brief overview of Day 3.	10 minutes on Day 3.					
6:30pm	Dinner.	Dinner at Willawarrin Showground.					
7:30pm	Clean up Camp Kitchen and prepared for Day 3.	Any assistance in the camp kitchen will be appreciated.	Willawarrin Hotel opens for business with traditional entertainment.				

2023 Tour de Rocks Ride Management Route 1 v0

## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



### 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Georges Junction to Willawarrin to South West Rocks

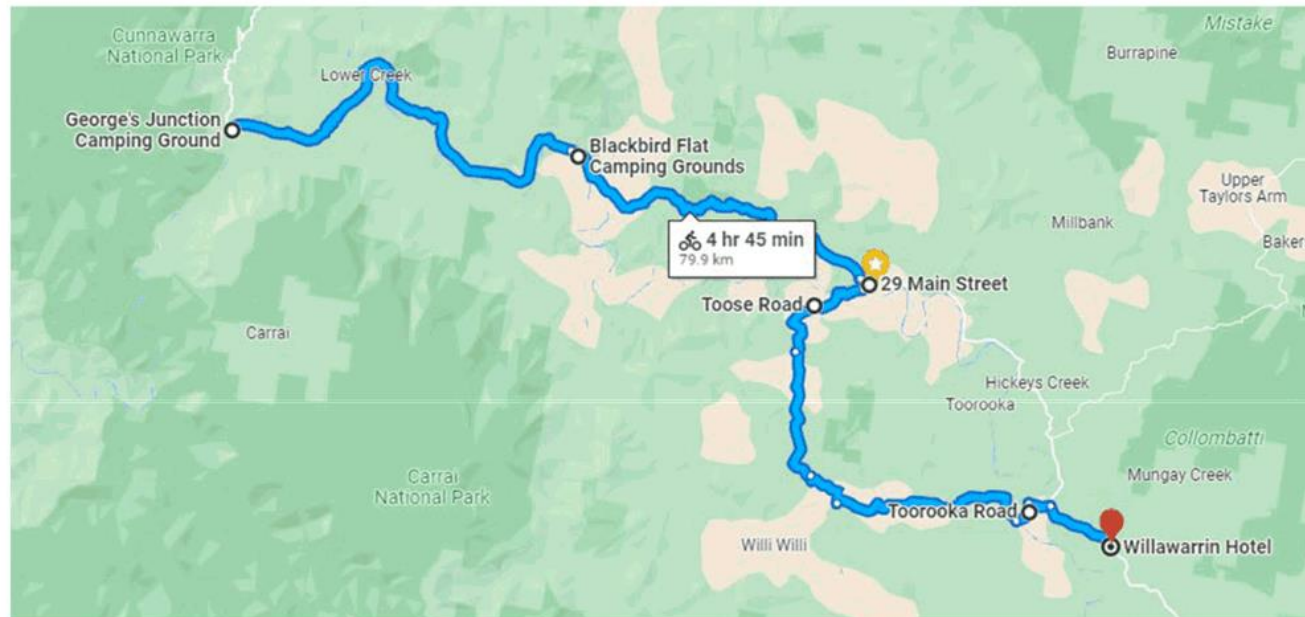
20<sup>th</sup> – 22<sup>nd</sup> April 2023

Day 2

Friday 21<sup>st</sup> April 2023

Georges Junction - Willawarrin

80 kms



803 m - 896 m



2023 Tour de Rocks Ride Management Route 1 v0



## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0

**2023 Tour de Rocks Ride Schedule and Management Plan**

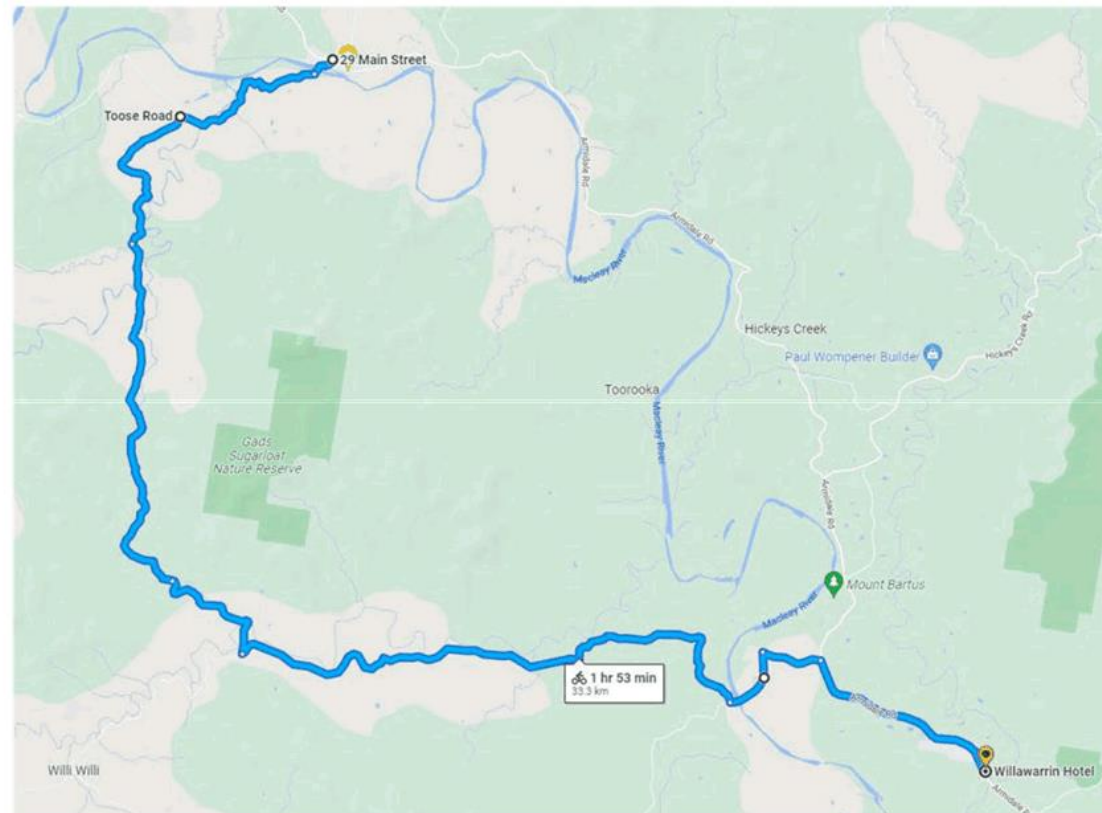
Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Day 2

Friday 21<sup>st</sup> April 2023

Detail Bellbrook to Willawarrin



2023 Tour de Rocks Ride Management Route 1 v0



## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023Day 3      Saturday 22<sup>nd</sup> April 2023      Willawarrin – South West Rocks      83 kms

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
6:00am	Breakfast.	Continental breakfast served. Stock up on carbs in cereals, toasts, and jams.	Early start to manage traffic conditions between Kempsey and South West Rocks.				
6:30am	Morning Briefing at Information Tent.	Outline the days ride, including road conditions and safety advice.	Rides will ride in Pelotons from Willawarrin to South West Rocks.				
7:00am	First Peloton departs Willawarrin for Riverside Park, Kempsey.	Pelotons will depart at 5 min intervals and be required to ride in pelotons for the first 7 kms until turning right onto Temagog Road where riders will cross the Macleay River and travel on the southern side until 34 kms where the river will be crossed again via Sherwood Road.  Distance 47 kms.  Estimated riding team 3 – 4 hrs.	Pelotons are required to observe road rules and not to allow traffic to bank up behind. Captains to communicate clearly as to singles and when to pull over.  Riders may ride free from Temagog Road.  Extreme care required when turning across Old Kempsey Road and when riding into Kempsey.		Pelotons to marshal in original teams in from of the Willawarrin Hotel.  Slower teams to leave first.	Marshals required at Temagog turn as riders will be turning across the flow of traffic.  Briefing to include instructions on turning right across traffic paying particular attention to cars back and ahead.	Signage required both east and west approaches to Temagog Road.  TdR Arrow signage.
8:30am	Last Riders to leave Willawarrin.	Last Riders will be selected as quicker riders that will make time up into Kempsey.	Please nominate if you would like to start earlier at Willawarrin.				
9:30 – 11:30am	Morning Tea at Riverside Park Kempsey.	Comfort stops and fuel. 35 kms to go probably without a stop. Make sure the tank is full.	Enjoy the park on the banks of the Macleay River.				Signage on SWR Road, Kempsey and South West Rocks.
10:00am	First Riders to leave for South West Rocks.	Those riders ready to go will be marshalled and sent as they are ready to the Bridge walkway where bikes must be dismounted and walked across the bridge.	Back on the bike and 35 kms to ride to the finish – all flat.  Pelotons must now ride all the way to South West Rocks in single file at the pace of their slowest rider. Make sure the slowest is protected within the bunch.  Keep the fluids up and Captains call for comfort stops.  If a peloton catches up, you are to stop and let them pass with a reasonable gap.  Pelotons must not combine as it extends the line and makes it more difficult for traffic to pass. Pelotons are not to allow traffic to build up behind.				

2023 Tour de Rocks Ride Management Route 1 v0

## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
9:00am	Supporters leave Willawarrin for South West Rocks.	Very important that supporters wait until 9:00am and then head straight for South West Rocks.  The supporters will take an alternative route from that of the riders from Kempsey to South West Rocks to avoid congestion and danger on the South West Rocks Road.	See the Supporters Maps provided. Supporters' directions: Approaching Kempsey at 27 kms turn left into North Street, cross Kemp Street proceed along Second Lane onto Macleay Valley Way. Proceed to Fredericktown and onto Pacific Highway. Do not take the Smithtown exit to South West Rocks. Proceed to next exit at 47 kms turn right into Plummers Lane. You will join the South West Rocks Road at 57 kms ahead of all riders.				
11:30am	Last Riders leave Kempsey.						
10:30am	Supporters arrive in South West Rocks.	Supporters and Catering Crew arrive in South West Rocks and prepare lunch.					
1:30pm	Last Riders arrive South West Rocks Headland.				There is 16 kms of dirt. This will take its toll on the weaker riders. Be prepared to assist / pick up slower riders.		
1:30pm	Team Captains Meeting.	Team Captains to confirm all riders have arrived safely.					
1:30 – 2:30pm	Lunch and Celebration.	Enjoy lunch on the Headland as we reflect on what we have achieved.					
3:00 – 5:00pm	Final pack up.				Clean and pack all equipment. Food to go back with F&R Cool Rooms.		

2023 Tour de Rocks Ride Management Route 1 v0

## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0

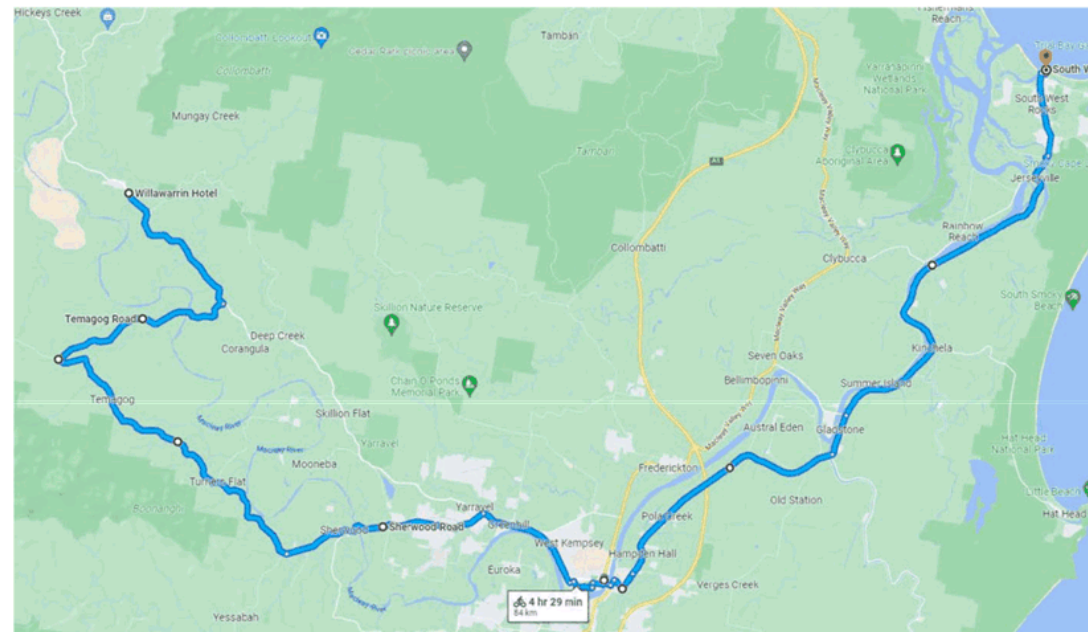


## 2023 Tour de Rocks Ride Schedule and Management Plan

### Armidale to Georges Junction to Willawarrin to South West Rocks

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Day 3      Saturday 22<sup>nd</sup> April 2023      Willawarrin – South West Rocks      83 kms



396 m - 432 m



2023 Tour de Rocks Ride Management Route 1 v0

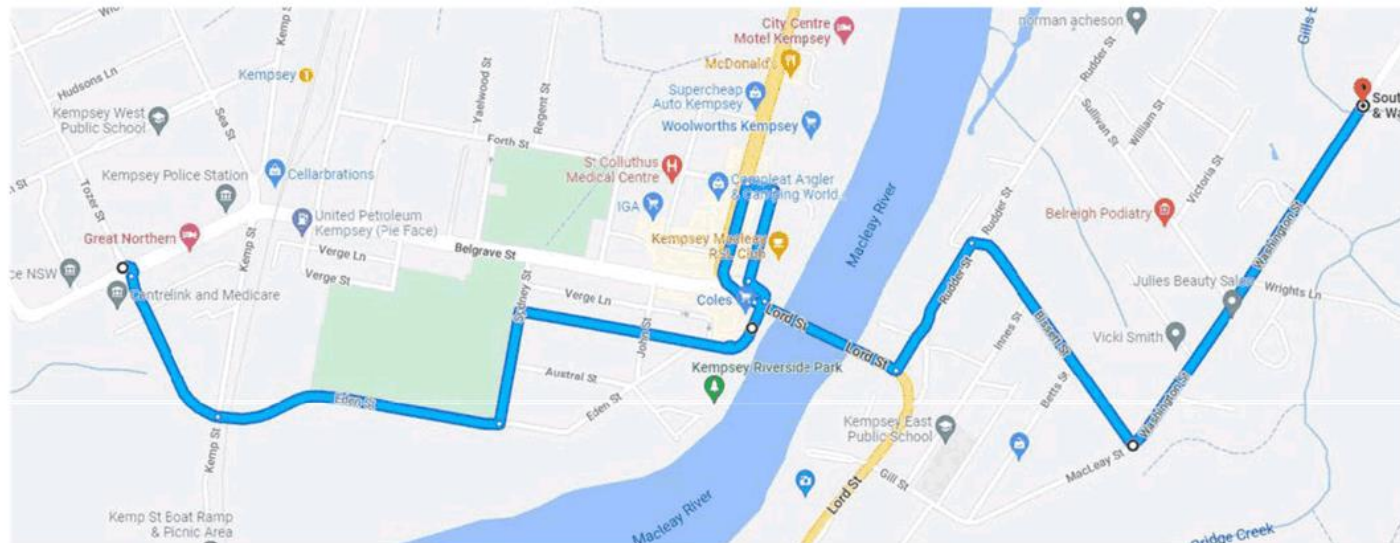
## Attachment 3

## 2023 Tour de Rocks Ride Management Route 1 v0



**2023 Tour de Rocks Ride Schedule and Management Plan**  
 Armidale to Georges Junction to Willawarrin to South West Rocks  
 20<sup>th</sup> – 22<sup>nd</sup> April 2023

Day 3      Saturday 22<sup>nd</sup> April 2023      Detail through Kempsey



2023 Tour de Rocks Ride Management Route 1 v0

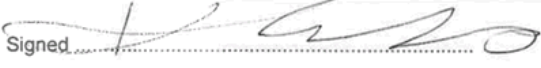
## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Kay Endres ..... (name)  of 169 Beardy Street, Armidale NSW 2350 ..... (address)  on behalf of Tour de Rocks Limited ..... (organisation)  notify the Commissioner of Police that  on the 20<sup>th</sup> of April, 2023, it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, <del>not being a procession, of approximately</del>  ..... (number) persons;  which will assemble at ..... (Place)  at approximately ..... am/pm,  and disperse at approximately ..... am/pm.</p> <p>or</p> <p>(b) a public assembly, being a gathering of approximately 500 persons, who will  assemble at approximately 6:00 am, and at approximately 7:30 am the ride  will commence and shall proceed in accordance with the Event Execution  Plans, Maps and Schedules (refer to Appendix 1)  (Specify route, any stopping places and the approximate duration of any stop, and the  approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is for the commencement of the  Tour de Rocks Charity Mountain Bike Ride. The 'Tour de Rocks' charity  mountain bike ride is staged over three consecutive days commencing  at a public park (Civic Park) in Dangar Street, Armidale Thursday, 20<sup>th</sup>  April 2023. Day 1 starts at 6am at Civic Park and ends at Wollomombi,  36 km East of Armidale at 5pm. Day 2 of the ride commences at  Wollomombi at 8am and ends at Guyra Showground, 85 km North West  of Wollomombi at approximately 5pm. The final day of the ride  commences at Guyra Showground at 6am and ends at Sport UNE,  Armidale, 20 km South of Guyra at approximately 2pm.</p>



3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(I) <del>There will be ... (number) of vehicles and/or ... (number) of floats involved.</del></p> <p><del>The type and dimensions are as follows:</del></p> <p>.....</p> <p>(II) <del>There will be ... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</del></p> <p>(III) <del>The following number and type of animals will be involved in the assembly:</del></p> <p>.....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p> <p><b>There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating "Cyclists Ahead." A minibus with trailer will travel well behind at a safe distance the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route.</b></p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p><b>169 Beardy Street</b>.....</p> <p><b>Armidale, NSW 2350</b> .....</p> <p>Telephone No. <b>0409 723 657</b></p>
6	<p>Signed  .....</p> <p>Capacity/Title <b>.Chairman – Tour de Rocks Limited</b></p> <p>Date <b>1/2/23</b> .....</p>



**APPENDIX 1 – EVENT EXECUTION PLANS, MAPS and SCHEDULES****General Outline**

Approximately 500 cyclists will ride from Armidale over a three-day period with support personnel. Each day's route provides specific challenges and hazards relative to distance, terrain, frequency of vehicular traffic, road surface. Below, the route has been divided up into each day and traffic management details are provided for each.

**The Route****Day 1: Thursday 20<sup>th</sup> April 2023 - Armidale to Wollomombi**

Cyclists will be travelling from Civic Park Dangar Street, Armidale left into Dumaresq Street, left into Marsh Street, left into Rockvale Road, right onto Chandler Road (Drinks Stop), continuing to Wollomombi Village (Morning Tea) via Chandler Road and Kilcoy Road. Left onto Grafton Road (Waterfall Way), right onto Old Kempsey Road to Jeogla-Wakefield Road. (This is a Private Road with Jeogla Station). Follow Jeogla-Wakefield Road until Oaky River. Lunch will be at Oaky River. After lunch, riders will return to Kempsey Road to Wollomombi Village. Total distance – 84kms. The days riding will conclude at 5pm.

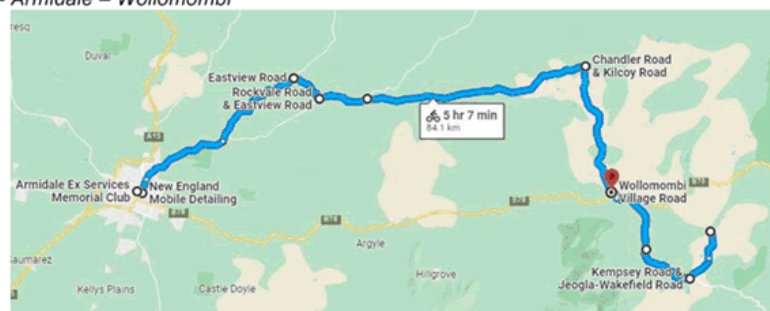
The initial 20km involves undulating sealed two-way road. Participants will ride in pelotons (approximate numbers 20 – 2 abreast) during this part of the ride. From Chandler Road to Jeogla-Wakefield Road and back to Wollomombi will be a combination of sealed (approx. 20%) and gravel (80%) roads.

Signage headed will be erected during the week prior to the event.

Warning signage will be erected west of the Chandler School entrance of the Waterfall Way and east of the Old Kempsey Road entrance to the Waterfall Way warning traffic of riders entering and exiting Waterfall Way. Tour de Rocks personnel will manage the flow of cyclists at these intersections to assist riders enter and exit the Waterfall Way safely.

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating "Cyclists Ahead." A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10 kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimising impacts on traffic. The Escort Vehicles and Bus will communicate via UHF or Satellite phone, as necessary. The bus will have a sign and flashing lights warning vehicles of cyclists ahead

Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and act as first response to any incident.

**Day 1 - Armidale – Wollomombi**

**Day 2: Friday 21<sup>st</sup> April 2023 – Wollomombi to Guyra Showground**

Day 2 comprises an 88km ride from Wollomombi to Guyra Showground. Departure at Wollomombi at 9am and arrive in Guyra Showground at 5.00pm.

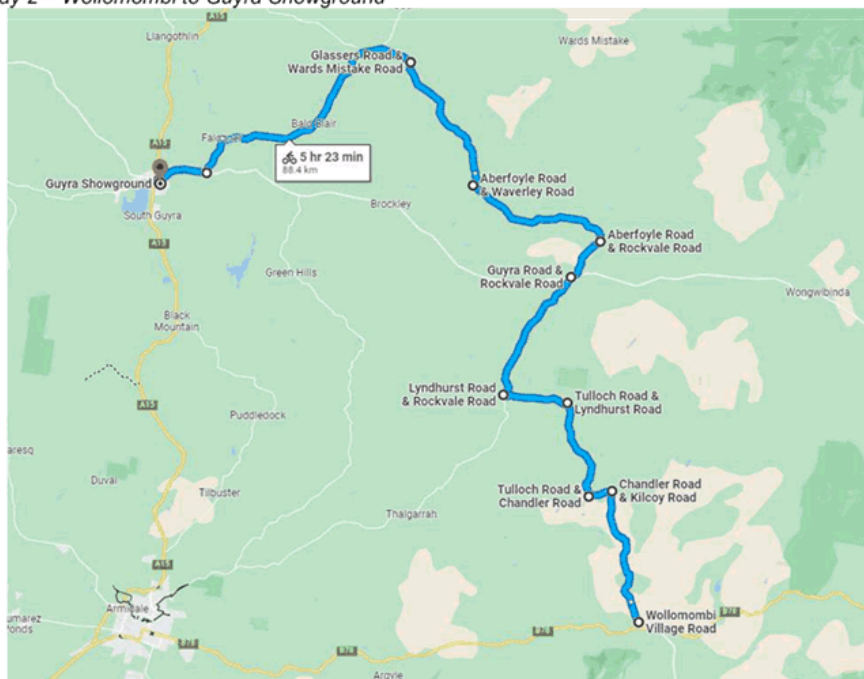
Leaving Wollomombi, the riders will travel along Kilcoy Road. They will turn left onto Chandler Road. Continuing along Chandler Road, turning right onto Tulloch Road. Then, turning left onto Lyndhurst Road. This stage is approximately 30kms.

From Lyndhurst Road they will continue west turning right onto Rockvale Road. Continuing along Rockvale Road and turn right onto Guyra Road and then left back on Rockvale Road. Follow Rockvale Road and then left at Aberfoyle Road. Follow Aberfoyle Road for about 12kms and turn right onto Waverley Road. Lunch will be near "Stonebrook" Cattleyards on Aberfoyle Road. Follow Waverley Road and take the left fork onto Glassers Road. Then left at Wards Mistake Road.

Continue on Wards Mistake Road, right onto Guyra-Ebor Road. Follow the Guyra-Ebor Road into Guyra and turn left at Ryanda Street and the Guyra Showground.

The riders will travel 2 abreast on two-way roads (not exceeding 1.5m apart).

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimizing impacts on traffic. The Escort Vehicles and Bus will communicate via UHF, or Satellite phone, always. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

**Day 2 – Wollomombi to Guyra Showground**

**Day 3: Saturday 22<sup>nd</sup> April 2023 – Guyra Showground to Sport UNE, Armidale**

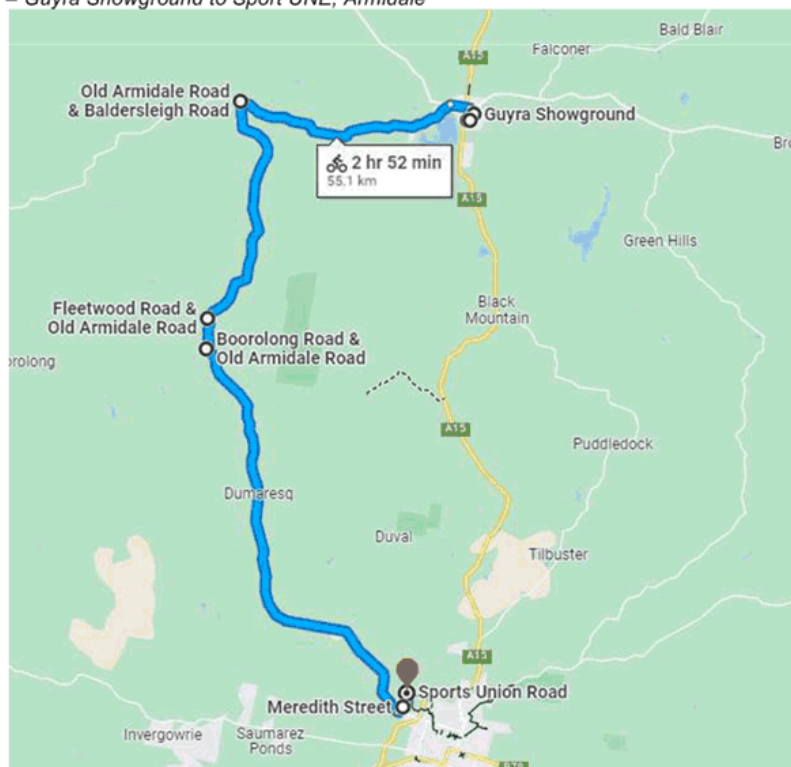
Day 3 comprises an 55km ride from Guyra Showground to Sports UNE, Armidale.

Leaving the Guyra Showground, the riders will turn left and follow Marne Street, left into Ryanda Street and right into Aboomala Street. Follow Aboomala Street for 200m, riders will then dismount and push bikes across the New England Highway onto the grassed area.

After crossing the New England Highway, riders will ride through the tunnel under the Railway Line, cross road and join up with McKie Parkway (along side of Golf Course). Take a left at Baldersleigh Road for about 12km. Turn left onto Old Armidale Road and stay on Old Armidale Road to Fleetwood Road intersection (Morning Tea). After Morning Tea, continue along Old Armidale Road and turn left at Boorolong Road. Follow Boorolong Road and turn left at Meredith Street (UNE Property). Ride along Meredith Street and left onto Abbott Road. Follow Abbott Road for 240m and left onto dirt track past UNE playing fields. Take the left hand fork and ride up to the UNE Sports Union Road. Turn left and ride down to Sport UNE.

The riders will travel 2 abreast on two-way roads (not exceeding 1.5m apart).

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimizing impacts on traffic. The Escort Vehicles and Bus will always communicate via UHF or Satellite phone. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

**Day 3 – Guyra Showground to Sport UNE, Armidale**

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name **Tour de Rocks – Charity Bike Ride**

Event Location: **Civic Park – Dangar Street, Armidale NSW to Sport UNE, Armidale**

Event Dates: **Thursday 20<sup>th</sup> April to Saturday 22<sup>nd</sup> April 2023 (Daily)**

Event Start Time: **06:00 am** Event Finish Time: **05:00 pm**

Event Setup Start: **05:00 am**.. Event Packdown Finish: **09:00 am**  
**10:00 am**.. Event Packdown Finish: **03:00 pm**

Event is ☒ off street ☒ on street - moving ☐ on street non-moving

#### 1.2 Contact names

**Event Organiser** Tour de Rocks Ltd – Board  
 Chairman – Kay Endres  
 Mobile: . 0409 723 657  
 E-mail: .....[kay@netc.com.au](mailto:kay@netc.com.au)

**Police** Armidale Police  
 Phone: . 02 6771 0699 Fax: ..... 02 6771 0611

**Council** Armidale Regional Council – Belinda Ackling  
 Phone: . 02 6770 3852 Fax: ..... 02 6772 9275  
 E-mail: ...[BAckling@armidale.nsw.gov.au](mailto:BAckling@armidale.nsw.gov.au)

**Roads and Traffic Authority (if class 1)** Transport for NSW – Ryan Farrell  
 Mobile: . 0476 802 987  
 E-mail: .....[regional.special.events@transport.nsw.gov.au](mailto:regional.special.events@transport.nsw.gov.au)



**1.3 Detailed description of event (please attach any maps to back of application)**

The 'Tour de Rocks' charity mountain bike ride is staged over three consecutive days commencing at a public park (Civic Park) in Dangar Street, Armidale Thursday, 20<sup>th</sup> April 2023. Day 1 starts at 6am at Civic Park and ends at Wollomombi, 36 km East of Armidale at 5pm. Day 2 of the ride commences at Wollomombi at 8am and ends at Guyra Showground, 85 km North West of Wollomombi at approximately 5pm. The final day of the ride commences at Guyra Showground at 6am and ends at Sport UNE, Armidale, 20 km South of Guyra at approximately 2pm. The event is a charity cycling event encompassing amateur cyclists.

The charity event will raise \$250,000 for researching a cure for cancer. The Tour de Rocks is an incorporated charitable organisation that distributes funds to both research and local cancer program providers.

**General Outline**

Approximately 500 cyclists will ride from Armidale over a three-day period with support personnel. Each day's route provides specific challenges and hazards relative to distance, terrain, frequency of vehicular traffic, road surface. Below, the route has been divided up into each day and traffic management details are provided for each.

**The Route****Day 1: Thursday 20<sup>th</sup> April 2023 - Armidale to Wollomombi**

Cyclists will be travelling from Civic Park Dangar Street, Armidale left into Dumaresq Street, left into Marsh Street, left into Rockvale Road, right onto Chandler Road (Drinks Stop), continuing to Wollomombi Village (Morning Tea) via Chandler Road and Kilcoy Road. Left onto Grafton Road (Waterfall Way), right onto Old Kempsey Road to Jeogla-Wakefield Road. (This is a Private Road with Jeogla Station). Follow Jeogla-Wakefield Road until Oaky River. Lunch will be at Oaky River. After lunch, riders will return to Kempsey Road to Wollomombi Village. Total distance – 84kms. The days riding will conclude at 5pm.

The initial 20km involves undulating sealed two-way road. Participants will ride in pelotons (approximate numbers 20 – 2 abreast) during this part of the ride. From Chandler Road to Jeogla-Wakefield Road and back to Wollomombi will be a combination of sealed (approx. 20%) and gravel (80%) roads.

Signage headed will be erected during the week prior to the event.

Warning signage will be erected west of the Chandler School entrance of the Waterfall Way and east of the Old Kempsey Road entrance to the Waterfall Way warning traffic of riders entering and exiting Waterfall Way. Tour de Rocks personnel will manage the flow of cyclists at these intersections to assist riders enter and exit the Waterfall Way safely.

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating "Cyclists Ahead." A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10 kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimising impacts on traffic. The Escort Vehicles and Bus will communicate via UHF or Satellite phone, as necessary. The bus will have a sign and flashing lights warning vehicles of cyclists ahead.

Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and act as first response to any incident.

**Day 2: Friday 21<sup>st</sup> April 2023 – Wollomombi to Guyra Showground**

Day 2 comprises an 92km ride from Wollomombi to Guyra Showground. Departure at Wollomombi at 9am and arrive in Guyra Showground at 5.00pm.

Leaving Wollomombi, the riders will travel along Kilcoy Road. They will turn left onto Chandler Road. Continuing along Chandler Road, turning right onto Tulloch Road. Then, turning left onto Lyndhurst Road. This stage is approximately 30kms.

From Lyndhurst Road they will continue west turning right onto Rockvale Road. Continuing along Rockvale Road and turn right onto Guyra Road and then left back on Rockvale Road. Follow Rockvale Road and then left at Aberfoyle Road. Follow Aberfoyle Road for about 12kms and turn right onto Waverley Road. Lunch will be near "Stonebrook" Cattleyards on Aberfoyle Road. Follow Waverley Road and take the left fork onto Glassers Road. Then left at Wards Mistake Road.

Continue on Wards Mistake Road for 18kms. Until the 4 ways intersection. Continue straight ahead onto Falconer Rd for 6kms until the Lions Park Football Oval. Turn Left just before the New England Highway onto a walking track beside the oval. Follow the walking track for 500m until Sole Street. Turn Left into Sole Street for 1 block and then turn Right into Abercrombie Street. Stay on Abercrombie Street for 680m until the T intersection of Ollera Street. Turn Left into Ollera Street and then only after 100m turn Left into Ryanda Street. Follow Ryanda Street for 1 block and then the Guyra showground entrance is on the Left.

The riders will travel 2 abreast on two-way roads (not exceeding 1.5m apart).

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimizing impacts on traffic. The Escort Vehicles and Bus will communicate via UHF, or Satellite phone, always. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.



**Day 3: Saturday 22<sup>nd</sup> April 2023 – Guyra Showground to Sport UNE, Armidale**

Day 3 comprises an 55km ride from Guyra Showground to Sports UNE, Armidale.

Leaving the Guyra Showground, the riders will turn left and follow Marne Street, left into Ryanda Street and right into Aboomala Street. Follow Aboomala Street for 200m, riders will then dismount and push bikes across the New England Highway onto the grassed area.

After crossing the New England Highway, riders will ride through the tunnel under the Railway Line, cross road and join up with McKie Parkway (along side of Golf Course). Take a left at Baldersleigh Road for about 12km. Turn left onto Old Armidale Road and stay on Old Armidale Road to Fleetwood Road intersection (Morning Tea). After Morning Tea, continue along Old Armidale Road and turn left at Boorolong Road. Follow Boorolong Road and turn left at Meredith Street (UNE Property). Ride along Meredith Street and left onto Abbott Road. Follow Abbott Road for 240m and left onto dirt track past UNE playing fields. Take the left hand fork and ride up to the UNE Sports Union Road. Turn left and ride down to Sport UNE.

The riders will travel 2 abreast on two-way roads (not exceeding 1.5m apart).

There will be an escort vehicle at the front and rear of the riding group. The escort vehicles will be fitted with warning flashing amber lights and signs as per the expectations of escort vehicles including a sign indicating cyclists ahead. A minibus with trailer will travel well behind at a safe distance behind the rear escort vehicle to pick up individuals who may require pickup. The bus will park in a safe location off the road whilst the cyclists travel along the route. The bus will drive 5-10kms along the route at a time and park at the next location. The bus will NOT follow behind the rear escort vehicle or the last cyclist. This will enable it to travel at the road's designated speed for most of the route, minimising impacts on traffic. The Escort Vehicles and Bus will always communicate via UHF or Satellite phone. The bus will have a sign and flashing lights warning vehicles cyclists ahead. Three motorcyclists will patrol the riding group, to ensure there is no build-up of traffic behind riders, ensure rider safety, enforce riders are obeying traffic laws and function as first response to any incident.

**Refer to Appendix 1 – Event Maps.**

**Attachment 2 – 2023 Tour de Rocks Ride Management Route 2 v0**

## 2 Risk Management - Traffic

## 2.1 Occupational Health &amp; Safety - Traffic Control

- ☒ Risk assessment plan – Refer to Appendix 2 – Route Survey and Appendix 5 – Volunteers and Event Personnel

## 2.2 Public Liability Insurance

- ☒ Public liability insurance arranged. Refer to Attachment 1 – Insurance Policies

## 2.3 Police

- ☒ Police written approval attached. **Letter sent to the Armidale Police – referred to Belinda Ackling: Armidale Regional Council.**

## 2.4 Fire Brigades and Ambulance

- ☒ Fire brigades notified 02 6771 5076  
☒ Ambulance notified 02 6771 1710

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

## 3.1 The route or location

- ☒ Map attached – Refer to Appendix 1 – Event Maps

## 3.2 Parking

- ☐ Parking organised - details attached.  
☒ Parking not required.

## 3.3 Construction, traffic calming and traffic generating developments

- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached  
☒ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

## 3.4 Trusts and Authorities

- ☐ This event uses a facility managed by a Trust or Authority; written approval attached  
☒ This event does not use a facility managed by a trust or Authority

## 3.5 Public transport

- ☐ Public transport plans created - details attached  
☒ Public transport not required

## 3.6 Reopening roads after moving events

- ☒ This is a moving event - details attached.  
☐ This is a non-moving event.

## 3.7 Traffic management requirements unique to this event

- ☐ Description of unique traffic management requirements attached  
☒ There are no unique traffic requirements for this event

## 3.8 Contingency plans

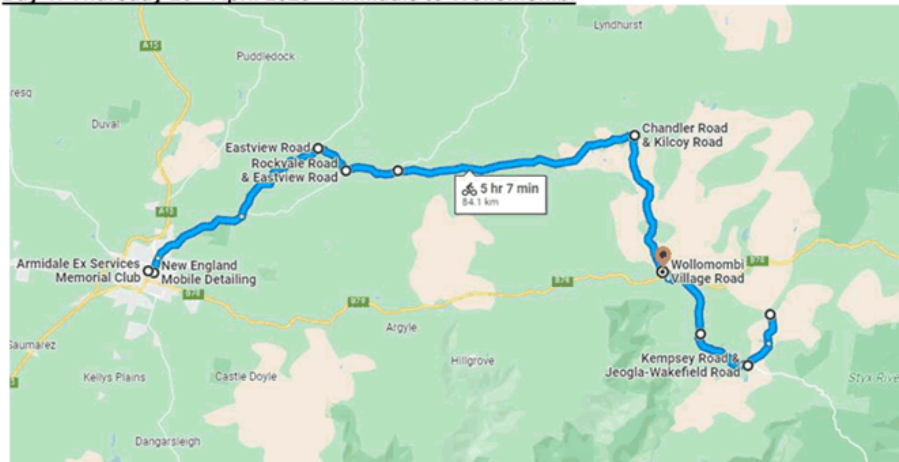
- ☒ Contingency plans - Refer to Appendix 3 – Contingency Plans

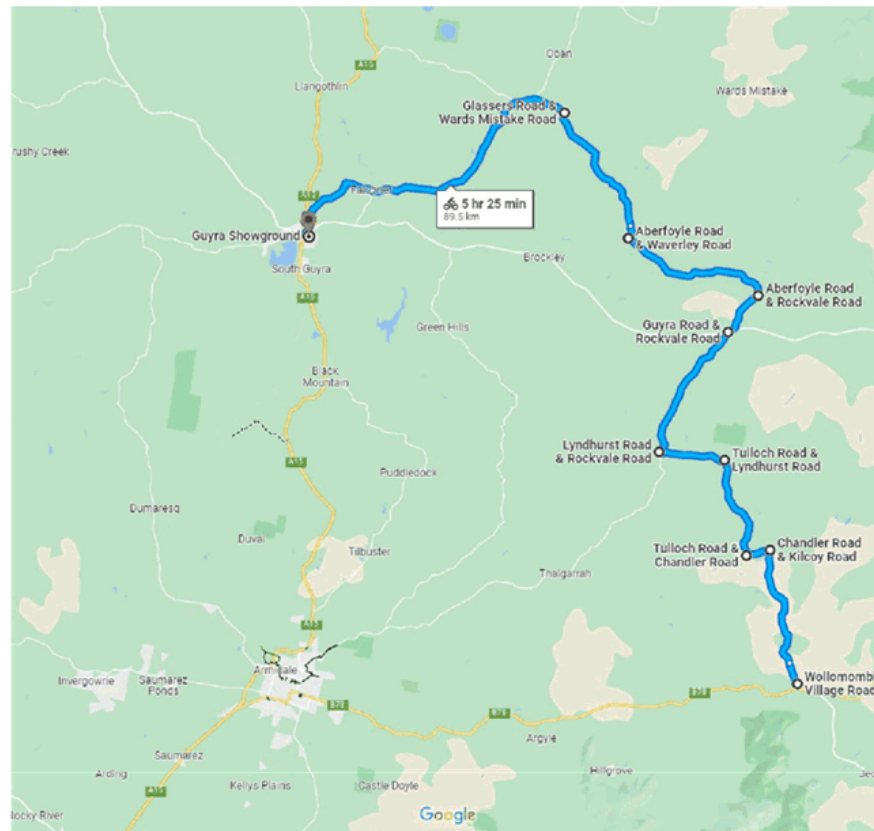
CLASS 1	<b>3.9 Heavy vehicle alternate routes</b>
	<input type="checkbox"/> Alternative routes for heavy vehicles required - RTA to arrange <input checked="" type="checkbox"/> Alternative routes for heavy vehicles not required
CLASS 1	<b>3.10 Special event clearways</b>
	<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>	
CLASS 1	<b>4.1 Access for local residents, businesses, hospitals and emergency vehicles</b>
	<input type="checkbox"/> Plans to minimise impact on non-event community attached <input checked="" type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
CLASS 2	<b>4.2 Advertise traffic management arrangements</b>
	<input type="checkbox"/> Road closures -advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached <input checked="" type="checkbox"/> No road closures or special event clearways - advertising not required
CLASS 1	<b>4.3 Special event warning signs</b>
	<input checked="" type="checkbox"/> Special event information signs - Refer to Appendix 4 – Event Signage <input type="checkbox"/> This event does not require special event warning signs
CLASS 1	<b>4.4 Permanent Variable Message Signs</b>
	<input type="checkbox"/> Messages, locations, and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
CLASS 1	<b>4.5 Portable Variable Message Signs</b>
	<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

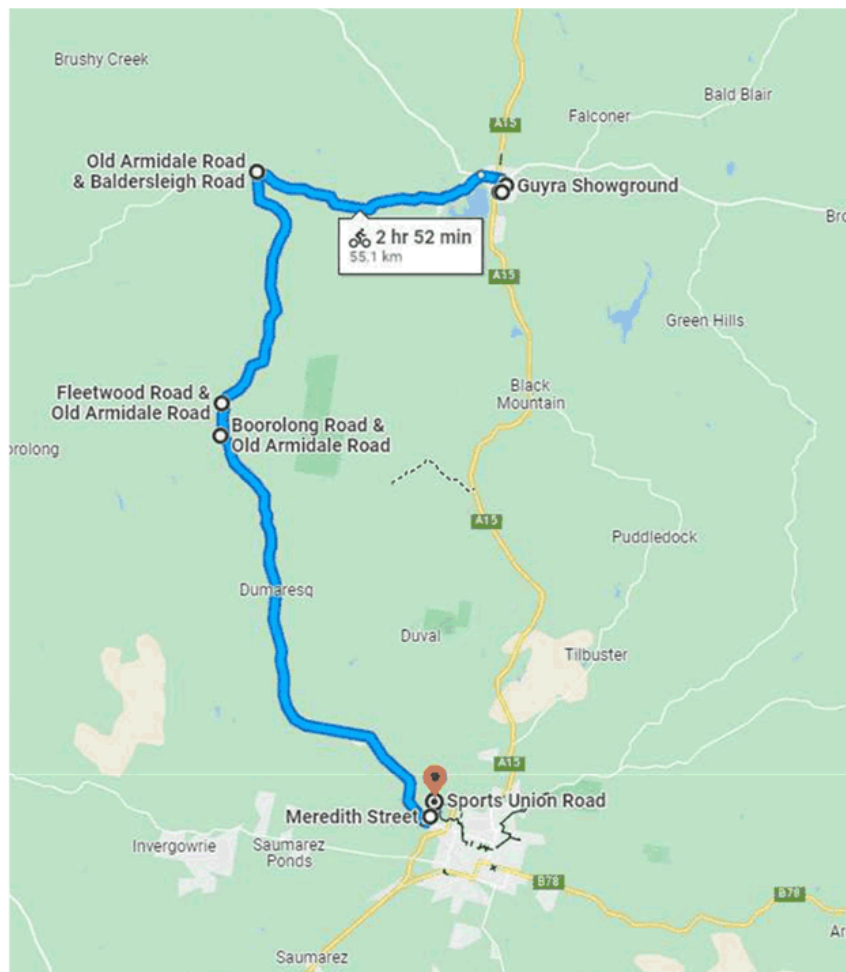
**5 APPROVAL**

Your application needs to be provided to Council 4 weeks prior to the Local Traffic Committee meeting which is held 1<sup>st</sup> Tuesday of each month, with Council endorsement occurring 3<sup>rd</sup> Wednesday of each month.

<b>Privacy and Personal Information Protection Notice (S.10 PPIPA Act 1998)</b>
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Traffic Advisory Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law
Consequences if you do not supply your information:

**APPENDIX 1 – EVENT MAPS****Day 1: Thursday 20<sup>th</sup> April 2023 - Armidale to Wollomombi**

**Day 2: Friday 21<sup>st</sup> April 2023 – Wollomombi to Guyra Showground**

**Day 3: Saturday 22<sup>nd</sup> April 2023 – Guyra Showground to Sport UNE, Armidale**



**APPENDIX 2 – ROUTE SURVEY**

Tour de Rocks have undertaken a physical survey of the route and the results / comments / actions are outlined below.

Item	Verified	Action Taken
All one-way streets are described	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	•
Block access to Church on Sunday	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	• The event runs from Thursday to Saturday.
Block access to local business	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	• All stops scheduled for low population areas.
Block Ambulance / Fire Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Heavy Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Hospital Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Local Resident	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Police Vehicle Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Public Facility (oval, etc.)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Block Public Transport Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Can route use alternatives such as bike tracks, paths, parks, bush tracks, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	• Route developed to exclude main roads. Timings of ride to avoid major vehicular traffic.
Conflict with local construction	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Distance measured is correct	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	• As per google maps (210 kms total).

Item	Verified	Action Taken
Lane widths and numbers checked to ensure safety of participants and public	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	• Route driven multiple times; photographic survey undertaken of layby areas for pulling over
Restricted Turns / Movements Checked	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	•
Road Signage / Restrictions Checked	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	•
Route Impeded by Traffic Calming Devices?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	•
Signalised Intersections Checked for event requirements / restrictions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	•
Tidal Flows Relevant		•
Traffic Generators such as shopping centres, schools, etc. are checked and notifications given	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	•

### APPENDIX 3 – CONTINGENCY PLANS

Tour de Rocks have continued to build the safety committee comprising of experienced cyclists and Police Officers who have a background in Ambulatory Care, Medical, Workplace Health and Safety, Emergency Management and Rescue. This committee will convene if, and when, any risks are identified as outlined below.

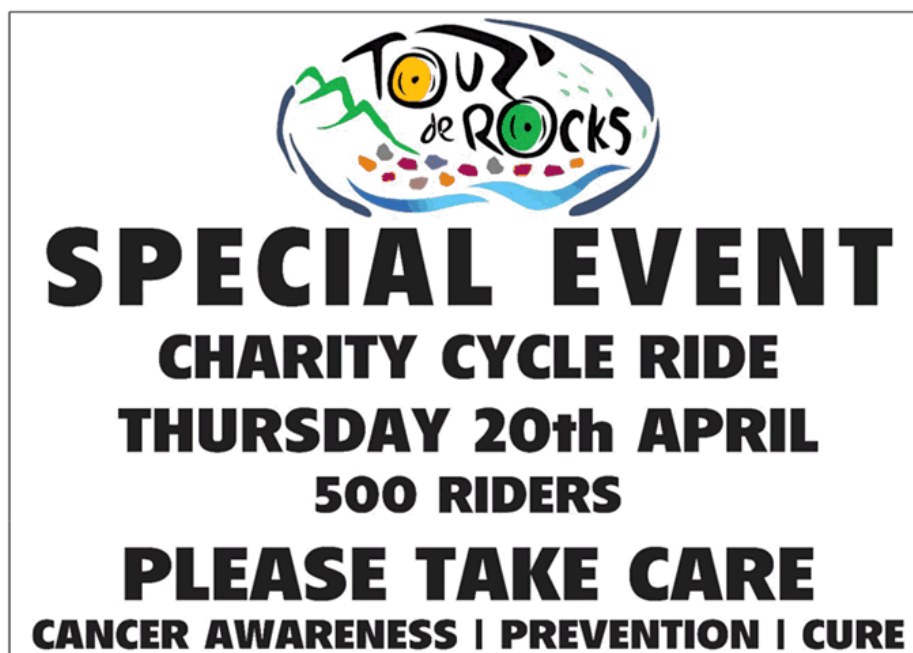
Issues / Risks	Applicable	Action Taken
Heavy/Bad Weather	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Monitor up to 10 minutes.</li> <li>• After 20 minutes pull to roadside, put on wet weather riding gear, find man made shelter if possible.</li> <li>• Communicate with all groups via UHF and motorcycle marshals.</li> <li>• Marshall all together at lead group location if possible.</li> <li>• Motorcyclists used to convey messages and ensure compliance.</li> <li>• Monitor at hourly intervals for 3 hours.</li> <li>• At each hour, a decision to wait or abandon the day's ride is made.</li> <li>• Safety Coordinator – check list to be completed each day prior rider's departure.</li> </ul>
Poor Lighting	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• If event occurs delaying the ride. Each hour Event Coordinator will make decision if the final rider will finish in poor light. If so, uplift all riders to overnight camp.</li> <li>• No rider will finish in dark or poor light.</li> <li>• No rider will continue to ride after 5pm cut off.</li> </ul>
Bush fire Hazard	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The first objective of this contingency plan is to AVOID bush fire.</li> <li>• Safety Committee, Safety Coordinator and Event Organiser to review current fire activity leading up to and during event via information at website each evening before next day's ride and morning of ride - <a href="http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=683">http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=683</a> - Safety committee, Safety Coordinator (committee) and Event Organiser to cancel ride if Fire Danger Rating is Severe, Extreme or Catastrophic to area of ride.</li> <li>• Ensure one UHF is held by each escort vehicle.</li> <li>• If smoke/fire observed on route by support / riders report immediately to Communications Manager via UHF who will contact RFS via Satellite phone to ascertain risk.</li> <li>• If advice received from RFS is to halt ride, Event Supervisor is to organise IMMEDIATELY to uplift all riders to location to be decided by RFS, Police and Event Organiser- All support vehicles / bus to IMMEDIATELY proceed to rolling enclosures as directed by Event Supervisor / Comms Manager.</li> <li>• Leave bikes on roadside. &amp;, evacuate all riders in vehicles in direction recommended by RFS.</li> <li>• All event participants to be accounted for using roll calls for each rolling enclosure.</li> <li>• Locate nearest safe area for extraction by road, helicopter and notify Comms manager via UHF.</li> <li>• In prestart meeting each morning, these steps to be outlined to all riders / support vehicles.</li> </ul>

Issues / Risks	Applicable	Action Taken
Accident on route	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Contact emergency services.</li> <li>GP doctors available to treat injured persons.</li> <li>St John Ambulance notified and attend.</li> <li>Cones and high vis clothing available in each escort vehicle for temp traffic control until emergency services arrive.</li> </ul>
Breakdown on route	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Contact local towing company.</li> <li>If escort vehicle, support car will be fitted out to take place as new escort vehicle.</li> </ul>
Absence of Marshal/Volunteer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>In the event of an absent marshal/volunteer, a team leader will assign either themselves or one of their riders to assume the position until the position can be filled by another Tour de Rocks personnel.</li> </ul>
Absence of Event Signage	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Additional escort vehicle signage to be carried in support vehicle in the event sign is damaged, falls from vehicle and is lost.</li> </ul>
Blockage to Public Transport	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Slow Participants	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Minibus with trailer will follow last group. Bus will not follow directly behind last group but will park off road where safe and move at the speed limit to with close proximity of final rolling enclosure in a bunny hopping movement for route's duration.</li> <li>Experienced group leader will identify weak participants and provide encouragement and indicate to Safety Coordinator that pickup will be required if necessary.</li> <li>Rider not at designated location outlined by Safety Committee by requested time will be conveyed by bus to next designated location.</li> </ul>
Cancellation of Event	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>If event cancelled during the ride for reasons such as bushfire risk, extreme weather, or other reason - <ul style="list-style-type: none"> <li>uplift participant to next overnight camp location or return to Armidale in bus and support vehicles.</li> <li>Bikes remain with at least two persons until trailers can pick up all bikes.</li> <li>Catering team will establish tent and provide food and water for those participants waiting for uplift.</li> </ul> </li> </ul>
Causeway Crossing Problems	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Marshalls will be position at all causeways to help riders cross them.</li> <li>If water levels are high, or water flowing too rapidly, riders and bikes will be taken across the causeways in Four Wheel Drive vehicles and / or diverted around them.</li> <li>These will be continually monitored and no risks will be taken by any participants of the event.</li> </ul>
Delayed Event	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Security of Participants	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Security of VIP's	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**APPENDIX 4 – EVENT SIGNAGE**

Tour de Rocks will advertise the Charity Ride via local media and signage will be displayed with the heading "Major Event" the week prior to the ride on the roads used. The purpose of the signage is to advise road users of the dates, timings, and rider numbers.

An example of the signage is indicated below



## APPENDIX 5 – VOLUNTEERS AND EVENT PERSONNEL

Tour de Rocks have identified the following volunteer and event personnel roles and assigned the duties outlined below.

Volunteer Roles	Duties
Escort vehicle drivers	<ul style="list-style-type: none"> <li>Adhere to Traffic Management Plan.</li> <li>Ensure safety of cyclists.</li> <li>Minimise impact on other road users.</li> <li>Provide updates on road conditions, weather, cyclist conditions.</li> <li>In the event of traffic build up, clear roadway, pulling to shoulder keeping cyclists between escort vehicles.</li> </ul>
Safety Coordinator	<ul style="list-style-type: none"> <li>Be available on UHF, mobile and satellite phone 24 hrs per day, during riding hours.</li> <li>Receive information from Escort vehicle drivers and pass on to all rolling enclosures if significant.</li> <li>In the event of an emergency, contact relevant emergency services, event organiser. (To have list of all Emergency Service contact details for entire route).</li> <li>Have knowledge of contingency plan and roles.</li> </ul>
Safety Committee	<ul style="list-style-type: none"> <li>Be available on UHF.</li> <li>Receive information from participants – forward to Safety Coordinator.</li> <li>Have knowledge of contingency plan and roles.</li> <li>In the event of an emergency, ensure contact is made with relevant emergency services, Safety Coordinator and Event coordinator.</li> </ul>
Doctors – St John Ambulance Volunteers	<ul style="list-style-type: none"> <li>Always retain communication with Safety Coordinator during ride (possess UHF).</li> <li>Provide first aid and advice to event organiser in the event of injury.</li> <li>Supply medical goods and defibrillator.</li> </ul>
Caterers	<ul style="list-style-type: none"> <li>Provide clean and safe delivery of food and drinks (morning tea, lunch &amp; dinners).</li> <li>Timely delivery of food and drinks.</li> </ul>
Camp setup / equipment support vehicle drivers	<ul style="list-style-type: none"> <li>Provide support to event organiser to arrange erecting tents, cleaning, packing up.</li> <li>Support vehicles NOT to be used as escort vehicles.</li> </ul>



**APPENDIX 6 – ADMINISTRATION, LOGISTICS AND COMMUNICATIONS**

Tour de Rocks have identified the following Duties and Responsibilities.

DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
Event Organiser	To manage the event	Tour de Rocks Ltd Board - Kay Endres	0409 723 657
Police		Armidale LAC Sgt Alex Weissel	02 6771 0699 02 9265 4720
RMS		Danial Wills	02 6604 9332
Media Liaison		Kay Endres	0409 723 657
Insurance		Kay Endres	0409 723 657
Safety Committee	To manage safety and risks prior to and during cycling event.	David Boundy Theron King Glen Townsend Satellite phone	0409 325 238 0427 682 057 0422 224 888 0147 167 452

**ATTACHMENT 1 – INSURANCE POLICIES****JUA Underwriting Agency Pty Limited**ACN 004 566 465  
ABN 70 004 566 465  
AFSL 235411PO BOX Q1205 Queen Victoria Building, NSW 1230  
Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

October 21, 2022

ARTHUR J. GALLAGHER - BEENLEIGH  
PO BOX 404  
BEENLEIGH QLD 4207

Policy No: 211080825

**SUMMARY of CURRENCY**

THIS IS TO CERTIFY that in accordance with the authorisation granted under contract to the undersigned by certain Underwriters whose name and the proportions underwritten by them are listed below and who are bound each for his own part and not for one another, their Heirs, Executors and Administrators, to insure in accordance with the terms and conditions contained in the Policy and Policy Certificate or any subsequent Renewal Certificate or Endorsement Certificate.

<b><u>Insured</u></b>	TOUR DE ROCK PTY LTD
<b><u>ABN</u></b>	50 157 824 014
<b><u>Period Insured</u></b>	From 23 Oct 2022 to 23 Oct 2023 From Start Date until 4pm on the End Date
<b><u>Cover</u></b>	General Liability

It is declared that the above numbered policy is current to the date shown unless cancelled subsequent to the issue of this certificate.

Yours faithfully,

Sally Stanley (via email)  
Liability Underwriter



JUA Underwriting Agency Pty Limited

ACN 004 566 465  
ABN 70 004 566 465  
AFSL 235411PO BOX Q1205 Queen Victoria Building, NSW 1230  
Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

October 21, 2022

ARTHUR J. GALLAGHER - BEENLEIGH  
PO BOX 404  
BEENLEIGH QLD 4207

Policy No: 211080825

TO WHOM IT MAY CONCERN

**CERTIFICATE OF CURRENCY**  
EFFECTED THROUGH JUA UNDERWRITING AGENCY PTY LIMITED  
(hereinafter called the Coverholder)

**THIS CERTIFICATE OF INSURANCE** confirms that in return for payment of the Premium shown in Schedule, Certain Underwriters at Lloyd's have agreed to insure you, in accordance with the wording attached to this Certificate.

You or your representative can obtain further details of the syndicate numbers and the proportions of this insurance for which each of the Underwriters at Lloyd's is liable by requesting them from the Coverholder shown above. The subscribing insurers' obligations under contract of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurers who for any reason does not satisfy all or part of its obligations.

In accepting this insurance, the Underwriters have relied on the information and statements that you have provided on the Proposal Form (or Declaration) the date of which is stated in the Schedule. You should read this Certificate carefully and if it is not correct contact the Coverholder. It is an important document and you should keep it in a safe place with all other papers relating to this insurance.

**SCHEDULE**

<b><u>Agreement Number</u></b>	B042422INT06182 Sec 1
<b><u>Policy Number</u></b>	211080825
<b><u>Period of Insurance</u></b>	From 23 Oct 2022 to 23 Oct 2023 From Start Date until 4pm on the End Date
<b><u>Insured</u></b> <b><u>ABN</u></b>	TOUR DE ROCK PTY LTD 50 157 824 014
<b><u>Address</u></b>	ARMIDALE NSW 2350
<b><u>Class of Business</u></b>	General Liability
<b><u>Underwriters</u></b>	CERTAIN UNDERWRITERS AT LLOYD'S 100.00%
<b><u>Occupation</u></b>	ANNUAL FUNDRAISING EVENTS & BICYCLE RIDE - WALK 16/10/2022 & BIKE RIDE 20/04/2023 - 22/04/2023
<b><u>Sum Insured</u></b>	General Liability \$20,000,000 TOTAL SUM INSURED \$20,000,000

Page 2 of 2

**ATTACHMENT 2 – 2023 TOUR DE ROCKS RIDE MANAGEMENT ROUTE 2 V0**

## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023Day 1 Thursday 20<sup>th</sup> April 2023 Armidale – Wollomombi Village 84 kms

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
5:30am	Registrations Commence.	All riders and supporters are required to sign waivers and receive identification wrist bands.	Registration desks will be at the rear carpark of the Armidale Ex Services Memorial Club.	Tables, Chairs, Forms, Stationery, Notice Board, Volunteers for registrations, Road Closures ARC, No parking in Armidale Ex Services Memorial Club car park.	All waivers to be signed. Peloton posted on Notice Board.	Mark Bullen to marshal riders. 2 Way radios and sat phone. Endy – lead car. Bill – rear car and bus. Motor bikes – Frosty, Bullo and Anthony Williams. St Johns Ambulance x 2. Mechanics Van with Signs.	Signage at start of Rockvale Road and 100 metres past Chandler Road warning motorists of cyclists on road on Thursday 7th April. Signs to be placed 2 days before event.
6:30am	Welcome and Morning Briefing.	Combined Rider and Supporter briefing.	Coffee. Highland Band.	Stage, Power, Microphone, Flags and Tent. Coffee Cart.		Safety Briefing.	
7:00am	Registrations Close						
7:00am	First Peloton departs for Wollomombi via Chandler and Kilcoy Roads.	Distance to Drink Station No 1 is 22 kms on sealed road. From Drink Station No 1 to Wollomombi, travel a further 29 kms on formed gravel road and arriving at Wollomombi Village for morning tea.	Pelotons will be in teams or combination of teams and will be posted on the notice board on the morning of the ride. Pelotons will be departing at approximately 5-minute intervals and shall remain in pelotons until the first drink stop at the Chandler Road turn.	Mark Bullen to Marshall. Police Escort. Highland Band.	Drink Stop with toilets at Chandler Road turn off. Drinks and Toilets will be bought out from Armidale and taken back when complete. Collect signs from Chandler Road.	Confirm distances. Ambulance and TDR support vehicles to keep back from riders.	
8:30am	Last Peloton departs.	Estimated time to Drink Station No 1 is 1.5 hours. Estimated time to Wollomombi Village is 3.2 hours.		Pack tent and flags.			
8:30 – 9:00am	Supporters leave for Wollomombi Village.	Support vehicles are prohibited from following riders. Support vehicles are to travel via Waterfall Way to Wollomombi Village. Distance is 42 kms and travel time is approximately 1 hour.	Lunch will be provided for all supporters at Wollomombi Village from 12:00 pm. It is expected that supports will arrive at Wollomombi Village as early as possible, set their own camp up and then offer to assist the catering team prepare lunch and then the evening meal. This is our big day; we will need as much assistance as possible.			Cyclists leaving for Jeogla to be marshalled at Wollomombi Village immediately prior to Waterfall Way. Marshalls with 2-way radios to be stationed at signs to advise when road is clear.	Cyclists Ahead. Cyclists turning across road 200 metres ahead signs to be placed before Chandler School going east and before Old Kempsey Road heading west. Signage to be placed on Old Kempsey Road 1 week prior indicating cyclists will be on the road.
10:30am	Estimated time for First Riders to leave Wollomombi Village.	Distance to Jeogla 20 kms for Lunch Break. Estimated riding time is 1.5 hours.	A couple of steep pinches on this leg. Keep the fluids up.				
11:30am	Last Riders leave Wollomombi Village		Last Riders will arrive at Lunch around 1:30pm.	Pack catering equipment and follow to Jeogla for lunch.	Collect signs from Waterfall Way.		
11:30 – 2:00pm	Lunch Stop at Jeogla.	Enjoy a well-earned break and have a look around the property. Even considering riding down to the River.	Have a good meal focused on the carbohydrates and keep the fluids up.		Toilets to be loaded and taken to Wollomombi Village. Lunch gear to be loaded and taken to Wollomombi Village following riders.		

2023 Tour de Rocks Ride Management Route 2 v0

## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
1:00pm	Estimated time for First Riders to leave Jeogla for Wollomombi Village.	Distance to Wollomombi Village approximately 20 kms. Riding time is approximately 1.5 hours.	Extreme caution required on rough roads and steep sections. Do not under any circumstances cross to the other side of the road.			Marshalls with 2-way radios to be stationed at Waterfall Way to advise when road is clear.	
2:00pm	Last Riders leave Jeogla for Wollomombi Village.						
4:00pm	Last Riders arrive at Wollomombi Village.	Sad Bus, Mechanics to follow assisting as required.					
5:30pm	Safety Committee Meeting.	Review day's events.					
6:00pm	Jersey Awards.	Daily Recognition Jerseys to be presented.					
6:20pm	Brief overview of Day 2.	10 mins on Day 2.					
6:30pm	Dinner.		Make sure you are eating well for the next day – plenty of carbs.				
7:30pm	Clean Up Camp Kitchen and prepare for Day 2.	Any assistance in the Camp Kitchen will be appreciated after the enormous effort by the catering team.			Roster for assistance with chores.		



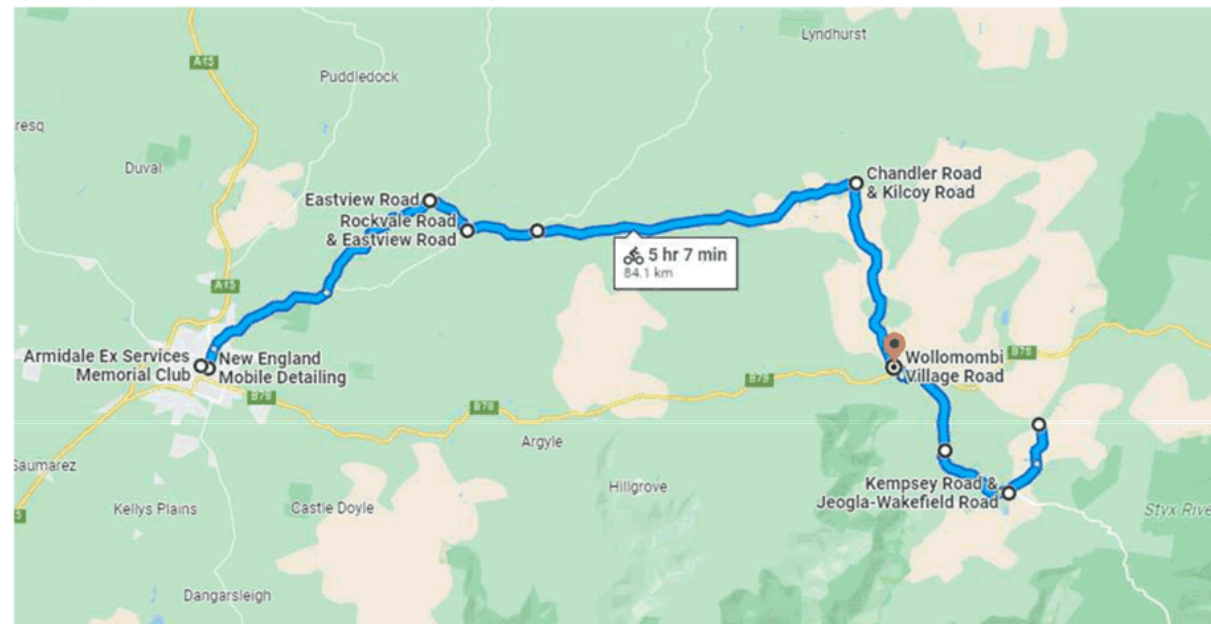
## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023Day 1 Thursday 20<sup>th</sup> April 2023 Armidale – Wollomombi Village 84 kms

1,066 m · 1,074 m



2023 Tour de Rocks Ride Management Route 2 v0

## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023Day 2 Friday 21<sup>st</sup> April 2023 Wollomombi – Guyra Showground 92 kms

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
6:30am	Breakfast.	Continental breakfast served. Stock up on carbs in cereals, toasts, and jams.	Keep drinking				
7:30am	Morning Briefing at Information Tent.	Outline the days ride, including road conditions and safety advice.		Catering crew to leave early for Lyndhurst Road.			
8:00am	First wave of Supporters and Catering Teams leave.		Real need for supporters to assist with packing up the catering equipment and getting them ahead of the riders today to ensure they have sufficient time to prepare the breaks and meals for us on the road ahead.				
8:00am	Child Ride Commences.	Wollomombi Village to Tulloch Road 21 kms. Estimated 2 hours arrive at 10:00am.  From Wollomombi Village Road head towards Kilcoy Road and turn Left. Continue along Kilcoy Road and turn Left at Chandler Road. Take a Right at Tulloch Road and when you get to Lyndhurst Road take a Left.	Child Riders must be accompanied by a parent / guardian. TdR support vehicle will accompany.				Cyclists on Road 8:00am – 1:00pm Friday 8 <sup>th</sup> April. Signs between Wollomombi Village and Guyra Showground.
9:00am	Adult Riders Leave.	Wollomombi to Lyndhurst Road. Estimated riding time is 1.5 hours, casual formation.  From Wollomombi Village Road head towards Kilcoy Road and turn Left. Continue along Kilcoy Road and turn Left at Chandler Road. Take a Right at Tulloch Road and when you get to Lyndhurst Road take a Left.	Keep to Left hand side of roadway.		Camp packed up, water truck, flat top, tent, and catering equipment. Toilets strapped onto car trailers and taken to Glassers Round (Lunch) and then additional drink stop.		
10:15am	Second wave of Supporters leave Wollomombi Village for 20-minute drive to Lyndhurst Road.	Supporters leave and arrive for morning tea at Lyndhurst Road. If Supporters catch any riders, they are not to pass and must remain behind the escort vehicles.			Catering Crew to leave for Glassers Road to prepare lunch.		
10:00am	Morning Tea Lyndhurst Road	Enjoy the view and refuel for the couple of steep pinches on the next section.	Keep drinking.				

2023 Tour de Rocks Ride Management Route 2 v0

## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
10:30am	Main Group of Supporters leave Wollomombi Village for Guyra Showground.	Turn Right onto Waterfall Way for about 39 kms. Then Dumaesq Street, Marsh Street, Glenn Innes Road to the New England Highway. Take the 3 <sup>rd</sup> exit from the Roundabout onto the New England Highway and head 34 kms. Turn Right into Ryanda Street and the Guyra Showgrounds.  Total distance 80 kms. Allow 1.5 hours.	Supporters will arrive at the Guyra Showground and establish camp and assist catering team – if required.		Check amenities are open and hot water is on.		
10:30am	Childrens Ride Supporters leave Lyndhurst Road for Guyra Showground.	Supporters will leave Lyndhurst Road, continue for 5 km. Turn Right into Rockvale Road and continue for 10 km. Turn Left at Guyra Road and follow it for 34 kms Then turn Left at Ryanda Street and arrive at the Guyra Showground.	Supporters will arrive at the Guyra Showground and establish camp and assist catering team – if required.				
11:00am	First Riders leave Lyndhurst Road for "Stonebrook" Cattleyards, Aberfoyle (Lunch).	Distance 50 kms. Estimated riding time is 2 hours. Several steep sections.  You will turn Right into Rockvale Road. Follow until you reach Guyra Road where you will turn Right. Turn Left after 100m onto Rockvale Road again. Follow Rockvale Road (3.5km) and then make a Left at Aberfoyle Road. Follow Aberfoyle Road for 11.6km and Right at Waverley Road. Lunch is close by.					
12:30 – 1:30pm	Lunch "Stonebrook" Cattleyards, Aberfoyle Road.	Lunch will be available in a suitable area.					

2023 Tour de Rocks Ride Management Route 2 v0

## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
1:00pm	First Riders leave for Guyra Showground.	<p>Distance 40 kms. Estimated riding time is 2 – 3.5 hours.</p> <p>From Waverley Road take the Left Fork onto Glassers Road and take a Left at Wards Mistake Road (after about 11 kms).</p> <p>Continue on Wards Mistake Road for 18kms. Until the 4 ways intersection. Continue straight ahead onto Falconer Rd for 6kms until the Lions Park Football Oval. Turn Left just before the New England Highway onto a walking track beside the oval. Follow the walking track for 500m until Sole Street. Turn Left into Sole Street for 1 block and then turn Right into Abercrombie Street. Stay on Abercrombie Street for 680m until the T intersection of Ollera Street. Turn Left into Ollera Street and then only after 100m turn Left into Ryanda Street. Follow Ryanda Street for 1 block and then the Guyra showground entrance is on the Left.</p>					
3:00 – 4:30pm	Riders arrive at Guyra Showground.						
5:30pm	Safety / Logistics Committee Meeting.	Review day's events.					Signage to be placed for following day.
6:00pm	Jersey Awards.	Daily Recognition Jerseys to be presented.					
6:20pm	Brief overview of Day 3.	10 minutes on Day 3.					
6:30pm	Dinner.	Dinner at the Guyra Showground.					
7:30pm	Clean up Camp Kitchen and prepared for Day 3.	Any assistance in the camp kitchen will be appreciated after the enormous effort by the catering team to provide 300 meals.	Plenty of places to visit in Guyra for a refreshment and entertainment.				

2023 Tour de Rocks Ride Management Route 2 v0

## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



Day 2

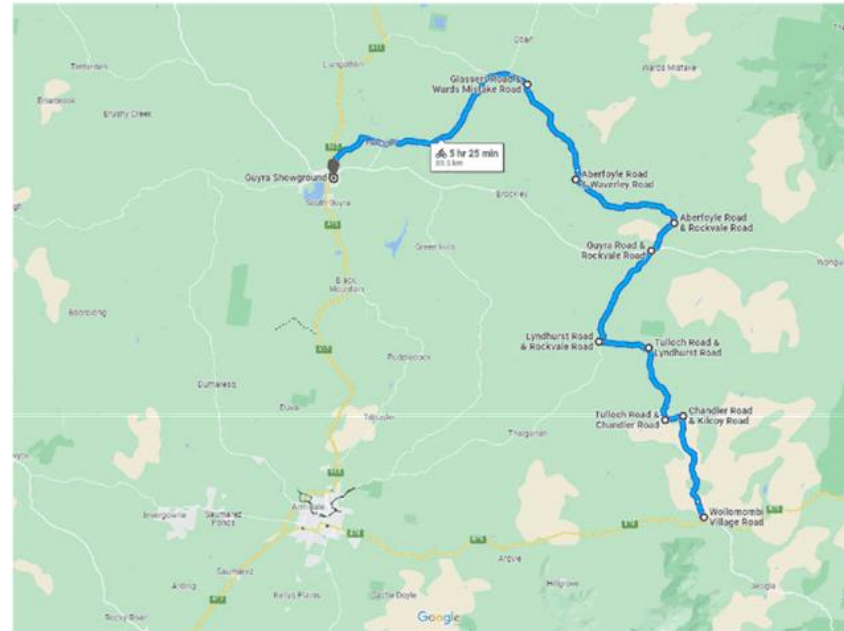
Friday 21<sup>st</sup> April 2023

Wollomombi – Guyra Showground

92 kms

## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023

1,186 m · 817 m



NEW MAPS NEEDED HERE

2023 Tour de Rocks Ride Management Route 2 v0

## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023Day 3      Saturday 22<sup>nd</sup> April 2023      Guyra Showground – Sport UNE, Armidale      55 kms

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
6:00am	Breakfast.	Continental breakfast served. Stock up on carbs in cereals, toasts, and jams.					
6:30am	Morning Briefing at Information Tent.	Outline the days ride, including road conditions and safety advice.					
7:00am	First Riders departs Guyra Showground for Morning Tea at Fleetwood Road intersection.	<p>Pelotons will depart at 5 min intervals and be required to ride in pelotons until you cross the New England Highway.</p> <p>Leave the Guyra Showground, turn Left onto Marne Street. Follow Manse Street and turn Left into Ryanda Street. Follow Ryanda Street and turn Right into Aboomala Street. Dismount and push bikes cross the New England Highway onto the grass area.</p> <p>Mount bikes and head South and enter the Tunnel under the Railway Line. Turn Right and join the McKie Parkway (that runs along side the Golf Course) and head towards Baldersleigh Road.</p> <p>At Baldersleigh Road, turn Left and continue for about 12 kms.</p> <p>Turn Left onto Old Armidale Road and continue to Fleetwood Road intersection for Morning Tea.</p>			Pelotons to marshal in original teams at Guyra Showground. Slower teams to leave first.	Marshalls required for the crossing of the New England Highway.	Cyclists on Road 8:00am – 1:00pm Saturday 9 <sup>th</sup> April. Signs between Guyra Showground and Sport UNE, Armidale.
8:30am	Last Riders to leave Guyra Showground for Morning Tea.	Last Riders will be selected as quicker riders that will make up time to Sport UNE, Armidale.	Please nominate if you would like to start earlier at Guyra Showground.				
9:00am	Supporters leave Guyra Showground for Sport UNE, Armidale.	<p>As you leave the Guyra Showground you will turn Left onto New England Highway and continues towards Armidale for 37 kms.</p> <p>Turn Right into Martin Street / Queen Elizabeth Drive and continue down Handel Street until you reach the Oval.</p> <p>Distance is about 40 kms and will take about 45 minutes. When you arrive at Sport UNE, Armidale please park and follow all road signs etc.</p>					



## Attachment 6

## 2023 Tour de Rocks Ride Management Route 2 v0



## 2023 Tour de Rocks Ride Schedule and Management Plan

Armidale to Wollomombi to Guyra to Armidale

20<sup>th</sup> – 22<sup>nd</sup> April 2023

Time	Item	Activity	Additional Notes for Participants		Logistics	Safety	Signage
9:30 – 11:30am	Morning Tea at Old Armidale Road and Fleetwood Road intersection.	Comfort stops and fuel. 26 kms to go. Make sure the tank is full.					
10:00am	First Riders to leave for Sport UNE, Armidale.	Those riders ready to go will be marshalled and sent as they are ready.  It is about a 24 km ride along Booralong Road, which turns into Handel Street. You will take a Left at Meredith Street, Left onto Abbott Road and follow until you the Dirt Track on the Left. Follow the Dirt Track for about 360m past the UNE Playing Fields. Take the Left Hand Fork and ride up to the UNE Sports Union Road. Turn Left and ride down to Sport UNE.					
10:30am	Supporters arrive at Sport UNE, Armidale.	Supporters and Catering Crew arrive at Sport UNE, Armidale and prepare lunch.					
11:30am	Last Riders leave Morning Tea.						
1:30pm	Last Riders arrive Sport UNE, Armidale.						
1:30pm	Team Captains Meeting.	Team Captains to confirm all riders have arrived safely.					
1:30 – 2:30pm	Lunch and Celebration.	Enjoy lunch at Sport UNE as we reflect on what we have achieved.					
3:00 – 5:00pm	Final pack up.				Clean and pack all equipment. Food to go back with Faircloth and Reynolds Cool Rooms.		

Attachment 6

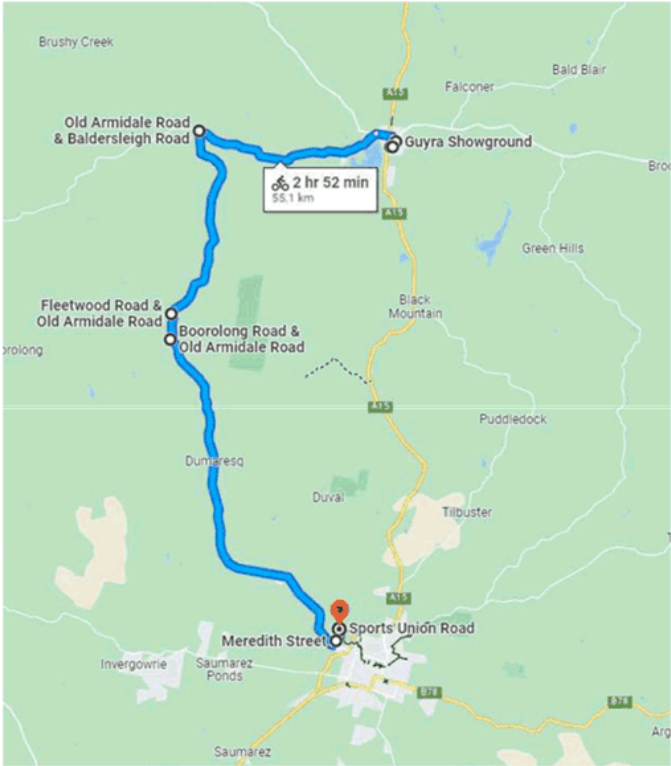
2023 Tour de Rocks Ride Management Route 2 v0



2023 Tour de Rocks Ride Schedule and Management Plan  
Armidale to Wollomombi to Guyra to Armidale  
20<sup>th</sup> – 22<sup>nd</sup> April 2023

Day 3      Saturday 22<sup>nd</sup> April 2023      Guyra Showground – Sport UNE

55 kms



## Attachment 7

## Tour de Rocks Events Liability Insurer Schedule 2022 2023



JUA Underwriting Agency Pty Limited

 ACN 004 566 465  
 ABN 70 004 566 465  
 AFSL 235411

 PO BOX Q1205 Queen Victoria Building, NSW 1230  
 Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

October 21, 2022

 ARTHUR J. GALLAGHER - BEENLEIGH  
 PO BOX 404  
 BEENLEIGH QLD 4207

Policy No: 211080825

**RENEWAL SUMMARY**

THIS IS TO CERTIFY that in accordance with the authorisation granted under contract to the undersigned by certain Underwriters whose name and the proportions underwritten by them are listed below hereof and in consideration of the premium specified herein the said Underwriters are hereby bound each for his own part and not for one another, their Heirs, Executors and Administrators, to insure in accordance with the terms and conditions contained herein or endorsed hereon.

**Tax Invoice**

<b><u>Insured</u></b>	TOUR DE ROCK PTY LTD	
<b><u>ABN</u></b>	50 157 824 014	
<b><u>Period Insured</u></b>	From 23 Oct 2022 to 23 Oct 2023 From Start Date until 4pm on the End Date	
<b><u>Cover</u></b>	General Liability	
<b><u>Charges</u></b>	PREMIUM	\$1,650.00
	STAMP DUTY	\$163.35
	GST	\$165.00
	ADMINISTRATION FEE	\$200.00
	GST (Admin Fee)	\$20.00
	<b>TOTAL</b>	<b>\$2,198.35</b>

In accordance with the Corporations Act 2001, JUA Underwriting Agency Pty Limited hereby gives notice that this contract is effected under an authority given to JUA Underwriting Agency Pty Limited by the Underwriters named. Furthermore, JUA Underwriting Agency Pty Limited has effected the contract as an agent of the Underwriter and not as an agent for the Insured.

## Attachment 7

## Tour de Rocks Events Liability Insurer Schedule 2022 2023



JUA Underwriting Agency Pty Limited

 ACN 004 566 465  
 ABN 70 004 566 465  
 AFSL 235411

 PO BOX Q1205 Queen Victoria Building, NSW 1230  
 Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

October 21, 2022

 ARTHUR J. GALLAGHER - BEENLEIGH  
 PO BOX 404  
 BEENLEIGH QLD 4207

Policy No: 211080825

**RENEWAL CERTIFICATE**  
**EFFECTED THROUGH JUA UNDERWRITING AGENCY PTY LIMITED**  
 (hereinafter called the Coverholder)

**THIS CERTIFICATE OF INSURANCE** confirms that in return for payment of the Premium shown in Schedule, Certain Underwriters at Lloyd's have agreed to insure you, in accordance with the wording attached to this Certificate.

You or your representative can obtain further details of the syndicate numbers and the proportions of this insurance for which each of the Underwriters at Lloyd's is liable by requesting them from the Coverholder shown above. The subscribing insurers' obligations under contract of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurers who for any reason does not satisfy all or part of its obligations.

In accepting this insurance, the Underwriters have relied on the information and statements that you have provided on the Proposal Form (or Declaration) the date of which is stated in the Schedule. You should read this Certificate carefully and if it is not correct contact the Coverholder. It is an important document and you should keep it in a safe place with all other papers relating to this insurance.

**SCHEDULE**

<b><u>Agreement Number</u></b>	B042422INT06182 Sec 1
<b><u>Policy Number</u></b>	211080825
<b><u>Date of Proposal Form or Declaration</u></b>	14 Oct 2021
<b><u>Period of Insurance</u></b>	From 23 Oct 2022 to 23 Oct 2023 From Start Date until 4pm on the End Date
<b><u>Insured ABN</u></b>	TOUR DE ROCK PTY LTD 50 157 824 014
<b><u>Address</u></b>	ARMIDALE NSW 2350
<b><u>Class of Business</u></b>	General Liability
<b><u>Underwriters</u></b>	CERTAIN UNDERWRITERS AT LLOYD'S 100.00% One Lime Street, LONDON EC3M 7HA UK
<b><u>Occupation</u></b>	ANNUAL FUNDRAISING EVENTS & BICYCLE RIDE


**JUA Underwriting Agency Pty Limited**

 ACN 004 566 465  
 ABN 70 004 566 465  
 AFSL 235411

 PO BOX Q1205 Queen Victoria Building, NSW 1230  
 Telephone (02) 8272 4800 Facsimile (02) 9247 2411 Free Call 1800 252 263

<b>Sum Insured</b>	General Liability	\$20,000,000
	TOTAL SUM INSURED	\$20,000,000
<b>Excess</b>	An excess of \$1,000 each and every claim is applicable.	

**Conditions**

- POLICY IS EXTENDED TO EXPIRE AT MIDNIGHT NOT 4PM AS SHOWN
- PREMIUM IS MINIMUM & DEPOSIT
- LIQUOR LIABILITY EXTENSION – **EXCLUDED**
- ESTIMATED NUMBER OF ATTENDEES - 300-400
- MAXIMUM NO OF EVENTS - 2 (WALK 16/10/2022 & BIKE RIDE 20 - 22/04/2023)
- PRODUCTS LIABILITY IS EXCLUDED
- PREMIUM MUST BE PAID PRIOR TO THE EVENT TAKING PLACE
- NOTE SEXUAL MOLESTATION EXCLUSION, PRODUCTS AND PARTICIPATION ARE EXCLUDED

**VOLUNTARY WORKERS EXTENSION**

The definition of INSURED is amended to include the Insured's volunteers or auxiliary workers who are not also members of the named insured, but only for acts within the scope of their activities as volunteers of the insured.

**CORONAVIRUS ABSOLUTE EXCLUSION**

Notwithstanding any other provision, no cover is provided under this policy for any claim, loss, liability, cost or expense of whatever nature directly or indirectly arising out of, contributed to by or resulting from coronavirus disease (COVID-19), severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), or any mutation or variation thereof.

This exclusion also applies to any claim, loss, cost or expense of whatever nature directly or indirectly arising out of, contributed to by or resulting from:

- i (i) any fear or threat (whether actual or perceived) of; or
- ii (ii) any action taken in controlling, preventing, suppressing or in any way relating to any outbreak of;

coronavirus disease (COVID-19), severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), or any mutation or variation thereof.

**CYBER and DATA TOTAL EXCLUSION ENDORSEMENT**

- 1 Notwithstanding any provision to the contrary within this Policy or any endorsement thereto this Policy does not apply to any loss, damage, liability, claim, fines, penalties, cost or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any:
  - 1.1 **Cyber Act** or **Cyber Incident** including, but not limited to, any action taken in controlling, preventing, suppressing or remediating any **Cyber Act** or **Cyber Incident**; or
  - 1.2 loss of use, reduction in functionality, repair, replacement, restoration, reproduction, loss or theft of any **Data**, including any amount pertaining to the value of such **Data**;
 regardless of any other cause or event contributing concurrently or in any other sequence thereto.
- 2 In the event any portion of this endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.
- 3 This endorsement supersedes any other wording in the Policy or any endorsement thereto having a bearing on a **Cyber Act**, **Cyber Incident** or **Data**, and, if in conflict with such wording, replaces it.
- 4 If the Underwriters allege that by reason of this endorsement that loss sustained by the Insured is not covered by this Policy, the burden of proving the contrary shall be upon the Insured.

**Definitions**

- 5 **Computer System** means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any





JUA Underwriting Agency Pty Limited

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- configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility, owned or operated by the Insured or any other party.
6. **Cyber Act** means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any **Computer System**.
7. **Cyber Incident** means:
- 7.1 any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any **Computer System**; or
- 7.2 any partial or total unavailability or failure or series of related partial or total unavailability or failures to access, process, use or operate any **Computer System**.
8. **Data** means information, facts, concepts, code or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted or stored by a **Computer System**.

LMA5468  
 4 November 2020

#### SEVERAL LIABILITY NOTICE

The subscribing (re)insurers' obligations under contracts of (re)insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing (re)insurers are not responsible for the subscription of any co-subscribing (re)insurer who for any reason does not satisfy all or part of its obligations.

LSW 1001 (Insurance)

#### NOTICE AS TO YOUR DUTY OF DISCLOSURE

Section 21 of the Insurance Contracts Act 1984 requires intending insured parties to tell us everything they know (or could reasonably be expected to know in the circumstances) which is relevant to our decision to accept the insurance risk. This duty applies before a contract of insurance is entered into and before any such contract is varied or renewed. Each party named as an insured has the same duty. You do not have to tell us anything that reduces the risk, that is common knowledge, that we already know or in the ordinary course of business we ought to know or what we indicate we do not want to know. In the event of a failure to make disclosure as required, the Underwriter may reduce its liability with regard to a claim or refuse to pay the claim entirely, may cancel the contract of insurance and where the failure is fraudulent may avoid the contract of insurance from inception.

#### PRIVACY POLICY

JUA Underwriting Agency Pty Limited are bound by the National Privacy Principles formulated pursuant to the Privacy Act 1988 (Commonwealth).

In our dealings with you we will need to collect your personal information, the primary purpose of which is for a decision to be made on the acceptance of your insurance risk and on what terms and to handle your insurance claims.

In considering your risk and handling your claims we may need to disclose your personal information to our underwriter principal, loss assessors/adjusters, forensic experts, lawyers, insurance reference bureaux and your insurance broker. We may also need to disclose your information to our auditors or ASIC or APRA pursuant to their industry supervisory role or to any claims review body to which you may refer a claim.

Where it is reasonable and practicable for us we will only collect your personal information from you. Where feasible your anonymity will be protected.

Secondary purposes for collecting your information are: to provide information to our insurer principals; compiling (anonymous) statistics; reporting to parties with a legal right to require such knowledge; recoveries from insurers and the general operation of our business.

Sensitive Information about your race or ethnic origin, political opinions or associations, religious beliefs or affiliations, trade/professional membership/associations, sexual preferences/practises, health information or personal information that discloses a criminal record is not collected by us unless you consent or collection is required by law.

We will not use or disclose your personal information for any purpose other than the primary purpose of collection and we will only use or disclose other personal information for any secondary purpose, where: that purpose is related to the primary purpose of collection and you would reasonably expect disclosure for the secondary purpose; you consent to its use; we suspect unlawful activity and it is a necessary part of our investigation; the use or disclosure is authorised by law; or necessary for the prevention, investigation and punishment of crime or breaches of the law; is necessary to protect the revenue or is necessary for court proceedings.



## Attachment 7

## Tour de Rocks Events Liability Insurer Schedule 2022 2023

**JUA Underwriting Agency Pty Limited**ACN 004 566 465  
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If the information is health information, it will only be used for a secondary purpose where it is necessary for research or compilation of health statistics or to lessen or prevent a serious and imminent threat to life, health or safety or you otherwise consent to its use.

We will take all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification or disclosure and to ensure that it is accurate, complete and up-to-date.

Upon request we will take reasonable steps to let you know, generally what sort of personal information we hold, for what purposes and how we collect, hold, use and disclose your information.

Also upon request, we will make your personal information available to you (subject to the terms of The National Privacy Principles) and allow you to provide information that corrects any information that is incorrect, incomplete or out-of-date and any complaint you may have in relation to a privacy matter may, at your option, be dealt with by our internal dispute resolution procedures.

Further information can be obtained by contacting the Underwriter's authorised agents:

Tel 02 8272 4800 Fax 02 9247 2411 E-mail: [compliance.manager@juaunderwriting.com.au](mailto:compliance.manager@juaunderwriting.com.au).



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What to do if you have a complaint?

**About Lloyd's**

Lloyd's is the world's specialist insurance and reinsurance market, bringing together an outstanding concentration of underwriting expertise and talent.

In Australia, Lloyd's is proud to be a member of the Insurance Council of Australia. Lloyd's has adopted the General Insurance Code of Practice, subject to certain specific qualifications. Your Lloyd's intermediary ("the coverholder") or claim administrator must also meet the requirements of the Code. You can obtain a copy of the Code at [www.codeofpractice.com.au](http://www.codeofpractice.com.au)

Lloyd's aims to provide the highest level of service to our Australian policyholders and have developed procedures, applicable to the entire Lloyd's market, for the honest, fair and timely handling of complaints.

**How can we help you?**

You can make a complaint about any aspect of your relationship with us, including your policy or claim and our service, staff or handling of a complaint.

If you wish to make a complaint, please contact either the Lloyd's coverholder or the administrator handling your claim in the first instance. They will attempt to resolve it in accordance with our Internal Dispute Resolution ("IDR") procedure, which complies with Code and ASIC guidelines, and our commitment below.

**Our commitment to you**

As part of our IDR procedure, we will:

- Acknowledge your complaint
- Provide you with the name and contact details of the person assigned to reviewing it
- Do our utmost to resolve the complaint to your satisfaction within 10 business days
- If we cannot resolve your complaint within 10 business days, we will provide updates every 10 business days, unless you agree to a different timeframe
- Provide a final decision within 30 calendar days of the date on which you first made your complaint
- If we cannot provide a final decision in this timeframe, we will tell you, in writing, the reasons for the delay and your right to take the complaint to the Australian Financial Complaints Authority (AFCA)
- Give you the information we relied on when making a decision about your complaint within 10 business days of you asking for it

Depending on the outcome of our review, we may refer your complaint to Lloyd's Australia, who will determine whether it will be reviewed further by their office or the Lloyd's UK Complaints Team.

Lloyd's contact details are:

Telephone +61 (2) 8298 0783  
Email [ldraustralia@lloyds.com](mailto:ldraustralia@lloyds.com)  
Post Lloyd's Australia Limited  
Level 16, 1 Macquarie Place  
Sydney NSW 2000

**External review**

You may refer your complaint to AFCA at any time. If your complaint is not resolved to your satisfaction within 30 calendar days of the date on which you first made the complaint, AFCA may review it, subject to its Rules.

AFCA's contact details are:

Telephone 1800 931 678  
Email [info@afca.org.au](mailto:info@afca.org.au)  
Post Australian Financial Complaints Authority  
GPO Box 3  
Melbourne VIC 3001

Your complaint must be referred to AFCA within 2 years of the final decision, unless AFCA considers special circumstances apply. If your complaint is not eligible for consideration by AFCA, you may be referred to the Financial Ombudsman Service (UK) or seek independent legal advice.

**How much will this procedure cost you?**

This service is free of charge.

1 July 2021



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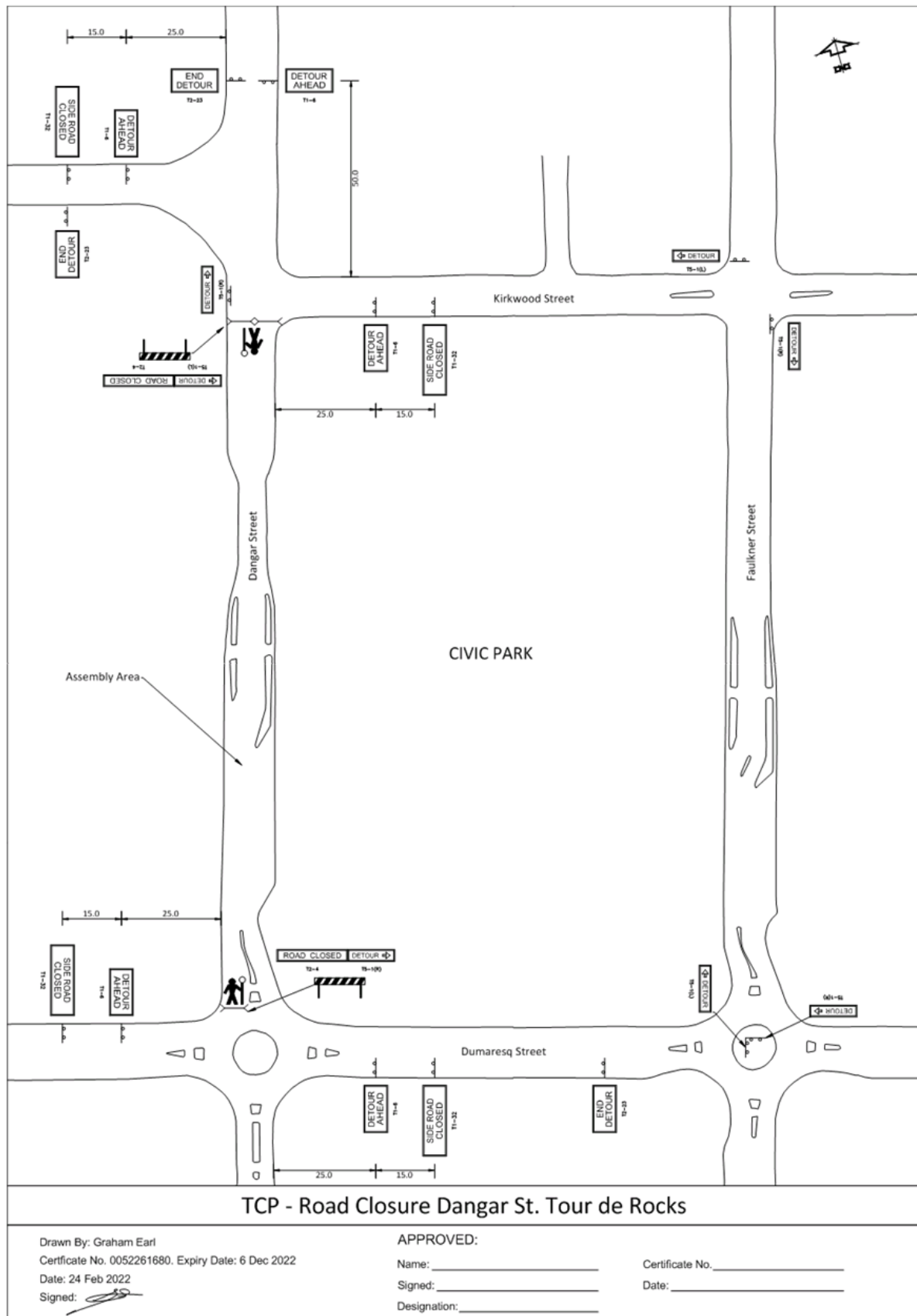
IN WITNESS WHEREOF this Certificate has been signed at Sydney this Friday, 21 October 2022.

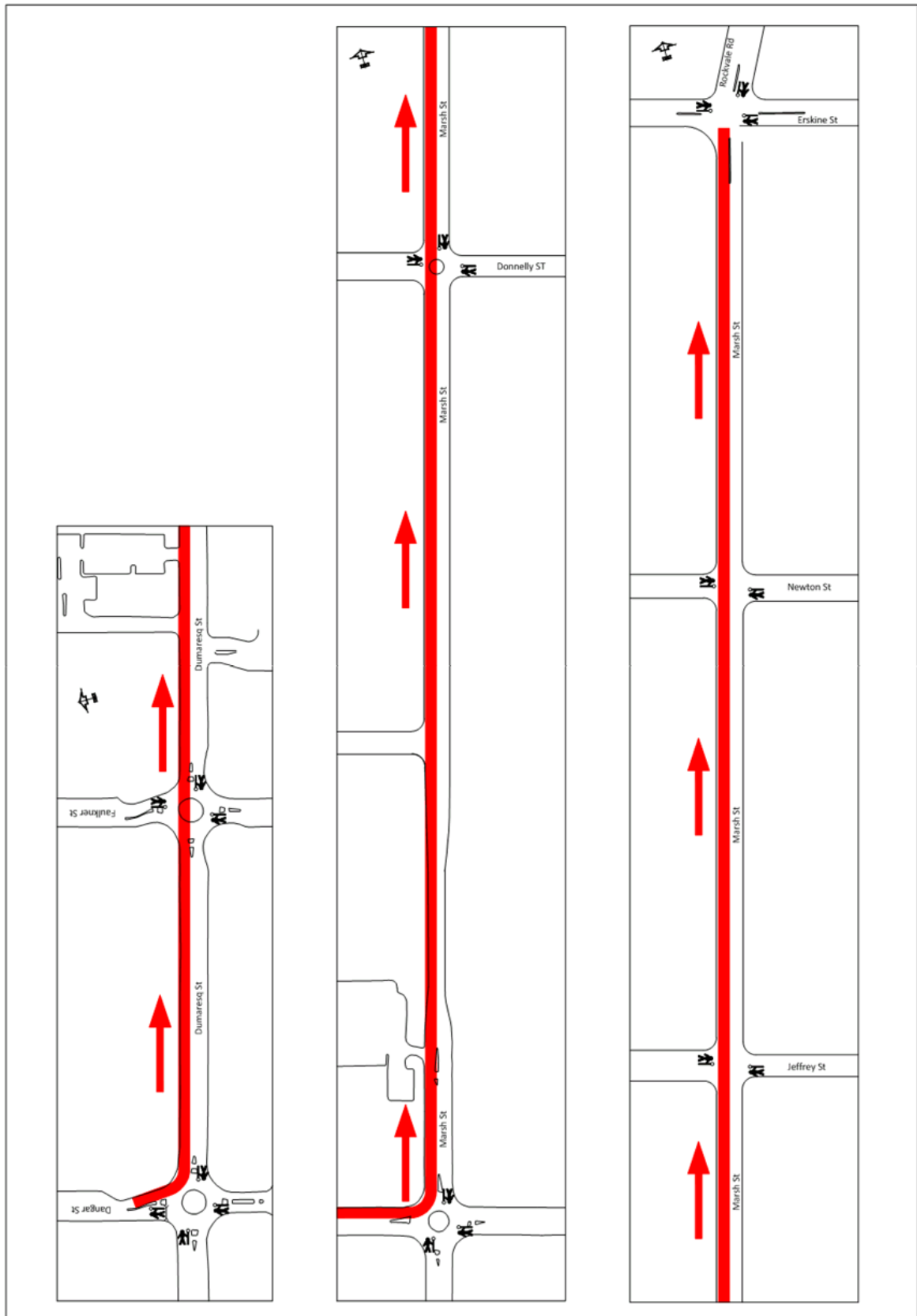
By

Coverholder

## Attachment 8

## Plan - Tour De Rocks TCP





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Tuesday, 7 February 2023

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<b>Item:</b>	<b>6.1</b>	<b>Ref: AINT/2023/01843</b>
<b>Title:</b>	<b>Proposed "Keep Clear" zone Armidale SES Headquarters Container: ARC16/0168-8</b>	
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	1. Plan - Proposed Keep Clear Area at Armidale SES Depot. 2. Plan - Proposed KEEP CLEAR, SES Headquarters - Detailed 3. Keep Clear Detail from Delineation manual.	

### 1. Purpose

This report is to advise of a request to provide appropriate pavement marking and signage in front of the Armidale SES headquarters at 203 Mann St, Armidale.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the provision of "KEEP CLEAR" pavement marking at 203 Mann St, Armidale.

### 3. Background

Council has received an email request from the Armidale SES to improve access to the Mann St headquarters by the provision of "KEEP CLEAR" pavement marking and additional signage.

*We have continued to have issues with vehicles blocking our driveway at our headquarters at 203 Mann St. We are experiencing people who shop at Supermoto etc are constantly doing this and for safety reasons it cannot continue.*

*As the primary rescue agency for the Local Government Area, means that we are required to respond to emergencies. We also have to reverse our vehicles back into the building and we have difficulty doing this with vehicles parked on the opposite side of our main driveway. Our emergency assembly area is also located on this opposite side.*

*We are requesting additional signage and the road surface to be marked, as per the attached plan.*

*Our site is located on one of the busiest sections of Mann St as it is opposite the Armidale Secondary School and also a road to the industrial centre of town, so it experiences a heavy amount of traffic.*

*If possible, could we investigate the use of a remote controlled timed strobe light, attached to a sign, at the front of the driveway, to warn vehicles of the out coming vehicle (similar to Fire + Rescue station).*

### 4. Discussion

The location of the SES headquarters in Mann St is opposite the Armidale Secondary College. During the afternoon School Zone times there is a build up of traffic that queues due to the students using the pedestrian crossing at Butler St. These queues can occasionally extend to present access problems for SES vehicles exiting or entering the site.

The provision of "KEEP CLEAR" on the pavement will help to alleviate some of the problems experienced.

The Delineation manual states:



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*'KEEP CLEAR', pavement markings may be used on a carriageway or traffic lane, when a traffic queue obstructs other traffic wishing to cross that carriageway or lane (i.e. right turning traffic).*

## 5. Implications

### 5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

#### Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

### 5.2. Risk

- Provision of the "KEEP CLEAR" area will improve safety for vehicles entering and exiting the business.
- Reduce conflict with motorists and reduce queueing due to turning vehicles.
- Improved traffic flow in Mann St during the afternoon School Zone times.

### 5.3. Sustainability

- Demonstrating improve safety to access the SES headquarters.

### 5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install pavement markings	\$119,000	\$45,041.44	Nil	\$1,210.00	\$1,210.00	\$72,748.56

The expenditure includes the cost for the set out and marking of the "KEEP CLEAR" zone.

## 6. Consultation and Communication

Consultation with the businesses in the area to advise of changes.

## 7. Conclusion

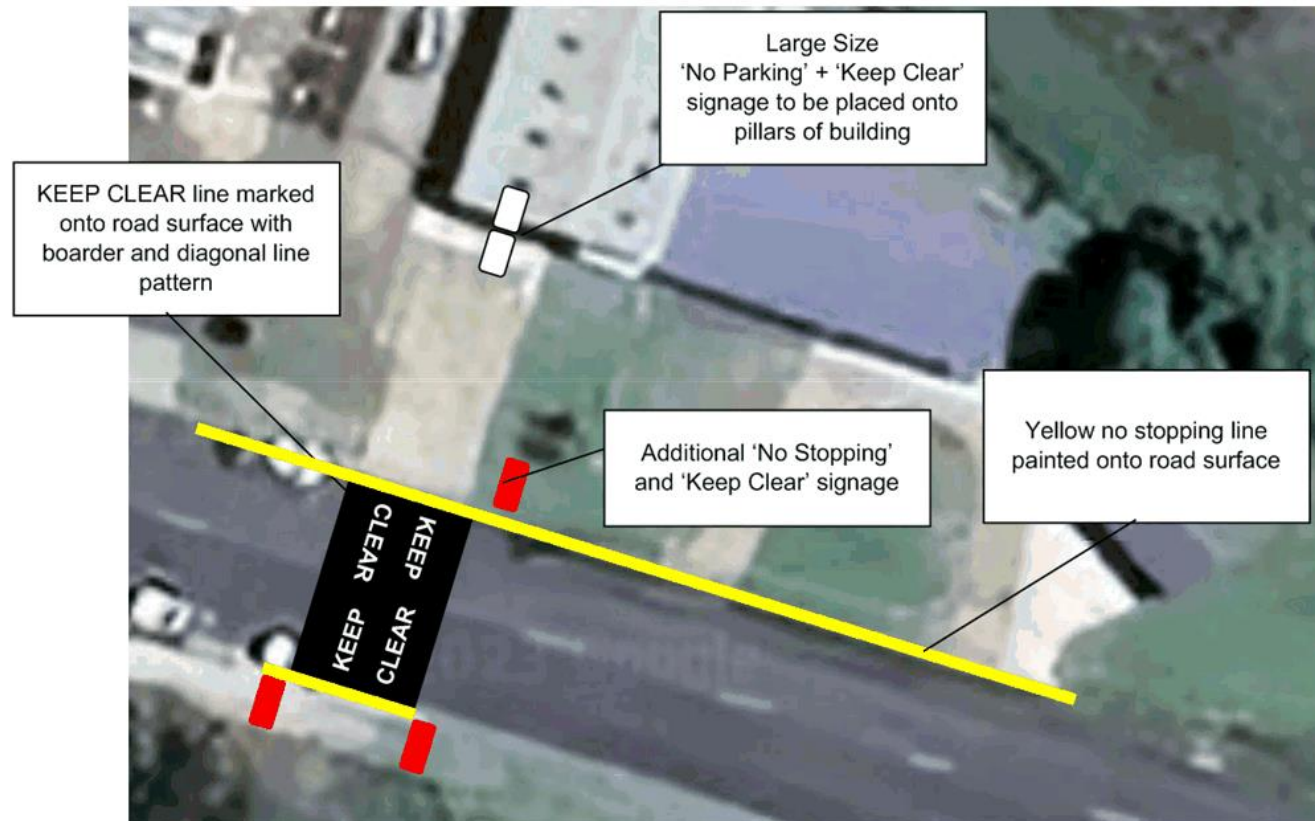
The marking of the pavement will enable the SES access and reduce response times when attending emergencies during busy School Zone times and at the same time improve the safety for all road users in the vicinity.

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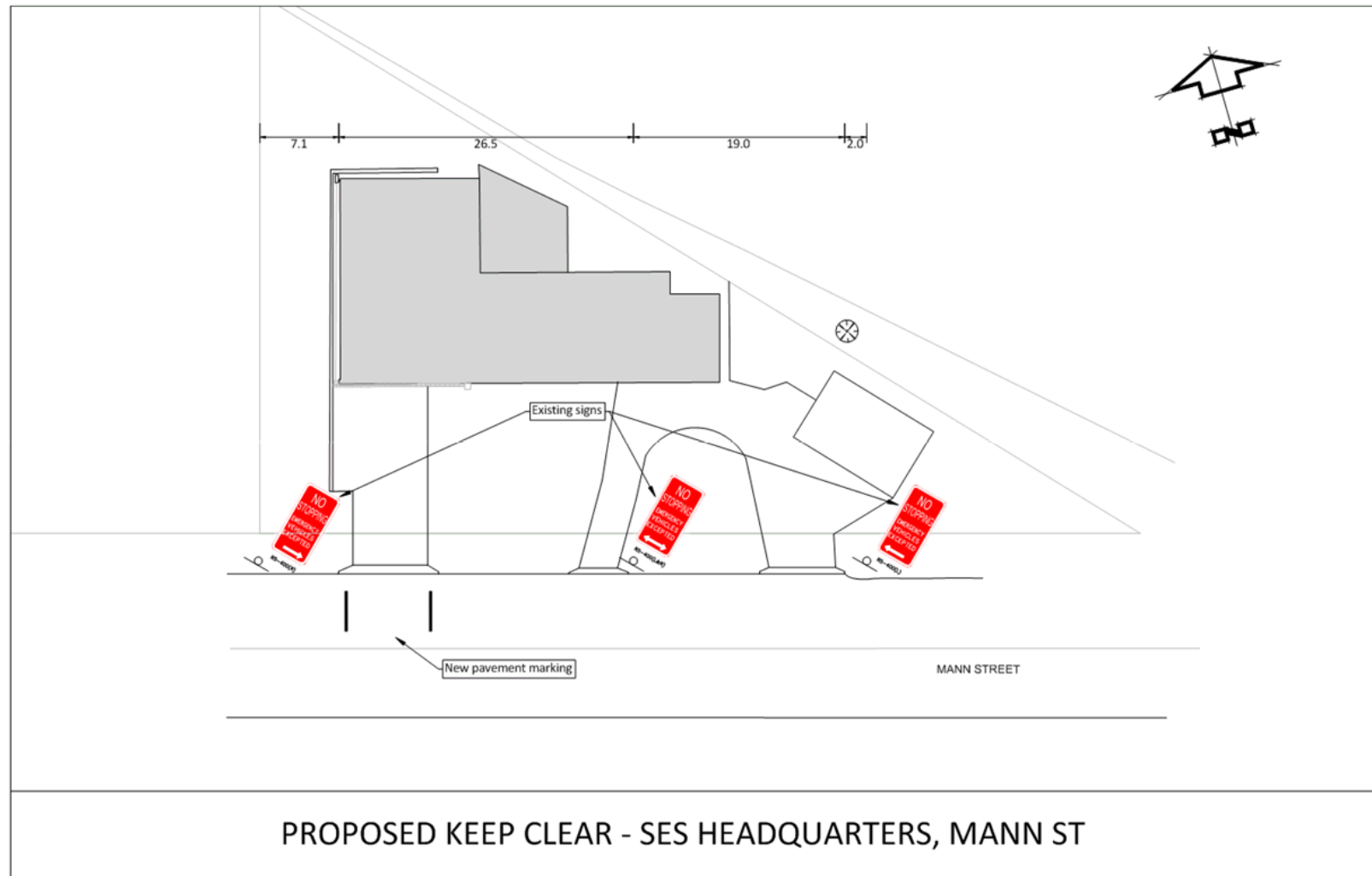
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## NSW SES ARMIDALE UNIT | Keep Clear Area



## Attachment 2

## Plan - Proposed KEEP CLEAR, SES Headquarters - Detailed





### 9.3.2 Keep Clear

#### 9.3.2.1 General

'KEEP CLEAR', pavement markings may be used on a carriageway or traffic lane, when a traffic queue obstructs other traffic wishing to cross that carriageway or lane (i.e. right turning traffic).

#### 9.3.2.2 Use

'KEEP CLEAR' markings should be used to treat:

Unsignalised intersections, which are frequently blocked by traffic queues, mainly on the approach to traffic signals or railway level crossings, or

Car park entrances which are frequently blocked by traffic queues, or

Emergency vehicle station accesses, which may be blocked by traffic queues

#### 9.3.2.3 Warrants for use

When considering the use of 'KEEP CLEAR' pavement markings, the following must be observed:

The markings should only be provided where right turning vehicles are prevented from entering or exiting the side street or car park (i.e. crossing the queue) and subsequently cause traffic to queue back through a signalised intersection, or where the waiting right turning vehicle causes a road safety problem due to the road geometry.

The markings must NOT be provided to allow vehicles to turn left from a side street or car park. 'KEEP CLEAR' pavement marking is regulatory and thus a left turning vehicle would be committing an offence if they joined the queue by entering the keep clear area. In this situation the soft option of erecting an advisory 'DO NOT QUEUE ACROSS INTERSECTION (G9-237) sign should be considered.

#### 9.3.2.4 Restrictions

Following the decision to implement 'KEEP CLEAR' markings at an intersection, the right turn movement out of the side street needs to be considered. If this movement is considered to be unsafe due to road geometry, traffic volumes or especially sight distance restraints caused by

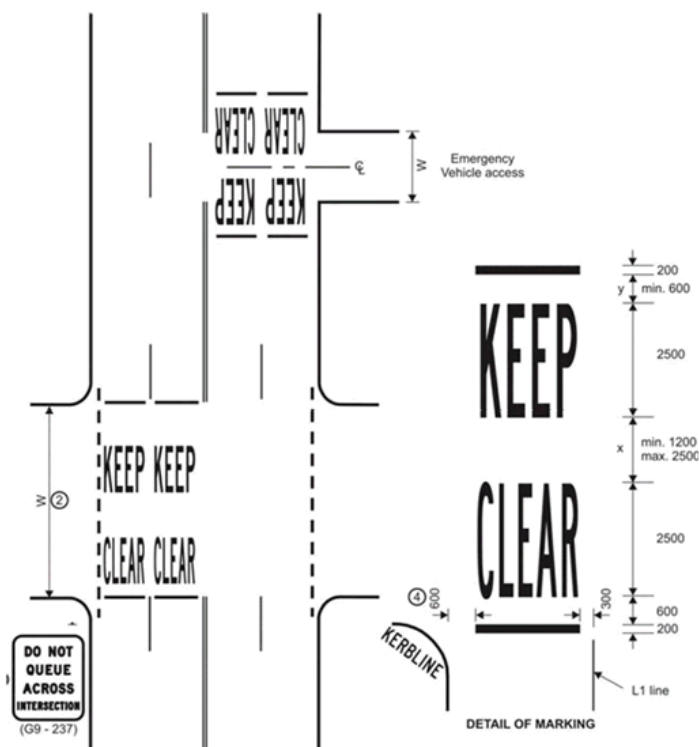


## Delineation – Section 9 Messages on Pavements

the queue, a limited No Right Turn ban from the side street should be considered.

### 9.3.2.5 Specifications

The KEEP CLEAR pavement symbol and associated transverse markings are shown in Figure 9.2.



- ① For  $W < 8\text{m}$ , position marking symmetrically on centre line use minimum  $x$  &  $y$
- ② For  $W < 8\text{m}$ , position transverse lines adjacent to kerblines, adjust  $x$  and  $y$  to suit  $W$
- ③ If necessary use DO NOT QUEUE ACROSS INTERSECTION (G9-237) sign at intersection. Do not use this sign at emergency vehicle access.
- ④ Where a stop line or holding line is not installed, reduce distance to 300mm

**Figure 9.2: Keep Clear Markings**  
Dimensions are in mm unless otherwise stated





## Attachment 3

Keep Clear Detail from Delineation manual.

**Ethical Decision Making and Conflicts of Interest*****A guiding checklist for Councillors, officers and community committees*****Oath or Affirmation of Office**

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

**Ethical decision making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

**Conflict of interest**

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- **Pecuniary** – regulated by the *Local Government Act 1993* and Office of Local Government
- **Non-pecuniary** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

**The test for conflict of interest**

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

**Identifying problems**

**1st** Do I have private interests affected by a matter I am officially involved in?

**2nd** Is my official role one of influence or perceived influence over the matter?

**3rd** Do my private interests conflict with my official role?

**Local Government Act 1993 and Model Code of Conduct**

For more detailed definitions refer to the *Local Government Act 1993*, Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

**Disclosure of pecuniary interests / non-pecuniary interests**

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

**A Declaration form should be completed and handed to the General Manager** as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Disclosures and Declarations of Interest at Meetings](#).