

# Gold Coast Tweed Motorsporting Club Inc.

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## **Application to Kyogle Council on behalf of The Gold Coast Tweed Motorsporting Club Inc (GCTMC Inc).**

The Gold Coast Tweed Motorsporting Club Inc (GCTMC Inc) is seeking permission and support from the Kyogle Council to conduct the ***Border Ranges Rally*** on the 31<sup>st</sup> July and the 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> August 2014 on roads within the region.

The event will be a round of both the New South Wales and the Queensland Rally Championships. This is a first for rallying in Australia and shows the growing stature of the event.

The GCTMC Inc is seeking the following commitment by the Kyogle Council:

- 1. Approvals to conduct the proposed event***
- 2. That the Kyogle Council provides a budget for Council to provide traffic control services and water filled barriers for Kyogle showgrounds.***
- 3. That the maintenance program for the year be developed to ensure that each of the rally roads have a patch grade one month, prior to the event.***
- 4. Preparation of ground at Hillyards Spectator Point for safe spectator access and rubbish bins to be made available for this site.***

The event format will closely reflect that of 2013 but with some improvements.

<b>Day &amp; Date</b>	<b>Rally event</b>	<b>Region</b>
Thursday 31 <sup>st</sup> July	Media Day	Hillyards Road Spectator point (note this is new for 2014)
Friday 1 <sup>st</sup> August	Reconnaissance	Both Kyogle and Woodenbong Regions
	Super Special	Kyogle Showgrounds
Saturday 2 <sup>nd</sup> August	Competitive stages	Woodenbong region (no Woodenbong night stage)
	Super Special	Kyogle Showgrounds (new for 2014)
Sunday 3 <sup>rd</sup> August	Competitive stages	Kyogle region
	Finish	Kyogle Showgrounds

Notes on proposed changes:

1. Moving the Media Day location to the Hillyard's Spectator Point is designed to allow far better TV coverage of the cars in action and also to highlight what people are able to see if they attend the event.
2. The Super Special on Saturday night, as well as Friday night, will allow more access for spectators to see the cars in action; particularly families. There is also a saving of two TCOs on Saturday night.
3. Moving the finish from in town to the Showgrounds allows better access for people to see the cars at the finish as they will remain in view for a longer period of time. It again is a saving of a TCO.

The organisers of the rally wish to continue to involve members of the local communities in the event as much as possible. The two communities of Woodenbong and Kyogle have been very supportive of previous events, and have in turn received financial benefits. The organisers recognise this and will continue to offer them involvement in the 2014 event.

As per previous years the GCTMC Inc wish to apply for financial assistance from the Kyogle Council to offset the cost of employing experienced traffic controllers where volunteers are not available, as required for the running 2014 Border Ranges Rally. Most volunteer TCO's such as the RFA and SES will be occupied with other duties.

Documents will be forwarded very shortly that include an Event Overview, an Application to Conduct Works within the Road Reserve, a Traffic Management Plan and a Safety Plan including protocols for dealing with critical incidents, evacuations, spectators and officials.

Please contact the Clerk of the Course Stephen Davies or myself at your earliest convenience to discuss any details that require clarification. We look forward to Council's favourable consideration of our requests.

Yours faithfully  
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Deputy Clerk of the Course  
Border Ranges Rally  
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# Border Ranges Rally

*31<sup>st</sup> July – 3<sup>rd</sup> August 2014*



*With support from the communities of  
Kyogle, Woodenbong and Urbenville*

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## 1. EVENT DETAILS

### 1.1 Event

The *Border Ranges Rally* (BRR) is to be conducted from the 31<sup>st</sup> July to the 3<sup>rd</sup> August 2104.

#### 1.1.1 Goals for the Conduct of the BRR by the GCTMC Inc. in the Kyogle Region

- Bring economic benefits to the Region with minimal impact where practicable
- Promoting the regions of Urbenville, Woodenbong and Kyogle
- Provide an entertaining event for the people of the region including children
- Conduct an exceptional event for the National Rally fraternity

#### 1.1 .2 Event Description

The Event is a Competitive Car Rally conducted on closed shire roads. **It is a round of both the New South Wales and the Queensland State Rally Championships.** That the BRR has been granted championship status in two states attests to the growing stature of the event. The rally will involve the communities and surrounding residents of Kyogle, Woodenbong and Urbenville.

Conducting the rally in the region will help promote the area as well as providing a direct economic benefit. **The maximum field for 2014 will be expanded to seventy cars.** With interest in the event coming from as far away as New Zealand, Far North Queensland, Victoria and South Australia we envisage the event will bring a significant number of people including competitors, service crews and officials into the region. Spectator attendance will be additional to this number. They will all require accommodation, food, and petrol for a minimum of three days.

The event being four days in length (including the Media Day) will:

- Increase visitor length of stay
- Increase visitor expenditure
- Improve destination awareness as a travel or tourism destination
- Increase civic pride and community solidarity
- Increase knowledge concerning the potential for investment and commercial activity in the region
- Increase the permanent level of local interest and participation in types of activity associated with the event
- Increase positive awareness of non-local perceptions

We actively seek the involvement of community groups such as the Rural Fire Service, Community Associations, Showground Trusts, and the SES, etc. In this way community groups can raise much needed funds for new equipment and training. We hope that the small inconvenience the event may cause to some will be far outweighed by the economic and social benefits, as well as adding colour and excitement to the local community. The event

has been successfully conducted in the Urbenville area since 2006 and has experienced strong local support.

### **1.1 .3 Event Authority**

#### ***Governing Authorities***

The event is conducted under a permit issued by the Internationally recognised Confederation of Australian Motorsport (CAMS). As such the event complies with the prescribed requirements of CAMS including, but not limited to, their national competition rules, workplace health and safety policy, spectator policy and environmental policy. CAMS is also the governing body for the Australian round of the World rally Championship, the Melbourne F1 and the Bathurst 1000. In addition to the CAMS permit, the event will also be conducted with approval from the NSW Police, the Kyogle Council and the Tenterfield Shire Council.

#### ***Promoter***

The event Promoter is the Gold Coast Tweed Motorsporting Club Inc. The GCTMC Inc. is a not-for-profit club whose aim is to improve driving standards and promote driver education in young adults through participation in strictly controlled motorsport activities.

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#### **Organising Committee**

Clerk of the Course	Stephen Davies	0405100021
Deputy Clerk of the Course	John Careless	0755348986 (H) 0413250005
Secretary	Tracey Wright	0448885195

#### ***Competitor Eligibility***

All competitors in the event are required to have an appropriate CAMS competition rally license. Drivers must possess a valid civil license and all vehicles must be road-registered and fit for competition. All vehicles are scrutinised prior to the event, and during the event if required and must conform to ADR noise emission levels.



## **1.1.4 Event Structure**

### ***Road Closure Procedures***

Each competitive section of the rally (called a 'Stage') will have no public vehicle access and supervised positive road closure for the compete length of the stage. This means that at the start and finish of each stage will be Traffic Control Officers (TCOs) accredited to perform the road closure roles. A fire response unit and a Medical Intervention Vehicle (M.I.V.) carrying at least one Paramedic will be stationed at the start of each stage.

Each access point to the stages will be physically blocked and manned by event officials and each residential driveway will be either manned and/or physically secured. Officials will be identified by high visibility vests. Officials will also be placed along the stages and be in radio contact with rally headquarters at all times during the event. Procedures will be in place to facilitate the evacuation of any residents along the stages should an emergency arise. The same procedures will also allow controlled emergency services access to properties along the stages.

Crews drive between competitive stages on 'liaison' sections. These roads are open to traffic. Crews are required to drive on these sections at normal road speeds observing all road rules. These are strictly enforced by both the organisers and the Police.

Reconnaissance of the route will be conducted by the competing crews on Friday 1<sup>st</sup> August. Crews check the roads against the road book guide supplied by the organisers. Most crews do not use their rally cars for this procedure. Crews are required to drive on all these sections at normal road speeds observing all road rules. The organisers usually set the speed limit to slower than normal conditions for these procedures. These are strictly enforced by both the organisers and the Police. Crews found traversing the route prior to reconnaissance, or the event, are subject to removal from the event.

### ***Advertising & Notification of Road Closures***

The NSW Police, the Tenterfield Shire Council, Kyogle Council, and the RTA are approached with detailed times with a view to them granting agreement to close the affected roads. The Ambulance Service, RFS, RTA and Police for each region will all be notified of the event and road closures. The Hospitals in Urbenville, Kyogle, and Lismore are all notified of the event.

Every effort will be made to provide residences affected by the road closures with written information detailing the rally procedures prior to the event, exiting their property in an emergency procedure, and a secure contact phone number linked directly to Rally Head Quarters. There are no new stages for 2014 except for the Media day (see 1.2.2).

Appropriate road signage will be placed on access roads indicating the closure. The road closure times will also be advertised in the local press and on the Council's web sites prior to the event. Road closure notices (A3 size) will be placed at highly visible locations on each of the roads that will be closed for the event. These notices will be posted approximately three (3) weeks prior to the event.

### ***Event communications***

The event will have a dedicated and secure radio network with coverage over the area of the route. Official Course Cars, rally officials at all control locations, designated check points (SOS Points) along the route, spectator viewing points and paramedics manning the MIVs will all be in direct radio contact with rally headquarters at all times during the event. This same network will be used to track the progress of vehicles as described in our Safety Plan.

### ***Spectators***

The event will have five designated spectator viewing locations which are free to attend:

- Friday night is Kyogle Showgrounds
- Saturday is Urbenville and Woodenbong
- Saturday night is Kyogle Showgrounds
- Sunday is Hillyards

Special attention will be given during the set-up of the event to ensure these areas are adequately defined and managed. Plans detailing layout will be promulgated and the location of the point advertised. At the location there will be clearly defined areas for viewing and CAM'S accredited officials to ensure that spectators stand in the appropriate areas and do not wander into unsafe locations; or behave in a way that puts themselves or others at risk. Any such behaviour may result in the stage being suspended until the issues are resolved. Whilst many locals may view the passing cars from their properties the designated Spectator Points are chosen to allow ease of safe access for people of differing abilities. They are controlled sites and have been chosen for the best viewing possibilities.

The 'Super-Special' to be held at the Kyogle Showgrounds on both Friday and Saturday nights may have entertainment for children. This may be arranged by the Showground Trust in conjunction with local businesses. As per 2013 it is hoped Malcolm Wallis will invite local school children to wave the first few cars away at the start.

### ***Traffic Management Plan and Safety Plan***

A Traffic Management Plan and a Safety Plan including protocols for dealing with critical incidents, evacuations, spectators and officials will be prepared and presented when an agreement has been reached with Council on the event format and roads to be used.

## **1.2 The Venues**

The roads selected for rallying are chosen to test the ability of the crew and their vehicle. However, as many of the vehicles competing are quite unique and extremely expensive Classic Rally Cars it is vital that the roads do not damage these cars because of poor surface quality. ***Indeed the reason why this event has become so popular with the Classic Rally fraternity is because of the good quality of the roads previously used. The organisers of the BRR guard this point vigorously.*** Extreme wet weather would mean the event would not be able to be conducted on safety grounds or the risk of damaging the roads.

The roads chosen do not present a threat to flora as they are formed Shire Roads. The roads are almost always in as good a condition (often better) following the passing of the rally cars. The speed with which they pass over the roads has a sweeping effect and helps even out the surface. The road stages are conducted during daylight hours only and in areas that are non-sensitive to fauna. As mentioned earlier the organisers make every effort to consult with residents along the route. Road closure times are considered carefully to minimise inconvenience.

Access for emergency vehicles has been mentioned earlier but it is worth noting that because the organisers have emergency vehicles stationed at the start of each stage residents have, in fact, got a range of emergency personnel virtually on their door step.

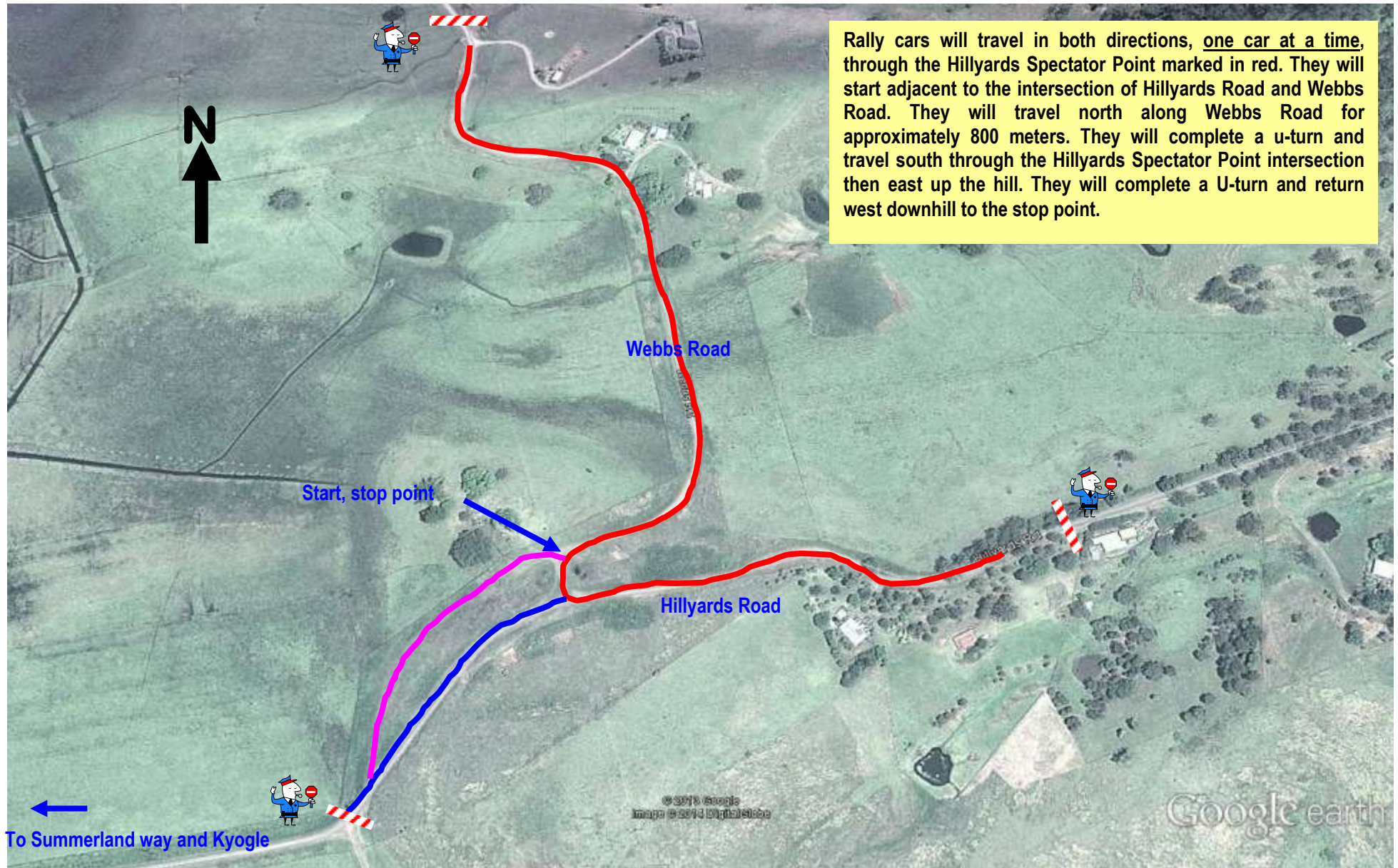
### 1.2.1 Proposed Road Closures

<b>Rally Stage Day and Times</b>	<b>Road Name</b>	<b>Section Closed</b>
Media Day Stage Thursday 31 <sup>st</sup> July 10.30am – 1.30pm	Hillyards Road Intersection	From intersection of Hillyards Rd and Webbs Rd 900 meters north along Webbs Rd; 500 meters east along Hillyards Rd and 200 meters east along Hillyards Rd
Boomi Stage  Saturday 2 <sup>nd</sup> August 9.00am – 5.30pm	Boomi Creek Rd	From intersection with the Clarence Way through past intersection with Brumby Plains Rd through to the intersection with Old Bruxner Rd
	Brumby Plains Rd	From and including intersection with Boomi Creek Rd through to and including intersection with Glen Rd
	Glen Rd	From the intersection with Watsons Rd through to and including the intersection with Brumby Plains Rd.
Happy Valley Stage Sunday 3 <sup>rd</sup> August  8.30am – 3.30pm	Wiangaree Back Rd	From intersection with The Summerland Way through to intersection with Apple Gum Rd
	Apple Gum Rd	From intersection with Wiangaree Back Rd through to intersection with Wyndham Rd
	Wyndham Rd	From intersection with Apple Gum Rd through to intersection with Eden Creek Rd.
	Eden Creek Rd	From intersection with Wyndham Rd through to intersection with Afterlee Rd
Hillyards Stage  Sunday 3 <sup>rd</sup> August 9.00am - 4.00pm	Webbs Rd	From intersection with The Summerland way through to intersection with Hillyards Rd
	Hillyards Rd (Back Creek Rd)	From intersection with Webbs Rd through to intersection with Bentley Rd
	Boorabee Creek Rd	From intersection with Hillyards Rd
	Doo hans Rd	From intersection with Hillyards Rd

### 1.2.2 Media Day Proposal

To gain better Media access and promotion it is proposed to conduct Thursday's Media Day using the Hillyards Spectator Point. A small section of road will be closed from 10.30am to 1.30pm. The affected residents have been visited by organisers and have no issues with this. All other residents will still have access out of the stage but because this is a stop / start affair residents can, if really necessary, travel through the point once all rally cars have been stopped. Each TCO will be in radio contact with the start /stop point. The media will have great viewing from the start/stop point and from the embankment above the intersection.

2014 Border Ranges Rally - Event Overview prepared for the Kyogle Council by the GCTMC Inc



### 1.2.3 Event Format

The proposed event format is as follows:

<b>Day &amp; Date</b>	<b>Action</b>	<b>Venue</b>
<b>Thursday 31<sup>st</sup> July</b> (part day only)	Media & promotional drives	Hillyard's Spectator Point
<b>Friday 1<sup>st</sup> August</b>	Reconnaissance of roads conducted at normal road speeds	Stages will NOT require road closures
	Ceremonial Start & Super Special (free entry)	Kyogle Showground's Oval
<b>Saturday 2<sup>nd</sup> August</b>	Competition dispersed throughout the day. Two spectator points (free entry)	Roads adjacent to Woodenbong and Urbenville Servicing of vehicles based at Woodenbong Showgrounds
	Super Special (free entry)	Kyogle Showground's Oval
<b>Sunday 3<sup>rd</sup> August</b>	Competition dispersed throughout the day including a spectacular spectator point (free entry)	Roads adjacent to Kyogle Servicing of vehicles based at Kyogle Showgrounds
	Rally Finish Presentation of trophies	Kyogle Showground's

### 1.3 Contact during Event

#### Event Headquarters

Thursday 31 <sup>st</sup> July	Kyogle Showgrounds	0405100021 and Rally Command Radio Network
Friday 1 <sup>st</sup> August	Kyogle Showgrounds	0405100021 and Rally Command Radio Network
Saturday 2 <sup>nd</sup> August	Woodenbong Showgrounds	0405100021 and Rally Command Radio Network
Sunday 3 <sup>rd</sup> August	Kyogle Showgrounds	0405100021 and Rally Command Radio Network

In addition the RFS, SES, Ambulance and the NSW Police will have their own communications networks which will be linked to the Rally Communications Network.

## **1.4 Patron Details**

Competitors and their Service Crews are mostly family people while the Event Officials are usually middle aged and again often represented by families.

Spectators range in age; again most are family people. The aim of the organisers is to offer free spectating.

## **1.5 Movie Screening**

Not applicable

## **1.6 Aquatic Events**

Not applicable

## **1.7 Community Conciliation**

The organisers are particularly mindful of the inclusion of the community in the conduct of the rally and aim to involve members of the local communities in the event as much as possible. The communities of Kyogle, Woodenbong and Urbenville have all been very supportive of the event in previous years and have usually received much needed financial and other benefits. The organisers recognise this and will continue to offer their involvement in the 2014 event.

Every effort will be made to provide residences affected by the road closures written information detailing the rally procedures prior to the event, exiting their property in an emergency procedure, and a secure contact phone number linked directly to Rally Head Quarters. The organisers also make every effort to visit each resident along new stages used in the rally to discuss the event. There are no new stages for 2014.

## **2 COUNCIL APPROVALS**

### **2.1 Development Application Requirements**

The organisers have been advised that a Development Application is not required.

### **2.2 Section 68 Applications**

The organisers believe Section 68 Applications should not be required, however, if advised by Council these will be applied for as a matter of course.

### **2.3 Approval for Activities within a Road Reserve**

The organisers will be in contact with the RTA during the process of our road closure applications.

### **2.4 Workplace Health & Safety**

#### **GCTMC INC OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT**

*The Gold Coast Tweed Motorsporting Club Inc. (GCTMC) is committed to providing a safe and healthy environment for all stakeholders. The GCTMC will strive to minimise risks to the health, safety and welfare of all competitors, voluntary workers, officials, contractors and visitors at the Border Ranges Rally (the event). The GCTMC, and event organising committee, supports and encourages a proactive approach in identifying, assessing and reducing risk at the event.*

*As part of its commitment, the GCTMC will comply with relevant Occupational Health and Safety legislation. We will ensure that due care is taken to protect the safety of stakeholders and the public. We will comply with relevant Occupational Health and Safety legislation and the safety policies and procedures of the Confederation of Australian Motorsport (CAMS). The GCTMC expects that all stakeholders and visitors to the event will also comply with these policies and procedures, and at all times protect the health, safety and welfare of themselves, their colleagues, event patrons and the community.*

*Stephen Davies – Clerk of the Course, Border Ranges Rally*

### **2.5 Potential Hazards**

The very nature of this competition means there are risks associated. However, each aspect of the event is considered for hazards reduction. The organisers are cognisant of the need to present a situation where risk is reduced by considering the following (This list is not exhaustive):

- terrain that can present slips, trips and falls for spectators and officials;
- proximity to water bodies re pollution;
- wildlife/fauna, including insects and snakes;
- bushfire potential;
- extremes of temperature;
- fuels and oils
- road surface including pot holes and dust

## 2.6 Contingency Plan and Risk Management Plan

Extreme wet weather would mean the event would not be able to be conducted on safety grounds.

### Rally Risk Management Procedure

#### **Introduction**

Risk Management is viewed in the context that it is an integral component of the event management. Adopting risk management practices will ensure that the rally remains at the forefront of safety and thus protects the longevity of the sport.

#### **Risk Context**

The risk management strategy adopted for this event is restricted to the issues arising from a safety focus.

#### **Risk Identification**

<b>Risk Identification</b>	<b>Areas of Impact</b>				
Source of Risk	Health and Well Being	Cost	Schedule of Activities	Environment	Event Good Will
Competitors	X	X	X	X	X
Officials	X	X	X	X	X
Spectators	X	X	X	X	X
Members of the Public	X	X			X
Environment		X		X	
Media	X		X		X

#### **Measure of Consequence**

<b>Level</b>	<b>Descriptor</b>	<b>Detail of Descriptor</b>
1	Insignificant	No injuries, no financial or environmental impact
2	Minor	First Aid Treatment Required Minimal environmental impact Minor financial impact
3	Moderate	Medical Treatment required, no outside event assistance required Some damage requiring remedial action to environment Financial impact limited
4	Major	Injuries to an extent requiring external assistance Environment impacted to major level Will require financial input from event Catastrophic
5	Catastrophic	Death, Devastating environmental impact Huge financial impact on the sport



### **Likelihood**

<b>Level</b>	<b>Descriptor</b>	<b>Description</b>
<b>A</b>	Almost certain	It is expected it would happen on the event
<b>B</b>	Likely	Will probably occur on the event
<b>C</b>	Possible	Might occur during the event
<b>D</b>	Unlikely	Could occur during the history of the event
<b>E</b>	Rare	Would only occur in exceptional circumstances

## **2.7 Site Plan**

### **Traffic Management Plan and Safety Plan**

A Traffic Management Plan and a Safety Plan including protocols for dealing with critical incidents, evacuations, spectators and officials will be prepared and presented when an agreement has been reached with Council on the event format and roads to be used.

## **3 PUBLIC HEALTH**

### **3.1 Temporary Food Stalls**

Dependent upon Council agreements food will be available at the event. However, the organisers of the rally will not be responsible for the cooking or sale of food. It is anticipated that local community clubs will take this opportunity to benefit from 'outside monies'. Both Showgrounds have existing facilities for food preparation and sales. The only temporary food stall that MAY be utilised is at the major spectator point on Sunday. Again it is anticipated that a local community club will take this opportunity to benefit from the rally and it will be their responsibility for Council approvals.

### **3.2 Toilets**

Again dependent upon Council agreements the only venues where a crowd will gather that does not have public amenities available are the Spectator Points. Spectators are free to come and go so toileting is seen by the organisers as a responsibility of the spectator themselves.

### **3.3 Alcohol**

We as the organisers of the rally do not intend selling alcohol at the event. An approach may be made to a local community body, the Showground Trust or a local Hotel for them to sell alcohol at the Kyogle Showground. No benefits from the sale of alcohol will be passed to the GCTMC Inc.

### **3.4 Water**

The organisers provide water to our officials. Advice is also given to officials about the importance of hydration.

### **3.5 Shelter**

The organisers provide shelter to our officials at main control points and advise, in advance, those to whom shelter is not provided to supply their own if they are going to be exposed to the elements for an extended period of time. Advice is also given to officials about sun and weather protection.

### **3.6 Waste Management**

Again dependent upon Council agreements the only venue where a crowd will gather that does not have public amenities available are at the Spectator Points. Again it is anticipated that a local community club will take this opportunity to benefit from the rally. How this is managed will need to be negotiated with Council. It is hoped an agreement can be reached whereby Council supply bins either free of charge or at a nominal fee.

### **3.7 Noise**

The timing of the road closures is considered carefully to minimise noise concerns with residents. The night stages are limited to the Kyogle Showgrounds. Both are conducted in the early evening.

All vehicles are scrutineered prior to the event, and during the event if required, and must conform to ADR noise emission levels.

## **4 PUBLIC SAFETY**

### **4.1 Security & Crowd Control**

The organisers are at pains to secure the roads being used and spectator points. This has been addressed in 1.1.3 in reference to *Road Closure Procedures, Advertising & Notification of Road Closures, Event communications, Spectators, Traffic Management Plan and Safety Plan*.

### **4.2 Police Contact**

The NSW Police are part of the agreement process regarding the closure of roads for the event. An Event Overview, as well as the Traffic Management Plan and Safety Plan, including the timing and location of spectator points, are forwarded to them.

We as the organisers encourage the Police to attend and they have always been helpful in that respect. We have had a history of working closely with the Police.

### **4.3 Place of Public Assembly**

All places of Public Assembly are outside venues. A Safety Plan for these venues will be provided to Council in due course.

#### **4.4 Lighting and Power**

Both the Woodenbong Showground and the Kyogle Showgrounds will be the only venues using mains power.

#### **4.5 Temporary Structures**

The organisers do not intend for any temporary structures to be erected.

#### **4.6 Fireworks and Pyrotechnics**

The organisers do not intend for any Fireworks or Pyrotechnics to be used.

### **5 INSURANCE**

#### **5.1 Liquor Licences**

As stated earlier, we as the organisers of the rally do not intend selling alcohol at the event. An approach may be made to a local community body, the Showground Trust or a local Hotel for them to sell alcohol at the Kyogle Showground.

#### **5.2 Public Liability Insurance**

As with all CAMS permitted events the Border Ranges Rally organisers will obtain Combined Public and Products Liability Insurance issued by OAMPS. The GCTMC Inc pays a substantial fee for insurance to the Confederation of Australian Motorsport (CAMS) who issues a permit to conduct the event. Insurance cover is part of this permitting process. Details can be viewed on the CAMS web site.

#### **5.3 Health and Safety Permits**

Health and Safety Permits will be addressed with Council as part of the permitting process.

### **6. TRAFFIC AND PEDESTRIAN MANAGEMENT**

#### **6.1 Traffic Management Plan**

A Traffic Management Plan and a Safety Plan including protocols for dealing with critical incidents, evacuations, spectators and officials will be prepared and presented when an agreement has been reached with Council on the event format and roads to be used.

#### **6.2 Road Closures**

Discussions with Council regarding roads to be closed are held and advice from Council sought. The organisers will advertise the road closures at our expense.

## **7. INCIDENT MANAGEMENT PLAN**

### **7.1 Event / Incident Control Centre**

A detailed Safety Plan including protocols for dealing with the Event Control Centre will be prepared and presented when an agreement has been reached with Council on the event format and roads to be used.

### **7.2 Incident Management Plan Including First Aid Arrangements**

A detailed Safety Plan including protocols for dealing with critical incidents, evacuations, and First Aid arrangements will be prepared and presented when an agreement has been reached with Council on the event format and roads to be used.

### **7.3 Incident Management Contact Details**

A detailed Safety Plan including protocols for dealing with critical incidents regarding contact details will be prepared and presented when an agreement has been reached with Council on the event format and roads to be used.

### **7.4 Fire Fighting Equipment**

A fire fighting unit will be stationed at each Service Park and at the start of each competitive stage. There will be a fire extinguisher at the end of each stage and all competition vehicles are equipped with extinguishers.

### **7.5 Fire Danger Period**

The fire danger period was considered and discussed with the RFS when choosing the date of the event.

### **7.6 Lost and Stolen Property / Lost Children**

The event Head Quarters will be the location to report lost and stolen property as well as lost children. At the spectator points the officials in charge will take on this responsibility.

### **7.7 Incident Reports**

The governing body of the sport of rallying CAMS has a specific procedure to follow when handling and recording Incident Reports.

## **8. EVENT PROMOTION**

### **8.1 Ticketing**

The organisers do not expect at this time that tickets will be required for spectators to attend the event. The intent, as in past years, is to allow all access to spectator points to be free of charge. This will be depended on the costs imposed on running the event.

### **8.2 Signage**

The organisers will work with the both the Kyogle Council and the Tenterfield Shire Council to erect signage for road closures and also produce and post signage to manage spectators and competitors at the event.

### **8.3 Health Promotion**

The organisers will post signage detailing warnings and procedures regarding attending Spectator Points.

### **8.4. Advertising**

The organisers will work with Council, Media and the Press to promote the event; where possible information on safe procedures when attending the event will be promoted.

## **9. DOCUMENT TRACEABILITY**

### **9.1 Keeping documents and information**

The organisers keep records of the event organisation on computer and in hard copy.

### **9.2 Documents to be kept**

The organisers keep records of the event organisation on computer and in hard copy.

## **10. CONTACT NUMBERS**

**Correspondence:** Deputy Clerk of the Course  
John Careless  
Border Ranges Rally  
PO Box 8582  
Gold Coast Mail Centre, Qld 9726  
Email ... [rjcareless@gmail.com](mailto:rjcareless@gmail.com)