

Border Ranges Short Course Rally

31st October 2015

**Event Overview prepared for the
Kyogle Council**



***Supporting the communities of
Woodenbong and Urbenville***

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1. EVENT DETAILS

1.1 Event

The *Border Ranges Short Course Rally* is to be conducted on the 31st October 2015.

This new event, a Rallysprint, was mooted with the Kyogle Council at a meeting on the 7th October 2014 and then with the Woodenbong Progress Association that evening.

This short course rally is restricted to two stages (two closed sections of road) that are approximately 8km each. The roads may be traversed three times in both directions.

1.1.1 Goals for the Conduct of the **Border Ranges Short Course Rally** by the GCTMC Inc. in the Kyogle Region

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

1.1 .2 Event Description

The Event is a Competitive Car Rallysprint conducted on closed shire roads. ~~It is a round of the New South Wales Rallysprint Series.~~ The rally will involve the communities and surrounding residents of Woodenbong and Urbenville. Rally Headquarters will be based at the Woodenbong Showground but pass through Urbenville on each loop of the course.

Conducting the rally in the region will help promote the area as well as providing a direct economic benefit. Interest in the event will centre on both New South Wales and Queensland competitors. 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. It is expected most crews will stay two nights in the region.

The event should:

- Increase visitor length of stay directly in the Woodenbong / Urbenville region
- Increase visitor expenditure in the Woodenbong / Urbenville region
- Provide awareness as a travel or tourism destination
- Increase the level of local interest and participation in types of activity associated with the event
- Provide 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 GCTMC Inc. has been successfully conducting rally events in the 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 and the Kyogle 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 Club: Gold coast Tweed Motorsporting Club Inc.

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 complete length of the roads used. This means that at the start and finish of the road will be Traffic Control Officers (TCOs) accredited to perform the road closure roles and supplied by the Kyogle Council. A fire response unit and a Medical Intervention Vehicle (M.I.V.) carrying at least one Paramedic will be stationed at the start of the road.

Each access point to the stages will be physically blocked and manned by event officials and each residential driveway where people actually reside 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 the 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.

Advertising & Notification of Road Closures

The NSW Police and the Kyogle Council are provided 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.

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 should be on the Council's web site 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 point 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 two designated spectator viewing locations which are free to attend:

- Woodenbong Showgrounds (Start and servicing of cars)
- Intersection of Glenn Road and Boomi Creek Road

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 the public. They are controlled sites and have been chosen for the best viewing possibilities.

Traffic Management Plan and Safety Plan

A Traffic Management Plan / 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

Rally Headquarters will be based at the Woodenbong Showground but pass through Urbenville on each loop of the course.

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 GCTMC Inc, the organisers of the Border Ranges Rallies, guards 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 an emergency vehicle (MIV) stationed at the start of the closed road residents have, in fact, got a range of emergency personnel virtually on their door step.

The organisers liaise closely with the Rural Fire Service and seek to have a fire crew and response vehicle positioned at the start of each stage. If there is a situation that requires their immediate attention then swift access is available.

1.2.1 Proposed Road Closures

Rally Stage Day and Times	Road Name	Section Closed
Boomi two stages Saturday 31 st October 2015 8.00am – 7.00pm	Glen Rd	1.3km in from the intersection with Summerland Way to the intersection with Brumby Plains Rd.
	Brumby Plains Rd	From intersection with Glen Rd to intersection with Boomi Creek Rd
	Boomi Breek Rd	From intersection with Brumby Plains Rd to intersection with Old Bruxner Rd.
	Boomi Creek Rd	From intersection with Brumby Plains Rd to intersection with Tooloom Rd and Bonalbo Rd.

Note: Residents will have the opportunity to access or leave their property approximately every one and a half hours by contacting the organisers on the number given to them.

1.2.2 Event Format

The proposed event format is as follows:

Day & Date	Action	Venue
Friday 30 th October	Set up of roads by officials	Stages will NOT require road closures
Saturday 31 st October	Competitive Stages	Roads adjacent to Woodenbong and Urbenville as per Traffic Control Plan Servicing of vehicles based at Woodenbong Showgrounds
Saturday 31 st October	Rally Finish Presentation of trophies Social gathering of crews and officials	Woodenbong Showgrounds

1.3 Contact during Event

Friday 30 th october	Woodenbong Showgrounds	0419 495 174 and Rally Command Radio Network
Saturday 31 st October	Woodenbong Showgrounds	0419 495 174 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 organisers 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 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 this 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.

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 have submitted an Application to Conduct works in a Road Reserve.

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.

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

Risk Identification	Areas of Impact				
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

Level	Descriptor	Detail of Descriptor
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

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

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'. The Woodenbong Showgrounds have existing facilities for food preparation and sales.

3.2 Toilets

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

3.3 Alcohol

We as the organisers of the rally will not be 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 Woodenbong 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

The only venue where a crowd will gather that does not have public amenities available is at the Spectator Point. The organisers do not intend for food to be sold at this point. (See 3.2 toilets above)

3.7 Noise

The timing of the road closures is considered carefully to minimise noise concerns with residents. No night stages will be conducted.

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 1.1.4 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 and Traffic Management Plan is forwarded to the NSW Police Department as part of the Traffic management Committee review of road closures for events.

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

The Woodenbong Showground will be the only venue 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 but that will be their responsibility.

5.2 Public Liability Insurance

As with all CAMS permitted events the Border Ranges Rallysprint 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 is included with this Overview. 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

Refer to the Traffic Management Plan for roads to be closed. 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

Firefighting equipment will be stationed at the 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. A unit of the RFS will be located at the start of each competitive stage.

7.5 Fire Danger Period

The fire danger period is considered and discussed with the RFS when the conditions are known. Firefighting equipment will be stationed at the 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. A unit of the RFS will be located at the start of each competitive stage. This places a unit virtually right on the door step of residents in the area whilst the event is in progress.

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 point 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

No 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.

8.2 Signage

The organisers will work with the both the Kyogle 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: Secretary GCTMC Inc. Stephen Davies

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Gold Coast Tweed Motorsporting Club Inc.



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30.6.2015

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 Short Course Rally** on the 31st October 2015 on roads adjacent to Woodenbong and Urbenville.

This new event, a Rallysprint, was mooted with the Kyogle Council at a meeting on the 7th October 2014 and then with the Woodenbong Progress Association that evening.

This short course rally is restricted to two stages (two closed sections of road) that are approximately 8km each. The roads may be traversed three times in both directions.

~~The event is proposed to be a round of the New South Wales Rallysprint Series.~~

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 signage as per the Traffic Control Plan.**

- 3. To waive the fees for the 'Application to Conduct Works in a Road Reserve'.**
- 4. That the road maintenance program for the year be considered to ensure that the rally roads may have a patch grade one month, prior to the event.**
- 5. Mailing road closure letters to residents along the roads to be closed (as per the discussions held at the 7th October 2014 meeting with Council).**

The GCTMC Inc. also asks permission to use the Kyogle Council logo within the Road Closure Notice, when advertising the event, and on the door stickers.

Please see included with this cover letter an Event Overview, and an Application to Conduct Works in a Road Reserve and a Traffic Management Plan.

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

As in previous years the GCTMC Inc wish to apply to the Kyogle Council to supply, without cost, traffic controllers as well as supplying and locating traffic control boards for the event. Please see the Traffic Management Plan.

Please contact me at your earliest convenience to discuss any details that require clarification. We look forward to Council's favourable consideration of our requests.

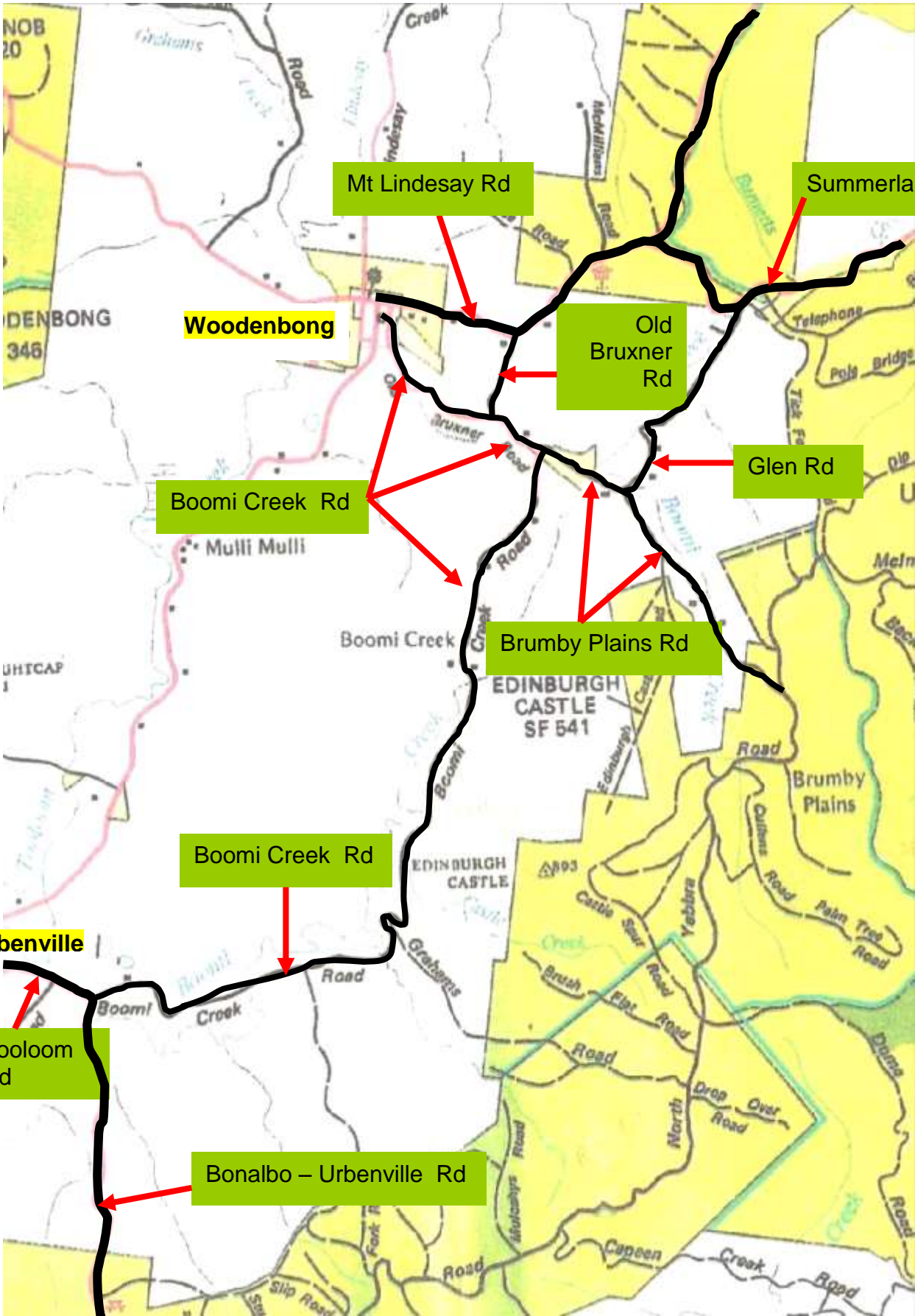
Yours faithfully



Stephen Davies

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Mt Lindsay Rd

Summerland Way

Woodenbong

Old
Bruxner
Rd

Boomi Creek Rd

Glen Rd

Brumby Plains Rd

Boomi Creek Rd

Urbenville

Tooloom
Rd

Bonalbo – Urbenville Rd