

NOTICE OF MEETING



LOCAL TRAFFIC COMMITTEE MEETING

A Local Traffic Committee Meeting of Byron Shire Council will be held as follows:

Venue	Online Meeting
Date	Monday, 11 October 2021
Time	10:00am
Committee Members	Penny Sutton – Transport for NSW Detective Chief Inspector Matt Kehoe – Police Cr Basil Cameron Tamara Smith MP

Phillip Holloway
Director Infrastructure Services

I2021/1680
Distributed 10/04/21

BYRON SHIRE COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING

BUSINESS OF MEETING

1. APOLOGIES

2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 Local Traffic Committee Meeting held on 5 October 2021

4. MATTERS ARISING

5. OUTSTANDING ISSUES/RESOLUTIONS

6. REGULATORY MATTERS

6.1 Change of Date - Byron Lighthouse Run 2021 3

7. DEVELOPMENT APPLICATIONS

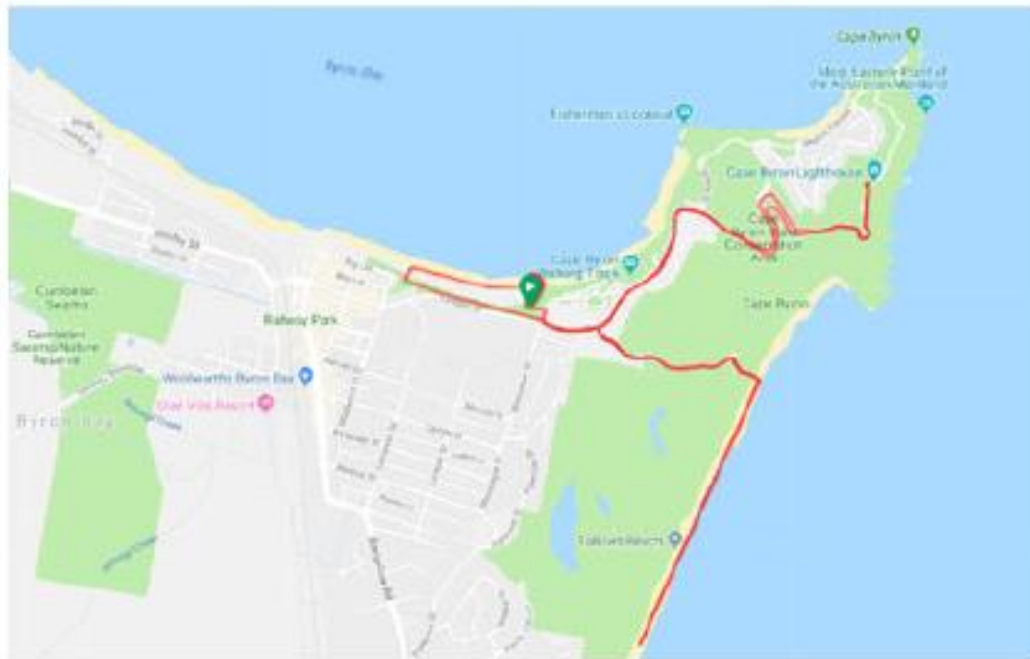
7.1 Mercato on Byron - Amendment to Development Consent Conditions of
Approval 66

BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE MEETING

6.1

10KM RUN COURSE



6KM WALK COURSE



KIDS DASH



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TRAFFIC MANAGEMENT

Full details of the submitted Traffic Management Plan are provided in attachment 1 with planned road closures (and hours of closure) shown in the table below.

ROAD/SITE	BETWEEN	TYPE	START	END
Clarkes Beach Carpark		Full Closure	21/11/2021 04:00	21/11/2021 09:00
Lawson Street	Massinger Street to Lighthouse Road	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Massinger Street	Lawson Street to Holiday Park	Full Closure	21/11/2021 04:00	21/11/2021 09:00
Tallow Beach Road	Lighthouse Road to Tallow Beach Car Park	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Lighthouse Road	Lawson Street to Lighthouse	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Brooke Drive	Lighthouse Road to the Pass	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Mildenhall Road		Impacted	21/11/2021 04:00	21/11/2021 10:00
Palm Valley Drive		Impacted	21/11/2021 04:00	21/11/2021 10:00
Marine Parade		Impacted	21/11/2021 04:00	21/11/2021 10:00
Brownell Drive		Impacted	21/11/2021 04:00	21/11/2021 10:00
Julian Place		Impacted	21/11/2021 04:00	21/11/2021 10:00
Pandanus Lane		Impacted	21/11/2021 04:00	21/11/2021 10:00

- 5 Outgoing traffic from within the closed Lighthouse precinct will be guided by traffic control to the Lawson Street and Massinger Street intersection. Escorts will be available throughout the closure; the mobile number to arrange escort in advance is disseminated in all community consultation collateral. Motorists will be advised to proceed with caution, hazard lights on, and windows down until they reach the Lawson Street roundabout.
- 10 In the case of a major community incident such as terrorism, the event will be put on hold until the Race Director and Police determine when the event is safe to continue. Emergency services will maintain right of way.

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car park and relevant application fees and parking fees are to be paid to Council prior to the event commencing.

4. Separate approvals by NSW Police, TfNSW and Cape Byron Headland Trust being obtained.

5. The event organiser:-

- i) advertising the impact of the event via a notice in the local weekly paper a minimum of one week prior to the operational impacts taking effect, noting it must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints;
- ii) providing copy of the advert for Council's web page;
- iii) informing community and businesses that are directly impacted (e.g. adjacent to the event), including the Beach Byron Bay Café and North Coast Holiday Park Clarkes Beach, via written information which is delivered to the property in a timely manner so as to document, consider and respond to any concerns raised;
- iv) arranging for private property access and egress affected by the event;
- v) liaising with bus and taxi operators and ensuring arrangements are made for provision of services during conduct of the event;
- vi) consulting with emergency services with any identified issues being addressed;
- vii) holding \$20m public liability insurance cover which is valid for the event; and payment of Council's Road Event application fee prior to the event.

Attachments:

- 1 Event Management Plan, E2021/126632 , page 8 [↓](#)

BLR21 Event Management Plan



EVENT MANAGEMENT PLAN

Byron Bay, New South Wales

Sunday 21 November 2021



Confidentiality: The document user may only be those who have been approved by the Event Manager.

This is a live document. All content is linked directly from the NXsys database; refreshing your browser will update the document with latest information from the database.



1. Document Summary

The Event:	Byron Bay Lighthouse Run
Event Manager & Document Owner:	NX Sports Community Foundation Limited ABN: 99 145 432 006 Race Director: Michael Crawley 0402 226 333 mike@nxsports.org Event Manager: Kevin Pready 0411 757 577 growth@nxsports.org
Document User:	Strategic Advisory Group, Sub-Committees and other approved Key Stakeholders.
Authority:	This document is provided to NX Sports Community Foundation Ltd by NX Biz Pty Ltd in accordance with the delivery contract and under the Quality System by which all planning for the event is to proceed. Changes and deviations to this plan require the consent of the Event Manager.
Confidentiality:	<p>Only for the permitted purpose of assisting the Event Manager to deliver the Event can an approved Document User continue to read this document, and any unapproved Document User should return the document to growth@nxsports.org. The Document User may only be those who have been approved by the Event Manager.</p> <p>The obligations to protect the confidentiality of the intellectual property, now and into the future, are imposed on the document user to preserve the rights of the Event Manager and not cause direct or indirect detrimental harm to the Event Manager. The intellectual property includes data, information, designs contained in this document and will remain the exclusive property of the Event Manager and will only be used for the permitted purpose.</p> <p>Copyright ©NXSports Community Foundation Limited.</p> <p>Except as permitted by the copyright law applicable to you, you may not reproduce or communicate any of the content on this document, without the permission of the copyright owner. All rights reserved.</p>
Quality System:	<p>Using our intellectual property and methodology we produce management plans which are part of the internal quality system, and include documents for Strategy, Sales and Marketing, Event Management, Operations, and Post Event Research.</p> <div style="text-align: center;"> <p>NX</p> <p>Real Time Management Planning</p> <p>The <u>Strategy Map</u> draws together high-level strategy such as Purpose, Vision, Mission, and Values and outlines the key performance indicators for the event.</p> <p>The <u>Sales & Marketing Management Plan</u> provides detail on key communications milestones, content planning and campaigns, and the brand guidelines.</p> <p>The <u>Event Management Plan</u> outlines the detail and implementation pertaining to risk mitigation and medical management, community and transit impacts for the event and includes all applications, permits, traffic management, and infrastructure detail.</p> <p>The <u>Operations Management Plan</u> functions as a time-driven, step-by-step plan that facilitates all aspects of event delivery.</p> <p>The <u>Post Event Research</u> provides an executive summary of event delivery and includes a statistical overview.</p> </div>



2. Contents

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3. Introduction To The Byron Bay Lighthouse Run

3.1 Event Overview

Date:	Sunday 21 November 2021
Location:	Byron Bay, New South Wales
Event Type:	Fun Run
Event Categories:	10km Run, 6km Walk, 1km Kids Dash
Event Age Groups:	7-9, 10-12, 13, 14-15, 16-17, 18-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85+
Expected Participants:	750

3.2 Event Program

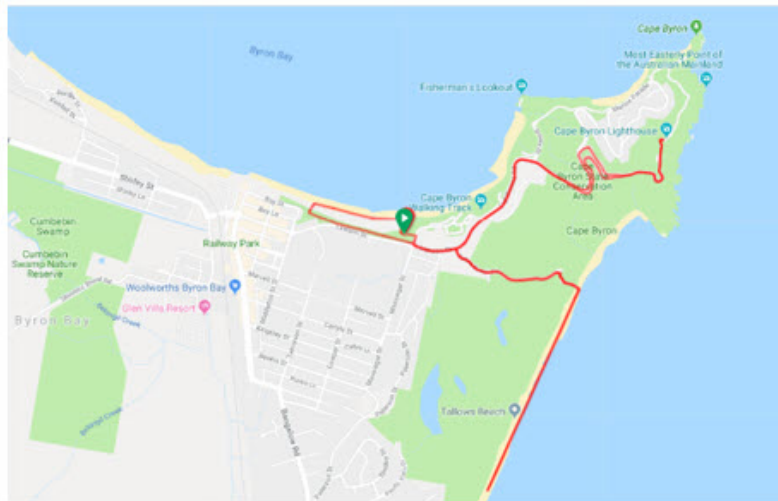
DAY	ACTIVITY	LOCATION	TIME	ATTENDANCE
Sunday 21 November 2021	10km Run	Clarks Beach Carpark	07:00	500
Sunday 21 November 2021	6km Walk	Clarks Beach Carpark	07:15	200
Sunday 21 November 2021	1km Kids Dash	Clarks Beach Carpark	08:30	50



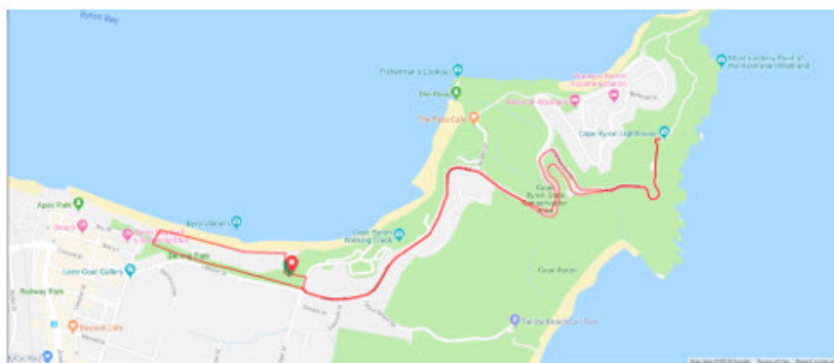
4. Event Sites

4.1 Course Overview

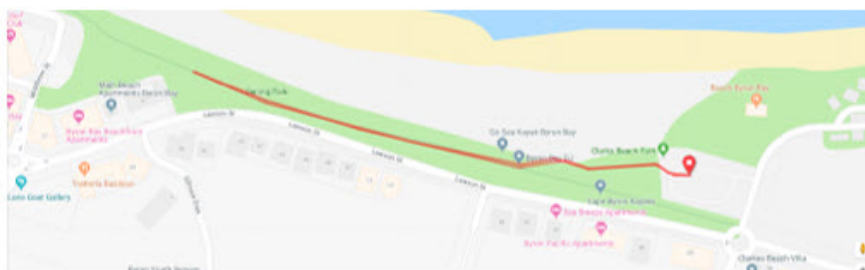
10KM RUN COURSE



6KM WALK COURSE



KIDS DASH



4.1.1 Course Specification

BLR21 Event Management Plan



This event is sanctioned through the National Sporting Organisation and course specifications are implemented as advised.

4.1.2 Course Design

The Byron Bay Lighthouse Run course was designed with National Sporting Organisation best practice and aligns with their policies. The challenge of the course is commensurate to the event type, the age restrictions for participation, and the overall distance. The course will be overlaid with adequate securitisation to ensure a safe sporting experience and will use best endeavors to minimise disruption to general motorists.

4.2 Event Sites Overview

The Byron Bay Lighthouse Run uses a number of sites to conduct the event, namely:

SITE	ADDRESS	START	END
Start / Finish - Clarkes Beach Car Park	Crn of Lawson and Massinger Street, Byron Bay, NSW, 2481	21/11/2021	21/11/2021
Water Station 1 - Lighthouse	Cape Byron Lighthouse, Byron Bay NSW 2481	21/11/2021	21/11/2021
Water Station 2 - Tallow Beach Carpark	Tallow Beach, Byron Bay NSW 2481	21/11/2021	21/11/2021

4.3 Parking

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5. Permits and Applications

The following is a summary of the current status of all event permits and approvals.

NAME	ORGANISATION	PURPOSE	TYPE	MEDIA	STATUS
		National Sporting Body Sanction	Application		Unactioned
		Forward Certificate of Currency to Police, Council	Notification		Unactioned
Jess Gilmore	Byron Shire Council	Council Special Events Application	Application		Submitted
Jess Gilmore	Byron Shire Council	Council Road Closure	Application		Submitted
Jess Gilmore	Byron Shire Council	Local Traffic Committee	Application		Submitted
Jess Gilmore	Byron Shire Council	Council Parks Usage	Application		Submitted
Jess Gilmore	Byron Shire Council	Council In Kind Support for Works	Application		Unactioned
		Police Permit	Application		Unactioned
		National Parks Application	Application		Unactioned
		Public Transportation Consultation	Application		Unactioned
		Confirmation No Conflict for Venues	Notification		Unactioned

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NAME	ORGANISATION	PURPOSE	TYPE	MEDIA	STATUS
		Residents Association Consultation and Consent	Notification		Unactioned
		Chamber of Commerce Consultation and Consent	Notification		Unactioned
		Progress Association Consultation and Consent	Notification		Unactioned



6. Chain of Command

6.1 Strategic Advisory Groups

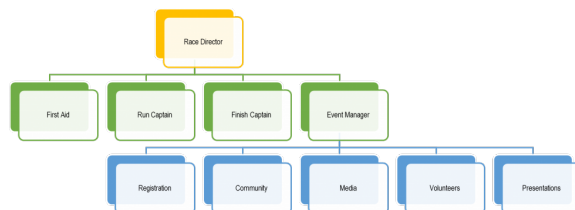
During pre-event planning, the Strategic Advisory Group will guide the planning and decision making to ensure all plans meet the requirements of stakeholders and reduce the impact on the local community.

For more information on the Strategic Advisory Group, go to **Strategic Advisory Group** in this document.



6.2 Race Day Chain of Command

Below is the structure for the race day chain of command for a triathlon event;



The Race Director is responsible for all proceedings of the event and controls all technical aspects of the event. They are responsible for the safety of all competitors, whilst working closely with Police to ensure that operations are conducted in accordance with the permits and the Risk and Medical Management, Community and Transit, and Operations Plans. The Race Director has the power to stop racing at any stage if they fear for the safety of any competitor and they have the power to disqualify or penalise any competitor.

The Race Referee oversees the technical aspects of the race; managing race specific competitor enquiries, penalties and disqualifications, disputes and final placings.

6.3 Emergency Management Chain of Command

Should an emergency incident be identified during an event, the chain of command will change to the Emergency Management Chain of Command.



Once an incident is identified as a major incident, it will be escalated to the Race Director to manage, the Race Director may then call together the Safety Committee to confirm the correct steps to manage the incident. *Should the major incident be an emergency incident, Police will take control of the situation and its resolution while the Race Director and the Safety Committee work alongside to manage the impact on the event.

6.4 Safety Committee

The Safety Committee is a group of select stakeholders who will convene when a major incident is taking place to confirm the correct steps to manage the incident.



6.5 Media Management

During incidents and emergencies the media may want an interview or statement from the event organiser/onsite staff member. All staff and contractors must refuse to provide a comment and direct all enquiries to:

- NXsports Race Director: Mike Crawley - 0402 226 333
- NXsports Event Manager: Kevin Pready - 0411 757 577

Depending on the seriousness of the issue, it may be the emergency services (police, fire, ambulance) that have primacy in the matter. In this instance, the Emergency Service with control of the situation will be the only one to provide comment to the media.



7. Risk Management

7.1 Safety Policy of the Byron Bay Lighthouse Run

Research has been conducted into the best methods for safety management planning and setting safety controls on all course and event sites. The following plan will set out the process for dealing with safety incidents and the measures taken to proactively reduce the risk to competitors, spectators, public and all event staff. Whilst every precaution is addressed within the Risk and Medical Management Plan, unexpected risks may still emerge during the event which will need to be addressed. It is noted that issues outside our control may occur.

7.1.1 Public Notification

Event information is distributed to the local community ahead of the event to ensure all persons in the area are aware of the event and any changes to the road, parking, pathway and parks. This will reduce the likelihood of an incident during the event.

7.1.2 Conditions of Participation

All participants who enter the event are aware of the risks associated with this type of activity and therefore NXsports can only commit to reducing the risks associated with such events and ensure that all concerns that may arise affecting participant and spectator safety are dealt with promptly and professionally. All participants who enter the event agree to the Terms and Conditions.

7.1.3 Course Attributes

The courses are set out to the Australian Standard (1742.3.2002 – Manual of uniform traffic control devices – Traffic control devices for works on roads). The accredited traffic controllers, all escort vehicles, and the start line will have two-way radio communications.

As a result of complying with the Australian Standard and the Sport Regulatory Body regulations, the entire course is defined by the placement of traffic controllers, race marshals and infrastructure, whose presence is further enhanced by the placement of signage advising persons entering the area that there is an "Event in Progress".

For cycling events, all major "groups of riders or bunches" are escorted by vehicles, displaying flashing amber lights and event identification, and all escort vehicles have the ability to enter the race bunch in the event that impediments arise during the course of the event. Any such impediments are also transmitted to all controllers, other escort vehicles and the start line, which in turn is transmitted to the riders. If necessary the race can be neutralised or terminated, the latter occurring if, in the view of the Chief Commissaire it is unsafe to continue.

For triathlon events, lead athletes will be escorted by event personnel to ensure a clear course and the safety of competitors. Escort vehicles will advise of any impediments that arise during the course of the event, event marshals and/or signage will be used to communicate this information to competitors. If necessary the race can be terminated if, in the view of the Race Director, it is unsafe to continue.

7.1.4 Conducting the Event

Within 24 hours of the event commencing, the course and event sites are subject to a physical inspection. Road works, construction sites and any other impediments are identified and either marked with "caution" signs, in the event that it is a low risk change, or by the placement of a traffic controller or race marshals if the impediment is considered to be of high risk. If the impediment is high risk and cannot be addressed, racing will not commence.

Before the first start, the safety officer will sweep the course to ensure it is erected correctly.

To further enhance safety, prior to racing, all competitors are subject to a briefing from the Chief Commissaire or Race Referee, where the results of the initial course inspection are discussed and safety instructions provided. Competitors are advised that should they breach any directive by an official or Police they face disqualification or fines.

In the event that an incident occurs during the course of the event, an incident report must be completed by all staff and competitors involved or witnessing the incident. All race incidents are then referred to the Chief Commissaire/Race Referee and brought to the attention of the Race Director, for rectification or assistance.

All participants are to be licensed through the National Sporting Organisation and there is a policy of no license, no start. One day licences are available for event participants.



7.1.5 Adapting To Be COVID Safe

NX and the Byron Bay Lighthouse Run follow the advice of local, state, and federal health officials for best health practices in operating participation events. NX is a member of AMPSEA (Australian Mass Participation Sporting Events Alliance) and together with the advices of peak sporting bodies including Cycling Australia and Triathlon Australia have developed its COVID-safe plan to reflect the key protocols within the Event Industry Framework:

1. Best practice governance and monitoring
2. Density Reduction and physical distancing
3. Enhance public health measures and reduction of touch points
4. First aid and event specific health services plan

This five-step protocol was created under the guidance of the peak sporting body and AMPSEA recommendations and the current state sport health advice, which are linked below for reference:

- [AMPSEA](#)
- [New South Wales Department of Sport](#)
- [Queensland Department of Sport](#)
- [Australian Institute of Sport](#)
- [Cycling Australia](#)
- [Triathlon Australia](#)

Details on the stringent hygiene enhancements to be implemented during the event to reduce the spread of germs are found below. All staff and volunteers will be briefed on good hygiene at the event and how to complete their role while practicing good hygiene and distancing.

	MEASURES	Good hygiene practices observed	Maintain spacing at times in the volunteers	Wear gloves at all times in the volunteers	Wipe down surfaces at the end of each shift	Wipe down boards, pens & any equipment that may be shared between uses	Wipe down allpos terminal between uses	When handing out water, do so at arms length maintaining a 1.5m space	When interviewing athletes, stand side on instead of face to face
ROLES									
Office staff		X	X	X	X	X	X		X
Contractors		X	X	X	X	X	X		X
Registration		X	X	X	X	X	X		
Bag check		X	X	X	X	X	X		
Help Desk		X	X	X	X	X	X		
Event Traffic Marshal		X	X	X		X			
Course Marshal Volunteers		X	X	X					
Water Station volunteers		X	X	X	X	X		X	
Transition Volunteers		X	X	X		X			
Swim Start & Exit Volunteers		X	X	X		X			
Finish Line Volunteers		X	X	X	X			X	X

7.1.6 Summary

Via the above processes, races are conducted in a safe and secure manner and the risk to the competitors, motorists and the general public is minimised to an acceptable limit. All participants enter the event with full knowledge of the inherent risks involved and choose to participate at their own risk.

7.2 Event Communications

Clear and structured communication is required to ensure the event is run smoothly and any incident is resolved as effectively and efficiently as possible. As such a variety of communication tools will be used during the event.



7.2.1 Radios

Radios are a vital part of conducting an event of this nature and are separated into user groups to reduce radio congestion. Radio communication allows for information to be disseminated to a large group of people at once. Some, but not all, radio channels are monitored by the base radio staff member to ensure key information and incidents are communicated effectively.

Channels
Event Operations
Traffic Control

7.2.2 Mobile Phones

Phones will be used for private conversations, direct conversations between event staff or long conversations that would clog up a radio channel.

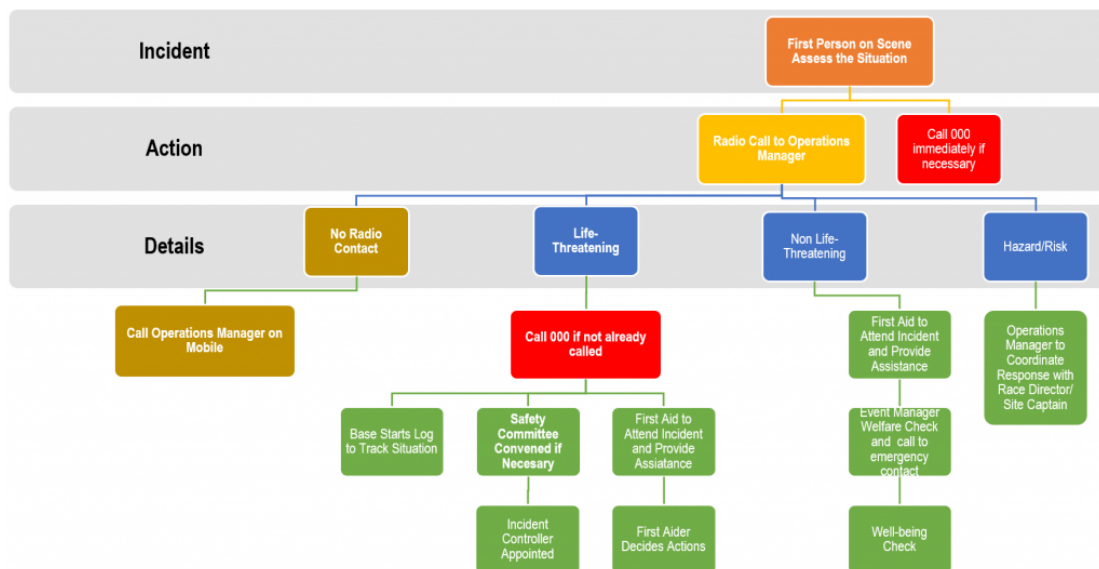
Bulk text messages can be used to send important event updates to event participants ensuring important information is received.

A contact list is distributed to all staff for each event.

7.2.3 NXsys Event Safe

NXsys Event Safe is used as a communication tool between the Event Manager and volunteers/marshals. Volunteers and marshals use the system to confirm they are in location and ready to complete their tasks on event day, they can also trigger an emergency alert should they need assistance in their area and not have a radio to quickly communicate this.

7.3 Incident Response Procedure



7.3.1 Incident Reporting

All incidents during an event should be reported to the Event Command Centre for resolution. Non-emergency event incidents such



as volunteers not arriving, course infrastructure in the wrong position or issues with the course will be escalated to the Event Manager. Medical incidents will be escalated to the Medical Manager, who may also liaise with Police or Ambulance to assist with a resolution. Non-medical emergencies such as a hostile vehicle on the course, abusive community members or a direct threat to the event or event participants will be escalated to Police.

Should an incident occur, event staff will identify their location, the type and severity of the incident and ensure the safety of themselves, the general public and the person/s involved in the incident.

On their appropriate radio channel, the event staff member will call **"EMERGENCY, EMERGENCY, EMERGENCY"** for a non-medical emergency. These emergency calls over the radio will result in all other radio users ceasing any radio communication to keep the channel clear and allow uncluttered communications and execution of an effective emergency response.

The Police will respond, with a request for the following information:

- The team member reporting the incident
- Location of incident/staff member
- Information on the incident
- Bib number of competitor/s involved in the incident

The Police will then coordinate the response as required. If safe to do so, the team member will remain at their location to direct support personnel (if required), update the Police on the incident, or assist as directed by Emergency Service Officers.

Non-emergency event incidents should be radioed through to the Event Manager and detail given to assist the Event Manager to find a resolution.

7.3.2 Emergency Management

In the event of an emergency, the reporting person must report to their Manager and to the Event Command Centre.

Report the following information into the Event Command Centre:

- Your name
- Agency
- Location
- Nature of incident
- Number of persons involved
- Immediate action required

For each incident or near miss, an Incident Report must be filled in and handed to the Manager/ECC. Incident Report forms should be completed by the first person on the scene, the event staff member involved and any witnesses.

Once an emergency incident has been reported, the Person in Charge (Medical Manager, Police or Event Manager) will report the incident to the Race Director and work with them to confirm the steps for managing the emergency. Should it be required, the safety committee will be convened to ensure the emergency is managed effectively, efficiently and correctly.

In the case of a major emergency requiring the management of the Police, they will take over control of the event and the situation from the Race Director.

7.4 Safety Briefings

Crew:	<p>The crew briefing will be completed by the Event Manager and will outline;</p> <ul style="list-style-type: none"> • any issues that arise from the pre-race inspection • the incident response procedure • roles and responsibility for the day
Volunteers:	<p>The volunteer briefing will be completed by the Event Manager and will outline:</p> <ul style="list-style-type: none"> • Welcome and event introduction • Program outline • Specific roles and responsibility • Incident response procedure in case of emergency • Contact numbers of key people on lanyard • Appropriate clothing and attire, sun protection

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	<ul style="list-style-type: none"> • Radio communications • Maps and event site • First Aid locations • Evacuation procedure • Car parking locations • Police location • Risks
Competitor:	<p>The competitor briefing will be completed by the Chief Commissaire/Race Referee and will outline:</p> <p>Event specific details</p> <ul style="list-style-type: none"> • First Aid locations • Risk areas as determined by pre-race inspection <p>Course information</p> <ul style="list-style-type: none"> • Water safety information (triathlons) • Course overview • Drafting ruling • Hazards – Holes, Poles, Roundabouts
Traffic Control:	<p>The traffic control briefing will be completed by the Traffic Control supervisor and will outline:</p> <ul style="list-style-type: none"> • The traffic controller must stay on duty and at their station at all times • Must be aware of the course and the Controller must know direction riders/runners are coming from and point the direction riders/runners will go • Controller must know the incident response procedure • Controller must know radio & back up mobile phone procedure; must have contact lanyard • Controller must have access to Traffic Diversion Plans • Evacuation points

7.4.1 Stage Specific Safety and Management

Swim: (Triathlon only)	<p>Surf Life Saving provide water safety and manage associated risks with water-based racing, including:</p> <ul style="list-style-type: none"> • Obtain SLSA Event Permit • Identify hazards within set course prior to commencement of race • Set course with suitable flags, markers, buoys to identify the course and hazards • Secure radio communications using Surf Command and VMR Channels • Mitigate shark risk with a dedicated boat positioned at or around the river mouth to identify any potential hazard. If needed, an evacuation plan will be enforced. • Provide only qualified life savers • Provide two first aid posts with Defib, Spinal and Oxygen on Surfcom Radio and Mobile. • The swim manager will have Surfcom and event radio handsets • Manage evacuation points
Cycle:	<p>The police, traffic controllers and event marshals will supervise the cycle course and ensure:</p> <ul style="list-style-type: none"> • Sufficient marshals to cover unsecured cross streets and pedestrian crossing points according to the TGS • Signage is erected correctly to guide runners • Drinks stations are operated throughout the course to reduce dehydration to athletes • Clear radio communications using event radio between traffic manager, traffic controllers and police • General coordination between police, traffic controllers and marshals to deal with matters as they arise • Mobile first aid located on course • Motorbike marshals to support riders on event radio • One escort motorbike service for residents, coordinated via event radio • All personnel are aware of evacuation points
Run: (Triathlon only)	<p>Event marshals and community volunteers will staff drink/recovery stations and marshal roles on run course, ensuring:</p> <ul style="list-style-type: none"> • Sufficient staff to cover unsecured street crossings or hazards • Signage is erected correctly to guide runners • Drinks stations are operated throughout the course to reduce dehydration to athletes

BLR21 Event Management Plan



	<ul style="list-style-type: none"> • Clear radio communication using event radios • First-aid and mobile first-aid located on course are staffed • All personnel are aware of evacuation points
Finish and Recovery:	<p>Event staff and community volunteers will manage the recovering area, ensuring;</p> <ul style="list-style-type: none"> • Access to the course, if required • First aid available to competitors as they cross the finish line • Adequate shading/ recovery area for competitors • Access to water for staff and competitors • Clear radio and PA communication

7.5 Workforce Training

All event staff and volunteers will complete workforce training prior to the event. This training will include;

- Event Induction
- Risk Awareness
- Incident Response procedures
- Safe work methods
- Identify possible risks to the staff based on their role
- Contact persons and numbers in case of an emergency

7.6 Reconciliation and Welfare

The Race Director and Event Manager will ensure regular reconciliations of starting competitors to finishing competitors, monitoring their progress through the event. Missing competitors will be tagged and the welfare check procedure initiated.

7.7 BAU Emergency Services Management

Should emergency services be required to access into or across event sites or the course as part of business as usual (BAU) activities, they will be facilitated access via the Event Command Centre.

No emergency services will be denied access, however, guidance from the Race Director and onsite Police Commander is required to ensure the safety of the event while access is facilitated.

Emergency vehicles must travel in the same direction as athletes while travelling along the course, lights and sirens should be used to ensure competitors and event staff are aware of the emergency vehicle's presence and it's movements. An escort vehicle will be provided to ensure safe travel along the course and upon exiting.

Emergency vehicles should use lights and sirens when entering into event sites to ensure all event personnel and public are aware of the vehicles presence and do not cause additional risk.

Should the BAU emergency impact the event, the Race Director will be advised of the situation and neutralise, hold or stop the event should it be no longer safe to continue.



8.1 Risk Classification

8.1.1 Measure of Likelihood

Rare:	The event or hazard: <ul style="list-style-type: none"> • may occur only in exceptional circumstances • will probably occur less than once in 15 years
Unlikely:	The event or hazard: <ul style="list-style-type: none"> • could occur at some time • will probably occur with a frequency of at least once in 10 years.
Possible:	The event or hazard: <ul style="list-style-type: none"> • should occur at some time • will probably occur with a frequency of once in three years
Likely:	The event or hazard: <ul style="list-style-type: none"> • will probably occur in most circumstances • will probably occur with a frequency of at least once a year.
Almost certain:	The event or hazard: <ul style="list-style-type: none"> • is expected to occur in most circumstances • will probably occur with a frequency of more than once a year.

8.1.2 Measure of Consequence or Impact

Description	Financial	Disruption	People
Insignificant (no measurable operational impact)	< \$1000	<1 hour	No injuries
Minor (Minor degradation of service, impact to single service)	\$1000 - \$10 000	1hr to 1 day	First aid treatment
Moderate (Substantial degradation of service, multiple service impact, managed by substantial management. intervention, outside assistance)	\$10 000 - \$50 000	1 day to 1 week	Medical treatment
Major (Significant degradation of service, multiple-service impact, significant mobilisation of resources, significant management intervention including external assistance)	\$50 000 - \$150 000	1 week to 1 month	Extensive injuries
Catastrophic (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	More than \$150 000	> 1 month	Death, multiple deaths or permanent disablements

Description	Reputation	Property	Nature
Insignificant (no measurable operational impact)	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
Minor (Minor degradation of service, impact to single service)	Substantiated, low news profile	Minor damage	Minimal damage
Moderate (Substantial degradation of service, multiple service impact, managed by substantial management. intervention, outside assistance)	Substantiated, public embarrassment, moderate news profile	Localised damage rectified by routine arrangements	Some damage. Rectification within existing budget
Major (Significant degradation of service, multiple-service impact, significant mobilisation of resources, significant management intervention including external assistance)	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Significant damage requiring external resources	Extensive damage, significant resources to rectify
Catastrophic (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Extensive damage	Extreme damage. Fines and penalties. Extensive resources to rectify

8.1.3 Risk Rating

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
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Rare	L1	L2	L3	M1	M2
Unlikely	L2	L3	M1	M2	H1
Possible	L3	L4	M2	H1	H2
Likely	L4	M2	H1	H2	E1
Almost certain	M2	M3	H2	E1	E2

8.1.4 Management Approach for Residual Risk Rating

Residual Risk Rating	Required Treatment
Extreme Risk E1, E2	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
High Risk H1, H2	High priority, NXsports and Chief Commissaire must review the risk assessment and approve the treatment and endorse the Risk Management Plan prior to its implementation.
Moderate Risk M1, M2, M3	Medium Risk, standard event practices endorsed subject to review by NXsports and Chief Commissaire prior to implementation.
Low Risk L1, L2, L3, L4	Managed in accordance with National Sporting Body By-Laws and Technical Regulations, and normal event management practices.

8.2 Risk Register Table

Risk	Preliminary Rating	Risk Response	Action By	Residual Rating
Event does not have appropriate insurance cover in case of accident/incident leading to legal/financial implications and damage to reputation	H1	- Insurance and certificate of currency obtained through National Sporting Body	NXsports	L2
Event personnel being hit by vehicles during setting up and dismantling of event infrastructure and signage	H1	- Safe Work Method Statement developed and provided to event personnel - Briefing given to event personnel - Shadow vehicle with flashing amber light used to protect personnel - Event Personnel to wear fluorescent vests	NXsports	M2
Vehicles and event participants conflicting in car parking areas or in general venue location	M2	- Ensure Traffic Parking Plan is implemented - Competitor Information Sheet requests event participants do not ride in areas of vehicular movement	NXsports	L3
Athlete has a serious health problem (e.g. heart attack, stroke, asthma attack)	M2	- Athletes must declare they are medically and physically fit to participate in events and disclose any pre-existing medical or other condition as a condition of membership - First Aid Officers on site and contactable and accessible throughout the event - Incident Response Plan in place	NXsports, Athletes	M1
Vehicles and event participants conflict on course resulting in injury to participants	H1	- Consultation with event stakeholders including Police, local council and the Event Officials during event planning process - Traffic controlled on the event course by accredited traffic controllers in accordance with the TGS	NXsports Event Officials	M2



		<ul style="list-style-type: none"> - Ensure approved TGS is implemented - Event warning signs displayed during the event - Signed event vehicles provide a warning to approaching traffic and protection for Athletes - Event notification signage erected in advance of event - Provide briefing and instruction to event participants on permit conditions and safe racing requirements - Participants to remain left and not cross centre line of road - Approvals obtained from local council and Police - First Aid Officers and kit at event - Incident/Accident plan developed - Provision of race radios to traffic control 	Traffic Management Company	
Wet weather on the event day creating a safety hazard and causing a disruption to the event	H1	<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - Provide shelter for competitors and officials - Provide instruction to event participants about safe riding techniques in adverse weather conditions. - All electrical equipment securely covered - Cancellation contingency for wet weather - Communication strategy to notify the competitors and public of any impacts on event program 	NXsports Event Officials	M2
High or gusting winds causing damage to equipment/structures, injury or disrupting event	H1	<ul style="list-style-type: none"> - Monitor Bureau of Meteorology (BOM) website - All infrastructure correctly weighted - Develop contingency plan for dismantling infrastructure that may be unsafe - Communication strategy to notify the public of any impacts on event program 	NXsports	M2
Follow vehicles following too close behind participants causing risk of crashed or halted participant being run over	M2	<ul style="list-style-type: none"> - Ensure that drivers are briefed on their role and asked to remain a sufficient distance (4-10 car lengths) behind athletes 	Race Director Event Officials	L3
Feed/water station staff conflict with event participants causing injury	M2	<ul style="list-style-type: none"> - Ensure that staff remain on the left hand side of the road - Staff briefed on athlete feeding procedures - Feeding instructions detailed in the Volunteer Handbook 	NXsports	L3
Athlete crashing into event signage or barriers causing injury	M2	<ul style="list-style-type: none"> - Ensure event signage and barriers are positioned in accordance with site and signage plans - Ensure signage on course is located off the side of the road - Ensure signage and barriers do not have sharp protrusions 	NXsports	M1
Participants become dehydrated or do not have enough nutrition during the event	M2	<ul style="list-style-type: none"> - Competitors advised to carry adequate fluid and nutrition (event website, Event Manual and pre-race briefing) - Feed and drink stations (manned by rider's supporters) provided for road race stages - Mobile motorbikes will provide nutrition and water if 	NXsports	L3

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		warranted by the conditions		
New or emerging risks remain untreated resulting in injury, damage to reputation or financial/legal implications	M1	<ul style="list-style-type: none"> - Event briefing conducted with police and traffic control - Course and site inspection conducted before, during and after the event - All staff to monitor for emerging risks and advise the Race Director and Event Manager if a new risk emerges 	NXsports	L2
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury	M2	<ul style="list-style-type: none"> - Conduct thorough site inspection and identify any potential hazards in risk assessment - Appoint a site manager for start and finish area - Supervise contractors during bump in and out - Brief Contractors as they come on site - Fence off areas where possible 	NXsports	L2
Inadequate waste management resulting in damage to reputation and/or injury	L4	<ul style="list-style-type: none"> - Develop a waste management plan for start, finish areas consistent with event scale and participant behaviour in liaison with waste contractor- Position bins for easy access during the event 	NXsports	L2
Excessive noise resulting in public complaint and/or damage to reputation	L4	<ul style="list-style-type: none"> - Notification of event provided to local residents - Use of PA limited to necessary communications prior to 8am - Direct speakers away from residential areas 	NXsports	L2
Lifting excessive or awkward loads resulting in muscular-skeletal injury to event staff or volunteers	M2	<ul style="list-style-type: none"> - Set Up Crew briefed on manual handling techniques - Use appropriate number of crew to lift object - Use trolleys or wheeled cases to transport heavy equipment 	NXsports	L3
Exposure to live electrical leads or switches resulting in electrocution	H1	<ul style="list-style-type: none"> - All outlets to be considered live unless disproved - Live points to be isolated and lockout tagged and standard checks undertaken before making equipment live - No equipment to be used that appears badly maintained or damaged - All leads laid on the ground to be protected with matting - All portable electrical equipment already tested and tagged and current in accordance with AS 3760 - Power cords to be removed from the live supply prior to location, relocation or extraction 	NXsports	L3
Inadequate amenities and/or maintenance resulting in damage to reputation or injury	M2	<ul style="list-style-type: none"> - Establish participant numbers and expected attendance numbers - Ensure appropriate number of accessible toilets - Monitor, clean and re-stock toilets on the day 	NXsports	L3
Barriers, signs or gantry falling over resulting in injury, damage of equipment or damage of property	M2	<ul style="list-style-type: none"> - Ensure that barriers, signage and gantry are secured - Use sand bags as an alternative rigging method 	NXsports Contractors	L3
Inadequate bump in time results in risks and hazards not being addressed	M2	<ul style="list-style-type: none"> - Organise enough time for bump in and briefing of crew 	NXsports	L2
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury	M2	<ul style="list-style-type: none"> - Establish roles and responsibilities for event staff and volunteer positions - Assign personnel to each position - Distribute event documentation (e.g. operations plan, run sheets, site maps etc.) to relevant staff 	NXsports	L3
Volunteers fail to attend the event	M2	<ul style="list-style-type: none"> - Volunteers engaged throughout event planning process - Contingency Plan in place 	NXsports	L3
First Aid inadequate for the event	H1	<ul style="list-style-type: none"> - Appropriate number of first aid officers and kits on site in proportion to participants, supporters/spectators and event personnel as determined in consultation with First Aid provider - First Aid Officers in contact by mobile phone and radio 	NXsports	L3
Delayed or inappropriate response to medical emergency results in serious injury/death	H1	<ul style="list-style-type: none"> - Incident Response Plan in place - First Aid Officers on site and in contact by mobile phone-Local hospital made aware of the event - Event officials, traffic controllers and marshals briefed on procedure if Emergency Vehicles need to access site 	NXsports	L3



Communications breakdown due to phone or radio network failure	M2	<ul style="list-style-type: none"> - Test the strength of radio and phone networks prior to event - Signal relays in place to ensure signal coverage - Spare batteries and headsets ordered - Correct radio communication protocols explained to all radio users at briefing - Establish responsibilities and chain of command - Develop contingency plan 	NXsports	L3
Insufficient power access to meet the demands of the event	M2	<ul style="list-style-type: none"> - Confirm location and the number of power supply outlets for event site/s - Determine requirements from event personnel and contractors - Provide details of requirements to local council - Provide portable generators (if required) - Ensure that the appropriate length extension cords are available 	NXsports	L3
Complaints by local residents are damaging to reputation of the event	M2	<ul style="list-style-type: none"> - Notification of event to be provided to local residents prior to event - Event notification signage to be erected at least two (2) weeks prior to event 	NXsports	L3
Complaints by the general public are damaging to the reputation of the event	M2	<ul style="list-style-type: none"> - Event notification signage erected and resident letters distributed prior to event - Sound checks performed for PA system - Athlete are prohibited from urinating in public areas, littering and using foul language - Rider information booklet details the penalties for offenders - Ensure adequate amenities and waste bins are in place - Athlete are required to wear a helmet, at all times, when riding on the road and offenders will face penalties 	NXsports Event Officials	L3
Traffic Management plan not implemented before start or arrival of athletes and impacting on event	H1	<ul style="list-style-type: none"> - Schedule for implementation of traffic management plan developed and adhered to - Confirmation sought from providers prior to start or arrival of event - If necessary, delay, postpone or cancel the event 	NXsports Event Officials	M1
Road works impact on event leading to disruption of event or injury	M1	<ul style="list-style-type: none"> - Local council and/or State road authority consulted in planning process - Course inspection conducted prior to event - Impact of ongoing road works assessed in relation to event- Athlete briefed on potential hazards or obstacles - Support vehicles advised of potential hazards or obstacles - Safety or warning signage deployed where required - If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities) or postpone or cancel the event 	NXsports	L3
Traffic impacting on event causing disruption or cancellation of event, legal impact, financial impact or injury	H1	<ul style="list-style-type: none"> - Local residents/businesses notified of event - Traffic Management Plan developed according to Police and Main Roads requirements in liaison with stakeholders - Traffic controllers provided at critical points and times 	NXsports	L4
Loss of property resulting in damage to reputation, legal implications or financial implications	M2	<ul style="list-style-type: none"> - Establish secure area for valuable equipment - Appoint site manager for start and finish areas 	NXsports	L3
Damage of course setup or property	M2	<ul style="list-style-type: none"> - Security will be present overnight to deal with any disturbances. - Police will be engaged to enforce the correction. 	NXsports	L3
Transition				
Not enough space and the safety of bikes at night is compromised	M2	<ul style="list-style-type: none"> - Security will be present on overnight to deal with any disturbances. - Police will be engaged to enforce the correction. 	NXsports	L3
Swim				

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Dangerous Waters	M2	- Contingency plan in place to operate swim in alternate location or if all waterways unsafe, as a beach run	NXsports SLSC Event Officials	L3
Sharks	M2	- Dedicated boat will be positioned at key points to identify any potential hazard. - Swim evacuation plans in place should the need arise	NXsports SLSC	M2
Collision with moving water craft	M1	- Provide briefing to Athlete on potential hazards and obstacles. - First Aid officer in attendance at event	NXsports SLSC	M2
Rescue Equipment Failure	M1	- Inspect all equipment prior to the event - Ensure contingency plans are in place for equipment failure - First Aid officer in attendance at event	NXsports SLSC	M2
Drowning	M1	- Conduct course inspection prior to event to identify all hazards and obstacles and minimize where possible (eg sweep debris) - Provide briefing to athletes on potential hazards and obstacles. - All competitors required to wear appropriate accredited safety equipment - Water safety team on course to respond to incidents - First Aid officer in attendance at event	NXsports SLSC	M2
Cycle				
Riders crashing as a result of out rider motorbikes converging into race when they have insufficient room to pass when maneuvering up and down the course	L4	- Motor bike riders are briefed on their role and asked to select safe stretches of road and alert riders of their presence - Athletes are briefed on remaining to the left when they are alerted by the motorbikes	Event Officials Race Director	L3
Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc causing injury	M2	- Event Manual and website advises participants that it is their responsibility to ensure that their equipment is kept in good working order - Equipment inspection and check conducted prior to start	Event Officials Race Director	L3

8.3 AMPSEA COVID Safe Risk Register

NX and the Byron Bay Lighthouse Run follows the leadership provided by AMPSEA in the development of a COVID Safe Risk Register.

The AMPSEA mass gatherings risk assessment is undertaken to determine the overall risk of disease spread specific to the risk of COVID-19 and to encourage event organisers to more broadly consider health impacts of their event. More information on this development of the process can be found [HERE](#).

The key factors that must be considered in the overall determination include:

- The current situation on the COVID-19 outbreak.
- The geographical distribution and number of participant and each participants risk profile.
- The mitigation measures currently in place or the measures proposed

8.3.1 Event Register

Characteristic	Risk Consideration	Public Health Rationale	Weight	Risk Mitigation Strategy
Situational Awareness	Understanding of the COVID-19 situation	Understanding the latest information on COVID-19 outbreak and transmission patterns will assist in determining the way forward and the level of mitigation and	Medium	Relevant organisers and responsible staff keep informed of COVID-19 outbreak through global and local daily situation

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		measures required to stop/ control the spread		reports provided by authorities. Organisers and responsible staff understand COVID-19 risks and transmission and understand the measures to take to limit spread through best practices.(including respiratory etiquette, hand hygiene, physical distancing etc.)
Event Emergency preparedness and response plans	Response plans to manage and respond to COVID-19	Specific planning in relation to COVID-19 management and response will reduce/ remove the type of activities that could contribute to spread of the disease. In the event that a high risk activity is observed or conducted it is important that the Byron Bay Lighthouse Run has a decisive and rapid response plan that can be enacted.	High	<p>A Medical Response plan in place and clear directions/communications for all participants to follow including interaction with host country healthcare system.</p> <p>A senior emergency team to coordinate response to a COVID-19 risk situation such as participant illness.</p> <p>PPE – masks, gloves, gowns, hand sanitiser, isolation room, medical facilities and other medical equipment and supplies onsite and available.</p> <p>Transportation process and procedure in place to transport ill participants.</p> <p>Reporting/ Trace contact process in place.</p> <p>Cleaning process in place.</p>
Host Country	Host country capacity to meet COVID-19 management and response	Host country capability to manage and respond to COVID-19 outbreak at the Byron Bay Lighthouse Run is critical in containing the transmission, treating patients and quarantining participants.	High	<p>The host country have in place screening processes, temperature checks and COVID-19 Diagnostic tests.</p> <p>The host country organiser has support from local public health authorities.</p> <p>The host country has the facilities in place and are they equipped to support patients with respiratory symptoms.</p> <p>The host country has the capability to evacuate critically ill patients to hospital and evacuate from the host country if necessary.</p> <p>A preliminary agreement with the host country is in place to provide care for any COVID-19 cases connected with the Byron Bay Lighthouse Run. Eg. quarantine isolation locations and support for the required</p>

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Working with partners and stakeholders	Established relationships with key stakeholders	Sharing of critical information in relation to COVID-19 risk incidents to government and surveillance authorities	Medium	<p>quarantine period.</p> <p>Clear and concise process in place on types of incidents to be reported and to whom and within a certain timeframe.</p> <p>Clear process in place for communications strategy in relation to COVID-19 related messages.</p>
Command, Control, Coordination and communications arrangements	Established authority to make key decisions on the Byron Bay Lighthouse Run	Decision making authority in place with clear procedure on event status in the event of a COVID-19 outbreak .	High	Decision making authority to have direct contact with Government and other surveillance authorities. Byron Bay Lighthouse Run staff undergone training and exercising on procedures and emergency mitigation measures
Event Activities	Will patrons be participating in activities that promote transmission	Activities that could contribute to spread: greetings (handshakes, hugs, kisses), singing, cheering, close physical contact (contact sports), sharing food and eating utensils, cups etc.	High	<p>Offer virtual or live-streamed activities;</p> <p>Provide packaged refreshments instead of open refreshments or buffets.</p> <p>Reduce touch points: like event registration online, identification bibs or ticketing mailed out.</p>
Crowding	Will patrons be consistently within 2 metres of each other?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	High	Change the venue to prevent crowding
	Is the activity indoors, outdoors or both?	Events held outdoors may be lower risk for transmission of respiratory illness than those held indoors due to higher ventilation	Medium	Consider holding events outdoors or increasing ventilation by opening windows and doors (weather permitting).
	Will there be restricted points of entrance and exit that force people to be in close proximity and/or pass through hightouch areas (eg.doors and elevators)?	Crowding and lines at bottlenecks can put participants at increased risk of exposure to respiratory droplets. High-touch surfaces can be contaminated and increase the risk of transmission.	Medium	<p>Stagger arrivals and departures.</p> <p>Enhanced environmental cleaning and pay special attention to high touch surfaces.</p> <p>Overflow areas around main venues to cater for any congestion through arrival cross-over.</p>
	Transport options to and from event may not be adequate and cause issues with maintaining social distancing	Train, bus or ferry timetables / volumes may not be adequate and risk people being overcrowded and increase the risk of transmission.	Low	<p>Spread out arrival / start times and negotiate for more capacity on public transport networks.Consider adding drop off zones around the start / venues so people can travel in private vehicles.</p> <p>Have plans for additional transport hubs to be utilised to spread out arrivals geographically. EG: two different drop off points for public transport coming from different directions.</p>

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	Reduce the number of times a person needs to be in crowded location.	Areas of normal low flow, high wait times and high density can increase the risk of transmission.	High	Reduce, alter or eliminate things like pre-event expos, recovery or celebration zones after event. Mail out things like race kits and finishers medals.
Event Duration	How long will patrons be gathered at the event	Longer events present more opportunities for transmission. Consider how overnight accommodations may affect crowding, proximity, and nature and duration of contact.	Medium	Shorten events or stagger attendance
Event Resources	Will hand hygiene stations be available throughout the venue?	Hand hygiene will be performed more frequently if alcohol-based hand sanitizer or hand washing sinks with soap and disposable towels are readily available.	Medium	Increase access to hand hygiene stations. At start and finish venues / locations
		Drink stations / hydration for participants in endurance events could cross-contaminate and spread infection	Low	Consider bottled hydration and / or have water cups spread much further apart on tables. Volunteers to observe correct hygiene.
	Can the event venue be configured to reduce proximity between participants?	Respiratory droplets tend to fall within 2 metres of their source, so maintaining a 2 metre distance from others is a precaution to prevent spread.	Medium	Configure the venue to promote a 2 metre distance between participants Locate space that can be used to isolate ill participants or workers
	Will touch surfaces be cleaned and disinfected frequently during the event?	High-touch surfaces can be contaminated and increase the risk of transmission. SARS-CoV-2 may live on surfaces for a few hours or up to a few days. It can be killed with store-bought disinfectants	Medium	Increase frequency of cleaning of the environment and pay special attention to high touch surfaces. Use a product that cleans and disinfects Ensure adequate staffing to maintain prevention strategies such as hand wash stations and regular cleaning and disinfection
	Will there be health professionals or first responders at the event to screen and or attend to someone who may be symptomatic?	Although screening may not identify all participants with COVID-19, health professionals may be able to quickly identify and isolate symptomatic individuals from other participants. Health care professionals should be familiar with appropriate PPE and IPC measures.	Low	Consider having health care professionals onsite to screen for or attend to people with symptoms. Registered health professionals involved in or overseeing screening to minimise mediological risk and provide best decision making. Medical provider will need PPE, training and procedure to follow which the event organiser should sight. Ensure that prevention supplies and training for their use are available to staff/volunteers (e.g. personal protective equipment) If available, provide disposable medical masks for use if a worker or attendee becomes sick at the event
Health System	Does the local	Persons under investigation and cases of	High	Communicate how to access

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Capacity	health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.		local health care, including calling ahead to prevent exposure of others in the healthcare setting
Geographic Location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. However, proximity to a densely populated area could result in more rapid dissemination of disease	Medium	Involve relevant partners including local public health authorities and emergency medical services

8.3.2 Event Attendee Register

Characteristic	Risk Consideration	Public Health Rationale	Weight	Risk Mitigation Strategy
Population attending the event	How many people are expected to attend the event?	The larger the number of patrons, the greater the likelihood of a patron being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding and close contact.	High	Reduce the number of patrons at the event at any one time through less entries / ticket sales or longer timeframes to operate event and spread out numbers or change the venue layout to prevent crowding.
	Are patrons coming from affected areas where COVID19 has been detected?	If patrons are expected from affected areas, the risk of importation is higher. These people may be self-monitoring for symptoms of COVID19 or self-isolating for 14 days, based on public health advice provided upon entry to a country.	High	Plan for information sharing, risk communication, and emergency communications; Communicate personal preventive strategies: stay home if ill, practice hand hygiene and respiratory etiquette, avoid touching your eyes, nose, and mouth with unwashed hands;
	Are patrons or event staff from demographic groups at greater risk of severe disease, such as older adults or people with underlying medical conditions?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases. Communication about risk to these patrons should be emphasised.	High	Consider accessibility of communications (e.g. multiple languages, plain language); Develop flexible refund policies for patrons to promote staying home when sick;
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, patrons may be subject to self-isolation or may become cases themselves. This could lead to critical infrastructure disruptions/absenteeism if the patron at the event represent critical services and industries.	High	Consider risk factors of staff and reassignment to protect staff; Plan for staff absences.
	Are patrons members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection and therefore of infecting others due to the possibility of occupational exposure to COVID-19 cases. Patrons who work in close contact with international travellers may also have increased risk.	Medium	
	Are patrons at	Young children may be at greater risk of	Medium	

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	greater risk of spreading the disease, such as young children?	amplifying disease transmission because they are generally less compliant with effective hand hygiene and respiratory etiquette practices and tend to socialize with others in a way that is likely to increase transmission. Consideration should be given to preventing children from spreading the disease.		
	Are patrons from areas where health system resources are limited (e.g. remote and isolated communities)?	Event patrons returning to communities with limited health system resources may introduce the virus to communities here there is less capacity to contain and mitigate spread.	High	Involve relevant partners including local public health authorities
	Are all patrons registered, with available contact information?	In the event of an outbreak associated with the event, contact information for the patrons may be requested by public health for follow up and contact tracing	Medium	Maintain contact information for patrons. Process to track and document participant interactions, particularly for very large event sizes.
Local demographics and epidemiology	Is the local community experiencing ongoing transmission of COVID-19?	Local community transmission can put mass gathering participants at risk of infection. In an affected area, other services for participants may be operating at limited capacity (e.g. restaurants, hotels, etc.).	High	Involve relevant partners including local public health authorities.
	Is the local population at increased risk of severe disease if COVID-19 circulated?	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium	
Sport Participant Management	How many participants are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19. Large numbers of participants and the type of activity may also create greater likelihood of close contact.	High	Daily health checks completed for sport participants along with temperature screening. Separation of athletes from other groups such as officials, support staff and spectators to limit transmission Processes in places to remove any sharing of personal equipment such as drink bottles, towels. Processes and equipment in place for the safe storage of personal equipment and food Participants to undergo pre-travel health checks. Questionnaire before event asking questions about potential exposure, travel or other risk considerations. Any participant who presents a risk is asked not to take part. Participants to obey physical distancing and practice good

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	Does the sporting activity involve close contact.		hygiene procedures.
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9. Medical Management

9.1 Medical Provider

The medical provider information for this event is as follows:

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
		1 First Aiders 1 Mobile First Aid		Unactioned

9.1.1 Resources

First aid supplies and equipment will be supplied by the first aid or medical personnel, and/or NX Sports relevant to their scope of operations and as per the event roster.

9.1.2 Scope and Schedule of Work

Pre-event	<ul style="list-style-type: none"> recruitment, appointment and training of medical staff (including medics, nurses and first aiders) review and advise on suitable medical coverage for the event
Event Time	<ul style="list-style-type: none"> coordinate and manage all medical resources and services oversee occupational health and safety manage medical staff onsite coordinate responses to medical incidents as they happen coordinate with the Ambulance service should it be required contact next of kin of injured competitors
Post Event	<ul style="list-style-type: none"> complete a post event report outlining the medical treatments provided and follow up on hospital submissions

9.2 Incident Reporting

All incidents during an event should be reported to the Event Command Centre for resolution. Non-emergency event incidents such as volunteers not arriving, course infrastructure in the wrong position or issues with the course will be escalated to the Event Manager. Medical incidents will be escalated to the Medical Manager, who may also liaise with Police or Ambulance to assist with a resolution. Non-medical emergencies such as a hostile vehicle on the course, abusive community members or a direct threat to the event or event participants will be escalated to Police.

Should an incident occur, event staff will identify their location, the type and severity of the incident and ensure the safety of themselves, the general public and the person/s involved in the incident.

On their appropriate radio channel, the event staff member will call "**MEDICAL, MEDICAL, MEDICAL**" for a medical emergency. This emergency call over the radio will result in all other radio users ceasing any radio communication to keep the channel clear and allow uncluttered communications and execution of an effective emergency response.

The Medical Manager will respond, with a request for the following information:

1. The team member reporting the incident and their agency
2. Location of incident/staff member
3. Nature of incident and the number of persons involved
4. Condition of patient/s (conscious, breathing etc.)
5. Bib number of competitor/s involved in the incident
6. immediate action required

The Medical Manager will then coordinate the response as required. If safe to do so, the team member will remain at their location to direct support personnel (if required), update the Medical Manager on the condition of the patient, or assist as directed by Emergency Service Officers.

Should the injured person refuse care, event staff will not use force to seek compliance with direction. Event staff will attempt to get the names and competitor numbers of those choosing to remain/continue and notify of their position to the Medical Manager.



In the event of a medical emergency an Incident Report must be filled in and handed to the Manager/ECC. Incident report forms should be completed by the first person on the scene, the event staff member involved and any witnesses.

9.3 Fatality Management

In the event of a fatality before, during or after the event, the following steps should be followed:

- Emergency services should be immediately notified by calling "000"
- The emergency communications procedure should be followed to alert the Medical Manager and Race Director as per the incident report procedure, and competitor confidentiality must be observed including all persons involved
- Incident Report Forms should be completed by all witnesses and staff members involved.
- Media protocol must be followed as described above
- Next of kin will be notified by the relevant hospital or by the Police as appropriate – emergency contacts are available via the Event Manager.

9.4 Expected Causality Characteristics

Whilst the main focus of the event medical does tend to concentrate on event specific injury/illness, many other injuries/illnesses may occur during the event and medical personnel are to be aware of the possibility of traumatic injuries and medical conditions that may be present in an unconscious patient.

Those in the higher risk category include:

- Male and female participants between 20 and 30 years of age and highly motivated amateur athletes
- Participants between 40 to 60 years of age prone to suffering heart related medical incidents
- Persons who disregard advice and compete while dehydrated, recuperating after a recent illness, night out or feeling unwell
- Elite competitors who are racing to their race craft limit, or disregard their own and or fellow athletes safety.

In addition, there may be weather conditions that may affect the outcome of the event medical capability. The Race Director in conjunction with the Medical Manager will be well aware of any incremental weather (i.e. heat, rain) prior to the event and will adjust resources accordingly.

9.5 Types of Illnesses and Injuries

Experience from this type of event shows that patient presentations may be due to a range of conditions, and can be divided into three main groups:

Minor Injuries	<ul style="list-style-type: none"> • sunburn • blisters • chaffing • minor cuts and abrasions • dehydration • heat exhaustion • bone fractures • musculoskeletal injuries 	<p>These injuries usually make up the bulk of medical presentation and most can be dealt with by first aid level personnel. However, some of the injured may deteriorate and re-present with worsening symptoms, or may not respond to simple first aid measures.</p> <p>Qualified medical or paramedic personnel may be required to assess and treat these patients and some may require referral to their own GP or an emergency department.</p>
Serious Presentation	<ul style="list-style-type: none"> • dehydration • exhaustion • respiratory conditions • chest pain • heat related illness • high-impact injuries 	<p>These patients usually need a higher level of care and may require urgent medical attention and ambulance transport to hospital.</p>
Pre-Existing Conditions	<ul style="list-style-type: none"> • heart disease • epilepsy • mental health crisis • diabetes 	<p>Appropriately trained and experienced medical personnel are required to recognise and adequately treat these patients.</p>

9.3.1 Most Common Injuries and Illnesses

- grazes, lacerations, abrasions
- fractures/dislocations
- sprains/strains
- dehydration



- muscle/heat cramps
- GI issues
- sunburn
- blisters
- insect bites/stings
- allergic reactions

9.6 Inductions

Staff, volunteers and contractors will be informed of the relevant medical procedures and the chain of command through site specific inductions and volunteer briefings.

This information will include:

- Responsibilities of Event Staff
- Communications of structure and radio protocol
- Identification of sector leaders
- All contact details

Ambulance and medical staff will be briefed by their respective supervisors.

9.7 Ambulance Attendance

Ambulances required on course, will be given clear instruction by the Event Command Centre on how to use preferred connecting road access gates manned by Police.

Ambulances on course need to travel in the same direction of riders/runners, noting the significant difficulty is stopping two competitors in race mode. Ambulances need to use sirens to gain the athletes attention.

Ambulances required to attend Athlete Service Stations should followed instruction from Police and Command Centre. Athlete Service Stations will accommodate ambulance parking.

9.8 Post Event Reporting

The Medical Service Provider is required to provide a final report on the hospitalised person/s and report immediately upon conclusion of the event.

The Medical Service Provider should continue to monitor the condition of all patients until they are discharged; a daily report is to be submitted to NX Sports.

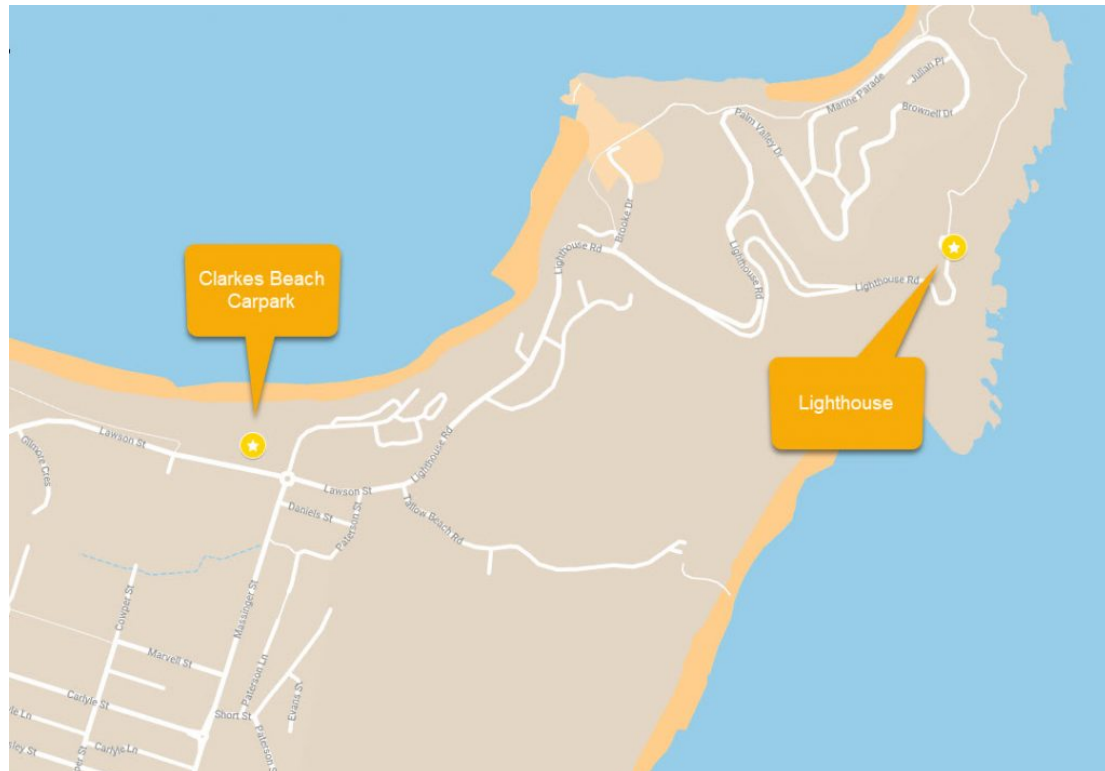


10. Contingency Planning

10.1 Evacuation Plans

If an evacuation is required, all people must move to the following evacuation points depending on location and proximity.

Participants travelling on course will continue in their direction of travel to the next assembly point. Participants must not turn around unless instructed to do so.



10.2 Contingency Plans

The following standard operating procedures will be put into place should the following environmental conditions occur.

Wet Weather	Monitor the Bureau of Meteorology (BOM) for likely weather pattern on the day. If light rain is forecast, ensure that shelter is provided for officials and equipment, and wet weather gear is available for event staff. If heavy rain or storms are forecast, the following steps will be followed: <ul style="list-style-type: none"> Race Director to prepare a statement detailing response in the likelihood of wet weather and advise contractors of the possibility of cancellation. Race Director and Chief Commissaire/Race Referee will make the final decision on the status or modification of the event.
Lightning	In the case of an electrical storm during the event, monitor the weather conditions and determine the point at which electrical systems should be disconnected, and, if necessary, cancel or postpone the event.
Accident on the Route	The Chief Commissaire/Race Referee, Race Director and Police will determine whether the event is safe to proceed. The Race Director will coordinate the emergency services responses and operational adjustments to the event.
Absence of Traffic	The event will not proceed until traffic controllers and event marshals are positioned in accordance

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Controllers and Marshals	with the Traffic Guidance Scheme.
Delayed Start	The Chief Commissaire/Race Referee and Race Director will determine whether the event is safe to proceed and whether modifications to the event format will need to be made to comply with the permit conditions.
Adverse Traffic Conditions	The Chief Commissaire/Race Referee and Race Director will determine whether the event is safe to continue or whether modifications to the event format need to be made within the conditions of the permit.
Poor Lighting	The Chief Commissaire/Race Referee and Race Director will assess the situation and determine whether the event is safe to proceed.
Flood Hazard	The Chief Commissaire/Race Referee and Race Director will assess the situation and determine whether the event is safe to proceed. If roads are flooded the event will be cancelled or postponed.
Fire Hazard	Fire Services will be contacted for updates. The Police and Race Director will determine whether the race is safe to proceed. If fire personnel close aspects of the course, the Safety Committee will determine whether modifications to the event format can be made within the conditions of the permit.

10.2.1 Cancellation of the Event

NXsports will inform competitors, event staff, contractors and local authorities. Cancellation details to be posted on the event website and Facebook page, and will also be communicated via SMS and email.

If the event must be cancelled or postponed including for any of the situations above, the following process shall be in place:

1. Assemble Safety Committee
2. Evaluate the situation
3. Engage Key Stakeholders confidentially
4. Re-evaluate the situation
5. Communicate
6. Monitor
7. Review

10.3 Scenario Modelling

A scenario modelling exercise is completed as part of meetings with the Strategic Advisory Group. Once completed, the scenarios and outcomes will be listed below.



11. Public Health and Safety

11.1 Food, Beverage and Water

11.1.1 Food and Beverage

If temporary food and beverage business will operate at Byron Bay Lighthouse Run, they will be listed below. All food and beverage business are required to submit a copy of their insurance and licences to NXsports.

Alcohol will not be served.

11.1.2 Water

Water access points will be available for all competitors, staff and volunteers.

11.2 Shelter

The below table outlines the shelter provided during the event.

Area	Location	Shelter Type	Supplier
Start Finish	Clarkes Beach Carpark	Three 6m x 3m pop up tent	Fusion
		Two 3m x 3m pop up tent	
Water Station 1	Lighthouse	3m x 3m pop up tent	NX
Water Station 2	Tallow Beach Carpark	3m x 3m pop up tent	NX

Spectators are encouraged to make use of existing shelter areas for sun and rain protection where possible and come prepared with suitable personal weather protection.

Sunscreen will be available for all event staff.

11.3 Waste Management

Additional waste management will be provided during the event to increase sustainability and reduce the negative impact on the environment.

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
		1 Rubbish Bins 1 Comingled Recycling 1 Skip		Unactioned
		1 Toilets 1 Toilet on Trailer		Unactioned

11.4 Noise

Noise will be created by the public address (PA) system. Efforts will be made to reduce the impact of noise pollution on neighbours by directing speakers away from residential areas.

The PA system may be operated from 7:00am.

11.5 Security and Crowd Control

The event marshalling area, the course, and the finish area will only be accessible to competitors, teams and event staff.

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Accreditation and athlete identification will be used to ensure these areas are only accessed by the correct people. Crowd control barriers and signage will be used to delineate public and event spaces.

Security will be provided in the follow areas;

11.6 Additional Lighting and Power

Any and all requests for access to existing power and lighting for the event will be included in the respective Council event application forms.

Any additional power and lighting requirements are outlined below;



12. Community Engagement

12.1 Summary

Sanctions	Events and Races sanctioned through the National Sporting Organisation
Permits	Permits and approvals for road closures are required from: <ul style="list-style-type: none"> • Local Police • Local Council • Local Traffic Committee
Special Event Signage	Special Event signage will be installed in affected suburbs a minimum of two weeks in advance of the event. Variable Messaging System (VMS) electronic boards will be deployed four days in advance if required. Signage on streets closed for the race installed a minimum of 10 days prior.
Residents Notification	NXsports to provide: <ul style="list-style-type: none"> • Regular news releases to local papers • Special Event Notices go into the Local Newspaper 1-2 weeks from the event • Doorknock to all affected businesses minimum two weeks prior to the event • Letterbox drop to residents and businesses affected two weeks prior to event • Residents will have access to the motorbike escort service for urgent entry/exit on routes. • All resident notification includes event hotline, event contact mobile number and event website
Business Consultation	<ul style="list-style-type: none"> • Consultation will be made with shop owners and accommodation houses in the precinct. • NXsports will ask for design input from community and businesses through the local newspapers advertisements and a personalised email three months prior to the event. • NXsports will complete three waves of communications with shops/businesses via email. • A door to door personalised approach will be made to businesses on affected roads before the event. • Local clubs and groups will be notified of the event in writing and followed up.
Road Signage	<ul style="list-style-type: none"> • Road detour signage and appropriate traffic signage will be used in advance of key changed road conditions & activity areas as per Traffic Guidance Scheme (TGS). • A major effort will be undertaken to improve detour signage for persons arriving to the area during road closures • An extensive campaign to participants will be undertaken to communicate detours, access roads before the weekend to minimise confusion • Special Event Signage will be placed on all connected roads into the event.
Bus Access	The buses normally accessing the course will need to be diverted if required as per Police recommendations; and a communication to residents affected needs to be jointly undertaken with Bus Company/Council/NXsports.
Taxis	Taxi companies will be contacted and regularly followed up.
Road Marshals & Officials	There will be volunteers assisting along all key course positions. All volunteers will be in the NXsports hi-vis vest where necessary. Officials will be supplied by the Peak Sporting Body; final quantity to be determined by event capacity plan as necessary
Traffic Control	Located as per the Traffic Guidance Scheme (TGS).
Escort	Race experienced motorbike escorts with radio and high visibility vest will provide immediate interaction/control during races at the discretion of the Chief Official.
Police	There will be police officers on site to manage traffic flows and local movement. Police will be on the repeater-based radio network to link all aspects of the events operations.



12.2 Community Communication

The below table outlines the communications timeline for the Byron Bay Lighthouse Run, identifying how and when event details will be communicated to the community.

AUDIENCE	PURPOSE	MEDIUM	MEDIA	STATUS
Local Community	Identify High Risk Community	Other		Unactioned
Elected persons	Event Notice Call 1	Phone Call		Unactioned
High Risk Community	High Risk Calls 1	Phone Call		Unactioned
Local Clubs and User Groups	Consultation, Confirm Contact Info and Obtain Support	Phone Call		Unactioned
Council Website	Lodge event on Council website	Website		Unactioned
Event Website	Updated Road Closure Page	Website		Unactioned
Impacted Public Transport	Canvassing - Event Details - Call 1	Phone Call		Unactioned
Impacted Businesses	Canvassing - Event Details - Call 1	Phone Call		Unactioned
Emergency Services	Email to Emergency Services - Event Details	Email		Unactioned
Community Members List	Community EDM 1 - Event Details	Email		Unactioned
Local Resident Groups and Activists	Social Media Group Canvassing	Social Media		Unactioned
GPS WayFinding	Submit Road Closures to Waze	Other		Unactioned
GPS WayFinding	Submit Road Closures to TomTom	Other		Unactioned
GPS WayFinding	Submit Road Closures to Apple Maps	Other		Unactioned
High Risk Community	High Risk Calls 2	Phone Call		Unactioned
Course Frontage Properties	Personal Visit to Impacted Properties	Doorknock		Unactioned

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AUDIENCE	PURPOSE	MEDIUM	MEDIA	STATUS
Course Frontage Businesses	Personal Visit to Impacted Businesses	Doorknock		Unactioned
Impacted Public Transport	Follow Up Call	Phone Call		Unactioned
Impacted Businesses	Canvassing - Event Update - Call 2	Phone Call		Unactioned
Community Members List	Community EDM 2 - Event Update	Email		Unactioned
Impacted Community	Special Event Signage Erection	Signage		Unactioned
Community Members List	Community EDM 3	Email		Unactioned
General Community	Road Closure Advisement - Newspaper	Newspaper		Unactioned
Impacted Community	Letterbox Drop to Impacted Residents	Letterbox Drop		Unactioned
Course Frontage Businesses	Letterbox Drop to Impacted Businesses	Letterbox Drop		Unactioned
Emergency Services	Local Emergency Services - Event Detail Update	Phone Call		Unactioned
Community Members List	Final Community EDM 4	Email		Unactioned
High Risk Community	Final High Risk Calls	Phone Call		Unactioned
Inbound Phone Calls	Confirm Phone Tree Working	Phone Call		Unactioned

12.2.1 Letter Box Drop

To provide information directly to the local residents and businesses that will be impacted by the Byron Bay Lighthouse Run, a letter box drop will be completed to advise the community of the event date and road closure times.

12.2.2 Flyer



COMMUNITY EVENT NOTIFICATION: Byron Bay Lighthouse Run

Sunday 21st November 2021 – 6.50am-9.30am



Roads Closed

Racing based from Clarke's Beach Carpark
Lawson Street
Tallow Beach Road
Lighthouse Road
Brooke Drive

Lisa Parkes-Jetha
Event Manager
0429 878 902
Enquiries:
littlemissfit07@gmail.com
www.byronbaylighthouse.com.au

Race day escort please call:
Mike 0402 226 333



12.2.3 Special Event Signage

Special event signage will be erected on all streets and public spaces that will be impacted by the Byron Bay Lighthouse Run. Special event signage can also be placed on digital message boards and variable message signs (VMS) in key areas in the community to advise of the upcoming event and road closures.

12.2.4 Corflute Signage

The below example of corflute signage, with specific details for this event, will be erected a minimum of 10 days prior to the event as per the below map.





12.2.5 Digital Signage

Transit gantry boards and portable VMS boards will be used to advise of the event, the below table outlines the boards and the messaging that will be used for this event.

12.2.6 Media

Event information will be advertised with the use of a variety of media outlets.

12.2.7 Newspaper

The below ad will be run in the following newspapers;

To be inserted here on approval

12.2.8 Online



The below ad will be run on the following online platforms;

12.2.9 Key Stakeholder Notification

The table below outlines the current status of notification of key stakeholders;

ORGANISATION	NAME	EMAIL	MOBILE
NXsports	Mike Crawley	mike@nxsports.org	0402226333
Tweed Shire Council	Kerrie McConnell	kerriem@tweed.nsw.gov.au	0266702735
Byron Bay Chamber of Commerce	Katee Blizzard	info@byronbaychamber.com	0481983393
Cape Byron Trust	Katie Cape Byron Trust	events.nationalparks@environment.nsw.gov.au	
Altus Traffic	Brad Oliss	brad.oliss@altustraffics.com.au	61409926143
Ambulance	NSW Ambulance Service	generalenquiry@ambulance.nsw.gov.au	
RMS - Maritime	Susan Twyman	psnth@rms.nsw.gov.au	0266919507
Byron Bay & Ballina Ambulance	Judith Mitchell	judith.mitchell@health.nsw.gov.au	0266191300
Byron Bay Fire Dept.	Philip Sheedy	Philip.Sheedy@fire.nsw.gov.au	
Byron District Hospital	Keryn York	keryn.york@ncahs.health.nsw.gov.au	
	Lisa Parkes	Littlemissfit07@gmail.com	0429878902
NXsports	Kevin Pready	growth@nxsports.org	61411757577
Byron Shire Council	Jess Gilmore	jgilmore@byron.nsw.gov.au	0266864444
NSW National Parks & Wildlife Service	Sean Court	Sean.Court@environment.nsw.gov.au	0472 862 105

12.2.10 Elected Persons

The following is a summary of the engagement with elected persons to date.

12.2.11 Personal Canvassing

The following is a summary of the personal engagement and consultation with residents and businesses to date by NXsports staff.

12.2.12 Community Email Notification

Community stakeholders are kept up to date with event details via community email notifications.

12.3 Key Messaging and FAQs



12.3.1 Key Messages

Subject	Messaging
Emergency Services	<p>Should an Emergency Services vehicle require access onto or across any event site or the course they will be provided access with coordination via the Event Command Centre.</p> <p>Where possible, all Emergency Services vehicles will be advised to travel in the same direction as competitors and use lights and/or sirens to make their presence known to all competitors and staff on the event site or course.</p>
Road Closures	<p>Roads will be fully closed to traffic in order to provide a safe environment for all participants. Alternate routes will be provided and signed by traffic control.</p> <p>Local access will be facilitated where possible or in an emergency situation with access is managed via an escort by an event vehicle or police vehicle.</p> <p>Road closure information can be found on the event website, with route planning functionality.</p> <p>Plan ahead; some routes will experience significant delays.</p>
Local Access	Local access will be facilitated where possible or in an emergency situation with access is managed via an escort by an event vehicle or police vehicle.
Course Design	The course for this event was designed with consultation of local stakeholders and council. The course is designed to have the least impact on the community while providing a safe and technical course for competitors.
COVID-Safe	The health and safety of Byron Bay Lighthouse Run participants and spectators is guided by the COVID-safe Event Plan. The COVID-safe Event Plan is signed off by the local health authority and the Strategic Advisory Group.

12.3.2 FAQs

Question	Answer
Why was this date chosen for the event?	The Strategic Advisory Group for this event, which is made up of local stakeholders and council, chose the date most suitable for an event of this nature. The date was also required to fit in with other events in the area as well as the events calendar for the National Sporting Organisation.
How long does this event run for?	Details for the event can be found on the event website.
How will this impact my public transport?	Please refer to the state transport website for all public transport information.
How do I make a complaint about this event?	<p>byronrun@nxsports.org</p> <p>1300 282 949</p>
I'm going to report this to the Police	Police have been involved in the planning of this event and are aware of all event details.
I am going to report this to my local member	You local member has been advised of the details of this event, however, you are welcome to contact your local councillor or member's office.
I was not aware of this event taking place	<p>Special event signage has been in place on impacted roads for 14 days prior to the event and a letter box drop was completed to all properties impacted by this event.</p> <p>There has also been information in the local newspaper advising of this upcoming event and we have paid social media advertising geo-located to the area.</p>
How can I get compensation for my inconvenience?	Unfortunately compensation is not available for this event.

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Who is in charge of this event?	NXsports Community Foundation
How is the Byron Bay Lighthouse Run COVID-safe?	<p>The Byron Bay Lighthouse Run has a COVID-safe Event Plan which is signed off by the local health authority and agreed to by the Local Management Committee.</p> <p>The key principles of the COVID-safe Event Plan are:</p> <ol style="list-style-type: none"> 1. Participant, Spectator and Staff Responsibility and Guideline Monitoring 2. Density Reduction and Physical Distancing 3. Hygiene Enhancements and Touch Point Reduction 4. Screening and Contact Tracing 5. Event Health Services Plan

12.4 Information Flow

12.4.1 Information Source

To ensure accuracy of information for the event, all event promotion will direct people to the NXsports event web page. The NXsports web page will also direct people to the state transport website for accurate transport information.

Event and course details are submitted to mapping apps including Google Maps and Waze to support distribution of road closure and detour information to the community when travelling on event day.

12.4.2 Event Day Phone Tree

Communication with the community during the delivery of the event is import, to streamline the incoming event enquiries, the below phone tree will be stood up.



13. Transit Management

13.1 Transport and Vehicle Impacts

13.1.1 Road Closures and Detours

Road closures are required to provide a safe event for competitors. All road closures will be managed by a designated Traffic Control Company or Police. Detours will be set up and signed to ensure traffic can continue to flow around the road closures.

Road closure information can be found on the event website and will be distributed to the local community ahead of the event.

See the **Community Engagement** section for more information on the distribution of this information.

Below is a summary of the road closures for this event;

ROAD/SITE	BETWEEN	TYPE	START	END
Clarks Beach Carpark		Full Closure	21/11/2021 04:00	21/11/2021 09:00
Lawson Street	Massinger Street to Lighthouse Road	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Massinger Street	Lawson Street to Holiday Park	Full Closure	21/11/2021 04:00	21/11/2021 09:00
Tallow Beach Road	Lighthouse Road to Tallow Beach Car Park	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Lighthouse Road	Lawson Street to Lighthouse	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Brooke Drive	Lighthouse Road to the Pass	Full Closure	21/11/2021 04:00	21/11/2021 10:00
Mildenhall Road		Impacted	21/11/2021 04:00	21/11/2021 10:00
Palm Valley Drive		Impacted	21/11/2021 04:00	21/11/2021 10:00
Marine Parade		Impacted	21/11/2021 04:00	21/11/2021 10:00
Brownell Drive		Impacted	21/11/2021 04:00	21/11/2021 10:00
Julian Place		Impacted	21/11/2021 04:00	21/11/2021 10:00
Pandanus Lane		Impacted	21/11/2021 04:00	21/11/2021 10:00

13.1.2 Parking Restrictions

To ensure the safety of all event staff, competitors and supporters, and to reduce congestion around the event site, parking restrictions will be in place. Any change to council parking arrangements will be approved by council and signed to advise the local community.

Parking restriction information can be found in the event website and will be distributed to the local community ahead of the event.

See the **Community Engagement** section for more information on the distribution of this information.

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marshals.

Pedestrian access to local business and open public spaces will be retained as best as possible to reduce impact on the community.

13.2.2 Pedestrian Crossings

Designated pedestrian crossings are located in the event site and along the course, these will be marked and facilitated by event marshals.

Refer to the site map in the Operations Plan for location details.

13.3 Traffic Control

13.3.1 Traffic Management Company

- to remain the manager and supervisor of all traffic control during the event
- to maintain all necessary licenses and permits required to conduct traffic control according to the legislation
- to maintain necessary insurance to protect workers, staff, and volunteers doing traffic control in accordance with the legislation
- to appoint a deputy manager, supervisor and include in all event planning
- to manage equipment and confirm inventory in advance of the event

Responsibilities	
NXsports	<ul style="list-style-type: none"> • to plan three months in advance event and traffic control requirements to conduct traffic control and cycle team teleconferences prior to the event • to include traffic control in Local Management Committee meetings • to source equipment necessary to meet acceptable signage and infrastructure standards • to provide water and base food for traffic controllers
Police	<ul style="list-style-type: none"> • to assist with traffic control as designated in the Traffic Guidance Scheme (TGS) • to resolve issues of motorists, cyclists and pedestrians refusing to abide by traffic management changes • to provide support to escort vehicles along or across the course as required • to coordinate access into the event sites or onto the course for Emergency Services vehicles

13.4 Traffic Guidance Scheme

All road closures and detours will be erected as per the Traffic Guidance Scheme created by the Traffic Control Company with guidance from NXsports and Police.

Marshal, Traffic Controller and Police locations can be found on the Traffic Guidance Scheme.

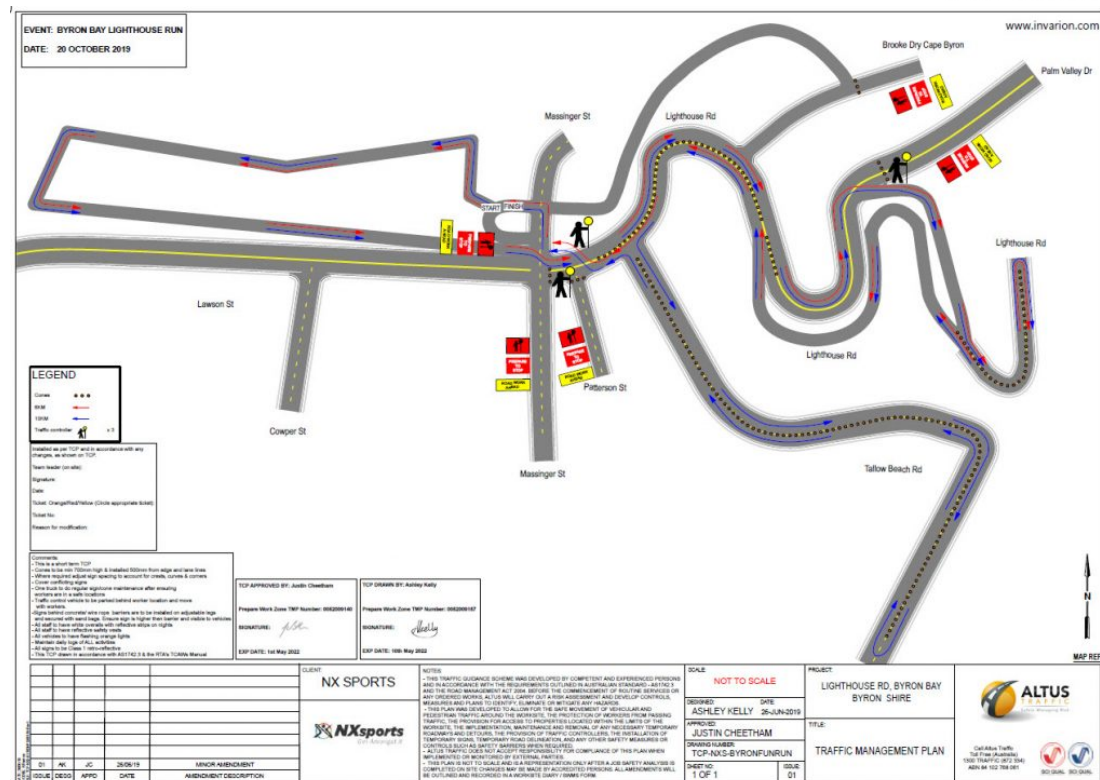
Follow the link to review the current Traffic Guidance Scheme;



14. Traffic Control Plans

The below is the 2019 traffic control plan when the event was last delivered. There are no changes for 2021, and the 2021 plan will be supplied to include any feedback from the Local Traffic Committee.

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15. Suppliers

The following is a summary of the specification and detail for all suppliers for the Byron Bay Lighthouse Run.

The detail and links below include quantity, location, and overall scope for all bookings, infrastructure, services, and purchases for the Byron Bay Lighthouse Run.

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
		1 Accommodation		Unactioned
		1 Hazard Tape 1 Cones		Unactioned
		1 Boxes of Cups		Unactioned
Signet	Signet	1 Yellow Polypro Strapping Tape		Unactioned
Direct Wholesale Supplies		1 300mm x 4.8mm Cable Ties 1 430mm x 4.8mm Cable Ties		Unactioned
Extreme Marquees		1 Finish Arch		Unactioned
baliflags.com		1 Coloured Bali Flag		Unactioned
Sunny Home Mart		1 Red 3m x 3m Marquee		Unactioned
		1 First Aiders 1 Mobile First Aid		Unactioned
		1 Competitor Gift		Unactioned
		1 Bibs 1 Seatpost and Helmet Stickers 1 Pins		Unactioned
		1 Medals 1 Finisher Medal		Unactioned
		1 Pack of Lollies		Unactioned
Hammer Nutrition		1 Hammer Product		Unactioned
		1 Recovery Fruit 1 Volunteer Pack Fruit		Unactioned
Brigitte Crawley		1 Volunteer Packs		Unactioned
		1 Volunteer Shirt Printing		Unactioned
		1 HiAce Van		Unactioned

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NAME	ORGANISATION	SCOPE	MEDIA	STATUS
		1 Rubbish Bins 1 Comingled Recycling 1 Skip		Unactioned
		1 Toilets 1 Toilet on Trailer		Unactioned
		1 Public Address System		Unactioned
		1 Event Commentator		Unactioned
		1 Community Letterbox Drop		Unactioned
		1 Event Photographers		Unactioned
		1 Special Event Signage Erection		Unactioned
		1 Businesses Doorknocking		Unactioned
Local Muso		1 Live Music		Unactioned
		1 Timing Services		Unactioned
		1 Traffic Control Services		Unactioned
		1 Lanyards 1 Event Manuals 1 Start Lists		Unactioned
		1 Technical Guide Printing		Unactioned
		3 A2 Maps 1 A2 Start Times 3 A3 Event Logo and Ads		Unactioned
		1 Special Event Stickers		Unactioned
		1 Special Event Signs		Unactioned
		1 Course Safety Signage		Unactioned
		1 Event Notification		Unactioned



16. EMP Implementation

Successful planning for this event requires the completion of the below tasks.

ACTION	DUE	STATUS
Identify members of SAG		Unactioned
Set meetings with the SAG		Unactioned
Identify course design		Unactioned
Identify Event Sites and confirm permit requirements		Unactioned
Identify and confirm specifications of existing infrastructure at event sites		Unactioned
Confirm event parking		Unactioned
Identify all event suppliers		Unactioned
Identify all stakeholders for this event		Unactioned
Submit event details and requirements to Traffic Control company to create TGS		Unactioned
Submit council event permit application		Unactioned
Submit council parks permit application		Unactioned
Submit council road closure permit application		Unactioned
Submit council parks power permit		Unactioned
Submit request for council road maintenance		Unactioned
Submit request for council parks maintenance		Unactioned
Invitation for council VIP attendance		Unactioned
Submit waterways permit application		Unactioned
Submit state roads usage/closure application		Unactioned
Submit police road closure application		Unactioned
Submit police special services application		Unactioned

BLR21 Event Management Plan



ACTION	DUE	STATUS
Submit SLSC permit application		Unactioned
Confirm parking arrangements		Unactioned
Create scenario modelling exercise		Unactioned
Confirm Community Communication Timeline dates and actions		Unactioned
Complete personal canvassing		Unactioned
Local bus final notification		Unactioned
Local ride share final notification		Unactioned
High Risk Community final phone calls		Unactioned
Local business final doorknock		Unactioned
Emergency Services notification		Unactioned
Chamber of Commerce final call		Unactioned
Residents Associations final call		Unactioned
Local Clubs and User Groups final call		Unactioned
Create letter box drop flyer		Unactioned
Create corflute Special Event Signage		Unactioned
Create newspaper ad for road closures		Unactioned
Create online ad for road closures		Unactioned
Create radio ad for road closures and event information		Unactioned
Create TV ad for road closures and event information		Unactioned
Create Community Email content		Unactioned
Submit event details to Google and Waze		Unactioned



17. Strategic Advisory Group

The below stakeholders are members of the Strategic Advisory Group and have been consulted during the event planning process for the Byron Bay Lighthouse Run.

ORGANISATION	NAME	EMAIL	MOBILE
NXsports	Mike Crawley	mike@nxsports.org	0402226333
Tweed Shire Council	Kerrie McConnell	kerriem@tweed.nsw.gov.au	0266702735
Byron Bay Chamber of Commerce	Katee Blizzard	info@byronbaychamber.com	0481983393
Cape Byron Trust	Katie Cape Byron Trust	events.nationalparks@environment.nsw.gov.au	
Altus Traffic	Brad Oliss	brad.oliss@altustraffics.com.au	61409926143
Ambulance	NSW Ambulance Service	generalenquiry@ambulance.nsw.gov.au	
RMS - Maritime	Susan Twyman	psnth@rms.nsw.gov.au	0266919507
Byron Bay & Ballina Ambulance	Judith Mitchell	judith.mitchell@health.nsw.gov.au	0266191300
Byron Bay Fire Dept.	Philip Sheedy	Philip.Sheedy@fire.nsw.gov.au	
Byron District Hospital	Keryn York	keryn.york@ncahs.health.nsw.gov.au	
	Lisa Parkes	Littlemissfit07@gmail.com	0429878902
NXsports	Kevin Pready	growth@nxsports.org	6141175757
Byron Shire Council	Jess Gilmore	jgilmore@byron.nsw.gov.au	0266864444
NSW National Parks & Wildlife Service	Sean Court	Sean.Court@environment.nsw.gov.au	0472 862 105



18. Meeting Tracker

A record of all meetings will be kept in the table below. This table is updated live.

MEETING	DATE	TIME	LOCATION	ATTENDEES
Strategic Advisory Group #1		11:00		Strategic Advisory Group
Strategic Advisory Group #2		11:00		Strategic Advisory Group
Strategic Advisory Group #3		11:00		Strategic Advisory Group
Strategic Advisory Group #4		11:00		Strategic Advisory Group
Local Management Committee Meeting #1		18:00	Microsoft Teams	Local Management Committee
Local Management Committee Meeting #2		18:00	Microsoft Teams	Local Management Committee
Local Management Committee Meeting #3		18:00	Microsoft Teams	Local Management Committee
Local Management Committee Meeting #4		18:00	Microsoft Teams	Local Management Committee
Pre-Event Safety Briefing		18:00	Microsoft Teams	All Event Staff, Crew, Volunteers, Officials, Police, and Medical
Staff Section Briefings				Each Section Captain, Volunteers
Event Moto Briefing				Race Director, Event Motos
Event Debrief		11:00		Strategic Advisory Group

Meeting Outcomes

Meeting outcomes notes can be found below for the following meetings;



19. NXsports Quality System

NXsports follows a procedural planning model to ensure the Byron Bay Lighthouse Run and all its activities are planned, delivered, and reported within a consistent and structured manner to ensure a high standard end result.



The driving force of the Quality System is a corporate culture centred on obtaining and implementing feedback, and an environment of constant improvement and innovation. All management plans are designed as works in progress in order to reflect the nature of ongoing consultation, analysis, and performance review.

Methodology

Consult:	<ul style="list-style-type: none"> Identify key stakeholders and appoint the Strategic Advisory Group Review and confirm the outcomes and critical impact factors for the event Perform the event SWOT analysis
Strategy:	<ul style="list-style-type: none"> Create the event budget and set targets Create the specific management plans, beginning with the Strategy Map Set the overarching scorecards Ensure the resources and structure required to deliver the event are clearly in place Review the consultation progress to ensure the management plans are current
Design:	<ul style="list-style-type: none"> Define the parameters of the project Set the milestones and reporting structure Recruit the best people for the job and appoint Committees
Process:	<ul style="list-style-type: none"> Implement the processes set out in the requisite management plans Perform ongoing feedback loops and integrate results into the management plans Evaluate the ROI of marketing, consultation and operations tactics and adjust as required
Result:	<ul style="list-style-type: none"> Seek post-event feedback from customers, stakeholders, and Strategic Advisory Group Review and judge scorecard results for each management plan Evaluate the ROI of marketing and delivery tactics Review overall event results with the Strategic Advisory Group and set the '4x4' improvement targets

Strategic Planning Model

Using our intellectual property and methodology we produce management plans which are part of the NX Quality System and based on the direction provided by the Strategy Map. We have developed management plans for Sales and Marketing, Community and Transit, Risk and Medical, and Operations.

These consistent management plans are structured for each event and updated consistently in concert with regular feedback loops.

Following the event, an executive summary of the scorecards, statistics and feedback is presented as the Post Event Research.



Management Plans



Real Time Management Planning

PLAN	PURPOSE	MILESTONES
Strategy Map:	The Strategy Map draws together high-level strategy such as Purpose, Vision, Mission, and Values.	<ul style="list-style-type: none"> • 12-month objectives • 3-year goals • Appointment of the Strategic Advisory Group • Appointment of the Local Management Committee • Appointment of the Athlete Advisory Panel
Sales & Marketing:	The Sales & Marketing Management Plan is used to set clear communications and campaigns. It is a progressive work in progress and documents both completed and upcoming work.	<ul style="list-style-type: none"> • Brand Guidelines • Key Images and Kit of Parts • Key Messaging • Sales and visitation targets • Sponsorship Management • Ambassadors Management • Major Campaigns and Communications • Content plan
Event Management:	<p>The Event Management Plan is used to manage the intricacies of the event's design and its impacted on stakeholders and the community.</p> <p>This report also details the plans for risk mitigation and medical management.</p>	<ul style="list-style-type: none"> • Chain of Command • Course Design • Permits and approvals • Risk Classification and Management • Medical Management • Community Engagement • Traffic Management Plan • Contingency Plans • Suppliers Management
Operations:	The Operations Management Plan is used to specify event day activities and logistics. It is organised by key delivery components.	<ul style="list-style-type: none"> • Key event timings • Permits • Site build detail • Pack lists • Rosters • Run Sheet
Post Event:	The Post Event Research provides an executive summary of the event planning process and the event delivery.	<ul style="list-style-type: none"> • Summary of Key Research Data • Summary of Feedback • Summary of Marketing Activities • Summary of Community Benefit • Sponsorship ROI • Legacy Data • 4x4 and Recommendations

DEVELOPMENT APPLICATIONS

Report No. 7.1 Mercato on Byron - Amendment to Development Consent Conditions of Approval

File No: I2021/1608

An initial report was submitted to the August LTC meeting where the following was recommended and adopted by Council. The purpose of this report is to address item 2 from the resolution:

1. *That Local Traffic Committee supports in principle the removal of the Roundabout Treatment at the intersection of Jonson St & Carlyle St intersection from condition 23e) of DA10.2013.587.1 (as amended).*
2. *That LTC be provided with updated plans and details including pedestrian facility in original approved location, bus stop, taxi rank, motorcycle parking with relation to regulatory signage for consideration and recommendations for approval at the next LTC meeting.*
3. *That a priority with supporting signage is established to the crossover to pedestrians and cyclists.*

Council's Development Engineers forwarded the August LTC comments to the applicant who amended the plans. These amended plans were then sent through to TfNSW for comment prior to this submission to LTC.

Below is a summary of the TfNSW comments and a summary of the applicant's response is shown in *italics* explaining on how these requests have been considered in the attached plans:

1. Replace Give Way sign with Stop sign at departure of development which will force drivers to give way to pedestrians – and use associated TF solid hold line at intersection.

'The plans will be updated to show the Stop Line and sign, as per TfNSW.'

Staff Comments: Installation of Stop sign will provide for increased pedestrians safety.

2. Remove large median from the Carlyle Street turning bay and replace with black hatching in the centre median. This is intended to allow heavy vehicles to be able to turn – as well as allowing more right-turning vehicles to queue.

'The plan will be updated as requested, but to note that the traffic median will only be 600mm wide and a narrow 'Keep Left' sign will need to be used. (as requested by TfNSW)'

BYRON SHIRE COUNCIL

LOCAL TRAFFIC COMMITTEE MEETING

7.1

Note: While this is not a regulatory matter this accords with comments made at the August LTC meeting.

- 5 3. Ensure the pedestrian refuge meets requirements of TD2011/09. Handrails should also be included for cyclists.

'The plans will be updated to include the handrails as requested by TfNSW however it is noted that cyclists should not be using this crossing, as it is for pedestrians and the handrails may encourage cyclists to cycle across (not dismount).'

- 10 Note: TfNSW road rules require cyclists to dismount when crossing a pedestrian crossing unless bike traffic signals are provided. Ensuring design is in accordance with the relevant TfNSW technical direction to be managed via the Roads Act approval process. It is noted that TD2011/09 appears to be superseded.

4. Install advance warning signs (W6-1 and W8-15) for the pedestrian refuge ensuring the distance from the signs to the refuge complies with AS1742.

- 15 *'These signs have not been included, as Jonson Street is in the Town Centre of Byron Bay and drivers will expect to see pedestrians wishing to cross the road along this stretch of street. In addition, there are no other warning signs for the other pedestrian crossings in the town centre.'*

- 20 *'The addition of signs will add to the existing sign clutter and may draw the drivers focus to the signs rather than the street environment itself.'*

5. The 2P parking signs on the southern side of Johnson would be difficult to read for a driver.

'These parking signs are the regulatory signs required for on-street parking and are the same as the existing on Jonson Street. These signs have not be amended.'

- 25 Staff consider the applicant has reasonably addressed the matters raised during the August LTC meeting and subsequent TfNSW feedback listed above.

Amended design plans can be found at attachments 1 and 2. Attachments 3 and 4 are provided as supporting documentation to show adequate access to and from the site.

30

RECOMMENDATION:

That Council approve the regulatory signs and lines as presented within the design plans presented in documents E2021/123595 and E2021/123596.

Attachments:

35

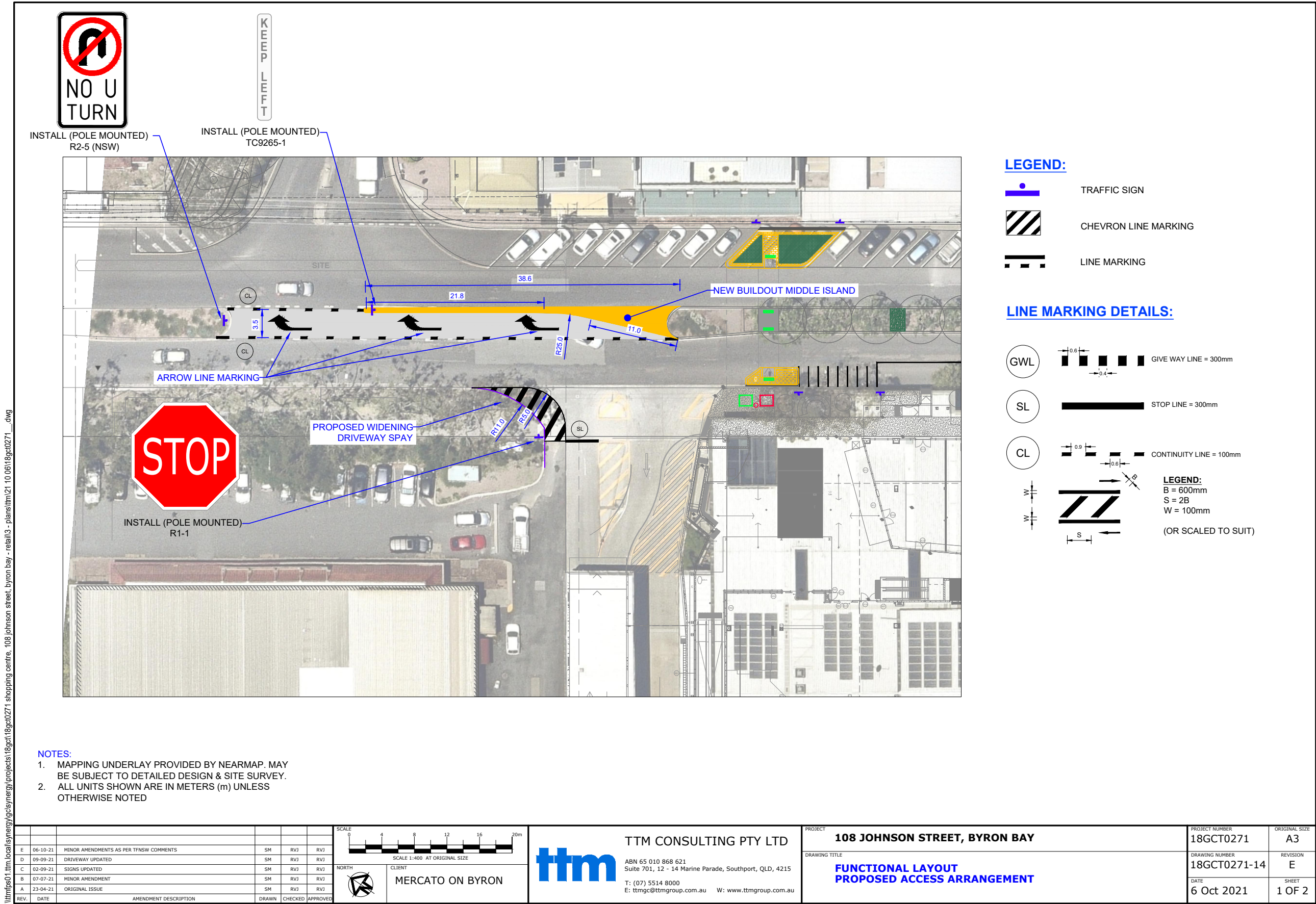
- 1 Mercato Driveway Layout, E2021/123595 , page 69[↓](#)
- 2 Mercato Crossing & Road Frontage Design, E2021/123596 , page 70[↓](#)
- 3 Mercato Driveway-Turning Circles, E2021/123597 , page 71[↓](#)

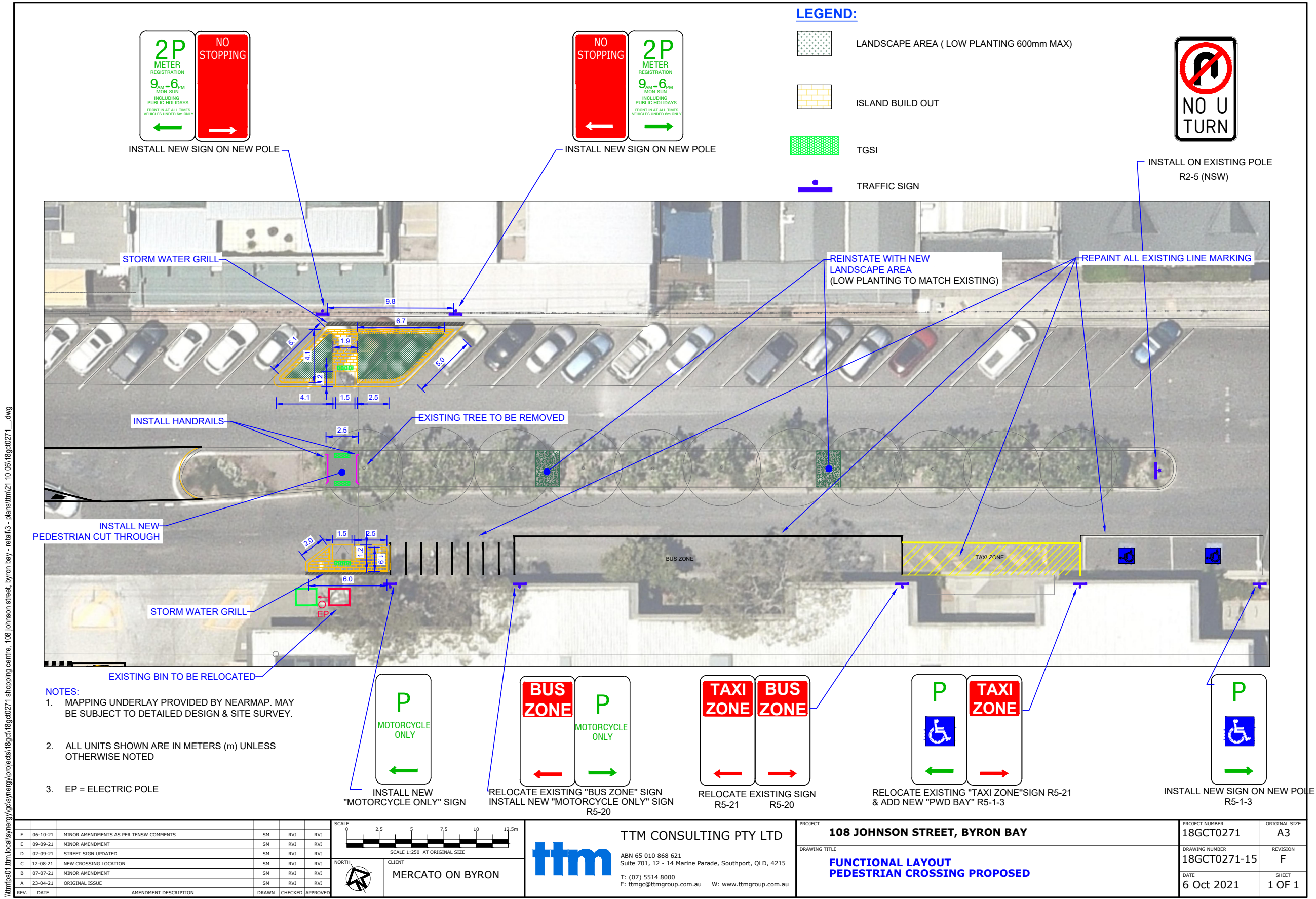
BYRON SHIRE COUNCIL

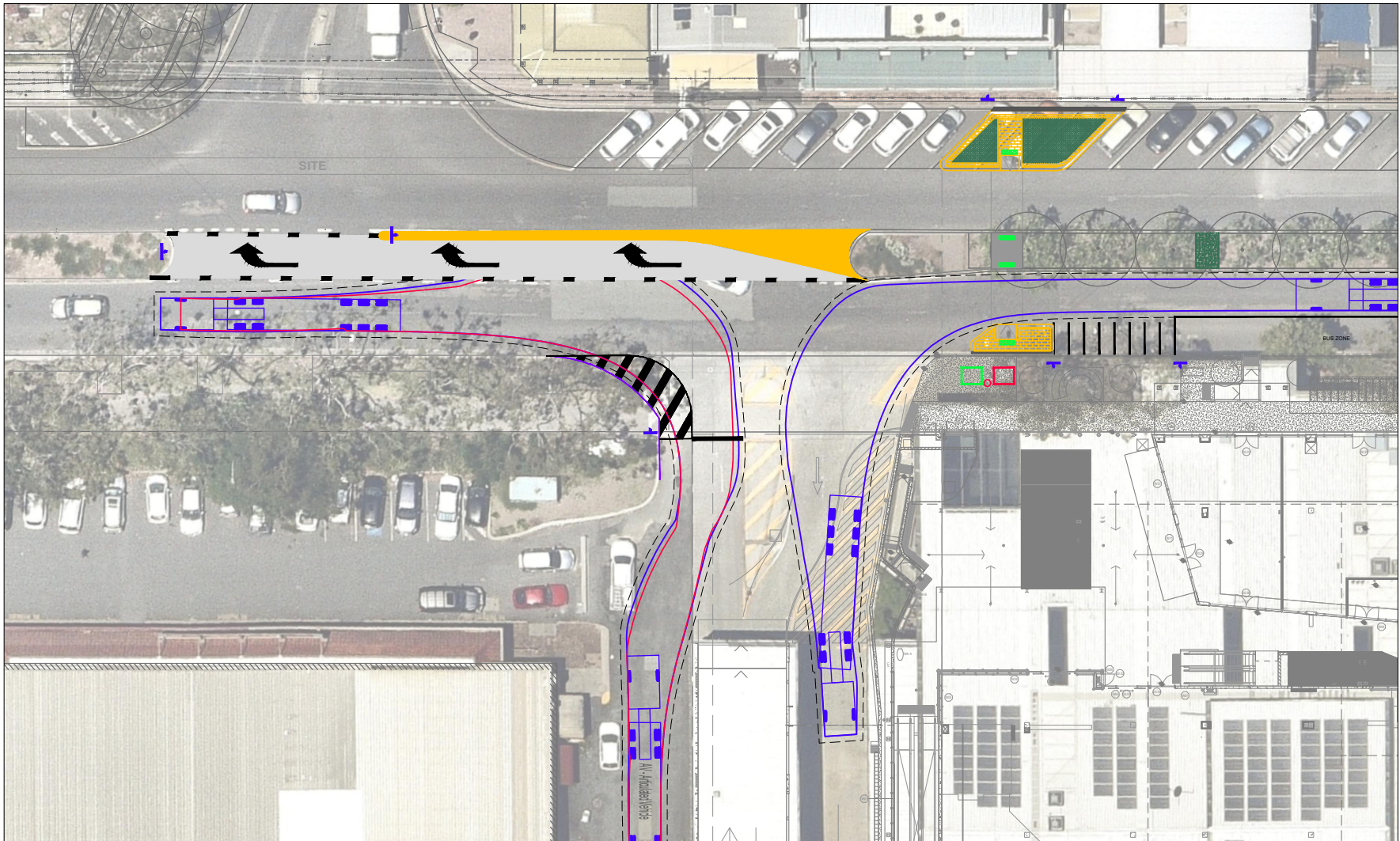
LOCAL TRAFFIC COMMITTEE MEETING

7.1

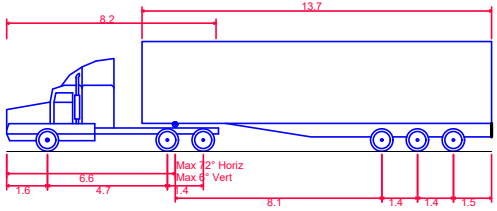
4 Mercato - Carlyle St - Turning Circles, E2021/123598 , page 72 [↓](#)



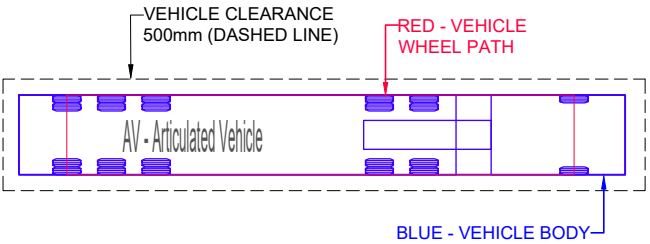




AV SITE ACCESS/EGRESS



AV - Articulated Vehicle
Overall Length 20.000m
Overall Width 2.500m
Overall Body Height 4.301m
Min Body Ground Clearance 0.418m
Track Width 2.500m
Lock-to-lock time 6.00s
Curb to Curb Turning Radius 12.500m



REV.	DATE	AMENDMENT DESCRIPTION	DRAWN	CHECKED	APPROVED
C	06-10-21	MINOR AMENDMENTS AS PER TfNSW COMMENTS	SM	RVJ	RVJ
B	09-09-21	DRIVEWAY UPDATED	SM	RVJ	RVJ
A	02-09-21	ORIGINAL ISSUE	SM	RVJ	RVJ

SCALE	0	4	8	12	16	20m
SCALE 1:400 AT ORIGINAL SIZE						
NORTH						
CLIENT						
MERCATO ON BYRON						

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PROJECT	108 JOHNSON STREET, BYRON BAY
DRAWING TITLE	SWEPT PATH ANALYSIS DESIGN VEHICLE - 20.0m AV

PROJECT NUMBER	18GCT0271	ORIGINAL SIZE	A3
DRAWING NUMBER	18GCT0271-16	REVISION	C
DATE	9 Sep 2021	SHEET	1 OF 1

