COMMUNITY & TRANSIT MANAGEMENT PLAN

Version 2017.2

22 October 2017

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1.1   DOCUMENT SUMMARY

Special Event:	**Byron Bay Lighthouse Run** - incorporating the Byron Bay Lighthouse Run
Transport Management:	This plan includes Traffic Control Plans and Transit plans to cover all events within the event program
Community Management:	This plan includes communications, consultation and organisation with local services and the local community
Council Areas:	**Byron Bay Council, New South Wales** Dominic Cavanough, Local Traffic Committee ☎ 02 6626 7242 ✉ dominic.cavanough@byron.nsw.gov.au Claire McGarry (Events & Grants) ☎ 02 6626 7312 ✉ claire.mcgarry@byron.nsw.gov.au Jess Gilmore (Events) ✉ jess.gilmore@byron.nsw.gov.au

Event Manager:	**NXsports Community Foundation Ltd**
	ABN: 99 145 432 006
	3/3 Heaslop Street, Woolloongabba QLD 4102
	• Race Director: Michael Crawley
	   ✉ mike@NXsports.org
	   ☎ 0402 226 333
	• Events and Administration: Kevin Pready
	   ✉ office@NXsports.org
	   ☎ 0411 757 577

Event Date:	22 October 2017

1.2   VERSION CONTROL

Document	Date	Changes
1.0	18/07/2017	Base Document
1.1	24/07/2017	First Document
2.0	06/09/2017	Implement Council Feedback for LTC

1.3 PERMIT & EVENT APPROVAL

Approval Date	Organisation	Approval Type
	NSW Police Service	Permit
	Byron Shire Council	Small to medium community events permit
	Byron Local Traffic Committee	Letter of authorisation
	NSW Maritime	Aquatic License
	Marine Parks Authority	Marine Park Permit
	Cape Byron Trust	Event Application

1.4 AUTHORITY OF THE COMMUNITY AND TRANSIT MANAGEMENT PLAN

This plan when approved by the relevant authorities becomes the primary document detailing the traffic and road management arrangements under which the Byron Bay Lighthouse Run is to proceed.

Changes to the plan require the approval of the Police and where necessary the appropriate Local Government. All functional or single agency supporting plans are to recognise the primacy of the document and nothing contained in those plans may contravene any aspect.

The Community & Transit Management Plan identifies impacts on the community and local businesses. Signatories to this should normally be the agency's senior officer appointed to the operational command team for the event on the day. **In case of emergencies, or for the management of incidents, the Police are not subject to the conditions of the plan but will make every effort to inform the other agencies of the nature of the incident and the Police response.**

1.5 PROJECT METHODOLOGY

NXsports is planning the Byron Bay Lighthouse Run using a commercial project planning model. The aim is to establish a set of precedent management plans, whereby any future plans will only require updates. Any suggestions and advice from relevant authorities including the Byron Shire Council, Police and RTA is appreciated.

1.6 DOCUMENT PREPARED BY:

The contents of the Byron Bay Lighthouse Run – Community & Transit Management Plan remains the property of NXsports, and is not to be copied, reused or distributed to parties' external to the conduct of the event. All materials remain protected under copyright to NXsports Pty Ltd, the owners.

2   INTRODUCTION TO THE EVENT

The Byron Bay Lighthouse Run is scheduled to be held on Sunday 22 October 2017.

The iconic town of Byron Bay is set along the coastline of Northern New South Wales, just one hour south of the Gold Coast. The Byron Bay Lighthouse Run is designed to embrace the many local natural resources including the beach, cycle-paths, roadways, and the scenic routes of the Byron Hinterland.

The event raises funds for a selection of local charities and community groups. These charities include:

- Crackin Cancer

- Mai Wiru Foundation

2.1   PROGRAM

The Byron Bay Lighthouse Run will consist of the events as shown in the table below.

Estimated attendance numbers is: 1000 participants; 1500 spectators.

Event	Start	Finish	# Participants
Bump In	4AM	7AM	
Kids Dash	7AM	10AM	
6km Walk			
10km Run			
Bump Out	10AM	11AM	

2.2 COMMUNITY & TRANSIT STAKEHOLDERS

Event Organisers	• Byron Bay Lighthouse Run
Commerce	• Local businesses • Byron United - Chamber of Commerce
Local Council	• Byron Shire Council
Local Police	• Tweed Byron Police Traffic Branch
Event Base	• Byron Bay residents

2.3   COURSE OVERVIEW

The event has two sites utilized to conduct the event, namely:

1. **Event base/registrations and finish line site** – Clarkes Beach Car Park
2. **Run site** – Lighthouse Road, Tallow Beach Road, Tallow Beach, Clarkes Beach

Byron Bay Lighthouse Run
Strategy Map

Sales & Marketing Management Plan

Operational Management Plan

Community & Transit Management Plan

Traffic Control Plans

Local Shire Councils

NSW Police

Community & Local Businesses

Approvals

Permit

Notification & Consultation
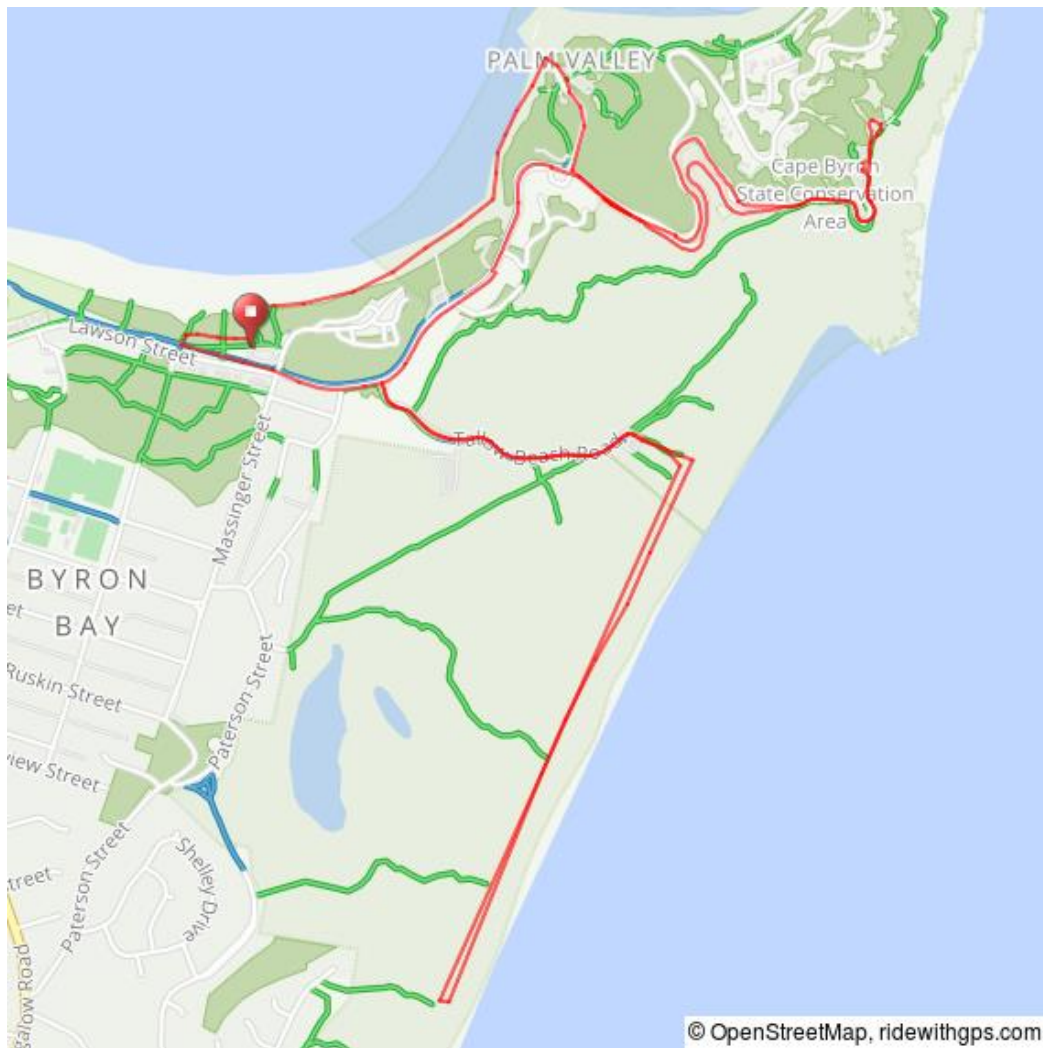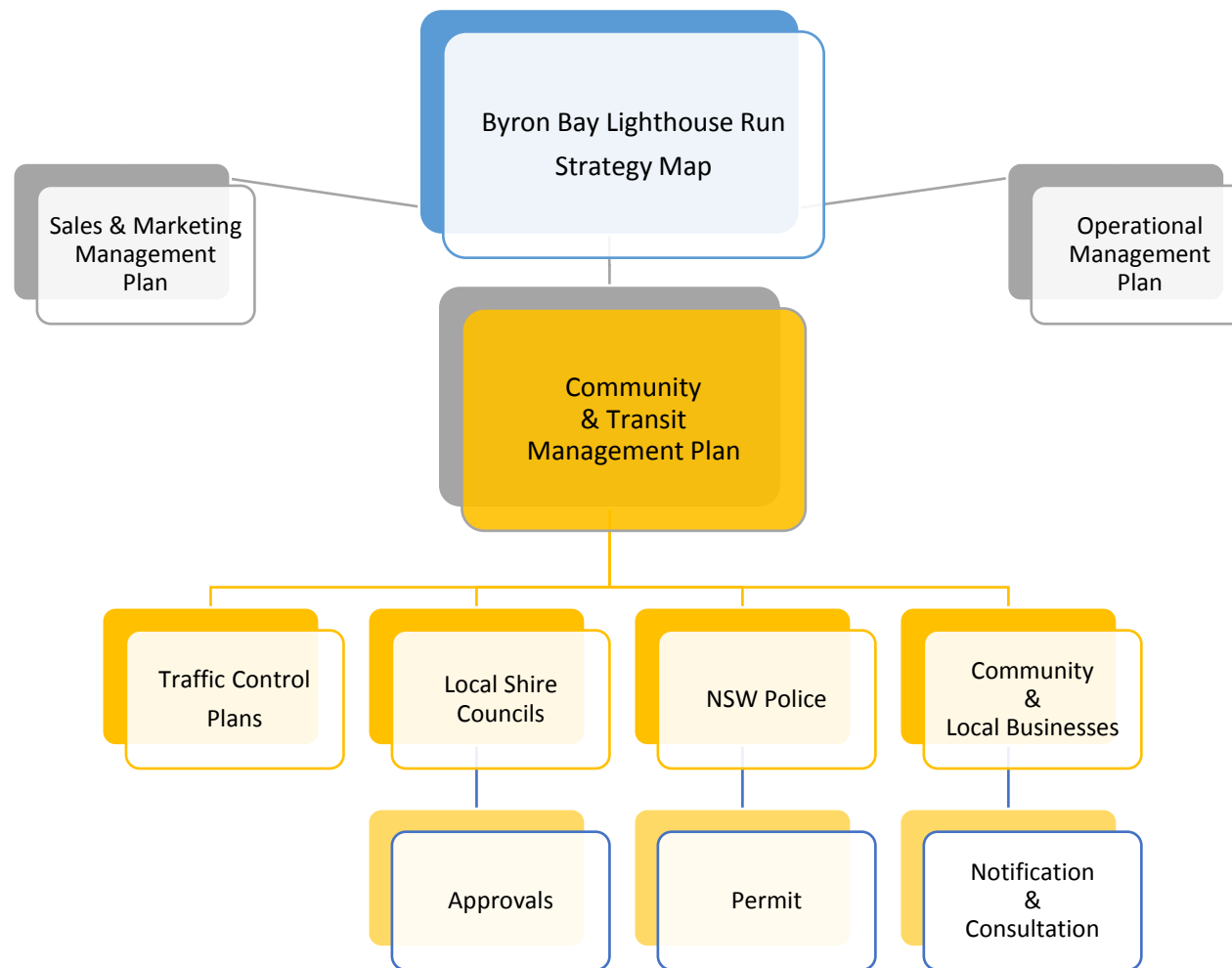
3.1   PRE-EVENT ORGANISATIONAL STRUCTURE
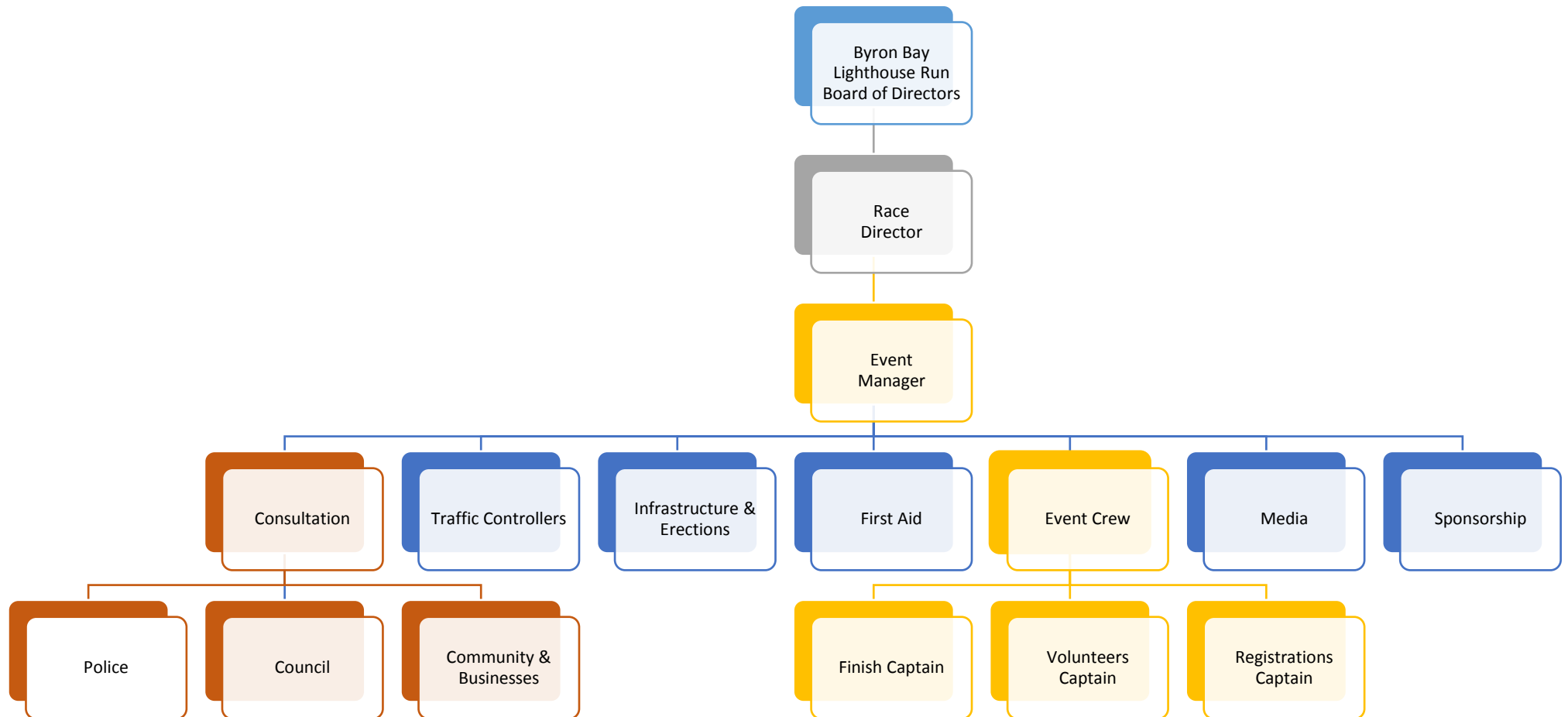
3.2 PRE-EVENT KEY STAKEHOLDERS

Role	Person or Organisation	Responsibilities	Contact Details
Race Director	Michael Crawley	• Risk management and governing authority • Course design • Operations • Infrastructure and resources booking • Networking and relationship building • Council and police relations	☎ 0402 226 333 ✉ mike@NXsports.org
Event Manager	Lisa Parkes	• Project planning • Administration • Communications • Media • Sales and Marketing • Recruitment and management of volunteers	☎ 0429878902 ✉ littlemissfit07@gmail.com
Approving Bodies	Byron Shire Council	• Ensure roads and courses are within technical regulations of respective authorities • Grant appropriate permits	Dominic Cavanough (Traffic & Transport) ☎ 02 6626 7242 ✉ dominic.cavanough@byron.nsw.gov.au Shannon Manning (Traffic & Infrastructure) ☎ 02 6626 7073 ✉ shannon.manning@byron.nsw.gov.au Claire McGarry (Events & Grants) ☎ 02 6626 7312 ✉ claire.mcgarry@byron.nsw.gov.au Jess Gilmore (Events) ✉ jess.gilmore@byron.nsw.gov.au

	NSW Police		Chad George ☎ 07 5536 0952 ✉ geor1cha@police.nsw.gov.au
	Transport Roads and Maritime Services		Susan Twyman ☎ 02 6691 9507 ✉ psnth@rms.nsw.gov.au
Race Referee	NXsports	• Enforcement of technical racing rules at event • Ensure risk and safety precautions in place • Participant is number one priority	TBD
Traffic Controllers	Traffic Control Company	• Setup /pack down of safety barriers and road blocks according to authorised traffic control plans • Control the traffic during the races to ensure participant safety • Open roads to schedule upon completion of the event	Bob Carpenter ✉ bobcarp1911@gmail.com
Infrastructure	NX Erection Crew	• Set up / pack down all course infrastructure, including fencing, barricades and transition area • Maintain adherence to relevant OH&S • Set up signage along course • Pack up signage along course	
First Aid	St John's Ambulance	• Provide First Aid and assistance to all competitors and spectators	Jared Wyborn ☎ 0415664618
Buses	Blanch's Bus Service	• Blanch's Service – routes 637 & 640	Phil ☎ 6686 2144 ✉ phil@blanchs.com.au
	Airport Shuttle Services	Byron Bay Airbus & Airporter	☎ 02 6684 3232/ 0400 247 287
		Airlink EasyBus	✉ info@byronbus.com ☎ 02 6685 8881
		Steve's Tours Airport Express	✉ deleecem@bigpond.com ☎ 0414 660 031
		Brisbane 2 Byron	✉ brisbane2byron@gmail.com ☎ 1800 626 222
		Xcede Airport Transfers Byron Bay	✉ info@xcede.com.au

			☎ 02 6620 9200
		Airport Express	✉ info@byronbus.com ☎ 0401 622 228
		Brunswick Valley Coaches	✉ info@brunswickvalleycoaches.com.au ☎ 02 6680 1566
RMS - Roads		• Courtesy Notification • Provide post event feedback for debrief	Jasmine Yeow – Special Events Manager ☎ 0467 730 511 ✉ Jasmine.YEOW@rms.nsw.gov.au Neil Gendle – A/Traffic Operations Manager ☎ 0418 201 747 ✉ Neil.GENDLE@rms.nsw.gov.au Denis Printemps Denis.PRINTEMPS@rms.nsw.gov.au
Taxi Services	Byron Bay Taxis	• Courtesy taxi services	☎02 6685 5008 ✉ info@byronbaytaxis.com
Police	NSW Police	• Monitor traffic flow during the race • Escort residents out of their homes when on the course, escort buses	Chad George ☎ 07 5536 0952 ✉ geor1cha@police.nsw.gov.au
Local Emergency Service	Byron Bay Ambulance	• All correspondence to be directed to local area command in Lismore who will distribute to both Byron Bay & Ballina stations	✉ jmitchell@ambulance.nsw.gov.au
	Byron Bay Fire Dept.	• All correspondence to be directed to Northern Rivers Regional Office who will distribute to both Byron Bay & Ballina stations.	✉ Philip.Sheedy@fire.nsw.gov.au ☎ 02 6681 1847
	Byron Bay Police	• Byron Station will be advised by Chad George at Tweed Byron LAC as part of the event application process.	☎ 07 5536 0952 ✉ geor1cha@police.nsw.gov.au
	NSW Rural Fire	• All correspondence to be directed to Far North Coast Zone Office who will distribute to affected brigades in the areas.	✉ farnorthcoast.zone@rfs.nsw.gov.au ☎ 02 6671 5500
	Byron District Hospital	• All correspondence to be directed to the hospitals key areas that may be affected by any incidents.	✉ keryn.york@ncahs.health.nsw.gov.au
	Byron United		

Residents and local businesses		• Consultation	Francis Cloake ☎ 0401 592 114 ✉ info@byronunited.org.au
Competitors		• Obey road rules & laws & permit conditions • Obey all instructors from Event Organisers and Officials Ensure they have the physical capacity to complete the event	

Risk Management

4 RISK MANAGEMENT

4.1   SAFETY POLICY OF THE EVENT TEAM

Research has been conducted into the best methods for safety management planning, and setting safety controls on all routes and operational sites. The following risk plan will set out the process of dealing with any safety incidents and also the measures taken to proactively reduce the risk to competitors, spectators, public and volunteers.

Monitoring safety standards, hazards continuously and pro-actively throughout the event are required to ensure risks are identified, and responded to accordingly in a timely manner.

Sport events rely heavily on volunteers and whilst every precaution is addressed within the comprehensive event – Community & Transit Management Plan, risks may still emerge during the event which will need to be minimised. Despite our continuous risk management processes combined with Police direction, it is noted that issues outside our control may occur.

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 these 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.

COURSE ATTRIBUTES

Publication in local news channels is one of the most practical methods for effective distribution of event and course information.

CONDUCTING THE EVENT

Within 24 hours of the race commencing, the course and site is 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 controller if warranted. In the event that the impediment is considered to be of high risk and cannot be addressed, racing will not commence.

To further enhance safety prior to racing, all competitors are subject to a briefing from the Chief Official, where the results of the initial course inspection are discussed, instructions provided, and general directions given.

In the event that an incident occurs during the course of the event, the controller or official nearest to the incident is to advise the Race Director. Incidents are recorded and tracked.

SUMMARY

By 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.

The above chart outlines the race day chain of command; knowledge of the hierarchy is of upmost importance to the successful operation of the event. Once the event commences the Race Director becomes responsible for all of the proceedings and controls all technical aspects of the event. These responsibilities include the safety of the competitors whilst working alongside the Police to ensure the event operates under the accordance of the permits. The Race Director has the power to stop racing at any stage if he/she fears for the safety of any competitors and also has the power to disqualify or penalise any competitor.

4.2.1   EMERGENCY ACTION PLAN
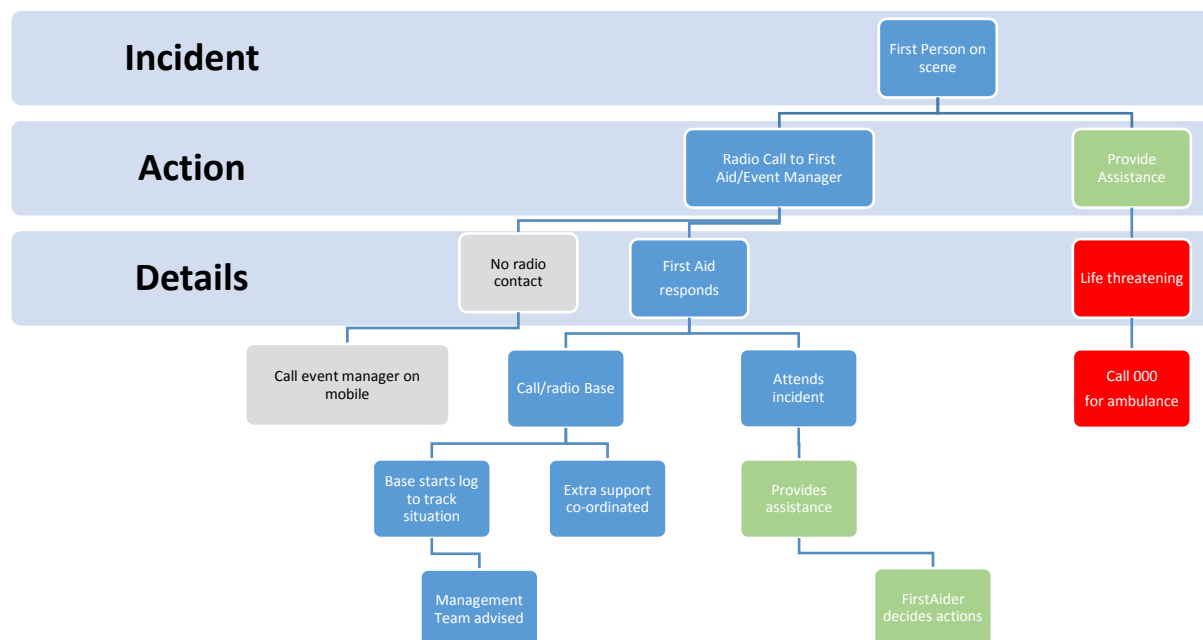
4.3   COURSE SPECIFICS

A community organisation will provide the volunteers for drink/recovery stations and marshals on course including:

- Sufficient volunteers to cover unsecured street crossings or hazards (1 marshal at crossing/intersection)
- Signage to guide runners
- Drinks stations throughout the course to reduce dehydration to athletes
- Radio communication using Event Radio
- First Aid and mobile first aid location in Marine Parade via St John's ambulance and NSW ambulance.

4.4   SAFETY BRIEFINGS

4.4.1   EVENT CREW BRIEFING

Event day inspections are made on the course by the Race Director, Race Referee and Event Manager; a full briefing will be given to the crew on any issues that arose from the inspection. The Event Manager must ensure that all volunteers know the Incident Procedure and their roles and responsibility for the day.

4.4.2   VOLUNTEER BRIEFING

All volunteers, especially those performing road marshal duties will be briefed in accordance to their designated job and the importance of safety to all the competitors. The following will be covered during the briefing:

a. Program outline
b. Specific roles and responsibility
c. Accident management procedure in case of emergency
d. Contact numbers of key people
e. Appropriate clothing and attire, sun protection
f. Radio communications
g. Specific venue location maps
h. Meeting points
i. First Aid locations
j. Evacuation procedure.

4.4.3   COMPETITOR BRIEFING

All competitors will receive a competitor manual once they register. In addition, prior to each race commencing all competitors will be briefed by the Race Referee on the following:

1. Course
- First Aid locations
- Risk areas as determined by pre-race inspection.

2. Run
- Follow event signage at all times
- Hydration importance
- Hazards.

4.4.4   TRAFFIC CONTROL BRIEFING

Traffic Controllers will be briefed and provided with the following:

a. The traffic controller must stay on duty and at their station at all times
b. 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
c. Controller must know the emergency procedure
d. Controller must know radio and back up mobile phone procedure
e. Controller must have access to Traffic Diversion Plans to assist local traffic

4.5   RISK TABLE SUMMARY

Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Level of Risk	Consequences	Rating			Level of risk	Consequences	Rating
Event does not have appropriate insurance cover in case of accident/incident leading to legal/financial implications and damage to reputation	Possible	Major	High	- Insurance and certificate of currency obtained through National Sporting Body	NXsports	Rare	Minor	Low
Event Personnel being hit by vehicles during setting up and dismantling of event infrastructure and signage	Possible	Major	High	- 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	Possible	Moderate	Medium
Vehicles and event participants conflicting in car parking areas or in general venue location	Possible	Moderate	Medium	- Ensure Traffic Parking Plan is implemented - Rider Information Sheet requests event participants do not ride in areas of vehicular movement	NXsports	Unlikely	Minor	Low
Athlete has a serious health problem (e.g. heart attack, stroke, asthma attack)	Unlikely	Major	Medium	- 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 - Emergency Response Plan in place	NXsports, Athletes	Unlikely	Moderate	Medium
Vehicles and event participants conflict on course resulting in injury to participants	Possible	Major	High	- 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 TCP - Ensure approved TCP is implemented - Event warning signs displayed during the event - Signed event vehicles provide a warning to approaching traffic and protection for Athlete - 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	NXsports Event Officials Traffic Management Company	Possible	Moderate	Medium

Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Event participants injuring themselves by falling or crashing into each other	Possible	Moderate	Medium	- Provide briefing and instruction to event participants about technical aspects of course, and over-taking techniques - Details of technical aspects of course detailed on website - All competitors required to wear appropriate accredited safety equipment - First Aid officer in attendance at event	Event Officials	Unlikely	Minor	Low
Event Participants crashing causing injury as a result of hazards or obstacles on the course	Possible	Moderate	Medium	- Conduct course inspection prior to event to identify all hazards and obstacles and minimize where possible (eg sweep debris) - Provide briefing to Athlete on potential hazards and obstacles. - All competitors required to wear appropriate accredited safety equipment - First Aid officer in attendance at event	NXsports Event Officials	Unlikely	Minor	Low
Athlete conflicting with pedestrians or spectators resulting in injury	Unlikely	Moderate	Medium	- Barrier fencing erected in starting and finishing area - Event commentator advises spectators of approaching Athlete -. Lead Vehicle and police indicate presence of leading Athlete	NXsports	Unlikely	Minor	Low
Participants not complying with race rules or marshal instructions resulting in accident, injury, damage to reputation, financial and/or legal implications	Possible	Moderate	Medium	- Athlete's responsibility to be familiar with the rules of racing - Athletes are distinguished by a racing number - Race rules detailed on website and Rider Information booklet - Pre-race briefing details race rules and conditions - Event officials located on course - Non-compliant competitors face warning, disqualification and/or fine issued by race officials - Ongoing offenders removed from event	NXsports Event Officials	Unlikely	Minor	Low
Wet weather conditions prior to the event day pose a safety risk to participants	Possible	Minor – Moderate	Medium	- Conduct course inspection prior to event and identify potential hazards (minimising if possible) - Provide instruction to event participants on potential hazards and safe riding techniques - If conditions warrant it, delay, postpone or cancel the event.	NXsports Event Officials	Unlikely	Minor	Low
High or gusting winds causing damage to equipment/structures, injury or disrupting event	Possible	Major	High	- 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	Possible	Moderate	Medium

Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Wet weather on the event day creating a safety hazard and causing a disruption to the event	Possible	Major	High	- 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	Possible	Moderate	Medium
High or gusting winds causing damage to equipment/structures, injury or disrupting event	Possible	Major	High	- 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	Possible	Moderate	Medium
Exposure to the sun results in sunburn or excess exposure to competitors, spectators or staff	Possible	Minor	Medium	- Provide UV protection and shaded areas - Provide adequate supply of drinking water -	NXsports	Possible	Insignificant	Low
Unexpected adverse traffic conditions (which may vary during the event) pose a safety risk to participants	Unlikely	Minor	Medium	- Modify the course distance (subject to modifications still meeting with approvals from relevant authorities) or event, or if conditions warrant it, delay, postpone or cancel the event.	Event Officials and NXsports	Unlikely	Minor	Low
Participant going the wrong way on the course and getting lost	Possible	Minor	Medium	- Event course made available to all participants pre-race. - Provide concise pre-race briefing and directional signage and/or marshals to be appointed to areas of potential ambiguity	NXsports Event Officials	Unlikely	Minor	Low
Participants are left stranded on the course	Possible	Minor	Medium	- All athletes are briefed on handing their numbers in to registration if they abandon the event. - A sweep vehicle will be on course to pick up any participants who are unable to complete the event.	NXsports and Event Officials	Unlikely	Minor	Low
Participants are physically distressed as a result of the demands of the course	Possible	Minor – Moderate	Medium	- Course map and details are provided prior to the event for participants. - Sweep and team vehicles available to pick up participants who are unable to complete the event.	NXsports	Unlikely	Minor	Low
Feed/Water stations positioned inappropriately causing participants to crash	Possible	Moderate	Medium	- Ensure that feed station location is situated on a flat or uphill section with high visibility, and sufficient width and length for participants to maneuver - Ensure all athlete feeding is conducted on the left hand side of the road	NXsports	Unlikely	Minor	Low

Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Follow vehicles following too close behind participants causing risk of crashed or halted participant being run over	Possible	Moderate	Medium	- 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	Unlikely	Minor	Low
Feed/water station staff conflict with event participants causing injury	Possible	Moderate	Medium	- 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	Unlikely	Minor	Low
Athlete crashing into event signage or barriers causing injury	Possible	Moderate	Medium	- 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	Unlikely	Moderate	Medium
Participants become dehydrated or do not have enough nutrition during the event	Possible	Moderate	Medium	- 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 warranted by the conditions	NXsports	Unlikely	Minor	Low
New or emerging risks remain untreated resulting in injury, damage to reputation or financial/legal implications	Unlikely	Moderate	Medium	- Event briefing conducted with police and traffic control - Course and site inspection conducted before, during and after the event	NXsports	Rare	Minor	Low
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury	Possible	Moderate	Medium	- 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	Rare	Minor	Low
Inadequate waste management resulting in damage to reputation and/or injury	Possible	Minor	Low	- 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	Unlikely	Insignificant	Low

Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Excessive noise resulting in public complaint and/or damage to reputation	Possible	Minor	Low	- Notification of event provided to local residents - Use of PA limited to necessary communications prior to 8am - Direct speakers away from residential areas	NXsports	Unlikely	Insignificant	Low
Lifting excessive or awkward loads resulting in muscular-skeletal injury	Possible	Moderate	Medium	- 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	Unlikely	Minor	Low
Exposure to live electrical leads or switches resulting in electrocution	Possible	Major	High	- 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	Unlikely	Minor	Low
Inadequate amenities and/or maintenance resulting in damage to reputation or injury	Possible	Moderate	Medium	- Establish participant numbers and expected attendance numbers - Ensure appropriate number of accessible toilets - Monitor, clean and re-stock toilets on the day	NXsports	Unlikely	Minor	Low
Barriers, signs or gantry falling over resulting in injury, damage of equipment or damage of property	Possible	Moderate	Medium	- Ensure that barriers, signage and gantry are secured - Use sand bags as an alternative rigging method	NXsports Contractors	Unlikely	Minor	Low
Inadequate bump in time results in risks and hazards not being addressed	Possible	Moderate	Medium	- Organise enough time for bump in and briefing of crew	NXsports	Unlikely	Insignificant	Low
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury	Possible	Moderate	Medium	- Establish roles and responsibilities for event staff and volunteer positions - Assign personnel to each position - Distribute event documentation (e.g. event management plan, run sheets, site maps etc.) to relevant staff	NXsports	Unlikely	Minor	Low

Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Volunteers fail to attend the event	Possible	Moderate	Medium	- Volunteers engaged throughout event planning process - Contingency Plan in place	NXsports	Unlikely	Minor	Low
First Aid inadequate for the event	Possible	Major	High	- 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 UHF radio	NXsports	Unlikely	Minor	Low
Delayed or inappropriate response to medical emergency results in serious injury/death	Possible	Major	High	- Event Accident/Incident (Emergency) 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	Unlikely	Minor	Low
Communications breakdown due to phone or radio network failure	Possible	Moderate	Medium	- 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	Unlikely	Minor	Low
Insufficient power access to meet the demands of the event	Possible	Moderate	Medium	- 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	Unlikely	Minor	Low
Complaints by local residents are damaging to reputation of the event	Possible	Moderate	Medium	- 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	Unlikely	Minor	Low
Complaints by the general public are damaging to the reputation of the event	Possible	Moderate	Medium	- 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	Unlikely	Minor	Low

Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Traffic Management plan not implemented before start or arrival of athletes and impacting on event	Possible	Major	High	- 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	Unlikely	Moderate	Medium
Road works impact on event leading to disruption of event or injury	Unlikely	Moderate	Medium	- 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	Unlikely	Minor	Low
Traffic impacting on event causing disruption or cancellation of event, legal impact, financial impact or injury	Likely	Moderate	High	- 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	Possible	Minor	Low
Loss of property resulting in damage to reputation, legal implications or financial implications	Possible	Moderate	Medium	- Establish secure area for valuable equipment - Appoint site manager for start and finish areas	NXsports	Unlikely	Minor	Low
Damage of course setup or property	Possible	Moderate	Medium	- Security will be present on overnight to deal with any disturbances. - Police will be engaged to enforce the correction.	NXsports	Unlikely	Minor	Low

4.6   RISK CLASSIFICATION TABLE

4.6.1   MEASURES OF LIKELIHOOD

Descriptor	Description
Rare	The event or hazard: • may occur only in exceptional circumstances • will probably occur less than once in 15 years
Unlikely	The event or hazard: • could occur at some time • will probably occur with a frequency of at least once in 10 years.
Possible	The event or hazard: • should occur at some time • will probably occur with a frequency of once in three years
Likely	The event or hazard: • will probably occur in most circumstances • will probably occur with a frequency of at least once a year.
Almost certain	The event or hazard: • is expected to occur in most circumstances • will probably occur with a frequency of more than once a year.

4.6.2 MEASURES OF CONSEQUENCE OR IMPACT

Level	Description	Financial Impact	Interruption to Service	People	Reputation	Property	Natural Environment
1	**Insignificant** (no measurable operational impact)	< $1000	<1 hour	No injuries	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
2	**Minor** (Minor degradation of service, impact to single service)	$1000 - $10 000	1hr – 1 day	First aid treatment	Substantiated, low news profile	Minor damage	Minimal damage
3	**Moderate** (Substantial degradation of service, multiple service impact, managed by substantial management/intervention/outside assistance)	$10 000 – $50 000	1 day – 1 week	Medical treatment	Substantiated, public embarrassment, moderate news profile	Localised damage rectified by routine arrangements	Some damage. Rectification within existing budget

4	**Major** (Significant degradation of service, multiple-service impact, significant mobilisation of resources, significant management intervention including external assistance)	$50 000 – $150 000	1 week – 1 month	Extensive injuries	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Significant damage requiring external resources	Extensive damage, significant resources to rectify
5	**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	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Extensive damage	Extreme damage. Fines and penalties. Extensive resources to rectify

Definitions:
People = staff and the public
Property = Plant, equipment, buildings, intellectual property

4.6.3 RISK RATING - 'LEVEL OF RISK'

Consideration of both the **likelihood** and **consequence**

Consequence/Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Low	Medium	Medium
Unlikely	Low	Low	Medium	Medium	High
Possible	Low	Low	Medium	High	High
Likely	Low	Medium	High	High	Extreme
Almost certain	Medium	Medium	High	Extreme	Extreme

4.6.4 MANAGEMENT APPROACH FOR RESIDUAL RISK RATING

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

4.7   CONTINGENCY PLAN

4.7.1   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:

- 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 Event Manager will make the final decision on the status or modification of the event.

4.7.2   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.

4.7.3 ACCIDENT ON THE ROUTE

The Event Manager, 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.

4.7.4 MAJOR COMMUNITY INCIDENT

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 proceed. Emergency services maintain right of way.

4.7.5 ABSENCE OF MARSHALS AND VOLUNTEERS

The event will not proceed until traffic controllers and event marshals are positioned in accordance with the Traffic Management Plan.

4.7.6 DELAYED START

The Event Manager 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.

4.7.7 ADVERSE TRAFFIC CONDITIONS

The Event Manager 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.

4.7.8 POOR LIGHTING

The Event Manager and Race Director will assess the situation and determine whether the event is safe to proceed.

4.7.9 FLOOD HAZARD ON THE ROUTE

The Event Manager 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.

4.7.10   FIRE HAZARD

Fire Services will be contacted for updates. The Police and race officials will determine whether the race is safe to proceed. If Fire personnel close aspects of the course, the event will be cancelled.

4.7.11 CANCELLATION OF THE EVENT:

NXsports to inform competitors, event staff, contractors and local authorities. Cancellation details to be posted on the event website and Facebook page.

4.8 CERTIFICATE OF CURRENCY

4.8.1 INSURANCE CERTIFICATE OF CURRENCY

TO: ; geor1cha@police.nsw.gov.au; darb1ant@police.nsw.gov.au; psnth@rms.nsw.gov.au; Claire.McGarry@byron.nsw.gov.au; dominic.cavanough@byron.nsw.gov.au; shannon.manning@byron.nsw.gov.au; jess.gilmore@byron.nsw.gov.au; Mary.Charman@environment.nsw.gov.au;			
Please find attached the certificate of currency for the upcoming Byron Bay Lighthouse Run. Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	Certificate of Currency		

Community Impact

5 COMMUNITY IMPACT

5.1 PUBLIC HEALTH & SAFETY

- ☐ **Temporary Food Stalls:**
- ☐ **Alcohol:** There will be no alcohol on site.
- ☐ **Water:** Use of existing council taps in park.
- ☐ **Shelter:** The Event Control Centre, Timing Services, and First Aid are located under shelter, and sunscreen will be available at the centre. Shelter will be provided for officials located at the Start and Finish areas.
- ☐ **Noise:** Noise will be created by the public-address system. Efforts will be made to direct speakers away from residential areas.
- ☐ **Security and Crowd Control:** The event marshalling area will only be accessible to competitors, teams and officials.
- ☐ **Spectator Viewing:** Public viewing of the event will be encouraged at various places throughout the five event sites.
- ☐ **Lighting:** No additional lighting required.

5.2 BYRON SHIRE COUNCIL

Byron Shire Council provides various services to support the event namely:

- Review of Community and Transit Plan and provision of advice.
- Approval of Traffic Control Plan and other traffic management devices.
- Approval and issuing of various permits.

5.2.1 ENVIRONMENTAL APPLICATION

Not required by Byron Shire Council

5.2.2 APPLICATION FOR A TEMPORARY LICENSE FOR A PUBLIC ACTIVITY

Inserted here upon receipt

5.2.3 EVENT APPLICATION

Inserted here upon receipt

5.2.4 APPROVAL OF APPLICATION

Inserted here upon receipt

5.2.5 EVENT WASTE MANAGEMENT PLAN

Inserted here upon receipt

5.2.6   REQUEST FOR IN KIND SUPPORT

TO:	Claire.McGarry@byron.nsw.gov.au; Jane.Laverty@byron.nsw.gov.au		
Hi Claire and Jane, With the Byron Bay Lighthouse Run fast approaching I just wanted to touch base regarding some basic road repairs for the course. I understand the costs associated but wish to request your consideration of repairing the following roads. Regards, Kevin. Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:			

5.2.7   BYRON MAYOR INVITATION

TO: Claire.McGarry@byron.nsw.gov.au; Jane.Laverty@byron.nsw.gov.au		
Hi Claire/Jane, We would be honoured and delighted if Mayor Richardson and/or his nominee could join us on **Sunday 22 October** for the Byron Bay Lighthouse Run. It is set to be a great day and features many enthusiastic local and national participants. We would like the Mayor to be the Official Starter for the race. The Mayor would need to arrive wearing shorts, shirts, hat and sandals. The Byron Bay Lighthouse Run is a prime showcase of the region and always provides a great turnout of people who enjoy the fun-filled day. We hope Mayor Richardson can take part and share this event with the community. Many thanks, Mike Crawley		
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	Mayor Invitation – Race Starter	

5.2.8   LODGE DATES ON BYRON COUNCIL EVENT CALENDAR

https://www.byron.nsw.gov.au/forms/community-calendar-submission

5.2.9 POST EVENT AUDIT OF CONDITIONS

Undertake an audit of the permit terms and conditions and compliance after the event.

5.3 CAPE BYRON TRUST

5.3.1 CONSERVATION AREA EVENT APPLICATION

http://www.environment.nsw.gov.au/resources/parks/capeByronEventApplication.pdf

http://www.environment.nsw.gov.au/resources/parks/capeByronEventConsent.pdf

TO: mary.charman@environment.nsw.gov.au	

Hello Mary,

I have attached all event application paperwork for the upcoming Byron Bay Lighthouse Run's applicable to the use of areas that fall under the Cape Byron Trusts' authority.

I am currently awaiting finalisation of the COC and will provide this to you upon receipt.

If you have any other questions regarding the application please feel free to contact me or Race Director Michael Crawley (0402 226 333) directly to discuss.

Thank you NXsports 07 3124 6099

EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017

Attached: Event Application, Event Consent, Local Maps

5.3.2 LETTER OF APPROVAL

Inserted here upon receipt

5.4 COMMUNITY GROUPS

Events need volunteers and assistance from local community organisations to operate, and event organisers seek long term partnerships with residents, families, businesses, sporting organisations, and stakeholders.

Our events encourage Community Groups, Sporting Organisations and Schools to raise money through community service. The Local Management Committee and its members have agreed that an equitable means of returning some investment back into collaborating community groups is vital for the Byron Bay Lighthouse Run to continue as a key community based event. Grants are available dependent on team size and range from $250 to $1000. The event will use the Community Grants program.

TO: Byron Bay Scouts; Lennox Head Cricket Club duncanhorticulture@hotmail.com; Brunswick Valley Rescue brunswick@rescue.org.au; Byron SLSC byronbaysurfclub@gmail.com; Byron Bay Running Club byronbayrunners@gmail.com; Byron Cycling Club president@byronbaycycleclub.org.au; Byron Coastal Real Estate info@byroncoastal.com.au; Byron Bay Rollers hello@bayrollers.com; Mullumbimby SES mullumbimby.ses.ops@bigpond.com; Revive Corp corporate@revivecorp.com.au

Hello Club Presidents,
Thank you for your help with our past events. We will be hosting the Byron Bay Lighthouse Run on 22 October 2017 and would be grateful for any help and volunteers you could supply.
Can you please consider the attached volunteer package and reply your interest?
If you have any questions, please do not hesitate to ask.

Thank you NXsports 07 3124 6099

EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
Attached: Community Grants document.			

5.5   ERECTION CREW AND LOCAL YOUNG PEOPLE EMPLOYMENT

In line with our local community engagement program, where possible we would like to offer young local people the opportunity to take part in a paid work scheme where they will assist us in the set up and bump out of the event as well as other areas should the need arise.

5.6   COMMUNITY/ LOCAL RESIDENTS

NXsports will undertake the following measures to ensure appropriate community consultation and ease of access to information about the event for the local community, businesses and other stakeholders:

Byron Bay Lighthouse Run will:

- Provide a telephone service to answer queries on the event impact
- Provide regularly updated Information regarding event via the Byron Shire Council and Byron Bay Lighthouse Run websites
- Gather post event feedback for inclusion in future event planning.

5.7   BYRON BAY BUSINESSES CONSULTATION

Notifications will occur to prior to the event to ensure that the local businesses are aware of the event and potential disruptions to normal business.

Letter for 2017 will be inserted here upon updating.

NOTICE TO LOCAL BUSINESSES

22 October 2017

Dear shop owner,

Event organisers NXsports are working with the Byron Shire Council to bring you the Byron Bay Lighthouse Run. The event will boost the local economy with tourism spending and increased awareness of the Byron Bay community. As such, we are excited to present this environmentally friendly event to your home town and will be promoting that all participants and spectators shop locally. If not for the support of the residents and local businesses, this event could not happen – so thank you.

The Byron Bay Lighthouse Run offers the opportunity for over 1000 participants, their friends and families to connect with your business and we would like to invite you to be involved and contribute to the event.

Please make all participants and their families welcome to ensure that they enjoy their Byron Bay experience and increase their desire to return to your business. For more information or to discuss further arrangements for your involvement, please contact us.

We look forward to your support as we develop the Byron Bay Lighthouse Run.

Kind regards,
 Mike Crawley

https://byronbaylighthouserun.com.au/

Contacts:
✓   Mike: 0402 226 333 or mike@NXsports.org

5.8 LOCAL/RESIDENTS LETTER

Letter for 2017 will be inserted here upon updating.

TO: Helens33@bigpond.com
Hello Helen, Can you please advise the costs and number of flyers required to letterbox drop to the following residential areas: • Byron Bay • Baywood Chase & Byron Hills • Sunrise Estate • Businesses – Byron Bay Can you please confirm as per last year, we need to provide them printed (1 page A4 folded into an A5 booklet) and prior to your distribution. Distribution to all local residents & businesses must be at least 10 days prior to the event on 22 October 2017. Thank you NXsports 07 3124 6099
EVENT: Byron Bay Lighthouse Run   DATES/TIME: 22 October 2017
Areas for distribution and estimated quantities (please confirm) • Byron Bay - 1400 • Baywood Chase & Byron Hills - 800 • Sunrise Estate - 400 • Businesses – Byron Bay

5.9 NEWSPAPER ROAD CLOSURE NOTICE

TO: editor@echo.net.au, selfservice@apn.com.au
Dear Editor, Please find below notification of a community event and road closure notice for the upcoming Byron Bay Lighthouse Run. Please publish in your community events/notifications section at your discretion. Thank you NXsports 07 3124 6099
EVENT: Byron Bay Lighthouse Run   DATES/TIME: 22 October 2017
Attach examples per below.

5.10 RADIO NOTIFICATION

TO: BayFM (wizdmkeepr@aol.com)
Hello William: Could you please send this information to your database customers to ensure that the majority of our community are aware of this road closure. Byron Bay Lighthouse Run is organised by Lisa Parkes, with the assistance of the Lighthouse Run committee, an amazing group of volunteers and sponsors. Now in its 11th year, the run has grown from humble beginnings. The organisers take no money from the event at all – all money raised goes to charity. Each year we select different charities. We consider that some charities get huge support so, we try to go for the underdog and smaller ventures. We also like to keep in touch with projects to see where our money has gone. Our team of committee

members, volunteers and sponsors work hard to organise the event. The participants run or walk pay for the event, so we like to take notice of what happens to the money.

For the 2017, we are supporting the Crackin' Cancer and the Mai Wiru Foundation.

Thank you NXsports 07 3124 6099.

EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	**Road Closures between 7.00am and 10.00am**		
See attached maps detailing the impacted sites and road closures.			

5.11 RACE COURSES & PATHWAYS

Each race course will have smaller identifying signage installed to highlight the race circuit. Pathways affected by closures or used for the event will have warning signage prominently placed on them 1 week prior to the event.

5.12 COURSE COMMUNITY

Distribute regular information via email to the mailing lists.

accounts@nrsigns.com.au	farnorthcoast.zone@rfs.nsw.gov.au
adamsrichard0@gmail.com	geor1cha@police.nsw.gov.au
adcopy@echo.net.au	griffdavies@me.com
alicem@thebyronatbyron.com.au	info@baybeachmotel.com.au
alison.fitzpatrick2@tafensw.edu.au	info@brokenheadholidaypark.com.au
allison.sammut@dnsw.com.au	info@byronbaytaxis.com
AMMills@ghd.com	info@byronbus.com
andrew.kapitzke@colliers.com	info@byronlakeside.com
andrewi@onthenet.com.au	info@byronunited.org.au
apartments@bayroyal.com.au	info@capebyronlodge.com
barry.cosier@maduratea.com.au	info@xcede.com.au
baxt1ric@police.nsw.gov.au	jasonpearson66@gmail.com
bbslsc@hotmail.com	jmitchell@ambulance.nsw.gov.au
beverley.hofmeier@ncahs.health.nsw.gov.au	kaitlin.menne@byron.nsw.gov.au
bikes@sunrisecycles.com.au	keryn.york@ncahs.health.nsw.gov.au
Bookings@BeachesofByron.com.au	klawrence@baulderstone.com.au
brimss@hotmail.com	manager@byronbaygolfclub.com.au
byronbay@heartandsoulhealthclubs.com.au	michaelvandendriest@gmail.com
Carole.Hayden@nortecltd.com.au	patrickk@ballina.nsw.gov.au
cudgenorganics@iprimus.com.au	phill@blanchs.com.au
Damien.Hofmeyer@environment.nsw.gov.au	reservations@luxurytransfers.com.au
darn1wil@police.nsw.gov.au	simon.bennett@byron.nsw.gov.au
daveyviking@gmail.com	soccergm@bigpond.net.au
davidk@brewerschoice.com.au	stay@byronoasis.com.au
dolphins@dolphinsbyronbay.com	stephanie@bys.org.au
enquiries@byronbayview.com.au	sunseek@bigpond.net.au
enquiries@byronterraces.com.au	toni@barkingtoad.com.au

5.13 CAR PARKING

Competitors will be advised via the website and our newsletter about available parking and the restrictions elsewhere in Byron Bay. The parking will be available from 5.00am.

Parking will be managed by event volunteers They will be onsite from 5.00am on event day.

Signage will be erected directing competitors to the nominated car parking.

Marshalls will wear bright safety vests to be visible to vehicles. All competitors parking in the reserve must follow the directions of the marshalls.

TO: Byron YAC **info@bys.org.au**			
Hello, We are grateful that your school will be able to help out as a car park on the event day on 22 October. With so many people coming into the community, this is a great opportunity for the school to fundraise in concert with the event car parking. Please find attached a PDF outlining how this scheme works and could benefit your school. Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017

5.14 TOILETS

TO: Coates Hire <Glen.McCracken@coateshire.com.au>; TFH Hire <smears@tfh.com.au>; Hakka Hire <doug@hakkahire.com.au>; Viking Rentals <matt@vikingrentals.com.au>			
Hello Can you please confirm your availability and provide a quote for portable toilets for our upcoming Byron Bay Lighthouse Run? Please find the details below. Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	6 portable toilets		
Installation Friday, Removal Saturday afternoon			

]

]

6 TRANSIT SERVICES

6.1 POLICE

The role of the Police is to assist with supervision, risk management and conflict resolution. The major benefit of having Police in attendance is the public showing of the Officers. The close working relationship between the Police and the event mangers will allow all problems to be resolved in a timely manner.

In order for ongoing success of the event, the Police requirements are:

- Preferably Police should provide a motorbike and one officer on course
- Police are on the event radio channel
- Police must provide lead escort for bus travel or buses are not to access the road closures.
- Police to continue to drive courses as roads are fully locked down.
- Police will assist to manage traffic as a rear car when roads are progressively being re-opened by traffic control
- Police should assist if required with an evacuation.
- Police should provide during event feedback, recommendations directly to Race Director on any aspect.
- Police should provide post event feedback before signing off and also on the day in writing after the event in a debrief.

6.1.1 APPROVAL

Approval sent to Byron Council

6.2 BYRON LOCAL TRAFFIC COMMITTEE

Full details available in the following supplemental document:

BYRON BAY LIGHTHOUSE RUN SATURDAY 22 October 2017 - Local Management Committee.docx

6.2.1 LETTER OF APPROVAL

Inserted here upon receipt.

6.3 NON-MOTORISED USERS

- ☐ **Cyclists and Pedestrians:** There are no special requirements to be addressed.
- ☐ **People with Disabilities and Other Vulnerable Road Users:** There are no special requirements to be addressed.
- ☐ **Pedestrian Crossings:** There are pedestrian crossings located on site which will be marked and facilitated by event marshals. Refer to the marshalling map in the Operations plan for further detail.

6.4 EMERGENCY SERVICES

6.4.1 AMBULANCE / POLICE / FIRE BRIGADE

In the event that Emergency Services need to access areas effected by road closures in place for Byron Bay Lighthouse Run during the racing for emergency purposes; they should first call race control on mobile numbers provided if possible; and avoid use of race courses. In the event of immediate emergency – vehicles should exit stations with sirens going and drive through race course at a safe speed.

Byron Bay Lighthouse Run will ensure:

a. A letterbox drop of general information is delivered to each station both in the Byron Bay and Ballina Shire areas
b. A standard letter to the State Centre and Local Area Command of all emergency services departments.
c. A face-to-face conversation with the station supervisor the day prior to the event (where possible).

6.4.2 BYRON BAY AMBULANCE

Byron Bay Ambulance Service is not on the event course & will have no issues exiting their station.

6.4.3 BYRON BAY POLICE

Byron Bay Police is not on the event course & will have no issues exiting their station.

6.4.4 BYRON BAY FIRE BRIGADE

Byron Bay Fire Station is not on the event course & will have no issues exiting their station.

6.4.5 NSW RURAL FIRE SERVICE

All local stations along with their state body, will be notified in writing of the event various times in the lead up to the event to advise of road closures etc.

6.4.6 NSW SES

The Richmond/Tweed regional commander and their state body will be notified in writing of the event various times in the lead up to the event to advise of road closures etc.

6.4.7 ADVICE

TO: (jmitchell@ambulance.nsw.gov.au); (Philip.Sheedy@fire.nsw.gov.au); (farnorthcoast.zone@rfs.nsw.gov.au); (keryn.york@ncahs.health.nsw.gov.au); (wool1gre@police.nsw.gov.au); JMitchell@ambulance.nsw.gov.au; ; psnth@rms.nsw.gov.au; peter.jefree@ncahs.health.nsw.gov.au; wals1lea@police.nsw.gov.au; YEOW Jasmine <Jasmine.YEOW@rms.nsw.gov.au>; Denis.PRINTEMPS@rms.nsw.gov.au; Neil.GENDLE@rms.nsw.gov.au			
To whom it may concern, Please advise your local station/department of the below event details. Should you require anything else, please feel free to contact me at your earliest convenience. Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:			
Site Maps and Road Closure Notice Attached			

6.5   ROADS & MARITIME SERVICES

6.5.1   RMS (ROADS)

Copies of the Community and Transit Management Plan are provided to the RTA as a matter of courtesy. The RTA assists when possible with Freeway VMS advisory signage. The RTA will provide further suggestions if appropriate.

6.5.2   APPROVAL

Insert approval here

6.6   FIRST AID

Complete online form at: http://events.stjohnnsw.com.au/

TO: jared.wyborn@one.stjohnnsw.com.au			
Hello Jared, Can you please confirm your availability and cost following our online application for the upcoming Byron Bay Lighthouse Run? <div align=right>Thank you NXsports 07 3124 6099</div>			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	Saturday 22 October 2017
SCOPE:	4 first aiders 1 ambulance – cycle and run placement 1 base station – finish line		
NXsports to provide one repeater radio for supervisor.			

6.7   BUSES

6.7.1   ADVISE BUS COMPANIES OF EVENT ROAD CLOSURE

TO: phil@blanchs.com.au; info@brunswickvalleycoaches.com.au; info@byronbus.com; info@xcede.com.au; deleecem@bigpond.com			
Hello, Can you please confirm the following arrangements? We request you kindly notify your operations centre of the below road closures and bus stops affected. <div align=right>Thank you NXsports 07 3124 6099.</div>			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	Road Closures and Buses Diversion		

6.8   AIRPORT SHUTTLES, TAXI & LIMO SERVICES

We will notify Byron Bay Taxis and Limousines along with any other providers as a courtesy. This notification will be sent via email several times including the week of the event to reinforce the message and minimize disruptions to them and their passengers.

TO: Luxury Transfers (reservations@luxurytransfers.com.au), Xcede Airport Transfers (info@xcede.com.au), Byron Bus (info@byronbus.com) , Byron Bay Taxis (info@byronbaytaxis.com), Byron Shuttle Bus (booking@byronshuttlebus.com),

Brisbane2Byron (bris2byron@hotmail.com), Steve's Airport Transfers (bookings@stevesairporttransfers.com.au)	
Good afternoon all, Please see details below regarding road closures that will be in place for the upcoming Byron Bay Lighthouse Run. Please kindly notify your operations centre and should you have any questions do not hesitate to contact us directly. Thank you NXsports 07 3124 6099.	
EVENT: Byron Bay Lighthouse Run DATES/TIME: 22 October 2017	
SCOPE:	

6.9 ROADS CLOSED & TRAFFIC DIVERSION

6.9.1 ROADS CLOSED

Road	Specification	Time of Closure
Lawson Street	From Massinger Street to Lighthouse Road	6.30am to 10.00am
Tallow Beach Road	From Lighthouse Road to Tallow Beach Car Park	6.30am to 10.00am
Lighthouse Road	From Lawson Street to Lighthouse	6.30am to 10.00am
Brooke Drive	From Lighthouse Road to the Pass	6.30am to 10.00am

6.9.2 ROADS IMPACTED BY CLOSURE

- Patterson Street
- Massinger Street
- Mildenhall Road
- Palm Valley Drive

- Marine Parade
- Brownell Drive
- Julian Place
- Pandanus Lane

6.9.3 TRAFFIC DIVERSIONS DURING CLOSURE

Traffic diversions are as per the traffic control plans.

Location	Approaching	Diversion
Massinger Street Northbound	Lighthouse Road	Left onto Lawson Street via traffic control
Lawson Street Eastbound	Lighthouse Road	Right onto Massinger Street via traffic control

There are no additional traffic detours in place.

Outgoing traffic from the closed Lighthouse precinct will be guided by escort 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.

6.10 TRAFFIC CONTROL & TRAFFIC MANAGEMENT

The traffic control company and NXsports staff will attend an onsite briefing before the event weekend. A traffic control supervisor is also required who will act as the primary coordinator of the traffic flows on the day, and also work closely with Police; and will be on race radio. Each controller will be on a separate radio channel during the event. A sample run sheet for implementation is show below, these details will be confirmed and relayed to Byron Shire Council once traffic control plans have been approved by all relevant parties.

TO: Bob Carpenter (bobcarp1911@gmail.com)			
Dear Bob Can you please confirm the following arrangements? Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:			

6.10.1 DETOUR SIGNAGE

•   Install on run course A3 notices of road closure 5 days prior

•   Install special event signage on parameter of road closure 7 days prior

6.10.2 VMS BOARDS

Messages to be displayed on each of the VMS boards will be confirmed with all relevant stakeholders once traffic control plans to be approved by all relevant stakeholders.

6.11 TRAFFIC CONTROL PLANS

The Traffic Control Plans will be updated following receipt of the updated capability statement.
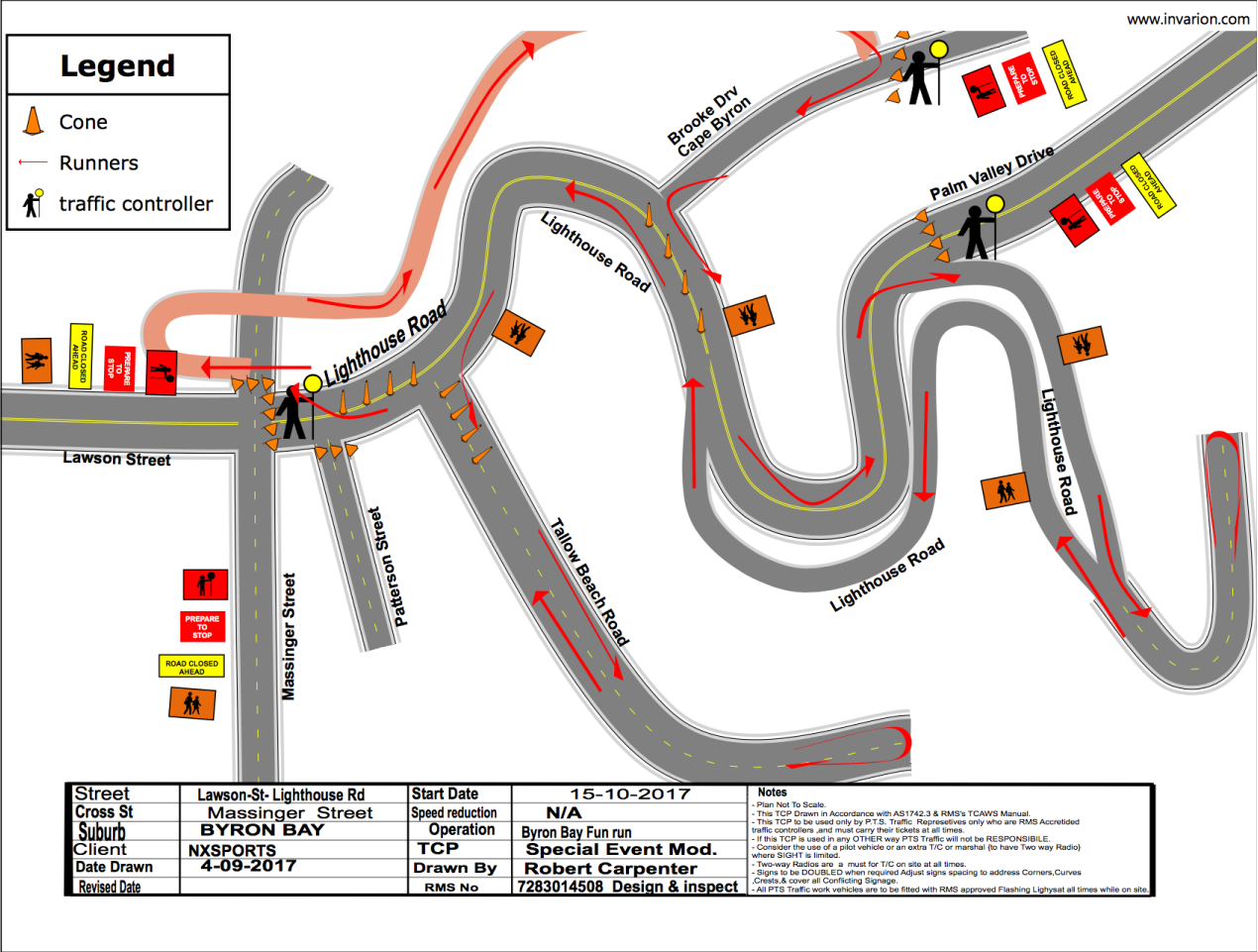
6.12 SPECIAL EVENT SIGNAGE

Road closure notification signage to alert all residents and visitors to the area will be installed one week prior to the event. The below signs are included for indicative purposes.

6.12.1 PRE-EVENT

6.12.2 EVENT DAY SIGNAGE

7 OPERATIONS

<table>
<tr><td colspan="2">TO:</td></tr>
<tr><td colspan="2">Dear

Can you please confirm the following arrangements?
Thank you NXsports 07 3124 6099.</td></tr>
<tr><td>EVENT: Byron Bay Lighthouse Run</td><td>DATES/TIME: 22 October 2017</td></tr>
<tr><td colspan="2">SCOPE:</td></tr>
<tr><td colspan="2"></td></tr>
</table>

7.1 COPY OF CTMP TO COUNCIL; NSW POLICE; RTA

Provide copy of "Community & Transit Management plan". To Byron Bay Council, NSW Police; RTA

<table>
<tr><td colspan="2">TO: Dominic.Cavanough@byron.nsw.gov.au; Shannon.Manning@byron.nsw.gov.au; patrickk@ballina.nsw.gov.au; geor1cha@police.nsw.gov.au; psnth@rms.nsw.gov.au; Jasmine.YEOW@rms.nsw.gov.au; Denis.PRINTEMPS@rms.nsw.gov.au; Neil.GENDLE@rms.nsw.gov.au</td></tr>
<tr><td colspan="2">Hello all,

For your reference, please find attached the current copy of the Byron Bay Lighthouse Run Community and Transit Management Plan.
<div align="right">Thank you NXsports 07 3124 6099.</div></td></tr>
<tr><td>EVENT: Byron Bay Lighthouse Run</td><td>DATES/TIME: 22 October 2017</td></tr>
<tr><td colspan="2">SCOPE:</td></tr>
<tr><td colspan="2"></td></tr>
</table>

7.2 QUOTE AND BOOK RADIO

<table>
<tr><td colspan="2">TO: John Nolan Two Way Radios johnnolan2wayradio@gmail.com</td></tr>
<tr><td colspan="2">Hi John,
Can you please provide a quote and confirm your availability for the Byron Bay Lighthouse Run.
<div align="right">Thank you NXsports 07 3124 6099.</div></td></tr>
<tr><td>EVENT: Byron Bay Lighthouse Run</td><td>DATES/TIME: 22 October 2017</td></tr>
<tr><td>SCOPE:</td><td>Supply of event radios, accessories (see table below) and set up/monitoring of repeater unit.</td></tr>
</table>

RADIO	ROLE
1	Traffic Control (12 volt system)
2	St Johns 1 (12 volt system)
3	St Johns 2 (12 volt system)
4	Finish Line/Timing
5	Race Director
6	Event Manager
7	Volunteer Manager
8	Registration
9	Transition
10	Swim Manager
11	Cycle Manager
12	Run Manager
13	Moto 1
14	Moto 2
15	Police Moto 1 (with headset)
16	Police Moto 2 (with headset)

7.3   QUOTE AND BOOK PA

TO:	DNA Sound - Adrian Dent adriandent@icloud.com		
Hi Adrian, Can you please provide a quote and confirm your availability for the Byron Bay Lighthouse Run? Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	Supply, set up & monitoring of PA system as per 2016 set up		

7.4   QUOTE AND BOOK TIMING

TO:	Timing Wizards (tony@timingwizards.com.au)		
Hi Tony, Can you please provide a quote and confirm your availability from the Byron Bay Lighthouse Run? Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	Event timing system.		

7.5   REQUEST GIFTS FROM SPONSORS

TO:	Dare 2 Tri australia@dare2tri.com; coopers@coopers.com.au; Sunrise sales@sunrisecycles.com.au Cycles; Merida Bikes sales@advancetraders.com.au; info@eyeline.com.au		
Hi, With the Byron Bay Lighthouse Run fast approaching I just wanted to touch base with you to see whether you would like to offer any product to be used as prizes for the category winners and random prize draws to be held during the presentation ceremony on the Sunday afternoon. We are also preparing the athlete's pocket guide. If you would like an A5-sized ad to be included, can you please forward the artwork via return email before 10 October? Finally, if you would like an expo space, please let us know so we can book your place in early. Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	1. Prizes 2. A5 Portrait Ad 3. Expo Space		

7.6   INVITE SPONSORS TO ATTEND EVENT EXPO

TO:	Dare 2 Tri bill@dare2tri.com; coopers@coopers.com.au; Sunrise Cycles; Merida Bikes sales@advancetraders.com.au; info@eyeline.com.au		
Hi All, With planning well underway for the Byron Bay Lighthouse Run, we wanted to confirm your place in the event expo. Can you please reply and confirm when possible? Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:			

7.7   REQUEST ERECTIONS CREW

TO: 'Brian Lewis' (Brian.Lewis@BrianLewis.com.au); brimss@hotmail.com; brodie <brodiegimson@bigpond.com>; Celia McConnell (celiamcconnell@hotmail.com); Chris van der Waal (chris_v@technisoft.com.au); davemclean21@bigpond.com; davidk@brewerschoice.com.au; Fletcher Rainford (fletcherrainford@gmail.com); Hayden Kydd (hkydd@netspace.net.au); k_katsanevas@hotmail.com; Ken Arnold - Friends (ken.arnold@live.com.au); Kuyan Hamlin <kuyan13@live.com.au>; Kyle Beattie (lifesaving@cabaslsc.org.au); Luke Adams (ozventura@gmail.com); neil.tobitt@solo.com.au; office@NXSPORTS.COM; Ryan Backhouse (ryanb51@hotmail.com); Wayne (waydenno@hotmail.com); Tim . (tim_1602@hotmail.com)			
Dear Erection Crew Can you please confirm the following arrangements? Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:			

7.8   OBTAIN LIGHT TOWER AND VMS BOARDS

TO: Road Hire (tom@roadhire.com.au)			
Hello Tom Can you please provide a quote and confirm your availability for the following arrangements? Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATE/TIME:	22 October 2017
SCOPE: 2 VMS Boards Saturday to Sunday			

7.9   QUOTE AND BOOK ATF FENCING – CCB

TO: ATF Gold Coast peter@atfnerang.com			
Hi Peter, Can you please provide a quote and confirm your availability for the Byron Bay Lighthouse Run? Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:	Supply of CCBs for course		

7.10   LODGE FINISH LINE INFRASTRUCTURE REQUEST

TO: robbuck20@hotmail.com			
Hi Rob, Can you please provide a quote and confirm your availability from the Byron Bay Lighthouse Run? Regards, Kevin. Thank you NXsports 07 3124 6099.			
EVENT:	Byron Bay Lighthouse Run	DATES/TIME:	22 October 2017
SCOPE:			

7.11 QUOTE AND BOOK SOLO WASTE

TO: Solo Waste Management **neil.tobitt@solo.com.au**	
Dear Neil	
Can you please confirm your availability for the Byron Bay Lighthouse Run?	
Thank you NXsports 07 3124 6099.	
EVENT: Byron Bay Lighthouse Run DATES/TIME: 22 October 2017	
SCOPE: Supply of general waste & recycling bins for event, removal of waste post event & pump out of hire toilets.	

7.12 BOOK COMMENTATOR

TO:	
Dear P,	
Can you please provide a quote and confirm your availability from the Byron Bay Lighthouse Run?	
Regards,	
Kevin.	
Thank you NXsports 07 3124 6099.	
EVENT: Byron Bay Lighthouse Run DATES/TIME: 22 October 2017	
SCOPE: Event commentary & Presentations MC duties	

7.13 BOOK PHOTOGRAPHY

TO: Veloshotz juels.dk@gmail.com	
Dear Niels	
Can you please confirm your availability for the Byron Bay Lighthouse Run?	
Thank you NXsports 07 3124 6099.	
EVENT: Byron Bay Lighthouse Run DATES/TIME: 22 October 2017	

7.14 MEDAL ORDER

TO: Sharon <sales@grinnerstrophies.com.au>	
Hello Sharon,	
Can you please confirm your availability for providing medals for the upcoming Byron Bay Lighthouse Run?	
We are currently confirming our inventory – when will you require finalised numbers and design?	
Thank you NXsports 07 3124 6099.	
EVENT:	Byron Bay Lighthouse Run
EVENT DATES/TIME:	Sunday 22 October 2017
DELIVERY/PICKUP:	Morning of Wednesday 11 October 2017 3 / 3 Heaslop Street Woolloongabba, QLD 4102
SCOPE	Presentation tags, medals with ribbon

7.15 BIB ORDER

<u>TO</u>: Victory Press <aaron.earner@victorypress.com.au> Hello Aaron, Please find attached our print requirements for the upcoming Byron Bay Lighthouse Run. Can you please provide a quote for the job and send a proof of the bib design? Thank you NXsports 07 3124 6099.	
EVENT:	Byron Bay Lighthouse Run
EVENT DATES/TIME:	Saturday 22 October 2017
DELIVERY:	Morning of Wednesday 11 October 2017 3 / 3 Heaslop Street Woolloongabba, QLD 4102
SCOPE	
In addition to the quote, please advise when start list with surnames and number ranges for each colour/distance are required to be provided. Attached: Draft Bib 2017 sponsor logos (high res)	

7.16 ACCOMMODATION CONFIRMATION

Implementation Plan

8 IMPLEMENTATION

S: Submit, E: Email, Q: Quote, C: Confirm, F: Follow Up

TO:	
Dear	
Can you please confirm the following arrangements?	
	Thank you NXsports 07 3124 6099.
EVENT: Byron Bay Lighthouse Run DATES/TIME: 22 October 2017	
SCOPE:	

Supplier	Item / Quantity	Status	✓
Byron Shire Council	1. Date discussion with council and identify upcoming LTC meetings		
	2. Issue event public notice to receive community feedback.		
	3. Council In-Kind Submission Form Here		
	4. Road Closure info to Council Website Here		
	5. Lodge dates on Council event Calendar tool on website Here		
	6. Submit Community Event application Here		
	7. Apply to Council for environmental impact assessment Here		
	8. Book Recreational parks temporary license Here		
	9. Submit Event Waste Management Plan Here		
	10. Request road repairs subject to inspection. Here		
	11. VIP invitation to the Mayor – Race Starter Here		
	12. Submit to Byron LTC event requirements Here		
Ballina Shire Council	13. Submit to Ballina LTC event requirements Here		
	14. Lodge dates on Council event Calendar tool on website Here		
	15. Road Closure info to Council Website Here		
	16. Request road repairs subject to inspection Here		
NSW Marine Parks	17. Submit Marine Parks Permit Application Here		
Cape Byron Trust	18. Conservation Area Event Application Here		
Traffic Control	19. Request capability statement and quote for services. Here		
	20. Request copy of Road Occupancy License		
NSW Police	21. Submit all relevant paper work to NSW Police for event permit. Here		
	22. Obtain permit and send copy to Council & TA here		
Emergency Services	23. Send advice of event and road closures to NSW all emergency service providers in Byron and Ballina area. Here Water barriers and pass café		
	24. Hand-deliver reminder letter to local police, fire & ambulance		
First Aid	25. Request first aid services Here		
Newspapers	26. Submit road closure notice for publishing in paper for the three weeks leading into the event Here		
Residents and Business	27. Call meeting for strategic planning board		
	28. Present at Rate Payer Meeting Here		
	29. Letterbox flyer print Here		
	30. Letterbox flyer distribution Here		
	31. Community EDM		
	32. High risk stakeholder phone calls		
	33. Attend and present at Chamber Meeting Here		
	34. Formally hand-deliver to all businesses outlining the event and the impacts and benefits of the event Here		

Local User Groups	35. Advise Dive Shop Operators of event road closures and Beach access issue. Here		
	36. Advise BayFM Here		
	37. Advise local sports teams using the playing fields. Here		
Bus &Taxi	38. Advise bus companies (Blanch's Bus Service) of event road closure. Follow each month. Here		
	39. Quote, book and confirm local taxi service Here		
	40. Reminder email to advise bus companies (Blanch's Bus Service) of event road closure & confirm local taxi service for their affected passengers. Here		
Airport Transfer Services	41. Email all listed companies event road closure notification Here Water barriers and pass café		
Operational	42. Provide copy of "Community & Transit Management plan" to Byron Bay Council, NSW Police; RTA. Here		
	43. Radios. Here		
	44. PA system. Here		
	45. Security. Here		
	46. Timing Here		
	47. Sponsors Requests Here		
	48. Erections Crew Here		
	49. VMS Boards Here		
	50. Volunteers/community groups		
	51. Water barriers		
	52. pass café		
	53. CCB Here		
	54. Safety Fence Here		
	55. Finish line infrastructure Here		
	56. Solo Waste Here		
	57. Commentator Here		
	58. Photography - Here		
	59. Masseuses here		
	60. Motos. Here		
	61. Swim Caps Here		
	62. Car Parking Scheme Here		
	63. Toilets Here		
	64. Invitation for sponsorships Here		
	65. Medals Here (Required 05/05)		
	66. Bibs & Stickers Here		
	67. Accommodation Here		
	68. Pocket Guide Printing		
	69. Competitor Gifts		
	70. Shirt Order		
	71. Shirt Printing		
	72. Vol Hats		
	73. Supplemental Equipment Requests		
	74. Install special event road closure signage Here		
Debrief	75. Send request to stakeholder group seeking feedback here		

9 DEBRIEF WITH STAKEHOLDERS & COURSE COMMUNITY

Function	Issue	Action Required
NSW Police		
Byron Shire Council		
Residents Association		
Tourism Industry		
Byron United - Chamber of Commerce		
Residents		
Businesses		
Traffic Control		