


# COMMUNITY & TRANSIT MANAGEMENT PLAN

Version 2019.1



11th May 2019

DOCUMENT USER:	RMS, NSW Police, Tweed Council
OWNED BY:	 <b>NXsports</b>
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VERSION:	2019.1
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## 1 DOCUMENT PURPOSE

<b>Special Event:</b>	<b>Byron Bay Triathlon (Event)</b>
<b>Government Areas:</b>	<b>Byron Bay Council - State of New South Wales</b>
<b>Event Manager:</b>	<b>NXsports Community Foundation Limited, hereafter known as NXsports (Event Manager)</b> ABN: 99 145 432 006 90-92 Chinderah Bay Drive, Chinderah NSW 2487 Office: 1300 28 29 49 <ul style="list-style-type: none"> <li>Race Director: Michael Crawley                ✉ mike@nxsports.org                ☎ 0402 226 333</li> <li>Event Manager: Kevin Pready                ✉ growth@nxsports.org                ☎ 0411 757 577</li> </ul>
<b>Contraction:</b>	<b>QSMSports Pty Ltd (Owner)</b> ABN: 21 141 818 779 The Owner shares with the NXSports Community Foundation (the Event Manager) its intellectual property and assets for the purpose of delivering its Special Event.
<b>Event Date:</b>	<b>11 May 2019</b>
<b>Document User:</b>	RMS, NSW Police, Tweed Council
<b>Authority:</b>	The authority of this document is in accordance with the Quality System under which all planning for the event is to proceed. Changes and deviations to this plan require the consent of the Owner.
<b>Confidentiality:</b>	<p><i>Only for the Permitted Purpose of assisting the Event Manager to deliver the Special Event can an approved document user continue to read this document, and an unapproved document user should return the document to office@qsmsports.com. The document user may only be those who have been approved by the Owner. 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 Owner and not cause direct or indirect detrimental harm to the Owner. The intellectual property includes data, information, designs contained in this document and will remain the exclusive property of the Owner, and will only be used for the permitted purpose.</i></p> <p>Copyright ©NXsports Community Foundation Limited 2017</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>
<b>Quality System:</b>	Using our intellectual property and methodology we produce management plans which are part of the internal quality system, which include documents for Strategy, Community and Transit, Sales and Marketing, and Operations.

### 1.1 VERSION CONTROL

Document	Date	Changes
18	Jan 2012	
19	Jan 2013	
20	Jan 2014	
21	Jan 2015	
22.1	Oct 2016	Base Document
2017.4	Dec 2016	Updates
2018.1	Dec 2017	Base document
2019.1	June 2018	

## 1.2 PERMIT & EVENT APPROVAL

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

## 2 INTRODUCTION TO THE EVENT

The 24<sup>th</sup> Byron Bay Triathlon is scheduled to be held on Saturday 11th May 2019.

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 Triathlon 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:

- Byron Bay Surf Life Saving Club
- Byron Bay Scouts
- Byron Cycling Club
- Byron Youth Activity Centre

NXsports aims to build continuing success for the Byron Bay Triathlon through:

- Increasing participant growth in the Sunday activities by 5-10% each event
- A course design that embraces local and natural aspects: beach, lighthouse, roadways, scenic route
- Maximising economic growth within the community through sales and marketing opportunities
- Continuing to build upon a marquee standard event
- Increase spectator presence and experience
- Continuing strong working relationships with event stakeholders to ensure the events have sustainable growth in popularity, participant presence and economic benefits through a consultative committee.

### 2.1 VISION

The Byron Bay Tri is the coolest triathlon race and celebration in the world providing an unforgettable experience.

### 2.2 MISSION STATEMENT

Our mission is to provide a refreshed and rejuvenated event by creating experiences and memories through a best of class delivery of racing, services, and celebrations.

## 2.3 PROGRAM

The Byron Bay Triathlon will consist of a number of events as shown in the table below.  
Estimated attendance numbers is: 1200 Triathlon participants; 200 Social participants; 1500 spectators.

*Note: all times shown in AEST and are indicative only until final approval by Triathlon Australia officials.*

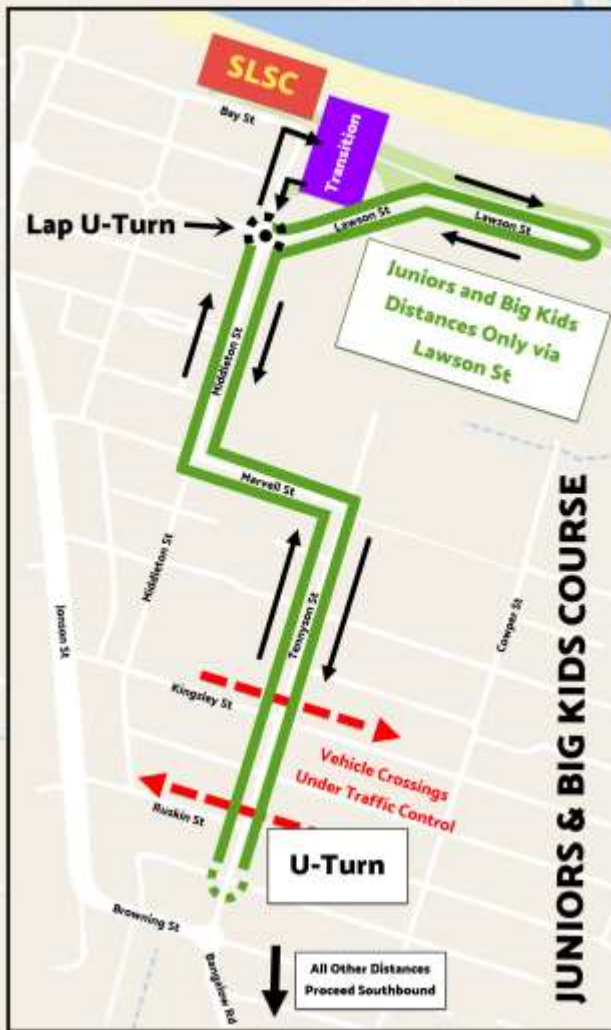
Event	Start	Finish	Distance (Swim: Ride: Run)	Estimated # Participants	Details
<b>Friday 10 May 2019</b>					
Bump In	N/A			N/A	Set up tents, delivery of safety fence, CCB's; collect water barriers, etc.
<b>Saturday 11 May 2019</b>					
Briefings	10.00am			N/A	Traffic Control, Volunteers, Crew, Athletes
Registration & Bike Racking	8.00am	11.00am			
Kids Triathlon	11.15am	11.45am	250m Swim - 1km Ride - 1km Run	100	
Tempta Triathlon	12.00pm	4.30pm	300m Swim – 10km Ride – 2.5km Run	600	
Sprint Triathlon			750m Swim – 20km Ride – 5km Run	200	
Olympic Triathlon			1.5km Swim – 40km Ride – 10km Run	100	
Presentations			Progressive	N/A	Kids 11.45am Tempta 12.30am Sprint and Olympic 4.30pm
Bump Out	12.00pm	4.30pm		N/A	A progressive bump out will occur as each stage of the triathlon is completed

## 2.4 COURSE OVERVIEW

The Triathlon has five sites utilized to conduct the event, namely:

1. **Event base/registrations and finish line site** – Denning Park / Byron Bay SLSC
2. **Transition** – Denning Park
3. **Swim site** – Main Beach, Byron Bay and adjoining spaces
4. **Cycle site** – Lawson St (from Middleton to Cowper St), Middleton St, Marvel St, Tennyson St, Bangalow Rd, Broken Head Rd
5. **Run site** – Lawson St, Cowpers St, Tennyson St & Gilmore Street.





**Juniors - 3km - 1 Lap**  
**Big Kids - 6km - 2 Laps**  
**Tempta - 10km - 2 Laps**  
**Sprint - 20km - 2 Laps**  
**Olympic - 40km - 4 Laps**

Although road closures have been approved, there will still be some vehicles on course.

**\*\*USE CAUTION AND TAKE CARE\*\***

Normal Australian road rules apply.



**First Aid Locations Will Progress Down The Course**



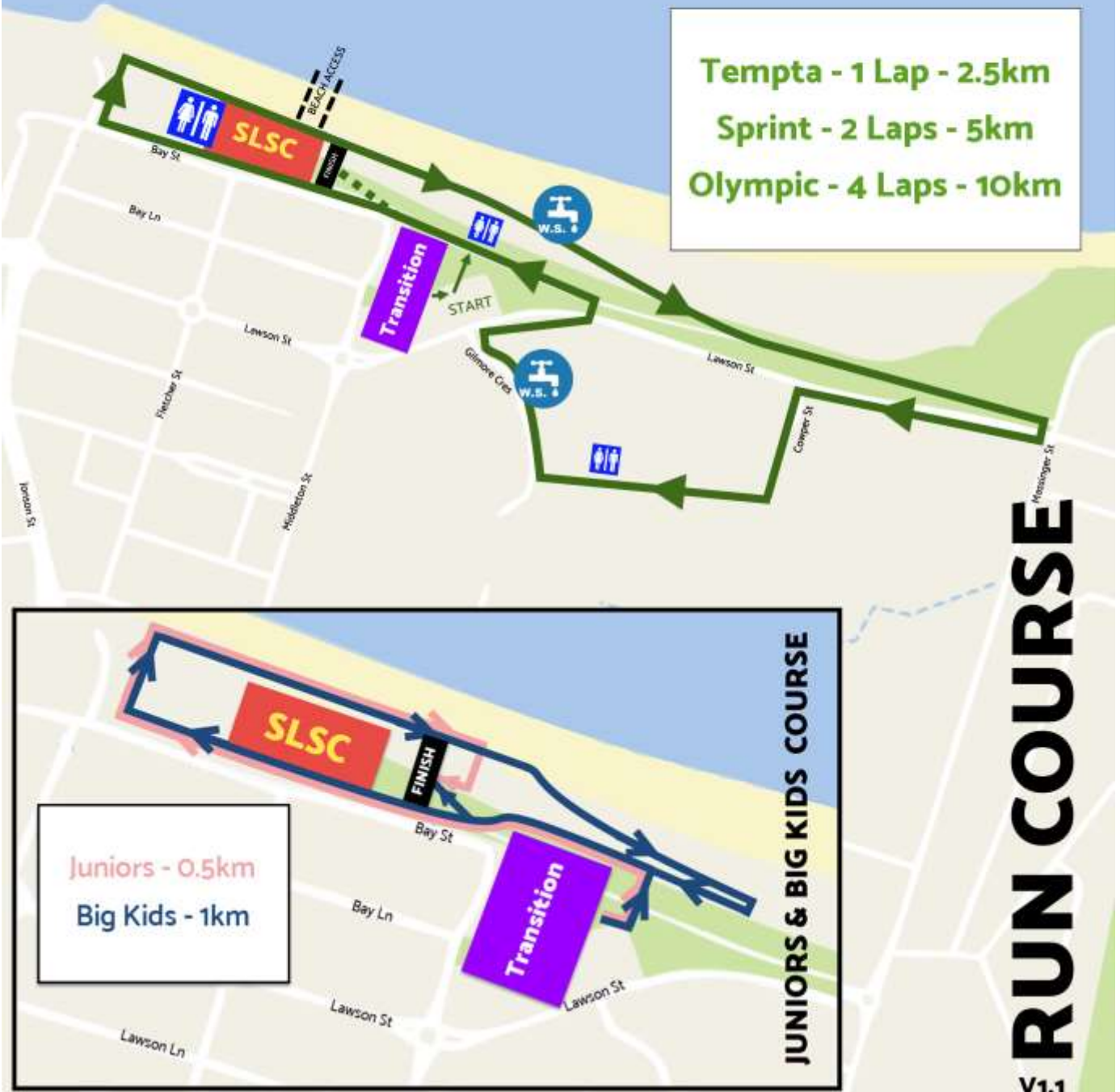
*\* Kids - Ruskin St \**

*\* Tempta - Old Bangalow Road \**

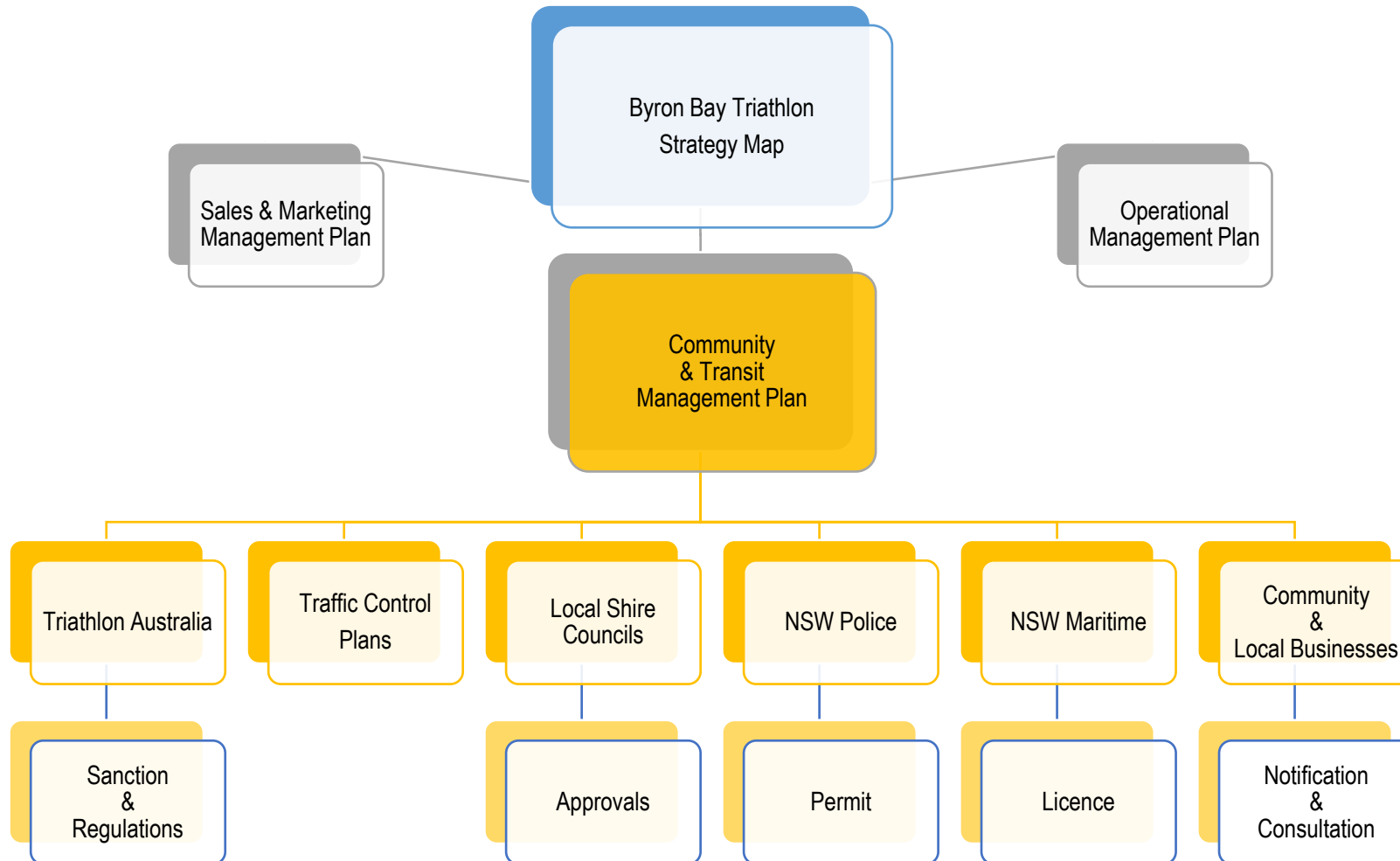
*\* Sprint & Olympic - Beech St Roundabout North \**

**CYCLE COURSE**  
V3.1

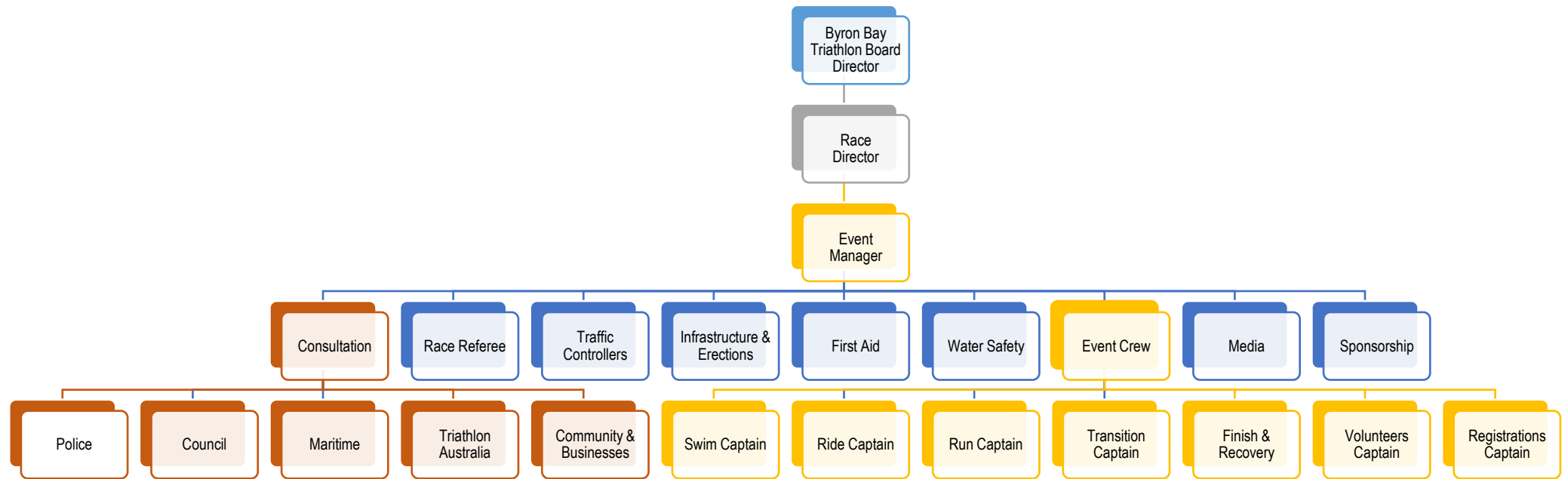
**Tempta - 1 Lap - 2.5km**  
**Sprint - 2 Laps - 5km**  
**Olympic - 4 Laps - 10km**



### 3 PLANNING FRAMEWORK



### 3.1 PRE-EVENT ORGANISATIONAL STRUCTURE



## 3.2 PRE-EVENT KEY STAKEHOLDERS

Role	Person or Organisation	Responsibilities	Contact Details
<b>Race Director</b>	Michael Crawley	<ul style="list-style-type: none"> <li>• Risk management and governing authority</li> <li>• Course design</li> <li>• Operations</li> <li>• Infrastructure and resources booking</li> <li>• Networking and relationship building</li> <li>• Council and police relations</li> </ul>	☎ 0402 226 333 ✉ <a href="mailto:mike@nxsports.org">mike@nxsports.org</a>
<b>Event Manager</b>	Kevin Pready  Nicola Farquhar	<ul style="list-style-type: none"> <li>• Project planning</li> <li>• Administration</li> <li>• Communications</li> <li>• Media</li> <li>• Sales and Marketing</li> <li>• Recruitment and management of volunteers</li> </ul>	☎ 0411 757 577 ✉ <a href="mailto:growth@nxsports.org">growth@nxsports.org</a>  ☎ 0478 710 344 ✉ <a href="mailto:delivery@nxsports.org">delivery@nxsports.org</a>
<b>Event Officials</b>	Provided by Triathlon Australia	<ul style="list-style-type: none"> <li>• Participants adhering to sport rules &amp; technical regulations</li> <li>• Pre-race inspections and risk assessment</li> <li>• Athlete briefing</li> <li>• Provide post event feedback for debrief</li> </ul>	Dave Williams ☎ 02 8488 6250 ✉ <a href="mailto:technical@trinsw.org.au">technical@trinsw.org.au</a>
<b>Event Marshals</b>		<ul style="list-style-type: none"> <li>• Wear high visibility vests and footwear</li> <li>• Comply with all safety briefings &amp; advice</li> <li>• Ensure no activity is undertaken that will endanger the safety of event personnel, participants, or the general public</li> </ul>	Community Volunteer Groups – to be confirmed.
<b>Approving Bodies</b>	Byron Shire Council	<ul style="list-style-type: none"> <li>• Ensure roads and courses are within technical regulations of respective authorities</li> <li>• Grant appropriate permits</li> </ul>	Jess Gilmore (Events) ✉ <a href="mailto:jess.gilmore@byron.nsw.gov.au">jess.gilmore@byron.nsw.gov.au</a>
	Ballina Shire Council		Patrick Knight ☎ 02 6686 4444 ✉ <a href="mailto:patrickk@ballina.nsw.gov.au">patrickk@ballina.nsw.gov.au</a>
	NSW Police		Chad George ☎ 07 5536 0952 ✉ <a href="mailto:geor1cha@police.nsw.gov.au">geor1cha@police.nsw.gov.au</a>

	Triathlon Australia Triathlon NSW		Dave Williams ☎ 02 8488 6250 ✉ <a href="mailto:technical@nsw.triathlon.org.au">technical@nsw.triathlon.org.au</a>
	Transport Roads and Maritime Services		Susan Twyman ☎ 02 6691 9507 ✉ <a href="mailto:psnth@rms.nsw.gov.au">psnth@rms.nsw.gov.au</a>
<b>Race Referee</b>	Triathlon NSW	<ul style="list-style-type: none"> <li>• Enforcement of technical racing rules at event</li> <li>• Ensure risk and safety precautions in place</li> <li>• Participant is number one priority</li> </ul>	TBD
<b>Captains</b>		<ul style="list-style-type: none"> <li>• Ensure safety and operation of designated area at event: <ul style="list-style-type: none"> <li>○ Swim</li> <li>○ Ride</li> <li>○ Run</li> <li>○ Transition</li> <li>○ Finish</li> <li>○ Registration</li> <li>○ Volunteers</li> </ul> </li> </ul>	TBD
<b>Traffic Controllers</b>	Traffic Control Company	<ul style="list-style-type: none"> <li>• Setup /pack down of safety barriers and road blocks according to authorised traffic control plans</li> <li>• Control the traffic during the races to ensure participant safety</li> <li>• Open roads to schedule upon completion of the event</li> </ul>	Bob Carpenter ✉ <a href="mailto:bobcarp1911@gmail.com">bobcarp1911@gmail.com</a>
<b>Infrastructure</b>	Erection Crew	<ul style="list-style-type: none"> <li>• Set up / pack down all course infrastructure, including fencing, barricades and transition area</li> <li>• Maintain adherence to relevant OH&amp;S</li> <li>• Set up signage along course</li> <li>• Pack up signage along course</li> </ul>	
<b>First Aid</b>	St John's Ambulance	<ul style="list-style-type: none"> <li>• Provide First Aid and assistance to all competitors and spectators</li> </ul>	Jared Wyborn ☎ 0415 664 618
<b>Water Safety</b>	Byron Bay Surf Life Saving Club	<ul style="list-style-type: none"> <li>• Provide Water Safety and rescue</li> <li>• Ensure Water course is safe for competitors</li> </ul>	Dan Andrews ☎ 0409 721 250 ✉ <a href="mailto:dan@tweedcoastmarine.com.au">dan@tweedcoastmarine.com.au</a>
<b>Buses</b>	Blanch's Bus Service	<ul style="list-style-type: none"> <li>• Blanch's Service – routes 637 &amp; 640</li> </ul>	Phil ☎ 6686 2144

			✉ <a href="mailto:phil@blanchs.com.au">phil@blanchs.com.au</a>
	Airport Shuttle Services	Byron Bay Airbus & Airporter	☎ 02 6684 3232/ 0400 247 287
		Airlink EasyBus	✉ <a href="mailto:info@byronbus.com">info@byronbus.com</a> ☎ 02 6685 8881
		Steve's Tours Airport Express	✉ <a href="mailto:deleecem@bigpond.com">deleecem@bigpond.com</a> ☎ 0414 660 031
		Brisbane 2 Byron	✉ <a href="mailto:brisbane2byron@gmail.com">brisbane2byron@gmail.com</a> ☎ 1800 626 222
		Xcede Airport Transfers Byron Bay	✉ <a href="mailto:info@xcede.com.au">info@xcede.com.au</a> ☎ 02 6620 9200
		Airport Express	✉ <a href="mailto:info@byronbus.com">info@byronbus.com</a> ☎ 0401 622 228
		Brunswick Valley Coaches	✉ <a href="mailto:info@brunswickvalleycoaches.com.au">info@brunswickvalleycoaches.com.au</a> ☎ 02 6680 1566
<b>RMS - Roads</b>		<ul style="list-style-type: none"> <li>• Grant appropriate permits</li> <li>• Provide post event feedback for debrief</li> </ul>	Craig Walker ✉ <a href="mailto:Craig.Walker@rms.nsw.gov.au">Craig.Walker@rms.nsw.gov.au</a> <a href="mailto:Jonathon.Crocker@rms.nsw.gov.au">Jonathon.Crocker@rms.nsw.gov.au</a>
<b>Taxi Services</b>	Byron Bay Taxis	<ul style="list-style-type: none"> <li>• Courtesy taxi services</li> </ul>	☎ 02 6685 5008 ✉ <a href="mailto:info@byronbaytaxis.com">info@byronbaytaxis.com</a> <a href="mailto:les@tweedcoastluxurytours.com.au">les@tweedcoastluxurytours.com.au</a>
<b>Local Emergency Service</b>	Byron Bay & Ballina Ambulance	<ul style="list-style-type: none"> <li>• All correspondence to be directed to local area command in Lismore who will distribute to both Byron Bay &amp; Ballina stations</li> </ul>	✉ <a href="mailto:jmitchell@ambulance.nsw.gov.au">jmitchell@ambulance.nsw.gov.au</a> ☎ 02 6619 1300
	Byron Bay Fire Dept. Ballina Fire Dept.	<ul style="list-style-type: none"> <li>• All correspondence to be directed to Northern Rivers Regional Office who will distribute to both Byron Bay &amp; Ballina stations.</li> </ul>	✉ <a href="mailto:Philip.Sheedy@fire.nsw.gov.au">Philip.Sheedy@fire.nsw.gov.au</a> ✉ <a href="mailto:Brad.harrison@fire.nsw.gov.au">Brad.harrison@fire.nsw.gov.au</a> ☎ 02 6681 1847
	Byron Bay Police	<ul style="list-style-type: none"> <li>• Byron Station will be advised by Chad George at Tweed Byron LAC as part of the event application process.</li> </ul>	☎ 07 5536 0952 ✉ <a href="mailto:geor1cha@police.nsw.gov.au">geor1cha@police.nsw.gov.au</a> ✉ <a href="mailto:26514@police.nsw.gov.au">26514@police.nsw.gov.au</a> Michael Dempsey
	NSW Rural Fire	<ul style="list-style-type: none"> <li>• All correspondence to be directed to Far North Coast Zone Office who will distribute to affected brigades in the areas.</li> </ul>	✉ <a href="mailto:farnorthcoast.zone@rfs.nsw.gov.au">farnorthcoast.zone@rfs.nsw.gov.au</a> ☎ 02 6671 5500

	Byron District Hospital	<ul style="list-style-type: none"> <li>All correspondence to be directed to the hospitals key areas that may be affected by any incidents.</li> </ul>	✉ <a href="mailto:keryn.york@ncahs.health.nsw.gov.au">keryn.york@ncahs.health.nsw.gov.au</a>
	Ballina Police	<ul style="list-style-type: none"> <li>Notification letter to be sent directly to Ballina Station.</li> </ul>	✉ <a href="mailto:wool1gre@police.nsw.gov.au">wool1gre@police.nsw.gov.au</a> ☎ 02 6681 8699
<b>Residents and local businesses</b>	Byron Bay Chamber of Commerce	<ul style="list-style-type: none"> <li>Consultation</li> </ul>	Todd Sotheren ☎ 0438 440 543 ✉ <a href="mailto:info@byronbaychamber.com.au">info@byronbaychamber.com.au</a>
	Suffolk Park Progress Association		Donald Maughan ✉ <a href="mailto:sppa.secretary@gmail.com">sppa.secretary@gmail.com</a> 0266854314
<b>Competitors</b>		<ul style="list-style-type: none"> <li>Obey road rules &amp; laws &amp; permit conditions</li> <li>Obey all instructors from Event Organisers and Officials</li> <li>Ensure they have the physical capacity to complete the event</li> </ul>	

# 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.

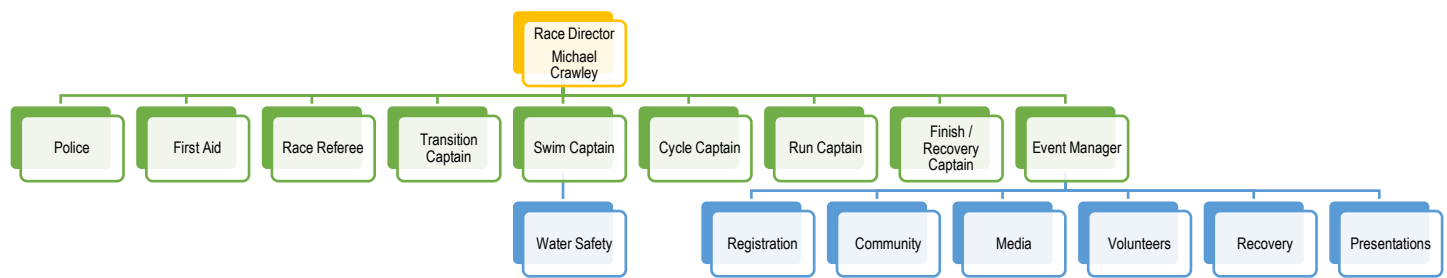
To further enhance safety prior to racing, all competitors are subject to a briefing from the Chief Official, where the results of the initial course inspection are discussed, instructions provided, and general directions given.

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

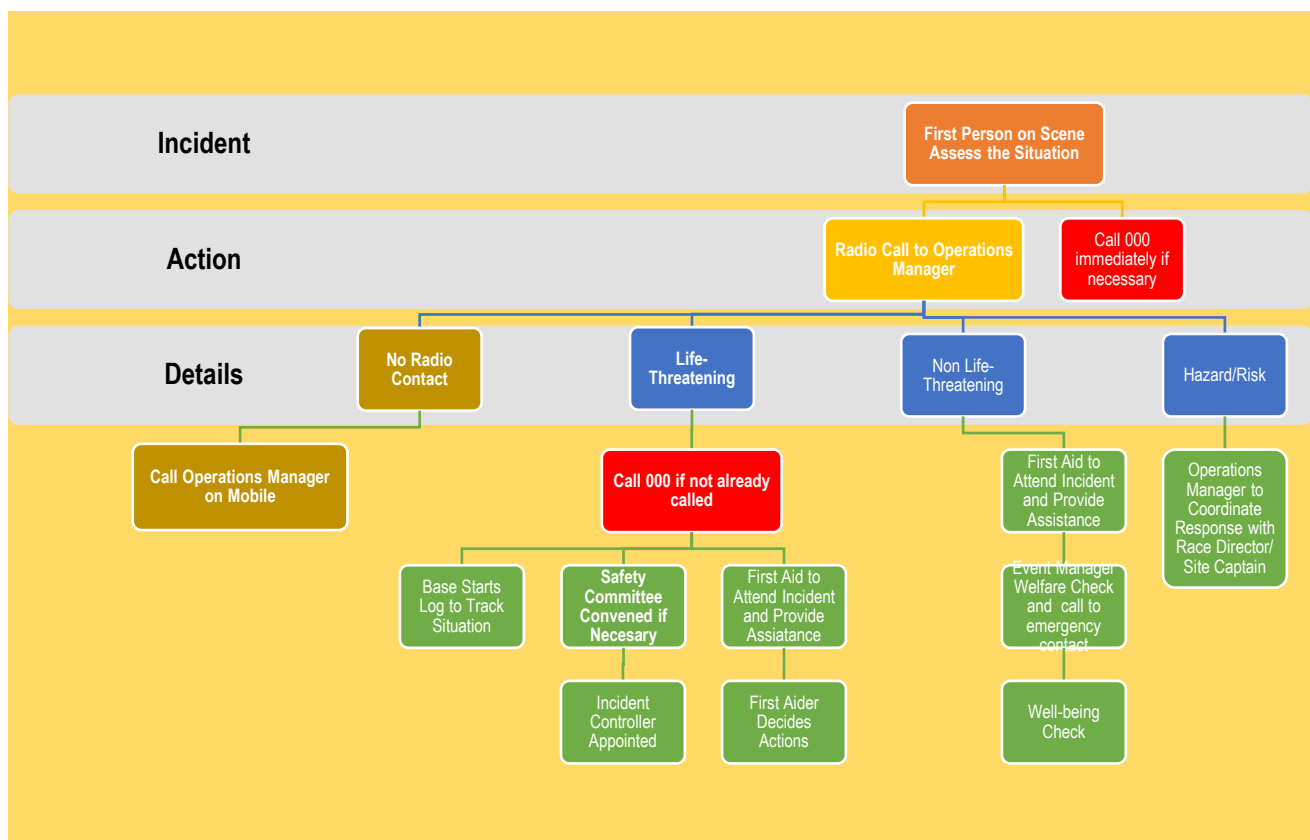
By the above processes, races are conducted in a safe and secure manner and the risk to the competitors, motorists and the general public is minimised to an acceptable limit. All participants enter the event with full knowledge of the inherent risks involved and choose to participate at their own risk.

## 4.2 RACE DAY CHAIN OF COMMAND



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 STAGE SPECIFIC SAFETY

### 4.3.1 SWIM

The Byron Bay Surf Life Saving Club will provide water safety and manage associated risk with water-based racing, including:

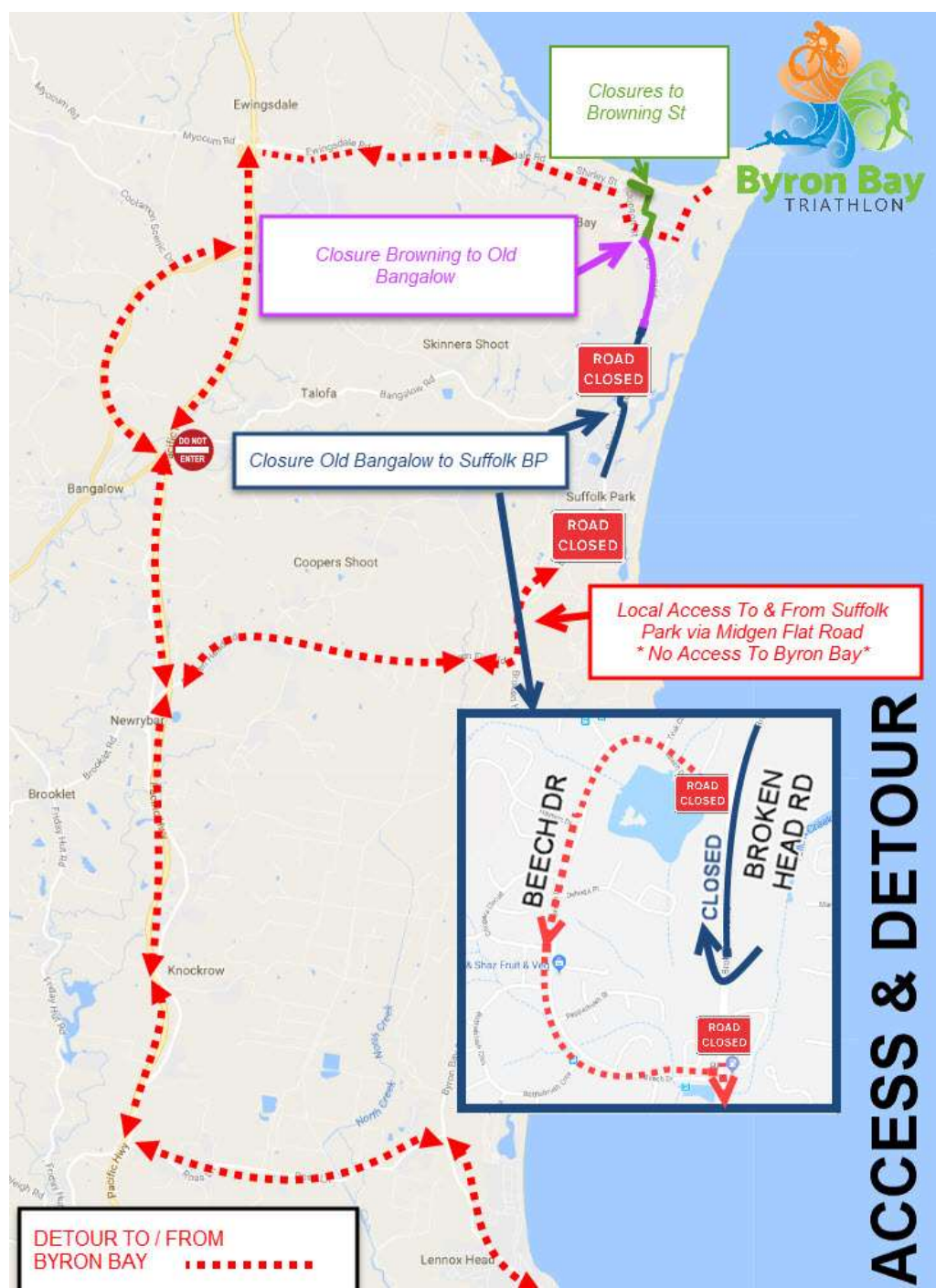
- Obtain SLS NSW Event Permit
- Identify hazards within set course prior to commencement of race
- Set course with suitable flags, markers, buoys to identify the course and hazards
- Secure radio communications using Surf Command and VMR Channels
- Shark hazards are a potential risk
- Provide only qualified life savers
- Provide two first aid posts with Defib, Spinal and Oxygen on Surfcom beach and Mobile.
- The swim manager will have Surfcom and event radio handsets
- Evacuation points – to the beach front.



#### 4.3.2 CYCLE

The police, traffic controllers and local volunteer groups will supervise the cycle course and provide:

- Sufficient volunteers to cover unsecured cross streets, pedestrian crossing points according to the Traffic Control Plan
- Radio communications using Event radio between traffic control and police
- Open channel 18 communications between Traffic Controllers
- General co-ordination between police and traffic control and volunteers to deal with matters as they arise
- First Aid and mobile first aid located at Red Devil Park, Bangalow Road & on event radio
- 2 to 4 motorbike marshals to support riders on event radio
- One escort motorbike service for residents on event radio



#### 4.3.3 RUN

A community organisation will provide the volunteers for drink/recovery stations and marshals on run 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

Group	Briefings
<b>Crew</b>	Event day inspections are made of the course and site by the Race Director, Chief Official and Event Manager; a full briefing will be given to each section Captain on any issues that arise from the inspection. The Race Director must ensure that all Captains know the Incident Procedure and their roles and responsibility for the day.
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Best Volunteers</li> <li>• Smile</li> <li>• Event</li> <li>• Program outline</li> <li>• Specific roles and responsibility (Swim / Transition / Cycle / Run / Finish / Registration)</li> <li>• Accident management procedure in case of emergency</li> <li>• Contact numbers of key people on lanyard</li> <li>• Appropriate clothing and attire, sun protection</li> <li>• Radio communications</li> <li>• Maps and event site</li> <li>• First Aid locations</li> <li>• Evacuation procedure – Swim, Cycle, Run, Finish</li> <li>• Car parking locations</li> <li>• Police location</li> <li>• Risks – Rego, Swim, Cycle, Run, Finish, Exposure</li> </ul>
<b>Competitors</b>	<b>Event</b> <ul style="list-style-type: none"> <li>• First Aid locations</li> <li>• Risk areas as determined by pre-race inspection</li> </ul>
	<b>Water Safety</b> <ul style="list-style-type: none"> <li>• Swim direction</li> <li>• Use of buoys – Left Hand only</li> <li>• If in need of any assistance to raise their hand and wave</li> <li>• Hazards</li> <li>• Evacuation point</li> </ul>
	<b>Cycle</b> <ul style="list-style-type: none"> <li>• Cycle course turn points</li> <li>• Drafting ruling</li> <li>• Hazards – Holes, Poles, Roundabouts</li> </ul>
	<b>Run</b> <ul style="list-style-type: none"> <li>• Follow event signage at all times on run leg</li> <li>• Hydration importance, Exposure</li> <li>• Hazards - Holes</li> </ul>

<p><b>Traffic Control</b></p>	<ul style="list-style-type: none"> <li>• The traffic controller must stay on duty and at their station at all times</li> <li>• 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</li> <li>• Controller must know the emergency procedure</li> <li>• Controller must know radio and back up mobile phone procedure</li> <li>• Controller must have access to Traffic Diversion Plans</li> <li>• Evacuation points (beach front)</li> <li>• Must have contact lanyard</li> </ul>
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## 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	<ul style="list-style-type: none"> <li>- Provide briefing and instruction to event participants about technical aspects of course, and over-taking techniques</li> <li>- Details of technical aspects of course detailed on website</li> <li>- All competitors required to wear appropriate accredited safety equipment</li> <li>- First Aid officer in attendance at event</li> </ul>	Event Officials	Unlikely	Minor	Low
Event Participants crashing causing injury as a result of hazards or obstacles on the course	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Conduct course inspection prior to event to identify all hazards and obstacles and minimize where possible (eg sweep debris)</li> <li>- Provide briefing to Athlete on potential hazards and obstacles.</li> <li>- All competitors required to wear appropriate accredited safety equipment</li> <li>- First Aid officer in attendance at event</li> </ul>	NXsports Event Officials	Unlikely	Minor	Low
Athlete conflicting with pedestrians or spectators resulting in injury	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>- Barrier fencing erected in starting and finishing area</li> <li>- Event commentator advises spectators of approaching Athlete</li> <li>- Lead Vehicle and police indicate presence of leading Athlete</li> </ul>	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	<ul style="list-style-type: none"> <li>- Athlete's responsibility to be familiar with the rules of racing</li> <li>- Athletes are distinguished by a racing number</li> <li>- Race rules detailed on website and Rider Information booklet</li> <li>- Pre-race briefing details race rules and conditions</li> <li>- Event officials located on course</li> <li>- Non-compliant competitors face warning, disqualification and/or fine issued by race officials</li> <li>- Ongoing offenders removed from event</li> </ul>	NXsports Event Officials	Unlikely	Minor	Low
Wet weather conditions prior to the event day pose a safety risk to participants	Possible	Minor – Moderate	Medium	<ul style="list-style-type: none"> <li>- Conduct course inspection prior to event and identify potential hazards (minimising if possible)</li> <li>- Provide instruction to event participants on potential hazards and safe riding techniques</li> <li>- If conditions warrant it, delay, postpone or cancel the event.</li> </ul>	NXsports Event Officials	Unlikely	Minor	Low
High or gusting winds causing damage to equipment/structures, injury or disrupting event	Possible	Major	High	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- All infrastructure correctly weighted</li> <li>- Develop contingency plan for dismantling infrastructure that may be unsafe</li> <li>- Communication strategy to notify the public of any impacts on event program</li> </ul>	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	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- Provide shelter for competitors and officials</li> <li>- Provide instruction to event participants about safe riding techniques in adverse weather conditions.</li> <li>- All electrical equipment securely covered</li> <li>- Cancellation contingency for wet weather</li> <li>- Communication strategy to notify the competitors and public of any impacts on event program</li> </ul>	NXsports  Event Officials	Possible	Moderate	Medium
High or gusting winds causing damage to equipment/structures, injury or disrupting event	Possible	Major	High	<ul style="list-style-type: none"> <li>- Monitor Bureau of Meteorology (BOM) website</li> <li>- All infrastructure correctly weighted</li> <li>- Develop contingency plan for dismantling infrastructure that may be unsafe</li> <li>- Communication strategy to notify the public of any impacts on event program</li> </ul>	NXsports	Possible	Moderate	Medium
Exposure to the sun results in sunburn or excess exposure to competitors, spectators or staff	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>- Provide UV protection and shaded areas</li> <li>- Provide adequate supply of drinking water</li> <li>-</li> </ul>	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	<ul style="list-style-type: none"> <li>- Event course made available to all participants pre-race.</li> <li>- Provide concise pre-race briefing and directional signage and/or marshals to be appointed to areas of potential ambiguity</li> </ul>	NXsports  Event Officials	Unlikely	Minor	Low
Participants are left stranded on the course	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>- All athletes are briefed on handing their numbers in to registration if they abandon the event.</li> <li>- A sweep vehicle will be on course to pick up any participants who are unable to complete the event.</li> </ul>	NXsports and Event Officials	Unlikely	Minor	Low
Participants are physically distressed as a result of the demands of the course	Possible	Minor – Moderate	Medium	<ul style="list-style-type: none"> <li>- Course map and details are provided prior to the event for participants.</li> <li>- Sweep and team vehicles available to pick up participants who are unable to complete the event.</li> </ul>	NXsports	Unlikely	Minor	Low
Feed/Water stations positioned inappropriately causing participants to crash	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- 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</li> <li>- Ensure all athlete feeding is conducted on the left hand side of the road</li> </ul>	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 - Event sanctioned by Triathlon Australia - 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	<ul style="list-style-type: none"> <li>- Notification of event provided to local residents</li> <li>- Use of PA limited to necessary communications prior to 8am</li> <li>- Direct speakers away from residential areas</li> </ul>	NXsports	Unlikely	Insignificant	Low
Lifting excessive or awkward loads resulting in muscular-skeletal injury	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Set Up Crew briefed on manual handling techniques</li> <li>- Use appropriate number of crew to lift object</li> <li>- Use trolleys or wheeled cases to transport heavy equipment</li> </ul>	NXsports	Unlikely	Minor	Low
Exposure to live electrical leads or switches resulting in electrocution	Possible	Major	High	<ul style="list-style-type: none"> <li>- All outlets to be considered live unless disproved</li> <li>- Live points to be isolated and lockout tagged and standard checks undertaken before making equipment live</li> <li>- No equipment to be used that appears badly maintained or damaged</li> <li>- All leads laid on the ground to be protected with matting</li> <li>- All portable electrical equipment already tested and tagged and current in accordance with AS 3760</li> <li>- Power cords to be removed from the live supply prior to location, relocation or extraction</li> </ul>	NXsports	Unlikely	Minor	Low
Inadequate amenities and/or maintenance resulting in damage to reputation or injury	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Establish participant numbers and expected attendance numbers</li> <li>- Ensure appropriate number of accessible toilets</li> <li>- Monitor, clean and re-stock toilets on the day</li> </ul>	NXsports	Unlikely	Minor	Low
Barriers, signs or gantry falling over resulting in injury, damage of equipment or damage of property	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Ensure that barriers, signage and gantry are secured</li> <li>- Use sand bags as an alternative rigging method</li> </ul>	NXsports Contractors	Unlikely	Minor	Low
Inadequate bump in time results in risks and hazards not being addressed	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Organise enough time for bump in and briefing of crew</li> </ul>	NXsports	Unlikely	Insignificant	Low
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Establish roles and responsibilities for event staff and volunteer positions</li> <li>- Assign personnel to each position</li> <li>- Distribute event documentation (e.g. event management plan, run sheets, site maps etc.) to relevant staff</li> </ul>	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	<ul style="list-style-type: none"> <li>- Volunteers engaged throughout event planning process</li> <li>- Contingency Plan in place</li> </ul>	NXsports	Unlikely	Minor	Low
First Aid inadequate for the event	Possible	Major	High	<ul style="list-style-type: none"> <li>- 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</li> <li>- First Aid Officers in contact by mobile phone and UHF radio</li> </ul>	NXsports	Unlikely	Minor	Low
Delayed or inappropriate response to medical emergency results in serious injury/death	Possible	Major	High	<ul style="list-style-type: none"> <li>- Event Accident/Incident (Emergency) Plan in place</li> <li>- First Aid Officers on site and in contact by mobile phone</li> <li>- Local hospital made aware of the event</li> <li>- Event officials, traffic controllers and marshals briefed on procedure if Emergency Vehicles need to access site</li> </ul>	NXsports	Unlikely	Minor	Low
Communications breakdown due to phone or radio network failure	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Test the strength of radio and phone networks prior to event</li> <li>- Signal relays in place to ensure signal coverage</li> <li>- Spare batteries and headsets ordered</li> <li>- Correct radio communication protocols explained to all radio users at briefing</li> <li>- Establish responsibilities and chain of command</li> <li>- Develop contingency plan</li> </ul>	NXsports	Unlikely	Minor	Low
Insufficient power access to meet the demands of the event	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Confirm location and the number of power supply outlets for event site/s</li> <li>- Determine requirements from event personnel and contractors</li> <li>- Provide details of requirements to local council</li> <li>- Provide portable generators (if required)</li> <li>- Ensure that the appropriate length extension cords are available</li> </ul>	NXsports	Unlikely	Minor	Low
Complaints by local residents are damaging to reputation of the event	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Notification of event to be provided to local residents prior to event</li> <li>- Event notification signage to be erected at least two (2) weeks prior to event</li> </ul>	NXsports	Unlikely	Minor	Low
Complaints by the general public are damaging to the reputation of the event	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Event notification signage erected and resident letters distributed prior to event</li> <li>- Sound checks performed for PA system</li> <li>- Athlete are prohibited from urinating in public areas, littering and using foul language</li> <li>- Rider information booklet details the penalties for offenders</li> <li>- Ensure adequate amenities and waste bins are in place</li> <li>- Athlete are required to wear a helmet, at all times, when riding on the road and offenders will face penalties</li> </ul>	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	<ul style="list-style-type: none"> <li>- Schedule for implementation of traffic management plan developed and adhered to</li> <li>- Confirmation sought from providers prior to start or arrival of event</li> <li>- If necessary, delay, postpone or cancel the event</li> </ul>	NXsports Event Officials	Unlikely	Moderate	Medium
Road works impact on event leading to disruption of event or injury	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>- Local council and/or State road authority consulted in planning process</li> <li>- Course inspection conducted prior to event</li> <li>- Impact of ongoing road works assessed in relation to event</li> <li>- Athlete briefed on potential hazards or obstacles</li> <li>- Support vehicles advised of potential hazards or obstacles</li> <li>- Safety or warning signage deployed where required</li> <li>- If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities) or postpone or cancel the event</li> </ul>	NXsports	Unlikely	Minor	Low
Traffic impacting on event causing disruption or cancellation of event, legal impact, financial impact or injury	Likely	Moderate	High	<ul style="list-style-type: none"> <li>- Local residents/businesses notified of event</li> <li>- Traffic Management Plan developed according to Police and Main Roads requirements in liaison with stakeholders</li> <li>- Traffic controllers provided at critical points and times</li> </ul>	NXsports	Possible	Minor	Low
Loss of property resulting in damage to reputation, legal implications or financial implications	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Establish secure area for valuable equipment</li> <li>- Appoint site manager for start and finish areas</li> </ul>	NXsports	Unlikely	Minor	Low
Damage of course setup or property	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Security will be present on overnight to deal with any disturbances.</li> <li>- Police will be engaged to enforce the correction.</li> </ul>	NXsports	Unlikely	Minor	Low
Transition Specific								
Transition: Not enough space and the safety of bikes at night	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>- Security will be present on overnight to deal with any disturbances</li> <li>- Police will be engaged to enforce the correction.</li> </ul>	NXsports	Unlikely	Minor	Low

Swim Specific								
Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Dangerous Waters	Possible	Moderate	Medium	- Contingency plan in place to operate swim in alternate location or if all waterways unsafe, as a beach run	NXsports SLSC Event Officials	Unlikely	Minor	Low
Sharks	Unlikely	Major	Medium	- Dedicated boat will be positioned at key points to identify any potential hazard. - Swim evacuation plans in place should the need arise	NXsports SLSC	Possible	Moderate	Medium
Collision with moving water craft	Unlikely	Medium	Medium	- Provide briefing to Athlete on potential hazards and obstacles. - First Aid officer in attendance at event	NXsports SLSC	Possible	Moderate	Medium
Rescue equipment failure	Unlikely	Medium	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 SLSC	Possible	Moderate	Medium
Drowning	Unlikely	Medium	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 and Life Saving specific saving providing	NXsports SLSC	Possible	Moderate	Medium
Cycle Specific								
Risk	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
Riders crashing as a result of outrider motorbikes converging into race when they have insufficient room to pass when maneuvering up and down the course	Possible	Minor	Medium	- 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	Unlikely	Minor	Low
Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc causing injury	Possible	Moderate	Medium	- 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	NXsports Event Officials	Unlikely	Minor	Low

## 4.6 RISK CLASSIFICATION TABLE

### 4.6.1 MEASURES OF LIKELIHOOD

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

### 4.6.2 MEASURES OF CONSEQUENCE OR IMPACT

Level	Description	Financial Impact	Interruption to Service	People	Reputation	Property	Natural Environment
1	<b>Insignificant</b> (no measurable operational impact)	< \$1000	<1 hour	No injuries	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
2	<b>Minor</b> (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	<b>Moderate</b> (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	<b>Major</b> (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	<b>Catastrophic</b> (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
<b>Rare</b>	Low	Low	Low	Medium	Medium
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Possible</b>	Low	Low	Medium	High	High
<b>Likely</b>	Low	Medium	High	High	Extreme
<b>Almost certain</b>	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 Chief Event Official 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 Chief Official, 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 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.

### 4.7.5 DELAYED START

The Chief Official 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.

### 4.7.6 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.

### 4.7.7 ADVERSE TRAFFIC CONDITIONS

The Chief Official 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 Chief Official 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 Chief Official 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.

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
5. Communicate
6. Monitor
7. Review

#### 4.8 NATIONAL SPORTING BODY

##### 4.8.1 REQUEST NUMBER OF TRIATHLON AUSTRALIA OFFICIALS.

TO: <b>David Williams &lt;technical@nsw.triathlon.org.au&gt;</b>			
Hello David, Can you please confirm the provision of officials for the upcoming Byron Bay Triathlon and provide a brief quote for budget purposes related to the expected costs of technical services? <div>Thank you NXsports 1300 28 29 49.</div>			
EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
SCOPE:	Numbers of TQ officials attending the Byron Bay Triathlon. Please also advise the number requiring accommodations. Mike has advised the following draft schedule: Saturday 8am X 2 Sat 11am X 5 Finish 2 at 2pm and 3 at 4pm		

##### 4.8.2 TRIATHLON AUSTRALIA RACE PERMIT/SANCTION

Sanctioning.triathlon.org.

##### 4.8.3 CERTIFICATE OF CURRENCY

TO: <a href="mailto:dan@tweedcoastmarine.com.au">dan@tweedcoastmarine.com.au</a> ; <a href="mailto:geor1cha@police.nsw.gov.au">geor1cha@police.nsw.gov.au</a> ; <a href="mailto:darb1ant@police.nsw.gov.au">darb1ant@police.nsw.gov.au</a> ; <a href="mailto:psnth@rms.nsw.gov.au">psnth@rms.nsw.gov.au</a> ; <a href="mailto:dominic.cavanough@byron.nsw.gov.au">dominic.cavanough@byron.nsw.gov.au</a> ; <a href="mailto:jess.gilmore@byron.nsw.gov.au">jess.gilmore@byron.nsw.gov.au</a> ; <a href="mailto:Mary.Charman@environment.nsw.gov.au">Mary.Charman@environment.nsw.gov.au</a> ; <a href="mailto:patrickk@ballina.nsw.gov.au">patrickk@ballina.nsw.gov.au</a> ; <a href="mailto:Craig.Walker@rms.nsw.gov.au">Craig.Walker@rms.nsw.gov.au</a> ; <a href="mailto:Jonathon.Crocker@rms.nsw.gov.au">Jonathon.Crocker@rms.nsw.gov.au</a>			
Hello, Please find attached the certificate of currency for the upcoming Byron Bay Triathlon. <div>Thank you NXsports 1300 28 29 49.</div>			
EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
SCOPE:	Certificate of Currency		

# Community Impact

## 5 COUNCIL

### 5.1 PUBLIC HEALTH & SAFETY

- ☐ **Temporary Food Stalls:** The Byron SLSC have advised they will be operating a sausage sizzle at the Surf Club independently from the event.
- ☐ **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. Security will be provided overnight by Total Control Services.
- ☐ **Spectator Viewing:** Public viewing of the event will be encouraged at various places throughout the five event sites.
- ☐ **Lighting:** Additional lighting tower will be provided for the transition area by Coates Hire.

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.

#### 5.1.1 ENVIRONMENTAL APPLICATION

Not required by Byron Shire Council

#### 5.1.2 APPLICATION FOR A TEMPORARY LICENSE FOR A PUBLIC ACTIVITY

#### 5.1.3 EVENT APPLICATION

#### 5.1.4 APPROVAL OF APPLICATION

#### 5.1.5 EVENT WASTE MANAGEMENT PLAN

### 5.1 CAPE BYRON TRUST

#### 5.1.1 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 Triathlon's applicable to the use of areas that fall under the Cape Byron Trusts' authority.

As with last year, I am currently awaiting finalisation of the COC from Triathlon Australia 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 1300 28 29 49

EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
Attached: Event Application, Event Consent, Local Maps			

### 5.1.2 REQUEST FOR IN KIND SUPPORT

TO: [jess.gilmore@byron.nsw.gov.au](mailto:jess.gilmore@byron.nsw.gov.au)

Hi Jess,

With the Byron Bay Triathlon fast approaching I just wanted to touch base regarding some basic road repairs for the cycle course. I understand the costs associated but wish to request your consideration of repairing the following roads.

I would also like to request the mowing of Denning Park and access to the park keys. Please confirm the pickup of keys on Friday 10 May and drop off Monday 13 May.

Thank you NXsports 1300 28 29 49.

EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
SCOPE:	<ul style="list-style-type: none"><li>• Pothole filling along Bangalow Road.</li><li>• Rough surface repairs.</li><li>• Road sweeping.</li><li>• Major pothole filling around the roundabout on Lawson St/Middleton St south to the Lighthouse.</li><li>• Mowing of Denning Park</li><li>• Access to keys for the park</li><li>• Cleaning and stocking of public toilet blocks</li></ul>		

### 5.1.3 BYRON MAYOR INVITATION

TO: [jess.gilmore@byron.nsw.gov.au](mailto:jess.gilmore@byron.nsw.gov.au)

Hi Jess,

We would be honoured and delighted if Mayor Richardson and/or his nominee could join us on **Saturday 11 May 2019** for the 24<sup>th</sup> Byron Bay Triathlon. It is a great day full of many action-packed events and features many enthusiastic local and national participants.

As a part of tradition for the Triathlon, the Mayor is the Official Starter for each heat of swimmers. The Mayor would need to arrive wearing shorts, shirts, hat and sandals.

The Byron Bay Triathlon 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,

Thank you NXsports 1300 28 29 49.

EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
SCOPE:	Mayor Invitation – Race Starter		

### 5.1.4 LODGE DATES ON BYRON COUNCIL EVENT CALENDAR

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

### 5.1.5 ROAD CLOSURE INFO TO COUNCIL WEBSITE

### 5.1.6 POST EVENT AUDIT OF CONDITIONS

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

## 6 COMMUNITY IMPACT



### 6.1 PRE-EVENT DESIGN INPUT

Preparation for an event starts 6 months out with pre-event community consultations.

#### 6.1.1 STRATEGIC PLANNING BOARD

TO: Chad George <geor1cha@police.nsw.gov.au>, Byron Shire Council, Michael Crawley <mike@nxsports.org>, Kevin Pready <growth@nxsports.org>, Events <delivery@nxsports.org>, Chamber of Commerce; info@byronbaychamber.com.au; [sppa.secretary@gmail.com](mailto:sppa.secretary@gmail.com)

Hi All -

With the upcoming Byron Bay Triathlon, we would like to invite you to join us on a planning teleconference to anticipate and resolve any issues that may arise in advance and ensure smooth delivery on the day.

Please confirm your availability by reply email.

**Tuesday 10 April 10:30am**

Call 02 8077 0506 #239 286

Thank you NXsports 1300 28 29 49.

EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
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Agenda:

1. Community impact
  - Change in cycle course
  - Loading on the cycle course
  - Existing issues we are aware of
2. Business and community notification
  - Best avenues for advertising, suggestions?
3. Any other issues?

#### 6.1.2 CALL FOR COMMUNITY FEEDBACK

TO: editor@echo.net.au, selfservice@apn.com.au

Dear Editors

Please find below a call for community feedback for the upcoming Byron Bay Triathlon. Please confirm the next available date for this to be published in your community events/notifications section.

Thank you NXsports 1300 28 29 49.

EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
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Text attached.

#### 6.1.3 LOCAL MANAGEMENT COMMITTEE

Hi All -

We hope you can join us for our first Byron Bay Triathlon event briefing teleconference.

Please confirm your attendance by reply email and find the agenda below.

Dial 02 8077 0506 #239 286

EVENT:	Byron Bay Triathlon
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DATES/TIME:	Thursday 15 April 6.00pm – 6.20pm
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<b>SCOPE:</b>	<ul style="list-style-type: none"> <li>• *Anyone in a loud environment please mute your phone.</li> <li>• Event Update</li> <li>• Update on entry numbers</li> <li>• Risk management overview</li> <li>• Registration</li> <li>• Swim</li> <li>• Transition</li> <li>• Cycle</li> <li>• Run</li> <li>• Finish/Recovery</li> <li>• Presentations</li> <li>• Volunteers</li> <li>• Other questions</li> </ul>
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#### 6.1.4 CHAMBER OF COMMERCE

NXsports will attend a breakfast Chamber of Commerce meeting and present key survey results and event particulars. The Chamber will receive all newsletters, broadcasts and will distribute to their members.

TO: info@byronbaychamber.com.au			
Dear Todd, Can you please confirm Mike's attendance to present at the forthcoming Chamber of Commerce meeting? Thank you NXsports 1300 28 29 49.			
<b>EVENT:</b>	Bryon Bay Triathlon	<b>DATE/TIME:</b>	11 May 2019
<b>SCOPE:</b> Request to be put on the calendar. Presentation at Chamber of Commerce Meeting			

#### 6.2 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 Triathlon 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 24 <sup>th</sup> edition of the Byron Bay on 11 May 2019 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 1300 28 29 49.			
<b>EVENT:</b>	Bryon Bay Triathlon	<b>DATE/TIME:</b>	11 May 2019
Attached: Community Grants document			

#### 6.3 ERECTION CREWS 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.

TO:	
Hi All, Can you please confirm your availability to help out at the upcoming Byron Bay Triathlon?	
Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Erection Crew and Site Managers.	
<ul style="list-style-type: none"> <li>• Friday morning arrival.</li> <li>• Saturday site build and registration.</li> <li>• Sunday racing</li> </ul>	

## 6.4 STAKEHOLDER DESIGN COMMUNITY INPUT



Company	Contact	Phone	Email	Notes	Action Taken

### 6.4.1 COMMUNITY / LOCAL RESIDENTS CONSULTATION

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:

- Invite stakeholders to attend media launch for the event and provide input if applicable
- Provide a telephone service to answer queries on the event impact
- Provide regularly updated information regarding event via the Council and Byron Triathlon websites
- Gather post event feedback for inclusion in future event planning

Formally hand-deliver letter to all businesses outlining the event and the impacts and benefits.

TO: <b>Helens33@bigpond.com</b>	
Hello Helen, Can you please advise the costs and number of flyers required to letterbox drop to the following residential areas? 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 11 May 2019.	
Thank you NXsports 1300 28 29 49	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
Areas for distribution and estimated quantities (please confirm)	
<ul style="list-style-type: none"> <li>• Byron Bay - 1400</li> <li>• Suffolk Park - 400</li> <li>• Baywood Chase &amp; Byron Hills - 800</li> <li>• Sunrise Estate - 400</li> <li>• Lennox Head - 1100</li> <li>• Businesses – Lennox Head, Suffolk Park, Byron Bay</li> </ul>	

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#### 6.4.2 BYRON BAY BUSINESSES CONSULTATION

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

#### 6.5 LOCAL/RESIDENTS LETTER

*To be inserted on completion*

## 6.6 LOCAL BUSINESSES CONSULTATION

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

TO:			
Good afternoon, Thank you for assisting with the local business consultation. Please find attached the event flyer and consultation tracking spreadsheet. Please record on the spreadsheet as many details and feedback from businesses as possible.			
Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
SCOPE: We need a business card from each business visited as well as their name and contact phone number. The business card is essential as we are working to update our email database to ensure that everyone is receiving notifications.			

Name	Contact Details	Notes	Included in Mailing List
Byron Fire Brigade	0421 498 340		Yes
Byron Ambulance			Yes
Byron Bay FC	Kerry 0499 655 928 secretary@byronbayfc.com.au		Yes
Byron Police			Yes
Kaz Tupin	<a href="mailto:kaztoupin@hotmail.com">kaztoupin@hotmail.com</a> 0417 120 114		
Wendy	<a href="mailto:manager@byronbaygolfclub.com.au">manager@byronbaygolfclub.com.au</a>		Yes
Dean	<a href="mailto:contact@thepasscafe.com.au">contact@thepasscafe.com.au</a>		Yes
Steve	<a href="mailto:info@goseakayakbyronbay.com.au">info@goseakayakbyronbay.com.au</a>		Yes
Kim - Byron Bowls Club			Yes
Debbie - Suffolk Park BP			Yes
Red Devils			Yes
Byron Bay FC			Yes
Byron Bay Rugby Union	0467 712 802 Webke2481@hotmail.com		Yes
Byron Bay Holiday Parks			Yes
Byron Bay High School			Yes
St Finbarr's Primary School			Yes
Good Start Early Learning Byron Bay			
Byron Bay Community School			Yes
Byron Bay Public School			Yes
Byron Bay Library			Yes

Byron Bay Tennis			Yes
Byron Bay Dive Centre			Yes
Sundive			Yes
Fishheads Byron Bay	02 6680 7632		
Quicksilver	quicksilver.byronbaytopstore@quicksilver.com.au		Yes
Tasa Jara	02 6685 6196		
Skally Rags	skallyrags@gotalk.net.au 6685 6014 0412 847 626		Yes
Miss Margarita	hello@misscuisine.com.au 6685 6828		Yes
Byron Bay Hat Co	(02) 6685 8357 0414 857 580		
Belle Byron Bay	6685 7735		
Byron Bay Cookies			
Street Sushi Byron Bay	streetsushi@me.com 0481780474		Yes
Sike Pizzend			
Wreck	wreck.byron@gmail.com		Yes
Café Kebab			
Indie Travel			Yes
The Endless Summer	endlessbyron@gmail.com 02-6685 7746		Yes
Scarab	scarab.byronbay@bigpond.com 02 6685 7440		Yes
Footwear Focus	cmontano@optusnet.com.au		Yes
Beach Hotel			
Bay Motel	baymotel@byronbayresorts.com		Yes
novella			Yes
Beaches & Cream	beachesandcreambyron@gmail.com		Yes
Bogus			
Bay Beach Hire			
Onegtal Xpress			
Be Waxed And Tanned	0434 522 240		
safya	safya.enquires@safya.com		Yes
Slo mojobs	meredifh@slo-mojobs.com.au		Yes
Beach Hotel Reception			
Antique of Teas			

Florent			
BB Hair Collective			
Taiga Rose	lovetaigarose@gmail.com 0450172645		Yes
Bare Foot Chook	sam@barefootchook.com.au 0413228154		Yes
Sea Bones	admin@seabones.com.au		Yes
Finn Poke Bowl	j8hrptyltd@gmail.com		Yes
The Edge Hair dressing	02 6685 8391		
Japanese Kitchen	02 6685 5124		
Flight Center	No Need		
Blue Olive Delicatessen	02 6680 8700		
Surf & Bike Hire			
Byron Massage	byronmassage2018@gmail.com 0266175769		Yes
Hibiscus Motel	reservations@wavesbyronbay.com		Yes
Bay Royal Apartment	apartments@bayroyal.com.au 02 6680 9187		Yes
Trattoria Restaurant			
Bay Beach Motel	<a href="mailto:info@baybeachmotel.com.au">info@baybeachmotel.com.au</a> 02 6685 6090		Yes
Library			
Aquarius Resort	<a href="mailto:info@aquarius-backpacker.com.au">info@aquarius-backpacker.com.au</a> +61 2 6685 7663		Yes
Sundive	dive@sundive.com.au 02 6685 7755		Yes
Espressohead Cafe	0266809783		
Imagine Beauty Parlour	02 66855344		
Cape Byron			
The Rocks	Closed		
Boards in the Bay			
Miss Brown			
Golf Club			
Real Estate of Distinction	janis@reod.com.au 02 6680 8588		Yes
Thrills	fareast@thrills.co +61 2 6680 8302		Yes
Auguste	retail@augustethelabel.com		Yes
Satty Crew			
Ray White	reception@raywhite.com		Yes

Golden Breed	GBByronbay@goldenbreed.com.au 02 6680 7944		Yes
Nami			
Targa Restaurant	targabyronbay@gmail.com 02 6680 9960		Yes
Island Luxe			
Byron Bayside Motel			
Fuz Hair	6680 8418		Yes
Be Salon & Spa	hello@besalonspa.com.au 0413 432 584		Yes
Byron Bowls Club			
Green Garage			
The Bower	stay@thebowerbyronbay.com.au 02 6680 9577		Yes
Sunseeker Motel	info@byronsun.com.au 02 6685 7369		Yes
Byron General Store			
Byron Bay Retirement Village Patrick Gardens RSL	toni.ruan@rslifecare.org.au		Yes
Byron @ Byron			
Folk Park BP			
Byron Corner Store	byroncornerstore@hotmail.com 6685 6672		Yes
Mokha Cafe	02 6685 7726		
Barefoot Blvd	info@barefootblvd.com.au		Yes
Peril In Paradise	02 6685 6322		
Byron Visitor Center	manager@visitbyronbay.com +61 2 6680 8558		Yes
The Cellar	brettm@thecellar.com.au (Byron Bay store manager) darrenp@thecellar.com.au (general manager) 02 6685 6455		Yes
Twisted Sista Cafe	taryndavies67@hotmail.com 02 6685 6810		Yes
Trevor Mead	info@trevormead.com.au 02 6685 6583		Yes
The Lingerie Drawer	02 6685 7733		
Byron Surf Shop	byronsurf@optusnet.com.au +61 434 032 500		Yes
Bailey Nelson	byron@baileynelson.com.au		Yes

	02 6680 7363		
Unplugged Byron Bay	02 6685 7441 There is no email on business card.		
Essentially Byron	essbyron@gmail.com 02 6680 8616		Yes
@workspaces	shonay@atworkspaces.com 1300 818 128		Yes
Peterpans Adventure Travel	Matt.morgan@peterpans.com 1800 669 424		Yes
Yoflo	info@yoflo.com.au 0416 638 154		Yes
About a Girl	aboutagirlbyronbay@gmail.com 02 66809212		Yes
LJ Hooker Byron Bay	byronbay@ljh.con.au 02 6685 7300		Yes
Healthy Lifestyle Australia	frasercoast@healthylifestyleaustralia.com 1300 741 236		Yes
Tommy Bahama	byronstore@tommybahama.com.au 02 6680 7827		Yes
LiveLife Pharmacy Byron Bay	byronbay@livelifepharmacy.com 02 6685 6274		Yes
Arnhem	shop@arnhem.co		Yes
Mad Travel Shop			
Orgasmic	orenfalafel@yahoo.com 02 6680 7778		Yes
Trophee Garment Brokers	andrew@trophee.com.au 07 55760102		Yes
Deus Machine	deus@custom.com.au		Yes

## 6.7 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 Triathlon. Please publish in your community events/notifications section at your discretion. <div style="text-align: right;">Thank you NXsports 1300 28 29 49</div>			
EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
Scope: Attach examples per below.			

## 6.8 RADIO NOTIFICATION

TO <b>BayFM</b> (wizdmkeep@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 full road closure. The triathlon has been operating for 23 years and injects donation money into our local clubs and groups. It also injects money into the local economy from its 1200+ entrants. Volunteers from the following groups have helped to keep the BB Tri as a must do event on the triathletes wish list- BB Scouts, BB Surf Club, BB Cycle Club, BB Runners, plus many other individuals from within our community. <div style="text-align: right;">Thank you NXsports 1300 28 29 49</div>			
EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
Scope: Road Closures between 11.00am and 4.00pm See attached maps detailing the impacted sites and road closures.			

## 6.9 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.

## 6.10 LOCAL USER GROUPS

### 6.10.1 DIVE SHOPS

TO: Blue Bay Dive - info@bluebaydivers.com.au; Byron Bay Dive Centre - info@byronbaydivecentre.com.au; Sun Dive - dive@sundive.com.au; bookings@sundive.com.au; Planula - relax@planula.com.au			
Good afternoon Byron Bay dive shop operators, With the Byron Bay Triathlon coming soon, we kindly ask again for your support this year. Please see details below and attached regarding the impacted sites and road closures. Should you have any questions, please feel free to contact me at your earliest convenience. <div style="text-align: right;">Thank you NXsports 1300 28 29 49</div>			
EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
Scope: Road Closures between 11.00am and 4.00pm Beach access for dive shops and boats All Boats and major equipment MUST be placed on eastern side before 11.00am. No movements of equipment will be permitted after this time. See attached maps detailing the impacted sites and road closures.			

### 6.10.2 FOOTBALL CLUBS

TO: Football Far North Coast: general.manager@ffnc.net.au; Byron Bay Rugby Secretary: watsonh85@yahoo.com.au; Byron Bay Rugby President: tim.ahern@morgans.com.au; Byron Bay FC president@byronbayfc.com.au; secretary@byronbayfc.com.au; <a href="mailto:webke2481@hotmail.com">webke2481@hotmail.com</a> ; <a href="mailto:info@byronbayreddevils.com">info@byronbayreddevils.com</a> ; <a href="mailto:byronbayrugbyclub@gmail.com">byronbayrugbyclub@gmail.com</a> ;			
--	--	--	--

Good morning,

The Byron Bay Triathlon will be returning to the Shire on 11 May 2019. As you may know, the run leg of the course utilizes the sports fields; for safety reasons, we kindly ask that if possible, can any home games that afternoon be rescheduled to limit potential risk on the playing fields?

Thank you NXsports 1300 28 29 49

EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
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Scope: Run map attached
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## 6.11 COURSE COMMUNITY

Distribute regular information via email to the mailing lists.

info@nuvocreative.com.au	baybowls@bigpond.com	bbp@lism.catholic.edu.au
celiamccconnell@hotmail.com	wasleyoz@hotmail.com	admin@bcps.org.au
ceo@triathlonqld.com.au	emmaconway05@gmail.com	byronbay-p.school@det.nsw.edu.au
chelsie@fusioncycles.com.au	jodie@charterbusbyron.com.au	byron@rtl.nsw.gov.au
bikes@sunrisecycles.com.au	oggys5@bigpond.com	info@byronbaytennis.com
info@byronunited.org.au	louisa1976@gmail.com	info@capebyronkayaks.com
davidk@brewerschoice.com.au	sppa.secretary@gmail.com	webke2481@hotmail.com
Bookings@BeachesofByron.com.au	donaldmaughan@hotmail.com	info@byronbayreddevils.com
dolphins@dolphinsbyronbay.com	suffolkparkbp@gmail.com	byronbayrugbyclub@gmail.com
info@byronbaydivecentre.com.au	reception1@byronatbyron.com.au	info@byronbaysupschool.com.au
info@byronbaytaxi.com	46695@police.nsw.gov.au	president@byronbayfc.com.au
info@byronbus.com	ac.teuma@gmail.com	wizdmkeepr@aol.com
info@magicbus.com.au	clarkesbeach@nchp.com.au	info@lennoxchamber.com.au
info@xcede.com.au	info@paradisefm.com.au	info@bluebaydivers.com.au
reservations@byronbayluxuryhomes.com	adminbbslc@byronbaysurfclub.org	info@bysonbaydivecentre.com.au
stay@byronoasis.com.au	bookings@thebowerbyronbay.com.au	dive@sundive.com.au
accounts@nrsigns.com.au	contact@thepasscafe.com.au	wed@byronbayweddings.com.au
ammills@ghd.com	info@goseakayakbyronbay.com.au	phill@blanchs.com.au
allison.sammutter@dnsw.com.au	info@byronholidaypark.com.au	simon.bennett@byron.nsw.gov.au
littlemissfit07@gmail.com	byronbay-h.school@det.nsw.edu.au	kaitlin.menne@byron.nsw.gov.au
toni@barkingtoad.com.au	info@capebyronlodge.com	patrickk@ballina.nsw.gov.au
alicem@thebyronatbyron.com.au	manager@byronbaygolfclub.com.au	jtmitchell@ambulance.nsw.gov.au
byronbay@heartandsoulhealthclubs.com.au	reservations@luxurytransfers.com.au	enquiries@byronterraces.com.au
enquiries@byronbayview.com.au	sunseek@bigpond.net.au	info@baybeachmotel.com.au
info@brokenheadholidaypark.com.au	info@byronlakeside.com	geoff.morgan@ncahs.health.nsw.gov.au
geor1cha@police.nsw.gov.au	kiera@weddingsbyronbay.com.au	course@byronbaygolfclub.com.au
adcopy@echo.net.au	deon@byronevents.com.au	byron@byronbay.com.au
adamsrichard0@gmail.com	peter.jefree@ncahs.health.nsw.gov.au	kumar@byronbaycycleclub.org.au
alison.fitzpatrick2@tafensw.edu.au	wals1lea@police.nsw.gov.au	vicepresident@byronbaycycleclub.org.au
Carole.Hayden@nortecld.com.au	heathb@thebyronatbyron.com.au	balinfo@ballina.nsw.gov.au
Damien.Hofmeyer@environment.nsw.gov.au	colin@holidayaccommodation.net.au	mbill@boulderstone.com.au
darn1wil@police.nsw.gov.au	laura__beth__@hotmail.com	secretary@byronbayfc.com.au
griffdavies@me.com	stuart.hoopmann@triathlon.org.au	stephanie@bys.org.au
jcollier@tweed.nsw.gov.au	kate.gallop@triathlon.org.au	admin@triathlonqld.com.au
jasonpearson66@gmail.com	anne.gripper@triathlon.org.au	events@triathlonqld.com.au

peter@atfnerang.com	byronbayelectrical@bigpond.com	beverley.hofmeier@ncahs.health.nsw.gov.au
paynelynette@hotmail.com	suffolkparkfc@gmail.com	keryn.york@ncahs.health.nsw.gov.au
emma.sweetnam@brookfieldmultiplex.com		

## 6.12 CAR PARKING

Parking is available to competitors ONLY at Butler Street Reserve, entrance off Sommerset Street. This is within walking distance of the event location.

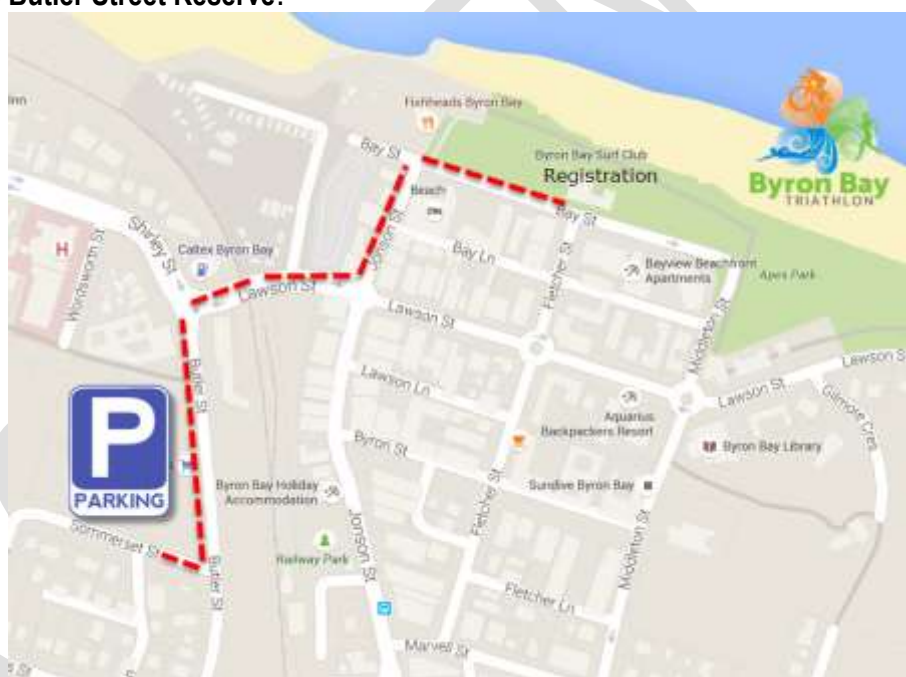
Competitors will be advised via the website & our newsletter about available parking & the restrictions elsewhere in Byron Bay. They will be encouraged to utilise the parking available at Butler Street Reserve. The parking will be available from 7.30am until 6.00pm on Saturday 11th May. All cars must be removed from the reserve by 6.00pm. Parking costs will be a gold coin donation to a local charity/club/group.

Parking will be managed by volunteers from Byron YAC. They will be onsite from 7.30am on Saturday 11th May and will be collecting a gold coin donation from anyone wishing to park in the reserve. Stephanie Sims, Events & Fundraising Officer for the YAC will be in charge of the YAC volunteers & will ensure the gate entry & exit into Butler St Reserve are opened in the morning & locked at 6.00pm. The key will then be returned to the Race Director – Mike Crawley.

Signage will be erected directing competitors to Butler Street Reserve from Shirley Street.

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

### Parking Plan in the Butler Street Reserve:



TO: Byron YAC [info@bys.org.au](mailto: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 11 May.

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 1300 28 29 49

EVENT: Byron Bay Triathlon

DATES/TIME:

11 May 2019

Scope:

Attach examples per below.

## 6.13 TOILETS

TO: 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 Triathlon. Please find the details below.			
			Thank you NXsports 1300 28 29 49
EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019
Scope: 10 portable toilets Installation Friday for use Saturday.			

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# Transit Impact

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## 7 TRANSIT SERVICES

### 7.1 POLICE

The role of the Police is 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 managers 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, call sign Triathlon Police
- 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.

#### 7.1.1 APPLICATIONS

#### 7.1.2 APPROVAL

### 7.2 BYRON LOCAL TRAFFIC COMMITTEE


## LOCAL STAKEHOLDER SUBMISSION

Version 2019.1





11 May 2019

**Letter To:**  
The Byron Shire Council  
Local Traffic Committee

<b>DOCUMENT USERS:</b>	RMS, NSW Police, Tweed Council
<b>OWNED BY:</b>	 <b>NXsports</b>
<b>DATED:</b>	12 July 2018
<b>VERSION:</b>	1.0
<b>CONFIDENTIALITY:</b> <i>The document user may only be those who have been approved by the Owner.</i>	

## 8 DOCUMENT PURPOSE

<b>Event Manager:</b>	<p><b>NXsports Community Foundation Limited, hereafter known as NXsports (Event Manager)</b>  ABN: 99 145 432 006  Office: 1300 28 29 49</p> <ul style="list-style-type: none"> <li>Race Director: Michael Crawley  ✉ mike@nxsports.org  ☎ 0402 226 333</li> <li>Event Manager: Kevin Pready  ✉ growth@nxsports.org  ☎ 0411 757 577</li> <li>Event Manager: Nicola Farquhar  ✉ delivery@nxsports.org  ☎ 0478 710 344</li> </ul>
<b>Contraction:</b>	<p><b>QSMSports Pty Ltd (Owner)</b>  ABN: 21 141 818 779</p> <p>The Owner shares with the NXSports Community Foundation (the Event Manager) its intellectual property and assets for the purpose of delivering its Special Event.</p>
<b>Authority:</b>	<p>This authority of this document is in accordance with the Quality System under which all planning for the event is to proceed. Changes and deviations to this plan require the consent of the Owner.</p>
<b>Confidentiality:</b>	<p><i>Only for the Permitted Purpose of assisting the Event Manager to deliver the Special Event can an approved document user continue to read this document, and an unapproved document user should return the document to office@qsmports.com. The document user may only be those who have been approved by the Owner. 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 Owner and not cause direct or indirect detrimental harm to the Owner. The intellectual property includes data, information, designs contained in this document and will remain the exclusive property of the Owner, and will only be used for the permitted purpose.</i></p> <p>Copyright ©NXSports Community Foundation Limited 2017</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>
<b>Quality System:</b>	<p>Using our intellectual property and methodology we produce management plans which are part of the internal quality system, which include documents for Strategy, Community and Transit, Sales and Marketing, and Operations.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>

## 2 CONTENTS

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Dear members,

NXsports Community Foundation is pleased to make application to the Local Traffic Committee for approval to conduct the 23<sup>rd</sup> Byron Bay Triathlon on Saturday the 11<sup>th</sup> of May 2019.

The event continues the fine tradition of being one of the most highly sought-after sports tourism destination triathlons in the nation.

Consultation with the community and local businesses is essential in the planning of the Byron Bay Triathlon; together we will work to deliver a valuable economic and socially responsible project with perennial returns for stakeholders and our charitable partners.

We have formalised a Stakeholder Design 5-stage process into the NXsports Quality System that incorporates the pre-event engagement phase and the post-event feedback phase in order to better capture the impact on individual residents and businesses in community. The Stakeholder Design will incorporate the feedback from the community into the early stages of planning in order to mitigate problems on the day.

The triathlon includes stakeholders such as the Byron Bay Surf Life Saving Club, Brunswick Valley Rescue, Byron Bay Scouts, Byron Running Club, Byron Cycling Club, Lennox Head Cricket Club, and the Byron Youth Activity Centre, who will each contribute expertise, labour and will raise funds as a result of their contributions to the event.

The Saturday Triathlon is expected to attract 1,200 competitors, plus an estimated 1,500 supporters. Most competitors come from Queensland, the Tweed, Byron, Sydney, and regional areas. The Byron Bay Triathlon brings day visitors and week visitors to the area. The majority of visitors are three-day visitors, with a surprisingly high ratio bringing with each athlete an average of 3.3 visitors resulting in 12,000 bed nights (2017 data).

NXsports Community Foundation looks forward to continuing the journey with the Byron Bay community and the Byron region.

Thank you.



Yours sincerely,

Mike Crawley

NXsports, Race Director

<b>Dates</b>	Saturday 11 May 2019
<b>Venue</b>	The Erections crew will install rubbish bins and undertake a full site clean at the end of the event in conjunction with Solo Waste and Byron Shire Council.

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Road	Specification	Time of Road Impact
VENUE		
Denning Park	Transition	Set up of bike transition from 8am Friday 10 May.
Denning Park	Outside surf club	Delivery of crowd control fences Friday 10 May and set up of event site from 8am.
SATURDAY ROAD CLOSURES		
Bay Street (from Surf Club Fletcher St south)	North & southbound	7.00am to 5.00pm
Middleton Street (from Bay St to Marvel St)	North & southbound	10.30am to 3.00pm
Lawson Street (from Fletcher St to Massinger St)	North & southbound	10.30am to 5.00pm
Marvell Street (from Middleton St to Tennyson St)	North & southbound	10.30am to 3.00pm
Tennyson Street (Middleton St to Browning St)	North & southbound	11.00am to 3.00pm
Bangalow Road (from Browning St to Old Bangalow Rd)	North & southbound	11.30am to 3.00pm
Broken Head Road (from Old Bangalow Rd to BP Fuel Station Beech Dr)	North & southbound to Suffolk BP	12.00pm to 3.00pm

The proposed cycle course total time roads are closed to Suffolk Park BP is approximately 3 hours. The southbound lane is affected for approximately 2.5 hours; and northbound lane affected for approximately 3 hours.

The proposed program operates on three courses under a gradual closure:

- From surf club left to Ruskin St, 1.80km outbound; 3.0km return (**GREEN**)
- From surf club to Old Bangalow Rd corner, 2.50km outbound; 5.0km return (**PURPLE**)
- From surf club to Beach Drive 5.0km outbound: 10km return – (**BLUE**)

Implementation of staggered wave starts will ensure that the loading of cycles on the course remains at a reasonable level. The forecast closure times based on 2017 athlete times are noted below for each section of course.

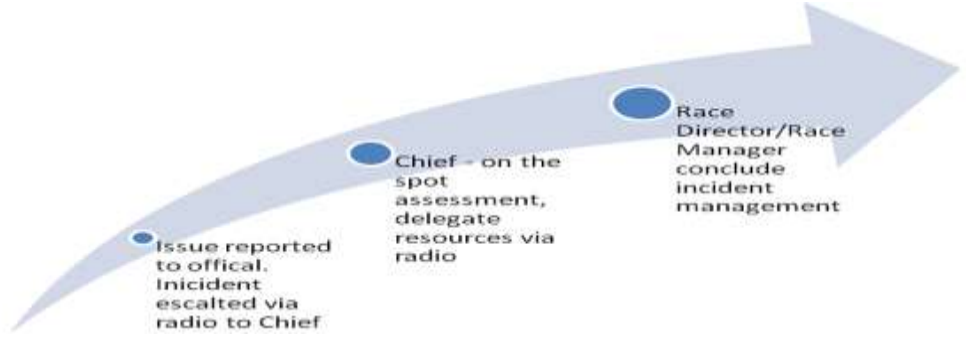
## Program & Closures



<b>Traffic Diversions</b>	Traffic diversions / traffic advisement points are as per the traffic control plans.		
	<b>Location</b>	<b>Approaching</b>	<b>Diversion</b>
	Ross Lane - advisement	Lennox Heads	Ross Lane to Pacific Hwy
	Midgen Flat Rd – advisement	Midgen Flat Rd & from Lennox	Midgen Flat Rd to Pacific Hwy
	Old Bangalow Rd, Bangalow Rd	From Bangalow or Coopers Shoot	Bangalow Rd to Pacific Hwy
	Browning St (near Mitre 10)	Jonson St	Back via Jonson St to Ewingsdale Rd
	Ewingsdale Rd	From Pacific Hwy	Return to Pacific Hwy
<b>Permits</b>	Permits and approvals required from:- <ul style="list-style-type: none"> <li>• New South Wales Police</li> <li>• Byron Shire Council</li> <li>• Local Traffic Committee</li> <li>• Surf Life Saving Australia</li> <li>• New South Wale Roads and Maritime Service</li> </ul>		
<b>Community Groups</b>	The following community groups may be involved and may receive direct benefits from the event:- <ul style="list-style-type: none"> <li>• Byron Surf Club</li> <li>• Brunswick Valley Rescue</li> <li>• Byron Bay Scouts</li> <li>• Byron Running Club</li> <li>• Byron Cycling Club</li> <li>• Lennox Head Cricket Club</li> <li>• Byron Youth Activity Centre</li> </ul>		
<b>Key Stakeholders</b>	<b>Name</b>	<b>Function</b>	<b>Representative</b>
	NXsports	Event viability	
	Byron Shire Council	Strategic benefits, economic impact and community ownership	
	State Roads (RMS)	Approvals and safety	
	Peak Sporting Body	Development of sport	
	NSW Police	Approvals and safety	
	Course Communities	Community involvement and minimized impact	
	Transport (Buses, Trains)	Community involvement and minimized impact	
	Shops/Businesses in Byron Bay	Community involvement and minimized impact	
	Suffolk Park Progress Association	Community involvement and minimized impact	
	Chinderah District Residents/ Progress Association	Community involvement and minimized impact	

#### 4 COMMUNITY AND TRANSIT PLANNING

<b>Sanctions</b>	Events and Races sanctioned through Triathlon New South Wales & Triathlon Australia
<b>Permits</b>	Permits and approvals required from:- <ul style="list-style-type: none"> <li>• New South Wales Police</li> <li>• Byron Shire Council</li> <li>• Local Traffic Committee</li> <li>• New South Wales RMS</li> </ul>
<b>Special Event Signage</b>	Special Event signage will be installed in affected suburbs two weeks in advance of the event. VMS electronic boards will be deployed 5 days in advance. Signage on streets closed for the race installed 7 days prior.
<b>Residents Notification</b>	NXsports to provide:- <ul style="list-style-type: none"> <li>• Regular news releases to local papers starting 3 months out</li> <li>• Special Event Notices go into the Byron Echo 1 and 2 weeks from the event</li> <li>• Doorknock to all affected businesses 1 month prior to the event</li> <li>• Letterbox drop to residents and businesses affected two weeks prior to event.</li> <li>• Residents will have access to the motorbike escort service for urgent entry/exit on routes.</li> <li>• All resident notification includes event contact mobile number.</li> </ul>
<b>Business Consultation</b>	<ul style="list-style-type: none"> <li>• Consultation will be made with shop owners and accommodation houses in the precinct.</li> <li>• NXsports will ask for design input from community and businesses through the local newspapers advertisements and a personalised email 3 months prior to the event.</li> <li>• NXsports will complete three waves of communications with shops/businesses in Byron via email.</li> <li>• NXsports will present to Chamber of Commerce.</li> <li>• A door to door personalised approach will be made to businesses on affected roads before the event.</li> <li>• Local fishermen and fishing clubs will be notified of the event in writing and followed up.</li> </ul>
<b>Road Signage</b>	<ul style="list-style-type: none"> <li>• Road detour signage and appropriate traffic signage will be used in advance of key changed road conditions &amp; activity areas as per Traffic Control Plan.</li> <li>• A major effort will be undertaken to improve detour signage for persons arriving in Kingscliff during road closures</li> <li>• An extensive campaign to participants will be undertaken to communicate detours, access roads before the weekend to minimise confusion</li> <li>• Special Event Signage will be placed on all connected roads into the event.</li> </ul>
<b>Bus Access</b>	The buses normally accessing the course will need to be diverted as per NSW Police recommendations; and a communication to residents affected needs to be jointly undertaken with Bus Company/Council/NXsports.
<b>Taxis</b>	Taxi companies will be contacted and regularly followed up.
<b>Car parking</b>	Council carparks with discounted code.
<b>Fencing &amp; Delineators</b>	Crowd control fences will be used to keep people off roads or away from high risk areas. Plastic delineators maybe used to deflect cyclists in high speed zones namely: <ul style="list-style-type: none"> <li>• Street crossings</li> <li>• Street corners on cycle course.</li> </ul>
<b>Road Marshalls &amp; Officials</b>	There will be volunteers assisting along all course positions within the town. All volunteers will be in the NXsports hi-vis vest where necessary. Triathlon New South Wales will provide 4-6 qualified Officials.
<b>Traffic Control</b>	Located as per the Traffic Control Plan
<b>Escort</b>	Three race experienced motorbike escorts with radio and high visibility vest will provide immediate interaction/control during races at the discretion of the Chief Official.
<b>Police</b>	There will be six 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 which will be installed by John Nolan.
<b>Risk Escalation</b>	During racing, all matters of safety, risk management are controlled by the Race Director, who with the Event Manager will take appropriate action. Officials & Traffic Controllers – report injuries; resident issues; behaviour incidents immediately to race radio Chief Official – assess risks and delegate to officials; first aider; Race Director Race Director/Race Manager coordinate response with emergency services; Council and Erection Crews


	
<b>Major Incident Protocol</b>	<p>In the case of a major community incident, the event will be put on hold until the Race Director and Police determine when the event is safe to proceed.</p> <p>Race Director ensures that emergency services maintain right of way access to all closed roads.</p>
<b>First Aid</b>	<p>St John's Ambulance is on site in two locations. At the finish line with a team of 3; and the mobile unit with a team of 2.</p> <p>Byron Surf Club will manage first aid along the swim course and in the water.</p>
<b>Rubbish</b>	<p>The Erections crew will install forty rubbish bins and undertake a full site clean at the end of the event in conjunction with Solo Waste and Byron Shire Council</p>
<b>PA</b>	<p>A PA system will be used during the event. Speakers will be faced away from residents to reduce impact.</p>
<b>Toilets</b>	<p>Six toilets will be provided at Denning Park</p>
<b>Technical Regulations</b>	<p>Racing and event management will be conducted in accordance with technical regulations of Triathlon Australia. Penalties and fines will be afforded to individuals breaching clear code of conduct or race rules.</p>
<b>Police Permit</b>	<p>Applications submitted to Police 12 July 2018.</p>

## 5 NXSPORTS QUALITY SYSTEM

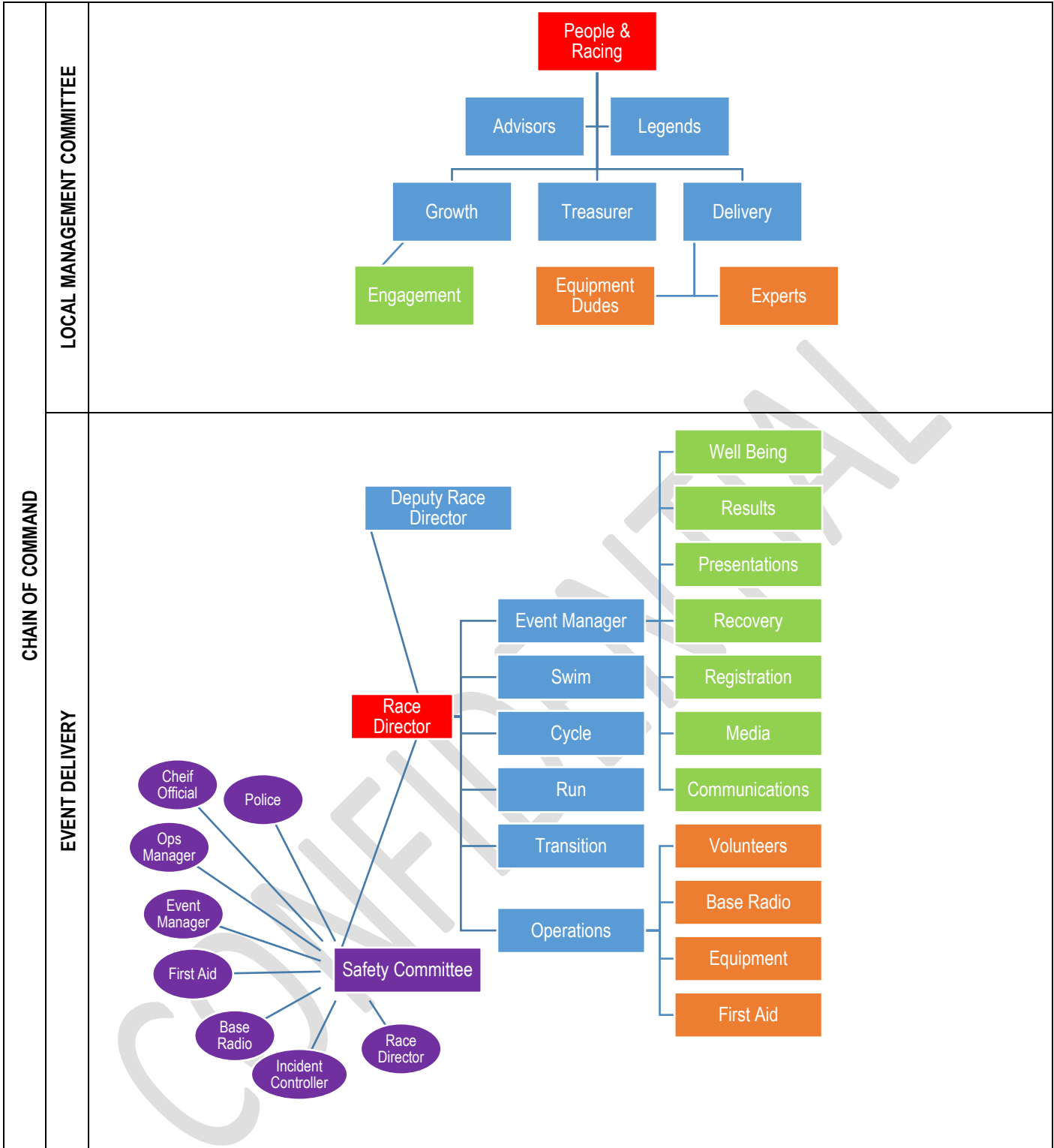
Shown below are the relevant business processes used to manage activities associated with the planning and implementation of this event. The intent is to conduct these processes in a consistent manner across all events and maintain our five-stage methodology:

1. Consult
2. Strategy
3. People
4. Process
5. Result

The driving force of the Quality Management 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"> <li>Identify key stakeholders and appoint the Strategic Advisory Board</li> <li><b>Review</b> and agree the outcomes and critical impact factors for the event</li> <li>Perform the event SWOT</li> </ul>
	STRATEGY	<ul style="list-style-type: none"> <li>Create the event budget and set targets</li> <li>Create the specific management plans, beginning with the Strategy Map</li> <li>Set the overarching scorecards</li> <li>Ensure the resources and structure required to deliver the event are clearly in place</li> <li><b>Review</b> the consultation progress to ensure the management plans are current</li> </ul>
	PEOPLE	<ul style="list-style-type: none"> <li>Recruit the best people for the job and appoint the Local Management Committee</li> <li>Empower the team and give ownership of tasks, responsibilities, and projects</li> <li><b>Review</b> the team and structure to ensure there is capacity to grow, change, and quickly adapt</li> </ul>
	PROCESS	<ul style="list-style-type: none"> <li>Implement the processes set out in the requisite management plans</li> <li>Perform ongoing <b>feedback</b> loops and integrate results into the management plans</li> <li><b>Evaluate</b> the ROI of marketing, consultation and operations tactics and <b>adjust</b> as required</li> </ul>
	RESULT	<ul style="list-style-type: none"> <li>Seek post-event <b>feedback</b> from customers, stakeholders, and Strategic Advisory Board</li> <li><b>Review</b> and judge scorecard results for each management plan</li> <li><b>Evaluate</b> the ROI of marketing and delivery tactics</li> <li><b>Review</b> overall event results with the Strategic Advisory Board and set the '4x4' improvement targets</li> </ul>
QUALITY PLANNING	<p>Using our intellectual property and methodology, three consistent management plans are structured for each event based on the direction provided by the Strategy Map. Each management plan is reviewed based on a scorecard method, and updated</p> <div style="text-align: center;">  <pre> graph TD     SM[Strategy Map] --&gt; SM_Marketing[Sales &amp; Marketing]     SM_Marketing --&gt; CM[Community &amp; Transit]     CM --&gt; Ops[Operations]     Ops --&gt; SM                     </pre> </div> <p>consistently in concert with regular feedback loops.</p>	

MANAGEMENT PLANS	STRATEGY MAP	<p>The Strategy Map draws together high-level strategy such as Purpose, Mission, and Values; the document details:</p> <ul style="list-style-type: none"> <li>• Overall scorecard</li> <li>• 12-month objectives</li> <li>• 3-year goals</li> <li>• Strategic advisory board</li> <li>• Local management committee</li> <li>• Budget summary</li> </ul>
	COMMUNITY & TRANSIT	<p>The Community &amp; Transit Management Plan is used to manage impacted stakeholders; the document details:</p> <ul style="list-style-type: none"> <li>• Key local stakeholders</li> <li>• Risk classification and risk management</li> <li>• Contingency planning</li> <li>• Community impact</li> <li>• Local consultation and notification</li> <li>• Site overview</li> <li>• Transit services</li> <li>• Police and emergency services</li> <li>• State roads and maritime authority</li> <li>• Traffic management</li> <li>• Special event signage</li> </ul>
	SALES & MARKETING	<p>The Sales &amp; Marketing Management Plan is used to set clear communications and campaigns; the document details:</p> <ul style="list-style-type: none"> <li>• Sales objectives</li> <li>• Economic impact and visitation</li> <li>• Product, price, and positioning</li> <li>• Branding and visual standards</li> <li>• Sponsorship</li> <li>• Communications and engagement timeline and milestones</li> <li>• Paid campaigns and ROI</li> <li>• Communications insights and analysis</li> </ul>
	OPERATIONS	<p>The Operations Management Plan is used to specify event day activities and logistics; the document details:</p> <ul style="list-style-type: none"> <li>• Race day chain of command</li> <li>• Safety committee</li> <li>• Briefings</li> <li>• Evacuation and emergency access</li> <li>• Site maps and measurements</li> <li>• Site build implementation plans</li> <li>• Pack lists and resources required</li> <li>• Site risk assessments</li> </ul>
CHAIN OF COMMAND	STRATEGIC ADVISORY BOARD	<pre> graph TD     SAB[Strategic Advisory Board] --- NXsports[NXsports]     SAB --- Council[Council]     SAB --- DA[Destination Activation]     SAB --- SR[State Roads]     SAB --- PSB[Peak Sporting Body]     SAB --- CC[Chamber of Commerce]     SAB --- Police[Police]     SAB --- RA[Residents Association] </pre>



QUALITY ASSURANCE AUDIT

Stakeholder	Action	Completed
Consult		
Strategy		
People		
Process		

Stakeholder	Action	Completed
Result		

## 5.1 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.

## 5.2 EMERGENCY SERVICES

### 5.2.1 AMBULANCE / POLICE / FIRE BRIGADE

In the event that Emergency Services need to access areas effected by road closures in place for Byron Bay Triathlon 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 Triathlon 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).

### 5.2.2 BYRON BAY AMBULANCE

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

### 5.2.3 BYRON BAY POLICE

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

### 5.2.4 BYRON BAY FIRE BRIGADE

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

### 5.2.5 SUFFOLK PARK FIRE BRIGADE

Suffolk Park Rural Fire Service is located in Suffolk Park (off Clifford St) and will have issues exiting onto Broken Head Road. In 2013 the Station Supervisor removed the fire truck from Clifford St and stationed it elsewhere for easy access.

### 5.2.6 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.

### 5.2.7 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.

## 5.2.8 EMERGENCY SERVICES 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); JMitche11@ambulance.nsw.gov.au; ; psnth@rms.nsw.gov.au; peter.jefree@ncahs.health.nsw.gov.au; wals1lea@police.nsw.gov.au; [Craig.Walker@rms.nsw.gov.au](mailto:Craig.Walker@rms.nsw.gov.au); [26514@police.nsw.gov.au](mailto:26514@police.nsw.gov.au); [Brad.harrison@fire.nsw.gov.au](mailto:Brad.harrison@fire.nsw.gov.au); [Jonathon.Crocker@rms.nsw.gov.au](mailto:Jonathon.Crocker@rms.nsw.gov.au)

Hi Michael,

Please advise your local station/department of the below event details.

**The race day contact will be Race Director Mike Crawley on 0402 226 333. If you could call him if access is needed in the affected sites he will coordinate police resources.**

Should you require anything else, please feel free to contact me at your earliest convenience. We are expecting 1200 athletes at this stage for the event. The event will run from 11.30am to 4.30pm. St John's will be on site providing first aid services.

Thank you NXsports 1300 28 29 49

EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
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### SCOPE:

The 24th annual Byron Bay Triathlon will be held on Saturday 11 May 2019.

The Triathlon has four sites utilized to conduct the event, highlighted in brief:

1. Event base/registrations and finish line site – Byron SLSC
2. Swim site – Starts at The Pass, finishes at Main Beach
3. Cycle site – Follows the Coast Road towards Suffolk Park with a U-Turn before Suffolk Park BP
4. Run site – based from the Byron SLSC along Lawson St, Cowper St, Tennyson St and Gilmore Cres

COURSE MAPS ATTACHED.

**The triathlon will affect the following roads from 11.00am to 4.00pm.**

Bay Street, between Fletcher Street and Middleton Street

Middleton Street, between Bay Street and Marvell Street

Marvell Street, between Middleton Street and Tennyson Street

Tennyson Street, between Marvell Street and Browning Street

Lawson Street, between Middleton Street and Massinger Street

**The triathlon will affect the following roads from 12.00pm to 3.45pm.**

Bangalow Road, between Browning Street and Broken Head Road

Broken Head Road, from Bangalow Road to Suffolk Park BP

Northbound traffic from Lennox Head detours up Midgen Flat Road to Highway

## 5.3 NSW MARINE PARK AUTHORITY

## 5.4 BALLINA COUNCIL

An event notification will be sent to Ballina Shire Council as a matter of courtesy.

## 5.5 RTA – RMS

### 5.5.1 ROAD OCCUPANCY LICENCE (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.

<https://myrta.com/oplinc2/pages/security/oplincLogin.jsf>

TO: [Craig.Walker@rms.nsw.gov.au](mailto:Craig.Walker@rms.nsw.gov.au); [Jonathon.Crocker@rms.nsw.gov.au](mailto:Jonathon.Crocker@rms.nsw.gov.au); [raymond.sawyer@rms.nsw.gov.au](mailto:raymond.sawyer@rms.nsw.gov.au)

Hello Craig,

As per our earlier conversation, our online application number is \_\_\_\_ for the upcoming Byron Bay Triathlon. Can you please advise the process for attaining gantry signage during the event weekend?

Thank you NXsports 1300 28 29 49.

EVENT: Byron Bay Triathlon DATE/TIME: 11 May 2019

Our new business name is NXsports Community Foundation Limited  
ACN: 145 432 006

Hi Nicola,

The VMS you would have seen this morning is used to advise southbound trucks carrying dangerous goods to use the Ewingsdale Rd exit prior to the tunnel. Therefore, it is unavailable to display event signage. All available signage in the vicinity of the St Helena Tunnel is displaying the event messages and has since earlier this week.

Further to my conversation, for next year's event we should look at providing information on the M1 Pacific Mwy southbound Yelgun interchange VMS. Give me a call next week to go over how everything went and if there's anything we can include for next year's event.

Best wishes and thanks!

Regards,

Ray Sawyer

## 5.5.2 RMS (WATER) AQUATIC EVENT APPLICATION

[https://www.onegov.nsw.gov.au/GLS\\_Portal/ma/Account.mvc/LogOn?ReturnUrl=%2FGLS\\_Portal%2Fma%2FMyProducts.mvc](https://www.onegov.nsw.gov.au/GLS_Portal/ma/Account.mvc/LogOn?ReturnUrl=%2FGLS_Portal%2Fma%2FMyProducts.mvc)

TO: psnth@rms.nsw.gov.au

Hello Susan,

On behalf of NXsports, we would like to apply for the upcoming Byron Bay Triathlon, which will be held on Saturday 11 May 2019. I have attached the following documentation:

- The aquatic license application form
- An excerpt of the swim plan as provided by Byron Bay SLSC
- A map of the swim course
- A letter outlining the risk management inherent to the event
- A written authorisation
- A certified copy of my driver license
- NSW Marine Parks Permit (expires 2019)
- The letter advising we acknowledge that there will be a cost associated to the advertising of the event

We have applied and I am waiting for approval from the Byron Shire Council to use the foreshore land and will provide the authorisation as soon as I receive it.

We have also applied to the Cape Byron Trust for the foreshore usage and I will provide that authorisation as soon as I receive it.

I have followed up with Andrew Page at Marine Parks as our permit is due to expire this year.

Please let me know if there is any other information you may need.

Thank you. NXsports 1300 28 29 49

EVENT: Byron Bay Triathlon DATE/TIME: 11 May 2019

SCOPE: See attached

### 5.5.3 APPROVAL

## 5.6 FIRST AID

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

TO: Kingscliff.division@stjohnnsw.com.au			
Hello Rachel, Can you please confirm your availability and cost following our online application ____ for the upcoming Byron Bay Triathlon. Thank you NXsports 1300 28 29 49			
EVENT:	Byron Bay Triathlon	DATES/TIME:	Saturday 11th May 2019
SCOPE:	4 first aiders 1 ambulance – cycle and run placement 1 base station – finish line NXsports to provide one repeater radio for supervisor. Ambulance to be positioned at Old Bangalow Road until cycle leg has finished, then returns to first aid post at Finish Line.		

## 5.7 WATER SAFETY – SLSC

The Byron SLSC will provide water safety and manage associated risk with water-based racing, including the following tasks:

1. Obtain SLS NSW Event Permit – please provide a copy of approval by 21 days in advance of the event
2. Set course with suitable flags, markers, buoys to identify course and hazards
3. Secure radio communications using Surf Command and VMR Channels
4. Shark hazards are a potential risk; to mitigate such a risk, there will be increased rescue craft
5. Provide usually 4 IRBs and 2 RWCs
6. Provide two first aid posts with Defib, Spinal, and Oxygen on Surfcom Boat Ramp and Mobile.

Email to notify clubs of dates.

TO: admin@cudgenslsc.org.au; admin@brunswickslsc.org; admin@saltsurfclub.com.au; amills@ghd.com.au; andrew1@bigpond.com; rlharper@bigpond.net.au; fncreg@bigpond.net.au; elton@acummings.com.au; frank@bayislandspestcontrol.com.au; gail@lavincoastal.com.au; gandcraso@gmail.com; ianahamilton30@gmail.com; jryan69@bigpond.com; jeff.smith@loanmarket.com.au; jimd@westlawn.com.au; lifesaving@cabaslsc.org.au; leanne.moore1@bigpond.com; markh727@gmail.com; rob@blueplanetmarine.com; stevenk@cskgroup.com.au	
Hello club secretaries, Please confirm the following upcoming events on your calendar. Thank you NXsports 1300 28 29 49.	
SCOPE: Kingscliff Triathlon – 2 December 2018 Tweed Coast Enduro – 16 February 2019 Kingscliff Triathlon – 31 March 2019 Byron Bay Triathlon – 11 May 2019	

### 5.7.1 REQUEST SLSC WATER SAFETY SERVICES

TO: dan@tweedcoastmarine.com.au
Hello Max, I wanted to confirm your club's involvement with the upcoming Byron Bay Tri on May 11 <sup>th</sup> 2019, in particular the provision of lifesavers and resources to support the safety requirements of the swim leg. The planned swim is currently the same course as used previously. We would also like to book the use of the club for registration purposes and invite the club to conduct their usual barbeque on the day. Could you please advise your committees and users of the affected space accordingly? Should you require anything else, please feel free to contact me at your earliest convenience. Looking forward to 2019! Thank you NXsports 1300 28 29 49

SCOPE:

## 5.7.2 REQUEST COPY OF SLSA PERMIT

TO: dan@tweedcoastmarine.com.au

Hi Secretary,

Hope all is well. We just wanted to touch base to see where things are at in relation to obtaining the special event permit from SLSA for the upcoming Byron Bay Triathlon and Multi-Sport Festival. If there any issues or questions regarding this or anything else relating to the event please feel free to call or email me to discuss them in further detail.

Kind regards,

Thank you NXsports 1300 28 29 49

SCOPE:

Request SLSC Water Safety Services. Add Part 5.12

## 5.8 WATERWAYS

NXsports will provide:

- Relevant notice to User Clubs
- Completed Application for an Aquatic License submitted to RMS minimum 4 weeks prior to the event date
- A detailed map of the area in which the event /activity is to take place
- Risk Assessment in relation to the event
- An operational plan detailing safety procedures, rescue craft, qualified personnel in attendance and communications procedures
- Written permission from council to use the foreshore

## 5.9 BUSES

### 5.9.1 BLANCHS 640 INBOUND AND OUTBOUND

**Times: Ballina to Byron Bay**

Opp. Beaches of Byron – Broken Head Road 1:57

**Byron Bay to Ballina**

Opp. Beaches of Byron – Broken Head Road 1:38

### Proposed Bus Diversions:

Northbound services from Lennox Head to divert up Ross Lane then down Midgen Flat Road, resuming service, when safe to enter Broken Head Rd, under escort through Suffolk Park and onto Byron Bay.

### 5.9.2 ADVISE BUS COMPANIES OF EVENT ROAD CLOSURE & CONFIRM LOCAL TAXI SERVICE

TO: phil@blanchs.com.au; info@brunswickvalleycoaches.com.au; info@byronbus.com; info@xcede.com.au; deleecem@bigpond.com

Hi All -

Can you please confirm the following arrangements? We request you kindly notify your operations centre of the below road closures and bus stops affected.

Thank you NXsports 1300 28 29 49

SCOPE: Road Closures and Buses Diversion

**Blanchs 640 Inbound and Outbound**

**STOP CLOSURES BETWEEN SUFFOLK PARK BP AND TENNYSON STREET**

**Ballina to Byron Bay**

Opp. Byron Holiday Park – Broken Head Road 12.07, 1:57

**Byron Bay to Ballina**

Opp. Byron Holiday Park – Broken Head Road 1:38

### PROPOSED BUS DIVERSIONS

Northbound services from Lennox Head to service up to Suffolk BP, around Beech Drive, Teek Cct, then returns down Broken Head Road, divert onto Ross Lane, enter Byron Bay via Ewingsdale Road.

OR regular bus routes divert to Ross Lane.

### Closed Roads

**Broken Head Road** – north & southbound to Suffolk Park BP

**Bangalow Road** - north & southbound

**Tennyson Road** - north & southbound

**Marvell Street** - north & southbound

**Middleton Street** - north & southbound

**Bay Street** - north & southbound

**Lawson Street** – north & southbound

**Northbound traffic from Lennox Heads detours up Midgen Flat Road to Highway**

### Traffic Diversion

The above roads are not accessible due to the cycle and run course being closed to traffic.

## 5.10 AIRPORT SHUTTLES, TAXI & LIMO SERVICES

We will notify Byron Bay Taxis and Limousines along with any other providers that may be affected by the road closures. 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.

Diverted via Highway to Ewingsdale Road entry to Byron.

TO: Luxury Transfers ([reservations@luxurytransfers.com.au](mailto:reservations@luxurytransfers.com.au)), Xcede Airport Transfers ([info@xcede.com.au](mailto:info@xcede.com.au)), Byron Bus ([info@byronbus.com](mailto:info@byronbus.com)), Byron Bay Taxis ([info@byronbaytaxis.com](mailto:info@byronbaytaxis.com)), Byron Shuttle Bus ([booking@byronshuttlebus.com](mailto:booking@byronshuttlebus.com)), Brisbane2Byron ([bris2byron@hotmail.com](mailto:bris2byron@hotmail.com)),

Good afternoon all,

Please see details below regarding road closures that will be in place for the upcoming Byron Bay Triathlon. Please kindly notify your operations centre and should you have any questions do not hesitate to contact us directly.

Thank you NXsports 1300 28 29 49

SCOPE: Road Closures between 11.00am and 3.30pm

### Closed Roads

**Broken Head Road** – north & southbound to Midgen Flat Road

**Bangalow Road** - north & southbound

**Tennyson Road** - north & southbound

**Marvell Street** - north & southbound

**Middleton Street** - north & southbound

**Bay Street** - north & southbound

**Lawson Street** – north & southbound

**Northbound traffic from Lennox Heads detours up Midgen Flat Road to Highway**

### Traffic Diversion

The above roads are not accessible due to the cycle and run course being closed to traffic. Suggested diversion via Highway to Ewingsdale Road for entry to Byron

### MAPS

Maps for the cycle and run leg of the event are attached

## 5.11 MOTO MARSHALS

Moto marshals perform an important role in helping maintain both safety and technical support on race day. These marshals are generally experienced riders who have helped us in this capacity previously. However, prior to every event they are briefed on all issues relating to their role and the event overall.

TO: <b>Craig Mayled (craig7@iinet.net.au)</b>			
Hello Craig, We would appreciate your help once again for the upcoming May edition of the Bryon Bay Triathlon. Can you please confirm your cost and availability for the following arrangements?			
Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
SCOPE:	2 – 4 Moto marshals		
Overnight accommodation and meals provided			

## 5.12 ROADS CLOSED & TRAFFIC DIVERSION

### 5.12.1 CLOSED ROADS

- **Broken Head Road** – north & southbound to Suffolk Park BP
- **Bangalow Road** - north & southbound
- **Tennyson Road** - north & southbound
- **Marvell Street** - north & southbound
- **Middleton Street** - north & southbound
- **Bay Street** - north & southbound
- **Lawson Street** – north & southbound
- **Northbound traffic from Lennox Heads detours up Midgen Flat Road to Highway**

### 5.12.2 TRAFFIC DIVERSION

The above roads are not accessible due to the cycle & run course being closed to traffic.

## 5.13 TRAFFIC CONTROL & TRAFFIC MANAGEMENT

TO: Bob Carpenter			
Good morning Bob, Can you please confirm your services and provide a quote for the following arrangements?			
Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
SCOPE:	Traffic Control Capability Statement		
Traffic Control will:			
<ul style="list-style-type: none"><li>• Arrive onsite and start to set up before 9.00am to assist with advance traffic diversions</li><li>• Install diversion signage by 9.30am</li><li>• Use barrier boards on side streets with a race marshal</li><li>• Use water barriers on unmanned access points</li><li>• Hand out alternate route flyers at various locations.</li></ul>			
NXsports will coordinate:			
<ul style="list-style-type: none"><li>• 2x VMS message boards installed on key roads 7 days prior, displaying advance warning information</li><li>• 4x VMS message boards installed on key roads 3 days prior, displaying advance warning information</li></ul>			

- Install on bike/run course A3 notices of road closure 7 days prior
- Install special event signage on parameter of road closure 21 days prior
- Will install detour signage to reduce traffic inbound at:-
  - Midgen Flat Road
  - Bangalow Road
  - Johnson Street

### 5.13.1 CONTROL TIMES

#### Indicative Wave Starts based on Bryon 2016

	Start Swim	Swim Time	Start Ride	Ride Time	Avg km/h	Start Run	Run Time	Finish
<b>Tempta</b>	<b>12:00:00 PM</b>	0:06	12:06:29 PM	0:26	23.08	12:32:52 PM	0:14	12:47:49 PM
<b>Fastest</b>		0:03	12:03:52 PM	0:18	33.33	12:22:02 PM	0:09	12:31:59 PM
<b>Slowest</b>		0:09	12:09:52 PM	0:37	16.22	12:47:26 PM	0:25	1:12:59 PM
<b>Sprint</b>	<b>12:10:00 PM</b>	0:19	12:29:12 PM	0:39	30.77	1:09:02 PM	0:26	1:35:14 PM
<b>Fastest</b>		0:12	12:22:19 PM	0:27	44.44	12:49:46 PM	0:10	1:00:37 PM
<b>Slowest</b>		0:29	12:39:55 PM	0:59	20.34	1:39:07 PM	0:44	2:23:12 PM
<b>Olympic</b>	<b>12:28:00 PM</b>	0:28	12:56:14 PM	1:05	31.94	2:01:49 PM	0:52	2:54:09 PM
<b>Fastest</b>		0:17	12:45:41 PM	0:49	42.37	1:34:44 PM	0:35	2:10:17 PM
<b>Slowest</b>		0:48	1:16:51 PM	1:35	21.85	2:51:59 PM	1:22	4:14:09 PM

#### Control Times (the times when first athlete may start & finish on that road)

SATURDAY	SITES	POLICE	CONTROL TIMES	HOURS
Traffic Controller 1	Bay St & Fletcher St		11.15 – 16.15	5
Traffic Controller 2	Lawson St & Fletcher St		11.15 – 16.15	5
Traffic Controller 3	Lawson St & Middleton St		11.15 – 16.15	5
Traffic Controller 4	Marvel St & Middleton St		11.15 – 15.15	4
Traffic Controller 5	Lawson St & Massinger St		11.15 – 16.15	5
Traffic Controller 6	Tennyson St & Kingsley St		11.15 – 15.15	4
Traffic Controller 7	Tennyson St & Kingsley St		11.15 – 15.15	4
Traffic Controller 8	Tennyson St & Ruskin St		11.15 – 15.15	4
Traffic Controller 9	Tennyson St & Ruskin St		11.15 – 15.15	4
Traffic Controller 10	Tennyson St & Browning St		11.15 – 15.15	4
Traffic Controller 11	Tennyson St & Browning St		11.15 – 15.15	4
Traffic Controller 12	Broken Head Rd & Old Bangalow Rd		11.30 – 15.00	3.5
Traffic Controller 13	Broken Head Rd & Bangalow Rd		11.30 – 15.00	3.5
Traffic Controller 14	Bangalow Rd & Coopers Shoot Rd		11.30 – 14.45	2.45
Traffic Controller 15	Broken Head Rd & Beech Dr (BP Suffolk Park)		11.30 – 14.45	2.45
Traffic Controller 16	Broken Head Rd & Beech Dr (BP Suffolk Park)		11.30 – 14.45	2.45
Traffic Controller 17	Broken Head Rd & Clifford St		11.30 – 14.45	2.45
Traffic Controller 18	Broken Head Rd & Midgen Flat Rd		11.30 – 14.45	2.45

### 5.13.2 RUN SHEET

RUN SHEET		
TIMES	LOCATION	EFFECT

### 5.13.3 DETOUR SIGNAGE

- Install on bike/run course A3 notices of road closure 5 days prior
- Install special event signage on parameter of road closure 7 days prior

### 5.13.4 VMS BOARDS

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

<b>TO:</b> Tom@roadhire.com.au; jasonrush@bigpond.com; <i>Hi Tom, Please find attached advice of our next event, included are our requirements. Thank you NXsports 1300 28 29 49.</i>	
<b>EVENT:</b>	Byron Bay Triathlon
<b>DATES/TIME:</b>	Saturday 11 May 2019.
<b>DELIVERY/PICKUP:</b>	VMS – Thursday 09/5/2019 Return: Monday 13/5/2019 Thurs 5pm to Saturday 5pm
<b>SCOPE:</b>	4 x VMS Boards
<b>OTHER: BOARDS MESSAGING</b>	<b>TOM ROADHIRE VMS Board (1)</b> Midgen Flat Intersection  Message A – from 10/5/2019 until 4am 11/5/2019 Road closed from Byron South Saturday 12pm to 4pm  Message B – until 5pm 11/5/2019 Road closed now South to Suffolk Use Midgen Flat Road  <b>TOM ROADHIRE VMS Board (2)</b> - Near Clifford Street, Suffolk park  Message A – from 09/5/2019 until 4am 11/5/2019 Road closed from Byron South Saturday 12pm to 4pm  Message B – until 5pm 11/5/2019 Road closed now South to Suffolk Use Midgen Flat Road  <b>COATES VMS Board (3)</b> Near hospital roundabout Message A – from 09/5/2019 until 4am 11/5/2019

Road closed to Byron North  
Saturday  
12pm to 4pm

Message B – until 5pm 11/5/2019

Road closed now  
North to Byron  
Use Midgen Flat Rd

**COATES VMS Board (4)** Near football field

Message A – from 10/5/2019 until 4am 11/5/2019

Road closed to Byron North  
Saturday  
12pm to 4pm

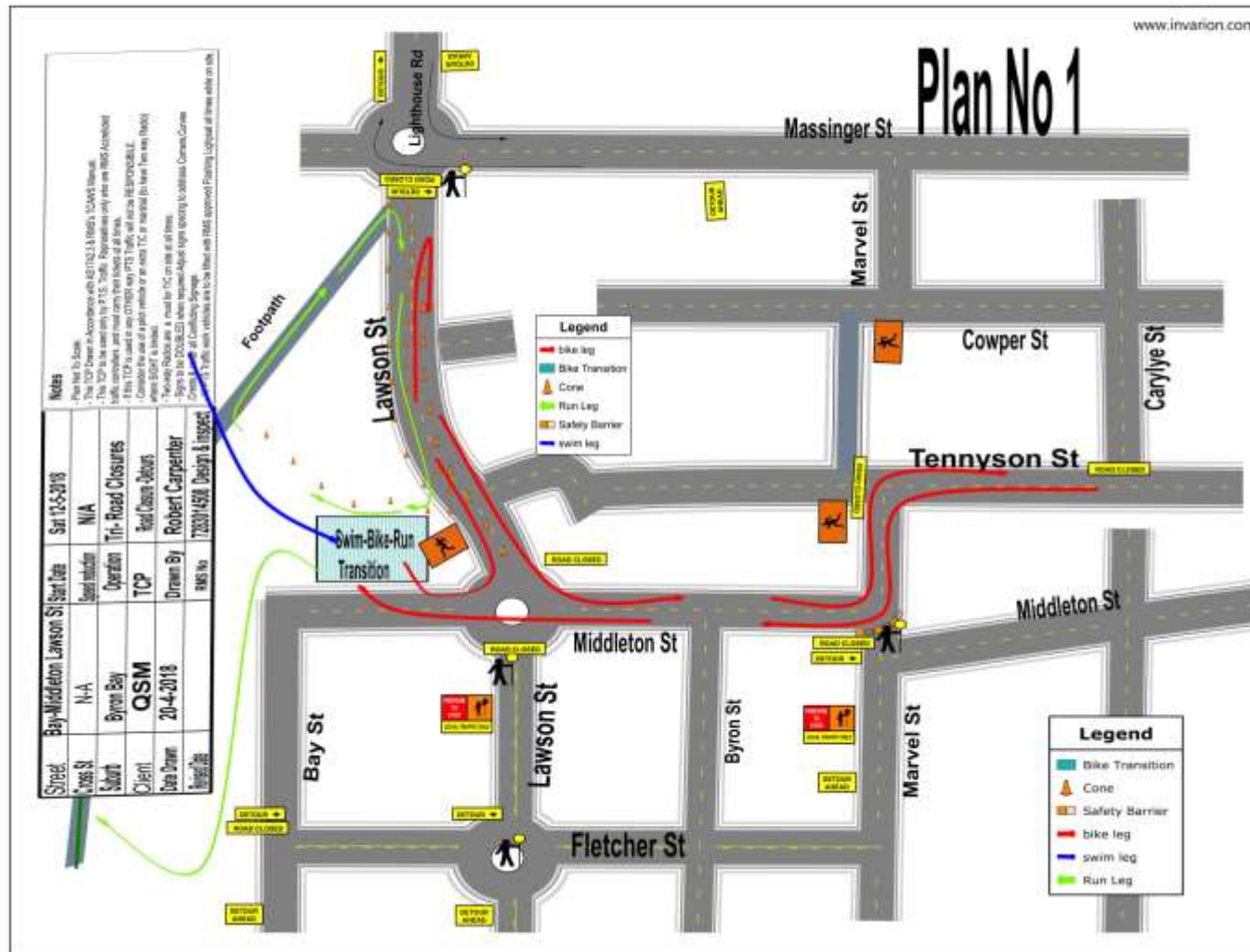
Message B – until 5pm 11/5/2018

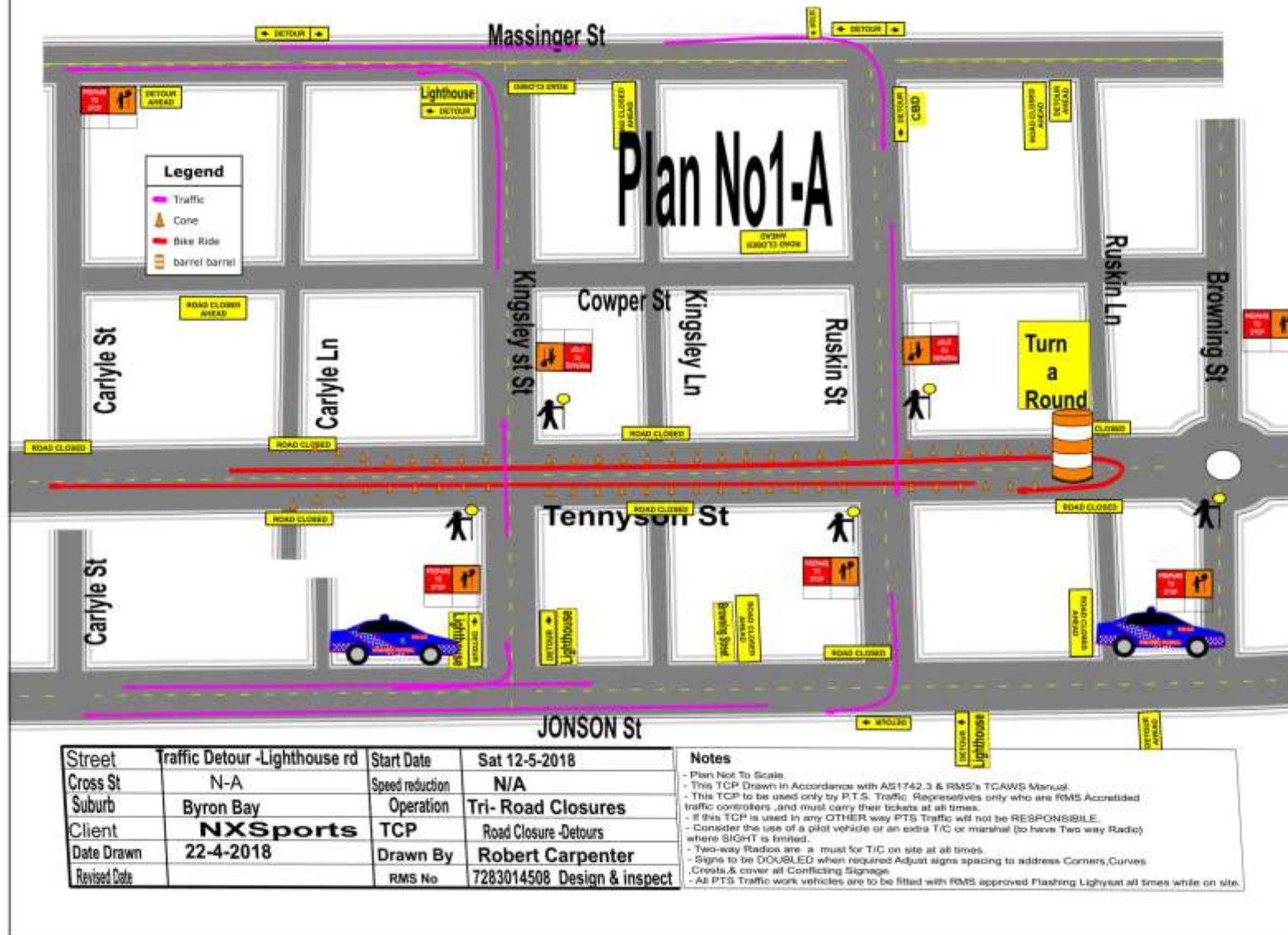
Road closed now  
North to Byron  
Use Midgen Flat Rd

CONFIDENTIAL

## 5.14 TRAFFIC CONTROL PLANS

Plans for 2017 included below, they will be updated pending feedback from Police and the LTC.





Street	Bay-Middleton Lawson St	Start Date	Sat 12-5-2018
Cross St	N-A	Steel erection	N/A
Suburb	Byron Bay	Operation	Tri-Road Closures
Client	<b>QSM</b>	TCP	Real Closure Delays
Date Drawn	20-4-2018	Drawn By	Robert Carpenter
Revised Date		Revised No	7203014500 Design & Inspect

## Notes

Plan Not To Scale.

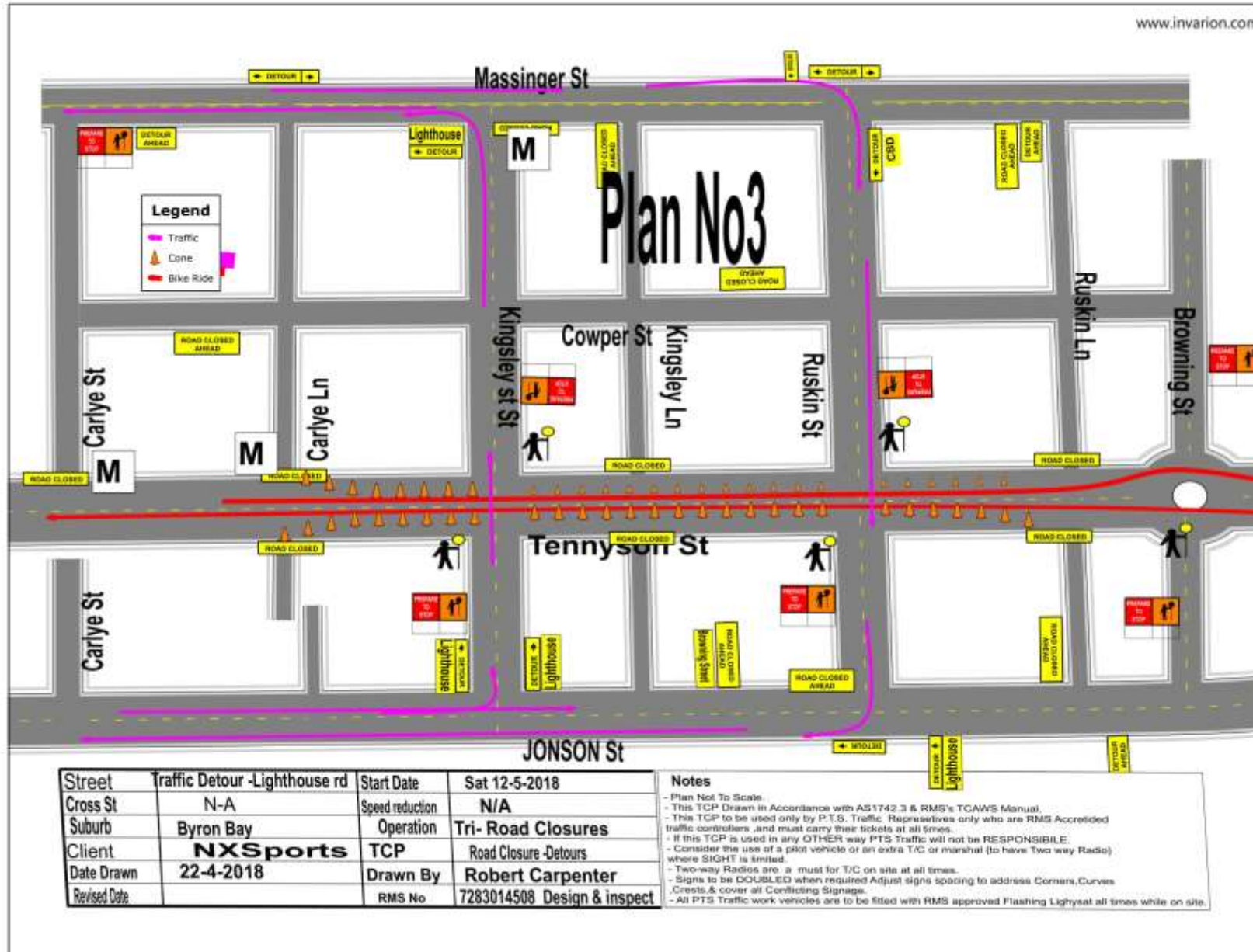
This TDP complies with AS1412.3.3 & RMS's TCARS Manual.  
This TDP to be used only for P.T.S. Traffic. Registrations only who use RMS Accredited  
traffic cooperation and must carry their TDPs at all times.  
If this TDP is used in any OTHER way P.T.S. Traffic will not be RESPONSIBLE.  
Consider the use of a pilot vehicle or an active TC or marked to have "two way (Radio)  
operation. Signage is limited.  
Two-way Radio are a must for TC or only at all times.

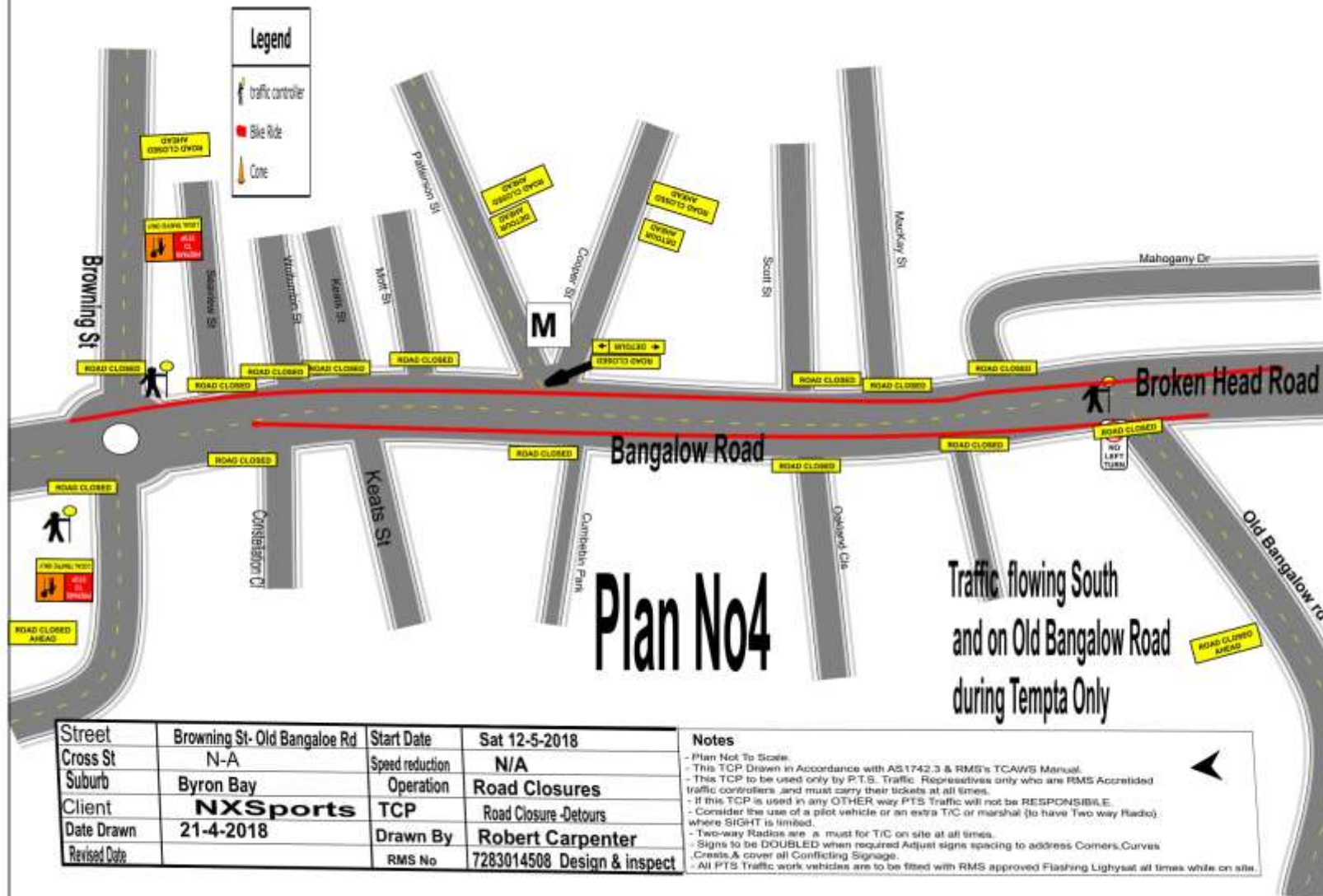
- Two-way Reflows are a must for T.C. on site at all times.

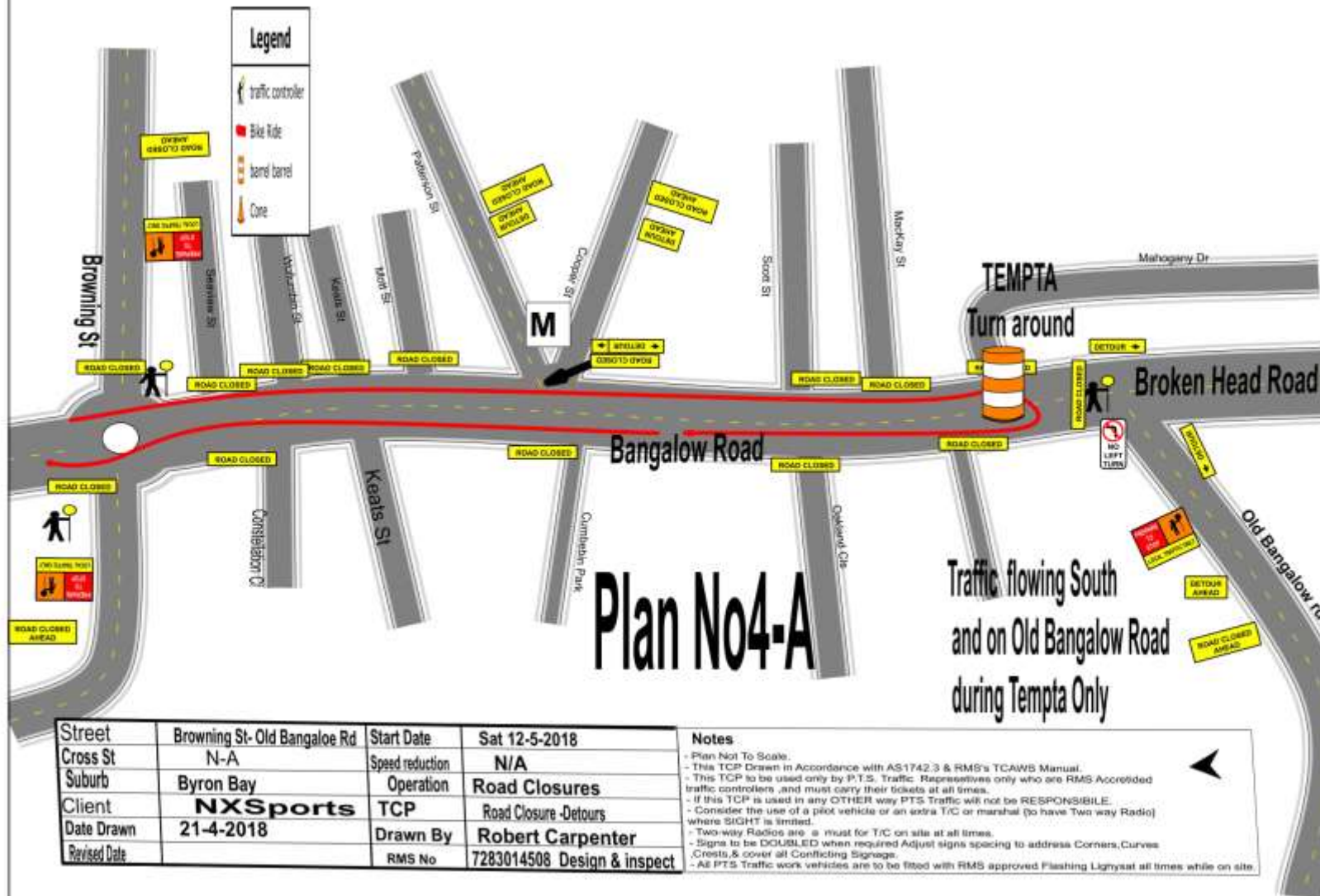
• Signs to be DULBLED when required Adjust signs spacing to address Carriers, Current Credits & ~~all~~ all Conflicts Signage

July 15 Traffic with vehicles are to be fitted with H&M approved Fueling Lighted all times while on site.





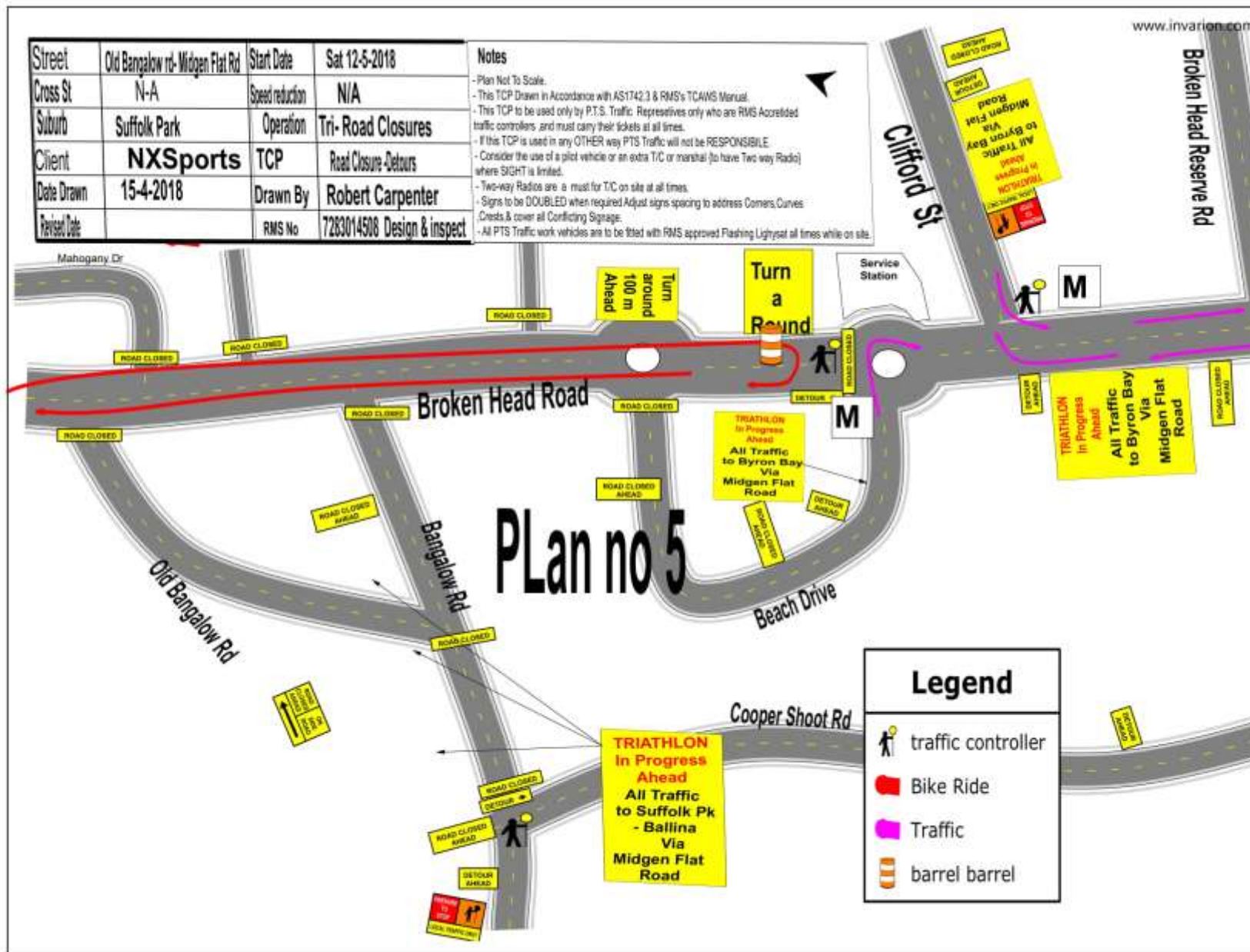




Street	Old Bangalow rd- Midgen Flat Rd	Start Date	Sat 12-5-2018
Cross St	N-A	Speed reduction	N/A
Suburb	Suffolk Park	Operation	Tri- Road Closures
Client	<b>NXSports</b>	TCP	Road Closure-Detours
Date Drawn	15-4-2018	Drawn By	Robert Carpenter
Revised Date		RMS No	7283014508 Design & inspect

**Notes**

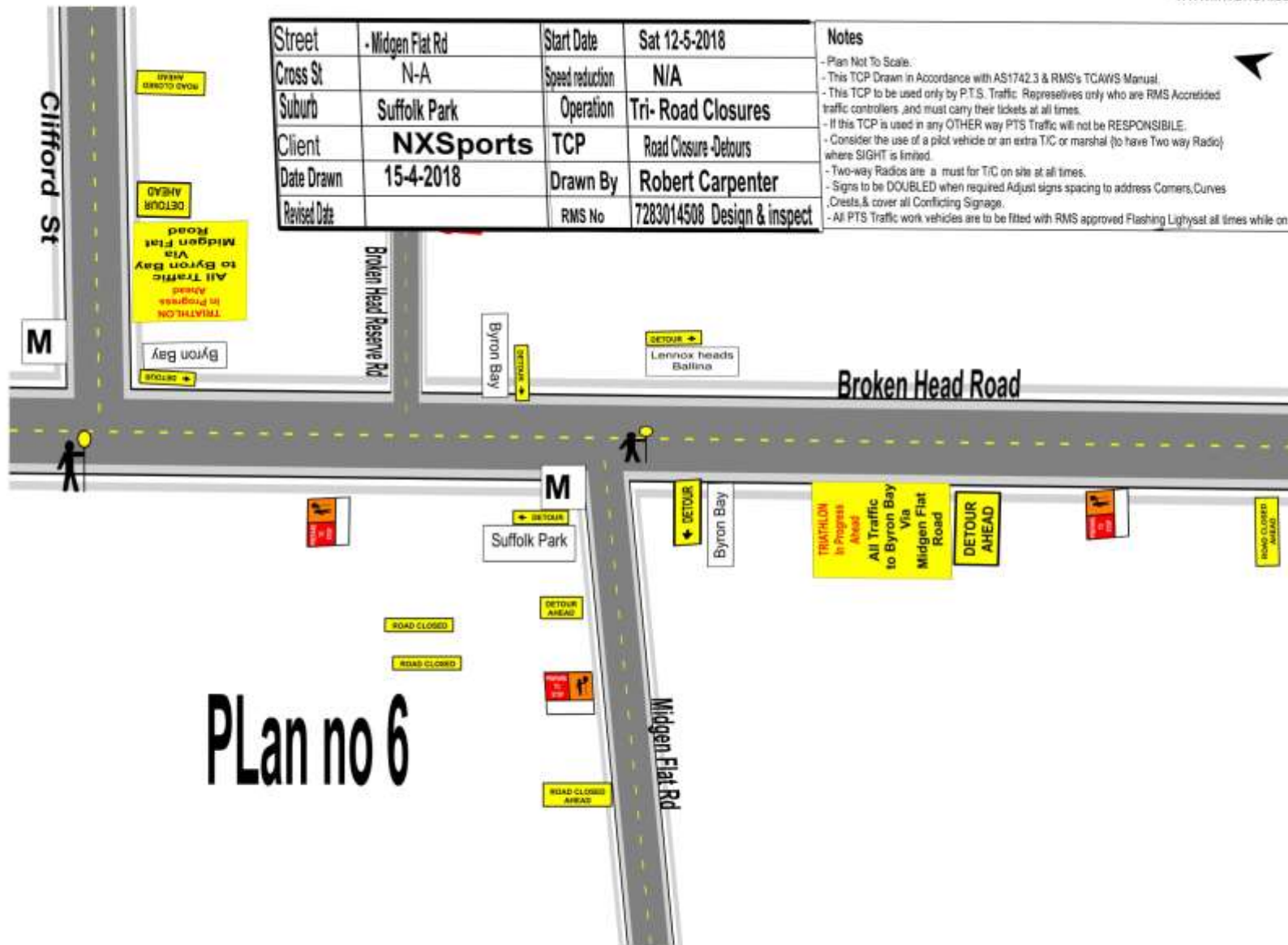
- Plan Not To Scale.
- This TCP Drawn In Accordance with AS1742.3 & RMS's TCAWS Manual.
- This TCP to be used only by P.T.S. Traffic Representatives only who are RMS Accredited traffic controllers, and must carry their tickets at all times.
- If this TCP is used in any OTHER way PTS Traffic will not be RESPONSIBLE.
- Consider the use of a pilot vehicle or an extra T/C or marshal (to have Two way Radio) where SIGHT is limited.
- Two-way Radios are a must for T/C on site at all times.
- Signs to be DOUBLED when required Adjust signs spacing to address Corners, Curves.
- Crests & cover all Conflicting Signage.
- All PTS Traffic work vehicles are to be fitted with RMS approved Flashing Lightysat all times while on site.

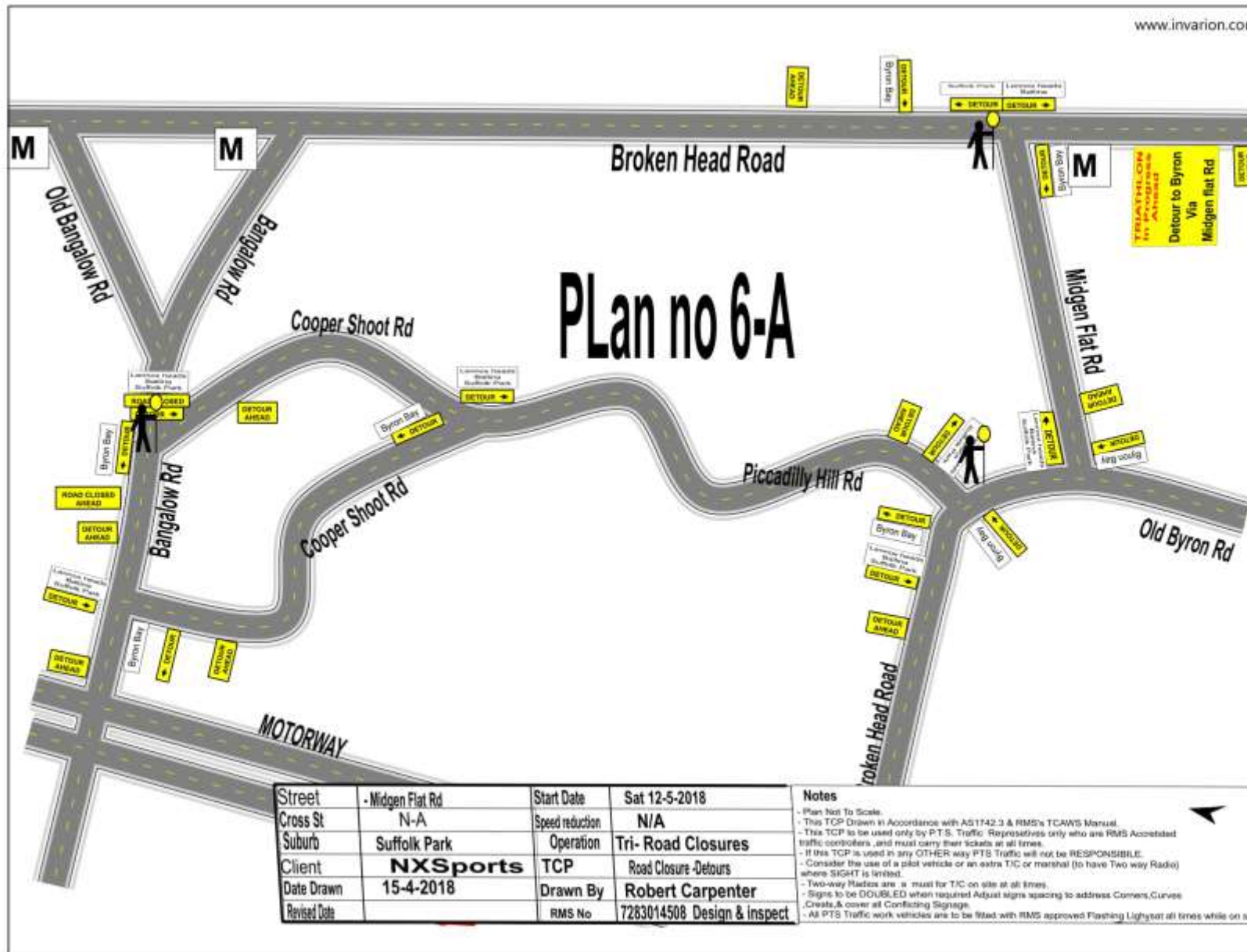


**PLan no 5**

### Notes

- Plan Not To Scale.
- This TCP Drawn in Accordance with AS1742.3 & RMS's TCAWS Manual.
- This TCP to be used only by P.T.S. Traffic Represitives only who are RMS Accredited traffic controllers, and must carry their tickets at all times.
- If this TCP is used in any OTHER way PTS Traffic will not be RESPONSIBLE.
- Consider the use of a pilot vehicle or an extra T/C or marshal (to have Two way Radio) where SIGHT is limited.
- Two-way Radios are a must for T/C on site at all times.
- Signs to be DOUBLED when required Adjust signs spacing to address Corners, Curves, Crests, & cover all Conflicting Signage.
- All PTS Traffic work vehicles are to be fitted with RMS approved Flashing Lightys at all times while on site.

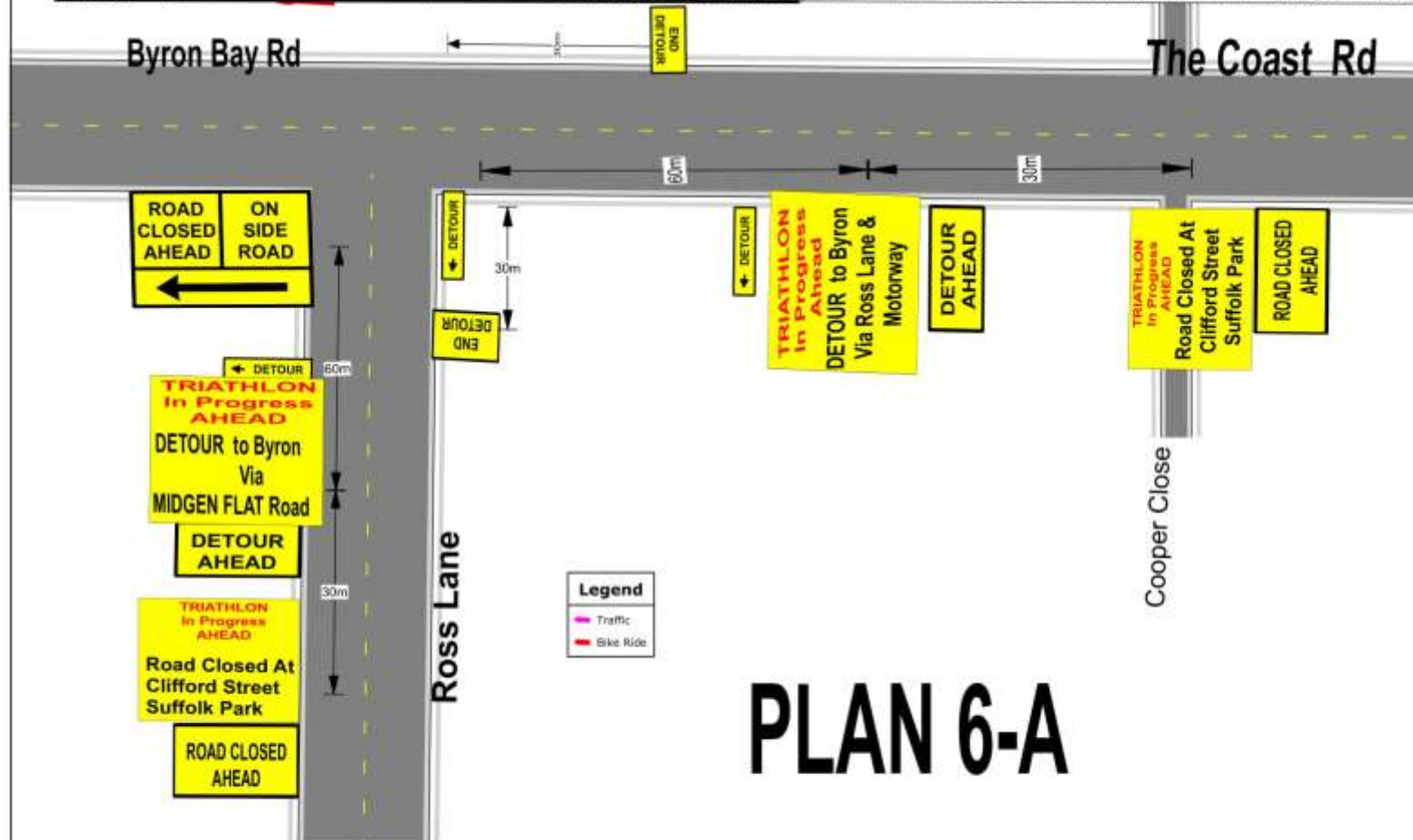




Street	Coast Rd- Ross Lane	Start Date	Sun 13-5-2017
Cross St	N-A	Speed reduction	N/A
Suburb	Lennox Head	Operation	Road Closure-Detours
Client	<b>NXSports</b>	TCP	Site Pacific
Date Drawn	20-3-2018	Drawn By	Robert Carpenter
Revised Date		RMS No	7283014508 Design & inspect

**Notes**

- Plan Not To Scale.
- This TCP Drawn in Accordance with AS1742.3 & RMS's TCAWS Manual.
- This TCP to be used only by P.T.S. Traffic Representatives only who are RMS Accredited traffic controllers, and must carry their tickets at all times.
- If this TCP is used in any OTHER way PTS Traffic will not be RESPONSIBLE.
- Consider the use of a pilot vehicle or an extra T/C or marshal (to have Two way Radio) where StGHT is limited.
- Two-way Radios are a must for T/C on site at all times.
- Signs to be DOUBLED when required Adjust signs spacing to address Corners, Curves, Crests, & cover all Conflicting Signage.
- All PTS Traffic work vehicles are to be fitted with RMS approved Flashing Lighysat all times while on site.



## 5.15 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.

TO: <a href="mailto:jasonrush@bigpond.com">jasonrush@bigpond.com</a>			
Hi Rushy, Please confirm your availability to place the following signage for the upcoming Byron Bay Triathlon. Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
Attach table below.			

### 5.15.1 PRE-EVENT



4 signs that say 12-3.45pm, placed along Bangalow Road and Broken Head Road out of town until the Suffolk Park BP.

The other 10 signs (11-4.30pm) are to be placed on intersections and roundabouts.

- 2x Ewingsdale Road going into Byron,
- 1x Bay Street,
- 3x Lawson Street,
- 2x Middleton Street,
- 1x Marvell Street
- 1x Tennyson Street,

### 5.15.2 EVENT DAY SIGNAGE

Byron Bay Triathlon THIS SATURDAY	Byron Bay Triathlon THIS SATURDAY	Byron Bay Triathlon THIS SATURDAY
<b>Access to Lighthouse Only No Access to Suffolk Park via Broken Head Road 11.00am - 4.00pm</b>  FOR ASSISTANCE CONTACT 0402 226 333 WWW.NXSPORTS.ORG	<b>ROAD CLOSED AHEAD</b> Detour Byron Bay via Midgen Flat Road onto Motorway 11.00am – 4.00pm  FOR ASSISTANCE CONTACT 0402 226 333 WWW.NXSPORTS.ORG	<b>No Access to Suffolk Park, Lennox Heads or Ballina via Byron Bay 11.00am - 4.00pm</b>  FOR ASSISTANCE CONTACT 0402 226 333 WWW.NXSPORTS.ORG

## 6 OPERATIONS

### 6.1 COPY OF CTMP TO COUNCIL; NSW POLICE; RTA

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

TO: Dominic.Cavanough@byron.nsw.gov.au; patrickk@ballina.nsw.gov.au; geor1cha@police.nsw.gov.au; psnth@rms.nsw.gov.au; <a href="mailto:Craig.Walker@rms.nsw.gov.au">Craig.Walker@rms.nsw.gov.au</a> ; <a href="mailto:Jonathon.Crocker@rms.nsw.gov.au">Jonathon.Crocker@rms.nsw.gov.au</a>			
Hello All, Please find attached a copy of the current Community and Transit Management Plan for your records and advice. Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
SCOPE:			

### 6.2 QUOTE AND BOOK RADIO

TO: <b>John Nolan Two Way Radios</b> ( <a href="mailto:johnnolan2wayradio@gmail.com">johnnolan2wayradio@gmail.com</a> )																																							
Dear John Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.																																							
EVENT:	Byron Bay Triathlon	DATES/TIME:	11 May 2019																																				
SCOPE:																																							
<table border="1"><thead><tr><th>RADIO</th><th>ROLE</th><th>RADIO</th><th>ROLE</th></tr></thead><tbody><tr><td>1</td><td>Traffic Control (12 volt system)</td><td>9</td><td>Transition</td></tr><tr><td>2</td><td>St Johns 1 (12 volt system)</td><td>10</td><td>Swim Manager</td></tr><tr><td>3</td><td>St Johns 2 (12 volt system)</td><td>11</td><td>Cycle Manager</td></tr><tr><td>4</td><td>Finish Line/Timing</td><td>12</td><td>Run Manager</td></tr><tr><td>5</td><td>Race Director</td><td>13</td><td>Moto 1</td></tr><tr><td>6</td><td>Event Manager</td><td>14</td><td>Moto 2</td></tr><tr><td>7</td><td>Volunteer Manager</td><td>15</td><td>Police Moto 1 (with headset)</td></tr><tr><td>8</td><td>Registration</td><td>16</td><td>Police Moto 2 (with headset)</td></tr></tbody></table>	RADIO	ROLE	RADIO	ROLE	1	Traffic Control (12 volt system)	9	Transition	2	St Johns 1 (12 volt system)	10	Swim Manager	3	St Johns 2 (12 volt system)	11	Cycle Manager	4	Finish Line/Timing	12	Run Manager	5	Race Director	13	Moto 1	6	Event Manager	14	Moto 2	7	Volunteer Manager	15	Police Moto 1 (with headset)	8	Registration	16	Police Moto 2 (with headset)			
RADIO	ROLE	RADIO	ROLE																																				
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3	St Johns 2 (12 volt system)	11	Cycle Manager																																				
4	Finish Line/Timing	12	Run Manager																																				
5	Race Director	13	Moto 1																																				
6	Event Manager	14	Moto 2																																				
7	Volunteer Manager	15	Police Moto 1 (with headset)																																				
8	Registration	16	Police Moto 2 (with headset)																																				

### 6.3 QUOTE AND BOOK PA

TO: <b>Dent Sound</b> ( <a href="mailto:adriandent@icloud.com">adriandent@icloud.com</a> ); Ian Jones ( <a href="mailto:ianjonesselect@bigpond.com">ianjonesselect@bigpond.com</a> )	
Hello Adrian, Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Supply, set up & monitoring of PA system as per 2017 set up	

### 6.4 QUOTE AND BOOK SECURITY

TO: <b>Total Control Services</b> ( <a href="mailto:paul@totalcontrolservices.com.au">paul@totalcontrolservices.com.au</a> );	
Hello Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Friday 10 <sup>th</sup> May – 1 guard on site at Denning Park from 7pm to 5am	

### 6.5 QUOTE AND BOOK TIMING

TO: <b>Timing Wizards</b> ( <a href="mailto:tony@timingwizards.com.au">tony@timingwizards.com.au</a> );	
Dear Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Event timing system	

## 6.6 REQUEST GIFTS FROM SPONSORS

TO: Dare 2 Tri [australia@dare2tri.com](mailto:australia@dare2tri.com); [coopers@coopers.com.au](mailto:coopers@coopers.com.au); Sunrise [sales@sunrisecycles.com.au](mailto:sales@sunrisecycles.com.au); Cycles; Merida Bikes [sales@advancetraders.com.au](mailto:sales@advancetraders.com.au); [info@eyeline.com.au](mailto:info@eyeline.com.au)

Hi,

With the Byron Bay Triathlon 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 Saturday night.

If you would like to have an FOC advertisement included in the competitor pocket guide, can you please a PDF proof in A5 portrait by 20 April? Also, we would be happy to do a profile post on our social media; if you can please provide an image and content, our team will schedule over the coming weeks.

Thank you NXsports 1300 28 29 49.

EVENT: Byron Bay Triathlon DATES/TIME: 11 May 2019

SCOPE:

Invite to Event Expo, Prize Pool, Social Media

## 6.7 INVITE SPONSORS TO ATTEND EVENT EXPO

TO: Dare 2 Tri [bill@dare2tri.com](mailto:bill@dare2tri.com); [coopers@coopers.com.au](mailto:coopers@coopers.com.au); Sunrise Cycles; Merida Bikes [sales@advancetraders.com.au](mailto:sales@advancetraders.com.au); [info@eyeline.com.au](mailto:info@eyeline.com.au), [michaelpt101@gmail.com](mailto:michaelpt101@gmail.com)

Hi All,

With planning well underway for the Byron Triathlon, we wanted to confirm your place in the event expo.

Can you please reply and confirm when possible?

Thank you NXsports 1300 28 29 49.

EVENT: Byron Bay Triathlon DATES/TIME: 11 May 2019

SCOPE:

## 6.8 QUOTE AND BOOK ATF FENCING – CCB & SECURITY

TO: **ATF Gold Coast** ([peter@atfnerang.com](mailto:peter@atfnerang.com))

Dear Peter,

Can you please confirm your availability and provide a quote for the following arrangements?

Thank you NXsports 1300 28 29 49.

EVENT: Byron Bay Triathlon DATES/TIME: 11 May 2019

SCOPE:

Supply of CCB's for course – based on 2018 May requirements

## 6.9 QUOTE AND BOOK SAFETY FENCE AUSTRALIA

TO: **Safety Fence Australia** ([safetyfence@yahoo.com.au](mailto:safetyfence@yahoo.com.au))

Dear James,

Can you please confirm your availability and provide a quote for the following arrangements?

Thank you NXsports 1300 28 29 49.

EVENT: Byron Bay Triathlon DATES/TIME: 11 May 2019

SCOPE:

Supply of panel security fencing for transition area – quantity based on 2018 May event requirements

## 6.10 LITTLE RIPPER DRONES

TO: <a href="mailto:ben@littleripper.com">ben@littleripper.com</a>	
Dear Ben Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Drone operator for the swim leg of the Byron Triathlon	

## 6.11 LODGE FINISH LINE INFRASTRUCTURE REQUEST

TO: <b>Rob Buck (robuck20@hotmail.com.au)</b>	
Dear Rob Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Same requirements as May 2018 triathlon	

## 6.12 QUOTE AND BOOK SOLO WASTE

TO: <b>Solo Waste Management (neil.tobitt@solo.com.au)</b>	
Dear Neil Can you please confirm your availability for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Supply of general waste and recycling bins for the event, removal of waste post event, and pump out of hire toilets.	

## 6.13 BOOK COMMENTATOR

TO: <b>multisportmc@outlook.com</b>	
Dear Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Event Commentator	

## 6.14 BOOK PHOTOGRAPHY

TO: <b>gedgoodwin@gmail.com</b>	
Dear Gerald, Can you please confirm your availability for the following arrangements? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Event photographer. Bryon Bay Triathlon 11.30am-5pm based at the Byron Bay Surf Club. 1200 athletes expected.	

## 6.15 QUOTE AND BOOK MASSEUSES

TO: <b>michaelpt101@gmail.com</b>	
Hello Michael, Can you please confirm if you are available for the following arrangements at the upcoming triathlon? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Post-race athlete massages	

## 6.16 CONFIRM SWIM CAP ORDER

TO: <b>Eyeline (cindyb@eyeline.com.au)</b>	
Hello Cindy Can you please confirm the following arrangements for swim caps? Do have an estimated date they may arrive to our office in Chinderah? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE: Attached spreadsheet.	

## 6.17 MEDAL ORDER

TO: <b>Grinners (sales@grinnerstrophies.com.au)</b>	
Hello Sharon Can you please confirm your availability to provide medals for the upcoming Bryon Bay Triathlon? We are currently confirming our inventory – when will you require final numbers for orders? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
EVENT DATE/TIME:	11 May 2019
DELIVERY/PICK UP:	Morning of 28 April 2019
SCOPE Presentation tags, medals with ribbon, Insert table with medal requirements Attached tag printing details	

DIVISION	AGE CATEGORY	Gold	Silver	Bronze
OLYMPIC ALL IN TEAMS	MEN	3	3	3
OLYMPIC ALL IN TEAMS	WOMEN	3	3	3
OLYMPIC ALL IN TEAMS	MIXED	3	3	3
OLYMPIC RELAY TEAMS	MEN	3	3	3
OLYMPIC RELAY TEAMS	WOMEN	3	3	3
OLYMPIC RELAY TEAMS	MIXED	3	3	3
SPRINT ALL IN TEAMS	MEN	3	3	3
SPRINT ALL IN TEAMS	WOMEN	3	3	3
SPRINT ALL IN TEAMS	MIXED	3	3	3
SPRINT RELAY TEAMS	MEN	3	3	3
SPRINT RELAY TEAMS	WOMEN	3	3	3
SPRINT RELAY TEAMS	MIXED	3	3	3

OLYMPIC	OPEN MEN	1	1	1
OLYMPIC	OPEN WOMEN	1	1	1
OLYMPIC	U19YRS MEN	1	1	1
OLYMPIC	U19YRS WOMEN	1	1	1
OLYMPIC	20-24YRS MEN	1	1	1
OLYMPIC	20-24YRS WOMEN	1	1	1
OLYMPIC	25-29YRS MEN	1	1	1
OLYMPIC	25-29YRS WOMEN	1	1	1
OLYMPIC	30-34YRS MEN	1	1	1
OLYMPIC	30-34YRS WOMEN	1	1	1
OLYMPIC	35-39YRS MEN	1	1	1
OLYMPIC	35-39YRS WOMEN	1	1	1
OLYMPIC	40-44YRS MEN	1	1	1
OLYMPIC	40-44YRS WOMEN	1	1	1
OLYMPIC	45-49YRS MEN	1	1	1
OLYMPIC	45-49YRS WOMEN	1	1	1
OLYMPIC	50-54YRS MEN	1	1	1
OLYMPIC	50-54YRS WOMEN	1	1	1
OLYMPIC	55-59YRS MEN	1	1	1
OLYMPIC	55-59YRS WOMEN	1	1	1
OLYMPIC	60-64YRS MEN	1	1	1
OLYMPIC	60-64YRS WOMEN	1	1	1
OLYMPIC	65-69YRS MEN	1	1	1
OLYMPIC	65-69YRS WOMEN	1	1	1
OLYMPIC	70-74YRS MEN	1	1	1
OLYMPIC	70-74YRS WOMEN	1	1	1
OLYMPIC	CLYDESDALE	1	1	1
OLYMPIC	ATHENAS	1	1	1
SPRINT	14-15YRS MEN	1	1	1
SPRINT	14-15YRS WOMEN	1	1	1
SPRINT	16-17YRS MEN	1	1	1
SPRINT	16-17YRS WOMEN	1	1	1
SPRINT	18-19YRS MEN	1	1	1
SPRINT	18-19YRS WOMEN	1	1	1
SPRINT	20-24YRS MEN	1	1	1
SPRINT	20-24YRS WOMEN	1	1	1
SPRINT	25-29YRS MEN	1	1	1
SPRINT	25-29YRS WOMEN	1	1	1
SPRINT	30-34YRS MEN	1	1	1
SPRINT	30-34YRS WOMEN	1	1	1
SPRINT	35-39YRS MEN	1	1	1
SPRINT	35-39YRS WOMEN	1	1	1
SPRINT	40-44YRS MEN	1	1	1
SPRINT	40-44YRS WOMEN	1	1	1

SPRINT	45-49YRS MEN	1	1	1
SPRINT	45-49YRS WOMEN	1	1	1
SPRINT	50-54YRS MEN	1	1	1
SPRINT	50-54YRS WOMEN	1	1	1
SPRINT	55-59YRS MEN	1	1	1
SPRINT	55-59YRS WOMEN	1	1	1
SPRINT	60-64YRS MEN	1	1	1
SPRINT	60-64YRS WOMEN	1	1	1
SPRINT	65-69YRS MEN	1	1	1
SPRINT	65-69YRS WOMEN	1	1	1
SPRINT	70-74YRS MEN	1	1	1
SPRINT	70-74YRS WOMEN	1	1	1
TEMPTA	12-13YRS MEN	1	1	1
TEMPTA	12-13YRS WOMEN	1	1	1
TEMPTA	14-15YRS MEN	1	1	1
TEMPTA	14-15YRS WOMEN	1	1	1
TEMPTA	16-17YRS MEN	1	1	1
TEMPTA	16-17YRS WOMEN	1	1	1
TEMPTA	18-19YRS MEN	1	1	1
TEMPTA	18-19YRS WOMEN	1	1	1
TEMPTA	20-24YRS MEN	1	1	1
TEMPTA	20-24YRS WOMEN	1	1	1
TEMPTA	25-29YRS MEN	1	1	1
TEMPTA	25-29YRS WOMEN	1	1	1
TEMPTA	30-34YRS MEN	1	1	1
TEMPTA	30-34YRS WOMEN	1	1	1
TEMPTA	35-39YRS MEN	1	1	1
TEMPTA	35-39YRS WOMEN	1	1	1
TEMPTA	40-44YRS MEN	1	1	1
TEMPTA	40-44YRS WOMEN	1	1	1
TEMPTA	45-49YRS MEN	1	1	1
TEMPTA	45-49YRS WOMEN	1	1	1
TEMPTA	50-54YRS MEN	1	1	1
TEMPTA	50-54YRS WOMEN	1	1	1
TEMPTA	55-59YRS MEN	1	1	1
TEMPTA	55-59YRS WOMEN	1	1	1
TEMPTA	60-64YRS MEN	1	1	1
TEMPTA	60-64YRS WOMEN	1	1	1
TEMPTA	65-69YRS MEN	1	1	1
TEMPTA	65-69YRS WOMEN	1	1	1
TEMPTA	70-74YRS MEN	1	1	1
TEMPTA	70-74YRS WOMEN	1	1	1
JUNIOR	12-15YRS BOYS	1	1	1
JUNIOR	12-15YRS GIRLS	1	1	1

LITTLE KIDS	7-9YRS BOYS	1	1	1
LITTLE KIDS	7-9YRS GIRLS	1	1	1
BIG KIDS	10-11YRS BOY	1	1	1
BIG KIDS	10-11YRS GIRL	1	1	1
JUNIOR COMPETITOR				50
	<b>TOTALS</b>	<b>128</b>	<b>128</b>	<b>178</b>

TOTAL

434

Byron Bay Triathlon
" DIVISION"
" AGE CATEGORY"

#### Juniors Competitor Medals

BYRON BAY TRIATHLON	
JUNIOR      COMPETITOR	

## 6.18 BIB ORDER

TO: <b>Victory Press (aaron.earner@victorypress.com.au)</b>	
<p>Hello Aaron,</p> <p>Can you please confirm your availability for providing bibs and stickers for the upcoming Byron Bay Triathlon?</p> <p>Please provide a quote for the job and a proof of the artwork.</p> <p style="text-align: right;">Thank you NXsports 1300 28 29 49.</p>	
EVENT:	Byron Bay Triathlon
EVENT DATE/TIME:	11 May 2019
DELIVERY/PICK UP:	<p>Morning of 4 May 2019</p> <p>90-92 Chinderah Bay Drive</p> <p>Chinderah NSW 2487</p>
<p>SCOPE</p> <p>~1400x</p> <p>Race Bibs</p> <p>160mm x 200mm</p> <p>Full Colour 1 Sided</p> <p>Multiple Versions (<i>numerical blocks of numbers with a different colour, title</i>)</p> <p>170gsm Polypropylene</p> <p>~1400x</p> <p>Seat Post Stickers</p> <p>Black/White 1 Sided</p> <p>Paper Removable Adhesive</p> <p>~1400x</p> <p>Helmet Stickers</p> <p>Black/White 1 Sided</p>	

Paper Removable Adhesive

Pins

## 6.19 ACCOMMODATION CONFIRMATION

TO:	
Dear Can you please confirm the following arrangements?	
Thank you NXsports 1300 28 29 49.	
EVENT:	Bryon Bay Triathlon
DATE/TIME:	11 May 2019
SCOPE:	
Attached spreadsheet.	

## 6.20 POCKET GUIDE PRINTING

TO: <b>Summit Press</b> (info@summitpress.com.au)	
Hello, We have been passed your details from Bec at Local Leaflet Distribution. Can you please provide a quote for our Pocket Guide printing requirements for the upcoming Byron Bay Triathlon on 11 May? Document and printing details are below.	
Thank you NXsports 1300 28 29 49.	
EVENT:	Bryon Bay Triathlon
DATE/TIME:	11 May 2019
SCOPE:	
Quantity – 1000 Required by – 1 May 2018 Finished Document: A5 Booklet with staple Can you please provide three quotes: 1. Full colour throughout 2. Full black/white throughout 3. Colour cover, black/white throughout May 2018 version attached for reference; 2019 version will be the same number of pages.	

## 6.21 COMPETITOR GIFTS

TO: Leanne.moore1@bigpond.com	
Dear Leanne Can you please confirm the following arrangements?	
Thank you NXsports 1300 28 29 49.	
EVENT:	Bryon Bay Triathlon
DATE/TIME:	11 May 2019
SCOPE: 2 pieces of fruit for 1400 athletes	

## 12.23 SHIRTS

TO: <b>art@printworks.com.au</b>	
Hi Bernie, Can you please confirm your availability and provide a quote for hats and t-shirts for the upcoming Byron Bay Triathlon? We would be looking to do this through the Bartercard system.	
Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
EVENT DATE/TIME:	11 May 2019
DELIVERY/PICK UP:	Morning of 4 May 2019 90-92 Chinderah Bay Drive Chinderah NSW 2487
SCOPE 200 Kids t-shirts. Printed with the Bryon Bay Triathlon logo.	

150 orange bucket hats  
Embroidered with a black NXsports logo.

TO: <b>Trophee (russell@trophee.com.au)</b>	
Hello Russell, Can you please provide a quote for our shirt printing requirements for the upcoming Byron Bay Triathlon as per the below? Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
EVENT DATE/TIME:	11 May 2019
DELIVERY/PICK UP:	Morning of 4 May 2019 90-92 Chinderah Bay Drive Chinderah NSW 2487
SCOPE: Volunteer shirts x 300 (assorted sizes) – printed 1 colour back – blue or yellow shirt Kids shirt x 150 (assorted sizes) – print 1 colour back, blue shirt	

## 12.24 HERTZ CAR RENTALS

TO: Hertz Tweed (hertztweed@exemail.com.au)	
Hello Lisa, Can you please provide a quote for our car requirements for the upcoming Byron Bay Triathlon as per the below?  Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
EVENT DATE/TIME:	11 May 2019
DELIVERY/PICK UP:	PICK UP - Morning of 10 May 2019 DROP OFF- Morning of 13 May 2019
1x Ute 1x Hiace or windowless panel van	

## 12.25 SHIRT PRINTING

TO: <b>sm.goddard@bigpond.com</b>	
Hello Steve, Can you please provide a quote for our shirt printing requirements for the upcoming Byron Bay Triathlon as per the below?  Thank you NXsports 1300 28 29 49	
EVENT:	Byron Bay Triathlon
EVENT DATE/TIME:	11 May 2019
DELIVERY/PICK UP:	Morning of 4 May 2019 90-92 Chinderah Bay Drive Chinderah NSW 2487
SCOPE: similar to previous editions of the event -  Volunteer shirts x 300 (assorted sizes) – printed 1 colour back in white or black, one screen  Kids shirt x 150 (assorted sizes down to size 8) – printed 1 colour on back in white, one screen	

## 12.26 INFORMATION BOARD

TO: <b>NR Signs (signs@nrsigns.com.au)</b>	
Hello Anastasia, Can you please confirm your availability to provide signage for the upcoming Byron Bay Triathlon? When would you require the final artwork in order for it to be printed and ready to be picked up on 7 May?	

Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
EVENT DATE/TIME:	11 May 2019
DELIVERY/PICK UP:	Morning of 4 May 2019 90-92 Chinderah Bay Drive Chinderah NSW 2487
SCOPE 2400x1200 corflute printed sign (same as the one used for the 2018 Byron Bay Triathlon)	

## 6.22 SUPPLEMENTAL EQUIPMENT REQUESTS

TO: <b>Triathlon Queensland (events@qld.com.au); Cycling Queensland (qld.ceo@cycling.org.au)</b>			
Dear Emma, Can you please confirm your availability to provide any extra equipment for the upcoming Byron Bay Triathlon? Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
6x inflatable bouys with anchors TQ arch and blower TQ flags Kids activation kit			

## 6.23 WATER BARRIERS

TO: <b>&lt;AReinhardt@tfh.com.au&gt;</b>			
Dear Aron, Can you please confirm your availability and provide a quote for the following arrangements? Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
SCOPE: Supply of 100 water barriers for course – based on 2018 March requirements			

## 6.24 VIVID HIRE SCREEN

TO: info@vividhire.com.au			
Hi Andrew, Can you please confirm your availability and provide a quote for the upcoming Byron Bay Triathlon? Thank you NXsports 1300 28 29 49.			
EVENT:	Byron Bay Triathlon	DATE/TIME:	11 May 2019
SCOPE:	10 May 2019 – 11 May 2019 3 days hire		

# Implementation Plan

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

TO:	
Dear	
Can you please confirm the following arrangements?	
Thank you NXsports 1300 28 29 49.	
EVENT:	Byron Bay Triathlon
DATES/TIME:	11 May 2019
SCOPE:	

Supplier	Item / Quantity	E	F	C
Triathlon Australia	1. Submit sanction application <a href="#">Here</a>			
	2. Request officials and quote <a href="#">Here</a>			
	3. Forward Certificate of Currency to Police, Council, SLSC <a href="#">Here</a>			
Byron Bay SLSC	4. Email to all regional SLSC to notify of dates. <a href="#">Here</a>			
	5. Request SLSC water safety service <a href="#">Here</a>			
	6. Request copy of SLSA event permit from Byron SLSC. <a href="#">Here</a>			
Byron Shire Council	7. Request for Drone Operator (ben@littleripper.com)			
	8. Date discussion with council and identify upcoming LTC meetings			
	9. Issue event public notice to receive community feedback.			
	10. Council In-Kind Submission Form <a href="#">Here</a>			
	11. Road Closure info to Council Website <a href="#">Here</a>			
	12. Lodge dates on Council Event Calendar tool on website <a href="#">Here</a>			
	13. Submit Community Event application <a href="#">Here</a>			
	14. Apply to Council for environmental impact assessment <a href="#">Here</a>			
	15. Book Recreational parks temporary license <a href="#">Here</a>			
	16. Submit Event Waste Management Plan <a href="#">Here</a>			
Ballina Shire Council	17. Request road repairs subject to inspection. <a href="#">Here</a>			
	18. VIP invitation to the Mayor – Race Starter <a href="#">Here</a>			
NSW Marine Parks	19. Submit to Byron LTC event requirements <a href="#">Here</a> =			
Cape Byron Trust	20. Courtesy Email			
Traffic Control	21. Submit Marine Parks Permit Application <a href="#">Here</a>			
	22. Conservation Area Event Application <a href="#">Here</a>			
NSW Police	23. Request capability statement and quote for services. <a href="#">Here</a>			
	24. Request copy of Road Occupancy License			
	25. Submit all relevant paper work to NSW Police for event permit. <a href="#">Here</a>			
Emergency Services	26. Application for a reduction in services			
	27. Obtain permit and send copy to Council & TA <a href="#">here</a>			
RMS	28. Send advice of event and road closures to NSW all emergency service providers in Byron and Ballina area. <a href="#">Here</a>			
	29. Hand-deliver reminder letter to local police, fire & ambulance			
First Aid	30. Submit Aquatic permit application. <a href="#">Here</a>			
Newspapers	31. Request first aid services <a href="#">Here</a>			
Pre-event Consultation	32. Submit road closure notice for publishing in paper for the three weeks leading into the event <a href="#">Here</a> =			
	33. Newspaper call for community feedback			
	34. Social media coverage on community forums			
	35. Pre-event Community Survey			
	36. Call meeting for strategic planning board			
	37. Present at Suffolk Park Progress Association Meeting <a href="#">Here</a>			
	38. Letterbox flyer print <a href="#">Here</a>			
	39. Letterbox flyer distribution <a href="#">Here</a>			
	40. Community EDM			
	41. Advertising on local Facebook pages			
	42. High risk stakeholder phone calls			
	43. Attend and present at Chamber Meeting <a href="#">Here</a>			

	44. Formally hand-deliver to all businesses outlining the event and the impacts and benefits of the event <a href="#">Here</a>			
Local User Groups	45. Advise Dive Shop Operators of event road closures and Beach access issue. <a href="#">Here</a>			
	46. Advise BayFM <a href="#">Here</a>			
	47. Advise local sports teams using the playing fields. <a href="#">Here</a>			
	48. Contact wedding planners, hotels			
	49. Notification flyer to Golf Club			
	50. Notification flyer to Byron at Bryon			
Bus & Taxi	51. Notification flyer to Broken Head Holiday Park			
	52. Advise bus companies (Blanch's Bus Service) of event road closure. Follow each month. <a href="#">Here</a>			
	53. Quote, book and confirm local taxi service <a href="#">Here</a>			
Airport Transfer Services	54. Reminder email to advise bus companies (Blanch's Bus Service) of event road closure & confirm local taxi service for their affected passengers. <a href="#">Here</a>			
	55. Email all listed companies event road closure notification <a href="#">Here</a>			
Operational	56. Confirm LMC dates			
	57. Provide copy of "Community & Transit Management plan" to Byron Bay Council, NSW Police; RTA. <a href="#">Here</a>			
	58. Radios Quote. <a href="#">Here</a>			
	59. PA system Quote. <a href="#">Here</a>			
	60. Security Quote. <a href="#">Here</a>			
	61. Timing Quote <a href="#">Here</a>			
	62. Sponsors Requests <a href="#">Here</a>			
	63. Erections Crew Recruitment <a href="#">Here</a>			
	64. VMS Boards Quote <a href="#">Here</a>			
	65. Grover Stage Quote			
	66. Vivid Hire Screen Quote			
	67. Volunteers/Community Groups Recruitment			
	68. Water Barriers Quote			
	69. Pass Café contact about Dinner			
	70. CCB Quote <a href="#">Here</a>			
	71. Safety Fence Quote <a href="#">Here</a>			
	72. Finish line infrastructure Quote <a href="#">Here</a>			
	73. Solo Waste Quote <a href="#">Here</a>			
	74. Commentator Quote <a href="#">Here</a>			
	75. Photography Quote <a href="#">Here</a>			
	76. Masseuses Quote <a href="#">here</a>			
	77. Motos Availability <a href="#">Here</a>			
	78. Swim Caps Quote <a href="#">Here</a>			
	79. Car Parking Scheme <a href="#">Here</a>			
	80. Toilets Quote <a href="#">Here</a>			
	81. Light Tower Quote			
	82. Invitation for sponsorships <a href="#">Here</a>			
	83. Medals Quote <a href="#">Here</a>			
	84. Bibs & Stickers Quote <a href="#">Here</a>			
	85. Accommodation Booked <a href="#">Here</a>			
	86. Pocket Guide Printing Quote			
	87. Competitor Gifts (Kids Caps)			
	88. Shirt Order			
	89. Shirt Printing			
	90. Supplemental Equipment Requested			
	91. Install special event road closure signage <a href="#">Here</a>			
Debrief	92. Send request to stakeholder group seeking feedback <a href="#">here</a>			
	93. Send council conditions audit to council ( <a href="#">Here</a> )			
	94. Post Event Audit With Jess Gilmore, Tweed Shire Council			
	95. Send hobby forms to crew			
	96. Distribute a press release ( <a href="#">Click here</a> )			

# Debrief

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## 8 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		

## 9 NXSPORTS QUALITY SYSTEM

Shown below are the relevant business processes used to manage activities associated with the planning and implementation of this event. The intent is to conduct these processes in a consistent manner across all events and maintain our five-stage methodology:

6. Consult
7. Strategy
8. People
9. Process
10. Result


The driving force of the Quality Management System is a corporate culture centered 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.



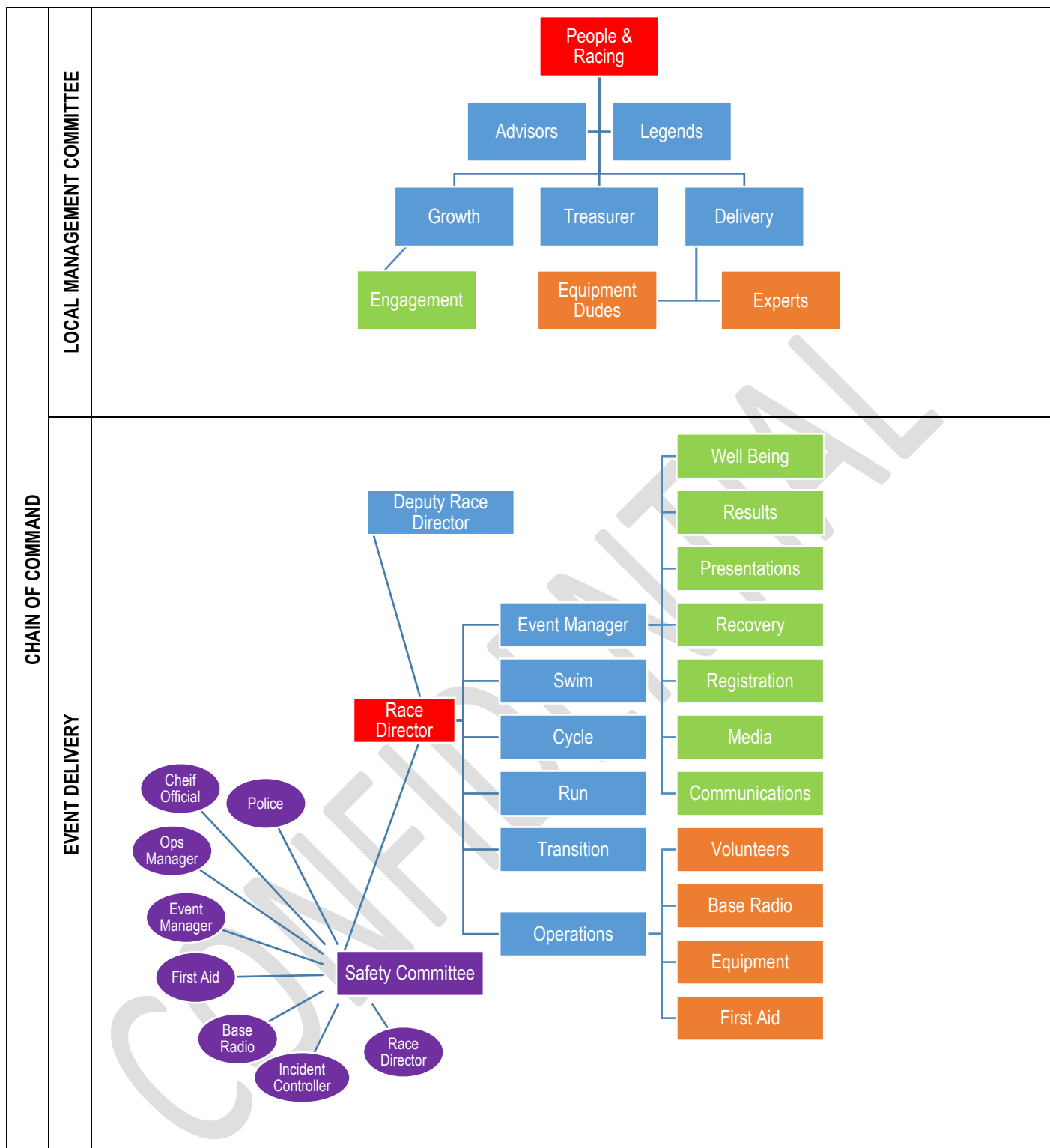
METHOD

CONSULT

- Identify key stakeholders and appoint the Strategic Advisory Board
- **Review** and agree the outcomes and critical impact factors for the event
- Perform the event SWOT

	STRATEGY	<ul style="list-style-type: none"> <li>Create the event budget and set targets</li> <li>Create the specific management plans, beginning with the Strategy Map</li> <li>Set the overarching scorecards</li> <li>Ensure the resources and structure required to deliver the event are clearly in place</li> <li><b>Review</b> the consultation progress to ensure the management plans are current</li> </ul>
	PEOPLE	<ul style="list-style-type: none"> <li>Recruit the best people for the job and appoint the Local Management Committee</li> <li>Empower the team and give ownership of tasks, responsibilities, and projects</li> <li><b>Review</b> the team and structure to ensure there is capacity to grow, change, and quickly adapt</li> </ul>
	PROCESS	<ul style="list-style-type: none"> <li>Implement the processes set out in the requisite management plans</li> <li>Perform ongoing <b>feedback</b> loops and integrate results into the management plans</li> <li><b>Evaluate</b> the ROI of marketing, consultation and operations tactics and <b>adjust</b> as required</li> </ul>
	RESULT	<ul style="list-style-type: none"> <li>Seek post-event <b>feedback</b> from customers, stakeholders, and Strategic Advisory Board</li> <li><b>Review</b> and judge scorecard results for each management plan</li> <li><b>Evaluate</b> the ROI of marketing and delivery tactics</li> <li><b>Review</b> overall event results with the Strategic Advisory Board and set the '4x4' improvement targets</li> </ul>
QUALITY PLANNING		<p>Using our intellectual property and methodology, three consistent management plans are structured for each event based on the direction provided by the Strategy Map. Each management plan is reviewed based on a scorecard method, and updated</p>  <p>consistently in concert with regular feedback loops.</p>
MANAGEMENT	STRATEGY MAP	<p>The Strategy Map draws together high-level strategy such as Purpose, Mission, and Values; the document details:</p> <ul style="list-style-type: none"> <li>Overall scorecard</li> <li>12-month objectives</li> <li>3-year goals</li> <li>Strategic advisory board</li> <li>Local management committee</li> <li>Budget summary</li> </ul>

	COMMUNITY & TRANSIT	<p>The Community &amp; Transit Management Plan is used to manage impacted stakeholders; the document details:</p> <ul style="list-style-type: none"> <li>• Key local stakeholders</li> <li>• Risk classification and risk management</li> <li>• Contingency planning</li> <li>• Community impact</li> <li>• Local consultation and notification</li> <li>• Site overview</li> <li>• Transit services</li> <li>• Police and emergency services</li> <li>• State roads and maritime authority</li> <li>• Traffic management</li> <li>• Special event signage</li> </ul>
	SALES & MARKETING	<p>The Sales &amp; Marketing Management Plan is used to set clear communications and campaigns; the document details:</p> <ul style="list-style-type: none"> <li>• Sales objectives</li> <li>• Economic impact and visitation</li> <li>• Product, price, and positioning</li> <li>• Branding and visual standards</li> <li>• Sponsorship</li> <li>• Communications and engagement timeline and milestones</li> <li>• Paid campaigns and ROI</li> <li>• Communications insights and analysis</li> </ul>
	OPERATIONS	<p>The Operations Management Plan is used to specify event day activities and logistics; the document details:</p> <ul style="list-style-type: none"> <li>• Race day chain of command</li> <li>• Safety committee</li> <li>• Briefings</li> <li>• Evacuation and emergency access</li> <li>• Site maps and measurements</li> <li>• Site build implementation plans</li> <li>• Pack lists and resources required</li> <li>• Site risk assessments</li> </ul>
CHAIN OF COMMAND	STRATEGIC ADVISORY BOARD	<pre> graph TD     SAB[Strategic Advisory Board] --- NXsports[NXsports]     SAB --- Council[Council]     SAB --- DA[Destination Activation]     SAB --- SR[State Roads]     SAB --- PSB[Peak Sporting Body]     SAB --- CC[Chamber of Commerce]     SAB --- Police[Police]     SAB --- RA[Residents Association] </pre>



## 9.1 QUALITY ASSURANCE AUDIT

Stakeholder	Action	Completed
Consult		
Strategy		
People		
Process		
Result		