

# EVENT MANAGEMENT PLAN



## Byron Sunrise Run and Swim

Byron Bay, NSW

Sunday 18 October 2020



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## Document Summary

<b>The Event:</b>	<b>Byron Sunrise Run and Swim</b>
<b>Event Manager &amp; Document Owner:</b>	<b>NX Sports Community Foundation Limited</b> <b>ABN:</b> 99 145 432 006 <b>Race Director:</b> Michael Crawley      0402 226 333      mike@nxsports.org <b>Event Manager:</b> Kevin Pready      0411 757 577      growth@nxsports.org
<b>Document User:</b>	Strategic Advisory Group, Sub-Committees and other approved Key Stakeholders.
<b>Authority:</b>	This document is provided to NX Sports Community Foundation Ltd by NX Biz Pty Ltd in accordance with the delivery contact and under the Quality System by which all planning for the event is to proceed. Changes and deviations to this plan require the consent of the Event Manager.
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<b>Quality System:</b>	<p>Using our intellectual property and methodology we produce management plans which are part of the internal quality system, and include documents for Strategy, Sales and Marketing, Community and Transit, Operations, and Post Event Research.</p> <div data-bbox="367 1012 857 1364" data-label="Diagram"> </div> <p><b>Real Time Management Planning</b></p> <p>The <u>Strategy Map</u> draws together high-level strategy such as Purpose, Vision, Mission, and Values and outlines the key performance indicators for the event.</p> <p>The <u>Sales &amp; Marketing Management Plan</u> provides detail on key communications milestones, content planning and campaigns, and the brand guidelines.</p> <p>The <u>Event Management Plan</u> outlines the detail and implementation pertaining to risk mitigation and medical management, community and transit impacts for the event and includes all applications, permits, traffic management, and infrastructure detail.</p> <p>The <u>Operations Management Plan</u> functions as a time driven run sheet that facilitates all aspects of event delivery.</p> <p>The <u>Post Event Research</u> provides an executive summary of event delivery and includes a statistical overview.</p>

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# Introduction To The Byron Sunrise Run and Swim

## Event Overview

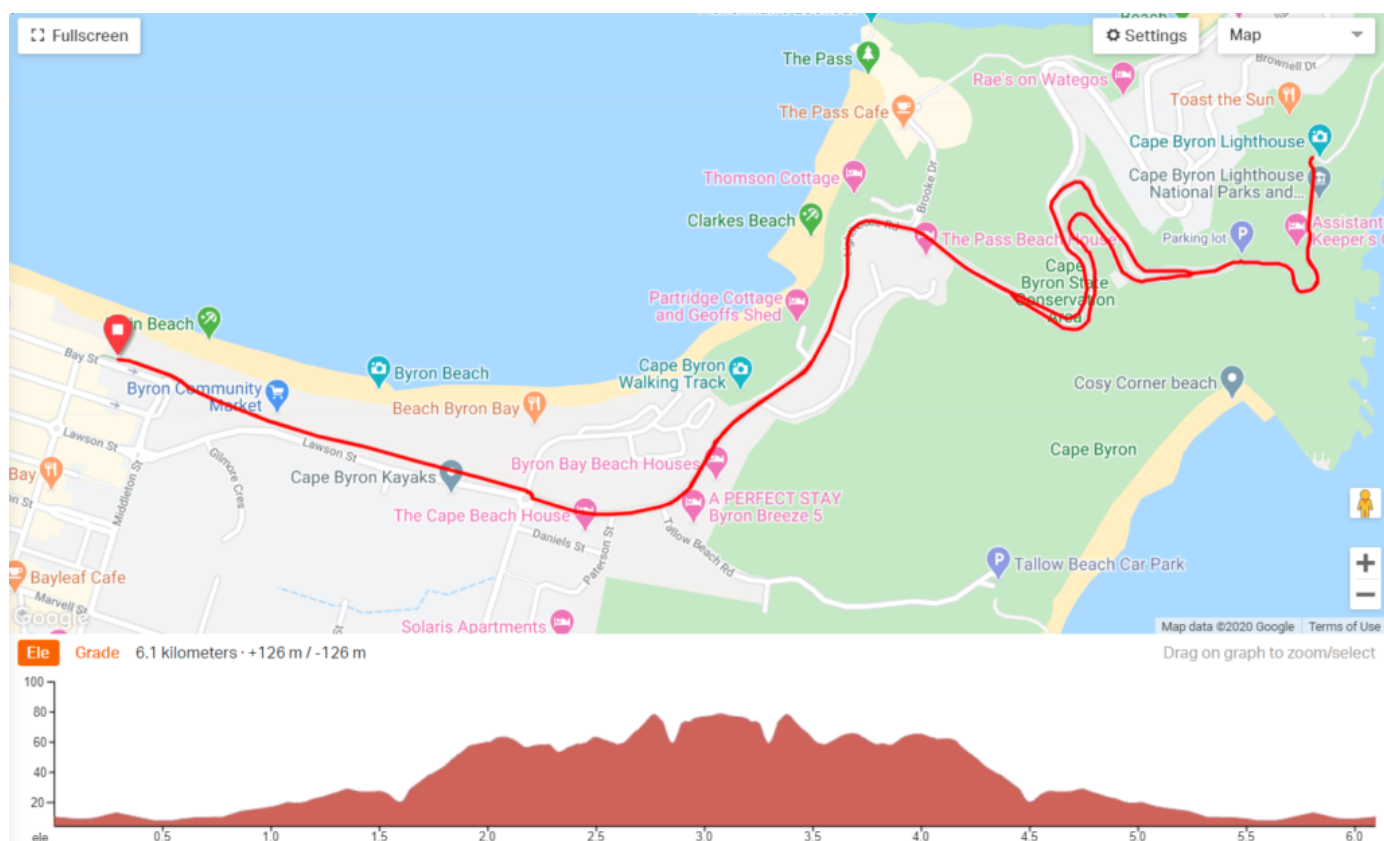
<b>Date:</b>	Sunday 18 October 2020
<b>Location:</b>	Byron Bay, NSW
<b>Event Type:</b>	Fun Run and Ocean Swim
<b>Event Age Groups:</b>	7-9, 10-12, 13, 14-15, 16-17, 18-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85+
<b>Expected Participants:</b>	500
<b>Purpose:</b>	The Byron Sunrise Run is a community celebration of being out and active again
<b>Vision:</b>	To be embraced by the community and enthusiastically attended by participants
<b>Mission:</b>	Our mission is to get the community moving post lockdown
<b>Values:</b>	<ul style="list-style-type: none"> <li>• Well Being</li> <li>• Community</li> <li>• Fun</li> <li>• Safety</li> </ul>

## Event Program

DAY	ACTIVITY	LOCATION	TIME	ATTENDANCE
Sunday 18 October 2020	10km Run	Start at Denning Park	7.00am	300
Sunday 18 October 2020	5km Run	Start at Denning Park	7.05am	200
Sunday 18 October 2020	Ocean Swim	Main Beach	9.00am	300

# Event Sites

## Course Overview



## Race Specification

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

## Course Design

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

## Event Sites Overview

The Byron Sunrise Run and Swim uses a number of sites to conduct the event, namely:

SITE	ADDRESS	START	END
Water Station* - Lighthouse Car Park	2481 Lighthouse Road, Byron Bay, New South Wales	18 October 2020	18 October 2020
Run Start/Finish - Denning Park	19 Bay Street, Byron Bay, New South Wales	18 October 2020	18 October 2020
Swim Start/Finish	Main Beach	18 October 2020	18 October 2020

## Event Maps

Event Operations and Infrastructure	<a href="https://www.google.com/maps/d/viewer?mid=1FfLhqTSuWB4J75GhRAA4D76ARymBZcO&amp;z=16">https://www.google.com/maps/d/viewer?mid=1FfLhqTSuWB4J75GhRAA4D76ARymBZcO&amp;z=16</a>
Overview of the Course	<a href="https://www.google.com/maps/d/viewer?mid=1_kxNqKQliwxaEXtm4BZT2Hpl1uESwml8&amp;z=16">https://www.google.com/maps/d/viewer?mid=1_kxNqKQliwxaEXtm4BZT2Hpl1uESwml8&amp;z=16</a>
Traffic and Road Closures	<a href="https://www.google.com/maps/d/viewer?mid=1xs9rAL3pg8jxqq__ojqTYsu-0wKUs62W&amp;z=16">https://www.google.com/maps/d/viewer?mid=1xs9rAL3pg8jxqq__ojqTYsu-0wKUs62W&amp;z=16</a>
Event Parking	<a href="https://www.google.com/maps/d/viewer?mid=1cLqvpzR9iLcma__3DsObHCISlglkeIGI&amp;z=16">https://www.google.com/maps/d/viewer?mid=1cLqvpzR9iLcma__3DsObHCISlglkeIGI&amp;z=16</a>
Special Event Signage	<a href="https://www.google.com/maps/d/viewer?mid=1UvFQssTghB8_KhDgvNAPMbC1r-ulO7nS&amp;z=16">https://www.google.com/maps/d/viewer?mid=1UvFQssTghB8_KhDgvNAPMbC1r-ulO7nS&amp;z=16</a>

## Permits and Applications

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

NAME	ORGANISATION	PURPOSE	TYPE	MEDIA	STATUS
Jess Gilmore		Events	Application		Unactioned
Jess Gilmore		Parks	Application		Unactioned
Jess Gilmore		Local Traffic Committee	Application		Unactioned
Chad George	New South Wales Police Service	Notice of Assembly	Application		Unactioned
Clare Hembrow	Byron Bay SLSC	Asset Request	Application		Unactioned
Clare Hembrow	Byron Bay SLSC	Confirmation of Services	Application		Unactioned
Clare Hembrow	Byron Bay SLSC	SLSA Permit	Application		Unactioned
RMS Maritime Susan Twyman	Transport Roads and Maritime Services	RMS- Aquatic	Application		Unactioned
Daniel Wills	RMS - Roads	RMS- Roads	Notification		Unactioned
Karen Ellis	Cape Byron Marine Park	NSW Marine Park	Application		Unactioned
Katie Cape Byron	Cape Byron Trust	Cape Byron Trust	Application		Unactioned
Melanie Walker	NX Sports	Send COC to Council and Police	Notification		Unactioned

# Chain of Command

## Strategic Advisory Groups

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

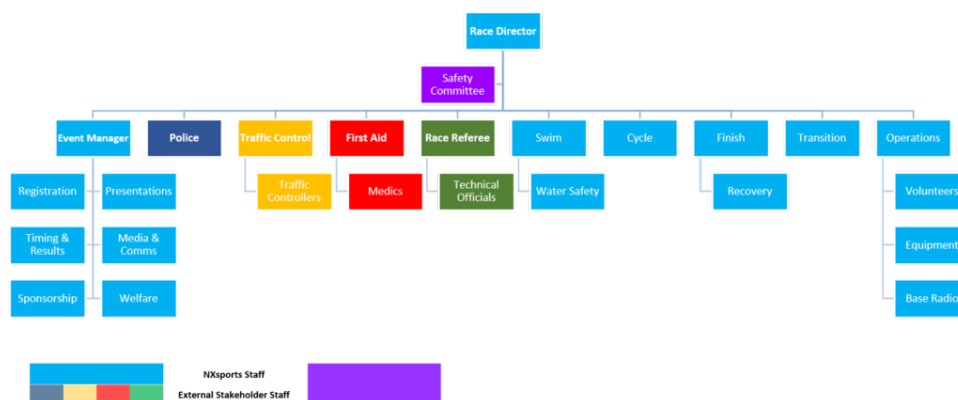
For more information on the Strategic Advisory Group, go to **Strategic Advisory Group** in this document.



## Race Day Chain of Command

### Triathlon Event

Below is the structure for the race day chain of command for a triathlon event; the same chain of command applies for this event with the amendment of no cycle component:



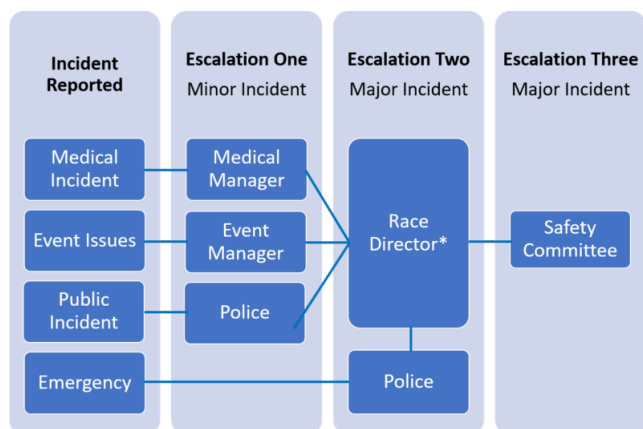
The Race Director is responsible for all proceedings of the event and controls all technical aspects of the event. They are responsible for the safety of all competitors, whilst working closely with Police to ensure that operations are conducted in accordance with the permits and the Risk and Medical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

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

## Emergency Management Chain of Command

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





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

## Safety Committee

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



## Media Management

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

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

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

# Risk Management

## Safety Policy of the Byron Sunrise Run and Swim

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

### Public Notification

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

### Conditions of Participation

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

### Course Attributes

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

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

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

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

### Conducting the Event

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

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

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

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

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

## Adapting To Be COVID Safe

NX and the Byron Sunrise Run and Swim follow the advice from local, state, and federal health officials for best health practices in operating participation events. NX is a member of AMPSEA (Australian Mass Participation Sporting Events Alliance) and together with the advises of peak sporting bodies including Cycling Australia and Triathlon Australia have developed a five-step protocol to ensure the safety of participants and spectators:

1. Hygiene Enhancements
2. Touch Point Minimisation
3. Density Reduction
4. Participant and Spectator Responsibility
5. Screening and Contact Tracing

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

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

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

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

## Counter Terrorism

Due to the publicity, size and nature of this event the following counter terrorism measures will be put in place;

- Heavy Vehicle Mitigation (HVM) will be put in place at all areas of mass gatherings and key course locations to reduce the risk of a vehicle based attack.
- Police and/or Security Staff roaming through areas of mass gatherings monitoring all peoples and equipment in the space to reduce the risk of an personnel attack.
- Training for all event staff and volunteers on identifying and dealing with suspicious items and behaviour, including being notified of an alleged planned attack.

## Summary

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

## Command Centre

The Event Command Centre is the main point of event coordination and facilitates the event operations or key event partners: medical, Police and event operations. The Command Centre will be operated by an experienced radio coordinator and incident manager.

The Command Centre's purpose is to:

- Centralise communications and reduce traffic on radio channels through a more coordinated emergency response.
- To record incidents and maintain a log
- To coordinate centrally emergency responses
- Coordinate placement of resources according to the emergency management plan.

## Event Communications

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

## Radios

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

Channels
Event Operations
Medical
Officials
Key Race Staff
Traffic Control
Police
Other - as required by each event

## Mobile Phones

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

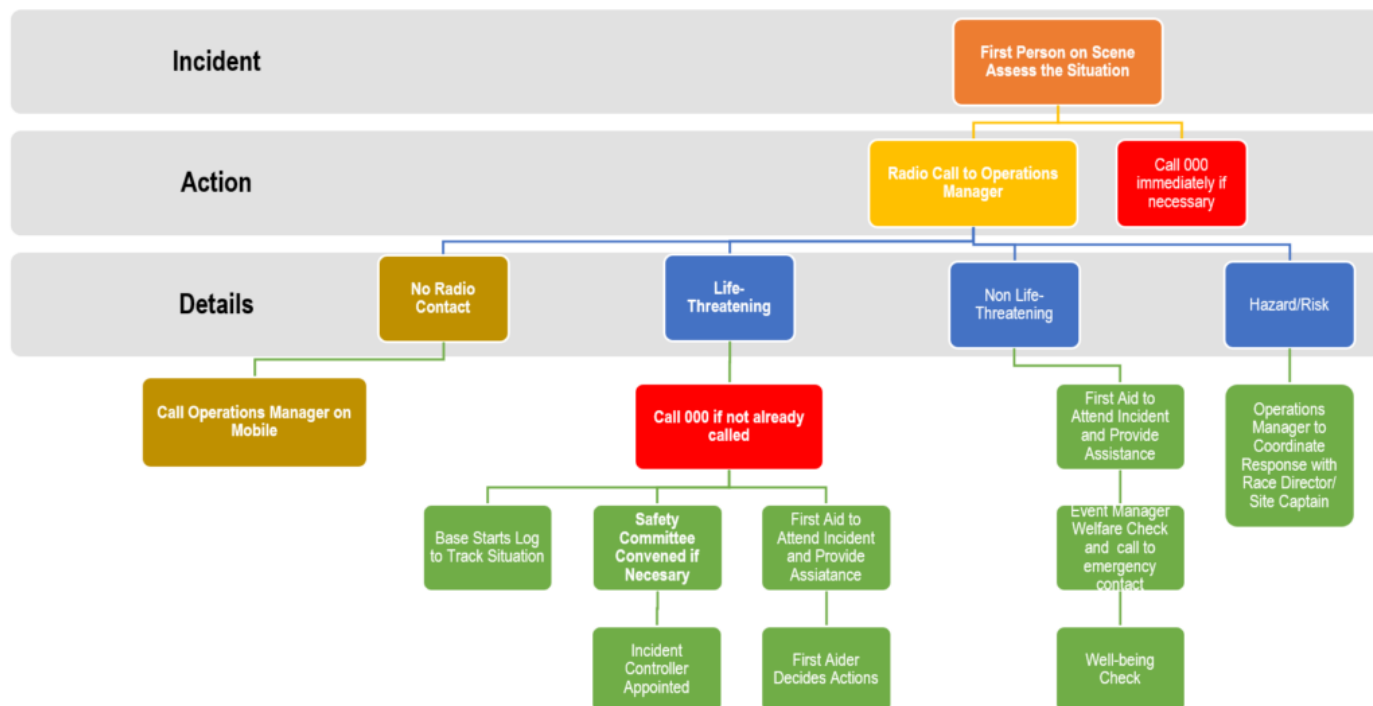
Bulk text messages can be used to send important event updates to event participants ensuring important information is received.

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

## NXsys Event Safe

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

## Incident Response Procedure



## Incident Reporting

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

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

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

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

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

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

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

## Emergency Management

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

Report the following information into the Event Command Centre:

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

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

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

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

## Safety Briefings

<b>Crew:</b>	<p>The crew briefing will be completed by the Event Manager and will outline;</p> <ul style="list-style-type: none"> <li>• any issues that arise from the pre-race inspection</li> <li>• the incident response procedure</li> <li>• roles and responsibility for the day</li> </ul>
<b>Volunteers:</b>	<p>The volunteer briefing will be completed by the Event Manager and will outline:</p> <ul style="list-style-type: none"> <li>• Welcome and event introduction</li> <li>• Program outline</li> <li>• Specific roles and responsibility</li> <li>• Incident response 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</li> <li>• Car parking locations</li> <li>• Police location</li> <li>• Risks</li> </ul>
<b>Competitor:</b>	<p>The competitor briefing will be completed by the Chief Commissaire/Race Referee and will outline:</p> <p>Event specific details</p> <ul style="list-style-type: none"> <li>• First Aid locations</li> <li>• Risk areas as determined by pre-race inspection</li> </ul> <p>Course information</p> <ul style="list-style-type: none"> <li>• Water safety information (triathlons)</li> <li>• Course overview</li> <li>• Drafting ruling</li> <li>• Hazards – Holes, Poles, Roundabouts</li> </ul>
<b>Traffic Control:</b>	<p>The traffic control briefing will be completed by the Traffic Control supervisor and will outline:</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 incident response 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</li> <li>• Must have contact lanyard</li> </ul>

## Stage Specific Safety and Management

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

## Workforce Training

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

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

## Reconciliation and Welfare

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

## BAU Emergency Services Management

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

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

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

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

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



## Risk Register Table

Risk	Preliminary Rating	Risk Response	Action By	Residual Rating
Event does not have appropriate insurance cover in case of accident/incident leading to legal/financial implications and damage to reputation	H1	- Insurance and certificate of currency obtained through National Sporting Body	NXsports	L2
Event personnel being hit by vehicles during setting up and dismantling of event infrastructure and signage	H1	<ul style="list-style-type: none"> <li>- Safe Work Method Statement developed and provided to event personnel</li> <li>- Briefing given to event personnel</li> <li>- Shadow vehicle with flashing amber light used to protect personnel</li> <li>- Event Personnel to wear fluorescent vests</li> </ul>	NXsports	M2
Vehicles and event participants conflicting in car parking areas or in general venue location	M2	<ul style="list-style-type: none"> <li>- Ensure Traffic Parking Plan is implemented</li> <li>- Competitor Information Sheet requests event participants do not ride in areas of vehicular movement</li> </ul>	NXsports	L3
Athlete has a serious health problem (e.g. heart attack, stroke, asthma attack)	M2	<ul style="list-style-type: none"> <li>- 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</li> <li>- First Aid Officers on site and contactable and accessible throughout the event</li> <li>- Incident Response Plan in place</li> </ul>	NXsports, Athletes	M1
Vehicles and event participants conflict on course resulting in injury to participants	H1	<ul style="list-style-type: none"> <li>- Consultation with event stakeholders including Police, local council and the Event Officials during event planning process</li> <li>- Traffic controlled on the event course by accredited traffic controllers in accordance with the TGS</li> <li>- Ensure approved TGS is implemented</li> <li>- Event warning signs displayed during the event</li> <li>- Signed event vehicles provide a warning to approaching traffic and protection for Athletes</li> <li>- Event notification signage erected in advance of event</li> <li>- Provide briefing and instruction to event participants on permit conditions and safe racing requirements</li> <li>- Participants to remain left and not cross centre line of road</li> <li>- Approvals obtained from local council and Police</li> <li>- First Aid Officers and kit at event</li> <li>- Incident/Accident plan developed</li> <li>- Provision of race radios to traffic control</li> </ul>	NXsports  Event Officials  Traffic Management Company	M2
Wet weather on the event day creating a safety hazard	H1	- Monitor Bureau of Meteorology (BOM) website	NXsports	M2

and causing a disruption to the event		<ul style="list-style-type: none"> <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>	Event Officials	
High or gusting winds causing damage to equipment/structures, injury or disrupting event	H1	<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	M2
Follow vehicles following too close behind participants causing risk of crashed or halted participant being run over	M2	<ul style="list-style-type: none"> <li>- Ensure that drivers are briefed on their role and asked to remain a sufficient distance (4-10 car lengths) behind athletes</li> </ul>	Race Director Event Officials	L3
Feed/water station staff conflict with event participants causing injury	M2	<ul style="list-style-type: none"> <li>- Ensure that staff remain on the left hand side of the road</li> <li>- Staff briefed on athlete feeding procedures</li> <li>- Feeding instructions detailed in the Volunteer Handbook</li> </ul>	NXsports	L3
Athlete crashing into event signage or barriers causing injury	M2	<ul style="list-style-type: none"> <li>- Ensure event signage and barriers are positioned in accordance with site and signage plans</li> <li>- Ensure signage on course is located off the side of the road</li> <li>- Ensure signage and barriers do not have sharp protrusions</li> </ul>	NXsports	M1
Participants become dehydrated or do not have enough nutrition during the event	M2	<ul style="list-style-type: none"> <li>- Competitors advised to carry adequate fluid and nutrition (event website, Event Manual and pre-race briefing)</li> <li>- Feed and drink stations (manned by rider's supporters) provided for road race stages</li> <li>- Mobile motorbikes will provide nutrition and water if warranted by the conditions</li> </ul>	NXsports	L3
New or emerging risks remain untreated resulting in injury, damage to reputation or financial/legal implications	M1	<ul style="list-style-type: none"> <li>- Event briefing conducted with police and traffic control</li> <li>- Course and site inspection conducted before, during and after the event</li> <li>- All staff to monitor for emerging risks and advise the Race Director and Event Manager if a new risk emerges</li> </ul>	NXsports	L2
Damage to land or property resulting in damage to reputation, legal implications, financial impact or injury	M2	<ul style="list-style-type: none"> <li>- Conduct thorough site inspection and identify any potential hazards in risk assessment</li> <li>- Appoint a site manager for start and finish area</li> <li>- Supervise contractors during bump in and out</li> <li>- Brief Contractors as they come on site</li> <li>- Fence off areas where possible</li> </ul>	NXsports	L2
Inadequate waste management resulting in damage to reputation and/or injury	L4	<ul style="list-style-type: none"> <li>- 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</li> </ul>	NXsports	L2
Excessive noise resulting in public complaint and/or damage to reputation	L4	<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	L2
Lifting excessive or awkward loads resulting in muscular-	M2	<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> </ul>	NXsports	L3

skeletal injury to event staff or volunteers		- Use trolleys or wheeled cases to transport heavy equipment		
Exposure to live electrical leads or switches resulting in electrocution	H1	<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	L3
Inadequate amenities and/or maintenance resulting in damage to reputation or injury	M2	<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	L3
Barriers, signs or gantry falling over resulting in injury, damage of equipment or damage of property	M2	<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	L3
Inadequate bump in time results in risks and hazards not being addressed	M2	- Organise enough time for bump in and briefing of crew	NXsports	L2
Inadequate volunteers or event staff disrupts event resulting in legal impact, financial impact or injury	M2	<ul style="list-style-type: none"> <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. operations plan, run sheets, site maps etc.) to relevant staff</li> </ul>	NXsports	L3
Volunteers fail to attend the event	M2	<ul style="list-style-type: none"> <li>- Volunteers engaged throughout event planning process</li> <li>- Contingency Plan in place</li> </ul>	NXsports	L3
First Aid inadequate for the event	H1	<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 radio</li> </ul>	NXsports	L3
Delayed or inappropriate response to medical emergency results in serious injury/death	H1	<ul style="list-style-type: none"> <li>- Incident Response Plan in place</li> <li>- First Aid Officers on site and in contact by mobile phone- 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	L3
Communications breakdown due to phone or radio network failure	M2	<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	L3
Insufficient power access to meet the demands of the event	M2	<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	L3
Complaints by local residents are damaging to reputation of the event	M2	<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	L3
Complaints by the general	M2	- Event notification signage erected and resident letters	NXsports	L3

public are damaging to the reputation of the event		distributed prior to event - Sound checks performed for PA system - Athlete are prohibited from urinating in public areas, littering and using foul language - Rider information booklet details the penalties for offenders - Ensure adequate amenities and waste bins are in place - Athlete are required to wear a helmet, at all times, when riding on the road and offenders will face penalties	Event Officials	
Traffic Management plan not implemented before start or arrival of athletes and impacting on event	H1	- Schedule for implementation of traffic management plan developed and adhered to - Confirmation sought from providers prior to start or arrival of event - If necessary, delay, postpone or cancel the event	NXsports Event Officials	M1
Road works impact on event leading to disruption of event or injury	M1	- Local council and/or State road authority consulted in planning process - Course inspection conducted prior to event - Impact of ongoing road works assessed in relation to event- Athlete briefed on potential hazards or obstacles - Support vehicles advised of potential hazards or obstacles - Safety or warning signage deployed where required - If conditions warrant it, modify the course distance (subject to modifications meeting the approval from relevant authorities) or postpone or cancel the event	NXsports	L3
Traffic impacting on event causing disruption or cancellation of event, legal impact, financial impact or injury	H1	- Local residents/businesses notified of event - Traffic Management Plan developed according to Police and Main Roads requirements in liaison with stakeholders - Traffic controllers provided at critical points and times	NXsports	L4
Loss of property resulting in damage to reputation, legal implications or financial implications	M2	- Establish secure area for valuable equipment - Appoint site manager for start and finish areas	NXsports	L3
Damage of course setup or property	M2	- Security will be present overnight to deal with any disturbances. - Police will be engaged to enforce the correction.	NXsports	L3
<b>Transition</b>				
Not enough space and the safety of bikes at night is compromised	M2	- Security will be present on overnight to deal with any disturbances. - Police will be engaged to enforce the correction.	NXsports	L3
<b>Swim</b>				
Dangerous Waters	M2	- Contingency plan in place to operate swim in alternate location or if all waterways unsafe, as a beach run	NXsports SLSC Event Officials	L3
Sharks	M2	- Dedicated boat will be positioned at key points to identify any potential hazard. - Swim evacuation plans in place should the need arise	NXsports SLSC	M2
Collision with moving water craft	M1	- Provide briefing to Athlete on potential hazards and obstacles. - First Aid officer in attendance at event	NXsports SLSC	M2
Rescue Equipment Failure	M1	- Inspect all equipment prior to the event - Ensure contingency plans are in place for equipment failure - First Aid officer in attendance at event	NXsports SLSC	M2
Drowning	M1	- Conduct course inspection prior to event to identify all hazards and obstacles and minimize where possible (eg sweep debris) - Provide briefing to athletes on potential hazards and obstacles.	NXsports SLSC	M2

		<ul style="list-style-type: none"> <li>- All competitors required to wear appropriate accredited safety equipment</li> <li>- Water safety team on course to respond to incidents</li> <li>- First Aid officer in attendance at event</li> </ul>		
<b>Cycle</b>				
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	L4	<ul style="list-style-type: none"> <li>- Motor bike riders are briefed on their role and asked to select safe stretches of road and alert riders of their presence</li> <li>- Athletes are briefed on remaining to the left when they are alerted by the motorbikes</li> </ul>	Event Officials Race Director	L3
Participants crashing as a result of equipment failure e.g. puncture; breakages to spokes, chain, stem, handlebars etc causing injury	M2	<ul style="list-style-type: none"> <li>- Event Manual and website advises participants that it is their responsibility to ensure that their equipment is kept in good working order</li> <li>- Equipment inspection and check conducted prior to start</li> </ul>	Event Officials Race Director	L3

## Risk Classification

### Measure of Likelihood

<b>Rare:</b>	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>
<b>Unlikely:</b>	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>
<b>Possible:</b>	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>
<b>Likely:</b>	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>
<b>Almost certain:</b>	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>

### Measure of Consequence or Impact

Description	Financial	Disruption	People
<b>Insignificant</b> (no measurable operational impact)	< \$1000	<1 hour	No injuries
<b>Minor</b> (Minor degradation of service, impact to single service)	\$1000 - \$10 000	1hr to 1 day	First aid treatment
<b>Moderate</b> (Substantial degradation of service, multiple service impact, managed by substantial management intervention, outside assistance)	\$10 000 – \$50 000	1 day to 1 week	Medical treatment
<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 to 1 month	Extensive injuries
<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

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

## Risk Rating

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

## Management Approach for Residual Risk Rating

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

## AMPSEA COVID Safe Risk Register

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

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

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

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

## Event Register

Characteristic	Risk Consideration	Public Health Rationale	Weight	Risk Mitigation Strategy
Situational Awareness	Understanding of the COVID-19 situation	Understanding the latest information on COVID-19 outbreak and transmission patterns will assist in determining the way forward and the level of mitigation and measures required to stop/ control the spread	Medium	<p>Relevant organisers and responsible staff keep informed of COVID-19 outbreak through global and local daily situation reports provided by authorities.</p> <p>Organisers and responsible staff understand COVID-19 risks and transmission and understand the measures to take to limit spread through best practices.(including respiratory etiquette, hand hygiene, physical distancing etc.)</p>
Event Emergency preparedness and response plans	Response plans to manage and respond to COVID-19	Specific planning in relation to COVID-19 management and response will reduce/ remove the type of activities that could contribute to spread of the disease. In the event that a high risk activity is observed or conducted it is important that the Byron Sunrise Run and Swim has a decisive and rapid response plan that can be enacted.	High	<p>A Medical Response plan in place and clear directions/communications for all participants to follow including interaction with host country healthcare system.</p> <p>A senior emergency team to coordinate response to a COVID-19 risk situation such as participant illness.</p> <p>PPE – masks, gloves, gowns, hand sanitiser, isolation room, medical facilities and other medical equipment and supplies onsite and available.</p> <p>Transportation process and procedure in place to transport ill participants.</p> <p>Reporting/ Trace contact process in place.</p> <p>Cleaning process in place.</p>
Host Country	Host country capacity to meet COVID-19 management and response	Host country capability to manage and respond to COVID-19 outbreak at the Byron Sunrise Run and Swim is critical in containing the transmission, treating patients and quarantining participants.	High	<p>The host country have in place screening processes, temperature checks and COVID-19 Diagnostic tests.</p> <p>The host country organiser has support from local public health authorities.</p> <p>The host country has the facilities in place and are they equipped to support patients with respiratory symptoms.</p> <p>The host country has the capability to evacuate critically ill patients to hospital and evacuate from the host</p>

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



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

				<p>Ensure that prevention supplies and training for their use are available to staff/volunteers (e.g. personal protective equipment)</p> <p>If available, provide disposable medical masks for use if a worker or attendee becomes sick at the event</p>
Health System Capacity	Does the local health system have the capacity to assess, test and care for persons suspected of COVID-19, potentially in large numbers?	Persons under investigation and cases of COVID-19 could present a substantial burden to the local health system if many require testing and care in a short period of time.	High	Communicate how to access local health care, including calling ahead to prevent exposure of others in the healthcare setting
Geographic Location	Is the location of the event geographically remote or in close proximity to a densely populated area?	Geographic remoteness might limit access to tertiary care and may make it more difficult for a case to be repatriated. However, proximity to a densely populated area could result in more rapid dissemination of disease	Medium	Involve relevant partners including local public health authorities and emergency medical services

## Event Attendee Register

Characteristic	Risk Consideration	Public Health Rationale	Weight	Risk Mitigation Strategy
Population attending the event	How many people are expected to attend the event?	The larger the number of patrons, the greater the likelihood of a patron being a case of COVID-19. Large numbers of people may also create greater likelihood of crowding and close contact.	High	Reduce the number of patrons at the event at any one time through less entries / ticket sales or longer timeframes to operate event and spread out numbers or change the venue layout to prevent crowding.
	Are patrons coming from affected areas where COVID19 has been detected?	<p>If patrons are expected from affected areas, the risk of importation is higher.</p> <p>These people may be self-monitoring for symptoms of COVID19 or self-isolating for 14 days, based on public health advice provided upon entry to a country.</p>	High	<p>Plan for information sharing, risk communication, and emergency communications;</p> <p>Communicate personal preventive strategies: stay home if ill, practice hand hygiene and respiratory etiquette, avoid touching your eyes, nose, and mouth with unwashed hands;</p> <p>Consider accessibility of communications (e.g. multiple languages, plain language);</p> <p>Develop flexible refund policies for patrons to promote staying home when sick;</p> <p>Consider risk factors of staff and reassignment to protect staff;</p>

	Are patrons or event staff from demographic groups at greater risk of severe disease, such as older adults or people with underlying medical conditions?	Older adults, people with immune compromising conditions and chronic diseases appear to be at greater risk of severe disease, so consideration should be given to protecting them from possible exposure to COVID-19 cases.  Communication about risk to these patrons should be emphasised.	High	Plan for staff absences.
	Are persons attending the event members of critical infrastructure roles, such as healthcare workers?	If transmission occurs at the mass gathering, patrons may be subject to self-isolation or may become cases themselves.  This could lead to critical infrastructure disruptions/absenteeism if the patron at the event represent critical services and industries.	High	
	Are patrons members of a professional group that might have increased risk of infection?	Healthcare workers may have greater risk of infection and therefore of infecting others due to the possibility of occupational exposure to COVID-19 cases.  Patrons who work in close contact with international travellers may also have increased risk.	Medium	
	Are patrons at greater risk of spreading the disease, such as young children?	Young children may be at greater risk of amplifying disease transmission because they are generally less compliant with effective hand hygiene and respiratory etiquette practices and tend to socialize with others in a way that is likely to increase transmission.  Consideration should be given to preventing children from spreading the disease.	Medium	
	Are patrons from areas where health system resources are limited (e.g. remote and isolated communities)	Event patrons returning to communities with limited health system resources may introduce the virus to communities here there is less capacity to contain and mitigate spread.	High	Involve relevant partners including local public health authorities
	Are all patrons registered, with available contact information?	In the event of an outbreak associated with the event, contact information for the patrons may be requested by public health for follow up and contact tracing	Medium	Maintain contact information for patrons.  Process to track and document participant interactions, particularly for very large event sizes.
Local demographics and epidemiology	Is the local community experiencing ongoing transmission of COVID-19?	Local community transmission can put mass gathering participants at risk of infection. In an affected area, other services for participants may be operating at limited capacity (e.g. restaurants, hotels, etc.).	High	Involve relevant partners including local public health authorities.
	Is the local population at increased risk of severe disease if COVID-19	Some communities may want to reduce their risk of importation of COVID-19 due to characteristics of the local community, such as a high number of elderly residents, or higher rates of chronic disease.	Medium	

	circulated?			
Sport Participant Management	How many participants are expected to attend the event?	The larger the number of participants, the greater the likelihood of a participant being a case of COVID-19.	High	Daily health checks completed for sport participants along with temperature screening.
	Does the sporting activity involve close contact.	Large numbers of participants and the type of activity may also create greater likelihood of close contact.		<p>Separation of athletes from other groups such as officials, support staff and spectators to limit transmission Processes in places to remove any sharing of personal equipment such as drink bottles, towels.</p> <p>Processes and equipment in place for the safe storage of personal equipment and food Participants to undergo pre-travel health checks.</p> <p>Questionnaire before event asking questions about potential exposure, travel or other risk considerations.</p> <p>Any participant who presents a risk is asked not to take part.</p> <p>Participants to obey physical distancing and practice good hygiene procedures.</p>

# Medical Management

## Medical Provider

The medical provider information for this event is as follows:

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
St Johns Ambulance	St John's Ambulance	1 Event First Aid		Unactioned

## Resources

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

## Scope and Schedule of Work

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

## Incident Reporting

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

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

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

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

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

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

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

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

## Fatality Management

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

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

## Expected Causality Characteristics

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

Those in the higher risk category include:

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

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

## Types of Illnesses and Injuries

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

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

## Most Common Injuries and Illnesses

- grazes, lacerations, abrasions
- fractures/dislocations
- sprains/strains
- dehydration
- muscle/heat cramps

- GI issues
- sunburn
- blisters
- insect bites/stings
- sunburn
- allergic reactions

## Inductions

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

This information will include:

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

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

## Ambulance Attendance

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

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

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

## Post Event Reporting

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

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

# Contingency Planning

## Evacuation Plans

## Contingency Plans

<b>Wet Weather</b>	Monitor the Bureau of Meteorology (BOM) for likely weather pattern on the day. If light rain is forecast, ensure that shelter is provided for officials and equipment, and wet weather gear is available for event staff. If heavy rain or storms are forecast, the following steps will be followed: <ul style="list-style-type: none"><li>• Race Director to prepare a statement detailing response in the likelihood of wet weather and advise contractors of the possibility of cancellation.</li><li>• Race Director and Chief Commissaire/Race Referee will make the final decision on the status or modification of the event.</li></ul>
<b>Lightning</b>	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.
<b>Accident on the Route</b>	The Chief Commissaire/Race Referee, Race Director and Police will determine whether the event is safe to proceed. The Race Director will coordinate the emergency services responses and operational adjustments to the event.
<b>Absence of Traffic Controllers and Marshals</b>	The event will not proceed until traffic controllers and event marshals are positioned in accordance with the Traffic Guidance Scheme.
<b>Delayed Start</b>	The Chief Commissaire/Race Referee and Race Director will determine whether the event is safe to proceed and whether modifications to the event format will need to be made to comply with the permit conditions.
<b>Adverse Traffic Conditions</b>	The Chief Commissaire/Race Referee and Race Director will determine whether the event is safe to continue or whether modifications to the event format need to be made within the conditions of the permit.
<b>Poor Lighting</b>	The Chief Commissaire/Race Referee and Race Director will assess the situation and determine whether the event is safe to proceed.
<b>Flood Hazard</b>	The Chief Commissaire/Race Referee and Race Director will assess the situation and determine whether the event is safe to proceed. If roads are flooded the event will be cancelled or postponed.
<b>Fire Hazard</b>	Fire Services will be contacted for updates. The Police and Race Director will determine whether the race is safe to proceed. If fire personnel close aspects of the course, the Safety Committee will determine whether modifications to the event format can be made within the conditions of the permit.

## Cancellation of the Event

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

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

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

## Scenario Modelling

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



## Public Health and Safety

### Food, Beverage and Water

#### Food and Beverage

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

Alcohol will not be served.

#### Water

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

#### Shelter

The below table outlines the shelter provided during the event.

Area	Location	Shelter Type	Supplier
Start / Finish Line	Denning Park	3m x 3m pop up tent	NX
Swim Start	Main Beach	3m x 3m pop up tent	NX
Water Station 1	Summit of Lighthouse	3m x 3m pop up tent	NX

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

Sunscreen will be available for all event staff.

### Waste Management

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

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
Aron Reinhardt	TFH	3 Toilets		Unactioned
Neil Tobitt	Solo Waste and Recovery	10 General Waste Bins 10 Recycling Bins		Unactioned

#### Noise

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

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

### Security and Crowd Control

The event marshalling area, the course, and the finish area will only be accessible to competitors, teams and event staff. Accreditation and athlete identification will be used to ensure these areas are only accessed by the correct people. Crowd control barriers and signage will be used to delineate public and event spaces.

Security will be provided in the follow areas;

## **Additional Lighting and Power**

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

Any additional power and lighting requirements are outlined below;

# Community Engagement

## Summary

<b>Sanctions</b>	Events and Races sanctioned through the National Sporting Organisation
<b>Permits</b>	Permits and approvals for road closures are required from: <ul style="list-style-type: none"> <li>• Local Police</li> <li>• Local Council</li> <li>• Local Traffic Committee</li> </ul>
<b>Special Event Signage</b>	Special Event signage will be installed in affected suburbs a minimum of two weeks in advance of the event.  Variable Messaging System (VMS) electronic boards will be deployed four days in advance if required.  Signage on streets closed for the race installed a minimum of 10 days prior.
<b>Residents Notification</b>	NXsports to provide: <ul style="list-style-type: none"> <li>• Regular news releases to local papers</li> <li>• Special Event Notices go into the Local Newspaper 1-2 weeks from the event</li> <li>• Doorknock to all affected businesses minimum two weeks 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 hotline, event contact mobile number and event website</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 three months prior to the event.</li> <li>• NXsports will complete three waves of communications with shops/businesses via email.</li> <li>• A door to door personalised approach will be made to businesses on affected roads before the event.</li> <li>• Local clubs and groups 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 Guidance Scheme (TGS).</li> <li>• A major effort will be undertaken to improve detour signage for persons arriving to the area 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 if required as per 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>Road Marshals &amp; Officials</b>	There will be volunteers assisting along all key course positions.  All volunteers will be in the NXsports hi-vis vest where necessary.  Officials will be supplied by the Peak Sporting Body; final quantity to be determined by event capacity plan as necessary
<b>Traffic Control</b>	Located as per the Traffic Guidance Scheme (TGS).
<b>Escort</b>	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 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.

## Community Communication

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

NAME	ORGANISATION	PURPOSE	TYPE	MEDIA	STATUS
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Local Community		Lodge event on Council website	Notification		Unactioned
Community Members List		Community EDM 1 - Event Details	Notification		Unactioned
Local Community		Email to Emergency Services - Event Details	Notification		Unactioned
Local Community		Email to Emergency Services - Event Details	Notification		Unactioned
Community Members List		High Risk Calls 1 - Follow Up	Notification		Unactioned
Local Community		Updated Road Closure Page	Notification		Unactioned
Impacted Community		Personal Canvassing - Event Details	Notification		Unactioned
Wider Community		Event Advertisement 1 - Social Media	Notification		Unactioned
Wider Community		Submit Road Closures to Apple Maps	Application		Unactioned
Wider Community		Submit Road Closures to Google	Application		Unactioned
Wider Community		Submit Road Closures to Waze	Application		Unactioned
Impacted Community		Personal Canvassing - Event Update	Notification		Unactioned
Community Members List		High Risk Calls 2 - Event Update	Notification		Unactioned
Community Members List		Community EDM 2 - Event Update	Notification		Unactioned
Local Community		Road Closure Advisement - Newspaper	Notification		Unactioned

Local Community		Road Closure Advisement - Online	Notification		Unactioned
Local Community		Special Event Signage Erection	Notification		Unactioned
Community Members List		Community EDM 3	Notification		Unactioned
Wider Community		Event Advertisement 2 - Social Media	Notification		Unactioned
Community Members List		High Risk Calls 3	Notification		Unactioned
Community Members List		Community EDM 4	Notification		Unactioned
Local Community		Personal Canvassing 3 - Event Update - Emergency Services	Notification		Unactioned
		Social Media Group Follow Up	Notification		Unactioned
		Social Media Group Second Follow Up	Notification		Unactioned
		Social Media Group Final Follow Up	Notification		Unactioned
Date	Communication Subject		Platform	Target Audience	
(4 months from event date)	Initial contact with event details		Email	Key Stakeholders, Elected Persons, High Risk Community	
(3 months + 2 weeks from event date)	Follow up contact with event details		Phone Call	Key Stakeholders, Elected Persons, High Risk Community	
(2 months from event date)	NXsports Road Closure web page goes live		Website	Local Community	
(2 months from event date)	Initial contact with event details		Personal Canvassing	Impacted Community	
(6 weeks from event date)	Event advisement		TV	Local Community	
(4 weeks from event date)	Event Update		Personal Canvassing	Impacted Community	
(4 weeks from event date)	Event Update		Phone Call	Key Stakeholders, Elected Persons, High Risk Community	
(4 weeks from event date)	Event advisement		Radio	Local Community	
(4 weeks from event date)	Road closure advisement		Newspaper ad	Local Residents/Businesses	
(4 weeks from event date)	Road closure advisement		Online ad	Local Residents/Businesses	

(4 weeks from event date)	Event Update	Email	All members of community list
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Online ad	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Letter Box Drop	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Special Event Signage	Local Residents/Businesses
(2 weeks from event date)	Road closure advisement	Newspaper ad	Local Residents/Businesses
(2 weeks from event date)	Event Update	Email	All members of community list
(1 week from event date)	Event Update	Phone Call	High Risk Community
(1 week from event date)	Event Update	Email	All members of community list

## Letter Box Drop

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

## Flyer

### Special Event Signage

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

### Corflute Signage

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





### Digital Signage

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

### Media

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

### Newspaper

The below ad will be run in the following newspapers;

### Online

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

### Radio

The below ad will be run on the following radio stations;

- (insert radio stations)

### TV

The below ad will be run on the following TV channels;

- (insert TV channels)

### Key Stakeholder Notification

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

ORGANISATION	NAME	EMAIL	MOBILE
Transport Roads and Maritime Services	Susan Twyman	psnth@rms.nsw.gov.au	0266919507
Byron Bay Fire Dept.	Philip Sheedy	Philip.Sheedy@fire.nsw.gov.au	
Cape Byron Marine Park	Karen Ellis	karen.ellis@dpi.nsw.gov.au	
Cape Byron Trust	Katie Cape Byron	events.nationalparks@environment.nsw.gov.au	
Byron Bay SLSC	Clare Hembrow	adminbbslsc@byronbaysurfcub.org	
Byron Bay & Ballina Ambulance	Byron Bay Ambulance	judith.mitchell@health.nsw.gov.au	0266191300
RMS - Maritime	Carl Cormack	carl.cormack@rms.nsw.gov.au	0418654739
New South Wales Police Service	Chad George	geor1cha@police.nsw.gov.au	0266859499
Byron Bay Surf Life Saving Club Water Safety	Dan Andrews	dan@tweedcoastmarine.com.au	0409721250
RMS - Roads	Daniel Wills	daniel.j.wills@rms.gov.au	0428071882
Byron Shire Council Event	Jess Gilmore	jess.gilmore@byron.nsw.gov.au	0266864444
Ambulance Northen Zone	Judy Mitchell	jrmitchell@ambulance.nsw.gov.au	0266191300
Byron Bay District Hospital	Keryn York	keryn.york@ncahs.health.nsw.gov.au	
Event Manager - NXsports	Kevin Pready	kevin.pready@gmail.com	
Byron Bay Police	Michael Dempsey	26514@police.nsw.gov.au	
NX Sports	Mike Crawley	mike@nxsports.org	61402226333
NXsports	Nicola Farquhar	engagement@nxsports.org	0478 710 344
St Johns Ambulance First Aid	Racheal Lewis	kingscliff.division@stjohnnsw.com.au	0401244370
NSW Rural Fire	Rural Fire	farnorthcoast.zone@rfs.nsw.gov.au	61266715500
Byron Bay Chamber of Commerce	Katee Blizzard	info@byronbaychamber.com	0481983393
Hospital, Northern NSW	Vicki Barnes	vicki.barnes@health.nsw.gov.au	

## Elected Persons



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

## Personal Canvassing

### Businesses/Groups

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

## Community Email Notification

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

## Key Messaging and FAQs

### Key Messages

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

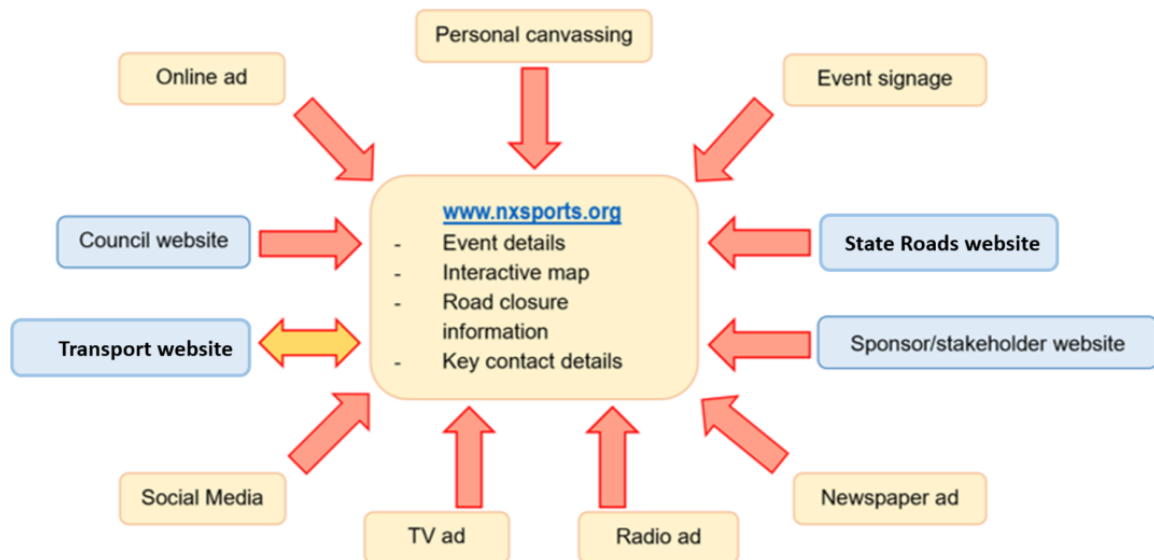
### FAQs

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

## Information Flow

### Information Source

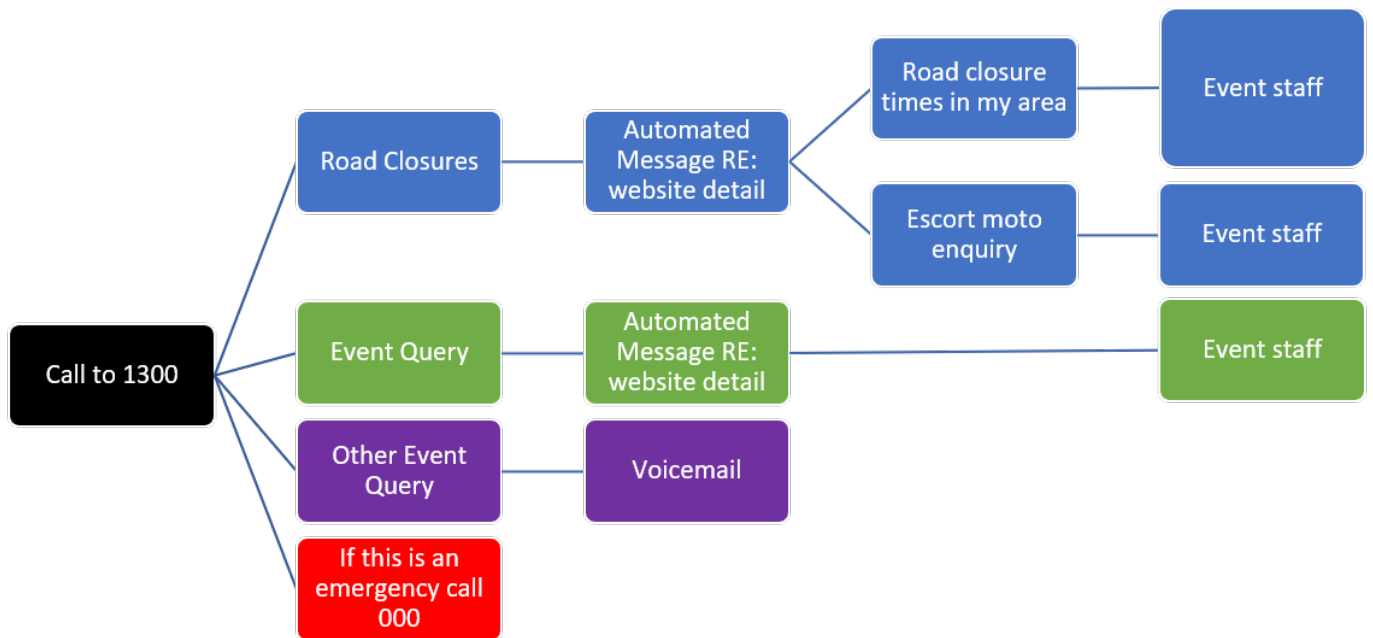
To ensure accuracy of information for the event, all event promotion will direct people to the NXsports event web page. The NXsports web page will also direct people to the state transport website for accurate transport information.



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

### Event Day Phone Tree

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



# Transit Management

## Transport and Vehicle Impacts

### Road Closures and Detours

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

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

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

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

ROAD/SITE	CLOSED BETWEEN	START	END
Lawson Street	Massinger Street and Lighthouse Road	18 October 2020 6.30am	18 October 2020 9.00am
Massinger Street	Massinger Street and Holiday Park	18 October 2020 6.30am	18 October 2020 9.00am
Lighthouse Road	Massinger Street and Lighthouse	18 October 2020 6.30am	18 October 2020 9.00am
Brooke Drive	Lighthouse Road and the Pass	18 October 2020 6.30am	18 October 2020 9.00am
Tallow Beach Road	Lighthouse Road and Tallow Beach Car Park	18 October 2020 6.30am	18 October 2020 9.00am

### Parking Restrictions

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

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

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

### Event Parking

Designated event parking locations will be set up to allow competitors and supporters to access the event site while reducing the impact on the local community.

Event parking locations are identified on the Event Parking Map and can be found on the event website.

### Drop Off Zone

A designated drop off zone close to the event precinct is available for competitors, supporters and people with disabilities.

Drop off zone information can be found on the event website and on the Event Parking map above.

## Non-Motorised Users

### Cyclists and Pedestrians

All closures or impacts to footpaths and bike lanes will be signed and a detour will be put in place. This will be managed by event marshals.

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

## Pedestrian Crossings

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

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

## Traffic Control

### Traffic Management Company

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

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

## Traffic Guidance Scheme

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

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

Follow the link to review the current Traffic Guidance Scheme;

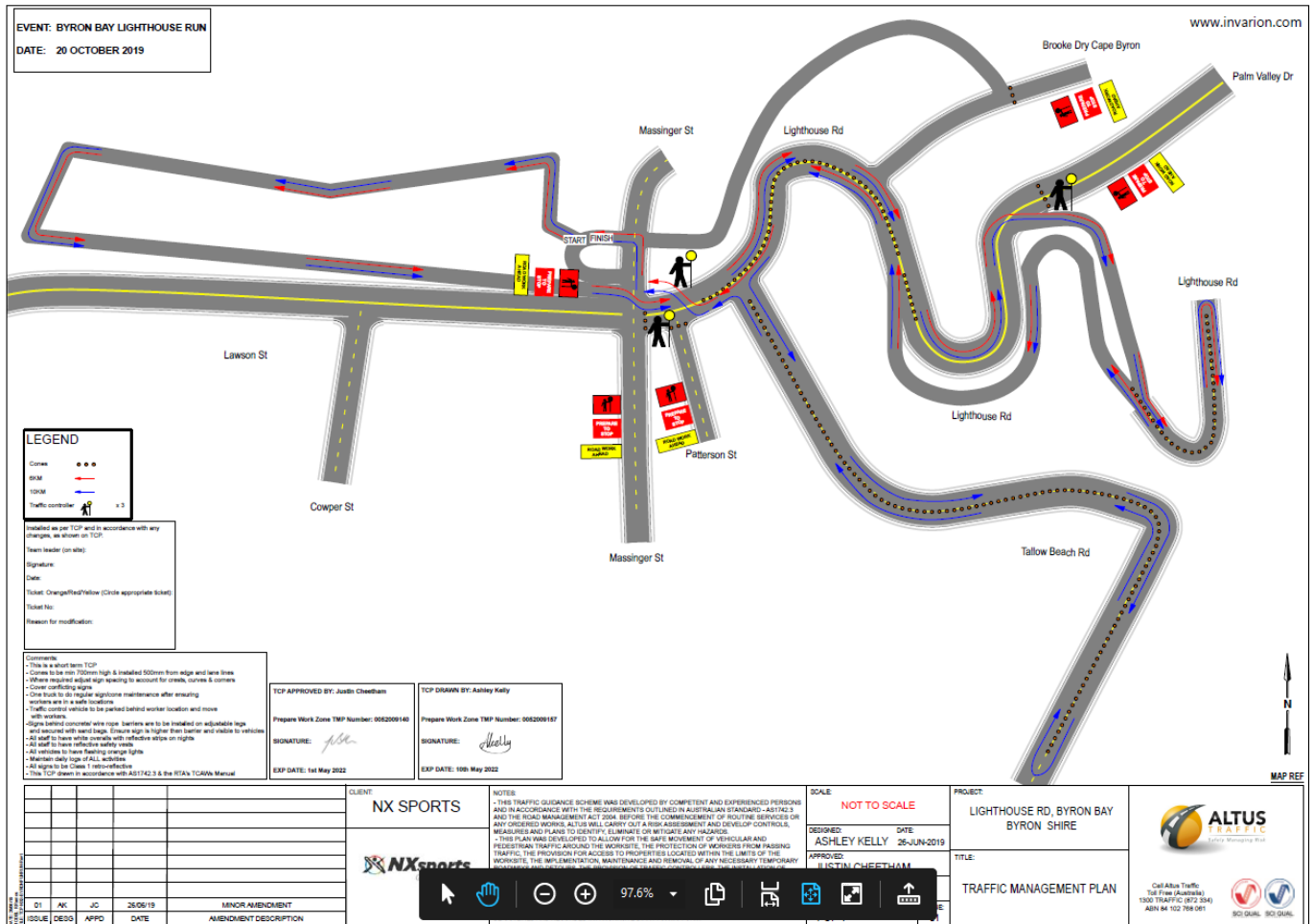
[Traffic Control Plans](#)

The 2019 traffic control plan for the Byron Lighthouse Run is included below.

The 2020 Byron Sunrise Run proposes to use the same plan in principle, noting:

- while the proposed run course will not use Tallow Beach Road, the traffic control treatment required will be the same
- the start / finish will move from the Clarkes Beach Car Park to Denning Park and the run will remain on footpaths through this area

The final 2020 traffic control plan will be drawn and supplied based on any further feedback supplied by the Local Traffic Committee.



## Suppliers

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

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

NAME	ORGANISATION	SCOPE	MEDIA	STATUS
Fleur Brooks	Timing Results	1 Fun Run Timing 1 Ocean Swim Timing		Unactioned
Aron Reinhardt	TFH	3 Toilets		Unactioned
Neil Tobitt	Solo Waste and Recovery	10 General Waste Bins 10 Recycling Bins		Unactioned
Aron Reinhardt	TFH	100 Crowd Control Barriers (m)		Unactioned
Aaron Earner	Victory Press	500 Bibs		Unactioned
St Johns Ambulance	St John's Ambulance	1 Event First Aid		Unactioned
Brad Oliss	Altus Traffic	1 Event Traffic Control		Unactioned
Echo Newspaper	Echo Newspaper	1 Event Notification Ad		Unactioned
Fletcher Rainford		1 Hand Delivery To Businesses and Frontage Properties		Unactioned
Fletcher Rainford		1 Special Event Signage Erection		Unactioned
Ged Goodwin	G Snapshots	1 Event Photography		Unactioned
		500 Pic2Go Codes		Unactioned
		40 Volunteer Food Packs		Unactioned
Tony NR Signs	NR Signs	3 A2 Corflute Colour Printed 3 A3 Corflute Colour Printed		Unactioned



## Strategic Advisory Group

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

ORGANISATION	NAME	EMAIL	MOBILE
Transport Roads and Maritime Services	Susan Twyman	psnth@rms.nsw.gov.au	0266919507
Byron Bay Fire Dept.	Philip Sheedy	Philip.Sheedy@fire.nsw.gov.au	
Cape Byron Marine Park	Karen Ellis	karen.ellis@dpi.nsw.gov.au	
Cape Byron Trust	Katie Cape Byron	events.nationalparks@environment.nsw.gov.au	
Byron Bay SLSC	Clare Hembrow	adminbbslsc@byronbaysurfcub.org	
Byron Bay & Ballina Ambulance	Byron Bay Ambulance	judith.mitchell@health.nsw.gov.au	0266191300
RMS - Maritime	Carl Cormack	carl.cormack@rms.nsw.gov.au	0418654739
New South Wales Police Service	Chad George	geor1cha@police.nsw.gov.au	0266859499
Byron Bay Surf Life Saving Club Water Safety	Dan Andrews	dan@tweedcoastmarine.com.au	0409721250
RMS - Roads	Daniel Wills	daniel.j.wills@rms.gov.au	0428071882
Byron Shire Council Event	Jess Gilmore	jess.gilmore@byron.nsw.gov.au	0266864444
Ambulance Northern Zone	Judy Mitchell	jtmitchell@ambulance.nsw.gov.au	0266191300
Byron Bay District Hospital	Keryn York	keryn.york@ncahs.health.nsw.gov.au	
Event Manager - NXsports	Kevin Pready	kevin.pready@gmail.com	
Byron Bay Police	Michael Dempsey	26514@police.nsw.gov.au	
NX Sports	Mike Crawley	mike@nxsports.org	61402226333
NXsports	Nicola Farquhar	engagement@nxsports.org	0478 710 344
St Johns Ambulance First Aid	Racheal Lewis	kingscliff.division@stjohnnsw.com.au	0401244370
NSW Rural Fire	Rural Fire	farnorthcoast.zone@rfs.nsw.gov.au	61266715500
Byron Bay Chamber of Commerce	Katee Blizzard	info@byronbaychamber.com	0481983393

Hospital, Northern NSW	Vicki Barnes	vicki.barnes@health.nsw.gov.au	
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# EMP Implementation

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

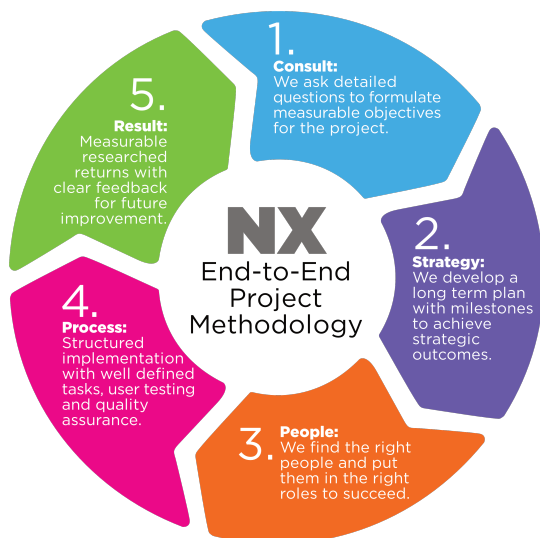
ACTION	DUE	STATUS
Book LMC Meetings	1 August 2020	Unactioned
Recruit Crew	1 August 2020	Unactioned
Recruit Volunteers	1 August 2020	Unactioned
Book Accom	1 August 2020	Unactioned

# Meeting Tracker

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

# NXsports Quality System

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



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

## Methodology

<b>Consult:</b>	<ul style="list-style-type: none"> <li>Identify key stakeholders and appoint the Strategic Advisory Group</li> <li>Review and confirm the outcomes and critical impact factors for the event</li> <li>Perform the event SWOT analysis</li> </ul>
<b>Strategy:</b>	<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>Review the consultation progress to ensure the management plans are current</li> </ul>
<b>People:</b>	<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>Review the team and structure to ensure there is capacity to grow, change, and quickly adapt</li> </ul>
<b>Process:</b>	<ul style="list-style-type: none"> <li>Implement the processes set out in the requisite management plans</li> <li>Perform ongoing feedback loops and integrate results into the management plans</li> <li>Evaluate the ROI of marketing, consultation and operations tactics and adjust as required</li> </ul>
<b>Result:</b>	<ul style="list-style-type: none"> <li>Seek post-event feedback from customers, stakeholders, and Strategic Advisory Group</li> <li>Review and judge scorecard results for each management plan</li> <li>Evaluate the ROI of marketing and delivery tactics</li> <li>Review overall event results with the Strategic Advisory Group and set the '4x4' improvement targets</li> </ul>

## Strategic Planning Model

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

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

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

## Management Plans



## Real Time Management Planning

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