

VIC. WINCH CHALLENGE

EVENT MANAGEMENT PLAN

EVENT NAME:	VIC WINCH CHALLENGE
EVENT DATE:	17-18 NOVEMBER2007
EVENT DIRECTORS:	CROSS COUNTRY DRIVER'S ASSOCIATION (CCDA) 4X4 IT INCORPORATED THE DANDENONG RANGES FOUR WHEEL DRIVE CLUB

SUBMITTED TO MURRINDINDI SHIRE COUNCIL:

- **DATE SENT:**
- **DATE RETURNED:**

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Introduction

The definition of a CCDA sanctioned 4WD event includes any planned activity where the participants, being members of the CCDA, gather in an area that will contain a number of persons greater than that normally found in that area or location at one time and the purpose of the gathering is to engage in 4WD activities in accordance with the rules and regulations of the CCDA.

The basis of this event-planning guide was developed by a committee* and modified to suit CCDA 4WD events.

The aim of this event guide is to provide the organizers with a management plan that ensures the event is managed in a safe and successful manner and the task of preparing the required detailed planning and consultation is facilitated by using the pro-forma documentation that follows.

Management of a safe and successful event requires the organizers to follow the procedures outlined for the safety and enjoyment of all participants.

For the CCDA to sanction each event the Event Director must ensure the Event Plan is completed and submitted for approval to;

The Competition Manager
Cross Country Drivers Association
C/o Secretary
25 Quamby Road
North Ringwood,
VIC. 3134

*The committee that developed the original guide consisted of Victorian Authorities and Emergency Services, to assist all those people and organisations that become involved in the management of major events. The guide is modeled on "Australian Emergency Manuals Series, Part III, Volume 2, Manual 2, Safe and Healthy Mass Gatherings" and "A Planning Guide for Event Managers, Alcohol, Safety and Event Management", Queensland Government, Queensland Liquor Licensing Division.

The Event Planning Process

- **PLANNING PHASE**
Submit an application to relevant Govt. Departments and/or Landowners to hold an event with details of proposed venue and dates.
 - **OPERATIONAL PHASE**
Develop an Event Management Plan using this Event Management Planning Guide. You may also need to submit this plan to local authorities and emergency services.
 - **CLOSING PHASE**
Conduct a post event debrief and event evaluation.
-

- **PLANNING PHASE**

1. Check dates with CCDA event calendar and other significant events.
2. Establish event organising committee & set meeting dates.
3. Determine event type & activities.

- **OPERATIONAL PHASE**

1. Develop event plan.
2. Submit Event Plan to CCDA and apply for permits.
3. Establish regular event organising meetings.
4. Set training dates for event staff such as marshals and scorers.
5. Set pre-event briefing dates for:
 - Event Organising Committee.
 - Key Stake Holders.
 - Security.
 - Event Staff.
6. Set up Venue.
7. Conduct event.
8. Return venue to original condition.

- **CLOSING PHASE**

1. Set and conduct post event de-briefing & evaluation meeting.
2. Compile Evaluation Report and send copy to CCDA.
3. Distribute to Local Council & Key Stake Holders.

THE EVENT PLAN

The Event Plan is made up of 16 areas as listed below. Organisers of CCDA sanctioned events are required to read this Event Plan format and prepare and complete each schedule:

1. Event Plan
 2. Committees
 3. Documentation
 4. Insurance
 5. Interim Agreements Table
 6. Key Stakeholders
 7. Planning Meetings
 8. Track Location on Non-Public land
 9. The Venue
 10. Event Co-Ordination
 11. Traffic Management
 12. Emergency Management Plan
 13. Emergency Response Plan
 14. Safety Officers
 15. Fire Protection
 16. Security & Crowd Control
 17. First Aid & Public Health
 18. Waste Management
 19. Water & Swimming
 20. Noise
 21. Alcohol Management
 22. Infection Control
 23. Food
 24. Infrastructure / Facilities
 25. Public Safety
 26. Event Checklist
- Appendices

On completion of the event plan please copy it and submit it to the Competition Manager of the CCDA. A signed approval will be returned within 7 days with a copy of the approval forwarded to our insurer.

1.0 Event Details

1.1 Event Place & Time

Name of Event	Vic Winch Challenge	
Event Purpose	Annual Event	
Venue Type	Rural, Quarry Site	
Venue Address	408 Guymer's Rd, Yea 3717	
Owner Contact Phone	5797 0245	
Venue owner's address	"Glenlinden" Guymer's Rd, Yea, 3171	
Map and grid reference	VicRoads 61 F5	
Will there be any road closures?	NO	
Date Event Starts	Saturday 17 November 2007	Sunday 18 November 2007
Time Event opens to public	9am –5pm	8am-4pm
Venue Contact Phone	Angela Warren 0427 921 304	
Required set up time	Seven days prior to event	
Reinstate venue to original state	Allow One (1) Month after	
Expected # Spectators	500	
Expected # Competitors	80	
Number of Officials/volunteers	80	

1.2 Event Management

Event Manager / Organisation	4X4 IT INC
Address	P O Box 4X4 Tallarook 3659
Phone	5792 3444
Fax	5792 1150
Email	admin@tallarook4x4roundup.com.au
Mobile Contact (& During Event)	0427 921 304 UHF Channel 33
Competition Manager:	Mark Watson
Organisation	Dandenong Ranges 4 Wheel Drive Club
Address	58 Beresford Drive Boronia, 3155
Email	mark.watson@watsonsequipment.com
Mobile Contact (& During Event)	0418 993 724 UHF Channel 33
Organisation	Cross Country Drivers Association
Cross Country Driver's Assn.	President Mike Smith
Address	31 King William Drive, Wallan, 3756
Phone	5783 3496
Email	smithy@acepia.net.au
Mobile Contact (& During Event)	0408 244 111 UHF Channel 33

1.3 Event Competitor Eligibility

Vehicle Classes:

• Standard	• NO
• Touring	• NO
• Trophy	• YES
• Challenge	• YES

Crew Eligibility:

• Novice	• NO
• Limited Experience	• YES
• Major Experience	• YES

Responsible committee member: Paul Lancaster

2.0 Committees

Our event is made up of many areas of responsibility and is best handled by competent members of committees. These Committees should meet on a regular basis to review, change and update event progress.

Duties of committee members: Each task listed below will be defined so that the committee member responsible knows what they have to do. For example: Secretarial position is required for event paper work, score sheets, stage instructions, name tags, meal tickets, camp passes, etc.

2.1 Organising Committee:

Responsible for	Name	Email	Ph / Mobile
Event Director	Angela Warren	admin@tallarook4x4rpoundup.com	0427921304
Competition Mgr	Mark Watson	mark.watson@watsonsequipment.com	0418993724
Track & Stage Mgt	Mark Watson	mark.watson@watsonsequipment.com	0418993724
Results Mgt	Stuart Blake		0418389518
Secretarial & Documentation	Angela Warren	davesdirtworks@bigpond.com	0427921304
Event Applicant Screening	M Smith & Paul Lancaster	smithy@acepia.net.au	0408244111 0425838194
Stage Scheduler	Mike Smith	smithy@acepia.net.au	0408244111
Marshal Training	Jason Jones Leon Jones		0419579120 0411131929
Traffic & Gate Mgt	D & A Warren	davesdirtworks@bigpond.com	0427921304
Property/Camp Mgt	Steve Taylor	taysteve1@bigpond.com	0418998693
Catering Spectators	Gay Lewis	lewisprilift@ozemail.com.au	0427320269
Catering In-House	Pip Johnson	bluegas@bigpond.com	0427365769
Sponsor Hosting	Peter Nankirell		97544142
Communications	Pip Johnson	bluegas@bigpond.com	0427365769
Security - 4X4 It Inc	D Warren S Taylor	admin@tallarook4x4rpoundup.com	0409921304 0418998693
Safety & Medical Officer	Dr Ross Vines St John		
Emergency Mgt	Pip Johnson	bluegas@bigpond.com	0427365769
Spectator Mgt	David Warren	davesdirtworks@bigpond.com	0409921304
Equipment officer	Roger Smith		98761511
Insurance	CCDA	smithy@acepia.net.au	0408244111
Finance - 4X4 It Inc	Angela Warren	admin@tallarook4x4rpoundup.com	57923444
Promotions Mgt	Mike Smith	smithy@acepia.net.au 57833496	0408244111
TV, Video	Mark Watson	mark.watson@watsonsequipment.com	0418993724
Media photos	Holeshot Images		
Scrutineering	Alan McMullen		59688289
Permits Manager	Angela Warren & Mike Smith	admin@tallarook4x4rpoundup.com	0427921304 0408244111
Property Liaison	Angela Warren & Mike Smith	admin@tallarook4x4rpoundup.com	0427921304 0408244111

3.0 Documentation

These events will be documented as accurately as practicable by recording, keeping and filing all relevant information. All documents are living documents in that as Event Managers we can only be 90% ready until the moment. We must allow for flexibility as events occur.

DOCUMENTATION CHECKLIST	✓Done open or %	DATE COMPLETED
Event Plan	90%	Until happening
Event program	✓	21 Oct 2007
Media releases, press articles, TV, video.	open	Until completion
Invitation/Application forms	Open	12 Nov 2007
Stakeholder contacts	Open	22 Oct 2007
Sponsorship letters	Open	16 Nov 2007
Applications for licences / permits	✓	31 July 2007
Inward correspondence	Open	After event
Outward correspondence	Open	After event
Site plan	✓	31 July 2007
Promotional Material – Posters	✓	21 Oct 2007
Quotes for services or products	Open	On going
Register of Incidents & Action Taken	Open	At event
Details of Committee Members	✓	21 Oct 2007
Record of meetings	Open	On going
Emergency plan	✓	31 Aug 2007
Tickets	✓	21 Oct 2001
Logos	✓	12 Oct 2008
Accounts	Open	Post event
File notes of telephone conversations	Open	Indefinitely

Responsible committee members:
4X4 IT INC Committee Angela Warren, Pip Johnson
CCDA Committee Mike Smith

4.0 Insurance

Name of Insurer	Affinity Risk Partners (Brokers) as agent for the Insurer, Calliden Limited
Address	1/1265 Nepean Hwy, Cheltenham, 3192
Phone	03 8587 7777
Fax	03 8587 7700
Email	rbateman@affinityrp.com.au
Policy Number	0000313
Expiry Date	31 May 2008
Public Liability Value	\$10,000,000
Asset Value	\$10,000,000

Responsible committee member: Mike Smith

5.0 Interim Agreements Table

Name	Permit Issued	Permit No.	Further Document Required?	Additional or further documentation required	Date Completed
Vic Roads	Yes	4 Oct 2007	No		4/10/2007
Murrindindi Shire	Yes	10 Oct 2007/91	Yes	Only if we use Marquee larger than 10X10 Occupancy certificate	10/10/2007
Murrindindi Shire	Sent	TBA	No	Traffic Management plan	2/11/2007
Murrindindi Shire	Yes	991	No	Temporary Food Stall Application 4X4 IT INC	6/11/2007
Murrindindi Shire				Temporary Food Stall Application – Tallarook PS	
Murrindindi Shire				Temporary Food Stall Applications – Outside food vendors	

**Responsible committee members:
Angela Warren, Mike Smith, Pip Johnson, Gay Lewis**

6.0 Key Stakeholders

Key Stakeholders are all the people and organizations that are involved in and/or have been consulted in the planning of the event. This will be prominently displayed and forms part of the Emergency Management Manual

Organisation Name	Contact Name	Contact Phone	Minimum Notification Time
Dept Of Sustainability & Environment	Nth East Regional Office Benalla 57611611	Alexandra 57720200 Seymour 57354300	Three months
Victoria Police	Yea Seymour (Section Supervisor)	57972630 57350226	One month
Murrindindi Shire Council 1800633792	After hours emergency duty officer	0419572425	One month
	Environmental Health Officer Natalie Stewart	5772 0333 0429177036	
	Works Officer Larry Kelly Traffic Mgt	Mobile	
SES	Nth East Regional HQ Benalla 57626253	Emergency Calls 132500	One month
C.F.A.	Homewood CFA	0427001262 57972964	One month
Property Owner	Doug Drysdale	57970245	Three months
Hire Companies	Seymour Party Hire	57922922	Three months
	Mansfield Party Hire	57753000	
	North East Party Hire	57621115	
Food Vendors	Snack Attack	Mel Inacorvia 57843308 0414909930	Three months
	Tallarook PS	Lucy Sherwood	
	4x4 IT INC	Pip Johnson Gay Lewis	
Security	Peer D Warren in house	0409921304	One month
Media	Seymour Telegraph	579227066	Three to six months
	Seymour - Nagambie Advertiser	Paul Weston 57924129 0431179381	
	North Central Review		
	Kilmore Free Press	57821344	
	UG FM Radio	57722900	
Local Community	Local Advertising and flyers and permission through Permit		One month

Information in orange is in progress, waiting confirmation as the natural progression of event planning. We will to re-submit EMP to the Murrindindi Shire Council during week prior to the event.

Responsible committee member: Philippa Johnson

7.0 Planning Meetings

7.1 Planning Meetings

Date of First Meeting: February 07	Time of Meeting:
Place of Meeting: Wallan	
Invitees: Mike Smith	Angela Warren
Wayne Smith	Jayne Calvert
Ongoing consultation with all interested parties	

Responsible committee members:

Angela Warren, Mike Smith, Mark Watson

7.2 Briefing Meeting - Before Event

Date of Briefing Meeting: 10/11/07 and 11/11/07	Time of Meeting: 0900hours (TBC)
Place of Meeting: Tallarook and Yea	
Invitees:	
CCDA VOLUNTEERS	4X4 IT INC VOLUNTEERS
DANDENONG RANGES 4WD CLUB	

Responsible committee members:

Angela Warren, Mike Smith, Mark Watson

7.3 De-Briefing Meeting - After Event

Date of Briefing Meeting: 29/11/2007	Time of Meeting: 1930hrs
Place of Meeting: Tallarook	
Invitees: all key stakeholders and volunteers	

Responsible committee members:

Angela Warren, Mike Smith & Mark Watson

8.0 Track Location on Non-Public land

Event name	Vic Winch Challenge
Dates of usage	From: 17/11/2007 To: 18/11/2007
Time of usage	9am Day One until 4pm Day two Track use only between 9am and 5pm
Property address	408 Guymer's Road, Yea
Responsible Authority Notified:	Yes, - Murrindindi Shire Council

NB: During the running of a CCDA event on public roads, all road rules must be obeyed and all roads and tracks are open to the public.

Trek notes (describe route including any track names):

- **No public roads will be used for the event. Public roads will be used for access to the event. There is good access for turning into Dairy Creek Road and Guymer's road off the Goulburn Valley Highway between Seymour & Yea.**

List stages here. Include all obstacles and note marshal locations: **N/A**

Pre-event trek sighting and noting by competitors. **N/A.**

If yes, Date of trek noting:

Rules applied to trek noting to be added here:

..... **N/A**.....

8.1 Wet weather contingency plan:

Can the track be used during wet weather: . **Yes**

Considerations are:

1. safety issues
2. risk of track damage

Alternative routes or cancellations due to wet weather to be noted here:

The tracks will not be affected by rain.

Due to the care required on public land strict rules will apply. Refer to CCDA rulebook regarding stage penalties. Item 2.10, Excessive wheel spin.

Supplementary regulations to include event disqualification if competitor ignores 1st warning.

No public land will be used for the event.

Responsible committee members:

Michael Smith, President CCDA

9.0 The Venue

9.1 Potential Hazards:

HAZARD IDENTIFIED	ACTION TO BE TAKEN
Steep Land	All areas used will be kept away from steep area in line with the maps supplies with DPI boundary lines
Fires	No fires are allowed. The CFA will be in attendance for the duration of the weekend and a fire tanker available. Persons not adhering to the no fire rule will be asked to leave
Communications	Mobile phone service has been fully tested across the site and UHF radios will be available for all personnel
Personal safety of helpers	All volunteers will be briefed in the running of the event and asked to wear a safety vest at all times. The CCDA carries a PA Insurance for members to \$100,000
Rubbish/Waste	Bins will be provided and cleared on a regular basis to avoid contamination and littering
Food	Campers will provide much of their own food. Food vendors will be engaged to provide good, clean safe food for patrons.
Noise	The event will take place in daylight hours. There will be no loud music at night. There will be no driving of competition vehicles at night.
Camping	A camp master will be on site to deal with any incidents, which affect campers both day and night. Communications to a backup team on site will be in place at all times.
Toilets	Portable toilets are provided for the event. These will be cleaned and emptied as per regulations by the company supplying them by suitable qualified person. Quantity of toilets supplied on estimated attendance
Environmental Damage	Will be minimal on this property. Existing tracks will be used. DPI boundaries will be observed in terms of used areas. Bracken will be removed in several areas, improving the grounds
Water	People camping will be asked to bring their own water, additional bottled water for consumption will be available on site.

Dust	Along Guymer's Road a water tanker may be engaged to dampen dust in peak traffic flow times if required.
Accidents/Illness	St John Ambulance will be on site. Vic Ambulance has been notified of the event and a Dr has been asked to attend. Each day's activities are in an area which is easily accessible and identified. Catering staff and vendors must adhere to food handling regulations to avoid possible food poisoning outbreaks.
Alcohol	This event does not have a liquor licence and there is no bar. Competitors must have a BA reading of .00 while competing. They may partake of a couple of drinks after the event has finished. Spectators will be encouraged not to drink. RSA rules will be applied and Victorian road rules apply on private land in terms of .05

Responsible committee members:

PIP JOHNSON DAVID WARREN STEVE TAYLOR

9.2 Access and Egress of Emergency Services

Access and egress for emergency services is considered an integral part of the plans for the event

- The internal roads on the property provide access to all areas.
- The ground surface of the tracks is stable as they are used a lot by quarry trucks. Inspections of tracks have taken place by suitably experienced personnel.
- Guymer's Rd is sufficiently wide enough to deal with the traffic expected and in any emergency.
- There will be no alterations to the road network.
- Areas have been designated for attending health and emergency services.
- Larger responding vehicles need wider than normal gates, and inward/outward access points accommodate this already.

9.3 Other Site Needs to Consider

General considerations to take into account when conducting this event

Services and utilities already available	Nil, great site geographical lay out.
Shelter already available	Minimal, shelter to be of temporary nature, e.g., caravan, tent etc. No buildings will be required.
Provision for disabled people	Vehicle access is available. Assistance from family would be required. Toilet on site.
Access and egress to site by pedestrians	Although possible, highly unlikely, Road is very wide and can cater for both traffic and pedestrians.
Access and egress by key stakeholders and their vehicles	easy access and egress created from the extensive road network on the property. Minimal driving will be encouraged at all times
Traffic flow and parking	CFA and traffic volunteers will be available all weekend to assist. There is ample, safe, easy access parking on this large acreage property
Access in wet weather	The roads are built for quarry trucks and formed to deal with wet weather
Agreement by key stakeholders to use the venue for the event;	The landowner has agreed for the use of his property. Permit receive from Shire for event.
Impact on local environment	Minimal anticipated, with scheduled rubbish collections and site clearance upon completion of the event Reinstatement works scheduled as determined by the post event debrief meeting. The slashing of bracken will improve the grazing capacity and reduce fire hazard.
Economic Impact	The economic impact should be significant with additional people visiting the area and making purchases in stores, eating establishments and fuel. Proceed from the event will be used to support local CFA.

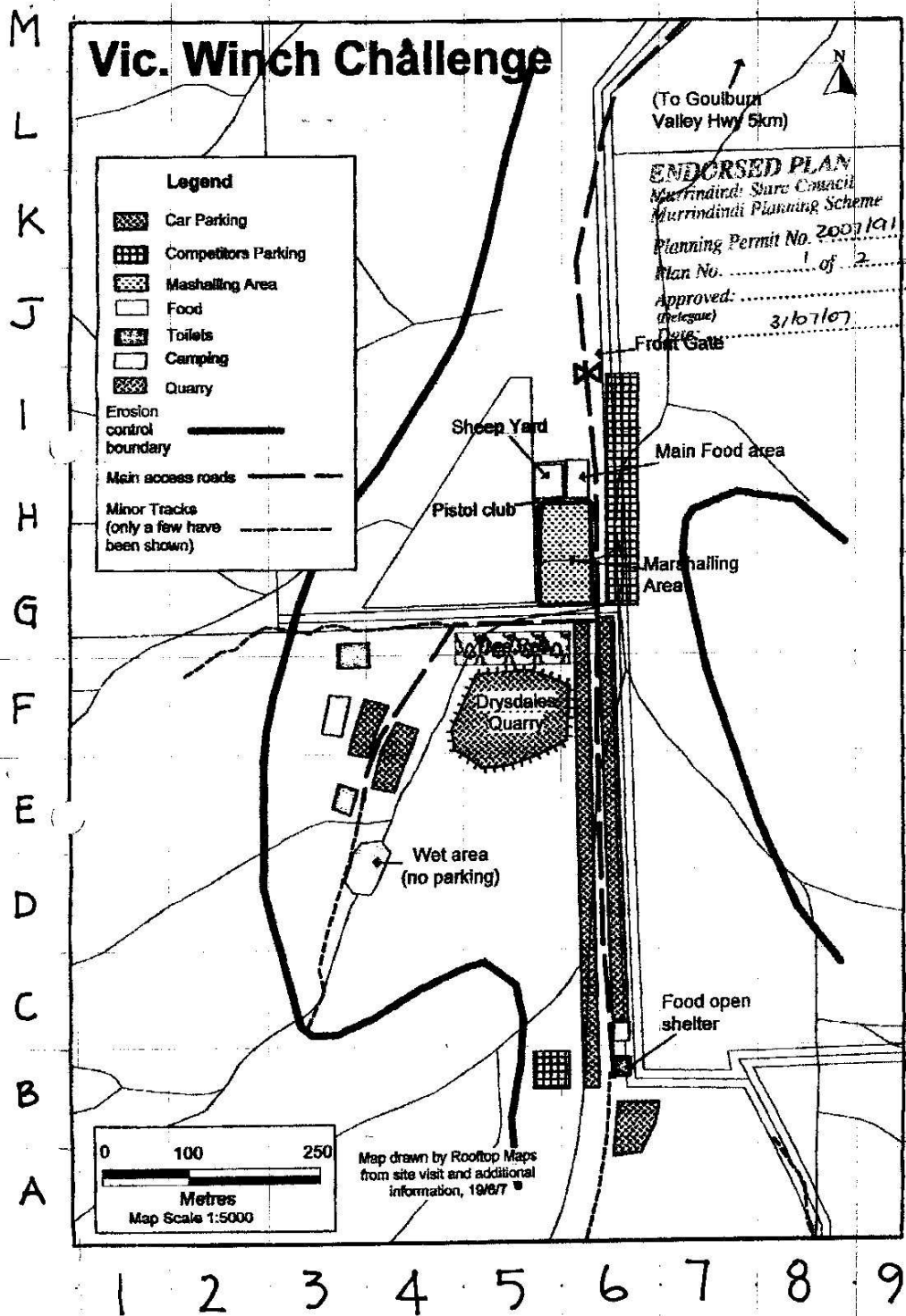
9.4 Site Plan

The site plan is easy to interpret and will be posted strategically around the site for use by patrons. The site plan can be distributed for setting up the event and is also invaluable in an emergency.

Site Plan Checklist

We have used the following checklist to formulate our site

TYPICAL LOCATIONS TO INCLUDE IN SITE PLAN	MAP REF	
The camp area	6 A	
The competition area on site (moves each day)	A-D 1-7	
Parking – spectators	SAT	6 B-G
	SUN	3-4 E-F
Parking – officials	6 G-I	
Parking –competitors	6 G-I	
Drinking water sites - State source: carrier/bottled	6 B	
Catering area Moves each day	4-7 A-C	
Event Co-ordination center	6 H	
Entrances & exits - officials and competitors	6 J	
Entrances & exits – spectators	6 J	
Entertainment sites	N/A	
Rubbish bins	SITE WIDE	
Pedestrian route	-----	
Lost kids/property	6 H	
Security locations	Roaming	
Fire fighting equipment location	6 H Move each day	
Food/vendors/stalls/sponsors display	6 H	
First Aid posts	AT STAGES	
Information centre	6 I	
Toilets - mobile toilets	Move each day	
Restricted areas	1-5 G-I	
Emergency co-ordination centre	6 H	
Emergency egress routes - pedestrians	-----	
Emergency access & egress routes for emergency vehicles	___ ___	



Copy of site plan attached and distributed to all key stakeholders

Responsible committee members:

Angela Warren Pip Johnson

10.0 EVENT CO-ORDINATION

The 'control point' of the event is be the Event Co-ordination Centre, where information about any aspect of the event during its operation can be gained; and where major decisions are consulted before being executed. The event co-ordination centre staff should always know the whereabouts of the event director and be able to contact him or her.

10.1 Event Coordination Centre

Grid Reference on Site Map:	6 H
Number of Staff:	2

10.2 Communication Systems

All event organisers and staff will be in contact for the duration of the event via the event co-ordination centre.

Event organisers and staff will be contactable for the entirety of the event via Mobile phones, UHF Channel 18 operating channel, CB, and emergency vehicle communications. The communication system is multi-modal and not reliant on one single system.

10.3 Public Communication

Event organisers will be able to communicate with the crowd both for public announcements and in emergencies. Consideration will be given to the style and content of announcements regarding volume, coherence, and wording of.

A public address systems will be available for use a the competition area

The public address system to be used is a Short Range ICOM UHF hand held radios with receivers mounted beneath three pair of loud speakers.

Responsible committee members: Roger Smith

10.4 Information Centre Details

Information will be available for event patrons at:

The Entry gate on Guymers Rd Map Ref 6 I on the Site plan

Responsible committee members: Angela Warren

10.5 Event Staff & Volunteer Training

Event staff and volunteers have a variety of experience and backgrounds. It is important that staff and volunteers are provided with pre-event training; clarifying roles; responsibilities, and procedures especially in communication, emergency and security plans.

Volunteers will be briefed in event management, most are experienced at this. Volunteers will view the property layout and become familiar with all aspects of the event. They will be encouraged to ask questions and any gaps in knowledge will be filled. All will have communications and can seek advice as required.

TRAINING / BRIEFING	LOCATION	DATE HELD	FACILITATOR
MARSHALL TRAINING	YEA	21 – 22/10/07	CCDA DR4WD CLUB
EVENT PLAN	TALLAROOK	10/11/2007	4X4 IT INC
CATERING	TALLAROOK	10/11/2007	4X4 IT INC
EMERGENCY PLAN	TALLAROOK	10/11/2007	4X4 IT INC
HEALTH AWARENESS	TALLAROOK	10/11/07	4X4 IT INC

10.5.1 Marshal Listings

Stage numbers 5 & 10 UHF CH15 & 20

Stages 5 & 10	Name	Mobile Phone	CCDA #	Email address
Stage Manager	Andy Bissett	0412815161	1826	qualityelectrical@optusnet.com.au
Safety officer	Andy Bissett	0412815161	1826	qualityelectrical@optusnet.com.au
Communication officer	Andy Bissett	0412815161	1826	qualityelectrical@optusnet.com.au
Starting Marshal	Shane Plant	0419198171		
Timing Marshal	Wally Shorney	0404312943		
Recorder	Katrina Alison	0438076824	2038	scottrina@optusnet.com.au
Spectator controller (can be more than 1)	Cameron Plant	0410548079		
	Paul Djuric	0425713827	1122	paulo_stina@optusnet.com.au
Marshall 1	Norm Taylor	0418307484	2341	normt@iprimus.com.au
Marshall 2	Veronica Sayers	0422807206		
Marshall 3	Brendon Wilson	97202447	1345	

**Stage Numbers 8 & 12
UHF Channels 18 and 22**

Stage/s 8 & 12	Name	Mobile Phone	CCDA #	Email address
Stage Manager	Leon Jones	0411131929	1194	lvjonesathome@aol.com
Safety officer	Leon Jones	0411131929	1194	lvjonesathome@aol.com
Communication officer	Leon Jones	0411131929	1194	lvjonesathome@aol.com
Starting Marshal	Nathan Bell	0418147676		
Timing Marshal	Dwayne Saunders	0412832322	2602	dsaunders@dss.net.com.au
Recorder	Nathan Kelly	0422136233	2625	wwestmow@bigpond.net.au
Spectator Controller (Can be more than 1)	Ash Meehan	0421883289	2207	meehanash@hotmail.com
Marshall 1	Peter Pollard	0408678716	2204	peter.pollard@defence.gov.au
Marshall 2	Adrian Borg	0425782668	1682	kim_Adrian@bigpond.com
Marshall 3	Rick Makeham	0438551120	2646	rpja@bigpond.net.au

**Stage Numbers 9 & 11
UHF Channels 19 and 21**

Stage/s 9 & 11	Name	Mobile Ph	CCDA #	Email address
Stage Manager	John Wallbridge	0419355919	1066	imstat@bigpond.com
Safety officer	John Wallbridge	0419355919	1066	imstat@bigpond.com
Communication officer	John Wallbridge	0419355919	1066	imstat@bigpond.com
Starting Marshal	Chris Wyatt	0401277231	1990	christopher.wyatt@centrelink.gov.au
Timing Marshal	Troy Garner	0409369670	2339	troy.garner@bigpond.com
Recorder				
Spectator controller (can be more than 1)	Peter Greenhall	0427236901	1292	petergreenhall@bigpond.com.au
Marshal 1	Bryce Elliot	0416880243	2472	flip_white@hotmail.com

10.6 Event Promotion

- Press releases regarding the event in regional papers
- Spectator ticketing is an important means of achieving crowd control.
- There are no actual physical tickets to the event, and entry can only be paid for at the gate on the event weekend, however, promotion of the event will include: event services information; specific entry details; transport arrangements and promotion & publicity for sponsors.
- a copy of the promotional material is attached
- Follow up press releases to media and sponsors.

Responsible committee members: Mike Smith

10.7 Health Promotion & Publicity Material

Consideration to the following messages in the promotional material has been given to all of the following.

- | | |
|--------------------------------------|-----------------|
| ▪ Don't drink and drive | No Dogs |
| ▪ Slip Slop Slap | No Fire Arms |
| ▪ Glass containers are not permitted | No Fires |
| ▪ Bring your own water | Drug Free Event |
| ▪ Food or snacks will be available | |
| ▪ This is a drug free event | |
| ▪ Quit program for smokers | |

10.8 Example of Signage

Competition Area	Spectator Parking
Entrance	Information Centre
Exits	Rules relating to alcohol consumption
Toilets	Lost & Found tent
Water points	4WD shuttle service
First aid posts	Security – lock your car.
Camping Area	Smoking can cause bush fires
Catering Facilities	Drug free zone No Glass etc

ALL SIGNAGE IS SUITABLE FOR THE PURPOSE IT IS INTENDED FOR & APPROVAL HAS BEEN OBTAINED FROM VICROADS

Responsible committee members: DR4WDC, CCDA & 4X4 It Inc.

11.0 Traffic Management

11.1 Local Police contact

IN THE EVENT OF AN EMERGENCY IF POLICE ARE REQUIRED CALL 000

Name: **Senior Sergeant Peter Gunn**

If calling the station, ask for the Section Supervisor (i.e. Traffic) as the rosters change and so do the personnel.

Station:	Phone:	Fax:	Email:
SEYMOUR	57350226	57350267	peter.gunn@police.vic.gov.au
YEA	57972630		

11.2 Road Closures

Road closures not required. External & internal signage directs patrons to the Vic Winch Challenge entry point at the North Entry / Exit Gate **off Guymer's Rd**

	Name of Agency:	Contact Name	Mobile
Local Council contact	Murrindindi Shire Council	Works Officer Larry Kelly	

11.3 Patron Access

4wd events tend to have limited access and patrons may need to be advised of any access limitations, in all weathers. All access and egress to this venue is off Guymer's Rd, via the North Entry Gate. It is a gravel road in very good condition with ample room on verges to allow for oncoming traffic. It is passable in wet weather, though dust can become an issue if very dry and still day.

Access has been planned to ensure there is minimal disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff. Public Transport is not an option. If a patron requires transportation this is to be organised by that individual utilising his or her own means of communication

11.3 Patron Access cont;

Patrons can find information in the advertising about:

• Entry fees	• Camping & rules
• access for people with disabilities	• preferred access route
• 4WD parking	• 2WD access and parking
• access to non-secure car-parking	• shuttle transport

- We have provided adequate car-parking and doubt there will be a need to utilize it but there is ample overflow parking available, including areas for:

Competitors	First Aid / ambulance / Fire
Officials	Sponsors Caterers
Spectators	Access for helicopter

- We have positioned viewing areas so it is an easy walk to viewing areas from car parks, however, spectators with disabilities will be able to drive in / be driven in to park closer
- It is highly improbable that any patrons would become stranded at this event but if this were the case, appropriate assistance would be given to that person by the Event Organisers

11.4 Notes on traffic flow throughout the venue

- Unless the vehicles are competition, officials, marshals or emergency services vehicles, all other vehicles at the VIC Winch Challenge are requested to remain stationary for the duration of the event unless the owner is leaving the venue, or is requested or directed to move their vehicle by Authorised Event Staff.
- **Victorian Road Rules apply throughout the event site – full stop**
- **Victorian Hoon Legislation / Laws apply throughout the site**
- Vehicles will be excluded from heavy pedestrian traffic areas where possible
- Internal speed limit applies of 15kph throughout the site
- We have requested that all patrons to travel at or below 40kmh along the length of Guymer's Rd

11.5.1 Traffic Management Plan Friday

TRAFFIC MANAGEMENT PLAN FRIDAY 16TH NOVEMBER 2007
<p>General notes on the expectations for the day:</p> <ul style="list-style-type: none"> ● Patrons attending on Friday will consist of Competitors, officials, caterers, logistics ● Request that all travel at or below 40kmh along the length of Guymer's Rd to the entry. ● Murrindindi Shire Works to erect speed reduction signs if possible and or required ● Internal speed limit applies of 15kph throughout the site
<p>From 1000 hours</p> <ul style="list-style-type: none"> ● Directional signboards to be erected by 4X4 IT INC on the Goulburn Valley Highway with VICRoads permission received in writing. Signage will be erected 300 metres either side of the GV Hwy / Dairy Creek Rd / Guymer's Rd Intersection (possibly Marshals may also be required at this location) ● Major Event Ahead signage to be erected on Goulburn Valley Highway
<p>Midday</p> <ul style="list-style-type: none"> ● North Gate Main Entry becomes fully operational and all incoming traffic monitored
<p>1800 & 2200HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK Dust / mud control measures: Is a wet down required around the Site? Buggy areas?</p> <ul style="list-style-type: none"> ● Monitor for internal speed limit – unnecessary vehicle movement ● No riding around on the back of vehicles etc. ● Monitor for Hoon behaviour that will compromise the safety of all patrons at our event ● Check external Directional Signage, Speed restrictions if required for visibility etc
<p>2200 to 0600 HOURS SITE WIDE – NO VEHICLE MOVEMENT OVERNIGHT OTHER THAN EVENT MANAGEMENT SECURITY PATROLLING</p>

Responsible committee members: 4X4 IT INC Maintenance Crew

11.5.2 Traffic Management Plan Saturday

TRAFFIC MANAGEMENT PLAN SATURDAY 17TH NOVEMBER 2007
<p>0600HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK</p> <ul style="list-style-type: none"> ● Dust / mud control measures: Is a wet down required around the Site? Boggy areas? ● Check external Directional Signage, Speed restrictions if required for visibility etc ● Monitor for internal speed limit – unnecessary vehicle movement ● No riding around on the back of vehicles etc. ● Monitor for Hoon behaviour that will compromise the safety of all patrons at our event
<p>ALL VEHICLE ENTRY AND EXIT IS VIA NORTH ENTRY GATE</p> <p>INTERNAL SITE SPEED RESTRICTION TO 15KMH (unless competing!) FOLLOW ADVISORY SPEED SIGNS EXTERNALLY</p> <p>EMERGENCY SERVICES EXCEPTED OR BY ORDER OF EMERGENCY MANAGEMENT TEAM</p>
<p>From 0800HRS North Entry Gate opens for all vehicles By 0915HRS Trade Site Holders should have set up in appropriate areas</p>
<p>0900 VIC WINCH CHALLENGE OFFICIALLY OPENS</p>
<p>Between 0900-1700HRS</p> <ul style="list-style-type: none"> ● Spectators both 2X4 & 4X4 directed to Parking Marshals to available areas (weather /suitability of vehicle) ● Campers directed to Camp Marshal for site allocation ● Competitors follow signage to Marshalling Point to be directed from there by marshals
<p>1000HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK AS ABOVE</p>
<p>1200–2100 HRS At least 2 staff on gate LIAISE WITH TRACK MARSHALS 1500HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK AS ABOVE</p>
<p>Event close 17:00hrs – last spectators depart 17:30 hours AND campers to return to sites then dinner Entry Gate Close 18:30Hrs Landowner / Event Staff / Competitors leaving for repairs & Emergency Access Only</p>
<p>2000HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK AS ABOVE</p> <p style="text-align: center;">BETWEEN 1130 AND 0600 HOURS SITE WIDE NO VEHICLE MOVEMENT OVERNIGHT OTHER THAN EVENT MANAGEMENT SECURITY PATROLLING</p>

Responsible committee members: 4X4 IT INC Maintenance Crew

11.5.3 Traffic Management Plan Sunday

TRAFFIC MANAGEMENT PLAN SUNDAY 18TH NOVEMBER 2007
0600HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK <ul style="list-style-type: none"> ● Dust / mud control measures: Is a wet down required around the Site? Boggy areas? ● Check external Directional Signage, Speed restrictions if required for visibility etc ● Monitor for internal speed limit – unnecessary vehicle movement ● No riding around on the back of vehicles etc. ● Monitor for Hoon behaviour that will compromise the safety of all patrons at our event
ALL VEHICLE ENTRY AND EXIT IS VIA NORTH ENTRY GATE INTERNAL SITE SPEED RESTRICTION TO 15KMH (unless competing!) FOLLOW ADVISORY SPEED SIGNS EXTERNALLY EMERGENCY SERVICES EXCEPTED OR BY ORDER OF EMERGENCY MANAGEMENT TEAM
From 0800HRS North Entry Gate opens for all vehicles By 0800HRS Trade Site Holders should have set up in appropriate areas
At 0900 VIC WINCH CHALLENGE OFFICIALLY CONTINUES
Between 0800-1500HRS <ul style="list-style-type: none"> ● Spectators both 2X4 & 4X4 directed to Parking Marshals to available areas (weather /suitability of vehicle) ● Campers directed to Camp Marshal for site allocation ● Competitors follow signage to Marshalling Point to be directed from there by marshals 1000HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK AS ABOVE
Between 1200–1400 HRS at least 2 staff on gate LIAISE WITH TRACK MARSHALS 1500HRS MAINTENANCE CREW CONDUCT TRAFFIC STATUS CHECK AS ABOVE
Event Officially closes 1600hours
1630HRS MAINTENANCE CREW CONDUCT FINAL TRAFFIC STATUS CHECK <ul style="list-style-type: none"> ● Site to be cleared of all traffic by 17:30 hours ● ENSURE ALL INTERNAL & EXTERNAL SIGNAGE TO EVENT IS DISMANTLED ● Gates Shut at 20:00hrs

Responsible committee members: 4X4 IT INC Maintenance Crew

11.5.4 Traffic Management Plan Monday

TRAFFIC MANAGEMENT PLAN MONDAY 19 NOVEMBER 2007
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MURRINDINDI SHIRE COUNCIL TO REMOVE COUNCIL OWNED SIGNS AND ANY SPEED RESTRICTIONS OFF ROADS IF ANY UTILISED

11.6 Traffic Management Contingency Plan

11.6.1 Cancellation of event

The VIC Winch Challenge will not be cancelled

HOWEVER, in the event of an emergency, Emergency Services to may order patrons at the VIC Winch Challenge:

- A/ evacuate the venue or
- B/ detour traffic attending or departing

Traffic **may** then be directed by Emergency Services to utilise other access roads: this will ONLY be under the direction of Emergency Services, VICRoads, Municipal Emergency Response Co-Coordinator, or Victoria Police

11.6.2 Delayed Finish

The VIC Winch Challenge officially finishes at 4pm Sunday 18th November 2007. Research and experience from last event that trade sites and patrons generally commence to pack up and head home in the hour leading up to the official finishing time.

Noting that it is also a “school night”, and we are targeting families, most will make the decision to leave earlier rather than later. Departure times will also be greatly affected by the weather conditions, crowd numbers and traffic flow.

We aim for all patrons to have left the site by 18:30hours.

11.6.3 Wet Weather

Arrival and Departure times will be greatly affected by the weather conditions, which will have an immediate impact on crowd numbers directly affecting traffic flow. We are targeting 4X4 owners who are more intrepid than most and will revel in a bit of mud. 2WD vehicles may have slight difficulty in accessing areas due to inclement weather, however experience from 2007 has shown we have ample appropriate tow vehicles on site.

Responsible committee members: 4X4 IT INC & CCDA

12.0 EMERGENCY MANAGEMENT PLAN

12.1 Emergency Co-ordination Centre:

- ✓ The Emergency Co-ordination Centre becomes a section of the 4X4 Central headquarters.
- ✓ Generator power source and water and cover
- ✓ The location of the centre is clearly marked on the site map
- ✓ UHF Channel 33 Radio Call Sign is: "4X4 CENTRAL"
- ✓ This is the nominated meeting point for Emergency Services

Grid Reference: 6 H Volunteers in attendance: 4

12.2 Emergency Communications Plan

Comms. on UHF Channel 33 Go To Channel 34

Event Co-ordination Centre will be 4X4 Central. Having one central location will enable different services to:

- ✓ Communicate with each other to get a proper overview of the total situation;
- ✓ Communicate with senior event organisers that will be the first to identify an incipient problem.
- ✓ The communication system is multi modal with UHF radios and mobile phone coverage available. It has it's own backup power supply.

12.3 Safety Officers:

Safety Officers are responsible for the safe operations of fire safety equipment, evacuation procedures, safety barriers, exits and the use of naked flame.

Who are the event's safety officers?

Name:	DAVID WARREN	Contact:	0409921304
Name:	STEPHEN TAYLOR	Contact:	0418998693
Name:	PIP JOHNSON	Contact:	0427365769
Name:	MARC STOKES	Contact:	0418340539

13.0 Emergency Response Plan

Note: In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police.

Plan for on-site emergencies not requiring outside help;

- Incident identified and reported to “4X4 Central” via UHF Operating Ch 33
- “4X4 Central” calls MIKE SMITH AND/or PETER TAYLOR of CCDA to Join with 4X4 IT Inc crew on scene and become 4X4 IT / CCDA Liaison Team
- Establish incident strategy and implement emergency plan to deal with situation
- Incident closed situation Normal **OR**.....

If the situation escalates **STEP UP 1:**

- 4X4 IT Chain of Command – Tallarook Fire Brigade members ON SCENE form Incident Management Team (IMT) of:
 - 1 X Incident Controller
 - 1 X Crew Leader
 - and minimum Crew
 and assume control of the incident as we would for a normal CFA call out situation (EG: first on scene at an MVA or Fire call)
- Control point becomes known as “(Days racing location) CONTROL “ (EG SUNDAY TRACK CONTROL)
- **Radio Communications “GO TO” UHF RADIO CHANNEL 34**
- Radio Traffic goes through “Central” to log data to put into effect request of the INCIDENT CONTROLLER
- **and 4X4 Central becomes the OPERATIONS POINT. Call sign becomes “ CENTRAL OPS”**
- Under the direction of the Incident Controller, ALL 4X4 IT INC VOLUNTEERS & MARSHALLS WITH UHF Radios commence assistance with organising the movement (or evacuation) of the general public if required

- Incident closed situation Normal **OR**.....

the situation escalates and we will be requiring mass evacuation of personnel / movement of public from an area requiring police / ambulance / fire brigade THEN

STEP UP 2:

- Incident Controller requests “Central Ops” to dial 000 and report the need for attendance of required agency for “stated purpose”
- Procedure: Using a mobile phone that has coverage in the area

Dial 000

Request service: **Police/ Ambulance/ Fire Brigade**

Give the Location: **408 GUYMER’S RD YEA 3717 (Homewood)**

Describe the nature of the incident: **EG: Grass & Scrub Fire, Motor Vehicle Accident, Casualty requiring paramedics**

Give Map Reference: **CFA Region 12 – Map 363, F, 463 802**

Nearest Intersection:
Guymer’s Rd, Dairy Creek Rd & the Goulburn Valley Highway

Police District: **Seymour – Yea Township**

Fire Brigade area: **Homewood**

Give your name and a contact telephone number that is reachable

State that there are volunteer Fire Brigade crews with limited resources in attendance with UHF Radio coverage on Ch34

End call & notify Incident Controller that call placed.

13.1 Emergency Medical Plan

Who is supplying First Aid at the event?

Name of Provider:

Contact Person:

Contact Phone:

Ops Mobile:

Contact mobile:

E-mail:

13.2 Nearest Major Hospitals:

Yea & District Memorial Hospital Station St Yea 5736 0400

Seymour District Memorial Hospital

Brettoneaux St Seymour 5793 6100

- In the event of a mass casualty situation:
 - ✓ Two areas accessible to ambulances are designated, to the knowledge of all staff, as being for the treatment of patrons, in the event of a mass casualty situation. Patrons will be notified by PA & Marshals to move to these locations and report in through a Staging Area set up specifically for the task of logging patient details and particulars

THE QUARRY EVACUATION / SAFE AREA MAP REF 5 F 4X4 CENTRAL MASS CASUALTY AREA MAP REF 5-6 G-H

TRIAGE & AMBULANCE LOADING AREA

and

TEMPORARY MORTUARY FACILITY

13.3 Emergency Counseling

In the event of an incident that could cause stress it is recommended that the organizers liaise with the SES, Police ambulance services for the provision of emergency counseling.

Emergency Services Counseling Service will provide counseling services

14.0 Safety Officers

Safety Officers are responsible for the safe operations of fire safety equipment, evacuation procedures, safety barriers, exits and the use of naked flame:

Event Safety Officers and responsible committee members:

4X4IT INC are covering Administration, parking, access/egress, catering, fire safety, evac procedures	Contact number/channel:	
Pip Johnson	0427365769	33
Steve Taylor	0418998693	33
Dave Warren	0409921304	33
Marc Stokes	0418340539	33

Covering Competition and competition area Dandenong Rangers Four Wheel Drive Club	Contact number/channel: Mark Watson 0418 99724 Ch 33	
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Covering Insurance and sanctioning event Cross Country Drivers Association	Contact number/channel: Mike Smith 0408244111 Ch 33	
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15.0 Fire Protection

All Fire fighting equipment will be available per the Municipal Building Surveyor minimum requirements and in consultation with that officer.

See also Emergency Plan above

Grid Reference on Site Map:	6 H
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15.1 Fire Danger Period

This event is being held in the Declared Fire Danger Period, and as such there will be no Camp Fires allowed at the event.

The fire restriction period has been declared from the **12th November 2007**, and due to the drought and limited water in the area there will be **no camp fires allowed on the site for the duration of the weekend;**

the only possible exception will be if there is inclement weather, and the event organizers deem it necessary. This will be in consultation with the CFA and notification made to Vicfire Ballarat.

On days of total fire ban, it is a requirement to obtain a permit from the fire services to use an open flame for any purpose, including cooking, heating for temporary stalls marquees or in the open.

15.2 Risk Minimisation Strategies

The fire services will be consulted if the event is to be conducted on a day of total fire ban or during the fire danger period.

Has a day of total fire ban or fire danger period been considered?

YES	Either way, no fires will be permitted
-----	--

The local CFA Homewood Fire Brigade is aware of the activities that will be conducted at the venue and will be on site for the weekend

Is there a water resource located at the venue for initial attack of the fire by the public and/or safety officers?

YES	
Grid Reference on Site Map:	3 D, 7 J-K

15.3 Emergency Tools

An Ex-CFA Tanker, 4X4 with 500ltr Slip-On with chainsaw & operator and necessary tools will be situated at strategic locations throughout weekend and remain on site for the duration of the event.

These vehicles all contain a forcible entry tools such as a fire axe with prong, a pry or crow bar; and a pair of heavy-duty bold cutters, and personnel appropriately trained in the use of such tools.

Heavy machinery with qualified operators will be available for the duration of the event; fire protection equipment will be strategically located throughout the venue for initial attack by the Safety Officers and Emergency Services if required.

Responsible committee members: 4X4 IT Inc Maintenance Crew

16.0 Security & Crowd Control

16.1 Types of Security

The event organising committee has examined the risks involved with the event by asking for example, "What could happen?" or "What if?" The answers determined whether police, private uniformed security or peer security is required. As this event is not expected to attract massive crowds, peer security has been selected. CFA volunteers will be on site all weekend. Local police have been notified of the event and have advised calling 000 or (112 from a mobile without coverage) in an emergency. Previous events have not required any formal security.

16.2 Security Plan

The security plan clarifies the roles and responsibilities of security:

- The main responsibilities considered are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.
- The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among patrons.
- Security should be able to communicate with each other and First Aiders;

To enable security personnel to perform their duties effectively, they will be appropriately briefed prior to the event. The briefing will provide security personnel with:

- Details of the venue layout, including entrances, exits, first aid posts, and any potential hazards;
- Clear direction on the management of unacceptable behaviour;
- Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures;

- Instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency.

Other roles and responsibilities of security personnel may include:

- Security control at entrances and exits;
- Minimising risk of fire by patrolling areas;
- Vehicle traffic and marshalling;
- Searches for alcohol, drugs and weapons;
- Assisting emergency services if necessary.

What security arrangements have been made for?

Cash: continued removal of cash to secure off site location(s)
Prohibited Equipment: Patrons asked to remove prohibited items from site. Back up by police as required
Crowd Management: Small numbers will be managed by Volunteers / Marshals who will all be easily identifiable.

16.3 Lost & Stolen Property/ Lost Children

What arrangements have been made for lost or stolen property and lost children?
Signage in place directing to the Event coordination centre Map Ref: 6 H

16.4 Briefing of Security Personnel

Security staff must be briefed on who is allowed unrestricted access to the event. They must be advised of the level of access available to Key Stakeholders.

These may include:

Building Surveyors / inspectors	Department of Human Services
Town Planners	EPA
Environmental Health officers	First Aid
Municipal Fire Prevention Officer	Ambulance
Municipal Emergency Resource Officer	Police
CFA	Vendors

Date of pre-event briefing: 10/11/2007

Date of post-event briefing: 29/11/2007

Name of responsible committee member David Warren

17.0 First Aid & Public Health

The provision of First Aid is critical to any event and we have used the table provided as a guide, so a First aid post will be organized to meet the minimum e.g.: it can be a room, tent or appropriate vehicle which should be fitted with: chairs and table; easily identified signage visible at night; power and potable water; adequate lighting.

We used the table provided to determine the number of First Aiders required.

	First Aiders	First Aid Posts*
500	2	1

Who is supplying First Aid at the event?

Name of Provider:		
Contact:	Phone:	Mobile:
Number of First Aid Posts: 1 F/ A Personnel at each post: 2		
Grid References of First Aid Posts: Moves with Stages daily		

Name of responsible committee member

Name: 4X4IT INC are covering Administration, parking, access/egress, catering, fire safety, evac procedures	Contact name number/channel: Pip Johnson 0427365769 Ch33
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Name: Covering Competition and competition area Dandenong Rangers Four Wheel Drive Club	Contact name number/channel: Mark Watson 0418 993 724 Ch33
--	--

Name: Covering Insurance and sanctioning event Cross Country Drivers Association	Contact name number/channel: Mike Smith 0408244111 Ch33
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18.0 Waste Management

18.1 Waste Management Plan

Responsible committee members:

David Warren Contact Details: 0409 921 304

- The aim of the plan is to prevent build-up of waste on site and ensure we comply with the conditions imposed in our Permit to provide for the efficient and safe removal of waste.

Bins will be placed around the area and cleared on a regular basis to avoid contamination and litter. They will be emptied in to a clear away bin or secure tip truck for removal to a refuse site.

We have volunteers who are experience in waste removal. They will train other volunteers as required.

Portable toilet management will be handled in house for cleaning, but emptying will be the responsibility of the professional toilet hire company.

Catering food and packaging waste handling and disposal is the responsibility of the and disposed the commercial companies providing that catering

Patrons be responsible for removal of their own rubbish, however the Event organizing committee realize this will require backing up

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18.2 Types of Waste

FOOD PREMISES

- ✓ Food waste from food vendors is the responsibility of the vendor to contain and will be collected and removed to a separate, covered waste collection

location that is well distanced from any food consumption, preparation or storage areas.

PATRON WASTE

- ✓ Bins will be provided around the site. Recycling facilities will be provided where possible

FIRST AID POSTS

- ✓ First Aid Posts generate medical waste and have arrangements with the local hospital for the disposal of biohazard waste removal. **This is the responsibility of the First Aid Supplier**

NEEDLE AND SYRINGE DISPOSAL

- ✓ Sharps containers (plastic bottles) shall be provided to the Toilet Monitors and rubbish collection crews.
- ✓ Cleaning and security staff will be briefed on the dangers associated with used injecting equipment and instructed on safe handling methods. **As provided in Appendix 2 instruction on safe collection and disposal of discarded needles and response to needle-stick injuries.**

19.0 WATER / SWIMMING

There are water hazard areas at the venue such as small dams on site. They are holding very little water and may well be empty in November. There are larger dams on the way in; they will have signage erected for no swimming.

No swimming in waterholes waterways etc signage on dams as marked in the site plan

Responsible committee members: David Warren

20.0 NOISE

Activities/mechanisms likely to create higher noise levels are

Engine noise will be the largest noise, although only limited number are running at any one time. The lay out of the land enfolds the sound greatly into the gullies.

Generators and crowds will make a noise but the rural location removes any affect on neighboring homes or business.

Responsible committee members: David Warren

21.0 Alcohol Management

The CCDA promotes zero alcohol levels for all drivers, co-drivers, marshals, officials and event management and as such strongly discourages the sale of alcohol.

Will alcohol be for sale at the event? **NO**

The consumption of alcohol will be monitored by the Event Organising Committee.

The CCDA use breath-testing equipment to ensure all competitors have zero alcohol levels. After the stages there will be social gatherings where alcohol may be consumed and the organizers will not tolerate drunkenness or unsocial behaviour.

Alcohol is a diuretic and dehydrates the body. Toilet facilities will be provided as close as practicable to the alcohol consumption areas. Extra toilets, First Aid for: Injuries, Drunks, Dehydration and security for disturbances caused by intoxicated persons have all been considered in preparing the event management plan.

Responsible committee members: 4X4 IT INC

22.0 Infection Control

4X4 IT INC acknowledge Municipal Environmental Health Officers (EHOs) are trained in identifying potential problems and will have access to resources to correct the problem. The Vic Winch Challenge site will be available at all times to Municipal EHOs who must provide appropriate identification to our Gate Staff. Municipal Environmental Health Officers have been included in event planning / briefing.

Name of EHO: Natalie Stewart

Contact Details During Event: Phone: 5772 0333 Mobile: 0429177036

Sharps containers are to be collected from the Yea Shire Office in the week leading up to the event

Volunteers will be trained and instructed to monitor for infection control by:

- Understanding personal precautions to take when cleaning up toilets, vomit and or diarrhoea;
- monitor waste disposal and taking corrective action to avoid excess waste
- Volunteers will be instructed to keep vigilant for the duration of the event ensuring infection control plans are in practice and working by:
- Surveillance of food handling practices, surveying cleaning of toilet and shower facilities and surveying the grounds for needles, rubbish or sewerage leaks.
- Event staff will be trained at a pre event briefing meeting regarding health hazards and infection control

SEE APPENDIX A FOR Needlestick injury guidelines

Responsible committee members: 4X4 IT INC

23.0 FOOD

23.1 Food Act 1984

4X4 IT INC understand that if illness is associated with the event the Communicable Diseases Unit of the Department of Human Services may investigate, with the assistance of the municipal Environmental Health Officer. The Unit will be seeking information of the planning of the event, and the details of how it was actually run and if this differs from plans.

The Food Act is enforced by Environmental Health Officers, who approve applications for registration and have the power to enter food premises to ensure the Act is being complied with. Gate staff have been briefed not to obstruct their entry to the site

- A list of all food vendors shall be provided to Murrindindi Shire Council EHO prior to the event to ensure they are currently registered and comply with the Act.

In particular the Unit will require details of:

- Arrangements for the delivery and storage of food; Food handlers; and Food handling practices, including food that was prepared in advance and at other locations.
- Waste disposal arrangements; Waste disposal practices;
- Toilet facilities; Toilet cleaning schedule and methods; and arrangements for the safe disposal of sharps.
- Permits to conduct a Food Stall have been lodged with the Murrindindi Shire Council

Responsible committee members: 4X4 IT INC

24.0 Infrastructure/Facilities

24.1 Toilets

Existing facilities are not adequate, additional portable units shall be made available. We used the Australian Emergency Manual as a guide:

The Australian Toilet Facilities for events where alcohol is not available

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
< 500	1	2	2	6	2

The above figures may be reduced for short events as follows:

Duration of event	Quantity required
8 hrs plus	100%

Toilet facilities shall be where practicable:

- Well lit so as not to provide a security and safety hazard;
- Provided with soap and hand drying equipment;
- Odour free;
- Cleaned and re-stocked regularly;
- Located away from food storage and food service areas;

- Accessible for people with disabilities where practicable;
- Provided with sharps disposal facilities;
- Appropriate for wet weather;
- Portable toilets located so they can be pumped out during the event.
- Vehicles pumping out portable toilets must not block access for emergency services;
- Show toilets on the site map.

The following toilets have been confirmed, with more on stand-by should anticipated numbers increase. This will be monitored through gate entries.

Female	Male	Disabled
6	3	0

A cleaning schedule will be established for toilets. Toilets will be cleaned, restocked with supplies regularly and desludged as often as necessary.

**4X4 It Inc is responsible for the cleaning of toilets.
Contact details during the event Mob Team via UHF Ch: 33**

24.2 Water

- Free potable drinking water will be available from the first Aid Post; patrons have been advised to bring their own to this event

Is the location of water clearly signposted and marked on the site plan?

YES	
Grid Reference for water site on Site	Map: 6

How will extra water be supplied to patrons on very hot days if needed?
Portable water containers with cups will be available. Patrons can also purchase bottled water at food vendors stalls

Responsible committee members: 4X4 IT INC

24.3 Shelter

Shelter and shaded areas are limited but should be available wherever patrons or staff and volunteers including First Aiders may be located for an extended period of time and where weather conditions dictate that it is required.

This may include:

- Spectator and official viewing areas;
- Stage marshals and parking officials;
- First Aid Posts and Medical Centres;

There is a light coverage of trees on the site for shelter. These are located near all the tracks. There is one small shed on site for shelter in extreme circumstances. Portable shelter will be provided for First Aid. The Land provides its own area for sitting for lunch etc. Sunscreen available at the first aid posts.

Responsible committee members: 4X4 IT INC

24.4 Telephones

Patrons will be advised regarding mobile phone cover at the venue and that there is NO access to public telephones.

Responsible committee members: 4X4 IT INC

25.0 Public Safety

25.1 Lighting & Power

Do you have emergency power & lighting?

YES Grid Reference of emergency lighting equipment on Site Map: 6 H
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Describe emergency power and lighting systems:

Light Towers running from generator power.

Lighting will be provided where practicable to the minimum levels specified via portable generators and light towers, battery powered lighting, vehicle headlights, and emergency lighting on emergency response vehicles (or additional by request in an emergency).

Responsible committee members: 4X4 IT INC

25.2 Temporary Structures

We will ensure that all building codes are complied with relating to the erection of any temporary structures with a floor area greater than 100 m² and will seek further information at:

<http://www.buildcc.com.au/publications/publications.html/infosheets>.

Will there be temporary structures at the event:

YES One Marquee for Meals (size not confirmed probably less than 100 m ²) In front of present Shearing Shed, contact made with Building Dept of Murrindindi Shire in Sept 2007, waiting on confirmation And small tents will be erected in the camping area by competitors & campers	
Grid Reference on Site Map: 6 I	6 A, 5 & 6 G

Has a permit been sought or sighted for temporary structures? TBC

Permit Name:	Permit Number:
Permit Date:	
Description of Structure:	Marquee

Responsible committee members: 4X4 IT INC

25.3 Entrance & Exit Details

Entrances and exits are designed to cater for the type of crowd, and various situations that arise throughout the life of an event. They should:

• Provide for supervision, marshalling and directing of crowds;	• yes
• Provide exit and escape routes;	• Yes
• Provide access for emergency services and their vehicles;	• Yes
• Separate vehicular and pedestrian access;	• Yes
• Provide access for wheelchairs;	• Not well
• Stagger entry times by timetabling entertainment;	• Yes
• Be kept clear of all other activities;	• Yes
• Have sufficient and appropriate barriers, fences; gates and/or turnstiles;	• yes
• Locate ticket sales near entrances;	• Yes
• Provide sufficient staff appropriately trained;	• Yes
• control points that don't impede entrance to the event by crowds for checking for glass, weapons, alcohol,	• Yes
• Provide a secure area for storage of confiscated goods; removal from grounds	• N/A
• Have toilets located nearby;	• yes
• Have site maps located nearby.	• yes

Responsible committee members: 4X4 IT INC

26.0 Event Checklist

The following must be completed in the Event Management Plan

1	Event details: <ul style="list-style-type: none"> • Event Place & time. • Event Management • Event Purpose 	✓	12	Emergency Management: <ul style="list-style-type: none"> • Emergency Response Plan • Emergency Medical Plan 	✓
2	Committees	✓	14	Safety Officers	✓
3	Documentation	✓	15	Fire Protection: <ul style="list-style-type: none"> • Fighting Equipment • Fire Danger period 	✓
4	Insurance	✓	16	Security and Crowd Control	✓
5	Interim Agreements	✓	17	First Aid and Public Health	✓
6	Key Stakeholders	✓	18	Waste Management	✓
9	The Venue: <ul style="list-style-type: none"> • Potential Hazards; • Site Plan 	✓	21	Alcohol	✓
10	Event Co-ordination	✓	23	Food	✓
10	Information Centre	✓	24	Infrastructure/Facilities: <ul style="list-style-type: none"> • Toilets 	✓
10	Event Staff training	✓	24	Water	✓
10	Event Promotion	✓	24	Shelter	✓
10	Health Promotion and Publicity	✓	25	Public Safety: <ul style="list-style-type: none"> • Lighting & Power 	✓
11	Traffic Management	✓	24	Temporary Structures	✓
			25	Entrance and Exit Details	✓

Responsible committee members: 4X4 IT INC

APPENDIX A:**Extract WASTE MANAGEMENT PLAN FOR THE TALLAROOK 4X4 ROUNDUP 2007****3.0 Needles & Syringes:****3.1 Needle and Syringe Disposal:**

- Aside from the effects of the drug, the presence of injecting equipment causes a safety hazard for patrons and staff.
- Cleaning and security staff will be briefed on the dangers associated with used injecting equipment and instructed on safe handling methods.
- Sharps containers (rigid plastic containers with lids are best (e.g. plastic bottle with a screw top lid) will be provided to Toilet Monitors and Waste Collection Staff

SAFE COLLECTION AND DISPOSAL OF DISCARDED NEEDLES AND SYRINGES:

1. There is no need to be alarmed.
2. Avoid touching the needle with your fingers or hands.
3. Pick up the used needle or syringe by the blunt end, away from the point. When doing this it is preferable to wear gardening gloves or to use a brush and pan or tongs.
4. Never attempt to replace the protective cover of the needle if the needle is exposed.
5. Put the needle and syringe in a container with a well-secured lid.
6. Rigid plastic containers with lids are best (e.g. plastic bottle with screw top lid, Do not use glass that may shatter or aluminium cans that may be squashed)
7. Make sure the container is tightly sealed.
8. Put the sealed container in a rubbish bin.

3.2 Needle stick Injuries:

- A person who is pricked or scratched with a discarded needle has only a very remote risk of being infected with Human Immunodeficiency Virus (HIV) from blood in the needle. There is, however, a possibility of Hepatitis B or Hepatitis C infection. Like HIV/AIDS, blood-borne viruses can cause both Hepatitis B and Hepatitis C. Tetanus spores that live in the soil may also cause infections if they are transported into the body through broken skin caused by a discarded needle.

What to do if you have a Needle stick Injury:

- Notify David Warren 0409 921 304 immediately
 - The needle and syringe should still be disposed of safely. (refer notes above)
 - and return to First Aid POST immediately
1. Wash the area gently with soap and running tap water as soon as possible.
 2. Apply an antiseptic and sterile dressing.
 3. Contact your local doctor or hospital emergency department as soon as possible. Tests may be done to see if you are already protected from Hepatitis B. If not a course of vaccinations may be given. This will be most effective if begun within 24 hours following the injury If you are not vaccinated against tetanus this should be done immediately; and
- Antibiotics may be given as a protection against other infections.
For further information contact the Communicable Diseases Unit on (03) 9616 7777 or your local doctor. Adapted from the Communicable Disease Control Unit Health Department of Western Australia March 1995