

RALLY NSW

ECCRS
AUSTRALIAN CLASSIC RALLY SERIES

TYRES & MORE

HEMMANT

WORKING DOG RALLY

motorsport australia

BONALBO NSW

6 OCTOBER 2024

QUEENSLAND RALLY CHAMPIONSHIP

RED HOT SHOTZ MOTOR SPORTS CLUB



SAFETY PLAN & EVENT MANAGEMENT PLAN

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Introduction

Note: The following are separate documents but should be referred to as part of the Safety Plan and Event Management for the 2024 Tyres & More Hemmant Working Dog Rally:

- Officials / Marshals Procedural Guides
- Maps of the stages and spectator points
- Motorsport Australia Critical Incident documentation
- Event Overview & Traffic Management Plans presented to Kyogle Council & NSW Police
- Route book instruction presented to the competitors
- Permits issued by the NSW Police, the Kyogle Council and Motorsport Australia
- Supplementary Regulations (specific procedures for this event in conjunction with the Motorsport Australia National Competition Rules and the Rally Standing Regulations which can be found at: <https://motorsport.org.au/regulations/manual>)

The Tyres & More Hemmant Working Dog Rally (Working Dog Rally) is a special stage rally that will be conducted in the Bonalbo area of Northern NSW. The rally uses shire roads with designated sections being closed for the purpose of competition. These designated sections of road are known as Special Stages and their closure is authorised by the relevant governing authorities; the Kyogle Council and the NSW Police Service.

The Event will be a Round of the following Championships and Series:

- 2024 KickAss Products Motorsport Australia QLD Rally Championship (QRC)
- 2024 KickAss Products Motorsport Australia QLD 2WD Rally Championship (QRC 2WD)
- 2024 KickAss Products Motorsport Australia QLD Junior Championship (QLD Junior)
- 2024 Acworth Recruitment Motorsport Australia QLD Clubman Rally Series (QLD Clubman RS)
- 2024 WSC Motorsport Australia QLD Novice Rally Series (QLD Novice RS)
- 2024 Motorsport Australia NSW Rally Championship (NSWRC)
- 2024 Motorsport Australia East Coast Classic Rally-2WD Series (ECCRS-2WD)
- 2024 Motorsport Australia East Coast Classic Rally-4WD Series (ECCRS-4WD)

This plan describes the actions to be taken to prevent, control or respond to a range of incidents that have been identified as risks associated with the conduct of the event.

The organisers of this event recognise and acknowledge that:

- 1) the event safety system is provided in order to facilitate a timely co-ordinated response with the aim of preserving human life, and
- 2) there may be a possibility of an incident requiring local authorities to take charge. This event is committed to the highest level of safety and all officials are reminded of the need to be diligent in this area and report any safety concerns immediately. All special stages are closed to the public and are the subject of high security and operational procedure.

Promoter

Name	Gold Coast Tweed Motorsporting Club Inc
Address	WDR Secretary GCTMC Inc. PO Box 1503 Mudgeeraba Post Office Mudgeeraba Qld 4213 adriana.pallister@ohmgroup.com.au

Event Officials – Contacts

(Residents on the course are not to use these numbers as the Emergency Contact. Residents will be supplied with a specific number)

Position:	Name:	Contact:
Clerk of Course	Stephen Davies	M: 0419 495 174 E: steve.davies53@bigpond.com
Deputy Clerk of Course	Richard Opie	M: 0418 668 174 E: richardintoorak@gmail.com
Assistant Clerk of Course	John Keen	M: 0427 022 783 E: john@shipshapeships.com.au
Event Secretary	Adriana Pallister	M: 0418 611 224 E: adriana.pallister@ohmgroup.com.au
Officials Co-Ordinator	Judy Foster	M: 0402 390 925 E: judyfoster@7mail.com
Event Checker	Brian Everitt	M: 0439 821 786 E: blbrd@bigpond.net.au
Community Liaison	Grant Coleman	M: 0418 203 006 E: gfc Coleman@bigpond.com
Critical Incident Co-Ordinator	Belinda Howard	M: 0412 838 964 E: toward-bhoward@powerup.com.au
Critical Incident Controller	Campbell Smith	M: 0409 644 345 E: campbell@corostarmotorsport.com
Chief Scrutineer	Campbell Smith	M: 0409 644 345 E: campbell@corostarmotorsport.com
Competitor Relations Officer - NSW	Ian Bigg	M: 0425 378 048 E: ian.bigg@gmail.com
Competitor Relations Officer - QLD	Peter Flynn	M: 0423 294 849 E: pflynnaus@gmail.com
Media Co-Ordinator	John McCredie	M: 0413 042 763 E: john.mccredie@ohmgroup.com.au

Statutory Authority

Kyogle Council	Jason Hague	02 6632 1611
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Stewards of the Meeting

Motorsport Australia Chief Steward	Zac Dawes - zdawe1@hotmail.com
Motorsport Australia Steward	Terry Stanley
Motorsport Australia Steward	Paul Henningsen - paul.henningsen@westpointautos.com.au

Emergency Contacts Event Command

Clerk of Course	Stephen Davies	M: 0419 495 174 E: steve.davies53@bigpond.com
Deputy Clerk of Course	Richard Opie	M: 0418 668 174 E: richardintoorak@gmail.com
Assistant Clerk of Course	John Keen	M: 0427 022 783 E: john@shipshapeships.com.au
Event Secretary	Adriana Pallister	M: 0418 611 224 E: adriana.pallister@ohmgroup.com.au
Chief Scrutineer & Safety Officer	Campbell Smith	M: 0409 644 345 E: campbell@corostarmotorsport.com

Emergency Services Contacts

Police	Emergency	000
	Bonalbo	02 6663 6780,
Ambulance	Emergency	000
	Urbenville Ambulance Station	000
MIV	Emergency Management Team International Pty Ltd Direct Contact: Mick E: mick@emteam.com.au	0417 779 501
Rural Fire Service	Emergency	000
	Local Co-Ordinator - John Tart	0428 651 211
Hospitals	Bonalbo Multi-Purpose Service 2 Hospital Road Bonalbo NSW 2469	(02) 6665 4100
	Lismore Base Hospital 60 Uralba Street Lismore NSW	(02) 6624 0200
	Kyogle Memorial Hospital 199 Summerland Way Kyogle NSW 2474	(02) 6630 0400
	Casino & District Memorial Hospital 70A Canterbury St Casino NSW	(02) 6660 0500
SES	Tabulam SES	132 500
Rescue Helicopter	Westpac Life Saver Rescue Helicopter Lismore Base	1800 155 155
SafeWork NSW		13 10 50

Event Permits

This event is conducted under permits issued by the Motorsport Australia, the NSW Police and the Kyogle Council.

Public Liability Insurance

The Working Dog Rally will have Combined General and Products Liability Insurance issued by Motorsport Australia. The Insurance is enacted upon the issuing of the event permit by Motorsport Australia.

GCTMC Inc. Occupational Health & Safety Policy Statement

The Gold Coast Tweed Motorsporting Club Inc. (GCTMC) is committed to providing a safe and healthy environment for all stakeholders. The GCTMC will strive to minimise risks to the health, safety and welfare of all competitors, voluntary workers, officials, contractors and visitors at the Working Dog Rally (the event). The GCTMC, and event organising committee, supports and encourages a proactive approach in identifying, assessing and reducing risk at the event.

As part of its commitment, the GCTMC will comply with relevant Occupational Health and Safety legislation. We will ensure that due care is taken to protect the safety of stakeholders and the public. We will comply with relevant Occupational Health and Safety legislation and the safety policies and procedures of Motorsport Australia. The GCTMC expects that all stakeholders and visitors to the event will also comply with these policies and procedures, and at all times protect the health, safety and welfare of themselves, their colleagues, event patrons and the community.

The Venues

Rally Headquarters and Service Park

Rally Headquarters and the Service Park will be based at the Bonalbo Showgrounds, Woodenbong Road, Bonalbo, NSW.

Hot Works Area:

The Service Park will have an allocated “Hot Works” area. This area will be used for any type of work that will create sparks such as the grinding or cutting of metal or any welding work. Two fire extinguishers will be on hand and all work will be done under supervision. This will ensure the safety of the competitors of the event, the officials and members of the public. See the “Service Park Layout” map for the position of the Hot Works area.

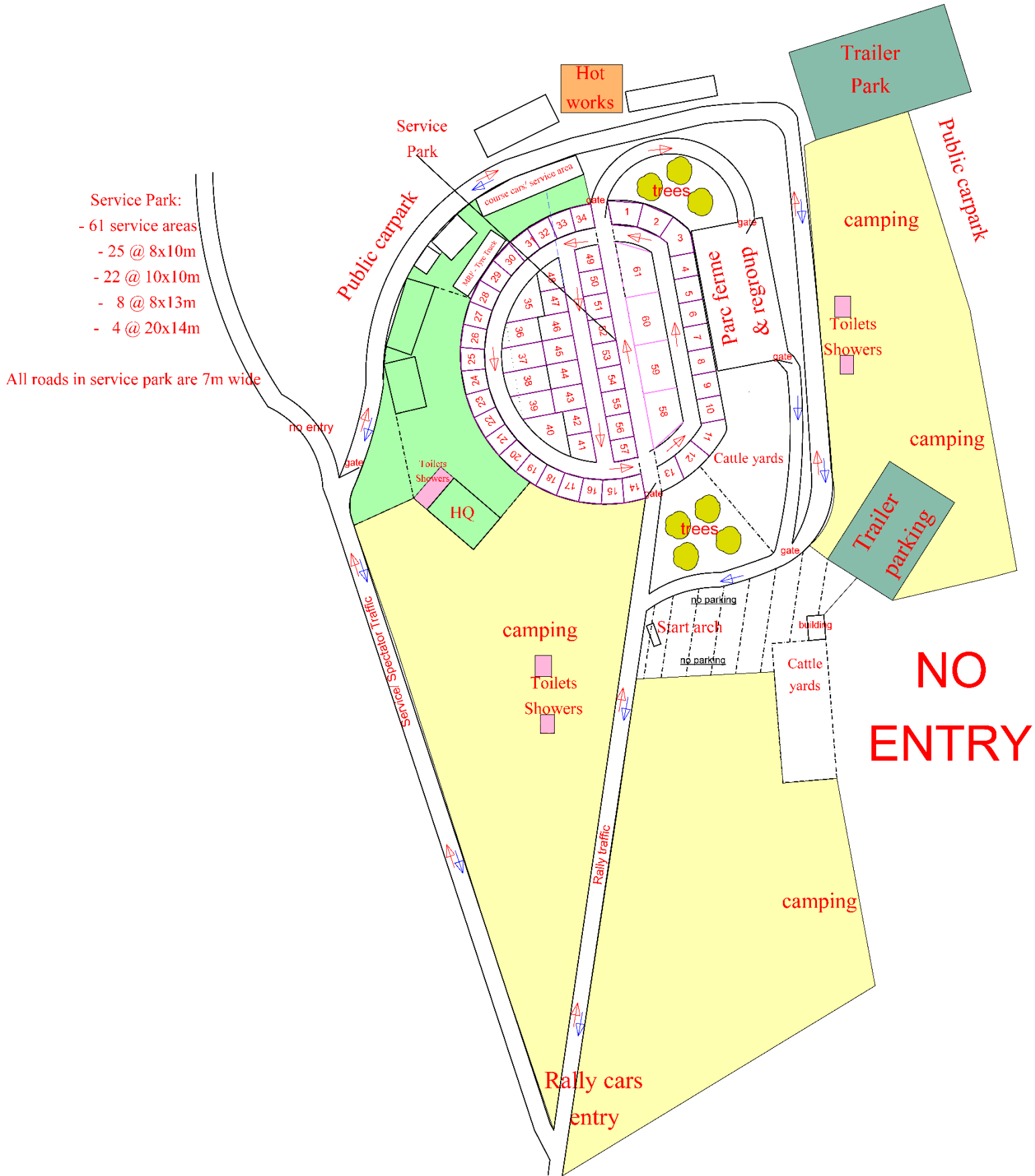
Refuelling Zone:

The Service Park Area including the individual team service bays will be classed as a refuelling zone. For more information on Fuel Storage and Safety, go to page 25: Environmental Response Plan: Service Park and Refuelling Zone. The “Service Park Layout” map shows the position of the Service Park Area.

Event Head Quarters:

Event Head Quarters is located in a building within the Bonalbo Showground. The building location is marked on the “Service Park Layout” map.

Service Park Layout Map:



- Service Park:
- 61 service areas
 - 25 @ 8x10m
 - 22 @ 10x10m
 - 8 @ 8x13m
 - 4 @ 20x14m

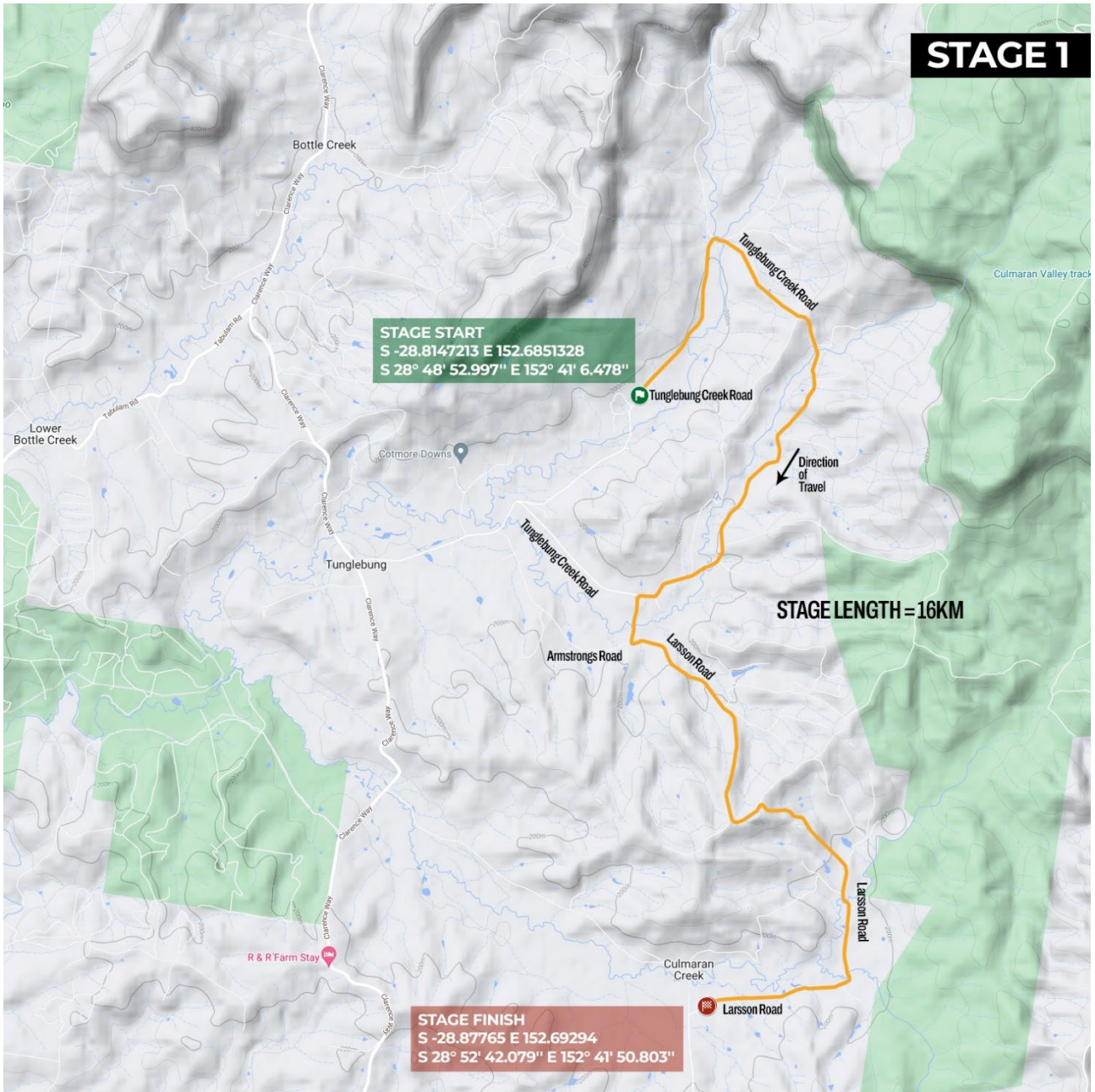
All roads in service park are 7m wide

NO ENTRY

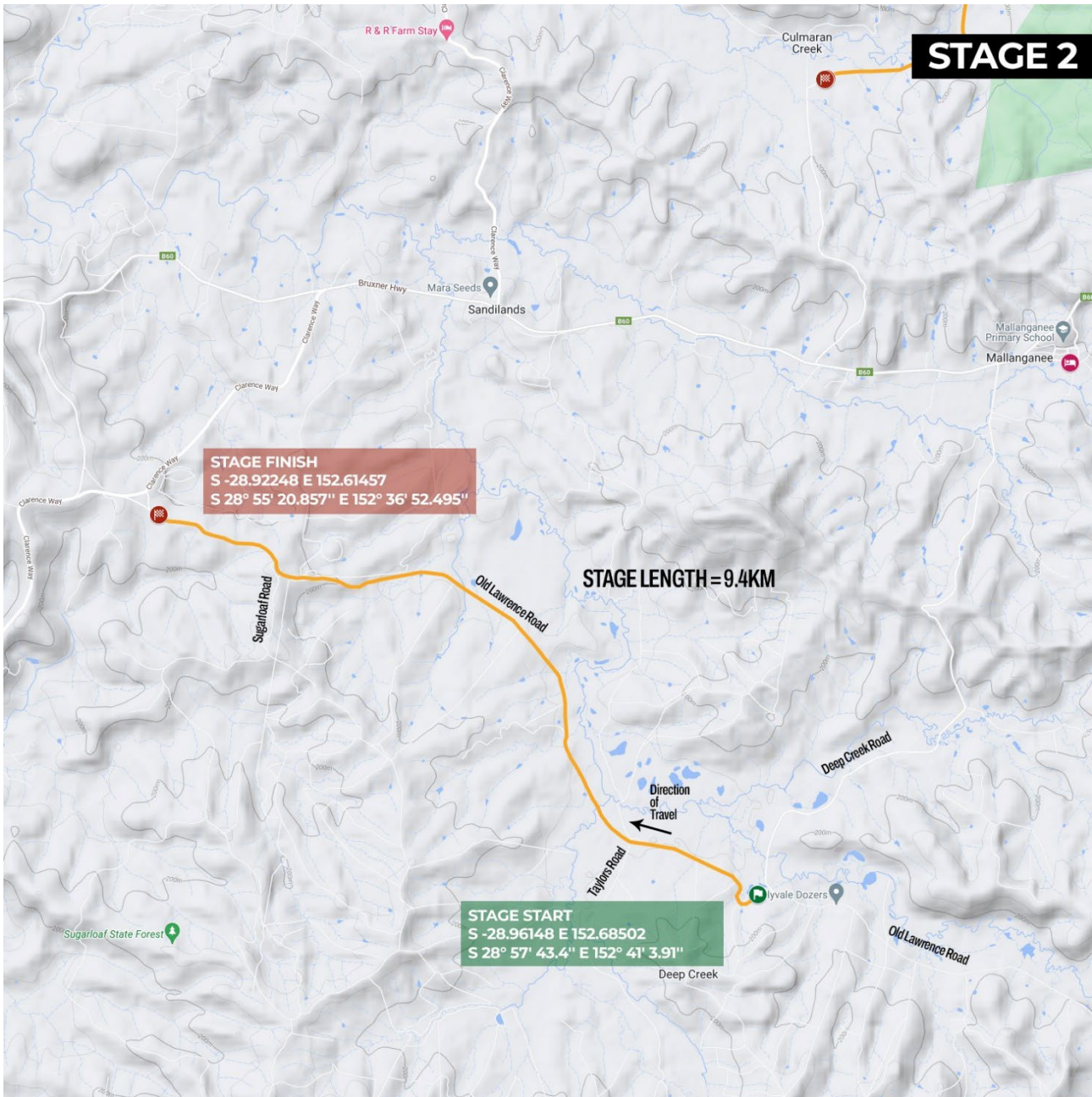
Rally Stages

The roads selected for rallying are chosen to test the ability of the crew and their vehicle. Extreme wet weather would mean the event would not be able to be conducted on safety grounds or the risk of damaging the roads. The roads chosen should not present a threat to flora as they are formed Shire Roads. The roads are almost always in good condition following the passing of the rally cars. The speed with which they pass over the roads has a sweeping effect and helps even out the surface. The road stages will be conducted during daylight and darkness hours. The organisers make every effort to consult with residents along the route. Road closure times are considered carefully to minimise inconvenience. Each stage will be contested three times with a total of nine stages for the event.

Stage 1 – Detailed Map:



Stage 2 – Detailed Map:



Competitor Eligibility

All competitors in the event are required to have an appropriate Motorsport Australia Competition Rally Licence. Drivers must possess a valid civil licence and all vehicles must be road-registered and fit for competition. All vehicles are scrutinised prior to the event, and during the event if required and must conform to ADR noise emission levels.

Safety Services / Emergency Services

Introduction

These resources are principally for the event. Where possible, and where safety permits, all efforts should be made to clear an accident scene and keep the event running. The safety services outlined below are also available to attend to injuries obtained by officials, spectators and service crews. In the event of an emergency incident, Rally Command will liaise directly with the relevant local and emergency authorities. Rally Command will arrange a nominated event Official to meet emergency services personnel at a nominated point, and then escort them to the scene of the incident via the most direct route. This will be done **only after competition on the stage has been halted and all competing vehicles have been accounted for.**

Vehicle Tracking

The rally course cars and the competitive cars will be fitted with *RallySafe* which is a tracking device which plots their position on the course. At intervals along the competitive stages will be SOS points. These points, as well as the start and finish controls, will have radio communication with Rally HQ. The course cars and the MIVs will be fitted with radios that allow communication with Rally HQ.

Medical Intervention Vehicles (MIVs)

Emergency Medical Technicians will be present at the event. MIVs will be strategically positioned to offer a quick response in the case of an emergency. Emergency Medical Technicians will be in radio contact with event command at all times during the event.

Ambulance

The local Ambulance Command will be supplied with emergency access maps to the competitive stages for the event.

Rural Fire Service

The local RFS Command will be notified of the event and will be supplied with emergency access maps to the competitive stages for the event. Firefighting equipment will be stationed at the Service Park and at selected locations along the stages. All competition vehicles are equipped with extinguishers.

Rescue Service

The statutory rescue authority for this event is the NSW SES. The Command Centre, as deemed necessary, will request their assistance. Always check with Rally Command prior to allowing a SES vehicle access to a special stage. The SES Command should be supplied with emergency access maps to the competitive stages for the event.

Police

The NSW Police Service will be responsible for the Police operations during the Rally. The police will be invited to tour the route prior to the start of competition. The Rally Command Centre, as deemed necessary, will request assistance if required. Always check with Rally Command prior to allowing a Police vehicle access to a special stage. The local Police Command will be supplied with emergency access maps to the competitive stages for the event.

Hospitals

In the event of an incident, the nature and severity of the patient's injuries will determine which hospital they will be transported to. This decision will be made by the medical personnel on the scene in consultation with the receiving facility. The closest hospitals below will be informed of the event.

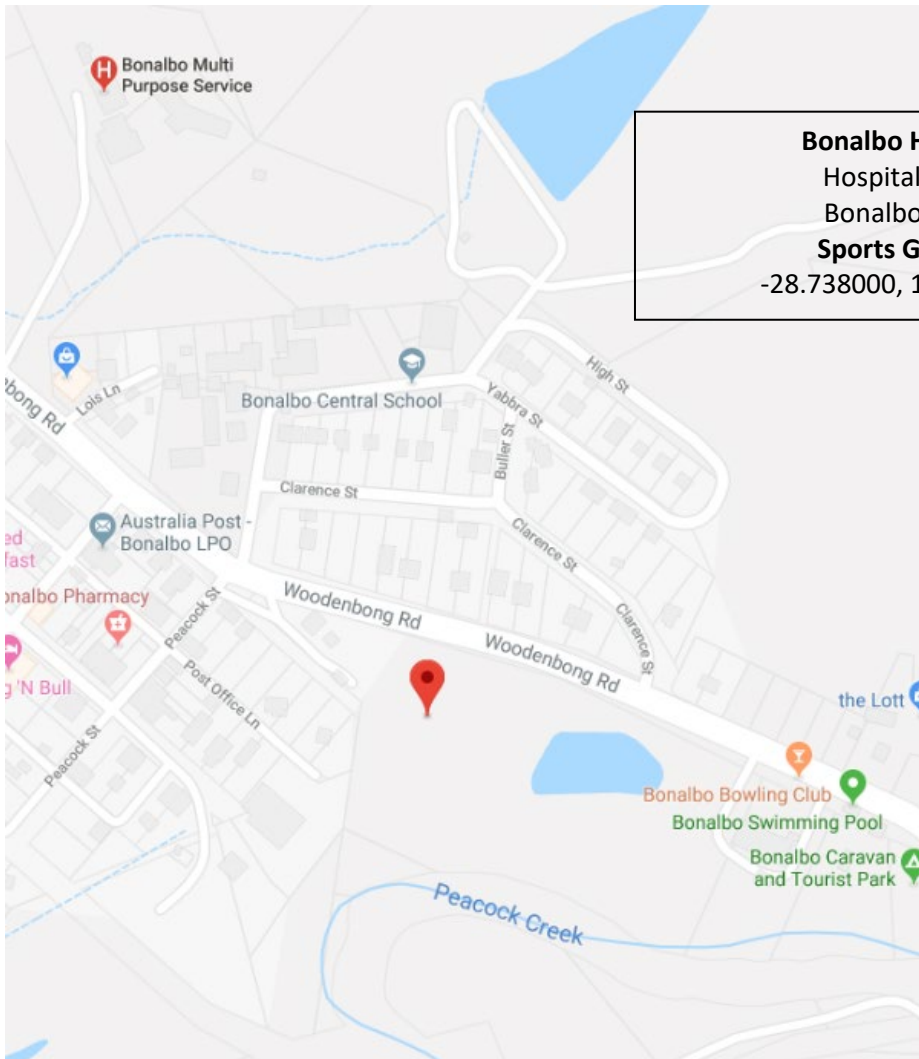
Bonalbo Multi-Purpose Service 2 Hospital Road Bonalbo NSW 2469	(02) 6665 4100
Lismore Base Hospital 60 Uralba Street Lismore NSW	(02) 6624 0200
Kyogle Memorial Hospital 199 Summerland Way Kyogle NSW 2474	(02) 6630 0400
Casino & District Memorial Hospital 70A Canterbury St Casino NSW	(02) 6660 0500

Helicopter Safety Procedures

1. The landing area should be 40 m² and clear of all loose articles
2. Where possible the helicopter will land into the direction of the wind
3. Secure a clear approach path free from trees and power lines
4. Deploy responsible people to act as marshals and keep the landing area clear until the rotors have stopped
5. Keep within the pilot's field of vision and don't approach until the pilot gives the thumbs up signal
6. Don't wear caps or hats when approaching the helicopter
7. If blinded by dust, stop, sit down and wait for assistance.

Helicopter Landing Site - Bonalbo Hospital

The closest emergency helicopter is based at Lismore and is coordinated by the NSW Emergency Services. The preferred landing site is as follows:



Bonalbo Hospital
Hospital Road
Bonalbo NSW
Sports Ground
-28.738000, 152.625083

Injured Animals

If an animal is injured on the course a message should be sent to Rally HQ.

Fairymount Veterinary Clinic 274 Summerland Way, Kyogle	(02) 6632 1199
Friends of the Koalas	(02) 6622 1233
Wires	1300 094 737

Risk Identification

The risk management strategy adopted for this event is restricted to the issues arising from a safety focus.

<i>Risk Identification</i>	<i>Areas of Impact</i>				
	Health and Well Being	Cost	Schedule of Activities	Environment	Event Good Will
Competitors	X	X	X	X	X
Officials	X	X	X	X	X
Spectators	X	X	X	X	X
Members of the Public	X	X			X
Environment		X		X	
Media	X		X		X

Measure of Consequence

<i>Level</i>	<i>Descriptor</i>	<i>Detail of Descriptor</i>
1	Insignificant	No injuries, no financial or environmental impact
2	Minor	First Aid Treatment Required Minimal environmental impact Minor financial impact
3	Moderate	Medical Treatment required, no outside event assistance required Some damage requiring remedial action to environment Financial impact limited
4	Major	Injuries to an extent requiring external assistance Environment impacted to major level Will require financial input from event Catastrophic
5	Catastrophic	Death, Devastating environmental impact Huge financial impact on the sport

Likelihood

<i>Level</i>	<i>Descriptor</i>	<i>Description</i>
A	Almost certain	It is expected it would happen on the event
B	Likely	Will probably occur on the event
C	Possible	Might occur during the event
D	Unlikely	Could occur during the history of the event
E	Rare	Would only occur in exceptional circumstances

Potential Hazards

The very nature of this competition means there are risks associated. However, each aspect of the event is considered for hazards reduction. The organisers are cognisant of the need to present a situation where risk is reduced by considering the following (This list is not exhaustive):

- terrain that can present slips, trips and falls for spectators and officials;
- proximity to water bodies re pollution;
- wildlife/fauna, including insects and snakes;
- bushfire potential;
- extremes of temperature;
- fuels and oils
- road surface including potholes and dust

Protesters

The event organisers, Police and Kyogle Council are aware anti-rally protesters may attempt to disrupt the event. The organisers will liaise with the local police about this possible issue. It should be noted at the time of preparing this document there had been no indication of protesters attempting to disrupt the event. Officials are asked not to confront protesters. If an official or a competitor feels they have been confronted or threatened by an anti-rally protester they should contact Rally HQ then fill out an incident report and present it to Rally HQ. Experienced officials who have been briefed about a particular concern at a particular location will be placed at those points considered to be of concern to the safe conduct of the event.

Media

All accredited Media (those approved by the Clerk of the Course) MUST sign in at Rally Headquarters and leave a contact number.

Serious Incident Plan

Introduction

This plan is to assist event organisers in the event of a serious incident; the level of instigation will depend on the incident. Key tasks have been identified and the officials allocated to them should ensure they are familiar with their responsibilities. The aim of this plan is to provide guidance for officials in ensuring that they have undertaken the necessary tasks, complied with civilian authority requirements and complied with Motorsport Australia requirements.

Incident Procedures

(Refer to the Motorsport Australia Critical Incident Response Procedures chart which is a separate document – See Appendix A)

- Essential information cannot be withheld from any member of the Incident Management Team. All actions must be logged including time.
- It is essential that the focus be directed away from the incident that has occurred towards the positive steps being taken to resolve it.
- Blame must not be directed towards any individuals or organisation. Cause, if known, can only be referred to in official statements to the media.
- Volunteers must be shielded from the media during a crisis.
- All procedures listed in this document assume the normal emergency services provided by the organiser will have been instituted.
- It must be accepted that the media will learn of the crisis through either its involvement in the event or routine monitoring of the police radio network and, as a result, the media team must operate to a tight schedule.
- Next of Kin (NOK) must be contacted and alerted to the crisis. Event organisers must present the Motorsport Australia Stewards with all event documentation listing current NOK, which should be available from the entry form supplied by competitors.
- Event organisers are encouraged to obtain an emergency NOK contact number for officials and in the case of service crews have a team member's contact number.

The following positions are considered essential team members regarding the Task Chart:

- **Clerk of Course**
- **Chief Safety Officer**
- **Deputy Clerk of Course**
- **Officials Co-ordinator**
- **Secretary**
- **Motorsport Australia Chief Steward**
- **Motorsport Australia Stewards**
- **HQ Communications**

Major Incident Evacuation Plan

This plan is to be evoked in the event of:

- Fire which threatens the service park or event headquarters
- Bomb Threat
- Fire in event administration building
- Bushfire which threatens the route of the rally
- Major incident within the township of Bonalbo
- An event deemed by the Clerk of Course (CofC) which requires a site evacuation

Official	Responsibilities
Clerk of the Course assisted by Chief Safety Officer	It is the responsibility of the CofC to call a site evacuation. The Chief Safety Officer is to indicate new collection point if original point is not suitable.
Deputy CofC	If the CofC is not available, the Deputy CofC may call for a site evacuation. Deputy CofC is to contact: Police/Fire/Ambulance 000
Secretary	Collect competitor and officials list and proceed to the designated evacuation collection point. As soon as practical the event secretary should complete a role call for competitors, officials and service personnel.
Officials in event headquarters	Proceed to the evacuation collection point.
Event officials in service park	When a site evacuation is called the officials within the service park and refuel area are responsible for informing any spectators, competitors and service crew personnel of the evacuation and directing them to the evacuation collection point.
Stage commanders	When a stage evacuation is called the stage commander/s is responsible for informing competitors and other officials of the evacuation and directing them along a suitable route to return to the evacuation collection point. The selected route will be advised by the CofC.
Spectator marshals	When a stage evacuation is called, the spectator marshals are responsible for informing spectators of the evacuation and directing them along a suitable route to exit the area and onto the evacuation collection point. The selected route will be advised by the CofC.

Procedures

- If safe, injured persons should be evacuated or protected until emergency services arrive.
- Once Emergency Services arrive the CofC will hand over responsibility to the relevant authority.
- An official at the site of the incident is to reply with an acknowledgement and any additional information that they deem the CofC may require.
- Officials are to limit radio use to ensure that messages can get through. Ensure that communication is concise and useful. When an emergency is declared by the CofC or delegate, a radio message will be sent out to all officials.

This message will be:

An emergency situation has been declared. The site is to be evacuated immediately. Stop all competition vehicles. Inform all competitors and officials to evacuate. You are to direct spectators and service crews in your area to the emergency evacuation site. Repeat message.

Emergency Evacuation Collection Points for Competitors, Spectators and Officials

Bonalbo Showground / Service Park / Rally Headquarters

Entrance to the Bonalbo Showgrounds located approximately 200 meters from event headquarters.

Buccini Blast, KickAss Quickpass and Accent Hoot Stages

At the stop control at the end of the stage.

Kyogle Council Approvals

Development Application Requirements

The organisers have applied for a Development Application.

Section 144 Permit - Approval for Activities within a Road Reserve

A Section 144 Permit Application to Conduct Works in a Road Reserve has been presented to Council.

Police Approvals

The organisers have submitted a Permit Application to the NSW Police for the event.

Traffic Management Plan

(See separate Traffic Management Plan document)

A traffic management plan has been prepared describing the location of road closure signage during the event. This has been submitted to the Kyogle Council and the NSW Police as part of the road closure approval process.

The competitive section of the rally will have supervised positive road closure. Kyogle Council Traffic Control Officials will place road closure signage as per the Traffic Management Plan submitted to Councils and Police. Rally marshals will be placed at all start and stop controls, road closures and side road intersections.

Each residential driveway / gate will be taped with red and white bunting with a clearly defined notice of road closure. Officials will be identified by high visibility vests. Officials with radio contact to rally headquarters are placed at the start and end of each stage and also distributed along each stage (SOS points), at road intersection points and at spectator points.

Procedures will be in place to facilitate the evacuation of any residents along the route should an emergency arise. The same procedures will also allow emergency services access to properties along the route. The event organisers should with the best of their ability provide residents affected by the closed road with written information organisers detailing the procedure prior to the event; and a secure contact phone number directly to Rally Headquarters.

Patron Details

Competitors and their Service Crews are mostly family people while the Event Officials are usually middle aged and again often represented by families. Spectators range in age; again, most are family people. The organisers offer free spectator access.

Communication Procedures

Refer to the Communication procedures set on in the official's procedures guides.

These include procedures for:

- Radio Channel selection
- Radio Codes
- Radio Transmissions procedures
- Reporting an incident

Pre competition start and ongoing checks of the course

- Before competition begins up to five rally official's cars drive the course checking the stages are correctly signed then manned.
- The Police are invited to traverse the course.
- Between the stage runs up to three rally officials' cars drive the course again to check the stage is correctly signed and manned.
- At the completion of the competition on the stage rally officials go through the stage removing the signs and tape closing the resident's gates.

Emergency Access to Residents during the road closures

- If a resident has an emergency, they should firstly contact 000 and then immediately contact Radio Base (HQ).
- Radio Base (HQ) will then contact the stage commander and the SOS points and stop the stage.
- The stage commander or their deputy escorts the MIV or RFS to the location.
- Upon arrival of the Ambulance (etc) they are escorted to the site by a Rally Official.
- **NO Ambulance, Police, SES member etc., should enter the stage until given the OK by Rally HQ.**

Note: Residents may be escorted to and from their properties if needed during the day of the closure by making arrangements with the event organisers. Unless it is an emergency this needs to be done prior to the day so times can be arranged, and a safe transfer conducted.

Spectators

The event will have two designated spectator viewing locations which are free to attend. Special attention will be given during the set-up of the event to ensure these areas are adequately defined and managed. Plans detailing layout will be promulgated and the location of the points advertised. At the location there will be clearly defined areas for viewing and event officials to ensure that spectators stand in the appropriate areas and do not wander into unsafe locations; or behave in a way that puts themselves or others at risk. Any such behaviour may result in the stage being suspended until the issues are resolved. Whilst many locals may view the passing cars from their properties the designated Spectator Points are chosen to allow ease of safe access for the public. They are controlled sites and have been chosen for the best viewing possibilities.

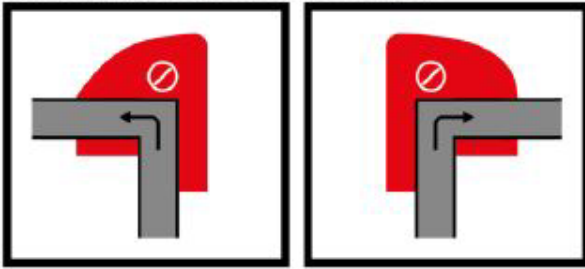
Advice to Residents - where to stand or park when viewing the rally

Residents have been advised, as well as the road closure times and procedures for contacting the event officials, of where to park or stand via a brochure that has been provided for them.

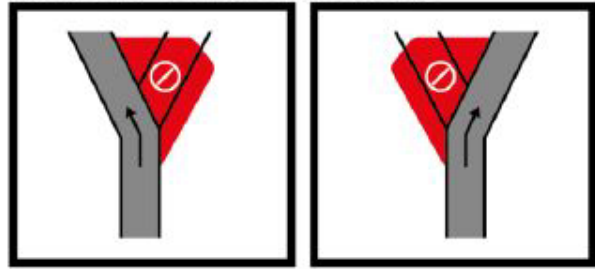
It states: *If you decide to view the rally at a point other than a designated spectator point it is very important that you park and stand in locations that are safe. The **red shaded areas** in the drawings opposite are a guide to where **NOT** to stand or park. (See Diagram)*

Spectator Information - Safe viewing area diagram:

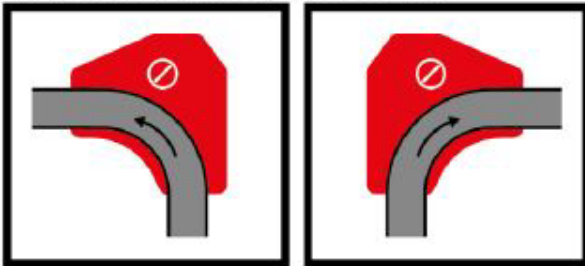
TIGHT LEFT OR RIGHT CORNER



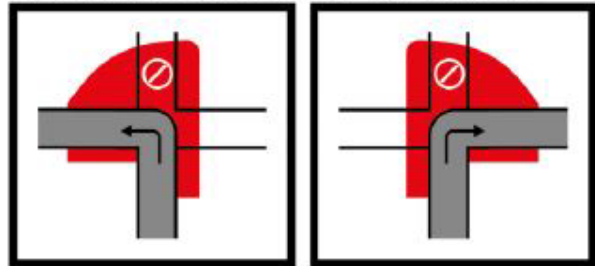
KEEP LEFT OR RIGHT CORNER



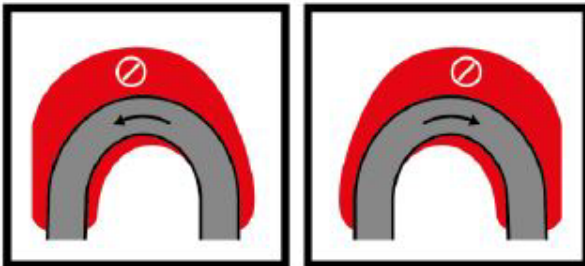
LEFT OR RIGHT SWEEPING BEND



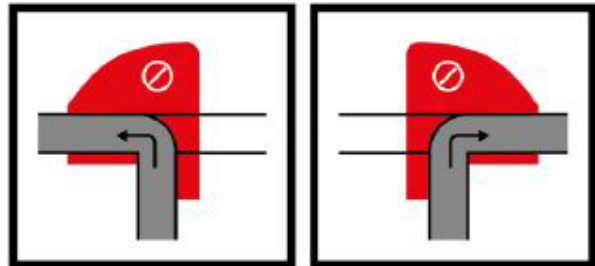
TURN LEFT OR RIGHT AT CROSS ROAD



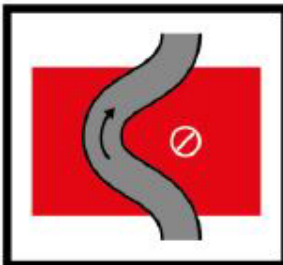
LEFT OR RIGHT HAIRPIN



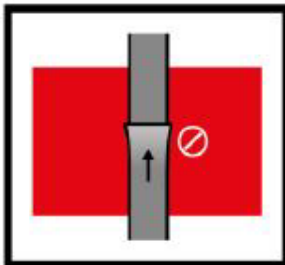
TURN LEFT OR RIGHT AT T-JUNCTION



CHICANE



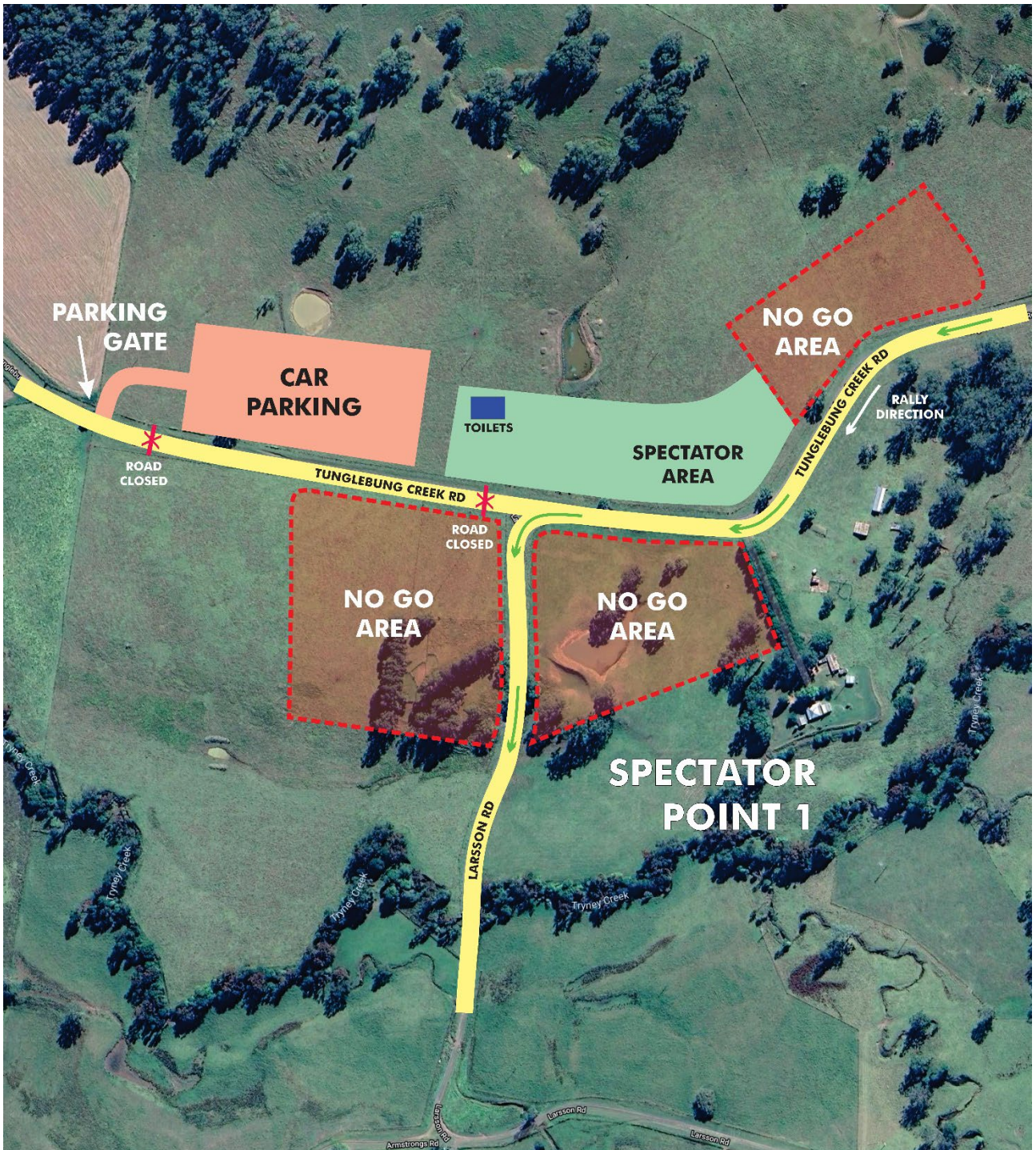
JUMP



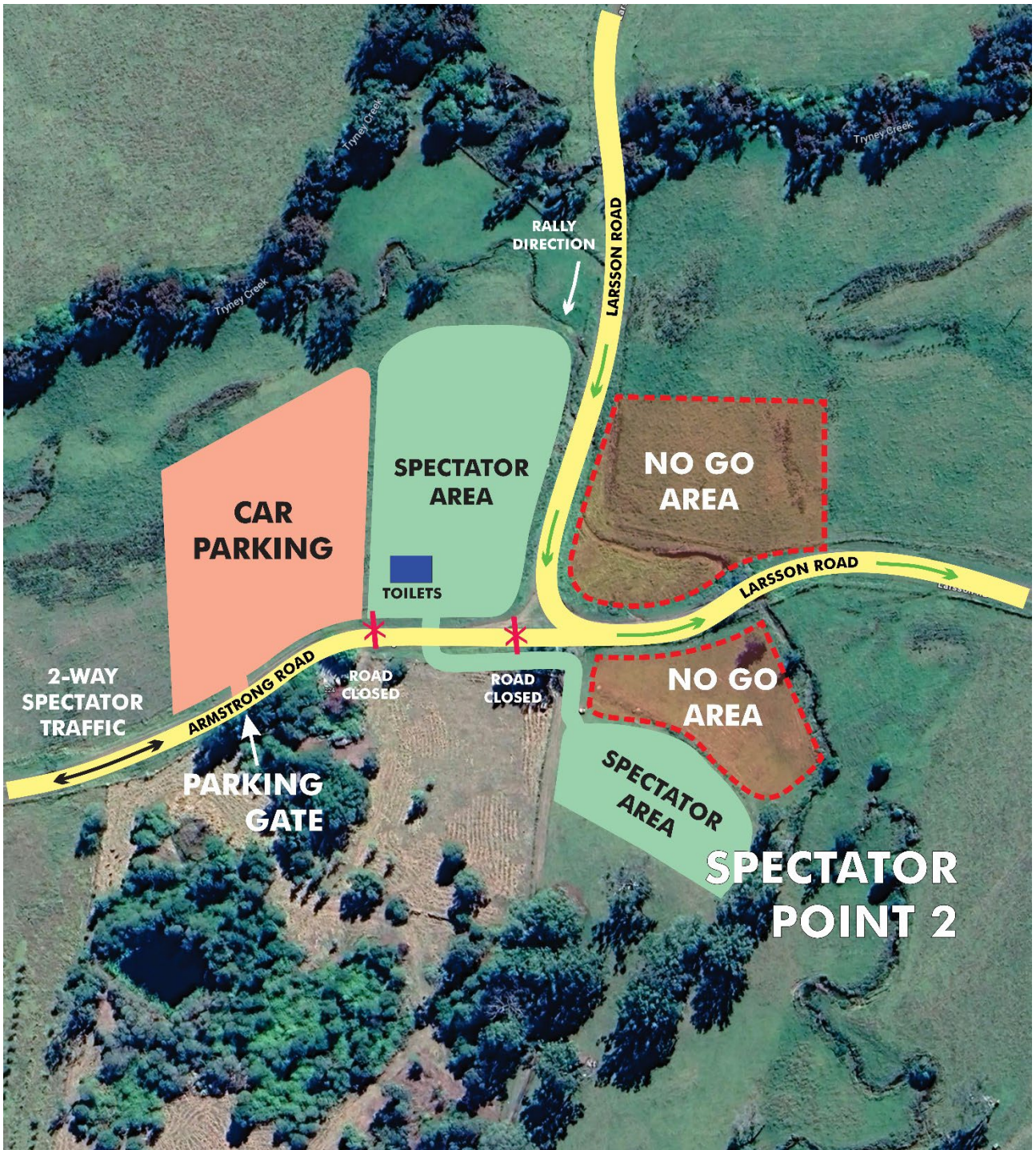
KEY



Spectator Point 1 – Diagram



Spectator Point 2 – Diagram



Road Closure Schedule

COMPETITIVE STAGES - ROAD CLOSURE TIMES			
Sunday 6 th October 2024			
Stage	Times	Road Names	Section Closed
Buccini Blast	0700 to 1800	Tunglebung Creek Rd	From 5.4km northeast of Clarence Way intersection to Larssons Rd / Tunglebung Creek Rd intersection
	0700 to 1800	Tunglebung Creek Rd	From Tunglebung Creek Rd and intersection of Armstrong Rd intersection.
		Larssons Rd	From Tunglebung Creek Rd intersection to Armstrong Rd intersection
		Larssons Rd	From Armstrong Rd intersection to Culmaran Creek Rd intersection
Kickass Quickpass	0730 to 1830	Old Lawrence Rd	From Deep Creek Rd intersection to Clarence Way intersection
Accent Hoot	0800 to 1900	Hootons Rd (Kyogle Council section only)	From bridge across Clarence River to Clarence Way intersection

Community Consultation

The organisers are particularly mindful of the inclusion of the community in the conduct of the rally and aim to involve members of the local communities in the event as much as possible. The Bonalbo community have been very welcoming during initial discussions and see the benefits of holding an event of this nature to the local community. The organisers recognise this and will continue to offer their involvement in this event.

Every effort will be made to provide residences affected by the road closures written information detailing the rally procedures prior to the event, exiting their property in an emergency procedure, and a secure contact phone number linked directly to Rally Head Quarters.

Road Closure Procedures

Each competitive section of the rally (called a 'Stage') will have no public vehicle access and supervised positive road closure for the complete length of the roads used. There will be three Medical Intervention Vehicles (M.I.V.) at the event.

Gates along the route will have a road closure notice attached (as per below) with red and white tape notifying of the road closure. Officials will be identified by high visibility vests. Officials will always be placed at the start and stop point of each stage as well as along the stages and be in radio contact with rally headquarters during the event. Procedures will be in place to facilitate the evacuation of any residents along the stages should an emergency arise. The same procedures will also allow controlled emergency services access to properties along the stages.

Crews drive between the competitive stages on 'liaison' sections. These roads are open to traffic. Crews are required to drive on these sections at normal road speeds observing all road rules. These are strictly enforced by both the organisers and the Police.

Example of Gate Tag signs:

Front of Tag:



Back of Tag:



Advertising & Notification of Road Closures

The NSW Police and the Kyogle Council are provided with detailed times with a view to them granting agreement to close the affected roads. The Ambulance Service, RFS, SES and Police will all be notified of the event and road closures. The Hospitals in Bonalbo, Kyogle, Lismore and Casino are notified of the event.

Every effort will be made to provide residences affected by the road closures with written information detailing the rally procedures prior to the event, exiting their property in an emergency procedure, and a secure contact phone number linked directly to Rally Head Quarters.

Appropriate road signage will be placed on access roads indicating the closure. Road closure notices (A3 size) will be placed at highly visible locations on each of the roads that will be closed for the event. These notices were posted on Friday 20th September, 2024.

Example of Road Closure signs:

Road Closure Notice

The Gold Coast Tweed Motorsporting Club Inc., with the authority of the Kyogle Council and the NSW Police Service advises that the following road will be closed for a car rally

Hootons Road north of the Clarence River

SUNDAY 6TH OCTOBER
8.00AM TO 6.30PM

For further information please call
Glenn Brinkman 0414 674498



This notice has been placed for residents and roads users' safety. Unauthorised removal could lead to serious consequences and /or the instigation of legal action.

Road Closure Notice

The Gold Coast Tweed Motorsporting Club Inc., with the authority of the Kyogle Council and the NSW Police Service advises that the following road will be closed for a car rally

Larssons Rd

SUNDAY 6TH OCTOBER
7.00AM TO 6.00PM

For further information please call
Glenn Brinkman 0414 674498



This notice has been placed for residents and roads users' safety. Unauthorised removal could lead to serious consequences and /or the instigation of legal action.

Environmental Response Plan

This plan is intended to deal with environmental issues arising from the Working Dog Rally.

The following events could potentially pollute or disturb the local environment:

- Damaged Rally car or Rally car on fire
- Fluid spill to ground in service park
- Fluid spill to ground at control
- Fire in service parks
- Damaged tires from vehicle
- Service Park/spectator rubbish
- Motor vehicle fluid to ground

Service Park and Refuelling Zone

All servicing of vehicles will be carried out at the service park. Service crews are to ensure that fluids released during service are captured and disposed of in appropriate manner. It is not practical for the GCTMC Inc. to effectively monitor all crews, however, at the close of the event the service park will be inspected, and any detectable contaminated soil will be removed and disposed of appropriately at an approved disposal site.

In the event this occurs the organisers will use absorbent mineral (diatomite) to clean up and remove detectable spills.

The Service Park Area including the individual team service bays will be classed as a refuelling zone. Fuel storage and supply will be conducted in accordance with *Australian Standard 1940:2017 – The storage and handling of flammable and combustible material, the Work Health and Safety Act 2011, and the Work Health and Safety Regulation 2017*. Any spills of combustible and flammable materials over 10 litres will be reported to Council.

Damaged Rally Car

Rally cars may leak a range of fluids including a variety of oil types, radiator coolant battery acid and brake fluid. A catastrophic failure of a gear box, engine or differential may lead to a leak to ground of oil. In the event this occurs the organisers will use absorbent mineral (diatomite) to clean up and remove detectable spills. Brake fluid is present in small amounts and is expected to lead to inconsequential contamination in the event a brake line is broken and leaks fluid. Radiator coolant can leak slowly from minor damage to the cooling system or rapidly as a result of a catastrophic failure. Minor leaks are not expected to pose significant environmental contamination. Catastrophic failure will normally lead to a pool of liquid which will be treated by dilution with water or absorption by diatomite at the site of the spill and disposal.

Damaged Tyres

Where a tyre is destroyed during the course of a special stage, during the take down phase of the rally, any detectable remain portion will be collected and disposed.

Waste Management

The only venue where a crowd will gather that does not have public amenities available is at the Spectator Points. The organisers do not intend for food to be sold at this point. Rubbish will be removed from the sites and disposed of in an appropriate manner.

Fires

Minor fires in a rally car or service park will be controlled by fire extinguisher. Fire extinguishers are located in all competition vehicles, at the start and end of each competitive stage, SOS Points, Spectator Point, and at the main Service Park. Units and crew of the RFS will be present at the event . Any fire of a size requiring the response of the Rural Fire Service will require a co-ordinated response from the organisers, the RFS, and the local council as to the best way to clean up the area.

The following instructions are followed:

1. During the competition stages, should a competitor see the start of a fire, they **MUST STOP** and prevent the fire from spreading.
2. Then they are to wave down the next vehicle, which **MUST STOP**. That vehicle then to continue to the next SOS radio point and advise of the exact location and extent of the fire.
3. The following cars in the stage are to stop and help extinguish the fire using all due care and not to place themselves nor any persons at risk.

4. Stop Control officials are to notify Radio Base (HQ) and the Area Commander who will in turn notify the Rural Fire Service.

The stage will be closed by Radio Base (HQ). Course Cars and selected officials will attend to the fire site.

Spectator Point Marshalls will have radio communication with HQ and will be able to notify Radio Base in the event of a fire adjacent to the spectator point. Rally Cars MUST carry out the instructions as in 1, 2, 3 & 4 above which should appear in their road book.

Protection of Wildlife

As per Article 25 and 26 in the Development Determination document, Fauna spotters will be located in Stage 2 and Stage 3. The sweep car who traverses the entire stage will also report any incidents regarding wildlife on the stages. A "Fauna Strike" button has also been included on the RallySafe tracking device so that all competitors can immediately report any incidents involving wildlife in all stages.

Public Health & Safety

Temporary Food Stalls

The organisers of the rally will not be responsible for the cooking or sale of food. Local community clubs will take this opportunity to benefit from 'outside monies'. The Bonalbo Showgrounds has existing facilities for food preparation and sales. No benefits from the sale of food will be passed to the GCTMC Inc.

Toilets

Toilet facilities are located at the Bonalbo Showground. Portable toilets will also be available at the Spectator Points and at the start of every stage.

Alcohol

We as the organisers of the rally will not be selling alcohol at the event. The Showground Trust or a local Hotel (through the Showground Trust) may sell alcohol at the Bonalbo Showgrounds. This will be their own decision. No benefits from such sale of alcohol will be passed to the GCTMC Inc.

Drinking Water

The organisers provide water to our officials. Advice is also given to officials about the importance of hydration.

Shelter

The organisers advise attending officials in advance that shelter at main control points, SOS and roadblocks would be advisable. For those to whom shelter is not provided officials are asked to supply their own if they are going to be exposed to the elements for an extended period. Advice is also given to officials about sun and weather protection.

Noise

The timing of the road closures is considered carefully to minimise noise concerns with residents. All vehicles are scrutineered prior to the event, and during the event if required, and must conform to ADR noise emission levels.

Security & Crowd Control

The organisers are at pains to secure the roads being used and spectator points. This has been addressed in reference to Road Closure Procedures, Advertising & Notification of Road Closures, Event communications, Spectators, Traffic Management Plan and Safety Plan.

Police Contact

The NSW Police are part of the agreement process regarding the closure of roads for the event. An Event Overview and Traffic Management Plan are forwarded to the NSW Police Department as part of the Traffic Management Committee review of road closures for events. We as the organisers encourage the Police to attend and they have always been helpful in that respect. We have had a history of working closely with the Police.

Lighting and Power

The Bonalbo Showgrounds will be the only venue using mains power.

Temporary Structures

The organisers do not intend for any temporary structures to be erected.

Lost and Found

Rally Headquarters at the Bonalbo Showground will be open throughout the event and will be always manned by the Event Organisers. Any lost and found items will be handled by the Event Secretary who will be located at Rally HQ.

APPENDIX A:

Critical Incident Response Plan



INTRODUCTION:

This Critical Incident Response Plan (Plan) is to be followed in the event of a Critical Incident at a Motorsport Australia permitted Motorsport event (Event) once the standard emergency procedures have been implemented under the direction of the Clerk of the Course. This Plan must be completed prior to the event and read in conjunction with the Critical Incident Response Briefing Notes.

The most important roles in this Plan are the Motorsport Incident Coordinator and the Motorsport Incident Controller. When dealing with outside organisations, it is advisable to refer to their full titles to differentiate them from similar titles within the emergency agencies.

Generally, the Clerk of the Course should also be the Motorsport Incident Coordinator, however if they have not assumed that role, then it should be an experienced official who is in Event Command during the Event.

This document will assist motorsport event organisers to understand what is required whilst managing a Critical Incident, with the pressures and demands that will be encountered, and to facilitate the liaison and cooperation between the Event Organisers, Police, and any other external Emergency Services.

A Critical Incident referred to in this Plan is defined as a fatality, or a serious or significant injury to a Spectator/Official/Competitor that may result in death. The normal responses to fire, casualty, collision or similar continue to be directed by the Event Headquarters/Command or Race Control.

It is important that the Secretary of the Event (or Designated Official) is in attendance at Event Command if a Critical Incident is called to ensure a detailed record of events occurs. If the Secretary of the Event is not available for this role then another person should be appointed as a Key Person to log and record all events occurring during the Critical incident.

Prior to the commencement of the Event, the Organising Committee, and anyone else with a role pursuant to this Plan should meet so that everyone is familiar with this Plan. They must have a clear understanding of their specific role in the event of the Plan being actioned. It is important that everyone knows exactly what their role is in the event of a Critical Incident; there will not be any time to calmly read this document when an incident occurs. A clear and concise briefing, with opportunity for discussion, is an effective way to confirm that the key personnel required to deal with a Critical Incident are equipped and ready to do so.

Motorsport Australia provides all events with an Emergency Contact to call if a Critical Incident occurs (included in the Event Permit Documentation). It is important that they are contacted as a matter of priority once a Critical Incident has been declared; they are required to provide support and assistance. They will also action the Motorsport Australia response to a Critical Incident and will be able to arrange for counselling for any officials, spectators or competitors who require support as a result of the Critical Incident.

April, 2022

KEY PERSONNEL REQUIRED TO RESPOND TO A CRITICAL INCIDENT:

(NOTE: The Clerk of the Course should identify and name officials for each role identified in this Plan and issue to all key personnel prior to the event)

POSITION TITLE	NAME	PHONE NUMBER	EMAIL
CLERK OF THE COURSE:			
SECRETARY OF THE EVENT:			
MOTORSPORT INCIDENT CONTROLLER:			
MOTORSPORT INCIDENT COORDINATOR:			
CHIEF MEDICAL OFFICER:			
CHIEF SCRUTINEER:			
SCENE PHOTOGRAPHER:			
PEER SUPPORT COORDINATOR:			
EVENT CHIEF STEWARD:			

SUMMARY OF PROTOCOLS FOR THE HANDLING OF A CRITICAL INCIDENT

- Incident to be identified as a Critical Incident by the Senior Medical Officer, which is defined as a fatality, or a serious or significant injury to a Spectator/Official/Competitor that may result in death.
- Clerk of the Course to declare the Critical Incident to all officials, and to direct that all work at the incident scene cease, except for a response to injury, fire, and other immediate dangers.
- Clerk of the Course to continue to direct the emergency response to the incident, to control the movement of all marshals, and to ensure that a log is kept of all actions taken and directions given in response to the Critical Incident from that command centre.
- Motorsport Incident Controller to be dispatched by the Clerk of the Course to take control of and direct the response at the incident scene. This must include stopping all clean-up activity by officials, except responses to injury and/or fire.
- The Clerk of Course, Event Secretary of a designated person must immediately notify the Motorsport Australia Emergency Contact.
- Senior event personnel to be notified - primarily representing Police, the event organisation, the property owner, the national and/or international sporting body/s involved in the event, and the Motorsport Australia Emergency Contact. These people should be informed of the current situation, and also any developments.



- Motorsport Incident Coordinator to arrange attendance by Police and required Emergency Services.
- Media Crisis Manager to be appointed (if required) to manage response to media and public interest and pressure, at the direction of Motorsport Australia. The Motorsport Australia Media manager is the only person permitted to engage with the media.
- Statement to be prepared and issued to the public, indicating seriousness of the incident but not with any detail at this time. Officials should also be presented with a statement on the situation. These statements should be updated as required to prevent confusion and frustrations, at the direction of Motorsport Australia.
- Motorsport Incident Coordinator to notify Workcover or the equivalent, and also CASA if air traffic is involved.
- Officials and emergency services to provide treatment and/or assistance to casualties, to identify casualties and to assist the Motorsport Incident Coordinator and Secretary of the Event in the process of notifying next of kin, with Police agreement and assistance.
- Motorsport Incident Coordinator and Secretary of the Event to document (log) their responses, to collate all documents and other evidence relating to the incident (licences, entry forms, reports etc.), and to assist the Stewards of the Event and the Police to collect the information they require. At this time, all relevant documents, photos, reports, and video images must be passed on to the Motorsport Incident Coordinator for collating and processing.
- Peer Support Coordinator to monitor need for and to respond to individuals requiring personal assistance, and to arrange trauma counselling if considered appropriate.
- Motorsport Incident Controller to assist Police at incident scene, collecting measurements, photos, witnesses etc. which may be needed for subsequent investigations.
- Motorsport Incident Coordinator to arrange impound of vehicles involved and inspection by Scrutineers (only with Police permission).
- Incident scene to be returned to normal and Event permitted to continue if possible (after receiving Police permission).
- Motorsport Incident Coordinator to complete all the documentation required and ensure that it is passed on to Motorsport Australia, as listed at the end of the Response Chart and where appropriate, to the Police investigators.



CRITICAL INCIDENT RESPONSE INFORMATION

Motorsport Australia Emergency Contact/s (names and phone numbers)	
Motorsport Australia Event Permit Number:	
Date of incident:	
Venue or location:	
Event Name and Type:	
Session/Stage number:	
Time of incident:	
Attending Police Officer:	
Chief Steward of the Event:	
Clerk of the Course:	
Secretary of the Event:	
Incident Command Centre location (primary):	
Incident Command Centre location (secondary):	
Person completing this form:	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>1: MEETING OF KEY PERSONNEL</p> <p>Arrange an initial meeting of the key event personnel available prior to event commencement to agree on roles and procedures.</p> <p>Persons to be included are:</p> <ul style="list-style-type: none"> • Clerk of the Course • Asst. C. of. C. or next Senior Official • Secretary of the Event • Motorsport Incident Controller • Motorsport Incident Coordinator • Chief Medical Officer • Peer Support Coordinator • Stewards • Event Promoter or Organiser; 	<p><i>Clerk of the Course / Secretary of the Event</i></p>	
<p>2: MOTORSPORT INCIDENT COORDINATOR</p> <p>At this time, the Motorsport Incident Coordinator must initiate a log of all actions taken or decisions made in relation to that role.</p>	<p><i>Motorsport Incident Coordinator</i></p>	
<p>3: INCIDENT IDENTIFICATION</p> <p>Chief Medical Officer present to identify incident as a Critical Incident. If no Medical personnel are present, then Senior Official at scene of incident.</p>	<p><i>Chief Medical Officer/ Senior Official present</i></p>	
<p>Declare the incident as a Critical Incident, on advice from Senior Medical Person present.</p>	<p><i>Clerk of the Course</i></p>	
<p>Notify all officials that a Critical Incident has been declared and follow with any appropriate specific instructions.</p>	<p><i>Clerk of the Course</i></p>	
<p>Initiate a log in Headquarters/Control Centre of the Event to record responses to the incident initiated from there. Log to record weather and track conditions at time of incident, and also 30 minutes prior. Recent changes should also be noted.</p>	<p><i>Clerk of the Course/ Secretary of the Event</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>4: IDENTIFY CASUALTIES</p> <p>Commence identification of casualties</p>	<p><i>Medical Team members or Senior Official at scene</i></p>	
<p>5: MOTORSPORT INCIDENT CONTROLLER</p> <p>Dispatch the Appointed Motorsport Incident Controller to take charge of incident scene.</p> <p>Ensure Critical Incident Kit is taken to incident scene, if available.</p> <p>Incident scene to be secured and isolated and evidence of incident protected from contamination except where the protection of those involved with the management of the incident or the treatment of casualties requires otherwise.</p>	<p><i>Clerk of the Course/ Motorsport Incident Controller</i></p>	
<p>6: POLICE ATTENDANCE</p> <p>Ensure or request the Police on duty at venue to attend incident scene. If no Police present, notify nearest Police Station or Police Local Area Command.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>POLICE IDENTIFICATION</p> <p>When Police are present, meet Police and note name, rank, number for the Senior Officer, Police Station, and contact phone number.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Brief Police on situation and have Police escorted to incident scene to meet and be briefed by Incident Controller</p>	<p><i>Clerk of the Course, Police, Incident Controller, Senior Medical Person present</i></p>	
<p>If outside Police are requested, it may be necessary to have them escorted from the event entry to Event Control and the incident scene.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Arrange to have internal gates and tunnels controlled as well to facilitate this.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>7: PHOTOGRAPHER</p> <p>Appoint reliable photographer (official or professional) to photograph scene, ensuring that photographer understands that all photographs are given to and remain the property of Motorsport Australia. Record personal detail and contacts of photographer. Transport photographer to incident scene and request Motorsport Incident Controller to assist them.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Motorsport Incident Controller</i></p>	
<p>PHOTOGRAPHIC DETAIL</p> <p><i>Photos required include:</i></p> <ul style="list-style-type: none"> • <i>general area, and approach to scene;</i> • <i>any skid marks;</i> • <i>damaged guardrail, brake markers, etc.;</i> 	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>and</p> <ul style="list-style-type: none"> • Photos of vehicle from four angles, before and after it has been moved. (Photos at scene should include an object of known size in foreground to assist with accurate measurements). <p>Detailed photos of obvious structural failures, problems or faults with car or infrastructure should be taken at the scene.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Photographer</i></p>	
<p>8: VIDEO/PHOTOGRAPH EVIDENCE</p> <p>If Event is being recorded for broadcast check with TV/Video Company to see if any coverage of incident is available.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Ensure it is impounded for the Clerk of the Course, and not generally distributed if at all possible.</p> <p>If there are Professional/Amateur Photographers/Video Operators present obtain the photographs, videos</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>9. NOTIFICATION TO WORKCOVER</p> <p>or other appropriate civil authority investigating injuries at worksites.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Secretary of the Event</i></p>	
<p>Notify Workcover or equivalent of the incident and take note of their requirements.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Secretary of the Event</i></p>	
<p>If a Workcover/Safe Work Inspector is to attend the incident, assist them with similar escort and briefing as for Police.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>If Air traffic involved, also notify CASA through Police or Workcover.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>10. COMMAND CENTRE</p> <p>Establish Incident Command Centre (may be Race Control if no events proceeding).</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Log of Incident Command Centre procedures and communication to be kept.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>11. ADVISE MOTORSPORT AUSTRALIA</p> <p>Advise Motorsport Australia Emergency Contact or in their absence, CEO of Motorsport Australia, or in the absence of both, the President of Motorsport Australia. <i>(The Stewards Report form details phone contact numbers.)</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>12: INTERNAL SECURITY</p> <p>Arrange for additional security at the Medical Centre, and also traffic control from the incident to the Medical Centre and outside roads to assist medical vehicles/ambulances</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>13: KEY PERSONNEL MEETING:</p> <p>Notify Key Personnel at venue, including if possible where appropriate representatives of:</p> <ul style="list-style-type: none"> • Headquarters/Control Centre; • Event Administration; • Stewards of the Event; • Promoter; • Organiser; • Venue owner; • International officials (if applicable); • Police in attendance; and • Media Centre representative. <p>Clerk of the Course/ Motorsport Incident Coordinator to brief Key Personnel on incident, steps taken, and to be taken.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>14: MEDIA CRISIS MANAGEMENT</p> <p>Appoint Media Crisis Manager if needed.</p> <p>Appointment to be Motorsport Australia Official (This may only be necessary at major events.) on the advice of Motorsport Australia Emergency Contact or Senior Executive</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p><i>Advise public address, radio and TV commentators that no announcements can be made unless authorised by Motorsport Australia.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/ Secretary of the Event</i></p>	
<p>15: DOCUMENTATION</p> <p>Obtain copy of Entry Form, or for officials, the sign-on sheet, to assist in identification of casualty, confirmation of name and address, and of other information. Other documents to be included are Permit, Track Licence/s, Regulations, Event Schedule, and Briefing Notes and Instructions.</p>	<p><i>Secretary of the Event</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>Documents to be collated in Race Control include Logs, Incident Report Forms, Personnel Injury forms, Vehicle Damage form. All documents should then be passed on to Motorsport Incident Coordinator for collating.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>Create a Document file for each of the following as a minimum, for:</p> <ul style="list-style-type: none"> • Motorsport Australia National Office • Clerk of Course/Motorsport Incident Coordinator; • Police; • Stewards of the Event; • Event Organiser; and • Venue Owner. 	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/ Secretary of the Event</i></p>	
<p>16: PRELIMINARY STATEMENT</p> <p>Only on advice from Motorsport Australia issue preliminary statement for broadcast to the public if necessary, to minimise confusion - statement to be cleared by Motorsport Australia.</p> <p><i>(Public casualty identification must be cleared with senior police officer present).</i></p> <p><i>Statement to be repeated or updated every thirty minutes or so to minimise confusion.</i></p> <p><i>Information issued to officials to be updated at the same time.</i></p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>17: CIVIL AUTHORITIES</p> <p>On advice from Motorsport Incident Controller to Clerk of the Course/Motorsport Incident Coordinator, request attendance from additional civil authorities if required to assist response.</p> <p>Normally this would happen if the venue facilities cannot cope with the situation.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>18. PEER SUPPORT</p> <p>Engage Peer Support Coordinator if required.</p> <p>(May be chaplain, medical team member/s, or other qualified personnel.)</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Peer Support Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>19. TRACK INSPECTION</p> <p>If Motorsport Australia Track Inspector is present/applicable, arrange for their attendance at incident scene.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>20. STEWARDS OF THE EVENT</p> <p>Stewards of the Event to attend incident scene with knowledge of Clerk of Course, /Motorsport Incident Coordinator.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>21. CASUALTY IDENTIFICATION</p> <p>Confirm identity of casualties and any deaths directly with Senior Medical personnel or responding medical personnel.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>22. NEXT OF KIN</p> <p>Discreetly find out from others (pit crew / fellow drivers / navigators / officials) if next of kin or close acquaintances of casualties are present at venue and if so, escort them to a quiet place away from all activity (not at the incident scene) then inform them of situation.</p> <p>(Female company may be preferable to comfort female next of kin or immediate friends.) Person notifying relatives or acquaintances must remain calm and relaxed.</p> <p>Should be introduced by name and position. Advice should be clear that there has been an incident in which the casualty has been involved, and which may result in serious, possible fatal, injury. Give next of kin written details of who to contact including phone numbers.</p> <p>Liaise with attending Police before initiating any action with regard to Next of Kin.</p>	<p><i>Peer Support Coordinator/ Secretary of the Event</i></p>	
<p>23. WITNESSES</p> <p>Identify eyewitnesses (officials, photographers, public near-by) and record name, address, and contact phone numbers of each. Have them wait close to incident scene.</p> <p>Witnesses will be needed by Stewards of the Event, and Police.</p>	<p><i>Motorsport Incident Controller on behalf of Motorsport Incident Coordinator</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>24. WITNESS INITIAL STATEMENTS</p> <p>Working through the Motorsport Incident Controller, obtain names and address of as many as possible witnesses and obtain a quick verbal assessment from them of the circumstances of the incident. Note their comments.</p> <p>Brief witnesses to refer to locations at the venue by Turn numbers or road names, not by advertiser's names.</p>	<p><i>Stewards of the Event</i></p>	
<p>25. WITNESS POLICE STATEMENTS</p> <p>Assist Police in obtaining witness statements. If possible, view and copy statements before they are signed. Have witness sign your copy as well as those for police.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>26. SCENE SURVEY</p> <p>Carry out on-site survey of the scene and draw diagrams showing accurate distances from fixed object (buildings, barriers, trees etc.)</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>27. VEHICLE IMPOUND</p> <p>In conjunction with the Police, have car(s) taken to secure, private impound area.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Chief Scrutineer</i></p>	
<p>Seek Police permission for Chief Scrutineer or Technical Commissioner to inspect vehicle to establish any mechanical failure which may have led to the incident. Seek Police permission for photographer to complete required photos.</p> <p>Note that vehicle/must remain in impound area until released by Police, and also by Motorsport Australia Emergency Contact.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>28. HELMET</p> <p>Take possession of helmet and any Frontal Head Support, if not retained by Police.</p>	<p><i>Chief Scrutineer</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>29. TRAUMA CHECK</p> <p>Evaluate all individuals involved with the incident to ascertain whether any are affected by trauma. Possible actions include:</p> <ul style="list-style-type: none"> • shift to other area of venue for re-start; • stand down from duty; • refer for medical attention; • group or individual trauma counselling at venue immediately; • group or individual trauma counselling at venue at end of day; and • follow-up trauma counselling after event. 	<p><i>Peer Support Coordinator/ Secretary of the Event</i></p>	
<p>30. AMBULANCE</p> <p>Arrange for replacement ambulance/s if necessary for the Event to continue.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Secretary of the Event</i></p>	
<p>31. RE-ESTABLISH INCIDENT SCENE</p> <p>With permission from Police, have incident scene cleared of all debris. Repair barriers etc. to enable resumption of the Event.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator Motorsport Incident Controller</i></p>	
<p>Check safety of track/venue, with Motorsport Australia Track Inspector if present.</p>	<p><i>Stewards of the Event/ Clerk of the Course</i></p>	
<p>If appropriate, approve, in writing, the track for further events when check is complete.</p>	<p><i>Stewards of the Event</i></p>	
<p>32. REVIEW AND PRESENT REPORTS</p> <p>Review all reports and ensure that they are all identified and signed by whoever is presenting them. Prepare a document file containing one copy of each for:</p> <ul style="list-style-type: none"> • Police; • Stewards of the Event (Motorsport Australia); • Event Organiser; • Venue owner; and • Others as appropriate. 	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/ Stewards of the Event/ Secretary of the Event</i></p>	
<p>33. SCRUTINY REPORT</p> <p>Review Chief Scrutineer's report, ensure all details are covered, and that report is signed and dated.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/ Secretary of the Event</i></p>	

TASK	RESPONSIBILITY	LOG OF ACTION (Note time and by whom)
<p>34. REPORTS TO MOTORSPORT AUSTRALIA</p> <p>Present required reports to National Office of Motorsport Australia as detailed below - some by next day and some within two working days.</p> <p><i>Lists are at end of this form.</i></p>	<p><i>Stewards of the Event/ Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>35. PHOTOS TO MOTORSPORT AUSTRALIA</p> <p>Have a copy of each photo (or digital format) sent to Motorsport Australia National Office, and a copy to stay with Organisers.</p> <p>Police may also request copies of photos in addition to what they have taken themselves.</p>	<p><i>Clerk of the Course/ Motorsport Incident Coordinator/Secretary of the Event</i></p>	
<p>36. TRAUMA CONTACT</p> <p>Maintain contact with possible trauma affected individuals in case intervention is necessary</p>	<p><i>Peer Support Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>37. CONTINUED POLICE LIAISON</p> <p>Liaise with Police and/or Coroner's representative to ensure any assistance that they require is available.</p> <p>Ensure that Motorsport Australia is aware of assistance or contact required.</p>	<p><i>Motorsport Australia/Clerk of the Course/ Motorsport Incident Coordinator</i></p>	
<p>38. CONTINUED MOTORSPORT AUSTRALIA LIASON</p> <p>Establish an ongoing line of contact with Motorsport Australia and seek their advice on what other lines of contact with the following are appropriate:</p> <ul style="list-style-type: none"> • Police / Coroner / Insurance / Legal firms; • Media / Casualties or affected parties. 	<p><i>Motorsport Australia/ Clerk of the Course/ Motorsport Incident Coordinator</i></p>	

You should be aware that any documents (photographs, messages, letters, etc.) which are created in relation to the incident may be required to be disclosed to authorities or in court proceedings on request. It is important that you ensure that everyone involved in the course of investigating the incident is aware of this from the start. If you have concerns about the investigation you should contact Motorsport Australia's Legal Counsel or speak with your lawyer about ways in which you may be able to protect your documents from having to be disclosed.

DETAIL OF PHOTOGRAPHS REQUIRED

Photographs are invaluable in recording evidence following an incident, and sometimes in advance of and during the incident.

The Incident Coordinator should check with photographers close to the incident in case they have photographs of the incident or the area involved (before and after). If they do, ask for copies as quickly as possible, and also record their names and addresses.

If there is a photographer present whom you know and trust, ask them to take the necessary photographs of the incident scene as required, and ensure that they are then passed over to you at the circuit if possible. They may insist they remain their photographs, in which case they may retain copies, and you should then ensure that they will allow you to do what is required with them.

If there is no professional photographer present, you or another official can take the photographs. Police will also take photographs, but they will not always make them available to you. If possible, arrange a swap of photographs between you and the Police so that you have the maximum available for use by each party.

Photos must show as much as possible, exactly what happened, what the result was, and what evidence remained that could assist investigations.

- General scene of the incident, distance, close-up and from different angles. Some photos should show general infrastructure in the area, such as signs, trees, fences, barriers etc.
- Any tyre marks on track/course or verges and gravel beds, indicating directional movement of the vehicle, and skid marks.
- Damage to infrastructure, particularly with vehicle still in place.
- Debris in the area, with an object such as a matchbox or drink bottle as well to indicate size of debris.
- Trail of debris to indicate direction of vehicle, or of debris following impact. Any debris in spectator area is particularly important.

No.	ITEM REQUIRED	CHECK
1(a)	Names, addresses and contact phone numbers for all parties directly involved with the incident – (police, other competitors, officials).	
1(b)	Names addresses and contact phone numbers for witnesses to the incident – at least three witnesses are needed if possible.	
1(c)	Names and addresses and contact phone numbers of all medical personnel involved in the incident response	
2	A statement by the Clerk of the Course (and Race Director if appointed) describing the incident and the subsequent activity prior to the event continuing. Accurate times of incident and response/s should be included in this report.	
3	An accurate report of the time and detail of medical personnel attending the scene of the incident, prepared by the Senior Medical Officer, including time and detail of commencement of transport of casualties or victims to hospital, and time of death was confirmed.	
4	Signed report by Chief Scrutineer, covering initial scrutiny, any other pre-incident scrutiny conducted, and where possible, post event scrutiny, of any vehicles involved in the incident. A copy of the signed statement made by each witness, including officials. Note on copy of each statement the witnesses name, contact numbers, and duty and/or location while witnessing the incident. Example; flag marshal at Turn 3 on yellow flag duty, spectator on outside of track at apex of Turn 3, Road Closure official at Road Closure (Standard Incident forms may be used.)	
5	Time and detail when death was publicly announced, and copies and detail of other official statements made.	
6	<p>Copies of the following (as appropriate):</p> <ul style="list-style-type: none"> Permit and Track Licence Supplementary Regulations Further Regulations Any relevant Bulletins or instructions issued Entry list Entry Forms of involved competitors. Event logs showing reports on involved vehicles/competitors. Log from Incident Co-ordination Centre if separate from event log Practice and race times relating to involved vehicles. Official program Involved Driver's competition licence/s Logbook/s of the involved vehicles Photos when available 	