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1. Location .................................................................................................................... 5
Site Address: 165 Upper Murry Road Towing Upper Victoria

Purpose: GRASSROOTS ENDURO MOTORCYCLE EVENT

Applicant / Event Director: Greg Peterson C/- Grassroots Enduro Australia

Prepared for: Towong Shire Council, 32 Towong St, Tallangatta VIC 3700

SPONSORS

[List of sponsor logos]

[Images of sponsor logos]
1 Executive Summary

Grassroots Enduro set out to develop and run enduro events that appealed to families. Key to this is to ensure tracks provide loads of fun, whilst keeping an element of difficulty and challenge for skilled riders. Grassroots Enduro now has around eight national events planned across the country over the next 18 months all of which are on private land.

This event in particular will consist of two days of racing (18 & 19) including junior and senior riders. The estimated maximum number of people attending the event including both riders, officials, volunteers and spectators is 600 -1000. Competitor entries are limited to 250 senior riders and 40 junior riders.

2 Introduction

The purpose of this risk management is to:

1. Ensure levels of risk and uncertainty are identified early and well before the event by the Steering Committee;
2. That risk mitigation measures are implemented and managed in a professional and structured manner;
3. Ensure the CFA that the Steering Committee is committed to the ongoing and in-event monitoring and compliance of both foreseen and unforeseen risk;
4. Establish processes that ensure any new or unforeseen risks are addressed immediately, and;
5. Ensure the project is completed successfully and safely.

The Steering Committee acknowledges that risk management is an ongoing process, over the life of the event. This Risk Management Plan should therefore be considered a ‘snap shot’ of relevant risks at one point in time.

Where required, the process of risk identification, assessment and the development of countermeasures will involve consultation with the Steering Committee members, stakeholders, landholders, event team members and council.

Whilst developing a professionally run and family oriented event, our primarily focus is to be safe and reduce any associated risk, the relationship we have today and into the future with the council is crucial to our success, so we would like to make it very clear that we are here to support, respect and take advice from the council at all times.
3 Risk Assessment

3.1 Location
The event will be held on private property and a working farm 165 Upper Murray Rd Towong Upper

3.2 Track Design
The track is designed to cater for three skill level categories: intermediate, medium and elite. In essence the track is one single 'loop' with all riders riding approximately 70% of the same portion of track. The only alternative to this is that both medium and elite riders have a small portion of track dedicated to them based on their skill level. Elite riders for instance taper off slightly to tackle very complex obstacles. Once these 'special' elements are completed, all categories return back to the main loop. In total there is 16km of track across all three riding categories.
3.3 Risk identification – General

3.3.1 Access to the venue
Access to the venue is via Upper Murray Rd Towong Upper

3.3.2 Directional Signage
No directional signage will be erected outside of the property boundary. Organisers will however erect signage on site in conjunction with the private land-owners and at the entrance of the event.

3.3.3 Insurance
Insurance covers council, the property and its assets, the property owner/s and anyone invited by Grassroots Enduro Australia onto the property.

3.3.4 Noise
The property has no immediate neighbours however the event will be restricted to the hours of between 0700 and 1730. All bikes will meet the 95db rating for the comfort of spectators and other riders.

3.3.5 Camping
Camping is permitted at the property by the owners but only for the duration of the event. Each campsite will be clearly marked, fires are permitted for cooking purposes pending local conditions as advised by the CFA.
3.3.6 Vehicle parking layout and access/egress details
A dedicated and clearly marked temporary parking area will be allocated within the property boundary, parking marshals will be on site to assist. The driveway is currently used by the property owner for accessing fields with heavy equipment and trucks so is deemed suitable for standard vehicles.

3.3.7 Alcohol
Pending

3.3.8 Environmental damage and control parameters
The property is a working farm. As a result a majority of the tracks will follow existing preformed tracks through the property. The composition of the terrain where the majority of the track layout is located, is very rocky so erosion is not expected to be a concern and if any ruts do form they will be filled in and erosion control netting installed post event. Where the track is located on the flat grass paddock areas, erosion will not be a concern, however organisers have an agreement with owners that track remediation work including seeding will be undertaken post the event where needed.

3.3.9 Fuel, flammable liquids and bike maintenance
Fuelling and maintenance of bikes can only be carried out by riders within the designated pit area. It is also a requirement of registration in the event that ALL refuelling occurs over an approved enviromat to prevent spillage and contamination of the environment. No flammable liquids will be located anywhere else on the property or track. The only exception to this will be the potential to have reserve fuel for the mobile fire unit and water tanker.

3.3.10 Waste management
Large garbage bags will be issued to every rider attending, during the riders briefing. It will be explained that the property is be left clean and rubbish free by all participants — “take in, take it out”! We will also “sweep” the property to ensure no rubbish is left behind post event. All rubbish will be disposed of at a licensed facility.

3.3.11 Mobile Phone Coverage
Mobile phone coverage for all major carriers across the entire property is deemed strong.

3.3.12 Exits
As noted in the adjacent map, the venue / property / track has a dedicated entry and emergency exit point. Laminated copies of this map including all relevant rules for the public / spectators will be given to each group / vehicle, by marshals upon entry with a specific focus on fire prevention.

3.3.13 Vendors
Vendors will be required to submit all license accreditation to the event coordinator one week prior to the event. Licensing relates to such things as a license to prepare and sell food to procedural compliance which state safe work practices and all relevant legislation.

3.4 Risk identification – Specific (Medical)

3.4.1 First Aid
Professional paramedical services will be engaged and remain onsite while racing occurs.

The track is marked approximately every 500mts with numbered arrows and tape. Each arrow has its own GPS location identified to ensure an injured rider can be located in a timely manner and first aid applied quickly.
It is a condition of all enduro events that the track is ‘swept’ by a pair of riders prior to a heat or race. Sweep riders will ride the track in pairs throughout the day. It is a condition of entry that all riders report an injury or relay a message back to the control area of an injured rider. This is made very clear with all correspondence and registration packs, at the initial rider briefings daily and supported by the mandatory rule that all riders participating in the event MUST carry a fully charged and working mobile phone whilst competing. All sweep riders carry 5 watt hand held UFH devices

3.4.2 Medical Evacuation by helicopter (Medi-Vac)
The Steering Committee has identified and set aside two designated landing areas for a medical evacuation by helicopter. These areas are situated:

Area 1: The air ambulance designated area on the adjacent map at the top of the circuit.

Area 2: Directly adjacent to the entrance of the event in the flat and clear paddock.

Note: A one-page briefing with clear maps will be emailed to both local police and ground ambulance services, one-week prior to the event. The Event Director will also have four smoke canisters ready to provide a landing indication to aerial medical services.

3.5 Risk identification and Mitigation – Specific (Fire)
Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the event when the action should be undertaken, either prior to the start of or during the event.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk, if it is realised, have been developed. The following table is useful to determine how risks will be treated by the Steering Committee in terms of preparation and/or deployment of mitigation strategies during the event. Mitigation strategies are being prepared and/or deployed for Grades A through to C, however where an existing risk graded at D appears likely to be upgraded, mitigation strategies will be prepared.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Possible Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mitigation actions, to reduce the likelihood and seriousness, to be identified and implemented as soon as the project commences as a priority.</td>
</tr>
<tr>
<td>B</td>
<td>Mitigation actions, to reduce the likelihood and seriousness, to be identified and appropriate actions implemented during project execution.</td>
</tr>
<tr>
<td>C</td>
<td>Mitigation actions, to reduce the likelihood and seriousness, to be identified and costed for possible action.</td>
</tr>
<tr>
<td>D</td>
<td>To be noted; no action is needed unless grading increases over time.</td>
</tr>
<tr>
<td>N</td>
<td>To be noted; no action is needed unless grading increases over time.</td>
</tr>
</tbody>
</table>

3.5.1 Internal access – pedestrian movement, footpaths/separation and marshalling of pedestrian, cycle and motor vehicle traffic
At an event like this it is crucial that all pedestrian traffic be controlled. We cannot and will not allow spectators to walk off designated tracks into other areas of the property. As a result, pathways for pedestrian access will be clearly marked throughout the entire event with signage. Marshalls will also ensure that at all times, non-participants are aware that they are to stay on designated tracks and if seen ‘wondering off’ quickly asked not to do so.

Marshalling areas will be clearly separated from the public and signage erected accordingly.

### 3.5.2 Analysis – Public heading off track and becoming lost

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Seriousness</th>
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<tbody>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Low</td>
<td>N</td>
</tr>
<tr>
<td>Medium</td>
<td>D</td>
</tr>
<tr>
<td>High</td>
<td>D</td>
</tr>
</tbody>
</table>

### 3.5.3 Evaluation and Mitigation

The Steering Committee determined that the chances of a fire occurring from pedestrian movement alone is low to moderate. We’ve also determined that the risk is greater the deeper spectators proceed into the track. For instance, the higher elevations have denser foliage compared to lower levels, which are categorised as dusty, dry and with little ground cover.

As a result, foreseeable fire triggers by a member of public on the track, have been determined and a summary of our thoughts are as follows:
- A spectator throwing a hot cigarette butt onto the ground;
- The use of gas stoves higher on the track – for the purposes of say boiling water to make a hot drink;
- Most spectators will congregate at the lower end of the track around the area deemed to have a lower fire risk profile, and;
- Only a hand-full of spectators will venture to the higher areas of the track.

**Mitigation**

The Steering Committee has addressed these issues and concluded:
- This is an outdoor event so it makes it very difficult for us by law to stop people from smoking;
- We will encourage spectators to stay at the lower end of the track and not proceed higher;
- Marshalls will constantly ask spectators to access the track by designated routes only;
- Fire extinguishers and the mobile fire unit can be called upon quickly, and;
- It will be made clear to everyone that camp fires of any nature are prohibited.

**Responsible entity:** Steering Committee

### 3.5.4 Chance of a fire from a bike

The Steering Committee believes that it is almost impossible to determine whether there is a greater chance of a fire occurring from a spectator than a bike on the track. Regardless, we have taken specific measures for bikes and have adjusted our risk grading accordingly.
3.5.5 Analysis – risk of fire from a bike

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
<th>EXTREME</th>
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</thead>
<tbody>
<tr>
<td>Low</td>
<td>N</td>
<td>D</td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>Medium</td>
<td>D</td>
<td>C</td>
<td>B</td>
<td>A</td>
</tr>
<tr>
<td>High</td>
<td>C</td>
<td>B</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

3.5.6 Evaluation and Mitigation

Motor vehicles, other than motorcycles involved in the event, will not be permitted to be driven while onsite apart from entering and exiting the property. All motorcycles on the other hand, are to be ridden at walking pace in the pit area and whilst not on the race track.

As a result:
- The Steering Committee accepts that the highest fire risk emanates from a competitor, who’s bike crashes and catches on fire;
- By any international measure and when one empirically assess dozens of some of the worlds largest and most professionally run enduro events – with some allowing over 500 riders to compete daily – it is extremely rare to see a bike catch on fire. In fact, a simple Google search of ‘…bikes that catch fire at a hard enduro event internationally’ provides no examples.

Mitigation

With the above noted we take this issue very serious and have addressed mitigation as follows:
- The event has a designated mobile fire unit stationed at the top of the track;
- This unit has a capacity of 500 litres and is equipped with a petrol pump and 30 metres of hose;
- We will only allow maintenance equipment like grinders and welders – welders are very rare - to be used in the designated pit area;
- We will have a minimum of 14 fire extinguishers stationed around the venue including within the pit area, and;
- With marshals stationed along the entire length of the track on a full-time basis and with both hand held radios, mobile phones and assigned fire extinguishers, if a small fire did start from a crash, the Steering Committee estimates that the reaction time to address the fire would be no longer than four minutes.

Responsible entity: Steering Committee
3.5.7 Chance of a fire from the pit area
The Steering Committee has determined that given the location of the pit area and the lack of ground cover and foliage, that the risk of a fire starting as a direct result of pit activity is low.

3.5.8 Analysis – chance of a fire from the pit area

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Seriousness</th>
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<tbody>
<tr>
<td></td>
<td>Low</td>
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<tr>
<td>Low</td>
<td>N</td>
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<tr>
<td>Medium</td>
<td>D</td>
</tr>
<tr>
<td>High</td>
<td>D</td>
</tr>
</tbody>
</table>

3.5.9 Evaluation and Mitigation
As noted all motorcycles are to be ridden at walking pace in the pit area and whilst not on the race track, with it being mandatory to conduct all maintenance in the pit area only.

Mitigation
- The Steering Committee will not allow maintenance on bikes to occur outside of the pit area;
- Maintenance equipment like grinders and welders can only be used in the designated pit area, and;
- The pit area will have the largest concentration of marshals, competitors and public therefore ensuring swift action in the event of a fire.

Responsible entity: Steering Committee

3.5.10 Chance of a fire from the camp ground
The Steering Committee has determined that there is a low to moderate risk of a fire occurring in the camp-ground primarily due to stupidity or someone blatantly disobeying rules of entry.

3.5.11 Analysis

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Seriousness</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Low</td>
<td>N</td>
</tr>
<tr>
<td>Medium</td>
<td>D</td>
</tr>
<tr>
<td>High</td>
<td>D</td>
</tr>
</tbody>
</table>
3.5.12 Evaluation and Mitigation

As previously noted campfires are prohibited across the entire venue for the duration of the event. Gas cookers will only be allowed to facilitate cooking, meals, hot drinks etc.

**Mitigation**

- The Steering Committee will reinforce to all competitors, friends, family and spectators daily, that camp fires are prohibited regardless of the fire danger and category set by the RFS on any given day, and;
- The Steering committee will monitor the situation daily - notably in and around mornings and at the end of the day when people like to light fires.

**Responsible entity:** Steering Committee

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4 Risk Monitoring

Risk Management is an iterative process that should be built into the management processes for any project. It must be closely linked with Issues Management, as untreated issues may become significant risks. If prevention strategies are being effective, some of the Grade A and B Risks should be able to be downgraded fairly soon into the project.

4.1 Process – risk briefing sheet

The Steering Committee has developed a daily laminated ‘Risk Briefing Sheet’ for all marshals and senior staff that they must carry. The Risk Briefing Sheet highlights the following:

- The times for and associated briefing schedule:
  - Senior staff and marshals conduct two in-house briefings daily – one in the morning at 0630 and one at the end of days event at 1900;
  - In-house briefings occur prior to rider pre-event briefings and immediately after the close of the event. Note: we've allocated 1900 to ensure marshals have time to get back to the pit area after the event.
- Identifies all agreed potential risks that need to be monitored, and;
- Process for raising unforeseen and new risks that emerge and addressing mitigation measures.

*Note: All Steering Committee members and marshals must attend designated briefings.*

4.2 Process – Risk monitoring frequency

Marshals and senior staff will treat the risk of fire as the major priority and monitor any potential risks on a constant basis.

4.3 Process – Risk Registry

A risk register will be compiled one-week prior to the event and form the basis of the Risk Briefing sheet. The Steering Committee will also add to the Risk Registry any issues, risks, perceived threats, concerns etc that emanate from briefings.
5 Roles and Responsibilities

Steering Committee
Ultimate responsibility for ensuring appropriate risk management processes are applied rests with the Steering Committee. The Steering Committee has been involved in the initial risk identification and analysis process. Each member is fully aware of their responsibilities regarding the event.

Steering Committee members are as follows:
Greg Peterson – Applicant / Event Director / Project Manager Ph. 0414 864 493
Ryan Peterson – Ph.0474 224 555
Daryl Petch – Ph. 0476 783 090

6. Stakeholders
Tom Lebner 0448 203 728

Local Emergency Services:
Emergency Contact 000

7. Communication Protocol

7.1 Minor Incident
In the event of a minor incident – minor crash that warrants first aid and the rider continues – marshals have the discretion to attend to the issue immediately but must:
- Notify other marshals by radio that a rider is injured but able to continue racing once first aid is applied
- Notify the Event Director by telephone once the rider has re-entered the event summarising the nature of the accident and first aid rendered.

Further Action
As part of the debriefing process the Event Director will de-brief all minor incidents at the nightly briefing. The Event Director will also ensure that the incident is logged in the Risk Registry.

7.2 Major Accident
In the event of a major or serious incident to a rider the marshal must:
- Radio to all marshals that a major incident has occurred;
- Immediately seek support over the radio if support is not close by;
- Immediately seek a mobile stretcher if one is not close by – note there will be three mobile stretchers on course at all times;
- Ensure it is safe to do so, attend to the rider before any further communications are made;
Ascertain quickly if emergency services are needed and immediately call the Event Director by any means and provide clear instructions on the nature of the incident, potential injuries and location.

**Note:** All communication with emergency services will be delivered directly and only by the Event Director. If the Event Director is incapacitated or off-site, then a delegate will be assigned in his absence.

### 7.3 Minor Grass Fire
If a minor grass fire starts marshals are to:
- Notify all marshals by radio immediately;
- Seek support regardless of how small the fire seems;
- Put the fire out by any means possible;
- Radio that the fire is out but do not leave the immediate vicinity for at least 30 minutes to ensure the fire has not started again;
- Notify the Event Director of the outcome.

### 7.4 More Serious Fire
If a more serious fire starts – for instance a bike catches on fire – marshals are to:
- Immediately call the fire in over the radio and seek urgent support;
- Request that the fire tanker move to that location immediately;

**Note:** All marshals in that immediately area are to respond and attend to the fire with fire extinguishers. The fire tanker is to be taken directly to the location immediately. The Event Director is to head directly to the location immediately. All communications with emergency services is delivered directly by the Event Director.
8. Laminated Cheat Sheets and Information

Event schedule and emergency procedure cards will be displayed at the event and each rider will receive a full briefing in the final Instructions/riders briefing.

APPENDIX A: RISK REGISTER (AS AT 18/04/2019)

<table>
<thead>
<tr>
<th>Rating for Likelihood and Seriousness for each risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
</tr>
<tr>
<td>M</td>
</tr>
<tr>
<td>H</td>
</tr>
<tr>
<td>E</td>
</tr>
<tr>
<td>NA</td>
</tr>
</tbody>
</table>

Recommended actions for grades of risk

<table>
<thead>
<tr>
<th>Grade</th>
<th>Risk mitigation actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Mitigation actions, to reduce the likelihood and seriousness, to be identified and implemented as soon as the project commences as a priority.</td>
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<td>Mitigation actions, to reduce the likelihood and seriousness, to be identified and costed for possible action.</td>
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<td>D</td>
<td>To be noted - no action is needed unless grading increases over time.</td>
</tr>
<tr>
<td>N</td>
<td>To be noted - no action is needed unless grading increases over time.</td>
</tr>
</tbody>
</table>

Change to Grade since last assessment

<table>
<thead>
<tr>
<th>NEW</th>
<th>New risk</th>
<th>↓</th>
<th>Grading decreased</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td>No change to Grade</td>
<td>↑</td>
<td>Grading increased</td>
</tr>
<tr>
<td>Id</td>
<td>Description of Risk</td>
<td>Impact on Project (Identification of consequences ¹)</td>
<td>L ²</td>
</tr>
<tr>
<td>----</td>
<td>---------------------</td>
<td>-----------------------------------------------------</td>
<td>-----</td>
</tr>
</tbody>
</table>
| 1  | Member of the public starting an open camp fire. | Given proximity – camp ground / low vegetation / flat / dry – impact is low but considered potentially serious. | C   | H   | -   | Nil    | 18 April   | - Ensure each participant is provided an electronic copy of the ‘Entry Briefing’ via email as part of registration.  
- Ensure all cars entering the venue are provided an ‘Entry Briefing’ sheet outlining all event rules.  
- Reinforce at all times NO FIRES.  
- Reinforce NO FIRE policy at all briefings and pre-event emails | - Steering Committee members.  
- Marshals.  
- Registered event participants. | - One week prior to event.  
- During event. | tba |
| 2  | Use of gas stoves on the event circuit. | Low potential but considered potentially serious. | C   | H   | -   | Nil    | 18 April   | - Ensure participants and public are aware of the potential hazard.  
- Outline potential hazard on ‘Entry Briefing’. | - Steering Committee members.  
- Marshals. | - One week prior to event.  
- During event. | tba |

---

¹ This can be useful in identifying appropriate mitigation actions.
² Assessment of Likelihood.
³ Assessment of Seriousness.
⁴ Grade (combined effect of Likelihood/Seriousness).
⁵ Work Breakdown Structure – specify if the mitigation action has been included in the WBS or workplan.
<table>
<thead>
<tr>
<th>#</th>
<th>Scenario</th>
<th>Likelihood</th>
<th>Control Measures</th>
<th>Date</th>
<th>Management Actions</th>
</tr>
</thead>
</table>
| 3 | Bike crash and potential of fire. | Very rare, however deemed to have moderate potential and could be serious if not contained immediately. | B M - Nil | 18 April | Preventative:  
- Ensure all marshals have quick access to fire extinguishers.  
- Confirm at briefings the role of both riders and marshals if a bike catches on fire that regardless of the value of the asset the fire MUST be immediately extinguished.  
- Address mitigation measures during briefings.  
Contingency:  
- Steering Committee members.  
- Marshals.  
- Registered event participants.  
- One week prior to event.  
- During event. |
| 4 | Bike crash that leads to minor injury | Very likely to occur. | H A - Nil | 18 April | Contingency:  
- Ensure first aid officers are readily available and spread evenly throughout the track.  
- Ensure marshals are trained on the use of extinguishers.  
- Steering Committee members.  
- Marshals.  
- First aid officers.  
- One week prior to event.  
- During event. |
<table>
<thead>
<tr>
<th></th>
<th>Bike crash that leads to 'major' injury.</th>
<th>H</th>
<th>A</th>
<th>18 April</th>
<th>Preventative:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Assess the potential of the incident to close the race.</td>
<td></td>
<td></td>
<td></td>
<td>- Ensure marshals are trained on the procedure to declare a 'major' incident.</td>
</tr>
<tr>
<td></td>
<td>- Address based on the seriousness of the incident whether the race should continue or be cancelled.</td>
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<td></td>
<td>- Clearly display the procedure on the marshal's laminated 'briefing sheet'.</td>
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<tr>
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<td></td>
<td>- Ensure ALL marshals are clear on the chain of command for calling emergency services. For example in the case of a major incident or injury:</td>
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<tr>
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<td></td>
<td>- All marshal communications should be directed to the event Director.</td>
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<td></td>
<td></td>
<td>- Only the Event Director is to liaise with and communicate with emergency services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Steering Committee members.</td>
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<td></td>
<td></td>
<td>- Marshals.</td>
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DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is Version 0.1 dated January 2020 of the Grassroots Enduro Motorcycle Event Risk Management Plan. The Risk Management Plan is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED: ________________________________ DATE: ___/___/___
(for acceptance) (Daryl Petch)

ACCEPTED: ________________________________ DATE: ___/___/___
(for release) (Greg Peterson – Applicant / Event Director)
1. BUILD STATUS:
The most recent amendment first.

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2. AMENDMENTS IN THIS RELEASE:

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<td>Change track length to 32km</td>
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<td>Directional Signage</td>
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3. ELECTRONIC DISTRIBUTION:

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