

# EVENT: Waitakere Rotary Soapbox Derby

Location: Westgate Drive, Massey

Date: Sunday 17<sup>th</sup> March 2013

Time: 6am to 6pm Road Closure

Event Organizer: Heather Pattison



The contents of this plan are approved based on the information provided and it being a true and accurate description of the health and safety systems to be used.  
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**Event Details**  
**Section One**

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**1.0 Introduction**

The event will be promoted as the Waitakere Rotary Soapbox Derby. This will be promoted as a City Community event. The event will be run by the organising committee of Waitakere Rotary on behalf of the community.

**1.1 Objective**

This event will be an alcohol / drug free event.

This is our 10<sup>th</sup> Annual soapbox derby. As a family orientated event with a focus on 10 to 14 year olds we have never had any problems with alcohol /drugs

If any minor problems should arise we shall ask fatherly-like Rotarians to deal with it quietly. If problems escalate we will call the police.

To provide an event that brings schools and businesses together, with an element of fun and education, to the benefit of the local community.

**1.2 Event Promotion**

Primarily through the local newspaper, our website – [www.soapboxderby.co.nz](http://www.soapboxderby.co.nz) , school newsletters, event websites around Auckland and word of mouth

**1.3 Soapbox Derby Track**

As per attached Traffic Management Plan

**1.4 Timing**

The timing for this event is:

5: 45am	Road Closure team arrives
6: 00am	Road Closure starts – signs and cones in place on road and surrounding streets (This can take up to one hour)
6: 30am	Rotarians and barrier installation team arrive High Viz vests issued
6: 45am to 7: 00am	Once Road is formally closed and permission is giving to proceed: - Install barriers
7: 30am – or as soon as barriers are in place: <b>TIMING</b>  Set up starting ramps and finish line  <b>NOTE:</b> Set up and testing takes time and races <b>WILL BE DELAYED</b> unless this is tested and working	Finish Line - Run timing cable from Start area to Finish line  - Run rope across road at finish line to hold timing cable  - Set up Timing equipment
	Top - Set up start ramps
	Timing – test system

	(Minimum - half an hour. Longer if there is a fault)
	Setup other areas
7:30am	School teams start arriving
8:00am	Registration desk opens
8:00am	Scrutinizing of cars start
8:30am	Calibrate lanes and double check timing system is working correctly
9:00am	Racing starts
12:00 noon approx	Lunch Break with displays
1:00pm approx	Finalists race
2:00pm approx	Races finish and site clean up
2:30pm approx	Prize Giving
3:00pm approx	Rotarian Thank You

NOTE: Road Closure is to 6pm in case of delays (Rain showers stop racing till the road dries)

### **1.5 Permits and Licenses**

- Road Closure

### **1.6 Crowd Size Expected**

- A range of between 4,000 to 5,000 approx. spectators

### **1.7 Emergency Services**

- Ambulance on site

## **1.8 First Aid Provision**

- During setup (6am to 8:45am) and pack down (approx 30 minutes maximum post race) First aid will be provided by John Riddell, a qualified Health and Safety Officer with a current First Aid Certificate
- The services of the St John Ambulance have been contracted to provide an ambulance and First Responder from 8:45am till racing finishes at an estimated 2:30pm:
  - Core emergency care skills including patient assessment, management of wounds and burns, management of fractures and soft tissue injuries and management of unconsciousness and respiratory distress
  - Oxygen therapy
  - Advisory Pain Management

## **1.9 Impact of Event**

- The impact on the Massey Community will be positive by providing an event for families to come and enjoy a day of low cost entertainment and fun.

### **Community profile**

This event will be published on the Auckland Council event website

### **Location profile**

This exposure will further lift the profile of Massey ward promoting the area as a safe place to spend time with family and friends.

### **Local Traffic**

During the event there will be a minor disruption to the flow of traffic. This will be managed by a professional traffic management company as per approved TMP. (Attached)

## 1.10 Security

Will be covering **TWO** elements:

- Car parking – Security will be Salvation Army volunteers
- Marshalling – Security will be Rotarians, Rotaractors and responsible adult volunteers

NOTE: Rotaract is Junior Rotary. Young adults aged 18 to 30.

### Car parking

The Salvation Army is providing car parking on their land for a gold coin donation. They will be responsible for this area and will manage the flow of traffic. During the event they will oversee the security of the Vehicles to ensure they are kept safe and anyone acting out of character will be notified to the local police.

### Marshalling

The marshals will rotate between two jobs (to relieve boredom and keep alert):

- Don Buck Road Roundabout:



Don Buck Road, the horizontal line in the above diagram, remains open through the roundabout. Westgate Drive, the road that terminates at the roundabout, is closed – although there is modified two way low speed access at the top of the road to the Leisure Centre car park (the red box)

Our Traffic Management Company close Westgate Drive with cones and signs and install detour signs. We also use 1 metre high road barriers to clearly define the car park entrance and to protect our people. The site plan showing the barriers is included in the road closure application.

Our marshals, responsible adults under the eye of our Traffic Management Company, are there to inform disorientated motorists as required.

Barriers prevent pedestrians straying onto the road access to the Leisure Centre car park

- Monitoring the track and controlling the stop/go flags as communication to the Race Director as to when the track is clear for racing. They will also monitor the track (no children sitting on the barriers, keep spectators off the track)

This team will ensure the behaviour of the crowd is appropriate.

## 1.11 Event Communication

Assigned Rotarians throughout the site will carry hand held radios to report to the Race Director and his team at the top of the track. All public announcements will be given to the Race Director to announce over the Public Address System.

## Health and Safety Section Two

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### 2.0 Policy Statement

Event organizers are committed to providing an event that is healthy and accident free from the set up to break down.

What does this mean?

- a. all work places will be made safe
- b. all work practices will be safe and safety requirements will be followed
- c. all volunteers will be trained to work safely
- d. we will look for and identify potential hazards to eliminate, isolate or minimize the hazard
- e. we will work with our contractors and participants to ensure our site is kept safe
- f. event participants, volunteers, contractors are all responsible for taking care of their own health and safety and co-operation in achieving a healthy and safe work place

### 2.1 The Organizers Responsibilities

The organizers have a general duty to take all practicable steps to ensure the health and safety of participants / volunteers, contractors and subcontractors while at the event.

In particular the organizers are required to take all practicable steps to:

- a. Provide and maintain a safe working environment and monitor the work environment to ensure that hazards do not cause employees physical or mental harm
- b. Provide and maintain facilities for the safety and the health of employees/ volunteers at work
- c. Ensure that employees/volunteers are not exposed to hazards in the course of their work
- d. Provide relevant information to employees/ volunteers, adequate training and supervision
- e. Involve employees/volunteers in the development of health and safety procedures
- f. If any incident or emergency arises during the day
  - o These are to be reported to a volunteer who will be wearing a Waitakere Rotary high visibility safety vest
  - o This volunteer shall in turn report to either the Race Director who is located in the start area wearing a gigantic yellow hat OR

- The volunteer shall report to one carrying an RT and this person shall report to the Race Director
  - The Race Director, who carries full responsibility for activities on the day as per the AASBD rules, shall make an appropriate decision.
  - Depending on the seriousness of the emergency this decision may result in either a temporary halt in racing or a complete halt.
  - If the Race Director feels the need for intervention by an outside agency, such as the Police, he will authorize it.
  
- g. The safety of our competitors is of paramount importance. Racing can only happen when the track is clear of obstructions and people and it is safe to do so. As we have a bend in the track (so the Race Director cannot see the bottom of the track) our procedure for this is:
  - At the end of each race Marshals located at mid point within sight of both the Race Director at the top, and the Track Manager at the bottom, present red flags.
  - When the Track Manager has confirmed that the last cars and all personnel are off the track and it is safe to race a green flag is raised.

The flag marshals positioned further up the track visually confirm that all is well in both directions then change their flags to green – and the Race Director proceeds with the next race

  - If any incident arises during the course of each 30 second race red flags wave, an urgent announcement is made over the PA and the drivers are vigorously signalled to BRAKE NOW!
  
- h. After each annual race a Post Race debriefing is held and any minor issues noted for addressing in the following year.
  
- i. Two or three weeks prior to Race Day a Soapbox Planning night is held at our Rotary meeting. On that night the various teams, under the guidance of their Team Leader, refresh their memories of their roles by referring to the documented job descriptions. These job descriptions are emailed to all helpers prior to this night. The teams are specifically asked to think about the issues they have found in the past and ensure solutions are in place for the current year.

## **2.2 Crew Member / Volunteer Responsibilities**

- a. Effective safety management requires the involvement of everyone in a place of work
 

‘If you are a Crew member Staff and or a volunteer, the health and safety act gives you responsibility for you own safety and health while at work’

You must ensure that
  
- b. Your actions or inactions do not harm anybody else
- c. Event crew members , participants / volunteers must take all practicable steps to ensure that all people in or near the place of work are not harmed



- d. Event Crew , Participants / volunteers must use safety equipment provided

### **2.3 Instructions and Training**

The event organizers will convene a training session for all:

- a. Event management Team Members
- b. All volunteers
- c. Safety briefing for all soapbox drivers

Training Will Include

- a. Health and safety practices before, during and post the event
- b. Soapbox evaluation checklist
- c. Job description responsibilities

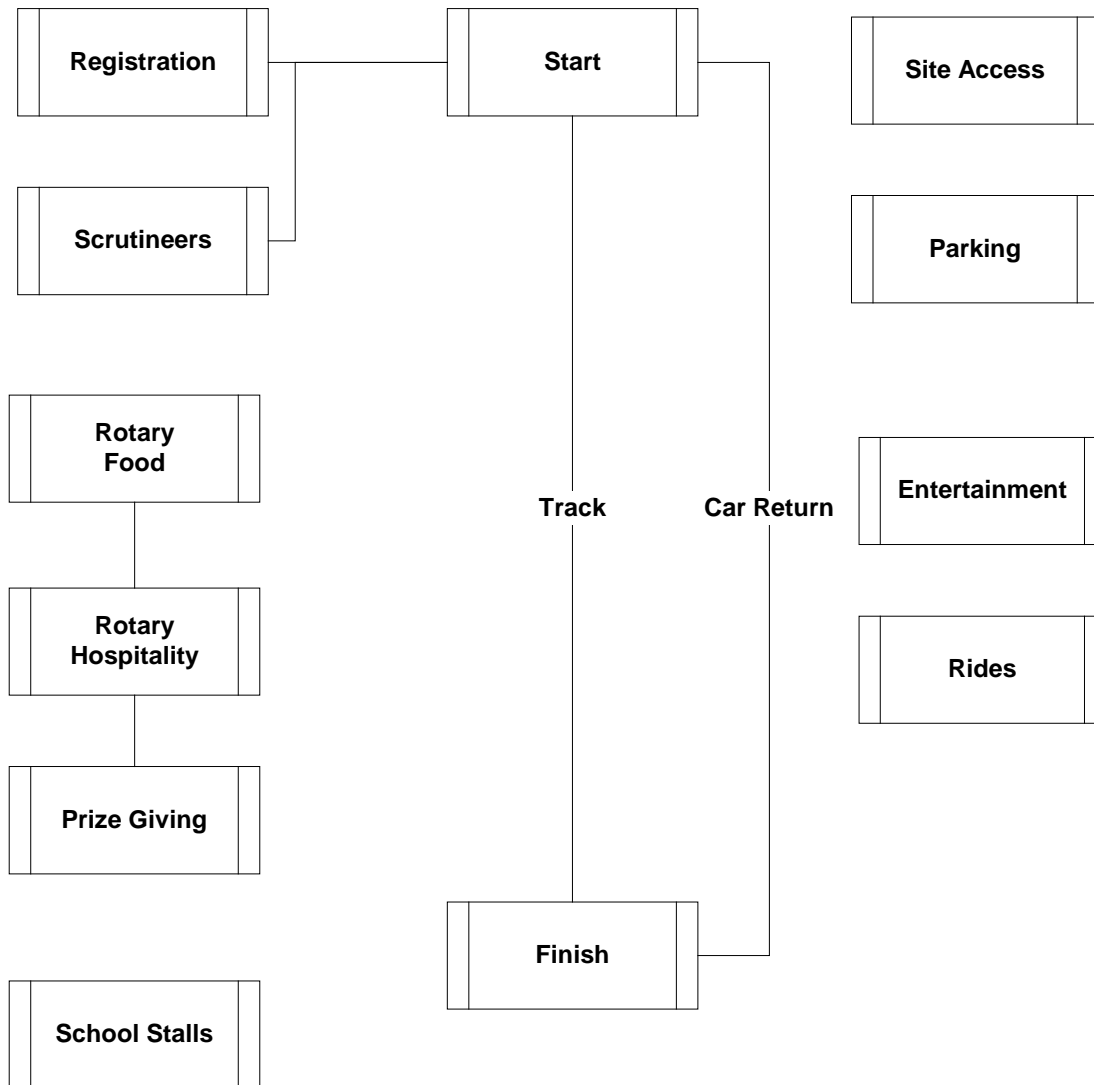
Most positions are now well documented and a copy of these documents go to the various helpers prior to the event.

### **2.4 Derby Safety**

The derby is under the control and management of The Rotary Club of Waitakere and will be managed directly by the Race Director supported by appointed Team Leaders for each section of the track. The Race Director will monitor all activities from the set up right up to the end of the event. Where necessary the Race Director may require changes by those working on the site to change their work practices in order to meet required safety standards.

### **Race Day Positions, Tasks, and Equipment**

Tasks fall into one of the following categories, each of which has one manager who fully understands the tasks involved in order to be able to delegate jobs and ensure all required equipment is available.



## 2.5 Derby Set Up

- a. Once the Traffic Management Company have formally announced road closure barriers will be installed to fence the track.

## 2.6 Entry Control

- a. During the set up of the derby at the venue only authorized vehicles will be allowed onto the event site. Road barriers will prevent traffic movement.
- b. Security measures will be taken to ensure the safety of all persons present

## 2.7 Vehicles

- a. Once the derby is underway vehicles will only be able to leave the site with the permission of the Derby Director – who will need to stop the races for vehicles to leave.

## 2.8 Hazards

## 2.9 Hazard Identification

The most commonly and easily recognized hazards on the event site during construction and break down periods are:

- a. Exposed electrical cabling
- b. Loose equipment lying haphazardly on the ground awaiting installation - and the unwary
- c. NOTE: tent pegs and one or two wooden sign stakes are used in previously known safe grass areas

All workers on the event site have a responsibility to make themselves aware of hazards and to report any previously unidentified hazards.

All participants and volunteers have a responsibility to report any significant hazard to the Race Director and to identify that hazard by screening or warning tape.

## **2.10 Potential Public Hazards**

The number of potential public hazards on the event site during the periods of public access is not great. Some of the most common are:

- a. Marshals and ushers are made aware of potential safety problems and are given the authority to make modifications as required. If they are hesitant to act help is available from experienced team leaders and other experienced volunteers.

## **2.11 Fire Safety**

Due to the outdoors nature of the event the risk of fire is relatively low. However fire hazards remain and safety procedures are in place.

- 1. General fire  
The event area is paved road with grass verges and a small grass field. These are regularly mowed by Council. All buildings are set back from the road on private land adjacent to the site.

In extreme drought conditions at the end of summer there may be an extremely low chance of a cigarette butt setting fire to a small patch of grass. But it will be seen and quickly dealt with.

- a. Schools that are supplying food stalls shall follow good practice to prevent accidents and fires:
  - a. BBQs shall be at table height (out of reach of small children and passing greedy dog)
  - b. Food that is stored at ground level will be stored in appropriate sealed containers – chilly bins with ice – to prevent contamination and bacteria developing
  - c. A bucket of water and a spare container of water shall be ready for immediate use in case of burns
  - d. Fire blankets and extinguishers are also to be provided in case of fat fires.

## **2.12 Accident, Injury Reporting and Treatment**

### **2.13 Accident and Injury reporting**

- a. All accidents involving injury and harm on the event site are to be reported to the Race Director
- b. The nature of the accident will be investigated by the Race Director and any necessary preventative action identified and taken
- c. All accidents will be recorded in the site Accident Register held by the Race Director and/or St John
- d. Where an accident of serious harm occurs involving any person legally or in the vicinity of the site MBIE must be notified as soon as possible and written notice made within 7 days
- e. The on duty H&S advisor at Auckland Councils call centre on 09 301 0101 must also be advised as soon as practicable
- f. During the period of public access at the event, accident reporting and treatment will be undertaken by the on-site St Johns Ambulance medical personal

The site register will record the following information.

- a. Name of person injured
- b. Date and time
- c. Where injury took place
- d. Type of injury
- e. Seriousness of injury – non serious – life threatening
- f. Treatment required
- g. Action taken

### **2.14 Treatment**

During the set up and breakdown periods of the event site urgent medical attention is available from our John Riddell – a Health and Safety Officer with a current first aid certificate.

During the event a fully equipped St Johns Ambulance crew will be available.

## Event Structure Section Three

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### 3.0 Key Contacts

	Event Director	Contact Number
Race Director	Kerry McMillan	021 416 777
Project Manager	Heather Pattison	0274 719 569
Treasurer	Alan Pattison	0274 80 88 30
Traffic Control	Craiger Hargesheimer	021 636 854

### 3.1 Spectators

An estimation of between 4,000 and 5,000 spectators will be in attendance

Children

- a. Constant parental supervision will be required at all times also
- b. Ensure that all out of bounds areas are securely blocked and sign posted

### 3.2 Volunteers

All volunteers will be provided with Health and safety briefing, job description, full event briefing, all equipment required to complete tasks, event security High Viz vests.

### 3.3 Removal of Equipment

The removal of equipment will be the responsibility of the:

- Equipment Suppliers
- Rotarians

## Event Structure Section Four

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### 4.0 Preamble

The following outline is a brief that acts as a guide to identifying hazards and potential risks for this event.

To counter or minimize any of the 'surprise' elements the event management team will have in place training and briefing programs for all volunteers and staff so that best practices can be executed at all times.

## **Definitions**

The following interpretations of definitions are to be used.

- **Risks**  
The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It also applies to situations with property or equipment loss.
- **Hazard**  
Any source of potential damage, harm or adverse health effects on something or someone under certain conditions.
- **Control**  
Proposed methodology for managing the hazard by warning spectators  
-example verbal warning, spray can marking, barrier delineation

We shall Eliminate, Isolate or Minimize risks through a process of reasonable practicable steps.

### **4.1 Emergency Management**

All staff will be trained in their responsibilities and the procedures to be undertaken in the event of an emergency occurring. This is a key component of the training of staff and volunteers.

As a medical trauma injury is a likely possibility given the nature of the event suitably trained medical responders (St Johns) will be available to rapidly respond to emergency situations. These first responders will be equipped with the appropriate first aid equipment to provide immediate assistance before rescue services arrive.

Given the nature of the potential injuries there will be a suitable skill level for the first responders (minimum recommended level of proficiency is a certificate in pre hospital emergency care – NZQA level 4 or to be of equivalent qualification or experience. Basic first aid is also a desirable qualification to be held by marshals)

### **4.2 Training Requirements**

In addition to the skill described in 'Emergency Management' all staff and volunteers should be specifically trained for their respective duties. This would typically involve confirming that the marshals have a clear understanding and awareness of the risk and hazards to themselves, event crew and public at their locations.

The Project Manager, who has attended 20 or more derbies in the last few years – ours, others and the NZ Finals – shall hold the training.

The "Master Plan" document for the event lists job descriptions and required equipment for each area. The roles have been specifically designed to minimize risk and ensure the day runs safely and smoothly.

Personnel in each area are under the control of an experienced Team Leader who will ensure that all volunteers in their team understand their roles and their duties to ensure everyone present has a safe and enjoyable day.

#### **4.3 Responsibilities**

The event manager and company are required to;

- a. Exhibit all due care
- b. Act in a responsible and safe manner
- c. Take all practicable steps to ensure the safety and health of all spectators, staff and public structures

#### **4.4 Management Commitment**

The Waitakere Rotary Soapbox committee undertakes to take all practicable steps to manage risks and hazards and wherever possible implement the strategies identified throughout this document.

#### 4.6 Hazard Strategy Chart

Risk	Perils	Hazards	Level of risk Low/ medium, high, extreme	Strategy
Traffic	Cars trying to enter the site	Vehicles	Extremely Low	<ul style="list-style-type: none"> <li>Marshalls and traffic controllers to monitor and control</li> </ul>
Panic	Injury to public through collision with people or objects such as prams	Crowd rush	Extremely Low	<ul style="list-style-type: none"> <li>Marshals to monitor crowd behaviour and act on trouble spots</li> </ul>
Injury to individual Death Event interruption	Injury to individual through electrical shock	Electrical equipment damaged	Extremely Low	<ul style="list-style-type: none"> <li>Marshall's to protect electrical areas</li> <li>Sub contractors to have adequate measures in place to prevent wire cables either live or dormant from being exposed to the public</li> </ul> <p>RCD's to be used on all portable electrical equipment, equipment to be sufficient for the purpose and tagged and tested within last three months.</p>
Injury to individual	Injury to individual potential broken bones, torn ligaments, sprains and strains.	Tripping, slipping	Low	<ul style="list-style-type: none"> <li>All cables/ mats and other obstacles to secured to prevent tripping</li> </ul>



Injury to Soapbox Driver	Injury to driver	Soapbox car crashing	Low	<ul style="list-style-type: none"> <li>The cars are very stable kit set cars from America</li> <li>Drivers practice in advance of the race</li> <li>All drivers receive a safety briefing 10 days prior to the race</li> <li>Cars are fully checked between races</li> </ul>
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Risks	Perils	Hazards	Level of risk Low/ medium, high, extreme	Strategy
Injury to individual  Death  Event interruption	Spectator being hit by a soapbox car	Walking on the track  Children sitting on barriers whilst racing takes place – and a soapbox car colliding with the barrier	Low  Medium	<ul style="list-style-type: none"> <li>The track is barricaded to prevent this</li> <li>Marshalls carry red /green flags</li> <li>Racing only takes place when flags are green</li> <li>Marshalls are continuously watching for this and requesting parental compliance</li> </ul>
Loss of property	Emotional loss to individual	Theft	Medium	<ul style="list-style-type: none"> <li>All valuables kept locked</li> <li>Security to be aware of loitering public and any suspicious behaviour</li> <li>Notify police of any breaking and entering</li> <li>Report to police and inform event organiser</li> </ul>
Injury to individual	Injury to individual – lacerations to the skin	Broken glass	Medium	<ul style="list-style-type: none"> <li>Removal of glass from event site</li> <li>Monitor levels of glass recycle bins</li> <li>Signage to indicate no glass on site</li> </ul>

Injury to individual	Vomiting, diarrhoea to individual	Food poisoning	Low	<ul style="list-style-type: none"><li>• Ensure hand sanitation is followed through</li><li>• Ensure food is stored and prepared correctly</li></ul>
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Risk	Perils	Hazards	Level of risk Low/ medium, high, extreme	strategy
<p>Distraught child</p> <p>Worried/ upset parents</p>	<p>Emotional anguish to parent or care giver</p>	<p>Lost children</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Marshals will take lost children to the Rotary tent where they will be in the presence of two adults at all times.</li> <li>• The lost child register will be filled out.</li> <li>• A message will be publicized over the PA system as soon as possible</li> <li>• When a caregiver collects them they will require photo ID.</li> <li>• No lost child is to be handed over unless the lost child officer is positive over the identification.</li> <li>• Caregivers details are to be recorded. If in any doubt police to be contacted immediately.</li> <li>• If the child remains uncollected for two hours then police to be informed and child placed into their care.</li> </ul> <p>NOTE: Due to the lineal layout of the site and road barriers dividing the two sides of the road children rarely, if ever, stray far from their parents. This is an extremely low risk.</p>

<p><u>Financial</u></p> <p>Harm to public assets, business and infrastructure</p>	<p>Damage to structures through collision or collapse.</p>	<p>Introduced temporary structures,</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Provide low level security through marshals requesting respect of assets if they see any unacceptable behaviour.</li> <li>• Advise police of event and maintain good working relationship.</li> <li>• Inform appropriate council staff and (if a safety issue) the police of any damage to public assets.</li> </ul>
<p><u>Environmental</u></p> <p>Potential for harm and damage to environment</p>	<p>Contamination to environment and storm water drainage systems through litter.</p>	<p>Spectators, events staff.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Ensure adequate provision of rubbish bins and procedures are established for removal of litter from event site.</li> <li>• Request that spectators do not discard any rubbish on the footpath or road.</li> <li>• Volunteers pick up any stray rubbish post-race</li> </ul>

#### 4.7 Waste Removal

This will be managed by The Waste Management Team

#### Forms Section Five

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#### 5.0 Lost Children's Report Form (see example below)

Child's Name	Age	Boy	Girl	Parent's Name	Parent's photo ID

#### 5.1 Marshall's Hazard Identification Form

	Hazard	Corrective Action
1		
2		
3		
4		
5		
6		

**Contact List  
Section Six**

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**6.0 Emergency Contact List**

Name	Role	Telephone	Mobile	Home Phone	Email Address	Address
Kerry McMillan	Race Director		021 416 777	832 3229	<a href="mailto:clanmcmillan@xtra.co.nz">clanmcmillan@xtra.co.nz</a>	6 Rangi Marie Rd, Swanson, Auckland, 0614
Heather Pattison	Rotary Club President; Soapbox Derby Project Manager		0274 719 569	810 9589	<a href="mailto:heather@details.co.nz">heather@details.co.nz</a>	367 Wairere Road RD2, Henderson, 0782
John Riddell	Rotarian Qualified Health and Safety officer Current first aid certificate		0274 779 750		<a href="mailto:riddell.family@xtra.co.nz">riddell.family@xtra.co.nz</a>	5 Taha Road, Te Atatu South, Auckland, 0610
Sheena Spittles	Rotary Club Secretary & President Elect Past primary teacher and current Early Childhood Daycare owner	836 6221	0274 582 768	8109 308	<a href="mailto:sheenasp@xtra.co.nz">sheenasp@xtra.co.nz</a>	8 Amreins Road, Waitakere, Auckland, 0782

## 6.1 Attachments

What	Document	Done
Road Closure Application form	<a href="http://www.aucklandcouncil.govt.nz/SiteCollectionDocuments/AC%20Event%20Permit%20Application%20Form.pdf">http://www.aucklandcouncil.govt.nz/SiteCollectionDocuments/AC%20Event%20Permit%20Application%20Form.pdf</a>	Yes
Traffic Management Plan	Traffic Management.doc Full Traffic Management Plan to come	Yes No
Site Map	Site-plan.pdf; Barrier-delivery.pdf; Barrier-installation.pdf; Sound.pdf; Toilet-delivery.pdf	Yes
Event Programme	Event Programme.pdf (Page 3 extract from Plan.doc)	Yes
Neighbours letter	Neighbours Letter.doc	Yes
Waste Plan	Waste Plan.doc	Yes
Public Liability Insurance	Insurance.docx Rotary Cover Note from our insurance broker showing current year's insurance cover Email from Insurance broker showing he has been advised of next year's derby and requesting cover	Yes Yes Yes
Safety Plan	Health and Safety.doc Safety brief 2012.doc	Yes
Parking	Contact: Brad Carpenter, Salvation Army <a href="mailto:bradley_carpenter@nzf.salvationarmy.org">bradley_carpenter@nzf.salvationarmy.org</a> Contacted	
Safety Check Day	Contact: Alan Greenland for use of the Testing Station forecourt on the Thursday 10 days prior to Race Day 4pm to 6pm	yes
Road Detour Map	Road Closure.pdf (Print 150 copies for day to hand out at roundabout – 600 maps total)	Yes