

2017 INFORMATION KIT  
PART A: NEED TO KNOW

# RACV



# ENERGY BREAKTHROUGH

23-24 NOVEMBER 2017 | MARYBOROUGH, VICTORIA

## POWERED BY IMAGINATION

THE PREMIER SCIENCE, TECHNOLOGY, ENGINEERING AND MATHS, ACTIVE LEARNING PROGRAM

A PARTNERSHIP BETWEEN



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 WIN TV



November 2017

Dear Team Manager,

**Welcome to the 2017 RACV Energy Breakthrough, we congratulate you on reaching this point!**

This 'General Information Kit' provides you with all the final details you will need for this year's event.

You'll also need to download the category specific information, such as schedules and trial rules, on our website from the 'School Zone' section.

The successful running of the event depends on you reading all of the relevant information and passing the relevant details on to all of your team members, other Team Managers at your school, parents and support staff.

#### **Working With Children Check (WWCC) Changes**

2017 has seen significant changes to the requirements of all Team Managers and all adults in supervising roles with students during the event to have a current Working With Children Check (WWCC). The RACV EB event officials do not need to record evidence of all adults WWCC status, however, the onus is on you as a Team Manager to ensure your team and any support crews are compliant.

#### **Updated Medical Advice**

For the first time, we will be operating a Trackside Medical Centre in addition to first-aid services on-site at the event. These services will provide a high level of on-site care for both on-track and off-track injuries for participants, teachers and supporters.

Please read the information included in this General Information Kit to ensure you understand what services are available and when and where they are located.

If you have any questions, please feel free to contact our team via [enquires@racveb.com](mailto:enquires@racveb.com) or the contacts listed at the rear of this Information Kit.

Thank you for your participation and we will see you at Maryborough.

**John Stafford**

Convenor

RACV Energy Breakthrough

E: [enquires@racveb.com](mailto:enquires@racveb.com)



# 2017 RACV ENERGY BREAKTHROUGH CHECKLIST

Have you remembered to do the following?

Checklist	Yes
1. Registered this activity as a 'normal school excursion' with your school.	<input type="checkbox"/>
2. Ensure all adults that are Team Managers or in supervising roles with students during the event have current Working With Children Check (WWCC). See <a href="http://www.workingwithchildren.vic.gov.au/">http://www.workingwithchildren.vic.gov.au/</a>	<input type="checkbox"/>
3. Read and understood the Car and Bus Parking policy within this General Information Kit	<input type="checkbox"/>
4. Read and understood the Medical Advice within this General Information Kit	<input type="checkbox"/>
5. Completed the Camping Checklist within this General Information Kit	<input type="checkbox"/>
6. Downloaded your category (or categories) relevant Information Kit (ie. HPV Secondary) See <a href="https://www.racveb.com/school-zone/">https://www.racveb.com/school-zone/</a>	<input type="checkbox"/>
7. Prepared a VicRoads Participant Licence for each of your students. See: <a href="https://www.racveb.com/school-zone/key-documents/participant-licence/">https://www.racveb.com/school-zone/key-documents/participant-licence/</a>	<input type="checkbox"/>
8. If in the TRYathlon or HPV Primary categories, recruited at least two Marshals. See <a href="https://www.racveb.com/marshal-training/">https://www.racveb.com/marshal-training/</a>	<input type="checkbox"/>
9. Checked that your Team Manager mobile contact details are up to date so that Event Officials can contact you during the event. See <a href="https://registration.racveb.com/">https://registration.racveb.com/</a>	<input type="checkbox"/>
10. Completed your 'Team Lists', including details of riders and support crew via the RACV Energy Breakthrough website. See <a href="https://registration.racveb.com/">https://registration.racveb.com/</a>	<input type="checkbox"/>
11. Checked your scheduled times for when you are required to be present for scrutineering, Design & Construction, Display & Presentation and Trials. See <a href="https://schedule.racveb.com/">https://schedule.racveb.com/</a>	<input type="checkbox"/>
12. Take a deep breath!	<input type="checkbox"/>





## MEDICAL ADVICE

Following an extensive Medical and Emergency Services review, a Trackside Medical Centre will be in operation during key periods of the event. Ambulance Victoria will be on site during key on track competition periods.

Trained first aid staff and volunteers will be on-site during all programmed hours of the event. The Trackside Medical Centre will be located near the RACV track close to the RACV bridge. There is a second First Aid post located near the CFA Track. In case of an injury, please proceed to a first aid post for seek assistance from an event official.

### First Aid Hours of Operation

Day	Date	Times	Service
Wednesday	November 22	12 noon – 8.00pm	First Aid Post at RACV Track only
Thursday	November 23	8.00am – 9.00pm	First Aid Posts x 2 – RACV Track & CFA Track
Friday	November 24	8.00am – 12 midnight	First Aid Posts x 2 – RACV Track & CFA Track
Saturday	November 25	8.00am – 12 midnight	First Aid Posts x 2 – RACV Track & CFA Track
Sunday	November 26	8.00am – 2.00pm	First Aid Post at RACV Track only

When First Aid services are not available on site, please proceed to the Maryborough & District Health Service, 75-87 Clarendon Street, Maryborough.

**In the case of an emergency, please call 000.**



# EMERGENCY PROCEDURES

Team Managers must brief all members of their team, support crew and others travelling with them.

## Emergency Guide:

The health and safety of everyone involved in the RACV Energy Breakthrough is of paramount importance to the way we operate.

The Teacher in Charge is responsible for briefing all school participants of the Emergency Response Procedures, choosing an appropriate Assembly Area and informing all participants of their designated Assembly Area (see Site Plan with the designated Assembly Areas clearly marked). This is the area to which participants should move to following evacuation.

## Evacuation Procedure:

### ALERT

Notify Security or Energy Breakthrough Official.

### ACTION TONE

*(One continuous high pitch signal from siren)*

Move directly to the nearest designated assembly area as directed by Security, Official or Teacher in Charge. Evacuate people NOT property.

### EVACUATE

Evacuate the area following instructions from Security or Officials.

### ASSEMBLE

Assemble at designated assembly area and meet with Teacher in Charge.

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### GOOD PREPARATION CAN HELP

Organisers ask that all teams bring a Fire Extinguisher/s for their camp site.

Organisers are advised that a 4.5 kg Dry Powder Extinguisher, 3A60BE would be suitable.

There will water tanks on-site for firefighting purposes. These should only be used for emergencies.

## EMERGENCY NUMBERS

<b>Police:</b>	<b>000</b>
<b>Hospital:</b>	<b>(03) 5461 0333</b>
<b>Fire:</b>	<b>000</b>
<b>Ambulance:</b>	<b>000</b>
<b>Police Station:</b>	<b>(03) 5460 3300</b>



# CAR AND BUS PARKING

**Cars:** \$15

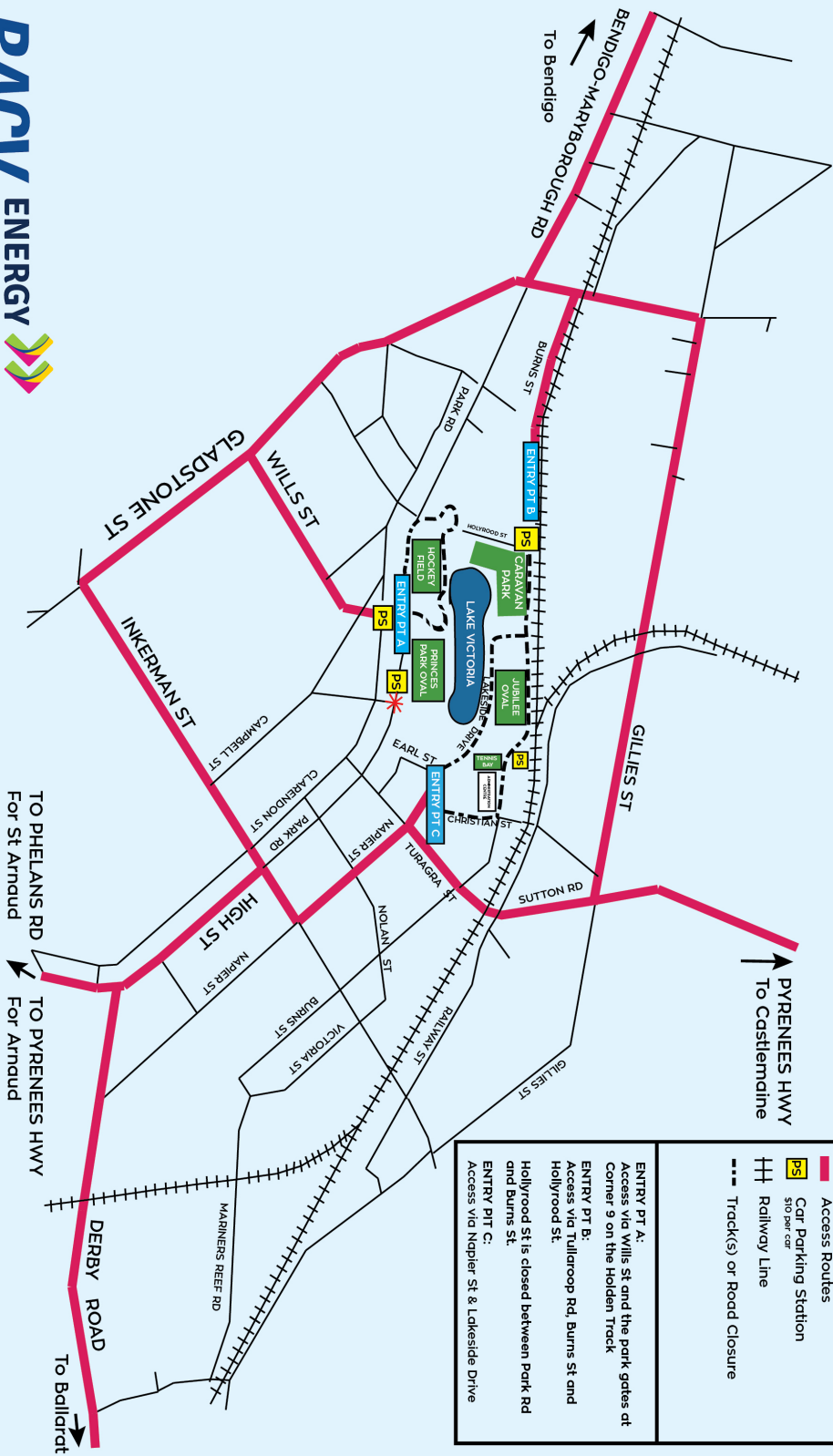
**Buses:** Free

**The following Parking rules apply:**

- Buses are exempt from the parking fee and will be required to park in designated bus parking areas only.
- All cars parking on the event site and the four areas adjoining the site will be charged to park.
- The four off site parking areas are:
  - Burns Street
  - Holyrood Street
  - Park Road
  - Lake Victoria Car Park area.
- A limit of one car per team is allowed to park on the event site (Red Restricted Area Pass Holder) until car parks are filled, and after this time they must park off-site.
- There is a designated trailer parking area for campers on Princes Park Oval (at the northern end of the Princes Park Oval Precinct).
- Only buses will be permitted to park (where space is available) in the parking area at the southern end of the CFA Track Camp Ground.
- The Yellow Car Parking Permit Receipt issued to your car upon arrival (and after payment of the fee) must be filled in and placed on your windscreen. These receipts enable the vehicle to be parked on the site as directed. Teams are also required to pay the parking fee for each car with a Red Permit.
- No vehicles are allowed to park in the Maryborough Caravan Park.
- Volunteer parking attendants will be on hand to assist and direct drivers upon arrival.
- No parking permitted on the ovals.
- One vehicle will be permitted per campsite on the CFA Track Campsite only (weather permitting).



## RACV ENERGY BREAKTHROUGH - ACCESS PLAN







# CAMPING

Upon arrival on site, schools are asked to follow directions of the Camping Co-ordinators and camp in areas as directed.

## Locations:

- Secondary HPV teams will camp on Jubilee Oval.
- Primary schools will camp on either Princes Park Oval or at the Maryborough Caravan Park. Please contact the Maryborough Caravan Park 03 5460 4848.
- EEV teams will camp on the EEV Camp Area (next to pits) or on Jubilee Oval.
- Try-athlon teams will camp on the Hockey Field inside the CFA Track or Princes Park.

## Camping guidelines

- Camp sites should be set up as soon as possible after arrival.
- The Energy Breakthrough is an alcohol-free event.
- No car parking is allowed on the ovals, except for the CFA track area, where one vehicle will be permitted per camp site.
- No Caravans, Camper Vans, Motor Homes, Horse Floats or any other modified wheeled sleeping vehicle will be allowed on the RACV Energy Breakthrough Event Site. Please contact the Maryborough Harness Racing Club: 5464 2451.
- Schools MUST NOT use very long tent pegs or star pickets, such as those used for hire marquees, on any of the camping grounds. Pegs must be 30cm or smaller.
- All Hired Marquees must be removed off all camping sites by 5pm on the Sunday of the event. Non removal will attract a removal fee charged to the school.
- Campers are encouraged to position cooking devices on outside perimeter fence of Princes Park Oval possible and in all instances ensure “fat drip trays”, and protective sheeting is positioned underneath cooking devices to prevent heat and hot fat damage to camping surfaces on all camp grounds.
- Ample showers, water and toilet facilities are located throughout the event site. Please refer to the site map for locations.

## Please consider the needs of other campers by ensuring that:

- there is adequate supervision of team members within the camping area,
- your camping area is a quiet area at all times, and
- you leave your camp site clean when you depart.

## Security

- Whilst the Energy Breakthrough organisers have engaged professional security services to be on site throughout the event, teams are reminded that they are responsible for the security of their own equipment, vehicles and personal belongings.
- Teams are strongly advised not to leave valuables in tents or around campsite.



# 2017 CAMPING CHECKLIST

The health and safety of everyone involved in the RACV Energy Breakthrough is of paramount importance to the way we operate.

Please complete the checklist overleaf and present to the Administration Centre at Check-In.

As such the designated representative/Team Manager for each school camping onsite shall:

1. Ensure that electrical items brought onto site are for lighting only;
2. All electrical leads brought onto site must be tested and tagged in accordance with AS3760: In-service safety inspection and testing of electrical equipment;  
*\*Note: All leads MUST have a current test sticker affixed to the lead. A licensed electrician will be present onsite to perform in-service inspection of leads. ELECTRICAL LEADS THAT DO NOT HAVE A CURRENT TEST STICKER MUST NOT BE USED ONSITE. A representative of the RACV Energy Breakthrough shall request the designated representative/Team Manager to remove any untested lead from service immediately.*
3. All electrical leads are to only be 10 amp heavy duty type;  
*\*NOTE: Longer leads are preferred rather than several small leads joined together.*
4. Ensure that power boards are not used in series (i.e. one power board plugged into another);  
*\*NOTE: As per item 2, all power boards must have a current test sticker affixed to the lead.*
5. Ensure that all electrical leads are affixed to the fence line loosely with plastic zip ties. NO electrical leads are to be permitted in the guttering around the periphery of Princes Park due to the potential of waste water deposits from campers onsite;
6. Ensure that any gas-powered BBQ's (including trailer based hotplate BBQ's) brought onto site have an Energy Safe Victoria compliance plate attached and external condition inspections have been conducted;
7. Ensure that any LPG Gas Cylinder brought onto site is:
  - i) In good condition;
  - ii) Secured at all times (i.e. to a manufacturer's bracket on Energy Safe Victoria approved gas BBQ or in a plastic milk crate or similar);
  - iii) Not to be used in a tent or canvas-type annex under ANY circumstance;  
*\*NOTE: ALL gas appliances are to be stored away from the outside of a tent or annex.*
  - iv) Checked prior to use with a BBQ. The gas bottle, regulator & hose assembly shall be checked for leaks by the designated representative/Team Manager, using a soapy water leak test. The Soapy Water Test is performed as per the following:
    - Place soapy water in a spray bottle or dish. Turn on the gas bottle without turning on the BBQ. This process pressurises the system. Next, spray the entire valve, regulator and hose assembly with the soapy water. Alternatively, you can apply the soapy water with a paint brush, basting brush or it can even be sponged on. Bubbles will form if there is a gas leak or you may smell the gas.



8. Ensure that **one Dry Powder Fire Extinguisher and Fire Blanket** with current test tag (i.e. metal tag 'punched' within the last six months) are brought onto site if a LPG Gas Cylinder is to be used for cooking purposes;
9. That any **fuel** that is brought onto site (i.e. for use with generator's) ***MUST*** be stored in a container that complies with AS/NZS 2906 (2001). Schools must also ensure that a minimum of one Dry Powder Fire Extinguisher is supplied for each fuel container.

*\*NOTE: When using dangerous goods it is mandatory to use Jerry Cans with a self-closing lid, safety pressure valve and internal flame arrester.*

Camping Checklist	Yes	No
1. All Electrical items have a current electrical test sticker affixed;	<input type="checkbox"/>	<input type="checkbox"/>
2. Gas powered BBQ's brought onto site have an Energy Safe Victoria compliance plate attached, regular external condition inspections have been conducted that is verifiable; <b>*NOTE:</b> This includes <b><i>any trailer based hotplate BBQ</i></b>	<input type="checkbox"/>	<input type="checkbox"/>
3. LPG Cylinders brought onto site have been inspected to ensure that all washers and O-rings are in sound condition;	<input type="checkbox"/>	<input type="checkbox"/>
4. All LPG Cylinders for use onsite have been secured (i.e. to a manufacturer's bracket on Energy Safe Victoria approved gas BBQ or in a plastic milk crate or similar);	<input type="checkbox"/>	<input type="checkbox"/>
5. A bubble test has been conducted on all connections prior to the use of any gas powered BBQ to be used onsite;	<input type="checkbox"/>	<input type="checkbox"/>
6. Dry Powder Fire Extinguisher and Fire Blanket with current test tag (i.e. metal tag 'punched' within the last six months) are available for use;	<input type="checkbox"/>	<input type="checkbox"/>
7. Any fuel brought onto site is stored in a container that complies with AS/NZS 2906 (2001) and has a self-closing lid, safety pressure valve and internal flame arrester.	<input type="checkbox"/>	<input type="checkbox"/>

### Acknowledgement

I hereby acknowledge that the information I have provided above is true and accurate as at the time of signing. I agree to comply with all reasonable directions provided by the RACV Energy Breakthrough event organisers or volunteers in relation to all event health and safety instructions during the event.

PRINT NAME \_\_\_\_\_

Signed \_\_\_\_\_

DATE \_\_\_\_\_



## CHECK-IN

The Administration Centre is located in the Maryborough Lawn Tennis Club building inside the RACV Track. The Administration Centre will be your main point of contact with officials throughout the event.

Upon arrival in Maryborough, Team Managers should report to the Administration Centre for Check-in, please check opening times.

### Check-in will involve:

- Welcome and update on the event,
- Confirmation of team details: team member names, support crew, team names, etc.
- Allocation of Team Manager Identification,
- Issuing of team numbers and transponders (if applicable),
- Confirmation of Display & Presentation, Design & Construction and Scrutineering times, and
- Emergency Procedures Briefing.

The Team Manager and all members of the team will then report to the marquee in front of the Administration Centre for registration of individual team members.

### Wristbands and Identification

Following check-in, all team managers, team members, students and support crew who are camping on site will be provided with wrist bands for identification. These wristbands are to be worn at all times and assists us in managing the camping grounds.

All team members must be confirmed at registration to receive a non-removable wrist band for their specific category.

Wristbands must be collected, with your team members, after check-in from the marquee in front of the Administration Centre.



# EVENT EXTRAS

## Energy Expo

The Energy Expo includes displays of commercial applications of new technology and energy efficient systems. You probably won't have time to visit yourself, but it's definitely worth encouraging your support crews, parents, friends and relatives of your team to visit.

## Food Outlets

Teams are required to cater for their own meals.

However, there are a number of local and commercial caterers located throughout the event site selling a range of food including sandwiches, pies, pasties, ice creams, hot dogs, sweets, sausages, bacon & eggs, coffee, hot and cold drinks.

Track side outlets are open all day Friday, all day and night Saturday, and Sunday until after lunch.

## FReeZA Free Movie Screening

On the Thursday night, the local FReeZA team will be screening a free PG rated movie from dusk (approx. 8:30 pm) at the Presentation Stage.

All welcome, please bring your own chairs and rugs!

## Maryborough Outdoor Swimming Pool

The Energy Breakthrough site includes the Maryborough Outdoor Swimming Pool, with reasonably priced passes for entry throughout the event. A great way to cool off the kids and keep them entertained in between events.

## Free Massages

Free massages are available to all participating students (and weary teachers too). Located at the Princes Park Oval Grandstand during the HPV Primary trial, and at Kindergarten near the Admin Centre, during the HPV Secondary trial.





#### CIRCUIT LENGTHS

RACV - 1.58 km  
CFA - 1.11 km

#### KEY

- Toilets
- Showers
- Camping Area
- First Aid
- Food & Refreshments
- Assembly Point
- Marshall Point & Number
- Track Direction
- Start/Finish
- Pushcart Changeover Point
- Wrist Banding Station
- RACV Stage
- CFA Stage
- Road Closure
- Repair Station
- Recharge Station
- Parking Area
- On-site Supermarket
- Hospitality Marquee

#### RACV ENERGY BREAKTHROUGH SITE



# KEY CONTACTS

## Postal Address

RACV Energy Breakthrough  
PO Box 194  
MARYBOROUGH VIC 3465

## General Enquiries & Administration

Martin Mark & Alisha Chadwick  
Central Goldfields Shire Council  
Ph: (03) 5461 0621  
Fax: (03) 5461 0666  
E: [enquiries@racveb.com](mailto:enquiries@racveb.com)

## Event Convenor

John Stafford  
Country Education Project  
M: 0419 316 337  
E: [johns@racveb.com](mailto:johns@racveb.com)

## Vehicle Specifications, conduct of HPV & EEV trials and event rules

Ernest Litera  
RACV  
Ph: 0417 322 102  
E: [ernest\\_litera@racv.com.au](mailto:ernest_litera@racv.com.au)

## Pushcarts

Bronte Harrop  
E: [enquiries@racveb.com](mailto:enquiries@racveb.com)

## Innovations in Technology

Laurie Preston  
Ph: 0404 308 226  
E: [lauriep@racveb.com](mailto:lauriep@racveb.com)

For the latest information, visit the RACV Energy Breakthrough website:

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