



















Lap the Lap the Lakes 2010






Action Plan

Legend:	
	Not started.
	In Progress.
	Complete.

Actions	Who	When	Progress	Comments/Details
<u>Steering Group</u>				
Establish regular meeting dates and venues	Rachael	March 2010		
Allocate roles and responsibilities of Committee	All	Ongoing		
Book Aqua Energy Meeting Room	Marcus	March 2010		Room has been booked for all scheduled meetings
<u>Event Details</u>				
Decide Date, Start and Finish Time	Committee	March 2010		Wednesday 20 th October 2 sessions 12.00am – 2pm & 4.00pm – 6.00pm
Review the event layout and develop a map with toilets, marshalling area, car parking etc.	Committee	May 2010		Information sheet developed to be sent out when people register
<u>Volunteers</u>				
Appoint a committee person to be the key contact for enquiries for participants.	Renee	May 2010		Renee Heath
Identify event day tasks and allocate to volunteers and Steering Committee.	Renee	July 2010		Volunteer lunch – 13 th October 12.30pm – 1pm
Identify number of volunteers required for the day of the event.	Renee	July 2010		20 volunteers have been identified so far.

Actions	Who	When	Progress	Comments/Details
Organise a pre event volunteer lunch	Renee	September/ October 2010		Event to be held at Aqua Energy on Wednesday 13 th October at 12.30pm
<u>Partners</u>				
Confirm existing partnerships with Victoria Police, Wellington Primary Care Partnership, Central Gippsland Health Service and GippSport.		February 2010		
Identify a local charity that can be involved to have a person on the committee, receive part of the entry fees and provide support through their insurance and banking.	Committee	April 2010		Rotary Club confirmed Committee representative - Allan Lewis/Laurie Smyth
Obtain charity logo	Laurie	June 2010		
Identify other possible partners		Ongoing		
<u>Budget & Sponsorship</u>				
Prepare a budget	Rachael	May 2010		
Review sponsorship plan & distribute	Rachael/Committee	May 2010		Sponsorship confirmed: - Lazarros (fruit) - Healthy Inspirations (silver) - Mega Sports (silver) - Crossco (timing machine) - Gippsland Water (fountain)

Actions	Who	When	Progress	Comments/Details
				<ul style="list-style-type: none"> - NAB (silver) - Pastry & Pieces (buns) WSC community event grant?
Apply for Go for your Life Event Sponsorship	Rachael	May 2010	●	Sponsorship confirmed. 300 T-Shirts Logo use
Apply for GFYL Education Van.	Linde	April 2010	●	Confirmation received Will run sessions with schools in the down time.
<u>Venue/Facility Details and Infrastructure</u>				
Complete appropriate section of WSC Event Application to obtain use of the Event Site.	Rachael/Marcus	May 2010	●	Event application submitted 6 th August
Book timing machines	Rachael	June 2010	●	Contact made to Crossco & Traralgon Hash Harriers. Crossco confirmed – make contact two weeks prior. Harriers – contact early Oct to arrange pick up. David to pick up harriers clock
Obtain Gippsland Water's Water Fountain	Renee	June 2010	●	Confirmed
Apply for WSC event trailer for tables, chairs, marquees, speaker system	Marcus	May 2010	●	Submitted with grant application. Need to arrange someone to pick it up.
<u>Marketing and Communication</u>				
Develop promotion, advertising, publicity material for the event and media specific.	David	Ongoing	●	
Appoint a media liaison person	David	May 2010	●	David Roberts

Actions	Who	When	Progress	Comments/Details
Review communication plan for notifying the public, community, participants, and key agencies.	Committee	June 2010		Media releases written. 3TR coverage
Develop key messages for getting prepared for the event and publish them.	David	August 2010		
List event on the community safety month website	Henry	September 2010		
<u>Traffic and Transport Management</u>				
Assess the needs of the site.	Committee	June 2010		Agreement by committee that the only road closure required is the section of McIntyre Drive which runs between Lake Guthridge & Lake Guyatt.
Complete appropriate section of the WSC Event Application	Rachael/Marcus	June 2010		Application submitted to WSC and they are liaising with Benson Group to organise this. WSC will pay the fee. To check any progress with the traffic management plan, Lisa Lyndon was handling this one. The form was submitted and she is underway talking to Benson's to get this drawn up asap. If you need any further updates, Lisa's email is: lisa.lyndon@wellington.vic.gov.au.
<u>Risk and Emergency Management Plan</u>				

Actions	Who	When	Progress	Comments/Details
Review previous risk plan	Committee	June 2010	●	
Complete appropriate section of the WSC Event Application	Rachael/Marcus	June 2010	●	Application submitted
Confirmation of public liability cover for the event	Laurie	June 2010	●	Sale Baptist Church will cover the public liability
<u>Public Health, Safety and Access</u>				
Review any Health and safety Issues on site	Committee	June 2010	●	
Review crowd management strategy.	Committee	June 2010	●	
Organise coloured safety vests for officials through WSC & GippSport	Marcus/David		●	
Review waste disposal	Committee	June 2010	●	As there is minimal waste the bins provided at the location will be used rather than Kwik Tip Bins
<u>Food and Beverage</u>				
Organise catering – fruit & fruit buns	Rachael	September 2010	●	Fruit will be sourced through Lazarros
Obtain any relevant permits	Rachael	June 2010	●	No additional permits required
Source coffee van options	Renee	June 2010	●	No coffee van sourced
<u>Permits and Permissions</u>				

Actions	Who	When	Progress	Comments/Details
Use checklist in the WSC Event Application and associated documents to identify required permits.	Rachael/Marcus	June 2010	●	All relevant sections completed and submitted
Apply for permits if required				
<u>Prizes & T-Shirts</u>				
Review prizes	Committee	June 2010	●	Mugs ordered. Ready for pick up week prior
Obtain perpetual trophies from previous year's winners	Rachael	September 2010	●	Mens – The Smith Boys Womens – Gippsland Grammar Mixed – already obtained
Review show bags	Committee	June 2010	●	Show bags will not be provided in 2010. Sponsorship information will be available at a table and there will be a stall for the Heart Foundation Walking Program.
Organise printing of T Shirts	Rachael	August 2010	●	T-shirts printed
Investigate cost to purchase T-Shirts in future	Laurie	June 2010	●	Quote received from payless promotions for the printing of 300 t-shirts in one colour - \$2,200
<u>Registration & Fees</u>				
Enter registration details and times on the day	Claire	September – October 2010	●	Spreadsheet set up
Review registration form	Committee	June 2010	●	Form sent out by email
Organise the process for collection of fees.	Rachael/Laurie	June 2010	●	Cheque/Money Order & cash on the day
<u>Evaluation</u>				
Review Evaluation Form	Renee		●	Renee to print off copies Rachael to organise vouchers