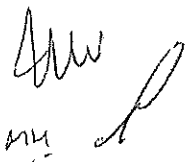

Memorandum of Understanding between
Forests New South Wales
and
The Orienteering Association of NSW
The New South Wales Rogaining Association

AMW
March 2006
MOU- SFNSW & ORIENTEERS & ROGANIERS, ~~January 2003~~
AMW

AMW
AMW *P*

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1. INTRODUCTION

This document has been written to update a working relationship between the Orienteering Association of NSW (Orienteering NSW), the NSW Rogaining Association (NSW Rogaining) and Forests NSW (a Public Trading Enterprise within the NSW Department of Primary Industries).

Forests NSW recognises Orienteering NSW and NSW Rogaining as peak user groups representing the interests of members who have an interest in outdoor recreational pursuits through orienteering and rogaining, throughout NSW. Forests NSW recognises that orienteering and rogaining are valid, low impact forest uses and Orienteering NSW and New South Wales Rogaining Association recognise that State forests are a good venue for these activities.

2. PURPOSE OF THE DOCUMENT

This document establishes the basis for a co-operative working relationship between Forests NSW, the Orienteering Association of NSW (Orienteering NSW) and the New South Wales Rogaining Association (NSW Rogaining) including affiliated orienteering, rogaining and mountain-bike clubs. Collectively these three organisations are described herein as 'the Parties', 'orienteering' refers to both pedestrian and mountain-bike orienteering and 'rogaining' refers to both pedestrian and mountain-bike rogaining.

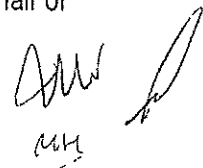
It is recognised that the ACT Orienteering Association undertakes events in State forests in New South Wales and it is the intention that this document should also cover these events.

The document has been developed for the purposes of achieving the following outcomes:

- ★ Provision of secure access to areas of State forest for the purpose of organised orienteering and rogaining events.
- ★ Standardisation of fees and conditions for special purpose permits granted by Forests NSW, for organised Orienteering NSW and NSW Rogaining events.
- ★ Access to planning information owned by Forests NSW for the development of maps by Orienteering NSW and NSW Rogaining.
- ★ Provision of copies of orienteering maps on State forests, by Orienteering NSW and Rogaining NSW, to the relevant Forests NSW Regional Office.
- ★ Access to specified areas of State forests for events based on the Forest Management Zones, 'plans of operation' and advice provided by Forests NSW Regional offices regarding culturally and environmentally sensitive areas.
- ★ Provision and use of mutually supportive promotional material.
- ★ Provision by Orienteering NSW and Rogaining NSW of a Certificates of Currency relating to Public Liability coverage.

3. ROLE AND RESPONSIBILITY OF FORESTS NSW

Forests NSW is a Public Trading Enterprise (PTE) within the NSW Department of Primary Industries and responsible for managing almost 3 million hectares of native and plantation forest on behalf of

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the people of New South Wales. Under the *Forestry Act 1916* the organisation's primary objective is to provide a sustained supply of timber to the community in conjunction with a range of other values.

Almost all State forests are available for recreational activities. Providing access to forests for a wide-range of activities through the maintenance of facilities as well as suitable forest environment is an important contribution by Forests NSW to the community. Forests NSW has in place a general Recreation, Sport, Tourism and Training Strategy and Policy called *Living, working, playing...Forests*, which sets the administrative environment for the provision and pursuit of recreation in State forests.

4. ROLE AND RESPONSIBILITY OF THE ORIENTEERING ASSOCIATION OF NEW SOUTH WALES

Orienteering NSW is the peak body representing a number of orienteering clubs across New South Wales. Currently, six clubs are based in metropolitan Sydney and another six in regional NSW, with one dedicated mountain bike orienteering club. Orienteering NSW is a non-for-profit organisation staffed by 1.5 full time equivalents.

The association and its members have conducted events in various State forests since 1975 with the active cooperation of Forests NSW.

Orienteering NSW covers pedestrian orienteering ('Foot-O') and Mountain bike orienteering ('MTBO'). Rogaining is considered separately.

Orienteering is a competitive sport which involves participants visiting on foot or bike a set number of flagged control points between a start line and a finish line in the shortest possible time. Participants select individual routes and use map and compass to navigate the course. Courses are usually set in forest or bushland and vary in length but are generally 2 to 15 km. There may be a number of courses of varying length and difficulty set at each event. Courses are usually completed in 20 minutes to 2 hours. Special orienteering maps (usually 1:10,000 or 1:15,000 scale) are prepared by specialised mappers from within the orienteering community in advance of events. There is considerable lead time required for the setting of courses and preparation of maps.

The nature of the sport requires that events be held in unfamiliar territory and off established routes or tracks. Events tend not to be held in the same area too frequently so as to reduce competitor familiarisation with locations.

5. ROLE AND RESPONSIBILITY OF THE NSW ROGAINING ASSOCIATION

NSW Rogaining is the body that organises all rogaining events in NSW and there are no separate clubs (as there are in orienteering in NSW).

Rogaining is a competitive sport, which is a combination of bushwalking and orienteering. It is a sport of long distance cross-country navigation, in which teams of two to five people visit as many checkpoints as they wish in a set time period. Participants may visit control points of differing values in any order, the aim being to accumulate the maximum number of points.

The traditional rogaine is 24 hours in duration, however, there are also shorter events of 6, 8 and 12 hours. Most NSW events are held within 2 to 3 hours travelling of Sydney. Most rogaines are on foot

and held in attractive bush and farmland locations, however, some events are held in metropolitan areas (Metrogaines), or on bikes (Cyclegaines).

Rogaining uses standard topographic maps and course setting requires considerable preparation and lead time. The complexity and size of the course is determined by the length of the event and when on foot or bike.

6. OPERATING FRAMEWORK

6.1 Communication

The Parties agree to communicate at regular intervals to enable issues to be quickly identified and discussed. In so far as is possible, the primary means of communication will be directly between individual clubs and Regional Offices.

At a corporate level, each party to this document will identify a prime contact and contact details (Appendix D) for the purpose of resolving issues as they arise at short notice.

At a more strategic level, senior staff of each organisation (i.e. prime contacts identified in Appendix D), will meet as needed to discuss arising issues, to update contact lists and to discuss joint programs. Formal minutes of these meetings will be kept and circulated within each organisation.

6.2 Planning

Permission in principle for the use of a particular State forest, or part thereof, for an organised event will normally be sought by one of the affiliated member clubs of the Association 1-2 years prior to its first use for an orienteering event. Rogaining events do not require the same lead time as orienteering, since special maps are usually not made – hence less than 1 year notice will generally be appropriate for rogaining events.

Where available, Forest NSW will provide Orienteering NSW and NSW Rogaining with mapped 'plans of operation' for those areas identified for possible future events. These plans will identify areas of State forest proposed for harvesting and which may not, therefore, be available or safe for orienteering or rogaining events. These plans are usually prepared two years in advance, although this may vary depending on the Region concerned, and will be supplied to Orienteering NSW or Rogaining NSW as soon as practicable after completion or upon request.

Orienteering NSW and NSW Rogaining will provide Forests NSW with a map or list of possible areas of proposed future events each year. Forests NSW will hold this map in confidence (i.e. not release it so as not to compromise areas that have identified as in moratorium for forthcoming events).

6.3 Permit Application Process

6.3.1 State-wide Special Purpose Permit Application

Orienteering NSW and NSW Rogaining will separately apply for an annual State-wide Special Purpose Permit for events.

A list of all planned events for that year will be provided to Forests NSW prior to the commencement of each annual calendar. Separate lists will be provided by Orienteering NSW and NSW Rogaining. Amendments may be made to this list by Orienteering NSW and NSW Rogaining as they arise.

Forests NSW will provide this list to the NSW Game Council, on a quarterly basis, as confirmation of dates upon which State forests declared for Hunting are to be closed for hunting.

Applications shall be made using the standard Special Purpose Permit Application Form (Appendix A).

The 'Standard Conditions for Special Purpose Permits' will apply (refer Appendix B) to all events covered by the permit. It should be noted that special conditions may be applied on a case by case basis. Event organisers shall consult with the relevant Forests NSW Regional office (appendix D) one (1) month prior to the event. An event emergency management plan prepared by Orienteering NSW or NSW Rogaining, or if not available, a Forests NSW safety and emergency management checklist, should be completed and provided to Forests NSW.

Orienteering NSW and NSW Rogaining must show evidence of public liability insurance to a minimum level of \$10 million.

Assuming all necessary information and documentation has been supplied and other events/forest activities have been considered, Forests NSW will issue the Special Purpose Permit within three weeks of application.

Fees will be on the basis of this agreement (refer Appendix C) unless special circumstances apply. These will be considered at a Regional level on a case by case basis.

Orienteering NSW and NSW Rogaining will provide a return to the relevant Forests NSW Region to remit any necessary fees along with details of number of participants.

An annual Special Purpose Permit issued to an Orienteering NSW club or NSW Rogaining will not be exclusive and will not preclude the use of that area by other groups either for recreation or another activity, except when a forest is closed to hunting.

6.3.2 Single Event Application

Under exceptional circumstances Orienteering NSW and NSW Rogaining, may apply for a one-off Special Purpose Permit for an event that is not included within the list identified under 6.3.1.

Applications to conduct events shall be made using the standard Special Purpose Permit Application Form (Appendix A). An additional application fee may be required.

The 'Standard Conditions for Special Purpose Permits' will apply (refer Appendix B). It should be noted that special conditions can be applied on a case by case basis.

The event organisers must show evidence of public liability insurance to a minimum level of \$10 million and an event emergency management plan, or complete a Forests NSW safety and emergency management checklist.

Assuming all necessary information and documentation has been supplied and other events/forest activities have been considered, Forests NSW will issue the Special Purpose Permit within three weeks of application.

Fees will be on the basis of this agreement (refer Appendix C) unless special circumstances apply. These will be considered at a Regional level on a case-by-case basis. Following the event, the organising club shall remit any necessary fees along with details of number of participants to the relevant Forests NSW Region.

6.3.3 General

Forests NSW will notify Orienteering NSW or NSW Rogaining of any other agreements made with other organisations whose activities may impact upon the use of the area for an event. Likewise, Forests NSW will notify other forest users of Orienteering NSW or NSW Rogaining events that may impact upon use. A website, listing known recreation events and permits is planned to be developed by Forests NSW to assist with this process. Forests NSW will include the dates and general locations of orienteering and rogaining events on this list and relevant contact information. The parties will endeavour to avoid scheduling multiple events or activities in the same area at the same time.

6.4 Land Use

The Parties recognise that the primary activity undertaken in State forests is management for timber harvesting. State forests are zoned for a range of management activities (known as Forests NSW Forest Management Zoning System) and some areas are not available for the full range of recreational activities, including orienteering.

The Parties recognise that in order to achieve the outcomes identified in Section 2, there may be opportunities from time to time for Association members to gain access to areas that would otherwise be closed to the public or be excluded from particular areas that might otherwise be available.

In these situations, the Parties recognise that it is important to minimise impacts on other user groups, and on environmental and asset values. The Parties also recognise that the provisions of any plan of management or Forests NSW policy on the use of the area concerned must prevail.

Forest NSW will provide Orienteering NSW with a Forest Management Zoning map which indicates land management intent, for the purpose of long term planning for events.

6.5 Closures

Forests NSW agrees to notify Orienteering NSW and NSW Rogaining prior to any decision to permanently or temporarily close areas that have been identified for future events.

Orienteering NSW and NSW Rogaining recognise that Forests NSW may need to close areas, including roads and trails, from time to time, for example, during extreme fire danger, drought, flood or bushfires, or at times when activities undertaken in association with timber harvesting or other scheduled forestry operations may make conditions unsafe for public access. In these situations, Forests NSW will notify the appropriate club as soon as possible, if events have been scheduled for those areas.

At times of extreme fire danger or bushfire risk, Orienteering NSW and NSW Rogaining will contact the appropriate Region to confirm the status of such areas.

6.6 Publicity

The parties agree to develop joint media releases and journal articles to portray the co-operative approach being undertaken by the parties and to assist in achieving the outcomes identified within Section 2 of this Agreement.

As appropriate, Forests NSW logo may be included on maps and publications for those events that are in State forests. In the case of maps where Forests NSW has provided access to aerial photographs, GIS or other services and products that have assisted in the production of those maps Forests NSW Logo will be included.

Forests NSW will seek the permission of Orienteering NSW (or associated club) or NSW Rogaining prior to the inclusion of information and photos about events in any publication.

6.7 Dispute Resolution

The Parties recognise that it is best to attempt to resolve grievances, disagreements and issues between local representatives of the Parties where appropriate. As a first instance, resolution between Forests NSW Regional Manager and the Event Organiser should be sought.

If issues cannot be resolved at a regional level, then resolution should occur between a Director of Orienteering NSW or NSW Rogaining and the Director, Land Management and Technical Services Forests NSW, and then between the Chief Executive Forests NSW and President Orienteering NSW/ NSW Rogaining if needed.

6.8 Resourcing

The Parties agree to share information, particularly in relation to map production, where possible and take into account 'commercial-in-confidence' or other licence conditions associated with data and promotional projects related to achieving the outcomes identified in Section 2 of this Agreement.

7. TIMELINESS

The Parties to this document give an understanding to be timely and professional in their dealings with each other. Openness and integrity will be a cornerstone of their relationship. Agendas will be prepared jointly and circulated at least 7 days prior to each joint meeting. Minutes will be produced and circulated within 3 weeks of each meeting. Correspondence will be answered within 3 weeks of receipt and copies of any relevant publications will be provided within 3 weeks of publication.

The Parties acknowledge that the commitment in this regard is one to use their best endeavours and is subject in all respects to budgetary and human relations constraints existing from time to time.

8. REVIEW AND TERM OF THE DOCUMENT

This document will have a term of 5 years and will be subject to review at that time. This document may also be subject to review and change within the 5 year period. If one of the Parties wishes to alter the document then they shall consult the other party to seek a cooperative outcome.

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This document may be terminated by either Party by giving 4 weeks' notice in writing to the other Party.

9. LEGAL RELATIONS

This document does not create any legal relationship between the parties nor a legal liability of one to the other or by either to any third party which would not have existed had this document not been entered into.

The parties hereto have executed this Memorandum of Understanding

On the *2nd* day of ^{*March*} ~~*February*~~ 2006.

Signed for and on behalf of
Forests NSW

MSW
mn.

) *Rowland*
.....
)

Signed for and on behalf of the
Orienteering Association of NSW,

) *Michael*
.....
)

Signed for and on behalf of the
NSW Rogaining Association,

) *Macnamara*
.....
)

MSW
mn.

Appendix A: Special Purpose Permit Application Form

SPECIAL PURPOSES PERMIT
APPLICATION FORM



1. Name of Applicant (Use name of registered company, organisation or partnership if appropriate).

ORIENTEERING ASSOCIATION OF NSW

2. Address (use registered business address if appropriate) PO Box 740

Town: GLEBE

Postcode: 2037

Phone: 9660 2067

Mobile: —

Email: ORIENTEERING@sydney.net

3. Contact Person

Dave Lott

Phone: 9660 2067

4. Type of Activity (e.g. 4WD/mountain bike/horse endurance riding, orienteering, rallying, etc)

ORIENTEERING

5. Location and/or Route (attach a map showing the proposed route where appropriate)

See attached list

6. Date of event (and/or frequency if appropriate - Daily, Weekly, Monthly, etc)

See attached list

7. How many vehicles /participants will be involved?

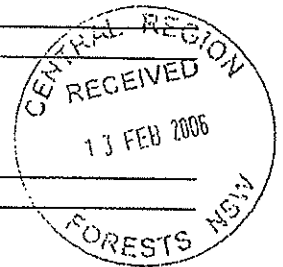
See attached list

8. Special Conditions Requested:

Nil

9. For commercial operations, please provide evidence of Workers Compensation Insurance and Comprehensive Motor Vehicle Insurance for associated vehicles.

NA



10. For commercial activities please provide evidence of accreditation of trainers, assessors and/or supervisors of the activity. NSA

11. For all activities, please provide evidence of Public Liability Insurance for a minimum of 10 million dollars. ✓

Public liability Insurance Details:

Company: Sponscover Policy No: _____ Expiry Date: 24/1/07

Signed: Dave Latty Position: Secretary

12. For all activities, please complete medical evacuation and emergency plan

NOTE:

For all dangerous activities, a waiver and indemnity form may be required to be completed by each participant and a risk warning provided in accordance with the provisions of the Civil Liability Act 2002.

I/we hereby declare that the information provided is correct to the best of my/our understanding.

I/we will abide by all permit conditions.

Signature: Dave Latty

Date: 8/2/06

OFFICE USE

| | | |
|----------------------------------------|---------------------------------|-------------------------------------|
| Recommend that activity be issued with | | |
| (i) Special Purposes Permit; or | | (cross out which is not applicable) |
| (ii) Letter of Authority. | | |
| Fee Structure Proposed: | | |
| 1. Admin fee: _____ | 4. Supervision fee: _____ | |
| 2. Usage fee: _____ | 5. Work on assignment: _____ | |
| 3. Inspection fee: _____ | 6. Bond in Advance: (\$): _____ | |
| Approved: _____ | | |
| Date: _____ | | |

Appendix B: Standard Conditions for Special Purpose Permits

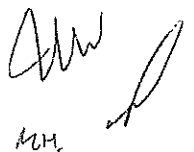
Conditions are in accordance with the *Forestry Act 1916* and the *Forestry Regulation 1999*.

Conditions of Special Purpose Permit No. _____

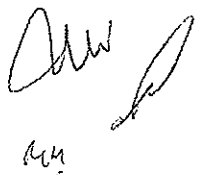
Permittee: _____

Activity: _____

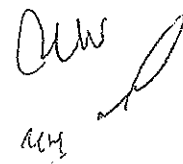
1. The Permittee shall indemnify and hold indemnified Forests NSW, its officers, agents and employees against any claim by any person for damage or injury arising out of or as a consequence of or incidental to the conduct of the specified activity.
2. Participants or the Permittee will not hold Forests NSW responsible for any damage to their property or for any personal injuries to themselves or to any other person associated with them in the specified activity.
3. Prior to commencing activity authorised under the Special Purpose Permit the permittee must provide evidence to Forests NSW that it has public liability insurance in the sum of \$10,000,000 with Forests NSW noted on the policy.
4. The Permittee will accept full responsibility for any damage caused to any property of Forests NSW including roads, resulting from the specified activity and will effect without delay repairs to such damage to the satisfaction of the Regional Manager or alternatively, if in the opinion of the Regional Manager, such repairs are being unduly delayed or if it is impracticable for the Permittee to carry them out, pay in advance to the office of the Regional Manager the amount determined to his satisfaction to be the full estimated cost of such repairs.
5. All vehicles used during the specified activity must be properly registered for operation on a public street and driven by persons duly licensed to operate them.
6. This permit shall be carried by the Permittees (or, if more than one Permittee by one of them) at all times during the conduct of the activity and shall be produced for inspection upon the request of an officer or employee of Forests NSW.
7. The Permittee and participants and other persons associated with the specified activity shall, in the event of any accident involving domestic livestock depastured with due authority on the forest, hold blameless the owner of such livestock.

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8. As the danger from fires varies markedly with forest type and seasonal conditions, the minimum requirements, unless varied by special condition, are:
 - (a) The lighting or maintaining of fires is prohibited other than in properly constructed fire places or other receptacles or locations as approved by the Regional Manager, and should be surrounded for at least 2 metres by ground cleared of all inflammable matter and not within 4.5 metres of any log, stump or tree.
 - (b) No fire, once lit, shall be left unattended at any time.
 - (c) No person shall place, drop or throw any lighted cigarette, tobacco, cigar or match unless it is immediately and completely extinguished.
9. The Permittee shall, if he/she does not intend to proceed with and complete the specified activity, so notify the Regional Manager as soon as possible after making that determination.
10. If in the opinion of the Regional Manager it should be necessary for Forests NSW to provide any supervision of the specified activity, the amount determined to the satisfaction of the Regional Manager to be the cost of such supervision shall be paid in advance by the Permittee to the Regional Manager.
11. The Permittee shall attend joint inspections of the route prior to and after the event for the assessment of pre-existing conditions and for the assessment of damage, if and when required to do so by the Regional Manager.
12. The Permittee shall give public notice of the event by placing suitable advertisements in local newspapers and radio stations in the week prior to the running of the event if requested by the Regional Manager.
13. The Permittee shall place warning signs to the satisfaction of the Regional Manager and man control points to warn the general public when and where required by the Regional Manager.
14. The Permittee shall so organise and conduct the specified activity so as to avoid any undue interference with or disturbance of any native animals or domestic stock, and the Permittee shall compensate the owner for any damage to the stock or property of any occupant, licensee, lessee, or permittee upon the forest and for any costs incurred by him/her as a result of the dispersal of stock caused by or arising out of the conduct of the specified activity.

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15. The Permittee must ensure that no motor vehicle shall be driven on other than a constructed road or trail on the agreed route at any time. The Permittee shall obtain prior approval from the Regional Manager for any change to the agreed location of activities.
16. The Permittee and participants shall comply with laws of NSW and any directions given by an officer or employee of Forests NSW in relation to the activity and shall not contravene the direction given in any control sign.
17. Signs and route indicators may be tied or stapled to trees (using paper staplers only). All such signs and indicators must be removed from the forest immediately after the event.
18. The Permittee shall immediately notify an officer or employee of Forests NSW of the outbreak of any fire and shall require all participants in the activity to make all reasonable efforts to suppress and extinguish the fire.
19. Liquid fuel shall not be stored (other than in fuel tanks of machines) nor shall machines be refuelled unless authorised by, and in accordance with conditions issued by, the Regional Manager.
20. Any gates opened for the purpose of or in the course of the specified activity shall be closed after participants have passed through them. The Permittee shall ensure that stock do not stray through such gateways.
21. Where approval has been given and unforeseen circumstances, including dangerous, wet or extreme fire conditions, arise either before or during the event, such approval may be cancelled or amended without notice.
22. The Permittee shall within one week after completion of the event remove all litter which may have been deposited on the State forest by any competitor or other person associated with the conduct of the specified activity or being a spectator thereto, including vehicles and parts thereto or pay to the office of the Regional Manager in advance the amount determined to the satisfaction of the Regional Manager to be the estimated cost of disposal of the litter.
23. No trees are to be felled or undergrowth cleared on State forest without the prior express approval of the Regional Manager.
24. The Permittee shall not interfere with the lawful rights of any authorised person to access the area.
24. The Permittee shall not carry or discharge any firearms on State forest.

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25. The Permittee shall not take, harm, kill, trap or disturb any fauna.
26. Forests NSW makes no guarantee as to the condition or trafficability of any road or track, which is to be used for the specified activity.
27. The Permittee shall submit to Forests NSW details of the intended route and facilities to be used during the specified activity and shall only use routes as approved by the Regional Manager.
28. The Permittee shall not use approved routes during periods of wet weather when the surface of the road or track is likely to be damaged by the passage of vehicles used during the conduct of the specified activity.
29. The Permit is not transferable without Forests NSW written consent.

Special Conditions Orienteering and Rogaining Events

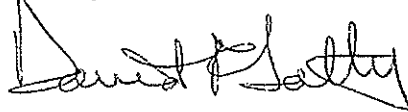
In addition to the conditions as set out in the Standard Conditions for Special Purpose Permit the following special conditions apply:

1. Signs, and route indicators may be tied or stapled to trees (using paper staples only). All such signs and indicators must be removed from the forest immediately after the event.
2. Fuel may be stored for the purpose of running equipment, such as generators, during the event. All fuel and fuel containers must be removed from State forest immediately after the event.
3. Control points may be tied to trees, plants and other features. All control points must be removed from the forest within one week after the event.
4. For Mountain Bike Orienteering and Cyclogains, all control points must be accessible from established roads, tracks and trails in order to minimise environmental damage. New tracks must not be created without prior permission from the Regional Manager.

OTHER SPECIAL CONDITIONS

Special conditions may also be applied on a case by case basis as determined by the relevant Forests NSW region.

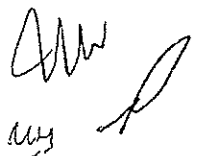
I hereby acknowledge that I have read and understood and agree to abide by these conditions:

Signed 

Date 10/5/06

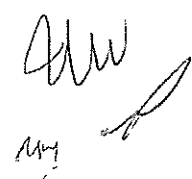
Capacity of Signatory Secretary

Company/Organisation OANSW



Appendix C: Fee Structure for Orienteering Events conducted by OANSW, NSWRA and affiliated clubs

| | |
|-------------------------------------------------------------|-----------|
| Annual Application Fee | \$55 |
| Minor events (Local/Club) | \$1.10 pp |
| Major events (State Championships, National, international) | \$2.20 pp |
| Cancellation fee | \$55 |

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Appendix D: Contact Details

| Organisation | Contact | Address | Phone | Fax/Mobile | Email |
|----------------------------------------------------------------|---------------------------|-----------------------------------------------|---------------------|----------------|--------------------------------------------------------------------------------|
| Forests New South Wales | | | | | |
| Permit applications – Administration manager | Greg Walters | PO Box 344, Hunter Region Mail Centre, 2310 | (02) 4931 6600 | (02) 4933 0772 | gregw@sf.nsw.gov.au |
| Regional Manager – Southern Eden | Steve Dodds | PO Box 273, Eden, NSW, 2551 | (02) 6659 8210 (w) | (02) 6651 6187 | steveld@sf.nsw.gov.au |
| Batemans Bay/Tumbarumba | | PO Box 42, Batemans Bay, 2536 | (02) 4472 6211 | (02) 4472 6557 | |
| Regional Manager – Riverina | Mike Thompson | PO Box 610, Deniliquin, NSW, 2710 | (03) 5881 2266(w) | (03) 5881 4200 | miket@sf.nsw.gov.au |
| Regional Manager – Western Regional Manager – Central Wauchope | Paul Wells Kathy Jones | PO Box 865, Dubbo, NSW, 2830 | (02) 6884 5288 (w) | (02) 6884 4771 | paulw@sf.nsw.gov.au kathyj@sf.nsw.gov |
| Newcastle | | PO Box 168, Wauchope, NSW, 2446 | (02) 6585 3744 (w) | (02) 6585 2392 | |
| Regional Manager – North East | Steve Rayson | PO Box 344, Hunter Region Mail Centre, 2310 | (02) 4931 6569 | (02) 4933 0772 | |
| Regional Manager – Macquarie (softwood plantations) | Dean Anderson | PO Box 535, Coff Harbour, NSW, 2450 | (02) 6652 0111 (w) | (02) 6551 9891 | stever@sf.nsw.gov.au |
| Regional Manager – Monaro (softwood plantations) | Gavin Jeffries | PO Box 143, Bathurst, NSW, 2795 | (02) 6331 2044 (w) | (02) 6331 5528 | deana@sf.nsw.gov.au |
| Regional Manager – Hume (softwood plantations) | Bob Germanise | PO Box 83, Bombala, NSW 2632 | (02) 6458 3177 | (02) 6458 3624 | bobg@sf.nsw.gov.au |
| Regional Manager – Northern (softwood plantations) | Ken Fussell | PO Box 291, Tumut, NSW 2720 | (02) 6947 3911 | (02) 6947 2865 | donh@sf.nsw.gov.au |
| Orienteering NSW | Dave Lotty | PO Box 71, Walcha, NSW, 2354 | (02) 6777 2511 | (02) 6777 2179 | kenf@sf.nsw.gov.au |
| New South Wales Rogaining Association | Alan Mansfield | PO Box, 740, Glebe, 2037 | (02) 9660 2067 | | orienteeing@sydney.net |
| | | 94 Greenhills Street, Croydon Park, NSW, 2133 | (02) 9797 6773 (AH) | | nswrogaining@optusnet.com.au |

Appendix E: Medical and emergency Evacuation Plan

| Medical Evacuation and Emergency Plan - Recreation Events | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------|----------------------------------------|----------|
| Complete this form and return it with your Special Purpose Permit Application Form | | | | |
| Name of Event Supervisor <i>See List</i> | | Name of Safety Supervisor <i>NA</i> | | |
| Will there be emergency services, a first aid provider and/or ambulance on site? | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| If not on site, how will emergency medical staff be notified? | | | | |
| <input type="checkbox"/> Phone (land line) | <input type="checkbox"/> Phone (mobile)* | <input type="checkbox"/> Radio | | |
| <input type="checkbox"/> Driving Victim to Hospital | <input type="checkbox"/> Other (specify) | | | |
| <input type="checkbox"/> * if Phone (mobile) have you checked that coverage is available from event location? | | | | |
| Are there event staff or certified volunteers with first aid training? | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| If Yes, what level of training? <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Advanced <input type="checkbox"/> CPR | | | | |
| Identify the Staff with training <i>ST. JOHN AMBULANCE AT BIGGER EVENTS, TRAINED FIRST AIDERS AT OTHERS</i> | | | | |
| | | | | |
| Is there a first aid kit on site? | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Will police or security services be on site? | | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | |
| If yes, Who? (name of Police station or security firm) | | | | |
| Are emergency medical staff at event site clearly identified? | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| How? <i>USUALLY ST JOHN OR AT FIRST AID POST</i> | | | | |
| Are First Aid and emergency medical stations identified? | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| How? <i>AS ABOVE</i> | | | | |
| Is there easy access for emergency medical staff and emergency vehicles? | | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | |
| What is the designated emergency medical transportation? <i>ST JOHN OR DESIGNATED VEHICLE</i> | | | | |
| Who is the designated driver? | Name: | Phone Number: | | |
| Where is the nearest Hospital? | City | Ph: | KM: | Minutes: |

AT MOST EVENTS

VARIES DEPENDING ON LOCATION OF EVENT

DRAFT 07/02/06

| Medical Evacuation and Emergency Plan - Recreation Events 06/2 | | |
|------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|
| Complete this form and return it with your Special Purpose Permit Application Form | | |
| Has the nearest hospital been notified of the event? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is there emergency air transport available | NOT REQUIRED | |
| Response time (minutes) | | |
| How will air transport be notified? | <input type="checkbox"/> Phone (landline) | <input type="checkbox"/> Phone (mobile) |
| <input type="checkbox"/> Other (specify) | <input type="checkbox"/> Radio | |
| Has a helicopter landing site been identified? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Has the Rural Fire Service been notified of the event? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will the Rural Fire Service be present at the event? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Is there an emergency evacuation plan in the event of a fire? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| Have evacuation routes been identified? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| How will they be marked at the event location? | SIGNS | |
| Will spectators be present? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will there be barriers preventing spectators from entering the site/course? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Describe the barriers? | | |
| Will road closures be required? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will there be warning signs? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will there be barricades? | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will these be attended at all times? | NA | |
| Have you completed the attached "Procedure to obtain emergency assistance" form? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| THIS WILL BE DONE BY EACH EVENT ORGANISER FOR THEIR EVENT | | |
| Name | DAVE LOTT | Signed <i>[Signature]</i> Date |

Complete this form and retain it with you at your event location

| "000' Operator Question" | Your Response |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Police, Fire, Ambulance? | e.g. NSW Ambulance |
| 2. Suburb? | State Forest Name: Nearest Town/Locality is: Nearest Ambulance Station is at: |
| 3. Address? | (insert name) Road |
| 4. Nearest Road Junction/Cross Street? | (insert name) Road |
| 5. Local Government Area? | (insert name) Shire Council |
| 6. Nature of the Problem? | Give a brief statement of the nature of the accident, number and condition of casualties. |
| 7. Where is the accident | Repeat 3, 4, 5 and 6 above. Provide a grid reference of the event location and/or directions on how to get there. Let them know if a 4WD ambulance is required. |
| 8. Injuries? | Provide detailed information about the condition of the casualties if known. |
| 9. Call back Number? | Provide phone numbers if available (mobile or landline). |
| 10. Name of reporter? | Give your name |

AMW
[Signature]

APPENDIX F: Sample Special Purpose Permit

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