



# EVENT REGULATIONS AND SAFETY INSTRUCTIONS

JANUARY 2020



## AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE

445 Gum Flats Road,  
Wensleydale, Victoria  
Australia 3241  
Telephone (+61 3) 5288 7306  
[www.aarconline.com](http://www.aarconline.com)

## EMERGENCY RESPONSE PLAN

In the event of an emergency, resulting from any type of incident involving injury to a person, vehicles, equipment or any environmental impacts as a result of these at AARC, Management must be advised immediately.

If any incident requires more than basic First Aid, contact the appropriate Emergency Service (see contact numbers on page ii). Any person who has been involved in an incident is required to have a medical check-up at the nearest local health centre.

Remember if emergency personnel are coming to the property, give them clear directions and meet them on arrival at the office (see directions on page 9). It will then be necessary to take them to the scene of the emergency.

In the event of an emergency situation, e.g. a bushfire, where emergency evacuation of AARC may be required, a AARC safety warden identified by a red hat will provide direction.

**The emergency assembly area is at your event staging location.** This may change depending on the location of the emergency and any change will be communicated by your event organiser or AARC safety warden.

## EMERGENCY CONTACT PHONE NUMBERS

**The address of the property is:**

Australian Automotive Research Centre  
445 Gum Flats Road  
WENSLEYDALE VIC 3241

**AARC OFFICE (+61 3) 5288 7306**  
**AARC MANAGER 0439 114 075**

### **STATE EMERGENCY SERVICE**

**132 500 (24 Hours) OR**

**000 ASK FOR POLICE and then S.E.S.**

**SVC (Spatial Vision Central) 6863F11 (451490)**

<b>Police</b>	<b>000</b>
<b>Ambulance</b>	<b>000</b>
<b>Fire Brigade</b>	<b>000</b>

**Police Assistance Line 13 14 44**

Police - Anglesea 5263 3468

Police - Torquay 5264 3400

### **MEDICAL CENTRES**

Anglesea	4215 6700
Surfcoast, Torquay	4215 7900
Geelong Hospital	4215 0000
Emergency Department	4215 0100

EPA Victoria	1300 372 842
WorkSafe Victoria	1800 136 089

## **TABLE OF CONTENTS**

<b>Page i</b>	<b>Emergency Response Plan</b>
<b>Page ii</b>	<b>Emergency Contact Phone Numbers</b>
<b>Page 1</b>	<b>1 Introduction</b> <b>2 Product Security</b> <b>3 Damage to Property</b>
<b>Page 2</b>	<b>4 Entrance to AARC</b> 4.1 Induction Procedure 4.2 Parking 4.3 Sign in Procedure/Indemnity Form 4.4 Photography
<b>Page 3</b>	<b>4 Entrance to AARC (cont'd)</b> 4.5 Appropriate Clothing
<b>Page 3</b>	<b>5 Traffic Control</b> 5.1 General 5.2 Speed Limits at AARC 5.3 Entering Circuits 5.4 Parking on Circuits
<b>Page 4</b>	<b>6 Safety Regulations</b> 6.1 General 6.2 Safety Belts 6.3 Crash Helmets 6.4 Headlights 6.5 Hazard Lights 6.6 Mobile Phones 6.7 Weather Conditions 6.8 Roadworthiness, Safe Vehicle Preparation 6.9 Moving Vehicles and Equipment 6.10 Personal Protective Equipment
<b>Page 5</b>	<b>6 Safety Regulations (cont'd)</b> 6.11 Smoking 6.12 Alcohol 6.13 Drugs and Fatigue 6.14 Random Alcohol & Drug Testing 6.15 First Aid 6.16 Accidents
<b>Page 6</b>	<b>6 Safety Regulations (cont'd)</b> 6.17 Operator Safety 6.18 UHF Radios
<b>Page 7</b>	<b>7 Regulations – General</b> 7.1 Fire Emergency 7.2 Environment – Prescribed Waste Disposal
<b>Page 8</b>	<b>AARC Layout Map</b>
<b>Page 9</b>	<b>Directions to AARC Property</b>

# AUSTRALIAN AUTOMOTIVE RESEARCH CENTRE (AARC) EVENT REGULATIONS AND SAFETY INSTRUCTIONS

## 1. INTRODUCTION

In the interest of all personnel using the facilities, disregarding the Regulations or unsafe practices of any kind, whether listed or not, will result in the withdrawal of access to AARC.

If you witness a breach of the Regulations this must be immediately reported to your event organiser.

## 2. PRODUCT SECURITY

The operations at AARC are of a **confidential nature**. It is a condition of entry, that the security of these operations be maintained.

Discussion regarding product development and testing that is not associated with your event is completely prohibited outside AARC.

These provisions apply to the activities of all companies and organisations operating at AARC, and all users will respect the confidentiality of each operation.

## 3. DAMAGE TO PROPERTY

Damage to road verges, drains, road surfaces, embankments, signs, etc. will not be permitted, and must be reported to AARC Management immediately when it occurs.

It is a condition of use that cost of repairs to any damage caused will be charged to the user or hirer of the facility.

## 4. ENTRANCE TO AARC

### 4.1 Induction Procedure

All visitors must complete an online event induction and read and understand the current Event Regulations & Safety Instructions manual. Both activities can be completed online at [www.aarconline.com](http://www.aarconline.com). This must be completed before every event attended on site to ensure that the procedures are front of mind.

### 4.2 Parking

Access to the security compound is restricted to vehicles and personnel authorised by your event organiser. Access to the test and training facilities is similarly restricted, and visitors and vehicles may only enter under the instruction of your event organiser.

Visitors' vehicles will be parked as designated in the car park before the front gate.

### 4.3 Sign in Procedure/Indemnity Form

Where a group of people are involved, one person from the Events Management team may sign them in by completing a Group Acknowledgement form, listing all group members' names. **This person is thereafter responsible for that group whilst on site** and must also register the time on the Group sheet when all guests and event personnel have departed AARC premises.

If some of the group leave early or arrive late this must be documented beside that person's name. **A designated person must accompany any person on any activity. All visitors moving around AARC must be accompanied by a fully inducted member of the Events Management team.**

At least 1 person capable of acting effectively in an emergency must be present at AARC during any activity, other than those actually driving or riding in a test or training vehicle. At a minimum, a Level 2 First Aider will be present at your event, however AARC highly recommend booking St Johns Ambulance or an equivalent.

The standby person must be provided with an appropriate vehicle for the circumstances, e.g. a registered vehicle capable of carrying a passenger.

Drivers and operators must hold a current licence for the class of vehicle or equipment operated, unless they are undertaking instructions from a person with the appropriate licence and experience.

AARC's Indemnity Form must be read and signed by all visitors and handed to the Event Management team. No person will be permitted to gain entry to AARC facilities without first completing this.

### 4.4 Photography

**Operations at AARC are of a confidential nature. As a result, photography is only permitted in your own staging and exclusive area. It is not permissible to take any kind of photos for social media or personal use of vehicles not associated with your event.**

#### **4.5 Appropriate clothing**

A high-visibility vest is to be worn at all times.

Closed in shoes are essential.

Dress in appropriate clothing suitable for the forecast weather conditions as AARC is predominately an outdoor site.

### **5. TRAFFIC CONTROL**

#### **5.1 General**

All AARC traffic will observe the normal requirements of:

- Statutory legislation and road law
- Road courtesy in regard to seat belts, control signs, signals, passing, stopping, parking, traffic lanes, etc.

The driver's primary responsibility is to maintain control of the vehicle at all times. The driver will not be required to operate beyond their capability or be subjected to personal risk.

#### **5.2 Speed Limits at AARC**

The speed limit in the compound area is 10km/h. Always be aware of pedestrian movement and other traffic.

Speed limits at AARC apply and signage must be obeyed. While maximum speeds are posted, drive according to the road, weather and traffic conditions which prevail at the time.

#### **5.3 Entering Circuits**

Extreme care must be exercised whenever entering circuits.

On one-way roads, traffic must still keep to the left as far as practicable, especially on crests, curves and restricted vision locations, in anticipation of unauthorised intruders, eg. trail bikes.

Vehicles will not stop or park adjacent to each other on roads or circuits, even momentarily, or cause an obstruction to moving traffic.

#### **5.4 Parking on Circuits**

Parking is only permitted in designated parking areas which are indicated with signage. Never park on the road verge or grass.



## **6. SAFETY REGULATIONS**

### **6.1 General**

These regulations are to be used in conjunction with any industry specific safety regulations issued by the Event Management team.

### **6.2 Safety Belts**

Safety belts must be worn at AARC at all times by all drivers and passengers in all vehicles, unless a Certificate of Exemption is provided from a Medical Practitioner.

### **6.3 Crash Helmets**

Crash helmets must be worn when vehicle speed exceeds 140 km/h and at other times when operating vehicles with a high potential for rollover. Helmets are to comply with the current Australian Standard.

### **6.4 Headlights**

All vehicles are to travel with headlights on while at AARC.

### **6.5 Hazard Lights**

Hazard lights **must** be used whenever vehicles are stopping on any circuit, eg. brake stops. Durability testing vehicles on the Highway Circuit, provided they have an amber flashing light mounted on the roof, are exempt from this.

### **6.6 Mobile Phones**

Mobile phones may ONLY be used in a vehicle when it is stationary and parked in a safe location.

### **6.7 Weather Conditions**

Adverse weather conditions such as fog, heavy rain and days of total fire ban may mean that your event cannot take place for safety reasons. Should any of these conditions prevail, the decision on whether the event can take place will be made by AARC Management and communicated to visitors via the event organiser.

### **6.8 Roadworthiness, Safe Vehicle Preparation**

The event organiser is responsible for ensuring that any vehicle operated within AARC is safe and roadworthy in every respect - particularly brakes, steering, lights and signals. If faults are noted, please report to the Event Management team.

### **6.9 Moving Vehicles and Equipment**

Personnel will not board or leave moving vehicles or equipment.

### **6.10 Personal Protective Equipment (PPE)**

Safety glasses, sunglasses, sunscreen, gloves, helmets and other appropriate items of protective equipment may be issued by your company, and must be worn as directed.

**Failure to do so may result in injury or long-term personal damage**



### **6.11 Smoking**

AARC is a smoke free site.

### **6.12 Alcohol**

The consumption of alcohol is not permitted on the property. No person who is suspected of partaking in alcohol consumption will be permitted on site.

**Blood Alcohol Limits at the AARC Facility are ZERO for all persons.**

### **6.13 Drugs and Fatigue**

No person will be permitted to drive or operate equipment at AARC if affected by drugs, or if unduly fatigued.

### **6.14 Random Alcohol & Drug Testing**

AARC is a drug and alcohol free site.

All AARC visitors must understand that random Alcohol and Drug Testing could be carried out at any time. An independent qualified operator would conduct this testing. This is a condition of access to the facility.

### **6.15 First Aid**

First Aid Kits are located:

- At your event staging area
- The AARC Office at the site entrance

A Defibrillator & Emergency Oxygen are located at AARC Office.

A person with a minimum qualification of Level 2 in First Aid will be available on site during your event.

### **6.16 Accidents**

Accidents involving injury to persons, other property, or other vehicles or equipment will be reported to AARC Management immediately. A safety related incident report is to be submitted as soon as possible to AARC Management.

If the incidents require more than basic First Aid, contact the appropriate Emergency service. Phone numbers for these services are on the Emergency Contact List located on page ii. Always refer to the Emergency Response Procedures at the front of these Regulations.

Any person involved in an incident is required to have a medical check-up at the nearest local Health Centre, including a blood and/or urine test. AARC will organise for an independent investigator to visit the scene in the case of an Accident/Incident resulting in a person attending hospital, or a multi vehicle incident. The cost to be borne by those companies involved.

A First Aid Kit and 9 kilo knapsack are located at your event staging area, should they be required. For other locations of First Aid Kits, please refer to 6.15 First Aid above.

### **6.17 Operator Safety**

**Unnecessary hazards will be avoided at all times.** The maximum speed, gradient, side slope, etc. will be extremely dependent on the driver's skill, vehicle capability and operating conditions. The operators will not be required to perform any task they do not wish to, or feel confident to undertake.

### **6.18 UHF Radios**

UHF Radios are in use on Channel 29. Visitors are encouraged to have radios fitted to vehicles, or to use portable units during the event.

## **7. REGULATIONS — GENERAL**

### **7.1 Fire Emergency**

**NOTE: No serious personal risk will be taken to preserve property.**

**If there is extreme danger, eg. the possibility of wild fire entering the site, the area will be evacuated.**

Strictly observe all regulations regarding fire precautions.

Report any potential fire hazard promptly to an event organiser.

In case of a fire report to your event staging area and seek instruction from your event organiser or AARC safety warden (identified by red hard hat).

The AARC staff are responsible for all fire control, as there is no immediate assistance from a fire service.

### **7.2 Environment – Prescribed Waste Disposal**

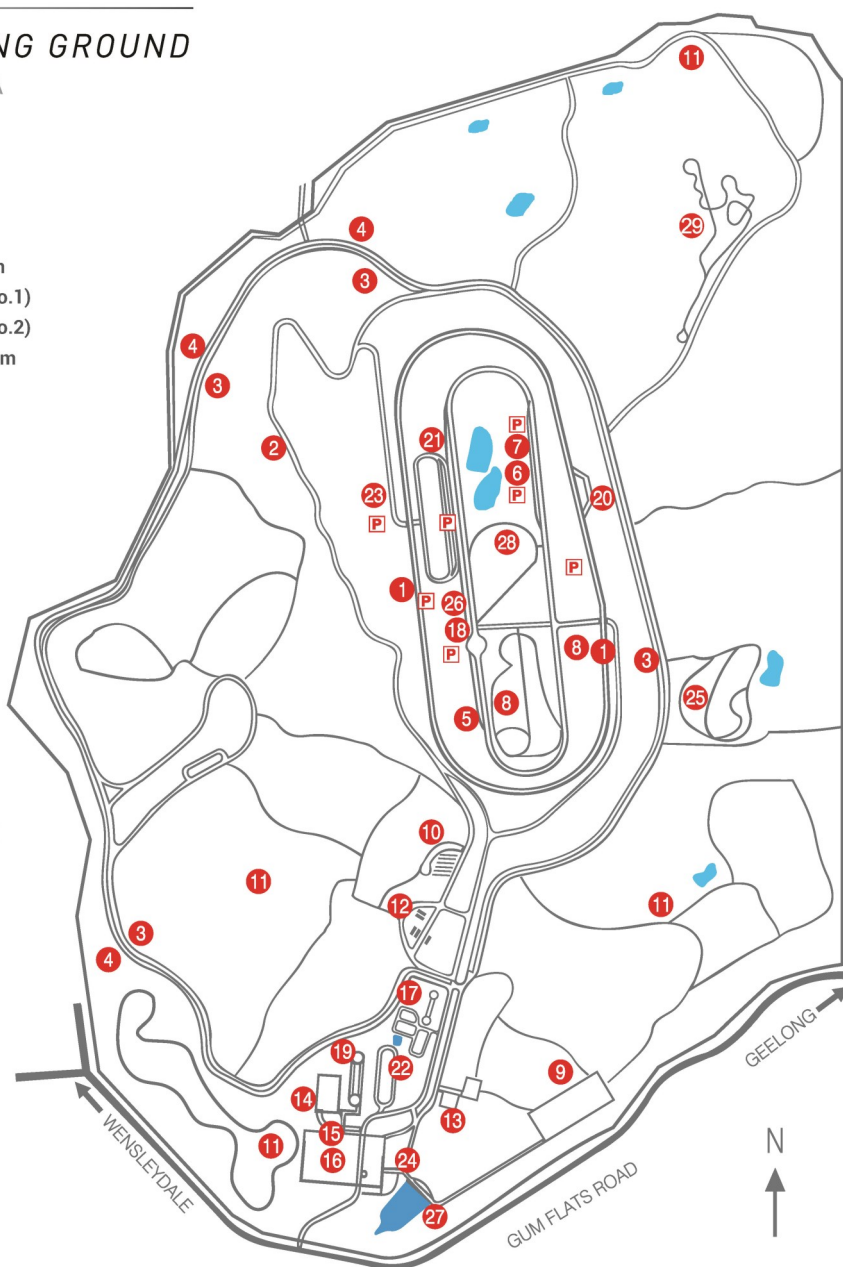
All waste created at AARC must be disposed of appropriately in the bins provided, ensuring no harm or damage is caused to the environment.



**AUTOMOTIVE PROVING GROUND**  
AUSTRALIA

## FACILITIES

- 1 HIGHWAY CIRCUIT: Bitumen-4.2km
- 2 GRADIENT SECTION: Bitumen-2.2km
- 3 SECOND CLASS SURFACE (Gravel No.1)
- 4 SECOND CLASS SURFACE (Gravel No.2)
- 5 ADR TYPE APPROVAL CIRCUIT: 3.2km
- 6 LOW MU CERAMIC TILES
- 7 LOW MU BASALT TILES
- 8 VEHICLE HANDLING (Gravel)
- 9 4WD INTRODUCTION
- 10 4WD GRADIENTS
- 11 4WD TRACKS
- 12 PARK BRAKE FACILITIES
- 13 CONSTRUCTION/STORAGE YARD
- 14 HEAVY VEHICLE MANOEUVRING
- 15 TILT TABLE
- 16 CONFERENCE ROOMS, WEIGHBRIDGE, WORKSHOPS
- 17 VEHICLE VALIDATION PRECINCT
  - FORDING BATH
  - 30% SIDE SLOPE
  - COMPOUND ARTICULATION GAUGE
  - LANDING CRAFT RAMP
  - 450MM WHEEL DROP
  - WHEEL UP RAMP
  - SIMPLE ARTICULATION GAUGE
  - CHASSIS TWIST COURSE
- 18 NOISE TEST SITE
- 19 IMPACT TEST FACILITY
- 20 WATER BATH
- 21 ROUGH COURSE
- 22 COOLING CIRCUIT
- 23 PRODUCT LAUNCH AREA
- 24 LINFOX CENTRE
- 25 RIDE AND HANDLING
- 26 N.V.H. ROAD
- 27 ACCOMMODATION UNITS
- 28 DYNAMIC HANDLING FACILITY
- 29 OFF ROAD ENDURANCE FACILITY
-  DESIGNATED PARKING AREAS



AARC is a  company

[www.aarconline.com](http://www.aarconline.com)

# Directions to Australian Automotive Research Centre



## ROUTE 1 From Melbourne (preferred route)

Follow Princes Freeway M1 towards Geelong. Keep right on Princes Freeway/Geelong Ring Road M1 towards Colac/Great Ocean Road. Continue on Princes Highway A1 towards Colac. Exit left onto Cape Otway Road C135 and travel 20km through the township of Moriac. Turn left onto Wensleydale Station Road (adjacent to Wurdee Boluc Reservoir) and travel 6.7km. Turn left onto Gum Flats Road (gravel surfaced) and travel 4.5km to AARC, which is on your left.

## ROUTE 2 From Melbourne

Follow Princes Freeway M1 towards Geelong. Keep right on Geelong Ring Road M1 towards Colac/Great Ocean Road. Exit onto Anglesea Road C134 towards Anglesea. Travel approximately 22km and then turn right onto Forest Road towards Winchelsea. Travel 5.5km then turn left onto Gum Flats Road. Travel 9.2km along Gum Flats Road, which is mostly gravel surfaced, to AARC, which is on your right.

## From Anglesea

Follow Great Ocean Road towards Geelong, Turn left at Forest Road, 3.5km from Anglesea. Then follow directions at Route 2

**Please Note 1** Speed limit to ALL users on unsealed roads to AARC is 80km/h for our mutual safety

**2** The AARC hours are 7.30am - 5.00pm weekdays. No admittance after 4.00pm, unless scheduled