



**SNOWY MONARO**  
REGIONAL COUNCIL

# **Late Report**

**Administrator Delegations Meeting**  
**11 November 2016**



**ADMINISTRATOR DELEGATIONS MEETING  
TO BE HELD IN HEAD OFFICE, 81 COMMISSIONER STREET, COOMA NSW 2630**

**ON FRIDAY 11 NOVEMBER 2016  
COMMENCING AT 9.00AM**

**LATE REPORT**

- S. CORPORATE BUSINESS - KEY DIRECTION 2. EXPANDING CONNECTIONS WITHIN THE REGION AND BEYOND**
- S.1 Request for Council approval of the temporary road closure of Forbes Street, Bombala on 19th November 2016 from 8am until 6pm to for the purpose of the Bombala Bike Show

2

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**S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF FORBES STREET, BOMBALA ON 19TH NOVEMBER 2016 FROM 8AM UNTIL 6PM TO FOR THE PURPOSE OF THE BOMBALA BIKE SHOW**

Record No:

Responsible Officer: Director Service Delivery

Author: Development Engineer

Key Direction: 2. Expanding Connections Within the Shire and Beyond

Delivery Plan Strategy: DP2.3 Continually monitor and improve traffic management throughout the Shire.

Operational Plan Action: OP2.8 Investigate and implement Traffic Management measures as an aid to increase road safety throughout the Region.

Attachments:

1. Certificate of Currency Bombala Bike Show [↓](#)
2. Burnout Layout plan [↓](#)
3. Grounds layout [↓](#)
4. Gymkana Layout plan [↓](#)
5. Letter to Ambulance Station [↓](#)
6. Letter to Fire Station [↓](#)
7. Letter to Police Station [↓](#)
8. Letter to Rural Fire Service [↓](#)
9. Letter to SES [↓](#)
10. Notice of intention to hold a public assembly [↓](#)
11. Risk Management Plan 2016 [↓](#)
12. Road Closure Ad 2016 [↓](#)
13. Special Event Transport Management Plan [↓](#)
14. Sport and Rec licence application supporting documentation [↓](#)
15. Traffic control plan [↓](#)
16. Email from Event Organiser [↓](#)
17. ASIC incorporation info [↓](#)

Cost Centre 1510 Engineering and Operations Management

Project Local Traffic Committee

**EXECUTIVE SUMMARY**

A request has been received from Cheryl Cotterill, Event Organiser for the Bombala Bike Show for the temporary road closure of Forbes Street, Bombala as part of the Show festivities from 8am until 6pm on 19<sup>th</sup> November 2016. The event organiser has sent out notifications and provided advertising included in the attachments to ensure that local residents and others will be aware of the temporary road closure and road diversion. The emergency services have been contacted and their notification letters are included in the attachments.

The following officer's recommendation is submitted for Council's consideration.

S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF FORBES STREET, BOMBALA ON 19TH NOVEMBER 2016 FROM 8AM UNTIL 6PM TO FOR THE PURPOSE OF THE BOMBALA BIKE SHOW

### OFFICER'S RECOMMENDATION

- A. That Council approves the temporary road closure of Forbes Street, Bombala between Wellington and Mercy Streets on Saturday 19<sup>th</sup> November 2016 between the hours of 8am and 6pm in accordance with the Traffic Control Plan titled "Bombala Council – TCP54A-6" for the purpose of the Bombala Bike Show.
- B. That prior to Council's approval of next year's road closure, the event organiser provides a Traffic Control Plan by a person authorised by the RMS stating the accreditation number of that person and the date of the plan.

### BACKGROUND

This event cannot be considered by the Snowy Monaro Local Traffic Committee (SMLTC) at its next meeting on 8<sup>th</sup> December 2016 as this will be after the holding of the event. Therefore, this event can only be dealt with by seeking the agreement from the NSW RMS Representative and the NSW Police Representative of the SMLTC for a recommendation to Council as required under the Road Transport (Safety and Traffic Management) Act 1999.

#### The RMS advice is as follows:

*Mon 14/11/2016 2:18 PM*

*Hi Volker,*

*I concur with the recommendation.*

*Regards,*

*Ben Borger  
Traffic Engineering Officer*

*Network NSW | Journey Management  
T 02 4221 2770 M 0408 064 433*

[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

*Every journey matters*

*Roads and Maritime Services  
Level 4 90 Crown Street Wollongong NSW 2500*

#### The NSW Police advice is as follows:

*Mon 14/11/2016 2:05 PM*

*Subject: RE: Recommendation to approve temporary road closure for Bombala Bike Show  
[DLM=For-Official-Use-Only]*

*Thanks Volker.*

*Police concur with the recommendation.*

*Regards,*

*S Morabito*

*Senior Constable*

*Monaro Traffic / HWP*

S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF FORBES STREET, BOMBALA ON 19TH  
NOVEMBER 2016 FROM 8AM UNTIL 6PM TO FOR THE PURPOSE OF THE BOMBALA BIKE SHOW

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*Queanbeyan Police Station*  
*Ph: (02) 62980-555*

**QUADRUPLE BOTTOM LINE REPORTING**

**1. Social**

There should not be a significant impact upon the community as local residents are aware of this event as this year is the 25<sup>th</sup> anniversary. The event may also generate some positive social outcomes for the community and the general locality.

**2. Environmental**

The adoption of the recommendation should have no negative impact upon the environment.

**3. Economic**

There may be some impact upon Council’s budget if the event organiser request support from Council to provide signage.

**4. Civic Leadership**

By adopting the recommendation, Council is demonstrating leadership by ensuring that proposals are appropriately considered. The recommendation also demonstrate that Council is consulting with a technical committee (LTC) , keeping its standards up to date and ensuring that it complies with its delegation provided by the Roads and Maritime Services and under legislation.

**Determination by Administrator**

Approved by Administrator Dean Lynch in accordance with *Section 226 dot point one (1) or two (2) of the Local Government Act 1993.*

Signature: .....

Date:

S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF FORBES STREET, BOMBALA ON 19TH NOVEMBER 2016 FROM 8AM UNTIL 6PM TO FOR THE PURPOSE OF THE BOMBALA BIKE SHOW

ATTACHMENT 1 CERTIFICATE OF CURRENCY BOMBALA BIKE SHOW

**Business Pack Insurance  
Policy Endorsement**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number 26U112658BPK

MGA BEGA  
PO BOX 414  
BEGA, NSW 2550

**Account Number**  
26ABSTRAN  
**Period of Insurance**  
From 21/10/2016  
To 03/09/2017 at 4pm

YOUR POLICY HAS BEEN REVISED AND ANY NEW COVER, LIMITS AND/OR CONDITIONS ARE SHOWN BELOW. THIS ENDORSEMENT MUST BE READ WITH YOUR POLICY DOCUMENTS. PLEASE READ THE REVISED COVER, LIMITS AND/OR CONDITIONS CAREFULLY AND ADVISE US IF ANY CHANGES ARE NECESSARY.

**The Insured**

BOMBALA BIKE SHOW

**Cover Summary**

**Location** PO BOX 298, BOMBALA NSW 2632  
**Business** EVENT MANAGER/OPERATOR

Policy Section	Insured	Policy Section	Insured
Property	No	Machinery Breakdown	No
Business Interruption	No	Electronic Equipment	No
Theft	No	Employee Dishonesty	No
Money	No	Tax Audit	No
Glass	No	Transit	No
Broadform Liability	Yes	Employment Practices	No
General Property	No	Statutory Liability	No

**Total Premium and Charges - PLEASE NOTE THAT THIS IS A NON-FINANCIAL TRANSACTION**

Important information about your Duty of Disclosure appears at the back of this schedule and on your application form. Please read this information carefully.

QM1824-1207

**Business Pack Insurance  
Policy Endorsement**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number 26U112658BPK

**Cover Details**

**Location** PO BOX 298, BOMBALA NSW 2632  
**Business** EVENT MANAGER/OPERATOR  
**Interested Party** None Noted

**Risk Number** 1

**Broadform Liability Section**

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Products liability, in aggregate		\$20,000,000
Property in Your physical and legal control	\$100,000	

**Excess** \$500 for property damage claims only  
\$0 for personal injury claims

The rating of this section is based on your business turnover being \$50,000. If there is any change to this, you must notify your intermediary.

**Clauses**

- **I40**  
ORGANISERS  
The Liability Section of this Policy does not cover liability for claims in respect of:
  1. Personal injury or damage to property of persons actually participating in any performance, sport, game, contest or display involving athletic, acrobatic, military or equestrian skill or the use of firearms, missiles of any kind, explosives or combustibles.
  2. Personal injury or damage to property of persons caused by the use of mechanical amusement devices.
- **PI1**  
CONTRACTOR, SUBCONTRACTOR AND LABOUR HIRE EXCLUSION  
The Liability Section of this policy does not cover liability caused by, contributed to by or arising from injury to any contractor or subcontractor or labour hire personnel of the insured or employees of any contractor or subcontractor of the insured whilst such employee or contractor or subcontractor or labour hire personnel is acting in such capacity.  
For the purpose of this exclusion a:
  1. labour hire person is a person who is:
    - a. employed by a labour hire provider; or
    - b. contracted as an apprentice by a labour hire provider;
 and you have contracted with the labour hire provider to use the services of the labour hire person.

QM1824-1207

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Policy Endorsement**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number 26U112658BPK

**Cover Details *continued***

**Location** PO BOX 298, BOMBALA NSW 2632  
**Business** EVENT MANAGER/OPERATOR

**Risk Number** 1

**Clauses *continued***

2. labour hire provider is a person or organisation that contracts out the services of their employees and or apprentices to you.

• **CIP**

Austbrokers Commercial/Retail/Industrial Policy wording QM511 applies when BUSINESS PACK INSURANCE is shown on the policy schedule.  
QBE Trade Policy QM207 applies when TRADES PACK INSURANCE is shown on the policy schedule.  
QBE Office Policy QM208 applies when OFFICE PACK INSURANCE is shown on the policy schedule.

• **I42**

**PARTICIPANTS ENDORSEMENT**  
The Liability Section of this Policy does not cover liability for claims in respect of Personal Injury or Property Damage of any person caused by or arising out of the participation of such person or his/her property in any game, match, race, practice, trial or other sporting activity (including but not limited to swimming, gymnastics, health and fitness activities), amusement involving bodily contact with persons, machines or devices amusement includes but is not limited to sumo wrestling, bar flying, arm wrestling and mud wrestling. Machines or devices means machines or devices designed to challenge the user to contests of strength and/or other physical skills

• **A78**

**PARTICIPANTS (ADVENTURE ACTIVITIES) EXCLUSION**  
The Liability Section of this Policy does not cover Personal injury or Property Damage of any person caused by or arising out of the participation of any person in any adventure activity, including but not limited to rock climbing, abseiling, flying fox, bush walking, horse riding, camping, water activities and/or watercraft activities or similar activities.

• **IB2**

**PRINCIPALS ENDORSEMENT**  
The following is deemed to be an insured under the Liability section of this Policy to the extent described in "Cover for others" part (f):  
NSW OFFICE OF SPORT

QM1824-1207

S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF FORBES STREET, BOMBALA ON 19TH NOVEMBER 2016 FROM 8AM UNTIL 6PM TO FOR THE PURPOSE OF THE BOMBALA BIKE SHOW

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Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



**Cover Details *continued***

**Location** PO BOX 298, BOMBALA NSW 2632  
**Business** EVENT MANAGER/OPERATOR

**Risk Number** 1

**Clauses *continued***

SNOWY MONARO REGIONAL COUNCIL

**Additional Clauses**

THIS PACKAGE DOES NOT INCLUDE WORKERS COMPENSATION INSURANCE. EMPLOYERS ARE REQUIRED BY LAW TO HAVE WORKERS COMPENSATION INSURANCE.  
IF YOU WISH TO ARRANGE WORKERS COMPENSATION COVER PLEASE CONTACT YOUR AGENT OR BROKER OR ONE OF OUR BRANCHES.

**This completes your policy**

QM1824-1207

**Business Pack Insurance  
Policy Endorsement**

Policy Number 26U112658BPK

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



**Policy Payment Details**

QBE INSURANCE (AUSTRALIA) LTD  
PO BOX 1475 WOLLONGONG  
\*\*\* (02)4224 3499 \*\*\* 2500

**Total Premium Payable**

**Payment by Mail**

If you wish, the full amount of this premium may be debited to your credit card account. Your signature is an authority to us to issue a Mastercard/Visa Card Sales Voucher for the amount payable.

<b>Tick one box</b>	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Cheque	<b>Amount: \$</b> _____
<b>Card Number</b>	_____			<b>Expiry Date</b> ____ / ____
<b>For the Amount of \$</b>	_____			
<b>Cardholder Name:</b>	_____			
<b>Cardholder Signature:</b>	_____			<b>Date</b> ____ / ____ / ____
Please mail this page with the completed payment details to the address listed in the "Policy Payment Details" section above.				

QM1824-1207

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QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
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**Your duty of disclosure**

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, may affect our decision to insure you and on what terms.

You have this duty until we agree to insure you.

You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

**If you do not tell us something**

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.

**Underinsurance**

The classes of insurance listed below contain provisions as to average and underinsurance. This means we require you to insure for the full value or maximum potential risk. If you do not do so, and you are underinsured, we will pay you less in the event of a claim, calculated by a formula in the policy which takes account of the degree of underinsurance.

Classes of insurance containing underinsurance clauses:

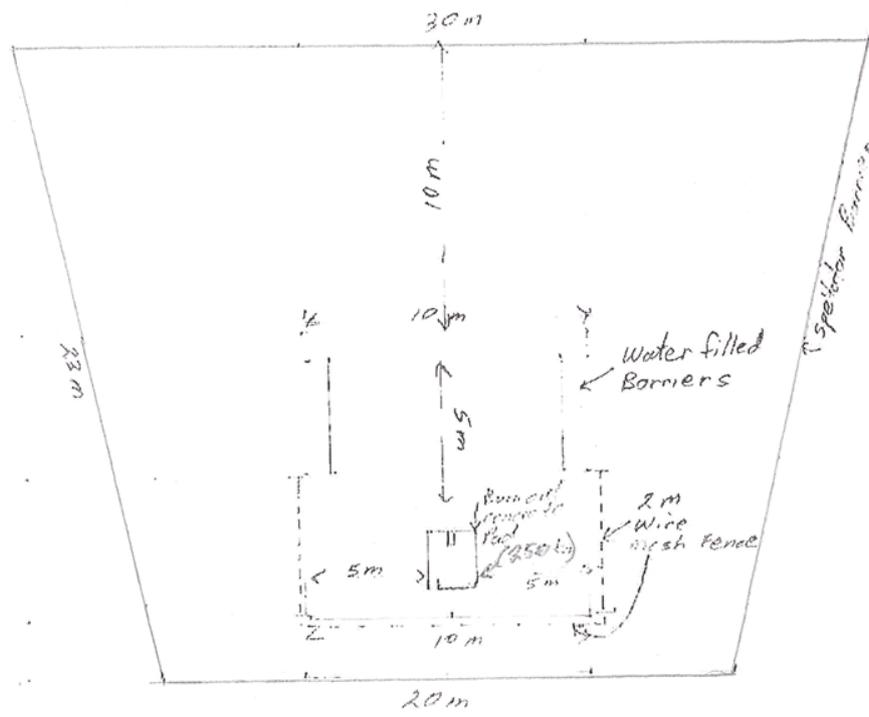
- Business Pack Insurance
- Contractors Plant and Machinery
- Construction/Liability
- Trades Pack Insurance
- Office Pack Insurance
- Fire
- Industrial Special Risks
- Farm Pack Insurance
- Loss of Profits
- Machinery and Electronic
- Industrial Special Plant

**Insurer**

This Policy is issued by QBE Insurance (Australia) Ltd  
ABN 78 003 191 035,  
AFS Licence No. 239545 of Level 5, 2 Park Street Sydney.

QM1824-1207

Bombala Bike Show - Burnout Layout Details

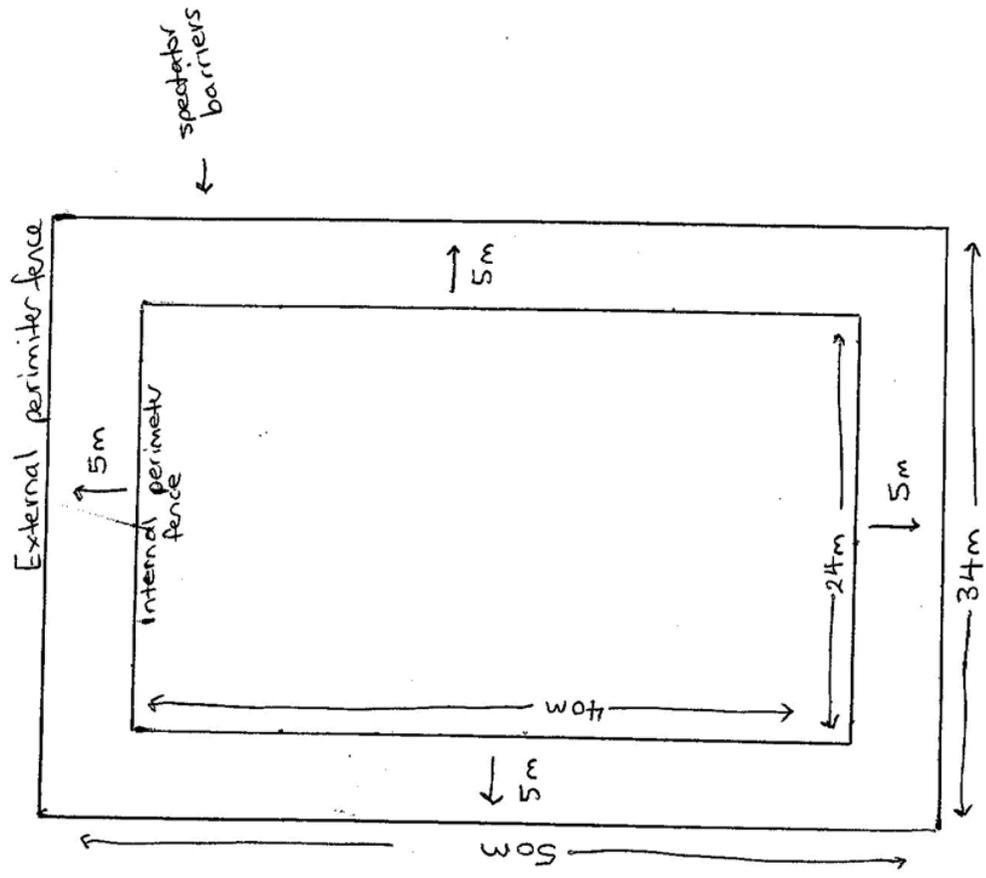


Scale 1:200

Note: Motorcycle is locked to the burnout pad with a 1/2 inch stainless Steel Cable.



Bombala Bike Show - Just Bikes Gymkana  
Layout Details





Bombala Bike Show  
PO Box 298  
BOMBALA NSW 2632  
ABN: 76 854 755 377

W: [www.officialbombalabikeshow.com](http://www.officialbombalabikeshow.com)

E: [bomalabikeshow@yahoo.com.au](mailto:bomalabikeshow@yahoo.com.au)

Ph: (02) 64582003

Bombala Ambulance Station  
Wellington Street  
Bombala NSW 2632

Dear Sir or Madam,

### **Notice of Public Assembly – Bombala Bike Show 2016**

The annual Bombala Bike Show will be held on Saturday the 19<sup>th</sup> of November, 2016 at the Bombala Showground.

It is expected that some of the riders and stall holders will arrive on Friday the 18<sup>th</sup> and will set up campsites for the Friday and Saturday nights. The majority of the people attending will arrive on the Saturday and as a result Forbes Street, between Wellington Street and Mercy Street, will be closed with a manned entry point being in operation. The street closure will be from approximately 8.00am to 6.00pm.

The show will consist of “show and shine” bikes, food stalls, trade stalls, licensed bar, live bands and various low key events.

It is anticipated that the showground and its surrounds will be cleared and returned to normal by lunch time Sunday.

Yours sincerely

A handwritten signature in black ink, which appears to read "D. Cotterill". The signature is written in a cursive, slightly slanted style.

Darren Cotterill  
President – Bombala Bike Show Committee



Bombala Bike Show  
PO Box 298  
BOMBALA NSW 2632  
ABN: 76 854 755 377

W: [www.officialbombalabikeshow.com](http://www.officialbombalabikeshow.com)  
E: [bombalabikeshow@yahoo.com.au](mailto:bombalabikeshow@yahoo.com.au)  
Ph: (02) 64582003

Bombala Fire Station  
Maybe Street  
Bombala NSW 2632

Dear Sir or Madam,

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ABN: 76 854 755 377

W: [www.officialbombalabikeshow.com](http://www.officialbombalabikeshow.com)

E: [bomalabikeshow@yahoo.com.au](mailto:bomalabikeshow@yahoo.com.au)

Ph: (02) 64582003

Bombala Police Station  
Forbes Street  
Bombala NSW 2632

Dear Sir or Madam,

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E: [bomalabikeshow@yahoo.com.au](mailto:bomalabikeshow@yahoo.com.au)

Ph: (02) 64582003

Rural Fire Service  
Maybe Street  
Bombala NSW 2632

Dear Sir or Madam,

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Maybe Street  
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Darren Cotterill  
President – Bombala Bike Show Committee

**Schedule 1 - Notice of Intention to Hold a Public Assembly**

**SUMMARY OFFENCES ACT 1988 - Sec 23**

To the Commissioner of Police

<b>1</b>	<p>I Darren Cotterill of 169 Mount Marshall Road CATHCART NSW on behalf of Bombala Motorcycle Association Incorporated notify the Commissioner of Police that on the 19<sup>th</sup> day of November 2016 it is intended to hold <b>either:</b></p> <p>(a) 2016 Bombala Bike Show; a public assembly, <b>not</b> being a procession, of approximately 2000 persons, which will assemble at Bombala Exhibition Grounds at approximately 10 am, and disperse at approximately 12 midnight.</p> <p><b>or</b></p> <p><del>a public assembly, being a procession of approximately ..... (number) persons, which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed ..... ..... ..... (Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</del></p>
<b>2</b>	<p>The purpose of the proposed assembly is to celebrate the motorcycle and motorcycling lifestyle with food, drink, demonstrations, displays and festivities including an evening concert.</p>

<b>3</b>	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(I) There will be 1000 vehicles and/or floats involved. The type and dimensions are as follows: Motorcycles, cars, food vans and light commercial vehicles.</p> <p>(II) There will be 3 bands, 10 musicians, 5 entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly:  Nil animals.</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:  Nil</p>
	<p>I take responsibility for organising and conducting the proposed assembly.</p>
	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>169 Mount Marshall Road Cathcart NSW 2632 Telephone No. 0264582003</p>
	<p>Signed: Darren Cotterill Capacity/Title: President Bombala Motorcycle Association Incorporated  Date: 06-09-2016</p>

# **RISK MANAGEMENT PLAN**

**“BOMBALA BIKE SHOW”  
BOMBALA  
19<sup>TH</sup> NOV 2016**

**This plan is based upon AS/NZS 4360 –  
Risk Management.**

*This plan is to be used as a guide only and should not be taken that a copy of this plan will assure compliance with the relevant Australian Standards. This guide was developed to assist persons develop a Risk Management Plan.*

## Contents Page

1.0	Introduction and Context
2.0	Definitions
3.0	Stakeholders in Risk Management Plan
4.0	Risk Identification
5.0	Assessing Potential Risks
6.0	Evaluating and Treating Potential Risks
7.0	Risk Action Plan
Appendix 1	Template of Risk Register
Appendix 2	Template of Risk Treatment Schedule
Appendix 3	Template of Risk Action Plan

## **1.0 Introduction and Context**

The event titled "Bombala Bike Show " will be held at the Bombala Exhibition grounds. The main organiser for the event will be Darren Cotterill. The event will take place from the 18<sup>th</sup> Nov to 20<sup>th</sup> Nov 2016 inclusive.

The objective of the event is to stage a professional motor bike show for the Community of Bombala and surrounding area. The purpose of holding the event is to promote the local area and to attract visitors to create an awareness and appreciation of our town. to give the local community and visitors a range of attractions to take part in and enjoy and mainly to celebrate the 25<sup>th</sup> annual bike show in Bombala.

The context within which this plan has been developed is to run the most successful event possible, ensuring at the same time the patrons attending the event are protected from harm, the property and environment are protected from damage and the event provides a positive contribution to the community while enhancing the reputation of the town and community of Bombala and also the Council areas that they are located within.

### **1.1 Background / Event Scope**

#### **Background of Event:**

The background of the event stems from similar events held over the past several years in Bombala. This event will be much the same as these previous events. For this event being the 25<sup>th</sup> yr celebration of the Bombala bike show. We plan to enhance the experience by creating an atmosphere of celebration for enthusiasts and families to enjoy by the display of motor bikes of all vintages and a motor bike swap meet as well as stunt riding demonstrations. There will be live music playing over the grounds as well as various food stalls to enjoy and trade stalls and displays.

**Detail Activities of the event:**

The event in question .18<sup>th</sup> Nov pm ( visitors start arriving ) 19<sup>th</sup> Nov (main day till midnight) 20<sup>th</sup> Nov ( clean up and visitors depart)

18<sup>th</sup> noon onwards.

- Arrival of visitors and stall holders
- The following will occur during the day(not necessarily in this order)
  1. Stall holders and visitors arrive.
  2. Flair motor cycle group
  3. Information centre and office open gates
  4. Burn out competition
  5. Judging categories
  6. Food and coffee stalls
  7. Various trade stalls
  8. Show and shine competition
  9. Side shows and attractions
  10. Musical entertainment

**What is the location/layout?**

The location is in the grounds of "Bombala Exhibition Grounds "

## 1.2 Organisational Details

Organisation coordinating and responsible for the event: Celebration of Motorcycles Inc.

Name of individual responsible for organising the event

**Darren Cotterill**

Contact phone: 6458 2003 or 0418784260

Email: bombalabikeshow@yahoo.com.au

Full name of event: "Bombala Bike Show"

Setup times:

18<sup>th</sup> Nov 2013 from 10.00am to 11.00pm.

. Location of event:

"Bombala Exhibition Grounds"

## 2.0 Definitions

### **Risk**

The chance of something happening that will have an impact on objectives.

### **Risk Assessment**

The risk for any injury in this event will be minimal. All events and activities have been assessed and rated as low to moderate risk levels. All activities will be overseen by a volunteer attendant and managed as per the risk management plan. Sites are low trip hazard and stalls and engine displays are low risk.

### **Risk Management**

A risk assessment plan is in order to reduce any risk for harm to persons attending the day of celebration.

### **Risk Reduction**

Actions to reduce risk have been carried out by the organiser prior to the event and security and official staff will be present at all times of the day. In case of any incident or to simply advise and render assistance where required. A first aid spot will be on site.

A zero tolerance policy is in place for persons under the influence of drugs and or alcohol. Persons found to be under any drug or alcohol influence will be removed from the event area and reported to police.

### **Risk Treatment**

Treatment of risk will be carried out by local councils prior to the events. A final assessment will be done on the day of the event prior to the start of any formal event.

### **Risk Acceptance**

Any risk found to be unsafe for any person attending the event will be assessed by the event organizer. If the organizer finds that the area risk in question is to great and will cause harm to any person, then the event planner will either remove the risk to the best of their ability or not go ahead with the event. This however is unlikely to happen given that the areas being used for the events are maintained on a regular basis.

## **3.0 Stakeholders in Risk Management Plan**

Celebration of Motorcycles Inc. has prepared this risk management plan and is the sole stakeholder of the risk management plan. No other companies, business or persons are responsible for any part of this plan.

## ***RISKS***

### **4.0 Risk Identification**

The areas identified in the Risk Management framework have been identified under the following categories:

#### **Health/Injury/Disease**

- Drug affected persons (not including alcohol)
- Alcohol affected persons
- Fire risk caused by gas bottles
- Marquee Collapse
- Broken glass on reserve
- Food Poisoning
- Power failure

#### **Criminal activity**

- Disorderly conduct
- Consumption of alcohol
- Use of illegal drugs
- Malicious acts causing damage or theft.

#### **Environmental Risk**

- Noise Nuisance caused to neighbours
- Excessive litter left at end of event

#### **Legal/Contractual**

- Loss of key contractors
- Event Approval not obtained

#### **Operational/Crowd Safety**

- Overcrowding
- Trip Hazards
- Extreme Weather
- Communications failure

**Traffic Management**

Lack of Parking  
Inadequate access for emergency vehicles at sites

**Promotion/PR**

Inadequate funding for event  
Loss of key personnel

## 5.0 Assessing Potential Risk

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process;

**Table 1: Consequence Matrix**

Level	Descriptor	More Detail	Injuries	Financial Impact	Operational Impact
1	Insignificant	Low Impact, low profile	None	<\$1000	Little impact <1 hour
2	Minor	Public embarrassment, low impact and low news	First Aid	<\$1-10,000	Inconvenient delays 1hr-1day
3	Moderate	Public embarrassment, Moderate news item	Medical Assistance	<\$10-\$50,000	Significant delays 1day – 1week
4	Major	Loss of production capabilities, public embarrassment, 3 <sup>rd</sup> party action, high news impact	Extensive Treatment	<\$50-\$150,000	Non achievement certain aspects 1 wk-1 mth
5	Catastrophic	Public embarrassment, 3 <sup>rd</sup> party action, high news and impact	Deaths	+\$150,000	Non achievement of objectives +1 month

**Table 2: Likelihood Matrix**

Level	Descriptor	More Detail	As a guide...
A	Almost certain	Is expected to occur in most circumstances	Once in a year
B	Likely	The event will probably occur at least once	Once in 3 years
C	Possible	The event might occur at some time	Once in 10 years
D	Unlikely	The event is not expected to occur	Once in 30 years
E	Rare	The event may occur only in exceptional circumstances	Once in 100 years

**Table 3: Level of Risk**

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

**Table 4: Risk Register**

Compiled by: ...Cheryl Cotterill

Date: .....6<sup>th</sup> October 2016

Reviewed by: ..... Date: .....

Function/Activity: Bombala Bike Show 2016

Activity	Risk What and how can it happen	Consequence	Likelihood	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk	Risk Priority
Burn out competition	Injury due to smoke inhalation, flying debris	Cuts or abrasions	Low	Ensure persons act in orderly manner, area cordoned off	1	E2	1	1
Flair motor bike stunts	Hit by motor bike or debris	Cut or abrasions	low	activity operating in enclosed area		E1	1	1
Stalls and displays	Trip over displays	Cuts or abrasions	low	Stalls all inspected for hazards	2	E1	1	1
Over crowding in car park	Car accident or bike accident	Car damage or bike damage	low	An area has been set outside designated for parking for cars	1	E2	1	1
Food stalls	Hot burns	Hot food burns	low	Food stall cooking equipment will be out of public area	1	E1	1	11
Fire buckets	Possible burns	Possible burns	low	Designated fire buckets with fire extinguishers	1	E1	1	1
Slow bike race	Fall off bike	Cuts and abrasions	low	Designated security and marshalling staff	1			
Jumping castles and rides	Fall of ride	Cuts and abrasions	low	All rides will be supervised	1			
Tyre tossing	Hit by tyre	Cuts and abrasions	low	Designated area away from public	1			

S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF FORBES STREET, BOMBALA ON 19TH NOVEMBER 2016 FROM 8AM UNTIL 6PM  
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ATTACHMENT 11 RISK MANAGEMENT PLAN 2016

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## 7.0 Risk Action Plan

For those risks that are High, Extreme or deemed to be unacceptable, they need to be evaluated and specific action plans need to be developed to manage the risk appropriately.

**Table 6: Risk Action Plan Table**

(Example of Risk Action Plan relating to “Marquee Collapse”)

RISK ACTION PLAN	
Item	1
Risk	Marquee Collapse
<b>Summary (RECOMMENDED RESPONSE AND IMPACT)</b>	
To ensure that the Marquee Installer completes an inspection checklist, submits it to the event organiser and to develop a procedure to have the marquee dismantled in the event of unacceptable wind speed, to ensure that the risk of collapse is acceptable.	
1) Proposed Actions	<ul style="list-style-type: none"> <li>• Contact Marquee company and advise that they will need to complete it and submit it to the event organiser once the marquee is erected.</li> <li>• Develop a procedure for dismantling of the Marquee in response to unacceptable wind speed.</li> </ul>
2) Resource Requirements	<ul style="list-style-type: none"> <li>• Time of Event Organiser</li> <li>• Assess to computer</li> <li>• Phone</li> </ul>
3) Responsibilities	Responsibility of Event Organiser to contact Marquee Company, collect completed checklist from Installer, and to develop dismantling procedure. Marquee company to be contacted with regard to level of wind speed that is unacceptable.
4) Timing	<ul style="list-style-type: none"> <li>• Procedure to be completed prior to event.</li> <li>• Marquee company to be notified of checklist requirement one month prior to the event.</li> </ul>
5) Reporting/Monitoring	<ul style="list-style-type: none"> <li>• Event Organiser to remind Marquee Company of checklist requirement within seven days of the event.</li> <li>• Completed checklist to be obtained from Installer immediately after erection of Marquee.</li> </ul>

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**Appendix 3 Template of Risk Action Plan**

**Table 6: Risk Action Plan Table**

<b>RISK ACTION PLAN</b>	
<b>Item</b>	<b>1</b>
<b>Risk</b>	<b>Injury to participant</b>
<b>Location/Function</b>	<b>Bombala bike show</b>
<b>Summary (RECOMMENDED RESPONSE AND IMPACT)</b>	
<b>To ensure all participants have relevant safety equipment and provide all participants with adequate care in the event of an injury.</b>	
6) Proposed Actions	<b>Ensure all participants have correct safety equipment prior to event commencement.</b>
7) Resource Requirements	<b>Time of event organizer Access to phone Medical personnel on site</b>
8) Responsibilities	<b>Responsibility of event organizer to contact any parent or guardian in the event of a serious injury. Organize transportation to hospital in the event of serious injury. Ensure participant receives immediate medical attention in the event of any injury</b>
9) Timing	<b>All assessments of event area to be completed prior to event</b>
10) Reporting/Monitoring	<b>Event organizer to complete event checklist to be verified by council representative and or OH&amp;S officer</b>

## **Road Closure Ad for Bombala Bike Show 2016**

**To run in ‘The Bombala Times’ and ‘The Monaro Post’ on Wednesday 9<sup>th</sup> and Wednesday 16<sup>th</sup> November 2016.**

**TEMPORARY ROAD CLOSURE  
FORBES STREET, BOMBALA  
SATURDAY 19 NOVEMBER 2016  
FROM 8AM TO 5PM**

Forbes Street will be temporarily closed to traffic from Wellington to Mercy Streets on Saturday 19<sup>th</sup> November 2016 from 8am to 5pm.  
The road is closed due to the Bombala Bike Show. Road Detour signs will be in place to direct local traffic.

## Special Event Transport Management Plan

### 1 Event details

#### 1.1 Event summary

Event Name: 2016 Bombala Bike Show

Event Location: Bombala Exhibition Grounds

Event Date: 19/11/2016 Event Start Time: 10am Event Finish Time: 12am

Event Setup Start Time: 7am 19/11/2016 Event Packdown Finish Time: 1am 20/11/2016

Event is  off street  on street - moving  on street non-moving

held regularly throughout the year (calendar attached)

#### 1.2 Contact names

**Event Organiser\* Darren Cotterill**

Phone:0264582003 Mobile:0418784260

E-mail:bombalabikeshow@yahoo.com.au

**Event Management Company (if applicable) .....**

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

**Police Steven Gay**

Phone: 64583444 Fax:64584009

E-mail: gay1ste@police.nsw.gov.au

**Council Bombala Council**

Phone: 6458 3555 Fax: 6458 3777

Mobile: E-mail: council@bombala.nsw.gov.au

**Roads & Traffic Authority (if required)Bombala Council**

Phone: 6458 3555 Fax: 6458 3777 ....

Mobile: 0428583559 E-mail:council@bombala.nsw.gov.au

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

#### 1.3 Brief description of the event (one paragraph)

The event celebrates the motorcycle and motorcycling lifestyle with food, drink, demonstrations, stalls, displays and festivities including an evening concert.

**2 Risk Management - Traffic**

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 10px; height: 100%; background-color: red; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: yellow; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: green;"></div> </div> <div style="display: flex; flex-direction: column; align-items: center; margin-top: 5px;"> <div style="width: 10px; height: 100%; background-color: red; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: yellow; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: green;"></div> </div>	<b>2.1 Occupational Health &amp; Safety - Traffic Control</b>
	X Risk assessment plan (or plans) attached
	<b>2.2 Public Liability Insurance</b>
	X Public liability insurance arranged. Copy of Policy attached.
	<b>2.3 Police</b>
	Police written approval obtained pending
	<b>2.4 Fire Brigades and Ambulance</b>
	X Fire brigades notified
	X Ambulance notified

**3 Traffic and transport management**

<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 10px; height: 100%; background-color: red; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: yellow; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: green;"></div> </div> <div style="display: flex; flex-direction: column; align-items: center; margin-top: 5px;"> <div style="width: 10px; height: 100%; background-color: red; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: yellow; margin-bottom: 2px;"></div> <div style="width: 10px; height: 100%; background-color: green;"></div> </div>	<b>3.1 The route or location</b>
	X Map attached
	<b>3.2 Parking</b>
	X Parking organised – utilise existing on-street parking
	<input type="checkbox"/> Parking not required
	<b>3.3 Construction, traffic calming and traffic generating developments</b>
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<b>3.4 Trusts , Authorities or Government Enterprises</b>
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached
	<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<b>3.5 Impact on/of Public transport</b>
	<input type="checkbox"/> Public transport plans created - details attached
	<input type="checkbox"/> Public transport not impacted or will not impact event
	<b>3.6 Reopening roads after moving events</b>
	<input type="checkbox"/> This is a moving event - details attached.
	<input type="checkbox"/> This is a non-moving event.
	<b>3.7 Traffic management requirements unique to this event</b>
	<input type="checkbox"/> Description of unique traffic management requirements attached
	<input type="checkbox"/> There are no unique traffic requirements for this event
	<b>3.8 Contingency plans</b>
	<input type="checkbox"/> Contingency plans attached

- Class 1** **Class 2**  
**3.9 Heavy vehicle impacts**
  - Impacts heavy vehicles - RTA to manage
  - Does not impact heavy vehicles
- 3.10 Special event clearways**
  - Special event clearways required - RTA to arrange
  - Special event clearways not required

**4 Minimising impact on non-event community & emergency services**

- Class 1** **Class 2** **Class 3**  
**4.1 Access for local residents, businesses, hospitals and emergency vehicles**
  - Plans to minimise impact on non-event community attached
  - X This event does not impact the non-event community either on the main route (or location) or detour routes
- 4.2 Advertise traffic management arrangements**
  - Road closures -advertising medium and copy of proposed advertisements attached
  - No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
  - No road closures or special event clearways - advertising not required
- 4.3 Special event warning signs**
  - Special event information signs are described in the Traffic Control Plan/s
  - This event does not require special event warning signs
- 4.4 Permanent Variable Message Signs**
  - Messages, locations and times attached
  - This event does not use permanent Variable Message Signs
- 4.5 Portable Variable Message Signs**
  - The proposed messages and locations for portable VMS are attached
  - This event does not use portable VMS

**5 Approval**

TMP Approved by: Darren Cotterill Event Organiser 19/11/2016

Regulation of Traffic Approved by: ..... RTA ..... Date

or: .....Bombala Council 19/11/2016

### **Bombala Bike Show 2016 – Burnout Competition AND Motorbike Gymkana Event details**

This document is to accompany the application made to the NSW Department of Sport and Recreation in support of the Burn Out Competition and the Just Bikes Gymkana Event at the 2016 Bombala Bike Show on Saturday 19<sup>th</sup> November 2016 at the Bombala Showgrounds.

#### **Burn Out Competition details**

The burnout competition is undertaken on a structure which consists of a fabricated steel frame that receives and fixes the front wheel of the motorcycle and is connected to a steel sub frame which sits flush on the ground. The sub frame encloses a reinforced concrete slab (the pad) which provides the area of contact with the bike tyre. Free standing water filled traffic barriers will be used. The traffic barriers will be provided 5m to the sides and front of the pad placed in a horseshoe shape. The barriers are intended to contain the motorcycle in the event that it breaks free of the structure. Immediately adjacent and within 1m of the traffic barriers to the side are 2m high wire mesh construction fence panels. These panels are placed from the front of the motorcycles and continue to the rear and across the back with the back stretch of fence being a minimum of 2m from the rear of the bike. The fence panels will be in the form of a horseshoe. The fence will contain any debris issuing from a tyre.

Spectators will be positioned behind a mesh barrier a minimum of 1m high. The barrier will extend around the entire perimeter of the site and be located a minimum of 10m from the sides, 5m from the rear and 15m from the front of the pad. The attached sketch details the arrangement.

The front wheel of the bike will be tethered with a ½ inch wire cable to the steel frame. The device is further anchored with steel pegs into the ground. The bike remains in a fixed position throughout the event as does the device.

Fire extinguishers will be provided. No less than three committee officials will oversee the event. The rider must remain seated at all times while the motorcycle is running with both hands on the handlebars and both feet on the ground. The front brake must be applied at all times. Cruise control or throttle friction devices are not permitted to be used. The rider must be in full control of the motorcycle at all times and be wearing appropriate personal protective equipment.

The event will cease immediately any of the following occur:

- The rider loses control,
- A fire starts,
- Debris begins to fly from the tyre,
- The device moves,
- A spectator moves inside the barrier.

Only one motorcycle will participate at a time. The motorcycle does not move during the competition.

### **Just Bikes Gymkana Event details**

The Gymkana event is undertaken on the showground. It consists of 4 adult events and 1 junior event.

A maximum of 5 bikes will compete at a time except for the Slow Race in which all competitors will compete together.

**Scatter Ball Race.** A maximum of 5 bikes will compete in each heat for this race. The bikes will be spaced sufficiently apart to ensure safety of riders. Buckets will be spaced such that riders have plenty of space for turning without collision with other competitors.

**Egg & Spoon Race.** A maximum of 5 bikes will compete in each heat for this race. The bikes will be spaced sufficiently apart to ensure safety of riders. Buckets will be spaced such that riders have plenty of space for turning without collision with other competitors.

**Slow Race.** A maximum of 5 bikes will compete in each heat for this race. The bikes will be spaced sufficiently apart to ensure safety of riders. There is no turning involved in this race.

**Gear Up.** A maximum of 20 bikes will compete in this race. The bikes will be stationary at the finish line and will not move during the race. Competitors compete in a running race and will sit on their bikes at the finish and start the bike, but not move the bike.

**Kids Kapers.** A maximum of 20 juniors will compete in this race. The bikes will be stationary at the finish line and will not move during the race. The bikes will be positioned sufficiently apart to ensure safety of all participants. Competitors compete in a running race and will sit on their bikes at the finish line, but the juniors will not start their bike or move their bike.

Spectators will be positioned behind a mesh barrier a minimum of 1m high. The barrier will extend around the entire perimeter of the site and be located a minimum of 5m from the sides, 5m from the Start line and 5m from the finish line. A further inside barrier a minimum of 1m high will extend the entire perimeter of the site 5m in from the external spectator barrier. This will provide further safety to spectators and competitors. The attached sketch details the arrangements.

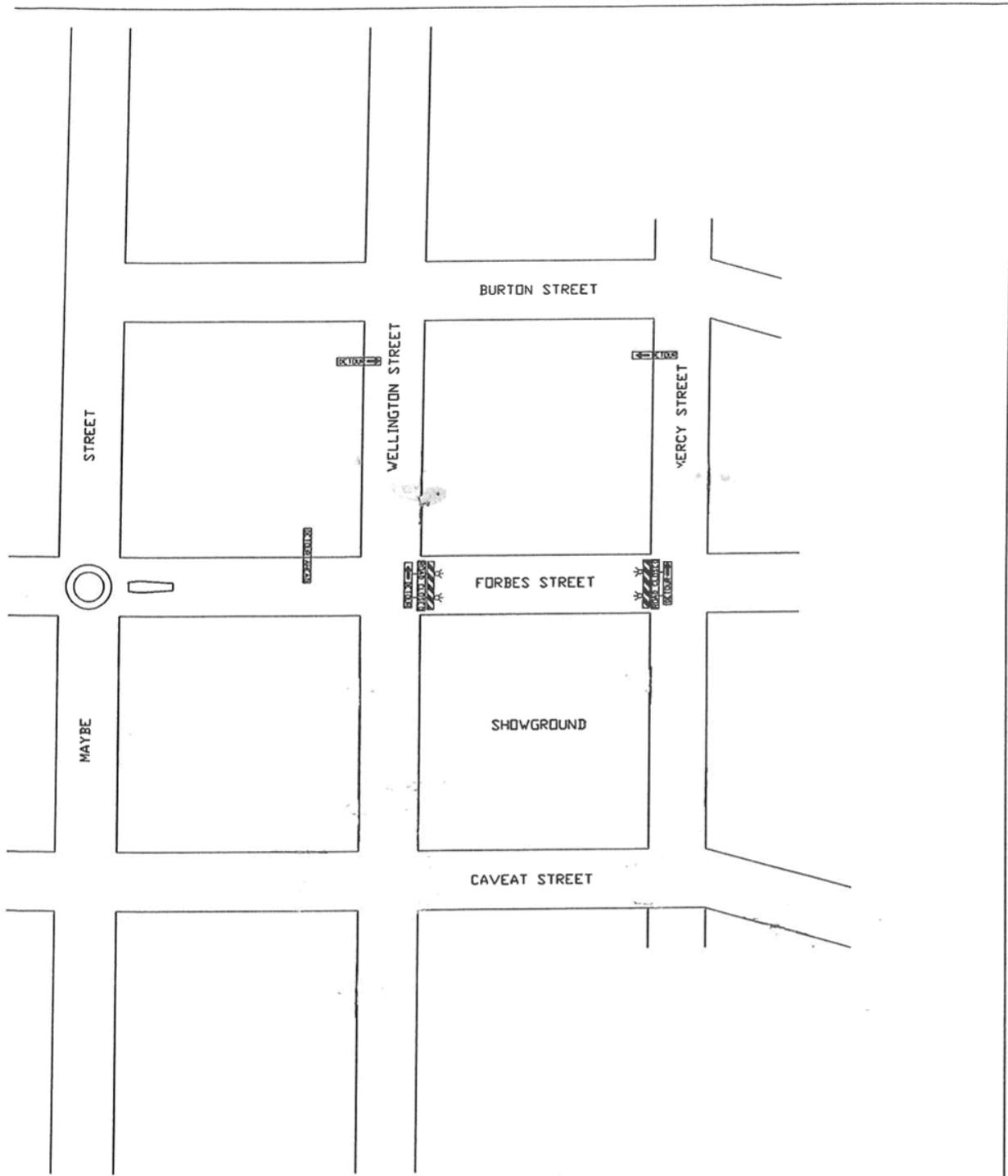
Fire extinguishers will be provided. No less than three committee officials will oversee the event. The riders must remain in full control of the motorcycle at all times and be wearing appropriate personal protective equipment.

The event will cease immediately any of the following occur:

- A rider loses control,
- A fire starts,
- Debris begins to fly,
- A spectator moves inside the external barrier.

S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF FORBES STREET, BOMBALA ON 19TH NOVEMBER 2016 FROM 8AM UNTIL 6PM TO FOR THE PURPOSE OF THE BOMBALA BIKE SHOW

ATTACHMENT 15 TRAFFIC CONTROL PLAN



Approved . . . M. P. . . . .

BOMBALA COUNCIL  
TRAFFIC CONTROL PLAN TCP54A-6  
ROAD CLOSURE FOR PUBLIC EVENTS

S.1 REQUEST FOR COUNCIL APPROVAL OF THE TEMPORARY ROAD CLOSURE OF  
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ATTACHMENT 16 EMAIL FROM EVENT ORGANISER

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Hi Kevin,

Attached is the summary for our organisation from ASIC. The summary includes our Incorporation Number as requested.

We are the 'Celebration of Motorcycles Bombala Assoc. Inc.' Trading as 'The Bombala Bike Show'

I will contact the insurance company tomorrow and have them include Department of Sport and Recreation as an interested party on the policy.

The landowner and Council are one and the same as the Exhibition Ground is run by a 355 committee which is through the Council. The official approval letter will be forthcoming tomorrow I have been assured.

Cheers,  
Cheryl



ASIC

Australian Securities & Investments Commission

Association

CELEBRATION OF MOTORCYCLES BOMBALA ASSOCIATION INCORPORATED

Extracted from ASIC's database at AEST 18:49:47 on 20/10/2016

Association Summary
Name: CELEBRATION OF MOTORCYCLES BOMBALA ASSOCIATION INCORPORATED
ABN:
Registration Number: INC9888890
Registered State: New South Wales
Registration Date: 19/02/2008
Status: Registered
Type: Associations
Regulator: Office of Fair Trading, New South Wales