

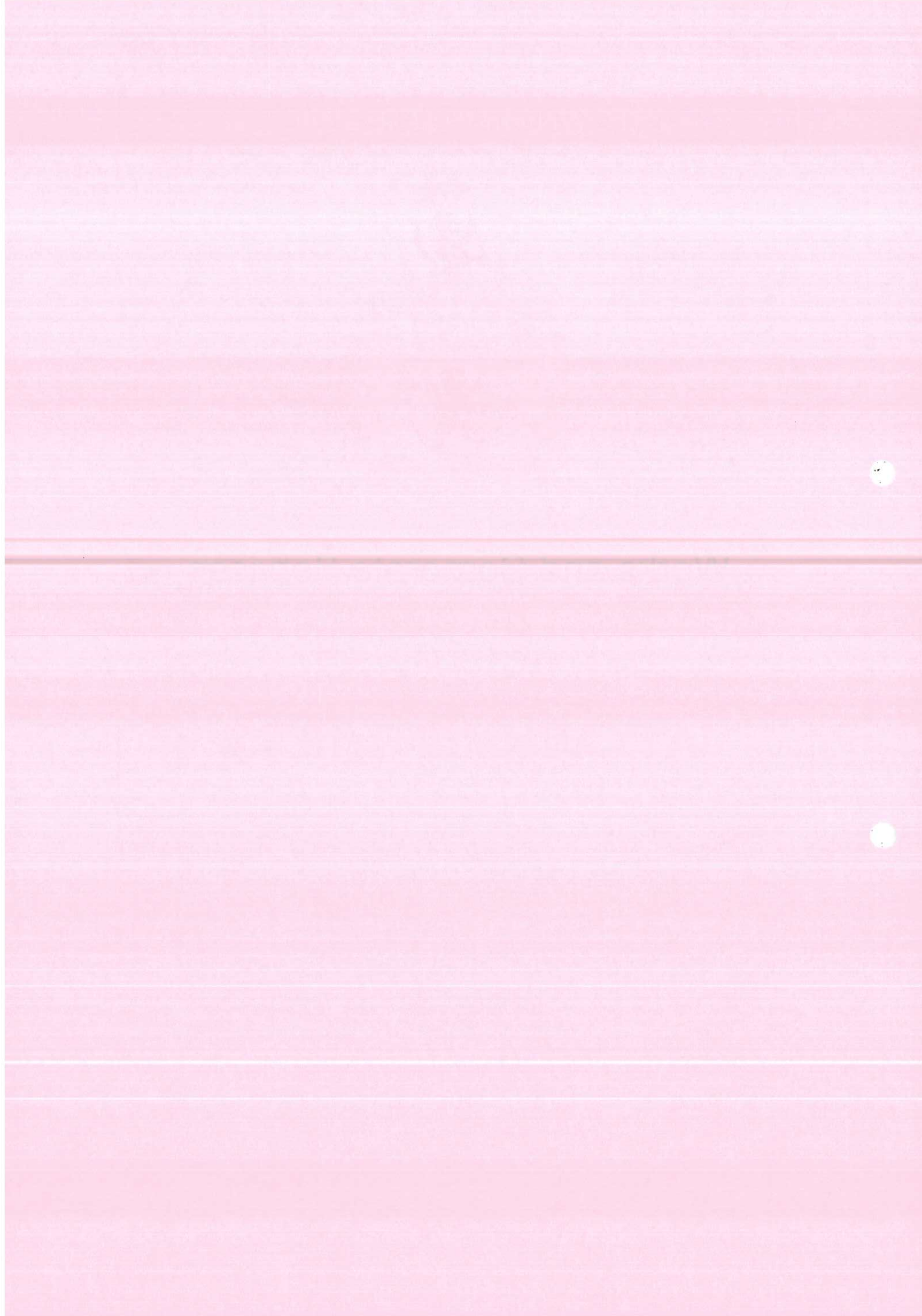
TOWN OF COTTESLOE



Works and Corporate Services  
Committee

**ATTACHMENT 10.1.4**

Meeting Date: 21 August 2012



# **OCEAN RIDE FOR MS (Multiple Sclerosis)**

## **Sunday 7 October 2012**

### **APPLICATION FOR PERMISSION TO CONDUCT THE EVENT**

#### **GENERAL INTRODUCTION**

##### **EVENT NAME:**

The event is titled the "OCEAN RIDE FOR MS"

##### **EVENT HISTORY:**

The event was first conducted on Sunday, October 30, 2010 and repeated successfully on Sunday, October 23, 2011

It attracted 1500 participants and passed without incident attracting many positive comments from riders and assisting MS with over \$150,000 in funds

##### **EVENT PURPOSE:**

The Ride is being organized to serve two essential aims of Multiple Sclerosis Society (MS)

- To create an increased awareness of MS in the wider community. While most people understand the term MS they potentially do not understand that the disease affects the central nervous system and can, to varying degrees, interfere with the transmission of nerve impulses throughout the brain, spinal cord and optic nerves. Although we do not yet understand why some people are susceptible and others are not, we do know that an estimated 18,000 Australians have MS.
- To raise funds for both essential ongoing research and care assistance associated with MS

##### **EVENT DESCRIPTION:**

The ride has been designed with two objectives:

- To include as many people as possible in a Ride that resembles the normal group rides that are a feature of Perth throughout the week and especially on weekends.
- To utilize a ride course that is different to other rides while attempting to reduce the impact of a large group of Cyclists on Perth roads that would not be closed to normal traffic

The ride again will follow the northern metropolitan beaches and showcase the coast. Essentially there are no residential structures on the left hand side of the course. There are some commercial structures and Surf Life Saving Clubs

In essence the event is a RIDE and not a RACE. No timing of entrants will take place. The event will begin at 6.45am or earlier if required when less traffic is on the roads.

## EVENT APPLICATION

### CONTACT DETAILS:

**Name:** Stephen Doyle  
**Organization:** Sports Performance & Management for MS  
**Postal Address:** PO Box 253  
Fremantle  
Western Australia 6959  
**Phone:** (08) 93391317  
**Mobile:** 04 111 33 954  
**Email:** [sportsperformance@iinet.net.au](mailto:sportsperformance@iinet.net.au)

### EVENT DETAILS:

**Name Of Event:** OCEAN RIDE FOR MS  
**Event Description:** The event is a Bike Ride from South Beach, South Fremantle to Hillary's Beach Park, Hillary's. The event follows the coast at all times. A complete course description and maps are attached.  
**Event Distances:** **From South Beach** – 33 kilometres and 53 kilometres  
**From Scarborough** – 10 kilometres  
**Location Of Event:** START: South Beach, South Fremantle  
FINISH: Hillary's Beach Park (Whitfords Nodes), Hillary's  
**Event Date:** Sunday 23 October 2011  
**Start Time:** 6.00am Teams (Teams Course)  
6.45am Individuals (Individual Course)  
**Finish Time:** 7.40am (Teams) 8.10am (first individual) - 10.00am (last rider)  
**Event Duration:** Four hours  
**Event Set Up:** South Beach: 4.30am Sunday 7 October 2012  
Hillarys Beach Park: 12.00pm Saturday 6 October 2012  
City Beach Aid Station: 6.30am Sunday 7 October 2012  
**Event Take Down:** South Beach: 7.30am Sunday 7 October 2012  
Hillarys Beach Park 2.00pm Sunday 7 October 2012  
City Beach Aid Station: 9.00am Sunday 7 October 2012

### PARTICIPANTS:

**Target Audience:** The event involves Cyclists from the general public with specific targets being Individual Cyclists who can ride 33 kilometres or 53 kilometres from South Beach with a minimum age of 16 years. A separate Team Ride under the control of a pace Car will begin at 6.00am and ride 73km. A team consists of 4 riders.

From Scarborough the target is families who will be able to ride 10 kilometres on the Bike Path north to Hillarys

The event will not be timed and all riders must follow normal traffic regulations including traffic lights and signs.

**EVENT HISTORY:**

The event was first conducted on Sunday October 30 2010. 1062 Riders took part aged from 12 to 72 There were no complaints and only rider required medical treatment.

The event was repeated on October 23, 2011 with 1500 riders taking part with one rider treated for a fall

The event was conducted with the support and permission of: WA Police, Main Roads Western Australia, Fremantle Ports and 6 Councils along the Course

**TRAFFIC MANAGEMENT:** A complete Traffic Management Plan will be in place for the event. The Plan will be designed and implemented by WARP (West Australian Road Projects) who were responsible for the 2010 and 2011 event

**SIGNAGE:**

**PRIOR:** Three weeks prior to the event temporary signage that advertises the event will be erected on prominent roads in accordance with Main Roads guidelines and the Traffic Management Plan

**EVENT DAY:** In addition to the Traffic Management Signage additional signage including directional will be placed at required points along the course

**RISK MANAGEMENT PLAN:** A Risk Management Plan for the event is attached

**PARKING:**

Parking will be in designated areas in conjunction with:  
At South Beach – City of Fremantle  
At Hillarys – City of Joondalup and Department of Transport  
Fremantle Harbour – Fremantle Ports

**RESERVES USED:**

**South Beach Reserve – City of Fremantle**  
**Hillarys Beach Park – City of Joondalup**

**STRUCTURES:**

South Beach Reserve:  
1. Freestanding marquees  
2. Start Arch – PVC Inflatable

Hillarys Beach Park

1. Finish Arch – PVC Inflatable
2. Contract Marquees in accordance with City of Joondalup requirements

No other structures are required along the course

**TOILETS:**

**South Beach Reserve**

Portable Toilets in accordance with requirements. Number will depend on number of entrants

**Hillarys Beach Park**

Portable Toilets in accordance with City of Joondalup requirements

**WASTE REMOVAL:**

All Waste will be removed from Start and Finish areas by the organizers in conjunction with the Council requirements

**PUBLIC ADDRESS:**

A public address system will be in operation at both the start and finish and will comply with all requirements regarding Noise. Professional contract groups will be involved at both the Start and Finish.

**INSURANCE:**

The event is covered by \$20 million Public Liability Insurance. In addition volunteers are covered by Volunteers Insurance

**MEDICAL:**

Sports Medicine Australia have been contracted to provide medical services at the start, finish and along the course for the duration of the ride.

**FOOD AND DRINK:**

**Start at South Beach:** No vendors of food or drink will be involved with the event. Two Cafes at the start will be open

**Finish at Hillarys Beach Park;** Vendors will be in accordance with and permission of the City of Joondalup

**COMMUNITY ADVERTISING:** Two forms of communication will be used in addition to preliminary signage.

1. Letter Drop: Two letter drops to residents and businesses along the course will occur four weeks and one

**ATTACHMENTS:**

# Risk Management Plan

Ride For MS

The Ride for MS will be conducted under a strict management process and will be held with the permission of all relevant bodies including WA Police, Main Road Western Australia, Fremantle Port Authority, City of Fremantle, Town of Mosman Park, Town of Cottesloe, City of Nedlands, Town of Cambridge, City of Stirling, City of Joondalup.

The event will be conducted with a complete Traffic Management Plan approved by all authorities and conducted under the Rules of the Road of the Road Traffic Act.

Topic	Policy
<b>Insurances</b>	<ul style="list-style-type: none"> <li>The event is covered by Multiple Sclerosis's policy for Public liability, professional Indemnity and Personal Accident insurance, for competitors, officials and employees.</li> </ul>
<b>Road Traffic Act</b>	<ul style="list-style-type: none"> <li>As cyclists are road users, all activities are conducted in accordance with the Australian Road Rules, as promoted by the WA Department of Transport, Road Traffic Code 2000, the Road Traffic Act 1974.</li> <li>Should there be a requirement to conduct the event outside of the Australian Road Rules, the event holder shall obtain approval following an Application for Temporary Suspension of the Road Traffic Act / Regulations, Section 83, Road Traffic Act.</li> </ul>
<b>Responsibilities of Event Organiser</b>	<ul style="list-style-type: none"> <li>Obtain the necessary approvals, permits and authorisation to conduct the event from the Local Government Authority, local police, WA Traffic Police (if applicable), Main Roads WA (if applicable). These approvals, permits and authorities are to be kept by the event organiser and made available at the event if required.</li> <li>Ensure that event signage is implemented in dual path situations, and vehicle traffic areas if relevant.</li> <li>Have available at the event a copy of the approved traffic management plan if applicable.</li> <li>Ensure that all event signage and traffic management is in place as required by the traffic management plan or risk management plan.</li> <li>Employ a qualified and fully accredited traffic manager to implement the traffic management plan if applicable.</li> <li>Briefing of race marshals as to their roles and responsibilities.</li> <li>Briefing of the Competitors as to the various intricacies and format of the event.</li> <li>Assessment of the risks, addressing of issues and / or modification of the course should there be inclement weather, broken glass, potholes, debris, road</li> </ul>

	<p>works or other dangerous aspects to the course.</p> <ul style="list-style-type: none"> <li>• Cancellation and / or evacuation of the event should this be required.</li> </ul>
<b>Responsibilities of Competitors</b>	<ul style="list-style-type: none"> <li>• Obey the Road Rules as applicable to the course and approved permits.</li> <li>• Obey instructions from the Event Organisers.</li> <li>• Be courteous to other road users, pedestrians etc.</li> <li>• Employ correct etiquette and ride safely in all situations.</li> <li>• Required to wear minimum safety gear on a road worthy bike.</li> <li>• Ensure that their bicycle is in good working order, including lights when needed.</li> <li>• Ensure they have adequate supply of water, sports drink and nutrition as required for the activity they are to participate in.</li> <li>• Responsible for ensuring they are fit enough for the activity.</li> </ul>
<b>Emergency Plan</b>	<ul style="list-style-type: none"> <li>• Event organisers are the key contact for the event, and will co-ordinate emergency action as required at the event.</li> <li>• First aid kit for cuts, falls and sprains to be held by the event organiser.</li> <li>• Medical officers will be in attendance depending throughout the event.</li> <li>• The nearest hospital with an emergency ward to be notified prior to event.</li> <li>• Emergency contact phone Number is 000 for Ambulance, Fire and Police, including danger, serious injuries or life-threatening concerns in road traffic accidents. Contact phone number for Police is 131 444.</li> <li>• Accidents are to be reported immediately to the event organiser.</li> </ul>
<b>Risk Identification and Assessment</b>	<p>Risk analysis of the proposed event activities has identified risk events/items that will be managed by effective implementation of this Risk Management Plan. A risk analysis table is attached. The assessment process has been undertaken in accordance with Australian Standard AS/NZS 4360-2004, Risk Management.</p> <p>All identified risks have been treated by development of this Risk Management Plan. Unforeseen risks arising during the event activities will be treated in accordance with standard practices and procedures where appropriate.</p>



### Risk Identification and Response Table

Risk	Pre-Treatment Risk Rating			Risk Response	Residual Risk Rating		
	Level of risk	Consequences	Rating		Level of risk	Consequences	Rating
Event participants running into walkers or dogs on the course	Possible	Minor	Medium	Erect event signage and officials at points of entry to the park and onto the course. Lead vehicles in front of Cyclists	Possible	Minor	Medium
Vehicles and event participants crashing	Possible	Minor – Moderate	High	Event holder to provide relevant traffic management by way of traffic controller and signage as per traffic management plan, to control vehicle movements and minimize potential hazards.	Unlikely	Minor	Low
Event participants injuring themselves falling off their bicycles or crashing into obstacles along course	Possible	Minor	Medium	Event holder to provide briefing and instruction to event participants about potential hazards and safe riding techniques. Compliant helmets to be worn by event participants.	Unlikely	Minor	Low

**The risk template covers the possible scenarios from those types of incidents related to the event in terms of likelihood and consequences**

**The completed risk template is attached, together with the table of risk factors used for the evaluation**

#### AREAS OF RISK:

### Risk factors and Controls Qualitative Measures of Likelihood (from Risk West Criteria)

LEVEL	DESCRIPTOR	DESCRIPTION	FREQUENCY
1	Rare	The event may occur only in exceptional circumstances	Less than once in 30 years
2	Unlikely	The event could occur at some time	At least once in 30 years
3	Moderate	The event should occur at some time	At least once in 10 years
4	Likely	The event will probably occur in most circumstances	At least once in 5 years

5	<b>Almost Certain</b>	<b>The event is expected to occur in most circumstances</b>	<b>More than once per year</b>
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## Qualitative Measures of Consequences or Impact

LEVEL	DESCRIPTOR	DESCRIPTION			SEVERITY
1	Insignificant	No injuries, low financial loss	\$0 to \$10,000	And / or	<b>No disabling accident</b>
2	Minor	First Aid treatment, on site release immediately contained, medium financial loss	\$0 to \$50,000	And / or	<b>A single possible disabling accident</b>
3	Moderate	Medical treatment required, on-site release contained with outside assistance	\$0 to \$200,000	And / or	<b>Multiple disabling accidents or severe long term injury</b>
4	Major	Death plus extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss	\$100,000 to \$1 million	And / or	<b>Several long term injuries and/or death</b>
5	<b>Catastrophic</b>	<b>Multiple deaths, toxic release off-site with detrimental effect, large financial loss</b>	<b>\$1 million +</b>	<b>And / or</b>	<b>Multiple loss of life and serious long term injuries</b>

Ref	Event (Incident)	Likelihood	Consequence	Controls
1.1	Event does not go ahead due to bad storms, strong winds	2 Unlikely	2 Minor	<b>Alternative modified event implemented</b>
1.2	Course disrupted for road works	2 Unlikely	2 Minor	<b>Area of work controlled. Course modified as required</b>
1.3	Disruption to local business / residents	2 unlikely	2 minor	<b>Communication strategies are in place. Assistance provided</b>
1.4	Train collides with competitors	1 Rare	5 Catastrophic	<b>Crossing has boom gates at North Fremantle</b>
2.1	Marquee collapse causing injury	2 unlikely	2 Minor	<b>All marquees are professionally erected</b>
2.2	Finish Arch collapse	1 Rare	2 Minor	<b>Finish arch is tethered by and ropes to secure structures</b>
2.4	Competitor trips in start area	2 Unlikely	2 Minor	<b>Injury minor – competitors warned at briefing of taking care in start area with a large group.. First aiders in Transition</b>
2.5	Event Briefing – Can wrong directions be given	1 Rare	1 Insignificant	<b>Course briefing by experienced personnel Course marshals throughout course Course has adequate signage</b>
3.1	Traffic Control around the course – Car runs into cyclist	1 Rare	4 Major	<b>Course is controlled by qualified officials supplemented by volunteers. Medical staff throughout the course. Communications over the course in place</b>
3.2	Cyclist runs into spectator crossing course	2 Minor	1 Insignificant	<b>Cyclist briefed on course. Officials placed to advise pedestrians at relevant crossings</b>
3.3	Course Condition – holes, grates	2	2	<b>Course checked and all holes filled prior</b>

	– Anywhere a cyclist could be dislodged from bike	Minor	Minor	<b>to event. Obstructions indicated with road cones and barricades.</b>
3.4	Cyclist running into another Cyclist	2 Minor	2 Minor	<b>Cyclist advised at briefing to stay left unless passing slower cyclists</b>
4.1	Provision of Medical Services	1 Rare	1 Insignificant	<b>Medical services are provided by Sports Medicine Australia and are situated at start, end and throughout the Cycle Course. Contacted by two way radio and mobile phone.</b>
4.2	Security of equipment	1 Rare	1 Insignificant	<b>Security guards contracted for the event</b>
4.3	Communications / officials	1 Rare	1 Insignificant	<b>Two way radio and mobile phone communications used over the course</b>

## APPENDIX 1

### OCEAN RIDE FOR MS

#### RIDE RULES & CONDITIONS

##### GENERAL:

- Each competitors must read the event instructions to ensure the safe running of the event.
- Competitors must obey all directions and instructions by officials and police.
- It is the responsibility of competitors to be familiar with the course.
- If you withdraw from the ride it is essential you notify officials on the course
- Medical staff have ultimate and final authority to remove a competitor from the race if the competitor is judged to be incapable of continuing without risk of serious injury.

##### START AREA: (Victoria Quay / South Beach)

- Competitors are responsible for their own equipment.
- Bikes must be placed in the area indicted for your start number.
- Only competitors who are riding will be in the start area.

##### CYCLE:

- An approved helmet must be worn and fastened at all times.
- The helmet straps must be secured prior to moving the ride start.
- Ride numbers must be attached to the Cycle Shirt and Bike Frame

##### RECOMMENDATIONS:

- Drink plenty of fluid before, during and after the event.

- Use caution at the start of the ride as the start can be very crowded
  - Cycles must be in safe mechanical condition and should be checked prior to the race.
  - Bicycles should carry a full bottle of water at the start of the cycle leg.
  - **MEDICAL** – If you are over 30 years of age / or have not done much regular exercise, it is strongly recommended that you have a medical check up prior to the event.
-