



**BREMER BAY PROGRESS
ASSOCIATION INC.**

RISK MANAGEMENT PLAN

Beasts, Bombs & Beauties: Bremer Bay Car Show

Saturday 20th January 2024
9.30am-3:00pm: Car Show & Market Day
5.30pm: Award Presentation & Dinner

TABLE OF CONTENTS		
ITEM	DETAILS	PAGE
1 EVENT DETAILS		
1.1	Introduction	4
1.2	Background	4
1.3	Details of event	4
1.4	Event area	5
1.5	Stage	5
1.6	Entertainment	5
1.7	Catering	6
2 STAKEHOLDERS		
2.1	Event stakeholders	8
3 HEALTH, SAFETY AND AMENITY OF THE PUBLIC		
3.1	Security	10
3.2	Lighting	10
3.3	Car parking	10
3.4	Toilets	10
3.5	Electrical equipment	11
3.6	Noise control	11
3.7	Emergency Services	11
4 RISK MANAGEMENT		
4.1	Risk identification	13
4.2	Risk definitions and classifications	14
4.3	Risk matrix analysis	15

EVENT DETAILS

1.1 Introduction

The Bremer Bay Progress Association INC is excited to bring the inaugural ***Bombs, Beasts and Beauties: Bremer Bay Car Show*** to locals and visitors on Saturday 20th January 2024 at the Bremer Bay Sports Club. The event will consist of a Car Show with Market stalls, food and entertainment on the Bremer Bay Sports Club Oval from 10am to 3pm, followed by an Award Presentation Ceremony and Dinner at the Sports Club from 5:30pm.

1.2 Background of event

The Bremer Bay Progress Association INC was formed in May 2023 by local citizens with a passion for our beautiful town. Our vision is to create, promote and sustain Bremer Bay as a progressive town that is welcoming, clean, safe and respectful of locals, visitors and our unique natural environment.

During 2023 the Bremer Bay Progress Association has been working closely with the Shire of Jerramungup, the local community and other stakeholders to advocate for the betterment of our town. As part of this process a fundraising subcommittee within the Bremer Bay Progress Association was set up to obtain funds for potential projects to improve facilities and benefit the people of Bremer Bay.

Noting the number of car enthusiasts in Bremer Bay and the surrounding areas it was proposed to hold a Bremer Bay Car Show, like other Show & Shine events held across Western Australia. We are now in the final stages of bringing this new and exciting event to Bremer Bay which we are sure will be well attended by the local community and visitors alike.

1.3 Details of the event

Bombs, Beasts & Beauties is set to bring an exciting new event to Bremer Bay for visitors and locals alike. This will be a Car Show with a twist featuring people's choice awards for the best bomb, beast, or beauty, as well as Australian or International cars from both pre and post 1980. This fun event will include market stalls, our local Emergency Services will be on display to show case the amazing work they do, plus there will be live music, food, and free kids Entertainment. Afterwards, drinks and dinner along with award presentations will take place at the Sports Club from 5:30pm.

As this event will fall during the January School Holidays, we are anticipating an attendance of approximately 2000 people during the day and approximately 300 people in the evening. The event will be an "accessible event", meaning the location is equipped to welcome people with disabilities.

The entrance fees for this event will be \$5 for adults and gold coin donation for Seniors and Under 16s with the event open to all locals and visitors in Bremer Bay and the wider community.

1.4 Event area

The event location will be the Bremer Bay Sports Club Oval on Frantom Way for the Car Show portion of the event and the Bremer Bay Sports Club building for the evening portion.

BOMBS, BEASTS & BEAUTIES EVENT MAP

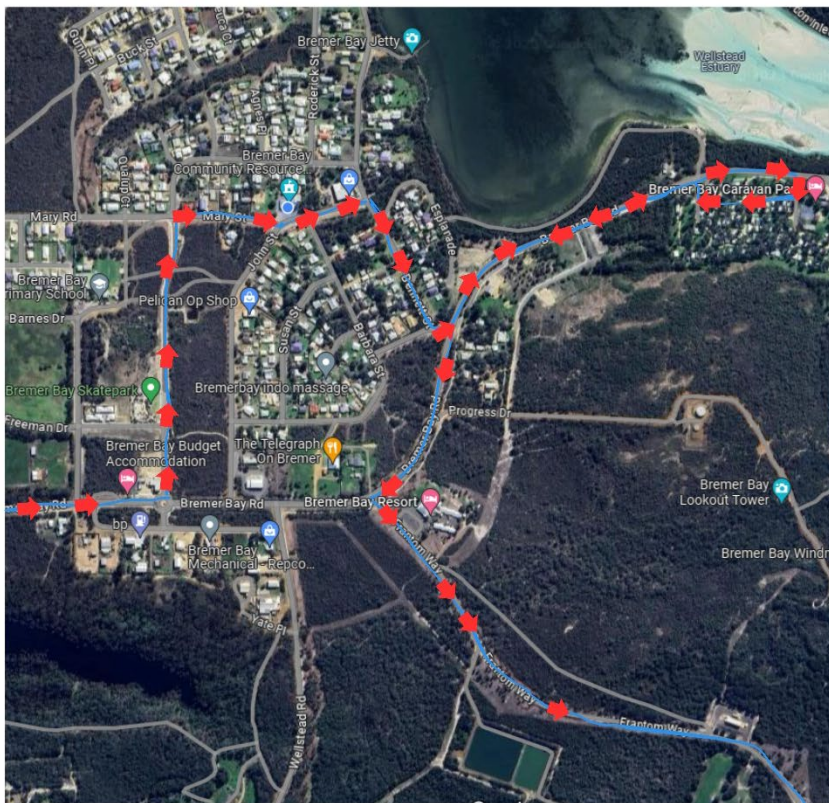
Saturday 20th January



Local emergency services will be set up and on display in the centre of the Bremer Bay Sports Club Oval. This includes the Volunteer Marine Rescue, St John WA Jerramungup Subcentre volunteers with the Bremer Bay ambulance, Volunteer Fire & Emergency Services Bremer Bay Brigade including the Road Crash Rescue team and the Jerramungup Police.

Car Show entrants will have the option to participate in a poker run/car convoy from Boxwood Hill to Bremer Bay on the morning of the show. Those car entrants not participating in the will be required to be parked in their allocated numbered car bay prior to the Car Show opening at 9:30am. Once all market stallholders and car entrants are in place there will be no further movement apart from the arrival of the convoy below until the Car Show event closes at 3:30pm.

Those participating in the car convoy will depart from Boxwood Hill and will travel with Jerramungup Police escort along the Borden-Bremer Bay Road into town. Once they enter Bremer Bay, the convoy will follow the route below to travel through town to the Bremer Bay Sports Club oval. Temporary fencing/bunting will be utilised on the oval to ensure the safe movement of vehicles onto and offsite.



Proposed Car Convoy Route

Escorted by Jerramungup Police car owners participating in the Poker Run will depart from Boxwood Hill at 9am and travel to Bremer Bay.

On arrival in Bremer Bay it is proposed that the convoy will in the following manner:

Seadragon Ave to Mary Street
Mary Street to Bennett Street
Bennett Street to Bremer Bay Road

Bremer Bay Road to Bremer Caravan Park
Through Bremer Bay Caravan Park and back onto Bremer Bay Road

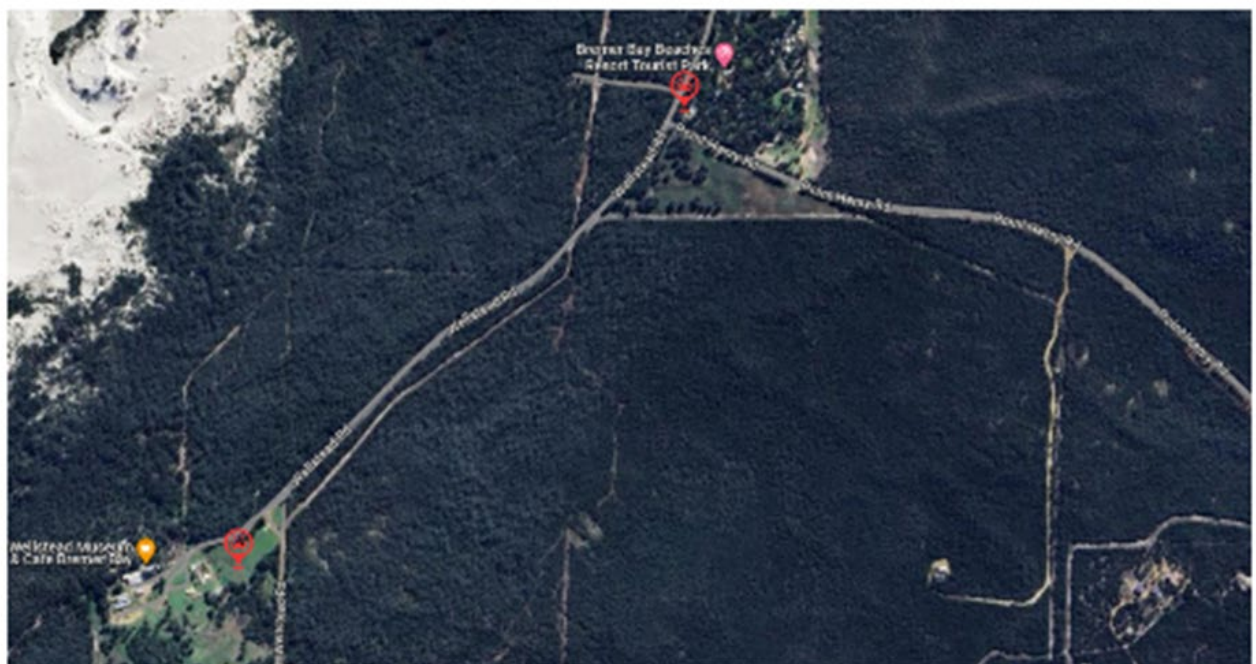
Bremer Bay Road to Frantom Way
Down Frantom Way onto the Sports Club Oval

We are in the process of obtaining a traffic management plan from accredited traffic management company, **Traffic Force** to assist the Bremer Bay Progress Association INC deal with the risks associated with vehicle movement as part of this event.

We anticipate this will include closing Frantom Way to all non-event traffic. Exceptions to this will be made for accredited ACROD parking holders, event bus, market vendors, car show entrants and Bremer Bay Sports Club members.

Patrons attending the event will be encouraged to walk where possible. However, to assist with the movement of patrons to the event site we have engaged the services of local school bus run owner Kempley Brooks. There will be pick up/drop off points both in town and at Point Henry as per the map below ferrying people back and forth throughout the day.

Pick up/Drop Off Points

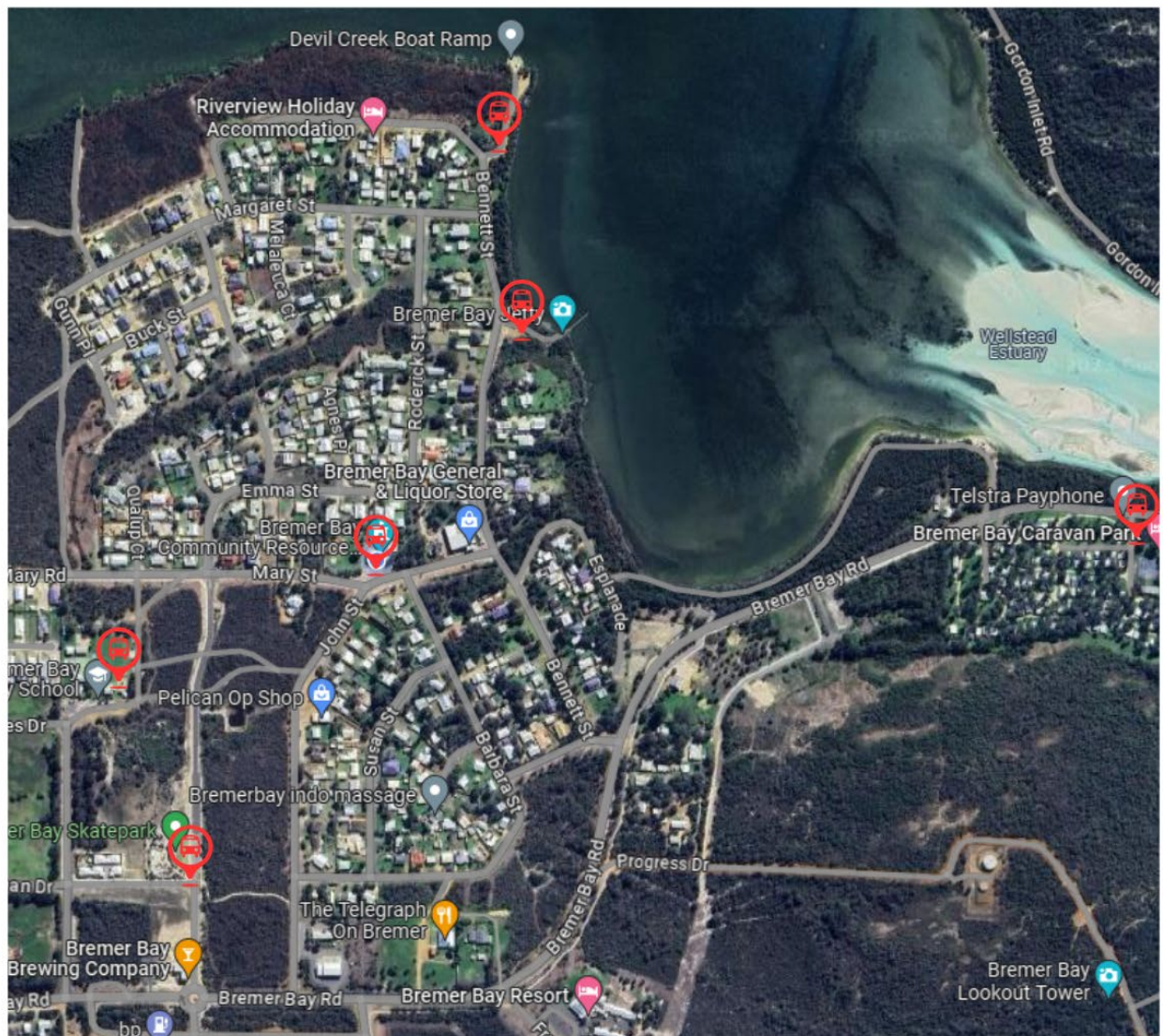








Wellstead Museum Cafe



Bremer Bay Beaches Caravan Park

Pick up/Drop Off Points



- | | |
|--|---|
|  Bremer Bay PS |  Bremer Bay Caravan Park |
|  Bremer Bay CRC |  Bremer Bay Skate Park |
|  Bennett Street Jetty |  George Street Boat Ramp |

1.6 Entertainment

Car Show 9:30am-3:30pm

During the Car Show portion of the event, Rob Wessling will be providing DJ services using his own music and PA equipment which Bremer Bay Progress Association INC will also use to perform master of ceremonies functions throughout the day. In addition, local musician Tanya Buckenara has been engaged for live acoustic performances.

There will be a variety of market stall holders available on the day in addition to food vendors. There will be a sand pit with toys for children to play in along with face painting and a bouncy castle for children's entertainment.

In addition, event patrons will be able to view and vote on their favourite beast, bomb or beauty of a car.

Award Presentation 5:30pm

Commencing at 5:30pm, the Bremer Bay Sports Club will be open for drinks and dinner with the Car Show Award Presentation and Silent Auction occurring. Performer Hayden McGlinn will also be providing a live acoustic musical performance between 5.30-9.30pm followed by DJ Robbo to close.

1.7 Catering

We will have the following catering options set up on the oval during the Car Show portion of the event.

- **St John WA -Jerramungup Subbranch:** Sausage Sizzle
- **Local Native Food Van:** Burgers/Tacos etc...
- **Orcas Coffee Company:** Coffee Van & Ice cream

The Bremer Bay Community Men's Shed will have container deposit collection stations set up on the oval to collect any eligible cans.

For the Award Presentation in the evening at the Sports Club we will have the following options.

- **Bremer Bay Progress Association:** Roast Meat & Gravy Rolls
- **Local Native Food Van:** Burgers/Tacos etc...

Both Orcas Coffee Company and the Local Native Food Van are registered food businesses operating in the Shire of Jerramungup. St John Ambulance and Bremer Bay Progress Association are community organisations undertaking catering opportunities for fundraising purposes and as such will be seeking approval from the Shire of Jerramungup to operate.

STAKEHOLDERS

2.1 Stakeholders

1. Bremer Bay Progress Association – Event Organiser
2. Tara Pittard, BBPA Vice President– Event Organiser
3. Realforce Security-Gerard Martinet (event security)
4. Jerramungup Police
5. Bremer Bay Sports Club
6. Bremer Bay Progress Association volunteers
7. St John WA-Jerramungup Sub-Branch (Bremer Bay volunteers)
8. Bremer Bay Volunteer Fire and Emergency Services unit – Fire-fighting services
9. Shire of Jerramungup
10. Southern Site Hire-(Portable toilets)
11. Kempley Brooks-Bus Hire
12. Lellessie Ventures-Bouncy Castle/Face Painting providers

HEALTH, SAFETY AND AMENITY OF THE PUBLIC

3.1 Security

Decisions on the provision of crowd control services have been made by recommendations of the Jerramungup Police. During the Car Show portion of the event Bremer Bay Progress Association volunteers and local Police will be on site to assist with any potential issues. There will be no alcohol consumption on the oval.

Six security guards will be stationed at the Award Presentation portion of the event taking place at the Bremer Bay Sports Club from 5:30pm until the end of the event. Some of their duties will include general patrolling of the grounds as well as ID checks and control of people consuming alcohol.

3.2 Lighting

Being a public space, the entire space has been designed and equipped with sufficient lighting for evening activities. Additional lighting in form of portable lighting towers have been procured.

3.3 Car parking

We are engaging the services of an accredited traffic management company to develop a traffic management plan for this event.

Some parking for people with disabilities and the elderly will be available at the Sports Club.

3.4 Toilets

On the Bremer Bay Sports Club Oval we will have 8 portable unisex toilets including one disabled toilet provided by Southern Site Hire. Additional toilets in the Bremer Bay Sports Club will be available for use throughout the event. This consists of 3x Female WCs, 2x Male WCs and 3 Male Urinals.

3.7 Emergency Services

Jerramungup Police

As per discussion with Jerramungup Police, their crew will assist by providing an escort of vehicles into Bremer Bay to the event location. They will also be stationed on the Sports Club Oval during the day. The Jerramungup Police can back up Rooforce Security Services for crowd control if required.

Bremer Bay St. John (Ambulance)

The Bremer Bay St. John Ambulance volunteers will set up their ambulance at the event location and provide first aid services where required. They will have a backup ambulance on standby for the event, in case required.

Bremer Bay Volunteer Emergency Services unit (DFES)

The Bremer Bay Volunteer Fire and Emergency Services Unit will be on site to assist with any potential fire incidents that may arise during the event. This also gives our local volunteer fire and emergency brigades the opportunity to showcase the fantastic work they do for our local community and potentially obtain additional volunteers.

4.1 Risk Identification

Through the risk assessment process, the following potential risk categories have been identified:

Vehicles

- Vehicles on site
- Parking/Traffic

Fire

- Fire caused by accident/bushfire

Health/Injury/Disease

- Slip, trip and fall hazards
- Food poisoning
- Heat/sunburn/dehydration
- Drug affected persons (drunk and disorderly behavior)

Services

- Power Failure
- Amenity Failure

Security

- Event crowd control

Weather

- Adverse weather

General

- Excessive litter left at end of event
- Parking/traffic
- Vandalism

4.3 Risk Matrix Analysis

RISK		RISK RATING			PREVENTATIVE ACTION	RESPONSIVE ACTION
RISK	POTENTIAL CONSEQUENCE	LIKELIHOOD RATING	CONSEQUENCE RATING	OVERALL RISK RATING	ACTION/S REQUIRED TO CONTROL RISK & PARTY RESPONSIBLE FOR ACTION/S	ACTIONS REQUIRED TO RESPOND TO OCCURRENCE OF RISK & PARTY RESPONSIBLE FOR ACTION/S
Anything which can prevent the event from being conducted safely.	The worst case scenario consequence if the risk were to occur.	Using the 'Qualitative Measures of Likelihood', provide a likelihood rating. i.e. Rare, Unlikely, Possible, Likely, Almost Certain	Using the 'Qualitative Measures of Consequence', provide a potential consequence rating. i.e. Insignificant, Minor, Moderate, Major or Catastrophic	Using the 'Qualitative Risk Analysis Matrix – Level of Risk' provide a likelihood rating. i.e. Low, Moderate, High, Extreme	i.e. what action is required to control and/or reduce the likelihood of the risk occurring and the potential consequences.	i.e. what action is required to respond to the risk if it occurs.

EVENT RISK MANAGEMENT PLAN

VEHICLES: Refer to accredited traffic management plan, in progress from Traffic Force.

FIRE

Major Fire Event (i.e. Emergency Fire Alert issued by DFES)	Injury to patron	Unlikely	Major	Moderate	Action 1: DFES Volunteers may need to depart to attend any emergency situation	Action 1: Close event and assist patrons to depart in an orderly manner on advice from DFES/Incident Controller
	Property & environmental damage	Possible	Minor	Moderate		
Accidental Fire/Bushfire	Injury to patron	Unlikely	Major	Moderate	Action 1: encourage vendors and patrons to act responsibly around potential fire hazard sources	Action 1: VFES Volunteers with Fast Attack vehicle will be present on site

					Action 2: have BBPA volunteers patrolling the grounds throughout event.	Action 2: St John Ambulance volunteers to provide medical assistance if required.
	Property and environmental damage	Possible	Minor	Moderate		Action 3: Complete incident report forms where required
					Responsibility: BBPA volunteers, vendors and contractors	Responsibility: BBPA, VFES & St John Ambulance.
HEALTH, INJURY, DISEASE						
Trip, slip, fall hazards	Injury may occur to patrons, volunteers or vendors.	Possible	Minor	Moderate	Action 1: Ensure all cables are covered or set in cable tracks in pedestrian/traffic areas.	Action 1: St John Ambulance Volunteers to provide medical assistance if required.
					Action 2: Provide safety briefing for BBPA volunteers, vendors and contractors.	Action 2: Remove and replace any damaged equipment

	Damage may occur to equipment	Possible	Minor	Moderate	Action 3: Ensure site is free from hazards, i.e. clear walkways.	Action 3: Complete incident report forms where required
					Responsibility: BBPA	Responsibility: St. John Ambulance, BBPA volunteers
Food Poisoning	Patron may require medical assistance	Unlikely	Minor	Low	Action 1: Ensure any food vendors have current food business registration or have been issued a stall holder permit for the purpose of this event	Action 1: Provide medical assistance
					Action 2: Ensure registered food businesses have public liability insurance cover in place	Action 2: Complete incident report forms where required
					Responsibility: Event manager, food service providers	Responsibility: St John Ambulance, BBPA
Heat / sunburn / dehydration	Patron may require medical assistance.	Unlikely	Minor	Low	Action 1: Encourage through signage and through public announcements the use of hats, sunscreen and drinking of water as well provide some shaded area.	Action 1: Provide medical assistance

					Action 2: Provide for the sale of bottled water and soft drinks, coffee	Action 2: Complete incident report forms where required
					Responsibility: BBPA	Responsibility: St John Ambulance/BBPA
Drug/alcohol affected persons	Patron injury	Unlikely	Moderate	Medium	Action 1: Security to patrol event and look out for drug related behaviour.	Action 1: Security to remove drug affected patron from event venue.
	Nuisance to the public	Unlikely	Minor	Low	Action 2: Police to have known presence at and around the event	Action 2: Police to back up security if required
	Patron conflict	Unlikely	Moderate	Medium	Action 3: No alcohol to be permitted to be consumed at the site during the day and to be limited to consumption at the Sports Club.	Action 3: Cancel event and remove all patrons from premises
	Obstruction to event program	Unlikely	Insignificant	Low	Responsibility: Security, Police, BBPA	Responsibility: Security, Police, BBPA
	Vandalism	Unlikely	Moderate	Moderate		
SERVICES						

Event Crowd Control	Patron conflict	Unlikely	Minor	Low	Action 1: Make sure event setup utilises the entire venue to prevent congestion in certain areas.	Action 1: Settle the matter politely, if required with assistance from security and police
					Action 2: Use MC to provide public announcements and directions	Action 2: Provide medical assistance if required
						Action 3: Complete incident report forms where required
					Responsibility: BBPA, Police, Security Contractors	Responsibility: St. John's and Police / Security/BBPA
WEATHER						
Adverse Weather (Electrical / wind / thunder storms)	Injury to patron	Rare	Moderate	Low	Action 1: Monitor weather condition leading up to the event	Action 1: Ask patrons to evacuate the venue immediately.
	Property damage	Possible	Minor	Moderate	Action 2: If required, set up gazebos etc. prior to event start	Action 2: Provide medical assistance if required
	Event cancellation	Possible	Moderate	Moderate	Action 3: Take out event cancellation insurance	Action 3: Complete incident report forms where required
					Responsibility: BBPA	Responsibility: BBPA, security, police, St. John Ambulance

GENERAL						
Excessive litter left at end of event.	Property damage	Possible	Insignificant	Low	Action 1: Provide sufficient number of bins	Action 1: Schedule clean-up crew for the day after the event
					Action 2: Encourage patrons to dispose of rubbish into bins	Responsibility: BBPA
					Responsibility: BBPA	
Vandalism	Property damage	Unlikely	Moderate	Moderate	Action 1: MC to encourage respectful behaviour to people and property.	Action 1: Where required, temporarily close affected area until equipment can be fixed
					Action 2: Have BBPA volunteers, security patrolling the grounds throughout event	Action 2: Report incident to police where required
					Responsibility: BBPA, Security	Action 3: Complete incident report forms where required
						Responsibility: BBPA