

9.2.3 b) Bremer Bay Car Show Event  
Management Plan Approval and Conditions



# SHIRE OF JERRAMUNGUP

8 VASEY STREET, JERRAMUNGUP WA

PO BOX 92, JERRAMUNGUP WA, 6337  
PH: (08) 9835 1022

Ms T Pittard  
Vice President  
Bremer Bay Progress Association  
8118 Bremer Roads  
BREMER BAY WA 6338  
Via email: tara@reefbeach.com.au

Dear Tara

**EVENT APPROVAL: BOMBS BEASTS AND BEAUTIES - BREMER BAY SPORTS CLUB AND OVAL –  
20 JANUARY 2024**

I am pleased to provide approval for the above event to proceed subject to the several conditions as set out in these advices.

*It is the responsibility of the event organiser to read this list of conditions in its entirety and to comply with the conditions set out below. The event organiser shall be liable if any conditions or legislative requirements are breached.*

**CONFIRMED EVENT DETAILS**

- Name of event: BOMBS BEASTS & BEAUTIES
- Location of event: BREMER BAY SPORTS CLUB & OVAL
- Event duration, including bump in and bump out, is limited to:

|                        |              |
|------------------------|--------------|
| Bump in commences:     | 7:30         |
| Bump out completed by: | 23:55        |
| Event duration:        | 9:30 – 23:30 |
- The event organiser is to be in attendance for the entirety of the event and available to receive a phone call. Our records currently show the organiser and contact number to be:
  - TARA PITTARD 0428 340 789
- Event activity areas are to be located as per your site plan.

## **HOLDING THE EVENT**

- This event is to be run in accordance with the WA Department of Public Health [Guidelines for concerts, events and organised gatherings](#)
- It is the responsibility of the event organisation committee to be fully aware of the requirements of this document as they apply to this event, and implement these requirements as detailed in the document.
- Copy has been provided to the event organising committee representative by email.
- As per the above guidelines, *"it is not acceptable for staff to have dual roles"* so please ensure first aiders are responsible only for that task.

## **FOOD AND LIQUOR**

- All food vendors are to be approved by the Shire of Jerramungup and comply with the requirements of the Food Act 2008, Food Regulations 2009 and Food Standards Code.
- Each food vendor is to have hand washing facilities, including running water, liquid soap and paper towels available for the duration of the event.
- The complete list of food vendors attending the event is to be provided and approved by the City of Albany Environmental Health staff *at least two weeks* prior to the event.
- Food stallholder applications will only be accepted from groups appropriately registered as charity groups for fundraising purposes, and only for basic sausage sizzle / hamburgers / soft drink stalls. Stallholder applications are to be received no later than 10 working days prior to the event for assessment and are to be accompanied by the associated lodgement fee, a certificate of registration with the Australian Charities and Not-for-profits Association and of training from <https://www.ehawa.org.au/products/foodsafety-products/foodsafety-online>(training is fully interactive and free with discount code FSALBAN311), or other evidence of basic food safety training.
- Liquor is only to be supplied and consumed as per the terms of your liquor licence.
- Liquor to be consumed on a BYO basis only; with the permission of the landowner granted prior to the event commencing. The event organiser remains responsible for ensuring the responsible consumption of alcohol for the duration of the event.

## **EVENT SAFETY**

- Patron numbers being limited to 2000 at any one time.
- Sufficient numbers of event staff and volunteers are provided to manage anticipated numbers of participants and spectators attending the event.
- Patron numbers not to exceed the capacity of the facility.

- All event organisers, staff, volunteers and marshals are to receive a verbal briefing on the event's Emergency Management Plan and the plan is to be posted so as to accessible to all event staff.
- Access for emergency vehicles must be maintained, and remain unobstructed, for the duration of the event.
- Emergency lighting is to be provided so that critical areas can be flood lit in case of an incident.
- All areas associated with this event, that are available to the public, should be illuminated.
- Traffic management is to be provided in accordance with an approved Traffic Management Plan prepared by an accredited provider.
- No dead ends are to be created by exhibits – clear exit pathways are to be provided, and remain unobstructed at all times.
- All stabiliser legs on vans and vehicles accessible to patrons and vendors are to be in use for the duration of the event.
- All designated access ways for emergency vehicles are to be kept clear at all times.
- Supervisors are to be present at all times to ensure that patrons are kept safe and to ensure no damage to equipment occurs.
- All structures are to be secured and operated only within the manufacturer's instructions, including the maximum wind ratings that they can be used in.
- Managers of the site are to ensure that the wind speeds are monitored and that any structures (bouncy castles, marquees, etc.) are not used if the wind is, or is forecast to be, above allowable limits.
- All appliances necessary for the prevention or extinguishment of fires are maintained in efficient working order as per Health (Public Buildings) Regulations 1992.

One 4.5kg (AB(E) dry chemical powder extinguisher must be located adjacent to:

- Any electrical generator or switch board
  - Any flammable liquid or gas containers
  - Any food preparation / cooking area
- On the days prior to, and the day of, the event, contact is to be made with the Department of Fire and Emergency Services, and the Bureau of Meteorology, to determine the Fire Danger Rating or Weather Warnings, and therefore the suitability of running the event.

#### **ELECTRICAL SAFETY**

- All electrical leads and portable outlet devices are to be protected by a Residual Current Device. *Double adapters and piggyback plugs are not permitted.*

- Any switchboard or area used in connection with generating electricity shall not be accessible to the public.
- Any luminaire within reach of the public shall be protected from accidental damage or shall be an extra low voltage type robust for the purpose for which it is used.

#### NOISE

- The level of noise emanating from the event not exceeding that prescribed in the Environmental Protection Act 1986, and the Environmental Protection (Noise) Regulations 1997:
  - Speakers / amplification is to set up facing away from neighbouring residences and businesses.
  - Noise is to be kept to a minimum during set up and break down times.

#### TOILETS

- Public toilets are to be provided in sufficient numbers for the expected number of patrons at each event, as per the event application. The toilets are to be serviced regularly; with soap, paper towels, chemicals, water and toilet paper available and restocked throughout the event.

#### WASTE MANAGEMENT

- Management of the event being undertaken in such a manner as to prevent erosion or pollution of the environment. Bins are to be provided in sufficient number and are to be emptied throughout the event, to avoid overflowing rubbish littering the site.

#### AMUSEMENT DEVICES AND ACTIVITIES

- If provided, face painting is to be provided in accordance with the WA Health Department's [Guidelines for concerts, event and organised gatherings 2009](#)
- If provided, amusement devices are to be operated in accordance with Safework Australia's *Guide for Amusement Devices* and *Information Sheet for Inflatable Devices*, both of which can be found at: <https://www.safeworkaustralia.gov.au/collection/workplace-amusement-devices-guidance-material>
- All entertainment activities are to be set-up and staffed by appropriately trained personnel in a manner which ensures public safety at all times.

[Copies of WorkSafe documentation, latest maintenance checks and log books to be provided to City of Albany Event Approvals Officer at least 10 days prior to the event for assessment by the Environmental Health team](#)

#### REQUIRED AT LEAST 14 DAYS PRIOR TO THE EVENT

1. Local ambulance, fire services and Bremer Bay Medical Centre are to be informed in writing of the event's layout and details.

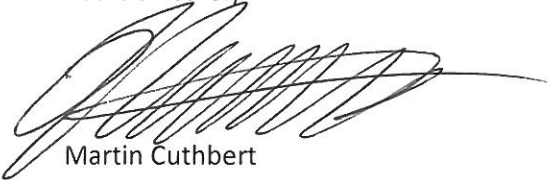


2. Copy of the Traffic Management Plan for the event prepared by an accredited Traffic Manager provider.

Our records show the contact details to be:

- Chief Bush Fire Control Officer - Alex Jones  
Email: cbfco@jerramungup.wa.gov.au
- Bremer Bay Medical Centre  
Email: medical@jerramungup.wa.gov.au
- St John Ambulance – Danielle Wisewould  
Email: jerramungup.chair@stjohnwa.com.au
- Jerramungup Police Station  
Ph. 9835 0222  
6 Vasey Street, Jerramungup WA 6337

Yours sincerely



Martin Cuthbert

**CHIEF EXECUTIVE OFFICER**

12 December 2023

*Attach: - Event Site Plan*

*Risk Management Plan*

