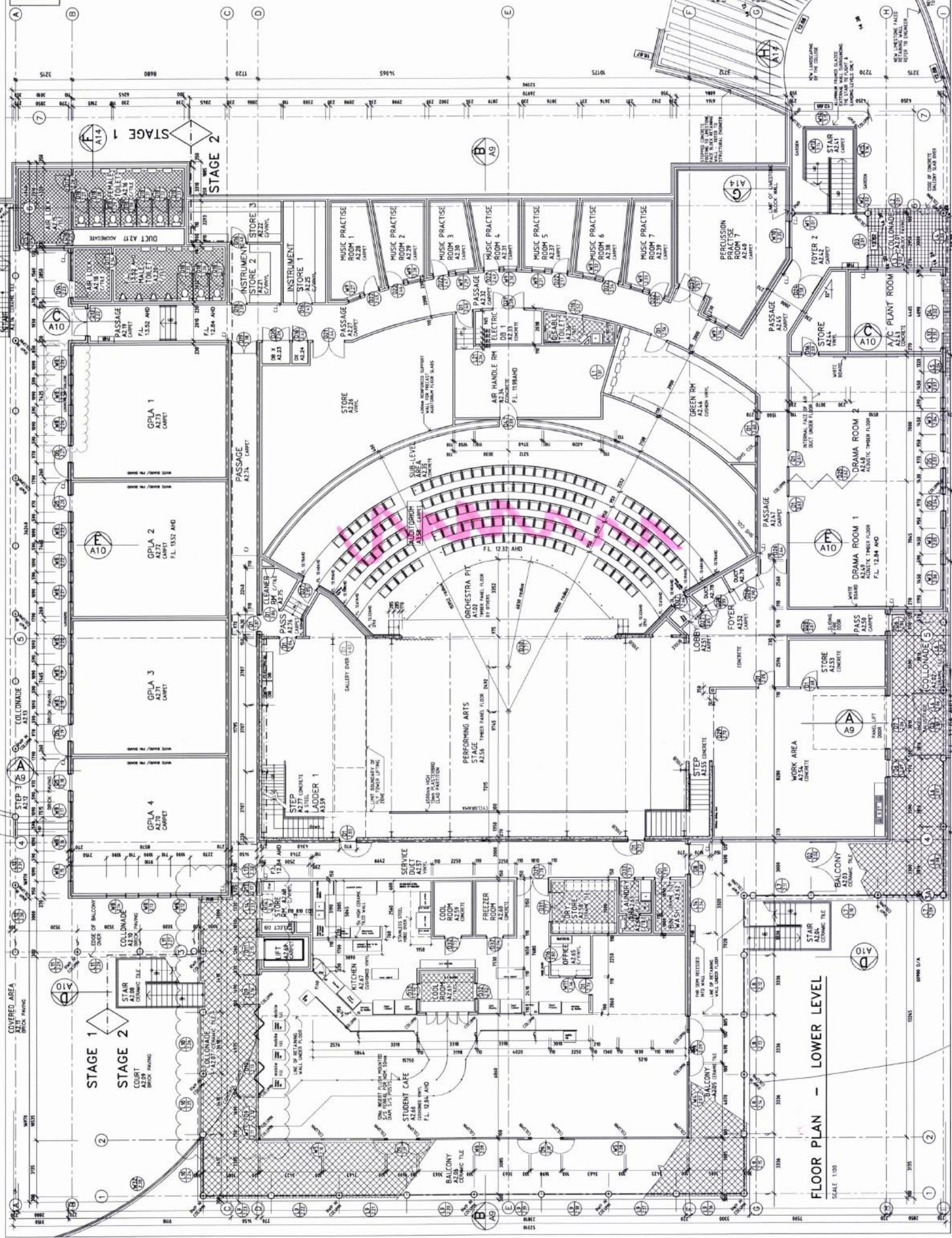
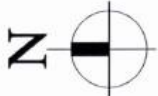


PROJECT :		TOM RUSHTON & ASSOCIATES		PROJECT No.	10207
SACRED HEART COLLEGE		ARCHITECTS		SHEET No.	A5(D)
STAGE 8 WORKS		1022 WELLINGTON STREET		TEL: 94815502 FAX: 94815503	
HOCKING PARADE, SORRENTO		1022 WELLINGTON STREET		TEL: 94815502 FAX: 94815503	
DRAWING:		DATE :		SCALE :	
AUDITORIUM BUILDING		10/02/2008		1:100	
FLOOR PLAN - LEVEL 3		DRAWN BY :		DATE	
J-P		10/02/09		02/12/09	
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C. ACCESS STEP A3.59 REVISED/MODIFIED		12/06/09		D. COLUMNS FOR AUDITORIUM ROOF RECENTED	
B. AUDITORIUM STEPS ADDED		15/05/09		A. ISSUED FOR BUILDING LICENSE APPLICATION	
A. 1/02/09		DATE		No.	



CONSTRUCTION  
ISSUE



FLOOR PLAN - LOWER LEVEL

TOM RUSHTON & ASSOCIATES  
ARCHITECTS  
1032 WELLINGTON STREET,  
WEST PERTH, WEST AUSTRALIA 6005  
TELEPHONE 94815502 FAX: 94815503

PROJECT :  
SACRED HEART COLLEGE  
STAGE 8 WORKS  
HOCKING PARADE, SORRENTO

DRAWING:  
AUDITORIUM BUILDING  
FLOOR PLAN - LEVEL 2

DATE :  
15/03/2008  
DRAWN BY :  
j-p

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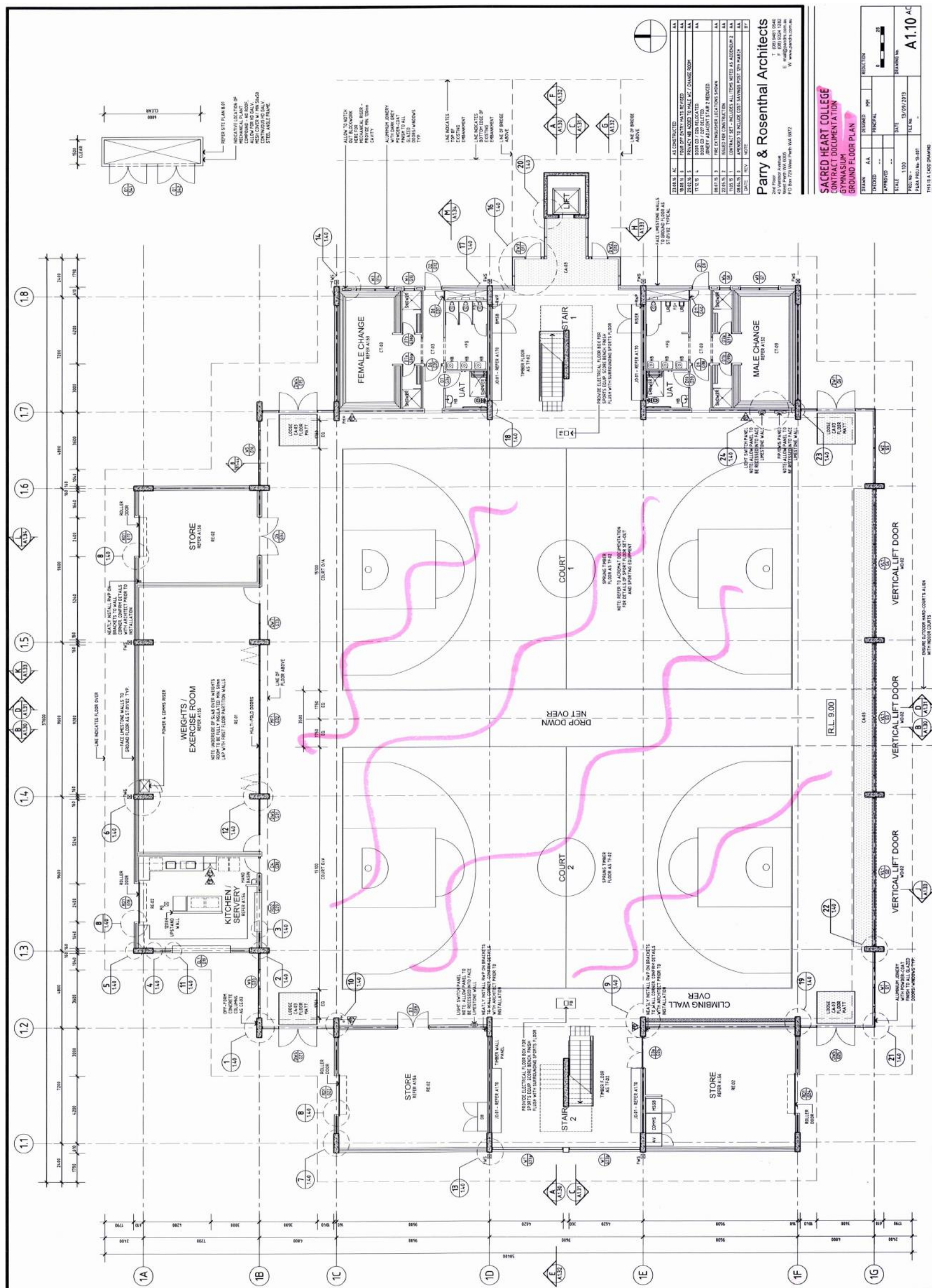
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**SACRED HEART COLLEGE**

**POLICY FOR NON COLLEGE USE OF**

**THEATRE AND GYMNASIUM.**

**(EVENT MANAGEMENT PLAN)**



July 2018



## **Preamble**

The College has a Theatre within its RNDM Performing Arts Building. This is used during normal school hours for the purpose of providing a state of the art facility for use by students who attend the College as part of the delivery of day to day Performing Arts curriculum and associated services, such as year group assemblies and guest speakers/lectures.

The College has a Gymnasium within its Koort Centre Building. This is used during normal school hours for the purpose of providing a state of the art facility for use by students who attend the College as part of the delivery of day to day Health & Physical Education curriculum and associated services; such as whole of College assemblies and guest speakers/lectures.

Outside of normal school hours and when it is not being used by the College, the College may make these facilities available for community purposes where third parties, upon payment of a fee or as a free communal service, can hire the venue(s) for select purposes (collectively referred to as "External Hires").

For clarity, outside of normal school hours could include evenings, weekends and day time for gazetted school holidays.

The College is a catholic systemic school and the use of the venue(s) will only be permitted for those purposes that do not conflict in any way with our catholic ethos, beliefs and values.

External Hires that are likely to be permitted include, but are not limited to:

- Dance schools;
- Choirs;
- Musical productions;
- Speakers where the subject matter or theme is approved by the College;
- Art displays;
- Sporting clubs for training purposes;

Operationally, to minimise any potential excess demand on resources and to give consideration to the potential impact on the surrounding residential area immediately abutting the college campus, the College would only allow one of the two facilities to be hired out at any one time.

Where however, one of the facilities is only being used by a small number of patrons; of no more than (say) 30 persons, then the College may allow both facilities to be hired at the same time.

The maximum number of persons allowed in either of the facilities shall not exceed the approved maximum licensed number for the smaller of the two facilities, being the Theatre.

The College is to use best endeavor, and outline this requirement in contract documentation, to ensure that any external hire of the Theatre is concluded by no later than 9.30pm and 8.00pm for the Gymnasium. Appendix five (5) contains the schedule of days and times and maximum patrons.

The following terms and conditions will apply to any External Hire that is held in the Theatre and / or the Gymnasium which is not a College use event.



## **Definitions**

- **External Hire** means the formal arrangements agreed by the College to allow use of the venue.
- **External Hirer** means the person or persons entering into enforceable arrangements for use of the venue.
- **The Manager** means the College representative who has been appointed for the purpose of being in full charge of the External Hire of the venue for the agreed period.

## **External Hire Details**

### **1.1 External Hire Details**

The College acknowledges the importance of advising residents and local businesses in close proximity to the External Hire venue, that an External Hire will be taking place outside of normal school operating times.

The College will provide clear and accurate information about the External Hire and this will be published on the College website in advance of the intended date of the External Hire. A calendar of External Hires will be maintained showing upcoming External Hires and we will strive to provide as much notice as possible with at least two (2) weeks advance Notice of an External Hire as a minimum. There may be “last minute” bookings which will still be recorded but may not be able to have the 2-week advance Notice provided.

Interested parties can register their details on a “email communication request register” where those registered will receive notification that information has been entered on the College website. This will be one-way communication on a “no reply - mailbox unattended” basis.

The nature of the External Hire will indicate whether the venue is being used outdoors or indoors. We will also state whether it is a combination of sites, e.g. both indoors and outdoors.

The Manager will also disclose how much time (if any) is required to set up and afterwards the time required to return the venue to its original condition. This will be clearly disclosed in the disclosure notice on the college website.

### **1.2 External Hire Manager (“The Manager”)**

The Manager, who is a College employee, will be appointed for each External Hire and is the person responsible for the overall organisation of the External Hire. Information about The Manager and their contact details will be provided on the website before, during and after the External Hire. In addition to The Manager, and based on the size of the External Hire, the College will provide at least one other staff member who will have a “front of house” presence.

During the External Hire The Manager will be contactable on a dedicated mobile phone at all times by staff, other stakeholders and community members.

### **1.3 Description of the External Hire**



We will provide a description of the External Hire with as many details as possible so that anyone reading the information will be able to easily understand the nature of the External Hire.

## **1.4 Patron details**

We will provide details of the target audience to whom the External Hire will be pitched at. The target audience is the main group of people expected to attend the External Hire, e.g. families, senior citizens, spectators.

We will comply with the City of Joondalup's maximum licensing of numbers for each of the venues at all times. As part of the booking process we seek information on the likely number of persons attending the venue (performers and spectators) and this will be made available on our website with the relevant notice of External Hire.

## **Section 2 | General Considerations**

### **2.1 Alcohol at External Hires**

Where the venue is being made available to an External Hire then they shall not bring any liquor into the venue's or allow supply of the same, unless specifically approved by the College Principal or their delegate prior to the event; and in such cases they must obtain the appropriate liquor license and abide by all regulations of the Liquor Control Act 1988.

On rare occasions the College may seek to provide alcohol at certain College run events. In such circumstances the College will obtain the appropriate liquor license and abide by all regulations of the Liquor Control Act 1988.

Where alcohol is permitted then Section 6 below shall apply.

### **2.2 Public Liability**

External Hirers of the venue(s) are required to have the following insurances in place and are required to furnish a copy of the Certificate of Currency to the college at the time of making the booking deposit payment:

- a) Public and Products Liability insurance with a minimum indemnity of \$10,000,000; and
- b) The Hirers liability for Worker's Compensation insuring the hirer for events that may occur on the date or dates of the hire of the facility.

The standard contract of Hire requires the External Hirer not to do or permit to be done anything which may invalidate any policy of insurance or affect the right of the College to claim under any policy. If the External Hirer is in breach of this condition then the External Hirer will be required to indemnify the College against all damages, losses and costs which the College may incur as a result of such act.

The External Hirer will also be required to not do, or permit to be done, any act upon the premises which will or could increase the rate of insurance premium payable by the College and will upon demand pay to the College any such increased premium whether notice of such increase has been received by the College before or after the hiring.



## **2.3 Licenses & Permits**

The nature of the External Hires being held at the College are not likely to trigger any special requirements set by the City of Joondalup or government departments. Where however these are required then the College will ensure that these are in place prior to the External Hire; for example, food vendor permits.

## **Section 3 | Consultation with Key Stakeholders**

### **3.1 Planning Meeting (before the External Hire)**

The Manager will conduct appropriate meetings and communications with the key stakeholders well in advance of the External Hire to allow sufficient time for planning changes. Material changes will be updated on the college website and an email will be issued to those registered on the "email communication request register".

### **3.2 Briefing Meeting (immediately before the External Hire)**

Once the planning has been done The Manager will conduct a pre-External Hire briefing with key stakeholders to clarify and agree issues of communication, timetabling, security and emergency procedures. Material changes will be updated on the college website and an email will be issued to those registered on the "email communication request register".

### **3.3 Debriefing Meeting (immediately after the External Hire)**

Where appropriate a debriefing will be held with key stakeholders after the External Hire when information about the External Hire, including attendance and incident data as well as staff and patron feedback, is available. This will be completed as soon as possible to ensure that all information is documented when fresh in the minds of the stakeholders.

As the College has a high proportion of repeat business this is a valuable tool to feed into planning for the next time.

### **3.4 Consultation Log**

A record of contact with various stakeholders is to be kept on file. These details are to be used in the planning phase of any similar External Hires as well as being useful for any future External Hires from this source.

## **Section 4 | Planning for the External Hire**

### **4.1 Site Plan**

A site and venue plan is available on the college website for the venue(s) being used. See Appendix 1 for the site plan and Appendix 2 for the Venue Plan.



## **4.2 External Hire Promotion & Ticketing**

The user of the venue(s) is responsible for the External Hire promotion and any ticketing arrangements. Pre- External Hire messages from the College to the user will clarify the focus of the External Hire, the restrictions on the provision and consumption of alcohol, smoking restrictions, availability of food, and parking arrangements.

## **4.3 Signage**

Clear and appropriate signage will inform and direct patrons to parking, entrance conditions, first aid services, toilet facilities, and general rules relating to the use of the venue. Signs will be strategically placed to ensure that patrons are informed before entering the venue in order to minimize conflict and congestion at entry and exit points. Signs will be displayed at all licensed areas if applicable.

## **4.4 Transport**

The College has 166 parking Bays on site and will provide for over spill parking on its large oval immediately abutting both venue(s).

Communication to the users of the venues, will explicitly advise that no parking is permitted in the parking bays along the northern perimeter of the college and that the access gates from Hocking Parade will not be open. In addition, we will advise that no parking is permitted on the residential roads adjoining the College to the northern and eastern boundaries and that offenders could be issued with parking infringements from the local Council.

## **4.5 Noise**

When allowing use of the venue(s) consideration will be given to the level of noise emanating from the venue(s) and from patrons entering and leaving the venue. If a Hirer causes complaints to be received regarding excessive noise the College will not permit them to use the venue in the future.

Steps will be taken to minimise noise at all times and the starting and finishing times shall also be taken into consideration when allowing the venues to be used.

## **4.6 Information Centre and Communication**

The College website will contain information on the venue(s) and the nature of External Hires being held along with start and finishing times. This will be available on a 24/7 basis. Immediately prior, during the External Hire, and up to the designated pack up time, a dedicated mobile phone contact is available to talk to The Manager.

A dedicated email address of [theatreandgymhire@sacredheart.wa.edu.au](mailto:theatreandgymhire@sacredheart.wa.edu.au) can also be used to communicate with the College/The Manager on matters of a less urgent nature.

Complaints will be endeavored to be resolved at point of contact or shortly thereafter. Complaints relating to illegal parking on residential roads will be directed to the City of Joondalup Ranger service on telephone 1300 655 860. Where a complaint/issue is not able to be resolved quickly, we will revert back to the complainant as soon as reasonably possible thereafter.



As part of all school's registration processes under the Department of Education Services a complaints register must be provided. The College complies with this requirement and this will be the medium through which complaints will be recorded and treated.

#### **4.7 Smoking**

The College is a smoke free venue and smoking is not permitted.

#### **4.8 Food**

The External Hirer shall not bring any food or refreshments into the venue(s) unless approved by The Manager. If approval is given, then food vendors will be required to meet the City of Joondalup's health standards and have documentation to indicate that they meet the Food Act requirements.

#### **4.9 Entry and Exit Details**

Gates shall be opened allowing sufficient time for all patrons to enter the venue(s) before the External Hire starts.

The Manager ensures that the External Hirer of the venue(s) receives well in advance details and maps of available parking areas and that these are to be communicated to performers and those intending to attend the venue.

These communications highlight that patrons do not queue onto roadways and that there will be clear venue information upon arrival to assist patrons to move to a specific location.

For larger External Hires where over spill parking (available on the college oval) is likely to be required then the college will provide traffic directional personnel to usher vehicles in a safe and orderly fashion.

Adequate staff will be available prior to and immediately after the External Hire to guide traffic and provide an orderly flow of vehicles to the entry and exit points.

Traffic flow and available parking areas are located in the Traffic Management Plan (Appendix 3).

### **Section 5 | Health and Safety Issues**

#### **5.1 Security and Risk Assessment**

Prior to the External Hire an informed assessment of all possible risks and opportunities associated with the External Hire is undertaken. Through careful analysis, identification of any potential hazards (or detrimental consequences) that could pose a risk to anyone involved in the External Hire is determined. The College Risk & Compliance Officer is included in this process. As many of the External Hires held at the College are similar in characteristic and make up a standard template assessment checklist as developed by Catholic Church Insurances is followed (Appendix 4).

A risk assessment of the proposed External Hire will indicate the type and level of security required. This entails The Manager examining the possible security concerns of the External Hire in terms of 'what could



happen?' and 'what if's?'. Different External Hires will have different requirements depending on the type of External Hire, the venue, and the number of patrons.

The Manager shall consider security in relation to asset protection, crowd management and public safety. A professional, friendly and active approach will be undertaken to prevent confrontation and contribute to a positive atmosphere at the External Hire.

Security personnel where provided will have efficient communication equipment and processes to maintain direct liaison with The Manager.

## **5.2 Waste Management**

The Manager will consider provision of appropriate collection and disposal of waste and recycling during and after the External Hire. Planning will ensure that sufficient facilities, such as rubbish bins, recycling bins and mini skips, to dispose of all rubbish and recyclables are available. As the External Hires are outside normal college operating times it is considered that ample resources are already available onsite.

## **5.3 First Aid & Emergency Medical Services**

The College has the provision of an emergency defibrillator located in the Foyer of the RNDM Performing Arts building. This is clearly signposted. There is a complete first aid kit located at the venue and staff member(s) who have been trained in first aid.

Patrons are informed and encouraged to access the first aid services for themselves or friends. The Manager upon request can phone for an ambulance to attend the venue.

## **5.4 Emergency Procedures**

The College has developed an effective evacuation process and emergency action plan for use at all venues within the college campus. An authorised copy is available to all staff and casual workers; in the event of an emergency evacuation outside of normal college operating times The Manager assumes the role of Commander in Charge.

Emergency lighting, alarms, along with access and egress options are in place and maintained regularly.

# **Section 6 | Management of Alcohol**

## **6.1 License / Permit Conditions**

Details of the occasional license which is issued by the Department of Racing, Gaming & Liquor have been outlined in Section 2.1. Any conditions imposed on such occasional licenses will be relayed to all relevant staff and casual workers.

## **6.2 BYO and non-BYO events**

If patrons attending the event are allowed to bring alcohol onto the premises (refer Section 2.1) then an occasional license will be required to be obtained.



## **6.3 Responsible Service of Alcohol**

The responsible service of alcohol (RSA) is to be followed unfailingly by those who have the appropriate RSA certification as both managers and staff can be held liable for offences committed.

Before serving a patron, staff are to ensure that the person is 18 years or older. If there is any doubt, staff must request identification. There are three forms of acceptable identification set out in the Liquor Control Act, a current Australian driver's license with a photograph, a current passport or a proof of age card issued by the Department of Transport.

## **6.4 Alcohol Consumption Areas**

Under occasional license provisions, alcohol must be consumed within a defined area. The Manager will define the areas where alcohol will be sold and supplied as well as the area in which patrons will be allowed to consume the alcohol.

# **Section 7 | Documentation**

## **7.1 Keeping Documents and Information**

There are many important documents which must be kept for legal and insurance purposes. The Manager shall take responsibility for this and ensure the records are in good order and readily available.

Documents shall include but not be limited to:

- Contracts;
- approvals and permits;
- licenses that have been granted and details of any conditions;
- copies of insurance documents in case of a claim;
- details of any complaint and its resolution/action; and
- correspondence, promotional material, accounts and records of meetings

# **Section 8 | External Hire Audits**

## **8.1 Event Audits**

Periodically External Hires may be audited by the College Business Manager or their delegate to ensure they comply with relevant College policies and state legislations.

# **Section 9: Formal Review**

## **9.1 Parties to Review**

Both parties (College and CoJ) agree to conduct a review in good faith of the functionality of this Plan and its workings in the provision of mutually beneficial outcomes to stakeholders. Such review to take place in 24 month's time from the date of City of Joondalup approval.



## **APPENDIX**

- 1 Site Plan**
- 2 Venue Plan**
- 3 Traffic Management Plan**
- 4 Risk Management Checklist**
- 5 Schedule of potential start and finish times, days and maximum numbers.**

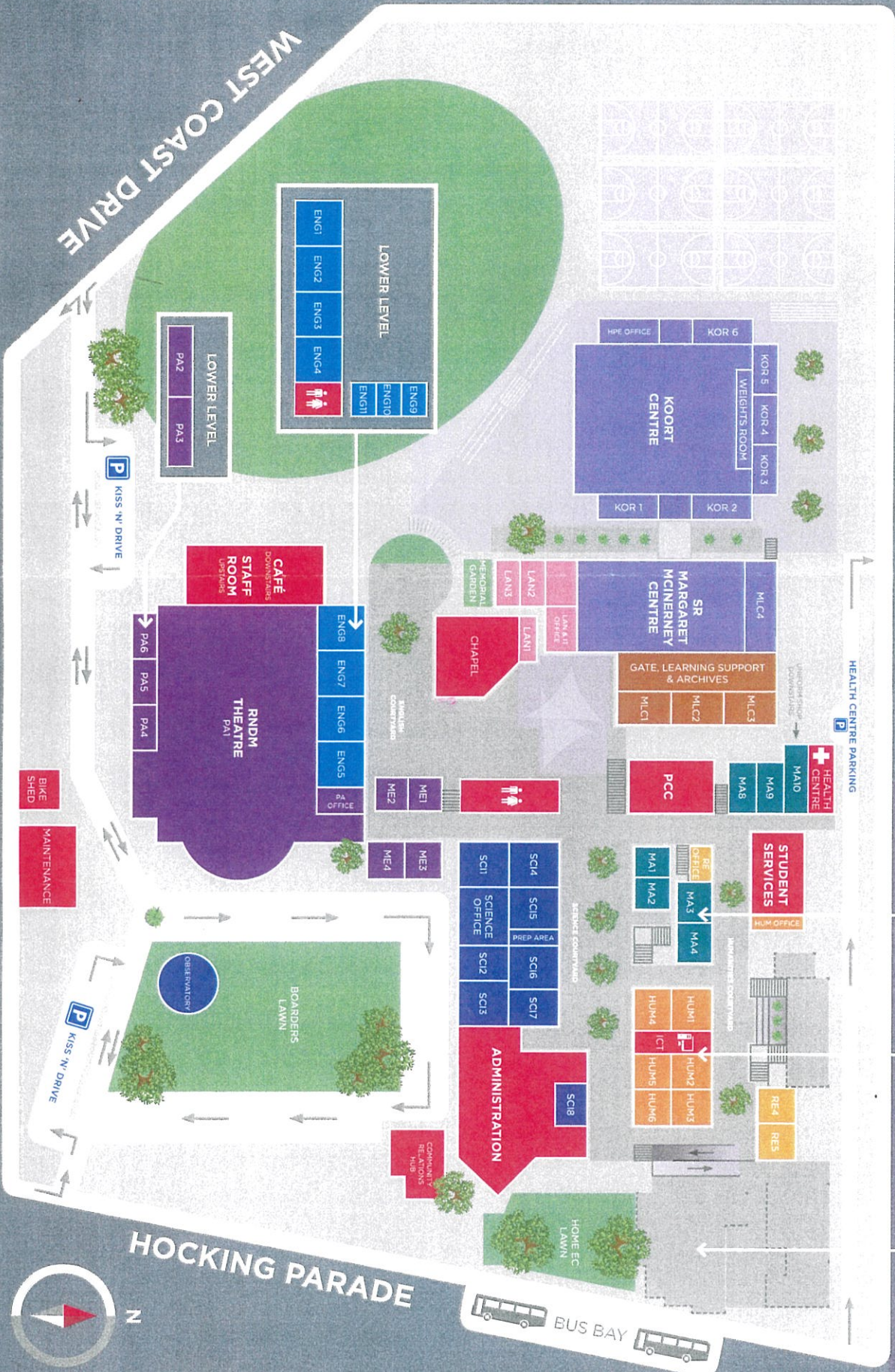


## **APPENDIX 1 – Site Plan**





- ADMIN
- ARTS
- CAREERLINK
- ENGLISH
- EUPHRASIE BARBIER RESOURCE CENTRE
- HEALTH & PHYSICAL EDUCATION
- HUMANITIES
- LANGUAGES
- MCINERNEY LEARNING CENTRE
- MATHS
- MARY MACKILLOP CENTRE
- RE
- SCIENCE
- T&E
- ICT HELP DESK
- PARKING
- TOILETS
- HEALTH CENTRE



The floor plan of the Euphrasie Barringer Resource Centre is organized into several functional zones. At the top is a large blue area labeled 'EUPHRASIE BARRINGER RESOURCE CENTRE'. To its right is a blue 'MARRY MCKILLOP CENTRE'. Below these are green 'TAE' (Theatre Area) rooms, including TAE1, TAE2, TAE3, TAE4, TAE5, and TAE6. To the right of the TAE rooms are purple 'ART' (Art) rooms, specifically ART1 and ART2. A central corridor with stairs provides access to various offices: 'CAREER LINK MENTOR OFFICE' (top right), 'ENG OFFICE' (top right), 'TAE OFFICE' (top right), 'MAY' (top right), 'MAG' (top right), 'MAM' (top right), 'HOME EC OFFICE' (bottom left), 'ART OFFICE' (bottom right), and 'MARRY MCKILLOP CENTRE' (bottom right).

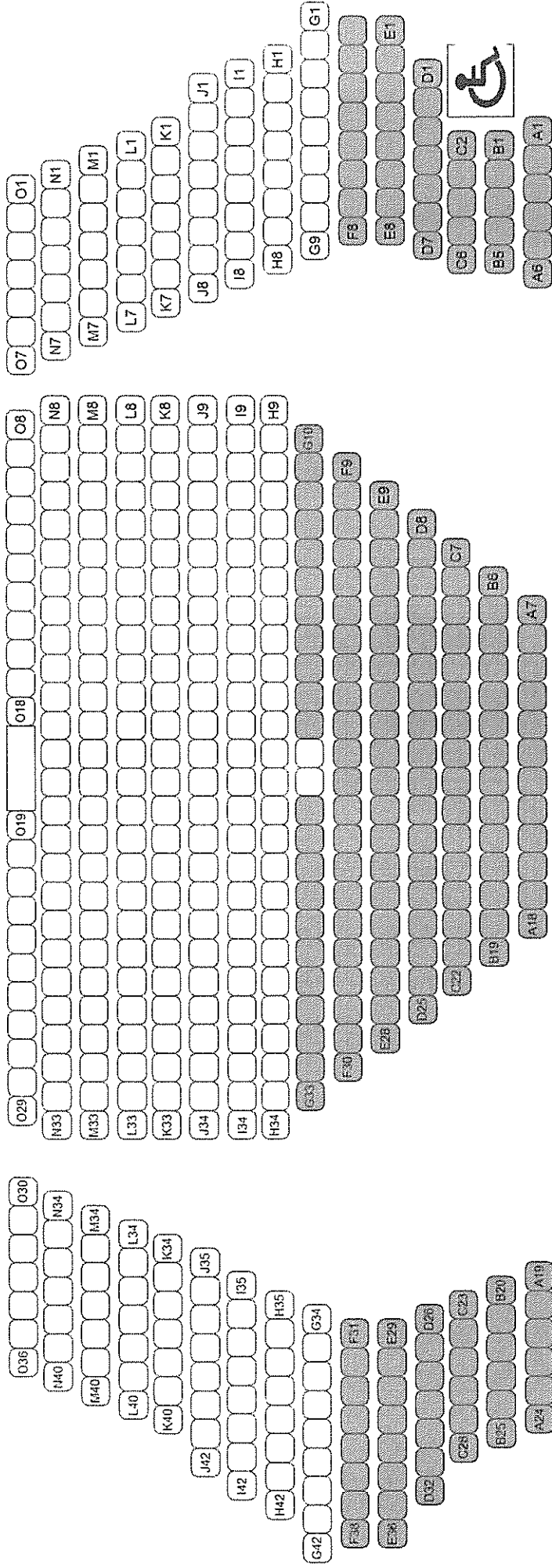




## **APPENDIX 2 – Venue Plan**

### **2.1 Theatre**





STAGE

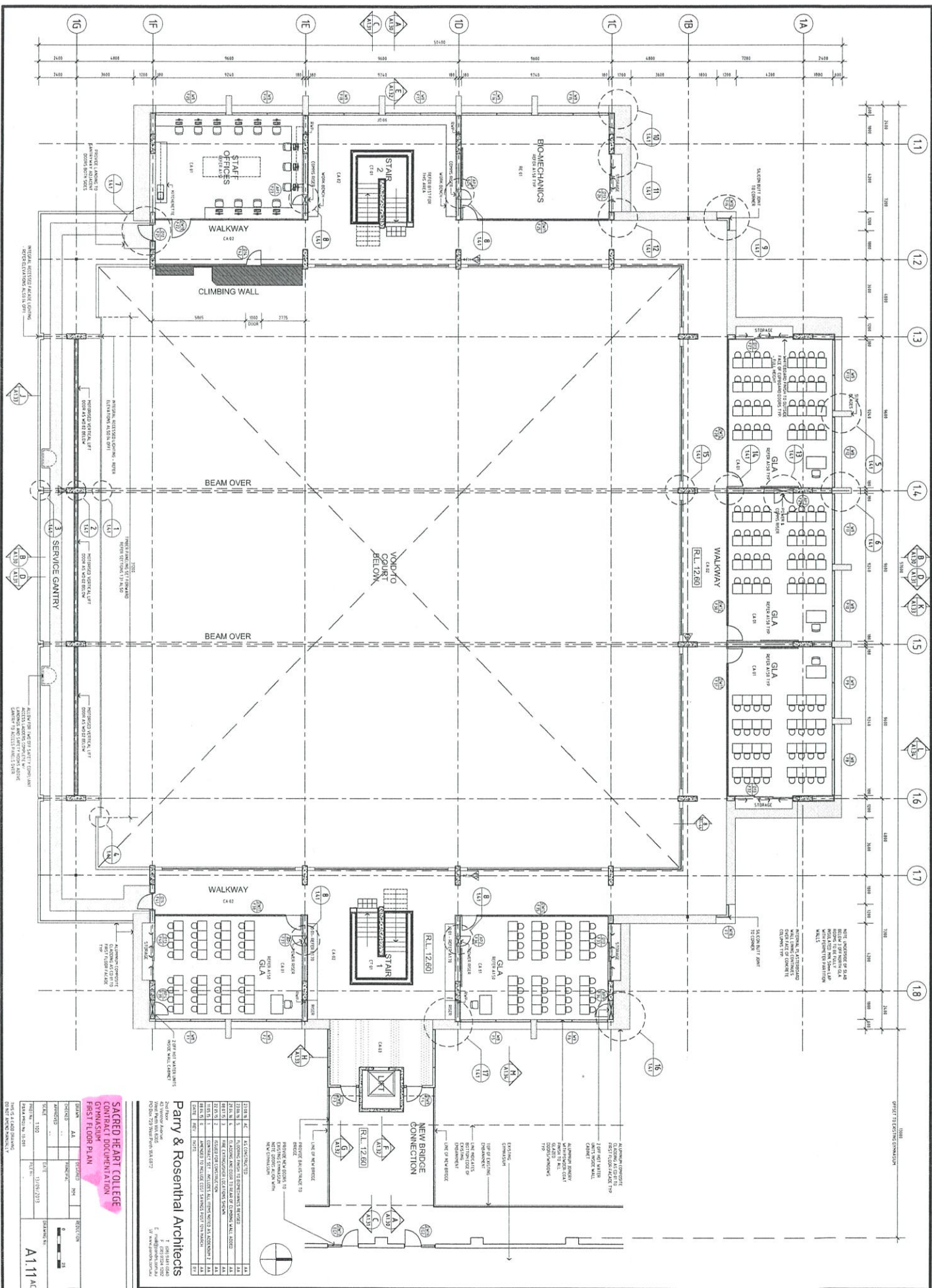


## 2.2 Gymnasium









**SACRED HEART COLLEGE**  
**GYMNASIUM**  
**CONTRACT DOCUMENTATION**  
**FIRST FLOOR PLAN**

**Parry & Rosenthal Architects**  
 1001 14th Street, Suite 100  
 San Francisco, CA 94103  
 Tel: 415.398.1111  
 Fax: 415.398.1112  
 www.parryrosenthal.com

DATE	DESCRIPTION
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## **APPENDIX 3 – Traffic Management Plan**





## Technical Note

Subject: Sacred Heart College - Theatre & Gymnasium

Date: 1<sup>st</sup> March 2017

Author: Paul Nguyen

Reviewed: Ed Wilks

Client: Sacred Heart College

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### Introduction

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Sacred Heart College is proposing to hire out the theatre of the Performing Arts Building and the newly constructed gymnasium for private use. The school have engaged Shawmac to prepare a traffic impact statement of the proposal for consideration by the City of Joondalup. The statement is to quantify the impact of the proposed external hire on the adjacent road network.

### Existing Situation

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The school is located between Hocking Parade and West Coast Drive in Sorrento, City of Joondalup. The school currently accommodates 1,415 students and over 170 staff and experiences the typical morning and afternoon traffic peaks before and after school.

The theatre, located within the RNDM Performing Arts Centre was completed in 2011 and has a capacity of 556 seats. The gymnasium was constructed in 2016 and consists of 2 full size basketball / netball courts, 6 volleyball courts, 8 badminton courts, a weights room, male and female change rooms and other supporting facilities. The school site and the location of the theatre and gymnasium are shown in **Figure 1**.

It should be noted that the theatre has been used for external hire since completion in 2011 without any adverse effect on the road network.



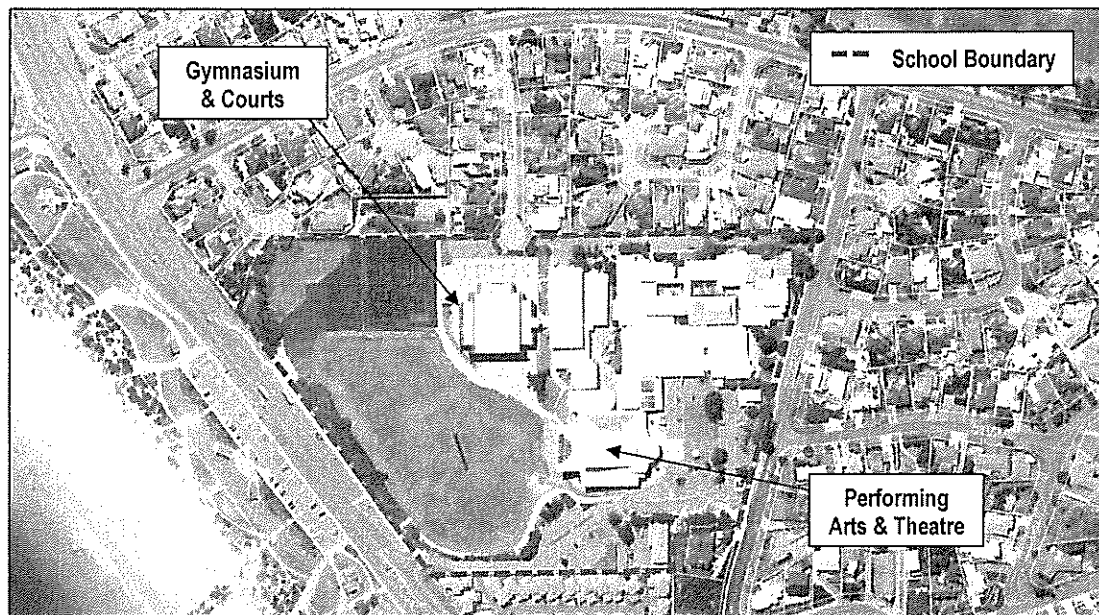


Figure 1 - School Location

## Proposal

The school is proposing to hire out the theatre and gymnasium for select private use. The external hire of the two facilities will only be allowed outside of normal school operating hours (evenings and on weekends and school holidays) such that there is no overlap of traffic or parking demand between the school population and private users. Operationally the school would likely only allow one of the two facilities to be hired out at any one time.

Private users of the facilities will have the same access to the school parking areas as the regular school population. For larger events at the gymnasium and theatre, a travel management plan will be implemented using traffic marshals and overflow parking on the oval similar to the plan that was produced for school related special events in 2014.

## Traffic Generation

To assess the impact of the proposed external hire of the two facilities, the activity that would generate the most activity on the site or the "worst case scenario" should be considered.

The gymnasium has a maximum permissible capacity of 491 persons for gym/recreational use and the theatre has a capacity of 556 seats. The highest level of occupancy on the site outside of school use would therefore be the



private use of the theatre. Assuming an average occupancy of 2 people per car, full occupancy of the theatre would generate about 556 vehicle trips or approximately 278 trips inbound and outbound. The distribution of these trips on the road network will vary depending on the private user and the trips are mostly likely to occur in two short discrete periods (arrival before an event and departure at the end of an event).

## Traffic Impact Assessment

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From traffic data for West Coast Drive obtained from the City of Joondalup, the peak period of the traffic on the adjacent road network is on a Sunday between 3:00 and 4:00 p.m. with approximately 1,430 vehicle trips during this hour. The worst case scenario is represented by the arrival or departure period of an event at the theatre coinciding with this peak period during which the hourly volume along West Coast Drive would increase to 1,708 vehicles (also assuming conservatively that all vehicles will arrive via West Coast Drive).

Based on the 50km/h speed limit along West Coast Drive, the lane capacity is approximately 1,000 passenger cars per lane per hour as estimated in accordance with Austroads Guide to Traffic Management Part 3: Traffic Studies and Analysis. On this basis, under worst case scenario conditions, the peak hour traffic flows would not exceed the capacity of the road network and therefore the traffic impact is not considered to be unacceptable.

In reality, the traffic generated by private use of the gymnasium and theatre would be distributed over the various access locations and the actual impact on the road network will be reduced. Further, the majority of private use events are likely to attract a much lower level of attendance or would occur at other times when the road network traffic is lower (e.g. evenings) and has more capacity to carry additional traffic generated by these events. The traffic counts indicate that the hourly traffic flows on the West Coast Drive drop to about 50% of the peak hour flows after 6:00 p.m.

## Recommendations

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For events where capacity of the theatre or gymnasium facilities is reached and traffic to and from the site is expected to occur within short peaks, a travel management plan can be implemented similar to the plan produced for the school.

An updated travel management plan has been produced and attached as **Annexure A** and can be implemented under the following guidance:

- Private users of the school facilities are encouraged to access the school using alternative transport modes such as public transport, walking and cycling, wherever possible and practicable.



- Vehicular traffic accessing the school via West Coast Drive and the main Hocking Parade gate will be marshalled to 'backfill' Car Parks A through D. Traffic wardens will be appointed during these peak demand periods to assist in optimising way finding and efficient utilisation of these car parking areas.
- Overflow car parking will be accommodated on the playing fields (where appropriate) using a similar marshalling system via the stub road connection just north of Car Park C.
- Disabled parking will be provided as required as close as possible to the facility and in close proximity to access to the on-site pedestrian network.
- The Sorrento Beach car park and angled parking bays on the east site of West Coast Drive may be utilised through the discretion of patrons who will be required to conform to the City of Joondalup's signage and time restrictions in these areas.
- Exit from special events will be via West Coast Drive and Hocking Parade only via a left-turn outbound movement. Cars leaving the playing fields and Car Parks A, B C and D will be directed to exit left and to use the roundabout to change direction (if required) to maximise efficient distribution of vehicle demands post-event. Vehicles travelling northbound along West Coast Drive can do so via Hocking Parade and then St Helier Drive. The exit procedure is illustrated on the travel management plan in **Annexure A**.
- Special signage can be implemented for specific events to assist with the flow of traffic to and from the school site as well as within the site.
- The travel management plan should be distributed to patrons prior to any special events along with the above instructions regarding access, egress and wayfinding. The plan can be distributed to all patrons or posted on the College website.

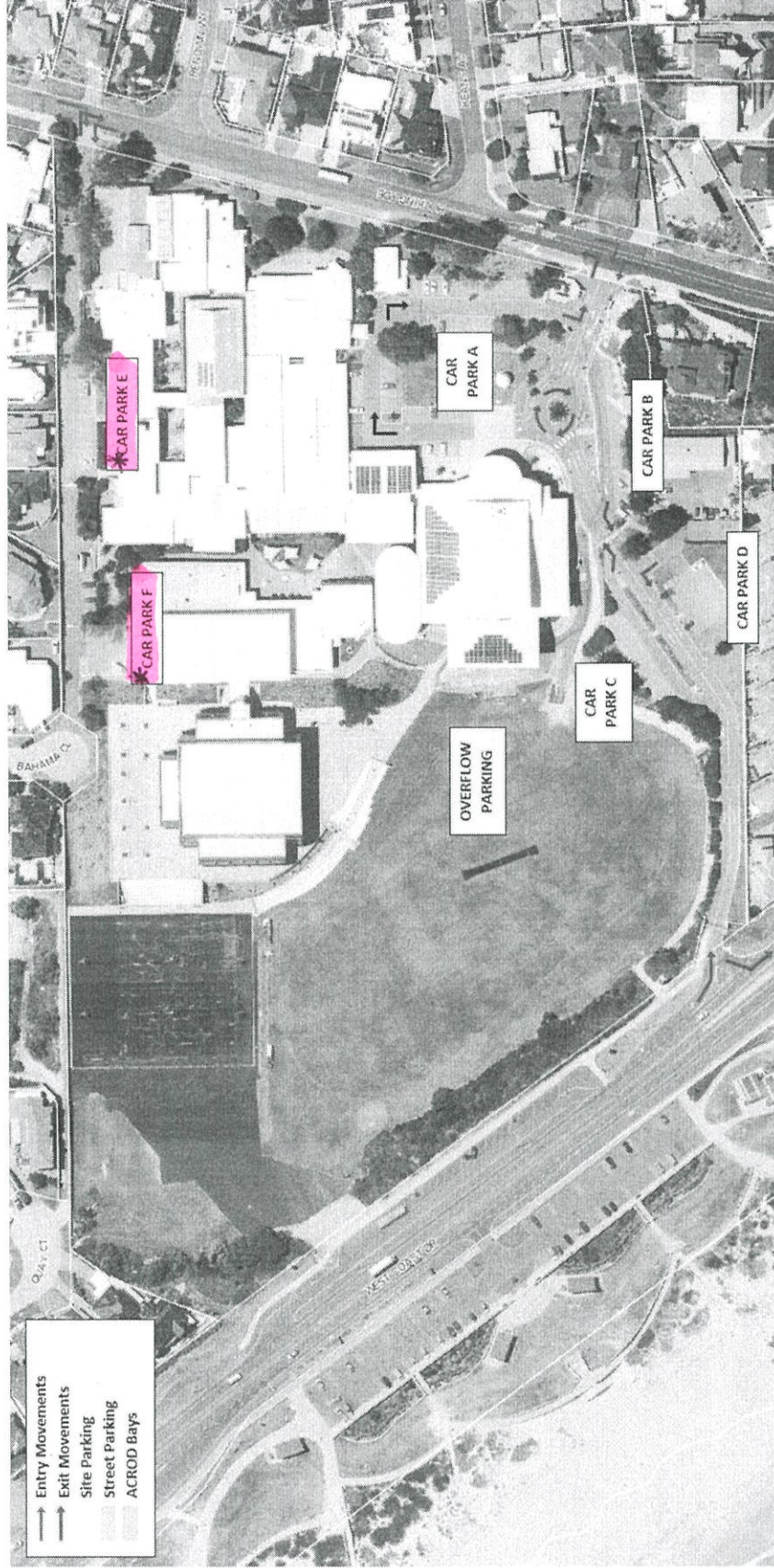




## Annexure A – Travel Management Plan

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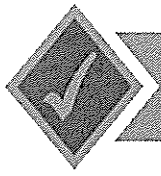


\* Car parks E and F ARE NOT available for use when attending the College for events of an external nature



## **APPENDIX 4 – Risk Management Checklist**





## CHECKLIST

# Event Management

The following Checklist is intended to provide general information to assist clients in managing and minimising the risks associated with organising and conducting an event. This is not an exhaustive Checklist of all possible controls.

Where the organisation answers the question with a 'no', further investigation of the risk and possible control measures should be determined and implemented.

### A. Contractor management

#### 1. Have contractors:

- Undertaken pre-event risk inspections;
- Provided copies of Job Safety Analysis; and
- Issued copies of risk controls prior to the event?

Yes No N/A If No, actions required

Date

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

#### 2. Have you obtained copies of the following from contractors:

- Licences;
- Qualifications;
- Registrations;
- Insurances; and
- Professional Memberships, if applicable?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

#### 3. Have you appointed a project coordinator to oversee contractors and ensure they are acting in accordance with their legal obligations?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
--------------------------	--------------------------	--------------------------	-------	----------------

#### 4. Has the organisation instituted a service agreement highlighting their requirements and service standards for contractors?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
--------------------------	--------------------------	--------------------------	-------	----------------

### B. Venue hire (applicable if you are hiring a venue from a third party)

#### 1. Have you reviewed the lease agreement and sought legal expertise on areas of concern?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
--------------------------	--------------------------	--------------------------	-------	----------------

#### 2. Have you conducted a pre-event inspection of the site and devised risk controls?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
--------------------------	--------------------------	--------------------------	-------	----------------



### C. Security and cash handling

	Yes	No	N/A	If No, actions required	Date
1. Have you hired a professional security firm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
• If yes, have you conducted reference checks and obtained copies of licences, certifications and insurances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Have security personnel been briefed on the event, their roles and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Is cash transported and handled by a professional security provider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. If cash is to be transported by members of staff, have you conducted a risk assessment to determine risks and implemented controls where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

### D. Access and egress

1. Are entrances and exits clear and do they provide adequate access and egress for anticipated patrons and staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are entrances and exits large enough to facilitate access by emergency services vehicles if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are walkways and thoroughfares clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. Are emergency exits marked and clearly designated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

### E. Traffic management

1. Are pedestrian areas separated from roads via signage and clear traffic markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are there contingencies in place for the safe access of emergency vehicles if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are speed limit signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. Will traffic be monitored by a traffic warden?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

### F. Emergency management

1. Do you have an emergency response plan and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Have you instituted an emergency response management team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are site plans posted at designated intervals and are copies provided to staff and the emergency response team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

### G. Amenities

1. Are there enough toilets and hand wash facilities to cater for anticipated attendees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Is fresh drinking water available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Will amenities be placed on a cleaning roster to ensure they are kept clean throughout the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____



	Yes	No	N/A	If No, actions required	Date
<b>H. Signage</b>					
1. Are exits, amenities, first aid etc. appropriately signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are prohibition signs located in areas deemed hazardous or where the general public are not allowed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are fire extinguisher locations clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<b>I. Maintenance</b>					
1. Are qualified maintenance personnel provided by contractors to address maintenance relevant to their services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are maintenance logs kept and made available in the event of an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<b>J. First Aid</b>					
1. Are first aid personnel provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are first aid facilities located in suitable locations, clearly signed and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are first aid facilities suitably stocked for the type of event being held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<b>K. Fire prevention</b>					
1. Are appropriate fire extinguishers and blankets available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are staff trained in the proper usage of fire fighting equipment and prevention methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are combustibles stored away from buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. Will designated fire wardens be in attendance during the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<b>L. Staff, volunteer and contractor training</b>					
1. Are staff, volunteers and contractors equipped with health and safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are training records maintained and recorded for provision to the Workplace Health and Safety Authority where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
<b>M. Electrical</b>					
1. Are residual current devices (RCD's) or safety switches used with all electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are electrical leads secured in a manner that inhibits physical contact by patrons and staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are electrical items including leads and equipment tested in accordance with AS 3760-2003?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. Are contractors and others providing or using electrical equipment during the event able to produce testing and tagging records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____



## N. Work at heights

	Yes	No	N/A	If No, actions required	Date
1. Are ladders or cherry pickers etc. certified as suitable and safe for the task being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Have all staff, contractors and volunteers who work at heights undertaken work at heights training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are ladders secured in place prior to work commencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. Are staff monitored whilst working at heights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
5. Are harnesses employed where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
6. Have harnesses been certified as safe and suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

## O. Manual handling

1. Have staff, volunteers and contractors been trained in safe lifting and handling techniques?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are lifting aids employed where weights exceed safe limits or where items are difficult to lift safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are records of manual handling training kept and available if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____

## P. Amusement devices

1. Have you confirmed that amusement devices are conformant to AS 3533-2009?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
2. Are inspection records made available on request to demonstrate the device has recently been assessed as safe by an Engineer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
3. Are appropriate safety barriers provided around amusement equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
4. Are height/age requirements specified where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
5. Is soft-fall/padding provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
6. Are amusement devices positioned securely on sturdy even ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
7. Are inflatable amusement devices thoroughly checked and secured prior to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
8. Are all ropes (inflatable devices) attached securely to anchor points and free from wear and tear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____
9. Have amusement device contractors agreed to halt operation of devices during adverse weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	____/____/____



### Q. Notifications

Yes No N/A If No, actions required

Date

1. If you are holding a fireworks display have you obtained copies of applicable notifications from the fireworks technician i.e. the Civil Aviation Authority, your local council, the Country Fire Authority etc.?

☐ ☐ ☐

\_\_\_\_\_ / /

2. Have you advised neighbours within the vicinity of the fireworks display of details such as the time, date, place etc.?

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\_\_\_\_\_ / /

3. Have you obtained a copy of the fireworks permit if holding a fireworks display?

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\_\_\_\_\_ / /

4. Have you notified local police and emergency services personnel of the event in advance?

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\_\_\_\_\_ / /

### R. Other (areas)

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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4. \_\_\_\_\_

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5. \_\_\_\_\_

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6. \_\_\_\_\_

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7. \_\_\_\_\_

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If you would like further information about Event Management, please contact the **risksupport** Helpdesk on:

**1300 660 827**

**helpdesk@risksupport.org.au**

**www.risksupport.org.au**

**www.risksupport.org.au**

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**risksupport**



**APPENDIX 5 - Schedule of potential start and finish times, days and maximum numbers.**



**THEATRE - DAYS WHEN COLLEGE OPERATING (usage times though will be outside college hours)**

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
START	4.30pm	4.30pm	4.30pm	4.30pm	4.30pm	9.00am	9.00am
FINISH	9.30pm	9.30pm	9.30pm	9.30pm	9.30pm	9.30pm	9.30pm
MAX POTENTIAL PATRONS	556	556	556	556	556	556	556

**THEATRE - DAYS WHEN COLLEGE NOT OPERATING (gazetted school holidays)**

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
START	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am
FINISH	9.30pm	9.30pm	9.30pm	9.30pm	9.30pm	9.30pm	9.30pm
MAX POTENTIAL PATRONS	556	556	556	556	556	556	556

**GYMNASIUM - DAYS WHEN COLLEGE OPERATING (usage times though will be outside college hours)**

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
START	4.30pm	4.30pm	4.30pm	4.30pm	4.30pm	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm
MAX POTENTIAL PATRONS (If Theatre <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX POTENTIAL PATRONS (If Theatre <u>is</u> being used at same time)	30	30	30	30	30	30	30

**GYMNASIUM - DAYS WHEN COLLEGE NOT OPERATING (gazetted school holidays)**

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN
START	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm
MAX POTENTIAL PATRONS (If Theatre <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX POTENTIAL PATRONS (If Theatre <u>is</u> being used at same time)	30	30	30	30	30	30	30