APPENDIX 4
ATTACHMENT 1

ST HELIER DR

Subject Site
Sacred Heart College
Lot 803 Deposited Plan 25665
15 Hocking Parade, Sorrento

Old Gymnasium

Gymnasium

Oval

Chapel

Performing Arts

WEST COAST DR

HOCKING PDE

PADBURY CI

City of
Joondalup

20   0   20   40 Meters

lot803_15-hocking-25032019

SACRED HEART COLLEGE MAP

MAP LEGEND

- 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

UPPER LEVEL

ART2, ART1, ART OFFICE, T&E1, T&E2, T&E3, T&E4, T&E5, T&E6, OFFICE 23 SMON

MARY MACKILLOP CENTRE

EUPHRASIE BARBIER RESOURCE CENTRE

RE1, RE2, RE3, RE4, RE5

STAFF RM 295

CAREER-LINK, MATHS OFFICE, MA4, MA5, MA6, MA7, ENG OFFICE

Campus (main area)

HOCKING PARADE

BUS BAY

HOME EC. LAWN

COMMUNITY RELATIONS HUB

ADMINISTRATION

SCI8

RE6, RE5

HUM2, HUM3, HUM5, HUM6, HUM1, HUM4, ICT

HUMANITIES COURTYARD

DRAMA RM

STUDENT SERVICES

OFFICE

MA4, MA3, MA2, MA1

SCI7, SCI3, SCI6, SCI2, SCI5, SCI4, SCI1, SCIENCE OFFICE, PREP AREA

SCIENCE COURTYARD

ME3, ME4, ME1, ME2

BOARDERS LAWN

OBSERVATORY

KISS 'N' DRIVE

P (PARKING)

MAINTENANCE

BIKE SHED

HEALTH CENTRE PARKING

P

HEALTH CENTRE

MA10, MA9, MA8

PCC

UNIFORM SHOP DOWNSTAIRS

MLC3, MLC2, MLC1

GATE, LEARNING SUPPORT & ARCHIVES

MLC4

SR MARGARET MCINERNEY CENTRE (OLD GYM)

LAN3, LAN4, LAN1, LAN OFFICE

CHAPEL

MEMORIAL GARDEN

ENGLISH COURTYARD

PA OFFICE

RNDM THEATRE PA1 (PERFORMING ARTS BUILDING)

ENG5, ENG6, ENG7, ENG8, PA6, PA5, PA4

CAFÉ DOWNSTAIRS, STAFF ROOM UPSTAIRS

KISS 'N' DRIVE

P

LOWER LEVEL

PA2, PA3

KOR 2, KOR 1, KOR 3, KOR 4, KOR 5, KOR 6

WEIGHTS ROOM

KOORT CENTRE (NEW GYM)

HIRE OFFICE

LOWER LEVEL

ENG9, ENG10, ENG11, ENG4, ENG3, ENG2, ENG1

WEST COAST DRIVE

N

SACRED HEART COLLEGE

EVENT MANAGEMENT PLAN – V5

FOR OUT OF SCHOOL HOURS USE OF THEATRE, NEW & OLD GYMNASIUMS, CHAPEL, OVAL AND OTHER FACILITIES.

6 March 2019

Contents

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 new 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.

The College has other Facilities on its campus which it uses in pursuit of its service delivery including the "old gymnasium", chapel and oval. Where these Facilities are being used out of Normal School Hours then this Event Management Plan, its terms and conditions, shall apply.

Outside of Normal School Hours and when not being used by the College for College Events and activities, the College may make these Facilities available for community purposes. Third parties, upon payment of a fee or as a free communal service, can hire a Facility for select purposes (collectively referred to as "External Hires").

For clarity, outside of Normal School Hours could include evenings, weekends and day time for Sacred Heart College holidays. The college calendar is available on the college website at www.sacredheart.wa.edu.au.

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

Objective

Sacred Heart College would like to support the broader community by allowing this community to share in the use of the Facilities outside the Normal School Hours of the College.

In doing so, this event management plan aims to deliver the following objectives:

- Provide a set of clear guidelines for the acceptable use of the Facilities
- Provide controls that address the needs of the surrounding residential area
- Manage the health and safety of those who use any of the Facilities
- Manage compliance with relevant legislative requirements and standards

Definitions

In this event management plan:
- **College** means Sacred Heart College located at Hocking Parade, Sorrento, Western Australia.
- **College Event** means an Event conducted by the College itself and not by an External Hirer.
- **Event** means the use of a Facility on one day outside of Normal School Hours.

- **Event Participant** means any person who attends the College to participate in an Event or performs some function in relation to an Event and includes spectators and audience members, individuals working at the Event, whether paid or unpaid, and any individuals participating in any performance, ceremony, sporting or artistic event or other activity.
- **External Hire** means the use of a Facility by an External Hirer pursuant to formal arrangements with the College to allow the External Hirer to use the Facility for an Event.
- **External Hirer** means the person or persons entering into formal arrangements with the College for use of a Facility for the purposes of an Event.
- **Facility** includes the RNDM Performing Arts Building, new gymnasium in the Koort Centre Building, old gymnasium building, chapel and oval as shown on the College site plan in Annexure 1 and 'Facilities' means 2 or more of these places as the context indicates.
- **Incidental Events** means an Event where the number of Event Participants at the College in relation to the Event will be less than 150.
- **Manager** means the College representative who has been appointed for the purpose of being in full charge of an Event at a Facility for the agreed period.
- **Normal School Hours** means 7.30am to 5.00pm Monday to Friday during the academic terms of the College.
- **Tier 1 Event** means an Event where the number of Event Participants for the Event is 350 or more.
- **Tier 2 Event** means an Event where the number of Event Participants for the Event is between 150 and 349.

Scope of Events

This plan applies to all Events conducted outside of Normal School Hours in or on one of the Facilities. Events which External Hirers are likely to be permitted to conduct in or on a Facility may include, but are not limited to:

- Dance schools;
- Choirs;
- Musical productions;
- Speakers where the subject matter or theme is approved by the College;
- Art groups/displays;
- Sporting clubs (e.g.for training purposes); and
- Oval parking to assist those days where the Sorrento Surf Club is at excess parking capacity.

Limitations and Restrictions

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 and subject to the following exception, only one Event may be conducted at the College at any time.

The only exception is that certain Facilities may be used for an Event with no more than 30 Event Participants where one of the other Facilities is being used for an Event. Those arrangements are set out in Tables 4, 5, 6 and 7. Only in this circumstance can Events be conducted simultaneously in 2 Facilities. In all other circumstances only one Facility can be used at any one time for Events.

The maximum number of audience members allowed in a Facility shall not exceed the maximum number specified for the Facility in Tables 2 to 9.

The College will outline the limitation on the maximum number of audience members in contract documentation. Section 1.2.1 contains schedules of days and times where Events may be conducted and the maximum number of audience members for each Facility.

1. <u>EVENT MANAGEMENT PLAN</u>

The terms and conditions outlined in this section will apply to any use of the Facilities outside of Normal School Hours. This includes Events conducted by External Hirers and College Events.

1.1 Event Details

1.1.1 Event Notice

The College acknowledges the importance of advising neighbouring residents and local businesses in close proximity to the College, that an Event will be taking place outside of Normal School Hours.

The College will provide clear and accurate information about the Event and this will be published on the College website in advance of the intended date of the Event. A calendar of Events will be maintained showing upcoming Events and we will strive to provide as much notice as possible. Incidental Events will not be subject to these requirements.

Interested parties can register their details on an "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.

A notice will be provided to the local community encouraging them to register their email to receive event notifications.

1.1.2 Event Manager

The Manager, who is a College employee, will be appointed for each Event and is the person in charge of the Event and is responsible for overseeing the organisation of the Event. The Manager's contact details will be provided on the website before, during and after the Event. For Tier 1 and Tier 2 Events in the Performing Arts Building, in addition to the Manager, the College will provide a "front of house" presence.

During the Event, the Manager will be contactable on a dedicated mobile phone. If determined appropriate or necessary, the Manager will contact the College's external security company to render assistance on a case by case basis.

1.1.3 Description of the Event

The Manager will publish a description of the Event, the nature, the Facility in which it is to take place, start and finish times, potential attendance and the target audience. These details will be provided on the College website at www.sacredheart.wa.edu.au/events.

1.1.4 Audience details

The Manager will publish details of the target audience to whom the Event will be pitched at. The target audience is the main group of people expected to attend the Event (e.g. families, senior citizens, spectators). The College will comply with the City of Joondalup's maximum licensing of numbers for each of the Facilities at all times. As part of the booking process for External Hire the Manager will seek

information on the expected number of Event Participants who will be attending the Facility and this information will be made available on the College's website with the relevant notice of the Event.

1.2 General Considerations

1.2.1 Event Classification and Facilities

The College limits the number of Events per year with 150 or more Event Participants (there is no limit on the number of events with fewer than 150 Event Participants). The maximum number of Events is outlined in Table 1.

TABLE 1. MAXIMUM NUMBER OF EVENTS AND CLASSIFICATION

Classification	Definition	Examples	Max No. of Events per Year
Tier 1	350 Event Participants or more	Catholic Performing Arts Festival, Dance Schools, College Musical, Jazz 'N' Shiraz, P&F Quiz Night, Overspill Parking for Surf Club and Joondalup Triathlon	30 of which 24 are likely to be External Hire
Tier 2	150 - 349 Event Participants	Parent / Teacher nights, small shows, exhibitions	20 of which 12 are likely to be External Hire
Incidental Events	< 150 Event Participants	Show rehearsals, student sleep outs, meetings, sporting groups training, small group work	N/A

The maximum number of audience members who can attend an Event at each specific Facility and the days and times when Events can take place are set out in Tables 2-9.

In these tables, the finish time for an Event is the time by which the Facility in which the Event is held is vacated by all Event Participants.

TABLE 2. PERFORMING ARTS BUILDING – MAXIMUM NO. OF AUDIENCE MEMBERSS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS	556	556	556	556	556	556	556

TABLE 3. PERFORMING ARTS BUILDING – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS	556	556	556	556	556	556	556

TABLE 4. NEW AND OLD GYMNASIUM – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building **not** being used at same time)	500	500	500	500	500	500	500
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building **is** being used at same time)	30	30	30	30	30	30	30

- Events must not be conducted in the new and old gymnasiums at the same time.

TABLE 5. NEW AND OLD GYMNASIUM – MAXIMUM NO. OF AUDIENCE MEMBERS, –TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
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	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building **not** being used at same time)	500	500	500	500	500	500	500
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building **is** being used at same time)	30	30	30	30	30	30	30

- Events must not be conducted in the new and old gymnasiums at the same time.

- On rare occasions during the year, a College Event such as the College's traditional "Jazz n Shiraz" and Quiz night events in the old Gymnasium, the maximum number of audience members may be above 500, still well below the maximum permissible number under the City of Joondalup licensing arrangements.

TABLE 6. CHAPEL – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building and Gyms are **not** being used at same time)	250	250	250	250	250	250	250
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building or either Gym is being used at same time)	30	30	30	30	30	30	30

TABLE 7. CHAPEL – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
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	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building and Gyms are **not** being used at same time)	250	250	250	250	250	250	250
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building or either Gym **is** being used at same time)	30	30	30	30	30	30	30

TABLE 8. OVAL PARKING MAXIMUM NO. OF CARS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	7.00am	7.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS	350	350	350	350	350	350	350

TABLE 9. OVAL PARKING MAXIMUM NO. OF CARS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	7.00am	7.00am	7.00am	7.00am	7.00am	7.00am	7.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS	400	400	400	400	400	400	400

- Tables 8 and 9 apply where car parking on the oval is itself the Event and do not apply when the oval is used for parking for other Events.
- Use of the oval for a parking Event may be permitted by the College only after consideration is given to any nearby events that may impact upon parking availability, for example surf club carnivals.
- The use of the oval for a parking Event will not be allowed when either the Public Arts Building or either of the Gymnasiums is being used for Tier 1 or Tier 2 Events as the oval will be required for overflow parking.

From time to time there will be a small number of people overnight at the College for College events such as Winter Sleepout, Leadership Camps and the College Astronomy Club.

Where the mandated finish times for a particular facility are not complied with, the College may impose a penalty excess fee on the External Hirer. A repeated breach may result in a banning order from future use.

1.2.2 Alcohol at External Hire Events

Where a Facility is made available to an External Hirer, the External Hirer **shall not bring any liquor into the Facility or allow liquor to be brought to the Facility by, or supplied or served to Event Participants at any time during the Event.** For College Events the serving of liquor may be considered and if so, the College will obtain the appropriate liquor license and abide by all regulations of the Liquor Control Act 1988.

Where alcohol is permitted for College Events, then Section 1.6 below shall apply.

1.2.3 Public Liability

External Hirers of a Facility 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 Hirer's 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 an 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.

1.2.4 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 Hirer and the College must ensure that these are in place prior to the Event being approved, for example:
- Food vendor permits
- Traders' permits

1.3 Consultation with External Hirers

1.3.1 Planning Meetings and Consultation (before an Event)

The Manager will conduct appropriate meetings and communications with External Hirers prior to Events to allow sufficient time for planning changes. Material changes will be updated on the College website.

1.3.2 Briefing Meeting (immediately before the Event)

Once any planning meetings have been completed, the Manager will conduct a pre-Event briefing with Event Hirers to clarify and agree issues of communication, timetabling, security and emergency procedures. Material changes will be updated on the College website.

1.3.3 Debriefing Meeting (after an Event)

Where appropriate, a debriefing will be held with Event Hirers after an Event when information is available about the conduct of the Event, including attendance, incident data and feedback.

As the College has a high proportion of repeat business this is a valuable tool to feed into approving and planning for future events.

1.3.4 Consultation Log

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

1.4 Planning for the Event

1.4.1 Site Plan

Site and Facility plans are available on the College website for the Facility being used. See Appendix 1 for the site plan and Appendix 2 for the Facility Plans of the Performing Arts Building and the new gymnasium.

1.4.2 Event Promotion & Ticketing

The College will oversee any Event promotion and ticketing arrangements. The College has implemented a ticketing system which will be used for all ticketing. The College will communicate arrangements regarding the consumption of alcohol, smoking restrictions, availability of food, parking arrangements and reinforcing respect and courtesy for nearby neighbours.

All Events will be advertised via the College website.

1.4.3 Signage

On the Event day, clear and appropriate signage will inform and direct persons to parking, entrance conditions, first aid services and toilet facilities. Signs will be strategically placed to ensure that persons are informed before entering the Facility in order to minimize conflict and congestion at entry and exit points.

1.4.4 Parking

At time of preparing this Event Management Plan the College has 164 parking Bays on site and will provide for over spill parking on its large oval as required.

Communication to External Hirers and Event Participants, will explicitly advise that no parking is permitted in the parking bays along the northern perimeter of the College (denoted as carparks "E" and "F" in Appendix 3) and that the access gates from Hocking Parade will not be open. Equally, no parking is permitted in the parking bays along the southern perimeter of the College (denoted as carpark "D"). 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 City of Joondalup. With the exclusion of car parking in carparks "D", "E" and "F" the available car parking bays, not including the parking available on the oval, is reduced to 96.

For all Tier 1 and Tier 2 Events traffic directional personnel will be on site to direct vehicles to the overflow parking on the oval prior to an Event and to exit points once an Event finishes.

1.4.5 Noise

When allowing use of the Facilities, careful consideration will be given to the level of noise emanating from the Facilities and from persons entering and leaving the Facilities. If an External Hirer causes complaints to be received regarding excessive noise, the College will assess if it is a reasonable outcome to not permit the External Hirer to use the Facilities in the future. We will comply with the Environmental Protection (Noise) Regulations 1997.

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 Facilities to be used.

A reminder announcement will be made at the conclusion of all Events held within buildings to ensure persons leave quietly and respect nearby neighbours.

During all Events all external doors of the Facilities will be closed to prevent potential noise spillage.

1.4.6 Information Centre and Communication

The College website will contain information on the Facilities and the nature of Events being held along with start and finishing times. This will be available on a 24/7 basis. Immediately prior to and during an Event, and up to the designated pack up time for an Event, a dedicated mobile phone contact is available to talk to the Manager.

A dedicated email address of mailto:events@sacredheart.wa.edu.au can also be used to communicate with the College about matters of a less urgent nature regarding Events.

The College will endeavor to resolve all complaints 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. 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 dealt with accordingly.

1.4.7 Smoking

The College is a smoke free venue and smoking anywhere within College premises is not permitted at any time.

1.4.8 Food

The External Hirer shall not bring any food or refreshments into the Facilities 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.

1.4.9 Entry and Exit Details

Gates shall be opened allowing sufficient time for all Event Participants to enter the Facilities before an Event starts.

The Manager will ensure that the External Hirer of a Facility receives details and maps of available parking areas well in advance and that these are to be communicated to Event Participants.

These communications will highlight that Event Participants are not to queue on roadways and that there will be clear information upon arrival to assist Event Participants to find parking and move to a specific Facility.

For Tier 1 and Tier 2 Events 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 Event 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).

1.5 Health and Safety Issues

1.5.1 Security and Risk Assessment

Prior to agreeing to an External Hire Event, the College will determine the appropriateness of the Event. An informed assessment of all possible risks and opportunities associated with the Event must be undertaken by the Hirer. Through careful analysis, identification of any potential hazards (or detrimental consequences) that could pose a risk to anyone involved in the Event are determined. As many of the Events held at the College are similar in characteristic a standard template assessment checklist, as developed by Catholic Church Insurances, will be followed (Appendix 4).

A risk assessment of the proposed Event will indicate the type and level of risk involved. Different Events will have different requirements depending on the type of Event, the Facility, and the number of Event Participants.

For College Events, the College Risk & Compliance Officer manages this process.

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 Event.

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

1.5.2 Waste Management

The Manager will consider provision of appropriate collection and disposal of waste and recycling during and after the Event. 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 Events are held outside Normal School Hours it is considered that ample resources are already available onsite.

1.5.3 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 Facilities and staff member(s) have been trained in first aid.

Persons 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 Facility.

1.5.4 Emergency Procedures

The College has developed an effective evacuation process and emergency action plan (Appendix 6) for use at all Facilities within the College campus. An authorised copy is available to all staff, casual workers and External Hirers; 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.

1.6 Management of Alcohol

1.6.1 License / Permit Conditions

An occasional license may be issued by the Department of Racing, Gaming & Liquor for College Events as outlined in Section 1.2.2. Any conditions imposed on such occasional licenses will be relayed to all relevant staff and casual workers.

1.6.2 BYO and non-BYO events

The College does not allow BYO at Events.

1.6.3 Responsible Service of Alcohol

At College Events 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 alcohol to a person, 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.

1.6.4 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 persons will be allowed to consume the alcohol.

1.7 Documentation

1.7.1 Required 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 that are a prerequisites for delivery of an event are:
- Facility Plan
- Venue Plan

- Traffic Management Plan
- Risk Management Checklist
- Schedule of potential start and finish times, days and maximum numbers.
- Facility Emergency Evacuation Plan
- Copies of insurance documents

Copies or templates of each of these required documents are included in the appendices (with the exception of copies of insurance documents). These may require update and/or tailoring to meet specific Event requirements.

1.7.2 Supporting Documents and Information

Other documents may include but not be limited to:

- Contracts
- Approvals and permits
- Licenses that have been granted and details of any conditions
- Details of any complaint and its resolution/action
- Correspondence, promotional material, accounts and records of meetings

1.8 Event Audits

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

1.9 Formal Review

The College and the City of Joondalup 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 the community. Such a review is to take place in 12 months' time from the date of City of Joondalup approval of the change of use of premises that allows External Hire of Facilities.

2. APPENDICES

2.1 APPENDIX 1 – Site Plan

SACRED HEART COLLEGE MAP

MAP LEGEND

- 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

WEST COAST DRIVE

LOWER LEVEL
ENG1 | ENG2 | ENG3 | ENG4
ENG9 | ENG10 | ENG11

LOWER LEVEL
PA2 | PA3

KISS 'N' DRIVE

CAFÉ DOWNSTAIRS
STAFF ROOM UPSTAIRS

RNDM THEATRE PA1
(PERFORMING ARTS BUILDING)
PA6 | PA5 | PA4

ENG8 | ENG7 | ENG6 | ENG5 | PA OFFICE

ME2 | ME1
ME4 | ME3

CHAPEL

ENGLISH COURTYARD

MEMORIAL GARDEN
LAN4 | LAN3 | LAN2
LAN1
CAREER OFFICE

SR MARGARET MCINERNEY CENTRE
(OLD GYM)
MLC4

GATE, LEARNING SUPPORT & ARCHIVES
MLC1 | MLC2 | MLC3

KOORT CENTRE (NEW GYM)
KOR 6
KOR 5 | KOR 4 | KOR 3
WEIGHTS ROOM
KOR 1 | KOR 2
HPE OFFICE

HEALTH CENTRE PARKING

PCC
MA8 | MA9 | MA10
HEALTH CENTRE

UNIFORM SHOP DOWNSTAIRS

SCI1 | SCI4
SCIENCE OFFICE | SCI5
SCI2 | PREP AREA | SCI6
SCI3 | SCI7

SCI8

SCIENCE COURTYARD

STUDENT SERVICES
MA1 | MA2
MA3
MA4
HUM OFFICE

HUMANITIES COURTYARD
HUM1 | HUM2 | HUM3
HUM4 | HUM5
ICT
HUM6 | HUM7
RE4 | RE5

BIKE SHED

MAINTENANCE

OBSERVATORY
BOARDERS LAWN

KISS 'N' DRIVE

ADMINISTRATION

COMMUNITY RELATIONS HUB

HOME EC LAWN

HOCKING PARADE

BUS BAY

N

UPPER LEVEL

CAREER LINK
MATHS OFFICE
ENG OFFICE
MA5 | MA6 | MA7

T&E OFFICE
RE1
RE2
RE3

EUPHRASIE BARBIER RESOURCE CENTRE

MARY MACKILLOP CENTRE

T&E1
T&E2
T&E3
ART1
T&E5 | T&E4 | ART2
HOME EC OFFICE | ART OFFICE
T&E6

2.2 APPENDIX 2 – Venue Plans

2.2.1 Theatre

STAGE

2.2.2 New Gymnasium

Parry & Rosenthal Architects

2nd Floor
43 Ventnor Avenue
West Perth WA 6005
PO Box 759 West Perth WA 6872
T (08) 9481 0540
F (08) 9324 1262
E mail@parr.com.au
W www.parrlife.com.au

SACRED HEART COLLEGE
CONTRACT DOCUMENTATION
GYMNASIUM
GROUND FLOOR PLAN

A1.10

SCALE 1:100

DATE 13/06/2013

Labels within plan:

FEMALE CHANGE

MALE CHANGE

UAT

STAIR

LIFT

STORE

WEIGHTS / EXERCISE ROOM

KITCHEN / SERVERY

COURT 1

COURT 2

DROP DOWN NET OVER

CLIMBING WALL OVER

VERTICAL LIFT DOOR

R.L. 9.00

Parry & Rosenthal Architects

2nd Floor
43 Vernon Avenue
West Perth WA 6005
PO Box 729 West Perth WA 6872

T (08) 9481 0540
F (08) 9324 1262
E mail@parrth.com.au
W www.parrth.com.au

SACRED HEART COLLEGE
CONTRACT DOCUMENTATION
GYMNASIUM
FIRST FLOOR PLAN

DRAWN	AA
CHECKED	
	PRINCIPAL
DESIGNED	MH
DATE	13/06/2013
FILE No.	
SCALE	1:100
DWG No.	
PRJX No.	
PRA.A PROJ No. 13-091

DRAWING No.

A1.11 AC

REDUCTION

25

GLA
STAIR 1
STAIR 2
NEW BRIDGE CONNECTION
WALKWAY
VOID TO COURT BELOW
BEAM OVER
SERVICE GANTRY
BIO-MECHANICS
STAFF OFFICES
CLIMBING WALL
R.L. 12.60

OFFSET TO EXISTING GYMNASIUM

2.3 APPENDIX 3 – Traffic Management Plan

Technical Note

Subject:	Sacred Heart College – Private use of school facilities
Date:	1st April 2019
Author:	Paul Nguyen
Reviewed:	Leigh Dawson
Client:	Sacred Heart College

Introduction

Sacred Heart College is proposing to hire out school facilities, including the chapel, old gymnasium, school oval, 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

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 school chapel, old gymnasium and school oval have been in place for some time and have resulted from historical approvals of these facilities by the City of Joondalup. 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 school facilities 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 Site and Facilities

Proposal

The school is proposing to hire out school facilities, including the chapel, old gymnasium, oval, the theatre and new gymnasium for select private use. The external hire of the 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 larger facilities (theatre or new gymnasium) 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 new 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 more significant 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).

Depending on the type of event, there will usually be back of house staff who will also contribute additional vehicle trips on the road network. It is noted however that back of house staff will typically arrive before and leave after regular attendees and therefore the impact of these trips will be low and does not require further consideration.

Traffic Impact Assessment

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 school facilities 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

For events where capacity of the theatre or new 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 C. Traffic wardens will be appointed during these peak demand periods to assist in optimising way finding and efficient utilisation of these car parking areas.

- Car Parks D, E and F will not be made available for private users during more significant events. The entrance to these areas can be blocked using traffic cones (or other similar traffic management devices) during these events.

- 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. An indicative layout can be set up using cones, barriers (or similar) and traffic wardens used to guide drivers during arrival and departure.

- 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.

- The school will liaise with the City of Joondalup and the Sorrento Surf Life Saving Club to ensure there are no other large events are proposed along West Coast Drive. If there is an overlap, an alternative date could be considered or additional overflow parking and/or traffic management measures can be implemented. The travel management plan is intended to be flexible and can be modified to suit varying types of events and numbers of attendees.

- Exit from special events will be via West Coast Drive and Hocking Parade <u>only</u> via a left-turn outbound movement. Cars leaving the playing fields and Car Parks A, B and C 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 is made available on the College website and the private user ensures that all potential attendees are made aware of the plan.

Annexure A – Travel Management Plan

SHAWMAC

Legend:
- Entry Movements
- Exit Movements
- Site Parking
- Street Parking
- ACROD Bays
- No Parking
- Traffic barrier or cones
- Traffic controller

CAR PARK E

CAR PARK F

OVERFLOW PARKING

Traffic cones, rope barrier or similar used to set up boundary

CAR PARK A

CAR PARK C

CAR PARK B

CAR PARK D
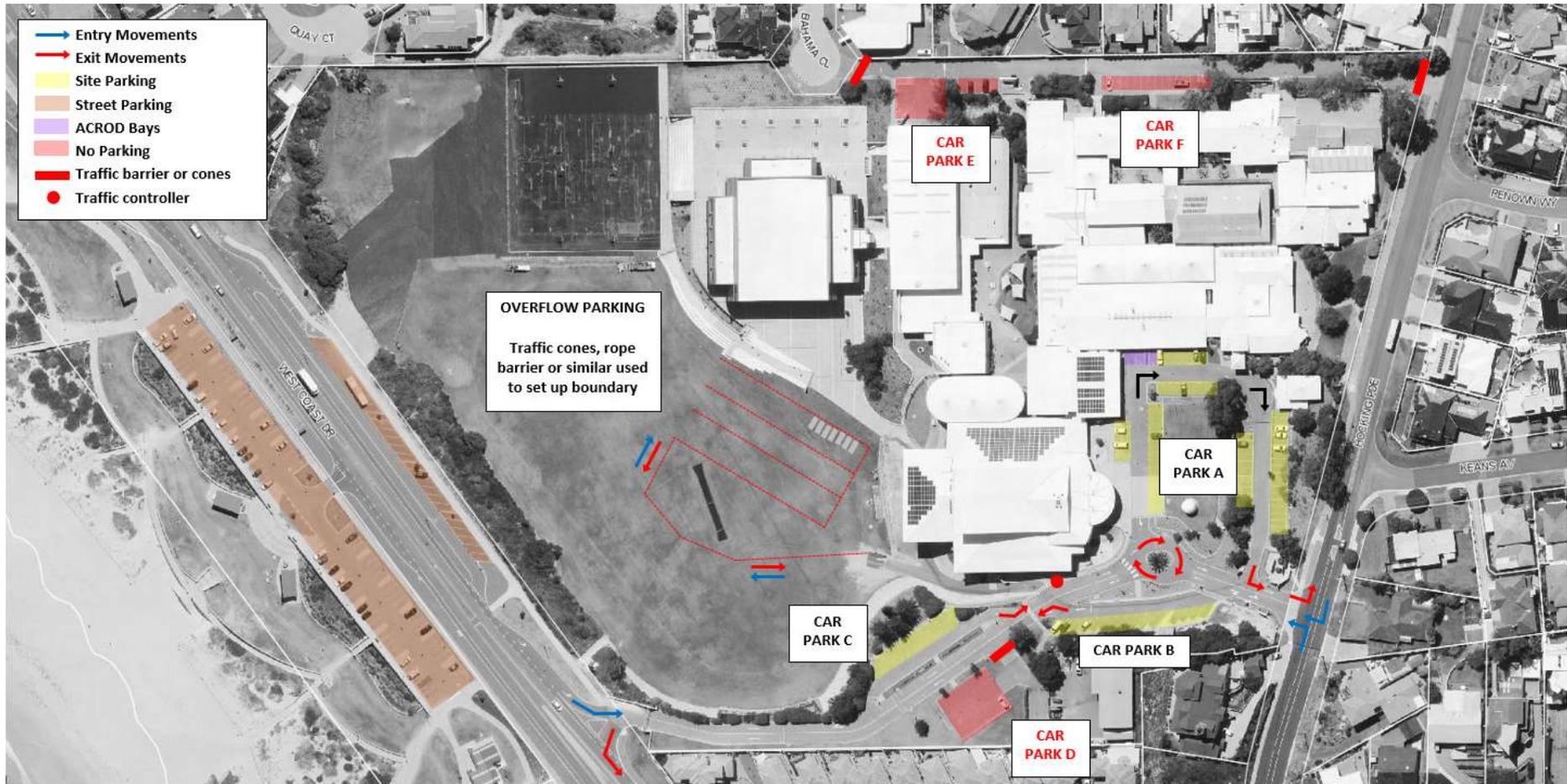
2.4 APPENDIX 4 – Risk Management Checklist
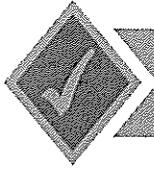
CHECKLIST

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.

	Yes	No	N/A	If No, actions required	Date
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?	☐	☐	☐	_____	__/__/__
2. Have you obtained copies of the following from contractors:					
• Licences;	☐	☐	☐	_____	__/__/__
• Qualifications;	☐	☐	☐	_____	__/__/__
• Registrations;	☐	☐	☐	_____	__/__/__
• Insurances; and	☐	☐	☐	_____	__/__/__
• Professional Memberships, if applicable?	☐	☐	☐	_____	__/__/__
3. Have you appointed a project coordinator to oversee contractors and ensure they are acting in accordance with their legal obligations?	☐	☐	☐	_____	__/__/__
4. Has the organisation instituted a service agreement highlighting their requirements and service standards for contractors?	☐	☐	☐	_____	__/__/__
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?	☐	☐	☐	_____	__/__/__
2. Have you conducted a pre-event inspection of the site and devised risk controls?	☐	☐	☐	_____	__/__/__

C. Security and cash handling

1. Have you hired a professional security firm?   ☐ ☐ ☐ _____ ___/___/___

   - If yes, have you conducted reference checks and obtained copies of licences, certifications and insurances?   ☐ ☐ ☐ _____ ___/___/___

2. Have security personnel been briefed on the event, their roles and responsibilities?   ☐ ☐ ☐ _____ ___/___/___

3. Is cash transported and handled by a professional security provider?   ☐ ☐ ☐ _____ ___/___/___

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?   ☐ ☐ ☐ _____ ___/___/___

D. Access and egress

1. Are entrances and exits clear and do they provide adequate access and egress for anticipated patrons and staff?   ☐ ☐ ☐ _____ ___/___/___

2. Are entrances and exits large enough to facilitate access by emergency services vehicles if required?   ☐ ☐ ☐ _____ ___/___/___

3. Are walkways and thoroughfares clearly marked?   ☐ ☐ ☐ _____ ___/___/___

4. Are emergency exits marked and clearly designated?   ☐ ☐ ☐ _____ ___/___/___

E. Traffic management

1. Are pedestrian areas separated from roads via signage and clear traffic markings?   ☐ ☐ ☐ _____ ___/___/___

2. Are there contingencies in place for the safe access of emergency vehicles if required?   ☐ ☐ ☐ _____ ___/___/___

3. Are speed limit signs posted?   ☐ ☐ ☐ _____ ___/___/___

4. Will traffic be monitored by a traffic warden?   ☐ ☐ ☐ _____ ___/___/___

F. Emergency management

1. Do you have an emergency response plan and procedures?   ☐ ☐ ☐ _____ ___/___/___

2. Have you instituted an emergency response management team?   ☐ ☐ ☐ _____ ___/___/___

3. Are site plans posted at designated intervals and are copies provided to staff and the emergency response team?   ☐ ☐ ☐ _____ ___/___/___

G. Amenities

1. Are there enough toilets and hand wash facilities to cater for anticipated attendees?   ☐ ☐ ☐ _____ ___/___/___

2. Is fresh drinking water available?   ☐ ☐ ☐ _____ ___/___/___

3. Will amenities be placed on a cleaning roster to ensure they are kept clean throughout the event?   ☐ ☐ ☐ _____ ___/___/___

	Yes	No	N/A	If No, actions required	Date

H. Signage

1. Are exits, amenities, first aid etc. appropriately signed?
☐ ☐ ☐ _____ __/__/__

2. Are prohibition signs located in areas deemed hazardous or where the general public are not allowed?
☐ ☐ ☐ _____ __/__/__

3. Are fire extinguisher locations clearly signed?
☐ ☐ ☐ _____ __/__/__

I. Maintenance

1. Are qualified maintenance personnel provided by contractors to address maintenance relevant to their services?
☐ ☐ ☐ _____ __/__/__

2. Are maintenance logs kept and made available in the event of an incident?
☐ ☐ ☐ _____ __/__/__

J. First Aid

1. Are first aid personnel provided?
☐ ☐ ☐ _____ __/__/__

2. Are first aid facilities located in suitable locations, clearly signed and easily accessible?
☐ ☐ ☐ _____ __/__/__

3. Are first aid facilities suitably stocked for the type of event being held?
☐ ☐ ☐ _____ __/__/__

K. Fire prevention

1. Are appropriate fire extinguishers and blankets available?
☐ ☐ ☐ _____ __/__/__

2. Are staff trained in the proper usage of fire fighting equipment and prevention methods?
☐ ☐ ☐ _____ __/__/__

3. Are combustibles stored away from buildings?
☐ ☐ ☐ _____ __/__/__

4. Will designated fire wardens be in attendance during the event?
☐ ☐ ☐ _____ __/__/__

L. Staff, volunteer and contractor training

1. Are staff, volunteers and contractors equipped with health and safety training?
☐ ☐ ☐ _____ __/__/__

2. Are training records maintained and recorded for provision to the Workplace Health and Safety Authority where required?
☐ ☐ ☐ _____ __/__/__

M. Electrical

1. Are residual current devices (RCD's) or safety switches used with all electrical equipment?
☐ ☐ ☐ _____ __/__/__

2. Are electrical leads secured in a manner that inhibits physical contact by patrons and staff?
☐ ☐ ☐ _____ __/__/__

3. Are electrical items including leads and equipment tested in accordance with AS 3760-2003?
☐ ☐ ☐ _____ __/__/__

4. Are contractors and others providing or using electrical equipment during the event able to produce testing and tagging records?
☐ ☐ ☐ _____ __/__/__

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	Yes	No	N/A	If No, actions required	Date

N. Work at heights

1. Are ladders or cherry pickers etc. certified as suitable and safe for the task being undertaken?

☐ ☐ ☐ _____ __/__/__

2. Have all staff, contractors and volunteers who work at heights undertaken work at heights training?

☐ ☐ ☐ _____ __/__/__

3. Are ladders secured in place prior to work commencing?

☐ ☐ ☐ _____ __/__/__

4. Are staff monitored whilst working at heights?

☐ ☐ ☐ _____ __/__/__

5. Are harnesses employed where required?

☐ ☐ ☐ _____ __/__/__

6. Have harnesses been certified as safe and suitable for the task?

☐ ☐ ☐ _____ __/__/__

O. Manual handling

1. Have staff, volunteers and contractors been trained in safe lifting and handling techniques?

☐ ☐ ☐ _____ __/__/__

2. Are lifting aids employed where weights exceed safe limits or where items are difficult to lift safely?

☐ ☐ ☐ _____ __/__/__

3. Are records of manual handling training kept and available if required?

☐ ☐ ☐ _____ __/__/__

P. Amusement devices

1. Have you confirmed that amusement devices are conformant to AS 3533-2009?

☐ ☐ ☐ _____ __/__/__

2. Are inspection records made available on request to demonstrate the device has recently been assessed as safe by an Engineer?

☐ ☐ ☐ _____ __/__/__

3. Are appropriate safety barriers provided around amusement equipment?

☐ ☐ ☐ _____ __/__/__

4. Are height/age requirements specified where required?

☐ ☐ ☐ _____ __/__/__

5. Is soft-fall/padding provided where required?

☐ ☐ ☐ _____ __/__/__

6. Are amusement devices positioned securely on sturdy even ground?

☐ ☐ ☐ _____ __/__/__

7. Are inflatable amusement devices thoroughly checked and secured prior to use?

☐ ☐ ☐ _____ __/__/__

8. Are all ropes (inflatable devices) attached securely to anchor points and free from wear and tear?

☐ ☐ ☐ _____ __/__/__

9. Have amusement device contractors agreed to halt operation of devices during adverse weather conditions?

☐ ☐ ☐ _____ __/__/__

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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.?	☐	☐	☐	_____	_/_/_
3. Have you obtained a copy of the fireworks permit if holding a fireworks display?	☐	☐	☐	_____	_/_/_
4. Have you notified local police and emergency services personnel of the event in advance?	☐	☐	☐	_____	_/_/_

R. Other (areas)

	Yes	No	N/A	If No, actions required	Date
1. _____	☐	☐	☐	_____	_/_/_
2. _____	☐	☐	☐	_____	_/_/_
3. _____	☐	☐	☐	_____	_/_/_
4. _____	☐	☐	☐	_____	_/_/_
5. _____	☐	☐	☐	_____	_/_/_
6. _____	☐	☐	☐	_____	_/_/_
7. _____	☐	☐	☐	_____	_/_/_

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

risksupport

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

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PERFORMING ARTS BUILDING – MAXIMUM NO. OF AUDIENCE MEMBERSS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS	556	556	556	556	556	556	556

PERFORMING ARTS BUILDING – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS	556	556	556	556	556	556	556

NEW AND OLD GYMNASIUM – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building **not** being used at same time)	500	500	500	500	500	500	500
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building **is** being used at same time)	30	30	30	30	30	30	30

- Events must not be conducted in the new and old gymnasiums at the same time.

NEW AND OLD GYMNASIUM – MAXIMUM NO. OF AUDIENCE MEMBERS, –TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
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	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing	500	500	500	500	500	500	500

Arts Building **not** being used at same time)							
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building **is** being used at same time)	30	30	30	30	30	30	30

- Events must not be conducted in the new and old gymnasiums at the same time.
- On rare occasions during the year, a College Event such as the College's traditional "Jazz n Shiraz" and Quiz night events in the old Gymnasium, the maximum number of audience members may be above 500, still well below the maximum permissible number under the City of Joondalup licensing arrangements.

CHAPEL – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building and Gyms are **not** being used at same time)	250	250	250	250	250	250	250
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building or either Gym is being used at same time)	30	30	30	30	30	30	30

TABLE 7. CHAPEL – MAXIMUM NO. OF AUDIENCE MEMBERS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
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	5.00pm
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts Building and Gyms are **not** being used at same time)	250	250	250	250	250	250	250
MAX NO. OF AUDIENCE MEMBERS (If Performing Arts	30	30	30	30	30	30	30

Building or either Gym **is** being used at same time)							

TABLE 8. OVAL PARKING MAXIMUM NO. OF CARS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	7.00am	7.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS	350	350	350	350	350	350	350

TABLE 9. OVAL PARKING MAXIMUM NO. OF CARS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	7.00am	7.00am	7.00am	7.00am	7.00am	7.00am	7.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS	400	400	400	400	400	400	400

- Tables 8 and 9 apply where car parking on the oval is itself the Event and do not apply when the oval is used for parking for other Events.
- Use of the oval for a parking Event may be permitted by the College only after consideration is given to any nearby events that may impact upon parking availability, for example surf club carnivals.
- The use of the oval for a parking Event will not be allowed when either the Public Arts Building or either of the Gymnasiums is being used for Tier 1 or Tier 2 Events as the oval will be required for overflow parking.

From time to time there will be a small number of people overnight at the College for College events such as Winter Sleepout, Leadership Camps and the College Astronomy Club.

Where the mandated finish times for a particular facility are not complied with, the College may impose a penalty excess fee on the External Hirer. A repeated breach may result in a banning order from future use.

2.6 APPENDIX 6 – Venue Emergency Evacuation Plan

EMERGENCY PROCEDURES

Emergency Numbers:

Fire/Police/Ambulance	000*
Hillarys Police	9403 1000
Warwick Police	9246 8333
Duncraig Fire Station	9448 9544 or 9323 9470

*In the event of a false alarm, the Communications Officer must call 000 as soon as possible and inform the services. Services will still respond but will note the false alarm on paperwork.

Communication

Communication during an emergency will be by Mobile Phone:

1.	Chief Warden	Sarah Greaves	0433 144 413
2.	Deputy Chief Warden	Trevor Lynch	0412 028 874
3.	Communications Officer	Lucio Cicchini	0417 953 992
4.	Emergency Command Centre	Emma Killian	0407 761 118
5.	Reception	Jacqui Aldersea	9246 8200

Emergencies are classified as follows:

Evacution:
- Fire
- Explosion, Person Trapped, Toxic Emission
- Bomb Threat

Lock Down
- Intruder
- Extreme Weather

SACRED HEART COLLEGE
Emergency Evacuation Procedures

The purpose of this document is to outline the procedures in the plan for the safe evacuation of students, staff and visitors of Sacred Heart College, Hocking Parade, Sorrento.

All staff and students should be familiar with this evacuation procedure and should be aware of alternative exit and assembly points in all areas they occupy throughout the year.

Scope

It is the responsibility of all staff to familiarise themselves with this procedure and all standard emergency orders.

The Administration of Sacred Heart has the responsibility to ensure that adequate equipment and training are provided to implement this procedure.

Authority

Chief Warden and Deputy Chief Warden
- To ensure all staff and students are familiar with emergency procedures.
- Train new employees in all aspects of emergency procedures.
- Organise emergency fire drills at least once a year.
- Identify hazardous areas and provide safety data and equipment for their safe handling.
- Coordinate emergency evacuation procedures.

Emergency Organisational Structure
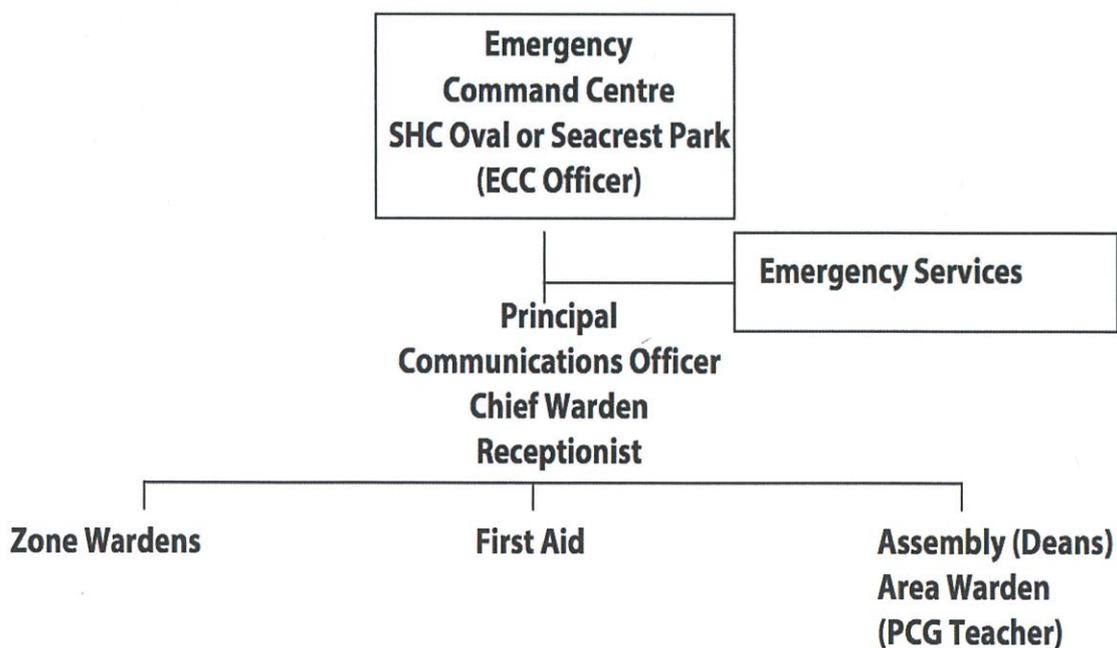
Emergency Command Centre SHC Oval or Seacrest Park (ECC Officer)

Emergency Services

Principal Communications Officer Chief Warden Receptionist

Zone Wardens

First Aid

Assembly (Deans) Area Warden (PCG Teacher)

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

Principal	Peter Bothe
Deputy Principal (Communications)	Lucio Cicchini
Chief Warden	Sarah Greaves
Deputy Chief Warden	Trevor Lynch
ECC Officer	Emma Killian
Zone Warden A	Jarrod Wescombe
Zone Warden B	Pam Van Eyck
Zone Warden C	Steve Martin
Zone Warden D	Simone Stephen
Zone Warden E	Jordan Roach
Zone Warden F	Poonam Hosany
Zone Warden G	Colin Bradley
Zone Warden H	Sandra Palmer
Zone Warden I	Jannine Johnston
Zone Warden J	Natasha Camilleri
Occupational First Aider	Vanessa Savory
Assembly Area Warden	Deans
Reception	Jacqui Aldersea

Back up Wardens: Carmel Tierney
                              Janelle Borchardt (Deputy ECC Officer)
                              Christine Levings/Loria McQuade

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

Emergency Command Centre (ECC)

In the event of an emergency within the College, Reception will be the initial point of contact for communication until any evacuation is called. Should this occur, all communication and control will be run from the Evacuation Point.

Primary Location - College Oval

Secondary Location   - Seacrest Park

Display of Building Floor Plans

In order to enable an efficient evacuation of the College, it is necessary that an appropriate floor plan of the layout be prominently displayed in each area. The plans will indicate the evacuation centre assembly areas.

First Aid Post

This will be established at the ECC.

Communication

Communication during an emergency will be by Mobile Phone:

1.	Chief Warden	Sarah Greaves	0433 144 413
2.	Deputy Chief Warden	Trevor Lynch	0412 028 874
3.	Communications Officer	Lucio Cicchini	0417 953 992
4.	Emergency Command Centre	Emma Killian	0407 761 118
5.	Reception	Jacqui Aldersea	9246 8200

Telephone

Reception will communicate with outside agencies.

Evacuation System

Methods used for the communication of the Evacuation System:
- Main Public Address System, Bell, Loud Hailer.
- Messengers will be used should all other communications systems fail.

Classroom Evacuation Procedure

When evacuation is required, the class teacher should:
- Take control in an orderly fashion. Ensure no-one panics.
- Direct class to leave classroom immediately via the safest exits. This will be displayed in the classroom or work area. If external exits are available use them. If evacuation is through internal corridors, teacher should apply "hot" test to door. Only if cold should evacuation proceed through corridor.
- All doors and windows to be left shut.
- Class should walk, not run to assembly point.
- Teacher must walk **with** students.
- Teachers, when reaching assembly point, should direct students to line up in PCG classes in Alphabetical order. Any missing student, report in the first instance to the Dean of Students.

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

Evacuation Organisation

- In the event of an Evacuation, the Principal will move to the Evacuation Point.
- All other command and control staff will transfer to the Evacuation Point.
- All Staff who are not PCG teachers must report to the ECC at the Evacuation Point.
- Student Health Centre Personnel will evacuate with any students in Health Centre plus set up a First Aid Post in a suitable safe place outside near the ECC.

Chief Warden Duties

When notified of emergency:
- Determine extent of emergency. Initiate school evacuation procedures if necessary. (Comms Officer)
- Ensure appropriate emergency services are notified. Coordinate evacuation. (Comms Officer)
- Designate personnel to meet and direct emergency services and pass on all relevant information
- Direct staff to close ALL Entry and Exit points of the College.
- Direct staff to assist with searching areas.
- Direct staff to assist with emergency situations.
- Direct staff to assist with medical situations.
- Account for all absentees.
- Give the ALL CLEAR when deemed safe to do so.

Deputy Chief Warden Duties

When notified of emergency:
- Move to the evacuation meeting point.
- Direct staff to assist with student control.

Zone Wardens Duties

When notified of emergency:
- Evacuate personnel from designated area to a safe location.
- In the event of evacuation check all areas including Offices, Toilets, and Workrooms. Lock all doors after check.
- Notify ECC that area check is completed.
- Give details of any medical emergencies to ECC.

Communication Officer Duties

Work in consultation with Chief Warden and College Receptionist to ensure efficient operation of Evacuation Procedures. When notified of emergency:
- Move to reception.
- Using public address system; notify nature of emergency and state location of emergency
- If evacuation is necessary, use public address system to notify of evacuation
- With College Receptionist contact Zone Wardens and Maintenance Staff to ensure evacuation status is initialised.
- Make public address announcements as required by Chief Warden.
- Remain at Communications (front reception) point as long as it is safe to do so. Evacuate with Receptionist.

Receptionist/Switchboard Operator Duties

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

Work in consultation with Chief Warden and Communications Officer to ensure efficient operation of Evacuation Procedures.
- When situation is verified by Chief Warden, contact Communications Officer.
- (Communications Officer to ensure announcements are made over the PA system.)
- Maintain an up to date list of key personnel with landline and mobile numbers.
- Contact Emma Killian (ECC Command Officer) and Maintenance Staff to ensure Evacuation status is initialised.
- If any Zone Wardens are not available call back up Wardens.
- Contact relevant authorities. *If in the event of a false alarm ring 000.
- Bring sign in/out books of visitors and staff to the ECC

Emergency Command Centre – Evacuation Point – SHC OVAL (primary location)

- SEACREST PARK (secondary location)

Requirements

- Electronic copy of all student and staff details
- Complete list of teaching/non-teaching staff
- List of Independent areas
  - CareerLink (Jeff Fullelove)
  - Cafe (Georgia McLaren)
  - Uniform Shop (Meg Moreton)
  - Music Tutors (Nola Fraser)
  - MacKillop Centre Volunteers (Marie Blackburn)
  - Cleaners (William and Helen)
- Zone Wardens
- Mark off names of all teachers present
- When non PCG teachers names are ticked off, ask them to move near the Evacuation Point.
- PCC Receptionist will inform ECC of status of student attendance

Maintenance/Grounds

In the event of an Evacuation, Maintenance/Grounds Staff, under the direction of Property Manager, will be directed to man the 4 gate entries to the College.

Report to the ECC that the gates are secure and staff are accounted for and in position. No persons should be allowed in or out of the grounds until the all clear is sounded.

Mobile Phone numbers

Chief Warden (Sarah Greaves)   0433 144 413
Back-up Chief Warden (Trevor Lynch)   0412 028 874
Communications Officer (Lucio Cicchini)   0417 953 992
ECC Officer (Emma Killian)   0407 761 118
ECC Officer to notify Property Manager of stand down.

PCC Receptionist

SACRED HEART COLLEGE
Emergency Evacuation Procedures

- Maintain a current file of all PCG classes.
- Take file to the Evacuation Point immediately upon the signal of an Evacuation.
- Distribute package in Year groups of PCG lists – with pens –to Deans of each year.
- Collect lists back after roll call and report to the ECC.

Deans of Year

- Move directly to the Evacuation Point
- Contact PCC Receptionist, who will be at the Emergency Command Centre (ECC), to obtain a copy of your Year Folder which will contain:
  - o   A roll for each PCG class
  - o   Pen
- Distribute the above to the appropriate PCG Teacher
- If a PCG Teacher is missing, spare teachers will be available at the ECC.
- When PCG Teachers have completed marking the roll, they should report to the Dean.
- When all PCG Teachers have reported back, the Dean should report to the PCC Receptionist at the ECC.
- Names of any missing students should be reported to the ECC immediately.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

Note: The Koort Centre, Observatory and new location for the Health Centre are not currently on the following maps. Also note some room names have been changed.
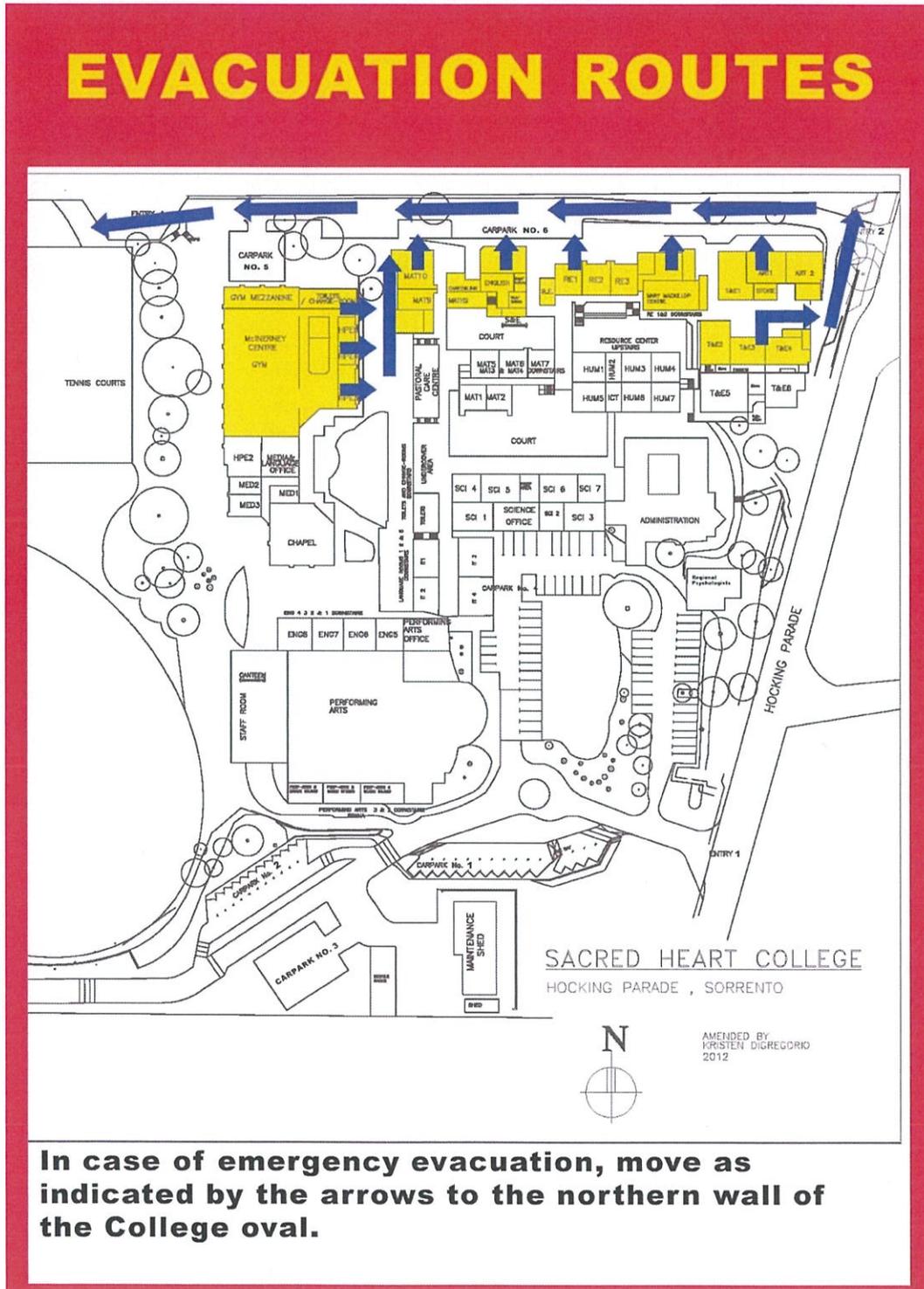
In case of emergency evacuation, move as indicated by the arrows to the northern wall of the College oval.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

In case of emergency evacuation, move as indicated by the arrows to the northern wall of the College oval.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

In case of emergency evacuation, move as indicated by the arrows to the northern wall of the College oval.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

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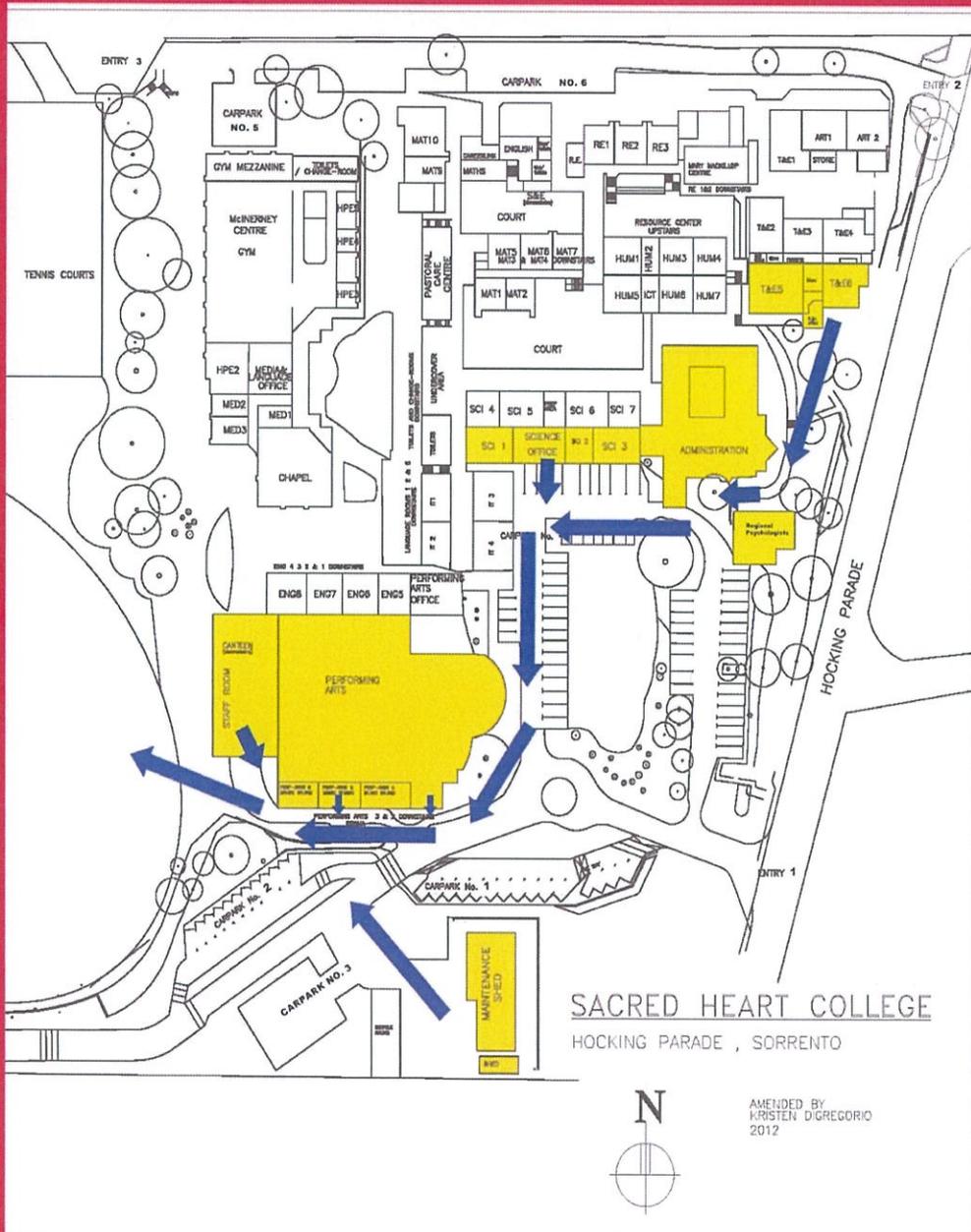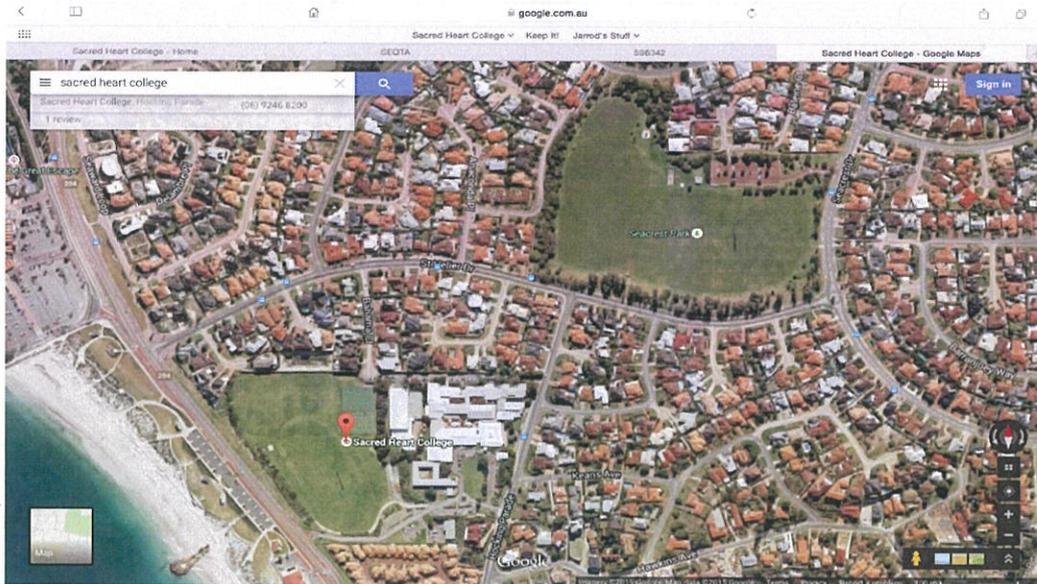
SACRED HEART COLLEGE
Emergency Evacuation Procedures

- Ensure all rooms are vacated (and locked)
- Check toilets, corridors, offices
- Report to Emergency Command Centre on Evacuation Point

ZONE A   Jarrod Wescombe   Ext 222   Mob 0432838904

Humanities Block	Science 8	Maths Rooms 1-7	Library

ZONE B   Pamela Van Eyck   Ext 232   Mob 0431059808

Food	MacKillop Centre	T&E Block	O'Sullivan Art Centre

ZONE C   Steve Martin   Ext 268   Mob 0438099701

Administration Bld	Admin Bld Toilet Block	Community Relations Hub	English Rooms 5-8

ZONE D   Simone Stephen   Ext 242 Mob 0411467081

RNDM Office	Foyer	Music	Dance	Staff Room

ZONE E   Jordan Roach   Ext 235   Mob 0401479681

Music Practice rooms	Drama	Auditorium

ZONE F   Poonam Hosany   Ext 207   Mob: 0451044140

Science Block 1-7	Science Toilets	Media Rooms	English Rooms 1-4 Cafe

ZONE G   Colin Bradley   Ext 205   Mob 0466581091

RE Rooms 1-5	RE Office	English, Maths, CareerLink Offices	Maths Rooms 8-10

ZONE H

Julie Cole   Ext 283   Mob 0416 023 603

Old Gym	Language Rooms	Chapel

ZONE I

Jannine McDonald   Ext 216   Mob

Humanities Office	Student Services	PCC	Changing Room	English Rooms 9-11

ZONE J

Natasha Camilleri   Ext 294   Mob 0447665377

The Koort Centre and surrounds				

Back up Wardens: Carmel Tierney Ext: 208   Mob 0414764311
                          Janelle Borchardt Ext. 291
                          Christine Levings Ext 218 **or**   Mob 0421241017
                          Loria McQuade Ext 218   Mob 0413041702

Back up Wardens are prepared to fill in for any absent Zone Wardens.

Back up Wardens to report to ECC at the Evacuation Point if not used.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

if going to secondary
location:

Narelle Molloy	Mob 0419 915 684	– Hocking Parade
Lucie Rice	Mob 0404 760 748	– St Helier Drive (West)
Non-PCG teacher to be allocated		– St Helier Drive (East)

SACRED HEART COLLEGE
Emergency Evacuation Procedures

- **Students** – The safety of students takes priority.
- **All Staff** without a PCG Class must report to the EMERGENCY COMMAND CENTRE and remain in the area.
- **Escape Routes** - Heat, fire and smoke will present the greatest hazard. Visibility may be restricted. Passageways may be inaccessible or too dangerous to use. Escape routes and exits, as well as normal paths for leaving a building, should be assessed in detail for the likely effect an emergency may have on them.
- **Stairways** - May become congested, an alternative route should be considered.
- **Mobility Impaired Persons** - Should be moved to a Safe Area once an emergency has been given with the exception of Earthquakes. An up to date list of their names, timetable and other necessary information should be kept at the ECC.
- **Checklist** - In an evacuation it is essential for Zone Wardens to ensure that all persons are cleared from the area of their responsibility.
- **Safe Areas** - In some instances, evacuation may be to another safe area as in the case of emergency exit or stairwells that are blocked as a result of the emergency or a mobility impaired person may need to be placed in another safe area as temporary refuge.
- **Firefighting** - Should only be attempted if safe to do so and only if appropriate equipment is available. **Evacuation of students takes precedence.**
- **Evacuation** - When instructed to prepare for evacuation, safeguard vital records or equipment and secure your work station.
- **Personal Belongings** - When moved from a danger area, staff and students must not return to collect personal belongings.
- **Firefighter Access** - Give firefighters clear access.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

Any teacher hearing an alarm in their vicinity should:
- Alert other staff in the area
- Have someone contact Reception.
- Initiate evacuation of classes in the immediate area to a safe location nearby e.g. Boarders Lawn.

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

Any teacher discovering a fire should:
- Raise the alarm alerting staff to the situation
- Assist anybody in immediate danger (if safe to do so).
- Close all doors and windows to isolate if necessary.
- Have someone contact Reception.
- Initiate evacuation procedure of classes in immediate danger.
- Initiate fire fighting if it is safe to do so and if such fire fighting equipment is provided: **IT MUST NOT BE USED IN PLACE OF, OR PRIOR TO, STUDENT EVACUATION TO A SAFE PLACE.**
- Rescue the trapped and injured, if safe to do so.
- Render first aid to the injured.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

The Staff member who receives the bomb threat must contact the Reception.

Introduction
All bomb threats, whether real or hoax, are offences. On receipt of any bomb threat the Police should be advised immediately by receptionist. The closest available officers will be directed to attend at the designated location and will assist and advise as necessary with the evaluation of the threat and any searching or evacuation which may be required. The following information is provided as a guide.

The Threat Itself
It is important to realise that the actual threat may be the only contact we have with the perpetrator of the hoax or the actual placing of an explosive device. The overwhelming majority of bomb threats are conveyed by means of a telephone call. It is important that we utilise this aspect as a means to try to identify and apprehend the caller. It is of prime importance that the receiver of the call record the EXACT message as given by the caller and hold the caller on the line as long as possible. To assist in keeping the caller in conversation it is recommended a list of questions be prepared, so worded as to elicit more specific information about the location of the device. (SEE BOMB CHECK LIST).

Evaluating the Validity of the Threat
The bomb threat must be evaluated for its potential authenticity. Factors involved in such an evaluation are formidable and any subsequent decision is often based on little reliable information. During this decision making process, until proven otherwise, each threat should be treated as though it involves an actual device, even though threats in which explosive devices are present are extremely rare.

Courses of Action
Based on the evaluation of all available information relating to the threat a decision must be made as to which course of action to take.
- Evacuate all occupants.
- In all cases the bomb threat must be reported to the Police.

Assembly Areas and Evacuation Routes must be Searched Prior to any Evacuation Order Being Given.

Suspect Item Located
The Golden Rule: Once identified as suspect DO NOT TOUCH the item, or allow anyone else to touch it.

The person identifying any suspect item should advise Reception immediately who will commence evacuation of the area where the item is situated. A cordon should then be established to prevent anyone entering the identified danger zone.

On commencement of evacuation all doors and windows that are open should be left that way. Do not turn off lights or the electricity. Gas systems should be turned off if this can be done from outside the danger area. Finally, ensure the person/s who had seen the suspect item is available for questioning by the attending Police bomb Technicians.

Prevention
Good perimeter security will reduce the opportunities for a criminal to place a bomb (real or hoax) in your premises. Staff awareness and vigilance can help deter or detect such a person. People seen acting suspiciously should be reported to supervisors or security officers. Good housekeeping (no piles of empty boxes or unlocked cupboards etc) reduce the possible places a criminal can

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

easily hide a bomb. This also speeds up the search process.

BOMB THREAT CHECK LIST

Place this card under your telephone

BOMB THREAT CHECK LIST
QUESTIONS TO ASK
1. When is the bomb going to explode?

2. Where did you put the Bomb?

3. When did you put it there?

4. What does the Bomb look like?

5. What kind of Bomb is it?

6. What will make the Bomb explode?

7. Did you place the Bomb?

8. Why did you place the Bomb?

9. What is your name?

10. Where are you?

11. What is your address?

EXACT WORDING OF THREAT:

ACTION
Report call immediately to:

Phone number:
CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Diction (clear, muffled):

Manner (calm, emotional, etc):

Did you recognise the voice?

If so, who do you think it was?

Was the caller familiar with the area?
THREAT LANGUAGE

Well spoken:

Incoherent:

Traditional:

Taped:

Message read by caller:

Abusive:

Other:

BACKGROUND NOISES

Street noises:	House noises:
Aircraft:	
Voices:	Local call:
Music:	Long distance:
Machinery:	STD:
Other:	

OTHER

Sex of caller:

Estimated Age:

CALL TAKEN
Date:........../........../............

Time:

Duration of call:

Number called:

SACRED HEART COLLEGE
Emergency Evacuation Procedures

RECIPIENT

Name (print):

Telephone number:

Signature:

REMEMBER KEEP CALM – DON'T HANG
UP
BOMB THREAT

SACRED HEART COLLEGE
Emergency Evacuation Procedures

During an Earthquake
It is most important to remain calm and try to reassure others. Think carefully of the consequences of any action you wish to take. The safest place is an open space away from the building. However, it is usually a mistake to run from a building. If in danger, a table or a desk provides shelter, as does a corner away from windows, or a strong doorway. These places offer the best protection from falling debris and are the strongest part of a room.

Personnel should be wary of falling plaster, bricks, light fixtures, high bookcases, cabinets, shelves and other furniture, which might slide or topple. These are all a danger. Stay away from windows, mirrors or chimneys, and remain under shelter until instructed otherwise by your Chief Warden.

Do not evacuate until given the order by the Zone Warden

After an Earthquake
First check for injured people and render assistance. If people are found seriously injured, do not attempt to move them unless they are in danger of further injury. After checking for injuries, you should survey the damage to the building.

In particular check for fire and fire hazards such as gas leaks, damage to electrical equipment, chemical spillage, etc. To avoid the danger of electric shock, treat all exposed electrical cables as live and do not touch the cable or the objects covered by wires.

All building damage should be immediately reported to the Chief Warden for appropriate action to be taken.

UNDER NO CIRCUMSTANCES SHOULD EVACUATION BE CARRIED OUT UNTIL THE PATHWAY TO THE EXITS OR THE EXTERNAL PARTS OF THE BUILDING HAVE BEEN CHECKED TO MAKE SURE THEY ARE SAFE.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

In case of a lock down, all teachers should stay with students in their room and lock doors. Staff in offices should do the same. If lock down occurs during recess/lunch students should report to PCG classrooms with their PCG teacher. All other staff should move to their offices.

When might a lockdown be necessary?
Any traumatic circumstance, probably unexpected, which threatens the safety of member/s of the College, may activate an emergency lockdown.
Traumatic Circumstances: Inclement weather, toxic or chemical spills, dangerous animals or intruders. Upon hearing a series of short blasts of the siren/bell, staff and students are to remain in rooms until further notice.

Procedure
- Between 8.00am and 4:00pm weekdays alert Reception of threat by phone Ext 9 or verbally if appropriate. Outside of these times call the Chief Wardens phone on 0412 028 874 or the Business Manager on 0438099701
- Be aware that though the danger may be imminent, the extent of the threat and associated circumstances may not be fully known and for this reason the Lockdown Plan can, at best, provide general guidelines. The response to an unfolding incident may require varying actions; the main principle is to remain inside and away from windows and doors until further news is received.
- Understand that the prevailing situation might mean information about the situation will not be available until later when a safe environment has been restored. Until such time it would be important to remain alert and responsive to any instruction and present a calm and reassuring demeanour to others.

The Lockdown Plan
- Upon hearing a series of short blasts of the siren/bell, followed by a general announcement, staff and students are to remain in rooms until further notice. Regardless of any other bells that may be rung, teachers should remain with their class until such time as a verbal instruction from a Zone Warden or a member of the College Executive is given that the Lockdown is over. After a roll call a bell will sound and normal classes will resume.

- **Until such time students should not be permitted to leave the room under any circumstance.**

- All outside activities are to cease immediately and students should go to the nearest classroom or area which can be secured.
- Standard practice should be to lock doors, pull down blinds and lock windows. In extreme circumstances, students should be instructed to take cover under desks and to remain quiet. It would be important to provide a reassuring and focussed manner within the classroom.
- Do not permit students to congregate near windows.
- If safe to do so, the Facilities manager or designated person/s will wait outside the main entrance of the College to direct emergency services.
- Phones and computers should not be used during lockdown.
- Where lockdown lasts an extended period or extends beyond normal school hours, the Principal or designated person, with assistance of local police, will notify parents and the media.
- Staff will be alerted by a Zone Warden or a member of the College Executive that Lockdown has been lifted.
- After the lockdown is lifted a roll should be taken. The names of any students missing should be reported immediately to the PCC.

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

- A bell will sound when normal classes are to resume.

General Announcement:
The procedure will be initiated by a message over the PA System stating "Teachers please commence Lock Down procedure".

Class in Session:
"Students and Staff, it is necessary at this time to commence a lockdown procedure. All students are to remain in class. Students outside their classrooms are to go immediately to the nearest safe area. Teachers lock your classroom door. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made. No one is to leave the classroom until the all-clear announcement is made".

Class Change in Progress:
"Students and Staff, it is necessary at this time to commence a lockdown procedure. All students and teachers report immediately to your next class. Teachers, be at your classroom door and lock it when practical. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made. No one is to leave the classroom until the all-clear announcement is made".

During Recess, Lunch Breaks or before school:
"Students and Staff, it is necessary at this time to commence a lockdown procedure. All students are to report immediately to their PCG rooms. Teachers go directly to your PCG rooms and lock your classroom doors when practical. No one is to leave the classroom or designated area until an all-clear announcement is made. Ignore a fire alarm. If we need to evacuate the building, an announcement will be made".

The above will be followed by a series of short blasts from the siren.

The Chief Warden will:
(1)   Raise the lock-down alarm.
(2)   Instruct College Receptionist to phone the police to advise them of the emergency and the need for immediate assistance.
(3)   Ensure that the Physical Education staff are immediately contacted.
(4)   Ensure that the Facilities Manager has been contacted.
(5)   Monitor the situation and liaise with emergency services.
(6)   Make decision re 'All Clear' and announce to the College.

The Teacher will:
(1)   Lock the building exit doors.
(2)   Lock classroom doors and cover windows if possible.
(3)   Move students away from doors and windows.
(4)   Tell the students that there is an emergency and that the nature of the emergency is unknown at this time.
(5)   Allow no one to go outside of the classroom until the all clear is given.
(6)   Teachers who are with students on the Evacuation Point should also move immediately to the gymnasium for lockdown and should remain there until the all clear is given.
(7)   A roll should be taken when the all-clear is sounded and any missing students should be immediately reported to the PCC.

All other staff not involved in teaching will:
(1)   Move to an area that can be secured.
(2)   Lock all doors and windows.

SACRED HEART COLLEGE
Emergency Evacuation Procedures

(3)   Move out of sight.
(4)   Allow no one to go outside of the area until the all clear is given.

Evacuation Actions

Emergencies During Non-Teaching Time i.e. Lunch/Recess/Sacred Heart Day
- Students to be moved via the safest possible way to the Evacuation Point where PCG teachers take a roll and report absentees to their Dean.
- If an emergency occurs during non-teaching times, all staff and students are to report to the Evacuation Point and sit in PCG groups under the direction of Deans of Students and PCG Teachers. Non-PCG teachers should report to ECC. Staff and students should make their way to the nearest safe entry to the Evacuation Point. All Staff are asked to supervise student movement in these circumstances. Non-PCG teachers should supervise stairways to the Evacuation Point to ensure safe passage.
- Upon reaching the Evacuation Point students must move where directed and line up in their PCG classes. Students must remain in their class line until they are directed to move by their Supervising teacher.

**Accident Involving Chemicals in the Laboratory**
- Classroom evacuation. Any person who is "touched" by the chemical to report to Student Administration/ Health Care Centre.
- Details of chemical MSDS to Occupational First Aid Officer and Deputy Principals.
- Meeting – Ray Priskich (Head of Science), Poonam Hosany (Head Lab Tech) and D.P. – Dean of College, Trevor Lynch to assess damage.

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SACRED HEART COLLEGE
Emergency Evacuation Procedures

Please take note of your location and take the appropriate evacuation route

Proceed to Seacrest Park

N

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Updated: October T4 2018
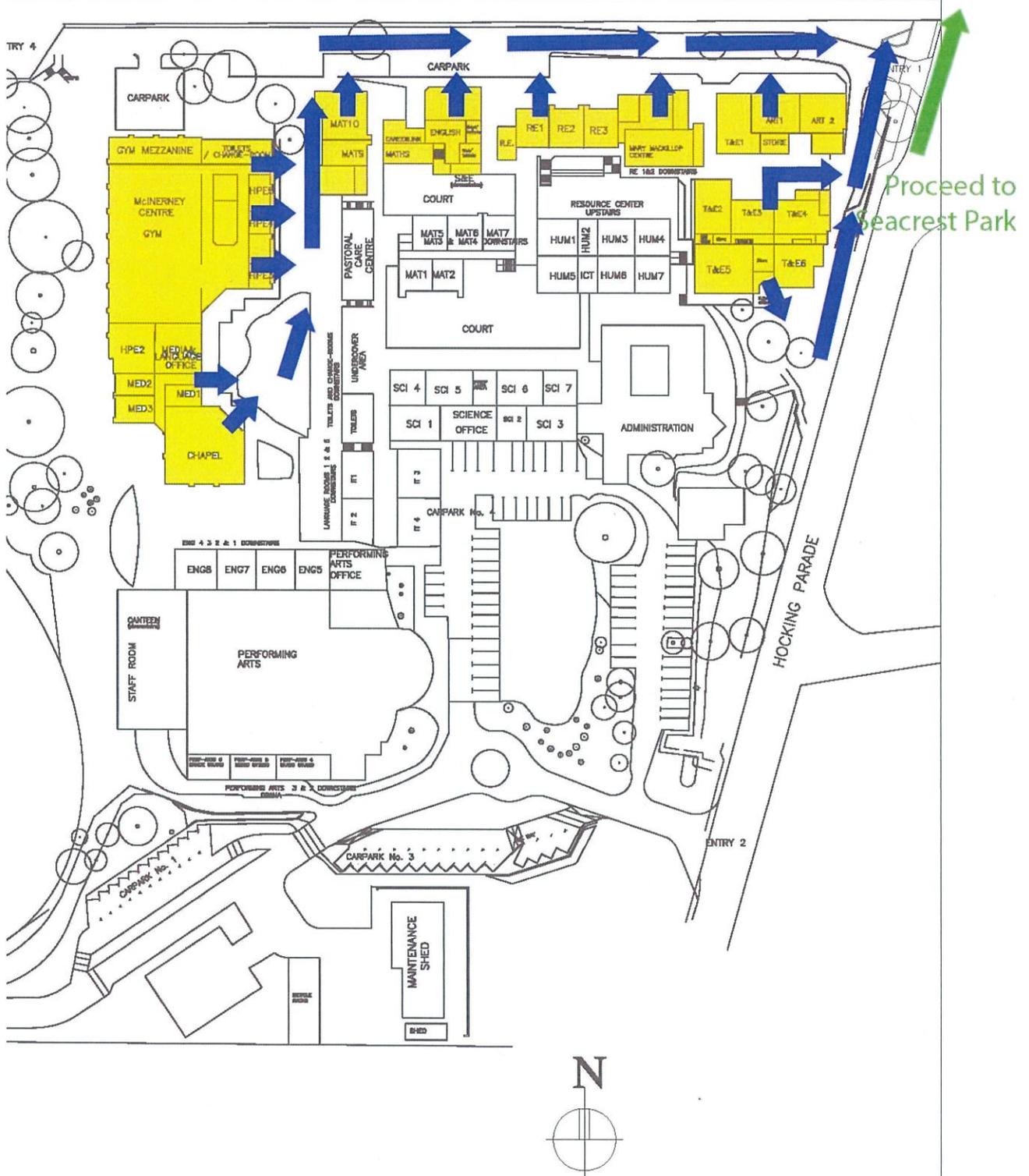
SACRED HEART COLLEGE
Emergency Evacuation Procedures

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Emergency Evacuation Procedures

Please take note of your location and take the appropriate evacuation route

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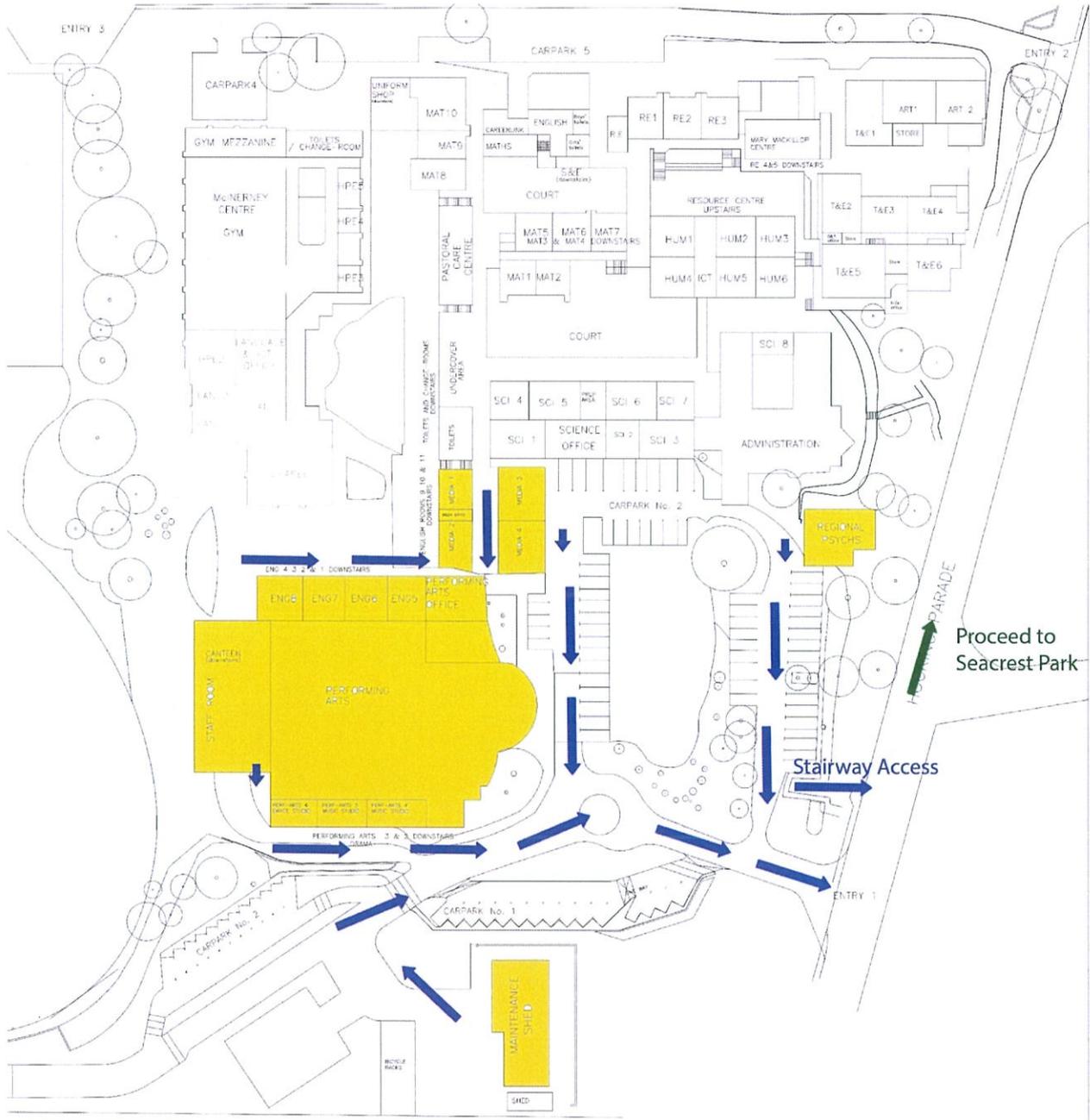
SACRED HEART COLLEGE

EVENT MANAGEMENT PLAN – V4

FOR OUT OF SCHOOL HOURS USE OF THEATRE, NEW & OLD GYMNASIUMS, CHAPEL AND OVAL

7 February 2019

Contents

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 new 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.

The College has other Facilities on its campus which it uses in pursuit of its service delivery including the "old gymnasium", chapel and oval. Where these Facilities are being used out of Normal School Hours then this Event Management Plan, its terms and conditions, shall apply.

Outside of Normal School Hours and when not being used by the College for College Events and activities, the College may make these Facilities available for community purposes. Third parties, upon payment of a fee or as a free communal service, can hire a Facility for select purposes (collectively referred to as "External Hires").

For clarity, outside of Normal School Hours could include evenings, weekends and day time for Sacred Heart College holidays. The college calendar is available on the college website at www.sacredheart.wa.edu.au.

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

Objective

Sacred Heart College would like to support the broader community by allowing this community to share in the use of the Facilities outside the Normal School Hours of the College.

In doing so, this event management plan aims to deliver the following objectives:

- Provide a set of clear guidelines for the acceptable use of the Facilities
- Provide controls that address the needs of the surrounding residential area
- Manage the health and safety of those who use any of the Facilities
- Manage compliance with relevant legislative requirements and standards

Definitions

In this event management plan:
- **College** means Sacred Heart College located at Hocking Parade, Sorrento, Western Australia.
- **College Event** means an Event conducted by the College itself and not by an External Hirer.
- **Event** means the use of a Facility on one day outside of Normal School Hours.

- **Event Participant** means any person who attends the College to participate in an Event or performs some function in relation to an Event and includes spectators and audience members, individuals working at the Event, whether paid or unpaid, and any individuals participating in any performance, ceremony, sporting or artistic event or other activity.
- **External Hire** means the use of a Facility by an External Hirer pursuant to formal arrangements with the College to allow the External Hirer to use the Facility for an Event.
- **External Hirer** means the person or persons entering into formal arrangements with the College for use of a Facility for the purposes of an Event.
- **Facility** means the RNDM Performing Arts Building, new gymnasium in the Koort Centre Building, old gymnasium building, chapel and oval as shown on the College site plan in Annexure 1 and 'Facilities' means 2 or more of these places as the context indicates.
- **Incidental Events** means an Event where the number of Event Participants at the College in relation to the Event will be less than 150.
- **Manager** means the College representative who has been appointed for the purpose of being in full charge of an Event at a Facility for the agreed period.
- **Normal School Hours** means 8.00am to 4.00pm Monday to Friday during the academic terms of the College.
- **Tier 1 Event** means an Event where the number of Event Participants for the Event is 350 or more.
- **Tier 2 Event** means an Event where the number of Event Participants for the Event is between 150 and 349.

Scope of Events

This plan applies to all Events conducted outside of Normal School Hours in or on one of the Facilities. Events which External Hirers are likely to be permitted to conduct in or on a Facility may include, but are not limited to:

- Dance schools;
- Choirs;
- Musical productions;
- Speakers where the subject matter or theme is approved by the College;
- Art groups/displays;
- Sporting clubs (e.g.for training purposes); and
- Oval parking to assist those days where the Sorrento Surf Club is at excess parking capacity.

Limitations and Restrictions

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 and subject to the following exception, only one Event may be conducted at the College at any time.

The only exception is that certain Facilities may be used for an Event with no more than 30 Event Participants where one of the other Faculties is being used for an Event. Those arrangements are set out in Tables 4, 5, 6 and 7. Only in this circumstance can Events be conducted simultaneously in 2 Facilities. In all other circumstances only one Facility can be used at any one time for Events.

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The maximum number of Event Participants allowed in a Facility shall not exceed the maximum number specified for the Facility in Tables 2 to 9.

The College will outline the limitation on the maximum number of Event Participants in contract documentation. Section 1.2.1 contains schedules of days and times where Events may be conducted and the maximum number of Event Participants for each Facility.

1. <u>EVENT MANAGEMENT PLAN</u>

The terms and conditions outlined in this section will apply to any use of the Facilities outside of Normal School Hours. This includes Events conducted by External Hirers and College Events.

1.1 Event Details

1.1.1 Event Notice

The College acknowledges the importance of advising neighbouring residents and local businesses in close proximity to the College, that an Event will be taking place outside of Normal School Hours.

The College will provide clear and accurate information about the Event and this will be published on the College website in advance of the intended date of the Event. A calendar of Events will be maintained showing upcoming Events and we will strive to provide as much notice as possible. Incidental Events will not be subject to these requirements.

Interested parties can register their details on an "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.

A notice will be provided to the local community encouraging them to register their email to receive event notifications.

1.1.2 Event Manager

The Manager, who is a College employee, will be appointed for each Event and is the person in charge of the Event and is responsible for overseeing the organisation of the Event. The Manager's contact details will be provided on the website before, during and after the Event. For Tier 1 and Tier 2 Events in the Performing Arts Building, in addition to the Manager, the College will provide a "front of house" presence.

During the Event, the Manager will be contactable on a dedicated mobile phone. If determined appropriate or necessary, the Manager will contact the College's external security company to render assistance on a case by case basis.

1.1.3 Description of the Event

The Manager will publish a description of the Event, the nature, the Facility in which it is to take place, start and finish times, potential attendance and the target audience. These details will be provided on the College website at www.sacredheart.wa.edu.au/events.

1.1.4 Audience details

The Manager will publish details of the target audience to whom the Event will be pitched at. The target audience is the main group of people expected to attend the Event (e.g. families, senior citizens, spectators). The College will comply with the City of Joondalup's maximum licensing of numbers for each of the Facilities at all times. As part of the booking process for External Hire the Manager will seek

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information on the expected number of Event Participants who will be attending the Facility and this information will be made available on the College's website with the relevant notice of the Event.

1.2 General Considerations

1.2.1 Event Classification and Facilities

The College limits the number of Events per year with 150 or more Event Participants (there is no limit on the number of events with fewer than 150 Event Participants). The maximum number of Events is outlined in Table 1.

TABLE 1. MAXIMUM NUMBER OF EVENTS AND CLASSIFICATION

Classification	Definition	Examples	Max No. of Events per Year
Tier 1	350 Event Participants or more	Catholic Performing Arts Festival, Dance Schools, College Musical, Jazz 'N' Shiraz, P&F Quiz Night, Overspill Parking for Surf Club and Joondalup Triathlon	30 of which 24 are likely to be External Hire
Tier 2	150 - 349 Event Participants	Parent / Teacher nights, small shows, exhibitions	20 of which 12 are likely to be External Hire
Incidental Events	< 150 Event Participants	Show rehearsals, student sleep outs, meetings, sporting groups training, small group work	N/A

The maximum number of Event Participants who can attend an Event at each specific Facility and the days and times when Events can take place are set out in Tables 2-9.

In these tables, the finish time for an Event is the time by which the Facility in which the Event is held is vacated by all Event Participants.

TABLE 2. PERFORMING ARTS BUILDING – MAXIMUM NO. OF EVENT PARTICIPANTS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS	556	556	556	556	556	556	556

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TABLE 3. PERFORMING ARTS BUILDING – MAXIMUM NO. OF EVENT PARTICIPANTS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am	9.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS	556	556	556	556	556	556	556

TABLE 4. NEW AND OLD GYMNASIUM – MAXIMUM NO. OF EVENT PARTICIPANTS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building **not** being used at same time)	500	500	500	500	500	500	500
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building **is** being used at same time)	30	30	30	30	30	30	30

- Events must not be conducted in the new and old gymnasiums at the same time.

TABLE 5. NEW AND OLD GYMNASIUM – MAXIMUM NO. OF EVENT PARTICIPANTS, –TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
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	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building **not** being used at same time)	500	500	500	500	500	500	500
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building **is** being used at same time)	30	30	30	30	30	30	30

- Events must not be conducted in the new and old gymnasiums at the same time.

- On rare occasions during the year, a College Event such as the College's traditional "Jazz n Shiraz" and Quiz night events in the old Gymnasium, the maximum number of Event Participants may be above 500, still well below the maximum permissible number under the City of Joondalup licensing arrangements.

TABLE 6. CHAPEL – MAXIMUM NO. OF EVENT PARTICIPANTS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	9.00am	9.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building and Gyms are **not** being used at same time)	250	250	250	250	250	250	250
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building or either Gym is being used at same time)	30	30	30	30	30	30	30

TABLE 7. CHAPEL – MAXIMUM NO. OF EVENT PARTICIPANTS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
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	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building and Gyms are **not** being used at same time)	250	250	250	250	250	250	250
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building or either Gym **is** being used at same time)	30	30	30	30	30	30	30

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TABLE 8. OVAL PARKING MAXIMUM NO. OF CARS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	7.00am	7.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS	350	350	350	350	350	350	350

TABLE 9. OVAL PARKING MAXIMUM NO. OF CARS, TIMES AND DAYS FOR EVENTS WHEN COLLEGE NOT OPERATING (as per College Calendar https://www.sacredheart.wa.edu.au/current-families/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	7.00am	7.00am	7.00am	7.00am	7.00am	7.00am	7.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS	400	400	400	400	400	400	400

- Tables 8 and 9 apply where car parking on the oval is itself the Event and do not apply when the oval is used for parking for other Events.
- Use of the oval for a parking Event may be permitted by the College only after consideration is given to any nearby events that may impact upon parking availability, for example surf club carnivals.
- The use of the oval for a parking Event will not be allowed when either the Public Arts Building or either of the Gymnasiums is being used for Tier 1 or Tier 2 Events as the oval will be required for overflow parking.

From time to time there will be a small number of people overnight at the College for College events such as Winter Sleepout, Leadership Camps and the College Astronomy Club.

Where the mandated finish times for a particular facility are not complied with, the College may impose a penalty excess fee on the External Hirer. A repeated breach may result in a banning order from future use.

1.2.2 Alcohol at External Hire Events

Where a Facility is made available to an External Hirer, the External Hirer **shall not bring any liquor into the Facility or allow liquor to be brought to the Facility by, or supplied or served to Event Participants at any time during the Event.** For College Events the serving of liquor may be considered and if so, the College will obtain the appropriate liquor license and abide by all regulations of the Liquor Control Act 1988.

Where alcohol is permitted for College Events, then Section 1.6 below shall apply.

1.2.3 Public Liability

External Hirers of a Facility 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 Hirer's 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 an 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.

1.2.4 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 Hirer and the College must ensure that these are in place prior to the Event being approved, for example:

- Food vendor permits
- Traders' permits

1.3 Consultation with External Hirers

1.3.1 Planning Meetings and Consultation (before an Event)

The Manager will conduct appropriate meetings and communications with External Hirers prior to Events to allow sufficient time for planning changes. Material changes will be updated on the College website.

1.3.2 Briefing Meeting (immediately before the Event)

Once any planning meetings have been completed, the Manager will conduct a pre-Event briefing with Event Hirers to clarify and agree issues of communication, timetabling, security and emergency procedures. Material changes will be updated on the College website.

1.3.3 Debriefing Meeting (after an Event)

Where appropriate, a debriefing will be held with Event Hirers after an Event when information is available about the conduct of the Event, including attendance, incident data and feedback.

As the College has a high proportion of repeat business this is a valuable tool to feed into approving and planning for future events.

1.3.4 Consultation Log

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

1.4 Planning for the Event

1.4.1 Site Plan

Site and Facility plans are available on the College website for the Facility being used. See Appendix 1 for the site plan and Appendix 2 for the Facility Plans of the Performing Arts Building and the new gymnasium.

1.4.2 Event Promotion & Ticketing

The College will oversee any Event promotion and ticketing arrangements. The College has implemented a ticketing system which will be used for all ticketing. The College will communicate arrangements regarding the consumption of alcohol, smoking restrictions, availability of food, parking arrangements and reinforcing respect and courtesy for nearby neighbours.

All Events will be advertised via the College website.

1.4.3 Signage

On the Event day, clear and appropriate signage will inform and direct persons to parking, entrance conditions, first aid services and toilet facilities. Signs will be strategically placed to ensure that persons are informed before entering the Facility in order to minimize conflict and congestion at entry and exit points.

1.4.4 Parking

At time of preparing this Event Management Plan the College has 164 parking Bays on site and will provide for over spill parking on its large oval as required.

Communication to External Hirers and Event Participants, will explicitly advise that no parking is permitted in the parking bays along the northern perimeter of the College (denoted as carparks "E" and "F" in Appendix 3) and that the access gates from Hocking Parade will not be open. Equally, no parking is permitted in the parking bays along the southern perimeter of the College (denoted as carpark "D"). 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 City of Joondalup. With the exclusion of car parking in carparks "D", "E" and "F" the available car parking bays, not including the parking available on the oval, is reduced to 96.

For all Tier 1 and Tier 2 Events traffic directional personnel will be on site to direct vehicles to the overflow parking on the oval prior to an Event and to exit points once an Event finishes.

1.4.5 Noise

When allowing use of the Facilities, careful consideration will be given to the level of noise emanating from the Facilities and from persons entering and leaving the Facilities. If an External Hirer causes complaints to be received regarding excessive noise, the College will assess if it is a reasonable outcome

to not permit the External Hirer to use the Facilities in the future. We will comply with the Environmental Protection (Noise) Regulations 1997.

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 Facilities to be used.

A reminder announcement will be made at the conclusion of all Events held within buildings to ensure persons leave quietly and respect nearby neighbours.

During all Events all external doors of the Facilities will be closed to prevent potential noise spillage.

1.4.6 Information Centre and Communication

The College website will contain information on the Facilities and the nature of Events being held along with start and finishing times. This will be available on a 24/7 basis. Immediately prior to and during an Event, and up to the designated pack up time for an Event, a dedicated mobile phone contact is available to talk to the Manager.

A dedicated email address of mailto:events@sacredheart.wa.edu.au can also be used to communicate with the College about matters of a less urgent nature regarding Events.

The College will endeavor to resolve all complaints 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. 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 dealt with accordingly.

1.4.7 Smoking

The College is a smoke free venue and smoking anywhere within College premises is not permitted at any time.

1.4.8 Food

The External Hirer shall not bring any food or refreshments into the Facilities 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.

1.4.9 Entry and Exit Details

Gates shall be opened allowing sufficient time for all Event Participants to enter the Facilities before an Event starts.

The Manager will ensure that the External Hirer of a Facility receives details and maps of available parking areas well in advance and that these are to be communicated to Event Participants.

These communications will highlight that Event Participants are not to queue on roadways and that there will be clear information upon arrival to assist Event Participants to find parking and move to a specific Facility.

For Tier1 and Tier 2 Events 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 Event 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).

1.5 Health and Safety Issues

1.5.1 Security and Risk Assessment

Prior to agreeing to an External Hire Event, the College will determine the appropriateness of the Event. An informed assessment of all possible risks and opportunities associated with the Event must be undertaken by the Hirer. Through careful analysis, identification of any potential hazards (or detrimental consequences) that could pose a risk to anyone involved in the Event are determined. As many of the Events held at the College are similar in characteristic a standard template assessment checklist, as developed by Catholic Church Insurances, will be followed (Appendix 4).

A risk assessment of the proposed Event will indicate the type and level of risk involved. Different Events will have different requirements depending on the type of Event, the Facility, and the number of Event Participants.

For College Events, the College Risk & Compliance Officer manages this process.

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 Event.

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

1.5.2 Waste Management

The Manager will consider provision of appropriate collection and disposal of waste and recycling during and after the Event. 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 Events are held outside Normal School Hours it is considered that ample resources are already available onsite.

1.5.3 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 Facilities and staff member(s) have been trained in first aid.

Persons 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 Facility.

1.5.4 Emergency Procedures

The College has developed an effective evacuation process and emergency action plan (Appendix 6) for use at all Facilities within the College campus. An authorised copy is available to all staff, casual workers and External Hirers; 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.

1.6 Management of Alcohol

1.6.1 License / Permit Conditions

An occasional license may be issued by the Department of Racing, Gaming & Liquor for College Events as outlined in Section 1.2.2. Any conditions imposed on such occasional licenses will be relayed to all relevant staff and casual workers.

1.6.2 BYO and non-BYO events

The College does not allow BYO at Events.

1.6.3 Responsible Service of Alcohol

At College Events 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 alcohol to a person, 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.

1.6.4 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 persons will be allowed to consume the alcohol.

1.7 Documentation

1.7.1 Required 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 that are a prerequisites for delivery of an event are:

- Facility Plan
- Venue Plan
- Traffic Management Plan
- Risk Management Checklist
- Schedule of potential start and finish times, days and maximum numbers.
- Facility Emergency Evacuation Plan
- Copies of insurance documents

Copies or templates of each of these required documents are included in the appendices (with the exception of copies of insurance documents). These may require update and/or tailoring to meet specific Event requirements.

1.7.2 Supporting Documents and Information

Other documents may include but not be limited to:

- Contracts
- Approvals and permits
- Licenses that have been granted and details of any conditions
- Details of any complaint and its resolution/action
- Correspondence, promotional material, accounts and records of meetings

1.8 Event Audits

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

1.9 Formal Review

The College and the City of Joondalup 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 the community. Such a review is to take place in 12 months' time from the date of City of Joondalup approval of the change of use of premises that allows External Hire of Facilities.

2. <u>APPENDICES</u>

2.1 APPENDIX 1 – Site Plan

2.2 APPENDIX 2 – Venue Plans

2.2.1   Theatre

2.2.2 New Gymnasium

2.3 APPENDIX 3 – Traffic Management Plan

2.4 APPENDIX 4 – Risk Management Checklist

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

2.6 APPENDIX 6 – Venue Emergency Evacuation Plan