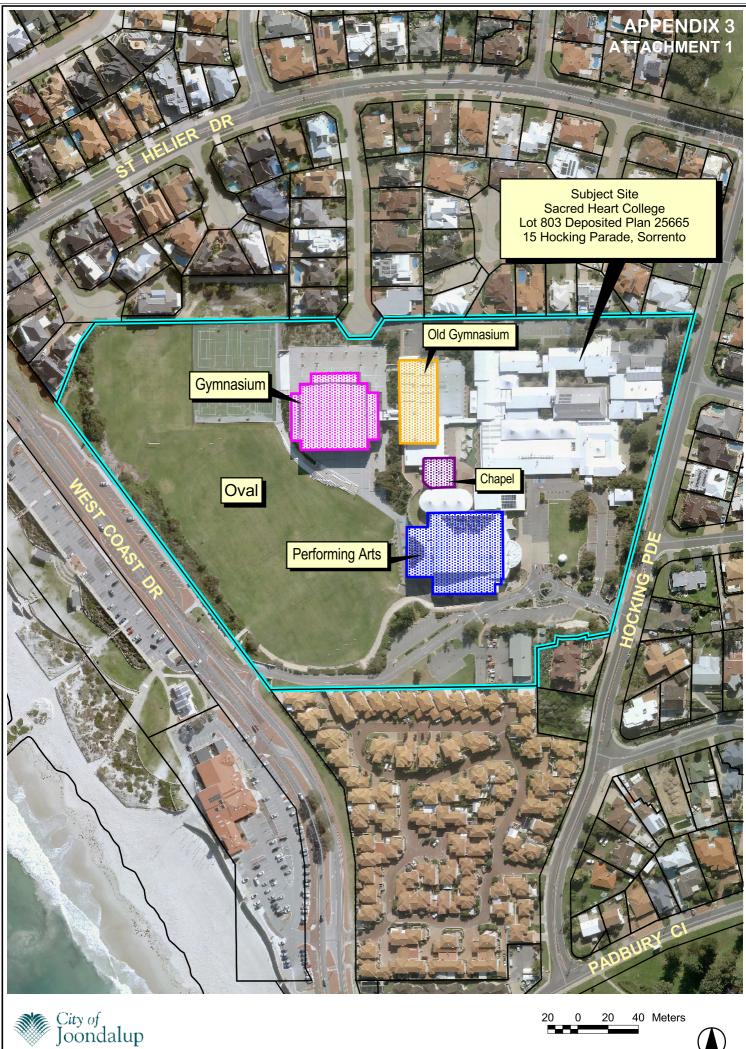
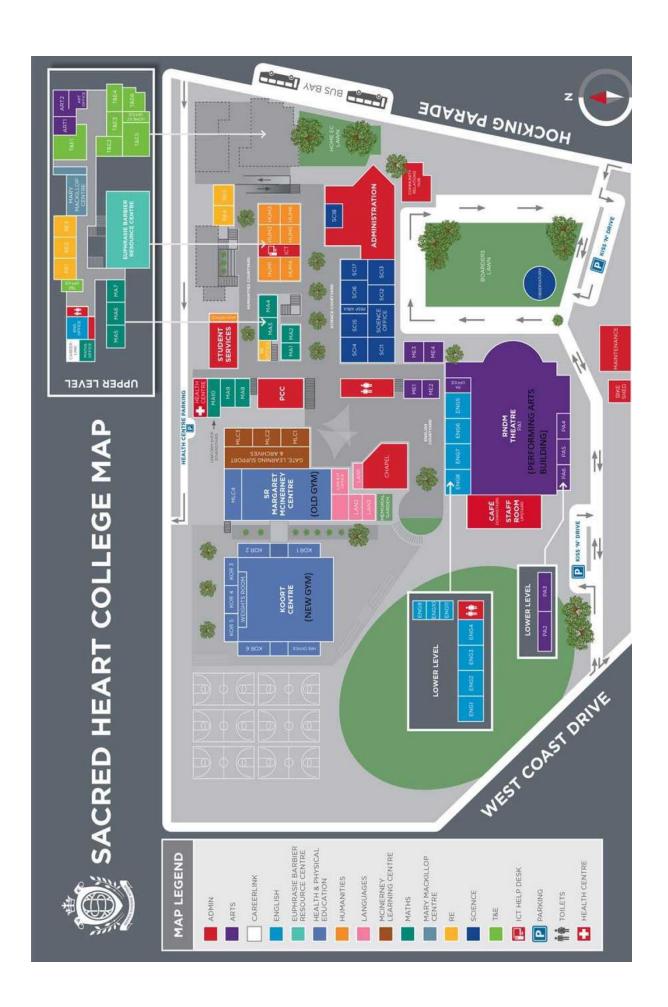
Location plan







ATTACHMENT 3 PRINCIPAL Mr Peter Bothe *B Psych, Dip Ed, BA, M Ed Admin, Grad Diploma Arts (Theol), MACE, MACEL* Hocking Parade Sorrento WA 6020

1 July 2020

Ms Dale Page Director Planning and Community Development City of Joondalup PO Box 21 JOONDALUP WA 6919

Delivered: By Hand

Dear Ms. Page

RE: SACRED HEART COLLEGE - TIME LIMITED APPROVAL EXPIRING 20 AUGUST 2020

The College is seeking to obtain a fresh approval to allow it to continue to make available our facilities to third party community members.

As requested we enclose the following documents in support of our request:

- Metropolitan Region Scheme Form 1.
- Application for Development (Planning) Approval.
- The 'as approved' Event Management Plan showing proposed amendments as tracked changes for ease of reference. They are minor in nature.
- The 12-month Report from date of Approval on 20 August 2019.
- This cover letter outlining the proposed requested amendments and the rationale behind such requests.

Please note the Development Plan was provided as the 'Sacred Heart College Map' in the current approval and has not changed.

Since the Plan was approved by the City on 20 August 2019 the College has been operating consistently and in compliance with its provisions. During this time however, we have found certain terms and conditions unduly onerous with the effect of having unintended adverse consequences on the ability of the college to serve the community. This often translates to reputational damage to the City when the reasons are provided.

The proposed amendments seek to address those unintended consequences whilst still preserving the comfort and assurances afforded the local residents. I address the amendments below.

External Hard Courts

For clarification and certainty, the external hard courts are considered part of the oval. It should be noted that there are no floodlights on these hard courts nor does the College have any plans to install such lighting. This naturally limits the scope of usage.

New tier "Oval (Community Benefit) Event"

We have sought to introduce this new tier, the effect of which would allow the College to respond to small local community groups to use our oval for recreation/training type activities. The numbers allowed in this tier would enable the College to respond favorably to these very small-scale requests. It should be noted that in the vast majority of instances there is no charge to these groups when using the oval, it is a free community service. Below are some actual examples in the past 12 months of where the College has been unable to accommodate the request due to the current definition capturing <u>all</u> events on the oval as a Tier 3 event:

- Sorrento Surf Club small group training on the oval.
- Northern Coastal Suburbs junior AFL (Sacred Heart parent with a large number of Sacred Heart students involved).
- Private Football Coaching Clinic (Sacred Heart students involved).
- Football Evolution Training (Sacred Heart students involved).
- 2 Half's Football Development (led by a coach at Sorrento Football Club).
- Subiaco Colts (WA Football Commission) trouble finding ovals (off season November to Jan) due to cricket. Same issue for a lot of the soccer/football teams.
- ECU Jets Sports Club Women's AFL Football.
- WABL Basketball teams oval for running; external courts for practice games.
- Warwick Senators Basketball Club external courts.
- Football West various requests for variety of programs (the college has strong ties with Football West).

Again, it should be noted that there are no floodlights on the oval nor does the College have any plans to install such lighting. This naturally limits the scope of usage.

Incidental Events and Tier 3 Events

We accordingly propose some minor amendments to the Plan to introduce definitions to facilitate the introduction a new "**Oval (Community Benefit) Event**" Tier.

Start Times

Operationally, the permissible start times have been restrictive to allow set up and preparation for events. By way of example the Perth Wildcats basketball team have been keen to use our facility but the 9.00am start has been problematic. Accordingly, we are seeking to change the 9.00 am time to 8.00 am to allow more flexibility in responding to requests.

In addition, to reflect the needs of the Sorrento Surf Club, who as you know have their club house directly opposite our oval, we seek to allow an earlier time of 6.00am **during summer-time only** to cater for their early morning competitions and carnivals in the hotter months where parking exceeds their capacity.

Similarly, the City of Joondalup's own triathlon event would benefit from an earlier access to the oval. Our oval can then be used for overspill parking making for much more orderly, safer and controlled parking arrangements for the immediate neighbourhood and surrounding roads.

Formal Review

The requirement for a formal review has been removed as the College seeks a permanent approval instead of another time limited approval. Notwithstanding our acceptance of this condition previously, there has been some uncertainty and confusion arising with users of our facilities.

The College believes that the City has more than adequate oversight of this Plan and its operation through its Compliance Department; with sufficient powers to correct and enforce any non-compliance.

The emergence and effect of the COVID-19 pandemic may cause some to consider that the past 12 months has not been indicative of a "normal" period for assessment of the adequacy and workings of the Plan. This has certainly not been the case.

The existing approval given on 20 August 2019 covered the period up to 31 December 2019 which is the busiest part of the year with respect to external hire requests. COVID-19 was unheard of then. Many of the local community dance and drama schools have their end of year / Christmas shows

during this period. Equally, the change of winter sports into summer sports spikes demand for oval use due to clashes of sports on City provided recreational spaces rendering them unavailable for one group.

From January through July the requests for external hire naturally fall away and this is essentially the period where the major impact of COVID-19 took hold and curtailed community activity. This year was the year when the College was to hold its major production "We will Rock You". This meant that hire of the Performing Arts building would not have been allowed due to our own use for rehearsals by our students from February through April, with the production running during the first two weeks of May.

Due to the COVID-19 restrictions our production (and the substantial rehearsal schedule) did not go ahead. Suffice to say though that had COVID-19 not materialised then the external hire of the facility would still not have taken place. Priority is always afforded to College use.

Accordingly, the 12-month period from 20 August 2019 has been a true representation of the external use and hire. This is clearly covered by the Events Calendar which is a living document on the College website.

Report to be made available

In accordance with clause 1.11 of the 20 August 2019 approval I attach a hard copy of the Report showing the events for the year (July 2020 through August 2020 are anticipated). As required, this will be made publicly available in a downloadable format on our website once the 12-month term expires.

Finally, the College is of the view that the Event Management Plan is still onerous and arguably the most comprehensive of its kind across local governments. However, we are mindful of the stakeholders to whom it seeks to balance potentially conflicting needs and demands. For this reason, the College is prepared to limit its proposed amendments to only those that have been highlighted above which are shown in the marked-up Plan. They are minor in nature.

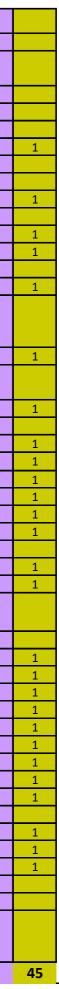
Going forward we seek a permanent non-time limited approval and strongly commend the amended Plan to you and the City for approval.

Yours faithfully

Stephen Martin Director - Finance & Corporate Services

Event Date	Event Description	Event Type	Locations Used	Start Time	End Time	Approx Attendanc	Actual Attendance	Parking on Oval	Attendees	Tier 1 Event	Tier 2 Event	Tier 3 Event	Inc Event
27/08/2019	Y7 2021 Information Evening	College Event	RNDM Theatre	16:00:00	17:00:00	200	100	Yes	Students, Teachers,			1	
28/08/2019	Observatory Night	College Event	Observatory	18:00:00	22:00:00	28	20	No	Students				1
29/08/2019	Y7 2021 Information Evening	College Event	RNDM Theatre	18:00:00	19:00:00	200	100	Yes	Students, Teachers,			1	
									Parents				
			RNDM Theatre		08:30:00	100	92	Yes	Dads			1	
09/09/2019	Y6 Music Information Evening	College Event	RNDM Theatre	18:00:00	20:00:00	200	164	Yes	Students, Teachers,			1	
11/09/2019	Observing Night	College Event	Observatory	19:00:00	21:30:00	15	15	No	Students				1
13/09/2019		College Event			22:00:00	650	618	Yes	Parents, Family, Friends		1		
		College Event			16:00:00	15	15	No	Teachers				1
		College Event			15:00:00	10		No	Staff Only				1
		College Event			21:00:00	15		No	Students			1	1
			RNDM Theatre	16:00:00	17:30:00	200	175	No	Students, Teachers,			1	
21/09/2019	Class of 1989 30 Year Reunion	College Event	RNDM Theatre	15:00:00	18:00:00	30	30	No	College Community				1
21/09/2019	Social Justice - Fun Day Out	College Event	Oval	09:00:00	17:00:00	120	90	No	Students/primary school			1	
23/09/2019	Y10 Rights of Passage Graduation	College Event	RNDM Theatre	19:00:00	21:00:00	300	300	Yes	Students, Teachers,			1	
24/09/2019	Observing Night	College Event	Observatory	19:00:00	21:30:00	15	15	No	Students				1
		College Event			20:00:00	150	150	No	Students, Parents			1	
25/09/2019	Y7 PBL Showcase	College Event	RNDM Theatre	16:00:00	18:00:00	300	190	Yes	Students, Teachers,			1	
25/10/2019 ⁻	The Dance Workshop - Rehearsals	External Event	RNDM Theatre	17:30:00	21:00:00	10	10	No	General Public				1
26/10/2019	The Dance Workshop - Rehearsals	External Event	RNDM Theatre	09:00:00	19:00:00	60	60	No	General Public			1	
27/10/2019	The Dance Workshop - Show	External Event	RNDM Theatre	09:00:00	16:30:00	480	462	Yes	General Public		1	-	
	•		RNDM Theatre		20:00:00	150	170	Yes	Students, Teachers,		_	1	
			RNDM Theatre		18:00:00	200	145	Yes	Parents, Family, Friends			1	
		-	RNDM Theatre		21:30:00	550	440	Yes	Students, Teachers,		1	-	
			Classrooms	100100	22.00.00	550	110		Parents		-		
			Staff Room										
02/11/2019	Electric Entertainment - Rehearsal/	External Event	RNDM Theatre	10:00:00	21:30:00	550	240		General Public			1	
		College Event			17:00:00	7	7	No	Students				1
05/11/2019	Y8 Rights of Passage Graduation	College Event	RNDM Theatre	19:00:00	21:00:00	300	300	Yes	Students, Teachers,			1	
08/11/2019	Art Exhibition Opening Night	College Event	RNDM Theatre	16:00:00	20:00:00	200	160	Yes	Students, Teachers,			1	
09/11/2019	Roxannes Dance Workshop - Rehea	External Event	RNDM Theatre	09:30:00	16:00:00	130	120	No	General Public			1	
	-	External Event			19:45:00			No	Wider Community				1
12/11/2019	Dr. Kaylene Henderson	External Event	RNDM Theatre	18:30:00	20:30:00	550	139	Yes	General Public			1	
14/11/2019	APAN - Rehearals		RNDM Theatre	16:00:00	21:00:00	60	60	No	General Public			1	
15/11/2019			RNDM Theatre		21:30:00	450		No	General Public		1		
		External Event			19:45:00	20	20	No	College Community				1
			RNDM Theatre		21:00:00	150	95	Yes	Students, Teachers,			1	
			RNDM Theatre		22:00:00	505	505	Yes	General Public		1		
	Roxannes Dance Workshop - Show				18:30:00	580	549	Yes	General Public		1		
	· · · · · · · · · · · · · · · · · · ·	External Event External Event			19:45:00 12:00:00	20 25		No No	Wider Community Wider Community				1
	-	College Event			21:30:00	30		No	Staff				1
50/11/2019		conege Event	Observatory	17.00.00	21.30.00	50	40		Stan				1
01/12/2010	Hybrid Rehearsals	External Event	RNDM Theatre	09.00.00	17:00:00	50	50	No	General Public				1
	-		RNDM Theatre		22:00:00	10		NO	General Public				1
			RNDM Theatre		22:00:00	65		No	General Public			1	-
		External Event			19:45:00	20		No	Wider Community				1
			RNDM Theatre		22:00:00	565	565	Yes	General Public		1		
			RNDM Theatre		18:00:00	50	45	Yes	General Public				1

		Y8 PBL Showcase	College Event			17:30:00	100	90	No	Students, Teachers,			1
		Locreado Dance - Show		RNDM Theatre		22:00:00	565	255	Yes	General Public			1
	06/12/2019	Hybrid Show	External Event	RNDM Theatre Oval	17:00:00	22:00:00	450	369	Yes	General Public		1	
	07/12/2019	Ramay Studio of Dance	External Event	RNDM Theatre	09:00:00	19:30:00	250	170	Yes	General Public			1
		Da Beat - Rehearsals	External Event	RNDM Theatre	09:00:00	17:00:00	150	130	No	General Public			1
	13/12/2019	Staff Farewell	College Event	Staff Room	16:00:00	22:00:00	100	83	No	Teachers			1
	14/12/2019	Da Beat - Setup	External Event	RNDM Theatre	09:00:00	11:00:00	10	10	No	General Public			
	14/12/2019	Da Beat Show	External Event	RNDM Theatre	11:00:00	22:00:00	800	809	Yes	General Public	1		
	15/12/2019	Sorrento Surf Club Parking	External Event	Oval	07:00:00	17:00:00	300	<100	Yes	Wider Community			1
	03/02/2020	Wolves Basketball Training	External Event	Koort Centre	17:30:00	20:00:00	20	20	No	Wider Community			
	03/02/2020	Year 12 Parent Information Evening	College Event	RNDM Theatre	19:00:00	22:00:00	500	300	Yes	Students, Staff, Parents			1
	04/02/2020	Wolves Basketball Training	External Event	Koort Centre	17:00:00	20:00:00	20	20	No	Wider Community			
	08/02/2020	Basketball Training	External Event	Koort Centre	09:00:00	13:00:00	28	28	No	Wider Community			
	12/02/2020	Year 7 PIE	College Event	RNDM Theatre	19:00:00	22:00:00	250	150	Yes	Students, Staff, Parents			1
	17/02/2020	MMC Parent Information Night	College Event		19:00:00	22:00:00	45	44	No	Students, Staff, Parents			
	19/02/2020	Yrs 8-11 Parent Information Evenin			19:00:00	22:00:00	750	500	Yes	Students, Staff, Parents		1	
			_	RNDM Theatre									
				Staff Room									
	20/02/2020	Dance Rehearsals	External Event	RNDM Theatre	17:00:00	20:00:00	50	45	No	Wider Community			
	22/02/2020	For The Love	External Event	RNDM Theatre	17:00:00	22:00:00	550	371	Yes	General Public		1	
				Oval									
	23/02/2020	Basketball Training	External Event	Koort Centre	09:00:00	12:00:00	25	25	No	Wider Community			
		Staff Family Fun Day	College Event	Oval	15:00:00	19:00:00	100	76	No	Staff			1
		Basketball Training	College Event		17:15:00	19:15:00	30	28	No	Wider Community			
		NASA Tour Info Session	College Event			20:30:00	50	42	No	Students, Staff, Parents			
	25/02/2020	Basketball Training	External Event			19:30:00	20	20	No	Wider Community			
			College Event		-	20:00:00	12	12	No	Staff			
		Study Skills Parent Session		RNDM Theatre	-	22:00:00	150	30	Yes	Students, Staff, Parents			
		Production Rehearsal		RNDM Theatre	-	17:00:00	20	16	No	Staff			
	02/03/2020	Production Rehearsal		RNDM Theatre	10:00:00	17:00:00	120	115	No	Students			1
	03/03/2020	Basketball Training	External Event		17:30:00	20:00:00	30	28	No	Wider Community			
		Production Rehearsal	College Event	RNDM Theatre	15:30:00	18:00:00	50	20	No	Students			
	06/03/2020	Vietnam Mission: Outdoor Cinema	College Event	RNDM Theatre Observatory	16:00:00	22:00:00	150	200	Yes	College Community			1
	08/03/2020	Production Rehearsal	College Event	RNDM Theatre	09.30.00	17:00:00	150	120	No	Students			1
		Basketball Training	External Event			20:00:00	35	30	No	Wider Community			
		Production Rehearsals		RNDM Theatre		18:00:00	40	20	No	Students			
		Basketball Training	External Event			20:00:00	30	28	No	Wider Community			
		Production Rehearsal		RNDM Theatre		18:00:00	50	45	No	Students			
		Wanneroo Wolves	External Event			12:00:00	25	26	No	Wider Community			
			College Event			20:00:00	12	12	No	Staff			
		Yr 9 Production Plotting		RNDM Theatre		22:00:00	5	5	No	Staff			
		Yr 9 Production	-	RNDM Theatre		17:00:00	5	5	No	Staff			
		Yr 9 Production Dress Run	-	RNDM Theatre		22:00:00	40	30	No	Students, Staff			
		Yr 9 Production		RNDM Theatre		22:00:00	150	82	Yes	Wider Community			1
		Year 12 Production Rehearsal		RNDM Theatre		22:00:00	7	7	No	Staff			<u> </u>
		Year 12 Production Rehearsal		RNDM Theatre		12:00:00	15	15	No	Students			
6 2020		Year 12 Production Rehearsal		RNDM Theatre		22:00:00	15	15	No	Students			
		Year 12 Production		RNDM Theatre		22:00:00	136	TBC	Yes	Students, Staff, Parents			1
		Year 12 Production		RNDM Theatre		22:00:00	136	TBC	Yes	Students, Staff, Parents			1
		CareerLink Expo	-	RNDM Theatre		22:00:00	500	TBC	Yes	Wider Community		1	-
	2 ., 30, 2020			Staff Room Oval	10.00.00		500						



External	Events = 39	
TOTALC	00	

TOTALS = 92

City of Joondalup Record:DOCUMENT REGISTRATION INW REF: INW20/6978 CONTAINER: 06044 DATE RECEIVED: 03-07-2020 RESPONSIBILITY: Planning Approvals Inwards Mail ACTION: ASSIGNED - No Written response. Must record action

SACRED HEART COLLEGE

EVENT MANAGEMENT PLAN

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



1 July 2019 1 July 2020

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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 any person who attends the College to participate in an Event or to perform 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 <u>(which for clarity-includes the external hard courts)</u> 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 50 and excludes-includes any Event that occurs on the oval (excluding for the purposes of vehicle parking)-<u>below the Oval (community benefit) Event</u> <u>Mmaximum.</u>
- 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 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 700 or more.
- Tier 2 Event means an event where the number of Event Participants for the Event is between 350 and 699.
- Tier 3 Event means an event where the number of Event Participants for the Event is between 50
 and 349 and includes any Event that occurs on the oval (excluding for the purposes of vehicle
 parking) above the Oval (Ceommunity Bbenefit) Mmaximum.
- Oval (community benefit) Event Maximum means an event on the oval where the number of Event Participants for the Event will be 30 or less, these are provided without charge .

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 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. Pages 8 - 11 contains schedules of days and times where Events may be conducted and the maximum number of Event Participants for each Facility.

1. EVENT MANAGEMENT PLAN

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.

Event Details

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.

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.

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.

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.

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.

General Considerations

Event Classification and Facilities

The College limits the number of Events per year with 50 or more Event Participants (there is no limit on the number of events with fewer than 50 Event Participants). The maximum number of Events is outlined in the Table 1.

Classification	Definition	Examples	Max No. of Events per Year
Tier 1	700 Event Participants or more	Larger Dance Schools, Catholic Performing Arts Festival, College Musical	6
Tier 2	350 - 699 Event Participants	Dance Schools, Jazz 'N' Shiraz, P&F Quiz Night	30 of which 24 are likely to be External Hire
Tier 3	50 - 349 Event Participants	Overspill Parking for Surf Club, Joondalup Triathlon, Parent/ Teacher nights, small shows, exhibitions	68 of which 12 are likely to be External Hire
Total (Tier 1, Tier 2 and Tier 3)	Tier 1, Tier 2 and Tier 3 Events	As outlined above	104, being an average of two Events per week
Incidental Events	< 50 Event Participants	Show rehearsals, student sleep outs, meetings, sporting groups training, small group work	N/A

TABLE 1. MAXIMUM NUMBER OF EVENTS AND CLASSIFICATION

<u>Oval</u> (community benefit)	Up to 30 Event Participants	sporting groups training, community groups on the oval	<u>N/A</u>
Event			

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, TIME 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	98.00am	98.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS	800	800	800	800	800	800	800

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 <u>8</u> .00am	9 <u>8</u> .00am	98.00am	9 <u>8</u> .00am	98.00am	98.00am	98.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS	800	800	800	800	800	800	800

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	98.00am	98.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts	500	500	500	500	500	500	500

Building <u>not</u> being used at same time)							
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>is</u> 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 <u>8</u> .00am	9 <u>8</u> .00am	98.00am	98.00am	98.00am	98.00am	98.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT <u>PARTICIPANTS</u> (If Performing Arts Building <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>is</u> 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 new 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	98.00am	98.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are	250	250	250	250	250	250	250

not being used at same time)							
MAX NO. OF EVENT <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are 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 <u>8</u> .00am	9 <u>8</u> .00am	98.00am	9 <u>8</u> .00am	98.00am	98.00am	98.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are <u>not</u> being used at same time)	250	250	250	250	250	250	250
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are 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/PUB LIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	7.00am <u>(6.00am</u> summer)*	7.00am (6.00am summer)*
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS FOR PARKING EVENT	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						

	<u>(6.00am</u> <u>summer)*</u>	<u>(6.00am</u> <u>summer)*</u>	<u>(6.00am</u> <u>summer)*</u>	<u>(6.00am</u> <u>summer)*</u>	<u>(6.00am</u> <u>summer)*</u>	(6.00am summer)*	(6.00am summer)*
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS FOR PARKING EVENT	400	400	400	400	400	400	400

- Tables 8 and 9 apply where the oval is used for an Event, including where parking on the oval itself is the Event ('parking Event').
- 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 Performing 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.
- The provision for earlier start times in summer months is to cater for Sorrento surf club carnivals and the City of Joondalup triathlon events which start early to address heat issues.

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.

Alcohol at External Hire Events

Where the 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, the 'Management of Alcohol' section on page 15 shall apply.

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.

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

Consultation with External Hirers

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.

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.

Debriefing Meeting (after the 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.

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.

Planning for the Event

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.

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.

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.

Parking

At time of preparing this Event Management Plan the College has 166 parking Bays on site and will provide for over spill parking on its large oval as required. All on-site parking bays are to be made available and accessible for any Event unless identified within a carpark where parking is not permitted.

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 northern most gates on 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 97. Communication to External Hirers and Event Participants of Events occurring on the weekend is to include information that hirers and participants should not park in beach car parks and is discouraged.

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.

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.

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 <u>events@sacredheart.wa.edu.au</u> 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.

Smoking

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

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.

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).

Health and Safety Issues

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.

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.

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.

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.

Management of Alcohol

License / Permit Conditions

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

BYO and non-BYO events

The College does not allow BYO at Events.

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.

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.

Documentation

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.

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

Event Audits

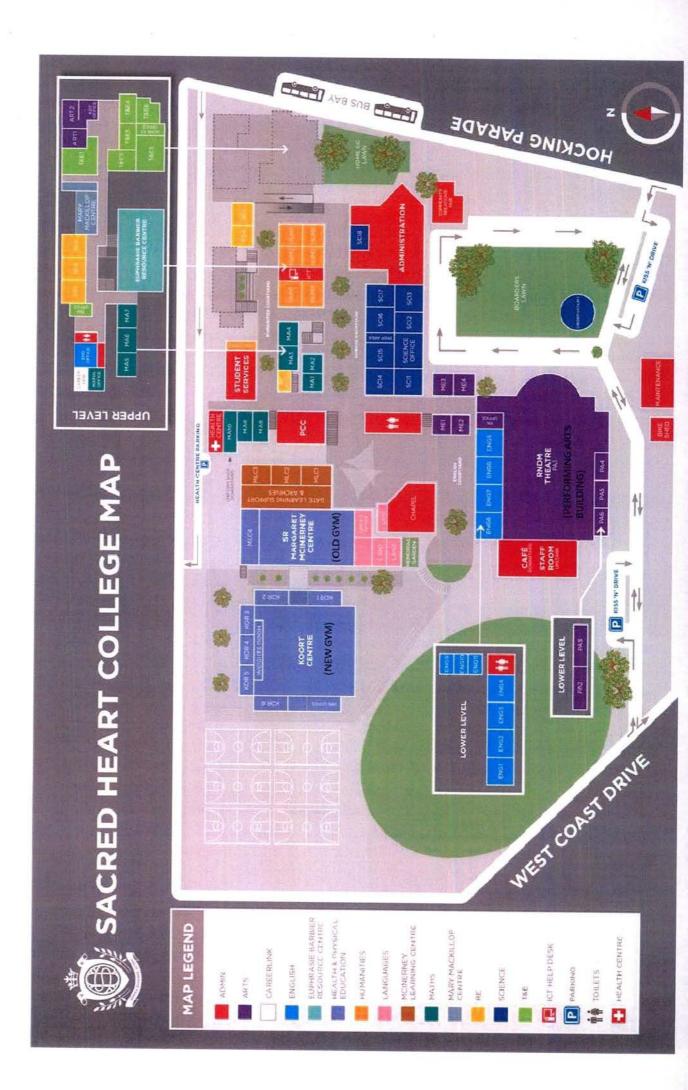
Periodically, Events may be audited by the College Business Manager or their delegate to ensure they comply with relevant College policies and state legislations.

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.

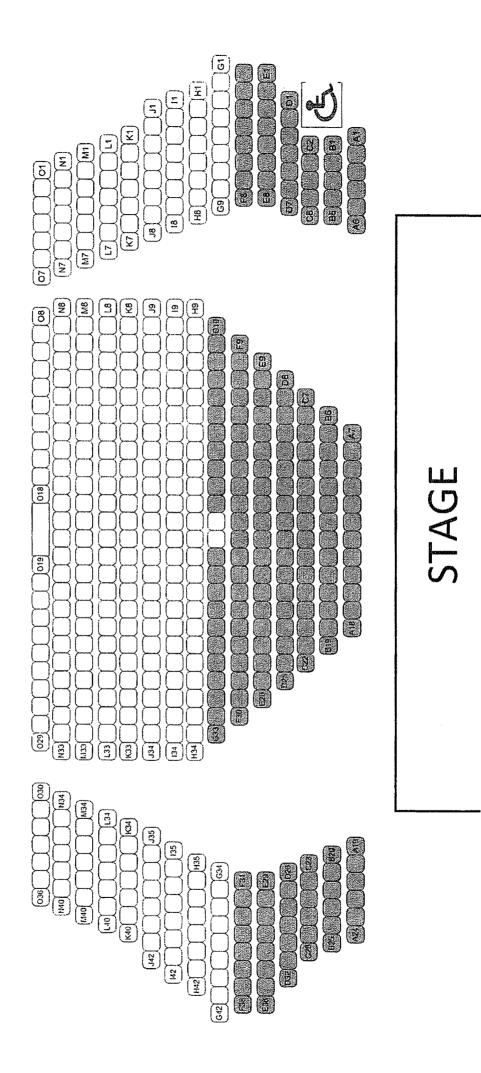
2. <u>APPENDICES</u>

APPENDIX 1 – Site Plan

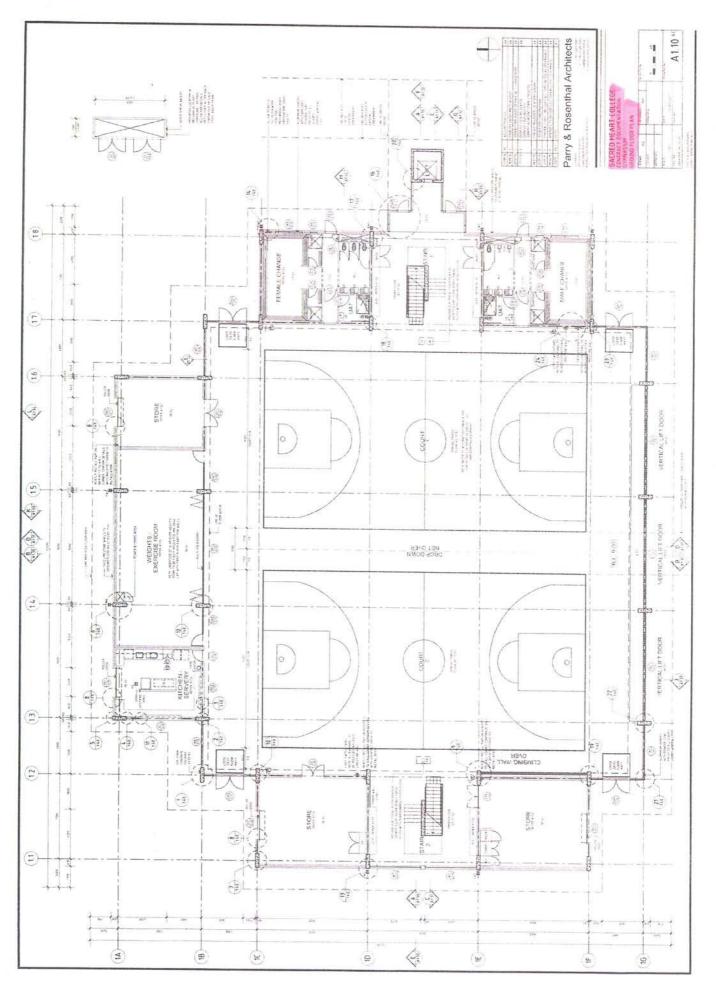


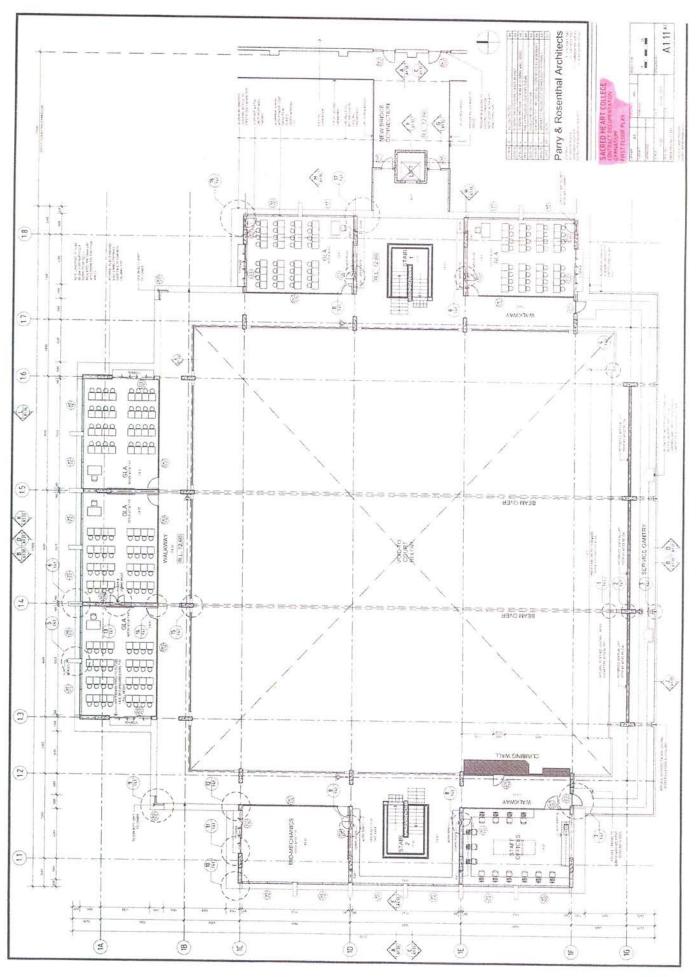
APPENDIX 2 – Facility Plans

Theatre



2.2.2 New Gymnasium





APPENDIX 3 – Traffic Management Plan



Technical Note

Subject:	Sacred Heart College – Private use of school facilities
Date:	12 th March 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.

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Consulting Civil and Traffic Engineers



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 facilities to be hired out at any one time.

Private users of the facilities will have the same access to the school parking areas as the regular school population. For larger events at the 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).

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 C, 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.
- Disabled parking will be provided as required as close as possible to the facility and in close proximity to access to the on-site pedestrian network.
- The Sorrento Beach car park and angled parking bays on the east site of West Coast Drive may be utilised through the discretion of patrons who will be required to conform to the City of Joondalup's signage and time restrictions in these areas.
- Exit from special events will be via West Coast Drive and Hocking Parade <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 should be distributed to patrons prior to any special events along with the above instructions regarding access, egress and wayfinding. The plan can be distributed to all patrons or posted on the College website.

4 | Page

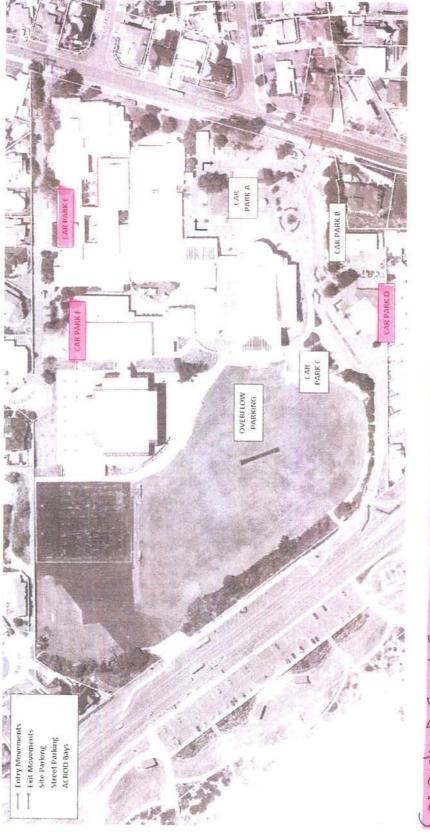


Consulting Civil and Traffic Engineers

Annexure A – Travel Management Plan



Consulting Civil and Traffic Engineers



Car parks D, E and F ARE NOT available for use when alkeding the College for events

outside of normal hours of operation for the College.

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APPENDIX 4 – Risk Management Checklist



risksupport

CHECKLIST

Event Management

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

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

A. Contractor management	Yes No N/A If No, actions required	Date
1. Have contractors:		
 Undertaken pre-event risk inspections; 		
 Provided copies of Job Safety Analysis; and 		
 Issued copies of risk controls prior to the event? 		
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?		
 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)		
 Have you reviewed the lease agreement and sought legal expertise on areas of concern? 		//
 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

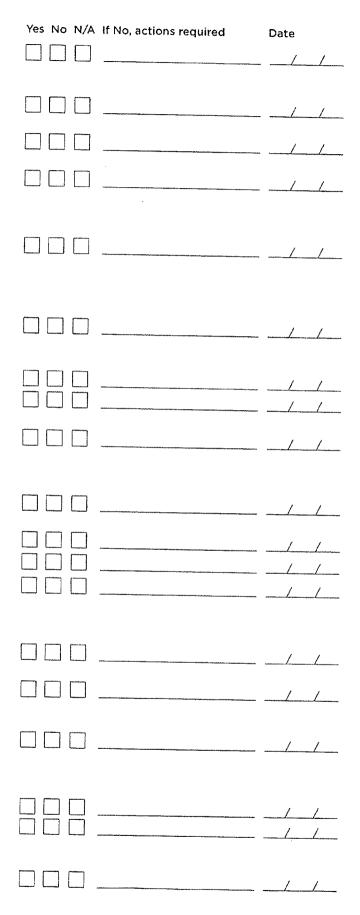
- 1. Are entrances and exits clear and do they provide adequate access and egress for anticipated patrons and staff?
- 2. Are entrances and exits large enough to facilitate access by emergency services vehicles if required?
- 3. Are walkways and thoroughfares clearly marked?
- 4. Are emergency exits 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

- 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?



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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

- 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?

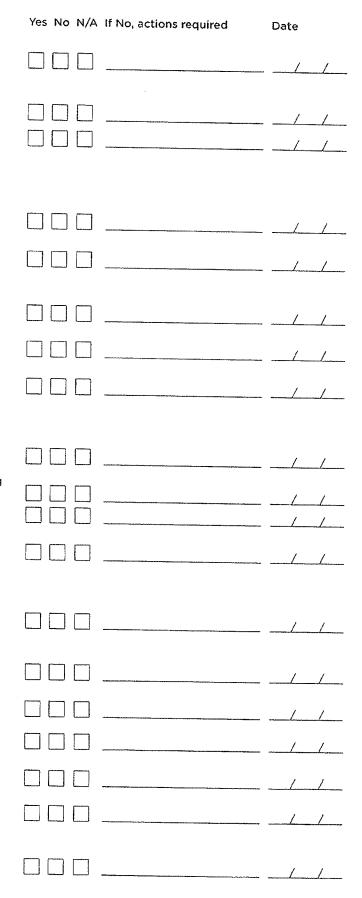
K. Fire prevention

- 1. Are appropriate fire extinguishers and blankets available?
- 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?
- 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?
- 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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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

- Have staff, volunteers and contractors been 1. 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?

Yes No	N/A	If No, actions required	Date
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Q. Notifications

- 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 firework time, date, plac
- 3. Have you obtain if holding a fire
- 4. Have you notif services perso
- R. Other (areas) 1. _____

	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)		
1.	·	/	
2.		/	_/
3.			_/
4.		/	
5.			
6,		/	
7.		/	/

Yes No N/A If No, actions required

Date

1

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

www.risksupport.org.au

Catholic Church Insurance Limited ABN 76 000 005 210, AFSL no. 235415 GPO Box 180 Melbourne 3001

1300 660 827

helpdesk@risksupport.org.au www.risksupport.org.au

Important Notice: This publication is intended to provide a summary and general information only to clients of Catholic Church Insurance Limited. It does not constitute, and should not be relied on as advice or considered as a comprehensive coverage of the topics discussed. You should seek professional advice tailored to your own circumstances.

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

<u>PERFORMING ARTS BUILDING -- MAXIMUM NO. OF EVENT PARTICIPANTS, TIME AND DAYS FOR</u> <u>EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)</u>

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	98.00am	98.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS	800	800	800	800	800	800	800

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 <u>8</u> .00am	9 <u>8</u> .00am	9 <u>8</u> .00am	98.00am	98.00am	98.00am	98.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIP ANTS	800	800	800	800	800	800	800

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	98.00am	98.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>is</u> being used at same time)	30	30	30	30	30	30	30

2

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 <u>8</u> .00am	98.00am	98.00am	98.00am	98.00am	98.00am	98.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building <u>is</u> 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 <u>newold</u> 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 <u>8</u> .00am	9 <u>8</u> .00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms	250	250	250	250	250	250	250

are <u>not</u> being used at same time)								
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are 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 <u>8</u> .00am	9 <u>8</u> .00am	9 <u>8</u> .00am	98.00am	98.00am	98.00am	98.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are <u>not</u> being used at same time)	250	250	250	250	250	250	250
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are 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 (6.00am summer)*	7.00am (<u>6.00am</u> summer)*
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm

MAX NO. OF							
CARS FOR	350	350	350	350	350	350	350
PARKING EVENT					4400000	10000000	

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 (6.00am summer)*	7.00am (6.00am summer)*	7.00am (<u>6.00am</u> summer)*	7.00am (6.00am summer)*	7.00am (<u>6.00am</u> summer)*	7.00am (<u>6.00am</u> summer)*	7.00am (<u>6.00am</u> summer)*	
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm	
MAX NO. OF CARS FOR PARKING EVENT	400	400	400	400	400	400	400	

- Tables 8 and 9 apply where the oval is used for an Event, including where parking on the oval itself is the Event ('parking Event').
- 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 Performing 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.
- The provision for earlier start times in summer months is to cater for Sorrento surf club carnivals and the City of Joondalup triathlon events which start early to address heat issues.

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

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EMERGENCY PROCEDURES



Emergency Numbers:

Fire/Police/Ambulance Hillarys Police Warwick Police Duncraig Fire Station

000* 9403 1000 9246 8333 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:

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

Emergencies are classified as follows:

Evacution:

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

Lock Down

- Intruder
- Extreme Weather

Purpose

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

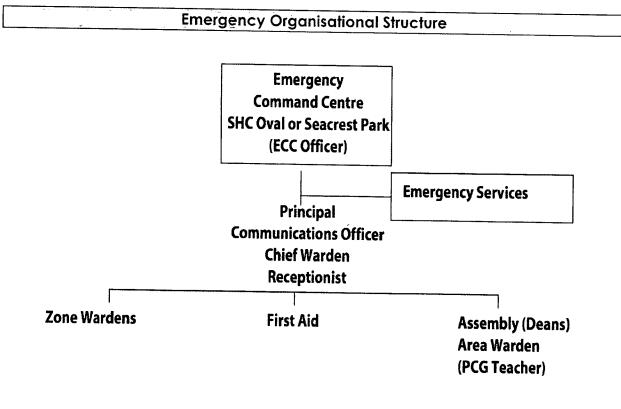
It is the responsibility of all staff to familiarise themselves with this procedure and all standard emergency orders.

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.



Command Staff – Emergency Personnel

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

Updated: October T4 2018

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
- 2. Deputy Chief Warden
- 3. Communications Officer
- 4. Emergency Command Centre
- 5. Reception

Telephone

Sarah Greaves

Trevor Lynch

Emma Killian

Lucio Cicchini

Jacqui Aldersea

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 <u>with</u> 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.

0433 144 413

0412 028 874

0417 953 992

0407 761 118

9246 8200

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

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 n	umbers
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

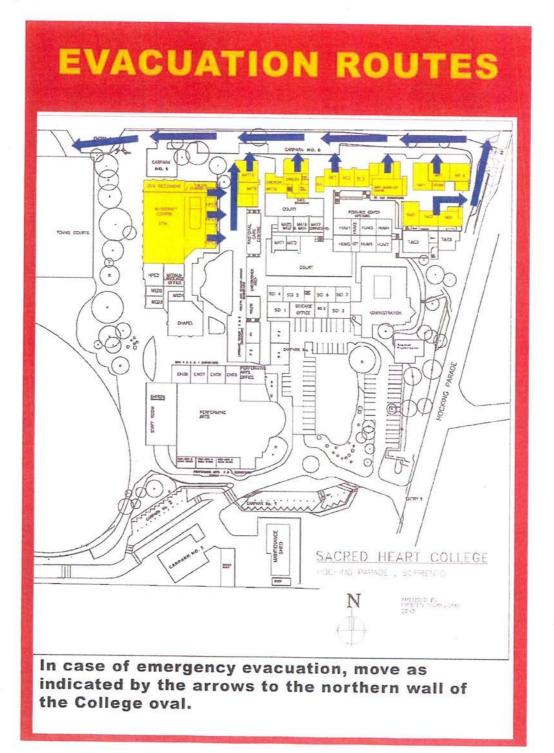
- Maintain a current file of all PCG classes.
- Take file to the Evacuation Point immediately upon the signal of an Evacuation.
- Distribute package in Year groups of PCG lists with pens to Deans of each year.
- Collect lists back after roll call and report to the ECC.

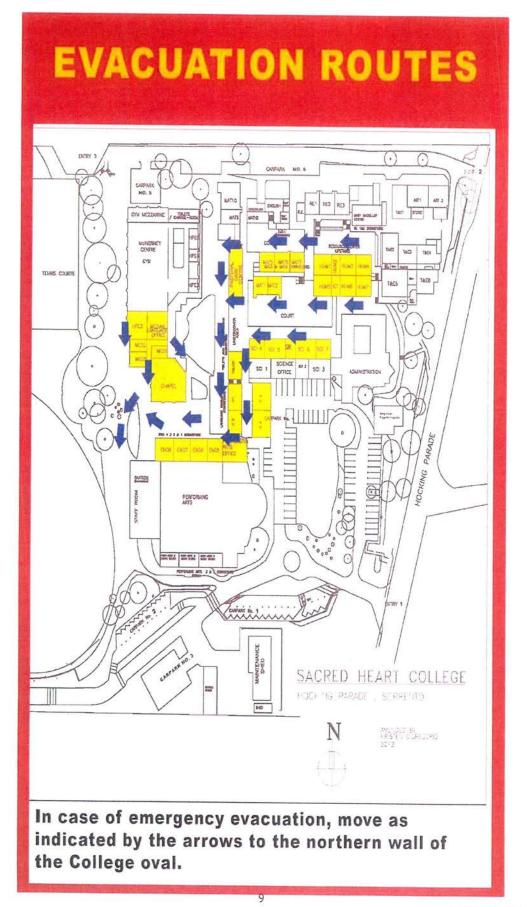
Deans of Year

- 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.

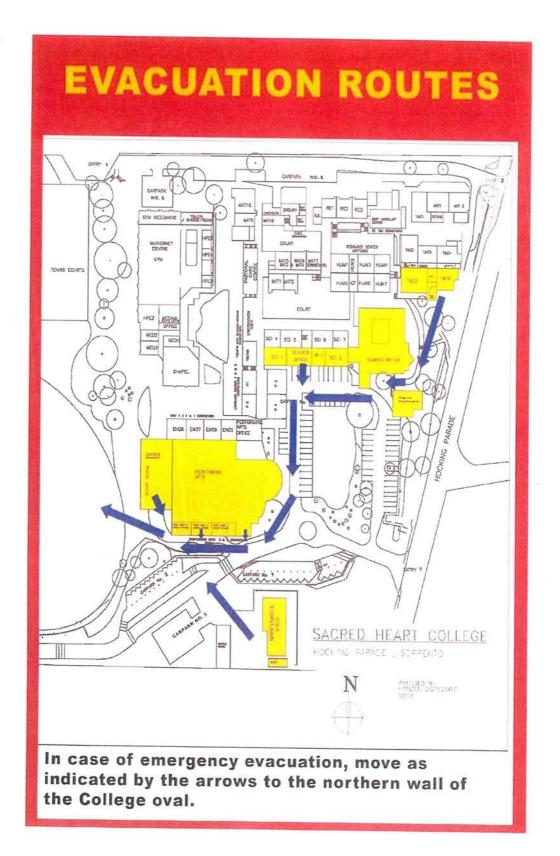
MAPS OF EVACUATION ROUTES

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.





Updated: October T4 2018



Seacrest Oval (secondary location)

Zone Wardens - Role Description

- Ensure all rooms are vacated (and locked) Check toilets, corridors, offices 0
- •
- Report to Emergency Command Centre on Evacuation Point .

ZONE A	Jarrod Wescombe Ext 222					Mob 0432838904						
	Humanities B	lock	Scien	ce8		Maths Rooms 1-7 Li				Library		
ZONE B	Pamela Van Eyck Ext 232 Mob 0431059808											
	Food MacKil Centre			illop T&E Block			O'Sullivan Art (re	
ZONE C	Steve Martin Ext 268					Mob 0438099701						
	Administratic Bld					Community Relations Hub		English Rooms 5-8			8	
ZONE D			Sim	one Step	hen	Ext	24	2Mob 04	11	46708	31	
	RNDM Office	Fo	yer	Music		Dai	nce	e		Staff	Room	
ZONE E	Jordan Roa		Ext	235		Мо	b ()4014796	81			
	Music Practic	e roor	ms l	Drama		ļ	٩uc	ditorium				
ZONE F	Poonam Ho		Ext					<u>04510441</u>	40	1		
	Science Block Scie 1-7 Toil				nce Media Roo ts			Rooms	English Rooms 1-4 Cafe			
ZONE G	Colin Bradle		Ext				bC	4665810	91			
	RE Rooms RE Office English, N 1-5 CareerLin							M	aths	Rooms 8-10	'	
ZONE H												
	Julie Cole Old Gym	1		283		Mob 0416 023 603						
		Lang	vage	Rooms	••••••			Chapel				
ZONE I												
	Jannine McI Humanities				<u>L.</u>	Moi						
	Office	Stude Servic		PCC	Cho	ngir	ng I	Room	Er	nglish	Rooms 9-1	1
ZONE J												
	Natasha Ca The Koort		Ext 2	294		Mol	<u> 0 0</u>	44766537	77			
	and surround	Centre	e									
Back up Wa			ernev	Ext: 208				Mob 0414	174	4211		
-	Jan	elle Bc	rchard	dt Ext. 291			'		47 Ç			
	Christine Levings Ext 218 or					٨	Mob 0421	124	1017			
	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.

Cross Walk Attendants

if going to secondary location:

Narelle Molloy Lucie Rice Non-PCG teacher to be allocated

Mob 0419 915 684 – Hocking Parade Mob 0404 760 748 – St Helier Drive (West) – St Helier Drive (East)

Additional Key Points

- 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.

Emergency Procedures: Alarm Activated

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.

Emergency Procedures: Fire

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.

Emergency Procedures: Bomb Threat

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

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 orea? 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:

RECIPIENT

Name (print): Telephone number: Signature:

REMEMBER KEEP CALM – DON'T HANG

UP

BOMB THREAT

Emergency Procedures: Earthquake

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.

Emergency Procedures: Lock Down

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 <u>series of short blasts of the siren/bell</u>, 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.

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

Lock down - Notification

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)
- (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.

(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

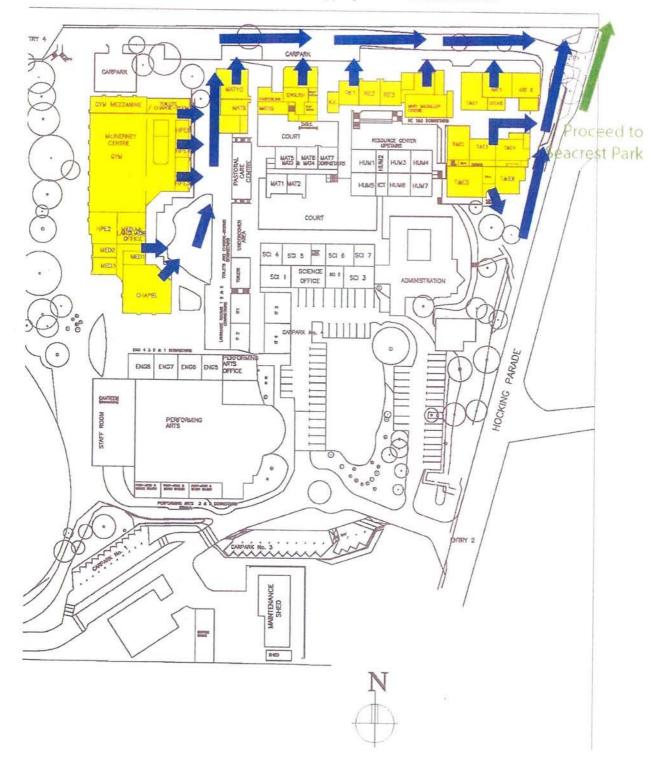
- Students to be moved via the safest possible way to the Evacuation Point where PCG teachers take a roll and report absentees to their Dean.
- If an emergency occurs during non-teaching times, all staff and students are to report to the Evacuation Point and sit in PCG groups under the direction of Deans 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.

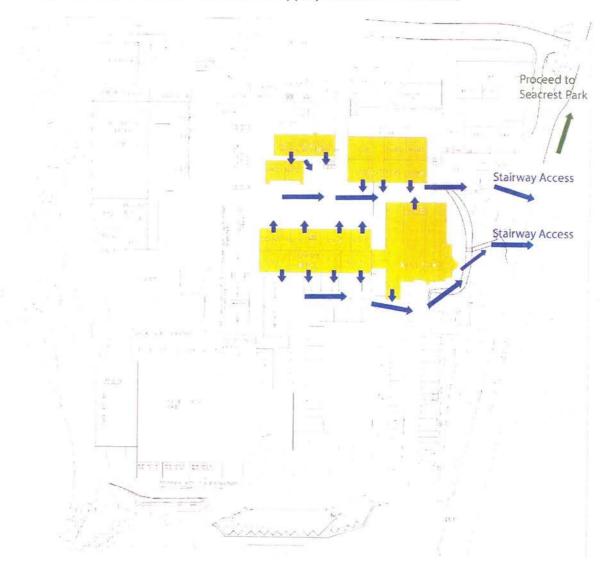
Evacuation Route Map 1 of 3

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



Evacuation Route Map 2 of 3

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



Evacuation Route Map 3 of 3

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



ATTACHMENT 5

City of Joondalup Record:DOCUMENT REGISTRATION INW REF: INW20/6979 CONTAINER: 06044 DATE RECEIVED: 03-07-2020 RESPONSIBILITY: Planning Approvals Inwards Mail ACTION: ASSIGNED - No Written response. Must record action

SACRED HEART COLLEGE

EVENT MANAGEMENT PLAN

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



1 July 2020

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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 any person who attends the College to participate in an Event or to perform 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 (includes the external hard courts) 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 50 and includes any Event that occurs on the oval (excluding for the purposes of vehicle parking) below the Oval (community benefit) Event Maximum.
- 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 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 700 or more.
- **Tier 2 Event** means an event where the number of Event Participants for the Event is between 350 and 699.
- **Tier 3 Event** means an event where the number of Event Participants for the Event is between 50 and 349 and includes any Event that occurs on the oval (excluding for the purposes of vehicle parking) above the Oval (Community Benefit) Maximum.
- Oval (community benefit) Event Maximum means an event on the oval where the number of Event Participants for the Event will be 30 or less, these are provided without charge .

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 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. Pages 8 - 11 contains schedules of days and times where Events may be conducted and the maximum number of Event Participants for each Facility.

1. EVENT MANAGEMENT PLAN

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.

Event Details

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.

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.

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.

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.

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.

General Considerations

Event Classification and Facilities

The College limits the number of Events per year with 50 or more Event Participants (there is no limit on the number of events with fewer than 50 Event Participants). The maximum number of Events is outlined in the Table 1.

Classification	Definition	Examples	Max No. of
			Events per Year
Tier 1	700 Event	Larger Dance Schools, Catholic	6
	Participants or more	Performing Arts Festival, College Musical	
Tier 2	350 - 699 Event	Dance Schools, Jazz 'N' Shiraz, P&F	30
	Participants	Quiz Night	of which 24 are
			likely to be
			External Hire
Tier 3	50 - 349 Event	Overspill Parking for Surf Club,	68
	Participants	Joondalup Triathlon, Parent/	of which 12 are
		Teacher nights, small shows,	likely to be
	·	exhibitions	External Hire
Total (Tier 1,	Tier 1, Tier 2 and	As outlined above	104, being an
Tier 2 and	Tier 3 Events		average of two
Tier 3)			Events per week
Incidental	< 50 Event	Show rehearsals, student sleep	
Events	Participants	outs, meetings, sporting groups training, small group work	N/A
Oval	Up to 30 Event	sporting groups training,	
(community benefit)	Participants	community groups on the oval	N/A
Event			

TABLE 1. MAXIMUM NUMBER OF EVENTS AND CLASSIFICATION

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, TIME AND DAYS FOR EVENTS WHEN COLLEGE OPERATING (usage times will be outside Normal School Hours)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC
	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -		-				HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	8.00am	8.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT				·			
PARTICIPANTS	800	800	800	800	800	800	800

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	8.00am						
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT					!		
PARTICIPANTS	800	800	800	800	800	800	800

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	8.00am	8.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>is</u> 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/currentfamilies/calendar)

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC
							HOLIDAY
START	8.00am						
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building <u>is</u> 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 new 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	8.00am	8.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are <u>not</u> being used at same time)	250	250	250	250	250	250	250
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are being used at same time)	30	30	30	30	30	30	30

DAY	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	8.00am						
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are <u>not</u> being used at same time)	250	250	250	250	250	250	250
MAX <u>NO. OF EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are 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)

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/PUB
							LIC
							HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	7.00am	7.00am
T = T						(6.00am	(6.00am
· · ·						summer)*	summer)*
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS FOR PARKING EVENT	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
and the second	s						HOLIDAY
START	7.00am						
	(6.00am						
	summer)*						
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS FOR PARKING EVENT	400	400	400	400	400	400	400

- Tables 8 and 9 apply where the oval is used for an Event, including where parking on the oval itself is the Event ('parking Event').
- 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 Performing 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.
- The provision for earlier start times in summer months is to cater for Sorrento surf club carnivals and the City of Joondalup triathlon events which start early to address heat issues.

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.

Alcohol at External Hire Events

Where the 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, the 'Management of Alcohol' section on page 15 shall apply.

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.

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

Consultation with External Hirers

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.

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.

Debriefing Meeting (after the 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.

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.

Planning for the Event

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.

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.

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.

Parking

At time of preparing this Event Management Plan the College has 166 parking Bays on site and will provide for over spill parking on its large oval as required. All on-site parking bays are to be made available and accessible for any Event unless identified within a carpark where parking is not permitted.

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 northern most gates on 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 97. Communication to External Hirers and Event Participants of Events occurring on the weekend is to include information that hirers and participants should not park in beach car parks and is discouraged.

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.

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.

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 <u>events@sacredheart.wa.edu.au</u> 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.

Smoking

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

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.

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).

Health and Safety Issues

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.

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.

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.

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.

Management of Alcohol

License / Permit Conditions

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

BYO and non-BYO events

The College does not allow BYO at Events.

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.

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.

Documentation

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.

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

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.

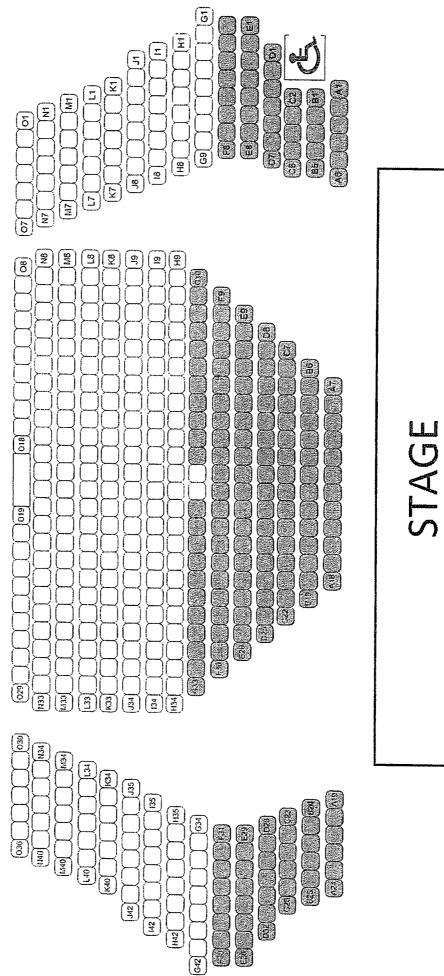
2. <u>APPENDICES</u>

APPENDIX 1 – Site Plan

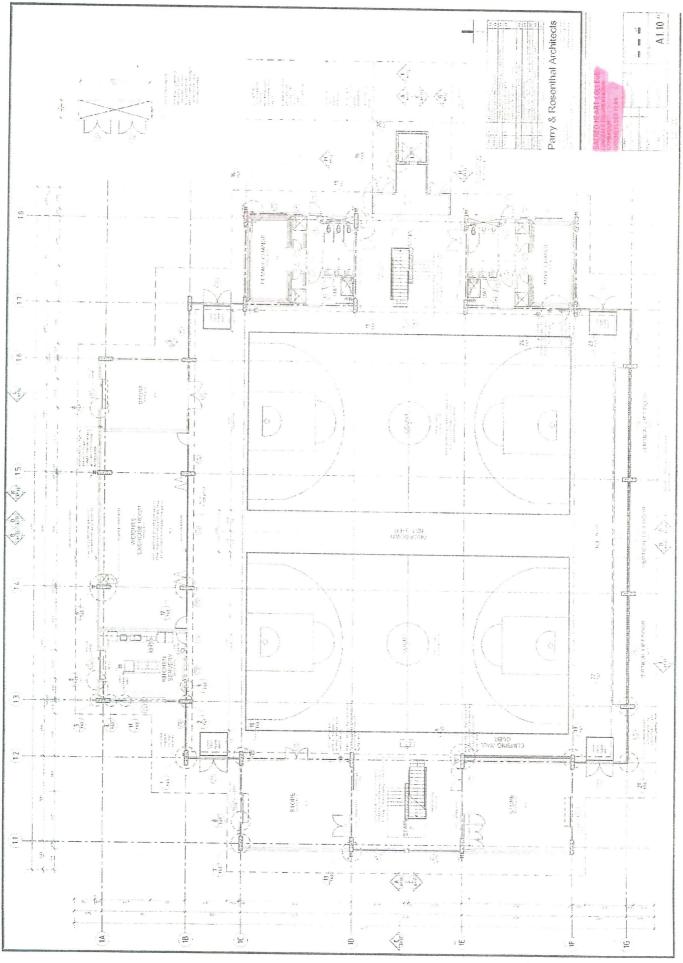


APPENDIX 2 – Facility Plans

Theatre

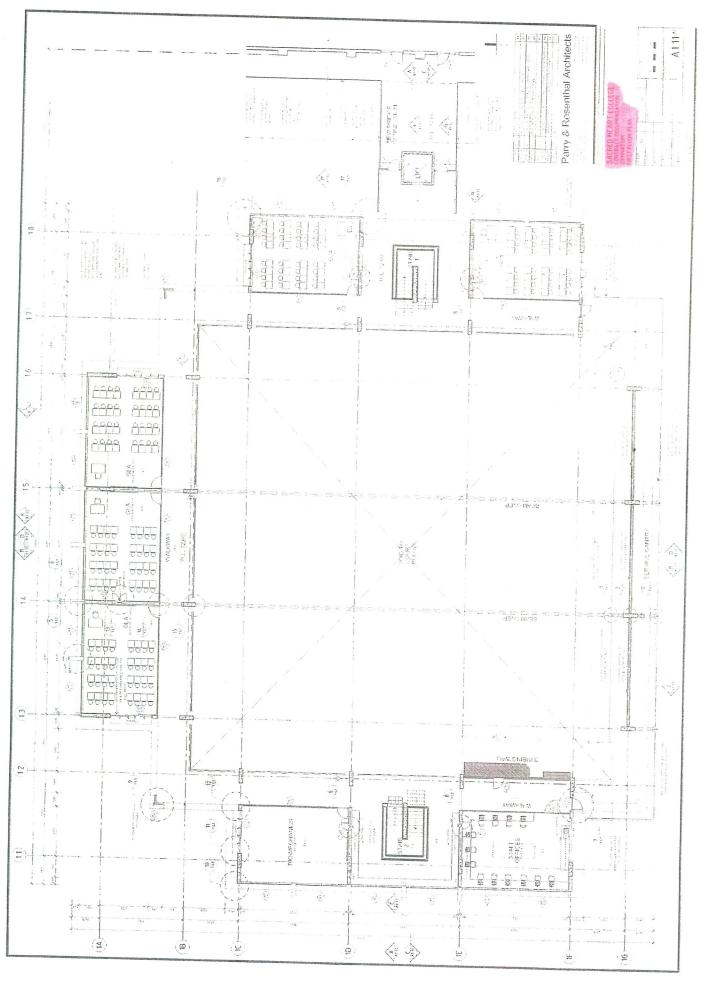


2.2.2 New Gymnasium



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APPENDIX 3 – Traffic Management Plan



Technical Note

Subject:	Sacred Heart College – Private use of school facilities
Date:	12 th March 2019
Author:	Paul Nguyen
Reviewed:	Leigh Dawson
Client:	Sacred Heart College
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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.

Consulting Traffic & Civil Engineers 1st. Floor, 908 Albany Highway, East Victoria Park, WA 6101 P +61 8 9355 1300, F +61 8 9 355 1922, E admin@shawmac.com.au



Consulting Civil and Traffic Engineers



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 facilities to be hired out at any one time.

Private users of the facilities will have the same access to the school parking areas as the regular school population. For larger events at the 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).

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:

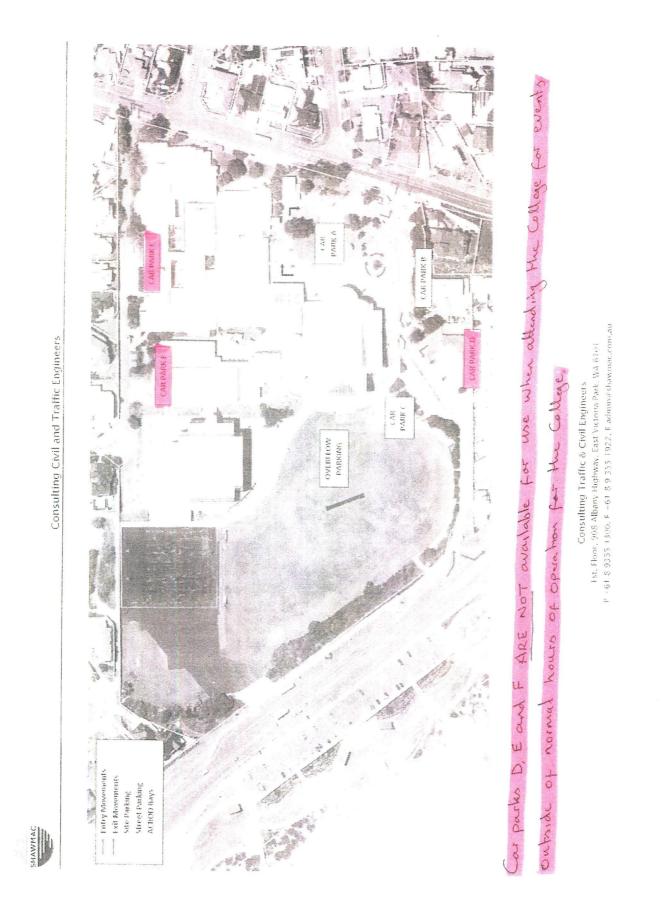
- Private users of the school facilities are encouraged to access the school using alternative transport modes such as public transport, walking and cycling, wherever possible and practicable.
- Vehicular traffic accessing the school via West Coast Drive and the main Hocking Parade gate will be marshalled 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 C, 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.
- Disabled parking will be provided as required as close as possible to the facility and in close proximity to access to the on-site pedestrian network.
- The Sorrento Beach car park and angled parking bays on the east site of West Coast Drive may be utilised through the discretion of patrons who will be required to conform to the City of Joondalup's signage and time restrictions in these areas.
- Exit from special events will be via West Coast Drive and Hocking Parade <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 should be distributed to patrons prior to any special events along with the above instructions regarding access, egress and wayfinding. The plan can be distributed to all patrons or posted on the College website.

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Annexure A – Travel Management Plan



APPENDIX 4 – Risk Management Checklist

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CHECKLIST

Event Management

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

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

A. Contractor management	Yes No N/A If No, actions required	Date
1. Have contractors:		
 Undertaken pre-event risk inspections; 		1 1
 Provided copies of Job Safety Analysis; and 		
 Issued copies of risk controls prior to the event? 		
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)		
 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

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- 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

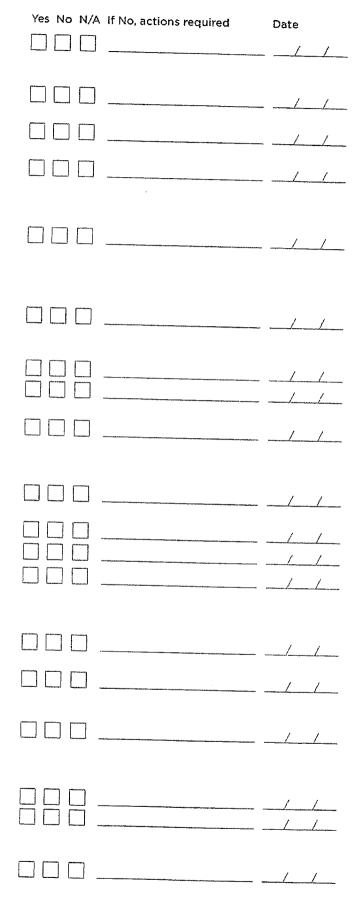
- 1. Are pedestrian areas separated from roads via signage and clear traffic markings?
- 2. Are there contingencies in place for the safe access of emergency vehicles if required?
- 3. Are speed limit signs posted?
- 4. Will traffic be monitored by a traffic warden?

F. Emergency management

- 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?



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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

- 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?

Yes No N/	A If No, actions required	Date
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N. Work at heights

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- 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?

Yes No N	٩/A	If No, actions required	Date
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]		/

Q.	Notifications	Yes	No	N/A	;
1.	If you are holding a fireworks display have you obtained copies of applicable notifications from				

/A If No, actions required

Date

	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)	
1.		. / /
2		
3		
4		
5		
6		
7		

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

www.risksupport.org.au

Catholic Church Insurance Limited ABN 76 000 005 210, AFSL no. 235415 GPO Box 180 Melbourne 3001

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1300 660 827

helpdesk@risksupport.org.au www.risksupport.org.au

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

TABLE 2. PERFORMING ARTS BUILDING -- MAXIMUM NO. OF EVENT PARTICIPANTS, TIME 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	8.00am	8.00am
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS	800	800	800	800	800	800	800

TABLES 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	8.00am						
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF EVENT PARTICIP ANTS	800	800	800	800	800	800	800

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	8.00am	8.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX NO. OF EVENT PARTICIPANTS (If Performing Arts Building <u>is</u> 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	8.00am						
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building <u>not</u> being used at same time)	500	500	500	500	500	500	500
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building <u>is</u> 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 new 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.

	MON	TUES	WED	THURS	FRI	SAT	SUN/PUBLIC HOLIDAY
START	4.00pm	4.00pm	4.00pm	4.00pm	4.00pm	8.00am	8.00am
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are <u>not</u> being used at same time)	250	250	250	250	250	250	250
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are being used at same time)	30	30	30	30	30	30	30

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

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	8.00am						
FINISH	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	8.00pm	5.00pm
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are <u>not</u> being used at same time)	250	250	250	250	250	250	250
MAX <u>NO. OF</u> <u>EVENT</u> <u>PARTICIPANTS</u> (If Performing Arts Building /Gyms are 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
						(6.00am	(6.00am
						summer)*	summer)*
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF						·	
CARS FOR	350	350	350	350	350	350	350
PARKING EVENT							

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 (6.00am summer)*						
FINISH	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	10.00pm	5.00pm
MAX NO. OF CARS FOR PARKING EVENT	400	400	400	400	400	400	400

- Tables 8 and 9 apply where the oval is used for an Event, including where parking on the oval itself is the Event ('parking Event').
- 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 Performing 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.
- The provision for earlier start times in summer months is to cater for Sorrento surf club carnivals and the City of Joondalup triathlon events which start early to address heat issues.

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 Hillarys Police Warwick Police Duncraig Fire Station

000* 9403 1000 9246 8333 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.

1

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 Emergency Command Centre 4. 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

Purpose

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

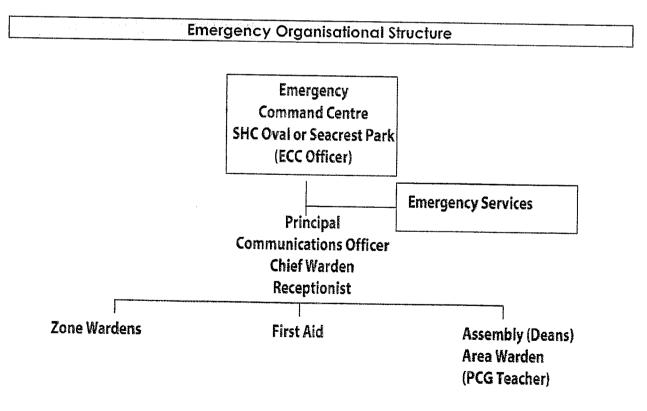
It is the responsibility of all staff to familiarise themselves with this procedure and all standard emergency orders.

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 stoff 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.



Command Staff – Emergency Personnel

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

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

Sarah Greaves

Trevor Lynch

Emma Killian

Lucio Cicchini

Jacqui Aldersea

Communication during an emergency will be by Mobile Phone:

- 1. Chief Warden
- 2. Deputy Chief Warden
- 3. Communications Officer
- 4. Emergency Command Centre
- 5. Reception

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.

0433 144 413

0412 028 874

0417 953 992

0407 761 118

9246 8200

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

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

- 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.

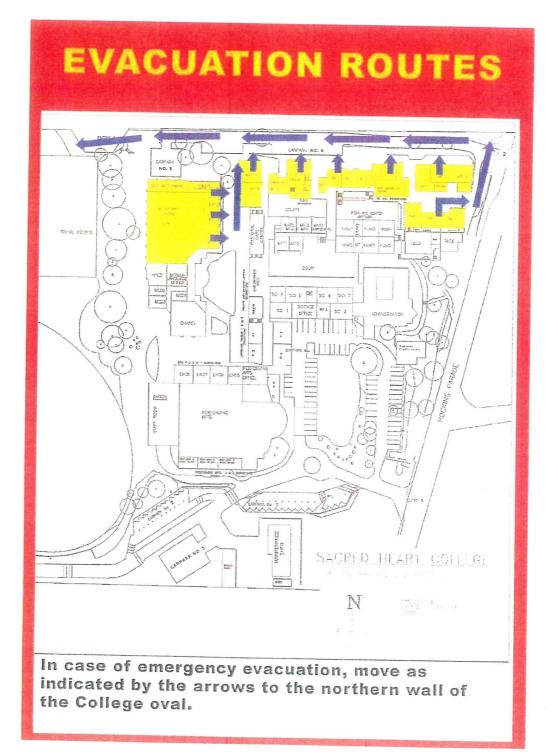
Deans of Year

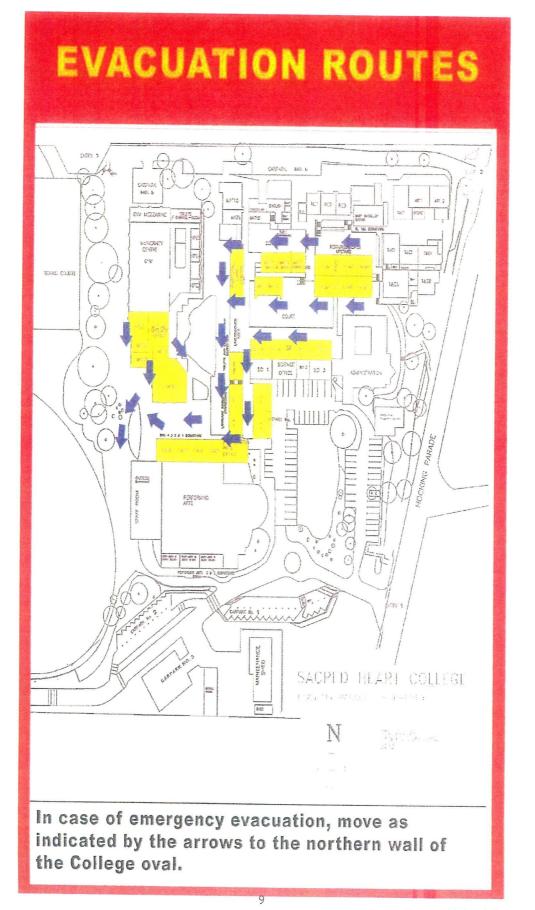
- Move directly to the Evacuation Point
- Contact PCC Receptionist, who will be at the Emergency Command Centre (ECC), to obtain a copy of your Year Folder which will contain:

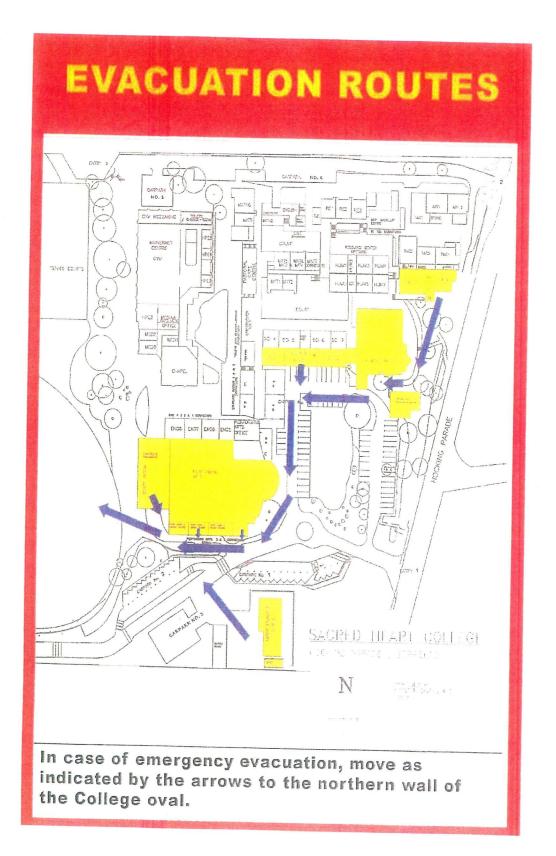
- A roll for each PCG class
- o Pen
- Distribute the above to the appropriate PCG Teacher
- If a PCG Teacher is missing, spare teachers will be available at the ECC.
- When PCG Teachers have completed marking the roll, they should report to the Dean.
- When all PCG Teachers have reported back, the Dean should report to the PCC Receptionist at the ECC.
 Names of any missing students should be reported back.
- Names of any missing students should be reported to the ECC immediately.

MAPS OF EVACUATION ROUTES

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.







Seacrest Oval (secondary location)



Zone Wardens - Role Description

Ensure all rooms are vacated (and locked)

Check toilets, corridors, offices

500 S

Report to Emergency Command Centre on Evacuation Point

ZONE A	Jarrod Wescombe Ext 222 Mob 0432838904						
	Humanities [Block Scien	ice 8		ths Rooms		Library
ZONE B	Panala Va	- *					
	Pamela Van Eyck Ext 232 Mob 0431059				808		
	1000	MacKillop Centre	T&E Block	<	O'Sullivan	Art Cent	re
70.05		·····					
ZONE C	Steve Martin Ext 268 Mob				0438099701		
	Administratio		Bld Toilet	Comr	nunity		n Rooms 5-8
		Bid Block Relations Hub					
ZONE D		Sim	one Stephe	an Evtí	2424466	111 / / 700	
	RNDM Office	Foyer	Music	Dan			Room
						Jan	KUOITI
ZONE E	lorden De -	- h - m - j					
	Jordan Roa Music Practic				04014798	581	
			Drama	A	uditorium		
ZONE F	Poonam Ho	sany Ext :	207	Mot	: 0451044	140	
	Science Bloc	k Scie	nce		a Rooms	the second s	Rooms 1-4
	1-7	Toile	ts	L		Cafe	1001113 1-4
ZONE G	Colin Bradle		205				
	1-5		CareerLi		A 5	Maths R	'ooms 8-10
708511							
ZONE H	Iulio Colo	- ()					
	Julie Cole Old Gym	Ext :		Mob 0416 023 603			
	ona o yini	Language I	Rooms	Chapel			
		a circumstant and a second		······			
ZONEI	1						
	Jannine McI Humanities			Mob			
	Office	Student Services	PCC Cł	nanging	, Room	English I	Rooms 9-11
		00111003			j		
ZONE J							
	Natasha Car		94	Mob	044766537	77	
	The Koort of and surrounds	Centre					
Back up Wa		nel Tierney E					
• / •		elle Borchard	∧1, 200 † Ext. 291		Mob 0414	1/64311	
	Chris	stine Levings	Ext 218 or		Mob 0421	241017	
	Lor	ia McQuade	e Ext 218		Mob 0413		

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.

Cross Walk Attendants

if going to secondary location:

Narelle Molloy M Lucie Rice M Non-PCG teacher to be allocated

Mob 0419 915 684 – Hocking Parade Mob 0404 760 748 – St Helier Drive (West) d – St Helier Drive (East)

Additional Key Points

- 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.

Emergency Procedures: Alarm Activated

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,

Emergency Procedures: Fire

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.

Emergency Procedures: Bomb Threat

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

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:

RECIPIENT

Name (print): Telephone number: Signature:

REMEMBER KEEP CALM - DON'T HANG

UP

BOMB THREAT

Emergency Procedures: Earthquake

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.

Emergency Procedures: Lock Down

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 <u>series of short blasts of the siren/bell</u>, 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.

A bell will sound when normal classes are to resume.

cappenes. Lock down - Notification

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:

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

The Teacher will:

- Lock the building exit doors. (1)
- Lock classroom doors and cover windows if possible. (2)
- (3) Move students away from doors and windows.
- Tell the students that there is an emergency and that the nature of the emergency is $\{4\}$ unknown at this time.
- Allow no one to go outside of the classroom until the all clear is given. (5) (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.
- A roll should be taken when the all-clear is sounded and any missing students should be (7) immediately reported to the PCC.

All other staff not involved in teaching will:

- Move to an area that can be secured. (1)
- (2)Lock all doors and windows.

(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

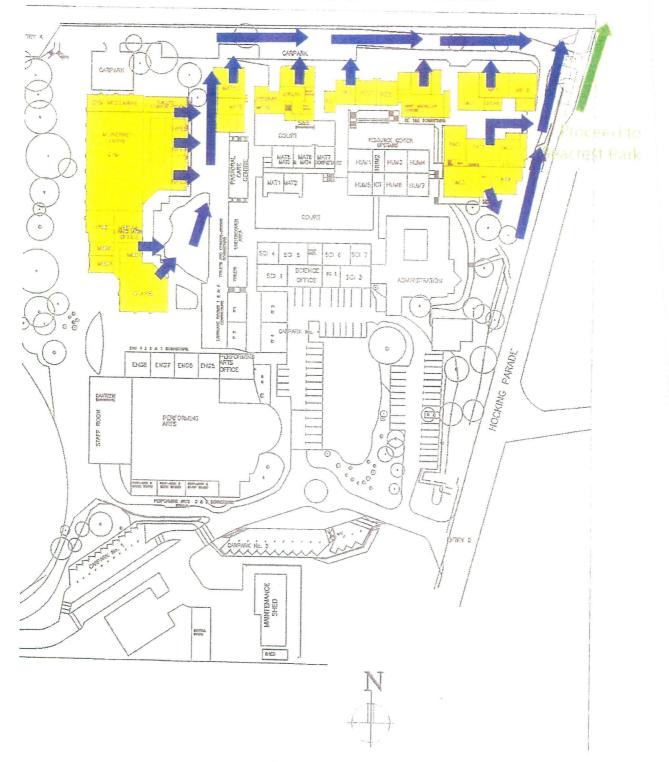
- Students to be moved via the safest possible way to the Evacuation Point where PCG teachers take a roll and report absentees to their Dean.
- If an emergency occurs during non-teaching times, all staff and students are to report to the Evacuation Point and sit in PCG groups under the direction of Deans 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.

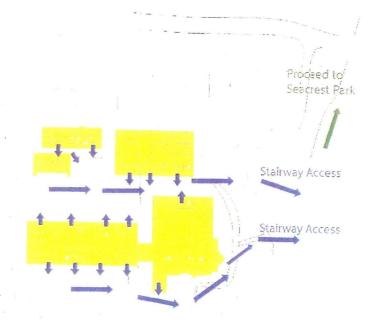
Evacuation Route Map 1 of 3

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



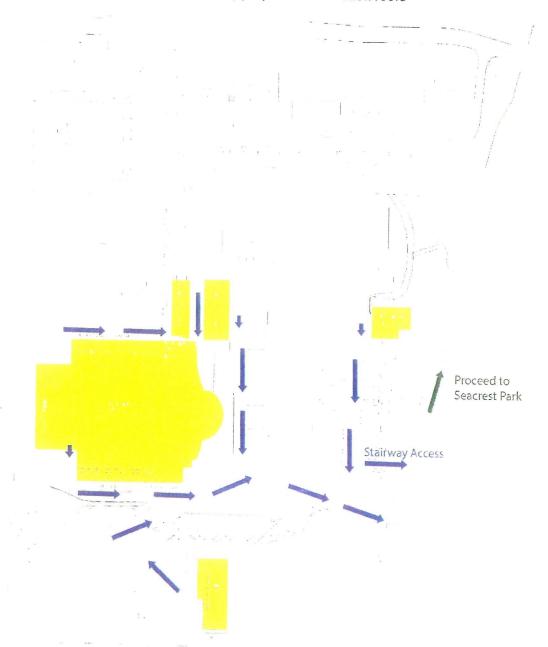
Evacuation Route Map 2 of 3

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



Evacuation Route Map 3 of 3

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





Technical Note ATTACHMENT 6

Subject:	Sacred Heart College - Travel Management Plan for Non-College Events
Date:	30th October 2019
Author:	Paul Nguyen
Client:	Sacred Heart College

This Travel Management Plan (TMP) has been prepared on behalf of Sacred Heart College to address the condition of approval for the use of school facilities for community purposes. Specifically, condition 7 is as follows:

"A Travel Management Plan shall be submitted to and approved by the City prior to the first of any noncollege Tier 1, Tier 2 or Tier 3 event (that attracts 150 or more Event Participants) being held at the subject site. Once approved by the City, the Travel Management Plan shall be implemented for all subsequent non-college Tier 1, Tier 2 or Tier 3 events that attracts 150 or more Event Participants".

Refer to the TMP map attached to the end of this document.

1st. Floor, 908 Albany Highway, East Victoria Park, WA 6101. P +61 8 9355 1300, F +61 8 9 355 1922, E admin@shawmac.com.au Y:\Jobs Active 2019\T&T - Traffic & Parking\Sacred Heart College_Traffic_1906007\Report\Sacred Heart College_Travel Management Plan_TN_V2.docx

c & Civil Engineers



Instructions for Event Holders

Car Park D, E and F Closure

The school will ensure that Gate 2 (Hocking Parade) will be closed and locked prior to any non-college event. It is also recommended that the school provide the barriers to Gate 3 (Bahama Close) and Car Park D to ensure that no parking occurs in these areas.

Oval Parking Setup

Overflow parking should be set up on the oval as below or in a similar layout achieving several rows of parking. It is recommended that this is set up using a post and rope barrier to prevent attendees from moving the barriers. Each row should be at least 12 metres wide to provide adequate room for parking and reversing out.

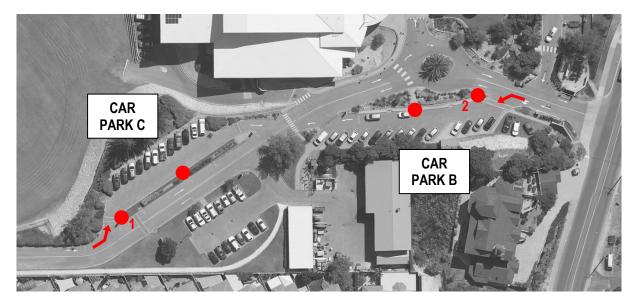




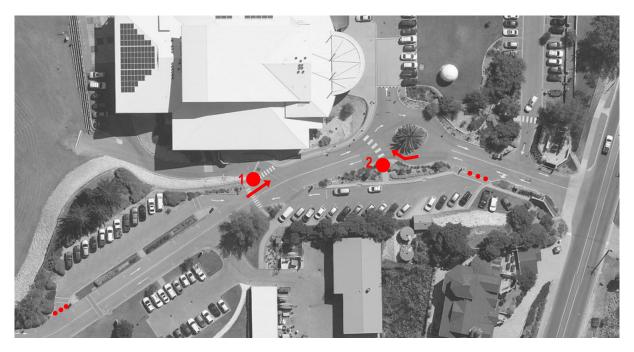


Entry Procedure

It is recommended that two traffic controllers are available in each car park below prior to the expected arrival period of the event. It is recommended that 'walkie-talkies' are used so that the controllers can communicate.



- 1. The controllers should direct vehicles to fill the closest car parking area until full (i.e. controller 1 directs vehicles into Car Park C, controller 2 directs into Car Park B).
- 2. Once full, the entrance should be closed off with traffic cones (or a similar barrier) and two of the controllers should move into their second position below directing vehicles into Car Park A.



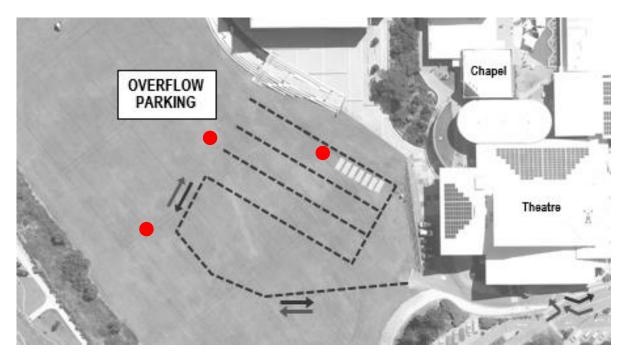
3 | P a g e



3. Once Car Park A is full, the entrance should be closed off with traffic cones (or similar barrier) and the traffic controllers should being to direct vehicles to the overflow car parking on the oval.

At least two three traffic controllers should be made available to direct vehicles into the overflow parking including:

- 4. One controller at the bend directing vehicles towards the aisle;
- 5. One controller directing cars into the next available aisle. Once an aisle is filled, it should be cordoned off and traffic directed to the next aisle; and
- 6. One controller directing cars into the individual spaces and advising the other controllers when the aisle is full.



All cones blocking off car park entrances and overflow parking aisles should be removed at the end of the arrival period.

Exit Procedure

Less direction is required for the exit procedure. A traffic controller should be stationed at the top of the ramp from the oval to direct all vehicles to turn left from the ramp.





Instructions for Attendees

Parking Procedure:

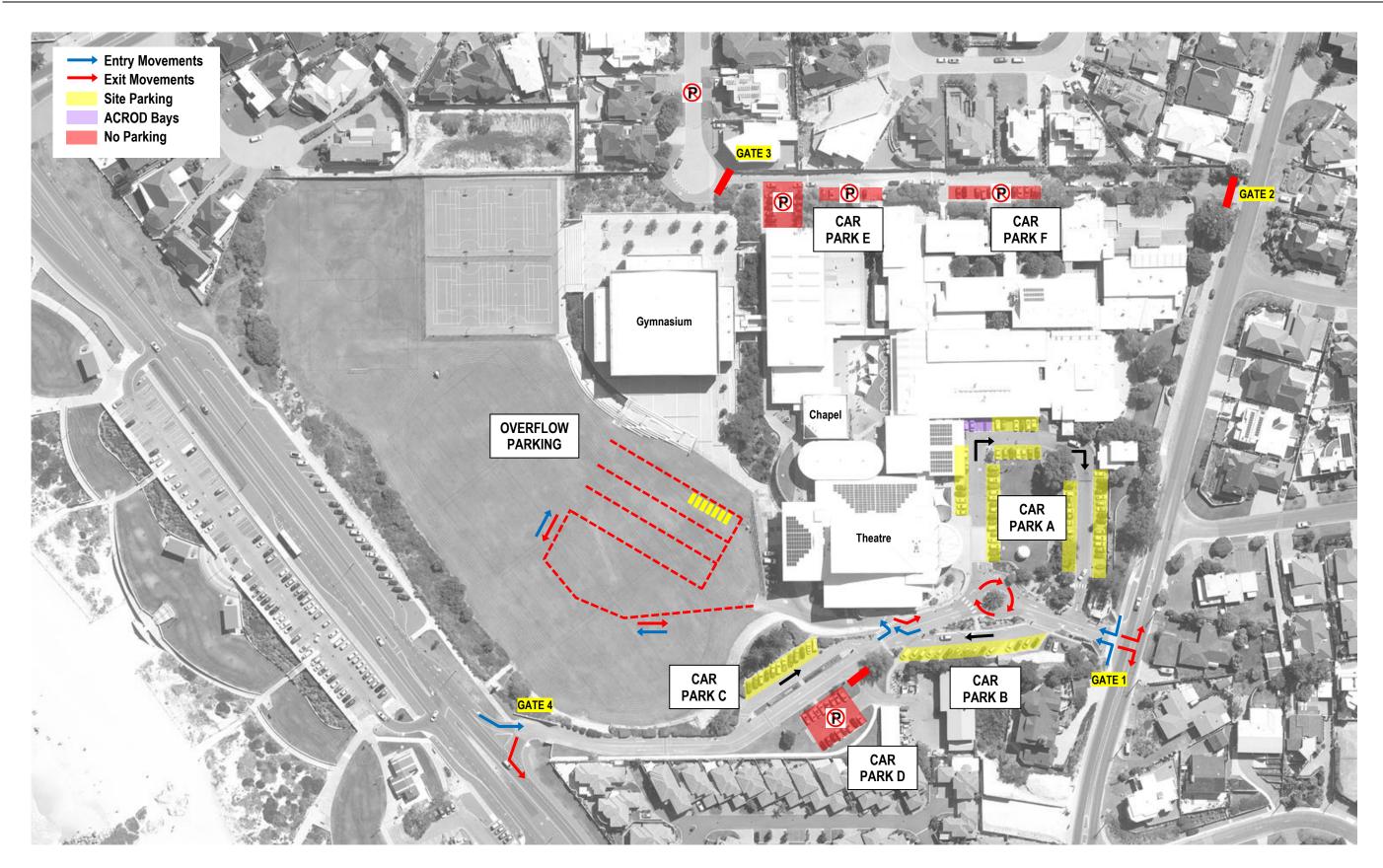
- 1. Please only enter and exit the site via Gate 1 (Hocking Parade South Entry) and Gate 4 (West Coast Drive). Gate 2 (Hocking Parade North Entry) and Gate 3 (Bahama Close) will be closed.
- 2. Park in Car Park A, B and C where bays are available and as directed. When the parking bays are full, proceed to the overflow parking on the oval. All car parking areas are one way and so you can easily continue on if all parking bays are full.
- 3. When leaving the oval parking, turn left at the top of the ramp and use the roundabout to turn around if you wish to leave via West Coast Drive.
- 4. Refer to the attached Parking and Access Map for the parking layout and procedure.

Other Notes:

- Please consider walking, cycling or using public transport where possible. There are bus stops located on West Coast Drive adjacent to the oval and on Hocking Parade close to the main entrance.
- Adhere to the 10km/h speed and follow any instructions from staff.
- Do not park along Bahama Close. Access into the site from the cul-de-sac will be blocked.
- Please be mindful of neighbours, particularly at night and on weekends.









ATTACHMENT 7

GABRIELS HEARNE FARRELL



Page 1

Enquiries: Michael Ferguson michael@gabriels.net.au Ph: (08) 9474 5966 18th February 2020

Project No.: 20-012B

Rev A

SACRED HEART COLLEGE 15 Hocking Parade Sorrento WA 6020

Attention: Stephen Martin

SACRED HEART COLLEGE OUT OF HOURS GYMNASIUM HIRE

ENVIRONMENTAL ACOUSTIC OPINION

Gabriels Hearne Farrell Pty Ltd has been requested to undertake a review of the proposed out of hours hiring of the new Gymnasium at Sacred Heart College, Sorrento. It is our understanding that the City of Joondalup has requested a comment on the potential for environmental noise emissions to the neighbouring noise sensitive residences.

1. Background

The gymnasium was completed construction late 2016. It is our understanding that since completion there have been no acoustic concerns raised by the neighbouring residences. The distance to the closest adjacent noise sensitive receiver position is approximately 35m. See site image below:



Image 01 - Aerial Image of Existing Gymnasium

2. Proposed Usage

The College has requested a review of the potential noise emissions likely should the gymnasium be hired out for external use. It is our understanding that this use will be limited to general sporting and recreational use, with no amplified music allowed.

Operating hours have been proposed for Monday to Sunday, 9am to potentially 8pm.

3. Environmental Protection (Noise) Regulations 1997

In Western Australia, noise emissions from one site to another are governed by the Environmental Protection (Noise) Regulations 1997. Whilst noise emissions from the existing gymnasium use is generally considered "Community Noise", which is exempt from compliance with the Regulations, as the proposed usage is now a commercial arrangement all noise emissions during this time must comply.

The noise transmission to these residences must not exceed the Assigned Noise Levels outlined below (based on no commercial premises, nor any major roads within 450m):

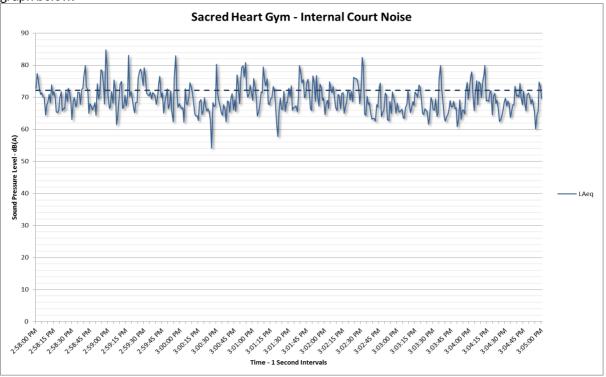
Type of premises receiving	Time of day	Assigned Noise Level (dB)		
noise		L _{A10}	L _{A1}	L_{Amax}
Noise sensitive premises; highly sensitive area.	0700 to 1900 hours Monday to Saturday	45	55	65
(i.e. within 15m of a residential building)	0900 to 1900 hours Sunday and public holidays	40	50	65
	1900 to 2200 hours all days	40	50	55
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays.	35	45	55

Table 01 – Relevant Assigned Noise Levels for Adjacent Residences

4. Predicted Noise Impact of Gym Hire

A site visit was undertaken on the 17th February, 2020, with the purpose of obtaining potential noise emissions of typical gym activity noise. Based on the description given for out of hours hire, it is expected that the schools current noise levels will be similar to the existing use.

Internal 1 second L_{Aeq} measurements were taken during this site visit when both playing courts were occupied (one with badminton and the other with volleyball). The results of which can be seen in the graph below.



Graph 01 - 1sec LAeq Measurements of Internal Gym Use

The dotted line in the graph is the overall average noise level of L_{Aeq} 72 dB(A) for the 7 minute time period measured.

Further measurements were conducted externally, approximately 10m from the ground floor glazing to the North, as well as at the schools boundary position. However, during these measurements the activity noise from the gymnasium was only audible at the 10m position, and even then was only audible during balls bouncing, whistle blows, and the occasional shout. Therefore these noise measurements of approximately 54 dB(A) were only measuring general ambient noise levels (i.e. wind in the trees, traffic in the distance, etc.)

Further predictive noise emission calculations were undertaken. Based on the existing 10.38mm laminated glass and perforated Coruline ceiling system as the greatest acoustic weaknesses in the building envelope, these calculations are indicating that compliance is easily achieved with the evening / Sunday daytime noise criteria. Even if the internal noise levels were to increase up to 85 dB(A), compliance should still be easily achieved.

5. Conclusion

The potential noise emissions from the out of hours use of the Sacred Heart College Gymnasium has been assessed. Based on our noise measurements and predictive calculations it is our view that should the venue be hired out for sporting use (or similar noise level / type activities) compliance with the *Environmental Protection (Noise) Regulations 1997* will be easily achieved. This is on the basis that all North facing doors and windows are closed during operation and no amplified music or similar is played.

If you have any queries regarding any of this please call the undersigned on 9474 5966.

Michael Ferguson

Associate Director B.IntArch(Hons) M.A.A.S.

GABRIELS HEARNE FARRELL PTY LTDMember Firm - Association of Australasian Acoustical ConsultantsA Unit 3 / 2 Hardy St South Perth WA 6151P (08) 9474 5966E michael@gabriels.net.auW gabriels.net.auM 0423 880 388