

Agenda

Council Meeting

Monday, 9th August 2021

Commencing at 7.00pm

via the Zoom platform and live streamed

kingston.vic.gov.au

Tim Tamlin
Interim Chief Executive Officer
Kingston City Council

Notice is given that a Meeting of Kingston City Council will be held at 7.00pm on Monday, 9 August 2021 via the Zoom platform and live streamed.

1. Apologies

2. Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest

Note that any Conflicts of Interest need to be formally declared at the start of the meeting and immediately prior to the item being considered – type and nature of interest is required to be disclosed – if disclosed in writing to the CEO prior to the meeting only the type of interest needs to be disclosed prior to the item being considered.

3. Corporate Services Reports

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4. Confidential Items

Nil

3. Corporate Services Reports

9 August 2021

Agenda Item No: 3.1

COMMERCIAL USE OF COUNCIL LAND APPLICATION - HOLIDAY FUN FAIR

Contact Officer: Morgan Henley, Festivals and Events Coordinator

Purpose of Report

To seek Council's endorsement on a Commercial Use of Council Land application to facilitate a Holiday Fun Fair in Highett.

Disclosure of Officer / Contractor Conflict of Interest

No Council officer/s and/or Contractor/s who have provided advice in relation to this report have declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. Endorse the proposal for the Holiday Fun Fair to be held at Sir William Fry Reserve, Highett from 17 – 30 September 2021, subject to the applicant satisfying a range of conditions including: State Government approval for a Public Event, COVID safety measures, event management measures, obtaining a Place of Public Entertainment Permit and an Asset Protection permit, and agreement to a Commercial Use of Land fee.
2. Approve the applicant accessing Council infrastructure for the provision of electricity; and
3. Provide delegation authority to CEO to determine Commercial Use of Land Applications until April 2023, to allow for quicker response times during COVID recovery period.

1. Executive Summary

The Commercial Use of Land policy adopted August 2018, requires a resolution of Council for any proposed events with a duration of two days or more.

In response to the recent cancellation of the Melbourne Show for 2021, Smart Amusements have applied to operate a Holiday Fun Fair at Sir William Fry Reserve, Highett for two weeks coinciding with the September School Holidays.

The applicant has been successfully coordinating a Summer Carnival in Mordialloc for the past six years.

Under the State Government Restricted Activity Directions, Amusement Parks are allowed to operate within capacity limits and a density quotient. As the proposed event is expected to exceed 1,000 attendees per day, the State Government COVID-19 Public Events Framework (the Framework) also applies. Under the Framework the proposed event is classified Tier 2 and requires State Government approval to proceed.

The application has been canvassed with internal stakeholders for their assessment. The consensus is to support the application with any minor concerns raised being mitigated by the inclusion of special licence conditions, should the proposal be endorsed by Council.

2. Background

Smart Amusements have been operating the Mordialloc Summer Carnival, at Peter Scullin Reserve, Mordialloc for the past six years. This annual event has become very popular throughout this period and is well supported by internal stakeholders and local residents.

On Wednesday 28 July, the Royal Agricultural Society of Victoria announced the cancellation of the Royal Melbourne Show for 2021. This event was due to commence on 23 September and run for 11 days. Smart Amusements had been scheduled to participate in the Royal Melbourne Show.

If the proposal is approved by Council, the operators will be issued a licence agreement for the purpose of operating the Holiday Fun Fair. This agreement will include standard conditions along with specialised requirements set but the relevant internal departments including Open Space, Environmental Health, Property Services and Events.

The Holiday Fun Fair would also be subject to a Place of Public Entertainment Permit issued by the City Development department. This permit requirement is triggered by the operator's amendments to their standard operations to meet the requirements of the Framework. The operators are aware of this requirement and successfully obtained a Place of Public Entertainment Permit for the Mordialloc Summer Carnival 2020/21.

3. Discussion

3.1 Council Plan Alignment

Goal 3 - Our connected, inclusive, healthy and learning community
Direction 3.4 - Promote an active, healthy and involved community life

This proposed event represents an opportunity for the Council to directly achieve Action 3.4.1.1 To support community run events in Kingston to promote community connection.

The facilitation of events is considered a key component to support community recovery and reconnection following lockdown restrictions.

3.2 Consultation/Internal Review

Internal consultation has been undertaken with all relevant Council departments. Previous experience with the operators facilitating the Mordialloc Carnival successfully for many years, provided confidence to support the proposal.

3.3 Operation and Strategic Issues

3.3.1 The Proposal

Holiday Fun Fair - Sir William Fry Reserve, Highett

Friday 17 – Thursday 30 September 2021 (two weeks)

These dates have been selected to coincide with the September School Holidays and historical timing of the Royal Melbourne Show.

Consideration has also been made to avoid conflict with the Kingston Farmers Market, on Saturday 2 October.

The coordinators propose the Holiday Fun Fair involving:

- Fifteen amusement rides
- Six amusement games
- Two showbag stands
- Three food trucks

The operators have prepared the site map attached in Appendix 1, to demonstrate the area of Sir William Fry Reserve to be occupied by the Fun Fair and the positioning of infrastructure to effectively manage COVID-Safe directions for Tier 2 public events.

The map also illustrates the inclusion of a fence around the perimeter of the area to assist with crowd management. Historically, the operators prefer not to fence events to maintain Reserve access for other Reserve users. However, to meet COVID requirements the operators must fence the area to effectively limit capacity and abide by density quotients.

The fenced area proposed will not take up the whole of the park. The skate park, playground area, lake and some other park areas will still be accessible to the public during this time.

Initially the operators proposed including fireworks as part of the activity. However, after taking on board officer concerns about the impact on surrounding residents, the operators have withdrawn this element.

The operating times proposed by the coordinators are:

- Bump-in and bump out:
 - 11 – 16 September 2021, 8am – 8pm
 - 1 October 2021, 8am – 10pm
- Event duration: 17 – 30 September
 - Operating Hours: 10am – 7.30pm
 - Pack down and cleaning: 7.30pm – 10pm

To ensure the Carnival operates in accordance with COVID-Safe requirements, the operators propose facilitating three separate timed sessions per day for up to 2,000 attendees per session. The session times proposed are:

- 10am – 12.30pm
- 1.30pm – 4pm
- 5pm – 7.30pm

To facilitate an event of this size, six days of construction and inspection would be required prior to the event commencing; 11 – 16 September. At the end of the event an additional one day would be required to dismantle the site; 1 October.

3.3.2 Second Issue Internal approval process

Applications to use Council owned or managed land are subject to a review process managed by the Events Team. This process works to ensure the safety of event patrons and appropriate use of the space.

The Events Team has confirmed the operator's understanding of the State Government directions for the activity and requirements under the COVID-Safe Public Events Framework. In accordance with these directions, the operator has prepared a COVID-Safe Event Plan and submitted the Plan to the Victorian Government for approval.

The proposal and requirements have also been discussed with various internal department for their feedback – as detailed below.

Open Space

The team are comfortable that the operators have previously demonstrated their respect for the open space and capacity to abide by conditions set for a similar event at Peter Scullin Reserve, Mordialloc.

There were some concerns regarding damage to the Reserve surface from sustained occupation by large equipment, vehicle movement and foot traffic. Advising the area may require substantial rehabilitation works post event.

It is proposed that these concerns be mitigated with licence conditions and pre-event site inspections, with the knowledge that some damage will occur. The Reserve will also be safeguarded by an Asset Protection Permit.

Property Services

Due to the commercial nature of the application, it is proposed a Commercial Use of Land Fee will be applied to the Fun Fair. The current fee for a Primary Site such as Sir William Fry Reserve is \$1,160 per event day + \$580 per bump in / bump out day + \$270 licence preparation fee.

The applicant will also be required to obtain an Asset Protection Permit covering Council's infrastructure in the proposed area of occupation. The fee for this permit is \$290 + \$1,500 refundable deposit. While a ground rehabilitation cost of \$1,500 is incorporated into the Commercial Use of Land Fee.

City Development

Due to the addition of a perimeter fence, the Fun Fair will also require a Place of Public Entertainment (POPE), a requirement under section 49 of the *Building Act 1993*. This permit will determine specific site requirements including the number of facilities e.g. emergency exits, toilets and drinking water.

The POPE permit process will commence if the proposal is endorsed by Council. The applicant has advised they are aware of this process and have obtained POPE permits in various other locations. The POPE Permit application fee is \$1,000.

Total fees payable to Council for the proposed event is \$21,860 + \$1,500 refundable deposit.

3.3.3 Access to onsite electrical supply

The applicant is aware of Council infrastructure in the area of proposed occupation, providing potential access to electricity. In an effort to reduce the negative environmental impact of using diesel generators for the provision of power, the applicant has requested access to Council's power, to operate a portion of the Fun Fair infrastructure. The remaining portion of infrastructure will be powered with the use of generators. If approved, this use of Council's power will be subject to relevant licence conditions.

3.3.4 Consideration for Local residents

Throughout the review of the application there has been awareness of the close proximity of the proposed event location to residential properties with particular consideration to noise. Previous events at the Reserve have attracted some negative feedback on the grounds of noise.

The applicant has been made aware of residents' concerns with noise generated by events and included a Noise Management Plan as part of their application. The plan includes several noise mitigation strategies and control processes including:

- Reducing proposed event conclusion time from 10pm to 7.30pm
- Amending site layout to position speakers and louder equipment at the greatest distance from residents
- Acknowledgement of the Environmental Protection Authority Regulations for Event Noise
- A schedule of onsite noise monitoring at regular intervals
- Notification to residents, including two free tickets to attend the event
- Complaint management process

Officer comments and discussions with the applicant have been guided by a desire to balance community access to open space while also providing opportunities for community recovery and reconnection following lockdown restrictions. Events are considered a key component to support community connection especially during school holidays.

3.4 Options

3.4.1 Option 1 – Endorse

Council can support the proposal for full duration of the application.

The lease process and Place of Public Entertainment and Asset Protection Permits would then proceed.

3.4.2 Option 2 – Reject

Council can reject the proposal – or modify at their discretion.

4. Conclusion

Approval is sought from Council to issue a licence agreement for the Holiday Fun Fair to take place at Sir William Fry Reserve, Highett from 17 – 30 September 2021. This agreement would be granted on conditions of the applicant:

- obtaining State Government approval to facilitate a Public Event
- obtaining a Place of Public Entertainment Permit
- obtaining an Asset Protection Permit
- paying the prescribed Commercial Use of Land Fee

In addition, Council approval is sought on the applicant's request to access Council infrastructure for the provision of electricity.

4.1 Environmental Implications

Not applicable

4.2 Social Implications

Officer comments and discussions with the applicant have been guided by a desire to balance community access to open space while also providing opportunities for community recovery and reconnection following lockdown restrictions.

4.3 Resource Implications

Council resources will be used to support this event including Events, Open Space and Traffic advice and compliance work. No additional Council budget or staffing is required. This work can be accommodated using existing resources, and is offset by the fees collected as set out in the recommendation.

4.4 Legal / Risk Implications

Not applicable

Appendices

Appendix 1 - Smart Amusements - Holiday Fun Fair - Sir William Fry Reserve, Highett - Site map (Ref 21/190635) [↓](#)

Appendix 2 - Commercial Event application - Smart Amusements - Holiday Fun Fair - Sir William Fry Reserve, Highett (Ref 21/190672) [↓](#)

Appendix 3 - Smart Amusements - Holiday Fun Fair - Sir William Fry Reserve, Highett - Event Management Plan (Ref 21/190676) [↓](#)

Appendix 4 - Smart Amusements - Holiday Fun Fair - Sir William Fry Reserve, Highett - Noise Management Plan (Ref 21/190679) [↓](#)

Author/s: Morgan Henley, Festivals and Events Coordinator
Reviewed and Approved By: Tracey Cheeseman, Manager Communications and Community Relations
Tony Ljaskevic, General Manager Corporate Services

3.1

COMMERCIAL USE OF COUNCIL LAND APPLICATION - HOLIDAY FUN FAIR

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City of Kingston Event Notification Form - Commercial



Submission date: **4 August 2021, 7:52AM**
 Receipt number: **ENF-77**
 Related form version: **4**

Applicant Details

Contact name	Jane Jones
Phone number	0414908863
Email address	jane@xtraordinaryevents.com.au
Postal address	18 Nelson st Sandringham VIC 3191

Event Details

Event Name	Holiday Fun Fair
Event location	Sir Wiliam Fry
Event date	17/09/2021
Event set-up times	8am - 8pm
Event times	10am - 7.30pm
Event pack-down finish times	8am - 10pm
Is this event recurring over multiple days or do you require a backup date?	No

Recurring date

Recurring date setup times

Recurring date pickup times

Backup date	
Backup date setup times	
Backup date pack up times	
Contact name during event	Jane Jones - Event Manager
Contact phone number during event	0414908863
Who is the target audience?	Families with children in the Kingston and Bayside areas
How many attendees are you expecting at the event? Please describe the number of guests, performers, volunteers and participants	5000- 7000 per day spread over 3 sessions per day
Number of performers/volunteers/staff?	80
Are you charging an entry fee?	Yes
How much is the entry fee?	3
Has the event been held previously?	Yes
When has this event been held previously?	Yes the event is very similar to the Mordialloc Summer Christmas Carnival but on a larger scale
Please provide an overview of your proposed event. On the following pages you will be asked to provide more specific details, upload a map and any other supporting documentation.	The Holiday Fun Fair is a family event to be held from 17th - 30th September. The event has come about with the cancellation of the Royal Melbourne Show. The event will be held at Sir William Fry Reserve and will consist of amusement rides, games, showbags, food trucks, market stands, roving entertainment and potentially fireworks. The event will be run over 3 x 2.5 hour sessions per day. No alcohol will be served at the event. Bump in will be from Saturday 11th September and bump out will be on Friday 31st September. The event may be sponsored by KIIS radio.
Please upload your Site Layout Map:	Map D1.pdf

Temporary Structures

Will the event include the use of any of the following: **marquees
amusement rides and inflatables
tables and chairs**

How many marquees and what are the dimensions? **2 x 3 x 6m marquees**

What are the stage dimensions?

Please provide details of temporary flooring or storage containers e.g. Wooden dancefloor or 3 x 3m temporary storage container

Please provide dimensions and other details about the amusement rides or inflatables **Dimensions of amusement rides will be put on the map**

How many chairs and tables? **30 tables with 120 chairs**

Please provide details of your other structure

Do you think you require a Building Permit? **Yes**

Please upload a copy of your building permit for the structures above

Other Site Details

Are you planning any of the following at your event? **Fireworks, flares or pyrotechnics
Food provision
Sound amplification**

Fireworks, Flares or Pyrotechnics

Are you planning to deploy fireworks, flares or pyrotechnics? **Yes**

Have you notified the Civil Aviation Safety Authority? **No**

Please upload your CASA approval and a Certificate of Currency and safety plan for the qualified pyrotechnician. If you do not have one yet, this will need to be provided prior to the event. Evidence of WorkSafe cover for the licensed pyrotechnician is also required. This document is generally available upon request from your pyrotechnics contractor

Have you notified the local Fire Station? **No**

Have you notified local residents of the fireworks or pyrotechnics display date and time, including information on how to minimise the possible effect on pets? **No**

Food Service

Will food be sold or served at this event? **Yes, sold by a food truck or vendor e.g. coffee cart**

Alcohol Service

Will alcohol be sold or served at your event?

Please outline the measures in place to promote responsible service of alcohol and prevent under-age drinking

Do you have a Liquor License?

Please upload a copy of your Liquor License. If you do not have one yet, this will need to be provided prior to the event.

Sound Amplification

Will there be amplified noise or sounds at the event? **Yes**

Please describe your measures to reduce and control noise during the event, or upload your Noise Management Plan below.

Music will be played from an amplifier and we will measure and record the sound regularly to ensure the volume is below the legal limit. All speakers will be faced away from residential housing where practical.

Noise Management Plan Upload

[Noise Management Plan.pdf](#)

Raffle, Bingo or Gaming Licenses

Are you running a raffle, bingo or other gaming activity?

Please describe the type of activity and the value of prizes.

If you have secured a permit for this activity upload it here

Traffic and Transport

Factors for Consideration:

Where will your attendees park their cars?

Attendees will park in car park area in Sir William Fry Car Park and also along Nepean Hwy service Roads

Do you require vehicle access to a park or reserve through a locked gate or access to a public toilet that is usually locked at this time of day?

Yes

Will the event result in any disruption to or impact on regular public transport services?

No

Have you already submitted the Traffic Management Plan to the PTD?

Date of Traffic Management Plan submission to the PTD:

Has the Public Transport Division (PTD) requested that you submit a Traffic Management Plan?

Management Plans

Have you been in communication with any representatives from Kingston Council with regards to your event? **Yes**

Please list the representatives you have been in contact with: **Morgan Henley and Christine**

Have you read the Events Guide listed on our web page? **Yes**

Please indicate which organisations have been notified in writing of this event

Victoria Police: **Not Notified**
 St John's Ambulance: **Not Notified**
 Metropolitan Fire Brigade (MFB): **Not Notified**
 Country Fire Authority (CFA): **Not Notified**
 State Emergency Services: **Not Notified**

Have you prepared a Risk Management and/or Emergency Management Plan? **Yes**

Please upload your Risk Management or Emergency Management Plans. The detail provided should be comparable to the scale and nature of your event. [Holiday Fun Fair - Event Management Plan V1 4 August 2021.pdf](#)

Have you appointed a Safety Officer for your event? **Yes**

Enter the full name of the appointed Safety Officer **Jay Jones**

Phone number of the appointed Safety Officer **0407588534**

Are you Hiring Staff for This Event? **Yes**

Please upload a Copy of Your Workcover Insurance, if applicable. If you do not have one yet, this will need to be provided prior to the event. [Smart Amusements 13795548 WorkCover Insurance Certificate of Currency 30 June 2021.pdf](#)

Are you hiring security personnel for this event? **Yes**

What is the name of the security company you have engaged? **Australia Day Night Security**

How many security guards have you engaged? **2**

How many toilets are you providing, if any? **10**

Environmental Management and Access

Which of the following provisions have you addressed?

- Post-event cleanup including rubbish removal
- Adequate and accessible toilet facilities for attendees
- Accessible parking bays
- Inclusion of symbols on your signage
- Clear, unobstructed paths of travel both inside and surrounding the event perimeter

Other Information

Would you like to provide any other information about your event?

Please upload any additional documentation if you wish

Insurance Coverage

Have you got public liability insurance covering this event? **Yes**

Please upload a Certificate of Currency for Public Liability Insurance covering this event.

[Smart Amusements COC to 11 December 2021.pdf](#)

Declaration

Please confirm **I agree to the conditions outlined above**
I agree to leave the site as I found it

Print Name **Jane Jones**

Organisation **Smart Amusements**

Position Held **Business Manager**

Signature

A handwritten signature in black ink, appearing to be 'G. J. J.', written on a light gray background.

[Link to signature](#)

HOLIDAY FUN FAIR
17TH SEPTEMBER – 30TH SEPTEMBER 2021
SIR WILLIAM FRY RESERVE HIGHETT

EVENT MANAGEMENT PLAN

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Event Information

Event Details

Event Name:	Holiday Fun Fair
Event Date:	17 th September – 30 th September 2021
Venue:	Sir William Fry Reserve, Highett
Capacity of Venue:	2000 People at any given time, 3 session per day
Event Times:	3 session per day 10am – 12.30pm, 1.30pm – 4pm and 5pm – 7.30pm
Event Staff:	Approximately 65 Event staff + 15 contract staff
Event Volunteers:	0
Bump In:	From Saturday 11 th September 2021
Handover in original condition:	Friday 31 st September 2021

Event Management

Organisation:	Smart Amusements
Team Leader Festivals and Events:	Jay Jones 0407 588 534
Events Officer:	Jane Jones 0414 908 863
Operations Manager:	Jay Jones 0407 588 534

Event Promotion

This event was promoted through the following channels:

- Smart Amusements website and social media sites
- Kingston Council website and facebook page
- Realestate boards
- Local letter box mailout
- EDM'S

Event Management and Staff

Event Control

Event Control will be located in an office at the event. Event Control will be staffed during all hours of the event and will provide the following:

- Communication with Event Management staff and contractors
- Emergency Coordination Centre
- First aid assembly
- Break/lunch area
- Security for event staff valuables

The phone number for Event Control is 0414 908 863

Event Management Team

The Event Management Team will be based at Event Control, with a representative of the EMT present at the Event Control Centre throughout all operating hours of the festival. Any issues must be referred to the Event Management Team for resolution. Staff and volunteers will be identified with the appropriate lanyard.

Key Contact List

Name	Position/ Company	Phone
Jay Jones	Health and Safety Officer	0407 588 534
Jane Jones	Event Coordinator	0414 908 863
Andrew Wilson	Area Warden	0402 925 520
Morgan Henley	Event Facilitator – Kingston Council	0438 516 829
TBC	COVID Marshal Leader	TBC

Area Wardens

The event area has a designated Area Warden (staff member) who is responsible to oversee the area safety and for coordinating activities and assisting stakeholders and patrons in their designated area. Area Wardens are to provide regular updates and communicate any issues to Event Control and are able to seek advice from the Event Manager.

The areas and roles are as follows:

Area	Warden	Area
1	Andrew Wilson	Event Area

Communication

A two-way communication system is provided to event staff, security personnel, key contractors and first-aid staff. Smart Amusements own the two way radios which are being supplied for the event.

The radios are available onsite from 17th September 2021. All two-way radios must be signed out at the event office with number allocation and accessories, and signed back in again at completion of use. The Office manager has been appointed to monitor and record all communications during the festival

Radio Protocol

Making Your First Call

1. First listen to ensure the channel is clear for you.
2. Press the PTT (Push-To-Talk) button.
3. After 2 seconds say:
 - (Your name)
 - Followed by "To" (say recipient's name)
 - Ensure you wait 2 seconds after pressing the PTT button before you begin to speak. (Many people have a habit of hitting the button and speaking at the same time, this causes the first few words to be cut off.)
4. Once the person replies, convey your message.

A Typical Radio Conversation

A typical radio conversation sounds like this:

You: Matt to Marie

Recipient: Go for Marie

You: I need 2 bags of ice delivered to stage 2, Over

Recipient: Copy that, do you need water as well Over

You: Negative just ice, Matt Out.

Recipient: "Copy, on its way, Marie Out.

Other Notes on Radio Use

- At the beginning and the end of your transmission you pronounce your name so that people know who is talking
- Please ensure to treat your radio with respect. They are very expensive and there will be costs associated with their damage or loss.
- Stay on your channel, if you need to have a long conversation with someone thi may be better done over a phone.
- Be aware of your radio and its buttons. Sometimes you might be carrying something or even standing around and accidentally key it. Please avoid this as a queued radio clogs up the channel and makes it hard to communicate.
- Be very aware of your dials. Most walkie-talkies have an on/volume dial and a channel dial. Often, depending on how a radio is worn, you can accidentally switch

channels or turn your volume down. Check your dials from time to time. If in a situation where you think you've bumped your channel dial and are unsure/unable to check you could just do a quick radio check and listen for the right voices, ask directly about being on the right channel or very quickly switch all the way down to channel 1 and count up from there back to your channel.

Channel Listing

All staff, managers, contractors and security on channel 1

Radio Allocation

Name	Role
Jay Jones	Health and Safety Officer
Jane Jones	Office Manager/ Event control
Andrew Wilson	Area Warden
COVID Marshal	COVID Marshal
Security	Security

Other lines of communication:

- Event Manager, wardens, event office will all have mobile phone.
- Mega phones are located in event office

Site Safety, Management and Facilities

The event is on Sir William Fry Reserve Highett. Members of the public have access to the majority of the site except for Event Office and Back of House areas (behind rides, food, showbags and games). The Event Manager will complete a safety inspection of the site in the week leading up to the event to identify any safety issues and daily site inspections.

Emergency Management Plan

Please refer to page 20 for the Emergency Management Plan.

Public Health and Safety

A safety inspection of the site will be undertaken during bump in to identify any safety issues for the staging of the event by Event Managers. Further inspections are undertaken each day by Event Managers.

First Aid

First Aid officer will be onsite for the event and will be located at the Event Site Office. There is a first aid officer onsite from 10am – 8pm on all event days.

Please refer to copy of incident report form – Appendix 3

Security, Crowd Control and Police Presence

Australian Day Night Security have been contracted to supply security services throughout the event period from 17TH September and 31st September.

The contact for security Kevin – 0423 813 849 or via radio for the event.

Police

Police will be notified of the event and been provided a copy of the Event Management Plan and Risk Assessment.

Lost Kids

Lost Kids will be directed to go to Ticket Box in which our COVID Marshall will be able to assist. This person can also be contacted by radio for all lost children and is connected gate staff by security and event staff.

Public Photography

A professional event photographer may be engaged for this event. The photographer must complete a site induction, wear a high visibility vest and identification, and sign in and out of Event Control. Attendees are advised that photography is taking place at the event and to opt out of any photography, must present to the Event Management office for a coloured wristband.

Safety of Staff and Volunteers

All at risk activities undertaken by event staff and volunteers will be identified during briefing sessions and are to be conducted in accordance with Occupational Health & Safety policies and requirements, where practicable.

Should any injury occur to a staff member, Event Control must be notified immediately. Staff members are expected to perform the task for which they have been employed for with all due care, skill and diligence but not to expose themselves to danger or risk.

Risk Assessment

The Risk Assessment has been completed in consultation with contractors and event managers. A copy is available upon request and in Event Office during the festival.

Event Exit & Entry Details

Exit and entry points will be staffed with COVID Marshals and event personnel, with signage in place indicating entry fees and the conditions of entry.

Signage will be in place at all entry points outlining COVID requirements and conditions of entry such as contact tracing and health declaration.

Entry exit gates are as follows

Gate 1 – south side of event

Gate 2 – north side of event

Vehicles can only be brought onsite between the hours of 8AM – 9AM.

Water

TBC

Toilets

Toilet facilities, including accessible toilets, are situated in the following areas

- TBC

Telephones

The Event Manager, Office Manager, Health and Safety Officer and area warden will carry mobile phones. All key users are on radio in the event of a telecommunications outage.

After Hours Emergency Call Out (Trades)

Electrician – Claude Peredes CRP Electrical – 0409 709 725

Kingston Council – Morgan Henley - 0438 516 829

Traffic Management

Vehicles On Site

Vehicles may access the site from 8am Saturday 11th September, once temporary fence line has been established.

Vehicles must be moved off site by am Friday 17th September 2021 to ensure that the site is safe for festival attendees, in which only emergency services vehicles will be allowed on site.

Parking

All festival participants (stallholders, sponsors and volunteers) can access the parking area with in the reserve or along Nepean Hwy service lane. Parking costs may apply

All accessible parking patrons can access the accessible carpark area within the car park in the reserve. All patrons using the carpark must both enter and exit from this gate.

If there are any issues or disputes, this should be communicated to the Event office.

Other Transport Options

Trains stop at Southland Station

Buses stop along Nepean Hwy

Services Providers

A number of external contractors have been engaged to provide services and equipment for the event. Where applicable, contractors have completed the events internal induction, site specific induction and read Stakeholder information.

Contact List of External Service Provides

Service	Service Provider	Name	Number
Fencing and Barriers	Pink Fencing	Nic Kahu	0413 004 466
Waste Removal	Superior Waste		9580 0282
Security	Australian Day Night Security		0409 709 725
Electrical	CRP	Claude Peredes	0423 813 849
Signage	Brand Print Australia	David Dvorak	0409 183 176
Amusement and Games	Smart Amusements	Jay Jones	0407 588 534
Showbags	Bensons Trading	Sam Atkinson	0401 319 164

Event Management Contacts

Title	Name	Contact	Company
Office/ Event Manager	Jane Jones	0414908863	XO Events
Health and Safety Officer	Jay Jones	0407 588 534	XO Events
Kingston Council	Morgan Henley	9581 4729	Kingston Council

The following compliance document will be obtained from each ride/ game operators

- PL Certificate of Currency
- Annual Engineers Sign off
- Annual Electrical Sign off
- Site induction
- Registration Certificate
- Workers compensation COC
- Risk Assessment
- Signed operators
- Covid safe plan
- Signed contract
- Daily check sheets prior to operation of ride

Worksafe may attend the worksite during bump in or the event to inspect rides and ride paperwork. All log book must be onsite at all times ready for inspection.

Showbags

One Showbag trailers owned by Bensons Trading will sell 60 novelty and confectionary Showbags

Benson Trading – Samantha Atkinson 0401 319 164

Waste Management and Cleaning

Superior Waste will deliver bins to site and manage the waste removal for the event.

Fencing and Barriers

Pink Fence will deliver fences to site for 1.8 metre perimeter fence. Fences to be delivered onsite and installed on Saturday 11th September and picked up Friday 31st September 2021.

COVID 19

Smart Amusements will register the Holiday Fun Fair with the Victorian Government as Tier 2 event which allows for events of up to 7500 people per day.

Density

Event number will be monitored by ticket sales, with a maximum of 2000 people onsite for each session. Wristband tickets will be pre sold online.

Social Distancing

A number of entry points will be accessible for patrons entering the event from car the park, public transport or walking. These entry points will be set up with social distancing queues. COVID Marshals and ticketing staff will patrol these areas ensuring social distancing is being adhered to and advise patrons of contract tracing requirements.

As patrons enter the event, they will fill out their details for contract tracing through a program on their phone. This program will capture the date, time, name, contact details, email address of the patron and ask them to complete a health declaration. Patrons will also be asked them to nominate their social group and this will be the way we identify who is within each social group. Social groups may sit together on rides and may queue together. For people who do not have access to this technology on their phones, they will be asked to provide details in paper format for contract tracing and will be given stickers with their social group name.

Distancing in all queuing areas will be managed by markings on the ground. These marking on the floor allocate where patrons will need to stand with their social group on the markings on the ground. This will be rolled out throughout the event in ride queues, food queues, show bag queues, concession queues.

Amusements

Large queuing areas down the sides of each ride with floor markings will ensure social groups are kept a minimum of 1.5 metres apart at all times within queues. Patrons may ride together in the social group – ie in the carriage together. Where the ride is not separated into separate carriages, each social group will be separated by a minimum of 1.5 metres.

Food Stands

Queuing areas with floor markings will ensure social groups are kept a minimum of 1.5 metres apart at all times. Patrons may also sit together within their social groups. No chairs and tables will be available at the event.

Showbag Areas

Queues within the showbag areas will have floor markings to ensure social groups are kept a minimum of 1.5 metres apart at all times. Patrons may stand together to make their purchases within their social groups.

Contract Tracing

Contract tracing details will be recorded in an online program from patrons and staff mobile devices. This program will record patron and staffs name, address, telephone number, email, entry time and date and their health declaration.

Attendees will get access to the online program through a QR code or URL at the entrance to the event. This information will be clearly signed at all entrances. Attendees will be held in

social distancing queue areas until they can provide evidence that they have successfully completed the contract tracing information. This will be in the form of a successful page they are able to show on their mobile devices. They will not be able to enter the event until they show this successful page.

The data entered to the online app will be stored securely on our server. No one else has access to this data and this data is not usable for marketing purposes.

For people who are unable to use their phone for contract tracing, a paper record will be provided and will capture all the above information. Records will be kept onsite during the event and securely retained for 56 days.

Staff and Patron Health and Wellbeing

Staff will enter through normal entry points, however will come through entry points an hour prior to public opening times. Staff will be required to fill out the contract tracing details on their mobile device.

Staff are advised to not attend work if they feel unwell and go immediately to a testing centre to get tested and self isolate until they receive test results.

Hygiene and Cleaning

The COVID Marshals will cover all areas of the event such as high touch areas such as fence lines. All other areas directly related to contractors such as show bag counters, concession stand counters, food and bar stand counters will be the responsibility of the contractor. It will be a requirement that each of these areas as a minimum will be cleaned each hour.

Amusement rides will be cleaned on a regular basis and in between each session.

Hand sanitizer will be available for staff and patrons at the event entry and at each amusement ride, showbags stand, concession stand, food outlet and at stations throughout the event.

Information on the event website and signage at entry points and throughout the event will identify good personal hygiene measures and what is expected of staff and patrons at the event.

Disinfectant will be controlled through a central cleaning depository. All cleaning products will be mixed each morning and all cleaners and contractors must use the cleaning products supply from this area.

Public Health Education and Information

Information on the event website, signage and entry points at all entry points and throughout the event will clearly communicate how everyone can play their part in minimizing the spread of COVID 19. Signage at all entry points as well as COVID Marshals will provide information and communication to staff and patrons about infection control measures, good personal hygiene measures, contract tracing requirements and standards of behaviour required at the event.

Signage at entry points and throughout the event will communicate expectations on personal behaviours and social interaction.

Non compliance and Incident Management

Event signage and COVID Marshals will provide clear guidance on event managements requirements for all staff and patrons to comply with social distancing, and have full disclosure of contract details for contract tracing, and their health and wellbeing.

COVID Marshals and security will be on hand to ensure if there is a breach of any of the above, if there is a disturbance between patrons or a health-related issue that any staff member or patron may be asked to leave the event or be escorted from the event.

In the event that a team member or patron at the event displays COVID-19-like symptoms or shares information that causes event organisers to have reasonable concerns about their health and the health of others in the event, the recommended directions as listed by Safe Work Australia will be followed:

- 1. Isolate the person:** Event managers have facilities to accommodate isolation of an individual and will provide appropriate PPE to the individual to minimise the potential spread of the virus including a disposable surgical mask, hand sanitiser and tissues.
- 2. Contact Relevant state helpline and assess the risks:** the current contact details for the person will be collected and notes will be taken on the areas they have been at the event, including who they have been in close contact with and for how long.
3. Ensure the person has transport to their home or a medical facility if necessary.
- 4. Clean and disinfect:** Depending on details the event may be closed or certain areas of the event may be closed and patrons and staff will not be permitted to enter until the area has been cleaned and disinfected using appropriate PPE and chemicals.
- 5. Identify and tell close contacts:** if instructed by health officials, event management will tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. The privacy of all individuals involved will be maintained.
- 6. Review risk management controls:** event managers will review the COVID-19 risk management controls in consultation with our team members and assess whether any changes or additional control measures are required.

Any incident or non-compliance issues will be dealt with through the states COVID Hotline.

Emergency Management Plan

Public events can become disorganised when an emergency occurs and panic replaces basic reasoning. As no event can be made entirely hazard-proof, the Event organisers must ensure that they are capable of dealing with any type of emergency that may arise.

Without planning and training, a crisis situation could become a disaster. It must be remembered that effective control of an emergency situation is largely dependent on pre-planning and clear communication. This Emergency Management Plan is intended to be flexible and simple in its operation.

The plan should be reviewed as soon as possible after an emergency has occurred, to ascertain whether procedures were followed, and whether they were adequate. The plan should also be reviewed annually, or prior to the other events.

It should be remembered that the prime aim in an emergency is to protect life. Knox Festival event personnel and Emergency Control Organisation personnel are only expected to involve themselves in combating an emergency if it is safe to do so.

Objectives

The broad objectives of this plan are to:

- Implement measures to appropriately manage any emergencies, and
- Outline arrangements for the utilisation and implementation of resources in response to emergencies

Familiarity with the procedure on the part of all nominated Emergency Control Organisation (ECO) personnel and all event staff in general, is essential to maintain preparedness and, in the event of an emergency, to speedily and effectively respond.

Emergency Control Personnel

Name	Position/ Company	Phone
Jay Jones	Chief Warden	0407 588 534
Jane Jones	Communication Officer/ Deputy Warden	0414 908 863
Andrew Wilson	Area Warden	0402 925 520

Roles and Responsibilities

As the event organisers, Smart Amusements are responsible for the following:

- Development of the Emergency Management Plan
- Identification of likely emergencies
- Provision of appropriate staff and direction,
- Review of the Plan as required on the day.
- The implementation of a traffic management plan that ensure the co-ordination of all traffic movements.
- For ensuring all relevant permits or licences have been properly obtained.
- Ensuring all personnel, volunteer staff and contractors are familiar with their roles and response to emergencies

Principal responsibility of the direction of the EMP rests with the Chief Warden.

Each member of the ECO has clearly defined duties and responsibilities.

These are:

Chief Warden (Jay Jones)

On becoming aware of an emergency, the Chief Warden should take the following actions:

- Ascertain the nature of the emergency and determine appropriate action
- Ensure that the appropriate Emergency Services have been notified
- If necessary, initiate an evacuation
- Brief the Emergency Services personnel upon their arrival about the emergency, and the status of any evacuation.
- Remain with the senior Emergency Services officer and act as his advisor

Deputy Warden (Jane Jones)

The Deputy assumes the responsibilities of the Chief Warden if he/she is unavailable, otherwise assists as required.

Communications Officer (Jane Jones)

This officer, on becoming aware of the emergency, is responsible to the Chief Warden for the following actions:

- Ascertaining the nature and location of the emergency
- Notifying the Wardens by using the radio or other means
- Transmitting and recording instructions and information between the Chief Warden and other Wardens
- Recording the progress of the incident and any actions taken by ECO personnel

Area Warden (Andrew Wilson)

On becoming aware of an emergency, the Wardens should take the following actions:

- Communicate with the Chief Warden by whatever means are available and act on his/her instructions
- If an evacuation has been initiated, ensure an orderly evacuation into the appropriate Assembly Area
- Assist mobility-impaired persons

All ECO personnel must be completely familiar with the following:

- The layout of the event area and surrounding areas
- The layout of the event
- Escape routes and Assembly Areas

Identification

In the case of an Emergency all Emergency Control Organisation personnel will wear distinctive headwear to denote their position of responsibility and authority. These will be colour coded for identification and will be:

Title	Identification
Chief Warden	Orange Helmet
Communications officer and Wardens	White Helmet

Emergency Exits

1. North Gate nearest car park
2. Southern Exit closest to service station

Evacuation Points

The Emergency Evacuation Assembly points are:

- Grass area near skate park
- Grass area near car park

See map Appendix 2

Evacuation Procedures

In case of an emergency evacuation, Wardens are responsible for the safety of patrons in their area. If Wardens are asked to evacuate the site by the Chief Warden, Deputy Warden or a member of the Emergency Services, Wardens must adhere to the following 6-point plan:

1. Remain calm
2. Follow instructions provided by Chief Warden and any member of the Emergency Services agencies
3. Notify all people in the zone to make their way to the nearest emergency exit in an orderly fashion, assisting others if doing so does not jeopardise the Warden's own safety
4. Check for any people left in rides, toilets or concealed areas
5. Meet at the evacuation point agreed for the area (see map for evacuation points)
6. Remain at the evacuation point until you are advised by the Chief Warden to return to the site or advised to relocate to another position off-site.

Emergency Services

The Police, Fire and Ambulance will be on call. Any requests for such support will be coordinated through Event Control.

Fire Extinguishers

Fire extinguishers are located at each ride and generator, event office and showbag trailer.

Food vendors operating gas equipment will also have fire extinguishers.

Media Management

Media management of any incident will be in accordance with the Smart Amusements and Kingston Councils Policies and processes. General event media enquiries are to be taken by Jane Jones on 0414 908 863.

Risk Assessment

In accordance with the integrated risk procedure a risk assessment was carried out during the preparation of the Emergency Management Plan. The risk assessment aims to identify potential hazards of the activities associated with the Festival, and the control measures put in place to mitigate such hazards. Input has been sought from staff and contractors in terms of reviewing the identified risks prior to the commencement of activities. The Emergency Management Plan forms a response to the risk assessment; however it is acknowledged that the EMP is a best practice, responsive and operational document. Review of any emergency management that takes place forms an essential part in the ongoing development of festival emergency management procedure.

Appendices

1 – Site Map and Emergency Evacuation Map

3 – Incident Report

20 – Event Management Plan – Holiday Fun Fair

Site Map and Emergency Management Plan

Incident Report

Show Venue:	
--------------------	--

Date of Report:	
------------------------	--

DETAILS OF INJURED PERSON			
Employee <input type="checkbox"/>	Member of the Public <input type="checkbox"/>	Other <input type="checkbox"/> (Specify)	
Name:		D.O.B.	Gender M / F (Circle)

Residential Address:	
Phone No	Occupation:

Signature injured person

Unable to get details of person injured: <input type="checkbox"/>
Reason:

Did anyone else see what happened?	
Name	Phone:
Address:	

Name	Phone:
Address:	

Name:	Phone:
Address:	

Location of Incident (Please Tick)				
	Ride Seat	Lining Up	Stairs	Platform
	Footpath in front of game	Ticket Window	Restricted area (give Details)	Under/behind Rider/game
	Participation area	Service counter	Other (Give Details)	

Type of Incident				
	Trip/Slip/Fall	Cutting/Slicing	Hit/Punch	Stabbing injury
	Crushing injury	Collision	Fall from Equip	Burn
	Insect bite	Fainting	Illness i.e. vomiting	Other: (give details)

Nature of Suspected Injury				
	Sprain/Strain	Dislocation	Fracture	Concussion
	Puncture	Bruising	Head Injury	Laceration
	Graze	Sting/Bite	Foreign Body	Burn
	Infection	No Apparent injury	Chipped tooth	Other (give details)

Apparent Attributing Factors				
	Nature of activity	Faulty equipment	Uneven Surface	Slippery Surface
	Previous injury	Overcrowding	Unknown	

What was the person doing at time of the accident?				
	Running	Walking	Jumping	Swinging
	Sitting	Riding	Sliding	Other(give details)

Size of Injury				
	1-1.5 cm	2-2.5cm	3-3.5cm	4-4.5cm
	5-5.5cm	6-6.5cm	7-7.5 cm	8-8.5 cm
	9-9.5 cm	Over 10 cm		

Part of Body Injured				
	Head	Shoulder	Hands	Ribs
	Neck	Arm	Fingers	Chest
	Eyes	Mouth	Nose	Wrist
	Knee	Toes	Leg	Hip
	Ankle	Feet	Torso	Stomach
	Pelvis	Back		

	Left		Right			

Action Taken							
	D.R.A.B.C		R.I.C.E.		Bandaging		Dressing
	Immobilisation		Observation		Emergency Services Notified		Referred to First Aid

Where did they go immediately after the accident?							
	Home		Hospital		First Aid Area		Ride
	Food Outlet		Display		Game		Doctor
	Other: (Please Specify)						

How did they leave the area?							
	On foot		Car		Ambulance		Bike
	Wheelchair		First Aid Vehicle		Other (specify)		

Was the person at the time of the incident:							
	Wearing glasses		Covered shoes		Track/running shoes		Thongs/flip flops
	High Heels		Ankle Length boots or longer		No shoes		Other clothing (if relevant)
	Other: (Specify)						

Did they blame anyone?							
	NO		Friend		Themselves		Operator
	Other member of the public		Other (Specify)				

Other information							
	Drug effected		Alcohol Effected		Smoking		Restricted Area
	Dangerous Activity		Victim of Violence (details)				

Referred to:							
	Doctor		Hospital (by car)		Hospital by ambulance		First Aid
	N/A						

Person Submitting Details

Name (Print)	
--------------	--

Phone Number	
--------------	--

Date of Incident	
------------------	--

Time of Incident	
------------------	--

Description of Incident: (Activity at time of incident, how and where it happened)

Signature: _____

MANAGER'S REPORT (Include follow up to incident as well as information on action taken to prevent this occurring again.)

REPORTABLE INCIDENT TO WORKSAFE

Time and Date Reported to Worksafe	
Name of Worksafe officer taking report	
Time and Date of Inspection	
Name of Officer Inspecting attraction	
Outcome of Inspection	

Smart Amusements

Noise Management Plan



NOISE MANAGEMENT PLAN

Smart Amusements September Holiday Fun Fair Sir William Fry Reserve Highett

Issue	Description	Approved By	Signed	Date
1	Noise Management Plan – Holiday Fun Fair			4/8/21

Smart Amusements

Noise Management Plan

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Smart Amusements

Noise Management Plan

1 Description of Works

Smart Amusements will operate the Holiday Fun Fair at Sir William Fry Reserve from 17th -30th September with bump in days being from 11th September 2021. The event will operate from 10am – 7.30pm each day with three sessions per day.

The event will feature amusement rides, games, showbags, food trucks, commercial market stands, roving entertainment and fireworks (TBC).

The event will operate under an approved COVID Management Plan with Kingston Council approval.

The event will operate in 3 x 2.5 hour sessions with 1 hour break in between each session.

Amplified music will operate from some of the amusement devices from 17th – 30th September 2021 during the following hours

- 10am – 12.30pm
- 1.30pm – 4pm
- 5pm – 7.30pm

All activities will be carried out under EPA Guidelines and noise will be kept under 65Db at all times.

Residents will be notified of the event 2 weeks prior to bump in.

2 Contractor Details

Information regarding the relevant contacts.

Table 1.

Name	Position	Contact Number/s	Email
Jane Jones	Event Manager	0414908863	jane@smartamusements.com.au
Jay Jones	Health and Safety Officer	0407588534	jay@smartamusements.com.au

3 Equipment on site

Include detail of:

- 15 amusement rides – 8 of which will have a speaker
- 6 amusement games
- 3 food trucks
- 2 showbags vans
- 2 marquees
- Toilets
- Generators

4 Notification

The residents surrounding the Sir William Fry Reserve will receive written communication in the form of a Residents Letter to inform them of the event, the dates and times of the event and our noise management and monitoring procedures. It will also have contact details should they have any concerns.

This letter will also contain 2 x free ticket to the event for the resident to use over the duration of the event.

5 Noise Monitoring

Site specific information including:

- Who will conduct the monitoring activities?
 - Our Health and Safety Officer will conduct all noise monitoring
- Where will monitoring activities be e.g. position and location
 - Noise monitoring will be conducted at several locations around the event including residential borders
- Frequency and duration of monitoring activities
 - Noise monitoring will take place at a minimum of 3 times per day at the beginning of each session – 10.10am, 1.40pm and 5.10pm
 - Noise will also be monitored if a complaint should be received
- How monitoring activities will be undertaken e.g. measurement equipment
 - Noise will be monitored with a Sound Level Meter

6 Noise and Vibration Control Measures

Amusement devices producing amplified music will have all speakers facing away from residential areas. The layout of the site will ensure amusement devices with amplified noise are placed furthest away from residential areas where practical.

Testing prior to opening on 17th September can ensure speaker direction is correct and noise levels are below 65Db.

Each session our Health and Safety Officer will monitor, record and document noise levels at the perimeter fence line closest to residential area. These recordings will take place during each session on each day.

If concerns are raised or a complaint is received, monitoring will occur as required and speakers adjusted accordingly.

7 Complaint Response

7.1 Procedure and recording of complaints

Procedure and reporting actions to include:

- Who is responsible for managing incoming complaints;
 - Health and Safety Officer and Event Manager
- How a complaint can be made;
 - Via hotline number, email, social media, direct message or in person
- How the complainant will be kept informed;
 - Health and Safety Officer will keep complainant up to date and informed over the phone of the resolution
- Record keeping procedures; and
 - All complaints/ feedback will be documented through complaint register
- Investigation/Resolution process
 - All complaints will be investigated and a suitable resolution found

Smart Amusements

Noise Management Plan

8 Appendices

8.1 Site Layout Plan

8.2 Community Notification Leaflet - TBC

8.3 Community Notification Leaflet Distribution Area

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Noise Management Plan