

TOWN OF COTTESLOE



Works and Corporate Services  
Committee

**ATTACHMENT 10.1.8**

Meeting Date: 21 August 2012

20

21



Town of Cottesloe

ABN 19 824 630 520

109 BROOME STREET, COTTESLOE WA 6011

PHONE: 9285 5000 FAX: 9285 5001 EMAIL: council@cottesloe.wa.gov.au

Event Application Form

ORGANISERS DETAILS

Event Organisers Zaccaria Special Events
Contact person: Jay Still Position Event Producer
Postal Address: 84 Brewer Street, Perth Post Code: 6000
Daytime Telephone Number: 08 9277 8149 Mobile: 0403 673 695
Email: jay@zaccariagroup.com Fax:

EVENT DETAILS:

Name of Event: Hullabaloo Cottesloe Festival
Day and Date of Event: Saturday 10th Nov 2012 Time From: midnight To: 18.00
Type of Event: Annual Festival

Approximate numbers expected (please circle below):

Small: less than 100 Medium: 100 - 300 Large: 300 +

Estimated age composition of audience:

Table with 2 columns: Age Group and % of total audience. Rows include 0-12 years, 12-18 years, 18-25 years, 25-40 years, 55+ years, Tickets being pre sold, and Tickets sold at gate.

Confirmation of number of "pre sold" tickets to be provided to Council 24 hours prior to the event.

AREA FOR EVENT:

Please see attached map

CIVIC CENTRE GROUNDS

- Checkboxes for Main Lawn/Main Lawn Stage, Lower Lawn, Playground 2, Sunken Lawn, Rotunda, Two Palms, Tank Stand, and Other.

BEACHFRONT:

Main Cottesloe Beach

North Cottesloe Beach

Isolators Reef

Other \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

Napoleon Street Cottesloe. Market Stalls including local retailers. No stage or entertainment this year.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this event for profit or not for profit (fundraising) – Please circle

**PROFIT**

**NOT FOR PROFIT**

Not for Profit/Fundraising:

Name of fundraising/not for profit organisation	
% of profit/funds going to this organisation	
Contact name from organisation:	
Contact number:	

**EVENT DETAILS:**

To ensure your event runs smoothly, please provide us with as many details as possible.

Catering:

The Town of Cottesloe has a preferred catering company - Comestibles. If you require catering, please contact Comestibles on 9421 1222.

Management of Alcohol

Will guests be consuming alcohol?    YES                                   NO

Organisers holding an event at the Civic Centre Grounds or Cottesloe Beachfront must make a booking and are required to obtain a permit if alcohol is going to be consumed.

Large, catered and/or corporate functions may require additional licenses from the Department of Racing, Gaming and Liquor (RGL). Applicants must check with their caterers or telephone RGL on +61 8 9425 1888 prior to submitting this application to ascertain if an Occasional Liquor License is required.

An Alcohol Permit is required from Department	XXXXX YES	NO
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of Racing, Gaming and Liquor (RGL)	
If a Licence as been already issued – has this been attached to this application form	NO –Licence has not been issued yet YES – Licence is attached
Quantity of beer to be served	
Quantity of wine to be served	
Quantity of champagne to be served	
Do bar staff have their 'Responsible Service of Alcohol' ticket?	YES NO
Estimation of time bar will be open and closed	Open: _____ Closed: _____

**Rubbish Collection:**

To maintain public health and safety, all rubbish must be removed or placed inside rubbish bins. Leaving the rubbish next to the rubbish bin is classed as littering. Littering, including the throwing of confetti, rice or rose petals is prohibited. Ice from eskies must be emptied onto mulched garden beds. Under no circumstances can ice be emptied on the lawn as it causes damage to the grass. You may incur a fine if rubbish or litter is left behind after the event.

The Town of Cottesloe requires all bin hire to be purchased through the Council.

The fees for bins (including drop off and pick up) is:

\$16.00 per bin for 240L general waste bin & \$16.00 per bin for 240L recycling bin.

Type of Bin	How many required
240L general waste bin	8
240L recycling bin	
Date for pick up (not public holidays):	11 November 2012

**Toilets:**

According to the Guidelines on the Application of the Health (Public Buildings) Regulations, the following table gives an indication of the amount of toilets required for events.

Total Attendance	Male		Female	Hand Basins M + F
1 – 50	WC 1	U 1	WC 1	1
50 – 100	WC 1	U 1	WC 2	1
100 – 200	WC 1	U 2	WC 3	2
200 – 300	WC 2	U 3	WC 4	2
300 – 400	WC 2	U 4	WC 5	3
400 – 500	WC 2	U 5	WC 6	3
500 – 600	WC 2	U6	WC 7	3

600 – 700	WC 3	U 6	WC 8	3
700 – 800	WC 3	U 7	WC 9	4
800 – 900	WC 3	U 8	WC 10	4
900 - 1000	WC 3	U 8	WC 11	4

Please indicate by highlighting or circling which part of the table this event fits. The Town of Cottesloe will be in contact throughout the event process to ensure adequate toilet facilities are available. If Portable toilets are required – Responsibility and cost is required to be covered by the event organisers.

Infrastructure

**Do you propose to bring external furniture or free standing structures, decorations, banners or signage?**  YES  NO

Tables – How many? 50  Chairs – How many? 200

Market umbrellas or sun shades: 5 (only permitted in certain areas)

Flower arrangements

Other – Please provide details: 3x3 and 6x3 marquees for stalls

**Do you propose to erect a marquee?**  YES  NO

**Approximate size:** 3x3 and 6x3 marquees for stalls and food vendors - please see attached site map

Please contact the events officer at the Town of Cottesloe on 08 9285 5000 when marquee arrangements have been organised.

An Independent Structural Engineering approval for marquee/stage required must be forwarded to the Town of Cottesloe prior to the event.

Music instruments or electrical equipment

**Do you propose to have any musical instruments or electrical equipment?**

YES  NO TBC

Power source is available in The War Memorial Town Hall & the Lesser Hall. Power source for the grounds and beachfront must be obtained from an external generator. This is the responsibility of the event organisers and a certificate of electrical compliance will be required (Form D).

**Will you require a generator?** TBC  YES  NO

**Will a PA system be used (e.g. microphone?)**  YES  NO

Expected stage of the event (time frame)?

\_\_\_\_\_

Will there be live music (e.g. band, classical trio?)

YES

NO

Expected stage of the event (time frame)?  
\_\_\_\_\_

Will there be a DJ?

YES

NO

Expected stage of the event (time frame)?  
\_\_\_\_\_

Please note that the Town of Cottesloe has strict regulations with noise at both the beachfront and Civic centre grounds. A \$2,000 bond is required if the event will have any a DJ or live music. After assessing your application the Town of Cottesloe reserves the right to have a sound monitoring company employed to monitor the sound throughout the event at the cost of the event organisers.

\*\* Two months notice must be given to the Town of Cottesloe to obtain a non-complying noise permit. A non complying noise permit refers to any

#### Vehicles/Parking

Vehicles are not permitted inside the Civic Centre grounds unless the Town of Cottesloe has been informed prior to the event. Please note that if vehicles are parked in *no parking zones* they will liable for parking infringements. If parking permits are required for the beachfront, please liaise with the Events Officer to organise.

Please note that vehicles bigger than 3 tonne will not be allowed inside the Civic Centre grounds.

Will vehicles need to access inside the Civic Centre grounds?    YES            NO

How many vehicles? \_\_\_\_\_

Are permits needed for the beachfront? \_\_\_\_\_

How many? \_\_\_\_\_

Please supply the company name and contact number of trucks that will be entering the Civic Centre grounds:

Company \_\_\_\_\_ Number: \_\_\_\_\_

Company: \_\_\_\_\_ Number: \_\_\_\_\_

Company: \_\_\_\_\_ Number: \_\_\_\_\_





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## **Risk Management Plan**

**Hullabaloo Cottesloe Festival 2012**  
**Saturday 10<sup>th</sup> November**

**DRAFT**

**as at 12 July 2012**

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## 1. Event Infrastructure

### Saturday 10th November 2012

Venue Napoleon Street, Cottesloe WA  
Number of Patrons Est 5,000  
Number of Security 3 roving  
Number of toilets 5 (including 1 disabled)

### Parking

Car parking facilities will operate as normal with the exception of Napoleon Street, which will be closed to traffic for the duration of the event. Normal parking will be available along the train line, as well as north of Cottesloe train station.

### Temporary Structures

Portable toilets  
Generator, cabling and cable trays  
2 x shade domes  
Tables and chairs for general seating  
Trestles and chairs for vendors  
Potted Trees  
Marquees for street vendors

## 2. Event Schedule

### Friday 9<sup>th</sup> November - Load in

Time	Activity - Bump in	Location
17.00	Generator sited	Acton car space tbc
Midnight	Napoleon Street Closed until Saturday 6pm Rangers move cars as required	Napoleon Street

### Saturday 10th November - Load in

Time	Activity - Bump in	Location
4am - 8am	Marquees and shade domes installed Toilets sited	Napoleon Street
	Town of Cottesloe to provide 20 sulo bins	TBC
7am	Electrician hook up food stalls to generator	Napoleon Street
7am - 9am	Stall Holders set up	Napoleon Street
9am	Event Commences Event Security on site Event Cleaners on site First Aid onsite	Napoleon Street

### Saturday 19th November 2012 - Event

Time	Activity	Location
9am	Stall holders open for business	Napoleon Street
TBC	Colin Barnett walk through	Napoleon Street
10am	Food Stall open for business	Napoleon Street
TBC	Entertainment: Street Buskers/Artists	Napoleon Street

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16.00	Event Closes	Napoleon Street
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Saturday 10<sup>th</sup> November 2012 - Load out

Time	Activity - Bump out	Location
4.30pm	Commence bump out of Napoleon Street	Napoleon Street
6pm	All infrastructure removed	Napoleon Street
6pm	Roads open	Napoleon Street

### 3. Event Contractors

Traffic Management:	The Traffic Management Company
Security:	Secure Events and Assets (SEAA)
First Aid:	Royal Life Saving
Site Cleaners:	Event Clean
Electrician:	Airlec
Site Infrastructure:	Carlisle Event Hire
Gensets:	WA Rentals

Cottesloe Council will assist with rangers and parking across the event. They will also provide additional sulo bins to assist with waste removal.

All Zaccaria Special Events contractors adhere to the OH&S Act 2004.

Zaccaria Special Events hold the following insurances:

Type of Policy	Name of Insurer	Policy Number	Expiry Date	Value of Policy
Workers Compensation	CGU Insurance	0/11-13731	22/3/2013	\$550,000
Public Liability Broadform	Lumley Insurance	PEBP00005234	23/03/2013	\$20 million
Professional Indemnity	WR Berkley Insurance	IMY 110ASR699	23/5/2013	\$2 million

### 4. Site Plan and Site Management

A site plan of the event venue including infrastructure is included at the end of this document.

A final site inspection will be completed after all structures have been installed in place on Saturday morning.

### 5. Vehicle Movement

All vehicles moving on site will be required to hazard lights on and not exceed 5kms per hour. This is applicable to:

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- General movement of vehicles within the event venue area
- Service vehicles
- Emergency vehicles

## **6. Emergency Procedures and Communication**

The Zaccaria Special Events Producer will alert staff and security to action emergency evaluation via talk back radio and PA system and if necessary perform the following actions:

- Evacuate all patrons to safe zone on Railway Parade car park
- ZSE Producer to contact relevant emergency services
- First Aid staff to treat any immediate injuries

## **7. OH&S Policy**

Zaccaria Special Events recognises its responsibilities to take all reasonable precautions to protect the health and safety of its employees while they are undertaking prescribed activities.

Our full OH&S Manual can be supplied on request.

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## **8. Waste Management**

Supplementing the existing bins in Napoleon Street will be 30 sulo bins provided by the Cottesloe Council.

ZSE contracted site cleaners will clean and remove rubbish from the event site throughout the event.

## **9. Traffic Management**

### **Car Park & Parking**

For those who do decide to drive, parking will be available for the Event for staff and patrons in the regular car parks in the area. The only area closed for parking for the duration of the event is Napoleon Street.

### **Signage**

'Event Ahead' Signage will be used to indicate the location of the event and car park and assist with traffic flow and direction. Please refer to separate Traffic Management Plan document.






## **10. Emergency Procedures and Communication**

The Zaccaria Special Events Producer will alert staff and security to action emergency evaluation via talk back radio and PA system and if necessary perform the following actions:

- Evacuate all patrons to safe zone on Railway Parade car park
- ZSE Producer to contact relevant emergency services
- First Aid staff to treat any immediate injuries

The following documentation maps are included as follows:

1. SITE PLAN
2. EMERGENCY EVACUATION PLAN
3. RISK ASSESSMENT CHART
4. CONTRACTOR INSURANCE DOCUMENTATION - note renewed compliance certificates will be inserted into the final Risk Management Plan

-  Upmarket
-  Shade Dome seating
-  1<sup>st</sup> Aid/Site Tent
-  Procott
-  Food Marquees



### Hullabaloo Napoleon Street Site Map 2012 - Draft 3

- Stall 31 – Fiddlesticks
- 32 – Cottesloe Hair Gallery
- 33 - Addwealth



6m scale Napoleon St – 153m length

### SITE LAYOUT MAP – NAPOLEON STREET 2012



KEY :: EMERGENCY EVACUATION PLAN

SYMBOL	DESCRIPTION
	Access Road or Bridge
	Point of Road crossing for foot traffic, manned by emergency evacuation wardens
	Meeting and collection point
	Directional flow of foot traffic

EMERGENCY EVACUATION PLAN 2012

# Event Risk Assessment

<b>Event Name:</b>	Cottesloe Festival	<b>Date:</b>	10 <sup>th</sup> November 2012	<b>Venue:</b>	Napoleon St, Cottesloe
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(1) Activity/Area of Concern ie: What is taking place as part of the event?	(2) Hazard Identified ie: What can harm?	(3) Persons at Risk ie: Who could be harmed by the hazard?	(4) Current Risk Factor (High, Medium, Low) ie: determine the level of risk	(5) Actions to be taken to Minimize each Risk ie: What action can you take to lower the level of risk.	(6) New Risk Factor (High, Medium, Low) ie: Risk factor after action taken to minimize the risk.
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**Health/ Injury and Disease:**

Alcohol consumption	Drunken and disorderly persons	Can cause harm to themselves, other's or property	Medium	All ETP Permits must be supplied prior to the event. Eiba's and Van's have freely available drinking water and will ensure that people who appear intoxicated are refused alcohol. They are also to comply with all RSA standards which assists with preventing drunken and disorderly behaviour. The prime operation of the festival is Saturday during the day from 9am - 3:30pm. Security will be in place where needed for ETs.	Low
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Multiple activities requiring additional power	Fire caused by electrical installations	Public Staff	Low	An electrician will be onsite to walk through all additional electrical set-ups and will ensure all cables are laid correctly and tagged. The contractor responsible for set-up of all cables will also ensure all cables are safely laid using cable trays as well as ensuring generators are in safe condition and only the correct amount of power is being drawn from each circuit.	Low
Rigging of extra structures	Marquee Collapse	Public and Staff	Low	All marquees will be constructed by contractors with expertise in marquee construction and stability. Marquees will be stabilised and secured by water containers. All marquees will be checked by the Event Producer before being deemed safe for use.	Low
Catering	Food poisoning	Public and Staff	Low	Food will be available from existing restaurants and cafes and local retailer food stalls .	Low



Power	Power failure	Public	Low	An electrician will be onsite to walk through all additional electrical set-ups and will ensure the correct amount of power is being drawn from the generators and power outlets. Back up generators will be on standby in the case of power failure.	Low
		Cable Hazards	Low	All cables will be contained in cable trays.	Low

**Environmental Risk:**

Live music	Noise nuisance caused to neighbours	Local residents / public	Low	There will only be non - amplified buskers on site this year. The Producer will be the point of contact for any complaints.	Low
Litter	Excessive litter left at the end of event	(Compliant from) Local residents and shop owners	Low	Ensure that a litter pick is pre-arranged and undertaken by event site cleaners immediately after the event. Extra bins will be provided by the council to assist with rubbish disposal. We will liaise with council to ensure festival area is left in a clean condition.	Low

				Bins will be rotated throughout the day to manage the waste.	
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**Operation/Crowd Safety:**

Crowd Management (marshals)	Pinch points; over crowding; potential conflict re. entry to event.	Public and Staff	Low	Security staff on hand for crowd control.	Low
Power	Lighting failure	Public and Staff	Low	Day time event. This will not affect the event.	Low
Very wet weather on the day	Public and Staff may slip over; ground damaged	Public and Staff	Low	Much of the festival area will be protected by marquees. All cables will be protected from water by cable trays and connection casing. There are existing awnings on both sides of Napoleon Street which will protect walkers from inclement weather.	Low
Public Address System (PA)	Cables catch fire or electrocute	Public and Staff	Low	There will no PA on site this year. All electrics checked by qualified electrician. Cable covers/management system in place, no exposed cables.	Low
	Trip over cables	Public and Staff	Low		Low

**Traffic Management:**

Parking	Lack of parking	Public and Staff	Low	Public are being encouraged to catch the train to the event. Rangers provided by the council will be available to assist with parking and traffic flow.	Low. (The only disruption to parking is the closure of Napoleon Street)
Access	Inadequate access for emergency vehicles	Public and Staff	Low	There is access from both ends of Napoleon and Access to the centre of each street is available through Clapman and De Nardi lanes.	Low
Moving Vehicles	Injuries caused by moving vehicles	Patrons/Pubic and Staff	Low	Vehicle movement is kept to a minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit with hazard lights on. First Aid on site. If possible, will ensure all vehicles are on and off site before the event.	Low

General:

Entrance / Exit	Risk of injury at entrance / exit	Public	Low	There are multiple points of entry for the festival, but the main areas of access will be from the train line, the station street parking and Curtin Avenue parking. First Aiders are on site in case of emergency.	Low
Emergency evacuation procedure	Fire, terrorist attack; storm	Public	Low	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; Access to Napoleon Street will be through Clapman lane which will not be closed off. Management team will be able to shift barriers quickly to allow access in the case of an emergency.	Low
	Problems with access for emergency vehicles	Public and Staff	Low		Low
Toilet Provision	Not enough toilets	Public	Low	Cafes already have existing toilets. 5 extra toilets including a disabled cabin will be provided and clearly signed.	Low
First Aid	Minor injuries - insect bites, heat stroke, general accidents	Public	Low	Provision of adequate First Aid cover.	Low

	Heat Exposure and Sunburn	Public and Staff	Medium	<p>Provision of First Aid cover. There are numerous general seating locations with shade cover. All stall holders are covered by either umbrellas or marquees to minimise the chance of heat exposure. First Aid will have free sun cream available. Free tap water will be provided by the Albion Hotel, Lamont's Cottlesloe and all the existing vendors in the festival area. First Aid will be available to treat any severe cases of dehydration.</p>	Low
	Dehydration	Public and Staff	Medium	<p>Free tap water will be provided by the Albion Hotel, Lamont's Cottlesloe and all the existing vendors in the festival area. First Aid will be available to treat any severe cases of dehydration.</p>	Low
Electrical infrastructure	Cables - tipping over	Public and Staff	Low	<p>All cabling will be contained in cable tray, laid along fence line and taped to the ground. This minimises any possibility of tripping. The cable layout is attached and will be signed off by the electrician on the day.</p>	Low



To Whom It May Concern

Dear Sir / Madam,

**Confirmation of Insurance**

MGIB is the appointed broker to Carlisle Events Hire Pty Ltd in respect of the following policy.

We confirm this policy is current, as at the date stated below.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

CLASS: BROADFORM LIABILITY INSURANCE

INSURED: Carlisle Events Hire Pty Ltd

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PERIOD OF INSURANCE: (a) From 4.00pm on 30<sup>th</sup> June 2011  
To 4.00pm on 30<sup>th</sup> June 2012

(b) Any subsequent period, for which the Insured shall pay or agree to pay and the Insurer(s) shall agree to accept a renewal premium.

BUSINESS: Hire and erection of marquees and other party equipment.

INSURED INTEREST: Legal Liability to the general public for bodily injury and/or death and/or property damage.

LIMIT OF LIABILITY: \$ 10,000,000

INSURER: LATITUDE UNDERWRITING PTY LTD

POLICY NO.: LAT0503477C

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder.

  
(Casey Bobrowski)  
ACCOUNT EXECUTIVE  
12<sup>th</sup> July 2011

McNAUGHTON GARDINER INSURANCE BROKERS PTY LTD

ABN: 77 070 159 492

AFSL: 245 489

Free Call: 1 800 762 146

PO Box 1136 Bunbury WA 6231  
T: (08) 9722 3700 F: (08) 9791 1635

PO Box 1735 West Perth WA 6005  
T: (08) 9213 9888 F: (08) 9481 4311

PO Box 3325 Broome WA 6725  
T: (08) 9192 5277 F: (08) 9481 4311



CARLISLE EVENTS HIRE COMPLIANCE INSURANCE

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**To Whom It May Concern**

Dear Sir / Madam,

**Confirmation of Insurance**

MGIB is the appointed broker to **Carlisle Events Hire Pty Ltd** in respect of the following policy.

We confirm this policy is current, as at the date stated below.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

CLASS: WORKERS COMPENSATION INSURANCE

INSURED: Carlisle Events Hire Pty Ltd

PERIOD OF INSURANCE: (a) From 4.00pm on 30<sup>th</sup> June 2011  
To 4.00pm on 30<sup>th</sup> June 2012

(b) Any subsequent period, for which the Insured shall pay or agree to pay and the Insurer(s) shall agree to accept a renewal premium.

BUSINESS: Hire and erection of marquees and other party equipment.

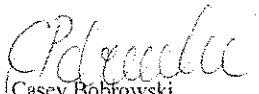
INSURED INTEREST: Legal Liability to all employees.

COMMON LAW LIMIT: \$50,000,000 any one person or number of persons arising out of any one event

INSURER: QBE INSURANCE (AUSTRALIA) LTD

POLICY NO.: PE1887373GWC

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder.

  
Casey Bobtowski  
ACCOUNT EXECUTIVE  
12<sup>th</sup> July 2011

**McNAUGHTON GARDINER INSURANCE BROKERS PTY LTD**

ABN: 77 070 159 492

AFSL: 245 489

Free Call: 1 800 762 146

PO Box 1136 Bushby WA 6231  
T: (08) 9722 3700 F: (08) 9701 1625

PO Box 1725 West Perth WA 6005  
T: (08) 9213 9888 F: (08) 9481 4311

PO Box 2325 Broome WA 6725  
T: (08) 9192 5277 F: (08) 9481 4311



**CARLISLE EVENT HIRE WORKERS COMPENSATION INSURANCE**

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**Denboer & Associates**

ABN 37 124 130 266

ACN 069 328 954

AFS Licence Number 243197

124 Stirling Highway  
NORTH FREMANTLE  
WA 6159

PO Box 41  
NORTH FREMANTLE WA 6159

Tel: 08 9433 3400  
Fax: 08 9433 3411

**Attention:** Robert Damjanovic  
**Company:** Event Staff

**From:** Steve Shur

We hereby confirm that we have arranged the insurance cover mentioned below:

Event Staff Pty Ltd  
PO Box 189  
KINGSWAY WA 6065

**CERTIFICATE OF  
CURRENCY**

**Date:** 8/02/2011  
**Our Reference:** EVENTSTAFF

**ENDORSEMENT**

Page 1 of 2

<b>Class of Policy:</b>	Liability Insurance
<b>Insurer:</b>	QBE Insurance Aust Ltd - Commercial Level 17, 200 St Georges Terrace PERTH WA 6000 ABN: 78 003 191 035
<b>The Insured:</b>	Event Staff Pty Ltd

<b>Policy No:</b>	70A244667PLB
<b>Invoice No:</b>	170957
<b>Period of Cover:</b>	From 24/01/2011 to 30/11/2011 at 4:00 pm

**Details:**

See attached schedule for a description of the risk insured

**IMPORTANT INFORMATION**

The Proposal/Declaration:-

- is to be received and accepted by the insurer
- has been received and accepted by the insurer

The total premium as at the above date is:-

- to be paid by the Insured
- part paid by the Insured
- paid in full by the Insured

Please note that the policy defined above is subject to the receipt of the Proposal Declaration and acceptance by the insurer (if not already completed and accepted) and subject to the full receipt and clearance of the total premium payable by the insured.

Event Cleaners - Event Staff Insurance Certificate

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**Denboer & Associates**

ABN 37 124 130 266

ACN 069 328 954

AFS Licence Number 243197

124 Stirling Highway  
NORTH FREMANTLE  
WA 6159

PO Box 41  
NORTH FREMANTLE WA 6159

Tel: 08 9433 3400  
Fax: 08 9433 3411

**Attention:** Robert Damjanovic  
**Company:** Event Staff

**From:** Steve Shur

We hereby confirm that we have arranged the insurance cover mentioned below:

Event Staff Pty Ltd  
PO Box 189  
KINGSWAY WA 6065

**CERTIFICATE OF  
CURRENCY**

**Date:** 8/02/2011  
**Our Reference:** EVENTSTAFF

**ENDORSEMENT**

Page 1 of 2

<b>Class of Policy:</b> Liability Insurance	<b>Policy No:</b> 70A244667PLB
<b>Insurer:</b> QBE Insurance Aust Ltd - Commercial Level 17, 200 St Georges Terrace PERTH WA 6000 ABN: 78 003 191 035	<b>Invoice No:</b> 170957
<b>The Insured:</b> Event Staff Pty Ltd	<b>Period of Cover:</b> From 24/01/2011 to 30/11/2011 at 4:00 pm

**Details:**

See attached schedule for a description of the risk insured

**IMPORTANT INFORMATION**

The Proposal/Declaration:-

- is to be received and accepted by the Insurer
- has been received and accepted by the Insurer

The total premium as at the above date is:-

- to be paid by the Insured
- part paid by the Insured
- paid in full by the Insured

Please note that the policy defined above is subject to the receipt of the Proposal Declaration and acceptance by the Insurer (if not already completed and accepted) and subject to the full receipt and clearance of the total premium payable by the insured.

Event Cleaners - Event Staff Insurance Certificate

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# DUAL

## Professional Indemnity Schedule

All words in CAPITAL LETTERS within the POLICY or this Schedule shall have the meaning given to them in Section 6 of the POLICY entitled "Definitions".

Your attention is drawn to the Claim Conditions at Section 8. Non-compliance with this provision may prevent recovery under this POLICY.

ITEM 1 POLICY NUMBER : P-PI0/7884/11/C-3

ITEM 2 Name of INSURED : Secure Events and Assets  
C/o. SFAS DMA Insurance Brokers - NSW  
PROFESSIONAL BUSINESS: Risk Management Consultants

ITEM 3 INSURANCE PERIOD: From: 20/07/2011 To: 20/07/2012 both days at 4.00pm Australian Local Time

ITEM 4 INDEMNITY LIMIT : \$ 5,000,000  
Any one CLAIM and in the aggregate during the INSURANCE PERIOD.

ITEM 5 DEDUCTIBLE : Including DEFENCE COSTS by the INSURED for each CLAIM:  
\$ 1,000

ITEM 6 RETROACTIVE DATE : Policy inception Excluding any known claims or circumstances

ITEM 7 Date of PROPOSAL: 16/07/2011

ITEM 8 AUTOMATIC EXTENSIONS:

- 3.1 Claims Preparation Costs
- 3.2 Consultants, Sub-contractors and Agents
- 3.3 Continuous Cover
- 3.4 Court Attendance Costs
- 3.5 Estates and Legal Representatives
- 3.6 Extended Notification Period
- 3.7 Fraud, Dishonesty or Intentional Acts
- 3.8 Joint Venture
- 3.9 Loss of Documents
- 3.10 Newly created or acquired Subsidiary
- 3.11 Official Investigations and Enquiries – costs and expenses
- 3.12 Public Relations Expenses
- 3.13 Run off cover until expiry of the Period of Cover
- 3.14 Severability
- 3.15 Previous Business
- 3.16 Emergency Costs and Expenses
- 3.17 Reinstatement of Indemnity Limit
- 3.18 Costs and Expenses In Addition

ITEM 9 Optional Extensions: 4.1 Fidelity Not Included

ITEM 10 POLICY Wording: DUAL Australia Steadfast Professional Indemnity Wording 0311.pdf

ITEM 11 Endorsements attached at inception:

300PI Steadfast Optional Extension Endorsement (Fidelity)

It is agreed that the optional extension Clause 4.1 is operative

Except as otherwise provided in this endorsement, the Insuring Clause and all other Policy terms and conditions shall have full force and effect.

ITEM 12 Underwriters: DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's

Signed:

Signed by DUAL Australia Pty Ltd  
on behalf of certain underwriters at Lloyd's

### DUAL AUSTRALIA PTY LTD

Level 4	332 Kent Street	Sydney NSW 2000	Tel: 1300 769 772	Tel: +61 (0)2 9248 6300	Fax: +61 (0)2 9248 6301
Level 8	454 Collins Street	Melbourne VIC 3000	Tel: 1300 769 772	Tel: +61 (0)3 5611 3500	Fax: +61 (0)2 9248 6301
Unit 68	177 Oxford Street	Leedsdale VIC 3007	Tel: 1300 769 772	Tel: +61 (0)3 9442 1455	Fax: +61 (0)2 9248 6301
Level 7	127 Creek Street	Brisbane QLD 4000	Tel: 1300 769 772	Tel: +61 (0)7 3238 2758	Fax: +61 (0)2 9248 6301

Part of the DUAL International Group

Registered under AEM 16 107 950 167

AFS Licence No. 390183

Page 3

Secure Events and Assets Insurance Certificate

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Coversure Pty Ltd ACN 134 635 180 ABN 84 413 814 665  
(AR 333327 of DMA Insurance Brokers Pty Ltd AFSL 246745)  
Unit 8A, 1 Pioneer Avenue, Tuggerah NSW 2259  
PO Box 3407 Tuggerah NSW 2259  
Tel: 1300 360 908 Fax: 02 4355 4899  
Web: www.coversure.com.au

### CERTIFICATE OF CURRENCY

Certificate Number: SG0000779X  
Certificate Wording/s: Coversure Security Industry Insurance Wording  
Insurer: Certain Underwriters at Lloyd's of London as per Binding Authority Agreement B0831/20000042010  
Insured: Secure Events & Assets  
Premises: at and from 32A Lankston Place Epping NSW 2121  
Business Occupation: Principally Static Guarding, Body Guarding, Traffic Controllers & Crowd Control  
Interested Parties: National Entertainment Services & ActiveTV Pty Ltd FTRR&I  
Territorial Limits: Australia Wide  
Period of Insurance: From: 01/01/2011 To: 01/01/2012 at 4.00pm  
Limits of Liability:

Items	Limit (\$)
<b>Section 1 - Liability</b>	
Public Liability any one Occurrence	\$20,000,000
Products Liability in the Aggregate	\$20,000,000
Goods in Care, Custody & Control	\$50,000
Loss of Keys	\$50,000
Errors & Omissions	\$1,000,000
Use of firearms	No
Use of dogs	No
Crowd Control	Yes
<b>Section 2 - Cash in Transit</b>	
Maximum Carry Limit	\$0
<b>Section 3 - Cash in Safe</b>	
Maximum Safe Limit	\$0

Date of Issue: 23 December 2010

Other Information:

Signed

For and, on behalf of Certain Underwriters at Lloyds.

- 6x3 Upmarket
- 6x3 Procott
- 6x3 Food Marquees

- 6x6 Shade Dome seating
- 3x3 1<sup>st</sup> Aid/Site Tent
- Sno Cone Stall

Sno  
Cones



## Hullabaloo Napoleon Street Site Map 2012 - Draft 3

Stall 31 – Fiddlesticks 34 - Cott Coast Care

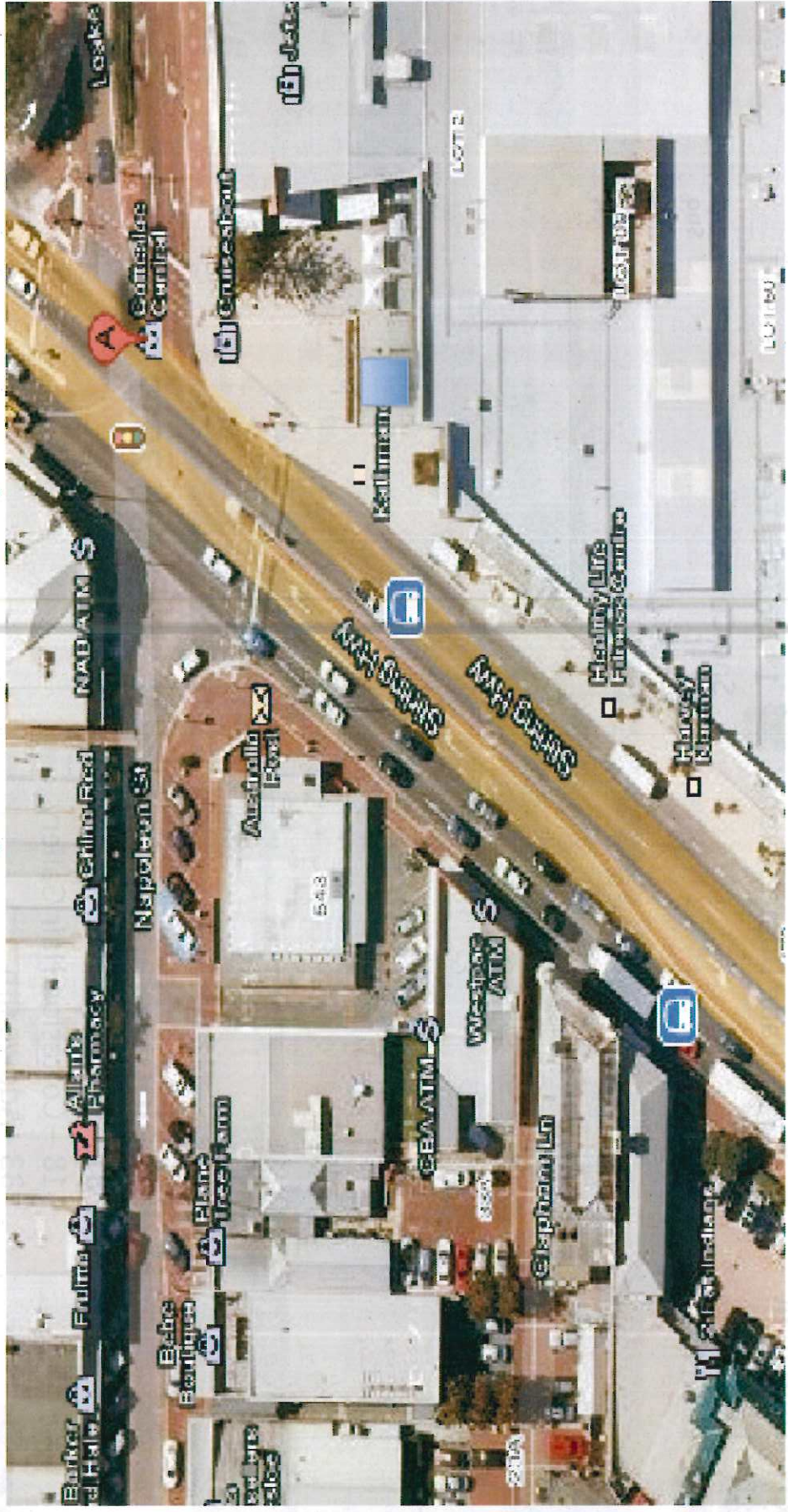
18 – Cottesloe Hair Gallery

33 - Addwealth

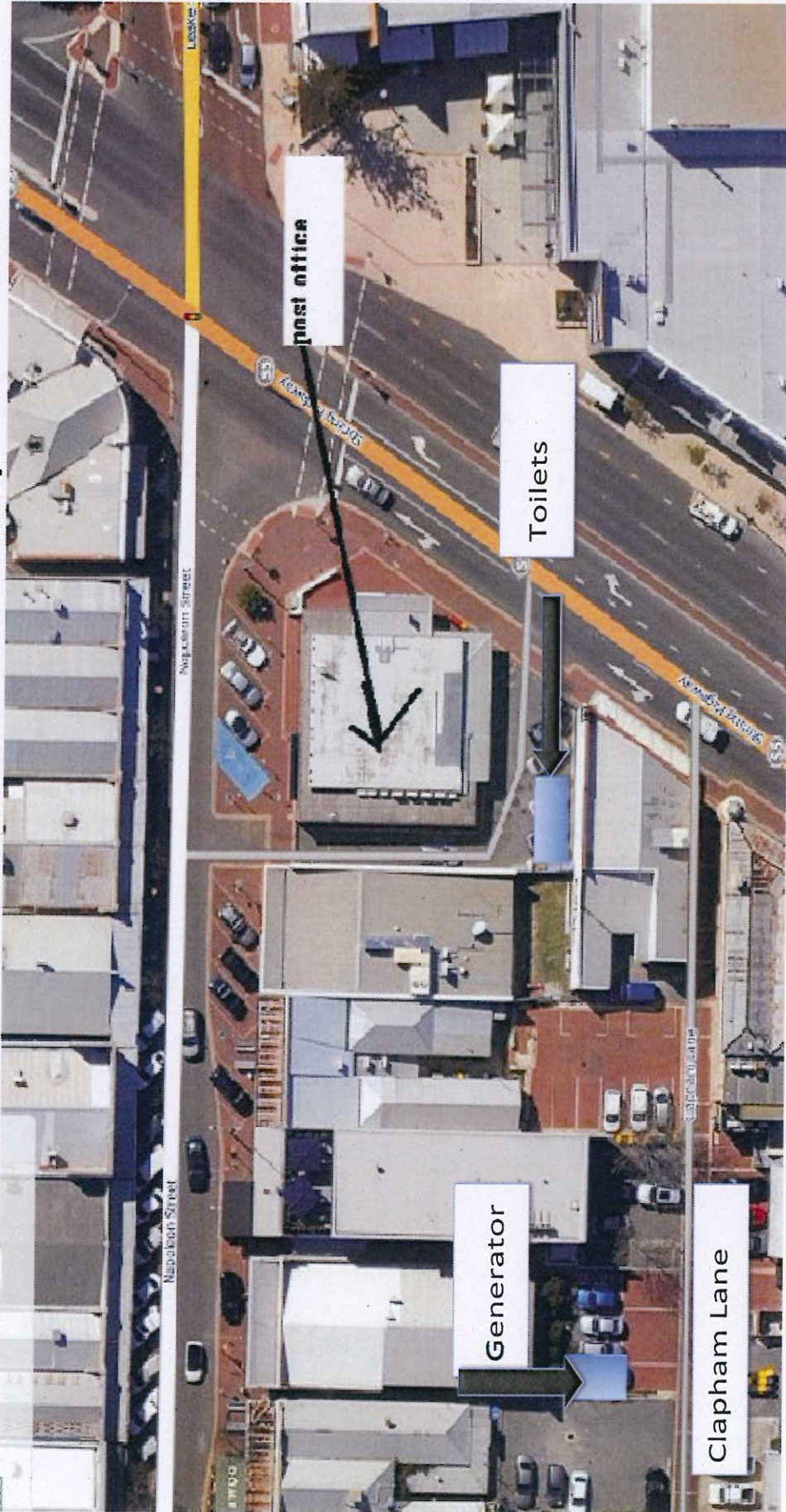
6m scale Napoleon St – 153m length



# Hullabaloo Westpac 3x3 Site Map 2012 - TBC



# Hullabaloo Toilet and Generator Site Map 2012 - Draft







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## Hullabaloo Cottesloe Festival

10 November 2012 DRAFT as at 12 July 2012

Time	Activity - Bump in	Location
17.00	Generator sited	Acton car space tbc
Midnight	Napoleon Street Closed until Saturday 6pm Rangers move cars as required	Napoleon Street

### Saturday 10th November - Load in

Time	Activity - Bump in	Location
4am - 8am	Marquees and shade domes installed Toilets sited	Napoleon Street
	Town of Cottesloe to provide 20 sulo bins	TBC
7am	Electrician hook up food stalls to generator	Napoleon Street
7am - 9am	Stall Holders set up	Napoleon Street
9am	Event Commences Event Security on site Event Cleaners on site First Aid onsite	Napoleon Street

### Saturday 19th November 2012 - Event

Time	Activity	Location
9am	Stall holders open for business	Napoleon Street
TBC	Colin Barnett walk through	Napoleon Street
10am	Food Stall open for business	Napoleon Street
TBC	Entertainment: Street Buskers/Artists	Napoleon Street
16.00	Event Closes	Napoleon Street

### Saturday 10<sup>th</sup> November 2012 - Load out

Time	Activity - Bump out	Location
4.30pm	Commence bump out of Napoleon Street	Napoleon Street
6pm	All infrastructure removed	Napoleon Street
6pm	Roads open	Napoleon Street



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## **Traffic Management Plan - Proposed**

Hullabaloo Cottesloe Festival 2012  
Saturday 10<sup>th</sup> November

**DRAFT**

as at 12 July 2012

Full Traffic Management Plan to be supplied

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## **Proposed Traffic Management**

### **Pre Event Advance Warning Signage: Friday 26<sup>th</sup> October – Saturday 10<sup>th</sup> November 2012**

Signage will be placed on the corner of Napoleon Street and Stirling Highway two (2) weeks prior to the event day.

Friday 26<sup>th</sup> October to Thursday 1st November 2012

Week one (1) signage will be hard framed and placed on the corner of Napoleon Street and Stirling Highway.

Friday 2<sup>nd</sup> October – Saturday 10<sup>th</sup> November 2012

Week two (2) signage will be LED signage on fixed trailer (at a cost of \$200 per day) on the corner of Napoleon Street and Stirling Highway.

### **Event Day Signage**

**Saturday 10<sup>th</sup> November 2012**

'Event Ahead' Signage will be used to indicate the location of the event and car park and assist with traffic flow and direction.

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### **Event Day Parking**

For those who do decide to drive, parking will be available for the Event for staff and patrons in the regular car parks in the area. The only area closed for parking for the duration of the event is Napoleon Street.