



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 URBAN MEDIA AUSTRALIA Pty Ltd.
Contact person: RYAN McDONOUGH Position COMPANY DIRECTOR
Postal Address: Level 3, 5 Queen St Chippen Dale Post Code: 2008.
Daytime Telephone Number: Mobile:
Email: Fax:

EVENT DETAILS:

Name of Event: 2015 HAVAIANAS THONG CHALLENGE.
Day and Date of Event: BUMP IN 24th PM EVENT 26th - A Time From: 6am To: 6PM
BUMP OUT 26-27th

(Start and finish times must include setting up and packing away time)

Type of Event: World record attempt for longest line of inflatables joined hand to feet.

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.

AREA FOR EVENT:

Please see attached map - Reference: 2013 - 19 - 01
CIVIC CENTRE GROUNDS

- Main Lawn/Main Lawn Stage
- Two Palms
- Sunken Lawn
- Rotunda
- Tank Stand
- Other \_\_\_\_\_

**BEACHFRONT:**

- Main Cottesloe Beach (Below Cottesloe SLSC)
- North Cottesloe Beach
- Isolators Reef
- Other \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT**

(Including entertainment and main attractions)

The HTC in its 10th year is a national world record attempt held each Australia Day. The event encourages family to come down to the beach & celebrate AUS day in a truly unique way. A donation from each tix sold is made to the SLSC to support the nippers program they run.

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

**PROFIT** contribution to SLSC as noted above. **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 – Beaumonde Catering. If you require catering, please contact Beaumonde Catering on 9377 2947 or [info@beaumontecatering.com.au](mailto:info@beaumontecatering.com.au).

NOT REQUIRED.

Management of Alcohol

Will guests be consuming alcohol?  YES  NO

Date for pick up (not public holidays):

27<sup>th</sup> January 2015

**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 | U 6 | 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

*See signage map supplied.*

Tables – How many? \_\_\_\_\_  Chairs – How many? \_\_\_\_\_

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

Flower arrangements

Other – Please provide details: \_\_\_\_\_

*see site map supplied.*

Do you propose to erect a marquee?  YES  NO

Approximate size: \_\_\_\_\_

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.

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 of Racing, Gaming and Liquor (RGL)       | YES   | NO |
| If a Licence has been already issued – has this been attached to this application form | NO – Licence has not been issued yet<br>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: _____<br>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:

\$19.00 per bin for 240L general waste bin & \$19.00 per bin for 240L recycling bin.

| Type of Bin            | How many required |
|------------------------|-------------------|
| 240L general waste bin | 20                |
| 240L recycling bin     | 20                |

Music instruments or electrical equipment

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

**YES**                       **NO**

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?**                       **YES**                       **NO**

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

Expected stage of the event (time frame)?  
\_\_\_\_\_ *- between 8am - 4pm on 26th January.*

**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 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/event permit.

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: \_\_\_\_\_

Please contact the Events Officer for fees that may be charged to lodge this application.

Declaration:

As the applicant, I have reviewed and completed the required information, and can confirm that the application is completed and correct.

Print Name: RYAN MC DONOUGH.

Signature of Applicant: 

Date of submission: 15th September 2014.

| Category      | Task or Issue / Hazard  | Person affected / location                                   | Risk Rating  | Risk Control Measures  | By who / when                            | Notes  |
|---------------|---|--|--|--|--|--|
| Human         | Issue: Large Crowd numbers exceed estimated figure  | Event Staff & Volunteers                                     | C 2<br>MODERATE  | > Additional assistance for event staff with registration, payments and lilo distribution  | SLSC & Havaianas Reps / 26/01/15         |  |
|               | Hazard: Additional people lining up for registration, high patron numbers keen to take part in organised beach activities |  |  | > all pre registered event participants to have lilos inflated the day prior to event  | SLSC / 25/01/15                          |  |
|               | Issue: Beach activities impeding other beach users time at the beach  |  |  | > Beach activities to be scaled down to ensure all registered event participants can take part in beach activities                           | Urban Event Staff / 26/01/15             |  |
|               | Hazard: Clashing space requirements required for activities vs. other members of the public not involved in event         | Beach Goers  | D 2 LOW  | > Security guards to manage queues of people around registration & inflation areas   | Security company 26/01/2014              |  |
|               | Issue: Participants require medical attention for general issues  |  |  | > Roped off area of beach (100 sqm) prior to people arriving on Australia Day. Signs notifying beach goers that area is out of bounds        | SLSC & Urban / 26/01/2015 (prior to 9am) |  |
| Technological | Hazard: Persons involved in organisation / participation suffering injury   | Event Participants, Event Staff & Volunteers                 | C 2 MINOR  | > Vehicle access to be limited in accordance with council regulations.   | Urban Event Staff / 26/01/15             |  |
|               | Issue: Exposure to electrical outlets required for event  | Event Participants, Event Staff & Volunteers                 | E 2 LOW  | > On hand first aid in accordance with legal requirements of beach patrol and safeguarding of all beach goers (including event participants) | SLSC / 26/01/2015                        |  |
|               | Hazards: Injury if patrons come in to contact/accidental or deliberate tampering  |  |  | > Electrical outlets used only on private SLSC property  | SLSC & Urban / 26/01/2015 (prior to 9am) | Urban and SLSC to agree on best position for Generator in final site inspection prior to event |
|               | Issue: Exposure to generator required for event   | Event Participants, Event Staff & Volunteers                 | E 2 LOW  | > Set up and maintenance done outside of event hours   |  |  |
|               | Hazards: Injury if patrons come in to contact/accidental or deliberate tampering  |  |  | > All electrical outlets protected and secured with electrical tape including all leads fastened and out of the way from all persons         |  |  |
|               | Issue: Large TV screens exposed   | Event Participants, Event Staff & Volunteers, General Public | C 3<br>MODERATE  | > Generator placed in safe area with little - no traffic   | Hire company / 26/01/2015                |  |
|               | Hazards: Could fall over due to windy weather   |  |  | > Set up and maintenance done outside of event hours   |  |  |
|               |   |  | > Generator completely guarded and protected with fence                              |  |  |  |
|               |   |  | > Barriers put in place secure Screens from Public access                            |  |  |  |
|               |   |  | > Supplier to submit safety proposal for securing screens                            |  |  |  |
|               |   |  | > Water safety plan prepared and submitted to council accompanying event application |  |  |  |
|               |   |  | Safety messages will be displayed on giant screens visible to all participants       |  |  |  |

| Water | Environmental | Task: Ensuring all patrons are monitored and safe whilst in the water during Thong Challenge world record attempt  | Event Participants                           | C 3 MODERATE | > MC announcements through PA<br><br>> Participants will enter water through 3 giant inflatable arches that correspond to the colours on the wristbands<br><br>> Water entry & conditions will be managed by 3 different coloured wristbands. Wristbands will correlate to the swimming strength of participants<br><br>> Jet skis & rubber & rubber duckies will also be on stand by for any emergencies | Urban Event Staff / AQUEO / 26/01/2015<br><br>SLSC / 26/01/2015       | SLSC will be responsible for the safety of all participants in the water during the time of the Thong Challenge. |
|-------|---------------|--|--|--------------|---|---|--|
|       |               | Task: Provision of products to protect against natural dangers<br>Hazard: Persons involved in organisation / participation suffering, dehydration/heatstroke or sunburn                                      | Event Participants, Event Staff & Volunteers | C 2 MINOR    | > Adequate water and sunscreen supplies provided on the day   | Urban Event Staff / AQUEO / 26/01/2014                                | Key sponsor, Palmers sunscreen to provide samples. AQUEO to provide water.                                       |
|       |               | Issue: Inclement weather conditions<br>Hazard: rain and wind affecting scheduled running of event  | Event Participants, Event Staff & Volunteers | D 2 LOW      | > Utilisation of SLSC facilities in case of inclement weather<br>> Contingency plan to be prepared  | SLSC / 26/01/2015<br>SLSC & Urban (pre event)                         |  |
|       |               | Issue: Temporary marquee structures<br>Hazard: Build and danger as constructions are new to landscape  | Event Participants, Event Staff & Volunteers | D 2 LOW      | > Ensure builds are safe and ropes, fastening items are safe and clearly visible to patrons   | Marquee Supplier / 26/01/2015   | Marquee at Coites/oe SLSC to be erected immediately in front of SLSC   |
|       |               | Issue: Event / Sponsor signage<br>Hazard: Causing injury via positioning or not being secure   | Event Participants, Event Staff & Volunteers | E 2 LOW      | > Agreeing with SLSC best position for signage (least populated and safest areas around event)<br>> Firmly securing all signage prior to event commencement   | SLSC & Urban 26/01/2015 (pre event)<br>Urban Event Staff / 26/01/2015 |  |
|       |               | Task: Disposal of all event related rubbish (inflatable llos major consideration) at completion of event<br>Hazard: Disposed rubbish potentially causing possible safety and littering immediate environment | Event Participants, Event Staff & Volunteers |              | > Clean up of immediate and surrounding area for any event related rubbish. Removal of rubbish off site<br>> Third party waste management company employed to handle removal of rubbish   | Urban Event Staff / AQUEO / Waste management contractor 26/01/2015    |  |



## LIKELIHOOD

How likely is it to occur?

| Level | Descriptor     | Example Detail Description                      |
|-------|----------------|---|
| A     | Almost Certain | Is expected to occur in most circumstances      |
| B     | Likely         | Will probably occur in most circumstances       |
| C     | Possible       | Might occur at sometime                         |
| D     | Unlikely       | Could occur at some time                        |
| E     | Rare           | May occur but only in exceptional circumstances |

## CONSEQUENCE

What is likely to be the impact?

| Level | Descriptor    | Example Detail Description  |
|-------|---------------|---|
| 1     | Insignificant | > No injuries<br>> Low financial loss   |
| 2     | Minor         | > First aid treatment<br>> On-site release of chemical immediately contained<br>> Temporary halt of event<br>> Medium financial loss  |
| 3     | Moderate      | > Medical treatment required<br>> On-site release of chemical contained with outside assistance<br>> Temporary halt of event requiring outside assistance (eg. Specialised maintenance, fire, police)<br>> High financial loss                              |
| 4     | Major         | > Extensive injuries<br>> Loss of production capability<br>> Off-site release of chemical with no detrimental effects<br>> Halt of event requiring investigation and outside assistance (eg. Fire police, ambulance, SafeWork SA)<br>> Major financial loss |
| 5     | Catastrophe   | > Death<br>> Toxic release off-site with detrimental effect<br>> Halt of production with investigation and potential prosecution (eg. Fire, police, ambulance, SafeWork SA)<br>> Catastrophic financial loss  |

## RISK ASSESSMENT MATRIX

The risk determines a 'risk rating', based on the likelihood and consequence of risk.

| CONSEQUENCE        |               |       |          |       |              |
|--------------------|---------------|-------|----------|-------|--------------|
| Likelihood         | Insignificant | Minor | Moderate | Major | Catastrophic |
| A (Almost Certain) | H             | H     | E        | E     | E            |
| B (Likely)         | M             | H     | H        | E     | E            |
| C (Possible)       | L             | M     | H        | E     | E            |
| D (Unlikely)       | L             | L     | M        | H     | E            |
| E (Rare)           | L             | L     | M        | H     | H            |

### RATINGS

E = Extreme risk: Immediate action required.

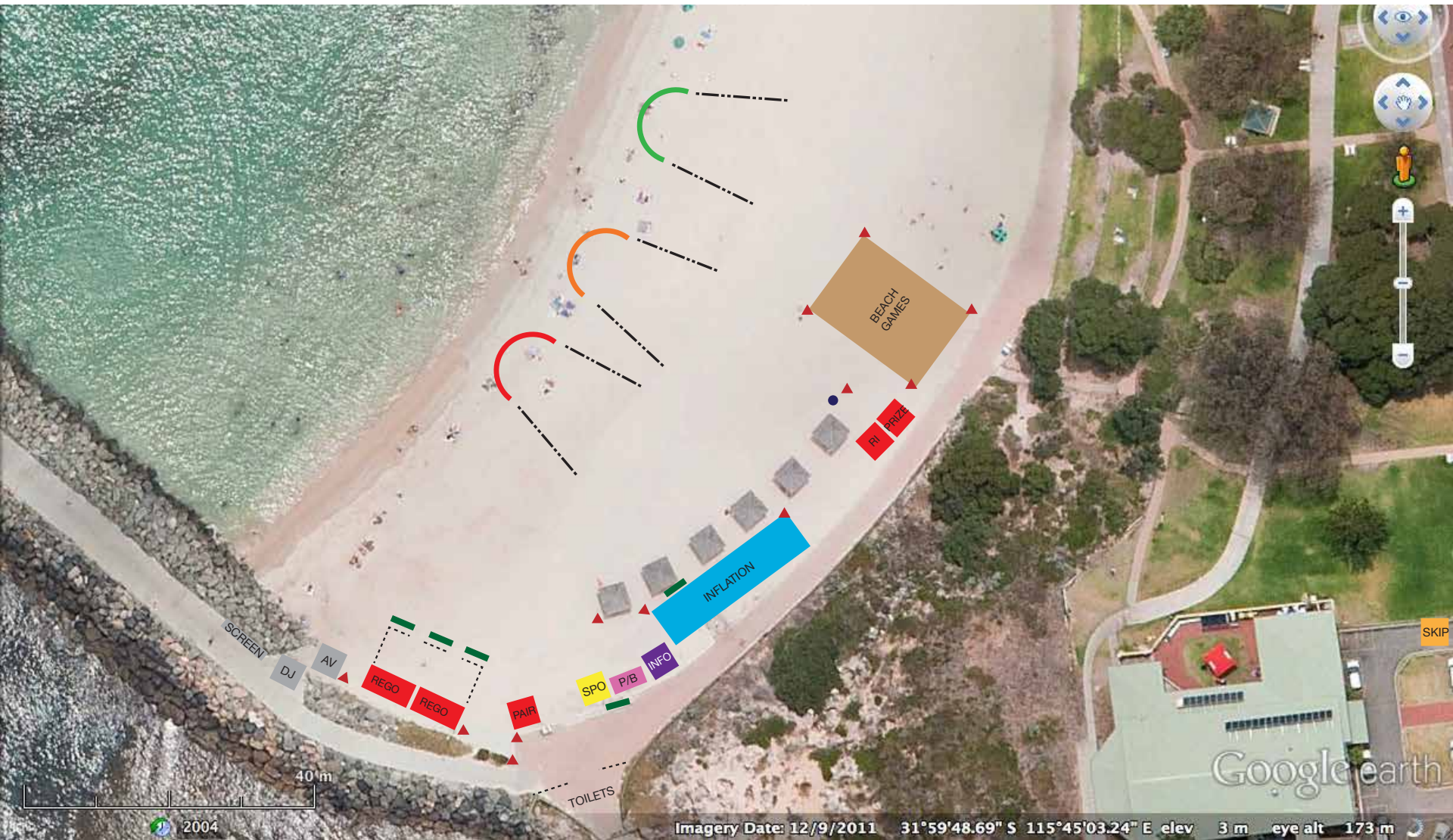
H = High risk: Senior management attention needed

M = Moderate risk: management responsibility must be specified

L = Low risk: Manage by routine procedures

# Event Signage Register (Event Logo)





**KEY**

■ INFLATION

● SHARE STATION

● CHOC WHEEL

⤿ ORANGE INFLATABLE ARCH

■ PHOTOBOOTH

■ REGISTRATION TENT

▲ TEAR DROP SIGNAGE

■ SKIP

----- FENCING

⤿ RED INFLATABLE ARCH

⤿ GREEN INFLATABLE ARCH

■ SPONSOR MARQUEE

■ INFO TENT

— PULL-UP BANNER

--- MARSHALLING AREA

2004

Google earth

# Event Signage Register (Tear Drop Banners)

12 X 3000 X 600  
Event Branding &  
Water Safety



SPONSOR TBC

3000 X 600  
Sponsor Branding

# Event Signage Register (Water Entry Arches)



**3 x 50' X 32' Inflatable Arch –  
Premium**

**NB – red, orange & green as per  
the site map**



# Event Signage Register (Event Information Banner)

## Register Here

Entry Fee  
**\$30**



\*Children between the ages of 8 and 14 will need a parent or guardian to accompany them in the world record attempt.

\* Children under the age of 8 will not be able to take part due to water safety responsibilities.

2 X 2000 X  
850mm

## Already Registered

Collect your ticket and ShareBand.



\*Your ShareBand will allow you to check in and post photo's to facebook.

\* You MUST wear your ShareBand at all times to enter the World Record attempt.

2 X 2000 X  
850mm

## Refilling Station

Do you need a little more air in your Giant Inflatable Thong?  
This is the place to be!



2 X 2000 X  
850mm

## Inflatable Pick up

Show your ShareBand and ticket to pick up your Giant Inflatable Thong.



\*Please do not queue here for Re-inflation or damaged lilos. Go to the REFILLING STATION

2 X 2000 X  
850mm



# Event Signage Register (Event Information Banner)



2 X 2000 X  
850mm




2 X 2000 X  
850mm



## Event Signage Register

(Directional signage to be attached to top of marquees)

|  |                     |
|--|---------------------|
|    | 1 X 1500 X<br>300mm |
|    | 1 X 1500 X<br>300mm |
|    | 1 X 1500 X<br>300mm |
|   | 1 X 1500 X<br>300mm |
|  | 1 X 1500 X<br>300mm |





Est 1909

**COTTESLOE SURF LIFE SAVING CLUB (Inc.)**  
87 Marine Parade, Cottesloe  
PO Box 403  
Cottesloe WA 6911  
Ph: 08 9383 4400  
Fax: 08 9385 4963  
Email: [sso@cottsurf.com](mailto:sso@cottsurf.com)  
Web: [www.cottsurf.com](http://www.cottsurf.com)

*"Vigilance & Service"*

26 August 2014

Ryan McDonough  
Co-Founder and Director  
Urban Communications  
Level 3, 5-13 Queen Street  
Chippendale, NSW 2008

Dear Ryan,

Cottesloe Surf Life Saving Club confirms its support and participation in the Australia Day Havaianas Thong Challenge 2015 at this stage planned to be held on Monday 26<sup>th</sup> January 2015.

James Jenkin continues to be Cottesloe SLSC's Life Saving Officer, this being his third season, and will work with you regarding the essential water safety and risk assessment procedure. Ruth Turnbull who works in the administration office during the week will assist to co-ordinate the planning with James.

We look forward to what we hope to be another incredible day at Cottesloe beach for club members, spectators and participants. Thank you for asking us to be involved this year.

Richard Olson

Secretary