



# Katherine & District

Partnered with



-SHOW SOCIETY INC-

PO Box 339, Katherine NT 0851  
Ph: (08) 8972 1746  
Email: [mail@katherineshow.org.au](mailto:mail@katherineshow.org.au)  
ABN: 14 859 963 702



## SUPPLY OF SECURITY

### *Preamble*

Katherine Show Day falls on the third Friday of July each year.

The Katherine & District Show Society has control of the Showgrounds from 2<sup>nd</sup> July. Preparation and setting up will occur throughout the Showgrounds during this period.

Events on the main arena commence on the Tuesday prior to Show Day and continue through to Saturday evening. Friday and Saturday are the Show Days during which time there will be activities occurring throughout the entire Showgrounds. Packing up and departure of exhibitors and stall holders occur predominantly on the Sunday with vacation of the grounds occurring by the Tuesday following Show Day.

Liquor licence times are yet to be confirmed, security requirements for the Bars are not expected to change unless there is a change in the liquor licences.

Three entrances/exits are available for public use during the Show: two pedestrian only entrance/exit at Murphy Street and a general use entrance/exit at Murray Street. In addition, there is a vehicle entrance/exit at Murphy Street for service vehicles ONLY and other entrances/exits at various points around the showgrounds which are for special purpose use only and to be used strictly in accordance with KDSS guidelines.

“KDSS” means the Katherine & District Show Society Incorporated.

EOI means Expression of Interest

Contracts for Expressions of Interest may be withdrawn or not awarded at the discretion of KDSS.

The successful applicant will not necessarily have the lowest price but will provide a value for money service that will comply with the standards expected of KDSS. Please attach any supporting documentation with your application.

### *Show Dates for 2023*

Monday of Show Week	17 <sup>th</sup> July 2023
Show Days (Friday & Saturday)	21 <sup>st</sup> & 22 <sup>nd</sup> July 2023

### *Purpose & Scope*

The showgrounds encompass all of the area enclosed by the perimeter fencing (including new fence between showgrounds and golf course & the speedway) including (but not limited to) the main arena and associated yards & enclosures, exhibitor and stall holder areas, sideshow area, food court, racetrack arena, campdraft arena, rodeo arena, spectator areas, grandstand (including offices), all pavilions, camping areas and carparks.

Security is to provide for:

- Safety and security for members of the public at the Show, completing our checklist (supplied)
- Security for KDSS volunteers and staff for the movement of money and other duties throughout the Show
- Security for the public bars in operation during the Show
- Resolving disturbances during and at the Show (and completing incident reports)
- Locking and unlocking of pavilions at the designated times (see schedule B)
- Admission to the Show.





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## Schedule A

### 1. Grounds Security

Tuesday 18 <sup>th</sup> July	6pm - 8am (next day)	One guard on grounds roving One guard with vehicle
Wednesday 19 <sup>th</sup> July	6pm - 8am (next day)	One guard on grounds roving One guard with vehicle
Thursday 20 <sup>th</sup> July	6pm - 8am (next day)	One guard on grounds roving One guard with vehicle
Friday 21 <sup>st</sup> July	6pm - 8am (next day)	Two guards on grounds roving One guard with vehicle
Saturday 22 <sup>nd</sup> July	6pm - 8am (next day)	One guard on grounds roving One guard with vehicle

### 2. Side Show Alley Security

Friday 21 <sup>st</sup> July	12 Noon to 12 Midnight	One guard roving
Saturday 22 <sup>nd</sup> July	12 Noon to 12 Midnight	One guard roving

### 3. Fence & Office Security

Friday 21 <sup>st</sup> July	8am – 10pm 12 Noon to 8pm	One guard with vehicle One guard roving
Saturday 22 <sup>nd</sup> July	8am – 10pm 12 Noon to 8pm	One guard with vehicle One guard roving

**4. In addition:** there is to be one guard available at 6am for opening of gates for approximately one hour on Friday & Saturday and from approximately midday until midnight on Friday & Saturday who will be available for accompanying KDSS staff in the provision of official duties, including the transport of money, and for resolving security issues in all areas.

### 5. Bar Security

Friday 21 <sup>st</sup> July	12 Noon – 8:30pm	One guard at Main Arena Bar
	12 noon to 5pm	One guard at Campdraft Bar
	5.15pm to 2am	Two guards at Rodeo Bar
	5.30pm – 12 Midnight	One guard floating between Rodeo Bar & Main Arena Bar as Required
	7pm – 12 Midnight	Five guards at Rodeo Bar
Saturday 22 <sup>nd</sup> July	12 Noon – 8.30pm	One guard at Main Arena Bar
	12 Noon – 5pm	One guard at Campdraft Bar
	5.15pm to 2am	Two guards at Rodeo Bar
	5:30 pm – 2am	One guard floating between Rodeo Bar & Main Arena Bar as Required.
	7pm – 12 Midnight	Five guards at Rodeo Bar





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## 6. Gates Security

Location	Day	Time	Number of Guards Required
Murphy Street Rodeo Gate (emergency vehicles only) & Electric Gate Main Entrance	Thursday 20 <sup>th</sup> July	7am – 10:30pm	1
	Friday 21 <sup>st</sup> July	6am - 10:30pm	1
	Saturday 22 <sup>nd</sup> July	6am - 10pm	1
Murphy Street Ticket Box (Pedestrian only entrance)	Friday 21 <sup>st</sup> July	6am – 9am	1
		9am – 4pm	2
		4pm – 9pm	1
	Saturday 22 <sup>nd</sup> July	6am – 9am	1
		9am – 3pm	1
		3pm – 9pm	2
Murray Street Vehicle Entrance	Friday 21 <sup>st</sup> July	6am – 9:30pm	1
	Saturday 22 <sup>nd</sup> July	6am – 9:30pm	1
Between Show Grounds & Katherine Country Club	Friday 21 <sup>st</sup> July	5pm – 12 midnight	1
	Saturday 22 <sup>nd</sup> July	5pm – 12 midnight	1

## 7. Extra Guards:

**One extra guard to control traffic at Murphy Street gates during busy period on both Friday and Saturday from 8am to 5pm.**

**One extra guard at Rodeo gate to campsite on both Friday and Saturday from 3:30pm to 10:30pm then transfer to Rodeo Bar until close.**

**Guard from ticket box when closes at 9pm to move to the Murphy Street pedestrian gate to assist patrons out until close.**

**One extra guard at the Rodeo area on both Friday and Saturday 6pm to 10.30pm, then move to Rodeo bar until close when they will then join the night/fence guard.**

## Schedule B

All Pavilions are to have all doors unlocked and lights turned on between 8am – 8:15am on Friday and Saturday.

The following are to be locked and lights turned off between 6pm – 6:15pm on Friday and Saturday.

Art & Photography, both end doors

Horticulture, end door and adjoining door to Agriculture

Agriculture, end door and both side doors

Craft, both end doors

Needlework, PA door and both roller doors

Cooking, PA door and both roller doors

Poultry, PA gate and roller door

Staff and stewards may also use these pavilions at other times and have keys

The following are to be relocked and lights turned off between 8pm – 8:15pm on Friday and Saturday.

The Stuart McDouall, front PA door and two end roller doors

Norforce Pavilion, front and rear roller doors and PA door

Buntine roller doors





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## Requirements

### Other Responsibilities of Security Guards:

- Ensure traders operate solely within their designated site areas
- Ensure that the drinking of alcohol occurs only within the designated areas
- Admission to the Show is by paid entry. Security staff will be responsible for admission of ticket holders and for ensuring that only pedestrians with valid passes and vehicles with KDSS car passes are given access. The Security Contractor will be issued with details of valid passes and entry requirements 24 hours prior to the commencement of the Contract.

Vehicle is to be quoted separately. Contractor is to advise type of vehicle to be used. This must be a scooter, side by side or ATV or golf cart or similar and must have approval by KDSS. Appropriate safety attire must be worn at all times the vehicle is in use during the Show including when outside the showgrounds area.

There is to be no inappropriate riding of vehicles. This includes circle work, carrying of passengers, excessive speed.

Immediate response is required for emergency situations. At all other times, when called upon by KDSS, a response time of 5 minutes is required.

Details of communication equipment to be used, proof of insurance cover in the form of a "Certificate of Currency" and security licences for key employees are to be provided at the time of applying. Minimum insurance coverage should be \$10,000,000.

Contractors and staff, or a representative who will provide details to staff, are required to attend our site induction process. This can be completed via our induction pack prior to site entry, including a site walk around inspection prior to the commencement of activities at the grounds.

Hepatitis B & C vaccinations may be required, to be determined after site audit is conducted, and evidence of PPE use is verified.

Contractors are to familiarise themselves with the layout and position of the Katherine Showgrounds and location of facilities and equipment, prior to submitting applications.

An agreement between the successful applicant (the Contractor) and KDSS will be entered into and KDSS shall then inform the Contractor of their nominated representatives and provide contact details. Contractors are to take instructions only from the nominated persons.

All Contractors who will be utilising the services of a subcontractor in order to carry out this scope of works must make this clear in their EOI.

The Contractor is to supply KDSS with the names and mobile telephone numbers of their onsite person in charge and their person who will be second in charge. This person is to be available to KDSS at all times during the Show.

Final payment for provision of security will be made 14 days after completion of the contract.

Final times for sideshow alley and the bars will be dependent upon liquor licence being available until 2am. Please quote on the times provided and a variation to the contract will be supplied if there are changes in these times.





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Follow COVID-19 procedures. Wash or sanitise hands after each interaction with a patron ie. ID checking people on Bar gates.

All security staff must wear easily identifiable uniforms including boots, hats/caps and vests if needed.

*Applications are to be received by 5.00 pm on Friday 31st March 2023, marked "Security".*

