



# Katherine & District

-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Contracts for Expressions of Interest may be withdrawn or not awarded at the discretion of KDSS.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 2024

Monday of Show Week	15 <sup>th</sup> July 2024
Show Days (Friday & Saturday)	19 <sup>th</sup> & 20 <sup>th</sup> of July 2024

### 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

Day	Location on Site	Number Required
<b>Tuesday the 16th</b>		
6pm - 8am	Roving	2
<b>Wednesday the 17th</b>		
6pm - 8am	Roving	2
<b>Thursday the 18th</b>		
6am - 10:30pm	Murphy Street Rodeo Gate	1
6pm - 8am	Roving	2
<b>Friday the 19th</b>		
6am - 10:30pm	Murphy street Rodeo Gate	1
6am - 10:30pm	Ticket Box	1
6am - 12:00pm	Golfy Gate	1
6am - 10:30pm	Murray street Vehicle Entrance	1
12pm - 11:30pm	Side Show Alley Roving	2
12pm - 11:30pm	Main Arena Bar until 8:30pm then rodeo bar	2
12pm - 11:30pm	12pm - 5pm at campdraft bar - 5pm 11:30pm rodeo bar	2
5:15pm - 12:00am	Rodeo Bar (one needs to be roaming between rodeo and main arena)	5
5:15pm - 12:00pm	Roving	1
5:15pm - 8am (next day)	Roving across site	3
<b>Saturday the 20th</b>		
6am - 10:30pm	Golfy Gate	1
6am - 10:30pm	Murphy street rodeo Gate	1
6am - 10:30pm	Ticket Box	1
6am - 10:30pm	Murray street Vehicle Entrance	1
12pm - 11:30pm	Side Show Alley	2
12pm - 11:30pm	Main Arena Bar until 8:30pm, then rodeo bar until 11:30pm	2
12pm - 11:30pm	12pm - 5pm at campdraft bar - 5pm 11:30pm rodeo bar	2
5:15pm - 12:00am	Rodeo Bar (one roaming between rodeo and main arena)	5
5:15pm - 12:00pm	Roving - area between show and county club	1
5:15pm - 8am (next day)	Roving across site	2





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**4. In addition:** there is to be one guard available at 6am for opening of gates for approximately one hour on Friday & Saturday. A designated roving guard, 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.

## 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 doors

Buntine roller doors

## 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





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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.

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 5<sup>th</sup> of April in 2024, marked "Security".*

