

Saturday 17 November 2018 10.30 am

Join in the fun and excitement of Tasmania's biggest Christmas Parade



2018
MYER
**HOBART
CHRISTMAS
PAGEANT**



INFORMATION AND GUIDELINES

Entries close Monday 3 September 2018

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City of **HOBART**



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The City of Hobart gratefully acknowledges the support of our sponsors:

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MEDIA PARTNERS



City of Hobart, GPO Box 503, Hobart, TAS 7001
Telephone: 03 6238 2410

SATURDAY 17 NOVEMBER 2018 STARTING AT 10.30AM

DEADLINE FOR ENTRIES: MONDAY 3 SEPTEMBER 2018

The Myer Hobart Christmas Pageant is Tasmania's biggest Christmas pageant and is held to mark the commencement of the festive season in the city.

The City of Hobart awards the best pageant entries and runners up in the following categories:

- Best Overall Entry
- Best Community Entry
- Best School Entry
- Best Costumed Entry
- Best Dance Entry
- Best Children's Entry
- Best Band Entry
- Best Business Entry
- Best New Entry
- The Lord Mayor's Award

ENTRY AND PARTICIPANT REQUIREMENTS

GENERAL REQUIREMENTS

1. All pageant entries must relate to, or be in keeping with, the Christmas season and/or community celebration theme of the event.
2. Your entry is not to be used simply as a promotional opportunity or political platform for your business or organisation.
3. All entries will be considered by Council and acceptance or otherwise will be advised in writing, including those involving vehicles. All decisions of the Council shall be final and no correspondence will be entered into.
4. The City of Hobart retains the right to modify any aspect of an entry. The council also retains the right to position each entry in the Myer Hobart Christmas Pageant as it sees fit, giving consideration to content, theme and possible impacts upon other entrants.
5. Only one Santa Claus is permitted to participate in the Myer Hobart Christmas Pageant, this being the Santa provided by the City of Hobart appearing as the final entry of the parade.
6. Bike riding, skateboarding, rollerblading and scooter riding are permitted in the pageant, however appropriate personal protective equipment must be worn.
7. Participation by any kind of animal is subject to approval by Council and if approved, the animal must be on a lead and led or ridden by a suitably experienced adult. If your group has animals, plastic bags or pooper scoopers must be carried at all times and used as required. It is your responsibility to clean up after your animals, at all times during the pageant.
8. The movement of the pageant will be controlled by Tasmania Police, City of Hobart event management and designated pageant marshals along the pageant route. Participants must adhere to the direction of these individuals at all times and failure to do so may result in removal of your entry from the event.
9. The total height of your entry must not exceed 4.1 m at its highest point. This is necessary to ensure overhead clearance along certain areas of the pageant route.
10. Throwing or handing out of any item along the pageant route is not permitted in the interest of patron's safety. This includes the discharge of water from water pistols, blowing bubbles, handing out of balloons, lollies or promotional items.
11. Any vehicle used in the pageant must be driven or operated by a suitably qualified and licenced operator.
12. All participants in the pageant are expected to perform courteously, in good taste and with their own safety and that of other participants and spectators in mind at all times.

GENERAL ENTRANT SAFETY

1. City of Hobart safety officers will be inspecting all entries on pageant day. Failure to comply with safety requirements may jeopardise participation in the event.
2. The City of Hobart reserves the right to modify or remove entries if they are deemed unsafe prior to or during the pageant.
3. If you are uncertain about any safety aspects of your entry please contact the event's Work Health and Safety Coordinator John Eckel on 0419 361 489 during business hours. A safety checklist is included for your reference in this document.

VEHICLE TYPES

The City of Hobart would like participants to consider carefully the use of vehicles in their entries, to help us reduce vehicles emissions for our walking entrants, to assist us in making the event more sustainable, and to create a safer environment for our participants

Please think about whether your entry requires the use of a vehicle. Walking entries are highly preferable to those that include a vehicle.

Only vehicles and rigid trucks up to and including two axles will be permitted entry into the pageant. This means that no semi-trailers or extremely large trucks will be allowed in the pageant.

City of Hobart reserves the right to limit the number and size of vehicles in the pageant.

All vehicles must be registered and roadworthy unless otherwise approved. One-day registration permits can be obtained from Service Tasmania outlets for special vehicles, or online at www.transport.tas.gov.au. Tasmania Police will be checking all registrations for road worthiness on the day of the pageant.

If participants are on a moving vehicle, it is a requirement that all vehicles (no matter what length, height, or type) must meet with the Australian Standard (AS 1657 – 2013).

All participants are required to apply Clause 3.4.1 (Guard railing) of the standard which states that 'a top rail, supported by posts, parallel to the floor or slope of a walkway at a vertical height of not less than 900 mm or more than 1100 mm above the standing level of such platform or walkway is required.'

The clause also specifies a maximum distance of 450 mm between intermediate rails or the lowest rail and the floor. Alternatively, the space between the top rail and the floor may be covered with suitable infill.

If you have any concerns in relation to your vehicle or safety railings, please contact the event's Work Health and Safety Coordinator, John Eckel, on 0419 361 489.

ENTRY AND PARTICIPANT REQUIREMENTS

DRIVER REQUIREMENTS

If you are using vehicles, we require information about the drivers who will be involved in your entry. Each group must nominate two drivers per vehicle involved in your entry who hold a current unrestricted Australian driver's licence. A second driver must be present in each vehicle on pageant day in the unlikely event of an incident or sudden illness with the primary driver. Information relating to the second driver must be provided on the entry form. Vehicles seating only one driver must be approved by Council.

Both drivers must attend a compulsory driver information briefing to be held during the week prior to the pageant. At this briefing drivers will be required to sign a statutory declaration in front of Tasmania Police, stating they are fit to participate and will not have any alcohol, illicit drugs or any other substances in their body that may affect their driving ability on pageant day. In addition to this, drivers must also confirm that the vehicle they will be driving in the pageant is currently registered and is in a roadworthy condition.

Tasmania Police will be conducting vehicle and licence checks prior to the event and will also be checking drivers' licences on pageant day ensuring that all nominated participating drivers have signed a statutory declaration.

Please note under no circumstances will drivers with a learner or provisional licence be allowed to drive any vehicle in the pageant.

NOMINATION OF A RESPONSIBLE PERSON

A police permit, under Section 56A of the *Vehicle and Traffic Act 1999*, is required to conduct the Myer Hobart Christmas Pageant.

The conditions applying to this permit include a requirement that each group wishing to participate in the pageant will need to appoint a responsible person, the primary contact of your entry.

The role of the responsible person is to ensure that all safety and other requirements of your entry are met by the group and all of its participants, in line with the directions and instructions of the City of Hobart or Tasmania Police. It is the role of the responsible person to ensure all members of the group are briefed on all safety aspects from the pageant safety workshop held prior to the event.

The responsible person must therefore be available on pageant day and take overall responsibility for the operation and activity of their individual entry. Any safety or other condition not met before or during the event may result in that entry being withdrawn or additional conditions being placed upon the group.

The nominated responsible person MUST:

- Be over the age of 18 years
- Attend the City of Hobart's Pageant Safety Event Briefing
- Communicate the information provided at the Pageant Safety Event Briefing to all individuals who form part of their entry
- Facilitate the inspection of the group's entry on pageant day, including any moving vehicle/s prior to the pageant commencing
- Act as the responsible person on pageant day to ensure the safety of all participants within their group
- Be contactable at all times on pageant day

Should these requirements not be met, your group may be removed from the pageant and your participation in future events may be jeopardised.



ENTRY AND PARTICIPANT REQUIREMENTS

INSURANCE

The City of Hobart requires all entries to be covered by public liability insurance on the day of the Myer Hobart Christmas Pageant.

Most groups will already have public liability cover, either in their own name or through an associated peak body. Some groups may not have public liability insurance and this must be stipulated when completing the application.

For those groups who do not have public liability insurance, the City of Hobart may be able to obtain insurance cover for you in respect to your participation in the pageant at a minimal cost to your group. This will cover your group for participation in the 2018 pageant only. A final cost, and other terms and conditions, will be advised to you upon confirmation of your acceptance in the pageant and is payable upon receipt of a valid tax invoice.

Please note, for those groups who do have public liability insurance cover, a copy of your group's Certificate of Currency MUST be provided to the City of Hobart. It is important that you check with your insurer that your group is covered for events like the Myer Hobart Christmas Pageant.

COMMUNICATION

Pageant participants will receive notification of inclusion in the pageant in early September, via email.

We also ask that you regularly check for email correspondence and updates.

ASSEMBLY INFORMATION

The City of Hobart closes several roads in the city to provide groups with a location to assemble their entry. Assembly of entries on pageant day will commence at approximately 8 am and road closures will remain in place until approximately 12.30 pm for disassembly purposes.

It is vital that entrants adhere to the specific assembly times communicated in future correspondence. This will enable the necessary safety checks and overall organisation of the pageant to be undertaken in a timely manner.

Once your participation in the pageant has been confirmed, you will receive further information about the route and your designated assembly area.

Specific route information will also be provided to successful applicants closer to the event.

ASSEMBLY AREA SAFETY

Please remember that while the assembly area is closed to general traffic, emergency vehicle

access must be maintained at all times. All pageant participants are to adhere to the assembly area arrangements and directions given to them at all times, including a clear way for emergency services.

SUPERVISION OF CHILDREN

Children participating in your entry must be adequately supervised by adults. Please ensure your group has an appropriate ratio of adults to children; recommended 1 adult per 10 children.

Please take into consideration any young children participating in your entry, that they are capable of walking the 2 kilometre distance, of the pageant route.

If you need further clarification on what is suitable for your particular entry, please phone the City of Hobart City Activation team on 6238 2472.

PAGEANT WORKSHOP AND PROVISION OF MATERIALS

The City of Hobart engages a community artist to provide artistic advice to participants on entry/float design and visual interest. Several Creative Workshops will be held at the Hobart Town Hall at a date prior to the pageant. Dates of these workshops will be confirmed in the near future. These workshops will also provide participants with the opportunity to make individual appointments with the community artist.

Limited decorative materials will also be available at no charge to your group at these workshops.

USE OF PHOTOGRAPHY/VIDEO FOOTAGE

By entering the Myer Hobart Christmas Pageant, you agree to the City of Hobart taking photographs and video footage of your entry, including individuals under 18 years of age, on pageant day. You further acknowledge and agree that the City of Hobart has the authority to publish and use this material, in whole or in part, for advertising or marketing purposes for this and any subsequent events, and as part of the City of Hobart's future general marketing and communication activities.



IMPORTANT SAFETY AND ENTRY INFORMATION AND CHECKLIST

Please use the following as a guide and general checklist to assess the safety of your entry. The City of Hobart will assess every entry on pageant day against this checklist to ensure that all groups meet these requirements.

If you need assistance with, or are unsure of any aspect of the safety of your entry, please contact the event's Work Health and Safety Coordinator, John Eckel, on 0419 361 489.

RESPONSIBLE PERSON

- nominated responsible person has been identified

IF YOUR ENTRY HAS VEHICLES, we will be looking for the following:

THE VEHICLE:

Size of float/truck/trailer

- all moving vehicles are within maximum size restrictions

EXHAUST SYSTEM

- all flammable items are free from the entire exhaust system
- no items are tied or secured to any part of the exhaust system

DRIVERS ACCESS/VISION

- vision from the driver's front windscreen is not restricted and driver has a clear view
- rear vision mirrors are accessible and give clear vision of the rear of the vehicle and movement around the vehicle
- driver's access is not restricted and driver is able to enter and exit the vehicle with ease

STEERING

- full movement of the steering wheel is achieved and no objects restrict the steering wheel movement

TAIL SHAFT

- no objects are secured to any moving tail shafts or drive chains
- no objects are hanging within the tail shaft or drive chain areas

WHEELS

- all wheels are free from any hanging objects and are not obstructed in any manner

LEAKS

- there are no obvious fuel, oil or gas leaks

FLOAT/TRUCK/TRAILER

- all items are secured to the float/truck/trailer
- safety railings/fall protection is provided as per Australian Standard AS 1657 (as outlined on page 3)
- general float/truck/trailer is in good condition with no obvious faults or protruding parts
- electric cords are sealed, weather proofed, tagged and tested as per Australian Standard AS 4360 (as outlined on page 4)
- Residual Current Devices (RCD's) are fitted where generators are used

PASSENGERS SAFETY

- all children on vehicles are safely secured, fall protection is adequate (in keeping with AS 1657 as outlined on page 3) and children are adequately supervised by adults

THE DRIVER:

- one of the two previously nominated drivers are driving the vehicle on pageant day
- a second nominated driver is present in the vehicle
- the nominated driver and second driver have attended the driver's briefing, Tasmania Police has sighted drivers licences and drivers have signed a statutory declaration

IF YOUR ENTRY HAS PEDESTRIANS, we will be looking for the following:

SUPERVISION OF PARTICIPANTS

- child participants in your entry are adequately supervised by adults. The responsible person in your group has assessed the appropriate needs for adult supervision

ITEMS BEING CARRIED

- any items being carried by participants do not pose a risk to either participants or spectators. This includes items such as large sticks or items that protrude into the crowd

SAFETY OF PARTICIPANTS AND MEMBERS OF THE VIEWING PUBLIC

- all participants riding on any moving object (including bikes, scooters or skateboards) have ensured that their equipment is in safe working condition and that all appropriate personal protective equipment is being worn by all participants

CONFIGURATION AND LAYOUT OF GROUP

- the group is not too spread out and is gathered in a neat and orderly fashion so as not to interfere with other groups

IF YOUR ENTRY HAS ANIMALS, we will be looking for the following:

ANIMALS CORRECTLY LEASHED

- only pre-approved animals are participating on pageant day
- animals are correctly leashed, and are under the control of a suitably experienced adult

POOPER SCOOPERS PROVIDED

- all groups are responsible for cleaning up after their animals prior to, during and after the pageant, (please remember to bring some plastic bags or pooper scoopers for your animals)