



2024 MYER CITY OF HOBART CHRISTMAS PAGEANT INFORMATION & GUIDELINES

**SATURDAY 23 NOVEMBER 2024 10.30 AM
APPLICATION CLOSE: MONDAY 9 SEPTEMBER 2024**

MYER
MY STORE





**Thank you for your Expression of Interest to participate in the
42nd Myer City of Hobart Christmas Pageant.**

We are so excited to be working towards another wonderful Christmas Pageant and we welcome the support of our long-standing principal naming sponsor Myer for our 42nd year.

What can you bring to the 42nd Myer City of Hobart Christmas Pageant?

Help us spread the magic and spirit of Christmas to the city of Hobart on Saturday 23rd of November by showcasing your group or community with imagination, colour, and joy!

How can we build on the success of last year's pageant? What are your special attributes? How will you captivate and entertain the children and spectators in the crowd? Will you inspire through colour? Fantasy? Dance? Music? Costume? Or all of the above? Tell us in your application how your group will shine and what Christmas magic or festive vitality you will bring to secure one of fifty places in this year's pageant.

Previous pageants have always attracted many spectators to the city and this year's celebration will be no exception. Together, with the many floats, participants, volunteers, and crew working behind the scenes, a marvellous mass spectacle will be created on the day.

The City of Hobart Christmas Pageant team offers design and logistical support through safety and event briefings and creative workshops to enable your group to develop and achieve your plans. We offer practical and artistic support, with our hands-on Community Artist, Naomi Marantelli. Naomi can assist you with design, basic materials, and construction advice for a creative recycle/upcycle of your existing props and decorations. Our team will also offer support to groups who require assistance or guidance with wardrobe and costume design.

As per previous years, awards of recognition will be given for the best floats and entries in various categories.

Good luck with your application — be the best, be adventurous, be creative, and happy planning!

Spreading the merriness,
Christmas Pageant Team



The Myer City of Hobart Christmas Pageant is Tasmania’s largest Christmas Pageant and is held annually 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 Christmas-Themed Entry
- Best Community Entry
- Best Costumed Entry
- Best Children's Entry
- Best Dance Entry
- Best Musical Entry
- Best Band Entry
- The Lord Mayor’s Award
- The Myer Award

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ENTRY SELECTION CRITERIA

There are a maximum of fifty entries available in this year's Christmas Pageant. Please tell us in your online application, how your group will highlight the Christmas spirit, or how your community group will add festive magic to the pageant. How will your group entertain and captivate children and spectators? Be creative and have fun with your design!

Demonstrate what celebrating the Myer City of Hobart Christmas Pageant means to your group. What does it look like? Is it about celebrating the diversity of our community? Or bringing the spirit of Christmas?

We are looking for imaginative, resourceful, unique, and colourful entries that will captivate children and create a joyful, magical spectacle throughout the city of Hobart.

Address your group's theme, creative design and why you should secure one of fifty places in the 42nd Myer City of Hobart Christmas Pageant.

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 the city and acceptance or otherwise will be advised in writing, including those involving vehicles. All decisions of the City shall be final, and no correspondence will be entered into.
4. Each entry's responsible person must attend one of the two allocated compulsory Event Safety Briefings, otherwise your entry to participate in the event will be ineligible.

5. The City of Hobart retains the right to modify any aspect of an entry. The City also retains the right to position each entry in the 2024 Myer City of Hobart Christmas Pageant as it sees fit, with consideration to content, theme, safety and impacts upon other entrants.

6. Only one Santa Claus is permitted to participate in the 2024 Myer Hobart Christmas Pageant, this being the Santa provided by the City of Hobart appearing as the final entry of the parade.

7. Bike riding, skateboarding, rollerblading, and scooter riding are permitted in the pageant, however appropriate personal protective equipment must be worn.

8. Participation by any kind of animal is subject to approval by the City 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, these must be always carried and used as required. It is your responsibility to clean up after your animals, before, during and after always the pageant.

9. 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 always adhere to the direction of these individuals and failure to do so may result in the removal of your entry from the event.

10. The total height of your entry must not exceed 4.5m at its highest point. This is necessary to ensure overhead clearance along certain areas of the pageant route.

11. No balloons or throwing or handing out any item along the pageant route - this is not permitted in the interest of public health and safety. This includes handing out promotional material, throwing sweets, and using water pistols and bubble blower machines.

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12. Any vehicle used in the pageant must be driven or operated by two suitably qualified and licensed operators.

13. All participants in the pageant are expected to behave courteously, in good taste and with their own safety and the safety of other participants and spectators in mind always.

GENERAL ENTRANT SAFETY

1. City of Hobart Compliance 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 Principal Workplace Health & Safety, Andy Haydon, on 0482 724 452 during business hours. For your reference, a safety checklist is included in this document.

VEHICLE TYPES

The City of Hobart would like participants to carefully consider the use of vehicles in their entries, to help us reduce vehicle 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 in the pageant. This means that no semi-trailers or extremely large trucks will be allowed in the pageant. The 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 roadworthiness on the day of the pageant.

Where Responsible Persons intend to carry participants on moving vehicles it is their responsibility to implement such safety protections as are practicable to ensure that they are safe while being transported. This may include ensuring that participants know they must remain in contact with a fixed part of the place where they are standing at all times and must refrain from doing anything which could cause them to fall from the moving vehicle. Council cannot be held liable for any injuries resulting from the carrying of participants on moving vehicles.

If you have any concerns about the safety of your vehicle or other safety measures, please contact the event's Principal Workplace Health & Safety Andy Haydon, on 0408 724 452 during business hours.

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 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 the CoH.

The responsible person must ensure both drivers attend the compulsory driver information

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briefing to be held on Thursday 21 November 5.30 – 6.30 pm, due to legal requirements for all vehicle participation. At this briefing, drivers will receive important safety information concerning security, traffic, and the event route. Drivers' licences will be signed off at the briefing and again on pageant morning by council officers. Both drivers must strictly adhere to no 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 licence checks prior to the event and Council WHS officers will inspect vehicles and cross-check all nominated participating drivers are the same stated drivers. Please note that under no circumstances will drivers with a learner or provisional licence be allowed to drive any vehicle in the pageant. Random breathalysers may be conducted on the day.

NOMINATION OF A RESPONSIBLE PERSON

Under Section 56A of the Vehicle and Traffic Act 1999, a Police permit is required to conduct the 2024 Myer City of 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 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 that 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 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 a Compulsory City of Hobart Pageant Safety Event Briefing; either
- Wednesday 18 September 5.30 – 6.30 pm or Saturday 21 September 11 am – 12 pm.**
- 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
 - always be contactable 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 coverage for you with respect to your participation in the pageant at no cost to your group. This will cover your group for participation in the 2024 pageant only.

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. You must check with your insurer that your group is covered for events like the Myer City of 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.

Entrants must 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 promptly.

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 always maintained.

All pageant participants are to adhere to the assembly area arrangements and directions given to them at all times, including the **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 can walk the 2-kilometre approximate distance (this also includes the assembly area), of the pageant route.

If you need further clarification on what is suitable for your entry, please phone the City Events Team on 03 6238 2890.

PAGEANT WORKSHOP AND PROVISION OF MATERIALS

The City of Hobart engages a community artist to provide artistic advice to participants on their entry/ float design and visual interest. Three creative workshops will be held at the Hobart Town Hall. The 2024 workshop dates are as follows:

- **Saturday 5 October 10 am – 4.30 pm.**

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- **Saturday 19 October 10 am – 4.30 pm.**
- **Saturday 26 October 10 am – 4.30 pm.**

These workshops will provide participants with the opportunity to make individual appointments with the community artist. Plan and book ahead, don't leave until the last week.

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

USE OF PHOTOGRAPHY/VIDEO FOOTAGE

By entering the 2024 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.

COVID-19 BEST PRACTICE GUIDELINES

Events in Tasmania are no longer regulated by specific COVID-19 Public Health guidelines. However, events must still be conducted safely and in accordance with the requirements and recommendations of local government, workplace health and safety regulators, and others.

To reduce the risk of COVID-19 spreading please take the following measures:

- stay home if you are unwell.
- if you become unwell at the event, please inform your coordinator and the pageant organisers, and leave the event.
- where practicable, keep some distance from other people.
- wash and sanitise your hands.

- regularly cleanse vehicles, surfaces, shared equipment, tools, microphones, instruments, and props.
- refrain from sharing water bottles.

You are welcome to wear a face mask. Wearing a face mask can reduce the risk of catching or spreading viral infections, especially in close spaces.

The City of Hobart will provide hand sanitiser stations and masks on pageant day to help minimise risk.

Applicants should also be aware that due to the evolving nature of the pandemic, COVID-19 safety requirements may change as advised by the Tasmanian Department of Public Health. Please visit [coronavirus.tas.gov.au](https://www.coronavirus.tas.gov.au)



**IMPORTANT SAFETY AND ENTRY INFORMATION
AND CHECKLIST**

Please use the following information as a guide and the 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 Principal Workplace Health & Safety, Andy Haydon, on 0482 724 452 during business hours.

CHECKLIST

RESPONSIBLE PERSON

- The 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 as per details on page 4.

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 the driver has a clear view.
- Rear vision mirrors are accessible and give an unobstructed vision of the rear of the vehicle and movement around the vehicle.

- Driver's access is not restricted, and the driver can 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 outlined on page 5)
- The float/truck/trailer is in good condition with no obvious faults or protruding parts.
- Electrical cords are sealed, weatherproofed, tagged, and tested as per Australian Standard AS 3012:2010
- Residual Current Devices (RCDs) are fitted where generators are used.

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PASSENGER SAFETY

- All children in 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 nominated drivers is 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,
- The second driver has a mobile switched on.

IF YOUR ENTRY HAS WALKING PARTICIPANTS, 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.

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.
- All participants are practising good hygiene (e.g., washing and sanitising hands, coughing into the elbow, refraining from sharing water bottles, cleansing vehicles and shared surfaces).

POOPER SCOOPERS PROVIDED

- Any groups with animals are responsible for cleaning up after their animals before, during and after the pageant (please remember to bring plastic bags and pooper scoopers for your animals).

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.

