



As per the guidelines detailed in the **PCEC Event Manual** additional event security requirements are identified below and are mandatory at the Client's expense.

**At all times, the minimum requirements applying to Events in pavilions are:**

- One security officer per open loading dock Bi-fold door during the portion of move-in/move-out period when Exhibitors are allowed access to the Pavilions.
- One security officer per entry and exit.
- Roaming security officers.

Current security rates for PCEC security are detailed in the table below.

	Monday-Friday		Saturday	Sunday	Public Holiday
	0600 – 1800hrs	1800 – 0600hrs	Any time of day	Any time of day	Any time of day
<b>Labour charges</b>	\$55.00	\$61.00	\$66.00	\$82.40	\$112.00

*Prices above are per hour for a minimum of 4 hours and inclusive of GST.*

**Alternatively PCEC will also allow external security companies to be contracted, the below requirements apply:**

- Security companies trading certificate
- Security companies agents license
- Security companies public liability certificate

These documents can be kept on file however must be kept current at all times.

**Pre-Opening:**

- All security staff to be inducted as per Spotless/PCEC requirements. To be updated annually.
- Must have a copy of their staff roster for the event they are working on. Roster to include start/finish times, dates, officers names, officers license numbers. Any changes to the roster must be passed on to us for our records.
- Security company must have their own incident report books available to their staff on site, so they can be done at first available opportunity. We are to receive a copy of incident reports for our records.
- An additional Radio is to be provided by the security company to the PCEC Control Room Officer so that we can contact them, they can contact us and we can monitor what is happening within the venue.
- Security company is responsible for making sure their staff have correct uniform and any other items that may be required to complete their shift as per PCEC requirements (for example. – hi-vis vests for loading dock and bump-in/bump-out phases, torch for overnight shifts, water bottle, etc.)
- Security company is responsible for making sure all staff have the required White Card for Bump-In/Bump-Out phases and must be able to show them upon request.
- Parking for security staff is not provided by PCEC unless it has been incorporated as part of the Organisers contract with PCEC.

**During Operational Hours:**

- Security company must have a designated First Aid Point and a First Aider for clients to contact in an emergency. Must also have their own First Aid Kit available. Security company staff must liaise with PCEC Security Control if an Ambulance is required or been called so that PCEC can direct Ambulance as appropriate. We must receive copies of all first aid incident reports.
- Security company staff must enforce and uphold all PCEC policies and procedures and operational guidelines as per PCEC Event Manual and as required by PCEC Management.
- Security is responsible for providing required and suitable meal and comfort breaks for their staff.