



WILLINGA PARK

SHOALHAVEN CITY COUNCIL
Environmental Planning & Assessment Act, 1979

DEVELOPMENT CONSENT NO: 18/1237

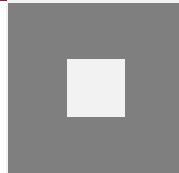
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These are the plans referred to in the above Development Consent

Note: Approval of the works shown on this plan is subject to compliance with the conditions of the Development Consent.



Event Plan of Management



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P: +61 2 8437 3536
F: +61 2 8437 3535
E: enquiries@HATAMOTO.com.au

DISTRIBUTION

Terry SNOW

Owner
Capital Property Corporation Pty Ltd
Willinga Park | 132 Forster Drive, Bawley Point 2539
PO Box 750 Canberra ACT 2601

Nick BARNIER

Project Manager - Willinga Park
Construction Control
M: +61 405 692 239
E: nbarnier@ccontrol.com.au

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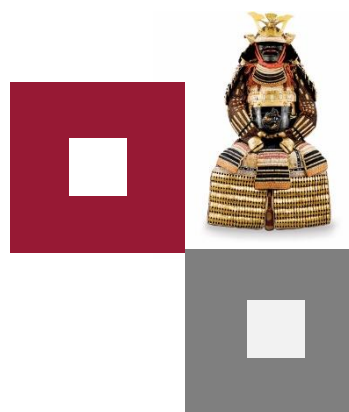


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1. Overview

1.1 PURPOSE

The purpose of this Plan of Management (the Plan) is to establish performance criteria for various aspects of the operations of the Willinga Park Estate Equestrian Centre (the Estate) which is located at 134 Forster Drive, Bawley Point NSW (in the Shoalhaven Shire) that inform the operational delivery of equine / equestrian events hosted at the Estate. The Plan meets requirements of the following key legislation:

- a. *Environmental Planning and Assessment Act 1979*
- b. *Liquor Act 2007 (NSW), and*
- c. *Security Industry Act 1997 (NSW).*

The primary objectives of the Plan are to:

- a. establish standards and measures to achieve a safe environment for staff, competitors, visitors and participants attending events,
- b. minimise the potential for irresponsible/ anti-social behaviour, and
- c. limit adverse impact upon the amenity of the local area.

1.2 SCOPE

The Plan supersedes all previous versions and incorporates relevant key legislative obligations including Estate specific Development Application (DA) Conditions. The Plan includes and addresses (as a minimum) the following issues:

- a. Willinga Park Overview
- b. Operational Environment
- c. Venue Event Operations
- d. Amenity of Neighbourhood
- e. Safety
- f. Security
- g. Emergency Management, and
- h. Facility Management.

The Plan applies to events that are:

- a. open to the public only; and
- b. ticketed.

1.3 METHODOLOGY

The recognised Australian / International Standard for the conduct of risk management projects is: AS/NZS ISO 31000: 2009 Risk Management - Principles and Guidelines (the Standard). As such, the methodology utilised to develop and maintain the Plan is consistent with preventative risk management principles and the Standard, which identifies a structured and phased approach to managing risk.

The Plan was developed to satisfy the regulatory criteria from the following agencies:

- a. Shoalhaven City Council (the Council); and
- b. NSW Police.

1.4 USE OF THE PLAN

A copy of the Plan will be maintained by the Estate Manager and accessible to all key event operations staff. Selected Estate Senior Management will be issued with a copy of the Plan for their own reference. All staff involved with the operational delivery of an event will be made aware of the contents of the Plan through routine

inductions and briefings. A register of attendees at these meeting will be maintained to confirm attendance. Amendments to the Plan

Amendments to the Plan may be made from time to time to improve the management of the Estate. Any amendment to the Plan effected by the Estate Manager will be notified to the following parties:

- a. NSW Police Area Commander;
- b. Shoalhaven City Council; and
- c. A copy of the revised Plan will be lodged with the Council within four weeks of being amended for its records.

1.5 ROUTINE PLAN AUDITS

The Estate Manager will ensure that at least every twelve (12) months an internal self-audit by a senior officer who is not involved with the daily operations of the park will be conducted-to ensure continuous compliance with the Plan is maintained. A formal report will be drafted detailing the results of the audit and retained by Willinga Park for a period of seven (7) years. Copies of the formal reports will be provided to Police or Council officers upon request.

1.6 COMPLIANCE WITH EXISTING CONDITIONS

The Estate will be operated in accordance with the Plan including the Council's Conditions of Consent and third-party Liquor Licence obligations (when applicable).

2. Operational Environment

2.1 DESCRIPTION OF OPERATIONS

Willinga Park equestrian precinct is a world class facility set on 160ha on the South Coast of NSW. The Estate has extensive facilities for the breeding, housing, training and competing of horses,-including:

- a. Four (4) x internationally world class sand & soiltex arenas incorporating forefront technology "Ebb and Flow" system, which enables the firmness of the surface to be adjusted with the water level:
 - i. One (1) of the above arenas is completely covered and supported by lighting producing lux levels suitable for TV quality broadcast; and
 - ii. Two (2) of the above arenas are also setup to facilitate spectator events, including being equipped with sponsors boxes, catering facilities with commercial kitchen, PA system and grandstand seating;
- b. One (1) x Grass Polocrosse / Showjumping Field;
- c. One (1) x Sand Campdrafting Arena;
- d. Thirty-two (32) x Deluxe Stables built to international world class standards;
- e. Two hundred (200) x Covered Stockyards;
- f. One hundred and ninety-seven (197) x Uncovered Stockyards;
- g. Six (6) x Round Yards;
- h. One (1) x Equine Therapy Pool;
- i. One (1) x Horse Walker; and
- j. One (1) x Treadmill (currently under construction).

The primary purpose of the Estate with respect to this Plan of Management is the hosting of various types of equestrian events and competitions, plus educational activities for disciplines (sports) including the following:

2.1.1 Event Calendar

The following indicative Event Calendar is likely to apply:

- a. there is likely to be one equestrian event open to the public per month;

- b. of the twelve (12) equestrian event occasions each year, four (4) are likely to potentially attract up to 5,000 people;
- c. these events will be ticketed to cap numbers and will be programmed not to coincide with the peak January holiday period; and
- d. other non-equestrian events, likely to amount to six (6) per year in total, such as events associated with the gardens, architecture and sculptures at the Estate will also be conducted.

2.1.2 Event Categories

The likely events will be categorised as follows:-

Category A Event

- International event
- World Cup/Championship
- Comprising possibly of any of the equine events
- Possibly comprising a masterclass
- Foreseeably 3,000-5,000 people in attendance
- In the order of four (4) times a year

Category B Event

- International or National Event
- Foreseeably 1,000-2,000 people in attendance
- In the order of eight (8) events per year

Non-Equine Events

- In the order of six (6) events per year
- Events relating to architecture, gardens, sculptures and tours

All events which are open to the public and ticketed will be conducted in accordance with the Event Plan of Management submitted with the DA. Events will be carried out between 7:00 am and 10:00 pm.

2.1.3 Event Management

The majority of events hosted at the Estate will be controlled and managed by Estate Management. It will only be in exceptional circumstances that this will not be the case. As such, the Estate will maintain ultimate control of each event ensuring the highest level of professionalism is maintained, and the amenity of the local community is considered and respected. This is unlike many other equestrian venues, which are handed over to the hirer, thus diminishing the level of management control and quality delivery of the event. In the rare instance that an event at the Estate is managed by a third party promoter, the promoter will be required to conduct and submit an Event Risk Assessment including appropriate mitigations / controls that will require approval by Willinga Park prior to the event being authorised to proceed.

2.2 HOURS OF OPERATION

The hours of operation governing the delivery of events at the Estate are restricted to the following:

| DAY | HOURS |
|------------------|----------------------|
| Monday to Sunday | 07:00hrs to 22:00hrs |

Events will be open to the public in accordance with the above hours of operation. In instances where an event occurs over more than one (1) day, official event activities will cease no later than 22:00hrs and recommence the following day no earlier than 07:00hrs.

2.3 SALE OF ALCOHOL

As the Estate does not possess a Liquor Licence, sale of alcohol at events will be strictly controlled by the third-party Licensee. Alcohol will only be sold in accordance with the relevant Trading conditions of the applicable Liquor Licence. Sale of liquor during an event will require the Licensee to provide an Alcohol Management Plan detailing its Responsible Service of Alcohol and harm minimisation practices for review by Willinga Park prior to the event. The Estate will support the Licensee in ensuring responsible promotion, supply, service and consumption of alcohol occurs at all times.

2.4 ESTATE CAPACITY

The combined total patron capacity of the Estate will be limited during an event to **5,000** persons on Estate at any given time during the event.

Event Marshals responsible for ensuring the nominated Estate capacity is not exceeded will be issued with handheld counters and will position themselves at the main entry gate to monitor guest arrivals and departures. These staff will be provided with a means of communication to Event Management staff so that Estate capacity can be constantly monitored and actively managed. Furthermore, Estate capacity is regulated through the pre-purchase / registration of event tickets. Unless an event is sold out, tickets may be purchased upon arrival at the main entry point to the Estate.

2.5 CLOSE OF TRADE

The Estate is authorised to operate in accordance with its Council approved *Conditions of Consent*. The Estate Manager may however elect to vary the closing times dependent on the event schedule.

The Estate will cease serving or selling alcohol to spectators 30 minutes before close of operations to provide guests with a reasonable period of time to finish consuming their beverages prior to the site ceasing event operations. In the instance where a post-event function is scheduled for riders, VIPs and officials, the Estate may continue serving alcohol to invited attendees until 30mins prior to the end of the Hours of Operation (i.e. no later than 21:30hrs).

At the closing of trade, Event Marshals will facilitate the orderly egress and dispersal of guests from competition arenas and all other areas of the Estate to ensure orderly departure off Estate or to relevant on Estate accommodation is facilitated.

2.6 STAFFING OVERVIEW

The types and total number of staff operating at the Estate vary depending on the size and scale of each event. Notwithstanding this, during the hosting of a large event which may attract up to 5,000 persons (inclusive of spectators and competitors), the following minimum staffing deployment will occur:

- a. An Estate Manager;
- b. An Event Manager;
- c. Safety Marshals;
- d. First Aid Officers; and
- e. Parking Marshals.

A Estate Manager (or appropriately skilled and experienced delegate) will be on-site at all times and assume ultimate control of the Event during the Event's Hours of Operation.

The following additional staff are utilised for events in which alcohol is sold or supplied to guests. Such additional staff will be provided by a third party contractor and their utilisation based on the style and size of the licensed area within the event footprint:

- a. Food & beverage supervisors;
- b. Bar staff; and
- c. Wait and drinks staff.

Contract Security staff will be engaged to support the operational delivery of Significant Events at the Estate. The requirement to deploy contract security staff or additional marshalling staff will be determined based on the findings of the Event Risk Assessment.

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3. Estate Event Operations

3.1 ESTATE MAP

A copy of the Estate Map that demonstrates the layout of the Estate is contained at **Appendix A** of the Plan.

3.2 VEHICULAR ACCESS & PATHING

All vehicles entering the Estate will arrive through the main vehicular entry on Forster Drive.

During an event's hours of operation, public vehicles will move around the Estate on clearly defined roads and only move off the road network for the purposes of parking in a designated parking location or accessing a defined camping area. A speed limit of 20km/hr will be established for events and all vehicles moving around the Estate will be expected to comply with this requirement.

3.3 EVENT PARKING

Designated temporary parking for event attendees is accommodated in grassed paddocks. Parking Marshals will be deployed to key locations on event days to assist in coordinating and facilitating event parking.

Only designated parking locations will be utilised as identified on the Estate Map contained at **Appendix A** of the Plan. There are a number of locations assigned around the Estate in close proximity to each arena that are suitable for disabled parking. Furthermore, the Estate is equipped to accommodate approximately 2,313 car parking spaces which exceeds the estimated number of parking spaces required to accommodate an event attracting 5,000 spectators as determined through the Traffic Impact Assessment conducted by a third party traffic management specialist.

3.4 PEDESTRIAN PATHING & FLOW

Dedicated pedestrian pathways around the Estate are established, clearly defined and create separation between vehicles and persons moving across the Estate. The pedestrian pathway network is comprehensive and enables safe movement for pedestrians to all areas of the Estate.

Pedestrian / vehicle crossings are clearly defined through the use of temporary signage and bunting to support safe movement across the Estate thus mitigating the risk of a collision between person and vehicle. Furthermore, buses are generally used to shuttle people from remotely positioned carparks to locations where event activities are occurring.

3.4.1 Controlling Access to Sensitive Areas

To assist in managing access into sensitive parts of the Estate currently zoned 'E2 Environmental Conservation', Estate Management will ensure signage is placed in appropriate locations notifying spectators of no access into E2 zoned land as detailed on the Map contained at **Appendix A**.

3.5 ANIMAL PATHING

Dedicated animal paths are established, clearly defined and create a separation between animals, vehicles and pedestrian moving across the Estate.

The network of animal paths across the Estate is extensive and enables competitors and staff to safely move livestock across the Estate on separate paths to pedestrians thus mitigating the risk of a collision occurring between animal, person or vehicle. Competitors will be briefed on the requirement to adhere to designated pathways at the commencement of each event.

3.6 ANCILLARY PRIMITIVE CAMPING

During an event, camping shall be restricted to the zones that have been approved under the Primitive Camping DA and amendment to that DA.

3.7 EFFLUENT DISPOSAL SYSTEM & ADDITIONAL TOILETS

The Estate is equipped with multiple effluent systems strategically placed across the property. A detailed assessment of current capacities of the effluent systems has been conducted by a third party expert. Additional portable facilities will be installed to service the excess population in accordance with Council's Events Policy. In this regard, amenities will be supplemented to comply with the following guidance:

Toilet Facilities for events where alcohol is not available:

| No of Patrons | MALE | | | FEMALE | | UNISEX DISABLED | |
|---------------|------|---------|-------------|--------|-------------|-----------------|-------------|
| | WC | Urinals | Hand Basins | WC | Hand Basins | WC | Hand Basins |
| <500 | 1 | 2 | 2 | 6 | 2 | 1 | 1 |
| <1,000 | 2 | 4 | 4 | 9 | 4 | 2 | 2 |
| <2,000 | 4 | 8 | 6 | 12 | 6 | 2 | 2 |
| <3,000 | 6 | 15 | 10 | 18 | 10 | 3 | 3 |
| <5,000 | 8 | 25 | 17 | 30 | 17 | 3 | 3 |

Toilet Facilities for Events where Alcohol is Available:

| No of Patrons | MALE | | | FEMALE | | UNISEX DISABLED | |
|---------------|------|---------|-------------|--------|-------------|-----------------|-------------|
| | WC | Urinals | Hand Basins | WC | Hand Basins | WC | Hand Basins |
| <500 | 3 | 8 | 2 | 13 | 2 | 2 | 2 |
| <1,000 | 5 | 10 | 4 | 16 | 4 | 3 | 3 |
| <2,000 | 9 | 15 | 7 | 18 | 7 | 3 | 3 |
| <3,000 | 10 | 20 | 14 | 22 | 14 | 4 | 4 |
| <5,000 | 12 | 30 | 20 | 40 | 20 | 4 | 4 |

In accordance with Local Council guidance, the above capability may be reduced for shorter duration events as follows:

| DURATION OF EVENT | QUANTITY REQUIRED |
|-------------------|---------------------|
| 8+ Hrs | 100% (no reduction) |
| 6 – 8 Hrs | 80% |
| 4 – 6 Hrs | 75% |
| Less than 4 Hrs | 70% |

N.B: These provisions will be reviewed upon Council determination of the DA (currently pending) relating to the Wastewater Treatment Facility.

3.8 MARQUEES / TEMPORARY STRUCTURES

A number of marquees and temporary structures may be erected during an event. Such structures may include:

- Tents
- Pagodas
- Scaffolding
- Pavilions, and
- Grandstands

All temporary structures will be erected and secured by professional third party installers to ensure they are structurally sound and can withstand likely wind in the locality and any likely live loadings and also comply as follows:

- Temporary grandstand structures will not be loaded in excess of those loadings recommended by the suppliers and/or manufacturer; and
- Where applicable, all temporary structures will be suitably weighted and or 'pegged' to ensure they are not unduly affected by the wind.

Any temporary structure will be installed by appropriately qualified / skilled / insured personnel and relevant safety certification attesting to its standard of safety obtained prior to the event.

Electrical services serving any associated temporary structure will meet with the requirements of *AS/NZS 3000 & 3002* and be certified by a licensed electrical contractor prior to the commencement of use. Smoking will not be permitted in any temporary structure.

Temporary structures and their immediate surrounds will be maintained in a clean and tidy manner at all times, including clearing of waste and general rubbish on a regular basis.

3.9 EVENT CATERING

The Estate is equipped with numerous professionally built commercial grade kitchens designed to cater for corporate hospitality clientele. These include:

- a. Campdraft Kitchen
- b. Polocross Kitchen
- c. Reception Building Kitchen, and
- d. Food Concessions Kitchen

The preparation and service of food from each of these kitchens will at all times comply with the various obligations contained within the Food Act 2003 (NSW) and Food Standards Code.

3.9.1 Commercial Food Vendors

In addition to the numerous Estate kitchens, third party caterers are utilised to supplement the event's food offering. Commercial Food Vendors are required by Council to hold a Temporary Food Licence. Commercial food stall or food vehicle operators will not be permitted to operate at an event unless the stall or vehicle has a current approval under the *Local Government Act 1993 (NSW)* to trade as a temporary, itinerant or mobile food premises. The operation of any food stalls or vehicles will comply with the requirements of the Food Safety Standards in force under the *Food Act 2003 (NSW)*.

Commercial Food Stall and Food Vehicle Operators will be required to provide evidence of their compliance with this requirement before being permitted to trade at the event.

3.9.2 Charitable or Not-For-Profit Organisations

In instances where Charitable or Not-For-Profit Organisations attend an event and sell food products, they will be required to comply with the Department of Primary Industries Food Authority Fact Sheet titled 'Food Safety Requirements For Charitable, Not-For-Profit Organisations', a copy of which is contained at **Appendix B** of the Plan. While organisations that sell food for charity need to comply with the food safety requirements in the legislation, these organisations are not required to

- a. Appoint a Food Safety Supervisor, or
- b. Notify their business/food activities to the relevant authorities provided the food:
 - i. does not need to be kept hot or refrigerated to keep it safe (i.e. potentially hazardous foods), or
 - ii. would need to be kept under temperature control, but will be eaten immediately after thorough cooking, such as at a sausage sizzle.

3.10 EXTERNAL LIGHTING

Outdoor lighting, other than that required for reasonable security, will not be used between the hours of **10.00 p.m. and 5: 00 a.m. on any day.**

3.11 ESTATE WATER

Water for human consumption is supplied at the Estate from potable water from rainwater tanks and bottled water sold at events.

3.12 DISABILITY INCLUSION & ACCESSABILITY FOR MOBILITY IMPAIRED

The Estate has been designed to support the attendance and inclusion of accessibility guests. Disability / mobility impaired access is facilitated across the Estate by the following means:

- a. Priority Parking Area close to the Estate
- b. Hire wheelchairs available
- c. Vantage points suitable for wheelchairs and mobility impaired persons
- d. Use of ramps to circumvent stairways in certain locations
- e. Accessible toilets

Where appropriate, disability and mobility impaired measures are signposted to assist with identification and reserve their usage. Staff are briefed to identify and support the needs of accessibility guests when attending events at the park.

4. Amenity Management Plan

The Estate Manager, event staff and Contract Security Staff (when deployed) will consider the amenity of the neighbourhood, taking reasonable measures to ensure that event operations do not adversely impact the surrounding environment. In this regard, all competitors and spectators will receive information that educates them on behavioural expectations relating to:

- a. Respecting the local amenity
- b. Entering and leaving the Estate in a responsible and safe manner
- c. Not creating offensive noise for adjoining property owners, and
- d. Minimising traffic movements and the use of high beam headlights along the access road between 10.30pm and 6.00am on event days.

4.1 NOTIFYING LOCAL RESIDENTS

A number of channels are utilised to inform local residents and the general public of upcoming ticketed events (i.e. open to the public), including:

- a. Willinga Park Website
- b. Social Media, and
- c. Posters displayed at local shopping centre

The Estate also hosts a number of events that are closed to the general public. At such events, only competitors, support teams and staff / contractors will be permitted access to the Estate. Such events will not be advertised and no public admittance will be facilitated.

4.2 NOISE

A Noise Report for the Estate has been prepared by a qualified Acoustic Engineer. Sound emissions and noise management practices will comply with Council requirements and relevant consent conditions.

The sound generated by the event shall be controlled and activity will not result in the transmission of 'offensive noise' as defined in the Protection of the Environment Operations Act 1997 (NSW). If during an event, a substantiated complaint about noise is received, the Event Manager will immediately investigate the source of the complaint and rectify to ensure the event complies with the noise condition detailed herein.

4.3 SIGNAGE

The following signage will be erected around the Estate as appropriate:

- a. Speed limit: 20km/hr across Estate during event period
- b. First Aid post
- c. Emergency Assembly Area
- d. Hazard Notification signage, and
- e. Pedestrian / Animal / Vehicle crossings locations.

4.4 MANAGING SPECTATOR BEHAVIOUR

The Estate / Event Managers and event staff will actively monitor spectator behaviour to ensure standards remain at the high level set by Estate Management. To achieve this, the Estate Manager will, during an event:

- a. Ensure that spectator and competitor behaviour is appropriately supervised by event staff
- b. Assign Safety Marshals to monitor spectators leaving the Estate to ensure they do so promptly and as quietly as is reasonably possible, and
- c. In the unlikely instance of having eject a disorderly person, ensure that persons who have been refused entry or who have been ejected from the Estate do not unduly affect the local amenity.

4.4.1 Transportation

When practical, the Estate / Event Managers and event staff will assist guests in obtaining appropriate transport options when departing the Estate. On necessary occasion(s), buses may be pre-arranged to assist with shuttling spectators to and from the Estate at pre-determined times.

4.5 COMPLAINT HANDLING

Estate Management will respond to complaints in a timely and appropriate manner.

Complaints can also be lodged in writing through the following channels:

- a. Willinga Park website: <http://willingapark.com.au/willinga-park/contact/>
- b. Email: horses@willinga.com.au
- c. Post: 134 Forster Drive, Bawley Point, NSW 2539,

Persons lodging a complaint will be dealt with in a professional manner. Personal details of a complainant will be kept private and only communicated amongst Estate staff with a vested interest in resolving the complaint. Estate staff will not provide a complainant's personal details (including name and address) to any patron or other person outside of Willinga Park (unless upon lawful request i.e. Police).

4.6 POLICE & COUNCIL NOTIFICATION OF SIGNIFICANT PUBLIC EVENT

The NSW Police Local Area Command and Shoalhaven Council will be notified no later than 28 days prior to the occurrence of publically accessible ticketed events in which either:

- a. 3,000+ spectators are expected to attend, or
- b. Alcohol will be sold.

Notification to each of these stakeholders will occur in writing via email.

5. Safety

5.1 PUBLIC LIABILITY INSURANCE

Capital Property Corporation Pty Ltd will at all times maintain \$20,000,000.00 Public Liability Insurance.

5.2 ESTATE RISK ASSESSMENT

A comprehensive Risk Assessment of the Estate has been conducted in accordance with AS/NZS ISO 31,000, that:

- a. Identifies Estate specific hazards, threats & risks, and
- b. Documents appropriate controls / mitigation measures to treat identified risks to a tolerable level.

A number of areas have been identified as potentially carrying heightened risk for spectators attending an event, including

- a. **Swimming Pool:** The swimming pool is and will at all times be surrounded by a permanent child-resistant barrier in accordance with the provisions of the Swimming Pools Act, 1992, Swimming Pool Regulation 2008, AS1926.2 – 2007 and AS1926.1 – 2012

- b. **Open Water Bodies:** The event program warns of open water across the site and reminds guardians to ensure adequate supervision of their children occurs at all times.
- c. **Vehicle and animal pathways:** A comprehensive network of dedicated pathways separating pedestrians from vehicles / animals is and will remain established across the Estate effectively segregating movement and minimising the risk of a collision occurring resulting in injury.

5.3 EVENT RISK ASSESSMENT

Planning for each event will be underpinned by the conduct of an event specific Risk Assessment. In consideration of the event type and a number of other factors, each event will be categorised as either LOW, MEDIUM or HIGH. The definitions for each Risk Profile are contained below:

| PROFILE | DESCRIPTOR |
|---------|---|
| LOW | Hazards or other factors <u>are not expected to impact</u> on the Event |
| MEDIUM | Hazards or other factors <u>could impact</u> on the Event |
| HIGH | Hazards or other factors <u>are likely to impact</u> on the Event |

The Event Risk Assessment will be completed no later than (48) hours prior to the event taking place. The measures contained within this Plan of Management are deemed appropriate for treating routine risks associated with the delivery of a standard event at the Estate.

Additional Control Measures (ACMs) may be required in instances where the event is unique. Whenever necessary, ACMs will be documented within the Event Risk Assessment and implemented for the event.

An Event Risk Assessment Template can be located at **Appendix C**.

5.4 TRAFFIC & PARKING MANAGEMENT

The findings of the Traffic Management Assessment indicate that existing road infrastructure is capable of accommodating events that attract up to 5,000 attendees without adversely impacting the performance of the existing road network. As the Estate capacity for events is capped at 5,000 attendees, no additional traffic management measures are deemed necessary to support the local traffic network.

Local volunteers (for example from the local Men's Shed) will assist with managing on-site parking in the designated on-site parking areas in accordance with a parking protocol developed by the Estate Manager prior to each event.

5.5 FIRE EQUIPMENT

The Estate is equipped with all fire safety measures in accordance with its statutory requirements. This includes installation and routine testing of:

- a. Fire hose reels,
- b. Fire truck fill points and
- c. Fire extinguishers.

5.6 FIRST AID

Appropriately skilled and qualified Senior First Aid staff will be in attendance at all events. In addition, and depending on the event discipline, paramedics may be deployed to assist with administering medical first aid services across the Estate.

For publicly accessible ticketed events, St John's Ambulance staff (or a similar third party specialist first aid provider) will be engaged to provide first aid support for patrons and competitors during the event. In such instances, a clearly identifiable First Aid marquee will be established in a prominent location across the Estate where first aid treatment can be administered from.

5.7 RESPONSIBLE SERVICE OF ALCOHOL

The third party licensee will promote the responsible service of alcohol by all managers, staff and contractors including:

- a. Not permitting service of alcohol to minors or any person who is intoxicated
- b. Checking closely all ID presented by young people
- c. Refusing service to any person who is intoxicated, and
- d. Ejecting any person who causes a significant disturbance.

5.7.1 Harm minimisation

The Estate Manager and staff will take all reasonable steps to minimise harm through the promotion of responsible service of alcohol initiatives including:

- a. Actively encouraging responsible drinking by guests;
- b. Checking to ensure bar service staff hold valid RSA competency cards;
- c. Not selling undesirable liquor products or engaging in irresponsible liquor promotions
- d. Making available (and promoting) good quality food and free drinking water where liquor is served or near the point of service; and
- e. Making available alternatives to full strength alcohol, such as low alcohol beer, soft drinks and coffee.

5.7.2 ID policy

As a general rule, identification will be requested, by the third party licensee, from any persons who could potentially be under the age of 18 years consuming, or intending to consume, alcohol. The only acceptable proof of identification will include:

- a. A driver's or rider's licence or permit (issued by an Australian State or Territory or any foreign country);
- b. Australian passport or a foreign passport issued by another country;
- c. NSW photo card (issued by Roads and Maritime Services NSW);
- d. Proof of age card issued by a public authority of the Commonwealth or of another State or Territory for the purpose of attesting to a person's identity and age; and
- e. Keypass (over-18) identity card issued by Australia Post.

5.7.3 Removal of liquor from Estate

The Estate Manager, third party Licensee, event staff and/or Contract Security staff (when deployed) will prevent patrons leaving the Estate with liquor in opened containers.

5.8 BRIEFINGS & INDUCTIONS

The Estate Event Manager or delegate will induct staff to elements of the Plan relevant to their responsibilities as a routine preparation for hosting an event.

Patrons will be notified of various requirements (e.g. safety, standards of behaviour etc.) upon entering the Estate using the following means:

- a. Conditions of Entry; and
- b. Emergency, first aid, evacuation and processes signage (in accordance with the Estate Emergency Plan as displayed on the ticket, competitor information, or in the event program (as applicable).

5.9 MANAGEMENT OF LOST CHILDREN

Lost children will be reported to the Estate Manager, who will coordinate assets and resources to either find the child or parent/ guardian based on the circumstances in accordance with the Estate's *Lost Children Procedure*. If necessary, lost children will be accommodated in the First Aid marquee until such time as their parent or guardian is located.

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7.3 OTHER FIRE SAFETY MEASURES

In addition, the following general fire safety measures are followed:

- a. The Estate Manager ensures all essential services installed at the Estate are certified annually and that they remain in good working order; this should include emergency generators (and checking fuel levels), as these will allow critical water pumps to continue operation if grid power is lost;
- b. In the event of essential service malfunctioning, the Estate Manager will ensure the fault is rectified in a reasonable timeframe;
- c. Fire extinguishers are located at various points around the Estate which are highly prominent and easily accessible. Key staff are trained in the usage of fire extinguishers;
- d. An annual fire safety statement is obtained;
- e. Emergency exit signage is clearly visible and easily identifiable to all guests and staff within facilities and across the Estate;
- f. Staff ensure that all fire escapes and stairways are kept clear of persons(s) and/ or objects at all times; and
- g. In the event of an emergency staff are instructed to dial **000**.

8. Facility Management

8.1 WASTE MINIMISATION & DISPOSAL

A copy of the Estate Waste Management Plan (WMP) that identifies waste management procedures is contained at **Appendix E** of the Plan.

9. Appendix A: Estate Map & Sensitive Areas

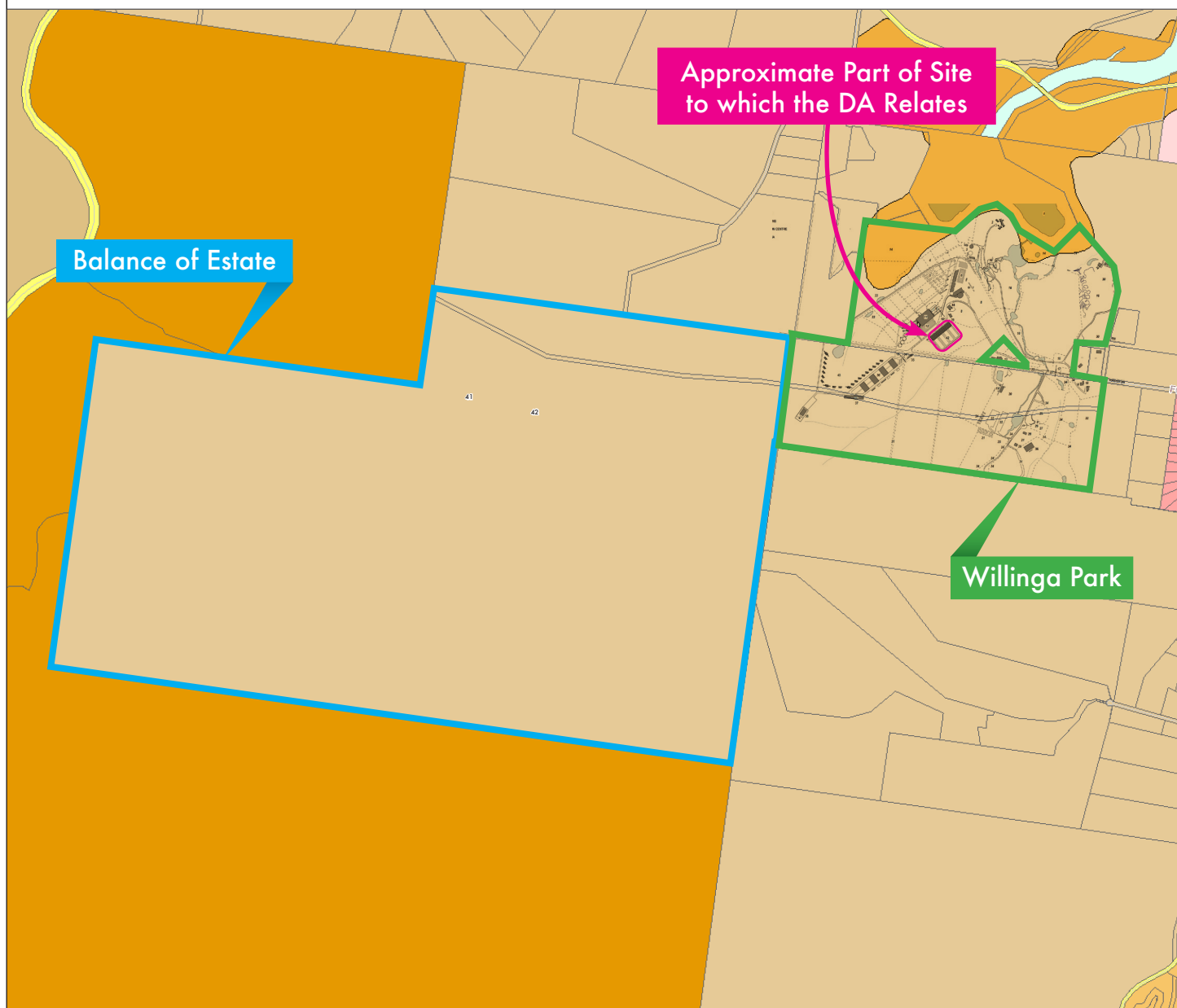
The document sits outside of the Plan of Management as an Accompanying Document and is provided for information purposes only.

Land Zoning (LZN)

| | |
|----|------------------------------------|
| B1 | Neighbourhood Centre |
| B2 | Local Centre |
| B3 | Commercial Core |
| B4 | Mixed Use |
| B5 | Business Development |
| B7 | Business Park |
| E1 | National Parks and Nature Reserves |
| E2 | Environmental Conservation |
| E3 | Environmental Management |
| E4 | Environmental Living |

| | |
|-----|----------------------------|
| IN1 | General Industrial |
| IN2 | Light Industrial |
| IN4 | Working Waterfront |
| R1 | General Residential |
| R2 | Low Density Residential |
| R3 | Medium Density Residential |
| R5 | Large Lot Residential |
| RE1 | Public Recreation |
| RE2 | Private Recreation |
| RU1 | Primary Production |
| RU2 | Rural Landscape |

| | |
|-----|---------------------------------------|
| RU4 | Primary Production Small Lots |
| RU5 | Village |
| SP1 | Special Activities |
| SP2 | Infrastructure |
| SP3 | Tourist |
| W1 | Natural Waterways |
| W2 | Recreational Waterways |
| W3 | Working Waterways |
| DM | Deferred Matter |
| JE | Shoalhaven LEP (Jerberra Estate) 2014 |



STATEMENT OF ENVIRONMENTAL EFFECTS Show Jumping Arena, Willinga Park, 134 Forster Drive, Bawley Point

Site Masterplan in Relation to Zoning Map - Shoalhaven LEP 2014

Prepared For - Construction Control Australia Pty Ltd

10. Appendix B: Food Safety Requirements for Charitable / Not-For-Profit Organisations

The document sits outside of the Plan of Management as an accompanying document and is provided for information purposes only.

FOOD SAFETY REQUIREMENTS FOR CHARITABLE, NOT-FOR- PROFIT ORGANISATIONS

The *Food Act 2003* and Food Standards Code apply to any community group or individual who sells food for charity or charitable causes.

Charitable and not-for-profit organisations include:

- registered charities, hospitals, disability support groups, welfare groups
- local clubs, e.g. Lions, Rotary, Apex, Country Women's Association
- youth organisations, e.g. YMCA, YWCA, Scouts
- community schools, pre-schools and not-for-profit childcare centres.

Groups considered to be a food businesses

A charitable or not-for-profit organisation that sells food for fundraising purposes is a 'food business' under the *Food Act 2003* (NSW).

The food safety requirements in the Food Standards Code applies to their food activities, including the

preparation and transport of food for sale.

General requirements for selling food

Under the Food Standards Code and *Food Act 2003*, any group or individual that sells food (whether for charity or not) must follow good hygiene and food handling practices, including proper construction and maintenance of the food premises, so that food being served is as safe as possible.

The requirements include areas such as:

- temperature control
- protecting food from contaminants
- hand washing
- cleaning and sanitising
- pest control

Factsheets on these topics are available from the Authority's website at

www.foodauthority.nsw.gov.au/resources-centre?t=1&c=0,0,35ec00f1-d66b-4091-8919-b0cbae7e00f0&lang=0&

Exemptions

While organisations that sell food for charity need to comply with the food safety requirements in the legislation, these organisations are **not** required to

1. appoint a Food Safety Supervisor or
2. notify their business/food activities to the relevant authorities provided the food:

- does not need to be kept hot or refrigerated to keep it safe (i.e. potentially hazardous foods)

OR

- would need to be kept under temperature control, but will be eaten immediately after thorough cooking, such as at a sausage sizzle.



Department of
Primary Industries
Food Authority

More resources at foodauthority.nsw.gov.au



nswfoodauthority



nswfoodauth

Below are two common scenarios involving organisations that sell food for charitable purposes.

Scenario 1

A local community group runs a small café to service a primary school and preschool. They sell tea, coffee, muffins, biscuits, cakes and toast. They only operate 3-4 hours each morning. Are they a food business and do they need to notify?

*Yes, they are a food business, even though they only sell smaller items. They **do not need** to notify because they are a not-for-profit organisation and the food is not potentially hazardous. However, they still need to follow basic hygiene and food safety requirements as outlined in the Food Standards Code.*

Labelling requirements

Food sold to raise money for charity is generally exempt from labelling requirements (except for declaring the presence of royal jelly).

However, if asked, the person who provides the food must be able to give accurate advice about the presence of allergens, the directions

for storage and use, and the country of origin of the food (e.g. for seafood, pork products, and fresh fruit and vegetables).

Information about the eight common allergens that must be declared on labels can be found at www.foodauthority.nsw.gov.au/foodsafetyandyou/life-events-and-food/allergy-and-intolerance

Scenario 2

A local community group runs a small canteen, including a barbeque at a children's sporting event. Parents cook sausages and chicken throughout the morning. Cooked food is kept warm in a covered tray, occasionally for more than two hours. Are they a food business and do they need to notify?

*Yes, they are a food business, even though they may not intend to make a profit, and may only operate for part of the year. They **do need** to notify because they are cooking potentially hazardous food which is not consumed immediately after cooking. They also need to follow the basic hygiene and food safety requirements outlined in the Food Standards Code.*

Donating food

Charitable and not-for-profit organisations that donate food (i.e. don't raise money or receive a benefit in return for providing the food) are not considered a 'food business' so *Food Act 2003* does not apply to them.

For more information, see our Donating food factsheet at: www.foodauthority.nsw.gov.au/Documents/industry/donating_food.pdf

More information

- Visit the NSW Food Authority's website at www.foodauthority.nsw.gov.au/industry
- phone the helpline on 1300 552 406
- contact your local council.

About the NSW Food Authority: The NSW Food Authority is the government organisation that helps ensure NSW food is safe and correctly labelled. It works with consumers, industry and other government organisations to minimise food poisoning by providing information about and regulating the safe production, storage, transport, promotion and preparation of food.

Note: This information is a general summary and cannot cover all situations. Food businesses are required to comply with all of the provisions of the Food Standards Code and the *Food Act 2003* (NSW).



Department of
Primary Industries
Food Authority

6 Avenue of the Americas, Newington NSW 2127

PO Box 6682, Silverwater NSW 1811

T 1300 552 406

contact@foodauthority.nsw.gov.au

ABN 47 080 404 416

More resources at foodauthority.nsw.gov.au



nswfoodauthority



nswfoodauth

April 2017
NSW/FA/F1167/1704

11. Appendix C: Event Risk Assessment Template

The document sits outside of the Plan of Management as an accompanying document and is provided for information purposes only.

12. Appendix D: Bushfire Emergency Management & Evacuation Plans

These documents sit outside of the Plan of Management as accompanying documents and are provided for information purposes only.

13. Appendix E: Waste Management Plan

The document sits outside of the Plan of Management as an accompanying document and is provided for information purposes only.



Waste Management Report

Events DA
Willinga Park
132 Forster Drive,
Bawley Point NSW

2 May 2018

2 May 2018

Nick Barnier
Construction Control
Level 1, Mode 3
24 Lonsdale Street
Braddon ACT 2612

Job Reference No. VS17069

WILLINGA PARK– EVENT DA WASTE MANAGEMENT REPORT

Dear Nick,

The purpose of this report is to outline the intent of the waste management for the Willinga Park Events DA.

The primary intent for managing our waste is to provide a sufficient amount of amenity to patrons in order to capture the maximum amount of general waste and recyclables generated. We intend to do this by providing waste and recycling reciprocals around the facility in strategic locations to reduce the distance of travel.

The placement and collection of the facilities will be managed by the Willinga Park staff. The intent is all the bins will be placed around the facility prior to commencement of an event. Once the event is in operation staff will periodically check the levels of the bins and collect when required.

The collected waste and recycling will be taken to a centralized location and emptied into a secondary larger commercial hopper where it will be collected by a waste management contractor. The collection point will be located on site not less than 300m from a neighboring boundary.

Water Generation

For the purpose of the Events DA an assumed generation rate of one litre of waste and one litre of recycling has been applied. Although this is above the required amount of one litre of waste per person as prescribed in Shoalhaven City Council 'Events Policy', it is in accordance with our intent to recycle.

Below is an example of a generation methodology that may be applied for an event of 5,000 persons. Its intent is to cover the volume of waste generated, volume of recycling required and bin quantities.

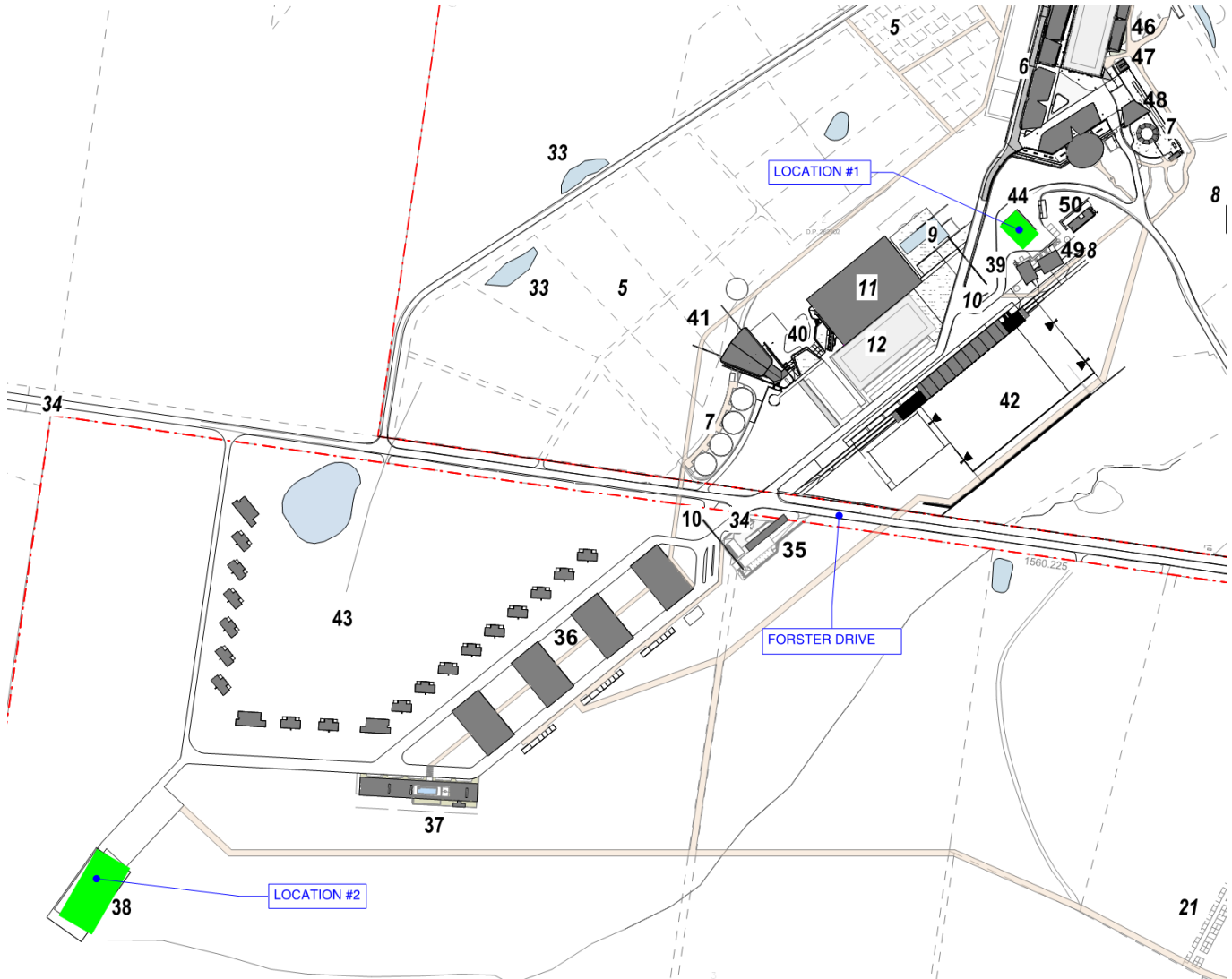
| Qty of Persons | Waste Volume (1lt/pp) | Recycling Volume (1lt/pp) | Qty of 240lt Waste Bins | Qty of 240lt Recycling Bins |
|----------------|--------------------------|------------------------------|----------------------------|--------------------------------|
| 5,000 | 5,000 | 5,000 | 21 | 21 |

On-site Waste Collection

The staff at Willinga Park will be responsible for the collection and transportation of the waste to a centralized facility. It is intended that a dedicated team will monitor the generation of waste, placement of bins and the collection frequency to ensure that the park is serviced as required – this may result in additional bins required in particular areas to suit the population at that facility or event.

Temporary Waste Storage

Once the waste and recycling has been collected it will be placed in a series of larger (1,100lt, 3,000lt and/or 4,000lt) hoppers housed in a centralized location. It is intended that these facilities be located adjacent the 'Administration Building' (Location #1) and at the 'Hay Shed' (Location #2) associated with the 'Stockyards'. Please refer to the below locality plan - Appendix A.



Appendix A – Site Locality Plan.

Centralised Waste Collection

Throughout the design process we have been liaising with local waste contractors to ensure that they have the ability to collect the volumes generated, as well as provide service to the greater facility. The below comments can be derived from our communications:

- The quantity and type of hopper is not a limitation – there is a possibility of utilizing a combination of 1,100lt, 3,000lt and 4,000lt hoppers to suit generation demands;
- A collection frequency of once per week will be assumed as typical, with more as required if required; and
- The waste vehicles proposed to be serving the site can navigate the internal road networks with no modification required.

To determine the quantity of hoppers required the below methodology may be applied:

| | Collection Frequency | Hopper Size (lt) | Event Duration (days) | Volume Generated (lt) | Hoppers required |
|-----------|----------------------|------------------|-----------------------|-----------------------|------------------|
| Waste | Weekly | 3,000 | 2 | 10,000 | 4 |
| Recycling | Weekly | 1,100 | 2 | 10,000 | 10 |

At the conclusion of an event the staff managing waste will clean the facility in preparation for daily operation the following morning.

Our aim is to continually develop our strategy to ensure our waste management remains relevant to the facilities demands.

Joshua Pirotta



Services Manager
Vital Design Solutions Pty Ltd
0403 698 092