

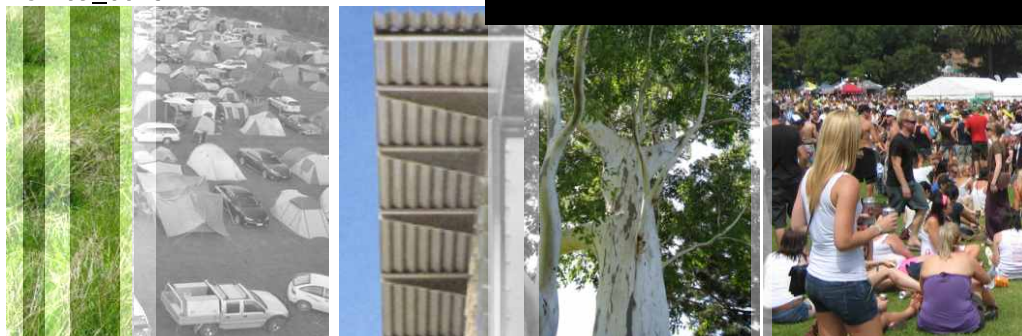



# Environmental Health and Safety Management Manual

north byron parklands: tweed valley way and jones road yelgun

**August 2010**

Ref: 09\_0028




Document Title: <b>EHS Management Manual</b>		Revision No. 1	
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## 1. Executive Summary

Sustainable cultural arts and music events play an important role in our society both in terms of expressing and strengthening positive social values and providing economic opportunities in the form of employment and income generating activities.

In a regional context, sustainable arts and music events are particularly important to the wider Northern Rivers region where they provide substantial social, environmental and economic benefits to a broad group of individuals, businesses, community groups and not-for-profit organisations.

While such events come with a host of positive benefits it is also recognised that these activities need to be managed in a professional and systematic way to reduce and/or mitigate potential impacts.

North Byron Parklands (Parklands) is committed to creating a sustainable world class cultural events facility within an ecologically enhanced site and has developed an Environmental, Health and Safety Management Manual (EHSMM) to achieve this important objective.

Parkland's EHSMM is based on the following international and British Systems:

- AS/NZS ISO 14001 - Environmental Management Systems;
- AS 4804 - Occupational, Health and Safety Management Systems; and
- British Standard BS 8901:2007 - Sustainable Event Management System.

The EHSMM is the primary mechanism for monitoring and measuring the environmental, health and safety performance of minor, small, moderate and major events held at Parklands.

## 2. EH&S Management Manual Structure

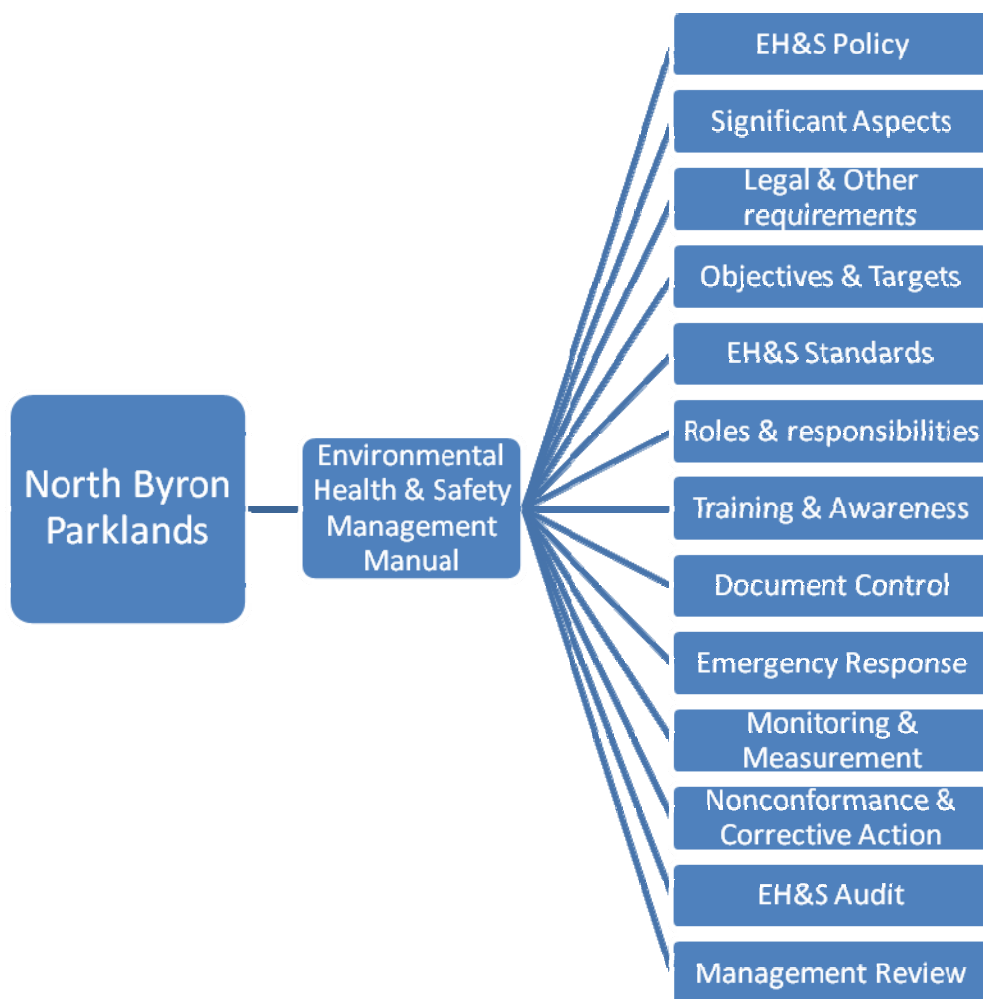
Parkland's EHSMM sets out the organisation's guiding policies, objectives and targets for the management of identified significant environmental, health and safety risks across all event activities conducted at the site.

The EHSMM is a living document that is constantly revised and updated based on a range of inputs including audits, assessments, monitoring and stakeholder feedback. The EHSMM provides the overarching framework for operating events in a safe and environmentally responsible manner. It sets Standards across a range of important environmental and safety aspects and documents an in-depth range of event management requirements and controls to mitigate potential impacts.

The system also incorporates an auditing and monitoring function which is designed to measure the suitability of the system and standards to manage environmental and safety aspects. Findings from the auditing and monitoring mechanisms provide the basis for an annual management review of the entire EHSMM.

The key elements of Parkland's EHSMM covering minor, small, moderate and major events is illustrated below:

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### 3. EH&S Policy

Parkland's EH&S Policy (NBP EHS 002) sets the overall direction for environmental, health and safety management for all events operating at the site. The Policy has the commitment and endorsement of the venue owners and forms the basis for setting our objectives and targets. In particular, the EH&S Policy aims to minimise environmental impacts, reinforce safety as our primary objective, achieve and maintain compliance with legislation and steer the organisation along a path of continuous environmental and safety improvement.

#### Our EH&S Policy

Parklands is a cultural events venue situated in Northern NSW, 20 minutes drive north of Byron Bay and approximately 25 minutes drive south of Coolangatta. The venue caters to various sized events ranging from small (300 people) through to large (10,000+ people) events involving music, arts, food, leisure and technology.

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## Our Commitment

Parklands is responsible for protecting and conserving environmental values across the site and providing a safe and healthy work environment for its employees, contractors, event operators and their audience members, whilst minimising the impacts on the local community.

Parklands is committed to developing a world class sustainable events site through careful planning and management of the activities that take place throughout the year. To meet this commitment we have developed an Environmental, Health and Safety Management Manual to identify, manage and monitor identified risks. As part of this system a number of key objectives have been developed for the site as follows.

## Our Objectives

- Protect and enhance biodiversity values of the site;
- Utilise nominated areas of the site for event uses for limited periods of the year;
- Improve wildlife corridor functions across currently degraded areas of the site;
- Provide a safe, secure and healthy venue for patrons, guests and workers;
- Minimise impacts on neighbours and nearby residents;
- Provide temporary camping facilities to accommodate patrons and staff so as to minimise traffic generation and other impacts;
- Develop Parkland Standards to manage and monitor all identified significant EH&S aspects;
- Provide a range of opportunities and benefits that support local communities;
- Conserve and protect cultural heritage values across the site;
- Provide local and regional employment opportunities; and.
- Engage with the community, patrons, neighbours, employees, government and other stakeholders regarding environmental, health and safety matters at Parklands.

## 4. Significant EH&S Aspects


A key part of our EHSMM is to identify those activities we undertake which might significantly impact on the environment, health or safety. An effective risk assessment process allows Parklands to develop ways of avoiding or minimising these potential impacts.

An environmental, health and safety risk is any element of Parkland's activities, products or services that can interact with the environment (including human health and safety). This interaction can be positive or negative.

An impact is any change to the environment (including human health and safety) resulting from our activities, products or services.

Parkland's has developed an Identification of Significant EH&S Risks - NBP EHS 003 procedure to identify and assess the environmental, health and safety risks associated with Parkland's activities, products and services over which the organisation exerts some control or influence.

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A risk assessment model is used to determine the significance of identified impacts. This risk assessment allows Parklands to determine the relative scale of the environmental, health and safety risks of its activities, products and services so that these can be prioritised and managed through the Parkland's EH&S Standards.

Therefore, on an annual basis a risk identification and prioritisation workshop is held and attended by a range of key personnel within the organisation. After applying the above risk assessment process to a range of potential risks, the end result is a Register of Significant EH&S Risks - NBP EHS 004. To manage these significant risks we can use one or more of the following mechanisms:

- Set environmental objectives and targets;
- Develop and implement an EH&S Standard;
- Provide relevant training to Parkland staff, event operators, contractors and suppliers;
- Conduct monitoring and measurement; and/or
- Include in the EHSMM auditing schedules.

## 5. Legal and Other Requirements

In addition to identifying our significant risks, our EH&S Policy <http://transnet/Comweb/comweb/sites/trimopendoc.asp?recnum=D2003/1736> requires the organisation to comply with all relevant environmental, health and safety legislation, industry standards and codes of practice.

To meet this commitment Parklands needs to be aware of its legislative responsibilities when carrying out its activities. This is managed in accordance with our Identification of Legislative and Other Requirements NBP EHS 005 Procedure. This Procedure details the mechanisms by which Parklands identifies legislative changes and communicates these changes to relevant staff and contractors.

Parklands currently tracks legislative changes through the following mechanisms:

- Updates as they are provided by legal firms;
- Updates provided by the NSW Department of Environment, Climate Change and Water;
- Updated provided by the Federal Government Department of the Environment, Water, Heritage and the Arts;
- Updates provided by WorkCover NSW;
- Membership of working groups and committees;
- Attendance at externally hosted seminars and conferences; and
- Referencing internet 'websites' detailing current and upcoming legislation.

Changes to legislation are discussed at management review meetings to determine what actions may be necessary to ensure continued environmental, health and safety compliance.

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## 6. Objectives, Targets & EH&S Standards

Environmental objectives and targets are set for all identified significant risks. After conducting the risk identification and prioritisation workshop and producing a Register of Significant Risks the next step is to develop realistic, and where possible, measurable objectives and targets.

An EH&S objective is an overall goal arising from our EH&S Policy that we set ourselves to achieve. For example, providing a safe, secure and healthy venue site for patrons, guests and workers or minimising impacts on neighbours and nearby residents would be suitable examples of objectives that relate directly to our EH&S Policy.

An EH&S target is a performance requirement that may apply to an event, a group of suppliers or the entire organisation. The target is quantifiable where practicable, and must be met in order to achieve its environmental objective.

The following factors are considered when establishing and reviewing objectives:

- Significant EH&S risks;
- Legal and other requirements;
- Technological options;
- Financial, operational and business requirements; and
- Views of interested parties.

At a minimum, objectives and targets are established for each significant risk and also for non-significant EH&S risks where deemed appropriate to do so. Objectives and targets are developed for each significant risk and recorded in the Register of Significant risks.

EH&S Standards form a crucial part of the overall EHSMM. Standards are the key mechanism for managing significant risks and improving Parkland's overall environmental, health and safety performance. They stipulate exactly what type and level of controls shall be employed to effectively manage specific identified risks. Event operators are responsible for complying with all relevant EH&S Standards and their performance is audited post event to determine level of compliance and any systematic shortcomings.

As can now be seen, the EH&S Policy sets the overall commitment to improve our environmental, health and safety performance. The risk identification process determines our significant risks which require some form of management, while the setting of objectives and targets and the development of EH&S Standards to achieve these targets all work towards fulfilling our EH&S Policy.



## 7. Resources, Roles, Responsibility & Authority

The previous four elements of our EHSMM relate to the planning components of the system while the following elements consider implementation and operational issues.

The General Manager of Parklands has the overall responsibility for developing, implementing and maintaining the EHSMM, however all Parklands staff, event operators, their staff, contractors, suppliers and volunteers have a responsibility to comply with the requirements of this EHSMM and EH&S Standards. Listed below are the roles and responsibilities for various persons working or visiting Parklands.

### General Responsibilities

- Specific environmental, health and safety responsibilities should be included in Parkland employee position descriptions, where relevant;
- Performance reviews should appraise individual performance against specific environmental, health and safety responsibilities where appropriate;
- Environmental, health and safety roles and responsibilities for Parkland's staff are communicated through the following mechanisms;
  - Employee induction;
  - Environmental, health and safety awareness training, where relevant;
  - Specific environmental induction, where relevant;
  - Performance review process;
  - Position descriptions;
  - Parklands EH&S procedures and standards.

### Billinudgel Property Pty Ltd

Billinudgel Property Pty Ltd is responsible for:


- Provision of adequate resources in terms of staff, skills and equipment for effective EHSMM development and maintenance across the organisation;
- Reporting environmental, health and safety performance to external stakeholders as required; and
- Management review of the EHSMM to ensure its continuing suitability, adequacy and effectiveness;

### Parklands General Manager

The General Manager is nominated as the EHSMM Representative for Parklands. This responsibility covers the day to day running of the EHSMM and includes the following:

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- Maintaining the EHSMM in line with the requirements of ISO 14001, AS4804 and BS8901;
- Facilitating an annual Parkland's significant EH&S risk assessment process;
- Preparation and dissemination of any legal changes affecting the organisation to be presented as required to the Parkland's Unit Holders and relevant staff;
- Preparation of the environmental objectives and targets within the organisation;
- Monitoring progress towards the achievement of environmental objectives and targets;
- Development of EH&S Standards and the monitoring and reporting of effective implementation by event operators to Parkland Unit Holders;
- Maintaining an EH&S audit program;
- Maintaining EH&S records where necessary;
- Collecting sufficient information to allow Unit Holders to review the EHSMM; and
- Dealing with regulators and representatives from government and non-government agencies as required from time to time.

### Event Operators

Event operators have the responsibility to ensure that successful compliance with the EHSMM is achieved by:

- Undertaking activities in line with the Parklands EH&S Policy;
- Immediately reporting all environmental, health and safety risks to the Parklands General Manager and providing a written report;
- Identifying EH&S risks associated with the staging of an event;
- Complying with Parkland's EH&S Standards;
- Monitoring and reporting performance against applicable objectives and targets to the Parklands General Manager;
- Participating in EH&S audits, where required;
- Ensuring that staff, contractors, suppliers and volunteers are appropriately inducted, trained and/or certified where required to able them to comply with Parkland Standards, legislation and other regulatory requirements associated with their work activities;
- Assigning appropriate EH&S responsibilities to staff members and monitoring performance; and
- Maintaining EH&S records, where required, to demonstrate compliance with the EHSMM and Parkland Standards.

### All Staff, Contractors, Suppliers and Volunteers

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All staff, contractors, suppliers and volunteers have a responsibility to work safely and protect the environment by eliminating safety risks and minimising any environmental impacts associated with their day-to-day activities including:

- Being aware of Parkland's EH&S Policy as it relates to them;
- Complying with the EHSMM and EH&S Standards that are relevant to their activities;
- Reporting all environmental, health or safety incidents to their manager or supervisor; and
- Undertaking activities in a manner that reduces negative impacts on the environment.

## 8. Competence, Training and Awareness

Parklands is committed to identifying appropriate training and awareness needs for staff and ensuring that those staff whose work may involve a significant EH&S risk have received appropriate training.

All Parklands staff, event operators, contractors, suppliers and volunteers are required to undertake some form of environmental, health and safety training and/or awareness as defined in Table 1.

Topic	Target Group	Currency	Responsibility	Program Content
Environmental Science Degree	General Manager, Parklands	n/a	Parklands	<ul style="list-style-type: none"> <li>• Bachelor of Environmental Science from a recognised tertiary institute</li> </ul>
EH&S Induction	Parklands employees	Annual	Parklands	<ul style="list-style-type: none"> <li>• Attend EH&amp;S awareness sessions;</li> <li>• Read and sign environmental induction form</li> </ul>
EH&S Induction	Parklands Contractors	Contract duration	Parklands	<ul style="list-style-type: none"> <li>• Contract specific OH&amp;S and environmental awareness requirements.</li> <li>• Read and sign EH&amp;S induction form</li> </ul>
EH&S Induction	Event Operator staff, contractors, suppliers and volunteers	Event duration	Event Operator	<ul style="list-style-type: none"> <li>• Event specific OH&amp;S and environmental awareness requirements.</li> <li>• Read and sign EH&amp;S induction form</li> </ul>

Records are generated and maintained for all training and awareness completed.

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## 9. Communication

Communication of environmental, health and safety matters both internally and externally is an important part of our EHSMM. Parklands has made a commitment under its EH&S Policy to:

Engage with the community, patrons, neighbours, employees, government and other stakeholders regarding environmental, health and safety matters at Parklands.

Communication of environmental, health and safety information within Parklands is achieved via a number of mechanisms including:

- Environmental, health and safety induction;
- Environmental, health and safety training (where required);
- Environmental, health and safety performance reporting;
- Environmental, health and safety audits;
- Environmental, health and safety documents (newsletters, corporate plans, noticeboards and emails);
- Incident reporting; and
- Environmental, health and safety management reviews.

## 10. Document Control

Document control is undertaken in accordance with the requirements of ISO 9001 Quality Control. The General Manager is responsible for the maintenance of this EHSMM and all other related documents such as standards, manuals, strategy, procedures, forms, records and registers. Parkland's EH&S documents are controlled by:

- Periodic reviews of documents that are revised as necessary under the authorisation of the General Manager (or delegate);
- Ensuring up to date versions of relevant documents are available at locations where operations essential to the effective functioning of the EHSMM are performed; and
- Obsolete documents are immediately removed to prevent their inadvertent use.

Documents of external origin will be recorded and stored by the General Manager.

The General Manager is responsible for maintaining and updating this manual, and is responsible for the coordination of associated EHSMM documentation.

## 11. Emergency Preparedness and Response

Parklands has developed and implemented an Emergency Response Plan covering the entire site (event area, parking, camping, administration and resource centre). This plan relates to accidents and emergency situations (including flooding and bushfire) and provides for an adequate response to manage and prevent or minimise any potential adverse environmental, health and safety impacts.

In particular the Emergency Response Plan covers the following areas:

- Flooding;
- Bushfire;
- Environmental spills;
- Crowd management; and
- Site evacuation.

The Emergency Response Plan is reviewed and revised after each major event or where a particular incident occurs evoking the plan.


## 12. Monitoring and Measurement

The previous five elements of our EHSMM relate to the implementation and operational components of the EH&S framework. The following elements consider the checking and corrective action issues of the EHSMM.

From the Register of Significant Risks, objectives and targets are required to be monitored and measured. Specific EH&S Standards have been developed to manage these issues and annual updates are provided to the venue owners. Elements of these risks and programs are also captured under the [EH&S Audit Program - NBP EHS 006](#).

Inspection, measuring and test equipment is maintained to the approved specification and used in a manner that ensures the measurement uncertainty is known and is consistent with the required measurement capability.

Specific information regarding monitoring and measurement of the significant environmental aspects is addressed in [Monitoring and Measurement Procedure - NBP EHS 008](#).

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### 13. Evaluation of Legal Compliance

Parklands must ensure that identified significant risk activities are appropriately monitored and reviewed to ensure environmental, health and safety compliance with specific internal and external requirements. These requirements include:

- Environmental legislation;
- Applicable Environmental licenses and permits;
- Parklands environmental policies and procedures
- Agreements with third parties (i.e. memorandum of understanding, etc); and
- Internal non-conformance and corrective action requirements.

This EH&S Audit Program has been developed to document how Parklands will monitor and review compliance with the above requirements. The program presents details of the mechanisms used to monitor compliance with various requirements, the reporting of findings to venue management and the annual rolling audit schedule.

The EH&S Audit Program objectives are to:

1. Develop and implement a systematic EH&S audit process that identifies potential or actual non-compliance;
2. Identify areas for improvement in EH&S policies, procedures, work practices and technologies;
3. Adequately communicate potential or actual EH&S non-conformances to relevant staff and contractors for action and close out;
4. Identify deficiencies in policies, procedures, work practices and technologies designed to protect and/or enhance the environment and/or human health and safety; and
5. Provide assurance to senior management of Parkland's ongoing ability to comply with all relevant EH&S requirements.

The EH&S Audit Procedure - NBP EHS 007 provides the steps undertaken in completing internal EH&S audits and non-conformance and corrective action verification audits. These steps include:

- Audit scope;
- Audit methodology;
- Audit timelines; and
- Reporting audit findings.

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## 14. Non-conformance and Corrective Action

Parklands has implemented a process for corrective action reporting. This process is carried out in accordance with the [EH&S Incident Notification Procedure - NBP EHS 009](#). Depending on the significance of the incident, a corrective action may be raised to address any deficiencies.

The need for corrective actions may be identified through the following mechanisms:

- EH&S audit non-conformances;
- EH&S incidents;
- Process deficiencies;
- Complaints;
- Inspections;
- Monitoring; and
- External stakeholders.

## 15. Management Review


On an annual basis, the Parklands management team will review the EHSMM. This is to ensure its continuing suitability, adequacy and effectiveness as a management system to manage and mitigate identified significant risks.

The inputs of the review shall include

- Audit outcomes;
- Communications from external parties;
- Complaints;
- EH&S incidents/fines/prosecutions;
- EH&S performance of the organisation;
- Objectives, targets and EH&S standards;
- Status of corrective and preventative actions;
- Changing organisations circumstances;
- Legal and other requirements; and
- Recommendations for improvements.

The output of the review shall:

- Determine the adequacy of the EH&S Policy;
- Review Significant EH&S Risk Register;
- Determine the adequacy of the objectives, targets and standards; and
- Determine the effectiveness of audit outcomes.

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The General Manager will provide the following information for the meeting:

- Any changes to the Risk Register;
- Progress of objectives and targets;
- Summary of EH&S audit reports;
- Status of corrective actions;
- EH&S incidents for the period; and
- EH&S complaints for the period.

The General Manager is responsible for coordinating and tracking actions determined at Management Review meetings.

Outcomes of this review will be minuted, and actions from this meeting will be tracked, with updates provided annually at management meetings.

## 16. Reporting to Department of Planning

On an annual basis Parklands will provide two reports to the Department of Planning as follows:

1. An EH&S Management Manual Assessment Report


This report will provide details covering event activities, compliance with the EHSMM and EH&S Standards, findings from audit reports, non-conformances and corrective actions;

2. An EH&S Management Manual Modification Report

This report will document any material changes to the EHSMM, the reasoning behind such changes and a summary of expected improvements as a result of such changes.

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## Our EH&S Policy

Parklands is a cultural events venue situated in Northern NSW, 20 minutes drive north of Byron Bay and approximately 25 minutes drive south of Coolangatta. The venue caters to various sized events ranging from small (300 people) through to large (10,000+ people) events involving music, arts, food, leisure and technology.

## Our Commitment

Parklands is responsible for protecting and conserving environmental values across the site and providing a safe and healthy work environment for its employees, contractors, event operators and their audience members, whilst also minimising the impacts on the local community.

Parklands is committed to developing a world class sustainable events site through careful planning and management of the activities that take place throughout the year. To meet this commitment we have developed an Environmental, Health and Safety Management Manual to identify, manage and monitor identified risks. As part of this system a number of key objectives have been developed for the site as follows.

## Our Objectives

- Protect and enhance biodiversity values of the site;
- Utilise nominated areas of the site for event uses for limited periods of the year;
- Improve wildlife corridor functions across currently degraded areas of the site;
- Avoid, reuse, reduce and recycle materials used onsite;
- Manage water cycles sustainably (water supply and waste water treatment);
- Provide a safe, secure and healthy venue for patrons, guests and workers;
- Minimise impacts on neighbours and nearby residents;
- Provide temporary camping facilities to accommodate patrons and staff so as to minimise traffic generation and other impacts;
- Develop Parkland Standards to manage and monitor all identified significant EH&S aspects;
- Provide a range of opportunities and benefits that support local communities;
- Conserve and protect cultural heritage values across the site;
- Provide local and regional employment opportunities; and.
- Engage with the community, patrons, neighbours, employees, government and other stakeholders regarding environmental, health and safety matters at Parklands.

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## Identification of Significant EH&S Risks

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Director

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## 1. Application

The purpose of this procedure is to identify and assess the environmental, health and safety risks of Parklands activities, products and services over which the organisation exerts some control or influence.

A risk assessment model is used to determine the significance of identified potential impacts. This risk assessment allows Parklands to determine the probability and relative scale of the potential EH&S impact associated with our activities, products and services so that these can be appropriately managed through Parkland's EH&S Management Manual.

## 2. References

NBP EHS 001	EH&S Management Manual
NBP EHS 004	Register of Significant EH&S Risks
AS/NZS 4360:2004	Risk Management
AS/NZS 4804	Occupational, Health and Safety Management Systems
BS 8901:2007	Sustainable Event Management System
AS/NZS ISO 14001:2004	Environmental Management Systems
HB 203:2004	Environmental Risk Management – Principles and Processes

## 3. Definitions

*EH&S Aspect* is an element of an organisation's activities, products or services that can interact with the environment.

*EH&S Impact* is any change to the environment whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products and services.

*"Normal operations"* are routine, daily, planned operations.

*"Abnormal or non-routine operations or conditions"* are planned actions undertaken at intervals e.g. shutdown, maintenance.

*"Emergency and accident situations"* includes fire, flood, earthquake, explosion, malicious damage, etc.

## 4. Actions and Responsibilities

The primary mechanism for the identification, assessment and prioritisation of significant EH&S risks is through an annual EH&S Risk Identification Workshop.

### 4.1 Responsibilities

The General Manager is responsible for,

- ❑ Organising an annual EH&S Risks Identification Workshop, including assigning a workshop facilitator (if deemed necessary), inviting workshop participants, organising the workshop venue and distributing a workshop briefing-note prior to the workshop.
- ❑ Preparation of a Register of Significant EH&S Risks.
- ❑ Dissemination of the Register of Significant EH&S Risks to key internal stakeholders with EH&S responsibilities.

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## **4.2 EH&S Risks Identification Workshop**

EH&S risks and their potential impacts are identified/reviewed, assessed and prioritised at an EH&S Risks Identification Workshop on an annual basis or as required (e.g. following a major change in business activities or the organisation's operating environment).

Workshop participants shall include relevant personnel from functional areas of the organisation, including as a minimum, representation from:

- Billinudgel Property Pty Ltd;
- General Manager: and
- Key operational staff.

The EH&S Risks Identification Workshop briefing-note shall include the following items at a minimum:

- Date, time and location of the workshop;
- A workshop agenda;
- Objectives of the workshop;
- A copy of this procedure;
- Blank copy of the EH&S Risk Assessment Template (Attachment 1); and
- A copy of the current Register of Significant EH&S Risks.

To ensure workshop participants have an opportunity to articulate potential significant EH&S risks associated with their area of operation, attendees will be asked to complete the EH&S Risk Assessment Template (Attachment 1), using the risk assessment criteria and risk matrix (Attachment 3 and 4 respectively). Participants should include those risks that may result in a significant EH&S impact.

The completed Environmental Risk Assessment Templates and the previous year's Register of Significant EH&S Risks will form the basis for identifying/reviewing, assessing and prioritising significant EH&S risks during the Workshop.

In completing the EH&S Risk Assessment Template, participants should assess the potential for significant EH&S risks by reviewing relevant documents within their area of operation, such as:

- Previous audit reports;
- Incident reports;
- Legal and other requirements;
- Any fines, penalties or infringement notices;
- Inspection reports;
- Complaints register; and
- Anecdotal evidence from staff or other sources.

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Participants should also take into account the inputs and outputs associated with current and relevant past activities, planned or new development or modified activities, products or services associated with their area of operation.

In identifying those risks that may result in a significant EH&S impact, consideration is also required of the spatial characteristics of the risk. Due to the nature of Parklands assets and associated activities, environmental aspects may represent a greater risk in specific environmentally sensitive areas. For example, maintenance of a cleared paddock as part of preparation of an event may present minimal environmental risks while similar activities adjacent to the nature reserve may have a greater potential for significant environmental impacts.

#### **4.2.1 EH&S Risk Identification**

The identification of EH&S risks is achieved during the EH&S Risks Identification Workshop by reviewing the completed EH&S Risk Assessment Templates prepared by participants. The completed EH&S Risk Assessment Templates should address the products, activities and services provided by Parklands under normal, non-routine and emergency situations.

At subsequent EH&S Risk Identification Workshops, the Register of Significant EH&S Risks (developed by the General Manager) shall be used as a reference tool when identifying/reviewing EH&S risks.

#### **4.2.2 Significant EH&S Risk Assessment**

Each identified EH&S impact is to be assessed in accordance with the Risk Evaluation Criteria and the Risk Assessment Matrix located in Attachment 3 and 4 respectively. EH&S Aspects that are rated as 'High' are considered significant.

On completion of the EH&S Risk Identification Workshop the General Manager will develop a draft Register of Significant EH&S Risks using the template provided in Attachment 2. Participants will be given the opportunity to conduct a brief review of the Register to confirm that the recorded workshop assessments are accurate.

The finalised Register of Significant EH&S Risks will be presented to the next EHSMM Management Review meeting for senior management's information.

#### **4.2.3 Managing Significant EH&S Risks**

Parklands will manage its significant EH&S risks by one or more of the following mechanisms:

- Set environmental objectives and targets
- Develop and implement EH&S Standards;
- Develop an operational control procedure;
- Provide relevant training to Parklands personnel;
- Conduct monitoring; and/or
- Inclusion in EH&S auditing schedules.

Parklands may also manage EH&S risks that are not considered significant at the discretion of the General Manager.

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## **5. Attachments**

ATTACHMENT 1 – EH&S Risk Assessment Template

ATTACHMENT 2 – Significant EH&S Risks Register Template

ATTACHMENT 3 – Risk Evaluation Criteria

ATTACHMENT 4 – Risk Assessment Matrix

## **6. Amendments from Previous Issue**

- Nil



## ATTACHMENT 1: EH&S RISK ASSESSMENT TEMPLATE

1	2	3	4	5	6	7	8	9
Activity <sup>1</sup>	Aspect <sup>2</sup>	Surrounding Environment <sup>3</sup>	Incident/Event <sup>4</sup>	Impact <sup>5</sup>	Current Controls <sup>6</sup>	Likelihood <sup>7</sup>	Consequence <sup>8</sup>	Risk Rating <sup>9</sup>

## ATTACHMENT 2: SIGNIFICANT EH&S RISKS REGISTER TEMPLATE

#	Activity:	
Aspect:		
Incident/Event:		Surrounding Environment
Potential Impact on the Environment, Human Health or Safety:		
Current Control Strategies:		
Likelihood:	Consequence:	Risk Ranking:

<sup>1</sup> Planning, Design, Construction, Operation, Maintenance, Disposal

<sup>2</sup> An element of Parkland's activities, products or services that can interact with the environment (e.g. storage of chemicals) or human health and safety

<sup>3</sup> All environments, Sensitive Environments, Non-sensitive Environments

<sup>4</sup> Any occurrence that can have an adverse impact on the environment (an incident/event can be a short one-off occurrence (i.e. spill or explosion) or ongoing such as a leak or continuous emission) or human health and safety

<sup>5</sup> The potential impact on the environment (e.g. contamination of land, loss of habitat, air pollution, sedimentation of waterways, erosion, etc) or human health and safety

<sup>6</sup> Training, procedures, technological controls, etc.

<sup>7</sup> Almost certain, likely, possible, unlikely, rare

<sup>8</sup> Insignificant, minor, moderate, major, catastrophic

<sup>9</sup> Insignificant, Low, Medium, High

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### ATTACHMENT 3: RISK EVALUATION CRITERIA

Activity	Consequence				
	Insignificant	Minor	Moderate	Major	Extreme
<b>Safety</b>	Near miss reported	First aid treatment	Medical treatment required	Extensive injuries	Death
<b>Traffic</b>	Queuing within NBSP car park	Extensive Queuing within NBSP car park	Minimal queuing on Tweed Valley Way	Major Queuing on Tweed Valley Way	Queuing on Pacific highway
<b>Pedestrians</b>	Pedestrians using walkway to festival and camp site	Moderate pedestrian traffic due to a lack of shuttle buses	<ul style="list-style-type: none"> <li>• Extensive pedestrian traffic due to a lack of shuttle buses</li> <li>• Some pedestrians on Tweed Valley Way</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive pedestrian traffic affecting some service vehicle movement</li> <li>• Extensive pedestrians on Tweed Valley Way</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive pedestrian traffic affecting all service vehicle movements</li> <li>• Pedestrians on pacific highway</li> </ul>
<b>Fauna</b>	Near miss reported	Fauna requiring relocation	Fauna requiring veterinarian attention	Endangered fauna requiring veterinarian attention	Death of endangered species
<b>Fire</b>	False alarm report of fire	Person disposing of lit cigarette into bushland	Small localised fire controlled and extinguished	Extensive camp fire or peat fire	Out of control bushfire or peat fire
<b>Regulatory – including consent conditions and government bonds</b>	Minor breaches by individual staff or contractors	No fine – warning issued to event operator	Fine but no disruption to event	Fine and disruption and/or closure of part of the event	Event closed
<b>Sewerage &amp; water</b>	Temporary reduction in water storage capacities and/or sewerage storage(due to wait for service trucks)	Temporarily water supply loss and/or delay in sewerage pump out (i.e. less than 15 minutes)	Water supply loss and/or delay in sewerage pump out (i.e. between 15 minutes and 2 hours)	Prolonged water supply loss and/or delay in sewerage pump out to large parts of the site	Complete water supply loss and/or permanent delay in sewerage pump across the site
<b>Litter</b>	Litter at entrance to site	Litter on Tweed Valley Way	Litter at shire wide bus stops	Litter across commercial centres (i.e.	Significant amounts of litter across

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				Brunswick, etc)	residential areas such as Ocean Shores, etc
<b>Noise</b>	On-site noise complaint	Off-site noise complaints where monitoring deemed emissions to be acceptable	An off-site noise complaint where monitoring deemed emissions to be unacceptable	Multiple off-site noise complaints where monitoring deemed emissions to be unacceptable	Multiple off-site noise complaints where monitoring deemed emissions to be unacceptable and parts or all of event closed down
<b>Aboriginal Heritage</b>	Attendees and/or contractors walking within proximity to heritage exclusion fencing	Attendees and/or contractors walking immediately next to heritage exclusion fencing	Attendees and/or contractors walking inside a heritage exclusion fencing area	Attendees and/or contractors driving inside a heritage exclusion fencing area	Attendees and/or contractors excavating or digging inside a heritage exclusion fencing area
<b>Public Transport</b>	Some shuttle buses running behind schedule	All shuttle buses running behind schedule	Some shuttle buses cancelled or limited use of shuttles resulting in more vehicle traffic	Reduced use of shuttles resulting in larger increases in vehicle traffic and parking	Extremely limited use of shuttles resulting in massive increases in vehicle traffic and parking
<b>Illegal camping</b>	Unauthorised camper found on NBSP land	Unauthorised campers found on NBSP land	Illegal campers identified at Yelgun, Billinudgel, Wooyung or beaches	Illegal campers identified at Ocean Shores, Fern Beach, Brunswick, etc	Significant illegal campers found on DECC land
<b>Flooding</b>	Light rainfall event resulting in no stormwater runoff	Moderate rainfall event resulting in some stormwater ponding	Heavy rainfall event resulting in a wet and muddy carpark and event site	Intense rainfall event resulting in flooding of carpark	Intense rainfall event resulting in flooding of entire site and implementation of the flood evacuation plan

#### ATTACHMENT 4: RISK ASSESSMENT MATRIX

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost certain	M	M	H	H	H
Likely	L	M	M	H	H
Possible	I	L	M	H	H
Unlikely	I	I	L	M	H
Rare	I	I	L	M	H

Insignificant	Low	Medium	High
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## Register of Significant EH&S Risks

Prepared by: M Morris

Reviewed by: R Doolan, S Connelly, J Ducrou

Approved: \_\_\_\_\_

Director

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5.	Outcome of the Review.....	3
6.	Managing Significant EH&S Risks.....	4
7.	Amendments from Previous Issue .....	4

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## 1. Application

The purpose of this register is to list all significant environmental, health and safety risks arising from Parklands activities, products and services over which the organisation exerts some control or influence.

A risk assessment model is used to determine the significance of identified potential impacts. This risk assessment allows Parklands to determine the probability and relative scale of the potential EH&S impact associated with our activities, products and services so that these can be appropriately managed through Parkland's EH&S Management Manual.

## 2. References

NBP EHS 001	EH&S Management Manual
NBP EHS 003	Identification of Significant EH&S Risks
AS/NZS 4360:2004	Risk Management
AS/NZS 4804	Occupational, Health and Safety Management Systems
BS 8901:2007	Sustainable Event Management System
AS/NZS ISO 14001:2004	Environmental Management Systems
HB 203:2004	Environmental Risk Management – Principles and Processes

## 3. Definitions

*EH&S Aspect* is an element of an organisation's activities, products or services that can interact with the environment and/or human health.

*EH&S Impact* is any change to the environment and/or human health whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products and services.

## 4. Risk Identification and Reviewing Process

As per the process detailed in Parkland's Identification of Significant EH&S Risks Procedure (NBP EHS 003), the workshop was conducted in two stages: review of identified EH&S Risks; and identification of new risks including an evaluation of their significance.

Workshop participants were selected from representative functional areas of the organisation and included the following:

1. Jessica Ducrou – Director
2. Mat Morris - General Manager
3. Rob Doolan - Senior Planner
4. Steve Connelly - Project Director

## 5. Outcome of the Review

During the workshop 27 EH&S risks were reviewed. The risk assessment process was then applied to all EH&S risks to determine the level of risk that they pose. As required under the Identification of Significant Environmental Aspects Procedure (NBP EHS 001), **those environmental aspects rated as "high" were deemed to be significant.**



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The outcome of the exercise was that 14 EH&S risks were considered to represent a “high” level of inherent risk.

## 6. Managing Significant EH&S Risks

The General Manager is responsible for distributing the Register of Significant EH&S Risks to event organisers, applicable staff, contractors and suppliers for necessary action and information.

Parklands will manage significant EH&S risks by one or more of the following mechanisms:

- Setting of environmental objectives and targets;
- Development and implementation of EH&S Standards;
- Development/review of operational control procedure(s);
- Provision of relevant training to Parklands personnel/contractors;
- Monitoring; and/or
- Inclusion in EH&S auditing schedules.

The following Register provides specific details of each identified significant EH&S risks.

## 7. Amendments from Previous Issue

- Nil

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<b>#</b>	<b>Activity:</b>
1	Hosting an event
<b>Incident/Event:</b>	
Safety - Situation leading to the possible or actual harm of staff, contractors, patrons or volunteers	
<b>Potential Impact:</b>	
Injury or death	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Safety management plan</li> <li>• First aid team</li> <li>• On-site Doctor</li> <li>• Emergency services</li> <li>• Emergency helicopter landing pad</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Possible	Major
<b>Risk Ranking:</b>	
<b>HIGH</b>	

<b>#</b>	<b>Activity:</b>
2	Transport and traffic management to and from an event
<b>Incident/Event:</b>	
Excessive queuing of vehicles	
<b>Potential Impact:</b>	
Traffic spilling onto Tweed Valley Way and/or Pacific Highway	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Traffic management plan</li> <li>• Road closures</li> <li>• Traffic marshals</li> <li>• Signage</li> <li>• Physical barriers</li> <li>• On-site queuing capabilities</li> <li>• Provision of public transport</li> <li>• Communication of above to audience members</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Possible	Major
<b>Risk Ranking:</b>	
<b>HIGH</b>	

<b>#</b>	<b>Activity:</b>
3	Fauna protection and management
<b>Incident/Event:</b>	
Event activities negatively impacting on particular fauna	
<b>Potential Impact:</b>	
Injury and/or death	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Fauna monitoring program</li> <li>• Human exclusion fencing</li> <li>• Fauna response teams</li> <li>• NPWS officer support and involvement</li> <li>• Speed limiting devices</li> <li>• Staff and contractor inductions</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Rare	Major
<b>Risk Ranking:</b>	
<b>MEDIUM</b>	

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#	Activity:	
4	Water supply systems	
Incident/Event:		
Interruption and/or loss of potable water to event		
Potential Impact:		
Hygiene and sanitation		
Current Control Strategies:		
<ul style="list-style-type: none"><li>• Water management plan</li><li>• Significant storage capabilities</li><li>• Licensed and experienced contractors</li><li>• Contractor inductions</li><li>• Compliance monitoring</li></ul>		
Likelihood:	Consequence:	Risk Ranking:
Unlikely	Major	MEDIUM

#	Activity:	
5	Waste water management	
Incident/Event:		
Loss of waste water to the environment		
Potential Impact:		
Human health and/or environmental impacts		
Current Control Strategies:		
<ul style="list-style-type: none"><li>• Sewerage management plan</li><li>• Significant storage capabilities</li><li>• Licensed and experienced contractors</li><li>• Contractor inductions</li><li>• Compliance officer monitoring</li></ul>		
Likelihood:		Risk Ranking:
Unlikely		MEDIUM

#	Activity:	
6	Activities involving potential ignition sources	
Incident/Event:		
Accidental or deliberate lighting of a fire		
Potential Impact:		
Potential for significant bushfires and risk to personal safety		
Current Control Strategies:		
<ul style="list-style-type: none"><li>• Bushfire management plan</li><li>• SES support</li><li>• Rural Fire Brigade presence</li><li>• On-site emergency water supplies</li><li>• Fire Marshals</li><li>• Fire extinguishers</li><li>• Buffer zones</li></ul>		
Likelihood:	Consequence:	Risk Ranking:
Rare	Catastrophic	HIGH

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<b>#</b>	<b>Activity:</b>
7	Illegal camping, illegal parking and littering
<b>Incident/Event:</b>	
Audience members camping, parking or littering in unauthorised areas outside of the event area	
<b>Potential Impact:</b>	
Community concerns and organisational	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Communication of camping and parking requirements and accommodation and parking options for audience members</li> <li>• Reporting of unauthorised camping and parking through Parklands hotline;</li> <li>• Security patrols immediately outside event area</li> <li>• NPWS ranger patrols in nature reserve</li> <li>• Council ranger patrols throughout various precincts</li> <li>• Litter response team</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Likely	Moderate
<b>Risk Ranking:</b>	
<b>MEDIUM</b>	

<b>#</b>	<b>Activity:</b>
8	Generation of noise emissions
<b>Incident/Event:</b>	
Elevated sound levels at stage(s) resulting in excessive noise emissions	
<b>Potential Impact:</b>	
Residential receptors being negatively impacted	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Noise management protocols</li> <li>• Continuous noise monitoring of stages</li> <li>• Noise attenuating activities such as north facing speakers, tent drapes, etc</li> <li>• Use of natural topography</li> <li>• Noise monitoring of external receptors</li> <li>• Hotline</li> <li>• Chain of command to front of house stage staff</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Possible	Major
<b>Risk Ranking:</b>	
<b>HIGH</b>	

<b>#</b>	<b>Activity:</b>
9	Emergency evacuation
<b>Incident/Event:</b>	
Partial or complete evacuation of event	
<b>Potential Impact:</b>	
Loss of life and/or property	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Evacuation plans covering flooding, bushfire, structural collapse, serious injury/serious assault, bomb threat, contamination and outbreak of disease;</li> <li>• Emergency services support</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Possible	Major
<b>Risk Ranking:</b>	
<b>HIGH</b>	

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<b>#</b>	<b>Activity:</b>
10	First aid
<b>Incident/Event:</b>	
Lack of resources and planning for serious first aid requirements	
<b>Potential Impact:</b>	
Loss of life and/or injury to persons	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Medical management plan</li> <li>• Dedicated heli pad</li> <li>• Emergency services support</li> <li>• Local and regional hospital and ambulance support</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Possible	Major
<b>Risk Ranking:</b>	
<b>HIGH</b>	

<b>#</b>	<b>Activity:</b>
11	On site camping
<b>Incident/Event:</b>	
Lack of camp management planning	
<b>Potential Impact:</b>	
Fire, flood and loss of water and or sewerage	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Camping management plan</li> <li>• Camp marshals</li> <li>• Fire marshals</li> <li>• Fire fighting resources</li> <li>• Dedicated camping coordinator</li> <li>• Evacuation assembly points</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Unlikely	Major
<b>Risk Ranking:</b>	
<b>MEDIUM</b>	

<b>#</b>	<b>Activity:</b>
12	Flooding of the site
<b>Incident/Event:</b>	
Unseasonal heavy rainfall event resulting in parts or all of the site being flooded	
<b>Potential Impact:</b>	
Flooding of carpark and event site	
<b>Current Control Strategies:</b>	
<ul style="list-style-type: none"> <li>• Weather monitoring services</li> <li>• SES warning service</li> <li>• Flood evacuation plan</li> <li>• Systematic recording of the rainfall and stream data, by site management</li> <li>• Evacuation assembly points</li> </ul>	
<b>Likelihood:</b>	<b>Consequence:</b>
Rare	Major
<b>Risk Ranking:</b>	
<b>MEDIUM</b>	

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#	Activity:	
13	Erection of temporary structures	
Incident/Event:		
Temporary structure collapse		
Potential Impact:		
Loss of life and/or injury		
Current Control Strategies:		
<ul style="list-style-type: none"><li>• Certification</li></ul>		
Likelihood:	Consequence:	Risk Ranking:
Rare	Major	MEDIUM

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## Legislative and Other Requirements

Prepared by: M Morris

Reviewed by:

Approved: \_\_\_\_\_

Director



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## 1. Application

The purpose of this document is to establish a method of identifying EH&S legislative and other requirements with which Parklands must comply.

This document describes the responsibilities of the General Manager in identifying EH&S requirements, and of all responsible persons to up-date their processes and procedures to reflect new requirements as and when they come into effect.

## 2. References

- Parklands EH&S Management Manual - NBP EHS 001
- AS/NZS ISO 14001 Environmental Management Systems – Specification with Guidance for Use

## 3. Definitions

<b>Code of Practice</b>	A set of principles or guidelines adopted by an industry relating to the way operations are conducted.
<b>Memorandum of Understanding</b>	An agreement with any external party agreeing to meet specified obligations.
<b>Other Requirements</b>	A requirement or set of requirements as specified by a standard, code of practice, memorandum of understanding and/or other agreements, i.e. Rural Fire Services Agreement, etc.
<b>Regulation</b>	Requirement or set of requirements as specified by law.
<b>Standard</b>	A framework text specified by Standards Australia or an industry group relating to business, processes or performance.

## 4. Actions and Responsibilities

### 4.1 Identification of EH&S Legal Requirements

Legal requirements come in many forms and can include, but not be limited, to the following;

- State legislation and regulations;
- Federal legislation and regulations;
- Standards;
- Commonwealth Treaties;
- EPA licences;
- Planning Instruments;
- Codes of Practice; and
- Memorandum of Understanding.

To ensure Parklands identifies applicable EH&S legislation, Parklands maintains access to legal and other requirements through a range of mechanisms, which are listed below:

#### 4.1.1 Legislation update

The General Manager shall ensure that a biannual “EH&S” update from McCartney Young Lawyers is received, which identifies any relevant changes in legislation.

Other sources of legislation update include,

- LAWLEX updates.

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- Quarterly legislation updates from Department of Climate Change and Water.
- Any other deemed appropriate by the General Manager

#### **4.1.2 Information from the EPA and other Environmental Organisations**

The General Manager shall be registered at the EPA web-site. Registration means that there is automatic notification from the EPA of any changes at the web-site, including notice of any legislation changes and of the release of any documents for public comment. The site also has links to NSW legislation. The address is <http://www.epa.nsw.gov.au>

In addition to this, the General Manager shall regularly review the EPA and other environmental organisations' web-sites, such as:

Department of Infrastructure, Planning and Natural Resources: <http://www.dipnr.nsw.gov.au/>

National Parks Service: <http://www.nationalparks.nsw.gov.au>

Department of Environment and Heritage (Federal Govt.): <http://www.deh.gov.au/>

The Heritage Office: <http://www.heritage.nsw.gov.au/>

Department of Lands <http://www.lands.nsw.gov.au>

#### **4.1.3 Conferences**

The General Manager shall attend relevant conferences where deemed appropriate, to ensure that legislative or other changes are properly addressed and the impact on Parklands is clearly understood.

#### **4.1.4 EH&S Risks**

EH&S risks are determined in accordance with NBP EHS 003 – Identification of Significant EH&S Risks. All significant EH&S risks on the Register of Significant EH&S Risks have been assessed, and the relevant legislation for each significant risk identified and reviewed.

### **4.2 Other Requirements**

Parklands from time to time may become involved in programs such as the federal Government Envirofund, etc. These programs represent specific requirements and obligations which shall be managed by the General Manager as and when they arise.

### **4.3 Communication of Changes in Legislative and Other Requirements**

#### **4.3.1 Updating the Management Team**

The General Manager will notify the Management Team within Parklands of any changes in legislation, codes, guidelines and other requirements and of the release of any documents for public comment, where the new legislation or proposed changes may affect Parkland's processes. Notification of changes will be tabled at the next EH&S Review meeting or other appropriate means.

The Management Team will review EH&S legislation and any other requirements relevant to Parkland's EHSMM to ensure that appropriate action is taken.

#### **4.3.2 Updating Staff and Contractors**

Legislative changes will be advised to all appropriate staff and contractors. Where changes will have a significant impact on Parkland's business activities, the General Manager will be responsible for communicating these changes to appropriate staff and contractors.

Staff and contractors also have a responsibility to monitor any changes to legislation, codes, guidelines and other requirements and report these to the General Manager.

#### **4.3.3 Updating Event Operators**

The General Manager is responsible for ensuring relevant EH&S regulation is communicated to event operators for consideration of inclusion into operational procedures where necessary. This may be done in writing through Venue Management Agreements and/or email correspondence.

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#### **4.4 *Parklands Comments on Proposed Legislation***

Where proposed legislation changes have an impact on Parkland's business the General Manager shall prepare a response detailing concerns or suggested alterations to proposed legislation. Such responses are to be approved by a Parklands Director prior to submission to the relevant authority.

### **5. Attachments**

Nil

### **6. Amendments from Previous Issue**

Nil

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## EH&S Audit Program

Prepared by: Mat Morris

Reviewed by:

Approved: \_\_\_\_\_

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## 1. Introduction

Parklands is committed to protecting human health, safety and the environment as clearly stated in its EH&S Policy NBP EHS 002. As part of this commitment Parklands has developed and implemented a range of EH&S risk identification mechanisms, procedures and systems to manage these risks.

From the annual identification of significant EH&S risks and impacts to event based risk assessments to activity specific standards, Parklands integrates EH&S management considerations into its day-to-day activities across the site.

In addition to identifying EH&S risks, and to further support the aims of the EH&S Policy and comply with the requirements of ISO 14001 *Environmental Management Systems* and AS4804 *OH&S Management Systems* Parklands must ensure that processes are developed that monitor and review EH&S compliance with specific internal and external requirements.

These requirements include compliance with:

- EH&S legislation;
- Environmental licenses and permits;
- ISO 14001: 2004 *Environmental Management Systems*;
- Parkland's EH&S policies and procedures;
- Agreements with third parties (i.e. memorandum of understanding, etc); and
- Internal non-conformance and corrective action requirements.

This EH&S Audit Program has been developed to document how Parklands will monitor and review compliance with the above requirements. This program will present details of the mechanisms used to monitor compliance with various requirements, the reporting of findings to management and relevant third parties.

For specific information regarding the process for conducting EH&S audits refer to [EH&S Audit Procedure NBP EHS 007](#)

## 2. Program Objectives

Parkland's EH&S Policy has a high level organisational commitment to "protect and conserve environmental values across the site while providing a safe and health work environment for its employees, contractors, event operators and audience members".

To compliment the above organisational commitment specific EH&S audit objectives have been developed based on:

- Identified significant EH&S risks;
- Event based risk assessments;
- Past EH&S incidents and near-misses;
- Previous EH&S audit findings;
- Feedback from interested stakeholders (internal and external); and
- Recently completed environmental studies.

The EH&S Audit Program objectives are to:

1. Develop and implement a systematic EH&S audit process that identifies potential or actual non-compliance;
2. Identify areas for improvement in EH&S policies, procedures, work practices and technologies;
3. Report Parkland's EH&S compliance status to the management team on an annual basis;
4. Adequately communicate potential or actual EH&S non-conformances to relevant staff and contractors for action and close out; and

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5. Provide assurance to senior management of Parkland's ongoing ability to comply with all relevant EH&S requirements.

### 3. EH&S Audit Overview

To achieve the EH&S Audit Program objectives as listed in the previous section there are two specific types of audits that will be employed. These are:- Compliance Audits and Verification Audits.

Each of these audits has a specific function to play in determining EH&S compliance levels across the organisation and a description for each is given below, in addition to the proposed audit outcomes.

Audits will be carried out by suitably qualified Parklands staff. External contractors may be used from time to time to provide an additional level of rigour to the audit process.

#### 3.1 Compliance Audits

Compliance audits are conducted by suitably qualified Parklands staff and/or external contractors and typically requires auditors to physically inspect relevant parts of the sites. These audits determine compliance with six specific areas. These are:

- EH&S legislation;
- Parklands policies and standards;
- Memorandums of Understanding (i.e. Indigenous MoU, etc);
- Environmental licences and permits (as applicable);
- Relevant Codes of Practice; and
- Consent conditions stipulated by Determining Authorities.

Compliance audits will assess EH&S performance across Parklands facilities and activities such as water and sewerage treatment plants, event operators, waste management and construction activities.

Compliance audits are generally based on an inspection proforma that provides uniformity across audits. Findings from these audits are discussed with appropriate staff, contractors and event operators and issues requiring some form of resolution are placed on the organisation's non-conformance and corrective action system.

Compliance audit outcomes will involve the verification of compliance with specific EH&S legislation as a priority. The identification of non-conformance with procedures and work practices that may lead to a non-compliance with legislation will also be targeted.

The compliance audits are designed to assist Parklands meet its legislative responsibilities. Where possible, the auditor(s) will work with line management to identify practical solutions to identified issues. The ultimate aim of this type of audit is to assist local management demonstrate environmental due diligence and promote environmental management best practice.

#### 3.2 Verification Audits

These audits involve verifying actions taken to close out a non-conformance and corrective action, which has been raised in an EH&S audit. Verification of non-conformances will be undertaken within 90 days of the action being closed out. This will involve either a follow-up inspection or the provision of suitable documentation that enables verification to be confirmed.

### 4. Management Reporting

To ensure that management are provided with feedback in relation to Parkland's EH&S compliance performance, the findings for each type of audit will be reported to the management review meeting on an annual basis. Copies of all audits will be emailed to the management team once each report has been finalised and approved by the General Manager.



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## 5. Department of Planning Reporting

On an annual basis Parklands will provide two reports to the Department of Planning as follows:

1. **An EH&S Management Manual Assessment Report**  
This report will provide details covering event activities, compliance with the EHSMM and EH&S Standards, findings from audit reports, non-conformances and corrective actions;
2. **An EH&S Management Manual Modification Report**  
This report will document any material changes to the EHSMM, the reasoning behind such changes and a summary of expected improvements as a result of such changes.

## 6. Audit Schedule

The audit schedule has been designed to cover construction activities, events and other activities that occur at the site from time to time.

## 7. Attachments

Attachment 1 - 2011/2012 EH&S Audit Schedule

## 8. Amendments from Previous Issue

Nil

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**Attachment 1 – 2011/2012 EH&S Audit Schedule**

		2011				2012			
		1 <sup>ST</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	1 <sup>ST</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
PARKLANDS	Construction audit	✓							
	Splendour in the Grass audit			✓				✓	
	Event 2 audit					✓			
	Event 3 audit				✓				✓
	Verifications audits (as required)	✓	✓	✓	✓	✓	✓	✓	✓

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## EH&S Audit Procedure

Prepared by: M Morris

Reviewed by:

Approved: \_\_\_\_\_

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## 1. Application

Parklands has an EH&S Audit Program (AP) in place to monitor the performance of its EH&S Management Manual (EHSMM) and to verify compliance with internal and external EH&S requirements.

The AP describes the process by which Parklands:

- Monitors and reviews EH&S compliance; and the
- Implementation of the approved audit schedule.

This procedure describes:

- Auditor competencies;
- Audit planning;
- Audit methodology;
- Audit reports; and
- Audit timeframes.

## 2. Reference Documents

NBP EHS 006 – Parkland's Environmental Audit Program

AS/NZS ISO 14001:2004 – Environmental management systems – Specification with guidance for use

AS/NZS ISO 14004:2004 – Environmental management systems – General guidelines on principles, systems and supporting techniques

AS/NZS ISO 19011:2003 Guidelines for quality and/or environmental management systems auditing

NBP EHS 001 – Parkland's EH&S Management Manual

NBP EHS 002 - Parkland's EH&S Policy

## 3. Definitions

AP EH&S Audit Program.

Audit Team: A group of auditors, or a single auditor, designated to perform a given audit. The audit team may also include technical experts and event operator staff.

Compliance audit: Assessment to determine compliance with:

- EH&S legislation.
- Parkland's EH&S Policy and operational procedures with EH&S content.
- Memorandums of Understanding.
- Environmental licenses and permits.

EHSMM Environmental, Health and Safety Management Manual

EHSMP Environmental, Health and Safety Management Plan

Internal (EMS) Audit A systemic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the EHSMM audit criteria set by the organisation are fulfilled.

Lead Auditor An Auditor who has demonstrated the competencies to manage an audit team and co-ordinate all aspects of a complete audit.

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## 4. Actions and Responsibilities

### 4.1 General Manager

The General Manager shall:

- Prepare and submit as part of the AP a biennial EH&S audit schedule for approval by the Directors.
- Ensure the audit schedule is conducted within approved timeframes.
- Engage external auditors as required for independent compliance audits.
- Review audit reports prior to issue.
- Advise the Directors on the findings of EH&S audits.
- Provide advice to internal and external stakeholders regarding programs to address non-conformances or improvement opportunities identified during audits.
- Provide necessary resources, assistance and/or guidance to auditors when required;

### 4.2 Event Operators

Event Operators shall:

- Ensure that records and documents are accessible, adequate preparation is undertaken and the necessary staff and contractors are available to participate in the audit.
- Review and agree and/or provide comments as appropriate on the draft audit report.
- Manage the effective implementation of agreed corrective actions.

### 4.3 Lead Auditor Responsibilities

The Lead Auditor shall:

- Give the relevant event operator notice of the intended date(s) of the EH&S audit and the proposed scope of the audit.
- Consult with the General Manager, event operators and other relevant stakeholders to identify specific issues for inclusion in proposed audits, and arrange for appropriate staff to act as guides or observers during the audit.
- Consult with the General Manager for details of current construction/demolition works so as to select an appropriate project in terms of scale and EH&S risk for audit purposes.
- Undertake sufficient preparation for the audit by reviewing previous audit reports, Policies and Procedures and any other relevant documentation.
- Prepare the draft and final audit reports for presentation in accordance with Clause 4.7 of this procedure.
- Ensure that all audit recommendations are entered in the Non-conformance and Corrective Action Register within 2 weeks of the issue of the final audit report.
- Ensure all supporting evidence (documentation and notes) collected during the audit are kept on file for two years.

### 4.4 Auditor Competencies

The EH&S Audit shall be conducted by persons with appropriate training, qualifications and/or experience and the EH&S knowledge and skills to enable them to competently perform the audit. This person, at a minimum, must have completed the "Environmental Systems Auditor" training from a recognised provider, and be eligible for the certification of at least "Associate Environmental Auditor".

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## 4.5 Audit Planning

The nominated Lead Auditor shall prepare an audit timetable for each quarterly compliance audit. The timetable shall note:

- Type of audits to be undertaken;
- Timetable of audit activities;
- Resources required at the location, including:
  - Staff required for interviews and to assist with workplace inspections;
  - Any other specific requirements as advised.

Verification audits will generally be conducted by the General Manager within one month of non-conformances being closed out by staff and/or event licensees.

## 4.6 Audit Methodology

EH&S audits will be conducted within a three month (quarterly) period to facilitate audit reporting to management.

EH&S Audits shall consist of the following activities:

### 4.6.1 Audit Notification

The biennial audit schedule will be issued to Event Operators and relevant Parklands staff when it is approved by management.

Event Operators will be notified two weeks prior to the intention to undertake audits of particular areas.

### 4.6.2 Document Review

Appropriate documents and records shall be reviewed to ascertain or verify compliance with legislative and other requirements. Records of such reviews are to be maintained.

### 4.6.3 Interviews

Interviews with appropriate staff/licenses shall be conducted to determine understanding of, and compliance with EH&S responsibilities, policies and procedures. Records of such interviews are to be maintained.

### 4.6.4 Audit Findings

At the completion of the audit, the event operator and other relevant staff shall be consulted on the preliminary findings from the audit. Where issues have been identified and require resolution, initial agreement will be sought regarding the accuracy of these findings. The proposed resolutions will also be discussed to ensure that the required actions are appropriate and will effectively close out the issue within a realistic timeframe.

If agreement cannot be reached on the audit findings, the issue/s shall be reviewed by the Lead Auditor to ensure all appropriate steps have been taken to clarify the situation. If agreement is still not resolved, the Lead Auditor shall document the issue and forward to the General Manager to determine appropriate action prior to completion of the final Audit Report.

### 4.6.5 Audit Frequency

EH&S audits will be conducted as required under the biennial audit schedule listed under Attachment 1 of the AP.

## 4.7 Audit Report

Following completion of audit activities:

- A draft Audit Report, include the findings and recommendations, which shall be defined as a Non Conformance or Improvement Opportunity shall be prepared and submitted to the auditee for comment within 1 week of the audit.
- Within 1 week of receipt of the auditee's comments and following a review by the General Manager, a detailed final audit report shall be forwarded to the event operator for their record.
- The final audit report along with an executive summary of the findings shall be tabled at the next Management Review meeting.

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#### **4.8 Documentation**

All documentation collated and/or prepared during the audit shall be kept on file. The Lead Auditor shall ensure that all auditors submit evidence obtained during the audit for this purpose. Documentation must be retained for two years after the audit.

#### **4.9 Monitoring**

The findings from the audit shall be entered into non-conformance and corrective Action register for recording and monitoring purposes within two weeks of the audit being finalised. These findings will be monitored and reviewed by the General Manager and closed out once the issue has been corrected to the satisfaction of the General Manager.

All non-conformance will be verified within one month of IMS closure by the General Manager.

### **5. Attachments**

Nil

### **6. Amendments from Previous Issue**

Nil.



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## EH&S Incident Notification

Prepared by: M Morris

Reviewed by:

Approved: \_\_\_\_\_

Director

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## 1. Application

This procedure details the requirements for reporting EH&S incidents associated with the operation and maintenance of the Parklands site. All EH&S incidents, no matter how minor must be managed and details reported.

This procedure applies to all staff, event operators, contractors suppliers and volunteers. Its purpose is to detail the reporting mechanisms required in the event of an EH&S incident. Notification of EH&S incidents is required to provide details of the circumstances surrounding an incident to local management and the General Manager, Parklands.

## 2. Reference Documents

- NBP EHS 001 – EH&S Management Manual.

## 3. Definitions

**Environmental incidents:** any potential or actual adverse/negative impact on the environmental that may arise from:

- A failure to observe any Parklands procedure.
- An inadequate operating procedure.
- Unforeseen circumstances, e.g. abnormal operating conditions.
- Emergencies resulting in spills or adverse environmental situations.
- Equipment failure.

**Health and Safety incidents:** any activity or process, planned or unplanned that results in a dangerous situation, a bodily injury, illness or death.

## 4. Actions and Responsibilities

### 4.1 All Staff

All staff are responsible for reporting EH&S incidents.

Managers and supervisors are responsible for completing the EH&S Incident Notification form and advising the General Manager, Parklands as soon as practicable after the incident.

### 4.2 General Manager

The General Manager is responsible for:

- Reviewing EH&S incidents and ascertaining whether further investigation is required. This investigation may involve reviewing existing procedures and operational controls for adequacy.
- Providing details of EH&S incidents to the Parklands management team.

### 4.3 Event Operators

Event Operators are responsible for:

- Ensuring a completed EH&S Incident Notification Form has been completed and forwarded to the General Manager, parklands;
- Reviewing all EH&S incidents occurring within their respective events and ascertaining whether further investigation is required. This investigation may involve reviewing existing procedures and operational controls for adequacy.
- Taking appropriate actions to remediate/restore the affected site/area post incident.

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#### **4.4 Incident Notification**

All EH&S incidents or near misses must be reported. Any person becoming aware of an EH&S incident shall immediately notify their supervisor or Manager as soon as practicable.

##### **4.4.1 EH&S Incident Notification Form**

The Parklands EH&S Incident Notification Form is the tool for notification of EH&S incidents. The information required, is as follows:

- Location, time and duration of the incident;
- Site details: address and site description;
- Incident details:
  - A description of the incident and what happened;
  - If a spill occurred an estimation of the quantity spilt;
  - Actions taken to deal with the incident;
  - Names of persons who may have witnessed the incident;
  - If external assistance was required, list those attending the incident;
- Provide details of adjacent sites affected by the incident;
- Provide details of adjacent land uses.

##### **4.4.2 External Notification**

Where incidents are beyond the ability of Parklands to control, external assistance may be required from local authorities such as the Fire Brigade, Ambulance, State Emergency Services or Local Council.

Where external assistance is required, the General Manager, Parklands or delegate must also be notified.

Where external assistance is requested, staff should record the following details:

- Who was notified (organisation);
- Who they notified (name and position);
- How they were notified (phone/fax);
- Time they were notified.

In the case of a notifiable EH&S incident occurring, the General Manager, Parklands or are to report the incident the EPA and/or WorkCover NSW, and advise Parklands management team.

#### **4.5 Incident Investigation**

##### **4.5.1 Internally Managed Incidents**

The General Manager is to review the details of each incident and determine whether further action or investigation is necessary to:

- Restore or remediate areas affected by the environmental incident;
- Avoid a recurrence of the incident;
- Revise existing Operating Procedure, or prepare new procedures.

##### **4.5.2 Incidents requiring External Assistance/Notification**

The General Manager is to review the details of each incident requiring external agency notification and determine whether further action or investigation is necessary to:

- Restore or remediate areas affected by the environmental incident;
- Avoid a recurrence of the incident;
- Revise existing Operating Procedure, or prepare new procedures.

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#### **4.6 Follow up**

Where incidents involving external agencies have required remedial action, the General Manager shall check that they have been completed appropriately and that the process has been effective.

Where incidents managed internally have required remedial action, the General Manager shall check that they have been completed appropriately and that the process has been effective.

#### **5. Attachments**

- Parklands EH&S Incident Notification Form

#### **6. Amendments from Previous Issue**

Nil

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## ATTACHMENT 1

**North Byron Parklands EH&S Incident Notification Form**

Please complete the following EH&S Incident Notification form and provide to the General Manager, parklands with 24 hours. For all serious incidents the General Manager must be notified verbally as soon as practicable.

EH&S Incident Notification Form			
<b>Incident Details</b>			
Type of Incident (environmental or safety):			
Location:		Date and Time:	
Incident Details (i.e. how, what why, who):			
<b>Safety Incident</b>			
Details of person(s) involved:			
Incident Response (first aid, NSW Ambulance, SES, etc):			
Onsite Treatment (provide details):			
Offsite Treatment (medical centre, hospital, etc):			
Follow Up Information (patient recovery, etc):			
Name:	Signed:	Date:	Contact phone:
<b>Environmental Incident</b>			
How Did Incident Occur:			
Estimated Quantity Of Substance Spilt:			
Have Contaminants Been Contained (i.e. how):			

<b>Name:</b>	<b>Signed:</b>	<b>Date:</b>	<b>Contact phone:</b>
--------------	----------------	--------------	-----------------------

FOR THE GENERAL MANAGER TO COMPLETE		
Incident Reported Externally?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, to whom:	Date:	
Did emergency services, EPA or Council attend incident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:		
Follow up action required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:		
Change to Procedures or Processes required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, discuss details below:		
Does the Incident warrant a notification to all staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional comments:		

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## **EH&S Non-Conformance and Corrective Action**

Prepared by: M Morris

Reviewed by:

Approved: \_\_\_\_\_

Director



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### 1. Application

This procedure details the requirements for managing and closing identified non-conformances with Parkland's Environmental, Health and Safety Management Manual. All EH&S non-conformances, no matter how minor must be managed, monitored and appropriately closed.

This procedure applies to all staff, event operators, contractors suppliers and volunteers.

### 2. Reference Documents

- NBP EHS 001 – EH&S Management Manual.

### 3. Definitions

**Closure:** where in the opinion of the General Manager, Parklands enough corrective action evidence has been provided to formally close out a non-conformance:

**Non-conformance:** any identified breach of Parkland policies, procedures and standards.

### 4. Actions and Responsibilities

#### 4.1 All Staff

All staff are responsible for reporting EH&S incidents and non-conformance with Parkland policies, procedures and standards.

Managers and supervisors are responsible advising the General Manager, Parklands as soon as practicable after a non-conformance has been identified .

#### 4.2 General Manager

The General Manager is responsible for:

- Identifying non-conformances through observations and/or audit processes;
- Developing corrective action(s) to resolve the non-conformance (in consultation with relevant stakeholders);
- Providing details of non-conformance and proposed corrective action measures to the Parklands management team;
- Monitoring open non-conformances and ensuring their timely closure;
- Including details of non-conformances and corrective action taken to the Department of Planning on an annual basis.

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### **4.3 Event Operators**

Event Operators are responsible for:

- Developing suitable corrective actions in relation to identified non-conformances in conjunction with the General Manager, parklands;
- Take all necessary steps to close out non-conformances within agreed timeframes; and
- Provide suitable documentary evidence to satisfy close out requirements for all non-conformances.

## **5. Amendments from Previous Issue**

Nil

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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters – Safety

### 2.1 Safety Management

- 2.1.1 Develop a safety management plan covering both staff, contractors and volunteers, in addition to audience members attending the event including but not limited to:
- Hazard identification
  - Risk assessment
  - Controls
  - Monitoring
  - Reporting
  - Incident management
- 2.1.2 Develop an Event Safety Policy that articulates the event's commitment to safe working practices and which specifies core safety goals;
- 2.1.3 Undertake and document a hazards identification and risk assessment process resulting in a risk register, covering all aspects of the event including bump in and bump out activities;
- 2.1.4 Develop and document appropriate controls to eliminate or minimise identified risks documented in the risk register;
- 2.1.5 Provide OH&S induction training to all staff and contractors;
- 2.1.6 Document and investigate all OH&S incidents including injury, property damage and near misses;
- 2.1.7 Immediately report any serious incidents (i.e. involving emergency services) to the General Manager, Parklands;
- 2.1.8 Ensure all machinery used onsite is in safe working order with appropriate safety devices fitted and complies with appropriate Workcover requirements;
- 2.1.9 Ensure all staff, contractors and volunteers wear appropriate personal protective equipment for the activity being undertaken (i.e. high visibility vests, hard hats, safety boots, etc); and
- 2.1.10 Ensure any direction from Parkland's staff to remove an event staff member, contractor, volunteer or patron is complied with.

### 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Requirement	Small	Minor	Moderate	Major
2.1.1	x	x	✓	✓
2.1.2	x	x	✓	✓
2.1.3	x	✓	✓	✓
2.1.4	x	✓	✓	✓
2.1.5	✓	✓	✓	✓
2.1.6	✓	✓	✓	✓
2.1.7	✓	✓	✓	✓
2.1.8	✓	✓	✓	✓
2.1.9	✓	✓	✓	✓
2.1.10	✓	✓	✓	✓

### 4. Actions and Responsibilities

#### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review draft safety management documentation provided by the event operator for suitability and completeness;
- Approve final safety management documentation; and
- Audit event operator's compliance with their safety management requirements.

#### 4.2 Event Operators

Event Operators shall:

- Develop and document safety management requirements as listed in Section 2 and 3 of this standard;
- Provide draft safety management documentation to the General Manager, Parklands at least two weeks prior to commencement of bump in for review and comment;
- Provide final safety management documentation to the General Manager, Parklands at least one week prior to the commencement of bump in for approval;
- Ensure all staff, contractors, volunteers and visitors comply with the requirements of the event's safety management requirements;
- Communicate to all staff, contractors, volunteers and visitors relevant event safety management requirements; and
- Report any non-compliance(s) with event safety management requirements within 24 hours to the General Manager, Parklands. Serious incidents shall be immediately reported verbally to the General Manager.

### 5. Revisions

Nil.

Prepared By: M Morris	Reviewed By: S Connelly, R Doolan, J Ducrou	Approved:
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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters – Traffic

### 2.1 Traffic Management

Subject to the requirements of Section 3, develop a traffic management plan covering bump in, bump out and event days that:

- 2.1.1 Controls traffic movement past the site, and traffic and pedestrian movements onto the site;
- 2.1.2 Facilitates efficient processing and inspection of event patron's vehicles within the site
- 2.1.3 Maintains a minimum Level of Service at the Yelgun Interchange of **LoS D** and **LoS D** along the Tweed Valley Way;
- 2.1.4 Maintains a Degree of Saturation of less than **0.95** at the Yelgun Interchange;
- 2.1.5 Maintains a maximum Average Delay (s/veh.) **56 seconds** at the Yelgun interchange;
- 2.1.6 Results in a Queue Length (95% back of queue in metres) of no more than **97 metres** from the Give Way yield line on the southbound off-ramp and **247 metres** from the Give Way yield line on the northbound off-ramp;
- 2.1.7 Installs variable messaging signs on the Pacific Highway approaching the Yelgun Interchange warning of special event traffic and to watch for queues on the off-ramps;
- 2.1.8 Provides temporary special event 40 km/h speed limits to cover the link road between the Yelgun Interchange roundabout and Tweed valley Way;
- 2.1.9 Monitors car occupancy, mode share and traffic impacts during event days and the provision of a report to the General Manager, Parklands documenting findings;
- 2.1.10 Provides event site access over an appropriate timeframe prior to the event to reduce peak traffic movements
- 2.1.11 Is prepared by a certified traffic control planner;
- 2.1.12 Is approved by the relevant authority;

- 2.1.13 Is prepared in accordance with Australian Standard 1742 and the RTA's Guide to Traffic Management for Events;
- 2.1.14 Secures approval for temporary closure and access control of Jones Road for event days;
- 2.1.15 Secures approval for access control (residents and visitors only) of Yelgun Road for event days;
- 2.1.16 Provides a bump in and bump out schedule to the General Manager, Parklands;
- 2.1.17 Uses RTA accredited traffic control contractors on public roads; and
- 2.1.18 Ensures any serious traffic related incidents and/or delays are reported to the General Manager, Parklands as soon as practicable.

## 2.2 Transport Management

Develop a transport management plan that;

- 2.2.1 Achieves a private car occupancy rate of 2.9 people per car for 70% capacity events;
- 2.2.2 Achieves a private car occupancy rate of 3.2 people per car for 100% capacity events;
- 2.2.3 Achieves a minimum public transport mode share of 27% for 70% capacity events.
- 2.2.4 Achieves a minimum public transport mode share of 39% for 100% capacity events;
- 2.2.5 Maximises rideshare take-up through promotion on event websites and online forums
- 2.2.6 Promotion of sustainable transport options through public information and event websites;
- 2.2.7 Encourages use of ride share and sustainable modes through accommodation and transport packages and ticketing;
- 2.2.8 Manages parking supply and costs to encourage ridesharing and use of sustainable transport;
- 2.2.9 Supports cycling through provision of dedicated facilities and incentives such as priority camping locations; and
- 2.2.10 Provide public transport connections to adjacent townships (accommodation) and key transport nodes such as Airports and railways, where applicable.

## 3. Event Category Requirements

Parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	x	✓	✓	✓
2.1.2	x	x	✓	✓
2.1.3	x	x	✓	✓
2.1.4	x	x	✓	✓
2.1.5	x	x	✓	✓
2.1.6	x	x	✓	✓
2.1.7	x	x	x	✓
2.1.8	x	x	✓	✓
2.1.9	x	x	x	✓
2.1.10	x	x	✓	✓
2.1.11	x	x	✓	✓
2.1.12	x	x	✓	✓
2.1.13	x	x	✓	✓
2.1.14	x	x	x	✓
2.1.15	x	x	x	✓

2.1.16	x	✓	✓	✓
2.1.17	x	x	✓	✓
2.1.18	✓	✓	✓	✓
2.2.1	x	x	x	✓
2.2.2	x	x	x	✓
2.2.3	x	x	x	✓
2.2.4	✓	✓	✓	✓
2.2.5	x	x	✓	✓
2.2.6	x	x	x	✓
2.2.7	x	x	✓	✓
2.2.8	x	x	x	✓
2.2.9	x	x	✓	✓
2.2.10	x	x	x	✓

## 4. Actions and Responsibilities

### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review draft transport management and traffic management plans provided by the event operator for suitability and completeness;
- Approve final transport and traffic management documentation before submitting to the RTA; and
- Audit event operator's compliance with transport and traffic management requirements.

### 4.2 Event Operators

Event Operators shall:

- Develop and document transport and traffic management requirements as listed in Section 2 and 3 of this standard;
- Provide draft transport and traffic management documentation to the General Manager, Parklands at least eight weeks prior to commencement of bump in for review and comment;
- Provide final transport and traffic management documentation to the General Manager, Parklands at least six weeks prior to the commencement of bump in for approval;
- Provide a final bump in and bump out transport schedule to the General Manager, Parklands at least two weeks prior to the commencement of bump in;
- Report any non-compliance(s) with traffic management requirements within 24 hours to the General Manager, Parklands. Serious incidents (such as queuing onto the Pacific Highway) shall be immediately reported verbally to the General Manager; and
- Provide a report to the General Manager, Parklands no more than 14 days after the event, documenting findings from monitoring car occupancy, mode share and traffic impacts during event days.

## 5. Revisions

Nil.

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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain environmental and cultural heritage actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Environment

- 2.1.1 Event operators shall only operate within the approved event area as defined in the attached event area map;
- 2.1.2 All staff and contractors to undertake Parkland's Environmental induction prior to accessing the site. Documented records shall be maintained covering the environmental induction process;
- 2.1.3 No dogs allowed on site;
- 2.1.4 No activities (including slashing) to occur within the 30m buffer around the southern car parking areas surrounding the Billinudgel Nature Reserve;
- 2.1.5 All temporary drain crossings shall be managed to minimise sedimentation and potential discharge of contaminants;
- 2.1.6 Implement a suitable buffer between edge of forest blocks and any event lighting wherever possible;
- 2.1.7 Direct all event lighting downwards, where possible;
- 2.1.8 Use low pressure sodium vapour lights which are less attractive to insects or bats, where possible;
- 2.1.9 Any installations which rely on artificial lighting should be located in open areas away from forest or trees where possible;
- 2.1.10 Minimise or avoid lighting throughout the entire night i.e. once performances cease, lighting should be reduced or eliminated to allow a dark period for fauna to use or traverse the site. Where lighting is required for safety purposes provide the minimum necessary and avoid illuminating forest habitats;
- 2.1.11 No use of fireworks;
- 2.1.12 Use footlights instead of overhead lights where possible;
- 2.1.13 Overhead lighting should be shielded and directed downwards to minimise light spill;



- 2.1.14 All internal traffic not to exceed 30 km/h;
- 2.1.15 Minimise the time that temporary fencing is erected to reduce barriers to fauna and conduct fauna search prior to securing fenced area;
- 2.1.16 Experienced fauna management crew to be onsite for the duration of the event; and
- 2.1.17 Environmental monitoring to be undertaken prior to, during and post all moderate and major events.

### 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001	Parklands
2.1.1	✓	✓	✓	✓	✗
2.1.2	✓	✓	✓	✓	✗
2.1.3	✓	✓	✓	✓	✗
2.1.4	✓	✓	✓	✓	✗
2.1.5	✓	✓	✓	✓	✗
2.1.6	✓	✓	✓	✓	✗
2.1.7	✓	✓	✓	✓	✗
2.1.8	✓	✓	✓	✓	✗
2.1.9	✓	✓	✓	✓	✗
2.1.10	✓	✓	✓	✓	✗
2.1.11	✓	✓	✓	✓	✗
2.1.12	✓	✓	✓	✓	✗
2.1.13	✓	✓	✓	✓	✗
2.1.14	✓	✓	✓	✓	✗
2.1.15	✓	✓	✓	✓	✗
2.1.16	✗	✗	✗	✓	✗
2.1.17	✗	✗	✗	✗	✓

### 4. Actions and Responsibilities

#### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review event lighting plans prior to the event for suitability and compliance with Parkland's event lighting criteria;
- Provide details of experienced fauna management staff for use during the event;
- Audit event operator's compliance with environmental management requirements; and
- Undertake environmental monitoring prior to, during and post all moderate and major events.

## 4.2 Event Operators

Event Operators shall:

- Provide details of event lighting (including camping and car park lighting) to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Provide details of event fencing to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Provide contact details of the event's environmental representative responsible for staff and contractor inductions to the General Manager, Parklands prior to bump in; and
- Report any non-compliance(s) with environmental management requirements within 24 hours to the General Manager, Parklands. Serious incidents (such as fauna injury or death) shall be immediately reported verbally to the General Manager.

## 5. Revisions

Nil.

Approved event area:



Prepared By: M Morris

Reviewed By: S Connelly, R Doolan, M Fitzgerald

Approved:

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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management<sup>1</sup>

## 2. Standard Parameters

### 2.1 Water Management

- 2.1.1 Engage water cartage contractor(s) with the capacity to deliver quantities of potable water for the event usage and camping as follows;
- Events - 1 kL/1000 persons/day
  - Camping (with showers) - 28kL/1000 persons/day
  - Camping (with pay for use showers) - 7kL/1000 persons/day
- 2.1.2 Where possible, utilise larger capacity water cartage vehicles to reduce truck movements;
- 2.1.3 Develop a potable water delivery schedule covering bump in, bump out and event days to ensure an adequate supply of potable water;
- 2.1.4 Fill the Parkland's temporary bulk potable water storage tank(s) to a minimum 30% capacity prior to bump in;
- 2.1.5 Fill the Parkland's temporary bulk potable water storage tank(s) to a minimum 100% capacity 3 days prior to event;
- 2.1.6 Have samples of bulk potable water storage tested at a NATA registered laboratory prior to use for the event; and
- 2.1.7 Appoint a representative with sole responsibility for arranging water supply, delivery, testing (where applicable) and monitoring of water reserve levels.

<sup>1</sup> This Standard applies to Stage 1 temporary water supply arrangements. This Standard will be revised with the commissioning of the Stage 2 onsite water treatment plant (refer to Gilbert and Sutherland report "Integrated Water Cycle Assessment and Management dated June 2010).

### 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	✓	✓	✓	✓
2.1.2	✓	✓	✓	✓
2.1.3	x	x	✓	✓
2.1.4	x	✓	✓	✓
2.1.5	x	x	✓	✓
2.1.6	x	x	✓	✓
2.1.7	✓	✓	✓	✓

### 4. Actions and Responsibilities

#### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review potable water delivery schedule covering bump in, bump out and event days to determine adequate supply of potable water for the event; and
- Liaise as required with the event's nominated representative responsible for water supply, delivery, testing and monitoring of water reserve levels.
- Audit event operator's compliance with water management requirements.

#### 4.2 Event Operators

Event Operators shall:

- Engage suitable potable water cartage contractor(s);
- Provide a potable water delivery schedule covering bump in, bump out and event days to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Provide contact details of the event's potable water representative responsible for water supply, delivery, testing and monitoring of water reserve levels; and
- Report any non-compliance(s) with water management requirements within 24 hours to the General Manager, Parklands. Serious incidents (such as loss of supply) shall be immediately reported verbally to the General Manager.

### 5. Revisions

Nil.

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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management<sup>1</sup>.

## 2. Standard Parameters

### 2.1 Waste Water Management

- 2.1.1 Provide suitable **low flow** portable toilets and shower amenities;
- 2.1.2 Toilets and amenities shall be strategically be placed in clusters within the event area and camping areas (if applicable). Such clustered toilets and amenities should be connected to Parkland's 10,000 litre temporary sewerage holding tanks;
- 2.1.3 Provision of showers and toilets shall comply with the table listed in Appendix 1;
- 2.1.4 All food stall areas and catering (including back stage) shall be plumbed to a suitably sized Parkland's temporary waste water holding tank;
- 2.1.5 Engage waste water cartage contractor(s) with the capacity to adequately service multiple 10,000 litre temporary holding tanks and various sized waste water holding tanks;
- 2.1.6 Transfer of sewerage and waste water from temporary holding tanks to trucks shall be done via suction pumping with appropriate secure coupling mechanisms and emergency stop provisions to cease transfer of material if required;
- 2.1.7 All sewerage and waste water temporary holding tanks shall suitably fenced and cordoned off from public access where necessary;
- 2.1.8 Sewerage and waste water shall be disposed of to a licensed sewerage treatment plant facility;
- 2.1.9 Develop a sewerage and waste water disposal schedule covering bump in, bump out and event days to ensure the adequate removal of material to a licensed sewerage treatment plant;
- 2.1.10 Appoint a representative with sole responsibility for waste water and sewerage management and disposal.

<sup>1</sup> This Standard applies to Stage 1 temporary sewerage and waste water storage and disposal arrangements. This Standard will be revised with the commissioning of the Stage 2 waste treatment plant (refer to Gilbert and Sutherland report "Integrated Water Cycle Assessment and Management dated June 2010).

### 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	✓	✓	✓	✓
2.1.2	x	x	✓	✓
2.1.3	✓	✓	✓	✓
2.1.4	x	x	✓	✓
2.1.5	✓	✓	✓	✓
2.1.6	✓	✓	✓	✓
2.1.7	✓	✓	✓	✓
2.1.8	✓	✓	✓	✓
2.1.9	✓	✓	✓	✓

### 4. Actions and Responsibilities

#### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review sewerage and waste water disposal schedule covering bump in, bump out and event days to ensure adequate disposal of sewerage and waste water from the event;
- Liaise as required with the event's nominated representative responsible for waste water and sewerage management and disposal; and
- Audit event operator's compliance with sewerage and waste water management requirements.

#### 4.2 Event Operators

Event Operators shall:

- Engage suitable sewerage and waste water cartage contractor(s);
- Use low flow portable toilets and showers across the event;
- Provide a sewerage and waste water disposal schedule covering bump in, bump out and event days to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Secure approval from a licensed sewerage treatment plant(s) to dispose of sewerage and waste water. Provide evidence of this approval to the General Manager, Parklands at least four weeks prior to commencement of bump in;
- Provide contact details of the event's sewerage and waste water representative responsible for adequate disposal of sewerage and waste water from the event; and
- Report any non-compliance(s) with water management requirements within 24 hours to the General Manager, Parklands. Serious incidents (such as sewerage spill) shall be immediately reported verbally to the general Manager.

### 5. Revisions

Nil.

## 6. Appendix 1.

Area	Males	Females	Disabled <sup>2</sup>
<b>Event Area (amenities / 1,000 patrons)</b>			
Water Closets	3	18	2
Urinals	10	-	-
Basins	7	7	2
<b>Workers - including artists, security, market &amp; food stalls, etc (amenities / 1,000 workers)</b>			
Water Closets	50	100	1
Urinals	100	-	-
Basins	100	100	1
<b>Camping (amenities / 1,000 campers) - based on 42 sites (12 persons / site)</b>			
Water Closets	3	5	1
Urinals	2		
Basins	3	3	1
Showers	3	3	1

<sup>2</sup> Disabled amenities in event and worker areas - based on total of 200 male/female water closets and urinals (>200 - add 1/100)

Disabled amenities in camping area - based on maximum of 100 sites (>100 sites - add 1 facility for male and female and 1 unisex facility)



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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Fire Management

- 2.1.1 An Asset Protection Zone (APZ) of a minimum 10 metres from areas of bushland are required for all stages, facilities and camping;
- 2.1.2 Rural Fire Service personal shall be engaged for the duration of the event;
- 2.1.3 Woodpiles, combustible material storage sheds, large quantities of garden mulch and stacked flammable building materials shall not be located within the APZ;
- 2.1.4 A 10,000 litre dedicated firefighting water supply shall be provided for the duration of the event for each stage and camping area.
- 2.1.5 All temporary tent structures must satisfy the flammability index as nominated by the Building Code of Australia;
- 2.1.6 All curtains and blinds as, stage backdrops and attached décor to be provided to all place of public entertainment stages, will satisfy the Building Code of Australia;
- 2.1.7 Provision of portable fire extinguishers to service each temporary structure required to satisfy the Building Code of Australia provisions (i.e. not limited to but including performance stages, front of house mixing desks, VIP, artists, administration, bars, restaurants, cinemas, etc);
- 2.1.8 Additional Portable Fire Extinguishers will be provided throughout the temporary camping areas under the control of the Fire and Camping Marshals;
- 2.1.9 Certification confirming the adequacy of the type, size and location of portable fire extinguishers and fire blankets shall be submitted prior to the commencement of the event.

## 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Prepared By: M Morris	Reviewed By: S Connelly, R Doolan, J Ducrou	Approved:
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Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	✓	✓	✓	✓
2.1.2	✗	✗	✓	✓
2.1.3	✓	✓	✓	✓
2.1.4	✗	✗	✓	✓
2.1.5	✓	✓	✓	✓
2.1.6	✓	✓	✓	✓
2.1.7	✓	✓	✓	✓
2.1.8	✓	✓	✓	✓
2.1.9	✓	✓	✓	✓

## 4. Actions and Responsibilities

### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review fire management arrangements covering the event and provide any comments and/or recommendations;
- Liaise as required with the event's nominated representative responsible for fire management; and
- Audit event operator's compliance with fire management requirements.
- 

### 4.2 Event Operators

Event Operators shall:

- Shall undertake appropriate consultation and liaison with Rural fire Services at least four weeks prior to commencement of bump;
- Provide contact details to the General Manager, Parklands of the event's representative responsible for identifying and reporting illegal camping and parking; and
- Report any non-compliance(s) with fire management requirements within 24 hours to the General Manager, Parklands. Serious incidents (such as unintended fires, no matter how small) shall be immediately reported verbally to the General Manager.

## 5. Revisions

Nil.

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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Offsite Management

- 2.1.1 Develop an Offsite Response Strategy that includes but is not limited to the provision of an offsite response team;
- 2.1.2 Provide a dedicated community hotline for the duration of the event;
- 2.1.3 Place advertisements in all local papers regarding event times, traffic considerations, road closures, community hotline details and any other relevant community information;
- 2.1.4 Provide security services along Jones Road to ensure patrons or unauthorised persons are not permitted either on the road, adjacent to the road or within the vicinity of residential dwellings;
- 2.1.5 Provide security services, in consultation with the Parklands Regulatory Working Group, within the immediate locality to manage any potential for unauthorised persons to enter private property or the Billinudgel Nature Reserve;
- 2.1.6 Provide a litter response team for the duration of the event covering Jones Road, Tweed Valley Way, Yelgun Road and the Yelgun Interchange;
- 2.1.7 Provide a litter response team for the duration of the event covering designated event shuttle bus stops;
- 2.1.8 Provide resources to identify illegal camping and/or illegal parking within a 3 kilometre radius of the event site. Such identified activities shall be reported to the Byron Shire Council and records of such maintained;
- 2.1.9 Provide ongoing coordinated consultation with local communities and businesses through the Parkland's Community Liaison Committee;
- 2.1.10 Provide ongoing consultation with statutory authorities including but not limited to the Police, National Parks and Wildlife Services, Byron Shire Council, Roads and Traffic Authority and the Rural Fire Services through the Parklands Regulatory Working Group.

### 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001	Parklands
2.1.1	✗	✗	✓	✓	✗
2.1.2	✗	✓	✓	✓	✗
2.1.3	✗	✗	✓	✓	✗
2.1.4	✗	✗	✗	✓	✗
2.1.5	✗	✗	✗	✓	✗
2.1.6	✗	✗	✗	✓	✗
2.1.7	✗	✗	✗	✓	✗
2.1.8	✗	✗	✗	✓	✗
2.1.9	✗	✗	✗	✗	✓
2.1.10	✗	✗	✗	✗	✓

### 4. Actions and Responsibilities

#### 4.1 General Manager


The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review and provide feedback to the Offsite Response Strategy;
- Review traffic and security arrangements covering adjacent residential roads and the Billinudgel Nature Reserve;
- Manage the Community Liaison Committee as required;
- Manage the Regulatory Working Group as required;
- Provide offsite management performance to the Department of Planning on an annual basis;
- Liaise as required with the event's nominated representative responsible for offsite issues management; and
- Audit event operator's compliance with offsite management requirements.

#### 4.2 Event Operators

Event Operators shall:

- Develop and submit an Offsite Response Strategy to the General Manager, Parklands at least four weeks prior to the event;
- Provide a report covering the management of offsite issues no more than two weeks after the event has occurred;
- Where applicable devise traffic management measures covering Jones Road and Yelgun Road and provide to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Where applicable devise security measures covering the Billinudgel Nature Reserve and provide to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Where applicable devise litter management measures covering areas stipulated in 2.1.3 and 2.1.4 and provide to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;

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- Provide contact details to the General Manager, Parklands of the event's representative responsible for identifying and reporting illegal camping and parking; and
- Report any non-compliance(s) with offsite management requirements within 24 hours to the General Manager, Parklands. Serious incidents shall be immediately reported verbally to the General Manager.

## 5. Revisions

Nil.

Prepared By: M Morris	Reviewed By: S Connelly, R Doolan, J Ducrou	Approved:
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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Noise Management

- 2.1.1 Develop a noise management strategy to manage pre, during and post event noise levels;
- 2.1.2 Hand deliver information leaflets outlining event operation times and a continuously manned complaints hotline number to the nearest residential receptors (details to be provided by the General Manager, Parklands);
- 2.1.3 Provide a continuously manned complaints hotline number and records of all complaints received;
- 2.1.4 Advertise in one or more local newspapers event operating times and the complaints hotline number at least 2 weeks prior to the event;
- 2.1.5 Engage an independent noise consultant who will attend the boundary of a complainant's property to monitor noise levels. If noise levels are found to be excessive the consultant will contact the stage manager(s) via radio and/or mobile phone) to request a reduction in volume;
- 2.1.6 Provide unattended noise logging at a minimum of three locations (decided in consultation with the General Manager, Parklands) before, during and after the event;
- 2.1.7 Continuous front of house music levels shall be monitored for all main stages and shall provide sound engineers with warnings when specified noise criteria is approached;
- 2.1.8 Noise levels shall not exceed 102 dB(A) at all front of house mixing desks;
- 2.1.9 Event PA's shall be designed and installed to minimise noise spillage;
- 2.1.10 Event stage managers shall be allocated to each PA based music stage;
- 2.1.11 Event stage managers shall be authorised to override mixing desks if sound exceeds the above level (including removal of power if the music act's own sound engineer refuses to comply with direction from stage management);
- 2.1.12 Event stage managers shall ensure compliance with directions from the independent noise consultant to ensure that recommended noise levels are being met; and
- 2.1.13 A post event noise report shall be provided to the General Manager, Parklands detailing complaints, remedial action, noise levels and data from unattended noise loggers.

### 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	x	x	✓	✓
2.1.2	x	x	✓	✓
2.1.3	x	x	✓	✓
2.1.4	x	x	x	✓
2.1.5	x	x	x	✓
2.1.6	x	✓	✓	✓
2.1.7	✓	✓	✓	✓
2.1.8	✓	✓	✓	✓
2.1.9	x	✓	✓	✓
2.1.10	x	✓	✓	✓
2.1.11	x	x	✓	✓
2.1.12	x	x	x	✓

### 4. Actions and Responsibilities

#### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Provide details of Parkland's nearest residential receptors;
- Review the draft noise management strategy provided by the event operator for suitability and completeness;
- Approve final noise management strategy; and
- Audit event operator's compliance with noise management requirements.

#### 4.2 Event Operators

Event Operators shall:

- Develop and document noise management requirements as listed in Section 2 and 3 of this standard;
- Provide a draft noise management strategy to the General Manager, Parklands at least eight weeks prior to commencement of bump in for review and comment;
- Provide a final noise management strategy to the General Manager, Parklands at least four weeks prior to the commencement of bump in for approval;
- Report any non-compliance(s) with noise management requirements within 24 hours to the General Manager, Parklands. Serious incidents (such as significant complaint numbers) shall be immediately reported verbally to the General Manager; and
- Provide a report to the General Manager, Parklands no more than 21 days after the event, documenting the success or otherwise of the noise management strategy.

### 5. Revisions

Nil.

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<b>5. Revisions</b>	<b>2</b>

## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Evacuation Management

- 2.1.1 Develop an evacuation management plan covering but not limited to fire, flood, structural collapse, serious injury/serious assault, bomb threat, contamination/spills and outbreak of disease;
- 2.1.2 A copy of the final evacuation management plan prepared in consultation with Byron Shire Council, District Emergency Management Officer, local Police and State Emergency Services shall be provided to these organisations;
- 2.1.3 Appoint a dedicated emergency coordinator;
- 2.1.4 Designate dedicated assembly and evacuation points and include these on all maps and plans.

## 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	x	✓	✓	✓
2.1.2	x	x	✓	✓
2.1.3	x	✓	✓	✓
2.1.4	✓	✓	✓	✓

## 4. Actions and Responsibilities

### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Review draft evacuation management plans provided by the event operator for suitability and completeness; and

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- Audit event operator's compliance with evacuation management requirements.

## 4.2 Event Operators

Event Operators shall:

- Develop and document evacuation management requirements as listed in Section 2 and 3 of this standard;
  - Provide draft evacuation management documentation to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
  - Provide final evacuation management documentation to the General Manager, Parklands at least two weeks prior to the commencement of bump in for parkland's records;
- 4.2.1 Provide final evacuation management documentation to the Byron Shire Council, District Emergency Management Officer, local Police and State Emergency Services two weeks prior to the commencement of bump in; and
- Report any non-compliance(s) with evacuation management requirements within 24 hours to the General Manager, Parklands. All incidents invoking evacuation management plans shall be immediately reported verbally to the General Manager;

## 5. Revisions

Nil.

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<b>4. Actions and Responsibilities</b>	<b>2</b>
4.1 General Manager	2
4.2 Event Operators	2
<b>5. Revisions</b>	<b>2</b>

## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 First Aid Management

- 2.1.1 Develop a medical plan which details roles and responsibilities of all stakeholders should an incident occur. This plan must also include strategies to manage potential major incidents;
- 2.1.2 The plan should detail the levels of care required to effectively manage situations which may arise for the different phases of the event, i.e. bump in, event, camping and bump out and consider the following recommended first aid posts and personnel<sup>1</sup>;

Patrons	First Aid Personnel	First Aid Posts
1 to 500	2	1
501 to 1,000	4	1
1,001 to 2,000	6	1
2,001 to 5,000	8	2
5,001 to 10,000	12	3
10,001 to 20,000	22	4
20,001 to 30,000	30	5
30,001 to 40,000	35	6
40,001 to 50,000	40	7

- 2.1.3 The plan must ensure adequate equipment and stock is available and include strategies to access additional equipment should there be an extreme call on services;
- 2.1.4 Access routes for ambulance vehicles is required with the ability to restrict all other traffic from this roadway should emergency ambulance movement be required;
- 2.1.5 A dedicated Helipad is required to ensure evacuation of critical patients;

<sup>1</sup> The recommended first aid personnel and first aid posts does not take into account specific factors that are particular to an event. It should be used as a guide only.

- 2.1.6 Appropriately advertise that event attendees should wear adequate footwear, drink sufficient water and be prepared for climatic conditions such as sun exposure and weather protection;
- 2.1.7 Contract experienced health care providers to establish and run the medical facilities to reduce the impact on local health services;
- 2.1.8 Consult with relevant hospitals, ambulance service and health department prior to the event;
- 2.1.9 Designate medical service points and include these on all maps and plans; and
- 2.1.10 Provision of onsite ambulance services, where appropriate.

### 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	x	✓	✓	✓
2.1.2	x	✓	✓	✓
2.1.3	x	✓	✓	✓
2.1.4	x	✓	✓	✓
2.1.5	x	✓	✓	✓
2.1.6	x	✓	✓	✓
2.1.7	x	✓	✓	✓
2.1.8	x	x	✓	✓
2.1.9	x	✓	✓	✓
2.1.10	x	x	x	✓

### 4. Actions and Responsibilities

#### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard; and
- Audit event operator's compliance with evacuation management requirements.

#### 4.2 Event Operators

Event Operators shall:

- Develop and document first aid management requirements as listed in Section 2 and 3 of this standard;
- Provide draft first aid management documentation to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Provide final first aid management documentation to the General Manager, Parklands at least two weeks prior to the commencement of bump in for parkland's records; and
- Report any non-compliance(s) with first management requirements within 24 hours to the General Manager, Parklands. All serious incidents (i.e. serious injury or death) shall be immediately reported verbally to the General Manager;

### 5. Revisions

Nil.

Prepared By: M Morris	Reviewed By: S Connelly, R Doolan, J Ducrou	Approved:
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## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Camping Management

- 2.1.1 Develop a camping management plan in accordance with the project application approved camping prescriptions covering but not limited to camping layout, toilets and shower amenities, camp marshal and fire marshal locations, potable water suppliers, waste water storage tanks, fire fighting water tanks and fire extinguishers;
- 2.1.2 Vehicle speed limits in camp grounds shall be limited to 15 km/h;
- 2.1.3 All camping areas are to be provided with camp marshals for the purposes of monitoring and maintaining camper safety and amenity and any fire safety provisions ancillary to the event fire fighting services.
- 2.1.4 All camping areas are to be provided with fire marshals (in addition to the camping marshals who oversee the general patron camping areas). All fire marshals will be trained and competent in the use of portable fire extinguishers and emergency management procedures;
- 2.1.5 An area shall be designated for disabled campers adjacent to the disabled toilet and shower amenities, and adjoining the all weather surface road providing direct access to the event site; and
- 2.1.6 Appoint a dedicated camping coordinator for the duration of the event.

## 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001
2.1.1	x	✓	✓	✓
2.1.2	✓	✓	✓	✓
2.1.3	x	x	✓	✓
2.1.4	x	x	x	✓
2.1.5	x	✓	✓	✓
2.1.6	✓	✓	✓	✓

## 4. Actions and Responsibilities

- Provide advice to event operators regarding the requirements of this standard;
- Review the camping management plan management covering the event and provide any comments and/or recommendations;
- Liaise as required with the event's nominated camping co-ordinator; and
- Audit event operator's compliance with camping management requirements.
- 

### 4.1 Event Operators

Event Operators shall:

- Develop a camping management plan addressing relevant requirements stipulated in Section 2 of this standard and provide to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Provide contact details to the General Manager, Parklands of the event's camping co-ordinator representative responsible for managing camping activities; and
- Report any non-compliance(s) with camping management requirements within 24 hours to the General Manager, Parklands. Serious incidents (such as unintended fires, no matter how small) shall be immediately reported verbally to the General Manager.

## 5. Revisions

Nil.

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4.1 General Manager	2
4.2 Event Operators	2
<b>5. Revisions</b>	<b>2</b>

## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Flooding Management

- 2.1.1 Undertake onsite monitoring of stream height gauges, rainfall stations and observations;
- 2.1.2 Review Bureau of Meteorology website information prior to, during and after the event covering rainfall events, expected flood peaks, road closures, weather forecasts and emergency services;
- 2.1.3 Liaise with SES local coordinator and utilise the SES text extreme weather alert notification system;
- 2.1.4 Provide flood evacuation signage and fencing stored in strategic flood free areas;
- 2.1.5 Maintain all drainage channels (free of obstructions);
- 2.1.6 Develop a car park management plan that distributes the maximum number of vehicles to more flood free areas of the site (as a precaution regardless of imminent flood risk or not);
- 2.1.7 This plan should also cover how patrons and their vehicles might be safely transported off flood affected areas of the site in the event of a flood;
- 2.1.8 Ensure there is an appropriate flood evacuation plan as part of the event's overall emergency evacuation planning; and
- 2.1.9 Consult with and provide flood evacuation plans to the Byron Shire Council, District Emergency Management Officer, local Police and State Emergency Services.

## 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001	Parklands
2.1.1	x	x	x	x	✓
2.1.2	x	x	x	x	✓
2.1.3	x	x	x	x	✓
2.1.4	x	x	x	x	✓
2.1.5	x	x	x	x	✓
2.1.6	x	x	x	x	✓
2.1.7	x	x	x	x	✓
2.1.8	x	✓	✓	✓	x
2.1.9	x	✓	✓	✓	x

## 4. Actions and Responsibilities

### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Arrange for or undertake all required short and longer term weather monitoring and liaise with the event operator as required;
- Maintain a level of site preparedness to manage flooding if and when it occurs; and
- Audit event operator's compliance with flood management requirements.

### 4.2 Event Operators

Event Operators shall:

- Develop and document car park management requirements as listed in Section 2 and 3 of this standard;
- Provide draft flood evacuation documentation to the General Manager, Parklands at least four weeks prior to commencement of bump in for review and comment;
- Provide final flood evacuation documentation to the General Manager, Parklands at least two weeks prior to the commencement of bump in for parkland's records; and
- Report any non-compliance(s) with flood management requirements within 24 hours to the General Manager, Parklands. All serious incidents (i.e. loss of vehicles or property to flood) shall be immediately reported verbally to the General Manager;

## 5. Revisions

Nil.

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<b>5. Revisions</b>	<b>2</b>

## 1. Application

As part of Parklands EH&S Management Manual and specific commitments under its EH&S Policy, all event operators are required to comply with the requirements of this standard where applicable (based on event category requirements - Section 3).

This standard documents certain actions, risk assessments, plans and/or processes required to be undertaken by event operators in order to successfully host an event at Parklands. This standard also documents certain roles and responsibilities covering event operators and Parklands management.

## 2. Standard Parameters

### 2.1 Temporary Structures

- 2.1.1 All temporary structures shall meet the requirements set out in the project application approved temporary structures prescriptions;
- 2.1.2 Provision of the live and dead loads that each temporary structure is designed to meet;
- 2.1.3 A list of any proposed fire safety measures to be provided for the use for each temporary structure;
- 2.1.4 In the case of a temporary structure proposed to be used as an entertainment venue - a statement as to how the performance requirements of Part B1 and NSW Part H102 of Volume One of the *Building Code of Australia* are to be complied with;
- 2.1.5 Documentation for any accredited building product or system sought;
- 2.1.6 Details on the heights of any temporary structure and their construction materials; and
- 2.1.7 An occupation certificate for each temporary structure.

## 3. Event Category Requirements

Standard parameters listed in Section 2 are applicable to the following event categories:

Parameter	Small < 300	Minor 301 to 3,000	Moderate 3,001 to 10,000	Major > 10,001	Parklands
2.1.1	✓	✓	✓	✓	✓
2.1.2	✓	✓	✓	✓	✓
2.1.3	✓	✓	✓	✓	✓
2.1.4	✓	✓	✓	✓	✓
2.1.5	✓	✓	✓	✓	✓
2.1.6	✓	✓	✓	✓	✓
2.1.7	✓	✓	✓	✓	✓



## 4. Actions and Responsibilities

### 4.1 General Manager

The General Manager shall:

- Provide advice to event operators regarding the requirements of this standard;
- Audit event operator's compliance with temporary structure management requirements.


### 4.2 Event Operators

Event Operators shall:

- Comply with all requirements of the Temporary Structures prescriptions;
- Engage a Private Certifying Authority to assess temporary structures and issue Construction Certificates and Occupation Certificates as required;
- Provide details as listed in Sections 2.1.2 to 2.1.7 to General Manager, Parklands prior to commencement of the event; and
- Report any non-compliance(s) with temporary structure requirements within 24 hours to the General Manager, Parklands. All serious incidents (i.e. structure instability or collapse) shall be immediately reported verbally to the General Manager;

## 5. Revisions

Nil.

Document Title: <b>EH&amp;S Incident Notification Form</b>	Revision No: 1	
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## North Byron Parklands EH&S Incident Notification Form

Please complete the following EH&S Incident Notification form and provide to the General Manager, parklands with 24 hours. For all serious incidents the General Manager must be notified verbally as soon as practicable.

EH&S Incident Notification Form			
<b>Incident Details</b>			
Type of Incident (environmental or safety):			
Location:		Date and Time:	
Incident Details (i.e. how, what why, who):			
<b>Safety Incident</b>			
Details of person(s) involved:			
Incident Response (first aid, NSW Ambulance, SES, etc):			
Onsite Treatment (provide details):			
Offsite Treatment (medical centre, hospital, etc):			
Follow Up Information (patient recovery, etc):			
<b>Name:</b>	<b>Signed:</b>	<b>Date:</b>	<b>Contact phone:</b>
<b>Environmental Incident</b>			
How Did Incident Occur:			
Estimated Quantity Of Substance Spilt:			
Have Contaminants Been Contained (i.e. how):			
Prepared By: M Morris	Reviewed By: S Connelly, R Doolan, J Ducrou		Approved:
A paper copy of this document may be uncontrolled. Please verify it is the latest revision before use.			

<b>Have Contaminants Migrated Offsite (or into waterways):</b>  			
<b>Action Taken To Limit Impact On Environment (i.e. spill kits, booms, etc):</b>  			
<b>Details Of Any Emergency Services Attending Incident (i.e. name of incident controller):</b>  			
<b>Name:</b>	<b>Signed:</b>	<b>Date:</b>	<b>Contact phone:</b>

FOR THE GENERAL MANAGER TO COMPLETE	
Incident Reported Externally?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, to whom:	Date:
Did emergency services, EPA or Council attend incident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details:	
Follow up action required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details:	
Change to Procedures or Processes required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, discuss details below:	
Does the Incident warrant a notification to all staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional comments:	