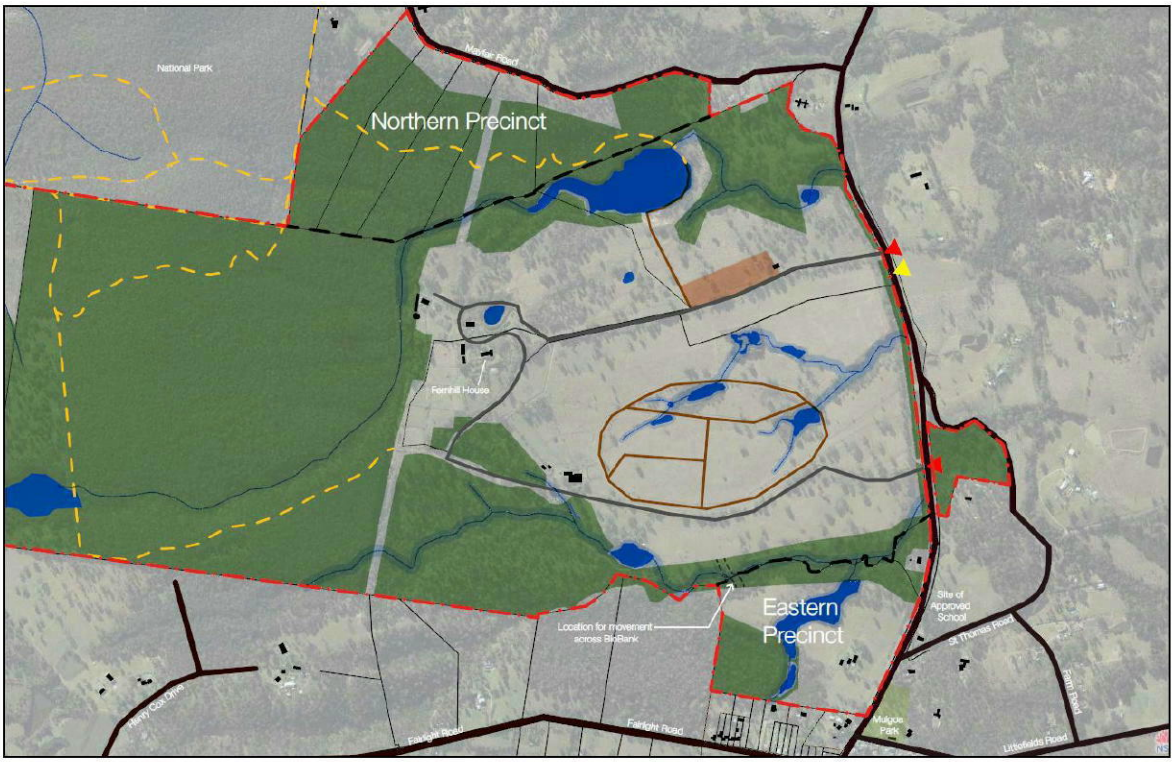
accessibility solutions (NSW) PTY LTD

ACCESS REPORT

"FERNHILL"

MASTER DEVELOPMENT APPLICATION



CONTEXT PLAN

23RD DECEMBER 2013

Accessibility Solutions (NSW) PTY LTD ABN 20 105 200 128 | 20 Begonia Street PAGEWOOD 2035
Tel: 9695-1940 | Fax: 9695-1906 | Mob: 0417-467-007 | Email: markrelf@bigpond.com

INTRODUCTION

The purpose of this report is to provide an accessibility strategy that demonstrates how people with disabilities will achieve equitable and dignified access to enable inclusive participation to events and functions within the central precinct of the Fernhill estate complex.

In development of this Access Strategy I have made a site inspection, reviewed the various event proposals, plans as listed below and liaised with the planning team.

DRAWING LIST			
Drawing No:	Layout Name	Issue	Date
DA 100	FERNHILL ESTATE - PRECINCTS PLAN	A	03-12-13
DA 101	CENTRAL PRECINCT - SITE ANALYSIS PLAN	B	19-12-13
DA 200	CENTRAL PRECINCT - FUNCTION CENTRE - SITE PLAN	F	12-12-13
DA 201	CENTRAL PRECINCT - FUNCTION CENTRE HOUSE & GARDEN - BALLROOM & LAWNS	F	12-12-13
DA 202	CENTRAL PRECINCT - FUNCTION CENTRE HOUSE & GARDEN - GREAT HALL & WESTERN LAWN	F	12-12-13
DA 203	CENTRAL PRECINCT - FUNCTION CENTRE HOUSE & GARDEN - TENNIS COURT	F	12-12-13
DA 204	CENTRAL PRECINCT - FUNCTION CENTRE - HAY SHED & PECAN GROVE	F	12-12-13
DA 300	CENTRAL PRECINCT - OUTDOOR RECREATION - SITE PLAN	B	19-12-13
DA 304	CENTRAL PRECINCT - EQUESTRIAN CENTRE - SITE PLAN	B	19-12-13
DA 305	CENTRAL PRECINCT - EQUESTRIAN - EVENT AREA PLAN	B	19-12-13
DA 400	CENTRAL PRECINCT - ENTERTAINMENT FACILITY - LOWER (EAST) SITE PLAN	B	19-12-13
DA 401	CENTRAL PRECINCT - ENTERTAINMENT FACILITY - LOWER (EAST) EVENT AREA PLAN	B	19-12-13
DA 410	CENTRAL PRECINCT - ENTERTAINMENT FACILITY - UPPER (WEST) AMPHITHEATRE SITE PLAN	B	19-12-13
DA 411	CENTRAL PRECINCT - ENTERTAINMENT FACILITY - UPPER (WEST) AMPHITHEATRE EVENT AREA PLAN	B	19-12-13
DA 500	CENTRAL PRECINCT - MARKETS - SITE PLAN	B	19-12-13
DA 501	CENTRAL PRECINCT - MARKETS - HAY SHED AND PECAN GROVE - EVENT AREA PLAN	B	19-12-13
DA 502	CENTRAL PRECINCT - MARKETS - RACECOURSE - EVENT AREA PLAN	B	19-12-13
DA 700	CENTRAL PRECINCT - RECREATION FACILITIES (MAJOR) VENUE - RACECOURSE - SITE PLAN	B	19-12-13
DA 701	CENTRAL PRECINCT - RECREATION FACILITIES (MAJOR) VENUE - RACECOURSE - EVENT AREA PLAN	B	19-12-13
DA 801	EASTERN PRECINCT - SITE ANALYSIS PLAN	A	03-12-13
DA 802	EASTERN PRECINCT - LANDSCAPE PLAN	A	03-12-13

SYD072492.005-SV3	EASTERN PRECINCT - PROPOSED SUBDIVISON PLAN (LAND PARTNERS)	-	18-12-13
SYD072492.005-SV1A	CENTRAL AND EASTERN PRECINCT - SURVEY PLAN (LAND PARTNERS)	-	29-10-13

The Access Strategy encompasses five primary elements which have been applied to several general categories of events based on the buildings and/or localities within the estate.

The primary accessibility elements and functions include.

(A) Accessible parking and accessible transport arrival points that are connected to accessible pathways to the various event centre.

(B) Accessible building entry, accessible viewing areas.

(C) Accessible sanitary facilities.

(D) Wayfinding signage that incorporates accessible facilities and pathways.

(E) Access awareness training for event staffing.

The event and function centre categories and localities include;

1. Fernhill House and Garden surrounds
2. Great Hall
3. Amphitheatre

4. Racecourse and Equestrian Arena
5. Hay Shed & Pecan Grove
6. Other outdoor events (e.g. Tough Mudder)

This review has had regard to the following legislation and development standards pertaining to access and mobility for people with disabilities:

- Disability Discrimination Act (DDA)
- Disability Access to Premises Standards (2010)
- Penrith Development Control Plan

Please note that this study does not provide a comprehensive access audit of existing buildings, amenities, outdoor pathways and topography.

EXECUTIVE SUMMARY

With respect to access for people with disabilities the following provides an overview of the proposed access strategy to enable equitable access and inclusive participation of people with disabilities within the proposed events.

The concept plans contained in this report confirm that the existing buildings, site topography or outdoor event areas can provide appropriate access for people with disabilities through the installation of;

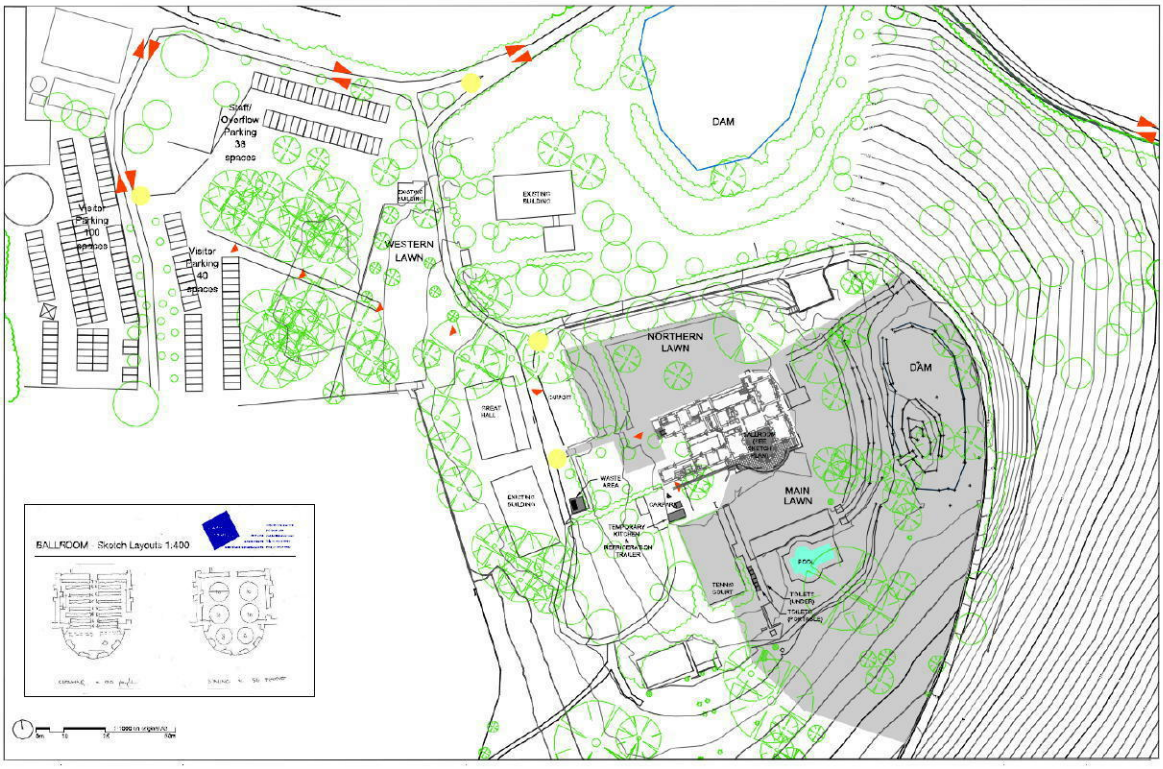
- Accessible parking and set-down areas with accessible pathway connections to buildings or accessible viewing platforms for outdoor events.
- Accessible building entrances to Fernhill house, Tennis Court Lawn Marquee, Great Hall, Hayshed.
- Accessible viewing platforms at the amphitheatres, racecourse and equestrian arena.
- Accessible sanitary facilities.
- Accessible wayfinding information.

Further work shall be undertaken to incorporate site 4b and other outdoor activities.

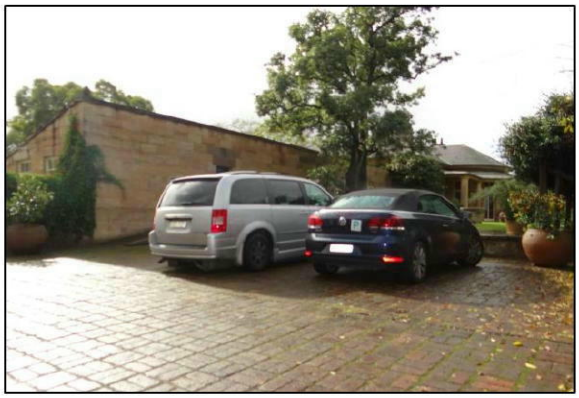
In summary it is my opinion that the abovementioned accessibility installations and management systems shall facilitate equitable, dignified and inclusive access for people with disabilities in a manner that will comply with the aforementioned accessibility standards and be consistent with the Disability Discrimination Act.

Mark Relf, Access Consultant (ACAA)

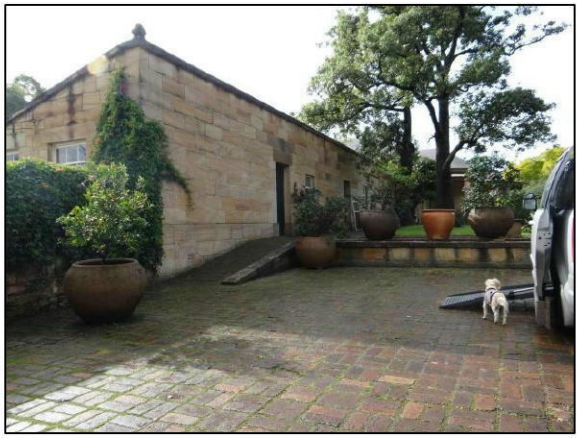
FERNHILL HOUSE & GARDEN SURROUNDS



1. **Accessible Parking : Fernhill House -** The courtyard area to the southern edge of the house provides an accessible parking and drop-off point that adjoins a pedestrian ramp to access the ground floor level of Fernhill House.



2. **Access Path to : Fernhill House –** The ramp has a gradient exceeding 1:14 which could be modified to achieve 1:14 or a temporary ramp system installed to achieve 1:14 to facilitate appropriate access. See Appendix A for examples.
3. The existing paved pathway to the verandah and Ballroom entry provides a generally level surface and subject to cleaning and in-fill of the raked joints the pathway will satisfy AS1428.1.

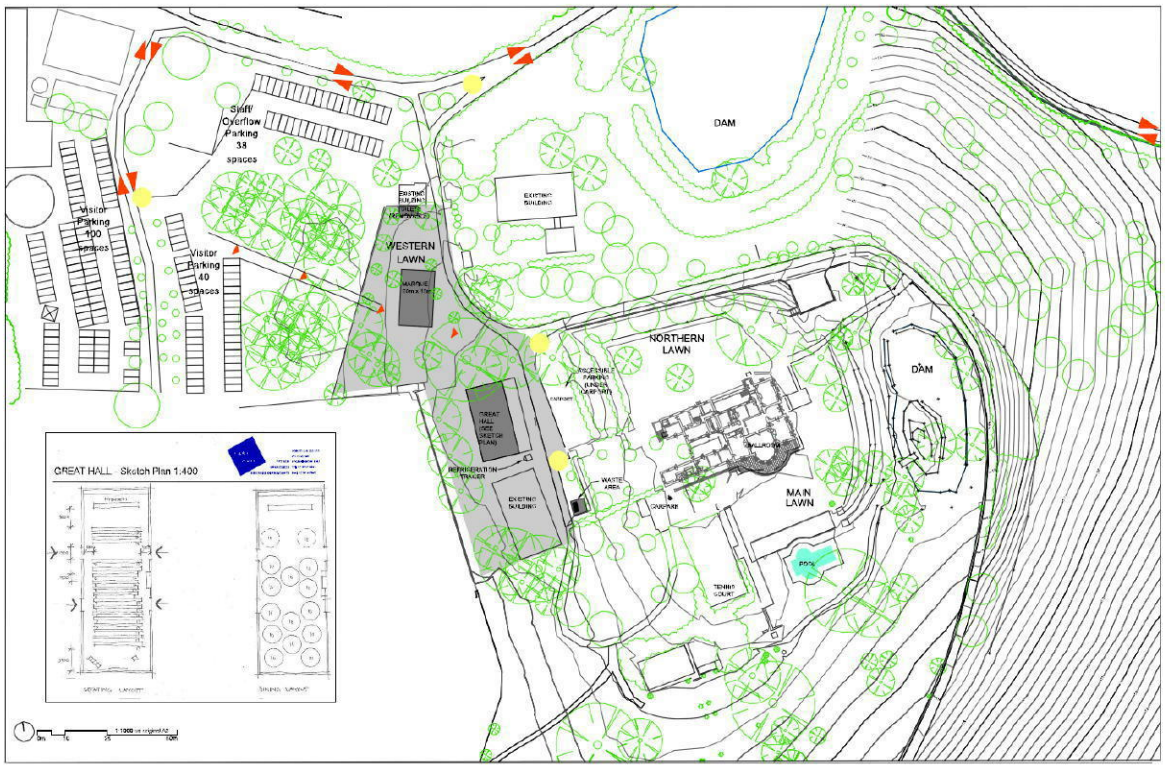


4. The verandah of Fernhill provides low level thresholds through several double doorways into the ballroom. Temporary threshold ramps as illustrated adjacent can be provided to facilitate wheelchair access in a manner consistent with AS1428.1.

5. **Accessible Toilets –** While there are no permanent accessible toilets within the property there are numerous suppliers of sanitary facilities for temporary events that can also provide an accessible facility. Appendix B provides examples.
6. Longer term the installation of a permanent accessible sanitary facility can be provided.
7. **Marquee Lawn Areas (3)** will be accessible from the courtyard parking which is at the same level and will include accessible pathway connections to the former Tennis Court, Main Lawn and Northern Lawn areas.

8. **Wayfinding Signage & Staff Training –** The event management shall ensure that people with disabilities shall be afforded with appropriate information and assistance to use the accessible facilities. The management systems shall incorporate;
   (a) Booking Systems that provide information about the range of accessible facilities and services such as; accessible parking locations, accessible pathways to accessible venues / or viewing areas, hearing augmentation area for outdoor amphitheatres and website access that requests patrons to indicate requests for assistance.
   (b) Event signage that incorporates directional signage and/or contact personnel to accessible facilities.
   (c) Staff Training that incorporates disability awareness training.

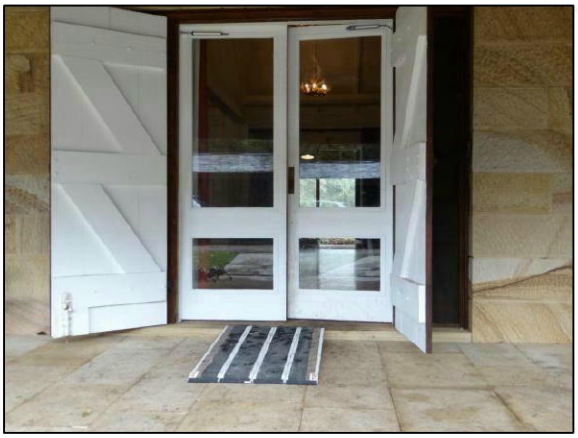
GREAT HALL



9. **Accessible Parking : Great Hall -** The carport adjacent to the Great Hall provides an accessible parking and drop-off point that adjoins a pedestrian access to the Great Hall.

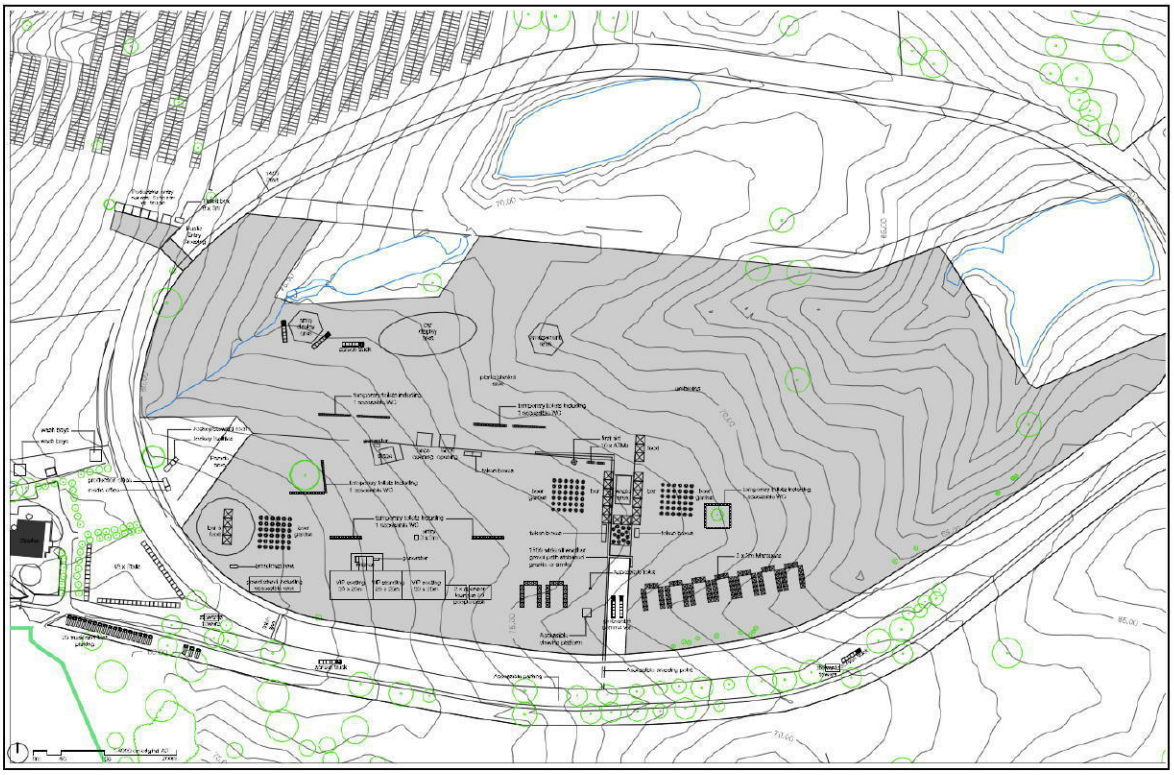
10. **Access Path to : Great Hall –** The existing paved pathway to the verandah of the Great Hall provides a generally level surface and subject to a small 1000mm pathway in-fill from driveway to the entry path will satisfy AS1428.1.

11. The verandah of the Great Hall provides low level thresholds through several double doorways. Temporary threshold ramps as illustrated adjacent can be provided to facilitate wheelchair access in a manner consistent with AS1428.1.



12. **Accessible Toilets –** While there are no permanent accessible toilets within the property there are numerous suppliers of sanitary facilities for temporary events that can also provide an accessible facility. Appendix B provides examples.
13. Longer term the installation of a permanent accessible sanitary facility can be provided.

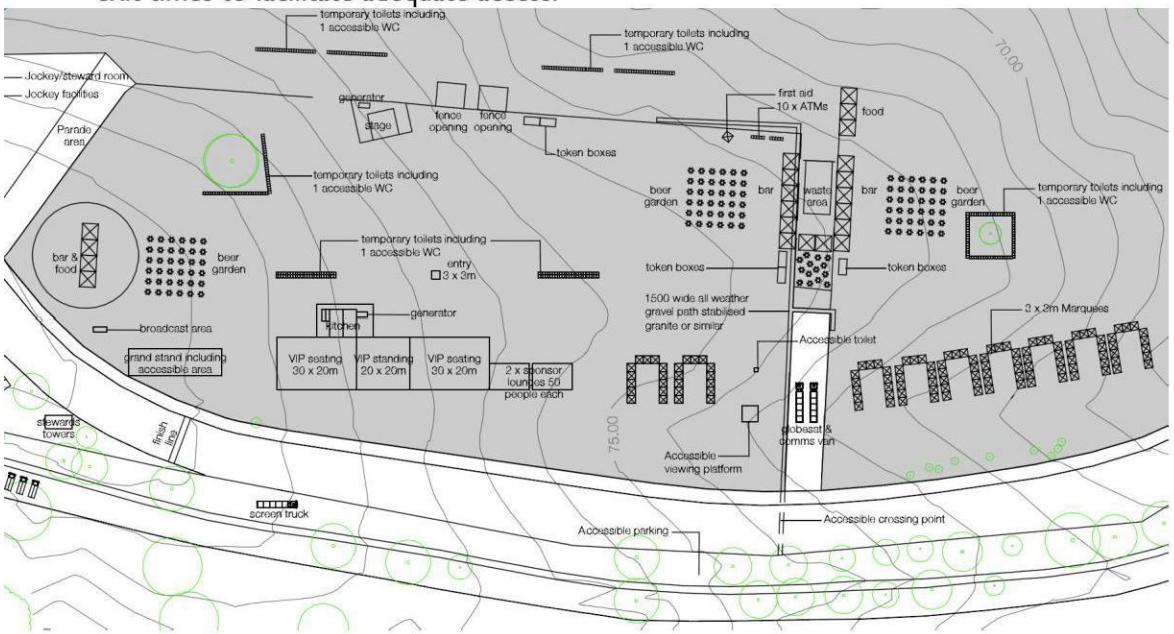
14. **Wayfinding Signage & Staff Training –** The event management shall ensure that people with disabilities shall be afforded with appropriate information and assistance to use the accessible facilities. The management systems shall incorporate;
    (a) Booking Systems that provide information about the range of accessible facilities and services such as; accessible parking locations, accessible pathways to accessible venues / or viewing areas, hearing augmentation area for outdoor amphitheatres and website access that requests patrons to indicate requests for assistance.
    (b) Event signage that incorporates directional signage and/or contact personnel to accessible facilities.
    (c) Staff Training that incorporates disability awareness training.



15. **Accessible Parking, Access Paths & Viewing :** Accessible parking and drop-off point will be provided on the southern aside of the track in close proximity to an accessible pedestrian path of travel to enter the patron viewing and activity areas.

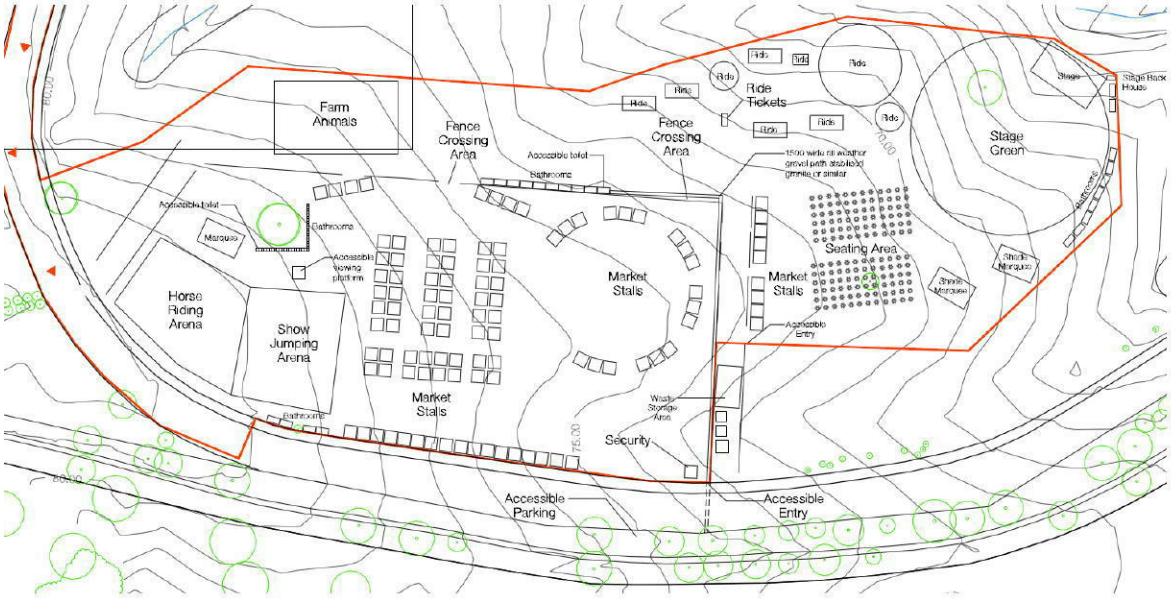
16. The plans indicate a stabilised gravel pathway to facilitate the accessible pathway, which will be detailed at a future design stage consistent with the intent of AS1428.1.

17. The turfed "accessible track crossing" could be managed with matting during entry and exit times to facilitate adequate access.

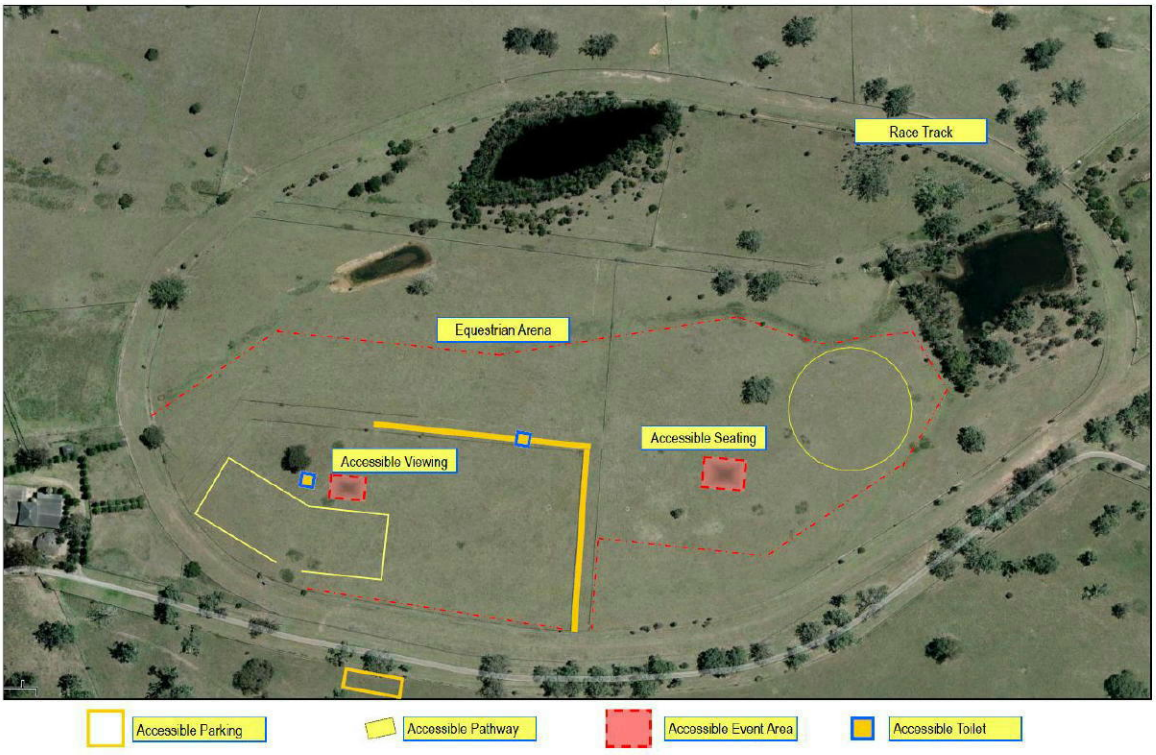


Racecourse layout

18. The extent of the stabilised gravel pathway is intended to commence at the track crossing and travel along the edge of the existing fenceline providing access to both eastern and western areas to link with accessible viewing areas, accessible toilets and essential amenities.



Equestrian Event layout

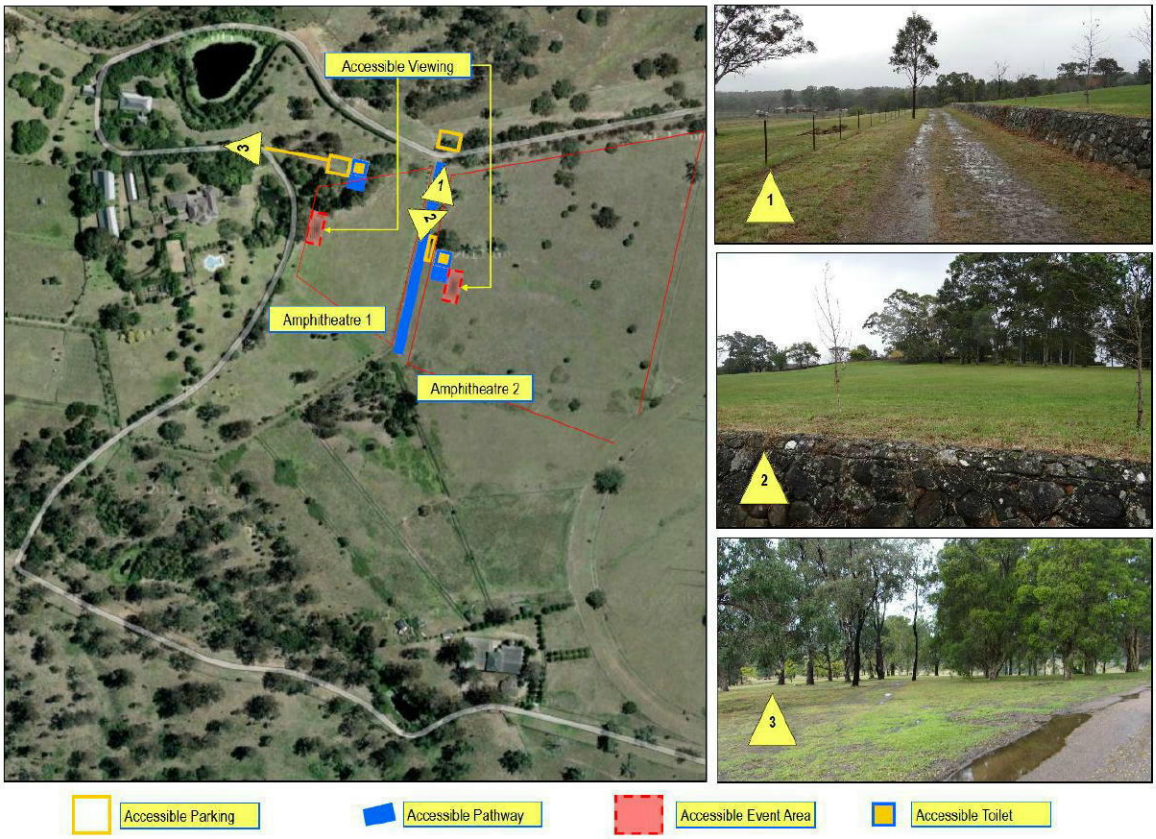


19. Accessible Toilets – While there are no permanent accessible toilets within the property the plans show 5-6 locations where temporary facilities can be installed pending the type of event with each location proposing the inclusion of an accessible toilet.

20. Appendix B provides examples of suppliers of sanitary facilities for temporary events that can also provide an accessible facility.

21. **Wayfinding Signage & Staff Training –** The event management shall ensure that people with disabilities shall be afforded with appropriate information and assistance to use the accessible facilities. The management systems shall incorporate;
    (d) Booking Systems that provide information about the range of accessible facilities and services such as; accessible parking locations, accessible pathways to accessible venues / or viewing areas, hearing augmentation area for outdoor amphitheatres and website access that requests patrons to indicate requests for assistance.
    (e) Event signage that incorporates directional signage and/or contact personnel to accessible facilities.
    (f) Staff Training that incorporates disability awareness training.

AMPHITHEATRES



22. The plans propose several outdoor amphitheatre style areas on the hill between the racecourse and Fernhill House which are bisected by a laneway and retaining wall as indicated above. Primary there is an upper and lower amphitheatre with specific accessibility provisions to ensure equitable and inclusive access to an event experience.

23. **Upper Amphitheatre 1** proposes accessible parking and accessible viewing platform in a co-located area adjoining the top ring road around the House while an accessible sanitary facility is to be added to the shown adjacent.

24. Lower Amphitheatre 2 proposes accessible parking and accessible viewing platform in a co-located area adjacent to the north-south laneway as shown below.

25. **Accessible Parking, Access Paths & Viewing :** Accessible parking and drop-off point will be provided that adjoins a pedestrian access to an accessible viewing platform.

26. Accessible Toilets – While there are no permanent accessible toilets within the property there are numerous suppliers of sanitary facilities for temporary events that can also provide an accessible facility. Appendix B provides examples.

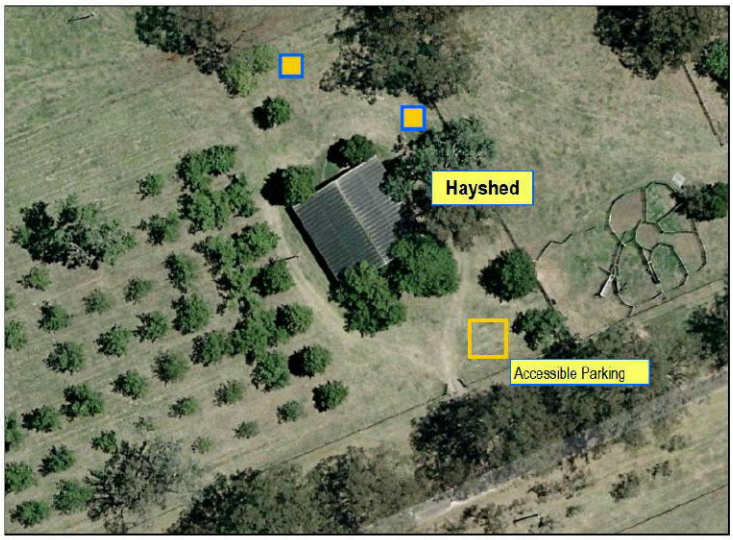
27. Wayfinding Signage & Staff Training – The event management shall ensure that people with disabilities shall be afforded with appropriate information and assistance to use the accessible facilities. The management systems shall incorporate;

(g) Booking Systems that provide information about the range of accessible facilities and services such as; accessible parking locations, accessible pathways to accessible venues / or viewing areas, hearing augmentation area for outdoor amphitheatres and website access that requests patrons to indicate requests for assistance.

(h) Event signage that incorporates directional signage and/or contact personnel to accessible facilities.

(i) Staff Training that incorporates disability awareness training.

HAYSHED & PECAN GROVE



Accessible Parking Accessible Pathway Accessible Event Area Accessible Toilet

28. **Accessible Parking : Hayshed -** The area will provide an accessible parking and drop-off point that adjoins a pedestrian access to the Hayshed.
29. The Hayshed will provide a paved forecourt that incorporates a level threshold entry consistent with AS1428.1.

30. **Accessible Toilets –** While there are no permanent accessible toilets within the property there are numerous suppliers of sanitary facilities for temporary events that can also provide an accessible facility. Appendix B provides examples.
31. Longer term the installation of a permanent accessible sanitary facility can be provided.

32. **Wayfinding Signage & Staff Training –** The event management shall ensure that people with disabilities shall be afforded with appropriate information and assistance to use the accessible facilities. The management systems shall incorporate;
    - **(j) Booking Systems** that provide information about the range of accessible facilities and services such as; accessible parking locations, accessible pathways to accessible venues / or viewing areas, hearing augmentation area for outdoor amphitheatres and website access that requests patrons to indicate requests for assistance.
    - **(k) Event signage** that incorporates directional signage and/or contact personnel to accessible facilities.
    - **(l) Staff Training** that incorporates disability awareness training.

APPENDIX A –TEMPORARY RAMPS

australian RAMP SYSTEMS

SMART ACCESS SOLUTIONS

Home | Aluminium Ramps | Timber Ramps | Steps | Landings & Decks | Portable Ramps | Accessories | Technical Info | FAQ | Contact

NEXUS™ SERIES III

Aluminium Modular ACCESS RAMPS

The Nexus Series is our premium range of modular access ramps. The collective components form an attractive design, which have minimal impact on the surroundings yet fulfill the primary objective of providing ease of access.

The system's features allow a multitude of uses - disabled access, shopping carts and prams, delivery trolleys, temporary construction and building site access, elevated walkways and use as a directional thoroughfare.

The optional perforated floorplate surface has been proven ideal for extreme weather conditions - heavy rain, frost and snow, cyclones or muddy tropical conditions. Unwanted substances drain away, whilst retaining a non-slip surface.

Checkerplate floor R10.5 slip rated | Perforated floor R12 slip rated | Epoxy floor R14 slip rated

Features

- Modular construction, steel frame sections
- Tubular steel handrails
- Aluminium ramp surface with non-slip finish
- Adaptable and interchangeable design
- No site construction required
- Suitable for indoor and outdoor use
- Fully adjustable to almost any height
- Colour coordinated to your requirements
- Load rated up to 500 kg
- Easy to assemble and available in kit form
- Can be delivered Australia wide
- 10 year structural warranty
- All steelwork is galvanised and powder coated for durability

Heavy duty handrails

Balustrade matching handrails

Optional School handrails

MODULAR LANDINGS & DECKS

A landing compliments a quality ramp.

In order to provide the circulation space required by AS 1428, Australian Ramp Systems has created an ingenius and flexible landing system to work with our ramps.

Landings can be the solution where you need to join up multiple doorways or add another building which has to link up to others. Where initially it seems that multiple ramps may be needed, often we can build the decking in to accommodate just one ramp as a less costly alternative, for example in accommodation units and school blocks.

Our landings are fully engineered, and supplied prefabricated with box-section framework and adjustable-height support legs. Modwood is the recommended flooring surface.

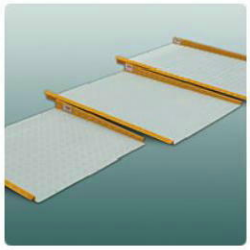
With an average width of 10m, landings are available in various sizes up to 60m long. However all landings are custom made to suit your needs and we offer you complete on-site access in one easy installation contract.

Features

- Aluminium 80mm x 40mm box section, fully-welded sub-frame
- Available up to 60m long
- Adjustable height support legs
- Load rating 300kg/m2
- Modwood surface recommended
- TGSI installation service

PORTABLE RAMPS

Australian Ramp Systems offers a variety of ramps to eliminate small trip hazards. Our portable ramps are lightweight and easy to install.



MINI RAMP

Mini ramps for long or short term use. Durable and adaptable to suit all situations, domestic or commercial.

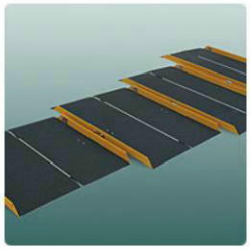
- Hinged for variable step heights
- 1000mm wide x 600, 900, 1200 or 1500mm long
- High visibility safety edges

Checker Plate Surface

Mounting Hinge

take a look...

Length (mm)	900	1200	1500
Width (mm)	1000	1000	1000
Recommended 1:10	90	120	150
Max Height	130	165	200



PORTABLE FOLDING RAMP

Aluminium floor plate with Deck Grip non-slip finish.

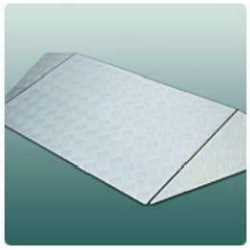
- Carry handle and velcro strap
- Suitable for indoor and outdoor use
- No assembly required
- High visibility safety edges

Folds for easy storage and transport

Deck Grip surface

take a look...

Length (mm)	900	1200	1500	2000
Width (mm)	945	945	945	945
Weight (kg)	9.5	12.5	15.5	19.5
Max Height	230	285	350	500

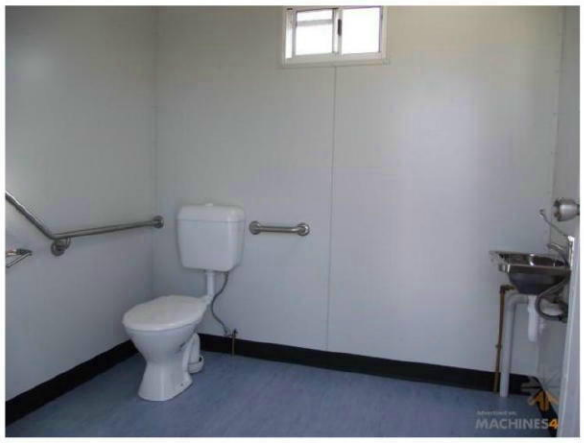


PORTABLE KERB RAMP

- 450mm long
- Free standing
- Adjustable height
- Hinged edges for easy storage
- Custom sizes available
- All sides have equal gradient

APPENDIX B – PORTABLE TOILETS

MACHINES4U
Buy & Sell Machinery Online



Auzbilt Transportable Buildings

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TRANSPORTABLE BUILDINGS

Product Range

Product Catalogue.

Disabled Toilet

2.4 x 2.4 metre disabled toilet with shower, hand basin, mirror, and air conditioning on request.

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An ALGECO SCOTSMAN Company

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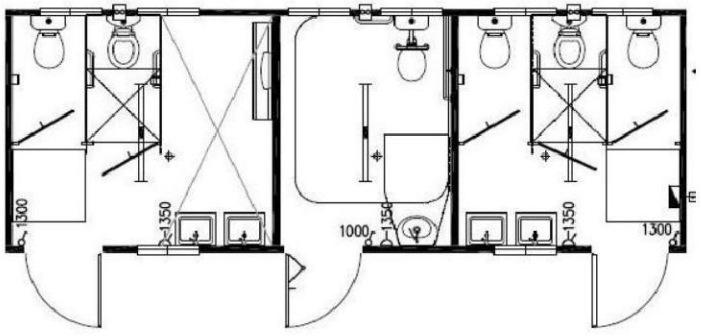

RENT A BATH ROOM

Portable Bathrooms | Mobile Bathrooms | Slimline Ensuites | Portable Showers | Portable Toilets | Disabled Toilets

0409 783 399 info@rentabathroom.com.au www.rentabathroom.com.au

Portable Bathrooms | Mobile Bathrooms | Slimline Ensuites | Portable Showers | Portable Toilets | Disabled Toilets | Builder's Toilets

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Disabled and Easy Access Portable Toilet hire

Wheel Chair Access for Disabled and Special Needs events and functions

The Rent A Bathroom Special Needs portable toilet features internal layout which meets Australian standards and has a flat ground level entry floor with wide door for ease of wheelchair access.

This cabinet has been time tested around the world and is made of rugged polyethylene for years of durable use. The one piece seamless roof gives the unit added strength and stability.

Hand grips on each side and built in corner grips make moving easy. The fit out inside is designed for special needs occupants and complies to the Australian Standard for disable toilets including the heavy duty stainless steel support railing and it's positioning.

KEY FEATURES

- Wide Self Closing Door
- Flat Floor Design which means no ramps
- Meets Australian Standards
- Translucent Roof provides bright interior
- Interior designed for special needs
- Easily operated hand pump
- Large waste and fresh water capacity

accessibility solutions (NSW) PTY LTD

CONSULTANCY PROFILE & STATEMENT OF EXPERTISE

Accessibility Solutions consultancy offers a range to services to provide advice for clients to develop new and modify existing buildings, facilities and services to be accessible to people with disabilities to comply with legislation and regulations relevant to people with disabilities.

Relevant legislation and regulations that underpins advice includes the Disability Discrimination Act (DDA) Building Code of Australia, Australian Standards 1428, HREOC Advisory Notes on Premises, DDA Transport Standard, State Environment Planning Policy No. 5 Housing for Older People or People With a Disability (SEPP 5) / Seniors Living Policy, SEPP 65 – Residential Flat Buildings Design Code and various local government DCP's.

The scope of services provided by Accessibility Solutions includes:

- Plan Appraisals and design advice
- Access Reports for development applications and construction certificates
- Expert Reports for Court evidence
- Access Auditing of existing buildings, facilities, transport conveyances and infrastructure
- Policy and document reviews and development of Disability Action Plans
- Staff training in access auditing

The services consider issues concerning people with all types of disability including; physical; vision; hearing, intellectual and other cognitive impairments that may affect access for people with a disability consistent with the Disability Discrimination Act.

As principle consultant Mark Relf has considerable experience and expertise in a wide range of access related projects and is a recognised Access Adviser approved by the NSW Ageing and Disability Department and has attained accreditation with the Association of Consultants in Access Australia for the purposes of providing advice concerning access to the built environment and services for people with disabilities.

His expertise has been gained over 20 years working in management and advocacy roles within the disability sector and since 1994 providing advice to clients on access issues. Mark also participates on various key committees concerning access for people with disabilities. His qualifications and affiliations are:

- Accredited Member of the Association of Consultants in Access Australia.
- Member, Standards Australia ME/64 Committee responsible for the AS1428 suite and AS4299 – Adaptable Housing.
- Member, NSW Heritage Office's – Fire, Access and Services Advisory Panel.

ACA
AUSTRALIA

CERTIFICATE OF MEMBERSHIP

THIS IS TO CERTIFY THAT
Mark P Relf
WAS ADMITTED AS AN
Accredited Member
OF THE ASSOCIATION OF CONSULTANTS IN ACCESS, AUSTRALIA INC.
ON THE *Tenth* DAY OF *October, 2000*

PRESIDENT

SECRETARY

MEMBERSHIP NO. 74

SENTRY BUSINESS RESILIENCE SOLUTIONS PTY LTD
ABN 28 335 870 819

FERNHILL
-1842-

Operational Plan of Management
Events in Modes 1-3
Fernhill Estate – NSW

Prepared by: Stephen Goss
(MRM [Monash], AFRMIA, CPMSIA, CPRM)

Date: 16 December 2013

SENTRY
business resilience solutions

Activity/Event(s) Operational Plan of Management

TABLE OF CONTENTS

SECTION 1: INTRODUCTION

Sentry Business Resilience Solutions Pty Ltd (SBRS) has been engaged by Cubelic Holdings Pty Ltd to provide an Operational Plan of Management to support a Development Approval application for the Fernhill Estate, 1041 Mulgoa Road, Penrith NSW.

This Operational Plan of Management has been compiled in accordance with the requirements of the Penrith City Council Development Approval for Fernhill Estate. In particular, the area of the estate referred to as the Central Precinct.

Fernhill Estate and its representatives are aware of their obligations to comply with all relative legislation, Council requirements and its social responsibilities in the Operation of its facilities, and this Operational Plan of Management incorporates that understanding.

This Plan of Management acknowledges that it is applicable to existing permanent/fixed facilities as well as temporary structures required for the successful conduct of Activities, the subject of this Plan.

There is the potential that, due to the Class and intended use of the buildings or structures, as Places of Public Entertainment and as identified in the Building Act 1993, Building Regulations 2006 and/or the Building Code of Australia, an Occupancy Permit may be required. In circumstances where an Occupancy Permit is required, the description of and the maintenance requirements of the Essential Safety Measures will be identified. Fernhill Estate undertakes to comply with all of those requirements.

A description of buildings and proposed structures, the subject of this Plan and referred to above, are described below:

- Use of land, existing structures and temporary structures for the use of Events, Functions
- Use of land, existing structures and temporary structures for the use as Equestrian Centre comprising agistment, riding, training and riding events
- Use of land and temporary structures for sporting activities
- Temporary use of land, existing structures for the purpose of outdoor entertainment

- Use of land - existing structures and temporary structures for the purpose of a camping ground ancillary to the above uses
- Use of land - existing structure and temporary structures for the purpose of a market ancillary to the above uses

SECTION 2: ACTIVITIES/EVENTS OVERVIEW

The Activities and Events identified for the purpose of this Management Plan have been separated into three (3) Modes of Operation. The purpose of these Modes is to ensure the appropriate level of planning and rigour is applied, and not a one size fits all approach is undertaken.

Each Mode has a separate profile which is summarised below:

Mode 1 – Regular (Small) Activities

Regular Activities proposed include:

- Events/functions – weekly uses for functions, corporate events
- Recreation facility including:
    - Regular equestrian events – in addition to riding school, horse boarding and training
    - Regular sporting training and outdoor recreation activities
- Installation of temporary structures and associated facilities (Potential dimensions up to 25m x 15m)
- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity
- Attendances of up to 300 people (not including staff or service providers)
- Parking requirements of up to 150 cars
- Markets associated with Regular Activities
- Camping associated with Regular Activities

Regular Activities will typically attract attendee numbers in the vicinity of up to 300 people, confirmed 1-2 times per week and can include charity/community events such as fund raising dinners where the venue facilities are provided as a donation to the organisers.

Mode 2 - Medium Activities

Medium Activities proposed include:

- Events/functions anticipated to attract above 300 people and up to a maximum of 2,500 people(not including staff or service providers)
- The total number of attendees does not require the submission of a specific Traffic Management Plan for each Activity/Event
- Frequency anticipated to be 1-2 a month
- Duration of main Activity/Event typically not exceeding 1 Day duration
- Installation of temporary structures and associated facilities (Potential dimensions up to 25m x 15m)
- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity
- Parking requirements of up to 1000 cars
- Minimal disruption to local amenity (neighbors, traffic flow, noise etc)
- Markets associated with Medium Activities
- Camping associated with Medium Activities

Medium sized activities will typically attract attendee numbers over 300 but less than 2,500 in total. While there may be some impact on local amenity, it is anticipated that this will be manageable through the establishment of clear principles to be applied by Fernhill Estate in conducting these Activities/Events.

Mode 3 – Large/Signature Activities (Conditional)

Medium (Conditional) Activities proposed include:

- Events associated with the equestrian facility such as Picnic races, Horse of the year (attracting attendees in the order of 10,000 – 15,000 people)
- Large concerts, music festival (attracting attendees in the order of up to 15,000 people)
- major recreation competitions including Tough Mudder event twice a year (attracting a maximum of 15,000 people per Activity)
- Installation of temporary structures and associated facilities (may include marquees, temporary seating, infrastructure etc.)
- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity
- Events/functions anticipated to attract above 2,500 people and up to a maximum of 15,000 people

- The total number of attendees requires the implementation of an approved Traffic Management Plan for each Activity/Event
- Frequency anticipated to be up to 6 – 8 per annum
- Duration of main Activity typically not exceeding 1 Day duration
- Installation of temporary structures and associated facilities (Potential dimensions up to 25m x 15m)
- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity
- Parking requirements of up to 4,000 cars
- Minimal disruption to local amenity (neighbors, traffic flow, noise etc)
- Suited to local community events such as:
    - Carols by Candlelight (1 evening)
    - Easter Egg Hunt (1 day)
    - Smaller musical events such as concerts
    - Melbourne Cup display (1 day plus 5 days of school visits in lead up)
    - Moonlight cinema (4-6 evenings per annum – Summer months)
- Markets associated with Medium (Conditional)Activities/Events
- Camping associated with Medium (Conditional)Activities/Events

Large/Signature Activities (Conditional) sized activities will typically attract attendee numbers over 2,500 but less than 15,000 in total. While there may be some impact on local amenity, it is anticipated that this will be manageable through the establishment of clear principles to be applied by Fernhill Estate in conducting these Activities/Events.

These Events may be conducted over a number of days including the setup, operation and dismantling of infrastructure. It is also anticipated that Activities in this Mode will require detailed planning, community consultation and will have a more significant impact on the local amenity.

SECTION 3: ACTIVITY AND EVENT LOCATIONS (SITE PLAN)

Fernhill Estate has developed a comprehensive Central Precinct plan, which indicates the following proposed areas of activity:

- Race Track

- Hayshed
- House & Garden
- Farm Buildings & Western Paddocks
- Race Track Amphitheatre
- Campgrounds
- Car parking locations

Mode 1 Activity – It is not proposed that further site plan information be required for each Event with respect to this Mode of Activity. Areas of significance, such as compliance aspects, are addressed elsewhere in this Plan.

Mode 2 Activity - It is not proposed that further site plan information be required for each Event with respect to this Mode of Activity. Areas of significance, such as compliance aspects, are addressed elsewhere in this Plan.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that specific and detailed Site Plans are developed as a part of the Approval process.

Without limiting the Scope of the individual Site Plans, they will potentially include such information as:

- Detailed Activity Area Maps/Drawings/Plans
- Locations of fixed/temporary infrastructure (buildings, utilities, amenities, catering, first aid positions etc.)
- Areas of Activity across Central Precinct (ie; course layout, fields of play, pedestrian paths of travel, car parking, 'no go'/restricted areas where required)
- Identified Emergency Vehicle/Service Access/Egress routes (incorporating potential for mass evacuations, safe havens etc) & location of helicopter landing areas (dependent upon Event/Activity profile)
- Other detail that may be required in each particular circumstance (may be based upon a specific Stakeholder request)

SECTION 4: STAKEHOLDER ENGAGEMENT

Mode 1 Activity – Other than Fernhill Estate, the Client and Suppliers, it is anticipated, that unless there are particular circumstances warranting it, no additional Stakeholder engagement is required for these Activities/Events.

Mode 2 Activity - Other than Fernhill Estate, the Client and Suppliers, it is anticipated, that unless there are particular circumstances warranting it, no additional Stakeholder engagement is required for these Activities/Events.

Mode 3 Activity - As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that specific and detailed Stakeholder Engagement Plans are incorporated into the individual application. This may include (by way of example only) stakeholders such as:

- Penrith City Council
- Event Management/Organisers/Promoters
- NSW Police
- Fire and Rescue
- Ambulance NSW
- Office of Liquor Gaming & Racing
- WorkCover NSW
- Residents/Neighbours
- Suppliers

SECTION 5: RISK MANAGEMENT

Fernhill Estate has engaged the services of Sentry Business Resilience Solutions Pty Ltd (SBRS), a known and well respected Event Risk Management service provider to identify the potential Activity/Event related risks. A number of these risks and the related control measures are identified and clearly articulated throughout this Plan. In addition, SBRS is providing Fernhill Estate with the various tools, processes and resources to ensure that this is an ongoing process, and in line with the internationally recognised ISO/AS/NZS 31000:2009 Risk Management Standard.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no specific risk management planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no specific risk management planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that specific

and detailed risk management plans are compiled as a part of the DA process. This may be compiled by Fernhill Estate or the respective Activity/Event Organiser/Promoter.

SECTION 6: SAFETY MANAGEMENT

Fernhill Estate understands its legislative responsibilities under the NSW Workplace Health and Safety Act & Regulations.

Fernhill Estate has in place processes to ensure that hazards and risks associated with their activities are known, understood and controlled so as to eliminate those hazards and risks and where this is not possible, they have been reduced to as low as reasonably practicable.

Fernhill Estate has in place processes to address its obligations under the various pieces of legislation and has also addressed the safety obligations/requirements of third party suppliers and contractors undertaking work related activities on property controlled by Fernhill Estate, to the extent of its obligations.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional safety management planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional safety management planning is required for these Activities/Events.

Mode 3 Activity – Fernhill Estate has engaged the services of SBRS, a known and well respected Event Safety Management service provider to ensure that appropriate planning takes place to firstly ensure safety of people and assets during the build, public safety and dismantle phases of Events in this Mode and secondly to ensure that the planning and the activities undertaken are compliant with the WHS Legislation in NSW.

As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that specific and detailed Activity/Event Safety Management Plans will be prepared incorporating the phases of Build, Operations and Dismantling of Activity/Related infrastructure, service provision and public safety. This may include, but not limited to:

- Site access controls

- Inductions (May require consideration of Construction Induction accreditation)
- Contractor Management (selection and oversight)
- High Risk Activities (forklifts, height, dangerous goods)
- Safe Work Method Statements
- Structural integrity assurance (engineering inspection & signoff)
- Provision of Event Safety Officers (audits, inspections, incident management etc)
- Any additional safe systems of work required

BUILDING AND FIRE SAFETY REGULATIONS

As identified earlier, the Activities/Events planned for Fernhill Estate will be subject to the requirements of the Building Act, Regulations and Code of Australia incorporating the various Essential Safety Measures. This includes temporary structures such as marquees where an Occupancy Permit is required due to the size and intended use of the structure. Typically, a number of Essential Safety Measures are included in the permit and are required to be complied with.

In addition, there may be additional Activity/Event specific conditions set at the request of the relevant Agency such as Penrith City Council or the NSW Rural Fire and Rescue Services. This may be particularly relevant when considering events with high risk activities such as fireworks, fire related spectacles or whether or not a high fire danger period is in existence.

Fernhill Estate gives the commitment that it will use best endeavours to ensure all aspects of fire safety regulatory compliance will be managed, regardless of the Mode of Activity.

FIRE SAFETY

Activity/Event specific Emergency Management Plans and Event Risk Management Plans will address the fire related risks generated by the Activity/Event or may be exposed to fire related risks in the vicinity (eg; wildfire risk) and is a consideration regardless of the Mode of Activity/Event.

GAS SAFETY

Fernhill Estate will apply best practice in relation to Gas Safety by applying the Code of Practice for the safe use of LP Gas at Public Events, particularly as it relates to food vendors and catering activities.

This process applies to all Modes of Activity/Event.

ELECTRICAL SAFETY

Fernhill Estate will apply the following requirements on any electrical contractor, installing temporary electrical supply requirements, or Event Organiser/Promoter engaging their own supplier/contractor for all Activities/Events, regardless of the Mode:

- AS/NZS 3002: 2008 Electrical Installations – Shows and Carnivals
- Work Health and Safety Act & Regulations 2011 (NSW)

TEMPORARY STRUCTURES & FACILITIES

The activities associated with the delivery installation and removal of temporary structures and facilities may be subjected to the requirements of several specific pieces of safety related legislation. The activities, regardless of the Mode of the Activity/Event, may include use and movement of high risk plant, high risk construction, working at height, structural integrity etc., and may require specific control measures to be in place.

Fernhill Estate has in place, practices to address those workplace hazards and will ensure that any third parties undertaking work on the site have in place appropriate measures. Fernhill Estate will apply its own contractor management procedures in the selection and management of suppliers. On the occasion where an Activity/Event organiser/promoter is responsible for the venue, Fernhill Estate will ensure that the respective Duty Holders are aware of their responsibilities and apply the required level of safety management rigour whilst on site.

With respect to temporary structures/facilities, structural integrity assurance processes will be in place (including any permits/approval requirements).

SECTION 7: EMERGENCY MANAGEMENT

The "Model" Emergency Management Plan for Modes 1 to 3 is located as an attachment to this Operational Plan of Management at Appendix "A"

Fernhill Estate understands its obligations to prepare for, respond to and recover from emergency situations. It also understands its obligations under the Workplace Health and Safety Act and Regulations, and more specifically under Division 4 "Emergency Plans - Duty to prepare, maintain and implement emergency plan" of the Workplace Health and Safety Regulations 2011 (NSW).

Fernhill Estate has engaged the services of SBRS, a known and well respected Event Emergency Management service provider to ensure that appropriate planning takes place to ensure that the Plans for emergencies cover realistic likely emergency situations, the appropriate resources available to respond in an emergency and safe access egress into the Event location regardless of Mode.

Fernhill Estate has an Emergency Management Plan incorporating all of the required information and specifically related to the operational requirements of the Fernhill Estate site, based upon Australian Standard 3745 – "Planning for Emergencies in Facilities" and acknowledging the Emergency Management Arrangements for NSW.

The Fernhill Estate Emergency Management Plan accommodates the requirements of Modes 1 & 2 and will adopt a traditional "all hazards approach" to the management of emergencies. The Emergency Management Planning of Mode 3 is detailed further below.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional emergency management planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional emergency management planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that specific and detailed Emergency Management Plans are compiled for each Activity/Event on an individual basis.

These Plans will be developed in consultation with the respective Agencies and will address the emergency situations likely to arise from an event of that nature. While also adopting an "all hazards" approach, these plans may require individual consideration due the nature and circumstances of the Activity/Event, including any consideration of onsite overnight camping activities.

FIRST AID

Fernhill Estate understands its obligations to provide First Aid facilities for Activities/Events for which it has control, in particular the requirements of Division 3 "First Aid – Duty to Provide First Aid", Workplace Health & Safety Regulations 2011 (NSW). Fernhill Estate provides the following First Aid resources for Activities in Modes 1, 2 & 3:

- Sufficient First Aid Qualified personnel at the nominated Activities/Events
- Suitably equipped, maintained and accessible First Aid Kits and facilities

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional First Aid provision is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional First Aid provision is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that the Emergency Management Planning and arrangements address specific and detailed first aid considerations and, in accordance with the above mentioned legislative requirements, will have due consideration to the following:

- the nature of the Activity/Event and the associated works (build, operations & dismantle) being carried out
- the nature of the hazards presented by the Activity/Event and the associated works(build, operations & dismantle)
- the size and location of the Activity/Event footprint
- the number and composition of the attendances at the specific Activity/Event (including both participants and spectators)

A typical approach (by way of example only) may include either Fernhill Estate or the Activity/Event Organiser/Promoter engaging the services of a professional

First Aid provider who will liaise with Emergency Services in developing an appropriate Medical (First Aid) Response Plan as a part of the Emergency Management arrangements for the Activity/Event.

SECTION 8: SECURITY MANAGEMENT

Security arrangements will be commensurate with the size and complexity of the Activity/Event (all Modes). The scaled approach to security arrangements will require a focus on aspects such as, personal safety, asset protection, bag searches (only if and when required based upon risk assessment of the Activity/Event), cash handling, external perimeter(s), patrolling of car parking areas, main Activity/Event area (public order), the licensed (liquor) area(s) and local residents property boundaries. Only those Security Officers deemed competent and qualified who have a valid license will be utilized throughout the Activity/Event.

Fernhill Estate will have processes in place to ensure that the appropriate security arrangements are in place to prevent unauthorized items being brought into the precinct.

SECTION 9: LIQUOR LICENSING & MANAGEMENT

Fernhill Estate is in the process of applying for an appropriate Liquor Licence to cover the various Activities/Events to be held at the venue in the Central Precinct. Until Fernhill Estate obtains that Licence, it will continue to engage the services of competent and appropriately Licenced Vendors/Suppliers to accommodate the liquor service requirements. Fernhill Estate will also continue to ensure those third party suppliers maintain the highest standards of Liquor legislative compliance and management planning.

Fernhill Estate is fully aware of its obligations under the Liquor Act 2007 and the Liquor Regulations 2008. In addition to this legislation, Fernhill Estate is also aware of its community and social responsibilities and undertakes to work closely at all times with Penrith City Council and the local community endeavouring at all times to eliminate wherever possible any adverse effects to the local amenity and where elimination may not be possible, to ensure that any impact is minimised to an acceptable level as it relates to the provision of alcohol as a part of its Activities/Events.

An Alcohol Management plan will be in place for all Activities/Events where liquor is to be served as a part of that Activity/Event.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Liquor Management Planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Liquor Management Planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that the Liquor Management Plans will incorporate elements which include:

- Legislative Compliance (incorporating conditions attached to any licence/permit by Authorities)
- Responsible Service of Alcohol (trained personnel, practices and clear demonstration of RSA)
- Provision of appropriate levels of security, commensurate with the dynamics of the Activity/Event.
- Risk Assessment through the Event Risk Management planning process
- Site specific communication arrangements
- Procedures covering confiscated / contraband items
- Incident reporting
- Entry and Exit Procedures (ie; include bag searches etc.)
- Responsible Service of Alcohol (RSA)

Any Plans will be developed in consultation with all relevant stakeholders including Fernhill Estate, Penrith City Council, Office of Liquor Gaming and Racing and NSW Police.

SECTION 10: FOOD AND CATERING

The "Model" Food Safety Management Plan for Modes 1 to 3 is located as an attachment to this Operational Plan of Management at Appendix "B"

As a part of the service offering at Fernhill Estate, food and catering are core to the business.

Irrespective of the Mode of the Activity/Event, Fernhill Estate undertake to provide the highest standards of performance with respect to food safety and will ensure that any third party suppliers, engaged to operate at the venue, will do the same. Fernhill Estate is fully aware of its obligations under the Food Act 2003 (NSW), Food Regulation 2010 (NSW) and the National Food Standards Code (FSANZ) and any requirements of the NSW Food Authority.

Fernhill Estate undertakes to comply with each of those requirements. On the occasions where Fernhill Estate engages temporary catering services, or an Activity/Event Organiser/Promoter utilises the services of non Fernhill Estate managed caterers, the same level of Food Safety will be insisted upon.

Information will be communicated to all parties in relation to relevant permits for Health and Temporary Food Operations with Penrith City Council. Information will be communicated to vendors in relation to Building Regulations (Fire, Emergency Preparedness and Electrical and Gas Safety).

Onsite monitoring and auditing will be implemented as a part of the overall event risk assurance program.

SECTION 11: CAMPING & CAMPGROUNDS

Fernhill Estate offers overnight camping facilities to Activity/Event attendees. Key principles will continue to be applied to all camping activities at the site including:

- Campground supervision & oversight
- Emergency Procedures
    - First Aid
    - Notification/Response
- Terms and Conditions, incorporating disallowed activities (examples below)
    - Unstable structures
    - Banning open/unattended fires
    - Gas/electrical safety
    - Unruly behaviour (excessive liquor consumption, loutish behaviour)
- Available and accessible facilities and amenities

It is anticipated that this service will be required where Events/Activities extend beyond 1 day duration and while available for Activities/Events in all Modes, it is

more probable for those in the category of Mode 3, the subject of individual DA processes.

The risks associated with the provision of Camping facilities are understood by Fernhill Estate and the appropriate control measures will be implemented.

SECTION 12: TRAFFIC MANAGEMENT

The "Model" Traffic Management Plan for Modes 1 to 3 is located as an attachment to this Operational Plan of Management at Appendix "C"

Fernhill Estate have engaged Who Dares Pty. Ltd. As their well-known recognised and competent Traffic Management planner/adviser. Who Dares have provided a series of 'model' Traffic Management Plans supporting Modes 2-3. These plans are tested and robust yet are flexible for minor alterations dependent upon the characteristics of the specific Event.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Traffic Management Planning is required for these Activities/Events.

Mode 2 Activity - A Traffic Management Plan has been prepared for Fernhill Estate, catering for the Mode 2 Activity/Events due to the expected number of attendees and their vehicles.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that a Traffic Management Plan, specifically dedicated to each individual Activity/Event is compiled as a part of the application. A model Traffic Management Plan has been developed to cover Events likely to fall into this Mode of Operation.

SECTION 13: CAR PARKING ARRANGEMENTS

The "Model" Parking Management Plan for Modes 1 to 3 is located as an attachment to this Operational Plan of Management at Appendix "C" (Included in the Traffic Management Plan)

Fernhill Estate has sufficient off road parking available onsite for Activity/Event attendees. The parking facilities accommodate Accessibility requirements with sufficient disabled parking places, located as near as practicable to the required areas of activity.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Parking Management Planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Parking Management Planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that an internal parking management plan is prepared for the site as a part of the submission. A model Parking Management Plan has been developed to cover Events likely to fall into this Mode of Operation and is contained within the model Traffic Management Plan.

SECTION 14: PUBLIC TRANSPORT

Due to the location of Fernhill Estate and the nature of the various Activities/Events anticipated for the venue, there is a high likelihood that the majority of attendees would arrive and depart via road based transport (cars, buses, taxis etc). There is a need to consider alternative transport options, including available Public Transport. Public Transport locations have been identified, with the closet railway station at Penrith.

Mode 1 & 2 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Public Transport Planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that the Operational Plan of Management incorporates the available Public transport options and how that information will be communicated to Activity/Event attendees.

SECTION 15: ADJOINING RESIDENTS ACTION PLAN

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional resident specific communications is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional resident specific communications is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that an Adjacent Resident Action Plan is prepared as a part of the submission.

The Action Plan may incorporate activities such as:

- Website information
- Community newspaper, noticeboards,
- Council website
- Resident letterbox drop which may include details similar to the following:
    - Overview of the event and activity details
    - Dates and start / finishing times
    - Potential noise impacts to residents
    - Public transport & Traffic Management Arrangements
- Resident Hotline Number (Complaints, feedback) with personnel available to action calls received in real time
- Notification to attendees to be mindful of local amenity impacts

SECTION 16: ACCESSIBILITY

Accessibility has been incorporated into future infrastructure planning for the Fernhill Estate site.

Fernhill Estate recognizes the requirements set out under the Disability Discrimination Act 1992 and the requirements of the Building Code of Australia (BCA) in relation to Accessibility.

The Fernhill Estate site will be managed in relation to accessibility and will use its best endeavours to provide services including:

- Reserved accessible parking close to entrances to all locations
- Accessible toilets close to activity/event activities
- Accessible viewing locations for wheelchair patrons/persons with impaired mobility close to all entertainment areas.

SECTION 17: WASTE (INCLUDING WASTE WATER) MANAGEMENT

The "Model" Waste Management Plan for Modes 1 to 3 is located as an attachment to this Operational Plan of Management at Appendix "D"

Fernhill Estate has engaged Closed Loop Services Pty Ltd, a competent and well respected Waste Management Service provider. A comprehensive waste and recycling plan has been developed for the all Activities/Events regardless of the Mode.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Waste Management Planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Waste Management Planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that a dedicated Waste Management Plan is prepared as a part of the submission, making sure that it addresses thy type and volumes of waste and recycling anticipated to be generated from the specific Activity/Event.

SECTION 18: ENVIRONMENTAL IMPACT

Fernhill Estate is aware of the potential impact that Activities/Events of the nature proposed in this Plan can have on the environment and undertakes to apply best practice environment protection measures for all Activities/Events on the site. While the intent is to ensure these Activities/Events have either no or minimal environmental impacts, Fernhill Estate undertakes to ensure remediation is undertaken immediately following the conclusion of any Activity/Event if required.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Environmental Management Planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Environmental Management Planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that a specific Environmental Management considerations are addressed as a part of the submission clearly identifying accountability and responsibility for the requirements of the Plan.

SECTION 19: POTABLE WATER SUPPLY

The "Model" Potable Water Management Plan for Modes 1 to 3 is located as an attachment to this Operational Plan of Management at Appendix "E"

Fernhill Estate has enlisted the services of The Water Monster to provide a suitable supply of fresh drinking water (potable) for its Events. While Modes 1 to 3 will typically have sufficient supply of fresh drinking water, there will be occasion, due to the size of the Event, the number of attendees and the particular weather circumstances may dictate that existing supplies will require augmentation.

Mode 1 Activity – In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Potable Water Management Planning is required for these Activities/Events.

Mode 2 Activity - In this Plan, it is anticipated, that unless there are particular circumstances warranting it, no additional Potable Water Management Planning is required for these Activities/Events.

Mode 3 Activity – As each Activity/Event identified in this Mode will be the subject of separate and individual DA processes, Fernhill Estate will ensure that a specific Potable Water Management considerations are addressed as a part of the submission clearly identifying accountability and responsibility for the requirements of the Plan.

Appendix A – Model Emergency Plan

SENTRY BUSINESS RESILIENCE SOLUTIONS PTY LTD
ACN 140 744 609

Fernhill Estate

(Events/Functions - Emergency Management Plan)

Modes 1 - 3

2013

Stephen Goss

16 December 2013

SENTRY
business resilience solutions

Document Authorisation

Compiled by: Stephen Goss

Date: 16 December 2013

Distribution

Name	Organisation	From (Issue)	To (Issue)
Agencies	• Penrith Police • NSW Rural Fire Service • Ambulance NSW • Penrith City Council • Lifesaving NSW • Event Ops • ACG Security • Nepean Blue Mountains Health District		

Document History

Issue	Date	Compiled by	Changes
V1	7 August 2013	SentryBRS	Initial Draft
V2	16 December 2013	SentryBRS	Revised Plan

Table of Contents

Introduction

Scope

This manual details the emergency management plan and response procedures in place for the following location and event:

Location: **Fernhill Estate, Mulgoa (Penrith)**

Address: **1041 Mulgoa Rd Penrith New South Wales**

Date:

Authorities

This document is prepared using guidance from the following sources:

- Workplace Health and Safety Act 2011 & Regulations 2011 (NSW)
- AS/NZS 3745:2010 "Planning for Emergencies in Facilities"
- Emergency Management Arrangements for NSW
- NSW-North West Metropolitan Emergency Management District (incl. Penrith) (DISPLAN) –Interim Version-23 December 2011
- NSW – Health Plan – Supporting Plan to State DISPLAN - 17 February 2009 (Western Sydney, Penrith) (v 3.5 December 2009)
- Victorian Worksafe Guidance on Managing Major Events Safely (As it applies to Events in General)
- Planning Guide for Event Managers (NSW) Website

Modes of Operation

Mode 1 – Regular (Small) Activities

Regular Activities proposed include:

- Events/functions – weekly uses for functions, corporate events
- Recreation facility including:
    - Regular equestrian events – in addition to riding school, horse boarding and training
    - Regular sporting training and outdoor recreation activities
- Installation of temporary structures and associated facilities (Potential dimensions up to 25m x 15m)
- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity
- Attendances of up to 300 people (not including staff or service providers)
- Parking requirements of up to 150 cars
- Markets associated with Regular Activities
- Camping associated with Regular Activities

Regular Activities will typically attract attendee numbers in the vicinity of up to 300 people, confirmed 1-2 times per week and can include charity/community events such as fund raising dinners where the venue facilities are provided as a donation to the organisers.

Mode 2 - Medium Activities

Medium Activities proposed include:

- Events/functions anticipated to attract above 300 people and up to a maximum of 2,500 people(not including staff or service providers)
- The total number of attendees does not require the submission of a specific Traffic Management Plan for each Activity/Event
- Frequency anticipated to be 1-2 a month
- Duration of main Activity/Event typically not exceeding 1 Day duration
- Installation of temporary structures and associated facilities (Potential dimensions up to 25m x 15m)

- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity
- Parking requirements of up to 1000 cars
- Minimal disruption to local amenity (neighbors, traffic flow, noise etc)
- Markets associated with Medium Activities
- Camping associated with Medium Activities

Medium sized activities will typically attract attendee numbers over 300 but less than 2,500 in total. While there may be some impact on local amenity, it is anticipated that this will be manageable through the establishment of clear principles to be applied by Fernhill Estate in conducting these Activities/Events.

Mode 3 – Large/Signature Activities (Conditional)

Medium (Conditional) Activities proposed include:

- Events associated with the equestrian facility such as Picnic races, Horse of the year (attracting attendees in the order of 10,000 – 15,000 people)
- Large concerts, music festival (attracting attendees in the order of up to 15,000 people)
- major recreation competitions including Tough Mudder event twice a year (attracting a maximum of 15,000 people per Activity)
- Installation of temporary structures and associated facilities (may include marquees, temporary seating, infrastructure etc.)
- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity
- Events/functions anticipated to attract above 2,500 people and up to a maximum of 15,000 people
- The total number of attendees requires the implementation of an approved Traffic Management Plan for each Activity/Event
- Frequency anticipated to be up to 6 – 8 per annum
- Duration of main Activity typically not exceeding 1 Day duration
- Installation of temporary structures and associated facilities (Potential dimensions up to 25m x 15m)
- Provision of mobile/temporary catering facilities/amenity commensurate with the size of audience/activity

- Parking requirements of up to 4,000 cars
- Minimal disruption to local amenity (neighbors, traffic flow, noise etc)
- Suited to local community events such as:
    - Carols by Candlelight (1 evening)
    - Easter Egg Hunt (1 day)
    - Smaller musical events such as concerts
    - Melbourne Cup display (1 day plus 5 days of school visits in lead up)
    - Moonlight cinema (4-6 evenings per annum – Summer months)
- Markets associated with Medium (Conditional)Activities/Events
- Camping associated with Medium (Conditional)Activities/Events

Large/Signature Activities (Conditional) sized activities will typically attract attendee numbers over 2,500 but less than 15,000 in total. While there may be some impact on local amenity, it is anticipated that this will be manageable through the establishment of clear principles to be applied by Fernhill Estate in conducting these Activities/Events.

These Events may be conducted over a number of days including the setup, operation and dismantling of infrastructure. It is also anticipated that Activities in this Mode will require detailed planning, community consultation and will have a more significant impact on the local amenity.

Document Layout

This Document is divided into 3 Sections:

Emergency Management plan

This section provides an overview of the elements of the emergency plan, incidents addressed in the procedures, site emergency-related resources, emergency response and evacuation processes and post-incident considerations.

Response Procedures

This section provides response guidelines for various emergency situations/critical incidents.

Appendices

A. Specific Incident Response Procedures
B. Emergency (External) Contact Numbers
C. Key Agency and Service Supplier – Contacts List
D. Condition Monitoring (Weather, fire etc)
E. Description of Event
F. Emergency Control Organisation
G. On Site Agency Contacts
H. Emergency Log
I. Assembly/Evacuation Areas
J. Maps & Site Plans

Document Control

Manual Copy #	Located At	Responsibility of
1	Fernhill Estate	Simon/Brenda Tripp
2	Event Control (EC)	
3	Ambulance NSW	

4	First Aid Provider	
5	NSW Police	
6	NSW Rural Fire Service	
7	Penrith City Council	
8	Sentry BRS	
9	Counter Disaster Manager for Western Sydney	
10	Western Sydney Local Health District	
11	Global Event Management	

Event Cancellation, Cessation, Postponement Criteria – Decision Matrix

Consideration Criteria	Saturday/Sunday	Decision Timing	Decided by:	Action Required
Code Red Fire Danger Rating	Cancellation	Monitoring from 4 Days Prior <INSERT DATE CALC>	Fernhill Estate	Activate Communications Strategy
Extreme Fire Danger Rating	Consider Cancellation / Postponement	Monitoring from 4 Days Prior<INSERT DATE CALC>	Fernhill Estate	As Above
Severe Fire Danger Rating	Liaise with Agencies & Decide	Monitoring from 4 Days Prior <INSERT DATE CALC>	Fernhill Estate & Agency Advice	As Above
Wet Bulb Globe Temperature =/> 30°C Ambient Temperature =/> 36°C ***See SMA Hot Weather Guidelines.***	Consider Timing/Cancellation/Postponement /Additional contingencies	Monitor in lead up to and during Event period	Fernhill Estate & Agency Advice	Consider additional measures (water stations, shade, start groups, alternate day)
Event(s) Underway - Cessation/Cancellation (ie; due to commencement/ existing fire etc)		During Event Period	Fernhill Estate & Agency Advice	As Above + Any additional measures ie; Emergency Procedures
Lead up to Event - Excessive/Extreme rainfall	Consider Cancellation / Postponement (parking onsite completely unavailable)	Monitoring from 4 Days Prior<INSERT DATE CALC>	Fernhill Estate & Agency Advice	Activate Communications Strategy

Emergency Management and Planning Considerations

In accordance with the requirements of the NSW Emergency Management Arrangements, this plan is compiled with the following elements in mind:

Planning: the analysis of requirements and the development of strategies for resource utilisation.

Preparedness: the establishment of structures, development of systems and testing and evaluation by organisations of their capacity to perform their allotted roles.

Coordination: the bringing together of organisations and resources to ensure effective emergency management.

This plan also encompasses emergency management phases addressing strategies for:

- the **prevention** of emergencies,
- the planned **response** to any emergency and also
- the **recovery** from any emergency situation.

Fernhill Estate recognises its responsibility in the planning for, response to and recovery from emergency situations associated with its event.

In recognising this responsibility Fernhill Estate has engaged with Penrith City Council, Ambulance NSW, Event First Aid, NSW Police, NSW Rural Fire Service (NSWRFS) and local venue Management (FE) in developing this Emergency Management Plan (EMP).

This plan adopts an all hazards approach to emergency management and whilst this plan is designed to encompass a variety of emergency situations should they arise, this plan identifies a number of incidents/emergency situations that have a higher likelihood of occurrence given the nature of this particular event.

The NSWRFS have been requested to provide resource advice, particular to the Mode of Event and the prevailing conditions in the lead up and operation of the individual Event. Advice received will be incorporated into the planning for emergencies at the Event. This will also ensure, that where required, an effective "First Response" capability will be available on site should the need arise.

NSW Police will be engaged in the planning for Events at Fernhill Estate. Advice relating to public order, criminal activity, liquor management and traffic implications will be key considerations to ensure safe and effective operations with minimal impact on the local community amenity. In situations where Police are on site, they will be in communication with the Event Control communications personnel throughout and should the need arise for additional Police resources; a call to "000" will be made.

Any response to emergency situations will be undertaken in a coordinated, consultative an appropriate manner. In the event of an emergency situation in the vicinity of the venue or within the venue that is beyond the resources allocated for the event, the Penrith City Council and the NSW Emergency Management Arrangements will be implemented.

Following the conclusion of this event a comprehensive debriefing process will be undertaken should the need arise.

Description of Event

A detailed description of each individual Event and its characteristics will be detailed in the **Appendix** E to this overall plan.

Activity and Event Site Plans

Fernhill Estate has developed a comprehensive Central Precinct plan, which indicates the following proposed areas of activity:

- Race Track
- Hayshed
- House & Garden
- Farm Buildings & Western Paddocks
- Race Track Amphitheatre
- Campgrounds
- Car parking locations

Mode 1 Activity – It is not proposed that further site plan information be required for each Event with respect to this Mode of Activity. Areas of significance, such as compliance aspects, are addressed elsewhere in this Plan.

Mode 2 Activity - It is not proposed that further site plan information be required for each Event with respect to this Mode of Activity. Areas of significance, such as compliance aspects, are addressed elsewhere in this Plan.

Mode 3 Activity – Fernhill Estate will ensure that specific and detailed Site Plans are developed as a part of the Approval process.
Without limiting the Scope of the individual Site Plans, they will potentially include such information as:

- Detailed Activity Area Maps/Drawings/Plans
- Locations of fixed/temporary infrastructure (buildings, utilities, amenities, catering, first aid positions etc.)
- Areas of Activity across Central Precinct (ie; course layout, pedestrian paths of travel, car parking, 'no go'/restricted areas where required)
- Identified Emergency Vehicle/Service Access/Egress routes (incorporating potential for mass evacuations, safe havens etc) & location of helicopter landing areas (dependent upon Event/Activity profile)

- Other detail that may be required in each particular circumstance (may be based upon a specific Stakeholder request)
- Safe Work Method Statements as required for all high risk construction activities and in accordance with the NSW Work Health and Safety Legislation (Act, Regulations and Codes of Practice)

Emergency Management Plan

Event & Venue Characteristics:

The site consists of the following major elements :

	Description / Remarks
1.	Traffic Management on both ingress and egress – Where required a detailed Traffic Management Plan will be implemented.
2.	Crowd Density – At entry and exit points as well as key areas of crowd density throughout the Event itself.
3.	Vehicle/ pedestrian interface – Car parking areas, event support vehicles (throughout the circuit) including emergency service personnel
4.	Spectator movements across sometimes undulating surfaces, crossing fences should clear signage and structures not be in place.
5.	Spectator/worker and "activity" interface. For example in the situation of thoroughbred racing, horse/human interaction; motor sport, vehicle/human interface
6.	Spectator/participant/worker injury.
7.	Site access and familiarity challenges exist for event support staff and emergency service personnel. As the site is remote understanding exact locations and being able to report emergencies and direct resources to those locations can be challenging. Detailed CAD drawings will be prepared, with specific infrastructure identified by either grid reference or points along the course itself for, as a minimum, **Mode 3 Events**
8.	Extreme weather- Fernhill Estate is known as a location where extreme conditions can be experienced at various times of the day.
9.	Structural integrity - any temporary infrastructure erected for Events, the subject of this Plan, will have been designed and built to withstand the expected conditions from this event. Some, subject to Building Permit requirements and Building Code of Australia (as amended) will have compliance requirements implemented. Others will be the subject of inspection and engineering signoff where required.

Types of Emergencies

The Emergency Management Plan considers the risk Assessment of the following potential emergency scenarios. Each scenario is evaluated against the risk assessment criteria later in this document and where applicable detailed in the associated Event Risk Management Plan

Emergency Situation

1. Medical Incidents
2. Structural Damage to Temporary Facilities and Portable Buildings
3. Fire
4. Crowd-related (e.g. unruly behaviour)
5. Severe Weather
6. Water Leak/Burst Pipe
7. Flooding
8. Power Failure/Isolation
9. Assault
10. Civil disorder /Demonstration
11. Armed Hold-Up
12. Chemical Spill/Hazard
13. Explosion
14. Bombs-Threat/Found/Suspicious package/Mail Bomb
15. Gas Leak
16. Vehicle Collision (Specifically internal to FE Site)
17. Horse/spectator/worker incident (Thoroughbred race Event)

Emergency Management Roles & Responsibilities

Emergency Control Organisation (ECO)

The Emergency Control Organisation (ECO) is responsible for implementing procedures as prescribed in the Emergency Management Plan & Incident Response Procedures. The ECO is made up of Fernhill Estate management and support personnel.

This ECO structure is designed in accordance with the requirements of AS 3745 "Planning for emergencies in facilities" and is the primary event management response required to attend to routine emergency situations.

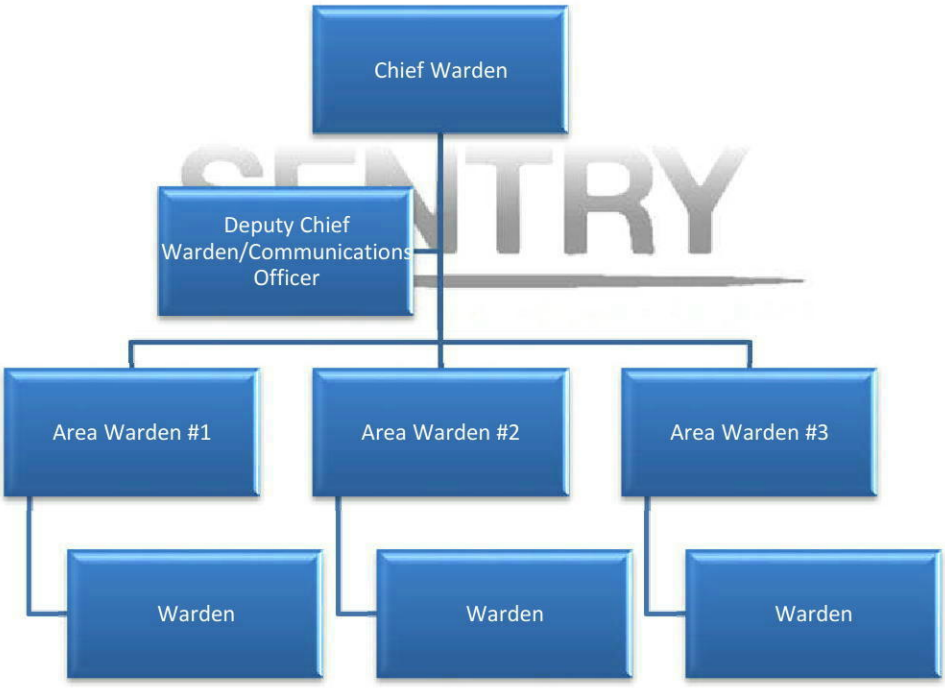
Any emergency situation considered beyond the capability and the resources of this ECO will then become the responsibility of the Lead Agency as defined in the Emergency Management Arrangements of NSW. The ECO will then become an available resource for that lead agency to use if and when required.

Emergency Control Organisation (ECO) Structure (Mode Dependant)

The following schematic is the structure that Fernhill Estate will have in place for Each Event/function, regardless of the size of Event. The roles are listed below but it must be acknowledged that a small function may have a minimum number of staff members present with sufficient authority to take action in response to an emergency, should the need arise. The size of the Event (number of persons and/or the area of coverage) will define the actual size of the ECO and may include the existence of an Event Control/ Emergency Coordination Centre.

On occasions where the venue is hired out for an Event (in particular Mode 3), the Event Organiser will need to provide a copy of their Emergency Management Plan and procedures to Fernhill Estate in advance of the Event. When these Modes are planned, an Emergency management Plan will typically be a component of the Event Approval process with Penrith City Council.

Where an Event Organiser/Promoter has not provided an Event Specific Emergency Management Plan, the processes and philosophy of their Plan will be implemented.



Details of the specific Event ECO are to be entered into the Table at "**Appendix** F".

Emergency Services/Agency Resourcing & Roles

	Agency	Role
1	Ambulance NSW	Health Commander Patient Transport Resource co-ordination(where required)
2	First Aid	First Aid Initial response, assessment and whether higher level of medical response required
3	NSW Police	Traffic Management Emergency Response Liquor Licence Compliance Public Order
4	NSW Fire Service	Monitoring, responding Resource provision as per DA
5	Penrith City Council	Emergency Management Officer
6	Security	Site Security, asset protection, cash handling, emergency response
7	Fernhill Estate	Landlord of Venue
8	Temporary Structure Supplier / Site Manager	Facility repairs & response
9	Nepean Blue Mountains Health District	Public Health/Infectious Diseases – Counter Disaster

Two Way Radios

The primary and most reliable form of communication at Fernhill Estate will be via two way radio. All relevant channels will be monitored at the command post by Fernhill Estate to Agency personnel.

Each agency, including Ambulance NSW, First Aid, and Rural Fire Service & NSW Police will be responsible for establishing their own two way communication protocols.

Event Communication Flow

Information may originate from any number of sources and any individual may be the initial point of receipt of information. It is imperative that all stakeholders, while attending to their primary response role, keeps other stakeholders informed at all times regarding emerging situations.

The open flow of information (keeping in mind considerations regarding Privacy Principles) will lead to a successful outcome for all parties.

Emergency Service Resource Planning

The medical planning of resources and deployment has been undertaken by Fernhill Estate personnel with advice from Emergency Services and First Aid supplier. The details associated with these resources are contained within any associated Event Medical Response Plans.

Public Health – Counter Disaster

A "Public Health" disaster has been defined as an occurrence that causes loss of life, injury, distress or danger to people, or loss of or damage to property and which is beyond the capacity of available resources to manage.

The Public Health Unit is involved in the management of disasters in the Nepean Blue Mountains and Western Sydney Local Health Districts. This involves activities to plan for the prevention of, preparation for, response to and recovery from a variety of natural and man-made disasters that could impact on the heath of the public (eg. toxic chemical incidents, floods, infectious diseases, bioterrorist events, etc.).

Activity Specific Risk Assessment

Each of the Activities to be undertaken at Fernhill Estate under Mode 3 will be risk assessed against an agreed set of criteria and the final deployment of appropriately qualified resources will be at the discretion of any Event Health Commander and Fernhill Estate Management.

Preventative Strategies

Fernhill Estate and the various Emergency Management Specific stakeholders each undertake detailed event specific planning commensurate with their roles, responsibilities and their obligations.

A number of preventative strategies have been or are in the process of being undertaken to firstly prevent the likelihood of an emergency situation arising in the first place and secondly, in circumstances where an emergency has either occurred or is in the process of emerging, the level of response, the resources and approach are consistent and with the primary purpose of minimising the harm of any emergency situation.

These preventative strategies include the following (not exhaustive):

- Preparation of Plans to deal with likely scenarios
- Engagement of sufficient resources to respond to expected emergencies
- Enlisting professional advisory services to assist with the local planning aspects for possible emergencies
- Site inspections on a daily basis to identify potential hazards prior to the running of an event
- Conduct of an Event Specific risk assessment, resulting in:
    - Development of these plans and procedures
    - Reviewing the control measures either in place or intended to be in place
    - Recommendations for additional controls to be considered
- Conduct of an activity specific risk assessment, resulting in:
    - Specific response procedures developed for individual risk exposures/activities, based on identified risk factors such as:
        - Interaction with horses/vehicles
        - Potential for drowning (natural and man made water courses)
        - Falls from height
        - Fire (internal & external threats (wildfire))
        - Extreme temperature exposure etc.
- Establishing communication and response protocols with the various emergency services
- Conduct of site inspections/walks with representatives of all Agencies
- Conduct of desktop response scenarios to test some of the assumptions built into these plans
- Having a detailed feedback and continuois improvement process to learn from past experiences and amend plans accordingly
- Briefing sessions for all personnel of the ECO to ensure underatanding of the details in the plans and the various roles, responsibilities and preventative measures
- Final review of plans by Agency representatives and inclusion of their feedback

Response Procedures – Roles & Responsibilities

Chief Warden

On hearing an alarm/emergency signal or becoming aware of an emergency, the Chief Warden will;

- Go to Event Control Command Centre (Modes 3) or
- For smaller Events – attend at a central point to coordinate any response
- Find out the nature of the emergency and determine appropriate action by:
  - Contacting Area Wardens / Wardens
  - Ensure the site specific Event Organiser/Promoter Representative is informed (if required)
  - If required liaise with Agency Management (Ambulance NSW, First Aid, NSW Rural Fire, NSW Police) of the situation (including any directions required from arriving Emergency Services)
- Decide on assembly areas if applicable
  - As designated in the plan?
  - Which are most appropriate?
  - Inside or outside the venue?
  - Are there any to be avoided?
- Decide on immediate medical needs;
  - First Aid
  - Ambulance
  - Ensure the appropriate emergency service/s has been notified
  - Ensure all wardens / staff are advised of the situation as appropriate
  - If required initiate movement to the evacuation assembly area
  - Chief Warden must ensure a log is kept of decisions made during response period
  - Document progress of evacuation and any action taken is recorded in **Appendix** I– Emergency Log
- Nominate someone to meet and direct arriving emergency services and brief:
  - Location
  - Status of the emergency
  - Action taken
- Discuss options with the management who will be making decisions about the entire venue.
- Act on emergency services/s officers instructions.
- Ensure all personnel/volunteers/contractors are assembled and accounted for as far as is practical
- Provide details of all unaccounted personnel to the Emergency Services
- If the decision is to evacuate, the Chief/Deputy Warden/Communications Officer will communicate the message through the warden system via the best available means.
- Ensure incident response, management and reporting is undertaken in accordance with event management procedures (including

consideration of scene preservation and possibly event interruption/cessation)

Deputy Chief Warden

- If the Chief Warden is not available, the Deputy Chief Warden will assume all responsibilities, duties and control.
- If the Chief and Deputy Chief Wardens are not available, the next ranking member of the ECO on duty will assume control as Chief Warden. During an emergency the Deputy Chief Warden will be delegated tasks by the Chief Warden.
- Go to the control point unless instructed otherwise by the Chief Warden
- Take instruction from and report to the Chief Warden
- Communicate with the Area Wardens to ascertain situation at assembly areas

Communications Officer

- Act as primary liaison with Event Emergency Service Agency communications personnel
- Know your requirements in case of an emergency
- Keep an up to date phone list of all ECO Members
- Keep an emergency log form ready for recording purposes.
- Prepare any announcements addressed to all Wardens/Event Staff including instruction to commence Evacuation and asking for an immediate reply to acknowledge receipt (via two way radios)
- Act as instructed by the Chief or Deputy Warden – Agency Communications Officer(s)

Media Liaison (If Designated for Event)

- The Media Liaison officer is the dedicated resource responsible for communicating with media.
- Liaise wit Emergency Services on coordinated media strategy where appropriate.
- Refer to the Media / Spokesperson Instructions
- Wait for information from the Chief or Deputy Chief Warden
- Allocate an area for media liaison and confirm safety of area via Communications Officer.
- Notify Communications Officer of position and move there.
- Inform media of appropriate information as it comes to hand from the Chief Warden if delegated to do so.

Area Warden

- Keep a copy of the relevant information from this plan or Detail Pack accessible or near you
- Have knowledge of staff/contractors working in your area, keep an up-to-date list of permanent staff in your emergency response information
- Know the location and details of your nearest emergency resources – Exit routes, First Aid, Ambulance, Fire response personnel or Supervisor
- Know your requirements in case of an emergency
- Complete your area checklist (if required) & submit to ensure corrective action is taken where required
- Know how to operate all extinguishers, hose reels, fire blankets and fire alarms
- Know the number and location of any mobility impaired persons, and know how you can best assist them in an evacuation
- Ensure exit routes and fire fighting equipment is unobstructed
- Know how to use communication equipment

Evacuation Wardens / Security Personnel

- Listen for instructions from Chief Warden/Communications Officer/Event Control Centre
- Follow instructions from your Supervisors / Area Wardens
- Know your area.
- Know the number and location of any mobility impaired persons, and know how you can best assist them in an evacuation
- Ensure exit routes and fire fighting equipment is unobstructed
- Know the location and details of your nearest emergency resources – First Aid, Ambulance, Fire Response personnel or Supervisor

Safety Officer (if present)

- Additional resource to assist with isolation of incident locations
- Conduct of incident analysis and investigation
- Hazard management
- Know your requirements in case of an emergency
- Conduct of inspections
- Know how to use communication equipment

Tools Available
• Area Wardens are to be provided a Detail Pack containing information about key contact numbers, radio call signs, an area map and a checklist to be completed • Where possible Wardens will be provided with appropriate identification

Evacuations

The decision to evacuate will be made in a consultative manner between Fernhill Estate, Event Organiser/Promoter Management and the Emergency Services at the site.

Assembly Areas

Assembly Area #1 (Primary) – Event Dependent – TBC Each Mode 3 Event

Assembly Area #2 (Secondary) – Entry Gate – (Adjacent to Mulgoa Road and main access gate for traffic)

An alternate Assembly Area may be decided upon through consultation with the responsible Agency (NSW Police)

Medical Emergency Evacuations

There may be an occasion where an individual onsite may require the services of medical treatment beyond the capacity of the resources on site. In this case the (Health Commander) may request evacuation either by road or in the most serious cases, via helicopter.

Road Transport

In the event an emergency road transport is required, First Aid will transport the patient to a location where appropriate Ambulance NSW transportation will be met, the patient will be transferred.

A traffic management response will be implemented to ensure unimpeded access is available throughout the onsite transport process.

Alternative Site Evacuation Routes

Should the primary access/egress roadways become unavailable for any reason, alternative pathways have been identified, mapped and cleared in advance of each Event.

Liaison with the respective emergency service/Lead Agency will take place prior to opening these pathways for vehicular traffic as considerations of stay in place may be the preferred option in an emergency situation.

Helicopter Transport

In the event it is deemed helicopter transport is required, the Health Commander/Ambulance personnel present will direct the helicopter to the site deemed most suitable in the circumstances **and warning is to be provided to the pilot of the existence of power lines traversing the property (Clearly marked on Site Plan).**

When the location is identified, Fernhill Estate and any Security/Safety Officers will deploy to the selected location and ensure that all activities nearby are ceased and the area isolated for the purpose of landing the helicopter.

Authority to Evacuate	
All staff	Authorised to evacuate persons from immediate vicinity of perceived danger or hazard
Area Wardens/Emergency Response/Safety Officer	Authorised to evacuate persons from designated warden area and adjacent areas
Chief Warden	Authorised to institute general evacuation of site - In Event Mode, where practicable, Chief Warden must first consult with Event Organiser/Promoter, Fernhill Estate and any relevant Agencies.

Police are the Lead Agency with respect to evacuations and Event Organisers are to pay heed to any advice Lead Agencies give with respect to this or other aspects of emergency response.

Evacuations & Evacuation Assembly Areas (Complete Section at Appendix I)	
The most likely evacuation scenario would be localised to a particular area of the overall course rather than a general evacuation. Any decision to evacuate in part or in full will be undertaken, where possible, in a consultative approach. In the event of a general evacuation of the site, persons should be directed to proceed to designated External Evacuation Assembly Areas as follows:	
Assembly Areas	**Remarks**
Location 1:	Event dependent (Mode 3)

Location 2:	(Secondary) – Entry Gate– (Adjacent to Mulgoa Road and main access gate for traffic)
Location 3:	An alternate Assembly Area may be decided upon through consultation with the responsible Agency (NSW Police)

Partial Evacuation

The nearest place of safe refuge decided upon by local TM / Emergency Service Personnel via Event Control liaison.

An alternate internal assembly area will be designated by the Chief Warden at the time of the emergency if required.

Alert and Evacuation Signals

Via Event Two Way Radios & PA where appropriate

Accessibility

Persons with disabilities are not necessarily helpless. In an evacuation, when offering assistance, ask the person how you can best help.

Mobility Impaired
• Keep egress routes clear of obstructions. • If unsafe evacuate a person immediately and safely, position (where practicable with someone to remain with them) and obtain assistance. • Don't assume that lifting techniques will be similar for all disabled persons.

Vision Impaired
• During an evacuation, if assisting, have them take your elbow and then guide them • Maintain a dialogue describing the nearest exit and obstacles in their path.

Hearing Impaired
• Talk to the person at a normal speech rate, ensure that they can clearly see your lips and support your words with visual signals

Intellectually Impaired
• Explain situation carefully and clearly, ask for feedback to ensure understanding. • In an emergency and/or evacuation, ideally, the person should be assisted by a person who is known to them

Incident Notification

WorkCover NSW

All Work Cover NSW notifiable incidents will be the responsibility of the Chief Warden or the delegated individual. The following is extracted from the NSW WHS Act 2011 for reference:

Part 3 Incident notification (NSW Work Health and Safety Act 2011)

35 What is a notifiable incident"

In this Act, ***notifiable incident*** means:

(a) the death of a person, or
(b) a serious injury or illness of a person, or
(c) a dangerous incident.

36 What is a "serious injury or illness"

In this Part, ***serious injury or illness of a person*** means an injury or illness requiring the person to have:

(a) immediate treatment as an in-patient in a hospital, or
(b) immediate treatment for:
(i) the amputation of any part of his or her body, or
(ii) a serious head injury, or
(iii) a serious eye injury, or
(iv) a serious burn, or
(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping), or
(vi) a spinal injury, or
(vii) the loss of a bodily function, or
(viii) serious lacerations, or
(c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

37 What is a dangerous incident"

In this Part, a ***dangerous incident*** means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

(a) an uncontrolled escape, spillage or leakage of a substance, or
(b) an uncontrolled implosion, explosion or fire, or
(c) an uncontrolled escape of gas or steam, or
(d) an uncontrolled escape of a pressurised substance, or
(e) electric shock, or
(f) the fall or release from a height of any plant, substance or thing,
(g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or
(h) the collapse or partial collapse of a structure, or
(i) the collapse or failure of an excavation or of any shoring supporting an excavation, or
(j) the inrush of water, mud or gas in workings, in an underground

excavation or tunnel, or
(k) the interruption of the main system of ventilation in an underground excavation or tunnel, or
(l) any other event prescribed by the regulations,
but does not include an incident of a prescribed kind

38 Duty to notify of notifiable incidents

(1) A person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

Preservation of the Incident Scene

39 Duty to preserve incident sites

(1) The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
(2) In subsection (1) a reference to a site includes any plant, substance, structure or thing associated with the notifiable incident.
(3) Subsection (1) does not prevent any action:
(a) to assist an injured person, or
(b) to remove a deceased person, or
(c) that is essential to make the site safe or to minimise the risk of a further notifiable incident, or
(d) that is associated with a police investigation, or
(e) for which an inspector or the regulator has given permission.

Recovery Phase

Termination of the Emergency

Once emergency services have concluded their involvement, control of the affected area will be handed back to the Chief Warden.

In determining the suitability of the area to be re-occupied and to resume normal operations, the Chief Warden should consider:

- Any residual/lingering hazards
- Any structural or process weaknesses caused by the original event, which could initiate a subsequent emergency if operations are reinstituted.
- The need to preserve the scene if there is to be a subsequent investigation.
- Occupant safety
- Industrial relations ramifications

Where applicable, the decision to re-commence operations will be taken in consultation with specialist staff.

Hazardous Situation & Incident Reporting

All hazardous situations and incidents must be reported immediately to the event management via;

- Two Way Radio or telephone

Upon receipt of information relating to an incident, an Event Safety Officer (if present) may be deployed to the incident site to ensure correct reporting, recording, investigation and rectification is undertaken.

The Safety Officer will provide appropriate information to the Event Control centre as required.

Debriefing

A debrief should take place as soon as practicable after an emergency. The Chief Warden will convene and chair the meeting, inviting all area wardens and wardens, with a view to assessing the plan and to recommend any changes. Wardens are encouraged to debrief with the personnel in the area of the venue they are responsible for, and provide feedback for the Chief Warden's debrief. At times when a debrief is not scheduled, any feedback should be passed on via the Event Organiser/Promoter and/or Fernhill Estate Management.

Appendix A - Specific Incident Response Procedures

Assault Lead Agency –Police	**A**

Why	Employees, contractors and the public may be confronted by aggressive person within the work environment.
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Response Team. Wardens: are responsible for the coordination of activities of the Wardens in their area of the workplace.
How	Initial Actions • Assess the situation and remain calm • Seek assistance from Event Command Centre via two way radio • Obtain assistance (other staff/security/police/first aid/ambulance) • Do not provoke the assailant or aggravate the situation • If safe to do so, assist the victim (e.g. determine if first aid or medical attention as required and action accordingly) • Disperse any casual spectators but ask witnesses to remain Obtain and note details concerning the incident: • ensure that Police are immediately notified (include description of offender/s, any weapon/s, vehicle/s and last known whereabouts and direction of travel) via the Communications Officer • full details of victim • circumstances surrounding the incident • witnesses • description/details of assailant/s • cordon off the scene of the incident • identify any witnesses and request them to remain until police arrive

	• where witness(es) cannot wait for Police attendance, their details are to be noted • if offender still present, ensure that victim and witness(es) are isolated from the person • if offender is still present on site and is considered to pose a danger to others, attempt to keep persons away from the offender and keep the offender under discrete surveillance. • Complete an Incident Report detailing the incident and any action taken
Communication	Two Way Radio "000"

Bombs -Threat/Found/Mail Bombs Lead Agency –Police	**B**

Why	Bomb threat could be received by a suspect device and/or by location.
Who	Chief Warden: is responsible for controlling the situation and liaising with ECO & Emergency Services. Wardens: are responsible for the coordination of activities of the Wardens in their area of the event.
How	If a Suspected Explosive Device is found: • Do not touch. • Do not move item • Clear the area. • Call the Emergency Services via Event Control • Immediately inform Event Control • Follow the directions given. • Prevent all persons from entering the area where the device is located. • If there is a likelihood of an explosive device, do not use mobile phones and radios. **Location Threat**

	In the event of receiving a telephone bomb threat: (DO NOT HANG UP THE PHONE) The recipient should keep the caller talking (do not hang up at any time), and note as many details as possible on the sheet of paper: Important details include: • Exact wording of the threat; • Location of the device; • Time of detonation; • Sex and other details of the caller, such as estimated age; • Details of speech, accent, delivery, and background noises Action to be taken by Recipient: • Call the Emergency Services if able to do so or arrange for the Chief Warden or their delegate to notify the police by dialling 000 • Call Event Control , who will notify the Police if not already undertaken or on-site Security; • Do not do or say anything that may encourage irrational behaviour • ECO will take any further action required. Action to be taken by Wardens: • Chief Warden will organize the ECO personnel to conduct a routine search based on the available information (known as a –white level search); • Search to be conducted systematically, concentrating on the most likely places such as: rest rooms, site sheds, marquees; • Ensure that doors are left open; • DO NOT touch any suspicious object found; • ECO personnel should report back to the Chief Warden after the completion of the search; • If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.
Communication	Two Way Radio "000"

Civil Disturbance / Demonstration / Protest

Lead Agency –Police

C

Why	Civil Disturbance / Demonstration or Protest could occur at any time for a variety of reasons
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Services. Wardens: are responsible for the coordination of activities of the Wardens in their area of the event.

How	• Immediately inform Event Control, Security, Police, Event Organiser (where applicable)
	• If there is a risk to occupant safety or of unlawful site entry, then staff should be directed as follows:
	  ○ Take steps to restrict access to site or infiltration within building/s by the demonstrator/s.
	  ○ Secure critical records, equipment and valuable items.
	  ○ Remove any objects in accessible locations, which could be used as weapons or missiles by aggressive trespassers.
	  ○ Be mindful of possible diversionary tactics by demonstrators to mask criminal activity.
	• The Chief Warden should ensure that any group of demonstrators is kept under continuous discreet surveillance and attempt to ascertain size of group, composition, leader's identity, motive, intentions, mood, and location.
	• Removal of trespassers will usually be performed by police
	• From the moment that the possibility of civil disorder is first suspected, the safety of the site's occupants must be of paramount consideration to the Chief Warden and all necessary action undertaken (particularly providing advanced warning to the site's occupants) to assure this.

Communication	Two Way Radio "000"

Crowd-Unruly Behaviour

C

Lead Agency –Police

Why	Crowd unruly behaviour may occur due to frustration, congestion or panic
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Services. Wardens: are responsible for the coordination of activities of the Wardens in their area of the event. Security: are responsible for the coordination of security resources to combat the situation.
How	Instances of unruly behaviour may vary from individuals throwing missiles (such as beer cans) into the crowd through to groups of individuals engaging in violent brawling. Responsibility for combatting such incidents will rest with police and security personnel however; the following guidelines may be of assistance to the Chief Warden. • Continuous monitoring of crowd behaviour by staff provides the best opportunity for early detection of possible troublemakers and prominent placement of uniformed staff/police can serve to deter such individuals from unruly behaviour. • In the event of an incident of unruly behaviour, the rapid intervention by Police/Security and removal of persons involved is essential to minimise the risk to patron safety in the immediate vicinity. It is therefore important for staff observing indications of trouble to promptly report their observations. • Staff in the area of the incident should be mindful of the impact it can have on unaffected persons in the vicinity, and where necessary, as a precaution, staff may need to temporarily move those not directly involved away from the scene to create a safety buffer.
Communication	Two Way Radio "000"

Fire Lead Agency –Fire Authority	**F**

Why	Fire presents a significant risk to OH&S as it requires an immediate response and presents dangers in the form of heat and smoke, collapse of structural elements and the obstruction of emergency escape provisions. Any fire emergency will most likely require a full evacuation of the affected area and potentially the entire Fernhill Estate Site
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Services. Wardens: are responsible for the coordination of activities of the Wardens in their area of the event.
How	Alert all persons nearby and request assistance; • Call the Emergency Services (000) or via Event Control, who will notify the fire brigade on if not already undertaken; • Inform your Area Warden/Warden • Assist any person in immediate danger (ONLY IF SAFE TO DO SO) • Extinguish the fire (ONLY IF SAFE AND TRAINED TO DO SO); • If threat to life exists, evacuate immediately, closing all doors behind; • Check all areas have been cleared and inform the Chief Warden; • Control the movement of occupants to the Designated Assembly Area; • Maintain control of persons at the Designated Assembly Area; • Inform if any mobility impaired persons require assistance;
Communication	Two Way Radio "000"

Gas Leak

G

Why	Gas leak may occur from a number of different sources but more particularly from a portable LPG source located at a food vendor outlet or similar.
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Response Team. Wardens: are responsible for the coordination of activities of the Wardens in their area of the workplace.
How	In the event of a gas leak ECO Personnel should: • Immediately inform Event Control, who will notify the emergency services if not already undertaken ; • Evacuation may be required • Move all personnel (including patrons/spectators etc)to a safe distance (advice from emergency services to be heeded) • Isolate the gas supply at the source (if safe to do so); • Cordon off enclosed spaces (marquees, site sheds) to avoid build-up of any flammable and/or toxic gases • Remove all ignition sources (if safe to do so). Turn off the electrical supply; • Report to the Chief Warden regarding any actions taken • Control the movement of occupants to the Designated Assembly Area (if required) • Remain at the Designated Assembly Area until further advised by emergency services.
Communication	Two Way Radio "000"

Medical Incidents

Lead Agency – First Aid & Ambulance NSW

M

Why	A medical emergency may occur at any time and may be the result of an event participant injury, workplace incident, a staff member or a member of the public becoming Ill or injured. The prompt management of a medical emergency is vital
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Services. Wardens: are responsible for the coordination of activities of the Wardens in their area of the workplace.

How	• Assist any person in immediate danger, (ONLY IF SAFE TO DO SO);
	• Call or ask someone to call for First Aid
	• If the casualty is;
	  ○ Unconscious or not breathing or both
	  ○ Immediately call the Emergency Services via Event Control
	• Immediately inform Event Control, who will notify the emergency services if not already undertaken;
	• Apply First Aid if trained and safe to do so or have a qualified person apply First Aid;
	• Event Control will notify the Chief Warden or delegate
	• Remain with the casualty and provide appropriate support;
	• The Chief Warden or delegate will contact Event Communications to ensure somebody will meet the emergency services and direct them to the location of the situation
	• Comfort injured person until assistance arrives,

Communication	Two Way Radio "000"

Power Failure/Isolation

Lead Agency – Fernhill Estate & Endeavour Energy

P

Why	Power failure may occur from mains (permanent) power or temporary power (generator).
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Services (if necessary) or Event Contractors to rectify. Wardens: are responsible for the coordination of activities of the Wardens in their area of the workplace.
How	Establish whether power failure is site or locality - specific. • Immediately inform Event Communications who will notify the Power Utility provider • Ascertain expected time until restoration of power and determine potential impact on operations • If applicable, determine plan for mitigating effects and deploy appropriate resources • Determine if any special precautions need to be implemented as a prelude to or during restoration process (e.g. turning off equipment) and action accordingly • Update ECO personnel and affected parties and monitor situation
Communication	Two Way Radio "000"

Structural Damage to Temporary Structures

Lead Agency – Fernhill Estate & State Emergency Service (SES)

S

Why	Damage to a temporary structure can be caused by a number of means including overloading by event participants, severe weather, meliaceous damage or incorrect erection.
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Response Team. Wardens: are responsible for the coordination of activities of the Wardens in their area of the workplace.
How	Where there is the possibility of a total or partial structural failure or collapse of a temporary structures erected for events: • Persons should be immediately evacuated/kept away from the area until it has been professionally inspected to determine structural integrity. • Notify Event Control who will, if appropriate, inform emergency services • A cordon around the affected area should be established at a sufficient distance that persons couldn't be exposed to falling debris. • Where applicable, isolate utility supply to affected area from external point. • Once the area has been evacuated, determine if it is practicable and safe to isolate power to the area from an external point. • Inform applicable event management and other key personnel Where there is no risk of structural collapse, but there is the possibility of objects falling from the structure (e.g. component failure) : • Immediately cordon off the area below, to prevent persons from being injured by falling debris.
Communication	Two Way Radio "000"

Severe Weather

Lead Agency – Fernhill Estate & State Emergency Service (SES)

S

Why	Severe weather includes heavy rain, hail, lightning and strong winds or event extreme heat
Who	Chief Warden: is responsible for controlling the situation and liaising with Emergency Services if necessary. Wardens: are responsible for the coordination of activities of the Wardens in their area of the event.
How	These phenomena could impact on the running of an event, the safety or comfort of patrons in exposed areas, overcrowding in protected areas, the operation of lighting sound or communications, or the security and stability of objects and equipment in exposed areas. Additionally, these phenomena could impact on the movement of patrons from the site at the conclusion of an event. General Guidelines • Obtain advanced meteorological forecast and consider the possible impact of adverse weather. (see website address at end of this Plan) • Where there is the risk of severe weather on the day/night of an event, obtain frequent meteorological and ground observer updates. • Consult with key stakeholders (Agencies) concerning impact which weather could have on event. • If strong winds are anticipated, ensure that any objects outside which could become airborne in strong wind gusts and cause damage are brought inside. • Monitor crowd behaviour
Communication	Two Way Radio "000"

Appendix B - Emergency (External) Contact Numbers

Ambulance/Police/NSW Fire Service – 000

Major Bushfire Information & Updates – 1800 679 737
Penrith City Council - 02 4732 7505 (Senior Environmental Planner)
WorkCover NSW - 02 4321 5000 (Incident Reporting)

Emergency Medical Department
Nepean Hospital (Entrance via Derby Street, Kingswood)
Cnr Derby Street & Northern Road
Kingswood (Sth Penrith)
Ph. (02) 4734 2000

Environment Protection Authority (EPA) - 131 555

Poison Information - 13 11 26

Flood and Storm Damage

Flood Warnings – (BOM) – 1300 659 218

State Emergency Service - 13 25 00

Utilities

Utility Response Numbers (From Dial Before You Dig)

Endeavour Energy	02 9853 4161
Sydney Water	132092
Telstra NSW, Central	1800 653 935
Blocked Drains	(Site Plumber)
Sewerage Problems	(Site Plumber)
Gas	

Appendix C - Key Agency and Service Supplier – Contacts List

Organisation	Name (Key Contacts)	Phone No	Email address
Fernhill Estate	Simon & Brenda Tripp		brenda@triopp.net.au
Fernhill Estate	Tom Lawson – Chief Operating Officer	0409997488	tom@fernhillestate.net.au
Event Organiser			
Security	Corporate Venue & Event Management (Pat Fegan)	0418 686 207	pat@cvem.com.au
Penrith City Council	Belinda Borg - (Senior Environmental Planner)	02 4732 7505	bborg@penrithcity.nsw.gov.au
Police – District Emergency Management Officer	Daniel Kenner	0411 042 838	Kenn1dan@police.nsw.gov.au
Police (General Duties)	Detective Inspector Grant Healey (Penrith)	02 4721 9555	
Police	Senior Sergeant Don JORDAN (Penrith)	0431267928	JORD1DON @POLICE.NSW.GOV.AU
Police (Traffic)	Sgt. Matthew Shervington	02 47219468	shir1mat@police.nsw.gov.au
Ambulance	Maxine Beer - Event Planning Unit -Metropolitan Operations	02 8752 0481	eventplanning@ambulance.nsw.gov.au
Ambulance	Lucy Stennett - Event Planning Unit -Metropolitan Operations	02 87520482	eventplanning@ambulance.nsw.gov.au

NSW Fire & Rescue Service	Insp John Bennett, Deputy Fire Control Officer, Cumberland Zone	0418 406 620	John.Bennett@rfs.nsw.gov.au
NSW Fire & Rescue Service	Supt Alex Scott, NSW Fire Brigade, Metro West Zone Commander	02 9622 8071	alex.scott@fire.nsw.gov.au
Nepean Hospital	Zena Wilson - Nursing Operations Manager	02 4734 2120	wilsonz@wsahs.nsw.gov.au
Health District	Enid Robinson - Nepean Blue Mountains Health District (Public Health Unit – Counter Disaster Unit)	0428 571 208 02 4734 2342	Enid.robinson@swahs.health.nsw.gov.au
Counter Disaster Unit	Trish Den - Director, Counter Disaster Unit, Sydney West Area Local Health Service	02 4734 2120	Trish.Den@swahs.health.nsw.gov.au
First Aid Provider	FirstOnScene – David Bennett	0416 145 343	david@firstonscene.com.au
Risk & Safety Adviser	Stephen Goss (SentryBRS)	0412 279 145	steve@sentry.net.au
State Emergency Service	Derek Hudson, SES Controller, Penrith Region	02 9673 1277 0408 297 064	
Hawkesbury Race Club	Brian Fletcher	0417 432 803	brian@hawkraces.com
Racing NSW	Marc van Gestel	0412 933 941	mvangestel@racingnsw.com.au

Traffic Management	George Mooney - Who Dares (External Traffic Management)	02 9569 9922 0416 007 144	greg@whodares.com.au
Penrith City Council	Laurie Cafarella, Local Emergency Management Officer	0417 040 597	lcafarella@penrithcity.nsw.gov.au
Railcorp	Garry Massoud, Acting Manager - Special Events , Garry Massoud		GARRY.MASSOUD2@transport.nsw.gov.au
Penrith Railway Station	Alan Watson, Station Customer Manager for, RailCorp	0437 435 387	ALAN.WATSON@transport.nsw.gov.au
RailCorp	Graeme Gardiner, Business Support & Safety Officer	0428 297 091	GRAEME.GARDINER@transport.nsw.gov.au
Waste Management			
Food & Beverage Coordinator			
Liquor Licence Holder			
Plumber			
Electrician			

Parking Management			
Radios			

Appendix D - Condition Monitoring (Weather, fire etc)

In the lead up to the Event and for the duration of the Event(s), the following websites will be monitored for conditions that may be evolving and likely to have some form of impact upon the Event.

NSW RFS - Fire Warnings & Current Fires

http://www.rfs.nsw.gov.au/dsp_content.cfm?CAT_ID=684

http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=683

http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=1109

Bureau of Meteorology – NSW Weather Warnings & Forecast

http://www.bom.gov.au/nsw/warnings/

http://www.bom.gov.au/forecasts/graphical/public/nsw/sydney-week.php

http://www.bom.gov.au/nsw

Appendix E - Description of Event

Appendix F - Emergency Control Organisation

Emergency Control Organisation	Name	Contact Details
Chief Warden		
Deputy Chief Warden		
Communications Officer		
Safety Officer		

Zone	Area Warden/Supervisor	Name	Contact Details
1			
2			
3			
4			
5			
6			

Appendix G - On Site Agency Contacts

Position	Name	Contact No.
Ambulance		
Police		
Rural Fire Service		
First Aid		
Security		
Fernhill Estate		
Event Organiser		
Traffic Management		
Parking Management		
Safety Officer (s)		

Appendix H – Emergency Log

Time & Date	Call From	Details of Call	Response	Comments

Appendix I – Assembly/Evacuation Areas

Assembly Areas	Remarks
Location 1:	<INSERT PRIMARY ASSEMBLY AREA>
Location 2:	(Secondary) – Entry Gate– (Adjacent to Mulgoa Road and main access gate for traffic)
Location 3:	An alternate Assembly Area may be decided upon through consultation with the responsible Agency (NSW Police)
Partial Evacuation The nearest place of safe refuge decided upon by local TM / Emergency Service Personnel via Event Control liaison. An alternate internal assembly area will be designated by the Chief Warden at the time of the emergency if required.	

Appendix J – Maps & Site Plans

To be inserted for Each Mode 3 Events

Appendix B – Model Food Safety Management Plan

SPARK VENUES & EVENTS CATERING

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

DOCUMENT ISSUE & CONTROL

This Food Safety Operations Plan is the property of Stadium Australia Operations Pty Ltd trading as Spark Venues & Events Catering (the Company)

Copies of this Food Safety Operations Plan have been issued as follows:-

RECIPIENT	COPY NO.	LOCATION
CONTROLLED COPIES		
ELECTRONIC COPIES		
		Electronic Copy (T:Drive)

This Plan is a 'CONTROLLED' document and is subject to audit. It **MUST NOT BE REMOVED** from the above locations.

The Plan may be distributed to interested parties as an 'UNCONTROLLED' copy but only with the approval of the Quality Representative and must be marked as 'Uncontrolled'.

The electronic master copy of the Plan is located at ANZ Stadium on the T:Drive / Spark Venue & Events Catering / Operations Plans – Policies & Work Instructions.

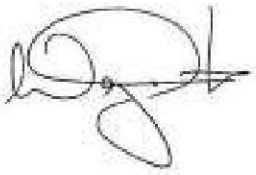
SPARK venues & events CATERING

TABLE OF CONTENTS – FOOD SAFETY OPERATIONS PLAN

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

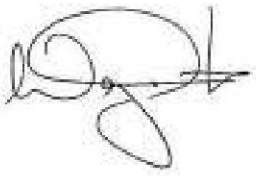
SPARK.FSP.000	Food Safety Introduction
	This Food Safety Operations Plan has been developed and approved by the Catering and Hospitality Department to ensure adherence to Stadium Australia Operations Pty Ltd responsibility and commitment to ensuring safe food and beverage products and services to Patrons and Staff. This responsibly and commitment is achieved through this Operations plan via compliance to legislative requirements as well as conformance to the Standards of AS ISO 22000: 2005 and HACCP. Specifically, Stadium Australia Operations Pty Ltd has identified Critical Control Points within operational processes via hazard analysis and has developed control measures for each to ensure either the elimination or minimisation of potential hazards that could potentially affect the safety of food and beverage products or services. It is the intent of Stadium Australia Operations Pty Ltd not only to exceed legislative requirements but also to be a leader in Food Safety Management as well as Catering and Hospitality products and services. These Operating Policy and Work Instructions have been created to provide requirements and guidelines to ensure all levels of Catering and Hospitality Staff can effectively achieve a high level of food safety and quality in both food and beverage products and services.
Author	P.Higham- Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.001	PRODUCT RECEIVING
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that all incoming goods be inspected on arrival.**
Rationale	The policy is intended to describe the process for the receiving of goods to ensure appropriate specifications; ordered amounts, product quality and safety are at the required standard expected by the Company.
Work Instructions	**Receiving of goods** **Purchase Order/ Invoice Inspection** All goods are to be sourced from an approved supplier. Delivery drivers are required to supply an invoice or delivery docket which is to be checked against a purchase order (unless a Department Manager has arranged another alternative method). **Quality Inspection** Receiving Staff are to visually inspect the overall delivery looking for signs of damage to goods or packaging, signs of physical contamination (dust, insects, and foreign matter) and defrosting. Packaging is to be intact with no signs of breakage or damage to seals. Used by Dates/ Best before dates are to be visually inspected to ensure they met expectations for intended storage or use. Perishable Food Products are to be visually checked for freshness, expected colour of product, and of an acceptable aroma or smell. **Temperature Inspection** A temperature check using a calibrated probe is to be performed on high risk products, with the temperature reading to be recorded on the Product Receiving Form. An infrared thermometer can be used for this purpose, however should a discrepancy be identified in the required temperature range, a secondary check may need to be performed using a probe thermometer between food items to verify core food temperature. Temperature Requirements: • Cold perishable food products: - are to be received at 5'c or below. • Frozen Food products:- are to be received at -12'c or below, alternatively, goods are to be checked to ensure they are solid to touch, with no signs of defrosting such as liquid from melting, or soft physical areas of product. **Ready To Eat Products** Ready to Eat products are products intended to be consumed immediately by the customer without any additional processing. Products that fall into this category include packaged sandwiches, wraps, rolls and sushi. Greater care is to be applied with these products as no further processing is undertaken other than temperature monitoring during storage. Expiry dates are to be on these products unless arrangement has been made for display purposes to have label on the outer box or packing. All RTE products must contain a current used by date with no exemptions. **Corrective Actions** **Immediate Product Rejections-** Not to be received by Receiving Staff, notify relevant Manager/Supervisor Immediately. • Products not meeting temperature requirements • Items containing foreign matter or physical contamination- externally in internally • Damaged packaging such as splits, crushed cartons or broken containers

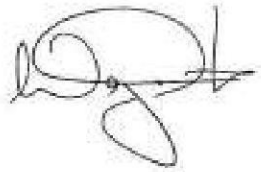
SPARK.FSP.001	PRODUCT RECEIVING
	Documentation Requirements Receiving is a critical control point within the Companies Food Safety System. All deliveries are to be documented without exemption with all the appropriate areas of the Product Receiving Form to be completed: ▪ Date/Time- when delivery is received ▪ Supplier- name of Company/Supplier of product being delivered ▪ Invoice Number- As sighted on Invoice or alternatively can be a delivery docket number. ▪ Temperature- Record temperature after temperature inspection has been completed. ▪ Quality check- To be completed after a quality inspection and/ or check of RTE product requirements. ▪ Time of Storage- When delivery has been accepted and entered into the food chain. ▪ Corrective Actions- Must be recorded for any discrepancies or variations during the required inspection stages. ▪ Stadium Staff- receivers Name ▪ Driver- Delivery Driver/ Suppliers Name and Signature. **Questions or Enquiries** Any questions or enquires in relation to product receiving at any stage of the process are to be directed to your Supervisor, Manager or the Food Safety Supervisor for clarification.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham - Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.002	STORAGE OF FOOD PRODUCTS
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that an established process is used to manage the storage of food and beverage products to ensure product safety and stock management.**
Rationale	The rationale behind this policy is to document the processes used for the safe storage of food and beverage products to ensure efficient stock management.
Work Instructions	It is the Company's policy to store perishable food and beverage products under temperature control. Cold storage is assessed as a Critical Control Point and as a result cold storage temperatures are to be monitored and recorded on documentation. Perishable food and beverage products must have a core temperature of 5'c or below. These items will be stored in appropriate designated coolrooms, reefers, display fridges or refrigerators. Freezers storing frozen products require an ideal temperature of -18'c with a minimum temperature requirement of -12'c. Temporary freezer storage in outlets and portable vending equipment require a temperature of -16'c with a minimum temperature of -12'c. **Stock Rotation (FIFO)** All material in storage is handled with care to prevent damage and deterioration. To ensure this the condition of stored product is to be assessed at regular periods and action taken accordingly such as discarding product that has been damaged or is no longer within used by date. Food storage is only to be located in areas set aside for this purpose. These areas are to provide isolation/segregation and the opportunity for protection from accidental damage; and the environmental conditions under which it is stored will not adversely affect the safety and suitability of the food. Product that has limited shelf or storage life is to be checked periodically for expiry date and if this has been exceeded to be regarded as nonconforming product. All Stock shall be rotated using the "first in- first out" (FIFO) philosophy. Products that have been on premise or that have the least shelf life shall be stored at the front encouraging use or to be used first. Newly delivered goods or products with a longer shelf life shall be rotated to the rear, encouraging appropriate rotation of goods. Food items taken from the freezer for defrosting require a used by date to be recorded on the product to ensure identification and discard if required if not used. **Storage** Dry goods are to be are stored on shelves or food storage bins with lids with a minimum bottom shelf height of 15mm off the floor. Raw and cooked food items are to be kept separately and should cook and raw food items share the same shelving or storage device, cooked must be stored above raw. Food items are to be appropriately packed/ wrapped to prevent possible leaking or cross contamination. Cool room/Freezer temperatures are to be recorded as per food safety plan requirements; the critical limits set for cold storage is 5'c or below. Freezer storage critical limits are -12'c or below. Any discrepancies of temperature are to be reported to your Supervisor immediately for corrective action. **Non Conformances** Any raw materials or product that does not conform to specification or quality is to be set aside so that it is not confused with conforming product. Management is to be notified to make necessary assessment and appropriate action. The product is to be quarantined if being returned to suppliers or discarded into appropriate waste stream immediately. Product that is past its used by date is to be discarded. **Corrective Actions & Alternative Cold Storage or Display Methods**

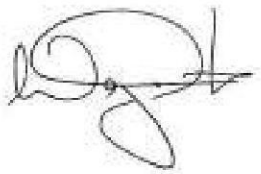
SPARK.FSP.002	STORAGE OF FOOD PRODUCTS
	Where cold storage equipment is unable to meet the core temperature requirements of 5'c or below, the 2 hour/ 4 hour rule, as instructed by the FSANZ Food Standards Code will be applied. Perishable Food and Beverage products will be managed in cold holding devices and or equipment were possible and monitored via time. Under these circumstances a set time frame of 2 hours is to be applied with food products to be appropriately discarded after this time frame. Designated staff will be appointed to manage time. In regard to food storage areas requiring service or repair, alternative storage areas are to be used to store stock until appropriate repair has been performed. **Monitoring and Recording** Cold Storage areas will be monitored routinely throughout business/ operational hours and temperatures recorded up to three times per day. Outlet cold storage devices will be monitored routinely and recorded once on documentation to verify the process.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham- Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.003	Cooking& Reheating Temperature Requirements
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) food products are cooked and reheated to meet the required expectations for quality and safe food product.**
Rationale	The rationale for this policy is to outline temperatures required for food products to meet the required expectations for quality and safe food product.
Work Instructions	**Cooking of food products** Cooking is the application of heat to food products to make their properties more palatable. Numerous methods of cooking are utilized throughout the Stadiums operation however this policy and work instruction is mainly directed toward food products generally in the category of high risk or protein based. **Equipment** Equipment used for the process of cooking include but are not limited to, ovens, deep fryers, flat top grill plates, grills, steamers, conveyer cooking systems, bain maries, stove tops, brat pans, kettles. **Critical Limits for food products** The critical limits of food products must be verified using a calibrated probe and recorded on appropriate documentation. **Core Temperatures** Product — Minimum Temperature Requiremen Portion Cut/ Whole cuts — 64 – 68'c Minced meat products — 75'c Chicken and Turkey — 75'c Egg Based products — 75'c Fish Portion Cut/ Whole Cuts — 70'c Rice and Farinaceous — 90'c **Preventing Cross Contamination** All practical measures should be taken to prevent cook food from coming into contact with raw food items. This includes storage of products as well as preparation activities. Preparation of raw and cooked foods are to be performed in separate areas with a reasonable distance to prevent cross contamination. Staff are required to wash their hands between duties as well as encouraged to wear gloves. **Corrective Actions** 1. Check safety of food. If unsure check with your Supervisor for further information. Continue to cook until core temperature requirement is met. 2. Check safety of food, notify your Supervisor. Discard food. **Reheating Food** A core temperature of 75'c is required for food products undergoing reheating. The core temperature is to be monitored by using a calibrated probe and results of that monitoring when compliant to be recorded on appropriate documentation. **Important Steps when reheating**

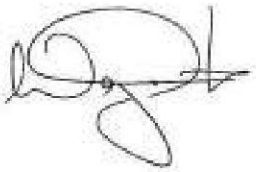
SPARK.FSP.003	Cooking& Reheating Temperature Requirements
	Always ensure product is within used by date and the intended use is correct, for example location of product or event which in some circumstances is identified on the labeling. When reheating do not overload equipment as this reduces the recovery time and takes longer to reach the required temperature. Ensure product is in a manageable quantity to encourage quicker heating times and use additional equipment such as trays or pots to encourage this. Over stocked trays or pots will take much longer to heat as well as possible uneven heating which could affect the overall quality of the product as well as its safety. When loading equipment such as ovens and steamers, ensure sufficient spacing between trays to assist in the flow if hot air or steam within the device. This encourages quicker recovery time of equipment as well as a more even contact of temperature to food and minimizes the heating time. Deep fryer baskets should not be overloaded, preferring to minimize product to encourage quicker heating times as well as a more even distribution of colour throughout the food products. Overload can reduce the temperature creating a “boiling” affect that will lengthen the cooking time as well as possible damage to the product. Any food items that have undergone a reheat step if not used are to be immediately discarded and not reentered into the food chain. **Corrective Actions** 1. Check safety of food. If unsure check with your Supervisor for further information. Continue to heat until core temperature requirement is met within the time specification. 2. Check safety of food, notify your Supervisor. Discard food.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham - Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

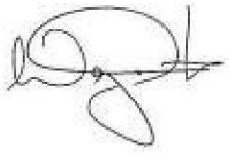
SPARK.FSP.004	Cold & Hot Holding and Display
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that that a process is in place to ensure food products are monitored while being held or on display to ensure product safety and quality.**
Rationale	The rationale for this policy is to describe the process in which displayed and held products are monitored as well as temperature and time restrictions that apply to the process.
Work Instructions	**Cold and Hot Holding** Cold and hot holding is the process of maintaining a product temperature in preparation for service/ sale. Cold holding is performed using cool rooms or refrigerators. Hot holding can be performed using various methods such as pots, hot boxes, bain maries, ovens. Cold food is to be maintained at a temperature of 5'c or below. Hot held food to be maintained at a temperature of 60'c or above. A calibrated probe is to be used to monitor this temperature compliance and results recorded on appropriate documentation. **Cold Display** Cold display food products are to be managed via temperature, the 2/4 hour rule and product demand. A staff member is to be designated to monitoring cold products during service to ensure compliance as well as replenishing product as it is sold to minimize product on display. The use of display fridges and or cold wells is to be used for display purposes and maintained at a temperature of 5'c or below. Food items are to only be displayed for a maximum period of 2 hours and are to be discarded thereafter. **Hot Food Display** Hot food display is managed via temperature, the 2/4 hour rule and product demand. Staff are assigned to replenish and monitor food with product on display kept to a minimum amount of portions to ensure quality of product as well as meeting consumer demand. Hot food is displayed in hot wells, bain maries and hot display cabinets and maintained at a temperature of 60'c or above. Equipment is to be turned on approximately 30 minutes prior to use or before to ensure equipment is at a correct storage temperature. **Food Display Requirements** All food display areas must • Have appropriate supervision to monitor the safety and quality of products • Designated specific serving utensils to each product • Be appropriately package to prevent contamination. **Corrective Actions** Food items found to be deliberately touched or interfered with, or have signs of contamination are to be discarded immediately, though discretely removed, however removal of the product does take precedence over discretion. Any evidence of contamination is to be reported to the supervisor immediately. Any food items held above 5'c for a period of 2 hours are to be discarded.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website

SPARK.FSP.004	Cold & Hot Holding and Display
Author	P.Higham- Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.005	THERMOMETERS & TEMPERATURE MEASURING DEVICES
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that temperature monitoring devices will be used throughout the operation to verify product, process or equipment temperatures as required under Food Standards Code and NSW Food Act.**
Rationale	The rationale behind this policy is to ensure temperature measuring devices are used operationally to verify product, process and or equipment temperatures. These temperature monitoring devices will comply with the Food Standards Code requirements of within -/+1'c of measurement.
Work Instructions	**Temperature Probe Identification** All temperature probes and measuring devices are to be uniquely identifiable. Each device will have a unique name or number for verification and calibration purposes. All probes will be appropriately stored, issued and returned to ensure whereabouts as well as being maintained on a Temperature Probe List. **Use of Temperature Probes** Staff are to ensure Probe is working and an identification name or number is on device. Probe thermometers are to be cleaned and sterilized using disinfectant/ sterilizing wipes before and after temperature checking. Any issues or discrepancies with probes are to be notified to the relevant Manager or Supervisor immediately for corrective action. **Infrared probes** Take temperature measurement from inside packaging and if possible deep in the product, not just the product surface. Should a temperature discrepancy occur using a infrared probe, perform a secondary check using a Temperature probe thermometer. **Temperature Probe Calibration** All "lolly pop" Probes will be calibrated internally using a two point temperature method. This shall occur quarterly. Point one will be an ice slurry of 50/50 ice and water mixture, point two measured from simmering water (bubbles gently breaking the waters surface). Temperature result will be recorded and filed for reference. Thermometers are to be within 1'c of 0'c for cold temperature and 1'c of 100'c for hot. Specialized verification probes are to be calibrated annually by an NATA accredited third party company.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham- Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.006	FOOD & BEVERAGE STORAGE – WOOD & GLASS POLICY
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that products used for the purpose of storage and packaging of food products will be managed in a manner prevent possible contamination to food products.**
Rationale	The purpose behind this policy is to minimize or eliminate possible contamination of food products from packaging or storage devices by putting practical measures in place to prevent breakages or damage.
Work Instructions	**Wooden Products** Primarily these items are wooden pallets used to assist in the process of transport and storage. Potential risk is identified as possible splintering causing food to be contaminated. **Risk management strategy** ▪ All food items to be inspected on delivery to ensure no contamination has occurred during transportation. Any evidence sighted requires immediate rejection of goods, notification relevant manager ordering goods and record of the incident via supplier appraisal or unfit food report. In all incidents the relevant supplier must be notified. ▪ No food items are to be directly stored on wooden pallets and are to either be retained in their original protective packaging or a food grade storage device. ▪ Were possible, products on pallets are to be decanted and stored on food storage shelving. ▪ The use of cardboard or other protective pallet liners is desired. ▪ Wooden pallets should ordinarily not be in food preparation areas or only minimally on larger events when packaging for transport to other outlets is taking place or decanting for bulk preparation duties. Wooden pallets are not to be stored in preparation areas. **Glass** This category identifies glass or ceramic storage or presentation devices such as jars, bottles, platters, drinking glasses and lighting in preparation areas. The potential risk identified as possible physical contamination due to shattering, breakages, chipping or splintering. **Risk management strategy** ▪ Purchased products packaged in glass storage devices such as jars or bottles will be stored in a safe area at all times to prevent possible accidents from shelving being knocked, hit or bumped. ▪ It is strongly encouraged products in glass packaging are stored on lower shelves of storage areas and were possible, particularly in cold storage areas, they are stored inside a food graded plastic container or receptacle. ▪ Were possible the product contents will be transferred into another more suitable food storage device such as food grade plastic or stainless steel. ▪ All breakages are to be immediately reported to a supervisor or manager for investigation to ensure no contamination of product has taken place. ▪ Any glass or ceramic devices such as platters, plates, glass, jars etc, found to have cracks, chips or fractures are to be immediately discarded as well as any food product that has come into contact with them. ▪ All food presentation devices such as plates or platter etc are to be managed with the utmost care. This is achieved via. ▪ Clear, organized and uncluttered working areas.

SPARK.FSP.006	FOOD & BEVERAGE STORAGE – WOOD & GLASS POLICY
	▪ Are easily identifiable. ▪ Located in safe areas to avoid possible accidents. ▪ Regular visual inspection for breakages, chips or cracks. ▪ Glass or ceramic devices used for presentation will be safely and appropriately wrapped to protect food during storage and transport from external contamination or in the event of breakages, isolate and contain glass or ceramic material from other food items **Lighting**- Food preparation areas will have diffusers attached to all light fittings and will be routinely inspected. o Any breakages or discrepancies will be reported to the Assets Department for immediate repair. o Approved heat tolerant safety glass will be used in kitchen exhaust hood areas and routinely inspected.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham- Senior Coordinator, Integrated Management System, Food Safety
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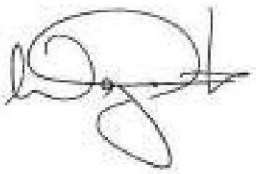
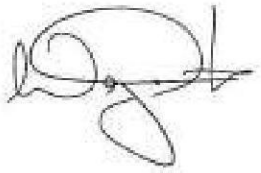
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.007	FOOD ALLERGIES & INTOLERANCES
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that food ingredient information be available for Patrons managing allergies or intolerances and to ensure safe food is available for all.**
Rationale	The rationale for this policy is to ensure appropriate food ingredient information is available to Patrons on request in a timely and appropriate manner.
Work Instructions	**Ingredient Information for Allergies and Intolerances** Stadium Australia Operations will to take all practical measures to inform Patrons of product ingredients if requested as well as the outlet and kitchen conditions products may have been produce in. Primarily, it is the responsibility via legislation that Allergy suffers identify themselves and their dietary requirements however Stadium Australia Operations have a process in place to inform Patrons of ingredient information via: - - Acknowledging and were possible recording dietary requirements if required. - Having alternative menu or food items available were practically possible. - Continually educating Staff via briefings and toolbox talks about allergens and intolerances and how to assist in information. - Staff having knowledge of product ingredients or where to obtain further information. - Educate Staff that if product information cannot be obtained for whatever reason or if in doubt to identify the food item as not to be eaten and seek an alternative product that ingredients are known. Supervisors are to have access to product details (such as ingredient information on packaging or recipes) located within Outlets to provide ingredient information on request. **Special Dietary Requirements** All dietary requirements are specified by the customer on booking so that requirements are stated on the Banquet Event Order (BEO). Where individual requests/meals are prepared, the special diet is labeled with the dietary request. In the event of buffets or public catering, customers are able to check with the Supervisor regarding any allergen information.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham - Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality

SPARK.FSP.007	FOOD ALLERGIES & INTOLERANCES
	 Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.008	NON-CONFORMING PRODUCT AND PRODUCT RECALL
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that food and beverage products prepared, served and sold by the Company and its subcontractors are safe and fit for human consumption. To achieve this policy a process has been established to identify and recall non-conforming food and beverage products from within the Company's operations and prevent these products from being sold or consumed.**
Rationale	The rationale is to clearly define non-conforming product and product recall, explain when a product recall may be necessary to remove non-conforming product from the Company's operations and outline the key steps in undertaking a product recall.
Work Instructions	**Non-Conforming Product And Product Recall** For the purposes of this policy and work instruction, food and beverage products which may pose a health and safety risk to consumers or deviate from the intended product specifications are referred to as non-confirming product. A recall is an action taken to remove from distribution, sale and consumption non-conforming products. Recall action may be required if there is a reasonable possibility that use or consumption of non-conforming product would cause adverse health consequences or even death. Reasons for recall could include contamination by pathogenic bacteria or the presence of chemicals or foreign matter (e.g. pieces of glass, metal or plastic) that could cause physical harm to a person consuming the food. Action may also be required for other issues that pose a potential health risk such as incorrect labeling (e.g. allergens such as peanuts, milk or milk products not being declared on the label), incorrect processing or insufficient cooking. **How Is Non-Conforming Product Identified?** **External sources** Non-conforming product may be identified from the following external sources: - A notification from Government Authorities via recall alerts for non-conforming product received by the Company's Food Safety Supervisor. - Trade recalls for non-conforming product e.g. distributors, suppliers and wholesalers. Where a product recall notice is received by any employee of the Company from an external source for non-conforming product, this information will be communicated to the General Manager, Catering & Hospitality, the Food Safety Supervisor, the Departmental Program Manager and other persons as required. A check will be performed to confirm whether product is held in stock by the Company initially. The product recall process will be undertaken for all non-conforming product identified by an external source (refer to Product Recall procedure below). **Internal Sources** Non-conforming product may be identified from the following internal sources: - A food complaint from a guest (e.g. uncooked / raw food); - A medical incident relating to food quality (e.g. suspected food poisoning); - A food safety concern raised by a staff member or guest (e.g. contaminated food for example foreign objects/ material); - A deviation from the pre agreed menu sold that has been identified by a staff member

SPARK.FSP.008	NON-CONFORMING PRODUCT AND PRODUCT RECALL

or guest;
- Equipment failure (e.g. refrigerator does not hold correct temperature of 5°c or below); and/or
- Any other evidence that suggests that the quality or safety of a product has been compromised.

Where non-conforming product is identified by an internal source, the product must be isolated. The person who identified or was informed of the non-conforming product shall notify their Supervisor immediately. The Supervisor will then inform the Catering Supervisor or Catering Manager of the situation.

Actions To Be Undertaken When Non-Conforming Product Is Identified

In the event that non-conforming product is identified from an external or internal source, the following process shall be followed:

- The non-conforming product(s) must be isolated and labeled 'non-conforming product, do not use'.
- The person who identified the non-conforming product shall notify their Supervisor immediately and provide the following details:

1) A description of the non-conforming food or beverage item;
2) The product name;
3) The batch number/ best before or use by date;
4) The supplier's name;
5) The package size or description of the packaging;
6) Details of the non-conformance (e.g. contamination, foreign objects, out of date product);
7) Details of any corrective actions taken; and
8) Provide their name, work location and contact information.

The Catering Supervisor or Catering Manager shall assess the product to apply appropriate action as required of the situation.

When assessing any non-conforming product, the following shall be considered:

- Is there evidence to indicate that microbiological safety of the product has been compromised?;
- Is there evidence of any chemical contamination?;
- Is there a presence of foreign matter in the product?;
- Are there labeling errors with the product?;
- Are there any packaging defects?;
- Is the product past its best before or use by date?;
- Does the product appear to have been under processed?; and/or
- Is there any other evidence that suggests that the quality or safety of the product has been compromised?

It is important that the Supervisor or Manager obtains all relevant information about the non-conforming product so that an accurate assessment can be made to establish whether or not a recall is required. The Supervisor or Manager should seek specialist advice by the Catering Manager and other specialist staff as required.

Once a thorough assessment of the non-conforming product has been made, the Supervisor or Manager will:

1. Take no further action if the product is assessed as being safe and meets the Company's quality specifications; or
2. Remove the non-conforming product(s) from the area if the source of the non-

conformance has been identified and is isolated ; or

3. Instigate a product recall if the source of the non-conformance cannot be identified or in cases where the product is not safe and does not meet the Company's quality specifications.

The Supervisor or Manager will then notify the Catering Manager and Food Safety Supervisor of the situation, the outcome of the assessment process and the corrective action that has or will be undertaken to remove any non-conforming product from the operation.

Product Recall Process

There are two key objectives of the product recall process:

1. To stop the distribution, service and/or sale of the affected product as soon as possible and to isolate the affected product; and
2. To effectively and efficiently remove from the operational environment and quarantine any product which is potentially unsafe or does not meet the Company's quality specifications.

Step 1 - Identify And Locate Non-Conforming Product

The Supervisor or Manager will perform an assessment on the identified nonconforming product and perform a check if similar products are being used in other parts of the building in the case of multiple nonevent day Functions. This will generally be using a Catering Event Orders, however may also include if required;

- Eatec Inventory Management System;
- Recipes;
- Distribution Reports;

Step 2 - Determine The Scope Of The Product Recall

The scope of the product recall will include one or more of the following:

- All items or units of the same specification to be remove from a single outlet;
- All items or units of the same specification to be removed from all outlets;
- All items from a supply source to be removed from all outlets (e.g. the same distributor or supplier); and/or
- All items that could reasonably be expected to be compromised for either safety or quality.

Step 3 - Establish The Product Recall Team (Roles And Responsibilities)

The Supervisor or Manager will form a Product Recall Team. The size and composition of the team will be subject to the size and scope of the recall. At a minimum, the team will consist of the following positions:

Product Recall Team Leader

The Product Recall Team Leader is responsible for the overall management and monitoring of the recall process. This includes:

- Establishing the recall team and delegation of duties;
- Assigning recall team members to specific product collection locations;
- Managing the collection, return and quarantine of non-conforming product;
- Liaising with the Supervisor or Manager and other key stakeholders about the status

of the product recall process;
- Completing form SPARK.FSF.008 Product Recall Form & Checklist and email to Catering Manager and Senior Coordinator, IMS (Food Safety);
- Completing SPARK.SEF.007 – Incident Report;
- Completing SPARK.SEF.008 – Investigation Report.

Product Recall Team Member

The Product Recall Team Member is responsible for participating in the product recall under the direction of the Product Recall Team Leader. This includes:

- Collecting non-conforming products from assigned areas;
- Returning non-conforming products to the designated quarantine area;
- Labeling all recalled product “non-conforming product, do not use”; and
- Ensuring that all non-conforming product has been collected, returned to the quarantine area and is accounted for.

Supervisors

Supervisors are responsible for the identification and isolation of non-conforming product at an outlet level and liaising with Product Recall Team Members to ensure all non-conforming product(s) are removed from the outlet.

Step 4 – Designate A Quarantine Area

The Product Recall Team Leader will designate a quarantine area for the affected product however areas must be designated based on the quantity and type of product being quarantined. Any areas used for quarantine purposes must be secure and clearly identifiable.

Step 5 - Manage The Collection, Return And Quarantine Process

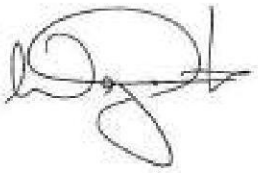
- The Product Recall Team Leader will deploy the recall team and make contact with Managers or Supervisors in regard to product identification and quantities to be recalled.
- Managers and Supervisors will then get Staff to isolate product within outlets.
- The Product Recall Team Leader will coordinate Product Recall Team Members to collect nonconforming product. Nonconforming Product to be label “non- conforming product, do not use”.
- All non-conforming product will be returned to the designated quarantine area.
- The Product Recall Team leader will track the progress of the recall and confirm that all recall items have been collected and quarantined
- The Product Recall Team Leader will update the Supervisor or Manager of recall progress and outcomes.

Non-Conforming Product Disposal

Non-conforming product cannot be discarded without approval from the Catering Manager, the Food Safety Supervisor. Product may be required to be further examined, returned to suppliers or recorded for stock control purposes.

Non-conforming product is to be disposed of in one or more of the following ways:

- Product directly returned to the nominated supplier;
- Product discarded into the waste stream so that the product cannot be used for human consumption. This process is to be supervised and can only be authorised as described above;
- Product may undergo further processing in the instance of quality related matters; and/or
- Product may be confirmed as being safe and suitable for distribution, service and/or sale and returned to outlets.

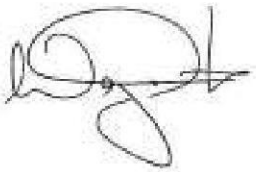
SPARK.FSP.008	NON-CONFORMING PRODUCT AND PRODUCT RECALL
	Product Recall & Incident Reporting In the event that nonconforming product is only for a single product, an incident report SPARK.SEF.007 is to be completed by the Supervisor and sent to the Catering Manager. In the event of a recall situation and the Catering Manager and the Food Safety Supervisor are not involved in the management of the food recall, they are to be notified via email and a scanned copy of the completed form SPARK.FSF.008 Product Recall Form & Checklist is to be sent. An Incident Report SPARK.SEF.007 is to be completed by the Supervisor and sent to the Catering Manager. An Investigation Report SPARK.SEF.008 is to be completed by the Supervisor and sent to the Catering Manager.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham - Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

CORPORATE SERVICES

FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.009	Food Safety in Emergency Situations
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that a process is in place to inspect and assess the safety and quality of food products in the event of an emergency situation such as fire, flood, power failure, or any other emergency situation that could impact the safety of food product.**
Rationale	The policy is intended to describe the processes involved for the effective inspection and assessment of food products after an emergency situation. This policy is to be used as a guide by staff to ensure appropriate food safety control for food products.
Work Instructions	**FLOOD EMERGENCIES** Flood water can be contained with sewage, agriculture and industrial waste and other substances that can cause illness thus posing a potential threat to safety. In the event of flood Food Subcontractors shall: • Assess food product for damage or contamination. • Inspect food storage and preparation areas and assess damage. • Plan and conduct the cleaning of equipment, utensils, crockery and other food related equipment to ensure safe, hygienic and sanitized equipment. • Discard any damaged or contaminated food and beverage products. A log is to be maintained to document product being discarded into the waste stream. • Organise additional waste services if required. • Plan and conduct the deep cleaning of outlets, kitchens and related areas. **FIRE EMERGENCIES** Potential safety hazards associated to fire derives from possible toxic fumes from burning materials. Additionally chemicals used during firefighting can also contribute to this threat. Fire also can assist the multiplication of microbiological bacteria via raising ambient temperature and encouraging growth. Food products that have been involved in fire emergencies is to be discarded into the secure waste stream. Additional waste services are to be organized if required to meet discard requirements. Locations affected by the fire are to be deep cleaned as well as equipment after a thorough safety assessment of the area has been conducted. **POWER FAILURE** In the event of power failure of cold or freezer storage areas food product if required shall be moved to alternative cold storage areas or if deemed unsafe will be discarded into waste stream.
Interested Parties	Catering & Hospitality Department Managers, Catering Supervisors, Executive Sous Chef, Menu Management Sous Chef, All Sous Chefs, Distribution Team Members, All Food Handling Staff.
Reference Documents	FSANZ Food Standards Code, SAO IMS Manual, NSW Food Authority Website
Author	P.Higham- Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/2013
Approved By	Position: General Manager, Catering and Hospitality

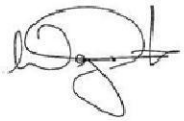
SPARK.FSP.009	Food Safety in Emergency Situations
	 Signature: Wayne Forrest

CORPORATE SERVICES

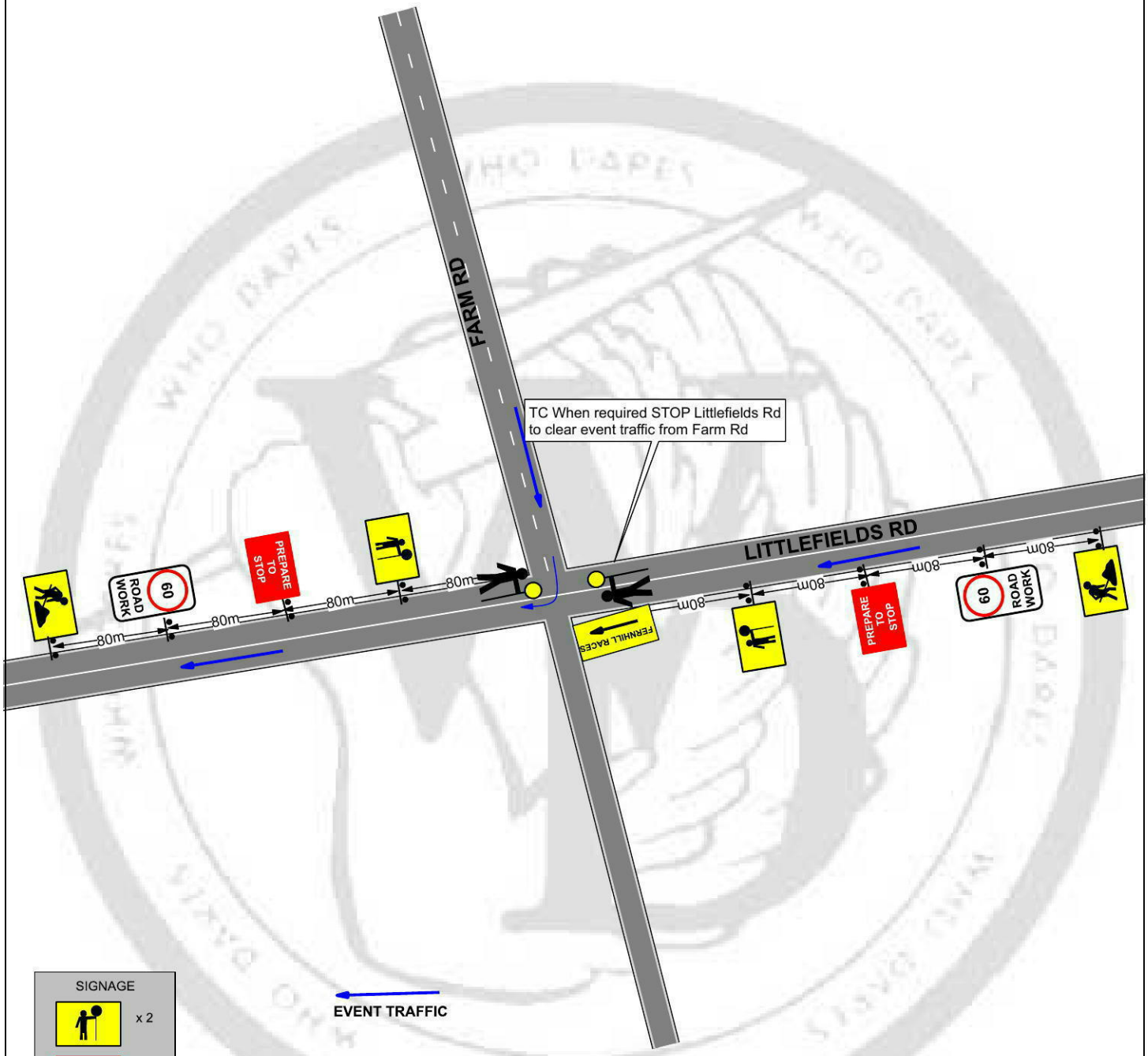
FOOD SAFETY OPERATIONS PLAN

OPERATING POLICY & WORK INSTRUCTIONS

SPARK.FSP.010	Food Transport External Catering
Policy	**It is the policy of Stadium Australia Operations Pty Ltd (the Company) that an appropriate means of transporting food products to external catering events is performed.**
Rationale	This policy is intended to describe the processes and requirements involved to ensure the safe transport of food and beverage products to external catering events and possible return of authorised products.
Work Instructions	**Transport Booking and Vehicle Selection** All vehicles shall be booked via a Company approved supplier. The physical booking shall be performed by Management generally one month in advance or as required to ensure correct vehicle specifications are met. The Catering and Hospitality Department require when booking a vehicle that: • The vehicle food storage temperature is between 2-3'c internally • Registered as a food transport vehicle with the NSW Food Authority • Driven with a class 1a driver's license • Ability for continuous refrigeration via stand by power source • protects the food being transported from contamination • be designed and constructed to ensure that food contact surfaces can be cleaned and, if necessary, sanitized **Food and Beverage Packing and Labeling** All products shall be packaged and/or covered in a manner to ensure that contamination does not occur. Food grade packaging or containers shall be used to ensure both safety and prevent physical damage. The use of food grade crates is encouraged for better loading and organization. All food and beverage products shall either retain original product labeling if original packaging is used. Products that have been produced by Stadium Australia Operations Catering and Hospitality Department shall abide to labeling requires as specified in Operating Policy and Work Instruction KITP.018 Kitchen Product Labeling. **Vehicle Loading and Unloading** Loading and unloading of products shall be performed in a pre-organized and systematic manner to maximize efficiency is space and safety of food and beverage products as well as minimize exposure to danger zone temperatures. To enable the above: • Vehicle precooled to 2-3'c prior to loading. • Stand by power source to be used during process or vehicle to be operating if no power source is available. • Sufficient staff and equipment such as trolleys, forklifts, pallet jacks to minimize loading/ unloading times. • Products to be packaged to enable easy stacking preventing damage and maximizing storage efficiency. • Vehicle doors to be closed where possible to assist core temperature of vehicle and products.

SPARK.FSP.010	Food Transport External Catering
	Transport Temperature Requirements A temperature of 5'c or below is required for all perishable food products or corrective action must be applied. **Product Inspection, Monitoring and Recording** Product shall be inspected upon loading for: • Quality • Labeling and packaging • Temperature Unloading: • Temperature • Damage Functions Temperature Record form (SPARK.FSF.0013 – Product Receiving) shall be completed to record inspection and monitoring activities. **Corrective Actions** Quality- reject items and discard Labeling/packaging- check safety of food for contamination and temperature, package food to prevent possible contamination and damage, ensure appropriate labels are attached. Temperature- If product exceeds requirements Supervisor/ Manager to be notified. Alternative cold storage if accessible, application of 2/ 4 hour rule only by authority of Management.
Interested Parties	All Staff
Reference Documents	FSANZ Food Standards Code, NSW Food Act 2003, NSW Food Regulation 2010, Code of Practice for the transport of primary produce and seafood (NSW Food Authority)
Author	P.Higham - Senior Coordinator, Integrated Management System, Food Safety
Date Approved	12/09/13
Approved By	Position: General Manager, Catering and Hospitality  Signature: Wayne Forrest

Appendix C – Model Traffic Management



SIGNAGE

- x 2
- PREPARE TO STOP x 2
- x 2
- 60 ROAD WORK x 2
- FERNHILL RACES x 1

LOCATION	Littlefields Rd & Farm Rd MULGOA
DATE	Sat 9 November 2013
TIME OF WORKS	0830 till 1500
CLIENT	Fernhill Picnic Races
PROJECT	Fernhill Picnic Races
PLAN #	001
MINIMUM STAFF REQ	

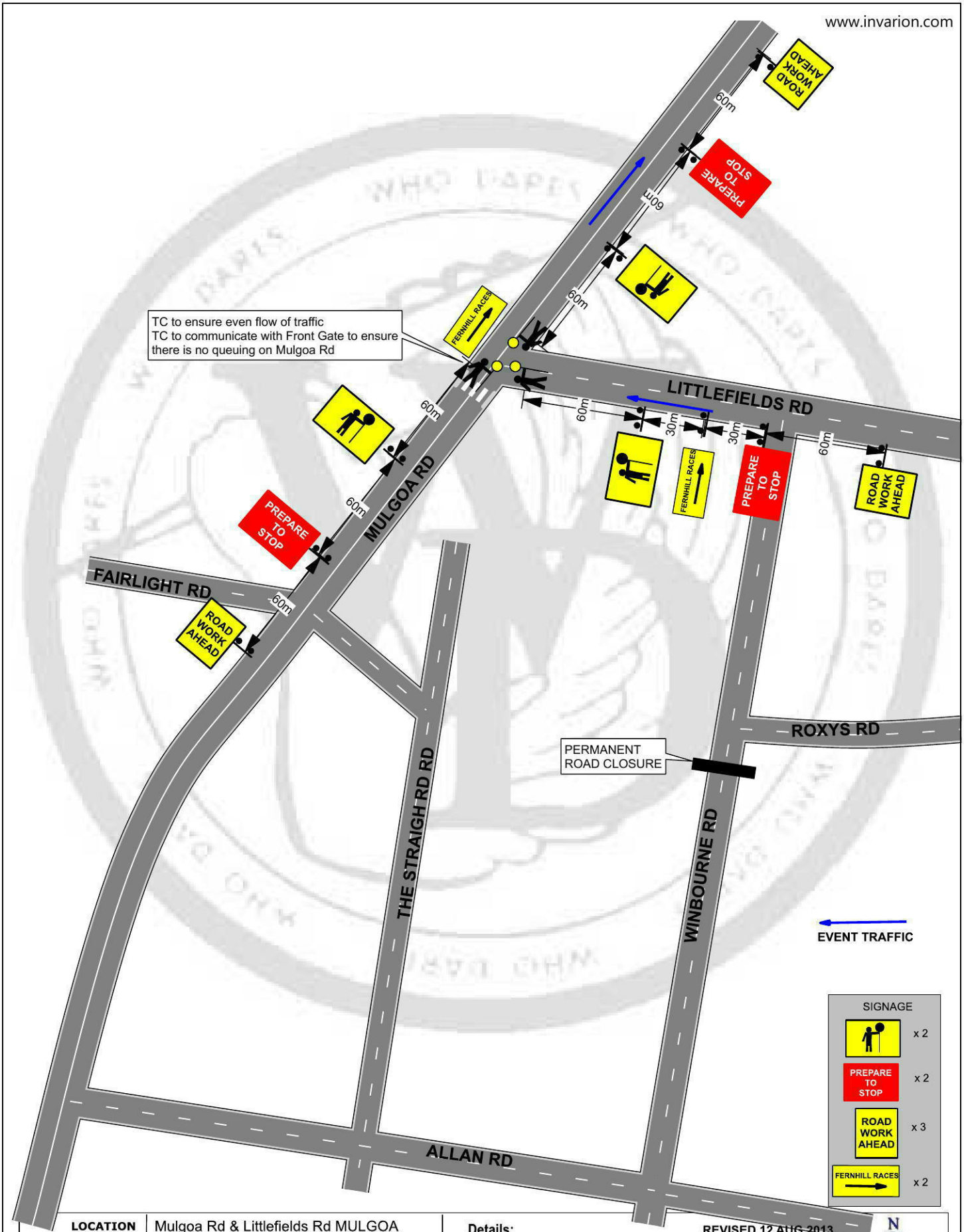
Details: **REVISED 12 AUG 2013**

SHORT TERM WORKS
This plan shows traffic control positions and advance warning signage approaching Littlefields Rd at Farm Rd

N W E S

Plan prepared by
Greg Mooney RTA
Cert # 2133007523
for Who Dares Pty Ltd
Greg Mooney

www.invarion.com



LOCATION	Mulgoa Rd & Littlefields Rd MULGOA
DATE	Sat 9th November 2013
TIME OF WORKS	0830 till 1500
CLIENT	Fernhill Picnic Races
PROJECT	Fernhill Picnic Races
PLAN #	002
MINIMUM STAFF REQ	

Details: **REVISED 12 AUG 2013**

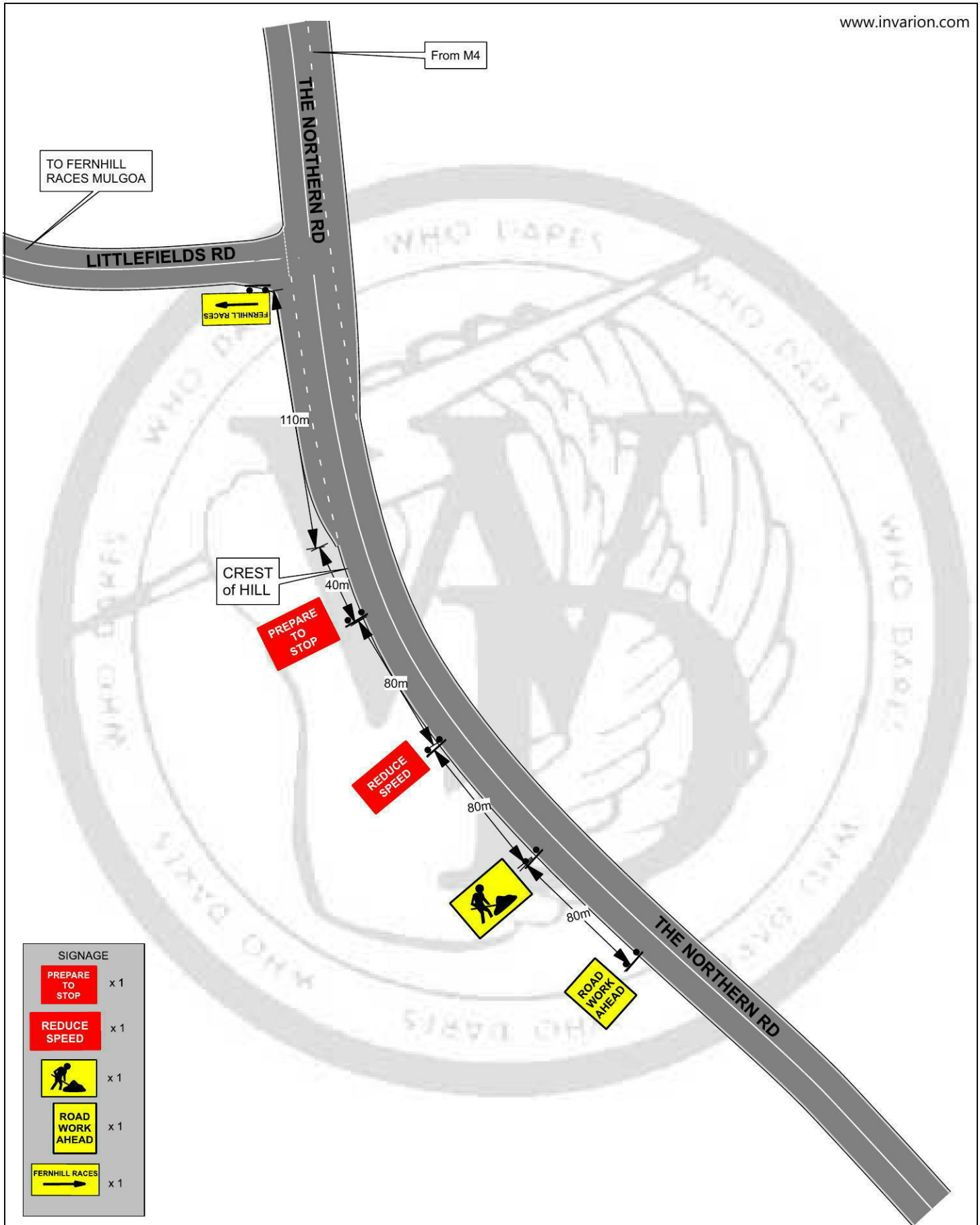
SHORT TERM WORKS
It is proposed to control traffic via Stop/Slow to assist vehicle movement to the event.

The plan shows traffic control positions and advance warning signage.

N W E S

Plan prepared by
Greg Mooney RTA
Cert # 2133007523
for Who Dares Pty Ltd

www.invarion.com



SIGNAGE

PREPARE TO STOP	x 1
REDUCE SPEED	x 1
	x 1
ROAD WORK AHEAD	x 1
FERNHILL RACES	x 1

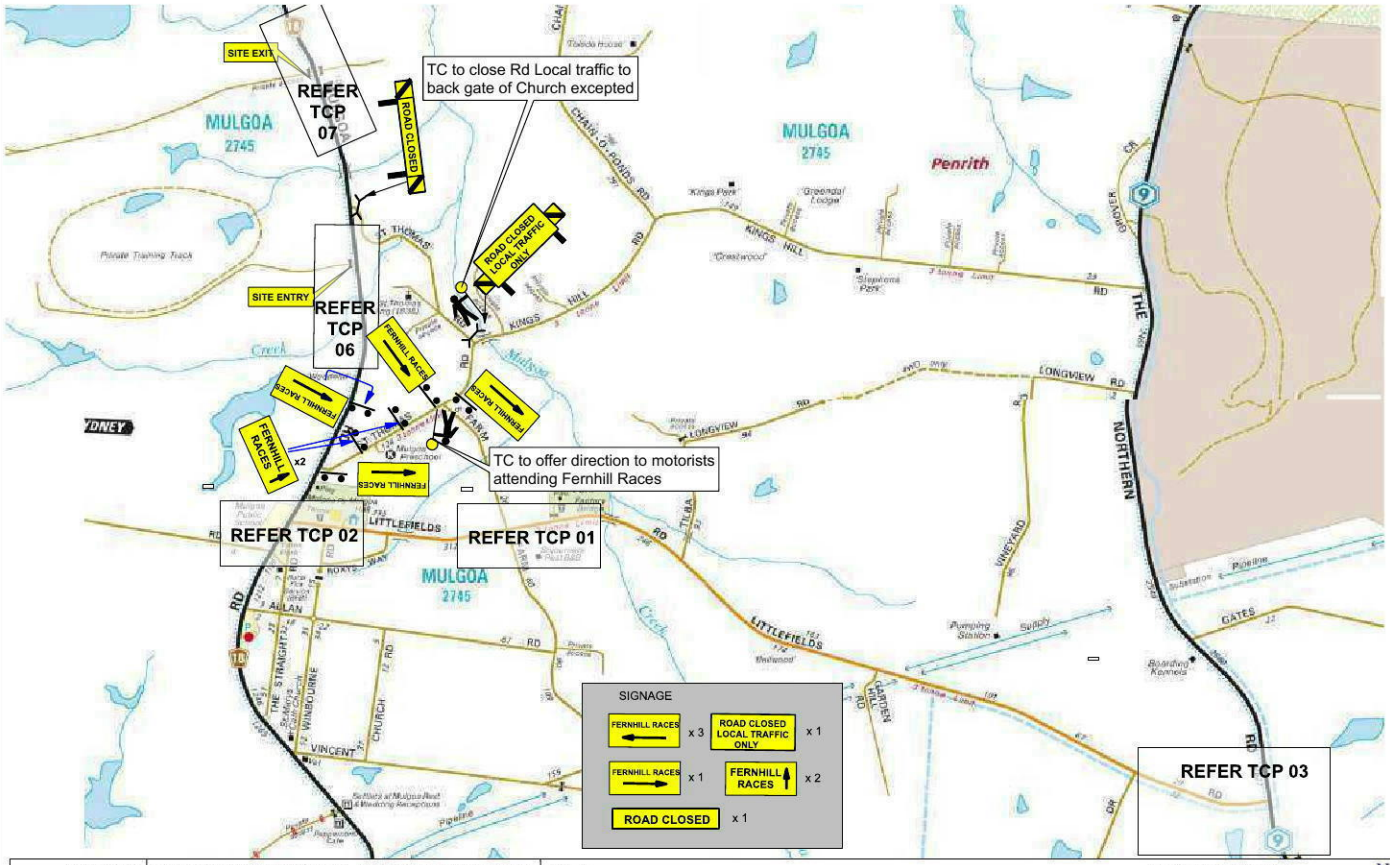
LOCATION	The Northern Rd & Littlefields Rd LUDDENHAM
DATE	Sat 9 November 2013
TIME OF WORKS	0830 till 2200
CLIENT	Fernhill Picnic Races
PROJECT	Fernhill Picnic Races
PLAN #	003
MINIMUM STAFF REQ	

Details: **REVISED 12 AUG 2013**

SHORT TERM WORKS
This plan shows traffic control advance warning signage approaching Littlefields Rd NORTH bound.

N W E S

Plan prepared by
Greg Mooney RTA
Cert # 2133007523
for Who Dares Pty Ltd



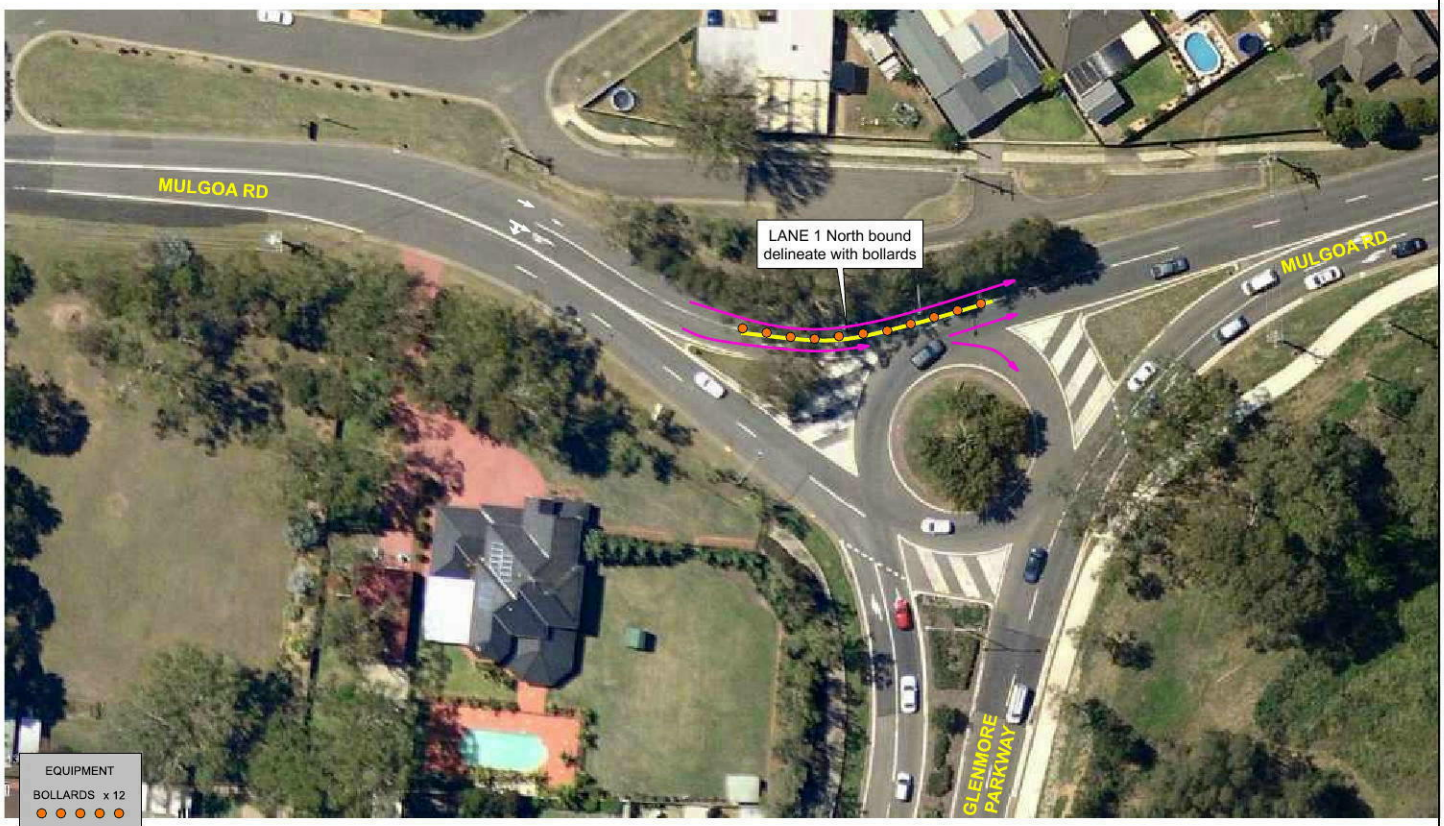
LOCATION	St Thomas Rd, Farm Rd & Kings Hill Rd MULGOA
DATE	Sat 9 November 2013
TIME OF WORKS	0830 till 2200
CLIENT	Fernhill Picnic Races
PROJECT	Fernhill Picnic Races
PLAN #	004
MINIMUM STAFF REQ	

Details:

REVISED 12 AUG 2013

SHORT TERM WORKS
St Thomas Rd Closed at Mulgoa Rd
St Thomas Rd closed at Kings Kill Rd (Local Access EXCEPTED)
Directional signage in St Thomas Rd at Farm Rd

Plan prepared by
Greg Mooney RTA
Cert # 2133007523
for Who Dares Pty Ltd



LOCATION	Mulgoa Rd & Glenmore Parkway GLENMORE PK
DATE	Sat 9 November 2013
TIME OF WORKS	12noon till 2200
CLIENT	Fernhill Picnic Races
PROJECT	Fernhill Picnic Races
PLAN #	005
MINIMUM STAFF REQ	

Details:

SHORT TERM WORKS
Police have requested a line of bollards to delineate lane 1
EAST BOUND through the roundabout

REVISED 12 AUG 2013

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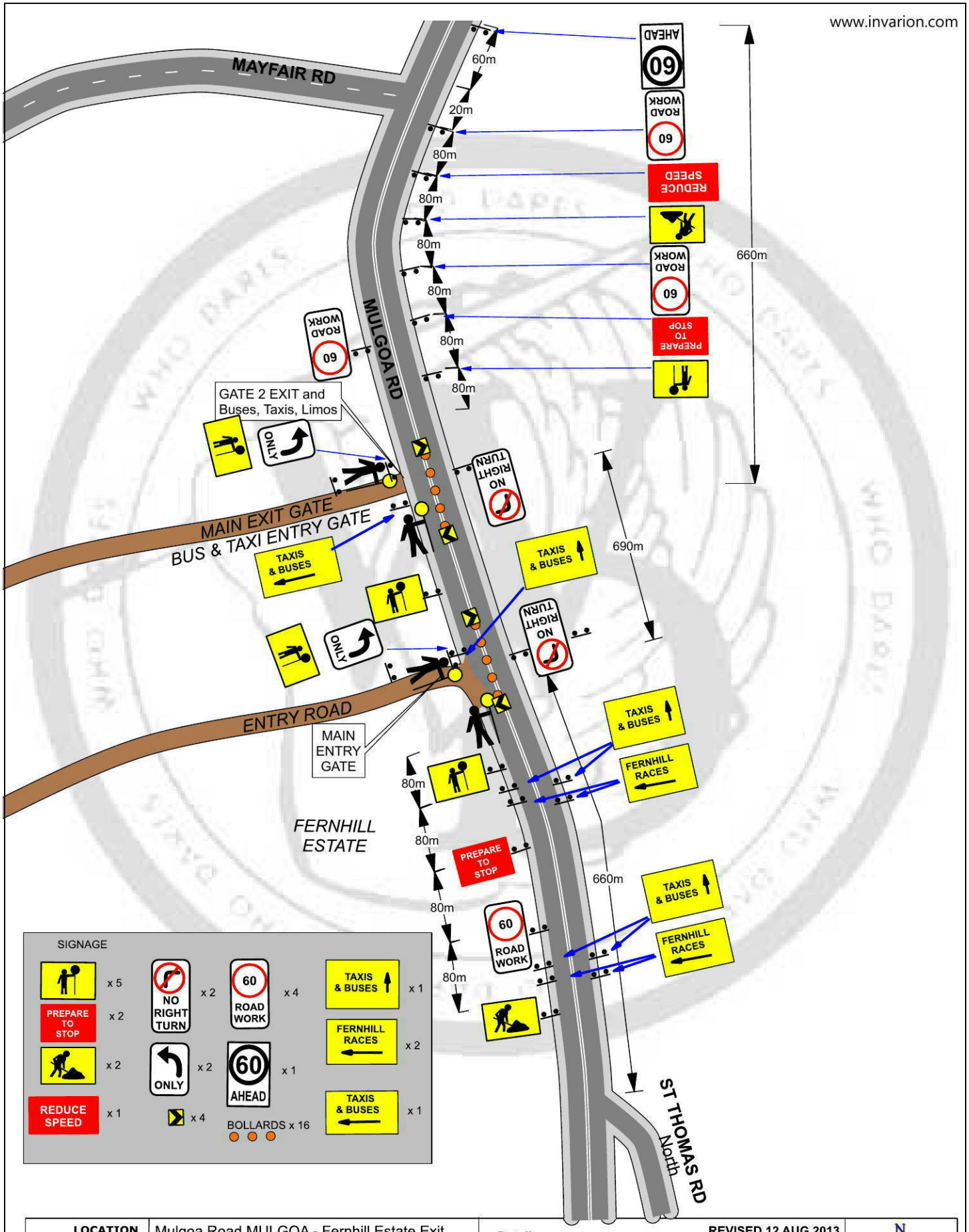
Plan prepared by
Greg Mooney RTA
Cert # 2133007523
for Who Dares Pty Ltd

www.invarion.com



SIGNAGE

	x 5	NO RIGHT TURN	x 2	60 ROAD WORK	x 4	TAXIS & BUSES	x 1
PREPARE TO STOP	x 2					FERNHILL RACES	x 2
	x 2	ONLY	x 2	60 AHEAD	x 1		
REDUCE SPEED	x 1		x 4	BOLLARDS x 16		TAXIS & BUSES	x 1

LOCATION	Mulgoa Road MULGOA - Fernhill Estate Exit
DATE	Sat 9 November 2013
TIME OF WORKS	0830 till 1500
CLIENT	Fernhill Picnic Races
PROJECT	Fernhill Picnic Races
PLAN #	06
MINIMUM STAFF REQ	

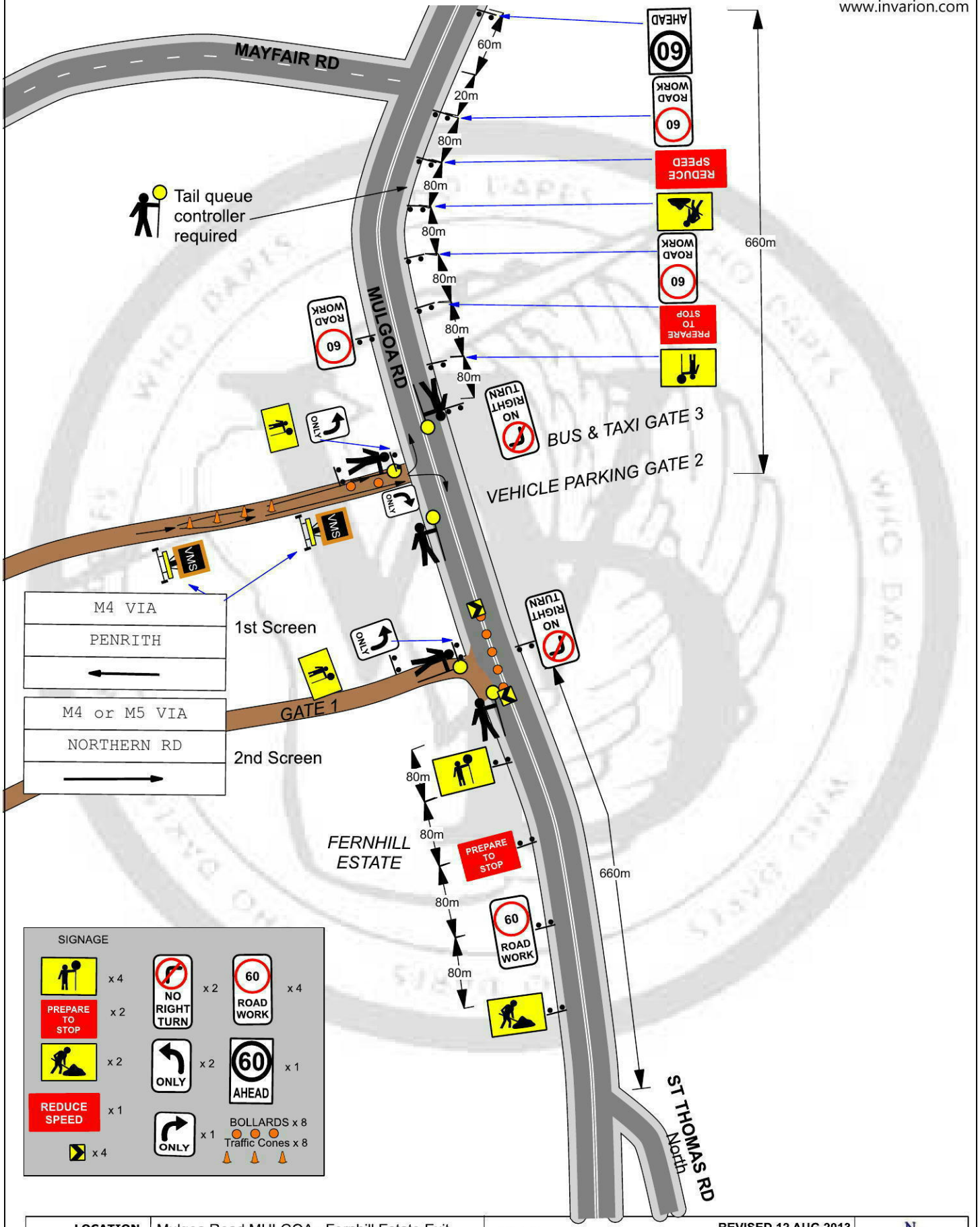
Details: REVISED 12 AUG 2013

SHORT TERM WORKS
This plan shows traffic control positions and advance warning signage approaching the Fernhill Estate EXIT on Mulgoa Road.

N W E S

Plan prepared by
Greg Mooney RTA
Cert # 2133007523
for Who Dares Pty Ltd

www.invarion.com



SIGNAGE

x 4		x 2	NO RIGHT TURN	x 4	60 ROAD WORK
PREPARE TO STOP	x 2				
x 2		x 2	ONLY	x 1	60 AHEAD
REDUCE SPEED	x 1				
x 4		x 1	ONLY	BOLLARDS x 8	Traffic Cones x 8

LOCATION	Mulgoa Road MULGOA - Fernhill Estate Exit
DATE	Sat 9 November 2013
TIME OF WORKS	1500 till 2200
CLIENT	Fernhill Picnic Races
PROJECT	Fernhill Picnic Races
PLAN #	07
MINIMUM STAFF REQ	

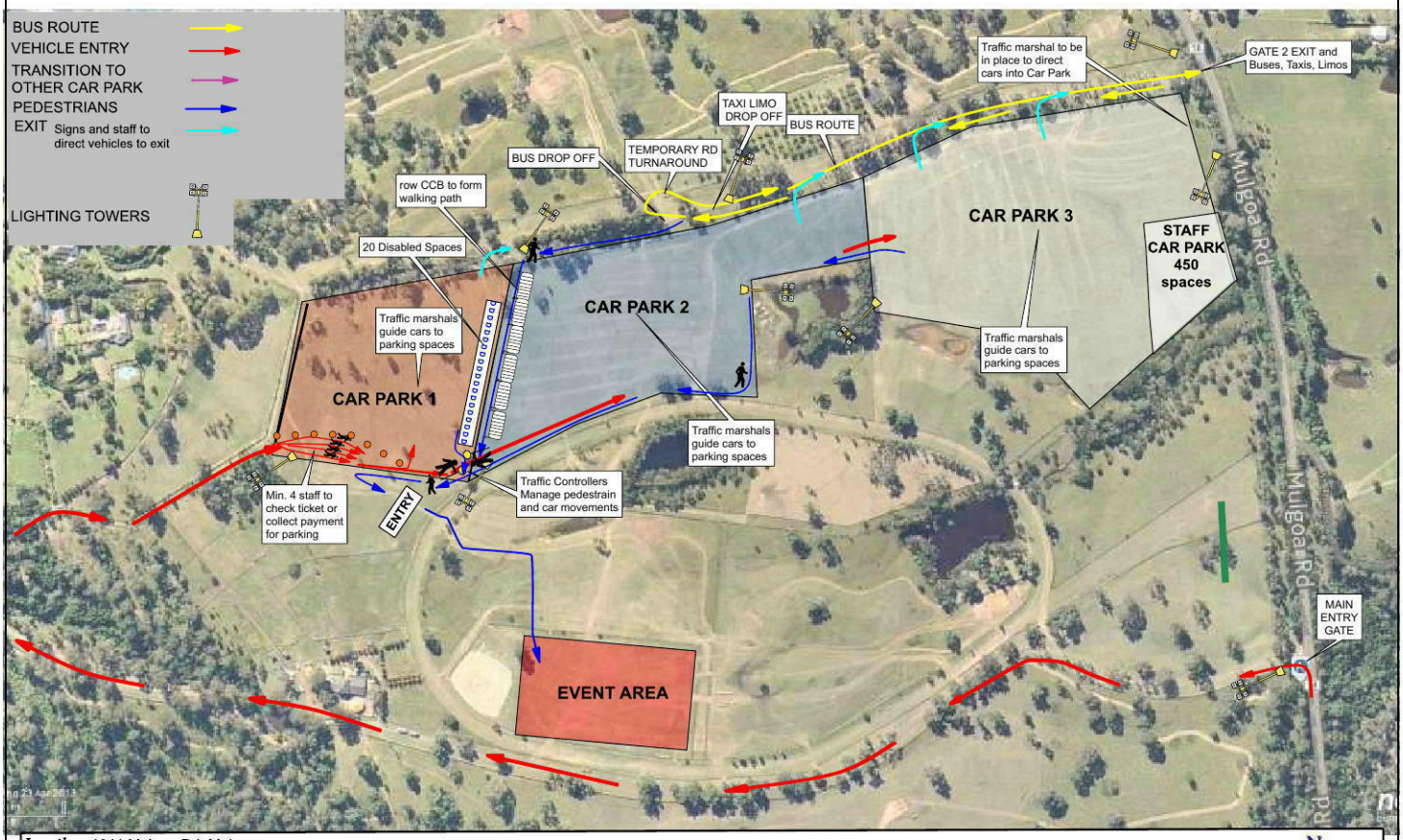
Details:

REVISED 12 AUG 2013

SHORT TERM WORKS
This plan shows traffic control positions and advance warning signage approaching the Fernhill Estate EXIT on Mulgoa Road.

N W E S

Plan prepared by
Greg Mooney RTA
Cert # 2133007523
for Who Dares Pty Ltd



Location: 1041 Mulgoa Rd, Mulgoa.
Date: Sat 9th November 2013
Time of works: 09:00hrs till 22:00hrs
Client: Fernhill Picnic Races
Project: Fernhill Picnic Races
Plan No.: 008

Details:

SHORT TERM WORKS
This plan shows the paths that vehicles will use to enter and exit the event site, and also the path that pedestrians will take between the Car Park areas and base camp.

it has been designed to minimise the conflict between them and at the few points where the paths do intersect, there will be event marshals to safely maintain the movement both vehicles and pedestrians.

REVISED 12 AUG 2013

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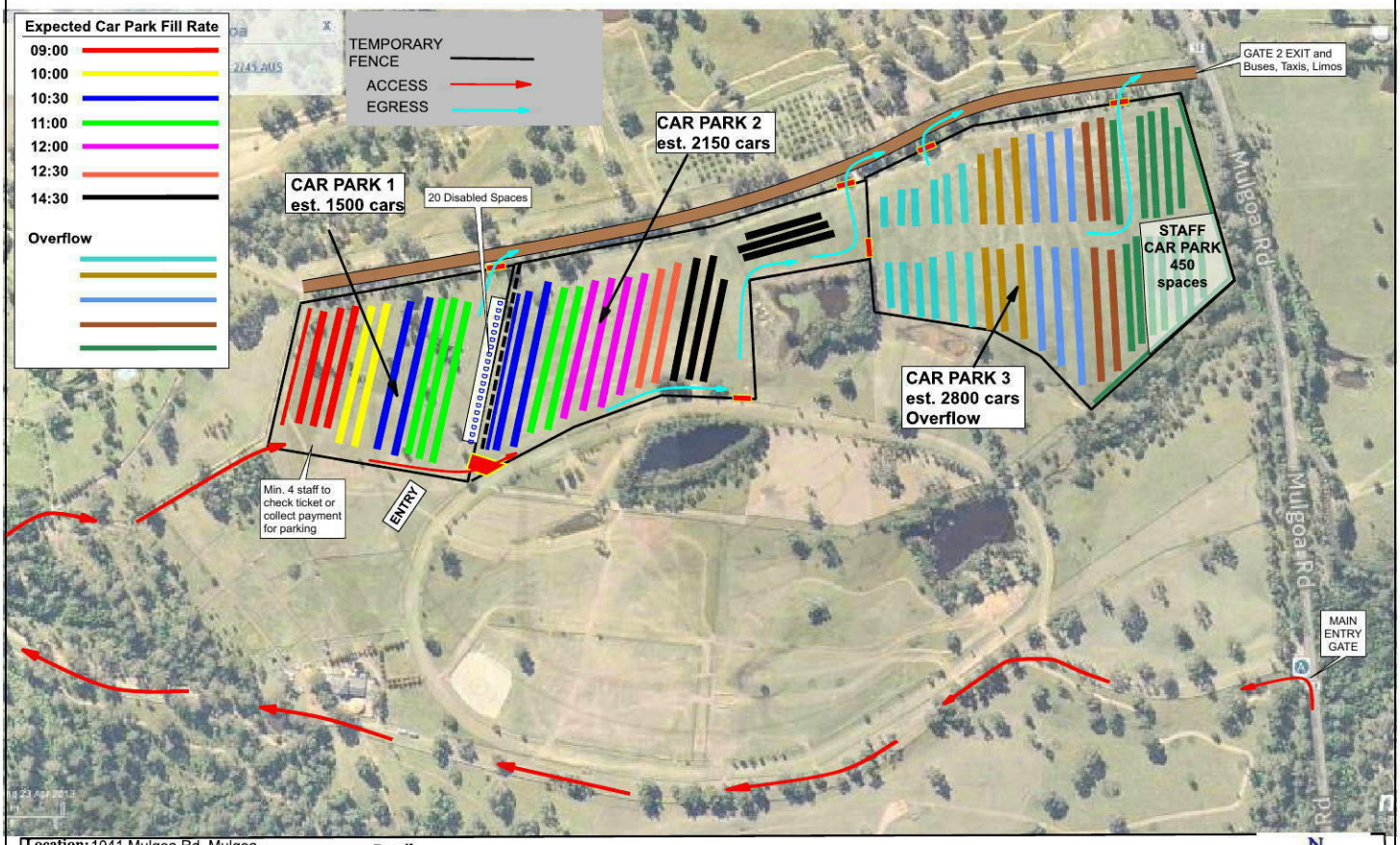
Plan by: Glenn Armstrong
RTA Cert. 2133007526
for Who Dares Pty Ltd
Signiture:



Location: 1041 Mulgoa Rd, Mulgoa.
Date: Sat 9 Novemeber 2013
Time of works: 09:00hrs till 22:00hrs
Client: Fernhill Picnic Races
Project: Fernhill Picnic Races
Plan No.: 09

Details:

SHORT TERM WORKS
This plan details the way that the 3 separate car parks will be filled from West to East with participants & spectators and indicates the approximate time line of how the car parks will be filled and the expected capacity's

It also details the location of the staff and overflow car parks and there approximate capacity's.

REVISED 12 AUG 2013

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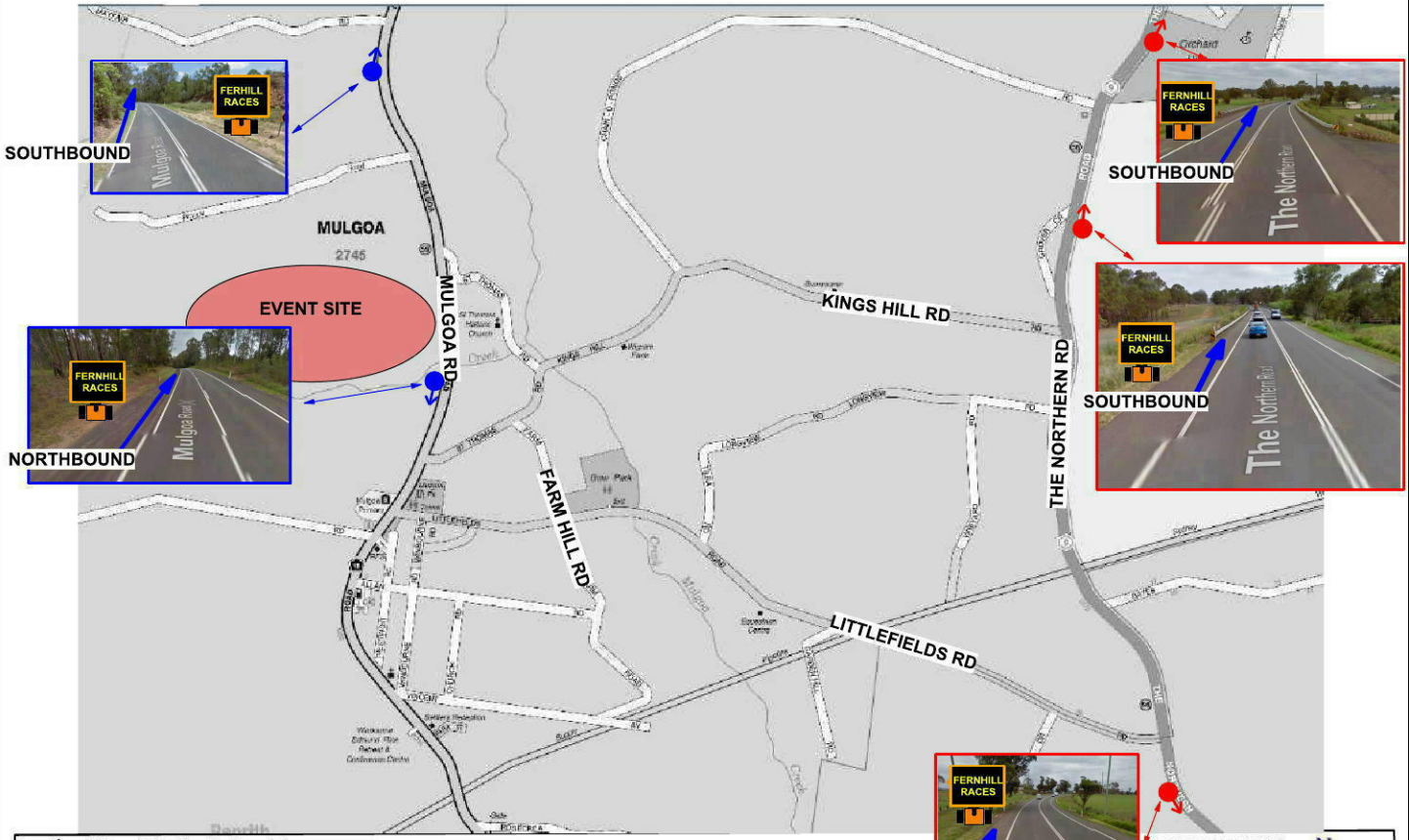
Plan by: Glenn Armstrong
RTA Cert. 2133007526
for Who Dares Pty Ltd
Signiture:



Location: Mulgoa Rd & The Northern Rd
Date: Sat 9th November 2013
Time of works: 08:30hrs till 22:00hrs
Client: Fernhill Picnic Races
Project: Fernhill Picnic Races 2013
Plan No.: 010

Details:

SHORT TERM WORKS
The plan is to show the location of where the Variable Message Signs will be installed on the and also on Mulgoa Rd one week prior to the event and then additional Variable Message Signs to be placed on The Northern Rd on Sat 9th November 2013, to patrons to the event site.

Who Dares Pty Ltd accepts no liability for the implementation or execution of this TCP unless undertaken by authorised Who Dares personnel.

Plan by: Glenn Armstrong
RTA Cert. 2133007526
for Who Dares Pty Ltd
Signiture:

Location: M4 Motorway & Mulgoa Rd
Date: Sat 9th November 2013
Time of works: 08:30hrs till 22:00hrs
Client: Fernhill Picnic Races
Project: Fernhill Picnic Races
Plan No.: 011

Details:

SHORT TERM WORKS
The plan is to show the location of where the Variable Message Signs will be installed on the M4 Motorway and also on Mulgoa Rd, on Sat 12th and Sat 9th November 2013, to direct patrons to the event site.

REVISED 12 AUG 2013

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W E
S

Plan by: Glenn Armstrong
RTA Cert. 2133007526
for Who Dares Pty Ltd
Signiture:

Appendix D – Waste Management Plan

FERNHILL ESTATE

Central Precinct Waste Management Plan

11th October 2013

MELBOURNE - SYDNEY - LONDON
Closed Loop Environmental Solutions PL [*ABN: 53 098 066 347*]
Registered Office: Level 1, 40 Albert, South Melbourne, Victoria 3205
www.closedloop.com.au

Closed Loop Environmental Solutions Pty Ltd	
Services Provided	Closed Loop Environmental Solutions Ltd specialises in the delivery of best practice, sustainable cleaning and waste management services to the event and venue industries in Australia, England and Canada.
Registered Company Address	Level 1, 40 Albert Road, South Melbourne 3205, Victoria, Australia
Date Business Commenced	November 2003 as Douglas Site Services
Date & Place of Incorporation	16 November 2006 Victoria, Australia
Australian Business Number (ABN)	53 098 066 347
Corporate Head Office	Level 1, 40 Albert Road, South Melbourne 3205, Victoria, Australia
Telephone Number	+ 61 (0) 3 9684 4600 and + 61 (0) 2 9339 9800
Fax Number	+ 61 (0) 3 9684 4699
Office responsible for this document	Level 1, 40 Albert Road, South Melbourne 3205, Victoria, Australia
Contact	Greg Schicker
Email Address	gschicker@closedloop.com.au
Website	http://www.closedloop.com.au/

EVENT MODE 1 PROFILE	
Name of Event:	Private function, Corporate Events, Recreational Activities
Venue/location:	House Garden Area – Ballroom House Garden Area – Great Hall House Garden Area – Tennis Court Marque and Main Lawn House Garden Area – Western Lawn Marque and Great Hall Hayshed and Marque Central Precinct
Event Dates	Several occurring each week in various locations in the Central Precinct
Type/style of event:	Ballroom – Private celebrations including weddings, corporate functions and conference <90 Great Hall – Private celebrations including weddings, corporate functions and conference <300 Tennis Court Marque and Main Lawn - Private celebrations including weddings, corporate functions and conference <300 Hayshed and Marque - Private celebrations including weddings, corporate functions and conference <300 Central Precinct – Community interest group activities <150 Central Precinct – School Activities and Sports Training <150 Central Precinct – Campers <150
Maximum size of crowd expected:	300 Parking 150 – 200 cars
Food and other stalls:	Kitchen and food preparation facilities outlined in Central Precinct Event Details Document and Sentry Report
Alcohol:	Yes

WASTE PROFILE	
Material expected at functions and events (a) At Event	*(a) General waste, Commingled Recycling, Cardboard and Paper*
Waste Infrastructure	*240 litre wheelie bins* *1100 litre bins*
Waste Strategy	
The waste infrastructure will be located in the Western Paddocks where there will be suffice equipment for multiple mode 1 events of up to 300 people. The 240 litre bins will be used to store general waste and commingled recycling and the 1100 litre bins used to	

store cardboard before being picked up by the waste contractor and transported to the nearest sorting facility, transfer or recycling station.

Permanent 240 litre wheelie bins will be designated to event areas to capture any waste produced before, during and after events. These will also pick up day to waste from regular users of the estate including equestrian related activities

240 litre wheelie bins will be moved to event area hot spots before an event starts and taken back to the Western Paddock compound once the events over. Staff will manage the waste throughout the week separating the cardboard and paper and monitoring how full the bins are. The waste contractor will clear bins on a regular schedule and the waste manager will contact the waste provider to schedule in extra clearances should the bins be full.

EVENT MODE 2 PROFILE	
Name of Event:	Small Concerts, Small Markets, Recreational Activities
Venue/location:	**House Garden Area –** Tennis Court Marque And Main Lawn **House Garden Area –** Western Lawn Marque And Great Hall Hayshed And Marque **Central Precinct –** Amphitheatre – Small **Concerts,** Performing Arts And Cinema **Central Precinct Pecan Grove –** Community – Special Interest Market Or Fair
Event Dates	One to two a month
Type/style of event:	**Tennis Court Marque and Main Lawn** - Private celebrations including weddings, corporate functions and conference <500 **Western Lawn Marque and Great Hall** - Private celebrations including weddings, corporate functions and conference <500 **Hayshed and Marque** - Private celebrations including weddings, corporate functions and conference <500 **Amphitheatre** – Small concerts, performing arts and cinema 300-2,500 **Community –** Special interest markets and fairs 300-2,500
Maximum size of crowd expected:	Parking <1,000
Food and other stalls:	Installations of temporary and/or removable structures associate facilities, marquees, food stalls, temporary amenities and cooking facilities
Alcohol:	Yes

WASTE PROFILE	
Material expected at the 3 Event stages:	
(a) During Bump-in	*(b) General waste, Commingled Recycling, Cardboard and Paper*
(b) At Event	*(c) General waste, Commingled Recycling, Glass, Cardboard and Paper*
(c) During Bump-out	*(d) General waste, Commingled Recycling Cardboard and Paper*
Waste Infrastructure	*240 litre bins*

	1100 litre bins *3 cubic meter skip*

Waste Strategy

The waste infrastructure will be located in the Western Paddocks where there will be sufficient equipment for Multiple Mode 1 and 2 events of up to 2,500 people. The 240 litre bins will be used to store general waste, co-mingled recycling and glass. 1100litre bins will be used to store cardboard. $3m^3$ bins will be brought in by the waste contractor to deal with the larger events of up to 2,500 people and used to store general waste and commingled recycling. Full bins will be picked up by the waste contractor and transported to the nearest sorting facility, transfer or recycling station.

Permanent 240 litre wheelie bins will be in designated event areas to capture any waste produced before, during and after events. These will also pick up day to day waste from regular users of the estate including equestrian related activities.

Temporary general waste and co-mingled recycling waste stations will be set up in the car park in the Eastern Paddock to capture any waste created from the flow of people moving in and out.

240 litre wheelie bins will be moved to event area hot spots before an event starts and taken back to the Western Paddock compound once the events over. Staff will manage the waste throughout the week separating the cardboard and paper and monitoring how full the bins are. The waste contractor will clear bins on a regular schedule. The onsite waste manager will contact the waste provider to schedule in extra clearances should the bins be full.

In the instance when the event is known to create large amounts of organic material 120 litre bins will be brought in by the waste contractor. When full they will be picked up and taken to the nearest anaerobic digestion facility for processing.

EVENT MODE 3 PROFILE	
Name of Event:	Concerts, Race Meetings, Recreation Competitions and Community Fairs
Venue/location:	**Central Precinct** – Amphitheatre – Large Concerts, Performing Arts, Major Concert And Large Cinema **Central Precinct Pecan Grove** – Community – Special Interest Market Or Fair
Event Dates	One per Month
Type/style of event:	**Amphitheatre** – Large concerts, performing arts major concert and large cinema 2,500 - 10,000 **Community** – Special interest markets and fairs 2,500 - 10,000
Maximum size of crowd expected:	2,500 – 10,000 Parking <4,000
Food and other stalls:	Installations of temporary and/or removable structures associate facilities, marquees, food stalls, temporary amenities and cooking facilities
Alcohol:	Yes

WASTE PROFILE	
Material expected at the 3 Event stages: (a) During Bump-in (b) At Event (c) During Bump-out	*(a) General waste, Commingled Recycling, Glass, Aluminium, Cardboard and Paper, Organic waste, Wood, Metal* *(b) General waste, Commingled Recycling, Glass, Aluminium, Cardboard and Paper, Organic waste, Wood, Metal* *(c) General waste, Commingled Recycling, Glass, Aluminium, Cardboard and Paper, Organic waste, Wood, Metal*

Waste Infrastructure	*60 litre round bins* *120 litre wheelie bins* *240 litre wheelie bins* *1100 litre bins* *3 cubic meter skip* *15 cubic meter skip* *23 cubic meter skip* *23 cubic meter compactor* *CLO50 organic recycling unit*

Waste Strategy

For Mode 3 events there will be a dedicated waste manager to oversee the workers, contractors, vendors and stalls ensuring that the highset diversion and recycling rates are achieved.

The waste infrastructure will be located in a fenced off waste compound area. There will be the option of 2 x 25 sqms and 1 x 45 sqm areas with truck access to store and pick up larger skips. There will be enough equipment for multiple mode 1, 2 and 3 events of up to 10,000 people. Larger skips and compactors will be stored in the compounds. Waste will be transported to the compound and put into the correct waste stream before being taken off-site by the waste contractor for processing.

The 60 litre round and 120 litre wheelie bins will be used for organic waste. The 240 litre bins will be used to store general waste co-mingled recycling, glass, plastic and aluminium. The 1100 litre bins will be used to store cardboard. The 3 cubic metre skips will be use for either general waste or commingled recycling.

There will be the option to have a two bin front of house system set up for the general public. This will be in the form of a waste station that has 2 x 240 litre wheelie bins with general waste and commingled recycling bin caps.

There will be the option to have up to up to six different waste streams back of house that can include general waste, co-mingled recycling, paper and cardboard, aluminium and organic waste. Each waste stream will have clearly labelled bins and be emptied and transported to the waste compound once full. The $3m^3$ skips will be use in areas known to create large amount of waste. These would be bars and food halls.

15 to $23m^3$ skips will be brought in by the waste contractor deal with large amounts for wood or metal. These will be taken offsite at the end of the event for processing.
Cardboard and paper bailers will be brought in to deal with events that produce large amounts. These will help to reduce the volumes in the skips.

Rebates can be achieved from recycling paper and cardboard, glass and plastics.

Permanent 240 litre wheelie bins will be designated to event areas to capture any waste produced before, during and after events.

Temporary general waste and commingled recycling waste stations will be set up in the car park in the Eastern Paddock to capture any waste created from the flow of people moving in and out of the event

240 litre wheelie bins will be moved to event area hot spots before an event starts and taken back to the Western Paddock compound once the events over. Staff will manage the waste throughout the week separating the cardboard and paper and monitoring how full the bins are. The waste contractor will clear bins on a regular schedule. The waste manager will contact the waste provider to schedule in extra clearances should the bins be full.

In the instance when the event is known to create large amounts of organic material 120 litre bins will be brought in by the waste contractor. When full they will be picked up and taken to the nearest anaerobic digestion facility for processing.

EVENT MODE 4 PROFILE	
Name of Event:	Concerts, Music Festivals, Race Meetings, Recreation Competitions and Community events. Signature events
Venue/location:	**Central Precinct** – Large Physical Endurance Events **Central Precinct** - Pecan Grove and Hayshed – Camping **Central Precinct** – Amphitheatre – Major Concerts and Major Performing Arts Events **Central Precinct** – Racecourse – Major Community Fair (Large Scale Event) **Central Precinct** – Racecourse – Race Meeting
Event Dates	6-8 a year
Type/style of event:	**Large Physical Endurance Events** – endurance events similar to Tough Mudder <15,000 **Camping** <15,000 **Major Concerts and Major Performing Arts Events** 10,000 – 30,000 **Major Community Fair** 10,000 – 30,000 **Race Meeting** 10,000 – 30,000
Maximum size of crowd expected:	10,000 - 30,000 Parking <8,000
Food and other stalls:	Installations of temporary and/or removable structures associate facilities, marquees, food stalls, temporary amenities and cooking facilities
Alcohol:	Yes

WASTE PROFILE	
Material expected at the 3 Event stages: (a) During Bump-in (b) At Event (c) During Bump-out	*(a) General waste, Commingled Recycling, Glass, Aluminium, Cardboard and Paper, Organic waste, Wood, Metal* *(b) General waste, Commingled Recycling, Glass, Aluminium, Cardboard and Paper, Organic waste, Wood, Metal* *(c) General waste, Commingled Recycling, Glass, Aluminium, Cardboard and Paper, Organic waste, Wood, Metal*

Waste Infrastructure	*60 litre round bins* *120 litre wheelie bins* *240 litre wheelie bins* *1100 litre bins* *3 cubic meter skip* *15 cubic meter skip* *23 cubic meter skip* *23 cubic meter compactor* *CLO50 organic recycling unit*

WASTE STRATEGY

For Mode 4 events there will be a dedicated waste manager to oversee the workers, contractors, vendors and stalls ensuring that the highset diversion and recycling rates are achieved.

The waste infrastructure will be located in a fenced off waste compound area. There will be the option of 2 x 25 sqms and 1 x 45 sqm areas with truck access to store and pick up larger skips. There will be enough equipment for multiple mode 1, 2, 3 and 4 events of up to 30,000 people. Larger skips and compactors will be stored in the compounds. Waste will be transported to the compound and put into the correct waste stream before being taken off-site by the waste contractor for processing.

The 60 litre round and 120 litre wheelie bins will be used for organic waste. The 240 litre bins will be used to store general waste co-mingled recycling, glass, plastic and aluminium. The 1100 litre bins will be used to store cardboard. The 3 cubic metre skips will be use for either general waste or commingled recycling.

There will be the option to have a two bin front of house system set up for the general public. This will be in the form of a waste station that has 2 x 240 litre wheelie bins with general waste and commingled recycling bin caps.

There will be the option to have up to up to six different waste streams back of house that can include general waste, co-mingled recycling, paper and cardboard, aluminium and organic waste. Each waste stream will have clearly labelled bins and be emptied and transported to the waste compound once full. The $3m^3$ skips will be use in areas known to create large amount of waste. These would be bars and food halls.

15 to $23m^3$ skips will be brought in by the waste contractor deal with large amounts for wood or metal. These will be taken offsite at the end of the event for processing.
Cardboard and paper bailers will be brought in to deal with events that produce large amounts. These will help to reduce the volumes in the skips.

Rebates can be achieved from recycling paper and cardboard, glass and plastics.

Permanent 240 litre wheelie bins will be designated to event areas to capture any waste produced before, during and after events.

Temporary general waste and commingled recycling waste stations will be set up in the car park in the Eastern Paddock to capture any waste created from the flow of people moving in and out of the event

240 litre wheelie bins will be moved to event area hot spots before an event starts and taken back to the Western Paddock compound once the events over. Staff will manage the waste throughout the week separating the cardboard and paper and monitoring how full the bins are. The waste contractor will clear bins on a regular schedule. The waste manager will contact the waste provider to schedule in extra clearances should the bins be full.

In the instance when the event is known to create large amounts of organic material 120 litre bins will be brought in by the waste contractor. When full they will be picked up and taken to the nearest anaerobic digestion facility for processing.
Detailed overnight cleaning will be scheduled at the end of each night. This is further supported by early morning checks and cleaning of parks and gardens by Closed Loop staff.

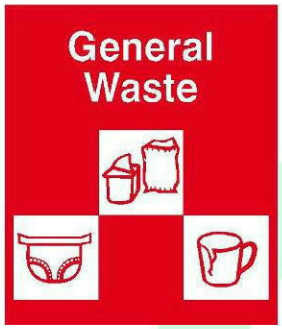
Collection of equestrian effluent waste will occur on a weekly basis and increase over known equestrian event times by a liquid waste contractor. The solid manure material will be cleared and mucked out by the stable workers. Small amounts of manure will be sold and transported to local growers and the overflow taken to green compost facilities.

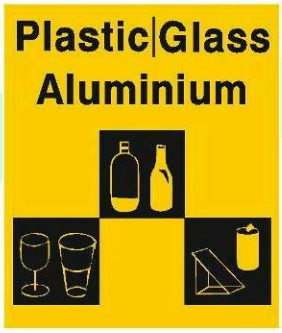
On completion of the event a detailed waste report will be provided stating the weights of each waste stream and % diverted from landfill. Recommendations for improvements or changes will be made at this time for the following year's event.

Closed Loop will provide:	• All site consumable stocks and specialised equipment • Cleary labelled bin system • Dedicated Event Manager • Experienced, uniformed, professional staff • Public liability insurance to the value of $10,000,000.00 • Post event reports with recommendations and commendations for the next event.

Waste Signage:

All waste receptacles will be signed with clearly identifiable stickers as shown below (new stickers are currently being designed)





I trust the information contained within is adequate and sufficient to date. Should there be any further details required, please do not hesitate to contact me directly on (03) 9684 4616 or on my mobile 0403 249 530.

Kind regards,

Greg Schicker
Business Development Manager

Appendix E – Water Management Plan

Method Statement

(Including Risk Assessment)

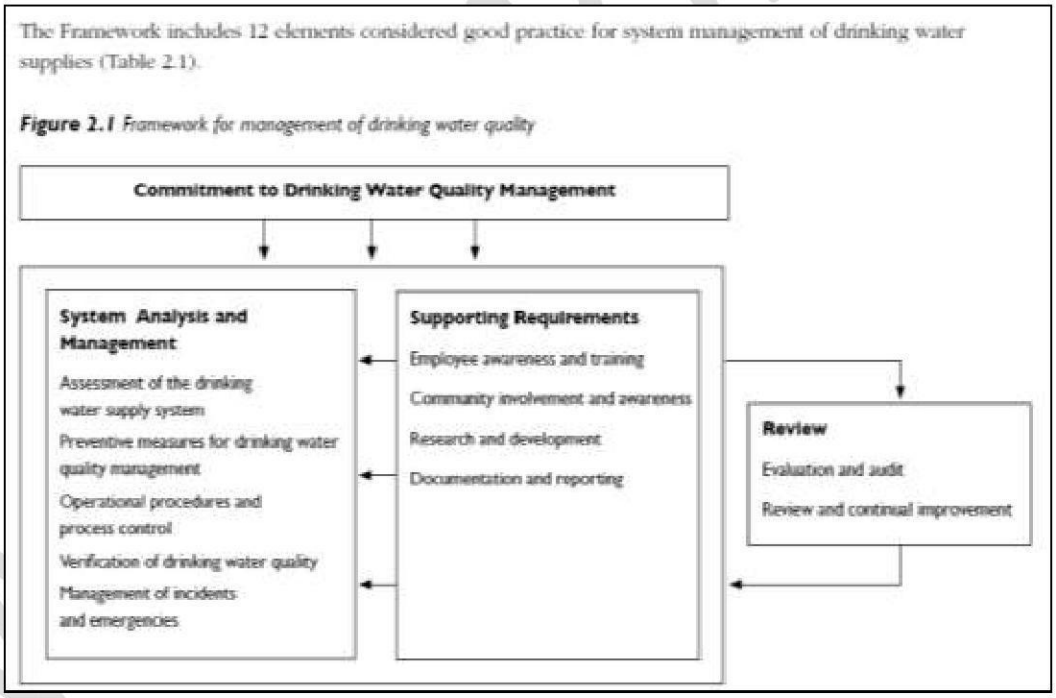
Introduction

WaterMonster (WM) is a mass distribution system for potable water, predominantly used where large volume quick dispense complimentary water is needed at sporting events and large gatherings.

Aims

The aim of this document is to demonstrate the company's dedication of maintaining high standards of hygiene congruent with national guidelines. This document's framework draws references from the following publications:

- NSW Guidelines for Water Carters, NSW Health, NSW Food Authority,2012
- Australian Drinking Water Guidelines Version 6
- New South Wales Food handling Guide
- NSW Health Private water supply Guidelines 2008 - The Guidelines are for any business or facility that supplies drinking water from an independent water supply (i.e. not town water).



Pre-event planning (and site visit if necessary)

- **Water volume.** With guidance from the client, WM will draw up a proposal for the amount of water required. This is based on: the **n**umber of participants, type of event (running vs obstacles), climate (ambient temperate and sun hours), number of stations (affects WM response time to damaged tank), number of spectators (if required to offer event support too).

- **Station locations.** WM to discuss station locations with the following in mind:

    - Shaded areas are preferred as these keep the water cooler and reduce the amount of ambient light within which the storage tanks sit. Both these factors affect the rate of residual chlorine consumption.
    - Access is required by vehicles to install and service the tanks. Surfaces must be suitable to allow this.
    - Sabotage, either malicious or juvenile is a possibility and any proposed site should be risk assessed with this in mind. If necessary the area should be secured with fencing and/or security following assessment.
    - Post event any remaining water will be discharged to the ground (provided that residual chlorine levels are less that the recommended 1mg/L). The suitability of the area should be assessed to ensure that this will not be nuisance or cause a negative environmental impact.

Event Build, Live and Break-down

- In advance of filling, the station should be laid out with the following considerations in mind:
    - Firm ground is ideal for placement of the tanks as when full they weigh 500kg. The stand has been designed to sink into the ground by 2" which allows the weight to be borne by a large concentric ring on the stand. This adds to stability when on soft ground.
    - Level ground is preferred for stability of the tanks and operatives will seek to use the most flat area.
    - Tanks will be spray disinfected and left for a suitable and sufficient period before filling.

- **Filling** Immediately prior to filling, tanks, taps and access points are re-disinfected with a concentrated chlorine solution. The spray method (rather than immersion method) is employed as all parts have direct access when spraying. Surfaces, lids and seals are then rinsed with fresh potable water immediately before filling. Tanks are filled until overflowing, visually inspected and then immediately covered with lids. Locking pins and numbered (or coloured) cable tie seals are applied to the lid. This information is recorded in the operation log. Immediately after filling free chlorine readings are taken to ensure that no further unintended chlorination has taken place via contamination from residual disinfecting spray.

- **Chlorine Levels** As per NSW guidelines a residual of 0.2 to 0.5 mg/L free chlorine must be maintained in the water supply at all times. This is regularly monitored and recorded. These records are available for the Council's Environmental Health Officers to inspect. In the interest of safety and

reducing the burden placed upon the residual chlorine supplied in the water from source all contact surfaces are thoroughly disinfected prior to use.

Live Days - Opening

- All units are inspected for signs of tampering prior to the event going live with particular attention being paid to the security seals and taps.
- Flags, if being used, are then erected along with any other ancillary infrastructures such as cup tables and bins.
- Taps are spray disinfected again and rinsed.
- A sample is taken and free chlorine level assessed.

Live Days - Event Time

- At event specific intervals, levels are monitored and re-filled from bladders if required. In addition units are re-inspected for any defects or for signs of tampering or contamination.

Live Days - Close (multiday events)

- Check levels and re-fill if necessary, clean, disinfect and rinse taps. Re-seal and note seal numbers prior to leaving site.
- A sample is taken and free chlorine level assessed.
- Flags should be removed and stowed away overnight.

Live Days - Close and Pack Down (single day or end of multiday events)

- Jet-wash outside of tanks to remove all dirt.
- Clean and disinfect taps with chlorine concentrate solution.
- Spray disinfect inside of tanks, lids, hoses and all other associated equipment. Rinse and dry all thoroughly prior to storage.
- Compound detergents and other such cleaning products are **not** used as these may lead to degradation of the materials. Also tests cannot be performed insitu and in a short time frame to ensure no contamination from residual cleaning product.

Cleaning Methods

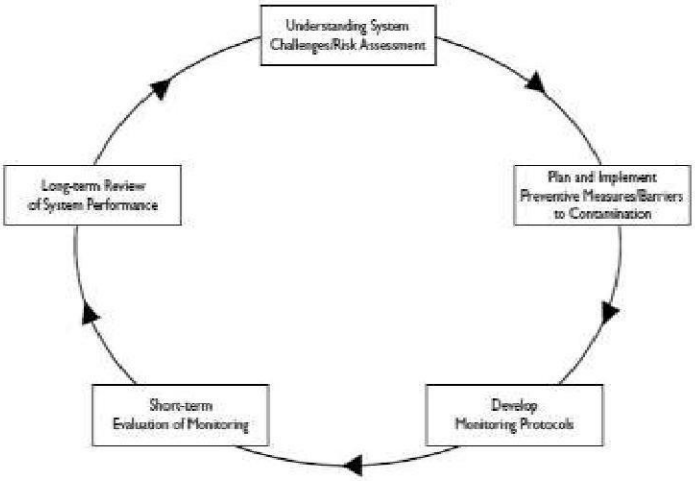
- Tanks – "spray method" with chlorine solution and wipe dry with paper and/or clean microfibre.
- Lids – "spray method" with chlorine solution and wipe dry with paper and/or clean microfibre.
- Hoses – rigids; immersed in concentrated chlorine solution for suitable and sufficient period as per ADWG6. Layflats; filled with strong chlorinated water to ensure all over contact with internal surfaces.
- Pump Housings – filled with chlorine solution to cover all water contact areas for suitable and sufficient period.
- Bladders – filled with chlorine solution for suitable and sufficient period to cover all water contact areas and as per supplier instructions.
- As per NSW Guidelines for Water Carters logs are kept of all cleaning with contact times being in excess of 30 minutes at a concentration of 5mg/l. Equipment should be dried and then sealed. Before use tanks should be rinsed and tested for residual chlorine.

Off site responsibilities

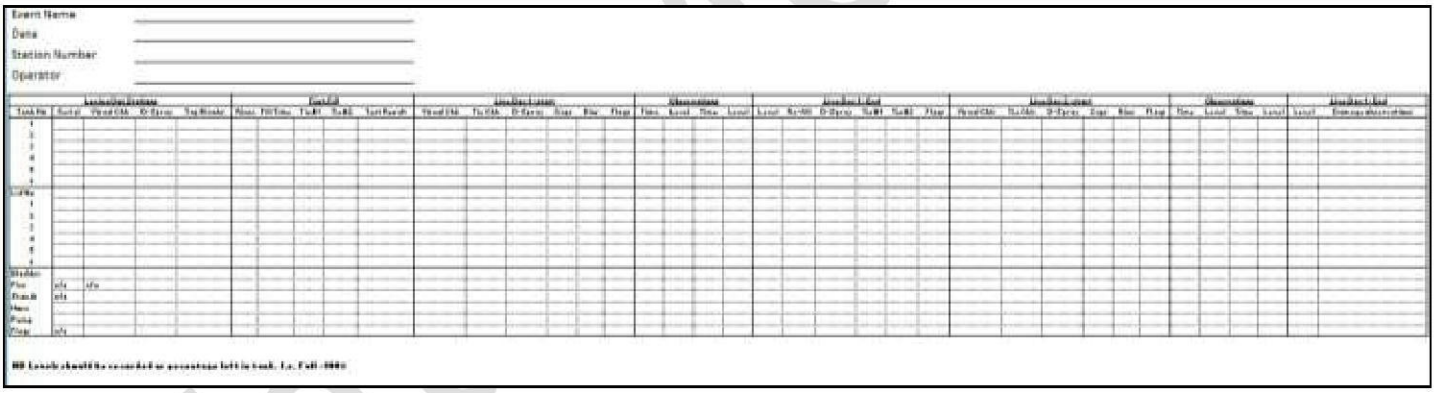
- Equipment, when not in use, will be stored in a cool, dry, dark and dust free environment. This environment serves to keep equipment clean and does not encourage biological growth.
- Prior to being returned to storage equipment will be inspected for signs of abrasion (in water contact areas) and general damage to other items.
- Before leaving the storage unit for site equipment will be checked for abrasions, damage and signs of biological growth (shown by visual growths, discolouring and/or unpleasant smells).
- The equipment will have a finite lifetime which will depend on the level or usage and the care taken while in transit. WM will inspect the equipment at every event with a view to retiring items which are damaged or do not appear to be in good condition.

Record Keeping

Figure 9.1 *Monitoring as part of an ongoing process of system management*



- As per ADWG6 records will be kept from source to consumer. This will be in the form of an operational log as shown below.



Risk Assessment

This Risk Assessment is written in table format and in most cases should illustrate the reduction in risk that we believe is gained by incorporating the company's operational policies. These policies have been built on guidance from a number of sources. These include:

- Governmental guidelines for the domestic water industry from the UK
- Australia Drinking Water Guidelines 6 (ADWG6).
- Regional guidelines for provision of food and food hygiene.
- Guidelines for food businesses at temporary events, NSW Government Food Authority.
- The BS8551:2011 British guidelines for temporary water provision at event sites

- Three years of in-house operational know how built up from experience of supplying many events around the world in differing climates.

The Risk Assessment is a dynamic document and will continue to be updated to reflect experience in the field and technological advances which can be used to further reduce risk. Below is shown a risk table as demonstrated by the ADWG6.

Table 3.1 *Qualitative measures of likelihood*

Level	Descriptor	Example description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur or should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table 3.2 *Qualitative measures of consequence or impact*

Level	Descriptor	Example description
1	Insignificant	Insignificant impact, little disruption to normal operation, low increase in normal operation costs
2	Minor	Minor impact for small population, some manageable operation disruption, some increase in operating costs
3	Moderate	Minor impact for large population, significant modification to normal operation but manageable, operation costs increased, increased monitoring
4	Major	Major impact for small population, systems significantly compromised and abnormal operation if at all, high level of monitoring required
5	Catastrophic	Major impact for large population, complete failure of systems

Table 3.3 *Qualitative risk analysis matrix: level of risk*

Likelihood	Consequences				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A (almost certain)	Moderate	High	Very high	Very high	Very high
B (likely)	Moderate	High	High	Very high	Very high
C (possible)	Low	Moderate	High	Very high	Very high
D (unlikely)	Low	Low	Moderate	High	Very high
E (rare)	Low	Low	Moderate	High	High

Shown below is an alternative but very similar method used for giving numerical quantification to specific risks. For the purposes of this document a risk rating has been used to determine the level of control measure required. The Risk rating is calculated by taking the **Likelihood** of a particular hazard occurring and multiplying it by the **Severity** of the potential outcome of that particular hazard.

X	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15

Method Statement

(Including Risk Assessment)

4	4	8	12	16	20
5	5	10	15	20	25

Likelihood Measures
1 – Unlikely
2 – Possible
3 – Likely
4 – Very likely
5 – Constant

Severity Measures
1 – Minor injury or damage
2 – Injury or damage to property
3 – Injury (under 3 days); serious damage to property
4 – Serious Injury (over 3 days)
5 – Death

- Risks with a rating of 15 (red) or more are considered to need immediate remedial action or an alternative method of provision in that area.
- Risks with a rating of 8 to 12 (yellow) require constant monitoring and review.
- Risks with a rating below 8 (green) will be occasionally monitored.

the WaterMonster

Method Statement

(Including Risk Assessment)

HAZARD	WHO AT RISK	WHAT MIGHT HAPPEN	RATING L	S	R	CURRENT CONTROLS	FURTHER PRECAUTIONS	RESPONSIBLE
Backfilling of municipal water source	Municipal Water Source	Excessive demand elsewhere in the state supply system can lead flows in water pipes acting in reverse and drawing contaminated water into the state system.	**1**	**5**	**5**	Only source water from appropriate officially trained water cartage companies.	Carters to use official non return valves.	Water carter
Filling with water contaminated either with pathogens or unwanted material.	Consumers	Upstream contamination of water off site prior to arrival on site and filling of WM tanks	2	5	10	Potable water will only be sourced from reputable quality assured water haulage companies. These companies will be subject to governmental operating guidelines to ensure water quality is maintained.	MW shall insist that chosen supplier has the appropriate paperwork completed as per the NSW Guidelines for Water Carters. Trucks will display Water Authority approval stickers.	Water carter
Tainting caused by contact with synthetic material during storage or transfer.	Consumers	Unsuitable storage and transfer vessels can taint the water either with colour or taste or both. Tainted water, although not always hazardous to health, is unpleasant to consume.	1	2	2	Use “food grade” vessels at all stages to ensure water quality is maintained. Reduce exposure time of water to any noon food grade items.	Use “approved” vessels if local guidelines give details. Source locally manufactured vessels as they will be made to conform to national quality standards.	WM

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Contamination by sabotage	Consumers	A 3rd party may choose to contaminate the stored water.	1	5	5	WM to use lids and locking pins with security numbered cable ties. WM staff to check for sign of tampering.	Event organiser to provide security and/or fencing should this be deemed appropriate based on the location.	WM and Client
Contamination by airborne pathogens	Consumers	Pathogens entering water from contact with the air.	5	4	20	Ensure contact between air and water kept to a minimum by immediate use of tank lids and hose dust caps prior to filling.	Site away from sources of airborne pathogens, like animal herds.	WM and Client
Contamination by airborne chemical pollutants		Airborne pollutants from local activities can taint water. For example toilets, diesel generators, waste facilities	2	4	8	Ensure contact between air and water kept to a minimum by immediate use of tank lids and hose dust caps prior to filling.	Work with client to site away from threats.	WM and Client
Contamination by animals	Consumers	Animals, carrying disease, contacting water or introduction of faecal matter.	2	4	8	Use of lids and dust caps on all tanks and hoses. Visual inspection by WM staff.	Siting of tanks away from areas which see or have seen high animal traffic.	WM and Client
Contamination by photosynthetic pathogens	Consumers	The growth of pathogens can be accelerated in well lit conditions.	5	4	20	All storage vessel materials to be dark in colour to block / absorb light. If transfer vessels (hoses) are transparent they should be drained (and if possible dried / sanitized) as soon as transfer is complete.	Siting of storage vessels in areas which are shaded or if necessary shade netting installed as a second line of defence against light.	WM and Client

Method Statement

(Including Risk Assessment)

Contamination by biofilm	Consumers	Biological matter adhered to surfaces in contact with water can spread into the water	4	4	16	Ensure contact surfaces are clean and abrasion free before contact with water.	Vessels to be stored dry when not in use.	WM
Contamination of vessels from other applications		Residues from vessels being used for other purposed could lead to contamination.	1	5	5	Ensure equipment marked "Drinking water only" and not used for other purposes.	Keep vessels away from similar items used for other purposes.	WM
Contamination from operational staff	Consumers	Germs can be transferred from operational staff carrying out their duties. Also from staff who are carrying illness.	2	3	6	Staff to ensure high level of personal hygiene while working. Hands and finger nails clean. Clothing clean. Rings removed. Gloves and disinfectants used if any cuts on hands. Long hair tied back. Clean clothing worn.	Ensure staff briefed and understand the working practices they are obligated to uphold. Staff should not be suffering from a cold, sore throat etc. If staff have been ill for more than two days in the previous week they will not be engaged on the current event.	WM
Unacceptably low residual chlorine concentration	Consumers	Concentration will inevitably decline over time which reduces the ability of the water to kill any pathogens introduced to it.	3	5	15	Monitor and record residual free chlorine to ensure it is between 0.2mg/L and 0.5mg/L. Store water on site for as short a period as possible by filling as late as possible. Ensure exposure to air kept to a minimum.	Keep water temperature as low as possible by arranging with organiser to keep stations away from sunlight.	WM

Method Statement

(Including Risk Assessment)

Unacceptably high chlorine concentration leading to unpleasant taste	Consumers	Residual chlorine from disinfecting / washing equipment can increase the concentration in otherwise acceptable stored water.	3	4	12	WM to check chlorine levels and record results in operational log at start of event live days. Acceptable levels are between 0.2mg/L and 0.5mg/L.	Ensure adequate staff training to be able to recognise unacceptably high levels.	WM
Pollution of groundwater	Local environment	Water containing high concentrations of chlorine can be harmful to the local environment	1	3	3	Ensure super chlorinated water used for disinfecting is diluted to an acceptable level before being discharged. Levels must be less than 1mg/L as NSW guidelines.		WM
Localised flooding	Area immediately around tanks	Left over water is discharged to the ground following post event cleaning of tanks. This can cause localised flooding.	1	4	4	Ensure that water is discharged in a sensible manner and that no thoroughfares or housing with be affected.	Work with organiser to ensure sites suitable for water discharge. Transfer water to another location if necessary.	WM and Client
Delivery vehicle damage or over turning	Vehicle owners and all site traffic	Taking vehicles on unsuitable terrain can lead to accidents	2	5	10	Keep to the most suitable terrain possible.	Site stations in locations with good access or within hose reach of good access.	WM and Client
Vehicle track damage to ground	Land owner	Vehicle access is needed in order to operate. Damage can be done by vehicle to soft ground.	4	2	8	Keep to firm ground as much as possible. If multiple access across soft ground required make multiple tracks to avoid rutting. Check weight limits of bridges and cattle grids.	Site stations in locations with good access or within hose reach of good access.	WM and Client

Method Statement

(Including Risk Assessment)

Pump fuel fire	Everyone	Although diesel is preferred on event sites WM pumps are petrol powered. It was deemed that maintaining water quality through use of a cleaner fuel was of higher importance.	1	5	5	Pumps are rarely used and only for a few minutes at a time, so fuel tanks are kept low. Pumps kept away from sources of ignition. Pumps fitted with fuel cut off taps.	Staff given adequate training in use of the pumps and how to re-fuel. Fuel is stored out of the sun in approved storage containers only.	WM
Chlorine Burn	WM staff cleaning tanks and consumers	Chlorine tablets (and resulting liquid) used for sanitizing are harmful to the skin if in contact at too high a concentration	2	4	8	Chlorine tablets to be kept in their clearly marked childproof containers. All items to be thoroughly rinsed with fresh water following disinfection. Staff to use appropriate PPE (glasses and gloves).	WM to ensure staff training given on appropriate use and disposal of the high concentration chlorine solution.	WM
Collapse of tank	Everyone	A full tank weighs 500kgs and could cause injury if it were to crush a person.	1	5	5	Tanks to be set up on ground which is suitably flat and firm.	WM staff to inspect stand integrity as part of regular inspection and maintenance.	WM

Appendix

1) **Disinfection Tablet Instructions and Safety Documentation**
2) **Tank Material Information**
3) **Bladder Material Information**

CHEMAIDE

QUALITY ASSURANCE MANUAL - Issue No. 2 DATE: 28.03.1995

PRODUCT SPECIFICATION - APPLICATION & USE **Appendix 3**
(Expand Sections as necessary with further sheets)

PRODUCT NAME: **CHEMTAB**

PRODUCT CODE No: P067

THIS ISSUE No./DATE: 002/15.05.1997

ISSUE No. of Product Specification - Formulation & Manufacture to which this document refers: 001

GENERAL DESCRIPTION: White tablet with characteristic bleach odour.

USE FOR WHICH PRODUCT IS INTENDED: Chlorine release tablets, designed for each tablet when dissolved in 5 litres of water, to give a solution containing 200ppm available Chlorine for disinfectant use.

SPECIAL EQUIPMENT REQUIRED: None.

METHOD AND CONDITIONS OF USE: To obtain 5 litres of disinfectant containing 200ppm of available Chlorine, dissolve one tablet in 5 litres of clean water. Dissolution of the tablet can be accelerated by the use of warm water and stirring. If a more concentrated solution is required, more tablets can be dissolved, each one providing 200ppm of available Chlorine.

METHOD OF CONTROL: If used in water cooling systems, the level of Chlorine can be controlled by a suitable analytical method for determination of available Chlorine in water.

Compiled by: B. PIPE

Verified & Issued by: B. W. NORMAN

Chemaide Ltd Unit 8, Gillmans Industrial Estate, Natts Lane, Billingshurst, West Sussex RH14 9EZ
tel: 01403 780638 fax: 01403 780639 sales@chemaide.co.uk www.chemaide.co.uk

CHEMAIDE

Chemtab

Chlorine Tablets

Chemtabs are part of our General Purpose Cleaner/Sanitiser range of products. The accurate use of chlorine is wholly dependent upon correct measuring and dilution. Chemtabs remove the risk of human error by replacing liquid chlorine with tablets which are safe to use and easy to store.

Specified for use by the Health Protection Agency, this product is highly active against micro-organisms. Chemtabs are a combination of NADCC and inert effervescent components which aid fast dissolution and can be further improved by the use of warm water. The dilution rate equates to 1 tablet providing 5 litres of usable fluid, making the product very economical. Sodium Hypochlorite is notorious for its instability and its rate of degradation, but Chemtabs provide a suitable stable and safe alternative.

Convenient, simple and easy to use with no mess, spillages or stains – simply add tablets to water to obtain the required strength. The accuracy of solutions is assured with each tablet giving a known level of available chlorine (200 ppm in 5 litres) – a factor of extreme importance where effective disinfection is concerned.

- Safe storage of chlorine with no spillage hazard
- Accurate dispensing ensures a correct dilution rate
- Kills a wide range of micro organisms, fungae and viruses, resulting in total disinfection from a single tablet
- Fast effervescent action without the need for mixing or stirring

Associated Chemaide Products: Blue Disinfectant Surface Wipes; CA95; CA95 Special; Chemquat; Chempine; Hard Surface Cleaner

application General Purpose Cleaners/Sanitizers
available pack sizes 200 tub
market(s) Engineering/Manufacturing Schools Hotel/Sports/Leisure Light Commercial Waste Management/Water Treatment

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REVISION DATE: 28/07/2008

CHEMAIDE

SAFETY DATA SHEET
CHEMTAB

1 IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND OF THE COMPANY/UNDERTAKING

PRODUCT NAME: CHEMTAB

APPLICATION: Disinfectant

SUPPLIER:
Chemaide
Gillmans Industrial Estate
Billinghurst
West Sussex
RH14 9EZ
UK
T: +44(0)1403 784332
(Hours 09:00 - 17:00 Mon to Fri)
F: +44(0) 1403 785158
sds@chemaide.co.uk

2 HAZARDS IDENTIFICATION

Harmful if swallowed. Irritating to eyes and respiratory system. Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.

CLASSIFICATION: Xn;R22 Xi;R36/37, N;R50/53.

3 COMPOSITION/INFORMATION ON INGREDIENTS

Name	EC No.	CAS-No.	Content	Classification
ADIPIC ACID	204-673-3	124-04-9	10-30%	Xi;R36
TROCLOSENE SODIUM	220-767-7	2893-78-9	30-60%	C;R8 Xn;R22 Xi;R36/37 R31 N;R50/53

The Full Text for all R-Phrases are Displayed in Section 16

4 FIRST-AID MEASURES

INHALATION

Move the exposed person to fresh air at once. Get medical attention. Provide rest, warmth and fresh air. When breathing is difficult, properly trained personnel may assist affected person by administering oxygen.

INGESTION

DO NOT INDUCE VOMITING! NEVER MAKE AN UNCONSCIOUS PERSON VOMIT OR DRINK FLUIDS! Remove victim immediately from source of exposure. Drink plenty of water. Get medical attention immediately! Provide rest, warmth and fresh air.

SKIN CONTACT

Skin irritation is not anticipated when used normally. In the event of irritation: Remove contaminated clothing. Wash skin thoroughly with soap and water. Get medical attention if irritation persists after washing.

EYE CONTACT

Make sure to remove any contact lenses from the eyes before rinsing. Promptly wash eyes with plenty of water while lifting the eye lids. Continue to rinse for at least 15 minutes. Get medical attention promptly if symptoms occur after washing.

5 FIRE-FIGHTING MEASURES

EXTINGUISHING MEDIA

This product is not flammable. Fire can be extinguished using: Water spray, dry powder or carbon dioxide. Do not use dry fire extinguishers containing ammonium compounds.

SPECIAL FIRE FIGHTING PROCEDURES

NOTE! Use air-supplied respirators to protect against gases/fumes. Dike and collect extinguishing water.

UNUSUAL FIRE & EXPLOSION HAZARDS

Fire causes formation of toxic gases. Decomposes above 250 oC with release of chlorine and other toxic fumes.

SPECIFIC HAZARDS

By fire, toxic gases may be formed (COx, NOx). Fire or high temperatures create: Very toxic gases/vapours/fumes of Chlorine. Hydrogen chloride (HCl). Hydrogen cyanide (HCN).

1 / 5

REVISION DATE: 29/07/2008

CHEMTAB

PROTECTIVE MEASURES IN FIRE

Self contained breathing apparatus and full protective clothing must be worn in case of fire.

6 ACCIDENTAL RELEASE MEASURES

PERSONAL PRECAUTIONS

Wear protective clothing as described in Section 8 of this safety data sheet. Follow precautions for safe handling described in this safety data sheet. Use protective gloves, goggles and suitable protective clothing. Ensure suitable personal protection (including respiratory protection) during removal of spillages in a confined area.

ENVIRONMENTAL PRECAUTIONS

Not relevant considering the small amounts used. The product should not be dumped in nature but collected and delivered according to agreement with the local authorities.

SPILL CLEAN UP METHODS

Collect in containers and seal securely. Ensure that waste and contaminated materials are collected and removed from the work area as soon as possible in a suitably labelled container. Avoid generation and spreading of dust. Flush with plenty of water to clean spillage area. Containers with collected spillage must be properly labelled with correct contents and hazard symbol. Do not close drums containing wet or damp material.

7 HANDLING AND STORAGE

USAGE PRECAUTIONS

Avoid spilling, skin and eye contact. Do not handle broken packages without protective equipment. Keep away from heat, sparks and open flame. Do not eat, drink or smoke when using the product. Observe good industrial hygiene practices. Avoid inhalation of vapours/spray and contact with skin and eyes. Provide good ventilation. Container must be kept tightly closed. Protect against direct sunlight. Follow instructions and ensure correct dilution of this product before use.

STORAGE PRECAUTIONS

Store in tightly closed original container in a dry, cool and well-ventilated place. Keep in original container.

8 EXPOSURE CONTROLS/PERSONAL PROTECTION

INGREDIENT COMMENTS

WEL = Workplace Exposure Limits No exposure limits noted for ingredient(s).

PROTECTIVE EQUIPMENT

ENGINEERING MEASURES

No specific ventilation requirements noted, except this product must not be used in a confined space without good ventilation.

RESPIRATORY EQUIPMENT

No specific recommendation made, but respiratory protection may still be required under exceptional circumstances when excessive air contamination exists.

HAND PROTECTION

For prolonged or repeated skin contact use suitable protective gloves.

EYE PROTECTION

If risk of splashing, wear safety goggles or face shield.

OTHER PROTECTION

Wear appropriate clothing to prevent any possibility of liquid contact and repeated or prolonged vapour contact.

HYGIENE MEASURES

DO NOT SMOKE IN WORK AREA! Wash at the end of each work shift and before eating, smoking and using the toilet. Promptly remove any clothing that becomes contaminated. Wash promptly with soap & water if skin becomes contaminated. Use appropriate skin cream to prevent drying of skin. When using do not eat, drink or smoke.

9 PHYSICAL AND CHEMICAL PROPERTIES

APPEARANCE	White flat bevelled tablet		
ODOUR	Characteristic Chlorine.		
SOLUBILITY	Soluble in water.		
pH-VALUE, DILUTED SOLUTION	4-6 approx 1	DECOMPOSITION TEMPERATURE (°C)	240

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CHEMTAB

10 STABILITY AND REACTIVITY

STABILITY

Stable under normal temperature conditions.

CONDITIONS TO AVOID

Avoid contact with acids and oxidising substances. Avoid exposure to high temperatures or direct sunlight. Avoid contact with strong reducing agents.

MATERIALS TO AVOID

Flammable/combustible material. Organic materials, oils, grease, sawdust, reducing agents, nitrogen-containing compounds, oxidizing substances, acids and alkalis, damp or slightly wet conditions (NaDCC may generate nitrogen trichloride which is explosive).

HAZARDOUS DECOMPOSITION PRODUCTS

Fire creates: Hydrogen chloride (HCl). Hydrogen cyanide (HCN). By fire, toxic gases (CO, CO2, NOx) may be formed.

11 TOXICOLOGICAL INFORMATION

TOXIC DOSE 1 - LD 50 892 mg/kg (oral-mouse)

TOXICOLOGICAL INFORMATION

Toxicological information for the active ingredient NaDCC

INHALATION

Harmful: danger of serious damage to health by prolonged exposure through inhalation.

INGESTION

Harmful if swallowed.

SKIN CONTACT

Skin irritation is not anticipated when used normally.

EYE CONTACT

Irritating to eyes.

ROUTE OF ENTRY

Inhalation. Ingestion. Skin and/or eye contact.

12 ECOLOGICAL INFORMATION

EC 50, 48 Hrs, DAPHNIA, mg/l < 1 mg NaDCC

DEGRADABILITY

The product is expected to be biodegradable.

13 DISPOSAL CONSIDERATIONS

DISPOSAL METHODS

Dispose of waste and residues in accordance with local authority requirements.

14 TRANSPORT INFORMATION

UK ROAD CLASS	9		
PROPER SHIPPING NAME	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, SOLID, N.O.S.		
ROAD TRANSPORT NOTES	Product transported in Limited Quantities. Product may be transported by road in a multimodal journey without any marking or labelling (UN3077) under the terms of the section 1.5.1 of ADR (Multilateral Special Agreement M185) from and/ or to the signatories countries of this agreement.		
SEA TRANSPORT NOTES	Not Classified		
AIR TRANSPORT NOTES	Not Classified		
UN NO. ROAD	3077	UK ROAD PACK GR.	III
ADR CLASS NO.	9		

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ADR CLASS	Class 9: Miscellaneous dangerous substances and articles.	ADR PACK GROUP	III
HAZARD No. (ADR)	90	ADR LABEL NO.	9
HAZCHEM CODE	2Z	CEFIC TEC(R) NO.	90GM7-III
RID CLASS NO.	9	RID PACK GROUP	III
UN NO. SEA	3077	IMDG CLASS	9
IMDG PACK GR.	III	EMS	F-A, S-F
MFAG	See Guide	MARINE POLLUTANT	No.
UN NO. AIR	3077	AIR CLASS	9
AIR PACK GR.	III		

15 REGULATORY INFORMATION

LABELLING

Harmful

Dangerous for the environment

CONTAINS TROCLOSENE SODIUM

RISK PHRASES

R22	Harmful if swallowed.
R36/37	Irritating to eyes and respiratory system.
R50/53	Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.

SAFETY PHRASES

S25	Avoid contact with eyes.
S26	In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
S51	Use only in well-ventilated areas.
S57	Use appropriate containment to avoid environmental contamination.
S60	This material and its container must be disposed of as hazardous waste.
S61	Avoid release to the environment. Refer to special instructions/safety data sheets.

UK REGULATORY REFERENCES

Chemicals (Hazard Information & Packaging) Regulations.

EU DIRECTIVES

Dangerous Preparations Directive 1999/45/EC. Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC, including amendments.

STATUTORY INSTRUMENTS

Chemicals (Hazard Information and Packaging) Regulations.

APPROVED CODE OF PRACTICE

Classification and Labelling of Substances and Preparations Dangerous for Supply.

GUIDANCE NOTES

Workplace Exposure Limits EH40. CHIP for everyone HSG(108).

NATIONAL REGULATIONS

The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002. No. 1689. Workplace Exposure Limits 2005 (EH40) Regulation (EC) No 1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), establishing a European Chemicals Agency, amending Directive 1999/45/EC and repealing Council Regulation (EEC) No 793/93 and Commission Regulation (EC) No 1488/94 as well as Council Directive 76/769/EEC and Commission Directives 91/155/EEC, 93/67/EEC, 93/105/EC and 2000/21/EC, including amendments.

16 OTHER INFORMATION

REVISION DATE 28/07/2008

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REVISION DATE: 28/07/2008

CHEMTAB

REV. NO./REPL. SDS GENERATED: 1

RISK PHRASES IN FULL

R22	Harmful if swallowed.
R31	Contact with acids liberates toxic gas.
R36	Irritating to eyes.
R36/37	Irritating to eyes and respiratory system.
R50/53	Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
R8	Contact with combustible material may cause fire.

DISCLAIMER

This information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process. Such information is, to the best of the company's knowledge and belief, accurate and reliable as of the date indicated. However, no warranty guarantee or representation is made to its accuracy, reliability or completeness. It is the user's responsibility to satisfy himself as to the suitability of such information for his own particular use.

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ExxonMobil Chemical

ExxonMobil™ LLDPE LL 8460 Series

Linear Low Density Polyethylene Resin

Product Description

LL 8460 is a linear low density hexene copolymer designed to offer excellent ESCR and toughness. This resin is ideally suited for applications that require the optimum balance of processability, stiffness and low temperature toughness.

General

Availability	• Latin America	• North America	• South America
Additive	• LL 8460.29: Long Term UV-15 Stabilizer: Yes	• LLP8460.29: Long Term UV-15 Stabilizer: Yes	
Applications	• Agricultural Tanks • Chemical Storage Tanks	• Large Size Playground Equipment • Pallets	• Potable Water Tanks • Septic Tanks
Revision Date	• July 2011		

Resin Properties	Typical Value (English)		Typical Value (SI)		Test Based On
Density	0.938	g/cm³	0.938	g/cm³	ASTM D4883
Melt Index (190°C/2.16 kg)	3.3	g/10 min	3.3	g/10 min	ASTM D1238

Thermal	Typical Value (English)		Typical Value (SI)		Test Based On
Deflection Temperature Under Load (DTUL) at 66psi - Unannealed					ASTM D648
–	144	°F	62	°C	
Deflection Temperature Under Load (DTUL) at 264psi - Unannealed					ASTM D648
–	102	°F	39	°C	
Melting Temperature	261	°F	127	°C	ASTM D3418

Molded Properties	Typical Value (English)		Typical Value (SI)		Test Based On
Tensile Strength at Yield					ASTM D638
2.0 in/min (51 mm/min)	2600	psi	18	MPa	
Elongation at Yield (2.0 in/min (51 mm/min))	20	%	20	%	ASTM D638
Flexural Modulus - 1% Secant	110000	psi	770	MPa	ASTM D790B
Environmental Stress-Crack Resistance					ASTM D1693A
10% Igepal, F50	150	hr	150	hr	
100% Igepal, F50	> 1000	hr	> 1000	hr	

Impact	Typical Value (English)		Typical Value (SI)		Test Based On
Impact Strength					ARM
-40°F (-40°C), 0.125 in (3.18 mm)	70	ft-lb	95	J	
-40°F (-40°C), 0.250 in (6.35 mm)	190	ft-lb	258	J	

Additional Information

- All physical properties were measured on 3 mm, rotomolded samples unless a different value is shown, except for ESCR, which was measured on compression molded samples.
- Tensile testing was conducted at a crosshead speed of 50 mm/min. The tensile strength reported refers to the maximum stress reached during the test.
- Test procedures may be modified to accommodate operating conditions or facility limitations.

Typical properties: these are not to be construed as specifications.

ExxonMobil Chemical ExxonMobil™ LLDPE LL 8460 Series
Linear Low Density Polyethylene Resin

Legal Statement

Contact your ExxonMobil Chemical Customer Service Representative for potential food contact application compliance (e.g. FDA, EU, HPFB).

This product is not intended for use in medical applications and should not be used in any such applications.

Notes

[1] Product may not be available in one or more countries in the Identified Availability regions. Please contact your Sales Representative for complete Country Availability.

For additional technical, sales and order assistance:

Worldwide and the Americas	Asia Pacific	Europe, Middle East and Africa
ExxonMobil Chemical Company	ExxonMobil Chemical Asia Pacific	ExxonMobil Chemical Europe
13501 Katy Freeway	1 HarbourFront Place	Hermeslaan 2
Houston, TX 77079-1398	#06-00 HarbourFront Tower One	1831 Machelen, Belgium
USA	Singapore 098633	420-239-016-274
1-281-870-6050	+86-21-24173999	

Typical properties: these are not to be construed as specifications.

Appendix F – Safe Work Method Statement Scaffold

BUTLERS EVENTS & STAGING
SAFE WORK METHOD STATEMENT (SWMS) - Scaffold

Safe Work Method Statement **Employer/Contractor:** Butlers Events (BE).		**Signed off:**_____ **Date:**_____ **No:**_____
Project:		**Accepted:** **Yes / No**
Job: Scaffold build/dismantle.		**Venue:** As per job details: _____.
Procedure:	**Hazards:**	**Safety Controls:**
1. Positioning of stillage and pallets around the worksite ready for build, **2.** Measuring structure footprint and check with plan, **3.** Crew Chief will decide which bay is to be built first depending upon the ground conditions, **4.** Base structure comprises of base pads, base jacks, ledgers, standards, number 1's, number 2's, number 3's and braces. The deck itself is comprised of 2.4 x 1.2 heavy ply sheeting. **5.** In the course of construction, check components for functional damage. Reject any components that show any dents, cracks, and irregular bending or significant corrosion. Do not use such components, but follow the BE "Damaged Equipment" procedure, **6.** The Crew Chief will decide the type of base pads to be used, depending upon ground conditions. All base pads should be aligned square with the stage and perpendicular to the steel standards, **7.** Place base pads out for the first bay and erect vertical and horizontal steel sub-structure for the first bay using plan braces. Once the bay is accepted by the client, for height and angle of stage base, hammer tight the No.1's to secure the No.3's, **8.** Continue with the first run of bays to the width of the structure, using plan braces to square each bay. Level each bay and apply any diagonal bracing before proceeding to the next bay. If inserting a Number 1 at a level of 1.5M or above, two men should be used to control the weight, **9.** Once the correct bays are completed, the decking process can begin, **10.** A pack of ply decking is forklifted onto an area of the base structure as directed by the crew chief, **11.** Two sheets fit into one 2.4 x 2.4 bay. When placing decking into bays always check No.3's are tight and located correctly between lugs (locators) on the No.1's, **12.** Crew should not stand on Number 3's when placing decking sheets, **13.** When installing decking sheets should be done from an already positioned deck sheet, **14.** Continue to deck out as instructed by the crew	**1.** Hit by forklift, **2.** Trip over marking strings, **3.** Tripping over objects, **4.** Insufficient space to work around, **5.** Spider/snake bites if working outdoors, **6.** Crushes of fingers, **7.** Cuts and abrasions while handling scaffolding members, **8.** Drop of scaffold piece on foot, **9.** Contusions, concussion due to worker hitting his/her head on scaffolding bracers, ledgers or standards, **10.** MusculoSkeletal Disorders MSDs), muscle fatigue and muscle ligaments strains while manually handling, **11.** Slip and fall due to wet surfaces inclement weather, **12.** Trip and fall over a tool or other item left on deck, **13.** Sunburn, eye damage if working in hot and clear days, **14.** Cold hypothermia if working in wet and cold conditions, **15.** Hearing damage - sudden and high pitched noise produced by hammering, **16.** Brace jumping from location hole due to insufficient installation and hitting a worker.	**1.** Wear safety vest (day and night use rated) at all times when mobile plant operating nearby. Only licensed personnel to operate FLT, Lay-out stillage and pallets so there is sufficient space to work around (1.5m. apart min.), Be crew chief designate FLT operating areas so workers are away from the plant, **2.** Restrict numbers of crew members around the area of measuring and marking to prevent any worker from tripping over marking strings, tape etc, **3.** Keep non-essential equipment out of the way at all times. Retainer pads used to screw down ply boards shall be either immediately installed or kept in a tray out of the way. Same applies to associated screws. Keep clearance between teammates and always assess your walkpath while feet/standards and ledgers are positioned, **4.** Keep non-essential equipment out of the way at all times. Retainer pads used to screw down ply boards shall be either immediately installed or kept in a tray out of the way. Same applies to associated screws. Keep clearance between teammates and always assess your walk path while feet/standards and ledgers are positioned, **5.** Assess the area for any natural hazards - uneven surfaces (rocks etc.), spiders, snakes, Remain calm if stung or bitten and try to remember as much detail about the insect/reptile – colours and patterns, size, motion etc. this information is crucial when antivenin is prescribed, **6.** Wear scaffolder gloves and safety boots (toe caps, non-slip etc.), Start from one side and work your way along the platform when screwing board lids (positioned at the cross-sections where the corners of four boards meet), Have the lids in a tray and take them out as they are applied (rather than throwing them around the platform) to prevent any trips and falls. **7.** Remain alert and always maintain good strong grip of each scaffolding piece you

chief until deck is complete, **15.** The structure is cleared of all nonessential materials. Surplus items must be stored in the designated storage area so that they do not present a hazard to users of the structure, **16.** Once all decking boards are placed in correctly, deck retaining plates are used to secure them to the scaffolding substructure, **17.** Check all diagonal bracing is correct and finished and there are no trip hazards on the stage deck, such as loose DRP's or damaged decking, **18.** Dismantling takes place in the following sequence: **19.** Deck retaining plates and decking panels are removed in the reverse order to the build as outlined in step 10-14. **20.** Steel Substructure is dismantled and removed bay by bay. **21.** Components are sorted into their appropriate stillage/bin. If any item of equipment are seen to be damaged it must be separated and marked with a spray can to advise the yard of disposal. It must be placed in a "damage" stillage and the Crew Chief informed of each occurrence. **22.** When all substructures are dismantled and stacked in correct stillage/bin, all crew must check that there is no equipment left lying on site. Especially where the boneyard was situated and around the substructure. **23.** The Crew Chief may instruct work to proceed at variance with the above, providing that he logs each and every variance, together with his reasons for the variance. **24.** Dismantling takes place in the following sequence: **25.** Deck retaining plates and decking panels are removed in the reverse order to the build as outlined in step 10-14. **26.** Steel Substructure is dismantled and removed bay by bay. **27.** Components are sorted into their appropriate stillage/bin. If any item of equipment are seen to be damaged it must be separated and marked with a spray can to advise the yard of disposal. It must be placed in a "damage" stillage and the Crew Chief informed of each occurrence. **28.** When all substructures are dismantled and stacked in correct stillage/bin, all crew must check that there is no equipment left lying on site. Especially where the boneyard was situated and		are handling, Wear your mandatory PPE - scaffolder gloves and toe-cap footwear. **8.** Remain alert and always maintain good strong grip of each scaffolding piece you are handling, Wear your mandatory PPE - scaffolder gloves and toe-cap footwear. **9.** Wear your mandatory PPE - helmet, scaffolder gloves and toe-cap footwear, Hard hat must be worn at all times when erecting/dismantling scaffolding (see Australian Standards, NSW OHS Regulation 2001), **10.** Warm up before manually handling equipment, Apply 2 person lift for heavy ply boards - one at each end of board (holding the narrower side), Keep back as straight as possible and bend legs/knees, Avoid tilting your neck or back more than 20º, Communicate with your lift-partner so you lift together/simultaneously, Start laying the boards from the side of the floor closest to the stillage/pallets and work your way along, Use your legs when lowering the board, Lower one side of the board until it lays inside the bed outlined by the standard profile so the weight is no longer sustained, then slide the board along the bed until it reaches the end of the bed, then bend your knees and deliver the boards close to the bed (the part still being held up) and drop if in place while being cautious not to crush your feet or fingers, When board jams on the bed, either tap it/hit it with a hammer or use a podger hammer handle to lever it in place into the bed, **11.** Scaffolding erection/dismantle works to cease in wet weather subject to crew chief and management discretion in consultation with workers, Communicate conditions with BE crew chief, **12.** Keep non-essential equipment out of the way at all times. Retainer pads used to screw down ply boards shall be either immediately installed or kept in a tray out of the way. Same applies to associated screws. Keep clearance between teammates and always assess your walk path while feet/standards and ledgers are positioned, **13.** Wear appropriate uniform for the weather – hot weather – long sleeves, pants rather than shorts. Cover as much skin surface as possible, Apply sunscreen to any exposed skin, Wear wide brim hat,

around the substructure. **29.** The Crew Chief may instruct work to proceed at variance with the above, providing that he logs each and every variance, together with his reasons for the variance. **Note: Where the average base jack length is extended beyond 300mm then additional adjustable bracing must be used on every third jack in accordance with normal RMD-Kwikform bracing practice.**		Wear eye protection – safety rated sun glasses with adequate UV protection rating, Drink water frequently, **14.** Wear appropriate uniform for the weather – wet/cold weather – raingear, bring spare socks and dry uniform shirt and jacket, Crew Chief check and ensure that facilities are available for workers to dry uniforms, Wear waterproof footwear, Wear protective gloves with good wet-weather performance, Take breaks and drink warm liquids, Keep dry, **15.** Wear hearing protectors - e.g. single use earplugs, Avoid creating unnecessary noise by dropping scaffolding members into hard surfaces or onto stillage, **16.** Wear appropriate PPE - hard hat at all times, Check each and every member and remain alert for potential displacements, Hammer each pin in, don't rely on hand push.

Personal Qualifications and Experience:	Personnel, Duties & Responsibilities:	Training Required to Complete Work:
▪ Scaffolding certificates: Basic & Intermediate levels (Basic for crew and Intermediate for Crew Chief), ▪ Senior First Aid (recommended particularly for Crew Chiefs), ▪ All: experience in working with temporary event structures involving truss configurations, experience working near mobile powered plant e.g. FLTs, EWPs.	▪ Comply with Butlers Events policies, ▪ Comply with this SWMS and other relevant safety guidelines, ▪ Report all nearmisses, injuries to your supervisor immediately, ▪ Do not consume illicit drugs or alcohol at or before work, ▪ Comply with all reasonable instructions/direction from your Supervisor. ▪ Use tools and devices for their design-intended purpose and don't improvise, ▪ Inspect and wear PPE at all times as instructed, ▪ Never interefere with anything provided for health and safety.	▪ Site safety and operations Induction, Site Emergency training (where applicable), ▪ Training in this SWMS, manual handling, and scaffold segments connection, ▪ Mandatory Toolbox talk with Crew Chief.

Engineering Details/Certificates/Work Cover Approvals:	Code of Practice, Legislation:
Ensure all structural assemblies, dimensions/proportions and equipment handling methods are compliant with manufacturer's and engineer's specifications. All workers engaged with the build must be covered by appropriate Workers Compensation insurance of the Employer as per legislative requirements.	State/Territory OH&S Act and Regulation, Australian Standards – AS/NZS ISO 31000:2009 'Risk Management', AS 4576 'Guidelines For Scaffolding', AS1170 'Structural Design Actions', AS1801 'Occupational Protective Helmets', AS4488 series 'Industrial Rope Access Systems' WorkCover N.S.W 'Rigging Guide 1995', 'Forklift Drivers Guide 1998', WorkCover Manual Handling Guide, ASCC Manual Handling Standard etc.
Plant/Equipment:	**Maintenance Checks and Regime:**
PPE: ▪ Protective helmets - AS 1800 industrial helmets for ground work and UIAA-certified helmets for any work aloft, ▪ Safety vests and/ or high visibility clothing AS - compliant and Day & Night use rated. ▪ Protective footwear, ▪ Protective gloves for scaffolders and riggers, ▪ Sunscreen 30+ rated min, ▪ Occupational protective UV - rated glasses, ▪ Ear Plugs (disposable type) ▪ Industrial fall-arrest and work- positioning harnesses, ▪ Industrial abseiling slings, karabiners, progress-capture devices, snap hooks/scaffold- hooks, ▪ First Aid Kit Class A (ref. NSW OH&S Regulation 2001).	All PPE, equipment and plant to be inspected as per manufacturer specifications. All PPE to be inspected before use, during use and upon completion of the job. Any damaged PPE shall be immediately placed out of use. First Aid Kit to be checked at Butlers Event depot and restocked when necessary. All documents/forms to be available for the job (i.e. OH&S forms, drawings or appropriate size, clarity and colour of print, timesheets for workers etc). Scaffold Components inspected prior to dispatch.

Read, consulted upon, understood by BE employees on site:			
Name:	**Surname:**	**Date & Time:**	**Signature:**

Appendix G – Temporary Structure Wind Policy

Temporary Structure Wind Policy

Contents

Date: 29 Feb 2012

BUTLERS
EVENTS & STAGING
BUTLERSEVENTS.COM.AU

ACN 001 377 635 ABN 62 083 9890612
Private Box 13/46 Governor Macquarie Drive, Chipping Norton NSW 2170
24 Alfred Road, Chipping Norton NSW 2170
Tel: (02) 9723 1799 Fax: (02) 9723 8440
Email: admin@butlersevents.com.au www.butlersevents.com.au

Temporary Structure
Wind Policy

1. General

The design of Hoecker & Rodar type temporary structures is in accordance with the Australian Standard 1170 Part 1 (dead & live loads) and Part 2 (Wind Loads).

The frame generally consists of extruded aluminum components with hot dipped galvanized steel ridge and knee connection inserts and base plate. The base plate is generally anchored or weighted into position with steel stakes or steel/concrete blocks.

Where applicable end bays of the structures are stablised with wire rope roof cross bracing and tensioned with turnbuckles. Galvanized steel tube diagonal or horizontal braces are used for the walls. Intermediate bays of the roof and wall bracing are normally installed at a maximum of every 4^{th} bay.

2. Wind – Precautions

Weather conditions at each site need to be monitored so that, in the rare event that fabric removal is necessary, it may take place in a timely manner. To facilitate this as well as checking the wind speed forecast with the Meteorological Office, it may be required to take on site wind speeds with an anemometer. This would be required if wind speeds in excess of 70 km/ph are forecast. Should higher speeds be predicted appropriate number of crew will stand by on site at all times.

In general the structures are sound in wind speeds approaching 70km/ph. Manufactures would recommend that the first action is to ensure that all walls on the structure are secured and laced closed.

ACN 001 377 635 ABN 62 083 9880612
Private Box 13/46 Governor Macquarie Drive, Chipping Norton NSW 2170
24 Alfred Road, Chipping Norton NSW 2170
Tel: (02) 9723 1799 Fax: (02) 9723 8440
Email: admin@butlersevents.com.au www.butlersevents.com.au

3. Action Plan

Event	P Series & Pagoda Wind Speeds	Action
Wind speeds in excess	50km/hr	1. All openings shall be securely closed and no access provided.
Wind speed in excess	60km/hr	1. Monitor wind speeds with an onsite anemometer/ closest public weather station.
Wind speeds in excess	70km/hr	1. Evacuate Site.

Please note that the locality or wind gust speed is affected by factors such as terrain exposure and site elevation.

Butlers will use the above action plan for Marquees on raised platforms such as black deck.

4. Calculating Ballast Requirements

Structure Type	Pegs per leg	Weights per leg
P Series & Pagoda	1	100kg
F Series	4*	1000kg
L Series	6*	1000kg

- P Series stakes are 800mm long
- * Stakes are to be 1200mm long
- Brace bays require additional ballast/pegs.

Appendix H – Targeted Risk Assessment Scaffold Decking

TARGETED RISK ASSESSMENT [TRA]

Event / Venue		**Type of Work** Build/dismantle of Butlers Events Scaffold Decking.
Area / Location		
Date		

What can go wrong?		**Notes**
▪ Injuries. ▪ Collapse. ▪ Housekeeping. ▪ Dangerous Materials. ▪ Electrical. ▪ Fire.	▪ Access/Egress. ▪ Unsafe work practices. ▪ Equipment malfunction. ▪ Work design. ▪ Plant.	Working at heights, handling of suspended metal members, pins, handheld tools etc. Working outdoors. Carrying out works requiring continuous attention and focus. Working near mobile plant e.g. FLT.

Risk Treatments	**Levels of Control Methods**
▪ Avoid: Don't do the activity ▪ Treat: Reduce by use of controls ▪ Accept: If low or if consequences can be tolerated.	▪ **Eliminate** ← Try to start here ▪ Substitute ▪ Isolate ▪ Reduce by physical controls ▪ Reduce by admin warning and rules ▪ **Use PPE** ← Last resort

HAZPAK				
How severely could it hurt someone (employees or public)? or How ill could it make someone?	**How likely is it to happen?**			
	Very likely	**Likely**	**Unlikely**	**Very unlikely**
Kill or cause permanent disability/ ill health	**1**	**1**	**2**	**3**
Long term illness or serious injury	**1**	**2**	**3**	**4**
Medical attention + several days off work	**2**	**3**	**4**	**5**
First aid needed	**3**	**4**	**5**	**6**
The numbers show you how important it is to do something:	**1**. Top priority: Do something immediately **6**. Low priority: Do something when possible			

Safety Briefings		
Who checked and instructed or did staff safety briefings?	Name:	
	Signed:	Date:
Who checked the person responsible for the safety briefings?	Name:	
	Signed:	Date:

IDENTIFIED RISKS

Risks	Likelihood (Desc Words)	Severity (Desc Words)	Risk Score	Controls / Treatment What has been done about it?	Who Implements?	Who Checks?	Who was notified? & their signature
1. Scaffold/substructure collapse due to inadequate: ground surface load-bearing capacity.	Unlikely.	Kill/Cause Permanent Disability.	2	Administrative: BE consult with venue and BE-engaged engineers to consider ground surface load-bearing capacity. BE document consultation and findings. BE adhere to Australian Standards series related to build of scaffolding. BE crew chief monitor build to ensure that the correct procedures are followed.	Butlers Events (BE).	BE Crew Chief/BH Management/ BH-engaged structural engineers.	
2. Structure collapse due to overload - 'live load' exceeding load bearing capacity of the structure.	Unlikely.	Kill/Cause Permanent Disability.	2	Administrative: BE facilitate and partake in consultation with BE-engaged engineers and Event Production Manager to determine live load and ensure that the structure is capable of supporting the production load. BE document consultation and findings. BE distribute engineering certificates as required. BE crew chief monitor build to ensure that the correct production load is introduced to the structure.	Butlers Events (BE).	BE Crew Chief/BH Management/ BH-engaged structural engineers.	
3. Structure displacement, tilt, or tip over due to wind actions.	Unlikely.	Kill/Cause Permanent Disability.	2	Administrative: BE to follow "Operations Management Wind Policy. BE obtain and distribute engineering certificates as required.	Butlers Events (BE).	BE Crew Chief/BH Management/ BH-engaged structural engineers.	

Completed by: _____ Signed: _____ Date: _____

4. Worker hitting his/her head on scaffolding bracers, ledgers or standards.	Likely.	Medical Attention/ Several Days Off Work.	3	Isolate: BE crew chief use safety tape and isolate and hazardous areas. Administrative: BE assess sequential build and avoid building structural members that may pose a hit hazard. BE SWMS to note scaffolding stillage layout and a work practice for workers to collect different members from separately placed stillage thus avoiding the risk of worker being hit on the head by another shoulder-carrying a member. PPE: All workers to wear helmets and high visibility workwear (day and night use rated to Australian Standard) at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	
5. Worker fall from height associated with: inadequate work practices, inadequate use of PPE - Personal Protective Equipment (work positioning, ascent/descent); No handrails on stage scaffold deck platform.	Likely.	Kill/Cause Permanent Disability.	1	Administrative: BE develop SWMS covering the basic safety rules when building a scaffolding - working from fully decked bays, accessing via appropriate steps, install handrails on decked bays as soon as practicable etc. BE engage engineer/s to test, assess and certify selected attachment points on scaffolding system members that crew can use to connect with working-at-height PPE. BE consider enrolling selected crew members for tower climbing, rescue training and certification course. BE review availability of specialised PPE for working at height and develop procedures for PPE inspection. BE ensure a trained and competent crew chief oversees all works at height and checks on appropriate use of PPE as well as prohibiting inexperienced workers form working aloft. BE consider stage deck design and provide for as much handrails (ledgers) to be installed. BE crew chief ensure temporary handrails are installed as much as practicable. PPE: All workers to wear helmets at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	
6. Cuts and bruises to shins of workers while working aloft and using legs to lock-in onto scaffolding.	Very Likely.	First Aid.	3	Administrative: BE crew chief discourage the old practice - appropriate PPE to be used for progression and work positioning as well as fall arrest. BE advise that Tetanus immunisation is carried out for all crew that would work with metal members that may be rusty. PPE: Workers who still, by habit, use the 'knee-lock' shall wear shin guards.	Butlers Events (BE).	BE Crew Chief/BH Management	
7. Cuts due to handling scaffolding members.	Very Likely.	First Aid.	3	Administrative: BE check that SWMS notes the hazard. BE advise that Tetanus immunisation is carried out for all crew that would work with metal members that may be rusty. PPE: Workers to wear gloves and uniform covering as much body surface.	Butlers Events (BE).	BE Crew Chief/BH Management	

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8. Slip and fall due to wet surfaces in inclement weather.	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE check current deck boards paint properties and consider improvement by applying non-slip paint. BE crew chief to monitor works environment - no works in heavy rain. BE crew chief to apply BE SWMS and cessation of works in case of rain.	Butlers Events (BE).	BE Crew Chief/BH Management	
9. Trip and fall over a tool or other item left on deck.	Very Likely.	First Aid.	3	Administrative: BE provide training to workers for correct work practices while assembling/disassembling BE structures - SWMS for housekeeping/trip and slip hazards during works. BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift.	Butlers Events (BE).	BE Crew Chief/BH Management	
10. Sunburn, eye damage if working in hot and clear days	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE consult over SWMS with workforce and document consultation. BH ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. PPE: All workers to wear occupational high visibility workwear and accessories with adequate UV protection factor. Sunscreen of appropriate rating to be provided by BE by default for every job.	Butlers Events (BE).	BE Crew Chief/BH Management	
11. Cold, hypothermia if working in wet and cold conditions.	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. BE ensure rest areas are provided were workers can have breaks and dry clothes. PPE: All workers to wear occupational high visibility workwear and accessories with adequate water proof/repellent properties and body warmer properties.	Butlers Events (BE).	BE Crew Chief/BE Management	
12. Hearing damage - sudden and high-pitched noise produced by hammering scaffolding pins.	Unlikely.	Long Term Illness/ Serious Injury.	3	Administrative: BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. PPE: All workers to wear occupational hearing protection.	Butlers Events (BE).	BE Crew Chief/BH Management	

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13. Manual Handling (MH) injuries while handling 'skins'-sheeting.	Likely.	Long Term Illness/ Serious Injury.	2	Administrative: Butlers to consult over SWMS with workforce and document consultation. Butlers ensure SWMS are sign off by workers and workers have been introduced by the Butlers Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. Butlers Crew Chief monitor and ensure that crew work mechanical aids provided, FLTs are sued as much as practicable to bring elements closer to where they are needed etc. PPE: All workers to wear helmets, protective footwear and gloves, high visibility workwear (day and night use rated to Australian Standard) at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	
14. Brace Jumping from location hole due to insufficient installation.	Likely.	Long Term Illness/ Serious Injury	2	Administrative: Butlers to ensure crew are sufficiently trained and qualified - scaffolding tickets.	Butlers Events (BE).	BE Crew Chief/BH Management	
15. Falling from scaffold structure while decking an undecked platform.	Likely.	Long Term Illness/ Serious Injury.	2	Administrative: Only trained personnel to undertake operation. Check light beams & No. 3's for correct installation. Work from lower level until 1st deck installed. Access to deck above only via appropriate steps and installation of handrails/ledgers asap. Handballing form underneath to be done as high as practicable so scaffolder on deck does not have to reach low or close to edges.	Butlers Events (BE).	BE Crew Chief/BH Management	
16. Electrical Hazard from use of power tools	Unlikely.	Long Term Illness/ Serious Injury.	3	Administrative/Eliminate: Use 110 volt supply only or battery operated power tools.	Butlers Events (BE).	BE Crew Chief/BH Management	
17. Scaffolding becoming energised due to contact with underground or other services.	Unlikely.	Kill/Cause Permanent Disability.	2	Administrative: BE facilitate and partake in consultation with event Venue and Event Production Manager to determine local risk profile and ensure where required structure is relocated and/or power services are appropriately de-energised, locked out and tagged out.	Butlers Events (BE).	BE Crew Chief/BH Management/ BH-engaged structural engineers.	

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CONSULTATION REGISTER:				
Name	**Position**	**Experience / Credentials**	**Signature**	**Date**
Tony Butler	Managing Director	30 years experience, scaffolder & rigging ticket. Registered Building Practitioner		
Greg Burton	Scaffold Project Manager	Scaffolder & Rigging Ticket.		
Momtchil (Momo) Vassilev	Risk Manager- Assure Event Safety Consultants	Master Licence: 404776913 ASIAL Member: 003749 RTO: 90024		

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Appendix I – Targeted Risk Assessment Temporary Structures

TARGETED RISK ASSESSMENT [TRA]

Event / Venue		**Type of Work** Build/dismantle of Butlers Events Temporary Structures
Area / Location		
Date		

What can go wrong?		**Notes**
▪ Injuries. ▪ Collapse. ▪ Housekeeping. ▪ Dangerous Materials. ▪ Electrical. ▪ Fire.	▪ Access/Egress. ▪ Unsafe work practices. ▪ Equipment malfunction. ▪ Work design. ▪ Plant.	Working outdoors. Carrying out works requiring continuous attention and focus.

Risk Treatments	**Levels of Control Methods**
▪ Avoid: Don't do the activity ▪ Treat: Reduce by use of controls ▪ Accept: If low or if consequences can be tolerated.	▪ **Eliminate** ← Try to start here ▪ Substitute ▪ Isolate ▪ Reduce by physical controls ▪ Reduce by admin warning and rules ▪ **Use PPE** ← Last resort

HAZPAK				
How severely could it hurt someone (employees or public)? or How ill could it make someone?	**How likely is it to happen?**			
	Very likely	**Likely**	**Unlikely**	**Very unlikely**
Kill or cause permanent disability/ ill health	**1**	**1**	**2**	**3**
Long term illness or serious injury	**1**	**2**	**3**	**4**
Medical attention + several days off work	**2**	**3**	**4**	**5**
First aid needed	**3**	**4**	**5**	**6**
The numbers show you how important it is to do something:	**1**. Top priority: Do something immediately **6**. Low priority: Do something when possible			

Safety Briefings		
Who checked and instructed or did staff safety briefings?	Name:	
	Signed:	Date:
Who checked the person responsible for the safety briefings?	Name:	
	Signed:	Date:

IDENTIFIED RISKS

Risks	Likelihood (Desc Words)	Severity (Desc Words)	Risk Score	Controls / Treatment What has been done about it?	Who Implements?	Who Checks?	Who was notified? & their signature
1. Scaffold/substructure collapse due to inadequate: ground surface load-bearing capacity.	Unlikely.	Kill/Cause Permanent Disability.	2	Administrative: BE consult with venue and BE-engaged engineers to consider ground surface load-bearing capacity. Document consultation and findings. BE adhere to Australian Standards series related to build of structures. BE crew chief monitor build to ensure that the correct procedures are followed.	Butlers Events (BE).	BE Crew Chief/BH Management/ BH-engaged structural engineers.	
2. Injury from structure falling on workers whilst being installed	Likely.	Medical Attention/ Several Days Off Work.	3	Isolate: BE crew chief use safety tape and isolate and hazardous areas. Administrative: BE assess sequential build and avoid building structural members that may pose a hit hazard. PPE: All workers to wear helmets and high visibility workwear (day and night use rated to Australian Standard) at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	
3. Worker fall from height associated with: inadequate use of PPE - Personal Protective Equipment (work positioning, ascent/descent);	Likely.	Kill/Cause Permanent Disability.	1	Administrative: BE ensure a trained and competent crew chief oversees all works at height and checks on appropriate use of PPE as well as prohibiting inexperienced workers form working aloft. PPE: All workers to wear helmets at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	

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4. Slip and fall due to wet surfaces in inclement weather.	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE crew chief to monitor works environment - no works in heavy rain. BE crew chief to apply BE SWMS and cessation of works in case of rain.	Butlers Events (BE).	BE Crew Chief/BH Management	
5. Trip and fall over a tool or other item left on the ground.	Very Likely.	First Aid.	3	Administrative: BE provide training to workers for correct work practices while assembling/disassembling BE structures - SWMS for housekeeping/trip and slip hazards during works. BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift.	Butlers Events (BE).	BE Crew Chief/BH Management	
6. Sunburn, eye damage if working in hot and clear days	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE consult over SWMS with workforce and document consultation. BH ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. PPE: All workers to wear occupational high visibility workwear and accessories with adequate UV protection factor. Sunscreen of appropriate rating to e provided by BH by default for every job.	Butlers Events (BE).	BE Crew Chief/BH Management	
7. Cold, hypothermia if working in wet and cold conditions.	Likely.	Medical Attention/ Several Days Off Work.	3	Administrative: BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. BE ensure rest areas are provided were workers can have breaks and dry clothes. PPE: All workers to wear occupational high visibility workwear and accessories with adequate water proof/repellent properties and body warmer properties.	Butlers Events (BE).	BE Crew Chief/BE Management	
8. Hearing damage - sudden and high-pitched noise produced by hammering bolts.	Unlikely.	Long Term Illness/ Serious Injury.	3	Administrative: BE consult over SWMS with workforce and document consultation. BE ensure SWMS are sign off by workers and workers have been introduced by the BE Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. BE consider rostering and duty rotations so that workers exposure is minimised. PPE: All workers to wear occupational hearing protection.	Butlers Events (BE).	BE Crew Chief/BH Management	

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9. Manual Handling (MH)	Likely.	Long Term Illness/ Serious Injury.	2	Administrative: Butlers to consult over SWMS with workforce and document consultation. Butlers ensure SWMS are sign off by workers and workers have been introduced by the Butlers Crew Chief to the requirements of the SWMS during mandatory Toolbox Talks before commencement of work on each shift. Butlers Crew Chief monitor and ensure that crew work mechanical aids provided, FLTs are ued as much as practicable to bring elements closer to where they are needed etc. PPE: All workers to wear helmets, protective footwear and gloves, high visibility workwear (day and night use rated to Australian Standard) at all times during build and dismantle.	Butlers Events (BE).	BE Crew Chief/BH Management	

CONSULTATION REGISTER:				
Name	**Position**	**Experience / Credentials**	**Signature**	**Date**
Tony Butler	Managing Director	30 years experience, scaffolder & rigging ticket. Registered Building Practitioner		
Clint Hill	Operations Manager	Experience		
Momtchil (Momo) Vassilev	Risk Manager- Assure Event Safety Consultants	Master Licence: 404776913 ASIAL Member: 003749 RTO: 90024		

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