

[INSERT EVENT NAME]

[INSERT YEAR]

Event Management Plan

(For Small Community Events)

Small Community Event Management Plan V2 – December 2022

CONDITION D25

Covering **[INSERT EVENT NAME]** operating at North Byron
Parklands from **[INSERT DATE]** to **[INSERT DATE]**

[INSERT EVENT LOGO]



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Glossary

<i>BEEP</i>	Bushfire Emergency Evacuation Plan
<i>BSC</i>	Byron Shire <i>Council</i>
<i>CMP</i>	Camping Management Plan
<i>DPE</i>	Department of Planning and Environment
<i>EEEP</i>	Event Emergency Evacuation Plan
<i>EHSMM</i>	Environmental Health and Safety Management Manual
<i>EMP</i>	Event Management Plan (this document)
<i>FEP</i>	Flood Evacuation Plan
<i>LEMC</i>	Local Emergency Management Committee
<i>LTC</i>	Local Traffic Committee
<i>MP</i>	Medical Plan
<i>NIR</i>	Noise Impact Report
<i>NMP</i>	Noise Management Plan
<i>EH</i>	Environment and Heritage NSW
<i>OHSMF</i>	Occupational Health and Safety Management Plan
<i>RFS</i>	Rural Fire Service NSW
<i>RWG</i>	Regulatory Working Group
<i>SECRETARY</i>	Secretary (Department of Planning and Environment)
<i>SES</i>	State Emergency Service NSW
<i>TfNSW</i>	Transport for NSW
<i>TSP</i>	Temporary Structures Plan
<i>TCP</i>	Traffic Control Plan
<i>TOBAN</i>	Total Fire Ban
<i>TMP</i>	Traffic Management Plan
<i>WMP</i>	Waste Management Plan

Definitions

Bump in	The period in which temporary structures and/or temporary infrastructure is transported to the site and assembled, prior to the commencement of a large or medium event;
Bump out	The period in which temporary structures and/or temporary infrastructure is dismantled and transported from the site, following the conclusion of a large or medium event;
BSC	Means Byron Shire Council;
Department	Means Department of Planning and Environment;
Event day	An advertised date on the face of an outdoor event entry ticket (or other advertised event date in the case of small community events or minor community events);
Event Producer	Means the organisation hosting an event;
Large Summer Event	Falls Festival Byron
Large Winter Event	Splendour in the Grass
Medium Event	An outdoor event with a maximum capacity of between 5,001 and 25,000 patrons per event day
Minor Community Event	An outdoor event with a maximum capacity of 1,500 patrons per event day
Patron	Anyone who holds a ticket to attend an outdoor event (excludes complimentary ticket holders);
Planning Secretary	Planning Secretary under the EP&A Act, or nominee;
Shoulder Day	Means any of the following: - the day immediately prior to the commencement of an outdoor event - the day immediately following the conclusion of an outdoor event
Sensitive Receiver	A location where people are likely to work, occupy or reside, including a dwelling, school, hospital, office or public recreational area;
Small Community Event	An outdoor event with a capacity of between 1,501 and 5,000 patrons per event day;
Stages	Means a stage with a performance floor space greater than 100 square metres;
TSC	Tweed Shire Council.

1. Introduction

North Byron Parklands (Parklands) is a world-class cultural events facility located in the north of Byron Shire with permanent approval for the following activities:

- Splendour in the Grass with up to 50,000 patrons over 5 days;
- Falls Festival Byron with up to 35,000 patrons over 5 days;
- Medium events up to 25,000 patrons over 3 days (separate or combined);
- Small community events up to 5,000 patrons of 5 days (separate or combined); and
- Minor community events up to 1,500 patrons over 2 days (separate or combined).

To successfully operate events in a way that minimises potential or actual impacts and maximises benefits to the community and the environment, Parklands has developed a range of management plans as shown in Figure 1 below:

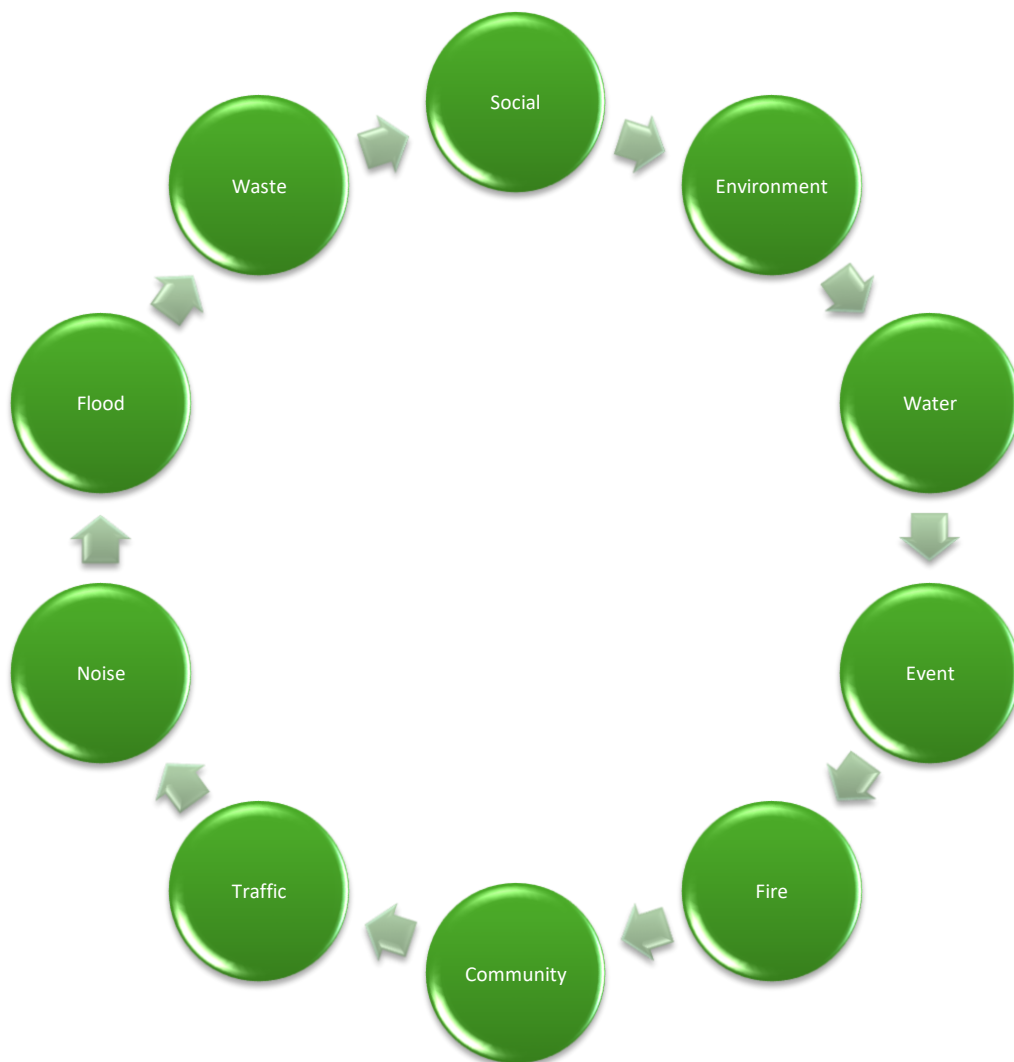


Figure 1. Parklands Management Plans

This document fulfils the requirements for [INSERT EVENT NAME] Event Management Plan.

1.1 Event Management Plan Requirements

This Event Management Plan (EMP) covers [INSERT EVENT NAME AND YEAR] operating at North Byron Parklands (Parklands). The EMP provides event producers and their staff, contractors and volunteers with specific requirements relating to permissible activities at Parklands. This EMP has been prepared in accordance with Development Consent Condition D25 of the State Significant Development (SSD) Approval 8169 dated 13 April 2019 which states:

Event Management Plan

D25. The Applicant must prepare an Event Management Plan that covers each type of outdoor event held at the site to the satisfaction of the Planning Secretary. The Plan must:

- (a) be submitted to the Planning Secretary for approval at least two months prior to the commencement of the first outdoor event;*
- (b) be implemented for the duration of the outdoor events to which the Plan relates;*
- (c) be prepared in consultation with BSC, TSC, the NSWPF and the RFS;*
- (d) include an Event Structure Plan detailing the internal layout of the site during the outdoor event, including the location of all:
 - i. temporary structures;*
 - ii. performance stages;*
 - iii. food stalls;*
 - iv. sanitary facilities;*
 - v. places of public entertainment;*
 - vi. camping areas;*
 - vii. car parking areas (including the number of parking spaces provided for each outdoor event type);*
 - viii. emergency assembly areas; and*
 - ix. temporary human exclusion fencing;**
- (e) include a copy of the Bushfire Emergency Evacuation Plan required by Condition B15;*
- (f) include a copy of the Flood Evacuation Plan required by Condition D43;*
- (g) details of the security and user pays policing/ambulance arrangements for the outdoor event, including provision of hotel accommodation for user pays police for the duration of large or medium events;*
- (h) details of service arrangements for Council ranger and inspection personnel during the outdoor event;*
- (i) details of service arrangements for NPWS Rangers to enforce regulations in relation to unauthorised camping/activities within the Billinudgel Nature Reserve;*
- (j) include the following management plans prepared in accordance with the EIS and Response to Submissions:
 - i. an Occupational Health and Safety Management Plan;*
 - ii. an Event Emergency Evacuation Plan;*
 - iii. a Medical Plan;*
 - iv. a Camping Management Plan;*
 - v. a Temporary Structures Plan; and*
 - vi. a Waste Management Plan;**
- (k) include Crowd Management Plans detailing the measures to be implemented for each event, including the specific measures to manage capacity in the amphitheatre, as described in the RTS;*
- (l) be reviewed, revised and updated from time to time as directed by the Planning Secretary; and*
- (m) include copies of all other approvals relied upon to carry out an outdoor event.*

The [INSERT EVENT NAME] EMP must be implemented for the duration of that event.

2.0 Description of Venue and its Locality

This section provides a brief description of the venue locality, approved usage and site characteristics.

2.1 The Locality

The Parklands site with an area of 238 ha. (588 acres) is located in the north eastern corner of Byron Shire and is partly adjacent to the Billinudgel Nature Reserve as depicted within **Figure 1** on the following page. The site is located adjacent to the Pacific Highway, the national highway, and Tweed Valley Way, the regional level road connecting the north of Byron Shire to Murwillumbah within the Tweed Valley.

The main site entrance is located with convenient access to the Yelgun interchange of the Pacific Highway.

An additional ingress/egress is located at 214 Wooyung Road, Wooyung which connects with both the Tweed Valley Way (to the west) and the Coast Road to Pottsville (to the east).

The venue comprises approximately 132 ha (326 acres) of cleared grazing pasture, which is almost exclusively that part of the site approved for event usage. However, there are also some forest remnants within the venue.

2.2 Approved Usage

Parklands is a permanently approved outdoor venue permitted to operate the following events:

- 1 large winter event per year (Splendour in the Grass) over a maximum of 5 event days, catering for up to 50,000 patrons per event day (subject to satisfying certain KPIs);
- 1 large summer event per year (Falls Festival Byron) over a maximum of 5 event days, catering for up to 35,000 patrons per event day (subject to satisfying certain KPIs);
- 3 medium event days per year (for other music concerts or cultural events), catering for up to 25,000 patrons per event day;
- 5 small community event days, catering for up to 5,000 patrons per event day; and
- 2 minor community event days, catering for up to 1,500 patrons per event day.

The progressive growth glidepath for the two large event is:

- Splendour in the Grass commencing at 42,500 patrons and then increasing to 50,000 patrons a day, subject to meeting traffic and noise key performance indicators (KPIs); and
- Falls Festival at 30,000 patrons and then increasing to 35,000 patrons a day, subject to meeting traffic and noise key performance indicators (KPIs).

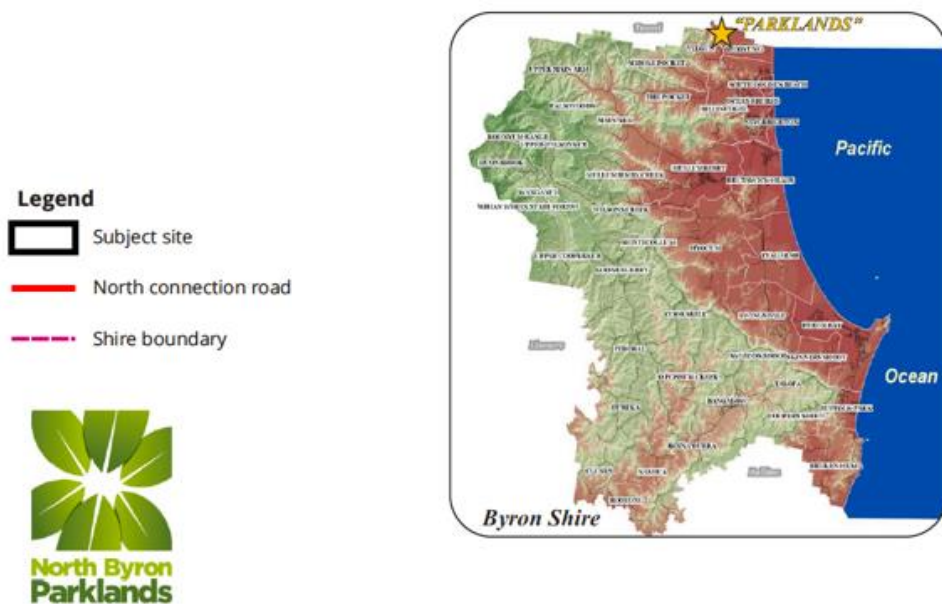
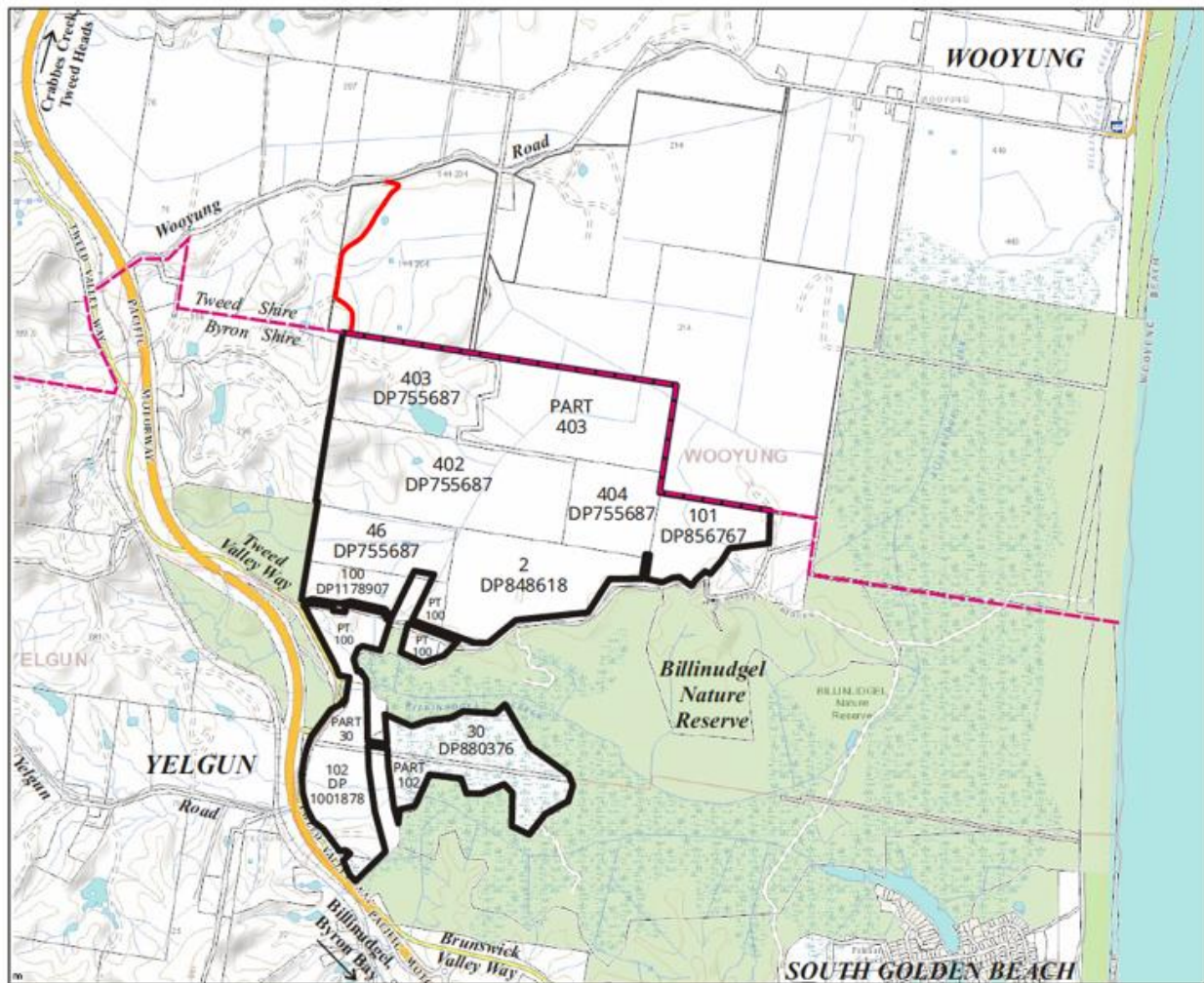


Figure 1. Site and Locality Plan.

3. Approved Site Usage

Figure 2 below provides details of the approved site usage for [INSERT EVENT NAME]. Only the specified activities for this event are permissible in the locations shown in Figure 2.

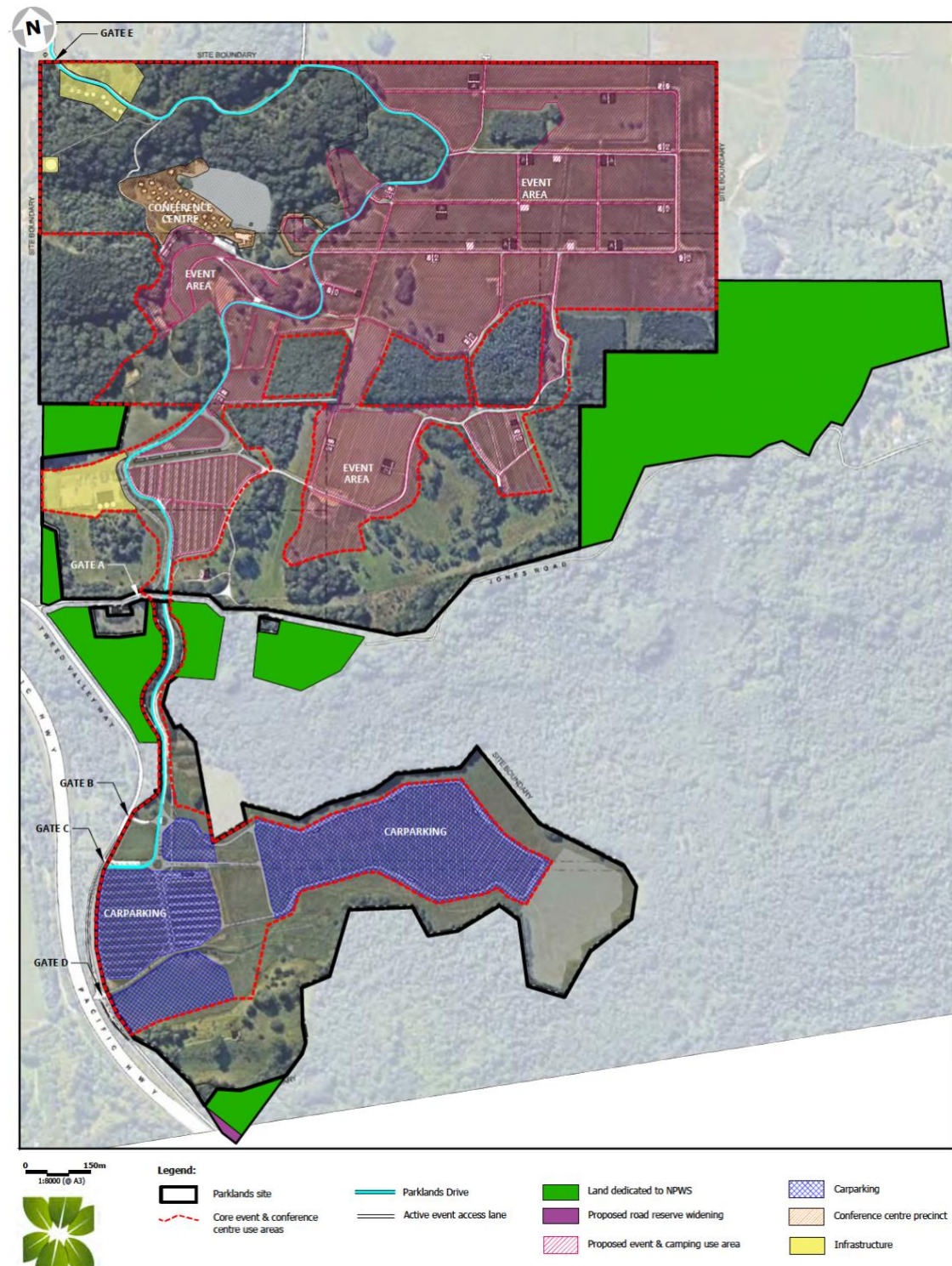


Figure 2. Land Use Plan.

4. Key Event Information

The following important event information for [INSERT EVENT NAME] is provided covering key personnel, event dates, hours of operation and event parameters.

4.1 Event Personnel

Position	Person
Event Producer	[INSERT NAME/S]
Event Manager	[INSERT NAME/S]
General Manager	[INSERT NAME/S]
Construction Manager	[INSERT NAME/S]
Traffic Manager	[INSERT NAME/S]
Camping Manager	[INSERT NAME/S]
Security Manager	[INSERT NAME/S]

4.2 Event Dates

[INSERT EVENT NAME] will operate the following phases of its event as shown below:

Phase	Dates
Bump-In Period	[INSERT DATES FROM AND TO]
Bump-In Period Exclusions (i.e. Christmas, Sundays, etc)	[INSERT DATE/S]
Camper Arrival Date	[INSERT DATE]
Event Days	[INSERT Dates/S]
Camper Departure Date	[INSERT DATE]
Bump-Out Period	[INSERT DATES FROM AND TO]
Bump-Out Period Exclusions (i.e, Sundays, etc)	[INSERT DATE/S]

4.3 Event Hours of Operation

Day	Hours
Day One	[INSERT DAY ONE HOURS OF OPERATION]
Day Two	[INSERT DAY TWO HOURS OF OPERATION]
Day Three	[INSERT DAY THREE HOURS OF OPERATION]
Day Four	[INSERT DAY FOUR HOURS OF OPERATION]
Day Five	[INSERT DAY FIVE HOURS OF OPERATION]

4.4 Event Parameters

The following event parameters apply to [INSERT EVENT NAME].

Event Parameter	Number
Maximum Number of Total Event Patrons	[INSERT NUMBER]
Maximum Number Complimentary Tickets	[INSERT NUMBER]
Maximum Number of Camping Patrons	[INSERT NUMBER]
Maximum Number of Day patrons	[INSERT NUMBER]
Maximum Number of Staff and Contractors	[INSERT NUMBER]

5.0 Event Structure Plans and Arrangements

This section provides details of the various event structure plans required under Condition D25 covering [INSERT EVENT NAME].

5.1 Event Structure Plans

Event structure plans are required for a range of aspects as outlined in Condition D25 (d). As such, event structure plans for [INSERT EVENT NAME] have been prepared covering the following event precincts:

1. Event Area (including stages, bars, food and market vendors, etc);
2. Camping Areas; and
3. Emergency Assembly Areas.

For each of these areas the event structure plan has included the following information (subject to it occurring in that area);

- temporary structures;
- performance stages;
- food stalls;
- sanitary facilities;
- places of public entertainment;
- camping areas (if relevant);
- car parking areas (including the number of parking spaces provided);
- emergency assembly areas; and
- temporary human exclusion fencing;

Appendix A provides the three event structure plans for [INSERT EVENT NAME].

[AT APPENDIX A, INSERT EVENT STRUCTURE PLANS AND DELETE EXAMPLE PLANS]

5.2 Bushfire Emergency Evacuation Plan (BEEP)

The current BEEP is located in **Appendix B** and has been cross referenced where relevant to other emergency evacuation documents prepared for [INSERT EVENT NAME].

Parklands is responsible for updating the BEEP each calendar year and ensuring it is reviewed by the RFS and the RWG prior to being submitted to and endorsed by the Local Emergency Management Committee.

5.3 Flood Evacuation Plan (FEP)

The current FEP for [INSERT EVENT NAME] is located in **Appendix C** and has been cross referenced where relevant to other emergency evacuation documents prepared for [INSERT EVENT NAME]. Parklands is responsible for maintaining and revising the FEP.

5.4 Security and NSW Police Arrangements

The following arrangements for Security, NSW Police and NSW Ambulance have been made covering [INSERT EVENT NAME].

Organisation	Details
NSW Police • Number of User Pay Officers • Accommodation Arrangements • Other	[INSERT DETAILS]
Internal Security • Number of Guards • Accommodation Arrangements • Other	[INSERT DETAILS]
External Security • Number of Guards • Accommodation Arrangements • Other	[INSERT DETAILS]
NSW Ambulance • Ambulance Arrangements • Other	[INSERT DETAILS]

5.5 Council Officer Arrangements

The following arrangements for Council Officers have been made covering [INSERT EVENT NAME].

Organisation	Details
Byron Shire Council • Rangers • Environmental Health Officers • Other	[INSERT DETAILS]
Tweed Shire Council • Rangers • Other	[INSERT DETAILS]

5.6 NPWS Officer Arrangements

The following arrangements for NPWS Officers have been made covering [INSERT EVENT NAME].

Organisation	Details
NPWS • Rangers • Other	[INSERT DETAILS]

6.0 Management Plans

Condition D25 (j) requires [INSERT EVENT NAME] to prepare and implement the following plans (where relevant):

- Occupational Health and Safety Management Plan;
- Emergency Evacuation Plan;
- Medical Plan;
- Camping Management Plan;
- Temporary Structures Plan;
- Waste Management Plan; and
- Crowd Management Plan.

Where appropriate, one or more of these plans may be combined by [INSERT EVENT NAME]. The following management plans remain the property of [INSERT EVENT NAME] and will not be posted on Parklands website (however, the rest of this EMP will be made publicly available where required).

6.1 Occupational Health and Safety Management Plan (OHSMP)

The OHSMP for [INSERT EVENT NAME] is located in **Appendix D** and covers the following parameters:

- Hazard identification;
- Risk assessment;
- Controls;
- Monitoring;
- Reporting; and
- Incident management.

6.2 Event Emergency Evacuation Plan (EEEP)

The EEEP for [INSERT EVENT NAME] is located in **Appendix E** and covers the following parameters:

- Various evacuation types (i.e. partial, full site, extreme weather, terrorism, etc);
- Evacuation roles and responsibilities;
- Evacuation triggers and evacuation pathways;
- Emergency evacuation assembly areas; and
- Liaising with NSW Police and other key agencies.

6.3 Medical Plan (MP)

The MP for [INSERT EVENT NAME] is located in **Appendix F** and covers the following parameters:

- Medical service provider capabilities;
- Roles and responsibilities;
- Crowd care objectives;
- Major medical incident response;
- Provision and access to equipment;
- Access routes for ambulance; and
- Medical services location(s).

6.4 Camping Management Plan (CMP)

[DELETE IF NOT APPLICABLE]

The CMP for [INSERT EVENT NAME] is located in **Appendix G** and covers the following parameters:

- Camping objectives;
- Camping management requirements;
- Roles and responsibilities (i.e. camp manager, marshals, etc);
- Locations of camp manager and marshals;
- Camp grounds layout (including vehicle, tent and pedestrian access layouts and dimensions of each);
- Provide 3m wide access along all drains where a fire fighting appliance cannot park on an event road way and reach an incident 60m away from the appliance;
- Facilities and services;
- Fire fighting services (specifically, access to water and setbacks around these water sources)
- Asset Protection Zones; and
- Camp ground terms and conditions.

6.5 Temporary Structures Plan (TSP)

[DELETE IF NOT APPLICABLE]

The TSP for [INSERT EVENT NAME] is located in **Appendix H** and covers the following parameters:

- Temporary Structure types and locations;
- Temporary structure exits, fabrics, guardrails and seating (if applicable);
- Electrical services;
- Lighting requirements;
- Emergency lighting and exit signage;
- Fire fighting facilities; and
- Building Code of Australia structural provisions.

6.6 Waste Management Plan (WMP)

The WMP for [INSERT EVENT NAME] is located in **Appendix I** and covers the following parameters:

- Waste hierarchy;
- Reuse and recycling;
- Waste handling and storage;
- Waste disposal;
- Roles and responsibilities;
- Reporting.

7.0 Other Matters

7.1 Other Approvals

A number of other approvals are required for [INSERT EVENT NAME] to carry out the event as follows.

Approval	Date Approved	Approval #	Regulatory Authority
[INSERT DETAILS]			

7.2 Incident and Non-Compliance Reporting

[INSERT EVENT NAME] is responsible for immediately notifying the Parklands' General Manager in writing of any incident or non-compliance with any part of this EMP.

The Parklands General Manager will determine if the incident or non-compliance is required to be reported to the Department. If the incident or non-compliance is required to be reported, it shall be done so as outlined in Development Consent Conditions E4, E5 and E6.

7.3 Event Management Plan Distribution (EMP)

Distribution of the latest [INSERT EVENT NAME] EMP will be emailed to the following Agencies 21 days prior to the event.

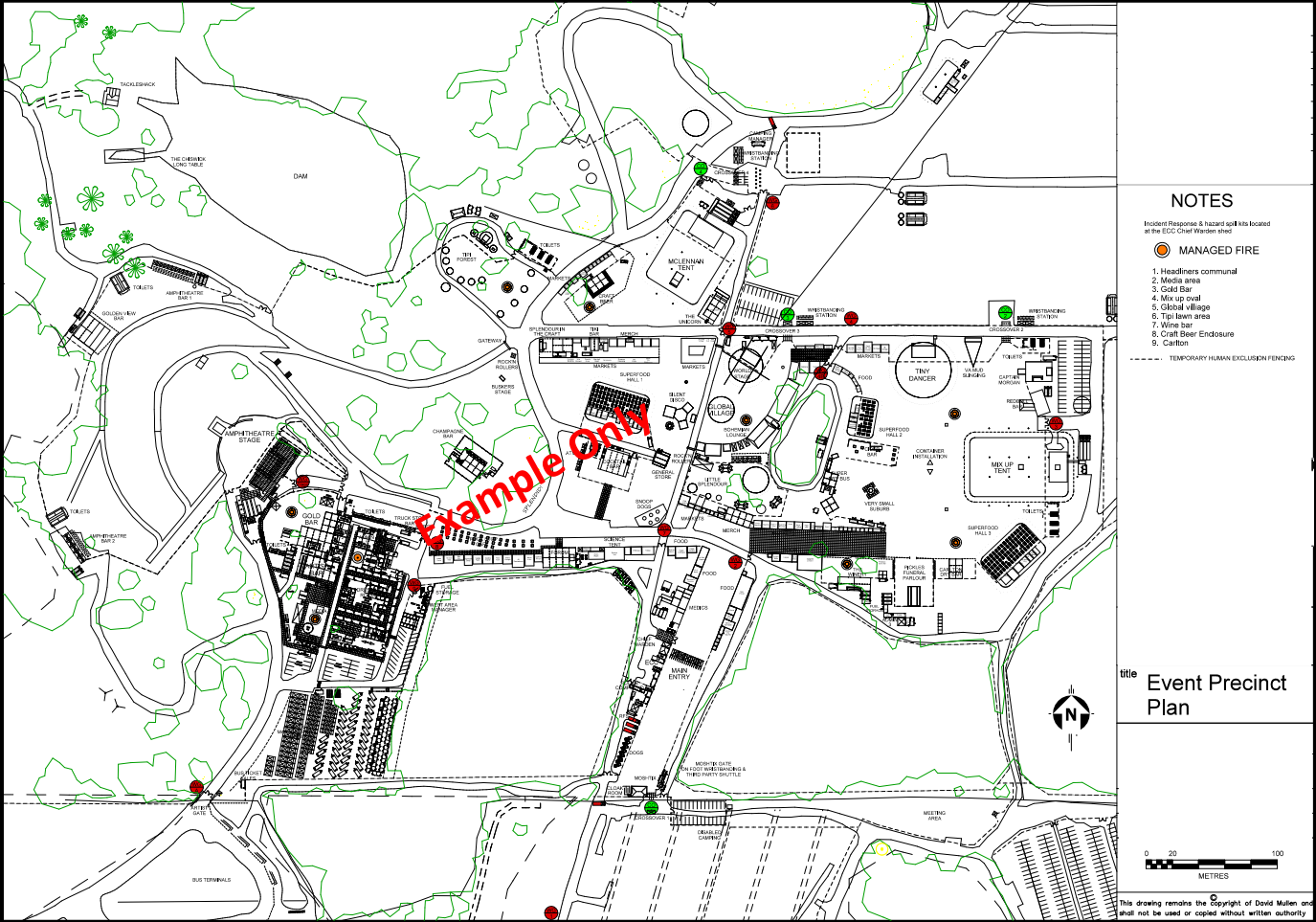
- NSW Police;
- RFS
- BSC;
- TSC; and
- RMS.

Any substantive changes to the EMP will be emailed by [INSERT EVENT NAME] to these Agencies prior to the event.

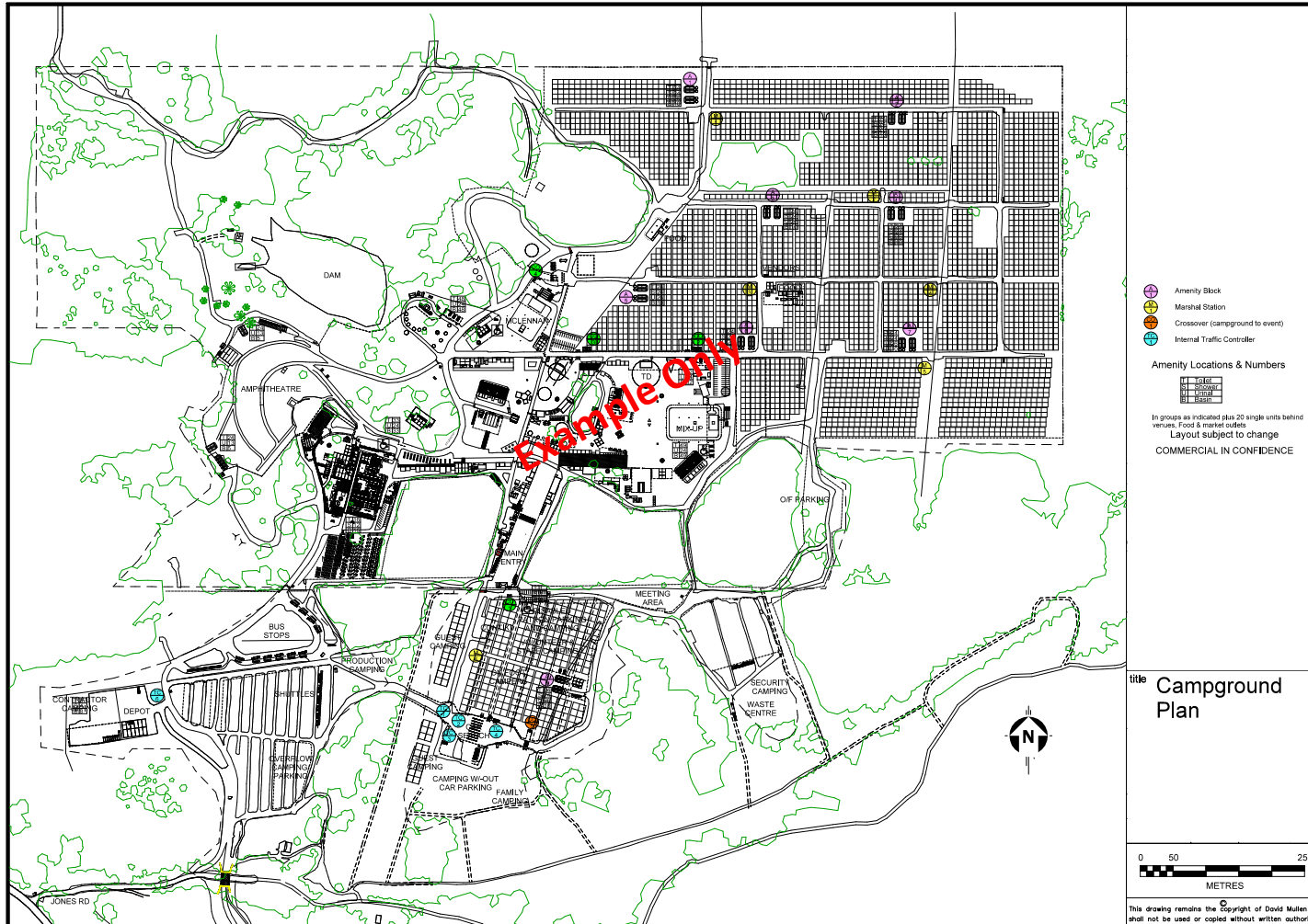
Appendix A – Event Structure Plans

[INSERT EVENT STRUCTURE PLAN]

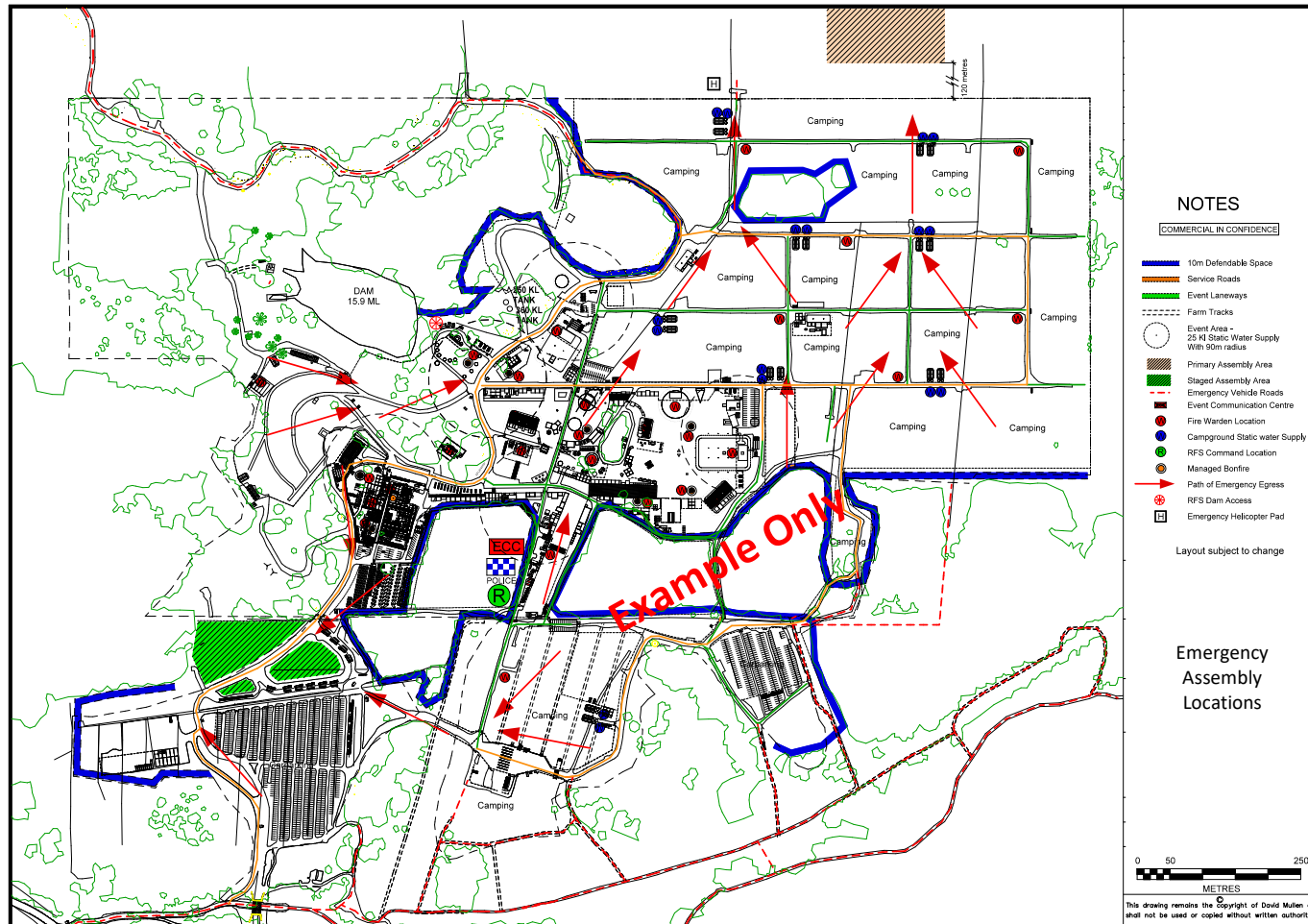
Event



Camping



Emergency Assembly Areas



Appendix B – Bushfire Emergency Evacuation Plan

[INSERT NORTH BYRON PARKLANDS' LATEST BEEP]

Appendix C – Flood Evacuation Plan

[INSERT NORTH BYRON PARKLANDS' LATEST FEP]

Appendix D – OHS Management Plan

[INSERT EVENT OHS MANAGEMENT PLAN]

Appendix E – Emergency Evacuation Plan

[INSERT EVENT EMERGENCY EVACUATION PLAN]

Appendix F – Medical Plan

[INSERT EVENT MEDICAL PLAN]

Appendix G – Camping Management Plan

[INSERT EVENT CAMPING MANAGEMENT PLAN IF APPLICABLE]

Appendix H – Temporary Structures Plan

[INSERT EVENT TEMPORARY STRUCTURE PLAN IF APPLICABLE]

Appendix I – Waste Management Plan

[INSERT EVENT WASTE MANAGEMENT PLAN]