

SITE MANAGEMENT PLAN

**GRANADA PRODUCTIONS PTY
LIMITED**

**PARTS LOTS 74, 77 & 93 DP 755715
DUNGAY CREEK ROAD,
DUNGAY**

JUNE 2006

**(AMENDMENT 1 AUGUST 2006)
(AMENDMENT 2 SEPTEMBER 2006)
(AMENDMENT 7 NOVEMBER 2006)
(AMENDMENT 1 JUNE 2017)
(AMENDMENT – SEPTEMBER 2018)**



an  STUDIOS company



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SITE MANAGEMENT PLAN

GRANADA PRODUCTIONS PTY LIMITED

PART LOTS 74, 77 & 93 DP 755715 DUNGAY CREEK ROAD, DUNGAY

1.0 **INTRODUCTION**

- 1.1** This Site Management Plan is prepared in respect of Granada Production’s filming location at Part lots 74, 77 and 93 DP 755715 Dungay Creek Road, Dungay.
- 1.2** Development consent DA 02/1983 was granted by Tweed Shire Council on 20 December 2002 for the use of the site for filming and producing a television program, (refer **Appendix A**).
- 1.3** Pursuant to Section 96 of the Environmental Planning & Assessment Act (**EP & A Act**) an amended consent was subsequently issued by Council on 20 December 2016 (refer **Appendix B**). This site management plan is prepared in accordance with the requirements of that consent including condition 1.5.
- 1.4** This site management plan is based on the work of a number of firms and individuals who contributed to the original development application. These include:
- (i) Brown & Haan – Survey;
 - (ii) Peter Parker Environmental Consultants Pty Ltd – Flora and Fauna Assessment;
 - (iii) Richard Harry Engineering Services Pty Ltd – Traffic and site access, erosion and sediment control, design and instream works; and
 - (iv) HMC Environmental Consulting – onsite sewage management assessment.
 - (v) Ecosure – Site Management Plan (SMP), Environmental Management Plan (EMP) and Habitat Restoration Plan (HRP)
- 1.5** This Site Management Plan incorporates the previous Site Management Plan prepared by Jim Glazebrook & Associates Pty Limited dated June 2006 as well as the further amendments dated 1 August 2016, 2 September and 7 November 2006.

2.0 STRUCTURE & ADMINISTRATION

2.1 STRUCTURE

The site management plan is structured to enable review and modification, where necessary following ongoing monitoring and reporting.

Tables setting out management procedures for the various topics can be easily extracted, amended and replaced as may be necessary.

2.2 AMENDMENTS

To amend the provisions of the site management plan, the proponent must apply to Tweed Shire Council. The application shall:

- (i) be in writing;
- (ii) specify the provisions of the site management plan to which the application relates;
- (iii) state how proposed amendments achieve the objectives of the provisions to which the amendments relate; and
- (iv) be consistent with the terms of the development consent and government authority licence(s).

2.3 DEFINITIONS & SITE ACTIVITY

Pre-Production Period: The time period that is in the lead up to filming activities.

During this period the activities which occur on site include, but are not limited to;

- Installation of temporary structures
- Fitting out of structures with equipment
- Setting up catering and other staff facilities, and
- Site preparation etc.

Work during this period is up to 3 months per series. No construction work shall occur on Sundays or outside the hours of 7.00am and 7pm Monday to Saturday.

There will be fewer people on site in the Pre-Production Period than in the Production Period.

Production Period: The time period in which filming occurs on the site and subsequent production activity is undertaken.

This occurs 7 days per week, 24 hours per day, up to 3 months per series.

Wrap: The time period in which the dismantling and de-rigging of the site occurs.

This occurs immediately after the Production Period for up to 1 month per series.

No dismantling or de-rigging of the site shall occur on Sundays or outside the hours of 7am and 7pm Monday to Saturday.

Hibernation: Rest of the year.

Crew only needs to access the site sporadically for maintenance. There will be a limited number of people working on the site during this period.

Council shall be notified in writing at least **seven (7) days** prior to the commencement of the Pre-production Period, the Production Period and the Wrap.

3.0 AIMS & OBJECTIVES

3.1 The aim of this site management plan is to establish monitoring and operational procedures for the film production site which will ensure that the following objectives are achieved:

- The management of traffic to, from and within the site.
- The management of site rehabilitation in accordance with ESD principles.
- Protection of the health, safety and amenity of likely affected residents, employees and other persons accessing the site.
- Protection of community, social and cultural values.
- Compliance with relevant statutory regulations, approvals and licenses.

4.0 THE SITE

Property Description: Lot 74 DP 755715
Lot 77 DP 755715
Lot 93 DP 755715
Dungay Creek Road, Dungay (refer to **Figure 1**)

The site survey locates the areas being used in film production in relation to the property boundaries (refer **Figure 2**).

5.0 OPERATIONAL PARAMETERS

5.1 The operational parameters for the film production are detailed in the statement of environmental effects and Tweed Shire’s development consent. These are:

- **The Studio:** Camera studio where footage captured from using a network of suspension bridges.
- **Tech Base:** Production of the television programme for delay live screening.
- **Catering Area:** Catering and services for staff employed on the site.
- **Camp Site:** Area where “celebrity” guests camp and are filmed 24 hrs a day.
- **Car Park:** Entry security area for staff parking and visitors to the site.
- **Operational Hours:** 24 hr day – seven days week during production which is three (3) months per series during the Production Period. Also refer to Section 2.3 for non-production periods.
- **Life of Operation:** Consent for use lapses 1 June 2020.

6.1 **OPERATIONAL PROCEDURES**

6.2 **FILMING**

The following activities are to be undertaken on the site:

- Maintaining internal tracks and access paths, clearing fallen vegetation from tracks.
- Maintenance of suspension bridge and walkway network in vegetation canopy.
- Management of in stream structures during filming and in off season.
- Installation of temporary buildings and other structures.
- Filming of camp area via network of tracks and suspension bridges and film hides.
- Recording and editing of footage at tech base for broadcast in country of destination. Edit studios and technical base activities.
- Preparation of all meals and serving of food to employees in a purpose built area
- Marshalling of car parking area and security management of employees and visitors to the site.
- Rehabilitation of the site in accordance with the development consent and licensing requirements.

7.0 **SITE MANAGEMENT MEASURES**

7.1 **STRUCTURE**

Site management measures are presented as separate sections within this document. Where relevant, the management measures contain the following:

TOPIC	The topic that the table deals with
Person Responsible	This is the person who has accepted the responsibility of implementing the management provisions.
Objective	The specific purpose of the provisions – why this is being done.
Performance Criteria	Specific management levels which must be achieved.
Management Measures	The management measure that will enable the objective to be met.
Monitoring	How the success (or failure) of the management provision is measured.
Auditing	A regular review of the monitoring results.
Reporting	Who to tell and how often.
Identification of incident or failure	When it becomes a problem.
Corrective Action	How to put it right.
Commitment	A promise made by management.

8.0 SITE MANAGEMENT PLAN

8.1 TRAFFIC

TOPIC	TRAFFIC
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To ensure that traffic safety and efficiency is not compromised by the development.
Management Measures	<ol style="list-style-type: none"> 1. The original contribution for Dungay Creek Road which was used in the form of road sealing to the subject site. 2. Installation of convex mirrors where road geometry obscures vision. 3. Road speed signage to be erected along Dungay Creek Road indicating legal speedlimit. 4. Signage to be erected on the site indicating internal speed limit, 10 km/hr. 5. All vehicle deliveries to be scheduled from 7.00 am through to 7.00 pm, Monday to Saturday, including buses during the Pre-Production Period and the Production Period. 6. Buses carrying staff will not be restricted during the Production Period. 7. Use of quad bikes to be limited within the production site and will not utilise Dungay Creek Road outside of the production site. 8. Site Management is to liaise with Council's Road Safety Officer to ascertain if any other safety measures are required within 7 days of Production. 9. In accordance with Condition 1.6 of DA02/1983, vehicles entering the site are limited to: <ol style="list-style-type: none"> i. No more than 80 vehicles a day are to access the site for a period of 330 days in any year (331 days in a leap year), and ii. No more than 100 vehicles a day are to access the site for a period of 35 days in any year. <p>'Vehicles' accessing the site in this calculation include:</p> <ul style="list-style-type: none"> • Vehicles entering the property from Dungay Creek Road. Vehicles leaving the property are not included in this calculation; • Crew vehicles (including shuttle buses), supplier vehicles and contractor vehicles; • Where a single vehicle makes multiple trips, these additional trips are not included in the calculation.
Monitoring	Monitoring of number of daily delivery trucks and number of staff vehicles per shift.
Reporting	<p>Record is to be kept by entry security of the number of delivery trucks/ vehicles entering the property on a daily basis that identifies arrivals and departure times</p> <p>Record is to be kept by entry security of the number of staff vehicles at the site following the commencement of every new shift.</p> <p>Report required if requested by Tweed Shire Council.</p>
Identification of incident or failure	Vehicles recorded exceeding internal road speed.
Corrective Action	Warnings given to staff to comply with internal speed limit. If any more than three (3) warnings are given, drivers are suspended from activities with vehicles.

Commitment	Management will ensure that a warning system is in place for staff and that delivery trucks/vehicles are within acceptable hours.
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8.2 NOISE

TOPIC	NOISE
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To manage on site operations to ensure the development does not adversely impact upon the acoustic amenity of the locality.
Management Measures	<ol style="list-style-type: none"> 1. Generators and other mechanical plant are to be housed to manufacturer’s specification. 2. Bore water drilling to be confined to 6 am – 6 pm Monday to Sunday. 3. Staff car parking is to be undertaken in designated car park area with all other vehicle use on the site by staff in designated transfer vehicles or via golf cart. 4. Staff meal breaks undertaken in the catering area between 6.00 pm to 6.00 am are to be managed so as not to impact on amenity of adjoining residents. 5. Noise levels are to meet standards set by Tweed Shire Council as described at Condition 40 of the Development Consent.
Monitoring	Upon complaint to the Community Liaison Officer, Tweed Shire Council is to be notified.
Auditing	Contingency measurement of noise emissions at sensitive receptors if there are complaint incidents and if directed by Tweed Shire Council.
Reporting	Record is to be kept by Site Manager of complaints as they are brought to Granada’s attention. Report required if requested by Tweed Shire Council.
Identification of incident or failure	Recorded noise level exceeding Tweed Shire Council requirement.
Corrective Action	Undertake noise control measures.
Commitment	Appropriate noise control measures will be implemented to control noise at sensitive receptors.

8.3 LIGHTING

TOPIC	LIGHTING
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To manage night lighting to ensure site safety of operations while not adversely impacting upon the amenity of adjoining residences.
Management Measures	<ol style="list-style-type: none"> 1. The use of artificial lighting is to be limited between the hours of 7 pm to 6 am Monday to Saturday inclusive and only used during Pre Production and Wrap periods. Artificial light may be used 24 hours a day during the Production Period. 2. Artificial lights are to be installed so as to illuminate internal tracks for vehicle and pedestrian use. 3. Artificial lights are to be installed so as to not directly illuminate any adjoining residence.
Monitoring	<p>Visual check of location of artificial lighting, at commencement of production season.</p> <p>Upon complaint.</p> <p>Report to Tweed Shire Council upon request.</p>
Identification of incident or failure	Lighting equipment orientated to adjoining residences. Internal tracks not adequately illuminated for vehicles or pedestrians.
Corrective Action	Re-install lighting to new identified location. Provision of additional lighting.
Commitment	<p>Management will ensure that adequate lighting is provided to vehicle and pedestrians to ensure safe movement through property.</p> <p>Management will ensure lighting location is not excessive where a potential impact to adjoining residence may arise.</p>

8.4 HOURS OF USE

TOPIC	HOURS OF USE
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To ensure television series is efficiently produced to meet required broadcast time whilst minimising impacts on residents in the locality.
Management Measures	<ol style="list-style-type: none">1. Provision of all necessary resources to ensure efficient delivery of series.2. Prior to commencement of production, being the commencement of the filming period during the Production Period, a letter drop be undertaken for residences on Dungay Creek Road advising of commencement. The actual residents to be notified will be determined in consultation with Tweed Shire Council.3. Hours of use will be limited to those set out in Section 2.3 and vehicle deliveries in accordance with Section 8.1.
Reporting	Report to Tweed Shire Council upon request.
Commitment	Management will ensure use of the site is efficient for each series produced.

8.5 USE OF HELICOPTER

TOPIC	USE OF HELICOPTER
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To manage helicopter use so that the development does not adversely impact on the amenity of the locality.
Management Measures	<ol style="list-style-type: none"> 1. Confine hours of helicopter use to daylight during the Production Period, unless in the case of emergency. All other times are limited to 7am to 7pm Monday to Saturday and no flights on Sundays. 2. No unnecessary hovering or circling by helicopters. Idling whilst stationary or on the ground will be limited to warm-up and cool-down immediately prior to take-off or after landing for safety purposes only. 3. Except for pre-approved use set out in point 4, the use of a helicopter in association with any activity under development consent DA 02/1983 is not permitted without the prior approval of the Director of Environment & Community Services (Condition 36 DA 02/1983). 4. The Director Environment & Community Services hereby grants pre-approval for the use of helicopters subject to the following: - <ol style="list-style-type: none"> (i) in accordance with other management measures and use between 8am and 6pm during the filming period of the Production Period which will be up to four (4) weeks maximum number of 4 trips per day with a maximum of 12 trips in any 7 day period (1 flight in and 1 flight out is equal to 2 trips). (ii) once a week use between 8am and 6pm Monday through to Saturday excluding Sunday during the non-filming period of the Production Period which will be up to eight (8) weeks.
Monitoring	Helicopter usage (landing time, on ground and departure times) to be logged per activity.
Reporting	Report to Tweed Shire Council Community Liaison Committee if requested. Review of the pre-approved use at point 4 to be considered if requested by the Tweed Shire Council Community Liaison Committee.
Commitment	All helicopter use will be advised to Tweed Shire Council Director of Environment & Community Services at least 24 hours prior to use. Helicopter routes will be pre-planned to minimise noise or disturbance to adjoining properties.

8.6 SOLID WASTE MANAGEMENT

TOPIC	SOLID WASTE MANAGEMENT
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To ensure the provision of appropriate facilities for the containment of waste and to ensure that wastes are transported to a licensed waste disposal facility.
Management Measures	<ol style="list-style-type: none"> 1. The services of the waste contractor are kept to the minimum necessary for health and safety and environmental reasons. The emptying of wastewater reservoirs and rubbish skips is estimated to occur 1-2 times a week during the Pre-Production and Wrap periods rising to daily removal during peak times during the Production Period. 2. Twice daily leak detection checks. 3. Waste produced as a result of the development is to be disposed of at a licensed facility. 4. Decommissioning to Tweed Shire Council's requirements.
Monitoring	Waste disposal records shall be kept on site at the site office for inspection at any time.
Reporting	Waste disposal records shall be kept on site at the site office for inspection at any time.
Identification of incident or failure	Waste found to be disposed of in an unauthorised manner or to an unlicensed facility.
Corrective Action	Remove waste and dispose of to a licensed facility.
Commitment	All waste produced shall be managed in accordance Tweed Shire Council approval for onsite sewerage management facility. Permit ref: OSSM01371

8.7 FLOOD CONTINGENCY PLAN

TOPIC	FLOOD CONTINGENCY
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To ensure adequate provision of shelter, food and waste storage during a flood event.
Management Measures	<ol style="list-style-type: none">1. Monitor weather conditions and flood warnings to enable evacuation of staff and employees in the event of localised flooding.2. Movement of vehicles from the site should be managed for the full length of Dungay Creek Road with checkpoints.3. Manage food resources on site in the event access is restricted.4. Provide containment of wastes during flood events.
Monitoring	<ul style="list-style-type: none">• Check of Tweed Shire Council web site for road closure details during flood events.• Monitoring of Dungay Creek Road in relation to creek height.• In the event of flooding vehicle access to the site would be assessed at 30 minute intervals.
Reporting	Report to Tweed Shire Council upon request.
Commitment	Management will ensure adequate shelter, food and waste management is provided on site during flood event.

8.8 FIRE SAFETY MANAGEMENT

TOPIC	BUSHFIRE MANAGEMENT / FIRE MANAGEMENT
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah.
Objective	To provide evacuation and associated procedures in the event of a potential bushfire. To manage production activities so as to not cause bushfire.
Management Measures	<ol style="list-style-type: none"> 1. Monitor bushfire restrictions and warnings from NSW Rural Fire Service during bushfire season. 2. Consult with NSW Rural Fire Station in relation to any fire to be lit and where necessary obtain the appropriate fire permit. 3. Evacuation procedures are to be implemented where relevant authorities provide the notification to evacuate in the event of bushfire. 4. Designated firefighting stations are to be established on site and each provided with firefighting equipment for production fires. 5. In the event of a fire from production activities, all cast and crew members are to marshal in a designated safe location and then the fire brigade is to be contacted. 6. Firefighting is only to be attempted where the fire is small and contained and easily controlled. Firefighting should only occur for fires resulting from production activities, not bushfire. 7. Fighting of production fires is to be avoided where production sets contain polystyrene due to toxic fumes. 8. All cast and crew are to be trained on fire/bushfire procedures during induction. <p><u>Evacuation Procedure</u></p> <ol style="list-style-type: none"> 1. Air raid siren will be sounded 2. All cast and crew to assemble at designated evacuation point and remain until ordered to move. 3. All machinery and vehicles are to be parked in designated area. Vehicle movements are to be co-ordinated ensuring all vehicles are fully occupied. 4. All cast and crew on site are to be accounted for prior to commencing evacuation. Any one missing is to be identified, with last known location, and radio contact attempted. 5. Where possible all structures are to be secured by closing any window and door openings, and wardens are to confirm buildings are clear. 6. Cast & crew are to be evacuated in groups to limit vehicle congestion on Dungay Creek Road and potential conflicts with fire fighting vehicles. 7. Site Manager is to account for all individuals and apprise Rural Fire Service of situation on site prior to evacuating.
Monitoring	Regular check with Rural Fire Service bushfire warnings and fire risks during fire season.
Reporting	Report to Tweed Shire Council upon request.

TOPIC	BUSHFIRE MANAGEMENT / FIRE MANAGEMENT
Commitment	Management will ensure production activities are not conducted so as to result in a fire risk. Bushfire management will be implemented and training will be provided on evacuation procedures.

8.9 **FOOD SAFETY MANAGEMENT**

TOPIC	FOOD SAFETY MANAGEMENT
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah
Objective	To ensure that food preparation and storage is undertaken in a safe manner in accordance with Tweed Shire Council requirements.
Management Measures	<ol style="list-style-type: none">1. All food storage, preparation and delivery areas are to be kept clean at all times.2. Any food premises shall be subjected to routine inspections as per Tweed Shire Council's Food Preparation Inspection Program. The nominated fee is to be paid.3. Adequate storage of an on-site potable water supply shall be provided at all times.
Monitoring	Regular check of food premises for cleanliness by on site staff. Routine inspections as per Tweed Shire Council's Food Preparation Inspection Program.
Reporting	Report to Tweed Shire Council upon request.
Commitment	Management will ensure that food premises are maintained in accordance with Tweed Shire Council requirements.

8.10 TEMPORARY FACILITIES

TOPIC	TEMPORARY FACILITIES
Person Responsible	Unit Manager/Site Manager reporting to Line Producer, Granada Productions, Murwillumbah
Objective	To manage the installation of temporary buildings and facilities such as offices, containers, generators, trucks etc that do not require a Construction Certificate.
Management Measures	<ol style="list-style-type: none"> 1. Temporary facilities and buildings (with the exception of those buildings approved by Construction Certificate No. CC06/0779 are to be generally located in accordance with site plans contained in Appendix C. Any variations to this plan other than minor variations to the dimensions and location of the temporary facilities and buildings are to be approved by the Community Liaison Committee or the Council if the Committee is not established or functioning. 2. Temporary buildings and facilities are required for every series. With the exception of those buildings approved by Construction Certificate No. CC06/0779, the temporary buildings are to be installed in the Pre-Production Period and removed upon completion of the Production Period. They are to be on site a maximum of 3 months per series. 3. All temporary building and facilities are to be maintained in a safe condition.
Monitoring	Record to be kept of the number and location of buildings and structures for each series.
Reporting	Report to Tweed Shire Council upon request.
Commitment	Management will ensure that management measures are complied with.

9.0 IMPLEMENTATION / RESPONSIBILITY

9.1 RESPONSIBLE PERSON

For and on behalf of Granada Productions, the person(s) responsible for overseeing the implementation of this Site Management Plan is/are:

Site Production Manager: Amy Bell 0404 005 143

The Community Liaison contact is:

Lanie Loughlin 0477 003 310

- The responsibility of each management topic is detailed in the proceeding tables.
- In the event of a change in the responsible officer Tweed Shire Council would be advised within 24 hours.
- The proponent has the responsibility of managing and operating the site in accordance with the approvals and permits issued under the various Acts.

9.2 COMPLAINT PROCEDURE

9.2.1 Recording of complaints

A legible record must be kept of all complaints made to the Community Liaison Officer via the Community Liaison contact phone line.

The record must detail:

- date and time of complaint.
- method of communicating complaint.
- any personal details of the complainants which were provided by the complainant, or, if no details provided a note to that effect.
- the nature of the complaint.
- the action taken by the Site Manager or Location Manager in relation to the complaint including any follow up with complainant.
- if no action taken, the reasons why.

The record must be provided to the Tweed Shire Council upon request.

9.2.2 Community consultation

In accordance with Tweed Shire Council requirements a letter box drop will be undertaken to each household fourteen (14) days prior to commencement of production detailing the contact details for the community liaison officer. This will occur no later than fourteen (14) days prior to the commencement of filming during the Production Period.