



# Operational Management Plan

Temporary Function Centre

142 – 144 Carool Road, Bilambil 2486  
Lot 3 on DP814299 & Lot 3 on DP877662

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By Planit Consulting Pty Ltd

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## Executive Summary

The following information is provided to summarise details regarding the site and the proposed operations:

**Table 1. Site Details**

Real Property Description	Lot 3 on DP814229 & Lot 3 on DP877662
Physical Address	142 & 144 Carool Road, Carool
Total Site Area	116.48Ha
Owner	Daniel Flannery
Uses on site	Temporary Function Centre
Local Government Authority	Tweed Shire Council
Applicable Local Planning Instrument	Tweed Local Environmental Plan 2014
LEP Zoning Designation	RU2 – Rural Landscape (TLEP 2014)
LEP Maximum Building Height	10.0m
NSW Coastal Zone	No

**Table 2. Operational Detail summary**

Proposed Land Use	Temporary function centre
Operating Hours	Monday – Sunday: 10.00am – 10.00pm (all events must finish at 9:30pm)
Number of Staff	10 max
Service Vehicles	2-6 mini buses (26 seater) 4-6 SRV/MRV for servicing (i.e. marquees, rubbish, portable toilets etc.)
Noise Attenuation Measures	Yes
Visual Amenity Measures	Yes
Waste Management Measures	Yes

# 1.0 Introduction

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## 1.1 Overview

This Operational Management Plan (OMP) refers to land at 142 and 144 Carool Road, Carool and its temporary use as a function centre. The site includes a designated area for the functions and use of the existing rural driveway.

The proposed use will also comprise of erecting temporary tents, marquees, decorations and associated service facilities for the duration of the event.

## 1.2 Scope

The scope of this OMP includes all environmental and operational activities associated with the proposed temporary function centre. This OMP also covers the potential cumulative environmental impacts arising from all of the activities associated with the temporary function centre.

This version of the OMP will be updated to address any additional requirements from the conditions of consent. As likely required by any DA consent, the land owner shall operate the development in accordance with the OMP approved by the Council and as revised and approved by the Council from time to time.

## 1.3 Purpose

The land owner is committed to best practice of the operation and management of the temporary function centre. The purpose of this OMP is to adopt and document a “Best Practice Approach” for the environmental management of the use. One of the key aims of the OMP is to have no adverse impact on the surrounding community from operations of the proposed temporary function centre.

This OMP describes the operational activities on the site that have potential to impact on the environment and the community and the measures to be undertaken by the land owner to minimise those impacts. The OMP provides:

- For best practice management of the temporary function centre;
- A basis for Tweed Shire Council to assess the environmental performance of the use and to review the operational activities that are covered by any approval issued for the site; and
- Assurance to Tweed Shire Council that appropriate preventative, mitigation and rectification measures are integrated into future operations.

Best Practice is defined as: "The best combination of eco-efficient techniques, methods, processes or technology used in a similar industry sector and environmental setting that demonstrably minimises the environmental impact and achieves the desired project goals for the local environmental setting".

The purpose of this document is to describe the environmental management of operational activities at the temporary function centre that have potential to impact on the environment. This document sets out detailed procedures and



measures that must be taken to minimise and eliminate environmental impact. This document also assists internal and external stakeholders in assessing environmental performance and ensures transparency across operations.

## 1.4 Prevention / Mitigation / Rectification

This section describes the operational activities on the site that have potential to impact on the environment and the community and measures to be undertaken to manage those impacts. Where applicable, the measures have been hierarchically categorised as follows:

- Avoidance measures - aim to avoid any environmental aspect that has potential to cause a negative impact
- Mitigation measures - aim to eliminate or reduce any potential negative environmental impacts
- Rectification measures - aim to retrospectively control any potential negative environmental impacts.

The land owner will adopt the appropriate avoidance, mitigation and/or rectification measures to address the site goals and objectives as required.

## 1.5 Updates

This OMP is a "living document" and will be updated periodically as new technology emerges and new standards for environmental performance are adopted industry wide. Any proposed updates will be provided to Tweed Shire Council (TSC) for discussion and comment.

Further, a "plan-do-check-act" management style is implemented to enable action and review of the operational management plan periodically to ensure its suitability, adequacy and effectiveness. Monitoring, reviewing and improvements will be an on-going process, in accordance with relevant ISO 14000 standards relating to management and quality control.



## 1.6 Development consent

The proposed use is defined under Tweed Local Environmental Plan (TLEP) 2014 as follows:

**Function centre** means a building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility.

It is noted that the proposed use will operate for temporary periods in accordance with Clause 2.8A of the TLEP 2014.

The proposed function centre is considered to be consistent with the provisions of Clause 2.8A as follows:

- (1) *The objective of this clause is to provide for the temporary use of land if the use does not compromise future development of the land, or have detrimental economic, social, amenity or environmental effects on the land.*
- (2) *Despite any other provision of this Plan, development consent may be granted for development on land in any zone for a temporary use for a maximum period of 52 days (whether or not consecutive days) in any period of 12 months.*
- (3) *Development consent must not be granted unless the consent authority is satisfied that:*
  - (a) *the temporary use will not prejudice the subsequent carrying out of development on the land in accordance with this Plan and any other applicable environmental planning instrument, and*
  - (b) *The temporary use will not adversely impact on any adjoining land or the amenity of the neighbourhood, and*
  - (c) *the temporary use and location of any structures related to the use will not adversely impact on environmental attributes or features of the land, or increase the risk of natural hazards that may affect the land, and*
  - (d) *at the end of the temporary use period the land will, as far as is practicable, be restored to the condition in which it was before the commencement of the use.*

As such a development application for a temporary use of land for private functions/events has been submitted to Council for assessment.

## 2.0 Site Details

### 2.1 Site Description

The subject site is comprised of two (2) allotments with a total area of 116.48ha, located at 142 – 144 Carool Road, Bilambil. The sites are legally described as Lot 3 DP 814299 and Lot 3 DP877662. The subject sites are currently improved by a small-scale Intensive Plant Agriculture facility growing grass plant stocks for wholesale landscaping supply.

The site is improved by a Dwelling and several farm buildings/sheds utilised for the existing agricultural business. The overall site is identified in Figure 1 below.

The area specifically proposed for the temporary function centre is shown below. For the purposes of this OMP, this area shown below will be referred to as the 'Temporary Use area'. The development plans are contained within **Appendix 1** of this report.



Figure 1. Subject site

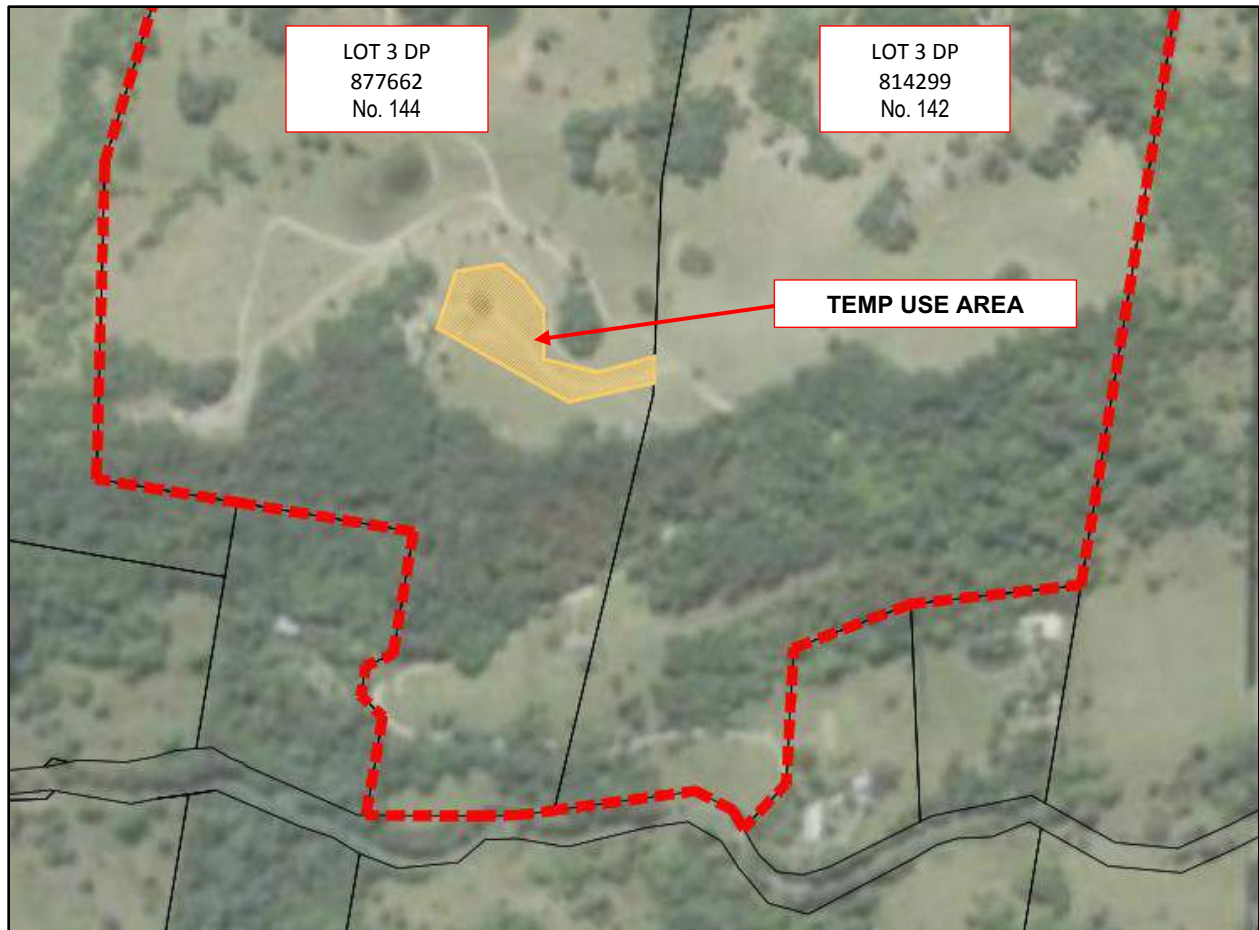


Figure 2. Temporary use site

## 2.2 Surrounding land uses

The subject site is adjoined by rural land containing a mix of rural-residential and agricultural uses. The township of Bilambil lies to the east of the site. Bilambil creek is located approximately 680m south of the site.



Figure 2: Locational Context

The zoning of the site and surrounding area is RU2 – Rural Landscape. Land uses surrounding the site are primarily rural-residential properties.

### 2.3 Site access & roads

The subject site is located on Carool Road in a rural environment. There is an existing crossover and internal road which is sealed for the first 500m and partially concrete/hard packed road base thereafter. This internal road is of a sufficient standard for use by guests of the venue. There is a large one-way loop around the proposed temporary use area, to allow the safe and convenient turning of buses and service vehicles.

The proposal will include the use of mini buses which will drop the guests off at the temporary use area. This is expected to be the main form of transport for taking the guests to and from the site. As seen below there is also sufficient informal parking within the temporary event area for services vehicles and private vehicles that are required for guest access (i.e. elderly or disabled guests).



Figure 3. Parking details

## 2.4 Fencing

The existing property has been fenced along the front with rail timber fencing that is consistent with rural residential properties. The side and rear boundaries comprise of a standard rural post-and-wire fence. The proposed temporary use area will also be separately fenced to clearly delineate between the proposed temporary function area and the remainder of the subject site. All fences are inspected regularly for deterioration and required repairs.

## 2.5 Screening

The temporary use area is not visible from any existing dwelling that surrounds the subject site. The closest external dwelling to the temporary use area is approximately 280m south and is sufficiently screened by existing dense vegetation.

## 3.0 Management Details

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### 3.1 Staffing and training requirements

The proposed temporary use area will be used for weddings, private parties and the like on a pre-booked basis. These events will be run by external companies, and the site will be used as a venue only. An example of the external event companies that will plan and coordinate the events is attached within **Appendix 2**. An example of the Venue Terms and Conditions are attached at **Appendix 3**. All external companies must be approved by the land owner prior to the event or function.

The land owner will be responsible for providing a copy of this OMP to the external companies who will ensure there are sufficient staff on site to meet all the requirements described in this OMP. It is the responsibility of the external contractor to provide adequate training to all staff performing critical tasks such as responsible service of alcohol, monitoring noise and waste management.

The land owner will provide instruction to all external companies to ensure that staff are aware of the OMP and are trained and competent to perform their required duties in a safe and environmentally sound manner.

### 3.2 Reporting

As the temporary function centre does not require an Environmental Protection Licence under the *Protection of the Environment Operations Act 1997 (POEO Act)*, no legislated environmental auditing or reporting is required. The use is not listed as a Schedule 1 activity under the POEO Act. Operations are instead required to be undertaken in accordance with the DA consent and this OMP.

The records of any complaints received by the temporary function centre will be stored on site. The records include details of the following:

- Date and time of the complaint
- Method by which complaint was made
- Personal details of the complainant which were provided by complainant or, if no details were provided, a note to that effect
- Nature of the complaint
- The action taken by event coordinator and/or land owner, including any follow-up contact with the complainant; and if no action was taken by event coordinator and/or land owner, the reasons why no action was taken.

The land owner is committed to best practice, prevention, mitigation and rectification of the operation and management of the temporary function centre.

It is also noted that complaints may be received by TSC, who will record and/or action as required in line with their own internal complaints and compliance policy.

### **3.3 Health and safety procedures**

All necessary precautions will be taken to ensure the safety of all staff and guests on the premises.

All employees are inducted and instructed about potential hazards within and surrounding the temporary use area and that safe working practices are to be observed. A first aid kit will be equipped and maintained at the temporary use area and a person trained in first aid will be on site, during all operating times in accordance with the appropriate statutory regulations.

It is the external company's responsibility to be familiar with the provisions of the Work Health and Safety Act 2011. All necessary protective clothing and safety equipment will be made available and/or issued to employees, is maintained in good condition and used effectively. All functions and events are to be run in accordance with AS/NZS 4801 Occupational Health and Safety Management System and ISO 14001 Environmental Management System.



## 4.0 Site Operations

In summary, the proposed activities on site would be the running of functions and events within the designated temporary use area. This includes the associated activities for setting up and packing down each event/function (i.e. tents/marquees, toilets, waste collection, catering etc.) before and after the day of the event/function.

Associated works on the site related to the temporary function centre includes maintenance of internal driveways/walkways and landscaping the temporary use area and surrounds.

### 4.1 Operating hours

Operating hours of the temporary function centre are proposed as follows:

- Setup staff arrive on site from 10am the day before or the day of the event. This would involve a maximum of 6 SRV/MRV and the like to drop off tents, marquees, toilets, catering equipment etc.
- Catering staff arrive on site 1-2 hours before the commencement of the event;
- All events will finish by 9:30pm Monday – Sunday
- All service providers and guests are to be off the site by 10pm Monday - Sunday.
- All events to operate in accordance with the recommendations provided within acoustic report prepared by CRG Acoustics.

Please note marquee events would be limited to 10 events per year. This is due to the restriction under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, which limits tents and marquees for temporary events to no more than 30 Days per year. Each event, by their nature, requires three of the yearly allotted days.

- One day for marquee setup.
- One day for the event.
- One day for marquee pack down.

Therefore, a maximum of 10 marquee/tent days will occur per year.

### 4.2 Guest & Staff Numbers

The proposed temporary function centre is to accommodate a maximum of 150 guests for marquee events (up to 10 events per year) with the average being between 80-100 guests. As such a maximum of 10 staff for catering/event coordination purposes would be required to cater for the largest proposed event. Up to 10 staff will also be required during the setup and pack down of each event, however these staff will be only be on site for a short period of time.

The majority of guests will arrive via mini bus. Setup/pack down staff will access the site via their service vehicle with catering staff to arrive via the service vehicle or car pool.

As illustrated through the provided acoustic and traffic reports, the proposed guest and staff numbers for the temporary function centre are not considered to adversely impact on any adjoining land or the amenity of the neighbourhood.

## 4.3 Waste control

### 4.3.1 General Waste Generation

The event coordinator will ensure there is sufficient waste storage (i.e. wheelie bins and the like) available within the temporary use area before the commencement of each event. All waste storage bins will be brought to the site prior to the commencement of the event and removed from site the following day.

The event coordinator and pack down staff are to ensure all general and recycling waste generated by the event is removed from the temporary use area. As per Clause 2.8A (3)(d), the temporary use area is to left in a clean and tidy condition in which it was before the commencement of the use.

### 4.3.2 On Site Sewerage Management

The proposed private functions will include temporary ablution facilities (to be arranged by the event coordinator), as needed by the event patronage. The ablution and other waste facilities (such as garbage and other disposable items) will be completely removed upon the completion of the event. The proposal does not include a connection to Council's water or sewer system and will not include any additional on-site effluent disposal requirements.

Adequate waste management procedures will be put in place in accordance with Section A15 of TDCP 2008.

## 4.4 Vehicles & Equipment

Vehicles and equipment will be required to prepare the temporary use area and setup and pack down each event. This will include, but is not limited to, the following:

- 4-6 small ridged vehicles (SRV's) which will transport marquees, tents, portable toilets, furniture, lighting etc. to and from the site
- Service vehicles and trailers (i.e. catering van), cool room trailer etc.
- Mower, slasher, brush cutter to maintain landscape (as required)
- Tractor/grader to maintain the driveway (as required)

All SRV's will only be on site to drop off and pick up equipment. Catering vehicles will remain on site for the duration of the event.

Landscape/farm machinery will be stored within the existing farm sheds (i.e. away from the temporary use area) and will only be used as required.

#### **4.5 Access road maintenance**

As previously discussed, there is an existing crossover and internal road which is sealed for the first 500m and partially concrete/hard packed road base thereafter.

The submitted traffic impact assessment (TIA) has recommended that the existing entry be widened to allow for two-way access which will prevent queuing onto Carool Road. The proposed widening will also benefit the existing use of the site for farming and agricultural purposes which generates occasional MRV and HRV movements. It is considered that widening the entry point will ensure a safe and legible access is provided for guests and service providers whilst having minimal impact (if any) on the local environment and amenity of the local area.

It is noted that guest access will be predominately via mini bus unless private vehicle is required (i.e. PWD or elderly). The provided traffic report has demonstrated that the existing internal road way is sufficient for the intended guest vehicles and service vehicles. Confirmation has been received by Koala Koaches that their mini buses can safely access the temporary use area (Refer to **Appendix 4**). As such Koala Koaches are the preferred mini bus company for the site.

The internal road will be used from time to time by farm machinery due to the other agricultural uses of the site. As such the internal road is to be maintained by the land owner to ensure safe access to and from the temporary use area. The internal road may be required to be graded/relevelled from time to time by a small tractor.

#### **4.7 Dangerous goods management**

No dangerous goods will be stored on site as part of the temporary function centre. As reiterated throughout this OMP, all machinery/service vehicles will be removed from the temporary service area after each event has finished.

#### **4.7 Fuel Storage and Handling**

As the proposal is for a temporary function centre, no fuel storage or handling is required as part of the proposed use. All service vehicles and machinery will be refuelled outside the subject site.

#### **4.8 Landscaping**

The proposal seeks to provide a temporary area to host private functions and events. The land has already been cleared and is used as part of the agricultural use of the site. Other vegetation on site will not be impacted by the proposal. All landscaped areas within the temporary use area will be maintained and protected to ensure compliance with Clause 2.8A of the TLEP 2014.

## 5.0 Environmental Management

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### 5.1 Dust Control

#### 5.1.1 Environmental goals and principles

Goals:

- Prevention of air pollution
- Prevention of the degradation of local amenity

The following principles are adopted in dust control:

- Restricting vehicle movements to sealed areas;
- Restricting access to and progressively rehabilitating/re-grassing unvegetated areas;
- Regular watering of areas that have the potential to generate dust; and
- Regular sweeping of sealed internal roads and hardstand areas.

#### 5.1.2 Management strategy

The main features of the dust management strategy are based on prevention, mitigation and rectification. The mitigation and rectification measures will be implemented as required and their exact details will be based on a case by case situation depending on the issue and solutions available at the time. The dust management strategies are described as follows:

#### 5.1.3 Avoidance measures

- Ensure the amount of service vehicles and private vehicles are kept to a minimum to minimise dust generation on site.
- Implement on-site traffic and operational controls (i.e. signage) to prevent unnecessary dust generation
- Do not undertake dust generating activities (i.e. mowing) during adverse weather conditions
- Limit vehicles to specified routes around the site and ensure speed limits are adhered to

#### 5.1.4 Mitigation measures

- Use dust suppression techniques (such as watering) during adverse weather conditions to maintain moist conditions on exposed areas and unsealed roadways
- Undertake visual monitoring of dust emissions

#### **5.1.5 Rectification measures**

- Increase the number of dust suppression techniques for operational areas if required.

#### **5.1.6 Performance indicators / targets**

- No visible dust from the site beyond the boundary of the site
- No complaints from neighbouring landholders

## **5.2 Litter Control**

### **5.2.1 Environmental goals and principles**

Goals:

- Prevention of surface water contamination
- Prevention of the degradation of local amenity
- Maintenance of the site aesthetics

Operation of the temporary function centre has the potential to generate litter via improper containment of any general or recycling waste. It is also possible for wind-blown material to escape from the temporary use area. Litter can spread throughout the surrounding area during windy conditions. In addition, the relatively isolated nature of the temporary function centre means that illegal dumping of recycling waste (i.e. drink cans) can occur in the surrounding area.

By taking precautions during each event, wind-blown litter can be restricted to the temporary use area. However, it is the land owner's goal to prevent litter from entering the surrounding environment and spreading off the site into bushland and other areas adjacent to the temporary use area.

### **5.2.2 Management strategy**

The main features of the litter management strategy are outlined below.

#### **5.2.3 Avoidance measures**

- Monitor weather conditions to anticipate upcoming high wind periods
- Ensure there is sufficient general and recycling bins for each event and are suitably located
- All bins are to have lids/covers to reduce possibility of waste becoming airborne

#### **5.2.4 Mitigation measures**

- Catering staff to continually scope temporary use area during event to ensure all waste is within the provided bins
- Catering staff to manage fullness of each general and recycling bin

#### **5.2.5 Rectification measures**

- Catering staff to pick up any waste found within the temporary use area and to empty general and recycling bins as required.

#### **5.2.6 Performance indicators / targets**

- No litter on the site
- Upon completion of each event, the temporary use area and surrounding area is to be free of all waste/litter.

### **5.3 Noise Control**

An environmental noise impact assessment was undertaken by CRG Acoustics as part of the development application. The below prevention, mitigation and rectification measures are based on recommendations from CRG's report.

#### **5.3.1 Environmental goals and principles**

The major sources of noise on site include operation of functions and vehicle movement.

Goals:

- Prevention of noise pollution
- No adverse impact on adjoining land or amenity of the neighbourhood

#### **5.3.2 Management strategy**

The main features of the noise management strategy are based on avoidance, mitigation and rectification. The mitigation and rectification measures will be implemented as required and their exact details will be based on a case by case situation depending on the issue and technical solutions available at the time. The noise management strategies are described as follows:

#### **5.3.3 Avoidance measures**

- Limit PA speakers to an average maximum source level of 88dB(a), measured at 3m
- Speakers to be elevated at a maximum of 1.8m above ground level
- No live percussion instruments to be used, with all music to cease at 9:30pm
- Limit MRV movements to 7.00am – 6pm Monday to Sunday
- Limit use of private vehicles for guest access and staff access to greatest extent practical
- Ensure all vehicles accessing the site use designated access roadways

- Demonstrate equipment will not cause excessive noise generation
- Ensure staff monitor noise levels in accordance with the recommendations of CRG acoustic report
- Include a noise awareness component in site induction trainings.

#### **5.3.4 Mitigation measures**

- Include a noise management component in site induction trainings to ensure events are conducted in accordance with the recommendations of CRG's acoustic report
- Onsite drivers entering and exiting the site shall be instructed to operate vehicles in a manner that does not generate unnecessary noise, through avoiding excessive revving of motors and avoidance of impact with solid objects
- The use of air horns will not be permitted on site
- Internal speeds on the site will be limited to 20km/hr
- All dwellings within 1500m of the temporary use area to be provided with a telephone number of the onsite manager and/or event coordinator in the event a noise complaint is to be made

#### **5.3.5 Rectification measures**

As per the recommendations of the CRG acoustic report, the event that noise complaints are received, the complaint is to be noted within the Noise Complaint Register and appropriate action taken.

#### **5.3.6 Performance indicators / targets**

- No noise complaints from surrounding landholders

### **5.4 Traffic**

A Traffic Impact Assessment was undertaken by Rytenschild Traffic Engineering as part of the development application. The below prevention, mitigation and rectification measures are based on recommendations from these documents, as well as general road safety principles.

#### **5.4.1 Environmental goals and principles**

The goals for traffic management are:

- To minimise disruption to local traffic;
- No queuing on public roads; and
- To ensure road safety

#### **5.4.2 Management strategy**

The main features of the traffic management strategy are based on prevention, mitigation and rectification to ensure safe traffic generation and movements to/from the site.

#### 5.4.3 Avoidance measures

- Actively monitor area and have in place appropriate traffic control where required
- Land owner and event organiser will monitor traffic movements that enter the site via the internal road.
- Ensure the majority of guests arrive via mini bus and limit the number of private vehicles to the greatest extent practical
- Ensure all loading and unloading of services/furniture is carried out on site
- Ensure vehicles do not track dirt onto the public road network
- Drivers to be appropriately licenced by RMS or another Australian state for the vehicle size.

#### 5.4.4 Avoidance measures

- Driveway widening to allow vehicles to pass at entry point
- Ensure travel measures are confirmed with event organiser prior to event to ensure majority of guests are arriving via mini bus
- All vehicles to enter and exit the site in a forward gear
- Internal speeds on the site will be limited to 20km/hr
- Adherence to the recommendations of the traffic report prepared by Rytenschild Traffic Engineering

#### 5.4.5 Rectification measures

- Review turning lane and traffic management
- Review signposted and non-signposted speed restrictions along the road network and where necessary, provide additional signposting of speed limitations
- Provide induction training for service operators

#### 5.4.6 Performance indicators / targets

- No queuing
- Safe egress/ exit of vehicles on a daily basis
- No adverse impact on the capacity or performance of Carool Road

### 5.5 Parking & Staff Movements

The proposed temporary function centre, internal road and guest and staff parking areas are required to be designed in accordance with *Australian Standards AS2890.2 Off-Street Commercial Vehicle Facilities* and Tweed Shire Council Parking and Access Code requirements.

#### 5.5.1 Environmental goals and principles

The goals for traffic management are:

- To provide clear and safe parking areas for staff
- No parking on public roads



- No significant impact on the community or environment

### **5.5.2 Management strategy**

A Traffic Impact Assessment was undertaken by Rytenskiid Traffic Engineering as part of the development application. The below prevention, mitigation and rectification measures are based on recommendations from these documents, as well as general road safety principles.

### **5.5.3 Avoidance measures**

- Provide sufficient parking facilities within the site for guests, staff and services vehicles on the site, to ensure traffic associated with the site does not adversely impact on surrounding land.
- “One-way” and “directional signage” is recommended to direct vehicles through the internal circulating roadway.

### **5.5.4 Mitigation measures**

- Vehicles will circulate as per the internal signage
- Clear delineation and marking of guest, staff and service vehicle parking areas
- All parking areas to be easily accessible, kept free of debris and not to be used for storage.

### **5.5.5 Rectification measures**

- Ensure mini buses for guests and car-pooling/service vehicle for staff is the predominate form of travel to ensure no adverse impact on internal road, Carool Road and the surrounding land.

### **5.5.6 Performance indicators / targets**

- No overflow parking of staff or visitors outside the designated areas.
- No adverse traffic related impacts on surrounding land and road networks as a result of the temporary function centre.

## **5.6 Site maintenance and visual amenity**

The temporary use area is not viewable from Carool Road or any dwelling located on surrounding properties as such no significant impact is anticipated. Regardless, it is acknowledged that the proposal is located within a rural zone and thus appropriate mitigation measures must be implemented to ensure there is no impact to the existing rural character and amenity of the locality.

### **5.6.1 Environmental goals and principles**

The goals for site maintenance and visual amenity are:

- Maintenance of the site aesthetics
- No adverse impact on the surrounding community
- Minimisation of visual impact to prominent ridgelines

- Maintenance of the character of the area

### 5.6.2 Management strategy

All operations within the temporary use area will be sufficiently screened by existing dense vegetation which will successfully mitigate the majority of the visual impacts of the proposal as viewed from neighbouring properties.

### 5.6.3 Avoidance measures

- Maintain the extent of surrounding vegetation cover
- Maintenance of fences and other site infrastructure
- Progressive rehabilitation and revegetation of site

### 5.6.4 Performance indicators / targets

- No complaints
- Maintenance of prominent ridgelines

## 5.7 Light Spill

The location of the site in an intrinsically dark area with large separation distances means that there are no specific views (for example, from a resident's window) which need to be considered, but instead, the view of the site from all locations must be considered and the brightness of the development must be designed and managed accordingly.

The potential source of light spill from the site is the lighting required within the temporary use area, as well as headlights from vehicles when leaving the site at night time.

### 5.7.1 Environmental goals and principles

The goals for minimisation of light spill are:

- Minimising impact on surrounding residents; and
- Limiting light pollution in accordance with AS 4282-1997.

### 5.7.2 Management strategy

Light spill is to be contained within site and in accordance with AS 4282–1997, *Control of the obtrusive effects of outdoor lighting*.

### 5.7.3 Avoidance measures

- SRV movements are to be limited to day light hours only.
- All lighting to be installed in accordance with AS 4282–1997, *Control of the obtrusive effects of outdoor lighting*

#### **5.7.4 Mitigation measures**

- All lighting within the temporary use area is to be directed away from dwellings on adjoining properties.
- Existing perimeter tree planting to be maintained to further reduce potential light spillage

#### **5.7.5 Rectification measures**

- Should light spill be reported as an issue, lighting will be redirected / baffled further as appropriate.
- Additional perimeter tree planting to increase screening density.

#### **5.7.6 Performance indicators / targets**

- No complaints from surrounding residents

### **5.9 Koala Habitat**

Threats to koala populations in the area have been identified; including the impact of wild dogs, domestic dogs, vehicle strike, disease and vegetation clearing. The land owner is committed to minimising the impact of these threats to the greatest extent possible across the site, as outlined below. However, it is noted that the temporary use area is well removed from the Koala Plan of Management Area and Study Area. The temporary use area does not contain designated koala feed trees / preferred koala habitat.

#### **5.9.1 Environmental goals and principles**

The goals for minimisation of harm to Koala Habitat are:

- Ensure the use of the temporary use area does not impact upon any existing koala habitat; and
- Protection or enhancement any environmental significance of the subject land.

#### **5.9.2 Management strategy**

The site is not identified as being Core Koala Habitat under the Tweed Coast Comprehensive Koala Plan of Management (KPoM). The management strategy in relation to Koala Habitat is largely focused on preventing any harm to Koalas in the general area and nearby Koala Habitat.

#### **5.9.3 Avoidance measures**

- No removal of native vegetation on site

#### **5.9.4 Mitigation measures**

- Internal vehicle movements to be maintained at posted speed limits at all times;

- External vehicle movements to be maintained at posted speed limits at all times;
- All service providers and guests to remain aware of potential Koala crossings travelling to and from the site, in an attempt to reduce the potential for vehicle strikes; and

#### **5.9.5 Rectification measures**

- Report any sick, injured or dead Koalas to a local wildlife group or National Parks and Wildlife Service.

#### **5.9.6 Performance indicators / targets**

- No harm to Koala habitat

## 6 Conclusion

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The principles of a Plan of Management were set out in the Land and Environment Court NSW in *Renaldo Plus 3 Pty Limited v Hurstville City Council [2005] NSWLEC 315 at 53-55*. In considering whether a Management Plan is appropriate for a particular use and situation, the following questions should be considered:

1. *Do the requirements in the Management Plan relate to the proposed use and complement any conditions of approval?*
2. *Do the requirements in the Management Plan require people to act in a manner that would be unlikely or unreasonable in the circumstances of the case?*
3. *Can the source of any breaches of the Management Plan be readily identified to allow for any enforcement action?*
4. *Do the requirements in the Management Plan require absolute compliance to achieve an acceptable outcome?*
5. *Can the people the subject of the Management Plan be reasonably expected to know of its requirements?*
6. *Is the Management Plan to be enforced as a condition of consent?*
7. *Does the Management Plan contain complaint management procedures?*
8. *Is there a procedure for updating and changing the Management Plan, including the advertising of any changes?*

In response to these principles, the following has been provided:

1. *Do the requirements in the Management Plan relate to the proposed use and complement any conditions of approval?*

There is nothing in the OMP that is inconsistent with, or does not complement, the proposed use. The terms of the Operational Management Plan seek to provide operating guidelines for the temporary function centre, considering the particular locational characteristics and surrounding land uses.

2. *Do the requirements in the Management Plan require people to act in a manner that would be unlikely or unreasonable in the circumstances of the case?*

The OMP contains environmental management measures to prevent, mitigate or rectify any potential impacts to amenity. These requirements do not place an unreasonable obligation on the operators of the temporary function centre.

3. *Can the source of any breaches of the Management Plan be readily identified to allow for any enforcement action?*

Putting aside the Complaint Management Procedures in the OMP, and if deemed necessary any breaches can be enforced through proceedings in the Land and Environment Court.

Importantly, compliance with the requirements of the OMP rests with the operator of the temporary use. Additionally, and if any action needs to be instigated for breaches of the OMP, it is likely that the person responsible for the breach can be identified either through visual observations or through records associated with the temporary function centre.

4. *Do the requirements in the Management Plan require absolute compliance to achieve an acceptable outcome?*

For a Management Plan to be effective, a single breach or small number of breaches should not create a situation where there is unacceptable impact. In this case, the potential impact relates largely to amenity impacts such as visual amenity or noise.

It is considered that absolute compliance with the requirements of the OMP is not necessary to achieve an acceptable amenity environment for local residents. The OMP does contain clear environmental goals and principles, management strategies, preventative measures and performance indicators / targets to ensure acceptable operation.

5. *Can the people the subject of the Management Plan be reasonably expected to know of its requirements?*

The people the subject of the OMP are the site owner, event coordinators and service providers. The OMP provides for these people to be advised of the specific requirements of the OMP.

6. *Is the Management Plan to be enforced as a condition of consent?*

It is expected that any DA consent will require compliance with the OMP at all times.

7. *Does the Management Plan contain complaint management procedures?*

Yes, the OMP contains complaint management procedures.

8. *Is there a procedure for updating and changing the Management Plan, including the advertising of any changes?*

Yes, this OMP is a "living document" and will be updated periodically as new technology emerges and new standards for environmental performance are adopted industry wide. Any proposed updates will be provided to Tweed Shire Council (TSC) for discussion and comment. This document is approved by TSC and any amendments must be approved by TSC.

The OMP is considered to be acceptable based on the above established planning principles.

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## ***Appendix 1 – Development Plans***

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CONSULTING

**LEGEND**

 **SITE BOUNDARY**  
EXTENT OF SITE: 116Ha

 **DESIGNATED TEMPORARY LAND USE AREA**  
REFER PAGE 03

**PROJECT TITLE**  
3//DP877662 & 3//DP814229  
144 CAROOL ROAD, BILAMBIL HEIGHTS

**DRAWING TITLE**  
PROPOSED SITE LOCALITY PLAN

**BASE ISSUED BY**  
NSW DCDB

**SCALE**  
1:4000 @ ISO FULL BLEED A1 (594.00 X 841.00 MM)

**DESIGN**  
ZP

**DRAWN**  
ZACP


**DATE**  
15/01/2018

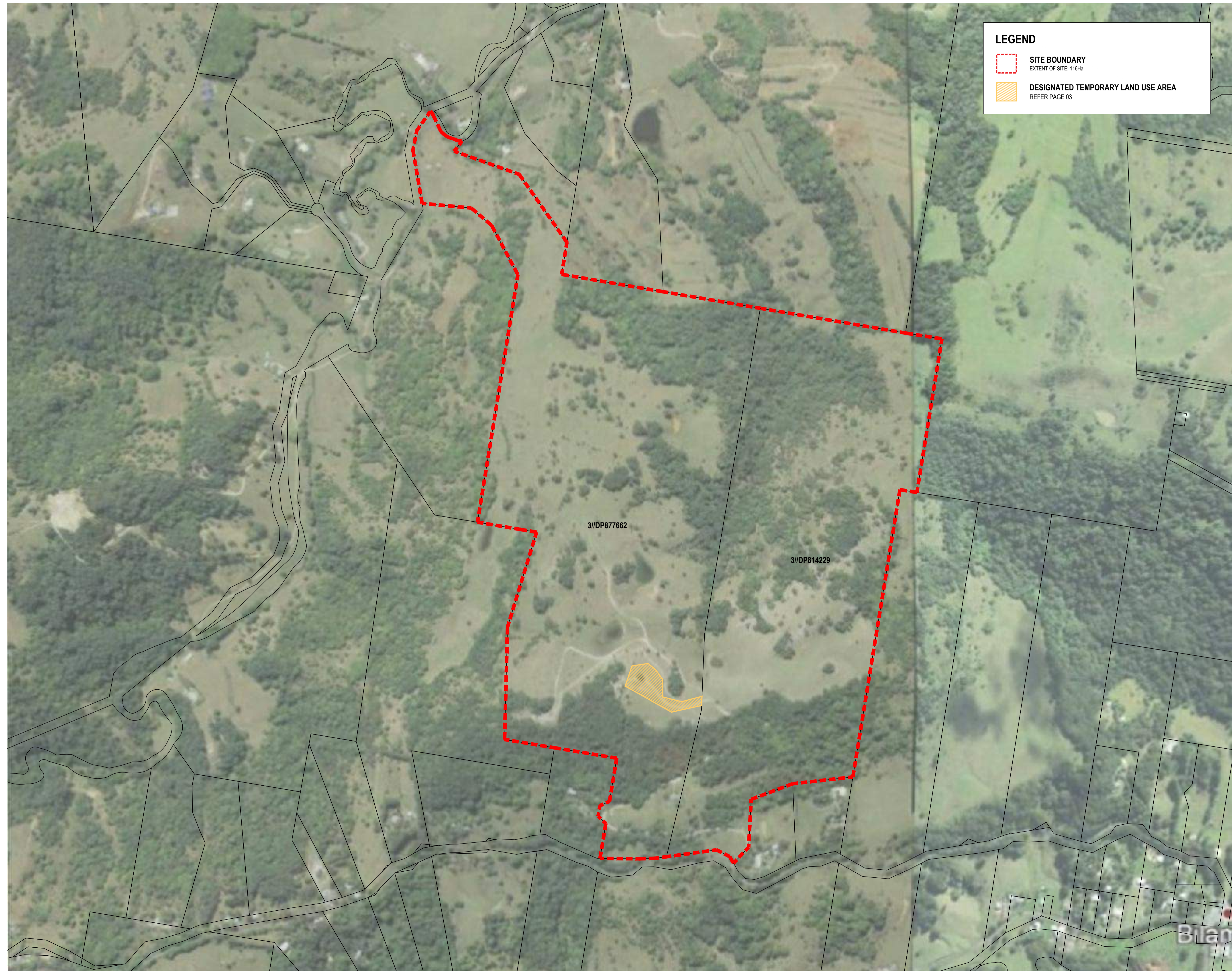
**CHECKED**  
CT

**DRAW NO**  
A101



**SHEET NO**  
02 OF 03

NO	DATE	REVISION	BY

**NORTH POINT**  






LEGEND	
	<b>SITE BOUNDARY</b> EXTENT OF SITE: 116Ha
	<b>TEMPORARY LAND USE AREA</b> REFER PAGE 03

**PROJECT TITLE**  
 3/DP877662 & 3/DP814229  
 144 CAROOL ROAD, BILAMBIL HEIGHTS

**DRAWING TITLE**  
 TEMPORARY LAND USE AREA

**BASE ISSUED BY**  
 NSW DCDB

**SCALE**  
 1:500 @ A1

**DESIGN**  
 ZP

**DRAWN**  
 ZACP


**DATE**  
 15/01/2018

**CHECKED**  
 CT

**DRAW NO**  
 A101

**SHEET NO**  
 03OF 03

NO	DATE	REVISION	BY

**NORTH POINT** 

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## ***Appendix 2 – Indicative Terms and Conditions***

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# bramblewoodfarm.com.au

## BOOKING FORM

On returning this BOOKING FORM inclusive with a 50% deposit you are agreeing to our TERMS & CONDITIONS and are bound by this contract. The balance to be paid 60 days prior to the booking. There is a 3% surcharge on all credit card payments.\*

Please complete the below form and return via email to [bramblewood@info.com.au](mailto:bramblewood@info.com.au)

TODAY'S DATE: \_\_\_\_\_

GUEST NAME/S: 1. \_\_\_\_\_  
2. \_\_\_\_\_

MAIN CONTACT EMAIL ADDRESS: \_\_\_\_\_

MAIN CONTACT ADDRESS: \_\_\_\_\_

MAIN CONTACT MOBILE: \_\_\_\_\_

SECONDARY CONTACT MOBILE: \_\_\_\_\_

MAIN CONTACT WORK NO: \_\_\_\_\_ HOME NO: \_\_\_\_\_

BOOKED WEDDING DATE: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

VENUE TOTAL COST: \_\_\_\_\_

DEPOSIT TOTAL (50% of venue cost): \_\_\_\_\_

SECURITY BOND - \$2000: \_\_\_\_\_

### DEPOSIT/PAYMENT CAN BE MADE BY:

#### DIRECT DEPOSIT

ACCOUNT NAME: Bramblewood Farm

BANK: Commonwealth Bank

BSB: 062 580

ACCOUNT NUMBER: 1035 7124

*\*Please use both your first names & the date of your wedding as a remitter reference*

#### CREDIT CARD

(required to be used for balance payment & security)

VISA       MASTERCARD       AMEX

CARD NUMBER: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

CCV #: \_\_\_\_\_

I \_\_\_\_\_, authorise \$ \_\_\_\_\_ to be charged to my credit card provided and for my credit card to be used as a security deposit.

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## BANK DETAILS FOR RETURN OF DEPOSIT

### DIRECT DEPOSIT

ACCOUNT NAME: \_\_\_\_\_

BANK: \_\_\_\_\_

BSB: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

## TERMS AND CONDITIONS

Welcome to Bramblewood farm. Thank you for choosing to conduct your event at our property. Here are some guidelines to assist.

These terms and conditions constitute an agreement between the 'client' and Bramblewood Farm. The 'client' referred to herein shall be the person responsible for payment of all charges associated with venue hire. The terms and conditions herein will be binding upon signing and payment of deposit.

### EVENT COORDINATOR

All events must engage the full services of an approved event coordinator who must be on site during the whole of the function. This is a condition of our insurance policy.

### SECURITY BOND

A security bond of \$2000 is required for all venue bookings and is 100% refundable within 7 days of your event. Any damage, loss, cleaning costs and forbidden activities will result in deductions from the bond amount.

### THE EVENT AREA

- The allocated area and surrounding lawns are available for your exclusive use on the day of your event only
- All care is taken to maintain the gardens to a high standard at all times, however please be aware weather patterns are out of our control
- Fireworks are not permitted
- Pets are not permitted
- All guests are to remain within the specified zone throughout the event, see attachment 1A for boundaries. This is a condition of our insurance policy. Failure to remain within the specified zone will result in \$1000 being charged to the supplied credit card.

### PARKING

The venue has parking for approximately 6 cars which are reserved for the immediate wedding party and the suppliers who are directly involved with the event. Access requires driving over a gravel road so 4wd is recommended. All other guests are to arrive by minibus/multi passenger vehicle (maxi taxi). No parking is permitted on the street or anywhere other than the designated parking area. No large coaches are permitted on the property. Large coaches are also banned from unloading/parking on the verge of Carool Road.

### DAY AFTER CLEAN UP

In order to have your bond refunded sufficient clean up must be done the next day. Site must be left how it was found including removal of cigarette butts and bottle tops, if this is not the case cleaning fees will apply. Ensure all rubbish is collected and disposed of by an external supplier as no bins or rubbish are to be left on site.

### CURFEW

Event will be finished and last traffic having left the venue no later than 10pm, except if the event is on a Sunday when the curfew is 8pm. Please respect our neighbours and community as you leave the venue. The venue will be closed promptly at these times.

### SOUND CONDITIONS

The event may have a DJ or Band, although no live percussion is to be used. PA speakers should be limited to an average maximum source level of 90 dB measured at 3 metre. Any speakers be elevated a maximum of 1.8metres above ground level. All music off at:

Monday-Saturday 9:45pm  
Sunday 7:45pm

### INSURANCE

Bramblewood Farm does not accept any liability for injury to persons or damage to equipment and belongings brought onto the property during the event. The client and contractors must obtain prior written approval for entry into the paddocks containing livestock.

Any costs associated with loss of, or injury to, livestock or damage to property facilities occurring during the event as a result of actions of either the client, the client's guests or the client's contractors will be the liability of the client (whether or not prior consent was obtained).

We require proof at least one month prior to your event that your event coordinator has minimum 10 million dollar Public Liability Insurance policy.

Certificates of Currency of Insurance for all vendors coming onto the property must also be presented before they enter the property.

If proof of insurance is not provided if required, then the owner reserves the right to cancel the event.

### ACCESS

- The access is approximately 1km of steep, narrow winding farm road
- There are passing bays approximately every 70 metres
- Give Way always to vehicles coming UP the road
- No passing on the cement section of road or on the bridge
- Speed limit is maximum 20k/h
- Watch for wildlife on road! We have many wallabies, pythons, echidnas, etc. living here so keep your eyes peeled
- 4wd vehicles are highly recommended

### STRUCTURE

If a marquee is erected in the paddock, due to regulations:

- Height of the marquee walls must not exceed 4m
- Total height must not exceed 6m
- Total square metres must not exceed 300
- Marquee must be dismantled the day after the event

Clients need to be aware bad weather may be a factor. The hire, erection and delivery of any structures will be the client's responsibility.

### WATER

Tank water is available at both power boxes. This water is not potable and only for cleaning purposes.

### TOILETS

All functions require an adequate number of portaloos to be booked.

### GENERATOR

There is power available at the two mains boxes although a generator is recommended in the case of a power outage.

### LIABILITY

We, the venue, accept no responsibility or liability for any loss or damage to any property belonging to the client or the clients guests, including hire equipment and all the guests that are on site. We reserve the right in our absolute discretion to exclude or remove any undesirable persons from the event or premises without liability.

### CONDUCT

The client shall conduct the function in an orderly manner and in full compliance with these terms and conditions in accordance with all applicable laws. The client will also be responsible for any damage by their guests to the grounds and costs involved in the repair.

Filming of the venue for use in any promotion or advertising may not be used without the owners prior written consent.

Attendees at function shall not cause nuisance for the owners or neighbours.

No use of mechanical amusement devices

### FILMING OR PUBLICITY

Without limiting the confidentiality obligations outlined above, filming of the venue for use in any promotion, advertising or other publicity is not permitted without the owners prior written consent ( which may withhold in its absolute discretion ).

### CATERERS

You must engage the services of an approved catering company. Consult with your coordinator about suggestions.

### FIREPIT

- The Firepit is provided for your enjoyment although wood to burn is not
- Wood can be delivered from our local provider. This is a ute load of quality split hardwood
- The fire pit will only be accessed by one of the approved event coordinators' staff
- The fire pit cage is HOT
- The fire pit is to be the only fire on the grounds

### BOOKING/CONFIRMATION

To confirm your event booking you will need to complete the "BOOKING FORM" and send via email together with payment of your deposit. We are very happy to hold tentative bookings for a period of 7 days or until we receive confirmation and payment of your deposit. If a confirmation has not been received in this time period, the date will be released.

- We require a deposit of 50% of the venue hire to secure the booking
- The balance to be paid 60 days prior to the date of the function

### CANCELLATIONS

All cancellations are required in writing.

All cancellations will be subject to the following conditions and charges:

1. Functions cancelled within 6 months of the event the deposit will be forfeited.
2. Functions cancelled within 30 days of the event will incur the full tariff payable for the function.

### UNFORSEEN CIRCUMSTANCES

Bramblewood Farm reserves the right to cancel any booking and refund any deposit/payment at any time, should an unforeseen event beyond the venue's control occur - including major incidents, natural disasters, terrorist or criminal activities.

Bramblewood Farm will not be responsible for costs incurred or compensation for any unforeseen circumstances affecting the client.

### PHOTOGRAPHY

Bramblewood Farm requests five photos from the event that we could use on our website/instagram account. We also reserve the right to photograph the setting up and dismantling of the event for our own uses.



# bramblewoodfarm.com.au

## AGREEMENT TO TERMS AND CONDITIONS

Please complete the below form and return via email to [bramblewood@info.com.au](mailto:bramblewood@info.com.au)

NAME PARTNER A: \_\_\_\_\_

NAME PARTNER B: \_\_\_\_\_

MAIN CONTACT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAIN CONTACT EMAIL ADDRESS: \_\_\_\_\_

MOBILE NO PARTNER A: \_\_\_\_\_ HOME NO: \_\_\_\_\_

MOBILE NO PARTNER B: \_\_\_\_\_ HOME NO: \_\_\_\_\_

BOOKED WEDDING DATE: \_\_\_\_\_

CEREMONY TIME (IF KNOWN): \_\_\_\_\_

Confirmation of booking has been obtained from Bramblewood Farm: Yes/No (please indicate)

We/I understand we are responsible for returning the property in a clean state and there may be a charge for additional waste removal/cleaning and/or any damage occurring : Yes/No (please indicate)

Client Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date of signed agreement: \_\_\_\_\_

## ATTACHMENT 1A - PROPERTY BOUNDARIES



1:1,128  
0 0.0075 0.015 0.03 mi  
0 0.01 0.02 0.04 km

## ***Appendix 3 – Indicative Event Coordination Information***

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The Events Lounge  
10 Pitta Place  
Burleigh Waters WLD  
4220

17th January 2018

Daniel Flannery  
Bramblewood Farm  
Gold Coast

**RE: Planning + Coordination Services – The Events Lounge**

Dear Daniel,

As highly experienced wedding + event planners, our core business involves support not only to our lovely couples, but also to our valued suppliers + venues.

To ensure events are managed effectively + compliance is achieved, we offer the following support to our preferred venues:

- **Staffing:** Ample The Events Lounge staff to ensure venue terms + conditions are monitored and enforced throughout the duration of the event
- **Transport:** Access times, conditions + locations are managed before and during the event to ensure venue guest safety and that venue terms + conditions are constantly met.
- **Reporting:** Detailed post wedding reports are provided, outlining details on event noise, parking/access issues, all suppliers on site, incidents + recommendations for future events.
- **Insurance:** We ensure that all suppliers engaged for any event have current Public liability insurance
- **Sound:**
  - Venue noise restrictions are incorporated into the planning process + pre-event measures are taken to ensure these restrictions are met.
  - The Events Lounge is in constant liaison with bands/DJs/musicians before and during the event to communicate and manage these restrictions.
  - Continual sound tests are conducted throughout the event to ensure that noise is at an acceptable level. Results of these tests are included in our post event reporting.

If you would like further clarification around any of the above, please feel free to contact us. For more information about our business and services, please visit our [website](#).

Kind regards,  
Rachael + The Events Lounge Team

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## ***Appendix 4 – Koala Koaches Email***

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## Brendan Ferris

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**From:** daniel flannery <danielflannery@live.com>  
**Sent:** Tuesday, 16 October 2018 1:19 PM  
**To:** Brendan Ferris  
**Subject:** Letter from the bus company

Get [Outlook for iOS](#)

---

**From:** Georgina Young <admin@koalakoaches.com.au>  
**Sent:** Monday, October 15, 2018 6:07 pm  
**To:** danielflannery@live.com  
**Subject:** 142 Carool Rd , Bilambil

To whom it may concern.

Our company has accessed the property 142 Carool Rd, Bilambil in the past, for their functions, with 24 seater Mini Buses.

The drivers had no problems, as they went in one way and out another, so there were no safety clashes along the routes used.

If required, we would not hesitate to access the property again, for any future events.

Regards  
Bede

Bede Young | Managing Director

**Koala Koaches**

18 Ramly Drive | P O Box 2432 BC | Burleigh Heads 4220  
Ph: 07 5535 2711 | Fx: 07 5535 2072 | Mb: 0413 156 155  
E: [bede@koalakoaches.com.au](mailto:bede@koalakoaches.com.au)