



EVENT MANAGEMENT PLAN

The Drop Festival
KEIRLE PARK,
MANLY NSW

Saturday 14th March 2020

This document has been prepared for key stakeholders as part of the planning and development application process of the proposed event and is subject to revision.

VERSION 1

Revised: 30th September 2019

THE DROP 2020 – EVENT MANAGEMENT PLAN – Manly V1 – COMMERCIAL IN CONFIDENCE

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1. Document Issue & Version Control

Document Version Control

| Document Version | Date Published | Author |
|------------------|---------------------------------|---------------|
| Version 1 | 30 th September 2019 | Jeremy Stones |
| Version 2 | | |
| Version 3 | | |

Document Issue Control

| Document Issue | Date Issued | Distributed By | Reviewed By |
|----------------|---------------------------------|----------------|-------------|
| Version 1 | 30 th September 2019 | Jeremy Stones | Andy Rigby |
| Version 2 | | | |
| Version 3 | | | |

Document Consultation

| Document Issue | Consultation Date | Distributed By | Reviewed By |
|----------------|-------------------|----------------|-------------|
| Version 1 | | | |
| Version 2 | | | |
| Version 3 | | | |

2. Event Information

The Drop Festival is a national touring festival that follows the waves, celebrating the quintessential Australian road trip and encourages a lifestyle of good food, beautiful natural surroundings, art and culture all to be enjoyed with your favourite people.

It's no secret that music and surfing go hand in hand, so it's a no-brainer that a music festival should (excuse the pun) jump on board to follow the Australian leg of the World Surf League Championship Tour & other associated major surfing events around our island nation.

The Drop is a music festival dedicated to community, culture, local food and beverages and above all, a shared love of the ocean.

3. Event Profile

| | |
|------------------------|--|
| Event Name: | The Drop Festival 2020 |
| Event Date: | Saturday 14 th March, 2020 |
| Proposed Venue: | Keirle Park, Manly, NSW |
| Venue Owner: | Northern Beaches Council |
| Event Operating Hours: | 13:00 to 22:30 |
| Music Curfew: | 22:00 |
| Estimated Attendance: | 9,000 |
| Proposed Capacity: | 12,000 |
| Ticketed Event: | Pre-Purchase & Door Sales (Unless Sold Out) |
| Ticket Price: | \$99.00 <i>(Estimate)</i> |
| Licensed Event: | Yes (Service of alcohol to finish @ 21:30) |
| Age Restriction: | Licensed / All Ages as follows: 18+ = Access to Licensed & Unlicensed Zones 15 to 17 Yrs = Unaccompanied OK (No Access to Licensed Zones) 0 to 14 Yrs = Accompanied by Guardian |

Dates of Occupation:

| Date | Activity | Times |
|---------------------------------------|--|---------------------|
| Tuesday 10 th March 2020 | Site Markup, Site Build, Plant Deliveries | 07:00 to 19:00 |
| Wednesday 11 th March 2020 | Stage Build, Site Build & Temp Structures | 07:00 to 19:00 |
| Thursday 12 th March 2020 | Stage Build, Site Build & Stock Deliveries | 07:00 to 19:00 |
| Friday 13 th March 2020 | Production Load In, Site Dress & Stock | 07:00 to 19:00 |
| | Site Lighting Test, Stage Lighting Focus | 19:00 to 21:30 |
| Saturday 14 th March 2020 | Vendors, Site Dress, Signage, Final Checks | 07:00 to 12:00 |
| | Audio System Checks & PA Time Align | 09:30 to 11:30 |
| | Show Level Amplification | 11:30 to 22:00 |
| | Event Open | 13:00 to 22:30 |
| | Load Out Production & Vendors | 22:30 to 02:00 (+1) |
| Sunday 15 th March 2020 | Load Out Site & Staging | 07:00 to 19:00 |
| Monday 16 th March 2020 | Load Out Site & Staging | 07:00 to 17:00 |
| | Final Sweep & Venue Handover | 17:00 to 19:00 |

4. Key Stakeholders & Consultation

Major event planning is an ongoing and collaborative process involving stakeholders and community groups alike. Through this process of engagement & consultation, we seek to garner knowledge & advice about local environmental & community issues, implementing that advice into planning and operations as much as possible.

Organisations and persons we currently identify as being key in our consultation process to date as per below. This register will be continually updated as our planning process develops.

| NAME | POSITION | ORGANISATION | MOBILE |
|--|--------------------------|----------------------------|---------------|
| THE DROP FESTIVAL | | | |
| Andy Rigby | Event Director | The Drop Festival | 0422 998 220 |
| Jeremy Stones | Event Manager | The Drop Festival | 0401 422 696 |
| VENUE | | | |
| Phillip Lane | Principal Planner | Northern Beaches Council | 0419 495 152 |
| Catriona Shirley | Acting Principal Planner | Northern Beaches Council | 02 9942 2330 |
| Damian Ham | Mgr Parks & Rec | Northern Beaches Council | 0429 404 019 |
| TBC | Traffic Management | Northern Beaches Council | |
| Kerry Dickson | Business Services | Crown Land NSW | 02 6883 5439 |
| RISK MANAGEMENT | | | |
| Craig Sheridan | Risk Consultant | Sheridan Consulting Group | 0448 205 169 |
| SECURITY & CROWD MANAGEMENT | | | |
| Simone Elbeb | National GM - Events | ISEC | 0404 878 613 |
| Peter Armstrong | Security Director | ISEC | 0414 425 967 |
| NSW LICENSING | | | |
| Anthony Vescio | Team Leader Licensing | NSW ILGA – Music Festivals | 0422 040 089 |
| NSW POLICE – MANLY LAC | | | |
| Stephen McCormack | Chief Inspector | Manly LAC | 02 9971 3369 |
| Sascha Orrock | Licensing Sgt. | Manly LAC | 02 99 76 8016 |
| LICENSEE | | | |
| Justin Tynan | Licensee | Mustard Hospitality | 0409 558 737 |
| MEDICAL PROVIDER | | | |
| Peter Mangles | Medical Director | Paramedical Services | 0412 904 952 |
| NSW AMBULANCE | | | |
| Lauren Mason | Duty Operations Mgr | NSW Ambulance SPU | 0428 460 477 |
| NSW HEALTH | | | |
| Louise Barker-Allner | Counter Disaster Mgr | Northern Sydney LHD | 02 9462 9889 |
| Bethany Lansom | Counter Disaster Nurse | Northern Sydney LHD | 02 9462 9885 |
| TRAFFIC CONSULTANT | | | |
| Momo Vassilev | Traffic Manager | Avert Risk | 0416 120 848 |
| NOISE MANAGEMENT | | | |
| Andrew Rogers | Noise Consultant | Noise Consulting & Mgmt | 0413 807 743 |

5. The Site

The Event Site for The Drop, Manly 2020 is Keirle Park, a large, multi-purpose sporting facility in the suburb of Manly on Sydney Northern Beaches. This park location is located adjacent to Pittwater Road, one of the main arterial roads on the Northern Beaches, which forms the eastern perimeter of the site & main entry point for the event.

The Northern & Western boundaries of the site are framed by Manly Creek, which is significant in that makes the parklands susceptible to flooding during heavy rainfall periods. As such a Flood Survey has been include in as part of this plan of management.

Although located in largely in a residential area, there is a golf course along the Southern & Western ends of the site, which has influenced the orientation of the stage, so to reduce Noise impact to the local amenity.

For detailed information please refer to:

Appendix A "01 Internal Site Plan".

Appendix A "02 Locality Site Plan".

Appendix A "03 Licensed Area Plan".

Appendix A "04 Emergency Evacuation Plan".

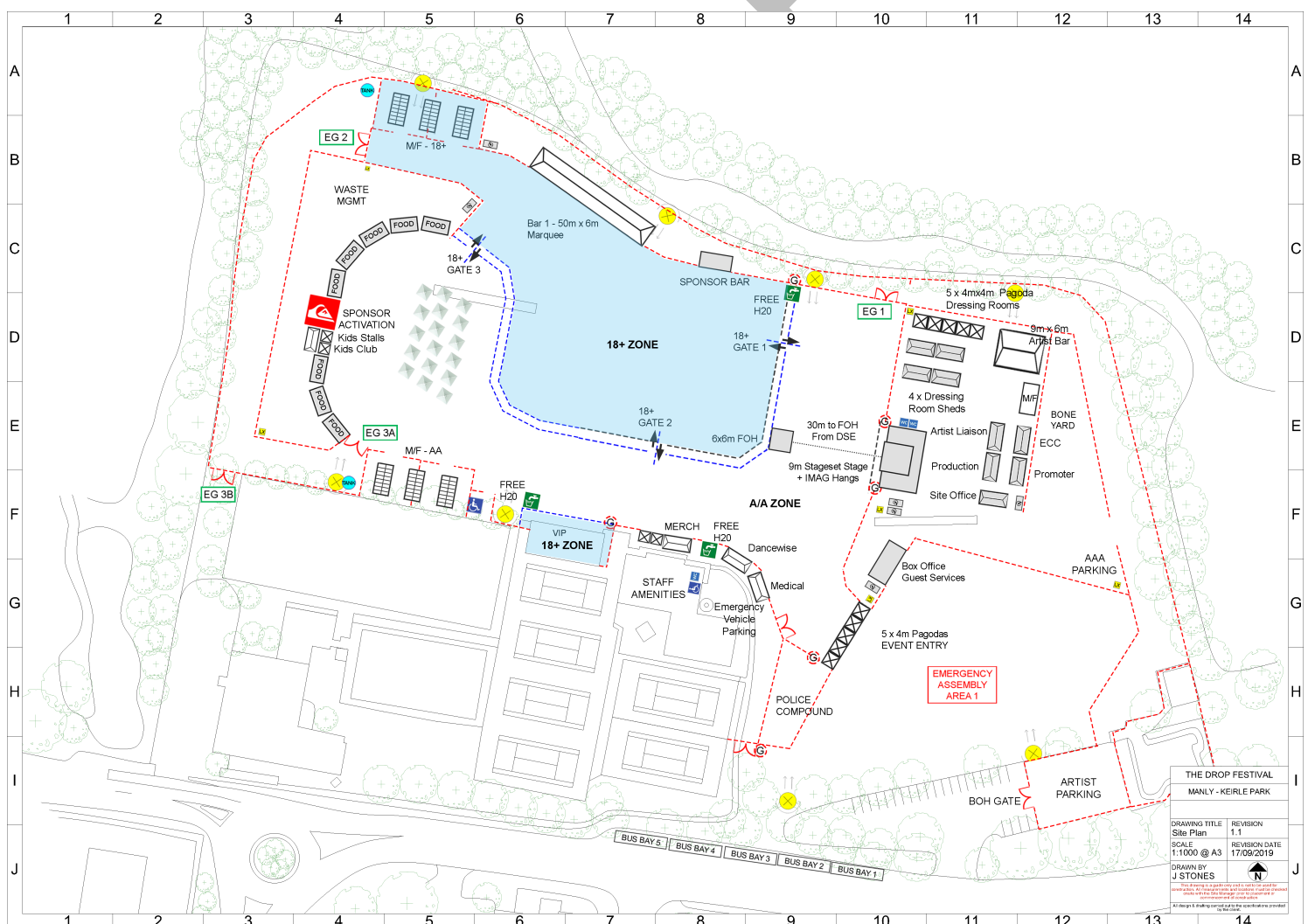


FIG 5.1 – The Drop Manly 2020, Internal Site Plan V1.1 DRAFT.

6. Road Closures / Public Travel & Transport

AVERT Risk have been engaged by the festival to provide traffic management planning services to implement appropriate and approved traffic arrangements surrounding the event. The core objectives of the Traffic Management Plan are to:

- Ensure the safety of employees, contractors, the public, pedestrians, cyclists and traffic,
- Keep traffic delays to a minimum,
- Maintain satisfactory property access where required,
- When required, obtain approvals such as Road Occupancy Licenses etc,
- Minimise disturbance to the environment,
- Design temporary roadways and detours in accordance with relevant local legislation.

For detailed information please refer to: **Appendix B "Traffic Management Plan"**.

The Drop also intends to provide a variety of Public Transport options for patrons. These will include:

- Dedicated event shuttles, connecting patrons with the transport hub of North Sydney Station
- Designated Taxi & Rideshare & public pick up / drop off points
- Proximity to nearby car-parking facilities

Timetabling and routings of event shuttles will consider existing public transport infrastructure, including City Buses and Trains, to provide best possible access options for event patrons.

These details will be further detailed over the coming months, through consultation with Northern Beaches Council, local transport providers, NSW Police and other relevant stakeholders.

For detailed information please refer to: **Appendix C "Transport Management Plan"**.

7. Risk Management Program

The Drop Festival will contract the services of a risk assessment facilitator to develop an operational risk management profile and register specific to the event. The Risk Management program will be lead by Craig Sheridan APM who is a retired Superintendent of the NSW Police Force, with over thirty years of Policing, Leadership and Management experience.

In Conjunction with Mr. Sheridan, The Drop Festival will develop an operational risk management profile and register specific to the event, which forms the basis of the Risk Management Program. Ongoing consultation with NSW Police, Northern Beaches Council, ISEC Security & other stakeholder groups will provide the most current information on the threat environment and response, security practices, contacts and technological advances.

The outcome of this consultation is the creation of a Risk Management Plan. This plan will include:

- Establishing risk management principles and guidelines for The Drop Festival, Manly 2020
- Threat identification and assessment.
- Develop a risk analysis matrix identifying inherent risk rating.
- Develop mitigation strategies / control measures for each risk and the residual risk rating.
- Propose a number of actions and recommendations to ensure robust risk management.

The design of these documents is such that they are reviewed & updated as the project progresses, taking into consideration evolving environmental risk and security factors.

For detailed information please refer to: **Appendix D "Risk Management Plan"**.

8. Emergency Management Protocols

In order to create effective procedures and solutions for the Emergency Planning for the Event, multiple stakeholder meetings & consultation will be conducted, with specific engagement of:

- NSW Police, Manly LAC (Operations & Licensing)
- Northern Beaches Council (Events, Traffic & Parks Depts.)
- NSW Health
- NSW Ambulance (Event Planning Team)
- NSW Fire Service
- Event Management & Promoter Staff
- Security Management Consultant
- Medical Director / Medical Management Consultant
- Traffic Management Consultant

All emergency plans and procedures provide a clear demarcation of who is involved with the emergency planning committee, their responsibilities and the required chain of command. The EMP will also provide details on:

- Established on site emergency management meeting point - i.e. ECC
- Outline procedures for possible emergencies including;
 - Stopping the event, fire, explosion, structural collapse, loss of power, severe weather conditions or natural disasters, bomb or terrorist threat and public disorder.
- Emergency routes and access for emergency vehicles
- Identify assembly / evacuation areas
- Details of scripted emergency announcements
- Provisions for patrons with special needs
- Alerting and public warning mechanisms
- Location of first aid, ambulance or helicopter points and hospitals in the area
- Contact list
- Reporting and recording of incidents

EMERGENCY PROCEDURES

An emergency may be defined as any event, sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of a person or firm and which, therefore, requires immediate attention and remedial action. There are a number of events that can be deemed as 'emergencies' or requiring evacuation including:

- Bomb threat
- Fire
- Robbery
- Structural Collapse
- Electrical outage
- Civil Disorder
- Crowd Crush
- Severe weather ie: storm or natural disaster

Initial management and control of the event will be the responsibility of the CENTRAL MANAGEMENT TEAM (CMT), which includes:

| | | |
|--------------------------|---------------------------|--------------|
| • Event Director | Andy Rigby | 0422 998 220 |
| • Event Manager | Jeremy Stones | 0401 422 696 |
| • Chief Warden | Craig Sheridan | 0448 205 169 |
| • Production Manager | Nathaniel Holmes | 0422 169 363 |
| • Event Site Manager | Chris Burton | 0448 205 169 |
| • Event Licensee | Justin Tynan | 0409 558 737 |
| • Event Security Manager | Peter Armstrong | 0414 429 967 |
| • Event Medical Director | Peter Mangles | 0412 904 952 |
| • Emergency Services | Police / Ambulance / Fire | TBC |
| • Traffic Management | Momo Vassilev | 0416 120 848 |

All incidents should be reported immediately directly via radio to the ECC. Upon arrival of professional emergency services, the Chief Warden will pass command to the senior officer present, and continue to provide input and liaison.

Event WIPS

Due to the size and nature of the event, it is important to regularly gather feedback and intelligence from all major stakeholders within the event. The event CMT will conduct WIP meetings every 2-3 hours of the event. Based on live information, the CMT can make educated decisions and adjustments to deployment of resources to minimise any risks or potential threats as required.

Emergency Access

The Drop will have an adequate deployment of police and ambulance services onsite for the duration of the event. Should external emergency services be required to attend the site they will be requested to access the venue by the most relevant point closest to the intended response area. This will be dictated via the ECC and Chief Warden. Emergency access gates can be opened as required.

Emergency Evacuation Areas

The Drop Festival is a contained event, and as such flow for evacuation is easily managed. Evacuation will be based on dispersal from the site in a direction away from the threat or incident. Due to its open nature, multi directional dispersal into surrounding safe areas is possible.

Emergency Communications

- All incidents to be called into the ECC who will then dispatch to relevant event contacts.
- All event management, key event staff, event security and venue managers must be on radio communications, and regularly check that they have their volume up and correct channel selected.
- Event ECC Rep to log communications of incidents on Event Channel.
- Security ECC Rep to log communications of incidents on Security Channel.
- Event Radio scribe to log all radio comms through their control room.
- It is the responsibility of event management and security staff to notify the ECC directly in the case of an incident.
- Police, Fire Brigade, Ambulance and other Emergency Services personnel override security and event team and take charge in the case of an emergency.

For detailed information please refer to: **Appendix E "Emergency Response Plan"**.

9. Health & Medical Planning Overview

Acknowledging that there has been a recent, substantial change in the pattern and severity of drug related harms at some music festivals; The Drop will strive to deliver industry best-practice Health & Medical services as part of the planning & delivery of the event. Key reference tool: [The Guidelines for Music Festival Event Organisers: Music Festival Harm Reduction](#) describes harm reduction strategies and risk management approaches, including checklists and instructions to support implementation.

The details and recommendations in these guidelines will be carefully followed in planning for The Drop, particularly as we engage in advance consultation with NSW Ambulance State Planning Unit & NSW Health LHD representatives to determine overall health planning and strategy for the event. This planning will include briefing of the NSW Health Executive and notification of State HAZVAC units of the event & potential for health incidents, major incidents or health emergencies.

An overarching event Health Plan, will outline and facilitate the integration of all health-related services for The Drop, including the number and qualification of onsite health officials, chains of command between agencies and describing clear protocols for transfer to tertiary care.

For detailed information please refer to: **Appendix F “Health Management Plan”**.

The Drop has engaged Paramedical Services as onsite medical team on site for the duration of the event. Paramedical Services will prepare a Medical Management Plan, Staffing Roster & Risk Analysis for the event, which will articulate the onsite medical provider’s capacity to meet the anticipated profile of presentations for the event.

This capacity will be determined by a number of factors, including the:

- Qualifications, skills, experience, number and rostering of medical, nursing, paramedic, first aid and support staff. The designated roles and responsibilities of each of these staff should be explicitly articulated alongside the description of their qualifications, skills and experience.
- Function and physical layout of the onsite medical centre and first aid posts.
- Departmental processes in the onsite medical centre including:
 - command and control
 - triage
 - monitoring and treatment protocols
 - record keeping
 - transfer processes, including from within the event to the medical centre and from the medical centre or other locations within the event to hospital.
- Type and amount of equipment and medical supplies.
- Distance from and ease of transfer to appropriate hospital facilities for further medical management
- Surge capacity and escalation processes including protocols for emergencies.

For detailed information please refer to: **Appendix G “Medical Management Plan”**.

10. Harm Reduction Principles

Harm reduction begins at the point of sale & The Drop is advertised as a Drug-Free event. However, organisers understand that some members of the community will not heed these warnings and still attempt to bring prohibited drugs into the event.

To combat this, The Drop will engage a peer-based, harm reduction program Dancewise, to operate throughout the duration of the event. Their teams of uniformed peer educators will operate a dedicated chill out space, with access to free water, basic health care supplies & harm reduction messaging & resources about drug and alcohol safety. Additionally, roving teams of peer educators will monitor crowd behavior & identify 'at-risk' patrons, providing support and referring to onsite first aid & medical care.

For detailed information please refer to: **Appendix H "Harm Reduction Plan"**.

11. Safe Event Guidelines

The partnership with the World Surf League (and surfing in general) means that The Drop will attract the interest of a broad range of people. As such, The Drop is committed to creating a safe place of entertainment for people of all ages, genders, cultures and mobility.

To achieve this goal, The Drop will engage with Northern Beaches Council & local organisations to design successful youth engagement initiatives & positive messaging surrounding social inclusion, environmental responsibility, celebration of diversity and the importance of safe & respectful gig culture. This will be achieved by the careful curation of talent, messaging throughout promotional campaigns and on-site environmental cues.

In Situ, the event has been designed with specific zones within the overall space, with access control managed through physical accreditation (wristbands). These dedicated zones will provide a variety of experiences for different demographics, whilst maintaining the overall feel & aesthetic of the event space.

For detailed information please refer to: **Appendix I "Safe Event Guidelines"**.

12. Licensing & Alcohol Management

All licensing, RSA and any other matters relating to the service of alcohol are handled by the licensee and bar operators. The event will operate as a Licensed / All Ages event with segregated area's designed to provide safe & enjoyable spaces for all ages and to restrict secondary supply of alcohol to minors. All patrons are required to present a valid form of ID to be checked before entering the event. Physical accreditation (wristbands) will clearly identify the age of patrons & will serve as access control between designated areas within the event precinct.

The event is committed to the responsible service of alcohol and engages to professionally manage all alcohol consumption at the event. *Please Note: The liquor license is currently pending.*

The Event Licensee will address any concerns expressed by Liquor Licensing and NSW Police in relation to obtaining a permit for the sale and consumption of alcohol at a public event and confirm that an Alcohol Management Plan will be prepared in consultation with the Northern Beaches Council, NSW ILGA, appointed licensee, bar manager and NSW based regulating authorities.

Licensing and alcohol management for the event will be managed by a professional team highly experienced in the sale and consumption of alcohol at large-scale public events. In association with local security, the licensee and bar manager will be responsible for enforcing such policies and procedures outlined in the Alcohol Management Plan and in accordance with the NSW Liquor Act.

The Alcohol Management Plan will document:

- Procedures and processes for adherence to license conditions, in accordance with: Liquor Licensing Division, Licensing Police, Council and provisions outlined in NSW *Liquor Act*
- Responsible Service of Alcohol [RSA];
- Prevention of under-age drinking
- Stock options and pricing structure;
- Container size & material i.e. no glass etc;
- Proposed hours of trade;
- Regulatory signage;
- Staffing/security requirements.
- All event public promotion strategies will also be used to reinforce our alcohol management policies and procedures.

For detailed information please refer to: **Appendix J “Alcohol Management Plan”**.

13. Security & Crowd Management Strategies

ISEC Australia have been engaged by the festival to provide security planning and security management services to implement protective security arrangements at the event.

The Event Security Management Plan will address core command structures and responsibility for security coordination and management. Groups, roles and tasks are outlined for each member of the security organisation to provide clear division of operational scope. Security policy measures have been and will be further developed as security controls to coordinate operational mechanisms of the security management framework.

An important planning consideration has been to identify and treat potential hazards, and security-related risk, without restricting overall amenity and enjoyment for those attending the event. As such, these are the actions the event will take and have taken for crowd management.

Pre-event:

- A site survey will be undertaken to assess the site and identify areas of the site that could become potential pinch points for patron flow around the site.
- The Event Manager and Site Manager will design a site that takes these assessments into consideration.
- Modern software can very accurately show safe patron numbers in any delineated area.
- Methods employed to direct patron flow will include fencing and signage.
- The Drop will engage professional, reputable ticketing agencies to sell the tickets to the event.
- These companies will supply event management with daily ticketing reports so we can monitor the event capacity accurately.
- A security walkthrough will be held with the Event Manager, Security Manager, Licensee and key stakeholders on the afternoon before the event to give a last chance for any concerns to be raised and addressed before gates.

During the event:

- The perimeter of the site will be fenced so we can monitor a single origin of entry into the event site.
- Entry lanes will be set up, with security issuing bag search for prohibited items and ID Checks.
- Security will be constantly monitoring crowd activity. All security will be on two-way comms systems.
- Event Manager will be in constant liaison with security throughout the day via two-way comms and scheduled meetings.
- Emergency Exits will be clearly signed in case evacuation protocol is enacted.
- Clear signage for entry and exit will be erected.
- Security will clear the event site once the event has finished.
- Patrons will be directed and ushered away from venue towards public transport.
- Patrons will be requested to leave in a quiet manner, being considerate of the local neighborhood

For detailed information please refer to: **Appendix K "01 Security Management Plan"**.
Appendix K "02 Security Roster".

14. Noise Management Overview

Noise Consulting & Management Pty Ltd has been engaged to analyse and prepare recommendations and controls regarding the control of music noise from The Drop, to be held at Keirle Park, Manly on Saturday 14th March 2020. Noise limit criteria set by the Local Government Act and EPA are designed to protect the amenity around venues that operate on a daily basis and not for one off outdoor events like these events.

A noise management plan will outline contains the abatement measures to ensure that the festival adheres to the proposed noise limit. The series of actions outlined in the noise management plan will be implemented to minimise the impact of noise on nearby residences during the event.

For detailed information please refer to: **Appendix L "Noise Management Plan"**.

15. Adverse Weather Planning

The Drop Festival goes ahead Rain, Hail or Shine. There is no alternate venue. Alternate dates are not available. As such an Adverse Weather Plan has been devised for the event. The Site Manager will be responsible for implementing the Adverse Weather Plan during the construction phase.

During the event, the Event Manager and Production Manager will constantly monitor data on the weather in the lead up to and during the event. If there is a need to temporarily stop show or there is a need to evacuate the area due to weather the appropriate procedures will be implemented as per the approved plans.

For detailed information please refer to: **Appendix M "Adverse Weather Plan"**.

16. Flood Mitigation

Keirle Park is located in the lower reaches of the Manly Lagoon catchment and is prone to flooding in severe storms and weather events. Although there are existing plans of management maintained by the council, the flood levels at the site will be dominated by the Lagoon flooding conditions.

The Drop Festival has engaged stormwater engineers "Northern Beaches Consulting Engineers" to consider the implications of 2 major relevant flood studies; '*Manly Lagoon Flood Study (2013)*' and the recently adopted '*Manly to Seaforth Flood Study (2019)*' as they relate to The Drop Festival. The resulting report outlines key considerations such of flood risk management, including; evacuation locations, route & timelines, as well as setting individual alert thresholds and triggers for site evacuation.

For detailed information please refer to: **Appendix N "Flood Risk Management Report"**.

17. Waste Management Strategies

Clean Vibes has been engaged to provide cleaning and waste management services to The Drop Festival, Manly. Clean Vibes are passionate about sustainability and the environment which is why Clean Vibes' waste management objective at The Drop Festival is to implement a plan which will yield high volumes of recycling through improved diversion from landfill. Minimizing what comes onsite ultimately affects what comes out which is why we also promote recyclable products as opposed to biodegradable.

Key Performance Indicators

To achieve this objective, Clean Vibes will deliver and report on, the following key performance indicators:

1. Patrons have adequate receptacles for recyclable material in all patron areas and for general waste at appropriate areas such as food outlets and bars.
2. Vendors have well-labeled and appropriate receptacles for recyclable materials and general waste.
3. All Clean Vibes staff are aware of the waste objective and are trained in the waste system as implemented.
4. Vendors are aware of the waste objective and understand the waste management system and requirements.
5. General cleanliness of the site, at all times, does not deteriorate as a result of implementing this plan.
6. Opportunities for improvement for future years are identified.
7. A report is provided to event organisers within two weeks of the completion of the event bump out.

For detailed information please refer to: **Appendix O "Waste Management Plan"**.

18. WHS Guidelines

Maintaining a work site that adheres to the government standards for Work Health and Safety is paramount to The Drop Festival management teams. To ensure all guidelines are adhered to within the event site, all staff will be informed of the Festival WHS policies and must complete risk assessment reports relating to the work they will be performing on site. These policies and rules must always be observed when inside the event site.

A brief will be distributed to all staff, suppliers and contractors before they arrive on site to ensure they have a thorough understanding of site-specific rules and processes. Furthermore, a induction must be completed / logged with the site Safety Officer before entering the site to begin work.

The successful implementation of the WHS policies as described in the plans below will ensure the event is safely and efficiently run in all aspects. To ensure this plan is up to government standards, it has been developed with reference to both the NSW Work Health and Safety Act of 2011, and the NSW Work Health and Safety Regulation of 2012.

Each of the documents listed below must be adhered to by all parties working on The Drop Festival event sites. They are designed to support the legislation (above) and in a court of law, may be called up to support this legislation:

- All relevant Australian Standards and Codes of Practice
- MEAA Safety Guidelines for the Entertainment Industry
- Safe Work Method Statements (to be provided by all relevant contractors and suppliers)
- Safety Data Sheets (SDS) instructions for specialised materials and/or substances, and the general awareness surrounding the handling and use of the specific materials and/or substances (to be provided by contractors and suppliers)
- Other safety systems in place for the event by other companies
- Safety requirements by landowners and owners of plant and structures
- All other details within the Event Management Plan.

Given the constantly changing and developing nature of outdoor events, all staff, contractors and suppliers are encouraged to provide feedback and suggestions that could help to improve the Workplace Health and Safety policies and operations on the Drop Festival site.

For clarification, this plan is not to be considered as a Safe Work Method Statement or Standard Operating Procedures (SOP's), however it could be used to assist in the development of documents.

19. General Event Considerations

Access to Free Water

In Accordance with the Alcohol Management Plan, free water will be available at all bars, throughout the duration of the event. Additionally, 2 other designated water stations will be located around the site, providing a ratio of at least 1:500 outlets to patrons. Specific locations of the bars & free water stations can be found by referring to the Internal Event Plan.

Amenities

The event will engage the services of a reputable and professional event portable amenities supplier. A ratio of 1:80 patrons will determine the final number of amenities required. A team of cleaners will service the toilets at regular intervals and a pump truck will be scheduled to pump the toilets and remove waste at the end of the event. Accessible toilets will be provided for those requiring special access.

Briefing

The Event Manager will give the Emergency Evacuation briefing to all staff working on site. The Site Manager will give inductions to all staff working on the site. Respective heads of department will be responsible for briefing their staff on specific department operations.

Debriefing

A debrief with Stakeholders will be held at an agreed time post-event. An internal event debrief will be held at Event Management HQ. Minutes will be taken at both meetings with notes on actions to be taken for the following years event.

Event Communications

All heads of department and their subordinate managers will be issued with a two-way radio. Every department will have their own channel for their internal communications but can at any point switch to another channel to talk with another head of department.

Upon request a radio can be issued to a stakeholder to assist in monitoring a specific aspect of operations. Primary mobile service providers service the area. In the instance of radio failure the event will revert to telecommunications to communicate. A full contact sheet will be printed and be in all managers' offices.

Event Hotline / Neighborhood Communication

The Event will, at an agreed date, advertise locally the operational time of the event, the nature of the event, specifically noting road closures and providing an event hotline for interested parties to contact at anytime during the pre, post and event times.

Equal Access

The event will take every measure to ensure it is accessible to those with mobility impairments. Review of the site and terrain with an equal access consultant will take place once the Council has approved Event Management Plans. We define Equal Access as Equal Opportunity.

Food Vendors

It is anticipated the event will have an extensive range of food vendors operating on site for the duration of the event. All vendors will operate within Local Council guidelines and all vendors will be required to submit relevant insurances and certifications prior to contracting. The Waste Management Plan will be revised upon any changes to vendor numbers.

Power

The event will engage the services of an event specialist electrical provider, which will provide all gensets, appropriate cabling and power distribution. Dedicated event electricians will supervise all on-site power requirements for stage, bars, vendors etc.

Signage

There will be two tiers of signage that will be installed as per a mutually approved events signage plan. All Council Required License conditions and Event Conditions of Entry will be in place at the Entry Point.