

# **Attachment C**

<p><b>Plan of Management and Temporary Structures Guidelines</b></p>
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## Plan of Management

### Site

116 Lang Road, Moore Park  
Entertainment Quarter

### Project

Use of the former coach bay and adjacent areas as an outdoor recreation facility and temporary events.

21 August 2024



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#### Document Management

Date	Revision	Author	Approver
08.07.2024	Revision 4	JW	SQ

# Plan of Management

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## 1.0 Introduction

### Purpose

- 1.1 The purpose of this 'Plan of Management' ('Plan') is to establish performance criteria for the use of the former coach bay and adjacent areas in the Entertainment Quarter as an outdoor recreation facility and temporary events, located at 116 Lang Road, Moore Park ('EQ').

### Scope and Use of the Plan

- 1.2 The key objectives of the Plan are to:
  - a) Ensure the safety and well-being of staff, visitors and patrons.
  - b) Maintain the amenity of the neighbourhood.
- 1.3 This Plan is to be reviewed by the operator and to ensure all operations are in accordance with the guidelines.

### Compliance with Existing Conditions

- 1.4 The use is to operate in accordance with:
  - a) Development Consent No. 37/96, issued by then Minister for Urban Affairs and Planning on 22 April 1997.
  - b) Noise Management Strategy, 'Part 2: Family Entertainment Precinct', approved under Development Application 37/96.

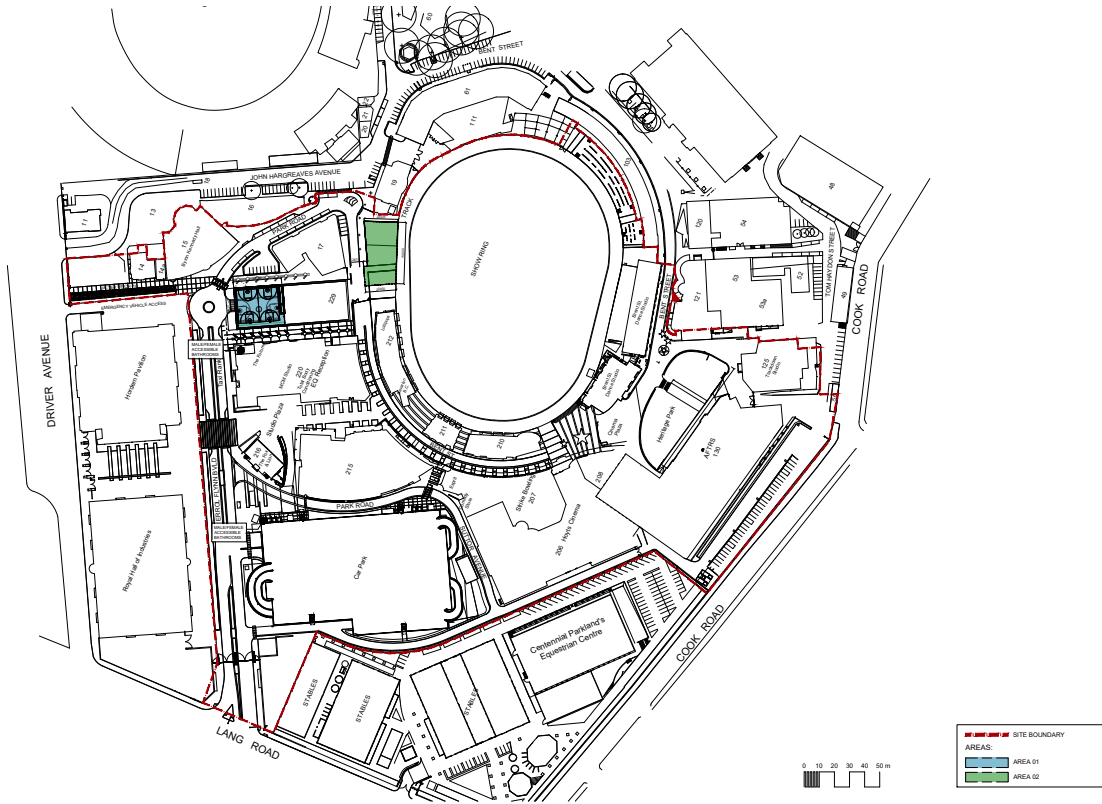
A copy of the above-mentioned documents are contained in **Attachment No.1**.

### Amendments to the Plan

- 1.5 This Plan is to be reviewed yearly.
- 1.6 If, in circumstances where experience shows that it is reasonable or desirable to modify any provision of this plan for the better management of the premises, that modification shall be made to the plan and a copy shall be provided to the City of Sydney Council.

## 2.0 Site and Location Details

- 2.1 This Plan relates to land at 116 Lang Road, Moore Park (Lot 101 DP1246842), known as the Entertainment Quarter ('the subject site').
- 2.2 This Plan relates to the Areas 1 and 2, as shown in Figure 2.1 and 2.2 below ('event area').



**Figure 2.1** Location to which this Plan of Management applies



**Figure 2.2** Location of Area 1 and 2

## 3.0 Operation Details

### Use

3.1 The use includes the following activities:

- A. Film, video and photography production, including live media coverage. This is intended to complement the neighbouring uses of the nearby Fox Studios.
- B. Food and beverage stalls, trucks, cooking exhibitions. This is intended to provide food and drink installations within easy access of any event being held on the site.

C. Exhibitions.

D. Outdoor/open-air recreation and sporting activities, such as:

Mini golf

Racquet sports (e.g., pickle ball and padel tennis)

Bowling

Temporary swimming pool (no excavation proposed – above ground temporary structures only)

Electric go-kart

Outdoor gymnasium

Squash

Ice skating

Mini soccer

Basketball / mini basketball

Netball

Obstacle courses

or any other use of a like character.

E. Community markets.

F. Community events, including any ceremony, cultural celebration, fete, fair

The above uses (both temporary and permanent) may be supported by ancillary background music, such as street busking or a single DJ, to enhance the uses of the space. This application does not seek consent for concerts and standalone/independent music performances that are not related to the above activities.

It is intended that temporary structures may be installed from time to time to support such activations.



### Organisational Overview

3.2 The roles and responsibilities of all staff members are to be carried out generally as follows:

Staff Members	Role & Responsibility	
<b>EQ Management</b>	<i>Manage and Review</i>	<ul style="list-style-type: none"> <li>• Management of registers, approvals and licenses.</li> <li>• Regular review of this Plan of Management.</li> <li>• Review Incident and Complaints Register.</li> <li>• Advise of any Corrective Action Plans.</li> </ul>
<b>Operator</b>	<i>Advise &amp; Train</i>	<ul style="list-style-type: none"> <li>• To ensure all staff are aware of the requirements outlined in this Plan of Management.</li> <li>• Undertake training and mentoring of staff in relation to the requirements outlined in this Plan of Management.</li> <li>• Maintain an Incident and Complaints Register.</li> </ul>
<b>Staff</b>	<i>Action</i>	<ul style="list-style-type: none"> <li>• To ensure all conduct and actions are carried out in accordance with this Plan of Management.</li> </ul>

### Capacity

3.3 The maximum patron capacity is:

- Area 1 – 1,500 patrons.
- Area 2 – 1,000 patrons.

### Hours of Operation

3.4 The use is to operate only between 7am to 12 midnight, seven days a week

3.5 Amplified music activities are to cease at 10pm.

### Sanitary Facilities

- 3.6 Access is to be made available during all hours of operation to the existing sanitary facilities located within Liberty Hall and carpark building.
- 3.7 Directional signage is to be installed within the EQ precinct showing the location of the sanitary facilities available to the public.

## 4.0 Waste Management

- 4.1 Waste and recycling bin stations will be established through-out the event area and will be emptied regularly each day.
- 4.2 All waste is to be transported to the communal EQ waste/recycling holding area, for truck collection.
- 4.3 No rubbish transfer to the communal EQ waste/recycling holding area between 10pm and 7am.

## 5.0 Noise Management

- 5.1 The Operator is to ensure compliance with the Noise Impact Assessment and Noise Management Protocol.
- 5.2 The following Noise Mitigation Measures are implemented to ensure nuisance impacts are minimised upon the nearest residential receivers:
- a) Amplified music is to be restricted between 10am and 10pm.
  - b) No rubbish transfer to the communal EQ waste/recycling holding area between 10pm and 7am.
  - c) Any speakers should as far as practicable, be oriented toward the west, with elevated speakers hanging with a downward tilt to cover the audience and reduce throw into the surrounds.
  - d) Compliance attended monitoring and advice following a verified complaint.
  - e) Designation of responsibility in relation to noise to an on-duty operator that has authority to override performers, if sound exceeds the noise limits.
  - f) A Resident Hotline number is to be made available on the operator's website.
  - g) An Incident and Complaints Register be implemented in accordance with Part 9.0 of this Plan.

## 6.0 Patron Management

### General

- 6.1 Staff shall take all reasonable measures to control the behavior of patrons within the event area and when entering or leaving the event area to ensure nuisance impacts upon other EQ patrons, tenants and the local residential neighbourhood.
- 6.2 Staff shall take all reasonable measures to control the health and safety of patrons in accordance with Health and Safety Legislation (Refer to SafeWork NSW)

### Entry

- 6.3 All entrances and exits are to include signage, be adequately lit, and wide enough to allow mass patron exit, or patron emergency evacuation.
- 6.4 For events, each event area should incorporate only one (1) entry point to ensure the patron capacity can be managed.

### Accessibility

- 6.5 Ensure all publicly accessible areas of the event area are to be accessible for wheelchair user and for persons with a vision and hearing impairment.

### Queuing

- 6.6 Appropriate pedestrian barriers are to be installed and/or Staff employed to ensure the following:
  - a) No queuing adjacent to any designated fire egress doors.
  - b) No queuing or blocking of footpaths and roads
  - c) No queuing or blocking of adjacent building entrances.

### Closure

- 6.7 To assist in the closure of the use in a timely manner Staff are to implement the following actions:

	Action	When
<b>Entry of Late Patrons</b>	Staff to remind patrons of the closing time prior to entry.	60 minutes before closure
<b>Reminder No.1</b>	Staff to advise patrons of closing time.  Entry doors closed.	30 minutes before closure
<b>Reminder No.2</b>	Staff to advice patrons of closing time.	20 minute before closure

	Commencement of pack up procedures.	
<b>Reminder No.3</b>	Staff to advise patrons to start leaving the event area.  All background music is to be turned off.	15 minutes before closure

### Entertainment Functions and Events

- 6.8 Any events are to be booked and 'ticketed' prior to attendance.
- 6.9 A ticket register is to be maintained by staff and reviewed the day prior to the event to ensure patron capacity is not exceeded.
- 6.10 On the day prior to the event, the Operator is to check ticket register to ensure patron capacity. If patron exceedance is noted, appropriate actions must be taken to notify to contact Patrons to reschedule bookings.
- 6.11 A staff member is to be stationed at the door entry to control patron numbers.

## 7.0 Security and Safety Management

### CCTV

- 7.1 Nil

### Evacuation Plan

- 7.2 The Operator is required to prepare and regularly update an Emergency Patron Evacuation Plan.
- 7.3 All Staff are to be informed and trained in regard to this Plan.

### Risk Management Plan

- 7.4 The Operator is required to prepare and regularly update a Risk Management Plan.
- 7.5 All Staff are to be informed and trained in regard to this Plan.

### Hazardous Materials

- 7.6 Ensure the use and storage of any gas cylinders, electrical/fuel engines, and chemicals are managed accordance with Health and Safety Regulations and Guidelines.

### Lighting

- 7.7 Ensure adequate lighting is provided at night to ensue patron safety along walkways, around any obstacles such as equipment/structures and to all paths of travel to an exit.
- 7.8 Any use of laser light is to be in accordance with Work Health and Safety Regulation 2011, Civil Aviation Regulations 1988 and Australian Standard 60825, and the *Civil Aviation Safety Authority (CASA)* is to be notified.
- 7.9 All lighting must comply with *AS4282-1997 Control of the obtrusive effects of outdoor lighting*, and must not result in any light spill impacts upon residential properties.

### First Aid and Public Health

- 7.10 Operators shall prepare and regularly update a First Aid and Public Health Plan to deal with first aid, public health and emergency events.

### Security Guards

- 7.11 Nil, unless directed by NSW Police or NSW Liquor and Gaming.

## 8.0 Communication, Complaints and Monitoring

- 8.1 The Operator shall maintain an 'Incident and Complaints Register' ('Register Book').
- 8.2 The 'Register Book' will be required to be completed on all:
- a) Incidents that necessitate action by an emergency service, fire brigade, police and maintenance called in after hours.
  - b) Any complaints made directly to the management or staff by local residents or business people about the operation of or the behaviours of its patrons.
  - c) Any visits by any law enforcement personnel noting their agencies or departments, badge numbers, reasons for the visits and results of the visits; and
  - d) Any details of incidents which required intervention by staff within the premises involving staff members (including security personnel) including incidents involving physical contact between staff and patrons, physical restraint of patrons and/or the ejection of patrons from the premises.
- 8.3 The 'Register Book' is to include the following details, and is to be similar in format to the 'Incident Register Book' issued by the NSW Office Liquor and Gaming:
- a) Complaint date and time.
  - b) Name, contact and address details of person(s) making the complaint.
  - c) Nature of complaint.
  - d) Name of staff on duty.
  - e) Action taken by premises to resolve the complaint.
  - f) Follow-up actions and outcome.

### Complaints Response Procedure

- 8.4 Staff are to ensure the Operator and EQ Management are aware of all Incidents and Complaints.
- 8.5 All complaints are to be responded to within 48 hours of a complaint being made.
- 8.6 EQ Management and Operator are to meet regularly to review the Incident and Complaints Register and provide 'Improvement Instructions' if required.
- 8.7 The Operator will be available to meet with the person making the complaint by appointment to work towards resolving any reasonable concerns that are raised.



## 9.0 Public Transport

- 9.1 The Operator is to create a 'Transport Access Guide' for employees and patrons to encourage public transport use, and is include:
- a) A map showing the walking path to the Tram Station.
  - b) A map showing the location of the nearest bus stop
  - c) A copy of the local bus network map
  - d) The telephone number and website of Transport NSW showing the timetable for buses and trains.
  - e) A map of the local bicycle network
  - f) Advise the availability of bicycle parking on the site.
  - g) A list of taxis and ride share companies that operate within the local area.
- 9.2 The 'Transport Access Guide' is to be made available to all employees upon indication and is to be made available on the website for patrons.
- 9.3 The 'Transport Access Guide' is to be regularly updated in January and July each year.
- 9.4 Staff are to allow patrons to access a telephone free of charge to arrange taxi or ride share services.

## 10.0 Temporary Structures.

- 10.1 The installation and placement of any temporary structures, including any fixed or loose furniture and equipment, is to be undertaken in accordance with the 'Temporary Structure Guidelines' ('Guidelines').

## Attachment No.1

### Compliance with other Documents

- Development Consent No. 37/96, issued by then Minister for Urban Affairs and Planning on 22 April 1997.
- Noise Management Strategy, 'Part 2: Family Entertainment Precinct', approved under Development Application 37/96.

## Attachment No.2

Noise Impact Assessment and Noise Management Protocol

## Attachment No.3

Temporary Structure Guidelines

## Temporary Structure Guidelines

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#### Document Management

Date	Revision	Author	Approver
21.08.2024	Revision A	JW	SG

# Temporary Structure Guidelines

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2.0	Site and Location Details .....	5
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## 1.0 Introduction

### Purpose

- 1.1 The purpose of this 'Temporary Structure Guidelines' ('Guidelines') is to establish performance criteria for the for the installation and placement of any temporary structures, including any fixed or loose furniture and equipment.

### Scope and Use of the Plan

- 1.2 This Plan is to be reviewed by each Event Operator and to ensure all event operations are in accordance with the Guidelines.

### Compliance with Other Documents

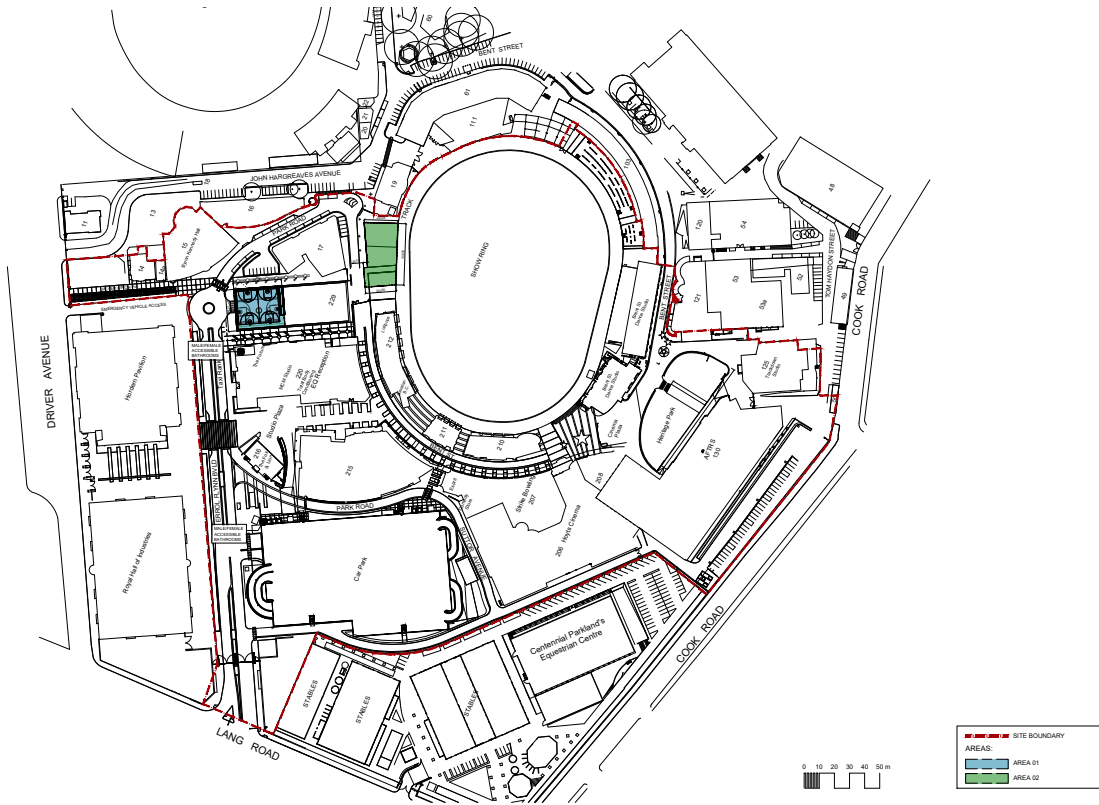
- 1.3 This Guideline is to be read in conjunction with the following documents relating to the proposed Event area:
  - a) Development Consent No. 37/96, issued by then Minister for Urban Affairs and Planning on 22 April 1997.
  - b) Noise Management Strategy, 'Part 2: Family Entertainment Precinct', approved under Development Application 37/96.

### Amendments to the Plan

- 1.4 This Plan is to be reviewed yearly.
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**Figure 2.1** Location to which this Plan of Management applies



**Figure 2.2** Location of Area 1 and 2

### 3.0 Operation Details

3.1 The roles and responsibilities of all staff members are to be carried out generally as follows:

Staff Members	Role & Responsibly	
<b>EQ Management</b>	<i>Manage and Review</i>	<ul style="list-style-type: none"> <li>• Management of registers, approvals and licenses.</li> <li>• Regular review of this Guideline.</li> <li>• Review Incident and Complaints Register.</li> <li>• Advise of any Corrective Action Plans.</li> </ul>
<b>Event Operator</b>	<i>Advise &amp; Train</i>	<ul style="list-style-type: none"> <li>• To ensure all staff are aware of the requirements outlined in this Plan of Management.</li> <li>• Undertake training and mentoring of staff in relation to the requirements outlined in this Plan of Management.</li> <li>• Maintain an Incident and Complaints Register.</li> </ul>
<b>Event Staff</b>	<i>Action</i>	<ul style="list-style-type: none"> <li>• To ensure all conduct and actions are carried out in accordance with this Plan of Management</li> </ul>

## 4.0 Temporary Structures

- 4.1 Any structure and any fixed or loose furniture and equipment to be located within the event space are to comply with the Guidelines contained in **Attachment No. 1**
- 4.2 Prior to commencement of each Event, the Event Operator together with the EQ Event Manager is to undertake a pre-commencement site induction of the whole Event area in accordance the Commencement Checklist contained in **Attachment No.1**
- 4.3 Any corrective action is required to be undertaken prior to the commencement of the event.

## Attachment No.1

Guidelines & Prior to Commencement Checklist

## Temporary Structures

### Guidelines & Prior to Commencement Checklist

<b>Event Location:</b>	
<b>Date:</b>	
<b>Event Operator:</b>	
<b>Entertainment Quarter Reviewer:</b>	

Guideline		Event Operator Check	EQ Event Manager Check
<b>1. Event Space Clear Path of Travel</b>	The minimum width of the clear path of travel needs to be:		
	<ul style="list-style-type: none"> <li>1.2m for any path of travel between temporary structures within the event area (to allow for safe access for people with a disability).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>4m wide to any required access to a fire hydrant (to enable fire truck access)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>any mobile structures or equipment installed as part of the event, such as video screens, communications equipment and mobile phone towers are to be erected or installed on level ground with sufficient support and are to be located so as not to obstruct pedestrian paths of travel.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Temporary Structures – Area</b>	<ul style="list-style-type: none"> <li>Provide an unobstructed pedestrian circulation area around the perimeter of any enclosed temporary structure for maintenance.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Temporary Structures – Setbacks</b>	All temporary structures are to be positioned to be:		
	<ul style="list-style-type: none"> <li>0.8m minimum setback from the base of any tree</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>1m minimum setback from any fire hydrant</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Temporary Structures – Height</b>	The maximum height of temporary structures is to be :		
	<ul style="list-style-type: none"> <li>Maximum height of 9m above existing the finished floor level.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>A minimum head clearance of 2 m from the ground for pedestrian movement and safety.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Temporary Structure Safety</b>	<p>All temporary structures are to be designed and installed to be able to resist loads determined in accordance with the following Australian and New Zealand Standards:</p> <ul style="list-style-type: none"> <li>AS/NZS 1170.0:2002, <i>Structural design actions, Part 0: General principles</i>,</li> <li>AS/NZS 1170.1:2002, <i>Structural design actions, Part 1: Permanent, imposed and other actions</i>,</li> <li>AS/NZS 1170.2:2011, <i>Structural design actions, Part 2: Wind actions</i>,</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>All temporary structures are to be designed and installed to be able to resist any high wind events.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Enclosed Structures</b>	<p>Any enclosed structure is to be designed and installed as follows:</p>		
	<ul style="list-style-type: none"> <li>Provide an unobstructed pedestrian circulation area around the perimeter of the structure for maintenance.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Each structure must have the following number of exits arranged so as to afford a ready means of egress from all parts of the tent or marquee to open space or a road: <ul style="list-style-type: none"> <li>(i) 1 exit if the tent or marquee has a floor area of not more than 25m<sup>2</sup>,</li> <li>(ii) 2 exits if the tent or marquee has a floor area of not more than 100m<sup>2</sup>,</li> <li>(iii) 4 exits in any other case,</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>If internal seating, stalls, tables or other obstructions are provided, a clear path of travel to any exit no greater than 40m in length must be provided, unless certified by a Building Consultant.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Each structure must have a width for each exit of at least: <ul style="list-style-type: none"> <li>(i) 850mm if the floor area of the tent or marquee is less than 150m<sup>2</sup>, or</li> <li>(ii) 1m in any other case,</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>A building consultant is to review and certify the enclosed structure to ensure adequate public safety in the event of a fire.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



<b>7. Stages or Platforms</b>	<ul style="list-style-type: none"> <li>The stage or platform must have a height as measured from the surface on which the tent or marquee is erected to the floor of the stage or platform not exceeding 2m,</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>A notice indicating the actual distributed and concentrated load for which the stage or platform has been designed must be conspicuously displayed on the stage or platform,</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Temporary Signage</b>	Temporary signs (including freestanding banners):		
	<ul style="list-style-type: none"> <li>Must not be more than 2.5m in height</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Must not be larger than 1.2m by 2.4m</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Loose Furniture</b>	All loose furniture (including chairs, tables, umbrellas, barriers), artwork, screens and display boards are to be:	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Appropriately secured in place to resist wind gusts.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>To be of metal or quality timber frame construction and not plastic.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>No permanent fixings into the ground and readily removed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Rope or chain barriers are not permitted.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Storage</b>	When no event is occurring, all temporary structures will be removed and stored in an area nominated by EQ Management.	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Lighting</b>	<p>Sufficient lighting is to be provided to ensure safe access for pedestrians with low-vision.</p> <p>Aim for a luminance contrast of 30% between temporary structures and ground surface.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Waste /Recycling</b>	Waste and Recycling Bin Stations are to be provided.	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure Contractors are inducted and informed of location of stations within event area, and the location of the communal EQ waste/recycling holding area.	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Fire Safety Measures</b>	A 'Competent fire safety practitioner' is to review the existing and installed fire safety measures prior to the commencement of the event.	<input type="checkbox"/>	<input type="checkbox"/>