

STATEMENT OF ENVIRONMENTAL EFFECTS

DEVELOPMENT APPLICATION FOR FUNCTION CENTRE (WEDDING VENUE)

63 Oaklands Road, Mount Frome



Navigate Planning

8 May 2024

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1 INTRODUCTION

This Statement of Environmental Effects (SEE) supports a development application for a wedding venue at Lot 21 DP 586201, 63 Oaklands Road, Mount Frome.

The development site is zoned RU4 Primary Production Small Lots under the Mid-Western Regional Local Environmental Plan 2012 (MWRLEP 2012). The proposed development is defined as a function centre which is permissible in the RU4 zone.

The subject land is approximately 4ha in size and contains a dwelling and guest house along with a shed, a swimming pool and formal landscaped gardens. A farm dam and a small hazelnut orchard is located towards the rear of the site.

The development is not “state significant development”, “regionally significant development”, “designated development” or “integrated development”.

Assessments in relation to the social, economic and environmental impacts of the proposed development are contained in this Statement of Environmental Effects.

2 PROPOSED DEVELOPMENT

The proposed development is the use of land at 63 Oaklands Road as a wedding venue. Wedding ceremonies are proposed to be held in an existing garden area at the front of the site and wedding receptions are to be held in a marquee that will be installed on the site to the rear of an existing shed.

The proposal seeks consent for a maximum of 20 wedding events per year. The maximum number of persons attending the site per wedding will be 100 patrons. The proposed hours of operation are:

- Mondays to Sundays, between 10.00am and 6.00pm.

The dwelling and serviced apartment located on the land may be rented by members of the wedding party or guests. Therefore, some of the persons attending the site for the weddings may stay at the premises for accommodation purposes. To ensure wedding functions do not simply move from the marquee to the dwelling, it is proposed that all guests other than those who have booked the accommodation will be required to vacate the premises by no later than 6.00pm.

The marquee is 10m by 5m, with an area of 50m² and has a height of 4m. The marquee is of steel frames with heavy plastic wall and roof sheeting. In general, the marquee will be erected and dismantled for each wedding event. However, where there are two or more event bookings close together the steel framing will be retained, however the plastic sheeting will be removed and replaced for each wedding to keep the material in good condition.

Portable toilet facilities will be provided for guests near the marquee.

No new signage, other than internal directional signage (as exempt development) is proposed. An existing sign identifying the property (Oaklands Estate) is located on the front gate.

A new access to the site is proposed to be constructed to provide access to a car park with 31 parking spaces. The surface of the car park will be compacted roadbase. A large grassed area is available adjoining the carpark for any overflow parking needed.

Some minor landforming will be undertaken on site to create a level pad for the proposed marquee. The proposal will involve the introduction of clean fill up to 500mm in depth.

The existing farm shed will be used for storage associated with the use and for the location of mobile catering vehicles. No permanent catering facilities are proposed to be provided.

An Operational Management Plan has been prepared for the use and is provided at Appendix 1.

3 SITE ANALYSIS AND SERVICES

The development site is mostly flat with slight undulations from the site frontage to the rear. The site has a frontage to Oaklands Way of approximately 140m with one formal access point at the eastern end of the site frontage and a second gate at the western end of the site frontage.

The site contains a dwelling with a swimming pool and a serviced apartment with an attached carport. Both the dwelling and serviced apartment are rented for short-term accommodation. A farm shed is also located on site. The site has been extensively landscaped with formal gardens, ideal for use for wedding ceremonies. A farm dam and a small hazelnut orchard is located towards the rear of the site.

A mapped watercourse crosses the site to the north of the existing dwelling. There is no defined bed or bank of a watercourse crossing the site, therefore the site does not contain waterfront land as defined in the Water Management Act 2000.

Most vegetation on the site is planted garden shrubs and trees, mostly non-native species. A small number of remnant paddock trees are located to the rear of the site, none of which will be affected by the development.

The site does not contain a heritage item and there are no heritage items in the vicinity of the site. The site is located in the Mudgee Heritage Conservation Area.

The land is serviced by electricity and telecommunications and on-site effluent and water supply.

4 COMPLIANCE WITH RELEVANT LEGISLATION

4.1 Environmental Planning and Assessment Act 1979 (NSW)

4.1.1 Section 4.5 – Designation of consent authority

Pursuant to clause 4.5 (d) of the *Environmental Planning and Assessment Act 1979* (EPA Act), the Mid-Western Regional Council is the consent authority.

4.1.2 Section 4.13 – Consultation and concurrence

Section 4.13 provides for an environmental planning instrument to identify where consultation or concurrence is required before determining a development application. There are no consultation or concurrence requirements for the modification under any relevant environmental planning instrument.

4.1.3 Section 4.15 – Evaluation

The following matters are relevant to the proposal under section 4.15 of the EPA Act. Detailed assessment against each of these matters is provided in Section 8 of this SEE.

State Environmental Planning Policies

- *State Environmental Planning Policy (Biodiversity and Conservation) 2021*
- *State Environmental Planning Policy (Primary Production) 2021*
- *State Environmental Planning Policy (Resilience and Hazards) 2021*

Local Environmental Plans

- *Mid-Western Regional Local Environmental Plan 2012*

Draft Environmental Planning Instruments

Nil

Development Control Plans

- *Mid-Western Regional Development Control Plan 2012*

Planning Agreements

Nil

Environmental Planning and Assessment Regulation 2021

Nil.

Impacts on the built environment

The proposed development will have no significant impact on the built environment as the wedding ceremony is proposed within an area enclosed by large hedges and will not be visible from Oaklands Road. The marquee for the wedding receptions is located more than 110m from Oaklands Road and to the rear of an existing shed.

Impacts on the natural environment

The proposed development will have no significant impact on the natural environment as no native vegetation will be impacted by the proposal. A small amount of landforming in the form of fill of up to 500mm in depth will have no impact on drainage patterns or other environmental impacts.

Social and economic impacts

The proposed development will have positive social and economic impacts on the locality through the provision of an additional wedding venue in an appropriate location adding to the tourism offerings in the region.

Suitability of the site

The site has been landscaped with formal gardens suitable for use for wedding ceremonies. An acoustic report has been prepared for the development application demonstrating that the use of the site for wedding ceremonies and functions during daylight hours will not have impacts on the amenity of surrounding residences. The site is therefore considered suitable for the development.

The Public Interest

The proposed development is in the public interest as it facilitates the provision of a new wedding venue in a manner that will have minimal impacts on adjoining properties and the environment.

4.1.4 Section 4.46 – Integrated Development

Section 4.46 of the EPA Act identifies development that requires other approvals and is therefore integrated development. The development is not integrated development. This Section therefore does not apply to the development.

4.2 Biodiversity Conservation Act 2016

The *Biodiversity Conservation Act 2016* (BC Act) outlines the processes for biodiversity assessments, approvals and offsets where required. The BC Act also defines biodiversity values, and these are shown as the purple areas on the Biodiversity Values Map.

The subject land is not included on the Biodiversity Values Map and no clearing of native vegetation is required for the proposed development. Therefore, the proposal does not require a Biodiversity Development Assessment Report or biodiversity offsets.

Notwithstanding the above, consideration must be given to potential direct and indirect impacts on threatened ecological communities as a result of the development.

It is considered that the proposal will have no direct impacts on threatened ecological communities. There will also be no indirect impacts from the proposed development on threatened ecological communities as the works associated with the development, being landforming and erection of a marquee will not require the removal of native vegetation and stormwater runoff will be directed to the existing dam on site. The proposal will have no impact on biodiversity.

5 COMPLIANCE WITH PLANNING CONTROLS

5.1 State Environmental Planning Policy (Biodiversity and Conservation) 2021

Chapter 3 of this SEPP aims to conserve and manage areas of natural vegetation that provide habitat for koalas. The SEPP applies to land greater than 1ha in size and requires an assessment as to whether the land is potential or core koala habitat.

A search of the koala sightings bionet map has found no recent sightings of koalas within 4km of the subject land. Given no trees are proposed to be removed as part of this development and the development footprint is relatively small, it is considered that the site is not potential or core koala habitat. The proposal is unlikely to have any impact on koalas or koala habitat.

5.2 State Environmental Planning Policy (Primary Production) 2021

Part 2.2 of this SEPP relates to State significant agricultural land. While no land has yet been declared as State significant agricultural land, a Draft State Significant Agricultural Land map was prepared for public consultation. The land is identified on the Draft State Significant Agricultural Land Map, as shown below.



The site is not of a suitable size for commercial agricultural activity and is currently used for tourist accommodation purposes. The proposed use of the land for wedding functions will not change the capacity of the land for agricultural purposes and will have no significant impact on any surrounding agricultural activities. The proposal is therefore considered appropriate for the site.

No other provisions of this SEPP are relevant to the proposed development.

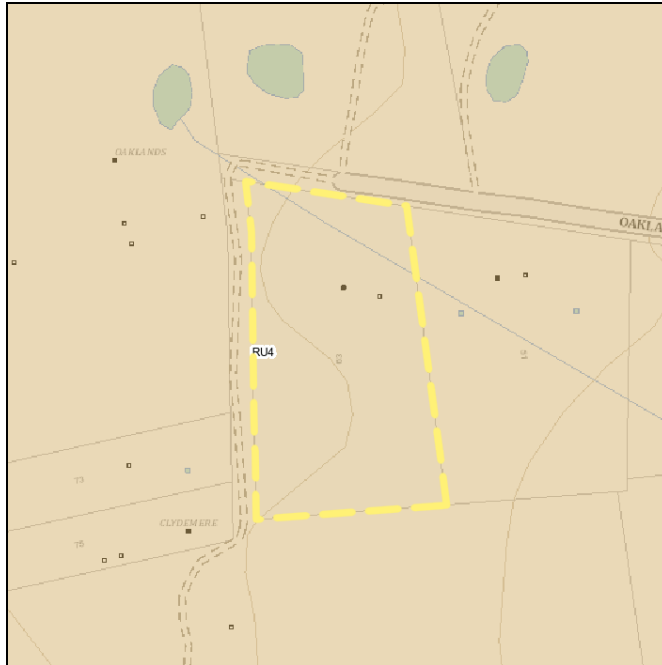
5.3 State Environmental Planning Policy (Resilience and Hazards) 2021

Section 4 of this SEPP relates to the remediation of contaminated land. The subject land has a history of rural and rural residential use. While the site contains a small hazelnut orchard, this is located towards the rear of the site and well away from the areas of the site to be used for wedding functions. The site is considered suitable for the proposed development.

5.4 Mid-Western Local Environmental Plan 2012

5.4.1 Zoning and zone objectives

The development is proposed on land included within the RU4 Primary Production Small Lots zone under the *Mid-Western Regional Local Environmental Plan 2012* (MWRLEP 2012), as shown on the map below.



The objectives of the RU4 zone are:

- *To enable sustainable primary industry and other compatible land uses.*
- *To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To ensure that land is available for intensive plant agriculture.*
- *To encourage diversity and promote employment opportunities related to primary industry enterprises, particularly those that require smaller holdings or are more intensive in nature.*

The subject land is approximately 4ha in size and is currently used for tourist accommodation purposes. Adjoining land to the east is rural residential in nature. Adjoining land to the north, west and south is agricultural in nature. The use of the premises for up to 20 wedding functions per year is considered unlikely to cause conflicts with adjoining land, particularly given the location of the marquee is in the eastern part of the site south of the existing dwelling and therefore as far away from adjoining agricultural land as possible.

The proposal does not prevent the subject land or adjoining land from being used for intensive agricultural activities. The proposal is therefore considered to be consistent with the objectives of the zone.

5.4.2 Land Use Permissibility

The proposed use is defined as a “function centre” which is 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.

A function centre is permissible with consent in the RU4 zone.

5.4.3 Lot Size

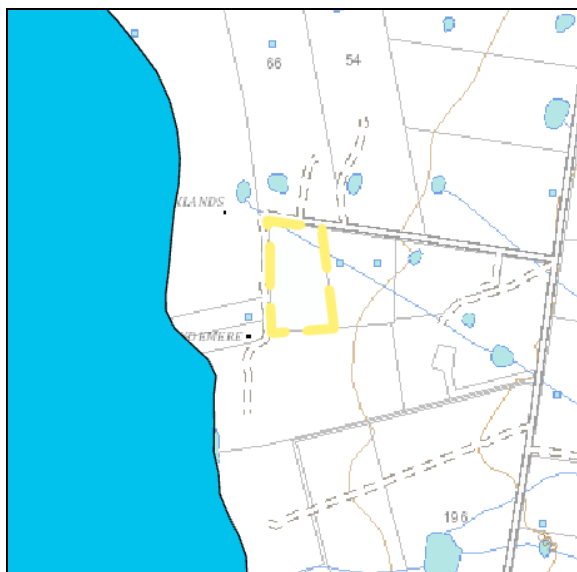
The land has a minimum lot size of 20ha. No subdivision of land is proposed.

5.4.4 Heritage

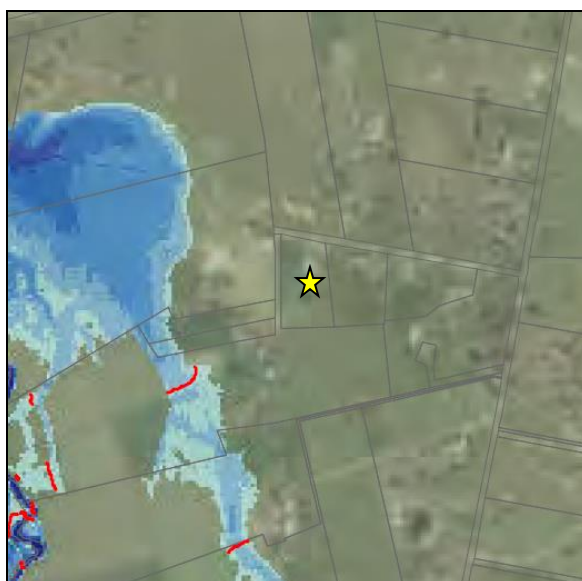
The site does not contain a heritage item and is not located within a heritage conservation area. There are no heritage items in the vicinity of the land.

5.4.5 Flood planning

The subject land is not known to be flood prone, as shown below.



The Mudgee Flood Study 2021 also does not identify the subject land as flood prone, as shown below.



5.4.6 Earthworks

Clause 6.3 of MWRLEP 2012 requires separate development consent for earthworks unless the earthworks are ancillary to other development for which development consent has been given. This development application seeks approval for a small amount of landforming in the form of fill or up to 500mm in depth to create a level pad for the marquee.

The extent of earthworks will have no significant impact on drainage patterns or soil stability. The extent of earthworks will not be noticeable upon completion of the development. With no excavation proposed, there is minimal likelihood of disturbing relics. Fill brought to the site will be certified VENM or ENM. The extent of fill will have no impact on the amenity of adjoining properties or the environment.

5.4.7 Groundwater Vulnerability

Clause 6.4 of MWRLEP 2012 requires consideration of the impact of development on groundwater. The subject land is identified as groundwater vulnerable on the Groundwater Vulnerability Map in MWRLEP 2012.

The proposed development involves minimal earthworks that are unlikely to have an impact on groundwater. The proposal involves the use of portable toilet facilities and stormwater will be directed to the existing dam on the site.

5.4.8 Biodiversity

Clause 6.5 of MWRLEP 2012 requires consideration of the impacts of development on biodiversity. The subject land is not identified as containing high biodiversity sensitivity on the Sensitive Biodiversity Map in MWRLEP 2012.

5.4.9 Essential Services

Clause 6.9 relates to essential services and states that:

Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the proposed development are available or that adequate arrangements have been made to make them available when required—

- (a) the supply of water,*
- (b) the supply of electricity,*
- (c) the disposal and management of sewage,*
- (d) stormwater drainage or on-site conservation,*
- (e) suitable road access.*

The site is connected to electricity and telecommunications services. The proposed use does not require connection to any other utilities, as portable toilet facilities are proposed and all food and drinks for function will be brought to and removed from the site by mobile catering services.

The development will be provided with a new access, to be constructed to Council's standards.

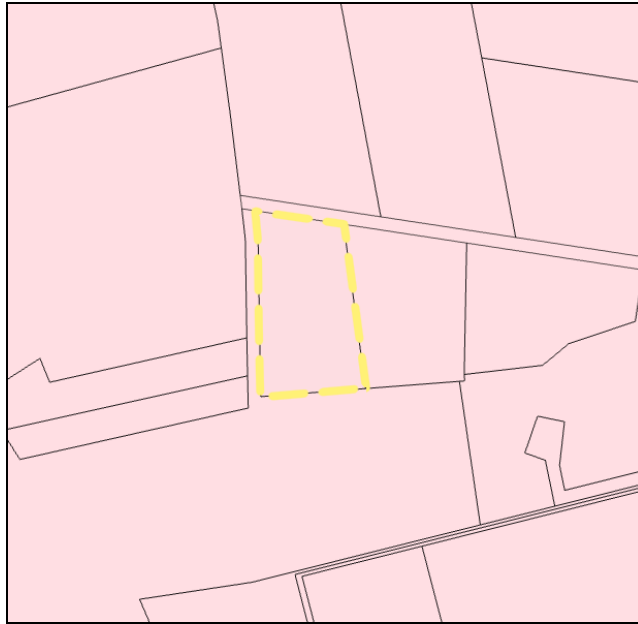
5.4.10 Visually Sensitive Land Near Mudgee

Clause 6.10 of the LEP states that development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development—

- (a) will complement the visual setting forming the backdrop to Mudgee, and

(b) will be designed, set back and sited to respond sympathetically to the landform of the site on which the development is proposed to be carried out and will minimise visual intrusion.

The subject land is included within the visually sensitive land near Mudgee Map, as shown below.



The subject land is in a relatively low lying area in the foreground of the hills that form the backdrop to Mudgee. As the only proposed construction is a marquee that is modest in size, single storey in height and screened from public view by existing landscaped gardens on site, it is considered that the development will have minimal visual intrusion in the landscape.

5.5 Mid-Western Regional Development Control Plan 2012

The following provisions of the *Mid-Western Development Control Plan 2012* (MWDCP) are relevant to the proposed development:

5.5.1 Section 5.1 – Car Parking

The DCP does not contain a specific parking rate for function centres. For uses not listed in the DCP, parking is to be assessed individually having regard to the expected traffic generation.

The State Government's Guide to Traffic Generating Development also does not contain a specific parking rate for function centres.

In the DCP, the nearest similar use with a parking rate is "Places of Public Worship, Entertainment Facilities, Community facilities". For these uses, the parking rate is 1 space per 4 seats or 1 space per 10m² of gfa whichever is the greater.

With a proposed maximum number of 100 patrons, it can be assumed that there would be no more than 100 seats provided. At the above rate, a minimum of 25 parking spaces is required. A total of 31 formal parking spaces are proposed to be provided. A large grassed area adjoins the parking area for overflow parking if required.

It is considered that the proposed parking is adequate having regard to the traffic likely to be generated by the proposed use.

5.5.2 Section 5.2 Flooding

The subject land is not known to be flood prone.

5.5.3 Section 5.3 Stormwater Management

Stormwater from the development will be directed to the existing dam on site.

5.5.4 Section 5.4 Environmental Controls

Issue	Requirement	Comment
Protection of Aboriginal Archaeological items	Development should not disturb or destruct relics without a permit.	A basic search of the Aboriginal Heritage Information Management System found no records of any Aboriginal artefacts within 1km of the subject land. The site has been developed, disturbed and used over a long period of time for rural, rural residential and tourist accommodation purposes. It is considered that there is minimal potential for disturbance of Aboriginal archaeology and that no further detailed Aboriginal cultural heritage assessment is warranted. However, the development will be undertaken in accordance with the legislative requirements to protect any Aboriginal item uncovered during works.
Bushfire Management	Buildings should be designed to withstand bushfire.	The subject land is not mapped as bushfire prone. There are however risks of bush or grass fires and to address this risk, an Operational Management Plan, addressing emergency management has been prepared and is included at Appendix 1.
Riparian and drainage line environments	Development should be set back from waterways.	A mapped watercourse crosses the site to the north of the existing dwelling. There is no defined bed or bank of a watercourse crossing the site, therefore the site does not contain waterfront land as defined in the Water Management Act 2000.
Pollution and Waste Management	Development should address all waste streams and avoid pollution.	Waste from the development includes effluent and food waste. Effluent will be managed through the use of portable toilets. Food and other catering waste will be the responsibility of the catering company to collect and dispose of appropriately.
Threatened Species and Vegetation	The impact of development on native flora and fauna should be assessed.	No native vegetation will be affected by the proposed development.

Management		
Building in Saline Environments	Development should be constructed to avoid problems associated with saline soils.	The subject land is not known to be highly saline.

6 OTHER MATTERS

6.1 Acoustic Impacts

A Noise Assessment Report has been prepared for the development application. The report considers the typical worst-case scenarios and estimates that noise levels at the closest residential sites will comply with the daytime predicted noise trigger levels.

The report makes the following recommendations to ensure noise levels remain complaint:

1. Foreground amplified music not to be played on site. Music to be limited to only modest level acoustic guitar / vocals (or similar). Live bands, percussion and/or DJs are not proposed.
2. Music to be played at background listening levels only. Indicatively, not over approx. LAeq 70 dB at listeners' locations. If used, loudspeakers with a frequency response below 125 Hz shall be limited or equalised to reduce all frequencies below 125 Hz. Subwoofers shall not be used. The in-house system is to be operated by specifically trained staff. A system protocol is to be followed to avoid unwanted operation that would compromise the sound levels on site. The layout of the marquee shall be arranged such that the loudspeakers are orientated away from the closest residences on neighbouring properties and angled downwards to reduce noise spillage.
3. Music may be played at background listening levels provided that breakout noise through the marquee does not dominate the overall outdoor levels on the site. Management to ensure music levels are not dominant or notably audible at the closest sensitive receivers.
4. If practicable an audio sound limiter system may be used to actively measure and limit RMS sound levels. The limiter may be configured and tested during commissioning and over the first month of operations to confirm that music levels do not exceed LAeq 70 dB at the centre of the marquee. In lieu of this a sound level meter may be used to actively monitor levels.
5. Patrons to be limited to no more than 100 persons at any time.
6. Use signage to encourage good conduct, driving behaviour and practices within the site and parking areas. Ensure delivery vehicles accessing the site are generally well maintained and serviced to minimise noise emissions. Discourage the use of horns etc. Ensure that loads are secured to the vehicles to avoid unnecessary rattling etc.
7. The reception marquee to be provided heavy PVC walls. Any openings on the eastern and northern sides to be closed with no gaps during receptions.
8. Staff to proactively manage music and patron noise within the site during receptions. All music will cease at 5:45pm and all events shall conclude no later than 6.00pm.
9. Staff to adhere to Responsible Service of Alcohol principles thus reducing the likelihood of patrons causing noise and participating in anti-social activities.
10. The proponent shall keep a record of sound pressure levels in the marquee while amplification equipment is in use to ensure music levels do not exceed LAeq,15min 70 dBA in the centre of the space.
11. Deliveries of goods to site to occur between the hours of 8.00 am and 6.00 pm only.

12. Waste disposal to occur between the hours of 8.00 am and 6.00 pm only and noise generated by the sorting / disposal of empty bottles to be managed by undertaking this activity within the marquee or other acoustically screened areas.
13. Signage to be installed to remind patrons to limit noise when leaving the premises.
14. The proponent shall provide to all adjoining, adjacent and nearby residents a contact telephone number and email address that can be used by a complainant to contact the manager of the function centre in the event of a noise complaint. Notices shall be provided to the owners/occupiers of:
 - 78 Oaklands Road
 - 66 Oaklands Road
 - 51 Oaklands Road
 - 25 Oaklands Road
 - 154 Rocky Waterhole Road
 - 75 Oaklands Road

The proponent shall adopt the following protocol for recording and addressing any noise complaints:

- Noise complaints will be managed through the complaints telephone number and email address to be operated by the proponent. The telephone number / email address shall be included on the notification to residents and on the venue website.
- Any complaints shall be investigated immediately and where validated by subjective assessment and/or by noise measurement action shall be taken to reduce noise levels, as appropriate.
- A response shall be provided to all complainants within 2 hours of the complaint.
- Records of all received noise complaints shall be recorded in a complaints log which will include:
 - the name and address of the complainant
 - the nature of the complaint(s) and time(s)/date(s) of any disturbance(s)
 - actions taken to investigate the complaint(s)
 - remedial actions undertaken by the proponent or event organiser to reduce any disturbances
 - details and times/dates of follow up responses made to the complainant

The complaints record shall be maintained on-site and be provided to the Mid-Western Regional Council on request.

15. Recommendations of this report to be included in the Plan of Management, which is to be periodically reviewed and updated.

Subject to implementation of the above recommendations, it is considered that the proposal can operate without detrimental noise impacts on adjoining properties.

7 CONCLUSION

This proposed development is a function centre for up to 20 daytime wedding events per year at Lot 21 DP 586201, 63 Oaklands Road, Mount Frome.

The development site is zoned RU4 Primary Production Small Lots under the Mid-Western Regional Local Environmental Plan 2012 (MWRLEP 2012). A function centre which is permissible in the RU4 zone.

The subject land is approximately 4ha in size and contains a dwelling and guest house along with a shed, a swimming pool and formal landscaped gardens. A farm dam and a small hazelnut orchard is located towards the rear of the site.

The development is not “state significant development”, “regionally significant development”, “designated development” or “integrated development”.

The proposed development is considered worthy of approval as it can be undertaken in a manner that will have minimal impacts on adjoining properties, subject to the implementation of the recommendations of the noise assessment report. The proposal will have no detrimental impacts on the natural or built environment.

The proposed development is permissible with consent. Subject to conditions, there is no impediment to the development application being approved.

APPENDIX 1 – OPERATIONAL MANAGEMENT PLAN

INTRODUCTION

This Operational Plan of Management sets out the management procedures for the operation of the wedding venue to ensure the safe and effective management of the facility and to minimise impacts on surrounding properties and the environment.

OPERATIONAL MANAGEMENT DETAILS

Site Manager

The Site Manager is responsible for the management of the facility and will be contactable at all times whilst guests are at the premises.

Hours Of Operation

The premises will only be in use for weddings between the hours of 10.00am and 6.00pm Mondays to Sundays.

All guests, other than those who have booked to stay in the accommodation on site, must vacate the premises by no later than 6.00pm.

Number of Events

The premises will only be in use for weddings for a maximum of 20 times per year.

Transport to and from the Site

Due to the location of the facility transport will be by private conveyance. Upon booking, guests will be emailed a map of the area identifying the site entry and the location of the car parking area.

Number Of Guests

The maximum number of persons attending any wedding will be 100.

Food and Alcohol

All food and alcohol to be consumed on site will be brought and served by a mobile catering company.

Noise Management

The Site Manager is responsible for ensuring noise levels do not cause amenity impacts on surrounding residences. The recommendations of the noise assessment report (at Attachment 1) are to be complied with.

A Complaints Management Procedure will be established for neighbouring residences to alert the Site Manager of any noise concerns (see below).

Guest Behaviour

The Site Manager will inform guests of their responsibility to behave in a respectful manner, to be mindful of the amenity of surrounding residences, to protect the environment and to follow all directions issued by the Site Manager.

Any guest that refuses to follow the reasonable instructions of the Site Manager will be asked to leave the site.

Waste Management

Food and other catering waste will be collected and removed from the site by the mobile catering company.

The Site Manager will be responsible for ensuring the site is left in a clean condition following events.

The Site Manager will be responsible for ensuring the portable toilet facilities are returned to the hire company following each event and for following any instructions of the hire company with respect to disposal of the effluent.

Complaints Management

In the first instance all complaints should be directed to the Site Manager for action.

All surrounding property owners will be provided with the Site Manager's details to contact if concerns arise regarding noise or other impacts.

All complaints will be recorded along with actions taken to resolve the complaint.

The complainant will be advised of the action taken and asked to let the Site Manager know if the problem persists.

If the complaint is about something that cannot be rectified immediately, the Site Manager will:

- advise the complainant that the complaint and their contact details have been recorded
- advise the complainant of the plan to resolve the complaint, including a timeframe
- request that the complainant contact the Facility Manager if the matter reoccurs.

Emergency Management

On becoming aware of an emergency, such as a fire or flood, the Site Manager will assess the situation and make decisions concerning the need to evacuate the site.

If an emergency requires evacuation of the site, all guests will be located and advised to assemble at the Emergency Meeting Place (grassed area adjoining the car park), if it is safe to do so. An alternative Emergency Meeting Place will be identified if required.

Depending on the nature of the emergency, the Site Manager will identify and inform guests of the safest evacuation route.

The Site Manager will ensure that all guests are accounted for and direct them to the safest evacuation route, ensuring that any mobility impaired persons are adequately assisted.

The Site Manager will carry out a final check of the area and then evacuate.

If evacuation is not the safest option, guests will be instructed to shelter in place in the existing dwelling on the land.

Medical Emergencies

In the event of an incident resulting in personal injury or some other medical emergency occurring, the Site Manager must be notified as soon as practicable.

If the matter is serious, any person in attendance must immediately call 000 and remain at the scene to warn other guests of the incident to ensure no further injuries occur.

Once informed, the Site Manager will designate a person to meet the Ambulance at the site entrance.

Once the injured person is stabilised, the Site Manager will investigate the scene of the accident and take photos for the purpose of any future investigation. Details of the incident must be recorded in an incident register.

Depending on the nature of the incident and the location, the Site Manager may close the facility or take appropriate action to rectify the situation to prevent further incidents.

Attachment 1: Noise minimisation measures to be implemented

1. Foreground amplified music not to be played on site. Music to be limited to only modest level acoustic guitar / vocals (or similar). Live bands, percussion and/or DJs are not proposed.
2. Music to be played at background listening levels only. Indicatively, not over approx. LAeq 70 dB at listeners' locations. If used, loudspeakers with a frequency response below 125 Hz shall be limited or equalised to reduce all frequencies below 125 Hz. Subwoofers shall not be used. The in-house system is to be operated by specifically trained staff. A system protocol is to be followed to avoid unwanted operation that would compromise the sound levels on site. The layout of the marquee shall be arranged such that the loudspeakers are orientated away from the closest residences on neighbouring properties and angled downwards to reduce noise spillage.
3. Music may be played at background listening levels provided that breakout noise through the marquee does not dominate the overall outdoor levels on the site. Management to ensure music levels are not dominant or notably audible at the closest sensitive receivers.
4. If practicable an audio sound limiter system may be used to actively measure and limit RMS sound levels. The limiter may be configured and tested during commissioning and over the first month of operations to confirm that music levels do not exceed LAeq 70 dB at the centre of the marquee. In lieu of this a sound level meter may be used to actively monitor levels.
5. Patrons to be limited to no more than 100 persons at any time.
6. Use signage to encourage good conduct, driving behaviour and practices within the site and parking areas. Ensure delivery vehicles accessing the site are generally well maintained and serviced to minimise noise emissions. Discourage the use of horns etc. Ensure that loads are secured to the vehicles to avoid unnecessary rattling etc.
7. The reception marquee to be provided heavy PVC walls. Any openings on the eastern and northern sides to be closed with no gaps during receptions.
8. Staff to proactively manage music and patron noise within the site during receptions. All music will cease at 5:45pm and all events shall conclude no later than 6.00pm.
9. Staff to adhere to Responsible Service of Alcohol principles thus reducing the likelihood of patrons causing noise and participating in anti-social activities.
10. The proponent shall keep a record of sound pressure levels in the marquee while amplification equipment is in use to ensure music levels do not exceed LAeq,15min 70 dBA in the centre of the space.
11. Deliveries of goods to site to occur between the hours of 8.00 am and 6.00 pm only.
12. Waste disposal to occur between the hours of 8.00 am and 6.00 pm only and noise generated by the sorting / disposal of empty bottles to be managed by undertaking this activity within the marquee or other acoustically screened areas.
13. Signage to be installed to remind patrons to limit noise when leaving the premises.
14. The proponent shall provide to all adjoining, adjacent and nearby residents a contact telephone number and email address that can be used by a complainant to contact the manager of the function centre in the event of a noise complaint. Notices shall be provided to the owners/occupiers of:
 - 78 Oaklands Road
 - 66 Oaklands Road
 - 51 Oaklands Road
 - 25 Oaklands Road
 - 154 Rocky Waterhole Road

- 75 Oaklands Road

The proponent shall adopt the following protocol for recording and addressing any noise complaints:

- Noise complaints will be managed through the complaints telephone number and email address to be operated by the proponent. The telephone number / email address shall be included on the notification to residents and on the venue website.
- Any complaints shall be investigated immediately and where validated by subjective assessment and/or by noise measurement action shall be taken to reduce noise levels, as appropriate.
- A response shall be provided to all complainants within 2 hours of the complaint.
- Records of all received noise complaints shall be recorded in a complaints log which will include:
 - the name and address of the complainant
 - the nature of the complaint(s) and time(s)/date(s) of any disturbance(s)
 - actions taken to investigate the complaint(s)
 - remedial actions undertaken by the proponent or event organiser to reduce any disturbances
 - details and times/dates of follow up responses made to the complainant

The complaints record shall be maintained on-site and be provided to the Mid-Western Regional Council on request.

15. This Operational Plan of Management is to be periodically reviewed and updated.

