

11 June 2021

Waipa District Council
Attention: Quentin Budd

By Email: Quentin.Budd@waipadc.govt.nz

Dear Quentin

RE: FESTIVAL ONE CONCERT VENUE – HARTFORD FARM - WHITEHALL

To recap, the following summarises the timeline and current situation with respect to the Land Use Consent Application by Festival One for an annual four-day Christian Music Festival at Hartford Farm, Whitehall.

- The application was lodged with Waipa District Council on 22 June 2020.
- A total of 11 submissions were received (10 of which were in opposition).
- The Waipa District Council released its s.42A report on 2 November 2020 (recommending that consent be declined).
- The application was then 'suspended' at the applicant's request on 16 November 2020 to enable the issues of concern to be addressed.
- The period when the of suspension of the application being processed ends was Friday 14 May 2021 (this being the time by which the processing of the application must recommence, or the application will be returned to the applicant and no decision made) but was extended to 11 June 2021 following a request by the Applicant.

Thank you for agreeing to an extension to enable us more time to resolve issues of concern to Council and other parties.

As you are aware, the s.42A report prepared by Waipa District Council recommended that the application be declined for the following reasons:

- i) *The scale of ecological and biodiversity effects on the nearby significant natural areas are unknown;*
- ii) *The intensity and scale of the activity is much larger than that which could naturally be anticipated in the Rural Zone;*
- iii) *The actual and potential rural character effects as a result of this activity have been deemed unacceptable;*
- iv) *The emission of noise as a result of the activity exceeds a reasonable level;*
- v) *The location of the event would cause adverse effects to both local and wider district/state road users;*
- vi) *The potential adverse traffic safety and efficiency effects as a result of the activity have been assessed as being unacceptable, and unable to be suitably avoided, remedied or mitigated;*
- vii) *Overall it is considered that the effects of the proposal are considerable for the receiving environment and at a level that is more than minor;*
- viii) *The proposal to be contrary to the following District Plan objectives and policies:*
 - Objective 4.3.7 – Rural Character;*
 - Policy 4.3.7.10 – Temporary events;*
 - Objective 4.3.12 and Policy 4.3.12.1 – Non-Farming Activities;*
 - Objective 16.3.3 - Maintaining transport network efficiency;*
 - Objective 16.3.4 - Provision of vehicle entrances, parking, loading and manoeuvring areas; and*
 - Policy 16.3.4.2 - Ensuring adequate parking, loading and manoeuvring areas on site.*
- ix) *The activity is inconsistent with the purposes and principles of the Act in that it fails to uphold matters of national importance (Section 6(c)), amenity values and the quality of the environment (Section 7(c) & (f)).*

Festival One and its various consultants have sought to resolve the issues of concern noted above. The following sets out further information which, in our opinion, should enable the s.42A report to be updated including a recommendation that consent can be granted subject to appropriate conditions of consent. Attached to this letter is a detailed response to specific issues raised in the s.42A report (Attachment A).

Scale of the Festival and Site Management

It is proposed that the Festival be scaled back in the first four years compared to the numbers proposed in the application. Specifically, it is now proposed that the Festival will involve the following maximum numbers of people:

Year	Maximum Number of Patrons	Maximum Number of Crew	Total Number on Site
Year 1 & 2	5,000	1,500	6,500
Year 3 & 4	7,500	1,750	9,250
Year 5 onwards	10,000	2,000	12,000

While the organisers of Festival One have a substantial amount of experience in successfully running music concerts over many years, the lower number of patrons in the first four years will enable an adaptive management approach to be adopted whereby the running of the Festival can be 'fine-tuned' in each successive year to tailor the Festival to the new site and address any issues that may arise.

Festival One will be the subject of an Event Safety Plan. Attached is a copy of the Event Safety Plan for last event that was held at Mystery Creek in January 2021 (Attachment B). It is proposed (by way of a consent condition) that Festival One on Hartford Farm will be the subject of an Event Safety Plan.

The scale of the event is discussed in more detail later in this letter in relation to the issue of rural character and amenity.

Purchase of Properties / Written Approvals

The proximity of two properties owned by third parties (MA and T Guest and Praedium Ltd (B and S Ede) – who were also submitters in opposition) and the effects on the occupants of those properties (including noise in particular) was arguably the single most significant issue associated with the application. That issue has now been completely resolved as result of:

- The property at 2/207 Whitehall Road owned by MA and T Guest being purchased by the owner of the surrounding land on which Festival One is proposed (and written approval being obtained); and
- A written approval being obtained from the owner of the property at 1/207 Whitehall Road (Praedium Ltd / Eade) on the basis of an agreement being entered into in relation to the purchase of his property by the owner of the surrounding land on which Festival One is proposed.

The signed written approvals from each of these parties is attached to this letter (Attachment C).

This level of investment (millions of dollars) shows the level of commitment being made to responsibly address the actual and potential effects of Festival One on the surrounding environment.

Noise

It was agreed between the noise experts that noise emissions from the Festival will only result in discernible exceedances of the District Plan standards for day time or night-time noise in respect of the two residential properties at 1/207 and 2/207 Whitehall Road. As a result of the two properties referred to above being purchased or in the process of being purchased and written approval obtained from the owners of those properties, no effects of the Festival can be considered in relation to those properties.

Mr Hannah has advised that whilst minor infringement of the night-time noise limits at properties further afield may occur, the level of infringement will not be perceptible to the human ear and, in any event, will still maintain internal noise levels (with windows open) that will not result in sleep disturbance. Real time monitoring of noise levels at field monitoring stations by specialist audio engineers will ensure that operational noise levels (which may be influenced by wind direction) will remain within the consented levels.

On the basis of the above, noise issues have now been addressed to the point whereby they should not be an issue of concern, nor a reason for consent to be declined.

NZ Police

Ongoing liaison has occurred with David Hall at NZ Police. Please see the attached correspondence (Attachment D) wherein David Hall states:

“The only concerns I have now relate to traffic management of the event. As long as you have sufficient data to support the Resource Consent Application regarding Traffic Management and there are plans to help negate the risks associated with large events, then that should be fine.”

This matter is addressed in the next section of this letter.

Traffic

One of the issues identified in the s.42A report (quoted above) was effects on State Highways. In that regard, it is noted that Waka Kotahi (NZ Transport Agency) lodged a submission in support of the application (on the basis of conditions outlined in the Waka Kotahi Mitigation Letter dated 19 May 2020, which have been accepted by Festival One). Therefore, only issue that needs to be addressed in the management of traffic in relation to roads controlled by Waipa District Council.

A meeting, discussions and correspondence have been held with Tony Coutts and Bryan Hudson in relation to the traffic issues associated with the Festival. Attached is a report by Gray Matter which addresses the traffic issues associated with the Festival (Attachment E). It concludes:

“Subject to the conditions of consent relating to transport (access and parking), approval of recommended event signage and a Temporary Traffic Management Plan, the effects of the proposal relating to traffic are likely to be minor or less. The conditions should take an adaptive management approach so that the mitigation can respond to transport effects as the Festival grows.

There does not appear to be any significant reason relating to transportation why the application should not be approved subject to the conditions of consent.”

Ecological Effects

Concerns about potential ecology and biodiversity effects were raised in the submission from Waikato Regional Council (WRC). A meeting was held with WRC to discuss the issues raised in the submission and ways in which those issues can be addressed (by way of appropriate conditions). This was followed up with correspondence whereby consent conditions were proposed. As a result of subsequent exchanges on correspondence, a set of conditions have been agreed to with WRC which address the concerns raised in their submission. The correspondence with WRC is attached to this letter, including the conditions proposed (Appendix F).

Rural Character and Amenity

The s.42A report raised concerns about the effects of Festival One on the rural character and amenity of the Rural Zone. A consequential issue was a view that Festival One was contrary to various objectives and policies in the Waipa District Plan.

Festival One is a temporary event as defined in the Waipa District Plan as follows:

“**Temporary event**’ means an ACTIVITY involving people engaged in recreational, leisure or meetings or similar pursuits either as participants or spectators and includes sports events, public meetings, carnivals, concerts, craft or trade fairs, displays, and filming, but excludes CUSTOMARY ACTIVITIES.” (emphasis added)

Rule 4.4.1.1(q) of the Waipa District Plan classifies temporary events as a Permitted Activity subject to compliance with performance standards. Failure to comply with Rules 4.4.2.51 to 4.4.2.53 results in a temporary event being a Discretionary Activity. Festival One fails a number of the performance standards in the rules referred to, namely the number of days the event is held, the hours of the activity, and the number of attendees.

In terms of potential effects on the character of the locality, the effects of the set up and pack down phases will be no different to those of a Permitted Temporary Event.

The difference between Festival One and a Permitted Temporary Event is simply a matter of scale and duration. The ability to hold a music concert as a permitted activity (within the limits specified in the Plan), demonstrates that there is nothing wrong or contrary to the character of the rural environment as a result of such an event occurring. What is called for in the present case are ways in which any effects on the environment associated with the increased scale and duration of the Festival to be appropriately addressed. The two key effects – noise and traffic – have been discussed above.

Proposals within Rural Areas are expected to achieve Objective 4.3.7 which aims to ensure that rural character and amenity values are maintained. Policies designed to achieve the objective refer to the need to restrict the density, scale, intensity and location of activities and, in respect of

temporary events, Policy 4.3.7.10 states that events associated with rural character are enabled subject to control of potential and actual adverse effects.

Before addressing Objective 4.3.7, I will comment on the Reporting Planner's assessment that the proposed event is contrary to Policy 4.3.7.10 because of a perceived lack of any association with rural character. This is not the case. The locality is important to Festival One by virtue of inter-generational ties to local iwi. The Festival itself is a family based community gathering of a like-minded community celebrating and exploring its spiritual connections in a secluded, safe and natural environment. It is a 'retreat' on a grand scale and a significant proportion of visitors will camp on-site throughout the weekend. The natural setting is central to the creation of an appropriate environment for Christian celebration, in contrast to the industrial and soulless character of typical event venues.

The proposed Festival is clearly within the ambit of the Policy provided that the actual and potential adverse effects are appropriately controlled and that has been demonstrated through the work undertaken by Mr Hannah (Noise), Mr Black (Traffic) and Dr Mueller (nee Dumbleton) (Ecology). Festival One is therefore not contrary to the Policy.

The approach taken by the Reporting Planner is that the only method for implementing Policy 4.3.7.10 is through compliance with the performance standards set out in Rule 4.4.2.51 which restrict events involving amplified music to being of a single day duration, cease by 10.00pm and attract a maximum of 500 attendees. The usefulness of this Rule is that it enables small scale events to occur anywhere within the Rural Zone without the need for resource consent. However, it is not intended as the sole method for implementing the Policy. If that was the case, proposals which infringed the standards would be a Non-Complying Activity which is not the case. Any proposed Temporary Event of any size or duration is a Discretionary Activity, clearly signaling that such activities are, in principle, anticipated within the Rural Zone, subject to consideration of their actual and potential adverse effects.

Consistency with Objective 4.3.7 and Policy 4.3.7.10 is therefore a matter that needs to be assessed having regard to the actual and potential effects of the proposal, noting that Rule 4.4.2.51 establishes a baseline level of effects that are considered acceptable throughout the Rural Zone.

As described in the Introduction to Section 4 of the Plan (Rural Zone), the Zone is primarily a working environment consisting of pastoral farming and a variety of other rural based industries including mineral extraction. Section 4.1.12 of the Plan explains that rural character is a broad concept defined by various elements. Many of the elements identified are to be found in close proximity to the site, including pastoral farming, horticulture and forestry, rural industry (Karapiro coaches), community facilities (Karapiro School), large scale mineral extraction (Whitehall Quarry), visitor accommodation and dispersed lifestyle block development. The Reporting Planner makes no reference to these elements or how they contribute to local character in this particular locality although written approvals have been provided for the Festival from the occupiers and operators across a range of these activities. In my view, the locality exhibits considerable diversity and the

extent of written approvals indicates a strong degree of support for the continued diversification of activities within the area, albeit that the proposal will only occur for a short duration on an annual basis.

It is acknowledged that a number of submitters are opposed to the proposal. Primarily, this opposition relates to the perceived effects of noise emissions, additional traffic and potential effects on the security of their properties. Reference is also made in one instance to potential adverse effects on farming practices although it is unclear what this relates to.

The report by Mr Hannah (forming part of the AEE) has demonstrated that the only properties likely to experience any perceptible noise effects above those set by the District Plan standards for the Rural Zone are 1/207 and 2/207 Whitehall Road. As noted above, effects on those properties can no longer be taken into account. Mr Black's advice is that overall traffic volumes will be noticeable but will still be well within the capacity of the network. Nevertheless, in response to points raised by Council and by the submitters, he is recommending additional traffic management measures, additional signage and additional monitoring and review which will all ensure that the network will operate safely and efficiently and that the opportunity is available to instigate additional measures for successive events if issues materialize.

Mr Black has also commented on the distance of the activity areas within the site from neighbouring property. Taking account of this and the additional on-site management and security measures, it is highly unlikely that Festival go-ers will venture from the site or that the Festival will result in any increased security risk to people or property in the locality.

Taking account of these factors, it is clear that the only external effect of the proposal relates to the movement of traffic and the existence of traffic management measures for the short duration of the Festival. Increased traffic volumes in rural areas during a holiday weekend are not an unusual phenomenon. Mr Black's expert view is that the traffic flows associated with the Festival will have marked peaks with much lower volumes in between and that the proposed management measures and suite of conditions will ensure safety and efficiency across the network. In my view, the level of effects associated with the traffic volumes and temporary management measures will not result in a level of change that will compromise rural character and amenity. Accordingly, in contrast to the Reporting Planner's view, I consider that the proposal is consistent with Objective 4.3.7.

Objective 4.3.12 restricts non-farming activities in the Rural Zone to being those that have a functional and compelling requirement to locate within the Zone. Policy 4.3.12.1 gives effect to that objective by stating that non-farming activities are to be limited to those with a functional and compelling reason, where they will not result in the loss of land from primary production and where they will maintain rural character.

The requirements that Festival One has in terms of an appropriate location cannot be met within the urban area and, in my view, this provides both a functional and compelling reason to establish within the Rural Zone.

Taking account of the short-term duration of the event, the avoidance of any permanent loss of productive land and the fact that the rural character of the locality will be maintained, the proposed activity is entirely consistent with the Objective 4.3.12 and Policy 4.3.12.1 applying to non-farming activities within the Rural Zone.

I note that the Reporting Planner also refers to potential conflict with Policy 4.3.12.3, although this is not referenced within the reasons for the recommendation to decline consent. In case the policy becomes relevant, I will address it. The Policy relates specifically to the management of reverse sensitivity and states that non-farming activities should internalize their effects and should not cause effects that would result in farming activities being prevented or constrained. The aim is to ensure the avoidance of activities that would be sensitive to farming activities and may cause pressure for the alteration of farming practices. That is clearly not the case here; the Festival is a temporary activity of short-term duration situated within a large site with little or no exposure to adjacent land or farming practices. The proposal is therefore consistent with Policy 4.3.12.3.

Finally, by way of comparison in relation to the whole issue of rural character and amenity discussed above, until it was rezoned (by the author of this letter), the Karapiro Domain was the subject of numerous sporting and recreational events on land that was part of the Rural Zone, and to this day it remains surrounded by the Rural Zone.

Where to from here?

I understand that Hayley Thomas will be going on maternity leave shortly and will not be able to continue processing the application. Accordingly, once you have nominated someone to continue processing the application (and they have reviewed the original application and the additional information presented in, and attached to, this letter), I would suggest the following course of action:

- A site visit be undertaken (with the processing officer and representatives of the applicant) followed by a meeting to discuss any remaining issues of concern (if any);
- We will provide an updated set of proposed consent conditions which reflect the amendments and change of circumstances discussed above;
- The preparation of an updated s.42A report; and
- The usual actions required to hold a hearing.

To the extent necessary, we are committed to working with Council and other parties to resolve any remaining issues of concern with a view to achieving a successful outcome.

I look forward to hearing from you.

Yours faithfully
Mitchell Daysh Ltd

A handwritten signature in black ink, appearing to read 'Mark Chrisp', with a long horizontal stroke extending to the right.

Mark Chrisp
DIRECTOR

cc Hayley Thomas Hayley.Thomas@waipadc.govt.nz
Graham Burt graham@festival.one

Attachment A – Applicant’s Response to s.42A Report Issues

Paragraph #	Paragraph	Festival One Response
10.3	<p>Submitters have raised concerns about the potential adverse effects on their families, pets and farm animals, their personal health and their businesses as a direct result of the proposed festival occurring on the subject site.</p>	<ol style="list-style-type: none"> 1. 4 day event that neighbours are welcome to attend, with free tickets provided. 2. NOISE. Pets/farm animals will only be subject to continual music from 1pm - 11:59pm. Audio engineer will supply decibel readings for all adjoining properties as part of the post Festival analysis each year. Festival One in its 7 year history has never once exceeded its allowable noise limits. With the two closest properties now not part of the complaint, no animals or humans will be subject to noise outside of that which is permitted under current planning conditions. 3. NUISANCE & SECURITY. Festival One is an intergenerational, drug and alcohol free event. As such there are not the type of activities outside the Festival perimeter that other festivals experience. All Festival activity takes place within the bounds of the Festival itself. The Festival has no history of people vomiting, urinating, leaving rubbish and generally being a problem in the surrounding environs. Festival One's 100+ strong in-house Security Team are tasked with ensuring this remains the case. 4. TRAFFIC. As covered in evidence elsewhere, while Festival will bring increased traffic movements, every effort is taken to ensure that disruption is minimised, and that any queuing that may occur is within the Festival One property itself. Again this has been the practice for the previous 7 Festival One's and the site lends itself to this continuing. OTHER NUISANCE. Festival One operates an on-site water truck to spray any areas that may provide dust nuisance. This is important for the Festival itself as dust is a major enemy of electronic equipment, and also vital for the well-being of our crew and attendees. Festival One's 25 strong rubbish team operate a system detailed elsewhere that ensure efficient collection of all rubbish. They operate not only on-site but also ensure the surrounding environs are left in a better state than they were before we arrived. At the completion of Festival One a team of volunteer cover the entire site and environs and pick up every scrap of rubbish.
10.6	<p>The subject site includes areas to the west of the Festival Site which are identified under the District Plan as Significant Natural Areas. The District Plan explains these areas are locally significant, mid-stream unprotected scrub, where protection, maintenance and enhancement is desirable.</p>	<p>At the time of purchase the site was run-down, fencing was largely collapsed, blackberry was running rampant, and the effects of feral deer and other pests was very evident. Farm owners have since undertaken significant investment and on-going upgrades to ensure the beauty of the land and protection of SNA and the stream. The owners desire to present the property as a "Farm Park" has resulted in fencing being reinstated, with particular reference to enclosing the SNA's to enable them to recover from the effects of predation. Perimeter fencing is mostly deer fence to allow pasture to recover. A year round trapping programme has been introduced. Over 1,000 native plants have been planted and established. A spray programme is ongoing to control the blackberry infestation. These activities, while in their infancy, have already seen a considerable improvement in the amenity of the property, with re-growth occurring, and an increase in bird life. Beehives on the property have also helped the native fauna and flora flourish.</p>

Paragraph #	Paragraph	Festival One Response
10.7	<p>threatened species, may be present and affected from the effects of the activity. Without further assessment, including but not limited to, ground truthing, a full understanding of the ecological and biodiversity effects are unknown. The Applicant should address this at the hearing.</p>	<p>This no doubt refers to bats. Refer to the agreement we have reached with WRC regarding consent conditions.</p>
10.8	<p>A submitter has also raised concern about the inadequate rubbish disposal during the event and the effects of rubbish pollution on the surrounding areas, including but not limited to downstream areas and roadside areas. While Section 5.1.4 of the application notes rubbish in the subtitle, there is no further detail regarding the proposed methods for rubbish disposal during or after the event. Without clarity on the proposed method of rubbish disposal it is unclear if there could be associated ecological effects. The Applicant should address this at the hearing.</p>	<p>Festival One has a team dedicated to rubbish collection. This team has been in place for 7 years and have a proven track record for handling rubbish. Festival One has 150 large lined bins for initial collection of guest rubbish, placed strategically. These are cleared by regular shifts throughout the day and night by the rubbish team and transferred to covered skip bins in the operations compound. These are collected on a rostered basis by Waste Management for disposal. As mentioned earlier, rubbish will not be permitted to accumulate anywhere, and there are nightly teams that conduct a “sweep” of the whole area and environs. This applies to the road area and also the river. Festival One is in the process of converting to fully compostable waste where possible, the main areas being plates, cups and cutlery. However, at our last audit, conducted by Katie Hine, it was pointed out that the down stream “composting” provision was less than optimal, with contractors using the windrow on-ground technique. Also the downstream suppliers were in the wider Auckland metropolitan area, resulting in considerable distance of trucking. This area is still being investigated.</p>

Paragraph #	Paragraph	Festival One Response
10.9	<p>Given the sites location to the Karapiro and Waiarumu Streams a further consideration is the accessibility of the water to people, and if there are any environmental effects of people swimming and/or using the waterways. I note the application states the stream margins are secured by fencing to prevent access, however it is unclear how the applicant seeks to manage patrons during the event to ensure access is restricted and/or if there are any effects should patrons be unrestricted. The Applicant should address this at the hearing</p>	<p>Festival One prides itself on being a safe event for young and old. This has multiple approaches. The security team is a highly effective unit, managed by a police officer and a volunteer that has been in this role for 8 years now. Permanent perimeter fencing, much of it high “deer” fence, along with temporary fencing, in conjunction with day security and overnight security will be utilised during the festival weekend to ensure the safety of all patrons on site, and that the movements of patrons are the allocated places only. Access to the waterway will be restricted to a set number of people at any given point in time, with a ‘one in, one out’ principle. This will be tested and adapted as needed. Additional security will provided at the waterway itself. On the advice of our Health and Safety planners, the use of the water will be on an “enter at your own risk” basis, with Festival One security being there to monitor and provide usual person movement services.</p>
10.10	<p>Retaining rural character and visual amenity while making provision for activities that require a rural setting is important.</p>	<p>Since the purchase of the run-down farm, the landowners, with both Festival One and rehabilitating a viable farming unit have ... (and these nots are from them)</p> <ul style="list-style-type: none"> - Removed roughly 3Ha of blackberry/gorse - Improved/widened all the main farm races (roughly 2km) - Replaced most fences on the farm + new fences (roughly 10km + 1km of deer fence) - Set up drainage throughout farm paddocks to increase usability/productivity 5Ha - Reclaimed roughly 6Ha of tree stumps/slash into farmland. - Replaced all major culverts on farm - Culled off roughly 300+ deer - Installed new bore - Reinstated the farm water system+ New troughs - Rebuilt sheep yards - We’ve set up about 15 bait stations for wasps - Had a 3rd party trapping possums - Planted 5000 natives on site - Fenced off waterways. - Replaced almost all gates on the property.

Paragraph #	Paragraph	Festival One Response
10.11	While the application acknowledges the existing environment (Section 2.2 of the application), the proposed annual event, falls outside of the District Plan's description of elements that define the rural character given the type of event and the scale (i.e. national event vs local event).	<ul style="list-style-type: none"> - Removed roughly 3Ha of blackberry/gorse - Improved/widened all the main farm races (roughly 2km) - Replaced most fences on the farm + new fences (roughly 10km + 1km of deer fence) - Set up drainage throughout farm paddocks to increase usability/productivity 5Ha - Reclaimed roughly 6Ha of tree stumps/slash into farmland. - Replaced all major culverts on farm - Culled off roughly 300+ deer - Installed new bore - Reinstated the farm water system+ New troughs - Rebuilt sheep yards - We've set up about 15 bait stations for wasps - Had a 3rd party trapping possums - Planted 5000 natives on site - Fenced off waterways. - Replaced almost all gates on the property.
10.14	Submitters have raised concern the proposed activity compromises the pristine rural area and will have negative effects on their rural character. The submitters have described the existing surrounding rural activities as being inclusive of livestock, horticulture, mineral extraction, and forestry. Submitters have expressed their view that the establishment of an intrusive large event will depart from the rural character and be an unnecessary disturbance to the area.	While taking full regard of the sentiment expressed, Festival One takes a contrary view. The event will allow people not normally used to a rural environment to enjoy a slice of country life for the 4 days of the festival. It is a strong desire of the organisers that despite this being a festival, that the character of the land come through, the beauty of the environment and God's creation be made much of, including Festival One's very important partnership with Rukumoana Marae, and the importance that this particular whenua has for them, and their willingness to host Festival One at Hartford Farm. This is a small, but increasingly important part of closing the gap between rural and urban communities as ideologies run rampant on social media, with farming coming under increasing pressure for its perceived role in polluting, green house gas emissions, and other various "sins" against the environment. In short, the more "townies" that get to spend time in the countryside the better. Yes, there will be some minor disturbance, for 4 days out of 365, and the disturbance will be minimised as much as possible.
10.16	Based on the information provided, I am unclear how the activity contributes to the rural character.	As above. As we bring our cohort of gluten free, vegan, plantarians, as well as carnivores, to a working beef fattening unit, surely we help to bridge gaps. The site has been materially improved with the Festival in mind, and as such has far more working rural character than the rather sad, neglected property it was, showing the very worst of rural "character".

<p>10.17</p>	<p>Submitters have expressed concern for their safety and security during the Festival, citing a lack of attention and appropriate mitigation measures in the application. Additionally, submitters have expressed the area has a lack of cell phone coverage, which is likely to result in patrons traversing beyond the site boundaries seeking connection.</p>	<p>SECURITY. Festival One has its own, dedicated security team. There are over 100 members on the team divided into areas and shifts. The overall manager is Russell Grainger who has over 10 years experience of running security teams for Festival One and it's predecessor. The team is split in three areas. Area Heads are Steve Wilkinson - Tenting, Market and Gates, Stuart Phelps, Venues and Stages, and Ray Malcomson, Overall Site Security. U/Nader these Area Heads are teams existing for special purposes, each with team leaders and organised in shifts to offer day and night coverage. Much of their operation is prescribed in the overall Event Safety Plan which is attached elsewhere, and as an iterative, living document, contains the learning of over 24 years of running the previous event and 7 years of Festival One. However, for the purposes of answering this question, security covers a range of areas, including venue security (including fire marshalling, crowd safety, etc), performer security, gates (entry and exit and Covid related issues), perimeter security, camper safety (including lost & found children, overall fire marshalling), H & S site wide, loss prevention for campers and vendors, tenting and caravan placement, crowd control, answering questions, looking out for those without wristbands, looking out for alcohol and drugs, etc. They're also responsible for traffic management site wide, all coms onsite and for emergency management and coordination, should it be needed. Basically security looks after people, from the moment they turn off the road on to site, till they leave, to make sure they have the best experience possible.</p> <p>Security has 24 hour coverage of the site. During the day (8.00am till midnight) 3 shifts (of about 20 people each) with each shift doing 8 hours in 2 x 4 hour blocks (so this means at any one time we have 2 shifts on). A dedicated night shift of 7 people that look after the site at night and, should they need it, they are augmented by volunteers from the day shifts and Russel Grainger (Security Manager). In the unlikely event of a security needing to intervene and de-escalate a situation, security will operate out of the Security Operations Order. The Security Operations Order manual dictates next steps. For any issue deemed needing escalation, we immediately call the relevant emergency service (Fire, Police, Ambulance). All our team, and especially the area heads and team leaders, know what to do. Our Coms centre is managed by an ex-senior Sergeant and the rest of the comms team are very experienced with many years of service in this role.</p> <p>The police no longer have staff based on site as it is not warranted. However they do send teams for "walk throughs" (more a public relations exercise for them) during the day. We have an exceptionally good and close working relationship with the Police and work cooperatively with them. Our Contact is Senior Sergeant David Hall, Area prevention Manager, Waikato West Area.</p> <p>CELLPHONE COVERAGE. The site - indeed the area - has poor or no cellphone coverage. While radio is the background for the on-site security and management functions via a dedicated Comms centre running multiple channels simultaneously, Festival One relies on good WIFI for its operations and some of its service delivery inside the staging and production teams. Our dedicated WIFI team comprising volunteers whose day jobs include senior roles at Vodafone and other ISP's, install temporary coverage utilising</p>
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back haul from local high speed fibre nodes, delivered via a hilltop COW (Cellsite On Wheels). This delivers cell coverage and more importantly, we then use RUCKUS equipment to deliver multi-channel WIFI coverage on-site. This is split - with coded access in various networks for management, production and for attendees. Coded WIFI access is provided free for all attendees. This is especially relevant for Festival One for two reasons. Many of our attendees are young and have plans with limited data access capability. Most of our attendees utilise our App as the backbone for getting site, programme and all other kinds of information. So, of course we provide WIFI access for free. Given our WIFI access is geographically distributed only for the valley area Festival One temporarily occupies, this in practise means that any neighbours fears of people roaming more widely to find coverage are unfounded. In fact the reverse is true. During Festival the best cell coverage and WIFI will be at Festival. This team is used to providing this service as the Festival's demands on the existing network at its previous site are too great, and we have had to run our own systems in tandem for over 5 years. For Festival One 2021, with Covid meaning our offshore artists had to be "present" via live, two way streaming, we developed a network that was capable of supplying two way video and audio with a delay of only 3 milliseconds, enabling artists playing in Nashville to both see and hear their audience here in New Zealand and us to see and hear them "as live". This system was built by our team. It is an extremely competent team of tech's.

Paragraph #	Paragraph	Festival One Response
10.18	<p>The applicant does not anticipate security or nuisance issues however the submitters raising these concerns include the NZ Police, therefore I have doubt the proposed mitigation measures are satisfactory. Similar types of events typically include an Event Management Plan however it is noted the proffered conditions are restricted to parking, traffic and noise management.</p>	<p>After further meetings with NZ Police including on-site during Festival One the police have revised their opinion as per emails attached. Our Event Safety Plan is an iterative document. It is prepared in conjunction with All About People, an independent H&S consultancy. They have been fully briefed on the new site, and have undertaken site visits in preparation for preparing an EMP for Festival One 2022. As mentioned, given the iterative nature of H&S planning, we attach the EMP for the 2021 event and undertake to submit the revised EMP for the Whitehall Road site once approval is gained, allowing a time period of no less than 3 months for consultation with WDC prior to Festival One's commencement.</p>
10.20	<p>The application fails to outline the relationship the activity has with the rural environment and I doubt the proffered conditions will satisfactorily avoid, remedy or mitigate adverse effects on the rural character and amenity. Overall, I consider the actual and potential rural character effects as a result of this activity to be unacceptable.</p>	<p>See above. The land was bought - with the intention of offering it to Festival One for 4 days of event out of 365 - at a bargain price because it was so run down and in such a sorry state. It has subsequently been renovated at considerable expense and labour to make it the glorious site it now is. Again with the two fold purpose of being a working useful farm and to be an outstanding example of rural amenity for its Festival One short term guests. Also the ideological reason listed above for connecting city folk with rural situations in a positive way.</p>
10.21	<p>The effects of noise on the surrounding environment is a key factor when considering the amenity and character of an area. The permitted activity requirement of the District Plan Rural Zone is for all activities to not exceed 50dBA (Leq) during daytime hours (i.e. between 7.00am and 10.00pm). This level provides for anticipated noise from rural activities</p>	<p>See letter from Mitchell Daysh dated 11 June 2021.</p>

Paragraph #	Paragraph	Festival One Response
10.26	<p>Submitters have expressed their concerns with the exposure to noise generated from an activity of this scale, and the prolonged music and traffic noise, not only on themselves but also on their pets and stock. The submitters describe the effects of the anticipated noise as “a meaningful impact of noise” resulting in “significant and intrusive effect”.</p>	See above.
10.25	<p>1/207 and 2/207 Whitehall Road, one arena stage complaints</p>	See above.
10.27	<p>The next consideration is to understand if the anticipated noise is reasonable and acceptable.</p>	See above.
10.28	<p>noise effects will be generated from vehicles, people and festival activities (including musicians and food vendors). These activities on their own may be acceptable for a daytime event and single night event in considering residents located further away. But combined and over the longer period of four days, Mr Jones is of the opinion that there is a greater potential for adverse noise effects.</p>	See above.

Paragraph #	Paragraph	Festival One Response
10.34	The ITA explains the peak anticipated traffic arrival time is anticipated to be between 6.00am and 11.00am on the Saturday morning with an estimated 1,940 trips. The peak departure trips is estimated for the Sunday afternoon between 4.00pm and midnight with an estimated 1,840 trips (i.e. a single hour peak of 506 vehicles per hour).	See Attachment E of letter from Mitchell Daysh dated 11 June 2021.
10.35.1	- Capping the number of event tickets;	See letter from Mitchell Daysh dated 11 June 2021, regarding numbers of patrons and crew.
10.35.2	- A Traffic Management Plan;	See Attachment E of letter from Mitchell Daysh dated 11 June 2021.
10.35.3	- Advertising alternative routes through the use of the Festival One app and NZTA's journey planning tools:	As above.
10.35.4	- Event direction signage on the roadside to guide attendees along the preferred routes;	As above.

Paragraph #	Paragraph	Festival One Response
10.35.5	- Use of public notices;	As above.
10.35.6	- Use of road traffic counters for traffic monitoring;	As above.
10.35.7	- Provision of a local phone number for local residents and businesses to call if they are experiencing problems as a result of event activities; and	<p>As part of our EMP there is a section for neighbours. We also have a policy document for this. It entails pre-event contact, letters we use, ways to get free tickets, review form for if they came to Festival and how they felt they were cared for, phone number dedicated to neighbours, etc.</p> <p>December and January Festival One sends a curtesy letter to all neighbours outlining Festival One's agenda for the upcoming event. Time frame for expected sound check prior to the weekend. Contact phone number and email.</p> <p>When a neighbour emails us for complimentary ticket we promptly reply requesting, their physical address, how many adult, student & child tickets there after, contact phone number and email. Once details are collected we email the neighbour their comp tickets to ensure they can get on site as quickly as possible with no issues at the gate.</p>
10.35.8	- An assessment of the monitoring data and review following the first event, with any required additional traffic mitigation measures implemented prior to the following festival event.	Our review processes are far broader than just traffic. However, we would anticipate a review with Gray Matter, NZTA, and All About People and for this data to be iteratively added to the ESP and the traffic planning for the next year.
10.36	Karapiro Road and Tirau Road intersection onto State Highway 1. This intersection is a known 'hot spot' for vehicle collisions and the applicant has been advised by Waka Kotahi that their support of the application is subject to the minimization of north bound traffic using this intersection.	As per our ITA. All traffic northbound out of Festival to be directed via a lane system and security and traffic management by Festival One teams to be left turn only.
10.37	Concern for other road users, including cyclists, quarry vehicles and emergency vehicles, has also been expressed.	Covered by ITA. Queuing will not occur on Whitehall Road which seems to be the main concern. Festival One is independently liaising with the quarry, and emergency services to ensure a high level of awareness.

Paragraph #	Paragraph	Festival One Response
10.38	I note a submitter in support of the application has requested that proper traffic management is in place to ensure there is no unacceptable queueing in the road reserve, acknowledgement of through traffic, time managed entry, and consideration of heavy vehicles during the weekdays and Saturday morning.	As above. No queues.
10.39	monitoring and count data for any increase in over 8,000 and 10,000 attendees, event specific monitoring, and a corridor access request.	As per ITA.
10.41	Submitters are not agreeable with the applicant that the mitigation measures, including use of a phone application and traffic management, will suitably mitigate the traffic effects to a level that is acceptable.	See Attachment E of letter from Mitchell Daysh dated 11 June 2021.
10.42	In addition, a submitter has requested traffic management at the intersection of Dunning Road and Whitehall Road, pass cards for local residents, and no parking on Dunning Road.	<p>There will be no parking on Dunning Road. All Festival goers park on-site at Festival One. No need for parking on Dunning Road. Maximum traffic volumes from Festival One this year show a traffic volume of 5.4 cars per minute at 12 midday Friday. This is completely acceptable for vehicles to leave a side road without difficulty. To give perspective the 2pm - 3pm Friday reading showed 0.2 cars per minute on average.</p> <p>This does not reveal a need for traffic management at the Dunning Road intersection of car passes for express access to private properties. It is our experience that excessive traffic management equipment actually slows traffic flow and can create congestion simply by being there.</p>
10.46	This means comments made within the application around reduced peaks is not credible and doesn't address the flow effect earlier discussed.	See Attachment E of letter from Mitchell Daysh dated 11 June 2021.

Paragraph #	Paragraph	Festival One Response
10.47	Another item of concern when suggesting the utilisation of a phone app is this has potential to distract the driver diverting their attention away from the road itself, something that should be avoided.	Almost all new vehicles are fitted with GPS travel direction instruction devices of some kind. Many New Zealanders use their phones for navigation also, with NZTA and NZ Police insisting that these not be hand held, but rather mounted on the dashboard. Both methods, GPS navigation and/or phone allow for alerts when traffic is congested, when there are accidents or other incidents to be aware of. This is viewed by the authorities as a benefit, enabling drivers to revise their routes accordingly. Festival One will continue to work with NZTA towards this end.
10.48	The applications traffic assessment has not gone into any detail with the sites commissioning or decommissioning of the festival stages and facilities. This may add several weeks extra of additional road usage and include heavy vehicles for bringing	Yes, there are additional vehicles that will move equipment to and from the Festival One site. These are typically during a period of 10 days prior to the Festival dates, and for 3 days subsequent. Arrivals and departures are staggered to avoid any congestion on the Festival One site to make best use of loading and unloading equipment and volunteers. Over a period of 7 years there has not been any impact observed on the surrounding area other than slightly increased traffic.
10.50	The provision of parking for up to 3,000 vehicles appears to fail to provide adequate parking areas for the expected number of attendees and no overflow parking has been outlined. The Applicant should address this at the hearing.	See Attachment E of letter from Mitchell Daysh dated 11 June 2021.
10.51	The application has made no comment with regard to mitigation measures in order to protect the high-class soil, or the adjacent waterway, from vehicles in the parking areas. The Applicant should address this at the hearing.	The parking area is offset from the waterway which will be more than adequate buffer to protect the waterway from unintended spills from the parking area. The free draining nature of the alluvial soil of the parking area holds its form during at least moderate rainfall. The Festival is a 4 day event - it is unlikely, if not impossible, that oil or coolant leakage from a vehicle would impair the soil long term. Festival One has spillage kits on hand in the operations compound and these can be called upon at any stage by parking security.
10.54	Overall, I consider the potential adverse traffic safety and efficiency effects as a result of this activity to be unacceptable, and unable to be suitably avoided, remedied or mitigated.	See Attachment E of letter from Mitchell Daysh dated 11 June 2021.

<p>10.57</p>	<p>Positive effects:</p> <ul style="list-style-type: none"> - Diversification of the subject site, and an increase to economic well-being for the landowner; - Providing job opportunities for local residents (i.e. event staff, food vendors, traffic management staff); and - Increasing tourism numbers to the Waipa District. 	<p>Festival One has been working in partnership with Tainui, in particular Ngati Haua, in particular Ruku Moana Marae and Raungaiti Marae. Ngati Haua has been involved with Festival One from the outset, and when this property was being offered travelled with us to the property to assess it, and then later to give it their blessing at a ceremony held on the whenua. Festival One provides opportunities for Ngati Haua to the history of the whenua, its significance to the Iwi, and how we as Festival One can best partner with to move forwards together. Ngati Haua invite - via a Powhiri - Festival One to share their whenua for the time of the festival, and at the end - via a Poroporoaki - to debrief and thank Ngati Haua for the loan of the Whenua, returning it to their custodianship. Festival One is working with Ngati Haua offering their youth opportunities to help with both and packdown, and providing camping facilities - tents, sleeping bags, mattresses, pillows etc, free of charge so that they can camp at Festival On. It is noteworthy that Festival One sought the endorsement of Tainui at their regular planning meeting prior to engaging with Waipa District Council.</p> <p>Typically Festival One hires 20-25 rooms in local hotels, Air BnB's, and Farm Stays for the duration of Festival for guest and offshore artists.</p> <p>Festival One books around 20 caravans and/or motor homes from local suppliers.</p> <p>Building supplies are purchased from Bunnings, Mitre 10, Placemakers.</p> <p>Xcite supplies our marquees and significant amount of hireage equipment.</p> <p>Total Access Hamilton provides scissor lifts, fork hoists, etc.</p> <p>New World Morrinsville provides provisions for vendors, all on-site catering, food, drink, ice creams, ice, General Store provisions etc.</p> <p>Catering for crew is provide by a locally based catering company.</p> <p>Toilet and showers are hired locally.</p> <p>Redmans Hiabs and Les Harrison's are used for transportation.</p> <p>Northfuels Waikato supply fuels.</p> <p>SBI provide power supply infrastructure support.</p> <p>Waipa District Council sponsors Festival One, and displays signage and promotional material at Festival One extolling the benefits of Waipa.</p> <p>The above listed suppliers amount to a direct expenditure in Waipa and Hamilton of \$363,169.00 This is out of total expenditure of \$965,000 for the whole event.</p> <p>In terms of bringing people into Waipa our ticket demographic data reveals that 80% of our attendees come from outside Waipa.</p>
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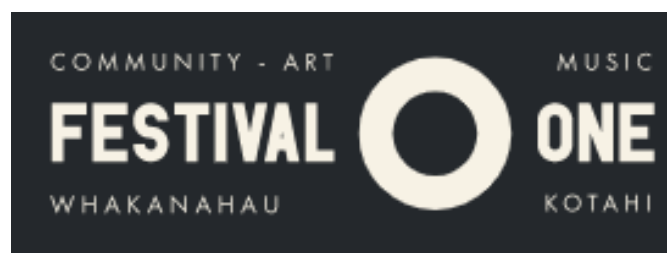
Paragraph #	Paragraph	Festival One Response
4.3.1.4	<p>The versatility and life supporting capacity of the District's rural land and soil resource, particularly high class soils and peat soils, are protected from development, subdivision or activities that would prevent its future use for primary production, or its ability to maintain the District's ecological/biodiversity values.</p>	<p>Since the purchase of the run-down farm, the landowners, with both Festival One and rehabilitating a viable farming unit have:</p> <ul style="list-style-type: none"> - Removed roughly 3Ha of blackberry/gorse - Improved/widened all the main farm races (roughly 2km) - Replaced most fences on the farm + new fences (roughly 10km + 1km of deer fence) - Set up drainage throughout farm paddocks to increase useability/productivity 5Ha - Reclaimed roughly 6Ha of tree stumps/slash into farmland. - Replaced all major culverts on farm - Culled off roughly 300+ deer - Installed new bore - Reinstated the farm water system+ New troughs - Rebuilt sheep yards - We've set up about 15 bait stations for wasps - Had a 3rd party trapping possums - Planted 5000 natives on site - Fenced off waterways. - Replaced almost all gates on the property.
4.3.12.1	<p>To limit non-farming activities in rural areas except for activities that:</p> <p>(a) Have a functional and compelling reason to establish in a rural area; and</p> <p>(b) Do not result in any further loss of land from primary production purposes; and</p> <p>(c) Maintain rural character. Activities that do not meet these criteria should be accommodated in urban areas.</p>	<p>Since the purchase of the run-down farm, the landowners, with both Festival One and rehabilitating a viable farming unit have:</p> <ul style="list-style-type: none"> - Removed roughly 3Ha of blackberry/gorse - Improved/widened all the main farm races (roughly 2km) - Replaced most fences on the farm + new fences (roughly 10km + 1km of deer fence) - Set up drainage throughout farm paddocks to increase useability/productivity 5Ha - Reclaimed roughly 6Ha of tree stumps/slash into farmland. - Replaced all major culverts on farm - Culled off roughly 300+ deer - Installed new bore - Reinstated the farm water system+ New troughs - Rebuilt sheep yards - We've set up about 15 bait stations for wasps - Had a 3rd party trapping possums - Planted 5000 natives on site - Fenced off waterways. - Replaced almost all gates on the property.
4.3.12.2	<p>The introduction of non-farming activities in rural areas shall not prevent or constrain intensive farming activities from operating.</p>	<p>Festival One will be operation for max 3 weeks of the year including the preparation and packdown. Meaning farm owners will have 49 weeks of the year to work the farm park, continue pest control, and continue beautification of the land. Auckland Regional Council who hire one of their regional parks - Tapapakanga Regional Park - to Splore Festival as a similar "green fields" event, when in discussion with Festival One observed that after Splore Festival held at the end of Feb annually that the park restores itself - grass and pasture - within 3- 5 weeks maximum.</p>

Paragraph #	Paragraph	Festival One Response
11.18	the reliance of a phone application, in areas with selective phone reception, does not result in effective management	This is a misunderstanding on two counts. Yes the App is on phones and mobile devices. The single biggest way of connecting to the App is via WIFI which we distribute free site wide. However, we also distribute temporary cellphone coverage as detailed above.
11.20	parking is provided for 3,000 vehicles which appears to fail to provide adequate parking areas for the expected number of attendees and no overflow parking is provided.	<p>Going off the vehicle traffic numbers for Festival One 2021, we have more than adequate parking areas for the expected number of attendees with the option of overflow parking in neighbouring paddocks.</p> <p>With the sale and purchase of the close neighbouring properties, we now have the opportunity to set up our main stage in the natural amphitheatre location. Freeing up more flat land for parking. However, regardless of this change, we already have enough parking available for the peak vehicle numbers of 1,610.</p>

Attachment B – Event Safety Plan

Event Safety Plan

For



2021



HEALTH & SAFETY · EMERGENCY MANAGEMENT

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Introduction

OVERVIEW

Festival One is an all ages, drug and alcohol free, multi day Festival that is centered around a celebration of the Christian faith. Attendees mostly camp on site for the duration of the Festival. There are 3 live stages, food vendors, stalls, reflective spaces, curated art spaces, and activities such as skate ramps and slacklines.

Note: This location includes a river, farmed paddocks and wooded areas.

Event Name:	Festival One 2021
Date:	29 th January – 1 st February 2021
Address:	Mystery Creek Events Centre, Mystery Creek Road, Hamilton
Organisers:	Summer Festival Charitable Trust - Festival One Ltd

Principal Contact:

Name: Graham Burt	Mobile: [REDACTED]
Email Address: graham@festival.one	

EVENT SAFETY PLAN

This document is an Event Safety Plan for Festival One 2021. Its purpose is to provide an outline of the systems and procedures that will be used to ensure the health, safety and wellbeing of Volunteers/Workers, Contractors/Suppliers and the public during the event, and to ensure they are safe from harm during the running of the Event. On the completion of the event, a full review will be carried out of (amongst other things) safety implementation in the lead up to, during and at the completion of the Event. The learning's from this review will be integrated into planning for future events.

Readers of this Event Safety Plan will note the use of the term 'Health, Safety and Wellbeing' throughout the document. 'Wellbeing' refers to managing risks such as Fatigue, Dehydration, Workload and Stress. It is often underestimated how much of an affect these have on the overall management and safety of an event and are of equal importance to managing the physical risks such as electricity, traffic etc.

PRIMARY RESPONSIBILITY FOR HEALTH, SAFETY AND WELLBEING

The primary responsibility for ensuring health, safety and wellbeing is managed effectively within Festival One 2021 rests with the Organisers who will take all reasonably practicable steps to prevent harm to employees, contractors/suppliers, volunteers and the public. However, all Personnel associated with the Event have a role to play in supporting the Organisers to meet these responsibilities.

PRINCIPLES FOR ACHIEVING A SAFE EVENT

The main principles for achieving a safe event are simply:

1. Identify and engage with Stakeholders during the planning stage.
2. Have a good leadership and/or Command and Control structure in place.
3. Identify, assess and manage critical risks and have relevant emergency procedures in place.
4. Ensure there is a good event plan in place with timings, resources, key contacts etc.
5. Monitor risks during the event.

Continually improve through ongoing review during the event and an evaluation of the event after it has finished, ensuring feedback from all stakeholders.

EVENT RISK MANAGEMENT IN A COVID-19 ENVIRONMENT

This Event Safety Plan has been based on the principles of the New Zealand Events Sector [Voluntary Code](#) (Dated 5th October 2020) around management of the COVID-19 Risk. It is acknowledged that if the Alert level systems is still in place then this event will only be able to run at Alert Level 1. Key points incorporated include:

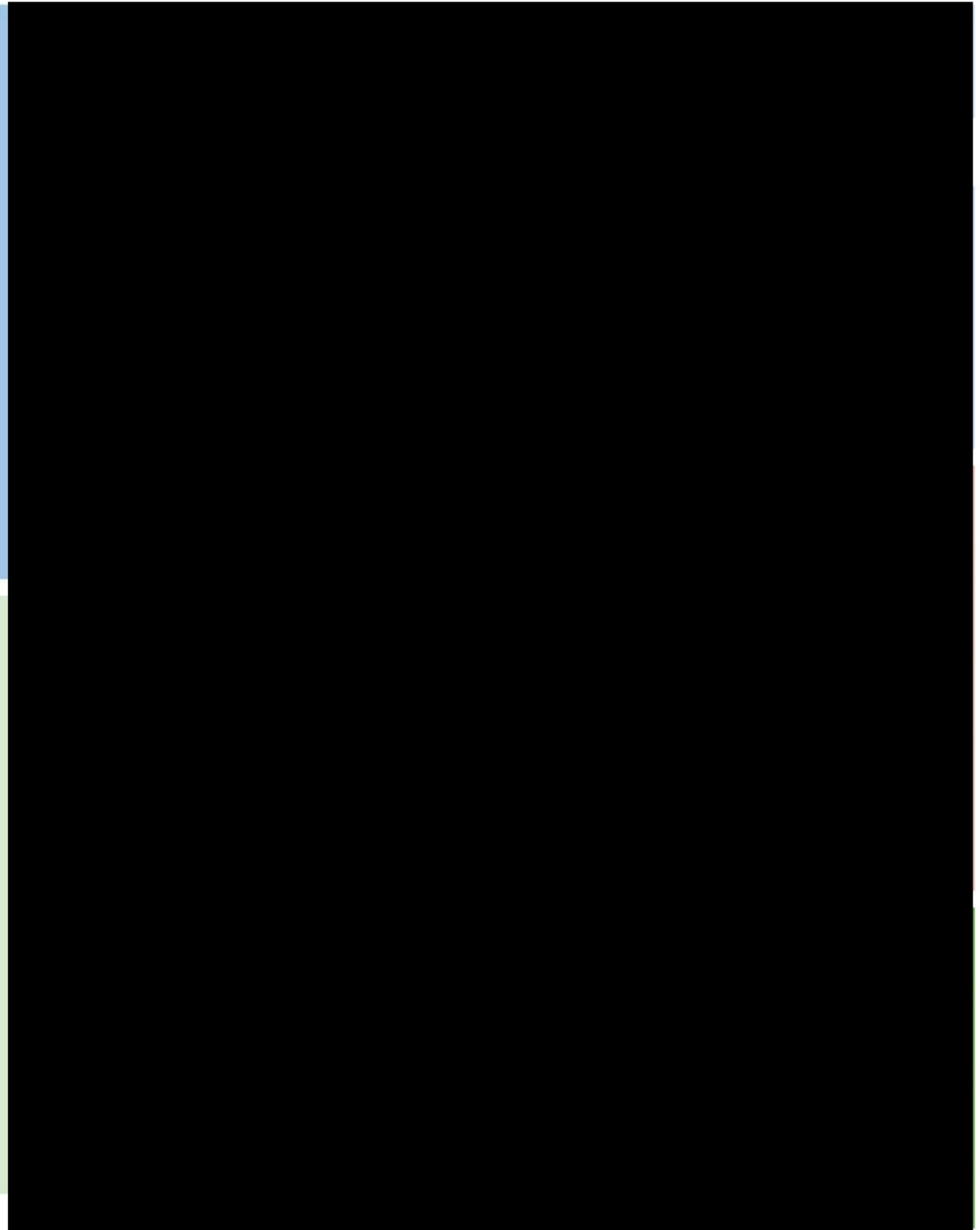
- Follow www.covid19.govt.nz advice and requirements
- Contact Tracing:
 - Ensuring there are QR Codes at the entry of and throughout the venue to enable attendees to register.
 - Security / venue staff will promote contact tracing on entry to the venue.
 - The event organiser will promote the requirement of attendees completing the contact tracing requirement on entry prior to the event beginning. E.g. In social media, emails and web promotion.
 - The event organiser will have an alternative contact tracing register available for those that don't have the app).
- Hygiene and cleaning protocols:
 - Hygiene Stations will be stationed on entry, in toilets and throughout the event (e.g. at food vendors and merchandisers).
 - Thorough cleaning will be completed after each function in function area including toilets and common areas.
 - Staff will wipe down common surfaces (e.g. Bars, Door Handles, Tables) with an approved agent on a regular basis.
 - All public toilets will be cleaned daily.
- Availability of PPE for Workers and Volunteers:
 - While not compulsory, appropriate masks and surgical gloves will be available for any event staff that require them.
- Retaining records (e.g. Contact Tracing Registers and any COVID Testing Results):
 - Hard / soft copy of contact tracing registers and records of any testing initiated by the event organisers will be kept confidential and filed for a minimum of 30 days.
- Health protocols for contractors / suppliers:
 - All contractors / suppliers will be required to comply with the event COVID-19 protocols and Government Alert Level requirements for businesses and events.
 - The event organiser will request a copy of the contractors / suppliers COVID-19 Plans for review and acceptance as part of the health and safety pre-qualification for the event.
- Key messaging for event attendees on COVID-19 protocols prior to coming to the event:
 - Public Notifications will include Website, Social Media, Big Screens and Signage reminding public of COVID-19 Health requirements.
 - Worker Notifications will include Email, Message Board notifications and pre-start meetings / inductions on changing protocols and any shift changes

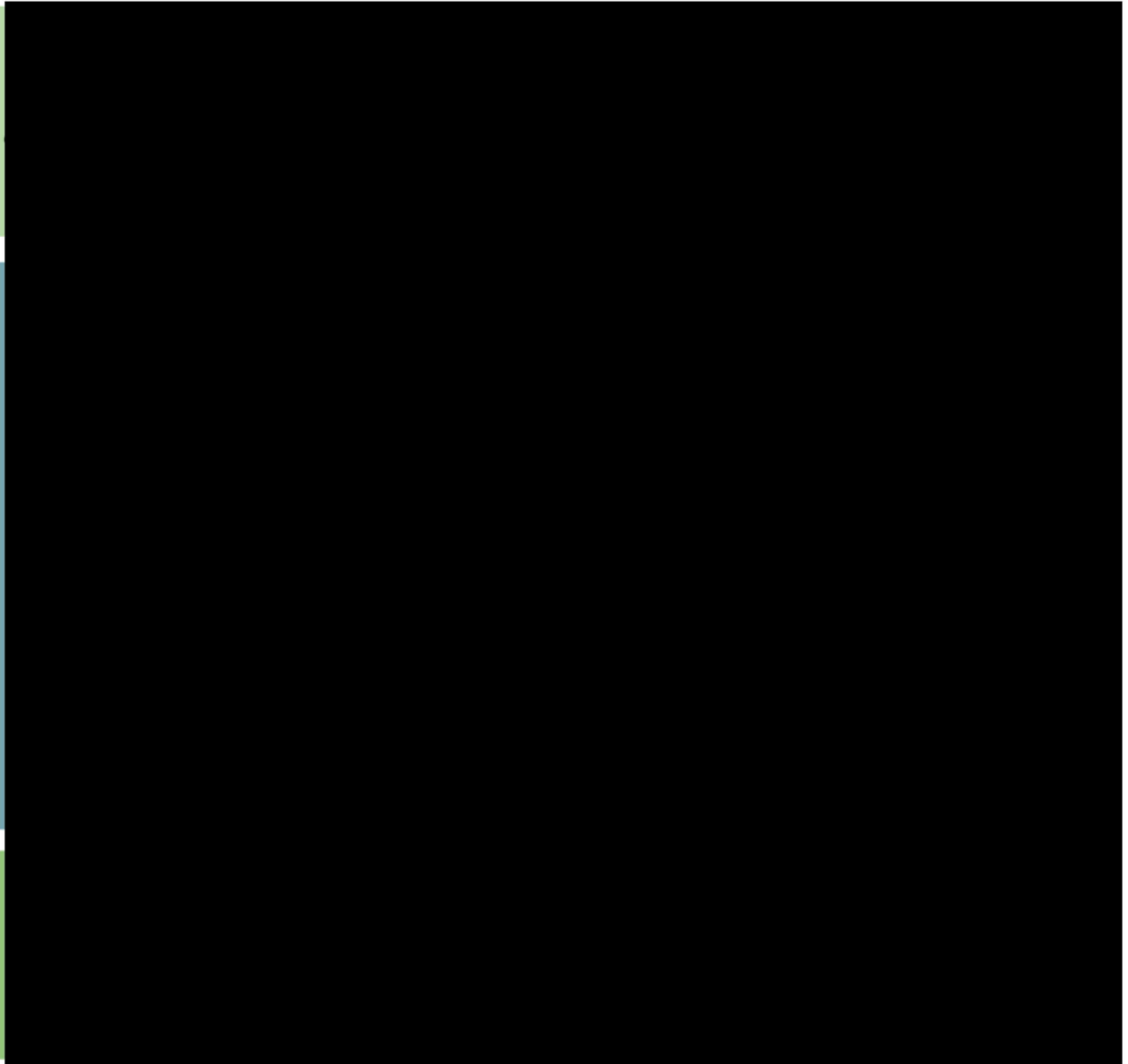
EVENT DETAILS

PARTICIPANTS & SPECTATORS	YES / NO	EXPECTED NUMBERS
Participants – actively participating	Y	300 Crew
Spectators – not active at the event	Y	5000 Guests
Employees	Y	5
Contractors	Y	20
Volunteers	Y	300
Vendors	Y	15
Others		

OTHER FACTORS	YES / NO	ON RISK REGISTER & CONTROLS IN PLACE
Presence of Alcohol	N	
Children or Vulnerable persons	Y	Y – Separate Policy
Animals	N	
Traffic Management	Y	Y – internal TMP completed
Special Effects	N	
Temporary Structures	Y	Y
Ground Penetrations	Y	y
LPG	N	
Specialist Procedures/training/ knowledge	N	
Maritime Event	N	
Use of Drones	Y	As per Mystery Creek drone policy
Adventure Activities Regulations 2011	N	
Terrain	N	
Other:		

Event Organisational Chart/Structure





Action Plan Summary

	PRIOR TO THE EVENT	ACTION REQUIRED	Complete YES / NO	Due Date
1.	Contact Information	<ul style="list-style-type: none"> Ensure key contact information is completed in the Safety Plan. 	<input type="radio"/> Yes <input type="radio"/> No	14/01/2021
	Risk Management/Emergency Procedures	<ul style="list-style-type: none"> Event Manager and/or Safety Officer to complete overall draft Hazard/Risk Register and identify key emergency procedures for the Event including COVID 19 guidelines. 	<input type="radio"/> Yes <input type="radio"/> No	14/01/2021
		<ul style="list-style-type: none"> Ensure any Notifiable Works are notified to WorkSafe NZ prior to work starting. Some of these may need to be generated and confirmed by Contractors/Suppliers. 	<input type="radio"/> Yes <input type="radio"/> No	N/A
	Stakeholders	<ul style="list-style-type: none"> Event Manager and/or Safety Officer to confirm and commence communication with Key Stakeholders. 	<input type="radio"/> Yes <input type="radio"/> No	14/01/2021
	Stakeholder Review	<ul style="list-style-type: none"> Event Manager and/or Safety Officer to discuss and agree risk register, emergency procedures, responsibilities, communication methodology, command and control, expectations with Key Stakeholders. 	<input type="radio"/> Yes <input type="radio"/> No	14/01/2021
	Draft Event Safety Plan	<ul style="list-style-type: none"> Complete Draft Event Safety Plan and if required submit for approval 	<input type="radio"/> Yes <input type="radio"/> No	14/01/2021
	Contractor / Supplier Selection	<ul style="list-style-type: none"> Review and approve (if it is acceptable), Contractor/Supplier Safety Plans. 	<input type="radio"/> Yes <input type="radio"/> No	14/01/2021
		<ul style="list-style-type: none"> Update the Contractor/Supplier Activity Matrix as each Contractor/Supplier is approved. 	<input type="radio"/> Yes <input type="radio"/> No	Date
		<ul style="list-style-type: none"> Visitors to sign in and be inducted in key hazards and Emergency Procedures. 	<input type="radio"/> Yes <input type="radio"/> No	22/01/2021
Event Safety Plan Approval	<ul style="list-style-type: none"> Finalise Event Safety Plan and if required obtain final approval. 	<input type="radio"/> Yes <input type="radio"/> No	18/01/2021	

BEGINNING OF THE EVENT		ACTION REQUIRED	Complete YES / NO	Due Date
2.	Induction	<ul style="list-style-type: none"> Review Safety Plan and/or health, safety and wellbeing induction material with all employees and/or volunteers involved in the Event. 	<input type="radio"/> Yes <input type="radio"/> No	22/01/2021
		<ul style="list-style-type: none"> All Staff, Contractors/Suppliers and Volunteers to Complete COVID-19 Declaration. 	<input type="radio"/> Yes <input type="radio"/> No	22/01/2021
		<ul style="list-style-type: none"> Review safety requirements with each Contractor/Supplier Representative, and ensure their Induction is signed by those working on the Event. This can be done individually or as a group. This includes following COVID 19 guidelines. 	<input type="radio"/> Yes <input type="radio"/> No	22/01/2021
3.	Pre-start Check	<ul style="list-style-type: none"> Complete all pre-start checks and confirm you can safely open/start event. 	<input type="radio"/> Yes <input type="radio"/> No	15/01/2021
DURING THE EVENT		ACTION REQUIRED	Complete YES / NO	Due Date
4.	Site Safety Inspection Checklist	<ul style="list-style-type: none"> Checklist to be completed by the Event Manager or Safety Officer at least once during set-up and pack down, and at least twice during the Event. 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Discuss with team and carry-out corrective actions. 	<input type="radio"/> Yes <input type="radio"/> No	
3.	Hazard / Risk Management	<ul style="list-style-type: none"> Review any new or changed hazards and associated risks during the regular Safety Meetings. 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Appropriately manage Hazards/Risks as they are identified. 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Update the Hazard/Risk Register as required. 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Fill out Register for all incidents as they occur. 	<input type="radio"/> Yes <input type="radio"/> No	

	Near Miss and Incident Reporting	<ul style="list-style-type: none"> For any Notifiable Event (see Definitions) call WorkSafe New Zealand on 0800 030 040 or complete the online form here (www.worksafe.govt.nz/notify-worksafe/). Contact the Event Manager to report the Notifiable Event and actions taken. 	<input type="radio"/> Yes <input type="radio"/> No	
	DURING THE EVENT	ACTION REQUIRED	Complete YES / NO	Due Date
	Manage Emergencies	<ul style="list-style-type: none"> Manage emergencies as they occur. Remember safety of yourself and others first when responding. 	<input type="radio"/> Yes <input type="radio"/> No	
	Safety Meetings	<ul style="list-style-type: none"> During key parts of the Event, meetings will be held daily with relevant Event Personnel and safety will be discussed. 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Record all minutes including names of attendees. 	<input type="radio"/> Yes <input type="radio"/> No	
	REVIEW SUCCESS	ACTION REQUIRED	Complete YES / NO	Due Date
4.	After the Event	<ul style="list-style-type: none"> Get feedback from Stakeholders and Contractors/Suppliers. 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Review what went well and what needs improving. 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Were there any hazards/risks that could be managed better? 	<input type="radio"/> Yes <input type="radio"/> No	
		<ul style="list-style-type: none"> Review Contractors/Suppliers/Volunteers. Would you use them again? 	<input type="radio"/> Yes <input type="radio"/> No	
5.	UPDATE	ACTION REQUIRED	Complete YES / NO	Due Date
		<ul style="list-style-type: none"> Update Event Safety Plan Template. 	<input type="radio"/> Yes <input type="radio"/> No	

Section 1: Health and Safety and Wellbeing Policy

The Event Managers are committed to providing and maintaining a safe and healthy working environment for its Personnel, Visitors, and all other persons at the venue.

The Event Managers will develop and maintain a Health and Safety Plan to ensure a safe and healthy experience. Specifically, we will:

- Identify all existing and new hazards and associated risk and take all reasonably practicable steps to eliminate or minimise the exposure to any hazards/risks deemed to be significant;
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries;
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action;
- Ensure that all Employees, Contractors and Volunteers are made aware of the hazards/risks in their work area and are competent to enable them to perform their duties in a safe manner;
- Encourage engagement with all stakeholders in all matters relating to health, safety and wellbeing for the Event; and
- Meet our obligations under the Health and Safety at Work Act 2015, associated Regulations, Codes of Practice, and any relevant Standards or Guidelines; and
- Encourage all Employees, Contractors and Volunteers to maintain a safe and healthy workplace through:
 - Observing all Safe Work Procedures, Rules and Instructions;
 - Managing risk to prevent injury;
 - Managing risk to prevent adverse health events;
 - Ensuring that all incidents, injuries and hazards are reported to the appropriate person; and
 - Participating in health and safety.

The Operations Manager, Courtney Brunt is responsible for ensuring the Health and Safety Plan is reviewed, implemented and monitored.

The Safety Officer, Sean Embling, is responsible for reviewing, implementing and monitoring the Event Safety Plan.

Signed:		Date:	
Name:	Graham Burt	Position:	Festival Director

Section 2: Pre-Event and Daily Meetings

Reference:

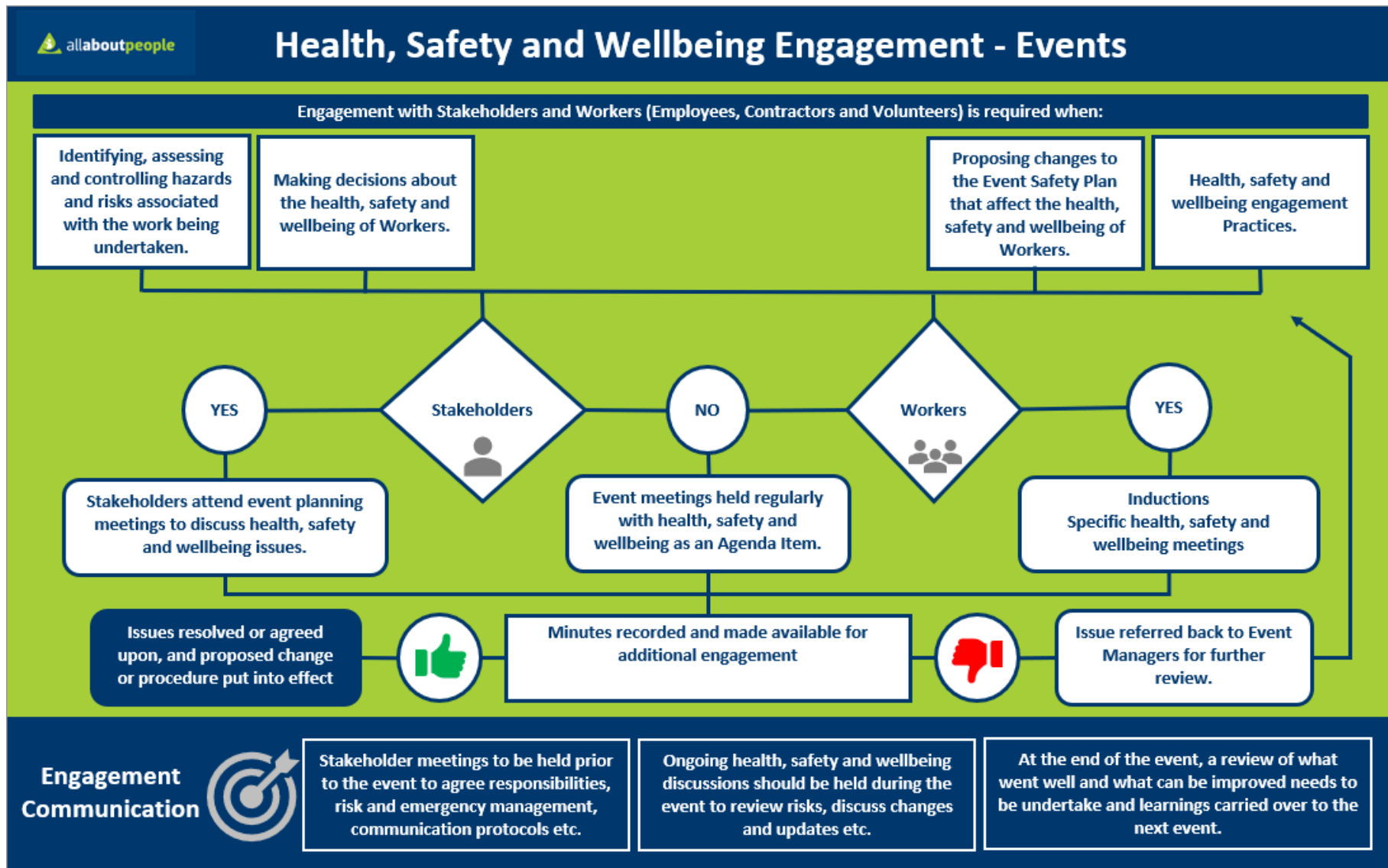
HS2 – Team Meeting Minutes

COMMUNICATIONS OVERVIEW

Festival One 2021 will ensure that all Stakeholders and Workers (Employees, Contractors and Volunteers) are included in the engagement process. This includes but not limited to:

- Pre-event Stakeholder meetings.
- Pre-start meetings.
- Induction meetings for Workers.
- On-going team meetings during the event.
- Review meetings at the completion of the event.

HEALTH, SAFETY AND WELLBEING ENGAGEMENT OVERVIEW



Section 3: Contact Information

FESTIVAL ONE 2021	CONTACT:	POSITION:	CONTACT NUMBER:	EMAIL:
Festival One	Graham Burt	Executive Director	██████████	graham@festival.one
Festival One	Sean Embling	Health and Safety Manager	██████████	Sean@festival.one
Festival One	Courtney Brunt	Operations Manager	██████████	courtney@festival.one
Mystery Creek Events Centre	Sandra Jenkins	Senior Event Manager	██████████	sandra.jenkin@nz nfs.co.nz
Mystery Creek Events Centre	Ron Fleming	Health and Safety Manager	██████████	Ron.fleming@nz nfs.co.nz
EXTERNAL ADVISORS	CONTACT:	POSITION:	CONTACT NUMBER:	EMAIL:
All About People Health and Safety Consultants	Michelle Macdonald	Managing Director	██████████	michelle@allaboutpeople.co.nz
REGULATORY AUTHORITY	CONTACT:	POSITION:	CONTACT NUMBER:	EMAIL:
WorkSafe New Zealand	0800 030 040			
Waipa District Council	Karl Tutey	Environmental Team Leader	0800 924 723	
Waikato Regional Council	See above		0800 800 401	

HIGH RISK CONTRACTORS	CONTACT:	POSITION:	CONTACT NUMBER:	EMAIL:
Forge Production Services	Marc Angelo Benedict	Electrical & Systems Engineer	[REDACTED]	marc@forgeaudio.co.nz
StageSet	Chris Beehan		[REDACTED]	chris@stageset.com.au
AV Events	Scott MacKenzie	Managing Director	[REDACTED]	scott@avevents.co.nz
Above Productions	Stele Martin		[REDACTED]	stele@above.co.nz
Edge Hire	Phil Thompson		[REDACTED]	

LOW RISK CONTRACTORS/VENDORS/SUPPLIERS

	CONTACT:	POSITION:	CONTACT NUMBER:	EMAIL:
Crepes Creations	Chloe			crepescreations@gmail.com
YumYum	Rica Ho		[REDACTED]	Ricaho01@gmail.com
Jewellery with Soul	Pieter Meiring		[REDACTED]	sales@jws.co.nz
Salvation Army Op-Shop	Wendy		[REDACTED]	Wendy.Lobb@salvationarmy.org.nz
CamKiwi Clothing	Norm			normincambodia@gmail.com
Bags for Freedom	Kristine McNickle		[REDACTED]	mcnicklefamily@outlook.com
Sugar Daddys	Robert Preest		[REDACTED]	robertpreest@gmail.com
Pita Pit	Chanelle Collins		[REDACTED]	chanellecollins@outlook.com
Mt Atkinson Coffee	Jacob Parsons		[REDACTED]	jacob@mtatkinson.co.nz
Toms Chimney Cake and Langosh	Tom Krausz		[REDACTED]	tomschimneycake@gmail.com
Aloha Poke	Lynley			alohapokenz@gmail.com
Hey Presto Catering	Nicki Reid		[REDACTED]	nicki.reid@icloud.com
Loco Mexicano	David			locomexicanofoodtruck@gmail.com

	CONTACT:	POSITION:	CONTACT NUMBER:	EMAIL:
Station Grill	Diana		██████████	diana.bowmar@gmail.com
Manilla Eats	Marc			manilaeatsnz@gmail.com
Crate	Blair		██████████	blair@crateclothing.co.nz
Taniwhayaje	Paccha Lema		██████████	taniwhayaje@gmail.com
Becky's Shop	Rebekah Palfreyman		██████████	beckysshopnz@gmail.com
Orphans Aid Opshop	Danielle Gordon		██████████	africa@orphansaidinternational.org
Son of Man Skate	Paul Starkey		██████████	sonofmanskate@gmail.com

Section 4: Personnel Event Induction

Reference:

HS4 – Event Health, Safety and Wellbeing Induction Checklist

HS4 – Event Induction Register

All Workers are to participate in a Safety Induction prior to working on or in the event. This includes all Workers (including Employees, Volunteers, Contractors), and where required Suppliers being informed of:

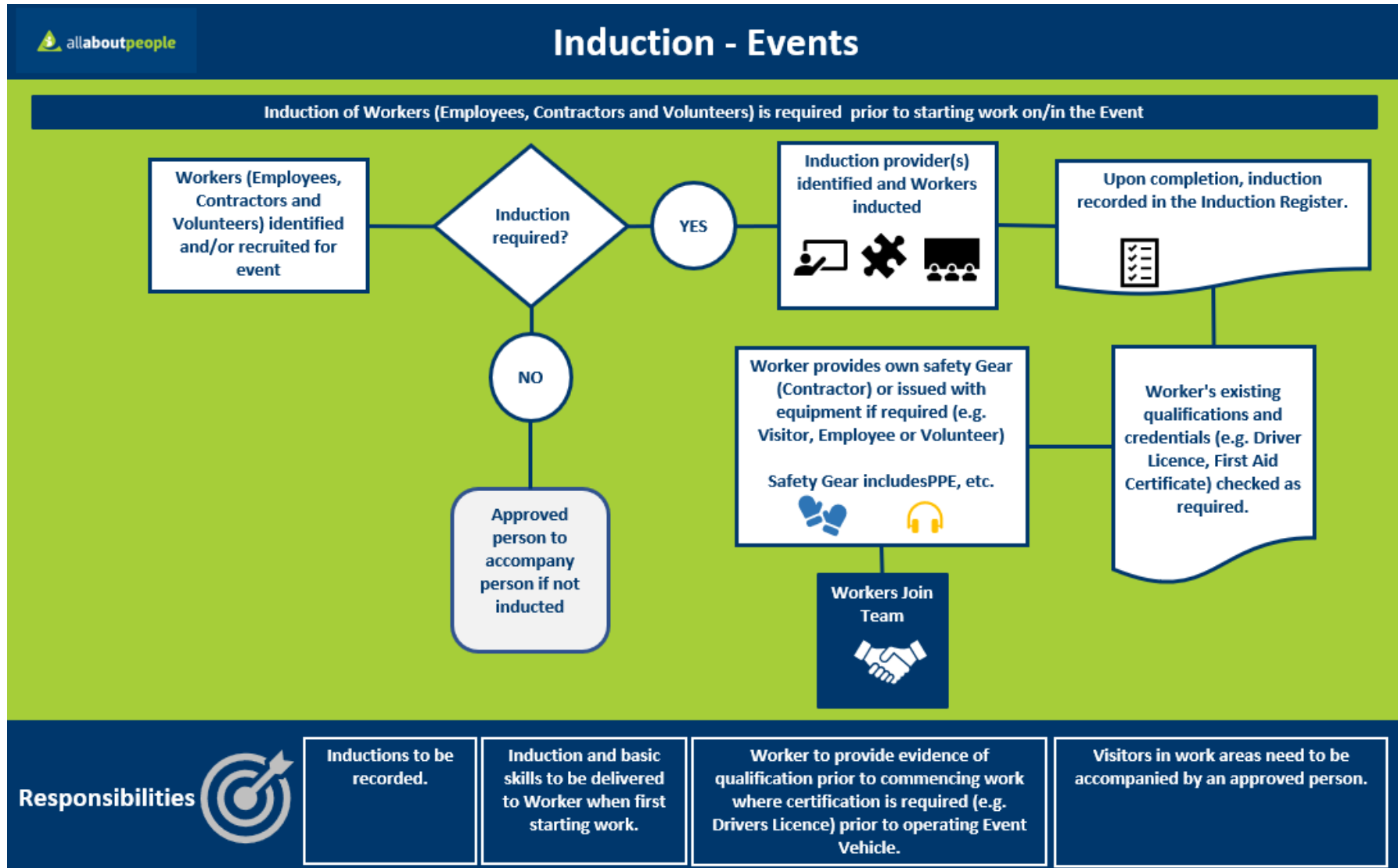
- The Event Health, Safety and Wellbeing requirements.
- Festival One 2021's responsibilities for health, safety and wellbeing during the Event.
- Their own health, safety and wellbeing responsibilities during the event.

Festival One 2021 will also ensure that their Workers have specific knowledge and sufficient training concerning use of any plant and equipment and the management of the hazards and risks to which they are exposed during the Event.

If a Worker does not have adequate knowledge of the workplace, plant, processes and substances, then they will be supervised by someone who has that experience in the relevant area of expertise.

Inductions will be recorded in the Induction Register which will be held on site.

EVENT INDUCTION OVERVIEW



Section 5: Emergency Procedures

Reference:

HS5 – Emergency Procedures

EMERGENCY PROCEDURE NOTES / OVERVIEW:

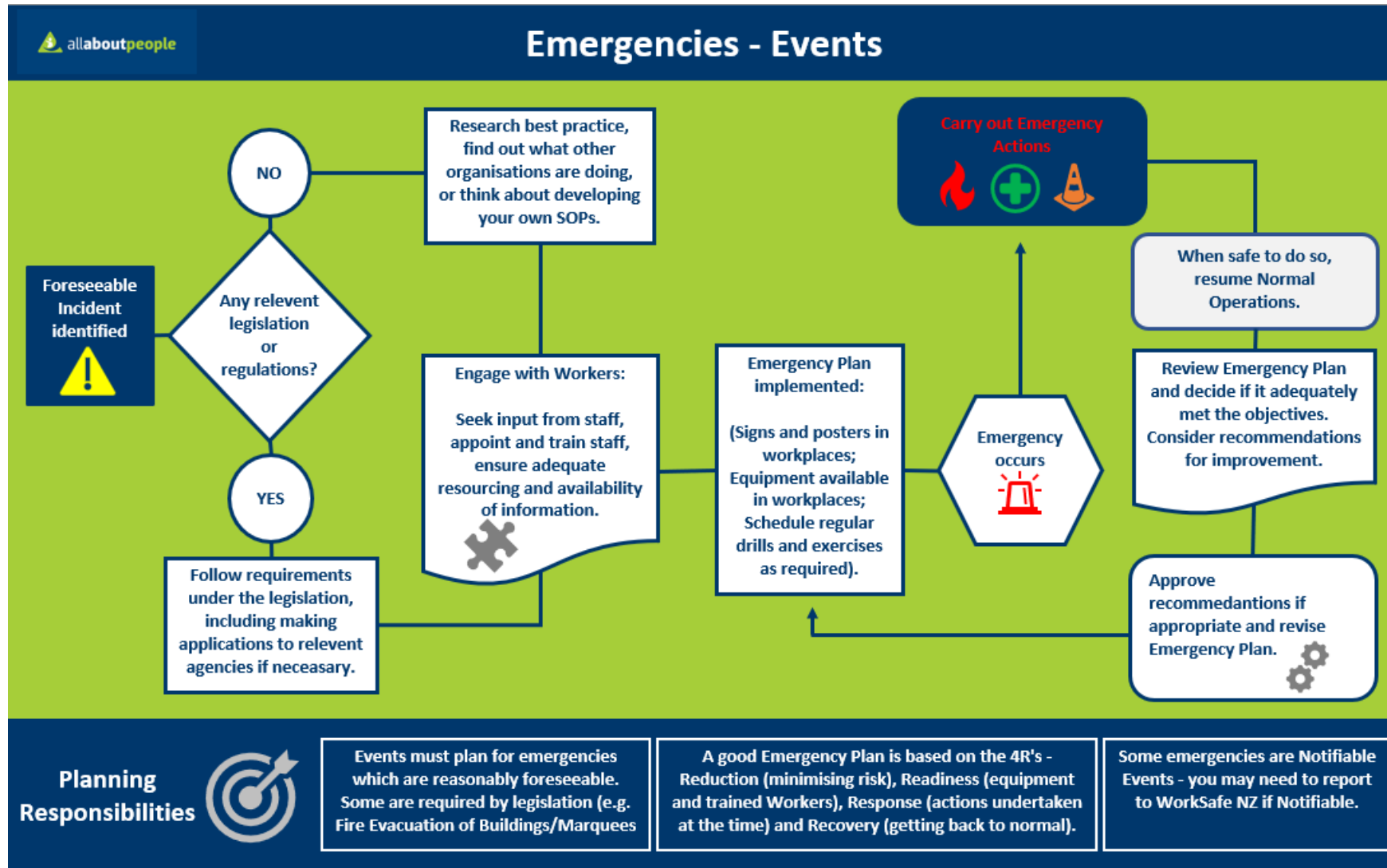
1. All emergencies and serious incidents are to be reported to the Manager supervising the area, and to the Event Operations Manager.
2. Minor accidents and incidents are to be reported to the Manager supervising the area in which the incident occurred.
3. In the event of an emergency or serious incident, the Emergency Management Team of Festival One 2021 will meet at the Mystery Creek Management Office, which is in the Pavilion Suites.
4. The Event Operations Manager will be the main point of contact for all emergencies and will liaise with the representatives from supporting organisations to seek advice and request assistance as required.
5. Personnel qualified and equipped to provide First Aid will be located on site for the duration of the event, including Pack In and Pack Out. Their locations are marked on the Site Map and can be contacted by both RT and Mobile Telephone.

EMERGENCY MANAGEMENT TEAM

Key Personnel

NAME:	POSITION:	MOBILE:
Courtney Brunt	Operations Manager – Festival One	
Graham Burt	Executive Director – Festival One	
Renee Clarke	Executive PA – Festival One	
Sean Embling	Health and Safety Manager	
Russell Grainger	Security Manager	
Ray Malcomson	Communications	
Sandra Jenkins	MCEC	
Russell Fricker	Event Light and Power	
Ross Bay	Site Logistics	

EMERGENCY PLANNING OVERVIEW



IMPORTANT PHONE NUMBERS

EMERGENCY SERVICES (FIRE, AMBULANCE AND POLICE)	111
SECURITY	Russell Grainger [REDACTED]
FIRST AID	Radio Telephone
EVENT OPERATIONS MANAGER	Courtney Brunt [REDACTED]
ELECTRICAL CONTACTOR (POWER, LIGHTING, ETC)	Russell Fricker [REDACTED]
WORKSAFE NZ	0800 030 040
POISONS CENTRE	0800 764 766
WAIPA DISTRICT COUNCIL	0800 924 723
WAIKATO REGIONAL COUNCIL	0800 800 401
MINISTRY OF HEALTH – COVID19 HEALTHLINE	0800 358 5453

EVACUATION PROCEDURE

EVACUATION SIGNAL	Combined use of: - <ol style="list-style-type: none"> 1. Radio Comms 2. PA Address 3. Phone App Push Notifications
IF YOU HEAR THE EVACUATION SIGNAL	All Personnel must assist the public and Suppliers to evacuate the site in a calm orderly manner and go immediately to the Assembly Point.
ASSEMBLY POINTS	As indicated on Site Map
IF YOU ARE OPERATING PLANT AND MACHINERY	Shut down all plant and machinery, if this can be done safely while evacuating the site.

DO NOT RE-ENTER THE SITE UNTIL THE ALL CLEAR HAS BEEN GIVEN BY THE SITE WARDEN OR BY THE EMERGENCY SERVICES ATTENDING THE INCIDENT

EMERGENCY RESPONSE

If you discover an emergency...

1. Notify affected personnel and the Event Operations Manager.
2. DIAL **111**.
3. Tell the Operator the service you require - FIRE or AMBULANCE or POLICE.
4. Supply details on:
 - Type of emergency and location of site.
 - Tell them someone will meet them at the site entrance.
5. Appoint someone to wait for the service to arrive and have them direct the service to the scene.
6. Provide First Aid if required.
7. Shut down machinery/equipment where relevant.
8. Render assistance ONLY if safe to do so – DO NOT endanger self or others.
9. Notify the following:
 - Sean Embling (Event Health and Safety Officer [REDACTED])
 - Courtney Brunt (Operations Manager [REDACTED])
10. In the case of a Notifiable Event:
 - Call WorkSafe New Zealand on 0800 030 040 or complete the online [here](http://www.worksafe.govt.nz/notify-worksafe/) (www.worksafe.govt.nz/notify-worksafe/). Send to the Event Operations Manager for review. Send to WorkSafe NZ (within 7 working days of the incident).
 - Call the Waipa District Council on 0800 924 723.
 - Call your Health and Safety Consultants, All About People on [REDACTED]
11. Fill in Accident Register and Near Miss/Incident Form.
12. If the alarm sounds:
 - All Personnel must evacuate the site immediately and go to the Assembly Point.
 - Remain there until everyone is accounted for.
 - Do not return to work until instructed to by the Emergency Services.

IF SOMEONE REPORTS WITH COVID 19 SYMPTOMS

Person reporting symptoms at the Event:

- If anyone approaches event staff and complains of symptoms associated with COVID-19, Event staff should:
 - Immediately give the member of public a mask and have them fit it.
 - They should put a mask on themselves and distance themselves at least 1 meter.
 - Notify the Event Manager.
 - Bring the person to the pre-designated assessment / isolation area.
 - Notify Peak Safety who will carry out an assessment in accordance with MOH guidelines.
 - At the end of the assessment a recommendation will be made which will include:
 - Go straight home.
 - Self-isolate.
 - Call Healthline.
 - Get a COVID-19 test.
- The Event staff should dispose of the mask, thoroughly wash their hands, then go home, self-isolate, call Healthline and get a COVID-19 test.
- At some point ensure that the member of public has scanned the event QR Code with the Government COVID-19 Tracer App.

EMERGENCY RESPONSE

IF YOU HIT AN ELECTRICITY CABLE OR OVERHEAD LINE:

- Treat the cable or overhead line as live – get back at least 10 metres.
- Evacuate the immediate area.
- If you are in a vehicle, stay there.
- If you must leave the vehicle, jump well clear.
- Do not touch the vehicle and ground at the same time.
- Never cover up a broken cable or try to fix it yourself.

IN THE CASE OF ELECTRIC SHOCK:

- Turn the power source off.
- To assist the casualty if the power cannot be turned off, use heavy insulating dry gloves, or something made of rubber, dry cloth or wood to free the casualty.
- Start resuscitation immediately if breathing is not evident.
- Leave equipment as is.
- Attach an “Equipment Unsafe” Tag to the power source isolating switch.
- Notify your Supervisor immediately.

IN THE EVENT OF A PEDESTRIAN HIT BY A VEHICLE:

- If the incident is minor, an exchange of names, addresses and vehicle details must be made and reported to the Safety Officer.
- For a major incident involving injury or death, it must be reported to NZ Police and WorkSafe NZ within 24-hours and be recorded in the Accident Register.
- Call Emergency Services.
- Do not move victims unless fire is a possibility.
- Keep victims calm, warm and comfortable.
- Clear the area of the incident.

IN THE CASE OF CHEMICAL EXPOSURE (REFER TO SDS):

- For splashes with acids or alkaline, wash off immediately with copious amounts of cold water.
- For swallowed fluids - do not induce vomiting but seek medical attention immediately.

IN THE EVENT OF VEHICLE COLLISION:

- If the incident is minor, an exchange of names, addresses and vehicle details must be made and reported to the Safety Officer.
- For a major incident involving injury or death, it must be reported to NZ Police and WorkSafe NZ within 24-hours and be recorded in the Accident Register.
- Call Emergency Services.
- Do not move victims unless fire is a possibility.
- Keep victims calm, warm and comfortable.
- If fuel is spilt or toxic, inflammable or explosive substances are present:
 - Report to Emergency Services immediately.
 - Isolate the area.
 - Extinguish cigarettes and open flames.
 - Disconnect batteries (if possible) on damaged vehicles.
 - Do not take unnecessary risks.
 - Clear the area of the incident.

IN THE EVENT OF A STRUCTURAL COLLAPSE:

- Secure the situation by blocking or otherwise supporting the weight to prevent further injury or death.
- Call Emergency Services.
- Do not attempt to move the victim until medical assistance is available, unless the victim is in grave danger from further crushing.
- Keep the victim calm and comfortable.

IN THE EVENT OF A BUILDING FIRE:

- Pre-Event familiarisation of the venue and facilities with the Fire Service.
- Upon the discovery of a fire or activation of the alarm, ensure that all people are evacuated starting with the area nearest the incident.
- Notify all necessary parties within the Emergency Management Team.
- Attempt to extinguish fire using a fire extinguisher if it is safe to do so.
- Designated person to call and coordinate Emergency Services.
- Restrict the area from all members of the public.
- Inform Safety Representative of the location of the fire and the pending arrival of Emergency Services.
- Area Manager to keep access clear for Emergency Services.
- Personnel to follow the orders of the Fire Service when they arrive.
- No person to place themselves or other persons at risk in order to protect property.

IN THE EVENT OF A GAS LEAK:

- Isolate (turn off) the Gas supply.
- Switch off all machinery and remove all sources of ignition, including mobile phones.
- Call the Fire Service on 111.
- Evacuate the immediate area.
- Leave the damaged pipe to vent.
- Do not try to cover the damaged pipe with any material.

IN EVENT OF A STORM OR SEVERE WEATHER:

- The Event Operations Manager is responsible for checking the weather forecast on a daily basis, or more frequently if required.
- If a storm is forecast the following steps must be taken:
 - All Exhibitors must be informed so they can secure their site.
 - Ensure Marquees are secured.
 - No person to place themselves or other persons at risk in order to protect property.

IN THE EVENT OF A WATER EMERGENCY

- If you see someone go into the water is shout "PERSON IN THE WATER" as loud as you can. You always need to keep your eyes on the victim. Keep yelling until you get a response that someone else has heard you.
- Ensure that Security have been contacted and are on their way / at the scene
- The spotter should point - and keep pointing - at the victim throughout the entire rescue. If you need to reassign the duty, make sure the new spotter has locked eyes on the victim.
- Have someone throw a flotation device into the water for the victim to swim to.
- Toss a lifeline with a loop tied into the end to the victim and have him or her hook the loop around their body under the armpits. Pull the person in slowly to the shore. If the victim is strong enough.
- He or she may be able to climb onto the shore by themselves.
- If the person is injured or unconscious or in any other way unable to make it out of the water, another person needs to get into the water to assist in the rescue.
- There's a good chance the water is cold. Water has a drastic effect on the body and can cool a person down 25 times faster than cold air. Once aboard a boat or on the wharf, Treat the person for:
 - Cold shock
 - Hypothermia
- If the rescue is at night, illuminate the area. The light up the reflective tape on the life jacket.
- If it is likely that the person will be carried by the current, please ensure the following:
 - Spotter should keep their eyes on the person and point out where they are at all times and follow the current at as best as possible.
 - Keep security and emergency management updated on location of patient so they can update rescue teams.

Section 6: Hazard and Risk Management

Reference:

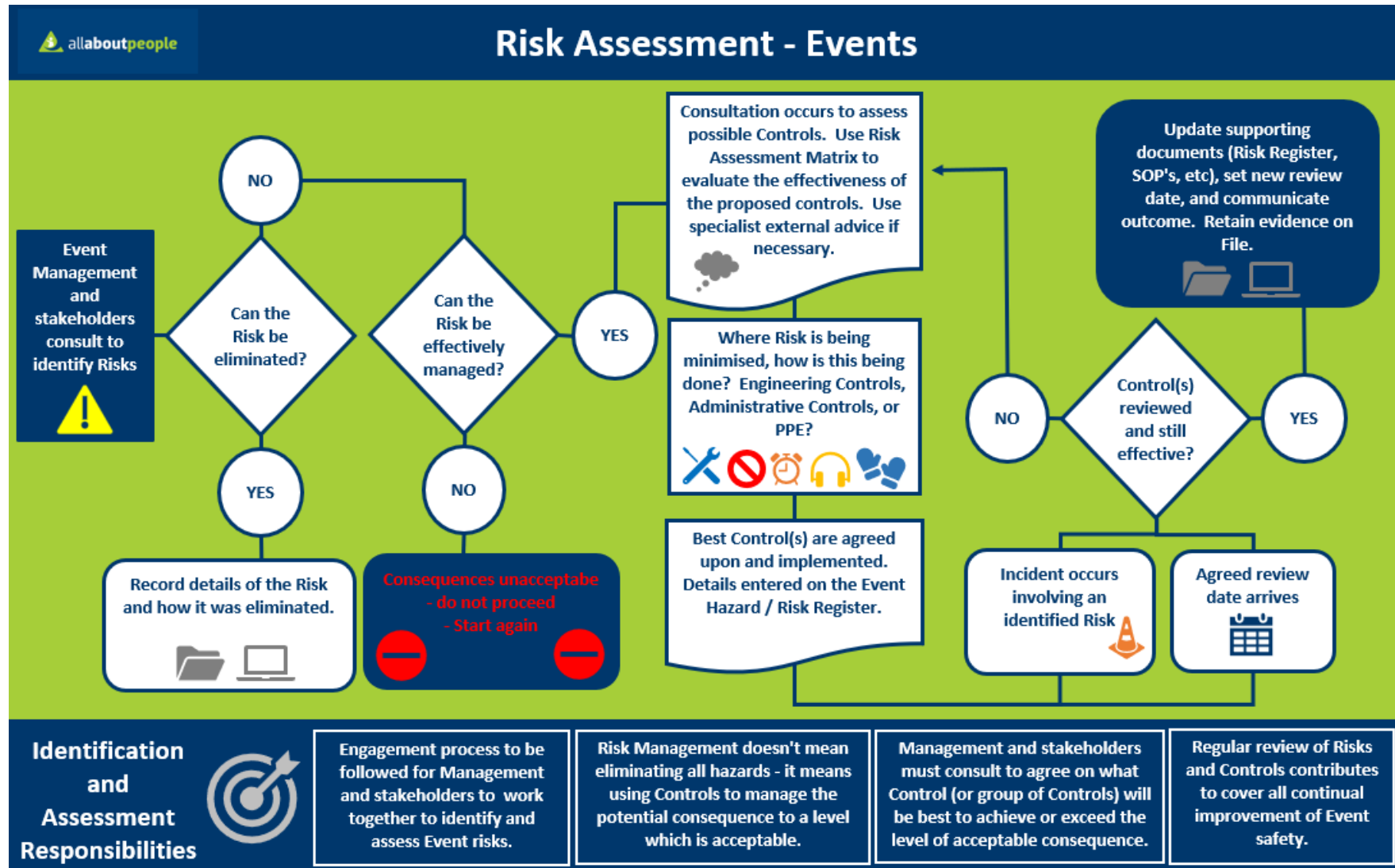
HS6 – Risk Assessment Matrix

HS6 – Hazard/Risk Register

HS6 – Hazardous Substances Register

HS6 – Lost Children Register

RISK ASSESSMENT OVERVIEW



HAZARD ELIMINATION AND RISK CONTROL

To properly manage exposure to risks, control measures must be considered for their appropriateness. It is worth remembering that change may itself introduce new risks that need to be identified, assessed, treated and monitored.

Example – if one procedure is substituted for another, do Personnel know of the change, do they accept the change and is it actually implemented? How will the effected persons be consulted with?

Control measures should be considered and implemented in the following order:

1. **ELIMINATION**
2. **MINIMISATION**

This can be broken down into:

1. **ELIMINATION** of the hazard or preventing the risk. E.g.:
 - a) Repairing or replacing faulty equipment.
 - b) Eliminating dangerous work processes (e.g. by purchasing pre-cut materials or substances in quantities that do not require decanting).
2. **MINIMISATION WHICH INCLUDES:**
 - a) **SUBSTITUTION** of the hazard with another that has a lesser risk. E.g.:
 - Use a different, less dangerous piece of equipment.
 - Use safer materials or chemicals.
 - b) **ISOLATION** of the hazard that is creating risk to Personnel and others. E.g.:
 - Place noisy equipment into their own soundproof enclosure – e.g. compressors in a workshop.
 - The use of fume cupboards is a good way of isolating dangerous chemicals from Workers using them.
 - c) **ENGINEERING CONTROLS** – minimising the risk by engineering means. E.g.:
 - Adding machine guards or lock-out devices.
 - Changing lighting to reduce glare.
 - Installing exhaust fans, etc.
 - d) **ADMINISTRATIVE MEASURES** – implementing Safe Work Practices. E.g.:
 - Establish written Safe Work Procedures.
 - Change daily routines, e.g. so that keyboard operators get breaks from keyboarding to do other duties.
 - e) **PERSONAL PROTECTIVE EQUIPMENT** – least effective way of controlling hazards. E.g.:
 - PPE is only useful when it is in good condition and always worn correctly.
 - People need to know when to wear their PPE and how to fit and look after it.
 - Employers must ensure that the equipment provided is appropriate for the person and controls the risk for the person.

RISK ASSESSMENT MATRIX

What is the Probability / Likelihood of it happening?

CRITERIA	
Almost Certain	Common or repeating occurrence. Recurring practice done many times a day.
Likely	Known to occur or, "it has happened".
Possible	Could occur or, "I've heard of it happening".
Unlikely	Not likely to occur.
Rare	Practically impossible.

How will it affect you?

LEVEL OF EFFECT	EXAMPLE OF INJURY CONSEQUENCE AT EACH LEVEL
Non-Significant/Acceptable	Incident Report Only
Minor	First Aid Treatment
Medium	Medical Treatment
Major	Lost Time Injury or Illness (Serious Incident)
Significant	Fatality or Permanent Disability

Determine the Risk Score

LIKELIHOOD	CONSEQUENCE				
	1 Non-Significant	2 Minor	3 Medium	4 Major	5 Significant
5 Almost Certain	5 Medium	10 Medium	15 High	20 High	25 High
4 Likely	4 Low	8 Medium	12 Medium	16 High	20 High
3 Possible	3 Low	6 Medium	9 Medium	12 Medium	15 High
2 Unlikely	2 Low	4 Low	6 Medium	8 Medium	10 Medium
1 Rare	1 Low	2 Low	3 Low	4 Low	5 Medium

Determine the Risk Score

SCORE	ACTION
High	Significant Hazard - Review/develop procedures or Safety Plan. Management approval required.
Medium	Follow appropriate procedures. Review hazards and controls before starting.
Low	OK for now. Follow agreed practices. Review regularly. (At least once per year).

HAZARD / RISK REGISTER

1. ENVIRONMENTAL EFFECTS ON PEOPLE AND PROPERTY TO CONSIDER - EFFECT OF WIND/RAIN AND UV PROTECTION, EXTREME WEATHER CONDITIONS - CANCELLATION/POSTPONEMENT,

HAZARD (What could go wrong?) RISK (What could cause It to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
Hazard: High winds Risk: Falling equipment, debris in air, dust in the air	16 High	M	All fixtures to be securely fastened. Use competent Contractors to supply and install temporary structures including Marquees which are susceptible to high winds. Check such structures daily, or after a weather event to ensure fastenings are intact. If conditions dictate, the Venue and site must be closed if controls are not adequate.	8 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Heavy rain Risk: Slip hazards	9 Medium	E	Identify slippery surfaces and erect non-slip system – matting etc. Bledisloe Building and Pavilion to be used as shelter.	9 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Hot weather / lack of shade Risk: Sunstroke, heat exhaustion	12 Medium	M	Ensure sunscreen is available onsite for Workers and recommend that participants bring sunscreen with them. Encourage Workers and participants to maintain liquid intake (preferably water, and not 'energy drinks'). Include Environmental Hazards in Induction and Pre-Event and Daily Meetings. First Aiders will be present during the Event.	9 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event

2. PARTICIPANTS - AGE/EXPERIENCE/SUITABILITY, ACCESSIBILITY NEEDS, REFRESHMENTS, LOST CHILDREN FACILITIES, ANIMALS

HAZARD (What could go wrong?) RISK (What could cause It to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
Hazard: Injuries to Participants Risk: Participants injured due to exposure to unnecessary hazards	9 Medium	M	Trip hazards are eliminated where possible during Pack In. Venues and Site checked daily for hazards. Fencing and barriers used to isolate hazards and signage erected.	6 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Overcrowding / Queues Risk: Limited access & egress Points, too many people, small thoroughfares, etc causing crushing	12 Medium	M	Ensure adequate ingress and egress points are provided to the venue, control access if maximum occupancy is met, and monitor and restrict numbers in affected areas.	6 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Drowning Risk: Inadequate fencing / patrols of Waikato Riverbanks/ponds, Trip or Fall Hazards	10 Medium	E	Lifesaving equipment such as Angel Rings and Throw Lines located in strategic locations. River fenced. Signs around lake.	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Lost Children</p> <p>Risk: Walking off from parents, disoriented in crowds, abduction, etc.</p>	9 Medium	M	<p>Lost Children Reporting Centre located within the Market at the 'Town Hall' building.</p> <p>Crowd Management important. Security presence. Signage will be obvious, and announcements made regularly as to the location of the Lost Children Reporting Centre.</p> <p>Security will assist any lost children who will be taken by Security to the Town Hall building.</p> <p>If any other Personnel identify a lost child, they will be handed over to Security.</p> <p>Personnel working at the 'Town Hall' will keep a record of the child's details.</p> <p>An announcement will be made (non-identifying). Festival App to be utilised where appropriate.</p> <p>The Personnel in the 'Town Hall' will ensure the person collecting the child is legally able to do so.</p> <p>Ensure all fields are completed on the Lost Children Register</p>	6 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
Rooftop tents	9 Medium	m	Vehicles with Rooftop tents are not able to move once they have been set up	3 Low	Safety Officer – Festival One	

3. PERSONNEL/SUPPLIER - BRIEFINGS, RESPONSIBILITIES, REFRESHMENTS, TRAINING

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Injuries to Workers</p> <p>Risk: Workers using unsafe work practices, not correctly trained or qualified, or working in an unsafe environment.</p>	6 Medium	M	Pre-Qualification of Contractors, Vendors, etc to include evidence of training for work being undertaken. Appropriate Induction and Training for Workers	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
<p>Hazard: Lethargy / Low Engagement from participants, Fatigue, Dehydration</p> <p>Risk: Inadequate Food, Drink, etc.</p>	6 Medium	M	Ensure adequate amounts of food and drink (including water) is available	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event

4. BUILDING AND TEMPORARY STRUCTURES, ELECTRICAL, SOUND AND LIGHTING - REGISTERED TRADESMAN, ISOLATION REQUIRED, TRIPPING HAZARDS

HAZARD (What could go wrong?) RISK (What could cause It to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Electrocution / Electric Shock</p> <p>Risk: Poor work practices, condition of leads and equipment, wet conditions, etc</p>	10 Medium	E	<p>Use competent, registered Electrical Contractor with good work practices and trained Tradesman. All electrical work to be carried out by registered tradesman. Health and Safety induction. Ensure appropriate protection for electrical appliances, cabling etc. Ensure there is a current Electrical Certificate of Compliance (electrical work in a building) or Warrant of Electrical Fitness (e.g. in a caravan connected to the mains) is issued as required.</p> <p>Ensure no Electrical Connectors are in the water and monitor this ongoing.</p>	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
<p>Hazard: Loss of Electricity on site</p> <p>Risk: Unreliable or failure to infrastructure, weather event, etc</p>	3 Medium	M	Use registered and competent Electrical Contractors – familiar with site. Back up supply – generators	4 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
<p>Hazard: Electrical fittings, cabling exposed to public</p> <p>Risk: Insufficient controls to prevent access</p>	10 Medium	E	Ensure all electrical areas are fenced off from the public. Ensure cables are run overhead where possible. Use cable covers if all other options are not able to be used.	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Working at heights using EWP's</p> <p>Risk: Falls from height</p>	15 High	M	<p>Follow the guidelines below when working at heights:</p> <ul style="list-style-type: none"> ▪ Isolate area below. ▪ Equipment must be in good condition. ▪ A safety harness attached to an appropriate anchorage must be used in all areas where there is a risk of injury by falling that is not protected by handrails or other suitable forms of fall protection. ▪ Persons working at height should hold appropriate certifications and authorisation. ▪ Task specific hazard ID for elevated work should be completed. ▪ Access to the MCEC Pavilion catwalks is controlled and contractors must complete a further induction to access this area. 	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Hazardous Substances</p> <p>Risk: Incorrect use resulting in exposure and burns, inhalation, allergic reaction, loss of consciousness, fire</p>	15 High	M	<ul style="list-style-type: none"> ▪ Substances labelled. ▪ Substances stored correctly. ▪ HSNO management and safety plans implemented when brought onto site. ▪ SDS available for reference. ▪ Emergency procedures documented and practiced. ▪ Appropriate handling techniques used. 	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
<p>Hazard: Using machinery</p> <p>Risk: Crushing, Lacerations, fractures, loss of consciousness, death.</p>	15 High	M	<ul style="list-style-type: none"> ▪ Barriers isolating work areas. ▪ Coordination of activities to prevent incidents. ▪ Isolation of power and water. ▪ Correct equipment used correctly. ▪ Safety plans implemented. ▪ Machine guards used when operating. ▪ PPE used as required. ▪ Trained and competent operators. 	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Underground Services</p> <p>Risk: Penetration from object above = electrocution</p>	15 High	M	<ul style="list-style-type: none"> ▪ Contact Utility Providers about underground services before making changes. ▪ Cable lanes marked well. ▪ Any ground penetration requirements client to request permission from MC to dig/penetrate first. ▪ All ground penetration activities to be carried out under supervision of MC staff. 	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
<p>Hazard: Emergency – Fire and Medical</p> <p>Risk: Crushing, Lacerations, fractures, loss of consciousness, death</p>	15 High	M	<ul style="list-style-type: none"> ▪ Emergency planning. ▪ Induction process. ▪ Ensure all fire exits in buildings are kept free for use. ▪ BBQs in use to be secured into ground and have appropriate fire extinguishers and fire blanket on hand. ▪ Food vendors to have appropriate fire extinguishers and fire blanket on hand. ▪ Daily site checks. ▪ Notification / Evacuation plan for Bledisloe building (smoke detector isolated due to stage smoke machines) 	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
Hazard: Gas and Fuels Storage Risk: Burns, inhalation, loss of consciousness, fire	15 High	M	<ul style="list-style-type: none"> ▪ Gas and fuels stored correctly. ▪ Signage displayed and current. ▪ Staff training. ▪ Storage areas secured. ▪ Daily site checks. 	5 Medium	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Food Safety Risk: Food Poisoning	15 High	M	<ul style="list-style-type: none"> ▪ Food vendor induction. ▪ Good food hygiene practices advocated and monitored. ▪ Daily checks of Food Vendors. 	4 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event

5. SET-UP/PACK-DOWN - WHAT SAFETY IS IN PLACE WHILE EVENT SITE IS A WORKING SITE I.E. MOVING VEHICLES, FIRST AID

HAZARD (What could go wrong?) RISK (What could cause It to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Vehicle congestion and incompatible activities in same area</p> <p>Risk: Poor planning of the pack in. Poor communication. People not listening to instructions</p>	12 Medium	M	<p>Good organisation of vehicles and suppliers onto site. Good communication with all involved.</p> <p>Consider use of a Run Sheet to plan schedule for Pack In</p>	3 Low	Safety Officer – Festival One	Prior to Event and during Pack In and Pack Out
<p>Hazard: Person(s) hit by vehicles</p> <p>Risk: Movement of vehicles around people</p>	12 Medium	M	<p>Vehicles to move at no more than 15km/hr at all times, beacons and/or hazard lights to be flashing, person walking in front of vehicle through crowds. Public road rules apply – seatbelts and drivers licence</p> <p>No dogs allowed on site</p> <p>Children under 16yrs old during pack in / pack out must be actively supervised.</p> <p>Limit movements of vehicles during the Event.</p>	4 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
<p>Hazard: Using unsafe equipment or processes. Untrained people carrying out work</p> <p>Risk: Falling from heights</p>	12 Medium	M	<p>Any Worker conducting work at heights must be qualified to undertake the work and have submitted an appropriate SWMS for the task. WorkSafe NZ must be notified of any work over 5metres above ground.</p>	5 Medium	Safety Officer – Festival One	Prior to Event and during Pack In and Pack Out

<p>Hazard: Uneven and variable surfaces including Rabbit Holes</p> <p>Risk: Slips, trips and falls</p>	<p>12 Medium</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Good housekeeping practices. ▪ Put barriers around significant hazards. ▪ Report as required. ▪ Signage as required. ▪ Ensure appropriate footwear to manage the risk. 	<p>3 Low</p>	<p>Safety Officer – Festival One</p>	<p>Prior to venue opening and throughout Event</p>
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6. TRAFFIC MANAGEMENT AND PARKING - SIGNAGE, ROUTE, PEDESTRIAN MANAGEMENT

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Traffic congestion</p> <p>Risk: Injuries to pedestrians or vehicle accidents</p>	12 Medium	M	<p>One-way system (no people going head on to each other)</p> <p>Speed limits</p> <p>Direction of traffic</p> <p>Times busy on road - avoidance times</p> <p>Use of vehicle pass system</p>	3 Low	Safety Officer – Festival One	Prior to Event and during Pack In and Pack Out
<p>Hazard: Roads congested with pedestrians</p> <p>Risk: Poor planning, more visitors than expected. No segregation between pedestrians and vehicles, lack of barriers</p>	12 Medium	M	Refer to Traffic Management Plan (TMP).	3 Low	Safety Officer – Festival One	Prior to Event and during Pack In and Pack Out
<p>Hazard: Emergency Services cannot access site</p> <p>Risks: Parking or activations blocking access or key infrastructure, congestions, etc.</p>	15 High	M	<p>Include in site plan and TMP access for emergency services. Ensure sufficient barriers or road is cleared quickly if required.</p> <p>Carryout regular site checks to ensure key access points for emergency services are not blocked.</p>	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event

7. SECURITY - PROTECTION OF PEDESTRIANS AND SPECTATORS, SECURITY/POLICE

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Injuries, property damage, intimidation</p> <p>Risk: Vandalism, theft and unruly behaviour</p>	12 Medium	M	Ensure there is an adequate security presence during Pack In, Event, and Pack Out	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event

8. WASTE MANAGEMENT - TOILET FACILITIES, RUBBISH COLLECTION/REMOVAL, ANIMAL WASTE, RECYCLING						
HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
Hazard: Queues for Toilets Risk: Insufficient facilities on site, or insufficient maintenance.	6 Medium	E	Provision of sufficient number of toilets for anticipated participant numbers, and ensure Contractor is on site for maintenance	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Toilet systems blocked, overflowing Risk: Toilets not checked emptied frequently enough, faulty systems	12 Medium	M	Ensure waste company manages and does frequent checks of toilet systems and empties as required. Quick callout response of Contractors if there is a problem. Personnel to monitor also.	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Overflowing rubbish bins Risk: Bins not emptied frequently enough	8 Medium	M	Ensure Rubbish crew has a regular check and empty schedule. Quick callout if required. Back up checking by Personnel.	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Rubbish throughout venue Risk: Lack of bins and messy people	12 Medium	M	Bins to be located extensively throughout the venue. Personnel to pick up rubbish as required. Appropriate signage.	3 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
Hazard: Hazardous waste Risk: No system for disposing of hazardous waste	9 Medium	E	Ensure there is an area where hazardous waste can be contained and then disposed of. Ensure appropriate PPE is worn and persons are trained in disposal of hazardous waste.	4 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event

9. ACCIDENT AND HEALTH EMERGENCIES - FIRST AID, FIRE EXTINGUISHERS, EMERGENCY CONTACTS, REPORT/RECORDING OF ACCIDENTS

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: Accident or health emergency</p> <p>Risk: Bad preparation, no medical facilities, no trained First Aiders</p>	6 Medium	M	<p>First Aiders on site, and appropriate Emergency Procedures in place for accessing assistance.</p> <p>Security spread across site with radio contact. First Aiders present.</p> <p>All accidents / incidents reported and investigated to identify causes. Actions to be taken.</p>	2 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
<p>Hazard: Fire</p> <p>Risk: Sources of ignition, incorrect storage of flammable substances, poor planning, insufficient Portable Firefighting equipment</p>	10 Medium	M	<p>Pre-Event Site Inspections for Fire Safety in buildings and temporary structures, Evacuation Schemes approved by NZFS/FENZ, Fire Action Notices posted and Assembly Points well defined.</p>	2 Low	Safety Officer – Festival One	Prior to venue opening and throughout Event
Caravans - gas bottle fire risk....	10 Medium	M	<p>Bottles are certified and have been properly sealed to prevent leaking.</p> <p>Fire Extinguishers should be in the area where caravans are located.</p>	2 Low	Safety Officer – Festival One	During event

11. COVID-19 PROCEDURES – ALERT LEVEL 1						
HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
<p>Hazard: COVID19 Pandemic disease</p> <p>Risk: Exposure to COVID19 Community transmission / Illness/fatality</p>	<p>25 Medium</p>		<p>WORKPLACES</p> <ul style="list-style-type: none"> • Display QR Code Poster – in many places throughout the event. • Encourage all workers/attendees and others to download and use the NZ COVID Tracer App • Complying with Alert Level 1 settings at www.covid19.govt.nz • Confirm hygiene practices and cleaning regime and use them. • Fulfilling all other health and safety obligations <p>PUBLIC HEALTH ADVICE</p> <ul style="list-style-type: none"> • If unwell STAY HOME. Contact your health provider or phone Healthline 0800 358 5453 if related to COVID-19 symptoms. • Frequent hand washing – make sure that clean water and soap or hand sanitiser is available. • Regularly disinfect surfaces. • Cough into elbow and don't touch your face. 	<p>12 Medium</p>	<p>Event Manager Safety Officer</p>	<p>Prior to event and ongoing</p>

Add new hazards as they are discovered / identified.

HAZARD (What could go wrong?) RISK (What could cause it to go wrong?)	RISK BEFORE CONTROLS	ACTION E / M	CONTROLS	RISK AFTER CONTROLS	CONTROL REVIEWER	REVIEW DATE / REVIEW CYCLE
Hazard: Risk:						
Hazard: Risk:						
Hazard: Risk:						
Hazard: Risk:						

Section 7: Notification of Particular Hazardous Work

Reference:

HS7 – WorkSafe – Notification of Particular Hazardous Work

NOTIFICATION OF PARTICULAR HAZARDOUS WORK

There will be a significant amount of temporary staging, rigging and seating on site at Festival One 2021, some of which will exceed 5 metres in height. Prior to installation, the Contractor engaged to carry out the work is required to make a Notification of Particular Hazardous Work.

Return the completed form to:

The Registrar,
WorkSafe New Zealand
P O Box 105146
Auckland

Or email healthsafety.notification@worksafe.govt.nz

Or the form can be printed or completed online [here](#).

Section 8: Contractor, Supplier and Vendor Management

Reference:

HS8 – Contractor/Supplier Health and Safety Agreement

HS8 – Contractor Activity Matrix

HS4 – Event Health, Safety and Wellbeing Induction Checklist

HS4 – Event Induction Register

002 - SWMS Template

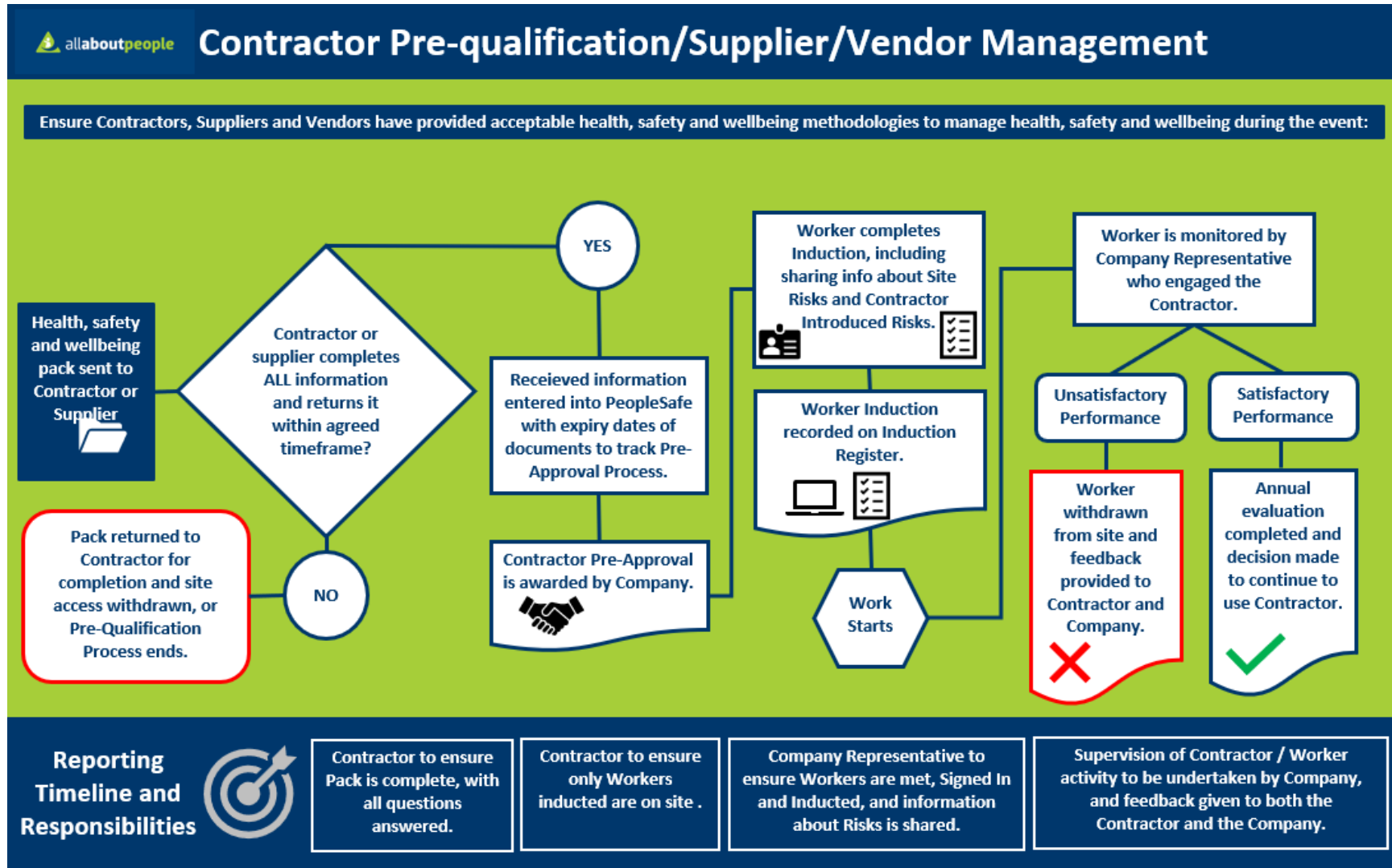
Simple Safety Plan

FESTIVAL ONE 2021'S RESPONSIBILITY

Festival One 2021 Managers will ensure that:

- Contractors, Suppliers and other Stakeholders (such as Food Vendors or Amusement Operators) have been pre-approved by Festival One 2021 Delivery Team. This includes but is not limited to the Supplier/Vendor:
- **HIGH RISK**
 - Completing HS8 – Contractor/Supplier Health and Safety Agreement;
 - COVID 19 Health declaration;
 - Supplying an acceptable Site / Project Specific Safety Plan and / or Safe Work Method Statements; and
 - Completing HS4 - Event Health Safety and Wellbeing Induction Checklist.
- **LOW RISK**
 - Completing Simple Safety Plan template;
 - COVID 19 Health declaration; and
 - Completing HS4 - Event Health Safety and Wellbeing Induction Checklist.
- All Contractors and Stakeholders monitor health and safety performance and any non-conformances are rectified in a timely manner; and
- Evidence of all Health and Safety Inductions will be recorded on HS4 - Event Health, Safety and Wellbeing Induction Checklist.

CONTRACTOR/SUPPLIER MANAGEMENT OVERVIEW



CONTRACTOR/SUPPLIER/VENDOR ACTIVITY MATRIX

COMPANY NAME	SAFETY PLAN AND AGREEMENT SUBMITTED AND APPROVED	INDUCTION COMPLETED	SAFETY ASSESSMENT 1	SAFETY ASSESSMENT 2	POST EVENT REVIEW CONDUCTED
Forge Production Services	✓	In progress			
StageSet	In progress	In progress			
AV Events	✓	In progress			
Above Productions	In progress	In progress			
Edge Hire	In progress	In progress			
Crepes Creations					
YumYum					
Jewellery with Soul					
Salvation Army Op-Shop					
CamKiwi Clothing					
Bags for Freedom					
Sugar Daddys					
Pita Pit					
Mt Atkinson Coffee					
Toms Chimney Cake and Langosh					
Aloha Poke					
Hey Presto Catering					
Loco Mexicano					
Station Grill					
Manilla Eats					

COMPANY NAME	SAFETY PLAN AND AGREEMENT SUBMITTED AND APPROVED	INDUCTION COMPLETED	SAFETY ASSESSMENT 1	SAFETY ASSESSMENT 2	POST EVENT REVIEW CONDUCTED
Crate					
Taniwhayaje					
Becky's Shop					
Orphans Aid Opshop					
Son of Man Skate					

Section 9: Event Health, Safety and Wellbeing Check/Review

Reference:

HS9 – Event Health, Safety and Wellbeing Checklist

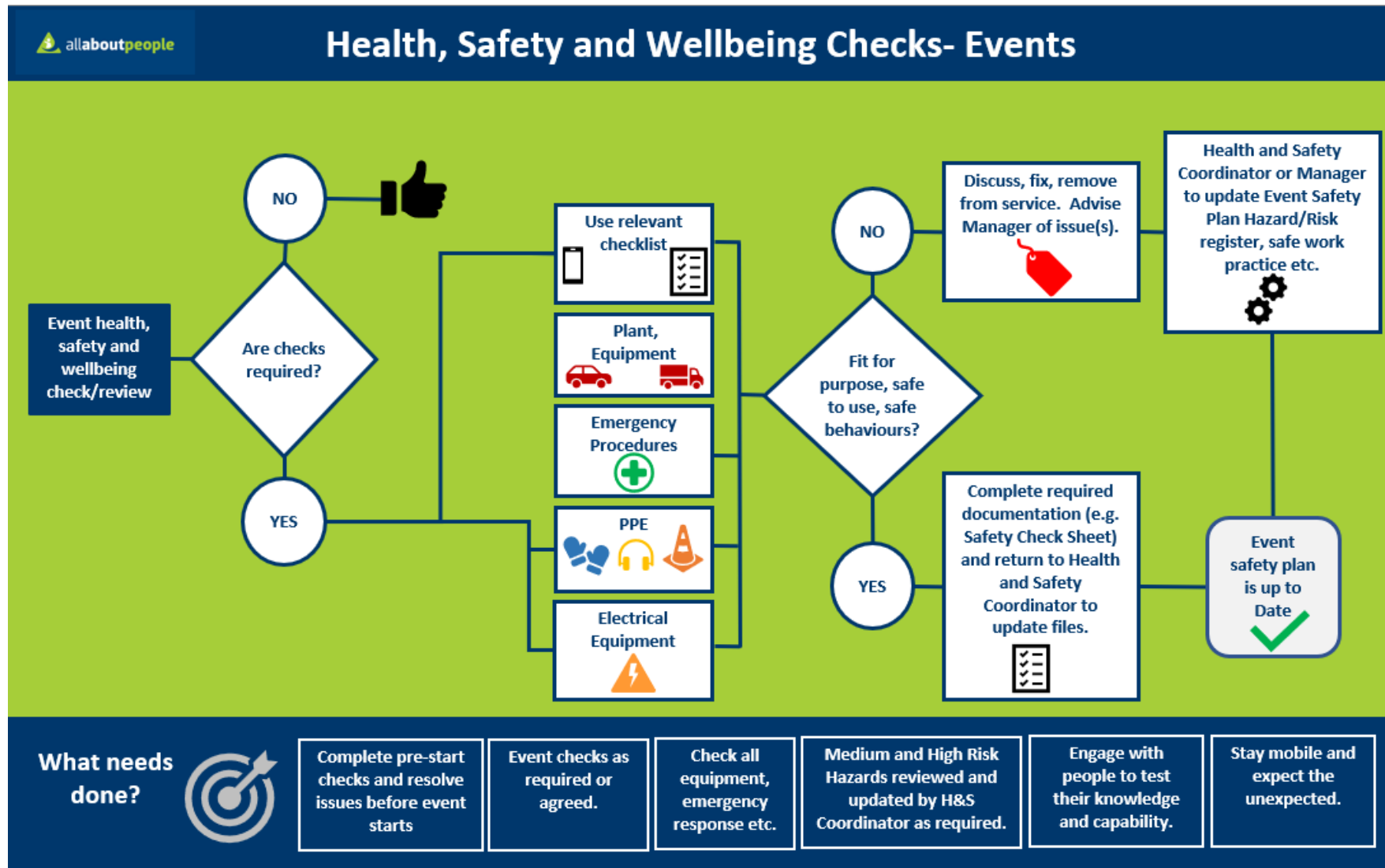
HS9 – Event Debrief

It is important to conduct Event Safety Assessments to ensure that Health and Safety Procedures and Systems on site are in place, current, effective and understood.

This Inspection will be carried out at pack-in, twice during the Event, and at pack-out, using the Event Pre-Start Site Inspection and Site Safety Checklist. Results will be reviewed with the team as required.

The Event Operations Manager is responsible for ensuring any urgent corrective/preventative actions are carried out.

HEALTH, SAFETY AND WELLBEING CHECK/REVIEW OVERVIEW



Section 10: Near Miss and Incident Reporting

Reference:

HS10 – Accident / Incident Register

HS10 – Near Miss and Incident Investigation Report

To ensure timely and accurate reporting and investigation of Unsafe Acts, Near Misses, Injuries and Work-related Illness and to prevent future injuries and illness, the following process needs to be followed:

Any person who observes an Unsafe Act, suffers a Near Miss, Injury or Work-related Illness must verbally report it to the Safety Officer as soon as possible, and complete the first page of **Near Miss/Incident Investigation Report** and give it to the Safety Officer.

Note: The Safety Officer, or Delegate, will notify WorkSafe New Zealand as soon as possible by phone and on the online [form \(www.worksafe.govt.nz/notify-worksafe/\)](http://www.worksafe.govt.nz/notify-worksafe/) within seven-days.

Safety Officer

Investigate the incident to establish the root cause. Elements to consider are:

- Are the correct policies/procedures in place?
- What is the attitude, training, competency or suitability of Workers carrying out the work?
- What is the suitability and fitness of the plant and equipment being used?
- Were any of the hazards present listed on the Hazard/Risk Register and the correct controls in place and being used?
- What is the environmental condition of the workplace at the time of the incident?
- What organisational support and commitment is present in the workplace?

Then:

- Complete the last section of the **Near Miss/Incident Investigation Report** and update the Incident Register;
- Update the Hazard/Risk Register, Site Specific Safety Plan Template, Task Analysis, JSA's SWMS's and Safe Work Instructions as required;
- File all documentation;
- Report findings to the Event Organiser for review and comment;
- Implement and communicate recommendations as required; and
- Review implemented recommendations to ensure they are suitable and still working.

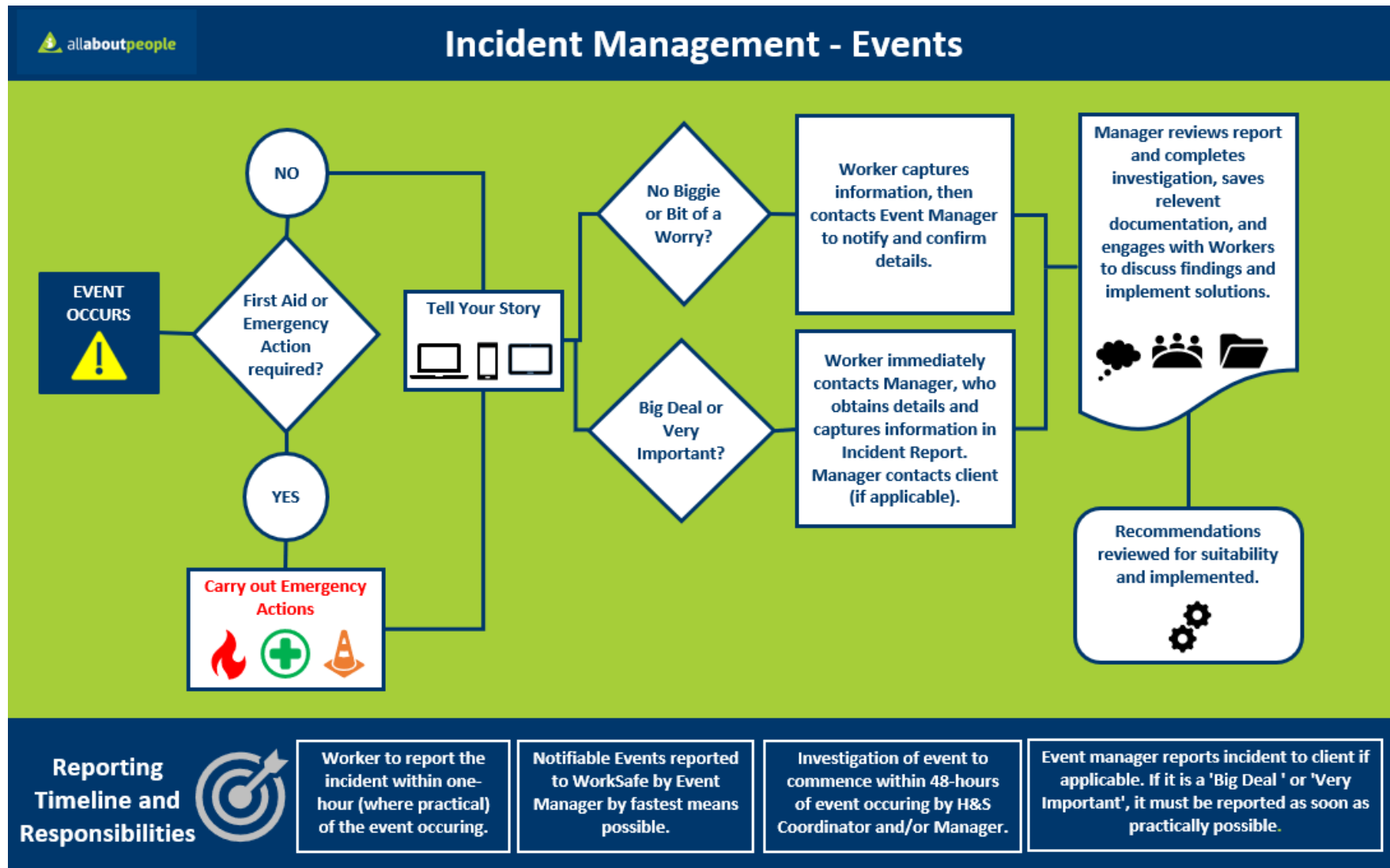
Event Organiser

Will review incident reports and report any incidents to their Board if required.

CLIENT NEAR MISS / INCIDENT / ENVIRONMENTAL REPORTING REQUIREMENTS

Festival One 2021 will report incidents to Mystery Creek Events Centre Management as soon as practicably possible.

INCIDENT MANAGEMENT OVERVIEW



Appendix One: Site Map



Appendix Two: Traffic Management Plan – Internal

MISSION

To ensure the safety of all persons onsite in regard to pedestrians and vehicles

GENERAL

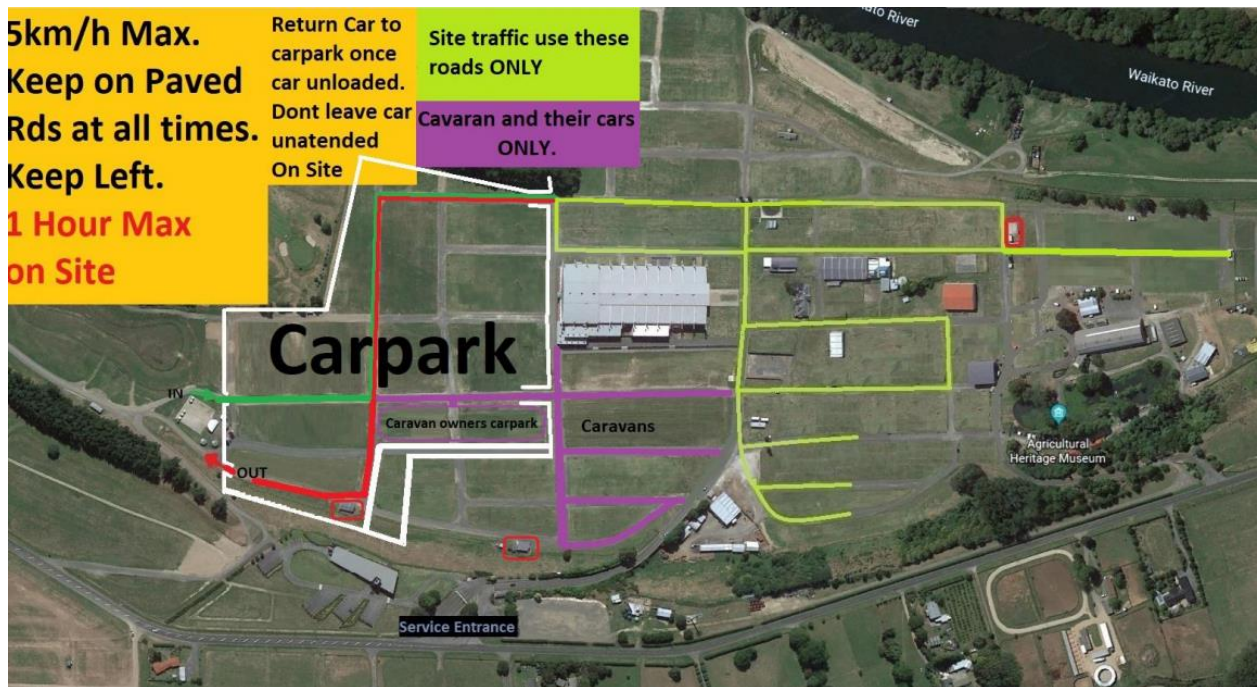
- Speed limit on site is 15km/hr. When driving in vicinity of pedestrian's speed is to be reduced to 5km/hr.
- All vehicle access to site will be via gate 0 (except for delivery vehicles which will come in Gate 2 – see map 4.2)
- Deliveries
 - All deliveries to site will be through Gate 2.
 - Branded product and service providers do not need a vehicle pass to gain access to site, e.g. Milk, Ice, Bread etc.
 - These company's names need to be supplied to the Site Security team to allow ease of access during Festival.
- No Push bikes allowed to be used on site, all scooters and skateboards can only be used inside the designated Skate Park

EMERGENCY SERVICES

- Any Emergency Service arriving on site will be met at Gate 2 by a senior member of the Security team (or a suitable delegated person) to escort them to the incident that they were called for.
- At all times the roads from Gate 2 to the Village, First Aid centre and One Arena will be kept clear for Emergency services.

SITE MAPS

Friday traffic movement map



Commercial delivery routes – duration of festival



ADMINISTRATION

- Communication
- Traffic situation will be reviewed daily as part of security team briefing.
- All security staff will have access to a Portable Radio to communicate with our central communications team should any issues arise

COMMAND AND SIGNALS

- Radio Channels
- All communication regarding traffic will be on the security channel unless it is to do with an emergency service call in which case it will be on channel 1.

Contact Phone Numbers

NAME	ROLE	PH NUMBER
Courtney Brunt	Operations Manager	
Russell Grainger	Security Manager	
Steve Wilkinson	Security 2IC	
Sean Embling	Health and Safety Manager	

Appendix Three: Radio Protocols

RT Protocol

Key Personnel will have access to RT's including: Emergency Management Team, Security, Medical Team

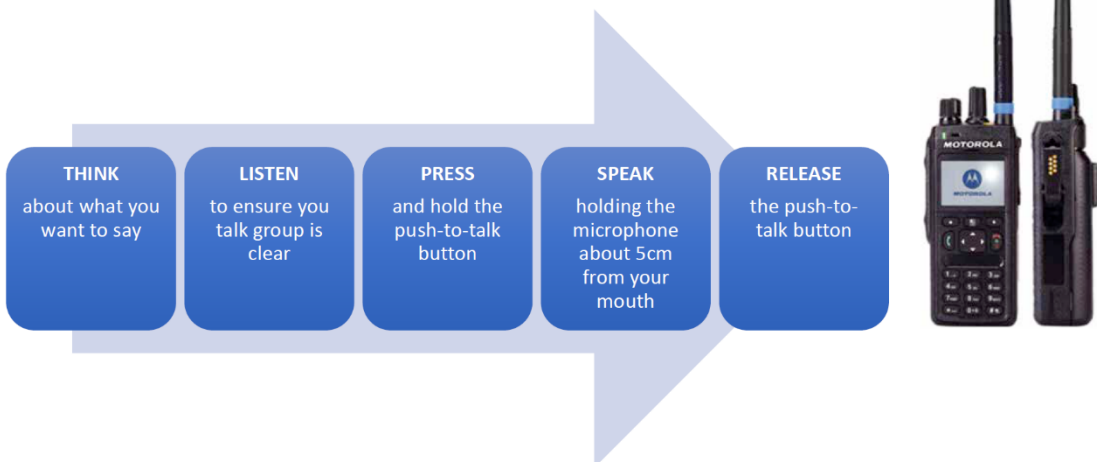
RT Priority Call Procedure

All priority calls must commence with – **priority priority priority, keep line clear** ... followed by details of the call ... at the end of the call... **priority call over, line open**.

POSITION	CHANNEL NUMBER
Comms	1
Management	2
People	3
Programming	4
Tech	5
Market	6
AWOP	7
MEDICAL	8
Site	9
	10
Security 1	11
Security 2	12

RT PRIORITY CALL PROCEDURE

 Making a radio call



 Radio terminology

Terminology	Explanation
THIS IS [YOUR CALL SIGN]	How to identify yourself
OVER	Transmission finished, awaiting a response
OUT	Radio conversation ended
SAY AGAIN / SEND AGAIN	Please repeat your last message
STANDBY [THEIR CALL SIGN]	Asking the caller to wait whilst further clarification is sought
COPY / RECIEVED	Message is understood
THIS IS AN ALL CALL	All radio users please listen to this message
GO AHEAD / SEND YOUR MESSAGE	I am listening proceed to send message



Radio Protocol

- Keep messages short and to the point.
- Consider that radio messages could be overheard by members of the public
 - Do not use profanities.
 - Do not discuss or relay threats, suspicious activity, fire, individual names, personal data directly use code words:
- **CODE RED** – Fire / suspected fire
- **CODE BLACK** – Unattended package / bomb threat / item of interest
- **CODE BLUE** – Crowd issues / distress / throwing objects
 - Medical or structural Issues



TYPICAL CALL SEQUENCE

- Remember - wait for the radio channel to become free, speak slowly and clearly.
 - Press the Push To Talk button. Wait a few seconds to ensure the radio engages before speaking. *Note: If you start speaking as soon as you push the button, the first part of your transmission will be cut off.*
- “**Call Sign X, Call Sign X (said twice)** this is **Your Call Sign Y** over” and wait for a response.
 - **CAT1, CAT1** this is **Venue1** over
- “Go ahead **Call Sign X** this is **Your Call Sign Y** over” or “**Call Sign X** send your message over”
 - Go ahead **CAT 1** this is **Venue 1** over
- Finish all messages with “Over”
 - We have an issue with flooding in catering unit six that may impact gates opening **over**
- End all conversations with “**Your Call Sign Out**”
 - Message received **CAT 1** I will send **Venue 2** down to catering unit six now, **Venue1 Out**

Appendix Four: Safety Briefing for All Personnel

To succeed in providing and maintaining a safe and healthy environment for all of our participants, Suppliers, Sponsors, Volunteers and Visitors, we have put together a list of the main health and safety issues that may affect you and the people you are working with.

GENERAL:

- Vehicle movements to be in accordance with the Traffic Management Plan;
- Make sure you are clear on the areas you are allowed to access and work in and that you are responsible for; and
- Before setting up, review how you are going to manage any hazards you may be bringing onto the site and how they may affect members of the public and others.
E.g.:
 - Lifting and moving heavy items;
 - Traffic;
 - Housekeeping; and
 - Public access.
- Know where to assemble in the event of an emergency;
- For all injuries report to St John; and
- Report any Injuries, Near Misses or Risks or Hazards immediately to the Safety Officer.

DURING THE EVENT:

- Make sure all hazards/risks have been identified and are managed throughout the day;
- Ensure all access ways and exits are clear of vehicles, plant and materials and/or rubbish;
- All electrical items running off the mains and/or generator must be tagged and within test date;
- The relevant Personal Protective Equipment (PPE) must be worn. E.g. High-vis vest, safety footwear;
- Take notice of safety signage and barriers;
- Monitoring public access into hazardous areas;

- Ensure you know who to report safety related issues to;
- When working in traffic areas (e.g. pedestrian, driveway or parking areas), ensure there is adequate signage and cones;
- Refer to Traffic Management Plan for all issues referring to traffic;
- Ensure you are familiar with the communication protocols in the event of an emergency; and
- Ensure you are familiar with the Emergency Procedures.

SIGNIFICANT HAZARDS:

People will be exposed to the following significant hazards:

- Traffic;
- Working at heights (EWP's, Ladders);
- Unauthorised access to Restricted Areas;
- Weather – wet conditions/hot conditions;
- Plant and equipment;
- Slips, trips and falls;
- Dehydration, exhaustion, stress;
- Poor communication;
- Manual handling; and
- Aggressive people
- Water Hazard

COVID-19 PROCEDURE:

Depending on the Alert Level in place, there will be different requirements in place to manage your health and to protect you from COVID-19. These are:

Mandatory:

- Follow good hygiene practices (cough / sneeze into elbow, wash hands with soap, use sanitiser, wipe surfaces as required)
- Use the COVID-19 App when arriving at the Village, entering buildings etc.
- Report any COVID-19 symptoms and seek medical advice; and
- Stay at home if you have COVID-19 symptoms.

Alert Level 2 – 4:

- Client Name will notify you of any restrictions / requirements; and
- If you have any health concerns, please notify your manager.

Person reporting symptoms:

- If anyone approaches a volunteer and complains of symptoms associated with COVID-19 the Event staff member should:
 - Immediately give the member of public a mask and have them fit it.
 - They should put a mask on themselves and distance themselves at least 1 meter.
 - Notify the Event Manager.
 - Bring the person to the pre-designated assessment area.
 - Notify Peak Safety who will carry out an assessment in accordance with MOH guidelines
 - At the end of the assessment a recommendation will be made which will include:
 - Go straight home.
 - Self-isolate.
 - Call Healthline.
 - Get a COVID-19 test.
- The volunteer should dispose of the mask, thoroughly wash their hands, then go home, self-isolate, call Healthline and get a COVID-19 test.
- At some point ensure that the member of public has scanned the event QR Code with the Government COVID-19 Tracer App.

Appendix Five: New Zealand Events Sector - Voluntary Code

See link here (updated 5 October 2020):

<https://www.majorevents.govt.nz/assets/Major-Events/new-zealand-event-sector-voluntary-code.pdf>

Appendix Six: Crowded Place Guidelines

The nature of crowded places means they pose extra risks to people, as they can be a target for attacks. Everyone has a role to play in keeping crowded places safe, whether they are government officials, owners and operators of crowded places, community organisers or members of the public.

ESCAPE

ESCAPE - If you see a safe way out leave the area immediately. Move quickly and quietly away from danger if it is safe to do so. Take your mobile phone with you if you can, but do not go back to get it if it puts you in danger.

Leave other belongings behind.

Encourage others to go with you, but don't let their hesitation slow you down. If you cannot escape completely...

HIDE

HIDE - stay out of sight and silence your mobile phone. Secure your environment by locking doors and windows and barricading entries where possible. Stay away from doors and be as quiet and still as possible so you do not give away your hiding place. Note any potential exit points.

As soon as it is safe to do so...

TELL

TELL - police by calling 111 when it is safe. The more information you can give about your location, surroundings, the attackers and the events that have occurred, the better.

You may be asked to stay on the line and provide further information that the operator requests or if the situation changes.

If it is safe to do so, try to obtain the following information:

- exact location of the incident.
- description of the offender/s and whether they are moving in any particular direction.
- details of any weapons being used.
- number of people in the area and any that have been injured.
- the intent of the offender/s (if known or apparent).

TELL

- Always try to be aware of your surroundings. If you see a commotion, hear screams, gunfire or loud noises, try to identify where it is coming from. If you think it is dangerous, consider what you can do to keep yourself safe. For example, you may have to hide before you have the opportunity to escape. In some situations, you may still need to hide once you have escaped the immediate area.
- If you come across any injured people while hiding, providing first aid may help save their lives. But only help if it does not put yourself and others in any danger.
- Try to stop others from entering the area, but only if it doesn't put you in any danger.
- Do not move closer to see what is happening - this may put you in danger.
- Consider looking for something you can use to defend yourself as a last resort if you are found by the attacker

Appendix Seven: Definitions

Accident	<p>An event that:</p> <ul style="list-style-type: none"> a) Causes any person to be harmed; or b) In different circumstances, might have caused any person to be harmed.
Hazard	<ul style="list-style-type: none"> a) An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and b) Includes: <ul style="list-style-type: none"> (i) A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and (ii) Without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behaviour. Hazard has a corresponding meaning [HSW Act].
Injury	<p>Tissue damage resulting from either the acute transfer to individuals of one of the five forms of physical energy (kinetic or mechanical, thermal, chemical, electrical or radiant) or the sudden interruption of normal energy patterns to maintain life processes.</p>
Near Miss	<p>A Near Miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so.</p>
Risk	<p>The probability and magnitude of harmful consequences arising from a hazard. The likelihood of a specified undesired event occurring within a specified period or in specified circumstances. The probability of harmful consequences arising from a hazard. In quantitative terms, risk can be expressed in values from zero (no possible harm) to one (certainty that harm will occur). In relation to human health effects, risk is usually expressed as the probability (or likelihood) of dying or developing a disease or injury as a result of exposure to a hazard. For example, an acceptable health risk may be regarded as a one in a million-lifetime risk of developing cancer.</p>

DEFINITIONS – CONTINUED...

Notifiable Event	<p>The HSW Act defines a Notifiable Event as follows:</p> <ul style="list-style-type: none"> a) Death; b) Any conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function; c) Amputation of body part; d) Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic; e) Loss of consciousness from lack of oxygen; f) Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance; and g) Any harm that causes the person harmed to be hospitalised for a period of 48-hours or more commencing within seven-days of the harm's occurrence.
Notifiable Incident	<ol style="list-style-type: none"> 1. In this Act, unless the context otherwise requires, a Notifiable Incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a Worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to: <ul style="list-style-type: none"> a) An escape, a spillage, or a leakage of a substance; b) An implosion, explosion, or fire; c) An escape of gas or steam; d) An escape of a pressurised substance; e) An electric shock; f) The fall or release from a height of any plant, substance, or thing; g) The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations;

	<ul style="list-style-type: none"> h) The collapse or partial collapse of a structure; i) The collapse or failure of an excavation or any shoring supporting an excavation; j) The inrush of water, mud, or gas in workings in an underground excavation or tunnel; k) The interruption of the main system of ventilation in an underground excavation or tunnel; l) A collision between two vessels, a vessel capsize, or the inrush of water into a vessel; or m) Any other incident declared by regulations to be a Notifiable Incident for the purposes of this section. <p>2. Despite subsection (1), Notifiable Incident does not include an incident declared by regulations not be a Notifiable Incident for the purposes of this Act.</p>
<p>Notifiable Injury or Illness (Health and Safety at Work Act 2015)</p>	<p>1. Notifiable Injury or Illness, in relation to a person, means:</p> <ul style="list-style-type: none"> a) Any of the following injuries or illnesses that require the person to have immediate treatment (other than First Aid): <ul style="list-style-type: none"> i. The amputation of any part of his or her body; ii. A serious head injury; iii. A serious eye injury; iv. A serious burn; v. The separation of his or her skin from an underlying tissue (such as degloving or scalping); vi. A spinal injury; vii. The loss of a bodily function; or viii. Serious lacerations. b) An Injury or Illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment; c) An Injury or Illness that requires, or would usually require, the person to have medical treatment within 48-hours of exposure to a substance; and d) Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:

	<ul style="list-style-type: none"> i. With micro-organisms; ii. That involves providing treatment or care to a person; iii. That involves contact with human blood or bodily substances; iv. That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or v. Any other Injury or Illness declared by regulations to be a Notifiable Injury or Illness for the purposes of this section. <p>2. Despite subsection (1), Notifiable Injury or Illness does not include any Injury or Illness declared by regulations not to be a Notifiable Injury or Illness for the purposes of the Health and Safety at Work Act 2015.</p>
Risk	The chance of something happening that will have an impact on objectives. It is measured in terms of Likelihood and Consequences.
Low Risk Work	Work which has a Low-Likelihood of resulting in harm to Workers or Serious Harm Injury if appropriate steps are not taken to control the risks.
High Risk Work	Work which has a High-Likelihood of resulting in Serious Harm Injury if appropriate steps are not taken to control the risks.



PO Box 730, Whangaparaoa, 0943
Tel: 0800 023 789
Email: info@allaboutpeople.co.nz
Website: www.allaboutpeople.co.nz

Attachment C – Written Approvals

Graham Burt
Executive Director Festival One
22 November 2018

Festival One

Proposal to relocate to Hartford Farm

209 Whitehall Road

Festival One Limited, the applicant, runs a drug and alcohol-free Christian festival annually at Mystery Creek. Festival One is a continuation of the long running and successful 'Parachute Music Festival'. Festival One is seeking to relocate the event to a new venue at a 280-hectare rural property (Hartford Farm - previously known as 'Dunwold') at 209 Whitehall Road, Karapiro.

Festival One is run by a Christian charitable trust – Summer Festival Charitable Trust. The Board wishes to refresh the festival by locating to a site more in keeping with the relaxed and community feel of the festival. The Board also wishes to 'cap' attendance at 10,000 paying patrons so that the family friendly atmosphere is retained. The Trust therefore seeks resource consent for a Discretionary Activity to commence the first scheduled event on Auckland Anniversary weekend 2020.

The venue is centred around the river flats on the property that nestle within a natural amphitheatre provided by the encircling hills and which provide a forested backdrop that will screen most elements of the festival from public view.

What will the festival look like?

1. The festival will be held annually over the Auckland Anniversary long weekend – the last weekend in January.
2. The festival will run over four nights and three consecutive days – 10am Friday until midday Monday.
3. The festival is outside the school holidays.
4. The venue capacity will be capped at 10,000 paying patrons, with support from up to 2,000 volunteers, acts and crew – in the first few years about 6,500 patrons plus support staff are anticipated. These two assumptions about the size of the event underpin the traffic modelling.
5. The festival is a multi-faceted music, community and art event, with seminars and keynote sessions, art installations, and reflective spaces being as important as music and concerts on the stages. The festival is designed to be approachable for people of

all ages – toddler care is provided, a children's programme, dedicated spaces for those with disabilities, and care taken to provide support for the elderly. The festival is largely 'residential' with people arriving on the Friday and setting up camping communities (largely tents), as well as caravans and camper vans. Food and beverages are provided by a variety of food trucks, and all support services – toilets, showers, general store are provided as self-contained pop up units. Power will be supplied from generators on-site.

6. The festival is an alcohol and drug-free event.

7. Festival One has a self-imposed night curfew of midnight, where amplified sound is turned off, and traffic movement is restricted other than for emergency medical needs.

8. Festival One provides a free mobile phone App. This is interactive and provides real time updates and is used before, during and after the festival as well as to manage the travel demand peaks and queues, and patterns of travel on the road network by directing patrons to the preferred alternative routes.

9. Special guests, overseas artists for example, are accommodated off-site in local B&Bs, homestays, motels and hotels. A shuttle service run by volunteers will provide their transport.

10. Public site access is only available from Whitehall Road, between Dunning Road and the Whitehall Quarry. Traffic will be directed to two or three security controlled entranceways to the property. Management of traffic from the state highway and local roads will be guided using Event Directional signage and Temporary Traffic Management Plans developed in conjunction with the NZ Transport Agency and the District Council.

How will this all this work?

The site plan attached shows the overall layout for the festival:

- The controlled public entranceways with passing bays and/or two-way vehicle movement on the site;
- Vehicle queues will be on-site in prepared stacking lanes, and not on the public roadway;
- The parking and pre-registration areas – over 80% currently pre-register allowing for ease of entry and parking for patrons;
- The accommodation zones that will provide for camping, caravans and motor homes;
- Arena 1, The Music Box and Market Stage and a largely acoustic River Stage will provide the four concert venues; and
- The market and administration precincts – the heart of the festival.

What are the potential environmental effects on me, my family and or my business?

The effects expected from running the festival can be described in terms of:

- the pre-event setup phase: this includes the arrival of the crew of about 20 volunteers a week prior to the Friday start, building to a team of around 300 from the Wednesday prior. This team build and assemble the facilities, supervise the arrival of the various hire suppliers - marquees, toilet and shower blocks, audio and sound

equipment, and food trucks and caravans. Building activity will take place on site from the Friday prior to the Friday start.

- The event itself: these effects are summarised more fully below; and
- The post-event packdown: this includes the hire companies returning to pick up their gear and facilities, and the build crew disassembling the temporary structures for a period of 3-4 days.
- In summary, the event brings increased activity to the property and the neighbourhood over a three weekend, two-week period.

Effects of traffic going to and from the festival

The Integrated Transport Assessment (ITA) evaluated two scenarios for event traffic: the 2020 event and the future maximum event 'cap'. The predicted traffic generated is outlined in the table attached.

People driving on the state highway are unlikely to notice the additional activity due to the holiday traffic activity, but the effects are likely to be slowing for turning traffic, or minor delays in turning at intersections.

The potential effects from festival traffic will be mainly noticed on the local roads. The attached table shows this. For example, peak traffic on Karapiro Road (west of Whitehall Road) is expected to increase from 145 vehicles per hour (veh/h) peak traffic flow, to 460 veh/h with the predicted 2020 event arrival traffic. At the future maximum event with 10,000 tickets, the peak arrival traffic on this section of Karapiro Road is expected to increase to 665 veh/h. This equates to a slight decrease in the level of service where drivers may be slightly impeded by interactions with other traffic.

The highest traffic flows arriving to the festival are likely to occur on Friday night and Saturday morning. The highest traffic flows leaving the festival are likely to occur on Sunday evening and Monday morning, with many of these vehicles travelling north via French Pass Road.

Local road users are likely to notice the additional activity with the effects likely to be delays in access and egress from their properties, slowing for turning traffic, or delays in turning at intersections.

The potential traffic effects from festival traffic include:

- Increased traffic on state highways and local roads;
- Increased potential for conflict at intersections;
- Some queuing and/or delays at intersections; and
- Queued vehicles at the festival entrance delaying local through traffic.

These effects will be managed by:

- Pre- and post-event notification and planning using the free App provided to patrons;
- Directional and cursory signage for people driving to the festival;
- Temporary traffic management at key locations using signs and cones, and 50km/hr speed restrictions;
- Directing departing traffic to the most appropriate route to avoid delays and minimise the potential for conflict at intersections;
- Live updates on route management provided by the NZTA and delivered via the festival App;

- encouraging patrons to carpool where possible; and
- Festival gate curfew of midnight to 6am (emergency access only).

The indicative signage plan is attached and shows the recommended locations for Temporary Traffic Management, directional signage and cursory signage to help manage and guide festival traffic.

A review of the traffic effects and effectiveness of the mitigation used will be completed to fine tune the traffic management for future events. All traffic management and mitigation measures used by Festival One will have prior approval from the District Council and NZ Transport Agency.

Effects from noise and vibration during the festival

Noise effects of the festival will be mainly related to use of amplified sound systems on the site. These sounds will exceed, at times, the normally applying District Plan noise limits applying in the area. In order to keep any noise disturbance to a minimum, sound amplification systems will be closely managed by event managers and their production teams, at all times. An independent acoustic consultant will conduct sound level monitoring at pre-determined assessment locations at various times throughout the event to check noise remains within the specified consented noise. The noise limits set out within the consent will control both the overall sound level (LAeq) and the levels of low frequency (bass) sound experienced in the vicinity of the site.

Monitoring at the pre-determined assessment sites of sound levels during the event provides for real-time sound level control by relaying the results of field monitoring to Audio Engineers in control of the sound system(s). These methods are being followed to ensure there are no noise limit overages during the event. It is worthy of note that for 4 years of operation at Mystery Creek Festival One has not once exceeded the prescribed noise limits. Noise effects from other sources will remain reasonable at all times as there will be no fireworks on-site and no helicopter movements are proposed as part of the event.

Each event will be operated in accordance with a Noise Management Plan which has been signed off by Waipa District Council for each event. This Plan will, among other things, require neighbours to be advised beforehand on the methods for managing noise and methods for handling how any complaints regarding noise are received, recorded and responded to. Festival One has a successful record managing noise effects from outdoor music festivals as mentioned above.

Effects from lighting and glare during the festival

The venue will be lit by temporary lighting structures to ensure the safe movement of patrons at night from accommodation areas, food markets and concert venues. There will also be event lighting, generated by the stages. Both of these may result in night glow which while observable is not likely to disturb sleep patterns due to the bowl effect that the event is contained in.

Effects from providing and managing water, waste water and rubbish for patrons during the festival

Portable facilities will be bought on site providing fully self-contained services for patrons. No facilities will discharge waste water onto the ground. All brown water will be transported off site and disposed of in an approved fashion. Water taps will provide patrons with potable drinking water from a mix of bore and tanker supply.

Effects from signs on and beyond the site before and during the festival

There will be minimal Festival branded signage. There will be 'way finding' signage on-site to direct patrons from location to location. There will be traffic management signage on the local road network for the duration of the event.

Effects on health (medical, hazard management) and safety (crime prevention) of people attending the festival

Festival One runs an on-site triage medical team 24/7, comprised of doctors, nurse practitioners, and nurses. Serious medical events are referred to Waikato Hospital. In its four year history, Festival One has not had a serious medical emergency, rather it has had to deal largely with abrasions and strains.

Festival One runs a comprehensive and iterative Health and Safety Plan in conjunction with their consultants. There are daily meetings, and events and incidents are recorded and practices amended as needed.

Festival One invites NZ Police to be present at each Festival. Because of the lack of incidents, the Police have reduced their presence down to one officer on duty at any given time. Festival One also runs its own security team - comprised of volunteers, and managed, as a volunteer, by a currently serving Police officer. This team operates 24/7 and is used to ensure security at gates, entrances, back stage areas, etc. and to direct patrons.

Effects on the amenity of neighbours and community

There will be limited viewpoints into the site where the festival will be operating. Neighbours will notice the increase in traffic over the period of the festival. The staggered arrival times anticipated for patrons coupled with the use of the festival App will mean congestion can be mitigated as much as is possible. Using temporary traffic management plans with cones and signage and a 50kph speed limit will help control vehicles on Whitehall Road. Alternate routes to the venue are proposed depending on the direction of travel for patrons and this too should alleviate congestion. There will be noise associated with concerts and night glow will be noticeable - the curfew hours proposed will mean concert noise will cease and night glow will rapidly fade after mid-night.

Effects on cultural values of people and the community

From its inception, Festival One sought the approval of local Iwi to hold the event. Festival One remains closely associated with Ngāti Haua, and Rukumoana Marae, holding planning meetings and times of Karakia on the Marae during the year. Rukumoana Marae generously welcome and authorise the running of each Festival via a powhiri and celebrate the ending and success with a poroporoaki. Festival One has

consulted with Ngāti Haua on the selection of the proposed Whitehall Road site, and has a site blessing meeting planned for mid 2019.

Festival One has also met with representatives of wider Tainui Iwi prior to completing Resource Consent documentation, with particular reference to the Karapiro Stream. At this meeting Tainui representatives very generously offered their full support of the event on its proposed site.

Benefits

The festival will generate a range of benefits to the district generally and particularly to Cambridge and the local area by providing accommodation, petrol and food to patrons before, during and after the three-day festival. The service station will benefit from increasing passing traffic and with providing a convenient stop for food. Neighbouring accommodation services will also benefit either from patron bookings or from the festival organisers using these places themselves because of their convenience to the event.

Neighbour Liaison & Contacts

Ahead of an annual event, Festival One will:

- During December: Complete a letter drop to all near neighbours, outlining the latest plans for the Festival, artists coming, and provide a general overview of progress to date, while providing the opportunity for feedback.
- During January: Complete a second letter drop with more specifics, traffic management expectations, the programme for Festival, offer for complimentary family passes and again invite an opportunity for feedback.
- Late January: Make door to door visits to say hello and hear any further feedback, and to ensure that the invitations to attend/observe had been received.
- Festival One will also provide a dedicated neighbour phone line - a line that neighbours can call day and night for the duration of festival.

Our Request for Your Written Approval

We have approached you as a potentially affected neighbour and want to discuss the proposal with you and to seek your written approval to run this festival as an annual event. This step is required under the Resource Management Act 1991.

The Waipa District Council Form is attached that provides further background on your rights in this process.

If you are willing to provide your written approval, as a landowner and or occupier, please complete the attached Council Form and **sign/initial each page of this Information Note including the attached plans and tables.**

The contact details to get answers to any further questions concerning this resource consent:

Graham Burt, from Festival One

Graham@FestivalOne or 021-983-375

Mark Gardiner, the land owner

mark@wfpkiwi.com or 027-474-0210

Traffic Estimates

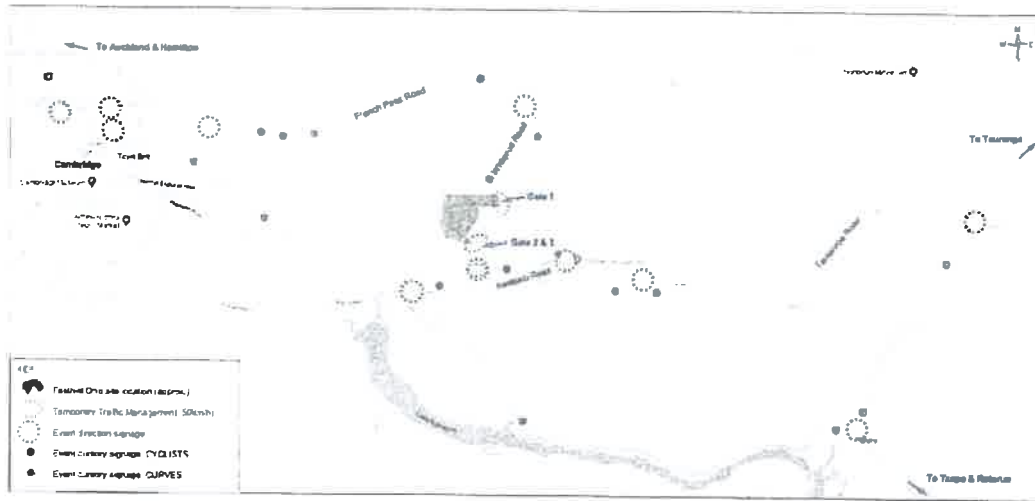
Local Road	Existing traffic (veh/h)	Existing LOS	Event traffic direction	2020 Event (6,500 tickets)		Future Event Maximum (10,000 tickets)	
				Combined event and existing traffic (veh/h)	LOS with event traffic	Event max. + Existing traffic (veh/h)	LOS with event traffic
Karapiro Road (west of Whitehall)	145	A	Arrival	460	B	665	C
			Departure	325	B		B
Karapiro Road (east of Whitehall)	84	A	Arrival	119	A-B	144	A-B
			Departure	134	A-B		A-B
Whitehall Road	50	A	Arrival	400	B	630	C
			Departure	280	A-B		B
Taotaoroa Road	73	A	Arrival	108	A-B	133	A-B
			Departure	123	A-B		A-B
French Pass Road (urban area)	64	A	Arrival	64	A	64	A
			Departure	344	B		B

LOS Definitions

LOS A – Free flow conditions in which drivers are virtually unaffected by the presence of others in the traffic stream.

LOS B – Stable flow where drivers still have reasonable freedom to select their desired speed.

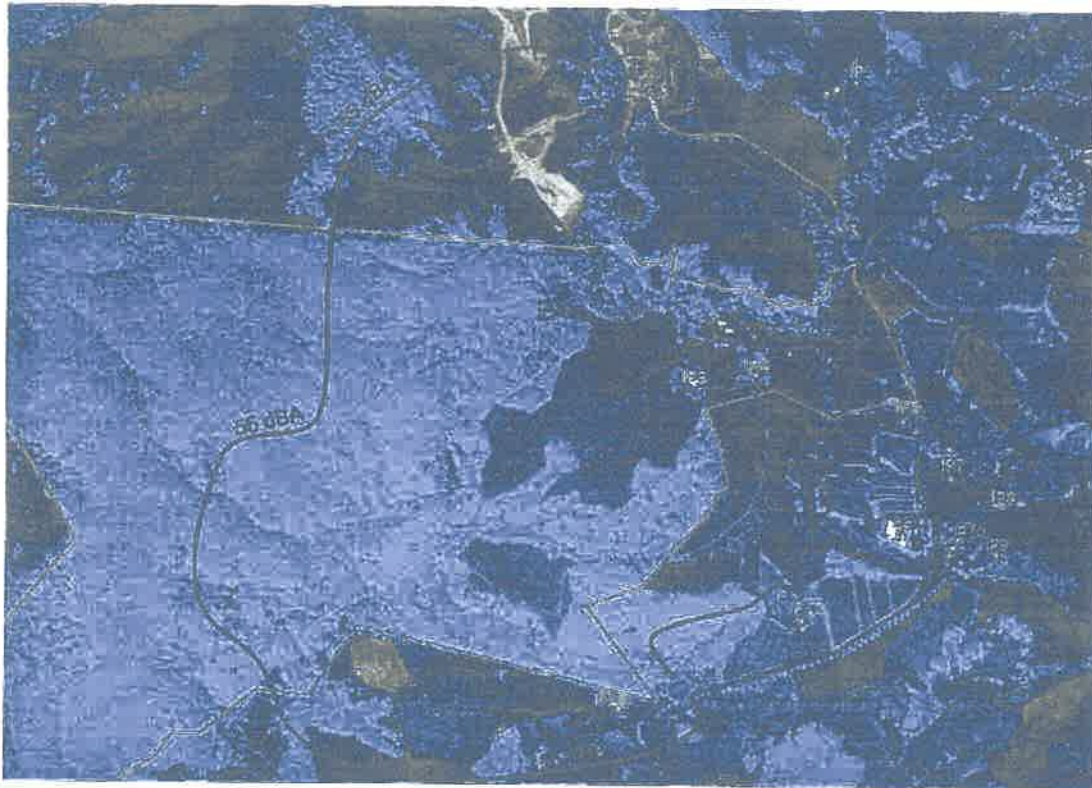
LOS C – Stable flow, but most drivers are restricted to some extent in their freedom to select their desired speed. The general level of convenience has declined noticeably.



Temporary Traffic management is proposed at three locations:

- The intersection of Karapiro Road and Whitshat Road for the purposes of managing turning traffic
- Outside Gate 2 and 3 on Whitshat Road (north of Karapiro Road) for the purposes of managing traffic entering and exiting the festival site; and
- Outside Gate 1 on Whitshat Road, between Dunning Road and the Quarry for the purposes of managing traffic entering and exiting the festival site

Festival One Noise Contours & Monitoring Locations





Written Approval of Potentially Affected Party

Resource Management Act 1991

To: Waipa District Council, Private Bag 2402, Te Awamutu 3840
Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: info@waipadc.govt.nz

Approval by person(s) potentially affected by an application for a Resource Consent/
Change of Condition/s.
Before you sign this form, please read the information on the back of this form.

For office use only:

PI#

A1 To be completed by the person requesting approval

Applicant:

Type of Resource Consent: Landuse Subdivision Amendment of existing consent

Address for correspondence: _____

Contact phone number(s): _____

Proposed activity: _____

Location of site: _____

Signature of applicant/s or agent: _____ Date: _____

A2 To be completed by the person giving their approval

Name/s and/or organisation: Mark & Teria Guest
Property address: 2/201 Whitehall Road, Cambridge

Postal address: same as above

Contact phone number(s): 

Ownership of your property: I/We own occupy rent the property (tick relevant boxes)

I/We state as follows:

- 1) I/We have sighted all the attached plans and supporting information for the above activity; and
- 2) I/We hereby give approval for the proposal to be considered by the Waipa District Council without public notification; and
- 3) I/We understand that, if I give my approval, Waipa District Council will not take into account any effects that the proposed activity may have on me/us, when considering whether this application should be notified (Section 95E of the Resource Management Act 1991) and whether the application should be granted (Section 104(3) of the Resource Management Act 1991).

I/we have signed and dated the plans and supporting information (please tick)

Signature/s:  Date: 10/06/2021

PTO for further information

The information you have provided on this form is required so that the applicant's resource consent application can be processed under the Resource Management Act 1991, and so Council staff can contact you if required. The form will be stored on the relevant property file, and held by the Council, and the information provided on it may be made publically available. If you have any concerns about providing any of the information on the form, please contact Council's Planning Administration team to discuss prior to returning this form to the applicant. If you would like to request access to, or correction of your details at any time, please contact the Council.

MAG T

Giving written approval as an affected person(s)

The applicant named on this form is seeking approval from Council for a **planning (resource) consent and/or building consent**.

Under the Resource Management Act 1991, in **certain circumstances** resource consent applicants must obtain written approval from every **person potentially affected** by the granting of the consent. If approvals are obtained, Council may decide the application does not need notifying, and public submissions will not be requested.

Before asking for your approval, the applicant must provide you with a detailed explanation of the proposal. You should see a description of the proposal including plans and a list or explanation of possible effects on the natural and built environment and on people. This is called an **assessment of environmental effects (AEE)**. The applicant should explore with you ways of dealing with any likely or significant adverse (bad) effects the proposal may have on you; and consider amending the proposal to avoid, remedy or mitigate (reduce) the adverse effects.

What happens if I give my approval?

If you decide to give the applicant written approval for their resource consent application, the law states that Waipa District Council **will not have regard** to any effect the activity may have on you. Please note that you **cannot** include any requirements or conditions with your written approval.

NOTE: IF YOU DO NOT UNDERSTAND WHAT THIS FORM IS, OR DETAILS ABOUT THE APPLICATION ASSOCIATED WITH THIS FORM, OR YOU DO NOT CONSENT TO THIS PROPOSAL, DO NOT SIGN THE FORM.

What happens if I do not want to give my approval?

If Council considers that you are a person/s who may be adversely affected by the proposed activity, and you **do not** sign this form; Council will write to you ("serve notice"). If this occurs you will receive a copy of the application from Council. You will have 20 working days from the date of notice being served to lodge a submission to the application. If submissions in opposition are received, Council will hold a public hearing and make a decision to either grant or decline the application.

If Council considers the environmental effects of the proposed activity will be more than minor or that there are special circumstances; it will publicly notify the application (i.e. in the newspaper). You will also be notified if this occurs.

Please note that by law the Council **must approve applications for Controlled Activities** even if you refuse written approval, but Council can put conditions on the approval to address likely adverse effects on you.

What happens if I gave my approval, then change my mind later?

You have the right to withdraw any written approval you have given on this form, **provided** Council receives notice in writing that your approval is withdrawn before the date of the hearing (if a hearing is held) or otherwise **before** the date of determination of the application.

Graham Burt
Executive Director Festival One
22 November 2018

Festival One

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209 Whitehall Road

Festival One Limited, the applicant, runs a drug and alcohol-free Christian festival annually at Mystery Creek. Festival One is a continuation of the long running and successful 'Parachute Music Festival'. Festival One is seeking to relocate the event to a new venue at a 280-hectare rural property (Hartford Farm - previously known as 'Dunwold') at 209 Whitehall Road, Karapiro.

Festival One is run by a Christian charitable trust – Summer Festival Charitable Trust. The Board wishes to refresh the festival by locating to a site more in keeping with the relaxed and community feel of the festival. The Board also wishes to 'cap' attendance at 10,000 paying patrons so that the family friendly atmosphere is retained. The Trust therefore seeks resource consent for a Discretionary Activity to commence the first scheduled event on Auckland Anniversary weekend 2020.

The venue is centred around the river flats on the property that nestle within a natural amphitheatre provided by the encircling hills and which provide a forested backdrop that will screen most elements of the festival from public view.

What will the festival look like?

1. The festival will be held annually over the Auckland Anniversary long weekend – the last weekend in January.
2. The festival will run over four nights and three consecutive days – 10am Friday until midday Monday.
3. The festival is outside the school holidays.
4. The venue capacity will be capped at 10,000 paying patrons, with support from up to 2,000 volunteers, acts and crew – in the first few years about 6,500 patrons plus support staff are anticipated. These two assumptions about the size of the event underpin the traffic modelling.
5. The festival is a multi-faceted music, community and art event, with seminars and keynote sessions, art installations, and reflective spaces being as important as music and concerts on the stages. The festival is designed to be approachable for people of

all ages – toddler care is provided, a children's programme, dedicated spaces for those with disabilities, and care taken to provide support for the elderly. The festival is largely 'residential' with people arriving on the Friday and setting up camping communities (largely tents), as well as caravans and camper vans. Food and beverages are provided by a variety of food trucks, and all support services – toilets, showers, general store are provided as self-contained pop up units. Power will be supplied from generators on-site.

6. The festival is an alcohol and drug-free event.

7. Festival One has a self-imposed night curfew of midnight, where amplified sound is turned off, and traffic movement is restricted other than for emergency medical needs.

8. Festival One provides a free mobile phone App. This is interactive and provides real time updates and is used before, during and after the festival as well as to manage the travel demand peaks and queues, and patterns of travel on the road network by directing patrons to the preferred alternative routes.

9. Special guests, overseas artists for example, are accommodated off-site in local B&Bs, homestays, motels and hotels. A shuttle service run by volunteers will provide their transport.

10. Public site access is only available from Whitehall Road, between Dunning Road and the Whitehall Quarry. Traffic will be directed to two or three security controlled entranceways to the property. Management of traffic from the state highway and local roads will be guided using Event Directional signage and Temporary Traffic Management Plans developed in conjunction with the NZ Transport Agency and the District Council.

How will this all this work?

The site plan attached shows the overall layout for the festival:

- The controlled public entranceways with passing bays and/or two-way vehicle movement on the site;
- Vehicle queues will be on-site in prepared stacking lanes, and not on the public roadway;
- The parking and pre-registration areas – over 80% currently pre-register allowing for ease of entry and parking for patrons;
- The accommodation zones that will provide for camping, caravans and motor homes;
- Arena 1, The Music Box and Market Stage and a largely acoustic River Stage will provide the four concert venues; and
- The market and administration precincts – the heart of the festival.

What are the potential environmental effects on me, my family and or my business?

The effects expected from running the festival can be described in terms of:

- the pre-event setup phase: this includes the arrival of the crew of about 20 volunteers a week prior to the Friday start, building to a team of around 300 from the Wednesday prior. This team build and assemble the facilities, supervise the arrival of the various hire suppliers - marquees, toilet and shower blocks, audio and sound

equipment, and food trucks and caravans. Building activity will take place on site from the Friday prior to the Friday start.

- The event itself: these effects are summarised more fully below; and
- The post-event packdown: this includes the hire companies returning to pick up their gear and facilities, and the build crew disassembling the temporary structures for a period of 3-4 days.
- In summary, the event brings increased activity to the property and the neighbourhood over a three weekend, two-week period.

Effects of traffic going to and from the festival

The Integrated Transport Assessment (ITA) evaluated two scenarios for event traffic: the 2020 event and the future maximum event 'cap'. The predicted traffic generated is outlined in the table attached.

People driving on the state highway are unlikely to notice the additional activity due to the holiday traffic activity, but the effects are likely to be slowing for turning traffic, or minor delays in turning at intersections.

The potential effects from festival traffic will be mainly noticed on the local roads. The attached table shows this. For example, peak traffic on Karapiro Road (west of Whitehall Road) is expected to increase from 145 vehicles per hour (veh/h) peak traffic flow, to 460 veh/h with the predicted 2020 event arrival traffic. At the future maximum event with 10,000 tickets, the peak arrival traffic on this section of Karapiro Road is expected to increase to 665 veh/h. This equates to a slight decrease in the level of service where drivers may be slightly impeded by interactions with other traffic.

The highest traffic flows arriving to the festival are likely to occur on Friday night and Saturday morning. The highest traffic flows leaving the festival are likely to occur on Sunday evening and Monday morning, with many of these vehicles travelling north via French Pass Road.

Local road users are likely to notice the additional activity with the effects likely to be delays in access and egress from their properties, slowing for turning traffic, or delays in turning at intersections.

The potential traffic effects from festival traffic include:

- Increased traffic on state highways and local roads;
- Increased potential for conflict at intersections;
- Some queuing and/or delays at intersections; and
- Queued vehicles at the festival entrance delaying local through traffic.

These effects will be managed by:

- Pre- and post-event notification and planning using the free App provided to patrons;
- Directional and cursory signage for people driving to the festival;
- Temporary traffic management at key locations using signs and cones, and 50km/hr speed restrictions;
- Directing departing traffic to the most appropriate route to avoid delays and minimise the potential for conflict at intersections;
- Live updates on route management provided by the NZTA and delivered via the festival App;

- encouraging patrons to carpool where possible; and
- Festival gate curfew of midnight to 6am (emergency access only).

The indicative signage plan is attached and shows the recommended locations for Temporary Traffic Management, directional signage and cursory signage to help manage and guide festival traffic.

A review of the traffic effects and effectiveness of the mitigation used will be completed to fine tune the traffic management for future events. All traffic management and mitigation measures used by Festival One will have prior approval from the District Council and NZ Transport Agency.

Effects from noise and vibration during the festival

Noise effects of the festival will be mainly related to use of amplified sound systems on the site. These sounds will exceed, at times, the normally applying District Plan noise limits applying in the area. In order to keep any noise disturbance to a minimum, sound amplification systems will be closely managed by event managers and their production teams, at all times. An independent acoustic consultant will conduct sound level monitoring at pre-determined assessment locations at various times throughout the event to check noise remains within the specified consented noise. The noise limits set out within the consent will control both the overall sound level (LAeq) and the levels of low frequency (bass) sound experienced in the vicinity of the site.

Monitoring at the pre-determined assessment sites of sound levels during the event provides for real-time sound level control by relaying the results of field monitoring to Audio Engineers in control of the sound system(s). These methods are being followed to ensure there are no noise limit overages during the event. It is worthy of note that for 4 years of operation at Mystery Creek Festival One has not once exceeded the prescribed noise limits. Noise effects from other sources will remain reasonable at all times as there will be no fireworks on-site and no helicopter movements are proposed as part of the event.

Each event will be operated in accordance with a Noise Management Plan which has been signed off by Waipa District Council for each event. This Plan will, among other things, require neighbours to be advised beforehand on the methods for managing noise and methods for handling how any complaints regarding noise are received, recorded and responded to. Festival One has a successful record managing noise effects from outdoor music festivals as mentioned above.

Effects from lighting and glare during the festival

The venue will be lit by temporary lighting structures to ensure the safe movement of patrons at night from accommodation areas, food markets and concert venues. There will also be event lighting, generated by the stages. Both of these may result in night glow which while observable is not likely to disturb sleep patterns due to the bowl effect that the event is contained in.

Effects from providing and managing water, waste water and rubbish for patrons during the festival

Portable facilities will be bought on site providing fully self-contained services for patrons. No facilities will discharge waste water onto the ground. All brown water will be transported off site and disposed of in an approved fashion. Water taps will provide patrons with potable drinking water from a mix of bore and tanker supply.

Effects from signs on and beyond the site before and during the festival

There will be minimal Festival branded signage. There will be 'way finding' signage on-site to direct patrons from location to location. There will be traffic management signage on the local road network for the duration of the event.

Effects on health (medical, hazard management) and safety (crime prevention) of people attending the festival

Festival One runs an on-site triage medical team 24/7, comprised of doctors, nurse practitioners, and nurses. Serious medical events are referred to Waikato Hospital. In its four year history, Festival One has not had a serious medical emergency, rather it has had to deal largely with abrasions and strains.

Festival One runs a comprehensive and iterative Health and Safety Plan in conjunction with their consultants. There are daily meetings, and events and incidents are recorded and practices amended as needed.

Festival One invites NZ Police to be present at each Festival. Because of the lack of incidents, the Police have reduced their presence down to one officer on duty at any given time. Festival One also runs its own security team - comprised of volunteers, and managed, as a volunteer, by a currently serving Police officer. This team operates 24/7 and is used to ensure security at gates, entrances, back stage areas, etc. and to direct patrons.

Effects on the amenity of neighbours and community

There will be limited viewpoints into the site where the festival will be operating. Neighbours will notice the increase in traffic over the period of the festival. The staggered arrival times anticipated for patrons coupled with the use of the festival App will mean congestion can be mitigated as much as is possible. Using temporary traffic management plans with cones and signage and a 50kph speed limit will help control vehicles on Whitehall Road. Alternate routes to the venue are proposed depending on the direction of travel for patrons and this too should alleviate congestion. There will be noise associated with concerts and night glow will be noticeable - the curfew hours proposed will mean concert noise will cease and night glow will rapidly fade after mid-night.

Effects on cultural values of people and the community

From its inception, Festival One sought the approval of local Iwi to hold the event. Festival One remains closely associated with Ngāti Haua, and Rukumoana Marae, holding planning meetings and times of Karakia on the Marae during the year. Rukumoana Marae generously welcome and authorise the running of each Festival via a powhiri and celebrate the ending and success with a poroporoaki. Festival One has

consulted with Ngāti Haua on the selection of the proposed Whitehall Road site, and has a site blessing meeting planned for mid 2019.

Festival One has also met with representatives of wider Tainui Iwi prior to completing Resource Consent documentation, with particular reference to the Karapiro Stream. At this meeting Tainui representatives very generously offered their full support of the event on its proposed site.

Benefits

The festival will generate a range of benefits to the district generally and particularly to Cambridge and the local area by providing accommodation, petrol and food to patrons before, during and after the three-day festival. The service station will benefit from increasing passing traffic and with providing a convenient stop for food. Neighbouring accommodation services will also benefit either from patron bookings or from the festival organisers using these places themselves because of their convenience to the event.

Neighbour Liaison & Contacts

Ahead of an annual event, Festival One will:

- During December: Complete a letter drop to all near neighbours, outlining the latest plans for the Festival, artists coming, and provide a general overview of progress to date, while providing the opportunity for feedback.
- During January: Complete a second letter drop with more specifics, traffic management expectations, the programme for Festival, offer for complimentary family passes and again invite an opportunity for feedback.
- Late January: Make door to door visits to say hello and hear any further feedback, and to ensure that the invitations to attend/observe had been received.
- Festival One will also provide a dedicated neighbour phone line - a line that neighbours can call day and night for the duration of festival.

Our Request for Your Written Approval

We have approached you as a potentially affected neighbour and want to discuss the proposal with you and to seek your written approval to run this festival as an annual event. This step is required under the Resource Management Act 1991.

The Waipa District Council Form is attached that provides further background on your rights in this process.

If you are willing to provide your written approval, as a landowner and or occupier, please complete the attached Council Form and **sign/initial each page of this Information Note including the attached plans and tables.**

The contact details to get answers to any further questions concerning this resource consent:

Graham Burt, from Festival One

Graham@Festival.One or 021-983-375

Mark Gardiner, the land owner

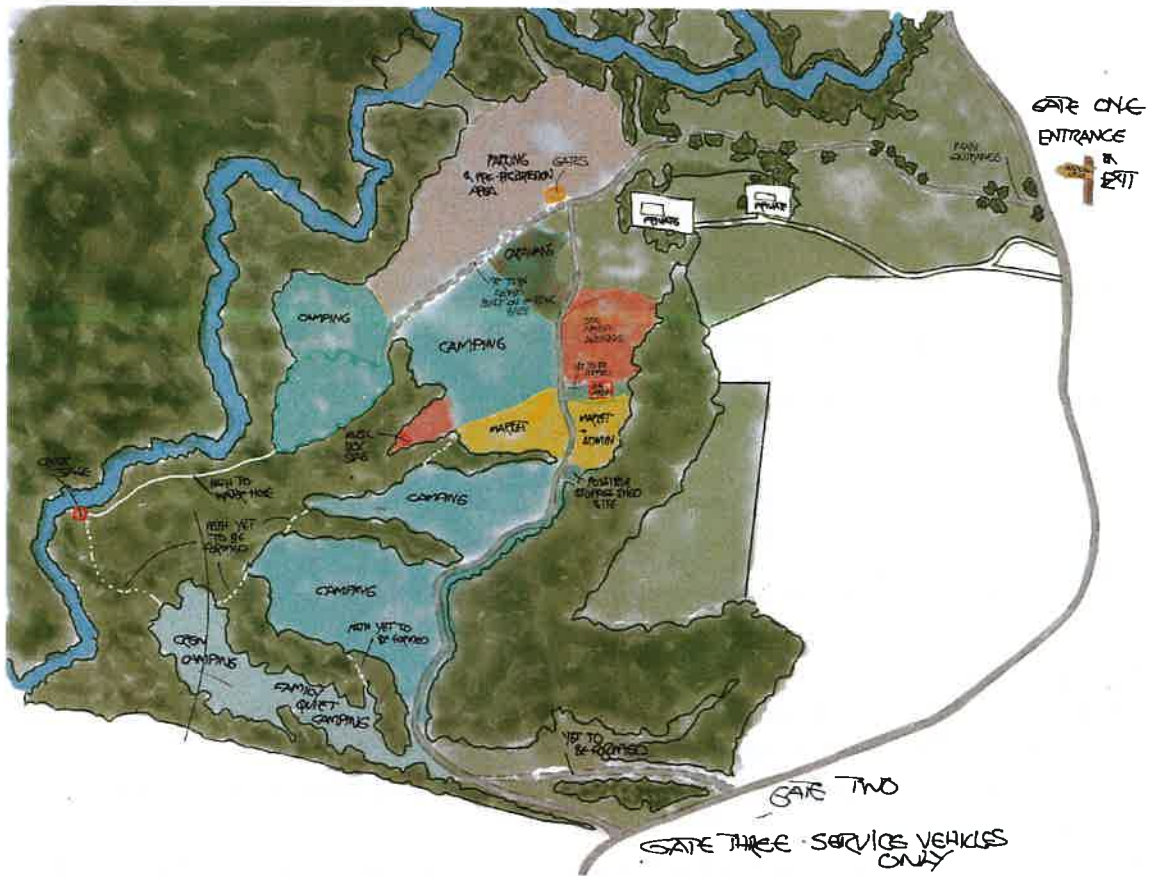
mark@wfpkiwi.com or 027-474-0210

October 2018

Attachments:

- 1 Site Plan
- 2 Temporary Traffic Management Plan and Table (sourced from technical report)
- 3 Predicted Sound Levels in Locality (sourced from technical report)
- 4 Waipa District Council Affected Persons Form

Site Plan



Traffic Estimates

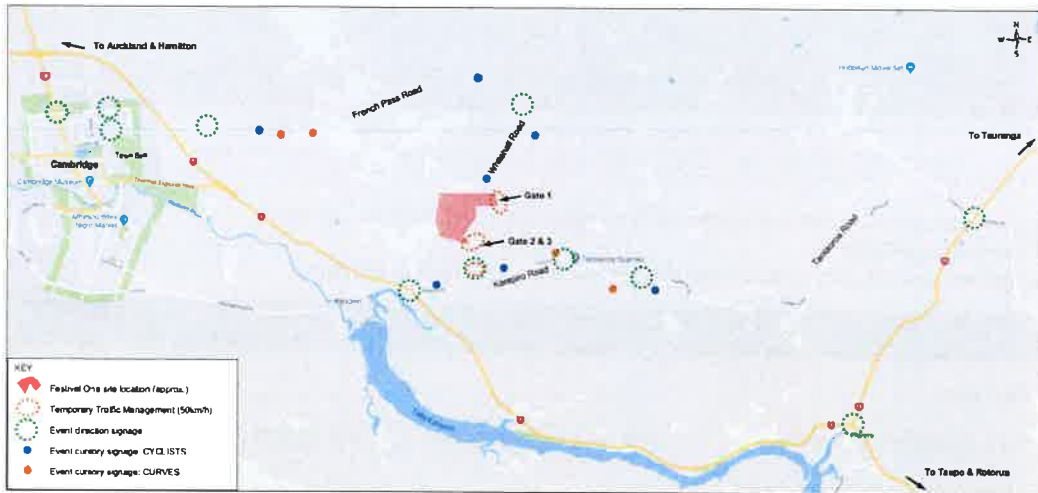
Local Road	Existing traffic (veh/h)	Existing LOS	Event traffic direction	2020 Event (6,500 tickets)		Future Event Maximum (10,000 tickets)	
				Combined event and existing traffic (veh/h)	LOS with event traffic	Event max. + Existing traffic (veh/h)	LOS with event traffic
Karapiro Road (west of Whitehall)	145	A	Arrival	460	B	665	C
			Departure	325	B		B
Karapiro Road (east of Whitehall)	84	A	Arrival	119	A-B	144	A-B
			Departure	134	A-B		A-B
Whitehall Road	50	A	Arrival	400	B	630	C
			Departure	280	A-B		B
Taotaoroa Road	73	A	Arrival	108	A-B	133	A-B
			Departure	123	A-B		A-B
French Pass Road (urban area)	64	A	Arrival	64	A	64	A
			Departure	344	B		B

LOS Definitions

LOS A – Free flow conditions in which drivers are virtually unaffected by the presence of others in the traffic stream.

LOS B – Stable flow where drivers still have reasonable freedom to select their desired speed.

LOS C – Stable flow, but most drivers are restricted to some extent in their freedom to select their desired speed. The general level of convenience has declined noticeably.



Temporary Traffic management is proposed at three locations:

- The intersection of Karapiro Road and Whitehall Road, for the purposes of managing turning traffic;
- Outside Gate 2 and 3 on Whitehall Road (north of Karapiro Road) for the purposes of managing traffic entering and exiting the festival site; and
- Outside Gate 1 on Whitehall Road (between Dunning Road and the Quarry) for the purposes of managing traffic entering and exiting the festival site.

Festival One Noise Contours & Monitoring Locations





Written Approval of Potentially Affected Party

Resource Management Act 1991

To: Waipa District Council, Private Bag 2402, Te Awamutu 3840
Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: info@waipadc.govt.nz

Approval by person(s) potentially affected by an application for a Resource Consent/
Change of Condition/s.
Before you sign this form, please read the information on the back of this form.

For office use only:

PH

A1 To be completed by the person requesting approval

Applicant:

Type of Resource Consent:

Landuse Subdivision Amendment of existing consent

Address for correspondence:

Contact phone number(s):

Proposed activity:

Location of site:

Signature of applicant/s or agent:

Date:

A2 To be completed by the person giving their approval

Name/s and/or organisation:

Sonia & Bryce Ede

Property address:

1/207 Whitehall Road, Cambridge.

Postal address: same as above

P.O. Box 488, Cambridge

Contact phone number(s):

Ownership of your property: I/We: own occupy rent the property (tick relevant boxes)

I/We state as follows:

- 1) I/We have sighted all the attached plans and supporting information for the above activity; and
- 2) I/We hereby **give approval** for the proposal to be considered by the Waipa District Council without public notification; and
- 3) I/We understand that, if I give my approval, Waipa District Council will not take into account any effects that the proposed activity may have on me/us, when considering whether this application should be notified (Section 95E of the Resource Management Act 1991) and whether the application should be granted (Section 104(3) of the Resource Management Act 1991)

I/we have signed and dated the plans and supporting information (please tick)

Signature/s:

Date: 9-6-2021

PTO for further information

The information you have provided on this form is required so that the applicant's resource consent application can be processed under the Resource Management Act 1991, and so Council staff can contact you if required. The form will be stored on the relevant property file, and held by the Council, and the information provided on it may be made publically available. If you have any concerns about providing any of the information on the form, please contact Council's Planning Administration team to discuss prior to returning this form to the applicant. If you would like to request access to, or correction of your details at any time, please contact the Council.

Version 23/04/14

Giving written approval as an affected person(s)

The applicant named on this form is seeking approval from Council for a **planning (resource) consent and/or building consent**.

Under the Resource Management Act 1991, in **certain circumstances** resource consent applicants must obtain written approval from every **person potentially affected** by the granting of the consent. If approvals are obtained, Council may decide the application does not need notifying, and public submissions will not be requested.

Before asking for your approval, the applicant must provide you with a detailed explanation of the proposal. You should see a description of the proposal including plans and a list or explanation of possible effects on the natural and built environment and on people. This is called an **assessment of environmental effects (AEE)**. The applicant should explore with you ways of dealing with any likely or significant adverse (bad) effects the proposal may have on you; and consider amending the proposal to avoid, remedy or mitigate (reduce) the adverse effects.

What happens if I give my approval?

If you decide to give the applicant written approval for their resource consent application, the law states that Waipa District Council **will not have regard** to any effect the activity may have on you. Please note that you **cannot** include any requirements or conditions with your written approval.

NOTE: IF YOU DO NOT UNDERSTAND WHAT THIS FORM IS, OR DETAILS ABOUT THE APPLICATION ASSOCIATED WITH THIS FORM, OR YOU DO NOT CONSENT TO THIS PROPOSAL, DO NOT SIGN THE FORM.

What happens if I do not want to give my approval?

If Council considers that you are a person/s who may be adversely affected by the proposed activity, and you **do not** sign this form; Council will write to you ("serve notice"). If this occurs you will receive a copy of the application from Council. You will have 20 working days from the date of notice being served to lodge a submission to the application. If submissions in opposition are received, Council will hold a public hearing and make a decision to either grant or decline the application.

If Council considers the environmental effects of the proposed activity will be more than minor or that there are special circumstances; it will publicly notify the application (i.e. in the newspaper). You will also be notified if this occurs.

Please note that by law the Council **must approve applications for Controlled Activities** even if you refuse written approval, but Council can put conditions on the approval to address likely adverse effects on you.

What happens if I gave my approval, then change my mind later?

You have the right to withdraw any written approval you have given on this form, **provided** Council receives notice in writing that your approval is withdrawn before the date of the hearing (if a hearing is held) or otherwise **before** the date of determination of the application.

Still have questions?

Attachment D – Emails with NZ Police

Mark Chrisp

From: Graham Burt <graham@festival.one>
Sent: Wednesday, 12 May 2021 3:25 pm
To: HALL, David
Cc: Courtney Brunt; Mark Chrisp
Subject: Re: [EXTERNAL] Festival One

Thanks David.

We are continuing to work with Alastair Black and Melanie Parsons at Gray Matter in Hamilton on traffic engineering. And with TRaffic Management NZ in terms of the delivery their recommendations. We are also continuing to meet with council to ensure that we are delivering the safety their engineers are seeking.

Appreciate very much your offer around the Crowded Places support. We will certainly take you up on that. Thanks so much.

Have a safe day.

G



Graham Burt | Executive Director
Graham@Festival.One | [REDACTED]

Festival One Ltd
Box 25-779, St Heliers
Auckland, New Zealand
www.festival.one



On 12/05/2021, at 3:11 PM, HALL, David <David.Hall@police.govt.nz> wrote:

Hi Graham,

Good to hear from you.

The only concerns I have now relate to traffic management of the event. As long as you have sufficient data to support the Resource Consent Application regarding Traffic Management and there are plans to help negate the risks associated with large events, then that should be fine.

For the future planning of the event we can help offer advice in regards to keeping Crowded Places as safe as possible.

I wish you well for your plans for the relocation to Hartford Farm and if there is any other commentary that you need from me please don't hesitate to ask.

Kind regards,

<image002.jpg>

From: Graham Burt <graham@festival.one>
Sent: Wednesday, 12 May 2021 1:56 PM
To: HALL, David <David.Hall@police.govt.nz>; Courtney Brunt <courtney@festival.one>
Cc: Mark Chrisp <mark.chrisp@mitchelldaysh.co.nz>
Subject: [EXTERNAL] Festival One

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi David,

Trust all is well with you. Firstly, again many thanks for the time you and your team took to come and be present at Festival One this year. It was much appreciated. My team certainly fed back many positive results from the interactions between our two teams.

On that note Courtney said that at the end of Festival the two of you were chatting about Festival One and the proposed move to Hartford Farm. He mentioned that you said that after being at Festival One this year and the consultations with us, including those before the festival, that you were no longer wishing to object to the application.

That is very much appreciated and I wanted to register my appreciation for you taking the considerable time to work with us and ensure that we are jointly travelling together well on this revised phase of the project.

As we have both discussed we would very much appreciate the opportunity to continue to work closely with you and your colleagues in the years ahead.

Again, many thanks for all you do.

G



Graham Burt | Executive Director
Graham@Festival.One | [REDACTED]

Festival One Ltd
Box 25-779, St Heliers
Auckland, New Zealand
www.festival.one



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WARNING

The information contained in this email message is intended for the addressee only and may contain privileged information. It may also be subject to the provisions of section 50 of the Policing Act 2008, which creates an offence to

have unlawful possession of Police property. If you are not the intended recipient of this message or have received this message in error, you must not peruse, use, distribute or copy this message or any of its contents.

Also note, the views expressed in this message may not necessarily reflect those of the New Zealand Police. If you have received this message in error, please email or telephone the sender immediately

Attachment E – Transportation Response dated 10 June 2021

10 June 2021

Graham Burt
Festival One Ltd
PO Box 25-779
Auckland



Gray Matter Ltd
2 Alfred Street
PO Box 14178
Hamilton, 3252
Tel: 07 853 8997

179_03

Dear Graham

PROPOSED FESTIVAL ONE EVENT – UPDATED TRANSPORT RESPONSE

1. Background

Festival One Ltd (the Applicant) is proposing to hold an annual music festival at 209 Whitehall Road over the Auckland Anniversary weekend. We prepared an ITA¹ in support of the consent application. Following notification of the application, Council's s42A report recommended declining the application based on a range of concerns including transport effects.

The purpose of the report is to respond to transport related concerns raised by Council. This report provides:

- = An update to travel characteristics and parking demand based on information from the Festival held at Mystery Creek in January 2021;
- = Responses to Council's concerns; and
- = Updated discussion of transport effects.

2. Revised Proposal

The ITA considered the traffic effects of two scenarios: a 6,500 ticket event and full capacity (10,000 tickets). It is now proposed that the Festival will involve the following maximum numbers of people:

Year	Maximum Number of Patrons	Maximum Number of Crew	Total Number on Site
Year 1 & 2	5,000	1,500	6,500
Year 3 & 4	7,500	1,750	9,250
Year 5 onwards	10,000	2,000	12,000

Table 1: Revised Number of People

3. Travel and Parking Characteristics

3.1. ITA Assumed Travel Profile

The ITA (Section 5) used a number of assumptions to develop a travel profile for the event. That assumed travel profile is shown below and was based on:

- = Peak arrivals on Saturday morning of 1,940 vehicles;
- = Departure peaks:
 - o Saturday evening (people with single day tickets)
 - o Sunday evening (people with single day tickets and those leaving to avoid peak traffic on Monday)
 - o Monday

¹ Proposed Festival One Event, 209 Whitehall Road, Whitehall, Integrated Transport Assessment (Issue 2, 9 June 2020)

= Vehicle occupancy ranging from 1.3-3.0 people/vehicle depending on the nature of the group.

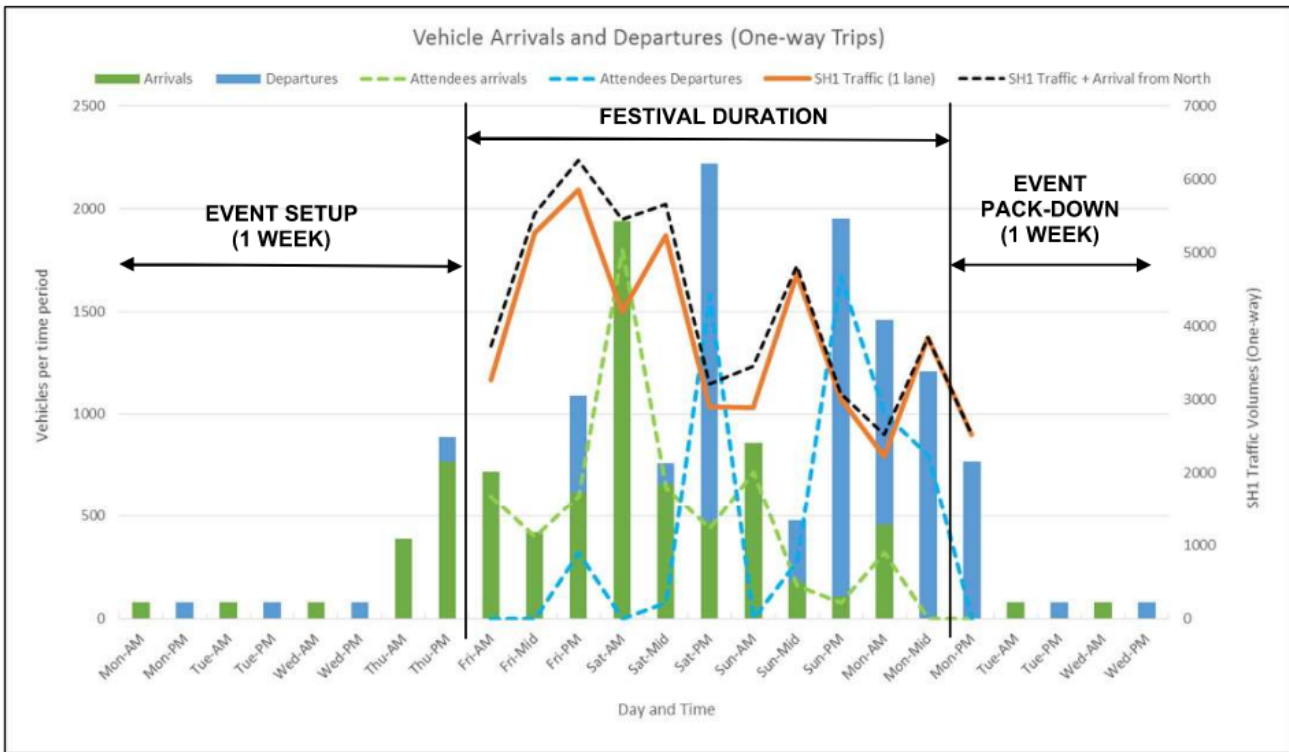


Figure 1: Estimated Arrival and Departures (ITA, Figure 19)

3.2. 2021 Event Data

Due to Covid-19, the 2021 Festival at Mystery Creek collected data on entry and exit movements to the site. The data collected for the 2021 event included:

- = Scan data for people entering and exiting the event; and
- = Counting the number of vehicles parked on-site. This was manual counts of vehicles from aerial photos at 16 different times during the event.

This data has been collated with our analysis showing that:

- = 85% of arrivals occurred on Friday with a much lower peak on Saturday (9% of all arrivals);
- = People left the site on both Saturday and Sunday afternoon. We understand that this was people travelling to/from the Acacia Reserve to swim in the Waikato River. This is not expected to occur at the proposed site as it has a higher level of amenity which should avoid the need for recreational/swimming trips offsite.
- = Average vehicle occupancy is approximately 2.5-3.0 people/ vehicle
- = Highest arrival rate was approximately 400 people/hour which was recorded from 9am-2pm on Friday. At 2.5 people/ vehicle this equates to 160veh/hr (or 2.6veh/min)
- = Departure peaks (excluding afternoon departures) were as expected and occurred around:
 - o 5pm and 11pm Saturday
 - o 7pm and 11pm Sunday
- = The majority of visitors departed on Monday. Visitors were not scanned out on Monday so the timing of departures does not have the same level of certainty as for the arrivals.

Ticket sales data has been interrogated to determine the origin of visitors. The data is broadly aligned with data from 2018 and shows that in 2021 the majority (64%) of visitors are from the Auckland, Northland and Waikato areas.

Origin	2018 Proportion of Attendees	2021 Proportion of Attendees
Auckland/Northland	50%	46%
Waikato	21%	18%
Bay of Plenty	10%	11%
Rest of North Island	13%	17%
South Island	3%	1%
Unspecified	3%	6%

Table 2: Revised Origins of Festival Attendees (2021)

3.3. Revised Travel Profile

Based on the travel data described above we have developed a revised travel profile for the Festival. This is based on:

- = The majority of arrivals occurring on Friday;
- = Small peaks in departures on Saturday and Sunday evening;
- = Main departures occurring on Monday; and
- = Vehicle occupancy of 2.5 people/vehicle, except for special guests which remains at 3.0 people/vehicle (more detail in table below).

The following tables shows the assumed proportions used for arrivals and departures and vehicle occupancy rates that underly the revised travel profile. The travel profile includes 80veh/day during the event setup and pack down phases.

	Friday			Saturday			Sunday			Monday		
	AM	Mid	PM	AM	Mid	PM	AM	Mid	PM	AM	Mid	PM
Arrive	20%	45%	20%	6%	5%	2%	2%					
Depart			5%			10%		5%	10%	25%	30%	15%

Table 3: Assumed Arrival and Departure Rates²

Group	Previous Vehicle Occupancy (people/ vehicle)	Revised Vehicle Occupancy (people/ vehicle)
Multi-day ticket-holders	2.5	2.5
1-day ticket-holders	1.3	2.5
Complimentary ticket-holders	1.3	2.5
Staff/volunteers	1.3	2.5
Special guests (artists/musicians/speakers)	3.0	3.0

Table 4: Revised Vehicle Occupancy

The revised travel profile is shown below and results in:

- = More clearly defined arrival and departures peaks (the profile in the ITA had overlaps between arrival and departures).
- = Peak trips being lower than previously assumed due to the higher vehicle occupancy. Peak trips reduce from around 1,940 trips to 1,540 trips over a five-hour period

² AM = 0600 to 1059, Mid = 1100 to 1559, PM 1600 to 0000, gates closed midnight to 6am

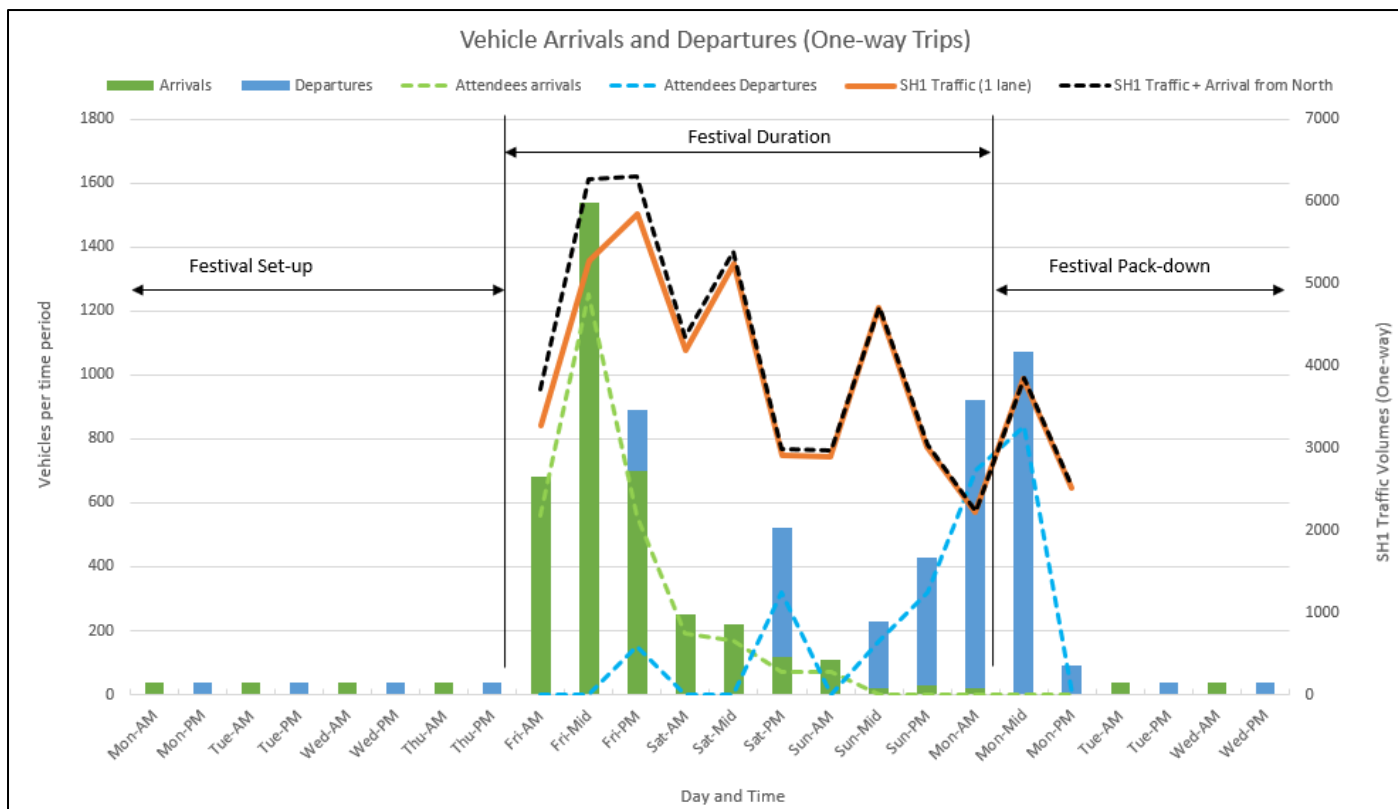


Figure 2: Revised Travel Profile – 10,000 patrons

3.4. Car Parking

The change to vehicle occupancy reduces the parking demand to 2,958 vehicles (down from 4,492 spaces), less than the 3,000 spaces proposed in the conditions.

Staged growth and adaptive management of the Festival will allow parking supply and demand to be reviewed after each Festival with additional parking provided based on the rate of demand.

The site will have a 6m wide internal access road approximately 1km long which can provide off-road queuing space while people are scanned and directed to the appropriate car park areas. With two entry lanes the access road provides stacking for 200 vehicles (2 lanes x 1,000m / 10m/vehicle).

4. Responses to Councils s42A Report

4.1. Transport Concerns

The following table provides responses to the transport matters discussed in Council’s s42A report.

Council Concern	S42A Report Reference	Response
Traffic management plan conditions	Para 10.45	Condition will be revised to make specific reference to consultation with Waipa DC and Waka Kotahi, refer to Appendix 1.
Concern with arrival and departure profiles on both SH1 and SH29	Para 10.46	Revised event data discussed above showing lower trip generation than outlined in the ITA (Section 5.1.3 of the ITA identifies peak arrivals as 970veh/hr). Peak arrivals could be 600veh/h which is less than the assessment provided in the ITA.
Reliance on the Festival One App	Para 10.47	The traffic management plan is the key method for directing people to/from the site. The App provides additional supporting information so that people can plan ahead and be aware of route choices and congestion hotspots. It also allows event organisers to ‘push’ relevant notifications to visitors.

Council Concern	S42A Report Reference	Response
Festival Set-up and Pack Down	Para 10.48	Site establishment was covered in the ITA (Section 4.2, Section 4.31. and Section 4.4.4), with around 50 people on site for the week leading up to the event. This may increase to two weeks as there is additional work to rearrange internal fencing prior to setting up the stages, but the volume of traffic is expected to be low during this extended setup phase.
<i>"... do not agree that the traffic effects are less than minor and believe the location of the event would cause adverse effects to both the wider district/ state road users"</i>	Para 10.49	The s42A Report did not identify specific effects or locations. The ITA (Section 5) provided a detailed assessment of the increase in traffic along the affected routes and intersections. The revised travel profile indicates that this assessment is conservative.
Parking shortfall	Para 10.50	Based on revised vehicle occupancy, 3,000 parking spaces are sufficient to meet demand. Staging and review conditions allow this to be monitored and parking managed as the festival grows.
Stormwater related to car parking	Para 10.51	Stormwater management is outside my area of expertise, but the effects could be considered and managed through detailed design.
<i>"... traffic effects relate to safety issues and not just roading operation and efficiency"</i>	Para 10.52	No specific effects or locations were identified in the s42A report. The revised travel profile indicates that the ITA assessment is conservative. Temporary traffic management will manage vehicle speeds and queuing during peak periods which results the likelihood and severity of any crashes that may occur. Event signage and the Event App provide additional supporting information.

Table 5: Responses to Concerns in s42A Report

In subsequent meetings and correspondence with Council they raised the following concerns:

- = Extent of access road and car park surfacing;
- = Effects on quarry traffic;
- = Access for emergency vehicles in the event of a crash; and
- = Effects at the service station at the SH1/ Karapiro Road intersection.

Council Concern	Response
Extent of access road and car park surfacing	The site will remain an operating farm and there is no intent to permanently seal the access road or car parks. The proposed conditions require that the access roads and entry points be all-weather and provide for two-way movement to avoid wet weather creating issues such as queuing or vehicles becoming stuck.
Effects on quarry traffic	The submission from Firth Industries was in support of the application provided appropriate traffic management conditions are imposed and complied with. There is the potential for quarry traffic to be delayed by the temporary traffic management for the festival. Active traffic management during peak periods means that quarry vehicles could be identified and prioritised by the stop/go traffic controllers. The quarry website ³ states that the opening hours are weekdays 6.30am-5.30pm and Saturday 6.30am-12pm. The Monday of the Festival is Auckland Anniversary (a public holiday) and it is unlikely that the quarry will be operating, so the effect of departing traffic on the quarry is negligible.

³ <https://winstoneaggregates.co.nz/locations/whitehall-quarry-greywacke/>

Council Concern	Response
Access for emergency vehicles in the event of a crash during peak departure periods	<p>Peak departures are expected to occur on the Monday and use the local roads. Crashes on these routes have typically been loss of control crashes at corners.</p> <p>The draft traffic management plan (TMP) includes incident procedures including prioritising emergency vehicle access.</p> <p>The proposed signage plan and traffic management plan (ITA, Appendix E and Appendix F) include event specific directional signs to reinforce the correct routes for arriving and departing traffic. Through approval of the TMP the number and location of signs could be expanded to highlight other high risk corners or intersections to reduce the crash risk.</p> <p>The Event Management Plan could be expanded to include measures such as providing STMS training to event staff and retaining a tow truck on-site to decrease response times.</p>
Effects at the service station at the SH1/ Karapiro Road intersection	<p>Vehicles accessing the service station are likely to experience some delay, as is expected with Auckland Anniversary traffic conditions. During public weekends, traffic on SH1 can be slow-moving in large platoons due to congestion from the Waikato Expressway southbound merge and high volumes at the SH1/ SH29 intersection.</p> <p>The westbound lane on Karapiro Road is marked with “Keep Clear” in front of the service station access to prevent vehicles stopping across the entrance.</p> <p>The service station has a second vehicle crossing located approximately 40m further east along Karapiro Road.</p> <p>The highest risk of adverse effects arises from vehicles using the western access to the service station which is narrow and has limited sight distance along Karapiro Road. The eastern access is located further from SH1 has better sight distance and is wider allowing two-way movement and reducing the risk of queuing on the road.</p> <p>We understand that the Applicant is liaising with the service station owner to investigate options to temporarily close the western access during peak arrival periods (e.g. Friday).</p>

Table 6: Responses to Additional Concerns

4.2. Objectives and Policies

The s42A report identified that the Application was contrary to the following objectives and policies:

- = Objective 4.3.7 – Rural Character;
- = Policy 4.3.7.10 – Temporary events;
- = Objective 4.3.12 and Policy 4.3.12.1 – Non-Farming Activities;
- = Objective 16.3.3 - Maintaining transport network efficiency;
- = Objective 16.3.4 - Provision of vehicle entrances, parking, loading and manoeuvring areas; and
- = Policy 16.3.4.2 - Ensuring adequate parking, loading and manoeuvring areas on site.

There will be efficiency effects from the Festival related traffic over the four-day period of the Festival. The ITA (Section 8.1.3) stated that *“the increased traffic on local roads is likely to be noticed by residents and through traffic and may cause minor delays in accessing and using the road network. The local roads and intersections have sufficient reserve capacity to accommodate traffic with minor efficiency effects”*. These effects will be managed through a temporary traffic management plan which will be responsive to changes in traffic volumes to minimise delays. In our view the Festival is consistent with Objective 16.3.3 as the efficiency effects are likely to be limited to the peak arrival and departure periods (Friday and Monday), and traffic management will assist in managing these delays and ensure that vehicles speeds are managed to minimise the likelihood of crashes. The risk of efficiency effects on the Saturday or Sunday appears low as trips are likely to be in the order of 700-1,000veh/day.

This updated assessment of transport effects demonstrates that there is adequate on-site space for parking and queuing. In our view, the Festival is consistent with Objective 16.3.4 and Policy 16.3.4.2 for the following reasons:

- = The existing site accesses are described in the ITA (Section 3.5 and Section 4.3). While there are sight distance deficiencies at the existing vehicle crossings, it is proposed to manage the risk of crashes and delays through temporary traffic management.
- = The 1km long internal access road provides queuing space for 200 vehicles to avoid off-site effects from arriving vehicles.
- = Staging conditions can provide for adaptive management of parking infrastructure as the Festival grows.

5. Summary Of Effects

5.1. Change in Travel Characteristics

Based on data collected at the 2021 Festival, the key travel characteristics are:

- = Vehicle occupancy is higher than previously assumed, this reduces trip generation and parking demand.
- = The proposed parking supply of 3,000 spaces is sufficient to meet demand.
- = There is very little overlap in the arrival and departures. This reduces the trip generation as follows:
 - o Arrival peaks from 1,940 to 1,540 vehicles over a five hour period; and
 - o Departure peaks from 1,840 to 1,070 vehicles over a five hour period.
- = The peak arrival rate is expected to be approximately 1,540 vehicles over a five hour period. This equates to an average of 310veh/hr and potentially peaks of around 600veh/hr (or 10veh/min) (assuming peaks are twice the average).
- = The key control point for scanning and ticketing is located 1km from Whitehall Road which provides stacking for approximately 200 vehicles before effects would be noticeable on Whitehall Road. The staging condition should require that the operations to be monitored and contingency plans developed should issues arise.

5.2. Transport Effects

Our assessment of effects is based on the maximum event size planned for the future (10,000 visitors). The effects on the transport network arising from the Festival are related to an increase in trip generation that coincides with Auckland Anniversary weekend. The likely transport effects and suggested mitigation are discussed in the following table (which replaces ITA, Table 17).

Issue and effect	Significance	Suggested Mitigation
Increased traffic on State Highways causing delays at intersections	Minor	<ul style="list-style-type: none"> = Journey management through use of Festival One app and NZTA journey management tools promoting appropriate travel route choice. = Event directional and cursory signage on state highway (VMS) and local road approaches to the event as part of approved Traffic Management Plans.
Increased traffic on local roads increasing potential for vehicle-cyclist conflict	Minor	<ul style="list-style-type: none"> = Require pre-event notices/signage on identified transport routes on local roads. = Require cursory event signage throughout duration of event to warn of presence of cyclists on local roads.
Drivers on unfamiliar roads (i.e. Taotaoroa Road and French Pass Road) increasing potential for crashes at tight curves.	Minor	<ul style="list-style-type: none"> = Require event cursory signage on both approaches to curves (both directions), as approved by Waipa DC
Limited visibility for right-turning traffic at Karapiro Road into Whitehall Road increasing potential for crashes	Minor	<ul style="list-style-type: none"> = Require Temporary Traffic Management with a temporary speed limit of 50km/h to improve safety for vehicles at this intersection.

Issue and effect	Significance	Suggested Mitigation
Queuing and congestion at Karapiro Road/Whitehall Road intersection causing traffic delays	Minor	<ul style="list-style-type: none"> = Require Temporary Traffic Management and event directional signage to manage the estimated turning flows at this intersection. = Require traffic monitoring on local roads to assess effectiveness of transport mitigation.
Queuing at event site entrance causing delays to through traffic	Minor	<ul style="list-style-type: none"> = Require approval of the vehicle crossings by Waipa DC. = Require Temporary Traffic Management at event gates on Whitehall Road to manage event traffic. = Require traffic monitoring and vehicle counts on site to assess extent of queuing and determine the appropriate mitigation as event grows each year.
Possible parking shortfall on event site	Minor	<ul style="list-style-type: none"> = Based on revised vehicle occupancy, 3,000 parking spaces are sufficient to meet demand. = Staging and review conditions allow this to be monitored and parking managed to be updated as the festival grows.
Access for emergency vehicles in the event of a crash during peak departure periods	Minor	<ul style="list-style-type: none"> = Crashes are considered low risk = Review extent of signage during traffic management plan approval and after each event = The Event Management Plan could be expanded to include measures such as providing STMS training to event staff and retaining a tow truck on-site to decrease response times.
Effects at the service station at the SH1/ Karapiro Road intersection	Minor	<ul style="list-style-type: none"> = The highest risk of adverse effects arises from vehicles using the western access. The eastern access is located further from SH1 and is wider allowing two-way movement, reducing the risk of queuing on the road. = We understand that the Applicant is liaising with the service station owner to investigate options to temporarily close the western access during peak arrival periods (e.g. Friday).

Table 7: Revised Assessment of Transport Effects and Mitigation (replaces ITA, Table 17)

6. Conclusion

The adverse transport effects of the proposed Festival relate to the additional traffic using the local roads during the event. The effects are likely to be focussed at the Karapiro Road/ Whitehall Road intersection and along Whitehall Road for the arrival trips. For the departure trips, the most noticeable effects are likely to be focussed on the French Pass/ Thornton Road route into the Cambridge urban area.

Local road users are likely to notice the additional activity with the effects likely to be delays in access and egress from their properties, slowing for turning traffic, or delays in turning at intersections. These effects will be most notable on Friday and Monday, little even traffic is expected on Saturday and Sunday.

Subject to the conditions of consent relating to transport (access and parking), approval of recommended event signage and a Temporary Traffic Management Plan, the effects of the proposal relating to traffic are likely to be minor or less. The conditions should take an adaptive management approach so that the mitigation can respond to transport effects as the Festival grows.

There does not appear to be any significant reason relating to transportation why the application should not be approved subject to the conditions of consent.

Yours sincerely

AJ Black

Alastair Black
Transportation Engineer

CC – Mark Crisp, Mitchell Daysh

Attachment F – Emails with Waikato Regional Council

Mark Chrisp

From: Paul Dutton <Paul.Dutton@waikatoregion.govt.nz>
Sent: Friday, 11 June 2021 11:39 am
To: Mark Chrisp; Yanbin Deng
Cc: Hannah Mueller; Graham Burt
Subject: RE: Festival One

Hi Mark,

I have added some minor changes in red. Other than these we agree in principle to what is addressed below.

Have a good weekend.

Paul

Paul Dutton | SCIENTIST | Geothermal & Air, Land Ecology & Contamination, Science and Stra
WAIKATO REGIONAL COUNCIL | Te Kaunihera ā Rohe o Waikato

F: facebook.com/waikatoregion
Private Bag 3038, Waikato Mail Centre, Hamilton, 3240



From: Mark Chrisp <mark.chrisp@mitchelldaysh.co.nz>
Sent: Thursday, 10 June 2021 5:05 PM
To: Paul Dutton <Paul.Dutton@waikatoregion.govt.nz>; Yanbin Deng <Yanbin.Deng@waikatoregion.govt.nz>
Cc: Hannah Mueller <hannahm@4sight.co.nz>; Graham Burt <graham@festival.one>
Subject: RE: Festival One

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Hi Paul

Thanks for getting back to me. Much appreciated.

The following is intended to address your remaining issues by way of appropriately worded consent conditions (picking up on the wording from your email below as appropriate).

It is proposed that a new condition be added as follows:

Ecological Monitoring and Reporting

Prior to the first festival held pursuant to this consent, the consent holder shall engage a suitably qualified ecologist to undertake a site investigation of the Significant Natural Areas on the property on which the Festival is to be held to identify the presence of indigenous fauna including whether any threatened species are present than may be impacted by the Festival (excluding bats which are the subject of the following condition). A report is to be prepared and submitted to the Waipa District Council and the Waikato Regional Council at least one month prior to the first Festival being held which reports on the findings of the field

investigations required by this condition along with any recommendations to avoid, remedy or mitigate (in that order of priority) any potential effects of the Festival on any threatened species.

It is proposed that we amended the Bat Monitoring condition to read (new words underlined, deleted word ~~struck through~~):

Bat Monitoring (specific design to still be agreed upon)

The consent holder shall engage a suitably qualified ecologist (being a bat ecologist under the DOC certification scheme) to undertake bat monitoring before, during and after the first festival held pursuant to this consent to assess any potential adverse effects on bats that may be utilising the site during the time of the festival. At a minimum, monitoring shall involve bioacoustics surveys to determine presence/absence of bats and an indication of activity levels ~~two weeks~~ prior, during and within four ~~two~~ weeks after the first festival held under this consent.

A report detailing monitoring outcomes shall be provided to the Waipa District Council and the Waikato Regional Council within one month of the conclusion of the monitoring period, including (if bats are detected) any recommendations to avoid, remedy or mitigate any identified adverse effects on any bats that may be present in the area during future festivals.

All records of bats shall be supplied to the Department of Conservation national bat database.

Given that the Festival is to be held on Auckland Anniversary Weekend, the timing of the monitoring specified in the condition above aligns with your request that it occur in the warmer months (which you say are usually Oct-Apr with a focus on the breeding period, Nov-Feb). We are squarely in that timeframe.

Does the above now fully address the issues raised in WRC's submission? If you could get back to me tomorrow, that would be much appreciated.

I look forward to hearing from you.

Regards

 **Mark Chrisp**
Director

 | PO Box 1307, Hamilton 3240
www.mitchelldaysh.co.nz

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From: Paul Dutton <Paul.Dutton@waikatoregion.govt.nz>
Sent: Thursday, 10 June 2021 12:49 pm
To: Mark Chrisp <mark.chrisp@mitchelldaysh.co.nz>; Yanbin Deng <Yanbin.Deng@waikatoregion.govt.nz>
Cc: Hannah Mueller <hannahm@4sight.co.nz>; Graham Burt <graham@festival.one>
Subject: RE: Festival One

Hi All,

Yanbin and I have discussed your proposal and find that many points now align, however we think there are still a few outstanding concerns that have not been addressed.

Our outstanding concerns are:

- Ground-truthing by suitably qualified ecologists to identify presence of species (including birds and long-tailed bats - of particular importance to note are the presence of threatened species) that may be impacted upon by the light, noise/vibration and contamination/biosecurity risks.
- Following ground-truth assessment, an AEE focussing on biodiversity presence (or likeliness) and potential impacts from the variables mentioned above is required to be produced and provided to stakeholders for further review.
- Application of the mitigation hierarchy prior to festival commencing.
- Regarding bats - a suitably qualified ecologist should be a bat ecologist under the DOC certification scheme, and methods should include details on bat monitoring which should occur during the warmer months (usually Oct-Apr with a focus on the breeding period, Nov-Feb). Detail should be provided on what effects on bats are likely to be (removal of roosting habitat? Disturbance of foraging habitat?) and then provide for appropriate measures to avoid/remedy/mitigate/compensate/offset.

Kind Regards

Paul

Paul Dutton | SCIENTIST | Geothermal & Air, Land Ecology & Contamination, Science and Stra
 WAIKATO REGIONAL COUNCIL | Te Kaunihera ā Rohe o Waikato

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From: Mark Chrisp <mark.chrisp@mitchelldaysh.co.nz>
Sent: Thursday, 3 June 2021 1:38 pm
To: Yanbin Deng <Yanbin.Deng@waikatoregion.govt.nz>; Paul Dutton <Paul.Dutton@waikatoregion.govt.nz>
Cc: Hannah Mueller <hannahm@4sight.co.nz>; Graham Burt <graham@festival.one>
Subject: Festival One

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Hi Yanbin and Paul

I have taken over managing the Festival One resource consent application process following my colleague, Ian Johnson, emigrating back to the UK earlier this year. As you will be aware, the processing of the application has been suspended by Waipa DC (at the applicant's request) to provide us time to seek to resolve the various issues of concern raised in submissions and the s.42A report prior to the application advancing to a hearing. To that end, I understand that Hannah Mueller (copied in) has met with you to discuss how we might resolve the issues raised in WRC's submission.

In respect of potential effects on the SNAs, I understand that Hannah has confirmed that a package of on-site management measures and environmental enhancements are proposed which will ensure that the Festival will not result in an unacceptable level of disturbance to ecological systems, flora or fauna within the SNAs. This is proposed to be the subject of consent conditions as follows (including a new conditions specifically in relation to bat monitoring):

Site Layout

No building, structure, materials storage, camping activity or associated ablution facilities shall be located or any vegetation removed within 50m of the margins of the Karapiro Stream or Waiaroa Stream, or within any Significant Natural Area identified in the Waipa District Plan.

Music stages, camping areas, parking areas and associated facilities (vendors/waste disposal/ablutions/lighting) shall be located and contained within the areas indicated on the Site Layout Plan.

Environmental Enhancement

At least one month prior to the commencement of the inaugural event, the Consent Holder shall provide a Programme for Environmental Enhancement prepared by a suitably qualified and experienced person, for certification by Waipa District Council that it addresses the works and measures set out in the Schedule attached as Appendix 1 to this consent.

Bat Monitoring

The consent holder shall engage a suitably qualified ecologist to undertake bat monitoring before, during and after the first festival held pursuant to this consent to assess any potential adverse effects on bats that may be utilising the site during the time of the festival. At a minimum, monitoring shall involve bioacoustics surveys to determine presence/absence of bats and an indication of activity levels two weeks prior, during and two weeks after the first festival held under this consent.

A report detailing monitoring outcomes shall be provided to the Waipa District Council and the Waikato Regional Council within one month of the conclusion of the monitoring period, including (if bats are detected) any recommendations to avoid, remedy or mitigate any identified adverse effects on any bats that may be present in the area during future festivals.

All records of bats shall be supplied to the Department of Conservation national bat database.

Appendix 1

PROPOSED BIODIVERSITY ENHANCEMENTS

Under the supervision of a suitably qualified and experienced person, the Applicant shall prepare proposals for the following programme of works and measures to achieve environmental enhancement of the application site. The extent of the works and measures shall recognise the requirement for the landowner to ensure the ongoing productive use of the property for farming and forestry and the need to ensure the health and safety of workers, stock and the public at all times.

Animal Pest Control

- Programme designed by ecologist, implemented and maintained in perpetuity.
- Programme of control of rats, possums, mustelids and wasps comprising a combination of traps and bait stations regularly inspected and maintained.

Weed Control

- Retention and maintenance of fencing to all SNA areas.
- Control of all weed species across the property in perpetuity.
- Annual checks and maintenance.
- Additional checks 1-2 months after the festival to check for weed invasion from festival; including within the SNA areas.

Restoration Planting

- Planting of areas where weeds are removed, with appropriate indigenous species.
- Planting of riparian areas and wetlands with appropriate indigenous species.
- Planting of bat friendly trees.
- Installation of artificial bat roost boxes within the SNA area.
- Understorey planting of indigenous species within areas of pine.
- Retention of existing gum trees where practicable to create future bat habitat.

Are you able to confirm that the proposed consent conditions set out above address the issues of concern raised in WRC's submission? If not, I would welcome your feedback and any proposed amendments to the conditions set out above. As previously noted, it is our intention to resolve the various issues of concern raised in submissions and the s.42A report prior to the application advancing to a hearing. I trust you are supportive of that approach.

If you could get back me by the end of this week or by COB on Tuesday next week that would be greatly appreciated.

I look forward to hearing from you.

Regards

 **Mark Chrisp**
Director

 | PO Box 1307, Hamilton 3240
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Further Traffic Information provided 17 July 2021

17 July 2021

Graham Burt
Festival One Ltd
PO Box 25-779
Auckland



Gray Matter Ltd
2 Alfred Street
PO Box 14178
Hamilton, 3252
Tel: 07 853 8997

179_03

Dear Graham

PROPOSED FESTIVAL ONE EVENT – RESPONSE TO COUNCIL QUERIES

The purpose of this letter is to provide responses to the transport related queries from Waipa District Council (email from Aidan Kirby-McLeod dated 2 July 2021).

1. Updated Traffic Volumes

We have reviewed the latest traffic volumes published by Waipa DC and Waka Kotahi. The following table provides the volumes reported in our ITA (Issue 2, June 2020) and the latest information.

In general, the traffic volumes remain the same or have increased slightly except that they are unchanged on French Pass Road and have decreased on SH29 and Taotaoroa Road. The proportion heavy vehicles on Karapiro Road, Whitehall Road and Taotaoroa Road have decreased from 11-22% to 10%.

In some locations the relative increase is large, but the total traffic volume remains low. For example, the traffic volume on Whitehall Road (south of the quarry) has increased by 26% from 500vpd to 630vpd. The peak hour volume is likely to have increased from 50vph to 63vpd and I consider that the conclusions of our original assessment (ITA, Section 5.5 and Section 8.1.3) remain valid.

Road Name	ITA (Issue 2, June 2020)		July 2021 Update	
	Traffic Volume ¹	% HCV	Traffic Volume ²	% HCV
State Highway 1 – between Cambridge and SH29 Intersection	17,885vpd (AADT) 26,352vpd (Auckland Ann. Weekend 2018) ³	11%	18,529vpd (AADT)	11%
State Highway 29	7,586vpd	15%	7,137vpd (AADT)	15%
Karapiro Road - west of Whitehall - east of Whitehall	1,450vpd 840vpd	16% 16%	1,720vpd 980vpd	10% 10%
Whitehall Road - south of quarry - north of quarry	500vpd (south) 300vpd (north)	22%	630vpd 300vpd	10% 10%
Taotaoroa Road - west of quarry - east of quarry	730vpd (west) 230vpd (east)	11% 11%	405vpd (west) Volumes east of quarry not reported.	10%
French Pass Road	65 – 640vpd	-	70 – 670vpd	8-10%
Thornton Road	1,480 – 5,355vpd	-	1,515 – 6,200vpd	5-7%

¹ From mobileroad.org (unless otherwise stated), figures shown are estimates

² From mobileroad.org (unless otherwise stated). All local road traffic volumes are estimates dated June 2020 unless otherwise stated

³ Calculated from hourly flow data collected at Site Ref: 01N00580 (KARAPIRO - Telemetry Site 20), 00:00 26-Jan-2018 to 23:00 29-Jan-2018, supplied by NZ Transport Agency

Road Name	ITA (Issue 2, June 2020)		July 2021 Update	
	Traffic Volume ¹	% HCV	Traffic Volume ²	% HCV
Robinson Street	4,420 – 5,020vpd	-	3,200 – 5,425vpd	5-6%
Taylor Street	1,840 – 3,600vpd	-	1,840 – 2,410vpd	5%
Victoria Road (SH1B)	9,730vpd	-	9,730vpd	6%

Table 1: Update of Traffic Volumes Provided within ITA (Table 7)

2. Karapiro Service Station

The extent of traffic management at the western access to the Karapiro Service Station has not yet been confirmed with the owner. It is likely to include:

- = barriers and/or cones to physically restrict access; and
- = a sign indicating the entrance is closed and directing approaching drivers to the entrance further east.

The detail can be confirmed through approval of the TMP.

3. Emergency Vehicles

We understand that you are arranging for a tow truck to be onsite for the duration of the festival to assist with any emergency situations. This could be confirmed through the conditions of consent.

4. Taotaoroa Quarry

Event traffic travelling to/ from SH29 will be directed past the Taotaoroa Quarry. The Taotaoroa Quarry website⁴ states that they operate 5 days per week from 5am till 5pm. It's unlikely that the quarry would be operating on the Monday as it is a public holiday. In our ITA (Figures 22 and 24) we assessed this increase as approximately 100veh/h. The volume of traffic on Taotaoroa Road west of the quarry has reduced from 730vpd to 405vpd since the ITA was prepared.

5. Winstones Quarry

Winstones Quarry have provided verbal confirmation that they are not working over the Auckland Anniversary weekend, including the Monday (which is a public holiday). We understand that you are continuing to work towards getting written confirmation.

Yours sincerely



Alastair Black
Transportation Engineer

⁴ <https://jswap.co.nz/location/taotaoroa-quarry/>