EVENT MANAGEMENT GUIDE

01 July 2026 – 30 June 2027



Photo: Conrad Blind, Picture Show Ltd

– A 'MUST READ' FOR ALL EVENT ORGANISERS –

Lake Karāpiro



Biosecurity New Zealand
Ministry for Primary Industries
Manatū Ahu Matua

PROTECT OUR LAKES & RIVERS FROM INVASIVE CLAMS

THEY ARE A THREAT AND CAN SPREAD ON BOATS AND GEAR

WHEN YOU MOVE BETWEEN LAKES AND RIVERS

- ✓ CHECK for what's visible
- ✓ CLEAN for what's not visible
- ✓ DRY to be sure

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CONTACTS

Karāpiro Lake Domain

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Mobile:	027 571 6206
Email:	info@lakekarāpiro.co.nz
Website:	www.lakekarāpiro.co.nz

Waipa District Council

Phone:	0800 Waipa DC
Phone (Cambridge):	07 823 3800
Phone (Te Awamutu):	07 872 0030
Email:	info@waipadc.govt.nz

Waikato Regional Council

Maritime Services:	Pamela Copeland
Phone:	07 859 0821
Email:	pamela.copeland@waikatoregion.govt.nz
Senior Maritime Advisor:	Kurt Neustroski
Mobile:	022 509 1605

NZ Police

Phone (Cambridge):	07 827 5531
Phone (Te Awamutu):	07 827 0100

Mercury NZ Limited

Address:	PO Box 445, Hamilton Attention Flow and Level Request Coordinator
Email:	FlowandLevels@mercury.co.nz
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Cover photo: Conrad Blind | Picture Show Ltd

Welcome

The Karāpiro Lake Domain is located on the edge of Lake Karāpiro. It covers a total of 19 hectares and space is divided into different zones for booking purposes. Individual or multiple zones may be booked for exclusive use during an event, depending on the event's requirements.

Lake Karāpiro has kilometres of sports and recreational use water which is also divided into zones for booking purposes. These zones may be hired, subject to availability, (and approval from Waikato Regional Council), if a water-based activity is planned.

All event, accommodation and function enquiries should be directed to the Domain site office. The office is attended Monday to Friday between 8.30am and 5.00pm and over some weekends. Site staff are available to meet with event organisers on site to discuss individual event requirements.

The Karāpiro Lake Domain is a Waipa District Council property and managed by Liz Stolwyk, the Site Manager. Please make contact to discuss future event plans.

This Guide provides important information and guidelines for any event host and should be reviewed regularly to ensure hosts are up to date with current requirements and expectations. The conditions and guidelines in this guide form part of the official application process.

1.0
Event Bookings

The Karāpiro Lake Domain site office operates a booking system for all events and accommodation use on the Domain and Lake Karāpiro, where exclusive use or restricted access to land and Lake water zones is required. Event organisers must comply with all conditions of use outlined in this guide when staging events on the Karāpiro Lake Domain and adjacent waters (collectively known as "the domain").

EVENT BOOKING PROCEDURE

The Karāpiro Lake Domain draft calendar for the year (1 July through 30 June) will be prepared by the Site Manager at the start of the calendar year and confirmed at the annual Post Season Lake Users' Meeting which is held in early May.

The event calendar for events held at Horahora Domain during the following year (July through June) will be confirmed around 1 October each year. Event organisers should contact the Karāpiro Lake Domain site office 12 – 15 months before the event to advise preferred event date/s. Where more than one event organiser wishes to hold an event on the Domain on the same date/s. Domain sharing and event re-scheduling options will be considered. If these options are not practicable, a weighted scoring system will be used to determine which event the date will be allocated to.

Further information about this process may be obtained from the site office upon request. Only those events that align with the objectives of the operative Karāpiro Lake Domain (Karāpiro Lake Domain) Reserve Management Plan and for which the necessary resource consent has been obtained or is obtainable (if any) will be considered. Once the event calendar is confirmed, a Temporary Event Application Form and a current Event Management Guide will be sent to each event organiser.

A draft event booking form (including any accommodation or function room requirements) will be sent 12 weeks prior with the final Temporary Event Application Form (and appropriate supporting documents. These MUST be returned to the Karāpiro Lake Domain site office at least six weeks prior to the event.

The completed application will then be forwarded to the Waikato Regional Council, which approves and coordinates public notification of any Lake closures. For any first time event organisers or if there is any significant changes in your planning we recommend these forms are returned well in advance of this date to allow for any discussion and alterations of planning.

FEES and CHARGES

Waipa District Council charges may be paid at the Karāpiro Lake Domain site office by credit card or EFTPOS. Alternately, an invoice may be sent out to the event organiser. The Waikato Regional Council administration fee must be paid directly to the Waikato Regional Council. All pre-booked land zones and facilities will be charged for. If an un-booked land zone is used in relation to an event (whether prior to, during or after the event), this will also be charged for. All applications for Lake bookings must include an acceptance of the terms and conditions of use, as set out on the Temporary Event Application Form and in this user guide.

Visit: www.waipadc.govt.nz/our-council/finance/feesandcharges#toc-link-0

EVENT CANCELLATIONS

Event Cancellations will be accepted without loss of deposit up to 90 days before the scheduled event start date. If the event is cancelled within 90 days of the scheduled event start date, the 25% deposit will be forfeited; or if no deposit has been paid, this amount will be invoiced to the event organiser.

OUTDOOR PURSUITS

Site Management reserves the right to operate the high / low ropes course and other outdoor pursuit activities on the Domain during an event.

2.0
Sir Don Rowlands Centre

The Sir Don Rowlands Centre is available for use during events and is a licensed venue. The event organiser holding a Lake or Domain based event will be given the first option of booking the Sir Don Rowlands Centre for the duration of their event. The Site Manager will contact each event organiser prior to their event to discuss how spaces within the Sir Don Rowlands Centre could be effectively utilised. Site staff may book other, complimentary, functions to occur on site during an organised event, in consultation with the event organiser.

There are four main rooms for hire in the Sir Don Rowlands Centre. The Main Hall is the largest space and has a full commercial grade kitchen and servery associated with it. The Waipa Room is located downstairs and contains a kitchenette. Toasters, kettles and any other smoke or steam generating device must be used on the bench (do not use place directly under a sensor).

The Karāpiro Room is located upstairs and has an adjacent kitchen and linking servery. The Te Manawa o Matariki room is located on the ground floor close to the carpark. The Sir Don Rowlands Centre also has a designated First Aid Room (exterior entry) and a Drug Testing Room that is available for use during events. These rooms are used by different event organiser's at different times, so it is important that all valuables are removed after use.

Site Management will undertake the role of Head Fire Warden in the event of an emergency unless the event host has been fully inducted by the Site Manager, The evacuation point is the carpark unless a change has been agreed in advance with the site manager.

There are 37 sealed general parking spaces, 45x15m gravel parking spaces and 3 disabled parking spaces in the Sir Don Rowlands Centre car park. The sealed car park and gravel area is reserved for hirers of the Sir Don Rowlands centre (see Domain Map page 27).Other parking areas (both sealed and grass) are available on site to accommodate a total of up to 1,500 vehicles. For a tour of the Sir Don Rowlands Centre, please contact the site office.

2.1 ROOM SIZE / SEATING CAPACITY

Capacities for each room as shown below:

Main Hall: 606m2

- Theatre – 900
- Cocktail – 750
- Banquet – 400

Waipa Room: 81m2

- Theatre – 56
- U-Shape - 25
- Banquet – 40

Karāpiro Room: 132m2

- Theatre – 100
- U-Shape – 38
- Banquet – 80

Te Manawa o Matariki: 132m2

- Theatre – 100
- U-Shape – 38
- Banquet – 80

Perry Community Water Sports Centre – Home of the Cambridge Yacht Club

The Canoe Racing NZ High Performance Training Centre is located at the southern end of the site. There is a small function room adjacent that is also available for hire to event hosts.

Perry Community Water Sports Centre:

- Theatre – 56
- U-Shape - 25
- Banquet – 40

2.2 FITTINGS

The Sir Don Rowlands Centre has 300 (navy) chairs, 35 round (1.8m diameter) tables, 10 rectangle tables (1.8m length), 6 3x4m portable sections of blackout curtain, and a small sound system and a lectern available for use during functions. The Main Hall is fitted with a 5.8x3m screen and suspended data projector. Event organisers should discuss additional furniture requirements with the Site Manager. *Note. See the pricing scheduled for additional charges.*

2.3 LIGHTING

Lights in the Main Hall have a dimmer function. Event organiser's may bring in further lighting for their function if desired, though an additional charge for connection to the power supply will apply (refer 'Grounds and Lake Zones Charges' table in Appendix). A silk ceiling lining is also available for hire in the Main Hall. Photos of this lining can be obtained from the site office.

2.4 ALCOHOL and BEVERAGES

The Site Manager will organise the supply and service of ALL alcohol and other beverages in the Sir Don Rowlands Centre and other areas of the Domain e.g. the spectator embankment. A portable bar, glassware and waiting staff will be provided as part of this service. Perry Community Water Sports Centre is not covered by existing licence.

2.5 HIRE CONTRACT

A hire Contract/Booking form is required for any bookings in the Sir Don Rowlands Centre. This will be provided by the site office.

2.6 SET UP and BREAK DOWN

Event organiser's are responsible for the set up and break down of their event / function. Full day charges for use of space in the Sir Don Rowlands Centre and land space around the Sir Don Rowlands Centre are based on a 12 hour hireage period from 6am on the first day of the event/ function.

If an event organiser wishes to set up or break down outside of this 12 hour period, this should be discussed with site management beforehand. All break downs must be completed within 2 hours of the end of the event / function, unless arranged prior. If event organiser's require the exclusive use of space in the Sir Don Rowlands Centre for set up, the day prior to their event / function, this should be marked on the booking form. Booking of space for set up purposes will incur a fee of 50% of the chargeable hireage fee.

All rooms hired should be left as they are found - this includes vacuuming and shampooing carpets. External mobile food vendors wishing to set up near the Sir Don Rowlands Centre are required to have their site location approved by the Site Manager prior to their arrival on site. Set up immediately in front of the Sir Don Rowlands Centre will not be encouraged.

Caterers and food vendors will be required to remove their own general waste and recycling from the centre. No general waste or recycling bins are provided.

2.7 SECURITY FOR CENTRE

All prize-giving and large event social functions held in the

Sir Don Rowlands Centre must have security staff stationed at the front doors for the duration of the function. The security staff must ensure that no guests bring in their own refreshments, as the Centre is a licensed premise. A one-way door policy is encouraged. It is the event organiser's responsibility to hire security staff through a reputable and registered security company and to cover the cost of employing these staff.

2.8 FUNCTION MANAGER

Event organisers must appoint a 'function manager' for any social /event function to be held in the Sir Don Rowlands Centre. The function manager must be available for the duration of the function to assist the site staff and bar manager to resolve any issues that may arise including any anti-social behaviour from guests and evacuation in the unlikely event of an emergency. The function manager is to refrain from consuming alcohol during the function, to ensure that they are fit and able to act in the capacity of 'function manager'. The function manager must ensure NO guests are outside the venue creating a nuisance (loud talking) during and at the conclusion of the events.

2.9 ACCESS

Event organisers must liaise with the Site Manager to ensure that ancillary service staff (such as caterers, technicians and musicians) have access to the Sir Don Rowlands Centre for the servicing of functions before, during or following an event. Function manager to be last to leave once contractors depart and lock venue. *Note: There are to be NO event-related personnel in the Sir Don Rowlands Centre between midnight and 5.00am.*

3.0
Event Accommodation

Wherever possible, the Rob Waddell Lodge and chalets will be reserved for event officials or participants during an organised event listed on the events calendar at time of publishing. Please advise site staff at the time of booking the event if this accommodation will be required. The site does NOT operate a roll-over booking system. ALL bookings must be made on an annual basis.

The following priority order/policy will be applied:

1. Event Organisers
2. Club/Group nominated by Event Organisers
3. The club/group who occupied the accommodation at the previous years' event
4. "First In" First query received by the Site office.

The Rob Waddell Lodge accommodates a max of 41 persons and each of the five chalets accommodates up to 8 persons. A minimum per night accommodation charge will apply to use of the Rob Waddell Lodge or chalets during an event that is listed on the confirmed event calendar (refer to the Appendix for details). Charges are set by Waipa District Council and are not negotiable.

If an event organiser books the Rob Waddell Lodge and/or chalets, then it is their responsibility to co-ordinate the individual guests that will be staying with only the key person to be in contact with Site Management.We operate a "leave it as you found it" policy with all accommodations to be cleaned to a high standard prior to departure. More information on the requirements can be found in the accommodation booking form.

4.0
Biosecurity

To help stop the spread of pests in the Waikato River all event hosts are required to provide a Biosecurity management plan. *Important note: Your plan should include how you intend to check, clean and dry all vessells leaving the lake domain.*

Please ensure all vessels, equipment and clothing that has had contact with the Waikato River is checked, cleaned and thoroughly dried before leaving the site or entering another waterway. A mobile waterblasting station is available for event hosts to operate, including the provision of fuel and appropriate staffing. There is no hire fee for use of the mobile station. In addition, a permanent waterblasting station is located at the main boat ramp for participant and event use.

Help stop the spread of invasive freshwater clams

Biosecurity New Zealand
Ministry for Primary Industries
Manatū Ahu Matua

Clams and their larvae can be accidentally spread between waterways on boats, trailers, fishing gear, and other equipment. They can survive in trapped water, mud, and damp areas, making it easy to transport them without knowing.



Photo: Biosecurity New Zealand

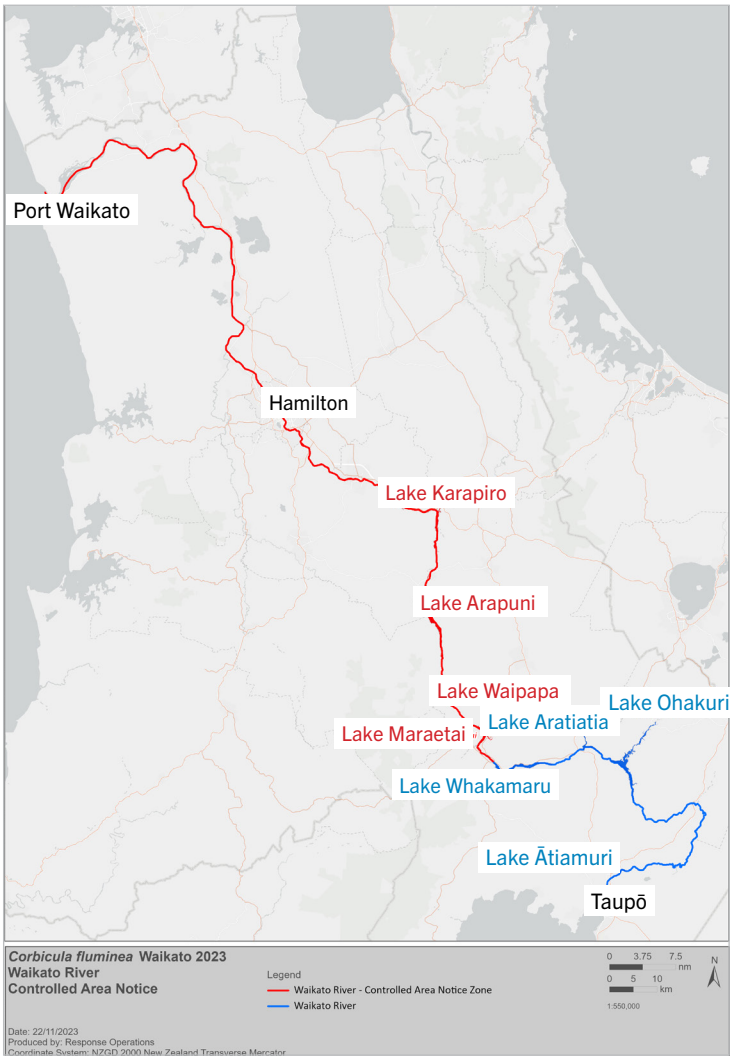
Following the discovery of the invasive freshwater clam in the Waikato River, a **Controlled Area Notice** has been put in place between **Whakamaru Dam and Port Waikato** to help prevent its spread to other waterways.This means all recreational water users in this section of the river are legally required to **Check Clean Dry** their gear and watercraft before moving to another waterway.

There are also specific requirements for **wake boats** and any vessels with **internal ballast tanks or bladders**. Visit the webpage below to learn more about these rules.

By following these rules, you can help protect New Zealand's lakes and rivers from the invasive freshwater clam.

To find out how to Check Clean Dry and more about the Controlled Area Notice visit:

biosecurity.govt.nz/check-clean-dry



CHECK *for what's visible*

CLEAN *what's not visible*

DRY *to be sure*

It takes all of us to protect our lakes and rivers.

New Zealand Government
Te Kāwanatanga o Aotearoa



5.0
Event Health and Safety

Waipa District Council and the Karāpiro Lake Domain site management team are committed to the goal of achieving zero harm on site, providing and ensuring a safe and healthy environment for everyone using the venue and facilities. You have a responsibility to ensure the safety of yourself and everyone around you at all times. To keep everyone safe, please note the following safety requirements that will affect you when hosting an event at Karāpiro Lake Domain.

www.sine.co/sine-pro/

An online system known as SINE is now in use on the Karāpiro Lake Domain to inform site users of their Health & Safety obligations and to keep track of those on site. (this can be moved on request of the organiser). *Note: The SINE system can be downloaded to your phone via 'Playstore' on Google Play.*

Before commencing set up of your event, you will be required to review the site's Hazard Identification Schedule and confirm that you agree to abide by the site's Health & Safety processes via the SINE system.. It is recommended that each member of your team registers with this App prior to entering the site. An IPad with the SINE system is available at the site office. It is the Event Hosts responsibility to collect and return this. Paper copies of the site's full Health & Safety Manual are also available in hard copy from the Site Office for distribution to your event team. Each member of your event team (paid or non-paid) and all mobile food vendors must 'check in' DAILY on the SINE system before undertaking event duties on site.

Waipa District Council staff will support Karāpiro Lake Domain team members in completing regular checks of the site, from a Health and Safety perspective, prior to and during events. Event hosts must meet with staff, upon request, to rectify any Health & Safety concerns.

Event organisers must liaise with the Site Manager in relation to the alteration, removal or blocking of any site infrastructure during an event. The construction or bringing on site of any additional structure to the Karāpiro Lake Domain must be approved beforehand. Event organisers must provide, to the Site Manager a copy of any complaints received in regard to health and safety of the site as soon as practicable after they have been received so Site Management can review any response.

To ensure all underground services are noted by your contractor please ensure you arrange for an 'Underground Locator' for the area you intend to work in. See our site services map that indicates where underground cables are likely to be. No pegs/stakes over 200mm allowed on site unless permission has been approved by the site manager.

ON-SITE MEDICAL PRESENCE

Karāpiro Lake Domain provides a medical room for approved on site medical contractors who have a currently registered qualified paramedic in their team to utilise at their discretion during the period of your event. By law and moral obligation, organisers of an event need to ensure that the safety and acute health needs of people participating and attending an event are cared for.

Each event is different, so the requirements for medical support at each event are as diverse as the events themselves. It is therefore important that the medical support provided at an event is tailored to meet the needs of the event. Only medical professionals who have appropriate professional training and can supply a current 'Medical Director' endorsement will be approved to provide medical services on site. We strongly suggest that a current registered qualified paramedic is included in your team if your event is over 1500 people on site. Event organisers must advise the Site Manager as soon as practically possible if emergency services (NZ Police or Ambulance) are required to attend an incident on site. On a daily basis, event organisers must provide the Site Office with the individual reports for each person who has been attended to.

This daily report should include the following:

- Description of injury. *E.g. cut in foot.*
- How the injury occurred. *E.g stepped on glass.*
- Where the injury occurred. *E.g. boat park.*
- Severity of injury. *E.g. minor.*
- Follow up action. *E.g. recommend to self-transport to A&E.*
- Following the event provide the Site office with a post event daily report with list of ALL incidents and accidents associated with the event, completed by the event's Health & Safety officer and/or medical staff.

Tips for event organisers from an EMS perspective:

- In an environment of limited health care resources, the sooner a patient is treated, the better the chance of recovery.
- Medical services should be provided for the entire event, including the installation and break down of the event if this is a large scale or dangerous operation.
- Medical services may also be needed for attendees queuing to get in and out of the event.
- If the event is a multi-day with attendees camping over-night, you may need around-the-clock medical services.
- Locate first aid/medical teams carefully, so that emergency response times are minimised.
- Provide information about the location of medical facilities to attendees. Use signs and print the information on programmes or tickets.
- Stewards and all other event personnel should know where the medical services are located.
- Ambulances and other emergency vehicles need to have clear access in and out of the venue, in case casualties need to be transported.
- At events with large crowds or difficult access, medics on foot, mountain bikes, motorcycles or ATV may be required.
- Ask for CV's or guaranteed assurance of qualification levels of Medics.
- Ask for referees to ensure the quality of service you will receive.

5.1 EVENT HEALTH and SAFETY PLAN/ RISK REGISTER

A comprehensive Health and Safety Plan should be submitted with your Event Application. This should include a risk register which should outline the events approach to identifying, managing, mitigating, and escalating risk. Event organisers must supply a copy of their 'Health & Safety' and 'Risk Management' plans for each event at least six weeks prior to the commencement of the event set-up.

All events must provide a detailed site specific map of their event set up & layout for the land and waters used. Forms and information are available from the site office to assist with the preparation of these documents.



Failure to provide adequate plans or to provide the required plans in time may result in the event being withdrawn from the event calendar.

A Health & Safety representative from Waipa District Council may visit the site prior to and/or during the event to ensure full compliance with Health & Safety requirements. Noncompliance may result in the event being shut down until such time as compliance is achieved.

Event managers must ensure that their on-land managers responsibilities include the following:

- Bollard capping when removable bollards have been vacated.
- Emergency vehicles have 2 access points (min of 3m wide) on the main embankment to reach the lake.
- All outdoor cords are covered and are not trip hazards.
- Co-ordinate the power requirements for any vendors.
- Co-ordinate the general waste and recycling waste with site management.
- Ensure there are NO vehicle movements or any parked vehicles on the main embankment once the event has commenced (unless agreed with site management prior).
- All pegs/stakes must have approval from Site Management if longer than 200mm. Pegs to be covered. See our site utilities map that indicates where underground cables are likely to be.
- Any contractors working on site are SHE qualified and have signed into the SINE system on arrival.
- Any temporary structures ie marquees and tents have approval for erection as per the site map accompanying their booking forms. All pegs/stakes have approval if longer than 40cm. Tent pegs are covered.
- Of documentation to prove that this has occurred.
- All scaffolding to be erected by a certified scaffolder. Please contact the site office for a list of certified Waipa Suppliers, if required.
- Removal of all materials used on site, specifically any items used in the ground.
  E.g. boat rack pegs, concrete nails and bolts.
  Any holes created must be filled before you leave site.

All events are required to supply a SITE specific Health and Safety Plan that includes the comprehensive Risk Register with specific risks identified and eliminated or mitigated. If any shared risks have been identified, site management will work with you to ensure appropriate mitigation have been applied. You can find out more on your obligations and managing risk here:
www.worksafe.govt.nz/managing-health-and-safety/managing-risks/

5.2 LAND-BASED SITE SPECIFIC REQUIREMENTS

You will be required to:

1. Produce a site specific detailed map of the venue and your event details. This must include public and restricted event spaces.
2. Please number each section of your map and have a detailed explanation of each space and attach a specific risk register for each event space.
3. Explain how each internal road will be utilised and what traffic movements will occur in each specific event space.

Emergency Planning scenarios should also be included in the health and safety planning. The Site Manager should be included in any discussions in which the scenario impacts the site (operational and reputational).

It is also highly recommended for all large events that Event hosts complete the self-assessment tool for crowded places. This can be found at:
www.police.govt.nz/advice-services/protecting-crowded-places-attack/prepare-your-crowded-place

5.3 CERTIFIED PROFESSIONALS

Stages, grandstands, portable buildings and structures supporting lights or speakers are to be designed and certified by a registered engineer. Waipa District Council requires a copy of documentation to prove that this has occurred. All scaffolding to be erected by a certified scaffolder. Contact the site office for a list of certified Waipa Suppliers, if required.

5.4 ELECTRICAL CORDS and EQUIPMENT

Any connections to council infrastructure (power boxes/ plumbing etc) are to be organised and coordinated by the Site Manager. Any charges will be on charged to the event.

No independent connections are to be arranged without prior approval. ALL electrical cords used on site must have a current "tag and test" label tagged by a licensed electrician and should at least be 3-months from expiry). All electrical cords must be free of nails or metal attachments; rubber or plastic attachments are preferred. Power cords that run across a traffic thoroughfare must be covered by purpose-made rubber (or similar) covers that do not interfere with the cord diameter. Electrical cords used on site must be 50m or shorter. It is recommended that full 50m length cords have an automatic power load shut-off switch board connected at the power source end. Cords that are linked to extend more than 50m in total must be joined by an automatic power load shut-off.

Note: Power load shut offs (also known as 'adaptor boxes') must carry a New Zealand or Australian standard approved stamp. An approved electrician must carry out the maintenance of electrical equipment on site. No handy man maintenance is to occur. This directive covers, but is not limited to, electrical fuses, damaged junction boxes and miscellaneous electrical equipment brought onto the site.

Power adaptors for the large power boxes on the spectator embankment may be hired from the Domain site office. Adaptors will only be given to event organisers, NOT to vendors. Please refer to section 5.6 ('Spectator Embankment Power') for more information. Leads may not be strung overhead, unless approved by the Site Manager upon the recommendation of the site's electrician. All leads on the ground will be secured in a way that eliminates trip hazards.

5.5 FUEL STORAGE

A lockable storage area must be organised by event organisers if more than 20 litres of racing fuel is to be stored overnight. NO fuel to be stored in the campground, under any circumstance.

6.0 Site Services

At the time of any application, it is the event organiser's responsibility to inform the site office of the expected number of competitors/spectators for the event. Prior to the event, the event organiser should liaise with site staff in regard to the provision of:

- Toilet facilities.
- Refuse disposal services (see Section 28).
- Traffic and Parking management (see Section 19).
- Food and alcohol.

Cleaning of the permanent toilet facilities will be carried out by site staff. Graffiti is to be reported to the site office as soon as it is noticed, to ensure immediate removal. Event organisers will be charged for any repairs to site facilities damaged during the event. Depending on the type and size of an event, Waipa District Council's Environmental Health Officer may require the provision of additional facilities (such as 'porta-loos' and rubbish bins) during an event. The lower camp facilities will be closed 45 minutes following the completion of the last race or finish time.

The domain is slowly working towards operating as a 'Zero Waste' site. As the majority of waste is generated by events a Waste Management & Minimisation plan must be submitted as part of the event application. This plan must include plans and initiatives to reduce the amount of general waste generated and left at the venue by the event and include details of how this plan will be implemented and communicated to those attending.

Please note that any lake closure application will not be forwarded to WRC until a waste plan has been received and approved by Site Management. Event hosts must provide staff at each waste minimisation station to ensure full efforts are made to recycle waste.

6.1 SPECTATOR and PARTICIPANT RUBBISH

Subject to the approval of a waste management and minimisation plan, the Removal of general waste will be individually coordinated with each event based on their individual requirements.

It is the event organiser's responsibility to ensure that all of the ground rubbish (i.e. general litter) on the Domain (including all car parking areas on and off site) is picked up within 2 hours of the completion of the event. Please ensure all site golf carts maintain clear vehicle access to waste bins at all times throughout the day.

A fee will be charged for the collection of ground rubbish after this time. Site staff will collect rubbish from on site wheelie bins during event. The cost of this service is included in the site hire and camping charges, unless the total collected (per day) exceeds the following:

- **Local event:** 1 x 3m3 skip
- **Regional event:** 2 x 3m3 skips
- **North Island event:** 3 x 3m3 skips
- **National event:** 3 x 3m3 skips

Additional 3m3 rubbish skip will be charged for at $150.00.

6.2 SPECTATOR and PARTICIPANT RECYCLING

Karāpiro Lake Domain operates a recycling programme. Glass, plastic, aluminium, food and cardboard are all collected for recycling. Event organisers are encouraged to assist with staff efforts to become more environmentally friendly, by recycling whilst on site.

During large events, waste stations should be staffed by the event host during peak operating times and for one hour following the conclusion of the event.

There are recycling bins in various places around the site. Please notify event participants, and spectators (over the PA system) of the location of these stations, i.e on the spectator embankment at the Rob Waddell Lodge and chalets near the camp amenity block in the upper and lower campground near the Sir Don Rowlands Centre. The recycling stations are mobile, so if a station is needed in a particular place, please advise the site office.

6.3 VENDOR WASTE

ALL vendor waste (general, recycling, glass, food or carboard) must be removed off site by the vendor. This must be clearly communicated to any vendors, included in your Waste Management and Minimisation Plan and be actively managed during your event.

6.4 REMOVABLE BOLLARDS

There are several removable bollards at the top of the spectator embankment, to allow service and event vehicles to access the grassed areas. Removal and replacement of these bollards is the event organiser's responsibility. Damaged or lost bollards will be charged for. Once bollards are removed, the resulting holes must be covered with caps that can be obtained from the site office. No permanent bollards are to be removed. Any damage or loss of bollards will incur a charge of $300.00 per bollard.

6.5 POWER

There are several electrical supply points (green boxes) from which power can be sourced during events. The embankment also has 'pop up' points for further electrical coverage (see site management for the location of these).

Event organisers must coordinate power access with vendors who require it. It is the event organiser's responsibility to inform vendors about the applicable power charges (refer Appendix), as these charges will be added onto the event organiser's final invoice.

The site office has one portable VOXBOX (power adaptor from 63 amps to multiple 32, 16 and 10 amp plugs) that will be issued to the event organiser upon request. Use of the VOXBOX is free of charge, however if lost or damaged, the event organiser will be charged for its repair or replacement.

If an event organiser wishes to make use of the 'pop up' points mentioned above, further VOXBOX(s) will need to be hired from an offsite source. The use of mobile power generators on site are discouraged, but may be allowed in certain circumstances with the permission of the Site Manager.

The following plugs are available for use:

- **Back of toilet block closest to main boat ramp**
  – 1 x 32 amp, 3 x 10 amp and 1 x 63amp
- **Back of toilet block closest to Rowing NZ's High Performance Centre**
  – 1 x 32 amp and 1 x 10 amp
- **Spectator embankment box closest to main boat ramp**
  – 1 x 63 amp, 3 x 16 amp, 1 x 32 amp and 2 x 10 amp
- **Embankment boxes (x2) further from main boat ramp**
  – 2 x 63 amp each
- **Victory Dais**
  – 1x 16 amp and 1 x 10 amp
- **Top of ramp outside Sir Don Rowlands Centre commercial kitchen**
  – 1 x 63 amp, 2 x 32 amp and 2 x 10 amp

6.6 SITE WORKS

It's a requirement of the current Health & Safety legislation that everyone maintains a safe workplace, and your contractors and sub-contractors are no exception to this rule. Please ensure that the contractor/s you wish to engage are included on Waipa District Council's SHE from the Site Manager prior to carrying out any site works necessary to stage the event - this includes laying of cables, digging of holes, electricians etc. Any contractors using pegs that exceed 200mm in length must first get approval from the site office.

To ensure all underground services are noted by your contractor please ensure you arrange for an 'Underground Locator' for the area you intend to work in. See our site services map that indicates where underground cables are likely to be. No pegs/stakes over 200mm allowed on site unless permission has been approved by the site manager.

6.7 WATER USE

If a vendor uses an excessive amount of water during an event (for example to operate a water slide) the event organiser will be charged for this water use.

7.0
Signage

A large electronic display board on the corner of Maungatautari Road and Judd Lane can be used to advertise future events. Please advise site staff if an event specific message is required. Event-related signage located within the Karāpiro Lake Domain is permitted without limit in terms of the size of signage and the number of signs, provided that all such signage is removed at the conclusion of the event.

All signage within 50m of the Maungatautari Road boundary of the Karāpiro Lake Domain must face towards Lake Karāpiro. Signs must be internally illuminated and must not incorporate fluorescent or moving images.

All Waipa District Plan directives in relation to signage must be adhered to. There are to be no signs attached to the fence on the outskirts of the Domain.



8.0
Lake Levels

If a certain Lake water level is required for an event, an application needs to be made to Mercury Power (attention, Flow Level Request Coordinator) at least 4 weeks prior to the event. If a Lake level request is approved, Mercury Power staff will make every effort to achieve the required Lake level, although factors such as rain fall and electricity demand impact on whether the required level is possible. A sample form is on page 35. Event organisers are asked to complete a Mercury Power Post-Event Feedback Form if they benefitted from a particular lake level during an event.

9.0
Resource Consent

Events that are likely to breach the Lakeside Reserve Zone rules, as set out in the Waipa District Plan, may require resource consent. Factors that may cause a resource consent to be required include, but not limited to:

- Nature of the event (if other than primarilysporting, recreational or cultural).
- Noise generated by the event.
- Duration of the event.

In granting resource consent for an event, Waipa District Council may impose conditions regarding certain aspects ofthe event's management. Please contact the Waipa District Council's Planning Department for advice on resource consent applications.

10.0
Temporary Event Noise

Noise from temporary events held on the Karāpiro Lake Domain may not exceed the following limits, as measured within the boundaries of any adjacent property:

- **Day Time (7.00am – 8.00pm)** – 55dBA Leq
- **Night Time (8.00pm-7.00am)** – 40dBA Leq and 65dBa (MAX)
- **Night time single event noise level (10pm to 7am)** – 70dBA Lmax

Note: These provisions relate only to land-based activities. Noise generated from activities on the surface of Lake Karāpiro is not restricted by this rule.

It is the responsibility of the event organiser to ensure that noise levels arising from event activities (including use of PA systems, amusement devices, fireworks etc. and from

event-related camping) comply with the Waipa District Plan and the Resource Management Act 1991 and that other Domain users and local residents are not disturbed (particularly between the hours of 8.00pm and 7.00am).

Noise in the camping area is carefully monitored. Noisy occupants will be asked to leave immediately.

Contact Waipa District Council for further information. If Noise Control Officers are called to the event in response to a noise complaint, any requests that they make must be cooperated with immediately and in full.

11.0 Communication

1. Event hosts are required to meet daily with the Site Manager (or their representative) on each set-up and event day. Meetings are to be held at the Site Office at a time convenient to all parties.
2. Event hosts are required to notify the Site Manager as soon as practicably possible if emergency services are called to the Site. Any cases of gastro illness, infectious disease, or other notifiable illnesses identified during the event must also be reported to the Site Manager as soon as practicably possible.

11.1 COMMUNICATION WITH RESIDENTS

Resource Consent conditions require event organisers to notify all neighbours within 500m of the Domain at least one week prior to an event taking place.

Karāpiro Lake Domain site staff fulfil this obligation (in most cases) by providing a copy of the confirmed event calendar to residents each October and by providing regular updates through an emailed newsletter. Neighbours do, however, appreciate direct contact with event organisers.

If the Site Manager determines that some aspect of the event (such as traffic arrangements or noise) is likely to cause a particular concern for residents, the event organiser may be required to do a letter drop targeting affected properties. In some cases the 500m radius of contact may be extended to ensure appropriate coverage.

12.0 Building Consent

Temporary event-related structures (including the examples mentioned in section 4.2, as well as grandstands, temporary buildings, platforms and bridges) require a building consent from the Waipa District Council. Certain exceptions to apply, there are:

- Tents or marquees with a floor area of up to 100m2 that are to be used for less than one month.
- Temporary platforms, bridges up to 1.5m high.
  Note: structures of this type that are 1m to 1.5m high must be fitted with safety barriers, in accordance with F4 of the NZ Building Code.

Large tents and marquees may be required to be fitted with a fire alarm, emergency lighting in exit ways and a fire extinguisher in order to gain consent. It is the event organiser's responsibility to provide the site office with certificates of compliance for all temporary structures that are constructed on or brought to the site for the event.

13.0 Temporary Structures

The Waipa District Plan (Lakeside Reserve Zone) allows temporary event-related structures such as tents, marquees, re-locatable buildings, portable toilets and mobile food vendors to be brought to or erected on the Karāpiro Lake Domain, provided that they adhere to the following:

- They are removed at the conclusion of the event (same day, unless prior approval from Site Manager is obtained)
- The site is re-instated to the condition that it was in prior to the event, as far as is practicable.

Flooring laid in marquees and tents MUST be of a breathable material. If grass dies as a result of flooring being laid, the



event organiser will be invoiced for the cost of under- sowing the grassed area/s affected.

Organisers must include any temporary structures in their risk register and note any controls that will be in place for high winds etc. To ensure all underground services are noted by your contractor please ensure you arrange for an 'Underground Locator' for the area you intend to work in. See our site services map that indicates where underground cables are likely to be. No pegs/stakes over 200mm allowed on site unless permission has been approved by the site manager.

14.0
On-site Café - The Podium

The owners of the Podium Café have approval from Waipa District Council to operate on site 7 days a week from 6.00am to 9.00pm. The café will offer meals and refreshments for all visitors to the Domain.

Event organisers are required to provide access via Gate 2 to elderly and/or immobile visitors wishing to attend the café, though are not required to allow café guests to participate in or view the event if doing so would otherwise require the payment of an entry fee. Please note that temporary event parking is prohibited in the Rob Waddell Lodge grounds nearest the café and children's playground.

15.0
Food Vendors

If food is sold or given away at an event, the event organiser is required, under the Food Act 2014, to have a registered Food Control Plan or National Programme from a Council.

The event organiser will be asked to supply a list of all operators, a map of all operators including their requirements for power to be provided to the site office a minimum of 2 weeks before the event.

Waipa District Council's Food Act Officers may, at their discretion, carry out compliance inspections of food operators at the event. Non-profit charitable food operators who are associated with less than 20 events a year are exempt from registration, but are still expected to utilise safe food handling and storage practices.

Event organisers can obtain information on current food regulations and charges from Waipa District Council's

Environment Health Officers (Food Act Officers) or by referring to Council's website: **www.waipadc.govt.nz/our-services/environment-and-health/food**.
Note: Food vendors must comply with the electrical provisions listed in section 4.3 of this guide.

It is preferred that event organisers locate vendors on the main embankment adjacent to the embankment toilets nearest the main boat ramp. A variety of power options and water are available there. Event organisers may request that an alternative location be used by vendors during an event, but given other activities on site, alternatives may not always be possible.

Event organisers must also ensure that food vendors arrive no earlier than 6.00am on the first day of the event, unless organised prior with the Site Manager. All food vendors are to be packed down and off site within two hours of the conclusion of the event. Temporary food vendors will be required to remove their own general waste and recycling from the site.

16.0
Amusement Devices

A Waipa District Council permit is required to operate a mechanical amusement device (such as a ferris wheel) during an event. This permit attracts a fee – check Council for details. Waipa District Council will need to sight a copy of the device's Certificate of Registration of Amusement Device (Worksafe NZ) prior to permitting.

17.0
Rental Activities

Under the Lakeside Reserve Zone rules of the Waipa District Plan, retail activities are permitted on the Karāpiro Lake Domain, provided that they:

- are ancillary to an event held on the Domain,
- are NOT located within 50m of the Maungatautari Road Domain boundary, and
- cease operation at the end of the event.

The designated area for retail activity is on the main embankment adjacent to the embankment toilet nearest to the main boat ramp. Event organisers should liaise with the Site Manager if retail activities require a set up period prior to the start date of the event. All retail activities are to be packed down and off site within two hours of the conclusion of the event.

18.0
Waipa Suppliers

Waipa residents have made a significant investment in the Karāpiro Lake Domain, so event organisers are encouraged to return the favour by contracting Waipa-based suppliers to provide services (such as food vending) for their events. Please contact the site office for further information about Waipa suppliers.

19.0
Alcohol

Event organisers should discuss their event related alcohol requirements with the Site Manager at the time of booking. There is to be no sale or service of alcohol on the Domain without the Site Manager's over-sight.

Designated areas within the Karāpiro Lake Domain may be set aside for the sale and service of alcohol during an event, with a preference for these areas being within the Sir Don Rowlands Centre. All remaining areas on the Domain are to be alcohol free for the duration for the event, unless otherwise negotiated with the Site Manager.

LIQUOR BAN
A temporary liquor ban will be enforced on the Karāpiro Lake Domain for all events on the confirmed event calendar. Most events will have a daily 5.00pm to 9.00pm window in which

the liquor ban does not apply to those staying overnight in the campground, although Council reserves the right to enforce a 24 hour per day liquor ban upon events that are thought to require it.

This alcohol ban should be promoted by the event organiser via their website and over the PA system during the event. Site management will supply alcohol ban signage for placement around the site during the event. Site management reserves the right to request that an event organiser places professional security staff in the camping ground during an event, if assistance with enforcing the alcohol ban is thought to be necessary.

20.0
Traffic Control

Traffic Control refers to the management of traffic on and around Maungatautari Road for all road users to safely enter, exit and pass through the site.

Parking refers to the management of vehicles once they have entered the site which includes any collection of any gate fees, managing restricted areas and the efficient parking of vehicles in approved areas. Event organisers are required to have an appropriate level of traffic control in place during their event. Site staff will liaise with the event organiser in this regard. Roadside parking in the vicinity of the Karāpiro Lake Domain is not permitted during an event and it is the event organiser's responsibility to actively monitor this. Vehicles parking on site must not be allowed to queue in a manner that causes congestion on Maungatautari Road.

Karāpiro Lake Domain operates a Traffic Control plan using Electronic Message Display Boards on Maungatautari Road. Event organisers are required to liaise with site staff what messaging is required. We have introduced new charges for the use of these Electronic Message Boards.

Event organisers are required to complete the online questionnaire. This will help us work with you to ensure a consistent and appropriate controls are in place for all events at the venue. This helps us and you plan your event to ensure your attendees and the public around the wider area have a great experience.
https://app.org.nz/mighty-river-domain-event-application-form/

21.0
Admission, Access Control and Parking

The site can hold up to approximately 1500 vehicles. Event organisers may charge spectators for site admission if a booking of the spectator-embankment, boat park and parking area/s has been made. An event entrance fee may also be added to standard campground fees if the event organiser desires. Advise the Site Manager of your intentions in this regard.

During a large event, the Gate 2 site entrance is reserved for use by event officials / VIPs and competitors plus campers. It is the event organiser's responsibility to arrange passes for officials / VIP's to allow them entry to the site while the event is in progress. Site staff can arrange car passes for campers, with advance notice. There is to be NO parking on the cycleway through the Domain at any time.

Spectator access to the site and public car parking must be limited to Gate 3 (250m beyond the Karāpiro Lake Domain Gate 2 main entrance, on Maungatautari Road). If there is more than one event on at the Domain on the same day (e.g. a water sport event and a volleyball tournament) the 15m corridor around the edge of the sand court) is reserved for sand court activity. If there is no event on the sand court, this will be open for event use at no extra charge.

There is to be NO parking on the sand court itself or within the rope course area unless previously arranged with site management. If this rule is ignored and damage results, the event organiser will be charged for reinstatement ($1,000.00 minimum charge applies). If there is a sand court event on

at the same time as any other event, the sand court event organiser may hand out up to 20 passes to allow vehicles to move through Gate 3 or Gate 2 (to be discussed and agreed between event organisers) without parking fees being incurred. There is to be **NO parking** beyond the current sandcourt & high ropes course. There is to be no thoroughfare south of the sandcourt unless agreed.

The Lower Camp is fitted with an electronic barrier arm operated via vehicle number plate recognition. Approved number plates must be provided to the Site Office in advance of set-up dates.

Additional parking is available at the Cambridge Rowing Club during large events; however, this must be confirmed with the Site Office at least one month in advance.

Where multiple events are taking place on the Site on the same day, the Site Manager will coordinate with all event hosts to ensure traffic and parking are appropriately managed. The Site Manager may also appoint independent parking officials, with costs shared between event hosts.

If the vehicle occupants do not have a pass, they must pay the gate fee if one has been set by the main event organiser (who has booked and paid for the car park). The sand court event organiser is responsible for the parking of cars relating to that event. A tidy parking layout will ensure that the maximum number of cars can be parked.

Waipa District Council staff and Domain site staff must be given free access to the Judd Lane water treatment facility and the Karāpiro Lake Domain during all phases of the event. In addition, members of the clubs / organisations listed below must be provided with access to their lease area during the event. Liaise with site management to confirm arrangements for access.

Temporary event parking is prohibited in the Rob Waddell Lodge grounds nearest the café and children's playground.

Note: There is no requirement to allow club members to participate in or view the event.

- Rowing NZ (High Performance Centre).
- Karāpiro Rowing Inc.
- Waikato Recreation Charitable Trust (sand court).
- Karāpiro Water Ski Club (Judd Lane).
- Cambridge Rowing Club (Judd Lane) (incl. St Peter's School and Cambridge High School rowing clubs).
- Waikato Rowing Club (Flynn Cove).
- Te Mana Visions Charitable Trust (storage building).
- Waikato Cycling Sports Academy Inc (storage building).
- Armistice in Cambridge Inc (site container).
- Canoe Racing NZ (High Performance Centre).
- Cambridge Yacht and Motor Boat Club Inc (incl. Karāpiro Kayak Racing Club and Cambridge Young Mariners).
- The Podium Café (Gate 2 carpark for elderly and/or immobile visitors).

Users of the Te Awa cycleway should be given complimentary parking in the G2 parking area and free access to the cycleway.There is no requirement to allow recreational cyclists / walkers to participate in or view the event. All gates requires active management and the event must arrange for experienced staff (who must have undertaken this role previously) to undertake Gate access and parking management. Contact the Site Manager if you would like to be introduced to groups who have experience in this role. These staff will also be responsible for ensuring all car parking staff/ticketing staff refuse entry to vehicles with dogs inside and ensure dogs do not enter into the venue during events. The venue is a 'dog free' venue.

Ensure overflowing parking paddock access is kept open at all times.

Event hosts will ensure the public car parks are vacated of all vehicles 3 hours after the last race or finish time. No overnight camping is permitted. Event hosts must ensure that all motorhomes and caravans are advised this upon arrival for day parking.

During set up and event dates - All vehicles on site **are not to exceed 15 km per hour.**



22.0
Site Security

Security of the site is the responsibility of the event organiser for the duration of the event, and shall include but not be limited to, the protection of event craft and equipment, competitors' / officials' belongings and car park areas.

If a fire alarm at the Rob Waddell Lodge or chalets activates without reason of emergency (i.e. as a false alarm) please alert the site office straight away so that the alarm can be re-set. If the alarm activates because there is a fire on site, ring 111 immediately, as the alarms **do NOT** trigger an automatic call to the emergency services.

If the event includes many event participants staying in the campground, the event organiser is encouraged to organise professional overnight security to monitor noise, consumption of alcohol and behaviour.

The event organiser will be held responsible for any damage that occurs in the Domain camp facilities during the course of the event (i.e. between event set-up and event break-down, inclusive). Event organisers are required to stay on site until the final event related spectators or competitors depart.

Closed circuit security cameras are in place monitoring site activity – these have the capability to visualise licence plate numbers on vehicles entering the site. Please contact the Site office if you require further information.

23.0
Event Promotion

Contact Waipa District Council's Event Coordinator with any queries in regard to the promotion of events to be held on the Domain.

What's on Waipa is the newest website for event holders, like you, to easily and freely list your events to the public, learn about how to host successful events in Waipa, and how to make the most of our world class venues and facilities. What's more, it's a place for the wider community to find all the events they want to go to with the brand new district wide events calendar. The events calendar is a place for you to promote your event to the masses. All you need to do is login to **www.whatsonwaipa.co.nz** and start adding.

Once you've signed up, you will have your own personalised area where you can create, update and view your events. All

the information you need, is what you'll already know. You'll be blown away with how easy it is to get noticed in Waipa! We are happy to load these events for you once the Event Calendar has been approved, unless stated otherwise.

When promoting an event, please refer to the site / facilities by their correct names, i.e.:

- **"Karāpiro Lake Domain, Lake Karāpiro"**
- **"Sir Don Rowlands Centre"**
- **"Rob Waddell Lodge".**

The Domain address is:
601 Maungatautari Rd, RD2, Cambridge 3494.

24.0 Police

Police approval to hold an event or carry out some aspect of an event on the Karāpiro Lake Domain will be obtained by an event organiser if another authority (e.g. Waipa District Council) requests it. Usually this will be part of an application for one of the licenses, permits or consents listed elsewhere in this guide. However with any event involving large crowds, liquor or traffic changes, event organisers are encouraged to discuss arrangements with local police prior to the event.

Event Organisers should include Site Management in initial meetings to ensure the needs of the site are considered. The Police will be invited to the Domain by site staff to enforce the event liquor ban if deemed necessary.

25.0 Dogs

Dogs are **strictly PROHIBITED** on the Karāpiro Lake Domain at all times. This should be promoted by the event organiser via their website and any promotional advertising in relation to the event, over the PA system during the event and via parking attendants at the entrance gates. To obtain details about dog exercise areas in the Waipa District, please check Council's website.

26.0 Lost Property

The site office has a lost property bin where anything left on site is recorded and kept for three months. Event organisers should deliver any lost property to the site office at the conclusion of the event.

27.0 Musical Performance

If it is intended for any music to be played or performed during an event, event organisers are advised to check their copyright responsibilities on the following websites:

www.apra.co.nz

The Australian Performing Right Association Ltd administers the performing and communication rights of composer, songwriter and music publisher members. APRA can issue licenses to cover the many ways in which live music is used at events.

www.ppnz.co.nz

Phonographic Performance NZ Ltd administers the rights of local and international record labels and recording artists within the NZ territory. PPNZ can grant licenses to any organisation playing or using recorded music in the public arena.

28.0 Funding and Sponsorship

The Site Manager must be informed of all event sponsors at the time the event application is submitted, to ensure that no sponsorship conflict will occur. Mercury Power has a variety of shade tents and a marquee available for event organiser use. Contact the site office for further information. Waipa District Council administers several funds that event organisers may apply to for grants.

See below or refer to Council's website for fund criteria and application forms. The website address is: **www.waipadc.govt.nz/funding**

27.1 DISTRICT PROMOTION FUND

This fund is aimed at supporting events that benefit the well-being of Waipa residents. Organisers of large-scale events with a regional or international focus that are held in the district may be eligible to apply to Waipa District Council for a District Promotion Fund grant.

> **CONTACT:** Council's Communications and Engagement Coordinator – **events@waipadc.govt.nz** or call **0800 924 723.**
>
> **TIMEFRAME**: Open once a year mid April, closing end of May (or last business day of month). An application may need to be made up to one year in advance and an event application form is also required and is a part of the overall application.

27.2 COMMUNITY DISCRETIONARY GRANTS

These provide discretionary funds to support community organisations who offer services or support in the Waipa district. Amounts up to $2,000 may be allocated.

> **CONTACT:** Council's Communications and Engagement Coordinator call **0800 924 723**.
>
> **TIMEFRAME:** Applications close 31 August (or last business day of month).

27.3 CREATIVE COMMUNITIES SCHEME GRANTS

Waipa District Council has a partnership with Creative NZ to promote, support and increase the arts and cultural activities in the district. There is no maximum amount you can apply for, however grants usually range between $200 - $2,000.

> **CONTACT:** Council's Communications and Engagement Coordinator call **0800 924 723**.
>
> **TIMEFRAME:** Grant rounds open twice a year –closing 30 April & 30 September (or last business day of month). Event must not take place within one month of closing date to qualify.



27.4 WASTE MINIMISATION FUND

This fund was established to increase the number of waste minimisation activities in Waipa. The fund supports individuals, community groups, businesses, Iwi/ Maori organisations, schools or early childhood centres who wish to engage in activity that diverts waste away from landfills or that meets the aspirations of the WDC Waste Management and Minimisation Plan.

> **CONTACT:** Council's Waste Minimisation Officer call **0800 924 723**.
>
> **TIMEFRAME:** Open once a year with applications closing around the end of April. Please speak to the Waste Minimisation Officer if you would like to apply outside of this timeframe.

27.5 COMMUNITY FUNDING GUIDE

Council publishes a Community Funding Guide which lists general funders (including local gaming trusts) for event organisers to apply to for funding assistance. This funding guide is online at waipadc.govt.nz/funding and for free from Council's Te Awamutu or Cambridge offices.

> **CONTACT:** Council's Communications and Engagement Coordinator call **0800 924 723** for funding advice.

APPENDICES

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- Site Overview
- Scope Of Works
- Hazard Management Overview
- Hazard Identification
- Implementation
- Monitoring and Measurement



DOMAIN SITE MAP



Lake Karāpiro Domain

Points of Interest

A1 Water Treatment Plant
A2 Karāpiro Water Ski Club
A3 Cambridge Rowing Club
A4 Pontoons
A5 Lower Camp (Non-powered Site)
A6 Lower Camp (Powered Site)
A7 Lower Camp (Powered Site)
A8 Club Storage Shed
A9 Maintenance Shed
A10 Traffic Island
B1 Upper Camp (Non-powered Site)
B2 Upper Camp (Powered Site)
B3 Day Use Only Area
C1 Event Centre and Finish Tower
C2 Cultural Room
C3 Parking for Sir Don Rolands Centre – Including gravel
C4 Administration Area/ Podium Café
D1 Front of Lodge Lawn
D2 Rear of Lodge Lawn
D3 Top of Embankment/ Playground
D4 Rope Courses
D5 Lodge Site
D6 Chalets Site
D7 Rear Chalet Lawn
D8 Sand Courts
E1 Podium and Beach
E2 Spectator Bank
E3 Embankment
E4 Slides
F1 Rowing New Zealand Site
F2 Canoe Racing NZ High Performance Training Centre and Perry Community Water Sports Centre (Home of Cambridge Yacht Club)
F3 KRI and Waikato Rowing Club
G1 Carpark 1
G2 Carpark 2

Prior to and following on from...

12 -15 MONTHS BEFORE EVENT

- Advise the site office of proposed event dates. Dates will be recorded on the draft event calendar.
- Tell the site office if accommodation is required during the event.

6 TO 9 MONTHS BEFORE EVENT

- If resource consent is required for event, apply for this early. Building consents related to an event that requires resource consent will need to be applied for early also.
- Read through the Event Management Guide to ensure that all aspects of the event are planned.

AT LEAST 12 WEEKS BEFORE EVENT

- Fill out the Temporary Event Booking Forms and send these to the site office.
- If a certain Lake level is required, complete the Lake Level Request form (in the Appendix) and return it directly to Mercury Power.



- Talk to the Site Manager about any functions planned for the Sir Don Rowlands Centre during event.
- If temporary structures greater than 100m2 in size are to be erected, check with the Waipa District Council's Building Control Department, as building consent may be required.
- Seek permission from the Site Manager for any site works that may need to occur to stage the event. This includes the laying of cables and digging of holes.
- Ensure that all vendors are registered with Waipa District Council.
- Liaise with the on site café operator in regard the café's operation during the event (if applicable).
- Inform vendors of the site power charges, as the event organiser will be charged for every vendor who plugs in.

6 WEEKS BEFORE EVENT

- Provide Health & Safety and Risk Management plans to the site office.
- Liaise with site staff in regard to toilet facilities; refuse disposal and food / alcohol service .

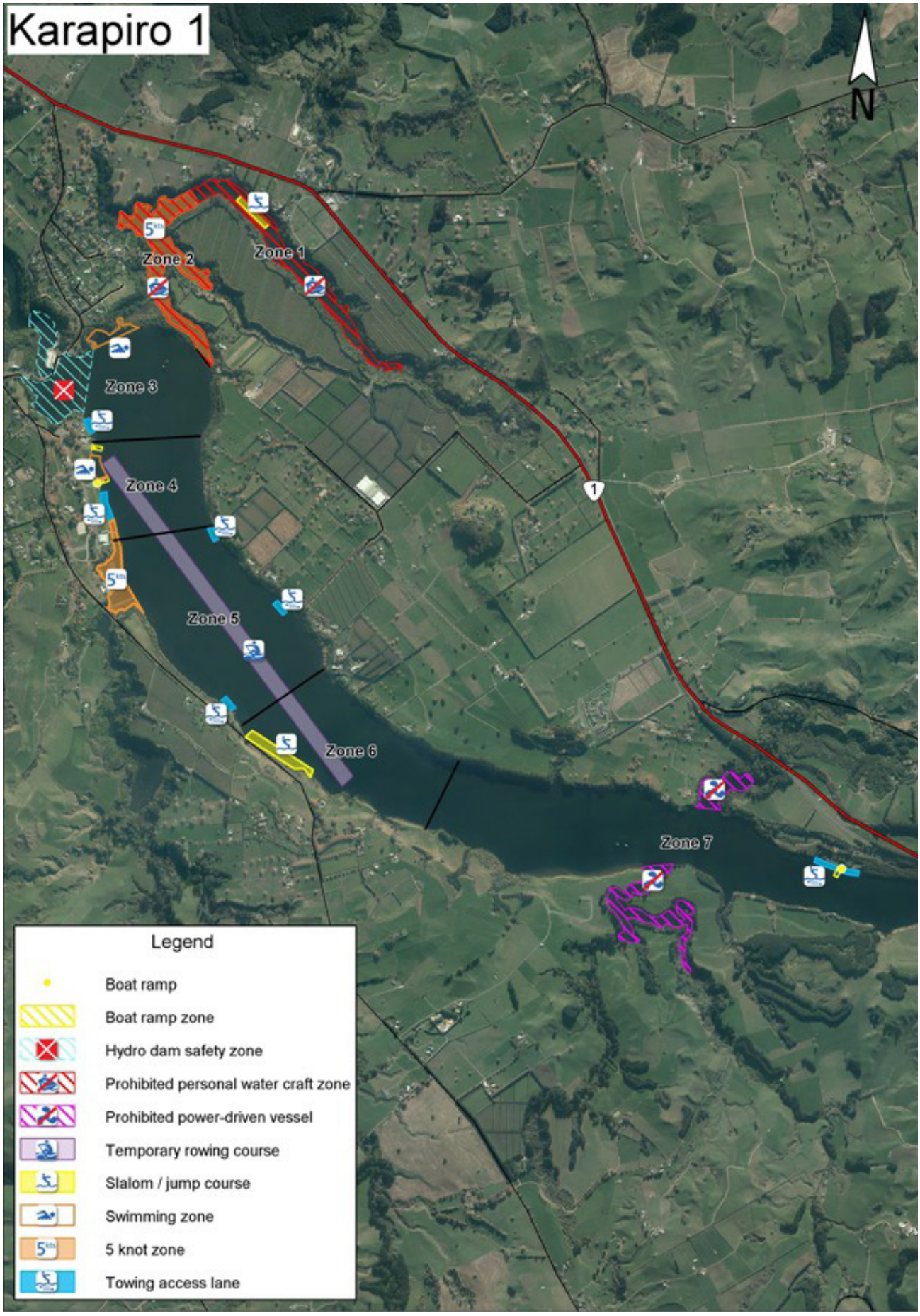
1 TO 2 WEEKS BEFORE EVENT

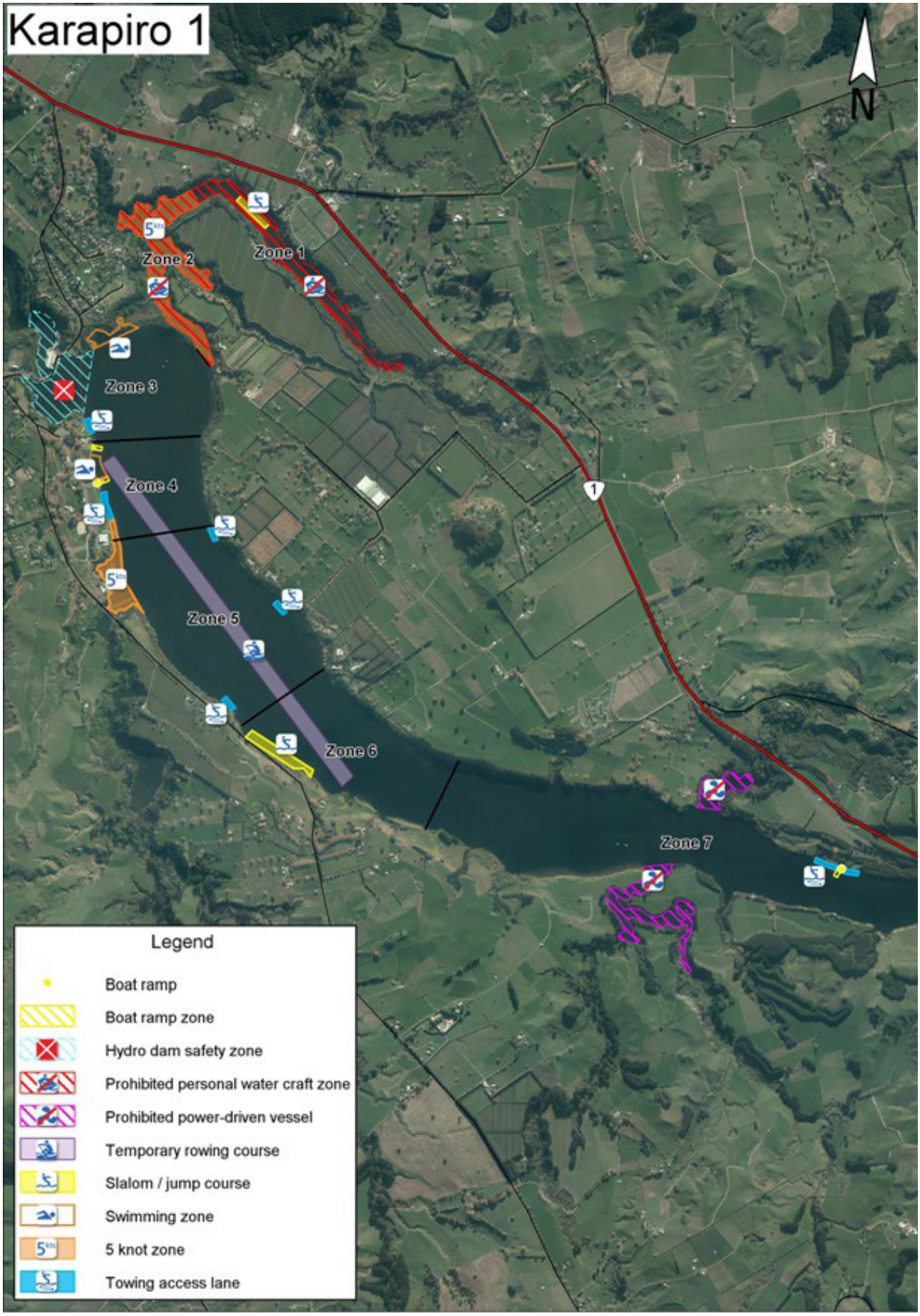
- Update your Hazard Identification form for each member of your event team (both paid and non-paid members).
- Ensure your traffic, parking and security staff teams are updated in your temporary event booking forms. Ensure your site specific maps and health & safety plans are updated.
- Advise the site office of preferred payment method for the event (NB: An address is required if charges are to be invoiced).

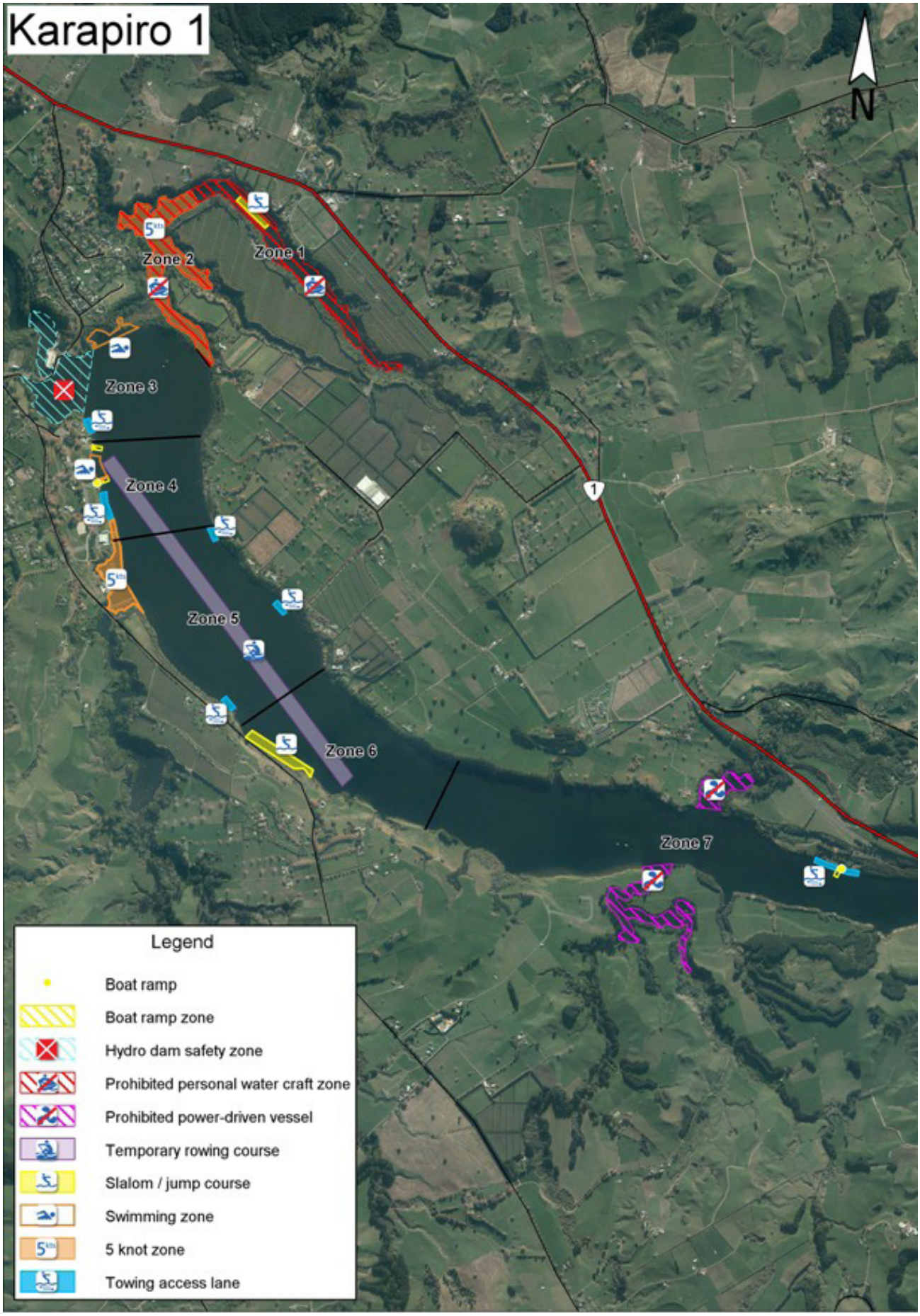
AT CONCLUSION OF EVENT

- Event organisers are required to stay on site until the final event-related spectators or competitors depart.
- Ensure that all ground rubbish has been picked up.
- Ensure that all vendors have tidied up around their stalls.
- Ensure that all gear and signage is removed from the site and that the site is left as it was found.

LAKE WATER ZONES




Karapiro 1
N
Zone 1
Zone 2
Zone 3
Zone 4
Zone 5
Zone 6
Zone 7
1
Legend
Boat ramp
Boat ramp zone
Hydro dam safety zone
Prohibited personal water craft zone
Prohibited power-driven vessel
Temporary rowing course
Slalom / jump course
Swimming zone
5 knot zone
Towing access lane


Karapiro 1
N
Zone 1
Zone 2
Zone 3
Zone 4
Zone 5
Zone 6
Zone 7
1
Legend
Boat ramp
Boat ramp zone
Hydro dam safety zone
Prohibited personal water craft zone
Prohibited power-driven vessel
Temporary rowing course
Slalom / jump course
Swimming zone
5 knot zone
Towing access lane

SITE UTILITIES



Room Hire Price List 26 | 27

** Prices effective July 1st, 2026*

Room Hire	Corporate or Private Function	Event or Community Use
Booking Deposit and Bond	Payable on Request	

Sir Don Rowlands Centre Charges	Corporate or Private Function	Event or Community Use
Main Hall - includes Main Kitchen, if required		
Full day hire - Maximum 12 hour use	$1,910.00	$1,045.00
Main Kitchen -if Main Hall is not hired		
Full day hire - Maximum 12 hour use	$290.00	-
Half day hire - Maximum 4 hour use	$215.00	-
Foyer and/ or Servery - stand-alone hire		
Full day hire - Maximum 12 hour use	$195.00	$135.00
Ground Level Event/ Conference Room - Waipa Room		
Full day hire - Maximum 12 hour use	$415.00	$190.00
Half day hire - Maximum 4 hour use	$150.00	$110.00
First Floor Event/Conference Room and Adjacent Kitchen - Karāpiro Room		
Full day hire - Maximum 12 hour use	$735.00	$315.00
Half day hire - Maximum 4 hour use	$280.00	$175.00
Kitchen – Stand alone hire	$200.00	-
Perry Community Water Sports Centre - Home of the Cambridge Yacht Club		
Full day hire - Maximum 12 hour use	$450.00	$225.00
Half day hire - Maximum 4 hour use	$230.00	$115.00
Te Manawa o Matariki Room		
Full day hire - Maximum 12 hour use	$480.00	$280.00
Half day hire - Maximum 4 hour use	$250.00	$150.00
First Aid Room		
Full day or half day hire - Maximum 12 hour use for full day and 4 hour use for half day	Price upon request	
Drug Testing Room		
Full day or half day hire - Maximum 12 hour use for full day and 4 hour use for half day	Price upon request	
Sundry Charges - Associated with use of complex		
Scissor Lift - Equipment hire only - up to 6 hours (day)		$240.00
Scissor Lift operator hire - Per hour - minimum 1 hour charge		$40.00
Hireage of additional furniture/equipment		Quotation prepared on request
Stage & Lecturn Hire		$150.00
Post hire clean-up - If required – per staff member per hour		$32.00
Carpet deep clean - If required Repair or replacement of damaged/lost equipment Repair of damage to facility Security call out Replacement of key/access card	Full cost to be passed onto complex user	

Accommodation Price List 26 | 27

** Prices effective July 1st, 2026*

Accommodation Type	Price		Price
Non-Powered Campsite*			
Adult	$23.00	Minimum Charge - During events	$70.00
Child -12 and under	$20.00		
Powered Campsite*			
Adult	$25.00	Minimum Charge - During events	$76.00
Child -12 and under	$20.00		
Rob Waddell Lodge*			
Adult	$37.00	Late Check Out - Until 1pm	$202.00
Child -12 and under	$31.00	Half Day Use	$202.00
Minimum Charge - Non-event per night	$372.00	Whole Day Use - Until 5pm	$372.00
Minimum Charge - During events per night	$1,041.00		
Chalets (1-5)*			
Adult	$37.00	Minimum Charge - Non-event per night	$112.00
Child -12 and under	$31.00	Minimum Charge - During events per night	$223.00
Late Check Out	$112.00		

Additional Services	Price	Additional Services	Price
BBQ Hire - Per use	$37.00	Shower	$8.00
Power Adaptor Hire - Per day	$17.00	Non-Resident Dump Station Use	$8.00
Caravan Storage on site - No power	$11.00	Laundry Powder	$2.00
Bedding Sets - Per set	$15.00	WI-FI - No longer a charge	0

Prices effective: 1 July 2026 – 30 June 2027

** **Deposit is first night plus 50% of subsequent stay.** Note: Deposits will equal the sum of the minimum charge for the first nights stay plus 50% of the minimum charge for subsequent nights. If an accommodation booking is cancelled 30 days or less prior to arrival, deposits are non-refundable (whether pre-paid or invoiced at date of cancellation). 'Event or Community Use' charges apply to event organisers who are using the site for an event and have hired one or more zones and community organisations that operate in the Waipa District and are not for profit. **For full pricing, visit: www.waipadc.govt.nz/our-council/finance/feesandcharges#toc-link-0***

Grounds and Lake Zone Charges

Lake $809.00	Local/ Small	Regional/ Medium	North Island/ Large	National/ Very Large
Lake Water Zones 3-10 - Daily rates for up to two zones	$100.00	$196.00	$293.00	$393.00
Additional zones	$100.00	$100.00	$100.00	$100.00

Domain				
E2 – Main spectator ground	507.00	$1,011.00	$1,516.00	$2,023.00
Parking Area G1 & G2	$216.00	$543.00	$809.00	$1,075.00
Parking on G3*	$216.00	$543.00	$809.00	$1,075.00

Grounds and Lake Zone Charges *continued...*

Domain *(Continued)*	**Local/ Small**	**Regional/ Medium**	**North Island/ Large**	**National/ Very Large**
A5, A6 & A7 - Lower Camping Ground **	$216.00	$543.00	$809.00	$1,075.00
D2 – Lawn beside Rob Waddell Lodge	$216.00	$543.00	$809.00	$1,075.00

Booking Fee	**Price**
Standard charge for all bookings - per event	$195.00

Non-Event Domain Use	**Commercial Use/Private Hire**	**Community Use**
Groups of 20 - 49 people	$187.00	$70.00
Groups of 50 - 149 people	$355.00	$355.00
Groups of 150+ people	$485.00	$485.00

Power Supply Use Per connection, per day/night - 10% discount applies when user requires two or more connections at once	
32 Amp Connection	$105.00
16 Amp Connection	$65.00
10 Amp Connection	$35.00

Water Use	
Continuous hose supply - Maximum 12hr use	$40.00

Post Event Cleanup	
Per staff member - Per hour	$30.00
Rubbish disposal over and above the standard theshold (refer section 5.1) per 3m^3 skip	$55.00

Traffic Management (per day)	
Small events - 0 - 600 people on site	$190.00
Large events - 600 - 6,000 people on site	$425.00
Traffic Management - Set up cost, per hour	$30.00

** G3 being an area designated as a 15m strip around the perimeter of the Sand Court, to allow for more flexible parking solutions when multiple users or events take place). ** Charge for use other than camping provided the lower camp remains available for camping. Top camp available for booking is at the Site Managers discretion.*
For full pricing, visit: www.waipadc.govt.nz/our-council/finance/feesandcharges#toc-link-0

All charges may be varied in order to obtain best use of the facility and the need to reasonably recover costs from revenue. Bookings are accepted and/or prioritised as stipulated in the 'hire protocols' for the site.

- **'Local / Small'** events are those predominantly attended by local residents, involving up to 500 persons on the site for the event in one day.
- **'Regional / Medium'** events are those predominantly attended by residents from within the Waikato region, involving between 500 and 2,000 persons on the site forw the event in one day.
- **'North Island / Large'** events are those pre-dominantly attended by residents from within the North Island, involving between 2,000 and 5,000 persons on the site for the event in one day.
- **'National / Very Large'** events are those pre-dominantly attended by NZ residents, involving more than 5,000 persons on the site for the event in one day.
- **'International'** extra charge.

Flow or Level Request Form Cover Sheet

Requests must be submitted <u>at least</u> three weeks prior to the event

Tips on completing a good application:

- Please complete <u>ALL</u> details on the attached form
- Your contact details <u>AND</u> the emergency contact details during your event are necessary
- Flexibility can be critical to our operation so please ensure that event times and flow/level requests are specific for each day of the event
- Please return this form to the Flow and Level Coordinator at:
  PO Box, Hamilton
  Phone 07 857 0199 Fax 07 857 0177
  Email: Flowandlevels@mercury.co.nz
  The Coordinator will confirm receipt of your request via email within three working days

Please complete the form with detailed time and flow or levels, see example below

Event Name:	*Tri-it-out – 2 days of triathlon*			
EventType:	*Triathlon – river swim section*			
Event Location:	*Boat ramp area, Lake Maraetai*			
Day	Date	Time	Preferred flow or level range	Greatest compatible flow or level range
Saturday	*16th January*	*9am* to *12pm*	*188.0-188.5masl*	*185.0-189.0masl*
Sunday	*17th January*	*10am* to *12pm*	*188.2-188.5masl*	*185.0-189.0masl*

Conditions:

1. The variability inherent in climatic conditions and the changing generation needs of the electricity market prevent Mercury from guaranteeing any flow and level agreement. Therefore flow and level requests are approved on a “best endeavours” basis where unexpected events (eg market or weather) may impact on Mercury’s ability to meet the request.
2. The event organiser shall be responsible for the health and safety of participants and the public involved in their events. During departures from an agreed level or flow Mercury will endeavour to make contact via the emergency details provided on this form. However Mercury accepts no liability for harm or cost to persons or property resulting from departure from a flow and level agreement.
3. The event organiser shall be responsible for ensuring their event complies with all appropriate laws and regulations, especially (but not limited to) the regulations of the Maritime Safety Authority, Harbour Masters, the Police and the Waikato Regional Council Navigation Safety Team.

Please sign below to indicate you have understood and accepted these conditions:

(Print Name) (Organisation) (Position)

(Sign) (Date)

Flow or Level Request Form

Organisation: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Contact Name: _____

Emergency Contact Number: _____

Event Name:				
Event Type:				
Event Location:				
Day	Date	Event Times	Preferred flow or level range	Greatest compatible flow or level range
eg Sunday	14/08/2016	11.30am to 5.00pm	150-160 cumecs	80-200 cumecs

- *Please use back page if more space required*

Please answer the following questions:

1. What is the basis of determining level/flow requested?

_____

_____

2. What is the scope of your organisation?

   Local ☐ Regional ☐ National ☐ International ☐

3. How many members does your organisation have? _____

4. What is the scope of the event?

   Local ☐ Regional ☐ National ☐ International ☐

5. How many participants do you expect at this event? _____

6. How many spectators do you expect at this event? _____

7. How essential is it to your organisation that the event is held, and why?

_____

_____

_____

8. How significant is it to your event that the level /flow request is met and why?

_____

_____

_____

9. What considerations have been given to health and safety for the event?

_____

_____

_____

Other Comments:

_____

_____

_____

Health and Safety Management Plan

For Karāpiro Lake Domain, Lake Karāpiro

1 SITE OVERVIEW

The Karāpiro Lake Domain is held by the Waipa District Council as a Recreation Reserve subject to the Reserves Act 1977. It is located between Maungatautari Road and the western shore of Lake Karāpiro, approximately 10 km southeast of Cambridge within the Waipa District. It is approx. 19 hectares in size. A number of clubs and organisations are based on the Domain. These groups lease the land from Council but own and are responsible for their own buildings. The Domain is a regional, national, and international focal point for a wide range of water-based and land based sports undertaken on the adjacent Lake Karāpiro including rowing, yachting, power boating, water skiing and waka ama.

In addition to being a significant recreational facility for residents of the Waipa District and beyond, the Domain is also a local recreation area for neighbouring residents, a venue for car shows, military shows, cycling events etc. The Domain and surrounding area is of historic and cultural significance to tāngata whenua.

2. SCOPE OF WORKS

GL Events Ltd is contracted by Waipa District Council to administer, manage and operate the Karāpiro Lake Domain on its behalf. Liz Stolwyk is the Domain's Site Manager and the Safety Manager for GL Events Ltd. The Management Contract for the site is very comprehensive and covers the following key tasks:

- All aspects of grounds maintenance including mowing (by tractor, ride on mower and push mower), weed-eating, general gardening, tree maintenance and weed spraying.
- Maintenance and cleaning of Waipa District Council owned buildings on site.
- Rubbish collection and removal.
- Management of functions and activities in the Sir Don Rowlands Centre, including operating a licensed bar.
- Carrying out administrative duties from the Domain's site office 7 days per week.

GL Events Ltd is committed to providing a safe and healthy place for all employees, contractors and members of the public utilising the Karāpiro Lake Domain.

HEALTH & SAFETY POLICY FOR GL EVENTS LTD

1. Policy Statement

At GL Events Ltd the health and safety of our employees, visitors, and stakeholders is of paramount importance. We are committed to maintaining a safe and healthy space for all activities and events taking place on our premises. This policy outlines our approach to health and safety management to prevent accidents, injuries, and health hazards.

2. Responsibilities

- **Management:** The management team is responsible for establishing, implementing, and reviewing the health and safety policy. They will ensure that adequate resources are allocated for its effective implementation. The management team will ensure that the issues raised at daily toolbox meetings are actioned.
- **Employees:** All employees are responsible for their safety and the safety of others. They must follow safety procedures, report hazards, and actively participate in safety training programs.
- **Visitors and Stakeholders:** Visitors and stakeholders are expected to comply with safety instructions provided by the staff and adhere to safety signs and guidelines.

3. Risk Assessment

Regular risk assessments will be conducted to identify and evaluate potential hazards associated with the property and events centre. Mitigation measures will be implemented to minimize or eliminate identified risks.

4. Fire Safety

- Fire detection and suppression systems will be in place, with regular maintenance checks carried out.
- Evacuation plans and routes will be clearly marked, and regular fire drills will be conducted to ensure everyone is familiar with evacuation procedures.

5. First Aid and Medical Assistance

- First aid kits will be accessible throughout the venue, and trained first aiders will be available during events.
- A list of emergency contacts for medical assistance will be prominently displayed.

6. Security

- Access control measures will be implemented to prevent unauthorized entry and ensure the safety of individuals on the premises.
- Security personnel will be available to monitor events and manage crowd control if necessary.

7. Safe Use of Facilities

- Proper maintenance of facilities and equipment will be ensured to prevent accidents and injuries.

8. Hazardous Substances

- Any hazardous substances on the premises will be properly labelled, stored, and handled according to relevant regulations.
- Safety data sheets for hazardous substances will be readily available for employees and contractors.

9. Training and Education

- All employees and contractors will receive appropriate health and safety training.

10. Incident Reporting and Investigation

- All incidents, accidents, and near-misses will be reported and investigated promptly.
- The findings of investigations will be used to prevent similar incidents in the future.

11. Continuous Improvement

- The health and safety policy will be reviewed regularly and updated as needed to reflect changes in regulations and best practices.
- Feedback from employees, visitors, and stakeholders will be encouraged to enhance the effectiveness of the policy.

We are dedicated to achieving high standards of health and safety at GL Events. By adhering to this policy and working together, we can create a secure environment for all activities and events. This policy will be communicated to all relevant parties and made available on our website and premises.

3. HAZARD MANAGEMENT OVERVIEW

GL Events Ltd has the following systems in place to manage hazards on the Karāpiro Lake Domain:

- Domain staff perform a daily site check at 8.30am identify, eliminate, minimise and/or isolate hazards. This responsibility is performed by the Site Services team. Urgent issues are phoned through to the Site manager immediately. New hazards are reported to and recorded in the Site Office for the Site Manager's reference and immediate action.
- Daily toolbox meetings occur at 10.30am daily where all staff are present to discuss work plans, PPÉ gear requirements and shopping lists.
- All full-time staff are required to attend weekly staff meetings (held Wednesdays) to discuss the management of existing and potential site hazards. Discussion on safety equipment and clothing also occurs in this forum.
- Waipa District Council engages several external contractors to provide specialist services in relation to maintenance of the site's Council owned facilities.

GL Events Ltd uses the below framework to select and implement effective control measures that are based on their effectiveness in reducing or eliminating hazards. The goal is to create Safe Operating Procedures and a safer environment at the domain by prioritising more effective controls over less effective ones. Staff discuss the control measures at daily toolbox meetings and monthly Health and Safety meetings. the hierarchy consists of five levels, listed from most effective to least effective:

1. **Elimination:** this involves completely removing the hazard or risk from the environment. GL Events would not allow an event to take place that pose significant risks or eliminating activities with high potential for accidents or harm.
2. **Substitution:** this involves replacing a hazardous substance, material, or process with a less hazardous one. For example, using non-toxic materials instead of

hazardous ones for event decorations or setups.

3. **Engineering controls:** these are physical changes or modifications to the environment that reduce the risk. Examples in an could include installing safety barriers, using ventilation systems to control air quality, or designing layouts that prevent overcrowding.
4. **Administrative controls:** these are policies, procedures, and rules that are put in place to reduce exposure to hazards. This could involve creating clear emergency response plans, enforcing crowd management protocols, and establishing guidelines for safe equipment use.
5. **Personal protective equipment (PPE):** when hazards cannot be eliminated or controlled through other means, PPE is used to provide a barrier between the hazard and the individual. GL Events provides staff with protective gear such as helmets, gloves, or masks.

GL Events would typically follow these steps to ensure Safe Operating procedures:

1. **Identify hazards:** identify critical risks/ hazards associated with the domains environment and activities.
2. **Assess risks:** evaluate the severity and likelihood of each hazard to prioritise by most attention required.
3. **Select controls:** based on the hierarchy of controls, choose the most effective control measures for each identified hazard. start with elimination and work your way down the hierarchy if elimination is not feasible.
4. **Implement controls:** put the selected control measures into action. this could involve redesigning the event space, implementing new procedures, or providing necessary protective equipment.
5. **Monitor and review:** continuously monitor the effectiveness of the control measures and adjust them as needed. regularly review the risk assessment and update controls based on changing circumstances.

4. HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF RISKS

Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	Date Reviewed
GROUNDS							
Tomos (holes) Appearing Behind Lakeside Retaining Walls	High	Staff/public or staff vehicles fall into hole and could cause serious injury or death.	Sufficient funding in long term plans for major remedial work every 10 years.	Daily checking, Tomos are isolated immediately upon identifying them. Use trained staff to identify tomos and tape the affected areas. Fill hole as soon as practicable. Communicate with Council representative.	Medium	Site Staff, Council representative	30/08/23
Falling off the retaining wall into the water	Medium	Staff/Public could fall over the edge of the retaining wall and could cause serious injury or death	Daily checks from staff to ensure retaining wall is clear of obstacles.	Daily checking	Low	Site Staff	
Falling Branches	Low	Staff/public are hit by falling branches from large trees on site. Vehicles are damaged by falling branches.	Annual pruning and dead wooding by registered arborist. Staff to report trees in decline to Site Manager.	Trained staff to remove fallen branches and prune (or arrange to have pruned) broken branches that are caught in tree and could later fall.	Low	Site Staff	Trees are checked annually and maintenance occurs promptly to address any concerns.

Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	KPIs/ Measures
Broken Glass/plastic On site	High	Staff/public are injured when walking the site.	Daily checks of site undertaken by Site Staff.	Trained staff collect and remove items immediately.	Low	Site Staff	Items are removed promptly. No injuries occur.
Bollard caps	Medium	Event hosts/public not replacing bollards removed from bollard holes, leaving holes exposed.	Daily checks and caps available on staff vehicles.	Trained staff to place caps on bollard holes immediately.	Low	Event Host / Site Staff	Minimise harm from public falling in holes
Flooding	Medium	Facility damage Group bookings affected by flooding.	Relocate items that are at risk e.g. wheelie bins (which may be swept away by flood water). Communicate with groups booked for outdoor activities	Trained staff monitor flooding and relocate items as required. Cancellation of group activity when flooding affects the site.	Low	Site Staff	Minimise cost associated with flooding
INTERNAL EVENT TRAFFIC MOVEMENT							
Misuse of vehicles by public	Medium	Public are at risk of being hit by vehicles.	Visible speed restriction signage. Regular police presence.	Police engagement	Low	NZ Police	Drivers respect the speed restriction and adhere to it.
Reversing vehicle in blind spot	High	Collision/Fatality	Designated vehicle-free zones; barriers; event marshals; signage; access control	Event host to implement strategies with experienced traffic control staff. Clear vehicle movement and access plans are actioned	Medium	Event host	No incidents occurring
Speeding within site	High	Collision/Fatality	Speed limits, signage, speed bumps, driver disciplinary action	Event host to implement strategies. Assign staff to direct traffic during key movement windows.	Medium	Event host	No incidents occurring
EMERGENCIES							
Power cut	Low	Sewerage blockages in ablution blocks.	Battery packs are attached to most public ablution blocks.	Staff are trained to lock toilets immediately on power cut.	Low	Site Staff	Ablution blocks continue to operate during power cut
Earthquake	Low	Dam bursts. Public trapped in facilities.		Effective communication with emergency services.	Low	Emergency services	
Fire	Low	Public trapped in facilities.	Staff keep emergency exits clear. Fire alarms are serviced monthly.	Staff are trained in keeping exits clear and evacuation drills occur quarterly. In an emergency dial 111. Seek medical advice.	Low	Emergency Services. Site Staff	No incidents occurring.

Continued over page >

Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	KPIs/ Measures
Pandemic	High	Public are Endangered	Excellent hygiene practises are in place	Effective communication with trained Site staff and Emergency services		Event Host/Site Staff	Public are isolated immediately
Public attack	Low	Public are endangered/ Mass confusion	Event host/Site Staff have a plan in place for events with high attendance	Effective communication with Site staff and Emergency services		Event Host/Site Staff	Public are isolated immediately
CLEANING							
Chemical Swallowed	Low	Public swallow chemicals.	Staff keep chemicals in locked storage.	Staff are trained and two First aiders on staff. In an emergency dial 111. Seek medical advice..	Low	Site Staff	No incidents occurring
	Medium				Low	Site Staff	
Chemical Spills		Staff/public have chemicals spilt on body parts.		Staff handle chemicals safely.		Staff trained in correct chemical use. In an emergency dial 111. Seek medical advice.	
EQUIPMENT							
Tractor Mowing	Low	Staff lose control of tractor. Public are hit by flying object from tractor.	Tractor is regularly serviced by John Deere qualified staff.	Experienced and trained staff to operate tractor. In an emergency dial 111. Site Manager is called to deal with minor incidents.	Low	Site Staff	No incidents occur
Ride-on Mowing	Low	Staff lose control of ride-on mower. Public are hit by flying object from mower	Mower is regularly serviced by Stihl shop qualified staff.	Experienced and trained staff to operate ride on. In an emergency dial 111. Site Manager is called to deal with minor incidents.	Low	Site staff	No incidents occur
Line trimming	Low	Staff receive an injury. Public are hit by flying object from line trimmer.	Line trimmer is serviced by experienced and qualified staff at Stihl shop.	Trained staff to operate line trimmer. In an emergency dial 111. Site Manager is called to deal with minor incidents.	Low	Site staff	No incidents occur
Weed spraying	Low	Public are affected by spray fumes or residue on foliage	Spraying occurs by qualified staff holding spray certification and during still conditions when minimal public are on site.	Trained certified staff conduct spraying. In an emergency dial 111. Seek medical advice.	Low	Site Staff	No incidents occur

Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	KPIs/ Measures
Contact with Spray Chemicals	Low	Public gain access to chemicals and misuse or spill them on body parts.	Chemicals are always in locked storage.	Trained staff to use spray equipment. In an emergency dial 111. Seek medical advice.	Low	Site Staff	No incidents occurring
CONFERENCING							
Bookings in Sir Don Rowlands centre or Canoe Racing rooms	Medium	Physical Hazards	Ensure clear pathways and seating arrangements to prevent tripping. Set up emergency evacuation routes and assembly point. Provide accessible seating for participants with mobility challenges. Ensure floors are not wet or slippery	Trained conference staff inspect facility throughout the day. In an emergency dial 111. Site Manager is called to deal with minor incidents.	Low	Site Staff	No incidents occurring
	Low	Allergies/Dietary Restrictions	Collect dietary information from participants in advance. Label food items with allergen information. Offer a variety of dietary options.	Trained staff coordinate with caterers. In an emergency dial 111. Site Manager is called to deal with minor incidents.		Site Staff	No incidents occurring
	Low	Communication	Clearly communicate health and safety guidelines to participants prior to the conference. Display health and safety information prominently at the venue.	Trained staff are liaising with event and conference hosts. In an emergency dial 111. Site Manager is called to deal with minor incidents.		Site Staff	No incidents occurring
Covid protocols	Low	Attendance Monitoring	Keep a record of attendee contact information for	Trained staff are working with event hosts. In an emergency dial 111.		Site Staff	No incidents occurring
			Potential contact tracing	Site Manager is called to deal with minor incidents.			
Covid protocols	Low	Technology Usage	Encourage digital distribution of materials instead of physical handouts. Provide a tech support point for virtual attendees	Trained staff are working with event hosts. In an emergency dial 111. Site Manager is called to deal with minor incidents.		Site Staff	No incidents occurring

Continued over page >

Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	KPIs/ Measures
	Low	Waste Disposal	Provide clearly labeled waste bins for recycling and general waste. Ensure proper disposal of waste after the conference.	Trained staff are working with event hosts. In an emergency dial 111. Site Manager is called to deal with minor incidents.		Site Staff	No incidents occurring
EXTERNAL PARTIES							
Contractors Working on Site	Medium	Staff or public are injured as result of external contractor working on site. Contractors are affected by hazards on site.	Contractors to secure work site to keep staff / public at a safe distance. Contractors must be SHE qualified to work on this site.	Trained staff are populating the contractor briefing sheet and briefing contractors. In an emergency dial 111. Site Manager is called to deal with minor incidents.	Low	External contractors, overseen by Site Manager	No incidents occurring
			Contractors are inducted to site and made aware of site hazards though the SINE in system on arrival at the main Site Office. Contractors will have access to an online site plan identifying all the site hazards. Contractors to meet with internal staff member for a briefing at main site office on arrival to ensure any updates are communicated and any new hazards are identified. Staff to populate the Contractor template, and record the identify hazards/risks as a record of the contractor briefing.				
Traffic Control plans	Low	Traffic accident due to inadequacy of TCP or poor implementation of TCP	All TCPs are approved by Waipa District Council staff prior to use. Experienced and trained staff used to implement TMPs.	Trained staff are advising event hosts on traffic management. In an emergency dial 111. Site Manager is called to deal with minor incidents.		Event organisers, traffic management staff employed to implement TMP, Site staff and Site Manager.	No incidents occurring
Intoxication	Low	Patrons arrive intoxicated	Refuse entry	Trained staff communicate with event hosts to remove guests from venue. All external event hosts have read the Event management manual and their duties in communicating the liquor bann. Dedicated security staff at each entry point.	Low	Security provider	Intoxicated patrons do not enter the venue.

Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	KPIs/ Measures
Intoxication *Continued...*			Communication	Communication between staff at different entry points	Low	Security provider	Security staff share information.
			Set expectations	Information and signage	Low	Event organiser	Information and signage in place. Ticket buyers advised.
	Medium	Patrons smuggle alcohol into venue	Confiscate alcohol. Provide alcohol collection bins.	Bag searches at entry	Low	Security provider	Alcohol is not brought into venue
				Refuse entry	Low	Security provider	
			Set expectations	Information and signage	Low	Event organiser	Information and signage in place.
	High	Patrons drink excessively	Control sale and supply	Limit number of serves per purchase to 2 standard drinks. No RTD's sold with > 5% alcohol content.		Licensee and duty managers	There are no intoxicated patrons in the venue Security staff are present at each point of sale Duty manager is present at each point of sale
				Monitor for excessive drinking	Low	Security provider Licensee	
				Monitor for intoxicated patrons	Low	Security provider Licensee	
				Promote non and low alcoholic drinks	Low	Licensee and duty managers	
				Remove intoxicated patrons from venue	Low	Security provider	
				Close bars	Low	Licensee and Police	
				Information and signage	Low	Licensee	Information and signage are present
				Communicate good behaviour expectations	Low	Function MC	Regular communicated messages
				Water on tables, no bottled of wine provided.	Low	Licensee	Water is continuously available
Intoxication *Continued...*	Low	Patrons have not eaten since dinner served on site	Provide food	Promote substantial and varied food, and make it easily accessible	Low	Licensee and catering provider	Food is available (or notified) at each point of sale
	Medium	Patron drinking outside venue	One way door system	Use trained and experienced security staff.	Low	Security staff	No entry after set time (e.g. 8.00pm)

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Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	KPIs/ Measures
Under-age Drinking	Medium	Minors access licensed areas	Use effective ID system	ID checks at entry points	Low	Security provider	There are no minors in licensed areas
	High	Minors purchase alcohol		ID checks at bars	Low	Security provider and duty manager	No minors purchase alcohol
				Information and signage	Low	Licensee	Information and signage are present
Injury from Drink Containers	Low	Containers are thrown	Control drink containers used	Frequent clearing of empty vessels on tables	Low	Licensee	Venue/ Licensed area are cleared of rubbish
	Low	Broken glass			Low		
	Low	Trip hazards					
Drinking and Driving	Medium	Patrons drink and drive	Drink-drive policy	Pre-event marketing of responsible drinking messages	Low	Event organiser	Venue does not feature in last drink survey statistics
				Promote non and low alcohol drinks	Low	Licensee and duty managers	
				Provide alternative transport options and advertise at all exit points.	Low	Event organiser	
Use of in-Experienced And Temporary Security and Bar staff	High	Breach of licence conditions	Utilise experienced staff from a reputable provider	Ensure staff are well managed and suitably trained. Security Ratio 1/50 pax Bar Staff Ratio 1/100 pax	Low	Event organiser and licensee	Licence conditions complied with
	High	Intoxicated patrons			Low		No intoxicated patrons
	High	Sales to minors			Low		No minors purchase alcohol
Disorderly behaviour	Medium	Disorderly Behaviour	Utilise experienced staff from a reputable provider	Trespass patrons from venue	Low	Security provider	No disorderly behaviour
			Minimise levels of intoxication amongst patrons	Ensure trained staff are suitable managed and patrons are aware of the venue's rules	Low	Security provider Police	No disorderly behaviour
People in a public place, aggressive Behaviour	High	Staff are verbally abused	De-Escalation training Always working in pairs or more	24 Hour security on site, phone call away	Low	Site Staff	Staff are safe in public discussions

Risk	Initial Risk	Risk Components	Strategies	Actions/ Controls	Residual Risk	Responsibility	KPIs/ Measures
Mental Wellbeing (may be challenging conversations & public pushback)	High	Staff are verbally abused	Debrief sessions at end of every shift with co-ordinator. Mask in pocket so if required can use.	24 Hour security on site, phone call away	Low	Site Staff	Staff are safe in public discussions
Driving to work	Medium	Staff are tired which may result in an accident	Full Driving licence required Staff ensure they get the adequate amount of sleep.	Use trained staff that commit to safe work practises	Low	Manager	Staff arrive to work safely
Working around water (not in or on it)	Medium	Staff slip on surfaces	Appropriate footwear required – no open toe shoes.	Trained staff check surfaces	Low	Manager	Staff are safe in their work environment
			Wash area sectioned off from public.				
Sun & heat	High	Staff suffer sunburn & heat exposure	Protective gear – shirts, hats. Sunscreen provided. H20 bottles essential. Mask in pocket so if required can use.	Ensure staff have their protective gear on for the day	Low	Manager	Staff are safe in their work environment
Moving of Equipment (Signs & flags)	High	Staff slip or hurt themselves erecting signs or flags	Ensure staff have induction training on How to put up & take down flags.	Use trained staff only	Low	Manager	Staff complete their shift without incident.
					Low		

GL Events uses this matrix to manage their risks:

		CONSEQUENCE				
		Minimal	Minor	Medium	Major	Severe
LIKELIHOOD	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Medium	Medium	High

GL Events Ltd ensures critical controls are in place and effective by ensuring the following:

Identify Critical Health and Safety Controls

- Conduct a thorough risk assessment to identify hazards and potential risks through the above risk matrix.
- Establish Clear Policies and Procedures:
- Develop clear and well-documented health and safety policies that outline this organisation's commitment to maintaining a safe environment.
- Create detailed procedures for implementing and

maintaining critical controls. Ensure that these procedures are easily accessible to all staff.

Training and Competency

- Provide comprehensive training to all employees on the importance of health and safety controls and the procedures to follow.
- Ensure that employees are competent in implementing the critical controls and understand their role in maintaining a safe environment.

Implementation and Oversight

- Site Manager is responsible for overseeing the implementation and monitoring of critical controls.

Regular Audits and Inspections

- Site Manager to conduct routine audits and inspections to verify that critical controls are being implemented correctly.
- Address any non-compliance issues promptly. GL Events Ltd staff are asked for their input to identify hazards and risk control are fit for purpose.

Feedback and Reporting at daily Toolbox meetings

- Encourage employees to report near misses, incidents, and any issues related to health and safety controls.
- Establish a reporting system that allows employees to provide feedback on the effectiveness of controls and suggest improvements.
- Involve employees in the process of identifying hazards, suggesting control measures, and reviewing procedures. Employees are often the best source of practical insights. GL Events Ltd staff are also asked for their input to identify hazards and risk control are fit for purpose.

Emergency Preparedness

- Integrate critical health and safety controls into emergency response plans and procedures.
- Conduct drills and simulations to test the effectiveness of controls during emergency situations.

Documentation and Communication

- Maintain up-to-date documentation of critical controls, procedures, and training materials.
- Communicate changes or updates to controls effectively to all relevant staff.

External Review

- Periodically seek external reviews through Waipa District Council (Bev Taylor) to gain an unbiased assessment.

Celebrate Achievement

- Recognise and celebrate milestones and achievements in maintaining effective health and safety controls. This reinforces a culture of safety awareness and commitment.

5. IMPLEMENTATION

5.1 Responsibility and Accountability

Site Manager (Liz Stolwyk) is responsible for:

- Providing staff with the required equipment and information to perform their jobs safely and effectively.
- Integrating and promoting occupational health and safety best practice into all aspects of the workplace.
- Planning, developing, documenting, implementing and monitoring an occupational health and safety programme.
- Advising WorkSafe of any serious injury, illness, or incident that happens to a person or people carrying out work, or as a result of work that GL Events is responsible for.

Liz Stolwyk is responsible for reporting notifiable events and regards it as an essential requirement to ensure timely and accurate communication of significant incidents or situations that may have far-reaching consequences. This also underscores the importance of transparency, accountability, and collaboration, contributing to the overall well-being and stability of the staffing at GL Events Ltd

Employees are responsible for:

- Reading the health and safety handbook
- Working in a safe and healthy manner.
- Encouraging others to work in a safe and healthy manner.
- Discouraging others from working in an unsafe manner.

- Complying with the site's Health and Safety Management Plan.
- Reporting and eliminating, minimising or isolating any hazards identified on site.
- Being actively involved in developing the site's Health and Safety Management Plan.

Event hosts /external contractors are responsible for:
- Working on site in a safe and healthy manner.
- Encouraging others to work in a safe and healthy manner.
- Ensuring all aspects of the site's Event Management Manual are complied with.
- Reporting and assisting to eliminate, minimise or isolate any hazards identified on site.

5.2 TRAINING AND COMPETENCY

Domain staff receive comprehensive induction training during their first month of employment which covers all aspects of their role. Furthermore, additional training is provided during weekly staff meetings. Each staff member has an individual training and health & safety training record.

The Site Manager has a strong commitment to ensuring that all employees are adequately trained and supervised in their roles and has a strong commitment to ensuring that all employees are adequately trained and supervised in their roles.

The Site Manager will stay up to date in the knowledge of New Zealand's health and safety legislation and will take overall responsibility for the following:
- Ensuring staff read and sign the health and safety handbook
- The safe operation of machinery, tools and equipment by staff on site.
- The safe handling and storage of hazardous materials on site.
- The use of personal protective equipment by staff on site as appropriate.
- Staff training and new activities are provided by the suitably experienced and qualified staff or external contractors as agreed by the Site Manager. Staff identify new training opportunities for themselves at daily toolbox meetings.

In addition, the following minimum levels of Domain staff qualification will be upheld:
- A minimum of two Domain staff members will hold a current First Aid certificate at any time.
- A minimum of one Domain staff member will hold a current Spray Handler's certificate at any time.
- A minimum of two Domain staff members will hold a current Gas Handlers certificate at any time.

5.3 EMERGENCY PREPAREDNESS AND RESPONSE

Domain staff follow the work safe guidelines for dealing with emergencies. The safety of people is the highest priority. In the event of an emergency, the following procedure is utilised:

1. Raise the alarm.
2. Evacuate people from the affected area.
3. Activate emergency shut of down any systems involved.
4. Call emergency services (dial 111) from a safe place and advise the operator which emergency serve is required.
5. Alert the Site Manager and the Site Office of the emergency (if required).
6. After the event, complete an incident report and review the effectiveness of the emergency plan implementation.

In the case of a Fire: If it is safe to do so:
- activate emergency stop and switch off power to all equipment.
- Shut any isolation valves
- If a small fire, use a fire extinguisher to contain and extinguish the fire.

In the case of a Spill: If it is safe to do so:
- Identify the nature of the spilled substance.
- Put on safety equipment (e.g. overalls, boots, gloves and eye protection).
- Close off the source of the spill.
- Remove or extinguish all sources of ignition (if the

spilled substance is flammable).
- Utilise barriers to prevent the spilled substance from entering the Lake or stormwater system.

In the case of an LPG Leak: If it is safe to do so:
- Keep the cylinder cool with a water hose, sprayed from a safe distance.
- Remove or extinguish all sources of ignition.
- Remove from heat source if it is possible.
- Stop the leak by shutting the cylinder valve.
- Remove the cylinder to a safe outdoor location.
- If the leak occurred inside a building, ventilate the area thoroughly until the air is clear.
- If the leak is minor, check the system for any indication of gas (such as smell or hiss). A suspected leak from a hose can be tested using a soapy water solution, which will bubble at any point where gas escapes.

First Aid kits are available in the Site Office, the Sir Don Rowlands Centre kitchen and on staff golf carts. The site's AED (defibrillator) is located in the Site Office.

GL Events response to investigate a near miss or incident

1. Immediate Response: In the event of an accident or near miss, ensure that injured individuals receive medical attention if needed. Secure the area (use caution tape that is always located in tearoom) to prevent further incidents and protect evidence from being disturbed.
2. Notify Relevant Parties: Inform appropriate personnel, such as supervisors, managers, and safety officers, about the incident. Depending on the severity, you may need to report to regulatory authorities as well.
3. Assemble Investigation Team: Form a team of individuals with relevant expertise.
4. Preserve Evidence: Collect and preserve all relevant evidence, take lots of photos on your phone, equipment, and any physical evidence from the scene. This ensures accurate analysis.
5. Gather Information: Interview witnesses, involved individuals, and anyone else who might have relevant information. Document their statements and observations.
6. Timeline Reconstruction: Create a detailed timeline of events leading up to, during, and after the incident. This helps in understanding the sequence of actions and decisions.
7. Root Cause Analysis: Identify the underlying causes that contributed to the incident.
8. Data Analysis: Analyse data related to the incident, such as maintenance records, equipment logs, and environmental conditions. This can reveal trends and patterns.
9. Report Writing: Compile all the information gathered into a comprehensive report and ensure it is recorded in the St Johns accident register.
10. Corrective Actions: Propose practical and actionable recommendations to prevent similar incidents in the future. These could involve changes to procedures, training, equipment, or policies.
11. Communication: Communicate the findings and recommended actions to all relevant stakeholders, including employees, management, and regulatory bodies if necessary.
12. Follow-Up: Periodically review the effectiveness of the implemented changes. If needed, make further adjustments to continuously improve safety.
13. Training and Awareness: Use the incident as a learning opportunity. Conduct training sessions and awareness programs to educate employees about the incident, its causes, and prevention measures.

The goal of an investigation is not to assign blame but to understand the factors that led to the incident and to prevent similar incidents from occurring in the future.

6. MONITORING, INSPECTION AND MAINTENANCE

The Site Manager and Council Representative associated with the site have overall responsibility to ensure that inspection and maintenance duties are carried out regularly and as required.

In addition:

- Site staff perform a full site check daily to identify, minimise and isolate hazards. Hazards are reported to the Site Office and recorded for the Site Manager's reference.

- Daily toolbox meeting: Staff rostered on for the day are required to attend a daily toolbox meeting every day at 10.30am. Planning for the day takes place with attention to health and safety procedures relating to that specific job. Staff are also required to attend morning tea, lunch and afternoon tea to ensure any staff members absences are identified and actioned.
- All full-time staff are required to attend weekly staff meetings (Wednesdays) to discuss any potential hazards, report on existing hazards and provide any relevant information on hazards. Discussion on safety equipment and clothing also occurs.
- A number of external providers contract to Waipa District Council in respect of the site.
  These include:
  - Argus Fire & Select Alarms who carry out IQP auditing of Council's built structures for Building Warrant of Fitness purposes.
  - Initial Ltd, who service sanitary bin and air freshener equipment
  - Power Chill, who service air conditioning units in the Sir Don Rowlands Centre.
  - Vestner who service the Sir Don Rowlands Centre lift.
  - EnviroWaste Services Ltd & Oji Fibre Ltd who provide and empty the site's rubbish skip bins.
  - Cambridge Electrical, who carry out electrical repair and maintenance work on the site as required.
  - Rawson Plumbing who carry out plumbing repair and maintenance work on the site as required.

6.1 PERSONAL PROTECTIVE EQUIPMENT

All Domain staff are required to wear appropriate clothing and use protective equipment that suits the task they are involved with.

The following safety equipment is stored in the site workshop: safety glasses, helmets and other protective headgear, masks and overalls for spraying, gloves for cleaning. Each staff member has a "workers Personal protective equipment register that is updated quarterly or as required. Daily toolbox meetings to identify any PPE gear required to complete task.

6.2 STORAGE AND HANDLING OF CHEMICALS/ DANGEROUS GOODS

Karāpiro Lake Domain holds Fuel, Gas and Cleaning chemicals on site in locked spaces. Cleaning storage cupboards are located at the rear of all public ablution blocks on site, off the hallways in the Sir Don Rowlands Centre (both upstairs and downstairs), in the chalet laundry and in the Rob Waddell Lodge. These cupboards are kept locked at all times. Data material sheets are located in all cleaning cupboards.

There is a locked shed in the site workshop where chemicals are stored for safe keeping. Karāpiro Lake Domain holds a current Dangerous Goods compliance certificate and two staff hold their Certified Gas Handling CertificatesGas cylinders are located at the back of the lower camp ablution block in a locked cupboard and at the rear of the Rob Waddell Lodge in a locked cupboard. Fuel is stored in a compliant storage tank in the locked workshop compound.

6.3 RECORDS

The site's Accident Register is filled out for all incidents and staff are reminded of this at regular staff meetings. It is located on the table in the staff tearoom. When an accident or incident occurs it is the responsibility of the site manager to investigate the accident – see investigation form.

We also operate a ''bloody lucky" system where staff record near misses.





Lake Karāpiro

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