CB Alexander Foundation
'Tocal' Paterson NSW 2421
Phone: 02 4939 8888
ABN: 43 187 636 211
Email: foundation@tocal.com

Venue Operations Manual

INTRODUCTION

Tocal Homestead is one of Australia's earliest intact colonial homestead sites, and only one of two remaining colonial working farms in Australia. It is held in trust for the Nation by the CB Alexander Foundation and run under the auspices of Tocal Agricultural College and the NSW Department of Primary Industries.

The CB Alexander Foundation is constituted under the CB Alexander Foundation Incorporation Act No 61 of 1969. This Act defines the objectives and powers of the Foundation. The objectives as stated in the Act are;

a) to promote and advance, in consultation with the Minister for Primary Industries, agricultural education at the CB Alexander Campus of Tocal College, Tocal or other agricultural colleges or institutions.
b) to assist and advise as far as practicable, the Minister in the operation and maintenance of the College.
c) to take or accept any gift, subsidy or endowment whether subject to any special trust or not, for all or any of the objects of the Foundation and to carry out any special trust to which such gift, subsidy or endowment may be subject according to the terms thereof. To facilitate this process the Foundation has established a number of tax Deductible Gift Recipient (DGR) accounts. These include; students trust deeds to enable donors to allocate scholarships to students, and the building fund DGR which allows donors to provide funds for building works / renovations to the Tocal Homestead and complex of buildings.
d) to grant scholarships or financial assistance to students attending Tocal College.
e) to effect improvements to the CB Alexander Campus or other agricultural colleges or agricultural institutions.
f) to do such supplemental, incidental and consequential acts as may be necessary or expedient for the exercise or discharge of its powers, duties and functions under this Act.

The Function Centre was constructed during the late 1990's and first began operating in 2003. It has become a key element in the operation of the Homestead bringing in finance to support the operations and heritage management of the site, particularly through weddings

and corporate functions. The intent of management is to maintain the Homestead facilities in a way consistent with current conservation principals. *The use of the facility must always respect its unique heritage.*

This manual sets out the main operational aspects as to how the Function Centre operates in association with the Homestead site but also, Tocal College and farm enterprises.

OUR VALUES

Our values underpin everything Tocal Homestead does for the CB Alexander Foundation in order to meet priorities, our goals and core services.

INTEGRITY | ACCOUNTABILITY | SERVICE | CONNECTION

It is expected that the staff and contractors who use the site adhere to our values.

POLICIES

The following list of policies outline specific guidelines that adhere to the site. We request that all suppliers/contractors who use the site, including all staff, follow the following policies.

Photographers

All photographers on site for weddings must adhere to the following guidelines:

i. No parking of vehicles roadside near the main entry of Tocal Homestead for photographs (this is a WHS risk).
ii. No driving around the back of the Homestead, or in front of the Homestead building (see the Caretaker if you need access by vehicle to these areas).
iii. When opening a gate, ensure it is shut behind you. Leave gates as you found them.
iv. When in barns, ensure all doors are left hatched.
v. No driving beyond the Function Centre.
vi. See the policy below about 'Animals'.

Animals

As Tocal Homestead was for decades a working and operational farm, first established in the 1820's, it is appropriate that animals live in the precinct. This includes draft horses, chickens, pigs and sheep. Operations at the site always need to be mindful of the presence of animals. This includes attention to animal welfare, animal needs, animal security, animal safety and general care and respect.

At no circumstance should photographers enter any fenced off areas where animals are kept, especially;

i. The pig pen
ii. The paddocks surrounding Tocal Homestead which house horses and cattle

Please contact the Caretaker if there are any issues with animals on site. You will be warned if caught entering these areas. If a second warning is issued, you will be asked to leave the site.

Camping

Camping is strictly prohibited at Tocal Homestead, *including* camping at the onsite accommodation The Barracks, Tocal. Camping sites are available at Tocal College for those wishing to camp (unpowered sites with toilet/shower amenities). You should organise this accommodation via Tocal College on 02 4939 8888 or tocal.bookings@dpi.nsw.gov.au

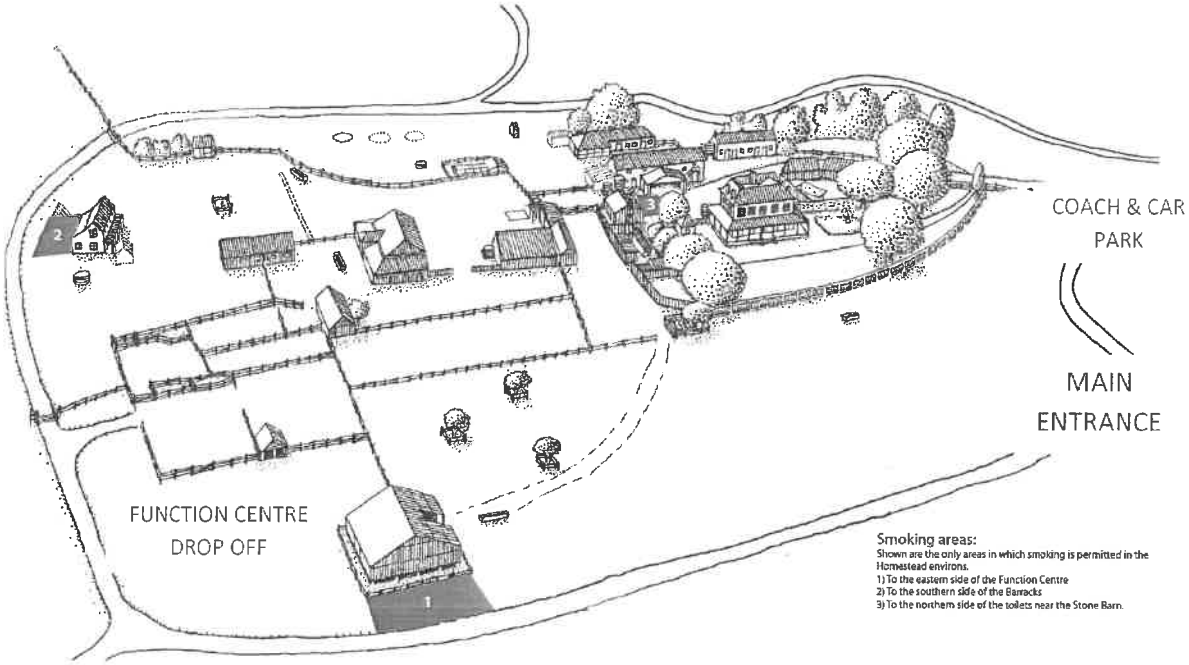
Coach Buses / Cattle Grids

Coaches arriving for drop-off during weddings and special events must enter via the main Homestead gate. Turning points are at the Tocal Function Centre (left of the Homestead building) and Coach Car park (right of the Homestead building), with drop-off being at the Function Centre *only*. Refer to the below map for these points. At no point should coaches drive onto grassed areas. If damage is caused to grassed areas, the coach company will be liable for repairs.

Please note the weight limit for cattle grids is for vehicles with W7 or T44 legal axle loading, so coaches will be fine to cross any cattle grids on the site.

Smoking

Due to Tocal Homestead largely being made up of timber buildings, there are strict limits on where smoking is permitted. Please ensure that cigarette butts are properly disposed of in the trays provided. The areas where smoking is allowed are highlighted in red below. Any person/s found smoking outside of these areas will be given a warning. If the offence occurs again, the individual/s will be asked to leave the site.



Fire Pits

Tocal Homestead is largely made up of timber buildings and fences along with some masonry structures. It is in a valley that has been subject to disastrous bush fires during the mid-20th Century. It is fortunate that the Homestead and environs have been spared. Therefore, all operations at the Homestead need to be very mindful of fire safety and fire precautions.

To allow fire pits on site for weddings and special events, responsibility must be taken by the Function Coordinators with the following guidelines being adhered to:

i. Fire pits not to be used during a fire ban.
ii. Permitted in the months of May - August *only.*
iii. Must notify Tocal Homestead staff that a fire pit will be in use.
iv. Must have a nominated fire warden and notify Tocal Homestead who the fire warden is.
v. Must have fire suppression equipment nearby with all staff knowing its location.
vi. Agree to a nominated spot for firewood (no removal of timber from site).
vii. Fire pit must be lit *away* from timber buildings.
viii. A hard surface or pad is required to be placed under the fire pit as to not damage the grass underneath.

ix. Fire pits must be closely monitored and completely extinguished before staff leave the site.

For fire emergencies, ring 000. Evacuate all onsite persons to the Emergency Evacuation point and once safe, please then notify the Tocal College Duty Officer on 0428 973 372.

Ceremony Only

Tocal Homestead staff to coordinate ceremony only. The site hire fee is strictly for two hours. Additional charges may be incurred if the timeframe is not respected. The site is available for ceremony only hire between 10 am - 12 midday, during peak season and most weekends.

Tocal Homestead staff should first run the Ceremony Only request by the Function Coordinators to see if it can be generated into a full wedding package, and to give Function Coordinators final say on available dates, especially during peak periods.

Funerals

Funerals which require catering will be run by the Function Coordinators. Function Coordinators to pay the site hire fee to Tocal Homestead for the function. Funerals which require no catering will be run by Tocal Homestead staff.

PERMITTED ACTIVITIES

Across the whole site, except in or surrounding Blacket Barn.

i. Candles are to be in secure holders and containers to contain dripping wax.
ii. Candles are only to be lit if there are staff and/or guests in the Function Centre.
iii. Rose petals and biodegradable confetti, however *must* be cleaned up by Function Coordinator's before leaving the site.
iv. BYO hay bales are permissible outside the Function Centre and for ceremony. Hay can be left after the ceremony for use around the Homestead if need be (caretaker to be advised), however loose hay *must* be cleaned up by Function Coordinators before leaving the site.
v. Minimal decorations in the trees (to be approved by Tocal Homestead staff before hanging).
vi. Dogs, horses, drones and helicopters are allowed with permission from the management of Tocal Agricultural Centre. Included in this manual are the forms of permissions for these items, which must be returned to the staff at Tocal Homestead a minimum of two weeks before the date of the event.
vii. Fire pits (under the guidelines as mentioned above).
viii. Sparklers (under the same guidelines that apply to fire pits).

NOT PERMITTED

Across the whole site.

i. Fireworks.
ii. Confetti.
iii. Pampas grass.
iv. Strictly no climbing in trees or hanging of heavy items.
v. Avoid under fig trees where mulch is.

vi. No driving on the Homestead front lawn or on roads surrounding Homestead building without permission.
vii. No stapling, nailing or drilling into timber, including buildings and fences.
viii. Photographers and bridal parties are not permitted to enter paddocks where horses are contained.
ix. No entry to any area with locked gates.
x. Driving near The Barracks, Tocal.

CARETAKER RESPONSIBILITIES

The following list of responsibilities form part of the Caretaker's responsibilities:

i. Oversee the Function Coordinators setup.
ii. Open Homestead (if required) for bridal party entry.
iii. Wedding/function surveillance for the duration of the event.
iv. At the end of the function, ensure Function Coordinators have packed up and cleaned up around Homestead.
v. On dark ensure all gates around Homestead are closed and secured.
vi. Be on site for every function.
vii. Rake up fresh flower petals that have been used as confetti or decorations.
viii. Keep the grounds mowed and to a high standard of presentation.
ix. Blow/rake the fallen leaves away from gravel paths.
x. Place 'Bridal Cars Only' sign at the top of the driveway to ensure no cars park behind the Homestead during weddings.

The following list of responsibilities form part of the additional PAID Caretakers responsibilities (As required; the Function Coordinator should arrange with the Homestead Caretaker prior to the event on a contract basis):

i. Remove the bags of rubbish from the ceremony to the skip bin.
ii. Set the bench seats out for weddings.
iii. Bring the seats on the trailer out with the tractor and leave it out the front for the wedding guests to set up.

FUNCTION COORDINATOR'S RESPONSIBILITIES

It will be the Function Coordinator's responsibility to;

i. Secure the Function Centre when no-one is present on site.
ii. Conduct viewings as required.
iii. Provide details of site usage (weddings, rehearsals, when staff are on site) one week ahead. Wedding details: names and email addresses of bride and groom, supplier details, start time, no of attendees, areas in use, extra caretaker paid duties, any helicopters/dogs/horses other animals, rehearsal day/times.
iv. Hold a copy of the Public Liability Insurance for any horse and carriage conducting business at Tocal.
v. Ensure hired furniture does not damage interior or exterior of the Function Centre, including the floors.
vi. Remove all ceremony decorations by 10am the following day.
vii. Provide Foundation access to the building when tour groups are visiting.

viii. Monitor pest control – interior.
ix. Check important Tocal College event days and ensure no events overlap with these (e.g. Graduation Day, Foundation Day).
x. Report any repairs and maintenance to the Tocal Homestead Coordinator.
xi. Pass on this manual to all subcontractors.
xii. Highlight all evacuation points and designated smoking areas to guests on site.

Cleaning - Function Coordinator's responsibilities:
It is the Function Coordinator's responsibility to maintain the cleanliness of the interior and exterior of the Function Centre, in particular;

i. The bar bench. This is done by rubbing the bar bench down with 400 wet & dry sandpaper then coat with 'organ' oil on a rag at least once per month.
ii. The flooring. Buff/clean once a month.
iii. Bathrooms.

Random inspections will be done by Tocal College management twice a year to ensure that cleanliness is up to standard

Cookhouse

- If used for a Tocal College function or by the public, the caretaker will clean.
- If used for an event by the Function Coordinators, the Function Coordinator's staff will clean.

The Function Coordinators will need to supply the following for the Function Centre:
Toilet paper, hand towels, garbage bags, soap for hand washing dispensers and all cleaning products and equipment.

CB ALEXANDER FOUNDATION'S RESPONSIBILITIES

The Foundation has maintenance contracts for the following but servicing in the event of breakdown should be arranged through the Homestead Office;

I. Air conditioners.
II. Alarm system.
III. Fire system.
IV. WiFi hotspot and comms.
V. Generator service.
VI. Grease trap.
VII. Emergency lighting.
VIII. Waste service.
IX. Pest control – exterior.

Building Maintenance
The Foundation undertakes regular exterior maintenance of building and grounds. Function Coordinators to purchase and fit light bulbs as needed (internal).

Equipment
Function Coordinators to keep an annual stocktake of their items and provide this to the Homestead office staff at the beginning of each financial year.

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Horse and carriage and helicopter policies and application forms

The following pages (pages 8-12) outline the conditions under which horses and carriages and helicopters are permissible for use at Tocal Homestead.

Included are application forms that need to be used when seeking approval from the Centre Director for these activities.

Applications should be sent from the Function Coordinators to the Centre Director by email c/- Robyn Papworth robyn.papworth@dpi.nsw.gov.au and to the Tocal Homestead Coordinator by email c/- Tess Neilson homestead@tocal.com.

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Use of horses and carriages

Tocal Homestead has accommodated horse and carriages for weddings over the years it has been operating for weddings. It is pleased to continue these arrangements but applicants need to bear in mind that there are certain constraints under which the College operates that then constrains how horses are introduced and used as part of weddings.

The College, which is managed by NSW Department of Primary Industries, has strict biosecurity protocols regarding the introduction of livestock onto all of its properties. These protocols apply to horses. It is important that introduced horses are not mixed with existing horses on the property as any horses that are brought, such as students horses are required to have a series of vaccinations and be cleared as heathy by a veterinarian.

The College campus and Tocal Homestead lend themselves for use by horse and carriage events under certain guidelines;

i. Horses and carriage may be used to transport brides and the bridal party to weddings by assembling on the College campus near the Stables. The carriage can then move from the campus, along the internal dirt road to Tocal Homestead. There are five grids along the way, all of which have gates adjacent to them. It is important that these gates are opened and immediately closed once the carriage has passed through. Planning needs to involve an extra person and vehicle to do this if the carriage is not going to be stopping at every gate for the driver to alight.
ii. Horses are not to be left on the property overnight or for extended times before or after use. They need to be floated in, used and then removed on the day.
iii. A number of horse and carriage operators have used the campus over the time. It is preferable that these operators are used. The use of private horses and carriages is not possible unless full insurances can be provided.
iv. At least two weeks' notice is required for the use of horses and carriages on the property. There are many other activities happening on Tocal including the campus and it is important that all involved in coming events across Tocal Agricultural Centre are aware of a horse and carriage wedding.
v. Formal approval is required from the Centre Director before horses and carriages are booked. Therefore using known providers will make it easier.
vi. Applications need to be accompanied by a Certificate of Currency for Public Liability.

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CB Alexander FOUNDATION TOCAL

Application form - **horse and carriage** use

NAME OF BRIDE AND GROOM: _____

EMAIL AND MOBILE PHONE NUMBERS: _____

_____

DATE OF WEDDING: _____

NOMINATED HORSE AND CARRIAGE SERVICE PROVIDER:

_____

We attach the Certificate of Currency for Public Liability for the service provider

INSURER: _____

POLICY NO. _____

EXPIRY DATE: _____

Signed _____ Date _____

We understand the Terms and Conditions under which horses and carriages may be used on the Tocal property for weddings. We agree to these conditions and will not ask the horse and carriage service provider to operate outside these policies.

Signed _____ Date _____

The above is approved subject to: _____

_____

Approval _____ Date _____

Centre Director

CB Alexander Foundation
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Use of helicopters at Tocal Homestead

Tocal Homestead has accommodated helicopters for weddings over the years it has been hosting weddings. It plans to continue to enable this service to be provided.

Tocal Homestead and the Tocal property are home to many animals including horses and cattle; some are adjacent to Tocal Homestead.

Therefore, helicopters must not fly low around the Homestead or College because it is likely to scare horses and livestock which can result in them running into fences and injuring themselves. The helicopter must not fly low over the site or "buzz" the site. Low-altitude flying is only possible when approaching to land.

Helicopters are therefore asked to access the site along the railway line from the south or north and then come into Tocal Homestead from the north east over the creek.

Landing for the helicopter is to be located at the "coach car park" at the north of the entrance road to the Homestead.

Departure from the site must be with a take-off to the north over the creek and then can be back along the railway line or along Tocal Road.

Several helicopter service providers have used Tocal Homestead in the past. It is preferable to use those providers and pilots who know the site.

Formal approval is required from the Centre Director before helicopters are booked. Therefore using known providers will make it easier.

Applications need to be accompanied by a Certificate of Currency for Public Liability.

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CB Alexander FOUNDATION TOCAL

Application Form **helicopter** use

NAME OF BRIDE AND GROOM: _____

EMAIL AND MOBILE PHONE NUMBERS: _____

DATE OF WEDDING: _____

NOMINATED HELICOPTER PROVIDER:

_____

We attach the Certificate of Currency for Public Liability for the service provider

INSURER: _____

POLICY NO: _____ EXPIRY DATE: _____

Signed _____ Date _____

We understand the Terms and Conditions under which helicopters may be used on the Tocal property for weddings. We agree to these conditions and will not ask the helicopter service provider to operate outside these policies.

_____

Signed _____ Date _____

The above is approved subject to: _____

_____

Approval _____ Date _____

Centre Director

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Dogs on site application form

The following pages (pages 13-14) outline the conditions under which dogs are permissible for use at Tocal Homestead.

Included are application forms that need to be used when seeking approval from the Tocal Homestead Coordinator.

Applications should be sent from the Function Coordinators to the Centre Director by email c/- Tess Neilson homestead@tocal.com.

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CB Alexander FOUNDATION TOCAL

Application form – **dogs**

NAME OF HANDLER: _____

EMAIL: _____

MOBILE PHONE NUMBER: _____

DATE OF EVENT: _____

TIME OF ARRIVAL: _____ DEPARTURE: _____

AREA USED: Homestead lawn / Blacket Barn / Other _____

Dogs are always to be kept on a leash. Dogs are not to interact with any livestock on site including the chickens, sheep, pigs and horses.

Onsite handlers must take full responsibility to clean up after the dog/s where necessary, including bringing their own disposal bags for waste.

Dogs are not allowed indoors. Tocal Homestead has the authority to request the removal of dogs from the site at any time if these policies are not adhered to.

We agree to abide by the Terms and Conditions under which dogs may be on the Tocal property for weddings. These conditions have been communicated to the dog's handlers.

As an added precaution would you prefer the chickens to be locked up? Yes / No

Signed _____ Date _____

Office use only

Approval _____ Date _____
Homestead Coordinator

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Email: foundation@tocal.com

Drones on site application form

The following pages (pages 15-19) outline the conditions under which dogs are permissible for use at Tocal Homestead.

Included are application forms that need to be used when seeking approval from the Tocal Homestead Coordinator.

Applications should be sent from the Function Coordinators to the Centre Director by email c/- Tess Neilson homestead@tocal.com.

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Policy for drone operation (*Remote Pilot Aircraft*) at Tocal Homestead

Many areas within the boundaries of the properties administered by the Tocal Agricultural College and CB Alexander Foundation, Tocal Homestead are accessible to the public. As a result, the operation of Recreational and Excluded Category remotely piloted aircraft (RPA) will not be permitted.

For permission to be considered you must;

- Be a licensed operator
- Hold a CASA RPA pilot license (RePL)
- Conduct operations under a certificate organisation (ReOC)
- Complete a Tocal RPA approval form available from the Homestead Office

GENERAL RULES

The remote pilot must be the owner of the RPA or a direct employee operating the aircraft on the RPA owner's behalf.

As the operator you will conduct operations strictly in accordance with CASR (Civil Aviation Safety Regulations) Part 101 and comply with all safety and airspace requirements.

In the event of a public safety operation, (firefighting, police, rescue operation) all flying must cease immediately.

An RPA must:

- be visual by line of sight at all times
- be no higher than 400 feet above ground level
- only be operated during daytime

The RPA <u>must not</u> be operated:

- closer than 30m from a person not associated with the flight
- in Prohibited or Restricted Areas
- in an over populous area
- within 5.5km of a controlled aerodrome

PLEASE NOTE

Most of Tocal lies within *Restricted Airspace* (R578E) administered by the Royal Australian Air Force. This airspace is not always active however may be recalled for military purposes at short notice.

A "*Lane of entry*" passes directly over the college and Tocal Homestead. This lane follows the main north rail corridor and extends one nautical mile either side of the rail line. A maximum RPA height of 300 feet above ground level will counter any errors in vertical separation between RPA's and manned aircraft using barometric Area QNH.

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Application form – **drone operations**

Many areas within the boundaries of the properties administered by the Tocal Agricultural College and CB Alexander Foundation [Tocal] are accessible to the public. As a result, the operation of Recreational and Excluded Category remotely piloted aircraft (RPA) will not be permitted. Any approval will be limited to the holder of a Remote Pilot License (RePL) in conjunction with a Remote Operator's Certificate (ReOC).
Prior to operating an RPA on/from or over Tocal:

Please complete either Part A and Part C or Part B and Part C of this form and submit to homestead@tocal.com c/- Tess Neilson (Homestead Coordinator).

Part A

Has an application for RPA Flight Authorisation (Area Approval/Permission) Form 101-09 been submitted to the Civil Aviation Safety Authority? ☐ YES ☐ NO – please complete Part B

Please attach details of the approval issued by the Civil Aviation Safety Authority.

Part B

The properties administered by the Tocal Agricultural College and CB Alexander Foundation (Tocal) lie completely within Restricted Airspace administered by the Royal Australian Air Force. This airspace is activated by NOTAM and can be resumed at short notice. An underlying strip of airspace running one mile either side of the main north rail corridor is designated as a Danger Area and is regularly transited by civil aircraft at heights as low as 500 feet above ground level.

RPA Remote Operator Certificate (ReOC)

ARN	ORGANISATION/BUSINESS	LIABILITY INSURANCE HELD

RPA Pilot (RePL) Details

PILOT NAME	RePL ARN	OPERATING EXPERIENCE (hours)	Other Aviation Licenses held (if Appl.)
1.			
2.			
3.			

Radio Telephone Qualifications (Please check the appropriate box for each RePL)

	Pilot 1	Pilot 2	Pilot 3
Flight Radio Telephone Operator's License	☐	☐	☐
Aircraft Radio Operator Certificate of Proficiency	☐	☐	☐
Aeronautical Radio Operator Certificate	☐	☐	☐
Flight Radio Endorsement	☐	☐	☐

RPA Crew Details

NAME	ASSIGNED DUTY	ARN (if applicable)

RPA Details

CATEGORY (aeroplane, helicopter, multi rotor,)	MANUFACTURER/TYPE	GROSS WT/CAPACITY

Purpose of the Operation

Detail

Timing of Operations

START DATE	START TIME	END DATE	END TIME	Number of Flights	Endurance each Flight

Area of Operations

Proposed base of operations	
Proposed lateral boundary of operations	
Proposed maximum height above ground level of operations	
Equipment used to measure altitude/height	
Radio frequencies to be monitored during operations	
Will crowd lines be required and if so, how will they be managed	
Anticipated airspace at time of operations	A B C E G Restricted Area (ID) Danger Area (ID)

Part C

Approval requested by:
Name/Title:
I agree that we, as the operator, will conduct operations strictly in accordance with CASR Part 101 and comply with all safety and airspace requirements.
Date:

Signature:

Landholder's Approval to operate on/from Tocal lands.

Name/Title:

Date:

Signature:

This is not a CASA or Airspace approval.