

PP24/2020-1

25 Main Road GELLIBRAND

Lot: 5 LP: 74441 V/F: 8649/275

**Use of Land as a Place of Assembly,
Associated Buildings and Works, and
Temporary Car Parking (Annual Two Day
Music Festival with Temporary Structures)**

Otway Tourist Park

Officer - Helen Evans

EXHIBITION FILE

This document is made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any Copyright.

Submissions to this planning application will be accepted until a decision is made on the application.

If you would like to make a submission relating to a planning permit application, you must do so in writing to the Planning Department

DEKKER HOLDINGS PTY. LTD.

(Trading as Otways Tourist Park)

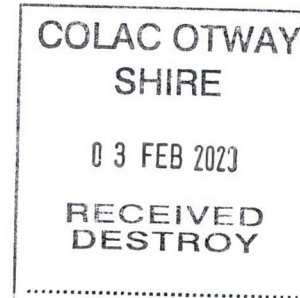
25 Main Road
Gellibrand Vic 3239

02 February 2020

Colac Otway Shire
4 -6 Rae Street
COLAC VIC 3250

ATTENTION MS HELEN EVANS – STATUTORY PLANNER

Dear Helen,



RE: PLANNING APPLICATION – GELLIBRAND RIVER BLUES AND BLUEBERRY FESTIVAL – OTWAYS TOURIST PARK, MAIN ROAD, GELLIBRAND

I refer to our meeting of January 30th, during which we discussed the above Festival and the need for the submission of a new Planning Permit and associated documents, to move the Festival from its current timeframe to a time more practical when considering the likelihood of bushfires occurring during late February. We have prepared and herewith submit for your consideration, the following information and documentation.

1. A new completed Planning Permit Application has been prepared and is enclosed..
2. We confirm that the Music Festival is the “Blues” part of the Gellibrand Blues and Blueberry Festival. The market day held on the following Sunday is a separate permitted event held by the Gellibrand Community House Committee.
3. A copy of the current title is attached hereto as Appendix B.
4. We wish to hold the next and ninth annual Festival and subsequent festivals, on either the last weekend in April or the first weekend in May over the validity period of the permit. A list of the proposed Festival dates are included in Appendix A.
5. The Music Festival is held over two days, starting with a social gathering for residents of Gellibrand as well as the volunteers and staff associated with putting this Festival together, on the Friday night. Entry to this function will be free to these invitees, food and drinks will be available and a gold coin donation is requested, proceeds of which is donated to a local charity. Low to medium volume music will be played from 6.00 pm to 10.00 pm. The source of the music will be more than 120 m from the nearest home.
6. The main day of Music Festival itself will be held on the following Saturday from 12.00 noon to 8.00 pm, as it has for the past four years. A detailed description of the Festival’s features are listed in Appendix A.

Page 2

7. The current Park infrastructure will be used for the catering aspects, Otway Estate will provide and staff a mobile bar, for which they are licensed. There are no temporary buildings required to be constructed. Satisfactory completion of a POPE Permit application will follow in due course .

Council's ongoing assistance in this matter is requested and would be greatly appreciated.

We look forward to your acknowledgement and comments in due course.

Yours Sincerely,
Dekker Holdings Pty. Ltd.



Corrie Koorn
Owner/Manager

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APPENDIX A

THE ANNUAL GELLIBRAND RIVER BLUES AND BLUEBERRY FESTIVAL

STRUCTURE

The event is a community project initially set up by the Gellibrand Community House who ran the Festival for the first three years. It was taken over by Otways Tourist Park when the Festival could no longer be supported by them. Now in its ninth year, the Festival has grown to be a highly successful event which attracts blues fans from throughout Victoria. The Gellibrand Community House continues to hold the Gellibrand Markets which are held on the Sunday following the Music Festival. In its early days, the market was held on the Saturday morning and the main music event in the afternoon. The overall Festival has therefore grown from a one day event to a three day one. The Music Festival kicks off on the Friday night with a gathering of local town dwellers and Festival volunteers. Entry to the event is free and features a mixture of local and professional bands performing from 6.00 pm to 10.00 pm. Food and drinks are available served from both the Park's food outlet and drinks which are available from the Otway Estate mobile bar. A gold coin donation is requested with proceeds going to a local charity. Attendees are usually between 150 to 200 persons.

The main Music Festival is held on the Saturday from 12.00 noon to 8.00 pm and features blues music played by some of the top blues bands in Australia. This is a ticketed event and as for the Friday night, food and drinks are available. Limiting the number of attendees to around 300 to 350 people gives the festival a unique and relaxed atmosphere which has proven to be very popular.

The Family Day held on the Sunday at Rex Norman Park in Gellibrand is extremely popular with locals and visitors alike. There are market stalls, light entertainment and food and drinks. The theme is the local blueberries which feature as a fruit or baked in a variety of pastries as well as ice creams and smoothies. Arts and crafts are also a big feature, some produced by local artists and artisans.

FACILITIES

The Festival will use the Parks permanent buildings as well as marquees, no temporary buildings will be built. We will hire in a prefabricated stage consisting of a platform 7.2.m x 3.6 m (no canopy) which will be erected on the first day of the festival and dismantled on the day after. All food will be prepared and served from the Park's food outlet with drinks being supplied by Otway Estate from a mobile bar. Otway Estate will arrange the necessary permits. The Park's two toilet blocks will be supplemented by 4 standard Portaloos as well as a Portable Disabled Toilet which will be supplied by local hire firm Riordans, who will also arrange for removal and emptying of the units.

SECURITY AND FIRST AID

Security and First Aid personnel will be present at the venue on the day.

PARKING

Parking for patron's vehicles will primarily be within the Park as the majority of the attendees will be guests of the Park, other patrons will park along roads and in vacant areas of the Park. A parking marshal will control parking to ensure clear access for emergency vehicles is not obstructed. These arrangements have worked very well over the last few years.

2.

SUGGESTED DATES FOR FUTURE FESTIVALS

As previous mentioned, ideally we would like to schedule future event around the end of April to early May, on this basis we propose the following:

2020 - 1st and 2nd of May

2021 - 30 April and 1 May

2022 - 29 and 30 April

2023 - 28 and 29 April

2024 - 26 and 27 April

Market dates would fall the day following the Music Festival.

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APPENDIX B



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REGISTER SEARCH STATEMENT (Title Search) Transfer of

Page 1 of 1

Land Act 1958

VOLUME 08649 FOLIO 275

Security no : 1240614-21440
Produced 26/07/2016 04:25 pm

LAND DESCRIPTION

Lot 5 on Plan of Subdivision 074441.
PARENT TITLE Volume 02941 Folio 10.
Created by instrument LFC074441 13/12/1960

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

DEKKER HOLDINGS PTY LTD of LEVEL 4/83 MURRAY STREET MELB VIC
R1901300 18/05/2007

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AB9687468 19/05/2011
PENDLE AND ADELAIDE PARK LTD

Any encumbrances created by Section 38 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered in the plan or instrument folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE LFC074441 FOR FURTHER DETAILS AND POSITION OF

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional Information: last part of the Register Search Statement

Street Address: 25 MAIN ROAD WELLSBROOK VIC 3200

STATEMENT END



Planning Enquiries
Phone: (03) 5232 9400
Email: inq@colacotway.vic.gov.au
Web: www.colacotway.vic.gov.au

Clear Form

Office Use Only

VicSmart?

Specify class of VicSmart application:

Application No.:

Date Lodged: / /

The following copied documents are made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any Copyright.

Application for a Planning Permit

If you need help to complete this form, read MORE INFORMATION at the back of this form.

⚠ Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

⚠ Questions marked with an asterisk (*) must be completed.

⚠ If the space provided on the form is insufficient, attach a separate sheet.

i Click for further information.

Application Type

Is this a VicSmart application?*

No Yes

If yes, please specify which

VicSmart class or classes:.....

⚠ If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application.

Pre-application Meeting

Has there been a pre-application meeting with a Council planning officer?

No Yes

If 'Yes', with whom?: Ms Helen Evans

Date: 29/01/2020

day / month / year

The Land **i**

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address *

Unit No.:

St. No.: 25

St. Name: Main Road

Suburb/Locality: Gellibrand River

Postcode: 3239

Formal Land Description *

Complete either A or B.

⚠ This information can be found on the certificate of title

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

A Lodged Plan Title Plan Plan of Subdivision

OR

B

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

i For what use, development or other matter do you require a permit? *

To conduct a Music Festival over two days, with provision of food and drinks in a open air venue within the bounds of the Otways Tourist Park which is located in the township of Gellibrand River.

The first day features music by local and professional artists from 6.00 pm to 10.00 pm on a Friday night, this is a free event for the benefit of local residents and volunteers, the second day is a ticketed event on the Saturday which is a Blues Music Festival which will be held from noon to 8.00 pm, featuring some of Australia's finest blues musicians. Proposed dates are listed in Appendix A to this document.

Catering is provided by the Park's registered take-away food outlet with drinks provided by Otways Estate via their mobile bar, Otways Estate provides the license allowing sale of alcoholic beverages.

We limit the number of attendees which are primarily guests staying in our Tourist Park. We aim to make attendance at our Festival to be a unique and memorable experience.

Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

Cost \$ 0

⚠ You may be required to verify this estimate. Insert '0' if no development is proposed.

i Estimated cost of any development for which the permit is required *

If the application is for land within **metropolitan Melbourne** (as defined in section 3 of the *Planning and Environment Act 1987*) and the estimated cost of the development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy **must** be paid to the State Revenue Office and a current levy certificate **must** be submitted with the application. Visit www.sro.vic.gov.au for information.

Existing Conditions **i**

Describe how the land is used and developed now *

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Tourist Park comprising camping and caravan sites, as well as fully self contained cabins, take away food/bistro outlet with BYO license as well as a Kiosk and take-away liquor outlet selling to Park residents only.

Provide a plan of the existing conditions. Photos are also helpful.

Title Information **i**

Encumbrances on title *

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

Applicant and Owner Details i

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit.

Name:		
Title: Mr	First Name: Corrie	Surname: Koorn
Organisation (if applicable): Otways tourist Park		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.: 25	St. Name: Main Road
Suburb/Locality: Gellibrand River	State: Vic	Postcode: 3239

Please provide at least one contact phone number *

Contact information for applicant OR contact person below	
Business phone: 03 52358357	Email: koorn3@bigpond.com
Mobile phone:	Fax:

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Contact person's details*		Same as applicant <input checked="" type="checkbox"/>
Name:		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

Owner *

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

Name:		Same as applicant <input type="checkbox"/>
Title:	First Name:	Surname:
Organisation (if applicable): Dekker Holdings Pty. Ltd.		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.: 35-37	St. Name: Gordon Avenue
Suburb/Locality: Geelong West	State: Vic	Postcode: 3218
Owner's Signature (Optional):	Date:	
	day / month / year	

Information requirements

Contact Council's planning department to discuss the specific requirements for his application and obtain a planning permit checklist.

Is the required information provided?

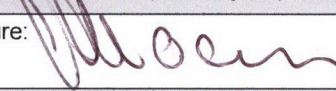
Yes No

Declaration i

This form must be signed by the applicant *

⚠ Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant, and that all the information in this application is true and correct, and the owner (if not myself) has been notified of the permit application.

Signature: 	Date: 02/02/2020
	day / month / year

GELLIBRAND RIVER BLUES AND BLUEBERRY FESTIVAL EVENT/EMERGENCY MANAGEMENT PLAN (modified 02 February 2020)

Overview

The Gellibrand River Blues and Blueberry Festival is a community project setup via a subcommittee of the Gellibrand Community House and the Otways Tourist Park who are also the event organisers. The festival has been held annually since it was first held in February 2012. The Gellibrand Community House is a not for profit entity, as such any profits made are donated to a selected charity or charities.

The Music Festival will be conducted on either the last weekend of April, or the first weekend in May in each year, subject to Authorities approval. The event comprises two components, a free music event for the local community, which is held on the Friday between 6.00 pm and 10.00 pm and a ticketed Music Festival held on the Saturday between the hours of 12.00 noon and 8.00 pm held at the Otways Tourist Park. The Gellibrand Community House will conduct a family day held on Sunday March 1 at the Rex Norman Park, consisting of markets, stalls, light entertainment, food and non-alcoholic drinks. This event is permitted separate to the Music Festival.

The Friday night event is expected to bring between 100 and 150 people to the park. The Music Festival on the Saturday, would expect approximately 350 persons (past attendances have averaged between 300 and 350 paying persons).

Facilities

The Festival will utilise its permanent buildings and marquees, no temporary buildings will be built, a professional company will supply the stage consisting of a raised platform 7.2m x 3.6m (no canopy) which will be installed prior to the start of the festival and removed by them shortly thereafter.

Security and First Aid

Security personnel and First Aid attendants will be present at the venue on the day.

Parking

Parking for patron's vehicles will primarily be within the Caravan Park. As the majority of attendees will be guests at the Park, vehicles would be parked adjacent to their sites or cabins. Additional parking is also available along roads and vacant areas within the Park..

Traffic Management

No traffic management is required.

The Emergency Management Principles

Principles

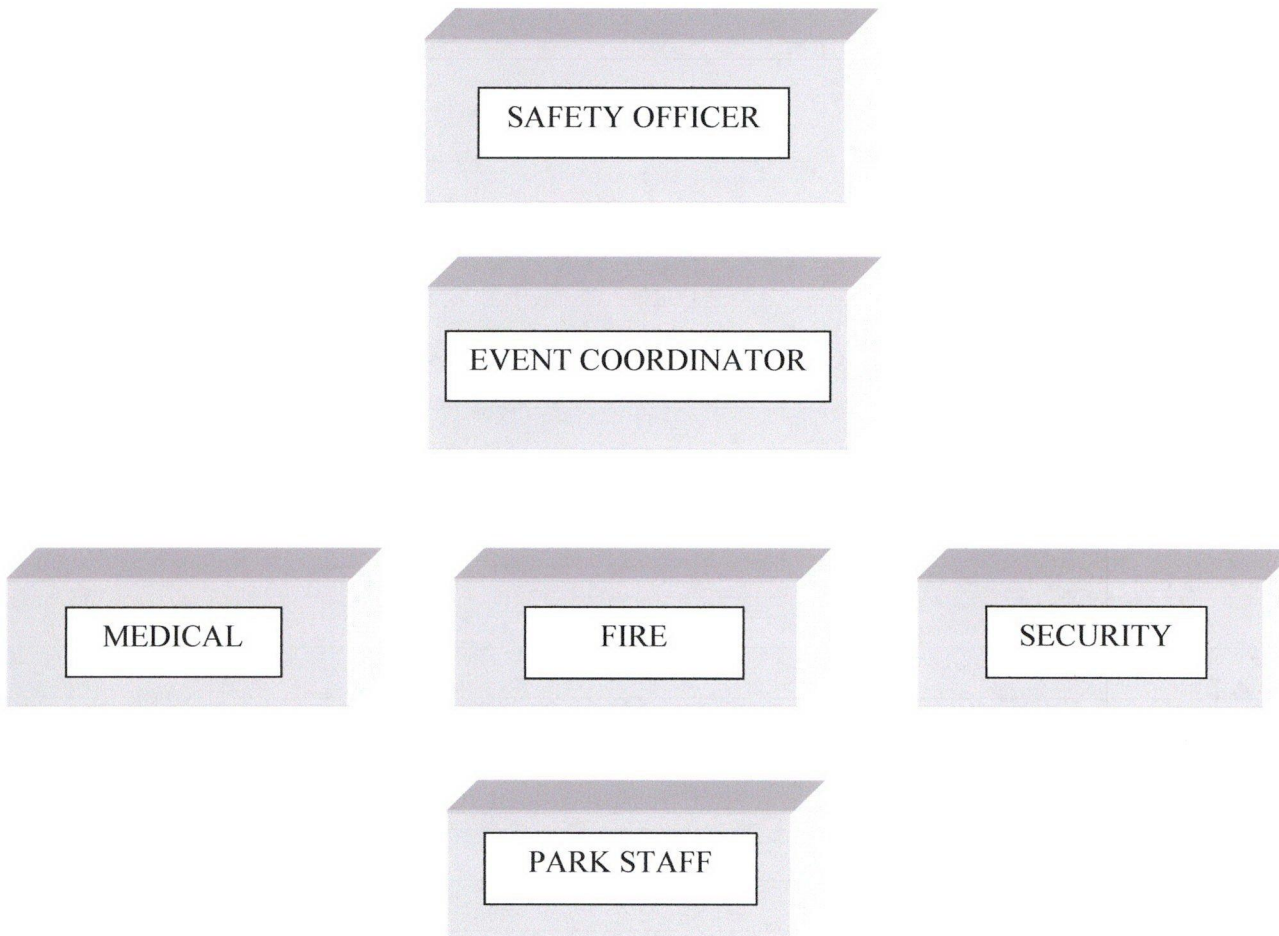
Emergency management is a structured way of organising people within your event so that, in an emergency, they can take control until the appropriate emergency services arrive.

This document covers:

- The responsibilities and operation of the event team
- How the team will function during an emergency to ensure the preservation of life
- The basic procedures that members will follow during an emergency

Emergency Team Flowchart

This chart shows the structure of the Event Management Team during an emergency



EMERGENCY CONTACT NUMBERS

Name	Position	Contact No
Corrie Koorn	Event Coordinator	52358357
Corrie Koorn	Property Owner	52358357
David Freeman	Safety Officer	0407 317 198
CFA	Otway Catchment Operations Officer / District 6 Duty Officer	BH – 5232 1923 AH - Vicfire Ph 1800 668 511 or ESTA Ballarat Ph 1300 705 911 and ask for District Seven RDO
Victorian Bushfire Information Line (VBIL)		1800 240 667
Fire Brigade		000
Police		000
Ambulance		000
State Emergency Service (Storms etc)		132500
Work Safe Victoria		1800 136 089
Poisons Information Centre		13 11 26

NOTE THAT MOBILE PHONE COVERAGE WITHIN THE GELLIBRAND TOWNSHIP IS RESTRICTED TO TELSTRA USERS ONLY. DATA TRANSMISSION IS AVAILABLE.

Structure of the Event Management/Emergency Team

The Emergency Team during the Event consists of:

Safety Officer – David Freeman

Security – In house staff

First Aid – In-house staff

Event Coordinator – Corrie Koorn

Park Staff – Park Manager Alan Koorn plus four additional staff

Areas of responsibility

The table below outlines the designated areas that The Event team have responsibility for during an incident, including evacuation:

Position	Responsibility
Event Coordinator	To ensure the running of the event as planned
Safety Officer (SO)	To ensure the safety of the event and the staff, volunteers and patrons attending the event a Safety Officer will be provided. The SO will be in place for the duration of the event and will be on site at all times while the event is in operation.
Fire (Safety Officer)	To ensure the Staff, Volunteers and Patrons at the event receive good effective and timely fire response at all times during the event
Medical	To ensure the Staff, Volunteers and Patrons at the event receive good effective and timely medical response at all times during the event
Security	To ensure that Staff, Volunteers and Patrons at the event have a sufficient level of security at all times during the event.

Otway Tourist Park / Installed Fire Services

Fire Plugs

The township of Gellibrand is served with a reticulated water supply. Street fire plugs are located throughout the township.

Fire Hose Reels

The Park has full coverage from installed fire hose reels.

Fire Extinguishers

The park is fully supplied with appropriate fire extinguishers to all cabins, buildings etc.

Sound equipment for the event is provided by a music hire company. Additional fire extinguishers are provided by the company for the additional electrical equipment.

Servicing of Fire Equipment

All fire equipment on site at the Park is serviced and maintained in accordance with AS 1851:

Routine service of fire protection equipment and systems, by the Colac Fire [Brigade](#).

Fire Water Static Water Supply

A concrete tank of 22,000 litres is located within the park for fire fighting. The tank is provided with a 64mm 3 thread coupling to enable a fire appliance to access the water.

Assembly Points

All team members have a responsibility to maintain orderly flow of patrons to the Assembly Point. If at any time any team members believe someone has been left behind or is lost, this must immediately be reported to the SAFETY OFFICER or Event Coordinator.

Primary:

Within the Otway Tourist park –

Assembly point 1. The Pool Area,

Secondary:

Off site at the Rex Norman Reserve, which is situated at the northern end of town (see site plan).

Other locations for consideration

Location	Address	Travel time (approx.)	Comments
Colac township		22 min (26 k)	Travel is through areas of HIGH risk. Ensure there is adequate safe travel time before travel to this location!

Fire Prevention Works/Otway Tourist Park

The grounds within the Otway Tourist Park are maintained to a standard that would be considered "Low Risk". Tree limbs are cleared away from buildings, lower limbs removed where required. Bushes, shrubs are maintained and grass throughout the park is maintained to < 50 mm in height.

Grass in car parking areas will be maintained to < 100 mm, in most areas grass would be < 50 mm.

Any overflow parking at the Recreation Reserve would be on areas well maintained with gravel or grass < 50 mm.

EMERGENCY RESPONSE GUIDES

STRUCTURE FIRE OR FIRE WITHIN THE PARK

In the event of a structure fire (if safe to do so) you should:-

- Alert all persons nearby and request assistance
- Assist any person in immediate danger (only if safe to do so)
- Call the **Fire Brigade** on "000" & notify the Safety officer if not present
- Open any Emergency Access Gate
- If threat to life exists, evacuate immediately,
- Isolate Electricity (only if safe to do so)
- Shut off Gas Cylinders (only if safe to do so)
- Extinguish the fire (only if safe to do so)
- Check that all areas have been cleared
- Control the movement of occupants to the Safe Assembly Area or Evacuation Point
- Maintain control of persons at the Safe Assembly Area or Evacuation Point

BUSHFIRE / FIRE THREAT FROM OUTSIDE THE PARK

In the event of a Bushfire (if safe to do so) you should:-

Fire threat from outside the park (Wildfire)

- Notify Event Patrons
- Call the **Fire Brigade** on "000" & notify the Safety Officer if not present
- If time permits arrange a briefing of all event Patrons
- Control the movement of occupants to the Safe Assembly Area
- Maintain control of persons at the Safe Assembly Area
- Open any Emergency Access Gate
- Implement Bush Fire Survival Plan (at page XXXX of this document).

GAS LEAK

In the event of a gas leak (if safe to do so) you should:

- Evacuate the immediate area
- Isolate the gas supply at the source (if safe to do so)
- Remove any ignition sources (if safe to do so)
- Turn off the electrical supply
- Notify the **Fire Brigade** by dialing "000"
- Ventilate to the open air if possible
- Ensure that the Safety Officer is notified, if not present
- Open any Emergency Access Gate
- Report to the Fire Brigade on arrival regarding any actions taken
- Control the movement of occupants to the Safe Assembly Area or Evacuation Point (if required)
- Remain at the Safe Assembly Area or Evacuation Point until further advised by emergency services
- Contact Elgas on 1800 819 783

PERSONAL THREAT/ CIVIL DISTURBANCE

In the event of a personal threat/disturbance (if safe to do so) you should:

- Ensure the Safety Officer is notified immediately, if not present
- Notify the **Police** by dialing "**000**" and requesting assistance
- Open any Emergency Access Gate
- Do not do or say anything that may encourage irrational behaviour
- Alert any other persons in your vicinity
- Initiate action to:
 - restrict entry to the building or area if possible
 - confine or isolate the presence from other occupants
 - Monitor the status of any other occupant's safety
 - Evacuation should be considered (only if safe to do so)
- Have as many people as possible complete the "DESCRIPTION OF OFFENDER" form.

WEATHER EVENT/FLOOD/ SEVERE STORM

In the event of a Weather event (if safe to do so) you should:-

- Inform Event Patrons of impending storm activity
- Store or secure all items external to caravans or annexes, such as outdoor furniture, etc
- Secure all windows (closing curtains & blinds) and external doors
- Tape windows and glass entrances, and protect them with boards and sand bags (if necessary)
- Isolate/shut off electricity, water, and gas services
- Protect valuables, disconnect electrical equipment, and cover and/or move it away from windows
- During a severe storm move all caravan and tent occupants into a solid Building E.g. Toilet/Shower block, Recreation Room
- Remain in the building until storm passes, keeping the occupants away from windows
- After the storm, evaluate the need to evacuate the Caravan Park if uncontrolled fires, gas leaks or structural damage has occurred as a result of the storm
- Monitor the safety of all other occupants, and provide any necessary assistance
- If assistance required call **SES on 132 500 or Fire Brigade on 000**
- Open any Emergency Access Gate

EARTHQUAKE

In the event of an earthquake (if safe to do so) you should:-

- Instruct building occupants to keep away from windows and seek shelter

After the earthquake

- Evaluate the need to evacuate the Event area if uncontrolled fires, gas leaks or structural damage has occurred
- Assembly Area or Evacuation Point (if required) is to be clear of trees, powerlines, buildings, etc
- Isolate/shut off electricity, water and gas services if necessary
- Arrange medical assistance where required
- Monitor the safety of all other occupants, and provide any necessary assistance
- Tune in radios and follow any emergency instructions
- If assistance required call **SES on 132 500 or Fire Brigade on 000**
- Open any Emergency Access Gate

MEDICAL EMERGENCY

In the event of a medical emergency (if safe to do so) you should:-

- Check for any threatening situation and remove or control it (if safe to do so)
- Remain with the casualty and provide appropriate support
- Provide first aid if qualified personnel available
- Notify the Safety Officer
- Notify the **Ambulance Service** by dialling "000"
- Open any Emergency Access Gate
- Designate someone to meet the ambulance at Caravan Park entrance and direct it to the location of the casualty

Note: Provide support and appropriate assistance

Provide appropriate treatment if trained and competent to do so

Try not to leave casualty alone until emergency assistance arrives

Do not move a casualty unless they are exposed to a life threatening situation

GENERAL EVACUATION

- Observe and listen to determine the type of emergency that requires the evacuation
- Notify all persons to evacuate under instruction from the Safety Officer
- Secure confidential and valuable items, and if time permits shut down electrical/ mechanical equipment
- Direct all persons to proceed to Assembly Point (predetermined location as per the Site Plan)
- Check all areas are cleared and inform the Safety Officer of the status of evacuation & any actions
- Control the movement of occupants to the Evacuation Assembly Area (if required)
- Remain at the Evacuation Assembly Area until advised by emergency services

BUSHFIRE RESPONSE PLAN

In the presence of smoke or in the event of a fire, no matter how minor, the Event Coordinator will activate the emergency response. The following steps are specific to a fire emergency:

STEP	ACTION
1.	Assist anyone in immediate danger (if safe to do so)
2.	<p>Call for help. Notify the Safety Officer if required. If a "000" call is required, state the following:</p> <p>Name: GELLIBRAND RIVER BLUES AND BLUEBERRY FESTIVAL</p> <p>Address: 25 Main Rd, Gellibrand VIC 3239</p> <p>CFA Map Reference – Sth West Region Map Book – Map 6901 / 216 333 Sth West Region Map Book – Map 8433 Gellibrand - 216 333</p> <p>What the emergency is.....MUST SPECIFY.....</p> <p>Your name and contact telephone number</p> <p>NOTE: The Fire Brigade should be contacted even if the fire has been extinguished. They will attend the venue and confirm the fire has been completely extinguished and give the all clear</p>
3.	After identifying the fire, use the appropriate extinguishment method only if trained and safe to do so
4.	<p>Evacuate to a safe assembly point within the park as shown on the site map. Venue patrons are to proceed in an orderly manner toward the designated safe area when instructed to do so by a Team member. NOTE. Staff should not attempt to obtain their personal possessions (this has the potential to create confusion, disruption or delay of the safe evacuation of the venue) ONLY Evacuate to the offsite safe area if instructed to do so by the Emergency Services</p>
5.	<p>Move clear of the affected area and proceed to the designated Assembly Area</p> <ul style="list-style-type: none"> Team members must remain at the Assembly point until directed otherwise by the Event Coordinator Team members are not permitted to re-enter the venue until the all clear is given by the Event Coordinator or the Emergency Services
6.	<p>Move clear of the area and proceed to the allocated Assembly Point</p> <ul style="list-style-type: none"> Team members must remain at the Assembly Point until directed to move by the Event Coordinator/Emergency Services Team Members are not permitted to re-enter the area until the all clear is given by Safety Officer or the Emergency Services

Communications Plan

A communication plan should include the ability to monitor web sites, fire ready app, a local emergency broadcaster or contact the Victorian Bushfire Information Line (VBIL).

The Event Coordinator Corrie Koorn has responsibility for contacting the CFA's District 6 Duty Officer or Operations Officer Colac Otway Catchment (see contact list for phone details) 4 days prior to the event to confirm arrangements for the running of the event (FDR). Note that on days where the FDR is expected to be CODE RED the event will be CANCELLED. A Fire Danger Rating of Extreme, Severe, and Very High will be at the decision of the event coordinator/Safety Officer and the CFA.

Contact List

Organisation		Contact Number
Emergency Broadcaster	774 ABC Radio	Emergency Broadcaster
Victorian Bushfire Information Line (VBIL)		1800 240 667

Mobile Phone Coverage

Network	Mobile Phone Coverage	Mobile Data
Telstra	Yes/No	3G / 4G
Optus	Yes/No	3G / 4G
Vodafone	Yes/No	3G / 4G

NOTE THAT MOBILE PHONE COVERAGE WITHIN THE GELLIBRAND TOWNSHIP AREA IS CURRENTLY VERY POOR TO NON EXISTANT. DATA TRANSMISSION IS AVAILABLE.

Event Planning Fire Decision Matrix

Festival Management Response & Actions			
Fire Danger Rating	Potential Impact	Discussion	Actions
Central			
Code Red	These are the worst conditions for a bush or grass fire. Avoid forested areas, thick bush or long, dry grass	Event Management confirms cancellation with the Regional Duty Officer or CFA Operations Officer Colac Catchment (see communications plan). Event organiser to notify patrons	Event Cancelled
Extreme	Expect extremely hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.	Event Management confirms Cancellation with the Regional Duty Officer or CFA Operations Officer Colac catchment (see Communication Plan)	Event Cancelled
Severe	Expect hot, dry and possibly windy conditions. If a fire starts and takes hold it may be uncontrollable.	Event to continue as planned following consultation with the Regional Duty Officer or CFA Operations Officer Colac Catchment at 4 days out from the event (see communications plan)	Event to continue as planned with resources as decided by event management/CFA At least:- On Site 1 X Safety Officer 4 X Park Staff Reticulated Town water supply 22,000 L Water Tank with CFA coupling, Fire Hose Reel coverage of entire park No fires allowed on site

Very High	If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.	Event to continue as planned following consultation with the Regional Duty Officer or CFA Operations Officer Colac Catchment at 4 days out from the event (see communications plan)	Event to continue as planned with resources as decided by event management/CFA At least:- On Site 1 X Safety Officer 4 X Park Staff Reticulated Town Water Supply 22,000 L Water Tank with CFA coupling, Fire Hose Reel coverage of entire park No fires allowed on site
High	If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.	Event to continue as planned following consultation with the Regional Duty Officer or CFA Operations Officer Colac Catchment at 4 days out from the event (see communications plan)	Event to continue as planned At least:- On Site 1 X Safety Officer 4 X Park Staff Reticulated Town water supply 22,000 L Water Tank with CFA coupling, Fire Hose Reel coverage of entire park No fires allowed on site
Low/Moderate	If a fire starts, it can most likely be controlled in these conditions and homes can provide safety.	Event to continue as planned following consultation with the Regional Duty Officer or CFA Operations Officer Colac Catchment at 4 days out from the event (see communications plan)	Event to continue as planned At least:- On Site 1 X Safety Officer 4 X Park Staff Reticulated Town water supply 22,000 L Water Tank with CFA coupling, Fire Hose Reel coverage of entire park No fires allowed on site

Websites

Organisation	Website Address	Type of Info provided
VicEmergency Management (Warnings, incidents and planned burns)	www.emergency.vic.gov.au	Warnings, incidents and planned burns are all displayed on the VicEmergency website - the single location for all emergency information in Victoria.
Country Fire Authority	http://www.cfa.vic.gov.au/	Fire related information warnings and fire restrictions, planning and preparing for fire,
Country Fire Authority	http://www.cfa.vic.gov.au/warnings-restrictions/information-services/	CFA link page to other Emergency related Web sites
Department of Environment, Land, Water and Planning (Old DEP)	www.depi.vic.gov.au	Latest information on current fires on public land, including threat alerts, warnings and community meetings
Parks Victoria	www.parkweb.vic.gov.au	This site includes information about closures to roads, tracks, visitor sites and picnic areas
Emergency Alert (telephone warnings)	www.emergencyalert.gov.au	Emergency Alert is the national telephone warning system used by emergency services.
Bureau of Meteorology	www.bom.gov.au/vic/	Victorian Weather and Warnings
State Emergency Service (SES)	www.ses.vic.gov.au	Floods, severe storms, earthquakes, road accident rescue, search and rescue and other emergency support.
Ambulance Victoria	www.ambulance.vic.gov.au	
Australian Red Cross	www.redcross.org.au	Includes information about relief centres, registering and comforting evacuees and first aid care.
Energy Safe Victoria	www.esv.vic.gov.au	Includes information on electricity and gas safety advice during fires and incidents

Warnings & Advice Actions

Emergency incidents can start quickly and threaten homes and lives within minutes.

Warning levels are based on incident conditions and impact on the community, therefore the first warning issued could be an Emergency Warning - the highest level of warning!

Warning Level	Risk Level	Event Actions
Advice	There is a fire in your local area. Access information and monitor conditions.	Safety Officer and Event Coordinator notified of "ADVICE" message. Event management to monitor services for situation status/updates. Plan/prepare for change in conditions. Contact emergency Services for advice. Consider cancellation of the event? Patrons advised to relocate to a safer location eg Colac (if time permits).
Watch & Act	Fire is heading towards you. Conditions are changing and you may need to start taking action now to protect yourself.	Safety Officer and Event Coordinator notified of "WATCH AND ACT" message. Event management to immediately implement plans for likely bushfire impact. Contact Emergency Services for advice Cancellation of event. If time permits patrons advised to relocate to a safer area eg Colac.
Emergency Warning	You are in imminent danger and need to take action immediately. You will be impacted by fire.	Safety Officer and Event Coordinator notified of "EMERGENCY WARNING" message. Event management to immediately implement plans for Bushfire impact.

Other sources of Warning and Advice Information

Facebook ([facebook.com/cfavic](https://www.facebook.com/cfavic))

Twitter (twitter.com/CFA_Updates)

The Warning and Advice you may receive will be based on the current and expected weather conditions, topography, vegetation etc. The advice/warning you may receive could vary from information that a fire is burning in the general area to information that the area is about to be impacted by fire.

EVENT EMERGENCY PREPAREDNESS CHECKLIST

Instructions: Conduct fire safety inspection Twice during the event (Once pre event and during the event)

During your inspection, record your observations and any actions taken

Date of Inspection By

ITEM	YES	NO	COMMENTS
No items blocking passages, exits or doors			
Emergency Management Plans and procedures in position			
Fire Extinguishers/Fire Blankets, in place, signed and checked			
Electrical appliances in safe working order			
All emergency equipment in safe working condition			
All areas free from non essential items and rubbish			
First aid kits complete and contents not out of date			
All Staff and Volunteers briefed on Emergency Management Plan			
Gas Cylinders are stored correctly with fittings in safe working order			
Empty gas cylinders removed from the area			
Site access for fire fighting vehicles is free from obstruction			

Items requiring attention from last inspection

Comments

Key: Yes – Item satisfactory

No – Requires attention - refer comments

Note:

Checklist must be populated after the risk management process has been completed to ensure it lists all hazards and risks which requires monitoring.

Dekker Holdings Pty. Ltd T/A
ACN 007 234 764
ABN 63 019 741 589



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17 February 2020

Colac Otway Shire
2-6 Rae Street
COLAC Vic 3250

ATTENTION MS HELEN EVANS – STATUTORY PLANNER

Dear Helen,

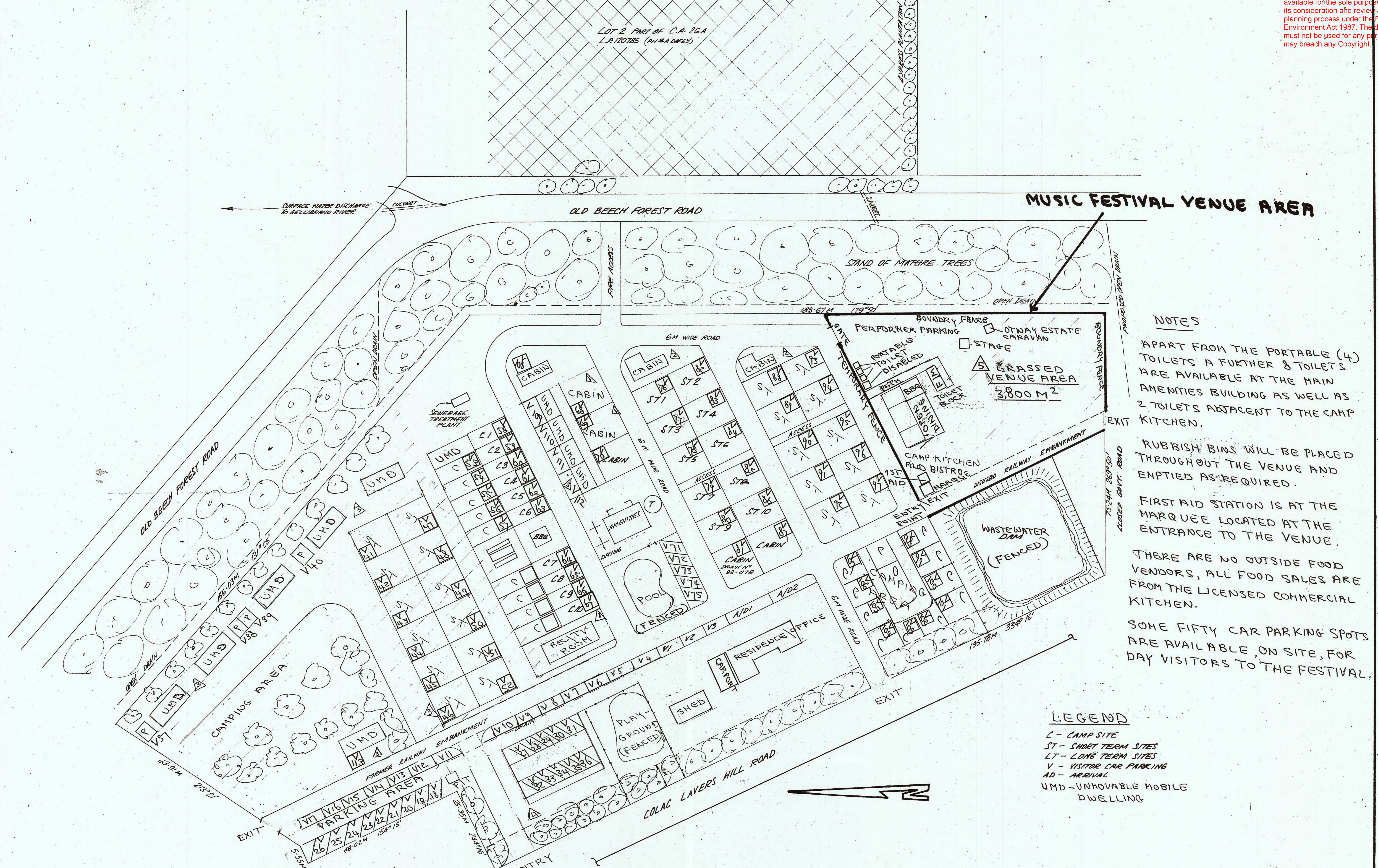
RE: PLANNING APPLICATION PP24/2020-1 – 25 MAIN ROAD, GELLIBRAND -
GELLIBRAND RIVER BLUES AND BLUEBERRY FESTIVAL

Please find attached hereto, the Site Plan which has been updated to contain all the information you requested in respect of the subject Music Festival.

We trust that the Site Plan meets your requirements and look forward to your approval.

Yours sincerely,

Corrie Koorn
EVENT ORGANISER



MUSIC FESTIVAL VENUE AREA

NOTES

- APART FROM THE PORTABLE (4) TOILETS A FURTHER 8 TOILETS ARE AVAILABLE AT THE MAIN AMENITIES BUILDING AS WELL AS 2 TOILETS ADJACENT TO THE CAMP KITCHEN.
- RUBBISH BINS WILL BE PLACED THROUGHOUT THE VENUE AND EMPTIED AS REQUIRED.
- FIRST AID STATION IS AT THE MARQUEE LOCATED AT THE ENTRANCE TO THE VENUE.
- THERE ARE NO OUTSIDE FOOD VENDORS, ALL FOOD SALES ARE FROM THE LICENSED COMMERCIAL KITCHEN.
- SOME FIFTY CAR PARKING SPOTS ARE AVAILABLE, ON SITE, FOR DAY VISITORS TO THE FESTIVAL.

LEGEND

- C - CAMP SITE
- ST - SHORT TERM SITES
- LT - LONG TERM SITES
- V - VISITOR CAR PARKING
- AD - ARRIVAL
- UMD - UNMOVABLE MOBILE DWELLING

NOTES DRAWN FROM INFORMATION SUPPLIED BY OWNER - CHECK ON SITE BEFORE RELYING ON INFORMATION SHOWN

SITE PLAN - CARAVAN PARK

AT OTWAYS TOURIST PARK GELLIBRAND

REVISION DATED 10-6-2010 PROPOSED COMMUNITY BUILDING ADDED	LAY-OUT OF TEMPORARY STRUCTURES ANNUAL TWO DAY MUSIC FESTIVAL 11/3/20
REVISION DATED 3-9-2000 CABINS 3+4 ADDED + REC ROOM	DRAWN: N. STUCKEY REV: N.P. DF-AD1095
REVISION DATED -9-2-2002 CABINS 7+8 ADDED	SCALE: 1:500
REVISION DATED 3-11-2005 ADDITIONAL SITES AND UMD LOCATIONS ADDED	DATE: 15-1-97
	DRAWN: 97-007

COLAC
DRAFTING
SERVICES
(03) 52 31137

N

S