

PP272/2018-1

895 Corangamite Lake Road CORAGULAC

Lot: 2 TP: 557319 V/F: 8301/408

**Function Centre, Accommodation, Events,
Markets, Demolition, Internal and External
Alterations, Display of Business Identification
Signage**

S L Gibson

Officer - Vikram Kumar

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

Clear Form

The Land


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

Street Address *

Unit No.:	St. No.: 895	St. Name: Corangamite Lake Road
Suburb/Locality: Coragulac		Postcode: 3249

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	Lot No.: 1-2	<input type="radio"/> Lodged Plan	<input checked="" type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.: 557319
OR					
B	Crown Allotment No.:		Section No.:		
Parish/Township Name:					

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.


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

Events and Receptions - Coach House and Stables
Our intention is to use the outbuildings and gardens of Coragulac House - Coach House and Stables to host events such as weddings receptions and ceremonies. Allowing perspective clients to hire the space for a cost for an event they wish to conduct.
Clients would be required to supply all catering including food and beverages and staffing to run the event. Typically clients would employ an external caterer to provide all necessary catering and staffing for the event. All catering required would be prepared offsite and transported at the cost of the client to the property.
We would supply the venue, required number of portable toilets, car parking, power and lighting to the venue for the event.
All required permits, equipment and manpower to run the event would be the responsibility of the client / outside caterer. eg Food Safety, RSA and liquor license etc.
Removal of waste would be the responsibility of the client / outside caterer.
Potentially 6 - 10 events annually
Coragulac House - Tours and Events
Our intention is to offer perspective clients the opportunity to book private guided tours of the homestead with catering options available.
We currently hold all the required food safety permits and qualifications to provide catering in the homestead. Typically these events would be for 40 - 50 guests.
Potentially 3 - 4 events per month.
Accommodation - Monash Cottage and Maids Quarters
Monash Cottage - is an existing building that has been renovated to accommodate up to 5 guests for short or longer stays typically 1 - 4 nights. The cottage is fully self-contained with kitchen, bathroom and two bedrooms. The building is equipped with all the necessary safety measures such as smoke detectors and fire blankets.
Maids Quarters - is located in the south wing of the homestead, originally accommodating the house maids employed by the homestead in 1895. This area was converted in 1940's into a self-contained apartment to accommodate the family (grandparents) of the owners at the time. This area of the homestead has now been fully renovated consisting of kitchen, bathroom, two bedrooms and living / dining room. The maids quarters can accommodate up to 4 adults and is equipped with all the necessary safety measures such as smoke detectors and fire blankets.
Open Days
The homestead is open to the general public where visitors can wander through the homestead and out-buildings, including market stalls, sausage sizzle, food carts. The event typically attracts 200 - 300 people throughout the day 10am - 4pm
Potentially 3 - 4 Open days per year from October - April
Building Works
There is no intention to change or build any additional buildings on the property, any works that have been conducted has been restoration works only.
Car Parking and Buses
We have set aside an area adjacent to the Homestead to accommodate up to 50 car parking spaces for events, the land has been cleared of any rocks or debris and levelled, car parking is managed by us providing directions where necessary.
Typically tours and event hosted at the property are transported by buses, we also recommend to clients who host functions in the stables to provide coach transfers for their guests. Buses generally drop guests off in front of the Homestead, park at the rear of the homestead (rear courtyard) and collect guests from the front of the homestead once the tour has been completed.
The property has two access points Main Entrance is located at 895 Corangamite Lake Road Coragulac. Used as the entry point for all events on the property.
Secondary Entrance - Private Road, Alvie Victoria. Used as the Exit point for all events on the property.
Signage
Our intention is to erect a sign at the Main Entrance of the Property providing information regarding services offered by the homestead. Signage would be within the guidelines of the planning scheme.

 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.

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

Cost \$


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

Existing Conditions

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.

The property consists of 140 acres of farming land, we currently have cattle grazing on the property.
The homestead consisting of 100 squares of accommodation is used as the family home, utilising areas of the property for tours and events.
The coach house and stables are currently vacant.
Monash Cottage, originally a field station used by Monash University to accommodate scientists in the field now is being used for a holiday rental.
Machinery Shed - currently used for its intended use.
Generator Building - currently used to accommodate car parking.
Hay Shed - Used for its intended use.
Please visit our website www.coragulachouse.com for images of the existing buildings providing images of the entire property and buildings.


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

Title Information

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

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

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

Name:		
Title: Mrs	First Name: Sharyn	Surname: Gibson
Organisation (if applicable): Coragulac House		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.: 895	St. Name: Corangamite Lake Road
Suburb/Locality: Coragulac		State: Vic Postcode: 3249

Contact information for applicant OR contact person below

Business phone: 0434491339	Email: sharyn@coragulachouse.com
Mobile phone: 0434491339	Fax:

Contact person's details*

Same as applicant ☐

Name:		
Title: Mr	First Name: Garry	Surname: Gibson
Organisation (if applicable): Coragulac House		
Postal Address:		If it is a P.O. Box, enter the details here:
Unit No.:	St. No.: 895	St. Name: Corangamite Lake Road
Suburb/Locality: Coragulac		State: Vic Postcode: 3249

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: Mrs	First Name: Sharyn	Surname: Gibson	
Organisation (if applicable): Coragulac House			
Postal Address:		If it is a P.O. Box, enter the details here:	
Unit No.:	St. No.: 895	St. Name: Corangamite Lake Road	
Suburb/Locality: Coragulac		State: Vic	Postcode: 3249
Owner's Signature (Optional):		Date: 23/10/2018 day / month / year	

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Declaration

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: 23/10/2018

day / month / year

Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

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

☐ No

☒ Yes

If 'Yes', with whom?: Doug Winkle

Date: 20/06/2018


day / month / year


Checklist

Have you:

☒ Filled in the form completely?

☐ Paid or included the application fee?

 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

 Provided all necessary supporting information and documents?

☐ A full, current copy of title information for each individual parcel of land forming the subject site.

☐ A plan of existing conditions.

☐ Plans showing the layout and details of the proposal.

☐ Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.

☐ If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).

☒ Completed the relevant council planning permit checklist?

☒ Signed the declaration above?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Colac Otway Shire
PO Box 283
Colac VIC 3250
2-6 Rae Street
Colac VIC 3250

Contact information

Phone: (03) 5232 9400
Email: inq@colacotway.vic.gov.au

Deliver application in person, by post or by electronic lodgement.

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MORE INFORMATION

The Land

Planning permits relate to the use and development of the land. It is important that accurate, clear and concise details of the land are provided with the application.

How is land identified?


Land is commonly identified by a street address, but sometimes this alone does not provide an accurate identification of the relevant parcel of land relating to an application. Make sure you also provide the formal land description – the lot and plan number or the crown, section and parish/township details (as applicable) for the subject site. This information is shown on the title.

See **Example 1**.

The Proposal

Why is it important to describe the proposal correctly?


The application requires a description of what you want to do with the land. You must describe how the land will be used or developed as a result of the proposal. It is important that you understand the reasons why you need a permit in order to suitably describe the proposal. By providing an accurate description of the proposal, you will avoid unnecessary delays associated with amending the description at a later date.

 Planning schemes use specific definitions for different types of use and development. Contact the Council planning office at an early stage in preparing your application to ensure that you use the appropriate terminology and provide the required details.

How do planning schemes affect proposals?

A planning scheme sets out policies and requirements for the use, development and protection of land. There is a planning scheme for every municipality in Victoria. Development of land includes the construction of a building, carrying out works, subdividing land or buildings and displaying signs.

Proposals must comply with the planning scheme provisions in accordance with Clause 61.05 of the planning scheme. Provisions may relate to the State Planning Policy Framework, the Local Planning Policy Framework, zones, overlays, particular and general provisions. You can access the planning scheme by either contacting Council's planning department or by visiting the Planning Schemes Online section of the department's website <http://planning-schemes.delwp.vic.gov.au>

 You can obtain a planning certificate to establish planning scheme details about your property. A planning certificate identifies the zones and overlays that apply to the land, but it does not identify all of the provisions of the planning scheme that may be relevant to your application. Planning certificates for land in metropolitan areas and most rural areas can be obtained by visiting www.landata.vic.gov.au Contact your local Council to obtain a planning certificate in Central Goldfields, Corangamite, Macedon Ranges and Greater Geelong. You can also use the free Planning Property Report to obtain the same information.

See **Example 2**.


Estimated cost of development

In most instances an application fee will be required. This fee must be paid when you lodge the application. The fee is set down by government regulations.

To help Council calculate the application fee, you must provide an accurate cost estimate of the proposed development. This cost does not include the costs of development that you could undertake without a permit or that are separate from the permit process. Development costs should be calculated at a normal industry rate for the type of construction you propose.

Council may ask you to justify your cost estimates. Costs are required solely to allow Council to calculate the permit application fee. Fees are exempt from GST.

 Costs for different types of development can be obtained from specialist publications such as Cordell Housing: Building Cost Guide or Rawlinsons: Australian Construction Handbook.

 Contact the Council to determine the appropriate fee. Go to planning.vic.gov.au to view a summary of fees in the Planning and Environment (Fees) Regulations.

Existing Conditions

How should land be described?

You need to describe, in general terms, the way the land is used now, including the activities, buildings, structures and works that exist (e.g. single dwelling, 24 dwellings in a three-storey building, medical centre with three practitioners and 8 car parking spaces, vacant building, vacant land, grazing land, bush block).

Please attach to your application a plan of the existing conditions of the land. Check with the local Council for the quantity, scale and level of detail required. It is also helpful to include photographs of the existing conditions.

See **Example 3**.

Title Information

What is an encumbrance?

An 'encumbrance' is a formal obligation on the land, with the most common type being a 'mortgage'. Other common examples of encumbrances include:

- **Restrictive Covenants:** A 'restrictive covenant' is a written agreement between owners of land restricting the use or development of the land for the benefit of others, (eg. a limit of one dwelling or limits on types of building materials to be used).
- **Section 173 Agreements:** A 'section 173 agreement' is a contract between an owner of the land and the Council which sets out limitations on the use or development of the land.
- **Easements:** An 'easement' gives rights to other parties to use the land or provide for services or access on, under or above the surface of the land.
- **Building Envelopes:** A 'building envelope' defines the development boundaries for the land.

Aside from mortgages, the above encumbrances can potentially limit or even prevent certain types of proposals.

What documents should I check to find encumbrances?

Encumbrances are identified on the title (register search statement) under the header 'encumbrances, caveats and notices'. The actual details of an encumbrance are usually provided in a separate document (instrument) associated with the title. Sometimes encumbrances are also marked on the title diagram or plan, such as easements or building envelopes.

What about caveats and notices?


A 'caveat' is a record of a claim from a party to an interest in the land. Caveats are not normally relevant to planning applications as they typically relate to a purchaser, mortgagee or chargee claim, but can sometimes include claims to a covenant or easement on the land. These types of caveats may affect your proposal.

Other less common types of obligations may also be specified on title in the form of 'notices'. These may have an effect on your proposal, such as a notice that the building on the land is listed on the Heritage Register.

What happens if the proposal contravenes an encumbrance on title?

Encumbrances may affect or limit your proposal or prevent it from proceeding. Section 61(4) of the *Planning and Environment Act 1987* for example, prevents a Council from granting a permit if it would result in a breach of a registered restrictive covenant. If the proposal contravenes any encumbrance, contact the Council for advice on how to proceed.

You may be able to modify your proposal to respond to the issue. If not, separate procedures exist to change or remove the various types of encumbrances from the title. The procedures are generally quite involved and if the encumbrance relates to more than the subject property, the process will include notice to the affected party.

 You should seek advice from an appropriately qualified person, such as a solicitor, if you need to interpret the effect of an encumbrance or if you seek to amend or remove an encumbrance.

Why is title information required?

Title information confirms the location and dimensions of the land specified in the planning application and any obligations affecting what can be done on or with the land.

As well as describing the land, a full copy of the title will include a diagram or plan of the land and will identify any encumbrances, caveats and notices.

What is a 'full' copy of the title?

The title information accompanying your application must include a 'register search statement' and the title diagram, which together make up the title.

In addition, any relevant associated title documents, known as 'instruments', must also be provided to make up a full copy of the title.

Check the title to see if any of the types of encumbrances, such as a restrictive covenant, section 173 agreement, easement or building envelope, are listed. If so, you must submit a copy of the document (instrument) describing that encumbrance. Mortgages do not need to be provided with planning applications.

⚠ Some titles have not yet been converted by Land Registry into an electronic register search statement format. In these earlier types of titles, the diagram and encumbrances are often detailed on the actual title, rather than in separate plans or instruments.

Why is 'current' title information required?

It is important that you attach a current copy of the title for each individual parcel of land forming the subject site. 'Current' title information accurately provides all relevant and up-to-date information.

Some Councils require that title information must have been searched within a specified time frame. Contact the Council for advice on their requirements.

⚠ Copies of title documents can be obtained from Land Registry: Level 10, 570 Bourke Street, Melbourne; 03 8636 2010; www.landata.vic.gov.au – go direct to "titles & property certificates".

Applicant and Owner Details

This section provides information about the permit applicant, the owner of the land and the person who should be contacted about any matters concerning the permit application.

The applicant is the person or organisation that wants the permit. The applicant can, but need not, be the contact person.

In order to avoid any confusion, the Council will communicate only with the person who is also responsible for providing further details. The contact may be a professional adviser (e.g. architect or planner) engaged to prepare or manage the application. To ensure prompt communications, contact details should be given.

Check with council how they prefer to communicate with you about the application. If an email address is provided this may be the preferred method of communication between Council and the applicant/contact.

The owner of the land is the person or organisation who owns the land at the time the application is made. Where a parcel of land has been sold and an application made prior to settlement, the owner's details should be identified as those of the vendor. The owner can, but need not, be the contact or the applicant.

See **Example 4**.

Declaration

The declaration should be signed by the person who takes responsibility for the accuracy of all the information that is provided. This declaration is a signed statement that the information included with the application is true and correct at the time of lodgement.

The declaration can be signed by the applicant or owner. If the owner is not the applicant, the owner must either sign the application form or must be notified of the application which is acknowledged in the declaration.

⚠ Obtaining or attempting to obtain a permit by wilfully making or causing any false representation or declaration, either orally or in writing, is an offence under the *Planning and Environment Act 1987* and could result in a fine and/or cancellation of the permit.

Need help with the Application?

If you have attended a pre-application meeting with a Council planner, fill in the name of the planner and the date, so that the person can be consulted about the application once it has been lodged.

Checklist

What additional information should you provide to support the proposal?

You should provide sufficient supporting material with the application to describe the proposal in enough detail for the Council to make a decision. It is important that copies of all plans and information submitted with the application are legible.

There may be specific application requirements set out in the planning scheme for the use or development you propose. The application should demonstrate how these have been addressed or met.

The checklist is to help ensure that you have:

- provided all the required information on the form
- included payment of the application fee
- attached all necessary supporting information and documents
- completed the relevant Council planning permit checklist
- signed the declaration on the last page of the application form

⚠ The more complete the information you provide with your permit application, the sooner Council will be able to make a decision.

Lodgement

The application must be lodged with the Council responsible for the planning scheme in which the land affected by the application is located. In some cases the Minister for Planning or another body is the responsible authority instead of Council. Ask the Council if in doubt.


Check with Council how they prefer to have the application lodged. For example, they may have an online lodgement system, prefer email or want an electronic and hard copy. Check also how many copies of plans and the size of plans that may be required.

Contact details are listed in the lodgement section on the last page of the form.

⚠ Approval from other authorities: In addition to obtaining a planning permit, approvals or exemptions may be required from other authorities or Council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.

EXAMPLES

Example 1

The Land 


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

Street Address *

Unit No.: 4	St. No.: 26	St. Name: Planmore Avenue
Suburb/Locality: HAWTHORN		Postcode: 3122

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	Lot No.: 2	<input type="radio"/> Lodged Plan	<input type="radio"/> Title Plan	<input checked="" type="radio"/> Plan of Subdivision	No.: LP93562
OR					
B	Crown Allotment No.:		Section No.:		
Parish/Township Name:					

Example 2

<p>1 For what use, development or other matter do you require a permit? *</p>	<p><i>Construction of two, double-storey dwellings and construction of two new crossovers.</i></p>
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Example 3

Existing Conditions	
<p>Describe how the land is used and developed now *</p> <p>For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.</p>	<p><i>Single dwelling.</i></p> <p> Provide a plan of the existing conditions. Photos are also helpful.</p>

Example 4

Applicant and Owner Details i

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

Applicant *

The person who wants the permit.

Name: ☐ Same as applicant

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:

Please provide at least one contact phone number *

Contact information for applicant OR contact person below

Business phone: Email:

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

Name: ☐ Same as applicant

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

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's Signature (Optional): Date:

day / month / year

Application for Planning Permit (Extract from form)

Events and Receptions - Coach House and Stables

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Clients would be required to supply all catering including food and beverages and staffing to run the event. Typically clients would employ an external caterer to provide all necessary catering and staffing for the event. All catering required would be prepared offsite and transported at the cost of the client to the property.

We would supply the venue, required number of portable toilets, car parking, power and lighting to the venue for the event.

All required permits, equipment and manpower to run the event would be the responsibility of the client / outside caterer. eg Food Safety, RSA and liquor license etc.

Removal of waste would be the responsibility of the client / outside caterer.

Potentially 8 - 10 events annually

Coragulac House - Tours and Events

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We currently hold all the required food safety permits and qualifications to provide catering in the homestead. Typically these events would be for 40 - 50 guests.

Potentially 3 - 4 events per month.

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Monash Cottage - is an existing building that has been renovated to accommodate up to 5 guests for short or longer stays typically 1 - 4 nights. The cottage is fully self-contained with kitchen, bathroom and two bedrooms. The building is equipped with all the necessary safety measures such as smoke detectors and fire blankets.

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Open Days

The homestead is open to the general public where visitors can wander through the homestead and out- buildings, including market stalls, sausage sizzle, food carts. The event typically attracts 200 - 300 people throughout the day 10am - 4pm

Potentially 3 - 4 Open days per year from October - April

Building Works

There is no intention to change or build any additional buildings on the property, any works that have been conducted has been restoration works only.

Car Parking and Buses

We have set aside an area adjacent to the Homestead to accommodate up to 50 car parking spaces for events, the land has been cleared of any rocks or debris and levelled, car parking is managed by us providing directions where necessary.

Typically tours and event hosted at the property are transported by buses, we also recommend to clients who host functions in the stables to provide coach transfers for their guests. Buses generally drop guests off in front of the Homestead, park at the rear of the homestead (rear courtyard) and collect guests from the front of the homestead once the tour has been completed.

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Secondary Entrance - Private Road, Alvie Victoria. Used as the Exit point for all events on the property.

Signage

Our intention is to erect a sign at the Main Entrance of the Property providing information regarding services offered by the homestead. Signage would be within the guidelines of the planning scheme.



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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

Page 1 of 1

VOLUME 11425 FOLIO 654

Security no : 124074613024Q
Produced 26/10/2018 08:13 AM

LAND DESCRIPTION

Lot 2 on Title Plan 557319U.
PARENT TITLE Volume 08301 Folio 408
Created by instrument AK357984B 22/05/2013

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
SHARYN LEE GIBSON of "HOMESTEAD" 895 CORANGAMITE LAKE ROAD CORAGULAC VIC
3249
AK357984B 22/05/2013

ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AK357986W 22/05/2013
NATIONAL AUSTRALIA BANK LTD

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP557319U FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

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

Additional information: (not part of the Register Search Statement)

Street Address: 895 CORANGAMITE LAKE ROAD CORAGULAC VIC 3249

ADMINISTRATIVE NOTICES

NIL

eCT Control 16089P NATIONAL AUSTRALIA BANK LIMITED
Effective from 23/10/2016

DOCUMENT END



Imaged Document Cover Sheet

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Document Assembled	26/10/2018 08:27

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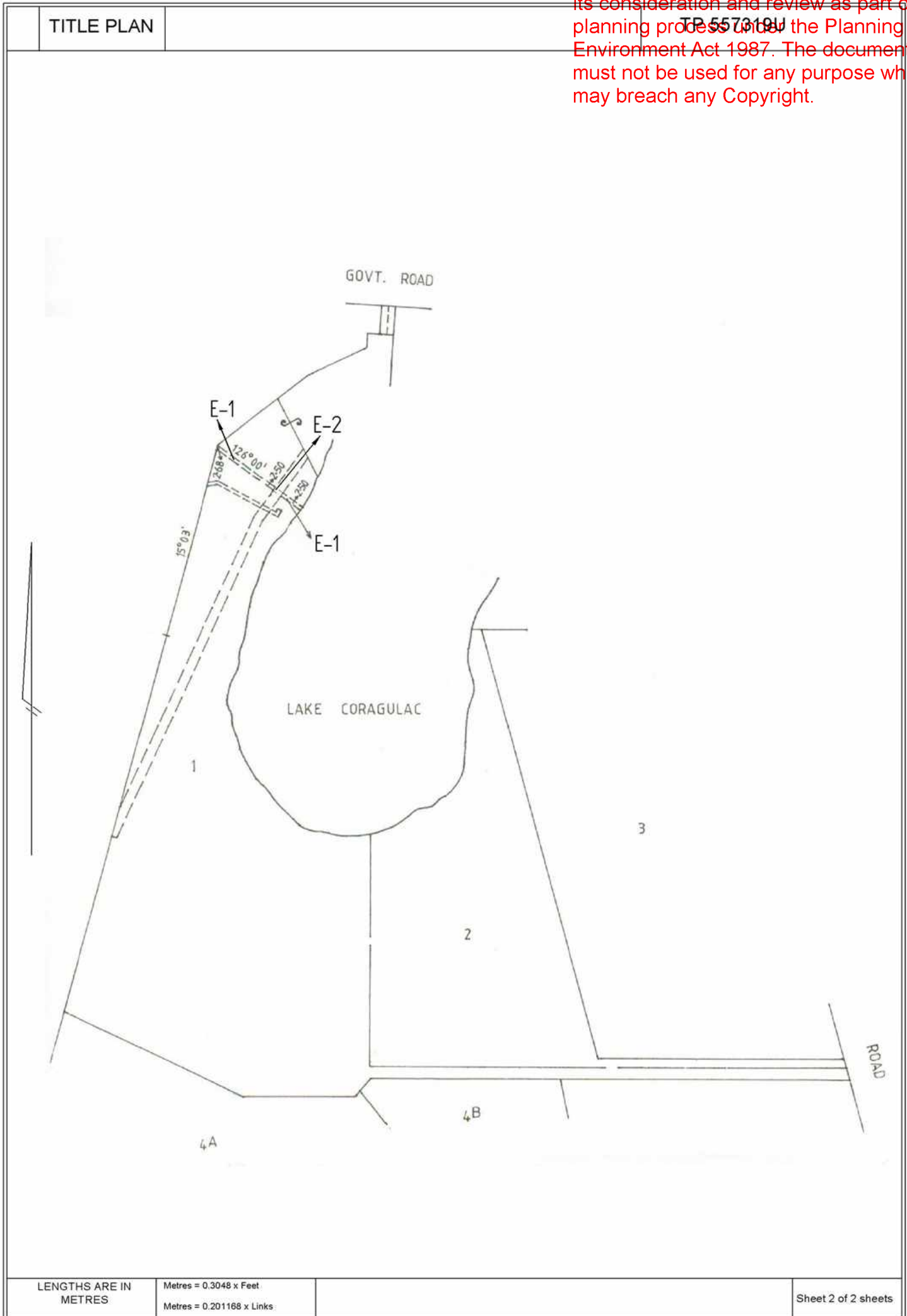
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TITLE PLAN		EDITION 2	TP 557319U						
Location of Land Parish: WARRION Township: Section: Crown Allotment: Crown Portion: Last Plan Reference: LP 7274 Derived From: VOL 8301 FOL 408 Depth Limitation: NIL		ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN							
Description of Land / Easement Information ENCUMBRANCES REFERRED TO <table border="0"> <tr> <td>As to the land coloured blue- & E-2 <u>THE EASEMENT</u> to State - - - Electricity Commission of Victoria created by - - - Instrument 1748719 - - -</td> <td>As to the land coloured green <u>THE WATER SUPPLY EASEMENT</u> - - created by Instrument 1209201</td> </tr> <tr> <td>As to the land coloured blue-hatched - - -</td> <td>As to the land coloured - - - purple - - -</td> </tr> <tr> <td><u>ANY EASEMENTS</u> affecting the - same - - -</td> <td><u>THE CARRIAGE WAY EASEMENT</u> - - created by Transfer A153182 -</td> </tr> </table>			As to the land coloured blue- & E-2 <u>THE EASEMENT</u> to State - - - Electricity Commission of Victoria created by - - - Instrument 1748719 - - -	As to the land coloured green <u>THE WATER SUPPLY EASEMENT</u> - - created by Instrument 1209201	As to the land coloured blue-hatched - - -	As to the land coloured - - - purple - - -	<u>ANY EASEMENTS</u> affecting the - same - - -	<u>THE CARRIAGE WAY EASEMENT</u> - - created by Transfer A153182 -	THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 07/07/2000 VERIFIED: G.B.
As to the land coloured blue- & E-2 <u>THE EASEMENT</u> to State - - - Electricity Commission of Victoria created by - - - Instrument 1748719 - - -	As to the land coloured green <u>THE WATER SUPPLY EASEMENT</u> - - created by Instrument 1209201								
As to the land coloured blue-hatched - - -	As to the land coloured - - - purple - - -								
<u>ANY EASEMENTS</u> affecting the - same - - -	<u>THE CARRIAGE WAY EASEMENT</u> - - created by Transfer A153182 -								
E-1, E-2 = EASEMENT TO COLAC REGION WATER AUTHORITY CREATED BY C/E T782467X SEE SHEET 2 FOR FURTHER EASEMENT DETAILS			COLOUR CODE BL = BLUE G = GREEN P = PURPLE H = HATCHED						
LENGTHS ARE IN LINKS Metres = 0.3048 x Feet Metres = 0.201168 x Links		Sheet 1 of 2 sheets							

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RECORD OF ALL ADDITIONS OR CHANGES TO THE PLAN

PLAN NUMBER
TP557319U

WARNING: THE IMAGE OF THIS DOCUMENT OF THE REGISTER HAS BEEN DIGITALLY AMENDED.
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[illegible]



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TRANSFER OF LAND

Section 45 Transfer of Land Act 1958

Lodged by:

Name:

Phone: National Australia Bank Limited 95

Address:

Ref.: 847455294.13.1

Customer Code:

Privacy Collection Statement

The information from Registrar of Titles is used for the purpose of searchable registers

AK357984B



The transferor at the direction of the directing party (if any) transfers to the transferee the estate and interest specified in the land described for the consideration expressed and subject to the encumbrances affecting the land including any created by dealings lodged for registration before the lodging of this transfer.

Land: (volume and folio)

Lot 2 on Title Plan 557319U and being part of the land contained in Certificate of Title Volume 8301 Folio 408

Estate and Interest: (e.g. "all my estate in fee simple")

All our estate in fee simple

Consideration:

\$1,114,000

Transferor: (full name)

JENNIFER MAREE GIANARELLI & RHONDA ELLEN ALLSOPP

Transferee: (full name and address including postcode)

SHARYN LEE GIBSON of "Homestead", 895 Corangamite Lake Road, Coragulac, Victoria 3249

Directing Party: (full name)

Dated: 28.03.2013

Execution and attestation:

See Annexure Page 2

3016290

Approval No. 18171111L

ORDER TO REGISTER

DUTY USE ONLY

T1

Please register and issue the Certificate of Title to

Signed

Customer Code:

Page 1 of 1

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Land Registry, 570 Bourke Street, Melbourne 3000. Phone 03 8636 2010

ANNEXURE PAGE

Transfer of Land Act 1958

This is page 2 of

dated 28/3/13

between

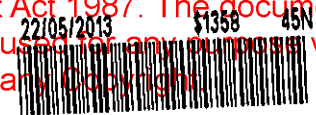
T1

Signatures of the parties

JENNIFER MAREE GIANARELLI & RHONDA ELLEN ALLSOPP and
SHARYN LEE GIBSON

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The information from
Registrar of Titles is
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AK357984B



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EXECUTION AND ATTESTATION

SIGNED by JENNIFER MAREE
GIANARELLI in the presence of :

)

Jennifer Maree Gianarelli

Signature of Witness

SIGNED by RHONDA ELLEN ALLSOPP
in the presence of :

)

Rhonda Allsopp

Signature of Witness

SIGNED by SHARYN LEE GIBSON
in the presence of :

)

Sharyn Gibson

Signature of Witness

Approval No. 18170911L

A1



1. If there is insufficient space to accommodate the required information in a panel of the attached form insert the words "See Annexure Page 2" (or as the case may be) and enter all the information on the Annexure Page under the appropriate panel heading.
2. The approved Annexure Pages must be properly identified and signed by the parties to the attached form to which it is annexed.
3. All pages must be attached together by being stapled in the top left corner

THE BACK OF THIS FORM MUST NOT BE USED



CERTIFICATE

Pursuant to Section 58 of the *Heritage Act* 2017

**Garry Richard Gibson
895, Corangamite Lake Road
CORAGULAC 3249**

**CERTIFICATE NO:
29973060**

**PROPERTY ADDRESS:
895 CORANGAMITE LAKE ROAD
CORAGULAC**

**PARCEL DESCRIPTION:
Lot 2 TP557319U ,
Lot 1 TP557319U**

1. The place or object is not included in the Heritage Register.
2. The place is not in a World Heritage Environs Area.
3. The place or object is not subject to an interim protection order.
4. A nomination has not been made for inclusion of the place or object in the Heritage Register.
5. The place or object is not being considered for inclusion in the Heritage Register.
6. The site is not included in the Heritage Inventory.
7. A repair order is not in force in respect of the place or object.
8. There is not an order of the Supreme Court under Division 3 of Part 10 in force in respect of the place or object.
9. There is not a Governor in Council declaration made under section 227 in force against the owner of the place or object.
10. There is not a court order made under section 229 in force against a person in respect of the place or object.
11. There are no current proceedings for a contravention of this Act in respect of the place or object.



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CERTIFICATE

Pursuant to Section 58 of the *Heritage Act 2017*

12. There has not been a rectification order issued in respect of the place or object.

Executive Director

DATED: 26/10/2018

Note: This Certificate is valid at the date of issue.

COLAC OTWAY SHIRE

Level of significance

Regional

Heritage Listing

National Trust

Statement of Significance

Last updated on - March 11, 2005

Coragulac House, located at the base of the Red Rock Hills near Coragulac, was erected in 1873/74 for George Robertson, son of pioneer settler William Robertson of Korangmorah. Architects Davidson and Henderson designed the original Victorian Italianate style bluestone mansion with florid early 20th century Art Nouveau additions being attributed to Melbourne architect Guyon Purchas.

Coragulac House and the nearby Glen Alvie homestead are the only two surviving properties of the once powerful and extensive Robertson pastoral empire, the original homesteads having been demolished. Coragulac House is a notable Western District homestead and a characteristic rather than exceptional work of Davidson and Henderson. The elaborate, high quality Art Nouveau ornamentation is a notable feature readily identifiable with the work of Guyon Purchas.

Coragulac House has been sensitively maintained and is preserved intact and complete with most of the highly original Art Nouveau ornamentation.

Classified: 11/05/1967

Hermes Number 67742

Property Number

This place/object may be included in the Victorian Heritage Register pursuant to the Heritage Act 1995. Check the Victorian Heritage Database, selecting 'Heritage Victoria' as the place data owner.

For further details about Heritage Overlay places, contact the relevant local council or go to Planning Schemes Online <http://planningschemes.dpcd.vic.gov.au/>



CORAGULAC HOUSE

BUSINESS PLAN



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Executive Summary

The Company

Coragulac House is a Bluestone Homestead Built in 1873 situated on 140 acres of pristine farming land.

The Ownership

The business is structured as a partnership.

The Management

Garry and Sharyn Gibson are hospitality professionals who have over 30 years experience running hospitality businesses. With a proven track record in operational organisation, building brand awareness, marketing and communications for service related businesses.

The Goals and Objectives

Coragulac House has been owned privately throughout its history, we are the 7th Owners and wish to restore the property to its former splendour. Opening the Homestead and sharing the history of the property with the local and broader communities. Our goal is to develop the property into a multi-faceted business offering a diverse range of products and services, ensuring the ongoing viability of this unique property, securing the future of the Homestead for generations to come.

As this property has been privately owned, there has been little or no access to the property throughout its history, the General Public have a significant curiosity in the Homestead and its history, many people we have met say “we have admired the homestead from afar (Red Rock Scenic Lookout) and have always wondered what it was like inside”.

Coragulac House is our 3rd period home, substantially larger than any of our previous projects. With experience in project management of heritage properties, previously managing a major refurbishment of the Windsor in Melbourne in 1992-93 working with both National Trust and Heritage Victoria to ensure all works were in accordance with heritage guidelines.

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Coragulac House has undergone two major redevelopments since being built in 1873, the first redevelopment was undertaken by the original owners in 1880, doubling in size the original homestead. The second major redevelopment was undertaken in 1895 by the Chirnside family, changing significantly the layout of the building, including changes to the interior design, changing the main entrance from the northern side of the building to the eastern side (front) adding both the south wing and north wings of the property, adding the two conical shaped towers on each side of the building, raising the ceiling in the entrance hall which resulted in the pitch of the roof at the front of the house changing, enclosing the internal courtyard, creating the billiard room with a coffin shaped lantern in the ceiling, electric lighting was also introduced throughout the property.

The Homestead has seen little changes since the Chirnside's redevelopment and remains largely intact and in good condition, although there has been significant damage in areas of the house from water ingress due to poorly maintained roof and gutters. These issues were addressed when we took over ownership resolving issues with water ingress and the main rooms affected have since been restored.



View from Red Rock Scenic Lookout with Coragulac House in the foreground



The aim being, hosting privately guided history tours showcasing the homestead's interiors, gardens and outbuildings and sharing the living history of the families who have lived here over the property's 145 year history.

Provide unique accommodation experiences, renovating existing rooms in the Homestead and outbuildings into accommodation for visitors and tourists travelling through the area. Monash Cottage was the first building to be renovated and has been available for bookings since March 2018, having experienced a steady flow of bookings to date. The Maids Quarters, consisting of 5 rooms, will be additional accommodation with an expected completion in October 2018.

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Restore the original Coach House and Stables providing a perfect setting for special events, wedding receptions and ceremonies, farmers markets, photo shoots, product launches and history / educational tours.

Further develop and extend the gardens, originally the Homestead boasted 14 acres of gardens with exotic trees, expansive lawns, ponds, fountains, orchard, and a conservatory. Creating the perfect staging for special events, wedding ceremonies, car shows and gardening events

The Products

Guided History Tours of Coragulac House including catering

Unique Accommodation experiences

Open Days with market stalls and refreshments

Wedding ceremonies and Receptions.

Agricultural Business.

History Tours

History Tours of the Homestead are conducted for groups of 20 - 40 persons by appointment, show casing the Grand Entrance Hall, Ladies Parlour, Formal Dining Room, Cellar, Bedrooms and Billiard Room. Guests are greeted in the Grand Entrance Hall and provided a rare insight into the Homesteads history, then guided through each room whilst continuing to share the stories of the past owners. Each tour takes approximately 1.5 hours with coffee and tea provided at the conclusion of the tour. Morning/Afternoon Teas and Luncheons are also offered at an additional cost.

We anticipate 3 – 4 groups per month

Unique Accommodation Experiences

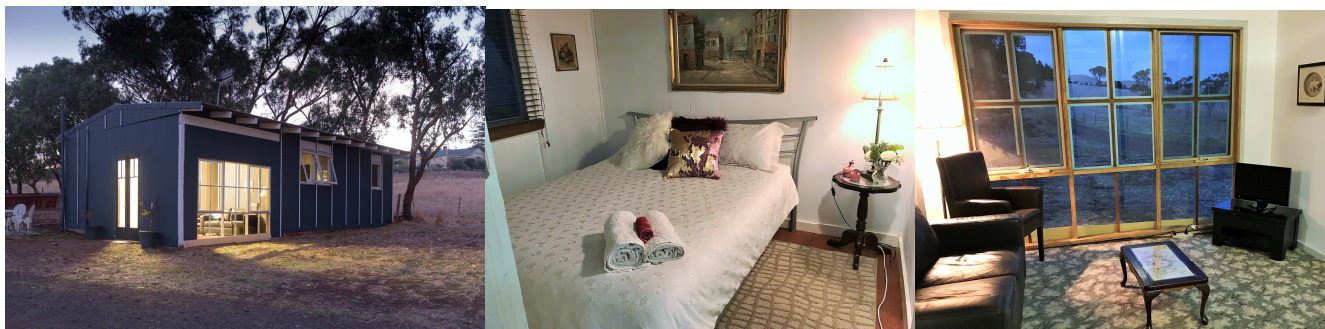
Provide unique accommodation experiences by converting some of the Homesteads accommodation into holiday rental accommodation.

The Homestead – With over 120 squares of living space and 30+ rooms in the Homestead, we are offering a unique opportunity for guests to stay in the homestead, three bedrooms are offered for discerning guests to experience Coragulac House hospitality including dinner and breakfast. This is a truly unique opportunity for guests to experience the Homestead accommodation.

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Monash Cottage - built in the 1950's as a field station for Monash University Zoological Department Scientists whilst out in the field studying the native species of flora and fauna (specifically the volcanic lakes). We understand the Cottage has not been used by Monash University since the 70's so it has been used to accommodate farm workers since. Today Monash Cottage has been restored and provides accommodation as a holiday rental for Tourists and visitors to the area. Whilst offering comfortable accommodation in today's standards the cottage has been restored, sympathetic to its origins as a field station, we provide information and history of what the cottage was and how it became part of the Coragulac Homestead history. Monash Cottage has been available for Holiday rentals since March 2018.



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Maids quarters, located in the south wing of the Homestead, originally constructed in 1895 by the Chirnside's to accommodate the house maids employed by the Homestead. We understand these 5 rooms were changed in the 1940's by the Baker family, into a self-contained apartment to accommodate the grand parents of the family. Consisting of a kitchen, bathroom, 2 bedrooms and a living / dining room. These rooms have since been refurbished to be used as holiday accommodation for tourists and visitors to the area, whilst maintaining their origins giving guests the opportunity to experience how the housemaids lived 145 years ago but with all of today's creature comforts, completed in October 2018.

Wedding Receptions and Ceremonies

Coach House and Stables – Available for special events, wedding receptions, birthday celebrations, product launches, photoshoots and Market days.

Venue Hire – Includes tables and chairs, portable toilet facilities power and lighting. The charge for venue hire is dependent on the duration of the event and number of people in attendance.

Sold as venue hire only, all catering, beverages, staffing of the events is the responsibility of the client.



Gardens – are available for photoshoots, wedding ceremonies, garden parties and car shows

We anticipate approximately 8 – 10 functions annually.

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Open Days

We have conducted 5 Open Days over the past three years, each open day attracting 200 – 300 people. Open days now includes market stalls, sausage sizzle with cold drinks and coffee cart. Our aim is to increase the frequency of the Open Days throughout the year from 2 to 3 Open Days annually, increasing the variety of offerings to include entertainment and car shows. The Homestead is opened to the General Public between 10am to 4pm for people to visit and wander through the property whilst providing the history and stories of the properties past owners. Typically 10 - 15 stalls are committed per Open Day. Open Days are usually promoted via social media and print advertising.

Agricultural Business

140 acres of pristine farmland, currently used for grazing cattle, will be further developed by planting summer crops to produce feed throughout the year providing a sustainable income stream year round. To date the property agists cattle from May to December, usually 60 – 100 head of cattle. The farm also has an annual 64 mega litre water right for irrigation which can also be used for specialised crops.

Cattle

We have commenced building our own herd of cattle, we currently have 6 heifers (yearlings) we will continue to grow the herd building up to 30 – 40 cattle. Purchasing calves to be sold off as heifers at 12 – 18 months of age.

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The Target Market

Our products and services have a broad appeal, we target community groups, service groups, tour operators, the local and broader community.

Pricing Strategy

Value driven with superior service providing unique experiences.

The Competitors

It is not uncommon for properties such as Coragulac House to change the use of the property to allow owners to share these unique properties with the broader community. It is also important to note from a financial point of view, Owners take on a substantial financial burden to own and restore these properties.

Comparison Properties

Purrumbete Homestead – privately owned and operating as an events venue

Barwon Park Mansion – Owned by National Trust Victoria and operating as an events venue

Tarndwarncourt – Privately owned and operating as an events and tourism venue

Coragulac House is a uniquely different product it is hard to compare to other businesses. Tarndwarncourt would have to be our closest competitor however, offers a completely different experience to Coragulac House.

Business Plan - Coragulac House

The Company

We see great opportunities in the Accommodation B&B sector, the properties unique character and history has broad appeal and sits very much in its own space as history cannot be recreated. As we continue to develop the accommodation business providing unique accommodation experiences for visitors and tourists to the area. Utilising distribution channels such as Airbnb, HomeAway and Tripadvisor as our preferred booking channels, these channels operate on a commission basis per room night sold. We will continue to expand the food and beverage offerings and special events of the homestead, marketing the Coach House and Stables as a special events venue for wedding ceremonies and receptions. Tapping into the Coach Tour

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businesses operating Great Ocean Road tour services, offering tours of the Homestead as a stop-over on the way to or back from the Great Ocean Road tours.

Company History

Coragulac House is a Bluestone Homestead Built in 1873 situated on 140 acres of pristine farm land. Coragulac House Business hosting tours of the Homestead, targeting community groups such as Probus clubs, aged care organisations and community groups. Cattle agistment commenced in 2013 and continues to provide regular income throughout the year with strong relationships developed over time with the farmers. The refurbishment of the homestead commenced in 2013, today the main part of the Homestead has been completed with the Grand Entrance Hall, Ladies Parlour, Formal Dining Hall and billiard rooms fully refurbished, allowing us to showcase the homestead for group tours and special events.

Ownership Background

Garry Gibson (partner):

Hospitality professional with 30 year's experience in the management of hospitality businesses. With experience in 5 star hotel and conference businesses as well as owning and operating our own Hotel and Conference and events business for 9 years.

Sharyn Gibson (partner):

With experience in owning and operating her own Hairdressing business for 10 years, followed by 9 year's experience managing special events and functions in our own hotel and conferencing and events business, followed by 5 year's experience hosting events and private guided tours of Coragulac House as well as redeveloping the homestead to where it is today.

Organizational Timeline

Homestead restoration - Main rooms in the Homestead have been restored with bedrooms and bathrooms yet to be completed - 12 months

Unique Accommodation Experiences

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Coragulac House – Three bedrooms offered for accommodation, shared bathroom requires some improvements prior to being offered for accommodation – June 19

Monash Cottage – Fully refurbished as an Accommodation option and is currently offered as a holiday rental since March 2018

Maids Quarters - The redevelopment of the maids quarters commenced in June 2018, completed in October 2018

Wedding Receptions and Special Events

Coach House and Stables – Now completed and is available for special events and functions, further improvements will continue.

Landscaping and the Gardens, the gardens around the Homestead have been developed this will be extended to incorporate the adjacent paddocks into formal gardens with the intention to expand the gardens and lawns - 2 years

Agricultural Business

Land – Planting of summer crops will commence in 2019.

Agistment – Cattle continue to be agisted on the property throughout the year, with summer cropping commencing, agistment will continue throughout the summer months January – May 2019

Cattle – acquiring more cattle will be a priority this year subject to market pricing

Company Assets

Coragulac Homestead is owned and operated under full ownership of the partners.

Marketing Plan

The Target Market

Our products and services have a broad appeal, we target community groups, service groups, wholesale tour operators and coach companies and local and broader communities.

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Advertising

Website marketing, social media presence, print advertising with a call to action. Every effort is made to heighten awareness and promote our products and services.

Distribution channel partners for accommodation - Airbnb, HomeAway, Expedia, Booking.com and Trip Advisor

Website.

Coragulac House has an established website providing information on products and services offered by the business, www.coragulachouse.com, the website is fully managed and updated with full control of content, marketing and communications of the website.

Social Media

Facebook – www.facebook.com/coragulachouse We have created a business profile page to communicate with the broader community, we have achieved a facebook following of 1000+ people who want to be kept up to date with the day to day activities of the Homestead. With a high level of interaction with our facebook followers this has become a primary communication platform to keep our audience engaged and a very useful marketing and communications tool. www.instagram.com/coragulachouse and www.pinterest.com/coragulachouse are also useful tools for brand awareness

Google Business

Utilising the tools available through google business to increase awareness and manage content in this space is crucial, uploading current and up to date content to ensure our branding is consistent across the internet and SEO's linking back to our website and facebook pages

Email Marketing

Campaign Monitor – is a Web based email marketing tool for Marketing and communication of special events, keeping our audience and suppliers abreast of the latest information. Purchasing databases for our target audiences and using direct mail to communicate the homesteads events schedule and upcoming activities, promotions and announcements.

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Photography

We have conducted several photoshoots of the Homestead, keeping our photographic library current and up to date. 72 additional photographs have been added to our library in April 2018 showing the latest updates and refurbishments including new images of the Coach House and Stables.

Videos

Recently we created a 3 minute aerial video of the Homestead, Coach House and Stables and Gardens, this video has been posted both on facebook and our own website and has reached more than 10K people with over 5K clicks, views and shares with over 2K Minutes of viewing time over a two week period.

Print Media

Advertising in the Colac Herald for special events such as Open Days and wedding specials, the Probarian – Probus Groups official newsletter for tours and Events, Living Bliss – Geelong and Surf Coast Annual bridal magazine publication for weddings.

Directories

Utilising directories such as “Easy Weddings”, “Wed Shed” and “Brides on Line” as preferred partners for the promotion of the Coach House and Stables as a wedding venue, these directories produce contacts and business leads, providing a platform for promotional opportunities to the broader market.

Established Customers

Probus Groups, Rotary and service clubs, Community Groups and the local community, wholesale tour operators, community health organisations, Bus companies and wholesale tour operators.

Operations

Staffing

As the business continues to build the requirement for additional labour to provide the products and

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services to our customers, this includes contractors who provide catering products and services for events that are held on the property, labour to provide cleaning and laundry services for the accommodation products.

Financial Projections

Attached are the current financial goals and projections, please feel free to ask any questions, the projections are conservative and would be expected to be achieved in the next year if all aspects of the business are developed as outlined in the preceding pages of this document.

Economic Impact for the Community

Coragulac House is of great significance to the local community with ties to the communities historical past, it is vital the property is preserved for future generations to enjoy and document the history of the property.

Creating Coragulac House as a business is an opportunity to preserve not only the building but the history as well. With great interest in the property, we have demonstrated our success in creating unique products and services of interest to the local and broader communities by sharing the homesteads architecture and history.

Promoting Coragulac House as a tourist attraction for visitors and tourists to the area, providing unique accommodation experiences, historical tours and events, open days and special events venue will bring unique tourism experiences to the area. Attracting tourism to Coragulac House will also bring tourism to the local and broader community, attracting much needed tourism \$\$ for businesses in the area and creating additional demand for suppliers and employment to provide the products and services.

Current Local Suppliers

Catering suppliers
Portable toilets hire
Portable bar services
Dance floor hire
Florists
Cake suppliers
Marquee hire
Bridal services and dressmakers
Marriage celebrants
Photographers
Car hire services
Laundry services
Table and chair hire
Supermarkets and food suppliers
Bakery suppliers

Coragulac House
895 Corangamite Lake Road
Coragulac Victoria 3249
www.coragulachouse.com
Email: garryrpgibson@gmail.com
Sharyn@coragulachouse.com
Mobile: Garry - 0448365007 or Sharyn - 0434491339
Facebook: www.facebook.com/coragulachouse



Fruit and vegetable suppliers
Butchers
Local council

Building

There are no plans to erect any additional buildings on the property, if this is required in future the appropriate planning permits will be obtained as required.

Car Parking

An area adjacent to the house has been allotted for car parking when events take place, there is sufficient parking for approximately 50 vehicles. Traffic into the property is managed during events with directions and traffic management personnel.

Access

There are two access points to the property, the main entrance is located at 895 Corangamite Lake Road, the second is located at the rear of the property, Private Road Alvie. Typically during events entry is via the main entrance with exits via the rear exit.

Signage

Currently there is no signage erected on the property that is visible from the street, however we will be looking to erect signage at the main entrance to the property which will be addressed during the planning application process and will be in accordance to the planning guidelines.

Toilet Facilities

Portable toilets are used during all events

Noise

As the Homestead is located at the rear of the property, 1 km from Corangamite Lake Road with the closest neighbours residence approximately 600 metres at the rear of the properties boundary. This property is also a B&B and is usually booked by our clients during events.

Coragulac House
895 Corangamite Lake Road
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Facebook: www.facebook.com/coragulachouse

10 December 2018

S L Gibson
895 Corangamite Lake Rd
CORAGULAC VIC 3249

Dear Sir/Madam

PLANNING APPLICATION: PP272/2018-1
SUBJECT LAND: 895 Corangamite Lake Road CORAGULAC
PROPOSAL: Change or extension of use

I refer to the above planning permit application.

Further information is required in order for Council to make an assessment of your application. This request for further information is made pursuant to Section 54 of the *Planning and Environment Act, 1987*.

Please submit the following information **by 11 March 2019**:

1. A site plan, drawn to scale, fully annotated and dimensioned, showing:

- a) The location, shape and size of the site
- b) The existing buildings (House, Stables, Monash Cottage, Machinery Shed, Dairy etc.).

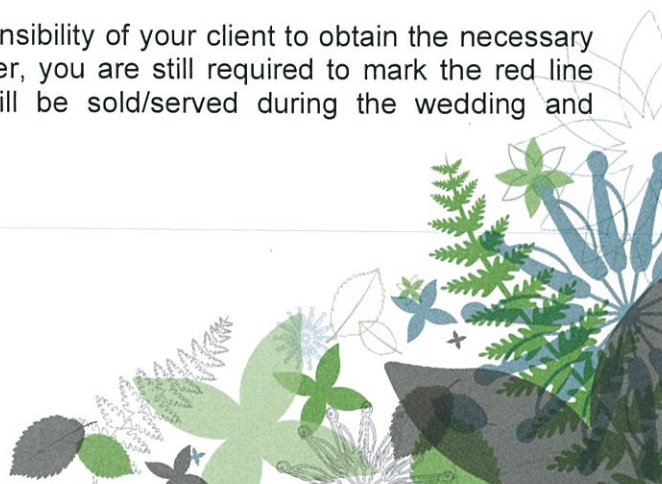
The building must be annotated with the existing/ proposed use/ activities in them.

- c) Clear access way showing the entry and exit point.
- d) Clearly mark the proposed car /bus parking space.

Please note: that the car parking space and access way must be drawn in accordance with the Colac Otway Planning Scheme, Clause 52.06-9 Design standards for car parking. A link to this clause has been provided in the email.

- e) The red line area for the sale and consumption of alcohol must be identified on the site plan.

It is noted in your Business Plan that, it is the responsibility of your client to obtain the necessary permit required for RSA, liquor license etc. However, you are still required to mark the red line area on the site map within which the liquor will be sold/served during the wedding and ceremonies.



2. A floor plan of the Coragulac house, drawn to scale, fully annotated and dimensioned showing the location and size of the homestead accommodation, maid's quarter, owner's accommodation etc. This plan should also show the proposed demolition plan or you may provide a separate demolition plan.

It is noted during the site visit that you intend to demolish the small portion at the rear of the house. Please provide the demolition plan to show the portion of the house to be demolished. The demolition under Heritage Overlay will trigger a planning permit.

3. A floor plan of the stable, drawn to scale, fully annotated and dimensioned showing seating area, bar area, dance area or any other proposed activity in the stable.
4. A floor plan of Monash Cottage, drawn to scale, fully annotated and dimensioned.
5. Elevations (north, south, east, west) of all the buildings that has been included in this application.
6. A photograph of before and after of all the repair and painting works that has been done recently to all the buildings.

As discussed, during the site visit on 27 Nov 2018, could you please provide us the photographs of the before and after of all the repair works you have done.

7. Council's Environmental Health Department have advised that a Land Capability Assessment (LCA) is required for this application. The LCA:
 - a) Must consider the existing septic system onsite
 - b) Must consider the maximum loading *possible* on the proposed septic system.
8. Subject to planning permit approval an application for registration under the Food Act 1984 will be required. The fit-out of the premises must comply with Food Standards Australia New Zealand (FSANZ) Standard 3.2.3.

It is noted in your Business Plan that, it is the responsibility of your client to obtain the necessary permit required for equipment, manpower, food safety, RSA, liquor license etc. during the wedding and ceremonies. However, during the History Tour and Open Day it is noted that the food, tea and coffees will be prepared in the Coragulac House kitchen and will be served to the patron. This would require a relevant registration if not already taken.

9. Specify the location of any doors, windows and open space areas of existing properties in close proximity to the site. Please provide details of any proposed acoustic attenuation measures proposed under this application. You may wish to discuss this further with Council's Environmental Health Department.

It is noted in your Business Plan that, the neighbour residence is approx. 600m from the rear of the property boundary. However, the neighbouring property at 55 Red Rock Reserve Road Alvie is located at 105m from the rear of the stable where the wedding and ceremonies are to be conducted. It is necessary that you provide the above information as we might have to refer this to Environment Protection Authority Victoria (EPA).

10. Council's Infrastructure Department have requested for the following information to be provided and prepared by the suitably qualified person:

- a) Event Management Plan
- b) Traffic Management Plan
- c) Traffic Impact Assessment- This report must provide the findings from the assessment on the access, traffic and parking implications

Upon receipt of the above information, your application will be further considered.

Your planning permit application will lapse if the requested information is not provided **by 11 March 2019**. A planning permit application that has lapsed cannot be recommenced and a new planning permit application will need to be lodged if you wish to continue with your proposal. Pursuant to Section 54A of the *Planning and Environment Act, 1987* you may apply in writing for an extension of time to provide the additional information. However, this request must be made before the planning permit application has lapsed.

If you have any queries about this application, I can be contacted on 03 5232 9400.

All return correspondence via email should be addressed to inq@colacotway.vic.gov.au

Yours faithfully

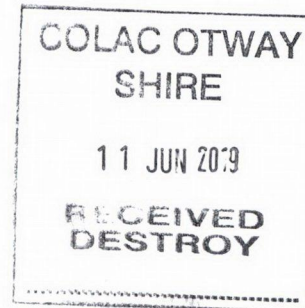

Vikram Kumar
Statutory Planner

BJK PLANNING
Brydon King
22 John Street
Geelong West VIC 3218
Mob: 0438 289 883
ABN: 38205237838



3 June 2019

Mr Vikram Kumar
Colac Otway Shire
By email ing@colacotway.vic.gov.au



Dear Vikram

Re: PP272/2018 – 895 Corangamite Lake Road, Coragulac

I refer to the above application and the request for Further Information dated 10 December 2018.

In relation to the further information requested please find the following responses to the items as numbered in Council's letter:

Item 1 – Site plans

Please find attached a complete set of plans that identify the following:

- The overall context of the site.
- The existing and proposed uses of the buildings as part of the application.
- The accessways and parking areas. All entry and exit for events will be via the Corangamite Lake Road. The parking areas provide a total of 70 car parking spaces with overflow areas available. All parking areas will remain at the current ground levels and only surfaced with crushed rock.
- A liquor license would only be required if liquor is being sold. Where such is required this is managed via applications for a limited license as needed for each event (limited licenses do not require a planning permit under Clause 52.27 Licensed Premises) and the area for alcohol serving is confirmed via that process. The area to be used for the service of alcohol will be the entire fenced area surrounding the homestead in the to include spaces used for wedding ceremonies in the gardens and the forecourt of the stables as indicated on the attached plan.

The plans confirm the proposed use and development as follows:

- Function Centre (nested under Place of Assembly)
- Group Accommodation (related to the Monash Cottage, Old Maids Quarters, Loft and Generator House)

Both of the above uses are permit required uses under the Farming Zone. The uses will not prejudice farming activities on the site which will continue nor impact farming activities on adjacent land given the setbacks of the buildings and location of the site abutting the Red Rock Reserve. It is noted Bed and Breakfast facilities exist on adjacent land in the area.

In addition, the uses support re-use of the historic site and support tourism objectives detailed in Clause 21.05-4 in proximity to the recognised tourist destination of Red Rock. The proposed uses will assist with diversification of the local economy whilst respecting the agricultural setting.

It is also noted that accommodation has been offered in the main Coragulac House as an as of right Bed and Breakfast in the past however this is no longer occurring from the site.

Item 2 to 6– Floor plans

Please find attached plans identifying the following:

- Floor area of the heritage building of Coragulac House and photographs of the changes to this building including areas to be removed.
- Floor plan of the stable.
- Floor plan of Monash Cottage (five people).
- Floor plan of the Old Maids Quarters (four people).
- Floor plan of Loft (two people).
- Floor plan of Generator House (four people).
- Relevant elevations via photographs of the main buildings to be use for the Function Centre and Group Accommodation.

Item 7 – Land Capability Study

The existing wastewater system for Coragulac House is an established system that can adequately cater for the current owner's household in Coragulac House and the guests that stay in the Old Maids Quarters (two bedroom accommodation catering for four people).

The Monash Cottage (two bedroom accommodation catering for five people) is serviced by its own septic system and this adequately caters for guests of that accommodation. The septic system for Monash caters for the toilets only, a separate grey water system caters for all other wastewater for Monash. The existing septic system for Monash Cottage will also service the toilets in the Generator

House (four people) and Loft (two people). Attached is advice about the capacity and operation of the existing systems.

In relation to the functions at the site these are serviced by portable toilets with a general capacity of 6000 litres. This allows for approximately 200 people to be accommodated at functions. Such arrangements are common for the types of events proposed and this approach has been discussed with Council's Environmental Health officer (Michael Shelley) on 15 January 2019.

Item 8 – Food Act registration

The detail listed in this item on the correspondence of 10 December 2018 is noted and the relevant registrations have been actioned and are current until 31 March 2020.

Item 9 – Acoustic impact analysis

Events that include limited live music are based in the stable building. Events such as weddings rely on an area for a band located within the rear of the stable (west) which is fully enclosed. Noise from any such activities will be projected to the east away from the closest neighbor, who is located 100 metres to the west (rear) of the land, and of the stable building. The stable building is enclosed and management of noise can be controlled to have minimal impacts. In addition, any events of this nature will end by 11pm. A Noise Management Plan used by the operator is also attached.

Item 10 – Event and traffic/parking management plans

The proposed activities on the land that require planning permission include Group Accommodation for up to 15 people and a Function Centre. The nature of events held as part of the Function Centre use on the land are summarised below:

- Small history tours for 30 to 40 people generally occurring twice a week.
- Weddings/celebrations/ceremonies – eight to ten events per year catering for up to 200 people at each event.
- Open Days – up to three per year allowing for up to 200 - 300 people to visit the site across a day from 10am to 4pm.

The above is based on no weddings/celebrations occurring on the same day as open days and based on a total number of 200 visitors at events at any one time which allows for the spread of visitors over open days. Only one type of event will be conducted at the venue at any one time, given the nature of the venue each type of event utilizes the same areas.

The operator has event management plans to manage each scale of event and a copy of a standard event management plan is attached.

Traffic access will be via Corangamite Lake Road and along the existing driveway. Given the nature of the events and their intermittent nature it is considered each event can be adequately managed via the existing public road access and driveway. This is consistent with other venues in rural areas such as Barwon Park mansion in Winchelsea. It is also noted that the property previously operated as a dairy with a number of tankers regularly accessing the site along with other agricultural based traffic. The nature of scale of the events proposed is not considered to significantly alter the traffic impact to the public roads.

Parking spaces on the land will be clearly marked and surfaced with crushed rock and larger events will have staff managing parking areas both on arrival and departure.

In relation to car parking provision the following is detailed:

- Clause 52.06 does not provide a specific parking ratio for Group Accommodation however based on the parking provision of one space for two people for a bed and breakfast the following has been provided:
 - Eight car parking spaces for guests of the Monash Cottage (five people), Maids Quarters (four people) and Loft (two people) and Generator House (four people). These are provided on the western boundary to the rear of the stable area.
- In relation to the Function Centre use Clause 52.06 details a ratio for Place of Assembly of 0.3 per patron. Based on a maximum of 200 guests at any one time this equates to 60 spaces. These spaces are shown to the north of the main house and to the west of the dairy building.

Cultural Heritage Management Plan (CHMP)

In addition to the above Council has also requested clarification of the need for a CHMP via correspondence of 11 December 2018.

Analysis of the proposal and the relevant section of the Aboriginal Heritage Regulations 2018 support the following position to be put to Council.

For a CHMP to be required the land has to be located in an area of cultural heritage sensitivity and be a high impact activity with significant ground disturbance. The land is identified as being in a location of cultural heritage sensitivity. In relation to high impact activity Regulation 46 states the following:

Buildings and works for specified uses

(1) The construction of a building or the construction or carrying out of works on land is a high impact activity if the construction of the building or the construction or carrying out of the works—

(a) would result in significant ground disturbance; and

(b) is for, or associated with, the use of the land for any one or more of the following purposes—

..... (xviii) a place of assembly;

Whilst it is noted that the building and works associated with the use is a high impact activity it is noted that no significant ground disturbance is proposed as part of establishing the use as all the activities do not disturb the land and rely on existing buildings and ground surfaces, including car parking areas which are to be located on existing ground surface with a layer of crushed rock.

Whilst Regulation 58 confirms the use of land where a statutory authorisation is needed as a high impact activity it still relies on the land being undisturbed as detailed in Regulation 58 (4) below:

Despite subregulations (1), (2) and (3), if the whole of the activity area for an activity referred to in subregulation (1), (2) or (3) has been subject to significant ground disturbance, that activity is not a high impact activity.

In this case the land where the activity/use is to occur is on land that has been disturbed via construction of buildings and earthworks since the late 1800's and hence a CHMP is not considered to be triggered. This interpretation is confirmed via the attached process list under the Aboriginal Heritage Tool – see attached – which includes reference to Regulation 58 in Question 3 (a) and 4.

It is hoped the information in this correspondence and the attached documentation responds to the further information and allows the further processing of the application. In the event there are matters still outstanding it is requested that an extension of time be provided by Council to enable that to be responded to.

If you have any queries on the above, please do not hesitate to contact Garry Gibson on m: 0448 365 007 or me on m: 0438 289 883 or brydon@bjkplanning.com.au

Your faithfully



Brydon King

Attachments



Department of
Premier and Cabinet

Process List

Project Name: Coragulac House

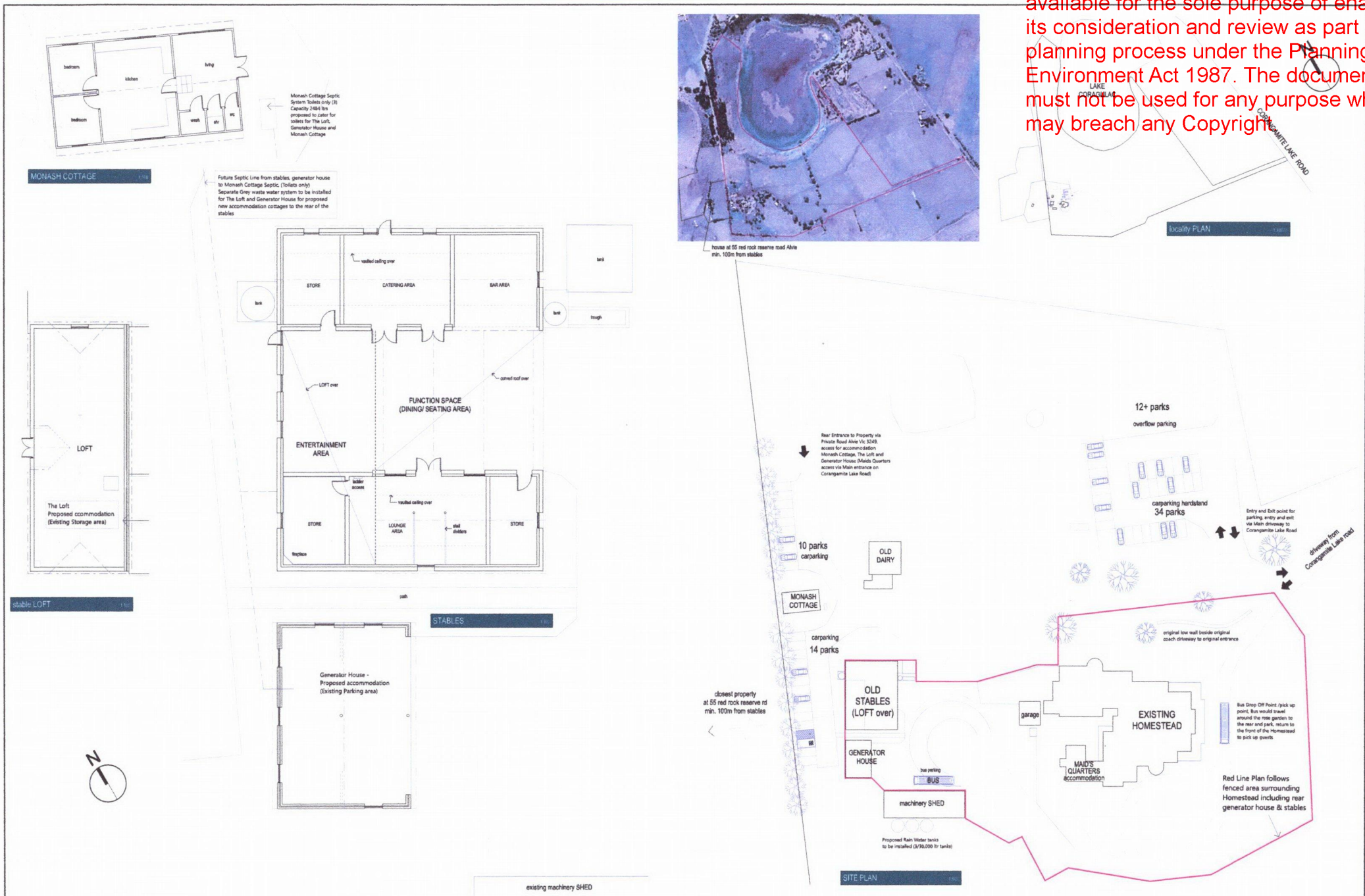
Project Location: 895 Corangamite Lake Road

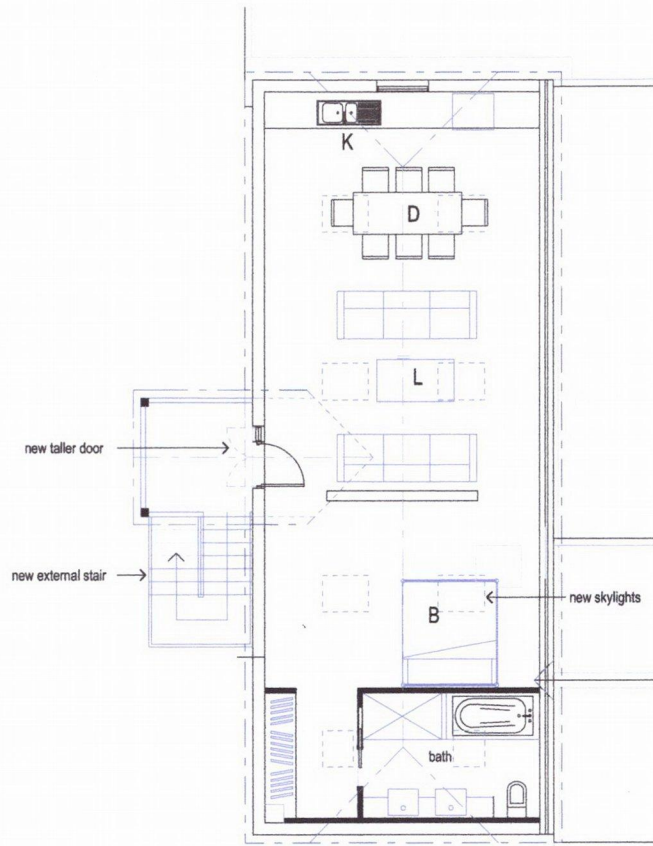
Date: 21-May-2019

	QUESTION	ANSWER
Question 1	Is the proposed activity , or all the proposed activities, exempt?	No
Question 2	Are you undertaking a High Impact Activity as listed in the Aboriginal Heritage Regulations?	Yes
Question 2(b)	Is the activity for or associated with a purpose for which the land was being lawfully used prior to 28 May 2007?	No
Question 3	Does your activity include significant ground disturbance?	No
Question 3(a)	Is your activity a subdivision of 3 or more lots for housing (where at least 3 of the lots are less than 8 hectares in size), or industrial subdivision in an area zoned for industry, or do you require a permit under the relevant planning scheme municipal council permit) to use the land for one of the following purposes?	Yes
Question 4	Does your activity area include areas of a registered cultural heritage place (regardless of significant ground disturbance) or cultural heritage sensitivity that have not previously been subject to significant ground disturbance?	No
Answer:	<p><u>ON THE BASIS OF THE ANSWERS YOU HAVE ENTERED</u></p> <p>YOU ARE NOT REQUIRED BY THE REGULATIONS TO PREPARE A CULTURAL HERITAGE MANAGEMENT PLAN</p> <p><u>FOR THIS PROJECT</u></p>	

4

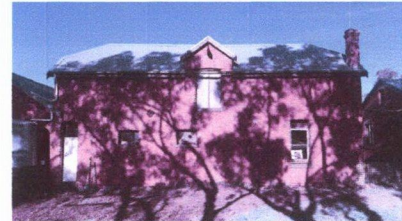
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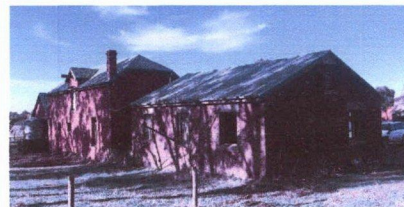


Loft accommodation

1:100

84m²

stables & loft



generator house



Generator House accommodation

1:100

85m²

chrissteel
designs

RESIDENTIAL & COMMERCIAL BUILDING DESIGN

chris steel designs

47 Dobson way, Warrambbool Victoria 3280

Mobile: 0417 347 159 Ph: 55613444

ABN: 54 965 349 110

Reg. No: DP-AD1467

email: chris@csdesigns.com.au

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A SKETCH PLANS

PROPOSED ALTERATIONS
895 CORANGAMITE LAKE ROAD
CORAGULAC
Client
G GIBSON

A3

Job No: 19-250

Date: 7-6-2019

Sheet No.: 1 OF 1

CS
Gibson - SK.pln

Coragulac House Demolition Plan



Located on the North West Side of the Homestead , bricked in section added circa 1960, remove this section to be replaced with timber framed glazed Colonial style French doors.

Old Laundry added circa 1960, remove this building as it is not required, there is no intension to replace this structure.

Demolition Plan Continued



Brick structure Located on the West side of the Homestead at the side of the Maids Quarters, added circa 1960's. Remove this structure entirely , there would be no need to replace this structure.

Demolition Plan Continued



Brick section located on the south side of the Homestead next to the Maids Quarters, this red brick structure was added circa 1960's to protect the entrance from weather, the current window is in need of replacement as it is beyond repair and falling out. Our intension is to replace the window with French doors similar to that on the Maids Quarters

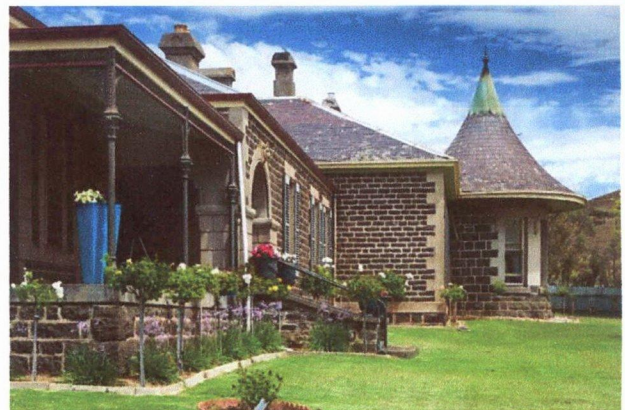
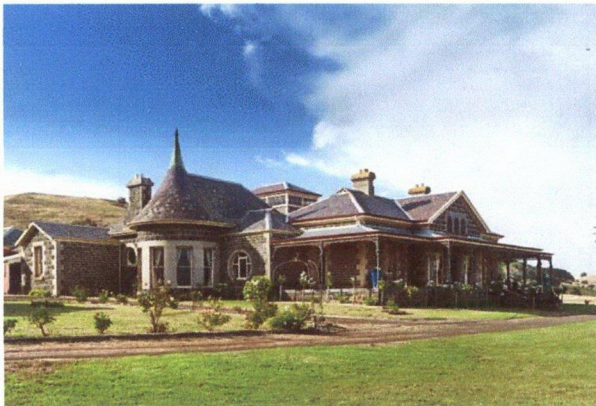
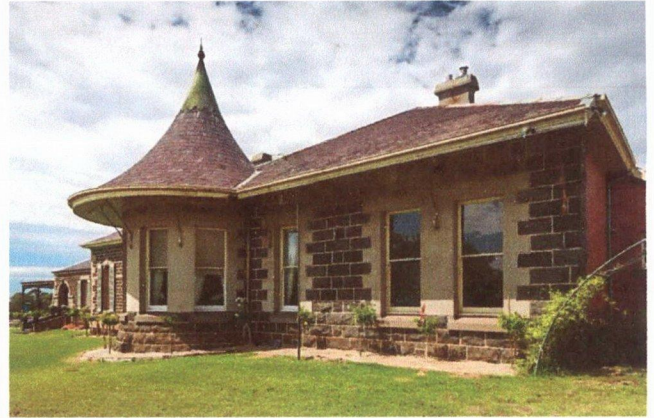
Demolition Plan Continued

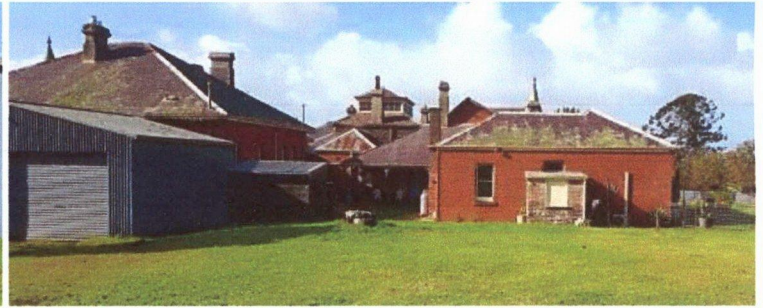
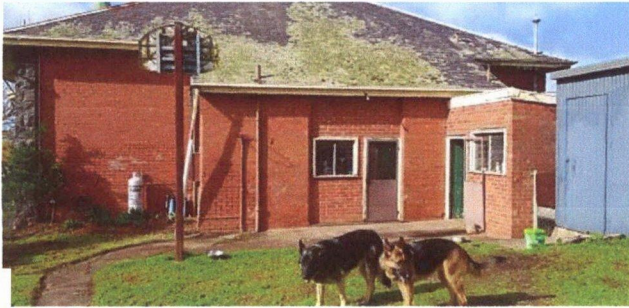
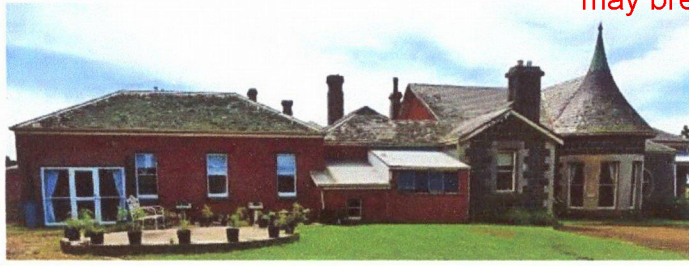


Garage is located to the rear of the Homestead West side., added more recently circa 1980's, the aim is to relocate the garage near the Machinery shed, the garage has been poorly placed and is too close to the homestead. Our intention is to create an entertainment area on the existing slab with a structure (pergola) sympathetic to the style of the period

Exterior Elevations

Homestead



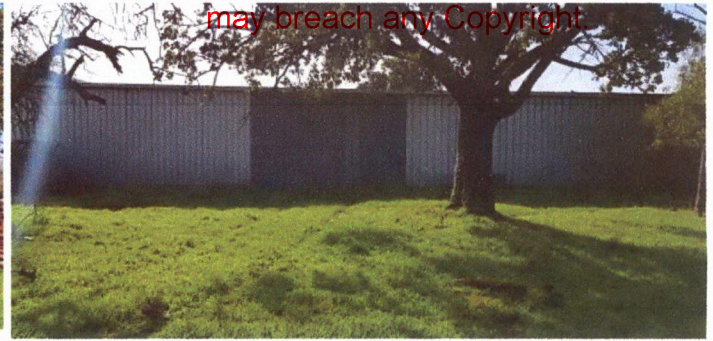


Garage

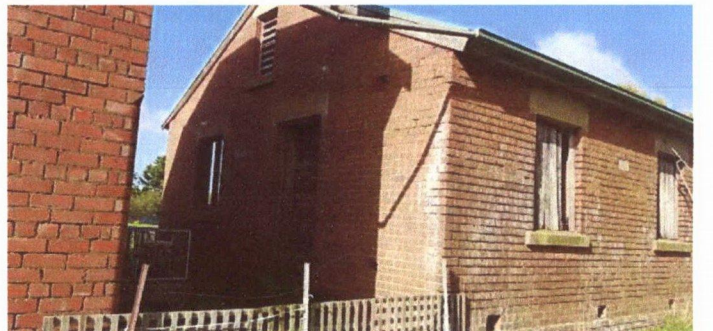
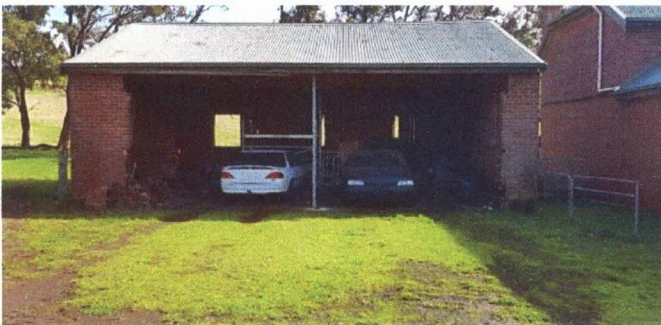


Machinery Shed

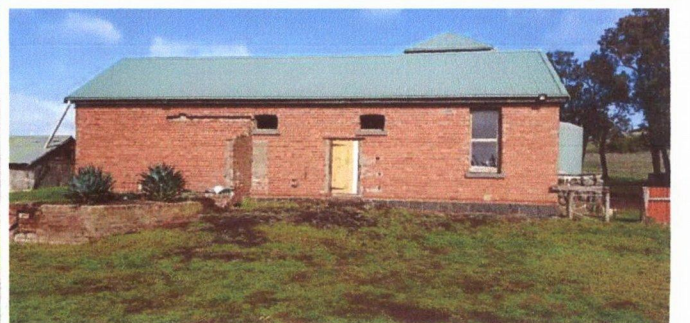
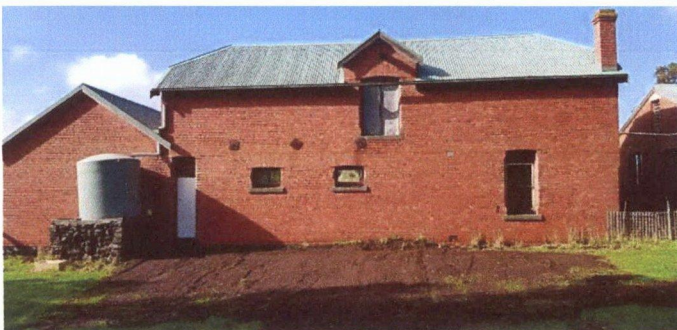
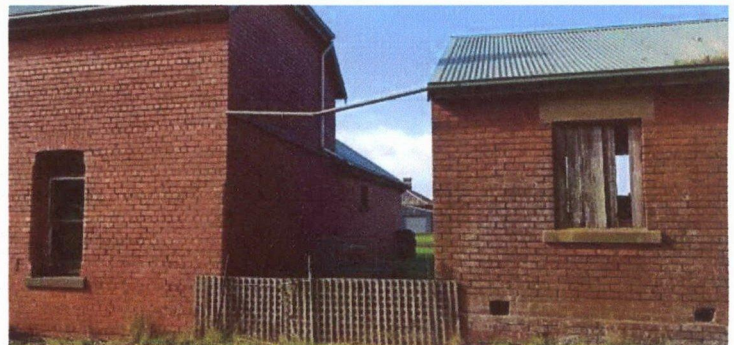
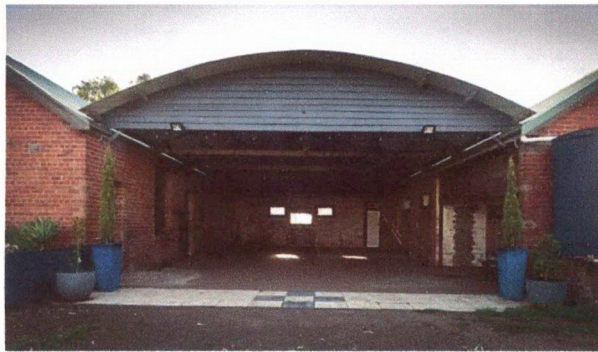




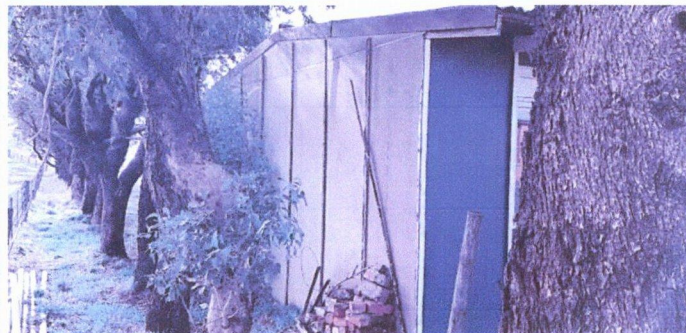
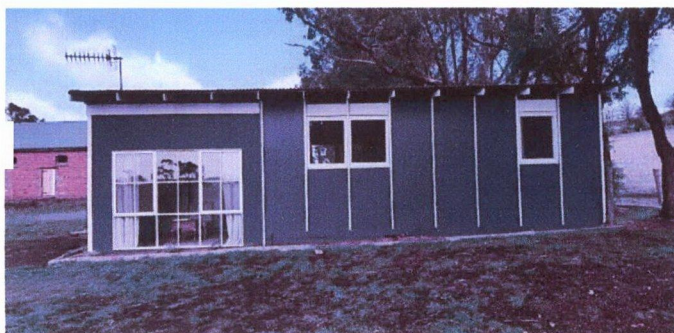
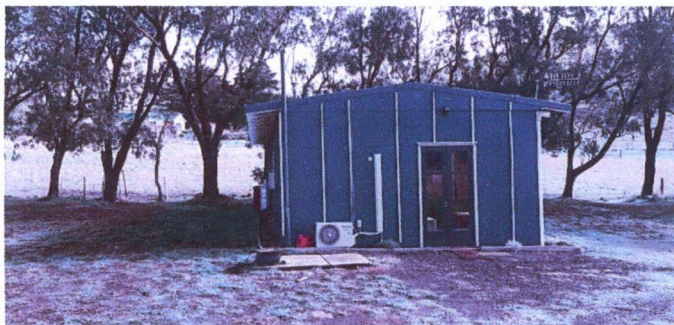
Generator House



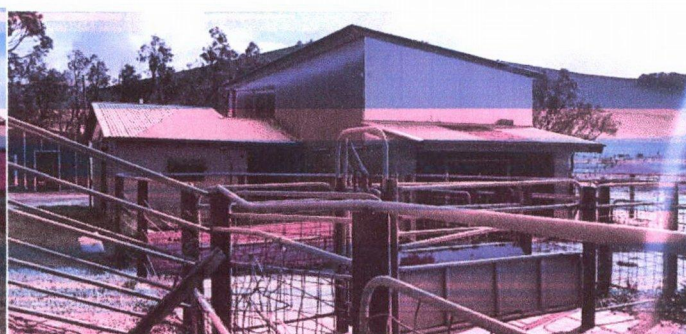
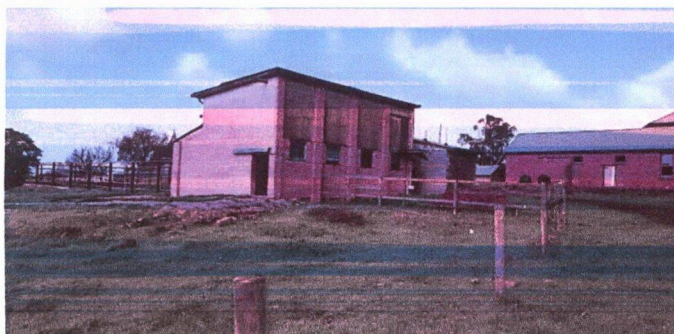
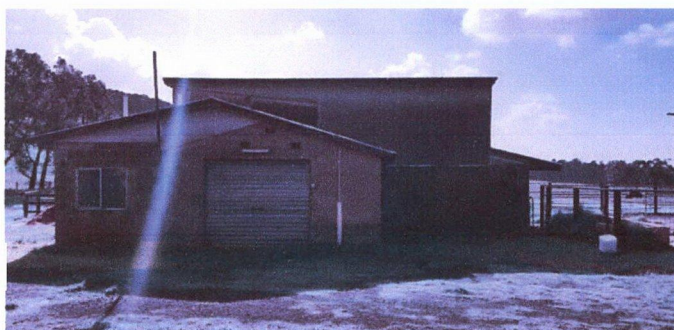
Stables



Monash Cottage



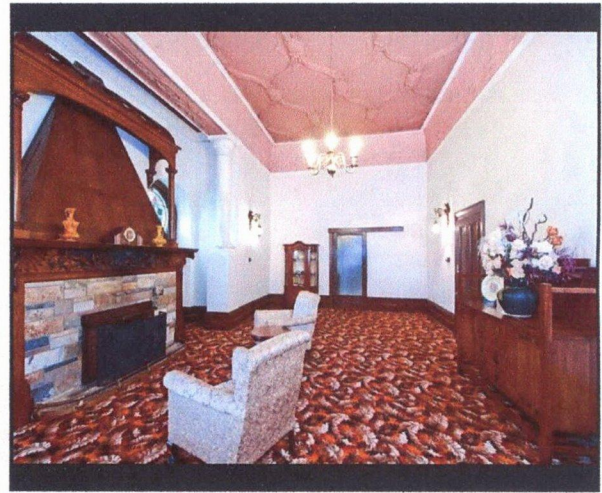
Dairy



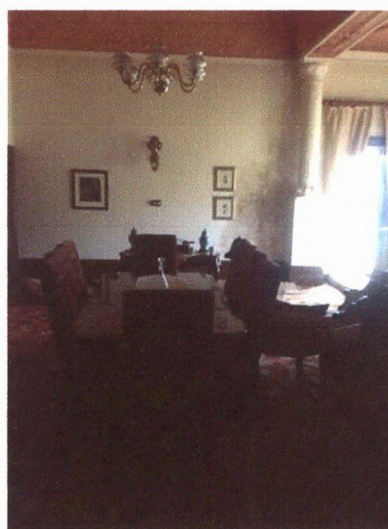
Original Condition Exterior Elevations Homestead

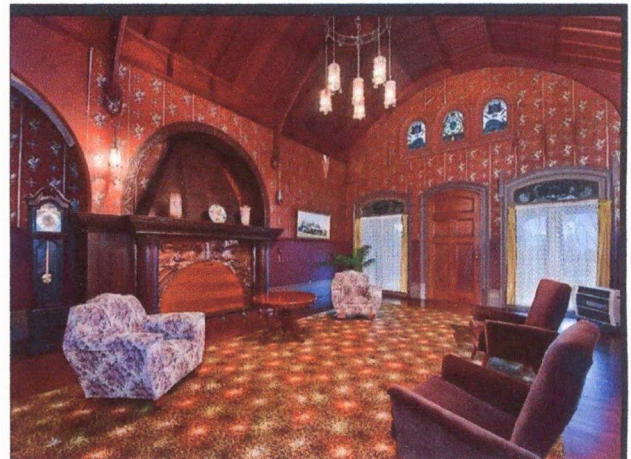
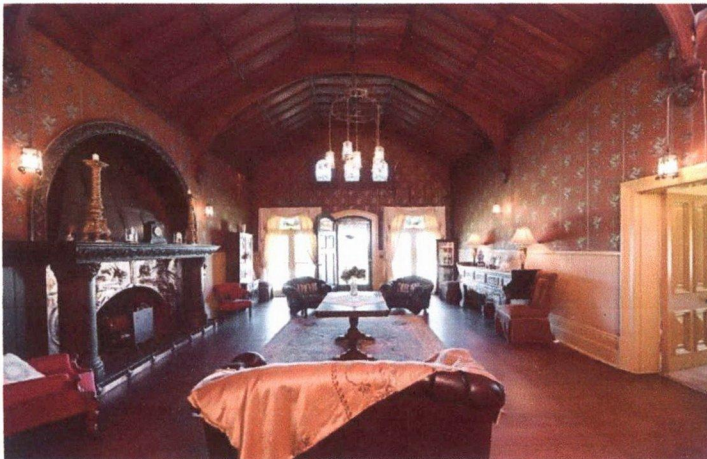
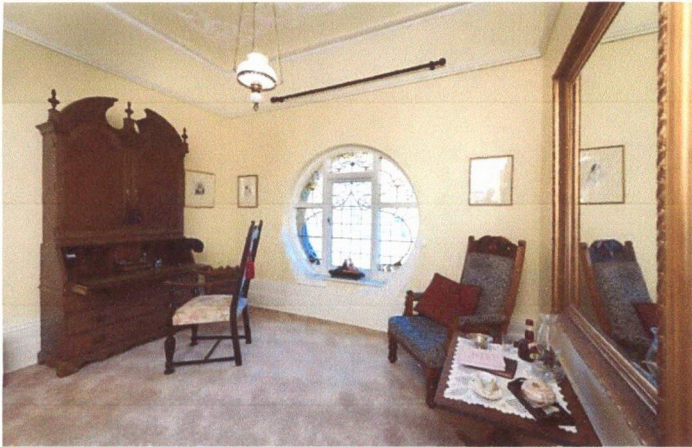


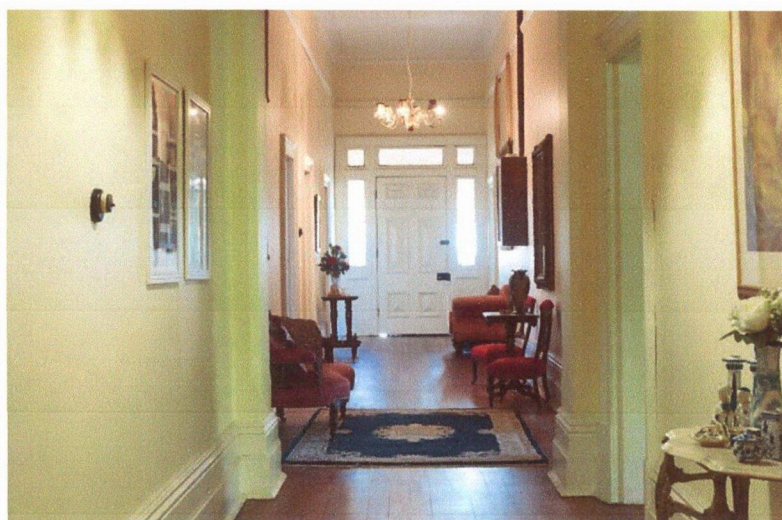
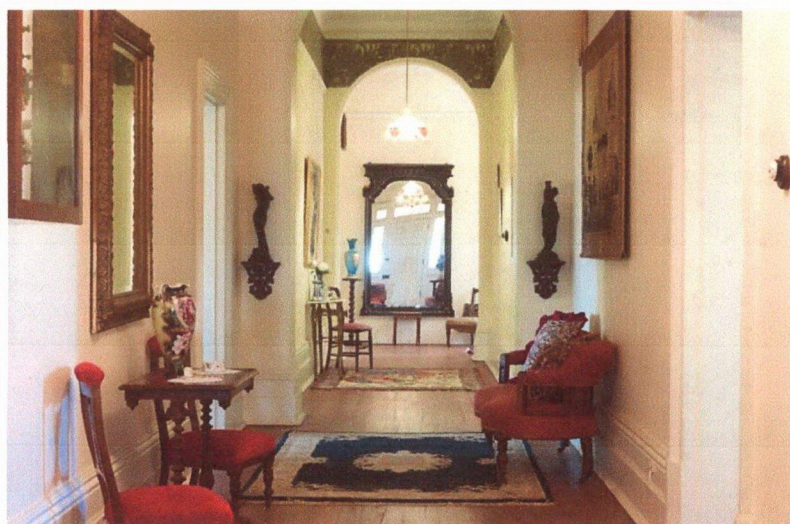
Homestead Renovation works completed compared to original condition

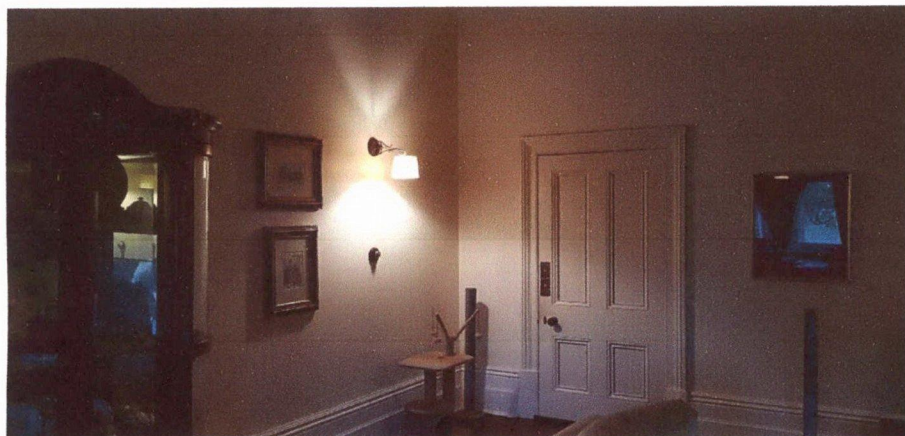


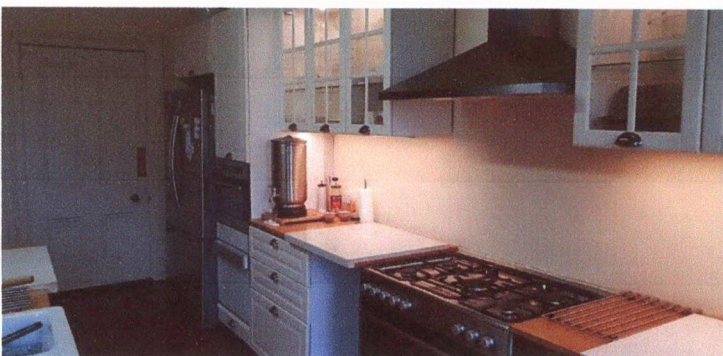
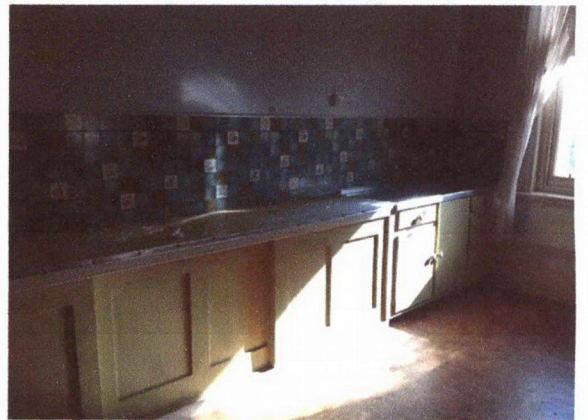
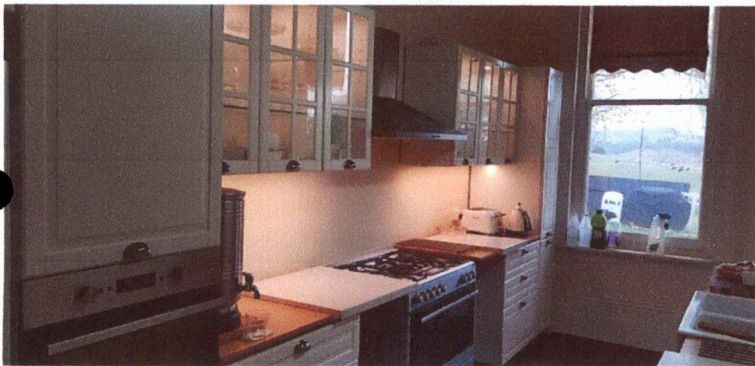
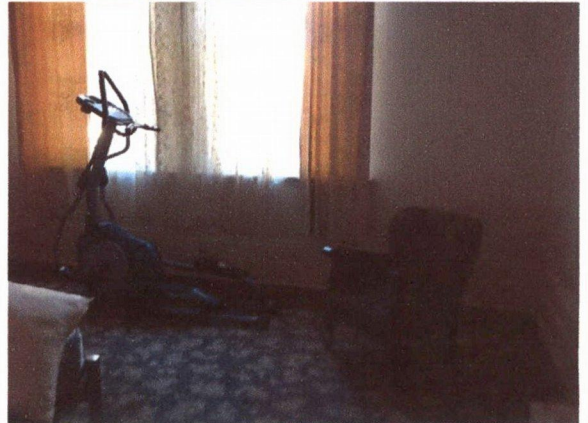
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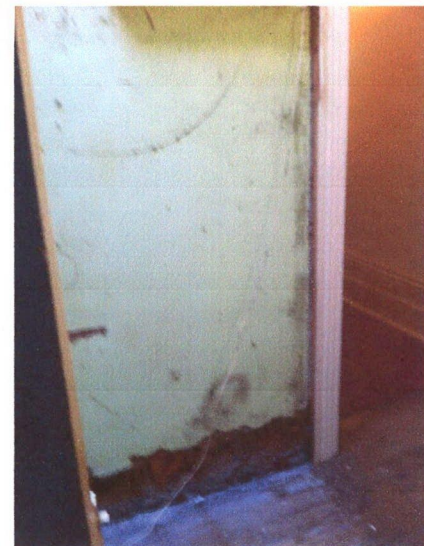
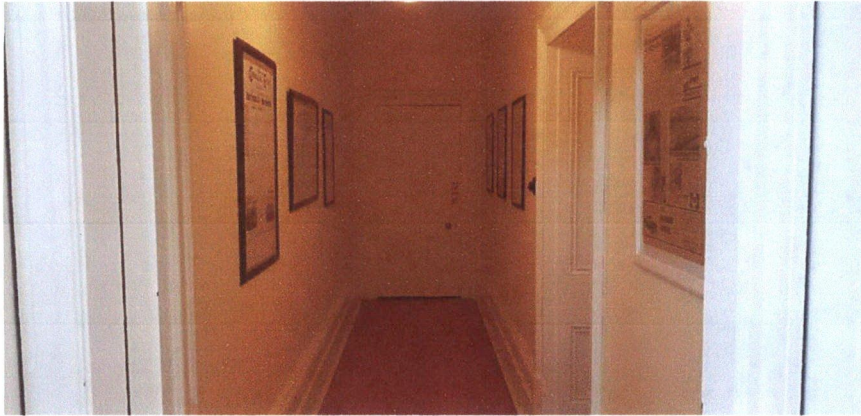


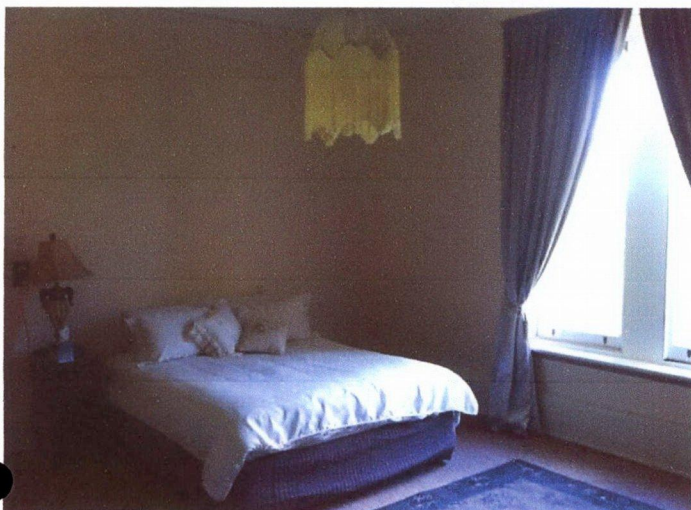




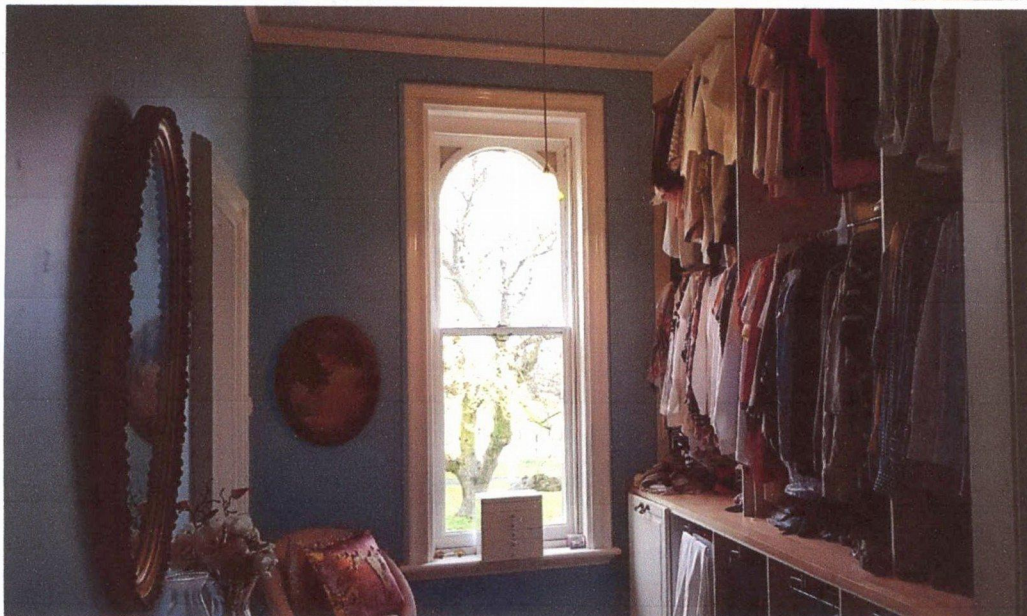
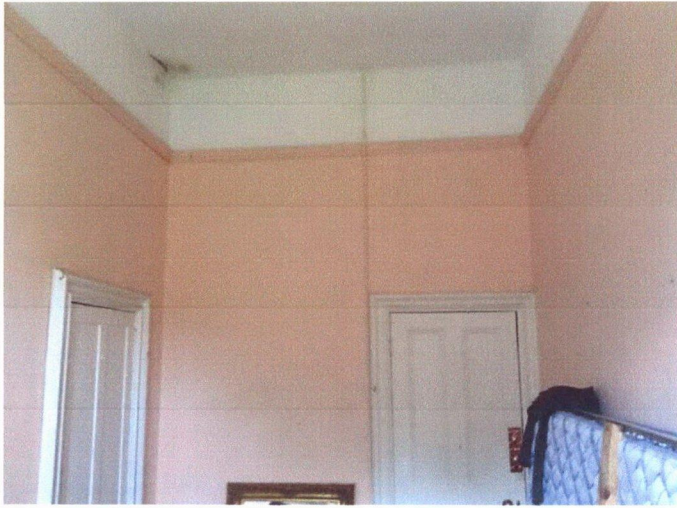




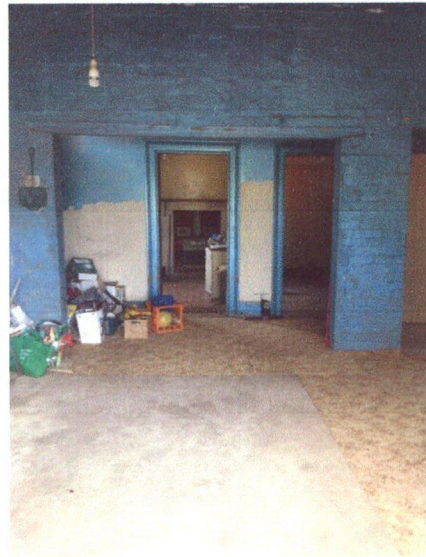
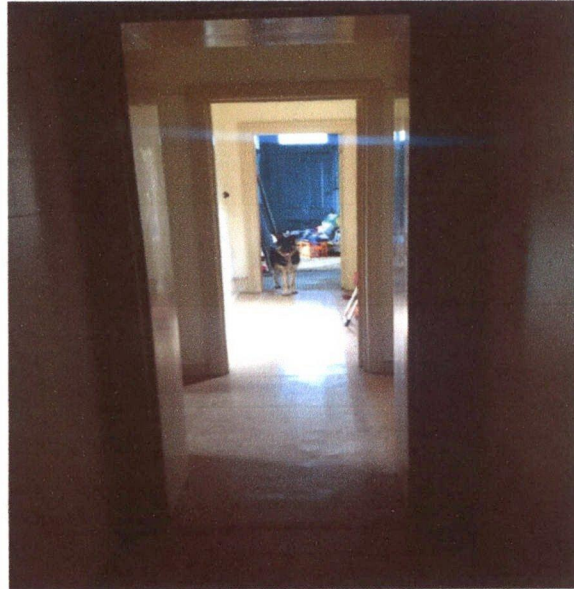




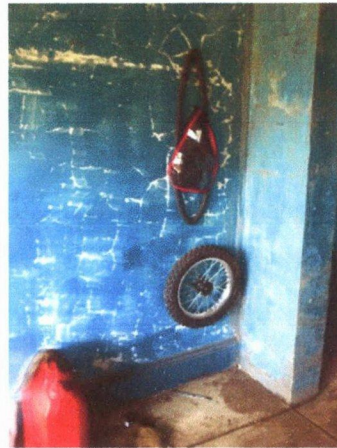
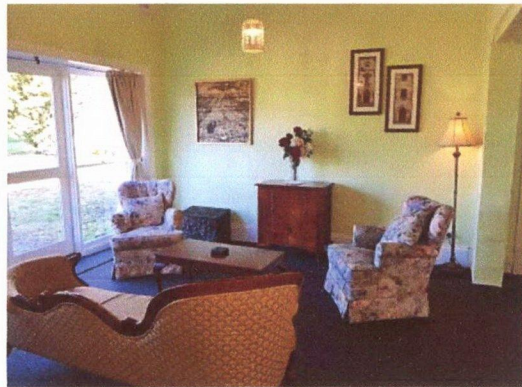
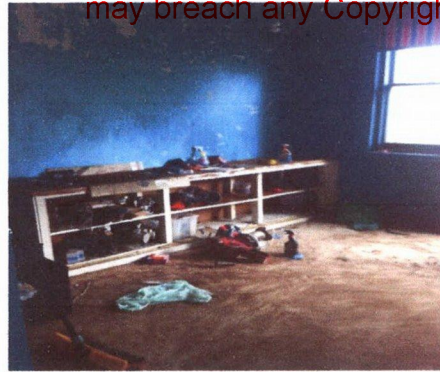
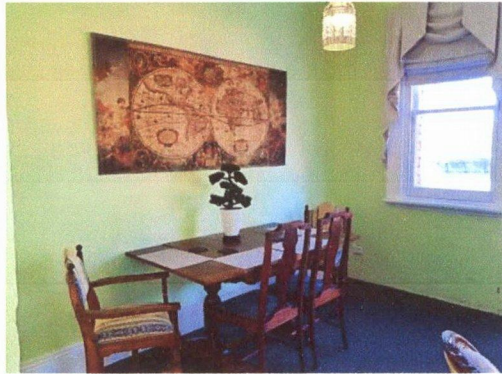
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Maids Quarters



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Monash Cottage

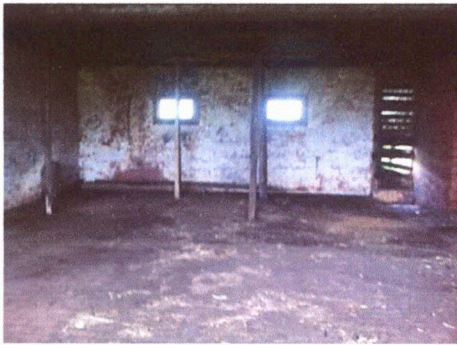
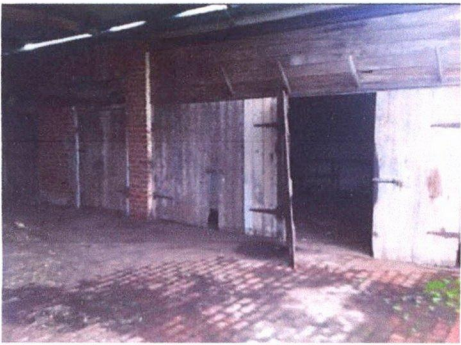
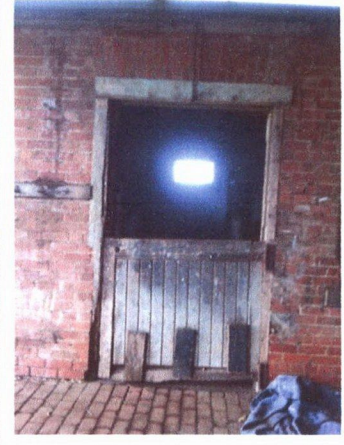
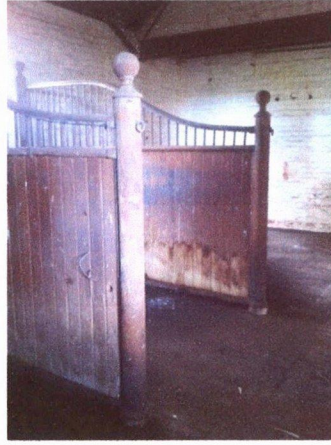
After



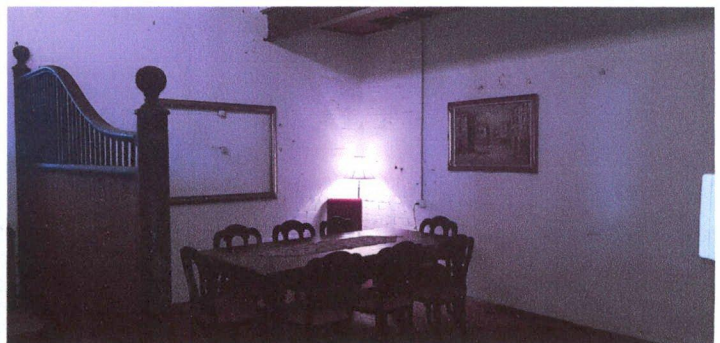
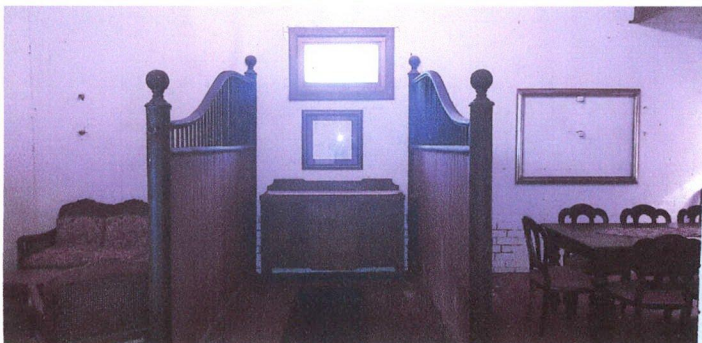
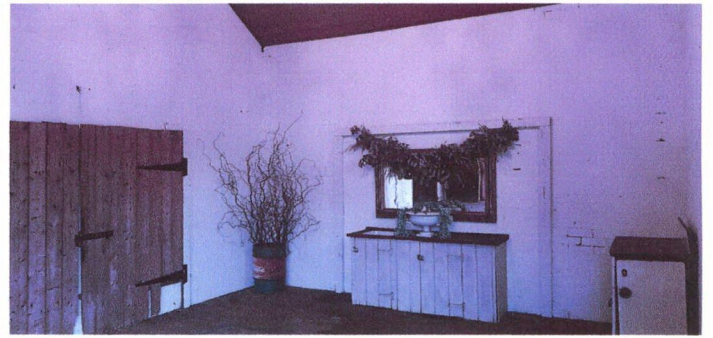
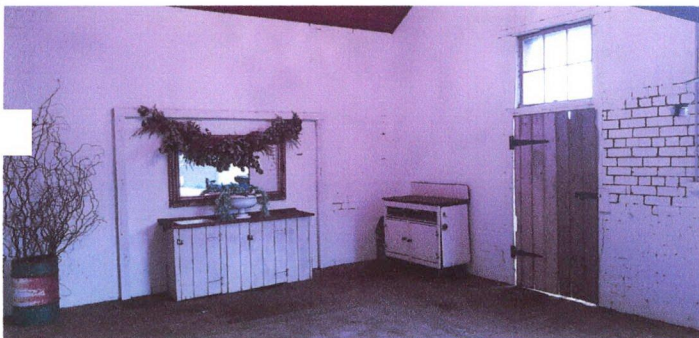
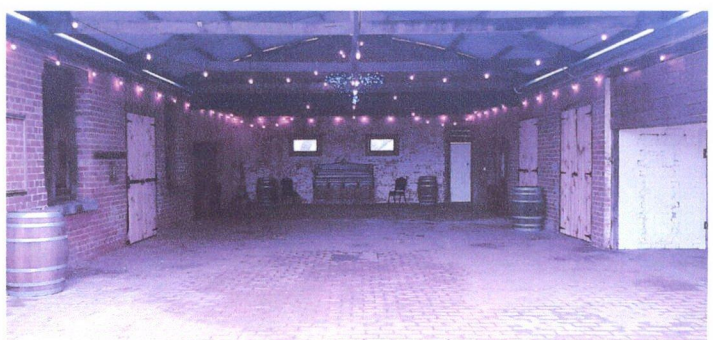
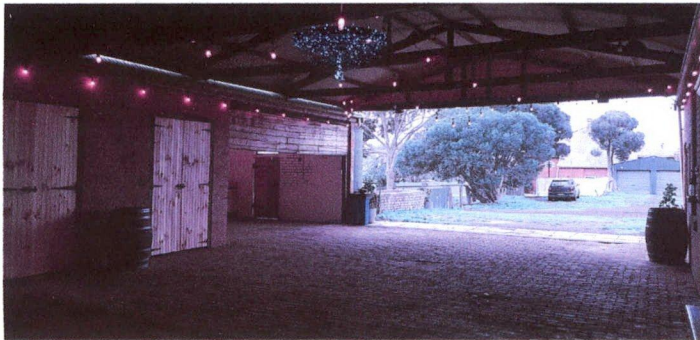
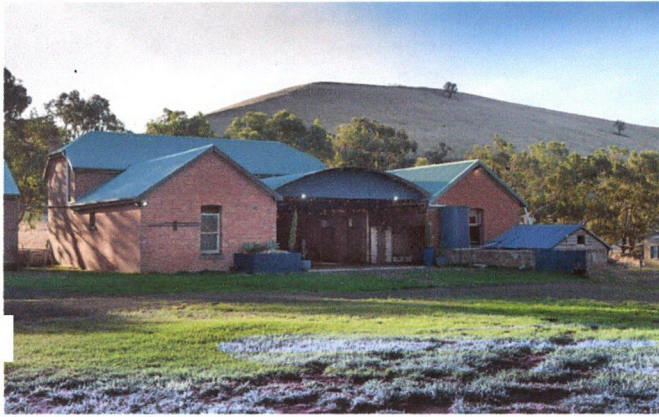
Before



Stables – Original Condition



Stables – After Renovation



Septic System - Existing

Main Homestead

Existing Septic system capacity

Dimensions

Height 1500mm

Width 1500mm x 2000mm

Total Capacity 3500 litres

Total Load

Maids Quarters 4 persons

Homestead 3 persons

Total Load – 7 persons 3 x Toilets only

A separate greywater waste system handles all other waste water from the Homestead

Monash Cottage

Existing Septic System capacity

Dimensions

Height 900mm

Width 1500mm x 920mm

Total Capacity 2484 Litres

Total Load

Monash Cottage – 5 persons

Loft – 2 persons

Generator House – 4 persons

Total Load 11 persons 3 x Toilets only

A separate greywater waste system handles all other waste water from Monash Cottage

Events

For all events held on the property the required number of portable toilets will be provided to cater for the number of guests in attendance

Greywater waste

A separate grey water system will need to be installed to handle greywater waste from the Loft and the Generator House, ideally the system will provide water to the native trees to the rear of the stables that will be planted to assist with the noise attenuation measures for the Stables.

Design and Installation

Size and specifications of the existing system identified by Jim Burns Plumbing, who will be responsible for design and installation of new greywater waste system



Food Act 1984
Food (Miscellaneous) Regulations 2005

Certificate No. COS1435-2017

CERTIFICATE OF REGISTRATION OF FOOD PREMISES

The Council of the Colac Otway Shire, under the powers in Part VI of the **Food Act 1984**, registers the food premises described below:

Address of Food Premises: 895 Corangamite Lake Road, CORAGULAC VIC 3249

Name of Business (if any): Coragulac House

Type of Food Premises: Class 2 Cafe/Restaurant

This certificate is granted to: Sharyn Gibson 895 Corangamite Lake Rd,
CORAGULAC VIC 3249

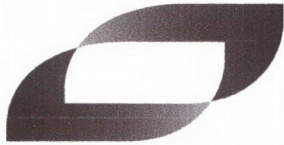
This registration continues in force until: 31 December 2019

A handwritten signature in dark ink, appearing to read "Tony Gullone".

Tony Gullone
Health Protection Co-ordinator

Date of Issue: 20 March 2019





Victorian Commission for
Gambling and Liquor Regulation

Certificate of Completion

This is to certify that

Garry Gibson

has completed to satisfaction the

Responsible Service of Alcohol Program
(online refresher course)

approved by the Chairperson of the Victorian Commission
for Gambling and Liquor Regulation

21 August 2016

This is a statement that

Garry Gibson

Has attained:

SITXFSA101
SITXFSA201

Use hygienic practices for food safety
Participate in safe food handling practices

Date issued: 22nd November 2016

These competencies form part of the

Statement of Attainment in Food Safety Supervision

SITSS00017



Andrew Lewis
Chief Executive Officer

This Statement of Attainment is recognised
within the Australian Qualifications Framework

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)

RTO PROVIDER NUMBER: 91054 | ABN: 57 942 240 76
Level 2, 2-10 Loftus Street Sydney NSW 2000 | T: 02 9460 2511 | F: 02 8920 1033
E: info@tacticaltraininggroup.com.au | W: www.tacticaltraininggroup.com.au



NATIONALLY RECOGNISED
TRAINING



HOSPITALITY INSTITUTE of Australasia

Statement of Attainment

A statement of attainment is issued by a registered training organisation when an individual has completed one or more accredited units

This is a statement that

Sharyn Gibson

Has attained

SITXFSA201 Participate in Safe Food Handling Practices

These competencies form part of SIT30713 Certificate III in Hospitality

Bruce Whiteley (Director)
Date Awarded: 12/03/2016
Certificate No. 00067966



NATIONALLY RECOGNISED
TRAINING

Coragulac House Event Management Plan

<Event Name>

<Event Date>

Contents

1	Event Overview	3
2	Event Management Staff.....	3
3	Key Contacts.....	5
4	Vendor/Performer Contact List.....	6
5	Equipment / Technical Data	6
6	Coordination and Communications	7
6.1	Event Coordination Centre and Communications	7
6.2	Security and Crowd Management.....	8
6.3	Traffic Management.....	9
6.4	Alcohol.....	9
6.5	Toilets	10
6.6	Waste Management.....	10
7	Site Plan.....	11
8	Event Timeline.....	12
9	Emergency Management Plan	13
9.1	Emergency Management Personnel.....	14
9.2	Emergency Management Processes	14
9.3	Emergency management briefings	17
9.4	Emergency Communication protocol and method	18
9.5	Incident Reporting Process.....	18
9.6	Lost Person Procedure	18
9.7	Emergency Meeting Point.....	19
10	Hazard Identification and Risk Assessment	20
	Attachment A – Offender Description Form	22
	Attachment B – Bomb Threat Procedure and Checklist.....	24
10.1	Bomb Threat Checklist - Receipt of Threat.....	25
10.2	Bomb Threat Checklist - Dealing with a Bomb Threat	26

1 Event Overview

1.1 Event Details

Name of Event:

Location of Event:

Address:

Venue Owner: Sharyn Gibson

Venue Contact Sharyn Gibson

Provide a description of the nature of the event including the type of activities and entertainment:

Date of event:

Event start time:

Event finish time:

What date/time will set up commence:

What date/time will clean up finish:

Estimated number of attendees:

2 Event Management Staff

The Event Coordinator is responsible for the coordination of the overall event. The Event Coordinator should be an individual who is contactable at all times whilst the event is in progress.

Event Coordinator:	
Organisation or Group:	
Address:	
Phone:	
Mobile:	
Email:	

List three other contacts below. These should be senior members of the organising committee who will be in attendance on the day/s of the event.

Contact 1

Name:	
Organisation or Group:	
Address:	
Phone:	
Mobile:	
Email:	

Contact 2

Name:	
Organisation or Group:	
Address:	
Phone:	
Mobile:	
Email:	

Contact 3

Name:	
Organisation or Group:	
Address:	
Phone:	
Mobile:	
Email:	

3.2 Key Contacts

This list should be displayed in the Event Coordination Centre, first aid and information posts. It will act as a quick reference for staff and volunteers involved in the event.

Position / Organisation	Contact	Phone
Event Coordinator		
Event Safety Officer	Garry Gibson	0448 365 007
Chief Warden	Garry Gibson	0448 365 007
Coragulac House Contact	Sharyn Gibson	0434 491 339
Volunteer Coordinator		
Colac Police Station		000
Ambulance		000
First Aid		
CFA		000
Taxi	Colac Taxis	03 5231 2216
Security	Garry Gibson	0448 365 007
Traffic Management	Garry Gibson	0448 365 007
Other		

4.3 Vendor/Performer Contact List

Keep a record of all vendors and/or performers scheduled to participate in your event.

Name	Contact	Phone	Activity

4.4 Equipment / Technical Data

What – describe	When is it being delivered?	When will it be picked up?	Supplier Name	Contact Number

6.5 Coordination and Communications

6.5.1 Event Coordination Centre and Communications

Each event requires a single location at the event site where event coordination, communication, public information and first aid will be carried out. Where will this be?

Communication between staff, volunteers and the general public is important for both the successful running of the event and for public safety.

Describe the communications system for organisers, staff and volunteers.

Describe the back-up system.

Describe the system to be used for communicating with the general public at your event.

Describe the public address back up system.

If the event is likely to impact in any way on these adjoining properties, i.e. noise, extra cars, road closures, the adjoining owners must be contacted.

Have adjoining property occupants been contacted regarding the event? How will queries or concerns from neighbours be managed during or after the event.

6.5.2 Security and Crowd Management

Will security or crowd control be used for the event? If so, what type? Provide company details and contact information.

What aspects of the event will the security service take responsibility for?

Are there any restricted areas that the general public cannot access? How will restricted areas be managed?

If too many attendees are on site, how will this be managed?

Describe how people with a disability will be able to access the site?

What arrangements will be made for lost or stolen property?

6.5.3 Traffic Management

A traffic, parking and pedestrian management plan may be required to ensure the safe, effective and efficient movement of traffic and pedestrians on the road network in the vicinity of the event area.

Are any temporary road closures planned for this event? How will this be managed?

Will on-site parking be required? How will attendees be directed to park their vehicles? How will visitor parking be managed?

How and where will disabled parking be provided?

Is there a designated set down and pick up area for mini buses, buses and taxis?

How will exhibitors, performers, staff, volunteers and emergency vehicles access the site?

6.5.4 Alcohol

Coragulac House does not hold a liquor licence, Event organisers must provide all appropriate licences to allow the service of alcohol and required permits that will cover the event where event participants bring in their own alcohol. If you are serving or selling alcohol organisers must have a liquor licence.

Provide details of your Liquor Licence, and description of alcohol designated and alcohol free areas. These areas should also be marked on the site plan.

6.5.5 Toilets

Event organisers are responsible for the provision of adequate toilet facilities. When additional temporary toilets are required, arrangements need to be made regarding servicing such as the supply of additional toilet paper and cleaning arrangements.

Event organisers also need to ensure that Unisex accessible toilets are provided, and lighting is supplied to toilets if your event is held after dark.

How many toilets will be provided at the event:

_____ Male _____ Female _____ Disabled

Who will be responsible for cleaning of the toilets during and after the event?

6.5.6 Waste Management

All event organisers are responsible for the cleaning arrangements during and after an event. All premises used for the event must be left completely free of rubbish and debris.

Describe the schedule for waste removal.

When	What	Who
------	------	-----

Have sufficient bins been budgeted for and organised for the event?

7.8 Site Plan

It is a requirement of any event at Coragulac House that a site plan is developed. This is a plan of the site at least A3 in size. It must include surrounding areas and designated parking areas. Please use the map provided below.

It should be copied and posted throughout the event site. On this plan, locate and indicate all of the items below and any other important items.

Tick the items after you have located and indicated them on the plan or place an x if the item is not relevant. All items in the right hand column should be ticked for the emergency management plan.

This site plan is essential for emergency management. All staff, participants or performers are to be made aware of the Evacuation Plan and have knowledge of the evacuation procedures as well as a copy of the site plan prior to the event.

	x / ✓		x / ✓		x / ✓
Vendor stalls	<input type="checkbox"/>	No Alcohol areas	<input type="checkbox"/>	Emergency Coordination Centre	<input type="checkbox"/>
All activities stalls	<input type="checkbox"/>	Liquor outlets	<input type="checkbox"/>	Emergency vehicle entrances	<input type="checkbox"/>
Drinking water	<input type="checkbox"/>	Liquor consumption area	<input type="checkbox"/>	Emergency vehicle route on site	<input type="checkbox"/>
Event Coordination Centre	<input type="checkbox"/>	Restricted areas	<input type="checkbox"/>	Emergency or first aid parking	<input type="checkbox"/>
Information Centre	<input type="checkbox"/>	Entrances & Exits	<input type="checkbox"/>	Emergency Exits	<input type="checkbox"/>
First aid posts	<input type="checkbox"/>	Toilets	<input type="checkbox"/>	Fire extinguishers	<input type="checkbox"/>
Shelter	<input type="checkbox"/>	Parking	<input type="checkbox"/>	Emergency meeting points	<input type="checkbox"/>
Seating	<input type="checkbox"/>	Emergency Telephones	<input type="checkbox"/>	Water hydrant or static supplies	<input type="checkbox"/>
Temporary structures	<input type="checkbox"/>	Taxi and bus pick up	<input type="checkbox"/>	Map reference for venue	<input type="checkbox"/>
Mains power, water and gas	<input type="checkbox"/>	Location of entertainment	<input type="checkbox"/>	Electricity cables	<input type="checkbox"/>
Provision for disabled people	<input type="checkbox"/>	Vehicle access points	<input type="checkbox"/>	Lost children meeting point	<input type="checkbox"/>
Walking paths	<input type="checkbox"/>	Stage	<input type="checkbox"/>		

8.7 Event Timeline

Use the table below to provide details regarding the event outline/timing of activities.

Time	Details / Activity
------	--------------------

-
-
-
-

9.8 Emergency Management Plan

An Emergency Management Plan, including an Evacuation Plan, must be made in accordance with ASNZ4360, 1999 for Emergency Risk Management and AS3747, 1995 for Emergency Control Organisations and Procedures for Buildings. Large events may require the attendance of a number of emergency services. It is recommended that there is a designated Emergency Coordination Centre, as distinct from an Event Coordination Centre.

The site plan and key contact list already developed should detail all emergency needs and be attached. It is an important component of the emergency plan and should be visible throughout the site.

The person with overall responsibility for the event is Event Coordinator. In the event of an emergency the Event Coordinator will communicate with the Event Safety Officer and Chief Warden and a plan of action will be agreed before proceeding.

9.8.1 Emergency Management Personnel

Event Coordinator:

Event Safety Officer:

First Aid:

Chief Warden:

Security:

9.8.2 Emergency Management Processes

Type of Emergency	Actions Required
Fire	<ul style="list-style-type: none"> Designated Chief Warden is to wear the white cap and vest. This is located near the Communication Board in the Venue. They must carry a communication device and the procedure clipboard. Other Coragulac House Officers and the Event Safety Officer are to wear red Fire Warden caps and vests, and carry communication devices. If sufficient staff, one staff member to stay in the venue as the central point of communications (with a communication device). Main evacuation area is in the centre of the forecourt of the venue alternative is the front car park. The Chief Warden will then take control. Chief Warden is to assess the situation and advise staff (using the communication devices) of their duties. These include: <ul style="list-style-type: none"> Calling Fire Emergency Services on 000 (112 if a mobile) giving

Type of Emergency	Actions Required
	<p>address of Coragulac House (895 Corangamite Lake Road Coragulac) and the exact location of the fire.</p> <ul style="list-style-type: none"> • Making a decision as to whether the fire can be extinguished by staff, then assigning staff to do this. • All access gates are to remain open. • Depending on the type of fire use a fire extinguisher or garden hose. Only undertake this work if it is safe to do so. • If required, sound emergency alarm (hand held air horn stored beside the first aid cabinet in the reception venue. • Announcements over the PA system at each stage will also have to be done. • One staff member (if sufficient staff) will be contact officer and will tune into ABC 774 and keep the Fire Emergency Services informed of situation. Continue to contact the Emergency Services. When this officer moves to the evacuation point they must take with them the first aid kit. • If it is safe to leave the site, ask the public, all personnel associated with the event and staff to proceed to the safest exit. • If it is not safe to leave the site, ask everyone to move to the Emergency Evacuation area where they should stay until the CFA has given the all clear. A register of names should be taken. The alternative evacuation area is the front car park.
Explosion	<ul style="list-style-type: none"> • Clear area • Assist anyone in danger, if safe to do so. • Chief Warden and Event Safety Officer to advise if ambulance, fire brigade or police are required and the nature and location of the emergency. If required dial "000" (or 112 on mobile) • If required, Chief Warden and staff will assemble all people on site in the Education Room and set up first aid station. • If possible all public, all personnel associated with the event and staff will be evacuated from the site. • Wardens will organise to isolate and contain any hazards resulting from the explosion.
Medical Emergency	<ul style="list-style-type: none"> • Check for dangers to: <ul style="list-style-type: none"> ○ Yourself ○ Bystanders ○ Injured/ill person. • Contact the designated First Aid service. • Notify Chief Warden and Event Safety Officer immediately. • Remain with the injured person and provide appropriate support. • If required designate someone to meet the Ambulance at the front car park and direct the Ambulance to the location of the accident.

Type of Emergency	Actions Required
Personal Threat	<ul style="list-style-type: none"> • Notify Security, Chief Warden and Event Safety Officer immediately. They will determine if the severity requires police presence. • Notify the all Event organisers using the communication device and asking "emergency assist" • Notify the Police by dialling "000" or "112" on mobile, requesting assistance. • Do not do or say anything that may encourage irrational behaviour. • If possible, alert any Event organisers in your vicinity and have them direct visitors away from the offender. • Have as many people as possible complete the Offender Description form (attached).
Bomb Threat	<ul style="list-style-type: none"> • Record all information on the Bomb Threat Checklist (Attachment B) • Do not do or say anything that may encourage irrational behaviour. • Notify Security, Chief Warden and Event Safety Officer as soon as possible. • It is more likely that the police will instruct all people on site to evacuate. • If a search is conducted it should be done systematically, concentrating on the most likely places such as toilets, equipment rooms, sheds and ceilings where tiles are out of place. • Ensure that doors and windows are left open. • DO NOT touch any suspicious object found. • If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.
Hostage	<ul style="list-style-type: none"> • STAY CALM. Encourage others to stay calm. • Notify Security, Chief Warden and Event Safety Officer immediately. • Do not do or say anything that may encourage irrational behaviour. • If possible, encourage the offender to move away from the group. • If possible, ascertain who the offender is and what their intentions are (without upsetting them further). • If a child involved, allow the child to leave with the offender. • If possible, alert any staff in your vicinity and have them direct visitors away from the offender. • If possible, obtain the offender's vehicle registration number. • Notify the Police by dialling "000 or 112 mobile" and requesting

Type of Emergency	Actions Required
Hostile weather conditions	<p>assistance.</p> <ul style="list-style-type: none"> • Have as many people as possible complete the Offender Description form (attached). • In the event of extreme weather, there may need to be a decision made to stop the event and if safe ask the public and participants to leave the site. • The Chief Warden will monitor the weather all day • The Chief Warden, Event Safety Officer and Event Coordinator will decide on the action required and then implement this action. • It is important to remove all potential hazards, if possible before the weather arrives, for example umbrellas or marquees. • If required move everyone into buildings until the weather passes, with Security and Event Organisers in sheltered locations to keep an eye of the infrastructure.

In the event of an emergency which requires an announcement, the following wording may be used.

<p style="text-align: center;"><u>Announcement</u></p> <p style="text-align: center;">“Attention everyone, this is an emergency announcement.</p> <p style="text-align: center;"><u>THIS IS A REAL EMERGENCY</u></p> <p style="text-align: center;"><u>THIS IS NOT A DRILL</u></p> <p style="text-align: center;">On the evacuation tone please evacuate the area as directed by the Chief Warden and proceed to the emergency assembly area located at....</p> <p style="text-align: center;">‘Please avoid ...’</p> <p style="text-align: center;">Advise if there are any specific areas to avoid</p> <p style="text-align: center;"><u>THIS IS NOT A DRILL”</u></p>

9.8.3 Emergency management briefings

How will event organisers, staff, volunteers, contractors and vendors be briefed about the event and emergency management processes?

9.4 Emergency Communication protocol and method

The overall responsibility for the Event is the Event Coordinator, except in the case of an emergency the people with overall responsibility are the Chief Warden and Event Safety Officer.

If possible the Chief Warden and Event Safety Officer need to have a discussion and agree on the course of action. If this is not possible then either the Chief Warden or the Event Safety Officer will take control and then advise the other one. In all emergency cases the Event Coordinator will be consulted.

Depending on the situation (as listed above) other Coragulac House staff and Event organisers who have communication devices will be contacted with advice on their required assistance. If assistance is not required staff and organisers need to continue with their designated duties.

One of the duties may be to place an announcement over the public address system requesting participants to follow a directive.

9.5 Incident Reporting Process

- All incidents and emergencies must be reported. The Chief Warden will supply the Incident form that needs to be completed.
- If the incident requires First Aid service support, they have their own forms to complete. The Event organisers must make sure the Incident Form is also completed. This will have to be done by one of the Event people.
- All incident forms are left for the Coragulac House Coordinator to submit.

9.6 Lost Person Procedure

Detail what happens if a child or person is lost, where they are taken to, what staff will look after them and how you will locate their parents, guardians or friends.

9.7 Emergency Meeting Point

Detail the emergency meeting point.

10

9 Hazard Identification and Risk Assessment

There are a number of hazards associated with running an event. Use the template below to identify any potential risks and the actions taken to minimise or eliminate those risks. Examples of hazards might be: vehicles moving on site, using gas, electricity, temporary structures, signage, wind or extreme temperatures.

Event Name:

Scope/Event:

Person Completing:

Date of Assessment:

Hazard (What is the thing that has the potential to cause harm?)	Action of Injury / Harm (What action needs to occur for the hazard to cause injury or harm?)	Likelihood	Consequence	Risk Rating	Proposed Controls (What are we currently doing to reduce the risk?)	Action Required (What improvements can we make to further reduce the risk?)	Action Owner	Action Due Date
<i>Example: Slips, trips and falls from electrical cords placed across paths.</i>	<i>People tripping over cords</i>	<i>Likely</i>	<i>Minor</i>	<i>Significant</i>	<i>Safety officer to walk across site before and during the event to monitor pathways</i>	<i>All stall operators to be aware of areas to remain clear. Remove hazards as they are identified.</i>	<i>Event Safety Officer</i>	

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.

Likelihood Table

Likelihood	Description
Almost certain	The event is expected to occur in most circumstances (e.g. daily/weekly). High level of known incidents (records/experiences). Strong likelihood of re-occurring, with high opportunities/means to re-occur.
Likely	The event will probably occur in most circumstances (e.g. monthly). Regular incidents known (records/experiences). Considerable opportunity or means to occur.
Possible	The event could occur at some time (e.g. over 12 months). Few infrequent, random occurrences (recorded/experienced). Some opportunity or means to occur.
Unlikely	The event could occur at some time (e.g. 2-5 years) No known incidents recorded or experienced. Little opportunity, means or reason to occur.
Rare	The event may occur in exceptional circumstances (10 years). Highly unheard of. Almost no opportunity to occur.

How to "Short" Guide

Establish the Context

- Determine who your stakeholders are and how you are going to engage them.
- Scope the risk. Determine what is and out. The project management framework has some useful documents to assist in scoping the risk.
- Are there any laws governing this risk?

Identify the Risks

- What are the 'things' that, if left untreated, have the potential to cause harm or damage?
- Think about things, individuals or groups of people who may be affected by each of the risks.
- Determine the When, What, Where and How.

Analyse

- What is the Likelihood, Consequence and allocate a Risk Rating.
- Caution: Be realistic. Eg: The consequence of a fall is most likely either a broken bone or bruising and swelling, not death.

Evaluate

- What are the major controls that are in place?
- Are there any improvements that can be actioned?
- All OH&S risks need to be reduced 'as low as reasonably practicable'

Treat

- Allocate an action owner and a time frame

Monitor and Review

- Once complete set a day to review the risk assessment.

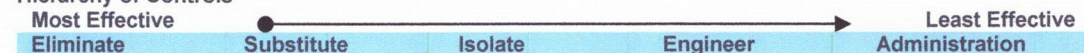
Consequence Table

Description	OHS	Financial Loss	Reputation	Regulatory	Strategic
Catastrophic	Multiple deaths or terminal illness. Spill or toxic gas release. Major impact on the environment.	> 50% of revenue	Very high customer sensitivity and irreparable damage to Council name	Dismissal of Council	Selection of a strategic direction that negatively impacts on the future of Council
Major	Death, serious injury or terminal illness to single person. Spill or toxic gas release outside work area. Moderate or temporary impact on environment.	20% - 50% of revenue	Significant customer sensitivity and damage to Council name	Material fines and restrictions on Council operations due to regulatory non-compliance. Senior employees charged for breaches / fraud.	Selection of a strategic directions which requires significant resources, both monitoring and time to correct, impacting a part of Council.
Moderate	Injury resulting in lost time > 20 days. Spill or toxic gas contained by emergency services.	10% - 20% of revenue	Moderate customer sensitivity and damage to Council name impacting noticeably on business activities	Fines due to regulatory non-compliance	Selection of a strategic direction, which impacts on smaller parts of Council and will require consider considerable resources to correct.
Minor	Medical treatment required. Spill or toxic gas release contained by routine process. Low impact on environment.	2% - 10% of revenue	Minimal customer sensitivity and damage to Council name.	Censure due to regulatory non-compliance	Minimal impact on Strategic / operational objectives
Insignificant	No Injury or first aid only. Nuisance spill. No environmental impact.	< 2% of revenue	No impact on reputation of Council	No regulatory impact	Consequences are dealt with by routine operations impact.

Risk Matrix

Likelihood Consequence	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic	20	40	60	80	100
Major	16	32	48	64	80
Moderate	12	24	36	48	60
Minor	8	16	24	32	40
Insignificant	4	8	12	16	20
Low	Moderate		Significant		High
Acceptable – No action required. Manage as routine process.	Tolerable – Action required to manage the risk.		Intolerable - Urgent Action required to manage the risk. Monitor closely.		Unacceptable – urgent attention is required.

Hierarchy of Controls



Attachment A – Offender Description Form

Notes for completion:

1. The form is to be completed by staff and bystanders IMMEDIATELY AFTER AN INCIDENT.
2. Use a separate form for each person.
3. No consultation should take place when completing the form.
4. The Chief Warden or Coordinator is to collect the forms to give to the police.
5. Please indicate the correct response. If unknown, write "UK".

Premises Name: Nillumbik Shire Council

Location:

Edendale, Eltham, Victoria.

Offence:

☐ Robbery ☐ Theft ☐ Assault

Date:

Day:

Time

☐ Other:

am
pm

Compiler's Details

Surname

Occupation

Given Name(s)

Contact No Home

Work

Address

Employer

BUILD

M F

Thin

Fat

Medium

Large

Approx Weight

☐ ☐

☐ ☐

☐ ☐

AGE

☐ 10-15

☐ 15-20

☐ 20-25

☐ 25-30

☐ 30-35

☐ 35-40

☐ 40-45

Approximate Age

NAME

Was Called:

Sounded Like:

HAIR

Colour		Type		Length		Condition	
<input type="checkbox"/> Black	<input type="checkbox"/> Grey	<input type="checkbox"/> Straight	<input type="checkbox"/> Afro	<input type="checkbox"/> Long	<input type="checkbox"/> Medium	<input type="checkbox"/> Clean	<input type="checkbox"/> Scruffy
<input type="checkbox"/> Brown	<input type="checkbox"/> Sandy	<input type="checkbox"/> Wavy	<input type="checkbox"/> Curly	<input type="checkbox"/> Short	<input type="checkbox"/> Bald	<input type="checkbox"/> Greasy	<input type="checkbox"/> Thick
<input type="checkbox"/> Blonde		<input type="checkbox"/> Dreadlocks		<input type="checkbox"/> Shaved		<input type="checkbox"/> Thinning	

HEIGHT

Cm's

ft

in

EYES

Colour		Type		Eyebrows		Eyeglasses	
<input type="checkbox"/> Black	<input type="checkbox"/> Grey	<input type="checkbox"/> Narrow	<input type="checkbox"/> Wide	<input type="checkbox"/> Bushy	<input type="checkbox"/> Joined	<input type="checkbox"/> Clear	<input type="checkbox"/> Tinted
<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Bulging	<input type="checkbox"/> Squint	<input type="checkbox"/> Thin	<input type="checkbox"/> Thick	<input type="checkbox"/> Plastic	<input type="checkbox"/> Metal
<input type="checkbox"/> Blue		<input type="checkbox"/> Deep set		<input type="checkbox"/> Shaved		<input type="checkbox"/> Dark	

DESCENT

Race		Skin Colour		Skin Type	
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Fair	<input type="checkbox"/> Brown	<input type="checkbox"/> Clear	<input type="checkbox"/> Greasy
<input type="checkbox"/> Asian	<input type="checkbox"/> Indian	<input type="checkbox"/> Pale	<input type="checkbox"/> Black	<input type="checkbox"/> Pimpley	<input type="checkbox"/> Flushed
<input type="checkbox"/> Maori/Pacific		<input type="checkbox"/> Dark		<input type="checkbox"/> Acne	

CLOTHING

Upper Body Outer	Upper Body Inner	Lower Body	Head Gear	Footwear	Gloves
Colour	Colour	Colour	Colour	Colour	Colour

IDENTIFYING MARKS

Scars, marks, tattoos, oddities etc.

Describe:

Part of the body:

MANNERISMS

Posture	Movement	Face	Eyes	Speech
<input type="checkbox"/> Stooped	<input type="checkbox"/> Jerky	<input type="checkbox"/> Twitch	<input type="checkbox"/> Blinking	<input type="checkbox"/> Slow <input type="checkbox"/> Slurred
<input type="checkbox"/> Straight	<input type="checkbox"/> Normal	<input type="checkbox"/> Normal	<input type="checkbox"/> Normal	<input type="checkbox"/> Fast <input type="checkbox"/> Stutter
	<input type="checkbox"/> Limp		<input type="checkbox"/> Glancing	<input type="checkbox"/> Accent

FURTHER DETAILS

Describe any distinctive features not covered above.

VEHICLE DETAILS

Registration:

Type:

Make:

Model:

Year (approx):

WEAPON TYPE

☐ Knife
 ☐ Syringe
 ☐ Air rifle/pistol
 ☐ Revolver
 ☐ Rifle
 ☐ Shotgun
☐ Other

SHORT DESCRIPTION OF EVENTS

Attachment B – Bomb Threat Procedure and Checklist

In the event of receiving a telephone bomb threat:

-TURN OFF MOBILE PHONES -DO NOT USE HAND HELD RADIOS

The recipient should keep the caller talking (do not hang up at any time), and note as many details as possible on the **Bomb Threat Checklist**.

Take particular notice of:

- exact wording of the threat;
- location of the device;
- time of detonation;
- sex and other details of the caller, such as estimated age; and
- details of speech, accent, delivery, and background noises.

Action to be taken by recipient:

- Complete the Bomb Threat Checklist (**DO NOT HANG UP THE PHONE**)
- Gain the attention of a colleague (by any means possible) and instruct them to alert a member of the emergency control organisation, it is their role to notify the Police by dialing "000".
- The Emergency Control Organisation will take any further action required including evaluation of the bomb threat.

Action to be taken by Emergency Control Organisation personnel:

- ✓ Ensure that the Chief Warden is notified immediately.
- ✓ Do not do or say anything that may encourage irrational behaviour.
- ✓ Following evaluation of the bomb threat, the Chief Warden may organise the emergency control personnel to conduct a routine search based on the available information.
- ✓ If a search is warranted, it is to be conducted systematically, concentrating on the most likely places such as toilets, store-rooms, stairwells, fire hose cabinets, potted plants and ceilings where tiles are out of place.
- ✓ Ensure that doors and windows are left open to lessen the blast effect.
- ✓ DO NOT touch any suspicious object found.
- ✓ Emergency control personnel should report back to the Chief Warden after the completion of the search.
- ✓ If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.

If a suspected explosive device is found:

1. Do not touch it or move it.
2. Turn off mobile phone and encourage others to do so.
3. Do not use hand held radios
4. Clear the area.
5. Notify an emergency warden immediately.
6. Follow the directions given.

Prevent all persons from entering the area where the device is located.

10 9.1 Bomb Threat Checklist - Receipt of Threat

Try to record the exact wording of the threat:

Ask the following questions:

- When is the Bomb going to explode?
- Where did you put the Bomb?
- When did you put in there?
- What does the Bomb look like?
- What kind of Bomb is it?
- What will make the Bomb explode?
- Did you place the Bomb?
- Why did you place the Bomb?
- What is your name?
- Where are you now?
- What is your address?
- Estimate: Age.....Years Accent (Specify).....

DO NOT HANG UP

VOICE	SPEECH	MANNER	PHONE	BACKGROUND
<input type="checkbox"/> man	<input type="checkbox"/> fast	<input type="checkbox"/> calm	<input type="checkbox"/> local	<input type="checkbox"/> music
<input type="checkbox"/> woman	<input type="checkbox"/> slow	<input type="checkbox"/> angry	<input type="checkbox"/> STD	<input type="checkbox"/> talk
<input type="checkbox"/> child	<input type="checkbox"/> distinctive/cultured	<input type="checkbox"/> emotional	<input type="checkbox"/> trunk	<input type="checkbox"/> typing
<input type="checkbox"/> unknown	<input type="checkbox"/> impeded	<input type="checkbox"/> loud	<input type="checkbox"/> public	<input type="checkbox"/> children
	<input type="checkbox"/> stutter	<input type="checkbox"/> soft	<input type="checkbox"/> private	<input type="checkbox"/> traffic
	<input type="checkbox"/> nasal	<input type="checkbox"/> pleasant	<input type="checkbox"/> mobile	<input type="checkbox"/> machines
	<input type="checkbox"/> hesitant	<input type="checkbox"/> raspy		<input type="checkbox"/> aircraft
	<input type="checkbox"/> uneducated	<input type="checkbox"/> intoxicated		<input type="checkbox"/> trains
	<input type="checkbox"/> other	<input type="checkbox"/> other		<input type="checkbox"/> other

DO NOT HANG UP

Notify any emergency warden. To avoid inappropriate actions, do not inform other persons.

Follow all directions given by the Floor/Area Warden.

Date..... Time..... Duration of call.....

Number called..... Your Name (print).....

Your number..... Signature.....

10 9.2 Bomb Threat Checklist - Dealing with a Bomb Threat

In the event of receiving a telephone bomb threat the RECIPIENT must:

Check

1. Complete the Bomb threat checklist noting as much information as possible whilst keeping the caller talking (do not hang up at any time); ☐
2. Gain the attention of a colleague (by any means possible) and instruct them to alert a member of the emergency control organisation (who will contact Police). ☐

-TURN OFF MOBILE PHONES -DO NOT USE HAND HELD RADIOS

Once notified a member of the **EMERGENCY CONTROL ORGANISATION** must:

Check

1. Ensure that the Chief Warden is notified immediately and that the police are contacted. ☐

✓ DO NOT do or say anything that may encourage irrational behaviour.

✓ DO NOT touch any suspicious object found.

2. Following evaluation of the bomb threat, the Chief Warden may organise the emergency control personnel to conduct a routine search based on the available information. ☐

3. Ensure that doors and windows are left open to lessen the blast effect; ☐

4. Emergency control personnel should report back to the Chief Warden after the completion of the search. ☐

5. If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised. ☐

If a suspected explosive device is found:

1. Do not touch it or move it;
2. Clear the area;
3. Notify an emergency warden immediately;
4. Follow the directions given;
5. Prevent all persons from entering the area where the device is located.

-TURN OFF MOBILE PHONES -DO NOT USE HAND HELD RADIOS

Coragulac House Traffic Management Plan

1) Accommodation

- a) Monash Cottage, up to 5 guests, 3 car parks available
- b) Maids Quarters, up to 4 guests, 2 car parks available
- c) The Loft (proposed) up to 2 guests, 1 car park available
- d) Generator House (proposed), up to 4 guests, 2 car parks available

1.1 Entry and Exit

All accommodation guests access/exit the property via the rear entrance located at

Private Road, Alvie, Victoria 3249.

1.2 Parking Areas

Parking is available at the location of each accommodation cottage, please refer to the Site map regarding parking locations.

1.3 Directions

Detailed information is sent to all guests outlining best directions to access the property prior to their arrival, this is communicated via a confirmation letter sent to every guest at the time of confirmation and again on the day of the guests arrival. We request approximate time of arrival as we meet all guests on arrival.

2) Events and Open Days

2.1 Access / Exit

All vehicles are required to enter and exit the property via the main entrance located at

895 Corangamite Lake Road, Coragulac, Victoria 3249

2.2 Busses

All busses drop visitors off at the front door of Coragulac House, bus parking is located in the rear forecourt of the Stables, in front of the Machinery Shed. The Pickup point is also at the front of the Homestead (see site Map)

2.3 Car Parking

Car parking is provided in the designated car parking area adjacent to the Homestead, vehicles are directed to this car parking area by Coragulac House personnel on arrival. (see site map)

2.4 Departure

On departure guests are directed by Coragulac House personnel on departure procedures

2.5 Contractor Parking

Contractors attending Open Days are required to unload their vehicles in the rear forecourt in front of the Stables to the rear of the homestead. Parking for contractor vehicles is located to the rear of the Stables (see site map) Similarly when packing up vehicles can load in the forecourt in front of the stables, this can only be done after all visitors have exited the area.

3) Signage

3.1 Speed signs are displayed at the main entrance and the car park of the property indicating a safe speed of 40 km per hour when entering and exiting the property via the main gate.

3.2 Directional signage is also displayed at the main entrance and car park indicating "two-way traffic".

3.3 Parking, Entry and Exit signage is displayed at the entrance to the parking area.

4) Frequency of events

- a) Open Days – 2 – 3 per annum
- b) Large Events Stables – 8 – 10 events per annum
- c) Homestead Events – 1-2 per week

Given the limited nature of the events held at Coragulac House and the isolated location being set back by 1 km, from the main road, it is highly unlikely there would be any impact on neighbouring properties due to traffic entering and exiting the property.

It is noted that the property previously operated as a dairy farm with daily pickups of milk by large milk tankers entering and exiting the property with additional cattle trucks moving cattle in and out of the property as required.

Coragulac House Noise Management Plan

April 2019

Contents

Contents.....	1
1 Introduction	1
1.1 Site Description	1
2 Noise Management Procedures	2
2.1 Event Classification	2
2.2 Sound System Design & Installation.....	2
2.3 Noise Monitoring	2
2.4 Complaints Handling	3
Appendix A - Information for the Event Organiser.....	3
A1 Summary Information for the Event Organiser	3
A1.2 Other Requirements.....	3
A1.3 Acknowledgement.....	3
A1.4 Compliance	3

1 Introduction

Coragulac House is operated by Garry and Sharyn Gibson, and is used as a venue for a wide range of events.

Music Noise from the venue is required to comply with the *State Environment Protection*

This Noise Management Plan (NMP) is designed to assist Coragulac House to manage noise from the Venue and meet the requirements of the EPA.

This NMP has been developed in consultation with the EPA.

This NMP specifies the practicable noise controls that shall be applied to all types of events held at Coragulac House, and is to be used in consultation with organisers of events conducted at Coragulac House to clarify their responsibilities in respect to noise emission.

1.1 Site Description

Coragulac House built in 1873 and is located at 895 Corangamite Lake Road Coragulac Victoria 3249 nestled on 140 acres the homestead is situated at the rear of the land at the foot of Coragulac Hill approximately 1km from Corangamite Lake Road.

The Homestead and outbuildings are used for indoor events and can seat up to 150 people under cover.

A site and environs plan is shown in Figure 1.

Coragulac House

Noise Management Plan

2 Noise Management Procedures

2.1 Event Classification

The individual ~~concerts and~~ events in the schedule shall be classified by Coragulac House as either 'red' or 'green', based on their potential to result in annoyance

Red Events are events that have been categorised as *having potential to impact on noise levels*. These events typically include: wedding receptions and private events with live or recorded music held at night.

Required actions for Red Events include:

- Noise monitoring at pre-determined noise sensitive locations including the closest adjoining property to the rear of Coragulac House, and any additional locations that may become necessary based on the ambient conditions and complaints encountered. Noise levels shall be monitored continuously throughout the event, if practical, or at least once per hour as a minimum.
- Investigation of noise related complaints by the Coragulac House owners.
- Direct phone/personal contact between the organiser of the event and Coragulac House representative throughout the event.
- Implementation of procedures to allow for the timely reduction of music noise levels. The event coordinator shall ensure that entertainment reduce music levels when instructed.
- Sound level testing prior to the event, where practicable.

Green Events are events that we do not expect to result in, noise levels less than 55 dB(A) at the nearest affected residents, or have a history of not generating noise complaints.

Actions for Green Events are as follows:

- Coragulac House shall conduct sample self-monitoring and implement controls where breaches of 55 dBLAeq at the nearest sensitive receiver are identified.
- Self-monitoring shall take place throughout the event.
- The event shall be upgraded to a Red Event if music levels exceed predetermined limits, and Red Event actions shall then be followed.

2.2 Sound System Design & Installation

The installation of sound systems installed into the venue is a key factor in minimising noise break-out from the venue, and potential noise impacts on the community. Organisers and their sound equipment hire providers are required to provide evidence that the sound system is designed and installed to minimise noise spill from the venue. In this respect, they are required to provide, in advance, a venue layout indicating the sound system type and orientation.

Modeling and on-site testing undertaken within the venue indicates that best opportunities to minimise noise spill to the environment are to be achieved through careful orientation of sound equipment.

Measurements undertaken on site have established that music noise levels should not exceed Leq 100 dB(A) at the venue in order to comply with the noise limits at the nearest sensitive receivers, depending on ambient weather conditions.

2.3 Noise Monitoring

Noise monitoring is to be undertaken for both 'red' and "green" classified events.

2.4 Complaints Handling

Coragulac House shall maintain a complaints register to receive and respond to noise complaints from the community. The register shall operate during all events.

A standard database shall be developed to ensure a consistent approach to recording complaints from phone, email or in person. This shall include

- Date and time of the complaint
- How the complaint was made (telephone, email, in person)
- Contact details
- Location of the complainant
- Event
- Nature of the complaint
- Details of any response or proposed follow up.

Complaints Register attached Figure 2

Appendix A - Information for the Organiser

A1 Summary Information for the Organiser

Coragulac House operates under noise control limits set out by the Victorian Environmental Protection Authority (EPA).

This appendix outlines the requirements of the detailed Noise Management Plan (NMP) that has been prepared for the venue. The detailed NMP has been prepared to allow Coragulac House to comply with their environmental obligations, minimise the potential for noise disturbance in the community, and allow the ongoing operation of the Coragulac House in a sustainable manner.

Other Requirements

The organiser and sound system provider must:

- Read and understand the detailed Noise Management Plan for Coragulac House.
- Design the event sound system to minimise noise spill to the environment, in particular by using highly directional sound systems designed to provide coverage of the required audience area only.
- Provide details of the sound system type and orientation, and noise modelling for the equipment proposed to be used, demonstrate that the sound system minimises noise spill to the environment.
- Provide Coragulac House with direct contact details for the event organiser.
- Comply with directions from Coragulac House to reduce noise levels, where measured noise levels exceed the criteria and a reduction is necessary to come into compliance with the legislative requirements.

A1.2 Acknowledgement

By signing the hirer agreement, the organiser acknowledges that they have read and understood the Noise Management Plan, and take responsibility for the Act and sound system provider to comply with the noise and time limits.

A1.3 Compliance

Failure to comply with the requirements of the legislation may result in a substantial fine or damages. Coragulac House reserves the right to withhold all monies under the 'security bond' requirements in the venue hire contract to cover the cost of fines and other damages, should there be any breach of the legislative requirements by the *hirers* of the venue.

For further information refer to Coragulac House Noise Management Plan.

Coragulac House Complaints Register

Date and Time of Complaint	
How the complaint was made	
Contact Details	
Location of Complaint	
Event	
Nature of Complaint	
Details of response or proposed follow up	

Date and Time of Complaint	
How the complaint was made	
Contact Details	
Location of Complaint	
Event	
Nature of Complaint	
Details of response or proposed follow up	

Date and Time of Complaint	
How the complaint was made	
Contact Details	
Location of Complaint	
Event	
Nature of Complaint	
Details of response or proposed follow up	

Date and Time of Complaint	
How the complaint was made	
Contact Details	
Location of Complaint	
Event	
Nature of Complaint	
Details of response or proposed follow up	



CORAGULAC HOUSE

895 CORANGAMITE LAKE ROAD
CORAGULAC VICTORIA 3249



Coragulac House

Accommodation

Monash Cottage , Maids Quarters, The Stables and The Loft

Contact Garry 0448 365 007

Private Guided Tours of the Homestead

Wedding Ceremonies and Receptions

Special Events and celebrations

By appointment only

Website: www.coragulac house.com

Follow us on facebook; www.facebook.com.au/coragulachouse

For bookings and enquiries contact:

Garry - 0448 365 007 or Sharyn – 0434 491 339

Email: sharyn@coragulachouse.com

Address: 895 Corangamite Lake Road Coragulac Victoria 3249

Coragulac House Advertising Signage

Number of signs proposed = 2

Number of locations proposed = 2

Dimensions of advertising area

Width – 1500 mm

Height – 2000 mm

Depth – 102mm

Sign Support Structure

Timber struts x 4

Height – 1000 mm above ground

Overall height of sign including support structure = 3000mm

Location 1) Mounted to Timber Rail Fence with 2 angled timber support beams from top of sign to ground to rear of sign

Location 2) Stand alone sign dug into ground by 350mm with two supporting beams attached to top of sign angled to the rear of the sign to ground.

Materials Used

Support and frame = Timber 50mm x 100mm

Sign backing = galvanised steel sheet 2mm

Signage = laminated plastic

Illumination – None

Proposed Locations

- 1) 895 Corangamite Lake Road Coragulac Vic (Boundary Fence)
- 2) Corner Red Rock Reserve Road and Private Road Alvie Vic
500 Metres from Boundary Fence

Patron Behaviour Signage

- 1) Liquor Licencing Signage is regards to the Responsible serving of alcohol.
- 2) Redline plan displayed
- 3) Directional Signage for car parking, toilet facilities, Entry and Exits.
- 4) Patron Behaviour signage when leaving the property.

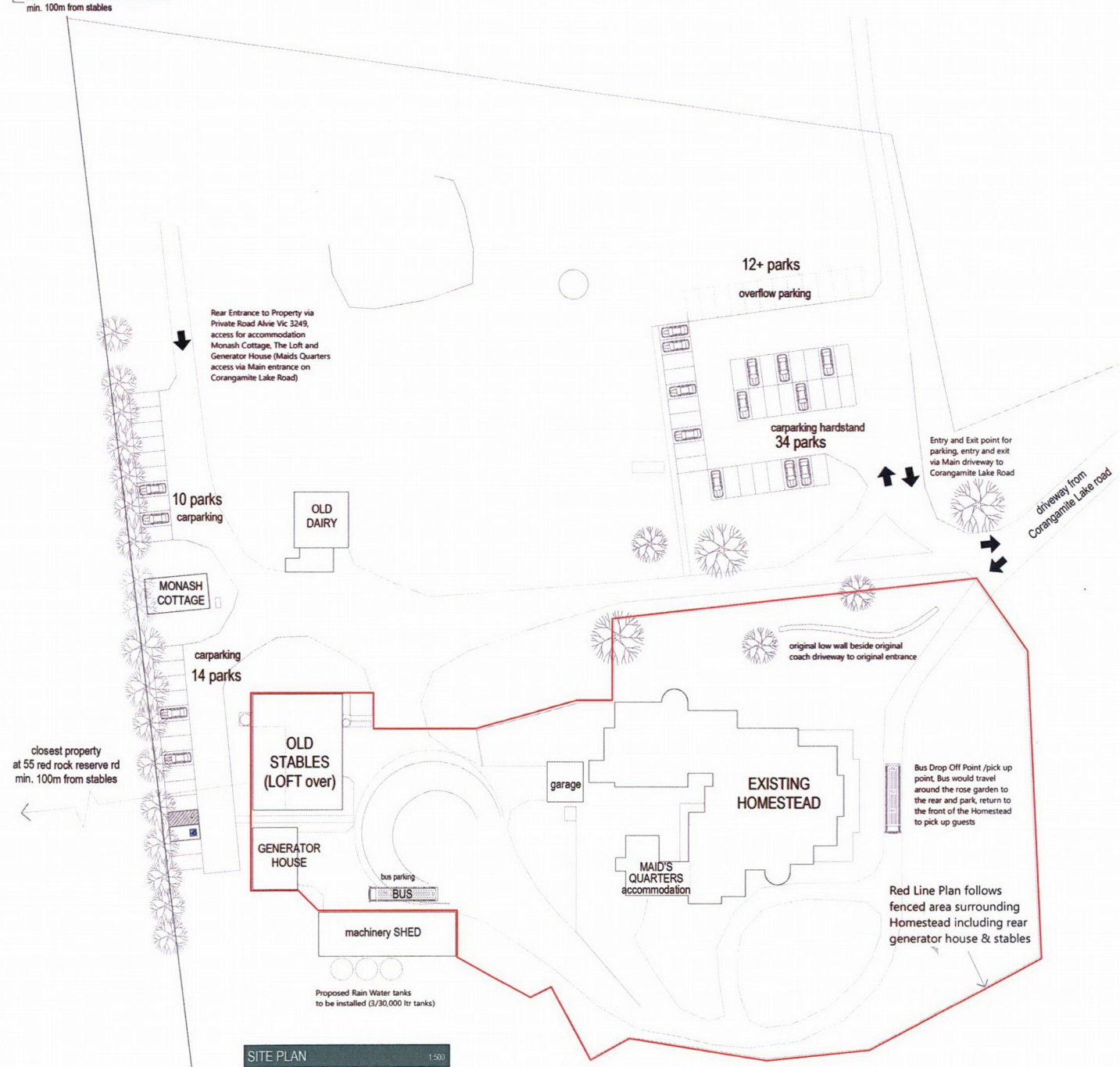
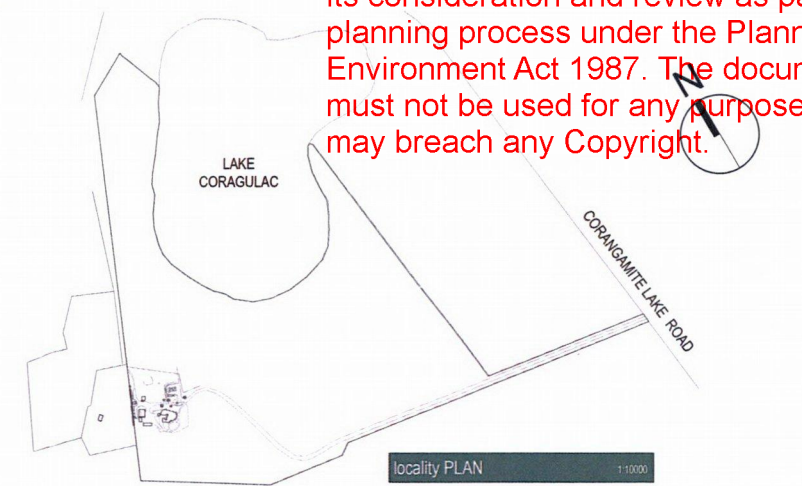
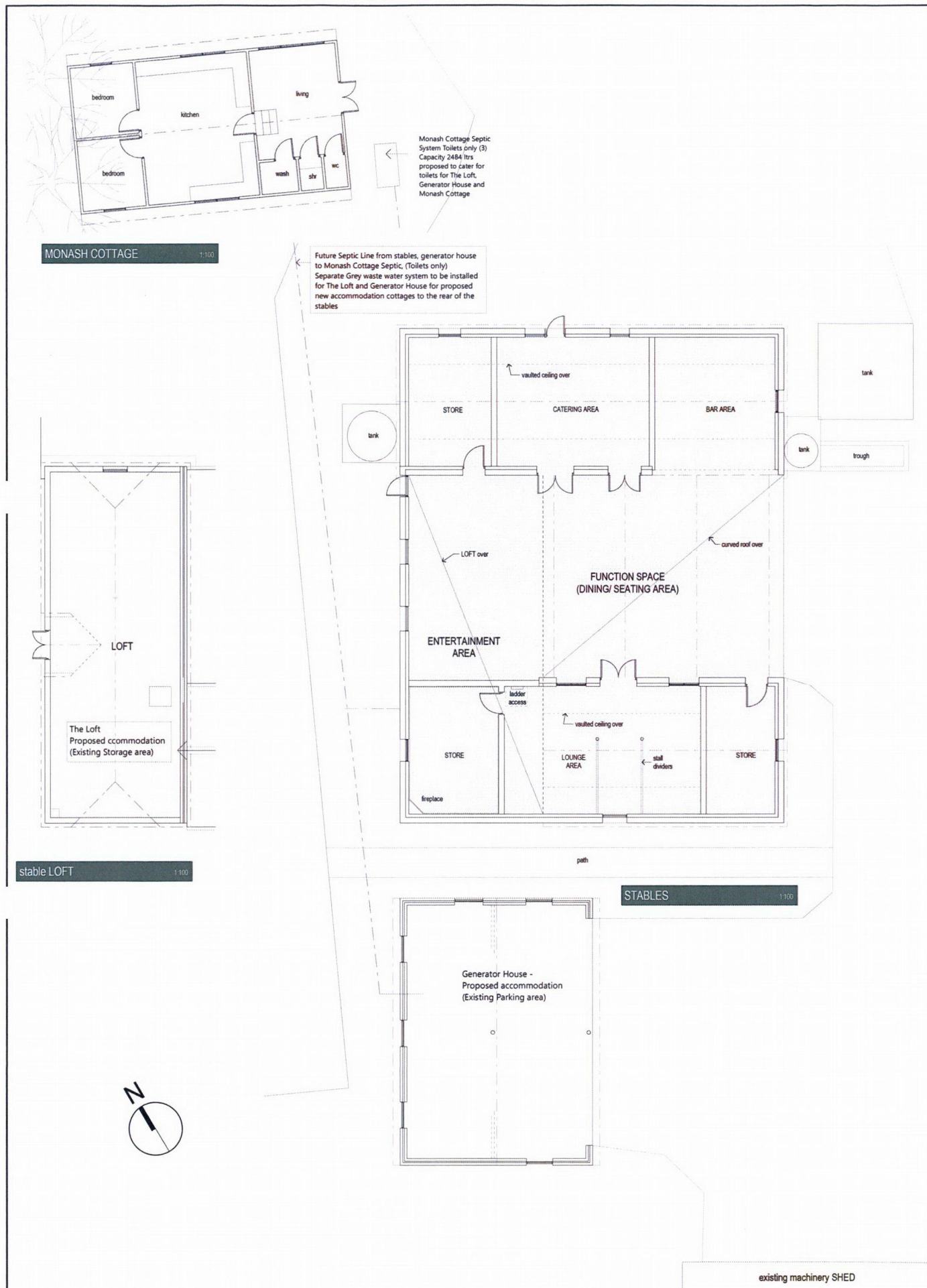
Example:

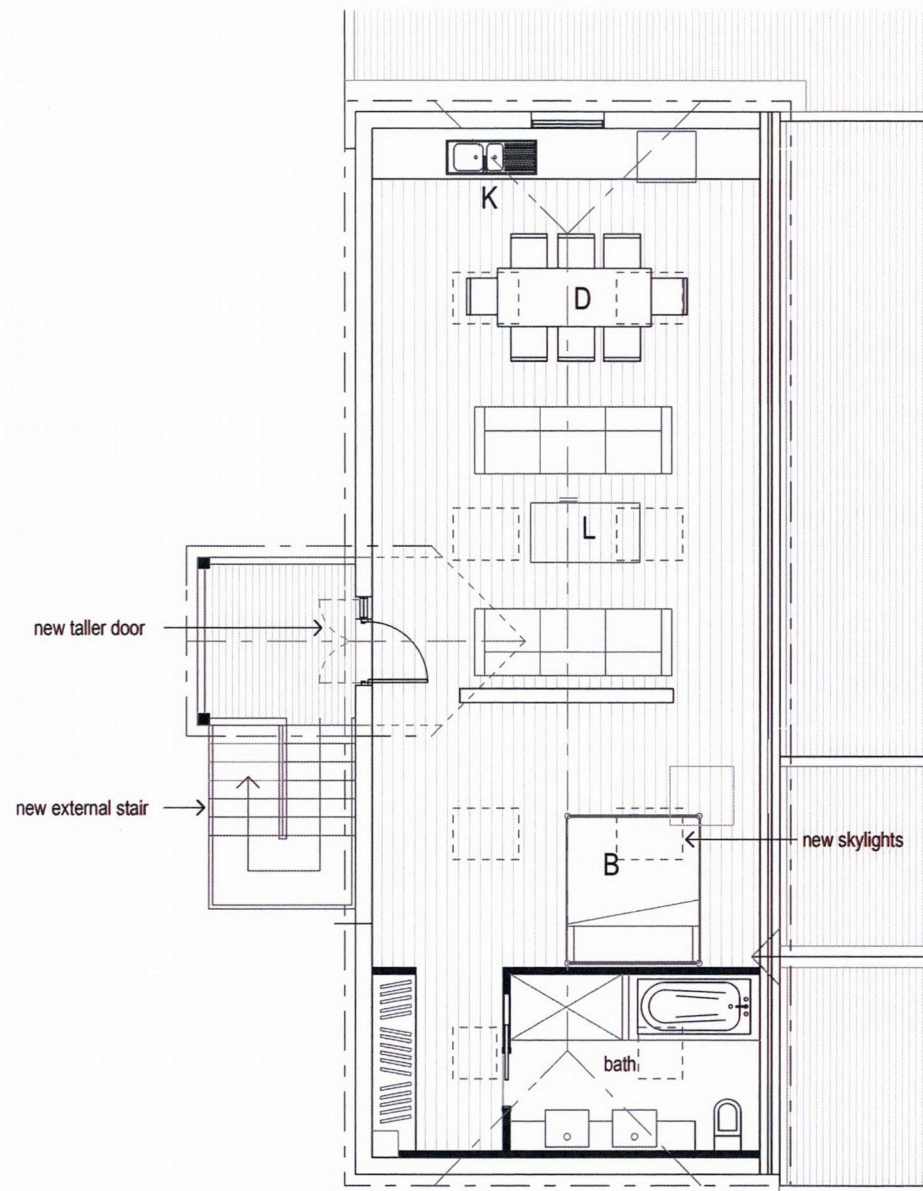
Please respect neighbouring properties on your departure, please leave quietly and in an orderly manner.

Site Plan Index Existing Use

- Homestead
 - Area of the Homestead used for Group Tours or Special Events Grand Entrance Hall, Ladies Parlour, Dining Room, Servants Hall, Conservatory, Cellar, Bedroom Hallway, Bedroom 1, Bedroom 2, Bedroom3 and Billiard Room.
- Maids Quarters , accommodation for up to 4 guests, 5 Rooms consisting of 2 bedrooms, Living Dining Room, Kitchen and Bathroom. Located in the South Wing of the Homestead.
- Private Residence – Used solely for private use.
- Garage - Used for private car parking
- Machinery Shed – Used for private use, parking for farm vehicles and machinery
- Generator Building – Used for private use, storage and parking vehicles
- Coach House and Stables – Used for functions and events
- Dairy and cattle Yards – Dairy is used for storage, cattle yards are used to yard cattle for transportation to and from the property.
- Land – 140 acres of land is used for farming purposes including crops and agisting stock
- Main Entrance – 895 Corangamite Lake Road Coragulac main entrance used to enter and exit the property
- Alternative Entrance – Private Road Alvie Victoria, used to enter and exit the property for accommodation (B&B) Maids Quarters and Monash Cottage. Also used for transporting cattle to and from the property.
- Parking Area – Used for car parking when events occur at the property including Open Days wedding events.
- Gardens – Used for Ceremonies for wedding events
- Red Line Plan – Red line would include the entire grounds of the Homestead, please refer to the site plan showing the entire area

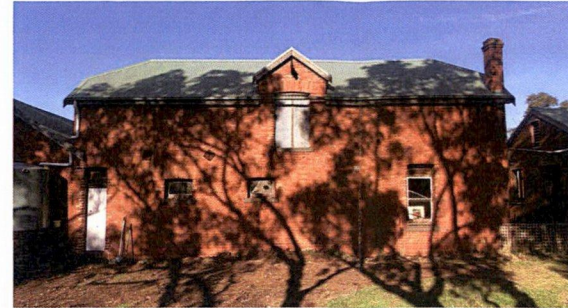
Please refer to site map .



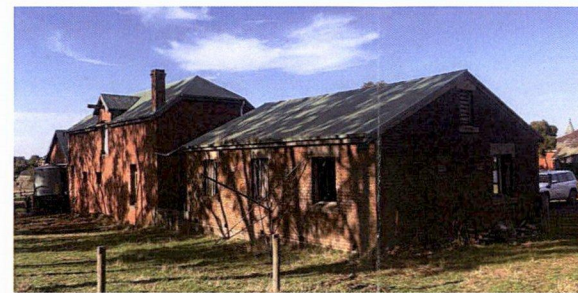


Loft accommodation

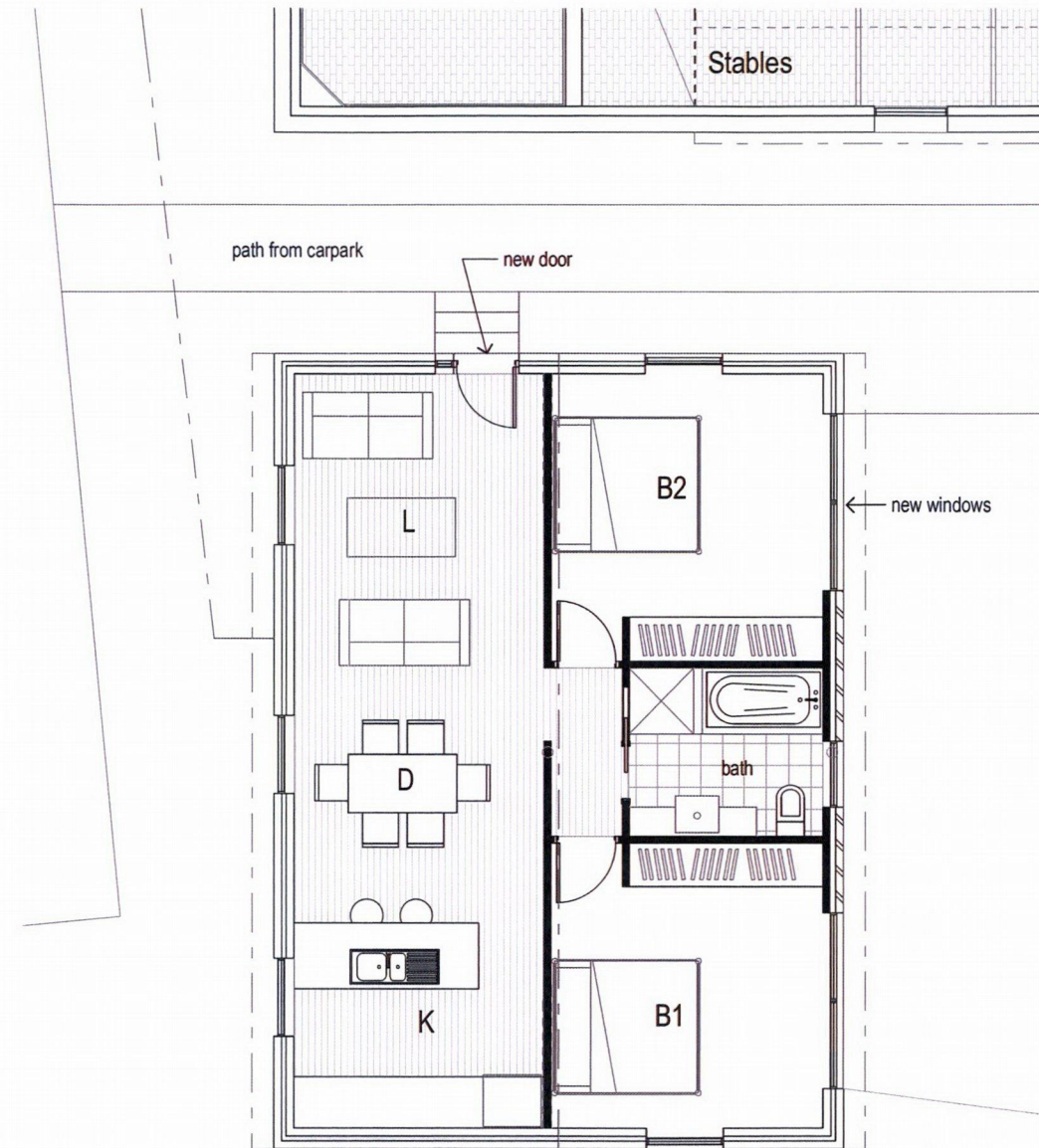
1:100

84m²

stables & loft

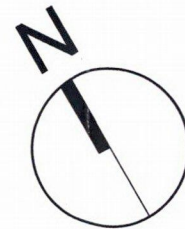


generator house



Generator House accommodation

1:100

85m²

chrissteel
designs

RESIDENTIAL & COMMERCIAL BUILDING DESIGN

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CONTRACTORS TO CHECK ALL
SITE DIMENSIONS & LEVELS
BEFORE COMMENCEMENT OF
WORK. WRITTEN DIMENSIONS
TAKE PRECEDENCE OVER
SCALE.

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Rev Number: Drawing Title:

A SKETCH PLANS

PROPOSED ALTERATIONS
895 CORANGAMITE LAKE ROAD
CORAGULAC
Client
G GIBSON

A3

Job No: 19-250

Date: 7-6-2019

Sheet No.: 1 OF 1

Gibson - SK.pln

