

FUN MUDDER

Event Details

The event will take place on Sunday October 22nd 2017 between 10am and 2.30pm at The Retreat, 140 Granite Park Place Buxton. The focus of the event will be a walk/run challenge.

If approved by council, and on the basis of feedback from key stakeholders, the event will be repeated in 2018 and 2019. All installations for this event will be retained for future events and for use by visitors to The Retreat.

Including adult supervision, the total number of people attending the event will be capped at 120 people. We anticipate 20 of these people will be adult supervisors. The Retreat will manage event applications from participants in advance through a registration process (that also records all relevant medical information and an event disclaimer) so we can close registrations when the event has reached capacity.

This run/walk event will include a series of obstacles such as a mud pit 20mm deep, 6x wide and 15m long, a ground level tyre jumping course and an ice plunge. Please see **Attachment A** for specifications for each of the obstacles. The location of each challenge is shown at **Attachment B**, the site plan. Refreshments will be served by volunteers at the conclusion of the event. We will supply a bottle of water, fresh fruit and a pocket sandwich.

Further details of the event are provided below:

1. Cultural Heritage Management Plan

In light of the requirements and controls on cultural heritage, all high impact elements of the event have been relocated away from the 200m area that relates to the control area, other than the climbing wall.

2. A letter addressing the **Cultural Heritage Management Plan** request by Council has been provided by Jennifer Burch which appears at **Attachment C**.

3. Timing and Preparation of the Event Challenges

The ten event challenges will be prepared in the July-October period in association with a CVGT Work for the Dole group with engineering advice sourced as required and land management advice from Euroa Arborteam and Healthy Hectares, the Shire's Landcare management advisory service. The Work for the Dole group will be supervised by Jeff and Teena Campbell and community volunteers as required.

4. Participants

The event is targeted at young people aged 10-16 who:

- have or whose siblings have attended The Royal Children's Hospital
- are members of the community who wish to participate in an outdoors event

5. Traffic Controls

Up to three 28 seat buses will bring people to site for the event. The buses will rendezvous with participants at Queens Park Healesville and other Melbourne metropolitan locations such as the Royal Children's Hospital Melbourne where there is ample parking to them to be safely transferred and from the event address.

Several other vehicles may separately travel to the site from Alexandra, Marysville and Melbourne. For full details relating to traffic management, please refer to the **Traffic Management Plan** at **Attachment D**.

There is parking for the buses within the property at the building site shown on the attached map at **Attachment E**. 10 metres of crushed rock will be placed at the parking area to facilitate the parking needs for the event. This area will subsequently be used for parking and other purposes of The Retreat dwelling when construction has been completed in 2018.

6. Risk Management

There are three identified risks with the event:

- (A) Bushfire:** At this time of year, there is a small and unlikely risk of weather conditions that may trigger a bushfire. The event will be transferred to Royal Park at Healesville if there is a high or extreme risk of bushfire. If a bushfire breaks out during the event, the site will be immediately evacuated through both or either of the north and south access roads.
- (B) Snakebite:** There is a risk that during the event a participant may be exposed to snakebite. Any First Aid assistance required will be provided by two registered nurses and a General Practitioner who will attend the event and be available. For serious first aid issues, transport will be provided to Marysville Ambulance Station, Alexandra Hospital or Healesville Hospital.
- (C) Police and Ambulance services:** will be provided with the event details and risk mitigation measures.
- (D) Sunburn:** there will be sunblock provided at the event and two announcements on the need to apply sunscreen, one at the start of the event and one at the end.

The event organiser will follow the **Emergency Management Plan** at **Attachment F** should a major event occur which requires an emergency response.

7. Supervision

The adult supervision ratio will be at least 1:10. Adult supervision will be provided by volunteers all of whom will be required to have Working with Children Checks. During the obstacle course, supervisors will be placed at each obstacle.

Supervisors will maintain communications using UHF radio and, if required, mobile telephone.

8. Toilets and Water Supply

Three portable rental toilets will be onsite, one for girls, one for boys and one for adults/volunteers. "DunniesRUs" are the preferred provider of this service. These portable toilets will be removed and emptied off site at the providers address in Bayswater, Victoria.

The final challenge of the event, a mud bath, is located close to the site management area. Many children who complete this challenge will want the opportunity to wash themselves after the event. Water for this purpose will be supplied from an existing 22,500 litre water tank on site located next to the existing machinery shed. A portable One Megalitre tank and trailer will carry this water to the event management site prior to the arrival of event participants. A hose will be connected to the portable tank to control and direct water flow to wash away mud. Two solar heated water units will be available in the event of cold weather. The mud wash area will be located on crushed rock and the waste water will evaporate and/or soak into the soil beneath the crushed rock.

Two change areas will be provided for participants. It will be the participants own responsibility to bring a change of clothing and baggage to carry their wet or muddy clothes home.

9. Walking Trails and Installations

Existing walking, motor bike, quad bike, road and deer trails will be used for the event, as shown on the attached site plan. At present, 4-10 people a week use the trails for workplace, recreation and conservation purposes, as well as deer and other wildlife. As demonstrated below, the roads and trails pass through a range of vegetation areas and soil degradation will be managed accordingly with advice from Euroa Arborium.

Exhibit A, below: Temperate Section, no ground protection proposed, vegetation managed by foot and animal traffic.

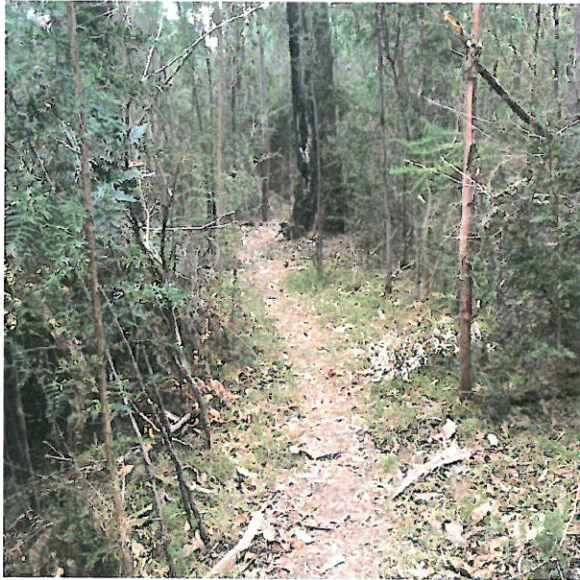


Exhibit B, below: Creek Proximity Section, ground protection has been provided by applying crushed rock which will be refreshed as required after the event.



Exhibit C, below: Ridge Section. 11 box drains similar to the one shown below will be installed on the existing motor bike, walking and animal path to manage water run off and control soil damage from erosion. The box drain is made from Australian Hardwood and has the dimensions 600mm long, 148mm high and 84mm wide. These box drains are being prepared with the assistance of the Alexandra Men's Shed.



10. Management Techniques for Vegetation Rehabilitation

As identified, the walking tracks have current use for wildlife, people and vermin. The likelihood of vegetation damage beyond breaking small branches and deleafing branches is very low as participants will be travelling at low speed on well defined tracks. Events of deliberate or provocative vegetation damage will be managed by replanting. As previously mentioned, soil degradation will be managed with advice from Euroa Arborium.

11. Visitors on Site

As the event is a private, paid event with children, no visitors will be allowed on site. This will be managed by having a gatekeeper located at the front entry to the property.

Attachment A: Challenge Details

1. Bell Swing

The Bell Swing is marked on the map as **Challenge 1**. Participants will climb a 3m tree installation in order to ring a bell. The tree is a 25m-30m gum tree in good health with a diameter of 2.8m at 1m above ground level. Tree climbing will be facilitated by ropes and temporary scaffolds. Once the bell has been rung, participants will return to ground level using a rope rated at 200kg. There will be 30cm foam mattresses placed around the tree for this challenge. Two challenge supervisors will be at the site of the challenge to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

2. Cupid's Bow

Cupid's Bow is marked on the map as **Challenge 2**. Participants will shoot an arrow through a 1m x 1m target in order to progress through Fun Mudder. The bow and arrow will be supplied by a challenge supervisor. The participant will stand at a point shown by the supervisor and shoot the arrow at a target nominated by the supervisor 10m away. Two challenge supervisors will stand on each side of the bridge to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

3. Bridge Crossing

The Bridge Crossing is marked on the map as **Challenge 3**. Contestants will use ropes to safely complete a creek crossing whilst blindfolded. Two challenge supervisors will stand on each side of the bridge to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

The existing ladder bridge is shown overleaf and has been located at a site where deer had significantly eroded the water course banks. Placing the bridge in this location has prevented further creek bed and creek bank erosion from deer traffic. The bridge has a single concrete brick support pylon that is located 1.6m away from the edge of the water course and its flow. The pylon has been fully beached in accordance with water flow guidelines.



As shown above, the pylon presents no material or additional water flow issues as, downstream from the bridge area and within 2m of the pylon, there are dead tree trunks and their root balls directly in the flow of the water course.

The bearers for the bridge are made of Cyprus pine and are 75mm wide and depth 150mm with a carrying capacity estimated at 500kg. The bridge flooring is constructed from 22mm meranti 40-50mm in length.

4. Freedom Tunnel

The Freedom Tunnel is marked on the map as **Challenge 4**. Contestants will pass through a 10m tunnel whilst avoiding traps. The tunnel is the existing road creek underpass. The tunnel will have mud placed on the floor and other features that will create a fun environment for participants. In the event of high volume water passage through the culvert, the challenge will be bypassed. The decision to by-pass the challenge rests with the event manager and a decision on by pass will be made on the day of the event. A supervisor will stand at one end of the tunnel to direct participants and provide assistance as required in order to provide a safe environment for participants. The supervisor will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

5. Climbing Wall

The Climbing Wall is marked on the map as **Challenge 5** and will be partially constructed to demonstrate the event site to event sponsors and stakeholders prior to the event. The wall will measure 2.8m wide and 2.8m high. The wall will have 6mm rubber matting on the face of the wall and 300mm sponge padding on the ground areas either side of the wall will be installed following council event approval.

Participants will work together and use removable aids like a rope, wooden box and pole to assist them in climbing the wall. A challenge supervisor will stand on either side of the wall during the event to provide assistance as required. The supervisors will have a 2.4m ladder available in order to provide a safe environment for participants and assist them over and down from the climbing wall if required. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

6. Rope Crossing

The rope crossing is marked on the map as **Challenge 6**. Contestants will aid each other across a dam. To assist participants, The dam is 10-12m wide and an estimated 600mm-800mm deep at this time of year and breaches at the 900mm level. A challenge supervisor will stand on each side of the dam during the event to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident. Both challenge supervisors will carry a 'throw bag', a watersports safety device that is used to provide assistance with helping people into, from or across the water.

7. Tyre Tire

Tyre Tire is marked on the map as **Challenge 7**. Contestants will step through a 12 tyre maze in order to progress through the challenge. A challenge supervisor will stand at the base of the challenge during the event to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

8. Ropes Climb

The Climb is marked on the map as **Challenge 8**. Using the existing motorbike/quadbike track, participants will walk from the vehicular track to the top of the ridge line. One contestant will be required to 'take the lead' in the climb. They will have a 3m rope looped around their waist which is then looped around the waist of their fellow participant. A challenge supervisor will stand at the base of the challenge during the event to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

9. Artic Enema

Participants will enter and exit a ~1.8m ice plunge to complete this challenge. A concept of the challenge is described below and will be located at or close to the point **Challenge 9** marked on the event map.

A steel reinforced concrete pipe DN700 will be used for this challenge and will be inserted vertically into the ground with a 40mm rock base that is 100mm deep. Water sourced from the onsite water tank will be pumped into and out of the pipe on the day of the event. 10 bags of ice will be added to the pipe at the start of the event with further bags added progressively as water is taken out of the pipe by participant activity.

Two challenge supervisors will stand on each end of the mud pit during the event to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

10. The Mud Pit

The pit is marked on the map as **Challenge 10**. Participants will work together in order to pass through a mud pit 15m long and 6m wide.

The mud pit is located in an area of land that has recently been prepared for construction purposes. To ready the mud pit for use, the ground will be rotary hoed. There is generally enough ground water in October to ensure there is no need for additional water to be placed at the site. However, if additional water is required it will be supplied from the 22,500 litre water tank on site.

Challenge supervisors will stand on each end of the mud pit during the event to provide assistance as required in order to provide a safe environment for participants. One of the challenge supervisors will carry a UHF radio at all times in order to communicate with the Event Manager in the event of a participant injury or incident.

Attachment B: Map of Site

Please see the PDF document "Site Map" attached to the email this report has been sent with.

Attachment C: Cultural Heritage Management Plan

Please see the PDF document attached to the email this report has been sent with.

Attachment D: Traffic Management Plan

Please see the PDF document attached to the email this report has been sent with.

Attachment E: Event Management Site Plan

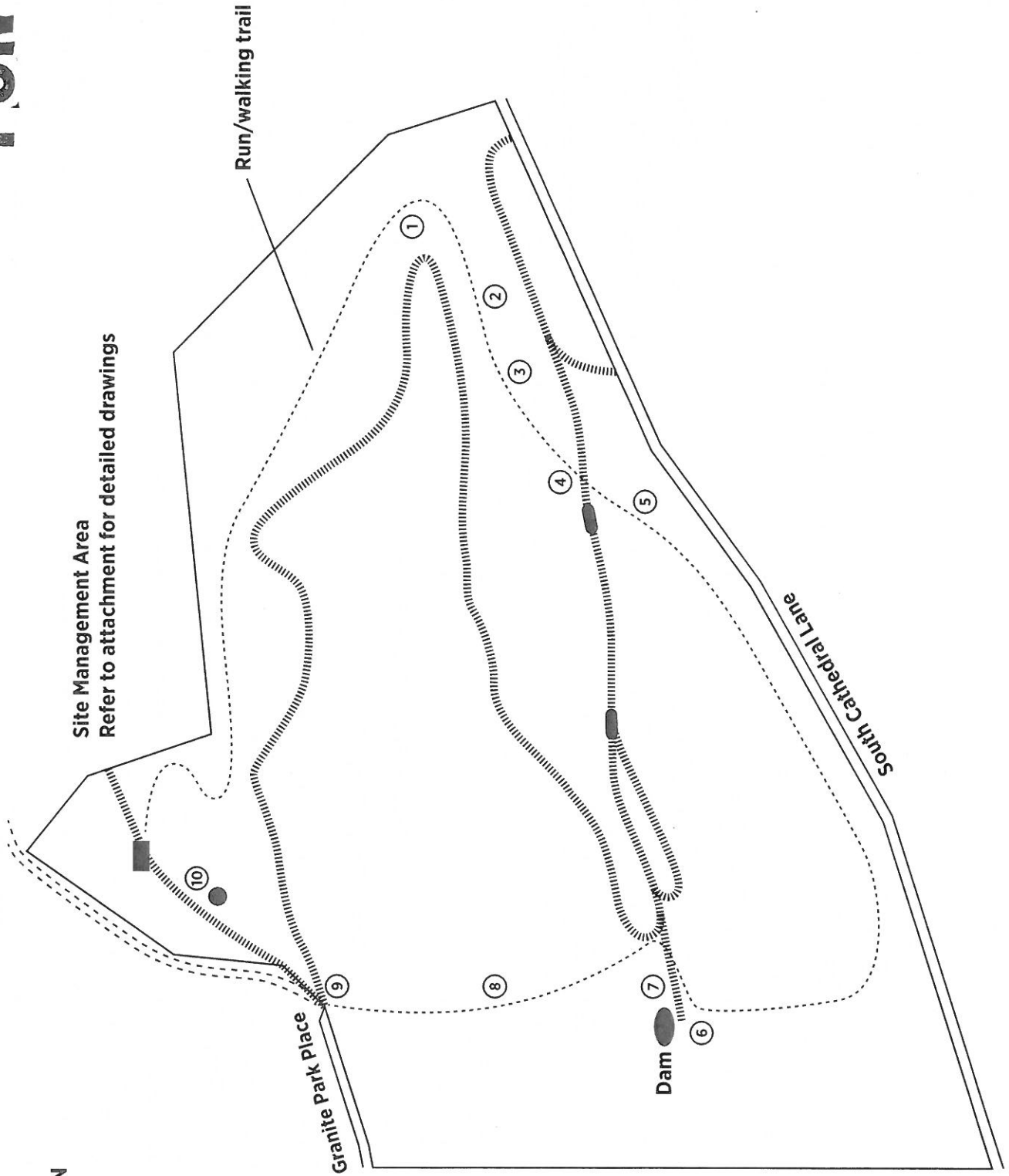
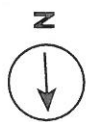
Please see the PDF document attached to the email this report has been sent with.

Attachment F: Emergency Management Plan

Please see the PDF document attached to the email this report has been sent with.

Event Site Plan: 140 Granite Park Place, Buxton

FUN MUDDER

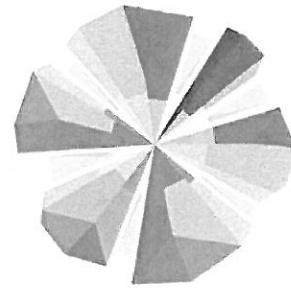


Legend

- Existing walking trail
- Existing road
- ||| Road passing lane
- Mud pit
- ③ Challenge number

Scale: 1:3,800





JEM ARCHAEOLOGY

Town Planning Department
Attn: Melissa Crane
Murrindindi Shire Council
PO Box 138
Alexandra VIC 3714

17 March 2017

Dear Melissa,

**RE: Fun Mudder Event – 140 Granite Park Place, Buxton - Matters relating to the
*Aboriginal Heritage Act 2006***

Nic Bolto of The Retreat has requested Jem Archaeology to provide you with clarification regarding the legislative requirements under the *Aboriginal Heritage Act 2006* and the *Aboriginal Heritage Regulations 2007* for the proposed Fun Mudder event to occur at 140 Granite Park Place, Buxton (the activity area).

It is my understanding that the proposed event is targeted at children who have recently had treatment at the Royal Children's Hospital. Including adult supervision, the total number of people attending the event will be capped at 120 people. The only proposed work to be undertaken is the construction of a 2.8mx2.8m wooden climbing wall which the children will climb over as part a challenge walk undertaken on existing tracks and trails. The wall will have two foundations that pass 600mm into the ground. Holes to support these foundations will be dug manually using hand tools only. No other structures or infrastructure are proposed to be developed for the event.


Under the *Aboriginal Heritage Act 2006* and the *Aboriginal Heritage Regulations 2007* the preparation of a Cultural Heritage Management Plan (CHMP) is mandatory for any project in which the proposed activity is a high impact activity and the activity area is situated within an area of cultural heritage sensitivity.

Under the *Aboriginal Heritage Regulations 2007*, the activity area is located within an area of cultural heritage sensitivity as it is located within 200 metres of a waterway, Stirling Creek (r.23).

However, under the *Aboriginal Heritage Regulations 2007* the proposed activity is not a high impact activity. Under r.43 of the *Aboriginal Heritage Regulations 2007*, the construction of a building or carrying out of works for a place of assembly (r.43(1)(b)(xvii)) is a high impact activity provided that the proposed works will cause significant ground disturbance as defined by the *Aboriginal Heritage Regulations 2007* (r.43 (1)(a)). The only proposed works associated with the event, the construction of a climbing frame, will not cause significant ground disturbance as defined by the *Aboriginal Heritage Regulations 2007*. As such, the proposed activity is not a high impact activity as defined by the *Aboriginal Heritage Regulations 2007*.

Therefore, whilst the activity area is situated within an area of cultural heritage sensitivity, the proposed activity is not a high impact activity. As such, there is no requirement under the *Aboriginal Heritage Act 2006* and the *Aboriginal Heritage Regulations 2007* for a CHMP to be prepared for this planning permit application.

Kind regards,



Jen Burch (B.Arch [Hons], MAACAD)
Archaeologist/Heritage Advisor
Jem Archaeology

Traffic Management Plan		Authorised By: Nic Bolto
Fun Mudder		
140 Granite Place Buxton		
Issue Date: March 2017	Review Date: Post Event	Page Number: 1 of 3

Traffic Management Plan:

Event:	Fun Mudder
Date of Event:	Sunday 22 nd October, 2017
Time:	10am to 2.30 pm
Person completing TMP:	Kim Waterfall
Date of Plan:	22 nd October 2017
Date of Plan Review:	Post Event

Summary:

The event will be capped at 100 participants plus staff.

The participants and staff will be bused to the event from three separate locations, Queens Park, Healesville and two Melbourne locations. Several support vehicles will travel with the busses, including a mechanic.

Parking for Participants/Staff

The area set aside for the parking of registrant/staff vehicles has been designated as Queens Park, Healesville. A 28 seater bus will rendezvous with registrants and staff there and transport them to the event.

Pick up and drop off points for participants (e.g. private vehicles, buses etc):
The following safety features are in place to ensure that the picking up or dropping off of registrants is undertaken in a safe manner:
<ul style="list-style-type: none"> ▪ Entry and exit signage to Queens Park is currently in place ▪ Pick up and drop off areas for participants are clearly marked by: <ul style="list-style-type: none"> - Signage, marked bays ▪ Designated pedestrian crossings are: <ul style="list-style-type: none"> - Clearly marked and supervised throughout the drop off period ▪ Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE): <ul style="list-style-type: none"> - High visibility jackets - Stop signs ▪ Pedestrian walkways are clearly marked/indicated by: <ul style="list-style-type: none"> - Bollards, flags ▪ Speed restriction signage is clearly displayed <ul style="list-style-type: none"> - 40km/hr sign already insitu - Designated areas for bus parking is clearly marked

Bus Travel, South Cathedral Lane
<ul style="list-style-type: none"> • A 28 seater bus like those proposed for the event has been used on the roads affected and has completed the journey satisfactorily • Buses will travel at speeds of less than 40km/hr down South Cathedral Lane • Vehicles will have a support vehicle with flashing lights that will precede the buses • Fun Mudder event traffic notices will be posted to the 11 affected South Cathedral Lane residents (between Maroondah Highway and Granite Park Place) on the Friday proceeding the event

Traffic Management Plan Fun Mudder 140 Granite Place Buxton		Authorised By: Nic Bolto
Issue Date: March 2017	Review Date: Post Event	Page Number: 3 of 3

WORKPLACE LAYOUT <i>[Insert site map below]</i>
--



Signatures:

Workplace Manager/Management OHS Nominee..... Date.....

Health and Safety Representative..... Date.....

Person completing TMP..... Date.....

FUN MUDDER

Emergency Management Plan

Aim of this Plan

The aim of this plan is to reduce the potential for the loss of life, injury and property damage, as a result of an incident or emergency that may occur at this facility by the implementation of these standard procedures.

Purpose of the Plan

The purpose of the Emergency Management Plan is to provide a structured system to deal with a variety of emergencies and the following:

- An Emergency Management Plan for use by Emergency Control Organisation personnel. This will be provided in a format that is suitable for that person and they can understand.
- Prevention strategies designed to prevent emergencies.
- A system of responses for identified potential emergencies in the facility.
- Guidelines to ensure the safety of occupants of the facility.
- A detailed training program for Emergency Control Organisation personnel.
- A system for developing a budget for the Emergency Control Organisation
- A review process to ensure that the emergency procedure plan are monitored and updated as required and specified in AS 3745-2010.
- To ensure that all occupants of the facility are included in the development of the emergency procedures.

Authority of the Manager

This Emergency Management Plan has been produced with the authority of Nic Bolto, the Event Manager. In the event of an emergency situation Nic Bolto delegates full authority for the management of the emergency situation to the Emergency Response Manager (ERM). This authority shall override all other management systems within the confines of this facility during the duration of the emergency. All participants are required to follow the instructions of the ERM. All Emergency Response team members shall act in good faith during the execution of their duties in an emergency or practice exercise at the facility.

The ERM shall be identifiable in accordance with AS3745-2010 section 5.8 with both of the following:

1. ERM marked Baseball Cap
2. ERM marked Tabard

Fluorescent colours shall not be used due to the possibility of confusion between safety vests/tabards and other event management staff.

Relevant Standards

This Emergency Management Plan acknowledges but is not limited to the following reference documents:

- Australian Standard 3745-2010
- Victorian OH&S Act 2004
- Australian Standard/New Zealand Standard 4360 Risk management
- Victorian Emergency Management Act 1986
- Australian Disability Act

In the event of an emergency, the Emergency Management Plan comes into effect. A laminated copy of this flow chart and emergency numbers will be posted at event management headquarters and will be provided to each event staff member. Copies will also be provided electronically to all event staff at least one month prior to the event. Those persons named in the document are thoroughly briefed prior to the event on their role in an emergency.

On becoming aware of an emergency, the ERM shall take the following actions:

1. respond and take control, as appropriate
2. ascertain the nature of the emergency and implement appropriate action
3. ensure the appropriate Emergency Service has been notified, as appropriate
4. ensure that event supervisors are advised of the situation as appropriate
5. if necessary initiate evacuation and control entry to the affected areas
6. monitor the progress of the evacuation process and record any action taken in an incident log that will satisfy the rules of evidence if it is later called upon as a record of events during an incident
7. brief the emergency service personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and thereafter act on the senior emergency services officer's instructions
8. any other actions as considered necessary

Treatment of Injuries

All minor injuries will be treated by Challenge Supervisors where the injury occurs. Serious injuries will be reported by Challenge Supervisors to the staff at the first aid tent by UHF radio or mobile phone. Qualified First aid personnel, three nurses and a doctor, will conduct assessment of the injury and determine that:

- They will treat the injury at the site
- They will have the participant taken from the site to the first aid area by event management staff using a vehicle for further assessment and treatment
- They will have the participant taken from the site to the first aid area by event management staff using a vehicle for further assessment and treatment and transfer the participant to Healesville Hospital for further assistance
- They will have the participant taken from the site to the first aid area by event management staff using a vehicle for further assessment and treatment and contact Ambulance Victoria for further assistance

Any of the procedures and actions in this plan should only be attempted if safe to do so. The prime concern is the safety of people.

It is the responsibility of all event supervisors to make themselves aware of the plan.

This emergency procedure plan utilises the following four stages of evacuation in an emergency:

- Stage 1 – Immediate – Away from immediate danger.
- Stage 2 – Lateral – Laterally to a safe area or remote area.
- Stage 3 – Partial – Evacuation of part /parts of facility in an emergency situation.
- Stage 4 – Total – Total evacuation of facility and occupants

In the event of a major Medical Emergency occurring, event staff or Challenge Supervisors at the place where the emergency occurs will:

1. Check for any threatening situation and control it if safe to do so
2. Staff to remain with any casualties and provide appropriate support
3. Notify First Aid Officers and ERM
4. If required notify Ambulance Service – 0-000; Give details/address, etc
5. Delegate someone to meet Ambulance and direct to location of the casualty

People with Disability

A record of people with a disability/impairment will be kept by the ERM and regularly updated and treated as confidential. The record will be used on a need to know bases and referred to during facility emergencies and evacuation only. This register is designed for people who may have a disability or impairment which may affect the person's ability to be aware of an emergency in the facility or who require assistance to evacuate the facility. The register is also to be used for persons who may have a temporary disability or impairment such as a broken leg etc. When a person has been identified with such a disability/impairment they should also complete a Personal Emergency Plan (PEP) with the carer/authorised person who handles the PEP process.

Evacuation

The ERM or his appointed nominee (this could be the local SES, CFA, or police hereafter referred to as ERM) will make the final decision in the event of an emergency. If we need to evacuate the area due to fire risk (or similar) all participants will need to heed the instructions of the ERM. The ERM will tell participants the evacuation procedure upon arrival, however we wish all participants to be able to respond with the following in the event of an emergency:

- a) All participants will need to assemble at the designated assembly area for roll marking before any evacuation takes place
- b) The Event Manager is responsible for completing a roll check of all participants and staff and reporting this to the ERM
- c) If evacuation is necessary, all participants will depart in a controlled fashion at the explicit command of the ERM
- d) The designated meeting area in the event of an emergency (signalled by the sounding of a continuous horn) will be at the event management/announcement site

In the event of an evacuation, participants will be asked to leave all equipment immediately (don't try and rescue equipment), gather at the assembly area, conduct a roll call then follow the ERM instructions.

Specific events that may require evacuation are addressed below:

Lightening and/or Storm – In the event of a heavy storm the ERM has delegated authority determine their own use of emergency measures including relocating event elements, tenting, bus accommodation or evacuation.

Fire – In the event of a fire, any person will alert the nearest staff member. They will then contact Event Management where the alarm will be raised. If anyone discovers a fire:

1. Send for help
2. Ensure that everyone is at a safe distance from the flames
3. Ensure that everyone is accounted for
4. Assess if staff are able to control the blaze and if so attempt to extinguish the blaze with available fire-fighting gear
5. If the fire is brought under control report the incident to Event Management as soon as practical
6. If staff cannot control the fire, evacuate the area immediately and go to the designated assembly area

Bomb Threat – In the event of a bomb threat being received or advised:

1. Record exact wording of threat
2. Record details of caller's voice and background noises
3. Keep caller talking - try to obtain as much information as possible
4. Report to Police on 0-000
5. Report to the ERM - but do not create panic by telling other personnel
6. The ERM will take any further action that is required, including a search of the area

Those who are familiar with the area are the most likely to see something out of place. Event staff will advise the result of any search direct to the ERM. Depending on the result of the plan, it may be decided to evacuate. If a bomb is found, staff are instructed to:

1. Not touch the device and clear the area. Evacuate taking personal belongings with you if safe to do so.
2. Advise the ERM immediately
3. Report the findings to the Police on 000
4. Prevent other personnel from entering the area near the bomb
5. The ERM will advise you of any further action you should take

Intruders - The following information has been put together to assist you in the event of an intruder(s) entering the facility. It is only a guide as every situation is different. Vigilance in maintaining the security of the facility and the event staff and

participants is essential. No unknown person is to be allowed on site without being asked his or her reason for being here.

Staff confronted by intruder(s) should:

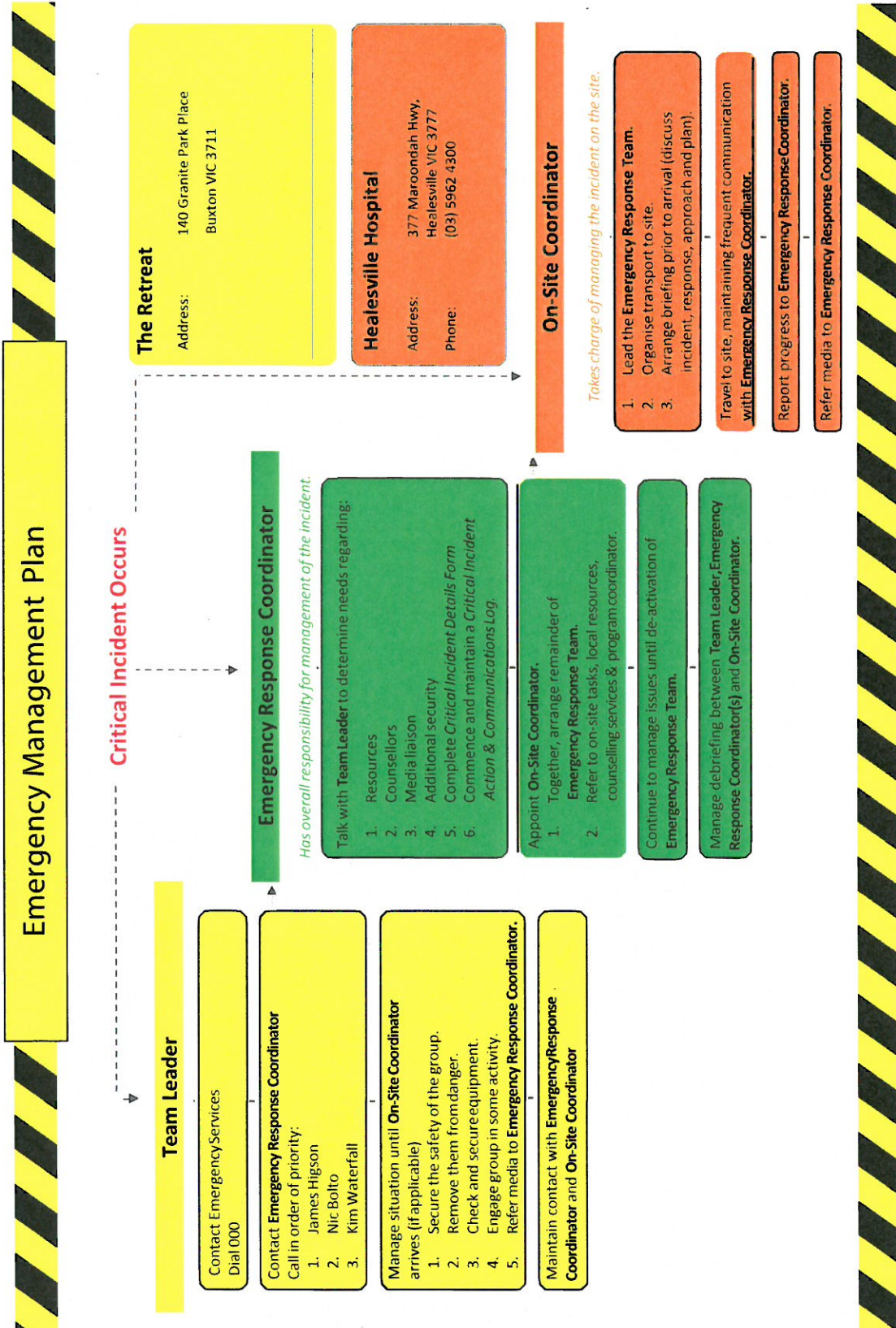
1. Remain calm
2. What you do next depends on the individual situation and what you feel comfortable with
3. Approach him/her and inquire as to the purpose of their visit. Any person acting suspiciously or non-specific in their reason for being in the facility must be asked to leave and escorted off the facility. DO NOT under any circumstances attempt to confront or resist them
4. Clarify requests or demands of the intruder(s)
5. Be courteous and speak if asked by the intruder(s)
6. Move slowly. Only do this with safety. Advise the intruder(s) of any sudden unexpected movements you may have to make
7. If a weapon is present observe it and be aware of it
8. Note the intruder(s) conversation including any indecent language, accent, nicknames or speech peculiarities
9. Unless otherwise ordered, continually watch the intruder(s), making a mental note of their description. Pay particular attention to scars, tattoos and any other unusual or prominent features
10. When the intruder(s) depart, record vehicle type, registration number and route taken. Notify Police on 000
11. Police should also be asked to attend if there are concerns regarding potential intruder(s) from outside the site
12. If the issues relating to intruders may require evacuation, the EMR will manage this accordingly

Ceasing an Emergency Situation

The area affected by the emergency may be subject to a criminal or legal investigation therefore the area may be required to be secured for the collection of evidence. Mark off the area so as to reduce the likelihood of unauthorised entry. Staff are reminded and will be reminded in the event of an emergency - do not disturb the area.

The decision to resume event operations will be made by the ERM when they have been given the All Clear by the officer in charge of the combating emergency service and are satisfied that the area is safe to return to. The ERM in consultation with relevant management team members will commence to activate their Recovery Plan and any other actions that are deemed required. This can include but not limited to the following:

- Activation of recovery Plan
- Critical Incident Stress Debriefing
- Debriefing of affected individuals
- Preparation of report on incident



Emergency Management Plan

Location:

140 Granite Park Place, Buxton VIC

Emergency Telephone Numbers:

Emergency Services Dial 000
(Police, Fire and Ambulance)

Hospital Healesville

377 Maroondah Highway Healesville 5962 4300

Police

Marysville Local Branch 5963 3222
1 Pack Rd Marysville

Poisons Information Centre 131126 24hrs

Exit to South Cathedral Lane
50 M

