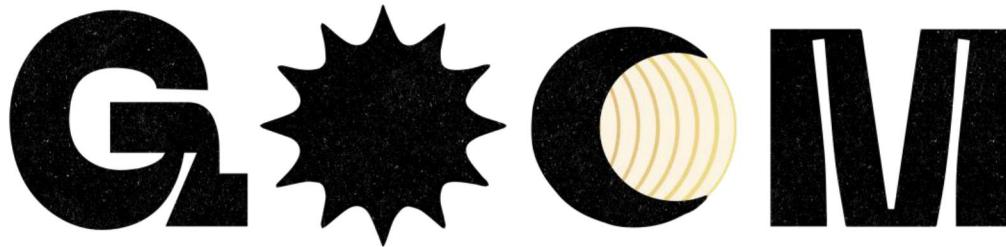


APPENDIX F :

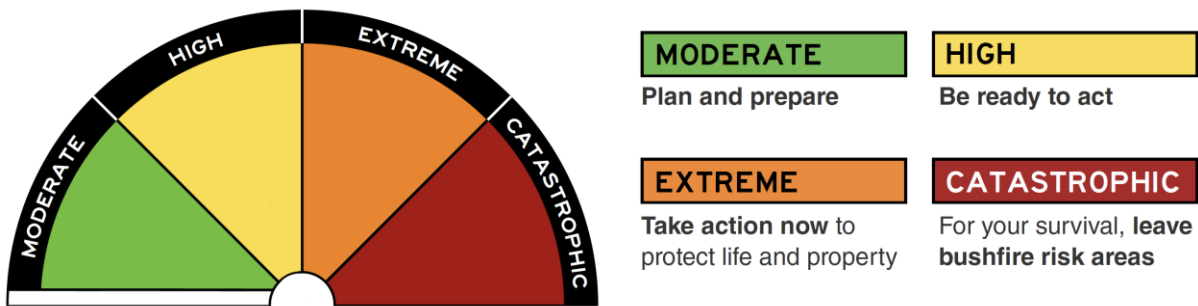


FIRE DANGER RATING POLICY

Project Title	Goombfest
Venue	363 St Marys Road, Wangoom 3279 VIC
Dates	15/2/25 – 16/2/25, 13/2/26 – 14/2/27, 17/2/29 – 18/2/29

Version Control Table

Version Number	Author	Date
5.1	[REDACTED] (Managing Director)	26.7.22
5.2	[REDACTED] (Managing Director)	25.11.22
5.3	[REDACTED] (Managing Director)	20.7.24
5.4	[REDACTED] (Managing Director)	30.8.24



The event will not occur on a declared Catastrophic day (previously called Code Red). The event site will be open and the event may take place on days of Extreme if the following protocols are in place and procedures followed.

PREPAREDNESS

Weather forecasts will be monitored by event management as weather has the capacity to have a major impact upon the safety of patrons and event operations particularly in respect to bush fire risk.

EVENT

The following policies and procedures will be implemented for the event.

1. Fire danger rating policy (Catastrophic & Extreme)

a. Catastrophic Days

The event will be canceled in the event of a declared Catastrophic day. The site manager will have adequate staff on site to advise any patrons who arrive at the event site unaware of the cancellation.

Should a Catastrophic day be predicted, the Event Management will refer to and if required implement the Fire Danger Management Plan.

b. Extreme Fire Danger Days

The event space at 363 St Marys Rd Wangoom, will be open and the event will take place on days of Extreme Fire Danger predictions. Event management in collaboration with CFA will continue to discuss the conditions throughout the week prior to any extreme weather forecast for and during the event days.

c. Communication

Communication with patrons and stakeholder is critical part of the event management process on a Extreme Fire Danger Day. The communication plan entails providing information to patrons, staff and stakeholders that has been issued by the event management team in collaboration with the CFA.

Information is to address all patron safety issues. Dissemination of the information needs to be through a variety of sources and mediums such as:

- Pre event email advise to all registered ticket purchasers
- Social media
- In addition to having an effective pre event communication strategy a number of on day operational strategies should also be employed
- PA announcements
- Increase the amount of drinking water available for patrons

TOTAL FIRE BAN DAY

If a Total Fire Ban day is declared the following measures will be implemented.

- Inform staff, vendors, and attendees about the fire ban and its implications.
- Increased number of volunteers checking for prohibited items that could lead to fire risk.
- Increased communication to patrons, staff and volunteers emphasising the Total Fire Ban status and the importance no fires or cooking appliances policy for patrons.
- Limit the use of equipment that could generate sparks or flames, such as certain power tools or equipment.
- Continuously assess fire risk conditions throughout the event and be prepared to adapt if conditions change.
- Monitor CFA website and weather forecast.

2. Emergency Planning Committee (EPC) Communication Plan

1 Week Out

The event manager will contact the CFA Operations Officer and Victorian Police at least 7 days prior to the event. As soon as possible following this (or any other relevant update) if extreme weather/fire danger is forecast **for the event the patron communication plan and the following protocols and procedures will be implemented.**

The Emergency Planning Committee (EPC) including event manager, site manager, emergency officer and fire safety will convene a minimum of **2-3 days** prior to the event. This may be via teleconference or on site.

3 Days Out (& 1 Day out/morning of)

If the weather forecast 2-3 days out is deemed satisfactory then no further meeting will be held and the event will proceed however the event manager and Emergency officer will monitor forecasts.

If the weather forecasted and fire danger is still deemed to result in an unacceptable level of risk to patron safety or have a major negative impact on local community if the event was to proceed, a further meeting of the EPC will be scheduled for the day prior to the event to prepare for possible cancellation and if need be on the morning of the event to make decision to proceed or cancel.

3. Patron Communication Plan

Communication with patrons and stakeholder is critical part of the event management process on a Extreme Fire Danger Day. The communication plan entails providing information to patrons, staff and stakeholders that has been issued by the event management team in collaboration with the CFA.

7 days out

- Place message on socials media advising patrons to check Facebook page and emails for updates
- Email to ticket holders

2-3 days out

- Update message Facebook advising patrons to monitor the Facebook event prior to attending event for updates on fire safety and risk.
- Prepare message to be sent to patrons in the event of a cancellation
- Place staff (on stand by) to manage communication strategy in event of cancellation

Event day

- Post event cancellation message on Social Media platforms
- Advise ticketing agency to send email to all ticket holders
- Update social media
- Activate on site communication via staff around site and through PA system.

Event proceeds

EPC will monitor the CFA website. All staff are to ensure mobiles are fully charged and operating.

- PA announcements
- Increase the amount of drinking water available for patrons
- Increase fire fighting capability