



EVENTS

INFORMATION

AND

APPLICATION FORM

ABOUT THE GREAT OCEAN ROAD COAST COMMITTEE

The Great Ocean Road Coast Committee (GORCC) is responsible for management of 37 kilometres of coastal crown land reserves between Torquay and Lorne, along Victoria's Great Ocean Road. GORCC also manages the Torquay Foreshore Caravan Park and Lorne Foreshore Caravan Park, as well as the Port of Lorne.

GORCC is a Crown Land Committee of Management established under the *Crown Land (Reserves) Act, 1978* which is administered by the Minister for Planning. The Act provides the Committee with broad powers to manage land reserved for public purposes on behalf of the Crown.

The Committee was established in 2004 following the amalgamation of individual committees of management in Torquay, Anglesea, Aireys Inlet, Fairhaven and Lorne. The Committee comprises nine skills-based volunteer members and employs 24 staff in the caravan parks, along the reserves and in administration to assist the Committee to fulfill its obligations. The Committee's work is overseen by the Department of Sustainability and Environment.

The Great Ocean Road Coast Committee recognises the importance of managing the coast sustainably and will conduct its business consistent with the Victorian Coastal Strategy.

GORCC's mission is:

"To sustainably manage coastal reserves and caravan parks to enhance experiences for local and visitor communities both now and into the future."

You can find out more about the Committee from our website – www.gorcc.com.au



INTRODUCTION

Each year outside groups and organisations conduct a number of moderate to large scale events along the foreshore reserve between Torquay and Lorne, including reserves in Anglesea, Aireys Inlet and Fairhaven. These events include triathlons, fun runs, marathons, outdoor concerts, arts performances/community festivals, life saving events, community sporting events, beach volleyball, product promotions/launches, sailing events and cycling and on-road events.

APPLICATION PROCESS

STEP 1: APPLICANTS MUST PROVIDE THE FOLLOWING INFORMATION (PLEASE USE THE ENCLOSED APPLICATION FORM)

1. Name of organisation, address, phone (business, private and mobile) and fax numbers
2. All specific event details including:
 - i. proposed event date (specify alternative date as well)
 - ii. a detailed map highlighting all legs of the event
 - iii. a map giving specific details of how all structures will be set up on the day
3. Event details are to include items such as; all marquees (no pegs for anchorage), finish lines, bike racks (if applicable) etc.
4. A description of the event giving all distances and relevant details as to the exact timings in relation to each event leg. Include set up and pack up time frames (specifically for triathlons, fun runs, swim and on road events)
5. Arrangements for waste/recycling removal (all waste removal and recycling is the responsibility of the event organiser)
6. Arrangements for recycling of any glass, bottles, aluminium cans and/or PET plastic generated in the course of the event
7. A detailed traffic management plan, which includes; police and marshall points, timetable of events, road closure equipment to be used, etc.
8. The number of event participants anticipated and the different categories of participation
9. How other local clubs and business will be able to gain access to their facilities during the conduct of your event. Have you thought about who will be affected? What arrangements do you intend to have in place to address issues of public access and residential amenity?
10. Arrangements to protect parks, reserves and areas of natural vegetation from damage and measures to minimise disturbance to native birds and other fauna (where applicable)
11. Measures to minimise inconvenience to residential and business community from increased motor traffic circulation and parking
12. Measures to minimise the incidence of pollution (eg. dust, smoke) impacting on the local environment
13. Measures to minimise the impact of noise (both in terms of absolute levels and duration)
14. A mobile phone contact number available during the course of the event to ensure Committee's staff can contact you if required

15. Can we publish the event contact phone number alongside your event listing in the Committee's community newspaper or similar publication?
16. List at least two and up to three referees and their phone numbers. It is preferred that these referees are the approving authorities of other events that you have held, or who can vouch for the overall quality and standards of events that you have conducted. (for on road events, at least one referee must be from a Victorian Police Branch that has had involvement with your events previously. The second reference must be from the relevant Local or State Government agency, e.g. Vic Roads or another Municipal Council)

STEP 3: LODGE APPLICATION

Please address your written application to:

Great Ocean Road Coast Committee (GORCC)
PO Box 53
Torquay VIC 3228

STEP 4: INTERVIEWS

In certain circumstances, as deemed appropriate, Committee officers may wish to interview event applicants. This will be at the Committee's discretion and is only likely to occur if there are two similar ranking applications or if a proposed event or activity is of an unusual nature.

STEP 5: EVENT APPROVAL

You will be advised within seven (7) working days from the day your application is received at the GORCC office.

Please do not assume that your event has been approved until you receive written confirmation.

STEP 6: SITE AND COMMUNITY IMPACT FEE PAYMENT

A site fee will be charged according to the size, scale and nature of the event and is for the use of the designated site only (see attached fee schedule). Other services provided by the Committee eg. waste and recycling bins, will be on a separate fee-for-service basis.

COMMITTEE DECISION

The Great Ocean Road Coast Committee's decision is final with regard to event approvals. The representation on the selection panel ensures that final event approvals are made in a fair and objective manner. Each year many more organisations wish to conduct events within the boundaries of the reserve than there are opportunities to do so.

CONCLUSION

The appeal of the reserve as a clean, safe and environmentally friendly zone makes it a popular haven for residents, tourists and visitors alike. The Committee welcomes festivals and events that enhance these aspects and respect the areas natural assets.

We look forward to receiving your application.

FEE STRUCTURE GUIDELINES

Foreshore event category	Site/Community impact fee								
1. Social Function eg. Social Clubs/Family picnics/ Christmas Parties	\$125 per function with more than 50 people (with marquee \$250) \$75 per function with less than 50 people (with marquee \$150)								
2. Weddings	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Less than 50 people</td> <td style="width: 50%;">no charge</td> </tr> <tr> <td>50 – 100 people</td> <td>\$50</td> </tr> <tr> <td>100+ people</td> <td>\$125</td> </tr> <tr> <td>With marquee</td> <td>price on application</td> </tr> </table>	Less than 50 people	no charge	50 – 100 people	\$50	100+ people	\$125	With marquee	price on application
Less than 50 people	no charge								
50 – 100 people	\$50								
100+ people	\$125								
With marquee	price on application								
3. Commercial filming, photo shoots, product promotions eg. product sampling from a mobile or stationary stall	\$100 per hour (at Committee of Management's discretion) dependent on size of activity such as structures/marquees to be erected, number of persons on site, etc.								
4. Community Promotion and Information	Nil								
5. Commercial and private Sporting/Leisure Events (sponsored) - including those OF national/state significance	\$1000 - \$3,000 (at Committee of Management's discretion) dependent on size of event and structures/marquees to be erected								
6. Community Sporting/Leisure Events (Can be sponsored but non-profit making)	\$150 - \$500 (at Committee of Management's discretion) dependent upon size of event and structures/marquees to be erected								
7. Triathlons/Duathlons	\$600 per event								
8. Beach Volleyball	Public Participation events: \$100 per day, \$200 per weekend Professional/Sponsored events: \$900 per day, \$2,700 per 4 day series								
9. Sailboard Events (sponsored) and Sailing Events	\$200 - \$1,000 (at Committee's discretion – dependent upon size and scale of event)								
10. Outdoor Concerts (Large scale) - Events which fence off public open space or require Liquor Licensing	\$400 - \$2,000 (at Committee's discretion - dependent upon size and scale of event)								

Please note that GST is additional and will be added when the invoice is issued.

Please note that if you cancel your event up to 28 days prior to the event taking place, an administration fee of \$25 will be charged. If you cancel within 28 days of the event taking place, an administration charge of 50% will be charged.

GREAT OCEAN ROAD COAST COMMITTEE

SITE CONDITIONS

- ✓ No damage to any fixtures, taps, irrigation pipes, underground electrical wires or the like.
- ✓ No damage to garden beds, trees or shrubs.
- ✓ No posts or bollards are to be removed. If permission is given for removal, they must be replaced to the Committee's satisfaction.
- ✓ Any items supplied by the Committee for use of the event must be removed and returned, eg. temporary fencing, cables and the like.
- ✓ There must be no damage to lawn or ground conditions other than general wear and tear in relation to the type of event held, i.e., no tyre ruts, dead grass areas (oil spills, burns etc.) ripped turf, sods etc.
- ✓ There must be no excessive compaction or vehicle tracks over lawn areas. Only minimum numbers of vehicles are permitted on lawn areas and only to unload equipment and to set up structures for the event. Trucks and cars used for transport only are to be kept off the lawn areas.
- ✓ All litter and rubbish associated with the event must be removed during and after the event.



Great Ocean Road Coast Committee

EVENT APPLICATION FORM

1. **NAME OF EVENT**

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2. **TYPE OF EVENT (please give a description)**

3. **PROPOSED EVENT DATE**

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ALTERNATIVE DATE

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4. **EVENT TIMES**

Total Site Occupation (including set-up & pack-up)

Date:	
Start time:	
Finish time:	

Event Timing (actual event)

Date:	
Start time	
Finish time	

Road Closure Times (for on-road if applicable)

Start time:

Finish time:

Road 1 Side Section

Road 2 Side Section

5. VENUE (eg. Elephant Walk, Lorne Main Beach, Cosy Corner etc.)

6. EVENT ROUTE (for on-road events only)

Please attach a detailed diagram and timing schedule highlighting all legs of the event if applicable.

7. NAME OF ORGANISATION

8. CONTACT PERSON

9. POSTAL ADDRESS FOR CORRESPONDENCE

 Postcode

10. CONTACT NUMBERS

Business:

Home:

Mobile:

Fax:

Do you agree to have your activity and contact details promoted in media outlets?

Yes No

11. TRAFFIC AND PARKING MANAGEMENT PLAN

Please attach a detailed traffic and parking management plan including police and Marshall points, timetable of events, road closures, equipment to be used, etc.

12. SITE DETAILS

Marquees Yes No

Size:

Quantity:

Stages Yes No

Size: Quantity:

Portable Toilets Yes No

No. of units:

Musical Entertainment Yes No

Details:

Amusements Rides Yes No

Details:

Number of rides:

Size of rides:

Amplification equipment Yes No

Details:

Lighting equipment

Yes

No

Details:

Caterers

Yes

No

Details:

Generators

Yes

No

Details:

Emergency vehicle

Yes

No

Details:

Any other structures

Yes

No

Details:

13. OTHER INFORMATION

Proposed Signage

Yes

No

Type (banners, A.Frames etc)

Size (if applicable)

Quantity

Location

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No signage of any description is to be erected without prior GORCC approval or approval from the Surf Coast Shire's Local Laws department if signage is not on the foreshore reserve.

***Please note that any such requests are to be directed to:
Surf Coast Shire Local Laws Department
P.O. Box 350
Torquay 3228***

Animals

Yes No

Details:

Vehicles

Yes No

Is vehicle access required for drop off/pick up purposes (e.g. caterers, deliveries, etc.)?

Number of vehicles: Time required:

Reason required:

(Please note that vehicles must not remain in parks during events, unless authorised)

Other relevant activities (eg. fireworks, acrobatics, balloons etc)

Details:

14. NUMBER OF PARTICIPANTS

Approximately how many people will be at the event? (including spectators, event organisers & competitors)

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15. WASTE MINIMISATION/REMOVAL AND RECYCLING DETAILS

All waste removal is the responsibility of the event organiser- Events that involve the dropping of litter must provide immediate clean up eg. fun run drink cups- please also outline any recycling details re: PET plastics, cans, glass, bottles etc.

16. ACCESS FOR FORESHORE CLUBS AND BUSINESSES

Please provide details of how other local or foreshore clubs and businesses will be able to gain access to their facilities during the conduct of your event.

17. HOW WILL YOU PROVIDE PUBLIC ACCESS

18. NOISE LEVELS

Please outline how you plan to minimise noise levels so as not to adversely affect surrounding residences.

19. PUBLIC LIABILITY INSURANCE

Yes No

20. REFEREES

Please provide the names and telephone numbers of two referees who can vouch for the overall standard and quality of events that you conduct.

For on-road events at least one referee needs to be from a Victoria Police Branch which has had involvement with your events previously. The second reference needs to be from a Local or State Government agency.

1.
2.

21. EVENT RECOMMENDATION STATEMENT

22. ENVIRONMENTAL IMPACT STATEMENT

Please provide a statement as to the environmental impact of your event on: Parks and Reserves, flora and fauna, measures to guard against pollution.

PUBLICITY APPROVAL

Do you give approval for your telephone number to be published alongside your event listing in community newspaper or similar publication?

Yes No

23. MOBILE PHONE EVENT DAY CONTACT

Please provide a mobile phone number(s) that will be in use on the day of your event.

24. DO YOU REQUIRE ACCESS TO A POWER SUPPLY OR FRESH WATER SUPPLY?

Please give details.

25. HAVE YOU CONTACTED ANY OF THE FOLLOWING AUTHORITIES REGARDING THIS EVENT?

- | | |
|---|---|
| <input type="checkbox"/> Vic Roads | <input type="checkbox"/> Fire Brigade |
| <input type="checkbox"/> Torquay Police | <input type="checkbox"/> Foreshore Clubs/Businesses |
| <input type="checkbox"/> Surf Coast Shire | <input type="checkbox"/> Liquor Licensing Commission |
| <input type="checkbox"/> St Johns Ambulance | <input type="checkbox"/> Department of Sustainability and Environment |