

New File

4/14/13

Sgt. R. Waime  
of Hempton

SUNBURY

The aim of this instruction is to set out the basic organisation of the Sunbury Festival for those concerned.

The Control organisation for the Festival is centred on the administration building - for location see map.

The building will contain the following:

- 1. Communications room and H.Q.
- 2. Security and gatekeepers room
- 3. Police room.

*Council will arrange this*

1. Traffic through Sunbury.

2. Signs on road leading through Sunbury.

3. Pollution barriers.

The key administrative personnel and their responsibilities are:

- John Dixon - Controller
- Jack Wight - Stores, equipment, maintenance
- Bill Regan - Administration
- Gary Popper )  
David Hopper ) Administrative Assistants

*Council will contact police if any traffic problem.*

4. Will depend on Duncan Lane if necessary depends on traffic movement.

The communications room will be manned on a 24 hour basis.

5. Signs on Holder Bridge saying use Ford.

Communications are:

- 1. One outside line
- 2. VHF base station for security and radio net
- 3. Internal telephone network

*Council provide water trucks to provide*

The security organisation will be linked with the communications centre by means of radio.

The internal telephone network will link all four gates and the stage with the communications centre.

Additional Communications.

- 1. A mobile D24 van will be on site which may be used for emergency communications only.
- 2. Helicopter ground station.

*Obtain car passes for John Dixon.*

A Bell J helicopter will be on site to provide emergency services if required. These may be :

- Casualty evacuation
- Fire spotting
- Emergency movement of groups.

Groups and Entertainment

The stage organisation will be controlled by Ray Evans, Aus. Entertainments.

To assist him two security men and two gatekeepers will be allotted for the stage area.

Groups moving to the site will use the Tullamarine - Bulla Road entry. This will be restricted to service traffic. Groups are required to be on site one hour before their performance. Should any emergency arise which will prevent or delay their arrival on this route, they are to contact the communications centre and assistance will be given. Access to the Bulla-Diggers Rest turn-off will be restricted to vehicles displaying the Sunbury Car Sticker.

#### Security Organisation.

The Security organisation will be controlled by Bob Jones. The force of approximately 60 will operate on a 24-hour basis.

Security within the Festival area will be the primary responsibility of this organisation. They will be identified by the black and white Sunbury T-shirt which only they will wear.

#### Police

All traffic control outside the Festival area is the responsibility of the police. In addition they will supply uniformed police to all main gates. In principle the police will assist the Festival security organisation if and when required.

Close liaison will be maintained between the Controller John Dixon and the senior police officer on site.

#### Gate Keeping and Car Parking.

These tasks will be carried out by a group, most of whom are experienced members of the Victorian Emergency Reserve.

Senior members are John Mangan, and Ron Lapworth. They may be identified by their day-glo traffic jackets or by Red Arm Bands.

Their tasks are:

- Organisation of gate keepers
- Collection of money and tickets
- Traffic flow within the site
- Parking of cars.

Their H.Q. will be located in the administration building.

#### St. John's Ambulance.

Senior officer Mr. Woodall, of the St. John's Ambulance will set up a field hospital on site. This will be capable of holding fourteen stretcher cases for a short time, plus walking casualties.

In addition they will provide five static First Aid posts in the car parks and camping area. They will operate a radio link from the site to their headquarters for liaison with Civil Ambulance. This link will be located near the administration building.

#### Staff Car Park.

A staff car park for those requiring it will be at Duncan's Farm at the end of Duncan's Lane.

#### Pedestrian Traffic.

A number of pedestrians (apart from train passengers) is expected to arrive on site. These will be held at the main pay gate by the gate keepers then moved by the internal bus to the bus gate, where they will be handled in the normal way.

#### Access.

Public access by road will be via the Calder Highway. Police will maintain control points on the Calder at the junction with Duncan's Lane and at the Bulla turn-off. These points will be marked from both directions by CRB approved signs warning all traffic. Service access will be from Bulla. A police control at the Bulla Road - Diggers Rest Road will be manned 24 hours a day. Entry will be restricted to those vehicles carrying the approved windscreen stickers plus fire, ambulance and police.

#### Fire.

Fire breaks have been made, grass mown, and the audience area watered; consequently the risk of fire within the festival area is small. Should it occur however, the security force and the VER are equipped to deal with small outbreaks. Regarding outside the area, it is known unofficially that the local brigades will be deployed West and North of the site in the most likely danger areas. Fire breaks have been made there.

#### Fire Plan.

Should a threat develop from outside, the following drill will go into operation:

1. The audience will be told to remain in the audience area; this being both green and sheltered from wind -
2. Security and VER groups will be warned over the communications network.
3. Fire fighting groups will be deployed to the threatened edges of the Festival area.
4. In consultation with police, plans for controlled movement of the audience will be made if necessary.

The above will be read out to the audience from the stage at regular intervals over the three days. The fire spotting tower on the site and the helicopter will be used to give early warning.

Installation and Equipment.

Equipment Manager Jack Wight will be responsible for all equipment on site and the operation and repair.

This includes water supply and sanitary services.

Conclusion.

The Festival organisation is designed so that the vast majority of patrons who come to listen to the music will be allowed to do so with the maximum of enjoyment.

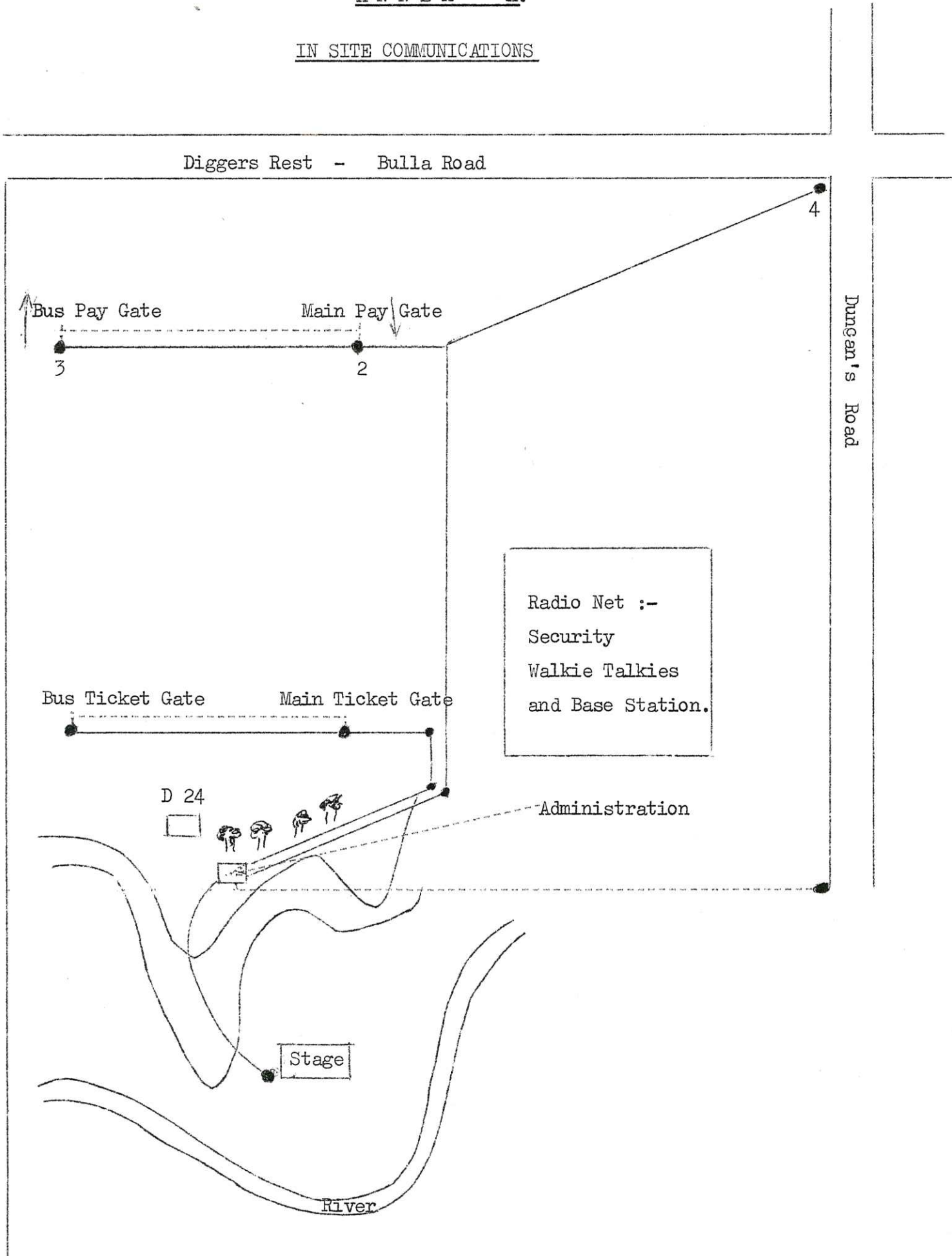
The organisation has been planned to be as unobtrusive as possible - so that normal young people will not be overawed by officials, and neither should a small percentage of trouble makers have the opportunity to stage a confrontation with authority.

The Controller will regard all the detailed preparations as a success, if the paying patrons are greeted with a smile when they arrive.

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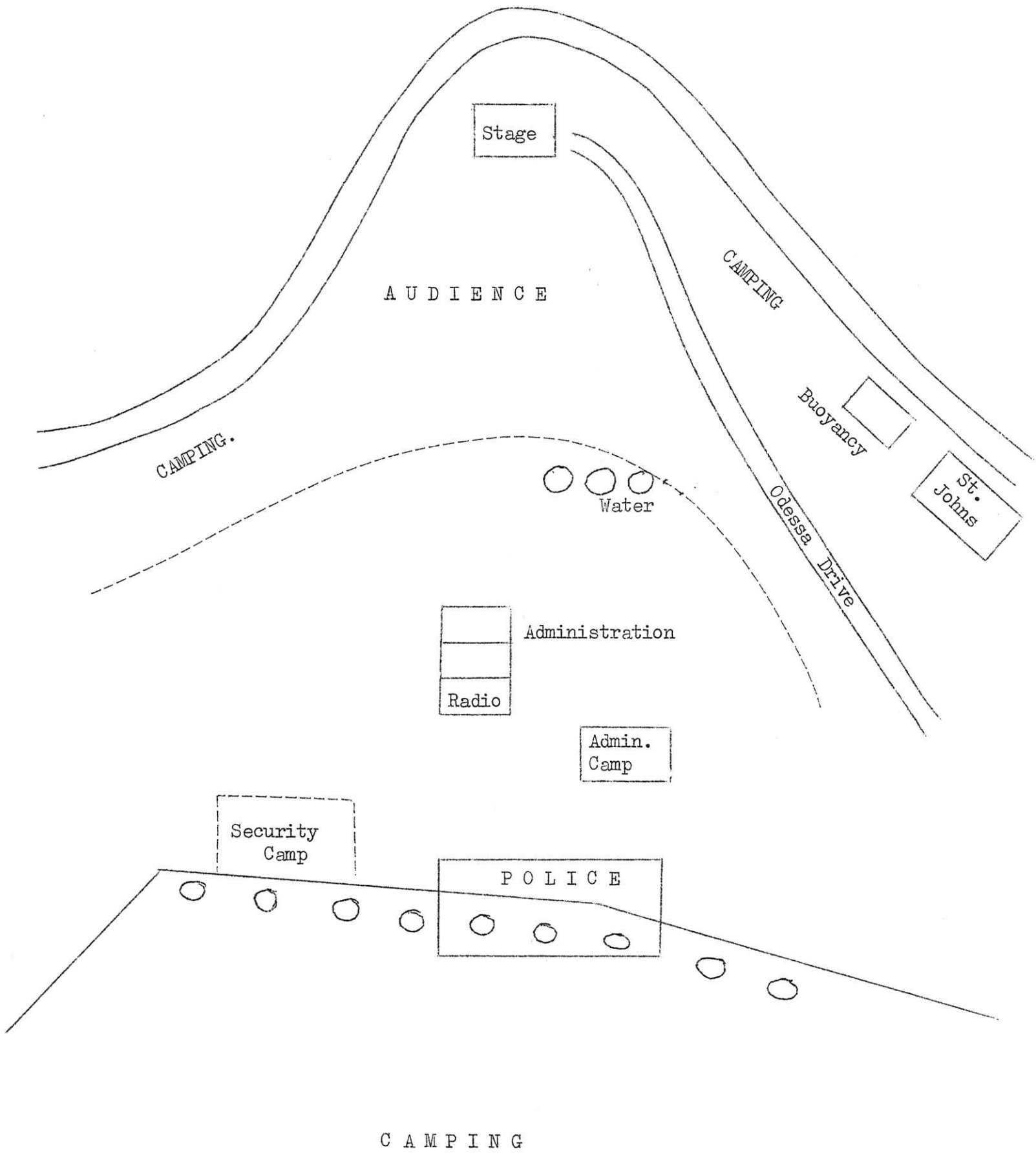
A N N E X A.

IN SITE COMMUNICATIONS

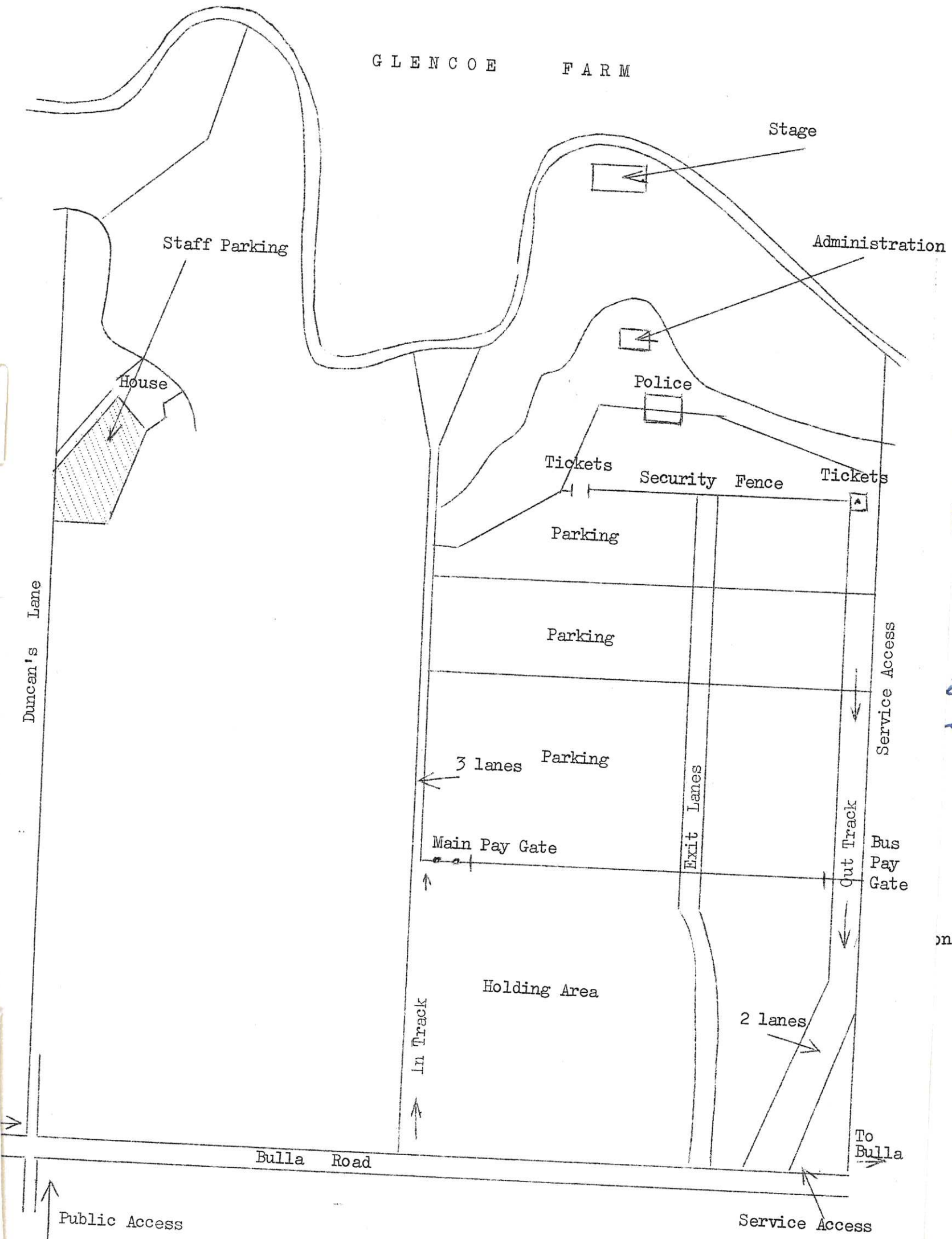


A N N E X B .

ENTERTAINMENT AREA



GLENCOE FARM



*Handwritten notes:*

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- pe
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- ms