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Clear Form

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VicSmart?

☐ YES

☐ NO

Specify class of VicSmart application:

Application No.:

Date Lodged: / /

Application for a Planning Permit

If you need help to complete this form, read MORE INFORMATION at the back of this form.

Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

Questions marked with an asterisk (*) must be completed.

If the space provided on the form is insufficient, attach a separate sheet.

Click for further information.

Application Type

Is this a VicSmart application?*

☐ No ☐ Yes

If yes, please specify which

VicSmart class or classes:.....

If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application.

Pre-application Meeting

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

☐ No ☐ Yes

If 'Yes', with whom?:

Date:

day / month / year

The Land

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

Street Address *

Unit No.:

St. No.:

St. Name:

Suburb/Locality:

Postcode:

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.:

☐ Lodged Plan

☐ Title Plan

☐ Plan of Subdivision

No.:

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? ***

 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.

If the application is for land within **metropolitan Melbourne** (as defined in section 3 of the *Planning and Environment Act 1987*) and the estimated cost of the development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy **must** be paid to the State Revenue Office and a current levy certificate **must** be submitted with the application. Visit www.sro.vic.gov.au for information.

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.


 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.

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:		
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:

Contact information for applicant OR contact person below	
Business phone:	Email:
Mobile phone:	Fax:

Contact person's details*		Same as applicant <input type="checkbox"/>
Name:		
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:

Name:		Same as applicant <input type="checkbox"/>
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: <input type="text"/>
		day / month / year

Information requirements


Is the required information provided?


Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist.

☐ Yes ☐ No

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: <input type="text"/>
	day / month / year

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Document Identification	TP342881R
Number of Pages (excluding this cover sheet)	2
Document Assembled	18/07/2021 17:50

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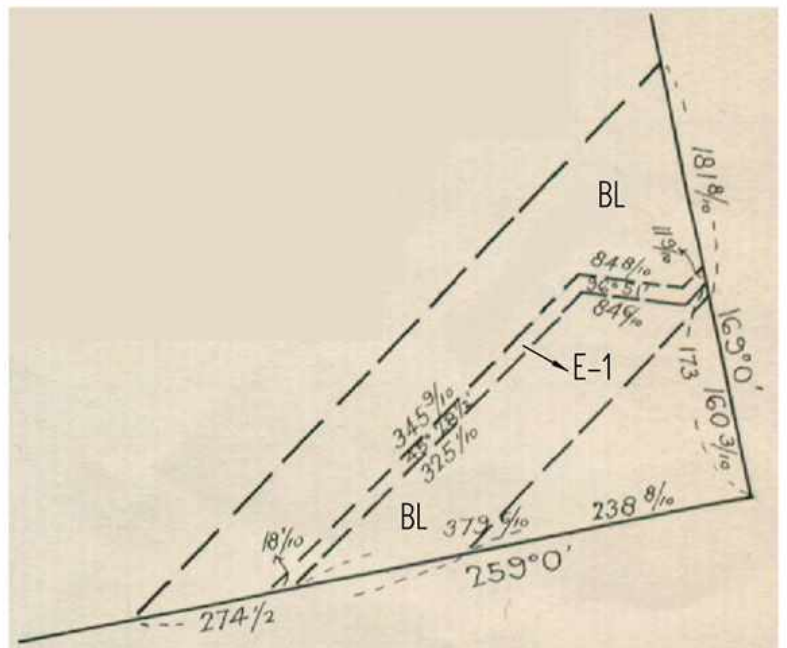
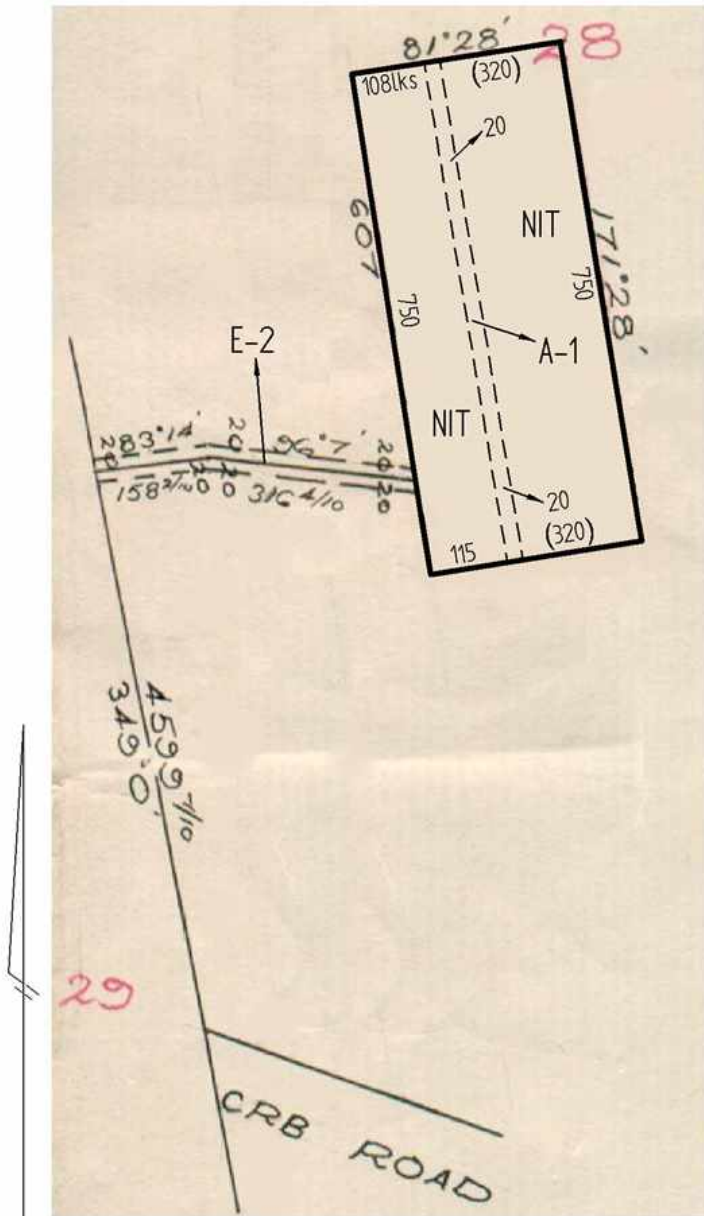
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TITLE PLAN		EDITION 1		TP 342881R	
Location of Land Parish: THORNTON Township: Section: Crown Allotment: 25A, 27A, 28(PT) Crown Portion: FORMER GOVERNMENT ROAD (PT) Last Plan Reference: Derived From: VOL 8125 FOL 688 Depth Limitation: NIL			Notations WATERWAY NOTATION: LOTS 3 & 4 IN THIS PLAN MAY ABUT CROWN LAND THAT MAY BE SUBJECT TO A CROWN LICENCE TO USE ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN		
Description of Land / Easement Information A-1 = QUALIFIED CARRIAGEWAY EASEMENT APPURTENANT TO THE WITHIN LAND CREATED BY INSTRUMENT A599092			THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 03/03/2000 VERIFIED: HG		
			ENCUMBRANCES REFERRED TO As to the land coloured blue - - - or marked E-1 - - - THE EASEMENT to State Electricity Commission of Victoria created by Instrument No.1256457 in the - - - Register Book - - - E-1 = EASEMENT TO STATE ELECTRICITY COMMISSION OF VICTORIA CREATED BY C/E A227145 E-2 = CARRIAGEWAY EASEMENT CREATED BY TRANSFER A599092		
TABLE OF PARCEL IDENTIFIERS WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962 PARCEL 1 = CA 25A PARCEL 2 = CA 27A PARCEL 3 = CA 28 (PTS) PARCEL 4 = FORMER GOVERNMENT ROAD (PTS)			SEE SHEET 2 FOR FURTHER EASEMENT DETAILS COLOUR CODE BL=BLUE NIT = NOT IN TITLE SEE SHEET 2 FOR ENLARGEMENT TOTAL AREA = 685A 1R 14P		
LENGTHS ARE IN LINKS		Metres = 0.3048 x Feet Metres = 0.201168 x Links		Sheet 1 of 2 sheets	

TITLE PLAN

TP 342881R



LENGTHS ARE IN
LINKS

Metres = 0.3048 x Feet
Metres = 0.201168 x Links

Sheet 2 of 2 sheets



Event Plan

Tanglewood Music & Arts Festival

30th December – 2nd January

5 Year Plan

Thornton

Victoria 3712

Prepared by: Stephanie Born, Director, Tanglewood Festival

Prepared for:

Murrindindi Shire Council

Referral Agencies and Authorities

Tanglewood Festival Event Staff

Tanglewood Festival Emergency Services

Internal and External Stakeholders



Document Overview

This document is submitted to Murrindindi Shire Council in support of Planning Application to use land zoned for farming purposes to stage Tanglewood Festival. The event plan is a part of a wider group of event management documentation which includes:

1. Emergency Management Plan
2. Fire Management Plan
3. Bushfire Risk Assessment
4. Medical Management Plan
5. Security Management Plan
6. Traffic Management Plan
7. Noise Management Plan
8. Acoustic Report
9. Waste Management Plan
10. Site Layout and Emergency Maps

Additional Documents that are not directly required by the planning permit but will be submitted as information during the lead up to the event plan include:

1. Risk Management Plan
2. Public Liability Insurance COC
3. Covid Safe Plan
4. Temporary Infrastructure list and map, (submitted with POPE application)
5. List of food vendors and applicable permits
6. Emergency contact lists, rosters and qualifications where applicable
7. Copies of other relevant authority approvals and permits

Contact person for Enquiries

Please contact Stephanie Born for any queries or requests for information relating to this document or the associated permit application.

E: steph@tanglewoodfestival.com.au

P: 0418 140 742

Document Control

Title	Version	Date	Author	Reviewed by
Event Plan	V2	03 August, 2021	Stephanie Born	David Rogers, Planning consultant
Event Plan	V1.5	02 August, 2021	Stephanie Born	David Rogers, Planning consultant
Event Plan	V 1.0	July 2021	Stephanie Born	Imogen Hobbs, Safety & Event consultant
Event Plan	V 0.5	July 2021	Stephanie Born	Leigh Born, Director, Tanglewood Festival

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1 Overview of Proposal

1.1 Overview

Name: Tanglewood Music and Arts Festival

Date: 30th of December – 2nd of January 1 year planning permit application (1 Event)

Attendance: 3,000 Patrons + 700 Staff/Volunteers/Performers

Type: Ticketed, Over 18s (under 12yo accompanied by parents ok) BYO Licensed Event

Event Edition: 5

Address	969 Goulbourn Valley Hwy Thornton, Vic 3712
Zone	Farming Zone (FZ)
Local Government (Council)	Murrindindi Shire Council LOT 1 TP 342881 and LOT 2 TP342881
Directory Reference	VicRoads 62 F6
GPS Coordinates	37°16'52.4"S 145°50'13.8"E

1.2 Location and site details



Figure 1 Proposed event site and surrounding area

1.3 Event Organisers Details

Company Name: Tanglewood Festival
Company Address: 10 Padua Drive Mornington, Vic 3931
Website: www.tanglewoodfestival.com.au
Contacts: Steph Born, Festival Director
steph@tanglewoodfestival.com.au
0418 140 742
Leigh Born, Festival Director
leigh@tanglewoodfestival.com.au
0417 349 337

1.4 History of the event

Tanglewood Festival has run four consecutive years from 2015 – 2019 on the proposed site of 969 Goulbourn Valley Hwy, and prior to that, three years on French Island since 2011. The Event has established itself within the region and has gained support from the local community and stakeholders involved. It is a family business and a labour of love, with many hours volunteered to make Tanglewood Festival a great event for all.

1.5 The Brand

Tanglewood Music & Arts Festival is an annual event hosted by a brother and sister team along with other family and friends, supported by a skilled crew and workforce. Working extensively for 10 years in the event industry the directors have gained the skills and networking to host one of Australia's best boutique Music and Arts Festivals. The management team provide a wide range of experience in the event industry, the crew is dedicated to providing safe, affordable and dynamic events for all ages where everyone is welcome.

The ethos is to care for the environment, banning one-use plastics, creating awareness of environmental issues, supporting local community & businesses and local musicians and artists (Not Internationals!). Tanglewood Festival creates job opportunities, economic development and tourism for the region, music and arts industry while creating a safe place to spend New Years Eve with friends or your family.

1.6 Event Description

Type: The multi day/night event named "Tanglewood Music & Arts Festival" is a boutique Music, Arts and Culture, Camping Festival.

Purpose: To encourage and maintain quality, cultural Arts and Music Events in Victoria, to support local businesses, Victorian, Australian musicians artists & talents of all kinds, to learn through workshops and create awareness of social & environmental issues, and to celebrate new years eve with friends and family in a safe affordable environment in rural Victoria.

Target Audience: The demographic of the targeted audience is made up of young families and professionals who regularly engage in cultural Art and Music Events. The main age demographic is 25 – 50 with many families. It is an over 18s event with the exemption of under 12yo accompanied by a parent or guardian. The majority of patrons that attend are return patrons, some as long as 2011 hosted on French Island, but also attracts new patronage and many from interstate and overseas.

Entertainment: Local Victorian & Australian artists, musicians and performers comprising of visual

artists, instillation artists, bands, DJs, art gallery, open mic, roving performers, spoken word, children's space & activities, cultural & educational workshops will showcase their craft across a wide platform.

Promotion: With 10,000 followers on social media, Tanglewood will use this heavily, along with street promotion including flyers and posters. We will rely mostly on word of mouth for our event to attract repeat and similar clientele. The other promotion will help reach out to new customers so there is a turnover of new patrons and visitors to the area.

1.7 Secondary permits and licenses

In addition to a planning permit from Murrindindi Shire Council, the following permits and licences will be required to stage the event.

- A Place of Public Entertainment (POPE) permit issued by Murrindindi Shire Council for occupancy of a public entertainment space which exceeds 500m², and in relation to siting and management of temporary structures and site infrastructure
- A Liquor Licence issued by The Victorian Commission for Gambling and Liquor Regulation (VCGLR).
- Generally, these require the issue of a planning permit in advance, so cannot all be dealt with as part of the same application.

The POPE application will be submitted with a detailed list of the temporary structures and marquees after the planning permit has been obtained.

The event management team will submit an application to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) for a temporary limited liquor license and will be working closely with Victoria Police to establish particular conditions.

In addition, a permit is required from the Victorian Environment Protection Authority (EPA) to operate music over extended hours in accordance with the recently revised Environment Protection Act and Regulations 2021, in accordance with EPA noise protocol 1826.1.

Noise management of the event is addressed in the noise management plan and Acoustic Plan supporting this application (Appendix 7). Tanglewood Festival organisers have already been in consultation with the EPA regarding the proposed permit and submitted an application, which is currently being reviewed.

An MOA to reduce Goulbourn Valley Hwy to 40kmph 500 meters either side of event entrance and 60kmph a further 1km past that for the duration of the event will be applied for by independent traffic manager Fineblade traffic management, Alexandra to Vic Roads.

Any conditions or requirements put forward by VicRoads will be implemented by Tanglewood Festival in accordance with the MOA.

1.8 Event Public Liability Insurance

The Public Liability Insurance Policy will provide cover for claims up to a sum of \$20,000,000. The policy will indemnify the property owner against any claims relevant to the operation of the Event, otherwise than in cases of negligence by parties without association with the Event or its representatives. This also covers any loss or damages caused to the property or surrounding properties that are the direct result of the negligence of organisers and the event taking place.

1.9 APRA

The event management team will have in place the appropriate licenses from Australian Performing Rights Association (APRA).

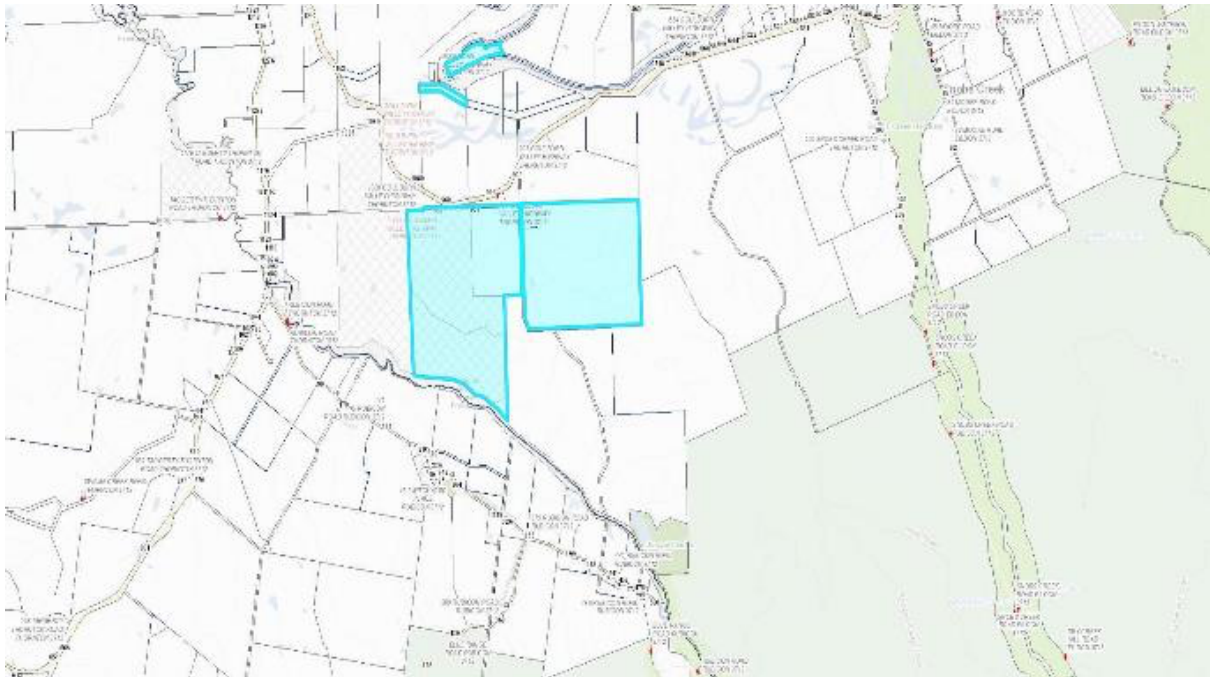


Figure 3 Lots to be used and surrounding property boundaries

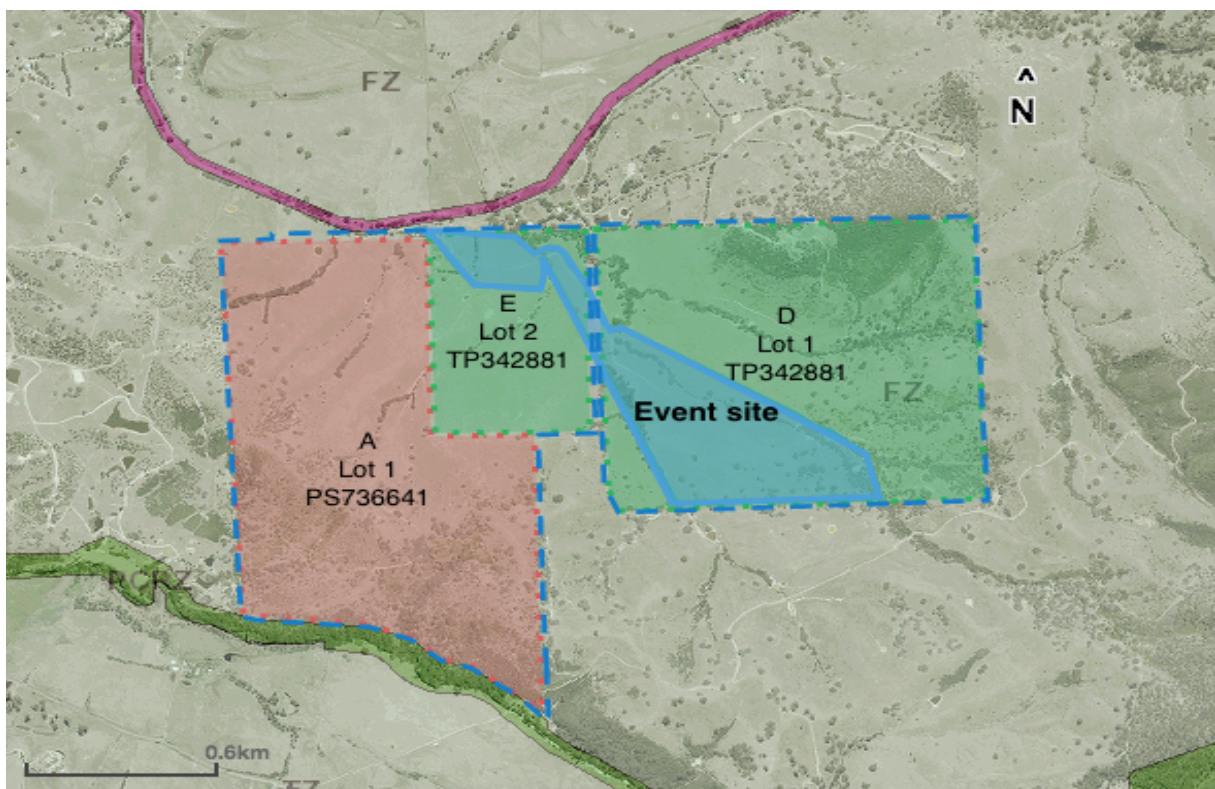


Figure 4 Proposed event site showing Lots and area proposed to be used

2.3 Access to property and proposed event site

The main access is via an existing driveway at 969 Goulbourn Valley Highway and a secondary access located approximately 235m east of the main driveway, only to be used in the case of an emergency and if the main entry is obstructed. Access to the proposed event area is via an existing farm tracks which traverses Lot 1 and Lot 2.

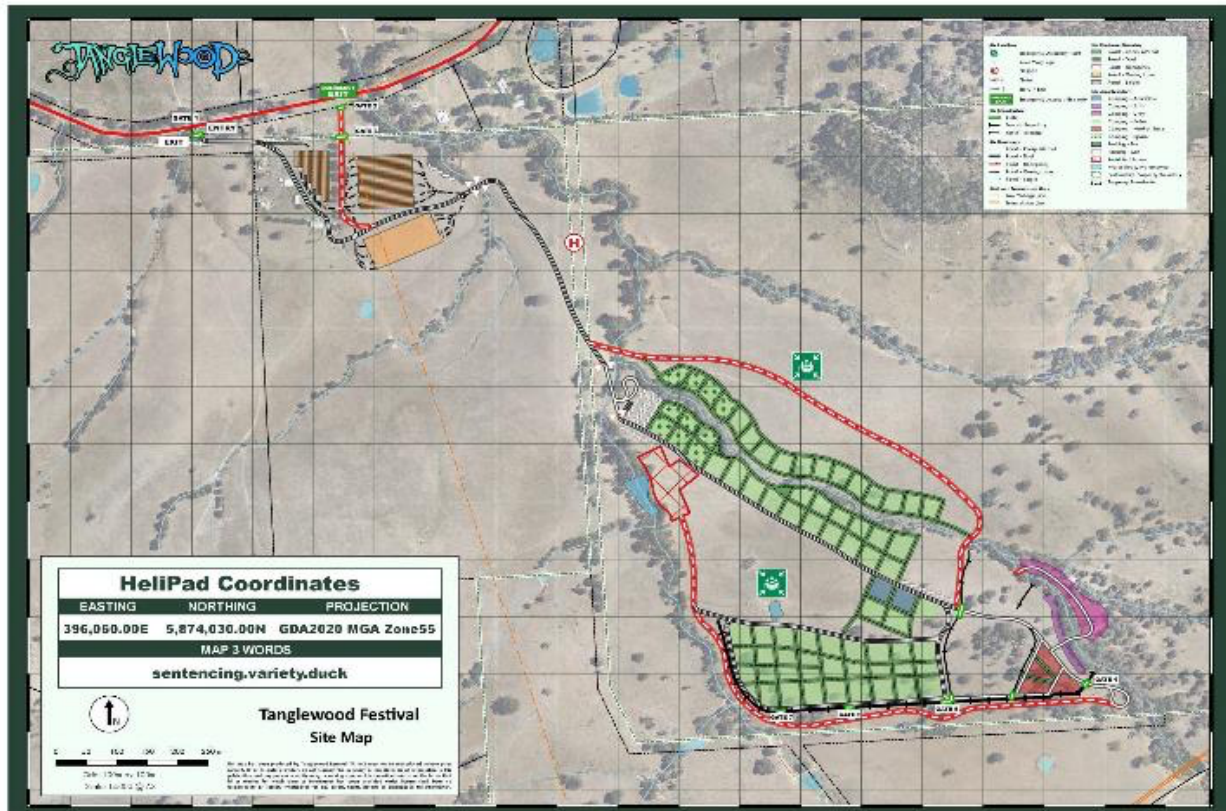


Figure 5 Site Map showing access to event area

2.4 Overview of property

The property consists of a dwelling, shearing and machinery sheds, shipping containers, with access to water and power. Established existing farm roads lead through all areas of the property and proposed event site. There are also water tanks and taps located around the property.



Figure 6 Overview of property showing site existing conditions



Figure 7 Overview of property structures, buildings and roads

2.5 Property Preparation and Reinstatement

The main event site will require power, water and infrastructure. This will be of a temporary nature, requires no buildings or works, placed on the ground without footings, no impact to farming land, it will be hired in and removed at the end of the event.

Event organisers will use the months leading up to the event to carry out property maintenance, reduction of fuel on the ground. The proposed event set up will be carried out from late November through December (fuel reduction, property maintenance, slashing or hay cutting, delivery of infrastructure) and event pack down will be concluded by the end of January.

Waste and event equipment will be removed from the event site during the event pack down and the site will be returned to its original state as a working cattle farm, with no impact to normal farming operation. All structures are dismantled and removed with the exemption of some pre-existing farm infrastructure owned by landowner and used for farming purposes (e.g., posts, fencing, and existing art installations). This includes, but is not limited to:

- Poles for shade and fencing.
- Art installations (including Tangle Archway)
- Water tanks existing farming use.
- Existing roads

2.6 Surrounding Area

The area selected for the event is in a relatively isolated part of the shire, with only a few residential dwellings within a 5km radius. The property is on a main road, which gives it good access and egress. Although there is bushland surrounding the areas, the site itself consists of cleared undulating farmland and provides good clear emergency assembly area and exits in an emergency.

Access to emergency water sources are available in 1000 Litre IBC and farm dams with quick fills installed and access maintained at all times. The property surroundings consist of forested hills and valleys, rocky outcrops and scattered isolated dwellings, the closest of which is approx. 1km, and the rest much further away.

- Local shops, take away, bottle shop, hotel, butcher, accommodation, Caravan Park, football club, CFA 3km away.
- Fuel, supermarket, accommodation, op-shop, tourist attractions, CFA, Police in Eildon 10km away.
- Fuel, accommodation, supermarket, cafes, op-shop, show grounds, football club, shire office, police, CFA, school, hardware, waste disposal centre, Hospital (not 24 hours) 16km away.
- Closest hospital with 24-hour emergency is Maroondah 102km away.

2.7 Surrounding properties

Other surrounding and boundary properties are made up of primarily farming land, with a deer farm, hobby farm and cattle farms. With several rural properties/dwellings to the north and west side of the proposed event site within a 3km radius and a non-residential farming property to the south.

The layout of the event is taken into consideration when planning and speaker direction and event activities pointed away from the areas of higher residential properties.

2.8 Planning and environmental considerations

2.8.1 Aboriginal Cultural Heritage

A search on the Victorian Heritage Register has been undertaken to verify that there are no known artifacts or places of cultural heritage interest within the event area. The south part of LOT 2 which has identified cultural heritage sensitive area along the Rubicon River is not triggered as it is not part of the proposed event site or activities and on a separate LOT parcel to the rest of the property.

2.8.2 Native Vegetation

A EVC map overlay indicated an area of grassy woodlands, protected grasses in the north paddock of the proposed event site. As there are no proposed temporary structures in this area and only light foot traffic, camping and fuel reduction for emergency assembly area proposed for this area, no impacts on areas of native vegetation are expected as a result of the event, as has been the case for the previous four events held on the subject land.

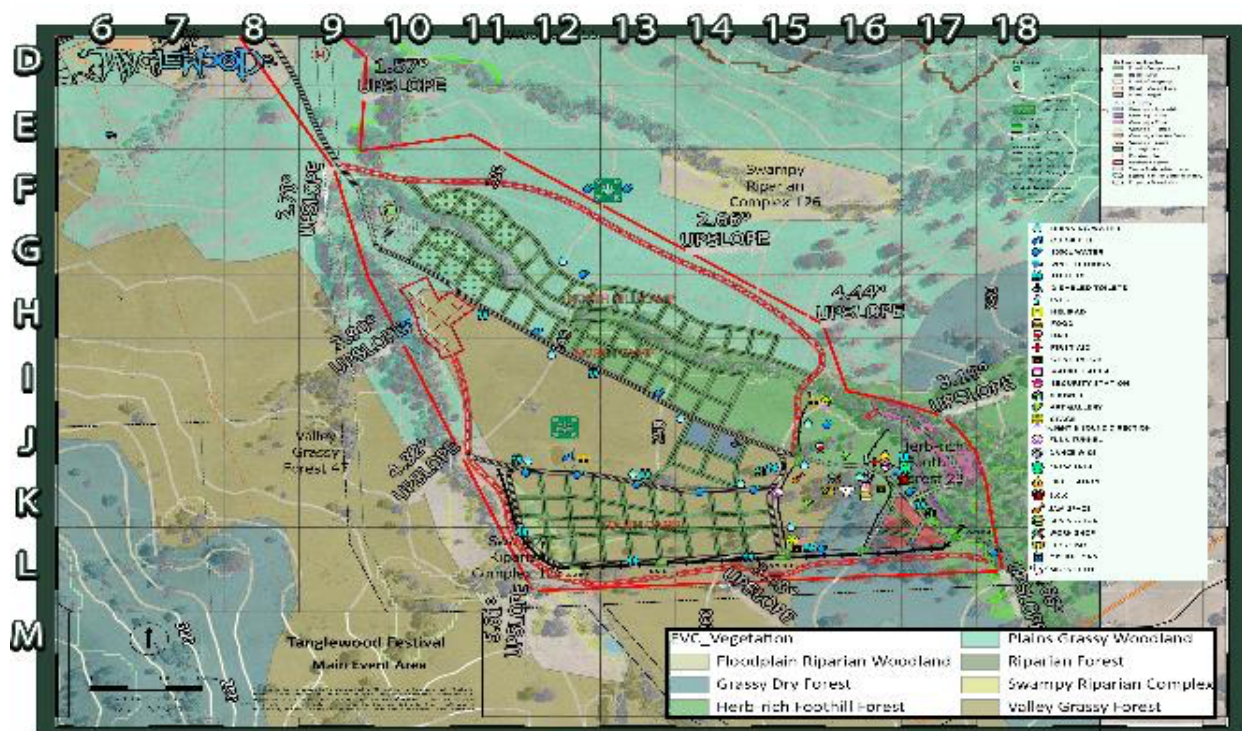


Figure 8 Site layout showing mapped areas of native vegetation

2.8.3 Biosecurity

Biosecurity is a consideration for land management when planning the event. There are no known noxious weeds, disease or past incidents of biosecurity on this site or surrounding area. This event plan and supporting documents address these considerations and how they will be addressed in further detail.

2.8.4 Waterways

The event site does not contain any permanent waterways or named waterways under *the Geographic Places Act*. A pre-existing internal track used to access the event area crosses over a drainage channel and contains culverts installed by the landowner. There are a number of other drainage lines within the broader property, however none which intersect with event activities.

3 Event overview and key details

3.1 Expected attendance

In 2018/19, Tanglewood saw its capacity rise to approx. 3000. As Tanglewood Festival relies heavily on volunteers to help run the event the planning application also includes allowance for 700 workers, artists and volunteers.

This must allow for:

- Efficient crowd control and perimeter control
- Sufficient traffic management
- Adequate personal space per patron
- Adequate monitoring of patron behaviour
- Sufficient food, water, shelter, toilet and shower facilities
- Effective implementation of evacuation, Emergency and Fire Risk Management Procedures.
- Good community consultation (local stores, businesses and residents)

3.2 Demographic and Activities

The demographic of patrons is aged 25 – 60 years with people of all cultures, ages, careers, local, city, interstate and even overseas travellers. Although the event is over 18s Tanglewood Festival welcomes families with children under 12 welcome to accompany with their parents or legal guardian.

Tanglewood promotes a wide range of music from blue grass, reggae, funk, blues, rock and roll, DJs and electronic. Craft markets local produce and food vendors, a bar selling local craft beers, cider and wine, spoken word and open mic space, a cinema, children's space, family camping, educational workshops, healing space and art gallery. There is something for everyone.

3.3 Cancellation and/or postponement of the event.

Tanglewood Festival prides itself on creating a safe space for patrons, artists, event staff and volunteers. This includes cancelling the event if faced with hazards, emergencies, bad weather, covid, extreme fire danger and other events out of control that could pose threat or harm to patrons, workers or property.

This includes, but is not limited to:

- Fire danger in the area, or code red and extreme fire danger days.
- Severe weather, storms and flooding.
- Health concerns or threat of pandemic.
- Threat of terrorism

Although Tanglewood Festival holds a cancellation insurance policy, it does not cover all aspects of cancellation and in light of recent world events it will become harder to obtain to protect the business and local businesses from this loss of income. The proposal would seek to extend the planning permit to include a secondary date option in the case of a cancellation. Giving Tanglewood Festival the opportunity to postpone.

This would only be used in the event that Tanglewood Festival had to be cancelled due to an emergency, health/authority/stakeholder recommendation or permit delay if out of the hands of the event organiser.

Tanglewood Festival would propose for postponement would be either:

- January Australia Day Weekend
- Last weekend of March
- Easter long weekend

This date would be decided in consultation with council, authorities and stakeholders on cancellation of the event. In the event of cancellation temporary infrastructure will be removed from site and reinstated for the postponed date.

3.3.1 Cancellation and refund policy

Due to the current climate of running events and obtaining cancellation insurance, in the event of cancellation, Tanglewood Festival would offer for tickets to be carried over to the chosen postponement date. In the event of cancellation when a postponement date cannot be met Tanglewood Festival would endeavour to refund the full ticket price or offer a partial refund less booking fee, depending on budget that had already been spent on infrastructure and booking hire equipment/ contractors.

3.3.2 Cancellation and postponement procedure

It is important to have clear messaging and procedure in place for cancellation and postponement procedures and a plan in place for the timeframe and how this will be executed. In some cases it might not be possible to determine if the event had to be cancelled until the final days, so good communication with authorities, stakeholders, patrons, crew, volunteers and artists is key.

Reasons for cancellation, but not limited to:

- Severe weather, storm, severe heat wave
- Fire danger, CFA recommendation, code red fire danger days
- Covid 19 outbreak, pandemic, health concerns

Consultation with council, authorities, stakeholders, emergency personal, state officials and health officials in the lead up to the event will aid in making a decision to cancel the event in an appropriate timeframe.

Cancellation before the event: All ticket buyer's names, contact number and email address will be attached to each ticket purchase. Any patrons that resell their ticket must complete a name change through the website to updated contact details.

In the case of cancellation or delayed start time/date, a text messages and emails would be sent to every ticket holder, crewmember, contractor, hire company, volunteer and artist. Posts would also be made on social media.

If the event was not in progress, but crew members are already on the event site setting up. A meeting would be called to alert crew of the cancellation and everyone else would be notified. Depending on the reason for cancellation, organisers might call tools down and return after the danger has passed to pack down the site.

Cancellation during the event: If the event was in progress and conditions changed and cancellation of the event had to happen the following day. All entertainment would be stopped, messaging would

be made over public announcement systems, security, fire management, volunteers and area wardens would also help spread messaging while keeping patrons calm. A text message and emails would be sent to every ticket holder, crewmember, contractor, hire company, volunteer and artist. Posts would also be made on social media for anyone that may not have already arrived.

Table 1 Event Schedule

Area	Type of Activity	Date	Approx. ppl
Stage 1 Bump in	Site Preparation	Late Nov – 24 th Dec	5 - 20
Stage 2 Bump in	Festival Build	26 Dec – 29 Dec	120
Stage 3 Bump in (markets, volunteers)	Festival Build	29 th December	400
Event Opening	Gates Open to Public	9am 30 th December	3000 patrons
Event Closing	Entertainment finishes	1am 1 st January	3000 patrons
Event clear of public	Public off site	12pm 2 nd January	400
Stage 1 Bump out	Pack down / clean	12pm 3 rd of January	120
Stage 2 Bump out	Pack down and bump out	3rd Jan – 10 th Jan	10
Stage 3 Bump out	Final clean/ inspection	30 th January	5

3.4 Scheduling

30th of December 2:00pm – 12:00pm

12:00am – 2am Low level volume entertainment, small performance areas, cinema, market space.

31st of December 10:00am – 6:00am (January 1st)

Music level turned down at 1am and Low-level volume after 3am with half of the speakers turned off

1st of January 10:00am – 11:00pm,

11pm – 1:00am Low level entertainment, funk tunnel, cinema, market space

2nd of January – No music everyone leaves.

*** A full program will be completed before the event and can be obtained on the website**

Table 2 – Event schedule (detailed)

Area	Notes	29 th Dec	30 th Dec	31 st Dec	1 st Jan	2 nd Jan	3 rd Jan
Front Gate	Security 24hrs during event	8am – 9pm (No public)	8am (workers) 9am - 12am	9am – 11pm	9am – 9pm	8am – 7pm 12pm closed to public	Closed to public
Stage 1	Live bands	Sound tests	2pm – 12am	10am – 6am/1 st 3am – 6am low volume	10am – 11pm	Closed	Closed
Stage 2	DJ's	Sound Tests	2pm – 12am	10am – 6am/1 st 3am – 6am low volume	Closed, Cinema 8pm– 1am	Closed	Closed
ECC	Emergency services	12pm – 9pm	24hrs	24hrs	24hrs	Until 9pm	Closed
Medical		9am – 9pm	24hrs	24hrs	24hrs	Until 6pm	Closed
Dancewise	Crowd care	Closed	TBC	TBC	TBC	Closed	Closed
Operations	Site, Production & event management	8am – 9pm	7am – 1am	7am – 3am	7am – 1am	7am – 9pm	8am – 9pm
Volly HQ / Info	Vol manager & event info	8am – 9pm	7am – 11pm	7am – 11pm	7am 11pm	7am – 9pm	8am – 9pm
Market/Food Stalls	Food & craft market	Bump In 8am – 9pm	9am – 1am	8am – 4am	8am – 1am	8am – 12pm	Closed
Bar	Festival bar	Closed	12pm 12am	12pm – 4am	12pm-10p	Closed	Closed
Market / Micks Shed	Market entertainment. Low-level volume. Open mic, spoken word, roving	Closed	10am – 1am	10am – 4am	10am – 1am	8pm – 1am (no public)	Closed
Funk Tunnel	Chill space and low- volume performer space.	Closed	10am – 2am	10am – 4am	10am – 1a	8pm – 1am (no public)	Closed
Jam Space	Chill space & acoustic jam space	Closed	10am – 1am	10am – 4am	10a – 11p	Closed	Closed
Art Gallery	Chill, cinema, library & gallery. Low volume	Closed	10am – 1am	10am – 4am	10a – 11p	Closed	Closed
Workshop Space	Educational, workshops. Chill, Low- volume.	Closed	7am – 10pm	7am – 10pm	7am – 10pm	7am – 9am	Closed
Children's Space	Children's activities and workshops	Closed	12pm – 7pm	9am – 7pm	9am – 7pm	Closed	Closed
Community Kitchen	Family space, change heating facilities.	Closed	4pm – 7pm	7a – 10am 4p – 7pm	7a – 10am 4p – 7pm	7a – 10am	Closed

3.5 SITE MAP AND LAYOUT

Figure 9 Site Layout main area

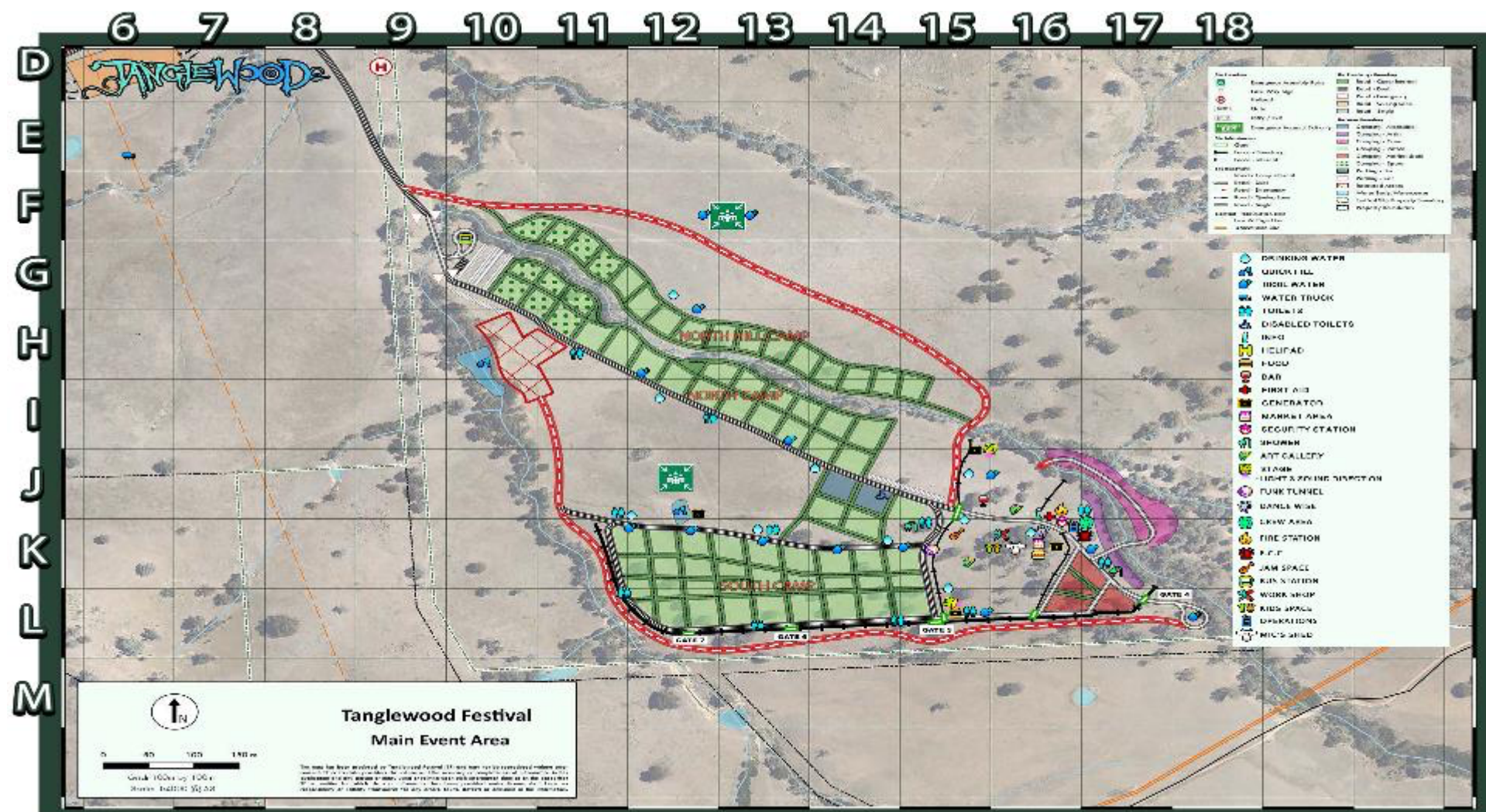
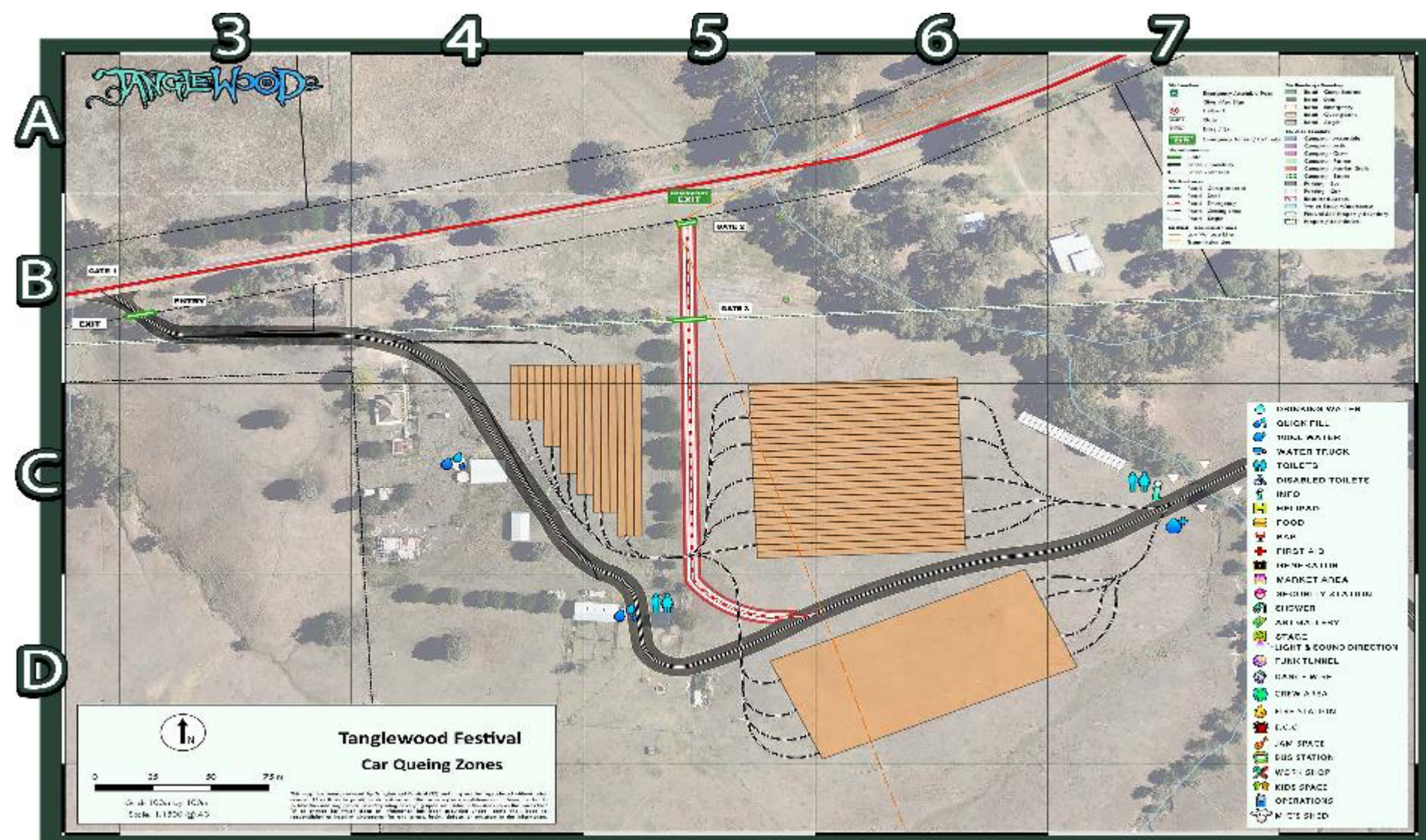


Figure 10 Site Layout gate and access



4 Consultation with Key Stakeholders and Authorities

4.1 Local Police, CFA and Authorities

The Murrindindi Shire Council will refer the permit application to other authorities and agencies, It is the event organisers responsibility to keep a close working relationship with them and ensuring all concerns are met & planned for along with all planning conditions being adhered to. Further planning and documentation such as endorsed plans/maps, permits, contact details, food vendor list, insurance, qualifications and rostering will be forwarded to authorities closer to the event.

4.2 GBCMA

The event site does not contain any permanent or named waterways. There are a number of natural drainage lines that exist within the property none of which intersect event activities. Goulbourn Broken Catchment Management Authority will be notified and site maps/planning forwarded to ensure that no event infrastructure or facilities encroach on existing creek beds & waterways. No works are proposed however if any works need to be completed on or close to waterways a permit will be required.

4.3 Vic Roads

Vic Roads will be notified of the event and a MOA to reduce Goulbourn Valley Hwy to 40kmph 500 meters either side of event entrance and 60kmph a further 1km past that for the duration of the event will be applied for. The Traffic Management Plan and management staff will ensure that any conditions set by Vic Roads are adhered to.

4.4 PTV

PTV will be notified of the event. Although the event does not directly disrupt the public transport service to the area, the services to the area may be impacted by increased used. The event encourages carpooling and creates a ride share facebook page for patrons to decrease the need for public transport.

4.5 Landowner

A lease agreement between the landowner and Festival directors has been written outlining use of land, public liability insurance, dates of use and procedures that will be adhered to.

4.6 AV

Ambulance Victoria will be liaised with and an event application to Ambulance Victoria Events team. Outlining the event plan, medical and emergency management plans, resources on site. Also sharing past data on incidents and AV activations. AV will determine if additional resources are needed.

4.7 Notification of Event

As per state and council requirements the event proposal will be advertised in the local paper and postal to surrounding residents. Event organisers will liaise further with the Events Manager at council to ensure this process has been effective. Event organisers will also provide event notifications to surrounding residence outlining event activities, running times and general information including contact details for organisers during the event.

4.8 Post Event Evaluation

4.8.1 Internal Event Debrief

After each event a debrief will be held with key event management to ensure every aspect of what worked well and what didn't work well can be discussed. All issues and incidents can be raised, discussed and planned for future events.

4.8.2 External Event Debrief

All reports, site evaluations and internal debrief documents will be gathered and if applicable forwarded to council and authorities. A debrief meeting will be held inviting all referral agencies and authorities to discuss the event in detail and ensure all conditions were met to the satisfaction of the responsible authority.

4.9 Community Engagement

The management team from Tanglewood Festival wish to establish a long and prosperous relationship with the Murrindindi Shire and the people who live within it. The event management team recognises the importance of building and maintaining relationships with neighbouring property owners to ensure a collaborative event that does not impinge on the amenity of nearby land users.

Tanglewood Festival has a lot of support from the community and many of the neighbouring properties. During the process of engagement with the community throughout the planning and running of the event, there was a small group of community members who expressed minor concern over certain aspects of the festival operation. It is noted that these concerns have been taken into consideration and addressed where possible in the planning process for this permit application.

During past events and planning processes Tanglewood Festival organisers have met with these community members to mediate and ease concerns. All issues raised have been addressed in the Event plan and supporting documents. Organisers have done everything to ease community concerns even if outside of planning or legislative requirements and will continue to work to resolve any residual issues.

4.10 Communication

The event management team endeavours to provide an open line of communication to residents with potential concerns or those who simply would like more information about the event. The Event Management Team will liaise with Council to discuss the best method for this approach. A 24 hour hotline will be made available in a notification letter postal drop to all surrounding residence and available on the website. This will ensure that the community have an open line of communication with event organisers during the event.

4.11 Responsibility

The Event Management Team recognises its responsibility when it comes to the community's choice of living and lifestyle. The Event Management Team will once again do everything possible to ensure community members are heard and their wishes acted upon appropriately. There will be independent Management Plans for both Noise and Traffic management submitted as a part of the application material.

Early engagement with the community and residents will ensure that any concerns are heard, and solutions can be reached to move forward with planning in a positive way for everyone.

5 Organisational Structure

In preparation and planning for the event the organisational chart represents the flow of communication to assist in the construction of event budgets, site design and overall staffing.

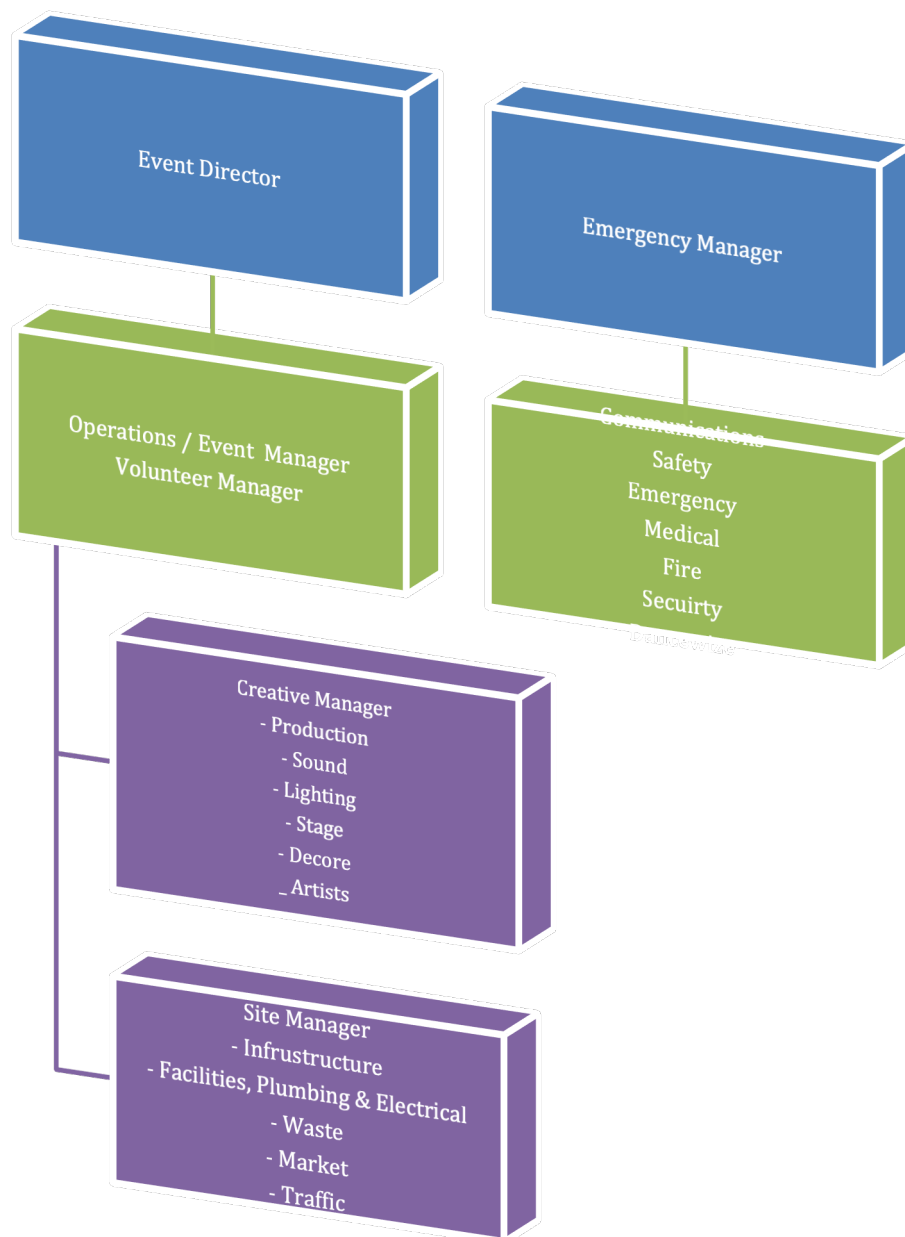


Figure 11 – Tanglewood Festival Organisational structure

5.1 Event Directors

The Event Directors have overall responsibility for the design and operation of the event, including the safety of employees, contractors and paying patrons. The Directors also have the overall responsibility to monitor the festivals contracted suppliers and service providers including but not limited to:

- Making operational decisions and authorising expenditure
- Ensuring sufficient resources to achieve compliance with legislative and Murrindindi Shire Council conditions.

- Attending all necessary consultations and leading the dialogue with the key Stakeholders including Murrindindi Shire Council, Victoria Police, Ambulance Victoria, Country Fire Authority, Goulbourn Valley Water, Vic Roads, PTV, EPA and local residents.

5.2 Event Management & Personnel

The team on the ground will be made up of paid staff, contractors and suppliers, both local and non-local. At every opportunity, the event will seek to have local contractors do the work required.

There will be a large number of volunteers at this event. The volunteer application allows for them to put past experience, certificates and qualifications forward, increasing the likelihood of receiving a position. The volunteer coordinator ensures that each volunteer is suitable and/or qualified for the role. All personnel will be inducted and managed by one of the below key management team.

5.3 Key Event Team

Table 3 Key Event Management

Position	Name	Role / Responsibility
Festival Director / Event Manager	Steph Born	Conceptual design and overall management, budget & planning. Management of all aspects of the event including liaising with all stakeholders. operational control of event.
Festival Director / Event Manager	Leigh Born	Overall management of the event. Design, build and site management.
Event Manager / Production Manager	Tom Davies	Management of all aspects of the event including liaising with all stakeholders. Design, build and production. Overseeing all audio/visual and staging aspects of the event.
Creative Director	Sam Marton	Design and overall ethos of the festival. Management of all artistic aspects of the festival, including graphic design, art gallery, visuals & art installations.
Production Manager	Shannon Gobira	Overseeing all audio/visual and staging aspects of the event.
Operations Manager	Sophie Darling	To be across all aspects of the event and run the event operations during the event. Person between event directors and other event management and workers.
Emergency Manager	Matthew Wood (Ranwood Solutions)	The management of all security, fire safety and medical aspects of the event including coordination of the event emergency coordination centre.
Fire Commander	Dan Good (Medical Edge)	Pre-planning with CFA and council, site preparation and management of all aspects of fire crews and any fire related activity.
Medical Commander	Brodie White (Medical Edge)	Management of the medical centre and responsible for the event medical responses and patient care.
Safety Officers	Imogen Hobbs Tamsin Young	Ensuring site safety and compliance. Identifying risk and producing reports for Improvements. Over all site management & safety. Site inductions.
Security Manager	Mark Hollis (Guarded Group)	Management of the security team and role of chief warden in the response to an emergency.
Artist Tour Manager	TBC	Management (off site) of performers and artists ensuring all schedules are met.
Volunteer Manager	Alexandra Avo	Preparation and hiring of all volunteer personnel, rosters and volunteer management on site during the event.
Waste Manager	Kim Talbot	Management of waste plan, sustainability, skip and bin deliveries, emptying of bins during the event and management of waste station and staff.
Facilities Manager	Adam Wier	Management of toilet waste removal and cleaning.
Market Manager	Nadia Karen	Management of all market stalls and market space. Sustainability and social Media.
Site Manager	Gordon Wallace	Management of staging, rigging and arborist work.
Site Manager	Pete Carew / Sev	Site Manager during event and management of facilities, infrastructure and site maintenance.
Site Manager / Traffic	Joel White	Site Manager and management of campgrounds & traffic management.

5.4 Contractors

All contractors are under the direct management of the Event Manager, Production Manager and or any of the key managers above. All contractors will:

- Be inducted
- Provide SWMS
- Provide Public Liability Insurance
- Provide licences where applicable
- Provide certificates, identification, WWC, where applicable
- Adhere to all Site policies and rules
- Have specific tasks outlined prior to their arrival on site
- Respect and respond to any requests made to the Event Safety Officer

5.5 Inductions and training

Inductions and training will be done in 5 stages.

- Interview and application for position. Positions offered to contractors with appropriate qualifications and experience.
- A job description and procedures accompanied by a contractual agreement outlining what is expected of employees sent to each successful applicant.
- An online induction will be done by each crew member, contractor, volunteer and market stall holder before they will be given a certificate (ticket) to enter the site. This will include an outline of procedures, rules, safety measures, relevant permit conditions relating to each role.
- An onsite induction will be done by each crew member, contractor, volunteer and market stall holder before they can commence work onsite (receive wrist band) This will include an outline of procedures, rules, safety measures, evacuation procedures, housekeeping, site layout, relevant permit conditions relating to each role.
- Onsite training exercises outlining procedures, correct use of PPE and safety equipment, radio procedures and incident recording procedure. Along with daily toolbox/EMT meetings relevant to each management area outlining any arising issues, change in procedure weather etc.

On arrival to the event site all crew members, contractors, volunteers and market stall holders will also need to complete an onsite induction before they will be permitted to enter the event (work) site and commence work. Inductions will be held at 7am, 9am, 12pm, 3pm and 7pm daily. This will also give the opportunity to ensure everyone is carrying the appropriate PPE, tools and self care items to complete their tasks.

In addition to the onsite induction, toolbox meeting will be held every morning before work commences and every evening at dinner to address any issues that might arise day to day.

Warden training and drills will be carried out with the emergency management team on arrival on the 26th of December and again with a full crew on the 29th of December. On the 29th of December outside authorities are invited to attend a meeting on the event site to go over plans and equipment in place and

inspect the emergency access. All authorities and stakeholders are invited to attend this meeting along with EMTs that are conducted every 8 hours for the duration of event live.

5.6 Risk Management

A stand alone document identifying risks and risk management procedures has been drafted in consultation with safety and risk management practitioners. It is a working document and updated to represent risks in current times. This document helps form induction and training procedures for event staff and personnel.

5.7 Safety and Compliance

The festival Directors and Key Management team will be responsible for ensuring all Occupational Health and Safety (OH&S) Regulations are met. This may include the Management of:

- Noise
- Alcohol
- Traffic
- Electrical Equipment and Plumbing
- General OH&S
- Risk
- Waste and Pollution
- Patron Safety

5.7.1 Site OH&S

Tanglewood Festival is committed to a safe workplace. Every Staff member, contractor, supplier and or visitor will be inducted at the Event Site. This Induction it will outline the Events' Policies regarding safety, health and the philosophies.

A 'Safe Work Method Statements' (SWMS) will be supplied to all Event Staff prior to work commencement Suppliers. There will be a dedicated Safety Officer at the Event identifying Risk, potential Risk and ensuring Public and Staff safety.

5.7.2 Site Preparation and planning

A major aspect of any Event is the planning phase. Patron safety, Emergency Management, Staff morale and safety are some of the main areas in which forward planning and site preparation can ensure positive outcomes.

All Key Management Staff will be trained in 'Emergency Response' by the Event 'Emergency Response Coordinator', Matthew Wood. Protocols and methods will be run through, played out and analysed for further improvements if required.

The Site will be prepared in consultation with CFA and Council to ensure appropriate grass coverage and grass length, access roads and Emergency Access Roads. The Event design and layout will take into consideration any comments from consultants and/or authorities made regarding safety and compliance.

5.7.3 Swimming and water areas

There are no rivers or water sources located nearby do not fall with in the event site (minimum 2km away) and there are no water sources on site available for swimming. There are 2 farm dams/water sources on site that will be used as an emergency/fire fighting water source.

5.7.4 Public Safety

A risk assessment is carried out on the event site to identify any risks and past data and event incident logs on the event also ensures that emerging risks are considered. Public Safety officers are engaged for the event and along with event staff will ensure that all safety aspects of the event are carried out and risks are resolved or mitigated.

The ECC and its staff will be working 24 hours a day during the event and any risks identified during the event will be contained until event safety staff can decide in accordance with procedures the safest action to be taken. If it is a major risk or emergency that poses a threat of injury or life to event staff or patronage 000 will be called and emergency control will be handed over to responsible authority.

Measures to ensure that safety practices are met and risks are mitigated include but not limited to:

- Engaging Public Safety Officers to maintain a safe event site and notify ECC of any emerging risks or hazards.
- A full risk assessment to be carried out on site and emergency management plan to be developed.
- Engaging ECC and full staff to manage incidents, emergency management, coms, filter jobs to the relevant management team (fire, safety, security, medical), log all incidents for debrief and future planning.
- Key event staff to be trained in emergency practices and area wardens to be appointed.
- Engaging appropriate security, medical and fire management staff who are equipped to manage large-scale events of this demographic in a remote area.
- Ensure that all staff completes an online induction and onsite induction on arrival before they are permitted to commence work.
- Ensure that all staff is briefed on their job description and emergency management practices where relevant.
- Regular checks of the event site and boundaries to be carried out by security, safety, fire management, medical and other key event staff.
- ECC, Safety and Operations staff will carry out regular monitoring of weather in the lead up and during the event. In the case of extreme & dangerous weather conditions or code red fire days the event will be cancelled and or an evacuation may be considered in consultation with responsible authority and event emergency management.
- A total fire ban on site regardless of wether. No gas cookers, gas bottles, (with the exception of food vendors with relevant permits) fire toys, fire works
- All cars including market vendors to be checked on the way in to the event by security personnel.
- Appropriate PPE to be supplied for staff
- No driving on site by patronage after dark
- Exclusion zones to be fenced and/or signed and marked on maps.
- Appropriate traffic management to be engaged and enforced.
- Appropriate infection control practices put in place

6 Operational Management and Infrastructure

6.1 Event Operations Centre (EOC)

All communications regarding the running of the event will come in and out through the operations office. It will be open 7am – 3am on event days and 7am – 9pm set up and pack down days. operations staff will manage all incoming requests, rosters, staffing, ensure schedules are met with other event management, manage the operations log, the 2-way radio distribution and maintenance, issue weather reports and answer general questions relating to the event.

All key managers will seek the advice of the operations room to help manage their own affairs in relation to general site specifics. It is the operations responsibility to seek clearance from event directors if additional budget is requested for job tasks. It is also the responsibility of operations to monitor water levels and need for waste removal and order resources. The event operations room manages the everyday running of the event.

6.2 Emergency Co-ordination Centre (ECC)

The ECC will be staffed 24 hours a day from the commencement of the event until the end of the event. All security, safety, policing, fire and medical response matters will be coordinated through this room, where each incident will be logged and each job deployed accordingly. The event Emergency Manager will be positioned in the ECC where he/she will have access to uninterrupted internal and external forms of communications.

The ECC will also coordinate 8 hourly EMT meetings to be held for the duration of the event or a hot brief in the case of an incident. All management, outside authorities and stakeholders are invited to these meetings and records are kept of each meeting and attendance. The ECC and the Emergency Manager will manage the event and its responses in the event of an emergency.

6.3 Medical, Fire Station and Crowd Care

6.3.1 Medical Centre

The event will have a fully equipped medical centre operational 24 hours throughout the entire duration of the event. Consisting of a range of medical professionals, doctors, paramedics, first responders, with an on site equipped ambulance with a licence to transport patients off site if needed. This centre will respond, retrieve and give patients the treatment they require.

6.3.2 Fire Management

Fire team will be operational 24 hours during the event. Patrols of the campgrounds and event area will ensure the safety of all persons. Qualified staff, equipped with resources, fire suppression units and a fire truck. They also ensure emergency access routes are kept clear at all times and aid in compliance checks for fire equipment in market stalls.

6.3.3 Security Management

Security will be operational 24 hours for the duration of the event. There will be a team of qualified Security guards working under an operational management team. All experienced in large scale and major events. Security deployment will be considered to cover all aspects of event security and crowds

management.

Roving permitter

Boundary permitter patrol

Stationed perimeter

Incident response

Campground patrol

Gate

Vehicle checks

Bar

Arena patrol

Asset protection

Crowd control

Staging and entrainment areas

**** Please refer to individual plans for fire, medical and Security.***

6.3.4 DanceWize

DanceWize is a program run by harm reduction Victoria (HRVIC), funded by DHS. They offer accurate information, education to patrons, a place to seek sanctuary at the festival, and support the medical staff. Most DanceWize staff have a mental first aid certificate. They are equipped with radios and focus their teams on roving the campgrounds, providing extra eyes on the ground.

6.4 Information Centre

The info tent will be located centrally to the event and market. It will be clearly marked and staff will be well informed to answer any questions. They will also be in radio communications so that medical or other emergencies can be called in promptly. It will also be the volunteer HQ where volunteers sign in and out for shifts. The info tent will be open from 7am – 10pm each day and security will be roving when the tent is closed. Roving staff will also help spread some of the event information, while walking through campsites, staging and markets.

Some of the general information that is provided at the centre includes:

- Event maps indicating stages, amenities and camping roads
- Event programming schedules
- Bus and train timetables
- Waste management ethos
- Weather updates and warnings
- Information regarding the general Shire
- Notice board for the public to communicate with other people at the event

6.5 Communications

The event site has very good reception, with a Telstra tower located on the hill just behind the event. Event management and staff are advised of the reception on site. The site office and ECC are also equipped with a satellite phone, in case of an emergency or problem with signal. A 24-hour site phone is located at operations and handed to ECC for operations closing times. This number is given to all local residence and emergency services.

6.5.1 External Communications

A site phone will be located at operations and handed over to ECC after hours. The phone numbers will be given to all stakeholders and nearby landowners in case they need to contact Event management. These phones will be manned 24 hours a day during the event. The number can also be added to the website during the event for any one wanting to contact event management or patrons with out a phone on site. A satellite phone will also be available in the ECC and operations if needed.

6.5.2 2-Way Digital Radio

Internal event communications will operate through 2 way digital radios. Channels are separated into departments for better communications between each area. An emergency channel is used for all key personnel and area wardens to change to in the case of an emergency.

6.5.3 Internet

The EOC and the ECC will be provided with Internet coverage. Providing live weather, potential warnings and risks, supplier information and internal communications between offices will also help with a smoother running of the event.

6.5.4 Public Address System

There will be several PA Systems with the capability of “Hot Mics” available to the Emergency Manager. If a clear and direct message needs to be quickly spread to the Event Public, then doing so through the

public-address system is the most effective way. All entertainment will be stopped once the “Hot Mic” is engaged.

Megaphones will also be present at the event to ensure the far campgrounds are receiving the same messaging as the main event area. However, it is envisaged that the PA system will effectively reach all areas of the event.

6.5.5 Documentation and record keeping

All event staff will be inducted and incident, record keeping procedures. ECC will manage the collection of all records relating to emergency management and event operations will be responsible for the collection and management of all other event documentation. All documents, forms and records will be stored as a hard disc copy and on cloud device for 5 years.

7 Site Infrastructure

7.1 Toilets and showers

A number of individual event toilets, showers, including a wheelchair accessible toilet will be brought to the venue and serviced by a supplier. Each toilet/shower will be either stand-alone or in a truck/trailer arrangement, have its own fresh and waste water holding tanks, hand sanitising stations and lighting. The toilets will be situated within the event area, the camping areas and all Back of house areas for staff. The building code and Environmental Health Officer will offer advice to toilet numbers however the event will be using these figures as a minimum.

- 1 single unisex toilet unit for every 50 patrons
- Urinals located at the 3 main toilet blocks
- 1 unisex Accessible toilet and washbasin
- Showers 1 block in patron camp grounds and 1 block in staff area

Regular maintenance and cleaning of the toilets will be done by a dedicated manager with team, ensuring toilets are at a high standard at all times. Removal of waste water and silage 7am and 7pm daily and monitored for if more regular is required.

7.2 Drinking Water

There will be a number of free potable drinking water stations situated around the event, both within the event entertainment area and the camping Area. This water will be delivered by a local supplier, stored in holding tanks and then distributed throughout the site via a temporary plumbing system.

The supply of water will be uninterrupted to ensure there is supply of water at all times. Clear messaging through signage will promote the idea of water consumption and also water preservation, in terms of making sure taps are not left running.

7.3 Shelter

Shelter and shaded areas will be provided across the event site for patrons and will be provided in areas (including operations, first aid ECC) where any volunteers or staff will be located for extended periods of time. Areas will include but not limited to:

- Front Gate & ticket check
- Security posts
- Transport pick up and set down areas
- Spectator viewing areas
- Market area
- First aid posts
- Operational offices, info tent and ECC
- Traffic management areas and helper huts
- Chill space and quiet areas
- Workshop and smaller entertainment areas
- Children's play space
- Bar & Art Gallery

Due to the expectation of hot weather this time of year, shade structures with sprinkler set-ups will be installed at main staging areas and market area. All structures will adhere to conditions of planning permit, building guidelines and suitable to withstand all weather conditions.

7.4 Electricity

The event will utilise stand-alone electrical generators that distribute power effectively across the site. Each 'Gen Set' is bunted, self-contained and run on diesel. Back-up gen sets will also be available in the unlikely event of generator breaking down with 24 hour servicing by the hire company.

A qualified Electrician will be managing the entire electrical department of the Event ensuring the following:

- All electrical equipment will be installed, tagged, tested and maintained in accordance with industry standards.
- That adequate lighting is safely provided during the hours of darkness to facilitate the safe entry and egress and working environment for all Staff before and after the Event.
- All equipment that is exposed to the elements will be suitably constructed and protected.
- All generators will be located in an area inaccessible to patrons and a safe distance from patron space. The respective area will be secured with Temporary Fencing and monitored by Security.
- The Event Electrical Team will be on site 24 hours for the duration of the event.

7.5 Waste Management

The Event Management Team feels very strongly about the Environment and the waste that the Event has the potential to create. The "leave no trace" & "what comes with you leaves with you" policy will be adopted and an education process for both Staff and Patrons of Environmental Harm reduction policies will be done.

- A ban on one use plastic has been implemented. This includes but not limited to:
- Plastic water bottles
- One use 10 litre water containers (blue ones from Bunnings or camping shops ok)
- Remove plastic packaging before arriving on site
- Glitter, confetti, glow sticks and balloons, one use costumes
- One use tents, marquees, or other camping gear

Patrons are encouraged to bring re-useable drinking vessels, water containers, remove as much packaging from food items as possible, separate recycling and general waste, take everything home including rubbish. It is a BYO event with no glass but patrons encouraged to pre purchase at bottle shop prices from our bar to save on waste, or bring cans which are kept for the local football club for a fundraiser. Food vendors can only use compostable items for service and a cup made from bamboo resin is given to each patron on arrival that can be used for coffee, smoothies or at the bar.

7.6 Camping

As with any multi day event, camping is a big area in which to focus on and all patrons will camp on the premises. Patrons spend approximately 50% of their event time at their campsite. Thus, the campgrounds will be marked out allowing patrons ample space, a place to park their car around the outside of camp blocks and providing easy access to all amenities. Internal Traffic Marshalls will assist in this.

There will be several amenity blocks within the campgrounds that will have surrounding clearances to allow ease of sight and access. Drinking water will be located there and well signed. These blocks will be lit with lighting towers at night-time. There will be a total ban on portable generators and gas stoves, Lanterns and Candles.

All internal Roads will be clearly marked out in a grid formation (pending on lay of the land) in consideration for emergency vehicle access and patron safety. Consultation with CFA, Qualified Risk Assessor and Emergency Manger identified the best layout for camping, emergency assembly areas, access and egress to the campgrounds. All roads will be patrolled to keep them free of any parking or stopping. The fields where camping is located will be well maintained and although patrons are advised not to camp or spend time under trees, an arborist will be employed to check all trees in the event area and camping, and all fuel on the ground to be removed.

7.7 Accessibility

The event will feature a camping area suitable for wheelchair access. A designated unisex disabled access toilet will be available within this camping area. It is an open paddock and every bump or pick can be flattened or every rock picked up, but most paths, walkways, egress points and entry points will allow for wheelchair access.

Should any further assistance be required the event will do everything it possibly can to assist, including answering questions through the website and social media.

7.8 Helipad

There is a helipad located in the north paddock along access into site. This is only to be used in an emergency. Use of land for a helicopter landing site that meets requirements of Clause 52.15-1 doesn't require a permit if the helipad used for emergency services.

Helipad coordinates are shown on the site map and will be provided to all emergency services authorities ahead of the event.

7.9 Signage

The event will feature sufficient signage to educate and encourage patrons on certain types of behaviour, including respect for each other and respect for the environment. Also, signage indicating the "do's and don'ts" including "No Glass", no trespassing, no camping Etc. will be highly visible.

There will be sufficient signage for all amenities, stage and entertainment areas, drinking water and for campgrounds. Traffic signage will also be highly visible to those entering the property along with the conditions of entry.

Emergency Assembly Areas will have signage indicating patrons of where to go in the case of an emergency and there will be consultation with all stakeholders as to sufficient signage for a range of positive messaging throughout the event.

7.10 Event Infrastructure

7.11 Site Layout

The site layout map shows the layout of the event and the location of structures and infrastructure. This includes existing (landowner) buildings, structures and infrastructure, and event temporary structures and infrastructure brought in to stage the event.

Table 5 below shows the layout of infrastructure with reference to the Grid Location on the Site Layout Map.

Table 5 Structure Map Grid References

	Grid Reference		Grid Reference
Dwelling	C4	Main Stage	J16
Shearing/Machinery Shed	D5	Stage 2	L15
Existing Storage Shed	C4	Micks Shed	K16
Existing Shipping Container	F10	Funk Tunnel	K15
Access point from highway	B3	Art Gallery	J16
Existing roads	-	Jam space	K15
Car Queuing	C4, C5, C6, C7	Bar	J15
Gate and ticketing	C5, C7	Workshop space	K16
Helipad	D9	Healing Space	K16
Bus Stop	F10	Children's Space	K16
Day Parking	G10	Food Stalls	K16
Stakeholder parking	J14, J15	Market Stalls	K15
Event area and boundary	-	ECC	K16
Overflow camping	F10, F11, G10, G11, H11	Operations	K16
North Hill camping	G12, H12, H13, H14, I14, I15	Artist/ Prod Office	K16
North Camping	H11, H12, H13, I12, I13, I14 J14	First Aid	K16
Middle Camping	J14, K14	DanceWise	K16
Accessible Camping	J14	Info Tent	K16
South Camping	K11, K12, K13, K14, K15, K16, L12, L13, L14, L15	Crew Area	K16
Market Camp	K16, K17, L16, L17	Waste Station	D5
Artist Camp	J17, K17	Toilet	C7, D5, H11, I12, J11, J16, K13, K15, K17, L11, L13, L14, L15
Crew Camp	J16, J17, K17	Shower	K14
Emergency Assembly Area	F13, J12	Accessible Toilet	J14
Emergency Access gate	A5	Generator	J12, J15, K16, L15
Emergency Road North	-	Water tank	L18
Emergency Road South	-	IBC fire water	H12, F12, F13, I13, J16, K11, K12, K13, K14, K15, K17, L15, C4, C7, D5
Day maker light	J12	Quick fill pump	H10, J12
		Water Taps	G12, I12, J12, J14, J15, K13, K14, K15, K16

7.13 Existing Buildings and Infrastructure

Tanglewood utilises some existing buildings and infrastructure owned by the landowner in order to stage the event. These buildings and infrastructure were established by the landowner are used for most of the year for agricultural purposes. As pre-existing structures, they do not form part of this application.

- Existing internal tracks/roads, including culverts and drainage
- Existing gates and fencing
- Farm sheds
- Shipping containers.
- Water tanks
- Water taps

No additional structures which are classed as buildings are proposed or required for the event.

7.14 Prescribed Temporary Structures

The *Building Regulations 2018* define a Prescribed Temporary Structure as:

- A stage or platform exceeding 150m²
- A tent, marquee or booth with a floor area greater than 100m²
- A seating stand that accommodates more than 20 persons
- A prefabricated building with a floor area exceeding 100m²

There are no structures associated with the event which trigger these thresholds.

7.15 Non-Prescribed Temporary Structures

Non-prescribed structures include marquees between 30m² and 100m², which are subject to design and inspection certification.

There are no non-prescribed structures associated with the event.

7.16 Other Temporary Structures

Other temporary structures brought in to stage the event are shown in Table below

All structures are temporary, do not require footings only pegged or weighted.

Full details of all structures will be submitted with the POPE permit application, outlining design, measurements and 126 certificates of compliance in accordance with *Building Act 1993*, *Building Regulations 2018*, *relevant provisions of the BCA*, and the *Code of Practice for Temporary Structures*.

All marquees will be pegged or weighted in accordance to manufacturers specifications, which will be available to council as appropriate, or as directed by Council's municipal building surveyor.

Table 6 Existing property Infrastructure

Product Number		Type	Style	Secured	Size	Area	Quantity	Notes	Grid
1.	Fencing	Existing	Farm	Permanent	-	-	-	Boundary	
2.	Posts	Existing	Farm	Permanent	-	-	-	Internal	
3.	Posts	Existing	Farm	Permanent	-	-	-	Internal	
4.	Posts	Existing	Farm/ Telegraph	Permanent	-	-	-	Internal	
5.	IBC	Existing	Fire fighting	Placed on ground	1000 litre	1m2	15	Water transport	
6.	Decor	Existing		Permanent	-	-	1	Land owners	
7.	Container	Existing	Shipping container	Placed on ground	5.89 x 2.35 x 2.36m	13.8m2	3	Land owners	
8.	Water Tank	Existing	Farm	Placed on ground			-	Land owners	
9.	Shearing shed	Existing	Farm Shed	Permanent	-	-	1	Land owners	
10.	Shed	Existing	Farm	Permanent	-	-	3	Land owners	
11.	House	Existing	Land Owners house	Permanent	-	-	1	Land owners	
12.	Roads	Existing	Farm	Permanent	-	-	-	Land owners	
13.	Farm machinery	Existing	-	Permanent	-	-	-	Land owners	
14.	Water taps	Existing	Farm	Permanent	-	-	-	Land owners	

Table 7 Event Temporary Infrastructure

	Product	Type	Style	Secured	Size	Area	Qty	Supplied by	Notes	Grid
1.	Fencing	Temporary	Temp / panel	Weighted blocks	1.8 x 2.4m	-	50-100	Northern hire	BOH and compound	
2.	Posts	Temporary	Shade	Weighted/ Pegged	12 x 7m	-	20	-	Shelter stage / market	
3.	Toilets	Temporary	Single / Block	Placed on ground	1m x 1m	1m2	50 - 70	'Lez perry	Camp, BOH, Staff	
4.	Toilets accessible	Temporary	Accessible	Placed on ground	1.9m x 1.6m	3.04m2	1 - 2	'Lez perry	Accessible camp	
5.	Showers	Temporary	Single/ block	Placed on ground	1m x 1m	1m2	2-4	'Lez perry	Camp and Staff Cold and Hot water.	
6.	Marquee	Temporary	Pop up	Weighted/ Pegged	6m x 3m x 3.5m	18m2	8	Parachute Int	Compound, staff, info	
7.	Marquee	Temporary	Pop up	Weighted/ Pegged	6m x 9m x 4m	54m2	3	Parachute Int	Medical, staff, kitchen	
8.	Marquee	Temporary	Stretch Tent	Weighted/ Pegged	4m x 4m x 3m	16m2	3	Temple tents	Kids space, front gate, chill space	

9.	Marquee	Temporary	Stretch Tent	Weighted/ Pegged	6m x 9m x 4m	54m2	3	Temple tents	<i>Jam space, Healing space, Chill space</i>	
10.	Marquee	Temporary	Stretch Tent	Weighted/ Pegged	5m x 8m x 4m	40m2	2	Temple tents	<i>Waste management, chill space</i>	
11.	Dome	Temporary	Steel frame	Weighted/ Pegged	10m diameter	78.5m2	2	Tetrik Structures	<i>Entertainment space, workshop area</i>	
12.	Dome	Temporary	Steel frame	Weighted/ Pegged	6m diameter	28.2m2	2	Tetrik Structures	<i>Healing space, work shop space</i>	
13.	Tipi	Temporary	Tent	Weighted/ Pegged	5m diameter	21.6m2	1	Festival owned	<i>Healing space</i>	
14.	Vendors	Temporary	Marquee/ Trailer	Weighted/ Pegged	6m x 3m	18m2	10	-	<i>Food vendors</i>	
15.	Vendors	Temporary	Marquees	Weighted/ Pegged	6m x 3m	18m2	15	-	<i>market stalls</i>	
16.	Lighting	Temporary		Strapped / rigged / placed on ground	0.3 x 0.4 x 0.4m	-	60 fixtur	Bad Idea Factory	<i>Tangled temple (20 units) Geo jungle (20 units)</i>	
17.	Audio	Temporary		Placed on ground strapped	3m x 1.5m	4.5m2	4	Dave Swinton Sound	<i>Geo jungle, tangled temple, entertainment space.</i>	
18.	Site Office	Temporary	Portable	Placed on ground	5m x 2.4m	12m2	4	Northern Hire	<i>ECC office, Ops, First aid, Security.</i>	
19.	Site Office	Temporary	Bus / Portable	Placed on ground	12m x 2.5m	30m2	1	Parachute International	<i>'Main Operations office</i>	
20.	Staging	Temporary	Platform	Placed on ground	1.2m x 2.4m	2.88m2	42	Revolution Staging	<i>Engineering certificate and installed by qualified contractor</i>	
21.	Staging	Temporary	Trussing	Weighted/ Pegged	12m x 5.8m	70m2	1	Revolution Staging	<i>Engineering certificate and installed by qualified contractor</i>	
22.	Staging	Temporary	Bamboo	Weighted/ Pegged	11m x 6m	66m2	1	Tetrik Structures		
23.	Generators	Temporary	-	Placed on ground	2m x 3m	6m2	10	Northern Hire		
24.	Lighting towers	Temporary	Trailer	Placed on ground	2m x 2m	4m2	4	Northern Hire		
25.	Site lighting	Temporary	Festoon		100m		10	Festival owned		
26.	Site lighting	Temporary	Flood lights	Placed on ground	0.3 x 0.2 x 0.3m	-	40	Festival owned		
27.	Signage	Temporary	Information Rules	Placed on ground and pegged	Mixed size	-	-	traffic manageme / Festival owned	<i>Refer to signage plan</i>	

28.	Bins	Temporary	Wheelie bin	Placed on ground	0.73 x 1 x 0.55m	0.5m ²	60	Clean away	<i>Refer to WMP</i>	
29.	Skips	Temporary	skip	Placed on ground	1.6 x 2.5m	4m ²	5	Clean away	<i>Refer to WMP</i>	
30.	IBC	Temporary	Potable water	Placed on ground	1000 litre	1m ²	5	Festival owned	<i>Drinking water</i>	
31.	Shade	Temporary	Small Triangles	Ground anchors				Tetrik structures		
32.	Art gallery	Temporary	Stretch tent	Weighted/ Pegged	9.5m x 9.5m x 4m	90.25m ²	1	Temple Tents	<i>Art gallery</i>	
33.	Stage facade	Temporary	Plywood, mixture of fabric	Weighted/ Pegged	14.62 x 1.5 x 5.84m	21.93m ²	1	-		
34.	Stage facade	Temporary	Plywood, mixture of fabric	Weighted/ Pegged	18.96 x 4m x 5.46m	75m ²	1	-		

8 Tourism and Economic Development

The Event will continue to bring significant economic benefit to the local community. At every opportunity the Event Management Team will engage, employ and bring in any supplier or contractor that lives within the area to facilitate the Event needs. From Plumbers, Cleaners, Electricians and Farmers all trades will be looked at if required. The purchasing or hiring of any equipment that can be done locally will be.

Tanglewood Festival attracts 3000 patronage from across Victoria, interstate and internationally. Many patrons never travelling to the area before attending Tanglewood Festival and in a survey showing many wanting to return to the area to explore, camp and holiday.

The following table is a run-down of expenditure locally (Murrindindi Shire) from the last event.

8.1 Festival expenditure locally

That is a total spend of \$160,450.00 for the event, not including all of the visits and working bees during the year. This figure is expected to grow, as the needs of the event grow and budget and involvement of new businesses like a local brewery and more community groups and market stalls.

Table 8 Festival expenditure

Area		Expenditure
Trades and hire	Plumbers, carpenters, electricians, welders, locksmiths, mechanics, landscapers, construction, traffic management, labour, hire equipment and leases.	\$69,000
Site Preparation and infrastructure	Fencing, water cartage, dust suppression, slashing, roadwork's, fuel reduction, labour	\$14,500
Waste management	Portable toilets, bins, recycling management & contributions	\$15,000
Materials & Equipment	Machinery, tools, timber and hardware Plumbing supplies, electrical supplies, steel supplies	\$20,000
Accommodation	Crew, artists, emergency services, contractors, security	\$4,000
Transport	Trucks, utes & car hire, shuttle bus hire, trailers	\$750
Retail	Crew food for event time and set up/pack down, Eating out alcohol for artist riders and event bar, office supplies, fuel for event vehicles.	\$17,000
Local clubs fundraising	Bin hire from foot ball clubs, can collections, hire equipment for donations	\$1,200
Wages	Local staff and contractors	\$12,000
Local performers and artists	Local musicians and artists	\$7000

8.2 Patron Ancillary Spending

Hosting the event in this location aims to encourage patrons attending the festival to spend money in the local region. Patron spending would include things like clothes, general supplies, camping supplies, food and

groceries, fuel, ice etc. The festival will have several initiatives to encourage spending in the region such as:

- Directions going through local town for last minute supplies
- List of local services made available to patrons in festival guide
- List of local accommodation
- Promotion across websites and social media platforms to purchase what they can in town

The below chart that shows the average ancillary spend by patrons of music festivals, based on a summary of five years of data collected as part of the first Victorian Live Music Census, published in 2012 (Latest Available data). Data from the census shows an average ancillary spend of \$88.50 from each patron over the duration of the festival. These figures however are for Single day event.

8.2.1 Patron spending statistics

We were able to determine projected spending of patrons through surveys conducted on patrons from 2017/18 and 2018/19.

Patrons Spending:

\$0	9%
\$50 +	38%
\$100 +	26%
\$150 +	13%
\$200 +	5%
\$250 +	7%
\$350 +	1%
\$450 +	1%
\$550 +	1%
\$650 +	0%
\$750 +	0%
\$1000 +	1%

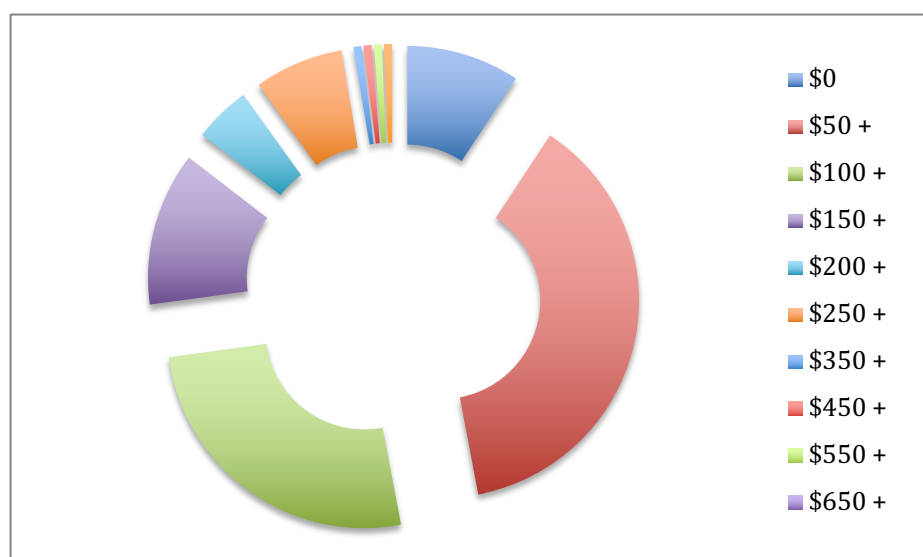


Figure 14 Average patron spend in local community

The average money spent by each patron is about \$88.00, almost the same as Victorian music census data. It is projected 3000 patrons would inject a further \$264,000 into the local community and businesses. This is not including patrons staying in the area to holiday, the money spent from Tanglewood Festival on contractors, local businesses and working bees during the year.

8.3 Total projected economic benefit to community

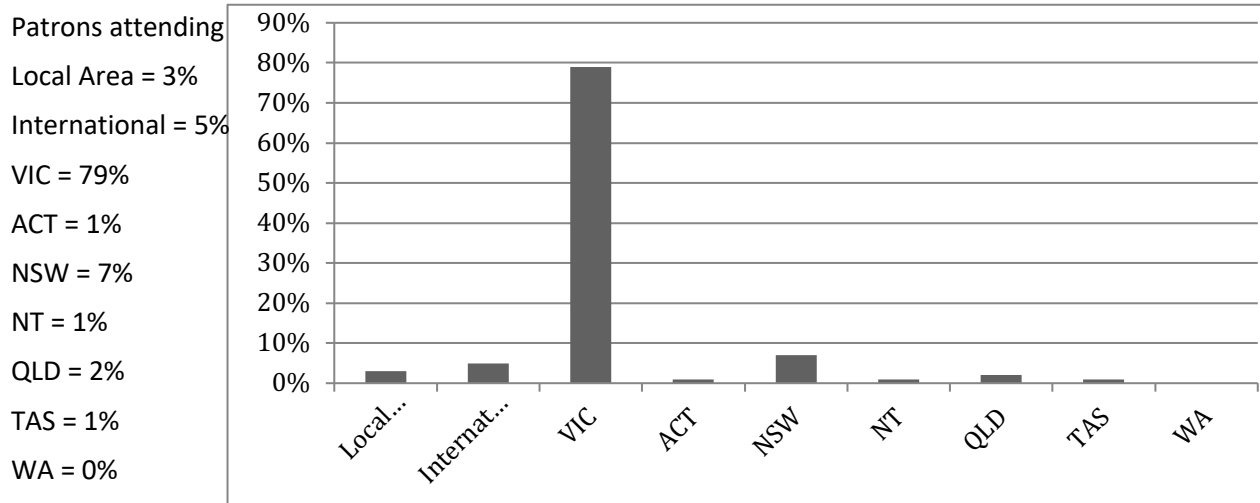
Table 8 describing past expenditure and areas of employment to the local area from event organisers. With the total expenditure of the festival and ancillary patron spend, it is projected nearly half a million will be injected into the local community. This figure expected to increase in the future.

A total of \$424,000.00 + injection into the local community.

8.4 Tourism

Tanglewood Festival attracts 3000 people from across Victoria, interstate and internationally. Many patrons never travelling to the area before attending Tanglewood Festival and in surveys conducted over 2 years of the event, showed many wanting to return to the area after the event to explore, camp and holiday.

Figure 15 Patron's country or state of residence.



8.5 Fundraising

Tanglewood understands and acknowledges that the local and wider community plays a key role in sustaining a festival. The event would like to like to give back to the community that supports it, by providing opportunities for fundraising and encouraging community development.

- Local CFA
- Local indigenous groups
- Alexandra Showgrounds, local football clubs
- Local schools arts and music projects or equipment.
- Lions club or Men's Shed
- Eildon OEG
- Wildlife care, Land care, Wilderness society

Establishing a fund, the opportunity to host a community BBQ, aid in parking, a local market or a free site fee for local organisations, are just some of the options for fundraising.

9 Environment impacts and Sustainability

The Event takes the environment very seriously and will implement several ways in which to minimise its footprint. The Event recognises the sensitive and delicate nature of rural landscapes and properties and the significance they may have on surrounding ecological considerations.

The Event will implement an Environmental Harm Reduction and Waste Management Plan including but not limited to:

- Rubbish and Recycling systems
- Transport Methods
- Patron Education
- Food Waste
- Venue Rehabilitation
- Noise management

9.1 Environmental Impacts on site and surrounding area

Organisers implement a range of plans to ensure there is no environmental impact on the event site and surrounding areas. Some other policies and procedures in place to reduce or eliminate impacts are:

- Toilet and shower facilities appropriate distance from water ways set by Goulbourn Valley Water and Murrindindi Shire conditions.
- Staging and temporary infrastructure appropriate distance from water ways set by Goulbourn Valley Water and Murrindindi Shire conditions.
- All structures/ infrastructure are temporary.
- Waste management staff and volunteers constantly patrolling event site and camp grounds picking up any loose litter, before it can escape the site.
- Waste management crew ensure bins never over fill and have regular pick up times.
- Hessian fence along boundary to ensure any loose litter that might have been missed does not blow across boundary.
- Education to patrons about recycling, one use plastics and proper disposal of waste on site.
- Waste management team to complete final clean and inspection of event site and surrounding areas to ensure nothing has been left behind.
- An appropriate distance from main source of sound and wildlife, farm stock and dwellings.
- A noise management plan in place and regular monitoring of noise levels.
- Traffic management plan in place to reduce any impact on roads and education to encourage carpooling and an event ride share page created to connect patrons to this service.
- Re-vegetation of site where necessary.
- A 24-hour site phone and contact details supplied to authorities stakeholders, community residence and the public.

There is no impact to the farm operations of event site or surrounding properties, which continue to work at the same capacity during the event. The landowners' cattle are left grazing in a neighbouring paddock and are returned at the commencement of the event.

9.2 Biosecurity

The event has been held on the site of 969 Goulbourn Valley Hwy Thornton for 4 consecutive years. In this time no concern or incidents have occurred relating to biosecurity. Biosecurity risk to the property where the event is to be held is a matter for the owner of the property, and adjoining properties, depending on the nature of land use and potential for spread of disease through access/egress between properties which can occur either via vehicular or pedestrian traffic movements.

Biosecurity risk associated with trespass onto the landowner's property could occur if those trespassing inadvertently stood in sheep or cattle manure then walked it onto the landowner property, or vice versa.

With a security management plan in place with a large focus on perimeter control this is unlikely at best to occur and only considering there was a biosecurity threat on the proposed property or surrounding properties to begin with.

Patrons are traveling mostly from the suburbs around Melbourne and the road leading to the event site is sealed. Tanglewood Festival site is clear of any noxious weeds that have the potential to spread beyond the site. A Security team is employed to secure the event perimeter for the duration of the event and signage indicating clear boundary's of neighbouring properties is installed on fence lines. Although it a legal requirement and the neighbours responsibility to include no trespassing and/or bio security signage Tanglewood Festival organisers would propose to include some in their signage plans.

There is evidence the event has increased security resources, installed additional fencing, screening, and other measures to reduce risk of trespassing, thereby reducing biosecurity risk. Statistics show that while there may have been isolated incidents of trespassing in the past this risk has been reduced or eliminated by increased staffing and security measures.



Figure 16 Example of biohazard and trespassing signs

Tanglewood Festival will include a questionnaire for patrons asking where they have traveled from visitation to farm properties. Any potential risks would be identified and isolated before being able to pose risk to the property and surrounding area.

10 Traffic Management

Management of Event traffic plays an important role in the operation of the Event. The Event identifies the following as key objectives:

- Ensuring the safe separation of event patrons, Staff and Performers from traffic onsite
- Managing the capacity of the local road system and reducing congestion
- Minimising the traffic impact on the local community
- Ensuring Emergency Services have access to all areas of the Event
- Reducing Accident Risk on Public Roads

10.1 External Traffic Management

The Management of Traffic on Local roads is crucial to a safe Event and a safe community. The Event will engage a professional Traffic Management Company to write plans in accordance to the Road Safety (Traffic Management) Regulations 2009.

10.1.1 Traffic Management Provider

Name of Company	Fineblade Traffic Management, Alexandra
Contact Person	Louise Renouf
Contact Phone	0430 134 935
Contact Email	admin@fineblade.com.au

**Please*

*refer to
individual
Traffic*

Management Plan

10.2 Internal Traffic Management

A team of dedicated Event Traffic Staff will manage all internal traffic which commences from the property boundary. Key areas and situations that require Internal Traffic Management are:

- Front Gate Processing and Queuing
- Campgrounds
- Emergency Access Roads
- Car Parking
- Emergency Protocols (Access and Egress)
- Patron Egress
- Bus Stop Area
- General Road Safety

10.2.1 Front Gate Processing and Queuing

At the commencement of the event this area experiences high volumes of incoming traffic flow and

requires appropriate planning and management systems in place. Vehicles are separated into individual lanes where each vehicle is processed, i.e. presents their event ticket, cars searched for prohibited items and information provided.

The failure of this process may lead to unwanted traffic on the roads coming into the event and thus has been highlighted as a major risk and will have the appropriate planning and infrastructure in place.

In 2017/18 when traffic management was flagged as becoming an issue by authorities, Tanglewood Festival changed the traffic management plan to further decrease the speed limit to 40kmph 500m either side of the driveway and move the holding area for car queuing into the next paddock, an area large enough to hold all vehicles that are expected to attend the event.

10.2.2 Campgrounds

Internal roads will be built and managed by the Event Traffic Staff. These roads are the gateways to patron's camp spots where they will park their vehicles and set up camp for the duration of the Event. Event Traffic Staff will direct vehicles along particular roads that are designed to maximise campground locations, traffic flow and safety.

The Internal speed limit will be 10km/h on all roads. The Fire Management Team and event security will also assist in patrolling internal roads ensuring access is maintained for all emergency vehicles. Once Patrons are settled in their camp spot internal traffic is minimal until egress commences.

No patron vehicles will be permitted to drive into campsite after dark (9 – 9.30pm). Any one that arrives after this time must park in day parking area and walk their camping equipment into campgrounds.

10.2.3 Emergency Access Roads

Clearly signed roads that are used exclusively for emergency access will be designed within the Event area as a whole. As mentioned above these roads will be constantly patrolled and maintained. Any vehicle that parks on an emergency access road will be asked to move or if the owner can not be located their car towed to an internal holding bay where they can collect it later.

10.2.4 Car Parking

Patron cars can be parked on the outside of the camp blocks. The campgrounds topography is flat, but cars will be parked facing away from camping to ensure no accidents can occur. Diagrams will be given at front gate in festival guide and campground and traffic marshals will help coordinate this on arrival. A car park at the beginning of the event site is provided for day passes, event workers & artists arriving for a show. No driving is permitted on site (with the exemption of site and emergency vehicles) after dark. Any patrons arriving after this time must park in the day parking and carry in their camping equipment.

10.2.5 Emergency Protocols (Access and Egress)

In the event of an emergency, event traffic staff will (under the direction of the Emergency Manager); activate the emergency response. This road closure allows the uninterrupted flow of all and any emergency vehicles from the external roads into the event, where the emergency route is kept clear of all traffic and access to the desired location is also clear. This procedure is played out as an exercise prior to the event opening to ensure all event staff are aware of the process. This procedure is performed in reverse for egress of all emergency vehicles.

The emergency access road located 235m east of the main drive way, only to be used in an emergency if main entrance is obstructed. Traffic management would also aid in ensuring that this access remained

clear, accessible and easy to identify by any vehicles arriving.

10.2.6 Patron Egress

At the end of the Event the Event Traffic Staff manage key points in order to maintain smooth traffic flow out of the venue. Staff will identify any vehicle breakdowns or slow points, stop traffic when required and re-direct traffic flow if required. A smooth continuous traffic flow out will ensure a safe egress.

10.2.7 Bus Stop Area

There is a public bus that travels from Melbourne's Southern Cross Station via Lillydale station and drops patrons off at the Rubicon Hotel in Thornton. A shuttle bus on site will pick up patrons and drop them off in the day parking area. A bus timetable will be provided at the info tent and on the website. This option is also promoted on social media to encourage less cars arriving on site. PTV will be notified of the event and may consider extra services for the event period.

10.2.8 General Internal Road Safety

- 10km/h speed limit
- Dust suppression day and night
- Hazard lights on while driving
- No driving of patron vehicles in campgrounds at night

11 Media

Tanglewood Festival prides it self on being a boutique event which attracts like-minded people. We have a very high rate of return patronage and are gaining a real name in the industry. Organisers do not want the event to grow out of control, attract the wrong or a young crowd with the potential for new issues and concerns. The majority of promotion is word of mouth through patrons that have attended before, artists and social media such as 'Facebook' where the advertising can be targeted.

11.1 Promotion

The Event organisers are well established in the event industry and possess strong database and cliental numbers. An effective promotion will consist of the following local, state and national campaigns:

- Facebook: with over 10,000 followers this is still the industries best form of promotion to the demographic
- Instagram: fast becoming a major promotional tool which gives the promoter direct access to loyal patrons. The Event has nearly 2,000 followers
- Press: the Murrindindi Guide, Beat Magazine, Melbourne & Local newspapers.
- Online: online advertising is a great way to stimulate discussion and gain momentum for any Event. There are many online sites that will be discussing the Event.
- Radio: UGFM 106.9 community radio Eildon, RRR Triple R and PBS radio advertising.
- Print: 500 Posters & 5,000 Flyers are distributed and displayed in targeted businesses

11.2 Media Management

The Event will design a Media Plan in order to respond to are series of possible situations that may occur at the Event, both positive and negative. A dedicated Event Media Team will be on site at the Event and will be included in key Management meetings. Social media is the quickest method of messaging and it is an integral part of managing any Event and ensuring particular responses are handled correctly.

11.2.1 Positive Media Responses

Throughout the duration of the Event the Media team will post updates and messages in relation to how the Event is going. Pictures of Event Patrons, campgrounds and Artists will ensure the public will see the Event in a positive manner and in a way that reflects the promotion of the Event.

11.2.2 Negative Media Responses

At certain times in any Event there may be a need for a media response to negative issues. At these times the Media Team will consult with Event Organisers and Emergency Stakeholders to ensure the correct message is sent out and reflects the thoughts and ideas of those relevant parties.

12 Noise

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

At an event like Tanglewood Festival where noise levels have the potential to be high, organisers need to ensure no risk or loss of amenity to employees, patrons or the wider community. The audience and employees will be warned of the dangers and advised of measures to protect hearing. Earplugs will be offered to our crew, volunteers, artists and contractors for free and will be available to purchase at the info tent for patrons.

Both stages will be closely monitored through out the event, with calibrated decibel readers and the closest residential dwellings boundary fences to ensure we are not exceeding limits set out in noise management plan. Engineers will also monitor other noise sensitive areas beyond the event boundaries.

Trained sound engineers are employed for the duration of the event. Generators are placed furthest away from patrons and quite camping areas are being provided for patrons and families further away from sound sources. Security patrol campsites ensuring patrons campsites to not exceed noise levels and cause a disturbance to surrounding campers or boundary properties.

Noise monitoring and acoustic report conducted by an independent sound engineer determine the safe operating limits and levels set out in our noise management plan are not exceeded and noise levels do not cause an annoyance or loss of amenity to the surrounding community.

Tanglewood Festival considers the safety of all patrons and the surrounding community when planning hours of operation and creating sound. On NYE 31st December – 1st January, when music is proposed to run until 6am the music level will be turned down at 1am and even further at 3am, where half of the speakers will be turned off making eliminating concerns of sound causing annoyance. As it is New Years Eve where you could expect members of the public would want to continue to celebrate into the later hours, continuing entertainment provides a safer environment for better crowd control by centralising the crowd to an area over this time.

The responsibility of the organisers is to comply with the EP regulations 2021 which is subordinate of the EP Act. In accordance with the EP act and regulations or as required by the EPA permit the event would result in satisfactory noise admissions.

12.1 Effect of noise on wildlife and/or livestock

There is no record or evidence of wildlife or livestock being effected by this event or any other events taking place. The landowner is able to continue farm practices as normal, with 250 head of cattle grazing in a paddock next to festival entertainment. The land owner has not experienced any incidents of frightened or stressed animals, broken fences, poor health, effects on breeding or issues over the time or residually to the event taking place.

The event is situated on the site with large distances between neighbouring properties. Where one of the boundary fences runs closer to patron camping, a 6ft fence is erected and hessian secured to it, to create a physical and visual boundary. Security and emergency vehicles that use the inside lane to travel on would be no different to any other farm vehicle working on the property.

Further to this, there are no fireworks at the event, the music is generally of a lower frequency, music is consistent over time and speakers pointing away from livestock. It is much less disruption than highway traffic noise, truck exhausts, gunshots, over head flight path, mining operations, logging operations and other sounds the animals are exposed to regularly in this area.

A case study carried out by Huybregts (paper titled 'Protecting Horses from Excessive Music Noise' 2008) indicated that horses exposed to music noise emissions from large festivals, such as the BIG DAY OUT and other major events at the Flemington racecourse were not impacted at all with noise levels much higher than what would occur at Tanglewood Festival.

A 2001 study out of the University of Leicester in the U.K. and other studies, gives statistics that cows milk production increased 3% when exposed to music over long periods of time.

Where concerns regarding impacts on deer in the past were raised, there is no evidence that deer have been impacted by the festival in the past. The distance between event site and property is great enough that they would not be impacted. However, academic studies indicate that deer are less sensitive to low frequency noise than humans, which is all they would be exposed to if located closer to the event site, if anything at all. (Previous data collection of noise management showing readings of 57dB from nearby location)

**** Please refer to noise management plan for more details.***

13 Liquor Licence

Tanglewood is a BYO event and we also intend on supplying alcohol at the event so a liquor licence must be obtained from Liquor Licensing Victoria. Even with BYO to the event, the consent of local authorities and Victoria Police is still required.

A small bar will be set up selling local beer, wine, cider and gin.

Date	Opening Times
30 th December	12pm – 12am
31 st December	12pm – 4am (1 st)
1 st January	12pm – 10pm

Table 9 Bar opening times

13.1 Alcohol Management

We have designated only one area for the sale of alcohol, this will be located outside the market area between the 2 stages.

Responsible service of alcohol must be in accordance with the Liquor Control Reform Act 1998. The bar manager ensures that licence and signage is displayed and all workers hold a current RSA. Toilets will be located near the bar and security and first aid will also be trained and equipped to deal with intoxicated persons.

Patrons are also expected to follow the rules terms and conditions which state that Tanglewood Festival does not condone the over consumption of alcohol or use of illicit substances. They can be found at www.tanglewoodfestival.com.au

Although we encourage to have a designated driver or to measure your intake if you are the driver, Free breathalysers will be offered on the gate and we insist that all patrons behind the wheel of a car be tested before leaving the premises. If they happen to have a reading they are offered free food and water and a place to wait in the shade to rest until they are fit to drive, or alternative arrangements can be made to get them home safely.

- Accommodation near by and return to pick up their vehicle the following day, arrangement and time must be made with event manager.
- Arrange a lift with friend or family member and return to pick up their vehicle the following day, arrangement and time must be made with event manager.

Any cars left onsite will be moved to holding bay next to gate security.

We have run the event as a BYO event with a bar for the past seven years and never had any issues or incidents. The demographic is largely over the age of 25 and families are welcome with children aged 0 – 12yo. Other than this it is an over 18s event.

13.1.1 Types of Beverages for Sale

The main reason for the bar is to encourage patrons to bring less alcohol with them to the event, therefore creating less waste. All drinks will be priced between \$5 - \$12

Items for sale include but not limited to:

- Local wines
- Local Beers
- Local Cider
- Gin & Tonic
- Water (Non Alcoholic)
- Kombucha (Non Alcoholic)
- Mocktails (Non Alcoholic)

13.1.2 Containers

All alcohol sold will be served in biodegradable composting rice paper cups and/or reusable cups supplied by the event or bar. BYO drinks are only permitted to be brought in cans or plastic bottles. NO GLASS IS permitted on site and car searches will be carried out by security on arrival.

14 Infection Control

Potential exists at large events for outbreaks of communicable diseases. Surveillance for the duration of the event involves ensuring infection control plans are in practice and working. This will include:

- Qualified and approved where applicable cleaning contractors to be employed.
- Monitoring waste disposal and taking corrective action where excess waste builds up;
- Monitoring cleaning of toilet and shower facilities.
- Cleaning staff must know personal precautions to take when cleaning up vomit and diarrhoea;
- Surveying the site for sewage leaks; surveying the grounds for needles; and
- Surveillance of food handling practices.
- Supply of hand wash stations and hand sanitiser.
- Public Safety Officer employed to audit and conduct checks of event site and facilities.
- Sharps, bio waste, clinical waste and sanitary bins to be supplied, signed and removed from site and emptied by qualified approved contractors.

Professionals will be used to clean the toilets and food areas. Waste management staff of the event will have sufficient training to deal with incidents mentioned above. The site must at all times be available to municipal Environmental Health Officers. They are trained in identifying potential problems & will have access to resources to correct the problem.

All food and beverage vendors must supply food handlers and street trader registration to trade at this event and cool room will be constantly monitored to ensure a correct temperature for food storage is maintained. Safety checks will also be carried out by Public Safety officer or food vendors, waste, toilet, shower, water and hand wash facilities twice daily and monitored by waste & site management for the duration of the event.

All event crew contractors and volunteers are inducted before they can work on the event site, part of this induction includes safe work practices and hygiene. All PPE required for jobs can be accessed at the site office or waste station.

The ECC and event operations will be across World Health Organisations and Australian Department of Health News, announcements and statements and will consider any recommendations for outbreaks of disease that need to be implemented into planning. In the threat of an epidemic or pandemic, The event organisation will employ any extra measures that need to be taken to avoid outbreak or pose a threat to the public or wider community. The event organisers would consider cancelation or postponement of the event if the risk is too high to be mitigated.

Covid wardens and cleaning crews will be employed to monitor Covid plan being implemented, supplies, PPE, cleaning schedules, cleaning of surfaces, social distancing and facilities.

**** A Covid Safe Plan will be submitted according to health recommendations closer to the event.***

15 Food and Non-Food Vendors

The provision of a variety of high quality, affordable food at public events contributes to the comfort of patrons, reduces effects of alcohol consumption and can increase revenue through site fees. As with all multi day camping events there must be food and drink available to the patrons. To ensure that this managed appropriately there are some strict guidelines and regulations in which to trade within.

All successful food trading applicants must have a current registration under the relevant Food Act and the relevant CFA total fire ban exemption for trade. It is the responsibility of each individual trader to comply with all safety regulations, including the correct washing up requirements, gas storage requirements, food storage requirements and food hygiene requirements.

All food traders will be checked by our fire management team and again by our public safety officers, which will have a checklist of requirements and compliance. Each vendor will have a dry chemical **ABE** fire extinguisher plus a **BE** fire extinguisher for stalls containing hot oil or deep fryers and a fire blanket to **AS 2444**.

Any Trader that does not comply and or is not at a standard for safe practice will not be granted approval for opening. Some Checklist requirements include but not limited to:

- Gas storage (LPG)
- LPG gas compliance
- Safety/ fire equipment
- Tagged and tested
- Approval from council to sell food & current food registration
- Correct storage facilities
- CFA permits
- Waste management
- Wash facilities
- Structure compliance, correct weighted and pegged
- Tidy and clear of obstruction work space and BOH

The market manager will oversee: entry, positioning and trading times are all managed correctly. The event welcomes and encourages applications from Local food and non-food vendors.

15.1 Food Act 1984

The Food Act requires that all food businesses be registered with the local council in which they are located. Street Trader is an easy way for event organisers and councils to ensure that food vendors are in compliance with the food act. They must have all their certificates and safety measures in place to obtain a permit with their local council then register with street trader.

The market manager requests a copy of food handlers, public liability, permit and street trader and all other relevant permits, certificates and documents be supplied with application.

The Food Act is enforced by Environmental Health Officers who approve applications for registration and have the power to enter food premises to ensure the act is being complied with. Security on gate must be briefed not to obstruct their entry to the site.

15.2 Food Premises Requirements

The market manager, safety officer and fire management team will carry out individual checks on all food vendors to ensure that:

- Street Trader is valid
- Public Liability is valid
- Food handlers has been obtained
- Appropriate wash facilities are available with heat (hand wash and dish wash separate)
- Appropriate cool room supplied and temperature
- Gas compliance
- Gas storage
- Fire extinguishers and blankets, and appropriately placed and signed
- Tagged and tested
- Section 40 operate on total fire ban permit is in place
- Appropriate removal of silage is available
- Clean work stations
- Appropriate distance between each stall holder
- BOH tidy and clear of obstruction
- Correct sanitising, PPE (gloves) being used between service

All stall holders must complete an online induction and an onsite induction before they enter the site. They will also receive a guide with policies and procedures before arrival. The market manager, safety officer and fire management team will also host a market stall meeting on the 29th of December to go over the list of expectations and what they will be looking for on their inspections. Management teams will also take this opportunity to talk about correct gas storage fire extinguisher use (best practice to call ECC for help) cable management and go over evacuation procedures.

16 Planning and Land Use

16.1 Murrindindi Shire Planning Scheme Provisions

This section outlines applicable provisions of the Murrindindi Planning Scheme (the Scheme) which determine the permits triggered which are part of this application, and relevant Scheme provisions Council has will consider in reviewing applications.

16.1.1 Zoning

All land proposed to be used to stage the event is within the Farming Zone (FZ).

Under Clause 35.07-1 a planning permit is required to use FZ zoned land for a Place of Assembly:

Clause 35.07-1 Table of Uses – Section 2 (Permit required)

- *Place of assembly (other than Amusement parlour, Carnival, Cinema based entertainment facility, Circus and Nightclub).*

16.1.2 Overlays

Parts of the broader property are affected by the following overlays (shown in figure 10)

- Land Subject to Inundation Overlay (LSIO)
- Environmental Significance Overlay (ESO)
- Bushfire Management Overlay (BMO)

Certain activities (if proposed within the area affected by these overlays), would trigger permit requirements (e.g., for buildings and works) however, no part of any of the event area proposed to be used falls within any of these overlays, as shown in Figure 10

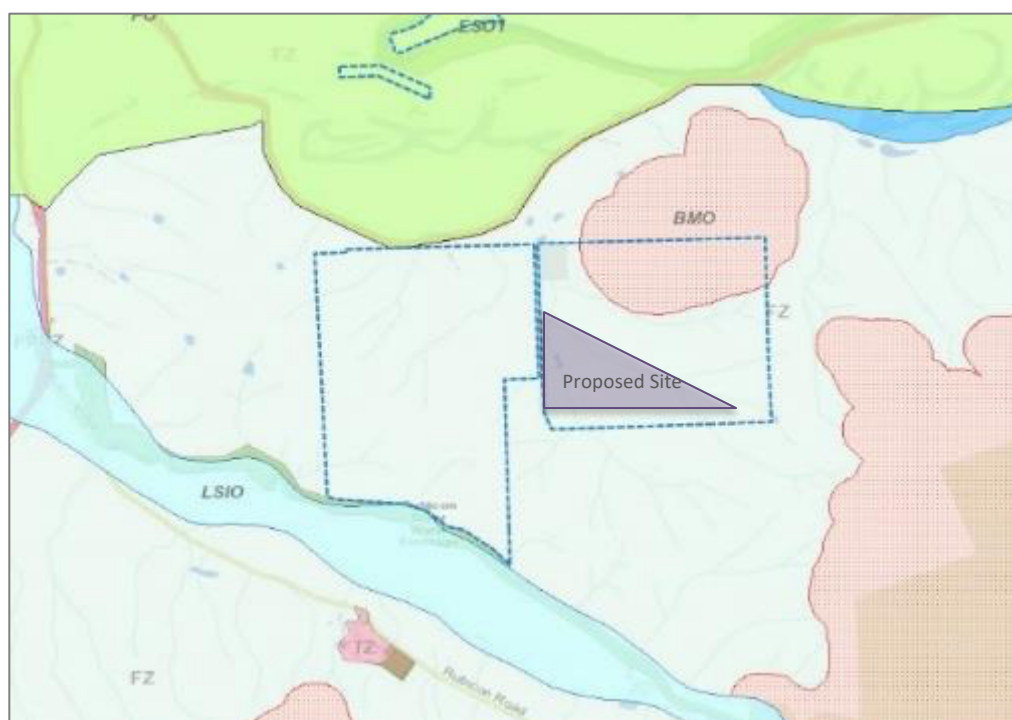


Figure 17 – Zoning and Overlays

16.2 Particular Provisions

16.2.1 Buildings and Works

Under Clause 35.07-4 Buildings and Works, A permit is required to construct a building or construct and carry out works associated with a use in Section 2 of Clause 35.07-1.

This does not apply to:

- *An alteration or extension to an existing dwelling provided the floor area of the alteration or extension is not more than 100 square metres.*
- *An out-building associated with an existing dwelling provided the floor area of the out-building is not more than 100 square metres.*
- *An alteration or extension to an existing building used for agriculture provided the floor area of the alteration or extension is not more than 200 square metres. The building must not be used to keep, board, breed or train animals.*
- *A rainwater tank.*
- *Permanent or fixed feeding infrastructure for seasonal or supplementary feeding for grazing animals*
- *Subdivisions.*
- *Any works must not be earthworks specified in the schedule to the zone.*

While the event proposes to use some of the existing outbuildings and storage sheds which are owned by the landowner (e.g., for storage of event supplies and materials pre- and post-event, no alterations or extensions are proposed to existing buildings which would trigger the above permit requirements, and no new buildings are proposed as part of the application.

In addition, no works proposed to be undertaken for the event fall within the definition for earthworks in the Murrindindi Planning Scheme.

Therefore, no additional permits are triggered under the buildings and works provisions outlined in Clause 35.07-4.

There are relevant provisions of the Murrindindi Shire Planning Scheme for the infrastructure proposed as part of the application, which relate to the POPE application process, and applicable building codes and standards this infrastructure must meet, including amenities, stages, tents and marquees. This is discussed in Section 7

16.2.2 Signs

Clause 52.05 outlines requirements for signs in zone Category 4 (shown below).

Particular/General Provisions	
Clause	Provision name
52.05	Advertising Signage <ul style="list-style-type: none"> A permit is required for promotion signage
52.06	Car Parking <ul style="list-style-type: none"> Where a use is not listed within Clause 52.06 – car parking spaces must be provided to Council's satisfaction prior to the commencement of a new use.
52.17	Native Vegetation <ul style="list-style-type: none"> A permit is required for the removal of native vegetation)
57	Metropolitan Green Wedge Land
65	Decision Guidelines

The Special Use Zone 4 is a Category 3 (high amenity) area as per the requirements of Clause 52.05.

- A permit is required for a 'promotional sign', and the total size of this signage must not exceed 2m² within this zone, otherwise it is prohibited.
- No signage proposed for the event exceeds this threshold, however promotional and traffic safety and directional signage is included.

The proposal therefore also includes an application to install signage in conjunction with a place of assembly application.

16.2.3 Car Parking

Clause 52.06 outlines car parking requirements.

- A camping and caravan park is not listed within the table of uses contained in Clause 52.06. Therefore, the total number of parking spaces required is to Council's discretion and satisfaction.*

16.2.4 Native Vegetation

Clause 52.17 outlines requirements relating to Native Vegetation. There are patches of remnant native vegetation (grasslands and scattered eucalypts) within the property, including parts of the Lots proposed to be used in relation to the event. This native vegetation generally falls outside of any of the main event activities, and no vegetation removal is proposed to stage the event.

The patches of native grasses have been maintained in healthy condition throughout all previous festivals and noted by some of the patrons attending.

While no permit requirement is triggered as no removal of native vegetation is proposed, the event would like to assist the landowner to protect this vegetation and promote its importance to patrons attending, many of whom have similar environmental values to the event organisers.

Following consultation with the landowner, Tanglewood would welcome an inspection of areas of native vegetation close to the event by Council's native vegetation officer, to determine the best ways to protect and promote the importance of native grasses to the patrons attending.

In summary, the requirements for the application are:

- A planning permit is required to use land zoned FZ zone as a Place of assembly (other than Amusement parlour, Carnival, Cinema based entertainment facility, Circus and Nightclub).
- Ancillary activities associated with this proposed use include:

- Signage
- Carparking

Review of the proposal against applicable Council decision criteria is provided in section 5.2

16.3 Assessment of the Proposal

16.3.1 Zone Provisions

The purpose of the Farming Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*
- *To provide for the use and development of land for the specific purposes identified in a schedule to this zone.*

16.3.2 State Policy and Planning Provisions

Relevant Clauses of the State Planning Policy Framework and the Local Planning Policy Framework are shown in Table 10

Table 10 - Relevant State and Local Planning Policy Clauses

Clause	Objective
11.11-1- Planning for growth	<ul style="list-style-type: none"> To align population and economic growth
11.11-2 - A diversified economy	<ul style="list-style-type: none"> To realise opportunities to strengthen & diversify the economy
11.11-4 - Environmental assets	<ul style="list-style-type: none"> To manage the region's environmental and cultural heritage assets and minimise exposure to natural hazards
11.12-2 - Strengthened communities	<ul style="list-style-type: none"> To strengthen communities especially in small towns
11.12-3 - A diversified economy	<ul style="list-style-type: none"> To strengthen and diversify the economy. <p>Strategies in support of this objective include:</p> <ul style="list-style-type: none"> Support and develop emerging and potential growth sectors such as tourism, renewable energy, resource recovery and other green industries.
11.12-5 - Natural and built environment	<ul style="list-style-type: none"> To protect and enhance the natural and built environment <p>Strategies in support of this objective include</p> <ul style="list-style-type: none"> Facilitate tourism opportunities in appropriate locations near heritage places and natural environments
12.01-1 - Protection of biodiversity	<ul style="list-style-type: none"> To assist the protection and conservation of Victoria's biodiversity, including important habitat for Victoria's flora and fauna
13.04-1 - Noise abatement	<ul style="list-style-type: none"> To assist the control of noise effects on sensitive land uses. <p>Strategies in support of this objective include</p> <ul style="list-style-type: none"> Ensure development is not prejudiced and community amenity is not reduced by noise emissions, using a range of building design, urban design and land use separation techniques appropriate to the land use and character of the area
13.04-2 - Air quality	<ul style="list-style-type: none"> To assist the protection and improvement of air quality. <p>Strategies in support of this objective include</p> <ul style="list-style-type: none"> Ensure suitable separation between land uses that reduce amenity and sensitive land uses.
13.04-3 - Bushfire	<ul style="list-style-type: none"> To assist to strengthen community resilience to bushfire.

16.3.3 Summary

- The event has been staged on the same land on four separate occasions, none of which have given rise to any impacts on the site or its ability to be used for agricultural purposes.
- Since all the structures included in the proposal are temporary and removed following the event, there is zero impact on productive farmland.
- The site is continually used for farming purposes, even during the times the event is staged, and no impacts to livestock or the productivity of the land have occurred.

- The proposal directly supports applicable provisions relating to tourism, as it will guarantee significant visitation from patrons, acts and artists travelling into the Shire to attend or participate in the event.
- The event site is in an isolated part of the Shire and will showcase the high natural landscape values characteristic of the area to attending patrons. Feedback from patrons indicates there is good potential for indirect flow on tourism benefits associated with repeat visitation to the Shire.
- The proposal injects a significant amount in the local economy and benefits local businesses through the expenditure of patrons while travelling to and from the event, particularly businesses located on the main transport route (coming from Melbourne to the site) and within the townships of Thornton, Alexandra, Eildon, Yea and surrounding areas.
- Several local businesses are also directly engaged to provide services for the event, which generates local employment opportunities.
- The site is well suited for a music event due to the large landholdings, and significant distance between noise sources and residential dwellings. A separate application has been made to play music over extended hours under the new EPA permit system.
- The processes employed by the event for noise monitoring and management were assessed in the recent VCAT hearing and considered to represent best practice.
- The Tanglewood event is also of a shorter duration with less continuous music hours and lower amplification than most music and camping festivals of a similar nature.
- The event provides a much-needed entertainment outlet for people of all ages, and festivals have been shown to provide significant health and wellbeing benefits particularly to small rural towns where social and entertainment outlets are less readily accessible.
- Due to the temporary nature of the event, impacts on the broader community are mostly confined to peak travel times when patrons are travelling to or leaving the event.
- The event is contained within the site and able to operate in a self-sufficient manner so does not place any additional strain on local emergency, medical or fire resources.
- The festival organisers continue to work with all affected parties and resolve any concerns and have gained broad community support from most of the surrounding residents who live closest to the event.