



Waste, Toilet & Water Supply Management Plan

Title	Version	Date	Author	Reviewed by
Waste Plan	V2	07 August, 2021	Stephanie Born	Leigh Born, Director Tanglewood
Waste Plan	V 1.0	31 July, 2021	Stephanie Born	Imogen Hobbs, Safety & Event Consultant
Waste Plan	V 0.5	July 2021	Stephanie Born	Kimberly Talbot, Sustainable Solutions, Waste Management



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1. Scope and Purpose

Tanglewood Festival is run by a group of artistic people that are focused on supporting communities of regional Victoria, local musicians and artists. Tanglewood Festival prides itself on providing a safe, enjoyable and quality experience.

Sustainability and achieving a minimal carbon footprint are primary focuses for the event organisers.

The event attracts 3000 patrons from the 30th of December – 2nd January and hosts a range of music genres, art gallery, workshops and both food and market vendors.

Careful consideration during the planning stages for this event has been made for the safety and comfort of patrons, event staff and the broader community.

This plan will outline the Waste, Toilet and Water Management for Tanglewood
Key considerations during planning Tanglewood Festival are:

- Sufficient potable water
- Accessible drinking water access locations
- Sufficient toilet facilities
- Correct storage of waste water and silage
- Removal of waste water and silage
- Shower facilities
- Disability accessible facilities
- Sufficient waste disposal points and bins
- Accessible Bin locations
- Recycling station
- Trained staff
- Education and messaging
- Spill kits
- Hazardous materials disposal and storage

2. Sustainability

Tanglewood Festival aims to reduce waste as much as possible and takes every opportunity to encourage, educate and facilitate patrons attending the event to leave no trace.

Some initiatives for sustainability include:

- Education
- Social media campaign
- Free keep cup on arrival that can be used at market or bar
- Ban on one use plastic waste bottles and water containers, (stainless steel drink bottles available to purchase at the cost of a plastic water bottle and free drink water all over site)
- Free cigarette butt bin and garbage bags on arrival
- Ample bins, emptied regularly and clear messaging on what to recycle
- Waste sorting station, recycling separated and cans kept for local football club
- Ban on one use tents, costumes, camping chairs
- Campground wardens patrolling campsites with rubbish bags and educating patrons on bin locations and to monitor patrons keep tidy campsites
- Market stalls can only use biodegradable serve ware.
- No straws
- No bean bags
- No glass

3. Types of packaging

Staff and stall holders will be notified of these policies in the application process and in their induction process. It will also be part of the stall or worker package. Patrons will be notified with social media and in terms and conditions set out in the ticket purchase and on website.

The following list of items are prohibited and will be confiscated on entry.

- Recyclable plastics only
- No plastic bags
- No plastic straws
- No Polystyrene
- No Glass
- Biodegradable food containers and cutlery
- Biodegradable cups

4. Promotional Activities, Education and Social Media Campaigns

Tanglewood Festival uses social media platforms in the lead up to the event, promoting what to bring what not to bring.

A comprehensive list of all prohibited items is available to all patrons via the Tanglewood Festival webpage.

Event staff and volunteers promote waste management and sustainability messaging and actions for the duration of the event.

The event guide contains detailed information on waste management and bin locations.

- Letter to stall holders distributed prior to event commencement defining guidelines for packaging requirements and recycling facilities.
 - Include the Organisations mission statement for minimizing the carbon foot print of the event and include waste management procedures in festival guide.
- Ban on single use plastic water bottles for ALL attendees. This includes stall holders, who must sell cans, steel, biodegradable. No glass or plastic.
- Advertise on the website to patrons on how to reduce waste before coming to the event. (remove items from plastic packaging, discourage the use of costumes, glitter or one use camp chairs/tents)
- Supply biodegradable reusable bamboo cups free for every attendee, encourage use at Event Bar and food market stalls.
- Supply cigarette butt pocket ashtrays free upon entry.
- Supply rubbish and recycling bags to patrons upon entry.
- The MC will promote waste management strategies and rubbish stations during the event.

5. Potable Water

Drinking water taps will be located all over the main event site and campsite and marked on a map, signed potable water. Areas to consider need for potable water.

- Stage areas
- Market Area
- Toilet
- Shower facilities
- Camping areas
- Work stations

Drinking water will be delivered by local contractor once a day and distributed to the 20,000 litre holding tank and other food grade IBC containers at drinking tap locations.

7. Waste Bin Supply Forecast

Skip bins

- 3x Recycling
- 3x General Waste

Portable Waste Bins

- 80 x 240litre Bins, Clean Away by 24th December

Bio Waste

- Sanitary item disposal bins will be supplied in toilets and showers.
- Clinical waste bins for Medical/First Aid Room
- Sharps disposal containers in toilets and Medical/First Aid Room

8. Waste Removal

- Toilets will be pumped out at 7am and 7pm daily
- A smaller standby truck will be onsite for any unplanned situations.
- A separate waste management and cleaning team will be allocated for the management of toilet and shower facilities.
- A cleaning schedule will be developed for regular facility cleaning
- Standby cleaning crew will be available for more regular cleaning if necessary.
- Market stall waste will be siphoned into 1000 liter IBC containers in market BOH and will be pumped out twice daily.
- Bio, clinical waste and sharps will be collected in allocated labeled containers and removed from site and disposed of by approved contractors.

9. Toilet Waste and Grey Water Disposal Management

A local provider has been engaged to supply the majority of portable toilets, Due to the capacity of Tanglewood Festival the number of portable units required to service the demand extends beyond the resources of local provider, A secondary provider has been engaged to supply the remainder of the required allocation. The local provider will also facilitate the removal of waste water and silage at the Alexandra facility.

Toilet Facilities

A mix of toilet facilities will be provided to cater for patrons, event staff, and contractors.

- High traffic patron areas will be serviced by toilet blocks, and
- Operational areas (site operations compound, crew camping area, emergency services compound etc.) will be serviced by double composting toilets in conjunction with single portable toilets.

The number of toilets required on site prior to the event commencing will be determined according to the schedule of event crew, workers and volunteers required during the festival build stage.

Following the industry standards shown in table below.

Sanitary facilities	Building Code requirements	Amenities (based on total persons on site)					
		3000	4000	5000	6000	7000	8000
Male	1 WC per 200 patrons	15	20	25	30	35	40
Female	1 WC per 100 patrons	30	40	50	60	70	80
Disabled	1 WC per 100 WC	0	0	0	0	0	0

Hand basins	1 per 150 patrons	20	27	33	40	47	53
Fountains	1 per 150 patrons	20	27	33	40	47	53

Toilet Waste and Grey Water Disposal Management Cont.

Tanglewood Festival will supply over and above the recommended ratio of 40 toilets per 4000 people, with 60-70 toilets including accessibility toilets located in the designated accessibility camping area. This is to ensure access to toilet facilities throughout the camp ground and event site, limit waiting times, as well as ensuring alternative facilities are available during silage waste removal.

Placement of amenities and specific requirements will be determined by the Site Manager and Event Organiser based on consultation with Council’s municipal building surveyor prior to the event.

Wash Basins and Fountains

Wash basin and fountains will be provided on site prior to commencement of the event based on scheduled attendance, using the industry standards shown in Table 3.

Shower Facilities

While not a legislative requirement, showers will be provided on site as an added amenity for patrons. There will be a block located in the main camping area marked on the map to service the public at the event and a block located in the Market/Artist camping area to service crew, stall holders and artists.

Provider	Contact	Number
Lez Perry, Alexandra		
Alexandra crane and septic hire		
Northern Hire group		

10. Spill Kits

A spill kit will be located at the waste center to be used in the case of hazardous waste or substance leaks. A spill kit will be used and the area barricaded off and monitored by event public safety officer while risk assessment and management of disposal is arranged.

11. Oil Waste

All Oil waste is the Stall holders responsibility to be disposed of and must be taken off site when they leave.

13. Expected Waste Types, Collection and Sorting

A waste manager is appointed to manage all aspects of the waste station, waste collection, bins, removal of waste off site, contractors and volunteers working under them.

Expected Waste Type	Recycling Strategy / Disposal	Commit to Recovery
Cardboard Box's & Paper	Cardboard Skip (Clean Away)	Event responsibility, collected by Clean Away
Aluminum Cans	Recycle Bins	Event responsibility, donated to clubs for fundraising
Paper Cups	Cardboard Skip (Clean Away)	Event responsibility, collected by Clean Away
Milk containers	Recycle Skip (Clean Away)	Event responsibility, collected by Clean Away
Glass Bottles	Recycle Skip (Clean Away)	Event responsibility, collected by Clean Away
Plastic Bottles	Recycle Skip (Clean Away)	Event responsibility, collected by Clean Away
Steel Cans	Recycle Skip (Clean Away)	Event responsibility, collected by Clean Away
Biodegradable crockery	Organics Bin	Event Responsibility
Food Scraps	Organics Bin	Event Responsibility
Bio Hazard Waste	Bio Hazard Bin	Collected by provider
Used Cooking Oil	Empty oil containers	Responsibility of stall holder to remove from site.
Silage / Waste Water	1000 Liter IBC or provided holding tanks	Event responsibility, Local provider to collect.
Building Materials	Trailer	Event responsibility
Wood / Fuel reduction	Trailer	Event responsibility

15. Waste disposal Locations

Bin Type	Location
Waste deposit locations	<ul style="list-style-type: none"> • BOH Market • Main toilet block • Car park
Rubbish Bin locations (Public/Staff) <ul style="list-style-type: none"> • General Waste • Recycling 	<ul style="list-style-type: none"> • Market • Food • Main Stage • Stage 2 • Funk Tunnel • Workshop • Art Gallery • Bar • Toilets • Front Gate • Front Gate (Glass Bin) • Car Park • Medical • Operations • Crew eating area • Artist Area • BOH Main Stage • BOH Stage 2 • Camp Grounds
Food Vendor Bins <ul style="list-style-type: none"> • 2 x 240ltr Recycle • 1 x 240ltr General Waste • 1 x 240ltr Compost 	FOOD AND BEVERAGE STALLS <ul style="list-style-type: none"> • Every 3 stalls
Market Stall Bins <ul style="list-style-type: none"> • 1x 240ltr recycling • 1 x 240ltr General Waste 	MARKET AND CLOTHING STALLS <ul style="list-style-type: none"> • Every 5 Stalls

17. Waste Management Set Up Schedule

Action	Date	Time	Responsibility	Done (TICK)
Skip Delivery <ul style="list-style-type: none"> 3 Recycling 3 General Waste 	23/12/2021		Event Organiser	
Bin Delivery <ul style="list-style-type: none"> 80 x 240litre Bins 	23/12/2021		Event Organiser	
Attach signage to skips and/or bins	26/12/2021		Sign Writer	
Ute and Trailer pick up	27/12/2021		Waste Manager	
Bin Pick up	28/12/2021		Waste Manager	
Position bins according to the bin site plan. Bin stations should include one three recycling and one waste bin.	28/12/2021	19:00pm	Waste Manager Site Manager	
Monitor stallholders as they set up. Ensure they are aware of recycling locations and that their packaging complies with the event packaging guidelines.	29/12/2021	9:00am – 21:00pm	Waste Manager Market Manager	
Install banners and other signage	29/12/2021	9:00am	Sign Writer	
Conduct Training with Volunteers on waste disposal and make sure they are aware of locations and procedures.	29/12/2021	9:00am	Waste Manager Volunteer Manager Safety Officer	
Final walk around, ensure all bins are in place and waste station is operational with correct PPE for workers.	30/12/2021	9:00am	Waste Manager	
Monitor bin removal and waste station	30/12/2021 – 02/01/2022		Waste Manager	
Event packdown, ensure bins are collected cleaned and ready for pick up by clean away in drop off location.	03/01/2022		Waste Manager	

19. Waste Management During the Event

Emptying Schedule

- Food, Market Stall & camp ground waste will be emptied 4 times a day and monitored throughout if more any areas require more frequent attention.
- Emptying schedule will be as follows
 - 8am, 12pm, 5pm, 9pm and on request. Waste manager will circulate site with vehicle and on radio communications.
- Full bins will be removed and replaced by clean empty bins.
- All full Bins taken back to waste station to be sorted into skips.

Bin and Skip Collection by Clean Away

- Skips will be emptied by clean away on the 01/01/2021
- Skips to be emptied and removed from site after pack down on 15/01/2021

Action	Date	Time	Responsibility	Done (TICK)
Monitor bin stations, empty or remove bins when full and ensure bins stay together in their stations	30/12/2021 03/01/2022,	9:00am 18:00pm	Waste Manager Volunteer Manager Groups of waste management volunteers per day 4x 4.5 hour shifts per day.	
Ensure recycling messages are announced regularly on the PA	30/12/2021 – 01/01/2022	During change times between bands	Event MC	
Collect loose rubbish over site	30/12/2021 03/01/2022,	9:00am 18:00pm	Waste Manager Volunteer Manager Groups of waste management volunteers per day 4x 4.5 hour shifts per day.	
Hand out rubbish and recycling bags on arrival along with pocket ash trays. Also talk about the importance of cleaning up and waste disposal areas.	30/12/2021- 02/01/2022	9:00am – 12:00pm	Gate Manager Volunteer Manager Campground Wardens	
Walk around campsite and offer rubbish/recycling/pocket ashtrays to patrons and talk about rubbish disposal areas.	30/12/2021- 02/01/2022	9:00am – 12:00pm	Gate Manager Volunteer Manager Campground Wardens	

21. Waste Management Post Event

Action	Date	Time	Responsibility	Done (TICK)
Collecting bins and emptying into skips	02/01/2022	9:00am – 18:00pm	Waste Manager Volunteers	
Continue to monitor stallholders as they pack up	01/01/2022 – 02/01/2022		Waste Manager Market Manager	
Site clean up	02/01/2022 – 03/01/2022		Waste Manager Volunteer Manager	
Monitoring contamination, to ensure general waste compost and recycling are not mixed.	01/01/2022 – 07/01/2022		Waste Manager	
Thank Waste Team	03/01/2022		Waste Manager Event Director	
Write media release to promote recycling results	08/01/2022		Event Director Waste Manager Media Manager	

22. Potable Water Delivery Schedule

Type	Date	Time	Amount	Responsibility
Main Potable water tank Tank level is monitored on the hour. North Central Construction on call for any urgent water requirement.	27/12/2021	12:00pm	40,000ltrs	North Central Construction (water supplier) Site Manager
	31/12/2021	7:00am	40,000ltrs	
	01/01/2022	10:00am	40,000ltrs	

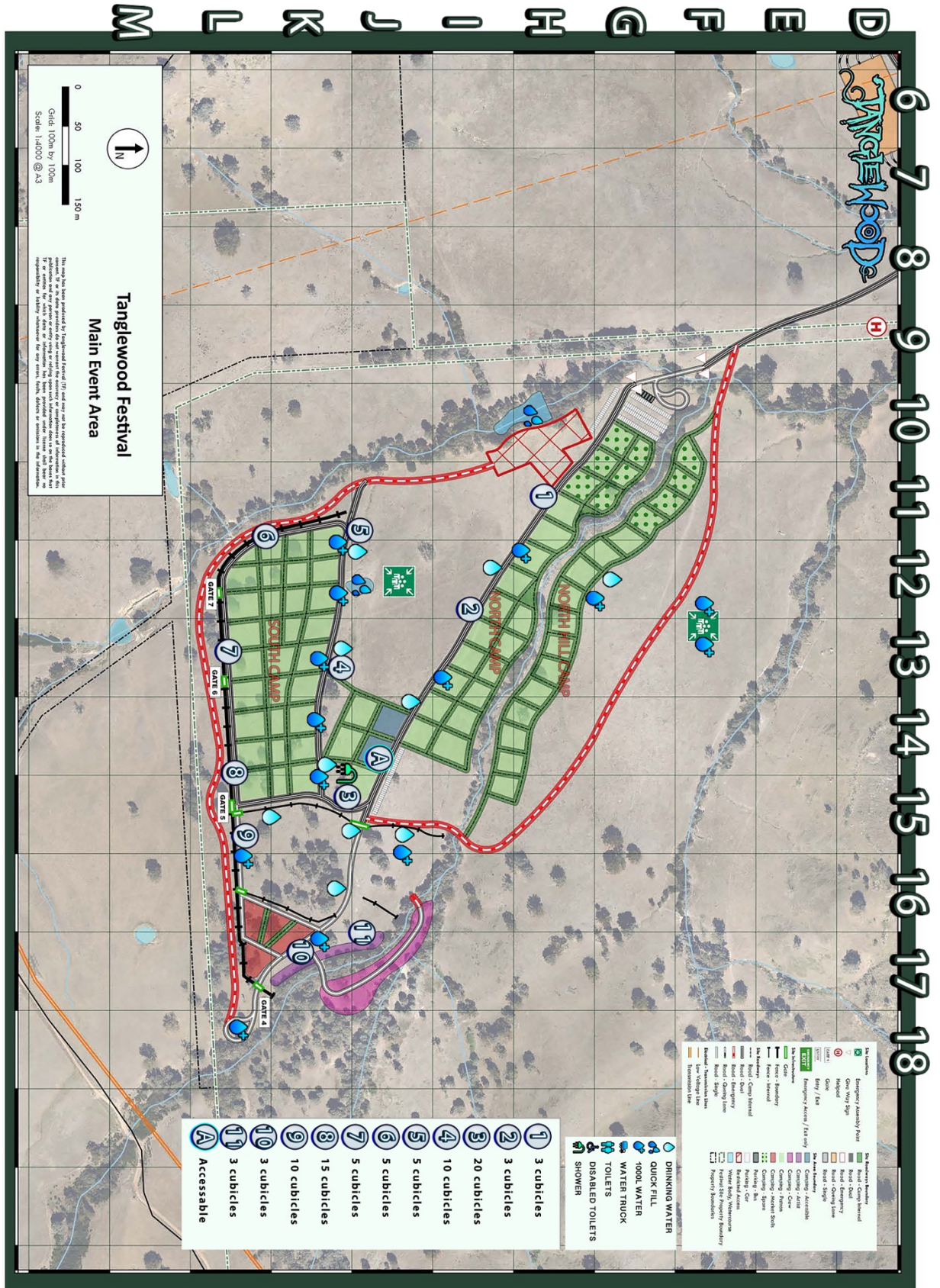
24. Toilet and Grey Water/Waste Locations

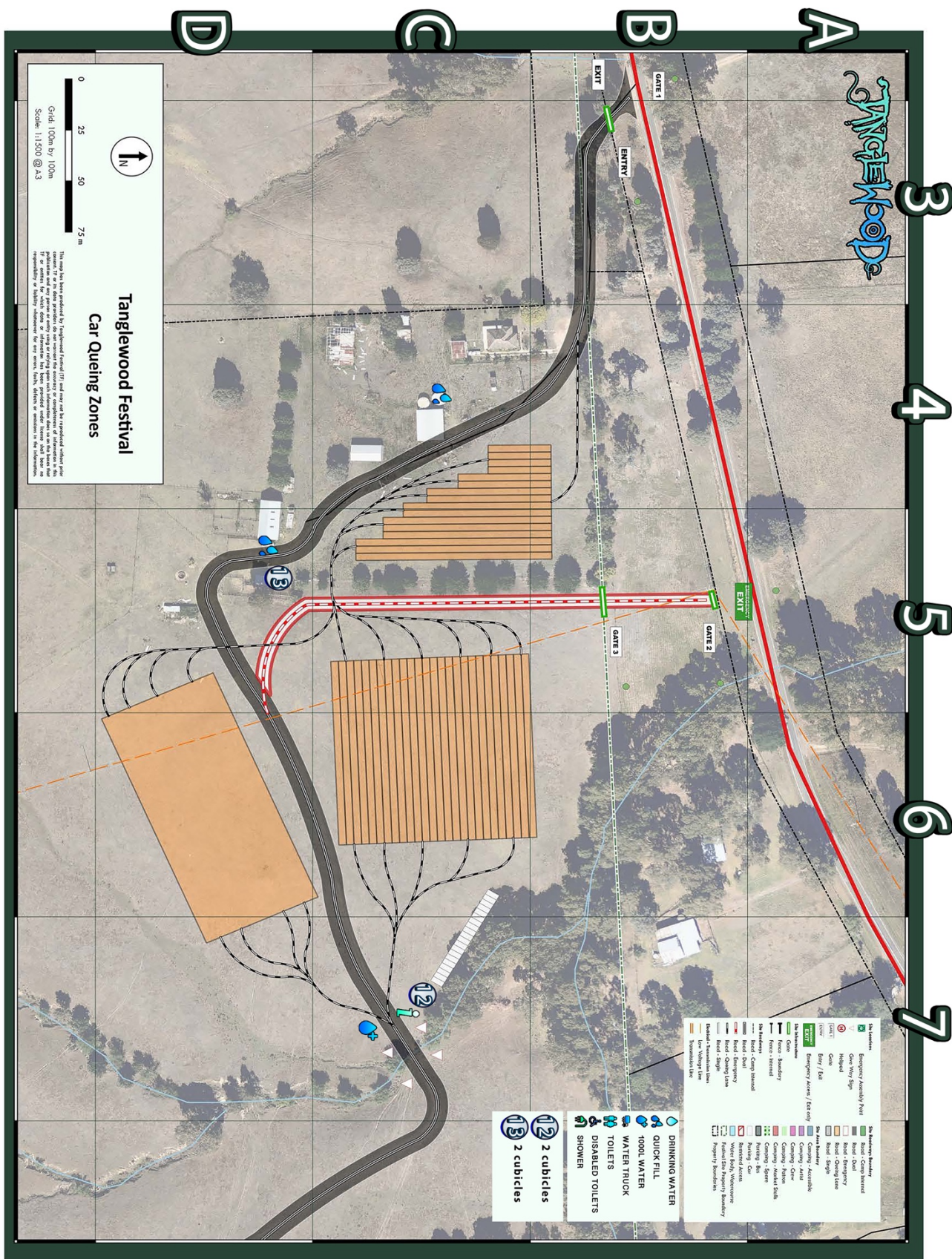
How Many toilet Stations on site	REFER TO TOILET MAP BELOW FOR SITE LOCATIONS
When will toilets be delivered	28/12/2021
When will toilets be removed	03/01/2022
How many gray water stations on site	REFER TO TOILET MAP BELOW FOR SITE LOCATIONS

25. Toilet and Grey Water/Waste Removal

Action	Date/Day	Time	Responsibility
Portaloos pump outs	Daily	7:00am 19:00pm	Alexandra crane and septic hire
Portaloos water fill up	Daily	7:30am 12:00pm 17:00pm 19:30pm	Facilities Manager
Toilet and facilities clean	Daily	7:30am 12:00pm 17:00pm 19:30pm	Facilities Manager Volunteer Manager
Gray water pump outs	31/12/2021 01/01/2022 02/01/2022	7.30am 7.30am 7.30am	Alexandra crane and septic hire

26. Appendix A Site map for toilet, water source, water tap and grey water locations







Traffic Management Plan

Foreword

Tanglewood Festival has developed this document to control traffic on the event site and implement relevant controls for all public roads that may be impacted.

Every vehicle or mobile equipment travelling onsite must adhere to this plan. This includes traffic management to protect workers from interacting with vehicles / mobile plant.

This must be read and used in conjunction with the Related Documents referenced in this plan.

This plan is not intended to impose restrictions on the entry of Government Officers or Emergency Services during the conduct of their duties at Tanglewood Festival.

Title	Version	Date	Author	Reviewed by
Event Plan	V1.5	31 st July 2021	Stephanie Born	Louise Renouf, Fineblade Traffic
Event Plan	V 1.0	July 2021	Stephanie Born	Imogen Hobbs, Safety & Event consultant
Event Plan	V 0.5	July 2021	Stephanie Born	Tamsin Young, Traffic and Safety Consultant

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1. Purpose and Scope

This Traffic Management Plan (TMP) provides the traffic management procedures to be implemented by the Event Organiser and event personnel (Marshals) during the event.

The Tanglewood is an event to be held at 969 Goulburn Valley Hwy, Thornton, Victoria 3712.

Tanglewood consists of entertainment, music stages, market stalls, food stalls, hire equipment and will have a capacity of 3000 patrons and 700 crew including artists, volunteers, and contractors.

Tanglewood will be open to patrons from the 30th of December 2021 at 9am to the 2nd of January 2022 at 12pm.

The proposed stages of operations on the site are as follows.

Function	Purpose	Date	No. People
Stage 1 Bump in	Site Preparation	Late Nov – 24th Dec	5 - 20
Stage 2 Bump in	Festival Build	26 Dec – 29 Dec	120
Stage 3 Bump in (markets, volunteers)	Festival Build	29th December	400
Event Opening	Gates Open to Patrons	9am 30th December	3000
Event Closing	Entertainment finishes	1am 1st January	3000
Event clear of patrons	Patrons off site	12pm 2nd January	400
Stage 1 Bump out	Event dismantling	12pm 3rd of January	120
Stage 2 Bump out	Dismantling & bump out	3rd Jan – 10th Jan	10

The Traffic Management required for this event will be implemented to provide a safe environment for all road users, event participants, workers, volunteers, patrons, and the general public.

2. Event in Progress Application

Application for event in progress signs and temporally decreasing the speed limit to 40kmph then 60kmph have been lodged with Vic Roads to gain approval for the necessary safety measures to be implemented while the event takes place. Once accepted by Vic Roads the application is to be forwarded to local Police stations Lake Eildon and Alexandra.

3. Site Constraints/Impacts

Tanglewood will occur on private property at 969 Goulburn Valley Highway, however, the main access to the property is gained from the Goulburn Valley Highway operated by VicRoads.

Following the previous years of Tanglewood Festival (2015-2019), consultation for traffic management has been conducted with key stakeholders and traffic management provider Victoria Police.

The learnings from this consultation have been analysed and implemented to form this TMP and address the following key considerations:

Road configuration and property location

- The property entrance is located on a bend in the road, without the mitigating controls in place this has the potential to pose a risk to road users.

Speed limiting on Goulburn Valley Highway

- Speed reduced to 60kmph, 1km from the property access in both Southeast and Southwest directions.
- Speed reduced to 40kmph, 500m from the property access in both Southeast and Southwest directions.

Road Closures, Detours and Traffic control

- An area on the property has been allocated for designated queuing to aid in preventing congestion on the Highway. This space was selected as it has the capacity to hold the maximum number of vehicles in attendance, therefore minimizing the impact to the flow of traffic on the highway and eliminating the need for any road closure, detours, or Traffic control.

Signage and lighting

- All road signage will be to Australian Standard AS 1743:2001 Road Signs – Specifications
- Event Signage will be erected to alert road users to changes in traffic management on the Goulburn Valley Highway
- Lighting will be utilized at the entrance to the property to ensure night arrivals can easily identify the entry and road users are alerted to the event.
- All signage and lighting have been implemented in the signage schedule

Times and dates

- Speed reduction signage will be in place from 7am 29th December 2021 to 8pm 2nd January 2022.
- This will allow for safe access and road use during the main bump in/out periods as delivery trucks, contractors and vendors will be arriving/ leaving on these dates prior to the main event opening for patrons.

4. Traffic Management Objectives and Strategies

The objectives of the TMP are to:

- Provide a safe environment for all road users, pedestrians, and cyclists.
- Provide mitigating traffic management controls for the safety of all event patrons and participants and the general public.
- Minimise disruption, congestion, and delays to all road users.
- To ensure network performance is maintained at an acceptable level throughout the duration of the event.
- Ensure access to adjacent commercial and residential premises is maintained at all times.
- Ensure all traffic entering the event area has adequate management and guidance.
- Ensure emergency vehicle access is maintained at all times.

To achieve the above objectives, the Traffic Management Plan will:

- Ensure adequate queuing area is allocated inside the property to prevent any traffic build up on the public road. This area will be designed in a way that allows for traffic to flow in a one-way direction and ensure queuing in a controlled manner.
- Ensure all event management processes with the ability to delay cars moving through the queuing area are adequately managed, i.e. ticketing and Security checks.
- Ensure traffic control signage are installed in all allocated positions both on the event site and on the Goulburn Valley Highway.
- Ensure detailed instructions are provided during the event setup to delineate the travel paths through the event site.
- Ensure that any road obstructions created by Tanglewood are removed safely and quickly to mitigate any potential hazards to road users.
- Ensure that all needs of road users, motorists, pedestrians, cyclists, public transport passengers and people with disabilities are accommodated at and through the event site by;
 - Wide road access and dedicated areas for disability access
 - Designated drop and pick up zones for patrons arriving on public transport/ride share means
 - Designated entry and exits points to be kept clear at all times to provide access for emergency vehicles, deliveries, waste management vehicles, water trucks etc
 - Roads throughout the event are wide enough to allow passing of vehicles, this will ensure emergency vehicle access maintained throughout all stages of the event.

5. Responsibilities

Tanglewood Organiser

- The event organiser will take the utmost care to prevent the risk of injury and/or property damage to event participants, workers, volunteers, patrons, road users and members of the public.
- Event activities will not commence until all appropriate signs, devices and barricades are in place and in accordance with the requirements of the Traffic Management Plan.
- The event organiser and traffic management provider hold the responsibility and authority to ensure the TMP is implemented for the prevention of property damage and injury to event personnel, participants, road users and all members of the public.
- The event organiser will ensure all event personnel are trained and aware of their responsibilities, and that marshals receive sufficient instruction to ensure the safe conduct of their activities.
- All external traffic management, signage and traffic control devices will be installed by an accredited traffic management provider in accordance with Road Management Act 2004 and Code of practice for Worksite Safety – Traffic Management – Victoria
- All internal traffic management will be under the directive of the Event Traffic Manager .

Event Traffic Manager

The event organiser has an appointed Event Traffic Manager (ETM) for the event activities and to assume the following responsibilities:

- Ensure all traffic control measures specified in this TMP are in place and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines.
- Ensure suitable communication and consultation with the affected residents is maintained at all times.
- Ensure inspections of the traffic control devices are undertaken in accordance with the TMP, and results recorded. Any variations shall be detailed together with reasons.
- Arrange and/or undertake any necessary audits and incident investigations and inform the ECC of any incidents or near misses.
- Instruct Traffic Marshals, event personnel on the relevant safety standards, including the correct PPE, high visibility safety vests, and other equipment as required.
- Render assistance to road users and stakeholders (residents) if incidents occur and as a result affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP.
- In the event of an emergency the Event Traffic Manager will coordinate the closure of all internal event roads for the easy movement of emergency vehicles

Traffic Marshals

- Follow instruction of Event Traffic Manager and ensure the traffic management devices are set out in accordance with the TMP.
- Ensure that event personnel are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely
- Ensure that High Vis and other PPE is being always worn while performing their duties, in addition to other protective equipment required (e.g., traffic wands, footwear, sun protection etc.).
- Comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other event personnel, event participants or patrons.
- Ensure that marshals understand and enforce with all crew, event staff, emergency vehicles, patrons, to enter and leave the event site by approved routes and in accordance with safe practices.
- In the event of an emergency the Traffic Marshals will stay with in radio communications with ECC and the Event Traffic Manager to assist coordinating all emergency access routes are clear and roads closed to all non-emergency vehicles.

6. Appointed Traffic Management Representatives

TMP Prepared by	Stephanie Born
Traffic Authority	Vic Roads
External Traffic Management	Louise Renouf, Fineblade Traffic Management
Internal Traffic Management	

7. Training of Traffic Marshalls and Event Staff

All Gate staff, Traffic Marshals and Security will be provided with training on traffic management procedures and safety requirements.

This will be achieved in 5 stages:

- An interview with Event Traffic Manager , Staff to be chosen on adequate experience in these areas. considered for positions.
- A training package and procedures to be sent on confirmation of employment
- An online induction
- An onsite induction, housekeeping, Site layout orientation and emergency and evacuation procedures.
- Onsite training with full procedures, correct use of PPE and safety equipment, radio procedures and incident recording procedure.

Signage for traffic management will be handled by:

Louise Renouf, Fine Blade
Office Manager & Traffic Management Coordinator
42 Clearveiw Ct Taggerty 3714
03 57 747016 / 0430 134 935
admin@fineblade.com.au

The following format shall be used for the identification and allocation of the Site appointed Event Traffic Manager and Traffic Marshals

Internal Traffic Management:

Name:

Contact:

Position	Name	Contact
Event Traffic Manager		
Event Traffic Manager 2ic		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		
Traffic Marshall		

8. Incident/Accident Procedures

- In the event of an incident or accident, whether involving traffic or road users or not, traffic shall be stopped as necessary to avoid further deterioration of the situation.
- In the event that injury has occurred, or a road closure is necessary, Police, Ambulance or CFA to be requested via 000.
- First Aid to be administered as necessary, assistance shall be called for if required.
- For life threatening injuries an ambulance shall be called via 000.
- Any traffic crash resulting in non-life-threatening injury shall immediately be reported to Victoria Police via 000.
- Damaged vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted.
- Where necessary to maintain traffic flow, vehicles shall be temporarily moved into the closed section of the event area behind the cones, providing there is no risk to vehicles and their occupants or event patrons.
- Suitable recovery systems shall be used to facilitate prompt removal of immobilised or damaged vehicles. Assistance shall be rendered to ensure the impact of the incident on the network is minimised.
- Event Traffic Manager and Traffic Marshalls will ensure that there is always emergency access and that emergency vehicles may enter safely to attend the any incident, or safely pass any traffic hazards, if in attendance of other emergencies in the area.
- Traffic Marshalls will be placed at the two bridge crossing points on site to ensure a steady two-way flow of traffic can be maintained. This will also assist in traffic control for any emergency related vehicle requiring site

9. Police and Emergency Vehicle access

Victoria Police, Ambulance Victoria, CFA and other emergency services will be granted access at all times. Traffic Marshalls and Security will ensure they have clear access through the site. If required or requested, they may get escorted by Security or the Emergency Manager.

Parking is supplied outside the event site and ECC compound for emergency services and council. Gate staff will radio operations and ECC that we are expecting vehicle movement on site.

10. Emergency and Evacuation

Emergency

In the case of an emergency, or arrival of an ambulance, the ECC will direct all traffic to be stopped on site to allow clear access for emergency vehicles.

Traffic Marshalls and Security will assist with road closures and notify the ECC of any obstructions.

In an emergency the Event Traffic Manager, Traffic Marshalls and Security will be under the direction of the ECC.

Evacuation

In the event of an emergency evacuation scenario occurring, all site responses will be under the direction of the Emergency Manager and follow the Emergency Management and Evacuation Plan.

11. Radio Communication

All Traffic Marshal and Security personnel will be required to hold site radios. All event workers will have training in radio use and effective communications.

Lanyards with a radio key will be supplied with every radio to ensure clear and effective radio communications can be maintained.

Every endeavour will be made to enable clear communications with ECC and/or operations in the event that assistance is required

A dedicated radio traffic channel will be allocated, all weather and traffic condition updates will be relayed via this method.

In the event of an emergency, radio silence will be requested to ensure all direct and clear communication can be maintained to manage the emergency effectively.

12. Traffic Assessment (Vehicular Traffic)

Volume and Composition.

- No site-specific traffic volumes are available at this location.
- Traffic volumes in this area are usually low, however, the Christmas / New Year's Eve period many impact the regular volume of traffic, as holiday makers and tourism related persons come to the area, in particular towards Lake Eildon, as the Goulbourn Valley Hwy is a main road leading to Eildon township.

Existing & Proposed Speed Zones.

- The existing speed zone on all affected roads of 100 kmph will pose risk to all road users with the increase of traffic entering and exiting the event.
- Advanced warning signs to alert road users of the event in progress are not a sufficient control without the use of restricted speed zones.
- A temporary speed zone application has been submitted to Vic Roads.

Heavy and Oversized Vehicles and Loads

- There are no special requirements to be addressed in relation to heavy or oversized vehicle movements at the time of the event. Any heavy vehicles entering the site with hire equipment and infrastructure will be arriving on the 29th of December and leaving on the 2nd/3rd of January so will not impact on the event or public traffic flow. A request to lower the speed limit to cover these times has been submitted.

Public Transport

- No public transport services will be impacted by the proposed event using Goulbourn Valley Hwy,
- Bus route 684 from Southern Cross Station via Lilydale (Bus stop Rubicon Hotel Thornton) is used as public transport for patrons travelling from Melbourne to Thornton. This bus line has seen an increase in use, PTV will be notified of the event and may increase services due to increased need over the time.
- Tanglewood provides a pick-up service via minibus from Thornton to the Tanglewood event site. A pick-up schedule developed in reference to Bus 684 arrival times and is published on the event media sites for patrons. This will assist in mitigating any pedestrians on the road between Thornton and Tanglewood event.

13. Non-motorised Road Users

Cyclists and Pedestrians

- This Event Traffic Management Plan has made special provisions to alleviate (wherever possible) conflict between pedestrians and vehicular traffic.

People with Disabilities and Other Vulnerable Road Users

- People with disabilities and other vulnerable road users will not be affected. Provisions for people with disabilities will be managed within the venue by the event organiser.
- Dedicated Accessible areas are provided at the event and will be demarcated and anyone requiring access to these areas will be provided with direction.

School Crossings

- There are no school crossings in the vicinity of the event.
- There is no school bus drop off locations in the vicinity of the event.
- The event is held outside of Victorian School terms.

Site Assessment

- Access to adjoining properties will not be impacted.

14. Impact on Adjoining Road Network

Traffic arrangements detailed in this TMP are designed so that no impact on adjoining road networks will be experienced.

The traffic management contractor and Event Traffic Manager are responsible for monitoring the effects of the increased traffic flow on the affected roads.

There are no special requirements to be addressed in this TMP, although conditions may be set by the traffic authority and published in planning permit that Organisers are responsible to adhere to.

Victoria Police and Traffic Authority will be kept informed and invited to stakeholder debrief, where any concerns can be raised, addressed and monitored in future planning.

15. Queuing, Entrance and On-Site Traffic Management Procedures.

An area on the property has been allocated to hold all queuing traffic, this will allow sufficient time for Security and gate personal to check vehicles on arrival for prohibited items and tickets and to not cause disruption to the flow of traffic on Goulburn Valley Highway.

- Vehicles will enter the event site and be directed into lines to queue and wait for processing.
- Covid travel, Bio Security check, directed to quarantine if coming from sensitive area.
- All Vehicles entering the event will be subject to Security, ticket and Identification checks.
 - Any prohibited items confiscated will be held in a secure location, patrons can pick up upon departure. Should any illegal substances be found **Victoria Police** will be notified.
- All cars entering site will be directed to drive at a limit of 10kph and activate hazard lights at all times while moving.
- Day parking will be supplied for patrons attending on single day passes
- Short term parking area will be designated for crew, emergency, council, vendor, and services vehicles close to event site.
- Patrons are NOT permitted to drive on site after dark.
- Pass outs will only be permitted between the hours of 11am – 4pm, this will limit interference with traffic flow when gates open.
- Patrons wanting to use pass outs are advised to park their cars on the outside of the campgrounds and not obstruct emergency access.
- Patrons will have access to free breath testing available at the info tent and front gate before drive on site or intend to leave site on a pass out or to drive home. There will be a dedicated waiting area at the gate for any patrons not fit to drive.
- Traffic Marshals will direct cars to the correct parking or camping facility depending on their ticket type (Patron, crew, artist, day parking, council or emergency service)
- Traffic Marshals and Security will remain at designated posts to ensure constant flow of traffic and prevent or report any patrons attempting to enter prohibited areas or block emergency access.
- Traffic Marshals will be posted at one way traffic areas to ensure safe traffic flow in each direction is maintained and in the event of an emergency all traffic is stopped moved to allow direct access by emergency vehicles.
- Traffic Marshals, Security, and Fire Management will maintain emergency access is clear at all times.
- Crew vehicles will be given identification stickers and/or hazard light for roof, so that Traffic Marshals and Security can easily identify them. Only these vehicles are permitted to drive on the event site and after 9pm and this will be restricted unless necessary.
- Gate staff will radio traffic, operations, ECC and Security when vehicle movement is expected onsite outside of gate opening hours or when authorities, emergency services arrive on site.
- Guards to be posted on the gate 24 hours a day for the duration of the event.
- No patrons permitted to walk to and from site, to ensure their safety on the road a shuttle bus will be supplied to drive them to surrounding camp areas, or bus stop.
- Bus stop located at day parking area, timetable and details can be found at the info tent or operations.

16. Environmental Conditions

Weather:

(Rain, Floods, Heat, Sun, Fog)

- Tanglewood Operations and the ECC will monitor weather forecasted for the event. Radio and phone communications will be maintained with gate and traffic staff to alert them of any problem weather.
- Existing internal farm roads have been upgraded with the use of road arrogate to withstand increased traffic and uphold traffic use in all weather conditions.
- Suitable 'run-off' and dispersion of all surface water is evident on this road. No significant flooding or water sheeting is expected.
- In the event of rain, the Event Organisers will carry out a risk assessment to determine how traffic shall be managed and what if any, changes are to be made and sign spacing may be altered for maximum visibility. All changes shall be recorded.
- Should weather conditions deteriorate such that event participants, spectators or motorist safety is jeopardized, the Event Organisers will carry out a risk assessment to determine if the event can proceed.
- If extreme heat conditions exist on any given day of the event, the Event Organiser and Event Traffic Manager will ensure that sufficient water is available for Traffic Marshals.
- On the event site, provisions have been made for wet weather where patrons can be held in a designated queuing area and escorted, with speed limiting by a traffic marshal, to the event site.
- Appropriate shade, water and sun protection will be provided for all weather.
- A dust suppression vehicle will be kept on site and do regular runs of roads. Traffic Marshals can radio operations to increase dust suppression if necessary.

Road Geometry / Terrain:

(Horizontal and Vertical approach geometry, Safe stopping distances, Visibility, Vegetation)

- The roads surrounding the event have steady inclines and a shoulder in the road causes the driveway to be concealed if approaching from the South East. The road generally has good visibility and adequate sight distances throughout, which will not impact breaking distances with advanced warning and signage. Decreased speed limit for event times will aid in identification of site entrance.

Existing Signage:

(Obstruction, Visibility of temporary signage, Covering of existing signs)

- Temporary speed restrictions in the area will require the existing signs to be covered. Louise Renouf, Fineblade Traffic Management will hold this responsibility as the traffic management for Tanglewood. The Event Traffic Manager will be required regularly inspect the signs to ensure they are clear and legible to motorists. Internal signage will be monitored for best visibility and demand. All changes shall be recorded.

Other:

(Structures, Dust, Noise, Fumes)

- There are no structures affecting sight lines or access to the event. Dust will not pose a problem on sealed surfaces. Dust on site will be controlled with an on-site dust suppression vehicle.
- The event will be held within the approved times to avoid any noise violations and impacts on local residents

17. Site Road Closures

Traffic staff will communicate via radio with operations for weather updates.

In the event of an incident or a hazard with the potential to cause an incident is identified, ECC will be notified and traffic may be stopped until hazard has been controlled or eliminated.

Only approved Crew and emergency vehicles such as Victoria Police, CFA and Ambulance Victoria will be granted access in this time.

Victoria Police and emergency vehicles will be let through.

Crew vehicles must radio ECC to gain approval for movement at these times.

Gate staff will radio operations and ECC on the arrival of expected vehicles.

In the case of an emergency all traffic will be stopped on site to allow clear access for emergency vehicles.

18. Event Location

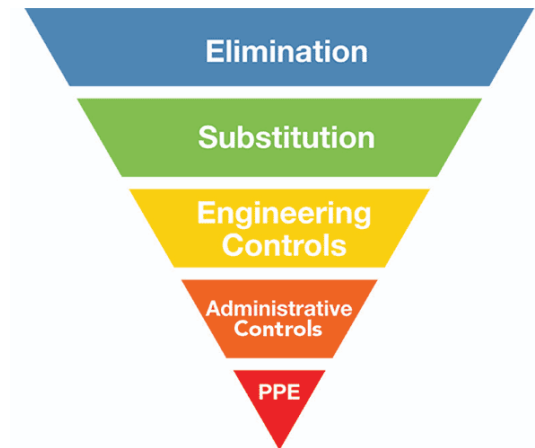
Address	969 Goulburn Valley Hwy Thornton, Vic 3712
Zone	Farming Zone (FZ)
Local Government (Council)	Murrindindi Shire Council
Directory Reference	VicRoads 62 F6
GPS Coordinates	37°16'52.4"S 145°50'13.8"E



19. Hazard Identification Matrix

Risk analysis of the proposed event activities has identified risk events/items that will be managed by effective traffic management planning and the implementation of this TMP. All identified risks have been treated by development of this TMP. Unforeseen risks arising during the event activities will be treated in accordance with standard work practices and procedures where appropriate and through event debrief practices new risk assessments can be implemented where new risks emerge.

RISK MATRIX		CONSEQUENCE (How bad is it likely to be?)				
		Insignificant 1 Injuries not requiring first aid	Minor 2 First aid Injury	Moderate 3 Medical treatment Hospitalisation	Major 4 Permanent Disability or Serious injury	Severe 5 Fatality
LIKELIHOOD (How likely is it to happen)	A - Almost Certain (Is expected to occur in most circumstances)	Medium	High	High	Very High	Very High
	B - Likely (Will probably occur in most circumstances)	Medium	Medium	High	High	Very High
	C- Possible (Could occur)	Low	Medium	High	High	Very High
	D - Unlikely (Not likely to occur in normal circumstances)	Low	Low	Medium	Medium	High
	E - Rare (May occur exceptional circumstances)	Low	Low	Medium	Medium	Medium



RISK RATING		
Very High	VH	Immediate action is required. Cannot proceed. Further risk assessment and controls required.
High	H	Urgent action required. Further risk assessment and use of controls.
Medium	M	Further risk control measures required. Continue to monitor.
Low	L	Manage by routine procedures and implemented plans.

Risk Category >	(S) SAFETY	(O) OPERATIONAL	(E) ENVIRONMENT	(R) REPUTATION	(F) FINANCIAL
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20. Appendix A – Risk Assessment

Potential Hazard	Risk Cat	Potential Risk	Inherent Risk Ranking			Controls Measures	Accountable Person	Residual Risk Rating			Comments
			L	C	R			L	C	R	
Traffic											
Collison with event staff or patron	S	Personal injury requiring hospitalisation	C	4	H	<ul style="list-style-type: none"> Ensure all TMP is implemented Traffic Marshals trained Event Traffic Manager supervising workers All traffic Marshals to wear appropriate PPE, Traffic wands, HI VIS Event speed limit signage in place before event commencement Traffic Marshals at designated posts throughout site Security patrols through roadways Hazard lights on all Event crew vehicles No patrons permitted to drive on event site after dark. All crew licensed Patron driving permitted only in daylight hours Restricted Event personnel vehicle operation after dark Delineated roadways 	Event Traffic Manager	D	4	M	
Vehicle traversing event site loosing control, Collison with equipment	S F	Equipment damage	C	4	H	<ul style="list-style-type: none"> Hard barricading in the form of solid timber fencing between event main area and camping/day parking areas Security check point at entrance to event main area Main event area exclusion zone for patrons Equipment clearly marked, visible or barricading/fencing in place Only event staff with correct licences permitted to operate vehicles/machinery on site. Speed limiting in place 	Event Traffic Manager	D	4	M	

					<ul style="list-style-type: none"> Demarcated roadways Strict access requirements maintained for access to main event site, this will include waste management, sewage waste removal water supplies, security, emergency vehicles, restricted event personnel, supervised event entertainment 						
Patron driving through camp ground	S	Collision with tent/ camping	C	5	V H	<ul style="list-style-type: none"> Demarcated roadways All event signage visible and in place before event opening Speed limiting in place No driving in camp grounds except emergency an crew after dark Security to patrol event roads and enforce campground driving restrictions Cars not permitted inside camp blocks, parked around the outside and facing away from tents. Day parking area clearly marked Traffic Marshals delivering clear direction information to patrons Event guide with event map provided at ticket check 	Event Traffic Manager	E	5	M	
Patron getting lost on event site	S	Driving in excluded areas	C	1	L	<ul style="list-style-type: none"> Demarcated roadways All event signage visible and in place before event opening Speed limiting in place Day parking area clearly marked Traffic Marshals delivering clear direction information to patrons Event guide with event map provided at ticket check Hard barricading in the form of solid timber fencing between event main area and camping/day parking areas Security check point at entrance to event main area Main event area exclusion zone for patrons 	Event Traffic Manager	D	1	L	Unlikely to occur with measure in place but continue to monitor and increase signage if necessary
Traffic congestion on Goulburn Valley Highway	S	Potential vehicle collision / Serious injury / permanent disability	B	4	H	<ul style="list-style-type: none"> Designated queuing area on property with capacity for maximum patrons attending Designated queuing area appropriately demarcated 	Event Traffic Manager Security Manager	D	4	M	Area on the property has been allocated for queuing area to

					<ul style="list-style-type: none"> ▪ Traffic Marshals to ensure traffic promptly directed to queuing bays ▪ Traffic Marshals in designated areas to provide direction to patrons ▪ Security personnel at gate ▪ 60km speed restriction 1km from entrance in either direction ▪ 40km speed restriction 500m from entrance in either direction ▪ Event in Progress signage on Goulburn Valley Highway ▪ Accredited Traffic Management Provider engaged to manage and implement all signage and traffic management requirements external to the event ▪ Notify residence of upcoming event ▪ Implement TMP controls 				prevent any build up on the highway	
Traffic congestion on Goulburn Valley Highway	SR	Loss of amenity to local community and road users/ Staff receive abuse from road users for causing delays	C	3	H	<ul style="list-style-type: none"> ▪ Designated queuing area on property with capacity for maximum patrons attending ▪ Designated queuing area appropriately demarcated ▪ Traffic Marshals to ensure traffic promptly directed to queuing bays ▪ Traffic Marshals in designated areas to provide direction to patrons ▪ Security personnel at gate ▪ 60km speed restriction 1km from entrance in either direction ▪ 40km speed restriction 500m from entrance in either direction ▪ Event in Progress signage on Goulburn Valley Highway ▪ Accredited Traffic Management Provider engaged to manage and implement all signage and traffic management requirements external to the event ▪ Notify residence of upcoming event ▪ Implement TMP controls ▪ A 24 hour hotline available for residence to contact management if any issues or complaints arise. 	Event Traffic Manager Security Manager	D	3	M

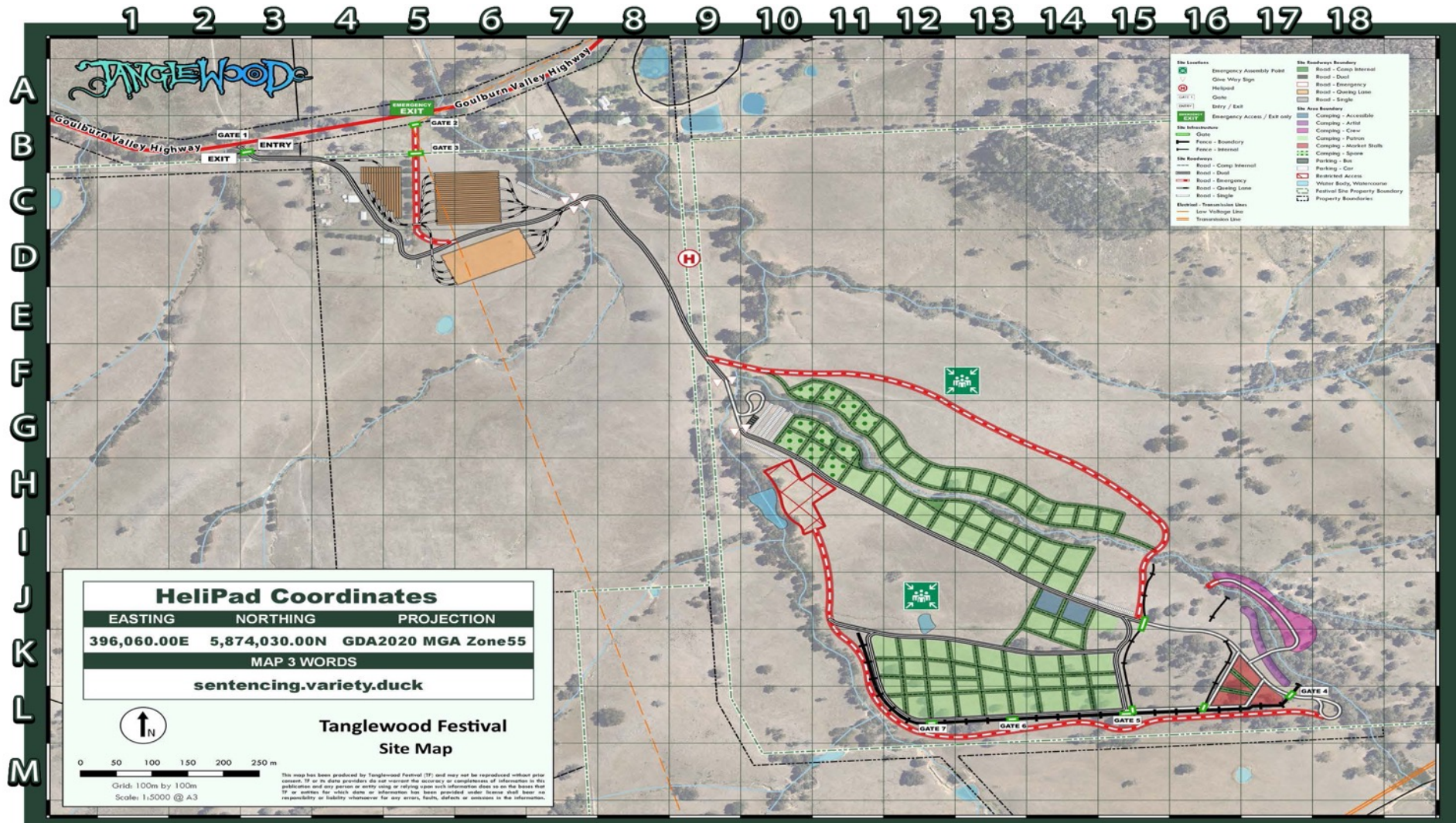
						<ul style="list-style-type: none"> Support systems in place for staff and procedures for direction of complaints. 					
Traffic congestion on Goulburn Valley Highway	S R	Impacts Access for emergency vehicles leading to delays in AV, VICPOL or CFA attendance to incidents and emergencies	B	4	H	<ul style="list-style-type: none"> Designated queuing area on property with capacity for maximum patrons attending Security to patrol Hwy to monitor traffic flow Additional holding bay area in front paddock to get more cars off the road Designated queuing area appropriately demarcated Traffic Marshals to ensure traffic promptly directed to queuing bays Implement TMP controls Accredited Traffic Management Provider engaged to manage and implement all signage and traffic management requirements external to the event 	Event Traffic Manager Security Manager	D	4	M	
Traffic congestion or car blocking road on event site	S	Emergency personnel unable to attend incident causing any medical emergency to escalate, Serious injury	B	4	H	<ul style="list-style-type: none"> Implement TMP controls Designated areas for Traffic Marshals to provide adequate direction to patrons Security and Fire management patrolling internal road Roads minimum of 6m in width to allow for two way traffic or emergency vehicle passing Designated access gates bypassing any queuing/ticketing/security check areas One way traffic areas contain traffic marshal STOP/SLOW signage 	Event Traffic Manager Security Manager	D	4	M	Requires constant patrolling throughout the event as conditions can change regularly.
Collision with car / multiple cars	S	Minor to serious injury	C	4	H	<ul style="list-style-type: none"> Ensure all TMP is implemented External signage for speed reduction in place with VMS boards alerting of upcoming event entrance. Event speed limit signage in place before event commencement Entrance well lit and signage. 	Event Traffic Manager	D	4	M	
Speed restriction signage tampered with or not visible on Goulburn Valley Highway	S	Excess speed limits reached causing collision serious injury or fatality	C	5	VH	<ul style="list-style-type: none"> Fineblade Traffic Management to implement signage to CoP and Road Safety Act 2004 standards Fineblade Traffic Management to implement regular checks of signage 	Fineblade Traffic Management Event Manager	E	5	M	Responsibility of external Traffic Management provider, Event staff will also monitor to adhere to

						<ul style="list-style-type: none"> Event Traffic Manager to conduct checks of Traffic signage and alert company of any issues or irregularities 				council/ Vic Roads conditions.	
Intoxicated driver in event	S	Intoxicated driver in charge of a vehicle Fatality	C	5	V H	<ul style="list-style-type: none"> Security and fire management patrolling internal road Security patrolling event and campsite Patron driving permitted only during daylight hours Free water / hydrolyte available from info area Free breathalysers available at info area and front gate for the duration of the event. Food vendors operation open late hours All Bar staff hold and supply copies of current RSA qualification Bar Manager and Supervisor managing Bar at all times Education provided for patrons on effects of alcohol and free breathalysers. Consultation with Victoria Police All event entertainment and Bar closed at 10pm 1st January Sober worker policy and for cause breathalysing for event staff Drug testing offered by independent supplier Social media campaign for responsible consumption information provided at info tent Dancewize engaged to support responsible consumption and assist with managing intoxicated patrons 	Security Manager Event Organiser	D	5	H	This is a serious problem in Australia especially over the holiday period. Although unlikely to occur has to be monitored and plans upgraded with consultation from authorities and health advice. Tanglewood is invested in initiatives to ensure all drivers are safe before leaving the event site. Workers will insist free breathalyser has been done before leaving site.
Speed	S	Person travelling to fast causing Collison with pedestrian serious injury	C	4	H	<ul style="list-style-type: none"> Speed limit set at 10kmph (walking pace) through event site and camping. Security patrols to ensure site speed limits are adhered to Hazard lights on while driving on site Wide roads with pedestrian walk ways on the side of roads 	Security Manager	E	4	M	It has never been an issue in the past, will continue to monitor.
Heat	S E	High temperatures cause exhaust to heat up on ground, igniting a grass fire.	C	3	H	<ul style="list-style-type: none"> Vehicles queuing are asked to turn ignition off while they are waiting to be processed. Fire extinguishers located at gate and car park areas. 	Traffic Manager Gate Manager	D	3	M	

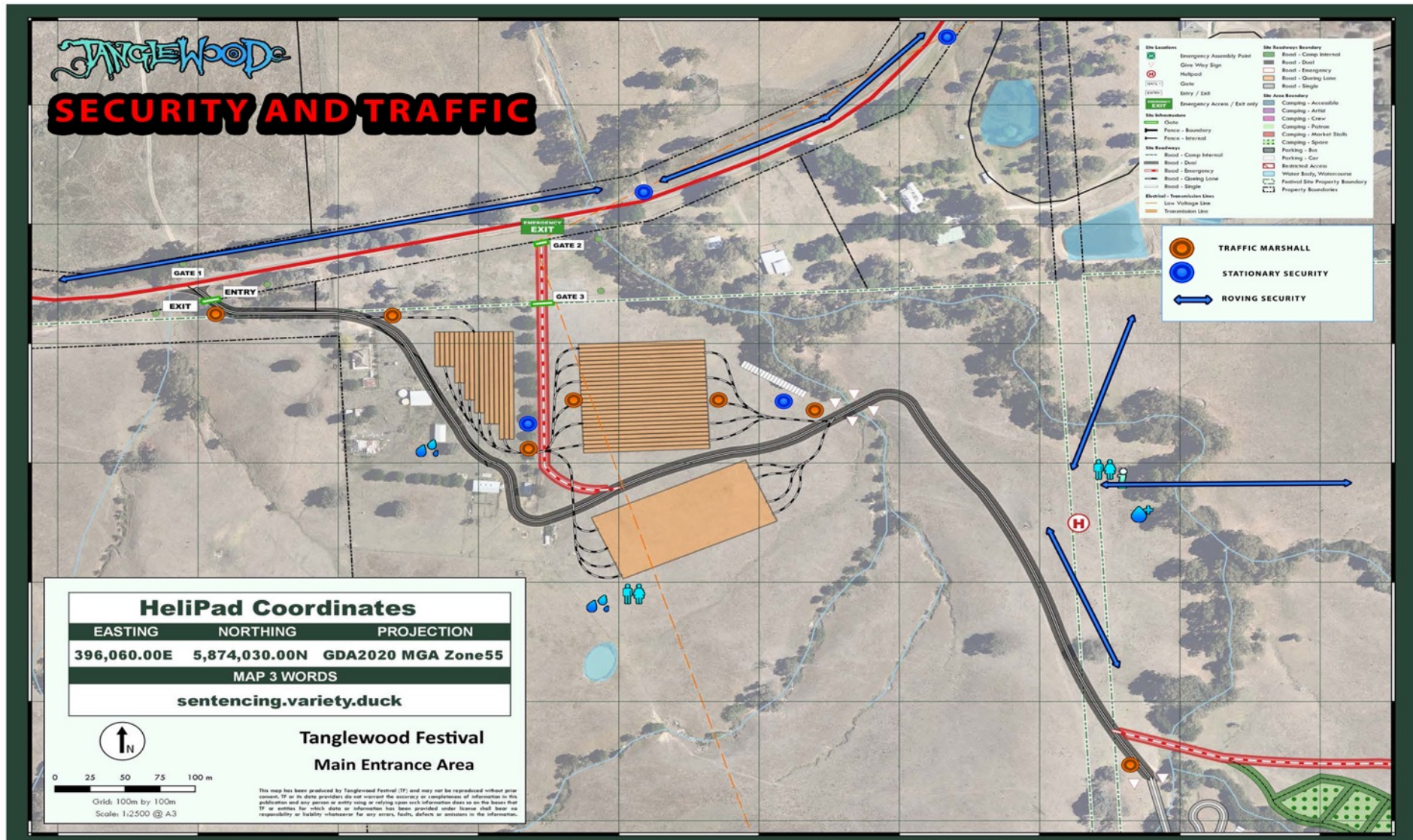
						<ul style="list-style-type: none"> Fire procedures, management team and equipment in place. Fuel reduced across the event site, grass length no more than 10cm / 100ml 					
Heat	S	Staff / traffic / security working in hot conditions become dehydrated / heatstroke	C	3	H	<ul style="list-style-type: none"> Shade provided for static positions in the elements Appropriate PPE hats supplied for staff Regular welfare checks on staff in static positions delivering meals, sunscreen and water. Regular breaks provided Hydrolyte provided at info tent or crew area. 	Event Manager	D	3	M	
Rain	S	Roads become water logged and vehicles become bogged	C	2	M	<ul style="list-style-type: none"> Existing roads upgraded before each event with additional road arrogate Appropriate water run off roads ways and bridge/culvert crossings over existing water ways. Traffic Marshalls will monitor road conditions and radio it in to ops and front gate. 	Land Owner Event Manager	E	2	L	Has been an issue in the past, but since the land owner has upgraded many of the existing roads it would only happen in rare circumstances
Dust	S	Extensive road use creating dust, causing allergies, eye irritations, asthma	A	2	H	<ul style="list-style-type: none"> Eye protection, dust masks provided for traffic marshals security and gate staff. 5000Ltre dust suppression vehicle onsite 24 hours a day regularly watering roads. Additional asthma medication saline eye wash available at medical tent. 	Safety Officer	D	2	L	
Emergency on site or close by	S	Emergency causes panic and patrons get in their vehicles attempt to leave blocking emergency access	C	4	H	<ul style="list-style-type: none"> Clear messaging in an emergency to stay and take shelter at the emergency assembly area. Area wardens and security will keep patrons calm and direct them to the assembly areas. Staff and volunteers inducted and trained in procedures Traffic Marshalls and security will stop all traffic on site (exempt emergency vehicles) and keep roads clear. 	Emergency Manager	D	4	M	
Delivery Vehicles / Trucks	S	Delivery vehicles for water or food for vendors traversing through event site, collision with patron or event staff.	C	4	H	<ul style="list-style-type: none"> Delivery vehicles are redirected around the back emergency roads into the back end of the main event site to avoid high patron activity. 	Event Manager	E	4	M	

						<ul style="list-style-type: none"> ▪ Sufficient turn around space provided in drop off areas away from foot traffic so turning around can be done safely. ▪ All road ways are a minimum of 7m most 10m in width with walkways for pedestrians on the side of them. ▪ If it is not practicable to stay on the outside roads and a truck needs to enter the site it must drive at walking pace, with hazard lights on and an escort vehicle or spotters where necessary 				
Handbrake failure	S	Hand break fails on a patron or crew vehicle causing collision and serious injury of person/s	C	4	H	<ul style="list-style-type: none"> ▪ All camping located on flat ground minimal to no risk of cars rolling if handbrake fails ▪ All cars are parked around outside of the camp blocks and facing away from camping. Traffic Marshalls and volunteers to assist in campers arriving. ▪ Only crew vehicles are permitted to drive on the event site. Crew vehicles are registered well maintained, serviced and in good working order ▪ All staff must carry full car licence or licence for vehicle they are operating to operate them on the event site. ▪ Training and inductions for all crew staff and volunteers in these procedures and who is permitted to operate a vehicle on the event site. 	Event Manager Traffic Manager	D	4	M

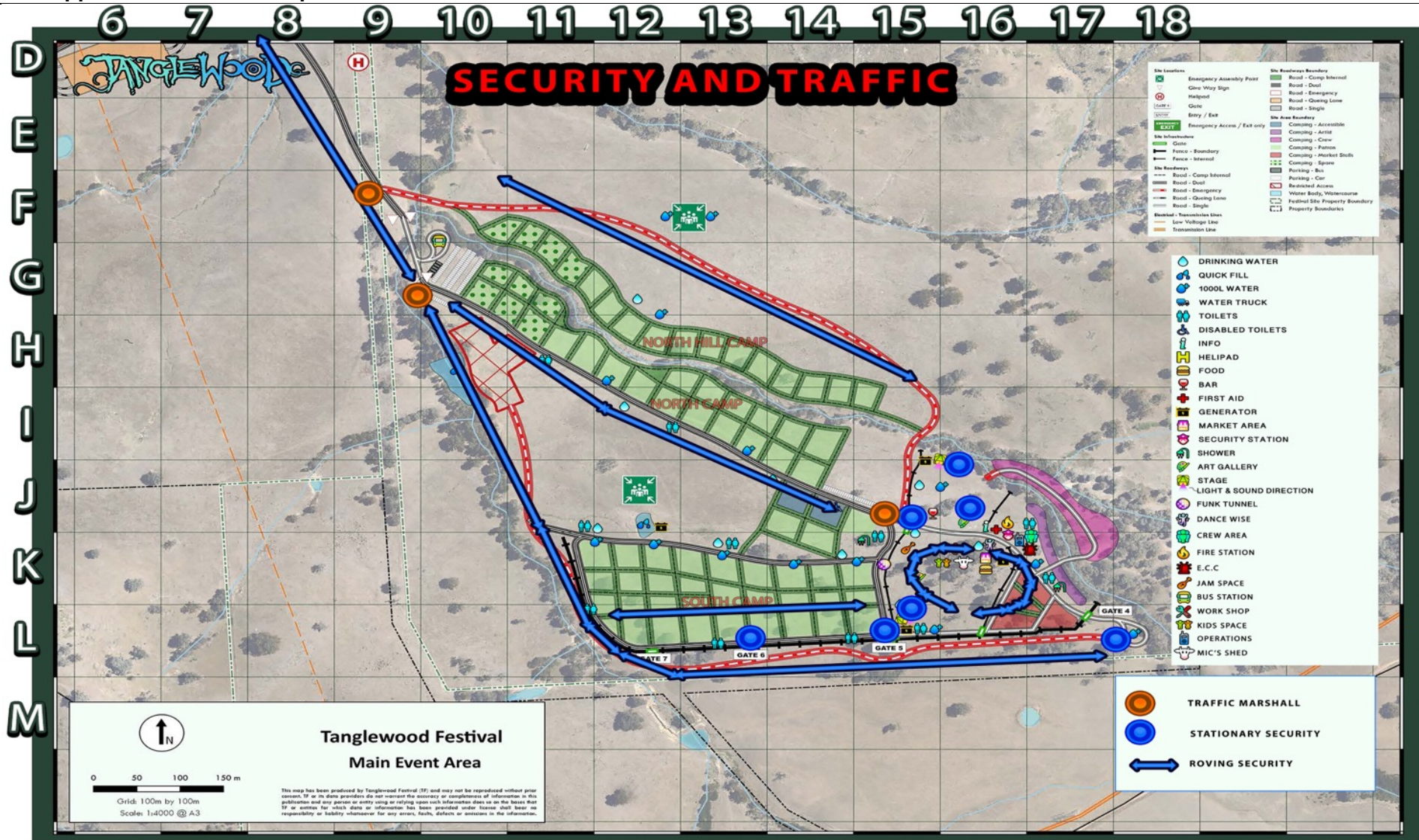
22. Appendix B – Event Evacuation and Emergency Access Map



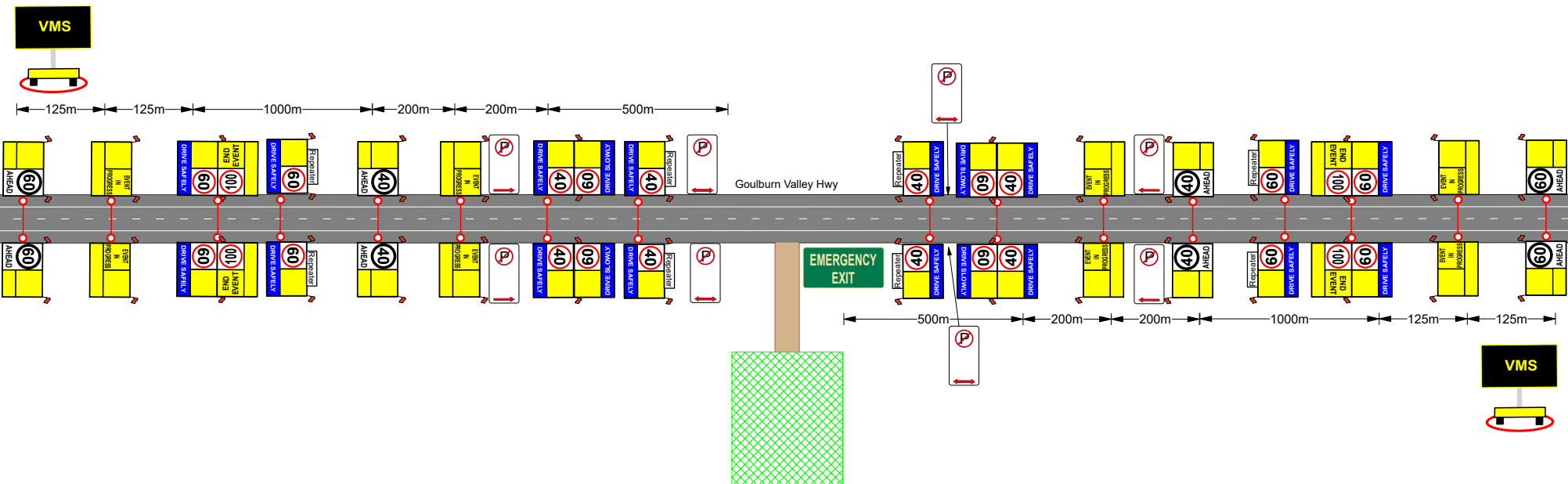
23. Appendix C – Traffic Map Entrance



24. Appendix D – Traffic Map Main Area



Notes:
 1. Adequate queuing space inside the event site is to be kept at all times so that cars are not forced to stop on the road and block the flow of traffic.
 2. Delays of bag and car checks are to be kept to acceptable levels to keep the flow of traffic moving through the queuing area.



- TRAFFIC CONTROLLER INSTRUCTIONS:**
- Contact TMC 13 11 70 to activate MOA (If Applicable)
 - Always remain vigilant to your surroundings when implementing and dismantling all traffic control devices.
 - Note any changes to TMP in use on the plan, give reasons on JSA, all traffic staff on site must sign onto the JSA.
 - Drive through site and check signage is visual from drivers perspective.
 - Assist pedestrians around work site/hazards.
 - Alternate traffic flow past worksite, use radios to communicate, traffic flow is to be stopped for work site movements.
 - Monitor signage regularly, weigh down signs in windy weather.
 - Stay safe and remember your escape zone.
 - Implement and dismantle devices according to Code Of Practice.
 - Contact TMC 13 11 70 to deactivate MOA at conclusion of shift.
 - Priority must be given by Traffic controllers and workers to all Emergency Vehicles.

TEMPORARY HAZARD MARKERS

to be placed at 24m in tapers.
 FLAGS to be placed on the first sign a motorist passes approaching a worksite and on all speed reduction signs.

BOLLARD SPACING TABLE

	< than 50KPH	51-70KPH	>70KPH
MERGE TAPER	4m	9m	12m
DIVERGE TAPER	4m	12m	18m
BOLLARDS ADJACENT CLOSED TAPER	4m	18m	24m
BOLLARDS BETWEEN OPPOSING LANES (i.e CONTRALOW)	4m	12m	18m

VMS MESSAGES PRIOR TO WORKS

UPCOMING	29th DEC	DRIVE
PUBLIC	TO	SAFELY
EVENT	2nd JAN	

VMS MESSAGES DURING WORKS

EVENT	REDUCE
AHEAD	SPEED

Date Drawn	10/11/17	Location	Goulburn Valley Hwy, Thornton
Scale	NTS	Municipality	Murrindindi
		Date of Works	AS PER APPLICATION
1.0	09/11/18	Vic Roads & Vic Police Amendment	LG LG
1.0	10/11/17	Issue for Information	LG LG
REV	Date	Description	Drawn
			Appr
			AS PER APPLICATION



M1 Traffic Control

13 Raylee Place, Lynbrook, Victoria 3975
 Phone: 8726 0260
 Email: planning@m1trafficcontrol.com.au
 ABN: 49 139 453 268

Meiways 62 E6 (ed.8)

This Traffic Management Plan is not to scale and is intended for use as a guide only. Sign positions are indicative only and may need to be adjusted on traffic conditions during works. M1 Traffic Control accepts no responsibility for correct installation if implemented by others. Work site to be fully compliant with Australian Standards 1742.3-2009 and The Road Management Act 2004.

Drawn
 LUCAG
 Designed
 LUCAG
 Checked
 LUCAG
 Authorised
 LUCAG

Project
 PUBLIC EVENT
 Status
 Issued for information
 Title
 Fineblade - Goulburn Valley Hwy, Thornton
 (Public Event) M1 - 3757 v1.1

Client
**FINEBLADE
CONCRETING
& CONSTRUCTIONS**
 Client Contact: Louise - 0430 134 935



Signage List

Foreword

Tanglewood Festival requires a range of signs relating to information, safety, regulations, hazards and emergencies.

All signage that is external to the event site will need approval by the relevant authority

- Change of speed limit / Traffic Management
- Upcoming event / community signage
- Event in progress VMS boards

All Traffic signage will need to be submitted by an accredited traffic management provider and approved by VicRoads. This will be installed and monitored by the external traffic management provider. Event information signage such as Tanglewood Festival 300m on right, needs local council approval and conditions of size, height and content will apply.

While most signage internal to the event site is informational, safety and hazard does not require permits to instal temporarily, they will be secured and/or pegged correctly and safely, checked by safety officer before the event commences. Safety and hazard signage will comply with AS 1319 where applicable.

Signage that is information based and not regulation does not have to meet size or style requirements and can be more artistic if it still delivers required information. Other signage such as permits and licencing to be displayed, covid and work safe signage and safety data sheets will meet regulation and be displayed in accordance with that regulation.

Evacuation maps and details will be explained in inductions and provided to each event area for reference in the event of an emergency.

Below is a signage list drafted for the upcoming event. This is a working document and changes will be made to meet requirements as needed. A copy of this document, folder with saved signage templates, along with printing and laminating facilities will be located in the operations office during the event so additional signage can be provided if new hazards are identified or information required. This document will be reviewed before and after each event, considering Safety Officer recommendations, operations and ECC logs of incidents and requests for additional signage and locations.

Signage List

This signage list is a working document and should be used as a guide only for required signage for the Tanglewood Festival Event. The signage should be created, printed or purchased, depending on legislative requirements and Australian Standards before the event commences. Refer to AS 1319 and/ or specific Authority/Agency conditions for colour, size and other requirements for all regulatory, hazard, danger or emergency information signage.

A final inspection of the event site by Event Management, Emergency Management/ Response Teams and Safety Officer will determine if additional signage is required, monitoring and daily checks will ensure site is maintained and information and safety signage is still adequate. Printing and laminating facilities will be located in the operations office and copy of AS1319, regulative signage, signage templates saved in signage folder under event plan in google drive folder. There will also be a sign writer/painter on site for creative informational signs.

Sign	Type	Size	How many	Grid Ref	Comments	Printed / In place / Notes
Goulbourn Valley Hwy speed reduction and event notification	Mandatory Legislation				Please see TMP provided by fine blade traffic management for more details on signage	
Drive Slow Hazards on	Traffic	A4	10	All Int Roads	Main roads	
Keep Left	Traffic	A4	8	B3 B4 C7 G9 F9	HWY Entrance, crossings	
No Parking	Traffic	A4	30		Sheering Shed, Boundary fence lines camp roads, front of tangle arch way	
Main Gate GATE 1	Traffic	A2	2	B3	Must have light	
Emergency Gate GATE 2 Emergency Access Only	Traffic	A2	2	B5	Must have light	
GATE 3	Traffic	A3	2	B5	Lighting preferred	
GATE 4	Traffic	A3	2	L17	Lighting preferred	
GATE 5	Traffic	A3	2	L15	Lighting preferred	
GATE 6	Traffic	A3	2	L13	Lighting preferred	
GATE 7	Traffic	A3	2	L12	Lighting preferred	
No Parking, Crew parking at rear of Sheering Shed	Rules	A4	10	D4	Sheering shed	
ARTIST LINE	Operational	A4	1	C6	Gate entrance	
WORKERS / VOLUNTEERS LINE	Operational	A4	1	C6	Gate entrance	
GENERAL ADMISSION LINE	Operational	A4	6	C6	Gate entrance	
MOTOR HOMES / CAMPERVAN LINE	Operational	A4	2	C6	Gate entrance	
WAITING FOR FRIENDS WAITING BAY	Operational	A3	1	D6	Just past first creek crossing	

Info ticket pick up	Information	A3	2	C7	Gate entrance	
Box office	Information	A1	1	C7	Gate entrance	
SIGN IN	Operational	A2	1	C5 / C7	Shearing Shed	
Inductions. You must sign in and be inducted before entering site. Once induction is complete you will be given your induction wrist band and meal vouchers. Please have your online induction QR code to sign in. Site inductions will be at 7am, 9am, 12pm, 2pm, 5pm and 7pm	Operational	A1	1	C5	Shearing Shed	
Conditions of Entry Full list of T&Cs, rules can be found at www.tanglewoodfestival.com.au but here are some general info to make everyone's time more enjoyable and help us ensure permit conditions are adhered to and neighbour's are respected so we can continue to gather here for years to come. 1. No driving on site once car is parked its parked 2. No driving after dark, entry after will have to park in day parking and walk in. 3. NO GLASS, all glass will be confiscated 4. NO FIRE, NO OPEN FLAMES, no candles, no incense, no fire works, fire toys, fuel cans, BBQs or gas bottles, they will be confiscated on entry. 5. NO DICKHEADS, if you are one stop right here do not pass go. Any bad behavior will be evicted. 6. Do not cross boundaries or fences. 7. No illegal activity or trespassing will be subject to Victoria Police conviction 8. NO Bean Bags 9. No Dogs or other pets permitted.	Rules	A0	4	C5 C6 C7	Lines at gate entrance	

10. Everything that comes with you leaves with you.						
11. No Nangs, They will be confiscated on entry.						
12. No one use plastic items or water bottles.						
13. Gates Close 12pm on the 2 nd of January						
Follow the rules, respect our crew, fellow patrons, environment and local community and have a safe and lovely time!						
Emergency Parking	Regulation	A5	4	C5 J15 K16	Operations	
Council Parking	Regulation	A5	2	J15 K16	Operations	
Stakeholder Parking	Regulation	A5	4	J15 K16	Operations	
Crew Parking	Traffic	A5	3	J15 K16 D5	Operations	
Artist Parking	Traffic	A5	6	J15	Operations	
Security Parking	Traffic	A5	2	K16	Operations	
ECC Parking	Regulation	A5	1	K16	Operations	
Operations Parking	Traffic	A5	2	K16	Operations	
Medical / Fire Parking	Regulation	A5	6	K16	Operations	
ECC / Visitor Parking	Traffic	A5	2	K16	Operations	
Visitor Parking	Traffic	A5	3	J15	Operations	
Site parking	Traffic	A5	6	K16	Operations	
Volunteer Parking	Traffic	A5	1	K16	Info	
Waste services Parking	Traffic	A5	1	D5 K16	Operations	
Safety Parking	Regulation	A5	1	K16	Operations	
Dancewise	Traffic	A5	1	K16	Operations	
Crew Food Parking	Traffic	A5	1	K16	Operations	
Production Parking	Traffic	A5	1	K16	Operations	
Artist Services Parking	Traffic	A5	2	K16	Operations	
Ticket Check in Parking	Traffic	A5	3	C7	Gate	
Bus Parking	Traffic	A4	2	G10	Bus Stop	
Bus Stop	Information	A3	1	G10	Probably artistic	
Shuttle bus pick up, drop off zone.	Information	A3	1	G10	Bus stop	
Bus timetable						

Day parking	Traffic	A4	6	G10		
KEEP CLEAR NO PARKING	Regulation	A3	30		Boundary fences and access roads	
No Parking in road access, Cars will be towed.	Rules	A4	72		Boundary fences and access roads	
No Parking inside camp blocks, only parallel parking on outside of camping.	Rules	A4	72		Camping	
Tanglewood Festival 100m →	Information	A2	1		Goulbourn Valley Hwy	
Tanglewood Festival 100m ←	Information	A2	1		Goulbourn Valley Hwy	
Tanglewood Festival 300m →	Information	A2	1		Goulbourn Valley Hwy	
Tanglewood Festival 300m ←	Information	A2	1		Goulbourn Valley Hwy	
Tanglewood Festival 500m →	Information	A2	1		Goulbourn Valley Hwy	
Tanglewood Festival 500m ←	Information	A2	1		Goulbourn Valley Hwy	
Tanglewood Festival 1km →	Information	A2	1		Goulbourn Valley Hwy	
Tanglewood Festival 1km ←	Information	A2	1		Goulbourn Valley Hwy	
No Trespassing	Rules	A4	40		Boundary fences	
Respect our neighbours, Do not cross boundary	Rules	A3	20		Boundary fences	
Bio Security	Rules	A4	TBC		TBC Boundary Fences	
No Camping	Rules	A4	25		Boundary of camping zones	
No parking or camping fire truck access	Rules	A3	2	H10	Dam areas and water tank	
No parking or camping water truck access	Rules	A3	2	J12	Dam areas and water tank	
Crew only	Rules	A4	12			
No public entry	Regulation	A4	10			
AAA passes needed for this area	Rules	A4	8		Picture of wrist bands and AAA passes	
No entry to dam area	Safety / Hazard	A4	4	J12 H10		
No swimming in dam	Safety / Hazard	A4	4	J12 H10		
Warning water do not enter	Safety / Hazard	A4	4	J12 H10	Farm Dams	
No climbing Trees	Safety / Hazard	A4	10			

No Climbing art structures	Safety / Hazard	A4	6			
Beware of snakes	Safety / Hazard	A4	12	J12 H10 I13 L12	Farm Dam and boundaries creek lines	
Beware of livestock	Safety / Hazard	A4	15		Boundaries	
No fires, no BBQs, no fire toys, no candles.	Rules	A3	72		Campsites	
Look after one another, Always ask for help	Safety / Info	A3	25		Campsites	
Report bad behavior	Safety / Info	A3	25		Campsites	
Look after your mates	Safety / Info	A3	25		Campsites	
We love a tidy campsite	Safety / Info	A3	25		Campsites	
Bus timetable	Information	A3	1	K16	Info Tent	
Event guide / set times	Information	A2	1	K16	Info Tent	
Info	Information	A1	1	K16	Info Tent	
Volunteer Sign in	Information	A2	1	K16	Info Tent	
ATM	Information	A2	1	K16		
Merchandise	Information	A2	1	K16	Info Tent	
Merchandise price list	Information	A2	1	K16	Info Tent	
Charging station	Information	A3	1	J14 K16		
First Aid Medical Edge	Safety	A0	1	K16	Provided by Medical Edge	
Operations	Information	A1	1	K16		
Operations opening hours if unoccupied please call Or radio ops on channel	Information	A3	1	K16		
Free, tea, coffee and cordial. Breakfast served between 7am – 9am Lunch Served between 12pm – 2pm and dinner between 6pm – 8pm. 1 MEAL PER SHIFT / MEAL VOUCHER	Information	A3	1	K16	Crew Area	
Please scrape plate, rinse dishes in sink and put in crate marked dirty when finished your meal. Thank you	Information	A3	1	K16	Crew Area	
ECC	Information	A2	1	K16		
Drinking water	Safety	A5	20			
Free water	Regulation	A4	5			
Free sunscreen	Safety	A4	2			








General Waste	Information	A5	40			
Compost Waste	Information	A5	15			
Paper and cardboard waste	Information	A5	20			
Recycling	Information	A5	40			
Recycling cans only	Information	A5	20			
Out of order	Information	A4	10			
3 minute shower limit applies	Information	A4	10			
Toilets →	Information	A5	10			
← Toilets	Information	A5	10			
Accessible toilet →	Information	A5	4			
Crew toilet only	Regulation	A5	6			
Crew shower only	Regulation	A5	4			
Accessible and family camping only	Information	A4	2			
This is a family friendly camping zone, please be respectful of this space.	Information	A3	2			
Accessible community family kitchen. Access to water and power. Open 7am – 10am and 4pm – 7pm Please make your self at home but clean up after yours self.	Information	A3	2		Accessible camping	
I am not a toilet		A4	15		Boundary hessian fence	
Male urinal	Information	A4	5			
Please help us keep toilets clean, put seats back down and use bins provided.	Information	A4	75			
Tangle Temple	Information	A0	1	J16		
TT Schedule	Information	A0	1	J16		
Geo Jungle	Information	A0	1	L15		
GJ Schedule	Information	A0	1	L15		
Funk Tunnel	Information	A0	1	K15		
FT Schedule	Information	A0	1	K15		
Micks Shed	Information	A0	1	K16		
MS Schedule	Information	A0	1	K16		
Childrens Space	Information	A0	1	K15		
CS Schedule	Information	A0	1	K15		
Workshops Space	Information	A0	1	K15		

WS Schedule	Information	A0	1	K15		
Bar	Information	A0	1	J15		
Tangle Town Market	Information	A0	1	K16		
Art Gallery	Information	A0	1	J15		
Over 18s only ID required	Regulation	A4	4	J15	Bar	
Liqueur license	Regulation	A4	2	J15	Displayed at bar and copy kept I operations	
Liqueur licensing signage	Regulation	A4	4	J15	Displayed around bar	
Free water	Regulation	A4	2	J15	Bar	
Price lists	Information	A1	1	J15	Bar	
Covid signage Washing hands	Regulation	A4	100		Toilets and work areas	
Covid signage symptoms	Regulation	A4	20		Work areas and around site	
Covid signage stop the spread	Regulation	A4	20		Work areas and around site	
Covid Signage keep your distance	Regulation	A4	20		Work areas and around site	
POPE	Regulation	A4	2		Displayed on Front Gate and operations	
COVID PLAN	Regulation	A4	2		Displayed on Front Gate and operations	
Emergency Plan	Emergency Info	A4	2		ECC and Operations	
Evacuation plan 1	Emergency Info	A0	3		ECC, Ops, Gate	
Evacuation Plan 2	Emergency Info	A0	3		ECC, Ops, Gate	
Evacuation plan 2	Emergency Info	A4	20		ECC, Ops, Gate, Medical, Info, Crew area, Tangle FOH, Tangle BOH, Geo FOH, Geo BOH, Workshop, Childrens, Bar, Micks Shed, Funk Tunnel, Dancewise, Security, Sheering Shed	
Warden Map	Emergency Info	A0	3		ECC, Ops, Gate	
Warden Map	Emergency Info	A4	20		ECC, Ops, Gate, Medical, Info, Crew area, Tangle FOH, Tangle BOH, Geo FOH, Geo BOH, Workshop, Childrens, Bar, Micks Shed, Funk Tunnel, Dancewise, Security, Sheering Shed	
Full site map with grid	Emergency Info	A0	3		ECC, Ops, Gate	
Gate Map with grid and icons	Safety	A0	3		ECC, Ops, Gate	
Gate Map with grid and icons	Safety	A3	6		ECC, Ops, Gate, Security, Medical, Info	

Main event site map with grid and icons	Safety	A0	3		ECC, Ops, Gate	
Main event site map with grid and icons	Safety	A3	20		ECC, Ops, Gate, Medical, Info, Crew area, Tangle FOH, Tangle BOH, Geo FOH, Geo BOH, Workshop, Childrens, Bar, Micks Shed, Funk Tunnel, Dancewise, Security, Sheering Shed	
Evacuation plan 1	Emergency	A4	47		ECC, Ops, Gate, Medical, Info, Crew area, Tangle FOH, Tangle BOH, Geo FOH, Geo BOH, Workshop, Childrens, Bar, Micks Shed, Funk Tunnel, Dancewise, Security, Sheering Shed Plus each market stall and food stall.	
Emergency Assembly Area	Emergency	A0	2		Regulation green and one placed in easy view in each assembly area.	
Hazardous substances	HAZARD / DANGER	A3	2		Storage / lock up	
Safety Data Sheets	Regulation	A4	2		Storage / lock up and one to be kept in operations	
Fuel storage	HAZARD / DANGER	A3	2			
No smoking flammable items	Prohibition	A3	2		Fuel storage	
Fire extinguishers signs	FIRE	A5	45		1 for each fire extinguisher	
Flammable Liquids	HAZARD / DANGER	A5	2			
HI VIS MUST BE WORN	Mandatory					
BOOTS MUST BE WORN	Mandatory					
DO NOT DRINK fire water	Prohibition	A5	15		All fire fighting units and IBCs located around camp	
Biohazard / Medical Isolation toilet DO NOT USE	HAZARD/WARNING	A4	1	K16	Make sure It is fluoro Yellow	
Accessible toilet only	Regulation	A5	1			
First Aid	EMERGENCY	A0	1	K16		
First Aid	EMERGENCY	A5	5	K16	Site vehicles/ First Aid Kit locations	
10km	Restriction	A4	50	All Int Roads	Main roads and camping	
Give Way	Restriction	A3	12	C7 G9 F9	Creek crossings	

No smoking with in 10 meters of food stalls	Regulation	A4	10			
No smoking children's space	Regulation	A4	2			
No smoking workshops space	Regulation	A4	4			
Work Safe Signage <ul style="list-style-type: none"> - Manual Handling - If you are injured at work - Safe work Australia Work fatalities and serious injury statistics - Workplace bullying - Workplace violence - Ladder safety - Forklifts and people don't mix - Falls from heights - Keep worksite clean - Report hazards 	Regulation	A4			2 – 5 of each poster to be placed in work and crew areas. Also used in inductions/ tool box meetings.	

Colour and Shape Requirements of signage

Sign function	Symbolic shape (Note 1)	Legend colour (Note 2)
Regulatory prohibition		Black
Regulatory mandatory		White
Regulatory restriction		Black
Hazard warning		Black
Hazard danger		Black (for DANGER symbol details, see Clause 2.3.4)
Emergency information		White
Fire sign		White

