

Traffic Management Plan (TMP)



PROJECT DETAILS

Client Name:	The Board Meeting Surf Charity		
Division Conducting Works:			
Division Role:	<input checked="" type="checkbox"/> Principal Contractor (PC)	<input type="checkbox"/> Subcontractor	
If Subcontract, Specify PC:		ABN (PC):	

PLAN APPROVAL

Plan Revision:	1	Issue:	1	Date of Issue:	14/11/23	Date of Approval:	
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PLAN DEVELOPMENT AND REVIEW:

	NAME	CERTIFICATION NUMBER	DATE	SIGNATURE
Plan Developer:	Scott Pieniacki	Prepare a Work Zone Traffic Management Plan - TCT0066389	14/11/23	
Plan Reviewed by:	John Leeming	Prepare a Work Zone Traffic Management Plan - TCT0035936	14/11/23	

CLIENT APPROVALS

	COMPANY	NAME	DATE	SIGNATURE
Project Manager				
Principal Contractor Representative				

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1. DOCUMENTATION AND CONTROL REGISTER

1.1. Plan Template Amendments Record

Date	Revision Number	Amendment Details	Amended by
28.11.19	2	multiple changes to template	Vicky Butler

1.2. Project-Specific Amendments Record

Date	Revision Number	Amendment Details	Amended By	Certificate No.

1.3. TMP Purpose & Governance

The primary function of this Traffic Management Plan (TMP) is to ensure the safety of both the public and the contractor undertaking the scope of works, by isolating the work zone physically and visually.

This TMP will focus on the main aspects of the project that will affect public road users including temporary and permanent lane closure / road closure to undertake various repairs to road infrastructure.

This document has been developed in accordance with the scope of works provided by the client and is compliant to the following governing documents:

Title	Year	Revision
RMS Traffic Control at Worksites Manual NSW (TCWS)	2018	Version 5.0
AS1742 Manual of Uniform Traffic Control Devices, Part 3	2009	1

1.4. Project Management Location

Company Name	Address of Company	Phone Number
The Board Meeting Surf Charity	159 Broken Head Road Suffolk Park	0488447750
Site Office	Address of Site Office	Phone Number

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1.5. Scope of Works

The scope of this Traffic Management Plan is the works identified in Section 2.1
This Traffic Management Plan shall remain in force for the duration of the project, ceasing at the completion of works. Completion of works shall also take into consideration the defects and liability period where this is a requirement under the contract for works.

2. PROJECT DETAILS

2.1. Project Overview

GENERAL					
Project Site Name	Australian Pro-adaptive surfing world championships			Project Number:	
Client Name	The Board Meeting Surf Charity			Project Contract #	
Location of works	Clarks Beach & Main Beach Byron Bay				
Project Contact Name	Debbie Stewart			Contact Number:	0488447750
Expected Start Date	TBA			Estimated Duration:	
Hours of Operation	0700	to	1700	Days	6
OPERATIONAL					
All requirements (including timings, limitations and prohibited activities) received from client.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
Category:	Short Term	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Long Term	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Night Works <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Type	<i>Special Event</i>				
Scope of Works	<i>Surfing competition</i>				
Sequencing of work	Site establishment				
PROJECT SPECIFIC DETAILS					
Road Type	Bitumen				
Travel Path Width	5m plus				
Traffic Volume	Medium				
Peak Traffic Times	0800-0900 then 1500-1600				
Approval Type					
Control	Traffic Controllers	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Traffic Lights	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Consultation required	Community	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Deliveries	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Local Access requirements	Temporary Lane closure				

2.2. Permits, Approvals and Licenses Required for Works

Approvals	Required	Permit Type	Permit Number
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Federal Government	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
State Government (RMS)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
Regional Council	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Event Permit	TBA
Other: (Police)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		

2.3. Licences

Licences (Corporate)				
Licence type	Required		Licence / Registration	
Traffic Management Registration	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	RMS – Cat G	
Other (name)	<input type="checkbox"/> YES	<input type="checkbox"/> NO		

2.4. Project Contacts & Emergency Contacts

(For emergency contact please start at the top of the list working your way down.)

Position	Name	Contact Number	CM ¹	NT0 ²	AHC ³
Project Manager	Debie Stewart	0488 447 750	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Supervisor			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Work Health & Safety Representative			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client Contact			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

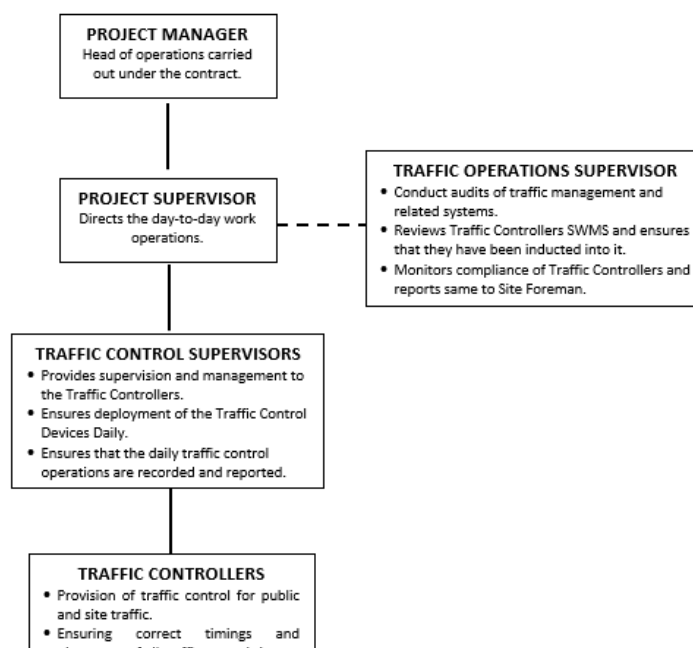
CM (Traffic Coordination Committee Member): Projects shall have one person from the Project Senior Management shall be nominated for this role, unless otherwise specified.

NT0 (Nominated Traffic Officer): there must be at least one person nominated as the contact person for any traffic control issues for projects.

AHC (After Hours Contact): Persons that can be contacted for any issues that may occur out of hours, there must be at least two people nominated for this role for projects. Only one after hours contact need be nominated for standard works.

Spinifex Traffic Controllers contact information is contained in section – 3.8.2. - **Traffic Controller Information.**

ORGANISATIONAL STRUCTURE FOR TRAFFIC MANAGEMENT



3. TRAFFIC MANAGEMENT

3.1. Compiling This Project

Where work undertaken consists of separable portions or identifiable sections each part shall clearly record the applicable part(s) of this section. The sections where the separable or identifiable sections exist shall be individually titled in the applicable box and refer to the correct diagram which is being described.

3.2. Variations from the Traffic Control at Work Sites Manual (TCWS)

Where conditions exist that make enacting conditions within the TCWS manual not reasonably practicable, a Risk Assessment within the Pre-Job Site Inspection Checklist book will be completed to manage the risk of the specific condition. Alternate controls or methodology will be clearly nominated and transferred to the applicable section of this TMP.

Examples of Not Reasonably Practicable to comply with requirements of the TCWS:

- Taper would cut off access to a property
- Travelled path will not be reduced below the existing lane width
- Work is undertaken on a bend with a blind corner

Deviation from the TCWS will not occur for the sake of convenience.

3.3. Compliance to this TMP

The Project Manager and the Project Supervisor shall be responsible for enacting the plan and notifying the plans developer to make amendments to diagrams and the TMP as they are required throughout the project. Any interim changes may be marked on the drawings written in to the TMP, with the changes signed by a person accredited to do so.

Changes to diagrams shall be recorded in APPENDIX A of this TMP.

3.4. Safe Work Method Statements (SWMS)

A Spinifex Safe Work Method Statement (SWMS) for Traffic Control Operations shall be readily available onsite. The responsibility for ensuring an approved Safe Work Method Statement is available for all other works, rests with the client.

3.5. Community Considerations

3.5.1. Communication and Publicity

To be notified

3.5.2. Local Business and Residents

To be notified

3.6. Traffic routing

Traffic Control and Police escort

3.7. Traffic demand

3.8. Control

3.8.1. Traffic Controllers provided by:

Spinifex Recruiting

3.8.2. Traffic Controller Information

Company Name:	Spinifex Recruiting	Registration No.	Category G (Provision of Traffic Control)
Traffic Coordinator:	Brock Eastlake	Phone:	1300 800 301
Traffic Operations Supervisor:	Scott Pieniacki	Phone:	0476 057 715
Site Representative:		Phone:	

Refer to APPENDIX A of this TMP, for plans relating to Traffic Control & Traffic Management.

Traffic Controllers shall be appointed in accordance with the RMS guidelines. Traffic Controllers when setting up signage shall provide an RMS certified Implement Traffic Control Plans card.

Traffic Controller SWMS and related Risk Assessments shall be retained on file. SWMS must be signed by all persons undertaking the activity.

The Traffic Controllers shall be responsible for:

- Reviewing the TMP and being familiar with the requirements of the project
- Keeping up to date with any amendments to the TMP or Diagrams
- Review and amend the SWMS to ensure that it is relevant to the project
- Erecting and removal of all traffic control signage at the beginning and end of works, or whenever the Traffic Controller is not controlling or in a position to control traffic
- Ensuring that provisions are made to evacuate their area in the event that control is lost.
- Regulate traffic and maintain traffic flow as per TMP requirements.
- Taking meal and rest breaks as per the approved procedure (i.e. they shall be relieved every 2 hours with a 15-minute break).
- Ensuring there are sufficient relief personnel available to allow for breaks in a shaded area.
- Ensuring that they attend Site Communications, such as Pre-Start and Toolbox Meetings.

3.8.3. Police Control

Rolling Blockade

3.8.4. Portable traffic control signals

N/A

3.9. Provisions for other road users

3.9.1. Pedestrians

On footpath

3.9.2. Bicycles

Under police escort

3.9.3. School Children

N/A

3.9.4. Emergency Services

Given priority and Access

3.9.5. Other – Please specify

Nil

3.10. Special Vehicle Requirements

3.10.1. Buses

Not affected

3.10.2. Over-Dimensional Vehicles

Under Traffic Control

3.10.3. Restricted Vehicles

3.11. Traffic Management Methodology

Prior to set out, establish whether the site is already occupied by another entity. If the site is occupied the other entity must be consulted before setting out signage to avoid conflicting signage.

3.11.1. Set Out

(Within limitations described in the TCWS Section 3.5.8)

As per TCP`s

3.11.2. Signage

(The use of Variable Message Signs (VMS) shall comply with section **3.2.9 of the TCWS.**)

(Signage once installed shall be reviewed by an **NSW Implement Traffic Control Plans** certified person)

Spinifex to nominate qualified person

3.11.3. Detours

Nil

3.11.4. Delineation (physical isolation)

Cones & Bollards

3.11.5. Safety of Workers

N/A

3.11.6. Safety and convenience of road users

Under traffic control when applicable

3.11.7. Safety of Pedestrians

3.11.8. End of Shift – After Care

Road signage to be removed at the end of shift

3.11.9. Night Conditions – After Care

Sites that remain set up overnight shall have night-time configuration checked each evening to ensure that the configuration is correct and is visible.

3.11.10. End of Works

As per TCP

4. OPERATION

4.1. Record Keeping & Monitoring

The Work Zone shall be inspected daily to ensure that all signs are correctly positioned as per the TMP drawings located in APPENDIX A. Sign inspection shall be recorded in the Pre Job Site Inspection Checklist book. Where changes are required to be made to the TMP and related diagrams, due to a change in works, the variations and updated drawings shall be recorded and retained in APPENDIX A.

4.2. Mobilisation and Demobilisation

All mobilisation (and demobilisation) of plant and equipment will comply with legislated road rules. These will include compliance with:

- Speed limits.
- Entry and exit to work site & adjacent properties.
- Always give way to emergency vehicles.

4.3. Site Access

Work vehicles will enter and exit the work site as per the legislated road rules. The Traffic Controller on site may stop traffic temporarily to allow the safe egress of trucks from the site.

Site access shall not impede on property boundaries or property access without consultation and permission of land holders.

Site parking areas and amenities shall be clear of the road alignment.

4.4. Incident reporting

In accordance with Spinifex Recruiting's WHS Incident Reporting and Investigation Procedure

4.4.1. Incidents at worksites or roadwork's

An incident is an occurrence that affects the operational safety and/or effectiveness of a traffic controller or other workers and may include:

- Accidents occurring within the designated worksite or road works
- Verbal (abusive/insulting/threatening language) or physical assault directed towards a traffic controller by road users
- Unsafe or dangerous actions of other road users within a worksite or at road works
- Road users disobeying a direction or signal given by a traffic controller at a designated worksite
- Difficulties experienced with stopping certain vehicle types (for example excess dimension vehicles).
- Any injuries or near-misses to a traffic controller or other workers

4.4.2. Action to be taken

A traffic controller must take the following action if a minor accident/incident occurs within their designated worksite or traffic control operational area:

- Call for assistance if needed
- Notify the Project Supervisor
- Maintain effective traffic control
- Notify Spinifex Recruiting
- Record sufficient notes of the incident, including their observations and photos, in order to complete an incident report.
- Complete an Incident Report and submit to Project Supervisor and Spinifex Recruiting.

4.4.3. Serious Incidents

If the situation is more serious or poses further risk of injury to persons or damage to property, the traffic controller must:

- Call for assistance if needed
- Notify the Project Supervisor immediately
- If the situation requires evacuation of the area, inform vehicle drivers of the situation and direct them to turn around and find an alternative route
- Relocate the traffic control area to a safe position clear of any real or potential danger
- Notify Spinifex Recruiting

- If the incident is deemed as “Notifiable” to Safework NSW. The site must not be undisturbed until a SafeWork Inspector can attend.
- Record sufficient notes of the incident, including their observations and photos, in order to complete an incident report.
- Complete an Incident Report and submit to Project Supervisor and Spinifex Recruiting.

4.4.4. Incident Records

All incidents must be reported immediately to the Project Supervisor and to Spinifex Recruiting.

A WHS Incident Injury Notification Report shall be completed in full for all incidents and near-misses. Precise details of the incident must be recorded, including (but not limited to):

- Vehicle type and colour
- Vehicle registration number including registered state or territory
- Direction of travel
- Description of driver, other road user and occupants
- Full and accurate description of the incident
- Witness details

4.4.5. Incident requiring further investigation

Traffic controllers must ensure that details of incidents requiring further investigation or attention by a Police Officer are reported and forwarded to the Project Supervisor and to Spinifex Recruiting.

Written incident reports must be completed and submitted to their Project Supervisor at the end of their shift or at the resumption of duty on the following day.

Traffic Controllers to be available for any level of further investigation should it be required

4.5. Communications to client

Communications shall be maintained throughout the compiling of this TMP through to site operations. All documented communications shall be retained.

Appendix A – Traffic Control Plans



Opening Ceremony & Street March Route

Notes:

- Police car at front and rear of Parade.
- Lead police car to block Fletcher St / Bay St as parade reaches intersection.
- VMS Vehicle to follow end of march with notice on board.
- TC to pack down equipment as march passes each stage.

Date: 27/11/2023 **Author:** Scott Pieniacki **Project:** Australian Pro-Adaptive Surfing world championships
Client: The Board Meeting Surf Charity **Work:** Opening Ceremony and March v4

Comments:

SHORT TERM WORK TERM WORK

50 Km per hour Zone

Based on TC@WS Manual Version 6.0 & AS 1742.3

Traffic control to Close Road whilst March is in progress.

Open road as soon as pedestrians are back on footpath

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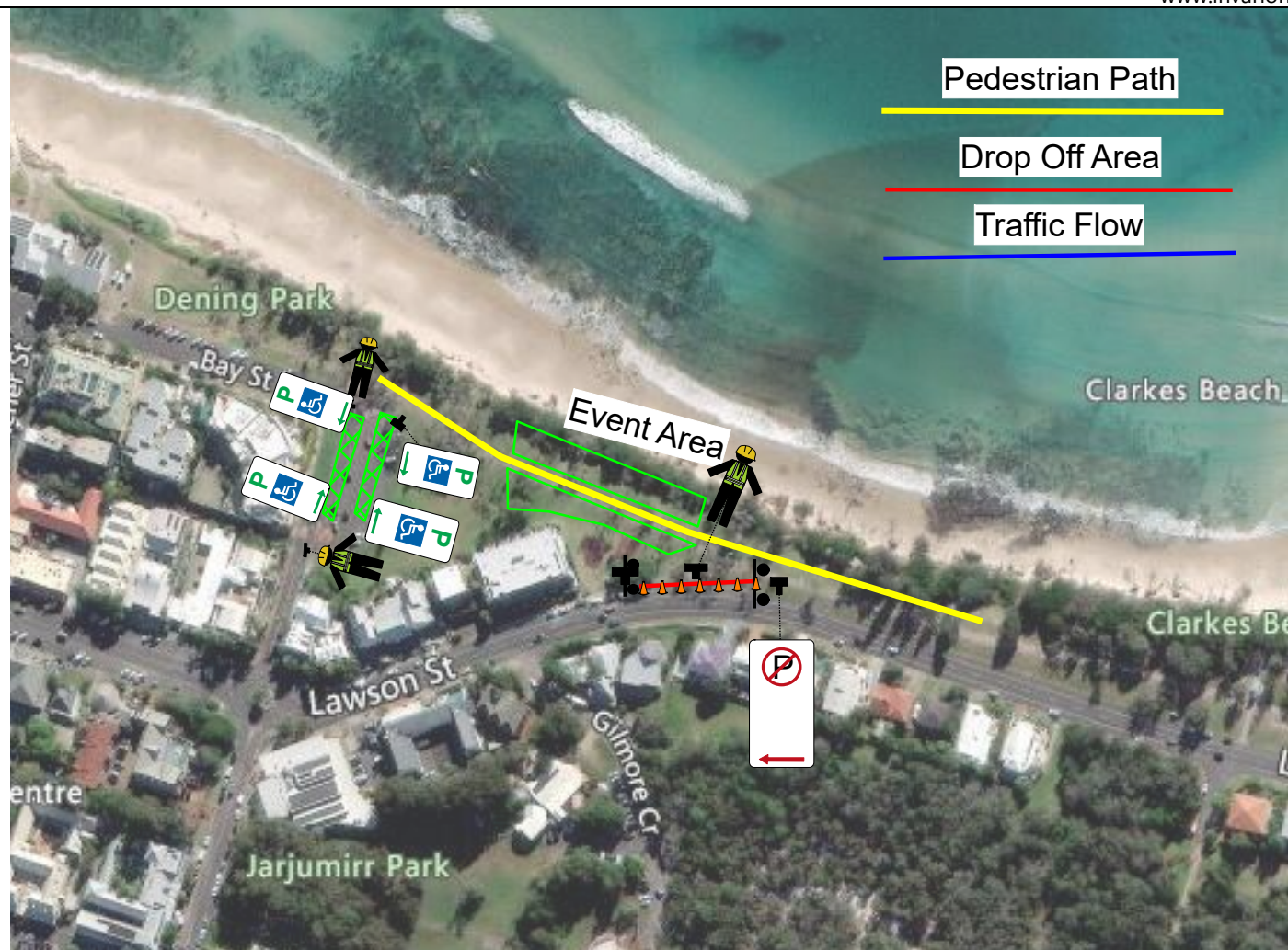
Inspected & Designed by Scott PieniackiTCT0066389
 Prepare A Work Zone Traffic Management Plan

Checked by John Leeming.....TCT0035936
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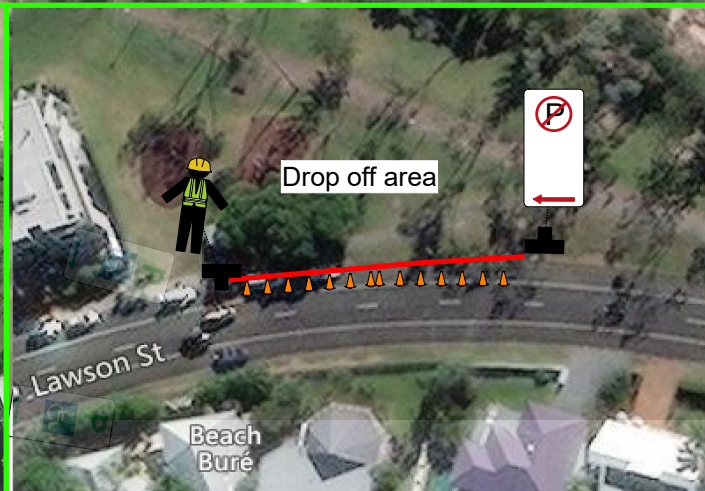
Pedestrian Path

Drop Off Area

Traffic Flow



Council to change parking signs to handicap signs



Date: 27/11/23 **Author:** Scott Pieniacki **Project:** Australian Pro-Adaptive Surfing world championships
Client: The Board Meeting Surf Charity **Label:** Event TGS v4

Comments:

SHORT TERM WORK TERM WORK

50 Km per hour Zone

Based on TC@WS Manual Version 6.0 & AS 1742.3

- Council to change existing parking signs to Disabled Parking / No parking.

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