Traffic Management Plan (TMP)

PROJECT DETAILS

Client Name:	Mullumbimby Chamber of Commerce		
Division Conducting Works:			
Division Role:	☒ Principal Contractor (PC)	☐ Subcontractor	
If Subcontract, Specify PC:		**ABN (PC):**	

PLAN APPROVAL

Plan Revision:	1	Date of Issue:	02/02/23	Date of Approval:	

PLAN DEVELOPMENT AND REVIEW:

	NAME	CERTIFICATION NUMBER	DATE	SIGNATURE
Plan Developer:	Scott Pieniacki	Prepare a Work Zone Traffic Management Plan – TCT0066389	20/01/23	
Plan Reviewed by:	John Leeming	Prepare a Work Zone Traffic Management Plan – TCT0035936	20/01/23	

CLIENT APPROVALS

	COMPANY	NAME	DATE	SIGNATURE
Project Manager	Mullumbimby Chamber of Commerce	Steve Drake		
Principal Contractor Representative				

Spinifex Recruiting

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1. DOCUMENTATION AND CONTROL REGISTER

1.1. Plan Template Amendments Record

Date	Revision Number	Amendment Details	Amended by
02/02/23	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
Mullumbimby Chamber of Commerce		0418192565
Site Office	**Address of Site Office**	**Phone Number**
Mullumbimby Chamber of Commerce		0418192565

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	Burringbar St Special Event			**Project Number:**	
Client Name	Mullumbimby Chamber of Commerce			**Project Contract #**	
Location of works	Burringbar ST between Stuart St and Dalley St				
Project Contact Name	Steve Drake			**Contact Number:**	0418192565
Expected Start Date	06/05/23			**Estimated Duration:**	8 hrs
Hours of Operation	1400	to	2200	**Days**	1
OPERATIONAL					
All requirements (including timings, limitations and prohibited activities) received from client.	☒YES ☐NO				
Category:	Short Term ☒YES ☐NO	Long Term ☐YES ☒NO		Night Works ☒YES ☐NO	
Work Type	***Road closure Special Event***				
Scope of Works	*Close Road & detour Traffic*				
Sequencing of work	Place signage and barriers then close Burringbar St				
PROJECT SPECIFIC DETAILS					
Road Type	Bitumen				
Travel Path Width	2 Lane 2 way				
Traffic Volume	ADT less than 10000				
Peak Traffic Times	Unknow being a Saturday Afternoon				
Approval Type					
Control	Traffic Controllers ☒YES ☐NO		Traffic Lights ☐YES ☒NO		
Consultation required	Community ☒YES ☐NO		Deliveries ☒YES ☐NO		
Local Access requirements	Deliveries or event Vehicles under traffic control				

2.2. Permits, Approvals and Licenses Required for Works

Approvals	**Required**	**Permit Type**	**Permit Number**
Federal Government	☐YES ☐NO		
State Government (RMS)	☐YES ☐NO		
Regional Council	☒YES ☐NO	Road Closure (Event)	TBA
Other: (name)	☐YES ☐NO		

2.3. Licences

Licences (Corporate)		
Licence type	**Required**	**Licence / Registration**
Traffic Management Registration	☒ YES ☐ NO	RMS – Cat G
Other (name)	☐ YES ☐ NO	

2.4. Project Contacts & Emergency Contacts

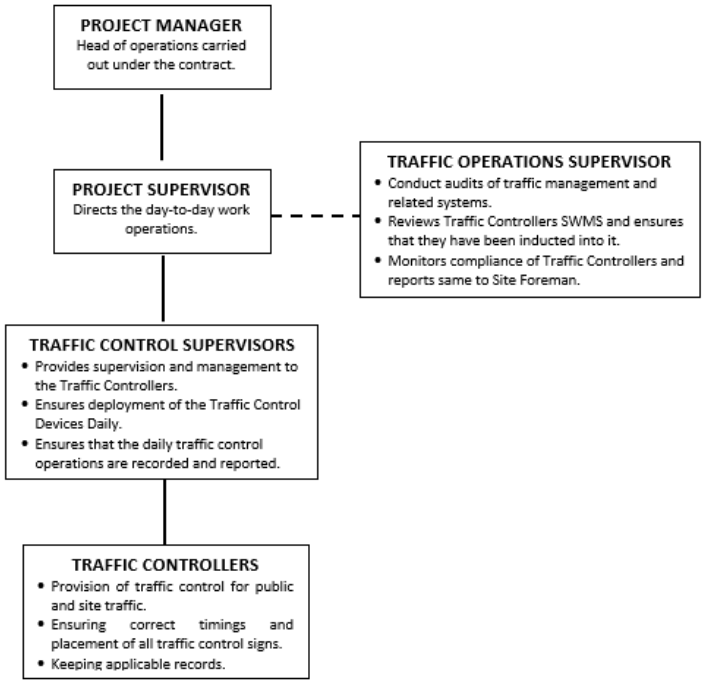
(For emergency contact please start at the top of the list working your way down.)

Position	Name	Contact Number	CM[1]	NTO [2]	AHC [3]
Project Manager	Steve Drake	0418192565	☐	☐	☐
Project Supervisor	TBA		☐	☐	☐
Site Work Health & Safety Representative	TBA		☐	☐	☐
Client Contact	Steve Drake	0418192565	☐	☐	☐
			☐	☐	☐

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

Mullumbimby Chamber of Commerce & Byron Shire Council

3.5.2. Local Business and Residents

To be notified (VMS boards could be used on approaches 1 week prior)

3.6. Traffic routing

Follow Detour Signage

3.7. Traffic demand

medium

3.8. Control

3.8.1. Traffic Controllers provided by:

Spinifex Traffic

3.8.2. Traffic Controller Information

Company Name:	Spinifex Recruiting	**Registration No.**	Category G (Provision of Traffic Control)
Traffic Coordinator:	Amber Dawson	**Phone:**	(02) 6620 9455
Traffic Operations Supervisor:	Scott Pieniacki	**Phone:**	0476 057 715
Site Representative:	Scott Pieniacki	**Phone:**	0476 057 715

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

Nil

3.8.4. Portable traffic control signals

VMS

3.9. Provisions for other road users

3.9.1. Pedestrians

Use crossings

3.9.2. Bicycles

Not to be ridden in event area

3.9.3. School Children

N/A

3.9.4. Emergency Services

To be given priority access and to Notified prior to Event

3.9.5. Other – Please specify

3.10. Special Vehicle Requirements

3.10.1. Buses

Minimal impact and bus companies to be notified prior to Event

3.10.2. Over-Dimensional Vehicles

Use detour

3.10.3. Restricted Vehicles

Only Event vehicles allowed on Site

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)

Signage to be installed by Spinifex qualified traffic controller

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)

Scott Pieniacki TCT0066389

3.11.3. Detours

Nil

3.11.4. Delineation (physical isolation)

Barrier Boards

3.11.5. Safety of Workers

Road closure

3.11.6. Safety and convenience of road users

Traffic control and detour

3.11.7. Safety of Pedestrians

Road closure

3.11.8. End of Shift – After Care

All signage to be removed

3.11.9. Night Conditions – After Care

Traffic control to use night wand and vehicles

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.

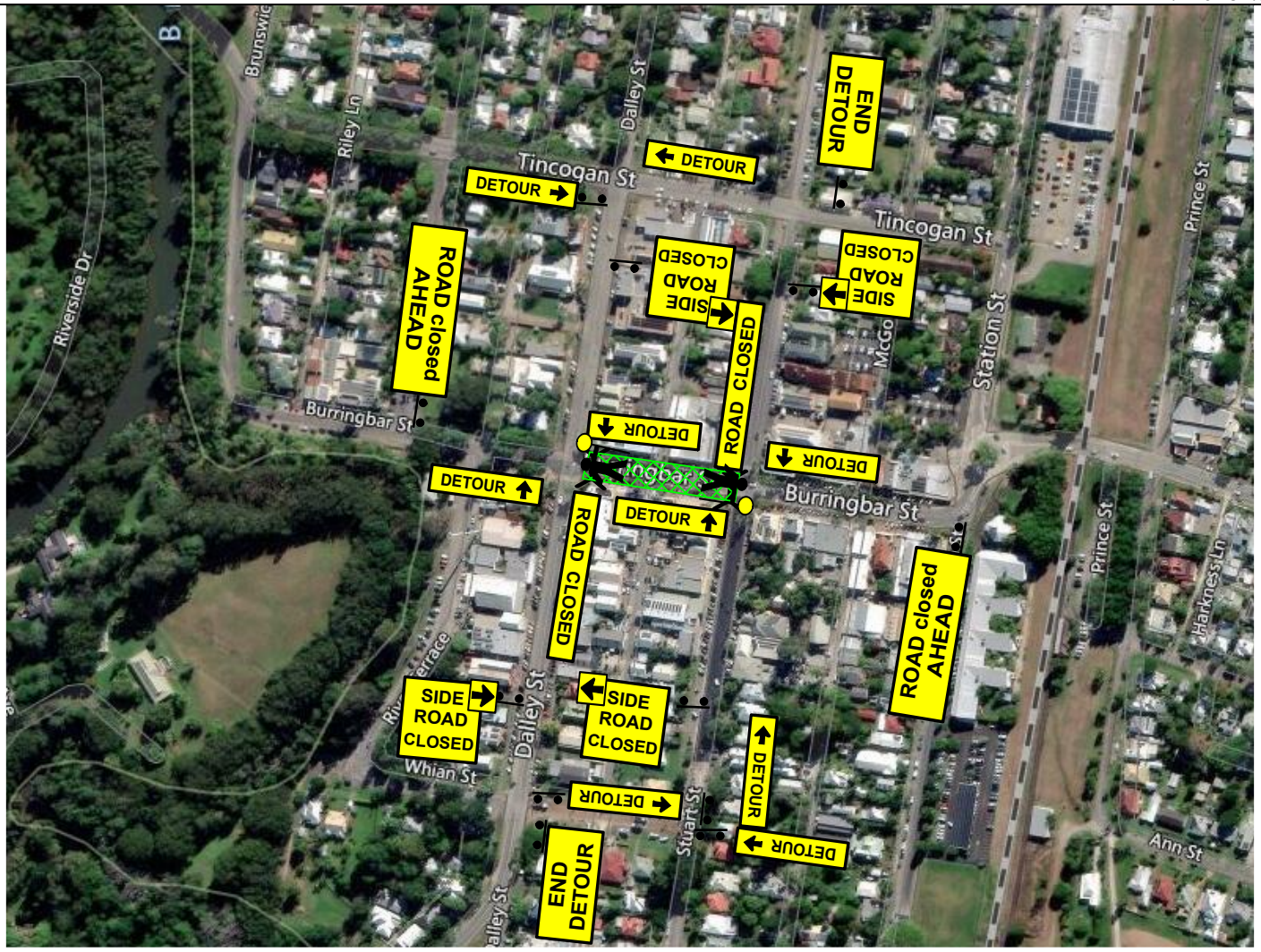
Written incident reports must be completed and submitted to their Project Supervisor at the end of their shift or at the resumption of duty on the following day.

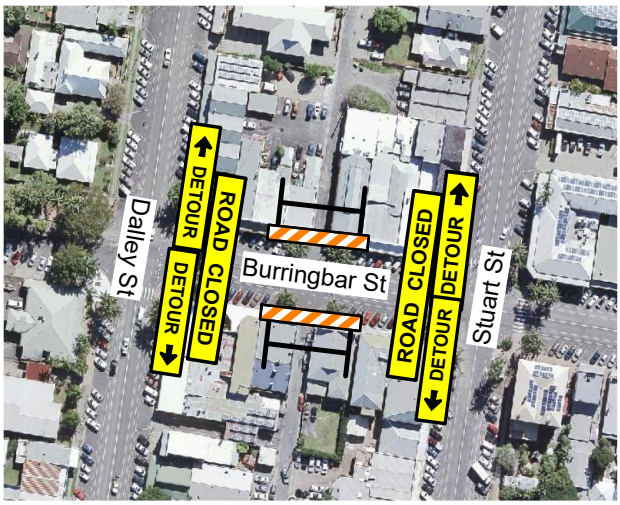
Traffic Controllers to be available for any level of further investigation should it be required

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





Legend

Work Area

Manifest

12 x	sign single
5 x	T5-1 (L) DETOUR LEFT
4 x	T2-4 ROAD CLOSED
4 x	T5-1 (F) DETOUR IN FRONT
4 x	T5-1 (R) DETOUR LEFT
4 x	T5-6 (R) ARROW MARKER RIGHT
4 x	TM1-32A Side Road Closed
2 x	Barrier
2 x	Barrier Position
2 x	T1-1 ROADWORK AHEAD
2 x	T2-23 END DETOUR
2 x	traffic controller

Spinifex Recruiting

Date: 02/02/23 **Author:** Scott Pieniacki **Project:** Special Event
Client: Mullumbimby Chamber of Commerce **Label:** Road Closure TGS1

Comments:

SHORT TERM WORK
Based on TC@WS Manual Version 6.0 & AS 1742.3
Traffic control to Direct Traffic and allow event holders access

Inspected & Designed by Scott Pieniacki TCT0066389
Prepare A Work Zone Traffic Management Plan

Checked by John Leeming.....TCT0035936
Prepare A Work Zone Traffic Management Plan