A.2.3 Traffic management plan and approval template

Prepared by			
Name:	Amanda Baker	Role:	Director
Card number:	TCT00003579	Organisation:	Midwest Traffic Management
Signature:	Amanda Baker	Date:	4.10.2024

Location of works	
Project	Canowindra Balloon Festival 2023
Activity / work	Special Event
Location	Rodd Street (B81) Canowindra NSW 2804
Dates relevant for TMP work	*DD/MM/YY – DD/MM/YY* Balloon Glow Event Saturday 3rd May 2025

Traffic Management Strategy (TMS) Verification	
Has the TMS been received and attached to this TMP?	■ Yes ☐ No *If "no" has been selected a TMP should not be developed until TMS information is obtained*
Provide updated information regarding TMS if required	
Current existing speed limit/s	*(Road name 1: limit* Tilga Street - 50km *Road name 2: limit)* Rodd Street - 50km

Traffic Management Strategy (TMS) Verification			
Updated traffic data	Traffic volumes (ADT):		Traffic volumes (AADT): if available
	Hourly traffic volumes :		Operating speed 50
	Peak times AM: 8:30-9:30AM		Peak times PM: 4:30PM TO 6:30PM
Traffic composition	☐ OSOM	☐ Heavy vehicles _____ (%)	☐ Permit vehicle routes
If yes provide details	Details:		
Site and work specific considerations	*Additional to TMS, additional time, with environment or community concerns* Speed Reduction of 40km to be implemented on Rodd Street and Tilga Street as large number of pedestrians to be in area during event		
Additional options available	*For additional options identified, the process of assessment outlined in the TMS must be completed* Speed Reduction of 40km to be implemented from Lockwood Street through to Ross Street - heavy pedestrian traffic area. Speed Reduction of 40km to be implemented on Tilga Street from Finn Street to Lockwood Street - Heavy Pedestrian Traffic Area. Traffic Controllers are to be utilised to stop and hold motorists travelling on Rodd Street while pedestrians cross roadway to event area from parking areas and return. This is to happen at two seperate sections on Rodd Street to collect all pedestrians crossing roadway to event area		

Decision point: Temporary Traffic Management Method	
Was an options assessment completed by the client?	☐ Yes ☒ No If yes, review and provide summary below If no, undertake an assessment
Summary of TMS options	Speed Reduction of 40km to be implemented from Lockwood Street through to Ross Street - heavy pedestrian traffic area. Traffic Controllers are to be utilised to stop and hold motorists travelling on Rodd Street while pedestrians cross roadway to event area from parking areas and return Traffic Controllers are to be used to direct motorists into and out of designated car parking area on Lockwood Street..
TTM method	☐ Around ☐ Past ☒ Through Option Selected: *nominate option selected from TMS*

Decision point: Temporary Traffic Management Method	
Justification	Large number of pedestrian traffic in area for special event in progress. Large number of vehicles in area for event

Traffic Management Planning				
TTM type	☐ Mobile	☒ Low impact	☒ Static	
Will lane or shoulder widths need to be modified?	☐ Yes	☒ No		
	If yes provide justifications and drawings:			
Specific road users impacted	☒ Pedestrians	☒ Cyclists	☒ Motorcyclist	☐ OSOM
	☐ Freight Industry	☐ Persons with disability, prams or children	☒ Public transport e.g. bus, tram.	☐ Other Pedestrians -
	If one or more groups selected provide details of impacts and considerations: Pedestrians - Traffic Control to be implemented to stop and hold through traffic on Rodd Street while pedestrians cross roadway. Cyclists - May aslo cross at traffic controlled crossing area or are to continue with normal traffic flow (road shoulder are may not be accessable due to parking vehicles)			
Additional location specific requirements to be considered?	Disabled Parking - Signage is to be displayed for disabled parking area in the Eastern Side of Rodd Street as shown on TGS and a traffic controller is to be on site to direct traffic into and out of this area. Bus Parking - is to be located in Ross Street. All bus companies are to be notified of bus parking / dop off / pickup area and the area is to be under traffic control for entry and exit to area.			

Risk assessment				
Undertake and attach to this TMP a risk assessment of the proposed works with the determined strategy.				
List of sources of information used in risk assessment	Site inspections, previous events for and liasing with client			
Has the risk assessment considered?	☒ Proximity of traffic	☒ Queued traffic	☒ High traffic volume	☒ Traffic speed and compliance behaviour
	☐ Traffic composition	☒ Exposure and proximity of workers to live traffic	☐ Length of delays for road users	☐ Traffic generating land use (hospital, mine, school)
	☐ Non-compliance with temporary speed limits	☐ Reduced lane and shoulder widths	☐ Compromised access points	☐ Site vehicle access and egress points
	☐ Horizontal (curves) and vertical (crests/sags) alignment	☐ Utilities including above and below services	☐ Crash history	☐ Topographical constraints
	☒ Sight distances	☒ Emergency services	☒ Car parking impacted	☐ Transport services (bus stops etc)
	☒ Access to private and commercial properties	☒ Local road access	☒ Special events or high risk venues	☐ Other _____
Key risks identified as a result of works:	Proximity to Traffic - Traffic Controllers are to stand in the road shoulder area with a 2mtr buffer between traffic. High Traffic Volume - No disruption to existing travel lanes 40km in place. Traffic Stopped and Compliance behavior - Speed Reduction of 40km to be implemented. Exposure and proximity of workers to live lane - Traffic Cones are to be implemented and a buffer of 2.0mtrs is to be established between traffic controller and live traffic lane. Sight Distance - Stopping sight distance is to be achieved as no change to the existing alignment or level has been proposed. Car Parking impacted - Shoulder areas are to be used for parking all surrounding streets plus a designated signposted car parking area located on Loockwood Street. Special Events - 10,000 participants are to be expected to attend the event.			

Risk assessment			
Specific controls required:			
Protection of workers	☐ Barriers	☒ Delineation	☐ Other
	Provide details: 40km speed zone in place and 2mtr buffer between traffic and controllers to be implemented		
Will a speed restriction be required?	☒ Yes	☐ No	
	If yes provide justifications and drawings: TGS attached - 40km speed reduction required		
End queue management strategy:	*Provide details of:* N/A no change to existing travel lanes *Calculated end-of-queue length* *Control required* *Sight distances*		
Delineation of site	*Detail how site must be delineated: e.g. reflectivity, non-contradictory signs, devices and delineation* Installation of barriers to be carried out with hi vis reflective signs and devices		
Emergency service access and notification	*Provide details of emergency service strategy for site and who has been contacted* Event Organisers will notify all emergency services		

Relevant Documentation		
Have the following ***mandatory*** documents been provided as part of the overall TMP?		
☒ All approved TGS required	☒ Road Occupancy Licence	☐ Plans showing access to local properties or side roads
☒ WHS documentation	☒ Approved list of TTM personnel and contacts	☐ Vehicle movement plans
☒ Traffic incident plans		
***STOP**: If one of the above documents has not been selected the TTMP cannot be approved*		

Relevant Documentation	
Other documents provided	
☐ Traffic staging arrangements including Traffic Staging Plans	☒ Speed Zone Authorisation
☒ Design drawings	☒ Council permits
☐ Pedestrians and cyclists movement plans	☒ Consultation with public transport operator
☐ Other:	

Monitoring activities required			
Person responsible for monitoring *daily* TTM work activities			
Name:	Wayne Mannix	Role:	Team Leader
Unit:		Division:	
Qualification:	IMP, PWZ, TCR	Card Number:	TCT0076516
Comments:			
Person responsible for TTM works			
Name:	Amanda Baker	Role:	Director
Unit:		Division:	
Qualification:	IMP, TCR, PWZ	Card Number:	TCT0003579
Comments:			

Review activities required			
Activity	**Required**		**Frequency or details**
Shift inspections	☒ Yes	☐ No	Every 2 hours
Weekly Inspections	☐ Yes	☒ No	
TMP review	☐ Yes	☒ No	
Road safety audit	☐ Yes	☒ No	
Other:	☐ Yes	☒ No	
Other:	☐ Yes	☒ No	
Comments:	Signs, delineation devices and barrier system are to be checked and results recorded every 2 hours while works are in progress.		

Endorsed by (when a Principal Contractor undertaking the work)			
Name:	Andrew Pull		
Role:	Event Organiser	Organisation	Canowindra Balloon Festival Commit
Signature:		Date:	4.10.2024

Approval			
I have reviewed the relevant documents for the works and approve works to be completed in accordance with the TTM Plan.			
Name:			
Qualification:		Card Number:	
Unit:		Division:	
Signature:		Date:	