



37 to 43 Hay Street, Collaroy

BuiltProjects

422/1 Avro Street Bankstown Aerodrome NSW 2200 https://ttcnsw.com.au/

TTC CJS3551 (CTMP)

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Document & Version Control

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CLIENT:	Built Projects			
FILE REFERENCE:	CJ\$3551			

Version	Date	Author	Approved by				
Draft v1.0	12/08/2024	C.Joleski	Ali Kerde				
Safe Work NSW: Prepare Work zone accreditation							
Christopher Joleski - Prepare a Work Zone Traffic Management Plan Card No: TCT0013932							

The Traffic Controllers (TTC) Planning Division are qualified personal, with the relevant "Prepare a Work Zone Traffic Management Plan" accreditations.

This CTMP has been prepared for the client and for the specific purpose of seeking approval for their works, as stated in the document.

TTC does not accept any responsibility for any amendments of the content of this report by a third party.

This document has been prepared based on the Client's descriptions, their requirements and other information provided by the Client and other third parties who are associated with the works involved verified by the requester of this (CTMP).

This (CTMP) shall be subject to ongoing reviews and will be updated accordingly and will require prior council approval. The TMP shall be reviewed on a monthly basis as well as after any incident that is related to Traffic Management.

This (CTMP) shall be subject to ongoing reviews and will be updated accordingly. The (CTMP) shall be reviewed on a monthly basis as well as after any incident that is related to the construction site. The installed signage will be checked before the commencement of each shift to ensure compliance with the Traffic Guidance schemes.

(Traffic Guidance schemes will be listed in Appendix A)

1. Introduction

TTC is commissioned by Built Projects to prepare a Construction Traffic Management Plan (CTMP) for the proposed Management of Pedestrians, Public Vehicles & Heavy Vehicles while undertaking the request of Northern Beaches Council who have implemented a series of conditions to be met as part of the approval process to complete as part of the Approval process regarding the D.A Consent - DA2023/0868.

Works will involve demolition of structures and construction of housing development. The design of the Construction Traffic Management Plan (CTMP) consists of local traffic & pedestrian management and walkways, vehicle movements around the construction site amongst other organised activities throughout the duration of works. While preparing this CTMP, the subject site and its environs have been inspected, plans of the works examined, and all relevant council requirements met with all documentation collected and analysed.

The (CTMP) and Traffic guidance schemes (TGS's) have been prepared in accordance with:

- Australian Standards 1742.3 2009
- Transport for NSW "Traffic Control at Work Sites Technical Manual" V6.1 2023
- Austroads "Temporary Traffic Management Manual" 2021
- Safe Work NSW

This (CTMP) is a Site-specific, fit for purpose management plan that will service the current situation and stages of the Traffic mitigation methods that have been put in place in order to apply safe practice during construction. TTC is responsible for the preparation of this (CTMP) and the Traffic Guidance Schemes (TGS's) only and not for their implementation unless requested to do so otherwise by the client. If the client wishes to implement traffic management on their own behalf TTC will take no responsibility for implementations or any amendments of the documents and plans by a third party.

2. Key Stakeholders

Company	Contact Name	Position	Contact Details
Built Projects	Cheyne James	Director	0408 327 066
	-	-	-

The table below shows the Key Stakeholders of the project.

Table 1 - Key Stakeholder

3. Purpose/Scope of Works

The purpose of this report is to detail the Traffic Management during the development which comprises of a Seniors living community consisting of 5 residences with a common basement the details of construction will involve Demolition of x3 existing dwelling houses and construction of seniors housing development containing x10 units, x1 level of basement carparking and associated landscaping and civil works.

The placement of any barriers, traffic cones, obstructions, or other device in the road shoulder or kerbside lane is prohibited without the prior written consent of council. Services such as deliveries and removal of debris from building and road, as trucks will be entering and exiting site in a forward motion. Deliveries of materials and equipment. All works must be relevant to Australian standards and to the satisfaction of council's director environment and planning subject to Transport requirements. This CTMP will outline how the works in the surrounding area effect how the construction work and road network will be managed throughout the duration of the project and that works do not largely disrupt public traffic movements and ensure safety/project efficiency for workers, pedestrians, and road users alike. All traffic control must be designed and implemented in accordance with AS1742.3

- Documentation which may be included:
 - 1. Traffic Guidance Schemes
 - a. Stop Slow
 - b. Lane Closures
 - c. Road Closures
 - d. Contra Flows
 - e. Pedestrian management
 - 2. Road Occupancy Licenses (ROL's)
 - 3. Section 138 Council Permits
 - 4. Emergency Service Approval Permits
 - 5. Vehicle movement Schemes
 - 6. Crane footprint plan

The above will in term be used to manage and satisfy the requirements of governing bodies to manage and act safely through the project. It makes provisions for all road users and construction related operations including the following:

- General motorists
- Public Transport
- Emergency Vehicles
- Heavy vehicles such as semi-trailers
- Pedestrians, including people with disabilities.
- Cyclists
- Local businesses
- Emergency access and egress requirements

This document uses a risk-based methodology to develop these temporary traffic control measures with full consideration of all site constraints. It details both the management and operational processes to ensure that the construction activities can be achieved while satisfying the needs of the client. The methodology to develop the "best" options for staging and (TGS) designs, including identification and management of risks is fully detailed. The supporting processes and personnel are described. The requirements for notification and reporting are listed. Contingency planning for the works both in advance and during operations is described.

4. Construction Site Location and Land Use



Figure 2* labelled map

<u>4.2 Location Information</u>

Location information Table	
Relevant Road Speed Limits	37 to 43 Hay Street, Collaroy – 50KMPH
Impacted Intersections	N/A
Traffic Volumes - ADT	Estimated below 1000 ADT
Peak Traffic Times (AM)	No data – Estimated – 7-8:30 am
Peak Traffic Times (PM)	No data – Estimated – 4-5 pm
Heavy Vehicle Traffic - ADT	The majority (95%-98%) of the traffic generation in the weekday AM and PM peak. hours are anticipated to be light vehicles (i.e. Austroads Class 1 cars) associated with residents. 1%-2% heavy vehicles (Austroads Class 1-2 vehicles).
Crash history	No Data
Road Attributes	2 lane 2 way – Local residential road
Nearby community assets	No Community assets may be affected – minor parking area in front of the premises may be affected during daylight working hours – most movements will occur in the rear of the property.
Road Restrictions	- No parking/No Stopping
Location Impacts	Entry and exit via Hay St
Hours of operation	7:00 AM to 5:00 PM, Monday to Friday. Work will occur on Saturdays from 8:00 AM to 1:00 PM – No works Sunday and public holidays.
Cyclists affected	No cycle lanes will be affected
Traffic lanes affected	Hay St will include trucks movements and Excavator drop off into the property.
Property access affected	Property access will be managed via traffic control and will have priority access at all times.
Pedestrians affected	Pedestrian access will be managed via traffic control and will have priority access at all times.
Traffic signals be affected	No traffic signals will be affected.
Overhead powerlines	Yes
Infrastructure within the worksite	N/A
Shops/schools affected	N/A
Safe clearances between workers, pedestrians, and traffic	Remain a minimum of 1.5m from live traffic.
Bus stops/taxi ranks or loading zones	N/A
Public parking affected	No parking will be affected.
Adequate sight distance	Yes -100m in each direction
Hoarding requirements	No hoarding is required.
Work zone requirement	Work is required long Anzac and Hay St.

5. Road Hierarchy

<u>Anzac Ave (Councill Road)</u>: 2 lane 2-way local road Running East and West to the North of the property of interest. Provides access to Pittwater Rd.

Distance from Site - (North) - 0m

Speed - 50Kmph

Hay St (Council Road) 2 lane 2-way local road Running North and South, fronting the property of interest.

Distance from Site - (West) - 0m

Speed - 50Kmph

<u>Bedford Cres (Council Road)</u> 2 lane 2-way local road Running East and West local connects to Hat street to the south.

Distance from Site - (South)-244m

Speed - 50Kmph

<u>*Pittwater Rd (State Road)*</u> Major Road asset - Multi lane road including bus lanes. Will not experience any disruptions.

Distance from Site - (East) 105m

Speed - 50Kmph



Figure 5*NSW road Classification chart

6. Bus Operation Routes

Buses will not be affetced during the operation and do not traverse through the area.

7. Council/Transport Documents& Road Occupancy Licenses

7.1 Council/Transport Documents

The primary works proponent must ensure that all required governing authority approvals have been applied for and approved before commencing works.

7.2 Road Occupancy Licenses (ROL's)

Road Occupancy Licenses will not be required as no Transport for NSW assets will be affected during operations.

7.3 Relevant Services Contacts

- Dial Before You Dig 1100 <u>dialbeforeyoudig.com.au</u>
- Information asbestos and safe work practices
 <u>https://www.health.nsw.gov.au/environment/diy/Pages/default.aspx</u>
 <u>https://www.health.nsw.gov.au/environment/diy/Pages/building-hazards.aspx</u>
- NSW Office of Environment and Heritage: <u>environment.nsw.gov.au</u> 131 566
- Ausgrid https://www.ausgrid.com.au/Contact-Us 13 13 88
- Sydney Water sydneywater.com.au 13 20 80
- Transport Management Centre
 - o Southwest road.access@rms.nsw.gov.au 1300 656 371
 - Sydney <u>tmc_piu@tmc.transport.nsw.gov.au</u> 02 8396 1513
- Local Council Northern Beaches Council 1300 434 434
- Safe Work NSW 13 10 50

Mindful that some of these contactable services may not be available after hours and can only be contacted during business hours.



northern beaches council











8. Construction Details and Phases

8.1 Construction Stages Table: Dates & Work Hours

Total Project Duration: Approximately 30 weeks						
Stages of work	Duration	Work Hours				
Demolition, structure, façade and fit out.	18 Months	7.00am - 5.00pm Mon- Fri and 8.00am-3.00pm Sat				

Table 3 – dates and time

9. Traffic controller and Project Device Management

9.1 Traffic Controller Requirements

All Traffic Controllers (TC's) who attend the construction site must hold the following accreditation in order to perform their Traffic Control duties:

- Traffic Controller Card
- Implement Traffic Control Plans Card
- Construction Induction Card

All Traffic Controllers must also wear the appropriate PPE for the time of day & weather.

Before commencing work all Traffic Controllers are required to attend inductions for the project if mandatory and attend toolbox talks prior to each shift.

• All Traffic Controllers need to have suitable (TGS's) and SWMS for the project on site, any modifications to the (TGS's) must be signed off by a Traffic Controller who holds a current "Prepare A Work Zone Card."

Traffic control devices such as signage and delineations must be in place before the Traffic Controllers commence work.

10. Hours of Operation

Works and the delivery of materials shall be conducted between the following hours:

7.00 am to 5.00 pm Monday to Friday inclusive - 8.00am to 3.00pm inclusive on Saturday, No work on Sundays and Public Holidays.

Excavation work includes the use of any excavation machinery and the use of jackhammers, rock breakers, excavators, loaders and the like, regardless of whether the activities disturb or alter the natural state of the existing ground stratum or are breaking up/removing materials from the site).

Sundays and Public Holidays: No activities permitted

Site work is not to be carried out outside of these times except where there is an emergency, or for urgent work directed by a police officer or a public authority - No works are to be undertaken outside the approved working hours.

11. Pedestrians

Pedestrians will be unaffected – if footpath works or disruptions occur, traffic management will be established to mitigate any works that will involve disruptions to footpaths. Footpath advanced warning signage will be implemented regardless of works type.

12. Public Transport & Emergency Services

Emergency Services & Public transport and must not be affected.

Emergency services must always be given absolute priority during an emergency Situation and must not be obstructed or delayed.

13. Public Safety Measures

The following safety measures will be put into place to always ensure the safety of the public.

- Identified roadwork to be planned approved by Council, Police and Transport for NSW
- Community/council consultation advising any effected members of the public of all works associated with the work being undertaken in the area.
- Clearly delineated & secured construction exclusion zones excluding unauthorized personnel.
- Planned meeting with the stakeholders and consultation with residents about the work progression. This will be done with verbal contact and letter format if required.

14. Construction Site Management

14.2 Public Safety

All machinery and equipment will be incased within the site – Risk assessment to public safety is minimal. – Risk assessment (Section 16).

14.2 Construction works

All Formwork, steel, etc. will be offloaded via from the rear lane. Machines will be offloaded at Kerb side and tracked into site from the rear lane.

14.3 site storage areas and sheds

All site storage areas and sheds are to be determined onsite once earthworks are completed. 2m from boundary line within the site will be used for general storage and waste collection.

14.4 Waste Management & Portable Toilets

Waste Bins with Tight fitment hinged lids will be available and emptied weekly or on a needed basis.

Portable Toilets will be issued once site has been established.

14.5 Noise Vibration and Dust Management.

Clause 56 of the WHS Regulation 2017 states the acceptable level of noise that any worker can be exposed to in the workplace is 85 decibels (dB) averaged over an eight-hour period (referred to as dB A). All noise above this level is considered hazardous noise.

The client should include their workplace noise control requirements in a client specification list in the tender document to help avoid unexpected costs during the construction phase. It also allows tenderers to plan how to overcome noise problems in advance.

The client's specifications may include:

- specified noise exposure levels during the construction phase, meeting the exposure standard as a minimum
- using quiet/silenced equipment
- adopting quieter, alternative techniques
- using noise control measures like silencers, barriers, enclosures
- erecting warning signs to identify hazardous noise areas
- using time restrictions, and
- providing personal hearing protection and training.
- Construction Shad Cloth
- Noise Reduction Shad Cloth
- Reduced Construction Large Machinery Hours.

14.6 Parking Arrangements

All construction staff will park along local roads without disrupting residential parking. Work vehicles parked on streets close to the work site, should be in accordance with the signposted parking restrictions and NSW Road Rules. Vehicles parked on street should not obstruct local resident's access.

14.7 Site Hoarding

A suitable temporary hoarding and or scaffolding ("hoarding") is erected within the road reserve to protect the public from the hazards of building construction, alteration or demolition as such, across the Northern Beaches Local Government Area.

Council's Hoarding Guidelines that prescribe the design,

installation and maintenance criteria which are used by Council in assessing hoarding applications. Council's Hoarding Guidelines serve to ensure minimal impact to pedestrians, vehicles and street trees in addition to ensuring the public is protected from the hazards of construction.

A Hoarding Permit Application must be lodged to seek approval to erect a hoarding on the road reserve, as required by the Local Government Act 1993 and \$138 of the Roads Act 1993. An appropriate fee is to be paid with the application in accordance with the Council's Annual Fees and Charges.

Council may require the relevant documents and supporting information demonstrating compliance with Council's Hoarding Guidelines to be submitted with the application as prescribed on the Hoarding Permit Application form.

An approval to erect a temporary hoarding may be granted under s94 of the Local Government Act 1993 and s138 and s139 of the Roads Act 1993. The approval must be read in conjunction with any conditions of an approved development consent if applicable.

In addition to the Hoarding Guidelines requirements, all hoardings must be erected and installed in accordance with relevant Codes of Practice, including but not necessarily limited to the Code of Practice – Overhead Protective Structures from SafeWork NSW, Construction Work – Code of Practice from Safe Work Australia and the specifications of Council.



A Class hoarding recommended for Site.

15. Vehicle and Plant Movements and practices

Site access will be self-managed, due to the low amount of construction traffic and low impact to the area, left in left out policy will not be utilised.

1. Details of routes to and from site and entry and exit points from site - site specific.

2. Details of roads that may be excluded from use by construction traffic i.e. roads with load. limits, quiet residential streets or access/turn restricted streets – site specific.

All vehicles must have a spotter no reversing in and around location.

All Drivers on Site must:

- be responsible and accountable for their own actions while operating a company vehicle,
- must have a current Driver License for the class of vehicle they are operating,
- comply with all traffic and road legislations,
- undertake daily pre-start checks of oil, tyre pressures, radiator, and battery levels of company vehicles that they regularly use,
- drive within the legal speed limit incl. driving to the environmental conditions,
- not drive outside the approved Heavy Vehicle Routes,
- not queue on public roads unless an approval has been sought,
- never drive under the influence of alcohol and other drugs, incl prescriptions and over the counter medication that cause drowsiness, influences brain functions, neural activities, and various vital functions of the body
 - report to their supervisor if they have been prescribed medication prior to the start of the work.
- avoid distraction when driving.
 - o adjust car stereos/mirrors etc. before setting off or pull over to safely do so.
 - o not play with their mobile phone while operating the vehicle
- report ALL near-misses, crashes, and scrapes to their manager,
- report vehicle defects to a manager prior to the next use of the vehicle,
- keep loads always covered.

• The largest vehicle that will be used throughout the construction/demolition activity is HRV 19m long vehicle. – truck and dog vehicles and possible a crane to lift off equipment.

- Up to 15 vehicle movements a day at peak.
- Cattle grid, misting hoses for dust suppression, wash out bay for trucks to ensure wheels can be cleaned prior to them being driven on Transport Road.

Work Phase	Vehicle	Vehicle Length (m)	Size (tonnes)	Frequency (Per day)
To Completion	Light Ute	3	2	Onsite Duration
To Completion	Excavator	5	3	Onsite Duration
To Completion	Delivery vehicles - SRV	6	4.5	Onsite Duration
To Completion	Truck and Dog	19	12	Onsite Duration
To Completion	Concrete pump	11.3	9	Onsite Duration
To Completion	Concrete agitator	8	15	Onsite Duration

15.1 Construction routes to Site.



ENTRY AND EXIT TO SITE

• Site entry for personnel will be via Anzac Avenue. Hay street will be partitioned with hoarding and will have 2 driveways installed for vehicle entry/exit.

16. Risk Assessment of Potential Hazards

It is noted that as per NSW Workplace Health & Safety (WHS) law that the work organiser from the parties involved with the construction accept responsibility for the management of the individual & shared risks & potential hazards associated with non-transferable WHS statute - Posted obligations and common law duty of care provisions. In this situation the parties involved with the construction should continually actively consult and take all reasonable measures to practically excursive their duty of care & legal obligations. Please refer to risk assessment below for specific hazards. Site inductions will be carried out in accordance with the site safety plan documentation for all personnel to comply with.

SWMS	Version Number	
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See below risk assessment form

Location Of Works:				Description Of Works:			ertaking RA:			
#	TASK HAZARD		ZARD	risk Rating			RESIDULE Risk Rating	STAFF RESPONSIBLI For control measu		
1	0	plementation of approved affic devices	Manu Slips,	k by vehicle al Handling Trips & Falls & Abrasions		outlined in - Encure all accreditation - Clear com- with poter	fe work methods n SWMS and Rick repo Traffic Controllers ha one munication with spot tital oncoming motoris t devices in a clear sat	ve all er/driver sts		All Site Staff
2	in	orking on foot aplementing clineation as per TGS	Manu Slips,	k by vehicle Jal Handling Trips & Falls & Abrasions		outlined I - Set up off & or TMA -Clear com spotter/dr	fe work methods n SWMS and Rick rep drop deok, use oove at all times munication with twer with potential protorists			All Site Staff
3	at	opping traffic stoppage or ss over point		k by vehicle Trips & Falls		- Select ca - Encure of are oncite manage t	traffio with approved fe stopping distance prreot amount of TC's to cafely & effective raffic flow as per TGS ST HAVE ESCAPE RO	i Iy		All Site Staff
4	C	Dealing with irate MOP / Motorist		k by vehicle Physical, Mental Abuse		Do not engage with irate MOP/ Motorist Report incident to TL immediately Descoalate the situation by continuing with your duties, until TL or representative is available to handle the situation TC'S MUST HAVE ESCAPE ROUTE			All Site Staff	
5	int w	Pedestrian teraction with orks zones / clusion zones	Verbal,	ck by vehicle Physical, Menta Abuse Trips & Falls		Set up clear exclusion zones for MOP & WOF, around works zones Where practical us physical barrier or delineation to guide MOP / WOF safely around exclusion zone Ensure the correct amount of TC's are onsite to effectively manage the work site			All Site Staff	
6	Dy (M Inc	Performing mamic Works lobile Works) duding set up Pack down	Vehicle	cle collision Interaction with OF / MOP		In TCAWS - Use Cove & Or TMA - Avoid WO	safe distances outlined V 8.1 between vehicle rtalivshadow vehicle where possible F if possible fe Work Methods outlin	5		All Site Staff
	1.	RISK RATING T	ABLE (USE	FOR INITIAL AND RE	ESIDUAL RISK	ASSESSME	ENTS).			
				1.Insignificant	21	CONSEQUE	3. Maior		Severe	5. Catastrophic
		A. Almost Certain		Medium (1A)		h (2A)	3. Major Extreme (3A)		severe	5. Catastrophic Extreme (SA)
	LIKE	B. Likely		Medium (1R)		h (2B)	High (3B)		eme (4B)	Extreme (5B)
	LIKELIHOOD	C. Possible		Low (1C)		um (2C)	High (3C)		ph (4C)	Extreme (5C)
	D. Unlikely			Low (1D)	Low	v (2D)	Medium (3D)	His	gh (4D)	Extreme (5D)
E. Rare Low (1E)		Low	Low (2E) Low (3E) Me		Med	ium (4E)	High (5E)			
4	ŧΕ	xtreme		URGENT - St	op work i	immedia	tely, the risk r	equire	s imme	diate attention
3	вн	igh		Continue wit assessment	h supervi	ision an	d control mea	sures i	n SWM	IS or site risk
-		edium		Use control r			and all the Lease			

WHS Risk Assessment Form

Area / Activity Assessed	Assessment date:	
Signature:		1.
		2.

Activity / Task	Hazards Identify the hazard and describe how it could cause harm	Raw Risk Level	Current Controls List the current controls in place to reduce risk	Current Risk Level	Possible Further Controls Determine additional suggested controls using the hierarchy of controls
Adverse weather	Heat related illnessExcessive windRain		 Secure marquees Secure umbrellas Ensure event staff have access to sunscreen, shade and water throughout the day 		
Traffic Control	 Interaction between vehicles and pedestrians causing injury 		 Traffic Management Plan, SWMS, RA's provided to MSC by Guardian Traffic Services Hard barricading (water filled or concrete) to be used Designated parking areas managed by RFS Emergency services to be made aware of TMP and parking at the football oval 		
Erection of temporary marquees	 Manual handling Slips, trips, falls Collapse of marquees 		Hire company to ensure all procedures are followed.		

Activity / Task	Hazards Identify the hazard and describe how it could cause harm	Raw Risk Level	Current Controls List the current controls in place to reduce risk	Current Risk Level	Possible Further Controls Determine additional suggested controls using the hierarchy of controls
			 Copies of SWMS provided to MSC prior to event for approval 		
Set out of tables and chairs	Manual handlingSlips, trips, falls		 2 person lifts when necessary Use correct manual handling techniques. 		
Stall holders set up	Interaction with moving vehiclesCongestion		 Stall holders to minimise vehicle movements in restricted areas during setup. Adhere to TMP 		
Evacuation	 Crowd crush Panic Slips, trips, falls 		 Evacuation tool to be used to ensure correct procedure is followed Emergency Evacuation Points to be established Intersection of Paxton and Ogilvie Street to remain clear at all times Water cart at top end of Ogilvie Street and soft barricading to be removed in the event of an emergency or evacuation. Appropriate number of identifiable marshals on site 		

Liquor supply Amenities block	 Inebriated patrons Underage drinking Lack of cleanliness 	 Alcohol vendors are to provide evidence of RSA certification Patrons are restricted to 4 drinks per vendor Security and police will monitor Cleaning crew to monitor amenities and ensure cleanliness
Waste Management	 Bins overflowing Environmental hazards Manual Handling Complaints from members of the public 	 Cleaning crew to monitor waste management Small bins to be used to reduce manual handling hazards. Appropriate PPE to be provided and used
High risk areas such as woodchop event, generators, etc	 Member of public injured by accessing restricted areas causing personal injury 	Ensure appropriate barricades are used to ensure access to hazardous areas are restricted
Carnival rides	• Personal injury	 Ensure that contractors provide the required documents, certificates, WWCC and insurances. Ensure area is well managed and not overcrowded Ensure inflatables are secured
		Ensure inflatables are secured correctly. Anchoring equipment to comply with AS/NZS ISO 8124.1:2023
First Aid / emergency response	 Person receives and injury 	Beneficial First Aid to be set up in a central location under a

		 marquess that is easily identifiable Emergency vehicle access path is available via Paxton Street and the top end of Ogilvie Street Emergency services to be made aware of TMP and parking at the football oval
Food preparation	 Fire Food poisoning 	 Ensure food vendors have appropriate firefighting equipment on site Emergency vehicle access path is available via Paxton Street and the top end of Ogilvie Street Ensure that food vendors have completed Councils Temporary Food Stall registration process, possess the necessary current registrations and insurance, and have received approval from the Public Health Officer to trade at the event.
People becoming lost	Child, dependent or aged person is separated from their guardian or carer	 Have a plan on what to do should a person be reported missing, or a person is found to be separated from guardian or carer. Appropriate number of identifiable marshals on site
Onboarding	Contractors unaware of MSC WHS expectations	All major contractors will undertake the MSC onboarding process

Overcrowding?	•	•	
	•	•	
	•	•	

Further Controls to be Actioned (These three columns must be copied onto Corrective Action Register)				
C	orrective Action	Allocated To (Person)	Due By (Date)	
		•		
		•		
		•		
		•		
		•		
		•		
		•		
Management Agreement to Cor	rective Actions			
Name:		Da	ate:	
Follow up and Review				
Reviewed Date:	Review Completed by:	Da	ite:	

Amendment Record			
Version	Date Reviewed	Description of Amendment	Processed By

		Consequences						
	Risk Matrix	Negligible	Minor	Moderate	Major	Severe		
		No injuries or not requiring first aid	First aid needed	Medical treatment	Serious injury	Death or permanent disability		
	Certain to occur							
	Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme		
	Very Likely				F .			
σ	Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme		
Likelihood	Possible	Low	Medium	Medium	High	Extreme		
Like	May occur occasionally	2011						
	Unlikely	Low	Low	Medium	Medium	High		
	Could happen at some time							
	Rare							
	May happen only in exceptional circumstances	Low	Low	Low	Medium	High		

To use the Risk Matrix to estimate a Risk Rating:

- 1. Estimate the most likely potential severity of the consequences
- 2. Estimate the likelihood that the hazard could cause that consequence
- 3. Find the cell of the matrix where the row corresponding with the likelihood intersects with the column corresponding to the consequence, read the risk level written in that cell, and record it in the Risk Rating column.

4. Ensure all risks are controlled as per the below Risk Tolerance table.

Current Risk Level	Risk Tolerance	Risk Review Period
Extreme	Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable, using level 1 or 2 controls	N/A
High	Activity may proceed if a SWMS or SWI/ SOP is in place, however further risk control measures must be considered for future work, in order to reduce risks to as low as reasonably practicable	1 year
Medium	Further risk control measures should be considered, in order to reduce risk to as low as reasonably practicable	2 years
Low	Maintain effectiveness of current controls	2 years

17. Traffic Management Conditions

Term	Definition
Competency – Implement Traffic Control Plans (ITCP)	This course provides training for personnel required to select a Hunter Water-approved Traffic Control Plan (TCP) and set up and work with Traffic Control Guidance Schemes/Traffic Control Plans at a work site. Implementers can make minor adjustments per A.S 4.1.6 and Traffic Control at Worksites manual section 3.5.8 'Tolerances on positioning signs and devices. This course does not qualify a participant to control traffic with a Stop/Slow bat or modify existing TCP.
Competency – Prepare Work Zone Traffic Management Plans (PWZTMP	This course provides training for personnel required to design new traffic management plans and TCGS/TCPs for road works, produce major upgrades of standard plans and inspect TCPs on any road construction site. This course does not qualify a participant to control traffic with a Stop/Slow bat or set up work with TCPs. This program is suited to experienced traffic control/management operators.
Competency – Traffic Controller (TC)	This level of training is intended for personnel who are required to control traffic with a Stop/Slow bat. This course does not qualify a participant to set up or work with TCP.
Risk Observation	A Risk Observation is an observation checklist written for each Risk Standard. The FRO process has leaders complete scheduled observations and reinforce the critical elements of the RS. The process provides positive reinforcement and correct feedback to the observed and builds the leader's capability to conduct the observation.
Risk Standard (RS)	The Risk Standards are a Water Services Association Australia (WSAA) initiative to collectively identify the industry fatality potential topics and identify the critical controls (i.e. "must do's, golden rules, critical elements") to provide clarity to workers and leaders on the controls that will prevent fatality.
Hazard	A situation that can harm a person and the environment and damage property.
Line Leader	A Line Leader is a person with day-to-day supervisory responsibilities for workers within a functional area of the business. A Line Leader includes, but is not limited to, Gangers, Area Coordinators, and Work Group Leaders.
Manager	A person is responsible for managing a functional area of the business, including the workers within the relevant functional area. This includes, but is not limited to, Group Managers, Business Unit Managers, department managers, and Project Managers. A manager is also considered a worker. However, managers may have additional responsibilities for implementing the WHS Management System and any other duties as an officer of the business.
PCBU	A 'person conducting a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations conducting business. A person who performs work for a PCBU is considered a worker.
Plan – Pedestrian Movement Plan (PMP)	A diagram showing the allocated travel paths for workers and pedestrians around or through a work site. A PMP may be superimposed or combined with a TCP.

18. Traffic Incident Management Plan, and Site Inspections

18.1 Reporting & Investigation of Incidents:

WH&S system requires that all workplace accidents, injuries, and safety related incidents be reported and investigated.

The purpose of reporting and investigation of such incidents is to determine the causes so that action can be initiated to prevent the recurrence of similar incidents. Through the monitoring of these reports, management may become aware of unsafe trends and take the appropriate preventative measures to minimize the risk of a more serious occurrence. Accident reports and investigation are necessary requirements for both legal and insurance purposes. Safety incidents not resulting in property damage or injury must be treated as matters of importance in that such incidents are indicators of possible future safety problems.

The following procedure must be adopted in the handling of safety incidents: -

- Wherever possible blame must not be directed towards specific personnel so that all personnel without the fear of recrimination will freely report all safety incidents. This open atmosphere must be encouraged in all personnel.
- The safety committee is to review all safety incidents and make.
- Recommendations with respect to any proposed remedial actions.
- The safety committee should review all medical treatment and first aid requirements. This will include a review of all entries in the first aid book since the last safety committee meeting.

18.2 Safety Investigations

- An investigation of all safety incidents is to take place irrespective of whether a lost time injury occurs.
- The investigation is to be conducted by the relevant manager with assistance from the safety officer and safety committee members.
- Initial identification of all the factors leading to the incident should be made irrespective of whether they were primary causes or not.
- Using these factors preventative controls should be established to minimize the likelihood of recurrence. As prevention is the main issue in these investigations, blame should not be directed towards personnel, as this often inhibits the flow of information.

 Interviews with persons involved in the incident should take place as soon as possible after the occurrence. Signed statements should be taken at the interview. Sketches or photographs should be made of the scene and should be incorporated into the investigation along with any relevant notes.

18.3 Post-accident / Incident action

All safety incidents, even though no physical injury or property damage has resulted, should be investigated in the same manner as would occur in that of an incident involving injury or property damage and if necessary to service providers.

EMERGENCY PROCEDURE IN THE EVENT OF VEHICLE ACCIDENT
In the event of an accident involving vehicles, the following steps should be taken by personnel present or a otherwise directed by the Project Manager or Project Supervisor.
Perform a Quick Assessment Danger to self Danger to other people Danger to approaching traffic Scale of accident
Depending on assessment, implement combination of the following:
1. Notify the Project Manager or the Project Supervisor or who will advise the Project Manager;
If injured person follow procedure for medical emergency;
If fire present follow fir emergency procedure for fire events;
 4. As Applicable, ring 000 and ask for Police, give the following information to the operator: Your name and contact number; The location of the incident; Description of the incident; Other information for other emergency services as applicable;
5. As applicable warn other traffic and control the flow of traffic to avoid further accidents;
At all vehicular accidents it should be determined if there are any fuel leakages and the battery isolated if safe do so;
7. Accident is to be reported to the Police if anyone is hurt or injured in the accident or more than just minor damag is done due to the accident;
Ensure all persons proceed to the nominated Emergency Assembly Point;
 9. The Project Manager shall ensure: The Project Supervisor is advised; For significant incidents the Operations Manage and Systems Manager are notified; All incidents are promptly reported to The Traffic Controllers Head Office (Tel: 02:8292 0133) (This is in addition to notifying the Operations Manager and Systems Manager as above) The client is advised as contract requirements.
Note: The incident reporting procedures as in the Project Plan also apply.
The evacuation point for the work location will be specified at the daily Pre-Work Briefing if different to that displayed at the Site Office.

18.4 Safety inspections

Management to identify and control current and potential safety issues carry out safety inspections at random intervals. Inspections may be directed towards specific items of equipment, locations, practices, or procedures.

18.5 Inspection personnel

Safety inspections are carried out either by an inspection team or an individual. Persons who may carry out a safety inspection may include -

A member or members of the safety committee, safety officer, manager, operations supervisor. Where specific knowledge or skills are required to evaluate safety within an area, then outside personnel with such skills or technical knowledge may be included in the inspection team or provide an interpretation of the team's findings for management.

18.6 Inspections

Safety inspections are to be carried out at a frequency as indicated by management, the safety committee, or the safety officer.

Routine equipment inspections are to be carried out on a daily basis by field crews under the supervision of the crew leading hand.

18.7 Checklists

General safety inspections do not follow a pro-forma checklist however management or the safety committee may form inspection checklists as and when required. Routine daily equipment inspections will follow the standard daily equipment checklist.

18.8 Follow up inspections.

Where ongoing health and safety issues are identified or where confirmation is required that a specific action has taken place, then a follow up inspection may be required. Any follow up inspection is to refer to the previous inspection records to confirm that appropriate action has taken place.

18.9 Third party inspections

Third party safety inspections may take place by relevant authorities to verify that company operations are providing a safe workplace in accordance with current legislation. These inspections may occur because of the following actions: -

- A request by management
- A contractual requirement
- A legislative requirement

Particular groups, which may be involved in third party inspections may include -

- Statutory authorities (WorkSafe Australia)
- Insurance companies
- Contracting parties

All feedback emanating from such third-party inspections shall be presented and discussed at the safety committee meeting immediately upon receipt wherever possible.

Worker injury management records and return to event program records are kept in a central location.

18.10 Reporting and communication

Reporting and communication of the results of traffic incident investigations, and lessons learned must be completed through an Incident & Investigation report as listed below. The Traffic manager will intend to call a collective meeting with those involved in the incident and provide a breakdown lesson of corrective actions and continue to introduce that across the board for future instances.

INJURY AND INCIDENT REPORT

All incidents and injuries are to be reported to the site / dept manager immediately.

ALL incidents must be reported within 24 hours to:

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Name of person injured / involved in th	e incident:	Date of Incident		
Rego of Company Vehicle involved in th				
Contact details of Person injured / invol	ved in the incident:	Time of Incident		
Date of Birth of person injured / involve		Location / addre	ess where incident occurred:	
Site / Company Division: (according to injur	ed worker's pay slip)			
Incident Details (tick one box)				
☐ Injury	Lost person		Complaint	
Accident	Lost / found prop	erty 🗌	Workplace Grievances	

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Near Miss Incident	Property/ plant/ equipment	Security / theft
	maintenance requirement	
Policy/ procedure / legislation	Property/ plant/ equipment	Emergency e.g. fire
non-compliance	damage	
Evacuation	Threats	Other:
Name of Person reporting the injury / in	ncident to WHS / Site Manager:	
Contact details of Manager:		
Who witnessed the injury / incident ?		
Contact details of witness:		
Describe househe being (secidente (is tid		
Describe how the injury / accident / incide	ent occured	

What were the consequences of the injury / accident / incident?

Where did the injury / accident / incident occur:

At work – working in usual work place

- At work working away from normal work place
- At work during a break time
- At work while driving (road traffic accident)
- At work during normal working hours
- At work outside of normal working hours

Commuting to / from the work place					
Away from the work place					
Other –					
Task being performed at the time of injury / incident ?					
Industry in which the injury / incident occurred? (E.g. Poultry	y / Transport / Workshop etc.)				
Has a SWMS of Safety Indcution relating to the incident been	n signed off by the worker involed in the incident				
?					
Attach SWMS & highlight the area of training					
Attach the signed training register					
Signature of Person Injured / Involved with Incident	Date Incident Reported:				
	•				
Name & Signature of WHS Officer:	Date Incident Report Received:				
Name & Signature Manager / Coordinator/ Supervisor	Date Incident Reported				

Statement from	Person dir	ectly invol	ved with t	he incident	or injury
Statement nom	i ci soni un	cetty mivel	VCG WITH C	inc inclucine	

These questions are to be answered by the person involved with the injury/ incident.

How many hours had you been working prior to the injury / incident?

How many hours had you been working on the task where the injury / incident happened?

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Is this task part of your normal duties? YES NO

What do you think caused or contributed to the injury / incident?

What do you think could be done to prevent the injury / incident happening again?

FOR HEAD OFFICE USE:

To be completed by WHS Officer

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RISK CONTROL OPTIONS	EXPLANATION	COMMENTS
Elimination	Is it possible to get rid of the hazard altogether? Do we have to do the task at all?	
Substitution	Is it possible to redesign the job? Can we replace one hazardous part of the problem with something less hazardous?	
Isolation	Can we separate the hazard from the person at risk e.g. can we put up a banner or enclose the job so that less people are exposed?	
Engineering means	Can we create something that lessens the risk? Can we get mechanical aids, like lifting equipment, safety guards?	
Administration means	Do we need to create or change our current work practices? Do we need to provide training? Do we need to reinforce company rules?	
Personal Protective Equipment	Is the PPE currently in use sufficient? Was the PPE being used correctly? Does the PPE need to be replaced?	
WHSO REPORTED THE INJUR WITHIN 48 HOURS:	Y TO THE SCHEME AGENT DATE: INSURER:	

		CLAIM NO:
WORKCOVER MEDICAL PRACTITIONER'S:	DATE:	CONTACT NO:
NOTE RECEIVED AND ATTACHED:		DOCTOR:
ACCIDENT REPORTED TO:	DATE:	CASE NO:
ACCIDENT REPORTED TO INSURANCE:	DATE:	CLAIM NO:

FOR INJURY MANAGEMENT AND RETURN TO WORK

WORKER CEASED	DATE:	TIME:	COMMENTS OR RECOMMENDATIONS (IF ANY)
DUTIES			
WORKER RESUMED	DATE:	TIME:	
NORMAL DUTIES			
WORKER ON	FROM DATE:	TO DATE:	
SUITABLE DUTIES			
EMPLOYEE RATE			
OF PAY			

INVESTIGATION REPORT

Date:	
Investigation Team:	

INCIDENT DESCRIPTION		
LOCATION:		
TIME:		
DATE:		
ТҮРЕ:		

DETAILS OF PERS	ON INVOLVED
NAME:	

DETAILS OF EQUIPMENT INVOLVED

WITNESS STATEMENT Name: Contact Number:

BRIEF DESCRIPTION OF INCIDENT

TIMELINE OF EVENTS

IMMEDIATE ACTIONS TAKEN

EVIDENCE COLLECTED

CORRECTIVE ACTIONS

18. Public Notification

To be included

19. Environnemental Compliance

The building work, or demolition work, must not be commenced until:

- A Construction Certificate has been obtained from Council or an Accredited Certifier in accordance with the Environmental Planning and Assessment Act 1979;
- (b) A Principal Certifying Authority has been appointed and Council has been notified of the appointment in accordance with the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000; and
- (c) Council is given at least two days' notice in writing of the intention to commence the building works.

Containment and removal of any hazardous materials in accordance with EPA regulations; Regular cleaning of street.

Noise pollution will be minimized through a range of measures such as: o Control of noise at source where practicable (e.g., using screenings, shielding);

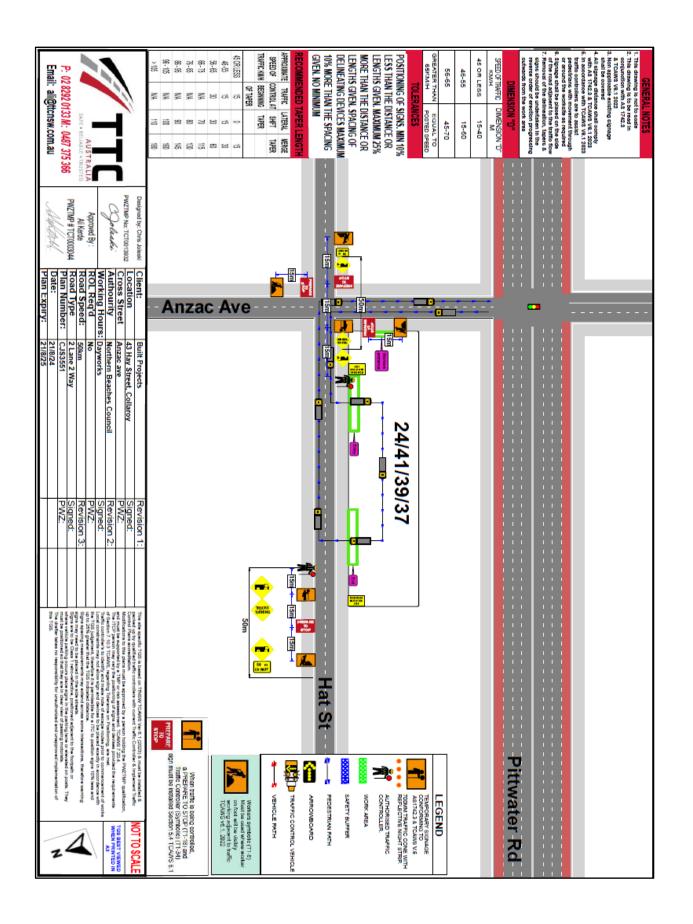
Use of noise suppression covers when plant and machinery is operational;

Use of electrically powered plant where possible; Where possible, noisy plant equipment will be kept away from sensitive noise boundaries or alternatively within enclosures.

Noise from construction activities shall comply with the Protection of the Environmental Operations (Noise Control) Regulation 2017.

Refer to Horticultural Management - AIA - 24 Rocher Ave, Hunters Hill v3 – Below.

Appendix A (Traffic Guidance Scheme)



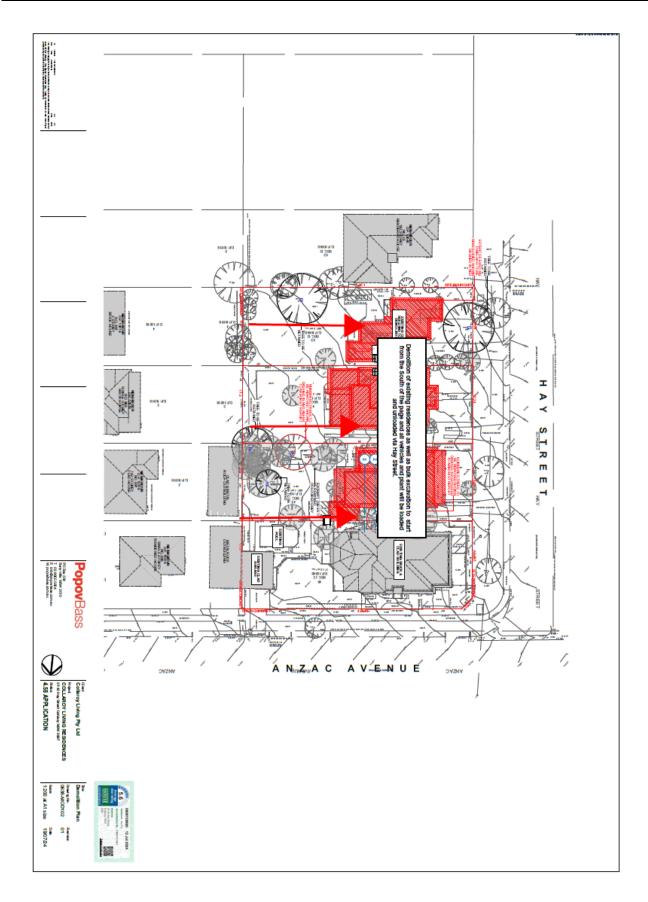
Appendix B (Permits) & (Council Conditions)

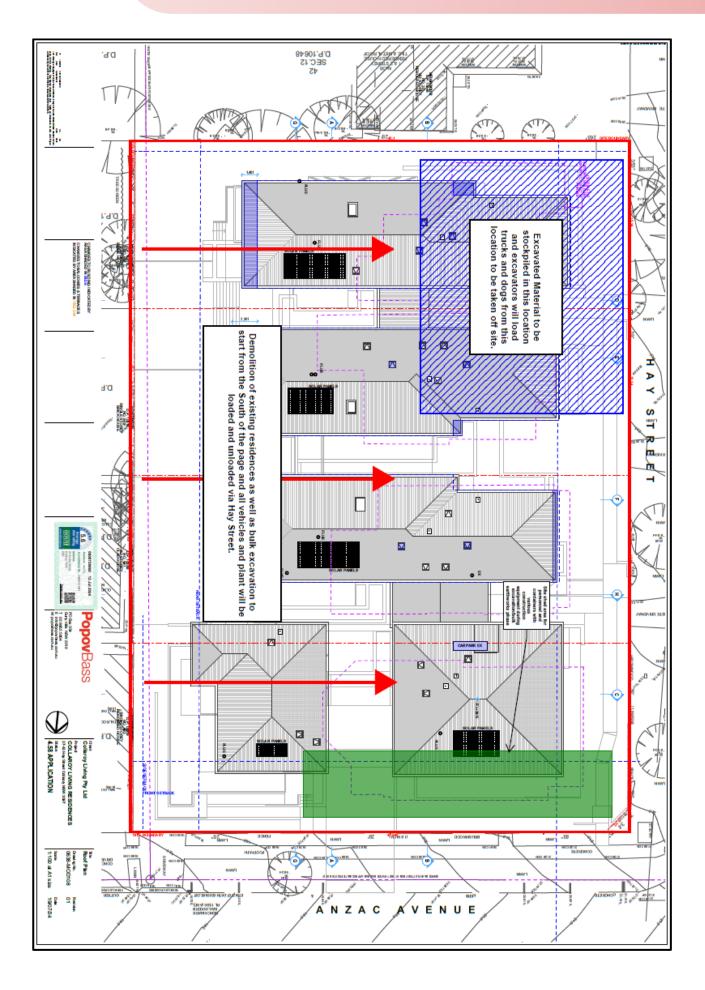
Road opening approval is also required for works within the public road reserve including connections to existing services.

Application forms for road occupancy and road opening permits as well as works zone are available on Council's website. The applications are to include worksite specific traffic control plans. All application forms are to be submitted online to Council Transport Management Unit for approval.

Road occupancy approval is required for closures/works within the existing public road, road reserve and footpath, including but not limited to placing construction plants such as concrete pumps, mobile crane etc.

Appendix C (Construction documents & Site Plans)





Appendix D Public Liability Insurance

		GSA	
	CERTIFI	CATE OF CURRENCY	
	acity as Insurance Brokers re current as at 1 August 20	, we hereby certify that the undermentioned Insurance 24.	
	This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below.		
CLASS:	Public & Produc	ts Liability	
INSURED:	The Traffic Cont	trollers Pty Ltd, The Traffic Controllers Australia Pty Ltd	
INSURER:		The Barn Underwriting Agency – Certain Underwriters at Lloyd's under Agreement No. B0429BA2206804	
POLICY NUM	BARNPPL21051	BARNPPL210510	
POLICY WO	RDING: General Liability Insurance Policy 2021.10		
EXPIRY DAT	4:00pm on 5 August 2025		
LIMIT OF LIA	ABILITY: \$20,000,000 an	\$20,000,000 any one occurrence	
	\$20,000,000 in	the aggregate in relation to Products Liability	
GEOGRAPHI LIMITS:		uding North America, North Korea, Iran and Cuba	
INTERESTED	PARTY: Nil Advised		
Yours faithf			
Sel.	the		
Brett Clark Portfolio M	Brett Clark Portfolio Manager		
	-		
		PO Box 101, Grosvenor Place NSW 1220	
NOTICE TO O	UR VALUED CLIENTS	Tel: +61 2 8274 8100	
We are dedica possible servic	ted to delivering the best >e to you.	Fax: +61 2 9252 5882 'The Old Presbytery' 137 Harrington Street, Sydney NSW 2000	
	our FSG, Privacy Policy, complaints process here -	Www.gsaib.com.au	
	aib.com.au/notice-to-our-	GSA Insurance Brokers Pty Ltd (GSA) ABN: 34 084 437 196 AFSL: 238477	

Only to be used with TTC Traffic Management – not to be used for construction or anything else regarding the project.

Appendix E Arborists Report

Not Required

Disclaimer:

TTC is committed to providing a safe working environment to all employees, contractors visitors and general public. Managing traffic at a construction workplace is an important part of ensuring the workplace is without risks to health and safety. We will manage all traffic including vehicles moving around the workplace.

Traffic includes cars, trucks and powered mobile plant, pedestrians, employees, cyclists, visitors, and contractors.

TTC policies and procedures will ensure as far as is reasonably practicable, workers and others are not exposed to health and safety risks arising from any works to be undertaken. We are committed to implementing control measures to prevent any injuries by moving vehicles at the workplace.

Our key objectives include.

- Demonstrate compliance with all applicable Work Health and Safety and Traffic Management Legislations, Regulations, Guidelines, Manuals and Australian Standards.
- Develop and maintain zero harm culture.
- Provide the highest practicable level of protection to road workers and any personnel that might be affected by the works for the duration of the project.
- Provide assistance to all traffic during the construction phase.
- Minimise vehicles movements or minimise the related risks.
- Develop Specific Traffic Management and Traffic Control plans.

TTC is committed to providing continuous update of all our procedures and plans to all relevant employees and stakeholders through regular trainings and inspections.

Ali Kerde- Prepare a Work Zone Traffic Management Plan Card No: TCT0003044 Approved by Chris Joleski Prepare a Work Zone Traffic Management Plan Card No: TCT00139332

(TTC) does not hold any responsibility for the incorrect or unlawful use of this Construction Traffic Management Plan, any amendments that are to be made to this document may only be done by (TTC) or authorised representative. All Amendments required to this document in future will incur a charge for the service per amendment relative to what information was originally provided.



