

Temporary Traffic Management Plan (TMP)



OFFICE USE ONLY

Reference Number (pathways number, e.g. TMP/2024/1):

Date:

Applicant*:	
Responsible Person:	
Location:	
Co-ordinates:	
Project Start Date:	
Project Finish Date:	
Start Time:	
Finish Time:	

*The applicant must be a company listed in VicRoads' Pre-qualified list with Public Liability Insurance of \$20 Million.

Terms and Conditions

By submitting a TMP to Council, the organisation named on the TMP ("the applicant") and the nominated traffic management company agree to comply with these Terms and Conditions.

This TMP **is not a consent for works permit** authorising works within the road reserve or an event permit. Please refer to Council's website for permit application information.

Under the Road Management Act 2004, it is an offence to undertake works without having first obtained the consent of the coordinating road authority or otherwise being exempt from the requirement to obtain consent.

Under the Road Safety (Traffic Management) Regulations 2009, it is an offence to erect, install or interfere with any traffic control devices without the authority of the coordinating road authority (i.e., without a valid TMP) or otherwise having authorisation under a relevant Act or Regulation.

The TMP is issued to the applicant and the nominated traffic management company. The **TMP is not transferable**. Only the applicant and the nominated traffic management company is permitted to undertake the traffic management at the location specified on the TMP and associated traffic management plans, without written permission from Council.

1. The applicant is fully responsible for site safety during traffic management and/or works.
2. Emergency services must be informed as soon as possible prior to the commencement of work.
3. At least 10 days in advance, all nearby properties should receive written notification detailing the date and duration of the work and the name and contact information of the work supervisor.
4. All Public transport operators should also be informed of the work schedule and provided with the work supervisor's contact information. It is important to note that access to bus

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stops near the work zone should not be restricted without the approval of the public transport operator.

5. To ensure effective traffic management, the implementation of the TMP must adhere to the specified dates and times. Council reserves the right to modify the hours of operation to minimise the inconvenience to road users.
6. The closure must be conducted in accordance with VicRoads' Worksite Traffic Management - Code of Practice, which includes AS1742.3 - Part 3 (2009) - Traffic Control Devices for Works on Roads.
7. Proper pedestrian traffic management measures, including wheelchair access, must be provided when the works impact pedestrian paths of travel.
8. The work zone must be appropriately barricaded to prevent both pedestrians and vehicles from entering. Pedestrians should not be directed to cross the road as part of the traffic management plan without proper pedestrian facilities being provided.
9. Any lawful directions of Victoria Police, Council, and/or VicRoads must always be complied with.
10. Ensure that the appropriate speed limits are clearly indicated with END ROADWORK signs following the use of a 40km/h work zone speed limit.
11. The applicant needs to have at least AUD\$20 million in current public liability insurance coverage. Before any traffic management or construction work is done, Council must receive a copy of the Certificate of Currency at least ten days in advance prior to commencement of works.
12. Traffic controllers (marshals) must be adequately trained and qualified.
13. Signage and traffic management at driveway and car park entrances and exits may be necessary to ensure that motorists leaving these properties are aware of the traffic control measures and are not impeded in any way.
14. Support vehicles or equipment may not occupy or restrict any remaining traffic lane or affect it in any other manner.
15. In case of groundwater monitoring activities, it is important to make sure that well caps are installed correctly, so they are level with the current surface and do not provide a risk to drivers.
16. Every vehicle used in the works must be legally parked at all times.
17. It is imperative that the works be executed in a way that causes the least amount of disruption to other drivers.
18. Building materials and non-hazardous trash should be kept inside the property or disposed of in an authorised at a location designated by the council.
19. When the work is finished, the area must be left neat, orderly, and safe. Traffic patterns also need to be returned to normal by taking down any temporary barriers and signage, among other things.
20. Council reserves the right to request a TMP modification, modify, add conditions to, or revoke the approval at any time and without giving a reason.
21. Random audits by Council will be conducted on traffic management and/or works.
22. It is the applicant's responsibility to make all inquiries to find out if any consent is needed in connection with the approval.

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23. For traffic control and/or construction, only safety barriers approved by VicRoads may be used. The product handbook and installation instructions provided by the manufacturer, and VicRoads rules, must be followed when installing and using safety barriers.
24. A safety management plan suitable for traffic management and/or works must be created by the applicant and followed.
25. Once the TMP is put into action, it should be reviewed to make sure everything is going according to plan. Before any work is done on the site, this review needs to be done. All signs must always be visible to incoming traffic during traffic control and/or construction activities, and it cannot be obscured at any point by machinery, grass, or cars.
26. The TMP is automatically revoked if the responsible fire authority declares the event day to have a Fire Danger Rating of CATASTROPHIC.
27. Council reserves the right to request an amendment to a TMP or to amend, impose additional conditions upon or revoke the TMP at any time at its discretion without having to give reasons.
28. By applying for a TMP, the applicant consents to Council distributing its contact details to any government authority or to the general public in connection with the proposed traffic management and/or works.
29. The applicant must maintain up-to-date emergency information onsite during the duration of the traffic management and/or works. Emergency information is available from organisations including Country Fire Authority, State Emergency Service and VicRoads.