

Element 6: Traffic Management

Construction Management Plan

Objectives: To minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities to ensure the safety of all road users.

Table 1 | Required Measures

Traffic Management Requirements	Y	N	N/A	Outline details/justification	Shown on plan?		
					Y	N	
GENERAL MATTERS							
Has a Traffic Engineering Consultant been appointed to prepare a Construction Traffic Management Plan (CTMP) and associated report in accordance with requirements of the 'CTMP Factsheet' and Associated Table?				Provide details or justification:			
Will there be a requirement to close off any footpaths, lanes or roads?				Provide details or justification:			
Has a Traffic Management provider been engaged to facilitate onsite occupation when required?				Provide details or justification:			

Factsheet: Construction Traffic Management Plans

1. A Construction Traffic Management Plan (CTMP) will typically be required by Council for all major developments.
2. The CTMP should be prepared by a qualified and experienced traffic engineering consultant.
3. The CTMP shall be submitted for approval at the start of a project (before construction commences).
4. The CTMP must clearly describe the works method. This will typically include details of:
 - the location of the work site
 - how worker parking will be managed
 - duration of works
 - Truck movements including volume of trucks, route of trucks to and from the site, listed truck staging area and swept paths for the largest vehicle entering and exiting the site.
 - consideration of all other road users, including motor vehicles, public transport, pedestrians, cyclists, including any detours for vehicles and pedestrians.
 - frequency and duration of any proposed road or footpath closures
 - third party approvals such as VicRoads, Public Transport Victoria, Yarra Trams and bus companies
 - the method of communication or notification to surrounding properties and major stakeholders
 - the scheduled commencement date and the length of the project and a description and sub-plans for each stage of the works with timelines (scheduled dates)
 - indication of occupancy of kerbside space not in front of the construction site. This will require written approval from the adjacent property owner or occupier. If the adjoining owner doesn't agree, the approval of the extended works zone is at the discretion of Banyule City Council.
 - provision of scaled functional traffic layout (Traffic Guidance System, TGS) plans for all construction stages.

Plans included in the CTMP must be an appropriate scale and indicate details of all construction related infrastructure outside the property line, areas to be occupied by the works, width of footpath, location of street furniture, layout of existing parking and restrictions, carriageway layout, including traffic lanes, tram reserve, traffic signals, traffic signs and line marking.

Cross sections should be at a larger scale. The plan should be adequately dimensioned and distances relative to Council's infrastructure must also be included. All plans shall have a north point, and streets clearly labelled.

Further details on the minimum requirements for a Construction Traffic Management Plan (CTMP) are outlined in Table 2 on page 3. To assist with timely review, please complete the table by indicating where each section can be found within your CTMP or write 'noted' where applicable.

For any questions regarding the general requirements of the CTMP, please contact Customer Service on (03) 9490 4222 and request to speak with the Traffic & Transport Team.

Table 2 | CTMP Checklist

No.	Traffic Comments	Response
Parking		
1	<p>Worker Parking and Site Storage: Explain how worker parking will be managed during construction.</p> <ul style="list-style-type: none"> • Workers must not park their vehicles in streets with residential frontages (irrespective of the on-street restrictions). • Onsite parking is preferred where possible. • If workers are loading and unloading, they should be advised not to park disruptively close to residential crossovers that limit exit visibility. • To limit car parking demand, construction personnel should have secure areas on-site to store tools and be encouraged to use public transport to the site. 	
2	<p>Works Zone: Assess whether a works zone is required. A works zone may be required if:</p> <ul style="list-style-type: none"> • The street has timed restrictions, but contractors want to park unrestricted directly adjacent to the work site. • A short-term parking area for delivery purposes is required. • A 'No Stopping' area is required to facilitate vehicle movements. <p>Works zone details can be found at: https://www.banyule.vic.gov.au/Planning-building/Building-services/Construction-management-permits/Works-zone-parking-enquiry</p>	
Truck Movements		
3	<p>Truck Staging and Route: Explain truck staging and the route vehicles will take to the work site.</p> <ul style="list-style-type: none"> • A staging area must be identified along the inbound route on the arterial road. Staging should not be adjacent to residential or high use retail frontages. • Provide a map showing truck access routes to and from the site to the nearest arterial road, or within 500m if the site fronts an arterial road. <p>Please note, effort must be made to use nearby arterial roads as much as possible and to minimise the truck movements along local roads and streets.</p>	
4	<p>Expected Truck Movements and Sizes: Identify the number of expected daily truck movements and the maximum truck size expected to enter site or perform deliveries.</p>	

5	<p>Truck Swept Paths: For the largest truck size, provide a swept path assessment undertaken by a qualified traffic consultant that includes:</p> <ul style="list-style-type: none"> • Largest vehicle entering and exiting the site OR conducting deliveries from the road (if no heavy vehicles accessing site). • Swept paths must demonstrate the vehicle is able to access the site without significant difficulties along the selected inbound and outbound routes. For intersections where access appears to be restricted, provide swept path(s). 	
6	<p>Truck Movements and NHVR Permits: Please note the following (provide details if applicable).</p> <ul style="list-style-type: none"> • Any worksites located close to schools should not have deliveries occur during peak periods (8-9:30am & 2:30-4pm). • All NHVR permits and consents must be obtained for the proposed truck routes (where required). Council's comments as part of this CTMP do not override formal NHVR conditions. Please note that reasonable effort should be made to avoid deliveries during site-specific peak periods. 	
Traffic Guidance Scheme (TGS)		
7	<p>Traffic Guidance Scheme (TGS): Please note and provide the following details for the TGS submissions included with your CTMP.</p> <ul style="list-style-type: none"> • Traffic management plan(s) or TGS shall be in accordance with AS1742.3-2019 and Road Management Act 2004 (latest update). • Provide TGS for all different stages of the works that require different traffic management. • Traffic controllers must manage pedestrian and vehicle movements where heavy construction vehicle onsite access is required and be included on the appropriate TGS. • Ensure sufficient pedestrian plates and DDA ramps are provided to accommodate pedestrian movement (where required). • Any traffic management devices such as signage, bollards or detours along an arterial road (including kerbside to property boundary) requires a VicRoads MOA. This must be submitted and copies provided to Council. • Any detours must include a detour plan. • If Traffic management signage is not removed out of construction times, aftercare TGS must be provided detailing which signage will remain outside standard construction times. 	

Pedestrian, Traffic and Public Transport Access and Notification Requirements		
8	<p>Pedestrian and Cyclist Access Management:</p> <ul style="list-style-type: none"> • Pedestrian (and cyclist) access for residential/commercial use is required to be maintained at all times. Pedestrian detour plan must be provided where access is restricted. 	
9	<p>Traffic and Vehicle Access Management:</p> <ul style="list-style-type: none"> • Vehicle access to properties adjacent to the worksite must be maintained at all times. • During truck entry and exit into and from the site, effort should be made by traffic controllers to limit traffic flow obstructions for no more than 2 minutes at a time. 	
10	<p>Public Transport Access Management: Please note the following (and provide details if applicable).</p> <ul style="list-style-type: none"> • Construction works must not impact access to nearby bus stops or public transport facilities. • For bus stops that must be relocated to facilitate works, approval from the appropriate parties must be obtained including PTV. • Following any bus stop relocations, the bus stop, seat, and associated signage or parking must be reinstated to Council and PTV satisfaction. 	
11	<p>Notification Requirements: In advance of works that impact nearby properties, appropriate written notification to these properties must occur for the following:</p> <ul style="list-style-type: none"> • Large quantity of truck movements expected to occur. • Any road or right-of-way closures expected to occur. • Any loss of parking or changes to parking. <p>Please note the site supervisors contact details must be provided in the written correspondence sent to surrounding properties and major stakeholders. (All traffic controllers must also have this information available).</p>	
General Requirements (Please note the following)		
12	<p>Updating CTMP:</p> <ul style="list-style-type: none"> • Any proposed changes to the traffic management plan are to be approved by Traffic Engineering through the CTMP process (via Construction Management Team). No changes to traffic management and/or road closures are to be undertaken without consent. 	
13	<p>Site Supervision Details:</p> <ul style="list-style-type: none"> • Site supervisors' details must be provided to Banyule's Traffic & Transport Team prior to works commencing. 	

14	<p>Worksite rectification:</p> <ul style="list-style-type: none"> • Must apply for an Asset Protection Permit before commencing any works. • Applicant must also ensure that any line marking, or signage damaged during construction activities is rectified upon the completion of works. 	
15	<p>Legal Requirements:</p> <ul style="list-style-type: none"> • Banyule City Council does not accept any responsibility for accidents, damage or injury to property, participants or third parties. • Any lawful directions of members of the Victorian Police, VicRoads and Council officers must be complied with at all times. 	