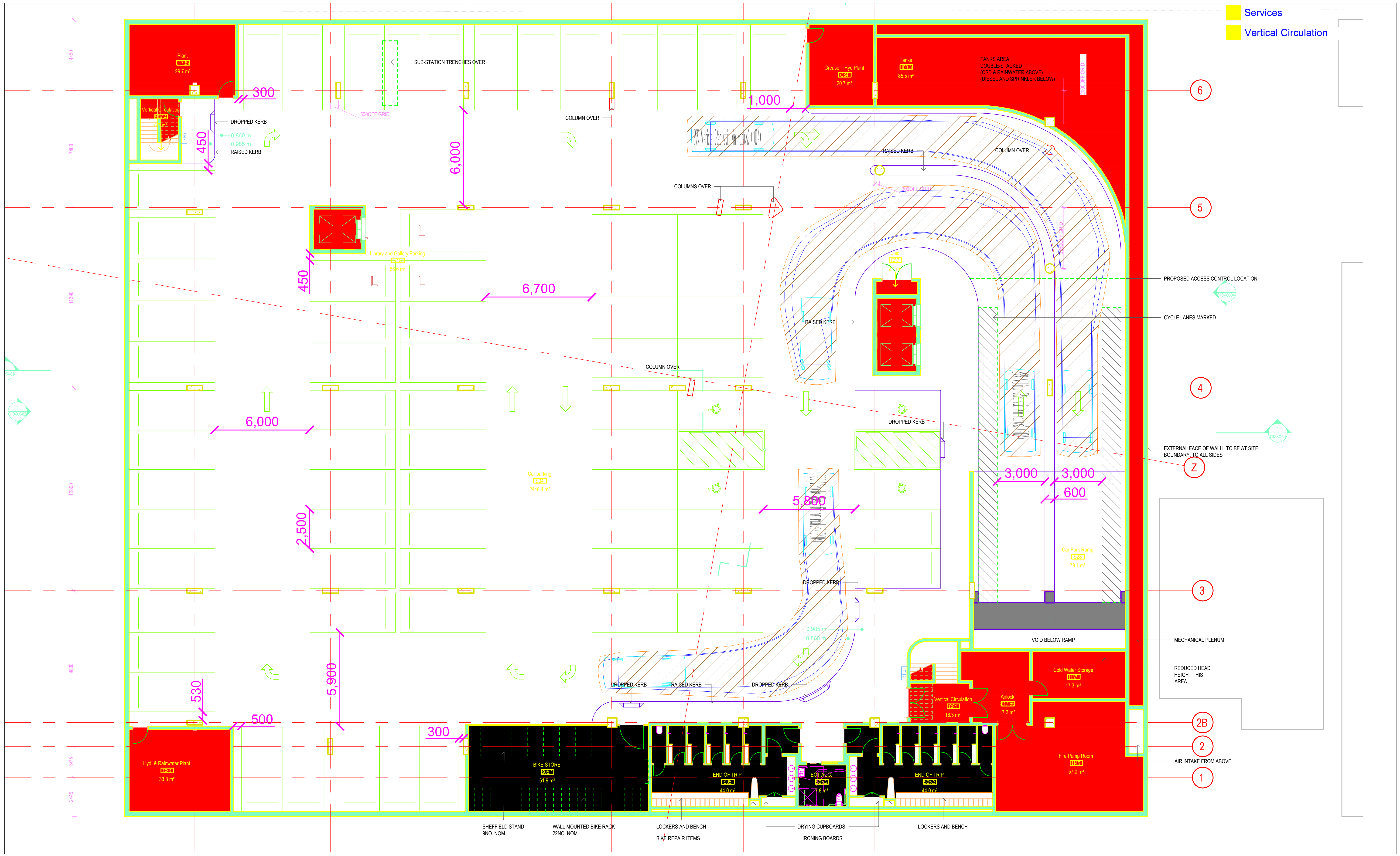

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Client: Coffs Harbour City Council

Project: 0914
The Cultural and Civic Space Project, Coffs Harbour

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Date: 31-May-19

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Appendix C

Preliminary CTMP

Prepared for

COFFS HARBOUR CITY COUNCIL

Construction Traffic Management Plan

Proposed Mixed-Use Development
23-31 Gordon Street, Coffs Harbour

Ref: 0914r02v1
17/06/2019

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Document Control

Project No: 0914r02v1

Project: 23-31 Gordon Street, Coffs Harbour CTMP

Client: Coffs Harbour City Council

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1 Introduction

1.1 Overview

Ason Group has been engaged by Coffs Harbour City Council (Council) to prepare a Construction Traffic Management Plan (CTMP) to be included within a SSDA for the construction of a multi-purpose development (the Proposal) at 23-31 Gordon Street, Coffs Harbour (the Site), in response to SEARS which states:

"In relation to construction traffic addressing the following:

- *Assessment of cumulative impacts associated with other construction activities in the local area;*
- *An assessment of road safety at key intersection and locations subject to heavy vehicle construction traffic movements and high pedestrian activity;*
- *Details of the construction program detailing the anticipated construction duration and highlighting significant and milestone stages and events during the construction process;*
- *Details of anticipated peak hour and daily construction vehicle movements to and from the site;*
- *Details of access arrangements of construction vehicles, construction workers to and from the site, emergency vehicles and service vehicles*
- *Details of temporary cycling and pedestrian access during construction.*
- *Details of proposed construction vehicle access arrangements at all stages of construction*
- *Traffic and transport impacts during construction, including cumulative impacts associated with other construction activities, and how these impacts will be mitigated for any associated traffic, pedestrian, cyclists, parking and public transport. This shall include the preparation of a draft Construction Traffic Management Plan to demonstrate the proposed management of the impact (which must include vehicle routes, number of trucks, hours of operation, access arrangements and traffic control measures for all demolition/construction activities).*
- *Relevant Policies and Guidelines:*
  - *Guide to Traffic Generating Developments (Roads and Maritime Services)*
  - *Austroads Guide to Traffic Management Part 6*
  - *Austroads Guide to Road Design Part 4A"*

Demolition works shall be subject to a separate an Assessment, therefore this CTMP shall address issues on construction works post demolition.

The purpose of this report is to detail a traffic plan for construction that would minimise traffic impacts on the surrounding road network, ensure the safety and efficiency of all workers, pedestrians and road users, and provide information regarding the construction vehicle access routes and any changed road conditions (if applicable).

It is expected that this plan would be updated should any necessary changes to the currently proposed arrangements arise in the future. Any changes to this plan shall be done in consultation with Council. Any special events would be subject to a separate request for a specific permit not covered by this report (if required).

Please note, Ason Group is responsible for the preparation of this Plan only and not for its implementation, which is the responsibility of the project manager / builder.

1.2 CTMP Compliance with Draft Condition of Consent

A summary of the relevant requirements of the conditions of consent and this CTMP's compliance with each is provided below for clarity.

Table 1: Compliance Table

Reference	Requirement	Response
8	In relation to construction traffic addressing the following:	*n/a*
a)	Assessment of cumulative impacts associated with other construction activities in the local area;	The cumulative construction impacts of other projects within the area have been assessed within Section 3.1.4 It is noted that there are no construction projects that will compound the impacts of this project.
b)	An assessment of road safety at key intersection and locations subject to heavy vehicle construction traffic movements and high pedestrian activity;	An assessment was undertaken to determine if there were any existing road safety issues along key intersections of the heavy vehicle construction route. The findings are outlined within Section 1.5
c)	Details of the construction program detailing the anticipated construction duration and highlighting significant and milestone stages and events during the construction process;	Section 2.1 provides a breakdown of the expected construction program. If in the event the construction program changes significantly, the contractor will notify the Council accordingly.
d)	Details of anticipated peak hour and daily construction vehicle movements to and from the site;	Work hours can be found within Section 2.2 of this report. Additionally, the proposed vehicle movements to and from the Site have been outlined within Section 3.1.1
e)	Details of access arrangements of construction vehicles, construction workers to and from the site, emergency vehicles and service vehicles	Access arrangements for light and heavy construction vehicles, and emergency vehicles, can be found within Section 2.3

Reference	Requirement	Response
f)	Details of temporary cycling and pedestrian access during construction.	Section 3.4 outlines the details of temporary cycling and pedestrian access during construction.
g)	Details of proposed construction vehicle access arrangements at all stages of construction	Details of construction vehicle access arrangements can be found within Section 2.3
h)	Traffic and transport impacts during construction, including cumulative impacts associated with other construction activities, and how these impacts will be mitigated for any associated traffic, pedestrian, cyclists, parking and public transport. This shall include the preparation of a draft Construction Traffic Management Plan to demonstrate the proposed management of the impact (which must include vehicle routes, number of trucks, hours of operation, access arrangements and traffic control measures for all demolition/construction activities).	Traffic and transport impacts during construction have been outlined within Section 3.1. Traffic Control Plans (TCP's) have been prepared to mitigate any impacts as best as possible and can be found within Appendix B
i)	Relevant Policies and Guidelines: - Guide to Traffic Generating Developments (Roads and Maritime Services) - Austroads Guide to Traffic Management Part 6 - Austroads Guide to Road Design Part 4A"	Noted, these policies will be used in developing the CTMP. Additionally, it was essential that the RMS Traffic Control at Worksite's Manual is also used.

1.3 Site Location

The subject Site has a street address of 23-31 Gordon Street, Coffs Harbour and is legally known as Lot 20, Section 6 of DP 758258, Lot B of DP 346105 and Lot 123 of DP 749233. The Site is currently occupied by three (3) commercial developments and is located within the Coffs Harbour CBD. It is bound by Gordon Street to the east and Riding Lane to the west. The Site shares a frontage with a single storey church to the south and a low-rise office development to the north.

Within the broader locale, surrounding developments comprise predominantly commercial, business and retail uses.

The Location and Road Hierarchy Plan presented as **Figure 2** provides an appreciation of the Site and its location.

1.4 Road Hierarchy

The road hierarchy in the vicinity of the Site is shown in Figure 1, with the following roads considered noteworthy:

- **Pacific Highway** – a State (arterial) road that runs in a north-south direction to the west of the Site. The road provides four travel lanes and two parking in both directions and provides a link between Korora and Boambee. Pacific Highway has a posted speed limit of 60 km/h in the vicinity of the Site.
- **Gordon Street** – a local road which runs in the north-south direction along the eastern frontage of the Site. This bidirectional road provides two trafficable lanes and two parking lanes with 2P parking restrictions. Gordon Street is restricted to a speed limit of 40 km/h in the vicinity of the Site as Coffs Harbour CBD is classified as a High Pedestrian Activity Area (HPAA).
- **Coff Street** – a local road that runs in the east-west direction and is located to the north of the Site. The road is bidirectional and generally provides five travel lanes with a posted speed limit of 40km/h.
- **Vernon Street** – a local road that runs in an east-west direction and is located to the south of the Site. The road is bidirectional and generally provides two travel lanes and two parking lanes with 1P parking restrictions and has a posted speed limit of 40km/h except for a small section of Shared Zone (10km/h speed limit) at the Coffs Central pedestrian entrance.
- **Riding Lane** – a one-way lane that runs along the western frontage of the Site and is subject to a speed limit 40 km/h. It provides one travel lane in the southbound direction and provides vehicular to properties along Gordon Street and the existing Council offices. Furthermore, Riding Lane provides two exit points from the Castle Street Car Park complex.

The Site is conveniently located with primary access to the arterial and local road network serving the region (Pacific Highway to the north). It is therefore able to effectively distribute traffic onto the wider road network, minimising traffic impacts on local roads.

Figure 1: Location Plan

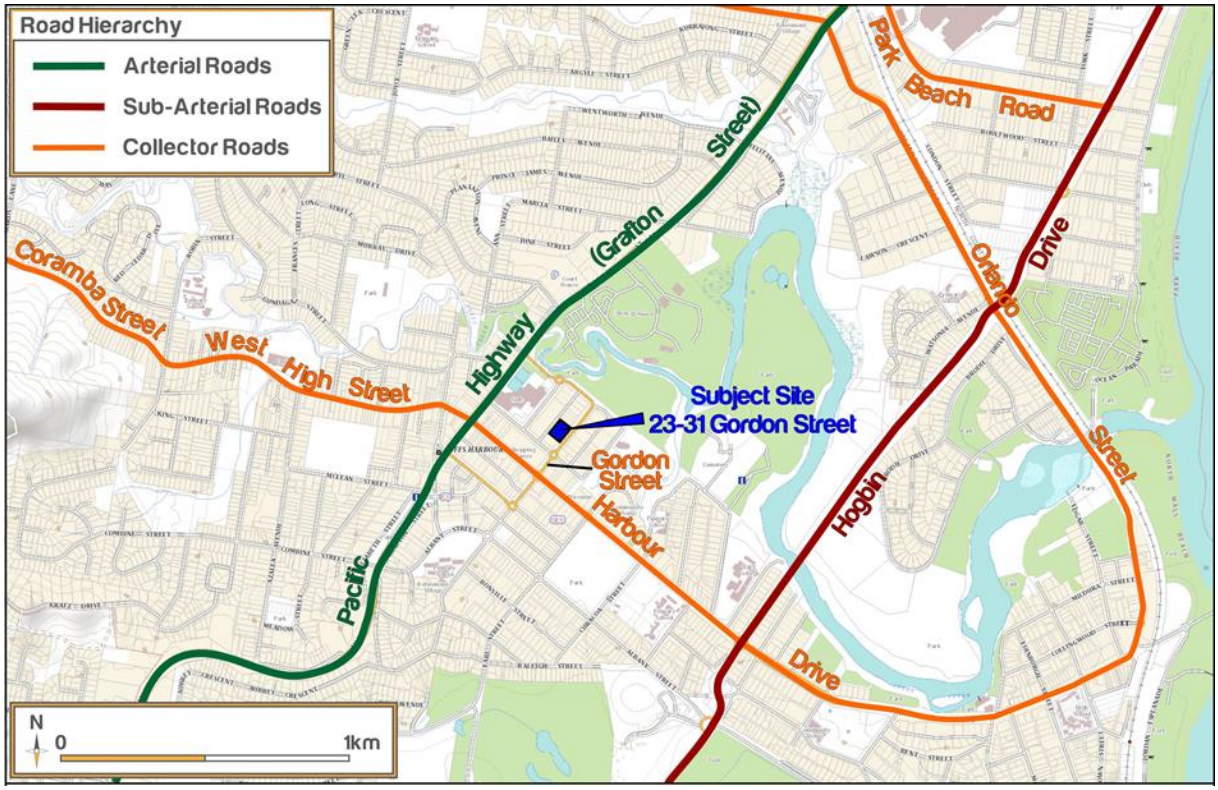


Figure 2: Road Hierarchy

1.5 Road Safety

A review of the Roads and Maritime crash database has been undertaken to establish the crash history within Pacific Highway, Coff Street, and Gordon Street fronting and within the immediate vicinity of the Site.

The results show the crashes over a five-year period between 2013 and 2017. The findings are summarised in **Table 2** below.

In 2014 the NSW Police Force implemented changes to the way data is captured about some crashes. *"Transport for New South Wales (TfNSW) Definitions and notes to support LGA Visualisations – NSW Centre for Road Safety, January 2016"* explains that crashes in which a vehicle is towed away but no person is injured are now able to be self-reported by the involved parties.

All crashes in which a vehicle is towed away are still required to be reported, however will only be investigated by Police in certain circumstances such as a failure to exchange details. The result of this is that the number of reported crashes has dropped, therefore questions surrounding 'incidents' and 'near misses' were included within the tenant survey.

Table 2: RMS Crash Statistics

Year	Location	RUM – Description of Crash	Injury
2013	Coff Street x Castle Street	41 – U turn into object	-
	Gordon Street (mid-block)	73 – Off road, right into object	-
2014	Pacific Highway x Coff Street	2 – Pedestrian far side	1 – Serious
	Coff Street x Castle Street	10- Cross traffic	1 – Moderate
2015	Pacific Highway x Coff Street	30 – Rear end	1 – Moderate
	Pacific Highway x Coff Street	9 – Pedestrian other	1 – Moderate
2016	Pacific Highway x Coff Street	11 – Right far	-
2017	Pacific Highway x Coff Street	10 – Cross traffic	-

Source: RMS Crash Statistic Website

The results indicate that there is not a systemic issue with the proposed construction traffic routes in terms of safety (i.e. all accidents are not constrained to a single intersection and a single RUM code). It can therefore be assumed that the addition of construction traffic will not exacerbate or make worse the safety at each intersection.

1.6 Non-Car Access

1.6.1 Existing Public Transport

The Site's proximity to public transport is shown in **Figure 3**, which highlights the locations and distances to bus services surrounding the Site.

Existing Bus Services

The *Integrated Public Transport Service Planning Guidelines, Sydney Metropolitan Area* (Transport for NSW (TfNSW), December 2013) states that bus services influence the travel mode choices of areas within 400 metres walk (approximately 5 minutes) of a bus stop. In this regard, the bus services within walking distance to the Site are as follows:

- Bus route 360
  - Coffs Harbour Base Hospital to Park Beach Plaza – operates with one service during the morning peak period and approximately every 30 minutes during the evening peak period.
  - Park Beach Plaza to Coffs Harbour Base Hospital – operates with one service during the morning peak period and approximately every 30 minutes during the evening peak period.
- Bus route 361
  - Bellingen to Coffs Harbour – operates with one service during the morning peak period and does not operate during the evening peak period.
  - Coffs Harbour to Bellingen – does not operate during the morning peak period and operates with one service during the evening peak period.
- Bus route 365
  - Park Ave to Park Beach Plaza via The Jetty – operates approximately every 60 minutes and 30-60 minutes during the morning and evening peak periods, respectively.
  - Park Beach Plaza to Park Ave via The Jetty – operates approximately every 60 minutes and 30-60 minutes during the morning and evening peak periods, respectively.

Pedestrian Connectivity

The Site provides a high level of pedestrian connectivity. The key pedestrian desire lines within the vicinity of the Site primarily relate to connections to the town centre and existing public transport infrastructure (bus stops close by). In this regard, footpaths are provided along both sides of all roads surrounding the site.

The footpaths provided are of a high quality, with generous widths and dropped kerbs provided at points of crossing. The footpaths vary in width but most within the vicinity of the site are at least 2.5m. There are signalised pedestrian crossings located at the intersection of Gordon Street and Harbour Drive. These signalised crossings provide connectivity to the retail and restaurant precincts surrounding the site.

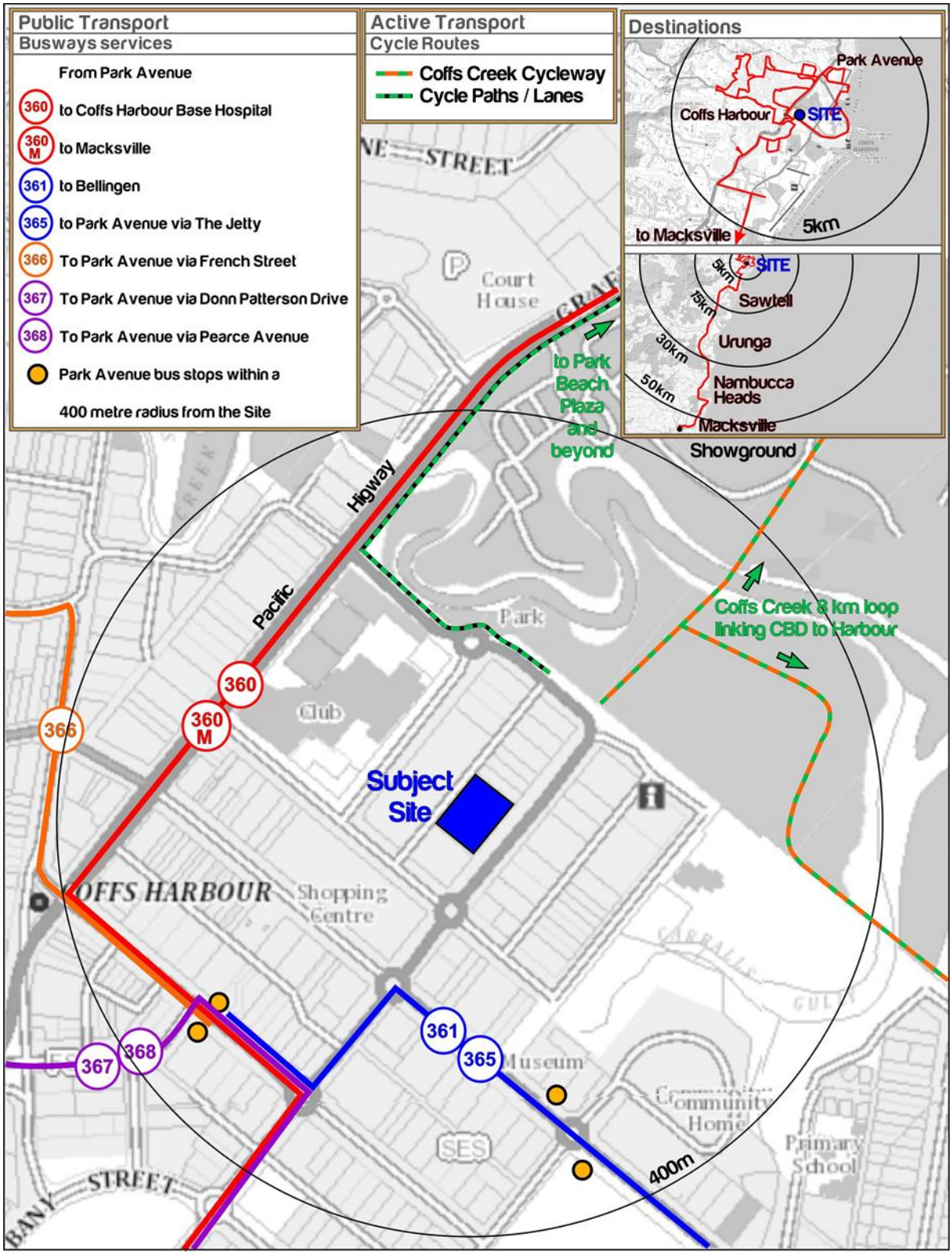


Figure 3: Existing Public Transport Map

2 Overview of Works

2.1 Staging and Duration of Works

Recognising the purpose of this CTMP, it is estimated that the total duration of the construction works will be approximately 30 months from the commencement date. The following summarises key aspects of the construction stages:

- Demolition and Excavation is estimated to begin in May 2020 and to continue for 5 months.
- General Construction and Concrete Pours are estimated to begin in October 2020 and to continue for approximately 19 Months. Peak construction activities are expected to occur during this stage of works – especially during Concrete Pours.
- External Finishes are expected to begin in March 2022 and continue for approximately 2 months.
- Completion of works are expected to commence in May 2022 and also continue for 2 months. During this time, it is expected that occupancy certificates and other 'practical completion' works are to be undertaken

2.2 Hours of Operation

The type of work being undertaken will vary depending on the phase of construction and associated activities. This includes both construction and design personnel. Notwithstanding, all works will be undertaken within the following timeframes which are as follows:

- Monday to Friday (other than Public Holidays): 7:00am – 6:00pm.
- Saturday: 8:00am – 1:00pm
- Sunday & Public Holidays: No works to be undertaken.

2.3 Proposed Site Access

Construction vehicles will enter and exit the Site via a temporary entrance to the south of the Site on Gordon Street. The largest vehicle accessing the Site could be a 19.6m Truck and Dog, although at this stage it is expected that 12.5m Heavy Rigid Vehicles (HRV's) would be the largest vehicles to access to site. Notwithstanding, Appendix C demonstrates that Truck and Dogs can arrive and depart site without crossing the centreline of the road.

During this time, Pedestrians attempting to cross the Site's access are to be managed through signage, and traffic controllers (or worker). Site personnel will also be able to access the Site by foot via a secure access gate along Gordon Street.

Emergency vehicle access to and from the Site will be available at all times while the Site is occupied by construction workers. This process would be implemented through emergency protocols on the site which will be developed by the Contractor.

2.4 Construction Vehicle Access Routes

All construction vehicles would enter and exit the Site via the routes shown in **Figure 4**. The routes shown are to be utilised by all construction vehicles travelling to and from the site and represents the shortest route available - hence minimising the impacts of the construction process. A copy of the approved routes will be distributed by the Contractor to all drivers before their arrival to Site.

All Truck and Dog movements will access the construction site via Pacific Highway before turning onto Coff Street and then right onto Gordon Street before turning into site. All construction vehicles are to exit the Site via the identified route during the AM and PM peak:

Any oversized or over-mass vehicles travelling to and / or from the Site will be required to obtain a permit from the Roads and Maritime Services (RMS) and / or the National Heavy Vehicle Register (NHVR). Notwithstanding, this CTMP relates to general construction which does not seek the use of oversize vehicles. A separate application would be submitted to Council if required. Swept paths (attached in **Appendix C**) demonstrate all critical turns at nearby intersections as outlined within **Figure 4.**

All construction vehicles associated with the construction project will enter and exit the Site (internal and Work Zone) in a forward direction.

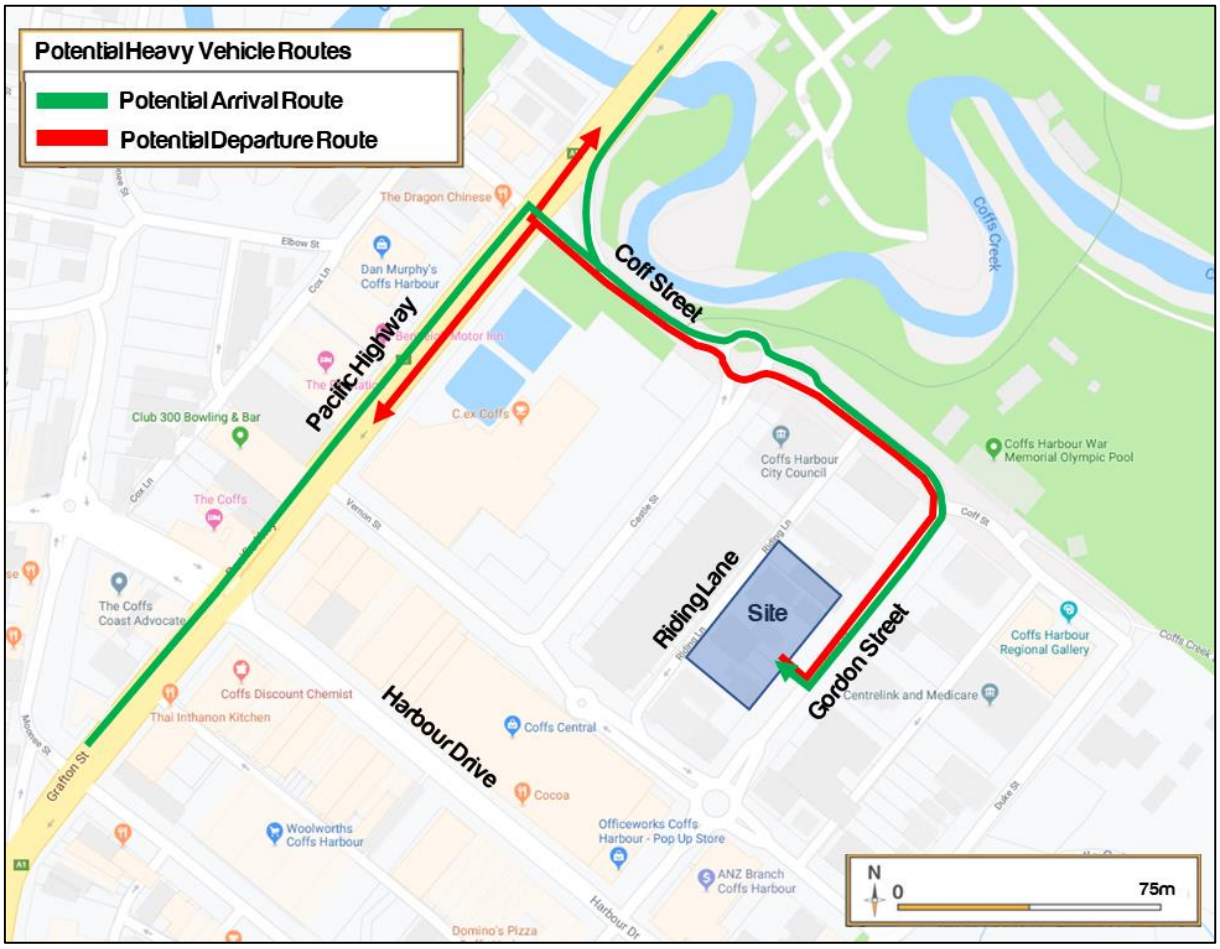


Figure 4: Construction Vehicle Route

2.5 Fencing Requirements

Security fencing will be erected along the entire boundary of the site and will be maintained for the duration of the construction program. The fencing is to ensure unauthorised persons are kept out of the Site. Site access gates would be provided along Gordon Street and will be closed at all times outside of the permitted construction hours.

A combination of A class and B class hoarding will be installed along Gordon Street and Riding Lane throughout the construction of the development. The proposed hoarding types and timelines are outlined within Table 3. Hoarding layout and timings may change throughout the development, however prior approval shall be sought from Council.

Table 3: Proposed Hoarding

Street Frontage	Estimated Timeline	Hoarding Type
Riding Lane	Entire Project	A Class
Gordon Street		B Class

2.6 Work Zone

Site constraints restrict the ability for all vehicles to be contained wholly within the Site. Swept Paths attached within Appendix C highlight that a Truck and Dog is suitably the largest vehicle able to access the Site. A work zone is to be proposed to assist with the demolition, excavation and construction activities.

The work zone shall be located on Gordon Street, directly adjacent to the Site to the south. The work zone is to run the length of the site frontage and is capable of providing parking for up to 3 Truck & Dogs at any one time. The proposed Work Zone plan is provided Appendix B

2.7 Materials Handling

It is proposed that all material loading will occur within the construction site boundary. Equipment, materials and waste will be kept within the construction site boundary. Should materials handling be required from the public roadway then prior approval shall be sought and obtained from Council.

2.8 Site Management

Site management will be required to notify adjacent properties of any temporary traffic restrictions and measures being implemented at least fourteen (14) days in advance.

Some works may be required within the roadway during the external finishes stage. These works would most likely be undertaken at night or during off peak periods to limit any interaction with peak traffic conditions along Gordon Street.

Any Traffic Control measures necessary for these works will be submitted to Council for approval and 14 days' notice would be provided to adjoining property owners as required. Pedestrian amenities and footpaths will be kept to serviceable conditions during the construction periods. Remediation of any damaged footpaths and pedestrian facilities will be undertaken at the discretion of Council.

2.9 Site Plan

Figure 5 provides the layout for the Site during the construction period and illustrates the main Site accesses to be used and the location of the internal roads and offices.

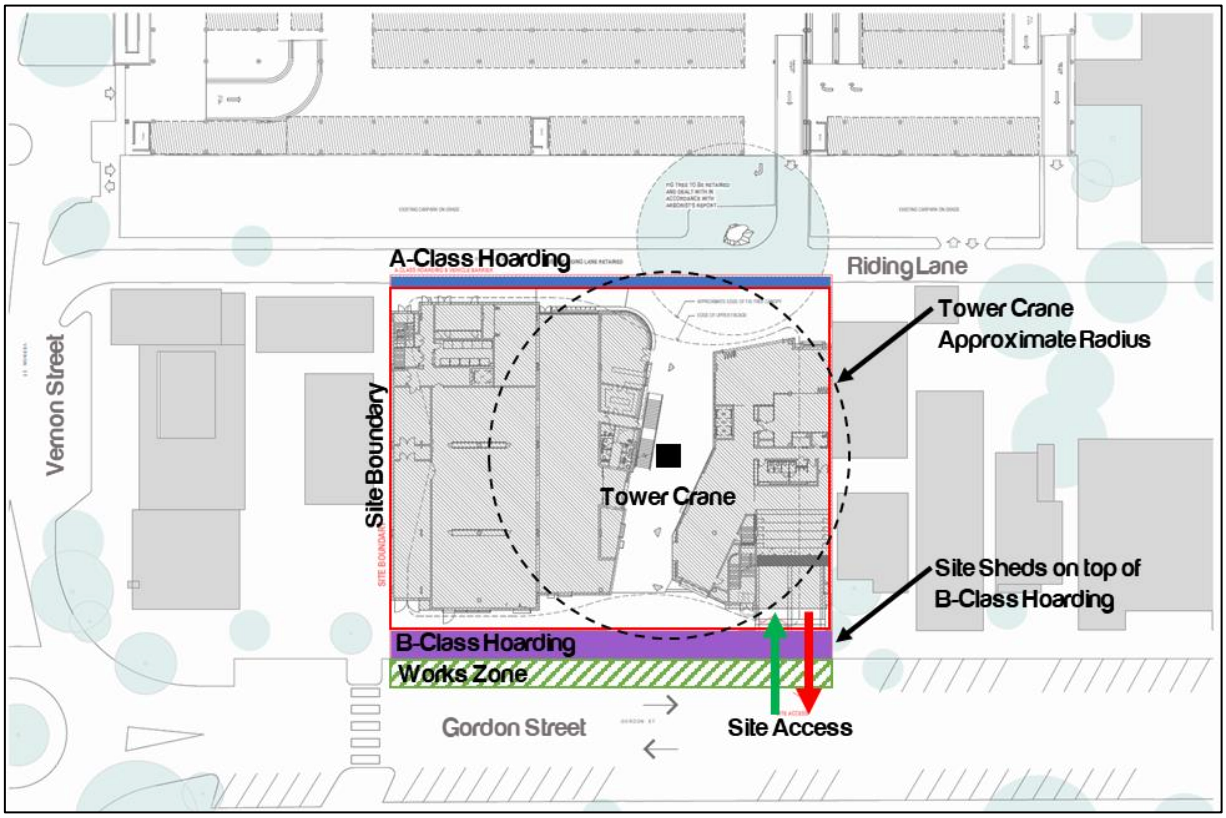


Figure 5: Site Plan (General Operation)

During, once the basement carpark has been constructed, the site sheds shall move to within the basement carpark, and shall include Site Offices, Change Rooms, Lunch Rooms and Amenities.

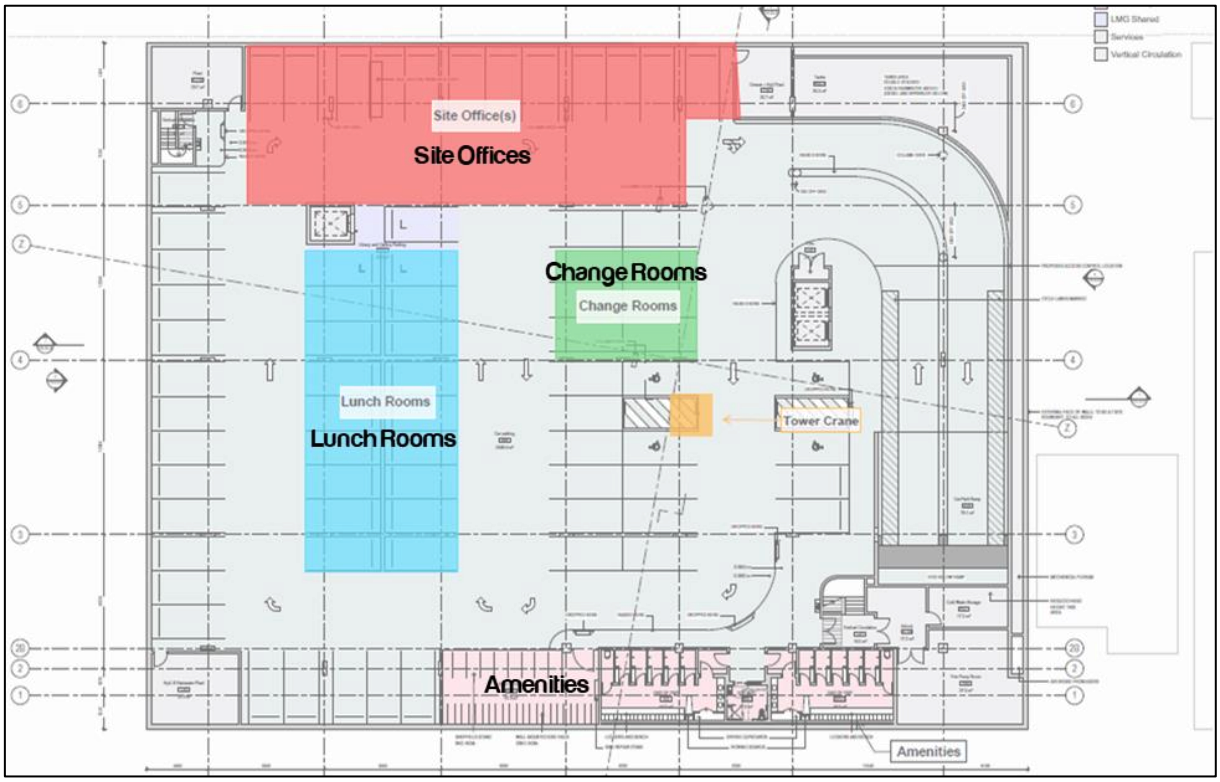


Figure 6: Site Offices Within Basement Carpark

2.10 CTMP – Monitoring & Review Process

The CTMP has been based on the existing site conditions and information provided by Council and BVN. Consultation with Council will continue to be undertaken to ensure that the cumulative traffic impacts of construction within the area does not adversely impact the road network. The CTMP will be reviewed and monitored frequently to confirm that the construction traffic methodologies reflect the current traffic situation in the Site's locality.

3 Assessment of Traffic & Transport Impacts

3.1 Construction Vehicle Traffic Generation

3.1.1 Truck Movements

Information provided by Council indicates the following breakdown of truck movements;

Table 4: Truck Movement Overview

Stage	Excavation	General Construction	Concrete Pours	External Finishes	Kerb / Footpath Works
Truck Frequency (Movements Per Day)	66	66	66	60	40
Largest Vehicle Size	Truck & Dog	Truck & Dog	Truck & Dog	MRV	AV

An estimated 66 truck movements a day can be converted to an average of 6 trucks movements an hour (5 in and 1 out) across an 11 hour day. It is understood that peak volumes would be associated with Excavation, General Construction and Concrete Pours. During these peak periods, trucks are expected to arrive and depart the Site between the hours of 7:00am – 6:00pm.

There may be occasions when some increase in volumes are required for concrete pours, however it is not expected to exceed the averages across a daily period.

3.1.2 Light Vehicle Movements

In relation to light vehicle movements, it is anticipated that a maximum of 150 workers would be on-site at any one time. No parking spaces for employees / contractors are proposed on-site.

3.1.3 Traffic Impact

Importantly, the peak hour construction traffic volumes (33 heavy vehicle arrivals / departures in each peak)are expected to be lower than the approved operational volumes associated with the development, which is forecast to generate a site peak of 109 veh/hr.

Site constructions vehicles will share Coff Street and Gordon Street with vehicles generated by the Coffs Harbour CBD, the most common of which are standard Vehicles. In the event that pedestrian vehicle arrivals coincide with a construction heavy vehicle arrival, there would be sufficient room within Gordon Street to not create a material impact to the existing road network, i.e. a westbound vehicle will be able to pass vehicle waiting to turn to the Site.

Regarding construction worker vehicles, as previously stated the workforce arrival and departure peaks sit outside the commuter peak hours; as such, these trips are not expected to impact on the operation of the broader local road network, given that background traffic flows are significantly lower than during peak periods.

3.1.4 Cumulative Traffic Impacts

Consultation has been undertaken with Council with regard to other construction projects within the immediate vicinity of the Site.

There is a single project approximately 60m to the west of the Site. This project has recently been completed and consists of a mixed use, 4 storey development which includes 2 levels of retail space, 2 levels of office space and provision of 28 spaces within an underground car park. The development has a subsequent stage which includes 6 levels of hotel space (80 rooms and a hotel dining room) which is indefinitely suspended.

For the purpose of this report, there will be no cumulative impacts on the road network as a result of construction works at 23 -31 Gordon Street, and is therefore considered acceptable.

3.2 Vehicle Management

3.2.1 Principles

In accordance with Road and Maritime Services (RMS) requirements, all vehicles transporting loose materials would have the entire load covered and/or secured to prevent any large items, excess dust or dirt particles depositing onto the roadway during travel to and from the site. All drivers are to be familiar with the Driver Code of Conduct before attending the Site. A copy of the Code is included in **Appendix A**.

Further to covering/securing the load to prevent deposits onto the roadway, a device is proposed at the point of vehicle egress to minimise the risk of dirt tracking out onto Gordon Street. The responsibility of the driver to ensure that the device is driven over would be included as part of the Driver Code of conduct.

All subcontractors must be inducted by the Contractor to ensure that the procedures are met for all vehicles entering and exiting the construction site. The Head Contractor will monitor the roads leading to and from the site and take all necessary steps to rectify any road deposits caused by site vehicles.

Vehicle movements to, from and within the Site shall do so in a manner, which does not create unreasonable or unnecessary noise or vibration. No tracked vehicles will be permitted or required on any paved roads. Public roads and access points will not be obstructed by any materials, vehicles, refuse skips or the like, under any circumstances.

3.2.2 Queuing

It is expected that a schedule for deliveries of materials and goods will be established prior to that day, with Traffic Controllers maintaining radio contact with construction vehicles at all times. Thus, at no stage shall queueing occur on the public road network.

At the detailed CC design stage, an appropriate layover location for vehicles to utilise should be included within the detailed CTMP in the event that there is a requirement to use a layover prior to arrival to site. The appointed builder should discuss with Council any possible layover locations nearby in order to not create queuing issues along Gordon Street.

3.3 Contractor Parking

As previously mentioned, there will be no parking provided on-site. Contractors would be encouraged to utilise the available public transport services within the area. If Contractors still wish to use private vehicles travelling to and from site, then there are several public car parks which can be utilised within the immediate vicinity of the Site.

Parking on Gordon Street is restricted and is therefore unsuitable for contractor parking. It is subject to 2-hour parking from 8:30 AM to 6:00 PM Monday to Friday and 8:30 AM to 12:30 PM Saturday, and generally apply to the roads surrounding the subject Site.

The Coffs Central (Castle Street) Car Park is a large off-street car park adjacent to the Site. An off-street car parking demand survey was undertaken by GTA Consultants on Thursday 4 October 2012 from 9:00 AM to 3:00 PM as part of a Council commissioned traffic and parking study which indicated that approximately 85 spaces within the carpark can be utilised by employees / contractors.

3.4 Pedestrian and Cyclist Access

Works are to be undertaken from the proposed Works Zone on Gordon Street (as outlined within Section 2.6). These works shall cross the pedestrian footpath as they work between the Site and the Works Zone. B – Class Hoarding and pedestrian barriers shall be installed on either side of the footpath to ensure the safety of pedestrians.

Pedestrians and cyclists using the footpath fronting the Site will be halted by an accredited Traffic Controller or worker while construction vehicles are exiting the Site. Once the construction vehicles are clear from the footpath, the Traffic Controller / worker can allow the pedestrians and cyclists to continue along their journey.

The Contractor shall make clear to Traffic Controllers that pedestrians have right of way and, as far as reasonable (mostly associated with exit vehicle movements). Co-ordination and management of pedestrian/cyclist right of Way and interaction with traffic controllers should be undertaken.

4 Traffic Control

4.1 Traffic Control

The RMS guide “Traffic Control at Worksites” (TCAW) manual contains standard traffic control plans (TCPs) for a range or work activities. The manual’s objective is to maximise safety by ensuring traffic control at worksites complies with best practice. The RMS TCAW outlines the requirements for a Vehicle Movement Plan (VMP).

A VMP is a diagram showing the preferred travel paths for vehicles associated with a work site entering, leaving or crossing the through traffic stream. A VMP should also show travel paths for trucks at key points on routes remote from the work site such as places to turn around, accesses, ramps and side roads.

Regarding construction work on roads with an average daily total (ADT) in excess of 1,500 vehicles, approach speeds of between 60 km/hr and 80 km/hr, with truck movements > 20 veh/shift, and sight distance is less than 2d, (where d equals the posted speed limit and in this instance the sight distance is required to be up to 120 metres), the following is required for the Gordon Street access by the RMS TCAW:

- TCP with Traffic controllers/Traffic Signals
- VMP
- Warning Signs required during shifts

Regardless of the above, it is proposed to implement the TCP’s as shown in Appendix B which is a site-specific version of standard TCP 195.

4.2 Authorised Traffic Controller

An authorised Traffic Controller is to be present on-site throughout the construction stage of the project. Responsibilities include:

- Supervision of all construction vehicle movements into and out of site at all times,
- Supervision of all loading and unloading of construction materials during the deliveries in the construction phase of the project, and
- Pedestrian management, to ensure that adverse conflicts between vehicle movements and pedestrians do not occur, while maintaining radio communication with construction vehicles at all times.

5 Monitoring and Communication Strategies

5.1 Development of Monitoring Program

The development of a program to monitor the effectiveness of this CTMP shall be established by the lead contractor. It is not anticipated that the monitoring of the processes will have any material cost implications. We note the following items to consider when developing the processes and tasks involved within monitoring the CTMP.

This CTMP shall be subject to ongoing review and will be updated accordingly. Regular reviews will be undertaken by the on-site coordinator. As a minimum, review of the CTMP shall occur monthly, however a weekly review would be preferred.

All and any reviews undertaken should be documented, however key considerations regarding the review of the CTMP shall be:

- Tracking deliveries against the estimated volumes.
- To identify any shortfalls and develop an updated action plan to address issues that may arise during construction (Parking and access issues)
- To ensure TCP's are updated (if necessary) by "Prepare a Work Zone Traffic Management Plan" card holders to ensure they remain consistent with the set-up on-site.
- Regular checks undertaken to ensure all loads are leaving site covered as outlined within this CTMP.

5.2 Communications Strategy

The communications strategy will outline the most effective communication methods to ensure adequate information within the community and assist the project team to deliver the traffic changes with minimal disruption to the road network.

All surrounding occupants shall be notified of any work that is deemed disruptive to the surrounding network prior to commencement. Ongoing communication is also proposed so that all stakeholders are kept up to date of works and potential impacts.

Nearby property owners that may be affected by the construction works shall be included within the communications strategy.

6 Summary

This CTMP has been prepared to ensure appropriate pedestrian, cyclist and traffic management is undertaken during construction of 23-31 Gordon Street, Coffs Harbour. This CTMP report has regard for the principles outlined in the RMS Traffic Control at Worksites Manual (2010) and AS1742.3, Guide to Traffic Generating Developments (Roads and Maritime Services), Austroads Guide to Road Design Part 4A, and Austroads Guide to Traffic Management Part 6 and is recommended for adoption. Any minor variation to these standards is considered acceptable having regard to the constraints inherent by the Site and proposed development. The following measures should be undertaken to minimise the impacts across each construction phase:

- Traffic control would be required to manage and regulate construction vehicle traffic movements into and out of the site during construction.
- All vehicles transporting loose materials will have the load covered and/or secured to prevent any items depositing onto the roadway during travel to and from the Site.
- All vehicles to enter and exit the site in a forward direction with reverse movements to occur only within the property boundary as necessary, prior approval and subject to supervision.

In summary, the CTMP has provided the following targeted management measures:

- No On-Site Contractor Parking.
- Traffic Controllers to Manage Pedestrian / Cyclist traffic along the Site frontage.

In summary, the detailed CTMP report is proposed in accordance with the RMS TCAW.

Appendix A

Driver Code of Conduct

- Driver Code of Conduct -

Drivers Code of Conduct

Safe Driving Policy for 23-31 Gordon Street, Coffs Harbour.

Objectives of the Drivers Code of conduct

- To minimise the impact of earthworks and construction on the local and regional road network;
- Minimise conflict with other road users;
- Minimise road traffic noise; and
- Ensure truck drivers use specified routes

Code of Conduct

All vehicle operators accessing the site must:

- Take reasonable care for his or her own personal health and safety.
- Not adversely, by way of actions or otherwise, impact on the health and safety of other persons.
- Notify their employer if they are not fit for duty prior to commencing their shift.
- Obey all applicable road rules and laws at all times.
- In the event an emergency vehicle behind your vehicle, pull over and allow the emergency vehicle to pass immediately.
- Obey the applicable driving hours in accordance with legislation and take all reasonable steps to manage their fatigue and not drive with high levels of drowsiness.
- Obey all on-site signposted speed limits and comply with directions of traffic control supervisors in relation to movements in and around temporary or fixed work areas.
- Ensure all loads are safely restrained, as necessary.
- Drive over devices – located at the Site's access – to vibrate off any loose material attached to construction vehicles.
- Operate their vehicles in a safe and professional manner, with consideration for all other road users.
- Hold a current Australian State or Territory issued driver's licence.
- Notify their employer or operator immediately should the status or conditions of their driver's license change in any way.

- Comply with other applicable workplace policies, including a zero tolerance of driving while under the influence of alcohol and/or illicit drugs.
- Not use mobile phones when driving a vehicle or operating equipment. If the use of a mobile device is required, the driver shall pull over in a safe and legal location prior to the use of any mobile device.
- Advise management of any situations in which you know, or think may, present a threat to workplace health and safety.
- Drive according to prevailing conditions (such as during inclement weather) and reduce speed, if necessary.
- Have necessary identification documentation at hand and ready to present to security staff on entry and departure from the site, as necessary, to avoid unnecessary delays to other vehicles.

Crash or incident Procedure

- Stop your vehicle as close to it as possible to the scene, making sure you are not hindering traffic. Ensure your own safety first, then help any injured people and seek assistance immediately if required.
- Ensure the following information is noted:
  - Details of the other vehicles and registration numbers
  - Names and addresses of the other vehicle drivers
  - Names and addresses of witnesses
  - Insurers details
- Give the following information to the involved parties:
  - Name, address and company details
- If the damaged vehicle is not occupied, provide a note with your contact details for the owner to contact the company.
- Ensure that the police are contacted should the following circumstances occur:
  - If there is a disagreement over the cause of the crash.
  - If there are injuries.
  - If you damage property other than your own.
- As soon as reasonably practical, report all details gathered to your manager.

Appendix B

Traffic Control Plan(s)

Installed as per TCP and in accordance with any changes, as shown on TCP.

Team leader (on site):

Signature:

Date:

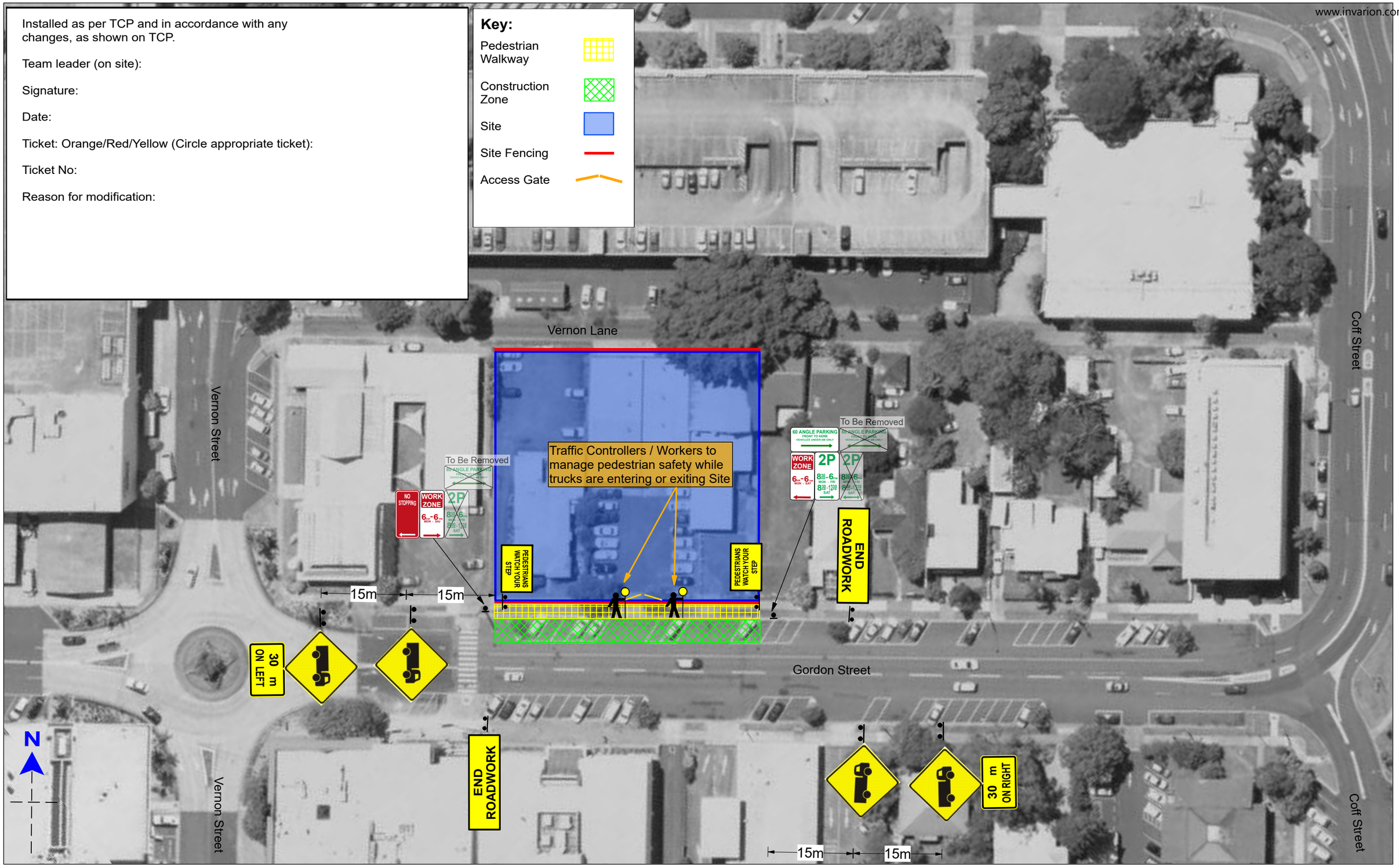
Ticket: Orange/Red/Yellow (Circle appropriate ticket):

Ticket No:

Reason for modification:

Key:

- Pedestrian Walkway
- Construction Zone
- Site
- Site Fencing
- Access Gate



NOTES

- All vehicles to have flashing orange lights
- Ensure signs are visible to vehicles
- Cover vehicle required for hard protection while TC's or workers are exposed to live traffic
- All staff to have reflective safety vests
- All signs to be Class 1 retro-reflective
- Maintain daily logs of ALL activities
- This PVMP is drawn in accordance with AS1742.3, the RTA's TCWS Manual & WHS Manual
- All staff to have reflective safety vests
- All trucks are to have prior notice of UHF channel to radio Foreman on arrival

Closure: Work Zone

Client: Coffs Harbour City COuncil

Project: Job No: 0914
Address: 23 - 31 Gordon Street, Coffs Harbour

Drawing Title: 0914-TCP-01-Gordon Street_ Coffs Harbour

Date: 30/05/2019

Scale @ A3:

Drawing Number: AG.01

asongroup

DESIGNER: JAMES LAIDLER
CERT: 0034322012

Appendix C

Swept Path Analysis

Revision notes:

Rev:	Date:	Notes:

For information purposes only - not for construction

Drawn By:
JL

Client:
Coffs Harbour City Council

Project:
0914
23 -31 Gordon Street, Coffs Harbour

Drawing Title:
Swept Path Analysis - Truck & Dog
Pacific Highway x Coff Street

Date:
31-May-19

Scale @ A3:
[scale]

Drawing Number:
AG.01

asongroup
Suite 5.02, Level 5, 1 Castlereagh Street
Sydney NSW 2000
info@asongroup.com.au

Revision notes:

Rev:	Date:	Notes:

For information purposes only - not for construction

Drawn By:
JL

Client:
Coffs Harbour City Council

Project:
0914
23 -31 Gordon Street, Coffs Harbour

Drawing Title:
Swept Path Analysis - Truck & Dog
Coff Street and Gordon Street

Date:
31-May-19

Scale @ A3:
[scale]

Drawing Number:
AG.02

asongroup
Suite 5.02, Level 5, 1 Castlereagh Street
Sydney NSW 2000
info@asongroup.com.au

Revision notes:

Rev:	Date:	Notes:

For information purposes only - not for construction

Drawn By:
JL

Client:
Coffs Harbour City Council

Project:
0914
23 -31 Gordon Street, Coffs Harbour

Drawing Title:
Swept Path Analysis - Truck & Dog
Gordon Street

Date:
31-May-19

Scale @ A3:
[scale]

Drawing Number:
AG.03

asongroup
Suite 5.02, Level 5, 1 Castlereagh Street
Sydney NSW 2000
info@asongroup.com.au

Appendix D

Consultation with Council

James Laidler

Subject: FW: CoffsHCC-GCOR-000017: Re: Traffic Workstream Actions/ Outcomes 22/05/19 - T Ruge response ACNXREF<JmkiyE3ngbE3fnSUMhoY4>
Attachments: Admin_public_5 spaces.JPG; Admin_internal_1_16 spaces.JPG; Admin_internal_2_5 spaces.JPG

From: Tim Ruge <auto-reply-mel@aconex.com>
Sent: Friday, 24 May 2019 11:39 AM
To: Thomas Lehmann <thomas.lehmann@asongroup.com.au>
Subject: CoffsHCC-GCOR-000017: Re: Traffic Workstream Actions/ Outcomes 22/05/19 - T Ruge response ACNXREF<JmkiyE3ngbE3fnSUMhoY4>

You have received a new **General Correspondence: CoffsHCC-GCOR-000017**

Project:	All Welcome
Type:	General Correspondence
Mail Number:	CoffsHCC-GCOR-000017
To:	**Mr Tom Lehmann, Ason Group**
	John Mulhaire, Ason Group
	Mr Alan Tan, Ason Group
	Mr Tim Crawshaw, BVN
	Mr Enzo Accadia, Coffs Harbour City Council
	Wendy Sharpe, Coffs Harbour City Council
	Ken Welham, Coffs Harbour City Council
	Ms Orla Conlon, Turner & Townsend Pty Limited
Cc:	Mr Matthew Blair, BVN
	Liam Croft, BVN
	Ms Kate Field, BVN
	Mr Glenn O'Grady, Coffs Harbour City Council
	Ms Sarah Parbery, Coffs Harbour City Council
	Mick Raby, Coffs Harbour City Council
	Sharon Smith, Coffs Harbour City Council
	Mr Simon Waterworth, GeoLINK
	Mr Liam Manning, Slattery Australia
	Mr Declan Regan, Slattery Australia
From:	T Ruge, Coffs Harbour City Council
Sent:	24/05/2019 11:39:16 AM AEST (GMT +10:00)
Status:	N/A
Subject:	**Re: Traffic Workstream Actions/ Outcomes 22/05/19 - T Ruge response**

Hi John/Orla,

This is a repeat of the email I sent yesterday outside of Aconex … just repeating it to make sure it's in the system.

John, One other question in regard to the Technical Note – can Ason expand on the makeup of the "overall parking demand of 421" on page 6 – eg how much of this is for staff numbers and how was the remainder derived from the traffic generation numbers.

Here's some info from me following Wednesday's meeting:

- Current bike space provision (in essence they are just bike racks as shown in attached examples):
    - Admin Building: external public bike spaces: 5
    - Admin Building: internal basement bike spaces: 24
    - Rigby Building: external public bike spaces: 8
    - Rigby Building: internal basement bike spaces: 21
- Loss of bike space provision: essentially all of the above will be lost except for the 5 rack spaces in the Admin basement section that is to be retained. That said, I imagine a few of the bike racks could be simply relocated to this retained basement – at a guess I'd say about 20 rack spaces could be achieved in the retained basement
- Approved DA's in immediate locality: just the approved Gowings DA at 63 Harbour Dr / 31 Vernon St is a multi-storey extension of the Coffs Central shopping centre. The development has not been fully developed as noted below for each component:
    - 28-space basement car park (office use) **[constructed / operating]**
    - Two levels of retail space **[constructed / operating]**
    - Two levels of office space **[constructed / operating]**
    - Six levels of four-star hotel space, including 80 rooms and a hotel dining room **[NOT UNDERTAKEN TO DATE ... indefinitely suspended as far as I am aware]**

      The DA does not include construction of any new parking spaces – it essentially justified that the hotel will not require any more on the basis that it will utilise the existing off-peak capacity in the Castle St car park as most hotel customers arriving by car will arrive and depart outside peak occupancy hours

      There's no other significant DA Approved future traffic generating developments within the surrounding Precinct area.

Cheers

Tim Ruge
Urban Engineer | Sustainable Places Group, Coffs Harbour City Council
P: 02 6648 4650
E: tim.ruge@chcc.nsw.gov.au | W: www.coffsharbour.nsw.gov.au |

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Int: +61 3 9240 0200

Regards,
The Aconex Team