

# Traffic Committee Meeting - 16 May 2024 Attachments

- 6.6 2024 BOWRAL CLASSIC.....2**
- 6.6.1 Bowral Classic Traffic Management Plan 2024.....2
- 6.6.2 Bowral Classic 2024 Event Management Plan.....121



## Bowral Classic

Sunday 20<sup>th</sup> October 2024



Traffic Management Plan  
Version 1.0

## AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

This document forms the Traffic Management Plan (TMP) for the Bowral Classic 2024 event and details all the traffic operations required for the conduct of the event, including those areas adjoining the event and the surrounding road network and authorities. This TMP has been prepared after consultation with the key stakeholders including the Event Manager Yaffa Media.

This TMP and related Traffic Guidance Schemes should be read in conjunction with other key agency planning documents, including - The Event Management Plan, Signage Plan and the Rider Guidebook.

### Key Personnel & Stakeholder for TMP Circulation

Bader Sumrain	Altus Traffic	Traffic Manager & Consultant
TBC	Wingecarribee Shire Council	Traffic Engineer
David Kemp	Yaffa Media	Ride Director
Vanessa Burgess	Yaffa Media	Event Director
Holly Kemp	Yaffa Media	Race Director
	Wingecarribee Shire Council	Local Agency
	Roads and Maritime Services (RMS)	Government Agency
	NSW Police	Government Agency
	NSW Ambulance	Government Agency

The aim of the TMP is to prescribe traffic management and control procedures for the Bowral Classic in order to satisfy the conditions of consent set out in the agency and authority approvals. The TMP will provide an overall traffic strategy that agencies can operate from for the 2021 edition of the Bowral Classic.

Version Number	Date	Changes Requested / Made	Status
Version 1	29/04/2024	First submission to Yaffa Media for comments	Draft
Version 2	30/04/2024	Amended as per comments from Yaffa Media	V2.0

This TMP has been prepared & reviewed by the following personnel that hold a Prepare Work Zone TMP Qualification from SafeWork NSW

Personnel	Qualification Number	Qualification Issue Date
Bader Sumrain	TCT0007192	15 <sup>th</sup> June 2017
Ashley Kelly	TCT0006840	10 <sup>th</sup> July 2016

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

**Table of Contents**

**1. Definitions..... 5**

    1.1 Relevant standards, specifications and guidelines .....5

**2. Event Overview ..... 6**

**3. Course Details 2024 ..... 7**

    3.1 Maxi Classic – 150km .....7

    3.2 Challenge Classic – 125km .....8

    3.3 Roulers Classic – 90km .....9

    3.4 Highlanders ..... 10

    3.5 Rest Stops ..... 10

**4. Rules and Regulations ..... 11**

**5. Traffic Management Planning..... 11**

    5.1 Traffic Guidance Schemes ..... 11

    5.2 Road Closure ..... 12

    5.3 Speed Reductions ..... 12

    5.4 Detour Routes ..... 12

    5.5 Traffic Controller & Directional Marshal Locations ..... 12

    5.6 Emergency Vehicle Access ..... 12

    5.7 Permits & Approvals ..... 13

    5.8 TGS Implementation ..... 13

    5.9 Management & Monitoring ..... 13

    5.10 Communication ..... 14

    5.11 Road Closure TGS Procedure ..... 14

    5.12 TGS Removal ..... 15

    5.13 Contingency Planning ..... 15

**6. Safe Work Method Statement & Insurances ..... 16**

    6.1 Safe Work Method Statement..... 16

    6.2 Insurance ..... 16

3

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

6.3 Risk Management Plan .....	16
<b>7. Variable Message Signs.....</b>	<b>17</b>
<b>8. Static Signage.....</b>	<b>17</b>
8.1 Course Signage .....	17
8.2 Advanced Warning Signage .....	17
<b>9. Transport.....</b>	<b>18</b>
9.1 Public Transport .....	18
9.2 Heavy Vehicles .....	18
9.3 Parking .....	18
<b>10. Event Notification &amp; Community Engagement.....</b>	<b>19</b>
<b>11. Event Control Centre.....</b>	<b>20</b>
<b>Appendix A – Traffic Guidance Schemes .....</b>	<b>21</b>
<b>Appendix B – SWMS.....</b>	<b>69</b>
<b>Appendix C – Insurances .....</b>	<b>117</b>
<b>Appendix D – VMS Strategy.....</b>	<b>119</b>

## **1. Definitions**

**Altus Traffic** – Altus Traffic have been engaged by Yaffa Media to create the Traffic Management Plan (TMP) for the 2024 Bowral Classic. Altus Traffic are a reputable National Traffic Management Company, with extensive experience delivering Cycling events of this scale.

**Special Event** – A special event in traffic management terms is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements and may involve large numbers of participants and or spectators.

**Road Event Permit** – A separate legal requirement under Section 144 of the Roads Act, 1993, and must be obtained from road authorities before a bicycle race/event can be conducted on a public road.

**Traffic Control** – Guidance given to road users using any signs, devices, signal or direction from a Traffic Controller to regulate, warn or guide road users. Traffic Control can only be carried out by the Police or by a person who has been appropriately trained for traffic control and holds a valid traffic control licence.

**Traffic Guidance Scheme** – A TGS is a document that shows how traffic is to be safely separated from participants. A TGS is an occupational health and safety requirement of a work/event site and should comply with AS 1742.3. The person submitting the TGS must provide their certificate number.

**Traffic Controller** – An appropriately trained and authorised person whose duty is to control traffic at a work or event site. They must have completed a SafeWork NSW training course through a Registered Training Organisation.

**Marshal** – Marshals (can be a volunteer) are responsible for pedestrian/cyclist crowd control, providing direction to competitors and pedestrians and minor traffic control in carparks and other non-road areas. Marshals have no legal power to stop, hold or direct traffic on any public road.

### **1.1 Relevant standards, specifications and guidelines**

This TMP has been prepared in accordance with the following standards, specifications and guidelines.

- TfNSW Guide to Traffic and Transport Management for Special Events Version 3.5 / July 2018
- TfNSW Traffic Control at Worksites Manual
- Australian Standards (in particular AS1742.3)
- Quality Assurance specifications
- Austroads Guide to Traffic Management

## 2. Event Overview

The seventh installment of the Bowral Classic will take place Sunday the 20<sup>th</sup> of Oct 2024. The Bowral Classic is a road cycling event that takes place in the beautiful Southern Highlands of NSW.

The award-winning cycling event includes three courses, the 150KM Maxi Classic, the 120KM Challenge Classic, and the 85KM Rouleurs Classic

The ride starts at Bong Bong St, Bowral, between 6.30am and 8am.

The Centre of activity on the day will be the Bowral Classic event village at Loseby Park, Bowral. The first riders will return to Loseby Park from 10:00am. The last riders are expected to cross the finish line around 15.30pm.

Riders from all over Australia have registered for the event. Many will be staying in the Southern Highlands over the weekend boosting tourism and bringing considerable economic benefits to the local region.



### 3. Course Details 2024

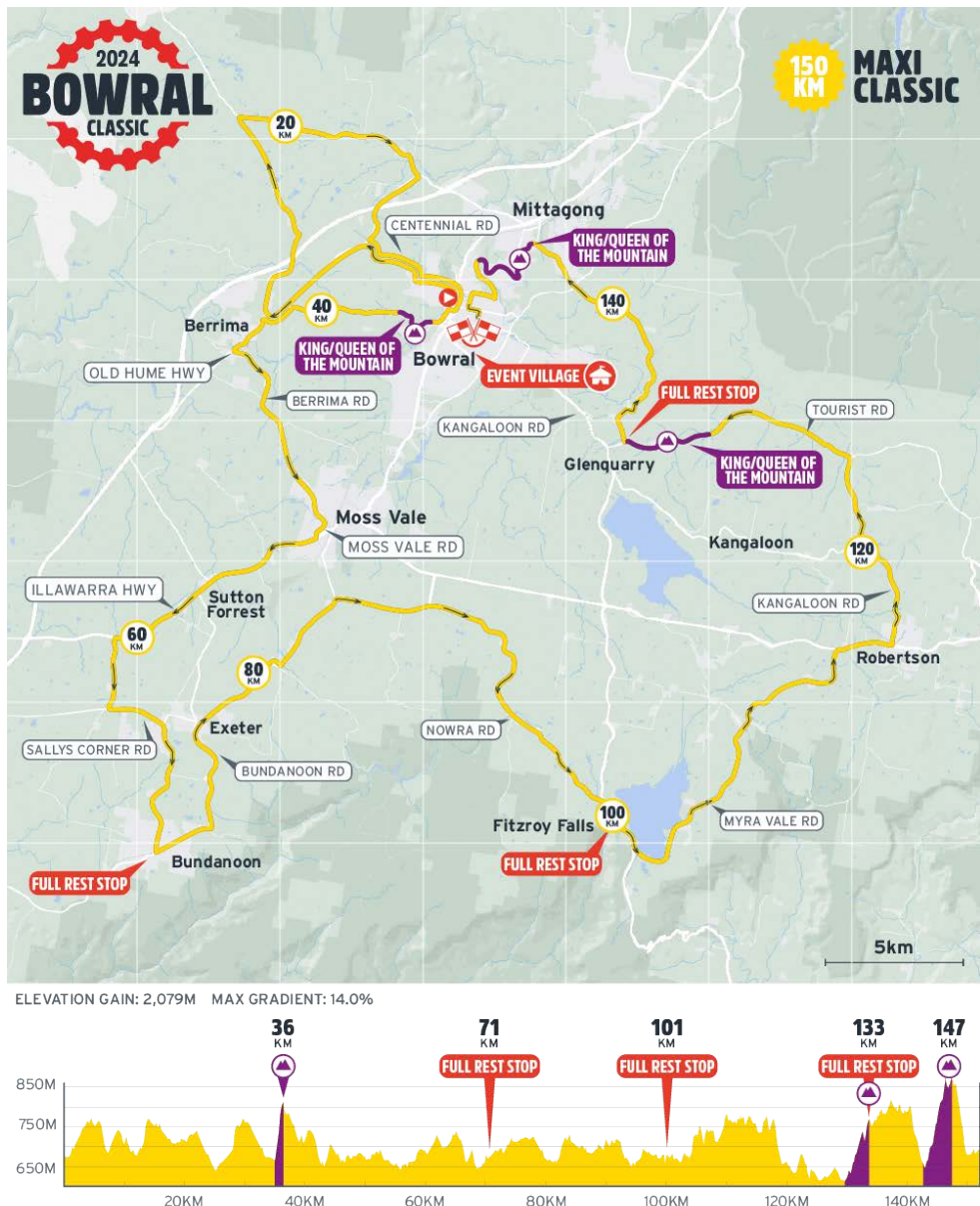
Riders can choose one of the four loops on offer – 150KM Maxi Classic, 120KM Challenge Classic, or 85KM Rouleurs Classic

These loops will take you through the beautiful Southern Highlands – the Maxi, Challenge and Rouleurs Classic riders will go through the rolling hills of Bowral, Berrima, Exeter, Robertson and Kangaloon. The Social Classic riders will once again have a more leisurely ‘stop and sample’ ride.

#### 3.1 Maxi Classic - 150KM

The 150km Maxi Classic leads the Bowral Classic event through the rolling hills of Bowral, Berrima, Exeter, Robertson and Kangaloon, offering stunning views of the countryside.

Returning to Bowral via Range Rd and over Gibraltar Hill, with some sharp turns and steep gradients, this will be the last of three King/Queen of the Mountain climbs to tackle – leading to a fast, smooth, winding descent, with panoramic views to the finish line.



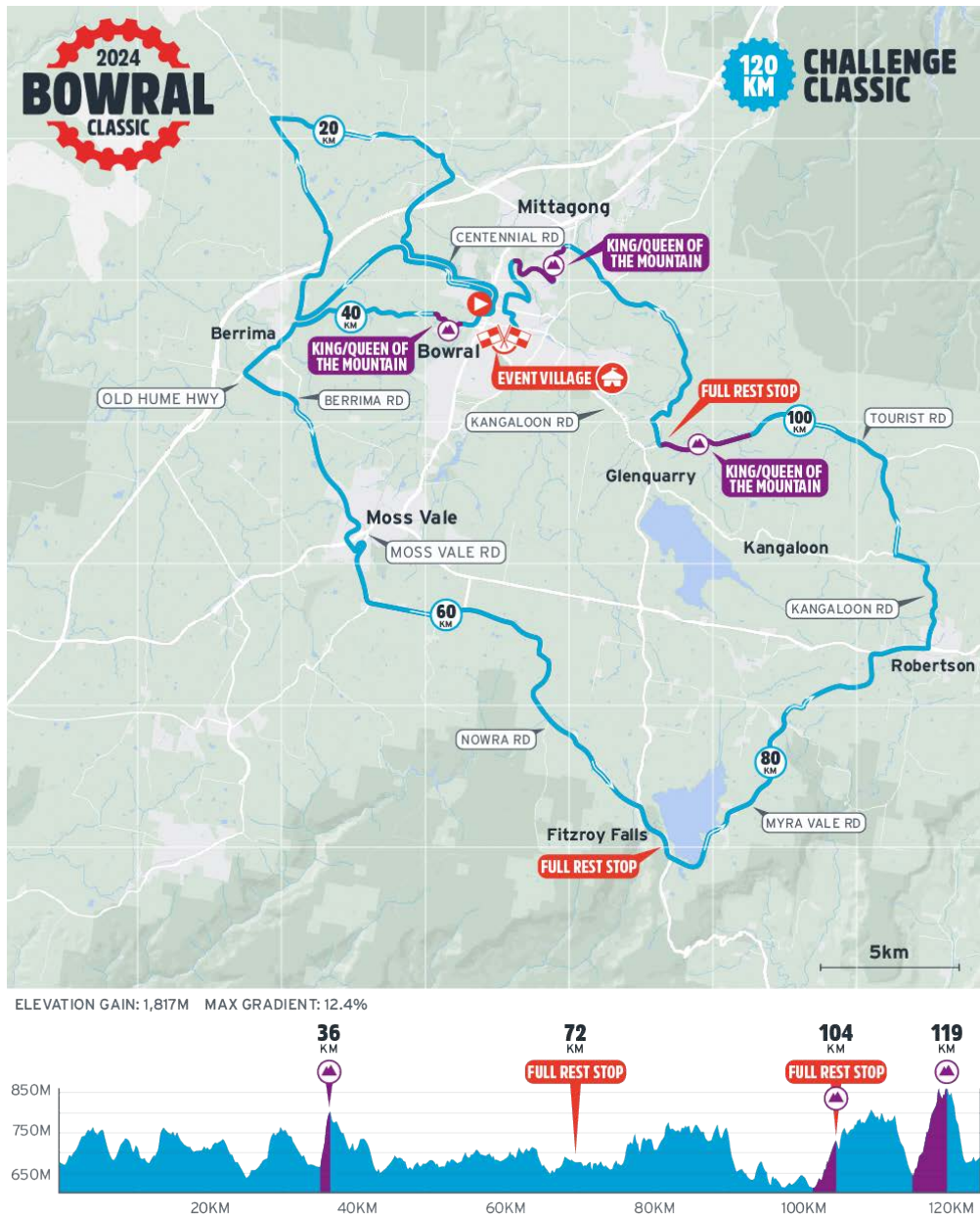


# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## 3.2 Challenge Classic - 120KM

With a change of course for 2024, the Challenge Classic will follow the Maxi route through Greenhills Rd towards Wombeyan Caves then back through town to face the Oxleys Hill King/Queen of the Mountain – a 1.3km sharp climb with 129m elevation gain, a challenge not yet offered before on this course. The Bundanoon loop has been dropped from this course to take riders straight towards Fitzroy Falls, and the scenic forest roads of Tourist Rd.

Returning to Bowral via Range Rd, Gibraltar Hill will offer a final challenge for riders with another King/Queen of the Mountain climb before smooth, winding descents towards the finish line.

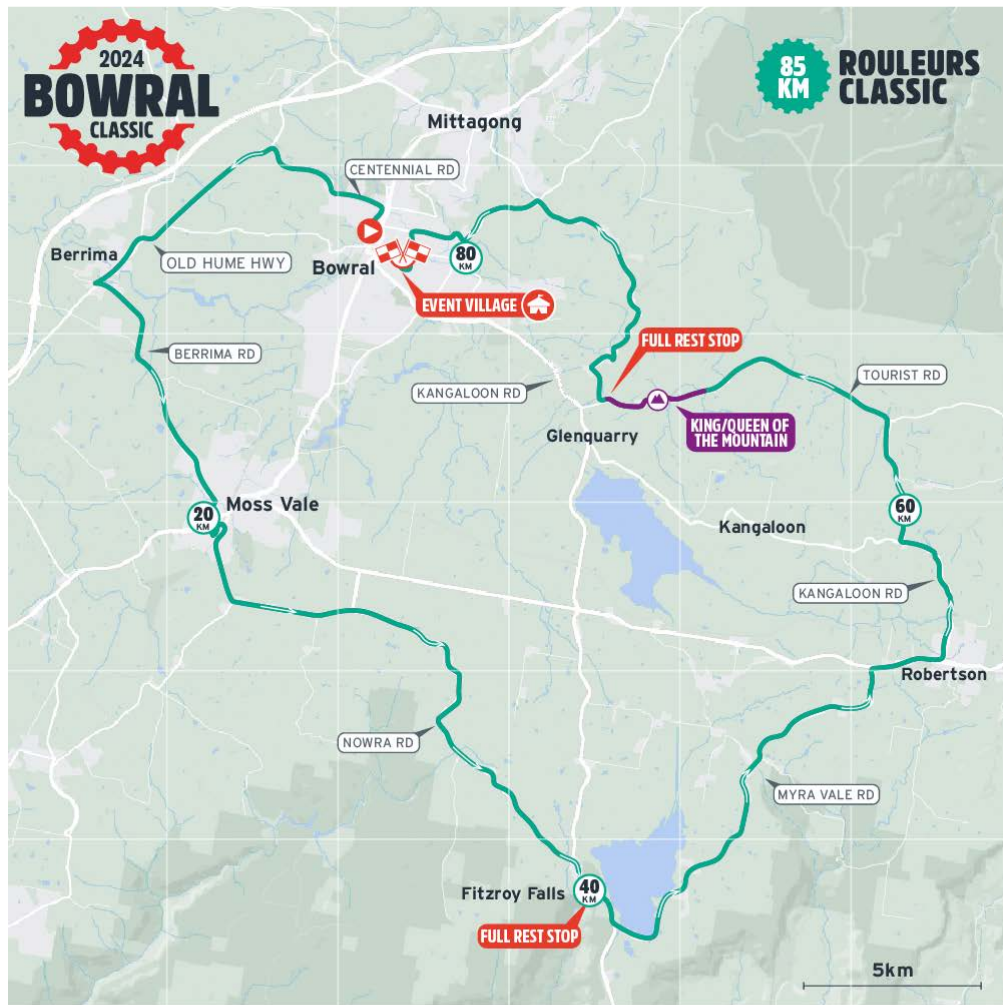


# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## 3.3 Rouleurs Classic - 85KM

The Rouleurs Classic returns to the same course in 2024, passing through quaint little towns of the Southern Highlands region. Through undulating hills of Robertson, the tail end of the course is a little tougher than the first 50km and offers a King/Queen of the Mountain climb at Glenquarry before a Rest Stop at the top of the hill to catch your breath.

As do the Maxi and Challenge courses, the Rouleurs Classic returns to Bowral via Range Rd, with scenic country views, before peeling off to the finish line at Old South Rd.



ELEVATION GAIN: 1,184M MAX GRADIENT: 11%



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## 3.4 Highlanders

An 'elite self-nominated group' of a (maximum) 75 riders will participate in the 150km Maxi Classic course, this group of riders is referred to as Highlanders.

When registering riders will be asked to provide their current Cycling Australia Race License. This is to ensure they are experienced at riding in teams or bunches.

Even though this event is not a race, this first group will be riding in an envelope with vehicles front and back for safety.

The vehicles in this group will be –

- o 1 x Police vehicle (front),
- o 1 x Mechanic
- o 1 x Medical Vehicle (both rear).

Participants will be riding on open roads with traffic. Riders must obey all traffic rules and regulations, especially Police instructions. Event vehicles from the organisation will limit the speed of the riders at some points during the ride. In this case, the riders are forbidden to overtake the organisation vehicles. Any rider who violates this rule will be disqualified from the event, resulting in a DNF.

## 3.5 Rest Stops

Each course will have dedicated rest stops at various locations for the riders. Information on the location and expected rider times at each of these locations can be found below. Rest stops will be managed by event staff and local volunteer groups.



## **4. Rules and Regulations**

Not all roads are closed to traffic. All event participants are instructed to always follow NSW Road Rules.

The official 'Event Guidebook' will provide full rules, regulations and safety instructions for the event that must be followed by all participants.

A number of these include -

- Riders are always to abide by road rules. If road rules are breached fines may be issued by NSW Police.
- NSW Police has the authority to inspect, oversight, delay, halt or cancel the event at any stage in the interests of road safety or the safety of the community.
- Be aware of animals, both dead and alive on course
- Event officials can alter cut off times and change the course when justified.
- No helmet = no ride
- All bikes to have a bell.
- Respect the environment and natural areas visited. Zero tolerance on littering
- No music device permitted this includes earphones.
- No doping substances are permitted before, during and/or after the event.

## **5. Traffic Management**

Altus Traffic has been contracted by Yaffa Media to develop the Traffic Management Plan (TMP) and Traffic Guidance Schemes (TGS's) for the Bowral Classic.

Altus Traffic will work closely with Yaffa Media and all key stakeholders throughout the planning process to develop a thorough and well devised traffic management strategy for the event.

Traffic management treatments are designed to achieve a combination of the following -

- Reduce traffic volumes on the course.
- Reduce speed limits.
- Maintain access for residents and businesses.
- Advise motorists of the event and high volumes of cyclists using the roads
- Provide Detour routes and alternative options for vehicles where required.

### **5.1 Traffic Guidance Scheme (TGS')**

Altus Traffic will work closely with Yaffa Media and all relevant stakeholders to develop the Traffic Guidance Schemes for the Bowral Classic.

This will be a collaborative process with feedback from all stakeholders taken into consideration to ensure the overall traffic management approach for the event considers all relevant factors.

## **AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024**

### **5.2 Road Closures**

A number of road closures will be in place around the course. These are designed to increase participant safety in high-risk locations. Local access will be permitted across majority of the course where it is deemed safe. The intention of the TGS's and road closures is to divert through traffic away from the course to minimise vulnerabilities around cyclist and vehicle interaction.

Some 'fully closed roads' are required around the following areas:

- Start Line
- Finish Line
- Over Gibraltar Hill

### **5.3 Speed Reductions**

Speed reductions will be implemented at various locations around the course.

Existing speed limits have been assessed and some speeds have been reduced at high-risk locations to provide increased safety for cyclists and to allow Traffic Controllers to work safely on the road as per RMS requirements.

Speed reduction will be worked into each individual TGS to provide coverage across the affected routes.

### **5.4 Detour Routes**

Where possible detour routes will be implemented to reduce traffic volumes on the event course and to minimise delays for motorists. Detour routes will be signed using a combination of static signage and electronic VMS boards. Details of all road diversions can be found on each relevant TGS.

### **5.5 Traffic Controller & Directional Marshal Locations**

Scattered throughout the course there will be Traffic Controllers & Directional Marshal's to assist both Cyclists & Public. Traffic Controllers & Directional Marshal Locations can be seen on the TGS provided in Appendix A

### **5.6 Emergency Vehicle Access**

Emergency Vehicle Access will be maintained at all times. Traffic Controllers will assist Emergency Vehicles as required to move safely through road closures or alongside event participants. Where possible emergency service representatives will advise the Altus representative in the Event Control Centre, so that Traffic Controllers can be prepared to assist through road closure points if required.

There will also be designated first aid vehicles on course plus first aid presence at each of the rest stops.

## **AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024**

### **5.7 Permits & Approvals**

Altus Traffic will assist Yaffa Media with the application process for all required stakeholder permits & approvals. These will include –

- **Road Occupancy License (ROL)** - Will be submitted via the online system. This will be submitted after the TMP has been passed by the Traffic Committee in June 2024
- **Speed Zone Application (SZA)** - Will be submitted via the online system. This will be submitted after the TMP has been passed by the Traffic Committee in June 2024
- **Road Permit Section 138** - Wingecarribee Shire Council requires a permit to utilise regional and local roads in the Shire. Yaffa Media will submit this as a part of the Event Management permit.

### **5.8 TGS Implementation**

Individual TGS's will be set up and implemented as per the times listed on each TGS. The general formula used for timings of TGS's is to have the set up complete approx. 30 minutes prior to the estimated arrival time of the first rider. Some exceptions to this rule will apply.

The Altus Traffic Manager will confirm the setup of each TGS with the relevant Traffic Controllers via radio. An Altus Traffic Supervisor will be driving the event course ahead of the first Maxi Challenge rider and visually inspect the setup of each TGS.

### **5.9 Management & Monitoring**

All TGS's will be managed and monitored throughout the event via Traffic Controllers as shown on the TGS's. Altus Traffic Supervisors will also be moving throughout the course and responding to any issues that may arise. The Altus Traffic Manager in the Event Control Centre will have direct contact with the Yaffa Media Event Team, NSW Police and other relevant stakeholders to discuss any issues as required.

Inspections shall be undertaken as required and at a minimum on the following occasions –

- Before the event
- During the event
- Conclusion of the event

Where significant changes to the traffic environment or adverse impacts are observed, the controls should be reviewed as a matter of urgency. All variations to the TMP/TGS's, incidents and accidents will be recorded.

Inspections shall at least satisfy the following requirements.

Before the event -

- Inspect all signs and devices to ensure they are undamaged, clean and comply with the requirements depicted on the Traffic Guidance Schemes.
- Confirm Traffic Management plan for the day's activities.
- After any adjustments have been made to the signs and devices, conduct a walk-through inspection to confirm effectiveness.

## **AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024**

During the event –

- Designate and ensure that appropriate personnel check the site periodically to inspect all signs and devices and ensure they are undamaged and comply with the requirements depicted on the Traffic Guidance Schemes
- Conduct on the spot maintenance/repairs as required.
- When Traffic Controllers are on the job, ensure they always remain in place. Relieve controllers as necessary to ensure attentiveness is retained.
- Re position signs throughout the day and keep records of any changes.

Conclusion of the event –

- Conduct a pre-close down inspection.
- Remove all unnecessary signage.
- Drive through the site and confirm all signs and devices have been safely removed.
- Record details of inspection and any changes made to layout.

### **5.10 Communication**

The event will use Push to Talk radios using the Telstra network for communications between event staff, convoy and contractors. Several black spot areas have been identified on course which will be mitigated by ways of using extra police resources and their extended network availability.

The Altus Traffic team will operate on a dedicated closed radio channel. All Traffic Controllers will have a radio to ensure quick and efficient communications with the Altus Traffic Manager and Supervisors.

An Event Hotline and Event Emergency Number will also be operational on event day. All riders are instructed to enter these numbers into their phones before the event.

### **5.11 Road Closure TGS Procedure**

Road closures will be implemented at the time outlined in Table 1, with Traffic Controllers and implementation crews setting up relevant signage and barriers as shown on the TGSs for the individual intersections. During the road closure times, Traffic Controllers will allow vehicles to exit the course, but will not allow vehicles to enter the road closure area unless advised they are a resident and/or business that is permitted through the local traffic only areas.

It is expected that the exact road closure times will be communicated and captured by the Altus Traffic representative in the ECC, who is responsible and will oversee the implementation of all road closures. The ECC will be notified via radio of the exact time of the road closures at each intersection. Where changes to traffic management treatments are required, it is expected that the relevant stakeholders will exercise engineering judgement and agree to the changes proposed prior to Altus Traffic being directed to make changes to the traffic treatment. Any such change will be logged for future planning purposes. The log will capture the time, location and the changes made to the traffic management treatment.

## **AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024**

### **5.12 TGS Removal**

Road openings and TGS removal will be rolling and based on the times the event & last rider moves through locations and the roadway is clear of infrastructure. All roads and treatments plan to be open by the time listed in Table 1 unless unforeseen reasons present on event day.

An Altus supervisor will inspect the course to check and ensure that all road closure equipment and infrastructure is removed from the carriageway, and the road is deemed open. As per the road closure procedure, it is expected that the Altus supervisor overseeing the traffic treatments will communicate the exact road re-opening times to the ECC.

This process will also involve the event Tail Vehicle / Sag Wagon being used as a trigger for Traffic Controllers to seek confirmation via radio from the Altus Traffic Manager as to whether they can remove their TGS.

As a guide all TGS's have an estimated removal time listed in Table 1. The general formula used for these timings is approx. 15 – 30 minutes after the estimated passing time of the final rider. Some exceptions to this rule will apply.

### **5.13 Contingency Planning**

Governing Authorities and Road Authorities have the power, in consultation with the event operations team, to invoke any contingency that jeopardise the staging of the Bowral Classic activities. On the day of the event, the final decision to invoke any contingency will be made by the above parties.

Prior to the event day where a decision needs to be made to invoke a contingency, an emergency meeting of all relevant authority representatives and the event management team will be called to decide the appropriate course of action. Reasons for contingency implementation could be any of the following –

- Damage to roadways.
- Major traffic incidents
- Adverse conditions produced by outside uncontrollable factors.

Any contingency measures carried out by relevant authorities are to ensure the safety of any persons. associated with the cause of the contingency measures to be carried out, as well as the efficient operation of the road network.

As the NSW Police have the authority to take control of the site in an emergency, the Traffic Guidance Scheme will then be overridden as the Police see fit.

As part of good management of the operation of this Traffic Guidance Scheme, it is necessary that all relevant staffed be adequately briefed on the possibility of the need to evacuate the site in an emergency.

There are no specific course contingency plans in place for Bowral Classic 2024, and any decision made to invoke a contingency will form part of the Emergency Management Plan.



## **6. Safe Work Method Statement & Insurances**

### **6.1 Safe Work Method Statement**

Altus Traffic implements all traffic management in compliance with Australian Standards 1742.3, 2009 and the Road Management Act 2010. All Traffic Guidance Schemes will be implemented by trained personnel with the appropriate NSW traffic ticket. Altus Traffic have been assessed and registered as complying with the requirements of the Australian/ New Zealand Standards AS/NZS 4801:2001 – Occupational health and safety management systems.

A copy of the current Altus Traffic Safe Work Method Statement can be found in Appendix B.

### **6.2 Insurance**

Altus Traffic holds a PLI, MVI, and workers compensation insurance. These can be found in Appendix C.

### **6.3 Risk Management Plan**

The Risk Management Plan and associated attachments will be continually monitored and revised on an ongoing basis using the International Standard for Risk management as a guide (AS/NZS ISO 31000:2009).

The Risk register (Bowral Classic 2024 Risk Register v1.0) will be coordinated and maintained by the event organizer (Yaffa Media). Each functional area is responsible for maintaining their section of the risk register, including pre-mitigation ratings, development of mitigation strategies and re-assessing the risk rating following mitigation.

The objectives of establishing the risk management plan for the event include –

- Minimise potential liability to the event.
- Ensure financial sustainability for the event.
- Improve governance practices and ensure compliance responsibilities are complied with.
- Reduce the incidence of injury to participants, volunteers and other persons associated with the event.
- Ensure the event will continue regardless of unplanned occurrences arising.

Please refer to Appendix 4 – Altus Traffic Safe Work Method Statement & Risk Rating for risks specifically associated to Traffic Control.

Refer to 'Risk Management Framework v1.0 & Risk Emergency Management Plan v1.0' supplied by Yaffa Media for additional risk management information relating to the event.

There are risks due to hazards that might occur that are outside the control of the event management team or traffic controllers. These hazards would include extreme weather conditions or crashes on the public road. In order to reduce the risk effect of these hazards, risk mitigating strategies are recommended. This is also the point that contingency planning and all decision makers of the event would come together to enact a plan.

## 7. Variable Message Signs

Variable Message Signs (VMS) will be used at various locations around the course to provide pre-event notification and event day messaging.

A total of 14 VMS boards will be on site.

See appendix D for VMS Board

## 8. Static Signage

### 8.1 Course Signage

Various event signage will be placed to guide participants around the course, advise of any dangers e.g.- steep descents, sharp corners, mark rest stops and drop zones, identify parking locations and course zones.

Signage will be connected to existing street signs with zip ties ensuring not to obstruct general traffic line of sight. All directional and warning signs will be placed on course the day before the event and a signage vehicle will follow shortly after the last rider collecting all signage at the end of the event.

Refer to Bowral Classic 2024 Signage Plan v1.0 for a comprehensive list of course signage placement.

Example of Course Signage -



### 8.2 Advanced Warning Signage

Event notice signs will be placed in each town that the event passes through, along the road that the riders will travel on event day, to advise residents of the event day and date and time that they will be passing through. These signs will be placed 1-2 weeks prior to the event and will be taken down at the same time all directional signage is collected.

Example of Advanced Warning Signage –



## **9. Transport**

### **9.1 Public Transport**

All relevant public transport providers in the region will be notified of the event via the Event Notification and Community Engagement process. There is no expected impact to these services via road closures or increased utilisation of road users along the numerous Bowral courses.

No public transport services will be changed or adjusted due to the running of the Bowral Classic 2024. Public Transport will be permitted through closures if required and will adhere to the reduced speed restrictions when relevant.

Altus Traffic will contact public transport providers on the lead up to the event when all documents are deemed final to ensure their understanding and awareness of the event.

### **9.2 Heavy Vehicles**

There are no expected additional impacts to heavy vehicles during the Bowral Classic 2024, other than potential delays along roads the course utilise. Heavy vehicles will be treated like all other road users. If the detour routes are not heavy vehicle approved, they will be permitted through any road closure in place in a controlled environment.

On assessment of the course and signed detours, there is no reason to expect heavy vehicles to be subjected to weight limits on the advised roads.

No heavy vehicle routes will be changed or adjusted due to the running of the Bowral Classic 2024.

### **9.3 Parking**

There is to be no parked cars in the Bowral CBD especially Bong Bong St.

Full details of any event parking provided will be available to event participants via the 'Event Guidebook' and event website ([www.cyclingclassics.com.au/bowral](http://www.cyclingclassics.com.au/bowral)) closer to the event. Riders are to familiarise themselves with how to get from the parking areas to the start area on Bong Bong Street, as there will be no signage directing riders to the start area.

Event attendees will be encouraged to ride to the start line from their accommodation; use public transport or carpool to reduce the number of vehicles requiring parking in the area.

## **10. Event Notification & Community Engagement**

Yaffa Media will manage the Event Notification and Community Engagement process. This process will take place in consultation with Wingecarribee Shire Council and other relevant stakeholders.

All businesses & residents (over 10,000 in 2019) along the course and surrounding closure areas will be notified via a road closure and event notification letter via Auspost letterbox drop. In 2024 its anticipated this will go to over 20,000 homes.

A full in-depth plan for Community consultation will be executed as per the 2019 event. This will include but is not limited to -

- 3 x publications in Highlife (pre-event June, July, October)
- 2 x publications in Property Life (1 x pre-event / 1 x post event)
- Advertisement in Jordon's Cross Gazette (Pre event)
- Advertisement in Latte Life (Pre event)
- 2 x publications in Southern Highlands News (Pre event)
- Radio advertisement discussions and interviews (Radio 2ST)
- Shop front posters / flyers through all passing towns.
- Press releases and event notices across WSC media outlets and Chamber of Commerce
- Event notices and EDM via social media outlets
- Social Media forums – Facebook (Just Ask Southern Highlands, The Fold, Robertson Commons, SH Greens, We Love Bundanoon, Fitzroy Falls Visitor Centre, Moss Vale)

An Event Hotline number will be advertised for direct contact from the general public to event staff pre - event, event day or post event for any information, questions, concerns or complaints. This phone number will be manned by the ECC on event day. The general public can also approach any identified staff member or volunteer on course or at the Event Village for information, and if unknown, they will be directed to call the Event Hotline.

## **11. Event Control Centre**

The Event Control Centre (ECC) will be located at Bradman Oval Boardroom and operational on event day from 05:00am to completion of the event. A supervisor from Altus Traffic will be present in the ECC on the day of the event and will have the responsibility of providing appropriate and timely response to any road or traffic operation. The Altus representative will work alongside a rep from Yaffa Media to respond and provide innovative solutions to operational demands whilst maintaining compliance and minimising disruption to patrons and the travelling public as required.

Altus responsibilities in the control centre –

- Listen/monitor radio communications from traffic controllers & Yaffa Media staff for the entirety of the event. (Including bump in, event & bump out)
- Act as a central point of contact for all Traffic & Transport stakeholders during the event
- Escalate important information to the Event Manager from Yaffa and the ECC as necessary if major contingencies need to be enacted.
- Document and track traffic and transport incidents/issues which can be discussed at the post-event/debrief reviews.
- Instigate road closures/re-openings in conjunction with advice from Yaffa, Police and Wingecarribee Shire
- Monitor traffic management arrangements and ensure traffic management arrangements are performing as planned. Make necessary adjustments in consultation with Road Authorities and other ECC members as required.
- Conduct checks prior to course handover and road re-opening.
- Ensure all traffic treatments are maintained to the desired standards throughout the road-closure times.

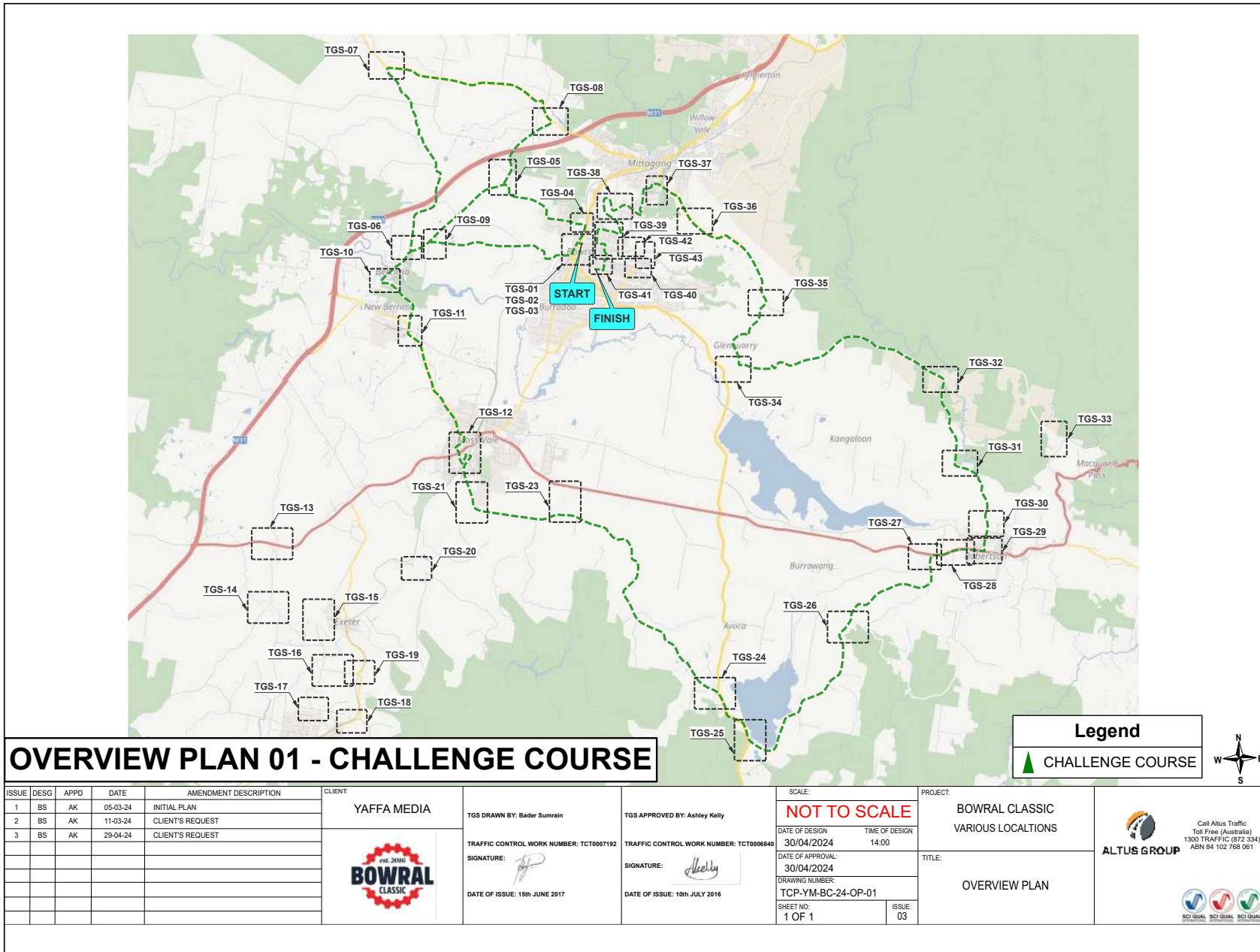
**APPENDIX**



**TRAFFIC GUIDANCE SCHEMES**

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

www.invarion.com



**OVERVIEW PLAN 01 - CHALLENGE COURSE**

**Legend**  
▲ CHALLENGE COURSE



ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION
1	BS	AK	05-03-24	INITIAL PLAN
2	BS	AK	11-03-24	CLIENT'S REQUEST
3	BS	AK	29-04-24	CLIENT'S REQUEST

CLIENT:  
**YAFFA MEDIA**

TGS DRAWN BY: Bader Sumrain

TRAFFIC CONTROL WORK NUMBER: TCT0007192

SIGNATURE: *[Signature]*

DATE OF ISSUE: 15th JUNE 2017

TGS APPROVED BY: Ashley Kelly

TRAFFIC CONTROL WORK NUMBER: TCT0006840

SIGNATURE: *[Signature]*

DATE OF ISSUE: 10th JULY 2016

SCALE:  
**NOT TO SCALE**

DATE OF DESIGN: 30/04/2024  
TIME OF DESIGN: 14:00

DATE OF APPROVAL: 30/04/2024

DRAWING NUMBER: TCP-YM-BC-24-OP-01

SHEET NO: 1 OF 1  
ISSUE: 03

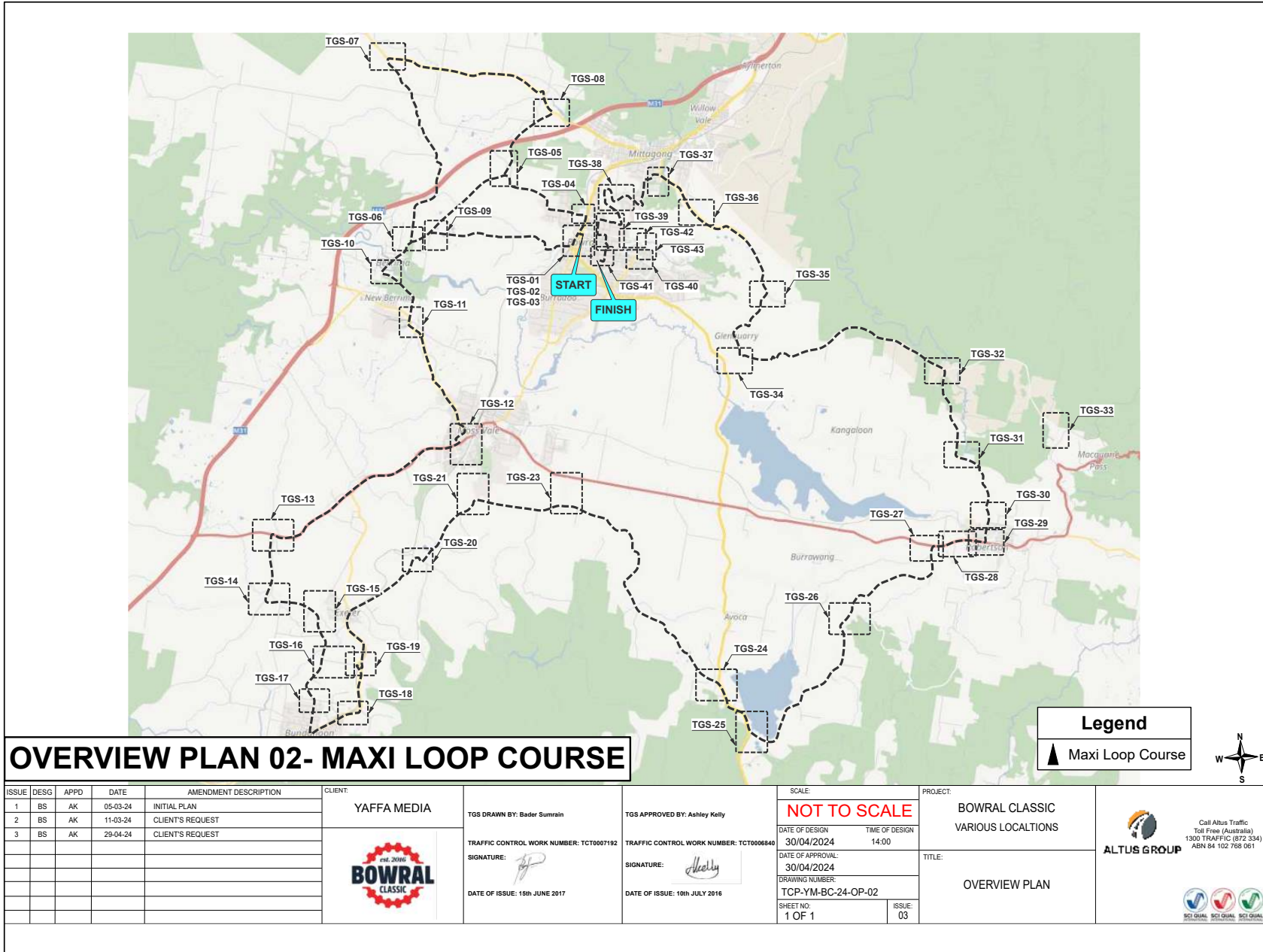
PROJECT:  
BOWRAL CLASSIC  
VARIOUS LOCALITIONS

TITLE:  
OVERVIEW PLAN

Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (872 534)  
ABN 84 102 788 081

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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## OVERVIEW PLAN 02- MAXI LOOP COURSE

**Legend**  
▲ Maxi Loop Course

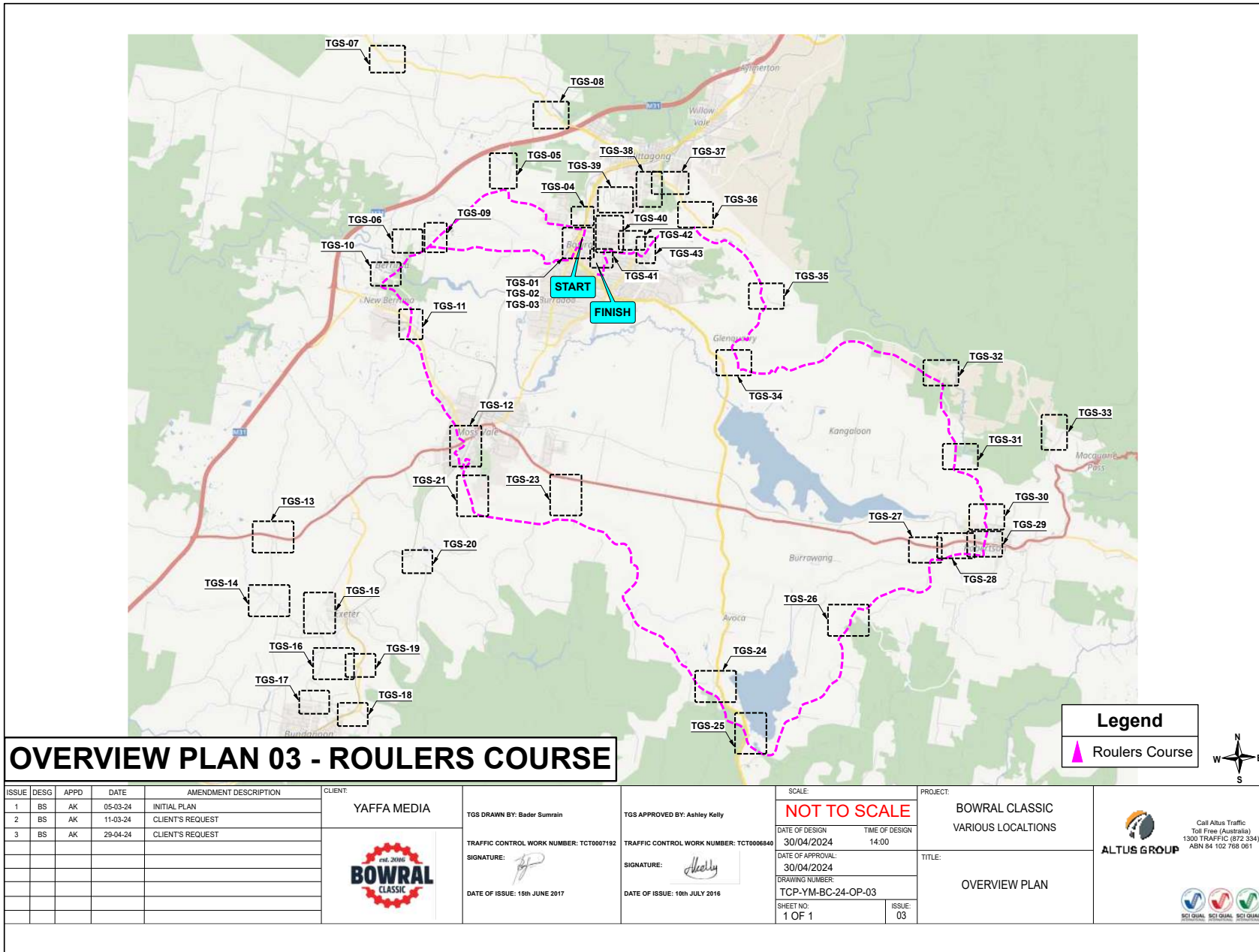


ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:	PROJECT:
1	BS	AK	05-03-24	INITIAL PLAN	YAFFA MEDIA			<b>NOT TO SCALE</b>	BOWRAL CLASSIC
2	BS	AK	11-03-24	CLIENT'S REQUEST				DATE OF DESIGN: 30/04/2024 TIME OF DESIGN: 14:00	VARIOUS LOCALITIONS
3	BS	AK	29-04-24	CLIENT'S REQUEST				DATE OF APPROVAL: 30/04/2024	TITLE: OVERVIEW PLAN
						TRAFFIC CONTROL WORK NUMBER: TCT0007192 SIGNATURE: DATE OF ISSUE: 15th JUNE 2017	TRAFFIC CONTROL WORK NUMBER: TCT0006840 SIGNATURE: DATE OF ISSUE: 10th JULY 2016	DRAWING NUMBER: TCP-YM-BC-24-OP-02 SHEET NO: 1 OF 1	ALTUS GROUP Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 534) ABN 84 102 788 061



**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

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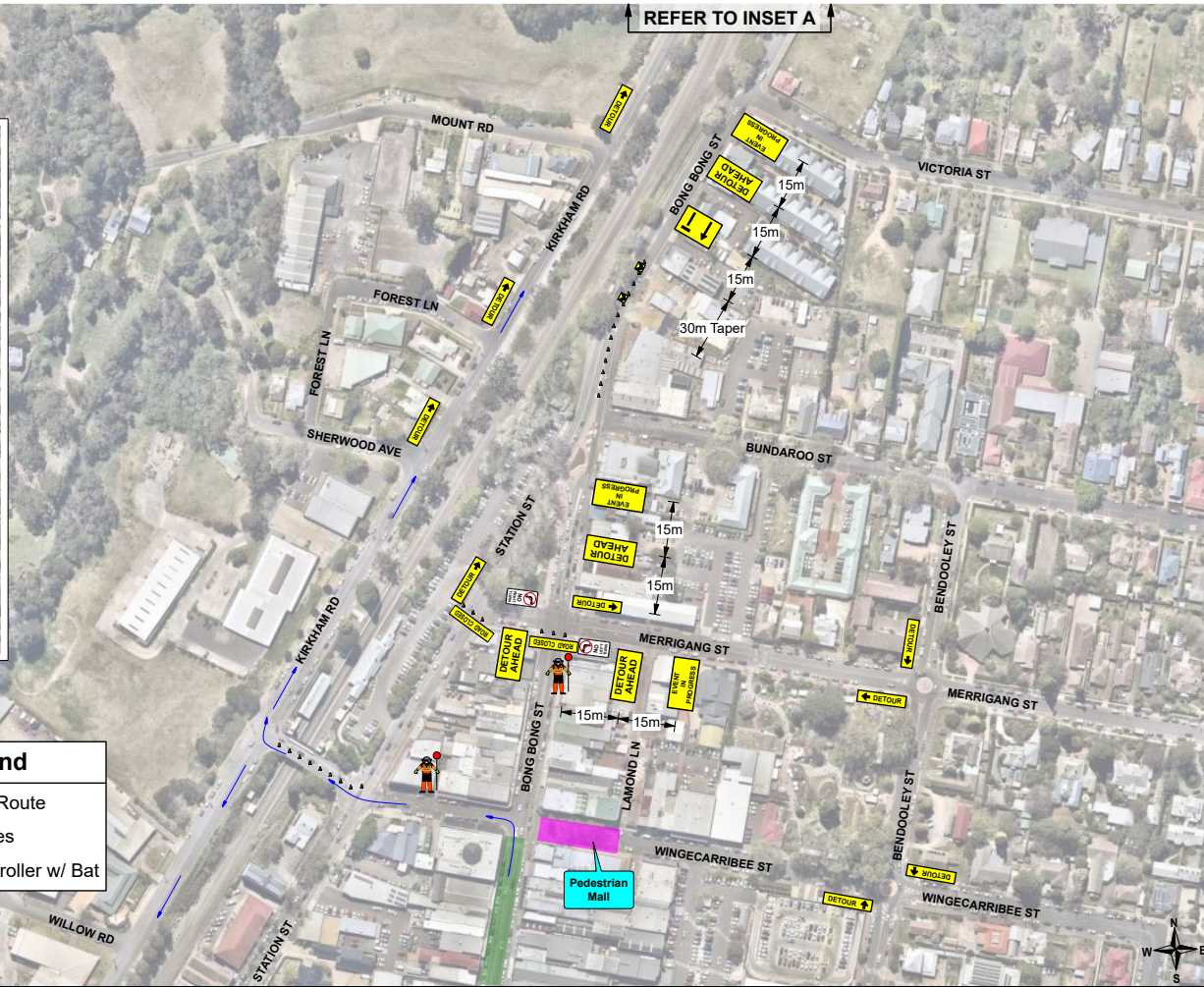


# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

www.invarion.com

**SET UP BY - 04:30AM**  
**REMOVE AT - 09:00AM**

**NOTE: STATION ST CAN OPEN AT 08:00AM**




- Manifest**
- 28 x Traffic Cones
  - 6 x DETOUR LEFT
  - 4 x DETOUR AHEAD
  - 3 x DETOUR RIGHT
  - 3 x Event In Progress
  - 2 x DETOUR STRAIGHT
  - 2 x ROAD CLOSED
  - 2 x T5-5 T5-5 single chevron
  - 2 x Traffic Controller w/ Bat
  - 1 x Lane Status (Ahead, Dead)
  - 1 x NO LEFT TURN NSW
  - 1 x NO RIGHT TURN NSW

- Legend**
- All Course Route
  - Traffic Cones
  - Traffic Controller w/ Bat


**01**

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION
1	BS	AK	05-03-24	INITIAL PLAN

CLIENT: **YAFFA MEDIA**



TGS DRAWN BY: Bader Sumrain  
TRAFFIC CONTROL WORK NUMBER: TCT0007192  
SIGNATURE:   
DATE OF ISSUE: 15th JUNE 2017

TGS APPROVED BY: Ashley Kelly  
TRAFFIC CONTROL WORK NUMBER: TCT0006840  
SIGNATURE:   
DATE OF ISSUE: 10th JULY 2016

SCALE: **NOT TO SCALE**  
DATE OF DESIGN: 30/04/2024  
TIME OF DESIGN: 14:00  
DATE OF APPROVAL: 30/04/2024  
DRAWING NUMBER: TCP-YM-BC-24-01  
SHEET NO: 1 OF 1  
ISSUE: 01

PROJECT: **BOWRAL CLASSIC  
BONG BONG ST, VICTORIA ST &  
BOWRAL ST, BOWRAL**

TITLE: **ROAD CLOSURE**



Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (872 334)  
ABN 84 102 788 061



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

www.invarion.com

**SET UP BY - 04:30AM  
REMOVE AT - 09:00AM**

**NOTE: STATION ST CAN OPEN AT 08:00AM**

**BONG BONG ST TO REMAIN CLOSED  
UNTIL ALL EVENT INFRASTRUCTURE OFF ROADS  
ARCHWAY  
CCB'S  
EVENT VEHICLES**

**ALL OTHER AREAS CAN COMMENCE  
PACK DOWN FROM 8:00 AM**



**VMS MESSAGE 01 & 02 - ADVANCE WARNING  
SATURDAY 12TH OCTOBER 2024 -  
SATURDAY 19TH OCTOBER 2024**

Frame 1	Frame 2	Frame 3
BONG BONG ST & STATION ST	OCT 20TH 04:30AM - 09:00AM	MEMORS DELAYS
CLOSED		

**VMS MESSAGE 01 & 02 -  
EVENT DAY (04:00AM - 09:00AM)**

Frame 1	Frame 2	Frame 3
BONG BONG ST & STATION ST	04:30AM - 09:00AM	USE BENDOOLEY STREET
CLOSED		

**VMS MESSAGE 01 & 02 -  
EVENT DAY (09:00AM - 04:30PM)**

Frame 1	Frame 2
CYCLE EVENT IN PROGRESS	PLEASE DRIVE WITH CARE

**Manifest**

- 20 x Traffic Cones
- 6 x ROAD CLOSED
- 5 x Event In Progress
- 4 x DETOUR RIGHT
- 4 x Traffic Controller
- 3 x DETOUR AHEAD
- 3 x NO LEFT TURN NSW
- 3 x NO RIGHT TURN NSW
- 2 x DETOUR LEFT
- 2 x DETOUR STRAIGHT
- 2 x VMS Board

**Legend**

- Maxi Loop Course
- Traffic Cones
- Traffic Controller w/ Bat
- VMS Board

**02**

ISSUE	DESG	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:	PROJECT:
1	BS	AK	05-03-24	INITIAL PLAN	YAFFA MEDIA			<b>NOT TO SCALE</b>	BOWRAL CLASSIC
2	BS	AK	30-04-24	CLIENT'S REQUEST				DATE OF DESIGN: 30/04/2024 TIME OF DESIGN: 14:00	BONG BONG ST, VICTORIA ST & BOWRAL ST, BOWRAL
						TRAFFIC CONTROL WORK NUMBER: TCT0007192 SIGNATURE:	TRAFFIC CONTROL WORK NUMBER: TCT0006840 SIGNATURE:	DATE OF APPROVAL: 30/04/2024 DRAWING NUMBER: TCP-YM-BC-24-02	TITLE: ROAD CLOSURE
						DATE OF ISSUE: 15th JUNE 2017	DATE OF ISSUE: 10th JULY 2016	SHEET NO: 1 OF 1 ISSUE: 02	 Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 334) ABN 84 102 788 061

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

www.invarion.com

**SET UP BY - 06:00AM**  
**REMOVE AT - 09:40AM**



Note: Traffic Controllers to hold traffic out of Wingecarribee St when Maxi loop & Challenge route pass back through.

Note: When Station St opens again at 8:00 AM, TC needs to move to the rail crossing bridge and hold vehicles coming across Wingecarribee St as Maxi riders & Challenge return on Kirkham Rd towards Oxley Hill.  
Riders expected until 8:45 AM

**Legend**

- All Course Route
- Traffic Cones
- Traffic Controller w/ Bat
- VMS Board

**Manifest**

- 30 x Traffic Cones
- 2 x END ROAD WORK
- 2 x Event In Progress
- 2 x PREPARE TO STOP
- 2 x SPEED LIMIT 40 ROAD WORK
- 2 x SPEED LIMIT 50
- 2 x TRAFFIC CONTROLLER AHEAD
- 2 x Traffic Controller w/ Bat

**03**


ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION
1	BS	AK	05-03-24	INITIAL PLAN
2	BS	AK	29-04-24	CLIENT'S REQUEST

CLIENT: **YAFFA MEDIA**



TGS DRAWN BY: Bader Sumrain


TRAFFIC CONTROL WORK NUMBER: TCT0007192

SIGNATURE: 

DATE OF ISSUE: 19th JUNE 2017

TGS APPROVED BY: Ashley Kelly

TRAFFIC CONTROL WORK NUMBER: TCT0006840

SIGNATURE: 

DATE OF ISSUE: 10th JULY 2016

SCALE: **NOT TO SCALE**

DATE OF DESIGN: 30/04/2024

TIME OF DESIGN: 14:00

DATE OF APPROVAL: 30/04/2024

DRAWING NUMBER: TCP-YM-BC-24-03

SHEET NO: 1 OF 1

ISSUE: 02

PROJECT: **BOWRAL CLASSIC**  
**KIRKHAM RD, BOWRAL**

TITLE: **HOLD & RELEASE**



Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (872 534)  
ABN 84 102 758 061



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

**SET UP BY - 06:00AM**  
**REMOVE AT - 09:40AM**

**INSET A**

GENERIC PLAN - CENTENNIAL RD BETWEEN KIRKHAM RD & OLD HUME HWY (TOTAL LENGTH - 4000m)

All existing speed signs must be covered

1000m REPEATER SIGN

CENTENNIAL RD

04

**Traffic Controllers to allow Local Residents & Businesses Only.**

**Traffic Controllers to allow Maxi riders to turn back onto Kirkham Rd.**

**Traffic Controllers required to assist with Maxi & Challenge Riders To Turn Right From Centennial Rd To Kirkham Rd 7:00am - 9:30am**

**Traffic Controllers could possibly be used at a later TGS location**

**VMS MESSAGE 03 - ADVANCE WARNING**  
SATURDAY 12TH OCTOBER 2024 - SATURDAY 19TH OCTOBER 2024

Frame 1	Frame 2	Frame 3
SONG BONG ST &	OCT 20TH	MIRROB
STATION ST	04:30AM - 09:00AM	DELAYS
CLOSED		

**VMS MESSAGE 03 - EVENT DAY (04:00AM - 09:00AM)**

Frame 1	Frame 2	Frame 3
SONG BONG ST &	04:30AM - 09:00AM	USE
STATION ST		BENDGOOLEY
CLOSED		STREET

**VMS MESSAGE 03 - EVENT DAY (09:00AM - 04:30PM)**

Frame 1	Frame 2
CYCLE EVENT	PLEASE DRIVE
IN	WITH
PROGRESS	CARE

**Manifest**

- 3 x SPEED LIMIT 40 ROAD WORK
- 2 x END ROAD WORK
- 2 x Event In Progress
- 2 x PREPARE TO STOP
- 2 x SPEED LIMIT 50
- 2 x Traffic Cones
- 2 x TRAFFIC CONTROLLER AHEAD
- 2 x Traffic Controller w/ Bat
- 1 x Local Traffic Only
- 1 x NO LEFT TURN NSW
- 1 x NO RIGHT TURN NSW
- 1 x VMS Board

**Legend**

- All Course Route
- Traffic Cones
- Traffic Controller w/ Bat
- VMS Board

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT
1	BS	AK	05-03-24	INITIAL PLAN	YAFFA MEDIA
2	BS	AK	29-04-24	CLIENT'S REQUEST	
3	BS	AK	30-04-24	CLIENT'S REQUEST	

TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly
TRAFFIC CONTROL WORK NUMBER: TCT0007192	TRAFFIC CONTROL WORK NUMBER: TCT0006840
SIGNATURE:	SIGNATURE:
DATE OF ISSUE: 15th JUNE 2017	DATE OF ISSUE: 10th JULY 2016

SCALE: <b>NOT TO SCALE</b>	PROJECT: BOWRAL CLASSIC KIRKHAM RD, BOWRAL
DATE OF DESIGN: 30/04/2024	TIME OF DESIGN: 14:00
DATE OF APPROVAL: 30/04/2024	TITLE: HOLD & RELEASE
DRAWING NUMBER: TCP-YM-BC-24-04	
SHEET NO: 1 OF 1	ISSUE: 03

**BOWRAL CLASSIC**

**ALTUS GROUP**

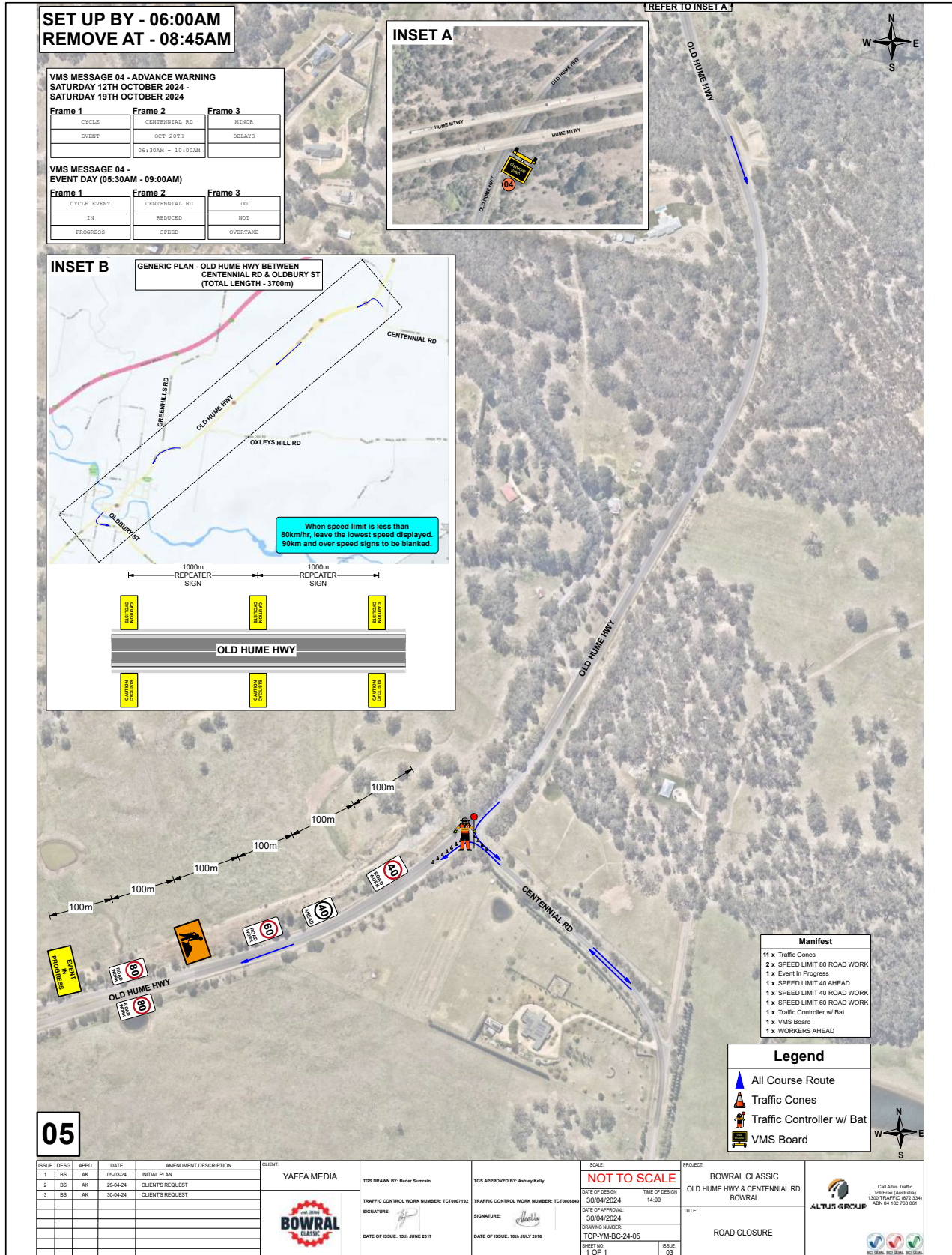
Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (872 334)  
ABN 84 102 788 061

6.6.1 Bowral Classic Traffic Management Plan 2024

Page | 29

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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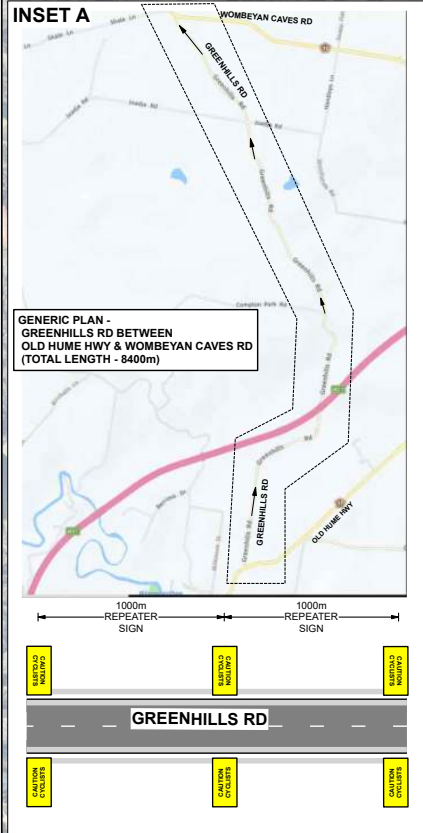


**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

www.invarion.com

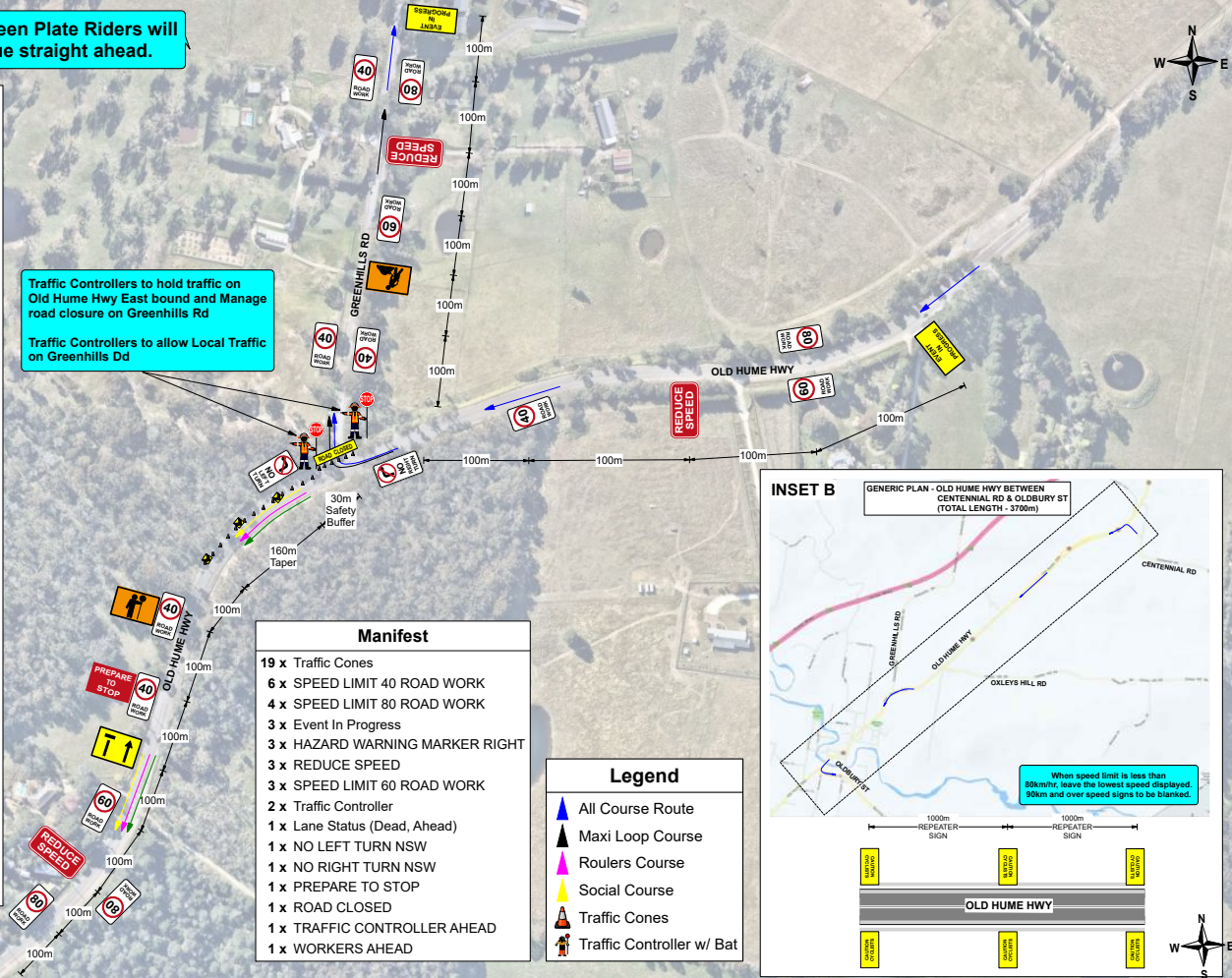
**SET UP BY - 06:15AM  
REMOVE AT - 09:00AM**

**NOTE: Green Plate Riders will continue straight ahead.**



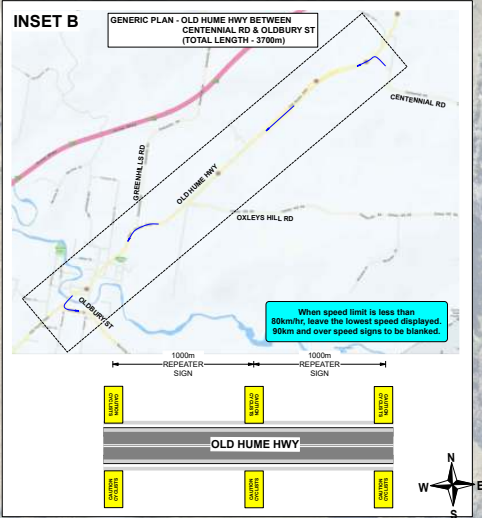
**Traffic Controllers to hold traffic on Old Hume Hwy East bound and Manage road closure on Greenhills Rd**

**Traffic Controllers to allow Local Traffic on Greenhills Rd**



- Manifest**
- 19 x Traffic Cones
  - 6 x SPEED LIMIT 40 ROAD WORK
  - 4 x SPEED LIMIT 80 ROAD WORK
  - 3 x Event In Progress
  - 3 x HAZARD WARNING MARKER RIGHT
  - 3 x REDUCE SPEED
  - 3 x SPEED LIMIT 60 ROAD WORK
  - 2 x Traffic Controller
  - 1 x Lane Status (Dead, Ahead)
  - 1 x NO LEFT TURN NSW
  - 1 x NO RIGHT TURN NSW
  - 1 x PREPARE TO STOP
  - 1 x ROAD CLOSED
  - 1 x TRAFFIC CONTROLLER AHEAD
  - 1 x WORKERS AHEAD

- Legend**
- ▲ All Course Route
  - ▲ Maxi Loop Course
  - ▲ Routers Course
  - ▲ Social Course
  - ▲ Traffic Cones
  - ▲ Traffic Controller w/ Bat



**06**

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION
1	BS	AK	05-03-24	INITIAL PLAN
2	BS	AK	29-04-24	CLIENT'S REQUEST
3	BS	AK	30-04-24	CLIENT'S REQUEST

CLIENT: **YAFFA MEDIA**

TGS DRAWN BY: Bader Sumrain

TRAFFIC CONTROL WORK NUMBER: TCT0007192

SIGNATURE: *[Signature]*

DATE OF ISSUE: 19th JUNE 2017

TGS APPROVED BY: Ashley Kelly

TRAFFIC CONTROL WORK NUMBER: TCT0006840

SIGNATURE: *[Signature]*

DATE OF ISSUE: 10th JULY 2016

SCALE: **NOT TO SCALE**

DATE OF DESIGN: 30/04/2024

TIME OF DESIGN: 14:00

DATE OF APPROVAL: 30/04/2024

DRAWING NUMBER: TCTP-YM-BC-24-06

SHEET NO: 1 OF 1

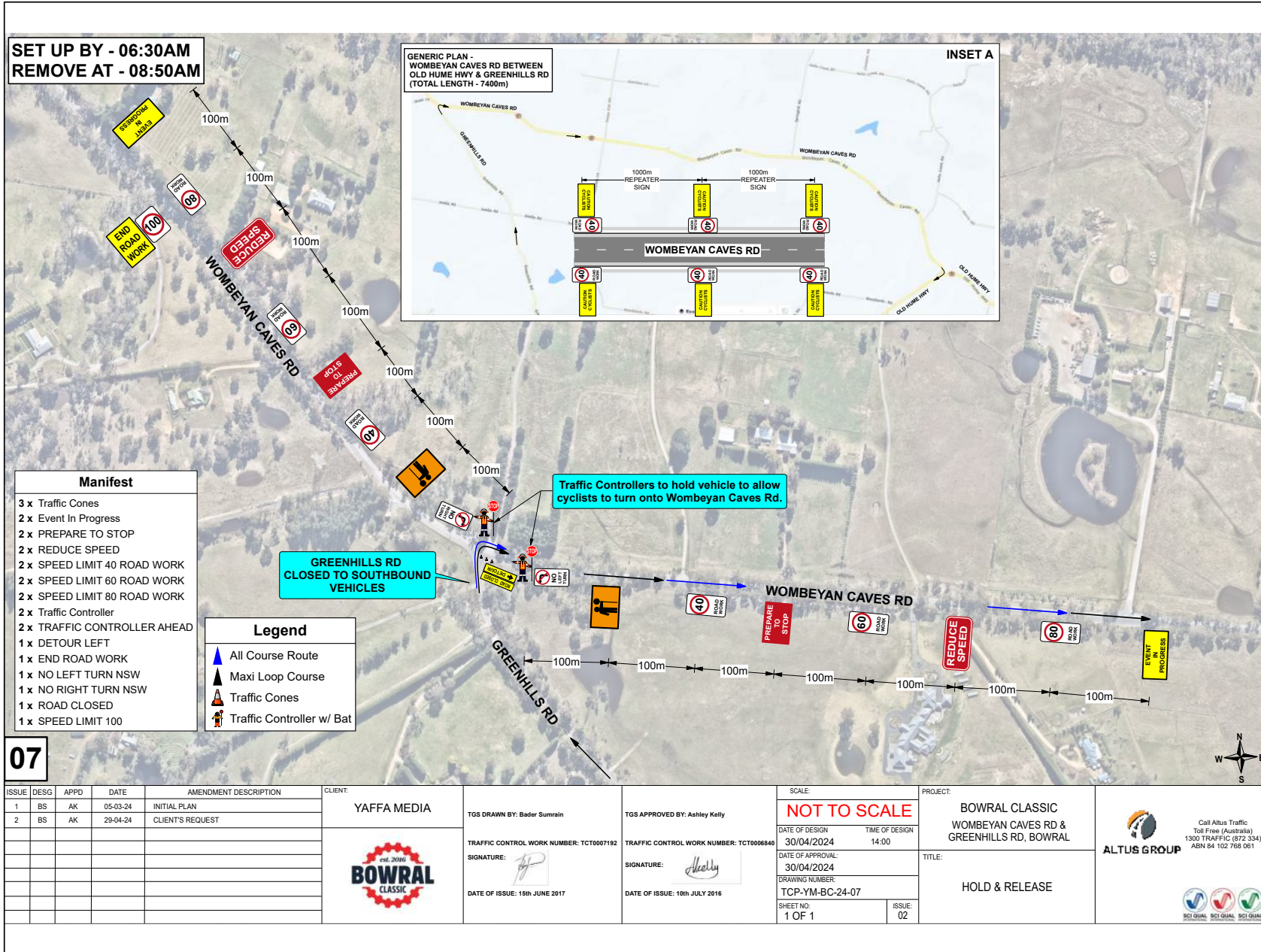
ISSUE: 03

PROJECT: **BOWRAL CLASSIC  
OLD HUME HWY &  
GREENHILLS RD, BERRIMA**

TITLE: **HOLD & RELEASE**

Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (872 334)  
ABN 84 102 758 061

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024





# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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**SET UP BY - 06:30AM**  
**REMOVE AT - 09:15AM**

**Legend**

- ▲ All Course Route
- Traffic Cones
- Traffic Controller w/ Bat

**Manifest**

- 8 x Traffic Cones
- 2 x END ROAD WORK
- 2 x Event In Progress
- 2 x PREPARE TO STOP
- 2 x SPEED LIMIT 40 ROAD WORK
- 2 x SPEED LIMIT 60 ROAD WORK
- 2 x TRAFFIC CONTROLLER AHEAD
- 2 x Traffic Controller w/ Bat
- 2 x WORKERS AHEAD
- 1 x SPEED LIMIT 100
- 1 x SPEED LIMIT 80
- 1 x SPEED LIMIT 80 ROAD WORK

**08**

**GENERIC PLAN - OLD HUME HWY RDBETWEEN WOMBEYAN CAVES & CENTENNIAL RD (TOTAL LENGTH - 3350m)**

When speed limit is less than 80km/hr, leave the lowest speed displayed. 90km and over speed signs to be blanked.

1000m REPEATER SIGN

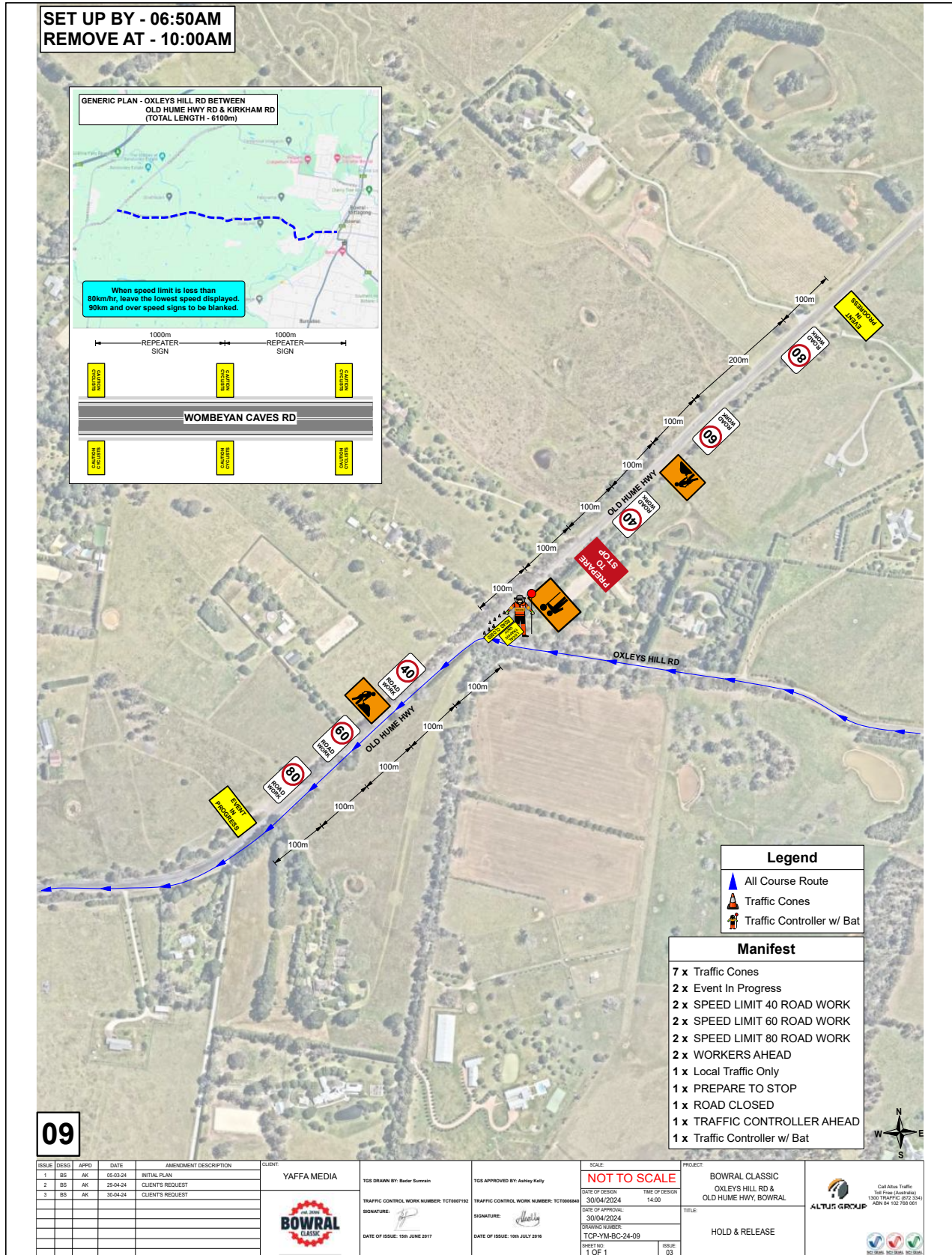
1000m REPEATER SIGN

**WOMBEYAN CAVES RD**

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:	PROJECT:
1	BS	AK	05-03-24	INITIAL PLAN	YAFFA MEDIA	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	<b>NOT TO SCALE</b>	BOWRAL CLASSIC WOMBEYAN CAVES RD & OLD HUME HWY, BOWRAL
2	BS	AK	29-04-24	CLIENT'S REQUEST					
						TRAFFIC CONTROL WORK NUMBER: TCT0007192	TRAFFIC CONTROL WORK NUMBER: TCT0006840	DATE OF DESIGN: 30/04/2024	TIME OF DESIGN: 14:00
						SIGNATURE:	SIGNATURE:	DATE OF APPROVAL: 30/04/2024	DATE OF APPROVAL: 14:00
					DATE OF ISSUE: 15th JUNE 2017	DATE OF ISSUE: 15th JULY 2016	DRAWING NUMBER: TCP-YM-BC-24-08	TITLE: HOLD & RELEASE	<p style="font-size: 8px;">Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 334) ABN 84 102 788 081</p>
							SHEET NO: 1 OF 1	ISSUE: 02	

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

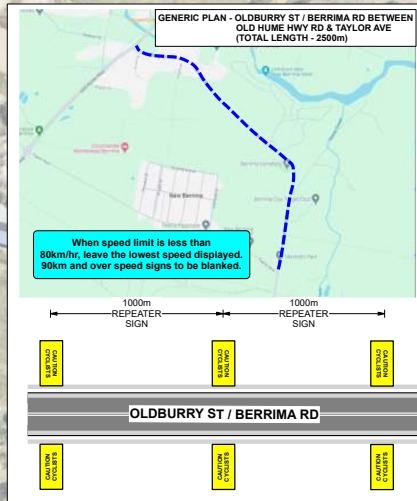
www.invarion.com



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

www.invarion.com

**SET UP BY - 07:00AM  
REMOVE AT - 10:30AM**



**10**

ISSUE	DESIG	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT
1	BS	AK	05-03-24	INITIAL PLAN	YAFFA MEDIA
2	BS	AK	29-04-24	CLIENT'S REQUEST	

CLIENT: **YAFFA MEDIA**



TGS DRAWN BY: Bader Sumrain

TRAFFIC CONTROL WORK NUMBER: TCT0007192

SIGNATURE: *[Signature]*

DATE OF ISSUE: 15th JUNE 2017

TGS APPROVED BY: Ashley Kelly

TRAFFIC CONTROL WORK NUMBER: TCT0006840

SIGNATURE: *[Signature]*

DATE OF ISSUE: 10th JULY 2016

SCALE: **NOT TO SCALE**

DATE OF DESIGN: 30/04/2024      TIME OF DESIGN: 14:00

DATE OF APPROVAL: 30/04/2024

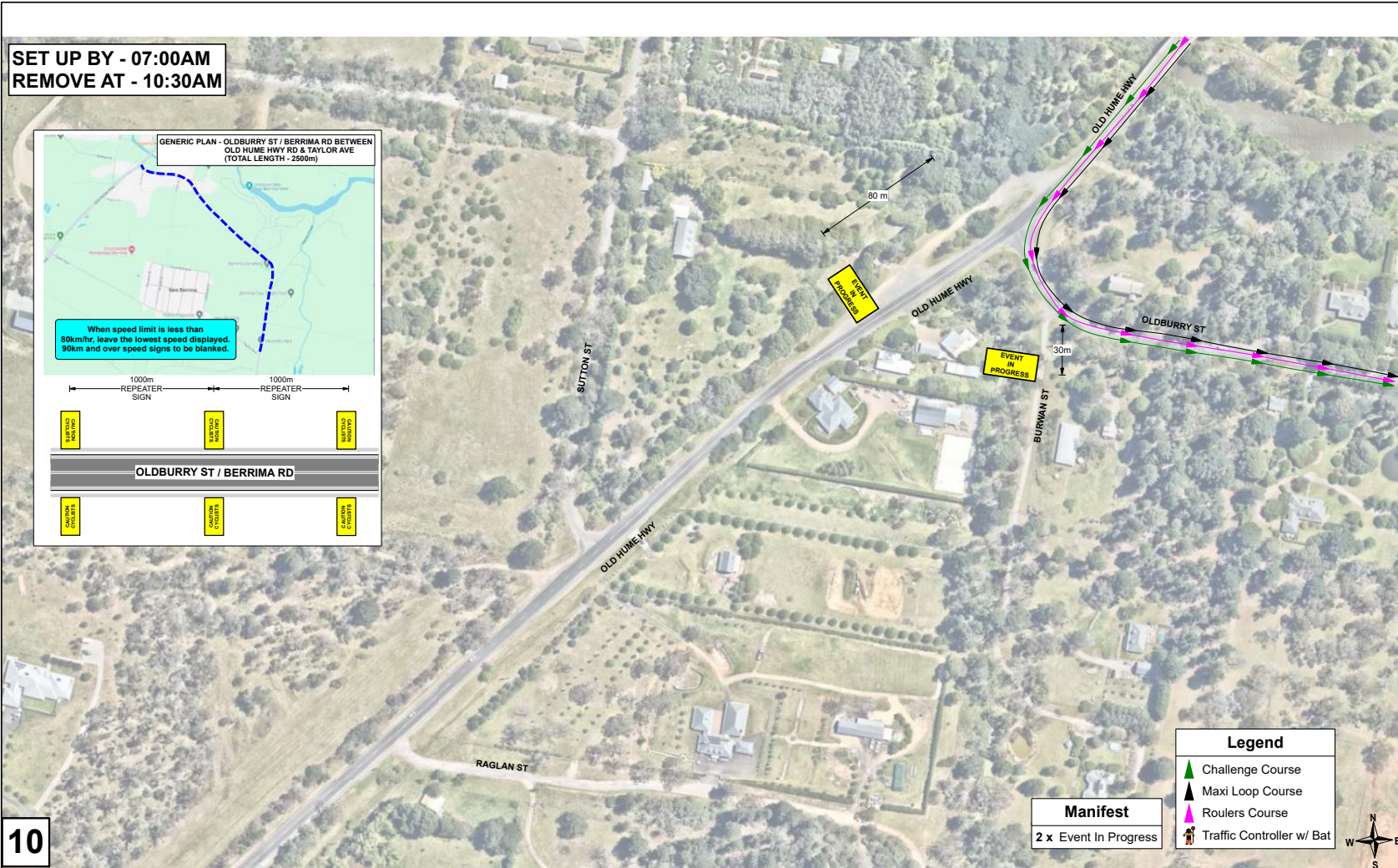
DRAWING NUMBER: TCP-YM-BC-24-10

SHEET NO: 1 OF 1      ISSUE: 02

**Manifest**  
2 x Event In Progress

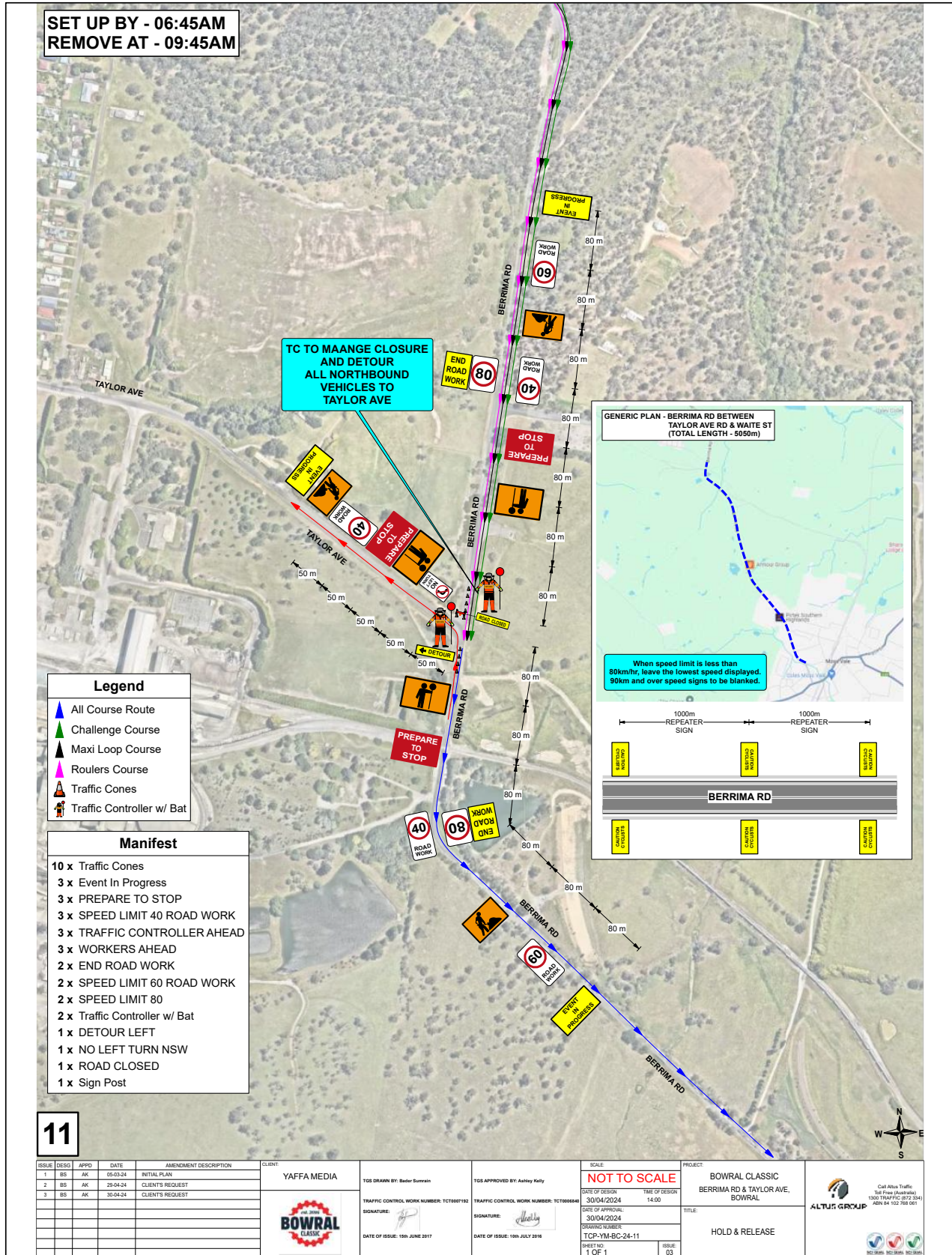
**Legend**

- ▲ Challenge Course
- ▲ Maxi Loop Course
- ▲ Roulers Course
- 👤 Traffic Controller w/ Bat

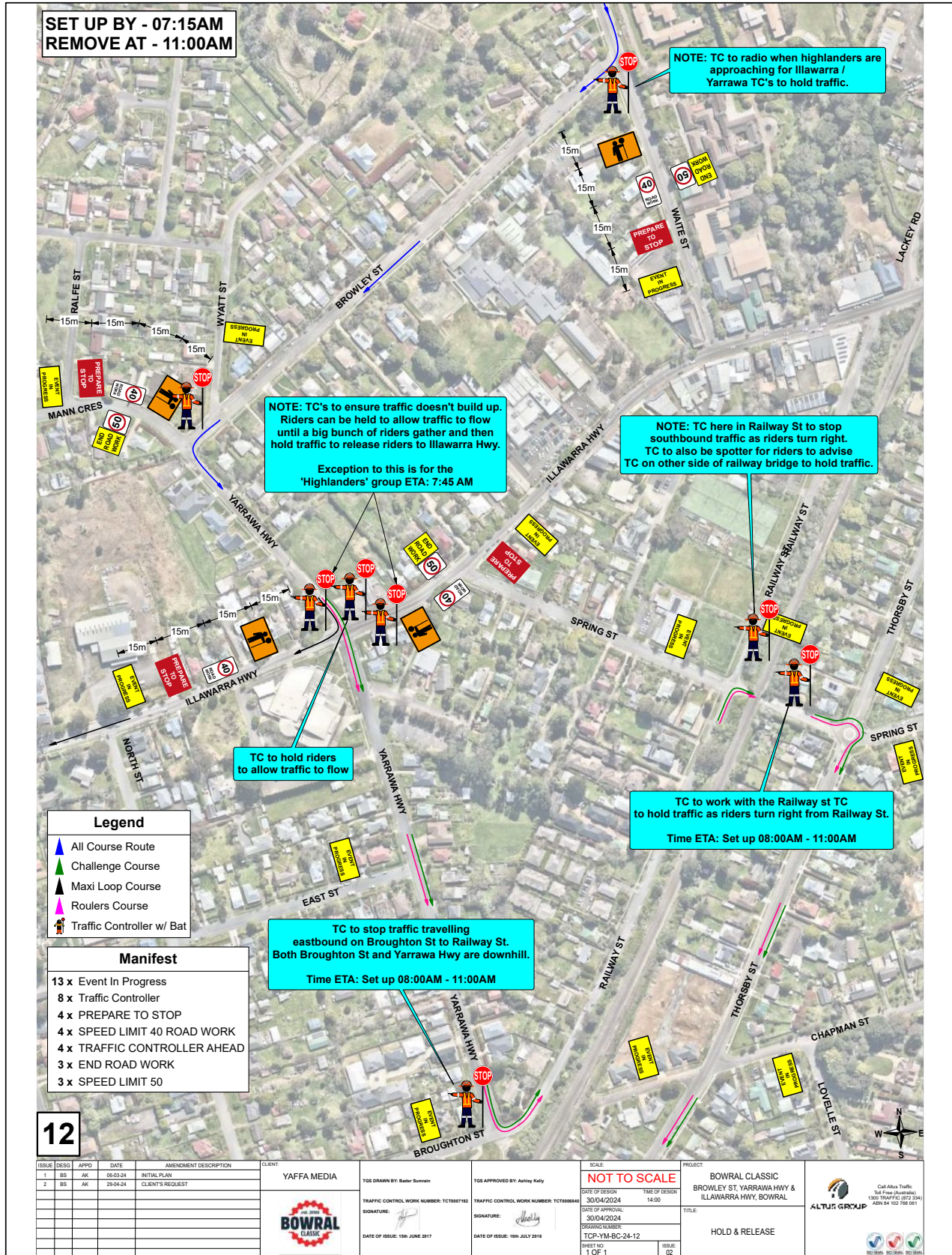


# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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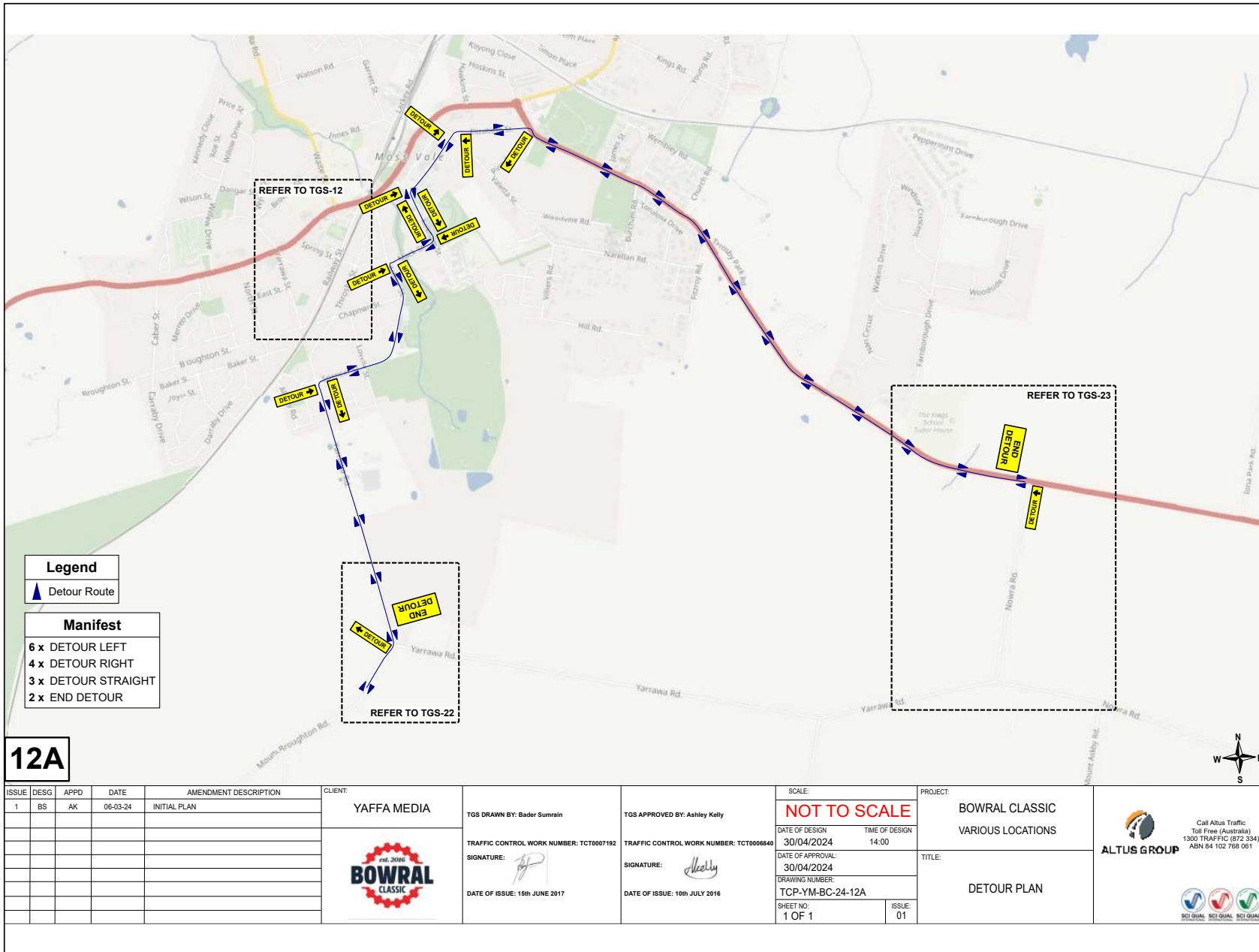


# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024



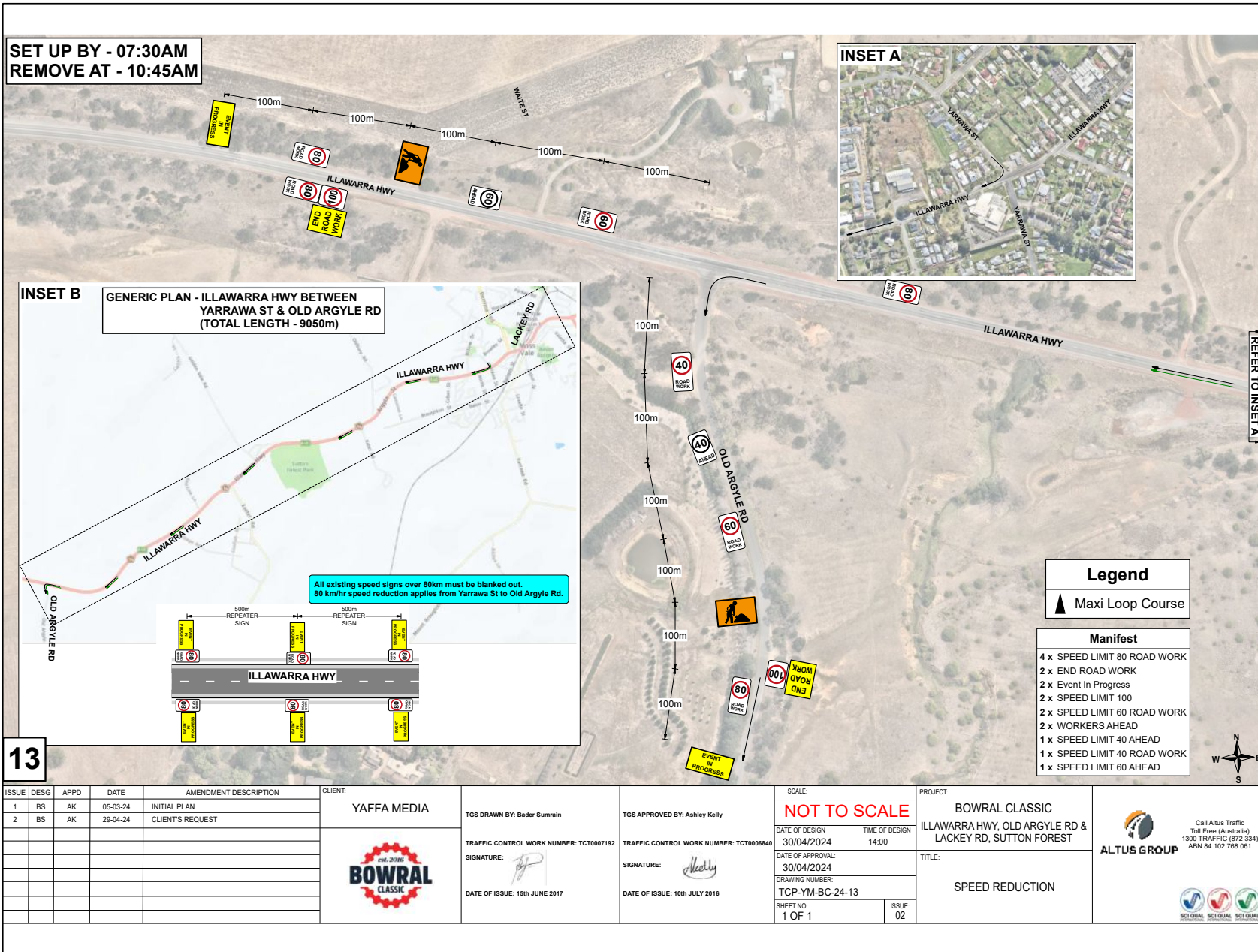
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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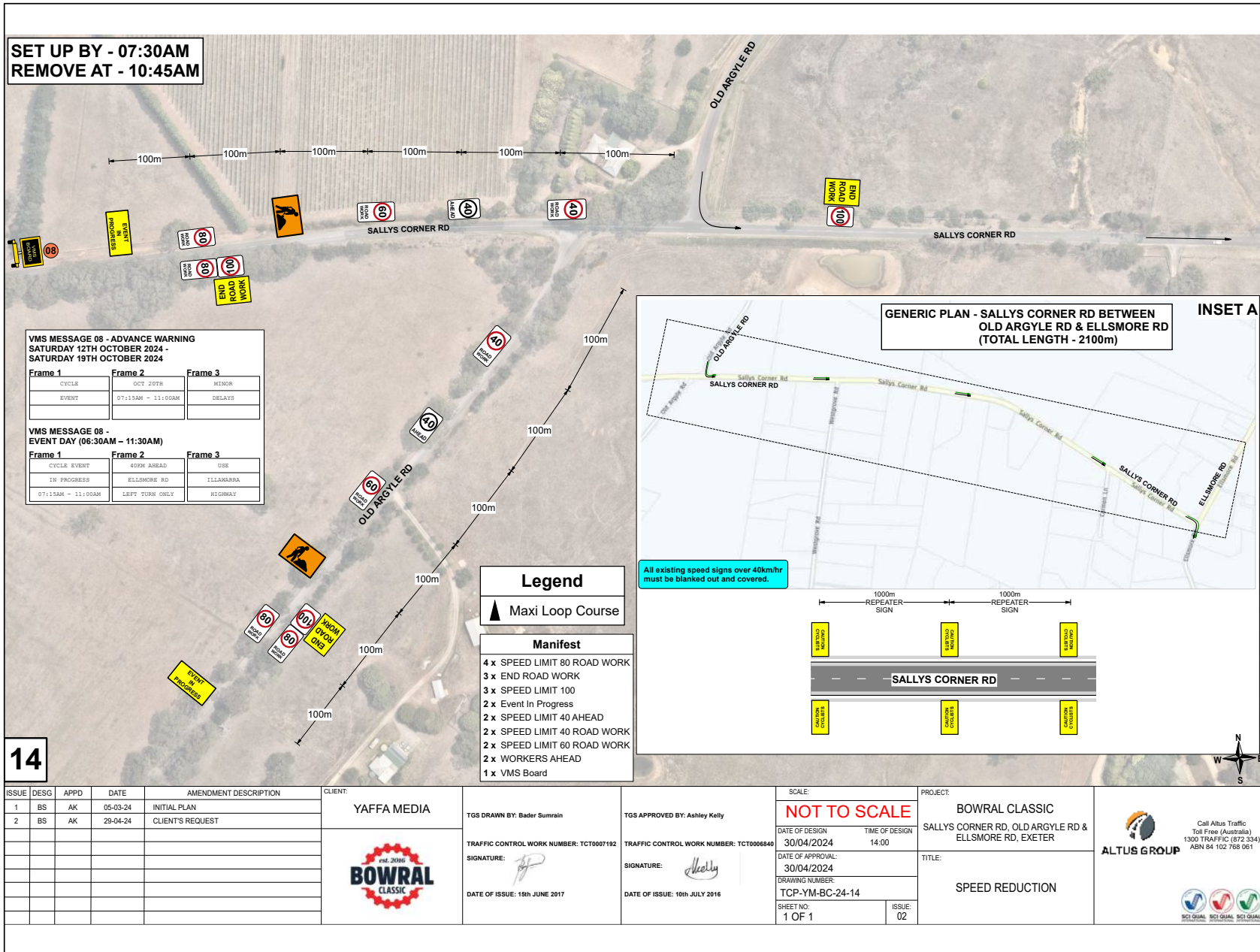
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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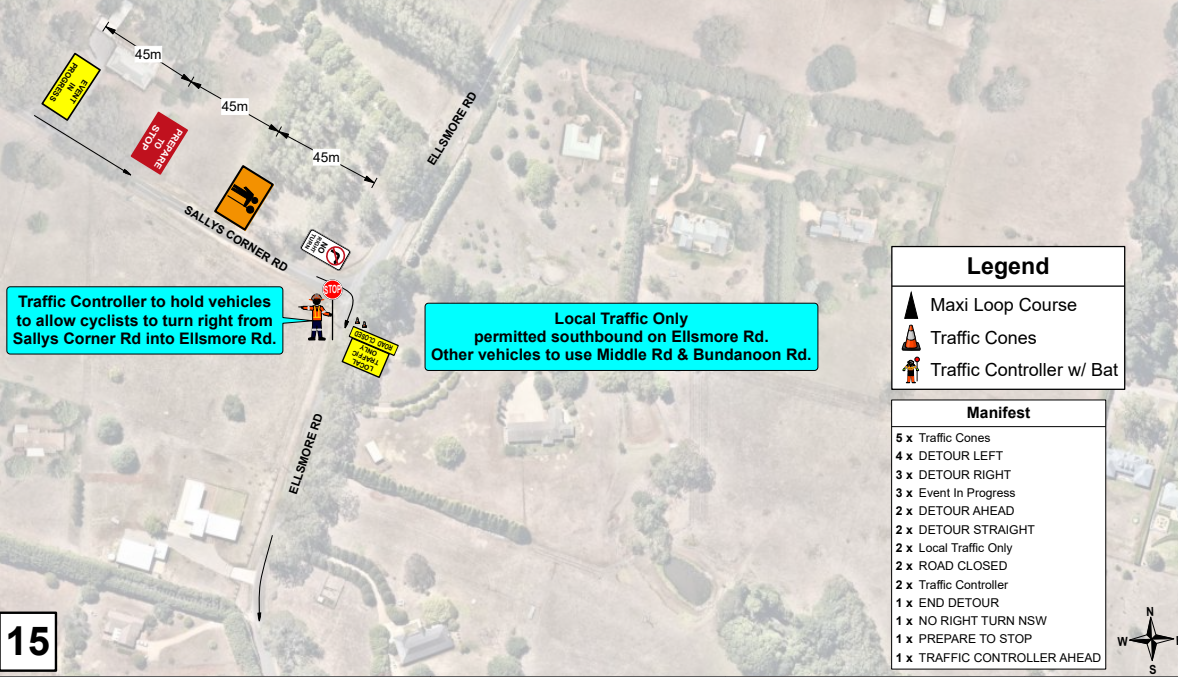
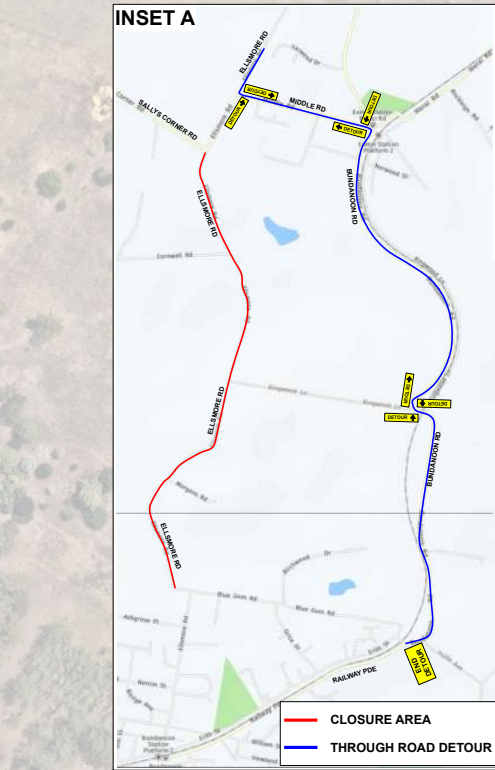




# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

www.invarion.com

**SET UP BY - 07:30AM  
REMOVE AT - 10:45AM**

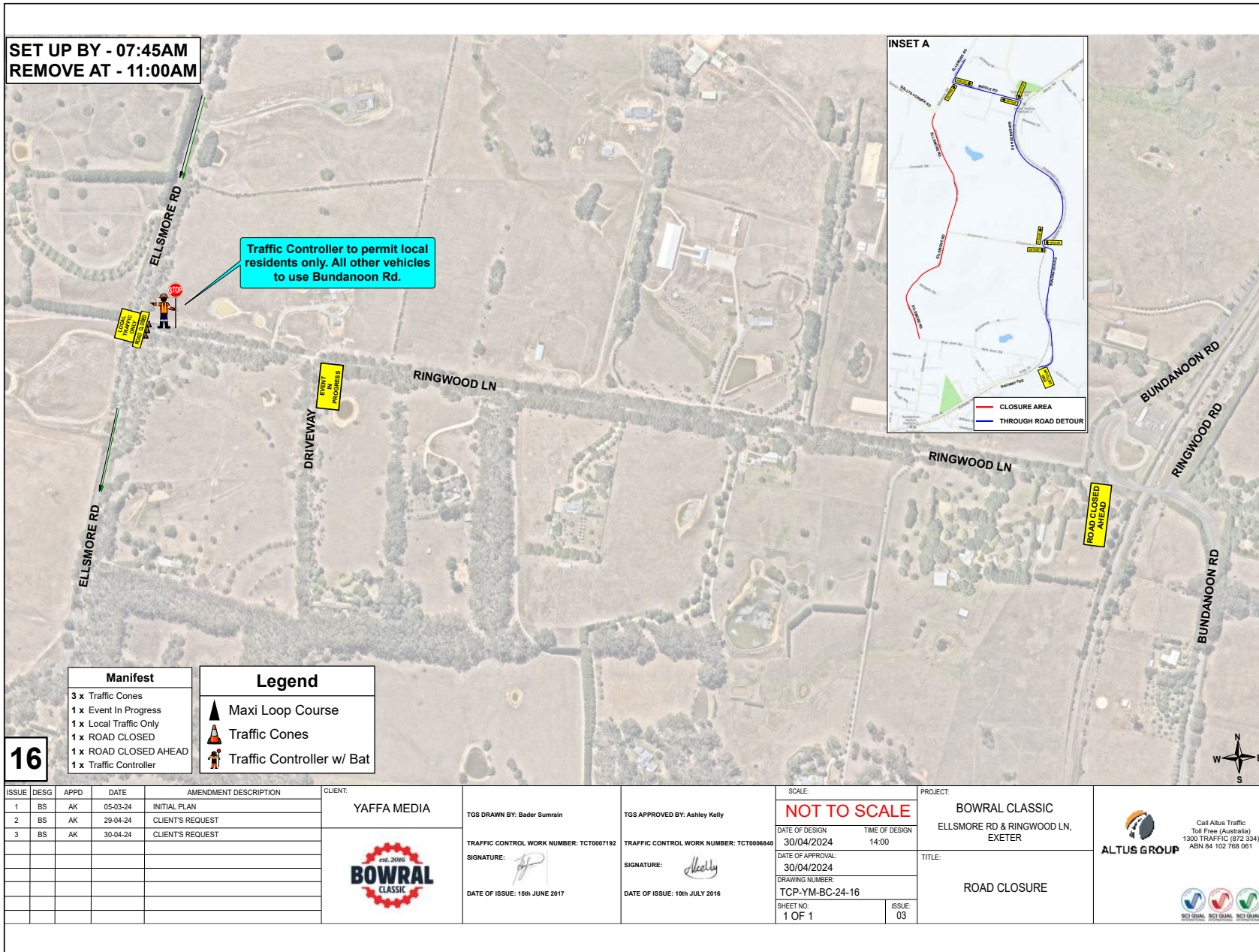


**15**

ISSUE	DESIG	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT	TGS DRAWN BY: Bekker Sutherland	TGS APPROVED BY: Ashley Kelly	SCALE: <b>NOT TO SCALE</b>	PROJECT: BOWRAL CLASSIC
1	BS	AK	05-03-24	INITIAL PLAN	YAFFA MEDIA	TRAFFIC CONTROL WORK NUMBER: TCT0207152	TRAFFIC CONTROL WORK NUMBER: TCT006648	DATE OF DESIGN: 30/04/2024	TIME OF DESIGN: 14:00
						SIGNATURE:	SIGNATURE:	DATE OF APPROVAL: 30/04/2024	TITLE: ROAD CLOSURE
						DATE OF ISSUE: 10th JULY 2017	DATE OF ISSUE: 10th JULY 2018	DRAWING NUMBER: TCP-YM-BC-24-15	PROJECT: BOWRAL CLASSIC ELLISMORE RD, MIDDLE RD & SALLY'S CORNER RD, EXETER
								SHEET NO: 1 OF 1	ISSUE: 01

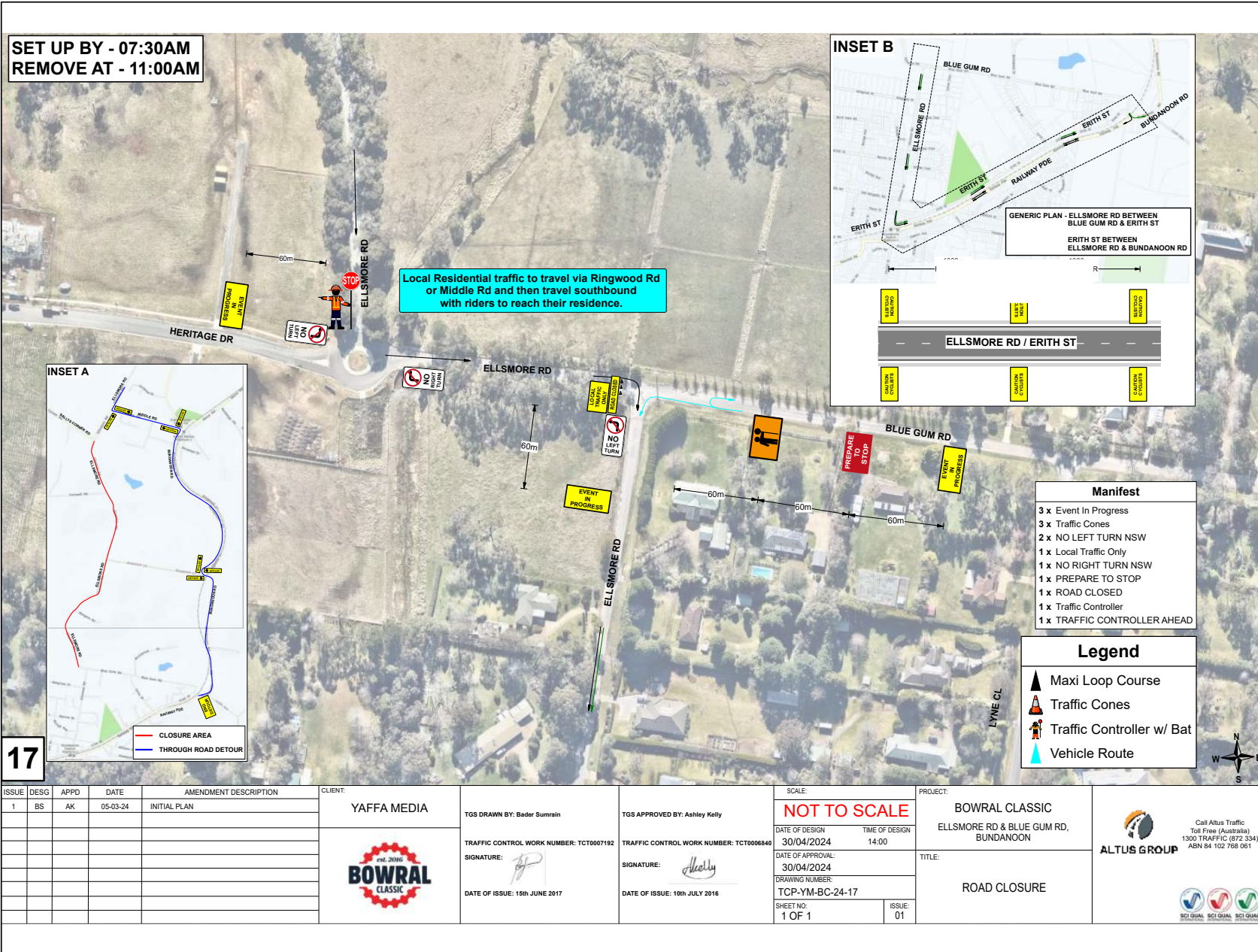
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

www.invarion.com

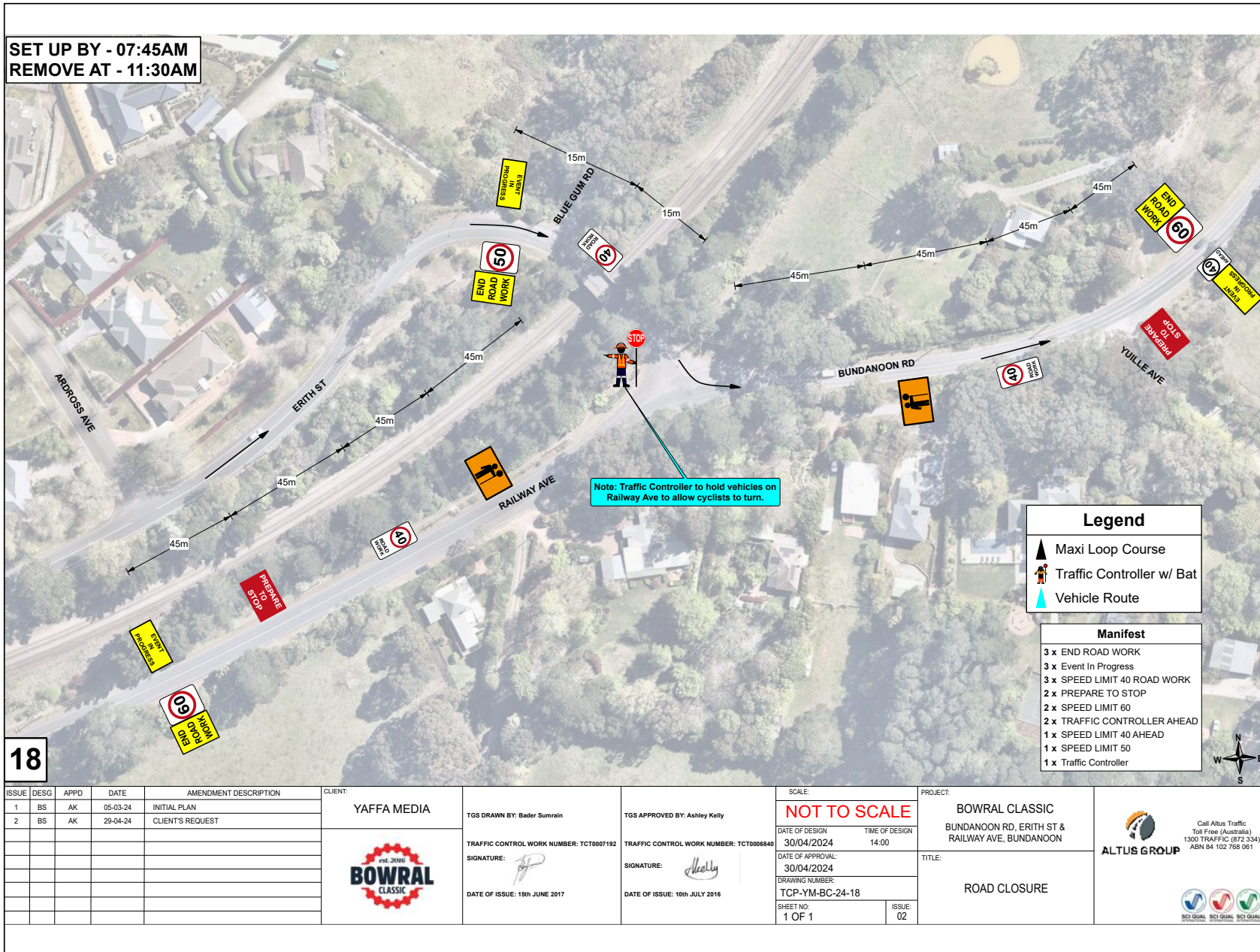


# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

www.invarion.com

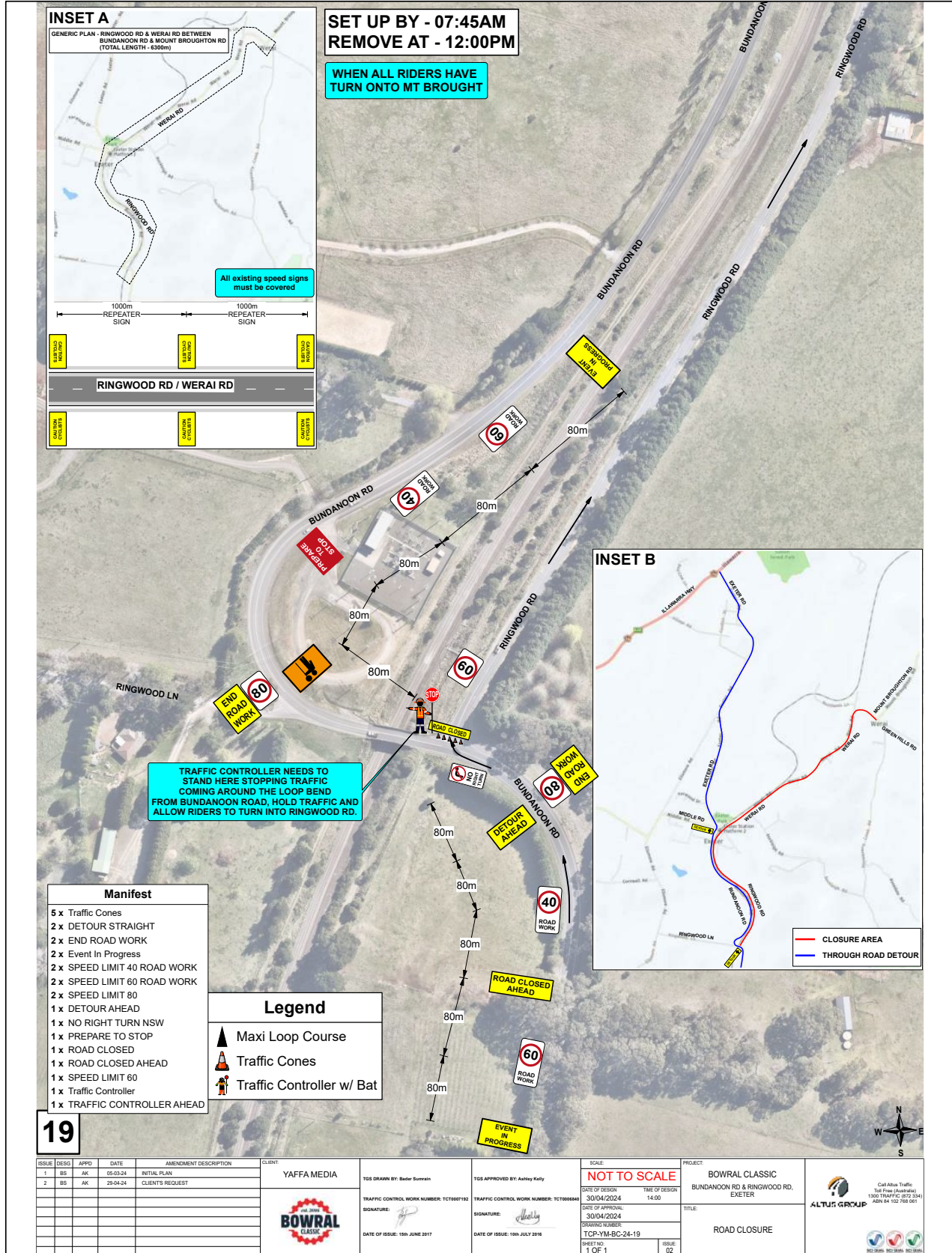


**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**



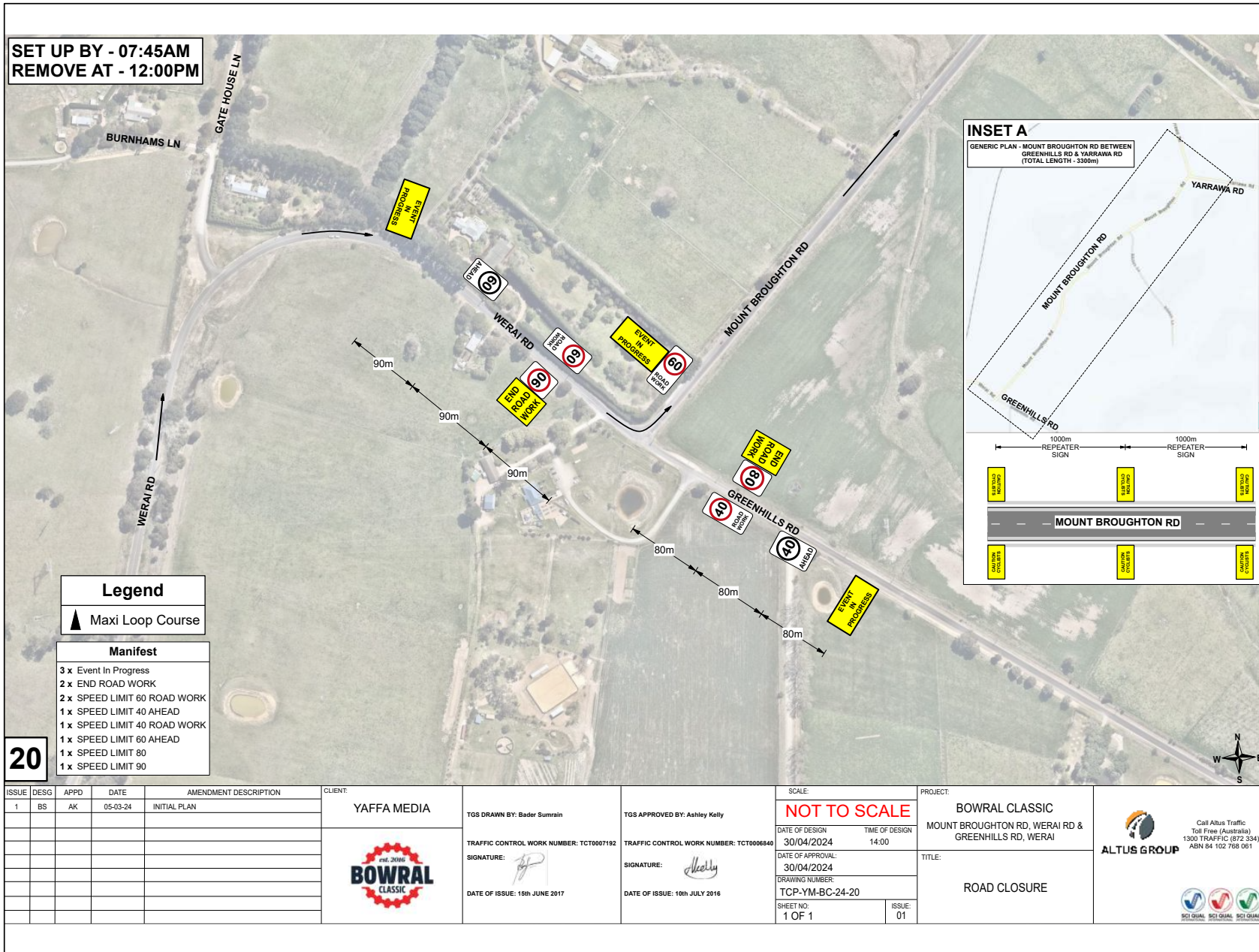
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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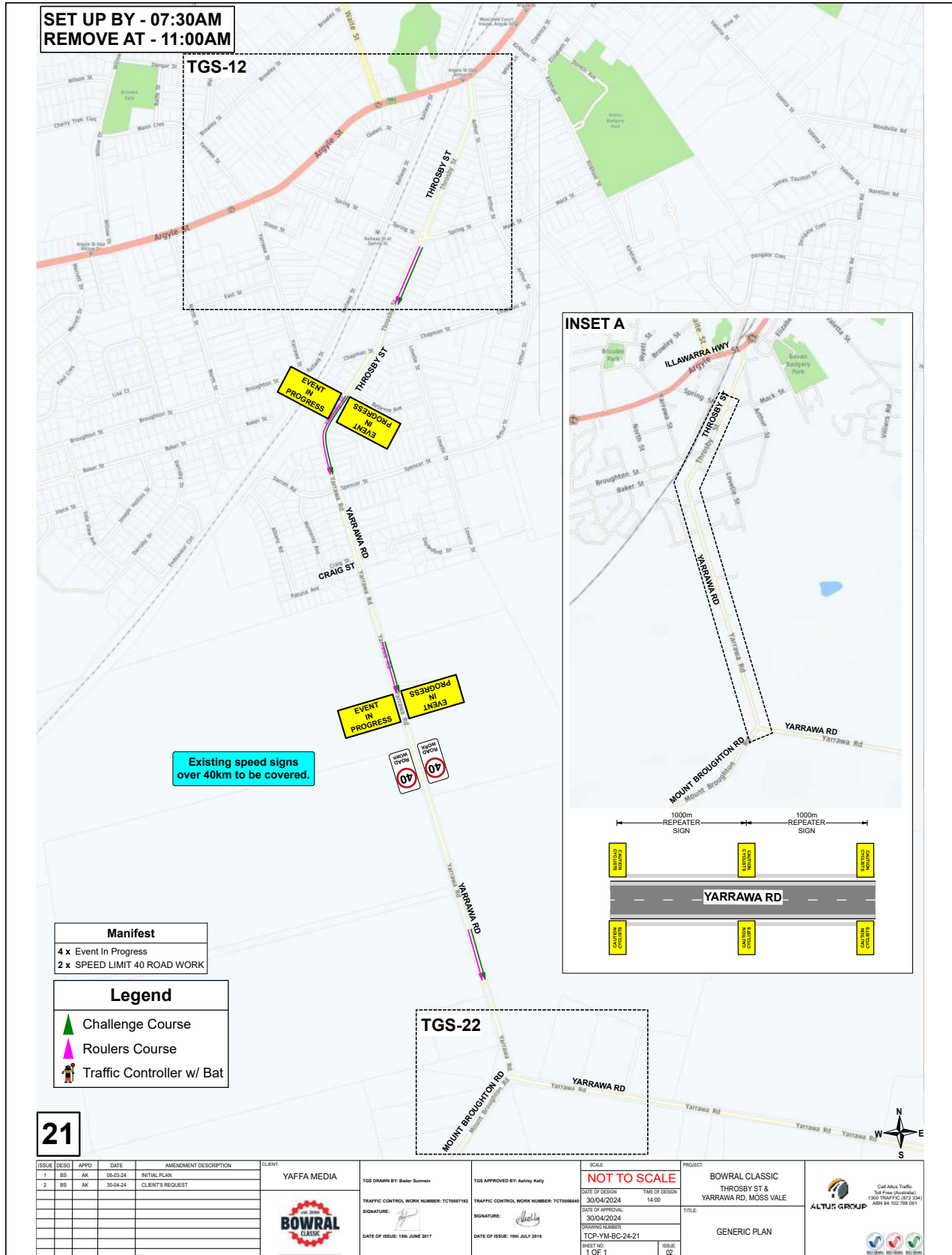
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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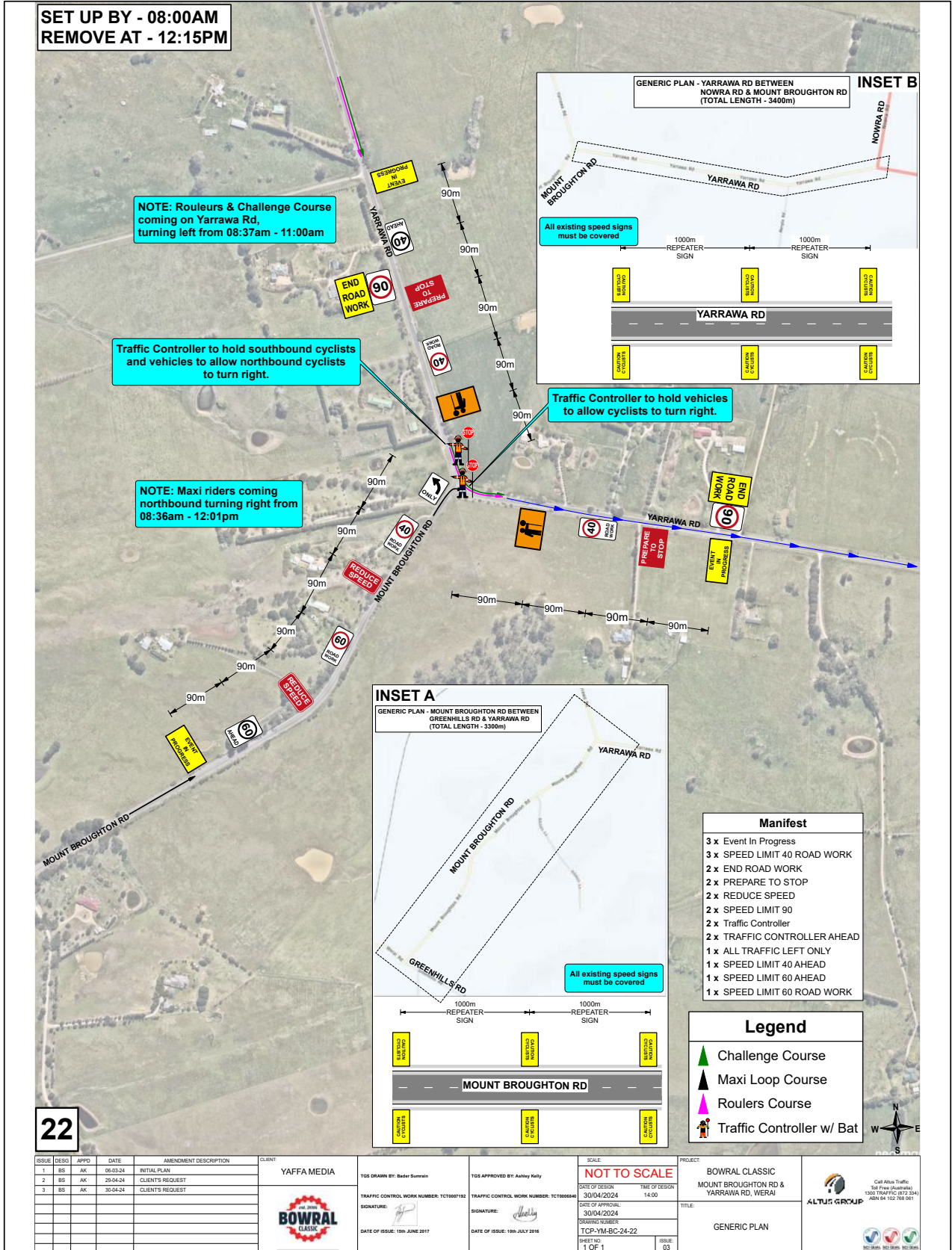
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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THURSDAY 16 MAY 2024**

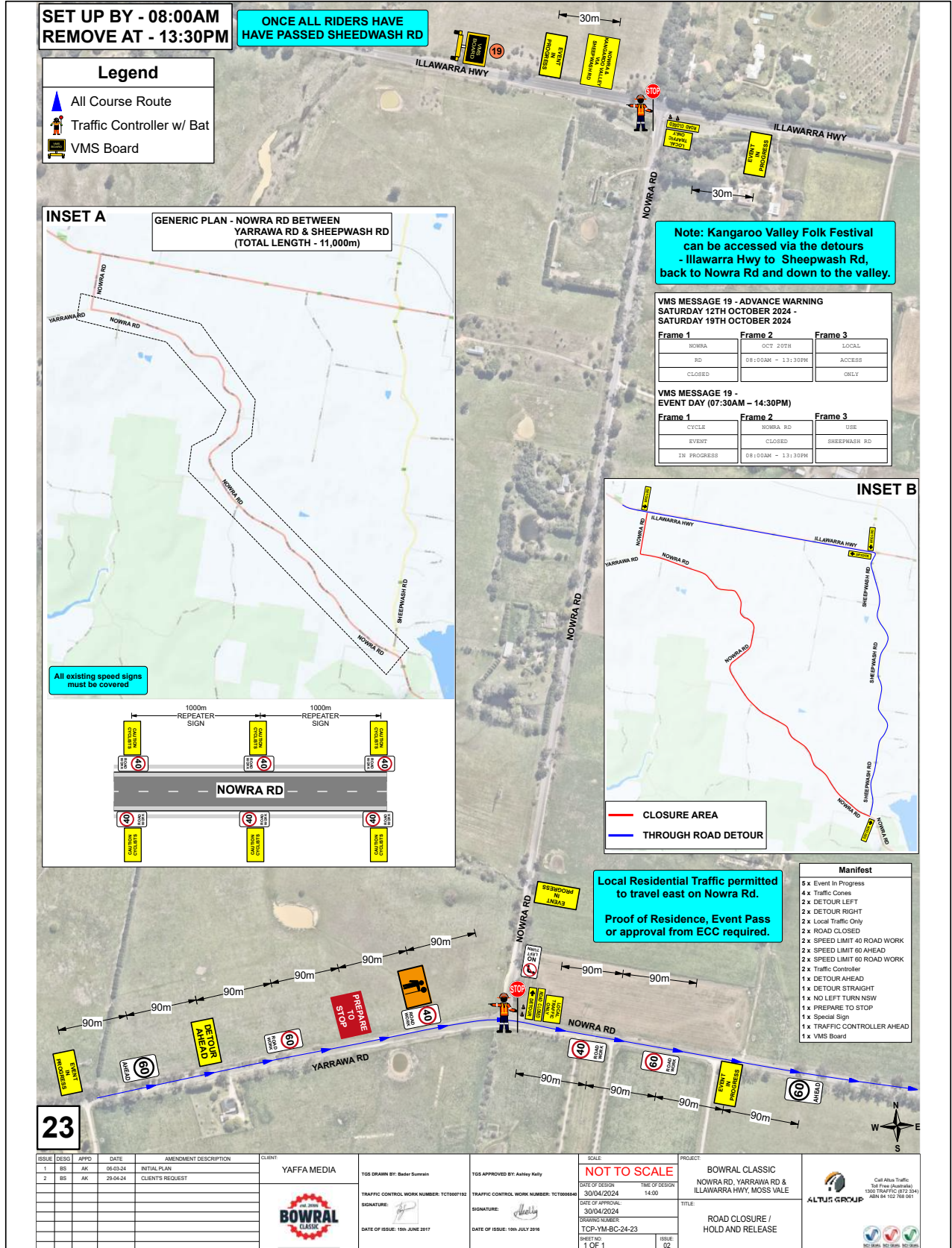
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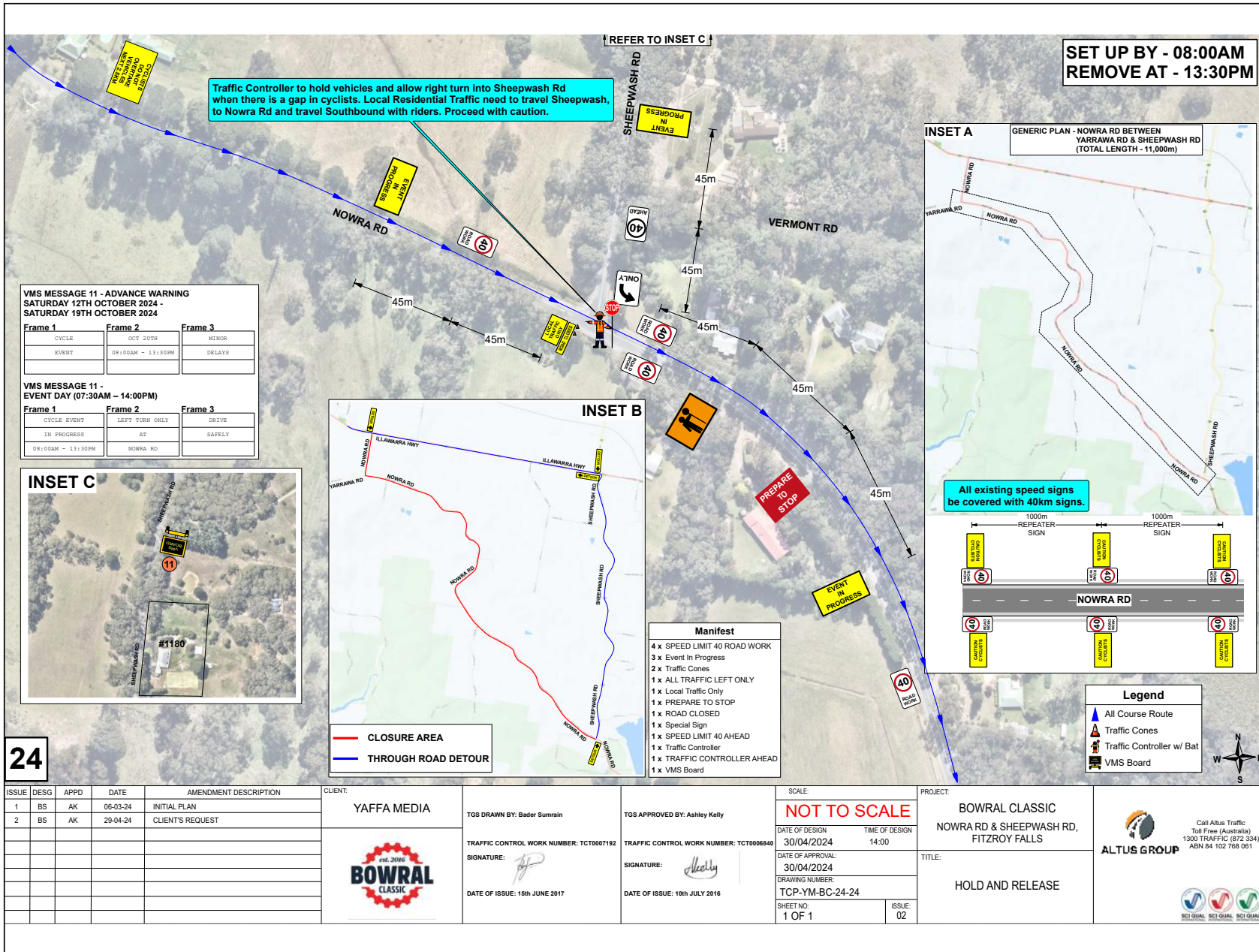
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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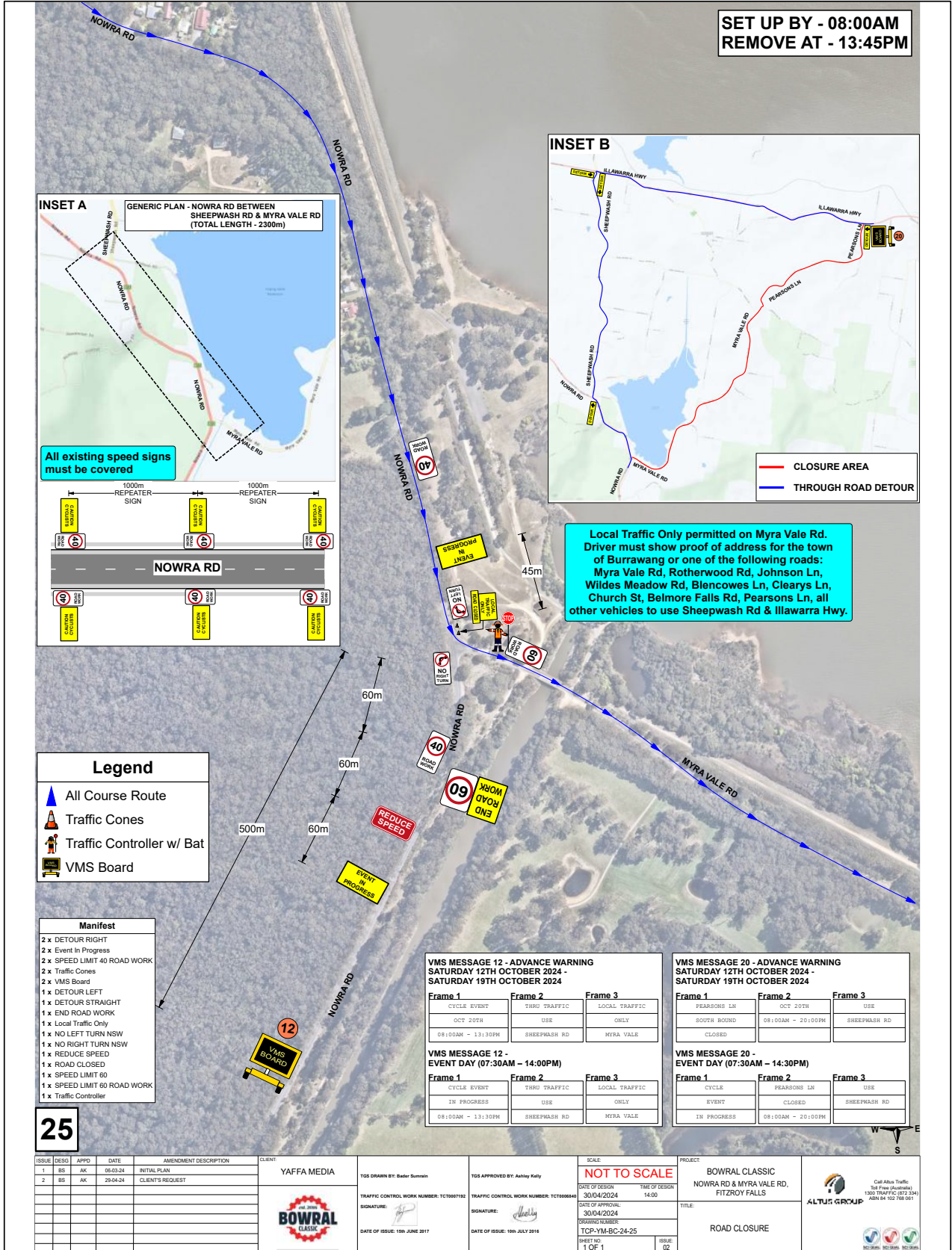
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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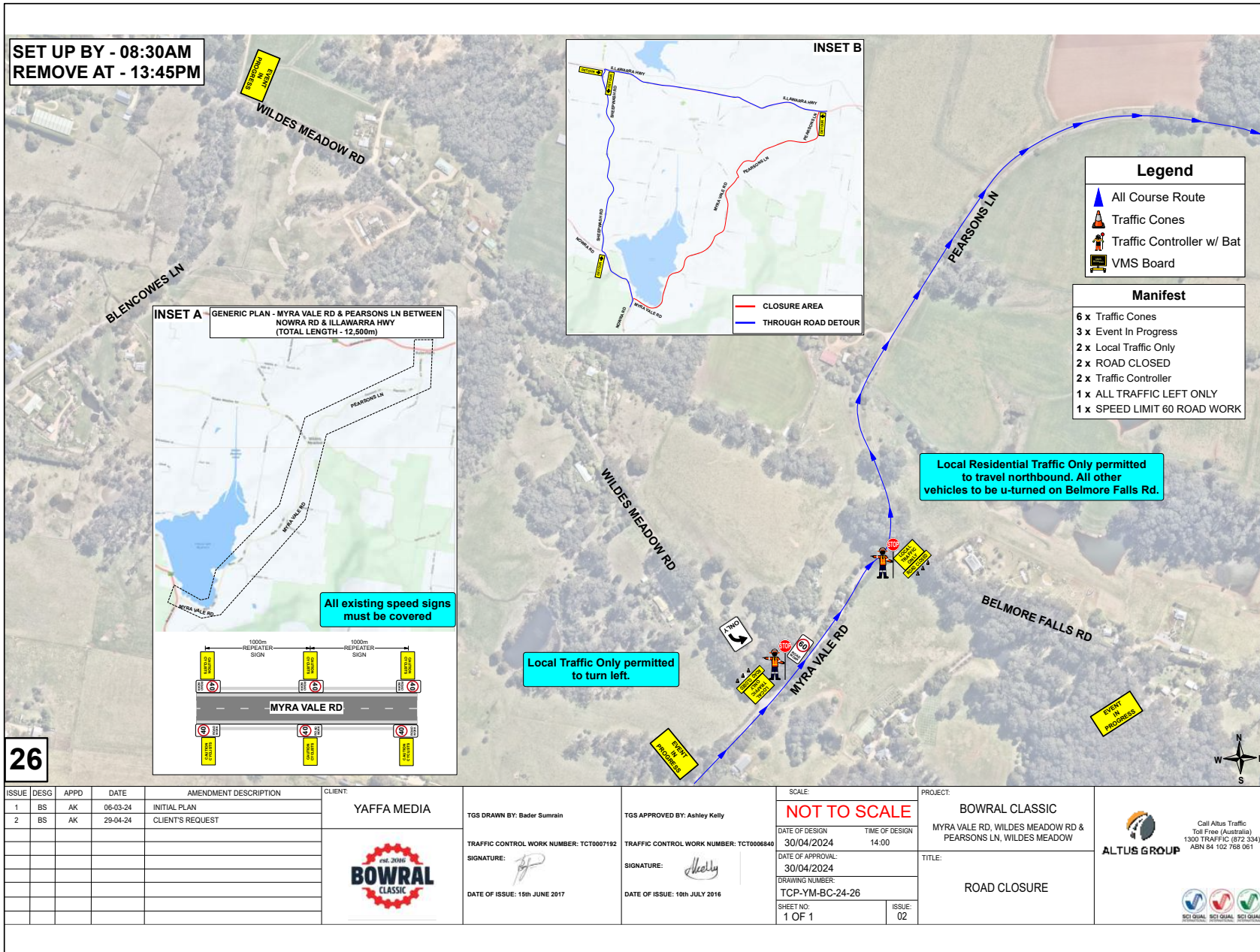
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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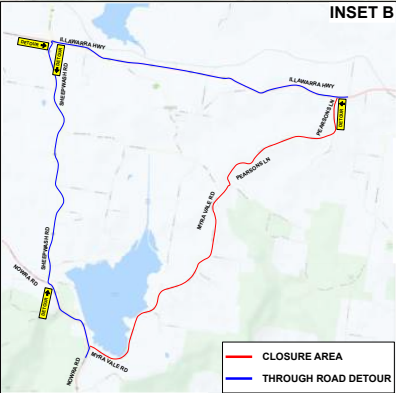
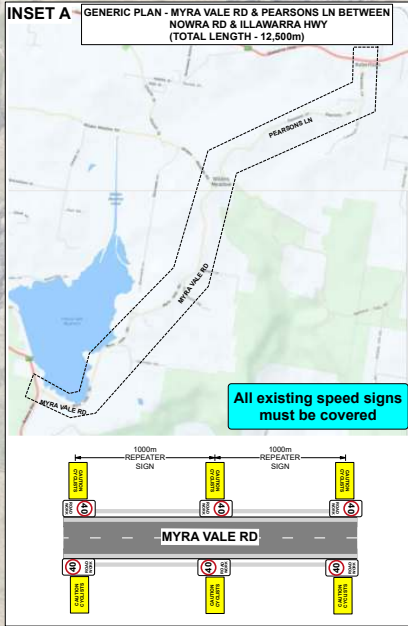


**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

www.invarion.com



**SET UP BY - 08:30AM  
REMOVE AT - 13:45PM**



**Legend**

- All Course Route
- Traffic Cones
- Traffic Controller w/ Bat
- VMS Board

**Manifest**

- 6 x Traffic Cones
- 3 x Event In Progress
- 2 x Local Traffic Only
- 2 x ROAD CLOSED
- 2 x Traffic Controller
- 1 x ALL TRAFFIC LEFT ONLY
- 1 x SPEED LIMIT 60 ROAD WORK

**Local Residential Traffic Only permitted to travel northbound. All other vehicles to be u-turned on Belmore Falls Rd.**

**Local Traffic Only permitted to turn left.**

**26**

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT	TGS DRAWN BY:	TGS APPROVED BY:	SCALE:	PROJECT:
1	BS	AK	06-03-24	INITIAL PLAN	YAFFA MEDIA	Bader Sumrain	Ashley Kelly	<b>NOT TO SCALE</b>	BOWRAL CLASSIC
2	BS	AK	29-04-24	CLIENT'S REQUEST				DATE OF DESIGN: 30/04/2024 TIME OF DESIGN: 14:00	MYRA VALE RD, WILDES MEADOW RD & PEARSONS LN, WILDES MEADOW
						TRAFFIC CONTROL WORK NUMBER: TCT0007192	TRAFFIC CONTROL WORK NUMBER: TCT0006840	DATE OF APPROVAL: 30/04/2024	TITLE: ROAD CLOSURE
						SIGNATURE:	SIGNATURE:	DRAWING NUMBER: TCP-YM-BC-24-26	
						DATE OF ISSUE: 15th JUNE 2017	DATE OF ISSUE: 10th JULY 2016	SHEET NO: 1 OF 1	ISSUE: 02

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

**SET UP BY - 08:30AM**  
**REMOVE AT - 14:00PM**

**27**

**INSET A**

**CLOSURE AREA**  
**THROUGH ROAD DETOUR**

**VMS MESSAGE 13 - ADVANCE WARNING**  
SATURDAY 12TH OCTOBER 2024 - SATURDAY 19TH OCTOBER 2024

Frame 1	Frame 2	Frame 3
CYCLE	OCT 20TH	MINOR
EVENT	08:30AM - 14:00PM	DELAYS

**VMS MESSAGE 13 - EVENT DAY (08:00AM - 14:30PM)**

Frame 1	Frame 2	Frame 3
CYCLE	REDUCE	DRIVE
EVENT	SPEED	SAFELY
IN PROGRESS		

**Manifest**

- 73 x Traffic Cones
- 4 x SPEED LIMIT 40 ROAD WORK
- 4 x SPEED LIMIT 80 ROAD WORK
- 3 x SPEED LIMIT 60 ROAD WORK
- 2 x Event In Progress
- 2 x PREPARE TO STOP
- 2 x Traffic Controller
- 2 x TRAFFIC CONTROLLER AHEAD
- 1 x END ROAD WORK
- 1 x HAZARD WARNING MARKER LEFT
- 1 x HAZARD WARNING MARKER RIGHT
- 1 x Local Traffic Only
- 1 x NO LEFT TURN NSW
- 1 x NO RIGHT TURN NSW
- 1 x ROAD CLOSED
- 1 x Special Sign
- 1 x SPEED LIMIT 100
- 1 x SPEED LIMIT 60
- 1 x VMS Board
- 1 x WORKERS AHEAD

**Legend**

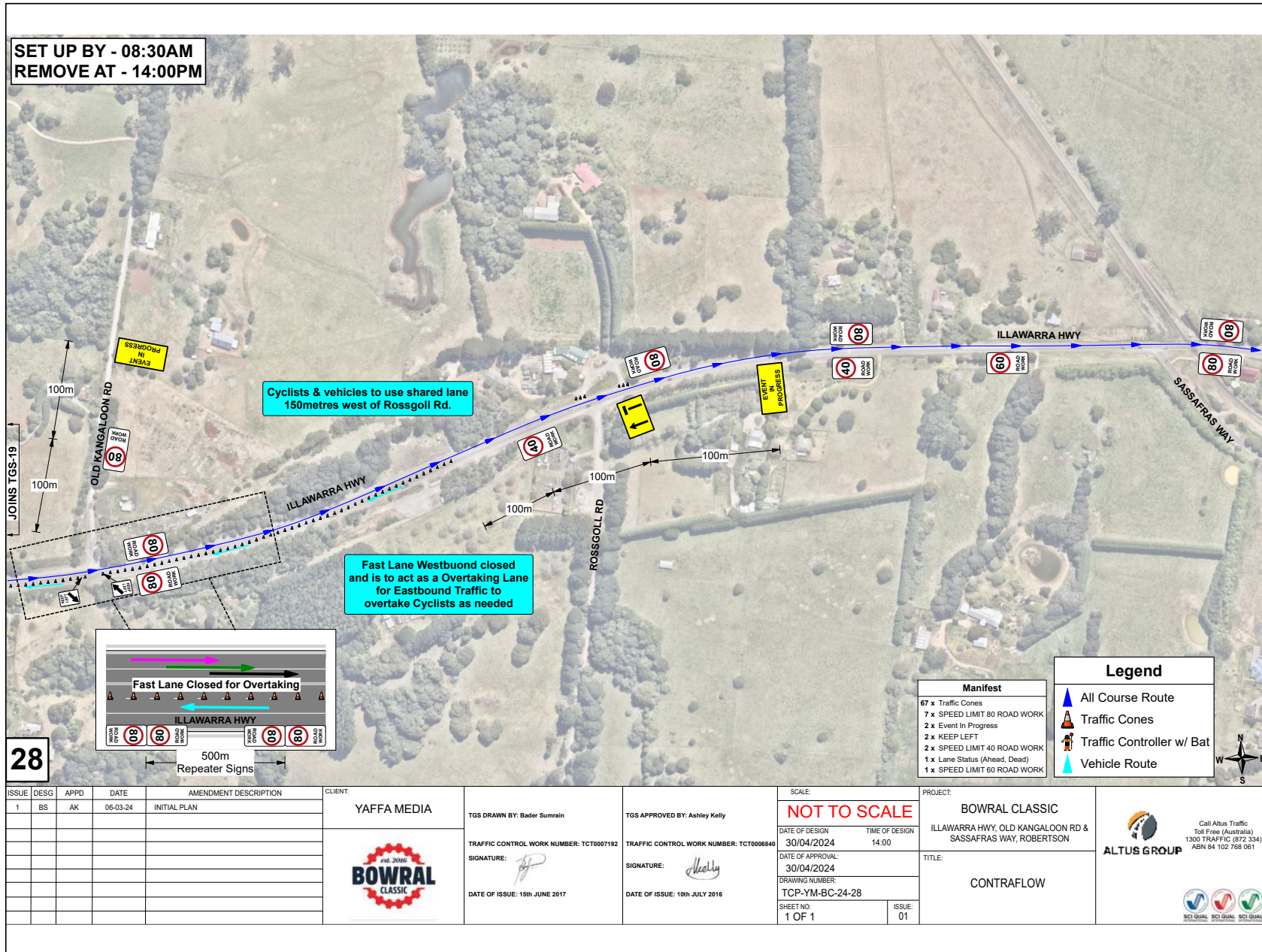
- ▲ All Course Route
- ▲ Traffic Cones
- ▲ Traffic Controller w/ Bat
- ▲ Vehicle Route
- ▲ VMS Board

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT	TGS DRAWN BY	TGS APPROVED BY	SCALE	PROJECT
1	BS	AK	06-03-24	INITIAL PLAN	YAFFA MEDIA	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	<b>NOT TO SCALE</b>	BOWRAL CLASSIC
2	BS	AK	29-04-24	CLIENT'S REQUEST					
						<p>TRAFFIC CONTROL WORK NUMBER: TCT0007192</p> <p>SIGNATURE: <i>[Signature]</i></p> <p>DATE OF ISSUE: 15th JUNE 2017</p>		<p>ILLAWARRA HWY &amp; PEARSONS LN, ROBERTSON</p> <p>TITLE: CONTRAFLOW</p>	

Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 334) ABN 84 102 788 061

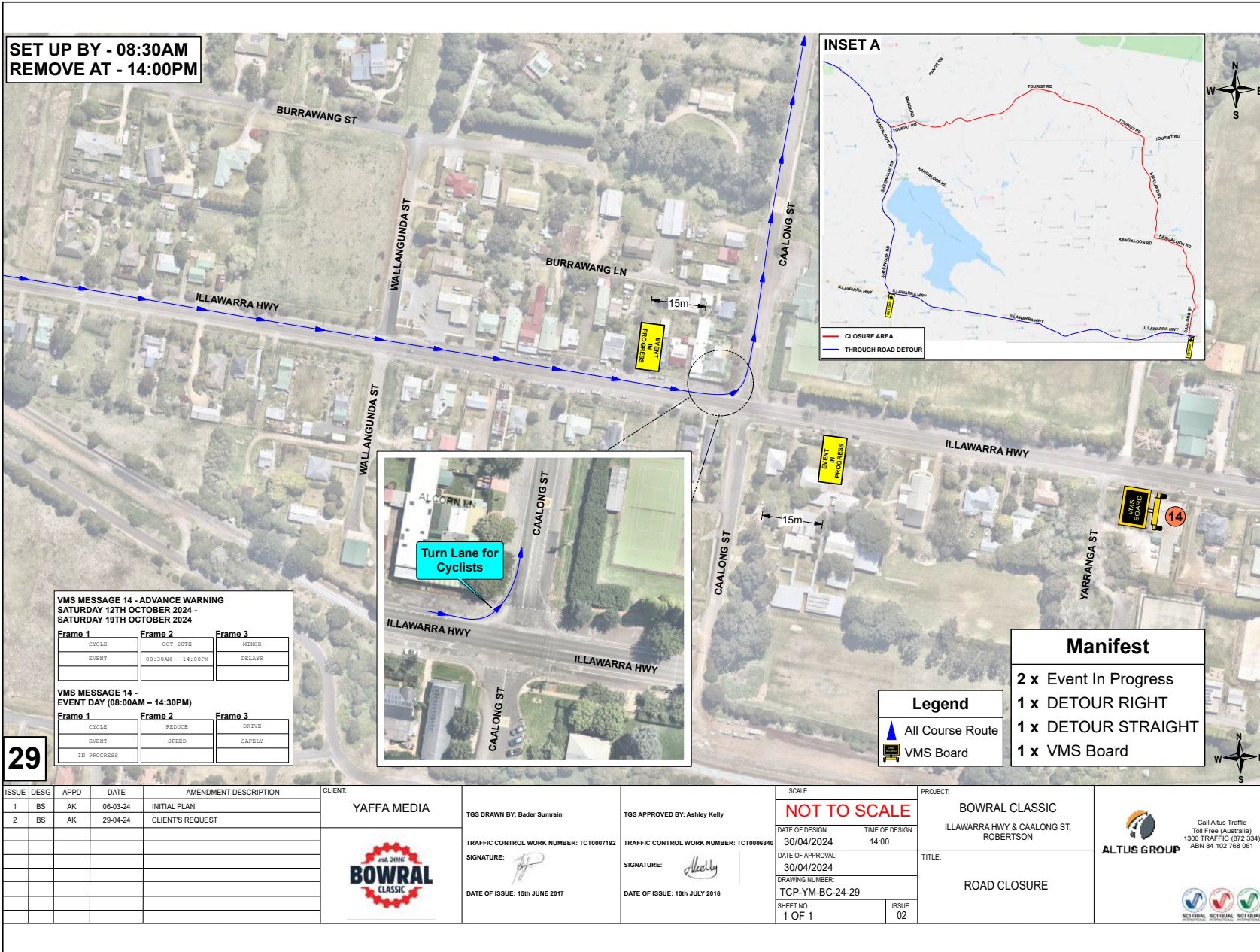
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

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# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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**SET UP BY - 08:30AM  
REMOVE AT - 14:00PM**

**VMS MESSAGE 14 - ADVANCE WARNING**  
SATURDAY 12TH OCTOBER 2024 -  
SATURDAY 19TH OCTOBER 2024

Frame 1	Frame 2	Frame 3
CYCLE	OCT 202R	MINOR
EVENT	08:30AM - 14:00PM	DELAYS

**VMS MESSAGE 14 - EVENT DAY (08:00AM - 14:30PM)**

Frame 1	Frame 2	Frame 3
CYCLE	REDUCE	DRIVE
EVENT	SPEED	SAFELY
IN PROGRESS		

**29**

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION
1	BS	AK	06-03-24	INITIAL PLAN
2	BS	AK	29-04-24	CLIENT'S REQUEST

CLIENT: **YAFFA MEDIA**



TGS DRAWN BY: Bader Sumrain

TRAFFIC CONTROL WORK NUMBER: TCT0007192

SIGNATURE: *[Signature]*

DATE OF ISSUE: 15th JUNE 2017

TGS APPROVED BY: Ashley Kelly

TRAFFIC CONTROL WORK NUMBER: TCT0006840

SIGNATURE: *[Signature]*

DATE OF ISSUE: 10th JULY 2016

SCALE: **NOT TO SCALE**

DATE OF DESIGN: 30/04/2024

TIME OF DESIGN: 14:00

DATE OF APPROVAL: 30/04/2024

DRAWING NUMBER: TCP-YM-BC-24-29

SHEET NO: 1 OF 1

ISSUE: 02

PROJECT: **BOWRAL CLASSIC**  
ILLAWARRA HWY & CAALONG ST,  
ROBERTSON

TITLE: **ROAD CLOSURE**



Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (872 334)  
ABN 84 102 788 061



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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**SET UP BY - 08:50AM**  
**REMOVE AT - 14:15PM**

**NOTE: REMOVE AFTER LAST RIDER**  
**TURNS ONTO KIRKLAND RD, ETA 14:15PM**

**Robertson Showground**

**KANGALOON RD**

**CAALONG ST**

**HIGH ST**

**INSET A**

**Traffic Controller to permit Local Residential Traffic northbound only.**  
**Proof of residence, event pass or approval from the ECC is required**

**30**

**Legend**

- All Course Route
- Traffic Cones
- Traffic Controller w/ Bat
- Vehicle Route

**Manifest**

- 7 x Traffic Cones
- 2 x Event In Progress
- 2 x ROAD CLOSED
- 1 x Local Traffic Only
- 1 x NO RIGHT TURN NSW
- 1 x Traffic Controller

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT:	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:	PROJECT:
1	BS	AK	06-03-24	INITIAL PLAN	YAFFA MEDIA			<b>NOT TO SCALE</b>	BOWRAL CLASSIC
2	BS	AK	29-04-24	CLIENT'S REQUEST				DATE OF DESIGN: 30/04/2024 TIME OF DESIGN: 14:00	CAALONG ST & HIGH ST, ROBERTSON
						TRAFFIC CONTROL WORK NUMBER: TCT0007192	TRAFFIC CONTROL WORK NUMBER: TCT0006840	DATE OF APPROVAL: 30/04/2024	TITLE:
				SIGNATURE:		SIGNATURE:	DRAWING NUMBER: TCP-YM-BC-24-30	ROAD CLOSURE	
				DATE OF ISSUE: 15th JUNE 2017		DATE OF ISSUE: 10th JULY 2016	SHEET NO: 1 OF 1	ISSUE: 02	

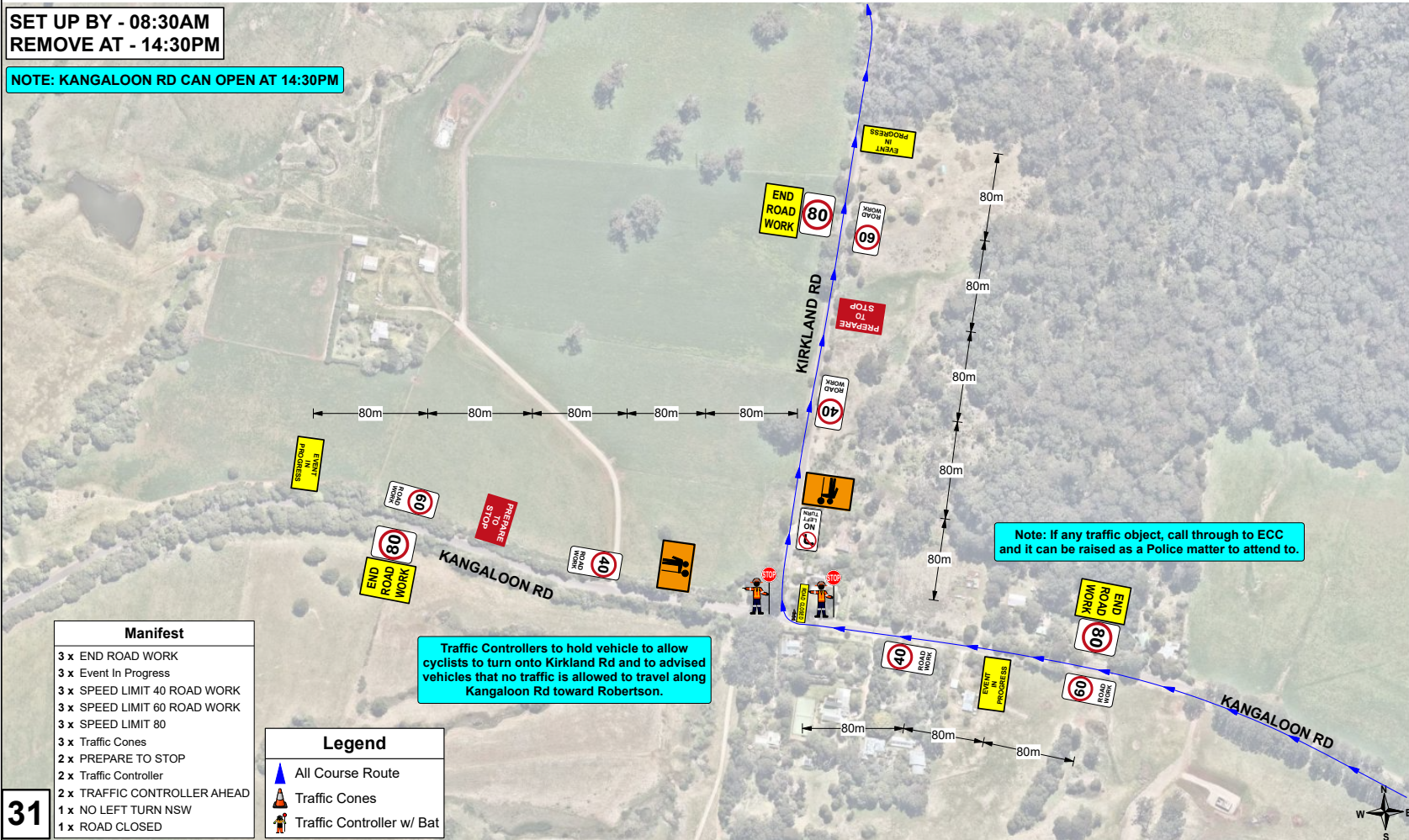
Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (372 534)  
ABN 84 102 788 061



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

**SET UP BY - 08:30AM  
REMOVE AT - 14:30PM**

**NOTE: KANGALOON RD CAN OPEN AT 14:30PM**



- Manifest**
- 3 x END ROAD WORK
  - 3 x Event In Progress
  - 3 x SPEED LIMIT 40 ROAD WORK
  - 3 x SPEED LIMIT 60 ROAD WORK
  - 3 x SPEED LIMIT 80
  - 3 x Traffic Cones
  - 2 x PREPARE TO STOP
  - 2 x Traffic Controller
  - 2 x TRAFFIC CONTROLLER AHEAD
  - 1 x NO LEFT TURN NSW
  - 1 x ROAD CLOSED

- Legend**
- All Course Route
  - Traffic Cones
  - Traffic Controller w/ Bat

**Traffic Controllers to hold vehicle to allow cyclists to turn onto Kirkland Rd and to advise vehicles that no traffic is allowed to travel along Kangaloon Rd toward Robertson.**

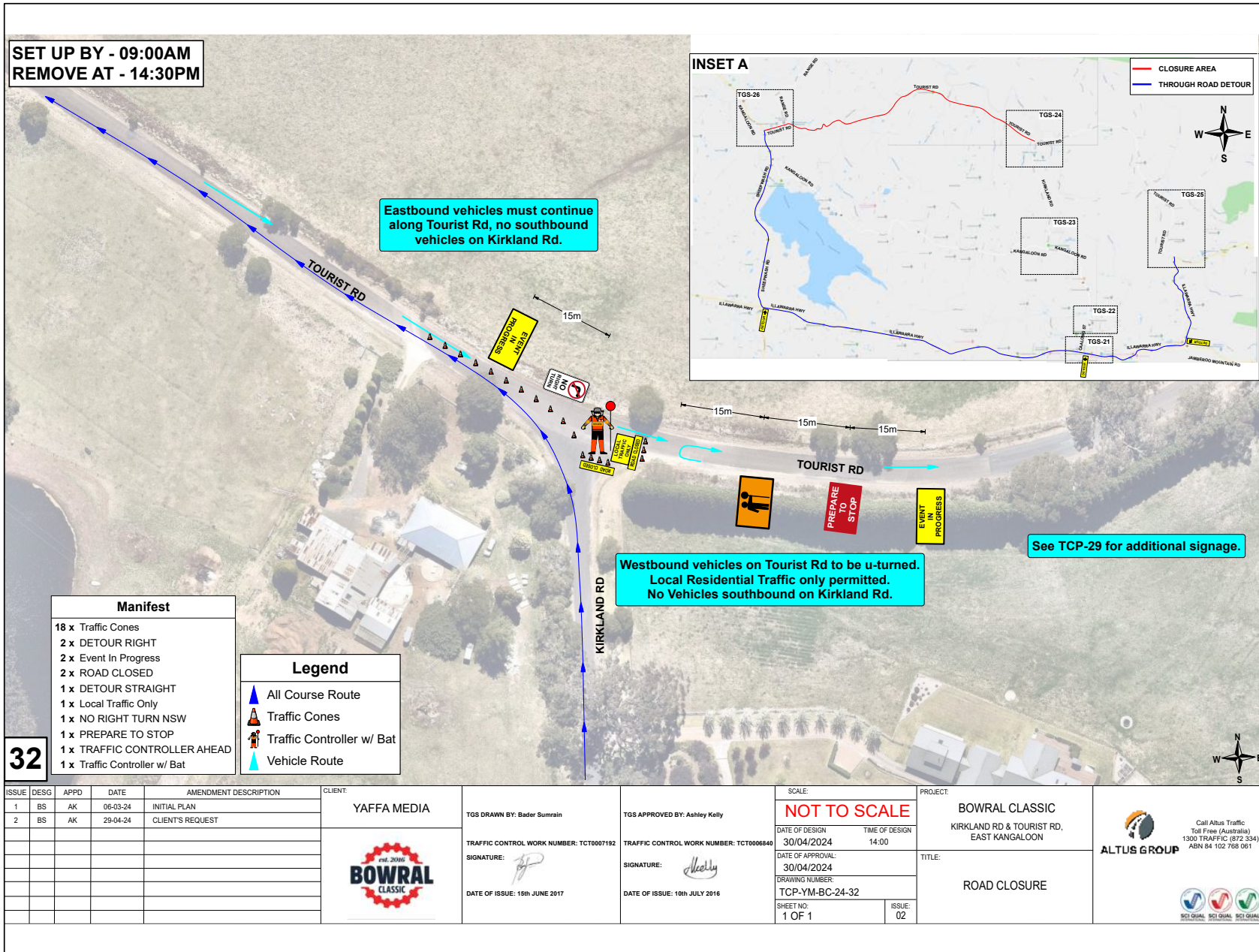
**31**

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT:	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:	PROJECT:
1	BS	AK	06-03-24	INITIAL PLAN	YAFFA MEDIA			<b>NOT TO SCALE</b>	BOWRAL CLASSIC
						TRAFFIC CONTROL WORK NUMBER: TCT0007192	TRAFFIC CONTROL WORK NUMBER: TCT0006640	DATE OF DESIGN: 30/04/2024	KANGALOON RD & KIRKLAND RD, EAST KANGALOON
						SIGNATURE:	SIGNATURE:	TIME OF DESIGN: 14:00	TITLE: ROAD CLOSURE
						DATE OF ISSUE: 15th JUNE 2017	DATE OF ISSUE: 10th JULY 2016	DATE OF APPROVAL: 30/04/2024	
								DRAWING NUMBER: TCP-YM-BC-24-31	
								SHEET NO: 1 OF 1	
								ISSUE: 01	

**ALTUS GROUP**

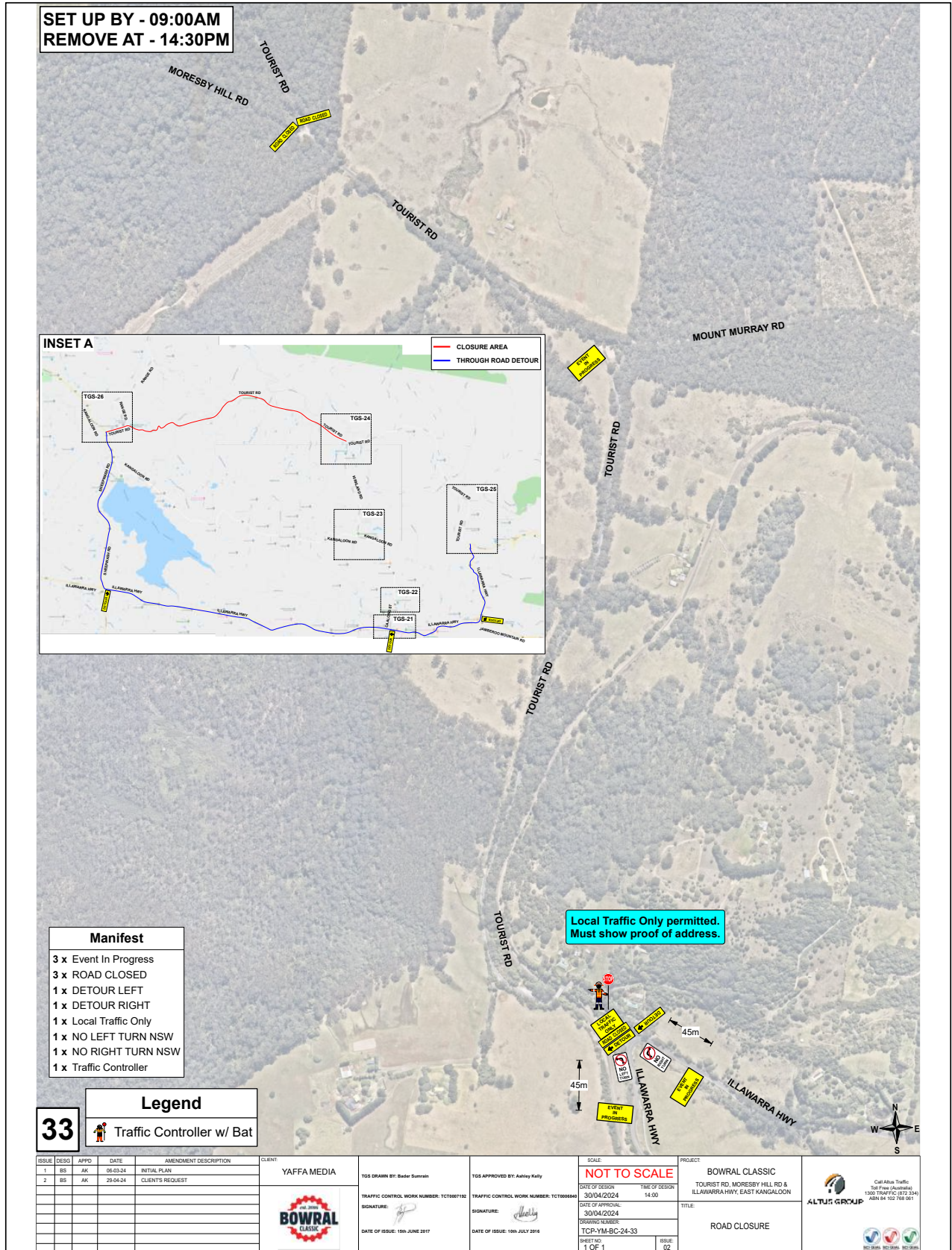
Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 534) ABN 84 102 788 061

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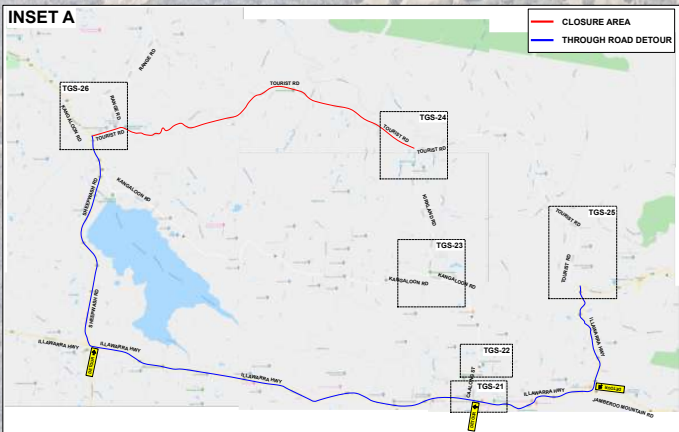


# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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**SET UP BY - 09:00AM**  
**REMOVE AT - 14:30PM**



- Manifest**
- 3 x Event In Progress
  - 3 x ROAD CLOSED
  - 1 x DETOUR LEFT
  - 1 x DETOUR RIGHT
  - 1 x Local Traffic Only
  - 1 x NO LEFT TURN NSW
  - 1 x NO RIGHT TURN NSW
  - 1 x Traffic Controller

**Legend**

**33** Traffic Controller w/ Bat

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT	TGS DRAWN BY: Bader Sultan	TGS APPROVED BY: Ashley Kelly	SCALE: <b>NOT TO SCALE</b>	PROJECT: BOWRAL CLASSIC
1	BS	AK	05-03-24	INITIAL PLAN	YAFFA MEDIA			DATE OF DESIGN: 30/04/2024	TIME OF DESIGN: 14:00
2	BS	AK	29-04-24	CLIENT'S REQUEST				DATE OF APPROVAL: 30/04/2024	TITLE: ROAD CLOSURE
						SIGNATURE:	SIGNATURE:	DRAWING NUMBER: TCP-YM-BC-24-33	ISSUE: 02
						DATE OF ISSUE: 19th JUNE 2017	DATE OF ISSUE: 19th JULY 2015	PROJECT: TOURIST RD, MORESBY HILL RD & ILLAWARRA HWY, EAST KANGALOOON	
								Call Altus Traffic 1300 TRAFFIC (872 334) ALTA IN 102 706 061	

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

**SET UP BY - 09:15AM  
REMOVE AT - 15:45PM**

**NOTE: TOURIST RD CAN OPEN AT 15:15PM**

**No Traffic to travel East Bound on Tourist Rd, Past Range Rd. If any vehicles cause trouble report to ECC for action by Police**

**VMS to be located 500m from Tourist Rd intersection.**

**Traffic Controller to allow access to residents living on Range Rd, George Emery Ln or Nannas Ln. Traffic Controller to move on Range Rd at 15:15pm to manage incoming vehicles and Range Rd Access.**

**REFER TO INSET A**

**REFER TO INSET B**

**Legend**

- All Course Route
- Traffic Cones
- Traffic Controller w/ Bat

**Manifest**

- 7 x Traffic Cones
- 3 x Event In Progress
- 2 x ROAD CLOSED
- 2 x Traffic Controller w/ Bat
- 1 x Local Traffic Only
- 1 x NO LEFT TURN NSW
- 1 x NO RIGHT TURN NSW
- 1 x ROAD CLOSED AHEAD
- 1 x VMS Board

**INSET A**  
GENERIC PLAN - RANGE RD BETWEEN TOURIST RD & HORDERNS RD (TOTAL LENGTH - 820m)

**INSET B**  
VMS to be located 500m from Tourist Rd intersection.

**VMS MESSAGE 15 - ADVANCE WARNING**  
SATURDAY 12TH OCTOBER 2024 - SATURDAY 19TH OCTOBER 2024

Frame 1	Frame 2	Frame 3
CYCLE	OCT 20TH	TOURIST/R/LAND RD
EVENT	09:00AM - 15:15PM	CLOSED EAST BOUND

**VMS MESSAGE 15 - EVENT DAY (08:30AM - 15:30PM)**

Frame 1	Frame 2	Frame 3
CYCLE EVENT	KANGALOON 4	USE
IN PROGRESS	TOURIST RD	SHEEPWASH RD 4
09:00AM - 15:15PM	CLOSED	ILLAWARRA HWY

**34**

ISSUE	DESG	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT
1	BS	AK	06-03-24	INITIAL PLAN	YAFFA MEDIA
2	BS	AK	11-03-24	CLIENT'S REQUEST	
3	BS	AK	29-04-24	CLIENT'S REQUEST	
4	BS	AK	30-04-24	CLIENT'S REQUEST	

TGS DRAWN BY: Bader Sumrain  
TGS APPROVED BY: Ashley Kelly

TRAFFIC CONTROL WORK NUMBER: TCT0007192  
SIGNATURE: [Signature]  
DATE OF ISSUE: 15th JUNE 2017

TRAFFIC CONTROL WORK NUMBER: TCT0006840  
SIGNATURE: [Signature]  
DATE OF ISSUE: 10th JULY 2016

SCALE: **NOT TO SCALE**

DATE OF DESIGN: 30/04/2024  
TIME OF DESIGN: 14:00

DATE OF APPROVAL: 30/04/2024  
DRAWING NUMBER: TCP-YM-BC-24-34  
SHEET NO: 1 OF 1  
ISSUE: 04

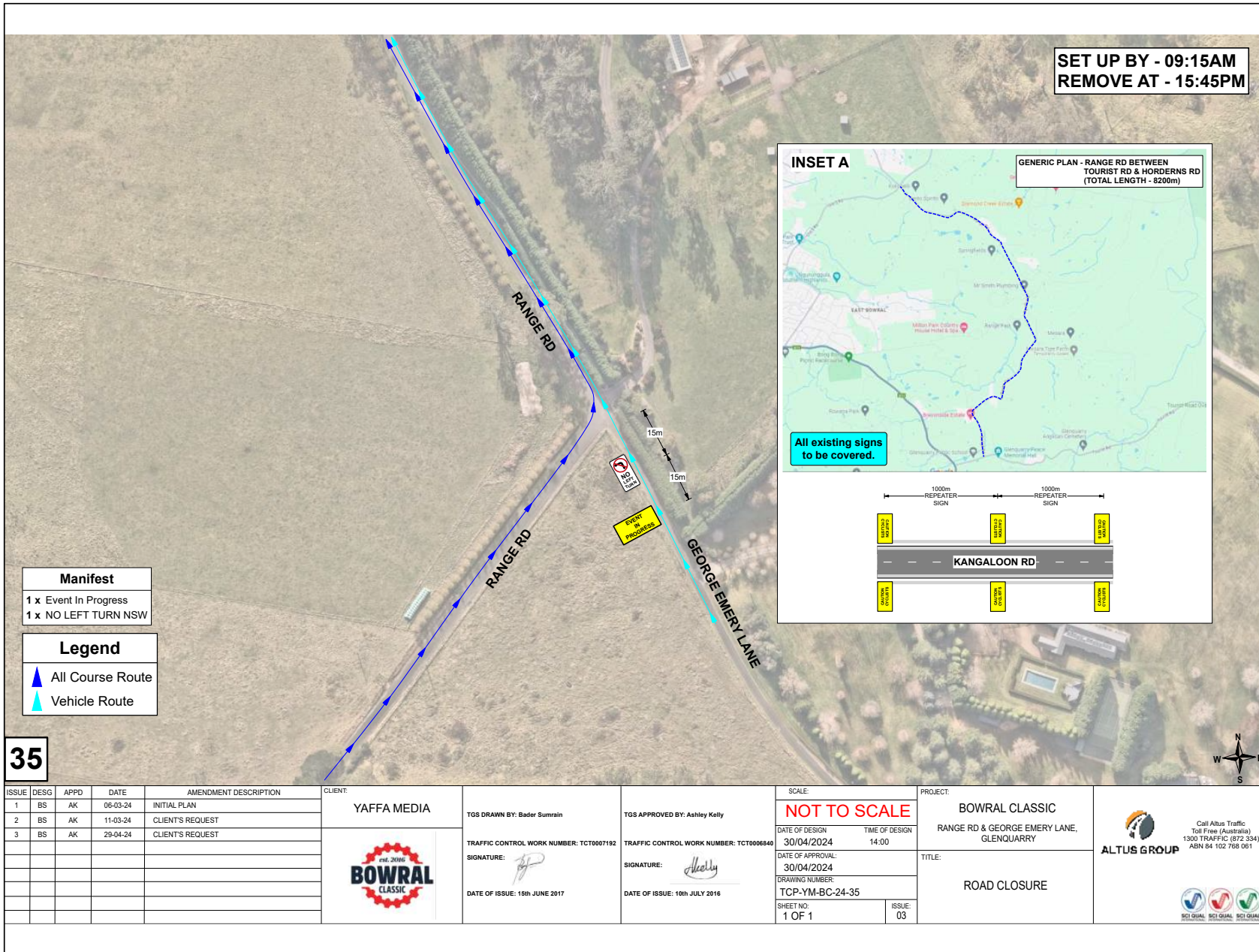
PROJECT: BOWRAL CLASSIC  
RANGE RD, KANGALOON RD & TOURIST RD, GLENQUARRY

TITLE: ROAD CLOSURE

ALTUS GROUP  
Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 334) ABN 84 102 788 061

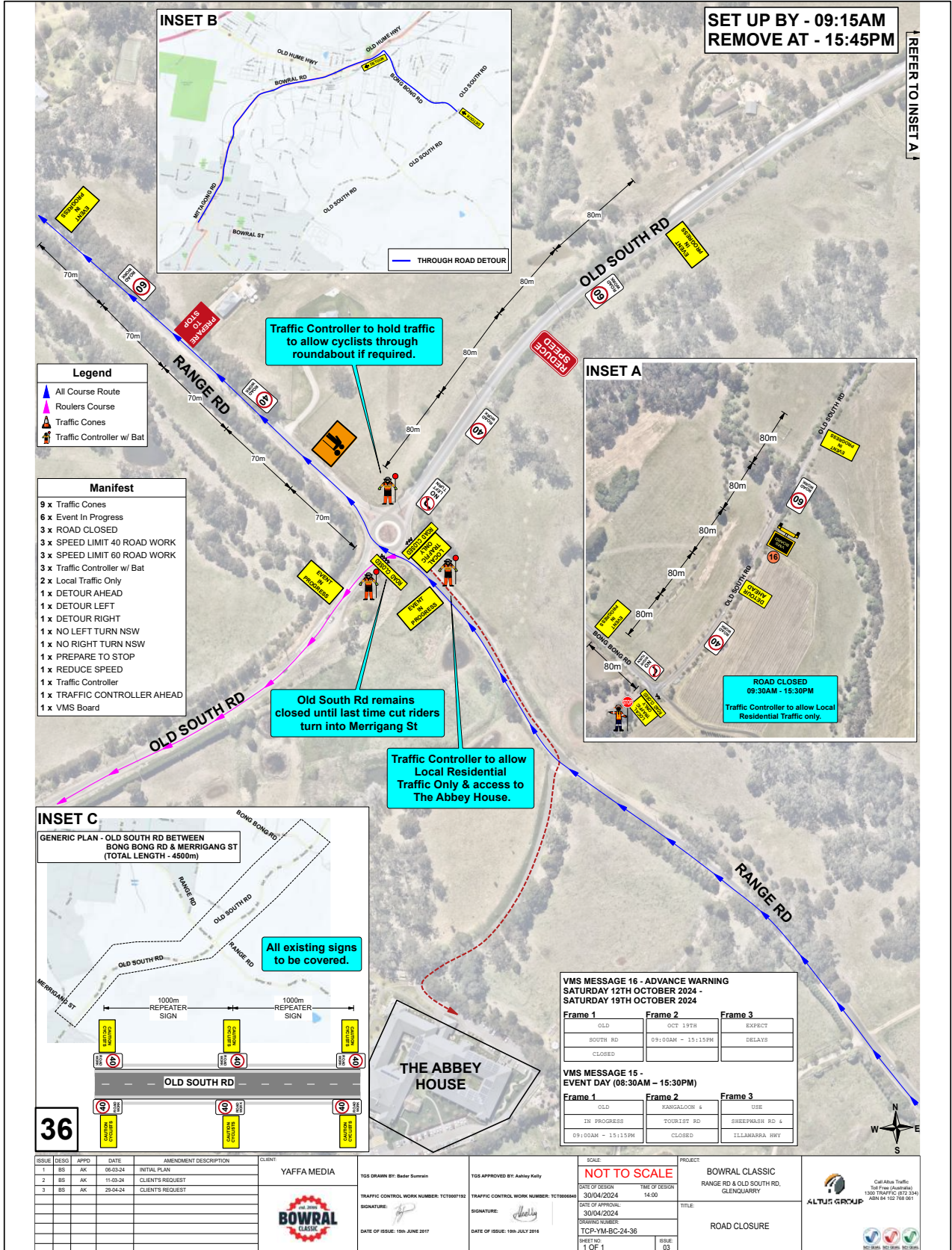
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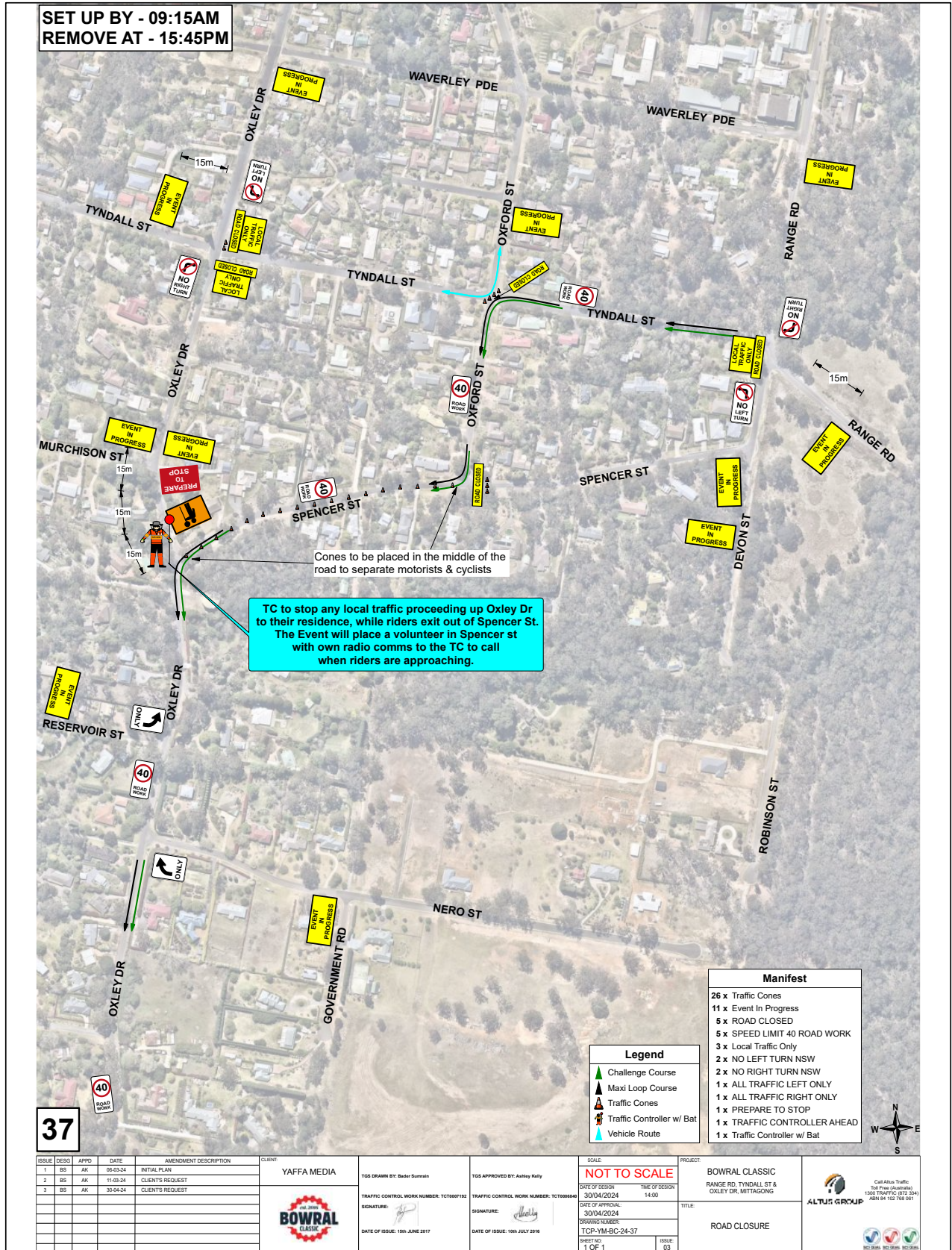


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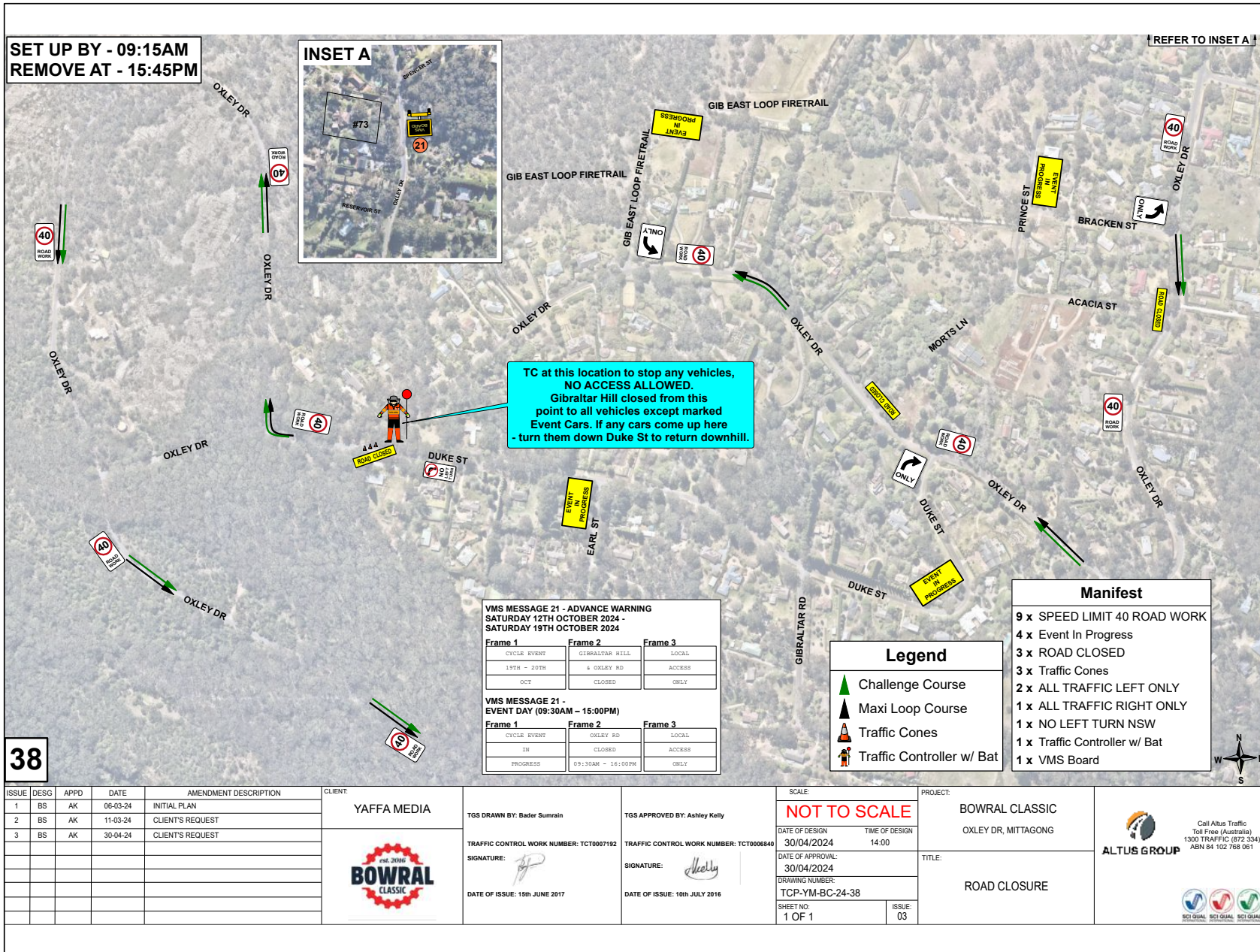


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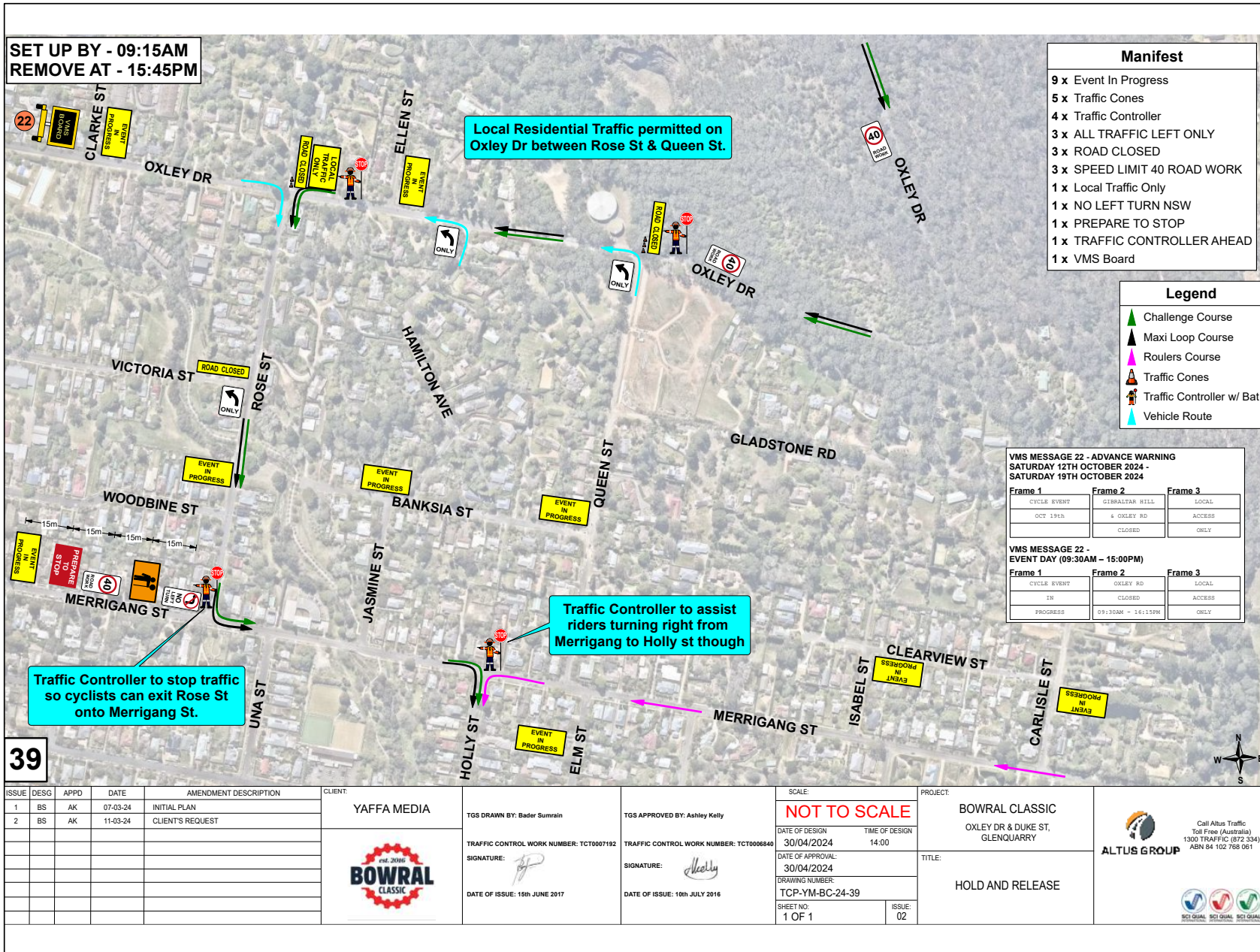
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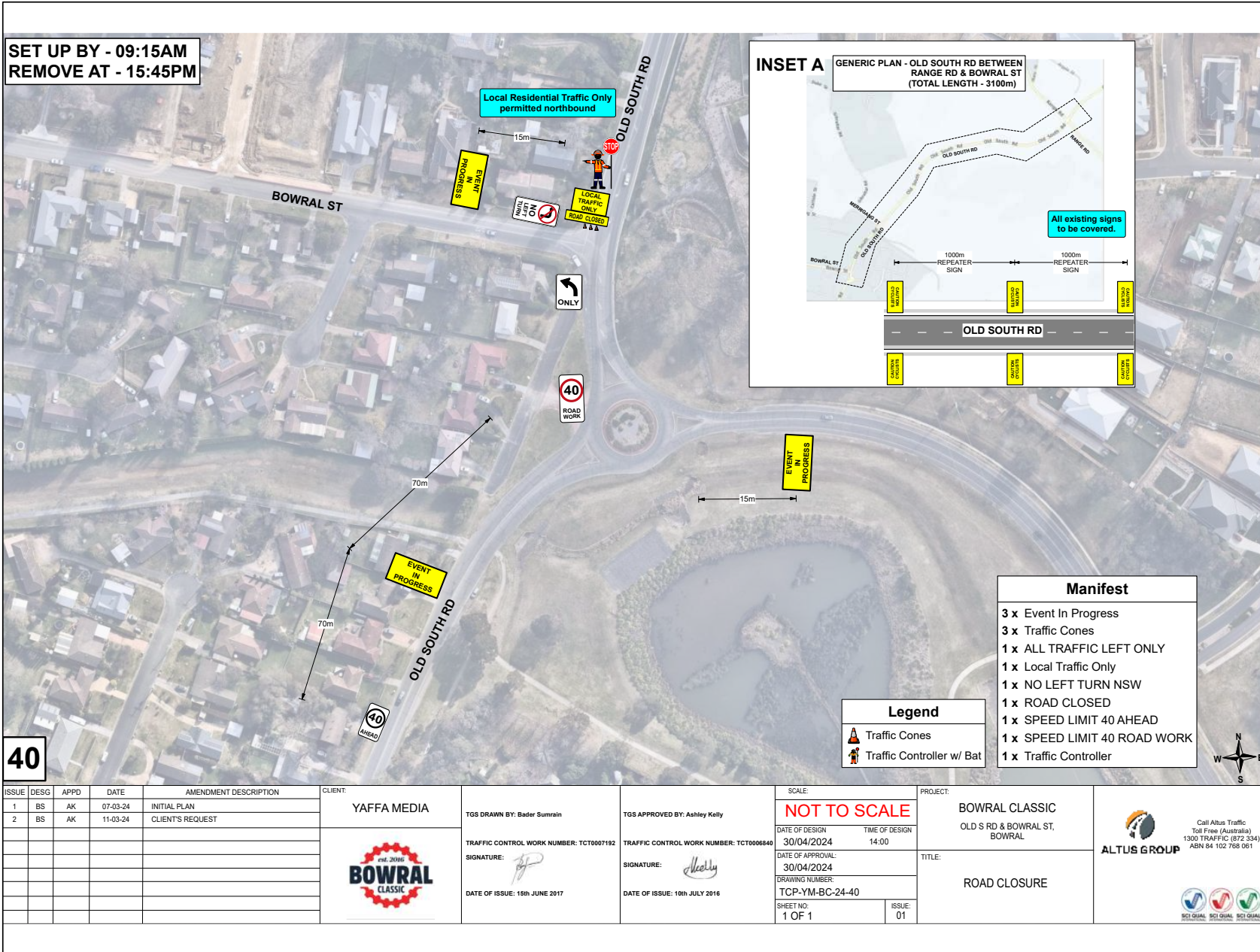


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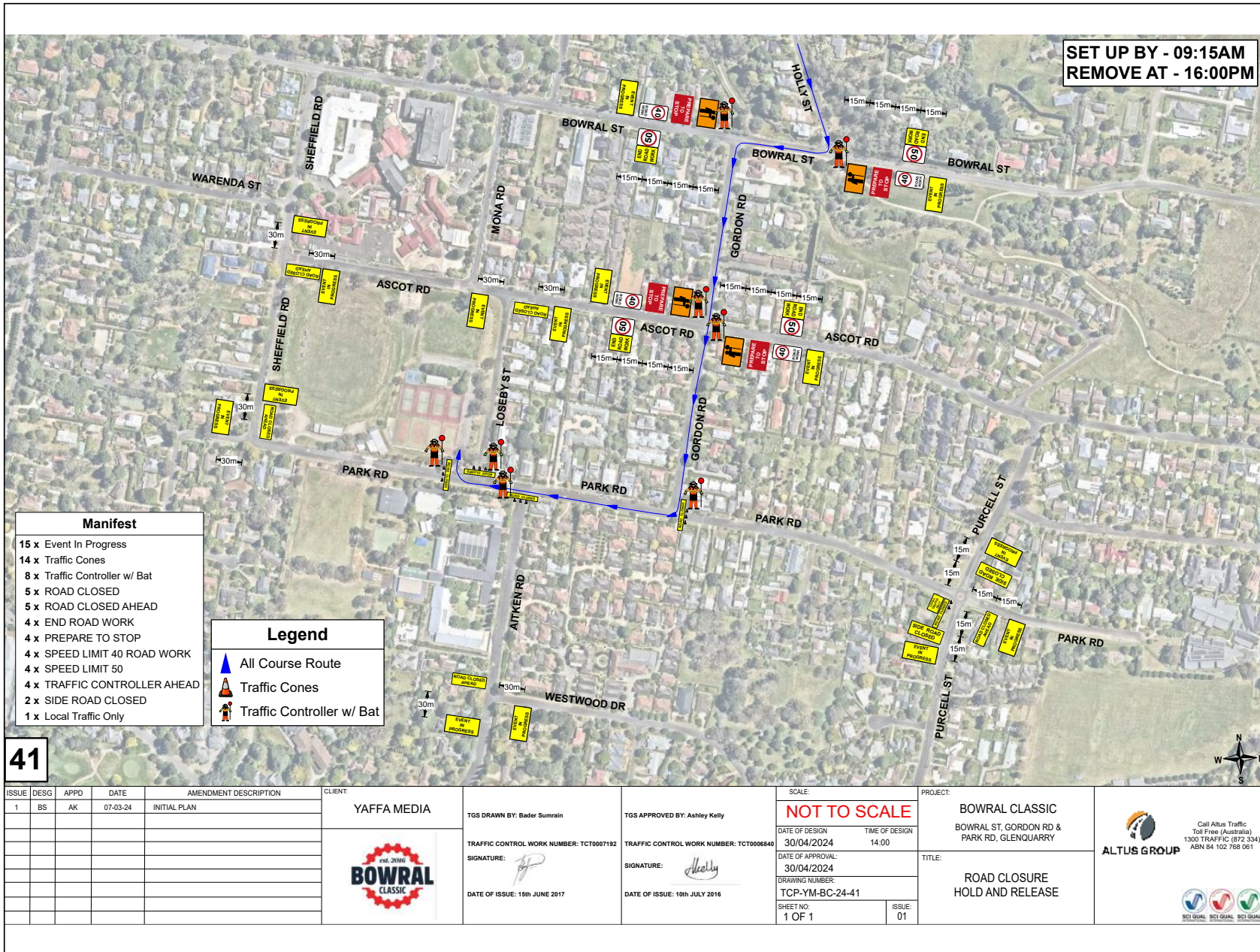


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THURSDAY 16 MAY 2024**



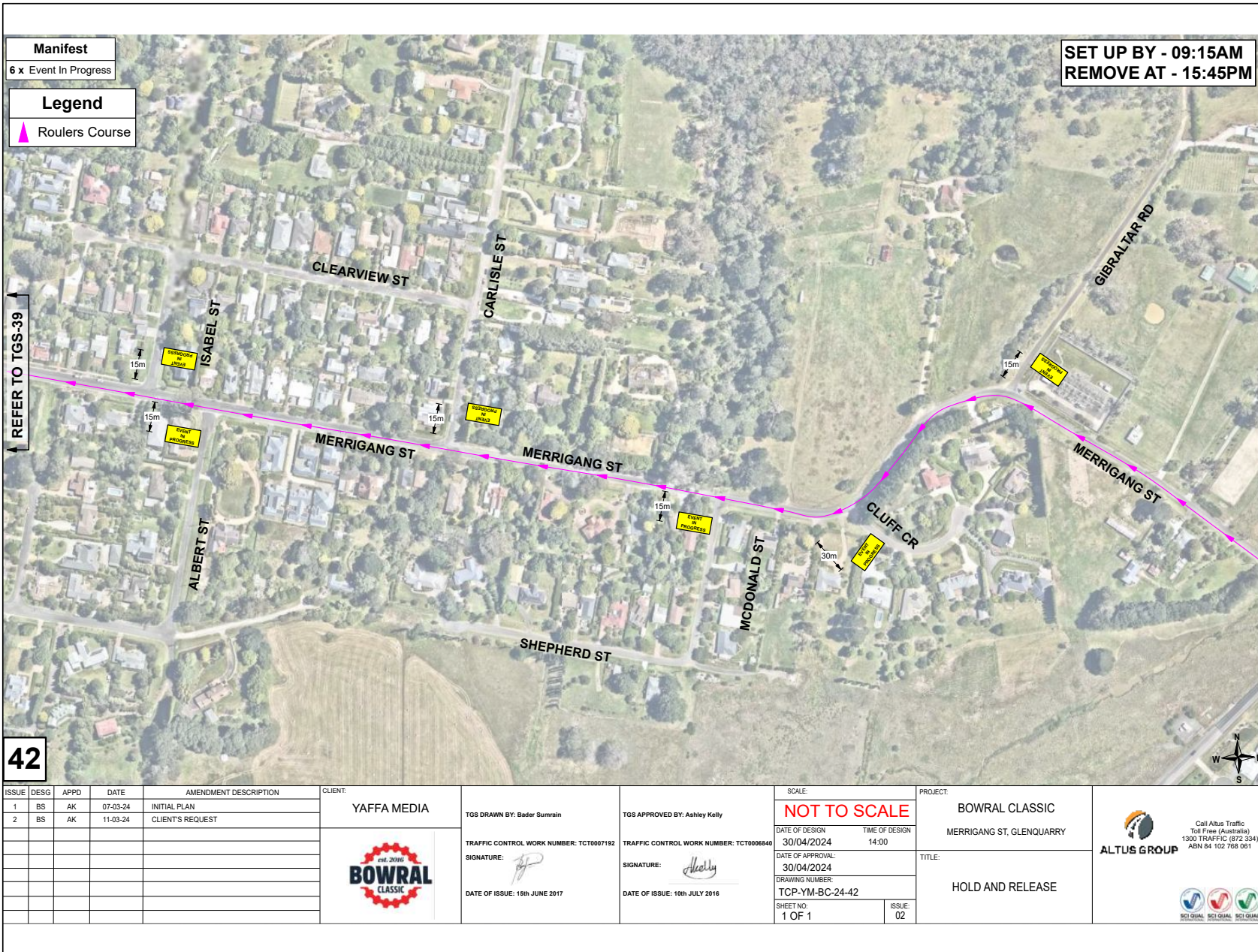
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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

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**42**

ISSUE	DESIGN	APPD	DATE	AMENDMENT DESCRIPTION
1	BS	AK	07-03-24	INITIAL PLAN
2	BS	AK	11-03-24	CLIENT'S REQUEST

CLIENT: **YAFFA MEDIA**

TGS DRAWN BY: Bader Sumrain

TRAFFIC CONTROL WORK NUMBER: TCT0007192

SIGNATURE: *[Signature]*

DATE OF ISSUE: 15th JUNE 2017

TGS APPROVED BY: Ashley Kelly

TRAFFIC CONTROL WORK NUMBER: TCT0006840

SIGNATURE: *[Signature]*

DATE OF ISSUE: 10th JULY 2016

SCALE: **NOT TO SCALE**

DATE OF DESIGN: 30/04/2024      TIME OF DESIGN: 14:00

DATE OF APPROVAL: 30/04/2024

DRAWING NUMBER: TCP-YM-BC-24-42

SHEET NO: 1 OF 1      ISSUE: 02

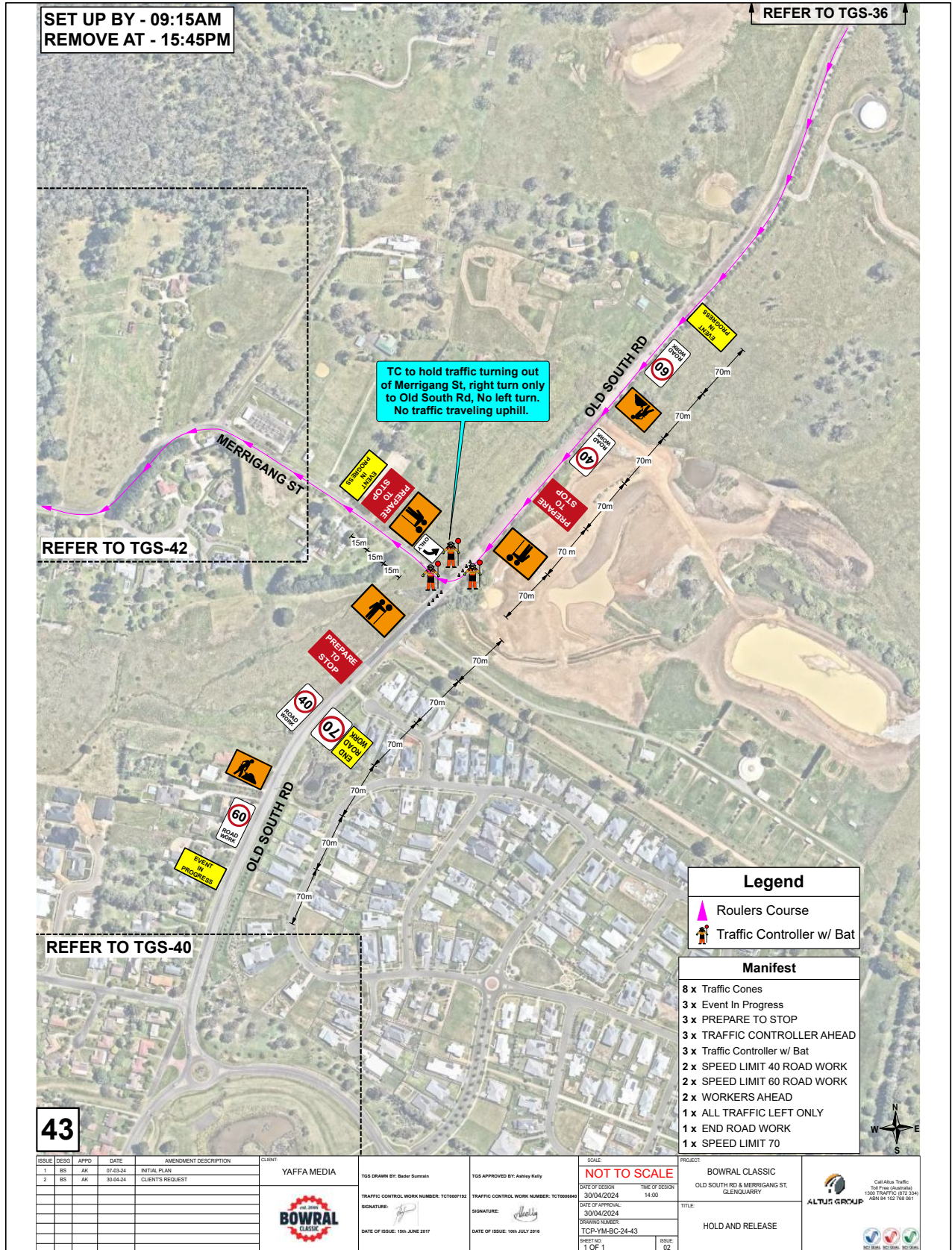
PROJECT: **BOWRAL CLASSIC**  
MERRIGANG ST, GLENQUARRY

TITLE: **HOLD AND RELEASE**

Call Altus Traffic  
Toll Free (Australia)  
1300 TRAFFIC (872 534)  
ABN 84 102 788 061

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

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APPENDIX

B

SWMS

S  
W  
M  
S



**ALTUS GROUP**

## 2023-24 SWMS Review

A summary of the review process and document changes

| October 2023 |



S  
W  
M  
S

## 2023-24 SWMS Review

### Key Facts & Common Questions

- Occurs annually (at a minimum) – feedback invited from all staff and management teams
- There are 3 Generic SWMS:
  - SWMS 01: Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant
  - SWMS 02: Traffic Mounted Attenuator (TMA) Operations
  - SWMS 03: Drop Deck Truck Operations
- Feedback was received across all States from both workers and management representatives. All feedback has been assessed and, where identified as relevant, has been included in the updated documents.
- It is a requirement for all Altus Group field workers to be provided with a copy of a SWMS relevant to the high risk work they are undertaking, and it is equally a requirement for all field workers to have signed-off/acknowledged the relevant SWMS.
- All Altus Traffic and TDG workers will be required to sign-off/acknowledge SWMS 01 & SWMS 03.
- SWMS 02 (TMA) – will be sent separately to TMA operators.
- The range of site and project specific SWMS will remain in place until such time as they expire or are required to be reviewed, at which time updates will be based on the new format and content.

| October 2023 |



**S  
W  
M  
S**

**Safe Work Method Statements 2023-24**

**Short summary of the review process:**

September	TDG managers and HSR’s advised of upcoming SWMS review and proposal to merge Altus & TDG SWMS into a single Altus Group suite.
September	Toolbox released advising of imminent annual SWMS review process
Oct 4	Safe Work Method Statement E-Learn training module launched on found-U <ul style="list-style-type: none"> <li>○ Training module included copies of all existing generic SWMS</li> <li>○ Training module included a link to provide feedback on the 3 generic SWMS</li> </ul>
Oct 5 & Oct 9	Distribution of current generic SWMS to all Altus Traffic and TDG management with a link to provide feedback
Oct 9	Feedback from TDG HSR’s provided by TDG State Manager
Oct 15	Feedback window closes
Oct 15-20	Feedback submissions assessed and amendments to SWMS completed-
Oct 20	New versions of generic SWMS released to all Altus Traffic and TDG personnel via found-U with a request to acknowledge as applicable
Nov 1	New versions of generic SWMS released. Hard lock-out for staff who have not acknowledged.



S  
W  
M  
S

## Cover page, All SWMS: “SWMS AT A GLANCE – WHAT MUST GO RIGHT”

A few cosmetic changes –

- Changed logo to Altus Group and references Altus Group instead of Altus Traffic as this SWMS applies to Altus Traffic and TDG personnel
- Added long sleeves/long trouser icon to the PPE symbols
- Minor wording changes to the ‘Safety During Set-Up & Pack-Up’ sections

This page is like the front page of a newspaper – it has all of the critical safety headlines that all of our workers need to be aware of and put into practice:

- Your Life Saving Rules**
- Shadow vehicles and lookout personnel** – critical controls to be implemented during set-up and pack-up. *“If you do not feel you have adequate protection and safeguards in place, STOP WORK, and escalate to your line manager.”*
- Safety Critical Behaviors** – don’t rush, communication, watch for danger, speak-up if you see something that’s not safe and monitor your worksite for changes to conditions and emerging hazards
- Safety Critical Actions** – awareness of live traffic, participating in a pre-start, apply controls when reversing vehicles, maintain exclusion zones and following this SWMS, SOP’s and your TGS

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## SWMS 01 – Working on or Adjacent to Roads and in Proximity to Powered Mobile Plant

SECTION	CHANGE
Page 1	Standard updates of addresses, version number, issues date, next review date and reference to the relevant WH&S legislation, Regulations, Codes of Practice & Road Authority guides and manuals.
Page 1	Contact <a href="mailto:hseq@altustraffic.com.au">hseq@altustraffic.com.au</a> any time if you have feedback on the content of the SWMS or would like any part of the document reviewed.
Page 2 - PPE	Added ear plugs into PPE section – although not the preferred control, ear plugs are available from all branches for workers who may be unable to separate themselves from noise sources.
1d)	Safe vehicle operation – a reminder to always check blind spots before changing lanes
1g)	Safe vehicle operation - avoid parking vehicles/trailers on steep slopes wherever possible
3c)	Reversing vehicles - Don't rely solely on cameras, beepers or alarms when reversing, use a lookout person!
4b)	Manual handling – removed reference to the 4-cone lifting limit. Workers should never over-exert when lifting or attempt to lift any weight outside of comfort levels.
5	Lookout Person – if not supplied for works on 80km/hr or above, this must be accompanied by a risk assessment.



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## SWMS 01 – Working on or Adjacent to Roads and in Proximity to Powered Mobile Plant

SECTION	CHANGE
7a)	Controlling traffic – section added in relation to keeping private vehicles away from traffic control points wherever possible.
7a)	Controlling traffic - Do not control PTCO's from inside a vehicle. If a decision is made to do this on safety grounds, it must be fully documented in the site risk assessment documentation.
7a)	Controlling traffic - Do not lean on a vehicle whilst controlling traffic – compromises escape route!
7d)	Controlling traffic – Reminder: if you are feeling fatigued, escalate immediately to a team-mate or manager
7e)	Controlling traffic – Maximum length of a 40km/hr zone is 500 meters, including the work area
7g)	Controlling traffic – new section on vulnerable road users (pedestrians, cyclists, disabled access) – controls to protect VRU's include escort past site, cycle lanes kept clear, signage and designated walkways and pause of plant while VRU's are in proximity
9c)	Journey Management Plans required for journeys over 200km's or more than 2 hrs in remote regions
10	Hostile interactions – Escalate all hostile interactions to a line manager or lodge a report via Alloc8
11	Section on Covid-19 has been omitted
Page 14	SWMS Acknowledgement – only to be used if given a hard copy by the client to physically sign

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**SWMS 02 – Truck Mounted Attenuator (TMA) Operations**

<b>SECTION</b>	<b>CHANGE</b>
Page 1	Standard updates of addresses, version number, issues date, next review date and reference to the relevant WH&S legislation, Regulations, Codes of Practice & Road Authority guides and manuals.
Page 1	Contact <a href="mailto:hseq@altustraffic.com.au">hseq@altustraffic.com.au</a> any time if you have feedback on the content of the SWMS or would like any part of the document reviewed.
Page 2	Note: Harnesses are not currently a requirement for working in Light TMA’s. Seatbelts must be worn at all times
2b)	When deploying attenuator, be aware of overhead hazards – trees, powerlines, tunnels
2c)	When deploying attenuator, ensure adequate visibility and sight distance for vehicles immediately behind the TMA
2e)	Generally speaking, TMA’s should not straddle lanes as this can cause confusion to approaching drivers. However, in certain set-ups with multiple TMA’s, a TGS may specify for TMA’s to straddle lanes to create a staggered formation. Only straddle a lane if using a TGS which specifies this.
3d)	TMA wheels should be kept straight when stationary and not turned into the kerb
3d)	Where a TMA operator exits the vehicle, all workers must be informed of limited advance warning capability. Consider using a correctly positioned spotter with hand-held air horn if necessary.
5	Section on Covid-19 has been omitted
Page 10	SWMS Acknowledgement – only to be used if given a hard copy by the client to physically sign



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**SWMS 03 – Drop Deck Operations**

<b>SECTION</b>	<b>CHANGE</b>
Page 1	Standard updates of addresses, version number, issues date, next review date and reference to the relevant WH&S legislation, Regulations, Codes of Practice & Road Authority guides and manuals.
Page 1	Contact <a href="mailto:hseq@altustraffic.com.au">hseq@altustraffic.com.au</a> any time if you have feedback on the content of the SWMS or would like any part of the document reviewed.
Page 1	Noting that these vehicles may be referred to as 'Drop Decks', 'Pod Trucks', or 'Cone Trucks' depending upon State, region or company. This SWMS reverts to Drop Decks as the standard term.
1a)	Preparations for shift: A reminder to ensure all signage and cones are properly secured
1a)	Preparations for shift: If towing trailer-mounted equipment, ensure the trailer is securely hitched. All personnel towing trailers are required to complete VOC training.
2c)	Slips, trips and falls during installation/pack-up – potential to fall into a live lane: minimise exposure to live traffic, always maintain a 1.2 meter minimum exclusion zone wherever possible, using the vehicle for physical protection.
2d)	Installation and retrieval of taper: Do not turn your back to approaching traffic.
3c)	Slips, trips and falls whilst working on the platform: Although the maximum allowable speed during set-up/retrieval is 25km/hr, it is noted that the speed can be lower if required for safe deployment.

## SWMS 03 – Drop Deck Operations

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SECTION	CHANGE
4a)	Manual handling injuries when placing cones from an elevated platform: Avoid leaning heavily against safety gates and avoid over-extending to place cones which can lead to sprain/strain injuries.
4c)	<p>Rewording of section: When retrieving cones and bollards in a go-forward motion, use shadow vehicles to facilitate this method.</p> <p>If required to reverse during the pack-up process, ensure the following:</p> <ul style="list-style-type: none"> <li>○ STRICTLY NO reversing in live lanes</li> <li>○ Shadow vehicles to remain stationary – not to reverse under any circumstances</li> <li>○ MUST have a lookout person for all reversing</li> <li>○ Reversing never to exceed walking pace</li> <li>○ Reverse movements to be notified to, and acknowledged by, all crew members via two-way radios</li> <li>○ Taper can be retrieved in stages if necessary</li> </ul>
5	Section on Covid-19 has been omitted
Page 10	SWMS Acknowledgement – only to be used if given a hard copy by the client to physically sign

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THANK YOU!

STAY SAFE!





## SWMS AT A GLANCE – WHAT MUST GO RIGHT

### YOUR LIFE SAVING RULES -

“KNOW THE RIGHT THING, DO THE RIGHT THING, CALL OUT THE WRONG THING”

# LIFE SAVING RULES

- DRUG AND ALCOHOL FREE WORKPLACE**  
 Attend work free of any trace of alcohol or illegal drugs
- SAFE DRIVING**  
 Drive to conditions and follow safe driving laws, procedures and rules
- EXCLUSION ZONES**  
 Maintain established exclusion and drop zones around mobile plant and machinery
- MOBILE PHONES**  
 No use of phones while performing Stop/Slow duties
- WORKING IN AND AROUND LIVE TRAFFIC**  
 Minimise exposure to live traffic
- SAFETY CONTROLS**  
 Follow all procedures for safety critical activities

If you are pressured to break a life-saving rule, or feel there is no other option to get the job done, **STOP** and call your supervisor.

If you choose to break the life-saving rules, you are choosing not to work for Altus Group.

### HAVE YOU GOT THE RIGHT PPE FOR THE JOB?



### WHAT MUST GO RIGHT?

#### OUR BEHAVIOURS

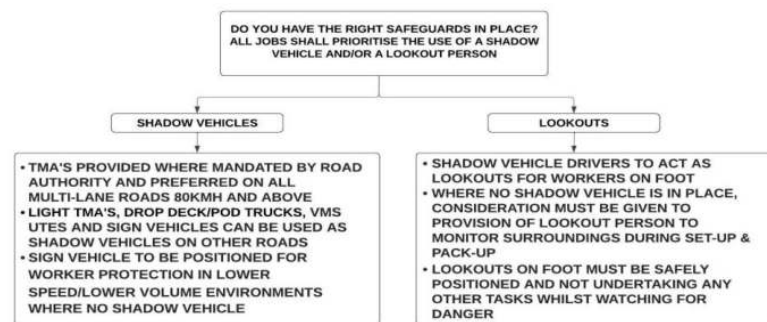
<b>DON'T RUSH</b>	Don't succumb to pressure from the client or your workmates to rush. Rushing leads to shortcuts and mistakes and increases the likelihood that you will be injured.
<b>COMMUNICATE</b>	Ensure everyone knows what they are doing and how to do it safely. Maintain proactive communication with your team-mates and workers throughout the shift
<b>WATCH YOUR MATES</b>	Act as a Lookout person whenever your team-mates are in the line of fire. When doing so, don't be distracted by other tasks. Continually watch for danger and be ready to warn/act
<b>SPEAK-UP</b>	Report safety concerns immediately. All staff are empowered to speak up and stop work if it's not safe. Closing safety gaps can prevent significant incidents
<b>MAKE IT SAFE / KEEP IT SAFE</b>	Set up safely and continually monitor your work area for hazards. Immediately communicate changing conditions or emerging hazards so they can be managed

#### OUR ACTIONS

<b>BEWARE OF LIVE TRAFFIC</b>	Ensure you always have an escape route, minimise exposure to live traffic and never cross a live lane on multi-lane roads (any speed) or other roads with permanent speeds 80kmh or above
<b>PRE-START</b>	Complete vehicle and equipment pre-starts PRIOR to use! All TC's to participate in the identification of hazards and controls at pre-start. Identify the Team Leader for the escalation of all issues
<b>REVERSING VEHICLES</b>	Prioritise travel in a forward direction at all times -no reversing in live lanes; At other times, if reversing is unavoidable, you <b>MUST</b> have a Lookout person or apply the <b>GOAL</b> principle - <b>Get Out And Look!</b>
<b>EXCLUSION ZONES</b>	Always maintain a safe exclusion zone around mobile plant. Establish agreed exclusion zones with the client at the pre-start and stay well clear!
<b>SAFETY CONTROLS</b>	Observe critical safety controls –use harnesses on drop decks and in TMA's! Establish safe areas to control traffic; Set-up sites as per a supplied TGS–No TGS, No set-up!



**ONE LIFE – TWO CHOICES – ZERO INJURIES**

### SAFETY DURING SET-UP & PACK-UP-



IF YOU DO NOT FEEL YOU HAVE ADEQUATE PROTECTION AND SAFEGUARDS IN PLACE, **STOP WORK** AND ESCALATE TO YOUR LINE MANAGER

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	
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**Employer/Contractor:** Altus Traffic Pty Ltd



**ABN:** 84 102 768 061

**Regions:** WA, SA, TAS, VIC, NSW, QLD

**ACN:** 102 768 061



**Head Office:** 1.05, 3 Thomas Holt Drive, Macquarie Park, NSW 2113

**Contact Number:** 1300 TRAFFIC (872 334)

<b>High Risk Activity:</b>	Working on, in or adjacent to a road or other traffic corridor in use by traffic other than pedestrians Working in proximity to powered mobile plant	<b>Comments</b>	Directors and Executive/State Managers to ensure sufficient resources and management support are provided to enable controls to be effective. All staff are to be briefed and inducted on SWMS prior to commencing works. SWMS will be reviewed annually or following any significant incident or high potential near miss Employee submissions accepted at any time via the Health and Safety Committee or by contacting <a href="mailto:hseq@altustraffic.com.au">hseq@altustraffic.com.au</a> .
<b>Client:</b>	Refer to Traffic Management Risk Assessment for the client, work location and worker details	<b>Altus Group's Life Saving Rules</b>	<p><b>Drug and Alcohol-Free Workplace</b> – Attend work free of any trace of alcohol or illicit drugs</p> <p><b>Safe Driving</b> – Drive to conditions and follow safe driving laws, procedures and rules</p> <p><b>Exclusion Zones</b> – Maintain established exclusion and drop zones around mobile plant and machinery</p> <p><b>Mobile Phones</b> – No use of phones while performing Stop/Slow duties</p> <p><b>Working in and around Live Traffic</b> – Minimise exposure to live traffic</p> <p><b>Safety Controls</b> – Follow all procedures for safety critical activities including SWMS, SOP's and Work Instructions</p> <p style="background-color: yellow;"><b>If you are pressured to break a life-saving rule or feel there is no other option to get the job done, STOP and call a manager or supervisor.</b></p> <p style="background-color: yellow;"><b>If you choose to break the life-saving rules, you are choosing not to work for Altus Group.</b></p> <p><i>Note: Clients who have their own safety-based rules which exceed the Altus Group Life Saving Rules will take precedence. For example, some clients/projects may have rules forbidding the entering of any live lane at any time.</i></p>
<b>Date:</b>			
<b>Location and limits of the control area:</b>			
<b>ALTUS Team Leader Name and signature</b>			
<b>Client Crew Leader Name and signature</b>			
<b>Document prepared by</b>	National HSEQ Team	<b>Continuous Improvement Cycle</b>	 <p><b>Altus Group encourages all staff to engage in the Continuous Improvement Cycle by:</b>                      Planning all tasks;                      Carrying out all tasks safely;                      Checking that your work methods or controls are effective and;                      Taking action if controls need to be altered</p>
<b>Document consulted and reviewed by</b>	State-based Health and Safety Committees (incl consultation opportunity for wider staff base)		
<b>Document approved by</b>	Chris Thornton  Executive General Manager - Health, Safety, Environment & Quality		
<b>Version</b>	Version: Nat 7		
<b>Date of Issue</b>	October 2023		
<b>Next review date</b>	End October 2024		
<b>References</b>	This Safe Work Method Statement acknowledges the responsibilities for the safe conduct of work as detailed in relevant WH&S Legislation and Regulations, Codes of Practice, and Road Authority guides and manuals.		

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	 <p>SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL</p>
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**NOTE – ALL TASKS & ACTIVITIES DETAILED IN THIS SWMS REQUIRE MANDATED ITEMS OF PPE SPECIFIED BELOW TO BE WORN AT ALL TIMES**

<b>Plant and Equipment Approved for this Activity (May vary from State to State)</b>	<ul style="list-style-type: none"> <li>Traffic Control Vehicle (complete with beacons, arrow-board, signage, traffic cones, traffic flags, sign weights etc).</li> <li>Stop/Slow bats</li> <li>Hand-held two-way radios</li> <li>Trucks – including Drop Deck/Cone Deployment vehicles</li> <li>Trailer mounted Variable Message Signs (VMS), arrow-boards and traffic lights</li> <li>Truck Mounted Attenuator (TMA) vehicle</li> <li>Portable Traffic Control Devices – including free-standing traffic lights, boom gate units and speed radar units</li> <li>Trailers</li> <li>Pedestrian Control Devices - Pedestrian Tape / “Tiger Tails”</li> <li>Bollards and bollard bases</li> <li>Star pickets &amp; Barrier Mesh (only when approved for use)</li> </ul>		
<b>Altus approved and supplied Personal Protective Equipment (PPE) required (mandatory and project specific):</b>	<b>All Shifts</b>	<b>Periods of darkness/poor light</b>	<b>Other – as required</b>
	<ul style="list-style-type: none"> <li>Long pants</li> <li>Long sleeve hi-vis, fluorescent shirts and/or vests</li> <li>Hard hat (with brim and shade cloth or Gola in daylight hours)</li> <li>Compliant hard hat alternative (<b>ONLY</b> when approved and supplied by local Branches and subject to documented Risk Assessment)</li> <li>Safety glasses/Prescription/Over Safety Glasses</li> <li>Lace up steel cap ankle high boots – to AS/NZS 2210 – correctly fitted. (No jogger-style steel caps)</li> <li>Cut-5 Resistant Gloves</li> </ul>	<ul style="list-style-type: none"> <li>Night wand</li> <li>Approved long sleeve hi-vis, fluorescent shirts or TC Vest</li> <li>Bio-motion compliant reflective hoops on pants and shirts</li> <li>Clear/Yellow Safety Glasses</li> </ul>	<ul style="list-style-type: none"> <li>Water resistant jacket/pants</li> <li>Dust mask</li> <li>Face mask</li> <li>Hard hat chin straps</li> <li>LED Head Lamps</li> <li>Ear plugs</li> </ul>
<b>Personnel Qualifications Required for this Activity (Must be available for inspection on site)</b>	<ul style="list-style-type: none"> <li>Prepare to Work Safely in the Construction Industry (OHS White Card) - CPCCWHS1001</li> <li>Control Traffic with a Stop/Slow Bat- RIIWHS205E or equivalent</li> <li>Implement Traffic Management Plans- RIIWHS302E or equivalent</li> </ul>		
<b>Permits/Licences Required for this Activity</b>	<ul style="list-style-type: none"> <li>Current copies of Traffic Guidance Scheme (TGS) and Permits kept on site and made available upon request.</li> </ul>		
<b>Specific Training Required for this Activity</b>	<ul style="list-style-type: none"> <li>All workers must:                             <ul style="list-style-type: none"> <li>Have completed the Altus Group induction</li> <li>Have completed relevant Altus Group E-Learning modules</li> <li>Be trained, inducted and work in compliance with this SWMS</li> <li>Have completed Verification of Competency (VOC) requirements before using specified equipment</li> </ul> </li> <li>All workers must complete project or client specific inductions as required</li> </ul>		
<b>List Safety Data Sheets (SDS) required for this Activity</b>	<ul style="list-style-type: none"> <li>Sunscreen provided is non-hazardous according to NOHSC criteria</li> <li>No SDS's required for this activity</li> </ul>		



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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 a)	<b>Safe vehicle operation</b>	<ul style="list-style-type: none"> <li>Increased likelihood of incident or injury due to undetected vehicle faults</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Complete Vehicle Pre-Start Checklist</li> <li>Escalate any faults that you deem may affect the safe operation or roadworthiness of the vehicle immediately to an Altus Management representative</li> <li>DO NOT drive vehicles that you deem are unsafe or unroadworthy – request for them to be tagged out</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Vehicle Driver</li> <li>All Site Staff</li> </ul>
1 b)	<b>Safe vehicle operation</b>	<ul style="list-style-type: none"> <li>Increased likelihood of incident or injury due to unsafe driving</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Ensure all drivers hold a current driver's licence specific to the vehicle</li> <li>Seat belts MUST be worn <u>at all times</u> whilst operating vehicles</li> <li>Drive to conditions, check mirrors/blind spots when changing lanes</li> <li>Road rules and speed limits must be obeyed at all times – this includes no U-turns over solid white lines or multiple traffic lanes unless signed or marked otherwise</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Altus Group Management representative</li> <li>Vehicle Driver</li> </ul>
1 c)	<b>Safe vehicle operation</b>	<ul style="list-style-type: none"> <li>Unsecured equipment becoming a hazard to other road users</li> <li>Equipment damaged due to improper loading/unrestrained</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Ensure that loads are correctly restrained when operating a vehicle (consult Ratchet Strap SOP if required)</li> <li>Where transporting portable traffic control devices ensure that purpose-built storage areas, bags etc are utilised as designed</li> <li>Ensure trailers are correctly and safely secured – DO NOT hitch or unhitch a trailer unless you have completed the relevant VOC</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Vehicle Driver</li> </ul>
1 d)	<b>Safe vehicle operation</b>	<ul style="list-style-type: none"> <li>Obscured rear vision due to rear loads – accidents when reversing, changing lanes etc</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rule – drive to conditions/follow road rules</b></li> <li>To reduce the likelihood of U-Turn vehicle incidents, utilise side streets, driveways or other safe turn-around areas so that vehicles are re-entering traffic with clear visibility of approaching traffic from both directions</li> <li>Always check mirrors for blind spots before changing lanes.</li> <li><b>Prioritise driving in a forward direction wherever possible.</b> If reversing vehicles, use a Lookout person wherever practicable, if no Lookout person is available, perform a 360 degree walk around to confirm clearance to reverse safely</li> <li>All reversing at walking pace only</li> <li>Vehicles to be fitted with reverse beepers and/or reverse cameras</li> <li>Where practicable, advise other team members on site of your intention to reverse on two-way radio and wait for acknowledgement</li> </ul>	Medium (2C)	<ul style="list-style-type: none"> <li>Vehicle Driver</li> </ul>
1 e)	<b>Safe vehicle operation</b>	<ul style="list-style-type: none"> <li>Distracted/fatigued drivers causing traffic accident</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rules - Mobile Phones</b></li> <li>NO mobile phone use whilst driving unless using an approved hands-free device</li> <li>DO NOT continue driving if fatigued. Rotate driving or pull off road to revive before continuing journey</li> <li>If unfit to drive, escalate to a line manager to confirm your location and to make alternate travel or accommodation arrangements</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Vehicle Driver</li> </ul>

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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 f)	Safe vehicle operation	<ul style="list-style-type: none"> <li>• Unsecured vehicle being stolen or becoming a runaway – injury to people or damage to property/equipment</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>• When exiting vehicle, place vehicle in 1<sup>st</sup> gear (Manual) or Park (Automatic), turn off motor and apply handbrake. Lock vehicle and maintain possession of keys. Turn wheels to kerbside to “control the roll”</li> <li>• Where vehicles are left idling to maintain arrow board charge, the driver must remain in close proximity to the vehicle at these times</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>• Vehicle Driver</li> </ul>
1 g)	Safe vehicle operation	<ul style="list-style-type: none"> <li>• Vehicles or trailers on slopes rolling and hitting or crushing people or other vehicles</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>• Avoid parking on steep slopes wherever possible. If unavoidable:                             <ul style="list-style-type: none"> <li>○ Ensure handbrakes are engaged</li> <li>○ If available, place chocks on trailed equipment to prevent unplanned rolling or movement; otherwise utilise trailer stabiliser legs allowing tyres to be elevated</li> </ul> </li> </ul>	Low (3E)	
2	Arrive at site and prepare for work	<ul style="list-style-type: none"> <li>• Increased likelihood of incident or injury due to:                             <ul style="list-style-type: none"> <li>○ No assessment of site-specific risks and hazards</li> <li>○ No understanding of scope of works</li> </ul> </li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>• Complete Site Traffic Management Risk Assessment clearly identifying site specific hazards not referenced in this SWMS and how the risks have been controlled. ie: wet weather, night works, pedestrian management, proximity to intersections, school zones, blind corners, excavations/fall hazards etc</li> <li>• <b>All Traffic Controllers must participate in and sign on to the Traffic Management Risk Assessment to confirm an understanding of site specific hazards and controls</b></li> <li>• Complete Pre-Start Meeting/Toolbox with Client and Contractors and sign-on to Pre-Start documentation</li> <li>• Discuss process for set-up and pack-up sequence in addition to toilet, rest and meal breaks and emergency assembly point with client at pre-start/toolbox</li> <li>• Verify Plans &amp; Approvals are appropriate, and all staff are aware of convoy arrangements (mobile works) and set-up sequence (static sites)</li> <li>• Conduct a drive-through of the approaches to the work area to identify safe and compliant locations for the placement of signage and devices</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>
3 a)	Installation and Removal of Traffic Control Devices  <ul style="list-style-type: none"> <li>• Vehicle placement</li> <li>• Exiting/entering vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Approaching traffic unaware of workers on foot ahead –                             <ul style="list-style-type: none"> <li>○ Worker struck by traffic</li> <li>○ Vehicle damaged by passing traffic</li> </ul> </li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>• Exit vehicle from non-traffic side if possible or where there is a suitable break in traffic. Do not open vehicle door until all approaching traffic has passed and a suitable gap in traffic exists</li> <li>• Use a shadow vehicle when provided for the physical protection of workers on foot. Shadow vehicle driver to act as a Lookout person</li> <li>• Where a Lookout person is monitoring approaching traffic, they must be located off the travelled path with an unobstructed escape route where they can clearly monitor approaching traffic and provide early warning of errant vehicles. Lookout person not to be undertaking any other tasks while undertaking lookout duties.</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>

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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
3a) (cont)	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>• Vehicle placement</li> <li>• Exiting/entering vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to vehicle being struck by passing traffic during set-up/pack-up process</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>• On lower risk roads where no shadow vehicle is present, park off the travelled path where possible, being mindful of creating a hazard to pedestrians and/or cyclists.</li> <li>• Activate flashing beacons/strobes &amp; utilise roof-mounted arrow-board (if fitted) – check for overhead obstructions such as tree branches before raising arrow boards</li> <li>• Use arrow to advise of requirement to merge on multi-lane roads; on single lane roads, activate hazard configuration to provide warning of obstruction</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>
3 b)	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>• Exiting/entering vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Uneven surfaces – slips, trips, falls, stumbling into live traffic</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>• If parked on shoulder or off-road, look for sloping, uneven, unsteady or rough surfaces, grass-covered holes and concealed objects when entering/exiting vehicle</li> <li>• Do not rush – investigate surroundings before exiting vehicle</li> <li>• Ensure appropriate footwear – correctly fitted ankle-high lace/zip boots</li> <li>• Do not use off-road areas as personal amenities areas</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>
3 c)	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>• Reversing vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Injuries and damage to equipment caused by reversing with undue care and attention</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>• <b>Comply with Life Saving Rule – do not drive in a way which could be regarded as dangerous, negligent or careless</b></li> <li>• <b>Prioritise travel in a forward direction on any road</b></li> <li>• <b>No reversing in live lanes</b></li> <li>• Use a Lookout person</li> <li>• If no Lookout person, apply <b>GOAL</b> principle – <b>Get Out And Look</b></li> <li>• All reversing strictly at walking pace only</li> <li>• All vehicles to be fitted with reverse awareness technology (cameras, beepers and/or alarms but do not rely solely on this control)</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>
4 a)	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>• Unloading and loading vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Approaching traffic unaware of workers on foot ahead</li> <li>• Exposure to/being struck by passing traffic</li> <li>• Shadow or traffic control vehicle being shunted by third-party vehicle, striking workers on foot</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• <b>Comply with Life Saving Rule – minimise exposure to live traffic</b></li> <li>• Shadow vehicle shall be considered for worker protection based upon an assessment of road type, traffic volumes etc</li> <li>• On lower risk roads, where no shadow vehicle is present, the signage vehicle shall be utilised as protective cover</li> <li>• Maintain a safe and suitable distance from the front of the vehicle as an exclusion zone in the event of a third-party rear vehicle strike</li> <li>• The provision of a Lookout person is strongly encouraged for all jobs whilst installing or removing signs and devices</li> <li>• In situations where shadow vehicles and/or Lookout personnel are required but not available for the task, <b>STOP</b> work and escalate to your Manager</li> <li>• Prioritise suitable gaps in traffic before accessing equipment</li> <li>• Arrange signage prior to commencement of set-up to minimise exposure to trafficked side of road whilst accessing equipment</li> </ul>	High (4D)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	 <p>SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL</p>
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
4a) (cont)				<ul style="list-style-type: none"> <li>Access signage from off-side of road wherever possible – minimise exposure to live traffic at the rear of the vehicle; <b>where this is unavoidable, a Lookout person and suitable gaps in traffic are a mandatory requirement</b></li> <li>Maintain unobstructed escape route</li> <li>Pack-up site in reverse order to set-up ensuring advance warning signage remains in place whilst delineation is dismantled</li> <li>All staff to assist with pack-up (ie: act as a Lookout Person, share manual handling) – no-one to leave site until all signage and devices have been collected.</li> <li>Do not turn your back to traffic</li> <li>Wear required PPE—most notably hi-vis garments, gloves &amp; hard hat</li> </ul>		
4 b)	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>Unloading and loading vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Manual Handling injuries as a result of handling portable traffic devices, signs, bollards cones and other equipment</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Adopt correct manual handling techniques – do not over-exert. Never attempt to lift weights beyond comfort levels, seek assistance for heavy lifts if required.</li> <li>Take additional precaution when handling signs in windy conditions</li> <li>Job not to be rushed, plan lift and be aware of surroundings (Obstructions, uneven ground, clearance from traffic etc)</li> <li>Perform all movements in a controlled, balanced and comfortable position</li> <li>Minimise repetitive bending, twisting and over-reaching movements</li> <li>Complete VOC training on all portable traffic control devices</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
4 c)	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>Unloading and loading vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Sign covers and permanent signage maintenance – fall from heights</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>No ladders to be used at all to access signs for covering/uncovering or changing. Escalate if signs cannot be safely accessed from ground level</li> <li>Utilise supplied clips, hooks or brackets to safely secure sign covers</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
4 d)	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>Unloading and loading vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Signage becoming a hazard to road users</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Signage to be weighted down (ie: with sandbags, weight-bases or “weight-mates”) and regularly checked for effectiveness against wind gusts and/or passing heavy vehicles</li> <li>Signage not to obstruct bike-lanes or create a hazard for pedestrians or approaching traffic.</li> <li>Place traffic cones adjacent to signs to provide additional visibility</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
5	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>All multi-lane road environments</li> <li>Two-way roads (Permanent posted</li> </ul>	<ul style="list-style-type: none"> <li>Risk of injury/death by crossing live lanes of traffic or by positioning vehicle unprotected in a live lane</li> </ul>	Extreme (5C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rules - on all multilane roads (any speed) and all other roads with a permanent posted speed of 80km/h and above, live lanes are not to be crossed under any circumstances.</b></li> <li>Shadow vehicles shall be considered for worker protection on these roads</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**



 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
5 (cont)	speed of 80 km/h and above)			<ul style="list-style-type: none"> <li>TMA's are strongly recommended on all multi-lane roads with a permanent posted speed of 80&gt; kmph (may be mandatory in some jurisdictions)</li> <li>Light TMA's may be considered for use on multilane road environments of 70km/h or less subject to availability and an assessment of risk.</li> <li>Advance warning vehicle types shall be considered in accordance with safety and road authority requirements</li> <li>A Lookout person is mandatory for all jobs on these roads (this can be the driver of a shadow vehicle) unless a risk assessment deems otherwise.</li> <li>Avoid exiting vehicles on the traffic side wherever possible – where this is unavoidable, prioritise gaps in traffic and use of a Lookout person</li> <li>Ensure buffer/shadow vehicle remains a suitable distance from workers on foot, a <b>minimum</b> distance of 40 metres</li> <li>Crews shall do a circuit (loop) to place signs on the opposite side of a multi-lane road. Do not reverse up a lane or shoulder in order to cross multiple lanes to access the other side of a multi-lane road</li> </ul>		
6	<b>Installation and Removal of Traffic Control Devices</b> <ul style="list-style-type: none"> <li>Two-way roads (Permanent posted speed less than 80 km/h)</li> </ul>	<ul style="list-style-type: none"> <li>Risk of injury/death by crossing live lanes of traffic or by positioning vehicle unprotected in a live lane</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rule – minimise exposure to live traffic</b></li> <li><b>Crossing live lanes of traffic on two-way roads with a permanent posted speed of less than 80kmh shall be avoided wherever possible.</b> However, where workers assess that this is the safest option due to local geographic/road conditions, suburban low speed/low volume roads etc, <b>at least two of the following controls must be met:</b> <ul style="list-style-type: none"> <li>Lookout person to warn of approaching motorists</li> <li>Identify suitable gaps in traffic to install signs safely</li> <li>Shadow vehicle suitable to the permanent posted speed and volume of traffic provided for physical protection</li> <li>Where no shadow vehicle is on site, position the work vehicle to provide a buffer to passing vehicles with flashing beacons and/or arrow-board activated</li> <li>Ensure ample visibility for approaching traffic in either direction (min 200 metres in either direction recommended on roads with speeds above 50km/h)</li> <li><b>In situations considered to be unsafe without at least two of the above controls able to be safely implemented, STOP work and contact the Principal Contractor representative and/or your line manager and await further instruction.</b></li> </ul> </li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
7 a)	<b>Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)</b>	<ul style="list-style-type: none"> <li>Entering live lane and being struck by vehicle</li> <li>Poor selection of control point increasing likelihood of injury</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rule – no mobile phone use whilst directing traffic</b></li> <li>Maintain escape route at all times</li> <li>Do not leave your control point to converse with drivers – this may increase your exposure to live traffic and may reduce your visibility to other road users</li> <li>When using a Stop/Slow bat, remain outside of live lanes until multiple vehicles are safely stopped a minimum of 6 metres from your control point and you have established eye contact with the lead driver</li> <li>When operating PTCD's, a control point should be established a safe distance from the device (10 metre minimum where possible) taking into account the risk of devices becoming projectiles if struck</li> <li>Private vehicles are not to be parked in close proximity to control points where they may impede visibility and/or confuse approaching traffic. All efforts must be made to keep private vehicles clear of control points.</li> <li>PTCD's are not to be operated from inside a private vehicle - this limits the workers ability to monitor traffic movements and increases the likelihood of being distracted.</li> <li>Stop/Slow operations (either with a bat or operating a PTCD) must not be performed whilst leaning against a vehicle. This compromises the escape route.</li> <li>"Stop Here When Directed" sign to be place minimum of 6 meters from the PTCD.</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
7 b)	<b>Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)</b>	<ul style="list-style-type: none"> <li>Motorists confused by changed conditions – breach of work zone or traffic accident on site</li> <li>Potential breach of procedure leading to double send of traffic</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Do not turn your back to traffic</li> <li>Ensure control point is clearly visible to approaching drivers. During night works ensure control points are appropriately illuminated.</li> <li>Always maintain escape routes. Remain vigilant for speeding, distracted or reckless drivers.</li> <li>Utilise two-way radios to maintain clear communication with team members to be able to control traffic safely and respond to emergency situations</li> <li>In the instance of a breach, alert all personnel over the radio (Examples include: "Breach, Breach, Breach" or "Abort, Abort, Abort" (Confirm how site breaches will be communicated at your pre-start)</li> <li>Avoid stopping heavy vehicles at the front of a traffic queue and ensure approaching vehicles have ample time to stop safely at the control point</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
7 c)	<b>Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)</b>	<ul style="list-style-type: none"> <li>Uneven ground and trip hazards causing injuries as a result of slips, trips and falls</li> </ul>	High (2B)	<ul style="list-style-type: none"> <li>Ensure control points are established on even ground, free of obstructions and hazards</li> </ul>	Low (2D)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
7 d)	<b>Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)</b>	<ul style="list-style-type: none"> <li>Fitness for work – risk of being struck by traffic or causing vehicle incident</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rules – drug and alcohol-free workplace</b></li> <li>Arrive for shift well rested and with plenty of food and water</li> <li>Ensure rest, fatigue and rotation of duties breaks are observed as required. If you are feeling fatigued, escalate immediately to a team member or manager.</li> <li>Escalate immediately to a line manager (as per 7f) if access to breaks is an issue.</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
7 e)	<b>Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)</b>	<ul style="list-style-type: none"> <li>Workers at risk of being struck by passing traffic</li> <li>Potential for vehicle accidents/vehicle breaches into work site.</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Monitor work site for changes to conditions, queue lengths and traffic flow – conduct periodic sign checks (preferably every 2 hours)</li> <li>When workers are within 1.2 metres of live traffic, reduce speed to a maximum of 40km/h (may be less in some States {such as SA} or as a result of a risk assessment)</li> <li>Monitor workers activities and maintain delineation devices to ensure workers remain separated from live traffic</li> <li>If 1.2m cannot be achieved, speed must be reduced to 40km for a maximum of 500m.</li> <li>Do not allow work vehicles to drive through a STOP bat or red PTCD signal to access a work site. This encourages trailing vehicles to ignore STOP signals and potentially breach work areas or to drive towards oncoming traffic</li> <li>On long sites with a heightened risk of driver non-compliance, consider use of an escort vehicle to regulate traffic flow at correct speed</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
7 f)	<b>Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)</b>	<ul style="list-style-type: none"> <li>Distracted by mobile phone usage – being struck by vehicle or plant or causing vehicle incident</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rule – Digital device/mobile phone use is prohibited whilst performing Stop/Slow – including operating PTCD's (eStops, Trilights, Portabooms, etc) or operating a Stop/Slow bat.</b></li> <li>At other times devices may only be used in accordance with <b>OPS 510 – Acceptable Use of Mobile Phones &amp; Portable Electronic Devices</b>. Confine use to break times unless use is work-related</li> <li>If taking or making a call, advise team members and locate yourself a safe area away from site where there is no risk of being struck by vehicles or plant</li> <li>Do not wear noise-emitting headphones (for music or phone conversations whilst on site)</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
7 g)	<b>Controlling traffic around vulnerable road users</b>	<ul style="list-style-type: none"> <li>Pedestrians, cyclists, mobility scooters at risk of unauthorised entry to site or being struck by passing traffic</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Discuss proximity of vulnerable road users to work area</li> <li>Ensure signage is not placed on designated bike lanes</li> <li>Ensure adequate signage, barricading and traffic control is in place to manage vulnerable road users</li> <li>Escort vulnerable road users through the site where required</li> <li>Ensure plant movements and work activities cease where vulnerable road users are in close proximity</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
8 a)	<b>Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)</b>	<ul style="list-style-type: none"> <li>Being struck by moving plant</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>Comply with the Life Saving Rule – maintain exclusion zones</b></li> <li>Discuss risks associated with Plant Movements at pre-start</li> <li>Observe 10-metre minimum No-Go Zone (or higher if mandated by client or as a result of completing a risk assessment)</li> <li>Personnel movements within this zone only after direct comms with plant operator where plant movements are on hold</li> <li>Do not stand in blind spots or within No-Go Zones. Maintain eye contact with plant and machinery operators</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
8 b)	<b>Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)</b>	<ul style="list-style-type: none"> <li>Noise affecting radio comms</li> <li>Noise affecting hearing</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Ensure communication is maintained either via eye contact, hand signals or radio comms (or combination of these)</li> <li>Assess control point – remove from noise source if possible</li> <li>Consider ear plugs where relocation from noise source is not possible</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
8 c)	<b>Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)</b>	<ul style="list-style-type: none"> <li>Exposure to fumes</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Assess control point – remove from fume source if possible</li> <li>Rotate or relocate staff where possible to minimise ongoing exposure to noise/fumes</li> <li>Escalate to a line manager if unable to comply</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
9 a)	<b>Controlling Traffic – Hazardous Environmental Conditions:</b>  <ul style="list-style-type: none"> <li><b>Exposed/Extreme Environments</b></li> </ul>	<ul style="list-style-type: none"> <li>Exposure to weather extremes whilst conducting traffic management duties causing injury/illness:                             <ul style="list-style-type: none"> <li>Heat-related illness</li> <li>Hypothermia</li> </ul> </li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Refer Pg2 – PPE.</li> <li>Apply and re-apply sunscreen as per manufacturer’s instructions</li> <li>Access to breaks commensurate with conditions and industry requirements, constant hydration and nourishment during shift</li> <li>Liaise with client re: shift lengths, start times, resources etc</li> <li>Escalate immediately to a direct Line Manager if feeling fatigued</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>
9 b)	<b>Controlling Traffic – Hazardous Environmental Conditions:</b>  <ul style="list-style-type: none"> <li><b>Isolation/remote works</b></li> </ul>	<ul style="list-style-type: none"> <li>Dehydration/heat stress/fatigue increasing likelihood of incident or injury</li> <li>Long grass on verges - potential for snakes &amp; fire risk from hot exhaust</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Ensure regular breaks and hydration – take ample supply of water</li> <li>Consider shade stations if exposed to elements consistently and where no shade is available (i.e.: ongoing remote project works)</li> <li>Avoid parking in long grass</li> <li>Ensure First Aid Kit is fully stocked including pressure bandages</li> <li>Check vehicle has fire extinguisher, within test and tag date and correctly pressurised.</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Team Leader</li> <li>All Site Staff</li> </ul>

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	 <p>SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL</p>
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
9 c)	<b>Controlling Traffic – Hazardous Environmental Conditions:</b> <ul style="list-style-type: none"> <li>• Isolation/remote works</li> </ul>	<ul style="list-style-type: none"> <li>• Break in communications with workers, unable to verify whereabouts and well-being of workers</li> <li>• Driving or workplace incident resulting in injury to workers in remote location</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• Create a Journey Management Plan for journeys in excess of 200kms or 2 hours in remote regions to establish a communications program and ensure regular breaks from driving</li> <li>• Send teams in convoy, rotate drivers every 2 hours wherever possible when driving long distances</li> <li>• Consider Satellite Phone (or other communication devices) for enhanced comms in remote regions</li> <li>• No single-person crews to work in remote locations</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>
9 d)	<b>Controlling Traffic – Hazardous Environmental Conditions:</b> <ul style="list-style-type: none"> <li>• Emergency situations</li> </ul>	<ul style="list-style-type: none"> <li>• Incident or injury arising from accident, fire, explosion, flood etc</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• Discuss emergency procedures and assembly area prior to shift commencement</li> <li>• Ensure the <b>Field Emergency Response Plan</b> is available and followed in the event of an emergency event</li> <li>• Contact and assist Emergency Services (<b>000</b>) on site where required</li> <li>• Maintain escape routes in case emergency evacuation is required</li> <li>• Fire extinguishers &amp; first aid kits accessible, all items in date</li> <li>• Work area clear of debris &amp; fire hazards controlled</li> <li>• Vehicles kept clear of long grass or flood prone areas</li> <li>• Remain vigilant at all times and communicate any sudden changes in weather conditions – monitor weather notifications when safe to do so</li> <li>• Never attempt to cross flooded roads – “If it’s flooded, forget it.”</li> <li>• If working in proximity to downed overhead wires as a result of storm or work activities, always treat wires as live. Create an exclusion zone around the area and escalate the hazard to the site foreman or a line manager.</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>
10	<b>Interactions with Hostile Members of Public</b>	<ul style="list-style-type: none"> <li>• Verbal and/or physical abuse/assault from hostile members of public causing physical and/or psychological injury</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>• TC’s shall strive to remain polite, calm, and professional – do not raise voice or engage in retaliatory, posturing behaviour</li> <li>• TC’s to engage two-way radio ‘talk button’ to alert others on site of confrontation and seek assistance</li> <li>• TC’s shall strive to remove themselves from volatile situations if they feel they are in physical danger</li> <li>• TC’s to risk assess control points – ensure line of sight to other work crew members where possible, particularly in high risk environments such as CBD night works etc. Avoid working in isolation wherever possible.</li> <li>• TC’s to escalate all hostile interactions either directly to a line manager or raise an incident report via Alloc8.</li> <li>• If TC is threatened or assaulted, police to be contacted immediately on 000</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>• Team Leader</li> <li>• All Site Staff</li> </ul>

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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	 <p>SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL</p>
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**1. RISK RATING TABLE (USE FOR INITIAL AND RESIDUAL RISK ASSESSMENTS).**

		CONSEQUENCE				
		1. Insignificant	2. Minor	3. Major	4. Severe	5. Catastrophic
LIKELIHOOD	A. Almost Certain	Medium (1A)	High (2A)	Extreme (3A)	Extreme (4A)	Extreme (5A)
	B. Likely	Medium (1B)	High (2B)	High (3B)	Extreme (4B)	Extreme (5B)
	C. Possible	Low (1C)	Medium (2C)	High (3C)	High (4C)	Extreme (5C)
	D. Unlikely	Low (1D)	Low (2D)	Medium (3D)	High (4D)	High (5D)
	E. Rare	Low (1E)	Low (2E)	Low (3E)	Medium (4E)	High (5E)

**2. CONSEQUENCE DESCRIPTOR TABLE (USED TO ASSESS HOW SEVERE AN EVENT COULD BE IF IT OCCURRED).**

HEALTH, SAFETY & ENVIRONMENT	
<b>5. CATASTROPHIC</b>	Fatality or multiple fatalities. Catastrophic Environmental harm with long term serious impact or is not rectifiable.
<b>4. SEVERE</b>	Permanent Injury – damage which permanently alters a person’s future. Significant Environmental harm with medium to long term impact before rectification
<b>3. MAJOR</b>	Lost Time Injury (LTI) – damage which temporarily alters a person future Major Environmental harm that can be rectified in the medium term (1-3 months)
<b>2. MINOR</b>	Medical Treatment Injury (MTI) – damage which temporarily inconveniences a person. Localised reversable environmental harm that can be rectified <1 month
<b>1. INSIGNIFICANT</b>	First Aid Injury (FAI) – an actual injury which requires either no treatment or simple first aid. Minimal environmental harm that can be quickly rectified

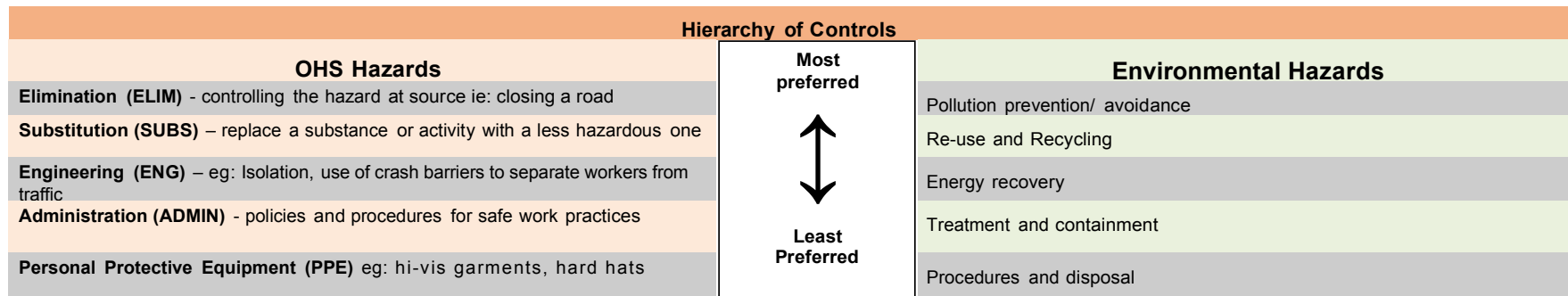
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
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 <p><b>ALTUS GROUP</b></p>	<p>Altus Group   National Generic SWMS 01   Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant</p>	 <p>SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL</p>
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**3. LIKELIHOOD DESCRIPTOR TABLE (USED TO ASSESS HOW LIKELY AN EVENT IS TO HAPPEN).**



Likelihood	Description	Frequency	Probability
<b>A. Almost Certain</b>	The threat is a common or frequent occurrence.	One or more events per month	>95% probability
<b>B. Likely</b>	The threat is known to occur, or “It has happened from time to time”.	One event every 6 months	80-95% probability
<b>C. Possible</b>	The threat could occur sometime, or “I’ve heard of it happening”.	One event every 6-12 months	20-80% probability
<b>D. Unlikely</b>	The threat is improbable	One event every 1-5 years	5-20% probability
<b>E. Rare</b>	The threat is conceivable but only in exceptional circumstances.	Less than 1 event every 5-10 years	<5% probability

**4. HIERARCHY OF CONTROLS**



Note: Look to utilise combination of more than one control method.

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**SWMS ACKNOWLEDGEMENT -**

*I have been trained and consulted in the specific safety requirements described in this SWMS. I will work in accordance with the SWMS as an integral part of fulfilling my Workplace Health & Safety responsibilities. If changes to this SWMS are required, I will consult with my supervisor or team leader.*

**Note: This Acknowledgement Sheet is only required to be completed if a hard copy is presented for sign-off by the client at pre-start.**

DATE	NAME	SIGN

DATE	NAME	SIGN



**SWMS AT A GLANCE – WHAT MUST GO RIGHT**

**YOUR LIFE SAVING RULES -**

“KNOW THE RIGHT THING, DO THE RIGHT THING, CALL OUT THE WRONG THING”

**ALTUS GROUP**

**LIFE SAVING RULES**

If you are pressured to break a life-saving rule, or feel there is no other option to get the job done, **STOP** and call your supervisor.

If you choose to break the life-saving rules, you are choosing not to work for Altus Group.

- DRUG AND ALCOHOL FREE WORKPLACE**  
Attend work free of any trace of alcohol or illegal drugs
- SAFE DRIVING**  
Drive to conditions and follow safe driving laws, procedures and rules
- EXCLUSION ZONES**  
Maintain established exclusion and drop zones around mobile plant and machinery
- MOBILE PHONES**  
No use of phones while performing Stop/Slow duties
- WORKING IN AND AROUND LIVE TRAFFIC**  
Minimise exposure to live traffic
- SAFETY CONTROLS**  
Follow all procedures for safety critical activities

**HAVE YOU GOT THE RIGHT PPE FOR THE JOB?**



**WHAT MUST GO RIGHT?**

**OUR BEHAVIOURS**

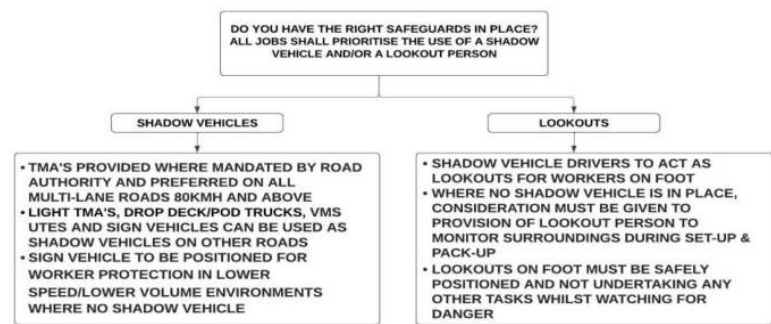
<b>DON'T RUSH</b>	Don't succumb to pressure from the client or your workmates to rush. Rushing leads to shortcuts and mistakes and increases the likelihood that you will be injured.
<b>COMMUNICATE</b>	Ensure everyone knows what they are doing and how to do it safely. Maintain proactive communication with your team-mates and workers throughout the shift
<b>WATCH YOUR MATES</b>	Act as a Lookout person whenever your team-mates are in the line of fire. When doing so, don't be distracted by other tasks. Continually watch for danger and be ready to warn/act
<b>SPEAK-UP</b>	Report safety concerns immediately. All staff are empowered to speak up and stop work if it's not safe. Closing safety gaps can prevent significant incidents
<b>MAKE IT SAFE / KEEP IT SAFE</b>	Set up safely and continually monitor your work area for hazards. Immediately communicate changing conditions or emerging hazards so they can be managed

**OUR ACTIONS**

<b>BEWARE OF LIVE TRAFFIC</b>	Ensure you always have an escape route, minimise exposure to live traffic and never cross a live lane on multi-lane roads (any speed) or other roads with permanent speeds 80kmh or above
<b>PRE-START</b>	Complete vehicle and equipment pre-starts PRIOR to use! All TC's to participate in the identification of hazards and controls at pre-start. Identify the Team Leader for the escalation of all issues
<b>REVERSING VEHICLES</b>	Prioritise travel in a forward direction at all times -no reversing in live lanes; At other times, if reversing is unavoidable, you <b>MUST</b> have a Lookout person or apply the <b>GOAL</b> principle - <b>Get Out And Look!</b>
<b>EXCLUSION ZONES</b>	Always maintain a safe exclusion zone around mobile plant. Establish agreed exclusion zones with the client at the pre-start and stay well clear!
<b>SAFETY CONTROLS</b>	Observe critical safety controls –use harnesses on drop decks and in TMA's! Establish safe areas to control traffic; Set-up sites as per a supplied TGS–No TGS, No set-up!

**ONE LIFE – TWO CHOICES – ZERO INJURIES**



**SAFETY DURING SET-UP & PACK-UP-**



IF YOU DO NOT FEEL YOU HAVE ADEQUATE PROTECTION AND SAFEGUARDS IN PLACE, **STOP WORK** AND ESCALATE TO YOUR LINE MANAGER




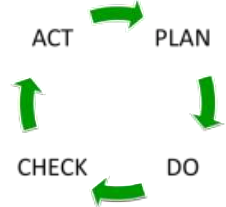
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <p><b>ALTUS GROUP</b></p>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	
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**Employer/Contractor:** Altus Traffic Pty Ltd  
**Regions:** WA, SA, TAS, VIC, NSW, QLD  
**Head Office:** 1.05, 3 Thomas Holt Drive, Macquarie Park, NSW 2113

**ABN:** 84 102 768 061  
**ACN:** 102 768 061  
**Contact Number:** 1300 TRAFFIC (872 334)

<b>High Risk Activity:</b>	Operating a Truck Mounted Attenuator Vehicle (TMA) or Light Truck Mounted Attenuator Vehicle (LTMA) on or adjacent to a road and in close proximity to powered mobile plant & live traffic	
<b>Client:</b>	Refer to Traffic Management Risk Assessment for the client, work location and worker details	
<b>Date:</b>		
<b>Location and limits of the control area:</b>		
<b>ALTUS Team Leader Name and signature</b>		
<b>Client Crew Leader Name and signature</b>		
<b>Document prepared by</b>	National HSEQ Team	
<b>Document consulted and reviewed by</b>	State-based Health and Safety Committees (incl consultation opportunity for wider staff base)	
<b>Document approved by</b>	Chris Thornton 	Executive General Manager - Health, Safety, Environment & Quality
<b>Version</b>	Version: 12	
<b>Date of Issue</b>	October 2023	
<b>Next review date</b>	End October 2024	
<b>References</b>	This Safe Work Method Statement acknowledges the responsibilities for the safe conduct of work as detailed in relevant WH&S Legislation and Regulations, Codes of Practice, and Road Authority guides and manuals.	

<b>Comments</b>	Directors and Executive/State Managers to ensure sufficient resources and management support are provided to enable controls to be effective. All staff are to be briefed and inducted on SWMS prior to commencing works. SWMS will be reviewed annually or following any significant incident or high potential near miss. Employee submissions accepted at any time via the Health and Safety Committee or by contacting your State Safety Manager directly	
<b>Altus Group's Life Saving Rules</b>	<p><b>Drug and Alcohol-Free Workplace</b> – Attend work free of any trace of alcohol or illicit drugs</p> <p><b>Safe Driving</b> – Drive to conditions and follow safe driving laws, procedures and rules</p> <p><b>Exclusion Zones</b> – Maintain established exclusion and drop zones around mobile plant and machinery</p> <p><b>Mobile Phones</b> – No use of phones while performing Stop/Slow duties</p> <p><b>Working in and around Live Traffic</b> – Minimise exposure to live traffic</p> <p><b>Safety Controls</b> – Follow all procedures for safety critical activities including SWMS, SOP's and work instructions</p> <div style="background-color: yellow; padding: 5px;"> <p><b>If you are pressured to break a life-saving rule or feel there is no other option to get the job done, STOP and call a manager or supervisor.</b></p> <p><b>If you choose to break the life-saving rules, you are choosing not to work for Altus Group.</b></p> </div> <p><i>Note: Clients who have their own safety-based rules which exceed the Altus Group Life Saving Rules will take precedence. For example, some clients/projects may have rules forbidding the entering of any live lane at any time.</i></p>	
<b>Continuous Improvement Cycle</b>		<p><b>Altus Group encourages all staff to engage in the Continuous Improvement Cycle by:</b></p> <p><b>Planning all tasks;</b></p> <p><b>Carrying out all tasks safely;</b></p> <p><b>Checking that your work methods or controls are effective and;</b></p> <p><b>Taking action if controls need to be altered</b></p>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**





 <b>ALTUS GROUP</b>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	
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**NOTE: THIS SWMS IS TO BE READ AND IMPLEMENTED IN CONJUNCTION WITH RELEVANT SWMS DOCUMENTS FOR GENERAL TRAFFIC CONTROL OPERATIONS AND DROP DECK TRUCK OPERATIONS AND RELEVANT ASSOCIATED STANDARD OPERATING PROCEDURES. A TMA OR LTMA OPERATOR IS AUTOMATICALLY BOUND BY THE REQUIREMENTS OF THE NATIONAL GENERIC SWMS 01 WHEN THEY ARE OUT OF THE TMA/LTMA VEHICLE.**

**NOTE: ALL TASKS & ACTIVITIES DETAILED IN THIS SWMS REQUIRE MANDATED ITEMS OF PPE SPECIFIED BELOW TO BE WORN AT ALL TIMES**

<b>Plant and Equipment Approved for this Activity (may vary from State to State)</b>  Note: Includes other Traffic Control Vehicles which may influence or impact upon operations	<ul style="list-style-type: none"> <li><b>TMA or LTMA vehicle</b> – with beacons, arrow board and electronic message board</li> <li><b>Vehicle-mounted two-way radio(s)</b></li> <li><b>Other vehicles utilised on sites with TMA's include:</b> <ul style="list-style-type: none"> <li>Traffic Control Vehicle (complete with beacons, arrow-board, signage, traffic cones, bollards, etc).</li> <li>Trucks – including Drop Deck/Cone Deployment vehicles with warning devices and equipment as per above</li> </ul> </li> </ul>		
<b>Altus approved and supplied Personal Protective Equipment (PPE) required (mandatory and project specific):</b>  Note: Some items may not be specifically required for TMA operational tasks but shall be on-hand for occasions where TMA drivers may be required to alight from vehicles on active work sites	<b>All Shifts - Mandated</b> <ul style="list-style-type: none"> <li>Compliant Certified vehicle-mounted harness (Not applicable to LTMA's)</li> <li>Long pants</li> <li>Long sleeve hi-vis shirts and/or vests</li> <li>Safety glasses</li> <li>Lace up steel cap ankle high boots</li> </ul>	<b>Periods of darkness/poor light</b> <ul style="list-style-type: none"> <li>Approved long sleeve hi-vis, fluorescent shirts or TC Vest</li> <li>Bio-motion compliant reflective hoops on pants and shirts</li> <li>Clear/Yellow Safety Glasses</li> </ul>	<b>Other – as required ie: when exiting</b> <ul style="list-style-type: none"> <li>Night Wand</li> <li>Hard hat (with brim and shade cloth in daylight hours)</li> <li>Water resistant jacket/pants</li> <li>Gloves</li> <li>Dust mask</li> <li>Face mask</li> </ul>
<b>Personnel Qualifications Required for this Activity (Must be available for inspection on site)</b>	<ul style="list-style-type: none"> <li>Prepare to Work Safely in the Construction Industry (OHS White Card) - CPCCWHS1001</li> <li>Control Traffic with a Stop/Slow Bat - RIIWHS205E or equivalent</li> <li>Implement Traffic Management Plans - RIIWHS302E or equivalent</li> <li>Operate a Truck or Trailer Mounted Attenuator – RIIRTM3</li> <li>01D or equivalent</li> </ul>		
<b>Permits/Licences Required for this Activity</b>	<ul style="list-style-type: none"> <li>Current copies of Traffic Plans and Approvals kept on site and made available upon request</li> <li>Appropriate Vehicle Licence suitable for the class of vehicle</li> </ul>		
<b>Specific Training Required for this Activity</b>	<ul style="list-style-type: none"> <li>All employees must have completed the Altus Group induction</li> <li>All employees must have completed relevant Altus Group E-Learning modules</li> <li>All employees engaging in TMA/LTMA operations must:                             <ul style="list-style-type: none"> <li>Be trained, inducted and work in compliance with this SWMS</li> <li>Complete Altus Group approved TMA/LTMA induction/VOC training</li> <li>Complete the Heavy Vehicle National Law (HVNL)/Chain of Responsibility internal training module (TMA only)</li> <li>Satisfy any mandated State-specific training or eligibility requirements. These may extend to demonstrated minimum traffic control and heavy vehicle driving experience and other specific qualifications</li> </ul> </li> <li>All employees must complete project or client specific inductions as required</li> </ul>		
<b>List Material Safety Data Sheets (MSDS) required for this Activity</b>	<ul style="list-style-type: none"> <li>Ad-blue Fuel additive (Note: Not required for all TMA/LTMA vehicles; Not a Hazardous Substance)</li> <li>Sunscreen provided is Non-hazardous according to NOHSC criteria</li> </ul>		



**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
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 <b>ALTUS GROUP</b>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 a)	<b>Vehicle and crew preparations for shift</b>	<ul style="list-style-type: none"> <li>Increased likelihood of incident or injury due to undetected vehicle faults or as a result of failure to establish an exclusion zone when testing attenuator deployment</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li><b>Review scope of works – ensure vehicle is fit for purpose. LTMA's may be utilised in road environments with a permanent posted speed of 70km/h or less. TMA's to be used on roads with permanent posted speeds higher than 70km/h</b></li> <li>Complete Vehicle Pre-Start Checklist prior to leaving depot/yard</li> <li>Establish exclusion zone around vehicle while operator conducts prestart</li> <li>Ensure emergency/safety equipment is not out of date and is fit for purpose, fire extinguisher is current &amp; tagged</li> <li>Tag out of service faulty/unsafe truck, escalate defects to Supervisor</li> <li>All loose items on rear deck and in cabin to be cleared and/or secured</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>TMA/LTMA Operator</li> </ul>
1 b)	<b>Vehicle and crew preparations for shift</b>	<ul style="list-style-type: none"> <li>Distracted/fatigued/impaired drivers causing traffic incident and/or injury</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Employees to present for work well-rested, free of drugs and alcohol</li> <li>Drive to conditions, check mirrors/blind spots when changing lanes</li> <li>No mobile phone use unless using an approved hands-free device</li> <li>Be aware of vehicle height dimensions, avoid low hanging objects. (Install "Maximum Height" sticker for when attenuator is stowed). Do not deploy near any overhangs or potential obstructions.</li> <li>If fatigued, notify Site Supervisor (if shift in progress) or Altus Management (if transiting before or after shift). Cease driving immediately.</li> <li>Take care when entering and exiting vehicle. If there is a Lookout person nearby, confirm that it is safe to exit. Maintain 3 points of contact, enter and exit facing towards the vehicle and identify suitable gaps in traffic to minimise exposure to risk in live traffic scenarios. Maintain min 1.2m clearance Discuss process for toilet, rest and meal breaks with client at Pre-Start</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>All Altus vehicle drivers</li> </ul>
1 c)	<b>Vehicle and crew preparations for shift</b>	<ul style="list-style-type: none"> <li>Insufficient knowledge of scope of work causing communications issues and increasing likelihood of incident and/or accident</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Ensure pre-start is conducted with client and traffic control crew – ensure the process for access to breaks for all staff, including vehicle drivers is discussed</li> <li>Ensure all workers are aware of No-Go (Roll-Ahead) Zones, and emergency procedures to be followed in the event that the air-horn is activated</li> <li>Verify Plans &amp; Approvals are appropriate, and all staff are aware of convoy arrangements (mobile works) and set-up sequence (static sites)</li> <li>Establish radio channel and communications process – ensure positive communication is maintained and any issues raised over the two-ways are noted and responded to by the designated Team Leader</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>All Altus vehicle drivers</li> </ul>
1 d)	<b>Vehicle and crew preparations for shift</b>	<ul style="list-style-type: none"> <li>Incorrect message board selections creating subsequent confusion to motorists during set-up phase and increasing likelihood of incident and/or accident</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Select appropriate arrow-board display on vehicle</li> <li>Select appropriate VMS message or signs on vehicle</li> <li>Confirm set-up sequence / double check display</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>TMA/LTMA Operator / Work Crew</li> </ul>





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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
2 a)	<b>TMA/LTMA Operation – Deployment &amp; stowing of attenuator</b>	<ul style="list-style-type: none"> <li>Vehicle incidents and injury to persons resulting from vehicle strike to TMA/LTMA during deployment or stowage of attenuator</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>TMA Driver must remain in the driver’s seat with harness and seatbelt to be worn at all times while in vehicle where TMA attenuator is deployed, is being deployed or is being stowed. Wear seatbelt at other times for general driving. (* Note – there is no harness in LTMA’s – seat belt to be worn by LTMA occupants at all times whilst in vehicle)</li> <li>Keep arms and all body parts inside vehicle at all times</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>TMA/LTMA Operator</li> </ul>
2 b)	<b>TMA/LTMA Operation – Deployment &amp; stowing of attenuator</b>	<ul style="list-style-type: none"> <li>Incorrect deployment procedure resulting in incident and/or injury</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Consider deploying Attenuator in <b>static</b> position (controlled environment) off the travelled path. Use Lookout person if available.</li> <li>Where <b>mobile</b> deployment is required:                             <ul style="list-style-type: none"> <li>Form up Work Convoy as agreed at pre-start</li> <li>Check that communications are in place between all team members</li> <li>Activate warning lights, turn headlights on (day or night)</li> <li><b>For TMA’s only</b>, raise Arrow Board (preferably at no more than 60km/h – maximum allowable speed 80km/h)</li> <li>Ensure no motorists are directly behind the attenuator. Use camera’s, mirrors and perform head checks. If required, position a cover vehicle a safe distance behind the TMA prior to attenuator deployment.</li> <li>Ensure deployment procedure is as per operating instructions specific to vehicle/attenuator device. (Max speed not to exceed 40km/h during deployment/stowing process)</li> <li>Maintain awareness of increased overhang at rear of TMA.</li> <li>Maintain awareness of change of weight distribution impacting vehicle handling</li> <li>Be aware of overhead hazards – tunnels, trees, powerlines etc</li> </ul> </li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>TMA/LTMA Operator</li> </ul>
2 c)	<b>TMA/LTMA Operation – Deployment &amp; stowing of attenuator</b>	<ul style="list-style-type: none"> <li>Low visibility and/or poor sight distance for traffic approaching TMA/LTMA, increasing likelihood of impact with TMA/LTMA and vehicle damage/injury</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Ensure adequate sight distance and visibility for motorists travelling in the same direction as the TMA/LTMA</li> <li>Consider advance warning vehicle(s) if weather conditions (rain, fog, dust etc) are potentially increasing risk for safe deployment/stowage or where advanced scoping of works indicates this will reduce risk</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>TMA/LTMA Operator / Work Crew</li> </ul>
2 d)	<b>TMA/LTMA Operation – Deployment &amp; stowing of attenuator</b>	<ul style="list-style-type: none"> <li>Errant/erratic vehicles</li> <li>Mechanical fault / equipment failure</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Abort setup if non-work vehicle enters work convoy or attenuator fails to deploy correctly and remove vehicle to a safe location.</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>TMA/LTMA Operator / Work Crew</li> </ul>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <b>ALTUS GROUP</b>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	 SCI QUAL INTERNATIONAL	 SCI QUAL INTERNATIONAL	 SCI QUAL INTERNATIONAL
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
2 e)	<b>TMA/LTMA Operation – Deployment &amp; stowing of attenuator</b>	<ul style="list-style-type: none"> <li>• Incorrect placement of TMA/LTMA, increasing likelihood of impact with TMA/LTMA and vehicle damage/injury</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• TMA/LTMA never to be placed so that it is diagonally straddling lanes. Vehicle shall only ever occupy a single lane with attenuator deployed and directly facing approaching traffic</li> <li>• TMA/LTMA never to straddle lanes or lane/shoulder. shoulder unless this is specifically depicted in a TGS. Vehicle shall be placed either entirely in the shoulder or entirely in a single lane. Straddling lanes will cause confusion to drivers who may try to use inadequate available lane space for passing.</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• TMA/LTMA Operator</li> </ul>
3 a)	<b>Working in live lanes in high speed/high traffic-volume environments in close proximity to workers on foot and moving plant and equipment</b>	<ul style="list-style-type: none"> <li>• Injury to TMA/LTMA driver, workers on foot and/or motorists, in addition to TMA/LTMA and other vehicle damage resulting from:                             <ul style="list-style-type: none"> <li>○ motor vehicle impact</li> <li>○ heavy vehicle impact</li> </ul> </li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• When planning works, consider placement of advance warning VMS Vehicle or use of overhead gantry signs to advise motorists of speed reductions and lane occupancy ahead. VMS vehicle driver to monitor passing traffic and advise of errant vehicle behavior.</li> <li>• <b>Under no circumstances shall TMA's/LTMA's be reversed in a live lane environment</b></li> <li>• TMA/LTMA operator to advise heavy vehicle/wide-load/pilot vehicle drivers of lane occupancy using nominated heavy vehicle two-way radio channel (Keep off emergency channels 5 &amp; 35)</li> <li>• TMA/LTMA Operator to constantly monitor all approaching traffic during operations and shall activate (air) horn to initiate immediate evacuation by workers if potential impact is deemed likely.</li> <li>• Maintain agreed buffer zones to minimize risk of TMA/LTMA impacting workers on foot or items of mobile plant following a vehicle strike. Be mindful of excessive distance encouraging vehicles to re-enter closed lanes. Buffer zone to be no less than 40 meters – check if client has specific protocol for buffer zone distances.</li> <li>• Take into account volumes of heavy vehicles when determining buffer zone.</li> <li>• VMS Messaging to reflect approved Traffic Plan/Guidance Scheme</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• TMA/LTMA Operator</li> </ul>
3 b)	<b>Working in live lanes in high speed/high traffic-volume environments in close proximity to workers on foot and moving plant and equipment</b>	<ul style="list-style-type: none"> <li>• Injury to TMA/LTMA driver, workers on foot and/or motorists, in addition to TMA/LTMA or other vehicle damage resulting from:                             <ul style="list-style-type: none"> <li>○ Adverse weather conditions/sight visibility</li> </ul> </li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• Monitor weather &amp; road conditions and escalate immediately to the Client/Ganger /Work Zone Supervisor if sight distances / visibility / deteriorating road conditions are an issue.</li> <li>• Do not place TMA/LTMA in live lane on static sites on or near a blind bend</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• TMA/LTMA Operator / Work Crew</li> </ul>





**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <b>ALTUS GROUP</b>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
3 c)	<b>Working in live lanes in high speed/high traffic-volume environments in close proximity to workers on foot and moving plant and equipment</b>	<ul style="list-style-type: none"> <li>• Injury to TMA/LTMA driver, workers on foot and/or motorists, in addition to TMA/LTMA or other vehicle damage resulting from:                             <ul style="list-style-type: none"> <li>○ TMA/LTMA operator distraction and/or fatigue</li> </ul> </li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• No reading material/electronic devices (books, DVD players) in vehicle</li> <li>• Mobile phone and tablet use must be strictly in accordance with <u>OPS 510- Acceptable use of Mobile Phones and Portable Electronic Devices</u> – specifically no engagement with social media platforms whilst on active duty</li> <li>• Discuss process for fatigue and comfort breaks for TMA/LTMA Operators prior to shift commencement.</li> <li>• TMA drivers are required to meet the fatigue requirements outlined in the Heavy Vehicle National law framework. Most notably, for stand-alone shifts: (*Note – does not apply to LTMA's)                             <ul style="list-style-type: none"> <li>○ 15 mins in the initial 5.5hrs</li> <li>○ 30 mins for shifts of 8hrs (can be 2 x 15mins)</li> <li>○ 60 mins for shifts of 11hrs (can be in 15 min blocks)</li> </ul> </li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• TMA/LTMA Operator</li> </ul>
3 d)	<b>Working in live lanes in high speed/high traffic-volume environments in close proximity to workers on foot and moving plant and equipment</b>	<ul style="list-style-type: none"> <li>• Injury to TMA/LTMA driver, workers on foot and/or motorists, in addition to TMA/LTMA or other vehicle damage resulting from:</li> <li>• TMA/LTMA Operator out of Vehicle</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• Driver to exit vehicle only when the following conditions are met:                             <ul style="list-style-type: none"> <li>○ Site has been set up with signage and cones.</li> <li>○ Work site is static.</li> <li>○ Approval has been provided by Team Leader and Client.</li> <li>○ Attenuator is deployed and vehicle is parked.</li> <li>○ Wheels are straight.</li> </ul> </li> <li>• Ensure additional PPE (specified on p2) is in use if exiting vehicle.</li> <li>• Advise workers prior to exiting vehicle. If driver is being replaced, the relieving person must have appropriate licenses and competencies.</li> <li>• <b>If vehicle is to be left unattended for extended periods, consider using a spotter (with a hand-held air horn), otherwise all workers must be informed that there will be no advance-warning capability at this time.</b></li> <li>• <b>Driver to exit from drivers' side only.</b> If this is on the trafficked side, driver must ensure appropriate gap in traffic immediately prior to exiting vehicle. If on non-trafficked side, driver to ensure there are no obstructions to prevent quickly and safely exiting the vehicle.</li> <li>• <b>Buffer/No-Go Zones –Vehicle operator not to walk behind TMA under any circumstances.</b> Operator shall quickly and safely exit via the driver's side and proceed diagonally past the front of the cabin to the non-trafficked side of the vehicle (after identifying a suitable gap in traffic) and to a designated safe area, well away from traffic flow and outside the nominated buffer zone (40 meter minimum)</li> <li>• Operator must have hand-held two-way radio (and night wand if conducting night works) when exiting vehicle.</li> <li>• Vehicle Operator <b>NOT</b> to exit vehicle                             <ul style="list-style-type: none"> <li>○ During mobile operations</li> </ul> </li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• TMA/LTMA Operator</li> </ul>



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**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <b>ALTUS GROUP</b>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
				<ul style="list-style-type: none"> <li>○ Where TMA is stationary in a live lane</li> <li>○ Where a client has a policy that does not allow this</li> <li>○ Where a safe area <b>AND</b> a suitable distance from approaching traffic is unable to be identified</li> <li>○ If a Team Leader has not approved exiting the vehicle</li> <li>• Unattended vehicles must be secured at all times</li> </ul>		
4	<b>Mobile works – safe crossing of carriageway</b>	<ul style="list-style-type: none"> <li>• Unsafe crossing of multiple lanes by works convoy, including TMA/LTMA with deployed attenuator. Potential to cause vehicle collisions, disruption to traffic flow and exposure of work vehicles in convoy to oncoming traffic whilst changing lanes</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>• Plan the approach route to the work area prior to mobilizing convoy.</li> <li>• Ensure satisfactory distance is available to enable all vehicles in convoy to merge across the required lanes under normal traffic conditions.</li> <li>• Convoys should only deploy once all vehicles are in the required lane.</li> <li>• Convoy vehicles shall not attempt to cross high speed lanes while travelling at reduced speeds while deployed.</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>• TMA/LTMA Operator</li> </ul>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

 <b>ALTUS GROUP</b>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	 SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL
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**1. RISK RATING TABLE (USE FOR INITIAL AND RESIDUAL RISK ASSESSMENTS).**



		CONSEQUENCE				
		1. Insignificant	2. Minor	3. Major	4. Severe	5. Catastrophic
LIKELIHOOD	A. Almost Certain	Medium (1A)	High (2A)	Extreme (3A)	Extreme (4A)	Extreme (5A)
	B. Likely	Medium (1B)	High (2B)	High (3B)	Extreme (4B)	Extreme (5B)
	C. Possible	Low (1C)	Medium (2C)	High (3C)	High (4C)	Extreme (5C)
	D. Unlikely	Low (1D)	Low (2D)	Medium (3D)	High (4D)	High (5D)
	E. Rare	Low (1E)	Low (2E)	Low (3E)	Medium (4E)	High (5E)

**2. CONSEQUENCE DESCRIPTOR TABLE (USED TO ASSESS HOW SEVERE AN EVENT COULD BE IF IT OCCURRED).**

HEALTH, SAFETY & ENVIRONMENT	
<b>5. CATASTROPHIC</b>	Fatality or multiple fatalities. Catastrophic Environmental harm with long term serious impact or is not rectifiable.
<b>4. SEVERE</b>	Permanent Injury – damage which permanently alters a person’s future. Significant Environmental harm with medium to long term impact before rectification
<b>3. MAJOR</b>	Lost Time Injury (LTI) – damage which temporarily alters a person future Major Environmental harm that can be rectified in the medium term (1-3 months)
<b>2. MINOR</b>	Medical Treatment Injury (MTI) – damage which temporarily inconveniences a person. Localised reversable environmental harm that can be rectified <1 month
<b>1. INSIGNIFICANT</b>	First Aid Injury (FAI) – an actual injury which requires either no treatment or simple first aid. Minimal environmental harm that can be quickly rectified



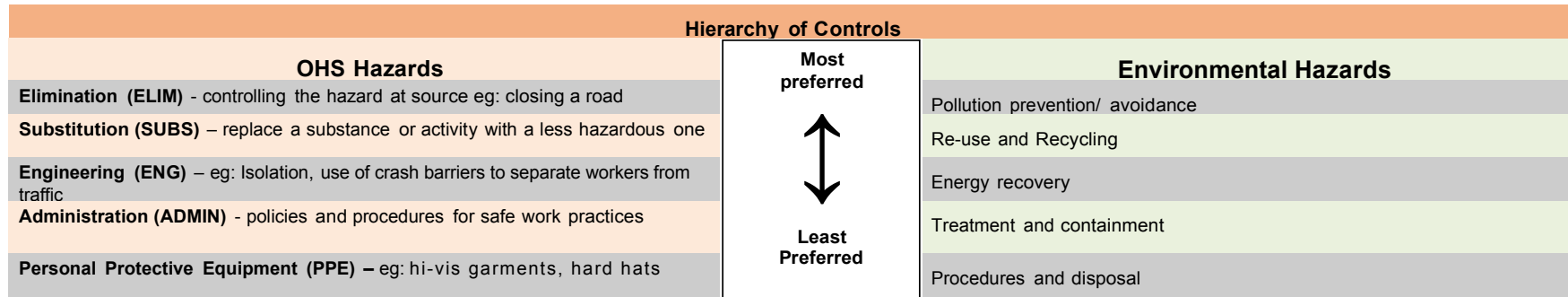
**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
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 <b>ALTUS GROUP</b>	Altus Group   National Generic SWMS 02   Truck Mounted Attenuator (TMA) Operations	
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**3. LIKELIHOOD DESCRIPTOR TABLE (USED TO ASSESS HOW LIKELY AN EVENT IS TO OCCUR).**


Likelihood	Description	Frequency	Probability
<b>A Almost Certain</b>	The threat is a common or frequent occurrence.	One or more events per month	>95% probability
<b>B. Likely</b>	The threat is known to occur, or “It has happened from time to time”.	One event every 6 months	80-95% probability
<b>C. Possible</b>	The threat could occur sometime, or “I’ve heard of it happening”.	One event every 6-12 months	20-80% probability
<b>D. Unlikely</b>	The threat is improbable	One event every 1-5 years	5-20% probability
<b>E. Rare</b>	The threat is conceivable but only in exceptional circumstances.	Less than 1 event every 5-10 years	<5% probability

**4. HIERARCHY OF CONTROLS**



Note: Look to utilise combination of more than one control method.

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
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**SWMS ACKNOWLEDGEMENT**

*I have been trained and consulted in the specific safety requirements described in this SWMS. I will work in accordance with the SWMS as an integral part of fulfilling my Workplace Health & Safety responsibilities. If changes to this SWMS are required, I will consult with my supervisor or team leader.*

**Note:** This Acknowledgement Sheet is only required to be completed if a hard copy is presented for sign-off by the client at pre-start.

DATE	NAME	SIGN

DATE	NAME	SIGN



## SWMS AT A GLANCE – WHAT MUST GO RIGHT

### YOUR LIFE SAVING RULES -

“KNOW THE RIGHT THING, DO THE RIGHT THING, CALL OUT THE WRONG THING”

**ALTUS GROUP**

**LIFE SAVING RULES**

If you are pressured to break a life-saving rule, or feel there is no other option to get the job done, **STOP** and call your supervisor.

If you choose to break the life-saving rules, you are choosing not to work for Altus Group.

- DRUG AND ALCOHOL FREE WORKPLACE**  
Attend work free of any trace of alcohol or illegal drugs
- SAFE DRIVING**  
Drive to conditions and follow safe driving laws, procedures and rules
- EXCLUSION ZONES**  
Maintain established exclusion and drop zones around mobile plant and machinery
- MOBILE PHONES**  
No use of phones while performing Stop/Slow duties
- WORKING IN AND AROUND LIVE TRAFFIC**  
Minimise exposure to live traffic
- SAFETY CONTROLS**  
Follow all procedures for safety critical activities

### HAVE YOU GOT THE RIGHT PPE FOR THE JOB?



### WHAT MUST GO RIGHT?

#### OUR BEHAVIOURS

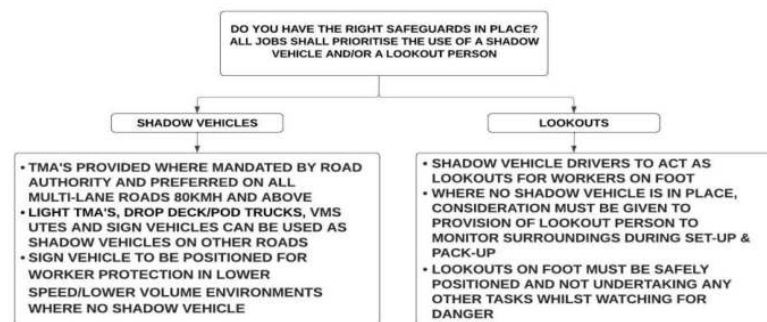
<b>DON'T RUSH</b>	Don't succumb to pressure from the client or your workmates to rush. Rushing leads to shortcuts and mistakes and increases the likelihood that you will be injured.
<b>COMMUNICATE</b>	Ensure everyone knows what they are doing and how to do it safely. Maintain proactive communication with your team-mates and workers throughout the shift
<b>WATCH YOUR MATES</b>	Act as a Lookout person whenever your team-mates are in the line of fire. When doing so, don't be distracted by other tasks. Continually watch for danger and be ready to warn/act
<b>SPEAK-UP</b>	Report safety concerns immediately. All staff are empowered to speak up and stop work if it's not safe. Closing safety gaps can prevent significant incidents
<b>MAKE IT SAFE / KEEP IT SAFE</b>	Set up safely and continually monitor your work area for hazards. Immediately communicate changing conditions or emerging hazards so they can be managed

#### OUR ACTIONS

<b>BEWARE OF LIVE TRAFFIC</b>	Ensure you always have an escape route, minimise exposure to live traffic and never cross a live lane on multi-lane roads (any speed) or other roads with permanent speeds 80kmh or above
<b>PRE-START</b>	Complete vehicle and equipment pre-starts PRIOR to use! All TC's to participate in the identification of hazards and controls at pre-start. Identify the Team Leader for the escalation of all issues
<b>REVERSING VEHICLES</b>	Prioritise travel in a forward direction at all times -no reversing in live lanes; At other times, if reversing is unavoidable, you <b>MUST</b> have a Lookout person or apply the <b>GOAL</b> principle - <b>Get Out And Look!</b>
<b>EXCLUSION ZONES</b>	Always maintain a safe exclusion zone around mobile plant. Establish agreed exclusion zones with the client at the pre-start and stay well clear!
<b>SAFETY CONTROLS</b>	Observe critical safety controls –use harnesses on drop decks and in TMA's! Establish safe areas to control traffic; Set-up sites as per a supplied TGS–No TGS, No set-up!

**ONE LIFE – TWO CHOICES – ZERO INJURIES**

### SAFETY DURING SET-UP & PACK-UP-



IF YOU DO NOT FEEL YOU HAVE ADEQUATE PROTECTION AND SAFEGUARDS IN PLACE, **STOP WORK** AND ESCALATE TO YOUR LINE MANAGER

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



**Employer/Contractor:** Altus Traffic Pty Ltd


**ABN:** 84 102 768 061


**Regions:** WA, SA, TAS, VIC, NSW, QLD

**ACN:** 102 768 061

**Head Office:** 1.05, 3 Thomas Holt Drive, Macquarie Park, NSW 2113

**Contact Number:** 1300 TRAFFIC (872 334)

<b>High Risk Activity:</b>	<b>Operations of a Drop Deck Truck (also known as a Cone Truck or Pod Truck) whilst working on or adjacent to a road and in proximity to powered mobile plant and live traffic</b>	
<b>Client:</b>	Refer to Traffic Management Risk Assessment for the client, work location and worker details	
<b>Date:</b>		
<b>Location and limits of the control area:</b>		
<b>ALTUS Team Leader Name and signature</b>		
<b>Client Crew Leader Name and signature</b>		
<b>Document prepared by</b>	National Health and Safety Committee – refer to appendix for details	
<b>Document consulted and reviewed by</b>	State-based Health and Safety Committees (incl consultation opportunity for wider staff base)	
<b>Document approved by</b>	<p><b>Chris Thornton</b></p> 	Executive General Manager - Health, Safety, Environment & Quality
<b>Version</b>	Version: Nat 10	
<b>Date of Issue</b>	October 2023	
<b>Next review date</b>	End October 2024	
<b>References</b>	This Safe Work Method Statement acknowledges the responsibilities for the safe conduct of work as detailed in relevant WH&S Legislation and Regulations, Codes of Practice, and Road Authority guides and manuals.	

<b>Comments</b>	<p>Directors and Executive/State Managers to ensure sufficient resources and management support are provided to enable controls to be effective. All staff are to be briefed and inducted on SWMS prior to commencing works. SWMS will be reviewed annually or following any significant incident or high potential near miss. Employee submissions accepted at any time via the Health and Safety Committee or by contacting your State Safety Manager directly.</p>
<b>Altus Group's Life Saving Rules</b>	<p><b>Drug and Alcohol-Free Workplace</b> – Attend work free of any trace of alcohol or illicit drugs</p> <p><b>Safe Driving</b> – Drive to conditions and follow safe driving laws, procedures and rules.</p> <p><b>Exclusion Zones</b> – Maintain established exclusion and drop zones around mobile plant and machinery.</p> <p><b>Mobile Phones</b> – No use of phones while performing Stop/Slow duties.</p> <p><b>Working in and around Live Traffic</b> – Minimise exposure to live traffic</p> <p><b>Safety Controls</b> – Follow all procedures for safety critical activities including SWMS, SOP's and work instructions.</p> <p><b>If you are pressured to break a life-saving rule or feel there is no other option to get the job done, STOP and call a manager or supervisor.</b></p> <p><b>If you choose to break the life-saving rules, you are choosing not to work for Altus Group.</b></p> <p><i>Note: Clients who have their own safety-based rules which exceed the Altus Group Life Saving Rules will take precedence. For example, some clients/projects may have rules forbidding the entering of any live lane at any time.</i></p>
<b>Continuous Improvement Cycle</b>	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p><b>Altus Group encourages all staff to engage in the Continuous Improvement Cycle by:</b></p> <ul style="list-style-type: none"> <li><b>Planning all tasks;</b></li> <li><b>Carrying out all tasks safely;</b></li> <li><b>Checking that your work methods or controls are effective and;</b></li> <li><b>Taking action if controls need to be altered</b></li> </ul> </div> </div>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING**

**THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



**NOTE: THIS SWMS IS TO BE READ AND IMPLEMENTED IN CONJUNCTION WITH RELEVANT NATIONAL GENERIC SWMS FOR WORKING ON OR ADJACENT TO ROADS AND IN PROXIMITY TO POWERED MOBILE PLANT AND IMPACT PROECTION/TRUCK MOUNTED ATTENUATOR VEHICLE OPERATIONS AND RELEVANT ASSOCIATED STANDARD OPERATING PROCEDURES. STAFF WORKING ON DROP DECK TRUCKS ARE AUTOMATICALLY BOUND BY THE REQUIREMENTS OF THE NATIONAL GENERIC SWMS FOR WORKING ON OR ADJACENT TO ROADS AND IN PROXIMITY TO POWERED MOBILE PLANT WHEN THEY ARE OUT OF THE DROP DECK VEHICLE.**

**NOTE: ALL TASKS & ACTIVITIES DETAILED IN THIS SWMS REQUIRE MANDATED ITEMS OF PPE SPECIFIED BELOW TO BE WORN AT ALL TIMES**

<p><b>Plant and Equipment Approved for this Activity (may vary from State to State)</b></p>	<ul style="list-style-type: none"> <li>• <b>Drop Deck/Cone Deployment Vehicles</b> (4.5 tonne or greater than 8.5 tonne) – stocked with traffic cones, bollards and other signage and equipment as needed</li> <li>• <b>Truck Mounted Attenuator</b> (TMA) vehicle</li> <li>• Vehicle-mounted &amp; hand-held two-way radio(s)</li> <li>• <b>Traffic Control Vehicle</b> (complete with beacons, arrow-board, signage, traffic cones, bollards, etc).</li> <li>• Trailer-mounted Variable Message Sign (VMS) &amp; arrow-boards</li> </ul>		
<p><b>Altus approved and supplied Personal Protective Equipment (PPE) required (mandatory and project specific):</b></p> <p><b>Note: Some items may not be specifically required for Drop Deck operational tasks but shall be on-hand for occasions where Drop Deck vehicle drivers may be required to alight from vehicles on active work sites</b></p>	<p><b>All Shifts - Mandated</b></p> <ul style="list-style-type: none"> <li>• Long pants with bio-motion compliant reflective hoops</li> <li>• Long sleeve hi-vis, fluorescent shirts (with bio-motion compliant reflective hoops) and/or vests</li> <li>• Safety glasses</li> <li>• Lace up steel cap ankle high boots</li> <li>• Hard hat and chin strap (with brim, and shade cloth in daylight hours) for platform operators or drivers when out of vehicle</li> <li>• Cut-5 Resistant Gloves</li> </ul>	<p><b>Periods of darkness/poor light</b></p> <ul style="list-style-type: none"> <li>• Approved long sleeve hi-vis, fluorescent shirts, white overalls (as per State requirements) or TC Vest</li> <li>• Bio-motion compliant hoops on sleeves and trouser legs</li> <li>• Clear/Yellow Safety Glasses</li> </ul>	<p><b>Other – as required</b></p> <ul style="list-style-type: none"> <li>• Compliant harness and approved fall restraint device (mandatory for platform operators)</li> <li>• Night Wand</li> <li>• Water resistant jacket/pants</li> <li>• Dust mask</li> <li>• Face mask</li> </ul>
<p><b>Personnel Qualifications Required for this Activity (Must be available for inspection on site)</b></p>	<ul style="list-style-type: none"> <li>• Prepare to Work Safely in the Construction Industry (OHS White Card) - CPCCWHS1001</li> <li>• Control Traffic with a Stop/Slow Bat - RIIWHS205E or equivalent</li> <li>• Implement Traffic Management Plans - RIIWHS302E or equivalent</li> </ul>		
<p><b>Permits/Licences Required for this Activity</b></p>	<ul style="list-style-type: none"> <li>• Current copies of Traffic Plans and Approvals kept on site and made available upon request.</li> <li>• Appropriate Vehicle License suitable for the class of vehicle.</li> </ul>		
<p><b>Specific Training Required for this Activity</b></p>	<ul style="list-style-type: none"> <li>• All employees must have completed Altus Group Induction</li> <li>• All employees must have completed relevant Altus Group E-Learning modules</li> <li>• All employees engaging in Drop Deck operations must:                         <ul style="list-style-type: none"> <li>○ Be trained, inducted and work in compliance with this SWMS</li> <li>○ Have completed Altus approved Drop Deck Induction Training, including both theory and practical component</li> <li>○ Complete the Heavy Vehicle National Law/Chain of Responsibility internal training module</li> </ul> </li> <li>• All employees must complete project or client specific inductions as required</li> </ul>		
<p><b>List Material Safety Data Sheets (MSDS) required for this Activity</b></p>	<ul style="list-style-type: none"> <li>• Sunscreen provided is Non-hazardous according to NOHSC criteria</li> <li>• No SDS's required for this activity</li> </ul>		

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING**

**THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 a)	Vehicle and crew preparations for shift	<ul style="list-style-type: none"> <li>Increased likelihood of incident or injury due to undetected vehicle faults or faulty equipment</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Complete <b>Vehicle Pre-Start Checklist</b> prior to leaving depot/yard in addition to:                             <ul style="list-style-type: none"> <li>Check that safety gates, 2-stage latches and drop-bars are locking as designed</li> <li>Rear camera and platform work lights are operational</li> <li>Handrails, where fitted, are secure and not damaged</li> <li>Anchor points have no visible signs of fatigue (cracking) or damage</li> </ul> </li> <li>Harnesses, anchor points and fall restraint devices to be tested and tagged at required intervals by Management and to be visually inspected by operators prior to every shift. Look for rips, tears, fraying, mould, cracking etc to harnesses, straps and buckles and record test and tag information</li> <li><b>Tag out of service faulty/unsafe vehicles or equipment, escalate defects immediately to a Supervisor</b></li> <li>Ensure all signage and cones are properly secured.</li> <li>If towing trailer-mounted equipment, ensure trailer is securely hitched. All personnel towing trailers are required to complete VOC training</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Drop Deck Work Crew</li> </ul>
1 b)	Vehicle and crew preparations for shift	<ul style="list-style-type: none"> <li>Distracted/fatigued/impaired/erratic/inexperienced drivers causing traffic incident and/or injury</li> <li>Injury to drivers and/or platform operators when exiting vehicle or platform</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rules – drive to conditions/follow road rules; mobile phone use; drug and alcohol-free workplace</b></li> <li>Employees to present for work well-rested, free of drugs and alcohol</li> <li>Drive to conditions and road rules, check mirrors/blind spots when changing lanes</li> <li>Drivers not accustomed to driving drop deck vehicles to be mindful of larger vehicle dimensions, wider turning circles and additional room required for passing and parking manoeuvres and to exercise suitable caution at all times</li> <li>No mobile phone use other than work-related calls using an approved hands-free device</li> <li>If fatigued, notify Site Supervisor (if shift in progress) or Altus Management (if transiting before or after shift). Cease driving immediately.</li> <li>Take care when entering and exiting Drop Deck cabin and platform. Always maintain 3 points of contact and enter and exit facing towards the vehicle.</li> <li>Driver must have hand-held two-way radio (and night wand if conducting night works) when exiting vehicle.</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>All Altus vehicle drivers</li> </ul>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING**

**THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 c)	Vehicle and crew preparations for shift	<ul style="list-style-type: none"> <li>Insufficient knowledge of scope of work causing communications issues and increasing likelihood of incident and/or injury</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Ensure pre-start/toolbox is conducted with client and traffic control crew</li> <li>Discuss process for set-up and pack-up sequence in addition to toilet, rest and meal breaks with client at pre-start/toolbox</li> <li>Verify Plans &amp; Approvals are appropriate for the works and all staff are aware of convoy arrangements (mobile works) and set-up sequence (static sites)</li> <li>TMA vehicles with drop deck capability not to have attenuator deployed at any time when vehicle is loaded with any equipment. Where these vehicles are being utilised for drop deck activities a separate shadow vehicle shall be provided based on site-specific Risk assessment and Local Authority requirements</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Drop Deck Work Crew</li> </ul>
1 d)	Vehicle and crew preparations for shift	<ul style="list-style-type: none"> <li>Poorly prepared vehicle causing delays during set-up and additional exposure to traffic</li> <li>Poorly loaded vehicle increasing likelihood of manual handling injury and potential for trips and falls</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Ensure vehicle has appropriate equipment for required set-up</li> <li>Establish and check two-way radio communications channel with other work vehicles and between Drop Deck driver and operators.</li> <li>Prepare signage and cones in logical sequence to ensure ease of access during set-up process.</li> <li>Ensure all equipment is appropriately secured and platform is free of obstructions or trip hazards prior to commencing set-up</li> <li>Ensure arrow-board and electronic message board messages are in accordance with Traffic Plan</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Drop Deck Work Crew</li> </ul>
2 a)	Installation and pack-up of signage (where required, noting not all Drop Deck Trucks carry signage)	<ul style="list-style-type: none"> <li>Motorists confused during set-up/pack-up where limited advance warning signage is in place – increasing likelihood of motor vehicle incident and injury</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>TMA's are strongly recommended for worker protection on all multi-lane roads 80km/h and above</b> (may be mandatory in some jurisdictions) and LTMA's may be considered for use on all other multi-lane roads.</li> <li>On lower speed roads, appropriate shadow vehicles should be used for worker protection as per TGS design and Local Authority or project specific requirements (NOTE: these can also be TMA vehicles).</li> <li>Consider the need for an <b>additional</b> advance warning vehicle (ie: VMS ute/truck) to provide additional advance warning to motorists during set-up and pack-up process where no other advance warning is in place</li> <li>Activate warning lights/arrow-board/message board with pre-warning messaging as per Traffic Plan for all vehicles involved in set-up/pack-up</li> <li>Shadow/buffer vehicle to remain 40 metres behind the Drop Deck vehicle to provide additional physical protection to workers on foot</li> <li><b>DO NOT</b> stop vehicle in a live lane on or near a sweeping bend where visibility and reaction times for approaching motorists are compromised</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Drop Deck Work Crew, Shadow Vehicle Drivers</li> </ul>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING**

**THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
2 b)	Installation and pack-up of signage (where required, noting not all Drop Deck Trucks carry signage)	<ul style="list-style-type: none"> <li>Workers on foot in close proximity to passing traffic – potential for being struck and seriously injured</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>Comply with Life Saving Rule – minimise exposure to live traffic</b></li> <li>Pre-arrange Drop Deck so that signage can be accessed from the non-trafficked side of vehicle wherever possible. Walking along (or unloading from) the traffic side of the vehicle MUST be avoided unless no safe path exists from the opposite side of the vehicle. Entering or exiting a drop deck from the 'live' side should only be used when no other options exist</li> <li>Where there is no option but to exit the Drop Deck cabin or platform from the live side, ensure protection from shadow vehicle (on high speed roads) and/or shadow vehicle/appropriate gaps in traffic on lower speed roads</li> <li><b>DO NOT</b> install signage or devices to the rear of the Drop Deck Truck. Always install devices adjacent to or in front of a traffic control vehicle</li> <li>Install signage on one side of a road at a time. <b>As per the Life Saving Rules, on all multilane roads (any speed) and all roads 80km/h and above, live lanes are not to be crossed under any circumstances.</b></li> <li>It is preferred that all staff remain in the cab with seatbelts on when travelling between signage placement points. If staff remain on the deck at these times, speeds must not exceed 25km/h and harnesses must be attached to the rail - no more than one person on the platform at these times</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Drop Deck Work Crew, Shadow Vehicle Drivers</li> </ul>
2 c)	Installation and pack-up of signage (where required, noting not all Drop Deck Trucks carry signage)	<ul style="list-style-type: none"> <li>Slips, Trips and Falls – potential to fall into live traffic zone</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li><b>DO NOT</b> enter or exit the platform unless the Drop Deck vehicle is stationary. Check surroundings, maintain 3 points of contact, watch for pinch points on the safety gate, ensure lookout/cover vehicles are in place and enter/exit platform facing the vehicle.</li> <li><b>Maintain awareness of uneven ground and potential for concealed trip hazards on or near road shoulders</b></li> <li>Minimise exposure to live traffic, maintain a 1.2 meter minimum clearance zone wherever possible, always using the vehicle as physical protection</li> <li>Use vehicle work lights to highlight potential trip hazards on vehicle platform and surrounds</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Drop Deck Work Crew, Shadow Vehicle Drivers</li> </ul>
2 d)	Installation and retrieval of taper	<ul style="list-style-type: none"> <li>Workers on foot whilst installing and retrieving taper, in close proximity to passing traffic. Risk of slips, trips and falls and being struck by passing traffic</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Walk along fog line, move out to install traffic cones whilst monitoring traffic</li> <li>Maintain escape route at all times</li> <li>After placing each cone retreat back to the fog line and repeat this process. Do not turn your back to approaching traffic.</li> <li>Shadow vehicle(s) must be in place providing physical protection to workers on foot whilst taper is installed and retrieved</li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Drop Deck Work Crew, Shadow Vehicle Drivers</li> </ul>



**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
3 a)	Installation & removal of delineation (cones and/or bollards) from the Drop Deck Platform	<ul style="list-style-type: none"> <li>Falling from vehicle into the path of oncoming traffic causing serious injury</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Drop Deck operators to wear approved harnesses and fall restraint devices, attached to approved fixed anchor points only</li> <li><b>Every time you enter the platform area, the first thing you must do is to clip your fall restraint device to an overhead anchor point</b></li> <li>Drop Deck operators to cross-check each other's harness and attachments to ensure they are connected correctly</li> <li>Ensure fall restraint lanyards have been manually adjusted so as to prevent the possibility of an operator falling from the truck</li> <li><b>DO NOT</b> lean on gates or handrails.</li> <li>Continually check that drop bars (where fitted) and safety gate latches are locking into place as designed.</li> <li><b>Immediately report and tag out faulty fittings and attachments</b></li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Drop Deck Driver &amp; Operators</li> </ul>
3 b)	Installation & removal of delineation (cones and/or bollards) from the Drop Deck Platform	<ul style="list-style-type: none"> <li>Being thrown from vehicle in the event of vehicle impact during cone/bollard deployment process</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>Operators must be attached to an anchor point at all times whilst working on the drop deck platform</li> <li>Safety gate must be securely closed at all times whilst working on the drop deck platform</li> <li>Drop Deck drivers to position vehicle as far from passing traffic as possible when stationary in shoulders or lanes to minimise exposure to clips or impact from errant or distracted vehicle drivers</li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Drop Deck Driver &amp; Operators</li> </ul>
3 c)	Installation & removal of delineation (cones and/or bollards) from the Drop Deck Platform	<ul style="list-style-type: none"> <li>Slips, trips and falls working on a mobile platform loaded with signage and equipment</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li>Drop Deck driver <b>MUST</b>:                             <ul style="list-style-type: none"> <li>Use cameras and mirrors to monitor movement of workers on platform and to ensure operators are wearing required safety harnesses and fall restraint devices</li> <li><b>Not exceed 25km/h whilst cone/bollard deployment/retrieval is occurring</b> (consider using low gear to maintain appropriate speed). <b>Note: Speed can be lower if required for safe deployment.</b></li> <li>Activate platform work lights when dark</li> <li><b>AVOID</b> sharp acceleration, braking, movements or turns. Focus on driving, turning and braking smoothly</li> <li>Maintain radio contact with operators on platform at all times – respond to requests to slow down, speed up, stop etc. Operators alighting from platform must receive acknowledgement from driver</li> <li>Be responsive to verbal cues to Stop, Slow down etc in cases where communication via radios may fail or where operator may not be able to reach radio in an emergency situation</li> <li>Ensure no-one is on the platform when not working (ie: travelling between sites)</li> </ul> </li> <li>Where lid plates are used to cover portals/wells, be mindful that these represent a trip hazard when flat and can be a fall hazard when open</li> <li>Only 1 lid plate open at a time with Operators on the platform, both lids to be closed and secured during transit (no staff on platform)</li> </ul>	Low (3E)	<ul style="list-style-type: none"> <li>Drop Deck Driver &amp; Operators</li> </ul>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
4 a)	Deployment/retrieval of delineation (cones and/or bollards) from the Drop Deck Platform	<ul style="list-style-type: none"> <li>Manual handling injuries associated with access to and placement of traffic cones and bollards from an elevated area</li> </ul>	High (3C)	<ul style="list-style-type: none"> <li><b>Use 2 operators on the platform wherever possible</b></li> <li>Deck operators to rotate tasks regularly – max 30mins per task</li> <li>Utilise correct manual handling techniques –                             <ul style="list-style-type: none"> <li>minimise twisting whilst lifting</li> <li>use core strength and posture to maintain centre of balance</li> <li>deploy/retrieve cones whilst on the lowest step with feet positioned and braced appropriately</li> <li>Avoid leaning heavily against safety gates.</li> <li>Avoid over-extending to place cones which can result in sprain/strain injuries.</li> </ul> </li> </ul>	Medium (3D)	<ul style="list-style-type: none"> <li>Drop Deck Drivers/ Operators</li> </ul>
4 b)	Deployment/retrieval of delineation (cones and/or bollards) from the Drop Deck Platform	<ul style="list-style-type: none"> <li>Crush injuries, cuts and abrasions due to pinch points and handling stacks of traffic cones, bollards and signage</li> </ul>	Medium (2C)	<ul style="list-style-type: none"> <li><b>DO NOT</b> have excessive stacks of unsecured traffic cones which could topple over and cause injury</li> <li>Ensure stacks of cones remain secured until such time as they are required for deployment</li> <li><b>DO NOT</b> manipulate or move unsecured stacks of cones whilst the vehicle is moving</li> <li>Wear gloves whilst handling equipment, be mindful of pinch points when handling gate latches, harness attachments and signage</li> </ul>	Low (2D)	<ul style="list-style-type: none"> <li>Drop Deck Drivers/ Operators</li> </ul>
4 c)	Retrieval of delineation (cones and/or bollards) from the Drop Deck Platform	<ul style="list-style-type: none"> <li>Increased likelihood of traffic-related incident and injuries when retrieving delineation</li> </ul>	High (4C)	<ul style="list-style-type: none"> <li>When retrieving cones and bollards in a go-forward motion, use shadow vehicles to facilitate this method.</li> <li>If required to reverse during the pack-up process, ensure the following                             <ul style="list-style-type: none"> <li><b>STRICTLY NO</b> reversing whilst in live lanes</li> <li>Shadow vehicles to remain stationary, not to reverse under any circumstances.</li> <li><b>MUST</b> have a Lookout Person for all reversing</li> <li>Reversing never to exceed walking pace</li> <li>Reverse movements to be notified to, and acknowledged by, all crew members via two-way radios</li> <li>Taper can be retrieved in stages if necessary.</li> </ul> </li> </ul>	Medium (4E)	<ul style="list-style-type: none"> <li>Drop Deck Drivers/ Operators</li> </ul>

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING**

**THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



**1. RISK RATING TABLE (USE FOR INITIAL AND RESIDUAL RISK ASSESSMENTS).**

		CONSEQUENCE				
		1. Insignificant	2. Minor	3. Major	4. Severe	5. Catastrophic
LIKELIHOOD	A. Almost Certain	Medium (1A)	High (2A)	Extreme (3A)	Extreme (4A)	Extreme (5A)
	B. Likely	Medium (1B)	High (2B)	High (3B)	Extreme (4B)	Extreme (5B)
	C. Possible	Low (1C)	Medium (2C)	High (3C)	High (4C)	Extreme (5C)
	D. Unlikely	Low (1D)	Low (2D)	Medium (3D)	High (4D)	High (5D)
	E. Rare	Low (1E)	Low (2E)	Low (3E)	Medium (4E)	High (5E)

**2. CONSEQUENCE DESCRIPTOR TABLE (USED TO ASSESS HOW SEVERE AN EVENT COULD BE IF IT OCCURRED).**

	HEALTH, SAFETY & ENVIRONMENT
<b>5. CATASTROPHIC</b>	Fatality or multiple fatalities. Catastrophic Environmental harm with long term serious impact or is not rectifiable.
<b>4. SEVERE</b>	Permanent Injury – damage which permanently alters a person’s future. Significant Environmental harm with medium to long term impact before rectification
<b>3. MAJOR</b>	Lost Time Injury (LTI) – damage which temporarily alters a person future Major Environmental harm that can be rectified in the medium term (1-3 months)
<b>2. MINOR</b>	Medical Treatment Injury (MTI) – damage which temporarily inconveniences a person. Localised reversable environmental harm that can be rectified <1 month
<b>1. INSIGNIFICANT</b>	First Aid Injury (FAI) – an actual injury which requires either no treatment or simple first aid. Minimal environmental harm that can be quickly rectified

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**



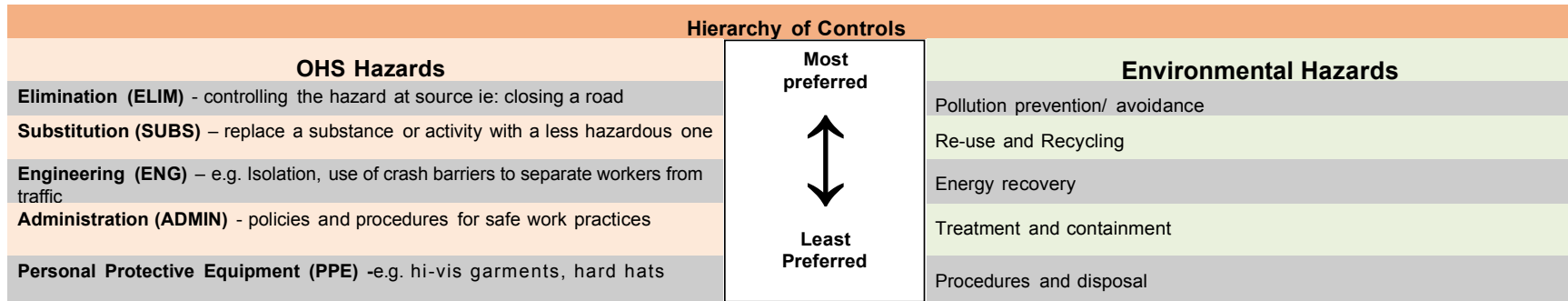
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**3. LIKELIHOOD DESCRIPTOR TABLE (USED TO ASSESS HOW LIKELY AN EVENT IS TO OCCUR).**

Likelihood	Description	Frequency	Probability
<b>A Almost Certain</b>	The threat is a common or frequent occurrence.	One or more events per month	>95% probability
<b>B. Likely</b>	The threat is known to occur, or "It has happened from time to time".	One event every 6 months	80-95% probability
<b>C. Possible</b>	The threat could occur sometime, or "I've heard of it happening".	One event every 6-12 months	20-80% probability
<b>D. Unlikely</b>	The threat is improbable	One event every 1-5 years	5-20% probability
<b>E. Rare</b>	The threat is conceivable but only in exceptional circumstances.	Less than 1 event every 5-10 years	<5% probability

**4. HIERARCHY OF CONTROLS**



Note: Look to utilise combination of more than one control method.

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING**

**THURSDAY 16 MAY 2024**



Altus Group | National Generic SWMS 03 | Drop Deck Operations



**SWMS ACKNOWLEDGEMENT**

*I have been trained and consulted in the specific safety requirements described in this SWMS. I will work in accordance with the SWMS as an integral part of fulfilling my Workplace Health & Safety responsibilities. If changes to this SWMS are required, I will consult with my supervisor or team leader.*

**Note: This Acknowledgement Sheet is only required to be completed if a hard copy is presented for sign-off by the client at pre-start.**

DATE	NAME	SIGN

DATE	NAME	SIGN

APPENDIX

C

INSURANCE

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

Honan Insurance Group  
Level 5  
1 York Street  
Sydney NSW 2000  
P.O. Box R1782  
Royal Exchange NSW 1225  
t — +61 2 9299 0767  
f — +61 2 9299 0747  
honan.com.au

**Honan.**

**17/04/2024**

**CONFIRMATION OF INSURANCE**

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

**Named Insured:**

Altus Group Holdings Pty Ltd,	79 163 179 691
Altus Group Pty Ltd,	92 137 788 544
Altus Traffic Pty Ltd,	84 102 768 061
Altus Training Pty Ltd,	13 161 243 214
Altus People Pty Ltd	85 656 004 189
Pacific 2021 TopCo E Pty Ltd	
Traffic Diversions Group Pty Ltd	

and/or any other companies as provided for by the policy and as may be declared to and agreed by the Underwriter.

**Policy Class:** Primary Public, Product, & Umbrella Liability

**Primary Limit/s:** \$20,000,000 Any one occurrence and  
\$20,000,000 in the aggregate in respect of Products Liability  
Insurer: QBE – Policy Number 41-A411566-PLB

**Umbrella Liability:** \$30,000,000 Any one occurrence in Excess of Primary Limit/s  
Insurer: QBE – Policy Number 41-A007234-UMB

**Policy Period:** From: 30<sup>th</sup> April 2024 at 4:00pm local standard time  
To: 30<sup>th</sup> April 2025 at 4:00pm local standard time

**Noting** Western Power for their respective rights and interests

**Signed:**



**Adam Richardson**  
Honan Insurance Group

Insurance.  
Advice.  
Support.

Australia — New Zealand — Singapore — Malaysia — USA

APPENDIX

D

VMS STRATEGY





# BOWRAL CLASSIC 2024 EVENT MANAGEMENT PLAN

**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

Table of Contents

KEY EVENT DETAILS.....4  
Event Name..... 4  
Event Dates ..... 4  
Event Concept ..... 4  
Event Objectives ..... 5  
Target Audience ..... 5  
Expected Attendance ..... 5  
Event Times..... 5  
COURSE DETAILS..... 6  
150km Maxi Classic..... 6  
120km Challenge Classic..... 7  
85km Rouleurs Classic..... 8  
VENUE DETAILS – EVENT VILLAGE ..... 10  
Location ..... 10  
LOSEBY PARK, BOWRAL..... 10  
Saturday, 19th October 2024 | 10:30am – 5:00pm ..... 10  
Sunday, 20th October 2024 | 10am – 4pm..... 10  
EVENT SERVICES ..... 11  
Toilets..... 11  
Waste Management ..... 11  
Safety and Security ..... 11  
PROJECT MANAGEMENT AND ADMINISTRATION ..... 12  
Yaffa Media’s Key Personnel..... 12  
Significant Stakeholders ..... 12  
PERMITS, LICENSES AND INSURANCE..... 12  
EMERGENCY MANAGEMENT PLAN ..... 13  
RISK MANAGEMENT PLAN ..... 13  
SAFETY MANAGEMENT PLAN ..... 13  
COORDINATION AND COMMUNICATION..... 13  
Event Coordination Centre (ECC) ..... 13  
Communication protocols ..... 13  
Incident Response Process ..... 14  
Communication Systems – Staff, Convoy and Contractors..... 15  
Communication Systems – General Public..... 15  
TRAFFIC MANAGEMENT..... 15



**AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING  
THURSDAY 16 MAY 2024**

FIRST AID PROVIDERS ..... 16  
VOLUNTEERS..... 17  
    On-Course Marshals..... 17  
    Event Volunteers ..... 17  
INCLEMENT WEATHER AND CANCELLATION PLAN..... 17  
EVENT SIGNAGE..... 18  
EVENT VILLAGE RUNSHEET ..... 19



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## KEY EVENT DETAILS

### Event Name

Bowral Classic 2024

### Event Dates

- Saturday 19<sup>th</sup> October 2024 – Event Village
- Sunday 20<sup>th</sup> October 2024 – Gran Fondo Cycling Event

### Contact Details

#### Ride Director:

David Kemp

M: 0417 846 589

E: [davidkemp@yaffa.com.au](mailto:davidkemp@yaffa.com.au)

#### Event Director:

Vanessa Burges

M: 0402 218 845

E: [vanessaburges@yaffa.com.au](mailto:vanessaburges@yaffa.com.au)

## Event Concept

This event is classed as a Gran Fondo, and aims to deliver a bike ride to remember, but also a classic Australian experience, and a sensual feast of visual and gourmet delights at the Event Village.

Bowral is a superb location for this Gran Fondo. Bowral is known for its rolling hills, exquisite food and rustic charm vineyards and enjoys a bustling enthusiastic cycling culture!

We are offering a glorious day of riding through some of the Southern Highlands most picturesque regions, the Bowral Classic traces a scenic and challenging route through the countryside and quaint, small country towns. And paired with tantalizing vineyards and small town, country charm, the entire Bowral Classic experience will satisfy on so many fronts.

With the Bowral Classic now in its 8th installment riders will choose one of four loops on offer around the small towns of Bowral, Berrima, Exeter, Robertson, Moss Vale and Kangaloon before finishing at Loseby Park to kick back and relax in the entertainment of the Event Village and sample the locally produced food, wine and craft beers.

Coupled with this, the event is also a platform for the entrant to raise funds for their chosen charity, a charity that they are passionate about, through the registration platform *GoFundraise*. This is an optional component of the event which has seen in excess of \$400,000 raised for a variety of chosen charities from Bicycling Australia's Gran Fondo events.



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## Event Objectives

Saturday sees our Event Village open at Loseby Park.

Stalls are set up around the park offering Sponsor products and services plus showcasing local Southern Highlands. Registration takes place in the Park.

On Sunday, there are three courses being organized for the Bowral Classic:

- The Maxi Classic, is a challenging 150km ride through some of the most breathtaking scenery you can experience on two wheels.
- The Challenge Classic; a 120km option for those needing a little more challenge than the usual Sunday ride distance
- The Rouleurs Classic; a 85km option for those with less time or distance in their legs

## Target Audience

The Bowral Classic is reaching out to all demographics of cyclists, with the four different event distances.

## Expected Attendance

We are anticipating 3,000+ riders to participate in the Bowral Classic. In addition, family, friends and colleagues would attend to support the event.

Overall, we are expecting 5,000 people in attendance.

## Event Times

### From Thursday 17th October 2024

From 7:00am Event Village set up at Loseby Park

### Saturday 19th October 2024

6:00am – 6:00pm Event Village set up and operation

11:00am – 4:00pm Event Village open to participants & families

1:00pm – 4:00pm Rider registration and kit collection

### Sunday 20th October 2024

From 4:30am Start line set up on Bong Bong Street Bowral

5:00am Riders arrive ready for 6:30am start

6:00am Event welcome and safety briefing

6:30am First wave of riders depart following in a rolling wave release strategy

8:00am Last wave of riders depart with all riders on course

10:00am Event Village is open to participants, family, friends and local community

4:00pm Event Village is closed

4:00pm – 6:00pm Pack down of Loseby Park

### Monday 21st October 2024

12:00pm Bump out Event Village complete



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## COURSE DETAILS

### 150km Maxi Classic

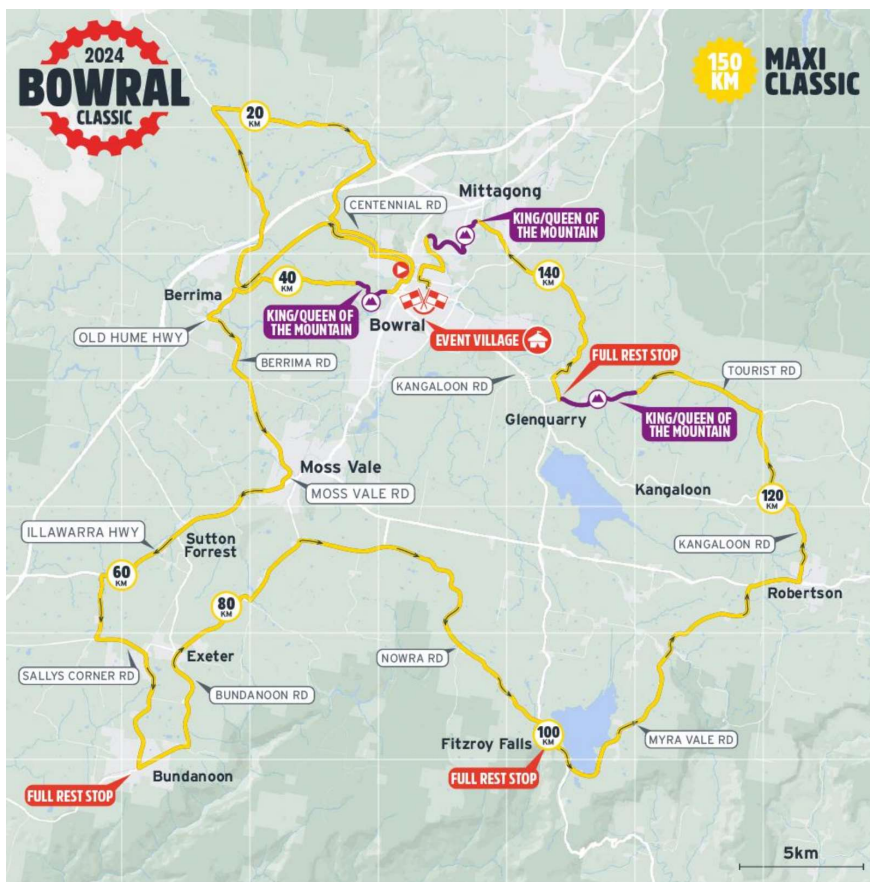
Scheduled start time: 6:30am

Sent off in waves of 75 riders every 90 seconds

Estimated number of riders for this group: 1000

Note: the Highlanders Group will be a max of 75 Riders, this group will be first to depart at 6:30am

Course map link: <https://ridewithgps.com/routes/45467798>



ELEVATION GAIN: 2,079M MAX GRADIENT: 14.0%



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

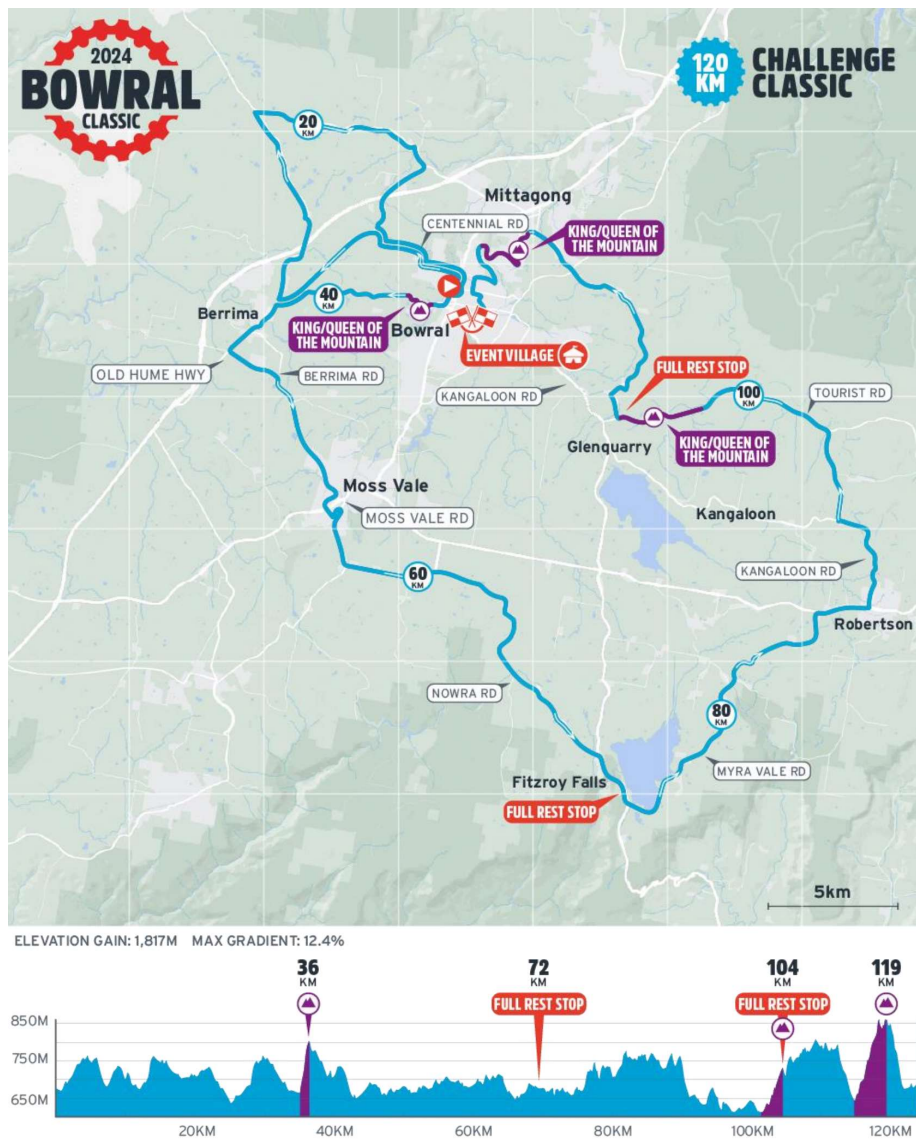
## 120km Challenge Classic

Scheduled start time: 7:00am

Sent off in waves of 75 riders every 90 seconds

Estimated number of riders for this group: 1500

Course map link: <https://ridewithgps.com/routes/44814855>



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

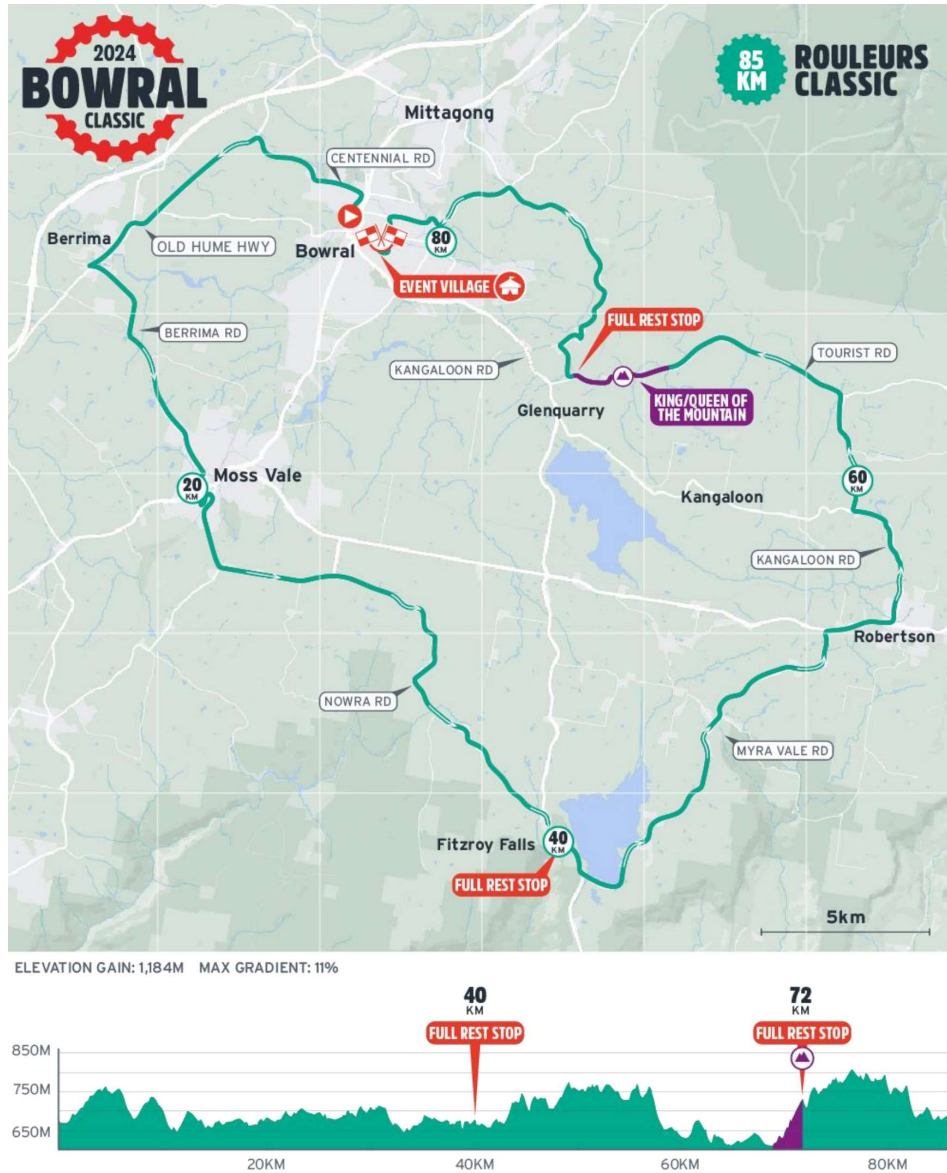
## 85km Rouleurs Classic

Scheduled start time: 7:30am

Sent off in waves of 75 riders every 90 seconds

Estimated number of riders for this group: 1000

<https://ridewithgps.com/routes/45513582>





# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

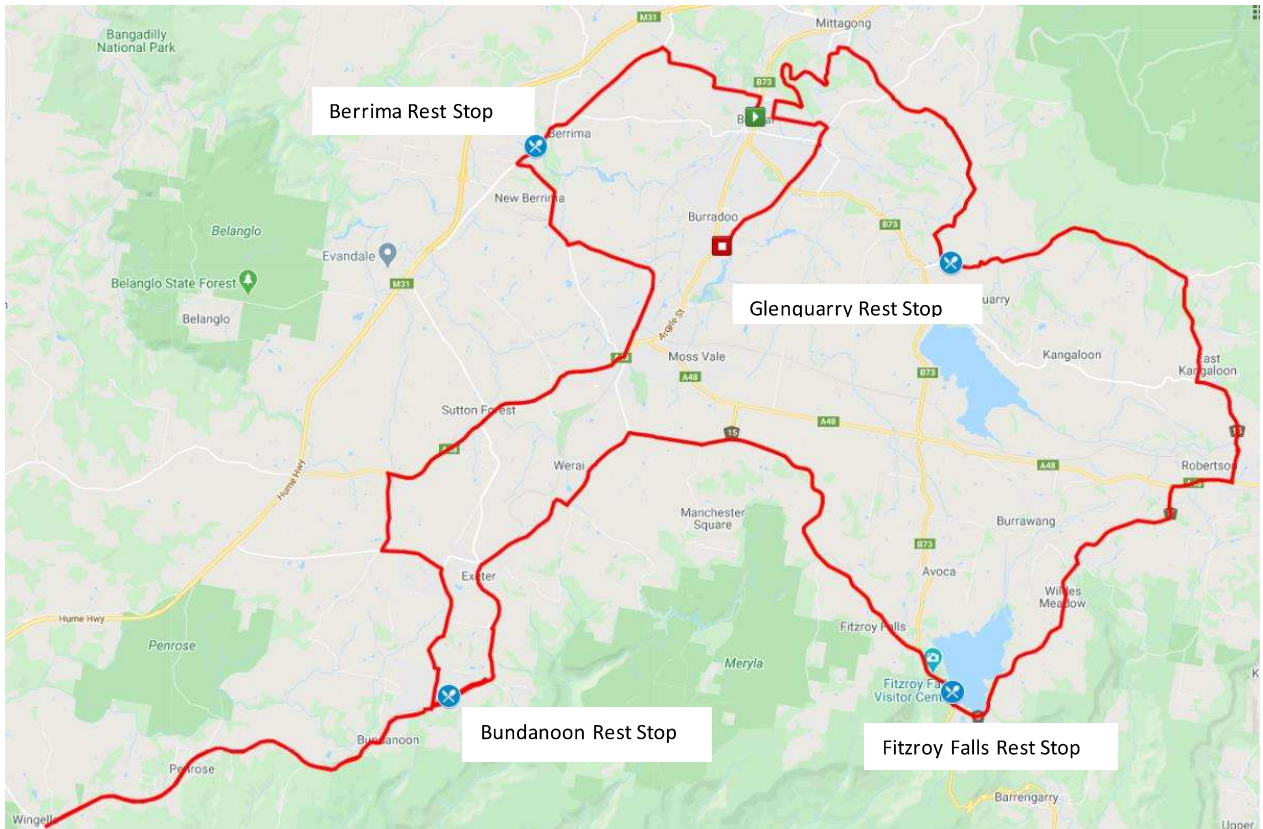
## Rest Stops

Each course will have dedicated rest stops at various locations for the riders. The rest stops will be managed by an event staff member and manned by a volunteer local community group. Each rest stop will include toilets, rubbish drop zones, rubbish bins, food, water, electrolytes and gels for the riders.

Intended rest stop locations are:

Rest Stop #1 (150km/120km/85km)	Berrima (TBC)
Rest Stop #2 (150km/120km)	Bundanoon Oval, Erith St, Bundanoon
Rest Stop #3 (150/120/85km)	Sailing Club Rest Area, Nowra Rd, Fitzroy Falls
Rest Stop #4 (150/120/85km)	Tourist Road Oval, Tourist Rd, Glenquarry

Volunteer community groups are yet to be sourced for each rest stop.



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## VENUE DETAILS – EVENT VILLAGE

### Location

#### LOSEBY PARK, BOWRAL

<https://www.google.com/maps/place/Loseby+Park/@-34.4866223,150.4238412,15z/data=!4m6!3m5!1s0x6b13a2971ab1356f:0xf0609b573fe9290!8m2!3d-34.4866223!4d150.4238412!16s%2Fg%2F1tcy917p?entry=ttu>

Whether you are a spectator or have just finished the ride, the Bowral Classic Event Village area at Loseby Park in Bowral is the place to be. Kick back and relax on our comfy bean bags, whilst enjoying live music from local artists and sampling the locally produced food, wine and beer.

#### Saturday, 19th October 2024 | 11:00am – 4:00pm

Registration collection for riders who did not receive their kits in the mail.  
Exhibitor stalls will be open along with a food and coffee van.

#### Sunday, 20th October 2024 | 10:00am – 4:00pm

The village area will offer:

- › Locally produced food, coffee, beer and wine
- › Live music
- › Cycling exhibitor stalls
- › Merchandise for sale
- › Children's entertainment
- › First Aid



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## EVENT SERVICES

### Toilets

Additional port-a-loos will be placed at various event locations. The contract for supply is yet to be awarded and can be advised prior to the event. A cleaning contractor will be responsible for the tidiness of the areas and re-filling the cubicles with toilet paper.

Additional port-a-loos will be placed at the following locations:

Start Line – Oxley Mall Carpark

Event Village

Each Rest Stop

### Waste Management

A dedicated waste management company will be engaged to supply additional rubbish bins around the course at rest stops and at the Event Village area. They will be responsible for the set up and removal of all waste from the event. The engaged contractor is yet to be confirmed.

A final sweep of the course will be conducted by the signage team post event collecting all signage on course and any rubbish identified on course.

All riders are encouraged to hold on to any rubbish that they have while on-course until they reach a designated rest stop to dispose of the rubbish thoughtfully in a rubbish bin.

### Safety and Security

A private and independent security company will be engaged at the Event Village on the day of the event and overnight Friday and Saturday. If deemed required security will also be stationed at the rest stops overnight Saturday. The contract is yet to be awarded.



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## PROJECT MANAGEMENT AND ADMINISTRATION

### Yaffa Media's Key Personnel

James Yaffa	Bicycling Australia
David Kemp	Ride Director
Vanessa Burges	Event Director
Jasmine Sutherland	Marketing Executive
Harry Kooros	Sponsorship Executive
Taylor Geraghty	Communications Manager
Jasmine Sutherland	Marketing Executive
Nat Bromhead	Editorial and Content

### Significant Stakeholders

#### Consultants

Altus Traffic  
AON Insurance  
State Medical Assistance (SMA) – First Aid

#### Government Agencies (State)

NSW Police  
NSW Ambulance  
NSW Rural Fire Service  
Roads and Maritime Services

#### Government Agencies (Local)

Wingecarribee Shire Council

#### Venue Suppliers

Loseby Park (WSC)  
Bundanoon Oval (WSC)

#### Strategic Partners

DNSW  
Destination Southern Highlands

#### Event Sponsors

- to be confirmed

#### Media Partners

- to be confirmed

## PERMITS, LICENSES AND INSURANCE

Refer to Yaffa Media's Certificate of Currency.  
Liquor license to be confirmed



Page 12 of 19  
*Confidential: The contents of this document are strictly confidential*

# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## EMERGENCY MANAGEMENT PLAN

Refer to the Bowral Classic 2024 Risk Emergency Management Plan

## RISK MANAGEMENT PLAN

Refer to the Bowral Classic 2024 Risk Management Framework  
Refer to the Bowral Classic 2024 Risk Register

## SAFETY MANAGEMENT PLAN

Refer to the Bowral Classic 2024 Safety Management Plan  
Refer to the Bowral Classic 2024 Safety Officer Checklist

## COORDINATION AND COMMUNICATION

### Event Coordination Centre (ECC)

The ECC will be located in central Bowral (Venue TBC) and operational on event day from 5:00am to close of the event. This will be the central point of contact for all on day event communications.

The ECC will be managed by: Matt Wells

Matt has several years' experience of managing the ECC at past Classic events.

Other contingents who will be stationed in the ECC will include but not limited to:

- Lead Traffic Control Manager – personnel TBC
- Lead First Aid Manager – personnel TBC
- Lead Police Commander – personnel TBC
- Ride Director (intermittent)
- Event Director (intermittent)

### Communication protocols

Protocols for communication and reporting arrangements between all significant stakeholders are clearly defined to ensure clarity around any required decision-making responsibilities and how information will be communicated to all personnel.

- The Ride Director, David Kemp makes the decisions on the overall event course planning and execution eg: course design, programming, contractor engagement for traffic control, first aid and mechanics, cancellation of the event
- The Event Director, Vanessa Burges will make all decisions regarding all event operations that are not course related ie: the Event Village, marketing, sponsorship etc
- The Event Director, Vanessa Burges is responsible for all communication with media

Both the Ride Director and Event Director report to James Yaffa, Bicycling Australia Publisher.



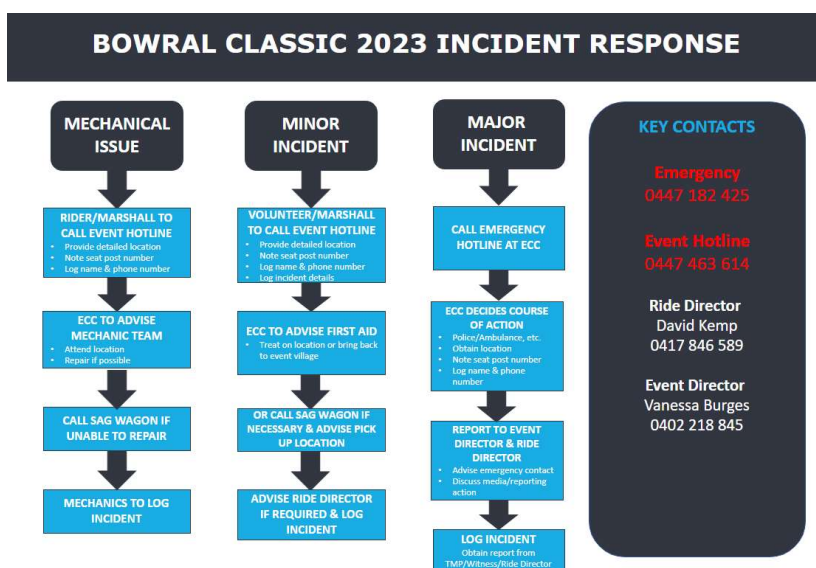
# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

In the case of on-course participant injury the communication protocol will be for the participant or attending person to contact the ECC in first instance and provide details of the incident and location to the ECC Manager who will then dispatch the appropriate responders eg: first aid, police etc to the required location.

The ECC details will be printed on the back of all participants bike event number and listed in the *Event Guide Book* issued prior to the event. All participants are encouraged to store this number into their mobile device prior to the start of the event.

Where an incident is identified there are clear guidelines on how it will be reported through the correct chain of command to the appropriate person. This is detailed as the *Incident Response Process*.

## Incident Response Process



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## Communication Systems – Staff, Convoy and Contractors

The event will use Push to Talk radios using the Telstra network for communications between event staff, convoy and contractors. A number of black spot areas have been identified on course which will be mitigated by ways of using extra police resources and their extended network availability.

Further research for available product eg: UHF radios for key personnel that can link into the Push to Talk system is in process and will be implemented if available

## Communication Systems – General Public

A public address system will be installed at both the start line and then the Event Village on event day for general communication with the public within those areas for the duration of the event.

An Event Hotline number will be advertised for direct contact from the general public to event staff pre-event, event day or post event for any information, questions, concerns or complaints. This phone number will be manned by the ECC on event day. The general public can also approach any identified staff member or volunteer on-course or at the Event Village for information, and if unknown, they will be directed to call the Event Hotline.

An Event information email address, [info@Bowralclassic.com.au](mailto:info@Bowralclassic.com.au) will be advertised for any pre-event, event day and post event information, questions, concern or complaints from the general public.

Residents and businesses in the nearby streets of the start line and the Event Village that will be effected by any road closures or detours or noise will be notified by a letter box drop 1-2 weeks prior to the event day.

An extensive reach to residents of the Southern Highlands with notice of the event, road closures, detours and rider times will be distributed to the area via Australia Post. This will work in with all-encompassing radio, newspaper social media and town notifications in the weeks leading up to the event.

The towns which riders will be passing through will have signage erected 1-2 weeks prior to the event advising that the event will be passing through their area with an ETA of riders passing through. These signs will be placed on main roads that enter/exit the town or nearby the town center to capture the highest audience. Posters will be placed on town noticeboards or in agreed shop windows. Social media will be used to advise of the events on electronic Community Noticeboards within the area.



Sample Notice Sign

## TRAFFIC MANAGEMENT

Traffic Management contract has been awarded to Altus Traffic for all on course traffic management requirements. Altus Traffic have vast experience of sports event traffic management, particularly in regards to large cycling events in the size vicinity of the Bowral Classic or larger and on an international scale. Refer to the "Traffic Management Plan\_Bowral Classic" for full details.

Final draft is to be presented to the Traffic Committee Meeting in June 2024 for approval.



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## FIRST AID PROVIDERS

The First Aid contract has been awarded to Get First Aid ([www.getfirstaid.net.au](http://www.getfirstaid.net.au)) as used for previous events, for all event first aid medical requirements.

There will be multiple roaming first aid response teams on event day with a vehicle and responder.

- 1 team will follow the 150km course providing mobile on course assistance to those that require.
- 1 team will follow the 120km course providing mobile on course assistance to those that require
- 1 team will follow the 85km course providing mobile on course assistance to those that require.

Each team above will be required to line up with convoy at the start line from 6:00am

There will be static first aid response team at each rest stop location until the last rider passes.

At the Event Village there will be a dedicated triage facility set up in a portable demountable building. This will be known as the "Event Medical Centre" with the purpose to ease admissions to the local hospital facilities.

This centre will be manned by a registered Doctor and registered Nurse as managed through GFA.

The Event Medical Centre will be setup on Saturday morning prior to event start. The setup will be triage capable and will mirror an ED like setup. The Centre will be a 'Kennard's site office' and will be stocked with the following:

- |                        |                               |
|------------------------|-------------------------------|
| • 4x Stretchers / Beds | • 1x AGILIA pump              |
| • 2x Resus bays        | • 1x Doctors medication pouch |
| • 4x Chairs            | • Medical consumables         |
| • 1x Suture trolley    | • Oxygen                      |
| • 1x LIFEPAK 15        | • Suction equipment           |

Any patient with a critical injury/illness or that has a suspicious mechanism of injury should be transported to Event Medical Centre.

Transport requirements must be coordinated through the Event Control Centre

All incidents during the event will require an incident report to be completed in line with the "Event Incident Management Process"

For further information a detailed First Aid Plan will be available no later than 4 weeks prior to event commencement.





# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## VOLUNTEERS

### On-Course Marshals

There will be volunteer on-course Marshals in key locations who will have the responsibility of directing riders along the course or warning of danger ahead eg: sharp corner, steep descents etc. They will work with Traffic Control Personnel (TCP), where required, to provide assistance and direction to riders. They will not however have any responsibilities for traffic direction eg: stopping cars.

Full details of volunteer on-course Marshal locations can be provided, if required, prior to the event.

The reporting line for on-course Marshals will be:

On-course Marshal ⇨ Volunteer Manager ⇨ Ride Director

The Volunteer Managers role is yet to be appointed.

In the event of an emergency the on-course Marshal is to follow the Incident Response Process. All details will be provided to the on-course Marshals prior to the event and then reiterated at the pre-event Volunteer meeting.

### Event Volunteers

Additional event volunteers will be stationed at the Event Village and the Rest Stops on course.

All volunteers, on-course Marshals and Event Volunteers, will be identified with a clearly marked Bowral Classic event lanyard, fluorescent safety vest and a branded Bowral Classic event cap.

All volunteers are given a food and water pack at their allocated pre-event meeting that includes a bottle of water and light snacks.

All event staff and volunteers are covered by our insurance policy.

## INCLEMENT WEATHER AND CANCELLATION PLAN

The decision to cancel the event is made between the Ride Director and Insurance Company (AON) at 4:00am on the event day and monitored throughout the event. This is communicated to all riders by text message immediately.

The weather conditions need to be considered extreme conditions (high temperature, bushfires, lightning) to cancel the event as outlined in the Event Guide.

In the event lead up, there are regular weather updates and warnings (for example "The weather is looking cool on event day - bring warm clothing to the start line area") sent to all participants.



# AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

## EVENT SIGNAGE

Various event signage will be placed to guide participants around the course, advise of any dangers eg: steep descents, sharp corners etc, mark rest stops and drop zones, identify parking locations and particular course zones eg: King of the Mountain.

Signage will be connected to existing street signs with zip ties ensuring not to obstruct general traffic line of sight. All directional and warning signs will be placed on course the day before the event and a signage vehicle will follow shortly after the last rider collecting all signage at the end of the event.

Event notice signs will be placed in each town that the event passes through, along the road that the riders will travel on event day, to advise residents of the event day and date and time that they will be passing through. These signs will be placed 1-2 weeks prior to the event and will be taken down at the same time all directional signage is collected.

Sample signage to be used include, but are not limited to:

### Directional Arrows:



sign size: 450mm (w) x 300mm (h)

### Safety and Warning Signs:



sign size: 600mm (w) x 900mm (h)

### Rest Stop and KOM:



sign size: KOM: 600mm (w) x 1200mm (h)

sign size: Rest Stops: 600mm (w) x 900mm (h)

### Event Notice Signs:



sign size: 600mm (w) x 900mm (h)



## AGENDA OF THE LOCAL TRAFFIC COMMITTEE MEETING THURSDAY 16 MAY 2024

### EVENT VILLAGE RUNSHEET

Thursday 19 <sup>th</sup> & Friday 20 <sup>th</sup> October 2024	
7:00 AM	Mark out Event Village - YES events delivery of marques etc.
9:00 AM	Delivery from Kennards - Crowd Control Barriers & Toilets. Deliver to grass area near velodrome.
12:00 PM	Temp Flooring delivered and set up at Loseby Park
12:00 PM	Selected Sponsors & Food Trucks arrive to set up
12:00 PM	Event vans arrive ex-Sydney containing tents, event supplies, signage, registration contents etc.
1:00 PM	Meet grounds staff (WSC) re: surface area and fence cutting (2 sections) to allow access for riders / trucks etc.
1:00 PM	Select marques & signage set up
2:00 PM	All staff briefing, unpack vans, sort merchandise, start setting up additional tents
6:00 PM	Security arrives - to stay overnight.
Saturday 19 <sup>th</sup> October 2024	
8:30 AM	All staff arrive - final briefing
10:00 AM	Parking areas set up at village, signage installed and areas sectioned off for parking /access areas
11:00 AM	Final set up of Event Village area
12:00 PM	Safety Checklist of Event Village area.
1:00 PM	Event Village open to riders and community. Collection of rider kits and merchandise. Selected sponsor stalls open plus 1 x coffee cart.
4:00 PM	Event Village closes. Close off car entry into Loseby Park area to ensure no cars on grounds.
Sunday 20 <sup>th</sup> October 2024	
4:45 AM	Staff arrive. Turn on generator and flood lights at Loseby Park. Check blocks for cars within Loseby Park area. Volunteers in place directing parking options.
5:00 AM	Registration tent open for collection / swap of merchandise.
5:30 AM	Riders directed to start line area on Bong Bong Street.
9:00 AM	Splashdown, beanbags and remaining food trucks / sponsors bump in.
10:00 AM	Event Village open
10:00 AM	Oxley students arriving and additional event staff arrive.
4:00 PM	Event Village closes. Bump out event stalls / sponsors.
4:30 PM	Pack down, cleaning commences.
Monday 23 <sup>rd</sup> October 2024	
7:00 AM	YES Events arrive to dismantle marques
	Kennards arrive to remove hire equipment.

