[EVENT NAME]

[DATE/TIME]

[LOCATION]

**[ORGANISATION NAME]**

**ONE-SITE TRAFFIC MANAGEMENT PLAN TEMPLATE**

*This template is a guide. Rearrange, edit, add or remove headings in each section to suit your event requirements. Document created and developed by [Full Name] on behalf of [Organisation Name].*

**ON-SITE TRAFFIC MANAGEMENT PLAN**

The event organisersare to develop an On-site Traffic Management Plan (TMP) by considering the traffic management issues that are unique to their event in consultation with relevant stakeholders. This template includes prompts for common risk controls for managing on-site traffic to assist in the development of your event TMP. The template should be reviewed and amended to reflect specific traffic management controls at your event.

**THIS FORM IS FOR ONSITE TRAFFIC ONLY**

**TRAFFIC MANAGEMENT FOR LOCAL ROADS AND HIGHWAYS MUST BE COMPLETED BY A PROFFESSIONAL TRAFFIC MANAGEMENT COMPANY**

**EVENT SUMMARY**

|  |  |
| --- | --- |
| **Event Title** |  |
| **Bump-in Date/Time** |  |
| **Date/Time of Event** |  |
| **Bump-out Date/Time** |  |
| **Venue/s** |  |
| **OH&S Nominee** |  |
| **Date of Plan** |  |

**DELIVERY AND COLLECTION POINTS**

The following safety measures are in place to ensure that deliveries and/or collections are undertaken in a safe manner. These are primarily for staff, volunteers, stallholders, vendors, etc.

|  |  |
| --- | --- |
| **Measure** | **Location/What** |
| Entry and exit signage | Insert location |
| Designated delivery and collection areas | Insert location |
| Designated pedestrian crossings | Insert location |
| Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE) | Insert location |
| Pedestrian walkways are physical protected from designated roadways | Insert location |
| Speed restriction signage is clearly displayed | Insert location |
| Other considerations or risk controls | Insert location |
|  |  |
|  |  |
|  |  |

**LARGE VEHICLES**

The following safety measures are in place for large vehicles or mobile plants such as tractors, forklifts, amusement rides, buses, etc.

|  |  |
| --- | --- |
| **Measure** | **Location/What** |
| Vehicles are not permitted to move around the site during the following time periods | Insert time restrictions |
| Prior to entering the site, drivers of large vehicles must report to the event organiser to arrange a traffic marshal to supervise the vehicle’s movements whilst on site | Insert location event organisers welcome drivers |
| Worksite speed limits are to 5km/h with clearly displayed signage and communications | Insert location |
| Other considerations or risk controls | Insert location |
|  |  |
|  |  |
|  |  |

**PARKING ARRANGEMENTS**

The following safety measures are in place to minimise the risk associated with vehicle parking.

|  |  |
| --- | --- |
| **Measure** | **Location/What** |
| Car parking spots for event staff, volunteers |  |
| Car parking spots for contractors, vendors |  |
| Car parking spots for VIP |  |
| Car parking spots for patrons |  |
| Car parking spots for people with disabilities |  |
| Carparking areas are clearly designated with signage |  |

**SITE PLAN**

The Site Plan below outlines vehicle access points for all vehicles during bump in and out. These access points are to remain accessible for emergency services.

[INSERT SITE PLAN]