

TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

Use this form for complex activities. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

Organisations /TMP reference	TMP reference: HGNS 10016	Contractor (Working space): Highway Gardens Company	Principal (Client): Highway Gardens Company				
		Contractor (TTM): Highway Gardens Company	RCA: Wellington City Council				
Location details and road characteristics	Road names and suburb		House no./RPs (from and to)	Road level	Permanent speed		
	Morgan St, Johnsonville		RP- 00 to 181	Level 1	50km/h		
	Ironsides Rd, Johnsonville		RP- 152 to 263	Level 1	50km/h		
Traffic details (main route)	AADT 820 (est) 29/07/2019 3% Heavy – Morgan St, Johnsonville		Peak flows 0600 to 0900 and 1600 to 1800				
Description of work activity							
Highway Gardens Company need to install traffic management equipment and signage to minimise traffic build-up on Morgan St due to the Sunday Produce Market at Johnsonville School.							
Planned work programme							
Start date	10/01/2022	Time	6.00am	End date	18/12/2022	Time	3.30pm

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<p>Consider significant stages, for example:</p> <ul style="list-style-type: none"> • road closures • detours • no activity periods. 	<p>Operational Information</p> <ul style="list-style-type: none"> • Parking signage will be installed the day before the commencement of the market • Cones will be in place displaying dates and times of when to keep the area clear. Car parking will still be available outside these times • There are three type of signage placed on cones that restrict parking. The locations of these car parks are highlighted on the TMD. These are listed below as: <ol style="list-style-type: none"> 1. Residential Car Parking – From 03 to 09 will be reserved for residents only 2. Market Customer Parking – All angle parking outside the school and outside the residences of 11 to 19 will be used for market parking only. Both sides of Ironside Rd will be used from Rotoiti St to Earp St also 3. No Parking - Car parking outside the school opposite 03 to 09 will be removed to increase lane width in this area. Vehicles parked on both sides of the road in this area effectively reduce the road with to one usable lane. Removing car parking will reduce unnecessary delays • There will always be three marshals monitoring for non-compliant vehicle parking • Marshals will ensure no vehicles stop and wait for car parking to come available on both Morgan St and Ohariu Rd <p>Important Information</p> <ul style="list-style-type: none"> • Access to Morgan St will always be available • Residential access on Morgan St will always be available • Brochures each week for the first four weeks after the approval of this TMP will be handed out to market customers advising of best practice when parking, entering the market and Morgan St. These brochures will be handed out periodically throughout the year to capture new customers • Social media will also be posted 				
<p>Alternative dates if activity delayed</p>	<p>This TMP has a requested duration for a year. Upon expiry of this TMP, a new TMP will be submitted with the refreshed date</p>				
<p>Road aspects affected (delete either Yes or No to show which aspects are affected)</p>					
<p>Pedestrians affected?</p>	No	<p>Property access affected?</p>	No	<p>Traffic lanes affected?</p>	No
<p>Cyclists affected?</p>	No	<p>Restricted parking affected?</p>	Yes	<p>Delays or queuing likely?</p>	No
<p>Proposed traffic management methods</p>					
<p>Installation (includes parking of plant and materials storage)</p>	<p>Car parking restrictions installed the day prior to the market</p> <p>Day of Market:</p> <ul style="list-style-type: none"> • All signs are to be installed on the left-hand side of the road in a clockwise direction. The two signs will state "NO STOPPING AT ANY TIME" 				
<p>Attended (day)</p>	<ul style="list-style-type: none"> • Marshals MUST NOT stand or linger in the live lane unless helping with directional flow of vehicles only. • Marshals to monitor car parking • Marshals to ensure that cars are not waiting on Morgan Street and Ohariu Road for parking spaces to become available • Marshals to ensure residents always have access and egress availability in and out of their properties • Marshals must ensure driveways are not blocked • The organiser and marshals will keep photo and video evidence of parking notification once restricted parking notification is installed. This evidence and monitoring must continue during market operation • The evidence gathering also extends to written records of what is working and what is not working 				
<p>Attended (night)</p>	<p>n/a</p>				
<p>Unattended (day)</p>	<p>Cones will be in place displaying dates and times of when to keep the area clear. Car parking will still be available outside these times</p>				

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Unattended (night)	Cones will be in place displaying dates and times of when to keep the area clear. Car parking will still be available outside these times
Detour route	No detour required
	Does detour route go into another RCA's roading network? — No — (delete either Yes or No) If Yes, has confirmation of acceptance been requested from that RCA? — No — (delete either Yes or No) Note: Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.
Removal	<ul style="list-style-type: none"> • Removal of "NO STOPPING AT ANY TIME" signage • Remove cones

Proposed TSLs (see TSL decision matrix for guidance)

	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
Attended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name) N/A	n/a	n/a	n/a
Unattended day/night	A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name) N/A	n/a	n/a	n/a
TSL duration	Will the TSL be required for longer than 12 months? If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.			No

Positive traffic management measures

- Marshals monitoring site. Monitoring duties include:
 - Residential access and egress to and from properties
 - Car parking delays
 - Motorists are not waiting on Morgan Street and Ohariu Road for parking spaces to become available
 -

Contingency plans



<p>Generic contingencies for:</p> <ul style="list-style-type: none"> major incidents incidents pre planned detours. <p><i>Remove any options which do not apply to your job</i></p>	<p>Major Incident</p> <p>A major incident is described as:</p> <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe.
	<p>Incident</p> <p>An incident is described as:</p> <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	<p>Actions</p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.
	<p>Detour</p> <p>If because of the on site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:</p> <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce, and tailbacks have been cleared. <p>The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.</p> <p>The detour and route must be designed including:</p> <ul style="list-style-type: none"> pre approval from the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour signs etc are on site and pre installed. 	<p>Actions</p> <p>When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following:</p> <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced, and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed.

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	<p>Note also the requirements for no interference at an accident scene:</p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> • save a life of, prevent harm to or relieve the suffering of any person, or • make the site safe or to minimise the risk of a further accident; or • maintain the access of the general public to an essential service or utility, or • prevent serious damage to or serious loss of property, or • follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 			
<p>Other contingencies to be identified by the applicant (i.e. steel plates to quickly cover excavations)</p>	<p>Weather Depending on the activity, works may be cancelled if raining.</p> <p>Excess traffic delays (more than 5 minutes) In the event of congestion positive measures will be implemented, i.e. opening lane widths, removing visual distractions from site, stopping works until congestion has eased or removal of the closure.</p> <p>Work running late In the event of breakdown or unforeseen circumstance, the contingency of 'excess traffic delays' above will apply along with informing the RCA immediately. Alternatively, Higgins will do all they can to reduce the duration of days on site. This may also result in a request for an extension of work for that day. Under these circumstances, the STMS will seek approval from the TMC</p> <p>Emergency Vehicle Access / Movements or On-Site Emergency Emergency vehicles will always be given the right of way and will be assisted through the site by a TMA vehicle if required. Emergencies onsite or nearby will first be made safe, then if appropriate moved from any live lanes, then attended to by emergency services if required. In this situation a modified TTM will be setup by the STMS if required.</p>			
Authorisations				
<p>Parking restriction(s) alteration authority</p>	<p>Will controlled street parking be affected?</p>	Yes	<p>Has approval been granted?</p>	No
	Approval granted from parking requests at WCC			
<p>Authorisation to work at permanent traffic signal sites</p>	<p>Will portable traffic signals be used, or permanent traffic signals be changed?</p>	No	<p>Has approval been granted?</p>	No
<p>Road closure authorisation(s)</p>	<p>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</p>	No	<p>Has approval been granted?</p>	No
<p>Bus stop relocation(s) – closure(s)</p>	<p>Will bus stop(s) be obstructed by the activity?</p>	No	<p>Has approval been granted?</p>	Yes
<p>Authorisation to use portable traffic signals</p>	<p>Make, model and description/number</p>	Not Required		
	<p>NZTA compliant?</p>	Not Required		
EED				
<p>Is an EED applicable?</p>	Not Required	<p>EED attached?</p>	Not Required	
Delay calculations/trial plan to determine potential extent of delays				
Required where potential delays may occur. RCA will define when these are required once draft plan is submitted Peak Flows – 7am to 9am & 4pm to 7pm				
Public notification plan				



The consent holder will control the notification to the public. This will include letter notification of Morgan St and a 50m radius to residents from the intersection of Ohariu Rd and Ironside Rd.

Brochures will be handed out to market customers on the day of the market

Social media posts are included in the notification process. A copy of the aerial TMD attached will be included in the letter notification, brochures, and social media posts

Public notification plan attached?	No
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On-site monitoring plan

Attended (day and/or night)	<p>This TMP will always be on-site Marshals have duties and responsibilities:</p> <ul style="list-style-type: none"> The organiser and marshals will keep photo and video evidence of parking notification once restricted parking notification is installed. This evidence and monitoring must continue during market operation The evidence gathering also extends to written records of what is working and what is not working
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Unattended (day and/or night)	n/a
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Method for recording daily site TTM activity (eg CoPTTM on-site record)

- The on-site record will be used.

Site safety measures

Generic measures:

- All site personnel to enter/ exit the site as per the STMS instruction/ briefing
- No unauthorized personnel to be on site
- All vehicles will have their flashing beacons turned on when installing, entering, exiting, and removing TTM closures
- The Level 1 Arrow board/ work vehicle will not be parked in any safety zones while they are not being used
- A briefing for all staff & workers every day shift before any works begins
- A safe evacuation location to be identified at this briefing
- Any site visitors must always be escorted by a Higgins representative who has completed the full site induction, visitors are to observe the works only
- Minimum PPE requirements by visitors are as follows: Steel toe safety foot wear, hard hat, eye wear protection, and a hi visibility garment
- STMS: If emergencies occur, call 111. Additionally, instruct others to contact Higgins supervisor or manager to contact Wellington City Council TMC

Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	No	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?	No
	Statement from temporary safety barrier installation designer attached		n/a	

Other information

This is an evolving TMP. Written and photographic evidence must be recorded and held onto for the duration of this TMP. Any improvements that could be made must be recorded and passed on to the TMP designer. This TMP will be amended to reflect any changes requested to help improve the event.

Site specific layout diagrams

Number	Title
01	HGNS 10016 – 001 Morgan St
02	Resident Parking Only – Right Arrow
03	Resident Parking Only – Centre Arrow
04	Resident Parking Only – Left Arrow
05	Customer Parking – Right Arrow
06	Customer Parking – Centre Arrow

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07	Customer Parking – Left Arrow				
08	No Parking – Right Arrow				
09	No Parking – Centre Arrow				
10	No Parking – Left Arrow				
Contact Details	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Damian Yung - Highway Gardens Company	027105251	n/a	n/a	n/a
TMC	Jamal Dixon (WCC)	021338405	n/a	n/a	n/a
Contractor	Damian Yung - Highway Gardens Company	027105251	n/a	n/a	n/a
Marshals	Damian to appoint. These will be confirmed on the day	n/a	n/a	n/a	n/a

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TMP preparation						
Preparation 	Peter Winchester – [REDACTED]	21/12/21		54593	L2/3 NP	08/05/22
	<i>Name (STMS qualified)</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
This TMP meets CoPTTM requirements					Number of diagrams attached 10	
TMP returned for correction (if required)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Engineer/TMC to complete following section when approval or acceptance required						
Approved by TMC/engineer (delete one)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Acceptance by TMC (only required if TMP approved by engineer)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Qualifier for engineer or TMC approval						
<p>Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.</p> <p>This TMP is approved on the following basis:</p> <ol style="list-style-type: none"> To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM. This plan is approved on the basis that the activity, the location, and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. 						
Notification to TMC prior to occupying worksite/Notification completed						
Type of notification to TMC required		Notification completed	Date	<input type="text"/>		
			Time	<input type="text"/>		

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TMP or generic plan reference

ON-SITE RECORD

On-site record must be retained with TMP for 12 months.

Today's date

Location details	Road names(s):	House number/RPs:	Suburb:
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Working space

Person responsible for working space		
	Name	Signature

Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below

TTM

STMS in charge of TTM					
	Name	TTM ID Number	Warrant expiry date	Signature	Time
Worksite handover accepted by replacement STMS					
	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm handover briefing completed				

Delegation

Worksite control accepted by TC/STMS-NP					
	Name	ID Number	Warrant expiry date	Signature	Time
	Tick to confirm briefing completed				

Temporary speed limit

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				

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Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
Barrier deflection area is clear?							
<i>Add others as required</i>							
Time inspection completed:							
Signature:							
Comments:							
Time	Adjustment made and reason for change						

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**6am- 4pm
Sunday**



**Except For
Resident Vehicles**

**Resident
Parking**

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**6am- 4pm
Sunday**



**Except For
Resident Vehicles**

**Resident
Parking**

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**6am- 4pm
Sunday**



**Except For
Resident Vehicles**

**Resident
Parking**

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23 December 2021

MARKET PARKING ONLY

6am- 4pm
Sunday



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23 December 2021

MARKET PARKING ONLY

6am- 4pm
Sunday



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23 December 2021

**MARKET
PARKING
ONLY**

**6am- 4pm
Sunday**



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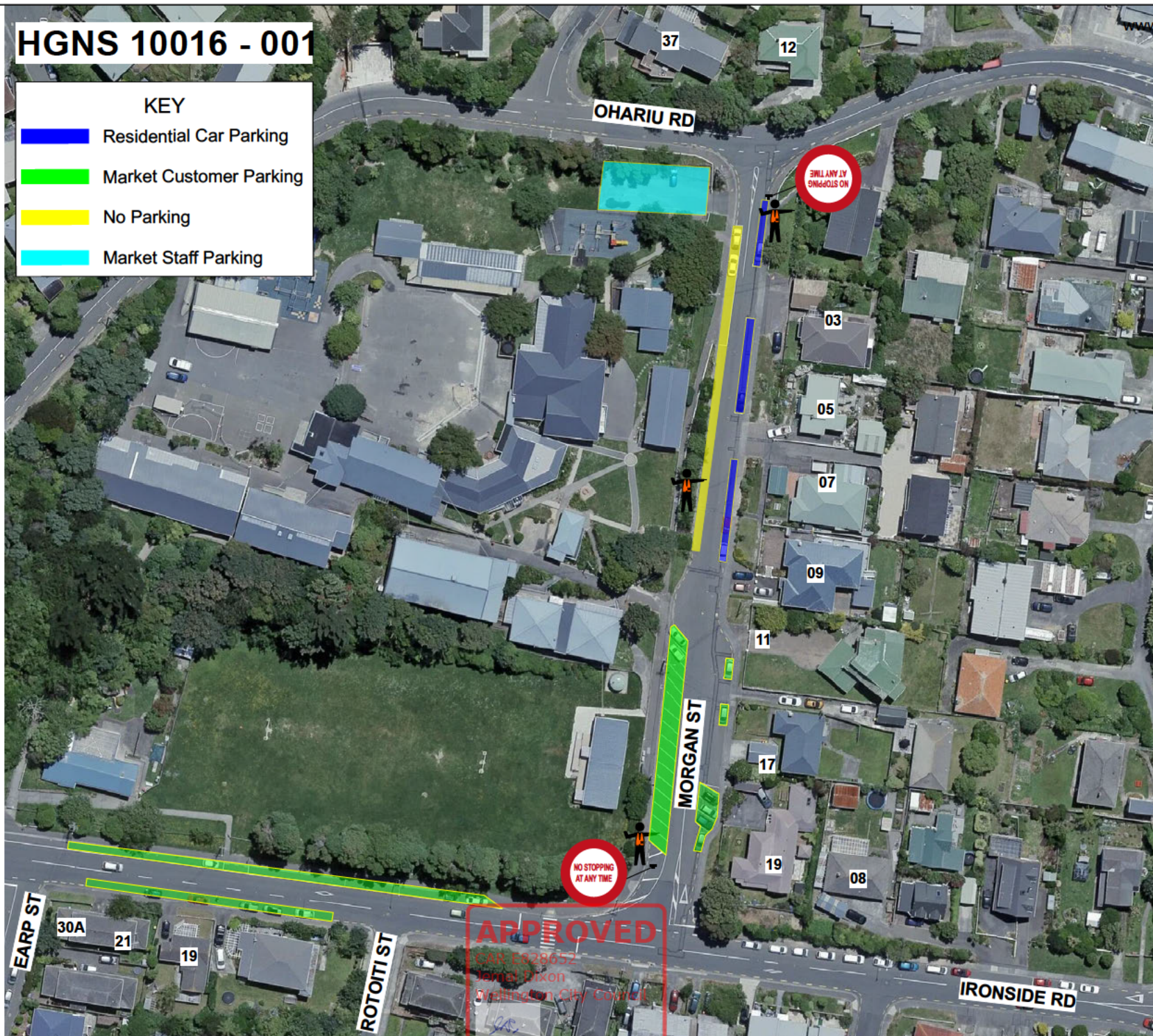
A small, handwritten signature in blue ink, appearing to be 'JD' or similar initials, located below the printed name.

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HGNS 10016 - 001

KEY

- Residential Car Parking
- Market Customer Parking
- No Parking
- Market Staff Parking



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23 December 2021



**6am- 4pm
Sunday**



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A small, handwritten signature in blue ink, likely of an official from the council.

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**6am- 4pm
Sunday**



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Warrington Council

23 December 2021



**6am- 4pm
Sunday**



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Handwritten signature in blue ink.

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Produce Markets

Highway Gardens Ltd

Notice of intended parking changes to Morgan St Johnsonville.

Notice to Residents of Morgan St, Ironside Rd and Ohariu Rd.

The top end of Morgan St (the narrow end) on the school side will be closed off for any parking to allow traffic to flow in both directions.

The carpark on the corner of Morgan St and Ohariu Rd will be open for the public.

The residents side of Morgan St at the top end (the narrow end) will remain as parking for the residents only.

The vehicle entrance to the upper-level playground off Ohariu Rd will be for market staff only and closed during market hours.

There will be marshalls patrolling Morgan St each market day.

These changes are for Sundays only and to ensure Residents have unimpeded vehicle access and parking. And to stop the vehicle congestion entering and exiting Morgan St.

- Where; Morgan St Johnsonville
- When ; Sundays only 6am to 3pm
- Duration; Every Sunday that the market operates.
- Hours; during the hours of 6am to 3pm.

what you can do to help;

Please have all vehicles removed from the school side of the top end of Morgan St, the Ohariu St end by 6am.

Produce Markets operate a fresh fruit and vegetables market every Sunday. For any information, please contact

Damian Yung

Manager

Phone [REDACTED]

