CAR Supporting Tool A: QLDC Applicant TMP essential information

Introduction

This CAR Supporting Tool sets out the minimum information expectations for Traffic Management Plans (TMPs) submitted in support of a Corridor Access Request (CAR). Its purpose is to clarify what information QLDC needs to understand and review a TMP, support consistent, risk-based CAR reviews, reduce uncertainty for applicants about what constitutes a “complete” TMP submission

This CAR Supporting Tool applies to all TMPs submitted as part of the CAR process, regardless of the format used.

NZGTTM Forms

NZGTTM supports a risk-based approach to temporary traffic management and does not mandate the use of specific TMP templates. TMPs may therefore be submitted in different formats, provided the required information is clearly presented and easy to understand.

NZGTTM provides a suite of forms that may be used to support TMP development. The purpose of these forms is to support structured thinking about risk and context, assist in clearly communicating how risks will be managed, provide consistency where appropriate.

Table 3: CAR Supporting Tool A NZGTTM TMP artifacts table

Form / Artefact	Primary purpose	Intended audience	Key information typically recorded
NZGTTM Planning Form	Supports **structured thinking** about the activity, corridor context, and risk before controls are finalised.	TTM Planner, PCBU risk reviewer, RCA reviewers.	• Activity description and objectives • Corridor context and constraints • Key hazards and risks • Assumptions and limitations • Stakeholder and coordination considerations
NZGTTM General Form	Assists in **communicating how risks will be managed** during delivery of the works.	Site supervisors and crews, PCBU risk reviewer, RCA reviewers.	• Traffic and road user management approach • Worker and plant interactions • Control measures and sequencing • Operational arrangements and responsibilities
Traffic Management Diagrams (TMDs)	Provides a **visual representation** of how traffic management will be implemented on site.	Site supervisors and crews, PCBU risk reviewer, RCA reviewers.	• Layout of traffic control devices • Road user paths and movements • Work areas and exclusion zones • Interfaces with the live road network

Other TMP formats

NZGTTM supports a risk-based approach to temporary traffic management and does not mandate the use of specific TMP templates. TMPs may therefore be submitted in different formats, provided the required information is clearly presented and easy to understand.

Table 4: CAR Supporting Tool A TMP artifacts table

TMP content	Explanation (what this information is for)	Where this information is expected to sit
Traffic management plan reference	A unique identifier that allows the TMP to be clearly identified, tracked, and linked to the relevant CAR, WAP, or work activity.	TMP
Traffic management plan approval / acceptance status	Records the status of the TMP in relation to the CAR process and confirms which version applies.	TMP or a linked document i.e. a WAP that references the TMP
Organisations involved	Identifies PCBUs and other organisations involved, supporting clarity of roles, interfaces, and consultation obligations.	TMP
Contact information	Provides clear points of contact for coordination, escalation, and communication before and during works.	TMP
Project overview – activity and environment context	Describes what the activity involves and the environment in which it occurs, providing context for risk and control selection.	TMP
Risk register – including controls and residual risks	Documents identified hazards, associated risks, proposed controls, and residual risks, demonstrating a structured risk management process.	Risks and risk controls should be identified in the TMP
Risk analysis, evaluation and selection of ALARP risk controls	Documents the risk assessment process and risk control selection against the hierarchy of controls including justifications	Supporting information
Consultation – record of who was consulted	Records consultation undertaken to inform risk management and support HSWA consultation, cooperation, and coordination duties.	Supporting information (summary in TMP where relevant)
Communication – the communication plan	Explains how information about works, risks, and controls will be communicated to workers and affected parties.	Supporting information
Proposed TTM details – time, location, plant, and equipment	Describes when and where TTM will be implemented and what plant and equipment will be used, supporting coordination and network impact understanding.	TMP
Contingency plans	Identifies alternate arrangements if conditions change or something goes wrong, supporting resilience and dynamic risk management.	TMP

TMP content	Explanation (what this information is for)	Where this information is expected to sit
Quality, assurance, and control	Explains how the quality of the TMP and its implementation will be monitored and assured during delivery.	TMP
Peer reviews – who, when, and recommendations	Records peer review activity and recommendations, supporting assurance of the risk management process.	Supporting information
Diagrams – geometric design information	Provides visual representation of site layout and traffic management arrangements to support understanding and correct implementation.	TMP in the form of TM diagrams including mobile setup and removal

Use of generic TMPs and Pre-Approved Reusable Schemes (PARS)

Generic TMPs and Pre-Approved Reusable Schemes (PARS) may be used where appropriate.

However:

- Their use does not, on its own, demonstrate that risks have been adequately managed
- Applicants must demonstrate that the scheme is suitable for the specific activity, location, and corridor context

Where corridor context introduces additional or atypical risk, site-specific risk assessment processes and justification for the use of generic TMPs or PARS may be required.

Applicants may use the Applicant NZGTTM Review Checklist (CAR Supporting Tool G) alongside this CAR Supporting Tool to confirm that their TMP and supporting documentation address the key elements expected by QLDC during CAR review.

End of CAR Supporting Tool A