



Pedestrian Management Plan (PMP) Checklist

Project: [Project name / reference]

Site address: [Street, Suburb, State, Postcode]

Authority pathway: ☐ Council road/footpath occupation ☐ VicRoads/DTP MoA ☐ Both

Planned dates & hours: [e.g., 12-16 Nov, 7:00-17:00]

Prepared by: [Company / Contact / Phone / Email]

After-hours contact: [Name / Phone]

Version: [v1.0] **Date:** [DD/MM/YYYY]

Site Details & Contacts

Principal contractor: [Company / Contact / Phone / Email]

Traffic company (design/implement): [Company / Contact / Phone / Email]

Responsible person on site (PMP/TGS): [Name / Role / Phone]

Emergency services access maintained: ☐ Yes ☐ No (explain)

Stakeholders: ☐ Council ☐ VicRoads/DTP ☐ PT operator ☐ Businesses ☐ School ☐ Residents

Existing Conditions (Describe and/or attach photos)

Footpath widths & crossfalls: [m / %]

Crossings: ☐ Signalised ☐ Zebra ☐ Median refuge ☐ None

PT assets: ☐ Bus stop [ID / distance] ☐ Tram stop [ID / distance]

Driveways & side streets: [list locations]

Desire lines & peak flows: [AM/PM peaks, school times, events]

Lighting at night: ☐ Adequate ☐ Needs temporary lighting

Risks & Controls (Method – outline in TMP, show on TGS)

Risk	Control / Mitigation	TGS Ref
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Interface with plant/vehicles	Physical barriers, marshal positions, defined crossings	[TGS-01]
Sightlines at driveways/corners	Set-back barriers, lower device stacks, keep cones out of splay	[TGS-01]
Turning trucks / deliveries	Scheduled windows, spotters, "trucks turning" signs	[TGS-02]
Night works / low visibility	Temporary lighting, hi-vis signage, reflective devices	[TGS-NW]
Wet weather / slips	Non-slip ramp surfaces, housekeeping, inspections	[TGS-GEN]

Accessible Route Design (DDA / AS 1428.1)

Temporary accessible paths will be provided and maintained for the duration of works.

- Minimum clear width ($\geq$): [e.g., 1.2 m] ☐ Achieved
- Passing/turning areas as required: ☐ Yes ☐ N/A
- Ramp gradients: [e.g., $\leq$ 1:14] and landings every [e.g., 9 m] ☐ Compliant
- Kerb lips bridged; edges protected: ☐ Yes
- Surface: firm, even, slip-resistant (no trip lips): ☐ Yes
- Handrails/kerbs where required by gradient/edge risk: ☐ Yes ☐ N/A
- Crossfalls controlled ($\leq$ about 1:40 where practical): ☐ Yes
- Tactile indicators unchanged or provided where required: ☐ Yes ☐ N/A

Notes: [Add any specific access provisions or departures agreed with authority]

TGS (Traffic Guidance Scheme) References

- Drawing numbers & scale: [TGS-01 1:250], [TGS-02 1:250], [TGS-NW 1:250]
- Device list (per TGS): [e.g., 120 cones, 8 barriers, 2 portable bollards, 2 arrow boards]
- Taper lengths & buffers per speed environment: [e.g., 40 km/h environment]
- Controller/Marshal positions & refuges: [identify]
- Lighting for night works / under gantry: [lux / locations]

Notes: "All devices and layouts per AGTTM for the posted speed environment."

Wayfinding & Communications

Sign legends (plain language): ["Pedestrian detour via ...", "Temporary crossing →"]

Decision-point placement: every [e.g., 25–50 m] and at each turn ☐ Marked on TGS

PT notices / business notifications: ☐ Issued ☐ Scheduled (attach copies)

Community/event coordination: ☐ Not required ☐ Completed with [entity]

Contact sign on hoarding/gantry with after-hours phone: ☐ Installed

Monitoring & Escalation

Daily inspections by: [Role/Name] Log location: [e.g., site folder / app]

Surveillance / audits: [frequency, by whom]

Toolbox talks: [frequency / trigger events]

Change management: Any deviations from TGS require approval by [Role/Authority] prior to implementation.

Incident response & emergency access maintained at all times: ☐ Confirmed

Implementation Summary (for crew briefing)

Set-out sequence: [brief steps aligned to TGS-01/02]

Pedestrian route opened and signed both directions: ☐ Verified

Ramps / edges / surfaces checked for compliance: ☐ Verified

Night set-up lighting test (if applicable): ☐ Verified

Handover to surveillance: time/date [] by [name]

Submission Pack Checklist (attach)

☐ TMP (includes PMP section)

☐ TGS drawings to scale (all stages) + device lists

☐ Insurances (PL, WorkCover)

☐ Competency/accreditation evidence (AGTTM-aligned)

☐ Authority pathway confirmed: ☐ Council occupation ☐ VicRoads/DTP MoA ☐ Both

☐ PT/business/school notifications (if applicable)

☐ Photos of existing conditions

DDA / AS 1428.1 Quick Checklist (tick before lodging)

☐ Continuous accessible path (no steps, lips bridged)

☐ Minimum clear width maintained along entire route

☐ Ramps within gradient; landings provided where required

☐ Crossfall controlled; surfaces even and slip-resistant

☐ Tactile indicators and kerb ramps preserved or temporarily provisioned

☐ Wayfinding signs at every decision point, both directions

☐ Night lighting adequate along the route and under hoardings/gantries

Approvals & Permits (record numbers/dates once issued)

Council road/footpath occupation: Ref [], valid [] to []

VicRoads/DTP MoA (if required): Ref [], valid [] to []

Road Occupation Charge (if declared arterial): ☐ N/A ☐ Paid (Ref [])

Drawn Devices & Quantities (edit per TGS)

Device	Qty	Standard/Notes
Cones (750 mm)	[]	AGTTM spacing for speed env.
Water-filled barriers	[]	Linked; end treatments installed
Temporary fencing/gantry	[]	Clearance height [] m; lit
Temporary ramps	[]	Gradient ≤ []:1; landings []

Wayfinding signs	[]	Both directions; at every decision
Arrow board/portable signal	[]	If approved by authority
Lighting (temporary)	[]	Min [] lux at path; test nightly

Prepared by: [Name / Signature / Date]

Reviewed by (PC/Client): [Name / Signature / Date]

Approved by (Authority): [Name / Ref / Date]

This PMP is to be read with the project TMP and the referenced TGS drawings. Implement exactly as shown; any field change must be approved and recorded prior to set-out.