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# 1. Introduction

## 1.1 Background

Bitzios Consulting has been engaged by ADCO to prepare a Construction Traffic and Pedestrian Management Plan (CTPMP) for the multi-deck car park (MDCP) of the Tweed Valley Hospital (TVH) project at 771 Cudgen Road, Cudgen. The MDCP construction forms part of the larger TVH approval and construction. As such, several key aspects of this CTPMP will be related to the larger TVH project and align with the previously approved CTMP prepared for the main works.

The location of the subject site is shown in Figure 1.1.



Adapted from Nearmap

Figure 1.1: Subject Site Location

## 1.2 Purpose

The purpose of this CTPMP document is to ensure the safety of the public and maintain an accessible and efficient road network for all users.

This document has been prepared to assist ADCO and its sub-contractors to implement vehicle and pedestrian management measures when carrying out the multi-deck car park construction of the TVH project.

# 1.3 Statutory Requirements

Conditions of Consent for the Development Application stipulate the requirements for this project. Table 1.1 details requirements relevant to this CTPMP and where they are addressed in this document.



## Table 1.1: Conditions Relevant to This CTPMP

Condition	on	Addressed in Section	
be roa	Construction Traffic and Pedestrian Management Sub-Plan (CTPMSP) must prepared to achieve the objective of ensuring safety and efficiency of the d network and address, but not be limited to, the following:  details that are consistent with the CTPMSP approved for the Stage 1 works pursuant to development consent SSD-9575;	This CTPMP	
(b)	be prepared by a suitably qualified and experienced person(s);	This CTPMP	
(c)	be prepared in consultation with Council and TfNSW;	7.1	
(d)	demonstrate that all construction vehicles can enter and leave the Site in a forward direction;	4.4, Appendix D	
(e)	demonstrate that the swept path of the longest vehicle entering and exiting the Site in association with the construction works, would be in accordance with AUSTROADS;	4.4, Appendix D	
(f)	detail the measures to be implemented to ensure road safety and network efficiency during construction in consideration of potential impacts on general traffic, cyclists and pedestrians, bus services and slow-moving agricultural vehicles using the same road network as the construction vehicles;	5, 6	
(g)	include a procedure for identifying additional impacts and recording the duration of the impacts and measures proposed to mitigate any associated general traffic, public transport, pedestrian and cyclist impacts;	6.2, 8	
(h)	include a procedure to manage the movement of slow-moving agricultural vehicles (tractors etc.) on Tweed Coast Road and Cudgen Road along with the construction traffic (specifically heavy vehicles);	5.7	
(i)	detail heavy vehicle routes (including separate access routes for vehicles entering and leaving the Site), access and parking arrangements and demonstrate that all heavy vehicles routes would be via arterial / regional roads only (such as Tweed Coast Road) prior to entering Cudgen Road, and not via any of the local roads within the Kingscliff urban area;	3, 4.3	
(j)	includes details that specify that the total number of daily two-way movements for heavy vehicles are restricted to 20 vehicles per hour (average) as identified in the <i>Stage 2 Traffic Impact Assessment</i> prepared by Bitzios dated 23/09/2019;	4.2	
(k)	include details to demonstrate that all heavy vehicle access to / from the Site would occur outside of the identified morning peak period (8am – 9am) and afternoon peak period (2:45pm – 4:15pm) except circumstances (such as continual supply of concrete pouring) where evidence is provided to the Planning Secretary and	3.2	
(I)	include a Traffic Control Plan (TCP) to manage road closures and the works within the Cudgen Road and Tweed Coast Road reserve.	Appendix B	



# 2. Existing Conditions

#### 2.1 Road Network

## 2.1.1 Cudgen Road

Cudgen Road is an undivided two-lane rural collector/distributor road connecting Kingscliff to the east with Cudgen and Tweed Coast Road to the west. In the vicinity of the subject site, the posted speed limit is 60km/h. Cudgen Road fronts the subject site on its southern side. Cudgen Road is a local road under the jurisdiction of Tweed Shire Council. Traffic flows on Cudgen Road are primarily related to commuter and school traffic movements.

It is understood some rural properties have approvals (understood to be issued by NSW Police) to operate tractors and machinery on Cudgen Road and Tweed Coast Road. It is also understood that trucks service some non-residential properties via restricted manoeuvring to/from Cudgen Road.

A heritage rock wall is located on Cudgen Road, approximately 375 metres east of the Tweed Coast Road intersection.

#### 2.1.2 Turnock Street

Turnock Street is an undivided two-lane rural arterial road connecting Kingscliff to the east with Cudgen Road to the west. In the vicinity of the subject site, the posted speed limit is 60km/h. Turnock Street fronts the subject site on its eastern side. Turnock Street is a local road under the jurisdiction of Tweed Shire Council.

#### 2.1.3 Tweed Coast Road

Tweed Coast Road is a north-south rural arterial road connecting coastal towns including Pottsville, Hastings Point, Cabarita, Casuarina and Kingscliff. The posted speed limit is generally 80km/h, which is reduced to 60km/h in the vicinity of the Cudgen Road intersection and Pacific Highway. The typical cross-section of Tweed Coast Road is two-lane undivided. Tweed Coast Road is classified as a regional road under the jurisdiction of Tweed Shire Council.

Tweed Coast Road carries predominantly commuter traffic, with a tidal flow pattern (northbound in the morning and southbound in the afternoon). It is understood some rural properties have approvals to operate tractors and machinery on Tweed Coast Road.

## 2.1.4 Pacific Highway

The Pacific Highway is a state road under the jurisdiction of Transport for NSW connecting Sydney and Brisbane. In the vicinity of the subject site, the Pacific Highway is a four-lane divided road with a posted speed limit of 110km/h. Further north (approximately 2km from the Tweed Coast Road interchange), the posted speed is 100km/h and consists of a six-lane cross-section north to South Tweed Heads, then four-lane divided to the Queensland border.

## 2.2 Parking

The road network immediately surrounding the subject site consists predominantly of rural arterial or local access and collector streets. There are no formalised on-street parking facilities in the area.



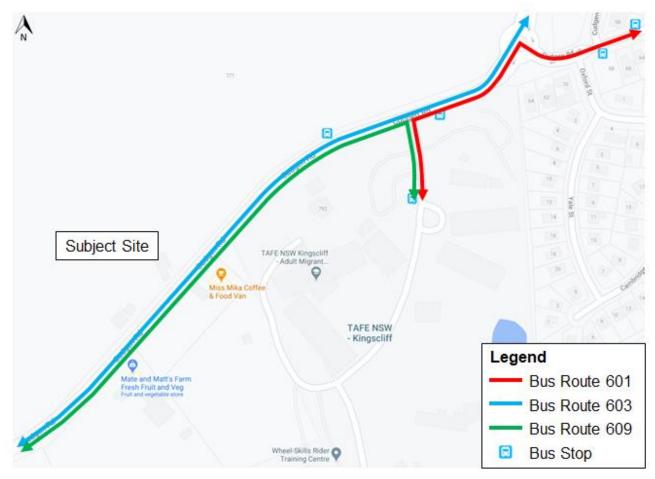
# 2.3 Public Transport

## 2.3.1 **Buses**

Three bus routes operate along Cudgen Road fronting the subject site, with two bus stops (eastbound and westbound) on both sides of the road. Their routes and service frequencies are summarised in Table 2.1. A map of the bus routes and stop locations is shown in Figure 2.1.

Table 2.1: Nearby Bus Routes and Service Frequency

Route No.	Route Description	Direction	Service Frequency
601	Kingscliff to Tweed Heads West via Tweed City, The Tweed Hospital & Coolangatta	Both directions	30 mins (daily)
603	Pottsville to Tweed City via Hastings Point, Cabarita Beach, Kingscliff TAFE & Chinderah	Both directions	60 mins (daily)
609	Murwillumbah to Kingscliff TAFE	Murwillumbah to Kingscliff TAFE	3 services (Monday to Friday)
009		Kingscliff TAFE to Murwillumbah	2 services (Monday to Friday)



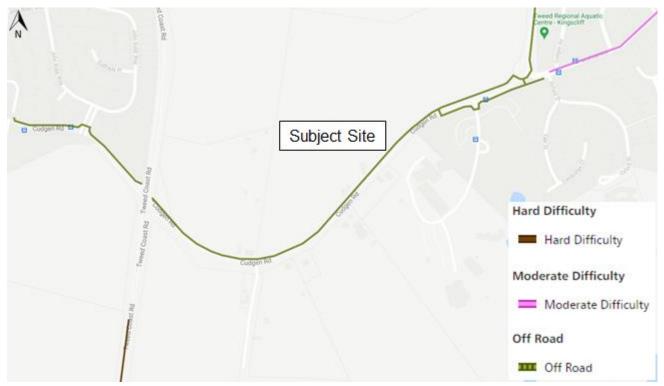
Adapted from Google Maps

Figure 2.1: Nearby Bus Services



## 2.4 Active Transport

An existing off-road shared path is provided along the subject site frontage on Cudgen Road. The shared path connects to residential areas west of Tweed Coast Road and to Kingscliff in the east and provides access to the wider cycling network as shown in Figure 2.2.



Source: https://www.rms.nsw.gov.au/maps/cycleway\_finder

Figure 2.2: Nearby Cycling Routes



# 3. Construction Activities

## 3.1 Description of Construction Activities

This CTPMP covers the MDCP of the TVH project, which includes internal construction works within the site over four stages as summarised in Table 3.1.

Table 3.1: Description and Staging of Stage 2 Main Works

Stage	Description of Construction Works	Indicative Commencement Date*	Indicative Completion
Stage 1	Basement works	Quarter 1 2022	Quarter 3 2022
Stage 2	Structure works	Quarter 2 2022	Quarter 4 2022
Stage 3	Façade and fit out	Quarter 4 2022	Quarter 1 2023

<sup>\*</sup>Some stages will run concurrently

It is noted that a number of road upgrades are proposed external to the subject site along Cudgen Road and at the Tweed Coast Road / Cudgen Road intersection as part of the overall Tweed Valley Hospital Project. These works include upgrade of Cudgen Road, construction of site accesses, construction of new pathways and upgrade of the Cudgen Road / Tweed Coast Road intersection. **All external works are specifically excluded from this CTPMP and the associated TCPs**. These works will be subject to a separate CTPMP and TCPs which will be prepared by the contractor(s) responsible for external works.

#### 3.2 Construction Hours

Construction works, including the delivery of machinery and materials to and from the site, will occur between the approved hours of:

- 7:00am and 6:00pm Monday to Friday
- 8:00am and 1:00pm Saturday.

Where possible, access and activities requiring external heavy vehicle movements should be scheduled to occur outside network peak periods which occur between 8:00am and 9:00am in the morning and 2:45pm and 4:15pm in the afternoon to avoid school start and finish times.

No work shall be carried out on Sundays or public holidays. Activities may be undertaken outside of the approved working hours for construction if required:

- By the police or a public authority for the delivery of vehicles, plant or materials
- In an emergency to avoid the loss of life, damage to property or to prevent environmental harm
- Where the works are inaudible at the nearest sensitive receivers
- Where a variation is approved in advance in writing by the Planning Secretary or his nominee if appropriate justification is provided for the works
- For the delivery, set up and removal of construction cranes, where notice of the crane related works is provided to the Planning Secretary and affected residents at least seven days prior to the works
- Or if permitted under COVID-19 provisions.



Notification of such activities must be given to affected residents before undertaking the activities or as soon as is practical afterwards.

Deliveries of heavy machinery may be required out of the construction hours of operation to conform to the overriding requirements of Transport for NSW.

#### 3.3 Construction Worker Induction

All workers and subcontractors engaged onsite will be required to undergo a site induction. The induction should include permitted access routes to and from the construction site for all vehicles, as well as standard environmental, Work Health and Safety, Driver Code of Conduct and emergency procedures.

## 3.3.1 SafeWork Requirements

To protect the safety of workers and the public, the worksite should be adequately secured (i.e. security fence) to prevent access by unauthorised personnel. Additionally, all works must be conducted in accordance with the relevant SafeWork requirements at all times.

#### 3.3.2 Safe Work Method Statements

A Safe Work Method Statement should be prepared whenever any person is undertaking works on or adjacent to the public domain.

#### 3.3.3 Truck Driver Code of Conduct

All drivers associated with the project are to abide by a Code of Conduct in order to:

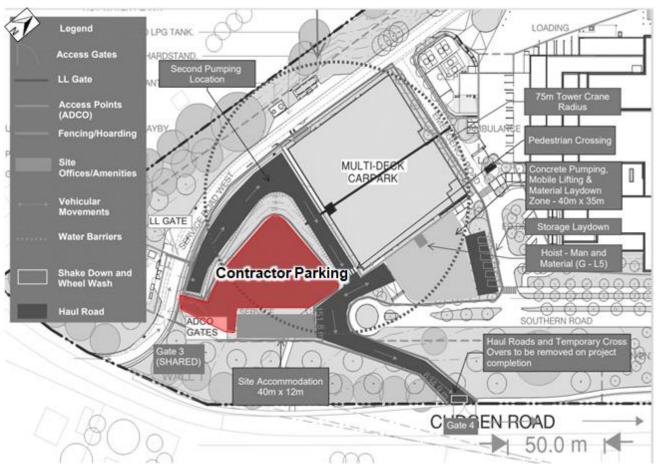
- Minimise impacts of construction on the local road network
- Minimise conflicts with other road users
- Minimise road traffic noise
- Ensure truck drivers use specified routes.

A Driver Code of Conduct has been included in **Appendix A**.



## 3.4 Construction Worker Parking

Throughout the project, all personnel associated with the MDCP shall park within the designated parking area onsite, accessible via the site gates on Cudgen Road and the internal road network. The parking area onsite has provision for approximately 60 car parking spaces. The proposed location of construction worker parking is shown in Figure 3.1.



Source: ADCO

Figure 3.1: Construction Worker Parking Locations

## 3.4.1 Construction Worker Alternate Transport

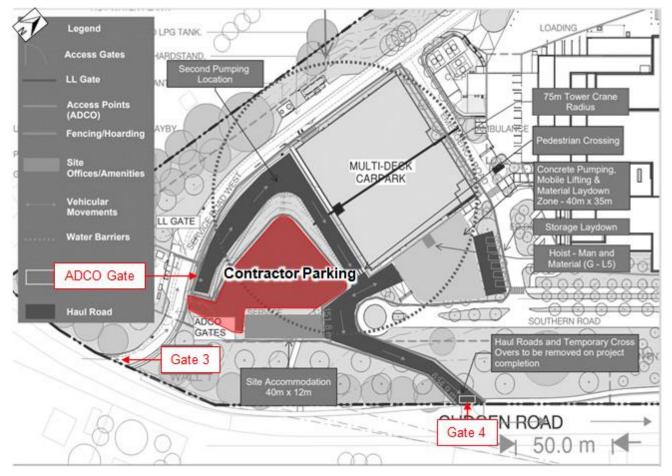
Public and active transport trips generated by construction activities are expected to be low. Regardless, the subject site is reasonably serviced by alternate transport including eastbound and westbound bus stops on Cudgen Road and shared path facilities on Cudgen Road and Turnock Street on the subject site frontage. The existing infrastructure will adequately cater for any additional demand generated by construction activities. Carpooling should be encouraged where possible.

#### 3.5 Construction Site Access

Construction vehicle access during the main works phase of the project will be via five gates on Cudgen Road as shown in Figure 3.2 and detailed below. Gate 3 will be used as the primary access during construction. Construction traffic management for the site accesses therefore has two key elements:

- 1. Construction traffic management for the construction of the site accesses (which does not form part of this CTPMP or associated TCPs will be prepared separately by others)
- 2. Construction traffic management for the use of the constructed accesses as site accesses.





Source: ADCO

Figure 3.2: Proposed Gate Locations

#### 3.5.1 Gate 3 – Auxiliary Left Turn In

Gate 3 uses the existing Auxiliary Left Turn (AUL) treatment associated with the Main Works site access. It will facilitate all construction vehicle ingress in a minor function to avoid damage and be utilised as a permanent access for the multi-storey hospital car park once opened. Gate 3 is shared with the main TVH project, with internal gates separating the different internal works zones.

The entry gate will generally be kept closed at all times, except to allow construction vehicles to enter the site. When this gate is in use, a gateman will be required at the entry gate to the site compound during construction hours to open and close the gate as required and manage the ingress of vehicles. This is consistent with the TVH CTPMP operations.

Appropriate signage will be placed at the entry gate to notify vehicles. Details of the required signage are provided on the Traffic Control Plan (TCP) in **Appendix B**.

A swept path analysis demonstrating ingress of the largest design vehicle in a forward are presented in **Appendix D**.

#### 3.5.2 ADCO Gate – Internal Access Gate In

The ADCO Gate will be in the form of an internal driveway into the MDCP construction site. As the gate is internal to the subject site, there are no special requirements. The ADCO Gate will act as the primary ingress for all heavy vehicles into the MDCP construction area. The gate will be managed by ADCO's site personnel.



Appropriate signage will be placed at the entry gate to notify vehicles. Details of the required signage are provided on the Traffic Control Plan (TCP) in **Appendix B**.

A swept path analysis demonstrating ingress of the largest design vehicle in a forward are presented in **Appendix D**.

#### 3.5.3 Gate 4 – Left Turn Out

Gate 4 will be in the form of a driveway and tie-in to Cudgen Road on the northern side. It is to be constructed with splays to cater for all design vehicle swept paths (refer **Appendix D**). Gate 4 will act as the primary exit point for all vehicles from the subject site. Gate 4 is expected to use the historical site access driveway location as shown in Source: Google Maps

Figure 3.3.



Source: Google Maps

#### Figure 3.3: Existing Farm Access

The access location is shown in Gate 4 will be used specifically for the MDCP construction site as egress (left turn only) and not proposed to connect internally to the TVH main works zone.

This exit gate will generally be kept closed at all times, except to allow construction vehicles exit the site.

In order to achieve an eight (8) second gap acceptance (distance of 89m) for eastbound approaching vehicles, the construction speed zone should be 40km/hr when the gate is in operation. Under this operation and traffic management overlay, traffic controllers would not be required.

Details of the required Traffic Control Plan are provided in **Appendix B**.

However, in circumstances where traffic egressing the site through Gate 4 is required to perform a right turn movement or includes a large / slow manoeuvring vehicle ( i.e. movement of large plant from site ), it is recommended that traffic controllers are used to facilitate these movements as outlined in **Appendix B** 



A swept path analysis demonstrating ingress and egress of the largest design vehicle in a forward gear are presented in **Appendix D**.

## 3.6 Delivery, Loading and Unloading of Plant, Equipment and Materials

During all stages of the works, the loading and unloading and storage of all plant, equipment and/or materials will only occur within the site boundary. In the event that loading, unloading and/or storage of any plant, equipment and/or materials is required outside of the site area, an appropriate application for a Work Zone should be made to the relevant road authority (Tweed Shire Council).

#### 3.7 Dust Minimisation

Gate 4 has a shakedown device installed in accordance with Tweed Shire Council requirements so that trucks do not track dirt onto the public road network. Additionally, all trucks entering or exiting the site are to have their loads sealed and covered. To further control dust onsite, exposed surfaces and stockpiles should be supressed by regular watering.

## 3.8 Road Occupancy Licence

Under Section 138 of the *Roads Act 1993*, Road Occupancy Licenses (ROL) are required where an activity requires an existing road to be used in such a way that affects traffic flow. This type of traffic control is required for proposed road works associated with the early works phase of the project. Further details of the proposed traffic controls are provided in Section 6.

Applications for ROLs should be submitted to the relevant authority (Tweed Shire Council) at least 10 working days prior to the planned commencement of the activity requiring the road occupancy. The activity must not commence until the ROL has been obtained.

An ROL is also required from Transport for NSW for any signage within 100 metres of the Tweed Coast Road/Cudgen Road intersection. The ROL is to be obtained prior to installation of any signage within 100 metres of this intersection.

## 3.9 Road Dilapidation Report

Given that the MDCP is associated with the Main Works approvals, it is understood that Road Dilapidation Reporting and amelioration works would be covered by the Main Works associated with the overall TVH Project.

The cost of repairing any damage caused to Council or other Public Authority assets in the vicinity of the site as a result of the construction works associated with the MDCP shall be met in full by the Lead Contractor for the Main Works prior to the commencement of use of any stage of the development.

## 3.10 Road Safety Audits

Independently Road Safety Audits shall be conducted of the TCPs in accordance with the *Transport* for NSW Guidelines for Road Safety Audit Practices (2011), Austroads Guide to Road Safety Part 6: Road Safety Audit and IPWEA guidelines.



# 4. Construction Traffic

## 4.1 Types of Construction Traffic

A combination of truck and vehicle types will be used during each stage of the main works phase of the project as detailed in Table 4.1. Predominantly, the upper limit of heavy vehicles will be semitrailers (articulated vehicles (AV)).

Table 4.1: Types of Construction Traffic Per Stage

Stage	Vehicles	
1	1 Body Trucks, Aggregate Concrete Trucks, Mobile Pumps, and Semi-trailers	
2	Aggregate Concrete Trucks, Mobile Pumps, Flatbed delivery trucks, and Body Trucks	
3	Flatbed delivery trucks	

## 4.2 Vehicle Frequency

Daily two-way heavy vehicle movements are to be limited to 20 movements per hour (equating to 240 per day) in accordance with Clause B15(j) of the development consent. Peak hours are proposed to be between 7:00am and 1:00pm. During peak times, it is expected that one truck will be required every 5 minutes (e.g. for pumping operations). As such, daily cumulative two-way heavy vehicle movements during the peak period of construction are approximately 10 per hour. This is within the acceptable limits.

## 4.2.1 Impact on the Local Road Network

The Traffic Impact Assessments for Stage 1 – Concept Proposal and Early Works and Stage 2 – Main Works and Operations prepared by Bitzios Consulting investigated the operations of the external road network including surrounding intersections for a range of scenarios. This included assessment of peak hour background traffic and design traffic volumes (design volumes being Hospital traffic plus background traffic). The assessment identified the surrounding road network and intersections generally operate within acceptable performance limits, with the exception of the Tweed Coast Road/Cudgen Road intersection, which experienced high queuing and delays on some approaches during peak hours. Peak hours were typically 8:00am to 9:00am for the morning peak and 3:00pm to 4:00pm for the afternoon/evening peak.

Construction accesses will be managed and manned when required to mitigate traffic impacts and control deliveries and at access locations. Stage 2 construction works are expected to have relatively low impacts to the surrounding road network as traffic generation is generally low (relative to the operational Hospital which was assessed as part of the Traffic Impact Assessment). However, impacts will be moderate to significant for around eight months when parts of Stages 1 to 2 run concurrently. As such, truck movements should be spread throughout the day and staff will generally arrive before the morning peak hour (noting that construction hours start at 7:00am) and will leave after the afternoon/evening peak (noting that construction hours end at 6:00pm). Traffic surveys undertaken as part of the traffic impact assessment for the hospital prepared by Bitzios Consulting identified the network peak periods as generally being between 8:00am-9:00am and 2:45pm-3:45pm. These peaks are expected to be largely due to school and TAFE traffic. Any significant shift changes should be scheduled to occur outside these hours.

Due to the residential nature of some of the surrounding streets, queuing and idling of heavy vehicles on the external road network will not be permitted. This shall be managed by engaging trusted suppliers and the spreading of heavy vehicle movements throughout the day. Vehicles may only wait



inside the worksite. Truck drivers delivering prior to 7:00am will be instructed in advance to park at the BP Truckstop located at 68-89 Ozone Street, Chinderah NSW 2487 (around 4.2km away from site) to avoid parking around residential streets. Once it is 7:00am, truck drivers will use their radios to confirm that it is acceptable to come to the site. It shall be noted that this activity only occurs between 6:30am and 7:00am, and that during site opening hours, all trucks will park within the site upon arrival.

Some minor increase to intersection delays may occur due to additional vehicles on the network associated with construction. Overall, construction traffic impacts are expected to be low and the aforementioned mitigation measures will be implemented to further reduce impacts (such as scheduling of deliveries and staff shifts).

#### 4.3 Construction Vehicle Routes

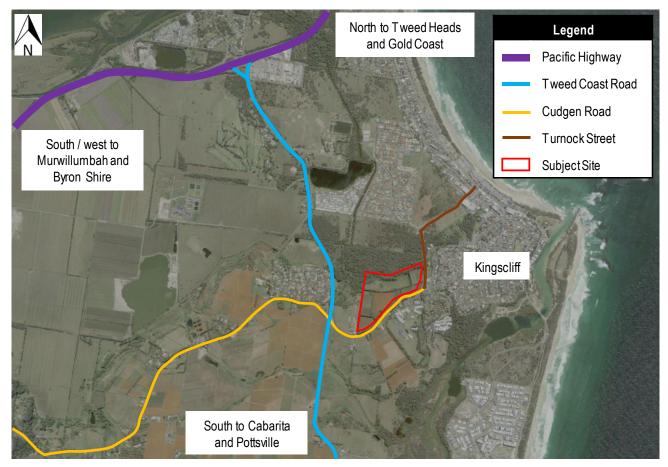
#### 4.3.1 Access Routes

Construction vehicle movements will occur between the site and the Pacific Highway (and then to and from the wider road network). The construction access routes are as follows:

- Construction traffic travelling on the Pacific Highway will access the site via the following route:
  - Exit the Pacific Highway at the Tweed Coast Road Interchange
  - Proceed along Tweed Coast Road before turning left onto Cudgen Road
  - Access the site via one of the site access locations on Cudgen Road which permit ingress movements. All ingress movements are to be in a forward gear. AVs will need to ingress via Gates 3
- Construction traffic travelling from the site to the Pacific Highway will travel via following route:
  - Egress the site from one of the site access locations which permit egress movements. All egress movements are to be in a forward gear. Right turns from Gate 4 onto Cudgen Road will be banned and construction vehicles will need to turn left and U-turn at the Cudgen Street / Turnock Street roundabout
  - Proceed along Cudgen Road before turning right onto Tweed Coast Road
  - Proceed to the Pacific Highway at the Tweed Coast Road Interchange.
- Construction traffic moving waste material from the site will also follow the above routes between the site and the Pacific Highway. Vehicles will then utilise Tweed Valley Way (via the Tweed Valley Way interchange, Leddays Creek Road and Bartletts Road in order to access the Stotts Creek Resource Recovery Centre, which is located at Leddays Creek Road, Stotts Creek NSW 2487.

The surrounding road network is shown in Figure 4.1.





Adapted from SIX Maps

Figure 4.1: Surrounding Road Network

#### 4.3.2 Review of the Route

Starting from the Tweed Coast Road/Chinderah Road interchange on the Pacific Highway, the route:

- Is approximately 3.5-4km long
- Takes approximately four minutes to drive at the posted speed limit.

#### 4.4 Vehicle Movement Plans

Vehicle movement plans (swept paths) have been prepared in accordance with Austroads for the following:

- Gate 3 ingress of the largest design vehicle (19m AV)
- Gate 4 egress of the largest design vehicles (19m AV)
- Cudgen Street / Turnock Street roundabout U-turn from the Cudgen Road southern leg (19m AV).

The swept path analysis demonstrates that all construction vehicles can enter and exit the site in forward direction, however, each access can only accommodate a certain vehicle as specified above. The swept paths are provided in **Appendix D**.



# 5. TRAFFIC IMPACTS

#### 5.1 General Traffic

The project team will maximise the safety for road users and workers by isolating the active work areas from live traffic. This will be achieved by providing sufficient clearance between the work areas and adjacent travel lanes and using temporary safety barriers where required.

## 5.2 On-street Parking

There are no parking areas on Cudgen Road in proximity to the subject site. Therefore, construction works will not impact on any on-street or off-street parking spaces.

## 5.3 Pedestrians and Cyclists

Pedestrian management will be in place at the site entry/exit points. Particularly, the shared path that crosses Gate 4 will need to be managed as it is used by students going to and from the nearby schools in peak periods. It is recommended that during peak school times, traffic controllers are used to facilitate heavy vehicles crossing shared path to mitigate any conflicts.

During the external works phase of the project, pedestrian and cyclist access to the surrounding road network will be maintained. This is subject to a separate CTPMP and TCPs undertaken as part of the external works package.

#### 5.4 Bus Zones and Bus Services

The existing bus stops on Cudgen Road are proposed to be relocated as part of the external works phase of the project and as such will impact existing bus services. This is subject to a separate CTPMP and TCPs undertaken as part of the external works package.

## 5.5 Adjacent Properties

Vehicular access to adjacent properties will be maintained at all times as per the existing conditions.

# 5.6 Emergency Services

The proposed construction activities are not expected to impact emergency services.

## 5.7 Agricultural Vehicles

The proposed construction activities are not expected to impact agricultural vehicles (tractors etc.). Vehicular access to adjacent properties will be maintained at all times as per the existing conditions (including to agricultural properties). All existing traffic lanes and widths are being maintained as part of works being undertaken as part of the CTPMP. Further, the volume of agricultural vehicles is expected to be low, given there is no agricultural land east of the subject site. No agricultural vehicle movements were observed during the site inspection.



# 6. Construction Traffic Management

#### 6.1 Traffic Control Plans

Prior to implementation, construction traffic management measures will require the preparation of approved TCPs. TCPs indicate the road worksite arrangements to ensure the safety of all road users as well as workers at the site.

Works that have been identified as requiring a TCP are Gates 3 and 4.

Preliminary TCPs have been developed in accordance with AS1742.3 and the *Transport for NSW Traffic control at work sites Technical Manual (July 2018)*. These have been designed by a qualified person holding the current Transport for NSW 'Prepare Work Zone Traffic Management Plans' accreditation. The TCPs are provided in **Appendix B**.

It should be noted that any road occupancy will require approval from Tweed Shire Council with local residents/neighbours also being consulted prior to activities commencing.

## 6.2 Traffic Controllers

The services of a qualified Traffic Control subcontractor must be used to provide traffic control services for the construction phase of the project if need be. Traffic controllers will be trained, hold a current SafeWork NSW Traffic Control Work Training Card and comply with the requirements of the *Transport for NSW Traffic control at work sites Technical Manual (July 2018)*.



# 7. STAKEHOLDER CONSULTATION

## 7.1 Tweed Shire Council and Transport for NSW

Consultation was previously undertaken with Tweed Shire Council and Transport for NSW as part of the CTPMP for TVH Main Works of which included the MDCP. The extent of works and impacts to the external network are generally consistent.. A summary of consultation, key comments and outcomes is provided in Table 7.1.

**Table 7.1: Stakeholder Engagement Register** 

Date (Authority)	Council Comment	Response		
23/09/2020 (Tweed Valley Council)	Some concerns in relation to the use of B Doubles for this site. At first, I thought the reference to B Doubles were actually to Truck and Dogs. However they provide a swept path for access to Gate 2 using a 26m B Double.	Predominantly, the upper limit of heavy vehicles will be AVs, however, in the event that a B-double is required, the site has capacity to facilitate these movements and all exit movements will be assisted by traffic control/gatemen and liaison with Tweed Shire Council will occur. A specific, supplementary TCP has been designed for Gate 2 for occasions where B-double access is required.		
	Turning right from the site at Gate 2 is noted as banned. Therefore 26m B Doubles would be required to turn left towards Kingscliff and use the roundabout at Turnock Street for their return journey. The report notes the roundabout is not wide enough to accommodate 26m B Doubles.	Generally, as a safety measure, right turns from Gate 2 onto Cudgen Road will be banned. However, B-doubles will still need to turn right directly onto Cudgen Road as the Cudgen Street/ Turnock Street roundabout does not cater for B-double movements/turnaround. A specific, supplementary TCP has been designed for Gate 2 for occasions where B-double access is required. Liaison with Council will be undertaken prior to this occurring. It is noted the frequency of B-double movements is expected to be very low.		
	All Traffic Control Plans included in this report make no reference to the use of Traffic Controllers. Notes above refer to the use of Accredited Traffic Controllers. Additional TCP's will be required for the use of Traffic Controllers.	The majority of TCPs do not require traffic controllers.  A supplement to the Gate 2 TCP has been prepared to include traffic controllers and associated signage (refer TCP Sheet 3). This is provided in <b>Appendix B</b> .		

## 7.2 Community

Routine information associated with the Main Works is to be provided to nearby residents and other non-residential landowners adjacent to the site (i.e. on Cudgen Road between Tweed Coast Road and Turnock Street and on Turnock Street between Cudgen Road and Elrond Drive). This information should include:

- Proposed works on Cudgen Road and Turnock Street
- Impacts to amenity as a result of proposed works (i.e. traffic conditions, pedestrian diversions etc.)
- Information on the timing of the proposed works.

This information is to be provided via a flyer delivered to local letterboxes.



# 8. Monitoring and Evaluation

## 8.1 Ongoing Inspections

Formal and documented short-term and long-term inspections shall be undertaken at worksites by persons holding the Prepare Work Zone Traffic Management Plan qualification.

## 8.2 Reporting

It is also important for any near miss incidents to be recorded and documented then reviewed as part of any inspection.

In the case of incidents, either witnessed or reported, involving the public or from which legal proceedings might arise, the actual type, size and location of signs, and devices in use at the time of the incident should be recorded and the sign arrangement photographed for subsequent reporting. The actual travelled path width and condition and weather conditions should also be recorded, as well as personal injury, extent of vehicle damage and vehicle details, such as registration.

## 8.3 Responsibilities

## 8.3.1 Works Supervisor

For all long-term worksites, the works supervisor who is appropriately qualified shall:

- Inspect the traffic control layout on the day before the work begins and at least once per week during the duration of the work
- Inspect the traffic control layout between shifts at least once during the first week and at least once every two months for the duration of work
- Review the reported near miss incidents
- Provide after-hours contact to local police for the duration of the work
- Inspect the site on the final day to ensure that unnecessary signs and devices are removed
- Record results of these inspections noting date, time, deficiencies and any corrective action taken or specified
- Ensure that any specified corrective action is taken.

#### 8.3.2 Team Leader

For all works, the team leader (or site supervisor) shall:

- Keep a record of the TCPs that were used
- Have a copy of the TCPs used onsite
- Record start and finish times and location of the works.
- Record near misses
- Carry out inspections before work starts, during the works and pre-closedown of the site using the nominated checklist, noting:
  - Date and time of inspection
  - Deficiencies identified and corrective action taken
  - Changes or modifications made to the site.
- Periodically check that all signs and devices are satisfactory and in their correct position
- Make these records available to authorised staff.



## 8.3.3 Project Manager

The project manager shall:

- Record near misses
- Carry out inspections before work starts, during the works and pre-closedown of the site using the nominated checklist, noting:
- Liaise with school management on a daily basis (minimum) regarding any changes to scheduled works, traffic control and construction vehicle movements
- Ensure that a traffic control safety inspection is carried out at least once per month by a person qualified in 'Prepare Work Zone Traffic Management Plans' and that the date, time and deficiencies are recorded
- Ensure that a traffic control safety inspection or Road Safety Audit is carried out prior to the implementation of any changes in traffic control or a TCP
- Ensure that a traffic control safety inspection or Road Safety Audit is carried out prior to the implementation of any lateral shift tapers to ensure that geometric requirements and delineation methods are in accordance with the approved TCP
- Ensure that near miss incidents are being reported and recorded then reviewed
- Ensure that any corrective action specified is taken and recorded.

This information may be critical, should legal proceedings follow an incident.

The Department of Planning, Industry and Environment must be notified in writing to <a href="mailto:compliance@planning.nsw.gov.au">compliance@planning.nsw.gov.au</a> immediately after the applicant becomes aware of an incident. The notification must identify the development (including the development application number and the name of the development if it has one) and set out the location and nature of the incident. **Appendix E** contains the Written Incident Notification and Reporting Requirements (Appendix 2 of the development consent).

#### 8.3.4 Drivers

Drivers are to:

- Obey road rules at all times
- Follow the haulage routes defined in this CTPMP or the site-specific CTPMP
- Notify the site contact/escort of arrival
- Follow instructions from traffic controllers to access the site or perform manoeuvres specified in a TCP
- Follow instructions from the site contact/escort, including directions to nominated laydown or holding areas
- After arriving at the nominated laydown area, exit the vehicle and remain in a predefined safe area while loading or unloading of plant, equipment and/or materials is undertaken
- Once unloading of the plant, equipment and/or materials has been completed, return to the vehicle
  and exit the site, following instructions from the site contact/escort and traffic controllers. The
  driver is then to follow the designated haulage routes
- Read, understand and follow this CTPMP, site-specific TCPs and any other relevant project documentation regarding road safety and traffic management
- Abide by the Driver Code of Conduct.





# **Appendix A:** Driver Code of Conduct

# TRUCK DRIVER CODE OF CONDUCT

TWEED VALLEY HOSPITAL - MULTI DECK CAR PARK

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## 1. GENERAL RESPONSIBILITIES

As a professional driver working in the transport industry, I agree to and adopt this code of conduct. I accept that as a professional driver I have responsibilities under both chain of responsibility and OH&S Legislation to maintain my fitness for duty and not accept unsafe practices or breaches of the law. I share the road with other road users and aim to improve community safety.

- 1. I recognise and accept my obligations as a professional driver by:
  - setting a good example to others
  - supporting safety within the workplace
  - actively supporting this code and promoting it to other drivers
  - encouraging safety on the road.
- 2. I undertake to comply with all road laws, and be considerate of others by:
  - being professional at all times
  - being considerate of other road users
  - being fit for duty alert, healthy and prepared for the driving task
  - observing speed limits & seat belt laws
  - observing fatigue regulations
  - observing drug & alcohol laws
  - leaving a safe distance between other vehicles
  - travelling in left lanes unless overtaking
  - avoiding the use of noisy engine brakes at inappropriate times
  - not being under the influence of drugs or alcohol
  - not tailgating other vehicles.
- 3. I agree to and adopt all the company's working policies and regulations.
- 4. I agree to obey all other related laws.
- 5. I support the introduction in companies of "Safe Systems" of work that include practices & procedures to reduce the risk of injuries or death.
- 6. I take pride in my vehicle and conduct regular checks to ensure my truck and the load is in a safe condition.
- 7. I understand that driver distraction is a risk and will reduce this risk through:
  - avoiding the use of mobile phones, two-way radios or other forms of communication whilst the vehicle is moving
  - fully preparing for any journey to avoid being distracted when driving.
- 8. I actively support this code of conduct for the purpose of promoting compliance with laws and promoting safe behaviour, within the workplace and on the road.
- 9. I undertake to actively participate through my OH&S representatives/delegates to commit to industry codes of conduct, codes of practice and safety guidelines.

## 2. LEGAL DRIVING HOURS AND REST PERIOD

Definition of "rest time" – The rest time is any continuous period of at least 15 minutes that is not driving time or work time. Breaks of less than 15 minutes are classed as work time.

Definition of "work time" - The work time of a driver includes driving time, and other time spent by the driver doing the following tasks:

- a. loading or unloading
- b. inspecting, servicing or repairing
- c. cleaning or refuelling
- d. performing marketing tasks
- e. helping with or supervising an activity mentioned in paragraphs a to c
- f. recording information, or completing a document in accordance with the regulations, or in relation to the operation of a truck.

The maximum a driver can drive without a break is five hours and 15 minutes and a driver must have a minimum of 15 minutes rest in every 5.5 hours.

A driver can take a rest period in the driver's seat with the engine turned off, in an approved sleeper berth, or away from the vehicle. However, rest periods of 7 continuous hours must be taken away from the vehicle.

A driver cannot work more than 12 hours in any 24 hour period. A rest period of 7 continuous hours must be taken during this 24 hour period. This applies for any 24 hour period, e.g. 6:00am to 6:00am or 5:30pm to 5:30pm.

The maximum number of hours a regulated truck driver can work in any 168 hour (7 day) period is 72 hours.

Table 2.1 summarises the standard allowable truck driver working hours. Standard hours apply to all drivers who do not have accreditation for fatigue management.

Table 2.1: Standard hours – work and rest hours requirement

In any period of	A driver must not work for more than a maximum of	And must have the rest of that period off work with at least a minimum rest break of
5 ½ hours	5 1/4 hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive days

<sup>\*</sup> Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle.

<sup>#</sup> Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.

## 3. SAFETY

#### 3.1 GENERAL

The driver must adhere to the following rules:

- comply with the instructions given for health and safety
- comply with all Australian Road Rules
- comply with all requirements of the National Heavy Vehicle Regulator (NHVR)
- comply with Lendlease's Code of Conduct
- comply with all safety instructions, including safe working practices and procedures set in place and use any equipment that is issued for personal protection and ensure that it is maintained in proper order
- never wilfully, recklessly or intentionally interfere with, remove, misuse or damage anything that is
  provided in the interests of safety, health or welfare nor wilfully place at risk the safety and health of any
  other person at their workplace
- work with due care and consideration to safeguard your own safety and health and the safety and health of others
- smoking is forbidden in all vehicles, mobile plant, buildings and enclosed structures
- protect the environment.

## 3.2 USE OF MOBILE PHONES

The driver must adhere to the following relating to use of mobile phones:

- it is strictly forbidden to drive a vehicle while using (includes talking, sending or receiving text messages,
  playing games or taking photos) when using a hand-held phone. It is also forbidden to perform these
  activities when the vehicle is stopped but not parked, for example when you are waiting at traffic lights
- a hands-free device can reduce the physical effort to make and receive calls but doesn't necessarily make it safe to use a phone while driving. It is forbidden to use a hands-free phone while driving if it causes you to lose proper control of your vehicle. The penalty includes significant fines and loss of demerit points
- if using a hands-free phone while driving is required:
  - make sure it is a hands-free phone that is set up and working before you start driving
  - keep the conversation short. Don't engage in complex or emotional conversations
  - tell the person on the other end that you are driving and may have to end the call
  - never text message (SMS) while driving
  - end the call if it is distracting you from driving.

## 3.3 SITE SAFETY

The driver must follow the following rules relating to site safety:

- site speed limit
- maintain a clean and orderly site
- comply with safety directions
- assess hazards in a task before commencing
- immediately report all potential hazards seen on site

- immediately report all injuries
- immediately report any environmental damage oil spills, noise, soil contamination etc.
- drivers are not allowed to enter confined spaces. Entry to confined spaces is subject to a permit, which
  is issued to appropriately trained authorised persons only.

## 4. WORK ETHICS

#### 4.1 ALCOHOL AND DRUGS

It is Lendlease's policy to maintain a drug and alcohol-free work environment. The use, sale, transfer or possession of illegal drugs or other illegal substances, is strictly prohibited at the work site. This also includes illegal or improper use of controlled substances.

Reporting to work under the influence of any such substance is also strictly prohibited. Doing so will result in the application of the relevant disciplinary procedures.

In addition, compliance with any laws, policies or regulations regarding the use or possession of alcohol, illegal drugs, or controlled substances by persons who operate motor vehicles is mandatory.

The following Blood Alcohol Content (BAC) levels apply for entry to the Tweed Valley Hospital site:

- BAC level of 0.0% applies to heavy vehicle drivers
- the consumption of alcohol and other drugs, except prescribed and over the counter medicines during work hours is prohibited
- bringing alcohol and other drugs on site is prohibited
- if planning to consume alcohol locally after work ensure your vehicle is parked outside the Tweed Valley Hospital project site.

#### 4.2 STANDARDS OF BEHAVIOUR

The following behaviour is unacceptable in the workplace:

- instigating a fight and/or workplace bullying
- assaulting or threatening other employees or persons
- theft
- harassment and discrimination of any kind
- initiation or participation in unauthorised activities that may cause personal injury, property damage or physical stress or anxiety to other employees or members of the public
- abuse, damage or destruction of property
- interfering with or removing without permission, the property of the company or any other person
- failing to adhere to safe operating procedures
- horseplay, practical jokes and skylarking
- the taking of unauthorised photographs and removal of company assets is strictly forbidden.

Employees under the influence of alcohol and/or drugs will not be permitted on any worksite. Employees affected by alcohol and/or drugs must not drive vehicles or operate any plant, equipment or machinery.

## 5. PRE-DEPARTURE CHECK

A pre-departure check is a procedure to be completed daily. Each driver is to carry out a visual inspection of the items listed. This is to be done by the driver prior to the commencement of each shift/or when changing into another vehicle mid-shift.

A pre-trip check involves the inspection of critical equipment. Each driver has to visually inspect as a minimum the items listed below:

- Wheels and Tyres:
  - tyres are adequately inflated
  - tyre tread, depth and integrity
  - wheels are secure.
- Lights and reflectors:
  - all lights, including clearance lights, are working
  - reversing alarm (where applicable)
  - all reflectors and lenses are intact and clean.
- Windscreens, mirrors and wipers:
  - windows, mirrors for security, damage and grime
  - wipers and windscreen washers ensuring clear forward vision.
- Structure, Bodywork and Fluid Systems:
  - all panels and readily visible structural members are secure; and
  - leaks of any fluid (oil, water, refrigerant/coolant, hydraulic fluid, brake fluid or other).
- Brakes:
  - brake failure indicators
  - pressure/vacuum gauges; and
  - drain air tanks daily.
- all roadworthiness faults found during the daily vehicle inspection shall be documented in the driver maintenance report book and reported immediately to the appropriate personnel to ascertain the urgency of the fault, in accordance with procedures.
- responsibility for communicating faults:
  - any major faults are to be reported by the driver directly to their manager or their delegate as well as being recorded/ reported in the vehicle logbook.

## 6. HOURS OF OPERATION

Drivers are likely to be driving across different periods of the day and are to be aware of the requirement to drive to the prevailing conditions.

As a driver you need to be aware that your driving behaviour and level of attention will need to vary across different times of the day, for instance:

#### **Day-Time Periods**

- you will need to pay additional attention to congestion and possible queuing
- you will need to be patient and drive according to the road conditions at the time
- you will need to reduce the number of times you change lanes to minimise the potential of a crash
- you will need to be more cognisant of cyclists and pedestrians along the roadside and crossing the road.

#### **Night-Time Periods**

- you will need to pay additional attention to adhering to speed limits
- you will need to take greater caution of other speeding or non-complying motorists
- you will need to take greater caution of animals possibly crossing the road or feeding on the road's edge
- you will need to be mindful of coming across early morning or late evening pedestrians/cyclists that may
  or may not be under the effects of alcohol.

# 7. TRUCK ROUTES

## 7.1 TRUCK ROUTES

You are to remain on designated truck routes. The primary designated truck routes are as follows:

## **Pacific Highway to Site**

The designated route is via:

- Pacific Motorway
- Tweed Coast Road (accessed via the Tweed Coast Road interchange)
- Cudgen Road.

## Site to Pacific Highway

The designated route is via:

- Cudgen Road
- Tweed Coast Road
- Pacific Motorway (accessed via the Tweed Coast Road interchange).

Any required deviations to the designated truck route are to be authorised by the Construction Manager.

## 8. INFORMATION SOURCES

- Driving Hours and Rest Periods
   <a href="https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours">https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours</a>
- NSW Government, RMS, Heavy Vehicle Driver Handbook
   <a href="http://www.rms.nsw.gov.au/documents/roads/licence/heavy-vehicle-driver-handbook.pdf">http://www.rms.nsw.gov.au/documents/roads/licence/heavy-vehicle-driver-handbook.pdf</a>
- Truck Drivers Manual
   <a href="http://www.infrastructure.gov.au/roads/safety/publications/1990/pdf/Edu">http://www.infrastructure.gov.au/roads/safety/publications/1990/pdf/Edu</a> book Truck.pdf



# **Appendix B: Traffic Control Plans**



#### Notes:

- 1. All lanes and road layouts must be verified onsite prior to the implementation of this Traffic Control Plan (TCP).
- Size B signs are to be used.
- Signs and devices to be positioned where they will not be obscured by trees, parked vehicles or other objects and will not obscure other signs
- 4. Signs and devices must not be placed on footpaths to avoid blocking pedestrians, mobility scooters, bicycles, prams and wheelchairs..
- Extra signs to be placed if required.
- Traffic controllers must be TfNSW/SafeWork NSW-accredited.
- Traffic controllers must be in contact with the worksite at all times.
- 9. The Traffic Manager should:
  - Make the decision on the use of this TCP during the works
  - Install/remove traffic control signs and devices as required
  - Periodically review local traffic conditions and the
  - Ensure traffic control signs are in good condition
  - Ensure sight distances are maintained for pedestrians at all times.





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	REVISIONS		
Issue	Revisions/Descriptions	Drawn	Date
001	INITIAL TCP	A.S	30.11.2021

PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN CARD NO. TCT0003183

DECK CAR PARK CONSTRUCTION TRAFFIC
AND PEDESTRIAN PLAN

TRAFFIC CONTROL PLAN GATE 3 CUDGEN ROAD AUXILIARY LEFT TURN OPERATION

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Project Number	Sheet Number	Issue

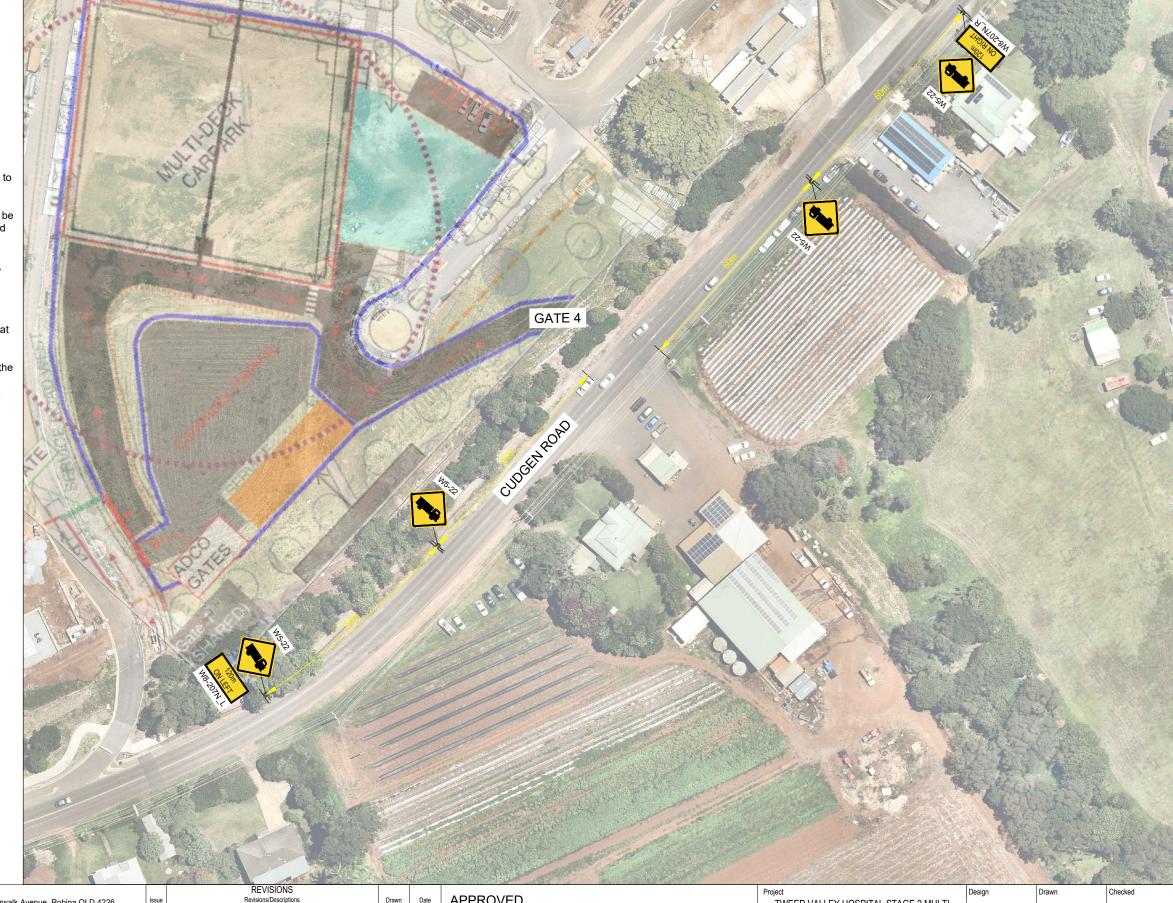
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#### Notes:

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Issue	Revisions/Descriptions	Drawn	Date
001	INITIAL TCP	A.S	30.11.2021
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**APPROVED** 

PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN CARD NO. TCT0003183

	110,000
	TWEED VALLEY HOSPITAL STAGE 2 MULT
	DECK CAR PARK CONSTRUCTION TRAFFI
0	AND PEDESTRIAN PLAN

TRAFFIC CONTROL PLAN GATE 4 CUDGEN ROAD LEFT TURN OUT OPERATION

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Project Number	Sheet Number	Issue

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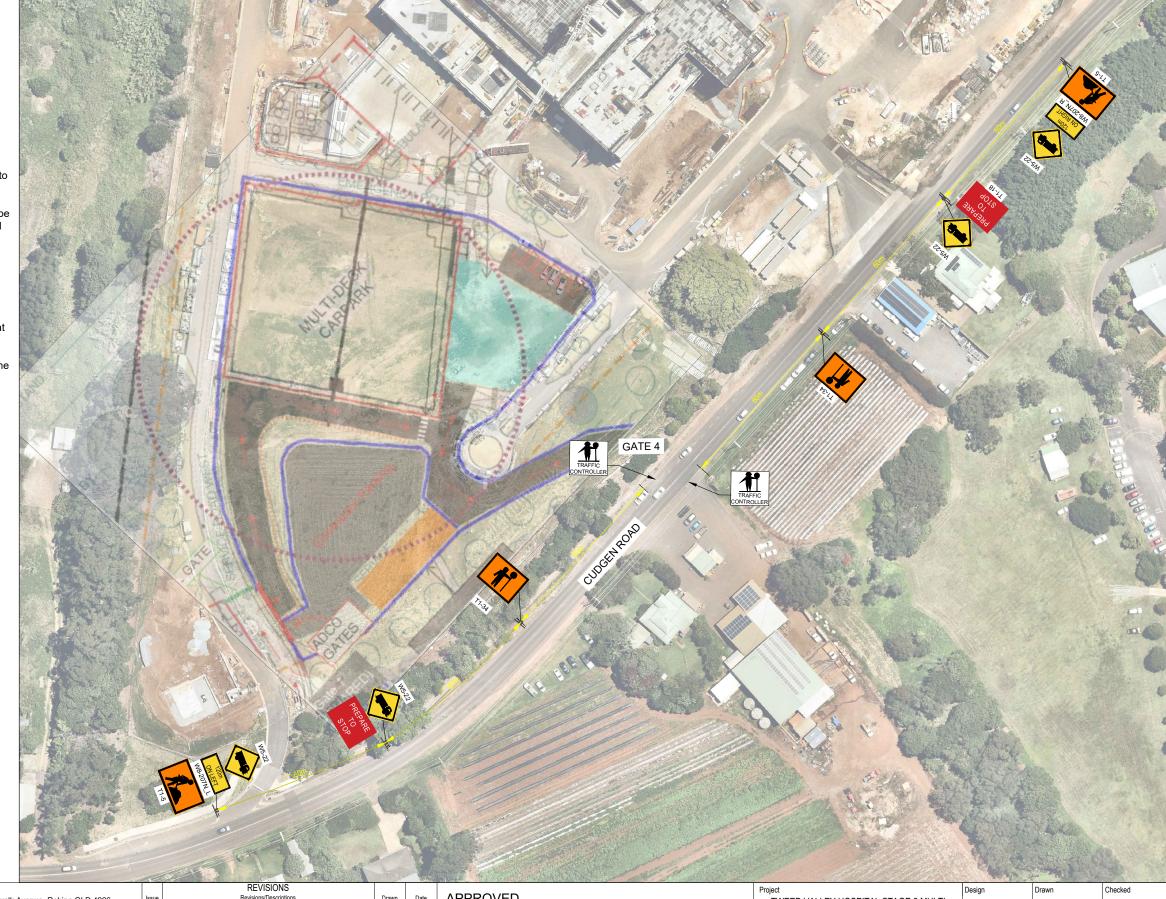
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#### Notes:

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  - Ensure traffic control signs are in good conditionEnsure sight distances are maintained for pedestrians at all times.





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	REVISIONS		
Issue	Revisions/Descriptions	Drawn	Date
001	INITIAL TCP	A.S	30.11.2021

**APPROVED** 

PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN CARD NO. TCT0003183

	TWEED VALLEY HOSPITAL STAGE 2 MULT
	DECK CAR PARK CONSTRUCTION TRAFFI
0	AND PEDESTRIAN PLAN

TRAFFIC CONTROL PLAN GATE 4 CUDGEN ROAD RIGHT TURN OUT OPERATION

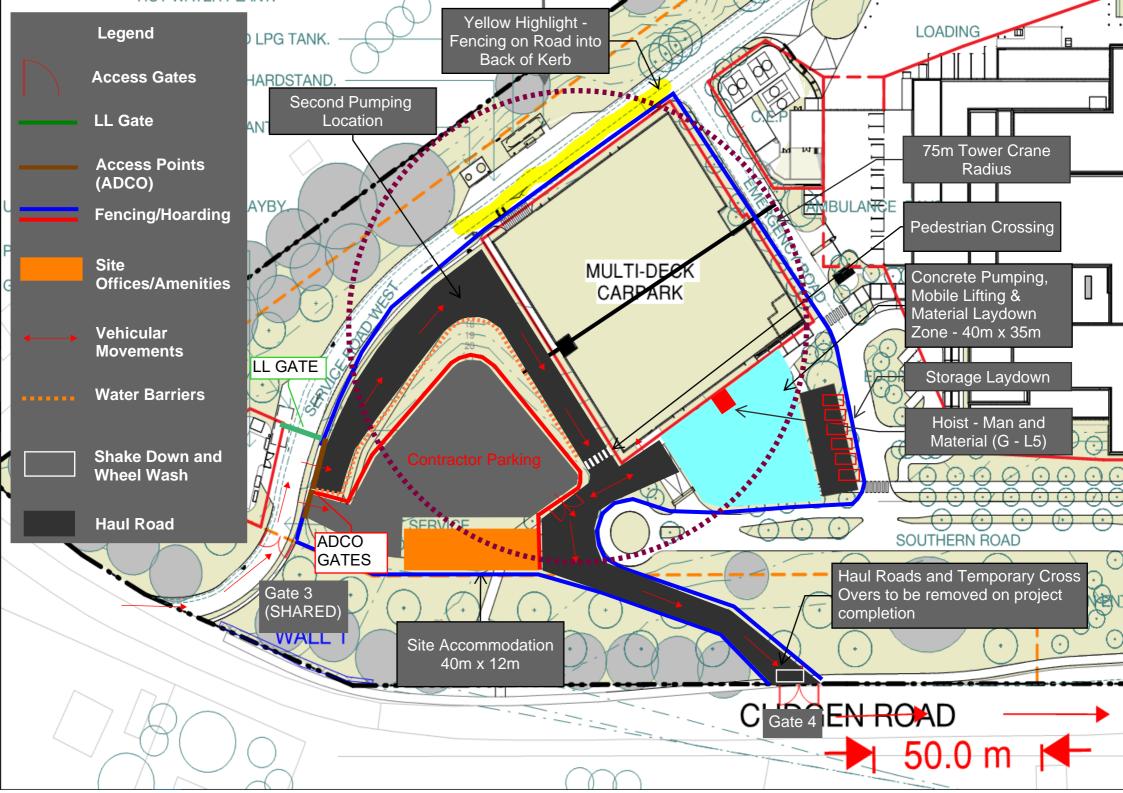
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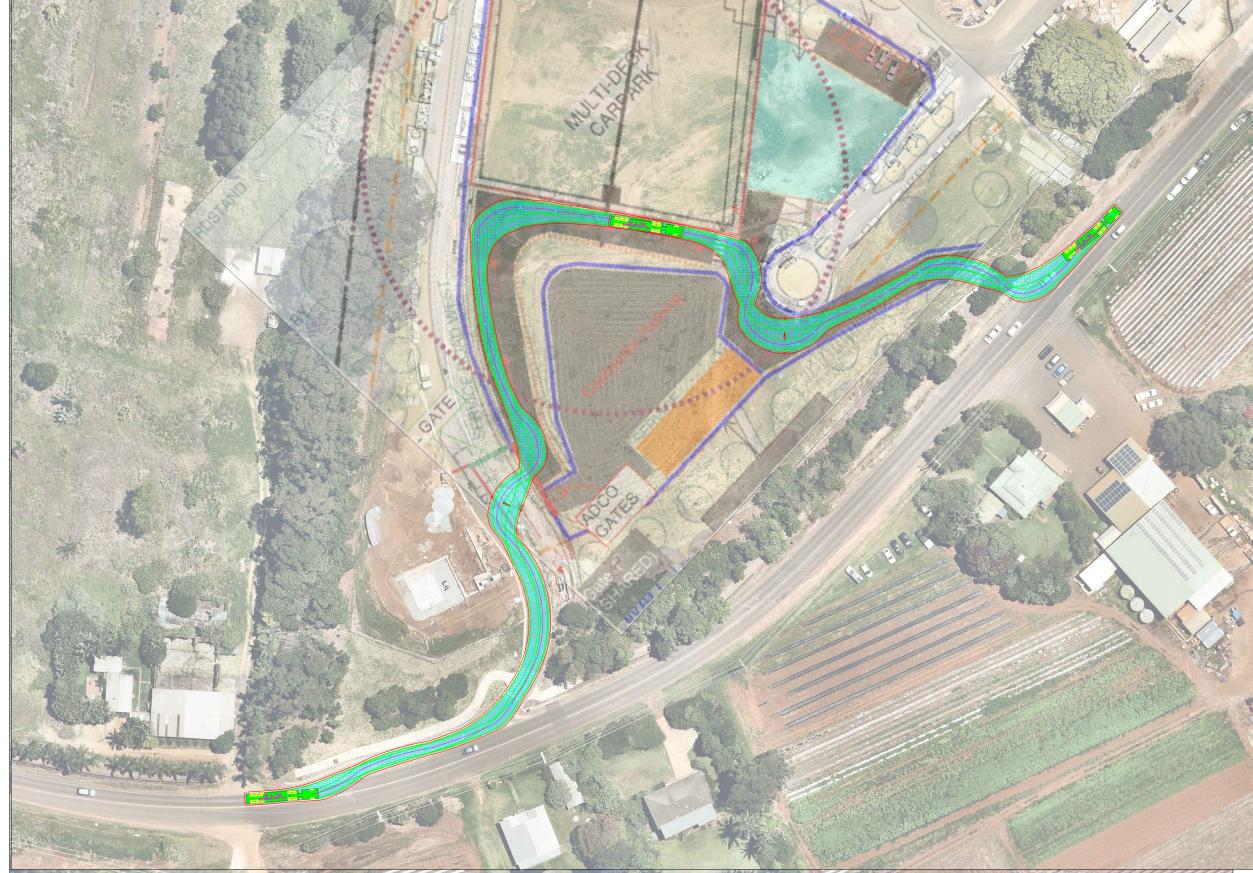
## **Appendix C:** Construction Access Plans

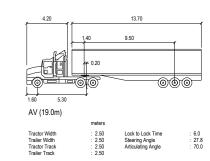




## **Appendix D:** Swept Path Analysis







## **DESIGN VEHICLE**



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A.S A.S ADCO TVH Multi Deck Car Park TCPMP CONCEPT ONLY 19m AV - Site Circulation

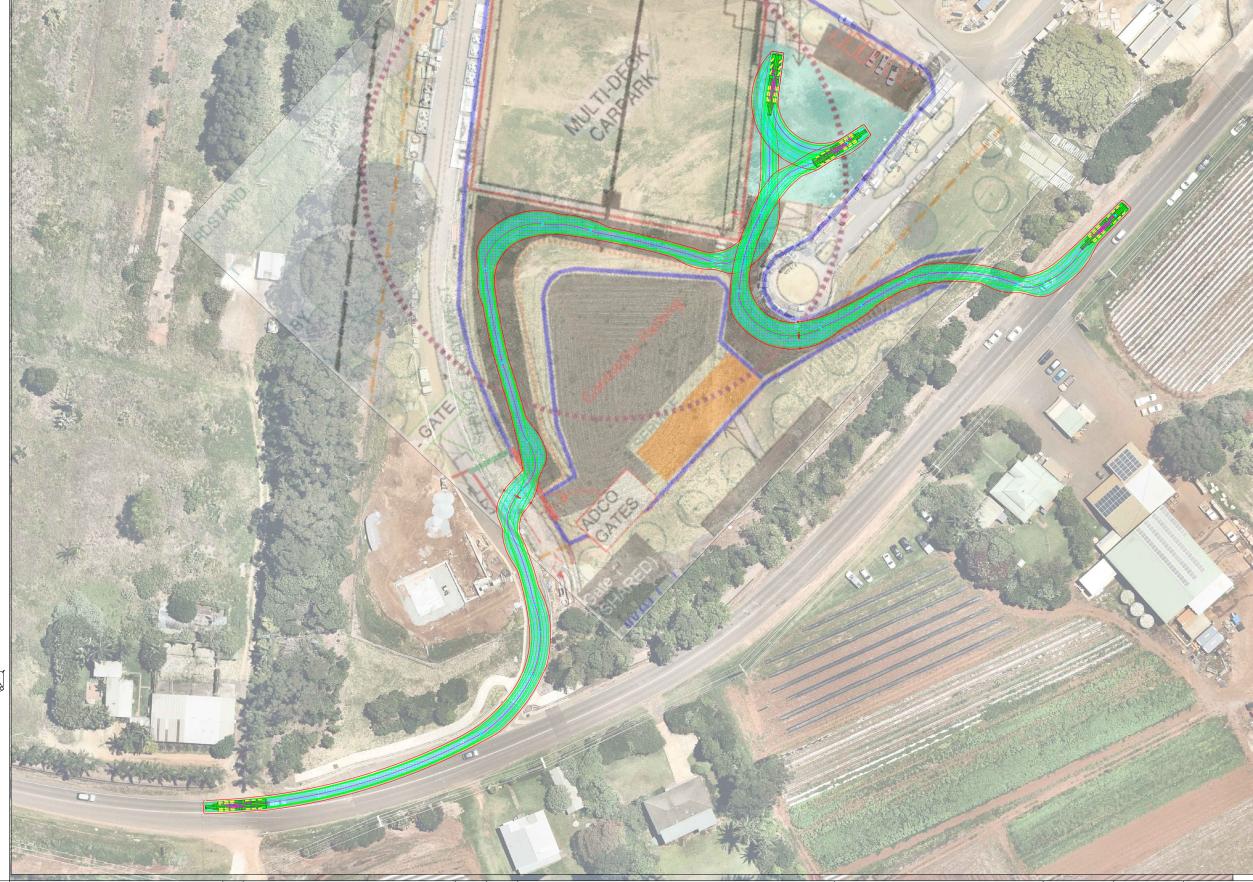
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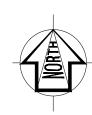


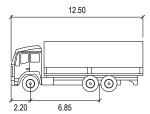


## **DESIGN VEHICLE**

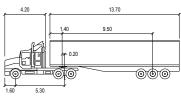


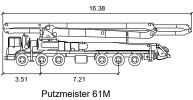
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	Sydney					Name		Signature		No.		Date	61m Pump Truck - Site Circulation	Project Number	Sheet Number	Issue
	Studio 203, 3 Gladstone Street, Newtown NSW 2042 P: (02) 9557 6202													P5475	2	001





HRV Width Track Lock to Lock Time Steering Angle : 2.50 : 2.50 : 6.0 : 36.6





Width Track Lock to Lock Time Steering Angle

## **DESIGN VEHICLE**



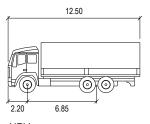
Gold Coast
Suite 26, 58 Riverwalk Avenue, Robina QLD 4226
P: (07) 5562-5377
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P: (07) 5562-5377
W: www.bitziosconsulting.com.au
Brisbane
Level 2, 428 Upper Edward Street, Spring Hill 4000
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E: admin@bitziosconsulting.com.au
Sydney
Studio 203, 3 Gladstone Street, Newtown NSW 2042
P: (02) 9557 6202

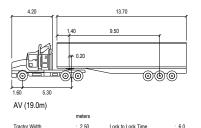
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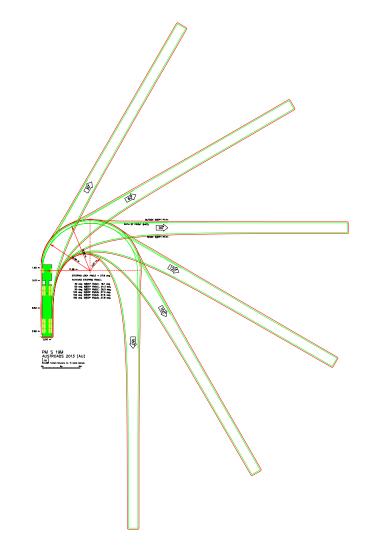
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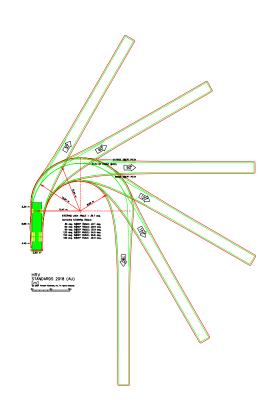


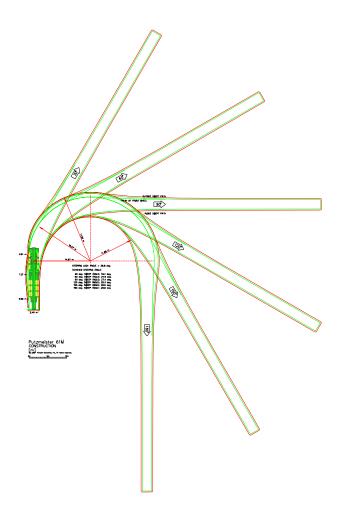
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# **Appendix E:** Written Incident Notification and Reporting Requirements

#### APPENDIX 2 WRITTEN INCIDENT NOTIFICATION AND REPORTING REQUIREMENTS

#### **Written Incident Notification Requirements**

- 1. A written incident notification addressing the requirements set out below must be emailed to the Planning Secretary at the following address: <a href="mailto:compliance@planning.nsw.gov.au">compliance@planning.nsw.gov.au</a> within seven days after the Applicant becomes aware of an incident. Notification is required to be given under this condition even if the Applicant fails to give the notification required under condition A27 or, having given such notification, subsequently forms the view that an incident has not occurred.
- 2. Written notification of an incident must:
  - a. identify the development and application number;
  - b. provide details of the incident (date, time, location, a brief description of what occurred and why it is classified as an incident);
  - c. identify how the incident was detected;
  - d. identify when the applicant became aware of the incident;
  - e. identify any actual or potential non-compliance with conditions of consent;
  - f. describe what immediate steps were taken in relation to the incident;
  - g. identify further action(s) that will be taken in relation to the incident; and
  - h. identify a project contact for further communication regarding the incident.
- 3. Within 30 days of the date on which the incident occurred or as otherwise agreed to by the Planning Secretary, the Applicant must provide the Planning Secretary and any relevant public authorities (as determined by the Planning Secretary) with a detailed report on the incident addressing all requirements below, and such further reports as may be requested.
- 4. The Incident Report must include:
  - a. a summary of the incident;
  - b. outcomes of an incident investigation, including identification of the cause of the incident;
  - details of the corrective and preventative actions that have been, or will be, implemented to address the incident and prevent recurrence; and
  - d. details of any communication with other stakeholders regarding the incident.

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