

Traffic Management Plan Template (TMP)

Traffic Management Plan:

School/Workplace:	Mortlake P-12 College
Workplace Manager/Management:	Linda Mooseek
Workplace OHS Nominee	Cherie Robertson
Person completing TMP:	Cherie Robertson
Date of Plan:	March 2026
Date of Plan Review:	March 2027

Pick up and drop off points for students (e.g. private vehicles, buses etc.):

The following safety features are in place to ensure that the picking up or dropping off, of students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
 - Staff Car park & Activity Centre;
- Designated pick up and drop off areas for students are located at:
 - Bus Zone 8.30am-9.10am 2:30- 3.40pm on Hood Avenue.
 - Activity Centre car park & drop off zone
 - Car parking at the front of the school
- Designated pedestrian crossings are:
 - Activity Centre car park white zebra crossing
 - Hamilton Highway (Main street of Mortlake) manned with traffic/crossing controller between 8.00 – 9.00am & 3.00–4.00pm during the school terms.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - Lollipop sign;
 - Crossing flags
 - High visibility jacket
 - Whistle
- Pedestrian walkways are physically protected from designated roadways by:
 - N/A
- Pedestrian walkways are clearly marked/indicated by:
 - Footpaths at front and rear of school
 - Activity Centre car park white zebra crossing
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Along Hood Avenue in front of the school
 - Speed restriction signs in Activity Centre Car Park
- Speed controlling devices are in place to restrict vehicle speed on site:
 - NA
- Other considerations or risk controls that need to be documented?
 - STAFF ONLY CAR PARK signage to stop children wandering in the staff car park
 - Drop off zone signage
 - Bus pick up supervision in the afternoon
 - Crossing Supervision in the Activity Centre car park
 - A speed restriction for Boundary Road has been submitted to the Moyne Shire Council as well as more signage in Tea Tree Lake and on Officer street near the rear access
 - A sign at the rear entrance
 - Communication of parking areas is given to parents at the start of each year.
 - Published in the school newsletter of all of Term 1 and if conditions change
 - Pedestrian crossings clearing marked and signed

- Teacher conduct yard duty at the end of a school day to make sure children are using the safety crossing when exiting the school

Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- Designated courier and/or delivery drop off points are located at:
 - Hood Avenue (signage & painted designated area in front of school)
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - Displayed on Activity Centre South Wall where vehicles enter the school grounds
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Yellow bollards in between Activity Centre & main building
- Other considerations that may need to be documented?
 - Signage on the east wall of Activity Centre 'No Parking' zone

Safe passage of vehicles in (insert workplace name) (large vehicles, buses, 4WD, mobile plant etc.)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Mortlake College grounds during the following time periods of peak pedestrian traffic:
 - 8.30am to 9.10am (Before school)/ 11.00 to 11.20am(Recess)/ 1.20 to 2.10pm(Lunch) / 3.10 to 3.40pm(After school)
 - Please be aware children will be walking in between classes (Start of Period 1, Period 1 to Period 2, Period 3 to Period 4, Period 5 to Period 6) as indicated on the school bell times below.
 - Last Day of Terms 1, 2 & 3 school finishes at 2.30pm

BELL TIMES 2026

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	9.00 – 10.00 60 minutes	9.00 – 10.00 60 minutes	9.00 – 10.00 60 minutes	9.00 – 10.00 60 minutes	9.00 – 10.00 60 minutes
Period 2	10.00 – 11.00 60 minutes	10.00 – 11.00 60 minutes	10.00 – 11.00 60 minutes	10.00 – 11.00 60 minutes	10.00 – 11.00 60 minutes
Recess	11.00 – 11.20 20 minutes	11.00 – 11.20 20 minutes	11.00 – 11.20 20 minutes	11.00 – 11.20 20 minutes	11.00 – 11.20 20 minutes
Period 3	11.20 – 12.20 60 minutes	11.20 – 12.20 60 minutes	11.20 – 12.20 60 minutes	11.20 – 12.20 60 minutes	11.20 – 12.20 60 minutes
Period 4	12.20 – 1.20 60 minutes	12.20 – 1.20 60 minutes	12.20 – 1.20 60 minutes	12.20 – 1.20 60 minutes	12.20 – 1.20 60 minutes
Lunch	1.20 – 2.10 50 minutes	1.20 – 2.10 50 minutes	1.20 – 2.10 50 minutes	1.20 – 2.10 50 minutes	1.20 – 2.10 50 minutes
Post Lunch	2.10 – 2.20 10 minutes Advocate Groups	2.10 – 2.20 10 minutes Advocate Groups	2.10 – 2.20 10 minutes Advocate Groups	2.10 – 2.20 10 minutes Advocate Groups	2.10 – 2.20 10 minutes School Assembly
Period 5	2.20 – 3.20 60 minutes	2.20 – 3.20 60 minutes	2.20 – 3.20 60 minutes	2.20 – 3.20 60 minutes	2.20 – 3.20 60 minutes

- Worksite speed limits are set at (5 km/hr) with clearly displayed signage located at:
 - Displayed on Activity Centre South Wall where vehicles enter the school grounds
- Other considerations or risk controls that may need to be documented?
 - Heavy vehicles not on Basketball Courts;
Heavy vehicle are to only enter Mortlake College grounds as indicated on Appendix A
All vehicles entering the school should be reported to the OHS Manager & Reception
- Prior to entering workplace (Mortlake College), drivers of large vehicles must report to General Office to arrange for a member of staff /or other contractor to act as a “spotter” to supervise vehicle movements whilst on site.
- Other considerations or risk controls that may need to be documented?
 - Contractors will either fence/tape of area working with vehicles only exiting at the end of the working day. Other vehicles will be parked in the car parks available.
 - Vehicles are prevented from accessing the certain without removal of bollards for access.
 - Cars and buses should not be parked or move between the GGC & Activity Centre for loading and unloading.
With the new inclusion of TheirCare before (7am-8.45am) and after school care (3.20-6pm) we have more movement of people in the GGC/Activity Centre area.
Theircare programs run on Pupil Free Days and School Holidays

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- There are 33 car parks available for employees, 25 car parks available for visitors and 1 car park available for people with disabilities. All of these are within the school boundaries. Parking available in Tea Tree Lake
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Please See Appendix B.
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Front of the school.
 - Rear entrance to the school via Tea Tree Lake
 - At the door entering the main school building from Activity Centre
 - At the door when entering from the Staff Car Park
- Other considerations or risk controls that may need to be documented?
 - Communication of parking areas is given to parents at the start of each year.
 - Published in the school newsletter of all of Term 1 and if conditions change
 - Pedestrian crossings clearing marked and signed
 - Teacher conduct yard duty at the end of a school day to make sure children are using the safety crossing when exiting the school
 - Cars and buses should not be parked or move between the GGC & Activity Centre for loading and unloading.
With the inclusion of TheirCare before (7am-8.45am) and after school (3.20-6pm) care we have more movement of people in the GGC/Activity Centre & bus area.
Theircare programs also run on Pupil Free Days and School Holidays

Camps & Excursions

Traffic control requirements for camps & excursion will vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous camps/excursion.

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Camps/excursion departing from Mortlake College or arriving back to Mortlake College will embark/disembark buses and load and unload trailers in the bus zone/loading zone at the front of Mortlake College closest to the school front entrance. See Appendix C.
- The exception to this would be if the excursion/camp does not arrive back to Mortlake College before 3.10pm.
For the time frame 3.10pm – 3.30pm, the bus/bus & trailer will park in front of the fire pump shed on the gravel driveway and students to disembark into the school grounds, not entering the staff car park. See Appendix C.
- The bus cannot be parked at anytime between the GGC & Activity Centre.

Special Events (e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:

Additional documentation

APPENDIX A - Site map of the Traffic Management Plan

APPENDIX B – Parking Arrangements

APPENDIX C – Camp/Excursion Parking Arrangements

Signatures:

Workplace Manager **Linda Mooseek**

Date.....

Workplace Management OHS Nominee **Cherie Robertson**





Date.....

Person Completing TMP **Cherie Robertson**

Date.....

WORKPLACE LAYOUT – APPENDIX A



Car Parks	
Bus Pick Up Zone/Loading Zone	
No Standing Zone	
Safe Passage Zone	

Emergency Services Access Point

Emergency Services Access Point

Emergency Services Access Point

Large Vehicle Access

Large Vehicle Access

PARKING ARRANGEMENTS – APPENDIX B



NO PARKING
Between the GGC &
Activity Centre at any time

Parking
available
for staff

Car Parks for Parents

Parking
available
for staff

Car Parks for Parents

CAMPS/EXCURSIONS PARKING ARRANGEMENTS – APPENDIX C

