

Temporary Traffic Management Requirements and Approval Framework

Purpose: This document sets out the City of Stirling’s regulatory requirements and end-to-end approval framework for Temporary Traffic Management (TTM) affecting the road reserve, including roles, standards, submission and assessment processes, fees/lead times, responsibilities, aftercare, and enforcement powers. It applies to works and events and must be read together with the Main Roads WA Codes of Practice and the Austroads Guide to Temporary Traffic Management (AGTTM).

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Scope

This Procedure sets out the City of Stirling's requirements for planning, approval, implementation and close-out of Temporary Traffic Management (TTM) for any works or events affecting the road reserve within the City. It applies to applicants, contractors, event organisers and any party proposing activities that interact with the public road environment.

Definitions

For the purposes of this guideline the following definitions shall apply:

Road Reserve:	All land set aside or used as a public road including carriageway, shoulders, verges, footpaths, medians and traffic islands.
TMP:	Traffic Management Plan describing how TTM will be designed, implemented, monitored and removed.
TGS:	Traffic Guidance Scheme depicting the on-site device layout(s).
TTM:	Temporary Traffic Management (signs, devices, personnel and processes used to manage traffic and pedestrian movement around works and events).
MRWA:	Main Roads Western Australia (the State road authority).
AGTTM:	Austrroads Guide to Temporary Traffic Management (10-part national guidance set).
SAA:	Site Access Authority issued by the City following TMP endorsement.

Why TTM is required and why it matters

TTM prevents death and serious injury to workers and road users by controlling risks created when normal road and path operation is changed by works or events. It also maintains a reasonable level of service for traffic, pedestrians and cyclists while works proceed.

AGTTM Part 1 — Purpose and principles; MRWA Code of Practice: Traffic Management for Works on Roads (general requirements). [See References]

Legal and standards framework

- City of Stirling Thoroughfares and Public Places Local Law 2009 — prohibits obstruction or interference with a thoroughfare without authorisation and provides powers for notices, infringements and cost recovery.
- Main Roads WA Code of Practice: Traffic Management for Works on Roads — the primary WA technical standard for planning and implementing TTM for works.
- Main Roads WA Code of Practice: Traffic Management for Events — the primary WA technical standard for planning and implementing TTM for events.
- Austroads Guide to Temporary Traffic Management (AGTTM) — adopted by MRWA; provides nationally consistent principles, planning and design guidance.

City Local Law (2009); MRWA Works CoP (May 2025); MRWA Events CoP (July 2024); Austroads AGTTM (Set and Part 1). [See References]

Where TTM is required

TTM is required for any activity that alters, obstructs, changes or has the potential to interfere with normal movement or safety of road users within the road reserve. The following non-exhaustive triggers apply:

- Any partial or full obstruction of a traffic lane, shoulder, verge, footpath or shared path.
- Vehicles stopping/operating in a manner that affects traffic flow or requires users to deviate/slow.
- Workers, plant or equipment entering or operating within/near live traffic or public paths.
- Reductions in sight distance, lane/footpath width, or loss of accessible pedestrian routes.
- Placement or operation of plant, materials, spoil, equipment, skips or signs within the road reserve.
- Cranes/hoists/lifting devices operating over, within or adjacent to the carriageway.
- Any need to warn, control, divert or stop traffic or pedestrians (including short-duration activities).
- Any hazard remaining outside working hours (aftercare state must be safe).
- Speed, priority or route changes affecting road or path users.

City Local Law (obstruction/interference); MRWA Works CoP — scope and implementation; AGTTM Part 2/3; MRWA “Working on Roads” guidance (signal proximity). [See References]

When TTM is generally not required

- Activities wholly on private property with no impact on the road reserve.
- No persons, vehicles, plant, materials or devices enter the road reserve.
- No obstruction, deviation, speed change, visibility impact or hazard is created for road or path users.

Note: If any of the conditions above are not met, TTM is required. [Derived from MRWA Works/Events CoP and AGTTM principles]

Temporary Traffic Management for Events (MRWA Events CoP)

Events that affect the public road environment (including parades, sporting and community events, filming, and activities adjacent to roads) must be planned and delivered in accordance with the MRWA Code of Practice: Traffic Management for Events. Event TMPs must be prepared and/or selected by appropriately accredited personnel and include stakeholder notifications, detours/alternative paths for pedestrians, and risk controls proportionate to event category.

- Obtain all required approvals (City, MRWA if applicable, PTA/Transperth for bus impacts, WA Police where relevant).
- Provide public notification in accordance with the TMP and any City conditions.
- Use accredited Event Traffic Controllers only where permitted by MRWA and within posted speed limits specified by the Events CoP.
- Ensure aftercare/pack-down leaves no residual hazard and that all signs/devices are removed promptly.

MRWA Events CoP (July 2024); City Local Law. [See References]

Preparing a Traffic Management Plan (TMP)

Works

Prepare in accordance with MRWA Code of Practice: Traffic Management for Works on Roads and applicable parts of AGTTM. TMPs must include site assessment, risk controls, device layouts (TGS), responsibilities, accreditation, setup/change/removal, aftercare state, and monitoring/record keeping.

Events

Prepare in accordance with MRWA Code of Practice: Traffic Management for Events. Include crowd interfaces, vulnerable road users, public transport impacts, detours, emergency access, incident response and communication plan.

References: MRWA Works CoP; MRWA Events CoP; AGTTM Parts 1–6. [See References]

Traffic Data for City Assets

The City has a substantial collection of traffic data available upon request. When creating a TMP for a road rated as a Local Distributor or higher it is expected that a request for this data is made.

This request can be made by emailing ttm@stirling.wa.gov.au or calling the City's Roadworks Traffic Management team on 08 9205 8555.

Where data is unavailable, refer to the MRWA Code of Practice for guidance.

Submission process

Please read these requirements carefully to ensure the timely approval of your TMP.

Application and Approval Process

- Submit the application and TMP (with TGS and supporting documents) via the City [eLodgement Portal](#).
- Ensure the TMP/TGS are prepared by accredited personnel and match actual site conditions.
- Provide stakeholder notifications and agency correspondence where required (e.g., PTA/Transperth for bus impacts).
- Pay the application fee on submission (non-refundable).

Access to the Online Portal

- Online submission is available to registered users via the [eLodgement Portal](#).
- New users should use the [General enquiries and feedback form](#) to request an eLodgement login, and provide full name, address, email, and daytime contact number. The City will then provide you with login details to your eLodgement account.

Review and approval

- The City reviews TMPs for safety, network impacts, conflicts with other works/events and compliance with MRWA CoPs/AGTTM.
- The City may require amendments, rescheduling, or RTM endorsement for complex/major impacts.
- Upon endorsement, a Site Access Authority (SAA) is issued for specific dates/times and conditions.
- Significant changes or expired TMPs require resubmission and fees chargeable; minor changes may be accepted by written request.

MRWA Works/Events CoP (planning, roles and approvals). [See References]

Fees and lead times

Fees

(Effective as of October 13, 2025)

Description	Category	Fee
10+ working days to approval requirement	Non-urgent	\$200.00
<10 working days to approval requirement	Urgent	\$300.00
City Sponsored Works		No Charge

Lead Times for Assessment

Applicants should allow sufficient time for the City to assess, comment on, and endorse the proposed TMP. The following lead times are requested for TMP submissions:

Note: Holiday periods affect these lead times and should be taken into consideration.

Description	Lead Time
Where the works do not restrict or impact on roadways, footpaths or cycleway and do not involve any construction or excavation work.	10 business days
Where partial closure of a roadway, footpath or cycleway is required.	10 business days
Where works or events will impact access by residents to their properties or to access by customers to a business premises during trading hours.*	10 business days
All other types of work/events involving contra flows, partial or total road closure, works near traffic signals and large public events, complex traffic arrangements.*	10 business days
Notification of work for previously approved generic, or in principle approved long term works	5 business days

* All works or events in these categories will require a public notification strategy that will need to occur a minimum of 7 days prior to implementation and noted in the TMP. Evidence of public notification may be requested as a condition to approval.

Terms, Responsibilities and Enforcement

- All TMP submissions except for works directly for the City of Stirling will be subject to an application fee, payable at submission, and non-refundable.
- All TMP submissions are to be made through the City of Stirling's Portal.
- TMP applications requiring approval after 10 working days are considered 'Non-urgent'. All 'non-urgent' applications will incur a fee of \$200.00.
- TMP applications requiring approval within 10 working days are considered 'Urgent'. All urgent applications will incur a fee of \$300.00.
- The attribution of 'Non-urgent' or 'Urgent' will be the responsibility of the applicant during portal submission.
- **Important Note:** the misattribution of an application as 'non-urgent' will result in the application being rejected, noting the application fee is non-refundable, and subsequent applications will be subject to further fees.
- Approval cannot be guaranteed for any 'Urgent' applications giving 5 working days or less.
- Unless under extraordinary circumstances 'Urgent' applications giving 2 or less working days will not be accepted.
- All applications categorised as 'Urgent' will require liaison with the City of Stirling Roadworks Traffic Management Team to confirm capacity to accommodate the request. The Roadworks Traffic Management Team can be contacted on 08 9205 8555 or emailed at ttm@stirling.wa.gov.au.

Responsibilities and compliance

- Applicants are responsible for safe execution, accurate TMPs/TGS, accredited personnel and compliance with all approvals.
- Unauthorised or sub-standard TTM may be directed to cease immediately. The City may issue notices/infringements, remove obstructions, order repairs and recover costs under the Local Law; serious safety risks may be referred to WorkSafe.

City Local Law (enforcement powers); WHS Act/Regs (general duties); MRWA Works/Events CoP. [See References]

Aftercare (outside working hours)

- Worksites must be left in a safe and legible state (signs/devices adjusted for aftercare).
- No unattended hazards are to remain; carriageways and paths kept free of debris and trip/slip risks.
- Prompt removal of signs/devices when no longer required.

MRWA Works/Events CoP; AGTTM Parts 3 & 6. [See References]

Working hours, environmental and liaison

- Working hours are as approved by the City. Out-of-hours may require noise approvals from Environmental Health.
- Applicants must identify environmental/heritage constraints and obtain necessary clearances prior to works.
- Applicants must notify prescribed authorities/stakeholders per MRWA CoPs and City conditions (e.g., MRWA, WA Police, PTA/Transperth, emergency services, adjoining LGAs).

MRWA Works/Events CoP (notifications and roles). [See References]

Reporting and records

Keep daily diaries, inspection records, incident/near-miss details and any device changes as required by the MRWA Codes of Practice. The City may request records during compliance checks.

MRWA Works/Events CoP (record keeping). [See References]

Contacts

Roadworks Traffic Management Team — City of Stirling

Email: TTM@stirling.wa.gov.au

Phone: 08 9205 8555

All other contact details can be found at <https://www.stirling.wa.gov.au/>.

Appendix A — References

- City of Stirling Thoroughfares and Public Places Local Law 2009 (Government Gazette, 9 April 2009)
- Main Roads WA Code of Practice: Traffic Management for Works on Roads (May 2025).
- Main Roads WA Code of Practice: Traffic Management for Events (July 2024).
- Austroads Guide to Temporary Traffic Management — Set and Part 1 (2021).
- Main Roads WA — Working on Roads (approvals and conditions).