

Temporary Traffic Management (TTM) Procedures

Works and events planned for roads or road reserves within the City of Stirling require temporary traffic management approval before site access is granted. Temporary Traffic Management (TTM) is governed by legislation administered by Main Roads WA (MRWA) and various Local Governments under agreements with MRWA.

This document outlines the requirements and procedures to comply with the legislation.

Please note: This document is intended as a guide. It is the applicant's responsibility to meet the legislative and regulatory requirements.

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Scope

This guideline describes the City of Stirling's obligations, requirements and approval process for receiving, reviewing and endorsing temporary traffic management plans prepared by individuals or organisations planning to conduct work on a road reserve within the City of Stirling.

Definitions

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

Road Reserve:	is defined land set aside, gazetted under an enactment or commonly used by the public as a road and includes all verges, traffic islands, median strips, footpaths and other provisions associated therein for the conveyance or travel persons but does not include private tenements or freehold land."
Road Works:	is defined as "construction and maintenance work in work sites wholly or partly within the road reserve boundaries and shall apply in accordance with the scope as defined in Clause 1.1 of AS 1742.3 – 2009."
Event:	is as defined in the Main Roads Code of Practice Traffic Management for Events (latest version).
MRWA:	Main Roads of Western Australia.
MRWA CoP:	Main Roads of Western Australia Code of Practice for Traffic Management on Roads/Traffic Management for Events.
AGTTM:	Austroads Guide to Temporary Traffic Management.
TMP:	Traffic Management Plan.
TGS:	Traffic Guidance Scheme.
TTM:	Temporary Traffic Management.
SAA:	Site Access Authority.

Objective

This document is intended to provide guidance to individuals and organisations preparing traffic management plans to ensure that:

- Temporary traffic management is undertaken in accordance with the City's standards, guidelines and procedures,
- Temporary traffic management activities are co-ordinated and managed throughout the City,
- Appropriate records of temporary traffic management activities are kept and maintained,
- Temporary traffic management activities do not cause undue disruption to the network or place or cause harm to workers, road users and members of the public.

Background

The City of Stirling must approve the implementation of Temporary Traffic Management (TTM) required for any works where vehicles, plant and equipment, and/or workers on any verge or roadway may impact, disrupt or harm road users and the public within the City's boundaries. TTM installations that directly affect assets controlled by Main Roads of Western Australia (MRWA), will require their approval along with the City's where footpaths and/or other City owned assets are present.

Works where vehicles, plant and equipment, and/or workers on any verge or roadway can pose hazards leading to injury, damage, litigation, or prosecution if not managed with reasonable care. These works are considered a 'High Risk' activity and any party conducting work on a road open to traffic (vehicular and pedestrian) has a legal duty of care to prevent injury or property damage.

Under the Work, Health, and Safety Act, employers must provide a safe workplace. Those in control of a workplace must ensure it is hazard-free for all, including road users.

Regulation 297(2) of the Road Traffic Code 2000 grants the Commissioner of Main Roads authority over road signs and traffic control signals, with a duty of care to ensure their safe use.

The City is responsible for managing the roads within its jurisdiction. The Commissioner of Main Roads has authorised the City to use temporary traffic signs and devices under specific conditions. Authorised bodies include Local Government Authorities, Main Roads Term Network Contractors, and Utility Providers.

The City of Stirling oversees more than 1,000 kilometres of sealed roads in the Perth Metropolitan Region. It is expected that all TTM implemented works where vehicles, plant and equipment, and/or workers on any verge or roadway comply with the Main Roads Western Australia Traffic Management for Works on Roads Code of Practice, Main Roads Western Australia Traffic Management for Events Code of Practice, AS1742.3, and the Austroads Guide to Temporary Traffic Management.

The City also sets requirements and approval processes for third parties needing to use traffic signs and devices for temporary traffic management within its jurisdiction.

Purpose of a Traffic Management Plan (TMP)

The purpose of a Traffic Management Plan (TMP) is to ensure an adequate level of service for all road users, including cyclists and pedestrians, while ensuring the safety of workers, road users, and the public.

When is a TMP Required

A TMP is required for any work or event that may cause disruption, harm, or injury to workers, road users, or the public. Examples include (but not limited to):

Roadworks

- Survey and inspection,
- Road construction, maintenance and resurfacing,
- Footpath and driveway construction or repair,
- Verge maintenance, landscaping, and vegetation control.

Events (proceedings taking place on or within proximity a road reserve)

- A race meeting for athletes,
- Race, rally or reliability trails for vehicles,
- Speed tests,
- Sporting, recreational, social, fundraising or artistic events, (Street Parties etc.)
- Political, religious, cultural or commemorative parades or rallies.
- Filming

Private Works, Development, Utilities, and Other

- Storage and/or placement of building material, waste material or skip bins where vehicles, plant and equipment, and/or workers on any verge or roadway may impact, disrupt or harm road users and the public,
- Building, construction, and civil works on adjoining property where vehicles, plant and equipment, and/or workers on any verge or roadway may impact, disrupt or harm road users and the public,
- Swimming Pool Installations where vehicles, plant and equipment, and/or workers on any verge or roadway may impact, disrupt or harm road users and the public,
- Demolition of buildings and structures on adjoining property where vehicles, plant and equipment, and/or workers on any verge or roadway may impact, disrupt or harm road users and the public,
- Installation or maintenance of Utilities Services (water, gas, power etc) where vehicles, plant and equipment, and/or workers on any verge or roadway may impact, disrupt or harm road users and the public.

Why Must I Submit a TMP

The City of Stirling is responsible to Main Roads Western Australia (MRWA) for ensuring the road network operates with minimal disruption and maximum safety for all road users (including pedestrians and cyclists) and workers.

With potentially hundreds of work sites active daily, it is crucial to monitor these sites to prevent conflicts within the road network.

To achieve this, we need to know:

- **Location of Work Sites:** Identify each site and request rescheduling if necessary to avoid conflicts.
- **Compliance with Requirements:** Ensure all necessary approvals from utilities and notifications to stakeholders (including emergency services) are in place to prevent unexpected disruptions to services or access issues for residents.
- **Adherence to Statutory Requirements:** Confirm that all works comply with the WHS, Traffic Act, Australian Standard AS1742.3, AGTTM, and Main Roads Code of Practice.
- **Indemnity for TMP Endorsement:** While the City may endorse a Traffic Management Plan (TMP) as generally conforming to the Code and AS1742.3, a signed indemnity against claims from third-party events or works is required.

The MRWA Code of Practice mandates a TMP to be provided for all works where vehicles, plant and equipment, and/or workers on any verge or roadway may impact, disrupt or harm road users and the public, regardless of complexity and/or volume of traffic.

The level and extent of documentation will vary based on the risk and potential disruption to the road network or other services.

For routine or repetitive works a generic TMP, approved in principle, may be proposed with an agreed process of notification the City to ensure that implementation is allowable and practical (no conflicting works and/or excessive risk).

Preparing a TMP

Roadworks, Construction, Civil, and Utility Works

A TMP for works must be prepared in accordance with the latest revision of the MRWA 'Traffic Management for Works on Roads Code of Practice'.

The Code of Practice and guidelines for preparation of a TMP are available on the Main Roads website at www.mainroads.wa.gov.au.

Events

A TMP for an event must be prepared in accordance with the latest revision of the MRWA 'Traffic Management for Events Code of Practice'.

Additional approvals are required for the holding of an event outside of the TTM requirements. Please visit [City of Stirling - Information for event organisers](#) for more details.

The Code of Practice and guidelines for preparation of a TMP are available on the Main Roads website at www.mainroads.wa.gov.au.

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.

Submitting a TMP

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

Application Process

- Complete the online Application via the [eLodgement Portal](#).
- Submit an electronic copy of the TMP collated with the Traffic Guidance Scheme/s (TGS)
- Any supporting documentation.
- Payment of applicable fees are to be made at submission. Fees are non-refundable.

Important Notes

- The TMP and TGS/s must be drafted by an accredited person in accordance with MRWA requirements.
- Supporting documentation may include (but not limited to):
 - Evidence of communication with the Public Transport Authority (PTA) if services are potentially disrupted.
 - Copies of letters to affected residents and the distribution area for significant road closures or Traffic Management installations.

Supporting documents should be provided at the time of submission. Missing documents may delay processing or result in application rejection.

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.

Enquires and Follow Ups

Email: TTM@stirling.wa.gov.au
Phone: 08 9205 8555

Review Process

Upon receiving the application, the City will review it based on:

- Nature, timing, and duration of the proposed work or event
- Impact on the road network
- Impact on adjoining properties, residences, and businesses
- Impact on other works, events, or activities in the area
- Impact on emergency services
- Level, type, and format of public notification
- Contingency arrangements
- Additional approvals from other organisations such as Main Roads
- Compliance with the relevant Main Roads' Code of Practice

Reasons for Application Rejection

- Incomplete or insufficient information
- Conflicts with other works or events
- Concerns about the impact on the road network and service levels
- Safety concerns for works, workers, road users, and the public
- Unsigned or missing indemnity form

Additional information, clarification, or rescheduling may be required before the TMP is approved and SAA is granted. The City will provide feedback and an explanation of its findings.

The applicant must address the concerns and resubmit the TMP for review and endorsement.

For major disruptions to the network or services, the City may require the TMP to be endorsed by a Roadworks Traffic Manager (RTM) before final approval.

Approval

Upon successful review of a TMP the City will issue a Site Access Authority (SAA) permit via email. No works may commence without a written SAA. Conditions noted on the SAA must be adhered to; failure to meet these conditions renders the SAA invalid.

Due to the high volume of Site Access requests, firm dates must be provided before an SAA is issued. An SAA is only valid for the specified dates and times. Requests may be made, within reason, for date changes or minor changes to scope without the requirement to resubmit. These requests can be made by emailing the Roadworks Traffic Management team at ttm@stirling.wa.gov.au.

Any significant changes to a TMP (scope, time frames, etc.,) and TMP's revised due to the mandatory 12 month validity period set by MRWA will require resubmission and payment of the applicable fees will be required.

All works must strictly follow the details in the Application, TMP, legislative and statutory requirements, and any additional conditions or specifications imposed by the City. Significant alterations to a TMP must be reported to the City to assess the impact on network operations.

Where an SAA has been issued it is for the implementation of a TMP and associated TTM exclusively.

TMP Submission Fees, Lead Times, Term and Conditions

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 Assessing Applications

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 and Conditions

- 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.

Applicant's Responsibility

These guidelines are not definitive. It is the responsibility of the individual or organisation undertaking works within a road reserve to ensure compliance with all relevant statutory and other obligations.

Responsibilities of Applicants

- Ensure the safe and timely execution of the proposed works.
- Notify the City of any changes in the execution of the works.
- Ensure the attribution of 'Non-urgent' or 'Urgent' at the time of application is appropriate and correct.
- Cover all costs associated with the works, including supervision, inspection, materials, testing, road signage, line marking, and any other requirements specified by Main Roads WA or the City of Stirling.
- Ensure that contractors or subcontractors working on their behalf comply with all requirements.

Termination of Unauthorised or Substandard TTM

The City of Stirling regularly monitors the road network. If unauthorised works or events are detected, the responsible individual or organisation may be instructed to immediately cease operations and remove all equipment from the site. Any breach of duty of care will be reported to WorkSafe, and where applicable an infringement may be issued.

The City will not be liable for any costs associated with terminated works or events.

Sub-standard traffic management must be promptly rectified to the City's satisfaction. The applicant is responsible for the costs of rectification. If not corrected, the City may instruct the responsible party to cease operations and remove all equipment. Non-compliance will result in the matter being referred to WorkSafe, and where applicable an infringement may be issued.

Insurance Requirements

The type of insurance required will depend on the impact of the proposed works or event on road users and the road network. The City will determine the insurance requirements upon receiving the application and TMP. Applicants will be informed of the necessary insurances that must be in place before commencing any works or events.

Working Hours and Other Restrictions

Applicants must provide the proposed commencement date and daily start and finish times for City approval.

The agreed working hours and days must not be changed without prior City approval, except in cases where safety or protection of life or property necessitates a change. In such cases, the City must be notified immediately.

Works occurring outside typical working hours (between 7am and 7pm on any day which is not a Sunday or public holiday) may require noise management approval.

The City's Environmental Health Team can be contacted at environmentalhealth@stirling.wa.gov.au for further information.

Environmental and Heritage

Applicants must ensure that the nominated worksite for roadworks is free of any known environmental and heritage constraints. They must obtain all relevant clearances and approvals required to conduct the works. Documentary evidence of these checks should be submitted to the City along with the application.

Public Notification of Proposed Works or Events

The type, location, duration, and extent of the proposed works or event will determine how road users, affected parties, and the public need to be notified. The City can provide guidance on the requirements for public notification, including the type and format of such notifications.

Authority Liaison and Approvals

Where required under the MRWA Code of Practice, applicants must formally notify the following authorities of the proposed works and temporary traffic management arrangements at least ten business days before commencement:

- Main Roads Western Australia
- Other Local Government Authorities
- Department of Transport
- Police Department
- State Emergency Services
- Public Transport Operators
- St John Ambulance

Additional approvals and clearances may also be necessary. The City will inform applicants of any further requirements.

Applications for the closure of bus stops or deviation of buses must be communicated to Transperth at transperth.servicedisruptions@pta.wa.gov.au. This communication should occur before submission to the City and be included with the initial TMP application.

Reporting

All temporary traffic management activities must be recorded in accordance with the current MRWA Code of Practice. At a minimum, the following records must be maintained:

- Daily Diaries
- Daily Inspection Sheets
- Details of any incidents or accidents resulting from the works or events

The City of Stirling may request to view these records during an informal site check. Failure to provide appropriate records may result in the applicant and any of their agents, consultants, or contractors being refused endorsement for future traffic management plans.

Contacts

Email: TTM@stirling.wa.gov.au

Phone: 08 9205 8555

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