



TRAFFIC MANAGEMENT PROCEDURES

Roadworks and events planned for roads or road reserves within the City of Stirling will in most cases require that traffic management be submitted prior to site access being granted. There is Legislation governing the use of Traffic Management which is administered by Main Roads WA (MRWA) and by various Local Governments who are signatory to an agreement with MRWA to oversee the Traffic Management legislative requirements within their boundaries.

The following document outlines these requirements and procedures to follow in order to comply with the Legislation.

The following is a brief overview of the requirements:

1. Under the MRWA “Traffic Management for work on roads Code of Practice”, approval **must** be sought from the Authorised Body for any work on or near a road, and the work must not commence until approval is granted.
2. A Traffic Management Plan will be required in most cases
3. Traffic Controllers may be required to attend
4. In most cases there will be a cost involved in the preparation of a Traffic Management Plan and the implementation of a Traffic Guidance Scheme.

Please read the following document carefully to ensure that your work complies with the State Legislative requirements.

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SCOPE

This guideline describes the City of Stirling's obligations, requirements and approval process for receiving, reviewing and endorsing 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 has meaning as defined in the Main Roads Code of Practice Traffic Management for Events (latest version).

“MRWA” - Main Roads WA

“TMP” – Traffic Management Plan

“TCD” – Traffic Control Diagram

“TGS”– Traffic Guidance Scheme

“SAA”– Site Access Authority

OBJECTIVE

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

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

BACKGROUND:

The City is required under its agreement with MRWA to grant approval for Road Works held on or within the road reserves in the City of Stirling. The only exception being Road Works held on or affecting roads controlled by **MRWA**. Approval for the latter **MUST** be sought from **MRWA** directly.

Road works can create potential hazards that can give rise to injury or damage resulting in loss, litigation or prosecution, if reasonable care is not taken to protect both road users, road workers and any party conducting work within a road reserve.

Any party who undertakes work or an event on a road that is open to traffic, by law has a “duty of care” to take all steps that are reasonably necessary to prevent any person being injured or damage being caused to the property of others while carrying out those works.

Under the Occupational Safety and Health Act an employer is required to provide a safe place of work for its employees. In addition any person who is in control of a workplace must take measures to ensure persons who have access to that workplace (including road users in case of a road works site) are not exposed to hazards.

Under Regulation 297(2) of the Road Traffic Code 2000, the Commissioner of Main Roads has the authority to erect, establish or display, alter or take down any road sign or traffic control signal. With this comes a duty of care to facilitate the safe and appropriate use of road signs and devices.

The City is responsible for the care, control and management of roads within its jurisdiction and to that end the Commissioner of Main Roads has authorised the City, under an Instrument of Authorisation in accordance with the provisions of the Road Traffic Code, to utilise traffic signs and devices subject to any conditions attached to the Instrument of Authorisation. Bodies who have been authorised by the Commissioner of Main Roads to use traffic signs and devices for the purpose and duration of road works on public roads in Western Australia are typically Local Government Authorities, Main Roads Term Network Contractors and Utility Providers.

The City of Stirling is responsible for some 1,049 kilometres of sealed road within the Perth Metropolitan Region. With this comes the responsibility of ensuring that all works on roads and within road reserves in the City’s jurisdiction, irrespective of whether they are completed by in-house resources, contractors or third parties, complies with and meets the requirements of the Main Roads Western Australia, Traffic Management for Works on Roads Code of Practice, March 2015.

The City is also responsible for determining the requirements and approval process for others who are not party to an Instrument of Authorisation such as Third Parties (the general public) who need to utilise traffic signs and devices for the purpose of managing traffic for works on a roads within the City’s jurisdiction.

PURPOSE OF A TRAFFIC MANAGEMENT PLAN

The purpose of a **TMP** is to maintain an adequate level of service for all road users (including cyclists and pedestrians) and adequately provide for the safety of workers, road users and the general public.

WHEN IS A TRAFFIC MANAGEMENT PLAN REQUIRED

A **TMP** is required for any work or event that causes or has the potential to cause disruption, harm or injury to workers, road users and the general public.

Examples of when a **TMP** is required are:

Roadworks

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

Events (Where the proceedings will take place on or within close proximity of the road)

- 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 and Other

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

WHY MUST I SUBMIT A TRAFFIC MANAGEMENT PLAN (TMP):

The City is responsible to **MRWA** to ensure that the road network functions with the minimum disruption and in a manner that provides safety to all road users and workers. Within the City of Stirling alone, there are on any single day hundreds of work sites established. To ensure that these individual worksites do not collectively create a problem within the road network, it is important to know where these sites are and whether there is a possibility for conflict.

To this end we need to know:

1. Where each of these sites are, and to be able to request rescheduling of work schedules to avoid conflicts.
2. We need to know that all the requirements have been met such as approvals from utilities, notification of stakeholders (including emergency services) etc. so that there will be no unexpected problems from disruption to services such as power, gas, water or transport, nor residents not being able to enter or exit their premises due to insufficient notice.
3. That works will be carried out in accordance with all the statutory requirements of the various OHS, Traffic Act (1976), Australian Standard AS1742.3, AGTTM 2019 and Main Roads Code of Practice.
4. And that while the City of Stirling may endorse the **TMP** for use as “Generally Conforming with the Code and with AS1742.3” (Current Versions) it requires a signed indemnity against claims resulting directly or indirectly from events or work carried on by third parties within the City.

The Code of Practice requires that **TMP's** be prepared for all work on roads, regardless of the complexity. For routine /repetitive works such as minor pavement maintenance, a **generic TMP** may be used.

The level, type and extent of documentation will vary according to the level of risk and potential disruption to the road network or to other services.

PREPARING A TRAFFIC MANAGEMENT PLAN

Roadworks

Traffic Management Plans for works on roads are to be prepared in accordance with the Main Roads Western Australia “**Traffic Management for Works on Roads**” Code of Practice (latest revision).

Events

Traffic Management Plans for events are to be prepared in accordance with the Main Roads Western Australia “**Traffic Management for Events**” Code of Practice (latest revision).

The Codes of Practice and guidelines for preparing **TMP's** are available from the Main Roads' website at www.mainroads.wa.gov.au. The site also contains a generic TMP template.

SUBMITTING A TRAFFIC MANAGEMENT PLAN:

(Please read these requirements carefully. The information provided will enable you to correctly complete the application and ensure the timely approval of your TMP)

Individuals or organisations submitting a Traffic Management Plan for endorsement should follow this link <https://stirling.force.com/stirling/s/customer-enquiry-and-feedback-form> to obtain a Login for use on the Online Portal to enable this application to be reviewed and approved prior to Site Access being granted.

Or Hard copies to:

Coordinator - Roadworks Traffic Management
City of Stirling
Natalie Way
Balcatta WA 6021

Telephone ++61 8 9345 8555
Facsimile ++61 8 9345 8822 Email:

(NOTE: TMP's *must be* prepared and/or signed by a person with the relevant accreditation)

REVIEW PROCESS

On receipt of the Application, the City will review the application in respect to:

- Nature, timing and duration of the proposed work or event,
- Impact on the road network,

- Impact on adjoining property, residences and businesses,
- Impact on other works, events or activities being carried out in the area,
- Impact on emergency services,
- Level, type and format of any public notification,
- Contingency arrangements,
- Additional approvals have been obtained from other organisations such Main Roads,
- Traffic Management Plan has been prepared in accordance with and meets the requirements of the relevant Main Roads' Code of Practice.

Where the application is found to be:

- Incomplete or lacking in information,
- There is a conflict with other works or events,
- There are concerns in respect to the impact on the road network and levels of service,
- There are concerns in regard to safety of works, workers, road users and the public,
- The indemnity form is unsigned or not included with your submission,

The Application may be rejected.

Additional information, clarification or rescheduling of the works may be required before the Traffic Management Plan will be endorsed and site approval (**SAA**) given to proceed with the works or event. The City will advise of its decision / determination and will provide an explanation of its findings.

The Applicant will be required to address the concerns and re-submit the Traffic Management Plan for review and endorsement.

Where the potential exists for major disruption to the network or to business or services the City may request that a TMP be endorsed by a Roadworks Traffic Manager (**RTM**) prior to endorsement by the City.

ENDORSEMENT

Following the successful review of a **TMP**, the City will endorse the **TMP** and issue the Applicant with an **SAA** form attached to an email. No works are to proceed or commence without a Site Access Authority (**SAA**). Given the large number of requests for Site Access, firm dates must be provided before an SAA is issued. A Site Access Authority is thus only valid for the days applied for and any extensions will require a new SAA to be issued.

All works must be carried out in strict accordance with the information contained within the Application, **TMP**, legislative and statutory requirements and to any other conditions or specifications imposed by the City. Significant alterations to a TGS MUST be advised to the City in order that the City can assess any impact such changes will have on the Network operation.

TIME FRAME FOR ASSESSING APPLICATIONS

Individuals and organisations submitting an application should ensure that sufficient time is allowed for the City to assess the application make comment and endorse the proposed

Traffic Management Plan. The following lead times are requested when submitting TMP's for endorsement:

Where the works do not restrict or impact on roadways, footpaths or cycleway and do not involve any construction or excavation work	5 business days
Where partial closure of a roadway, footpath or cycleway is required	10 business days
Where works or events will impact access by local 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.	20 business days

APPLICANT'S RESPONSIBILITY

These guidelines are not to be regarded as definitive. **Ultimately it is the responsibility of the individual or organisation proposing to undertake the works within a road reserve to ensure they comply with all relevant statutory and other obligations.**

Applicants are responsible for the safe and timely execution of the proposed works and shall notify the City of any changes in the way the works will be undertaken.

Applicants are responsible for all costs associated with the works including the Applicant's supervision, inspection, materials, testing, road signage and line marking and any other requirement as specified by Main Roads WA or the City of Stirling. Applicants are responsible for works undertaken by contractors or subcontractors working on their behalf.

TERMINATION OF UNAUTHORISED OR SUBSTANDARD WORK

The City of Stirling regularly undertakes surveillance of the road network. Should any unauthorised works or events be detected, the individual or organisation responsible may be instructed to immediately terminate the work or event and remove all plant and equipment from the site. In case of any breach of duty of care, the City will report the incident to Worksafe.

The City of Stirling will not be liable for any costs associated with any work or events terminated prior to completion.

Any sub-standard traffic management must be immediately rectified to the satisfaction of the City. The Applicant will be responsible for the cost of rectifying any sub-standard traffic management. If the sub-standard traffic management is not corrected, the City may instruct the individual or organisation responsible to immediately terminate the work/event and remove all plant and equipment from the site. Non Compliance with a request to cease work will result in the matter being referred to Worksafe.

INSURANCE REQUIREMENTS

The type of insurance that Applicants will be required to have in place will depend on the impact that the proposed works or event will have on road users and the road network. The City will determine insurance requirements after receipt of the Application Form and Traffic

Management Plan. Applicants will be advised of the type of insurances that must be in place prior to works or the event commencing.

An indication of the types of insurances that may be required is provided in [Appendix B](#).

WORKING HOURS AND OTHER RESTRICTIONS

Applicants must provide details of the proposed commencement date of the works or event and the daily start and finish times for City approval.

The working hours and working days as agreed between the City and the Applicant must not be varied without the prior approval of the City except where in the interests of safety or to protect life or property, the Applicant or the Applicant's contractor or subcontractor finds it necessary to vary the agreed working days and working hours. Should such an event occur the City is to be notified without delay.

PUBLIC NOTIFICATION OF PROPOSED WORKS OR EVENTS

The type, location, duration and extent of the proposed works or event will dictate how road users, affected parties and the general public will need to be notified of the works or event. The City can provide advice on what the requirements for public notification will be and the type and format of any such notification. Applications for the closure of bus-stops or deviation of buses shall be communicated via the TransPerth application form contained within Appendix C of this document. This form shall be submitted with the initial TMP application to the City.

ENVIRONMENTAL AND HERITAGE

Applicants are responsible for ensuring the nominated worksite (for roadworks only) is clear of any known environmental and heritage constraints and shall obtain all relevant clearances and approvals required to conduct the works. Documentary evidence of checks undertaken to verify the absence of such constraints should be submitted to the City with the application.

AUTHORITY LIAISON AND APPROVALS

Where required under the MRWA Code of Practice, applicants shall formally advise the following authorities of the proposed works and traffic management arrangements not less than ten business days prior to commencement of the works or event.

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

Additional approval and clearance may also be required. The City will advise of any additional approvals or clearances.

REPORTING

All traffic management activities must be recorded according to the MRWA Code of Practice (current version). As a minimum the following completed records must be kept:

- Daily Dairies,
- Daily Inspection Sheets,
- Details of any incident or accidents resulting from the works or events.

The City of Stirling may request to view the above records during an informal check of your site. Failure to supply appropriate records of traffic management activities may result in the Applicant and any of the Applicant's agents, consultants or contractors being refused when seeking endorsement of any future traffic management plans.

FEES

There are no fees attributed to this service.

REFERENCE DOCUMENTS

- Main Roads WA "Traffic Management for Works on Roads" Code of Practice,
- Main Roads WA "Traffic Management for Events" Code of Practice,
- Main Roads WA "Guide to Preparation of Traffic Management Plans"
- Australian Standard 1742.2 – Manual of uniform traffic control devices. Part 2 Traffic control devices for general use,
- Australian Standard 1742.3 – Manual of uniform traffic control devices. Part 3 Traffic control devices for works on roads,
- Road Traffic Code WA,
- Occupational Health and Safety Act,
- Occupational Health and Safety Regulations,
- WorkSafe Plan, WorkSafe WA,
- Noise Abatement Act 1972,
- Environmental Protection Act 1986,
- The Radiation Safety Act 1975-1981,
- Explosives and Dangerous Goods Act 1961,
- Aboriginal Heritage Act

CONTACTS

Further information and general enquiries can be made at:

City of Stirling
 City Administration Centre,
 Civic Place,
STIRLING WA 6021

Telephone ++61 8 9205 8555
 Facsimile ++61 8 9345 8822

APPENDIX B – (Useful Links)

USEFUL LINKS

Main Roads WA – How to Prepare a TMP: <http://www.mainroads.wa.gov.au>
(Look under “Roadworks” then “Traffic Management – Plan Preparation”)

City of Stirling: <http://www.stirling.wa.gov.au/home>

Western Power: <http://www.westernpower.com.au/>

Telstra: <http://www.telstra.com.au/abouttelstra/contact/index.cfm>

Dial before you dig: <http://www.dialbeforeyoudig.com.au/>

let's connect

Application for Roadworks & Events - Transperth Submission

This form is required to be submitted a minimum of seven days prior to the commencement of roadworks or events affecting Transperth bus routes. **A map detailing the deviation is required to be submitted with this form.**

Date of submission:

Road Authority:

Construction Contractor:

Project Information

Road Name:

Suburb:

Start date:

Finish date:

Daily working hours:

Are bus stops affected:

Yes

No

If yes, specify the bus stop number(s) and the dates of the closures:

Are Roads closed to buses?

Yes

No

Are bus stops being modified (including signage and shelters)

Yes

No

Site contact:

Name:

Phone:



Public Transport Authority



let's connect

Application for Roadworks & Events - Transperth Submission

Is the bus deviation map attached? Yes

Is the traffic management plan attached? Yes

Traffic management company:

Both the bus deviation map and the traffic management plan are required to be submitted with this form.

Applicants Contact Information

Company Name:

Contact Person:

Contact Number:

Please send the completed form to:

Transperth.ServiceDisruptions@pta.wa.gov.au

