



TRAFFIC MANAGEMENT PROCEDURE

Technical Services

INTRODUCTION

Roads works and events planned for roads or within road reserves within the City of Karratha will in most cases require that traffic management be submitted prior to site access being granted. Legislation governing Traffic Management is administered by Main Roads WA (MRWA) and Local Government.

The following document outlines the requirements and procedure to follow in order to comply with the traffic management within the City of Karratha legislation.

Legislation 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 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 the work or event you intend to undertake complies with the legislative requirements and the City of Karratha's standards.

CONTENTS

INTRODUCTION.....	1
CONTENTS	2
SCOPE	1
DEFINITIONS	1
OBJECTIVE	1
BACKGROUND	1
PURPOSE OF A TRAFFIC MANAGEMENT PLAN.....	2
WHEN IS A TRAFFIC MANAGEMENT PLAN REQUIRED.....	2
WHY MUST I SUBMIT A TRAFFIC MANAGEMENT PLAN (TMP)	3
PREPARING A TRAFFIC MANAGEMENT PLAN.....	4
SUBMITTING A TRAFFIC MANAGEMENT PLAN	4
REVIEW PROCESS.....	4
ENDORSEMENT	5
TEMPORARY ROAD CLOSURES – LESS THAN FOUR WEEKS	5
TEMPORARY ROAD CLOSURES – GREATER THAN FOUR WEEKS	5
TIMEFRAME AND FEES FOR ASSESSING APPLICATIONS	6
PUBLIC NOTIFICATION OF PROPOSED WORKS OR EVENTS	6
ADVERTISING REQUIREMENTS	6
APPLICANT'S RESPONSIBILITY	6
TERMINATION OF UNAUTHORISED OR SUBSTANDARD WORK	6
INSURANCE REQUIREMENTS.....	7
WORKING HOURS AND OTHER RESTRICTIONS	7
ENVIRONMENTAL AND HERITAGE	7
AUTHORITY LIAISON AND APPROVALS	7
REPORTING.....	8
REFERENCE DOCUMENTS	8
CONTACTS	9
USEFUL LINKS AND RESOURCES.....	9

SCOPE

This guideline describes the City of Karratha's obligations, requirements and endorsement 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 Karratha.

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 coordinated and managed safely throughout the City,
- Appropriate records of traffic management activities are kept and maintained,
- Traffic management activities do not cause undue disruption to the network, 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 Karratha. 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 Karratha is responsible for over 300km of sealed road within the Pilbara 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 road 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.

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,
- 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 Karratha alone, there are on any single day dozens 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 the City needs to know:

1. Where each of these sites are, and to be able to request rescheduling of work schedules to avoid conflicts.
2. City needs 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, and Main Roads Code of Practice.
4. And that while the City of Karratha 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 complete an Application Form (Found here: <http://karratha.wa.gov.au/roads-footpaths>) and submit them along with an electronic copy (or hard copy by mail) of an approved TMP and Traffic Control Drawings and any other supporting documentation to:

	Email	Scan and email to enquiries@karratha.wa.gov.au		In person	Visit the Administration Office at Welcome Road KARRATHA WA 6714
	Mail	City of Karratha PO Box 219 KARRATHA WA 6714			

(NOTE: TMP's *must be* prepared and/or signed by persons 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 as Main Roads WA,
- Traffic Management Plan has been prepared in accordance with, and meets the requirements of the relevant Main Roads' Code of Practice.

The application may be rejected if 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 form is unsigned or not included with your submission,

Additional information, clarification or rescheduling of the works may be requested before the Traffic Management Plan can be endorsed and approval given to proceed with the works or event. The City will advise 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 confirmation of the endorsement via email. No works are to proceed or commence without City endorsement. Given the large number of requests for review by the City, firm dates must be provided before endorsement is issued. Endorsement is thus only valid for the days stated on the application and any extensions will require approval via email from the City.

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 TMP MUST be advised to the City in order that the City can assess any impact such changes may have on the Network operation.

TEMPORARY ROAD CLOSURES – LESS THAN FOUR WEEKS

Any road closure less than four weeks requires written authorisation from the Chief Executive Officer. Requests should be made in writing to the City of Karratha administration office.

There may be some requirement to advertise the closure, depending on the length of time and location of the closure.

A minimum of two weeks' notice is required prior to any road closure less than four weeks.

TEMPORARY ROAD CLOSURES – GREATER THAN FOUR WEEKS

It is a legislative requirement that any road closure greater than four weeks is publically advertised in the local paper with a request for submission and any adjoining owner notified and given the same opportunity to offer feedback. After the submission period is closed then the matter needs to go to Council for their approval.

It is therefore required that a minimum of eight weeks notice is given prior to any road closure greater than four weeks is proposed in order for this process to be completed.

TIMEFRAME AND FEES 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. Please refer to the City website at <http://karratha.wa.gov.au/roads-footpaths> for more information, applications and fees.

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. You should include a letter of notification for appraisal by the City and on receipt; the City will determine the format for public notification. You may be required to modify this letter at the request of the City. The City can provide advice on the requirements for public notification will be and the type and format of any such notification.

Distribution of letter to affected residents and businesses will be the responsibility of the applicant. This should be completed a minimum of one week prior to site possession.

ADVERTISING REQUIREMENTS

Where road closures are required, a minimum of two weeks advertising in the local newspaper is required. The advertisement will include:

- A location map identifying the affected streets
- Dates of road closures (as endorsed by the City)
- Contact for enquiries
- Short explanation of works being undertaken

APPLICANT'S RESPONSIBILITY

These guidelines are not to be regarded as definitive. **Ultimately it is the responsibility of the individual or organisations 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 Karratha. Applicants are responsible for works undertaken by contractors or subcontractors working on their behalf.

TERMINATION OF UNAUTHORISED OR SUBSTANDARD WORK

The City of Karratha regularly undertakes surveillance of the road network. Should any unauthorised works or events be identified, 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 Karratha 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

Applicants are responsible for ensuring they have the appropriate types and levels of insurance, including public liability. The City may request evidence of insurances as part of the application process.

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.

Hours of work should fall in line with the Environmental Protection (Noise) Regulations 1997. Contractors are permitted to work on site Mondays to Saturdays inclusive, from 7am to 7pm. Any works outside this time (including night works, Sundays and public holidays), requires permission to be granted by City's Environmental Health Service.

Where works necessitate construction, and associated noise emissions, outside of the approved hours as per the Environmental Protection (Noise) Regulations 1997, the contractor may make application to the City's Environmental Health Service for an "out of hours' construction noise approval". The applicant is to provide all detail of the works as required, including expected noise levels at nearest noise sensitive premises, reason for the out of hours work and pay any associated fees. Applicant should liaise with City's Environmental Health Service directly – 91868555.

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 to work within a City Reserve'.

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.

- Department of Transport
<http://www.transport.wa.gov.au/aboutus/contact-us.asp>

- Police Department
<https://www.police.wa.gov.au/Contact%20Us/LPT/KARRATHA>
- State Emergency Services
<https://www.dfes.wa.gov.au/aboutus/operationalinformation/Pages/stateemergencyservice.aspx>
- Public Transport Operators
<http://www.pta.wa.gov.au/about-us/how-to-contact-us/contact-us>
- St John Ambulance
<http://www.stjohnambulance.com.au/about-us/contact-us>
- Main Road Western Australia
<https://www.mainroads.wa.gov.au/Pages/default.aspx>
- Other Local Government Authorities

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 Karratha 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.




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,
- Environmental Protection (Noise) Regulations 1997,

- Environmental Protection Act 1986,
- Explosives and Dangerous Goods Act 1961,
- Aboriginal Heritage Act

CONTACTS

Further information and general enquiries can be made by getting in touch with the City of Karratha Technical Services team via:

	Email	enquiries@karratha.wa.gov.au
	In person	Visit the Administration Office at Welcome Road KARRATHA WA 6714
	Phone	08 9186 8555

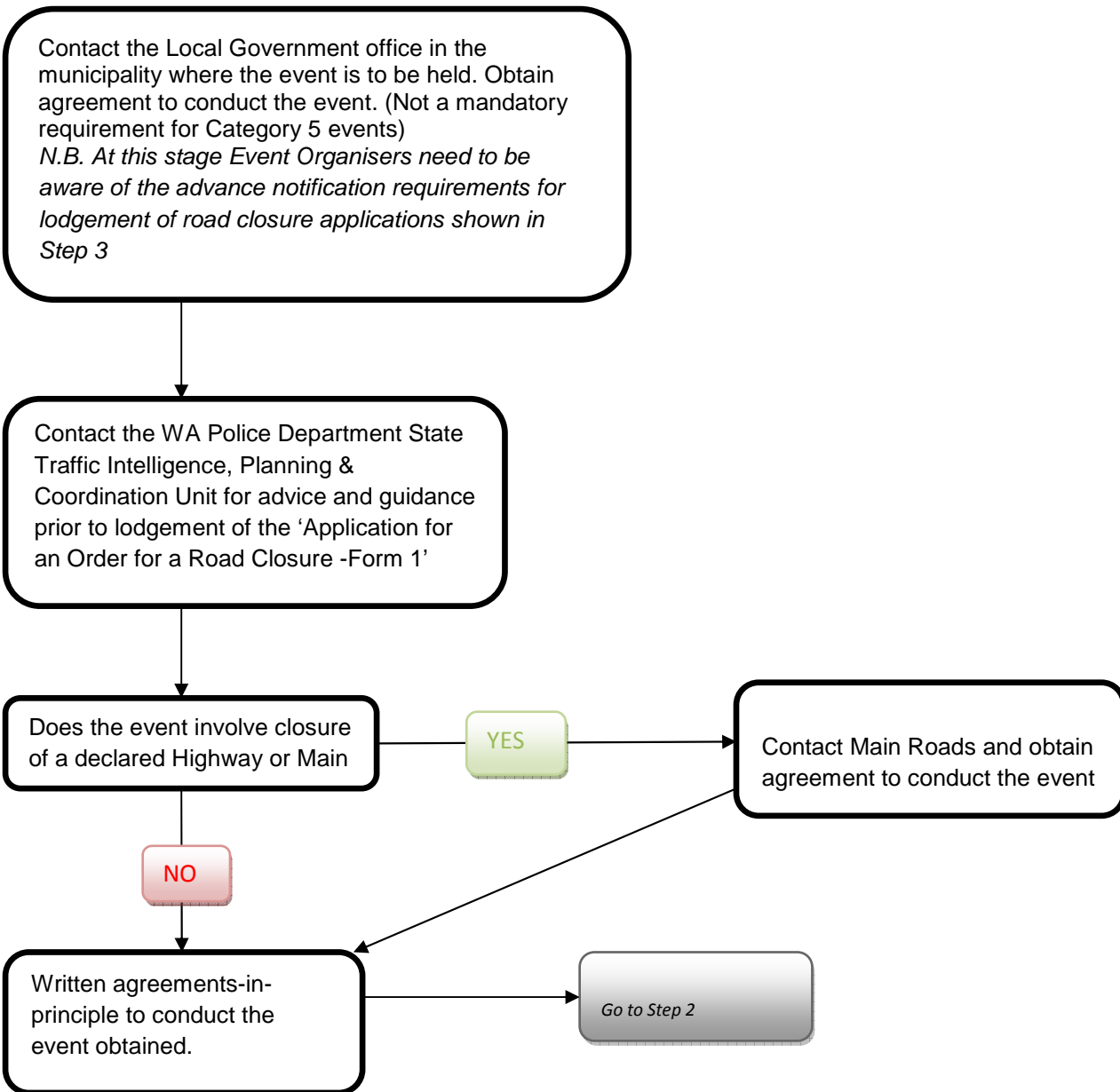
USEFUL LINKS AND RESOURCES

- **Main Roads WA**
How to prepare a TMP:
<https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/TrafficManagement.aspx>
- **City of Karratha**
Application forms
<http://karratha.wa.gov.au/roads-footpaths>
- **Dial before you dig (DBYD)**
<https://www.1100.com.au/>
- **Horizon Power**
<https://horizonpower.com.au/>
- **WaterCorp**
<https://www.watercorporation.com.au/>
- **Telstra**
<https://www.telstra.com.au/contact-us>
- **NBN**
<https://www2.nbnco.com.au/corporate-information/contact-us-form.html>
- **Flowchart to Assist with Events Organisation follows:**

Flowchart to Assist with Events Organisation

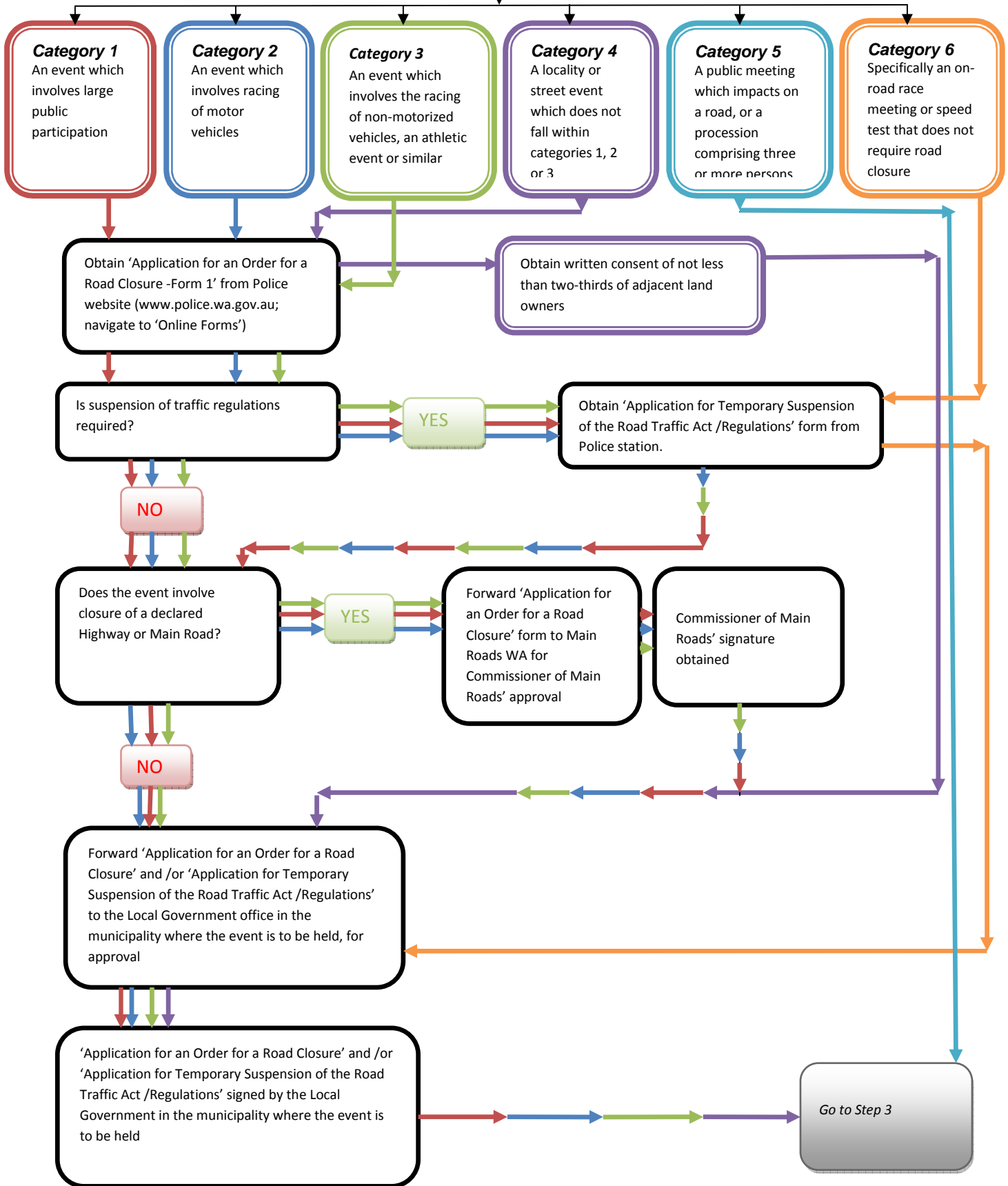
Step 1 - Planning

Obtain Local Government/ Main Roads Agreement



Step 2 –Road Authority Approval (Obtain Local Government/Main Roads Western Australia approval for Road Closure and/or Suspension of Regulations)

Identify the event category below. *N.B. The person nominated to be directly responsible for event Categories 1 to 4 shall not be less than 18 years old*



Step 3 –Police Approval

(Obtain Police approval for Road Closure and/or Suspension of Regulations)

Identify the event category below

Category 1
An event which involves large public participation

Category 2
An event which involves racing of motor vehicles

Category 3
An event which involves the racing of non-motorized vehicles, an athletic event or similar

Category 4
A locality or street event which does not fall within categories 1, 2 or 3

Category 5
A public meeting which impacts on a road, or a procession comprising of three or more persons

Category 6
Specifically an on-road race meeting or speed test that does not require road closure

Lodge 'Application for an Order for a Road Closure –Form 1' with the nearest Police Station (within the following timeframes):-

Not less than six (6) months prior to event

-Not less than three (3) months prior to event

-not less than one (1) month prior to event

not less than one (1) month prior to event

Obtain 'Notice Applying for a Permit to Hold a Public Meeting and/or Conduct a Procession' form from Police station

If applicable, lodge 'Application for Temporary Suspension of the Road Traffic Act /Regulations' with the nearest Police Station

Lodge 'Notice Applying for a Permit to Hold a Public Meeting and/or Conduct a Procession' not less than four (4) days prior to event

Police issue :-
• 'Order for a Road Closure' –Form 2' ,and/or
• 'Application for Temporary Suspension of the Road Traffic Act/Regulations' approved by Chief Superintendent (Traffic), or
• 'Permit to Hold a Public Meeting and/or Conduct a Procession'

Go to Step 4

Step 4 –Preparation and Implementation
 (Arrange Preparation and Implementation of Traffic Management Plan)

Identify the event category below.

