



Council Policy Manual

CP22.3 Traffic Management within the Road Reserve

POLICY OBJECTIVE

To develop a process for the City to ensure that all works or events within the city on roads comply with appropriate standards, ensure the safety of all road users and road workers and minimise the disruption and inconvenience to all road users.

POLICY STATEMENT

1. SUBMISSIONS

- 1.1 Submissions for obstruction permits for traffic management for works or events on roads within the City of Perth shall be either refused or approved at an administrative level without referral to the Council, unless otherwise directed by the Chief Executive Officer.
- 1.2 Traffic management plans (TMPs) involving “complex traffic arrangements” (as defined in the Relevant Code of Practice) shall require review and endorsement by a Road Traffic Manager (RTM).
- 1.3 Traffic management plans involving “complex traffic arrangements” (as defined in the Relevant Code of Practice) shall require the preparation and implementation of a Communications Plan to the satisfaction of the Manager Activity Approvals.

2. APPROVALS

- 2.1 In approving obstruction permits for traffic management for road works or an event, the administration must ensure that that the Relevant Code of Practice is complied with.
- 2.2 All applications will be submitted to and reviewed by the Manager Activity Approvals. Traffic management involving ‘complex’ traffic arrangements will also be referred to the Manager Transport for comment.
- 2.3 All applications to obstruct the road reserve requiring the implementation of traffic management may require the following approval periods:
 - a. Minor obstructions, unlikely to impact on traffic flow – 3 working days;
 - b. Works/events likely to cause congestion – 14 days;
 - c. Major works/events requiring complex traffic management – 30 days.
- 2.4 In accordance with Section 3.50 of the *Local Government Act 1995*, any closure of a road, or partial closure of a road, for a period of four weeks or greater, will require a public notice period and consideration of any submissions prior to any approval being issued. Obstruction Permit advance notice and advertising requirements are provided at Annex A.



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- 2.5. Only Officers with the requisite delegated authority as detailed within the City's Register of Delegated Authority may approve the closure of roads in order to facilitate works or events.
- 2.6. Nothing in this policy prevents a submission for traffic management for works or events on roads being referred to the Council for determination where the Chief Executive Officer believes such referral is appropriate or desirable.

3. COMPLIANCE

- 3.1. Traffic management plans involving “complex traffic arrangements” (as defined in the Relevant Code of Practice) shall be subject to an operational check by representatives of the City of Perth as soon as practically possible following implementation. Remedial action to ensure the safety of site workers and/or road reserve users will be communicated to the proponents of the works as soon as possible

4. ACCREDITATION

- 4.1. All companies engaged in traffic management on City of Perth roads must have current registration in the State Road Traffic Management Company Registration Scheme administered by Main Roads Western Australia.
- 4.2. Personnel accreditations for traffic management at roadworks are required as follows:
 - a. The person preparing the TMP is Advanced Worksite Traffic Management (AWTM) accredited;
 - b. The person reviewing the TMP is Worksite Traffic Management (WTM) or AWTM accredited OR has an equivalent level of knowledge and experience;
 - c. The person supervising / managing the implementation of the TMP is accredited with Basic Worksite Traffic Management (BWTM).

5. CHRISTMAS ROADWORKS

- 5.1. Roadworks within the Central Business District may be restricted for a period on the approach to and following Christmas.
- 5.2. **Restricted Streets**
 - a. The following roads are defined as “Restricted Streets”:
All roads within an area bounded by Roe Street, Barrack Street Bridge, Wellington Street, Lord Street, Victoria Avenue, Riverside Drive, Barrack Street, The Esplanade, Mounts Bay Road, Spring Street, St Georges Terrace, Elder Street, Wellington Street, Sutherland Street (see Annex B).



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5.3. Restricted Period

- a. The 'Restricted Period' shall commence from the third Monday of November to the third Monday of January.
- b. Obstruction permits for works within the 'Restricted Period' that are likely to cause congestion for road users, including pedestrians, shall not be approved within "Restricted Streets" unless they are considered to be essential infrastructure and unavoidable.

6. DEFINITIONS

Relevant Code of Practice means The Traffic Management for Works on Roads and Traffic Management for Events Codes of Practice based on AS1742.3 and are the accepted requirements for managing traffic at work sites and during events.

Document Control Box							
Document Responsibilities:							
Custodian:	Manager Transport			Custodian Unit:	Transport		
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:							
Document Management:							
Risk Rating:		Review Frequency:		Next Due:		TRIM Ref:	P1027991 75522/04
Version #	Decision Reference:		Synopsis:				
1.	Council 24 April 2012 (182/18)		Adopted				
2.	OCM 03/11/15 (487/15)		Amended				
3.							



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Annex A

Road & Footpath Obstruction Permits Application and Advance Notice Requirements

The following requirements were developed for major infrastructure projects within the city. Some of the requirements may be reduced for works in low volumes roads.

Application Requirements			Advance Notice Requirements				
Closure Type	Prior Consultation req'd with APS	Time req'd to assess (after approved TMP & Comms plan submitted)	Advert Type (See Below)	Newspaper / Web	Radio	Written advice	Advance Signage VMBs and/or Static
Weekend 1 Lane closure		3 Business days	A	-	-	Yes	Possible*
Weekdays 1 Lane closure	Yes	3 Business days	A or B**	Possible*	-	Yes	Possible*
Weekend 2 Lane Closure or road closure	Yes	2 weeks	B	Yes	-	Yes	Yes
Weekday 2 Lane Closure or road closure	Yes	4 weeks	C	Yes	Yes	Yes	Yes
Weekday 2 Lane Closure or road closure requiring signal work	Yes	2 months	C	Yes	Yes	Yes	Yes
Extended Road Closure for a period greater than 4 weeks	Yes	2 months	D & C***	Yes	Yes	Yes	Yes

Note: A parking lane is considered as 1 Lane

* Depends on impact on motorist and adjacent properties.

** Depends on traffic volumes.

*** These road closures require a public consultation prior to being submitted to Council for consideration.



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Advance Notice Advertising Requirements

Type	Newspaper	Radio	MR Traffic Reports	Written Advice	Web	VMBs / Static
A	-	-	-	24 hrs notice to affected properties	-	-
B	2 Column in Display Section, 1 day prior	-	-	7 days notice to affected properties	7 days notice	7 days notice
C	3 Column in Display Section, 2 may be req'd (days TBA)	AM & PM for prior 3 days (see note below)	Daily (during the works)	14 days notice to affected properties & stakeholders including transport and emergency authorities	14 days notice	14 days notice
D Public Consultation	3 Column in Display Section			14 days notice to affected properties & stakeholders including transport and emergency authorities	14 days notice	Possible

Notes:

The City will require adequate time to review any communications. Please make provision for any changes prior to going to press. The City will not issue permits until it is satisfied with the communication design/message.

Radio

2 x 15sec or 30sec adverts in each Breakfast and Afternoon Drive Programs for the 3 days prior to the closure on Mix 94.5, 92.9, Nova 93.7, 96fm, 990am, 6PR, 6IX and 720am.

Web

Various Websites, Twitter & Facebook



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Annex B

