

Guideline for Traffic Management Planning

Objective

Works on Roads and events planned on roads or road reserves within the City of Albany require a current traffic management plan. A Traffic Management Plan (TMP) shall be prepared in advance and submitted at least 10 working days 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.

This document outlines the City of Albany requirements and the process for work or events in or adjacent to their road reserves.

The key requirements are:

1. In Western Australia (WA) TMPs are prepared and implemented by those who have gained and currently have the required MRWA traffic management accreditation.
2. In most cases there will be a cost involved in the preparation and implementation of a Traffic Management Plan.
3. Under the MRWA “Traffic Management for work on roads Code of Practice and/or Traffic Management for Events 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. In most cases this approval will be in the form of a TMP.
4. TMP’s need to be submitted for assessment to the City 10 working days PRIOR to works/event.

Scope

This guideline describes the City of Albany’s obligations and requirements for reviewing and endorsing traffic management plans.

Procedure

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/or the general public.

A **TMP** is required for the following activities:

Roadworks

- Survey and inspection
- Road construction, maintenance and resurfacing
- Footpath and driveway construction or repair
- Verge maintenance, landscaping, and vegetation control
- Kerbing, stormwater drainage and
- Any utility service works.

Events

Where the proceedings will take place on or within close proximity of the road.

The size and the scope of event will dictate the scope of the traffic management plan.

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

Please refer to the link below for further information:

<https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/FormsPublications.aspx> - then open Traffic Management for Events – Code of Practice pdf.

Private Works, Development and Other

- Building, demolition or construction works on adjoining property that may impact, disrupt or cause to harm road users and the public.
- Installation or maintenance of Utilities Services (water, gas, power, telecommunication etc).

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 <https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/FormsPublications.aspx>.

Submitting a Traffic Management Plan

Individuals or organisations submitting a Traffic Management Plan for endorsement shall forward documentation to cityassets@albany.wa.gov.au.

Endorsement

Following the successful review of a **TMP**, the City will endorse the **TMP** and return the document to the Applicant. The City is required to return a TMP to the author for amendments, if it is unsuitable for the proposed works or event. No works are to proceed or commence without the final TMP being endorsed by the authorised City of Albany Officer.

All works must be carried out in strict accordance with the endorsed TMP. Any alterations to the TMP may only be undertaken by the author of the TMP.

Applicant’s Responsibility

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

Applicants are responsible for the safe and timely execution of the proposed works and shall notify the City of any changes in the method or timing of the works.

Applicants are responsible for preparing a realistic timeline to allow for preparing the TMP and submitting it to the City of Albany with a minimum of 10 working days. This timeline should be adequate to allow:

- amendments,
- endorsement by the City of Albany
- preparation of resources prior to implementation and
- implementation of the TMP.

Every event requires a new TMP to be prepared by a qualified person. If an event is recurring the previous TMP cannot be used unless it is reviewed/revised by a qualified person.

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 in the TMP. Applicants are responsible for works undertaken by contractors or subcontractors working on their behalf.

Please note: TMP's must go to the relevant road authority (Main Roads or City of Albany) for authorisation and sign off. TMPs that impact both City of Albany roads and Main Roads WA roads concurrently, must be authorised and signed off by both road authorities.

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