



## Procedure Manual: Traffic Management for Works in Thoroughfares

### Overview

Any party undertaking work within the City of Gosnells shall assess the need for a Traffic Management Plan (TMP). The City of Gosnells will check the assessment to ensure a TMP has been provided where required. Where a TMP is required the City of Gosnells shall ensure that the TMP adequately provides for the safety of workers and thoroughfare users, while maintaining an adequate level of service. All TMP's shall be prepared, reviewed and implemented by a person holding appropriate Main Roads WA accreditation. This will occur prior to the City of Gosnells authorising the TMP for implementation.

### Quality Assurance

Prior to proceeding with any TMP, requirements for assurance of quality shall be as follows:

1. Personnel
  - 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 reviewing the TMP has a Main Roads WA account and is subscribed to Traffic Management updates (go to [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) > My Account)
  - d) The person supervising / managing the implementation of the TMP is accredited with Basic Worksite Traffic Management (BWTM).
  
2. The Traffic Management Plan
  - a) The TMP has been checked for suitability. For guidance refer to MRWA Suitability Checklist (<https://www.mainroads.wa.gov.au> >Our Roads>Traffic Management>Plan Preparation>Traffic Management Checklists).
  - b) The TMP is appropriate ensuring there are no conflicting works or events at / or near the location.
  - c) The City of Gosnells will occasionally arrange for onsite review of traffic management at roadwork sites ensuring compliance with Works Code of Practice (this include both internal and external works). This will be undertaken by a WTM or AWTM accredited person OR a person with an equivalent level of knowledge and experience.

### Traffic Management Plan Process

#### TMP Preparation Process

1. The TMP preparation shall be carried out in advance of the works and shall allow time needed to carry out consultation, sufficient notification, authorisation and implementation. Projects affecting ratepayers and businesses may require significant consultation and advertising of works.



2. The TMP shall be submitted to the authorising officer for review.

#### TMP Authorisation Process

1. Authorising officer is to determine if the traffic management scheme is simple or complex in nature (as per section 5.2.2 of Works Code of Practice) and do the following:
  - a. Complex –TMP is to be forwarded to a suitably qualified Roadworks Traffic Manager (RTM) for endorsement (RTM to liaise with plan author and authorising officer) prior to road authority authorisation.
  - b. Simple – authorising officer to check the TMP for suitability (see section 2 above).
2. Where there is non-compliance, the author is to be contacted with the recommended changes and asked to either:
  - a. Check the recommendations and modify the TMP if appropriate; or
  - b. Justify the existing plan against the appropriate standards.
3. Once the TMP has been deemed to be suitable by the authorising officer, the TMP will be authorised for implementation by the City of Gosnells' CEO or their delegate (either by signature on the TMP cover page or by emailing and referencing the TMP number and revision number).

#### *Post Implementation Review Process*

To improve traffic management on the network, on-site inspections and operational checks should be performed (where required) once the TMP has been implemented:

1. The onsite inspection is a check of the signs, devices, method statements and workers accreditation applied on site. This should ideally be done by someone holding a Basic Worksite Traffic Management (BWTM) accreditation. This ensures that all traffic management including appropriate after care is being implemented at the correct stage of the works.
2. For complex or long term worksites; an operational check involves an onsite drive through and check of the operation of the traffic management focussing on road efficiency, road user compliance and road safety should be undertaken by the authorising officer or an appropriately trained (WTM/AWTM) independent contractor.

#### **Related documentation**

Administrative Protocol – Traffic Management for Works in a Road Reserve.

Main Roads Western Australia Instrument of Authorisation for Works.

Main Roads Western Australia Traffic Management for Works on Roads Code of Practice.

Australian Standard AS 1742.3-2009 Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads.

AS/NZS ISO 31000 – Risk Management – Principles and Guidelines

Traffic Controllers' Handbook.



## **Related local law and legislation**

*Local Government Act 1995*

*Local Government (Uniform Local Provisions) Regulations 1996*

*Main Roads Act 1930*

*Occupational Safety and Health Act 1984*

*Road Traffic Act 1974*

*Road Traffic Code 2000*

*Thoroughfares and Public Places Local Law 2012*

## **Issued**

Approved by Director Infrastructure

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## **Amendments**

Nil

**Definitions**

<b>Term</b>	<b>Definition</b>
AS:	Australian Standard
AS/NZS	Australian / New Zealand Standard
Authorising officer	Any City of Gosnells' Officer that is accredited to Advanced Worksite Traffic Management level or has equivalent level of knowledge and experience.
Complex	As defined in section 5.2.2 of the Traffic Management for Works on Roads Code of Practice.
Duty of Care	The legal duty on the part of all employers, employees and others including contractors and consultants who have an influence on the potential hazards in a work site, which requires them to take reasonable care to protect the health and safety of others at the work site including road users who may be at a foreseeable risk of harm.
Party	Any body undertaking works in the road reserve.
Road	For the purpose of this Code has the same meaning as that defined in Main Roads Act
Road reserve	For the purpose of this Code includes the land set aside, gazetted under an enactment or commonly used by the public as a road and all verges, traffic islands, median strips and other provisions associated therein for the conveyance or travel persons but does not include private tenements or freehold land.
Simple	Simple traffic management arrangements are low speed, low impact and short term works for residential roads.
Traffic Control Diagram (TCD):	Detailed drawings depicting the layout and type of traffic control devices to be used for all situations likely to be encountered during the works.
Traffic Management Plan (TMP)	A document containing Traffic Control Diagrams and documentation of project details in regard to traffic management at a work site. The documentation of project details includes, inter alia, responsible personnel, proposed timing of the works, authorisations that have been gained, traffic volume/type details, documentation of risk management and special provisions for specific road user types.