

# Traffic Management on AlburyCity's Road Network

— updated April 2018



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### **Appendixes**

- Form A Traffic Control Application.
- Form B Application for Road Closure.
- Form C Speed Zone Application.
- Candidate Form.
- Portable Traffic Signals record of application, approval and use.
- Variable Message Signs application for use.
- Record of Notification.
- RMS Peak Travel-Time Curfew Conditions AlburyCity.



## DEFINITIONS

- AS Australian Standard
- CBD Commercial Business District
- LTC Local Traffic Committee
- PMP Pedestrian Movement Plan
- PTS Portable Traffic Signals
- RMS Road & Maritime Services
- ROL Road Occupancy Licence
- SWMS Safe Work Method Statement
- SZA Speed Zone Application
- TC Traffic Controller
- TCAWS Traffic Control at Work Sites (*current version*)
- TCP Traffic Control Plan
- TMP Traffic Management Plan
- VMP Vehicle Movement Plan
- VMS Variable Message Sign

## TRAFFIC CONTROL

Road Authorities are responsible for the road reserve management and management of road assets. The road safety, efficiency and traffic control activities associated with this role will not be compromised.

A Traffic Control Plan will need to be submitted for approval by AlburyCity for all works within the road reserve. The TCP is to comply with the Roads & Maritime Services Traffic Control at Work Sites manual (current version).

All Traffic Management to be undertaken by an RMS Qualified and AlburyCity authorised person/s.

A Road Occupancy Licence may also need to be approved by RMS.

A Speed Zone Application may also need to be approved by RMS.

*Refer to AS1742.3-2009 and Traffic Control at Work Site manual (TCAWS)*

AlburyCity adopts RMS specifications & technical directions for traffic management on the local road network.

All traffic management is to be designed and implemented to minimise the impact on the road network.

## HOURS OF WORK / CURFEWS

- No works or traffic controlling devices are to be present within school zone areas during school zone times being 8:00am – 9:30am & 2:30pm – 4:00pm unless prior written approval from council is granted.
- No works or traffic controlling devices are to be within the CBD where possible during the following periods:
  - 9:00am – 5:00pm Monday Tuesday, Wednesday and Friday
  - 9:00am – 9:00pm Thursday
  - 9:00am – 3:00pm Saturday
  - Sunday works are permitted all day
- Unless otherwise authorised by council
  - When works are interfering with the travel lane/s of a main, Collector or Arterial Road, work hours will be restricted to avoid the peak periods between 8:00am – 9:30am and 3:30pm – 6:00pm.
  - Residential Areas, construction is not to take place outside the hours 7:00am to 8:00pm Monday to Saturday and 8:00am to 8:00pm Sundays or public holidays.

Works that are required to be undertaken outside the curfew time restrictions are to be approved in writing by AlburyCity and supported with reasoning from the applicant.

## RMS CURFEW DAYS & TIMES

Monday to Friday

7:00am to 9:30am – 3:30pm to 6:00pm

### Hume Freeway

Between Spirit of Progress Bridge & Thurgoona Drive Thurgoona.

All interchanges, including on/off ramps, overpasses, underpasses and for a distance of 100m from entry / exit point onto local roads that connect to the Freeway unless otherwise defined.

### Riverina Highway

Between Pemberton Street & Elizabeth Mitchell Drive Albury.

### Wodonga Place

Between Union Bridge & Smollett Street Albury.

### Atkins Street

Between Bridge Street & Hume Street Albury.

*Refer to appendices Peak Travel-Time Curfew Conditions AlburyCity*

## HOLIDAY RESTRICTION PERIOD

No works will be permitted within the CBD during Christmas Holiday period being 16<sup>th</sup> December to the second week of January, unless written consent from AlburyCity.

## GENERAL REQUIREMENTS

- (2) Two working days minimum notice is required to approve submitted TCP, PMP and VMP for planned works.
- A minimum of (2) two weeks (10 working days) notice to Council is required if full road closures are proposed. The TCPs must be at a standard that enables Council to approve it with sufficient time for advertising to be placed in the newspaper (Border Mail) no later than (7) seven days before the road closure. All advertising arrangements, notifications and expenses are the applicant's responsibility.
- All TCP are to be submitted in either a hard copy or electronic .PDF format using ink or computer generated graphics and shall be as per TCAWS (current versions).
- Access to driveways shall be maintained at all times unless other arrangements are made.
- Signage checks must be undertaken and noted.
- Form A Traffic Control Application must accompany the TCP.
- Form B Road Closure Application must be submitted after initial approval for all road closures.
- Form C must be completed and attached with the TCP for any speed reduction requests on AlburyCity's road network. A SZA will need to be approved by RMS for speed reduction on classified roads.
- PTS form must be completed when requesting to use Portable Traffic Signals on AlburyCity's road network.
- Variable Message Signs form must be completed and accompany any TCP where VMS are to be used on AlburyCity's road networks.
- Where traffic is to be stopped, expected queue lengths & traffic volumes are to be identified. Where queues are likely to occur, what contingency treatment will be undertaken if queue lengths exceed acceptable limits. The TCP must clearly state at what stage and how the contingency treatment will be implemented. Traffic queues must not exceed 250 meters, measured along a single lane, in any direction. If traffic queues exceed 250 meters, all traffic control devices must be removed from the carriageway until normal traffic volumes resume.
- All Traffic Control Plans, Vehicle Movement Plans and Pedestrian Movement Plans are to be in accordance with the current RMS Traffic control at work sites manual.
- All RMS TCAWS recommendations are to be implemented unless prior approval has been given, by AlburyCity.
- The approved TCP (signed by an authorised AlburyCity officer) must be kept on-site at all times any TCP without such approval (signature) will not be accepted.

Separate approval/s may be required subject to RMS conditions for:

- A Road Occupancy Licence may also need to be approved by RMS.
- A speed zone application may also need to be approved by RMS.
- Works within 100m of a signalised intersection requires an ROL.

## EMERGENCY WORKS

- Emergency Works is defined as works with (6) six hours or less notice and require immediate action. Council must be notified at the earliest convenience and can be logged with the afterhours call centre.
- If emergency works exceed 6 hours on site then a site specific traffic control plan must be submitted.

## NOTIFICATIONS

### FORM A

Must accompany any application for traffic management. Allow (2) two working days to process this application.

### FORM B

Must be completed and accompany any application for road closure. All service providers and emergency services must be advised of proposed closure. For example:

- Albury Ambulance
- Albury Police
- Bus Companies
- Fire Brigade
- Garbage Collection Contractors
- Taxi Service/s

## ROAD CLOSURES

AlburyCity has delegated authority from RMS under section 269A of the Local Government Act to approve Temporary Road Closures.

Spot closure by Police during emergencies or a closure by council for road maintenance / construction, under section 240 and 250 of the Local Government Act are not regarded as temporary closures under S269A.

Roads Regulation 2008 – REG 5

5 Temporary closing of road

- (1) A roads authority must give at least 7 days notice of its intention to close a public road in the exercise of its function under Part 8 of the Act:
  - (a) By means of a notice published in the local newspaper, and
  - (b) By means of conspicuous notices erected along the road.
- (2) No such notice is necessary in the case of an emergency.

- Closures must be advertised at least (7) seven days before closure. Notification is to be advertised in the Border Mail either on a Saturday or Wednesday under 'Public Notices' Road Closures'
- 24 Hour contact number is to be provided to answer all inquiries regarding the closure, and for emergency contact purposes.
- Description of works (why road is closed)
- Proposed start and completion dates.
- Time of closure and time of reopening.

- Roads must be closed in accordance with the approved TCP, unless otherwise directed by police or authorised AlburyCity officers.
- Must meet all costs associated with the closure.
- Must where practical make alternate parking arrangements for affected residence / businesses.
- Must undertake a Risk Assessment.
- AlburyCity reserves the right to revoke the closure approval at any time without any compensation to the applicant.
- Properties / Businesses directly affected by the closure must also be directly notified, this can be in the form of a letterbox drop, and any business that is affected will need to 'sign off' on the notification that they have been informed of the closure. Special arrangements may need to be made in regard to deliveries to and from any affected business. This sign off must be submitted with Form B for final approval.
- Allow 10 working days to process this application.

### **FORM C**

Must be completed for any proposed change to the legally posted speed zone on unclassified roads, allow (7) Seven days to process this application. For classified roads approval must be sort from RMS who generally require 10 working days to process the application.

### **VARIABLE MESSAGE SIGNS**

Variable message signs may be used as part of site operations. The TCP should detail under what circumstances the VMS will be utilised and the message that will be used. Signage maintenance procedures should ensure that devices are operational at all times. Works on a high volume road may require a VMS to be on display for (7) Seven days prior to works. You should contact AlburyCity in the early design stage to see if this applies. Allow 2 working days to process this application.

VMS within the road reserve must not be used for advertising either community or commercially based. VMS to comply according to Austroads Guide to Traffic Management Part 10 Traffic Control and Communication Devices section 5.8 including RMS Supplement to Austroads Guide.

### **PORTABLE TRAFFIC SIGNALS**

**Form** must be completed and accompany the TCP for use, allow (2) Two working days to process this application.

### **TRAFFIC MANAGEMENT PLAN**

Must only be prepared by those persons who have the RMS qualification Prepare a Work Zone Traffic Management Plan. They must have the required knowledge, qualifications and experience necessary to design traffic management plans for the environment they will operate in. The designer should inspect the site prior to design stage to identify specific site conditions such as internal site conditions, existing signage, lighting, abutting accesses and existing road networks. Inspections should be carried out during times of the day similar to the proposed scheduling of site operations to identify matters specific to the site. The TMP is an important workplace document that has legal standing. As such it is critical that the content is sufficient to explain the potential hazards, the assessed risks and the proposed treatments for the proposed work activities. The TMP may include all or some of the following:



1. TMP is to identify and assess traffic impacts of the proposed works. Including the assessment of proposed traffic measures on traffic movements in adjoining streets and along identified routes during the construction. Should include traffic data, heavy to light vehicles and pedestrians. Particularly if a detour is in place.
2. Submit detailed traffic management measures to minimise the impacts on the road network. This is to include an assessment of any public transport services affected. Include TCPs use of TC and identify any road closures or part closures.
3. Details of provisions made for emergency vehicles, heavy vehicles, cyclists and pedestrians.
4. Proposed public / resident notification process if required.
5. Site operations including site access control, this is to include gate control for vehicular entry exit. Traffic management hierarchy, traffic management administration for site inspections and record keeping. TMP auditing for review and improvement.
6. Procedures for incident and or accidents, emergency planning.
7. Parking facilities and site capacity, heavy and oversize vehicles, operations planning.
8. The document must contain name of applicant, site contacts, management hierarchy and telephone numbers, date and time of commencement of works, Intended date and time of completion of works, schedule of works.
9. Generic Traffic Control Plans may be approved for a maximum 12 months; these are basic plans with negligible impact on the road network. If the proposed site/s are already occupied and or has an potential overlap of traffic management the use of a generic TCP does not have priority and must reschedule works.

#### **ALL TRAFFIC PLANS MUST CLEARLY DISPLAY**

- All relevant information for approval.
- Any special notes pertaining to the TCP / Works.
- Bus Stops must be identified and bus companies notified if works conflict with pick up / drop off points.
- Clearance requirements, edge clearance and clearance to traffic must be shown on the TCP.
- Date and time of proposed works.
- Description of proposed works.
- Designers name and signature including RMS certificate number.
- Designers submitting TCP's to AlburyCity must provide a colour copy of their RMS qualification for the first time submitting plans to AlburyCity and upon renewal of the RMS qualification. (Prepare a Work Zone Traffic Management Plan)
- Existing speed zone/s for all streets shown on the TCP.
- North Point and scale or NOT TO SCALE (N.T.S)
- Signage location, dimensioning including standard signage numbering.
- Street name of all streets shown on the TCP.
- TCP is to be orientated so north is at the top of the page.
- Show all traffic signals and road configurations.
- Use a legend to define all symbols.
- The set up time and removal of the traffic control must be noted on the approved TCP by the Team Leader once implemented and site dismantled.

## TRAFFIC CONTROLLER/S

- All Traffic controller/s undertaking traffic management must have a current RMS issued Traffic Controller card on site at all times when on duty which can be produced upon request. If the traffic controller is unable to produce the RMS card they will be temporarily suspended from controlling traffic until the card is produced.
- All traffic controllers must have a current construction induction card.
- Authorised traffic controllers shall wear high visibility clothing meeting the requirements of AS4602, displaying the words 'Authorised Traffic Controller' when controlling traffic.
- Implement Traffic Control Plans RMS qualification is required to set up and take down the temporary traffic control signage and delineating devices. (*Apply Traffic Control Plans will be accepted during phase out period*).

## AUTHORISATION

Roads Regulation 2008 6 Traffic controllers

(1) For the purpose of enabling it to exercise its function under Part 8 of the Act, a roads authority may appoint traffic controllers, or authorise its agents and contractors to appoint traffic controllers, to direct traffic on a road.

- Persons undertaking traffic management on AlburyCity's road network are required to be authorised by AlburyCity. Colour copies of relevant RMS qualifications and induction cards are to be submitted for authorisation. Traffic Controllers are not permitted to undertake any traffic management without being authorised by AlburyCity on AlburyCity's road network.

The following will be required to be submitted to AlburyCity for authorisation:

- Statement of Completion – RMS certificate, to ensure the assessment was for NSW.
- Statement of Attainment – proof of RMS qualification and that they have been deemed competent. This certificate will be valid for 3 months from date of issue at which time a copy of the RMS card (for that qualification) must be submitted to AlburyCity.
- RMS card (colour copy) for each qualification requiring authorisation.

### **Candidate Assessment on AlburyCity's road network.**

Participants undertaking the Roads and Maritime Services Traffic Controller / Implementing Traffic Control Plans course requiring assessment on a live traffic control site are permitted to undertake works for assessment purpose under the following conditions:

- AlburyCity recommends Assessment is through a traffic control company authorised to undertake traffic management on AlburyCity's road network.
- A suitably qualified and authorised person is required to conduct full supervision of the candidate and to be no more than two (2) meters from the candidate whilst on duty.
- The traffic control provider shall request approval to undertake assessment on AlburyCity's road network and submit a candidate form for approval.
- The traffic control provider is to undertake a risk assessment with regards to traffic speeds, volumes and complexity and the use of inexperienced traffic controller/s. Subject to risk assessment the traffic provider determines the number of candidates to be used on the site and accepts all risks involved.
- Any non-conformances will be the responsibility of the traffic control provider.

## SITE WORKS

- All signs and devices are to be erected and implemented according to the approved TCP.
- A copy of the approved TCP including applicable forms, the signage checklist, SWMS and risk assessment must be on site at all times and readily available when requested.
- RMS approvals must be on site at all times.
- Minor modifications to the approved TCP are permitted according to section 4.5 TCAWS. Modifications must be noted on the approved TCP and signed off by appropriately qualified person.
- Modifications in areas outside those listed in section 4.5 TCAWS are considered to be major and a new TCP will be required to be submitted for approval.
- When traffic control will involve the use of timed parking spaces, parking permits will be required.
- When traffic control signage is positioned within the parking and manoeuvring lane a safety cone or bollard is to be placed (2) two metres in front of the sign, being careful to occupy only one parking space to avoid a vehicle blocking line of sight for oncoming motorists.
- Works involving the footpath must maintain or establish a 1.5m clear path. Works within the CBD must maintain a 2.0m clear path. Temporary perambulator ramps may need to be implemented.

## REINSTATEMENT

- AlburyCity will cost recover for repair to any damage caused to the road, footpath or street furniture as a result of applicants / traffic provider's activities.
- AlburyCity will cost recover any works or materials needed to repair or make safe any high risk defects or failure to repair when requested to do so.
- Road marking materials are permitted for the correct placement of signs and devices. The marking material must be bio-degradable and easily removed. Permanent road marking paints or the like are not permitted and must be permanently removed. (not covered)

## INSPECTIONS

- Where works are being conducted by any organisation or authority and these works are deemed to be not complying with AlburyCity requirements regarding – Notification, Obtaining Consent to conduct works, or Non Effective Traffic Management is observed on a worksite within the road reserve of AlburyCity's road network. These works may be stopped pending immediate rectification of any actions required by the auctioning officer and a Warning / Non Conformance or Corrective action notice may be issued.
- AlburyCity may inspect your site for compliance and safety, according to the approved TCP, AS1742.3 and TCAWS (current version).
- The risk assessment must have been completed before start of works and available to AlburyCity at time of inspection.
- Any breaches from the approved TCP or compliance issues must be rectified immediately.
- AlburyCity reserves the right to cease works on site until the site is made safe according to the recommendations from the inspection or instruction by an authorised AlburyCity traffic control officer.

- Results from inspections will be forwarded to the traffic control provider as soon as practicable.
- Any site is subject to inspection by AlburyCity.

## **NON-CONFORMANCE**

Works within a Road Reserve (section 138)

Section 138 of the roads Act 1993 prohibits any person from carrying out work in, on or over a public road (including footpaths) without the consent of the appropriate authority.

The Local Government Act 1993 places on Council the responsibility for the care and control of public road reserves.

Part 3.2 General workplace management

Division 1 Information, training and instruction 39 Provision of information, training and instruction

(1) This clause applies for the purposes of section 19 of the Act to a person conducting a business or undertaking.

(2) The person must ensure that information; training and instruction provided to a worker are suitable and adequate having regard to:

(a) The nature of the work carried out by the worker, and

(b) The nature of the risks associated with the work at the time the information, training or instruction is provided, and

(c) The control measures implemented.

(3) The person must ensure, so far as is reasonably practicable, that the information, training and instruction provided under this clause is provided in a way that is readily understandable by any person to whom it is provided.

- Failing to comply with the approved TCP may result in a Non-Conformance being issued and your work site closed down.
- If a traffic control company receives (3) three Non-Conformance notices within a twelve month period, authorisation to undertake traffic management on AlburyCity's road network may be suspended for a minimum (3) three months. Any additional notices being issued may result in permanent suspension
- If a traffic controller undertaking traffic management does not have the relevant RMS qualification 'cards' on site, they will be temporarily suspended and or receive a Non-Conformance. Suspension shall remain in place until the card/s can be produced.
- A traffic controller / provider undertaking traffic management in an unsafe manner and or not according to TCAWS may be temporarily suspended and or receive a Non-Conformance.
- AlburyCity may inspect your work site and assess it according to the approved traffic control plan and TCAWS. If there is a Non-Conformance issued and compliance is not achieved, AlburyCity may close the site.
- A traffic controller may be suspended for a breach of safety or repeated offences, may only be re-authorised once successfully completed RMS re-training and has been deemed competent.
- AlburyCity through its authorised officers, reserves the right to initiate field changes to assure public safety.

## **SPECIAL EVENTS & EVENT CLASSIFICATION**

The event organiser is the person or organisation who is responsible for organising the event and whose name appears on the Public Liability Insurance Policy.

From a traffic & transport perspective, a special event needs to:

1. Ensure the safe separation of event participants, volunteers and patrons from traffic.
2. Manage the reduced capacity of the road system.
3. Minimise the traffic impact on the non-event community & the emergency services.

### **CLASS 1 EVENT (LTC required)**

Is an event that impacts major traffic & transport systems and there is significant disruption to the non-event community.

- Impacts major traffic and transport systems.
- Disrupts the non-event community over a wide area.
- Requires the involvement of police, council and the RMS.
- Requires a detailed TMP.
- Requires advertising the event's traffic aspects to the wider audience.

On Unclassified (local) roads, it is council's responsibility to decide what conditions apply. If any of these conditions result in Council exercising one of its RMS-delegated functions the council must seek advice from RMS and Police.

On all classified roads it is the RMS responsibility to decide what conditions apply. These conditions vary with the nature of the event.

LTC provides its traffic recommendations to council. The RMS representative notifies RMS Planning. The RMS records the proposed event and checks for conflicts with other road usages. If there is a conflict, the RMS negotiates a new date/time with the event organiser.

### **CLASS 2 EVENT (LTC required)**

Is an event that impacts local traffic & transport systems and there is low scale disruption to the non-event community.

*(An event that blocks off the main street of a town or shopping centre but does not impact a principle transport route or highway)*

- Impacts local traffic and transport systems but does not impact major traffic and transport systems
- Disrupts the non-event community in the area around the event but not over a wide area.
- Requires the involvement of Police and Council.
- Requires a detailed Traffic Management Plan.
- Requires advertising the events traffic aspects to the local community.

On Unclassified (local) roads, it is council's responsibility to decide what conditions apply. If any of these conditions result in Council exercising one of its RMS-delegated functions the Council must seek advice from RMS and Police.

On all classified roads it is the RMS responsibility to decide what conditions apply. These conditions vary with the nature of the event.

LTC provides its traffic recommendations to council. The RMS representative notifies RMS Planning. The RMS records the proposed event and checks for conflicts with other road usages. If there is a conflict, the RMS negotiates a new date/time with the event organiser.

### **CLASS 3 EVENT**

Is an event with minimal impact on local roads and negligible impact on the non-event community. Where Council permits the street event and is not exercising one of its RMS –delegated functions, it may bypass the Local Traffic Committee and issue the approval directly.

### **CLASS 4 EVENT**

Is an event that is conducted entirely under police control, which is not a protest or demonstration.

*(A small march or parade conducted with police escort)*

- Requires Police consent only.
- Is within the capacity of the Police to manage on their own.
- Is not a protest or demonstration.
- Is always an on-street moving event.
- Does not require Council or RMS consent.
- Does not require advertising the events traffic aspects to the community.
- Does not require a Traffic Management Plan.
- Does not require the involvement of other Government agencies.

The event organiser applies to the Traffic Sergeant at the Police Local Area Command. On behalf of the Commander, the commander's representative agrees to support the event, under Police conditions.

The march or parade is carried out under Police supervision.

### **VEHICLE RACES**

Police have special requirements for vehicle races on roads.

Section 40 of the Road Transport (Safety & Traffic Management) ACT 1999 relates to races, attempts on speed records and other speed trials on roads and road-related areas. This legislation requires Police approval.

### **EVENT WARNING SIGNS**

Although an event warning sign is a traffic control facility, it is not a regulatory sign. A regulatory sign is one that is enforced.

Generally, event signs (where standard signs do not apply) are to be white background with RED text. Acceptable sizes are 600mm x 600mm & 600mm x 900mm and to be clearly legible.

Other sign sizes are permitted with approval from AlburyCity.

## **ALBURYCITY CONTACTS**

For further information please contact:

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