



mainroads
WESTERN AUSTRALIA

Procedure for Seeking Approval to Undertake Works within the Main Roads Reserve

Document Control

Owner	Director Network Management	
Custodian	Manager Network Management	
Document Number	Draft	D18#59088
	Published	D18#604581
Issue Date	25/09/2025	
Review Frequency	Five Yearly	

Amendments

Revision Number	Revision Date	Description of Key Changes	Section
8	25/09/2025	- Updated Regional Contacts - Updated environmental and heritage information, including the addition of a Reinstatement Plan Framework (Appendix 2) and an Example Mud Map/Aerial Imagery of the Work Area (Appendix 3). - Timeframe for the assessment of applications updated to 15 days (previously 10 days). - Updated links to webpages and documents. - Other Various	All
7	06/11/2019	Update of templates and rewording of document (Internally published version only)	All
6	23/08/2018	- Revised environmental information and contact details. - Document has been renamed to a Procedure and updated to new corporate branding. - Reference and web links updated. - Information from D12#272632, D12#272664 and D12#272651 consolidate into single document. - Updated insurance requirements	All
5	05/11/2015	Update contact information	-
4	09/09/2014	Update contact information	
1 – 3	Feb – Sep 2012	Cover Page and Other Various	
0	09/12/2002	Original version	-

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Please submit all comments and requests for changes to the document custodian. If you have any questions regarding this document, please refer to Section 21 of this document for contact details.

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1 PURPOSE

Under the *Main Roads Act 1930*, the Commissioner of Main Roads is responsible for the care, control and management of the land over which a highway or main road is declared. Any individual or organisation (i.e. property developer, non-government utility service provider or land owner) Local Governments (LGs) or utility service providers (i.e. Telstra, Water Corporation, ATCO Gas and Western Power Corporation) that proposes to undertake works within a Main Roads road reserve must obtain prior approval from Main Roads. The process for obtaining approval is contained within this document.

Please note that prior approval for the proposed works must be obtained through statutory planning process where works will be undertaken in a Main Roads road reserve.

The type of works covered in this Procedure includes:

1. Complex Works

Any works where there is modification to Main Roads asset(s) or the works are high risk in nature.

For example:

- Constructing new access roads from subdivisions and properties
- Constructing slip lanes or turning pockets

2. Low Complexity Works

Works that do not modify Main Roads asset(s), require minimal specification, and will have minimal impact on road users.

For example:

- Include such as unsealed rural driveways, fencing, or other minor works that intersect the road reserve
- Installation of poles, signs, walls, etc.

3. Utility Service Providers and LGs

- Works undertaken for, or on behalf of, Utility Service Providers or Local Government (LG).

4. Non-Government (Private) Utility Service Providers

- Works undertaken for, or on behalf of, No-Government (Private) Utility Service Providers.

This Procedure will assist Applicants in planning the proposed works to ensure:

- Works within the road reserve are completed in a safe and effective manner and will not unduly inconvenience the travelling public and the community,
- All traffic management is in accordance with Main Roads' Traffic Management for Works on Roads – Code of Practice¹,
- Appropriate environmental approvals are obtained, and standards are followed,
- All works, including reinstatement of the pavement, comply with the relevant standards, and
- The allocation of space within the road reserve complies with the Utility Providers Code of Practice for Western Australia².

The following internal Main Roads documents shown on the above site with the Utility Providers Code of Practice might also provide useful guidance to Applicants:

- Utility Services in Road Reserves – Policy and Guidelines, and
- Operational Guideline 100 – Installation of Underground Services Within Road Reserves³.

¹ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

² <https://www.mainroads.wa.gov.au/technical-commercial/technical-library/road-traffic-engineering/roadside-items/guidelines-for-roadside-services/technical-guidelines-for-utility-provider-facilities/>

³ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

2 DUTY OF CARE

Anyone carrying out operations on a road open to traffic has a duty of care under common law to take all reasonable measures to prevent accident or injury to construction workers and road users, damage to assets owned by Main Roads and other utility providers and to maintain the existing environment.

3 REQUIREMENTS FOR UNDERTAKING WORKS IN ROAD RESERVES MANAGED BY MAIN ROADS

Applicants are required as a minimum to comply with Main Roads requirements (including, guidelines, specifications, standards, warrants or similar), current Acts, subsidiary legislation, including, but not limited to, the following:

Main Roads Guidelines / Standards / Specifications

All the following documents can be found on Main Roads Western Australia's Website

- Main Roads Traffic Management for Works on Roads - Code of Practice⁴
- Main Roads Specifications⁵
- Operational Guideline 100 – Installation of Underground Services within Road Reserves⁶
- Main Roads Driveways Guideline⁷
- Main Roads Standard Drawing 9831-6281 Typical Rural Driveway Details⁸
- Main Roads Vegetation Placement within the Road Reserve Guideline
- Back of Kerb Treatment - 201928-0051 - Landscaping Back of Kerb Edge of Shoulder

Australian Standards / Code of Practice

- AS/NZS 1906 AS/NZS 1906.4:2010: Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garment
- AS/NZS 3845:2015: Road safety barrier systems
- AS/NZS ISO 31000 – Risk Management – Principles and Guidelines
- AS/NZS 4602:1999 AS/NZS 4602.1:2011: High visibility safety garments - Garments for high-risk applications
- 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
- Utility Providers Code of Practice for Western Australia⁹
- WorkSafe Plan, WorkSafe WA

Legislation

- *Disability Services Act 1993*
- *Road Traffic Act WA 1974*
- *Occupational Safety and Health Act 1984*
- *Environmental Protection Act 1986*
- *Environment Protection and Biodiversity Conservation Act 1999*
- *Biodiversity Conservation Act 2016*
- *The Radiation Safety Act 1975*
- *Dangerous Goods Safety Act 2004*
- *Aboriginal Heritage Act 1972*
- *Heritage Act 2018*

⁴ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

⁵ <https://www.mainroads.wa.gov.au/technical-commercial/technical-library/>

⁶ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

⁷ <https://www.mainroads.wa.gov.au/technical-commercial/technical-library/road-traffic-engineering/guide-to-road-design/mrwa-supplement-to-austroads-guide-to-road-design-part-1>

⁸ <https://www.mainroads.wa.gov.au/technical-commercial/technical-library>

⁹ <https://www.mainroads.wa.gov.au/technical-commercial/technical-library/road-traffic-engineering/roadside-items/guidelines-for-roadside-services/technical-guidelines-for-utility-provider-facilities/>

- *Road Traffic Code WA 2000*
- *Occupational Safety and Health Regulations 1996*
- *Environmental Protection (Noise) Regulations 1997*
- *Noise Abatement (Noise Labelling of Equipment) Regulations (No. 2) 1985*
- *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*

Other Documentation

- Austroads Guides

4 SUBMITTING AN APPLICATION

Applicants are required to complete and submit the application form¹⁰ to the appropriate Main Roads office (refer to Section 21) prior to undertaking any work within the road reserve.

Main Roads preference is for application submissions to be in electronic format.

The Applicant must ensure that the following items have been addressed:

- approval obtained from Western Australian Planning Commission (Perth Metropolitan area only,
- approval from the Local Government and other organisations,
- notification of Road Works,
- contingency arrangements at the proposed work site for traffic accidents, vehicle breakdowns, weather conditions etc,
- a completed Environmental and Heritage Checklist, which will determine if there are any environmental and heritage constraints in the area of works and if environmental and heritage approvals are required, and
- a mud map or aerial imagery indicating the location and extent of the works, any laydown area for equipment, access tracks and paths (see the example in Appendix 3).

5 NOTIFICATION OF DECISION

Main Roads will issue formal approval to proceed with the proposed works when the assessment of the application is complete. Work cannot commence until formally approved by Main Roads in writing.

The Main Roads officer providing approval will record the justification for approving the works on file for future reference.

Where approval is not given to proceed with works Main Roads will contact the applicant in writing detailing the reasons why approval has been refused.

Main Roads has the absolute discretion to approve or not approve the application. Main Roads take into consideration numerous factors including, but not limited to, the technical requirements, surrounding access arrangements, or safety/congestion reasons when making their decision.

Templates for use when providing “Agreement in Principle” and “Approval to Commence Works” are included as appendices to this document.

Approval to undertake works is based on the dates stated within the application. If the work cannot be completed within the permitted dates, the applicant is to notify Main Roads immediately and request an amended approval to proceed.

This may result in approvals to proceed being withheld, revised Traffic Management Plans being required and/or the need for additional public notifications.

6 APPLICANT'S RESPONSIBILITIES

Apart from this procedure, it is the responsibility of the applicant proposing to undertake works within the road reserve to ensure they comply with all relevant statutory and other obligations and have all relevant approvals in place.

¹⁰ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

Applicants are responsible for the safe and timely execution of the proposed works and must notify Main Roads 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 requirements as specified by Main Roads. Applicants are responsible for works undertaken by contractors or sub-contractors working on their behalf.

The Applicant, including any of its contractors, must cooperate with Main Roads (including Main Roads contractors) during implementation of the work and must provide any document, drawing or other records relating to the proposed works on request.

7 TIME FRAME FOR ASSESSMENT OF APPLICATIONS

Individuals and organisations submitting an application should ensure that sufficient time is allowed for Main Roads to assess the application. The following periods apply:

Where works do not restrict Roadways or Pedestrian passage and do not involve the installation of new structures or underground services	15 business days
Where partial closure of the Roadway, dual use paths or footpaths is required	20 business days
All Other types of work including contra flows and partial road closure for public events	30 business days

8 TERMINATION OF UNAUTHORISED OR SUB-STANDARD WORKS

Main Roads regularly undertakes surveillance of the road network. Should any unauthorised works be detected, the individual/organisation responsible may be instructed to immediately terminate any work and remove all plant and equipment from the site and Main Roads will not be liable for any costs associated with any work that is terminated prior to completion.

Main Roads may report any unauthorised clearing to the Department of Water and Environment Regulation (DWER) for investigation and potential prosecution.

Any sub-standard works detected on the network must be immediately rectified to the satisfaction of Main Roads. The applicant will be responsible for the cost of rectifying any sub-standard works. If the sub-standard works, including sub-standard traffic management, are not corrected Main Roads may instruct the individuals or organisations responsible to immediately terminate any work and remove all plant and equipment from the site. Main Roads may then arrange to complete the work with the applicant being responsible for these costs.

9 INSURANCE

Applicants are required, at no cost to Main Roads, to effect and maintain or cause to be effected and maintained certain insurance policies as listed in Appendix 4 below.

Applicants must provide a **Certificate of Currency** as evidence of the insurances, prior to commencing the Works.

Main Roads reserves the right to review the insurance policies required under the Application from time to time, and to require the Applicant to take out other insurances or insurances with different limits of cover, should there be a material change in the Works and the insurances are reasonably required having regard to the nature and extent of the change of the Works.

Where works are being undertaken by Local Governments and/or State-owned utility service providers, insurances are not required. However, if works are delivered through contractual arrangements the contractor is required to name Main Roads as additionally insured.

10 INDEMNITY

Main Roads requires to be indemnified against any loss or claims that may arise out of the work. The Indemnity contained within the form is to be completed and submitted with the Application. The Indemnity is required for all works and must be provided to Main Roads prior to the works commencing.

Who can sign the Indemnity?

Works	Provider of Indemnity
Works by Utility Providers or Local Governments (included in the Declaration section)	Utility Provider/Local Government OR Authorised Agent on behalf of the Utility Provider or Local Government
All other works	Owner of the property OR Infrastructure

11 PERFORMANCE SECURITY

The need for performance security is at the discretion of Main Roads and will be determined during application process. This security for performance must be in the form of an unconditional undertaking by an approved financial institution, i.e. a “bank guarantee” or “insurance bond” (see Section 22). The guarantee or bond is redeemable by Main Roads if the Applicant fails to fulfil any of its obligations. In addition, the guarantee or bond supplied by the Applicant must be in a form acceptable to, or approved by, Main Roads. A sample form is included in Section F of the application form.

The nominated amount of the guarantee or bond will be based on the estimated value of the works and the associated risk and will be determined by Main Roads when assessing the Application Form.

Security from an insurance company will be acceptable, subject to the following:

- The security provided is in the form of an unconditional and irrevocable undertaking to pay on demand,
- The company is subject to prudential regulation by the Australian Prudential Regulation Authority (APRA) or a comparable overseas regulator,
- The company having and maintaining a suitable long-term international credit rating from a recognised rating agency, and
- The company having an office in Australia and the bond being redeemable in Australia.

Main Roads reserves the right to draw on the guarantee or bond to rectify any sub-standard or uncompleted works. The guarantee or bond will be returned to the Applicant on completion of the Defects Liability Period, and on rectification of any identified defects to the satisfaction of Main Roads.

In some circumstances, such as small value performance security requirements an electronic funds transfer (EFT) will be acceptable to Main Roads. Interest will not be payable on any performance bond held by Main Roads.

12 LOCAL GOVERNMENT APPROVALS

The Applicant is responsible for obtaining all necessary approvals from the relevant local government authority, i.e. Council or Shire.

13 WORKING HOURS AND OTHER RESTRICTIONS

Applicants must provide details in the Application Form relating to the proposed commencement date for the works including the daily start and finish times for Main Roads' approval.

Main Roads reserves the right to give direction about working hours and days, where it relates to network or congestion management.

The working hours and working days as agreed by the parties must not be varied without the prior approval of Main Roads except, where in the interests of safety or to protect life or property, the Applicant or the Applicant's Contractor finds it necessary to vary the agreed working days or hours. Main Roads is to be notified without delay should such an event occur.

If works are required to be completed outside normal work hours, Monday to Saturday 7:00am - 7:00pm, the applicant must notify the relevant Local Government of the works. The applicant must comply with all statutory requirements related to noise management and Local Government regulations. A Noise Management Plan must be prepared and approved by the Local Government.

Please refer to Main Roads' Factsheet: A Guide to Completing the Environmental and Heritage Checklist for more information on noise management¹¹.

14 PUBLIC NOTIFICATION REQUIREMENTS

The type, location, frequency duration and extent of proposed works will dictate how road users and the general public will need to be notified of the proposed works. The format for public notification will be determined by Main Roads after receipt of the application form and applicants will be further advised on these requirements.

A guide to the format for public notification that may be required is detailed in Appendix 1 of this document.

15 NOTIFICATION OF ROAD WORKS

Applicable to all works requiring a Traffic Management Plan

Applicants shall formally advise the organisations detailed within the Notification of Road Works form of the proposed works and traffic management arrangements not less than one week prior to commencing the works. Where Police attendance is required, at least three (3) weeks' notice shall be given.

The Notification of Road Works form and additional or updated details on this topic can be found in the Main Roads Traffic Management for Works on Roads – Code of Practice¹².

The final Notification of Road Works form must be accurate regarding the time and location of the works as this is used by Main Roads to notify the public through Main Roads Travel Map.

Note that additional approvals may be required as per Section 16.

16 TRAFFIC MANAGEMENT PLAN

TMPs provide a means of planning and implementing how road users (public transport and passengers, cyclist, pedestrians, motorists and commercial operations) will be safely and efficiently guided through works activities and ensure the network performance is not unduly impacted, for the duration of the works. TMPs must be prepared in advance of the works being conducted and are generally subject to auditing before and during implementation.

Where the proposed works or the proximity of the works will affect the road users, including pedestrians, an approved TMP will need to be provided to Main Roads no less than **10 business days** prior to commencement of works.

¹¹ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

¹² <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

Any traffic management is to be in accordance with Main Roads' Traffic Management for Works on Roads – Code of Practice¹³.

Guidelines for preparing a Traffic Management Plan are also available from the Main Roads website¹⁴.

A copy of the TMP and letter granting Roadway Access Approval must be available at the work site during works and provided to Main Roads upon request. Failure to comply with this requirement may result in the works being suspended.

Applicants are encouraged to provide a current photograph or digital image of the proposed works site with the application.

17 QUALITY PLAN

Main Roads will give direction about whether a quality management plan is required, based on the complexity of the works. If required, it shall be prepared in advance of works commencing and shall address the responsibilities of the applicant or the applicant's contractor in relation to the proposed work and shall demonstrate how its procedures and instructions shall be applied to the work to demonstrate compliance with all relevant technical specifications.

The Quality Plan shall address the requirements of the Main Roads Specification 200 Series which is available on the Main Roads website¹⁵. Mu map

For less complex works Main Roads may request an inspection and test plan to ensure that quality has been fully considered.

18 REINSTATEMENT PLAN

If any grass verges or landscaping is to be disturbed as part of the works, applicants may be required to submit a Reinstatement Plan, which must then be approved by Main Roads prior to the commencement of works.

A Reinstatement Plan Framework can be found in Appendix 2.

19 ENVIRONMENTAL AND HERITAGE APPROVALS

Applicants must ensure that the proposed site for the works has been assessed in terms of all environmental and heritage constraints.

The Applicant must obtain all necessary approvals, permits and licences from the relevant environmental and heritage authorities prior to the commencement of the works, if the proposed works have the potential to cause an impact upon:

- Vegetation (native/non-native)
- Dieback
- Contaminated Sites
- Wetlands and Watercourses
- Surface water and Groundwater
- Acid Sulfate Soils
- Urban Design Treatments and Public Art
- Soil Erosion and Flooding
- Dust
- Noise
- Aboriginal Heritage
- Historic Heritage
- Conservation Areas

Applicants must complete the Environmental and Heritage Checklist, see Section C in the Application Form¹⁶, in regard to the proposed works. In order to minimise delays in the application process, Applicants must submit additional supporting information in relation to the checklist, for example, clearing permit number, licences or other approvals granted. Evidence of this additional documentation must be provided with the application. The Factsheet: A Guide to Completing the

¹³ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

¹⁴ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

¹⁵ <https://www.mainroads.wa.gov.au/technical-commercial/technical-library/>

¹⁶ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

Environmental and Heritage Checklist (Factsheet) is available to assist the Applicant in completing the checklist and is available on the Main Roads website.¹⁷

If the proposed works require the clearing of native vegetation, a valid clearing exemption or a native vegetation clearing permit must be obtained in accordance with the current *Environmental Protection Act 1986* by the Applicant prior to the commencement of works. Clearing permits are issued by the DWER and the Applicant must ensure compliance with the conditions of the permit. Information regarding native vegetation clearing permit applications can be found on DWER's website.¹⁸

DWER requires landowner approval for clearing permit applications, and Applicants may request a letter from Main Roads approving clearing permit application by the Applicant either as part of the full application submission to Main Roads or prior to full submission to Main Roads. Please note that approval to apply for a clearing permit and holding a clearing permit do not constitute approval for the works; this still requires a full application and approval by Main Roads. The Applicant's clearing permit number will need to be provided to Main Roads with this application.

When carrying out the works, Applicants must comply with the standard requirements detailed in the Factsheet regarding hygiene management (weeds and dieback), storage of chemicals, fire management, waste management and incident reporting.

Main Roads recommends that Applicants contact the relevant agency for assistance in regard to environmental or heritage constraints, which may be relevant to the proposed works. The Applicant is responsible for undertaking any further work and obtaining approvals and clearances as directed by the relevant government agency.

The Applicant is also responsible for the use, control and impact of potentially polluting substances and any associated spills in accordance with the applicable law, including any remediation required as a result of damage to existing infrastructure, e.g. fuel, sewer lines.

The Applicant must take all reasonable steps to minimise the impact of the proposed works on adjoining lands and residents, including noise, vibration, the discharge or dumping of any solid or liquid waste, and the generation of dust, erosion or runoff.

20 AS-CONSTRUCTED RECORDS

Where the planned works permanently affect Main Roads assets within the road reserve (excluding Low Complexity Works) as-constructed drawings shall be submitted to the regional office upon practical completion.

If the works involve underground services, it is the responsibility of the service owner (whether public or private), to provide updated as-constructed records to Before You Dig Australia, previously known as Dial Before You Dig.

If the works involve a new underground service outside of the standard alignment or a new underground service on another service utility alignment, a separate agreement or deed may be required - refer to Section 11.2 "Plant proposed outside allocated alignment" of the Utility Providers Code of Practice.

Non-government (private) utility service providers will require a separate agreement or deed - refer to Section 11.7 "Non-Utility installations in Road Reserves" of the Utility Providers Code of Practice.

¹⁷ <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>

¹⁸ <https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permits>

21 MAIN ROADS CONTACTS

Within the Metropolitan Region please direct all enquiries to the Customer Services Manager via the Customer Information Centre on ☎ 138 138 or email to enquiries@mainroads.wa.gov.au.

For regional offices please direct all enquiries to the contact details below or the Customer Information Centre.

Applicants are encouraged to use the Road Information Mapping System¹⁹, to assist in confirming the location of works and responsible region.

Region	Contact Details
Metropolitan	E: enquiries@mainroads.wa.gov.au P: 138 138
Goldfields Esperance	E: gereg@mainroads.wa.gov.au P: (08) 9080 1400
Great Southern	E: gsreg@mainroads.wa.gov.au P: (08) 9892 0555
Kimberly	E: enquiries@mainroads.wa.gov.au P: (08) 9158 4333
Mid-West Gascoyne	E: mwreg@mainroads.wa.gov.au P: (08) 9956 1200
Pilbara	E: pilbaranetworkmanagement@mainroads.wa.gov.au P: (08) 9172 8877
South West	E: swreg@mainroads.wa.gov.au P: (08) 9724 5600
Wheatbelt	E: wheabtelt@mainroads.wa.gov.au P: (08) 9622 4777

22 REFERENCES & RELATED DOCUMENTS

Reference	Document
D18#604587	Application Form Seeking Approval to Undertake Works within the Road Reserve
Website	Utility Providers Code of Practice for Western Australia
Website	Guide to Completing the Environmental & Heritage Checklist to Undertake Works within the Road Reserve
D25#677050	Example Performance Security (Internal Use Only)
D25#677044	Example Agreement in Principle (Internal Use Only)
D25#677048	Example Notification of Approval to Commence Works (Internal Use Only)

23 APPENDICES

Appendix	Title
Appendix 1	Public Notification Requirements
Appendix 2	Reinstatement Plan Framework
Appendix 3	Example Mud Map
Appendix 4	Main Roads' Insurance Requirements

¹⁹ <https://mrwebapps.mainroads.wa.gov.au/PublicMaps/RoadInformationMapping>

Appendix 1: Public Notification Requirements

Applicants must ensure that the text of all media advertisements, announcements, information leaflets or advanced information signage is approved by Main Roads prior to issue.

The type of public notification, if required, will be one or more of the following:

- Placing a display advertisement in The West Australian Early General News section and the local Community Group Newspaper or Independent Newspaper one week prior to works commencing. For works exceeding 3 weeks, advertisements may have to appear in the local newspapers each week following the mandatory initial advertisements in The West Australian and local newspapers (extent of advertising to be discussed with the Main Roads' Media Team). Information details are to include project description, work cycle period, nature of disruption and contact information,
- Arrange radio announcements,
- Arrange advertisements using digital media,
- Erecting advance information signage on each approach to the work site at least 10 working days prior to start of works but not exceeding 21 working days. (Refer to Drawing No 8720-0762 for erection Specification in the Main Roads website²⁰, and
- Distributing an information leaflet (via a letterbox drop) to all residents and businesses within 100 meters of the work site and along any detour routes required at least seven (7) working days prior to start of the works.

Guidelines for Determining the Method of Public Notification

- All proposed works that will exceed 4 continuous hours and will result in an impediment to road users (including motorists, pedestrians, people with disabilities and cyclists), or results in delays exceeding 15 minutes to the road user, Applicants may be required to provide notification of such works in the print media.
- Where the proposed works will exceed 10 continuous hours, either during the day or night or over three (3) or more days that involve disruption to road users (including motorists, pedestrians, people with disabilities and cyclists), Applicants may be required to distribute an information leaflet, install advance information signage and place advertisements in the print media.

Further information on the type of public notification required can be obtained by contacting the appropriate Main Roads Office listed at Section 21.

Lodgement of Advertisements with the Print Media - Applicants are responsible for the lodgement of approved advertisements with the print media at least 5 working days prior to start of works.

Format for Advertising - A sample format for an advertisement in the print media and an advance information sign is attached. (Refer to Austroads: Revision of Guide to Traffic Engineering Practice Part 8: Traffic Control Devices²¹ & Guide to Traffic Management Part 8: Local Area Traffic Management (2016 Edition)²² for more details.

²⁰ <https://www.mainroads.wa.gov.au/technical-commercial/technical-library>

²¹ <https://www.onlinepublications.austroads.com.au/items/AP-T47-06>

²² <https://www.onlinepublications.austroads.com.au/items/AGTM08-16>

BEDFORDALE ROADWORKS

Henry Walker wish to advise road users that works to install an auxiliary lane to the future Narbethong Rd, Bedfordale and will commence November 1st, 2000 between 7am and 5pm, Monday to Saturday for approximately three weeks.

Road users should be aware that alternate southbound lanes will be closed over the works period, however access will maintained for road users on the southbound lanes.

Road users can expect minimal delays.

Local traffic access will be maintained for road users wishing to access residences and businesses on and around Albany Highway at this location.

Road users are urged to slow down when approaching the area, obey all signs and signals and show courtesy to other road users.

For further information please contact Anton Koekemoer, Henry Walker Eltin on 9389 4777.

Company LOGO

← Sample Public Notification Advertisement

↓ Sample Advanced Information Signage

3000

1260

ROADWORKS AHEAD

VIVEASH RD TO HELENA ST

OCT 12 – NOV 26

TRAFFIC DELAYS MAY OCCUR

225 1525 157 867 225

311 710 121 202 104 188 116 650 106 183 311

755 296 110 146 104 100 113 321 106 194 755

390 594 100 558 98 303 92 474 390

200 D N LETTERS

160 C N LETTERS

160 C N LETTERS

140 C N LETTERS

NOTES :

1. DIMENSIONS : SIZE 3000 x 1260 CORNER RADIUS 200

MAIN SIGN PANEL AREA = 3.78 SQ.M

2. MATERIALS : 1.6mm ALUMINIUM SHEET SIGN PANEL -- MEASUREMENTS IN MM

3. COLOURS : BLACK LEGEND ON YELLOW CL2 REFL. BACKGROUND

4. ANTI-GRAFFITI COATING : NO

5. STIFFENERS : 3 TYPE A STIFFENERS,MAX SPACING 450MM.

SPEED LIMIT	SOIL TYPE	MOUNTING HEIGHT			PANEL SECTION IPI	SIGN AREA	MOMENT LEVER ARM	FORCE ACTING ON SIGN	POST SIZE	FOOTINGS			OVERALL LENGTH			FRANGIBLE POST BREAKAWAY DETAILS	No. OF POSTS	No. OF PANELS	OUTSTAND LENGTH (DL FROM TAIL END)	SPACING BETWEEN POSTS (PS)	REMARKS	
		LEFT (MHL)	CENTRE (MHC)	RIGHT (MHR)						Cd	DIA.	DEPTH	EMBEDMENT DEPTH (E.D.)	LEFT	CENTRE							RIGHT
60	MEDIUM	2000	-	2000	1200	3.78	2630	3.0	76.1CH54.5	8.02	400	1000	1000	4200	-	4200	-	2	1	600	1800	NEW

AMENDMENTS

NO.	DATE	DESCRIPTION	APPROVED
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STIFFENER & POST DESIGN CRITERIA

REGION	CATEGORY
A	3 & 4

URBAN ROADS TRAFFIC OPERATIONS

2. Admin Data

Region	100 0000 0000	Workshop No	0000
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FILE NO.

DESIGNED-DRAWN	C.WILKINSON	DATE	4.8.99
APPROVED	A. GOSK		
APPROVED	C.WILKINSON		4.8.99

MAIN ROADS Western Australia

VICTORIA ST PADBURY TCE

TEMP. WARNING SIGN

LOCAL AUTHORITY 11891 SHIRE OF SWAN

DRAWING TYPE 6008

DRAWING NUMBER 9948-1238

Appendix 2: Reinstatement Plan Framework

All landscaping is to be reinstated to its former condition in accordance with a Reinstatement Plan approved by Main Roads. The default structure of a Reinstatement Plan, unless agreed otherwise by Main Roads, shall be:

1. Introduction

- a. Background
- b. Purpose of this plan

2. Scope of Work

3. Objectives

For example:

The proposed revegetation and landscaping area is a non-reticulated area, which:

- *Supports the safe functioning of the road infrastructure.*
- *Enhances the road environment for road users.*
- *Blends the road reserve into the surrounding landscape.*

The revegetation objectives include:

- *Maximising the absorption of rainfall and surface water flows on site, so as to minimise future maintenance requirements and costs.*
- *Ensuring safe and stable landforms and soils and self-sustaining vegetation and fauna habitat.*
- *Re-establishing vegetation cover suited to the location and to enhance visual amenity and environmental values of the road reserve.*
- *Revegetation and landscaping with the purpose to blend the road infrastructure into the surrounding environment.*

4. Reinstatement Plan (Revegetation or Landscaping Plan)

Provide an outline/schedule of the planned activity/re-instatement works. Use the following headings and an example is provided further below:

- Timeline
- Planned Activity/Works
- Comments (e.g. status, site notes etc.)
- Responsibility

5. References

EXAMPLE: Reinstatement Plan (Revegetation or Landscaping Plan)

Timeline	Planned Activity/Works	Comments	Responsibility
Dec 2019	Acquire written agreement from the landowner for remediation.	Approval is required to access the site for undertaking revegetation.	
Dec 2019	Finance approval.		
Dec 2019	Desktop study of site's physical and biological features (soil type, landform, topography, hydrology, drainage, vegetation type and fauna.		
Dec 2019	Remove the built-up earth berm and spread the soil evenly across the pipeline and around the landscape area.	Aim to maximise on site infiltration of rainfall and surface flow water flows. Weed free backfill materials should be used for a nominal distance of 0.5m around footings of guardrails safety barriers, noise walls, retaining walls and other roadside furniture and fixtures such as lightings and signs.	
Dec 2019	Survey and peg cadastral boundary.		
Dec 2019	Install temporary barrier comprising of two strands of flagged rope to start pickets to ensure that works are protected from unauthorised traffic entering the road reserve.	Acceptable to Main Roads guidelines.	
Dec 2019	Review drainage locations, depth and stormwater management.	Refer to Main Roads drawing.	
Dec 2019	Mulch the affected area as per Main Roads standards. Clean and screen mulch to exclude all fibrous and fine particles. Line of mulch installed will be to a stance of ~6m to the cadastral boundary.	Mulch quality and mulching acceptable to Main Roads guidelines.	
Dec 2019	Select suitable plans and order. Plants are to be selected based on Main Roads requirements. Plant density is proposed as one plant per two square metres, with 2m no planning zone from boundary to minimise the need for ongoing plan trimming.	No mass planting. Selected native species suitable to this area, and presented to Main Roads for approval: • <Insert species names>	
Feb 2020	All vegetation selected to meet Main Roads guidelines and to meet the local conditions. Priority given to native plants, which will re-establish the ecology.	Vegetation placement within the road reserve (Doc No. 6707/022) to ensure clear sightlines and lateral setbacks from the roadway.	
Mar 2020	Water supply from existing irrigation bore to control dust and keep the mulch intact. Follow up with watering until the new vegetation is established.	Temporary watering systems may be appropriate during work and establishment period to help establish required vegetation cover.	
July 2020	Vegetation planting.	Plant delivery to be scheduled for these months.	
Sept 2020	Monitor planting progress and establishment.	Control weeds and prevent erosion. Vegetation is managed as necessary to preserve heritage values.	
Dec 2020 - June 2021	Monitor rehabilitation area and organise replanting to replace loss, watering and fertilising.	Control fires and weeds. Vegetation is managed as necessary to remove hazards (e.g. overhanging branches),	

		maintain and enhance visual quality, conserve and enhance biodiversity and preserve heritage values.	
June 2021 - Sep 2021	Monitor rehabilitation area. As per Main Roads request, a two-year period for monitoring the progress of establishment from time of planning.	Keep ongoing maintenance and retain a neat decorative appearance. Take photos and keep as record of monitoring.	
Dec 2021	Ongoing irrigation will minimise ongoing maintenance costs. Establish plants to rely on seasonal rainfall only.		
July 2022	Handover inspection with Main Roads prior to end of establishment period.		
Ongoing	Keep inside the fence line weed free to prevent fire. Plant species selection and layout should be visually simple to reinforce road infrastructure and assist driver guidance.	To meet local conditions.	

Appendix 3: Example of Mud Map/Aerial Imagery Work Area

A Mud Map/Aerial Imagery of the work area needs to show the extent of works, laydown areas and access tracks. An example is provided below.



Appendix 4: Main Roads' Insurance Requirements

Application	Insurance	Who can provide the insurance	Scope	Sum Insured	Insured	Period of Cover
All Applications	Public & Products liability	Owner of the property or Principal Contractor	Insurance against any claim in respect of: a) physical loss or destruction of, or damage to, or loss of use of any real or personal property, OR b) personal injury (including illness) to or death of any person, arising out of, or caused by; The performance or non-performance of the Works by the Owner of the property or Principal Contractor or its subcontractors or agent or employee of the Owner of the property or Principal Contractor or its subcontractors; The policy must be endorsed to extend to include liability arising out of the use of unregistered motor vehicle and contain a cross liability extension.	Cover to an amount of \$20 million in respect of any one claim and unlimited as to the number of claims except for Products Liability which may be limited to \$20 million any one claim and in the aggregate	The insurance must be in the name of the Owner of the property or Principal Contractor and include Main Roads as an additional insured. The policy must cover the Owner of the property or Principal Contractor's subcontractors or agents, or the Owner of the property or Principal Contractor must ensure its subcontractors or agents provide the same type of policy and level of coverage.	Until the date that the Works contemplated by the "Works by Others" application is completed.
Applications that have the potential to have a significant effect on the road network or surrounding areas.*	Contract works	Owner of the property or Principal Contractor	The whole of the Works against any physical loss resulting from insurable cause until the Owner of the property or Principal Contractor ceases under this Application to be responsible for their care.	The full reinstatement cost of the Works, including a reasonable amount for demolition, the removal of debris, professional fees, and increases to the cost of materials or labour.	The Owner of the property or Principal Contractor and must cover Main Roads and all subcontractors whenever engaged in the Works	Until the expiration of the Defects Liability Period (normally 12 months after the completion of the Works).