

# 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	23/08/2018		
Review Frequency	Five Yearly		

### **Amendments**

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
6	23/08/2018	<ul> <li>Revised environmental information and contact details.</li> <li>Document has been renamed to a Procedure and updated to new corporate branding.</li> <li>Reference and web links updated.</li> <li>Information from D12#272632, D12#272664 and D12#272651 consolidate into single document.</li> <li>Updated insurance requirements</li> </ul>	All
5	05/11/2015	Update contact information	-
4	09/09/2014	Update contact information	
3	03/09/2012	Cover Page and Other Various	
2	24/02/2012	Various	-
1	-	Various	-
0	09/12/2002	Original version	-

To the extent permitted by law, Main Roads Western Australia, its employees, agents, authors and contributors are not liable for any loss resulting from any action taken or reliance made by users of these documents or the information displayed.

Please submit all comments and requests for changes to the document custodian.

If you have any questions or comments regarding this document, please refer to Section 19 of this document for contact details.

### **Contents**

1	PURPOSE	
2	DUTY OF CARE	4
3	REQUIREMENTS FOR UNDERTAKING WORKS IN ROAD RESERVES MANAGED BY MAIN ROADS	
4	SUBMITTING AN APPLICATION	6
5	NOTIFICATION OF DECISION	6
6	APPLICANT'S RESPONSIBILITIES	6
7	TIME FRAME FOR ASSESSMENT OF APPLICATIONS	6
8	TERMINATION OF UNAUTHORISED OR SUB-STANDARD WORKS	7
9	MAIN ROADS' EXISTING CONTRACTS	7
10	INSURANCE	7
11	INDEMNITY	
12	PERFORMANCE SECURITY	9
13	LOCAL GOVERNMENT APPROVALS	9
14	WORKING HOURS AND OTHER RESTRICTIONS	10
15	PUBLIC NOTIFICATION REQUIREMENTS	10
16	ADDITIONAL REQUIREMENTS FOR WORKS IN THE METROPOLITAN AREA AND BUILT- UP REGIONAL AREAS	10
17	NOTIFICATION OF ROAD WORKS	
18	TRAFFIC MANAGEMENT PLAN	10
19	QUALITY PLAN	11
20	ENVIRONMENTAL AND HERITAGE APPROVALS	11
21	MAIN ROADS CONTACTS	12
22	APPENDICES	12
	Appendix 1: Public Notification Requirements	13

#### 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 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 road reserve that is located within the Perth Metropolitan Area.

The type of works covered in this Procedure includes:

#### 1. Complex Works

For example:

- · Constructing new access roads from subdivisions and properties;
- Constructing slip lanes or turning pockets;
- Installation of services by a non-government Utility Service Provider; and

#### 2. Low Complexity Works

For example:

- Include such as unsealed rural driveways, fencing, or other minor works that intersect the road reserve:
- The works that require minimal Specifications and which will cause minimal disruption to road users. The installation of poles, signs, walls, driveways etc.; and

#### 3. Utility Service Providers and LG

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

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 Practice<sup>1</sup>;
- 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 Australia<sup>2</sup>.

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 Reserves<sup>3</sup>.

#### 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,

1

<sup>&</sup>lt;sup>1</sup> https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/FormsPublications.aspx

<sup>&</sup>lt;sup>2</sup> https://www.1100.com.au/wa/state-regulations-information/

<sup>&</sup>lt;sup>3</sup> https://www.mainroads.wa.gov.au/OurRoads/Pages/WorksOnMainRoads.aspx

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 Practice<sup>4</sup>
- Main Roads Specifications<sup>5</sup>
- Operational Guideline 100 Installation of Underground Services within Road Reserves <sup>6</sup>
- Main Roads Driveways Guideline<sup>7</sup>
- Main Roads Standard Drawing 9831-6281 Typical Rural Driveway Details<sup>8</sup>

#### **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 Australia<sup>9</sup>
- 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
- Road Traffic Code WA 2000
- Occupational Safety and Health Regulations 1996
- Noise Abatement (Noise Labelling of Equipment) Regulations (No. 2) 1985
- Environmental Protection (Clearing of Native Vegetation) Regulations 2004

#### Other documentation

Document No: D18#604581

<sup>&</sup>lt;sup>4</sup> https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/FormsPublications.aspx

<sup>&</sup>lt;sup>5</sup> https://www.mainroads.wa.gov.au/BuildingRoads/TenderPrep/Specifications/Pages/specifications.aspx

<sup>&</sup>lt;sup>6</sup> https://www.mainroads.wa.gov.au/OurRoads/Pages/WorksOnMainRoads.aspx

<sup>&</sup>lt;sup>7</sup> https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx

<sup>8</sup> https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/MainRoadsDrawings/Pages/Guidelines\_Drawings.aspx

<sup>&</sup>lt;sup>9</sup> https://www.1100.com.au/wa/state-regulations-information/

#### Austroads Guides

#### 4 SUBMITTING AN APPLICATION

Applicants are required to complete and submit the application form<sup>10</sup> 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, and
- completing the Environmental and Heritage Checklist to determine if there are any environmental and heritage constraints are in the area of works and if environmental and heritage approvals are required

#### 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 Road 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.

#### 6 APPLICANT'S RESPONSIBILITIES

Apart from this procedure, it is the responsibility of the individual or organisation 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.

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 subcontractors working on their behalf.

The Applicant, including any of its contractors, must cooperate with Main Roads 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:

<sup>10</sup> https://www.mainroads.wa.gov.au/OurRoads/Pages/WorksOnMainRoads.aspx

Where works do not restrict Roadways or Pedestrian passage and does not involve the installation of new structures or underground services	10 business days
Where partial closure of the Roadway, dual use paths or footpaths is required	15 business days
Where partial closure of the Roadway requires Regulatory Signage	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 will 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 MAIN ROADS' EXISTING CONTRACTS

Road Network Operations, operational asset management, maintenance delivery, capital works delivery and project contract management services for freeways, highways and main roads are being delivered through a number of contracts implemented by Main Roads. The applicant, including any of its contractors, must cooperate with Main Roads and the related contractors during implementation of the work.

#### 10 INSURANCE

Applicants are required, at no cost to Main Roads, to effect and maintain or cause to be effected and maintained certain insurance policies listed in Table 1 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.

Table 1 - 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 \$20million in respect of any one claim and unlimited as to the number of claims except for Products Liability which may be limited to \$20million 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).

Document No: D18#604581 Page 8 of 14

#### 11 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?

Application – Form of Indemnity	Provider
Low complex OR	Owner of the property OR Infrastructure
Complex works	
Works by Utility Providers or Local	Utility Provider/Local Government
Governments	OR
	Authorised Agent on behalf of the Utility Provider or Local Government

#### 12 PERFORMANCE SECURITY

#### **Applicable to Complex Works only**

Where the proposed works will result in Main Roads taking responsibility for a new or altered section of road or related assets following completion, the Applicant will be required to submit security. 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". 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 the application form.

The nominated amount of the guarantee or bond will be based on the estimated value of the assets for which Main Roads will take responsibility for on completion of the works 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.

#### 13 LOCAL GOVERNMENT APPROVALS

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

Document No: D18#604581 Page 9 of 14

#### 14 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.

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 Authority.

Please refer to section C of Main Roads' Factsheet "Guide to Completing the Environmental and Heritage Checklist" for more information<sup>11</sup>.

#### 15 PUBLIC NOTIFICATION REQUIREMENTS

#### Applicable to Complex, Utility & LG Works only

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.

## 16 ADDITIONAL REQUIREMENTS FOR WORKS IN THE METROPOLITAN AREA AND BUILT- UP REGIONAL AREAS

Applicants are required to submit a site specific Traffic Management Plan (TMP) if needed as per Section 18 and they are encouraged to provide a current photograph or digital image of the proposed works site with the application.

#### 17 NOTIFICATION OF ROAD WORKS

#### Applicable to all works requiring TMP

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 section 5.4 of Main Roads Traffic Management for Works on Roads – Code of Practice<sup>12</sup>.

Note that additional approvals may be required as per Section 18.

#### 18 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.

-

<sup>11</sup> https://www.mainroads.wa.gov.au/OurRoads/Pages/WorksOnMainRoads.aspx

<sup>12</sup> https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/FormsPublications.aspx

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.

Any traffic management is to be in accordance with Main Roads' Traffic Management for Works on Roads – Code of Practice<sup>13</sup>.

Guidelines for preparing a Traffic Management Plan are also available from the Main Roads website<sup>14</sup>.

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.

#### 19 QUALITY PLAN

#### Applicable to Complex, Utility & LG Works only

A Quality Plan 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 website<sup>15</sup>.

#### 20 ENVIRONMENTAL AND HERITAGE APPROVALS

Applicants are responsible for ensuring that the nominated project area has been assessed in terms of all environmental and heritage constraints.

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

- Vegetation
- Dieback
- Contaminated Sites
- Wetlands and Watercourses
- Surface water and Groundwater
- Acid Sulphate Soils

- Soil Erosion and Flooding
- Dust
- Noise
- Aboriginal Heritage
- European Heritage
- Conservation Areas

Applicants are required to complete the Environmental and Heritage Checklist, see Section C in the Application Form<sup>16</sup>, in regard to the proposed works. In order to minimise delays in the application process, applicants are required to 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 this application. The Fact Sheet "Guide to completing the environmental and heritage checklist" is available to assist the applicant in completing the environmental checklist and is available on the Main Roads website<sup>17</sup>.

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* by the applicant prior to the commencement of works. Clearing permits are issued by the DWER and the applicant is accountable for ensuring compliance with the conditions of the permit. Information regarding native vegetation clearing permit applications can be found at:

<sup>&</sup>lt;sup>13</sup> https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/FormsPublications.aspx

<sup>14</sup> https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/PlanPrep.aspx

<sup>&</sup>lt;sup>15</sup> https://www.mainroads.wa.gov.au/BuildingRoads/TenderPrep/Specifications/Pages/200Series.aspx

<sup>16</sup> https://www.mainroads.wa.gov.au/OurRoads/Pages/WorksOnMainRoads.aspx

<sup>&</sup>lt;sup>17</sup> As above

<u>www.der.wa.gov.au</u>. The applicant's clearing permit number will need to be provided to Main Roads with this application.

When working in our road reserve, Main Roads expects that standard requirements regarding hygiene management (weeds and dieback), storage of chemicals, fire management, waste management and incident reporting are adhered to. These requirements are detailed in the Factsheet and must be followed by all third parties conducting works in our road reserve.

It is recommended that the relevant agency is contacted for assistance in regards to environmental or heritage constraints, which may be relevant to the proposed project 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 application legislation and regulations, including any remediation required as a result of damage to existing infrastructure, e.g. fuel, sewer lines.

Consideration should also be given by the applicant to 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.

#### 21 MAIN ROADS CONTACTS

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

For regional offices please direct all enquiries to the regional Customer Services Manager. Contact details can be found on the Main Roads website contact page:

https://www.mainroads.wa.gov.au/AboutMainRoads/ContactUs/Pages/ContactUs.aspx

#### 22 APPENDICES

Appendix	Title		
Appendix 1	Public Notification Requirements		

Document No: D18#604581 Page 12 of 14

#### **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 website<sup>18</sup>; 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 Devices<sup>19</sup> & Guide to Traffic Management Part 8: Local Area Traffic Management (2016 Edition)<sup>20</sup> for more details.

<sup>&</sup>lt;sup>18</sup> <a href="https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/MainRoadsDrawings/Pages/Standard\_Contract\_Drawings.aspx">https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/MainRoadsDrawings/Pages/Standard\_Contract\_Drawings.aspx</a>

<sup>&</sup>lt;sup>19</sup> https://www.onlinepublications.austroads.com.au/items/AP-T47-06

<sup>&</sup>lt;sup>20</sup> 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

