

# Project Controls

## Master Specification

## PC-SM1 Traffic & Pedestrian Management

### Document Information

KNet Number:	13522437
Document Version:	3
Document Date:	August 2020

DEPARTMENT FOR  
INFRASTRUCTURE  
AND TRANSPORT



Government of South Australia

Department for Infrastructure  
and Transport

## Document Amendment Record

Version	Change Description	Date
1	Initial issue (formerly CH20 – Provision for Traffic)	22/02/19
2	Minor content and hyperlink changes	19/09/19
3	Revision of 6.6, referring only to the Instrument of General Approval. Minor revision to Night Works requirements.	August 2020

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## Contents

Contents	2
PC-SM1 Traffic & Pedestrian Management	4
1 General	4
2 Traffic Control Devices	4
3 Prequalification and Quality Requirements	4
4 Personnel	5
5 Traffic Management Plan	5
6 Traffic Management	5
7 Local Access and Traffic Restrictions	7
8 Pedestrian Access and Management	7
9 Audits	8
10 Advice to the Public and Others	8
11 Temporarily Trafficked Areas	8
12 Temporary Use of Permanent Works	9
13 Hold Points	9

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## PC-SM1 Traffic & Pedestrian Management

### 1 General

- 1.1 The Contractor is responsible for Workzone Traffic Management ("WZTM") at the worksite:
  - a) from the time of commencement of the Contractor's activities at the worksite to the time of completion of the Contractor's activities;
  - b) during any other period as specified by the Principal.
- 1.2 This includes ensuring that the road is safe for users of the road, providing a safe work area for those involved in work on the trafficked network and minimising any disruption to the smooth flow of traffic in accordance with the requirements of this Part.
- 1.3 The Contractor shall:
  - a) ensure that the worksite is safe for users of the road, pedestrians and cyclists;
  - b) provide a safe worksite in accordance with the Work Health and Safety Act 2012 (SA); and
  - c) minimise any disruption to the smooth flow of traffic in accordance with the requirements of this Part.

### 2 Traffic Control Devices

- 2.1 The Contractor shall ensure that traffic control devices used at the Site are in accordance with:
  - a) Road Traffic Act 1961 (SA);
  - b) Department: The Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices:
    - i) Part 1 – The Notice from the Commissioner of Highways for the Temporary Use of Traffic Control Devices by personnel other than Road Authorities;
    - ii) Part 2 – Code of Technical Requirements for the Legal Use of Traffic Control Devices; specifically Section 4 – Speed Control."; and
  - c) SA Standards for Workzone Traffic Management;
  - d) AS 1742.3 "Manual of Uniform Traffic Control Devices";
  - e) Department: Field Guide, "Traffic Control Devices for Workzone Traffic Management".
- 2.2 In the event of an inconsistency between any of the above documents, the higher standard shall apply.
- 2.3 Copies of the Department's publications are available on the following website: <https://www.dpti.sa.gov.au/standards/tass>.
- 2.4 Prior to commencing work on site, the Contractor shall notify the Principal of the names and telephone numbers of personnel for emergency call-outs.

### 3 Prequalification and Quality Requirements

- 3.1 If traffic management is carried out by a Sub-contractor, that company shall be prequalified with the Department for WZTM (refer [https://www.dpti.sa.gov.au/contractor\\_documents/prequalification](https://www.dpti.sa.gov.au/contractor_documents/prequalification)).
- 3.2 If the Contractor's personnel undertake the traffic management, the Contractor shall have in place a management system which at a minimum includes detailed procedures / documentation for the following:
  - a) auditing of traffic control at the worksite;
  - b) keeping up to date with changes to traffic control requirements and practice;

- c) ensuring that all traffic controllers are fully certified to undertake Workzone traffic management in South Australia and remain accredited while working in the state, and
  - d) ensuring that old and / or non-compliant equipment is not used.
- 3.3 If not submitted beforehand, the procedures and documentation shall be submitted at least 28 days prior to the commencement of site work.
- 3.4 Provision of the procedures / documentation listed in this Clause shall constitute a **Hold Point**.

## 4 Personnel

- 4.1 All persons undertaking Workzone traffic management shall have successfully completed WZTM training from an approved training provider and hold a current WZTM card. For details of training, refer to: <https://www.dpti.sa.gov.au/standards/tass>.
- 4.2 Workzone traffic management shall be carried out under the supervision of a person with at least 5 years' experience with Workzone traffic control on arterial or major roads.
- 4.3 Each team placing, moving or removing traffic control devices shall have at least one traffic controller with at least 3 years' experience with Workzone traffic control on arterial or major roads.
- 4.4 Prior to commencing work on site, the Contractor must notify the Principal of the names and telephone numbers of personnel for emergency call-outs.

## 5 Traffic Management Plan

- 5.1 The Contractor shall prepare and comply with a Traffic Management Plan.
- 5.2 The Traffic Management Plan shall show, where applicable, details of:
- a) the traffic management proposed during the Contract;
  - b) any Sub-contractors to be used;
  - c) all Temporarily Trafficked Areas associated with the deviation of traffic, the estimated times that any proposed detour will be in operation and the relationship to the proposed Construction / Works Program;
  - d) any temporary access to properties affected by the Works;
  - e) proposals for the placement of safety barriers, Workzone traffic control devices and advance direction signs, including a list of the types and numbers of signs proposed to be used;
  - f) proposed speed restrictions;
  - g) any proposal to leave Traffic Control Devices in place while the worksite is unoccupied;
  - h) any proposed Night Work (where permitted); and
  - i) proposed audit / compliance schedules.
- 5.3 An accredited road safety auditor shall endorse the Traffic Management Plan.
- 5.4 A revised Traffic Management Plan shall be submitted whenever there is a change to the Construction / Contractor's Program which affects the management of traffic on the worksite.
- 5.5 The Traffic Management Plan shall be submitted at least 7 days prior to the commencement of site work.
- 5.6 Provision of the Traffic Management Plan and any updated plans shall constitute a **Hold Point**.

## 6 Traffic Management

### Temporary Traffic Control Devices

- 6.1 The Contractor shall:

- a) supply all necessary Temporary Traffic Control Devices such as signs, barriers, bollards, cones and other approved devices;
  - b) locate and maintain the Temporary Traffic Control Devices such that they provide the required level of traffic control; and
  - c) replace any Temporary Traffic Control Devices that become ineffective during the course of the work, including those damaged by vehicles or vandalism.
- 6.2 A list of approved devices is included in the Department's Approved Products List, available from: [https://www.dpti.sa.gov.au/data/assets/pdf\\_file/0012/330105/DPTI\\_Approved\\_Products\\_Contract\\_Works.pdf](https://www.dpti.sa.gov.au/data/assets/pdf_file/0012/330105/DPTI_Approved_Products_Contract_Works.pdf)
- 6.3 The Contractor may submit a request for the approval of additional products.
- 6.4 Any portable Variable Message Signs (VMS) shall comply with the Department's OI 2.36 - Variable Message Signs. The only pixel colours permitted to be displayed are:
- a) white and red when a regulatory sign in accordance with AS 1742 is displayed;
  - b) white and yellow otherwise.

## Approval to Temporarily Use Traffic Control Devices

- 6.5 Pursuant to Section 17 (3) of the Road Traffic Act 1961(SA), the Commission of Highways (with the approval of the Minister of Transport) has issued an Instrument of General Approval for the temporary use of traffic control devices by persons other than Road Authorities (refer to <http://www.dpti.sa.gov.au/standards/tass>).
- 6.6 The Contractor shall comply with the conditions specified the Instrument of General Approval.

## Records

- 6.7 The Contractor shall maintain accurate records of all traffic management devices set up, moved and removed and activities (including audits) in accordance with the Department's SA Standards for WZTM.
- 6.8 The records shall include where devices including speed restrictions are employed, the date, location, time of operation and the nature of the devices and speed restrictions.

## Traffic Control

- 6.9 Whenever traffic from both directions is restricted to a single lane, Stop / Slow banners or temporary traffic signals shall be used in accordance with the Department's SA Standards for WZTM.

## Regulatory Devices

- 6.10 The Contractor shall not place or remove, obstruct or conceal, any regulatory devices (such as regulatory signs or pavement marking), without the approval of the Principal.
- 6.11 If at any time during the course of the work, any regulatory device is covered or removed, the Contractor shall accurately record the details and immediately advise the Principal in writing.

## Barriers

- 6.12 If temporary longitudinal barriers are used, they shall be an Accepted Safety Barrier Product.
- 6.13 Where permanent barriers are to be installed, the traffic lanes adjacent to the barriers shall not be open to traffic until installation of the barriers is complete.

## Pavement Marking

- 6.14 The Traffic Management Plan shall include details of any temporary pavement marking and / or existing pavement marking to be removed.

- 6.15 Any temporary markings shall not conflict with permanent markings and shall be removed immediately after the installation of permanent pavement marking.
- 6.16 Where practicable, permanent pavement marking shall be used to delineate traffic movement.

## Detours on Local Roads

- 6.17 Traffic shall not be detoured onto local roads without the written approval of the local council. The Contractor is responsible for obtaining this approval.

## Night Work

- 6.18 Wherever possible, the Contractor shall avoid working on a trafficked area between sunset and sunrise, as defined at <https://www.sa.gov.au/topics/driving-and-transport/roads-and-traffic/sunrise-and-sunset-times> ("Night Work"). Where necessary, the proposed locations and times of any Night Work shall be included in the Traffic Management Plan.

# 7 Local Access and Traffic Restrictions

## Restrictions to Traffic Flow

- 7.1 Unless specified otherwise, provision for all existing traffic movements affected by the Works shall be maintained at all times.

## Provision for Local Traffic

- 7.2 The Contractor shall provide and maintain access to any property entrances adjoining the Works and local traffic throughout the Contract. The Contractor shall provide temporary ramps for local traffic and access to side streets where necessary.

## Property Access

- 7.3 Any work directly in front of and / or affecting property access shall be carried out such that:
  - a) where properties have access at more than one location, access shall be maintained at one location at all times and other accesses shall be constructed in stages to minimise restrictions to traffic;
  - b) all accesses to these properties shall be reinstated immediately after each operation which restricts access; and
  - c) the duration of works shall be minimised and shall be undertaken in consultation with the property occupiers.
- 7.4 The Contractor shall give advance notice in writing to occupants of properties at least 72 hours prior to commencement of any operation affecting property access and 24 hours' notice before the undertaking of such work.
- 7.5 A draft copy of the advance notice shall be submitted to the Principal 7 days prior to the undertaking of such work.
- 7.6 Provision of a draft copy of the advance notice shall constitute a **Hold Point**.

## Temporary Parking Restrictions

- 7.7 If temporary parking restrictions are necessary for the Works, the Contractor shall arrange the restrictions in consultation with Council.

# 8 Pedestrian Access and Management

- 8.1 The Contractor shall maintain provision for safe and convenient pedestrian traffic and control pedestrian movement through the work site in accordance with the Department's SA Standards for WZTM and Field Guide.

## 9 Audits

- 9.1 In addition to audits arranged by the Contractor, the Contractor shall allow external audits of the Contractor and any subcontractor to be undertaken of the Contractor's compliance with the requirements of this Part.
- 9.2 The audits may be undertaken without notice at any time. Road Safety Audits, which are audits of the road design, may also be undertaken.
- 9.3 Where a non-conformance is detected during an audit, the Contractor shall take immediate action to rectify the non-conformance.

## 10 Advice to the Public and Others

### Media Release

- 10.1 This sub-clause only applies where the Principal determines that a media release is required for the purpose of informing the public of traffic restrictions or changed traffic conditions.
- 10.2 The Principal will arrange for the media release in accordance with PC-CS1 "Community Engagement and Media Management".

### Emergency Services

- 10.3 If the Works restrict traffic flow and are likely to impede emergency services, the Contractor shall notify all emergency services of the roadworks, no sooner than 72 hours and no later than 24 hours prior to commencement of work.

### Bus Services

- 10.4 If the work under the Contract will affect the operation of bus services, the Contractor shall arrange a meeting between the Contractor, the Principal and the Department's Public Transport Division on site prior to commencement of work.
- 10.5 The purpose of the meeting is to clarify aspects of the provisions for buses. The Contractor shall relocate any bus facilities affected and undertake all other work necessary to enable the continued functioning of bus services.

### Local Government

- 10.6 If the work under the Contract will affect traffic movements under the care and control of a local council, the Contractor shall arrange a meeting with the Principal and relevant Council Contact Person prior to commencement of work on site to clarify the impact of the work.

## 11 Temporarily Trafficked Areas

- 11.1 This Clause only applies if the Contractor directs traffic onto a Temporarily Trafficked Area.
- 11.2 "Temporarily Trafficked Area" means any temporarily trafficked area that is not part of the existing pavement or is not part of permanent work.
- 11.3 At a minimum, Temporarily Trafficked Areas shall be constructed to provide an all-weather route for traffic, free from abrupt changes in grade or alignment and maintained in a safe and trafficable condition where required for the access of traffic through the Works.
- 11.4 All temporarily trafficked areas shall include signs and temporary pavement marking.
- 11.5 Where the Contractor requires traffic to deviate onto a shoulder for the purpose of traffic management, the shoulder shall be sealed.



## 12 Temporary Use of Permanent Works

- 12.1 This Clause only applies if the Contractor proposes to direct traffic onto incomplete roadworks.
- 12.2 "Temporary use of Permanent Works" means directing traffic onto sections of road which:
- a) do not have the final surface in place; or
  - b) the final surface is in place, but the traffic is not in its final configuration.
- 12.3 Temporary use of permanent Works is only permitted where:
- a) pavement marking, regulatory and warning signs appropriate for temporary use are in place; and
  - b) the section of road is sealed with a bituminous or asphalt surface.
- 12.4 The Contractor shall maintain sections of permanent work opened to traffic in a safe and trafficable condition. This maintenance includes repairs to the pavement, signs and pavement marking resulting from traffic damage and vandalism.

## 13 Hold Points

- 13.1 The following is a summary of Hold Points referenced in this Part:

**Table PC-SM1 13-1 Hold Points**

Document Ref.	Hold Point	Response Time
3.4	Provision of traffic management procedures	7 Working Days
5.6	Provision of the Traffic Management Plan	7 Working Days
7.6	Provision of draft copy of the advance notice to occupants	7 Working Days