

TRAFFIC MANAGEMENT PROCEDURE

Title	Traffic Management Procedure
Type	Procedures
Owner	Manager Strategic Infrastructure
Responsible Officer	Manager Strategic Infrastructure
Approval date	July 2020
Review date	July 2021

Purpose

Any works undertaken in Nhulunbuy (Special Purpose Lease 214) or the Industrial Estate (Special Purpose Lease 250) that impact in any way on a road or footpath must be undertaken in accordance with an approved Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS).

Nhulunbuy Corporation is the approving authority for both Nhulunbuy and the Industrial Estate.

Scope

Traffic Management Plans (TMP) are a requirement of the NT Traffic Act 2007, the NT Control of Roads Act 1953 and Australian Standard AS 1742.3 (2009) Traffic Control Devices for Works on Roads.

A Traffic Guidance Scheme (TGS) shows all traffic control devices and their layouts on a plan and shall be consistent with the approved TMP.

Definitions

WZ1 (Traffic Management Plan Designer) Personnel who can develop work zone traffic management plans.

WZ2 (Work Zone Traffic Controller) Personnel who can use a traffic control stop/slow bat.

Note: The NT Motor Vehicle Registry issues NT Work Zone Traffic Management (WZTM) ID cards on behalf of the Department of Infrastructure to trained and competent officers.

Procedure

General

For any work in a road reserve that affects changes to traffic conditions, road and footpath closures and traffic detours a TMP application and TGS needs to be submitted to the Nhulunbuy Corporation (NC) at least two (2) working days prior to the activity commencing. The exception to this requirement is where NC has pre-approved a TGS to a specific contractor for use within Nhulunbuy or the Industrial Estate.

Approval Process for a New TMP

The Nhulunbuy Corporation Strategic Infrastructure Department will review the submitted TMP application to assess that the appropriate controls are in place to manage the impact on the movement or safety of pedestrians, cyclists, motorcyclists, vehicles, or emergency vehicles.

TMP's and TGS's must be completed by a registered WZ1 officer.

Once a TMP application is reviewed, Nhulunbuy Corporation will contact the identified responsible officer on the application to advise of the status of the TMP application.

If the TMP application is not approved, the TMP applicant will be advised of the concerns identified by Nhulunbuy Corporation so they can discuss and address the concerns and resubmit their application. No work is to commence until an approved application is provided.

All traffic management controls must be established in accordance with the approved TMP and TGS prior to work commencing. All traffic management controllers must be trained, competent and certified operators.

Process for Pre-Approved Traffic Management Plans and Traffic Guidance Schemes

TMP's and TGS's must be completed by a registered WZ1 officer and once approved will be valid for a maximum of one calendar year (January to December). The Traffic Management Plan Application will be used to review and approve pre-approved TMP's and TGS's.

A pre-approved TGS may be utilised for work that does not impede traffic flow for greater than ten (10) hours. It is the responsibility of the Responsible Officer to have a valid TGS for the work being undertaken.

All traffic management controls must be established in accordance with the approved TMP and TGS prior to work commencing. All traffic management controllers must be trained, competent and certified operators.

Re-Scheduling Work

If a TMP is approved for a set date, and the work is re-scheduled to a different date, the Responsible Officer must notify Nhulunbuy Corporation of the new date and time for the work. The contact details are phone (08) 8987 2200 or email office@ncl.net.au

The Responsible Officer must provide at least one (1) working days notification of a revised change.

Emergency Work

Within Nhulunbuy Corporation Normal Work Hours

If the work is due to a breakdown or emergency, and within normal working hours, the Responsible Officer can use an appropriate TGS developed by a registered WZ1 officer for their workgroup to commence work. The Responsible Officer must advise the Nhulunbuy Corporation on (08) 8987 2200 on the location of the work and what TGS is being used. This will ensure the Nhulunbuy Corporation is aware of the work and the traffic management controls in place to manage traffic flow.

All traffic management controls must be established in accordance with the TGS prior to work commencing. All traffic management controllers must be trained, competent and certified operators.

Outside Nhulunbuy Corporation Normal Work Hours

If the work is due to a breakdown or emergency, and outside of normal working hours the Responsible Officer in charge of the work can use an appropriate TGS for their workgroup to commence work. The Responsible Officer must advise the Nhulunbuy Corporation duty officer on 0407 972 550 of the location of the work and what TGS is being used to manage

traffic flow, whilst ensuring work can proceed without delay. This notification should occur within one (1) hour of commencing the work.

All traffic management controls must be established in accordance with the TGS prior to work commencing. All traffic management controllers must be trained, competent and certified operators.

Traffic Management Plan Application

The application for a TMP can be found on the Nhulunbuy Corporation website, or obtained from the Nhulunbuy Corporation office in Westal St, Nhulunbuy.

A copy of the required application is attached.

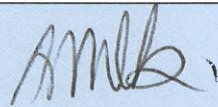
The application must include:

- Applicant/Responsible Officer contact details
- Description of the work
- Street name/s
- Proposed dates and times of works
- Traffic Guidance Scheme.

A TMP application must be submitted to office@ncl.net.au

Site Inspections

Nhulunbuy Corporation will inspect various sites for compliance to standards. If deficiencies are identified, the work may be stopped until the issue is rectified.

Date	Chief Executive Officer (Name)	Signature
	Ali Mills	

nhulunbuy corporation

TRAFFIC MANAGEMENT PLAN APPLICATION

Applicant Name:	
Applicant Contact Details:	
Phone/Mobile	
email	
Responsible Officer: (if different to Applicant)	
Responsible Officer Contact Details:	
Mobile	
Company:	
Is Application for a Pre- Approved TGS	Yes / No
Date Work is Scheduled:	Pre-Approved Applic'n: N/A
Time/Duration:	Pre-Approved Applic'n: N/A
Location of Work:	Pre-Approved Applic'n: N/A
Description of Work:	
Approved?:	Yes / No
Signed By:	
Date:	/ /20
Please ensure Traffic Guidance Scheme is attached to this Application	