

Council issues permits for a variety of purposes. This information sheet addresses road closure permits for **events** in Burnie. These closures are made under the provisions of the *Local Government (Highways) Act 1982*.

As from 1 January 2014, all road closure applications for events will need to demonstrate compliance with a number of requirements before approval can be considered. Permits will no longer be issued where applicants cannot demonstrate compliance with the requirements.

If you conduct a regular event incorporating the same road closure each time, it is likely that preparing the new documentation will be a one-off requirement, and subsequently you will only need to review and update the documentation for each future event.

We encourage you to allow yourself plenty of time to prepare for the changes in order to avoid the disappointment of a permit not being issued.

Council officers are more than willing to help by explaining the standards and pointing you in the right direction to access assistance.

### What are the requirements?

The following documents and evidence are now required to support your road closure application:

- 1) *A traffic management plan drawn by a qualified person\* (compliant with AS1742 Manual of Uniform Traffic Control Devices suite of standards).*
- 2) *A Safe Work Method Statement (SWMS) is prepared*
- 3) *The traffic management plan must be implemented by a qualified person\*\*.*
- 4) *Signage, barricades and markers used for traffic management must be compliant with AS1742 Manual of Uniform Traffic Control Devices Suite.*
- 5) *Emergency and Risk Management Plan for your event*

### What is driving these changes?

The *Work Health and Safety Act 2012* came into effect on 1 January 2013 and places a much higher responsibility on ensuring safe workplaces, whether it be for employees or volunteers. Closure of a road is identified as a high risk workplace under the Regulations.

It is now necessary for Council when assessing a permit, to be assured through the application provided, that the closures will be undertaken in accordance with safe work practices, as set by the standards listed above.

### What is meant by a qualified person? <sup>1</sup>

#### **Preparing the Traffic Plan**

\* To draw up a traffic plan to AS1742, a qualified person must have satisfactorily completed the AQF Unit RIICWD503A 'Prepare Work Zone Traffic Management Plan' or equivalent.

For works involving more complex traffic arrangements, or staging, or both, traffic management plans shall be prepared by a person who has satisfactorily completed the above AQF Unit RIICWD503A **and** AQF Unit RIIRIS301A 'Apply Risk Management Processes' or equivalent.

#### **Implementing the Traffic Plan at the event**

\*\* To oversee the implementation of the traffic plan at the event, a qualified person must hold the qualification have satisfactorily completed the AQF Unit RIIOHS302A 'Implement Traffic Management Plan' or equivalent.

In addition to the above qualification, where manual traffic control is required it shall be performed by those who have also satisfactorily completed the Australian Qualifications Framework Resources and Infrastructure Industry training package unit RIIOHS205A 'Control Traffic with a Stop/Slow Bat' or equivalent.

Further information regarding training requirements are available from The Department of Infrastructure, Energy and Resources – Traffic Control for Works on Road Tasmanian Guide 2011.

### How do we work out where to start?

Burnie City Council officers are able to provide guidance on how to go about developing the required documentation including referring your group to providers that can assist. In some cases, groups may find it worthwhile having one of their members trained in traffic management. Other groups may find it more effective to hire a qualified person or recruit volunteers with the appropriate qualifications.

### What are the costs involved?

Unless stated otherwise in writing, all costs of conducting the event, preparing the road closure documentation and complying with the Permit are to be borne by the Applicant. Once the plans are done, they may only require review and update in future if your closure arrangements do not change.

### What does this mean for our next road closure?

The following page provides a step by step guide to help you prepare.

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<sup>1</sup> All qualifications shown above belong to the Australian Qualifications Framework Resources and Infrastructure Industry training package. Acceptable equivalents are listed in the DIER publication *Traffic Control for Works on Roads, Tasmanian Guide 2011*.

## 1 Start early!

First of all, allow yourself plenty of time to prepare for the changes, to avoid the disappointment of a permit not being issued.

Applications must be received no less than 60 days prior to your event to allow for assessment and advertising, and we recommend you start looking at the new process **at least 3-4 months** before your event to allow time to get your new documentation in order.

## 2 Download the new application form

The application form for a road closure for an event has changed, and is now available on Council's website. Head to [www.burnie.net](http://www.burnie.net) and choose Services – Roads – Application for Road Closure.

## 3 Talk to Council officers

We recommend that you speak with Council officers about your next event well ahead of time (3 months +), to be sure you have an understanding of what is required and how your group can best go about meeting the standards for your next event.

Contact Council's Governance Officer for assistance by phoning 6430 5700.

## 4 Identify qualified people who can assist you with your traffic plan

Firstly, identify someone who can **prepare your traffic management plan** to the Australian Standard. If you have an existing event that has worked well in the past, it is a matter of providing your past plans and requesting that they be reviewed and updated to comply with AS1742.

There are external providers of this service that can be readily located via the phone book or the internet. Once the plan is drawn, it may only require a review and update in future if your closure arrangements do not change.

Secondly, identify a qualified person that can **implement your traffic management plan** at the event. This may be a volunteer, an employee or a contractor, but the person must be suitably qualified and be present to supervise the set out **and** removal of the closure and will need to be listed on your application. Volunteers may assist with the closure but must work under the direction of the qualified person.

Please refer to the required qualifications outlined in the earlier section.

## 5 Prepare a Safe Work Method Statement

A Safe Work Method Statement (SWMS) is a safety analysis that looks at each task involved, considers the potential hazards and risks and lists how they will be

controlled. A SWMS is required because work carried out on a road is classified as 'high risk construction work'.<sup>2</sup>

It is then important that everyone with responsibility for the closure understands safety provisions in the SWMS.

The SWMS should be developed by your event organisers. A template guide is available.

## 6 Develop your Emergency and Risk Management Plan for the Event

The Emergency and Risk Management Plan looks at your risks for your whole event, not just the closure aspects and includes how emergencies will be managed. You do not need to repeat the risks addressed in the SMWS.

The Emergency and Risk Management Plan for your event needs to be in a format that shows:

- the various risks identified
- assessment of those risks according to likelihood and consequence
- actions or strategies that will be put in place to reduce those risks.

A sample template is available that will assist in following this format and identifies the types of risks that need to be considered in events. The Safe Work Australia publication 'Traffic Management Guide: Events' provides guidance on a range of considerations that should be considered in an event risk management plan.

It is possible that someone in your club has experience in risk management that can help. What is important is that those responsible for the event give careful thought to all types of risks and how they might be minimised.

## 7 Re-assess your closure signage and equipment

The signage and other equipment used to implement the road closure must be in good repair, consistent with the traffic management plan and meet the requirement of the relevant Australian Standards.

In some instances Council may be able to assist community groups in sourcing appropriate signage.

## 8 Submit your application

Complete the application form and review the application checklist to ensure all documents required have been supplied (these may vary depending on the purpose of your event).

Applications must be submitted no later than eight weeks prior to your event in order to allow the assessment process and advertising to be completed.

<sup>2</sup> Other high risk activities are listed under S291 of the *Work Health and Safety Regulations 2012* and may apply to your event, also requiring a SWMS.