

*August 2009*

## **OBJECTIVE**

*To minimise the impact to the local environment from activities conducted in the public realm, by ensuring a minimum standard of public protection and, to provide consistent requirements for all contractors, developers and builders, regarding road user safety when undertaking work in the public realm, including a footpath and road under the care control and management of the Council.*

## **GENERAL INFORMATION**

The Act provides that a road extends from property boundary to property boundary and includes the carriageway, footpaths and verges.

## **ACTIVITIES OUTLINED IN THE GUIDELINES INCLUDE:**

1. Access around the Site
2. Concrete Pumps and Deliveries of Concrete
3. Consultation with Neighbours
4. Deposit of Sand, Soil, Building Materials etc
5. Elevated Work Platforms
6. Ladders
7. Legal Implications
8. Loading and Unloading of Goods
9. Mobile Cranes
10. Objects on Footpaths and Roads
11. Parking
12. Requirements for Permits/Approvals
13. Traffic Management

### **1. ACCESS AROUND THE SITE**

- 1.1. Access around the work area for road users and pedestrians including people with disabilities and vehicles, must be considered to ensure safe movement on footpaths or roads is maintained.
- 1.2. The Applicant must ensure that road user movement past the site is unimpeded. Where a hoarding reduces the width of the footpath to less than 1.5 metres, the Applicant must redirect pedestrians around the site onto the roadway via a pedestrian race. Details of the pedestrian race must be included in the traffic management plan submitted.
- 1.3. Pedestrian raceways will only be permitted when there is no alternative other than to direct pedestrians and people with a disability around the work area and onto the roadway.
- 1.4. Street hydrants should not be enclosed within a hoarding and access should not be restricted by hoardings, machinery, vehicles, equipment or rubbish, at any time.

### **2. CONCRETE PUMPS AND DELIVERIES OF CONCRETE**

- 2.1. For large continuous concrete pours the positioning and parking details for multiple concrete delivery vehicles must be discussed and approved by the Transport and Traffic Section and submitted with the initial application.
- 2.2. Concrete delivery vehicles are not permitted to stand in any street road or public place which blocks access for other road users and pedestrians, unless a Traffic Management Plan has been approved by Council.
- 2.3. Vehicles parked illegally or are found by Council Officers to be in an unsafe position will receive Expiation Notices.
- 2.4. Pedestrian safety and controls must be maintained by the Applicant for the period that concrete pouring pipes are laid across the footpath or roadway.

### **3. CONSULTATION WITH NEIGHBOURS**

- 3.1. The Applicant may be requested to conduct consultation with neighbouring properties that may be affected by any restrictions to the public realm, prior to issue of approvals in the following circumstances:
- 3.2. If the work activity affects the local environment outside of normal working hours
- 3.3. If a street is proposed to be closed from vehicular traffic
- 3.4. If a street occupation is required in front of properties
- 3.5. If property access to adjoining properties will be restricted or obstructed

### **4. DEPOSIT OF SAND, SOIL, BUILDING MATERIALS etc**

- 4.1. A person who, without the Councils' authorisation or permit deposits rubbish, goods, materials, earth, stone, gravel, or any other substance on a public road or public place, including footpaths, is guilty of an offence.
- 4.2. Anything that falls from a vehicle onto a public road or public place is taken to have been deposited by the person by or on whose behalf the vehicle is operated.
- 4.3. It is an offence under the Environment Protection (Water Quality) Policy 2003 to allow soil, sediment, slurry or other building material to enter (or likely to enter) the stormwater system.

### **5. ELEVATED WORK PLATFORMS**

- 5.1. If an Elevated Work Platform is required for an activity, approval is needed if the vehicle is to be located in the public realm. Prior to approval the Applicant may be required to provide a site plan and/or traffic management plan to determine public safety.

### **6. LADDERS**

- 6.1. Ladders shall not be erected on roads or in parking bays without the appropriate protection barriers.
- 6.2. Pedestrians shall not be permitted to walk under ladders.
- 6.3. Consideration also needs to be given to pedestrians and people with a disability and ensure effective warning signage is provided, for the placement of ladders on footpaths.
- 6.4. The Applicant must provide a site plan of the location with details of the placement of ladders in the public realm.
- 6.5. Provision must be made for pedestrians to travel safely around the work site.

### **7. LEGAL IMPLICATIONS**

- 7.1. Activities conducted in the public realm which have not been approved by the City of Unley may result in the immediate cessation of work and the issue of an Expiation Notice by Council Officers.
- 7.2. The Applicant shall take out and keep current a public liability policy of insurance and provide proof of all insurances prior to approval and issue of Permit by Council.
- 7.3. The Applicant shall indemnify and keep indemnified and hold harmless the Council, its members, employees and/or agents and each of them from and against all actions, costs, claims charges, expenses and damages whatsoever, which may be brought, or made, or claimed against them or, any of them arising out of or, in relation to the Permit/Approval or, out of or, in relation to the activities authorised thereby.
- 7.4. Any alterations or damage to the existing infrastructure as a result of any works conducted on a Council footpath or road, should be reinstated to Council's specification at the Applicant's expense.
- 7.5. The Council may at any time terminate an approval by serving upon the Applicant notice in writing, provided nevertheless that such termination shall be without prejudice to any rights of the Council against the applicant, for any antecedent breach of any of the approval.
- 7.6. Compliance with these Guidelines is in conjunction with but does not release the Applicant from any obligations or compliance with any other State or Local Government Laws relating to building/development work or, the alteration to any road under the care control and management of the City of Unley.

### **8. LOADING AND UNLOADING OF GOODS**

- 8.1. All loading and unloading operations are to be performed in accordance with the site management agreement.
- 8.2. Unless otherwise approved all loading and unloading of materials must be conducted on site.
- 8.3. The Applicant is required to obtain approval to load and unload materials to and from a work site via a footpath or road.

## **9. MOBILE CRANES**

- 9.1. Approval must be obtained every time a mobile crane is used in the public realm.
- 9.2. Traffic management plans must be submitted for crane operations including crane travel route to and from the site.
- 9.3. Considerations for the site management meeting may include, but not limited to, travel or placement of a crane and redirection of pedestrians where the works exceed AS1742.3.
- 9.4. Time restrictions apply for all categories of cranes to operate in the public realm and the approved times are 9.00 am – 4.00 pm Monday – Friday. These times may be further restricted determined by other factors e.g. near schools.
- 9.5. No hoisting should take place across or over a street road or public place without specific approval and submission of an agreed site management plan.

## **10. OBJECTS ON FOOTPATHS AND ROADS**

- 10.1. All goods must be stored on site. Materials must not be left on the footpath or roadway. Expiation Notices will be issued for leaving materials on the roadway or footpath without prior approval.

## **11. PARKING**

- 11.1. Where existing parking controls are in effect on a road, the parking controls will apply. Provision for exemptions will be considered by the Technical Officer Traffic and must be approved at the site management meeting, prior to work commencing on site.
- 11.2. Approval for the installation and removal of temporary parking controls by Council will be approved at the site management meeting.
- 11.3. In accordance with Australian Road Rules 1999 Part 12, it is an offence to park a vehicle on a footpath and penalties will apply.
- 11.4. If access to an existing Bus Zone or Taxi Zone will be obstructed by construction works or, associated activities or, by placement of hoardings or barriers, the Applicant should contact the Office of Passenger Transport Division of the Department for Transport, Energy & Infrastructure, to discuss temporary relocation of the zones.
- 11.5. The relocation or reinstatement of Bus Zones or Taxi Zones including any signs and line marking must be approved in the site management meeting and by the Office of Public Transport.
- 11.6. Any costs associated with the relocation or reinstatement of a Bus Zone or Taxi Zone including any signs, line marking and street furniture, will be borne by the Applicant.

## **12. REQUIREMENTS FOR PERMITS/APPROVALS**

- 12.1. Permits/Approvals are required for any activity conducted on a footpath or road under the care control and management of the City of Unley. Examples include cranes, concrete pumps, hoardings, ladders, deposit or placement of soil, sand, building materials etc.
- 12.2. It is the Applicant's responsibility to contact Council's Technical Officer Traffic on telephone 08 8372 5195 and arrange a site management meeting to discuss all Permit and Approval requirements, a minimum of 5 working days prior to commencement of works.

## **13. TRAFFIC MANAGEMENT**

- 13.1. If the proposed works will impact on normal traffic conditions, a Traffic Management Plan must be submitted by the Applicant, a minimum of 3 working days, prior to commencement of works.
- 13.2. Implementation of traffic management is not permitted without prior written approval from Council. For information regarding traffic management requirements contact the Technical Officer Traffic on 08 8372 5195.
- 13.3. When directing traffic around an obstruction, the appropriate signage must be erected in accordance with AS 1742.3 and, depending on the duration of the activity, implementation of requirements for short term and long term works, must be in accordance with relevant Field Guides for Traffic Control at Works on Roads.
- 13.4. Where works may cause an obstruction or restriction to the use of a footpath or road, the Applicant is responsible to ensure that the appropriate signage is installed and removed, by a person accredited in Transport SA Work zone Traffic Management Course or equivalent.

For enquiries, please contact the Customer Service Centre on 08 8372 5111 or email [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)