

# Master Specification

## Part PC-SM1

### Traffic and Pedestrian Management

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**Government of South Australia**  
Department for Infrastructure  
and Transport

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## PC-SM1 Traffic and Pedestrian Management

### 1 General

- a) This Master Specification Part sets out the requirements for workzone traffic and pedestrian management, including:
- i) the documentation requirements, as set out in section 2;
  - ii) the prequalification requirements, as set out in section 3;
  - iii) the personnel requirements, as set out in section 4;
  - iv) the Transport Management Plan requirements, as set out in section 5;
  - v) the Workzone Traffic Management Plan requirements, as set out in section 6;
  - vi) the Transport Management Advisory Group requirements, as set out in section 7;
  - vii) the traffic management requirements, as set out in section 8;
  - viii) the local access and traffic restriction requirements, as set out in section 9;
  - ix) the pedestrian access and management requirements, as set out in section 10;
  - x) the audit requirements, as set out in section 11;
  - xi) the notification and consultation requirements, as set out in section 12;
  - xii) the temporarily trafficked area requirements, as set out in section 13;
  - xiii) the requirements for temporary use of permanent Works, as set out in section 14; and
  - xiv) the Hold Point requirements, as set out in section 15.
- b) The Contractor is responsible for all workzone traffic and pedestrian management required as part of the Contractor's Activities, including:
- i) ensuring that the road is safe for users of the road;
  - ii) providing a safe work area for those involved in work on the trafficked network; and
  - iii) minimising any disruption to the smooth flow of traffic in accordance with the requirements of this Master Specification Part.
- c) The Contractor must:
- i) ensure that the worksite is safe for users of the road, pedestrians and cyclists;
  - ii) provide a safe worksite in accordance with the *Work Health and Safety Act 2012 (SA)*; and
  - iii) minimise any disruption to the smooth flow of traffic in accordance with the requirements of the Contract Documents, including this Master Specification Part.
- d) Workzone traffic and pedestrian management including traffic control devices used on Site must be in accordance with the Reference Documents, including:
- i) AS 1742 Manual of uniform traffic control devices;
  - ii) Austroads Guide to Temporary Traffic Management;
  - iii) Department Field Guide Traffic Control Devices for Workzone Traffic Management (available from: [https://dit.sa.gov.au/standards/standards\\_and\\_guidelines](https://dit.sa.gov.au/standards/standards_and_guidelines));
  - iv) Department Approved Products List (available from: [https://dit.sa.gov.au/contractor\\_documents/masterspecifications](https://dit.sa.gov.au/contractor_documents/masterspecifications));

- v) Department Guideline for the Preparation of a Traffic Impact Statement (available from: [https://dit.sa.gov.au/standards/standards\\_and\\_guidelines](https://dit.sa.gov.au/standards/standards_and_guidelines));
- vi) Department Operational Instruction 2.36 Use of Variable Message Signs;
- vii) Department Workzone Traffic Management Approved Training Providers List (available from: [https://dit.sa.gov.au/standards/standards\\_and\\_guidelines](https://dit.sa.gov.au/standards/standards_and_guidelines));
- viii) Instrument of General Approval and Delegation to Council for the Use of Traffic Control Devices, Road Closures and Granting of Exemptions for Events;
- ix) Instrument from the Commissioner of Highways to Grant General Approval for the temporary use of Traffic Control Devices by Persons other than Road Authorities;
- x) Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices, Part 2 - Code of Technical Requirements; and
- xi) SA Standards for Workzone Traffic Management.

## 2 Documentation

### 2.1 Construction Documentation

In addition to the requirements of PC-CN3 “Construction Management”, the Construction Documentation must include the names and telephone numbers of personnel for emergency call outs, as required by section 4e).

## 3 Prequalification and quality requirements

- a) The Contractor, and any relevant Subcontractors, must be prequalified in accordance with the Principal’s workzone traffic management prequalification scheme prior to commencing workzone traffic management activities.
- b) If the Contractor’s personnel undertake the traffic management, the Contractor must have in place a traffic management quality management system which at a minimum includes detailed procedures and documentation for the following:
  - i) auditing of traffic control at the worksite;
  - ii) keeping up to date with changes to traffic control requirements and practice;
  - iii) ensuring that all traffic controllers, including any relevant Subcontractors, are fully certified to undertake workzone traffic management in South Australia and remain accredited while working in the state, and
  - iv) ensuring that non-compliant equipment is not used.
- c) The traffic management quality management system procedures must be submitted:
  - i) where the Contract Documents require a Transport Management Plan, as part of the Transport Management Plan required by section 5; or
  - ii) otherwise submitted at least 28 days prior to the commencement of site work, which will constitute a **Hold Point**.
- d) Traffic management must not be implemented until the relevant Hold Point in section 3c) or the Hold Point in PC-PM1 “Project Management and Reporting” in relation to the Transport Management Plan (as applicable) has been released.

## 4 Personnel

- a) Where required by the Contract Documents, the Contractor must appoint a Traffic Manager which has the authority and responsibility for issues relating to traffic management throughout the performance of the Contractor’s Activities.



- b) All personnel undertaking workzone traffic management must:
  - i) have successfully completed a workzone traffic management training course from an approved training provider listed on the Department Workzone Traffic Management Approved Training Providers List; and
  - ii) hold a current workzone traffic management card as evidence that the individual has completed the training in accordance with section 4b)i).
- c) Workzone traffic management must be carried out under the supervision of a person with at least 5 years' experience with workzone traffic control on arterial or major roads.
- d) Each team placing, moving, or removing traffic control devices must have at least one traffic controller with at least 3 years' experience with workzone traffic control on arterial roads and motorways.
- e) Prior to commencing work on Site, the Contractor must notify the Principal as part of the Construction Documentation of the names and telephone numbers of personnel for emergency call-outs.

## 5 Transport Management Plan

- a) Unless otherwise specified in the Contract Documents, the Contractor must prepare a Transport Management Plan.
- b) The Transport Management Plan must show, where applicable, details of:
  - i) the traffic management proposed;
  - ii) any Subcontractors to be used;
  - iii) 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 Contract Program;
  - iv) any temporary access to properties affected by the Works or Temporary Works;
  - v) 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;
  - vi) proposed speed restrictions;
  - vii) any proposal to leave traffic control devices in place while the worksite is unoccupied;
  - viii) any proposed night work (where permitted);
  - ix) proposed audit / compliance schedules; and
  - x) any other requirements of the Transport Management Plan specified in the Contract Documents.
- c) The Transport Management Plan (where required by the Contract Documents) must be:
  - i) prepared, submitted and updated in accordance with the requirements of PC-PM1 "Project Management and Reporting" and the Contract Documents;
  - ii) endorsed by an accredited road safety auditor; and
  - iii) updated and re-submitted whenever there is a change to the proposed long-term staging of traffic, or a change in the Contract Program which affects the management of traffic on the worksite, in which case the Hold Point set out in PC-PM1 "Project Management and Reporting" will reapply.
- d) Implementation of any traffic management must not occur until the Hold Point related to the submission of the Transport Management Plan, set out in PC-PM1 "Project Management and Reporting", has been released.

## 6 Workzone Traffic Management Plans

- a) Unless otherwise specified in the Contract Documents, the Contractor is responsible for:
  - i) producing all Workzone Traffic Management Plans (WTMPs); and
  - ii) obtaining all necessary permits from the Road Authority (including notification to the Department's Traffic Management Centre for roads under the care, control, and management of the Commissioner of Highways and from the relevant local councils for roads under the care, control, and management of local councils).
- b) Workzone traffic management must not be implemented until the relevant permits have been obtained.
- c) All WTMPs must include:
  - i) any information required by the Contract Documents;
  - ii) for long term staging or detour routes of a semi-permanent nature, a copy of the traffic impact statement prepared under PC-EDM1 "Design Management" in accordance with the Reference Documents, including the Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices, Part 2 - Code of Technical Requirements and the Department Guideline for the Preparation of a Traffic Impact Statement; and
  - iii) all requirements for traffic management plans and traffic guidance scheme prepared in accordance with the Reference Documents, including the SA Standards for Workzone Traffic Management and the Department Field Guide Traffic Control Devices for Workzone Traffic Management.
- d) Where the Contractor is responsible for producing WTMPs and obtaining all necessary permits, the Contractor must first submit each draft WTMP to the Principal for review and comment prior to being submitted to the Road Authority which will constitute a **Hold Point**. The Contractor must not submit the WTMP to the Road Authority until this Hold Point has been released.
- e) WTMPs must be submitted sufficiently in advance of the proposed Works or Temporary Works such that there is adequate time (commensurate with the anticipated level of disruption to the community) to undertake notification and advertising of the planned works in accordance with PC-CS1 "Community Engagement and Media Management" once the Contractor has obtained the necessary permits from the Road Authority.
- f) The Contractor acknowledges and agrees that the Principal's review and any subsequent release of the Hold Point in section 6d) does not constitute any warranty or representation by the Principal as to its adequacy, completeness or fitness for purpose, or relieve the Contractor of any of its obligations to satisfy any further conditions required to obtain a permit from the Road Authority.

## 7 Transport Management Advisory Group

- a) Where required by the Contract Documents, the Contractor must establish a Transport Management Advisory Group (TMAG).
- b) The TMAG is to be a forum for the exchange of information and the discussion of issues associated with WTMPs and to review the appropriateness of these with consideration of access required by others, and the traffic constraints set out the Contract Documents.

## 8 Traffic management requirements

### 8.1 Temporary traffic control devices

- a) The Contractor must:

- i) supply all necessary temporary traffic control devices such as signs, barriers, bollards, cones and other approved devices;
  - ii) locate and maintain the temporary traffic control devices used such that they provide the required level of traffic control; and
  - iii) replace any temporary traffic control devices that become ineffective during the course of the Contractor's Activities, including those damaged by vehicles or vandalism.
- b) The Contractor must ensure that temporary traffic control devices are in accordance with:
- i) *Road Traffic Act 1961 (SA)*; and
  - ii) the Reference Documents, including the Department Approved Products List.
- c) The Contractor may submit a request for the approval of temporary traffic control devices that are not on the Department Approved Products List as a Design Departure.
- d) Temporary portable VMS must comply with Department Operational Instruction 2.36 Use of Variable Message Signs. The only pixel colours permitted to be displayed are:
- i) white and red when a regulatory sign in accordance with AS 1742 Manual of uniform traffic control devices is displayed; and
  - ii) white and yellow otherwise.

## 8.2 Approval to temporarily use traffic control devices

The Contractor must comply with the conditions specified in the Instrument from the Commissioner of Highways to Grant General Approval for the temporary use of Traffic Control Devices by Persons other than Road Authorities.

## 8.3 Records

- a) The Contractor must maintain accurate records of all traffic management devices set up, moved, and removed, and activities (including audits) in accordance with the SA Standards for Workzone Traffic Management.
- b) Where devices including speed restrictions are employed, the records required by section 8.3a) must include the date, location, time of operation and the nature of the devices and speed restrictions.

## 8.4 Traffic control

Whenever traffic from both directions is restricted to a single lane, stop / slow banners or temporary traffic signals must be used in accordance with the SA Standards for Workzone Traffic Management.

## 8.5 Regulatory devices

If at any time during the course of the Contractor's Activities, any regulatory device is covered or removed that is not contemplated by a WTMP for which a permit has been issued in accordance with section 6, the Contractor must accurately record the details and immediately advise the Principal in writing.

## 8.6 Barriers

- a) All temporary longitudinal barriers used must be in accordance with the Department Approved Products List.
- b) Where permanent barriers are to be installed, the traffic lanes adjacent to the barriers must not be open to traffic until installation of the permanent barriers is complete.



## 8.7 Pavement marking

- a) The Contractor must not install temporary pavement markings, or remove existing pavement markings, unless this has been clearly specified in a WTMP for which a permit has been issued in accordance with section 6.
- b) Any temporary pavement markings must not conflict with permanent pavement markings and must be removed immediately after the installation of permanent pavement marking.
- c) Where practicable, permanent pavement marking must be used to delineate traffic movements.

## 8.8 Detours on local roads

Traffic must not be detoured onto local roads unless this has been clearly specified in a WTMP for which a permit has been issued in accordance with section 6.

## 8.9 Night work

In addition to meeting the night work requirements of PC-ENV1 “Environmental Management” and PC-ENV2 “Environmental Protection Requirements”, the Contractor must:

- a) wherever possible, avoid working on a trafficked area between sunset and sunrise (refer to <https://www.sa.gov.au/topics/driving-and-transport/roads-and-traffic/sunrise-and-sunset-times>); and
- b) specify the proposed locations and times of any Contractor’s Activities conducted between sunset and sunrise in WTMPs.

# 9 Local access and traffic restrictions

## 9.1 Restrictions to traffic flow

Unless specified otherwise in the Contract Documents, provision for all existing traffic movements affected by the Contractor’s Activities must be maintained at all times.

## 9.2 Provision for local traffic

The Contractor must provide and maintain access to any property entrances affected by the Contractor’s Activities and local traffic, including through the provision of temporary ramps for local traffic and access to side streets where necessary.

## 9.3 Property access

- a) Any Contractor’s Activities conducted directly in front of or affecting property access must be carried out such that:
  - i) where properties have existing access at more than one location, access must be maintained at all locations unless otherwise agreed with the property owner;
  - ii) all accesses to affected properties must be reinstated immediately after each operation which restricts access; and
  - iii) the duration of Contractor’s Activities affecting property access must be minimised and must be undertaken in consultation with the property occupiers.
- b) The Contractor must give advance notice in writing to occupants of properties of at least:
  - i) 72 hours prior to the commencement of any operation affecting property access; and
  - ii) again at 24 hours prior to the undertaking of such work.

- c) A draft copy of the advance notice required by section 9.3b) must be submitted to the Principal 5 Business Days prior to the proposed submission of the advanced notice to the affected property occupants.
- d) Provision of the draft copy of the advance notice required by section 9.3c) constitutes a **Hold Point**. The Contractor must not issue the advance notice or commence the relevant Contractor's Activities until this Hold Point has been released by the Principal.

## 9.4 Temporary parking restrictions

If temporary parking restrictions are necessary to facilitate the Contractor's Activities, the Contractor must:

- a) develop the restrictions in consultation with the relevant Road Authority; and
- b) ensure that the restrictions are clearly specified in the relevant WTMP.

## 10 Pedestrian access and management

The Contractor must maintain provision for safe and convenient pedestrian traffic, and control pedestrian movements through the Site in accordance with the SA Standards for Workzone Traffic Management and Department Field Guide Traffic Control Devices for Workzone Traffic Management.

## 11 Audits

- a) The Contractor must undertake Road Safety Audits of workzone traffic management arrangements in accordance with the requirements of the Reference Documents.
- b) In addition to audits arranged by the Contractor, the Contractor must allow external compliance checks of the Contractor and any Subcontractor to be undertaken at any time to determine compliance with the requirements of this Master Specification Part.
- c) Where a non-conformance is detected during an audit, the Contractor must take immediate action to rectify the non-conformance.

## 12 Notification and consultation requirements

### 12.1 Emergency Services

Where the workzone traffic management arrangements restrict traffic flow and may impede Emergency Services, the Contractor must notify all Emergency Services of the arrangements, no sooner than 72 hours and no later than 24 hours prior to commencement of the relevant Contractor's Activities.

### 12.2 Bus services

Unless specified otherwise in the Contract Documents, as part of the preparation of WTMPs that impact bus services or access to bus stops, the Contractor must:

- a) consult with the South Australian Public Transport Authority (SAPTA) in relation to developing temporary bus provisions; and
- b) provide evidence of SAPTA's approval as part of the WTMP submission.

### 12.3 Local councils

Unless specified otherwise in the Contract Documents, as part of the preparation of WTMPs that impact traffic movements under the care and control of a local council, the Contractor must:

- a) arrange a meeting with the Principal and relevant local council to clarify the impact of the Contractor's Activities; and

- b) provide evidence of this meeting and the agreed actions and outcomes as part of the WTMP submission to the Road Authority.

## 13 Temporarily trafficked areas

Where the Contractor directs traffic onto a temporarily trafficked area that is neither existing nor new permanent Works, the Contractor must ensure that:

- a) the temporarily trafficked areas are constructed to provide an all-weather route for traffic, free from abrupt changes in grade or alignment and are maintained in a safe and trafficable condition where required for the access of traffic throughout the Contractor's Activities;
- b) all temporarily trafficked areas include signs and temporary pavement markings in accordance with the requirements of this Master Specification Part; and
- c) where the Contractor requires traffic to deviate onto a shoulder for the purpose of traffic management, the shoulder must be sealed.

## 14 Temporary use of permanent Works

- a) The requirements of this section 14 apply where the Contractor directs traffic onto incomplete permanent Works, including sections of road which:
  - i) do not have the final surface in place; or
  - ii) have the final surface in place, but are not in their final configuration.
- b) Temporary use of permanent Works is only permitted where:
  - i) pavement marking (to the extent described in RD-LM-C1 "Application of Pavement Marking"), regulatory and warning signs appropriate for temporary use are in place; and
  - ii) the section of road is sealed with a bituminous or asphalt surface.
- c) The Contractor must ensure that sections of incomplete permanent Works opened to traffic are maintained in a safe and trafficable condition, including repairs to the pavement, signs and pavement marking resulting from traffic damage and vandalism.

## 15 Hold Points

Table PC-SM1 15-1 details the review period or notification period, and type (documentation or construction quality) for each Hold Point referred to in this Master Specification Part.

**Table PC-SM1 15-1 Hold Points**

| Section reference | Hold Point   | Documentation or construction quality | Review period or notification period |
|-------------------|--|---------------------------------------|--------------------------------------|
| 3c)ii)            | Provision of traffic management procedures                                     | Documentation                         | 5 Business Days review               |
| 6d)               | Submission of WTMPs to the Principal prior to submission to the Road Authority | Documentation                         | 10 Business Days review              |
| 9.3d)             | Provision of draft copy of the advance notice to occupants                     | Documentation                         | 5 Business Days review               |