

 <p><b>Mackay</b> REGIONAL COUNCIL</p>	<b>ADMINISTRATIVE POLICY</b>	
	<b>Temporary Road Closure</b>	
	POLICY NO	064
	DEPARTMENT	Engineering & Commercial Infrastructure
	PROGRAM	Technical Services
APPROVED BY CEO	29 August 2017	

## 1.0 Scope

The Policy applies to applications for temporary closure of Mackay Regional Council (MRC) controlled road reserves.

The Policy does not apply to permanent road closure or temporary road closures implemented as part of local area traffic management schemes, closures as part of maintenance, works or events organized and controlled by MRC or closures implemented in emergency situations.

## 2.0 Purpose

To provide a consistent approach to managing applications for temporary closure of sections of MRC owned road reserve that will provide for protection of MRC's asset and provide for the safety of road users and the public.

## 3.0 Reference

- *Transport Operations (Road Use Management) Act;*
- *Transport Operations (Road Use Management – Road Rules) Regulations;*
- *Local Government Act 2009;*
- Local Law No. 1 (Administration) – Local Government Controlled Areas, Facilities and Roads;
- Subordinate Local Law 1.0 – Alteration or Improvement to Local Government Controlled Areas and Roads;
- Subordinate Local Law 1.16 - Carrying out works on a Road or Interfering with a Road or its Operation;
- Temporary Road Closures Guidelines.

## 4.0 Definitions

To assist in interpretation the following definitions shall apply:

**Council** shall mean the Mayor and Councillors of Mackay Regional Council.

**Event** shall mean the closing of a road for any event that does not involve the opening of the road for the installation of infrastructure within the road reserve or for access to construction sites. Event is further defined as an activity that attracts and encourages the participation or attendance of the public, and is recreationally or commercially motivated, including street markets, parades, sporting activities,

**MRC** shall mean Mackay Regional Council.

**Works** shall mean any work that involves the opening of the road or installation of any infrastructure within the road reserve (including the footpath and parking bays). This includes the closing of a road for the operation of cranes and access to construction sites.

## 5.0 Background

From time to time MRC receives applications from individuals and corporations to temporarily close sections of MRC-owned road reserve to undertake activities, including:

- installation of infrastructure, including footpaths and parking bays;
- installation of driveway inverts;
- access to construction sites;
- holding of an event such as street markets, parades, fetes.

In such instances, temporary road closure is required to prevent damage to MRC's asset and to ensure safety of road users and other persons.

MRC will issue a "*Letter of No Objection*" to allow the temporary road closures, subject to the applicant meeting the required criteria as listed below. Responsibility lies with the Applicant to further obtain necessary Police permits for the temporary road closure.

## 6.0 Policy Statement

### 6.1 Applications for Temporary Road Closures

An application to temporarily close the road reserve must be received by MRC at least fourteen (14) days before the proposed closure.

All applications must be made on the required form (Application for Temporary Road Closure) and include:

- Current Certificate of currency for Public Liability Insurance, nominating Mackay Regional MRC as an interested party for a minimum value of \$20 Million;
- Signed Indemnity;

- Details of the accredited Traffic Controller registered under the Traffic Management Registration Scheme responsible for erecting and dismantling required signage and barricades;
- A letter signed by all affected residents or business operators within the area of the proposed road closure (for works and events that are likely to cause an unreasonable level of inconvenience);
- Traffic Management Plan developed by an accredited person registered under the Traffic Management Registration Scheme;
- Parking Management Plan (for events expected to attract visitors or participants of more than 500 persons at any one time);
- Procedure to enable Emergency Services to gain access to and through the area of temporary road closure (applicable to event organisers).

## 6.2 Approval to Temporarily Close a Road

A “*Letter of No Objection*” will be issued to the applicant subject to:

- Citing of a Traffic Management Plan developed by a person registered under the; Traffic Management Registration Scheme;
- Provision of a Certificate of currency for Public Liability Insurance;
- Completion of signed Deed of Indemnity.

If part or all a road is to be closed to facilitate works, a permit from Queensland Police Service is required. MRC’s “*Letter of No Objection*” is required prior to obtaining the Permit.

## 7.0 **Review of Policy**

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. The Chief Executive Officer can vary all administrative policies at any given time.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

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Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New Policy		CEO	29.08.17

A decorative graphic at the top of the page shows green grass on the left, a green leaf in the center, and a blue map of Queensland with yellow lines on the right.

# Temporary Road Closures

## Information for applicants

Version 7 | June 2017

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**1. CONDITIONS OF APPROVAL**

**The Applicant understands and agrees to comply with the following conditions and specification as part of the approval to work in the road reserve.**

Submit Application for Permit and Traffic Guidance Scheme no less than fourteen (14) days prior to work commencing. Site conditions may alter during the period of works whereby a reassessment of traffic control and other factors may need to be made. Such factors may be influenced by weather conditions, traffic density, presence of children etc.

**2. DEFINITIONS**

Long Term – applies when traffic guidance is required to operate for both day and night for a period greater than one shift and may be left unattended.

Short Term – applies when work is started and completed in one shift and the road is returned to normal conditions at the end of the shift.

Supply an image, preferably digital, of the site prior to the commencement of works. Provide a video image when the proposed works cover a large area.

Comply with the requirements of this Specification and all other relevant standards relevant to the proposed work, and take all reasonable steps to ascertain the requirements of these Specifications.

Keep the road open to bi-directional traffic at all times unless the Manager Technical Services has given approval in writing for the road to be fully or partially closed.

Observe all necessary safety precautions and requirements relating to signs, barriers and warning devices for works in progress in accordance with the approved Traffic Guidance Scheme designed in accordance with Australian Standard AS 1742.3 – *Manual of Uniform Traffic Control Devices* and Queensland Department of Transport and Main Roads’ *Manual of Uniform Traffic Control Devices*. Furthermore, and in accordance with the *Traffic Management for Construction or maintenance Work Code of Practice 2008*, provide safety lights, barricades and signs in accordance with any special requirements imposed by MRC that may be in addition to the preceding conditions. For example, working times are noted in this Specification.

Traffic Management Plan and management of traffic control devices to be under the control of a person registered under the Traffic Management Registration Scheme and with the appropriate Traffic Management Design certification.

Accept complete responsibility for determining the location of all services and equipment of other Authorities in the vicinity of the described area and take steps to protect any such equipment and services that are located in the area. Report immediately any damage caused to both service authority and MRC and take responsibility for costs of repairs.

Pay all costs associated with repairs and reinstatement works due to the implementation of the requirements of this permit.

**DECLARATION:**

Signed:	<input type="text"/>	Date:	<input type="text"/>
Printed Name:	<input type="text"/>	Position:	<input type="text"/>
Company:	<input type="text"/>		



## APPLICATION FOR TEMPORARY ROAD CLOSURE Construction Works

<b>Applicant Details</b>  (Permit is forwarded to the Traffic Controller)	Name				
	Contact Name				
	Address				
	Phone No.		Mobile No.		Postcode
					Fax No
	Signature			Date	
<b>Traffic Controller</b>	Name				
	Supervisor				
	Phone No.		Fax No		Mobile No.
<b>Approval Details of Associated works</b>  (Please attach copy)	Development Application Number			Operational Works Approval Number	
	After Hours Permit Details			Other	
	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No				
<b>Closure Details</b>  Please note that <i>if the closure is for any more than 2 weeks</i> you may need to complete a Work Zone Application Form which can be obtained from Customer Service or contact Regulatory Services	Street			Suburb	
	First Cross Road			Second Cross Road	
	Start Date of Closure			Finish Date of Closure	
	Start Time			Finish Time	
	Extent of closure – Please tick appropriate boxes				
	<input type="checkbox"/> Footpath	<input type="checkbox"/> Parking Lane	<input type="checkbox"/> Half Road	<input type="checkbox"/> Full Road	<input type="checkbox"/> Carpark
	Reason for Closure				
	<input type="checkbox"/> Hoisting	<input type="checkbox"/> Excavation	<input type="checkbox"/> Gantry	<input type="checkbox"/> Hoarding	<input type="checkbox"/> Maintenance
	<input type="checkbox"/> Other - Please specify:				
<b>Fee Schedule</b>  Please note that a bond may be a condition of the approval.	<input type="checkbox"/> Road Closure				
	<input type="checkbox"/> Extension to Road Closure Permit				
	<input type="checkbox"/> Footpath Closure/Verge				
				<b>Total Fees to be Paid</b> \$	
<b>Office Use Only</b>	Date				
	Receipt Number				

	Account Number	
	Receiving Officer	
<b>Description of Works</b>	Description of exact location of works (Sketch of Road closure and TMP (or attach Traffic Management Plan to this sheet – required for major works)	
	Sketch of Proposed Road Closure (All public utilities, parking / loading zones, bus stops, boundaries, footpaths and the like must be shown) including certification by person holding appropriate Traffic Management Design accreditation	
<b>Information for Applicants</b>		
Purpose of Road Closure Permit	To assist in the implementation of Local Law 1.01 and 1.16 by ensuring that the operation of a prescribed activity, being interference with a local government road, does not result in personal injury or property damage or detrimentally affect the amenity of the area to which it is operated.	
A Road Closure Permit	A permit is required when a section of the road reserve (including footpath area) is being interfered with for any building or construction related works. This includes occupation of the road reserve for any structure such as a gantry, hoarding or skip bin.	
A Road Closure Work Zone Application	This is required when a section of the road reserve is being interfered with for any building or construction related works for a duration longer than two weeks. Work Zones may incorporate sign and road configuration changes and required detailed site-specific impact considerations. Contact Regulatory Services.	
State Government Roads (Major Roads)	All proposed road closures on Department of Transport & Main Roads regulated roads must be lodged directly with the Department of Transport & Main Roads.	
Police Permit	A Police Permit is to be obtained from the Queensland Police Service. MRC's Road Closure Permit and sketch are to be provided to the Police	
Traffic Controllers	Sufficient Police / Traffic Control supervision shall be provided, at a cost to the applicant, to the satisfaction of the Superintendent of Police.	
<b>Considerations for Permits</b>		
<p>Prior to the issue of a permit the following will be considered. Whether the operation of the prescribed activity will:</p> <ol style="list-style-type: none"> <li>1. Unduly obstruct pedestrian or vehicular traffic.</li> <li>2. Prejudice the safety of pedestrian or vehicular traffic.</li> <li>3. Prejudice the maintenance of a road.</li> <li>4. Affect the amenity or heritage significance of an area.</li> </ol> <p>The holder of the permit must ensure the safety of pedestrians and traffic by providing and maintaining appropriate signage and barrier protection in accordance with the <i>Manual of Uniform Traffic Control Devices</i> for Works on roads and the Workplace Health and Safety Act 1995, for the duration of the works.</p>		
<b>Additional Information Required</b>		
<ol style="list-style-type: none"> <li>1. Signed Indemnity</li> <li>2. Certificate of Currency for Public Liability Insurance of \$20Million</li> <li>3. Letter to affected businesses / residents and replies</li> <li>4. Layout Plan of Work Site / Event</li> </ol>		

**Please read carefully and sign:**

By signing this form you guarantee to Mackay Regional Council that you are a suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4.3, and that all barricading and signage associated with the closure will be installed in accordance with Queensland Transport's *Manual or Uniform Traffic Control Devices*.

\_\_\_\_\_  
SIGNATURE OF TRAFFIC CONTROLLER

\_\_\_\_\_  
DATE

**PRIVACY DISCLAIMER:**

**Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law.**



# APPLICATION FOR TEMPORARY ROAD CLOSURE

## Special Event

<b>Applicant Details</b> (Permit is forwarded to the Traffic Controller)	Name					
	Contact Name					
	Address					
	Phone No.			Mobile No	Postcode	Fax No
	Signature			Date		
<b>Traffic Controller</b>	Name					
	Supervisor					
	Phone No.		Fax No	Mobile No.		
<b>Approval Details of Associated works</b> (Please attach copy)	Development Application Number			Operational Works Approval Number		
	After Hours Permit Details <input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No			Other		
<b>Closure Details</b>  Please note that <i>if the closure is for any more than 2 weeks</i> you may need to complete a Work Zone Application Form which can be obtained from Customer Service or contact Regulatory Services	Street			Suburb		
	First Cross Road			Second Cross Road		
	Start Date of Closure			Finish Date of Closure		
	Start Time			Finish Time		
	Extent of closure – Please tick appropriate boxes					
	<input type="checkbox"/> Footpath	<input type="checkbox"/> Parking Lane	<input type="checkbox"/> Half Road	<input type="checkbox"/> Full Road	<input type="checkbox"/> Carpark	
	Reason for Closure					
	<input type="checkbox"/> Hoisting	<input type="checkbox"/> Excavation	<input type="checkbox"/> Gantry	<input type="checkbox"/> Hoarding	<input type="checkbox"/> Maintenance	
	<input type="checkbox"/> Other - Please specify:					
<b>Fee Schedule</b>  Please note that a bond may be a condition of the approval.	<input type="checkbox"/> Road Closure					
	<input type="checkbox"/> Extension to Road Closure Permit					
	<input type="checkbox"/> Footpath Closure/Verge					
			Total Fees to be Paid			\$
<b>Office Use Only</b>	Date					
	Receipt Number					

	Account Number	
	Receiving Officer	
<b>Description of Works</b>	Description of exact location of works (Sketch of Road closure and TMP (or attach Traffic Management Plan to this sheet – required for major works)	
	Sketch of Proposed Road Closure (All public utilities, parking / loading zones, bus stops, boundaries, footpaths and the like must be shown) including certification by person holding appropriate Traffic Management Design accreditation	
<b>Information for Applicants</b>		
Purpose of Road Closure Permit	To assist in the implementation of Local Law 1.0 and 1.16 by ensuring that the operation of a prescribed activity, being interference with a local government road, does not result in personal injury or property damage or detrimentally affect the amenity of the area to which it is operated.	
A Road Closure Permit	A permit is required when a section of the road reserve (including footpath area) is being interfered with for any building or construction related works. This includes occupation of the road reserve for any structure such as a gantry, hoarding or skip bin.	
A Road Closure Work Zone Application	This is required when a section of the road reserve is being interfered with for any building or construction related works for a duration longer than two weeks. Work Zones may incorporate sign and road configuration changes and required detailed site-specific impact considerations. Contact Regulatory Services.	
State Government Roads (Major Roads)	All proposed road closures on Department of Main Roads owned roads must be lodged directly with the Department of Main Roads.	
Police Permit	A Police Permit is to be obtained from the Queensland Police Service. MRC's Road Closure Permit and sketch are to be provided to the Police	
Traffic Controllers	Sufficient Police / Traffic Control supervision shall be provided, at a cost to the applicant, to the satisfaction of the Superintendent of Police.	
<b>Considerations for Permits</b>		
<p>Prior to the issue of a permit the following will be considered. Whether the operation of the prescribed activity will:</p> <ol style="list-style-type: none"> <li>5. Unduly obstruct pedestrian or vehicular traffic.</li> <li>6. Prejudice the safety of pedestrian or vehicular traffic.</li> <li>7. Prejudice the maintenance of a road.</li> <li>8. Affect the amenity or heritage significance of an area.</li> </ol> <p>The holder of the permit must ensure the safety of pedestrians and traffic by providing and maintaining appropriate signage and barrier protection in accordance with the <i>Manual of Uniform Traffic Control Devices</i> for Works on roads and the workplace Health and Safety Act 1995, for the duration of the works.</p>		
<b>Additional Information Required</b>		
<ol style="list-style-type: none"> <li>5. Signed Indemnity</li> <li>6. Certificate of Currency for Public Liability Insurance of \$20Million</li> <li>7. Letter to affected businesses / residents and replies</li> <li>8. Layout Plan of Work Site / Event</li> </ol>		

**Please read carefully and sign:**

By signing this form you guarantee to Mackay Regional Council that you are a suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4.3, and that all barricading and signage associated with the closure will be installed in accordance with Queensland Transport's *Manual or Uniform Traffic Control Devices*.

\_\_\_\_\_  
SIGNATURE OF TRAFFIC CONTROLLER

\_\_\_\_\_  
DATE



## APPLICATION FOR TEMPORARY ROAD CLOSURE

### Important Information

#### 1.0 GENERAL

Temporary road closures are required to prevent damage to road facilities or to ensure safety of road users and other persons such as during work activities or during street events.

This guideline sets out requirements for information to be provided as part of any application for a temporary road closure.

#### 2.0 APPLICATION FOR TEMPORARY ROAD CLOSURES

The following information must be supplied to MRC's Traffic Section at least fourteen (14) days before the proposed Temporary Road Closure.

Please note: Priority will not be given to applications received within fourteen (14) days of the proposed Temporary Road Closure. MRC will not be responsible for any delay in processing applications. Correspondence will be through Australia Post unless requested otherwise on application.

##### 2.1 Information to be supplied by applicant

- Full Name or Business Name of applicant and mailing address.
- Contact person to have the authority to make decisions and implement changes on behalf of applicant and 24hr contact details.
- Location, date and times of the Temporary Road Closure.
- The nature and scope of works or event to be carried out. Including a layout plan of the work/event site.
- Written Traffic Management Plan certified by an accredited person with the appropriate Traffic Management Design accreditation under the Traffic Management Regulation Scheme
- Traffic Guidance Scheme Diagram.
- Identification of detours for full road closures. Detour Plan required.
- Current Certificate of Currency for Public Liability Insurance, nominating MRC as an interested party, for a minimum value of \$20Million.
- Signed Indemnity.
- Details of the suitably "Competent Person" as described in MUTCD, Part 3, Clause 1.4.3 responsible for the erection and dismantling of any signage and barricades that may be required.
- A letter signed by all affected residents or business operators within the Road Closure.
- Signature of applicant.

## 2.2 Event organisers must provide the following with the application

- A procedure to enable the Emergency Services to have access to and through the Temporary Road Closure.
- An estimate of the number of vehicles and visitors to the event and number of available parking opportunities around the event.
- Parking and Pedestrian Management Plans for events expected to attract significant numbers of visitors and participants (greater than 500 persons at any time).
- Public Transport Management Plan for those events achieving the threshold attendance (5000 or greater attendance) to require this action.

## 2.3 Information to be supplied by the Traffic Controller

- Full name of applicant or business name of Traffic Controller and mailing address to be supplied. Contact person must be in a position to make decisions on behalf of the Traffic Controller and be contactable 24 hours of the day.
- Detail of Closure – The Traffic Controller is to identify the road hierarchy of the road that is to be temporarily closed, and make comment on any implications that may occur with the restriction or closure of traffic movements.
- Within 300 metres of a School – The Traffic Controller is to identify schools within 300 metres of the proposed closures and provide comment such as whether the closure will interfere with school drop-off and pick-up.
- Access to On-Street Parking – The Traffic Controller is to identify any loss of formalised on-street parking during the closures and make comment on the implications of any lost parking and procedures to minimise the inconvenience to business operators and residents that this may affect. The loss of parking in the Central Business District will require a Work Zone Permit to be obtained. See Appendix A.
- Bus Route – The Traffic Controller is required to identify all bus routes and infrastructure that may be interrupted during the closure and consult with, and obtain permission from the bus company and Queensland Transport a minimum of twenty eight (28) days in advance of using the route for the closure of, or interruption of any bus service.
- Sketch or Attach Traffic Management Diagram – A detailed diagram is to be supplied with dimensions of sign layout, type of Signs used and must be referenced to the appropriate typical diagram from the Queensland Department of Transport and Main Roads *Manual of Uniform Traffic Control Devices, Part 3, Works on Roads*.
- Signature of Traffic Controller – This is a signature of guarantee and can only be signed by a suitably “Competent Person” as described in MUTCD, Part 3, Clause 1.4.3. The Traffic Controller is advised to note the statement carefully before signing and be aware that they are responsible for the barricading and signage associated with the temporary closure.

## 3.0 EMERGENCY ROAD CLOSURES

- All Emergency Road Closures are to be brought to MRC's attention as soon as is practical to do so.

- Only the Emergency Services, Mackay Regional Council, Ergon Energy or accredited Traffic Controller appointed by either the Emergency Services, MRC or Ergon Energy may perform the Road Closure.
- Transport operators must follow all the appropriate procedures according to the Transport Operations (Road Use Management – Road Rules) Regulation.
- Transport operators are to immediately notify the Emergency Services in the event of an emergency such as the loss of load, crash or breakdown that is an immediate and serious hazard for road users.
- Transport operators must follow the instructions given by the Emergency Services.

## 4.0 WHO PROVIDES A CERTIFICATE OF CURRENCY AND INDEMNITY

### 4.1 Works on Roads

The Certificate of Currency for Public Liability Insurance and signed Indemnity are to be provided by the Principal Contractor.

### 4.2 Events

The Certificate of Currency for Public Liability Insurance and signed Indemnity are to be provided by the event organiser.

### 4.3 Responsibility for Safety at Work Sites

*Principal Contractor:*

- Responsible for any injury to road users or damage to property as a result of their operations within the road closure.
- A temporary road closure defines a work site and as such, the Principal has obligations according to the Workplace Health and Safety Act.
- Responsible for the arrangement of suitable warning to the public of prevailing conditions and to guard, delineate and if necessary, illuminate works that may pose a hazard to road users.

It should be noted that roads are for the benefit of road users and that any unnecessary delays, detours or inconvenience should be avoided.

*Person in Control:*

- Responsible for providing safe and convenient travelling conditions for road users and a safe workplace for personnel and plant under their control.
- Responsible for ensuring that all signage and barricading necessary for traffic control is only installed by a suitably “Competent Person” as described in MUTCD, Part 3, Clause 1.4.3.
- Must be familiar with and act in accordance with the *Manual of Uniform Traffic Control Devices*.

## 5.0 APPROVAL OF TRAFFIC GUIDANCE SCHEME

Subject to the Traffic Guidance Scheme being acceptable and the applicant's provision of a Certificate of Currency for Public Liability Insurance and completion of a signed Deed of Indemnity, approval of the Traffic Management Plan may be granted by the issue of a '*Letter of No Objection*'.

However, if part or all of a road is to be closed to facilitate the works, the Applicant will require a permit from the Queensland Police Service. MRC would issue a '*Letter of No Objection*' to the closure, so that this can be obtained.

## 6.0 DEFINITIONS

### ***Works on Roads***

Any work that involves the opening of the road or installation of any infrastructure within the road reserve, including the footpath and parking bays. This includes the closing of a road for the operation of cranes and access to construction sites.

### ***Major Works***

Any work that involves a full closure of the road and/or opening the road to install services and/or infrastructure. Any road closure requiring the closure of traffic lanes or footpath for a duration longer than one day. Any works within the road reserve of a road with a hierarchy greater than a minor collector.

### ***Minor Works***

Any work on roads that does not involve a road opening or excavation work within the road, except for the installation of driveway inverts. Any work that does not require the closure of the traffic lanes of a road with a road hierarchy less than a Major collector.

### ***Events***

The closing of a road for any activity that does not involve the opening of the road, installation of infrastructure within the road reserve or for access to construction sites. An event is further defined as any activity that attracts and encourages the participation or attendance of the public, and is recreational or commercially motivated. This includes but is not limited to Street markets, Parades, Sporting Activities such as fun runs and fetes.

### ***MRC Activities***

Maintenance, works or events organised and controlled within MRC are not subject to the application process. However, the road closure must be held in accordance with the Local Government Act, Chapter 3, Part 3 Section 69 and must be conducted so as to meet the requirements of the current Workplace Health and Safety Acts, Regulations and Advisory Standards.

Contractors working under the direction of MRC are considered to be carrying out MRC activities and are not subject to the *Letter of No Objection* process. However, the Contractor must comply with any conditions imposed by the controlling MRC Department.

A Developer, or Contractor working for a Developer, is not considered to be carrying out MRC activities.

Work being carried out by Ergon or Telstra is not considered to be a MRC activity unless the work being carried out is by request from MRC.

## 7.0 TRAFFIC GUIDANCE SCHEME

### 7.1 General

- Provide appropriate warning for any change in condition and presence of workers on the road
- Provide appropriate instruction and guidance through, around or past the worksite
- Protect workers

### 7.2 Planning

*Short-term and mobile works not involving road closure:*

- Provide all signs and devices to cover all routine tasks
- Document procedure by means of work method statements
- Provide plans if necessary

*Works involving relatively simple part-roadway closures:*

- Provide a minimum of a Traffic Guidance Scheme Diagram.

*Works involving complex traffic arrangements or staging or both:*

- Provide Written Traffic Management Plan
- Provide detailed Traffic Guidance Scheme Diagram
- Provide separate plan for each stage
- Provide written details for after-hours traffic arrangements
- Provide written instructions for the installation, operation, between stage arrangements and removal of signage and devices

*Planning should consider the following:*

- Traffic demand
- Traffic routing
- Traffic control
- Other road users
- Special vehicle requirements

### 7.3 Risk Management

It is important to ensure that suitable risk management procedures are in place to ensure that the Traffic Guidance Scheme suitably identifies and reduces risk.

## 8.0 TRAFFIC MANAGEMENT

Traffic Management can be managed in one of the following ways:

- Through the work area
- Past the work area
- Around the work area

*Should Minimise*

- Disruption to established traffic and pedestrian movements and patterns.
- Interference with peak traffic periods or special events.
- Interference with public transport.

*Through the Work Area*

- Should only be permitted where both work and traffic can be adequately controlled.
- Traffic controllers or signals to be used to slow or stop traffic as required.

*Past the Work Area*

- Standard method of traffic management.
- Ensure appropriate delineation of the traffic path.

*Around the Work Area*

- Appropriate detours using existing roads or specially constructed side-tracks.

*Night Conditions*

- Any part of the road closed during the day that can be opened at night should be opened if safety and travel conditions can be improved.
- Temporary route lighting may be required.
- Uncontrolled single lane operation not permitted unless under low-volume conditions with appropriate lighting.

*Provision for Pedestrians and Bicycles*

- Pedestrians, including people with disabilities, and cyclists are to be provided for with appropriate facilities to move through, past or around the work site.
- Suitably constructed and protected temporary footpaths and crossing points are to be provided where required.
- Cyclists should be separated from vehicle paths and can be accommodated as a shared path with pedestrians.

*Provision for Public Transport*

- 21 days written approval is required from Department of Transport and Main Roads, TransLink office prior to a proposed road change, temporary closure or road works that may interfere with or have a significant adverse impact on the provision of public passenger transport in accordance with the Transport Planning and Coordination Act.
- Where emergency closures are required contact should be made with Translink – Public Transport Operations on (07) 49518 673.

## 9.0 AUTHORITY

Only the Department of Transport and Main Roads and Local Government have the authority to install Official Traffic Signs. An Official Traffic Sign is any sign, signal, pavement marking or other installation for the purpose of regulating, warning or guiding road users.

The installation of any Official Traffic Sign without lawful authority is an offence under the the *Transport Operations (Road Use Management) Act 1995*, Section 75, Unlawful Installation of Official Traffic Signs.

The Transport Operations (Road Use Management) Act 1995, Part 5, Section 96 Diversion of Traffic, gives authority to the Queensland Police Service, Department of Transport and Main Roads and Local Government to temporarily or permanently close roads.

Local Government also has authority to temporarily or permanently close roads under the Local Government Act 2009, Chapter 3, Part 3, Section 69, Closing Roads.

## 10.0 EMERGENCY

In the event of an emergency where there is imminent danger to life or property, MRC has no objection to the immediate closure of a road provided the following conditions are met:

- The appropriate emergency services are called immediately;
- The method of closure is in accordance with the Manual of Uniform Traffic Control Devices (MUTCD);
- A suitably “Competent Person” as described in MUTCD, Part 3, Clause 1.4. is employed to assess and implement any necessary traffic control;
- MRC is notified immediately by phone on 1300 622 529.

# DEED OF INDEMNITY

**IN CONSIDERATION of MACKAY REGIONAL COUNCIL giving approval to:**

.....  
including its servants, agents and volunteers ("*the Applicant*"), to use a portion, or all, of the following Council-controlled roads, namely:

....."*the Land*"

to

or until otherwise advised by either the Applicant or Mackay Regional Council ("*The Work*")

The Applicant indemnifies, and agrees to keep indemnified, Mackay Regional Council, its agents and employees from and against all losses, damages, costs and expenses which the Mackay Regional Council sustains or incurs in respect of any loss or damage to property or death or injury (including from the negligent use or misuse or the escape, overflow or leakage of water, fire, gas, electricity or other agent in or from the Land) which is caused or contributed to by the Applicant's carrying out the Work on, or the use or occupation of the Land except to the extent that such loss, damage, death or injury is caused or contributed to by the act or omission of the Mackay Regional Council or its agents or employees.

Subject to law, the Applicant will enter the Land and carry out the Work on the land at its own risk.

**SIGNED SEALED AND DELIVERED BY:**

\_\_\_\_\_  
Print Name

.....  
(Signature)

on behalf of

\_\_\_\_\_

this \_\_\_\_ day of \_\_\_\_\_ 20

in the presence of:

\_\_\_\_\_  
(A Justice of the Peace/Commissioner for Declarations)

.....  
(Signature)



# APPLICATION FOR WORK ZONE PARKING PERMIT

ALL FEES TO BE PAID IN ADVANCE

(\$18.00) PER DAY OR PART THEREOF (PER SPACE) AND/OR (\$18.00) FOR THE ERECTION AND REMOVAL OF "NO PARKING" STANDARDS

NAME: \_\_\_\_\_

POSTAL ADDRESS OF APPLICANT: \_\_\_\_\_  
\_\_\_\_\_

CONTACT DETAILS: Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

I enclose herewith fee(s) amount to \$\_\_\_\_\_ for the reservation of Regulated Parking Space and/or Sign Erection for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO BE SITUATED IN:

STREET NAME: \_\_\_\_\_ IN FRONT OF: \_\_\_\_\_

OCCUPYING BAY(S): \_\_\_\_\_ FOR A PERIOD OF: \_\_\_\_\_ DAYS

FROM (DATE): \_\_\_\_\_ TO (DATE): \_\_\_\_\_

VEHICLE/S REQUIRING WORK ZONE ACCESS (Make, Model & Registration Number)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRIVACY DISCLAIMER  
*Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law*

**OFFICE USE ONLY**

Date: / / Receipt No: (LC/PP/Prepayment) \_\_\_\_\_ Amount: \$ \_\_\_\_\_ CSO Initial: \_\_\_\_\_

CUSTOMER REQUEST # \_\_\_\_\_

APPROVED: Yes  No  DATE: / /

CONDITIONS: \_\_\_\_\_

**NOTE:**  
\* Sign Erection is only required if a space is being occupied for more than 4 days  
\* Any applications lodged less than 3 weeks prior, are not to be completed without confirming in person with the Senior Local Laws Officer

Civic Precinct, Gordon Street  
PO Box 41 | Mackay | QLD 4740 | Australia

Telephone : 1300 622 529  
Facsimile: 07 4944 2400

E-mail [council@mackay.qld.gov.au](mailto:council@mackay.qld.gov.au)  
[www.mackay.qld.gov.au](http://www.mackay.qld.gov.au)