

# RTA QA SPECIFICATION G11M

## ROAD OCCUPANCY PROVISIONS

**NOTE: RTA G10 IS AN ESSENTIAL COMPANION DOCUMENT TO  
RTA G11M**

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# REVISION REGISTER

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QA Specification G11M

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## ROAD OCCUPANCY PROVISIONS

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RNIC-QA-G11M

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## FOREWORD

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### REVISIONS TO EDITION 3

This document is based on RTA G11 Edition 3 Revision 0 — July 2004.

All revisions to RTA G11M Ed 1/Rev 0 (other than minor editorial and project specific changes) have been indicated by a vertical line in the margin as shown here.

### PROJECT SPECIFIC CHANGES

Any project specific changes have been indicated in the following manner:-

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

# RTA QA SPECIFICATION G11M

## ROAD OCCUPANCY PROVISIONS

### 1 GENERAL

- |     |   |   |
|-----|---|---|
| 1.1 | This specification sets out the road occupancy provisions for Services that will or are likely to obstruct the free flow of traffic.  | <b>Scope</b>                            |
| 1.2 | Payment provisions related to this Specification are detailed in Annexure B.  | <b>Measurement and Payment</b>          |
| 1.3 | Annexure D.1 lists the HOLD POINTS that must be observed and the submission requirements. The Principal will consider the submitted documents prior to the release of any HOLD POINT.<br><br>Annexure D.2 lists the identified records.   | <b>Project quality plan information</b> |
| 1.4 | Provide the identified records [refer to RTA Q Annexure E.2] summarised in Annexure C.2.  | <b>Records</b>                          |
| 1.5 | The standards, specifications and test methods referred to by this Specification are referenced using an abbreviated form (eg AS 1478). The titles are given in Annexure M.   | <b>Reference documents</b>              |
| 1.6 | Some words and phrases have special meanings in this Specification. In order to understand the Specification, You need to take these special meanings into account. Defined terms have the special meanings set out in Annexure M. All defined terms are indicated by way of first letter capitalisation.   | <b>Defined terms</b>                    |
| 1.7 | Some technical words and abbreviations used in this Specification are also defined in Annexure M.   | <b>Definitions and abbreviations</b>    |
| 1.8 | Unless otherwise specified, the issue of an Australian Standard or RTA Test Method to be used is the issue current one week before closing date for tenders. The RTA specification to be used is the issue contained in the contract documents.   | <b>Applicable issue</b>                 |
| 1.9 | You are responsible for all activities, actions, works and supply of materials required under this Specification, unless specifically stated otherwise. Accordingly, this Specification does not generally use wording such as "You shall ..." or "You must ..." because this is the underlying requirement. However, such wording is used where actions in a clause involve both You and the Principal and the roles need to be unambiguous. | <b>Interpretation</b>                   |

## 2 ROAD OCCUPANCY LICENCES FOR ORDERED WORK

### 2.1 APPLICATION FOR ROAD OCCUPANCY LICENCE

Subject to Clause 3 and 8, where the Services will or are likely to obstruct or have the effect of restricting, closing, interfering with or obstructing the free flow of traffic on any lane or shoulder of a road, You must lodge with the Principal:

**Requirement to lodge application**

- .1 An application for a road occupancy licence on the form provided in Annexure A.3, providing all relevant details of the service to be undertaken; and
- .2 A Traffic Management Plan as required by RTA G10.

### 2.2 TIME FOR LODGEMENT

- 2.2.1 The road occupancy application and Traffic Management Plan must be lodged as early as possible prior to the date when You intend to undertake the Service (and in any event no less than 10 Business Days prior to that date), so as to allow the Principal to review, determine and, where appropriate, make arrangements for implementation of the Road Occupancy Licence.

2.2.2	<p><b>Process Held:</b> Any work which requires submission of an application for a Road Occupancy Licence in accordance with the Contract.</p> <p><b>Submission Details:</b> Road occupancy application (see Annexure A.3) and Traffic Management Plan; see RTA G10.</p> <p><b>Release of Hold Point:</b> The Principal will consider the submissions and give approval prior to the commencement of work.</p>	<b>Hold Point</b>
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### 2.3 ISSUE OF LICENCES

- 2.3.1 In considering whether to issue a Road Occupancy Licence, the Principal may consider the following factors:
  - .1 The expected traffic flow at the time proposed for the Service, and
  - .2 The relative urgency of the Service, and
  - .3 Any restrictions imposed by Law or the requirements of any Authority, and
  - .4 Any other factors which the Principal considers relevant.

**Factors to be considered by Principal**



2.3.2 A Road Occupancy Licence will not be issued where the Principal considers that traffic volumes are likely to exceed the capacity of the subject road (for example, during school holidays, peak hour periods, special events or other periods of peak traffic flow.) **Subject to traffic volumes**

2.3.3 If the Principal determines not to issue a road occupancy licence, You will be notified accordingly of the reasons for the determination.

## 2.4 TERMS OF LICENCES

2.4.1 A road occupancy licence may contain any terms and conditions that the Principal considers appropriate, including: **Terms which may be included**

- .1 A stated Licence Period (which may be described as a “Licence Period” or as “approved dates and times” or by some other name).
- .2 Specific traffic control measures that must be taken.
- .3 A requirement to contact the Transport Management Centre (TMC) by telephone prior to and on completion of the work to which the Licence relates.
- .4 A requirement to ensure that noise generated by the work complies with the requirements of the relevant Authorities.
- .5 A requirement that traffic at the Work Site is to be monitored and if unacceptable delays occur, the lane or shoulder is to be reopened to traffic.
- .6 Any exclusions or disclaimers considered appropriate.

2.4.2 Nothing in a road occupancy licence restricts Your obligation to comply with instructions of the New South Wales Police or TMC or any power of direction which the Principal has under the Contract. **Must comply with Police or TMC**

## 2.5 CONTRACTOR’S OBLIGATIONS

You must liaise with the Principal’s personnel to facilitate processing of applications for Road Occupancy Licences as efficiently as possible.

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### 3 SELF-LICENSING FOR ROUTINE SERVICES

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#### 3.1 AUTHORITY TO SELF-LICENSE

You are authorised to self-licence for road occupancy in relation to Routine Services on the terms set out in this clause.

#### 3.2 DETERMINATIONS TO BE MADE

In making a determination in relation to the issue of any Road Occupancy Licence, You must act responsibly and take into account and balance relevant factors including:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>.1 The expected traffic flow at the time proposed for the work,</li><li>.2 The capacity of the affected road,</li><li>.3 The safety, comfort and convenience of road users and others who may be affected by the carrying out of the Services,</li><li>.4 The need for and relative urgency of the Services,</li><li>.5 Any restrictions imposed by Law or the requirements of any Authority, and</li><li>.6 Any other factors which You are directed to take into account under this clause.</li></ul> | <b>Factors to be taken into account</b> |
|---|---|

#### 3.3 RESTRICTIONS ON SELF-ISSUED ROAD OCCUPANCY LICENCES

You must not issue any Road Occupancy Licence unless You are satisfied that:

- .1 The issue of the licence does not contravene any requirement of Law or any mandatory requirement of an Authority or any direction given by the New South Wales Police, TMC or the Principal, and
- .2 The Licence Period stated in the Licence does not include any period of time which falls within a Non-Licensable Period as specified in Annexure A, and
- .3 The Licence Period stated in the Licence is adequate to allow You to establish on the work site; work safely at all times, achieve Your programmed work accomplishment, ensure that the work site is left safe and trafficable, demobilise, provide for a safe and orderly re-opening to traffic and manage any unexpected contingencies as they arise.

### **3.4 TERMS OF SELF-ISSUED LICENCES**

A Road Occupancy Licence issued under this clause is issued on and subject to the following conditions:

- .1 You must continue to comply fully with all applicable terms of the Contract including, without limitation, the requirements of RTA G10 and AS1742.3.
- .2 You must contact the TMC by telephone (on number notified in writing by the Principal) prior to and on completion of the work to which the Licence relates.
- .3 The Licence does not constitute approval of any Traffic Control Plan.
- .4 Noise requirements governing the work are to be determined by the Local Council and the Environment Protection Authority.
- .5 The Licence does not authorise You to install, modify or remove any type of traffic facility (speed humps, pedestrian crossings, roundabouts, etc) without approval from the Principal.
- .6 Traffic at the Work Site is to be monitored and if unacceptable delays occur, the lane or shoulder is to be reopened to traffic.
- .7 Nothing in the Licence restricts Your obligation to comply with instructions of the New South Wales Police or TMC or any power of direction which the Principal has under the Contract.

## **4 PROHIBITIONS ON ACCESS**

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Subject to Clause 8, You must not undertake any service which has the effect of restricting, closing, interfering with or obstructing the free flow of traffic on any lane or shoulder:

- .1 Without a road occupancy licence issued under Clause 2 or 3,
- .2 Outside the Licence Period stated in a road occupancy licence, as extended under Clause 5, or
- .3 Otherwise than in accordance with the terms and conditions of a road occupancy licence; as amended by Clause 5.

This clause does not apply to restrict any rights of access conferred on You by statute or by virtue of Your ownership of any of the Assets.

## 5 EXTENSION OF ROAD OCCUPANCY LICENCES

### 5.1 AUTOMATIC LICENCE EXTENSION

- 5.1.1 If You, working under a Road Occupancy Licence, have not re-opened the lane or shoulder (the subject of the Licence) to normal undisturbed traffic flow by the end of the Licence Period stated in the Licence, the stated Licence Period is automatically extended (subject to any direction or instruction to the contrary and in consideration of the payment of Road Occupancy Fees in accordance with Clause 7) to allow You time to complete Your planned work (or so much thereof as You are able to complete without contravening any of Your traffic management obligations under the Contract or the road occupancy licence), make the work site safe, remove Your equipment and reopen the lane or shoulder to normal undisturbed traffic flow as soon as practicable.
- 5.1.2 This extension of the Licence Period is granted irrespective of any time or work hour restrictions set out or implied in the Contract (including, without limitation, the Non-Licensable Periods indicated in Annexure A) or in the road occupancy licence itself but does not apply if its application would contravene any requirement of Law or any Authority.
- 5.1.3 An extended Licence Period continues until the lane or shoulder, the subject of the Road Occupancy Licence, is re-opened to normal undisturbed traffic flow, whether this is done at Your own volition or as a result of an instruction by the Police or TMC or a direction by the Principal or as a result of the exercise of a right or power conferred by the Contract or by Law (including a right or power to physically remove You from the road) or otherwise.

**Extension not  
restricted**

**Continues until  
road re-opened**

### 5.2 ACKNOWLEDGMENT REGARDING LICENCE EXTENSION

You acknowledge that an extended Licence Period may take You into a period of peak traffic flow and that accordingly the likelihood of disruption to, or cessation of, Your work in order to meet Your traffic management obligations is increased. Those obligations include, without limitation, the obligation to manage traffic in accordance with RTA G10, the obligation to comply with instructions given by Police or TMC, the obligation to comply with directions of the Principal and any obligation under a road occupancy licence to monitor traffic and reopen the road if delays occur.

## **6 DIRECTIONS OF THE PRINCIPAL**

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Notwithstanding the issue of any Road Occupancy Licence, the Principal may at any time direct You to cease carrying out any Service at that time and to re-open the lane or shoulder.

## **7 ROAD OCCUPANCY FEES**

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- 7.1 No licence fees are applicable to the Contract.

## **8 EXEMPTION FROM ROAD OCCUPANCY LICENCE**

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- 8.1 Nothing in this specification affects Your obligation to respond to any emergency or hazard in accordance with the contract.
- 8.2 In those circumstances, there is no need to apply for or hold a road occupancy licence to undertake any road closure that in Your reasonable opinion is necessary to protect the safety or welfare of any person or to protect any property or to facilitate the ongoing safe flow of traffic.
- 8.3 However, You must give the Principal and the TMC prior verbal notice wherever possible of any such road closure. Where it is not possible to give prior notice because the Principal cannot be contacted immediately, You must notify the Principal as soon as possible.

## **9 EXEMPTION FROM ROAD OCCUPANCY FEES**

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You may be exempted from payment of all or part of a Road Occupancy Fee if that Fee is incurred as a result of:

- .1 A specific direction of the Principal requiring You to work beyond the Licence Period stated in a Road Occupancy Licence (other than a direction which is necessary because of an act, default or omission on the part of You or any of Your Agents), or
- .2 An act, default or omission by the Principal, or any Agent of the Principal; or
- .3 An unforeseen and unpreventable circumstance beyond Your reasonable control (subject to You having done everything reasonably possible to prevent the circumstance arising and to minimise its impacts).

## ANNEXURE A – PROJECT SPECIFIC REQUIREMENTS

### A.1 ROAD ACCESS RESTRICTION / NON-LICENSABLE PERIODS

Refer to RTA M2 Annexure A.

### A.2 ROAD OCCUPANCY LICENCE APPLICATION FORM

<b>1. Work Location Details</b>		
Start location	Reference point	
	Direction	
	Distance	Roadloc (if known)
End location	Reference point	
	Direction	
	Distance	Roadloc (if known)
General Locality		
Length of Work		
Project Name		
Description of Work		
<b>2. General reference</b>		
Map Reference		
Council and LGA No.		
Traffic Control Plan No.		
Traffic Management Plan No.		
<b>3. The application</b>		
Organisation		
Postal Address		
Contact Name		
Contact Numbers	Phone:	Fax:
E-mail Address		
Period of Operation	From:	To:
Time of Operation	From:	To:
Site Contact Person		
Phone No		
<b>4. The project</b>		
Type of Closure		
Type of Work		
Traffic Control to be Implemented		
Estimated Cost		
Description of Work Area		
Dimensions of Work Area		
Speed Limit	Existing:	Proposed:
Unsealed Surfaces		

## **ANNEXURE B – MEASUREMENT AND PAYMENT**

### **B.1 GENERAL**

All costs associated with this Specification shall be deemed to be included in the Actual Costs for Routine Services or will be included in the rates or price agreed on the Work Order.

## **ANNEXURE C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS**

### **C.1 SCHEDULE OF HOLD AND WITNESS POINTS**

Reference	Description
Clause 2.2.2	Submission of Licence Application and Traffic Management Plan

### **C.2 SCHEDULE OF IDENTIFIED RECORDS**

The records listed below are Identified Records:

Clause	Description of the Identified Record
Clause 2 and 3	Road Occupancy Licence

## **Annexure D to L – (Not used)**

## ANNEXURE M – REFERENCED DOCUMENTS

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### M.1 REFERENCE DOCUMENTS

#### M.1.1 RTA Documents

- RTA Q Quality Management System.
- RTA G10 Traffic Control.

#### M.1.2 Australian Standards

- AS 1742.3 Traffic control devices for works on roads

### M.2 ABBREVIATIONS

- TMC RTA's Traffic Management Centre or RTA nominated Traffic Management Commander.

### M.3 DEFINED TERMS

- Licence Period Means the period or periods during which You are permitted to restrict, close, interfere with or obstruct the free flow of traffic on any lane or shoulder in accordance with the terms of a Road Occupancy Licence.
- Road Occupancy Fee Means the licence fee payable in connection with any Road Occupancy Licence.
- Road Occupancy Licence Means the licence required to undertake Services that will or are likely to obstruct or have the effect of restricting, closing, interfering with or obstructing the free flow of traffic on any lane or shoulder of a road.