

Major projects: Traffic management requirements in the City of Melbourne

Information for contractors

Fact sheet

The information provided in this fact sheet is to be used as a guide for any organisation or contractor requiring the use of public space to facilitate major project activities that are of a long term duration and are considered to have a significant impact on the surrounding area:

1. Prior to the submission of any Traffic Management Plan for major works, a pre submission meeting is required with both the applicant and their respective engineering traffic consultant at the planning stage for the proposed works to provide sufficient time for consideration of strategy and provision of comments to the applicant.
2. A Traffic Impact Assessment (TIA) is required by Council for all major works that impact medium to long term on the road network, particularly those projects located in the Central City.
3. The TIA should be prepared by a qualified and experienced traffic engineering consultant.
4. The TIA must clearly describe the works method, which includes the following:

* The location of the work site.
* Duration of works.
* Depending on the impact to the local or arterial road network, traffic modelling may be required to assess the impact on other road users.
* The volume of truck movements.
* Route of trucks accessing and leaving the site.
* Consideration of all other road users, including motor vehicles, public transport, pedestrians, cyclists.
* Frequency and duration of any proposed road or footpath closures
* Third party approvals such as VicRoads, Public Transport Victoria, Yarra Trams and Bus companies.
* Plans must detail existing conditions and overlay of proposed conditions. The plans should include the parking restrictions and traffic treatment of nearby roads.
* The plans also must nominate where to relocate the following parking restrictions:
  + No parking, loading zone, resident priority parking, disabled parking space, bus zone, taxi zone, car share, others that e.g. not “green signs”.
* The method of communication and notification to surrounding properties and major stakeholders.
* The scheduled commencement date and the length of the project and a description and sub-plans for each stage of the works with timelines (scheduled dates).
* An indication of occupancy of kerbside space outside the construction site. This will require notification to the adjacent property owner/occupier. If adjoining owner doesn’t agree, the approval of the occupation is at the discretion of the City of Melbourne. The applicant may be required to compensate the City of Melbourne costs for loss of fee parking revenue associated with the spaces not within the site. Parking tariff is subject to change based on the existing rates. The new rates will be reflected in the next billing cycle.
* Provision of scaled functional traffic layout plans.
* Cross sections at critical locations for both road and footpath.
* Coordination with City of Melbourne arborist pertaining to the removal/protection of trees.

1. Plans included in the TIA need to be to 1:500 scale and fully dimensioned at critical locations and must indicate details of all construction related infrastructure outside the property line, areas to be occupied by the works, width of footpath, location of street furniture, layout of existing parking and restrictions, carriageway layout, including traffic lanes, tram reserve, traffic signals, traffic signs and line marking. Cross sections should be at a larger scale. All plans shall have a north point and streets clearly labelled.
2. The TIA shall detail all consultation to be undertaken and notification of the works.
3. The TIA should be submitted prior to any request for parking changes or road closures. The approval of Construction Zones or Road / Footpath closures shall be subject to a separate application made to the City of Melbourne Site Services Team.
4. Desktop and Post Implementation Road Safety Audit (RSA) maybe required at the discretion of the assessing officer, the RSA must be conducted by an independent RSA auditor.