

1 CITY WORKS GUIDE

Works in the Public Realm



A guide for road and footpath occupation, compounds, pedestrian raceways, hoarding, and parking.

Introduction

Any works in the public realm or works impacting the public realm, pedestrian or vehicle traffic, require a City Works permit to ensure that adequate protections and traffic management are established. This guide provides information in relation to standards of working in the City of Adelaide and the requirements for installation and maintenance of traffic control devices, road and footpath occupations, compounds, pedestrian raceways and hoarding.

To conduct these activities from the public realm, you must apply for a City Works permit by providing the following:

- A completed City Works application form
- A traffic management plan detailing the:
 - ~ distance between the property line and the hoarding;
 - ~ distance between the hoarding and the kerb line to the nearest obstruction;
 - length and width of area to be occupied; and
 - total m² of the area to be occupied
- Certificate of currency for public liability insurance to the amount of \$20 million noting City of Adelaide as an interested party
- Notification and/or consultation with impacted stakeholders

Additional requirements and further information can be found at cityofadelaide.com.au/cwg

Standards of Work

All works must comply with the relevant Australian Standards including:

- AS 1428 – Design for Access and Mobility
- AS 3845 – Road Safety Barrier Systems
- AS 1742.3 – Manual Uniform Traffic Control Devices- Traffic Control Devices for Works on Roads
- AS/NZS 1158 Series – Lighting for Roads and Public Safety
- AS 4687 – Temporary Fencing and Hoardings

All worksites including hoarding are required to be kept clean and free of graffiti and bill posters at all times. Any offensive graffiti must be removed within 48 hours.

Wherever practicable, impacts to local stakeholders, public transport services and infrastructure must be mitigated by either altering the proposed time/day of works, or the way in which the site is set up.

The specifications and requirements in this guide should be considered in addition to any statutory obligations relevant to the work activity or persons conducting the activity. Particular attention should be given to the following:

- *Work Health and Safety Act 2012* and *Work Health and Safety Regulations 2012*
- *The Disability Discrimination Act 1992*
- *Local Nuisance and Litter Control Act 2016* and Regulations
- *Development Act 1993, Planning, Development and Infrastructure Act 2016* and National Construction Code
- *Environmental Protection Act 1993*, and all EPA Policies and Guidelines
- *Road Traffic Act 1961*
- *Local Government Act 1999*
- All SafeWork SA requirements and Codes of Practice
- All DPTI requirements and Workzone Traffic Management Standards
- City of Adelaide Policies and City Works Guides 1–6

Footpath Clearances

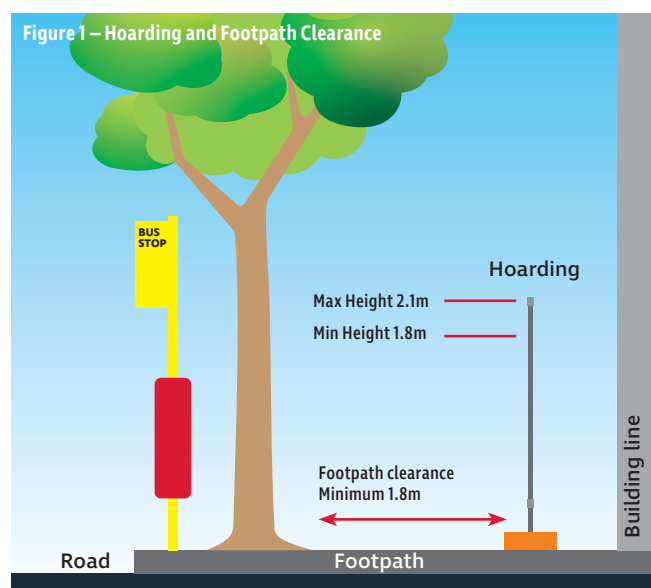
Applicable to all works

Pedestrian access must be maintained during all works consistent with the usual width of the footpath. This ensures that the local needs and expectations of pedestrians and stakeholders are accommodated. In some instances, a portion of the footpath may need to be used to accommodate work activities, however, a minimum of 1.8m is expected to remain clear to allow reasonable access to an otherwise wider footpath. Refer to Figure 1 – Hoarding and Footpath Clearance.

The footpath clearance will be measured from the outer perimeter of the work site to the nearest obstruction for pedestrian access. Obstructions can include the building line, trees, bus stops, benches, or any other physical asset. In circumstances where a 1.8m clearance cannot be maintained, or if the substantive footpath width is

significantly greater and the volume of local pedestrian traffic cannot be managed with a 1.8 m width, then, the hoarded area may need to be reduced, or a pedestrian raceway or signs placed directing pedestrians to 'use other footpath' may be required.

The most suitable options can be determined based on the size of the street and volume of traffic. City of Adelaide City Works officers will be able to assist you with negotiating a safe and suitable set up.



Road and Footpath Occupation

When to use

A road and footpath occupation is suitable for short term works where a worksite/exclusion zone is required to be established in the public realm. Examples of this work includes traffic management facilitating access to a site, an exclusion zone for window cleaners or for works involving hand tools.

Specification

Barrier mesh or road barriers must be used to alert and direct pedestrians/traffic around the worksite in accordance with the relevant standards. A minimum 1.8m footpath clearance must be maintained at all times.

If works involve any cutting, grinding or welding, a solid panel A Type hoarding must be installed.

Where liquids are to be used, ground sheets and safety measures must be in place to prevent spilt or run off liquids from entering the water table and/or stormwater inlet pits, such as catchment pits, grates and side entry pits.

Site Compounds

On occasion, site compounds may be permitted to be located within the public realm if there is no other alternative for storage for the work site.

Site compounds can be located on the footpath, road or Park Lands. Each application will be assessed based on the location and site requirements.

The compound must be adequately protected by impact barriers or hoarding, depending on the location and appropriately lit to the relevant Australian Standard.

Pedestrian Raceways

Pedestrian raceways provide a safe and accessible alternative when either part or all of a footpath is required to be closed to safely facilitate works activities. Pedestrian raceways should be installed in the following circumstances:

- When there is no safer alternative other than to direct pedestrians around the work activity and onto the roadway, or
- When the remaining footpath space is less than 1.8m or significantly less than the substantive width of the footpath, or
- It is unreasonable to close the footpath and direct pedestrians to the nearest safe crossing due to the location, volume of pedestrian traffic, distance to the nearest pedestrian crossing, and the impact to local stakeholders.

Where a temporary structure such as a pedestrian raceway impacts the existing City of Adelaide or SA Power Networks lighting for the public realm, supplementary lighting must be provided by the developer to meet the requirements of AS/NZ 1158 – Category P1.

Impact barriers are designed to separate the work zone from the pedestrian areas to afford pedestrians a measure of protection from vehicular impact when forced onto a roadway.

The type of separation barriers may alter according to the type of activity being carried out, the location, or the duration of the activity.

Plastic impact barriers

Plastic impact barriers provide a flexible interlocking system which are to be filled with water to provide pedestrians protection from traffic. Plastic impact barriers are generally more appropriate for short term use and the water must be disposed of in accordance with Environmental Protection Agency guidelines.

Concrete barriers

Concrete road barriers alternatively known as 'New Jersey Kerbing' provide a suitable alternative for longer term projects and supporting scaffolding or B Type hoarding structures.

Temporary Ramps

Temporary ramps must be installed when pedestrians are required to cross a kerb to access the footpath. The ramp allows all pedestrians access on and off the footpath without obstructions.

Temporary ramps should be constructed with non-slip surfaces and appropriate for the length of time and volume of pedestrian traffic.

The ramps must be installed to allow stormwater to function as normal. All blockages must be unblocked immediately.

Hoarding

Hoarding provides a physical barrier between a work site or vacant land and the footpath to maintain public safety and prevent unauthorised access.

All hoarding shall be compliant with AS 4687-2007 – Temporary fencing and hoardings and AS 1428 – Design for Access and Mobility.

City of Adelaide require solid hoardings to be a neutral colour. All hoardings must maintain the line of site to assist pedestrians to safely pass the worksite.

Where a temporary structure such as a hoarding impacts the existing City of Adelaide/SA Power Networks lighting for the public realm, supplementary lighting must be provided by the developer to meet the requirements of AS/NZ 1158 – Category P1.

A Type Hoarding

A fence which is used to separate the public from a construction site, excavation or vacant land in order to maintain public safety and prevent unauthorised access. In some circumstances, an open wire or mesh fence fixed to metal rails and posts can be permitted.

Specification

The hoarding must be a minimum height of 1.8m. Any hoarding higher than 2.1m requires Development Approval from the City of Adelaide prior to erection.

Hoarding materials adjacent to the public realm must be free from hazards including nails, sharp edges and corners of metal sheets.

Wire mesh or open wire adequately fixed or tied to metal or timber uprights must be either concreted 600 mm into the ground or supported on concrete shoes. If works involve any cutting, grinding or welding, a solid panel A Type hoarding must be installed.

Hoardings must be internally braced to secure the hoarding in case of strong winds. Hoarding supports must not protrude past the hoarding line. Concrete shoes are required to be parallel with the hoarding to avoid tripping hazards. Where the work site cannot accommodate internal bracing, and concrete shoes are required to run perpendicular to the hoarding, t-top bollards and barrier mesh can be used to provide a barrier for pedestrians to move safely around the hoarding. This will only be permitted in certain circumstances where the required footpath clearance can be maintained.

Any signage should clearly display legislative information and site contact details. Signs cannot be handwritten, they must be printed and installed. Any additional signage exceeding 2m² collectively requires development approval.

A Type Hoarding – Rundle Mall

To minimise the impacts of dust and noise to retailers and visitors in Rundle Mall, all works are required to be fully enclosed by hoarding. The hoarding must also provide security to the site and contribute to the aesthetics of the Mall.

Specification

Work that will be completed in under 21 days: Use a suitable plain white hoarding that meets the relevant standards.

Work that will take 21 days or longer to complete: Use a hoarding with a minimum height of 3 metres or to the underside of the existing canopy. It is desirable that the hoarding is wrapped in full colour graphics, otherwise the surface of the hoarding must be plain white. These hoarding specifications will trigger the requirement to obtain a Development Approval. Please note that the average processing time for Development Approval is twenty working days. Where it is possible it is encouraged that approval for a temporary hoarding be included in the Development Application for the overall works (façade works/fit out) to save unnecessary delays.

A Development Application can be made at cityofadelaide.com.au/development/planning-building/development-approval/lodge-pay-and-track-your-development-application

Fitted entry doors are permitted but must remain closed at all times except when receiving a delivery. Doors must open in an inward direction and be closed between 12 noon and 2pm when pedestrian traffic is at its peak.

The hoarding should not protrude past the building alignment with the exception of work on the building façade.

If vehicle access to Rundle Mall is required, please specify this as part of your City Works application.

B Type Hoarding

Provides overhead protection and a safe and accessible path around a building site for the public.

Specification

The minimum width must be 1.8m with a minimum height clearance of 2.5m when located on a footpath and, minimum 5 meters when located on a road.

Concrete barriers may be required as edging alongside a B Type hoarding to protect pedestrians from traffic.

B Type hoarding must be constructed in such a way that it prevents the public traversing under from getting wet. Stormwater must not be discharged on to the footpath or adjacent land.

The fittings of the B Type hoarding must be turned parallel with the footpath to avoid a trip hazard.

Loaded B Type hoarding requires development approval from the relevant authority certifying its structural adequacy prior to installation. Refer to B Type Hoarding – Gantry.

The use of shipping containers as a method of B Type hoarding is generally discouraged. If you are proposing to use this method, please contact the City of Adelaide prior to submitting your application.

B Type Hoarding – Gantry

Overhead protection for the public adjacent to a demolition or construction site with site sheds on top.

When to be used

When site accommodation and construction materials are not able to be located on the site or public realm at ground level.

Specification

The minimum width should be 1.8m with a minimum height clearance of 2.5m when located on a footpath and, minimum 5m when located on a road.

Development approval must be obtained by the relevant authority prior to its erection and occupation and, the structure is required to be certified by a structural engineer

Parking and Deliveries for the site

Parking

Hoarded areas cannot be extended to accommodate parking of private vehicles. Only vehicles used as part of the traffic management or required to facilitate works on the site will be authorised to be parked behind the hoarding. All other vehicles are required to be parked in appropriate on or off-street parking facilities.

Note: *The Road Traffic Act 1961* Australian Road Rules Part 12 provides that parking on the footpath is an offence.

A City Works permit does not exempt any vehicle from the Australian road rules, therefore illegally parked vehicles may be issued with an expiation notice.

Loading and Unloading

All loading and unloading operations related to the site works are subject to all relevant parking restrictions. Once

materials have been unloaded, vehicles must be moved to appropriate on or off-street parking.

Australian Road Rules Part 12 and Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 2014 provides detail of vehicles permitted to utilise Loading Zones for up to 30 minutes or such time as indicated on the signs while picking up or dropping off goods.

In Adelaide the signs generally specify:

- Commercial vehicles 30 minutes
- Non-commercial vehicles (where applicable) 10 minutes

Note: commercial vehicle means a motor vehicle constructed solely or mainly for the carriage of goods (including a vehicle of the kind commonly called a utility, but excluding a vehicle of the kind commonly called a station wagon or station sedan).

If you require more time for vehicle loading/unloading, please make a note of this as part of your application and we will discuss this with you.

Vehicle deliveries should not impede the access of other road users.

Impacts to Parking and Smart Parking

Impacts to parking bays should be minimised wherever possible. If works restrict public access to a paid parking zone, the applicant will be required to pay an additional fee to subsidise the loss in revenue for the time the parking is unavailable to the public.

With the introduction of smart parking sensors across the city, any works which restrict access to smart parking bays will be identified as part of your City Works application. This will ensure that relevant information will be available for the public. Traffic management plans must be accurate and detailed so that we can identify any impacts to smart parking sensors.

If trenching or excavating in the vicinity of Smart Parking sensors, you must contact us prior to submitting your application for more information. Alternatively, after receiving your City Works application, our On-Street Parking Management team will be in contact with you. Please note, the removal and reinstatement of smart parking sensors is only to be carried out by the City of Adelaide. The cost of which will be the responsibility of the applicant and is approximately \$450 per sensor/parking bay (subject to change). For more information, please contact our Customer Service Centre.

Parking Control Alteration

An application can be made to temporarily change the parking controls to facilitate vehicles or access in conjunction with City Works activities. All applications are assessed on a case by case basis. For more information please contact our Customer Service Centre.