



Burwood Council

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WORKS ZONE POLICY

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Works Zone

Context:

Designating a Works Zone is often required at construction sites to facilitate development when parking on site is not available. Works Zone under this policy primarily relate to residential and commercial development sites where there is no on site space for the loading or unloading of materials. All Works Zone applications will be assessed by an appropriate Council Officer based on, but not restricting to, the amount of on site space to carry out the activity. All Works Zone applications require Local Traffic Committee approval, and must be endorsed by the Roads and Traffic Authority (RTA), the Police, and Council unless delegated authority has been granted.

PART 1 – INITIAL ASSESSMENT CRITERIA

1.1 Suitable Locations

Objective

Any use of public roadway (excluding the footpath/nature strip) for Works Zones must not obstruct vehicles, bicycles, pedestrian convenience, safety or amenity, and should complement other street activities.

Standards

Standard works hours of operation are: 7.00am – 5.00pm Monday – Friday
7.00am – 1.00pm Saturday

Where a Works Zone is proposed to be located adjacent to another party's premises/property, the applicant must obtain written approval from the relevant person. Any concerns or requirements raised by the affected party must be resolved or accommodated.

In general, a Works Zone will only be approved on the roadway (excluding the footpath/nature strip) in restricted and unrestricted parking areas. Metered areas will be considered under extreme circumstances by Council with financial compensation for the loss of parking space factored into any approval.

The Applicant will be liable for any damages to Council's assets (kerbs, pits, gutter, footpath, road sheeting, signage poles and trees)

1.2. Layout & Accessibility Corridors

Objective

The use of works zones should not compromise the existing street activities, through maintaining adequate clearances.

Standards

The Works Zone must be used in accordance with the Australian Road Rules. Vehicles stopping in the zone must be engaged in construction works in or near the zone, and the zone must not be used for the storage of materials and the use of skip bins and/or standing plant.

Note: If standing plant is required within the works zone area, a separate Standing Plant Application must be submitted with Council. Additional fees and charges may apply.

The use of the Works Zone shall not interfere or compromise the safety to pedestrians, cyclists or motorists.

The Works Zone shall not interfere or encroach into bicycle or traffic lanes.

1.3. Fees

All associated fees are payable in accordance with Burwood Council's Schedule of Fees & Charges. Fees will be structured based on the following categories; residential development application or commercial development application.

The application fee must be paid at the time of lodgment (prior to commencement of work). Any additional fees and charges will be payable prior to approval being granted and permit being issued.

1.4. Public Liability

The applicant must provide Public Liability Insurance cover indemnifying Burwood Council as a principle for the sum of \$20 million. Evidence of such insurance must be submitted with the application.

Note: A Works Zone application will not be approved unless public liability insurance is demonstrated.

1.5. Submissions

Works Zone Applications must be submitted at least 28 days prior to works zone being required. It is the responsibility of the applicant to ensure that this is complied and that all necessary documents are attached with the application for Council's consideration.

Documents Required on Application

- Completed Works Zone Application Form
- Public Liability Insurance (Certificate of Currency)
- Layout Sketch (refer to Figure 1.1)

PART 2 – ONGOING MANAGEMENT

The Works Zone area must be maintained in a clean and tidy condition to the satisfaction of Council, or else the applicant will be required to reimburse Council for any extraordinary cleaning costs.

The use of equipment or activities to be conducted in the Works Zone must not result in any "offensive" noise as defined by the Protection of the Environment Operations Act.

If the Works Zone is either postponed or cancelled, the applicant needs to advise Council in writing of the situation at the earliest possible convenience.

Council will install and remove the Works Zone as appropriate. Where possible, existing signs, stems or power poles will be used.

The applicant should apply proper site management controls to the works zone area to prevent materials entering or likely to enter waterways or contaminate land.

PART 3 – ENVIRONMENTAL PROTECTION CONTROLS

The applicant is responsible for any environmental contamination resulting from the use of the works zone. Should contamination occur, the applicant is responsible, at their own cost, for returning the affected area to its condition prior to the contamination. If the applicant does not comply with this condition, Council may carry out the necessary works and the applicant will be required to reimburse Council for the cost of this works.

On expiry of the permit, the applicant shall, at their own expense, remove all materials and ensure the area is returned to its original condition. Where there is evidence of damage, contact shall be made with Council to make arrangement for a mutual inspection in the first instance.

PART 4 – COMPLIANCE PROTOCOL AND BREACHES

4.1. Compliance

Council's inspection and audit personnel will liaise with officers responsible for management and maintenance to ensure appropriate safety standards are met.

Failure to obtain a permit or non-compliance with the Permit Conditions is a breach of the Local Government Act 1993 as amended and/or the Roads Act 1993 as amended. Infringements will be issued in accordance with the regulations of these acts.

The use of the Works Zone area may require compliance with other Council Policy and/or legislation, such as Council's Temporary Road Closure (including Standing Plant) policy.

4.2. Breaches

Breaches of Conditions

Step 1 - Infringement Notice served to ensure compliance.

Step 2 - Following Infringement Notice, permit may be cancelled and/ or further action taken.

Operating with an Expired Licence

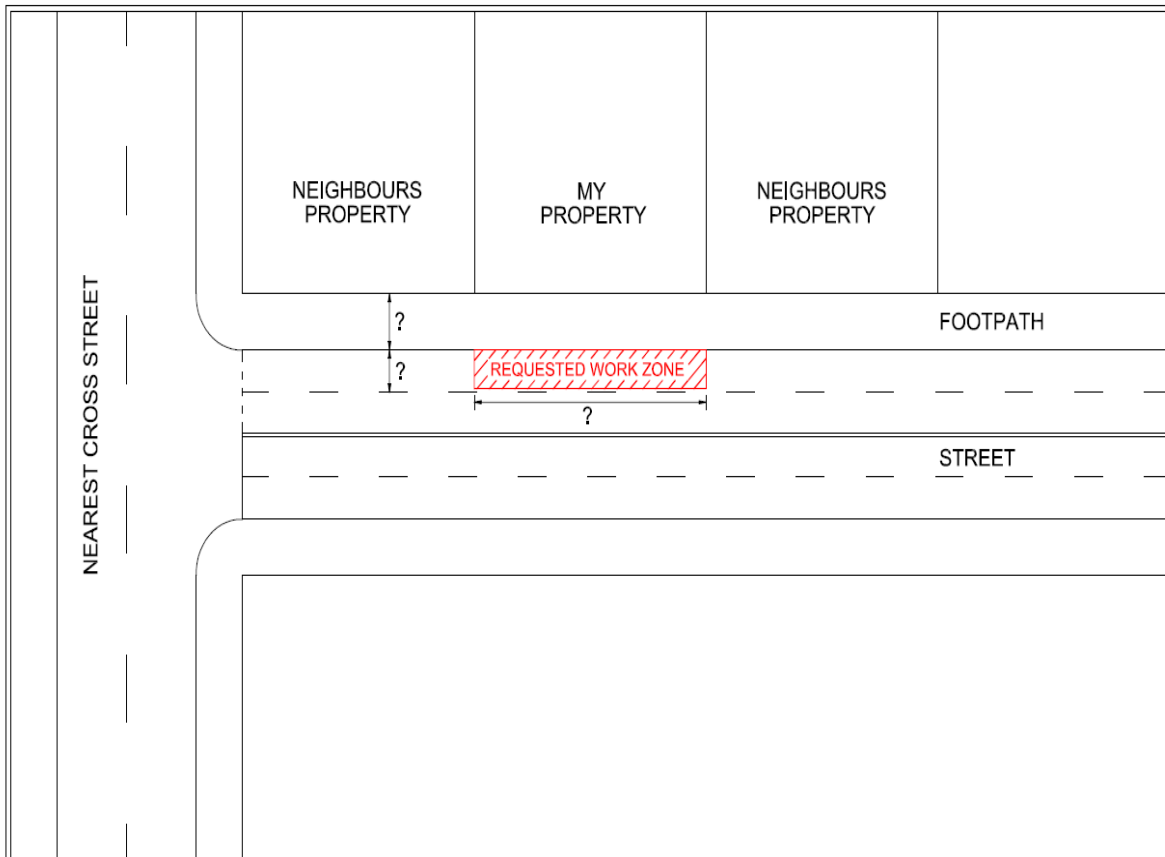
Step 1 - Infringement Notice served to ensure compliance.

Step 2 - Continued non compliance may then result in further action being taken.

Operating without a Licence

Step 1 - Application form is issued to the party and an Infringement Notice is served.

Step 2 - Continued non compliance may then result in further action being taken.



Note: The submitted layout sketch should include the following details:

1. Works Zone area clearly marked
2. Relevant properties clearly marked
3. Names of all streets including the nearest cross street or intersection
4. Approximate length of works zone, parking lane and section of footpath
5. Metered parking or parking time restrictions
6. One way streets
7. Traffic calming devices

FIGURE 1.1 EXAMPLE OF LAYOUT SKETCH

PART 5 – WORKS ZONE CONDITIONS

1. Standard works hours of operation are : 7.00 am – 5.00 pm Monday – Friday,
7.00 am – 1.00 pm Saturday.
2. Where a Works Zone is proposed to be located adjacent to another party's premises/property, the applicant must obtain written approval from the relevant person. Any concerns or requirements raised by the affected party must be resolved or accommodated.
3. In general, Works Zones will not be approved in NO STOPPING or NO PARKING zones.
4. The Works Zone must be used in accordance with the Australian Road Rules. Vehicles stopping in the zone must be engaged in construction works in or near the zone and the zone must not be used for the storage of materials.
5. The Works Zone area must be maintained in a clean and tidy condition to the satisfaction of Council's Director Technical Services, or else the applicant will be required to reimburse Council for any extraordinary cleaning costs.
6. The use of equipment or activities to be conducted in the Works Zone must not result in any "offensive" noise as defined by the Noise Control Act.
7. The use of the Works Zone shall not interfere or compromise the safety to pedestrians, cyclists or motorists.
8. The Works Zone shall not interfere or encroach into bicycle, bus or traffic lanes.
9. If the need for the Works Zone is either postponed or cancelled, the applicant needs to advise Council in writing of the situation.
10. Council will install and remove the Works Zone as appropriate. Where possible, existing signs, stems or power poles will be used.
11. The applicant is to provide a copy of current Public Liability Insurance (value to exceed \$20 million) which is to be maintained for the duration of the approval.
12. Where applicable, the applicant is to provide tree protection measures prior to and for the duration of the approval period in accordance with AS 4970.2009, Protection of Trees on Development Sites, and as conditioned by Council.