Permit to Work Guide
Road Closure

This guide is intended for Curtin University's Contractors, Vendors, University Staff, Students, and Permit Managers*. The information contained in the guide is to assist Permit Applicants in successfully obtaining a permit by understanding Curtin's minimum requirements.

Permit Applicants will have control over the way work is undertaken and will be operating under their own safety management system. This includes the responsibility to put in place appropriate control measures to eliminate risks so far as is reasonably practicable, or, if it is not reasonably practicable to eliminate risks, to minimise health, safety, and operational risks, so far as is reasonably practicable.

*A Permit Manager is a person trained and authorised by Curtin University to approve permits.

properties.curtin.edu.au/working-with-us

Permit to Work Guide
Road Closure

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BEFORE PERMIT APPLICATION

1.1 Permit information

Road Closure Permit
To be issued for any activity involving the closing or partial closing of a road open to, or used by, the public. It includes every carriageway, footpath, reservation, median strip, traffic island and carpark.

Examples:
Essential work on a construction project, crane operation which requires the crane to be set up on the road, underground utility work or repairs, road upgrades, line-marking, pavement maintenance, installation of signages, landscaping, lawn care, testing of race cars in carparks, some surveying fieldwork, graduation ceremonies and university events etc.

Please note:
Permit to be submitted minimum **10 business days** prior to commencement of activity, a longer notice period is strongly encouraged.

1.2 Ensure:

Contractor Company Status is COMPLIANT on Rapid Global (where applicable).

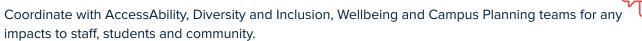Worker(s) have completed induction(s) for Curtin University (where applicable).

Contractor Company and worker(s) hold any required licenses and competencies to do the task (where applicable).

1.3 Plan & Consult

Discuss works with Permit Manager and investigate potential impacts of road closure.

Engage with relevant Curtin University stakeholders and impacted users to agree on work methodology.

Coordinate with Emergency Management / Safer Communty Team (SCT) regarding access for emergency services during road closure.

Coordinate with AccessAbility, Diversity and Inclusion, Wellbeing and Campus Planning teams for any impacts to staff, students and community.

Identify all potential hazards associated with the road closure(s) and outline control measures.

Use stakeholder feedback received to prepare required documents for permit application, with considerations given to accessible pathways and emergency vehicle routes.

> **Please note:**
> If the closure of the road / carrigageway / footpath / reservation is planned for an extended period of time (more than 2 weeks) and an update to the Campus Map(s) is required, consult with Campus Planning and Drawing Services team.

LODGING PERMIT APPLICATION

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2.1 Submit Application

https://properties.curtin.edu.au/working-with-us/permits/

Location Plan of where works will be done.

Risk Management Plan or Safe Work Method Statement (SWMS).

Traffic Management Plan (TMP), where applicable.

> **Please note:**
> All Road Closure Permit applications require an endorsement by the **Safer Community Team (SCT)**.

2.2 Important

- SCT is not responsible for implementing road closures on campus. Certified traffic controllers must be used.
- Must use accredited traffic mangement contractor for works involving a TMP.
- Depending on the risk or location, a TMP may require sign-off by relevant authority.
- Liaise with the Curtin Responsible Officer or delegate for Campus Impacts Notifications (form is available on Properties website).

> **Please note:**
> Submission of permit does not constitute an approval. No works are to commence until approval notice email is received.
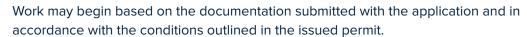
2.3 Issue Permit

Permit Manager approves permit when they are satisfied applicant has met all relevant requirements before submitting to Curtin SCT to review and provide their endorsement.

When both approval and endorsement are received, the approved permit will be released to applicant.

Work may begin based on the documentation submitted with the application and in accordance with the conditions outlined in the issued permit.

AFTER PERMIT APPROVAL

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3.1 Conduct Works

Permit Holder will have control over the manner in which work is undertaken and will be operating under their own safety management system to effectively manage the risks involved.

If any issues arise, stop works and escalate to Permit Manager (note: not SCC). Works may only proceed once the issue is resolved.

AFTER WORKS ARE COMPLETED

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4.1 Close Permit

Permit Holder to notify Permit Manager once all works pertaining to the permit are finished.

Ensure all temporary detours, cones, barriers and signages are removed, and the road is safe to re-open to all road users.

Where applicable, Permit Holder to send through relevant documentation to Permit Manager to close the permit.

Please note:
The Permit Manager is responsible for:

- Notifying AccessAbility, Diversity and Inclusion and Wellbeing teams so they can inform users that the disruptions have been lifted.
- Advising Campus Planning and Drawing Services to make any relevant updates to Campus Map(s).

Curtin University

→ Frequently Asked Questions (FAQ)

1. When do I need a Road Closure Permit?

A road closure permit is required when there is a need to close or partially close a road open to, or used by, the public. It includes every carriageway, footpath, reservation, median strip, traffic island and carpark.

Carriageway means a portion of a road that is improved, designed or ordinarily used for vehicular traffic, and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles.

2. Besides Curtin University, who are some of the other stakeholders I need to inform?

- 30m from controlled intersections (traffic signals) – Main Roads Western Australia.
- University Boulevard and Karrak Drive – Public Transport Authority (PTA).
- Manning Road, Kent Street, Hayman Road – Main Roads Western Australia, Local Council, PTA.

3. What is a Traffic Management Plan (TMP)?

A TMP outlines how traffic will be safely managed during the road closure, including details such as detour routes, signage, and traffic control personnel. It includes provisions for pedestrian safety, access for emergency vehicles, and any specific requirements for university campus operation.

The purpose of a TMP is to ensure that external works and temporary traffic management can occur safely on roads, in a coordinated manner and with minimal disruption to road users – management of risk is central to a TMP.

All TMPs must be prepared by a person holding Main Roads accreditation in Advanced Worksite Traffic Management (AWTM). A person holding Main Roads accreditation in Worksite Traffic Management (WTM) may make on-site modifications to the TMP in accordance with its scope and objectives.

For more information, refer to Main Roads Western Australia.

> **Please note:**
> Following any modification, the residual risk must not be higher to workers or road users.

Frequently Asked Questions (FAQ)

4. What qualifications are required for implementing the TMP?

Anyone wanting to conduct works or events that may impact traffic or pedestrian access within the road reserve **must** hold a current traffic management certificate of accreditation.

Types of training will include:
- Basic Worksite Traffic Management (BWTM)
- Traffic Control (TC)
- Worksite Traffic Management (WTM)
- Advanced Worksite Traffic Management (AWTM)
- Roadworks Traffic Manager (RTM)
- Operate Truck Mounted Attenuator (OTMA)
- Event Traffic Controller (ETC) – non accredited course

5. Can SCT perform the role of traffic controllers for Road Closure Permits?

No, SCT cannot perform traffic controller duties. Current requirements specify that only certified traffic controllers, who meet specific prerequisites to maintain their accreditation, are authorised to carry out these responsibilities.