



# Policy for planning the opening of a road project

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## Purpose and intended outcomes

The purpose of this policy is to provide project managers with a process and tools to meet requirements for the management of traffic, the road network and communication in the opening of a road project.

The policy will assist Project managers to plan for and carry out a successful road opening that meets goals shared by the RTA and the project itself — such as the accurate assessment and management of risks, identification of potential traffic disruption, preservation of road user safety, cost efficiency and efficient teamwork.

Opening a road project requires systematic planning and resource allocation to ensure the integration of road infrastructure, field resources, systems for traffic and network management and stakeholder communication for the opening period.

The successful implementation of this policy will:

- Achieve a safe and efficient road network during the transition from the previous traffic arrangements or construction period to the new traffic conditions.
- Ensure road users, stakeholders and community are adequately informed and expectations are managed during the opening of any road project.

**Note:** This policy document should be read in conjunction with Guideline PN 207G DRAFT Planning the opening of a road project guideline.

## Policy statement

Planning must be undertaken for the opening of any RTA road project that results in new or upgraded infrastructure on the State Road network in New South Wales.

This policy does not cover special events, regular maintenance activities and road occupancies or planning for special community events organised in relation to the opening of road projects.

## Scope and coverage

This policy will ensure consistent and repeatable practice across road and road based public transport projects funded or commissioned by the RTA. The policy can apply both to the opening of a project stage, in the case of a major road project, and to the completed project.

A risk assessment of the opening planning requirements will be carried out on all future, new or upgraded road projects (and, where appropriate, interim configurations), such as:

- Motorways, motorway upgrades and major arterial road upgrades typically undertaken by Major Infrastructure Directorate.

- Minor and major intersection upgrades, new traffic control signals, full-time clearway signposting and No Stopping parking restrictions typically undertaken by Regional Operational and Engineering Services (DOES) Directorate.

The risk assessment is described in Step 1 of the planning process. Where a project requires specific planning of opening activities, this planning is to be carried out as described in Steps 2 to 5 of the guideline.

The policy and guideline focus on the process and procedures in the planning and development of key outputs and include an overarching opening readiness plan. The policy highlights the need for supporting plans and activities such as an opening plan developed by the Transport Management Centre or Paramics micro simulation modelling, however, the detailed planning and development requirements of these for individual activities is not covered in this policy.

The procedures described within the guideline for planning for the opening of road projects have been incorporated into ProjectPack and MinorProject systems.

## Background

The opening period of RTA road projects - whether it is a new motorway, major highway upgrade or the conversion of a roundabout to a set of traffic control signals - typically results in changes to traffic patterns and, therefore, interest from local community, local media and other stakeholders.

The RTA has a responsibility to ensure that a road project is opened effectively to ensure a safe and efficient road network. Construction, operation and communication areas must be coordinated so that RTA delivers the best outcomes for road users, stakeholders and local community.

## Responsibilities

The relevant General Manager Traffic Management will be responsible for implementation of the policy.

The project manager is responsible for implementing this policy within a road project and initiating all activities in Guideline PN 207G DRAFT Planning for the opening of a road project guideline. For minor works (such as an adjustment to signage and line marking) the officer ordering the change is responsible for implementing this policy.

If an opening planning team is appointed the leader would be the project manager (or a delegate from the project management team) and the team must include representatives from:

- Transport Management Centre.
- Infrastructure Communication and/or Corporate Communication Branches.
- Road Safety and Traffic Management Sections in the relevant region.

## Policy review and evaluation of effectiveness

The General Manager Traffic Management will be responsible for the review and evaluation of effectiveness of this policy.

The Policy and Guideline PN 207G DRAFT Planning the opening of a road project guideline will be reviewed 12 months after its approval date and every three years thereafter.

## Definitions

Network:	The State, Regional and Local road network in New South Wales.
Opening period:	The time period covering the implementation of all of the planned action items in the opening readiness plan related to the opening of the project/stage including before, during and after the opening day.
Opening planning team:	A team of specialist personnel responsible for collaborating and coordinating all relevant activities for the opening of road infrastructure covered within this policy.
Opening readiness plan:	A strategy and detailed action plan for the opening period including training, data collection and analysis, monitoring requirements, modelling, temporary and permanent signage, coordination with other services, operational management, temporary traffic control facilities and resources, contingencies, community advice etc.
Project manager:	The officer responsible for the overall delivery of the whole project or specific stages associated with a road project. The project manager is normally appointed by the project sponsor (or the directorate delegated to deliver the project on behalf of the project sponsor).
Road project:	<p>A project funded or commissioned by the RTA that results in a new road or traffic management infrastructure or a physical change to the infrastructure of an existing road that will become part of the State Road Network in NSW including:</p> <ul style="list-style-type: none"><li>• A new motorway or improvement to an existing motorway.</li><li>• A new arterial road or upgrade to an existing freeway or arterial road including road widening, traffic control signals, intelligent transport systems and traffic control facilities.</li><li>• An enhancement to the road based public transport network such as a transitway or bus priority measure on an existing freeway or arterial road.</li></ul>
RTA:	Roads and Traffic Authority.
Traffic:	All road users directly affected by the opening of the road project.

## Additional information

### Reference documents:

- Guide for Traffic and Transport for Special Events Version 3.4 August 2, 2006.
- Special Event Planning and Resource Matrix.
- Policy for TMC Management of Special Events (TMC-POL-409190).
- RTA Road Occupancy Manual Issue 28 December 2007.

**Contact details:** For further information, contact the Leader Network Operational Efficiency, Network Management Directorate.

**Effective date:** This policy is effective from 01/09/2009.

**Review date:** This policy is to be reviewed on 01/09/2010.

**Authorised by:**

SIGNED

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