

FREEDOM OF INFORMATION ACT 1989
Section 14(1) (b) and (3)

SUMMARY OF AFFAIRS
of the
ROADS AND TRAFFIC AUTHORITY
(FOI. Agency No. 60)

June 2010

SECTION 1 - Policy Documents

The RTA has the following policy documents that are available from the contact persons indicated in the third section of this Summary of Affairs.

Where a charge is made for a document, \$ is shown after the name in the left-hand column. In some other cases a photocopy fee may be payable.

CORPORATE POLICY

DESCRIPTION
(where necessary)

1. Appropriate Use of the Internet and Email Policy
2. Asset Management: Policies (3 Separate documents)
3. Bribes, Gifts and Other Benefits policy
4. Casual Employment Policy
5. Code of Conduct and Ethics
6. Community and Political Participation Policy
7. Corrupt Conduct and Maladministration Prevention Policy
8. Data Acquisition
9. Data Privacy
10. Employment of People with Disabilities Policy
11. Flexilink Audit (TMC-SOP-507009)
12. Harassment, Discrimination and Workplace Bullying Policy
13. Intellectual Property Guide
14. Policy on Electronic Mail Messages as Records (PN043)
15. Policy on Third Party Liability Claims against the RTA that come within the ambit of the Treasury Managed Fund
16. Process for Answering Subpoenas for Production and Subpoenas to Provide Evidence
17. RTA Records Management Program Policy (PN010)
18. Recruitment Selection and Appointment Policy
19. Re-engagement of former RTA Staff Policy
20. Reporting Noise Complaints to DECC (TMC-POL-402013)

21. Responding to Coronial Recommendations
22. RTA Heritage Guidelines (2004) - Version 2
23. RTA Quality, OHS & Environmental Audit Package
24. Secondary Employment Policy
25. Secondment Policy
26. Skill Hire Engagement Personnel Policy
27. Sponsorship - Policy and Guidelines
28. Statement on Business Ethics (Provides guidance to individuals (both RTA staff and those with whom they deal) in respect to the RTA's ethical behaviour. Requirements in business dealings between it and outside organisations or individuals)
29. Temporary Employment Policy
30. Bituminous Works (PN038)
31. Communicable Diseases
32. Drugs and Alcohol
33. Entry into confined spaces (PN221)
34. Excavation
35. Fatigue Management (PN149)
36. First aid
37. Hazardous substances
38. Health Surveillance
39. Incident Notification and Investigation
40. Injury Management (PN047)
41. RTA Light Motor Vehicle Policy (PN219)
42. Manual Handling
43. Managing radiation emitting devices
44. Noise Control
45. OHS Consultation (PN223)
46. OHS Risk Management
47. OHS Policy Statement (V4 2010)
48. Personal Protective Equipment (PN039)
49. Plant training and assessment (PN051)

50. Post incident counselling
51. Procedure for Drug and Alcohol Policy
52. Reasonable Suspicion Guidelines for Drug and Alcohol Policy
53. Remote or isolated work
54. RTA Mail Policy and Procedures (PN092)
55. RTA Mobile Phone Policy (CPS39)
56. Safe Driving
57. Safe Work Method Statements
58. Security Classification and Protection for Records and Information Policy (PN012)
59. Smoke Free (PN050)
60. Working at heights
61. Working in Extreme Temperatures (PN222)
62. Work in the Vicinity of Aboveground, Overhead, and underground Utility Services
63. RTA Business Continuity Management Policy (PN 094)
64. Legal Branch intellectual Property Guide
65. Development of communication material at the RTA
66. Visiting Delegations Policy
67. Graduate Recruitment and Development (GRAD) Program Policy
68. Apprentices, Trainees and Cadets Policy
69. Administration of the Deceased Estates Policy
70. Digital Imaging (Scanning) of Corporate Records
71. RTA Records Management Strategic Plan 2009-2012
72. Generic Print Ordering Policy
73. Warehousing and Distribution Ordering Services Policy
74. RTA Environment Policy (2009)

CONTRACTS

1. Application for Construction Industry Contractors
2. Application for Pre qualification for Construction Industry Contractors (RTA Form 627)
3. Commercial Contracts Manual
4. Engagement of IT Consultants
5. Engineering Contract Administration Procedures (5 separate documents)
6. Engineering Contracts Manual

7. Engineering Contract Notes
8. Guidelines for Inviting Expressions of Interest
9. Guidelines for Inviting Request for Proposal
10. Guidelines for the Calling of Tenders
11. Managing Tidal Flow Contracts (TMC-SOP-502005)
12. Pre qualification Scheme for Construction Industry and ITS Contractors
13. Registration Scheme for Construction Industry Contractors
14. RTA Contractor's Environmental Management Plan– Proformas & Guidance Notes, Version 1
15. Sale of RTA data
16. Sale of RTA Software
17. Warehousing and Distribution Services Ordering Policy (PN170)
18. Quality Assurance Maintenance Model Specifications (35 separate documents)
19. Quality Assurance Model Specifications for construction works (Suite of documents)

PROPERTY

1. Management of property facilities
2. Accounting and Disclosure Policy of RTA Corporate Accommodation Property Assets (PN138)
3. Accounting and Disclosure Policy of Land Acquired for Future Roadworks (PN139)
4. RTA Corporate Accommodation Policy (PN167)
5. RTA Car Parking Policy – Miller Street, North Sydney (PN202)
6. Property Management (PM02)
7. Disposal of Surplus Real Property
8. Land Acquisitions Policy Statement, 1999
9. Response to Building Management System Alarms (TMC-SOP-510004)
10. RTA Third Party Property Claims (first published in 2003)
11. Statutory Functions Relating to Land and Status of Main Roads

Policies on formalising roads, freeways, road access, road widening and the compulsory acquisition of land

FINANCE

1. Road Cost Index - (issued quarterly)

The Road Cost Index is an index used to measure quarterly movements in the changes in the input costs of the RTA undertaking road maintenance, road safety and traffic management activities
2. Road Price Index – (issued half yearly)

The Road Cost Index is an index used to measure quarterly movements in the changes in the input costs of the RTA undertaking road construction activities.
3. RTA Economic Analysis Manual \$

Provides guidance to project managers

and consultants on the appropriate and consistent methodologies and economic parameter values to use in economic evaluation of proposed road projects and non road assets.

4. Purchasing card (PN048)
5. Recordable Items (PN151)
6. Operational assets and recordable items annual stocktake (PN153)
7. Vendor terms of trade (PN214)
8. Unclaimed monies (PN216)
9. Cash receipting (PN217)

HEAVY VEHICLE ACCESS

1. 26-metre B-Double Exemption Notice 2005.
2. 4.6 Metre High Vehicle Route Notice 2008
3. Class 1 Single Steer Axle Mass Limit Exemption Notice 2006
4. Class 3 Semi-Trailer Exemption Notice 2008.
5. Class 3 Single Steer Axle Mass Limit Exemption Notice
6. Agricultural Machine Combination Notice 2008.
7. Combine Harvester Combination Exemption Notice 2007
8. Concessional Mass Limits Notice 2006.
9. Controlled Access Bus Notice 2008. (buses longer than 12.5m but do not exceed 14.5m)
10. Converter Dolly Combination Notice 2005.
11. General B-Doubles Notice 2005.
12. General B-Double Axle Spacing Exemption Notice 2007.
13. General Class 1 Oversize (Agricultural Vehicle) Notice 2007
14. General Class 1 Oversize (Load-Carrying Vehicle) Notice 2007
15. General Class 1 Oversize (Special-Purpose Vehicle) Notice 2007
16. General Class 3 Fall Arrester Safety and Mechanical Tarping Systems Notice 2006.
17. General Class 3 Truck and Dog Trailer Combination Notice 2005
18. General Oversize (Baled or Rolled Hay) (Drought Assistance) Exemption Notice 2005.
19. General Oversize (Baled or Rolled Hay) (Bushfire Assistance) Exemption Notice 2009.
20. General Notice for the Operation of Road Trains 2005
21. Grain Auger Combination Exemption Notice 2007.
22. Higher Mass Limits (Eligible Vehicles) Notice 2006.
23. Metropolitan High Capacity Bus Trial Mass Limit Exemption Notice 2008.
24. New Drivers of TFMS Registered Employers Exemption Notice 2009
25. Rear Overhang Limit Notice 2008.

26. Refrigerated Semi-Trailer Exemption Notice 2008
27. Restricted Access Vehicle (Car Carrier) Exemption Notice 2005.
28. Special Purpose Vehicle Stand and Operate Notice 2008
29. Spray Coupe Combination Notice 2004
30. Class 3 Gas Powered Ultra Low Floor Bus Mass Limit Exemption Notice 2007.
31. Route Assessment Guidelines for B Doubles Road Trains and 4.6 metre high vehicles
32. Compliance and Enforcement:
 - General Information
 - NSW
 - Chain of Responsibility
 - Container weight Declaration
 - Container weight Declaration-drivers
 - Heavy vehicle dimensions
 - Heavy vehicle mass
 - Drivers
 - Loader/packer
 - Operator/manager/scheduler
 - Consigner/receiver
33. Load Restraint Guide
34. Higher Mass Limits in NSW
35. Measurement Adjustments
36. Operating Conditions Specific Permits for Oversize and Overmass vehicles
37. Statewide oversize travel curfews
38. Mobile Crane concessional benefits scheme

REGISTRATIONS

1. ANVIS Business Rules
2. Authorised Inspection Station bulletins
3. Automotive information sheets
4. AUVIS Bulletins
5. Rules for Authorised Inspection Station
6. Business and Information Services
7. Business Rules for the Written –Off Vehicle Register
8. Changes to Registration that may effect you
9. Conditional Registration
10. Controlled Access Buses [buses longer than 12.5 metres]
11. Convex Safety Mirrors Guidelines
12. Express Yourself Cars, Motorcycles, Trailers, Heavy Vehicles (myPlates) (RTA/PUB.09.473)
13. Draft Vehicle Certification and Compliance Scheme – Service Level Agreements and Rules.

14. Dealer Vehicle Registration Scheme
15. Frontline Help
16. Heavy Vehicle Mass Loading and Access
17. Heavy Vehicles: NSW Country Road Safety Summit
18. Heavy Vehicle Safety Issues and Countermeasures
19. How to prove who you are
20. Information for Primary Producers
21. New Vehicle Data Sheets (NVD)
22. Mobility Park Scheme
23. Motor Dealers Guide to Vehicle Registration
24. NHVAS: National Heavy Vehicle Accreditation Scheme
25. NSW Photo Card – Show who you are
26. Purchasing and Registering a Heavy Vehicle
27. Road Vehicle Descriptor Sheet (RVD)
28. Route Assessment Guidelines for restricted access vehicles (May 2002)
29. Safer Child Restraints
30. Sale of RTA Data Pricing Guidelines
31. Special Number Plates – Terms and Conditions (RTA/PUB.09.149)
32. Technical specifications
33. Truck and Dog Trailers over 42.5 tonnes
34. Vehicle Inspectors Bulletins (VIB)
35. Vehicle Specification Sheets (VSS)
36. Vehicle Standards Information (VSI)
37. Signatory Information Bulletins (SIB)
38. Safer Motor cycle Helmets

Vehicle Emissions Management Programs

1. Clean Fleet Program – Auditor Procedures Manual
2. Clean Fleet Program – Information Kit
3. Clean Fleet Program – Information Sheet
4. Clean Fleet Program (Model Waste and Recycling Collection Contract) – Information Sheet
5. Clean Fleet Program (Metropolitan Bus Systems Contract)– Information Sheet
6. Diesel Retrofit Program – Information Sheet

Tow Trucks

1. Environmental Policy
2. Heavy Tow Truck and associated Work and Equipment Charges
3. Holding Yard Policy
4. Maximum Charges for Towing, Storage and Salvage of Motor Vehicles
5. Prohibited Vehicle Policy
6. Protective Clothing Policy
7. Approved Holding Yard Register
8. Tow Truck Usage Log & Driver Register

LICENCES

1. Multi-Combination Driver Training and Assessment- Information Package
2. Alcohol Interlock Information Package for Criminal Law Specialists
3. Alcohol Interlock Information Package for Participants
4. Auditing Enhanced Enforcement Program Operations Policy & Procedure
5. Enhanced Enforcement Program Guidelines Version 3
6. Guide for international drivers
7. Heavy Vehicle Competency Based Assessment - Assessors Log Book
8. Heavy Vehicle Competency Based Assessment – Assessment Procedures
9. Heavy Vehicle Competency Based Assessment – Management Agreement
10. Motorcycle Operator Skills Test (MOST) Manual
11. Motorcycle Rider Training Manual – Learner Rider
12. Motorcycle Rider Training Manual – Provisional Rider
13. National Driver Licence Classes
14. Driving Test (Class C) Testing Officers’ Manual
15. Heavy vehicle - Testing Officers’ Manual
16. Motorcycle – Testing Officers’ Manual
17. Strikes Scheme

MATERIALS

1. Bitumen Emulsion Guide - \$
2. Bituminous Slurry Surfacing Guide - \$
3. Dynamic Testing Of Aggregate Heaps
4. Guidelines for the Management Acid Sulphate Materials:
Acid Sulphate Soils, Acid Sulphate Rock and Monosulfidic
Black Ooze (April 2005)

5. Guide to the Design, Construction, Maintenance and Management of Clay Pavements with Geotextile Reinforced Seals
6. Long-Term Creep Characteristics of Concrete Prepared with Various Binders and Aggregates – CSIRO- June 2006
7. Material Test Methods Vol 1-3
8. Non-Reflective Raised Pavement Markers For Lane Lines On Freeways And Dual Carriageways
9. Plastic Water Filled Devices for Roadwork Sites (TDT 2003/02)
10. Prequalified Retroreflective Raised Pavement Markers (TDT 2005/05)
11. Shotcrete Design Guidelines - \$
12. Design, Construct, Maintain Model Specifications (125 separate documents)

BRIDGES AND FERRIES

1. Bridge Aesthetics 'Design Guidelines to improve the appearance on bridges in NSW' - \$
2. Bridge Waterway Manual
3. Conditions for use of the Anzac (Glebe Island) Bridge for filming and photographic shoots
4. Conditions for use of the Sydney Harbour Bridge for filming and photographic shoots
5. Mortlake Ferry Operating Timetable
6. RTA Standard Bridge Drawings
7. RTA Structural Drafting and Detailing Manual
8. Spit Bridge Opening Times
9. The Design and Construction of Incrementally Launched Bridges
10. Timber Bridge Management – January 2002
11. Control of fishing, jumping or climbing from or on bridges
12. Bridge inspection and condition rating
13. Hexham Bridge Booking and Opening Protocols, Revision 6 (July 2006)
14. RTA Bridge Technical Direction Manual (Includes all current Bridge Technical Directions)
15. Bridge Inspection Procedure manual
16. Timber Bridge Manual
17. Timber Truss Bridge Maintenance Handbook

TRANSPORT PLANNING

1. Action for Bikes – Bikeplan 2010
2. Adoption of the Australian Road Rules (TD 99/20)
3. Approval of Green Light Corridors (TMC-SOP-502036)
4. AUTOTURN Swept Path Computer Program (TDT 2001/06a)
5. 'Beyond the pavement' Urban Design Policy, Procedures and Design Principles

6. Bicycle Parking (TD 2003/08)
7. CADD Manual Version 3.2 June 2005
8. Cost Recovery for Special Events (TMC-SOP-501001)
9. Current Technical Directions
10. Development Program Guidelines 2006
11. Disposal of Dangerous Goods on RTA Roads Made Safe by Fire Brigades (TMC-SOP-502025)
12. Environmental Direction No. 1: What are environmental directions?
13. Environmental Direction No. 2: Fish friendly waterway crossings
14. Environmental Direction No. 3: Purchase of land for compensatory habitat
15. Environmental Direction No. 7: Aboriginal representatives on construction sites
16. Environmental Direction No. 9: Night works
17. Environmental Direction No. 10: Disposal/recycling of replaced bridge timbers
18. Environmental Direction No. 12: Environmental training form
19. Environmental Direction No. 14: Applications and advice under the Heritage Act 1977
20. Environmental direction No. 16: Sydney Water restrictions-reminder of conditions
21. Environmental Direction No. 18: Pesticide use
22. Environmental Direction No. 19: Use of reclaimed water
23. Environmental Direction No. 20: Legal offsite disposal of bulk RTA project wastes
24. Environmental Direction No. 21: coal tar asphalt handling and disposal
25. Environmental Direction No. 24: Noise assessment for acute levels of noise - redevelopment of existing roads
26. Environmental Management System Brochure
27. Filming Policy (TMC-POL-402010)
28. Filming on major roads – Info pack
29. Filming on major roads Policy (TTP 00/3)
30. Flashing Lights At Fixed Locations In The Road Environment
31. 40 Km/h Speed Limits in High Volume Pedestrian Areas
32. General Holmes Drive Tidal Flow (TMC-SOP-502033)
33. Guidelines for Banners on Bridges over Classified Roads
34. Guidelines for Construction Water Quality Monitoring
35. Guidelines for the Selection of Bus Priority Enforcement Camera Sites (TDT 2005/03)
36. Guide to Traffic and Transport Management for Special Events
37. Guide to Traffic Generating Developments
38. Management of Skid Resistance Data using SCRIM (TD 2004/RS05 - April 2004)
39. Managing Police/Traffic Commander Requests for Changes to Traffic Signals Settings TMC-SOP-402016)

40. Murray River Crossing Strategy – March 2002
41. Network and Corridor Planning Practice Notes – November 2008
42. NSW Speed Zoning Guidelines
43. Paramics microsimulation modelling – RTA Manual
44. Pay Parking (Version 3.1)
45. Planning Guidelines for Walking and Cycling
46. Policy for activating the JOC for Major Incidents and State Emergencies (TMC-POL-406003)
47. Policy for Green Light Corridors (TMC-POL-402017)
48. Policy for managing repairs to faulty Traffic Signal Loop Detectors (TMC-SOP-407002)
49. Policy for Traffic Modelling (TMC-POL-407001)
50. Procedures for Use in the Preparation of a Traffic Management Plan (Version 2)
51. Quality Assurance Model Specifications (159 separate documents)
52. Roadside Environment Strategic Plan (1995) (\$50)
53. Roadside Tribute Policy (PN 148)
54. Route Assessments for 14.5 metre buses
55. RTA Aboriginal heritage guidelines Version 1 (2002)
56. RTA Aboriginal Cultural Heritage Consultation and Investigation (August 2008)
57. RTA Code of Practice for Water Management (1999)
58. RTA Communications and Community Involvement – A resource manual for staff, 2008
59. RTA Environmental impact assessment guidelines 2009
60. RTA Environmental Impact Assessment Policy Guidelines Procedures Version 4 (2001)
61. RTA Environmental impact assessment – preparing an operational traffic and construction noise and vibration assessment report (February 2010)
62. Environmental impact assessment standard brief – noise and vibration assessment (October 2008)
63. Environmental Incident Classification and Management Policy (April 2008)
64. Guidance for Environmental Incident Classification and Management (April 2008)
65. Environmental Incident Classification and Management Procedure (April 2008)
66. RTA Environmental Management System (2006)
67. Environmental Inspection Report and Guidance Notes (2008)
68. RTA Heritage Action Plan 2005-2010
69. RTA Pesticide Use Notification Plan, 2007
70. RTA Procedure for selecting treatment strategies to control road runoff, Version 1.1
71. RTA Road Tunnel Guideline Part 1 - Concept Design – Fire safety design
72. RTA Road Tunnel Guideline Part 2 - Development of a scope of work and technical criteria – Fire safety design
73. RTA Road Tunnel Guideline Part 3 - Design development – Fire safety design

74. RTA Statutory Planning Guidelines (1999) (\$50)
75. RTA Section 170 heritage and conservation register Thematic History (2006) - 2nd Edition
76. RTA Section 170 heritage and conservation register –Submission to the NSW Heritage Council – December 2009
77. RTA Section 170 heritage and conservation register – December 2009
78. Model historic heritage brief – archival recording (2009)
79. Model historic heritage brief – baseline heritage assessment (2009)
80. Model historic heritage brief – heritage assessment and statement of heritage impacts (2009)
81. RTA Waste Reduction and Purchasing Plan (2009)
82. RTA Water Policy (1997)
83. RTA Water Management Plan (April 2009)
84. Energy Management Plan, Roads and Traffic Authority of NSW (April 2008)
85. Safe-T-Cam Policy and Procedures
86. SCATS Loop Repair Process (TMC-SOP-507010)
87. Schedule of Roads Classified under the Roads Act (November 2009)
88. Sydney Airport Air Alert (TMC-SOP-502034)
89. The Aboriginal Action Plan 2006-2010
90. TMC Management of Special Events (TMC-POL-401001)
91. Tourist Signposting (Version 3.1)
92. Traffic Modelling (TMC-SOP-507001)
93. Growth Centres Road Framework
94. Network and corridor Planning Practice Notes
95. Lower Hunter Transport Needs Study
96. Central West Transport Needs Study
97. Cashless Tolling Around Sydney

ROAD AND TRAFFIC DESIGN

1. Advertising on RTA Infrastructure (TMP 98/3 & TMP 99/2)
2. Approved retro-reflective sheeting materials for road signs (TDT 2008/02)
3. 'Beyond the pavement', Urban Design Policy, Procedures and Design Principles
4. Bus Stop Blackspot Zones (TD 98/14)
5. Bridge Aesthetics
6. Concrete Roundabout Pavements –Guide to Design and Construction (March 2004) \$
7. Delineation
8. Design vehicle & turning path templates (TDT 2006/01)

9. Filming Projects – Guidelines for parking and road closures
10. 40 Km/h Speed Limits in High Volume Pedestrian Areas
11. Great Western Highway, Blue Mountains, Urban Design Framework
12. Great Western Highway Management Plan
13. Guide for the Measurement and Interpretation of Skid Resistance using SCRIM (August 1995)
14. Guidelines for Traffic Facilities (Green Book) (\$50)
 - Part 1. Legislative & Administrative Framework
 - Part 2. Public Participation in Local Issues
 - Part 3.1 Preferential Parking Zones
 - Part 3.3 Angle Parking on Public Streets
 - Part 3.5 Disabled Parking
 - Part 4.1 Children’s Crossings
 - Part 4.3 Grade Separated Pedestrian Facilities
 - Part 4.4 Marked Foot crossings
 - Part 6. Speed Humps – Planning & Implementation
 - Part 7.1 40 km/h Speed Limits on Public Streets
 - Part 7.2 Local Area Traffic Management
 - Part 7.3 Shared Traffic Zones
 - Part 7.4 Control of Traffic within Developments
 - Part 8. Road Closures
 - Part 9. Light Traffic Thoroughfares

Deals with delegation of RTA decision making powers, for certain traffic facilities, to Councils

A series of guidelines covering the design and construction of roads and neighbourhood areas
15. Guide to Quality Assurance Specifications (14 separate documents)
16. Guide to use Portable Traffic Light Signals
17. Guidelines for the signposting of accommodation facilities (TDT 2006/06a)
18. Guidelines for the implementation of on-street car share parking (TDT 2007/04)
19. Hook Turn Only Sign at Signalised Intersections (TD 99/24)
20. Implementation of new Intersection Layout at Traffic Signals (TDT 2009/03a)
21. Installation of Light Emitting Diode (LED) Traffic Signal Lanterns (TDT 2008/05)
22. Interim Guide to Signs and Markings – Withdrawal from Use (TDT 2008/02)
23. Keep Clear Pavement Marking (TD 99/26)
24. Land Use Development Assessment -RTA Guidelines (TDT 2008/04)
25. Landscape Guideline 2008
26. Management of RTA Plans and Drawings (PN 145)
27. Management Responsibility for Heritage Items in the Road Reserve (2005)
(Corporate Policy Statement No 30)
28. Motor Bike Parking (TD 2004/02)
29. Motorcyclist Risk Area Identification Signs
30. New sign for use in roadwork speed zones (TDT 2007/03)
31. No Entry Signs for Road-Related Areas (TD99/28)
32. No Hook Turn By Bicycles (TD 99/25)
33. No Standing and No Parking Signs (TD 99/21)
34. NSW Bicycle Guidelines (Version 1.2)

35. NSW Guidelines for Bicycle Road Races
36. Pacific Highway Urban Design Framework: Hexham to Tweed Heads
37. Parking Control Signs – Adoption of Symbolic Period Parking Signs (TD 97/22)
38. Parking Signs Australian Standard Zone Symbol Parking Signs (TD 97/23)
39. Parking Signs – Standard Zone Symbol Parking Signs Part 2 (TD 99/27)
40. Pedestrian Refugees (TDT 2002/10)
41. Permit Parking (Version 2.1)
42. Plan Approval Process
43. Policy For Safety Screening Of Bridges
44. Post Completion Review Policy
45. Requalified retro reflective raised pavement markers (TDT 2005/05)
46. Programming of Projects within the Traffic & Transport Program
47. Replacement of Tar Spraying Signs (TDT 2002/14)
48. Replacement of Traffic Controller Ahead Symbolic Signs (TDT 2002/13)
49. Rest Area Best Practice Design Guide
50. Restricted Parking Areas (Version 2.0)

Deals with the design of road geometry, drainage
and roadside furniture associated with roads in
NSW

51. Road Environment Safety: A Practitioner's Reference Guide To Safer Roads
52. Roundabouts - Geometric Design Method (Version 1.0)
53. Roundabouts – Pavement Marking (Version 1.0)
54. Route Standards, South West Region, Version 1.0 November 2004
55. Route Standards for Western Region State Road Network (January 2003)
56. RTA Contaminated Land Management Guideline Version 1 (2005)
57. RTA Environmental Noise Management Manual, 2001
58. RTA Erosion and Sedimentation Risk Assessment Procedure (2009)
59. RTA Model Drawings
60. RTA Noise Wall Design Guideline (2007)
61. Safety in Sydney's Major Road Tunnels
62. Safety Zone Signs (TD 99/31)
63. School Zones
64. Shared Paths – User Advisory Signs (TDT 2001/07a)
65. Shared Zone Signs (TD 2000/06)
66. Signposting of Educational Institutions
67. Signposting for Hospitals (TD 92/47 + TS90/3)

68. Signposting of Regional Shopping Centre (TDT 2002/02)
69. Signposting for temporary rural closures (TDT 2006/05)
70. Signposting Of Rest Areas, Driver Reviver Sites And Other Rest Stops
71. Signs and Markings for Transit Lanes (TD 99/5)
72. Signs for Prohibitions, Designated Paths and Control of Downhill Speed (TD 99/33)
73. Stopping and Parking Restrictions at Intersections and Crossings (TDT 2002/12)
74. Temporary roadwork speed zones (TDT 2006/04)
75. Toll Charge Signs (TDT 2005/06)
76. Towards Guidelines for Retail Centres along Traffic Routes
77. Traffic Control at Work Sites (Version 3.1)
78. Traffic Separation using Road Marking Materials (TD 2000/4)
79. Traffic Signal Practice – Design (Comprises 16 separate Sections +4 Appendices)
80. Traffic Signal Design (16 Sections + 5 Appendices)
81. Transport Interchange Signposting (TDT 2005/07)
82. Truck Lanes (TD 2000/5)
83. Use of Austroads and Australian Standards Documents (TDT 2009/01)
84. Use of fluorescent material for road signs (TDT 2007/01)
85. Use of Freeway Signs (TD 2000/2)
86. Use of Keep Left Unless Overtaking Signs (TD 2000/3)
87. Use of Portable Variable Message Signs with Radar Speed Indicators (TDT 2008/01)
88. Use of Traffic Management Equipment on Multi-function poles (TDT 2008/03)
89. U-Turns at Signalised Intersections (TD 99/23)
90. Vehicle Path Computer Program (TD 92/24)
91. Zig Zag Advanced Pavement Markings at Marked Foot crossings (TD 92/43)
92. GIPSICAM – Provision of State Road image to councils
93. Use of Geocentric Datum of Australia (GDA)
94. Management of RTA plans and drawings
95. Project handover: Considering asset management implications during the project life cycle (RNIM-POL-101)
96. Infrastructure Maintenance forward program (IM-POL-102)
97. Sub network ranking of roads for infrastructure asset management (IM-POL-104)
98. Business rules for the development and management of the slope stability remediation program
99. Business rules for program budgeting
100. Business rules for program development
101. Business rules for project selection in the infrastructure maintenance program

102. Location and Placement of Variable Message Signs (VMS)(TDT 2005/02)
103. Safety Barrier Assessment Submission Information Pack
104. Safety Barrier Product Information template
105. Culvert Management Framework (PN211)
106. Permanent safety barrier products accepted for use on the Classified Road Network
107. Temporary safety barrier products accepted for use on the Classified Road Network

AGREEMENTS WITH PUBLIC UTILITIES/STATE GOVERNMENTS

1. Local Government Road Safety Officer Funding Agreement
2. Local Government Road Safety Program Project Funding Guidelines 2007
3. Memorandum of Understanding: - Local Government Road Safety Program
4. Murray River Incident Response Plan Manual
5. Agreement for Block Grant Assistance to Council for Regional Roads
6. 2002-2004 Local Government Road Safety Program Strategic Plan
7. Memorandum of understanding between Sydney Water Corporation and RTA, Parts A & B
8. Road Maintenance Council Contract – Guidelines
9. Memorandum of Understanding between RTA and DECC for Kosciuszko National Park MR677 and MR286.
10. Memorandum of Understanding between Department of Defence and RTA for Kings Highway Upgrade and Safety Works Package Queanbeyan to Bungedore

FIELD OPERATIONS

1. Answering 132 710 Traffic Information Calls (TMC-SOP-509004)
2. A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) (Version 1.3)
3. Barton Highway Incident Response Plan Manual
4. Clearway Towing – Owner/Driver Enquiries (TMC-SOP-5020110)
5. Clearway Towing – Vehicle Events (TMC-SOP-502010)
6. Communicating Major Incident Information to Stakeholders (TMC-SOP 402021)
7. Delegation to Chairpersons of Regional Traffic Committees – Appeals to Regional Traffic Committees
8. Delegation to Councils – Regulation of Traffic (February 2009)
9. Deploying portable generators to designated blacked-out intersections (TMC-SOP 502039)
10. Displaying manual messages on Variable Message Signs (VMS) (TMC-SOP-502027)
11. Electronic lane changing on the Sydney Harbour Bridge (TMC-SOP-502040)
12. Guide to Traffic Generating Developments (December 2002)
13. Hume Highway Incident Response Plan Manual
14. Interim Guidelines For The Placement Of Building Waste Containers

15. Issuing a Road Occupancy Licence (TMC-SOP-502016)
16. Issuing a SHB Road Occupancy Licence (TMC-SOP 502017)
17. Issuing a Speed Zone Authorisation (TMC-POL-502022)
18. Management of Illuminated Street Name & Advertising Sign Proposals (Version 1.1) (TMP 99/3)
19. Murray River Crossings, Incident Response Sub Plan of the Murray District, DISPLAN
20. Policy for communication for the traffic management of incidents (TMC-POL-409001)
21. Policy for development of Transport Business Continuity Plans (TMC-POL-406002)
22. Policy for removing vehicles from roads and road related areas (TMC-POL-402005)
23. Removal, relocation and disposal of vehicles that are abandoned, unattended, broken down or seized by the police RNIM –POL-810
24. Policy For Road Safety Audits Of Construction & Reconstruction Projects
25. Policy for using RTA traffic management CCTV cameras (TMC-POL-402002)
26. Policy for using variable speed limit signs (TMC-POL-402011)
27. Policy on answering calls in the Transport Operations Room (TMC-POL-402007)
28. RailCorp/CityRail Shutdowns (TMC-SOP 502009)
29. Renumbering of Traffic Controller Ahead (Symbolic) sign (TDT 2009/05)
30. Reporting Potholes (TMC-SOP-502012)
31. Reporting Traffic Sign Faults (Traffic Signs) (TMC-SOP-502013)
32. Reporting Traffic Signal Faults (Traffic Signals)(TMC-SOP-502014)
33. Removal of live and dead animals from State roads (TMC-POL-402014)
34. RTA Bicycle Policy for Grates (TMP00/1)
35. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
36. RTA Stockpile Site Management Procedures, 2005
37. SCATS and Sydney Light rail operations (TMC-SOP-507012)
38. Schedule of Nominated Train Stations (Version 1.2)
39. The Asset Life Cycle Management System
40. Traffic Commanders Role in Traffic Management of Planned Incidents (TMC-POL-403002)
41. Traffic Commanders Role in Traffic Management of Unplanned Incidents (TMC-POL-403001)
42. Traffic Emergency Patrol roles in the traffic management of unplanned incidents(TMC-POL-403008)
43. Traffic Facilities Inventory - RTA Policy (TDT 2003/04)
44. Traffic Management Incidents Plans
45. Traffic Management of Unplanned Incidents (TMC-POL-402015)
46. Use of Class 1 Retro reflective Sheeting on Roadworks Signs (TDT 2004/01a)
47. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)

48. Use of Variable Message Signs (VMS) (TDT 2002/11)
49. Upgrading the Pacific Highway Access to private property for investigation of road project
50. Upgrading the Pacific Highway Environmental Assessment. Part 3A. RTA/Pub.05.215
51. Upgrading the Pacific Highway How is noise addressed. RTA/Pub.05.213.
52. Upgrading the Pacific Highway Meeting environmental needs. RTA/Pub.05.214
53. Upgrading the Pacific Highway Property acquisition. RTA/Pub.05.212
54. Use of Type Approved Illuminated Flashing Arrow Signs (TDT 2009/04)
55. Variable Message Signs (VMS) Standby Messages (TMC-POL-402012)
56. Works Authorisation Deed
57. Policy and Procedure for Contra-Flow Traffic management – F3 Freeway (TMC-POL-402012)
58. NSW Rural Fire Service request for assistance during bushfires (TMC-SOP-502031)
59. Traffic Commander operations (TMC-SOP-503001)
60. School Zone Alert Devices – Fault Reporting (TMC-SOP-502007)
61. Creation of a Road Occupancy Memorandum Of Understanding (TMC-SOP-502021)
62. Traffic Management of Unplanned Incidents (TMC-SOP-502032)
63. RTA Fixed Digital Speed Cameras & Red Light Cameras (TMC-SOP-502043)
64. Road Occupancy Licence Memorandum Of Understanding (TMC-POL-402009)
65. TMC Visitor Groups (TMC-SOP-509001)
66. Providing access to IRIS (TMC-SOP-509002)
67. Issuing a Filming Road Occupancy Licence (TMC-SOP-502018)
68. Issuing a F3 Road Occupancy Licence (TMC-SOP-502020)
69. Policy for turning off the priority component of PTIPS (TMC-POL-402004)

ROAD SAFETY

1. Accident Reduction Guide
2. Action for Bikes – Bikeplan 2010
3. A Guide For The Measurement & Interpretation Of Skid Resistance Using SCRIM
4. A guide to the correct installation & use of seat belts and child restraints
5. A Practical Guide to Addressing Road Safety Issues Around Schools
6. Children’s Crossings: A Guide to Promoting Correct Use (TDT 2002/07)
7. Children’s Crossings – RTA Policy (TMP 01/1)
8. Compliance and enforcement – chain of responsibility
9. Compliance and enforcement – consignor/receiver
10. Compliance and enforcement – container weight declarations
11. Compliance and enforcement – container weight declarations – drivers

12. Compliance and enforcement – drivers
13. Compliance and enforcement – general information
14. Compliance and enforcement – heavy vehicle dimensions
15. Compliance and enforcement – heavy vehicle mass
16. Compliance and enforcement – loader/packer
17. Compliance and enforcement - NSW
18. Compliance and enforcement – operator/manager/scheduler
19. Concessional Mass Limits
20. Drink Drive: Problem Definition and Countermeasure Summary
21. Driver Fatigue: Problems Definition and Countermeasure Summary
22. Easy Audit - A Computer System For Road Safety Audits
23. Fatal Roadside Object Study
24. Fixed Digital Speed Cameras: Manual for Site Selection and Preparation
25. Guidelines for Driving Emergency Vehicles (TMC-POL-403007)
26. Guidelines for Implementing the 50km/h Urban Speed Limit
27. Higher Mass Limits in NSW – Information for Local Governments
28. How to Prepare a Pedestrian Access and Mobility Plan. An Easy Three Stage Guide
29. Management Of Skid Resistance Data Using SCRIM
30. Mobile crane towing a trailer
31. Motorcycle Safety: Issues and Countermeasures
32. NSW Bicycle Guidelines (Version 1.2)
33. NSW Guidelines for Bicycle Road Races
34. NSW Speed Zoning Guidelines
35. Pacific Highway Safety Review
36. Pedestrian Safety: Problem Definition and Countermeasure Summary
37. Planning Guidelines for Walking and Cycling (TDT 2005/01)
38. Princes Highway Safety Review
39. Procedure To Target Runoff Road To The Left On A Right Hand Curve Crashes On Undivided High Speed Rural Roads
40. Principle of Effective Community-Based Safe Driving Programs for Novice Drivers and Passengers
41. Road Safety Benefit-Cost Analysis: Materials For Program Submissions
42. Road Safety 2010 - a framework for saving 2000 lives by the year 2010 in New South Wales
43. Roadside Services in Remote Areas (TMP 99/7)
44. Road User Behaviour Study – Community Attitude Survey Report
45. Road User Behaviour Study – Crash Data Analysis Report

46. Road User Behaviour Study – Public Education and Mass Media Report
47. Road User Behaviour Study – Road Safety Enforcement and Deterrence Strategies Report
48. Road Trains
49. Road User Behaviour Study - Summary Report
50. RTA Bicycle Policy for Grates (TMP00/1)
51. RTA Bicycle Policy for Maintenance Work (TMP 99/4)
52. Rural Road Crash Rates By Road Stereotypes
53. Safe Driving Policy (RTA)
54. Safety Barrier Terminal - MELT
55. Safety Restraint Fitting Manual
56. School Crossing Supervisors – Administration
57. School Crossing Supervisors – Training
58. School Zones
59. Sharing The Main Street: A Practitioner's Guide
60. Single Steer axle mass limit increase to 6.5 tonnes.
61. Significant Roadside Environment Area Signs (TMP 99/6)
62. Signposting of Educational Institutions (TDT 2002/03)
63. Snow and Ice Conditions Reporting (TMC-SOP-509006)
64. Speed Issues and Countermeasure Summary
65. Speed Problem Definition and Countermeasure Summary
66. The Use Of Crashcam For Crash Analysis And Investigation
67. Tidal Flow Inspections (TMC-SOP-502006)
68. Travelling on the Pacific Highway- Take a Break RTA/Pub.00.023
69. Use of Pre-formed Traffic Signal Detection Loops (TMP 00/2)
70. Use of Traffic Calming Devices as Pedestrian Crossings (TDT 2001/04)
71. Variable Message Signs (VMS) & Variable Speed Limit Signs (VSLS) Wet Weather Plan (TMC-SOP-506002)
72. Variable Message Signs at new fixed speed camera sites
73. Wire Rope Safety Barrier Crash Test
74. Policy for Variable Message Signs (VMS) at new fixed speed camera sites
75. Uncovering advisory signage at new fixed speed camera sites
76. Warning Letter period for all new fixed speed cameras
77. Newell highway Safety Review
78. Marking informal heavy vehicle stopping areas with Blue Reflectors (TD 2009/RS01)

79. Buying a Used Car
80. HW25 Illawarra Highway Incident Management Plan
81. MR185 Lawrence Hargrave Dr Incident Management Plan
82. MR 95 Picton Rd Incident Management Plan
83. MR177 Appin Rd Incident Management Plan
84. MR581 Springhill Rd Incident Management Plan
85. MR620 Masters Road Incident Management Plan

INTELLIGENT ACCESS PROGRAM

1. Management Review (IAU006)
2. Control of Documents (IAU003)
3. Corrective and Preventative Action (IAU008)
4. HML Operating Conditions (IAG009-01)
5. Quads Operating conditions (IAU009-02)
6. Triples Operating conditions (IAU009-03)
7. IAP New Applications (IAU010)
8. IAP Cursory Checks (IAU011)
9. IAP Route Assessing (IAU012)
10. Requesting Route Approval from Road Owners (IAU013)
11. IAP Quads Process (IAU014)
12. IAP PBS Process (IAU015)
13. Triples Application ((IAU016)
14. Reviewing Route Response (IAU017)
15. Updating Roads in the IIAD (IAU018)
16. IAP Issuing an Interim IAC (IAU019)
17. IAP Issuing Permits (IAU020)
18. Archiving Applications Procedure (IAU021)
19. IAP Cancelling Application Procedure (IAU022)
20. IAP Database Road Synchronisation with SIS (IAU023)
21. IAP Route Confirmation Service (IAU024)
22. IAP Route Maps Review (IAU025)

FREEDOM OF INFORMATION

1. Protecting your privacy -brochure
2. Accessing information from the RTA under NSW Government Information (Public Access) or Privacy legislation - brochure
3. Government Information (Public Access) Policy (PN 069)
4. Contract Reporting Requirements under NSW Government Information (Public Access) 2009 Policy (PN 004)
5. Guidelines for contract reporting requirements under the Government Information (Public Access) 2009 (PN 004G)
6. Protection of Personal Information Policy (PN 055)
7. Guidelines for processing complaints under the Privacy Acts (PN 055G) for PN 055)

SECTION 2 - Statement of Affairs

The Statement of Affairs is available, without charge, from the RTA's website at http://www.rta.nsw.gov.au/aboutus/statement_of_affairs.html

SECTION 3 - Contact Arrangements

Requests for RTA records, information or documents under the GIPA or Privacy Act should be applied for by:

1. Completing an RTA Request for Access form. This form is available at all RTA offices and on the RTA website at www.rta.nsw.gov.au/aboutus/downloads/gipa_form_dl1.html, or you may apply in writing supplying all the details required under the Section 41 of the GIPA Act , Section 14 of the Privacy Act or Section 26 of the Health Privacy Act.
2. Present the form or letter, the appropriate fee and, where necessary, identification, to any RTA office or post it to the address on the form. Details of procedures, fees, and reductions in certain cases, can be obtained from the GIPA and Privacy brochures, including the 'Accessing information from the RTA under NSW Government Information (Public Access) or Privacy legislation' brochure, available at RTA offices or on the RTA website.

There are currently six RTA Regional GIPA/Privacy Liaison Officers in NSW that assist with GIPA applications or enquires. They are located at:

Sydney Region
PO Box 973, Parramatta 2150
27 Argyle Street
Parramatta 2150
DX 28555 Parramatta
Telephone (02) 8849 2325
Facsimile (02) 8849 2760
Monday - Friday 8.30 am - 4.30 pm

Western Region
PO Box 334, Parkes 2870
51 - 55 Currajong Street,
Parkes 2870
DX 20256 Parkes
Telephone (02) 6861 1444
Facsimile (02) 6861 1414
Monday - Friday 8.30 am - 4.30 pm

South West Region
PO Box 484, Wagga Wagga 2650
1 Simmons Street,
Wagga Wagga 2650
DX 5407 Wagga Wagga
Telephone (02) 6938 1105
Facsimile (02) 6938 1183
Monday - Friday 8.30 am - 4.30 pm

Southern Region
PO Box 477, Wollongong East 2520
Level 4, 90 Crown Street
Wollongong 2500
DX 5178 Wollongong
Telephone (02) 4221 2415
Facsimile (02) 4227 3705
Monday - Friday 8.30 am - 4.30 pm

Northern Region
PO Box 576, Grafton 2460
31 Victoria Street,
Grafton 2460
DX 7610 Grafton
Telephone (02) 6640 1327
Facsimile (02) 6640 1301
Monday - Friday 8.30 am - 4.30 pm

Hunter Region
Locked Bag 30, Newcastle 2300
59 Darby Street,
Newcastle 2300
DX 7813 Newcastle
Telephone (02) 4924 0203
Facsimile (02) 4929 7107
Monday - Friday 8.30 am - 4.30 pm

Your local office can advise you which RTA GIPA & Privacy Liaison Officer covers a given area or contact one of the following:

The General Manager, Government Information and Privacy Branch
Locked Bag 928 NSW 2059
Level 9, 101 Miller Street, North Sydney 2060
DX 10516 Sydney
Telephone (02) 8588 4980
Facsimile (02) 8588 4109
Monday - Friday 8.30 am - 4.30 pm.
Email: gipa@rta.nsw.gov.au
Email: foi@rta.nsw.gov.au
Email: privacy@rta.nsw.gov.au

Note: Copies of the RTA's Summary of Affairs and any requested policy documents listed above have been forwarded to the:

State Library of NSW
Library of the Parliament of NSW
National Library of Australia
Information and Research Service, Department of Premier and Cabinet
Fisher Library, University of Sydney and
Ward Library, University of Western Sydney

Anne King
Acting Chief Executive