



Australian Government

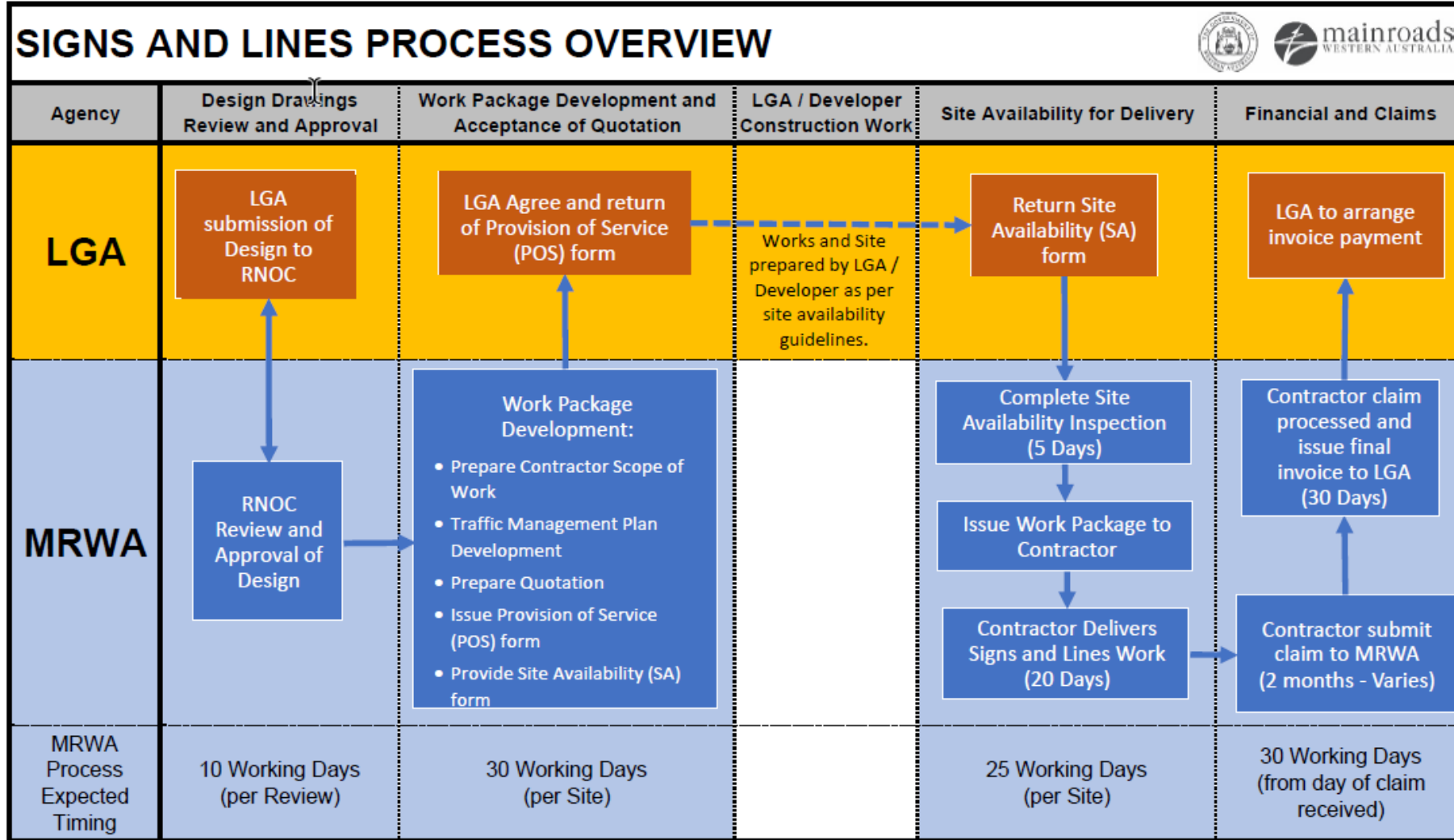


**BUILDING OUR FUTURE**

# Signs and Lines Process Overview

Metropolitan Region

Oct 2021



**NOTE:**

- 1) For Standard signs and lines works only.
- 2) Does not include time to liaise with PTA for work within rail reserves.

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- Following steps apply:
- Step 1 - RNOC approve submitted LGA plans, these are then forwarded with a Works Package Request to the Metropolitan Line and Pavement Marking team to compile.
- Step 2 - Work Package compiled by Metro Region. This consists of many disciplines such as:
  - Preparing Scope of Works
  - Developing and gaining approval of a site specific TMP
  - Preparing quotation from approved line marking contractors
  - Completion of the Provision of Service (POS)
- Step 2 cont' - This is all packaged and the following documentation emailed to the LGA:
  - Completed Provision of Service (POS) form and Quotation – to be accepted by LGA  
(The POS form must be returned to MRWA)
  - A blank Site Availability (SA) form – to be completed by LGA
  - A copy of the [Spotting for Longitudinal Line Marking Guideline](https://www.mainroads.wa.gov.au/technical-commercial/technical-library/surveying-and-geospatial-services/engineering-surveys-guidelines/spotting-for-longitudinal-line-marking-guideline/) is provided to LGA to ensure it comply with MRWA Spotting requirement prior to the delivery of the work. This guideline is also available on Main Roads WA website. See below link.  
<https://www.mainroads.wa.gov.au/technical-commercial/technical-library/surveying-and-geospatial-services/engineering-surveys-guidelines/spotting-for-longitudinal-line-marking-guideline/>

- Step 3 - When all forms have been returned to the appropriate parties, LGA or developer carry out their works.
- Step 4 - Construction works now completed and Site Availability form returned:
  - Site inspection undertaken within 5 days of receiving form. MRWA have a dedicated officer undertaking this role.
  - Work package is issued to the line marking contractor once Site Availability (SA) form has been given the green light.
  - Line marking contractor has 20 days to deliver the works.
- Step 5 – Financial Claims
  - Contractor submits their claim for works to MRWA. This can take 2 months or more.
  - Contractor claim is then processed and then invoice raised to the respected LGA for final payment.

### NOTIFICATION OF SITE AVAILABILITY FOR SIGNING AND PAVEMENT MARKING WORKS

Site must be constructed and this form completed, signed and returned to:

MNC Project Manager - Signs and Lines  
Email: [mncmcw@mainroads.wa.gov.au](mailto:mncmcw@mainroads.wa.gov.au)

Please be advised that works may take up to 20 days for completion following confirmation of site availability.

Location:

File No(s):

Drawing No(s):

Minor Capital Works No:

#### Site Requirements

Please note the responsible party(s) in control of the site must maintain the site in a safe condition for all road users until permanent signing and pavement marking are installed.

Please tick.

- Construction of the road layout has been completed in accordance with the design.
- Redundant pavement markings have been removed.
- Redundant signs have been removed and are on site in a safe location for collection by a MainRoads DM Roads MNC contractor.
- Spotting for proposed pavement marking has been completed in accordance with the approved drawing and Main Roads Western Australia guidelines.
- Site is fully accessible to Line Marking and Sign Crews
- Site is clean with no loose sand etc.

Note: If the site has an issue with loose debris, please provide a contact for sweeping to be arranged 48-72 hrs before site attendance.

Comments

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#### Site Supervisor Contact Details

Company \_\_\_\_\_

Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

- Main Roads WA is committed to working with Metro Local Governments to improve the timeliness of installation of Signs and Line marking on the road network.
- Information on [Spotting for Longitudinal Line Marking Guideline](#) is sent with all packages including
  - A copy of Longitudinal and Transverse lines and
  - Pattern lane marking information for locating overtaking lanes.