



# TRAFFIC MANAGEMENT FOR EVENTS CODE OF PRACTICE



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## **Code of Practice**

**July 2007**



### AMENDMENT / REVISION STATUS RECORD

<b>Date</b>	<b>Section/ Page</b>	<b>Amendment / Revision Description</b>
July 2007	Section 10.2 and Table 3	Updated to include details of implemented Event Traffic Controller training and accreditation.
July 2007	Section 10.2	Statement that 'an exception to this restriction applies to event warning signs, only', added to second paragraph.
July 2007	Appendix 2	Instrument of Authorisation amended.

## **Preface**

This document was endorsed by the Traffic Management for Events Advisory Group on 24 May 2006 and subsequently approved by Main Roads Western Australia's Executive Director Road Network Services on 17 July 2006. The Advisory Group consists of members from:

- Main Roads WA including metropolitan and regional representatives
- Western Australia Police
- Local Government metropolitan and country representatives
- Institute of Public Works Engineering Australia (WA Division)
- Western Australian Local Government Association
- Department of Sport and Recreation
- Traffic Management Association of WA
- WA Sports Federation
- WA Cycling and other cycling and sporting organisations
- Community Event Organisations

An Events Legislation Review Sub Committee comprising members from Main Roads WA, Western Australia Police, Department for Planning and Infrastructure, Institute of Public Works Engineering Australia and the City of Perth has provided specialist advice in regard to the various legislative and regulatory content of this document.

Amendments to this document may be made from time to time reflecting the changes in technology, standards or legislation as well as feedback from those involved in event management and organisation, subject to endorsement by the advisory group. Users of this document are warned to make sure that they are using the current document which is available on Main Roads' website at [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) Go to 'Traffic' > 'Events'.

## **Foreword**

Western Australia's vast road network provides the opportunity for organisations and community groups to stage events on roads for the benefit of the public at large. Such events need to be managed in a way that ensures safety for all involved, and minimises disruptions to the normal daily usage and function of our road network.

Events that do not occur on roads but impact on the safety and efficiency of the surrounding road network also need to be taken into account.

I have authority under Regulation 297 of the Road Traffic Code 2000 to erect, establish or display, alter or take down any road sign or traffic control signal. With this authority, and in conjunction with statutes and regulations pertaining to the management and control of events by other state and local government authorities, comes a duty of care to facilitate the safe and appropriate use of road signs and devices. The requirements set out in this document have been developed in recognition of this statutory obligation.

The requirements promote safe and consistent traffic management practice in accordance with legal obligations and applicable state and national standards. They require general compliance with the Australian Standard 1742 Part 3, 2002 and provide details of additional needs in respect to meeting Western Australian requirements. The information also outlines the training and accreditation requirements for persons responsible for designing traffic management schemes, and for directly managing and controlling traffic and people at events.

This document has been prepared following extensive consultation with a number of stakeholders including the Western Australia Police, Local Government, and professional and volunteer event organisers and participant groups.

There are similarities in the management and control of road users at roadworks sites, and much of the contents of this document are aligned to the 'Traffic Management for Works on Roads Code of Practice' in terms of the underpinning practical requirements for the safe and effective management of traffic under temporary traffic arrangements. Those familiar with the 'Traffic Management for Works on Roads Code of Practice' will appreciate the obvious similarities as well as the distinct differences between the management of events and the management of works on roads.

All organisations and individuals associated with event management on or near roads are encouraged to become familiar with the requirements of this document and to apply them with due consideration to all social, environmental, operational and legal implications. This will ensure that events can take place in the safest and most efficient manner possible for the enjoyment and/or satisfaction of all involved.

Menno Henneveld  
COMMISSIONER OF MAIN ROADS

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## 1. INTRODUCTION

Main Roads Western Australia is the authority responsible for road signs on all public roads. This Code describes Main Roads' traffic management requirements for events that impact on normal usage or the operation of the road.

Organised events that impact on the safe and efficient use of our roads by motorists, cyclists and pedestrians, including emergency services, can create potential hazards and delays that can give rise to injury or damage resulting in loss, litigation or prosecution if reasonable care is not taken by event organisers to protect both road users and those involved in the events.

The management of events that impact on roads requires consideration of all road user needs and obligations, and attention should not focus just on the management of vehicular traffic through, past or around the site of the event. This Code of Practice describes requirements for managing traffic at or near events.

The requirements for traffic management for works on roads as described in AS 1742.3 – 2002 can in many cases be similarly applied to traffic management at events. However, there are obvious differences in the nature of the activities taking place that need to be brought to the attention of road users. For this document, these differences have been addressed through the development of a new series of temporary 'event' signs and through the description of specific guidelines for the control and guidance of road users.

Unless otherwise specified by a requirement in this Code, for any conflict identified between this Code and AS 1742.3 – 2002, the Code shall take precedence. The underlying principles of this Code are to;

- Ensure the safety of all road users including event participants and event organisers;
- Minimise the disruption and inconvenience to all road users resulting from events, and;
- Establish uniform procedures for traffic management at events that can be easily recognised and understood by road users.

The prescribed practices are the minimum requirements on which the Traffic Management Plans for all Western Australian roads shall be based. Main Roads WA recognises that situations sometimes arise where application of these requirements is not appropriate and that variation to these requirements will be necessary. When it becomes apparent that deviation is necessary from the requirements of this Code, persons managing the event should carefully consider all possible options, using common sense and judgment based on "risk management" principles. Further, they shall ensure that their actions are consistent with all relevant legislation and regulations.

## 2. DEFINITIONS

**AS:** Acronym for Australian Standard

**AS/NZS:** Acronym for Australian/New Zealand Standard

**Authorised Body:** Being the same definition as that in Regulation 3 of the Road Traffic Code 2000 - means a government department, government instrumentality, statutory authority, local government or a body authorised by the Commissioner of Main Roads for the

purposes of Regulation 297(2) of the Road Traffic Code 2000

- Authorised Person:** Being the same definition as that in Regulation 3 of the Road Traffic Code 2000 - means a person authorised under Regulation 271 of the Road Traffic Code 2000. (Relates also to Regulation 272.)
- Carriageway:** Section of the road devoted particularly to the use of vehicles, that is between the guideposts, kerbs or barriers where these are provided, inclusive of shoulders and auxiliary lanes
- Contraflow:** Traffic flow in a direction opposite to the normal flow
- Controlled Access Highway:** A highway (or section of a highway) which has been declared by proclamation to be subject to control of access and can be entered or departed from at specified places only
- District Distributor Road:** As per Metropolitan Functional Road Hierarchy (FRH) classifications (refer to Main Roads website - Go to [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)). Also applies to roads outside the Metropolitan Area having the same Functional Types and Criteria specified in the FRH for 'District Distributor' roads.
- Duty of Care:** The legal duty on the part of all employers, employees and others including contractors and consultants who have an influence on the potential hazards in a work site, which requires them to take reasonable care to protect the health and safety of others at the work site including road users who may be at a foreseeable risk of harm
- Emergency:** A situation where a life threatening risk exists and the consequences of not taking action are judged to be worse than if action is taken.
- Event:** For the purposes of this Code, any organised activity subject to an approval by the Commissioner of Police, including approval made under delegation, pursuant to the Road Traffic Act 1974 Part VA and/or Section 83, or the Public Order in Streets Act 1984, and includes the following:
- A race meeting for athletes
  - Race, rally or reliability trial for vehicles
  - Speed test
  - Sporting, recreational, social, fundraising or artistic event
  - Political, religious, cultural, or commemorative parade or rally.
- Event Marshal:** A person under the instruction of the Event Organiser or a police officer, primarily engaged to guide and assist persons participating in, and/or attending, an event.
- Event Organiser:** The individual person whose name principally appears on the relevant application form as the 'applicant', 'nominee' or similar.
- Events Traffic Controller:** A person that has been trained and accredited to control the movement of traffic and other road users within, or in the vicinity of, an event, using a Stop/Slow bat.

<b>Freeway:</b>	Any road or portion of a road within the limits of a 'Start Freeway' road sign and an 'End Freeway' road sign.
<b>High Speed:</b>	Greater than 60 km/h
<b>High Volume:</b>	> 1 500 vpd
<b>Instrument of Authorisation:</b>	A legal instrument through which the Commissioner of Main Roads, under Regulation 297 of the Road Traffic Code 2000, formally delegates to an Authorised Body the authority to erect, establish or display and alter or take down any road sign or traffic control signal for the purpose and duration of any event subject to conditions set out in the instrument. In order to take effect, the instrument must be executed by the Commissioner and the body the subject of the instrument.
<b>Level of Service:</b>	(a) An index of the operational performance of traffic on a given traffic lane, carriageway or road when accommodating various traffic volumes under different combinations of operating conditions (b) Quality of services provided by a facility under a given set of operating conditions
<b>Local Road:</b>	A road that is a managed asset of a local government authority and primarily used for access to abutting properties
<b>Low Speed:</b>	60 km/h or less
<b>Low Volume:</b>	1 500 vpd or less
<b>Operating Speed:</b>	85%th percentile speed, exclusive of stops, at which individual drivers travel on a given section of road under the prevailing traffic conditions
<b>Primary Road:</b>	As per Metropolitan Functional Road Hierarchy (FRH) classifications (refer to Main Roads website - Go to <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> ). Also applies to roads outside the Metropolitan Area having the same Functional Types and Criteria specified in the FRH for 'Primary' roads.
<b>Road:</b>	For the purpose of this Code has the same meaning as that defined in Main Roads Act
<b>Road Reserve:</b>	For the purpose of this Code includes the land set aside, gazetted under an enactment or commonly used by the public as a road and all verges, traffic islands, median strips and other provisions associated therein for the conveyance or travel persons but does not include private tenements or freehold land.
<b>Shall:</b>	Indicates that a statement is mandatory.
<b>Should:</b>	Indicates a recommendation.
<b>Speed Zone:</b>	A length of road subject to legally enforceable speed limits
<b>State Road:</b>	A Freeway, Controlled Access Highway, state or National Highway, Main Road or other road under the care and control of

Main Roads Western Australia, duly proclaimed and declared under the Main Roads Act 1930.

**Traffic Control Device:** Any sign, signal, pavement marking or other installation placed or erected by a public authority or official body, having the necessary jurisdiction, for the purpose of regulating, warning or guiding traffic.

**Traffic Control Diagram:** Detailed drawings depicting the layout and type of traffic control devices to be used for all situations likely to be encountered during the event.

**Traffic Controller:** A person that has been trained and accredited to control the movement of traffic and other road users at a worksite or at an event, using a Stop/Slow bat.

**Traffic Management Plan:** A document containing Traffic Control Diagrams and documentation of project or event details in regard to traffic management at a work site or at an event. The documentation of project or event details includes, inter alia, responsible personnel, proposed timing of the works/event, approvals that have been gained, traffic volume/type details, documentation of risk management and special provisions for specific road user types.

**Vpd:** Acronym for 'vehicles per day'.

### 3. SCOPE

The Code applies to all planned events that may have a direct or indirect impact on road users within the road reserves of all State and Local Government roads in Western Australia. Definitions of terms such as "event" and "road reserve" are provided in Section 2.

Events that impact on roads that are open to the public but are not State or Local Government roads, e.g. those roads in port areas, conservation area roads, etc, are not specifically within the scope of this document. However, it is recommended that event organisers conform with the general guidelines of this Code in conjunction with compliance with the requirements of the authority responsible for the road impacted upon by the event.

### 4. EVENT CATEGORIES

#### 4.1 On-Road Events

There are particular legal frameworks within which roads are closed and/or traffic is controlled at events. It is necessary that events be categorised in order that the different processes for approval and determination of traffic Management requirements under this Code of Practice can take place in compliance with the appropriate legal processes.

Table 1 describes six categories of events for which likely features and examples have been shown to assist with category identification. Generally, Categories 1 to 4 are those that require the full closure of the road to normal traffic operations at the location of the event, while Category 5 and 6 events do not require such a formal road closure but are subject to other legal controls on traffic movements.

Category	Description	Features	Examples
1	An event which involves large public participation	<ul style="list-style-type: none"> <li>• Involves full road closures at the location of the event.</li> <li>• May involve full and partial road closures for traffic management purposes in the vicinity of the event.</li> <li>• Likely to impact on roads under the control of both Main Roads Western Australia and Local Governments.</li> <li>• Likely to require extensive control of traffic and/or adjustments to regulatory signing and traffic signal controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Australia Day fireworks</li> <li>• Perth Anzac Day march</li> <li>• Channel Seven Christmas Pageant</li> <li>• City to Surf Fun Run</li> <li>• Rally Australia</li> <li>• Blues at Bridgetown</li> </ul>
2	An event which involves the racing of motor vehicles and does not involve large public participation	<ul style="list-style-type: none"> <li>• Involves full road closures at the location of the event.</li> <li>• Requires temporary suspension of traffic regulations.</li> <li>• Impacts on roads predominantly under the control of Local Governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Classic, Round the Houses</li> <li>• York Flying 50, Round the Houses</li> <li>• Mount Ommanney Hill Climb, Northam</li> </ul>
3	An event which involves the racing of non-motorized vehicles, an athletic event or any other event, other than a locality or street event, which does not involve large public participation	<ul style="list-style-type: none"> <li>• Involves full road closures at the location of the event.</li> <li>• May involve full and partial road closures for traffic management purposes in the vicinity of the event.</li> <li>• Likely to impact on roads under the control of both Main Roads Western Australia and Local Governments.</li> <li>• May require temporary suspension of traffic regulations.</li> <li>• Likely to require control of traffic and/or adjustments to regulatory signing and traffic signal controls.</li> </ul>	<ul style="list-style-type: none"> <li>• State Criterium Cycling Titles</li> <li>• Cycle club circuit races and time trials.</li> <li>• Busselton Half Ironman</li> <li>• National Triathlon Series</li> </ul>
4	A locality or street event which does not fall within categories 1, 2 or 3	<ul style="list-style-type: none"> <li>• Involves full road closures at the location of the event.</li> <li>• Impacts on roads under the control of Local Governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Neighbourhood street party</li> <li>• Community market day</li> </ul>
5	A public meeting that impacts on a road, or a procession comprising three or more persons	<ul style="list-style-type: none"> <li>• Involves traffic control coordinated by Police.</li> <li>• Involves escort by Police or pilot vehicles.</li> <li>• Impacts on roads predominantly under the control of Local Governments.</li> </ul>	<ul style="list-style-type: none"> <li>• Political, religious, cultural or commemorative parade or rally</li> <li>• Bikers Annual Charity Ride</li> </ul>
6	Specifically an on-road race meeting or speed test that does not require road closure	<ul style="list-style-type: none"> <li>• Requires temporary suspension of traffic regulations.</li> <li>• May involve partial road closures for traffic management purposes in the vicinity of the event.</li> <li>• Likely to impact on roads under the control of both Main Roads Western Australia and Local Governments.</li> <li>• Likely to require control of traffic and/or adjustments to regulatory signing and traffic signal controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Community fun runs</li> <li>• Cycle club on-road circuit races and time trials</li> <li>• Summer Triathlon Series</li> </ul>

**Table 1 – Categories of Events**

## **4.2 Off-Road Events**

Events conducted off-road, i.e. at their own venues, do not always directly impact on traffic and have therefore not been identified as a specific event category in Table 1. However, approvals for such events by the relevant authorities should always include an assessment of any likely adverse traffic impacts on adjacent roads, which should be addressed by traffic management arrangements similar to this Code of Practice.

Approving authorities should be particularly mindful that major road activities may be scheduled to occur on the surrounding road network at the same time as the event, e.g. tunnel closures for maintenance purposes, road detours for roadworks etc, and that liaison and coordination with other authorities on traffic management may be required.

## **5. LEGISLATION APPLICABLE TO EVENTS**

### **5.1 General**

There is various legislation that impose statutory requirements on organisers of events in regard to the management of traffic for events. The following sections describe the legislation and statutory requirements imposed on organisers of events.

### **5.2 Road Traffic Act 1974**

#### **5.2.1 Part VA - Events on Roads**

Sections 81A to 81F detail statutory requirements for events on roads including race meetings, but excludes meetings or processions covered under the Public Order in Streets Act 1984. In particular, Section 81B requires organisers of events that require roads or parts of roads to be closed to submit an application to the Police and not proceed with the event until the Police have approved the event by issuing an Order as defined in Section 81C of the Act.

Section 81C of the Act requires the relevant Local Government Authority, and where applicable the Commissioner of Main Roads, to assent to the proposed Order before the Police formally issue the Order; and Section 81D requires the road closure to be effected by the Local Government Authority erecting such barriers, signs and other equipment as are prescribed.

#### **5.2.2 Section 83 – Temporary Suspension of Written Law**

This section enables the Western Australia Police, under delegation by the Minister for Planning and Infrastructure, to approve subject to any conditions by gazettal, the temporary suspension of road traffic regulations for events involving specifically a race meeting or speed test. The consent of the local government must first be obtained.

Such temporary suspension of laws can apply to an event subject to approval under the Road Traffic (Events on Roads) Regulations, or independently of any other regulations.

### **5.3 Road Traffic (Events on Roads) Regulations 1991**

These regulations are made under Part VA of the Road Traffic Act. The regulations separate events on roads into four categories and specify the circumstances and processes for obtaining an 'Order for a Road Closure' for these four specified categories of events. (Refer to Section 4 for description of event categories.) For Category 4 events, the regulations require the applicant to obtain at least two-thirds of land owners' consent to the event.

The regulations include Schedule 1 – Form 1 to be used by event organisers for making 'Application for an Order for a Road Closure' and Schedule 1 – Form 2 to be used by the WA Police to issue an 'Order for Road Closure'. The application form is required to be signed by the Police, the local government and where applicable, by the Commissioner of Main Roads.

Regulation No. 9 specifically states that the Local Government for the municipality within which the event is to be held is responsible for installing and maintaining the 'ROAD CLOSED' signs, barriers, posts, rails and other devices necessary in order to effect the road closure.

#### **5.4 Road Traffic Code 2000**

These regulations are made under the Road Traffic Act.

##### **5.4.1 Regulation 83 – Hand Held Stop Signs**

Requires a driver to obey a hand-held Stop sign.

##### **5.4.2 Regulation 271 – "Authorised Person" to be Declared**

Allows the Commissioner of Police to declare an 'Authorised Person'.

##### **5.4.3 Regulation 272 – Obedience to Police or Authorised Persons**

Requires pedestrians and drivers to obey the signal or instruction of a Police Officer and, under the circumstances described in sub-regulations (a) to (d) also the signal or instruction of an 'Authorised Person'. *N.B. Action is currently in place seeking amendments to Regulation 272 to include circumstances where an 'Authorised Person' is engaged to control the movement of pedestrians and vehicles at events.*

##### **5.4.4 Regulation 290 – Processions and Public Meetings**

Makes it an offence to conduct a procession or parade, or participate in such, without the written authority of the Commissioner of Police.

##### **5.4.5 Regulation 291 – Temporary Closure of, or Restriction on the Use of Roads**

Provides the Commissioner of Main Roads with the authority to install road signs to close a road or set apart a road for traffic travelling in one direction, or of a particular class, for the more effective control of traffic. The approval of such restrictions must first be authorised by the Minister for Planning and Infrastructure. *N.B. Action is currently in place seeking amendment to Regulation 291 to remove the requirement for Ministerial authorisation where a road is to be closed for not more than 24 hours.*

##### **5.4.6 Regulation 292A – Directions When Road Under Repair Etc.**

Requires a driver that is approaching a portion of road subject to works being done, or a survey being undertaken, to comply with the direction given by an agent, servant or delegate of an 'Authorised Body'. *N.B. Action is currently in place seeking amendment to Regulation 292A so that it also applies to a driver approaching a portion of road subject to an event.*

##### **5.4.7 Regulation 297 – Power to Erect Traffic-Control Signals and Road Signs**

Relates to the power to erect road signs and traffic control signals. *N.B. Action is currently in place seeking amendment to Regulation 297 so that the Commissioner of Main Roads can impose conditions relating to the accreditation of persons who will be displaying the signs in accordance with an instrument of authorisation.*

- Sub Regulation 297(1) - generally gives power to the Commissioner of Main Roads to install, modify or remove any road sign, road marking or traffic control signal.
- Sub Regulation 297(2) allows an 'Authorised Body' to also install, modify or remove such traffic control devices subject to the conditions specified in an 'Instrument of Authorisation'. Authorised bodies are appointed by the Commissioner of Main Roads.
- Sub Regulation 297(8) allows the authorised body to delegate its responsibilities for road signs to its contractors, agents, etc.

#### 5.4.8 Regulations 108, 160, 166, 201 and 274(1)(d)

Relates to various regulations that make it an offence for a driver or a pedestrian to obstruct the passage of drivers or pedestrians on a carriageway, path or driveway.

These regulations are applicable to traffic control, and the limitation of powers of traffic controllers to obstruct drivers and pedestrians.

### 5.5 Public Order in Streets Act 1984

This Act relates to the holding of public meetings and processions in streets. It defines a 'public meeting' as an assembly of three or more persons, held for the purposes of communicating or ascertaining a point-of-view, and members of the public are invited or permitted to attend. A procession is where three or more assembled persons intend to, or are, moving as a body of persons in orderly succession along a common route.

The Act enables the Commissioner of Police to issue a permit for the public meeting or procession including any conditions relating to the part-closure of a street, type of traffic allowed, closure methods, etc.

### 5.6 Public Meetings and Processions Regulations 1984

These regulations are made under the Public Order in Streets Act and contain a schedule for 'Notice Applying for a Permit to Hold a Public Meeting and/or Conduct a Procession'. The schedules require the applicant to, among other things, specify the route to be followed, the extent of occupation of the street, and the places where the procession will halt and remain stationary.

## 6. EVENTS APPLICATIONS AND APPROVALS

### 6.1 General

While this Code deals specifically with the application and approval processes for the management of traffic at events, event organisers need to be aware of the general procedures for making application and gaining approval to conduct an event from the various authorities involved. (Refer also to Appendix 1 showing flowcharts that provide a general overview of the planning, approval and implementation steps for event organisers.)

The Road Traffic (Events on Roads) Regulation No. 7 requires applications for Category 1 to 4 events under the Regulations to be submitted at least within the following time periods prior to the proposed date of the event.

Category 1 - 6 months

Category 2 - 3 months

Category 3 - 1 month

Category 4 - 1 month

These time periods are also applicable to Category 1 to 4 events for this Code.

Minimum time periods for submission of Category 5 and 6 events in this Code are:

Category 5 - 4 days (as per the Public Order in Streets Act 1984)

Category 6 - Nominally six weeks

## **6.2 Planning**

### **6.2.1 Local Government Authorities**

For event organisers, with the exception of Category 5 events, the first point of inquiry about conducting an event on a road should be made by a person 18 years of age or older, to the Local Government responsible for the municipality in which the event is to be located. Category 5 events should initially be discussed with the Police at the local station.

If the event involves a road closure (i.e. it is a Category 1, 2, 3 or 4 event), and subject to any other approval processes under local laws and/or Council's policies for events including the payment of any fees, the Local Government will issue the applicant with a signed 'Application for an Order for a Road Closure'.

For a Category 6 event and where required for other events, the local government's consent signature for the suspension of traffic laws shall be made on the form titled 'Application for Temporary Suspension of the Road Traffic Act/Regulations, Section 83 Road Traffic Act' available from local Police stations and local government offices.

### **6.2.2 Main Roads Western Australia**

Where the event will directly or indirectly impact on a road vested in the Commissioner of Main Roads on a State Road, the applicant shall also seek approval to conduct the event from Main Roads Western Australia. For Category 1, 2 or 3 events, such approval shall be obtained in the form of the Commissioner of Main Roads' signature on the 'Application for an Order for a Road Closure'. For other event categories, approval shall be arranged by contacting Main Roads directly.

For events in the Metropolitan area the initial inquiry or application should be directed to the Traffic Management Officer (Event Coordination), Main Roads Western Australia, PO Box 6202, East Perth WA 6892;

Phone 138 138, Facsimile (08) 9323 4174

Email: [event.coordinator@mainroads.wa.gov.au](mailto:event.coordinator@mainroads.wa.gov.au)

For regional areas, contact should be made with the Customer Services Manager at the relevant Regional Office. Telephone 138 138 or refer to Main Roads' website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) Go to '>'About Us'>'Contact Us'.

### **6.2.3 Western Australia Police**

For a Category 5 event, the applicant shall lodge a 'Notice Applying for a Permit to Hold a Public Meeting and/or Conduct a Procession' at the nearest Police station to where the event is to be held.

#### 6.2.4 Event Organiser

The event organiser shall be responsible for arranging all public liability and other insurances as required in relation to traffic management for the event.

### 6.3 Approvals

#### 6.3.1 Western Australia Police

The duly signed 'Application for an Order for a Road Closure' or 'Application for Temporary Suspension of the Road Traffic Act/Regulations, Section 83 Road Traffic Act' forms, or other written agreements, shall be lodged at the nearest Police station to where the proposed event is to be held.

Also, where the event is a Category 4 event the applicant shall provide written consent from at least two-thirds of the occupiers of land adjacent to the road subject to road closure. For this purpose an 'Occupier's Consent Form for a Street/Locality Event' is incorporated with the road-closure application form.

Subject to approval, for Category 1, 2, 3 or 4 events and the payment of the prescribed fees, the Western Australia Police will issue the applicant with an 'Order for Road Closure' incorporating any conditions of approval. It is a legal requirement that this Order is produced upon request of a police officer, or an officer of the local government or Main Roads Western Australia.

Similarly, for a Category 5 event a 'Permit to Hold a Public Meeting and/or Conduct a Procession' will be issued.

For a Category 6 event, a letter of approval will be issued containing any conditions or limitations that may be imposed in respect to the suspension of traffic regulations.

#### 6.3.2 Main Roads Western Australia

Where a portion of a road is not required to be closed strictly for the purposes of conducting the event, but is to be either fully or partially closed, or set aside for traffic travelling in one direction only, for the purposes of more effectively controlling traffic or pedestrian movements on the approaches or in the vicinity of the event, then approval of the Commissioner of Main Roads is required before road signs can be installed to effect such traffic measures.

Such approvals are to be arranged by the Main Roads personnel indicated in Section 6.2.2 above.

### 6.4 Preparation and Implementation

#### 6.4.1 Event Organiser

The event organiser shall be responsible for arranging and meeting the costs of preparing and implementing Traffic Management Plans for all events.

Arrangements for 'Notification' of the event as described in Section 11 of this Code should normally be incorporated within the Traffic Management Plan. The event organiser shall be responsible for any further notification requirements over and above those specified within the Traffic Management Plan as required in this Code or as may be directed by the Western Australia Police, Main Roads Western Australia or the Local Government.

The Event Organiser shall deal with any public liability claims made in respect to the

traffic management arrangements for the event.

#### 6.4.2 Local Government Authorities

Road closures on local government roads for Category 1, 2, and 3 events, and Category 6 events involving control of traffic and/or adjustments to regulatory signing and traffic signal controls, will generally require a Traffic Management Plan to be prepared and approved for implementation by the relevant Local Government where such an authority is an 'Authorised Body'. The Traffic Management Plan should include the traffic control devices to be used to physically effect the road closure including 'ROAD CLOSED' signs and associated barricades. Where the Local Government is not an Authorised Body, the implementation of the traffic control devices associated with a Traffic Management Plan requires the approval of the Commissioner of Main Roads.

For Category 4 events, only the 'ROAD CLOSED' signs and associated barricades would normally be required, although traffic management or detour plans may be required at the discretion of the Local Government. The Local Government is responsible for arranging the installation of the 'ROAD CLOSED' signs and associated barricades.

#### 6.4.3 Main Roads Western Australia

Road closures for events on State roads will generally require a Traffic Management Plan to be prepared and approved for implementation by the Commissioner of Main Roads or his authorised delegate. Arrangements for implementing the Traffic Management Plan shall be discussed with the Main Roads personnel indicated in Section 6.2.2 above.

#### 6.4.4 Western Australia Police

Traffic management for Category 5 events is normally conducted directly by the Police utilising leading and trailing police escort vehicles with flashing warning lights. However in some circumstances it will be necessary to seek assistance of the Local Government and/or Main Roads Western Australia for any special traffic management arrangements that may be required.

## **7. TRAFFIC MANAGEMENT PLANS – PREPARATION AND MANAGEMENT**

### **7.1 General**

Any party responsible for organising an event that involves traffic management on a road shall ensure that a Traffic Management Plan is prepared that adequately provides for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users. Traffic Management Plans shall be prepared by a person holding current Advanced Worksite Traffic Management accreditation. (See Section 10 - Accreditation Requirements for Traffic Management Personnel.)

Traffic Management Plans shall be signed by the person that prepared them, along with his/her name in block print, Advanced Worksite Traffic Management certificate number and the date of endorsement of the plan. In addition, the person preparing a Traffic Management Plan shall also include a statement on the plan confirming that a site visit was undertaken prior to preparing the plan.

Comprehensive guidelines on the preparation of Traffic Management Plans are available on Main Roads' website at [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) Go to Traffic' > 'Roadworks' > 'Traffic Management'.

## 7.2 Generic Traffic Management Plans

The amount of details and information to be provided in a Traffic Management Plan can vary depending on the nature and complexity of the traffic management arrangements. Appendix 4 shows a selection of generic Traffic Management Plans for a number of typical traffic arrangements likely to be required for traffic control on low-speed, low-volume roads. These plans consist of a Traffic Control Diagram suitably annotated with specific 'Conditions of Use'. They are appropriate for typically Category 2, 3 and 6 events having low impact on traffic and pedestrian activity.

The initial selection of the appropriate plan to be implemented shall be made only by a person holding a Worksite Traffic Management accreditation (refer Section 10), but its ongoing implementation at regular or recurring events under the same traffic conditions can be approved by the relevant Local Government without the need for further review and endorsement. However, a site visit must be undertaken to confirm that the event can continue to be safely conducted without a specific Traffic Management Plan being prepared for the event.

Those managing the implementation of the plan must be suitably accredited in Basic Worksite Traffic Management or hold a Traffic Controller for Events accreditation as appropriate (refer Section 10), and be aware of the scope and limitations of the generic plan and the tolerances within which changes can be made without the need for endorsement by the designer of the Plan.

## 7.3 Traffic Management Plans for Complex Traffic Arrangements

Traffic Management Plans for events involving 'complex traffic arrangements' shall be subject to the same review and endorsement requirements by a Roadworks Traffic Manager as described in Section 5.2.2 of the 'Traffic Management for Works on Roads Code of Practice'. 'Complex traffic arrangements' for events are those involving high risk. Examples may include:

- Any plan to close more than one lane, or any lane not adjoining a verge or median on a freeway or controlled access highway.
- Any activities at a signalised intersection that require alteration to the function of traffic signals or closure of a lane within the intersection.
- Temporary diversion of traffic into the opposite carriageway of a dual carriageway creating a contraflow situation, where for any hour of that the diversion is to be in place, the sum of vehicle numbers in both directions exceeds 400 vehicles per hour and pedestrians are expected to cross the path of traffic during that hour.
- Plans that will redistribute traffic, significantly lowering the level of service and safety of the surrounding local road network, including isolated intersections.
- Any other traffic situations which are not addressed in AS 1742 Part 3.

## 7.4 Manual Traffic Control

Traffic control for events, utilising a suitably trained and accredited Traffic Controller with a Stop/Slow bat (see Section 10), shall generally be undertaken in accordance with AS1742 Part 3 – 2002 and the "Traffic Controllers' Handbook" available on Main Roads' website at [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) Go to Traffic' > 'Roadworks' > 'Traffic Management'. This handbook also describes the general safety requirements that should be observed by those controlling traffic at events.

Specific situations requiring manual control of traffic by Events Traffic Controllers are listed in Table 2.

Situation	Purpose of Control
Single-lane operation	To restrict traffic flow to a single direction at any time and to alternate the direction of flow as necessary
Low-speed operation	To warn and slow down traffic where a temporary speed limit has not been installed. N.B. Manual traffic control should not be used in lieu of temporary speed limit signing where appropriate
Temporary total closures	To stop traffic to inform drivers of a likely delay, to allow event participants or attendees to cross or enter a road, or to restrict drivers from proceeding during a potentially distracting episode of the event, e.g. fireworks explosion
Limited sight distance	To slow down and warn motorists of a hidden or potentially hidden hazard ahead
Emergency situations	To stop and direct traffic as necessary

**Table 2 – Use of Traffic Controllers for Events**

### 7.5 Temporary Speed Limits

Temporary speed limits for events shall be subject to the same installation requirements as described in Section 7.2 of the ‘Traffic Management for Works on Roads Code of Practice’.

All temporary speed limit signs shall be approved by Main Roads Western Australia prior to their use except where the event is managed by an Authorised Body.

Authorised Bodies are permitted to erect 40 km/h, 60 km/h and 80 km/h speed limit signs without specific approval from Main Roads Western Australia. Where temporary speed limits other than 40 km/h, 60 km/h, or 80 km/h are necessary, Authorised Bodies shall obtain prior approval from Main Roads Western Australia.

Authorised Local Governments may approve 40 km/h, 60 km/h or 80 km/h temporary speed zones proposed in Traffic Management Plans submitted to them by other organisations, where they relate to roads within the Local Government’s responsibility.

### 7.6 Traffic Management Records

Event organisers should keep a copy of the Traffic Management Plan and, in particular, a record of all traffic control device placements and any changes to these during the event. Such record keeping should generally be in accordance with Appendix A of AS 1742 Part 3 - 2002. It may become necessary to produce these records in evidence at legal proceedings at a future time. The records can greatly assist all parties to ascertain pre-existing site conditions on which claims for damages are usually based. Good records can save considerable investigation resources, and assist in deciding the most appropriate response to a claim.

Claims for damages are often made a considerable time after an incident. Under the Limitation Act (WA), claims for negligence must be commenced within six (6) years. However, a defendant may be unaware that an action has commenced for a further year as the plaintiff has this time in which to serve the writ.

Main Roads recommends that traffic management records be securely stored for a period of not less than seven (7) years from the date of completion of the event. The authority that grants approval to a Traffic Management Plan should keep a copy of the

approved Traffic Management Plan and any other records that capture the on-going implementation of the Traffic Management Plan.

For events that do not require the preparation of a Traffic Management Plan, records are to be kept and maintained showing details of the type, location and installed/removed dates and times of all traffic control devices installed for the event.

## **8. AUTHORITY TO ERECT ROAD SIGNS**

### **8.1 Authorised Bodies and Their Agents**

As indicated in previous parts of this Code, the Commissioner of Main Roads authorises Authorised Bodies and their agents, in accordance with the provisions of the Road Traffic Code, to utilise road signs and devices subject to any conditions attached to their 'Instrument of Authorisation'. An example of a typical "authorisation" pro forma is shown in Appendix 2.

Local governments and other authorities who are regularly engaged in organising events involving traffic management are encouraged to become an Authorised Body under the 'Instrument of Authorisation' for events.

### **8.2 Non-Authorised Bodies and Their Agents**

Others that are not party to an 'Instrument of Authorisation' but need to utilise road signs and devices for the purpose of managing traffic for events on a road, shall first contact the Authority responsible for the care, control and management of the road to confirm their requirements.

If the Authority responsible for the care, control and management of the road is an Authorised Body, it will determine the requirements and approval process for others not party to an 'Instrument of Authorisation'. Unless advised otherwise by such Authority, the responsibility for ensuring road signs and devices are at all times erected and maintained in an appropriate manner, remain with the event organiser.

If the Authority responsible for the care, control and management of the road is not an Authorised Body, authority to utilise road signs and devices either by such Authority itself, its agents or contractors or, by a third party, shall be obtained from Main Roads, subject to the concurrence of such Authority responsible for the road.

## **9. TRAFFIC MANAGEMENT SIGNAGE**

### **9.1 General**

Traffic management at events is generally undertaken utilising the same temporary traffic signs and traffic control devices normally associated with works on roads, as described in Australian Standard 1742 Part 3 – 2002. In Western Australia, a number of specific 'EVENT' signs have been approved for use at events in accordance with this Code of Practice, and to replace or supplement other traffic signs and devices installed in accordance with the Australian Standard. The following describes the application of these specific 'Event' signs.

(N.B. Refer also to the signs index in Main Roads Western Australia's website for signage design details. Go to [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) > 'Standards' > 'Road and Traffic Engineering' > 'Traffic Management' > 'Main Roads Signs Index'.

## 9.2 Event Ahead Sign

MR-TAW-30



*Black Legend on Yellow Retro-reflective Background (Size 1200x600)*

The “EVENT AHEAD” sign shall be used to give advance warning of an event where traffic is expected to stop, slow down or take extra precaution because of the event participants and/or patrons (audience) having to share the road with other road users.

The sign shall be positioned on the approach to the event at least 2D from the start location of the event. (N.B Dimension ‘D’ is defined as per Clause 1.4.1 of Australian Standard 1742 Part 3, 2002, i.e. a distance expressed in metres, equal to the speed limit in kilometers per hour or the approach speed of traffic if significantly different from the speed limit.)

This sign can also be used on the intersecting side road at a T-junction to provide advance warning of an on-road event being conducted on the through road. In this case the sign shall be positioned at not more than D and not less than 0.5D from the intersection.

This sign has similar usage to the “ROADWORK AHEAD” T1-1 sign for works on roads. In this regard the sign can be supplemented with a ‘NEXT X km’ tag or legend as similarly specified in Clause 3.4.6 of AS1742 Part 3 – 2002, where the event occurs on a single section of road over a distance of two kilometers or more. This signing should be repeated at regular intervals where the event is being conducted over long distances.

## 9.3 Event in Progress Sign

MR-TP-19



*Black Legend on Yellow Retro-reflective Background (Size 1800x200)*

The “EVENT IN PROGRESS” sign shall only be used as an attachment to the bottom of the “ROAD CLOSED” T2-4 sign used to indicate a road closure for an event.

## 9.4 Symbolic Signs

MR-TAW-27



Cyclist

MR-TAW-29

MR-TAW-28



Runner

MR-TAW-31



Wheelbarrow Race



Pedestrians

*Black Symbol and Border on Fluorescent Orange Background (Size 900x600)*

These symbolic signs shall be used in conjunction with the “EVENT AHEAD” sign as appropriate to provide additional advance warning. The signs should be mounted alongside and on the inner side (close to traffic side) of the “EVENT AHEAD” sign where there is adequate space. Where the two signs have to be located apart, the symbolic sign shall be located 0.5D after the “EVENT AHEAD” sign.

These symbolic signs can also be used as a repeater sign at 500m intervals where required.

The signs have similar usage to the ‘symbolic workers’ T1-5 sign for works on roads.

## 9.5 End Event Sign

*MR-TP-20*



*Black Legend on Yellow Retro-reflective Background (Size 1200x600)*

The “END EVENT” sign is used to mark the end location of an event for departing traffic which is provided with an “EVENT AHEAD” advance warning sign on the approach to the event. It shall be located not more than 2D from the end location of the event.

This sign has similar usage to the “END ROADWORK” T2-16 sign for works on roads.

## 10. ACCREDITATION REQUIREMENTS FOR TRAFFIC MANAGEMENT PERSONNEL

### 10.1 General

Main Roads has in place a number of accreditation levels for personnel responsible for managing works on roads. Details of accreditation requirements for works on roads are detailed in Section 8 of the ‘Traffic Management for Works on Roads Code of Practice’.

There are similarities between traffic management for works on roads and traffic management for events. Persons accredited to undertake the traffic management tasks specified in the ‘Traffic Management for Works on Roads Code of Practice’ can be considered suitably qualified to manage traffic at events, in most circumstances.

## 10.2 Traffic Controllers for Events

It is recognised that for many events, the level of traffic volumes and vehicle speeds that need to be controlled, and the complexity of associated traffic management arrangements, are often less than the levels encountered for works on roads, and hence the level of training required to manage traffic in a safe and efficient manner at an event can be less rigorous than the level of training required for worksite traffic management.

In this regard, Main Roads has developed a separate ‘Events Traffic Controller’ training course which falls within the traffic management accreditation framework shown in Table 3. Generally, persons with ‘Events Traffic Controller’ accreditation will be restricted to implementing non-complex traffic management arrangements, as well as manually controlling traffic with a ‘Stop/Slow’ bat within the scope of the applicable Road Traffic Code regulations, on roads defined as having low-volumes and low-speeds. An exception to this restriction applies to event warning signs, only, (i.e. ‘Event Ahead’, ‘End Event’ and symbolic signs), which can be deployed by an Events Traffic Controller on any road.

For all other situations, the current accreditation requirements for traffic management and control as described in the ‘Traffic Management for Works on Roads Code of Practice’, will apply.

Task	Minimum Accreditation Requirements	Comments
Preparation of Traffic Management Plans for works on roads and for all events.	Advanced Worksite Traffic Management Accreditation	As per the pre-requisites described in Section 8 of the ‘Traffic Management for Works on Roads Code of Practice’
Selection of Generic Traffic Management Plan/s for works on roads and for events.	Worksite Traffic Management Accreditation	As per the pre-requisites described in Section 8 of the ‘Traffic Management for Works on Roads Code of Practice’
Implementation of traffic signs and control devices for works on roads and for all events.	Basic Worksite Traffic Management Accreditation	As per the pre-requisites described in Section 8 of the ‘Traffic Management for Works on Roads Code of Practice’
Manual traffic control with a Stop/Slow bat for works on roads and for all events.	Traffic Controller Accreditation	As per the pre-requisites described in Section 8 of the ‘Traffic Management for Works on Roads Code of Practice’
Implementation of traffic signs and control devices for events on high-volume roads and/or high-speed roads.	Basic Worksite Traffic Management Accreditation	As per the pre-requisites described in Section 8 of the ‘Traffic Management for Works on Roads Code of Practice’
Manual traffic control with a Stop/Slow bat at events on high-volume roads and/or high-speed roads.	Traffic Controller Accreditation	As per the pre-requisites described in Section 8 of the ‘Traffic Management for Works on Roads Code of Practice’
Implementation of traffic signs and control devices at events on roads having both low volumes and speeds.	Events Traffic Controller Accreditation	<ul style="list-style-type: none"> <li>• Aged at least 18 years, and</li> <li>• Current or previous possession of a driver’s licence, and</li> <li>• Successful completion of all written and practical assessments for Main Roads’ Event Traffic Controller Training Course</li> </ul>
Manual traffic control with a Stop/Slow bat at events on roads having both low volumes and speeds.	Events Traffic Controller Accreditation	

**Table 3 – Traffic Management Accreditation Framework**

### **10.3 Event Marshals**

The role of event marshals is primarily to guide and assist those participating in, and/or attending, events. Event marshals have no legal authority for the direct control of vehicle and pedestrian movements apart from situations where such movements take place within a portion of road that has been closed to general traffic movements under the applicable statutes or regulations, e.g. prohibiting pedestrians crossing the road during a race event, escorting official vehicles through a crowd, etc.

However, where roads are not subject to closure, event marshals can perform such roles as warning competing cyclists of likely conflicts with approaching traffic (and vice versa), offering guidance to pedestrians about safe crossing points, assisting motorists to locate car parking facilities, etc.

Event marshals shall operate only under the direction of the event organiser or a Police officer who shall provide sufficient instruction to the event marshal so that traffic and pedestrian control and guidance is always conducted safely.

## **11. TRAFFIC DISRUPTION NOTIFICATION REQUIREMENTS**

### **11.1 General**

As some events have the potential to cause significant delays or access problems, notification of events should be sent using the form in Appendix 2 at least 14 days prior to the event, in the following situations. (Where these situations occur on State roads under the control of Main Roads, these notification requirements are mandatory.):

- Events involving the complete closure of any road.
- Events impacting roads where it is expected that major traffic delays and congestion will occur.
- Events impacting on any high traffic volume road where speed restrictions and lane closures will be in place more than 24 hours, but major traffic delays are not expected.
- Events impacting on any primary or district distributor road where traffic conditions will make it difficult or impossible for the passage of general access or oversize vehicles, and traffic control devices cannot be easily shifted on a temporary basis to allow the vehicle to pass.
- Traffic management involving the establishment of a contraflow.
- Event activities impacting on the operation of signalised intersections where activities will last longer than one (1) hour, or a lesser time if significant delay and congestion will occur.

### **11.2 Notification Signing**

Signs providing motorists with advance notification of an event that will impact on the road should be installed for the following circumstances:

- The event impacts on roads where it is expected that major traffic delays and congestion will occur as a result of the event.
- The event will restrict or delay access to major public facilities, e.g. airports, schools/universities, car parks, shopping centres, etc.

Generally, the signs should be installed two weeks before the event and taken down as

soon as practicable after the event.

The signs shall be rectangular in shape and comprise a black legend on a yellow retro-reflective background. The signs shall be designed and installed in conformity with Appendices A, B, C and H of Australian Standard 1742 Part 2, 1994. They shall include the name of the road or ramp to be closed, the reason for the closure, i.e. state name of event, the date/s of the closure together with closure times. Generally, it is important that text be kept to a minimum and that the number of words and text height conform to the appropriate guidelines.

### **11.3 Media Advertising**

Advertisements warning motorists of road closures, disruptions or delays associated with an event should be placed in the 'West Australian' or relevant community newspapers where these restrictions are likely to impact on motorists travelling on primary roads, or adversely effect significant numbers of motorists accessing major public facilities.

### **11.4 Letter Drops**

Letter box drops advising property owners and proprietors of road closures that will deny or restrict access to and from residences or businesses should be undertaken.

### **11.5 Emergency Services**

Irrespective of notification given in accordance with Section 11.1, event organisers shall ensure that police, fire and ambulance emergency services are notified of the details of any event that will cause obstruction or hinder direct access to any person/s or property.

## **12. CONTACTS FOR FURTHER INFORMATION**

Further information on the contents of this document may be obtained from Road Safety Manager, Main Roads Western Australia, PO Box 6202, East Perth WA 6892.

Phone (08) 9323 4500, Facsimile (08) 9323 4182  
Email: roadsafety@mainroads.wa.gov.au

Advice in relation to specific events on State Roads can be obtained from Traffic Management Officer (Event Coordination), Main Roads Western Australia, PO Box 6202, East Perth WA 6892.

Phone (08) 9323 4302, Facsimile (08) 9323 4174  
Email: event.coordinator@mainroads.wa.gov.au

## **13. REFERENCES**

- AS 1348:2002 - Road and traffic engineering – Glossary of terms
- AS 1742 - Manual of uniform traffic control devices
  - Part 1 - General introduction and index of signs 2003
  - Part 2 – Traffic control devices for general use 1994
  - Part 3 - Traffic control devices for works on roads 2002 and Field Guides
  - Part 4 - Speed controls 1999
- AS 1743:2001 - Road signs - Specifications

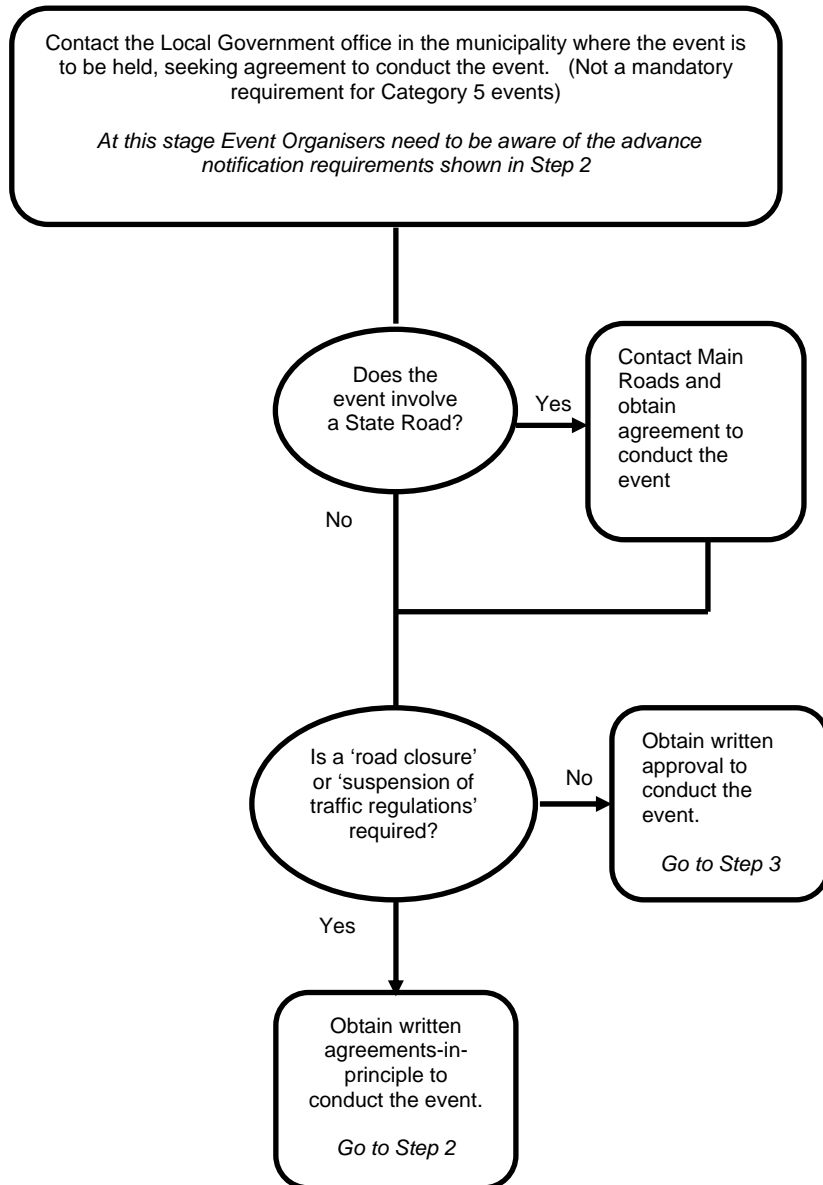
- AS/NZS 1906 – Retro reflective materials and devices for road traffic control purposes
  - Part 1 – Retro reflective materials 1993
  - Part 4 – High visibility materials for safety garments 1997
- AS/NZS 4360:1999 - Risk Management
- AS/NZS 4602:1999 - High visibility safety garments
- Austroads Guide to Traffic Engineering Practice
  - Part 13 – Pedestrians
  - Part 14 - Bicycles
- Disability Services Act 1993
- Local Government Act 1995
- Main Roads Act 1930
- Occupational Safety & Health Act 1984
- Road Traffic Act 1974
- Road Traffic Code 2000
- Traffic Management for Works on Roads Code of Practice - March 2004

## **APPENDIX 1**

### **Flowcharts for Event Organisers**

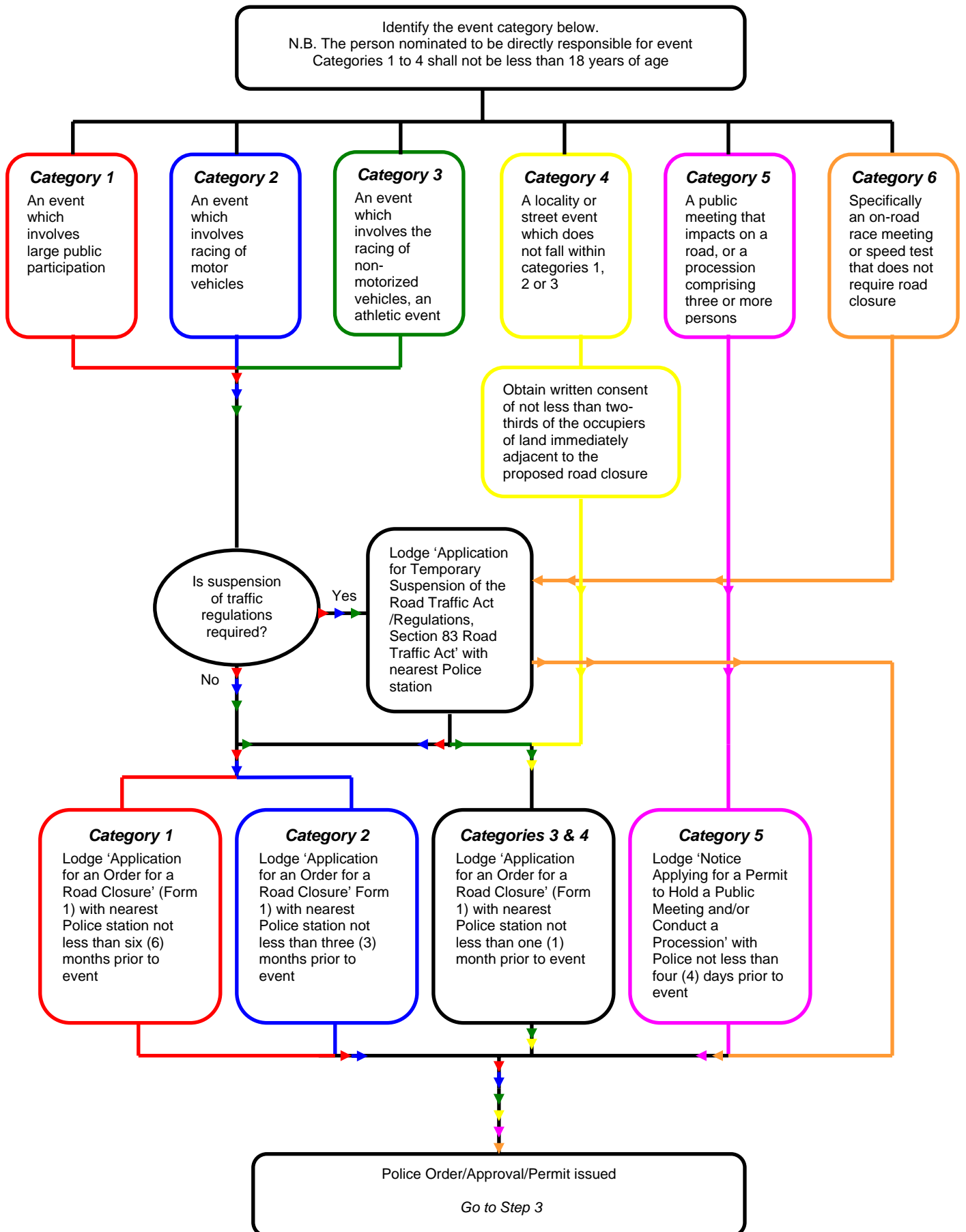
## Step 1 - Planning

(Obtain Local Government/Main Roads Agreements – Refer to Section 6.2 )



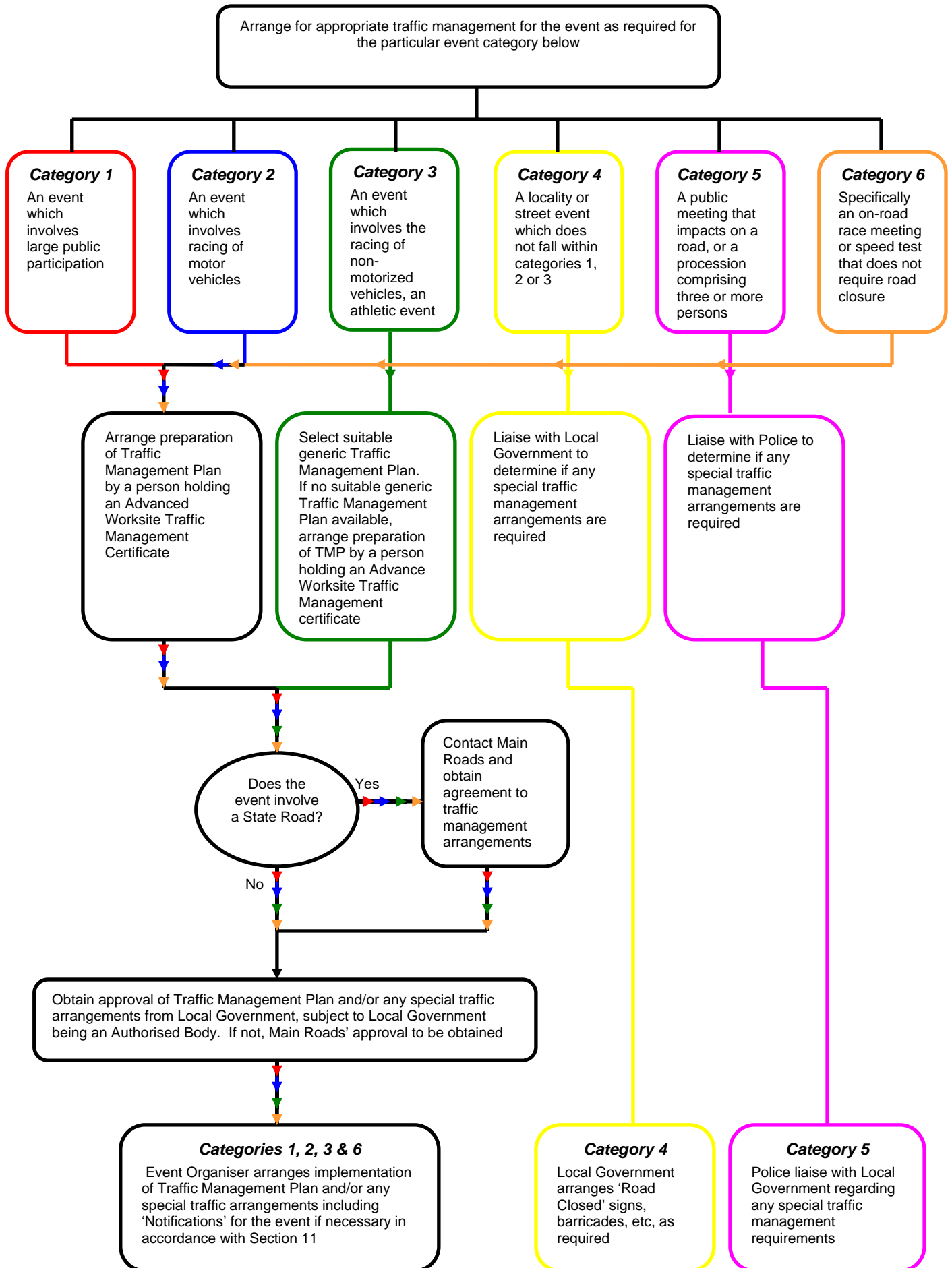
## Step 2 - Approval

(Obtain Police approval for Road Closure and/or Suspension of Regulations – Refer to Section 6.3)



### Step 3 – Preparation and Implementation

(Arrange Preparation and Implementation of Traffic Management Plan – Refer Section 6.4)



## **APPENDIX 2**

### **Instrument of Authorisation**

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

RELATING TO  
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulation 1991*.



## APPENDIX 3

### Sample “Notification of Event” Form

A sample Notification of Event form is attached. N.B The distribution list in this form is based on the Perth metropolitan area and it needs to be appropriately modified for use elsewhere.

Contact details of Main Roads WA Regional Offices for sending the Notification of Events forms are given in Table A below.

Region	Email	Facsimile
Kimberley (Derby)	<a href="mailto:kimreg@mainroads.wa.gov.au">kimreg@mainroads.wa.gov.au</a>	(08) 9158 4334
Pilbara (Port Hedland)	<a href="mailto:pilreg@mainroads.wa.gov.au">pilreg@mainroads.wa.gov.au</a>	(08) 9140 1076
Gascoyne (Carnarvon)	<a href="mailto:gasreg@mainroads.wa.gov.au">gasreg@mainroads.wa.gov.au</a>	(08) 9941 0701
Midwest (Geraldton)	<a href="mailto:mwreg@mainroads.wa.gov.au">mwreg@mainroads.wa.gov.au</a>	(08) 9956 1200
Goldfields – Esperance (Kalgoorlie)	<a href="mailto:gereg@mainroads.wa.gov.au">gereg@mainroads.wa.gov.au</a>	(08) 9080 1452
Wheatbelt North (Northam)	<a href="mailto:wbnthreg@mainroads.wa.gov.au">wbnthreg@mainroads.wa.gov.au</a>	(08) 9622 3767
Wheatbelt South (Narrogin)	<a href="mailto:wbsthreg@mainroads.wa.gov.au">wbsthreg@mainroads.wa.gov.au</a>	(08) 9881 0503
Great Southern (Albany)	<a href="mailto:gsreg@mainroads.wa.gov.au">gsreg@mainroads.wa.gov.au</a>	(08) 9841 8213
South West (Bunbury)	<a href="mailto:swreg@mainroads.wa.gov.au">swreg@mainroads.wa.gov.au</a>	(08) 9725 4013

**Table A – Main Roads WA Regional Contact Details for Sending Notification of Event forms**

**NOTIFICATION OF EVENTS**

Anticipated start date				Anticipated finish date			
Anticipated start time				Anticipated finish time			
Location of event (Road/Street, Suburb)							
Description of Event							
Road type (eg two lane undivided)							
Posted Speed Limit		Temporary speed limit		After hours speed limit			
Brief description of traffic management during event							
Description of traffic management devices used							
What is the anticipated effect on traffic flows?				Will there be restricted access for oversize escorted vehicles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are lanes closed at signals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Is visibility to signal lanterns affected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Will signal phases need time changes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Will signals need to revert automatically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Date of signal "black out"				Times of signal "black out"			
Will Police attendance be required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Dates for Police attendance (See note below) <sup>(1)</sup>			

Road Authority							
Postal address							
Telephone		Facsimile		Email			
Contact							
Telephone		Mobile		Email			
Event Organiser							
Postal address							
Telephone		Facsimile		Email			
Contact							
Telephone		Mobile		Email			
After hours contact				Telephone		Mobile	
Traffic Management Contractor							
Postal address							
Telephone		Facsimile		Email			
Contact							
Telephone		Mobile		Email			
After hours contact				Telephone		Mobile	

**Notification is to be given at least three (3) weeks in advance where Police attendance is required,  
one (1) week otherwise – except in an emergency**

**<sup>(1)</sup> Where Police attendance is required specific arrangements shall be made with  
WA Police State Traffic Coordination, ☎ (08) 9222 1469**

<b>Distribution List (Notification through email preferred)</b>	<b>Email</b>	<b>Facsimile</b>
WA Police State Traffic Coordination	<a href="mailto:traffic.policy&amp;intel@police.wa.gov.au">traffic.policy&amp;intel@police.wa.gov.au</a>	(08) 9222 1766
Main Roads WA Customer Call Centre <sup>(2)</sup>	<a href="mailto:enquiries@mainroads.wa.gov.au">enquiries@mainroads.wa.gov.au</a>	(08) 9323 4430
Main Roads WA Traffic Operations Centre	<a href="mailto:mrwatoc@mainroads.wa.gov.au">mrwatoc@mainroads.wa.gov.au</a>	(08) 9428 2220
Main Roads WA Heavy Haulage	<a href="mailto:htv@mainroads.wa.gov.au">htv@mainroads.wa.gov.au</a>	(08) 9311 8455
St Johns Ambulance	<a href="mailto:comms@ambulance.net.au">comms@ambulance.net.au</a>	(08) 9334 1207
Fire & Emergency Services	<a href="mailto:fesa@fesa.wa.gov.au">fesa@fesa.wa.gov.au</a>	(08) 9323 9384
Transperth <sup>(3)</sup>	<a href="mailto:sfisk@pta.wa.gov.au">sfisk@pta.wa.gov.au</a>	(08) 9326 2482
Downer Electrical (traffic signals only)	<a href="mailto:traffic_signals@depower.com.au">traffic_signals@depower.com.au</a>	(08) 9351 9211

**<sup>(2)</sup> Perth metro only. Elsewhere, the relevant Main Roads WA Regional Office shall be notified.**

**<sup>(3)</sup> Perth metro only. Elsewhere, the relevant public transport / school bus services shall be notified.**

## APPENDIX 4

### Generic Traffic Management Plans

This appendix consists of generic Traffic Management Plans for the following typical traffic arrangements:

#### On Road Bicycle Race

Control at Regulatory Signed 4-Way Intersection -

- Right Turn from Major Road TCD 1-0
- Right Turn or Straight Through from Minor Road TCD 2-0
- Left Turn from Major Road TCD 3-0
- Left Turn from Minor Road TCD 4-0
- Straight Through on Minor Road TCD 5-0

Control at 3-Way Intersection -

- Right Turn from Continuing Road TCD 6-0
- Right Turn from Terminating Road TCD 7-0
- Left Turn from Continuing Road TCD 8-0
- Left Turn from Terminating Road TCD 9-0

Control at 4-Way Roundabout -

- Right Turn TCD 10-0
- Left Turn TCD 11-0
- Straight Through TCD 12-0

Control at 3-Way Roundabout -

- Right Turn from Continuing Road TCD 13-0
- Right Turn from Terminating Road TCD 14-0
- Left Turn from Continuing Road TCD 15-0
- Left Turn from Terminating Road TCD 16-0

U-Turn on 2-Way Carriageway TCD 17-0

#### On Road Race (Non Vehicular)

Control at 4-Way Intersection -

- Straight Through on Major Road TCD 18-0
- Straight Through on Minor Road TCD 19-0

#### Off Road Race

Control at Shared Path Crossing -

- Straight Through on Shared Path TCD 20-0
- Control at T Intersection Shared Path Crossing TCD 21-0

#### Road Closure

Detour at 3-Way Intersection -

- Closure of Major Road TCD 22-0
- Closure of Minor Road TCD 23-0