## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>1 Traffic Management for Works on Roads</td>
<td>4</td>
</tr>
<tr>
<td>1.1 Duty of Care</td>
<td>4</td>
</tr>
<tr>
<td>1.2 Approval to Work Within Road Reserves</td>
<td>4</td>
</tr>
<tr>
<td>a) Roads for which Main Roads WA are Responsible</td>
<td>4</td>
</tr>
<tr>
<td>b) Roads for which Local Government are Responsible</td>
<td>5</td>
</tr>
<tr>
<td>1.3 Traffic Management Plans</td>
<td>5</td>
</tr>
<tr>
<td>1.4 Traffic Management for City Roads</td>
<td>5</td>
</tr>
<tr>
<td>1.5 Signage</td>
<td>6</td>
</tr>
<tr>
<td>1.6 Approval of TMP</td>
<td>6</td>
</tr>
<tr>
<td>1.7 Monitoring of the TMP</td>
<td>6</td>
</tr>
<tr>
<td>2 Traffic Management for Events</td>
<td>7</td>
</tr>
<tr>
<td>2.1 Event Conducted on the Road</td>
<td>7</td>
</tr>
<tr>
<td>2.2 Event NOT Conducted on the Road</td>
<td>8</td>
</tr>
<tr>
<td>2.3 Signage</td>
<td>9</td>
</tr>
<tr>
<td>3 References and Information Numbers</td>
<td>10</td>
</tr>
</tbody>
</table>
Introduction

People who manage projects or coordinate events should be aware of the possible requirement for traffic management. The information provided in this document is intended to assist people identify their responsibility in ensuring traffic management is provided for the duration or part duration of the project or event.

Traffic Management Plans (TMP) are required to be submitted to the City to manage risk and ensure the local road network is managed safely and appropriately for all road users. The submitted plan will be reviewed by the City before any works commence or the Event takes place. Written approval will be provided once the TMP is approved.

If there is any uncertainty whether a TMP is required, it is recommended to contact the City’s Infrastructure Management Services Traffic section to discuss the project or event. Time spent developing the appropriate management of traffic will avoid possible unnecessary conflict with road users and stakeholders.

1. Traffic Management for Works on Roads

1.1 Duty of Care

Any party who undertakes work on a road that is open to traffic, by law has a “duty of care” to take all steps that are reasonably necessary to prevent any person being injured or damage being caused to the property of others while carrying out those works.

1.2 Approval to Work Within Road Reserves

Prior to commencing works, approval shall be obtained from the agency responsible for the care, control and management of the relevant roads. Care should also be taken to ensure that all other required authorisations are obtained prior to the commencement of works. These might include agreement to any variations to the application of the Code of Practice and/or Australian Standards as well as any development, heritage, environmental and cultural clearances.

In addition to obtaining approval to work within the road reserve from the relevant Road Authority, other agencies such as emergency services, Police, public transport etc in the area may need to be notified in advance of the impending works.

a) Roads for which Main Roads WA (MRWA) are responsible

The Commissioner of Main Roads is responsible for the care, control and management of the land over which any declared “highway” or “main road” exists. Any party intending to conduct work on any “highway” or “main road” reserve shall obtain prior approval from MRWA.

MRWA requires submission of a Traffic Management Plan (TMP) with all applications to work within its road reserves. Roads that MRWA is responsible for within the City are the Mitchell Freeway, Wanneroo Road and Marmion Avenue south of Ocean Reef Road.

b) Roads for which Local Government are Responsible

Any party including utility service providers who are Authorised Bodies intending to conduct works on a road reserve that is not a declared “highway” or “main road”, shall prior to commencing the works, contact the City.
1.3 Traffic Management Plans

Any party undertaking work on a road shall prepare a Traffic Management Plan (TMP) that adequately provides for the safety of workers and road users while maintaining an adequate level of service to road users. All TMP’s shall be prepared by a person holding Main Roads WA accreditation in either Worksite Traffic Management (WTM) or Advanced Worksite Traffic Management (AWTM).

TMP’s should be signed by the person that prepared the plan also stating their accreditation number. In addition, the person preparing a TMP shall also include a statement on the cover of the plan confirming that a site visit was undertaken by him/her or another person under his/her direction, prior to preparing the plan.

1.4 Traffic Management for City Roads

Short term works – For routine/repetitive type works, an approved generic TMP may be used by the traffic management company that is currently contracted to the City. For projects that will not use the traffic management company currently contracted by the City, it is the responsibility of the Project Manager (if applicable) or the contractor to submit a TMP for review and approval by the City before commencement of any works. The TMP should be received by the City no later than 10 working days prior to commencement of the scheduled works.

Longer term works – All projects require a TMP to be submitted to the City. It is the responsibility of the Project Manager to ensure the TMP is submitted for review and approval, no later than 30 days prior to commencement of the scheduled works.

The review process will focus on the following points:
• The impact of the TMP on the local road network’s operation
• The times listed where traffic management will be in place
• That risk management is appropriately addressed
• That the TMP is designed by an accredited person (accreditation number to be listed on the cover)
• The site inspection date stated on the TMP front cover
• That the TMP includes traffic control diagrams to show the traffic management layout on the road
• Pedestrian Management

1.5 Signage

An important aspect of the review and approval process for the TMP is signage. For works on the local road network, the City requests clear and concise signage that is compliant with the Australian Standard 1742.3. The City may request one or more electronic variable message signs (VMS) to further improve the TMP.

The placement of an advertisement in a local community paper may also be requested by the City to inform regular road users and residents of the impending works and traffic management.

1.6 Approval of the TMP

Once the City is satisfied with the TMP, written approval (email or letter) will be supplied to the traffic management company and the Project Manager. The approval will include any conditions the City considers appropriate.

1.7 Monitoring of the TMP

Should the City consider the TMP and site be monitored during the works period, random site inspections may be undertaken to ensure the TMP is set out correctly and the site is operating safely and efficiently.
2.0 Traffic Management for Events

The management of events that impact on roads requires consideration of all road user needs and obligations. Attention should focus on the management of vehicular traffic through, past or around the site of the event. The principles should be:

- 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;
- Establish uniform procedures for traffic management at events that can be easily recognised and understood by road users.

Any party responsible for organising an event involving a noticeable change to the traffic environment should ensure that a TMP is prepared. Changes could include, but are not limited to, an active reduction to travel speed, direction of travel, abnormally long queuing or delay, and/or being made subject to additional traffic control.

The TMP should adequately provide 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.

2.1 Event Conducted on the Road

Where the event is held on a road under the control of the City, affected roads must be closed and a TMP required to be submitted to the City by the event organiser. The TMP is to be prepared by an accredited person and contain an Application for an Order for a Road Closure form. The application is required under the Road Traffic Act 1974.

Once the City is satisfied with the event’s TMP, the City will advise the organiser in writing of the approved TMP and road closure application. The road closure application is then required to be submitted, by the event organiser, to a local Police Station closest to the event for approval and the payment of the prescribed fee.

Main Roads WA is not required to approve the road closure if the application only involves local roads (ie roads not under their control).

Event examples are:
- Joondalup Festival
- Triathlon along the coast
- Cycling Events

2.2 Events NOT Conducted on the Road

Events conducted off-road – at their own venues, do not always directly impact on traffic and usually do not require road closures. However, approvals for such events by the City will always examine the impact of the event on local traffic and pedestrians.

Should the assessment determine that the event may adversely impact the local road network or compromise safety, a TMP is required from the event organiser. Consideration (and possible consultation) should be given to any stakeholder(s) such as businesses, schools, emergency services etc that will be adversely impacted by the event.

Event examples are:
- Events (like Music Festivals & Sports) - Arena Joondalup
- Valentines Day Concert - Joondalup Resort
- Music in the park concert series

IMS Traffic will liaise with the event organiser, WA Police, the traffic management company and relevant internal and/or external stakeholders to ensure an appropriate TMP is designed.

The TMP should be submitted, along with any other relevant documents (Application for an Order for a Road Closure) to the City for approval no later than 30 days before the event. The City will notify the event organiser in writing of the event’s approval along with notifying the traffic management company.
2.3 Signage

Notification of an event where traffic management will be in place is a key component of minimising the inconvenience to regular road users and local residents during the event.

As with works on roads, signage is an important aspect of the review and approval process for the TMP. The City requires clear and concise signage that is compliant with the Australian Standard 1742.3. A condition of approval may include the use of electronic message signs (VMS) being placed at key locations in advance of the event to ensure sufficient warning.

The use of star picket signage located on city road verges will not be approved by the City.

The placement of an advertisement in a local community paper will be requested by the City to inform regular road users and residents of traffic management during the event.

3.0 References and Information Numbers

City of Joondalup Infrastructure Management Services, Traffic
Telephone 9400 4413

Main Roads WA
Telephone 138 138
www.mainroads.wa.gov.au

MRWA Traffic Management

Codes of Practice for Traffic Management for Events & Works on Roads (PDF)

WA Police
Telephone 131 444
www.police.wa.gov.au

Traffic Coordination Unit, State Traffic Operations
Telephone 6274 8654

Application for Road Closure (PDF)

Office of Road Safety

Department of Transport

Road Traffic Code 2000
CONSTRUCTION AND EVENT TRAFFIC MANAGEMENT PROCESS

CONSTRUCTION AND EVENTS TRAFFIC MANAGEMENT TRANSPORT TEAM

RECEIVE TMP APPLICATION

TRIM APPLICATION

APPLICATION ASSESSMENT USING RELEVANT MAIN ROADS AND AUSTRALIAN STANDARDS

APPLICATION APPROVE?

ENDORSEMENT VIA LETTER OR EMAIL

PROJECT CLOSURE

APPLICANT

SUBMISSION OF TMP APPLICATION VIA CRM / INFO

TMP CORRECTION

AUTHORISATION GRANTED & STORED IN TRIM

WORKS ON SITE TMP DIARY

LETTER ON EMAIL OR REFUSAL

ACCIDENT REPORT TMP REVIEW (IF REQUIRED)