

# Temporary Traffic Management Guide for Works on Roads and Events

Prior to implementing temporary traffic management for works or events, a *Traffic Management Plan* (TMP) must be submitted for approval to the City of Joondalup. This can be done via the City's website at [joondalup.wa.gov.au](http://joondalup.wa.gov.au). A prescribed fee will be charged at the time of submission.

## Duty of Care

The *Main Roads Western Australia, Traffic Management for Works on Roads Code of Practice, clause 5.1 DUTY OF CARE* states;

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.

The *Occupational Safety and Health Act* specifically requires:

- An employer to provide a safe place of work for its employees; and
- Any person in control of a workplace, to take measures to ensure persons who have access to that workplace (including road users in case of a roadworks site) are not exposed to hazards.

## Works on Roads (includes within the road reserve)

Any party undertaking work on a road (and within the road reserve) 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 and should be prepared in accordance with the *Main Roads Code of Practice and AS 1742.3*. All TMPs shall be prepared by a person holding a Main Roads WA accreditation in Advance Worksite Traffic Management (AWTM) and reviewed by a person holding a Main Roads WA accreditation in either Worksite Traffic Management (WTM) or Advance Worksite Traffic Management (AWTM). TMPs shall be signed by the person that prepared the plan also stating their accreditation number.

Furthermore, the person preparing a TMP include a statement on the cover of the plan confirming that a site visit

was undertaken by them or a person under their direction, prior to preparing the plan. Any TMP involving complex traffic arrangements (as defined in the *MRWA CoP, clause 5.2.3*) shall be reviewed and endorsed by a person holding a Main Roads WA Roadworks Traffic Manager (RTM) in the form of their signature, date, block printed name and RTM accreditation number on the TMP cover page.

## Events Traffic Management

The management of events that impact on roads requires consideration of all road users needs and obligations. Temporary traffic management should focus on the vehicular traffic through, past or around the event site, ensuring the safety of all road users including event participants and event organisers, minimising the disruption and inconvenience resulting from the event.

## Events Conducted on the Roadway

Where the event is held on a road under the control of the City, affected roads must be closed and a TMP 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 submitted TMP, the City will advise the event 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 unless the closure impacts a road declared as a 'highway' or a 'main road'.

## Events Conducted off the Roadway

Events within venues, do not always directly impact on traffic and other road users, and usually do not require road closures. However, approvals for such events will always be examined by the City, to assess the impact the event will have on all road users, safety and network efficiency. Should the assessment determine that the event may adversely impact the City's road network or compromise safety, a TMP will be required by the event organiser.

## Traffic Management Plan Approval Timeframes for Events

The minimum TMP assessment lead time for an event is **30 business days**.

## Traffic Management Plan Submission and Approval

Care should 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 City, 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) Road 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 approval from MRWA. MRWA requires submission of a *Traffic Management Plan* (TMP) with all applications to work within its road reserves. Roads that MRWA are responsible for within the City are Mitchell Freeway 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 the commencement of works, prepare and submit a TMP to obtain approval from the local government.
- c) Works Affecting Traffic Signal Operation – where the proposed temporary traffic management involves modification to existing signal phasing, number of traffic lanes and/or timing on local or state roads; the proposed changes to these devices are to be submitted to MRWA in accordance with the *Temporary Traffic Management: Traffic Signal Approval Policy*, available on the MRWA website at [mainroads.wa.gov.au](http://mainroads.wa.gov.au)

## Traffic Management Plan Approval Timeframes for Work Within Road Reserves

The minimum TMP assessment lead time that the City requires is **10 business days** for short term low impact works or short-term non-complex works. Where a TMP is either long term non-complex works or is complex works (short or long term), the TMP is to be submitted for review and approval, no later than **20 business days** prior to the commencement of the scheduled works.

## Traffic Management Plan Enquiries

Should you require further information for temporary traffic management within the City of Joondalup, please call the City's Traffic Management Officer on **9400 4062**.