|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EVENT  TRAFFIC MANAGEMENT PLAN | | | | | | |
| **EVENT NAME**  **EVENT LOCATION**  **TRAFFIC MANAGEMENT COMPANY**  EVENT ORGANISER  **DATE (Jan 2024 edition)** | | | | | | |
| I XXXXX (AWTM Cert No.XXXX) declare that I have designed this Traffic Management Plan following a site inspection on XX/XX/XX. The Traffic Management Plan prepared, **subject to the variations approved,** is in accordance with the Main Roads Code of Practice (Works and/or Events), AGTTM and AS 1742.3  Signature: …………………………………………… Date: XX/XX/XX | | | | | | |
|  | Name / Company | | Accreditation Details | Date | | Signed |
| TMP designed by | XXXXXX | | AWTM XXX | XX/XX/XX | |  |
| TMP Reviewed by | XXXXX | | XX | XX/XX/XX | |  |
| RTM reviewed and Endorsed by | XXXXXX | | RTM XXXX | XX/XX/XX | |  |
| Road Authority Review by |  | |  |  | |  |
| Road Authority Authorisation | Road authority authorisation of the implementation of traffic signs and devices is given for Traffic Management Plan No. XXX-XXXXX (Note: this can be provided by the road authority via email referencing the TMP and Rev No.)  Signed Authorised Officer Date  (Print Name) Position | | | | | |
|  | | | | | | |
| TMP No XXX-XXXXX | | Rev. No. X | | | Date XX/XX/XX | |
|  | | | | | | |
| DISCLAIMER  <This template indicates what shall be used for the basis of a TMP. All section headings shall remain however the amount and type of details provided is evebt specific and therefore may be refined where applicable. Where sections do not apply to the event the heading shall remain and as noted as not-applicable. See Template Key on next page> | | | | | | |

**Revision Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision Number | Revision Date | Comments | Section / Page No. | Revised By |
|  |  |  |  |  |

TMP Template Key:

|  |  |
| --- | --- |
| XXXX | Wording in green to be removed |
| XXXX | Wording in yellow should be amended as required |
| XXXX | All other wording can be amended if required, all headings to remain. |

Delete above key.

T**emplate update register (remove)**

|  |  |
| --- | --- |
| **Date** | **Amendment** |
| Jan 2024 | General – OSH replaced with WHS  3.2 Risk Register table amended – broken into generic and site specific risks; TMP/TGS Reference column added  4.1.4 – Previous section 7.5 Signal modification incorporated  4.1.7 – section name changed to Portable Traffic Control Devices  4.1.8 – new section Speed Management  4.1.9 – new section Excavations or Above Ground Hazards  4.5 – new section shadow vehicles  5.1.4 – additional details added for escape routes  6.3.2.2 – personnel requirements for ‘complex traffic arrangements’ on MRWA road added  6.3.2.4 – Event TC and Marshals combined  7.2 – additional details added in green for TM implementation/removal  7.3.1.1 – new sub-section Securing Signs and Devices  7.3.4 – title amended to Delineation and Edge Clearance  7.3.5 – new section VMS  7.5 – Temporary Traffic Signal Modification Section removed and incorporated into 4.1.4  10.1 – text in yellow added  10.2 – title amended and yellow text added from CoP  10.3 – title amended to Approvals, Authorisations and Permits  Appendix E – Roadway Access Authorisation Permit added |

Delete template update register table.

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# Introduction

## Purpose and Scope

This Traffic Management Plan (TMP) outlines the traffic control and traffic management procedures to be implemented by Event Organiser and Traffic Management Personnel to manage potential hazards associated with the traffic environment during the event.

The event involves…

## Objective and Strategies

The objectives of the Traffic Management Plan is to ensure:

* The safety of the event participants.
* All road users, including vulnerable road users, are safely guided around, through or past the event activity.
* The performance of the road network is not unduly impacted and the disruption and inconvenience to all road users are minimised for the duration of the event.
* Impacts on users of the road reserve and adjacent properties and facilities are minimised.

In an effort to meet these objectives the Traffic Management Plan will incorporate the following strategies:

<Amend if required based on the event>

* Providing a sufficient number of traffic lanes to accommodate vehicle volumes.
* Ensuring delays are minimised.
* Ensuring all road users are managed including motorists, pedestrians, cyclists, people with disabilities and people using public transport.

# Event Overview

## Location

|  |
| --- |
| Insert Sketch |

Figure 1 Site Location

## Event Details, Site Assessment and Site Constraint /Impacts

| **ITEM** | **DESCRIPTION** |
| --- | --- |
| Event Scope |  |
| Event Category |  |
| Location | <Provide SLK if known> |
| Road Classification, Existing Speed Limit |  |
| Road Authority |  |
| Local Government |  |
| Event Organiser |  |
| Details of Activities |  |
| Staging of Event / Temporary Traffic Management |  |
| Date of Event |  |
| Event Duration |  |
| Other Constraints |  |

## Existing Traffic and Road Environment

| **ITEM** | **DESCRIPTION** |
| --- | --- |
| Traffic Volume and Composition |  |
| Existing road configuration |  |
| Existing pedestrian / cyclist facilities |  |

## Overview of Proposed TTM

| **ITEM** | **DESCRIPTION** |
| --- | --- |
| Temporary Traffic Management Descriptions | <Include whether the TMP involves complex or non-complex traffic arrangements as per section 4.2.3 of CoP> |
| Speed zone dates and times |  |
| Lane Closures dates and times |  |
| Road Closures dates and times |  |
| Signal modifications description |  |

## Event Representatives

The event organiser has the ultimate responsibility and authority to ensure the TMP is implemented as designed. <Insert event organiser> has appointed <insert design company> to prepare this Traffic Management Plan and associated controls for the event.

The TMP will be implemented by <insert TTM company responsible for TMP implementation provide registration number for state controlled roads>

|  |  |  |
| --- | --- | --- |
| **POSITION** | **NAME** | **CONTACT DETAILS** |
| Event Organiser |  |  |
| Road Authority |  |  |
| Event Marshal |  |  |
| Traffic Management Supervisor (on site) |  |  |
| TMP Design |  |  |

# Risk management

The following details the preliminary assessment of site hazards likely to be encountered, the level of risk associated with each and the control proposed. Note that the risk level is the level of assessed risk *without* the controls in place. The controls listed have been determined as being appropriate in reducing the risk to a level that is acceptable.

The hierarchy of control has been utilised to ensure that the highest practicable level of protection and safety is selected:

* Elimination
* Substitution
* Isolation
* Engineering
* Administration
* Personal Protection Equipment

In evaluating the options, a key consideration is whether the option takes traffic around, through or past the event activity.

## Risk Classification Tables

**QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT**

|  |  |  |
| --- | --- | --- |
| **Level** | **Consequence** | **Description** |
| 1 | Insignificant | Mid-block hourly traffic flow per lane is equal to or less than the allowable lane capacity detailed in AGTTM. No impact to the performance of the network. Affected intersection leg operates at a Level of Service (LoS) of A or B.  No property damage. |
| 2 | Minor | Mid-block hourly traffic flow per lane is greater than the allowable road capacity and less than 110% of the allowable road capacity as detailed in AGTTM. Minor impact to the performance of the network. Intersection performance operates at a Level of Service (LoS) of C.  Minor property damage. |
| 3 | Moderate | Midblock hourly traffic flow per lane is equal to and greater than 110% and less than 135% of allowable road capacity as detailed in AGTTM. Moderate impact to the performance of the network.  Intersection performance operates at a Level of Service (LoS) of D.  Moderate property damage. |
| 4 | Major | Midblock hourly traffic flow per lane is equal to and greater than 135% and less than 170% of allowable road capacity as detailed in AGTTM. Major impact to the performance of the network.  Intersection performance operates at a Level of Service (LoS) of E.  Major property damage. |
| 5 | Catastrophic | Midblock hourly traffic flow per lane is equal to and greater than 170% of allowable road capacity as detailed in AGTTM. Unacceptable impact to the performance of the network.  Intersection performance operates at a Level of Service (LoS) of F.  Total property damage. |

**WHS QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT**

|  |  |  |
| --- | --- | --- |
| **Level** | **Consequence** | **Description** |
| 1 | Insignificant | No treatment required |
| 2 | Minor | First aid treatment required. |
| 3 | Moderate | Medical treatment required or Lost Time Injury |
| 4 | Major | Single fatality or major injuries or severe permanent disablement |
| 5 | Catastrophic | Multiple fatalities. |

**QUALITATIVE MEASURES OF LIKELIHOOD**

|  |  |  |
| --- | --- | --- |
| **Level** | **Likelihood** | **Description** |
| A | Almost certain | The event or hazard:  is expected to occur in most circumstances,  will probably occur with a frequency in excess of 10 times per year. |
| B | Likely | The event or hazard:  Will probably occur in most circumstances,  will probably occur with a frequency of between 1 and 10 times per year. |
| C | Possible | The event or hazard:  might occur at some time,  will probably occur with a frequency of 0.1 to 1 times per year (i.e. once in 1 to 10 years). |
| D | Unlikely | The event or hazard:  could occur at some time,  will probably occur with a frequency of 0.02 to 0.1 times per year (i.e. once in 10 to 50 years). |
| E | Rare | The event or hazard:  may occur only in exceptional circumstances,  will probably occur with a frequency of less than 0.02 times per year (i.e. less than once in 50 years). |

**IMPORTANT NOTE:** The likelihood of an event or hazard occurring shall first be assessed over the duration of the activity (i.e. “period of exposure”). For risk assessment purposes the assessed likelihood shall then be proportioned for a “period of exposure” of one year.

Example: An activity has a duration of 6 weeks (i.e. “period of exposure” = 6 weeks). The event or hazard being considered is assessed as likely to occur once every 20 times the activity occurs (i.e. likelihood or frequency = 1 event/20 times activity occurs = 0.05 times per activity). Assessed annual likelihood or frequency = 0.05 times per activity x 52 weeks/6 weeks = 0.4 times per year. Assessed likelihood = Possible.

**QUALITATIVE RISK ANALYSIS MATRIX – RISK RATING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CONSEQUENCE** | | | | |
| **Likelihood** | **Insignificant (1)** | **Minor  (2)** | **Moderate  (3)** | **Major (4)** | **Catastrophic (5)** |
| Almost certain (A) | **Low 5** | **High 10** | **High 15** | **Very High 20** | **Very High 25** |
| Likely (B) | **Low 4** | **Medium 8** | **High 12** | **Very High 16** | **Very High 20** |
| Possible (C) | **Low 3** | **Low 6** | **Medium 9** | **High 12** | **High 15** |
| Unlikely (D) | **Low 2** | **Low 4** | **Low 6** | **Medium 8** | **High 10** |
| Rare (E) | **Low 1** | **Low 2** | **Low 3** | **Low 4** | **Medium 7** |

**MANAGEMENT APPROACH FOR RESIDUAL RISK RATING**

|  |  |
| --- | --- |
| **Residual Risk Rating** | **Required Treatment** |
| Very High | Unacceptable risk. **HOLD POINT**. The event cannot proceed until risk has been reduced. |
| High | High priority, Roadworks Traffic Manager (RTM) must review the risk assessment and approve the treatment and endorse the TGS prior to its implementation. |
| Medium | Medium Risk, standard traffic control and work practices subject to review by accredited AWTM personnel prior to implementation. |
| Low | Managed in accordance with the approved management procedures and traffic control practices. |

## Risk Register

**Generic Risks**

| **Item** | **Risk Event** | **Consequence** | **Pre–treatment Risk** | | | **Treatment** | **Residual Risk** | | | **TMP/TGS Reference**  **(add where the treatment is located within the TMP and/or TGS)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **RR** | **L** | **C** | **RR** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |

**Site Specific Risks** (may be removed for Generic TMPs)

| **Item** | **Risk Event** | **Consequence** | **Pre–treatment Risk** | | | **Treatment** | **Residual Risk** | | | **TMP/TGS Reference** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **RR** | **L** | **C** | **RR** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |

| **Item** | **Risk Event** | **Consequence** | **Pre–treatment Risk** | | | **Treatment** | **Residual Risk** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **C** | **RR** | **L** | **C** | **RR** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |

# Traffic Management Planning and Assessment

## **Traffic Assessment and Analysis**

### **Traffic and Speed Data**

A summary of recent traffic data is provide below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Vehicles per day (% heavy vehicles)** | **Date** | **Source** |
| [ROAD NAME] (Site Number) | [NUMBER] ( %) | [DATE] | [Traffic Map] |

A summary of recent speed data is provided below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Posted Speed (km/h)** | **85th Percentile Speed (km/h)** | **Date** | **Source** |
| [ROAD NAME] (Site Number) | [NUMBER] | [NUMBER] | [DATE] | [Traffic Map] |

### Traffic Flow Analysis

<Should include an analysis and commentary of the following:

* Traffic volume and composition against minimum lane requirements (may include traffic modelling data)
* Traffic management selected - lane closures, road closures, speed reductions, detours, single lane reversible flow, side tracks etc.
* Dates, times and locations of proposed traffic management.
* Additional methods in place to minimise impacts to road users >

### Temporary Speed Zones

<Amend as required>

An event speed limit of X km/h at [insert location] due to [insert justification for speed reduction] from [insert times and dates of speed reduction].

An event speed limit of X km/h at [insert location] due to [insert justification for speed reduction] from [insert times and dates of speed reduction].

### Existing Traffic signals

<Provide analysis and commentary of any required lane closures and/or signal modifications required at permanent traffic signals

If modifying traffic signals provide table of all traffic signals impacted by the event incl Intersecting roads, LM number, movements impacted, staging, duration, etc>

| **Location of TCS** | **LM Number** | **Impacts / Timing**  <Include event impacts on movements, loops effected, signal config (flashing yellow etc), stages, timing> |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Impact to Adjoining Network

<Provide analysis and commentary of expected impact on the adjoining road network. Include any consultation with other road agencies>

### End of Queue Treatment

<If using traffic control provide analysis and commentary of predicted queue lengths and treatments (see MRWA Fact Sheet Traffic Control - Avoiding End of Queue Collisions on High Speed Roads >

### Portable Traffic Control Devices (PTCDs)

<PTCD’s must be used on all roads controlled by Main Roads WA and high-volume high speed LGA roads (refer to Code of Practice for details including exceptions). Events at other locations should still consider the use of PTCDs and they may still be required based on a risk assessment.

Provide details on the type of PTCD that will be used and how it will be used. Ensure a risk assessment is conducted prior to considering the use of PTCD. This should examine the type of PTCD, how it will operate, duration of operation, what would happen in the event of failure assessing available sight distances, traffic volumes and traffic speeds. Mitigating factors shall include regular inspections and having traffic controllers with stop-slow bats available. When operating PTCDs traffic controllers shall be positioned in a safe but prominent location to ensure drivers are aware that compliance with the PTCD is being observed.

### Speed Management

<Provide details on how traffic speed will be managed, the following should be considered where appropriate (refer to AGTTM and CoP for more details):

* Narrow Traffic Lanes, Chicanes, close spacing of delineation devices
* Rumble strips, temporary speed humps
* Speed feedback signs, Variable Message Signs (VMS), electronic/variable speed limit signs
* Police enforcement>

## Road Users

### Pedestrians

<If pedestrians will be impacted provide details on how pedestrians, including pedestrians with disabilities, will be safely managed>

### Cyclists

<If cyclists will be impact provide details on how cyclists will be safely managed. Note when restricting road widths where there are on road cyclists there is a requirement for 1 m clearance for passing a vehicle at 60 km/h or less and 1.5 m above 60 km/h>

### Public Transport

< If public transport facilities will be impacted provide details on how this will be managed, include any consultation and/or approval from PTA>

### Heavy and Oversized Vehicles

<If heavy and/or oversized vehicles will be impacted provide details on they will be catered for (consider lane widths and swept paths)>

### Existing Parking Facilities

<If parking facilities are within the event site provide details on how this will be managed>

### Access to Adjoining Properties / Business

<If properties or business will be impacted provide details on how this will be managed>

### Rail Crossings

<If rail crossings will be impacted provide details on how this will be managed>

### School Crossings

<If school crossings will be impacted provide details on how this will be managed>

### Special Events and Works

<If there are any special events or road works provide details on how this will be managed>

### Emergency Vehicle Access

<For events involving traffic controllers or road closures provide details on allowing emergency vehicle access through or past the event>

## Night Provisions

<Provide details on any nighttime provisions if applicable>

## Road Safety Barriers

<Provide details on road safety barriers if applicable>

## Shadow Vehicles

<If applicable provide details on how shadow vehicles, such as TMAs, will be used to protect TM workers when setting up / packing up, refer CoP and AGTTM. >

## Consultation and Communication / Notification

### Other Agencies

<Detail consultation/communication with relevant agencies as required, e.g. PTA, emergency services, LGAs, MRWA Heavy Vehicle Services, etc>

### Public

<Amend as required>

The public shall be notified of the event and traffic management arrangements which will effect journey times via:

* Notice to Motorists in the weekend West Australian placed two weeks in advance, one week in advance and at the event activity;
* Letter drop to all residents and businesses within the traffic control zone one week ahead of the scheduled event; and,
* VMS boards during the event.
* Significant events may require radio advertising.

# Site Assessment

## Provision to Address Environmental Conditions

### Adverse Weather

<Modify this section if adverse weather is expected to impact on the event>

Weather is not expected to adversely impact on the effectiveness of the traffic control detailed on the attached TGS’s. Notwithstanding this, should adverse weather conditions be encountered during the event, the following contingency plans should be activated. Note: any adjustments to the plan shall be risk assessed and approved by someone holding a WTM or AWTM accreditation. Major changes will require road authority approval.

#### Rain

<Modify as required – provide details on what should occur in case of rain>

In the event of rain, an on-site assessment shall be made and sign spacing and tapers may be extended by 25% to account for increased stopping distances. Slippery (T3-3) signs may be placed as required and all changes shall be recorded in the daily diary.

If rain occurs, Traffic Management Personnel shall inspect the site and where signage and / or devices are not clearly visible, signage may need to be adjusted to improve visibility or if necessary provide additional signage and delineation. Where stopping distances are adversely affected by wet surfaces, spacing between signs may need to be adjusted to provide increased reaction time for drivers. All changes shall be noted in the daily diary.

<If applicable - Include any details required to reschedule/cease the event during severe rain>

#### Floods

<Modify as required >

Should flooding occur to the extent that the event becomes impassable or risk is considered unacceptable, the event shall cease immediately and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site and direct traffic around the flooded area. Emergency services and the Road Authority shall be notified immediately and Traffic Controllers shall remain onsite until emergency services and the Road Authority personnel arrive and take control of the site.

#### Other adverse weather (strong winds, thunder storms, etc.)

<Include any details required for any other expected adverse weather>

### Sun Glare

Where sun glare is identified as adversely affecting a driver’s ability to sight signage and / or traffic control devices, sign locations may need to be adjusted and additional delineation and/or traffic control devices provided to address the risk from glare. Additionally, in the event that traffic control is adversely affected by glare at sunset and sunrise, traffic controllers may need to assist in maintaining low traffic speeds.

All changes are to be noted in the daily diary.

### Fog, Dust and Smoke

<If the event will not have Traffic controllers on site or the Event it won’t be effected by fog, dust or smoke the below should be amended>

Where fog, dust or smoke is identified as adversely affecting a driver’s ability to sight signage and / or traffic control devices, sign locations may need to be adjusted and additional delineation and/or traffic control devices provided to address the risk. All changes are to be noted in the daily diary.

Should the event be affected by fog, dust or smoke to the extent that risk is considered unacceptable, all event shall cease immediately and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site.

### Road Geometry, Terrain, Vegetation and Structures

<Provide details about any road environment factors that may impact on the temporary traffic management, e.g. horizontal and/or vertical approach geometry, sight distances, existing barriers, fencing, overhanging vegetation, kerbing, objects in the clear zone, batter slopes, etc.>

<When there are existing obstructions (e.g. barriers), escape routes (or lack thereof) for traffic management workers must be considered. This must be considered when determining signs and device locations and where required a lookout person must utilised.>

## Existing Traffic and Adverting Signs

<Provide details on any conflicting existing signs if applicable>

# Statutory Requirements

## Road Traffic Act and Regulations

<include the event category and provide details on road closures and suspension of traffic regulations>

## Work Health and Safety

The Event Organiser has a duty of care under statute and common law to themselves, their employees and all event participants, to take all reasonable measures to prevent accident or injury.

This TMP forms part of the overall Event Management Plan, and provides details on how all road users considered likely to pass through, past, or around the event site will be safely and efficiently managed for the full duration of the event.

## Roles and Responsibilities

### Responsibilities

<Amend as required>

The Event Organisers has the ultimate responsibility to ensure the TMP is implemented for the prevention of injury and property damage to event participants, road users and all members of the public.

The Event Organiser will ensure all site personnel are fully aware of their responsibilities, and that Traffic Controllers are appropriately trained and accredited and that sufficient controllers are available to ensure appropriate breaks are taken.

All personnel engaged in the traffic management activities will follow the correct work practices as required by the CoP, AGTTM and AS1742.3.

The event activities will not commence until all signs, devices and barricades are in place and operational in accordance with the requirements of the TMP.

All personnel responsible for temporary traffic management shall ensure that the number, type and location of signs, devices and barricades are to a standard not less than Appendix F of this plan, CoP, AGTTM and AS1742.3 (except where specifically detailed in this TMP with reasons for the variations). Should a situation arise that is not covered by this TMP, CoP, AGTTM or AS1742.3, the Road Authority Representative shall be notified.

### Roles

< Amend as required >

The following diagram outlines the responsibility hierarchy of this contact <modify diagram as required>.

Event Organiser

Event Marshal

Event TC

Traffic Management Personnel

Traffic Management Supervisor

#### Event Organiser

The event organiser has appointed (Traffic Management company) as the traffic management representatives for the event activities and to assume the following responsibilities. The Traffic Management Supervisor shall:

* Ensure all traffic control measures for this TMP are placed and maintained in accordance with this plan and the relevant Acts, Codes, Standards and Guidelines.
* Ensure suitable communication and consultation with the affected residents is maintained at all times.
* Ensure inspections of the traffic control devices are undertaken in accordance with the TMP, and results recorded. Any variations shall be detailed together with reasons.
* Arrange and/or undertake any necessary audits and incident investigations.
* Instruct event personnel on the relevant safety standards, including the correct wearing of high visibility safety vests, and other equipment as required.
* Render assistance to road users and stakeholders (residents) when incidents arising out of the event activities affect the network performance or the safety of road users and event participants.
* Take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP.

#### Traffic Management Personnel

* At least one person on site shall be accredited in Basic Worksite Traffic Management, and shall have the responsibility of ensuring the traffic management devices are set out in accordance with the TMP
* <Events on Main Roads controlled roads> Traffic management sites involving ‘complex traffic arrangements’ on Main Roads controlled roads, shall have at least one person with either Worksite Traffic Management or Advanced Worksite Traffic Management accreditation on-site at all times when road workers are present.
* At least one person accredited in Advanced Worksite Traffic Management shall be available to attend the site at short notice at all times to manage variations, contingencies and emergencies, and to take overall responsibility for traffic management. <depending on the event type and remoteness of the location provide a general estimate of the AWTM availability. AWTMs should contactable by phone as a minimum>

#### Traffic Controllers

(If the event will not require traffic control or traffic controllers this section can be noted as not applicable).

Traffic Controllers shall be used to control road users to avoid conflict with event participants, traffic and pedestrians, and to stop and direct traffic in emergency situations.

Traffic Controllers shall:

* Operate in accordance with AGTTM Part 7: Traffic Controllers
* Be accredited in Basic Worksite Traffic Management
* Hold a current Traffic Controller’s accreditation
* Be relieved from their duty after not more than 2 hours for a period of rest or “other duties” of at least 15 minutes as required by AGTTM and/or OS&H Regulations.

#### Event Traffic Controllers and Marshals

The event organiser shall ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.

Event Traffic Controllers and Marshals shall:

* Correctly wear high visibility vests, in addition to other protective equipment required (e.g. footwear, sun protection etc.), at all times whilst at the event site.
* Comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other event personnel, event participants or the general public.
* Enter and leave the event site by approved routes and in accordance with safe practices.

Event Traffic Controllers shall be accredited and shall only undertake tasks in accordance with the Event CoP.

## PPE

All personnel entering the event site shall correctly wear high visibility vests to AS/NZS 4602, in addition to other protective equipment required on a site-by-site basis (e.g. protective footwear, eye protection, helmet, sun protection, respiratory devices etc.) at all times whilst on at the event.

# Implementation

## Traffic Guidance Schemes

The Traffic Guidance Scheme (TGS) outlined in Appendix F and listed below have been provided for the following stages to demonstrate the type of controls that will be implemented throughout the term of the event. All sign and device requirements are shown on each TGS. Should the use of additional (not shown on the TGS or listing of devices) or reduced number of devices be required due to unforeseen needs, they shall be recorded within the Daily Diary as a variation to the TMP, following prior approval.

<TGS’s are also required to provide other relevant information including, mass gathering areas, event routes and timing, reference to HVM locations, and any other information considered relevant by the road authority>

| **Traffic Management Stage** | **TGS Number and version** | **Details**  <Include event activity, temporary traffic management arrangements, times of day in place, and any other required information> |
| --- | --- | --- |
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## Sequence and Staging

<Details should be provided for how each TGSs will be implemented and removed safely Including detail on how the Traffic management implementer(s) will be kept safe during the installation and removal of Traffic control devices, by means of shadow vehicle and/or lookout person >

The sequence of temporary traffic management installation, event activities and temporary traffic management removal are shown in the table below.

| **Step** | **Details** |
| --- | --- |
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|  |  |

## Traffic Control Devices

### Sign Requirements

All signs used shall conform to the designs and dimensions as shown in Australian Standard AS 1742.3, the CoP and/or Main Roads specifications

Prior to installation, all signs and devices shall be checked by the Traffic Management Supervisor or a suitably qualified person to ensure that they are in good condition and meet the following requirements:-

* Mechanical condition - Items that are bent, broken or have surface damage shall not be used.
* Cleanliness - Items should be free from accumulated dirt, road grime or other contamination.
* Colour of fluorescent signs - Fluorescent signs whose colour has faded to a point where they have lost their daylight impact shall be replaced.
* Retroreflectivity. - Signs used for night-time or low light conditions whose retroreflectivity is degraded either from long use or surface damage and does not meet the requirements of AS 1906 shall be replaced.
* Battery operated devices - shall be checked for lamp operation and battery condition.

Where signs do not conform either to the requirements of AS 1742.3 or would fail to pass any of the above checks, they shall be replaced on notice.

Signs and devices shall be positioned and erected in accordance with the locations and spacing’s shown on the drawings. All signs shall be positioned and erected such that:

* They are properly displayed and securely mounted;
* They are within the driver’s line of sight;
* They cannot be obscured from view;
* They do not obscure other devices from the driver’s line of sight;
* They do not become a possible hazard to event participants or vehicles; and
* They do not deflect traffic into an undesirable path.

Signs and devices that are erected before they are required shall be covered by a suitable opaque material. The cover shall be removed immediately prior to the commencement of the event.

Where there is a potential for conflict of information between existing signage and temporary signage erected for the purpose of traffic control, the existing signs shall be covered. The material covering the sign shall ensure that the sign cannot be seen under all conditions i.e. day, night and wet weather. Care will be taken to ensure existing signs are not damaged by the covering material or by adhesive tape.

#### Securing Signs and Devices

<Consideration of appropriate signs and device mountings for the expected weather conditions, traffic type and traffic speed. Refer to Code of Practice for options to be considered to mitigate the risk of signs falling over and/or not being properly displayed>

### Tolerances on Positioning of Signs and Devices

Where a specific distance for the longitudinal positioning of signs or devices with respect to other items or features is stated, for the spacing of delineating devices or for the length of tapers or markings, the following tolerances may be applied: -

(a) Positioning of signs, length of tapers or markings:

(i) Minimum, 10% less than the distances or lengths given.

(ii) Maximum, 25% more than the distances or lengths given.

(b) Spacing of delineating devices:

(i) Maximum, 10% more than the spacing shown.

(ii) No minimum.

These tolerances shall not apply where a distance, length or spacing is already stated as a maximum, a minimum or a range.

### Flashing Arrow Signs

<Where illuminated flashing arrow signs are required, include details arrow sign requirements – see AS1742.3 and Code of Practice>

### Delineation and Edge Clearance

<Where required provide details on delineating devices e.g. cones, bollards, line marking etc. refer AS1742.3, CoP and AGTTM. Delineation devices generally require edge clearance ensure this is accounted for in your design. >

### Variable Message Signs (VMS)

<Where VMS will be used, include details here, e.g. the messages, location and time/date and TGS reference>

## Communicating TMP Requirements

<Include any required details on pre-starts, inductions, administrative procedures, Traffic Controller radio communication, etc. >

# Emergency Arrangements and Contingencies

## Traffic Incident Procedures

In the event of an incident or accident, whether or not involving traffic or road users, First Aid shall be administered as necessary, and medical assistance shall be called for if required.

### Serious Injury or Fatality

In the case of serious injury or fatality occurring an Ambulance and Police shall be called on telephone number 000 where life threatening injuries are apparent.

Traffic Controllers (and other personnel if necessary) shall be deployed immediately to ensure no traffic or other road users approach the area as well as assist emergency vehicles required to access and/or travel through the event site.

The scene shall be preserved leaving everything in situ, until direction is given by Police or WorkSafe.

Traffic management shall find the nearest plausible detour and implement as soon as possible to move traffic around the incident.

Once on site traffic management crew are to follow the directions of Police and/or Worksafe.

### Minor Incident or Vehicle Break Down within Site

Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted.

Any traffic crash resulting in non-life threatening injury shall be reported to the WA Police Service on 131 444.

Details of all incidents and accidents shall be reported to the Traffic Management Supervisor and Event Organiser using the incident report form at Appendix “C” (or similar).

## Emergency Services

<This is required only for events that will have an adverse impact on traffic>

Emergency services shall be notified of the proposed event nature, location, date and times as well as contact details for the Traffic Management supervisor.

On-site traffic controllers will be equipped with mobile communications to advise and/or liaise with emergency services to ensure a prompt response should the need arise.

## Dangerous Goods

Should any incident arise involving vehicles transporting dangerous goods, Traffic Controllers (and other personnel if necessary) shall be deployed immediately to ensure no traffic or other road users approach the area.

All personnel shall be briefed on evacuation and control procedures.

## Emergency Contacts

In the event of an emergency the following relevant authorities must be contacted and advised of the nature of the event, location, type of emergency and contact details for the Traffic Management supervisor.

|  |  |
| --- | --- |
| **Emergency Service** | **Phone (Emergency)** |
| WA Police Service | 000 |
| St. John Ambulance | 000 |
| DFES | 000 |
| Power | 13 13 51 |
| Gas | 13 13 52 |
| MRWA RNOC | 138 111 |

## Hostile Vehicle Mitigation

<Hostile Vehicle Mitigation (HVM) is to be developed in consultation with key stakeholders, including WA Police, relevant road authorities and the event organisers, and documented in a separate HVM Plan. This plan is to be to the satisfaction of all key stakeholders and under the management of strict document control and distribution measures. HVM locations are to be referenced on the Event TMP TGS’s.>

# Monitoring and measurement

## Daily Inspections

<This section may need amending depending on the event>

Prior to the event commencing the Traffic Management Plan shall be communicated to all key stakeholders and affected parties.

On completion of setting out the traffic control measures, the site is to be monitored for a suitable period of time.

The Event Organiser will ensure that the Traffic Management Plan is implemented and evaluated for effectiveness. Inspections shall be undertaken as required and at a minimum on the following occasions:

* Before the start of event activities on site,
* During the hours of the event,
* Closing down at the end of the event period

A daily record of the inspections shall be kept indicating

* When traffic controls where erected,
* When changes to controls occurred and why the changes were undertaken,
* Any significant incidents or observations associated with the traffic controls and their impacts on road users or adjacent properties.

The Traffic Management Company shall ensure that personnel are assigned to monitor the traffic control scheme. Inspections shall at least satisfy the following requirements.

### Before the Activities Commence

* Confirm TMP and TGS are suitable for the event activities;
* Inspect all signs and devices to ensure they are undamaged, clean and comply with the requirements depicted on the TGS;
* After any adjustments have been made to the signs and devices, conduct a drive through inspection to confirm effectiveness.

### During the Event Activities

* Designate and ensure that appropriate personnel drive through the site periodically to inspect all signs and devices and ensure they are undamaged and comply with the requirements depicted on the Traffic Guidance Schemes;.
* Attend to minor problems as they occur;
* Conduct on the spot maintenance/repairs as required;
* When traffic controllers are on the job, ensure they remain in place at all times. Relieve controllers as necessary to ensure attentiveness is retained;
* Re-position signs and devices as required throughout the day and keep records of any changes.

### Closing Down at the End of the Event

* Conduct a pre-close down inspection,
* Remove all unnecessary signage;
* Drive through site and confirm all signs and devices have been safely removed;
* Record details of inspection.
* site specific risks.

## TMP Audits and Inspections

<Amend as required>

One compliance audit (using the ‘Compliance Audit Checklist for Traffic Management for Works on Roads’ – found on the MRWA website) shall be conducted following setting up of the traffic management and prior to commencement of the event.

Audit findings, recommendations and actions taken shall be documented and copies forwarded to the Event Organiser and the Road Authority’s Representative

## Records

A daily diary recording all inspections including variations to the approved TMP shall be kept using the Daily Diary.

A record of all inspections shall be made at those times prescribed by the Traffic Management Implementation Standards.

All variations made to the approved Traffic Management Plan shall be recorded and the nature of the variations and the reason for the variations clearly stated. Upon completion of each day the Traffic Management Supervisor shall provide copies of the variation record to the Event Organiser.

## Public Feedback

<Provide details on the procedure for dealing with public feedback/complaints>

# Management Review and Approvals

## TMP Review and Improvement

A review of the effectiveness of the TMP will be undertaken by the Event Organiser and Traffic Management Contractor as part of the close-out procedure

## Adjustments, Modifications and Variations

Where the TMP needs amending, e.g. due to a changes to the Event or safety concerns the following can apply:

* Adjustments of traffic control devices can be made within tolerances (see 7.3.2) by someone that holds BWTM accreditation.
* Modification: a person with WTM or AWTM accreditation may make on-site modifications to traffic control devices outside of tolerances. This includes modifying, adding and/or removing signs and devices where the intent/objectives of the TMP and operation of the road network are not adversely impacted. Changes to the TMP/TGS must not involve adding lane or road closures, speed limit changes, or adding any additional regulatory signs that have not been approved. Adding repeater speed restriction signs is permitted.
* Substantial modification: must be made by a person with AWTM accreditation and must be authorised by the Road Infrastructure Manager (with associated RTM endorsement where required).

Adjustments and/or modifications will be risk assessed and recorded in the daily diary. Substantial modifications will have a new TMP revision number.

In emergency situations, on-site variations shall be made and recorded in the daily diary, and the Event Organiser notified as soon as practicable.

<Detail any variations to the CoP, AGTTM and/or AS1742.3>

There are no departures from the requirements of the Traffic Management for Events Code of Practice in this Traffic Management Plan.

## Approvals, Authorisations and Permits

<Amend as required>

Before the event commences it is necessary to seek approval from the following:

* Main Roads WA (Road Planned Interventions, HVS, etc);
* Local Government Authority
* Public Transport Authority (where impacting bus routes, level crossing)
* Other Rail Infrastructure Manager (e.g. Arc Infrastructure)
* WA Police (if applicable)

##### Appendix A – Notification of Events

##### Appendix B – Variation to Standards

##### Appendix C – Record Forms

Daily Diary

Incident Report Form

##### Appendix D – Traffic Analysis and Volume Counts

##### Appendix E – Roadway Access Authorisation Permit

##### Appendix F – Traffic Guidance Schemes

<Add additional appendices as required e.g. HVM, barrier design, stakeholder approvals, etc. For new appendix heading use Heading 5 in the style gallery so it shows in the table of contents>