EVENT TRAFFIC MANAGEMENT PLAN (EXAMPLE)

COMMUNITY MARKETS
CATEGORGY 4 EVENT
The VILLAGE MARKETS AT WELLARD
MARCH 2015
TMC - TRAFFIC
CREATING COMMUNITIES

Declaration

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 and AS 1742.3

Signature: …… Date: XX/XX/XX

	Name / Company	Accreditation Details	Date	Signed
TMP designed by	XXXXXX	AWTM XXX	XX/XX/XX	
RTM reviewed and Endorsed by	XXXXXX	RTM XXXX	XX/XX/XX	
Compliance Audit to be undertaken by:	XXXXXX	RTM XXXX	XX/XX/XX	
Service Authority Approval	N/A	N/A		
Road Authority Approval	Road authority approval to implement traffic signs and devices is given for Traffic Management Plan No. XXX-XXXXX Signed Authorised Officer Date (Print Name) Position			

TMP No TSPL- XXX-XXXXX	Rev. No. X	Date XX/XX/XX

DISCLAIMER

"This example TMP is a guide only and is not for implementation. Information provided in the TMP may not be up to date or accurate to the specific location."

Contents

APPENDICES

GLOSSARY OF TERMS

AS	Australian Standard
AS/NZS	Australian and New Zealand Standard
AWTM	Advanced Worksite Traffic Management / Manager
MRWA	Main Roads Western Australia
OS&H	Occupational Safety and Health
RTM	Roadworks Traffic Manager (accredited by MRWA)
TCD	Traffic Control Diagram
TMP	Traffic Management Plan

1. INTRODCUTION

1.1 Purpose and Scope

This Traffic Management Plan (TMP) provides the traffic management procedures to be implemented by the Event Organiser, event personnel (Marshals), and traffic controllers during the project.

The event, 'The Village Markets at Wellard' is to be held at Pimlico Gardens in Wellard. It is a Community Market event being held on the second Sunday of every month between October and March each year. The event consists of markets stalls, a car boot sale, entertainment and refreshments.

The Traffic Management required for this event will be implemented to provide a safe environment for all road users, event participants, organisers and the general public.

1.2 Event Location

The event is held at Pimlico Gardens in Wellard, located along Pimlico Crescent and Twickenham Parade. The location is within the City of Kwinana.

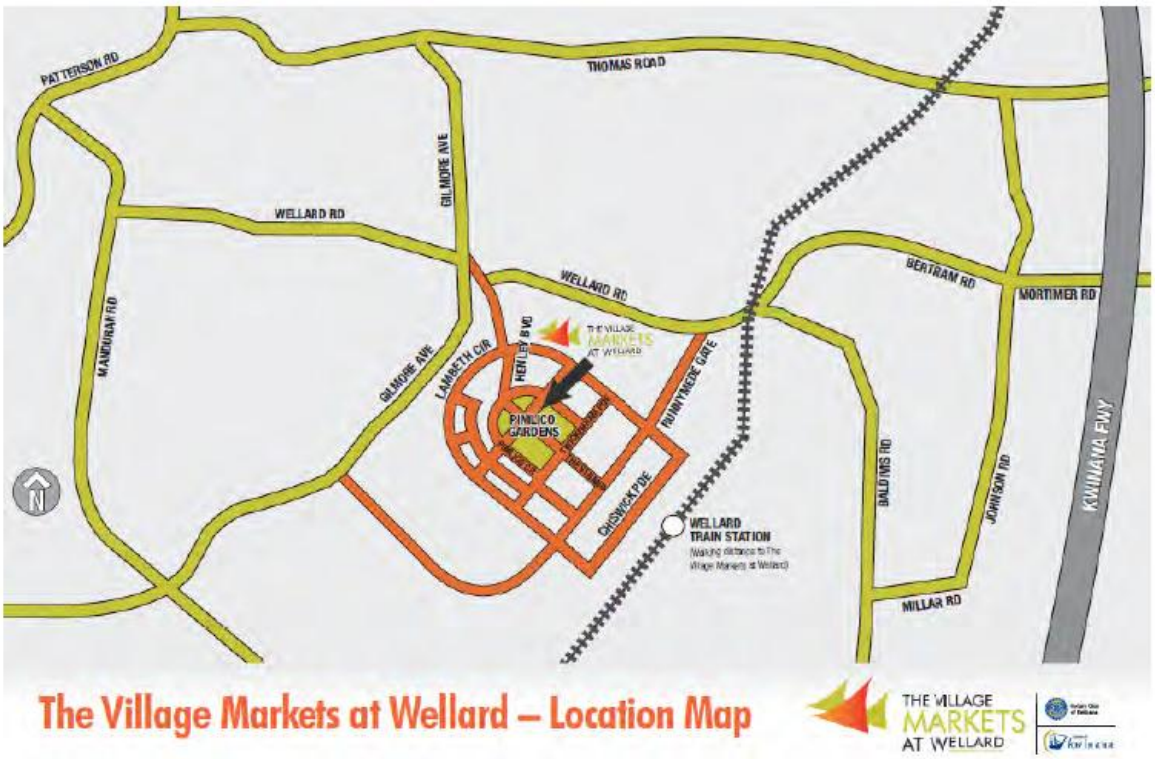


Figure 1.0 – Locality Plan

1.3 Site Constraints/Impacts

The event will occur on local government roads. To enable the community markets to take place road closures of Twickenham Parade, The Strand, and Pimlico Crescent will be required. None of these roads are used as a main thoroughfare by local traffic. Therefore, no detour routes will be provided as very little impact on normal traffic flows will be experienced.

All roads affected by this TMP come under the care, control and management of the City of Kwinana.

1.4 Traffic Management Objectives and Strategies

The objectives of the TMP are to:

- Provide for a safe environment for all road users, pedestrians and cyclists;
- Provide protection to event participants, organisers and the general public from traffic hazards that may arise as a result of the event activity;
- Minimise the disruption, congestion and delays to all road users;
- To ensure network performance is maintained at an acceptable level throughout the duration of the event;
- Ensure access to adjacent commercial and residential premises is maintained at all times.

To achieve the above objectives, the Traffic Management Plan will:

- Ensure whenever possible, that a sufficient number of traffic lanes to accommodate vehicle traffic volumes are provided;
- Ensure that delays and traffic congestion are kept to a minimum and within acceptable levels;
- Ensure that appropriate/sufficient warning and information signs are installed and that adequate guidance is provided to delineate the travel paths through the event site;
- Ensure that the roads are free of hazards and that all road users are adequately protected from obstructions resulting from the event;
- Ensure that all needs of road users, motorists, pedestrians, cyclists, public transport passengers and people with disabilities are accommodated at and through the event site.

1.5 Responsibilities

The event organiser will take the utmost care to prevent the risk of injury and/or property damage to event participants, organisers, road users and members of the public.

Event activities will not commence until all appropriate signs, devices and barricades are in place and in accordance with the requirements of the Traffic Management Plan. All necessary signs and traffic control devices will be installed at the event site to direct and

regulate traffic movements around the event activities and ensure that adverse impacts associated with the event are kept to a minimum.

2. ACTIVITIES ON ROAD

2.1 Scope of Activities

Event Scope	The event is a community market event being held on the second Sunday every month. The event will take place on the road and involve road closures. Traffic controllers will be present to set up and man the road closures to ensure the safety of road users and pedestrians.
Event Category	It is a Category 4 Event defined in the Traffic Management for Events Code of Practice – 'A locality or street event' involving road closures impacting on roads under the control of Local Governments. Application for an Order for a Road Closure' is to be lodged with the Local Government Authority to gain approval for the necessary road closures to be implemented while the event takes place. Once signed by the City of Kwinana the application is to be lodged with the local station of the Western Australia Police.
Road Authority	City of Kwinana
Road Classification; existing speed limit	All affected roads are low volume local government roads with a general built-up area speed limit of 50 km/h. The majority of traffic is light passenger vehicles.
Local Government	City of Kwinana
Event Organiser	Creating Communities
Details of Activities	The event will run from 9:00am to 1:00pm on the second Sunday of each month. Road closures will be set up approximately 1 hour prior to the start of the community markets to facilitate the safe set up of markets stalls. The following road closures will be implemented: · The Strand – between Henley Boulevard and Runnymede Gate; · Twickenham Parade – between the eastern and western sides of Pimlico Crescent; and · Pimlico Crescent – between the eastern and western accesses from Twickenham Parade. The road closures will be manned by traffic controllers to prevent unauthorised vehicle access, with barricades and delineation

	used where required. A Car Park will be available for stall operators on Pimlico Crescent. This will be accessed from the eastern approach of Twickenham Parade. Traffic controllers will be present to oversee access to this area and assist vehicle and pedestrian movements. If excess room is available within the designated parking area it may be opened to public parking at the discernment of the event organiser. In accordance with section 6.4.2 of MRWA Traffic Management for Events Code of Practice only 'Road Closed' signs and associated barricades are normally required for this type of event. However, in addition to these signs, 'Event Ahead' and 'Pedestrian' symbolic signs (in the form of multi-message signs) will be erected on each approach to the event location to provide advance warning to road users – as shown in the TCD in Appendix D. No detour routes will be provided as no main thoroughfare will be impacted.
Date of Event	Second Sunday of Every Month – October through March
Event Start & Finish	**Times** 9:00am to 1:00pm
Participant Details	The event is open to people of all ages

2.2 Existing Traffic and Speed Environment

All affected roads have a general built-up area speed limit of 50 km/h. The majority of traffic is light passenger vehicles.

2.3 Roles and Responsibilities

The event organiser has the ultimate responsibility and authority to ensure the TMP is implemented for the prevention of property damage and injury to event personnel, participants, road users and all members of the public. The event organiser will ensure all event personnel are fully aware of their responsibilities, and those installing signs and devices are appropriately trained and accredited, and that marshals receive sufficient instruction to ensure the safe conduct of their activities.

The following outlines the management hierarchy that will apply to the event.

Event Organiser	Name Organisation Address Phone Email:
Road Authority / Local Government Contact	City of Kwinana Name Phone email

2.4 Traffic Management Administration

TMP Design by	Name Organisation Address Phone Email:
Traffic Management by	Name Organisation Address Phone Email: *(The name and contact details of the traffic supervisor for each event day is to be recorded in the Daily Diary)*

3. STATUTORY REQUIREMENTS

3.1 Road Traffic Act and Regulations

The event requires a road closure, and under the Road Traffic (Events on Roads) Regulations (1991) category 4 events will require the event organiser to obtain at least two-thirds of land owners consent for the event.

Once this is achieved an application for an Order for a Road Closure' is to be lodged with the Local Government Authority to gain approval for the necessary road closures to be implemented while the event takes place. Once signed by the City of Kwinana the application is to be lodged with the local station of the Western Australia Police.

3.2 Safety Planning

All persons and organisations undertaking this event have a duty of care under statute and common law to themselves, their employees and event participants, to take all reasonable measures to prevent accident or injury.
This TMP forms part of the overall event Safety 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.
The event organiser recognises that the traffic management plan has been developed and has commissioned (TMC Traffic) to implement it with due consideration and in accordance with the following legislative, environment and industry standards:

- AS 1742 – Manual of uniform traffic control devices

  Part 1 – General introduction and index of signs
  Part 2 – Traffic control for general use
  Part 3 – Traffic control for works on roads
  Part 4 – Speed controls
- AS/NZS ISO 31000– Risk Management – Principles and Guidelines
- AS/NZS 4602– High visibility safety garments

- Disability Services Act
- Local Government Act
- Main Roads Act
- MRWA Specification 202
- Occupational Safety & Health Act
- Occupational Safety & Health Regulations
- Public Meetings and Processions Regulations
- Public Order in Streets Act
- Road Traffic Act
- Road Traffic Code
- Road Traffic (Events on Roads) Regulations
- Traffic Controllers' Handbook
- Traffic Management for Events Code of Practice
- Traffic Management for Works on Roads Code of Practice
- Traffic Management Plan Preparation Guideline

3.3 Responsibilities

3.3.1 Event Organiser

The event organiser has appointed TMC Traffic as the traffic management representatives for the event activities and to assume the following responsibilities:

- 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.

3.3.2 Traffic Management Personnel

TMC Traffic, being the traffic management representatives for the event activities, shall have the responsibility of ensuring the traffic management devices are set out in accordance with the TMP.

3.3.3 Traffic Controllers

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

- Operate in accordance with Section 4.10 and Appendix C of AS1742.3 and the Traffic Controller Handbook
- Hold current Event Traffic Controller or Workzone Traffic Controller accreditation in Western Australia
- Hold Basic Worksite Traffic Management accreditation
- Take appropriate breaks as required by AS1742.3 and/or OS&H Regulations.

3.3.4 Event Marshals

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

The following is an extract from MRWA Traffic Management for Events Code of Practice – March
2011 Section 10.3…
"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."
END OF EXTRACT

3.3.5 Event Traffic Controllers and Marshals

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.

3.4 Incident/Accident Procedures

In the event of an incident or accident, whether or not involving traffic or road users, traffic shall be stopped as necessary to avoid further deterioration of the situation. First Aid shall be administered as necessary, and medical assistance shall be called for if required. For life threatening injuries an ambulance shall be called on telephone number 000. The Police shall also be called on 000 for traffic accidents where life threatening injuries are apparent. Any traffic crash resulting in non-life threatening injury shall immediately be reported to the WA Police Service on 131 444.

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. Where necessary to maintain traffic flow, vehicles shall be temporarily moved into the closed section of the event area behind the cones, providing there is no risk to vehicles and their occupants or event attendees. Suitable recovery systems shall be used to facilitate prompt removal of broken down or crashed vehicles. Assistance shall be rendered to ensure the impact of the incident on the network is minimised.

4. HAZARD IDENTIFICATION AND RISK ASSESMENT

4.1 Risk Identification and Assessment

Risk analysis of the proposed event activities has identified risk events/items that will be managed by effective traffic management planning and the implementation of this TMP.

All identified risks have been treated by development of this TMP. Unforseen risks arising during the event activities will be treated in accordance with standard work practices and procedures where appropriate.

4.2 Risk Classification Tables

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Description
1	Insignificant	• Mid block hourly traffic flow per lane is equal to or less than the allowable lane capacity detailed in AS1742.3. 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 AS1742.3. 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 than110% and less than 135% of allowable road capacity as detailed in AS1742.3. 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 then170% of allowable road capacity as detailed in AS1742.3. 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 AS1742.3. Unacceptable impact to the performance of the network. • Intersection performance operates at a Level of Service (LoS) of F • Total property damage.

OSH QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	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 0.01 to 0.1 times per year (i.e. once in 10 to 100 years).
E	Rare	The event or hazard: • may occur only in exceptional circumstances, • will probably occur with a frequency of less than 0.01 times per year (i.e. less than once in 100 years).

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 = C (i.e. Possible)

QUALITATIVE RISK ANALYSIS MATRIX – RISK RATING

	Consequences				
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain.)	**M**	**H**	**H**	**E**	**E**
B (Likely)	**L**	**M**	**H**	**E**	**E**
C (Moderate)	**L**	**M**	**H**	**E**	**E**
D (Unlikely)	**L**	**L**	**M**	**H**	**E**
E (Rare)	**L**	**L**	**M**	**H**	**H**

MANAGEMENT APPROACH FOR RESIDUAL RISK

Residual Risk Rating		Required Treatment
E	Extreme Risk	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
H	High Risk	High priority, OSH MR and Roadworks Traffic Manager (RTM) must review the risk assessment and approve the treatment and endorse the TCD prior to its implementation.
M	Moderate Risk	Medium Risk, standard traffic control and event practices subject to review by accredited AWTM personnel prior to implementation.
L	Low Risk	Managed in accordance with the approved management procedures and traffic control practices.

4.1 Risk Identification and Assessment

Item	RISK EVENT	CONSEQUENCE	Pre-Treatment Risk			RISK RESPONSE	Residual Risk		
			L	C	RATING		L	C	RATING
1	Event personnel being hit by vehicles during set up and dismantling of traffic management due to poor visibility.	Injury to event personnel.	C	3	H	Shadow vehicles with flashing lights used to protect personnel; all personnel to wear high visibility vests with retro reflective strips to AS/AZS 4602; All event activities to take place within daylight hours	E	3	M
2	Road users misreading the traffic management arrangements, crashing into the signs and devices.	Injury to event personnel, participants and/or road users.	D	3	M	Traffic management to be set up as per the TCD's in this TMP; Traffic arrangements to be evaluated for effectiveness following initial opening to traffic; Event Ahead advance warning signs to be displayed on each approach to the road closures; regular inspections to be performed by traffic supervisor to ensure all signs and devices are standing, operational and clearly legible to motorists around the closed roads may create confusion for motorists increasing the risk of a rear end collision	E	3	M
3	No detour route provided	Congestion and damage to LG reputation.	D	3	M	Due to the low speed roads at the location and the fact that no main thoroughfare is impacted by the road closures the layout of the roads and the associated closures will not significantly affect traffic flows	E	3	M
4	The existence of street side parking will decrease the visibility of warning	Injury to pedestrians.	C	2	M	The optimum location of Event Ahead signs shall be determined on site by the traffic supervisor; Signs are to be	E	2	L

	signs which may result in drivers being unaware of the event and may strike a pedestrian.					positioned for maximum visibility			
5	The increase in traffic volumes around the venue caused by the event may cause congestion and delays.	Damage to LG reputation.	D	3	M	Advance warning of Event Ahead to be displayed; Event and associated road closures are taking place on a Sunday when traffic volumes are significantly lower than normal	D	2	L
6	Signage being disrupted or removed by members of the public will cause drivers to be unaware of the road closures, causing cars to enter restricted areas, resulting in a vehicle striking a pedestrian.	Injury to pedestrians and event participants.	D	3	M	Regular monitoring of signage and devices by traffic management personnel; Appropriate signs erected, including road closure and barricades to ensure road users are aware of the requirements to follow directions	E	3	M

Risk Identification and Response Table

4.2 Traffic Assessment (Vehicular Traffic)

4.2.1 Volume and Composition

No site specific traffic volumes are available at this location.
Traffic volumes on a Sunday are generally much lower than mid week volumes on the roads impacted by the event. The roads in close proximity to the Wellard Train Station are used regularly on weekdays for street side parking. However they experience minimal use on Sundays.

4.2.2 Existing & Proposed Speed Zones

The existing speed zone on all affected roads of 50 km/h will be sufficient for the posting of advance warning signs and the implementation of road closures. No temporary speed zones are required.

4.2.3 Intersection Capacity

Traffic controllers will monitor the intersections where road closures are implemented to prevent unauthorised access, as well as to keep general traffic flowing.

4.2.4 Existing Parking Facilities

Free parking is available along the streets surrounding the event venue. The parking facilities at
the Wellard Train Station are also available for public use.

4.2.5 Heavy and Oversized Vehicles and Loads

There are no special requirements to be addressed in relation to heavy or oversized vehicle movements at the time of the event. The roads affected by road closures will not impact upon heavy vehicles.

4.2.6 Public Transport

There are no public transport services that will be impacted by the event. The closed roads are not part of PTA bus routes. The ‘Notification of Event’ form will be issued to PTA for reference.

4.2.7 Special Events and Other Works

The event organiser will be responsible for liaising with City of Kwinana to ensure there are no roadworks or other events scheduled at the time of the markets.

4.3 Non-motorised Road Users

4.3.1 Cyclists and Pedestrians

This Event Traffic Management Plan has made special provisions to alleviate (wherever possible) conflict between pedestrians and vehicular traffic. Road closures are to be implemented to avoid such conflict.

4.3.2 People with Disabilities and Other Vulnerable Road Users

People with disabilities and other vulnerable road users will make use of the existing pedestrian facilities provided by City of Kwinana asset management. Provisions for people with disabilities will be managed within the venue by the event organiser.

4.3.3 School Crossings

There are no school crossings in the vicinity of the event.

4.4 Site Assessment

4.4.1 Access to Adjoining Properties

There are no adjoining properties that will be impacted.

4.4.2 Environmental Conditions

Weather:
(*Rain, Floods, Heat, Sun Glare, Fog*)
Existing drainage is installed in this area allowing for suitable 'run-off' and dispersion of all surface water. No significant flooding or water sheeting is expected. In the event of rain, an on-site assessment shall be made and sign spacing may be altered for maximum visibility. All changes shall be recorded in the daily diary.
Sun glare will not be an issue with the event starting after the hours of sunrise.
This community markets will be held during the spring, summer and autumn months. Should weather conditions deteriorate such that event participants, spectators or motorist safety is jeopardized, the Event Organisers will carry out a risk assessment to determine if the event can proceed.

If extreme heat conditions exist on any given day of the event, the Event Organiser and Traffic supervisor will be responsible to ensure that sufficient water is available for traffic controllers and marshals. Suitable sun protection shall be worn and applied.
There are no other special requirements to be addressed.

Road Geometry / Terrain:
(*Horizontal and Vertical approach geometry, Safe stopping distances, Visibility, Vegetation)*
The roads surrounding the event venue are generally flat or gently undulating with adequate sight distances throughout, which will not affect stopping distances. Due to the existence of street side parking on the affected roads, signs may be repositioned by the traffic supervisor to ensure the optimum position is obtained for maximum visibility.
All changes shall be recorded in the daily diary.

Existing Signage:
(*Obstruction, Visibility of temporary signage, Covering of existing signs*)
There are no existing signs which will need to be covered. The traffic supervisor will regularly inspect the signs to ensure they are clear and legible to motorists. These may be repositioned on
site for maximum visibility. All changes shall be recorded in the daily diary.

Other:
(*Structures, Dust, Noise, Fumes*)
There are no structures affecting sight lines or access. Dust will not pose a problem on sealed surfaces.
The event will be held within the approved times to avoid any noise violations and impacts on local residents.

4.4.3 Impact on Adjoining Road Network

There are no special requirements to be addressed. Traffic arrangements detailed in this TMP are
designed so that no impact on adjoining road networks will be experienced. The traffic supervisor

is responsible for monitoring the effects of the increased traffic flow on the affected roads.

4.5 Consultation and Communication

4.5.1 Approvals

- **MRWA**
  Nil

- **Road Authority**

City of Kwinana is the authorised body for the purpose of approving the installation of temporary traffic signs and devices for events on roads under its jurisdiction. In this regard, approval from City of Kwinana shall be sought for the erection of signs and traffic control devices required for the event activities in accordance with Regulation 297(2) of the Road Traffic Code.

The event activities will require an application for a road closure to be signed by City of Kwinana prior to submitting to WA Police for approval.

• **WA Police**

The duly signed Application for an Order for a Road Closure shall be lodged at the nearest Police station to where the proposed event is to be held. Subject to approval, 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.

4.5.2 Public Notification

The Event Organiser will be required to meet all the requirements stipulated by City of Kwinana in respect to public notifications. Information about the event is available to the public on “The Village at Wellard” website

4.5.3 Notification of Other Agencies

In accordance with the CoP all relevant agencies shall be notified using the ‘Notification of Event’ form attached at Appendix “C”. A distribution list is provided on the bottom of the form. Other agencies shall be notified as required.
The Event Organiser will be responsible for distributing the ‘Notification of Event’ form as required.

5. IMPLEMENTATION

5.1 Hazard Identification, Risk Assessment and Control

In establishing adequate controls for the hazards identified in Section 4.1, a structured approach has been used via the hierarchy of control as outlined below:

- Elimination
- Substitution
- Engineering
- Administration
- Personal Protection Equipment

The event organiser will evaluate all traffic arrangements before they are open to traffic and immediately following the opening to traffic. Adjustments are to be made as required and recorded in the daily diary, including reasons for the changes. The event organiser is also required to evaluate the traffic arrangements where site conditions change. New hazards

that arise throughout the event will be subject to risk assessment and incorporated onto the Risk Register.

5.2 Traffic Control Diagrams

The Traffic Control Diagram outlined in Appendix “D” has been provided to be implemented approximately one hour before the start of the opening of the markets.

5.3 Traffic Control Devices

Traffic control devices shall be erected in accordance with the TCD’s (refer Appendix “D”). Before the event commences, signs and devices at the approaches to the event site shall be erected in accordance with the installation plan.

A safely positioned shadow vehicle shall be used in advance of the signs and traffic control devices to protect event personnel setting out the signs. The signs and traffic control devices are to be removed in the reverse order of installation.

A detailed listing depicting the type and quantity of devices required to implement this TMP is included in Appendix ‘D’. Should the use of additional signs (not shown on the TCD or listing of devices) or reduced number of devices be required due to unforseen needs, they shall be recorded within the Daily Diary as a variation to the TMP, following prior approval. The event will not commence until all signs, devices and barricades are in place and operational in accordance with the requirements of the TMP. The number, type and location of signs, devices and barricades shall be to a standard not less than Appendix “D” of this plan and AS1742.3 (except where specifically detailed in this TMP with reasons for the variations).

Devices no longer required shall be promptly and completely removed from road user’s line of sight. Repositioning of devices can take place to accommodate the existence of street side parking along affected roads.

5.3.1 Signs

All signs shall be in accordance with AS1742.2 (and manufactured in accordance with AS1742.3), shall be at least size ‘A’ and shall be Class 1 retro-reflective. Prior to the installation all signs shall be checked for damage and cleanliness and repaired, replaced or cleaned as necessary.
Signs and devices shall be erected in accordance with the locations and spacings shown on the drawings 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.

5.3.2 Pavement Marking

The event activities will not have any impact on the existing pavement markings.

5.3.3 Variable Message Signs

Variable Message Signs will not be required.

5.3.4 Delineation

Traffic Cones shall be erected in accordance with the TCD's in Appendix D, and shall be at least 450mm high, fluorescent red and fitted with Class 1 retro-reflective tape. They shall be spaced in accordance with AS 1742.3 2009 Table 3.7. Maximum 4m spacing is recommended at road closure points to prevent unauthorised vehicle access.

Alternatively fluorescent red bollards with Class 1 retro-reflective tape may be used. The base of the cones and bollards shall be designed to be stable under reasonably expected wind conditions and air turbulence from passing traffic. The Traffic Supervisor will inspect cones or bollards at intervals necessary to ensure any miss-alignment or displacement is identified and corrected prior to this causing disruption to traffic.

5.3.5 Temporary Speed Zones

No temporary speed zones are required due to existing low speeds on affected roads.

5.4 Emergency Arrangements

Emergency vehicles requiring to enter and/or travel through the worksite will be given priority right of way. Emergency services shall be notified via the Notification of Event form of the proposed works nature, location, date and times as well as contact details for the event organiser.
In situations involving vehicle crashes and breakdowns, the event organiser will render assistance where possible to ensure the impact of crashes and breakdown on the network is minimised.

5.5 Site Access

There are no special requirements to be addressed. Market goers will be aware of the correct entry locations.

A car park will be available for stall operators from the eastern access of Pimlico Crescent off Twickenham Parade. A traffic controller will be present at the car park entry to assist vehicle and pedestrian movements, and to prevent unauthorised access.

6. MONITORING AND MEASUREMENT

6.1 Site Inspections & Record Keeping

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 event activities commence;
- During the event activities; and
- Closing down at the end of the event activities.

A daily record of the inspections should be kept indicating:

- When traffic controls were 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.
Where significant changes to the traffic environment or adverse impacts are observed, the controls should be reviewed as a matter of urgency. Daily Inspection Sheets shall be completed by the person undertaking the inspections. All variations to the TMP/TCD, incidents and accidents shall be recorded.

6.2 References

- Australian Standard AS1742.3 2009; Traffic Control Devices for Works on Roads
- Australian –New Zealand Standard AS/NZS ISO 31000:2009; Risk management
- Australian Standard AS/NZS 4602; High visibility safety garments
- MRWA Traffic Management for Events – Code of Practice March 2011
- MRWA Traffic Management for Works on Roads - Code of Practice April 2011(CoP)
- OS&H Act (1984)
- OS&H Regulations (1996)
- Road Traffic Code 2000

APPENDIX A

DAILY DIARY

AND

DAILY INSPECTION REPORT FORM

Daily Diary

Record details of all changes to the Traffic Management Plan.

PROJECT DETAILS:

LOCATION:

DATE:

Contract No.

TMP Document No. TCD Dwg No. Revision No. 0

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Record details of all changes to the Traffic Management Plan.
PROJECT DETAILS:
LOCATION:
DATE:
Contract No.
TMP Document No. TCD Dwg No. Revision No. 0

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Record details of all changes to the Traffic Management Plan.
PROJECT DETAILS:
LOCATION:
DATE:
Contract No.
TMP Document No. TCD Dwg No. Revision No. 0

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Date:	Time:	Location:			
Inspection / changes	By:	Signed:	Changes authorised	By:	Signed:
Detail/Comments:					

Daily Inspection Sheet.

TRAFFIC MANAGEMENT - DAILY INSPECTION SHEET		**DATE:**	TCD No(s).
Inspection Prior to Commencement of Work		**Day Time Inspection During Work Hours**	
Time of Inspection:		**Time of Inspection:**	
Signs & devices appropriate for the day's activities and conditions	☐ Satisfactory ☐ Modifications / Repairs Required	Signs & devices operating satisfactorily and seen by motorists	☐ Satisfactory ☐ Modifications / Repairs Required
Signs & devices positioned and mounted correctly	☐ Satisfactory ☐ Modifications / Repairs Required	Signs & devices positioned and mounted correctly	☐ Satisfactory ☐ Modifications / Repairs Required
Signs & devices clean and clearly visible	☐ Satisfactory ☐ Modifications / Repairs Required	Signs & devices clean and clearly visible	☐ Satisfactory ☐ Modifications / Repairs Required
Modifications and/or repairs completed	☐ Yes (Give details) ☐ No (If no, give reason)	Traffic Controllers correctly attired and operating correctly	☐ Satisfactory ☐ Modifications / Repairs Required
		Modifications and/or repairs completed	Yes (Give details) No/Not Applicable (Give reason)
Closing Down Inspection		**Night Time Inspection After Working Hours**	
Time of Inspection:		**Time of Inspection:**	
Signage removed	☐ Satisfactory ☐ Modifications / Repairs Required	Arrow boards/VMS operating?	☐ Satisfactory ☐ Modifications / Repairs Required
Cones and bollards removed	☐ Satisfactory ☐ Modifications / Repairs Required	Signs & devices positioned and mounted correctly	☐ Satisfactory ☐ Modifications / Repairs Required
'Road Closed' and temporary barriers removed	☐ Satisfactory ☐ Modifications / Repairs Required	Signs & devices clean and reflective	☐ Satisfactory ☐ Modifications / Repairs Required
Pedestrian containment fencing removed	☐ Satisfactory ☐ Modifications / Repairs Required ☐ N/A	Modifications and/or repairs completed	☐ Yes (Give details) ☐ No / Not Applicable (Give reason)
All materials removed from medians	☐ Satisfactory ☐ Modifications / Repairs Required	Notes: Indicate by placing a tick (✓) in the appropriate box for each item. Items requiring modification and/or repair are to be described on the back of this form. For all modifications that are different to the basic traffic management plan layout give details of who authorised changes. Hand sheets to supervisor / manager at the end of each day. When copying, ensure any notes on back of sheet are copied as well.	
Modifications and/or repairs completed	☐ Yes (Give details) ☐ No / Not Applicable (Give reason)	Signed:……..……..(Supervisor) Signed:……..……..…….(Manager) Date:…… ……..…… Date:……	

APPENDIX B

INCIDENT REPORT FORM

Incident Report Form.

Any incident occurring onsite shall be reported using the following incident report format.

Region Contract Number	Incident Report No. Contractor

Major Incident Reports must be forwarded to the Superintendent within 48 hours of the incident occurring or becoming apparent.

Contractors shall use this Form for reporting of Traffic incidents on works under Contract and this form supplements the OSH Incident Reporting Form.

A Details of Incident	Reported to: ☐ Supervisor ☐ TMR ☐ Other					
OSH Incident Report No				**Atmospheric Conditions**	**Light Conditions**	
Fatality ☐				Clear ☐	Day Light	☐
Injury ☐	**Road Surface**			Overcast ☐	Night Time	☐
Property Damage ☐	Unsealed ☐			Raining ☐	Dawn/Dusk	☐
Police Attended **Yes/No**	Sealed ☐			Fog/Smoke/Dust ☐	**Street Lighting**	
Time and Date of incident	**AM / PM**			**Road Condition**	On	☐
	Day	Month	Year	Wet ☐	Off	☐
				Dry ☐	Not Provided	☐

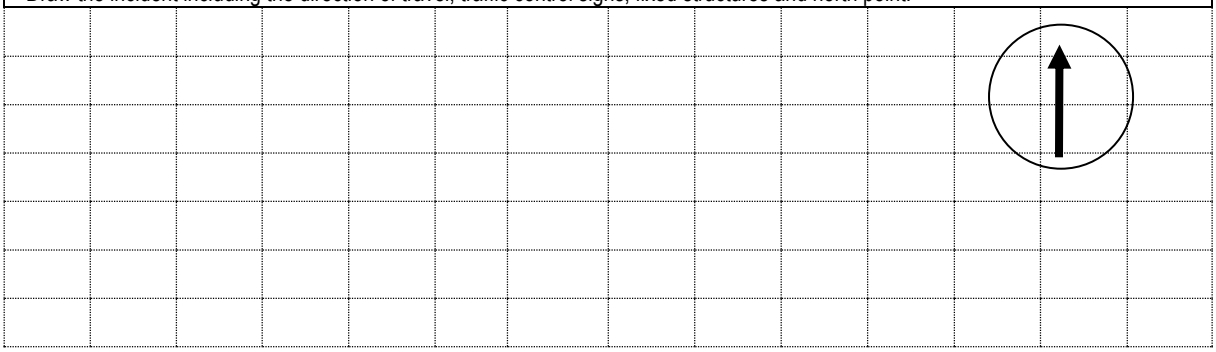
Other relevant details, (Last maintenance grade, watering and dust conditions):

B Details of Traffic Management in place:							
TCD No:				Name of individual that prepared the TCD			
Time last inspected:				Accreditation No:			
TCD Approved:	Day	Month	Year	TMP Approved:	Day	Month	Year

C Descriptions of Vehicles:			
Detail (make, model/ped/cyclist/VRU)	Registration No	Direction of Travel	Age of Driver
Vehicle 1			
Vehicle 2			
Vehicle 3			

Comments:

D Description of Incident:
Draw the incident including the direction of travel, traffic control signs, fixed structures and north point.



E Attachments:	The following copies MUST be submitted with this Incident Report.	

Approved TMP ☐ Approved TCP ☐ Approvals for temporary speed restrictions ☐ Daily Diary ☐

F Police Report:

Accident reported to Police: ☐ YES ☐ NO Report made by ☐ Phone ☐ Fax ☐ Mail or E-mail

Date Report Made Day Month Year Police WA Reference Number

G Details of Person Completing this Incident Form:

Name: Contractor Name:

Position:

Date: Signature:

APPENDIX C

NOTIFICATION OF EVENT FORM

NOTIFICATION OF EVENT

Notifications are to be distributed at least one (1) week in advance of works
Where Police attendance is required at least three (3) week's notice shall be given (except in an emergency)

Anticipated start date:			Anticipated finish date:		
Anticipated Start Time:			Anticipated finish Time:		
Location of Event (Road/Street, Suburb):					
Description of Event:					
Description of traffic management arrangements:					
Posted Speed Limit:		Worksite speed limit:		After hours speed limit:	

What is the anticipated effect on traffic flows?:				Will there be restricted width for oversize escorted vehicles?:		Yes ☐	No ☐
Are lanes closed at signals?:	Yes ☐	No ☐	N/A ☐	Are signal loops or hardware affected?:	Yes ☐	No ☐	No ☐
Will signal phases need time changes?	Yes ☐	No ☐	N/A ☐	Will signals need to revert automatically?:	Yes ☐	No ☐	N/A ☐
Date of signal "black out":				Times of signal "black out":			
Will Police attendance be required?:	Yes ☐	No ☐		Dates for Police attendance : (See note below) [1]			

Road Authority:					
Postal Address:					
Telephone:		Email:		Facsimile:	
Contact:					
Telephone:		Email:		Mobile:	

Event Organiser:					
Postal Address:					
Telephone:		Email:		Facsimile:	
Contact:					
Telephone:		Email:		Mobile:	
After hours contact:		Telephone:		Mobile:	

Traffic Management Contractor:					
Postal Address:					
Telephone:		Email:		Facsimile:	
Contact:					
Telephone:		Email:		Mobile:	
After hours contact:		Telephone:		Mobile:	

Distribution List	Email	Facsimile

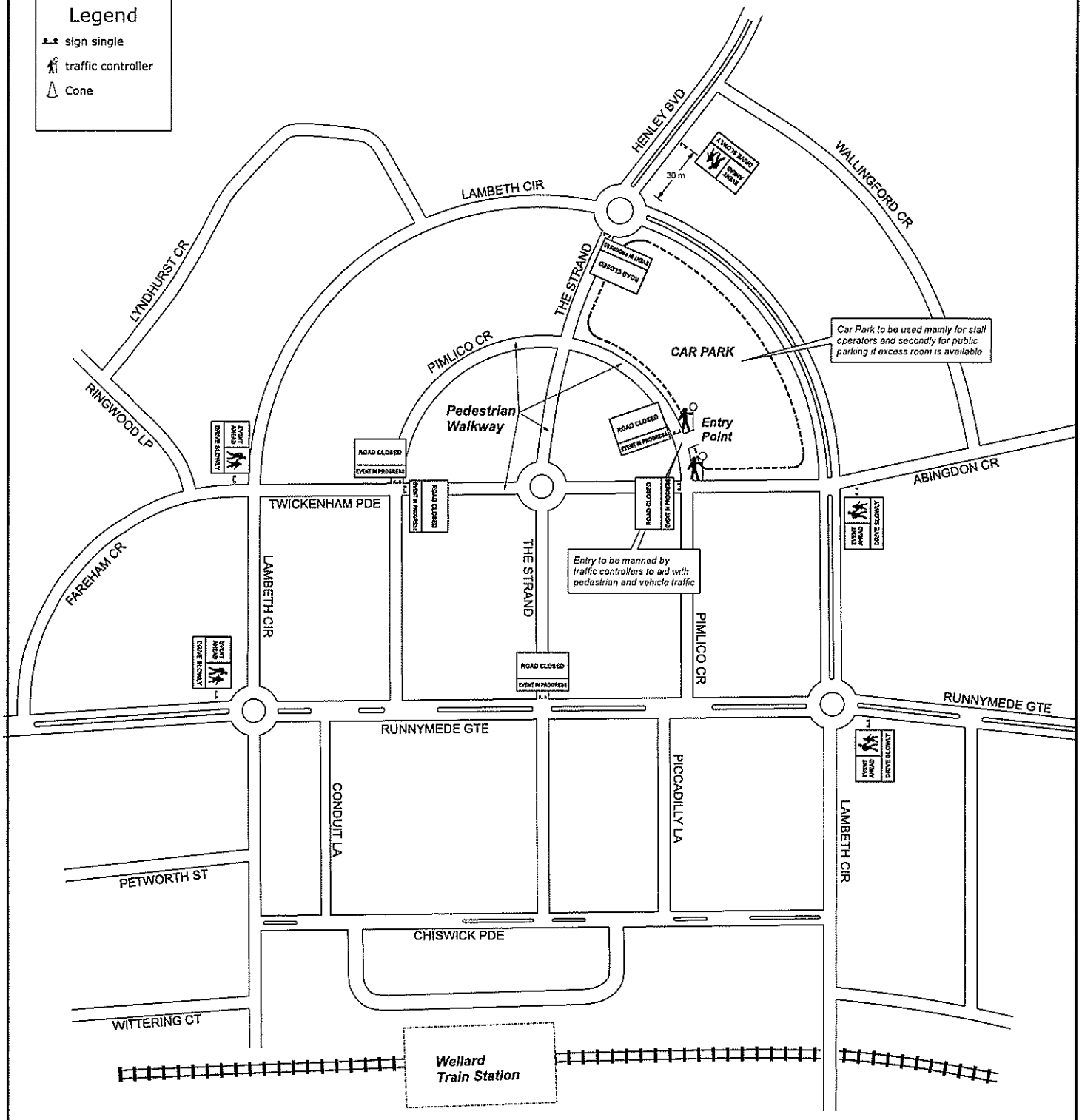
[1] Where Police attendance is required specific arrangements shall be made with the WA Police State Traffic Coordination, on (08) 6274 8654

[2] Perth metropolitan area only. Elsewhere, the relevant Main Roads Regional Office shall be notified.

APPENDIX D

TRAFFIC CONTROL DIAGRAMS

www.invarion.com



GENERAL NOTES

1. THE COMMUNITY MARKETS WILL RUN FROM 9:00am TO 1:00pm. ROAD CLOSURES ARE TO BE INSTALLED PRIOR TO THE START TIME TO ACCOMMODATE SET UP BY SELLERS AND STALL OPERATORS.
2. EVENT AHEAD SIGNS ARE TO BE POSITIONED ON SITE FOR MAXIMUM VISIBILITY DUE TO EXISTING STREET SIDE PARKING BAYS.
3. LOCAL TRAFFIC GENERALLY USE RUNNYMEDE GATE AND LAMBETH CIRCLE AS THE MAIN THOROUGHFARE THROUGH THE AREA. AS THESE ROADS WILL NOT BE CLOSED DURING THE EVENT, NO DETOUR ROUTES ARE REQUIRED.

Plan Items

- 5 x Multi Message Sign
  - Pedestrians MMS-EVE-6
  - Event Ahead MMS-EVE-3
  - Drive Slowly MMS-ADV 11
- 6 x Multi Message Sign
  - Road Closed MMS-ADV-32
  - Event In Progress MMS-EVE-4

BARRICADES

Temporary barricades / barriers or cone / bollard delineation are to be used at road closure locations as required to form a physical barrier preventing unauthorised vehicle access. They should be displayed alongside the appropriate road closure signs.

CLIENT: CREATING COMMUNITIES	DRAWING No:	REVISION:	SIGNED:
EVENT: THE VILLAGE MARKETS AT WELLARD	DATE OF EVENT: 1st Sunday of Every Month - Oct to March		DESIGNED & DRAWN BY:
TITLE: ROAD CLOSURES FOR THE OPERATION OF A COMMUNITY MARKET DAY ON THE STREETS OF WELLARD	LOCATION: PIMLICO CRESCENT, WELLARD		MRWA ACCREDITATION: AWTM
	POSTED SPEED: 50 km/h	EVENT SPEED: 50 km/h	DATE:

N