



mainroads
WESTERN AUSTRALIA

Traffic Management for Events

CODE OF PRACTICE

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**TRAFFIC MANAGEMENT FOR EVENTS
*CODE OF PRACTICE***

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Main Roads Western Australia
Planning and Technical Services Directorate
Road Safety Branch

July 2024

AMENDMENT / REVISION STATUS RECORD

Date	Section	Amendment / Revision Description
July 2024	Section 2	Road definition updated
	Section 6.4.3	Updates to Registration Scheme
	Section 10.2	Updates to tasks undertaken by a person with Event Traffic Controller accreditation
February 2021	Whole document	Adoption of the Austroads Guide to Temporary Traffic Management
	Whole document	References to AS1742.3-2009 changed to AS1742.3-2019.
	Whole document	Duplication from the Traffic Management for Works on Roads Code of Practice removed
	Forward	Peter Woronzow added as Commissioner Main Roads
	Section 3	Reference to roads that fall under the Conservation and Land Management Act added
	Section 6.3.1	Clarification added for Events that do not fall within Event Categories 1-6
	Section 6.3.3	Reference to the Temporary Traffic Management: Traffic Signal Approval Policy added
	Section 6.4.3	Reference to the Traffic Management Company Registration Scheme
	Section 9.7	New section – Vehicle Mounted Warning Device
Section 12	New section – Hostile Vehicle Mitigation	
July 2020	Appendix 3	Main Roads WA regional contacts updated
		Notification of Events Form Distribution List updated
May 2017	Section 4.2	Section Name Changed to Events at Private Venues
	Section 6.1	Clarification of event approval timeframes
	Section 6.2.2	Reference to Interagency Events Approval Committee
	Section 7.3	Road authority to determine if RTM is required
	Section 7.3.1	New subsection - Longitudinal Channelising Barricades

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	Section 10.2	Clarification – Event Traffic Controller accreditation only on roads with permanent speed limit of 60 km/h or less
	Section 11.2	Updated to include sign design requirements
	Section 12	Contacts updated
July 2015	Whole Document	Links to Main Roads website and other documents updated
	Forward	Added Reece Waldock as the Commissioner of Main Roads
	Section 2	Definition of Event updated to include events not subject to approval by Commissioner of Police.
	Section 5.3	Temporary Suspension of Written Law removed from Road Traffic Act 1974 and added to Road Traffic (Administration) Act 2008
	Section 4.1	Sub-section added for events on roads that do not fall under Legal Acts or Regulations.
	Section 6.2.4	Requirement for the event organiser to obtain all approvals for the event.
	Section 7.1	TMPs can no longer be prepared by WTMs
	Section 7.2	Requirement for the initial selection of the plan to be done by AWTM; Link to the Generic/Site Specific TMP checklist added.
	Section 7.3	Examples of ‘complex traffic arrangements’ removed.
	Section 7.6	New section – Events on Roads through Railway Level Crossings
	Section 9.4	Removal of Symbolic Wheelbarrow Race sign MR-TAW-29 and MMS-EVE-8
	Appendix 4	Generic Traffic Management Plans removed from the document (added to the MRWA website)
Feb 2011	Appendix 4	Relationship between Dimension ‘D’ and approach speed clarified.
Jan 2011	Foreword	Title’ Commissioner of Main Roads replaced with Managing Director of Main Roads
	Whole Document	Reference to High and Low volumes removed. Term no longer used AS1742.3.

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Whole Document	Reference to High and Low speed removed. Term no longer used AS1742.3
Section 7.4	Reference made to the use of Prepare to Stop (T1-18) and Traffic Controller (symbolic) (T1-34) signs.
Section 7.7	New section – Variation to the Code and Standards
Section 9.1	Reference to the use of Multi-Message Signs panels added.
Section 9.2	Sign requirement and usage redefined. Reference made to Multi-Message Sign ‘MMS-EVE-3’.
Section 9.3	Sign requirement and usage redefined. Reference made to Multi-Message Sign ‘MMS-EVE-4’.
Section 9.4	Value of 0.5D amended to 1D. Reference made to Multi-Message Signs ‘MMS-EVE-1, 6, 7 and 8’.
Section 9.5	Value of 2D amended to 1D. Reference made to Multi-Message Signs ‘MMS-EVE-2 and 9’.
Section 9.6	New section – ‘Event On Side Road’ sign added.
Section 10.2	Second paragraph split into 3 separate parts and text redrafted. Reference to “Implementation of signs...” Relating to Event Traffic Controller accreditation Table 3 removed. Reference to implementation of “Prepared To Stop” and “Traffic Controller (Symbolic)” sign added to Event Traffic Controller accreditation table.
Section 11.1	Section reformatted
Section 13	Reference to: Retro reflective material 1993 replaced with 2007. Risk management AS/NZS 4360:1999 – replaced with AS/NZS ISO 31000:2009. Austroads Guide to Traffic Engineering Practice Part 13 and 14 removed. Austroads Guide to Road Design added. Austroads Guide to Traffic Management added. Austroads Guide to Traffic Management Practices Part 14 – Bicycles added.
Appendix 3	Contact information (email address , facsimile

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numbers) updated'

Appendix 4 TCD BR18 - Advanced warning signs (Event Cyclist (MR-TAW-27) and Event Ahead (MR-TAW-30)) bottom of page reversed.

Dec 2009	Appendix 4	Traffic Control Diagrams redrawn and updated to accommodate AS1742.3-2009 MRCOP Jan 2010 requirements; Traffic Control Diagram BR05 added
	Appendix 1	Flow charts amended to accommodate separate road authority/police approval processes.
	Section 13	'Current Version' added to reference AS 1742 - Manual of uniform traffic control devices; Reference to Traffic Management for Works on Roads Code of Practice – 'March 2004' replaced by 'Current Version'; Reference to AS1742.3 Field Guides removed
	Section 9.2	Reference to Clause 1.4.1 of Australian Standard 1742 Part 3 replaced with Clause 6.2.7 Main Roads Traffic Management for Works on Roads Code of Practice; Reference to Clause 3.4.6 replaced with 6.4.7; Positioning of advance warning signs on side road redefined
	Section 7.5	Reference to 'Section 7.2' replaced with 'Section 6.2'
	Section 7.2	Reference to 'Traffic Management Plans' replaced with 'Traffic Control Diagram'
	Various	References to 'AS1742 Part 3 – 2002' replaced by 'AS1742 Part 3' throughout.
	Various	Address links to Main Roads website pages updated.
	Section 7 and Table 10.2	Various amendments to accommodate new Worksite Traffic Management accreditation and responsibilities.

March 2008	Section 7.1	Amended to describe circumstances under which a Traffic Management Plan is required to be prepared.
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Preface

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

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

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

Amendments to this document may be made from time to time reflecting the changes in technology, standards or legislation as well as feedback from those involved in event management and organisation, subject to endorsement by the advisory group. Users of this document are warned to make sure that they are using the current document which is available on Main Roads' website at www.mainroads.wa.gov.au; go to 'Technical & Commercial > 'Working on roads.'

Foreword

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

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

Main Roads Western Australia has adopted the Safe System approach to managing the road network. This Code provides mechanisms to protect all road users (including event participants), acknowledging that people are fallible and have limited tolerances to force.

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

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

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

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

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

Peter Woronzow
COMMISSIONER OF MAIN ROADS

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- Appendix 3 - Sample "Notification of Event" Form

1. INTRODUCTION

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

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

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

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

Unless otherwise specified by a requirement in this Code, for any conflict identified between this Code, the Works Code, AS 1742.3 and/or AGTTM; this Code shall take precedence.

See AGTTM Part 1 for more details on Temporary Traffic Management (TTM) purpose, philosophy and principles.

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

2. DEFINITIONS

AGTTM: Acronym for Austroads Guide to Temporary Traffic Management

AS: Acronym for Australian Standard

AS/NZS: Acronym for Australian/New Zealand Standard

Authorised Body: Being the same definition as that in Regulation 3 of the Road Traffic Code 2000 - means a government department, government instrumentality, statutory authority, local government or a body authorised by the Commissioner of Main Roads for the purposes of Regulation 297(2) of the Road Traffic Code 2000

Authorised Person:	Being the same definition as that in Regulation 3 of the Road Traffic Code 2000 - means a person authorised under Regulation 271 of the Road Traffic Code 2000. (Relates also to Regulation 272.)
Carriageway:	Section of the road devoted particularly to the use of vehicles, that is between the guideposts, kerbs or barriers where these are provided, inclusive of shoulders and auxiliary lanes
Contraflow:	Traffic flow in a direction opposite to the normal flow
District Distributor Road:	As per Metropolitan Functional Road Hierarchy (FRH) classifications (refer to Main Roads website - Go to www.mainroads.wa.gov.au). Also applies to roads outside the Metropolitan Area having the same Functional Types and Criteria specified in the FRH for 'District Distributor' roads.
Duty of Care:	The legal duty on the part of all employers, employees and others including contractors and consultants who have an influence on the potential hazards in a work site, which requires them to take reasonable care to protect the health and safety of others at the work site including road users who may be at a foreseeable risk of harm
Emergency:	A situation where a life threatening risk exists and the consequences of not taking action are judged to be worse than if action is taken.
Event:	For the purposes of this Code, any organised activity that requires management of adverse impacts on road users (including pedestrians). This may be subject to an approval by the Commissioner of Police, including approval made under delegation, pursuant to the Road Traffic Act 1974 Part VA and/or Regulation 139 of the Road Traffic (Administration) Act 2008, or the Public Order in Streets Act 1984, and includes the following: <ul style="list-style-type: none"> • A race meeting for athletes • Race, rally or reliability trial for vehicles • Speed test • Sporting, recreational, social, fundraising or artistic event • Political, religious, cultural, or commemorative parade or rally.
Event Marshal:	A person under the instruction of the Event Organiser or a police officer, primarily engaged to guide and assist persons participating in, and/or attending, an event.
Event Organiser:	The individual person whose name principally appears on the relevant application form as the 'applicant', 'nominee' or similar.
Instrument of Authorisation:	A legal instrument through which the Commissioner of Main Roads, under Regulation 297 of the Road Traffic Code 2000, formally delegates to an Authorised Body the authority to erect, establish or display and alter or take down any road sign or traffic control signal for the purpose and duration of any event subject to

conditions set out in the instrument. In order to take effect, the instrument must be executed by the Commissioner and the body the subject of the instrument.

Local Road:	A road under the care, control and management of a local government.
Road:	For this Code has the same meaning as that defined in Main Roads Act: means any thoroughfare, highway or road that the public is entitled to use and any part of the thoroughfare, highway or road, and all bridges (including any bridge over or under which a road passes), viaducts, tunnels, culverts, grids, approaches, paths for cyclists, pedestrians or both, and other things related to, or used in connection with, the road.
Road Reserve:	For the purpose of this Code includes the land set aside, gazetted under an enactment or commonly used by the public as a road and all verges, traffic islands, median strips and other provisions associated therein for the conveyance or travel persons but does not include private tenements or freehold land.
Shall:	Indicates that a statement is mandatory.
Should:	Indicates a recommendation.
State Road:	A Freeway, Controlled Access Highway, state or National Highway, Main Road or other road under the care and control of Main Roads Western Australia, duly proclaimed and declared under the Main Roads Act 1930.
Traffic Control Device:	Any sign, signal, pavement marking or other installation placed or erected by a public authority or official body, having the necessary jurisdiction, for the purpose of regulating, warning or guiding traffic.
Traffic Control Diagram:	See Traffic Guidance Scheme
Traffic Controller:	A person that has been trained and accredited to control the movement of traffic and other road users at a worksite or at an event, using a Stop/Slow bat or portable traffic control device.
Traffic Guidance Scheme	Detailed drawings depicting the layout and type of traffic control devices to be used for all situations likely to be encountered during the event.
Traffic Management Plan:	A document containing Traffic Guidance Scheme and documentation of project or event details in regard to traffic management at a work site or at an event. The documentation of project or event details includes, inter alia, responsible personnel, proposed timing of the works/event, approvals that have been gained, traffic volume/type details, documentation of risk management and special provisions for specific road user types.

3. SCOPE

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

Events that impact on roads that are open to the public but are not state or local government roads, , are not specifically within the scope of this document. However, it is recommended that event organisers and other road infrastructure managers conform to the general guidelines of this Code in conjunction with compliance with the requirements of the authority responsible for the road impacted upon by the event.

It is acknowledged that events on roads that fall under the Conservation and Land Management Act 1984, such as car rallies, cannot be appropriately managed with conventional traffic management arrangements. As a result, an Event Traffic Management Plan which clearly documents departures to conventional temporary traffic management (TTM) methods using a risk assessment approach shall be produced for this purpose. Departures shall only be endorsed if the residual risk is lower than what would be in place with conventional TTM methods. Possible departures may include, but are not limited to, training and accreditation; signs and devices; traffic management documentation; etc.

4. EVENT CATEGORIES

4.1 On-Road Events

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

Table 1 describes six categories of events for which likely features and examples have been shown to assist with category identification. Generally, Categories 1 to 4 are those that require the full closure of the road to normal traffic operations at the location of the event, while Category 5 and 6 events do not require such a formal road closure but are subject to other legal controls on traffic movements. On-road events that fall outside these legal frameworks have been described in section 4.1.2 below.

4.1.1 Event Categories 1-6

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

Table 1 – Categories of Events

4.1.2 Other On-Road Events

There may be some on-road activities that will not require a full road closure or a temporary suspension of traffic regulations therefore will not fall in the categories listed in section 4.1.1. If these activities will change the traffic environment to the extent that road users will be required to actively reduce their travel speed and/or direction of travel on the roadway they will be classified as an event under this Code and require a TMP (see section 7) and approval from the relevant road authority.

For example a bicycle ride that requires traffic controllers to hold traffic or a lane taper to enable riders to enter the carriageway (e.g. from the starting point) and then once they are out on the road safely they simply continue to their destination in accordance with all road rules.

A risk management approach should be taken for activities that do not require traffic management. For example organisers of a group bike ride on the weekend should ensure all participants are aware they are required to follow all road rules (see Cycling Information on the Department of Transport website go to: www.transport.wa.gov.au > 'Active Transport' > 'Cycling'). For the purposes of this Code when rides are conducted in this manner they will not be classified as an event.

4.2 Events at Private Venues

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

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

Where an event will impact on a state controlled road Main Roads shall be contacted prior to giving approvals.

5. LEGISLATION APPLICABLE TO EVENTS

5.1 General

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

5.2 Road Traffic Act 1974

5.2.1 Part VA - Events on Roads

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

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

5.3 Road Traffic (Administration) Act 2008

Section 139 – Temporary Suspension of Written Law

This section enables the Western Australia Police, under delegation by the Minister for Transport, to approve subject to any conditions by gazettal, the temporary suspension of the provisions of the Road Traffic Act and/or Regulations for events involving specifically a race meeting or speed test. The consent of the local government must first be obtained.

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

5.4 Road Traffic (Events on Roads) Regulations 1991

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

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

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

5.5 Road Traffic Code 2000

These regulations are made under the Road Traffic Act.

5.5.1 Regulation 83 – Hand Held Stop Signs

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

5.5.2 Regulation 271 – "Authorised Person" to be Declared

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

5.5.3 Regulation 272 – Obedience to Police or Authorised Persons

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

5.5.4 Regulation 290 – Processions and Public Meetings

Makes it an offence to conduct a procession or parade, or participate in such, without the

written authority of the Commissioner of Police.

5.5.5 Regulation 291 – Temporary Closure of, or Restriction on the Use of Roads

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

5.5.6 Regulation 292A – Directions When Road Under Repair Etc.

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

5.5.7 Regulation 297 – Power to Erect Traffic-Control Signals and Road Signs

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

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

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

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

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

5.6 Public Order in Streets Act 1984

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

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

Holding a public meeting without a permit from the Commissioner of Police is an offence under Regulation 290 of the Road Traffic Code 2000.

5.7 Public Meetings and Processions Regulations 1984

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

6. EVENTS APPLICATIONS AND APPROVALS

6.1 General

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

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

Category 1	- 6 months
Category 2	- 3 months
Category 3	- 1 month
Category 4	- 1 month

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

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

Category 5	- 4 days (as per the Public Order in Streets Act 1984)
Category 6	- Nominally six weeks

Note: these timeframes represent the absolute minimum time needed to obtain the relevant signatures from the approving bodies. Depending on the various complexities of the event much more time will be needed to ensure appropriate event and traffic management planning (see section 6.2.2 below).

6.2 Planning

6.2.1 Local Government Authorities

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

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

For a Category 6 event and where required for other events, the local government's consent signature for the suspension of traffic laws shall be made on the form titled 'Application for Temporary Suspension of the Road Traffic Act/Regulations, Section 139 Road Traffic (Administration) Act' available from local Police stations and local government offices.

6.2.2 Main Roads Western Australia

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

For events in the Metropolitan area the initial inquiry or application should be directed to the Road Planned Interventions Section, Main Roads Western Australia, PO Box 6202, East Perth WA 6892;

Phone 138 138,
Email: enquiries@mainroads.wa.gov.au

For regional areas, contact should be made with the Customer Services Manager at the relevant Regional Office. Telephone 138 138 or refer to Main Roads' website www.mainroads.wa.gov.au; go to 'About Main Roads' > 'Contact us'.

The Interagency Events Approval Committee has been established to ensure all large scale new events are appropriately planned. The committee consists of members from Main Roads, WA Police, Public Transport Authority, Tourism WA and the City of Perth. Representatives from other Local Governments are to be invited where a proposed event falls within or impacts roads within their jurisdiction.

Any new event that meets all of the following criteria shall be reviewed by the committee for initial conditional approval:

- Impacts on roads under the control of both Main Roads and local government; and
- Involves full road closures; and
- Will have a significant impact on traffic; and
- Is a category 1, 2 or 3 event;

These will generally be events occurring in the metropolitan area.

Once conditional approval has been granted by either Main Roads or the Committee the event organiser shall begin planning all aspects of the event, such as arranging a traffic management plan.

The event organiser is not permitted to advertise the event until all details of the event, including traffic management, the communications plan, and order for a road closure form have been signed by the relevant authorities.

6.2.3 Western Australia Police

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

6.2.4 Event Organiser

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

The event organiser shall be responsible for ensuring all approvals have been obtained from the relevant stakeholders (see section 6.3).

6.3 Approvals

6.3.1 Western Australia Police

The duly signed 'Application for an Order for a Road Closure' or 'Application for Temporary Suspension of the Road Traffic Act/Regulations, Section 139 Road Traffic (Administration) Act' forms, or other written agreements, shall be lodged at the nearest Police station to where the proposed event is to be held.

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

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

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

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

Events that do not fall within the listed Event Categories 1-6, do not require approval from WA Police. Local governments and Main Roads have the authority to approve road closures for events that fall outside of these Event Categories.

6.3.2 Main Roads Western Australia

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

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

6.3.3 Events Affecting Traffic Signal Operations

Where the proposed traffic management involves modification to existing signal phasing, number of traffic lanes and / or timing on local OR state roads; the proposed changes to these devices are to be submitted to Main Roads accordance with the Temporary Traffic Management: Traffic Signal Approval Policy available on the Main Roads website at www.mainroads.wa.gov.au; go to 'Technical & Commercial' > 'Working on Roads.'

6.4 Preparation and Implementation

6.4.1 Event Organiser

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

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

The Event Organiser shall deal with any public liability claims made in respect to the traffic management arrangements for the event.

6.4.2 Local Government Authorities

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

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

6.4.3 Main Roads Western Australia

Events on State Roads will generally require a Traffic Management Plan to be prepared and approved for implementation by the Commissioner of Main Roads or his authorised delegate. This requirement is irrespective of whether the event involves a road closure on a State Road.

Arrangements for implementing the Traffic Management Plan shall be discussed with the Main Roads personnel indicated in Section 6.2.2 above. Any party implementing temporary traffic management on State Roads (including for Events) shall be a registered company under the State Road Traffic Management Company Registration Scheme (the Scheme). Details of the Scheme are available at <https://www.mainroads.wa.gov.au/technical-commercial/working-on-roads/>).

Registration under the Scheme is not required for Events where the only signs implemented on the State Road are from the Event Series (see section 9).

6.4.4 Western Australia Police

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

7. TRAFFIC MANAGEMENT PLANS – PREPARATION AND MANAGEMENT

7.1 General

Any party responsible for organising an event that involves a change to the traffic environment to the extent that road users will be required to actively reduce their travel speed and/or direction of travel on the roadway, or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a Traffic Management Plan (TMP) is prepared that adequately provides for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users. TMPs shall be prepared as per the requirements in the Traffic Management for Works on Roads Code of Practice.

7.2 Generic Traffic Management Plans

The amount of details and information to be provided in a Traffic Management Plan can vary depending on the nature and complexity of the traffic management arrangements. A selection of generic Traffic Guidance Schemes (TGSs) for a number of typical traffic arrangements likely to be required for traffic control in a low-speed traffic environment 60 km/h or less, typically found on Local Distributor or Access roads are available on the Main Roads website at www.mainroads.wa.gov.au: go to 'Technical & Commercial' > 'Working on Roads'. These illustrations consist of a TGS suitably annotated with specific 'Notes and Conditions of Use'. They are appropriate for typically Category 2, 3 and 6 events having low impact on traffic and pedestrian activity.

The initial selection of the appropriate plan to be implemented shall be made only by a person holding Advanced Worksite Traffic Management accreditation (refer Section 10), but its ongoing implementation at regular or recurring events under the same traffic conditions can be approved by the relevant local government. However, a site visit must be undertaken to confirm that the event can continue to be safely conducted without a specific Traffic Management Plan being prepared for the event (see section 5.2.1 of Traffic Management for Works on Roads Code of Practice). A Generic/Site Specific TMP checklist to assist in determining the need for the traffic management setup to be a generic or site specific has been added to the Main Roads website: at www.mainroads.wa.gov.au; go to Technical & Commercial' > 'Working on Roads'.

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

7.3 Traffic Management Plans for Complex Traffic Arrangements

7.3.1 Longitudinal Channelising Barricades

Where a risk assessment determines that a road safety barrier system is not required, clause 4.12.2 of AS1742.3 allows the use of longitudinal channelising barricades for containment fences or as delineation devices. These shall comprise interconnected lightweight modules such as plastic water ballasted modules.

These devices are permitted at events and will NOT be considered a Work Zone Barrier system that require RTM endorsement when used for this purpose.

At events, such as motorsport, where spectators will be directly behind the device and there is a of risk spectators thinking the device will offer protection from errant vehicles, the device shall be marked 'NOT A SAFETY BARRIER' in letters at least 50 mm high. The use of barricades for this purpose shall be subject to a risk assessment. Where it is determined that protection is required Work Zone Barriers (with RTM endorsement) shall be provided.

7.4 Manual Traffic Control

Traffic control for events, utilising a suitably trained and accredited Traffic Controller with a Stop/Slow bat (see Section 10), shall generally be undertaken in accordance with AGTTM Part 7 Traffic Controller Instructions.

AGTTM Part 7 describes the general safety requirements that should be observed by those controlling traffic at events. In particular the use of the Prepare to Stop (T1-18) and the Traffic Controller (Symbolic) (T1-34) signs whenever traffic in manual control by a Stop / Slow (R6-8, T7-1) bat.

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

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

Table 2 – Use of Traffic Controllers for Events

7.5 Temporary Speed Limits

Temporary speed limits for events shall be subject to the same installation requirements as described in Section 6.4 of the 'Traffic Management for Works on Roads Code of Practice'.

7.6 Events on Roads through Railway Level Crossings

In the instance that an event route is through a railway crossing, the rail crossing signs and devices must be obeyed at all times and cannot be overruled by event personnel. Trains shall have priority over the event participants at all times. This shall be conveyed to all event participants and personnel prior to the commencement of the event and shall be noted in the TMP.

7.7 Traffic Management Records

Event organisers should keep a copy of the Traffic Management Plan and, in particular, a record of all traffic control device placements and any changes to these during the event. This shall be undertaken in accordance with the Traffic Management for Works on Roads Code of Practice.

7.8 Variation to the Code and Standards

Variations to this Code, AS1742.3 or AGTTM shall be done in accordance with the Traffic Management for Works on Roads Code of Practice

8. AUTHORITY TO ERECT ROAD SIGNS

8.1 Authorised Bodies and Their Agents

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

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

8.2 Non-Authorised Bodies and Their Agents

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

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

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

9. TRAFFIC MANAGEMENT SIGNS AND DEVICES

9.1 General

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

Sign panels designated as (MMS-xxx-xx) used to form a Multi-Message (3-panel) sign shall be used in accordance with Section 6.3, Main Roads' Traffic Management for Works on Roads Code of Practice.

(N.B. Refer also to the signs index in Main Roads Western Australia's website for signage design details. Go to www.mainroads.wa.gov.au; go to 'Technical & Commercial' > 'Technical Library' > 'Signs Index'.

9.2 Event Ahead Sign

MR-TAW-30 (1200 x 600) – MMS-EVE-3 (600 x 600)



Black Legend on Yellow Retro-reflective Background

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

The sign shall be positioned on the approach to the event site as per the requirements for signs provided in AGTTM part 3

This sign can also be used on the intersecting side roads to provide advance warning of an on-road event being conducted across the road intersection.

This sign has similar usage to the "ROADWORK AHEAD" T1-1 sign for works on roads. In this regard the sign can be supplemented with a 'NEXT X km' tag or legend as similarly specified in Clause 4.6.6 of AS1742 Part 3, where the event occurs on a single section of road over a distance of two kilometers or more. This signing should be repeated at regular intervals (nominally 500 m) where the event is being conducted over long distances.

9.3 Event in Progress Signs

MR-TP-19 (1800x200) – MMS-EVE-4 (1200 x 300)



Black Legend on Yellow Retro-reflective Background

The "EVENT IN PROGRESS" sign shall be used to give advance warning of the presence of Event Participants, Support Vehicles, Events patrons or observers (audience). The signs shall also be used as an attachment to the bottom of the "ROAD CLOSED" T2-4 sign used to indicate that a road is closure for an event.

9.4 Symbolic Signs

MR-TAW-27 (900 x 600)
MMS-EVE-1 (600 x 600)



Cyclist

MR-TAW-28 (900x600)
MMS-EVE-7 (600 x 600)



Runner

MR-TAW-31 (900x600)
MMS-EVE-6 (600 x 600)



Pedestrians

Black Symbol and Border on Fluorescent Orange Background

These symbolic signs shall be used in conjunction with the “EVENT AHEAD” sign as appropriate to provide additional advance warning. The signs should be mounted alongside and on the inner side (close to traffic side) of the “EVENT AHEAD” sign where there is adequate space. Where the two signs have to be located apart, the symbolic sign shall be located after the “EVENT AHEAD” sign in accordance with the sign spacing detailed in AGTTM Part 3.

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

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

9.5 End Event Sign

MR-TP-20 (1200 x 600) – **MMS-EVE-2** (600 x 600) – **MMS-EVE-3** (1200 x 600)



Black Legend on Yellow Retro-reflective Background

The “END EVENT” sign is used to mark the end location of an event for departing traffic which is provided with an “EVENT AHEAD” advance warning sign on the approach to the event.

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

9.6 Event On Side Road Sign

MR-TAW-34 (1800 x 600) – MMS-EVE-5 (1200 x 600)



Black Legend on Yellow Retro-reflective Background

The “EVENT ON SIDE ROAD” sign shall be used in advance of an intersection to warn of relevant event activities on the side road where there is insufficient distance from the through road intersection to the start of the event for turning traffic to be given adequate warning of the activity.

This sign has similar usage to the “ROAD WORKS ON SIDE ROAD” T2-25 sign for works on roads.

9.7 Vehicle Mounted Warning Device

Any events that require a support vehicle to have a flashing vehicle mounted warning device, will require approval from the Department of Transport. Contact email address vsp@transport.wa.gov.au.

10. ACCREDITATION REQUIREMENTS FOR TRAFFIC MANAGEMENT PERSONNEL

10.1 General

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

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

10.2 Traffic Controllers for Events

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

In this regard, Main Roads has developed a separate 'Events Traffic Controller' training course which falls within the traffic management accreditation framework shown in Table 3 and detailed below.

Persons with 'Event Traffic Controller' accreditation are restricted to implementing traffic management directly relating to events as detailed in this Code (and not "works"). They must also only implement non-complex traffic management arrangements and it is recommended they work under the supervision of a person that holds either Basic Worksite Traffic Management or Worksite Traffic Management accreditation as detailed in the Traffic Management for Works on Roads Code of Practice.

Further, tasks undertaken by a person with Event Traffic Control accreditation must only include the following when conducted in accordance with the authorised TMP/TGS for the Event:

1. Manually controlling traffic with a 'Stop/Slow' bat within the scope of the applicable Road Traffic Code regulations, on non-State Roads where the permanent speed limit is 60 km/h or less; and/or
2. Placing the following types of traffic control devices:
 - a. Traffic cones and temporary bollards;
 - b. "Event" Series signs detailed in Section 9 of this Code; and
 - c. "Prepare To Stop" and "Traffic Controller (symbolic)" signs, refer Section 7.4 of this Code."

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

Accreditation	Pre-requisites
Event Traffic Controller	<ul style="list-style-type: none"> • Aged at least 18 years, and • Current or previous possession of a driver’s licence, and • Successful completion of all written and practical assessments for Main Roads’ Event Traffic Controller Training Course
Traffic Controller	See Section 8 of the Traffic Management for Works on Roads Code of Practice for all tasks and prerequisites.
Basic Worksite Traffic Management	
Worksite Traffic Management	
Advanced Worksite Traffic Management	

Table 3 – Traffic Management Accreditation Framework

10.3 Event Marshals

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

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

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

11. TRAFFIC DISRUPTION NOTIFICATION REQUIREMENTS

11.1 General

As some events have the potential to cause significant delays or access problems, a notification of the event should be sent to the effected stakeholders at least 7-days prior to the event using the 'Notification of Events' notification form located in Appendix 2 of this Code, in the following situations.

Where the situation described below occurs on state roads under the control of Main Roads, than the notification requirements is mandatory:

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

11.2 Notification Signing

Signs (including portable variable message signs) providing motorists with advance notification of an event that will impact on the road should be installed for the following circumstances:

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

Generally, the signs should be installed two weeks before the event and taken down as soon as practicable after the event.

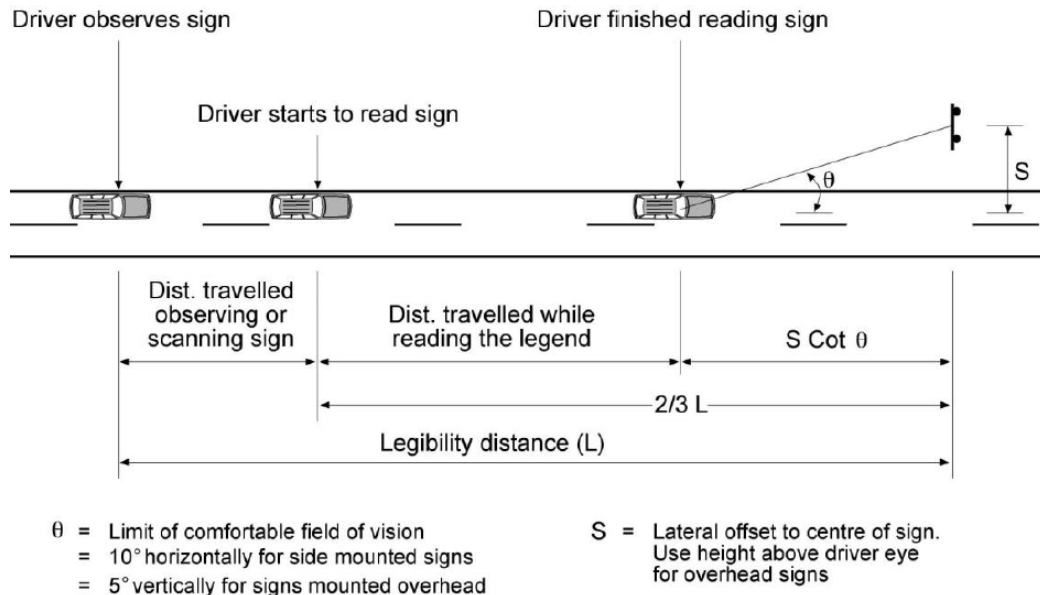
If using static post mounted signs, they shall be rectangular in shape and comprise a black legend on a yellow retro-reflective background. The signs shall be designed and installed in conformity with Appendices C and D of Australian Standard 1742 Part 2, 2009. They shall include the name of the road or ramp to be closed, the reason for the closure, i.e. state name of event, the date/s of the closure together with closure times. Generally, it is important that text be kept to a minimum and that the number of words and text height conform to the appropriate guidelines. Sign design shall be within the TMP and be endorsed by the relevant road authority.

The following equation applies to the design of all text used within the sign:

$$H = 0.14 NV + 11.4S$$

Where

- H = letter height, in millimetres
- N = number of words on the sign
- V = approach speed in kilometres per hour
- S = lateral offset of the sign measured from the centre of the sign to the centre of the traffic lane, in metres.



Source: Austroads Guide to Traffic Management

11.3 Media Advertising

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

11.4 Letter Drops

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

11.5 Emergency Services

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

12. HOSTILE VEHICLE MITIGATION

A hostile vehicle is generally one whose driver is determined to access a restricted or unauthorised area or location in order to cause injury/death to people, disrupt business or effect publicity for a cause.

Guidelines for the mitigation of hostile vehicles at events are currently being developed by Main Roads to assist event organisers, venue operators, local governments and relevant state government agencies, including Main Roads, in the design, documentation, review, approval and implementation of Hostile Vehicle Mitigation (HVM) for events on or near roads.

The guidelines will be published in the coming months, following stakeholder feedback, and form part of the approval process for events conducted on or near Main Roads roads.

13. CONTACTS FOR FURTHER INFORMATION

Further information on the contents of this document may be obtained from Road Safety Manager, Main Roads Western Australia.

Phone 138 138

Email: enquiries@mainroads.wa.gov.au

14. REFERENCES

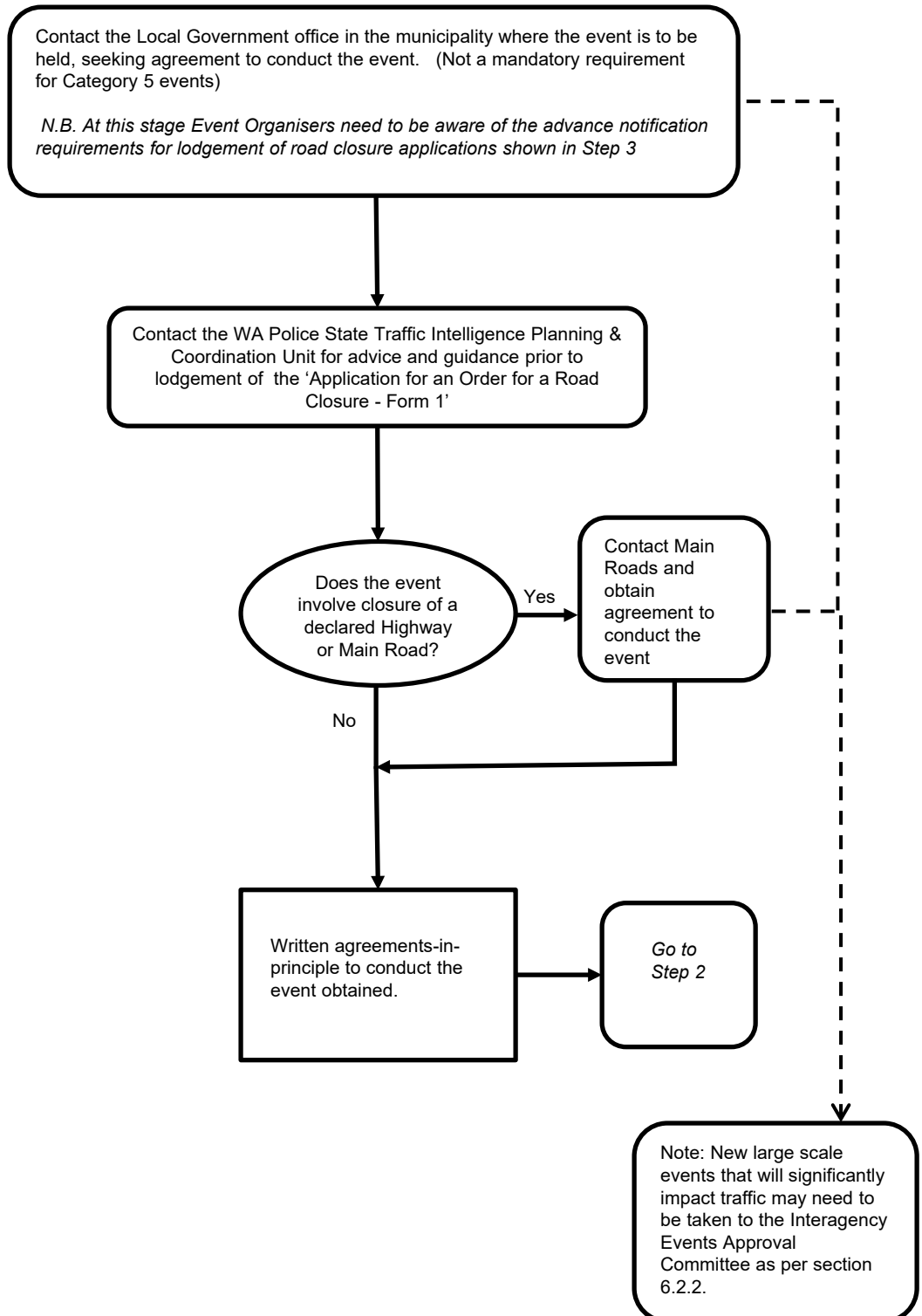
- AS 1348:2002 - Road and traffic engineering – Glossary of terms
- AS 1742 - Manual of uniform traffic control devices – Current Versions.
 - Part 1 - General introduction and index of signs
 - Part 2 – Traffic control devices for general use
 - Part 3 - Traffic control devices for works on roads
 - Part 4 - Speed controls
- AS 1743:2001 - Road signs - Specifications
- AS/NZS 1906 – Retro reflective materials and devices for road traffic control purposes
 - Part 1 – Retro reflective materials 2007
 - Part 4 – High visibility materials for safety garments 1997
- AS/NZS ISO 31000:2009 - Risk Management – Principles and Guidelines
- AS/NZS 4602:1999 - High visibility safety garments
- Austroads Guide to Road Design
- Austroads Guide to Temporary Traffic Management
- Austroads Guide to Traffic Management
- Disability Services Act 1993
- Local Government Act 1995
- Main Roads Act 1930
- Occupational Safety & Health Act 1984
- Public Meetings and Processions Act 1984
- Public Order in Streets Act 1984
- Road Traffic Act 1974
- Road Traffic Act (Administration) 2008
- Road Traffic Code 2000
- Road Traffic (Events on Roads) Regulations 1991
- Traffic Management for Works on Roads Code of Practice

APPENDIX 1

Flowchart for Events Organisers

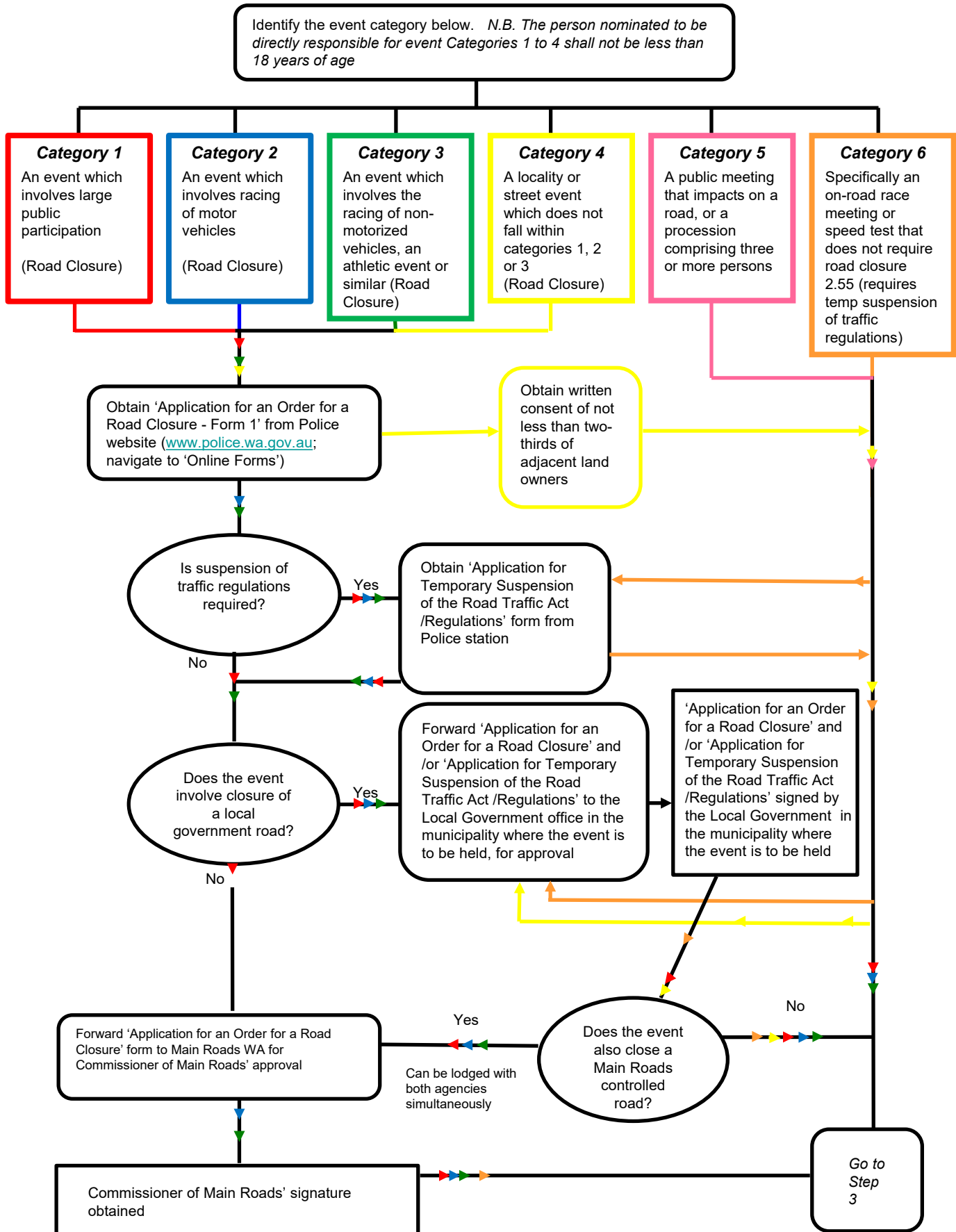
Step 1 - Planning

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

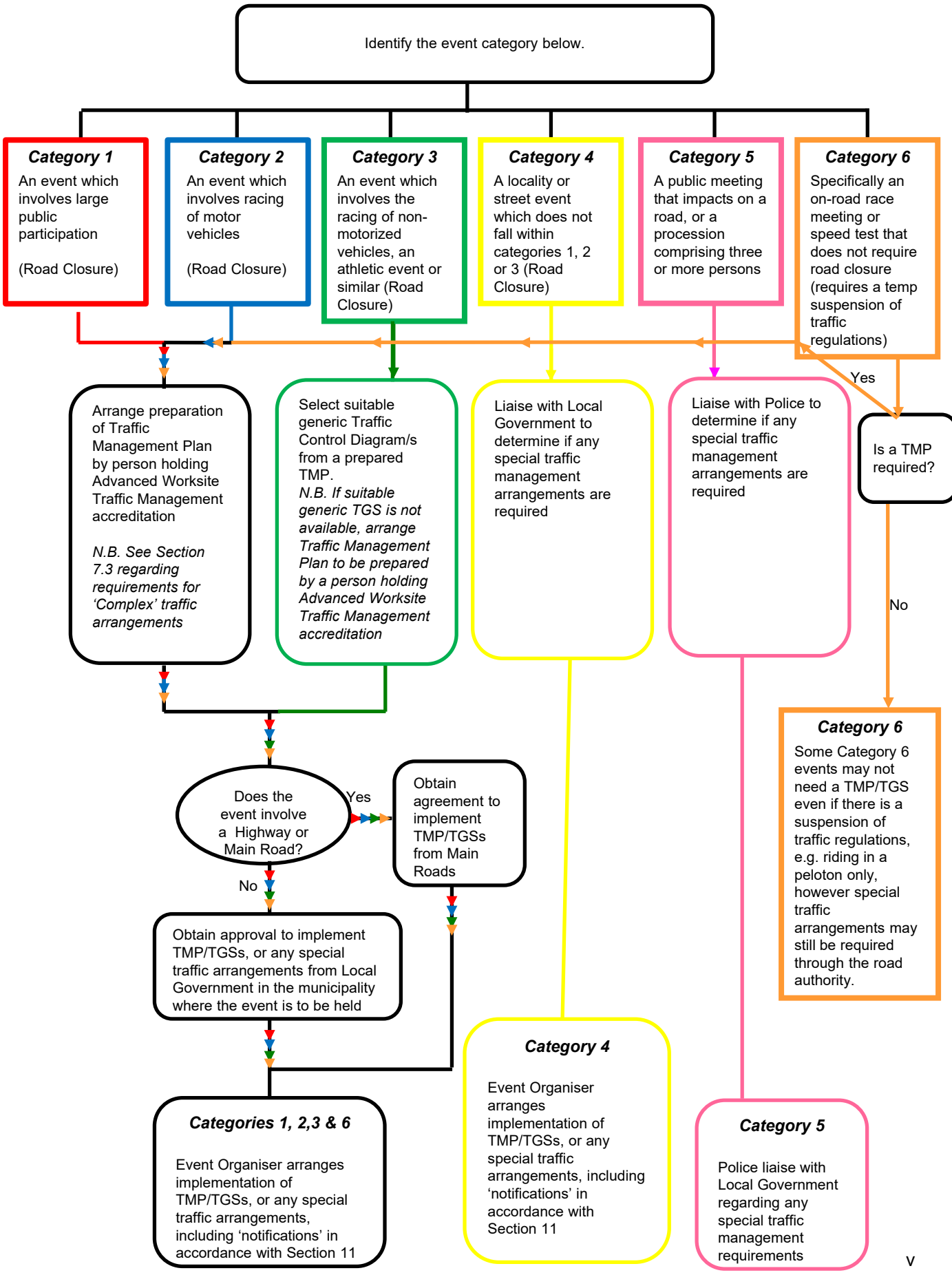


Step 2 – Road Authority Approval

(Obtain Local Government/Main Roads Western Australia approval for Road Closure and/or Suspension of Regulations – Refer to Section 6.3)



Step 4 – Preparation and Implementation
 (Arrange Preparation and Implementation of Traffic Management Plan – Refer Section 6.4)



APPENDIX 2
Instrument of Authorisation

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

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

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

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

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

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

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

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

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

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
)
FOR THE TIME BEING IN THE)
PRESENCE OF:)

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of)
)
)
)
)
[Insert name of Local Government])
)
Was hereunto affixed pursuant to a)
resolution of the Council in the)
presence of:)
)

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

APPENDIX 3

Sample “Notification of Event” Form

Sample 'Notification of Event Form

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

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

Region	Email	Phone
Kimberley (Derby and Kununurra)	Kimreg@mainroads.wa.gov.au	(08) 9158 4333 (Derby) (08) 9167 4777 (Kununurra)
Pilbara (South Hedland)	NoR Form: Pilreg@mainroads.wa.gov.au TMP submissions: Pilbaranetworkmanagement@mainroads.wa.gov.au	(08) 9172 8877
Mid West - Gascoyne (Geraldton and Carnarvon)	MWGreg@mainroads.wa.gov.au	(08) 9941 0777 (Carnarvon) (08) 9956 1200 (Geraldton)
Goldfields – Esperance (Kalgoorlie)	GReg@mainroads.wa.gov.au	(08) 9080 1400
Wheatbelt (Northam and Narrogin)	Wheatbelt@mainroads.wa.gov.au	(08) 9622 4777 (Northam) (08) 9881 0566 Narrogin
Great Southern (Albany)	GSreg@mainroads.wa.gov.au	(08) 9892 0555
South West (Bunbury)	SWreg@mainroads.wa.gov.au	(08) 9724 5656

Table A – MRWA Regional contact details for sending Notification of Events forms and TMPs

NOTIFICATION OF EVENT

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

TMP reference		Communication plan sent to MRWA	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
			If No provide reason. If Yes provide email contact		
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 <input type="checkbox"/>	No <input type="checkbox"/>
Are lanes closed at signals?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Are signal loops or hardware affected?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will signal phases need time changes?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Will signals need to revert automatically?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of signal "black out":				Times of signal "black out":		
Will Police attendance be required?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Dates for Police attendance : (See note below) ⁽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/website
Main Roads WA Real Time Media	dltoacpacs@mainroads.wa.gov.au
WA Police State Traffic Coordination	State.Traffic.Intelligence.Planning.&.Co-ordination.Unit.SMMAIL@police.wa.gov.au
Main Roads WA Event Coordinator	event.coordinator@mainroads.wa.gov.au
Main Roads Customer Information Centre	enquiries@mainroads.wa.gov.au
Main Roads Road Network Operations Centre	RNOC.Control.Room.Information.Desk@mainroads.wa.gov.au
Main Roads Heavy Vehicle Services	hvs@mainroads.wa.gov.au
St John Ambulance	BusinessSupportServices@stjohnwa.com.au
Fire & Emergency Services	For relevant contact details see website: www.dfes.wa.gov.au/contactus/pages/dfesoffices.aspx
Public Transport Authority	For relevant contact details see website: www.pta.wa.gov.au/AboutUs/ContactUs
Main Roads Digital Communications	communications@mainroads.wa.gov.au
Local Government	For contact details see local government website

Note: the above distribution list is an example and should be modified as required. Other forms of stakeholder and public notification and consultation may also be required.

END OF DOCUMENT

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

Next, the document outlines the process of reconciling bank statements with the company's internal records. This involves comparing the transactions listed on the bank statement with the entries in the general ledger to identify any discrepancies. Common reasons for these differences include timing issues, bank errors, or unrecorded transactions.

The document then provides a detailed guide on how to prepare a balance sheet. It explains the components of the balance sheet, including assets, liabilities, and equity, and provides a step-by-step process for calculating each component. It also includes a sample balance sheet to illustrate the format and structure.

Finally, the document discusses the importance of regular financial reviews and audits. It suggests that businesses should conduct periodic reviews of their financial statements to ensure accuracy and identify any potential issues. It also mentions the benefits of hiring an external auditor to provide an independent opinion on the company's financial health.