

# EVENTS TRAFFIC MANAGEMENT PLAN

---

**EVENT NAME**

**EVENT LOCATION**

**DATE**

**EVENT ORGANISER**


---

## Declaration

I Richard Summerfield (AWTM Cert No.KTS-AWTM-13-43102-03) 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	Richard Summerfield	AWTM-13-43102-3	XX/XX/XX	
RTM reviewed and Endorsed by				
Compliance Audit to be undertaken by:				
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 Date	Authorised Officer		
	(Print Name)	Position		

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

## CONTENTS

<b>1</b>	<b>INTRODUCTION</b>	<b>6</b>
1.1	PURPOSE AND SCOPE	6
1.2	TRAFFIC MANAGEMENT OBJECTIVES AND STRATEGIES	6
1.3	EVENT LOCATION	7
<b>2</b>	<b>ACTIVITIES ON ROAD</b>	<b>7</b>
2.1	SCOPE OF ACTIVITIES AND SITE CONSTRAINTS/IMPACTS	7
2.2	EXISTING TRAFFIC AND SPEED ENVIRONMENT	8
2.3	ROLES AND RESPONSIBILITIES	9
2.4	TRAFFIC MANAGEMENT DESIGN	9
<b>3</b>	<b>STATUTORY REQUIREMENTS</b>	<b>10</b>
3.1	SAFETY PLANNING	10
3.2	RESPONSIBILITIES	11
3.2.1	EVENT ORGANISER	11
3.2.2	TRAFFIC MANAGEMENT PERSONNEL	11
3.2.3	TRAFFIC CONTROLLERS	11
3.2.4	EVENT MARSHALS	12
3.2.5	EVENT TRAFFIC CONTROLLERS AND MARSHALS	12
3.3	INCIDENT/ACCIDENT PROCEDURES	12
<b>4</b>	<b>HAZARD IDENTIFICATION, RISK ASSESSMENT AND LEGAL REQUIREMENTS</b>	<b>13</b>
4.1	RISK CLASSIFICATION TABLES	13
4.2	RISK IDENTIFICATION AND ASSESSMENT	16
4.3	TRAFFIC ASSESSMENT (VEHICULAR TRAFFIC)	17
4.3.1	VOLUME AND COMPOSITION	17
4.3.2	EXISTING AND PROPOSED SPEED ZONES	17
4.3.3	INTERSECTION CAPACITY	17
4.3.4	EXISTING PARKING FACILITIES	17

# ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

---

4.3.5	HEAVY AND OVERSIZED VEHICLES AND LOADS	17
4.3.6	PUBLIC TRANSPORT	17
4.3.7	WORKS AND OTHER EVENTS	17
<b>4.4</b>	<b>NON-MOTORISED ROAD USERS</b>	<b>17</b>
4.4.1	CYCLISTS AND PEDESTRIANS	17
4.4.2	PEOPLE WITH DISABILITIES AND OTHER VULNERABLE ROAD USERS	17
4.4.3	SCHOOL CROSSINGS	17
<b>4.5</b>	<b>SITE ASSESSMENT</b>	<b>17</b>
4.5.1	ACCESS TO ADJOINING PROPERTIES	18
4.5.2	ENVIRONMENTAL CONDITIONS	18
4.5.3	IMPACT ON ADJOINING ROAD NETWORK	18
<b>4.6</b>	<b>CONSULTATION AND COMMUNICATION</b>	<b>18</b>
4.6.1	APPROVALS	18
4.6.2	PUBLIC NOTIFICATION	18
4.6.3	NOTIFICATION OF OTHER AGENCIES	19
<b>5</b>	<b>EMERGENCY ARRANGEMENTS AND CONTINGENCIES</b>	<b>19</b>
<b>5.1</b>	<b>EMERGENCY SERVICES</b>	<b>19</b>
<b>5.2</b>	<b>DANGEROUS GOODS</b>	<b>19</b>
<b>5.3</b>	<b>EMERGENCY CONTACTS</b>	<b>19</b>
<b>6</b>	<b>IMPLEMENTATION</b>	<b>20</b>
<b>6.1</b>	<b>HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>	<b>20</b>
<b>6.2</b>	<b>TRAFFIC CONTROL DIAGRAMS</b>	<b>20</b>
<b>6.3</b>	<b>TRAFFIC CONTROL DEVICES</b>	<b>20</b>
6.3.1	SIGNS	20
6.3.2	PAVEMENT MARKING	21
6.3.3	DELINEATION	21
6.3.4	TEMPORARY SPEED ZONES	21
<b>7</b>	<b>TRAFFIC MANAGEMENT MONITORING &amp; RECORD KEEPING</b>	<b>21</b>
<b>7.1</b>	<b>BEFORE THE EVENT ACTIVITIES COMMENCE</b>	<b>22</b>
<b>7.2</b>	<b>DURING THE EVENT ACTIVITIES</b>	<b>22</b>

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

---

<b>7.3</b>	<b>CLOSING DOWN AT THE END OF THE EVENT</b>	<b>22</b>
<b>7.4</b>	<b>TMP AUDITING</b>	<b>22</b>
<b>7.5</b>	<b>RECORDS</b>	<b>23</b>
<b>8</b>	<b><u>TRAFFIC MANAGEMENT IMPLEMENTATION STANDARDS.</u></b>	<b>23</b>
<b>8.1</b>	<b>SEQUENCE AND STAGING</b>	<b>23</b>
<b>8.2</b>	<b>SIGNAGE</b>	<b>23</b>
8.2.1	ALIGNMENTS AND SIGNAGE DETAILS.	23
8.2.2	REQUIREMENTS FOR SIGNS.	24
8.2.3	TOLERANCES ON POSITIONING OF SIGNS AND DEVICES	25
<b>8.3</b>	<b>FLASHING ARROW SIGNS.</b>	<b>25</b>
<b>8.4</b>	<b>DELINEATION.</b>	<b>25</b>
8.4.1	GENERAL	25
8.4.2	DELINEATION SPACING.	26
<b>8.5</b>	<b>SPEED ZONING.</b>	<b>26</b>
<b>9</b>	<b><u>REFERENCES</u></b>	<b>26</b>
	<b>DAILY INSPECTION SHEET.</b>	<b>30</b>
	<b>INCIDENT REPORT FORM.</b>	<b>33</b>

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

---

### GLOSSARY

AS	Australian Standard
AS/NZS	Australian and New Zealand Standard
AWTM	Advanced Worksite Traffic Management / Manager
CoP	Traffic Management for Works on Roads Code of Practice (MRWA)
MRWA	Main Roads Western Australia
OS&H	Occupational Safety and Health
RTM	Roadworks Traffic Manager (accredited by MRWA)
SRSA	Senior Road Safety Auditor
TCD	Traffic Control Diagram
TMP	Traffic Management Plan

## 1 Introduction

### 1.1 Purpose and Scope

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

### 1.2 Traffic Management Objectives and Strategies

The objectives of the Traffic Management Plan are:

- To provide protection to event participants and the general public from traffic hazards that may arise as a result of the event activity.
- To manage potential adverse impacts on traffic flows to ensure network performance is maintained at an acceptable level.
- To minimise adverse impacts on users of the road reserve and adjacent properties and facilities.

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

- Minimise the conflict between competitors and road users.
- Ensuring delays are minimised.
- Ensuring all road users are managed including motorists, pedestrians, cyclists, people with disabilities and people using public transport.

1.3 Event Location



2 Activities on Road

2.1 Scope of Activities and Site Constraints/Impacts

Item	Description
Event Scope	<p>This Traffic Management Plan (TMP) provides the traffic management procedures to be followed by event organisers conducting an introductory ride event on various roads in the Champion Lakes area on the 23<sup>rd</sup> February 2013.</p> <p>The traffic control devices will be established on-site by accredited members of the Western Australian Endurance Riders Association prior to commencing each event. The devices shall be inspected periodically throughout the events and will be taken down at the end of endurance ride.</p> <p>The ride will be conducted between the hours of 6am and 6pm, and will involve approximately 80 competitors.</p>

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

Item	Description
Road Classification; existing speed limit	<p>The existing traffic environment comprises a normal traffic composition with heavy vehicles (Class 3-8) estimated to represent about 5% of total vehicles. Apart from Nettleton Road, 100km zone, all other roads are not speed zoned and are therefore subject to the default urban or open legal speed limit, as appropriate. The majority of the course is on forestry tracks and unlikely to encounter vehicles travelling at great speeds.</p> <p>All riders will be advised at the pre ride briefing of their requirements to give way at road intersections and potential hazards encountered on course.</p>
Road Authority	City of Armadale
Local Government	City of Armadale
Event Organiser	Western Australian Endurance Riders Association

Details of Activities	The event will be conducted between the hours of 6:00am and 6:00pm on Saturday 27 <sup>th</sup> October, 2012. Commencing from the Jarrahdale Oval, the riders will travel north west in a loop via a marked route, returning to Jarrahdale Oval. They will then follow the same loop again returning to Jarrahdale Oval. Approximately 80 participants will be taking part.
Staging of Event:	The event will be run in two legs, each 40km's in length, starting and finishing at the Jarrahdale Oval.
Date of Event:	January 1 <sup>st</sup> , 2015
Event Start and Finish Time:	6:00am to 6:00pm
Event Duration:	12hrs
Other constraints	N/A

### 2.2 Existing Traffic and Speed Environment

The existing traffic environment comprises a normal traffic composition with heavy vehicles (Class 3-8) estimated to represent about 5% of total vehicles. Apart from



## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

Nettleton Road, 100km zone, all other roads are not speed zoned and are therefore subject to the default urban or open legal speed limit, as appropriate. The majority of the course is on forestry tracks and unlikely to encounter vehicles travelling at great speeds.

All riders will be advised at the pre ride briefing of their requirements to give way at road intersections and potential hazards encountered on course.

### 2.3 Roles and Responsibilities

The event organiser has the ultimate responsibility and authority to ensure the TMP is implemented as designed. The event organiser has taken responsibility for administering, installing and managing the TMP on site. Richard Summerfield 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 events.

Event Organiser	Name Address Postal Address Phone number
Road Authority	Local Government Contact Address Postal Address Phone number
Check Point Organiser	Name Address Email Phone number
Traffic Management Supervisor (On Site)	Name Address Phone Number

### 2.4 Traffic Management Design

TMP Design/Contact Details	Name Richard Summerfield Address 231 Lowden Grimwade Road, Lowden 6240 Email summerfields@hotmail.com Phone number 9732 1612
----------------------------	---

### 3 Statutory Requirements

#### 3.1 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.

**Event Organisers** recognises that the traffic management plan has been developed and has commissioned the **Traffic Management Supervisor**, under the guidance of Richard Summerfield, 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

### 3.2 Responsibilities

#### 3.2.1 Event Organiser

The event organiser has appointed Richard Summerfield 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.

#### 3.2.2 Traffic Management Personnel

Western Australian Endurance Riders Association, being the traffic management representative for the event activities, shall have the responsibility of ensuring the traffic management devices are set out in accordance with the TMP.

#### 3.2.3 Traffic Controllers

Traffic controllers will not be used. Event check points shall be used to control riders and horses to avoid conflict with road users. Checkpoints will not be stopping or controlling road traffic therefore will not require accreditation or operate in accordance with Section 4.6 and Appendix B of AS1742.

### 3.2.4 Event Check Points

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

### 3.2.5 Event Check Points

Event Check Points 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.

### 3.3 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, Risk Assessment and Legal Requirements

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

### 4.1 Risk Classification Tables

#### QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Description
1	Insignificant	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Affected intersection leg operates at a Level of Service (LoS) of A or B</li> <li>• No property damage</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Intersection performance operates at a Level of Service (LoS) of C</li> <li>• Minor property damage</li> </ul>
3	Moderate	<ul style="list-style-type: none"> <li>• Midblock hourly traffic flow per lane is equal to and greater than 110% and less than 135% of allowable road capacity as detailed in AS1742.3. Moderate impact to the performance of the network.</li> <li>• Intersection performance operates at a Level of Service (LoS) of D</li> <li>• Moderate property damage</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>• Midblock hourly traffic flow per lane is equal to and greater than 135% and less than 170% of allowable road capacity as detailed in AS1742.3. Major impact to the performance of the network.</li> <li>• Intersection performance operates at a Level of Service (LoS) of E</li> <li>• Major property damage</li> </ul>
5	Catastrophic	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Intersection performance operates at a Level of Service (LoS) of F</li> <li>• Total property damage.</li> </ul>

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

### OSH QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Description
A	Almost certain	The event or hazard: <ul style="list-style-type: none"> <li>• is expected to occur in most circumstances,</li> <li>• will probably occur with a frequency in excess of 10 times per year.</li> </ul>
B	Likely	The event or hazard: <ul style="list-style-type: none"> <li>• will probably occur in most circumstances,</li> <li>• will probably occur with a frequency of between 1 and 10 times per year.</li> </ul>
C	Possible	The event or hazard: <ul style="list-style-type: none"> <li>• might occur at some time,</li> <li>• will probably occur with a frequency of 0.1 to 1 times per year (i.e. once in 1 to 10 years).</li> </ul>
D	Unlikely	The event or hazard: <ul style="list-style-type: none"> <li>• could occur at some time,</li> <li>• will probably occur with a frequency of 0.01 to 0.1 times per year (i.e. once in 10 to 100 years).</li> </ul>
E	Rare	The event or hazard: <ul style="list-style-type: none"> <li>• may occur only in exceptional circumstances,</li> <li>• will probably occur with a frequency of less than 0.01 times per year (i.e. less than once in 100 years).</li> </ul>

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

Likelihood	Consequences				
	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

**ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN**

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.

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

### 4.2 Risk Identification and Assessment

Item	Risk Event	Consequence	Pre – treatment Risk			Treatment	Residual Risk		
			L	C	RR		L	C	RR
1	Ride personnel being hit by vehicles during setting up and dismantling of traffic management	Hospilisation	C	4	E	<ul style="list-style-type: none"> <li>• Shadow vehicle with flashing light.</li> <li>• High visibility clothing.</li> <li>• Observer.</li> <li>• Setting up signs outside in.</li> </ul>	D	3	M
2	Pedestrians getting too close to the start/finish line and being injured by event participants	Medical Treatment/ Hostitalisation	C	3	H	<ul style="list-style-type: none"> <li>• Separate event area with demarcation cones.</li> <li>• Marshals to keep spectators of hazards.</li> </ul>	D	3	M
3	Ride participants making unexpected turning movements and conflicting with traffic.	Hospitalisation	B	4	E	<ul style="list-style-type: none"> <li>• Traffic management plan.</li> <li>• Provide briefing to event participants about potential hazards due to potential conflict with traffic.</li> <li>• Check points at potential conflict points to provide warning to event participants about potential conflict situations.</li> </ul>	D	3	M



### 4.3 Traffic Assessment (Vehicular Traffic)

#### 4.3.1 Volume and Composition

N/A

#### 4.3.2 Existing and Proposed Speed Zones

See sections 2.2.

#### 4.3.3 Intersection Capacity

N/A

#### 4.3.4 Existing Parking Facilities

There are no dedicated parking facilities on the course. Parking for event organiser/ participants vehicles shall be at designated areas at the Riverside Pony Club grounds. No parking will be permitted on course except for the Check Point vehicles

#### 4.3.5 Heavy and Oversized Vehicles and Loads

N/A

#### 4.3.6 Public Transport

N/A

#### 4.3.7 Works and Other events

N/A

### 4.4 Non-motorised Road Users

#### 4.4.1 Cyclists and Pedestrians

N/A

#### 4.4.2 People with Disabilities and Other Vulnerable Road Users

N/A

#### 4.4.3 School Crossings

N/A

### 4.5 Site Assessment

### 4.5.1 Access to Adjoining Properties

Permission has been gained by the ride organisers.

### 4.5.2 Environmental Conditions

Weather: *(Rain, Floods, Heat, Sun Glare, Fog)*

There are no special requirements to be addressed.

Road Geometry/Terrain:

*(Horizontal and Vertical approach geometry, Safe stopping distances, Visibility, Vegetation)*

There are no special requirements to be addressed.

Existing Signage:

*(Obstruction, Visibility of temporary signage)*

There are no special requirements to be addressed.

Other:

*(Structures, Dust, Noise and Fumes)*

There are no special requirements to be addressed.

### 4.5.3 Impact on Adjoining Road Network

There are no special requirements to be addressed.

## 4.6 Consultation and Communication

### 4.6.1 Approvals

*(MRWA, Road Authority, WA Police)*

Prior to the event commencing it is considered necessary to advise all road users of the forthcoming event, the likely timeframe and the road conditions likely to be encountered.

Advice shall consist of the following:

- Liaison with emergency services (i.e. Police, St John Ambulance, Fire and Emergency Services)
- Liaison with Local authorities regarding local issues;
- Liaison with other stakeholders (egg Western Power, Water Corp, PTA, etc.)
- Liaison as necessary with affected residents.

### 4.6.2 Public Notification

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

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

- Notice to Motorists in the weekend West Australian placed two weeks in advance, of the event;
- Letter drop to all residents and businesses within the event vicinity;
- VMS boards during the event.
- Significant events may require radio advertising.

### 4.6.3 Notification of Other Agencies

In accordance with the CoP all relevant agencies shall be notified using the '**Notification of Events**' form attached at Appendix "C". A distribution list is provided on the bottom of the form. Other agencies shall be notified as required.

## 5 Emergency Arrangements and Contingencies

### 5.1 Emergency Services

Emergency services shall be notified via DFES of the proposed event activity, location, date and times as well as contact details for the event organiser.

### 5.2 Dangerous Goods

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

All site personnel shall be briefed on evacuation and control procedures.

### 5.3 Emergency Contacts

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

<b>Emergency Service</b>	<b>E-mail/Website</b>	<b>Phone (Emergency)</b>
WA Police Service	<a href="mailto:State.Traffic.Intelligence.Planning.&amp;.Co-ordination.Unit@police.wa.gov.au">State.Traffic.Intelligence.Planning.&amp;.Co-ordination.Unit@police.wa.gov.au</a>	000
St. John Ambulance	<a href="mailto:ambulanceoperations@stjohnambulance.com.au">ambulanceoperations@stjohnambulance.com.au</a>	000
DFES	<a href="http://www.dfes.wa.gov.au/contactus/pages/dfesoffices.aspx">www.dfes.wa.gov.au/contactus/pages/dfesoffices.aspx</a>	000
Power	<a href="http://www.westernpower.com.au/customerservice/contactus/">http://www.westernpower.com.au/customerservice/contactus/</a>	13 13 51
Gas	<a href="mailto:enquiries@atcogas.com.au">enquiries@atcogas.com.au</a>	13 13 52

MRWA TOC	<a href="mailto:dltocoperators@mainroads.wa.gov.au">dltocoperators@mainroads.wa.gov.au</a>	9323 4848
----------	--	-----------

## 6 Implementation

### 6.1 Hazard Identification, Risk Assessment and Control

In establishing adequate controls for the hazards identified in Section 4.1, West Coast Masters Cycling Council have used a structured approach via the use of 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.

### 6.2 Traffic Control Diagrams

### 6.3 Traffic Control Devices

The Traffic Control Diagrams outlined in Appendix “D” and listed below have been provided for the following stages to demonstrate the type of controls that will be implemented throughout the event activity.

Drawing Number	Version	Details
TCD 1	Rev 1	Generic diagram for all locations

#### 6.3.1 Signs

All signs shall be in accordance with AS1742 (and manufactured in accordance with AS1743), shall be at least size ‘B’ and shall be Class 1 retro-reflective. The symbolic signs shall also be fluorescent. 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 TCDs 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.

### 6.3.2 Pavement Marking

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

### 6.3.3 Delineation

There are no special requirements to be addressed.

### 6.3.4 Temporary Speed Zones

There are no special requirements to be addressed.

## 7 Traffic Management Monitoring & 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;
- 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

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

---

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.

The Traffic Management Supervisor, under the guidance of Richard Summerfield, shall ensure that personnel are assigned to monitor the traffic control scheme. Inspections shall at least satisfy the following requirements.

### 7.1 Before the event activities commence

- Inspect all signs and devices to ensure they are undamaged, clean and comply with the requirements depicted on the Traffic Control Diagrams.
- Confirm Traffic Management plan for the day's activities;
- After any adjustments have been made to the signs and devices, conduct a drive through inspection to confirm effectiveness.

### 7.2 During the event activities

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

### 7.3 Closing down at the end of the event

- Conduct a pre-close down inspection;
- Remove all unnecessary signage
- Drive through the site and confirm all signs and devices have been safely removed
- Record details of inspection and any changes made to layout.

### 7.4 TMP Auditing

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

Audit findings, recommendations and actions taken shall be documented and copies

forwarded to the Event Organiser and the Road Authority's Representative.

### 7.5 Records

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

The Traffic Supervisor is to record all inspections made on a daily basis and at those times prescribed by the Traffic Management Implementation Standards.

The Traffic Supervisor is to record all variations made to the approved Traffic Management Plan on a daily basis and indicate clearly the nature of the variations and the reason for the variations. Upon completion of each day the Traffic Supervisor shall provide copies of the variation record to the Event Organiser.

## 8 Traffic Management Implementation Standards.

### 8.1 Sequence and Staging

Before the event activity commences, signs and devices at approaches to the event area shall be erected in accordance with the adopted TCD, in the following order:

- Advance warning signs.
- All intermediate advance warning and regulatory signs and devices required in advance of the taper or start of the event area.
- All delineating devices required to form a taper including flashing arrow signs or temporary hazard markers where required.
- Delineation past the event area or into a detour
- Other warning signs or regulatory signs.

Delineation devices such as cones and bollards should be placed in the same sequence, i.e. those furthest in advance of the event placed first.

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

Removal of traffic control signs and devices should be undertaken in the reverse order of erection, progressing from the event area out toward the approaches.

General sequence for implementing, maintaining and dismantling traffic control shall be as below.

### 8.2 Signage

#### 8.2.1 Alignments and signage details.

The requirements for the closure and realignment of lanes and any other traffic

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

---

arrangement necessary to accommodate the event shall be detailed TCDs. All traffic control shall be implemented and maintained in accordance with the requirements of Australian Standard AS 1742.3, Main Roads WA Traffic Management for Works on Roads, Code of Practice and these Standard Practices.

### 8.2.2 Requirements for signs.

All signs used shall conform to the designs and dimensions as shown in Australian Standard AS 1742.3 and the Main Roads WA Traffic Management for Works on Roads, Code of Practice.

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

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

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

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

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

Signs and devices that are erected before they are required shall be covered by a suitable



opaque material. The cover shall be removed immediately prior to the commencement of the event.

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

### 8.2.3 Tolerances on positioning of signs and devices

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

- (a) Positioning of signs, length of tapers or markings:
  - (i) Minimum, 10% less than the distances or lengths given.
  - (ii) Maximum, 25% more than the distances or lengths given.
- (b) Spacing of delineating devices:
  - (i) Maximum, 10% more than the spacing shown.
  - (ii) No minimum.

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

### 8.3 Flashing Arrow Signs.

Where flashing arrow signs are required to better delineate lane tapers, these signs will comprise a matrix of lamps or light emitting elements in the form of an arrow that is flashed in a cyclical manner to provide advance warning. The sign shall have a minimum dimension of 2400 mm. x 1200 mm. and conform to the requirements of AS/NZS 4192. The Traffic Management Supervisor shall ensure that all equipment used meets the Australian Standard.

### 8.4 Delineation.

#### 8.4.1 General

Cones shall be used for delineation unless other treatment is specified in the Traffic Management Plan or on the Traffic Control Diagrams. All cones shall be at least 700 millimetres in height and constructed from fluorescent orange or red material that is resilient to impact and will not damage vehicles when hit at low speed. Cones will be fitted with suitable white retro-reflective tape placed in accordance with AS 1742.3.

Cones shall be designed to be stable under reasonably expected wind conditions and air turbulence from passing traffic.

The base of the cones will be secured so that they are not dislodged by traffic. Cones will be inspected at intervals necessary to ensure any misalignment or displacement is identified and corrected prior to this causing disruption to traffic.

Where specified, temporary frangible or otherwise non-hazardous delineator posts or bollards may be used for edge protection and taper delineation. Posts or bollards shall have a maximum dimension of 60 millimetres when measured along the longest side of a square or rectangular section or across the diameter of a circular section. Base design shall permit easy fixing to either sealed or unsealed surfaces and not intrude into traffic lanes greater than 50 millimetres from the face of the post or bollard.

All posts or bollards shall be erected in accordance with the Traffic Control Diagrams. Posts and bollards shall be a minimum of 1000 mm. high, capable of being fixed to the road pavement by a suitable road adhesive or by fastening bolts or spikes. Fixing shall be in accordance with manufacturer's recommendations.

Posts and bollards shall be fitted with suitable white retro-reflective tape placed in accordance with AS 1742.3.

All posts or bollards will be inspected daily and where displaced or missing made good immediately. All delineator posts are to be completely removed at the completion of all stages of construction and prior to the placement of asphalt surfacing. If adhesive is used to affix the posts this shall be completely removed from the road surface so that a flush surface is obtained.

#### 8.4.2 Delineation spacing.

Contained in TCDs.

#### 8.5 Speed zoning.

Temporary speed zones shall be implemented as detailed in the traffic control diagrams in accordance with the Traffic Management Plan and guidelines contained in Australian Standard AS 1742.3 and the Traffic Management for Works on Roads Code of Practice.

## 9 References

- AS 1742 – Manual of uniform traffic control devices
- AS/NZS ISO 31000 – Risk Management – Principles and Guidelines
- AS/NZS 4602 – High visibility safety garments

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

---

- MRWA Traffic Management for Events Code of Practice
- MRWA Traffic Management for Works on Roads Code of Practice
- Occupational Safety & Health Act
- Occupational Safety & Health Regulations
- Road Traffic Act
- Road Traffic Code

**APPENDIX A**

**DAILY DIARY**

**AND**

**DAILY INSPECTION REPORT FORM**

Record details of all changes to the Traffic Management Plan.

EVENT DETAILS:

LOCATION:

**ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN**

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:						

ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN

Daily Inspection Sheet.

TRAFFIC MANAGEMENT - DAILY INSPECTION SHEET		DATE:	TCD NO(S).
<b>Inspection Prior to Commencement of Event</b>		<b>Day Time Inspection During Event Hours</b>	
<b>Time of Inspection:</b>		<b>Time of Inspection:</b>	
Signs & devices appropriate for the day's activities and conditions	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Signs & devices operating satisfactorily and seen by motorists	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
Signs & devices positioned and mounted correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Signs & devices positioned and mounted correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
Signs & devices clean and clearly visible	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required	Signs & devices clean and clearly visible	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
Modifications and/or repairs completed	<input type="checkbox"/> Yes (Give details) <input type="checkbox"/> No (If no, give reason)	Traffic Controllers correctly attired and operating correctly	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Modifications / Repairs Required
		Modifications and/or repairs completed	Yes (Give details) No / Not Applicable (Give reason)



**APPENDIX B**

**INCIDENT REPORT FORM**



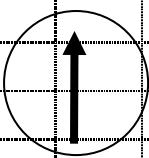
**ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN**

**Incident Report Form.**

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

Region	Incident Report No.
Contract Number	Contractor

Major Incident Reports must be forwarded to the Event Organiser and Road Authority within 48 hours of the incident occurring or becoming apparent.

<b>A Details of Incident</b>	Reported to: <input type="checkbox"/> Supervisor <input type="checkbox"/> TMR <input type="checkbox"/> Other						
OSH Incident Report No				<b>Atmospheric Conditions</b>	<b>Light Conditions</b>		
Fatality <input type="checkbox"/>				Clear <input type="checkbox"/>	Day Light <input type="checkbox"/>		
Injury <input type="checkbox"/>	<b>Road Surface</b>			Overcast <input type="checkbox"/>	Night Time <input type="checkbox"/>		
Property Damage <input type="checkbox"/>	Unsealed <input type="checkbox"/>			Raining <input type="checkbox"/>	Dawn/Dusk <input type="checkbox"/>		
Police Attended <b>Yes/No</b>	Sealed <input type="checkbox"/>			Fog/Smoke/Dust <input type="checkbox"/>	<b>Street Lighting</b>		
Time and Date of incident	<b>AM / PM</b>			<b>Road Condition</b>	On <input type="checkbox"/>		
	Day	Month	Year	Wet <input type="checkbox"/>	Off <input type="checkbox"/>		
				Dry <input type="checkbox"/>	Not Provided <input type="checkbox"/>		
Other relevant details, (Last maintenance grade, watering and dust conditions):							
<b>B Details of Traffic Management in place:</b>							
TCD No:				Name of individual that prepared the TCD			
Time last inspected:				Accreditation No:			
TCD Approved:	Day	Month	Year	TMP Approved:	Day	Month	Year
<b>C Descriptions of Vehicles:</b>							
Detail (make, model/ped/cyclist/VRU)				Registration No	Direction of Travel	Age of Driver	
Vehicle 1							
Vehicle 2							
Vehicle 3							
Comments:							
<b>D Description of Incident:</b>							
Draw the incident including the direction of travel, traffic control signs, fixed structures and north point.							
							

## ENDURANCE RIDERS TRAFFIC MANAGEMENT PLAN


<b>E Attachments:</b>	The following copies MUST be submitted with this Incident Report.	
-----------------------	---	--

Approved TMP       Approved TCP       Approvals for temporary speed restrictions       Daily Diary

<b>F Police Report:</b>	
-------------------------	--

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

<b>G Details of Person Completing this Incident Form:</b>	
---	--

Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

---

Position: \_\_\_\_\_

---

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---

**APPENDIX C**

**NOTIFICATION OF EVENT FORM**

## TO BE COMPLETED BY EVENT ORGANISATION

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

Anticipated start date:	23 <sup>rd</sup> February 2015	Anticipated finish date:	23 <sup>rd</sup> February, 2015
Anticipated Start Time:	6:00am	Anticipated finish Time:	6:00pm
Location of Event (Road/Street, Suburb):	McNeil Road and Mustang Road, Champion Lakes		
Description of Event:	Road crossing from ride trail to ride trail		
Description of traffic management arrangements:	Signs placed as per the Traffic Control Diagram		
Posted Speed Limit:	60 kms/hr	Worksite speed limit:	60 Kms/hr
		After hours speed limit:	60kms/hr

What is the anticipated effect on traffic flows?:	Nil	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":	N/A		Times of signal "black out":	
			N/A	
Will Police attendance be required?:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Dates for Police attendance : (See note below) <sup>(1)</sup>	
			N/A	

Road Authority:	[Redacted]	Postal Address:	[Redacted]	Telephone:	[Redacted]	Email:	[Redacted]	Facsimile:	[Redacted]
Contact:	[Redacted]	Telephone:	[Redacted]	Email:	[Redacted]	Mobile:	[Redacted]		

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

Traffic Management Contractor:	N/A
Postal Address:	[Redacted]
Telephone:	[Redacted]
Contact:	[Redacted]
Telephone:	[Redacted]
After hours contact:	[Redacted]

Distribution List	Email	Facsimile
St Johns Ambulance	<a href="mailto:comms@ambulance.net.au">comms@ambulance.net.au</a>	(08) 9334 1207
Fire & Emergency Services	<a href="mailto:fesa@fesa.wa.gov.au">fesa@fesa.wa.gov.au</a>	(08) 9323 9384
MRWA Regional Office – N/A		

- (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.**
- (3) Perth metropolitan area only. Elsewhere, the relevant public transport/ school bus service shall be notified.**

**APPENDIX D**

**TRAFFIC CONTROL DIAGRAMS**

