

## INFRASTRUCTURE Operations

4.2.5

Commented [MS1]: It is proposed to amalgamate relevant sections of this policy into Policy 5.1.11 – Events as set out below and rescind this policy.

<b>TITLE:-</b>	<u>TRAFFIC MANAGEMENT FOR EVENTS POLICY</u>
<b>ADOPTED:-</b>	OCM 1 September 2011 – Pages 148 – 149
<b>REVIEWED:-</b>	OMC 15 March 2012 – Pages 96 – 103 OMC 27 March 2014 – Pages 94 – 99 OMC 17 December 2015 – Pages 110 – 121
<b>ASSOCIATED LEGISLATION:-</b>	Road Traffic Act 1974 Road Traffic Code 2000 Public Order in Streets Act 1984 Road Traffic [Events on roads] Regulations 1991 Public Meetings and Processions Regulations 1984 Local Government Act 1995
<b>ASSOCIATED DOCUMENTS:-</b>	Main Roads Western Australia (MRWA) Instrument of Authorisation for Traffic Management for Events Traffic Management for Events Code of Practice March 2011 (MRWA)
<b>REVIEW RESPONSIBILITY:-</b>	Director Infrastructure Services
<b>DELEGATION:-</b>	Road Closures, General and Temporary

Previous Policy Number: 3.1.20 and 3.1.14.

### Part A

#### **Objective:-**

~~This Policy provides guidance as to when an Event is considered to require the submission of a Traffic Management Plan (TMP) to be prepared as part of an Event Organisers' application to hold an Event in the Shire of Broome.~~

~~A Traffic Management Plan serves to document the management of risks associated with a change in the road environment, such as an event. A TMP shall adequately provide for the safety of event organizers, users and the general public while maintaining an adequate level of service to road users.~~

#### **Definitions:-**

**Event** For the purposes of this policy, any organised activity 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 Section 83, or the Public Order in Streets Act 1984, and includes the following:

- 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 Organiser** The individual person whose name principally appears on the relevant application form as the "applicant", "proponent", "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 (Shire of Broome) 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.

**Off Road Events** Events conducted off road, i.e. at their own venues. Whilst not always directly impacting on traffic, approvals for such events should always include an assessment of any likely adverse traffic impacts on adjacent roads, which should be addressed by traffic management arrangements such as the Traffic Management for Events Code of Practice March 2011 (MRWA).

Other pertinent definitions are contained under Section 2 of the Traffic Management for Events Code of Practice March 2011 (MRWA).

#### **Principle:-**

All community, private and public events, both on road and off road, which impact adversely on the safety and efficiency of the surrounding road network, shall have a Traffic Management Plan (TMP) prepared.

The Traffic Management for events Code of Practice March 2011, available from the Main Roads Western Australia website, requires that

*"Any party responsible for organizing 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 on the roadway, or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a 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" (Clause 7.1).*

#### **Policy:- TRAFFIC MANAGEMENT PLANS**

1. A TMP is required for all ON-ROAD events held on roads in the Shire of Broome, in accordance with the MRWA Traffic Management for Events Code of Practice 2011;

2. A TMP ~~shall be prepared~~ is required for ~~all occasional OFF ROAD E~~ off-road events ~~or activities in accordance with the Traffic Management for Events Code of Practice 2011~~, where any ~~number~~ of the following criteria are met:-
- (a) The event is expected to adversely impact ~~town~~ traffic routes and cause disruption to ~~the the persons not involved in or attending the non-~~ event ~~community~~;
  - (b) Projected ticket sales exceed four ~~(4)~~ times the number of formal public car parking spaces available within 400m of the entertainment venue;
  - (c) Larger numbers of patrons ~~(over 500 >1000)~~ are expected;
  - ~~(d) Alcohol is permitted at the Event;~~
  - ~~(e)~~ (d) Significant numbers of pedestrians are expected in the traffic mix;
  - ~~(f)~~ (e) Uncontrolled parking on the verge and/or footpath is expected;
  - ~~(g) The event occurs at night;~~
  - ~~(h)~~ (f) The event conflicts with other road activities occurring at the same time (e.g. road works); or
  - ~~(i)~~ (g) The CEO determines that the situation any other situation where it is considered justifies the preparation of a Traffic Management Plan at the discretion of the Chief Executive Officer;
3. A TMP shall be prepared and certified by a person holding a current Advanced Worksite Traffic Management Accreditation; and shall be in accordance with the Main Roads WA Traffic Management for Works on Roads Code of Practice, the Main Roads WA Traffic Management for Events Code of Practice, and Australian Standard 1742.3-1985: Traffic Control Devices for Works on Roads.
4. ~~The A~~ TMP shall be submitted to the Shire as early as possible but no later than ~~six~~ eight ~~(6)~~ (8) weeks prior to the ~~E~~ event, ~~for the purpose of gaining Authorisation for use on a Local Government Road;~~
5. A TMP shall adequately provide for the safety of Event Applicants, users and the public while maintaining an adequate level of service to road users; and shall examine all the hazards associated with traffic and road activities generated or impacted by the event and document the most appropriate plan for managing the risks arising. This may or may not require road closures and/or traffic detours. The TMP shall examine all the hazards associated with traffic and road activities generated or impacted by the event and document the most appropriate plan for managing the risks arising. This may or may not require road closures and/or traffic detours.
3. ~~The TMP shall consider all of the requirements of the Code of Practice and the following:~~
- ~~(a) The movement of all traffic types including vehicular, pedestrians, cyclists, disabled access and emergency response traffic is to be considered;~~
  - ~~(b) Special considerations for before and after the event eg during the "bump in and "bump out" phases;~~
  - ~~(c) Provisions for pedestrians and cyclists to ensure safety, efficient routes and appropriate road crossings;~~

- ~~(d) Pedestrian access shall be planned to ensure there is no disruption to neighbouring businesses or homes and to ensure clear access by emergency services and event staff.~~
- ~~(e) Where footpaths are temporarily narrowed adjacent to traffic, a barrier shall be provided to ensure physical separation of pedestrians and vehicles;~~
- ~~(f) Pedestrian sidetracks to be as direct as possible, avoids unnecessary crossing of streets and constructed to have a firm, trip hazard free surface, suitable for wheelchair and disabled access;~~
- ~~(g) Pedestrian sidetracks and diversions shall be signposted where required to improve directions;~~
- ~~(h) Consideration of a traffic controller to assist safe pedestrian movements.~~
- ~~(i) Adequate lighting for pedestrian traffic where the event occurs at night;~~
- ~~(j) Provide information to affected adjoining and/or property about the proposed event;~~
- ~~(k) Existing legal property, pedestrian and bicycle access ways, will be maintained or alternative arrangements made following consultation with the affected community;~~
- ~~(l) Road Closures, part Road closures, speed restrictions and/or detours may be considered as a risk reduction strategy where appropriate;~~
- ~~(m) A road closure where prescribed, shall extend for the duration specified in the TMP. However, closures beyond 12 midnight are required to be specifically approved in writing by the Shire prior to the event and compliance with all other related Local Government By-Laws is mandatory;~~
- ~~(n) A road closure will apply only to that section of street approved by the Shire;~~
- ~~(o) Emergency Services shall be notified of any temporary street closures or detours;~~

6. Adequate and managed car parking, including over-flow parking, shall be provided for and identified in the TMP.

#### **OTHER APPROVALS TO USE ROAD RESERVE**

- 7. The Event Applicant is responsible for obtaining all necessary approvals for use of a road reserve from the Shire and/or Main Roads and the WA Police. These may include an Order for a Road Closure, Approval for Temporary Suspension of the Road Traffic Act/Regulations and/or a Permit to Hold a Public Meeting and/or Conduct a Procession.
- 8. Event Applicants seeking to close a road must obtain the written consent of not less than two thirds of adjacent land-owners prior to submitting the Application for an Order for a Road Closure to the Shire of Broome.
- 9. The CEO is authorised to approve (subject to conditions) or refuse any event on a local road in the Shire of Broome and is authorised to facilitate and liaise with community groups, organisations, individuals or businesses who wish to hold an event on a local road in the Shire
- 10. Should a temporary road closure be approved by all relevant parties, it is required to be advertised in a newspaper circulating in the local Broome area two (2) weeks prior to the event, or as otherwise approved by the

CEO. The Shire of Broome will advertise the proposed closure at the expense of the Event Applicant.

#### **IMPLEMENTATION OF TRAFFIC CONTROL MEASURES**

- ~~7.11.~~ Where ~~signage is~~ required the ~~Event Organiser~~Event applicant shall implement the TMP using qualified staff with Event Traffic Controller Accreditation and/or Basic Worksite Traffic Management Accreditation in accordance with the requirements of the Main Roads WA Traffic Management for Events Code of Practice;
- ~~8.12.~~ ~~Uncontrolled and illegal parking on road verges or the obstruction of footpaths by parked vehicles near Events creates an unacceptable hazard to event staff, patrons and the general public. Adequate, managed, car parking space, including over flow parking, shall be provided for and identified in the Traffic Management Plan. Where required, the Event Applicant shall supply, install and then post-event remove any. The Event Organiser may be required to supply, install and remove temporary barriers to adjacent verge areas to assist in the management of uncontrolled parking on road verges. Infringement notices may be issued to vehicles parked in contravention to local parking policies.~~
- ~~9.~~ The Event Organiser is responsible for obtaining all necessary approvals and notifications for use of the road reserve. In addition to the preparation of a Traffic Management Plan, the Event Organiser may also require the notification or approval of an Application for an Order for a Road Closure from the Shire of Broome, and/or MRWA and the WA Police together with notifications to the public, adjoining landholders and emergency services.
- ~~10.~~ Temporary road closures for Events are required to be advertised in a newspaper circulating in the local Broome area two (2) weeks prior to the Event, or as approved by the CEO. The Shire of Broome will advertise the proposed closure at the expense of the Event Organiser.
- ~~11.~~ The Event Organiser shall provide evidence of Public Liability Insurance cover for specifically traffic management associated with the Event in accordance with requirements stated on the Events Application Form. The Event Organiser shall deal with any public liability claims made in respect to the traffic management arrangements for the event.
- ~~12.~~ The CEO be authorised to approve (subject to other approvals) or otherwise any event on a local road in the Shire of Broome and be authorised to facilitate and liaise with community groups, organisations, individuals or businesses who wish to hold an event on a local road in the Shire.
- ~~13.~~ Traffic Management for events where the Shire of Broome has specifically resolved to Sponsor the Event, such as Shinju Matsuri, shall be arranged by Shire of Broome staff.
- ~~14.~~ Event Organisers may hire special "event" signage and associated equipment from Council if available. Such signage and equipment shall

~~be picked up, (signed out and signed in) and returned to the Shire Depot in good order and condition. Event Organisers shall pay a refundable bond and a set daily hire fee for each sign so used. The amount of the bond and the hire rates to be charged shall be included in Council's Annual Fees and Charges.~~

~~Any additional assistance required from the Shire of Broome may be carried out under a Private Works Authority with full cost recovery from the Event Organiser~~Event applicant.