



### Objective and Statutory Framework

The Shire of Waroona has developed these Guidelines in accordance with the requirements of the Road Traffic Code 2000 and the following Instruments of Authorisation issued by the Commissioner of Main Roads Western Australia (Commissioner) under Regulation 297(2) of the Road Traffic Code 2000:

- a) *'Instrument of Authorisation Relating to Traffic Management for Events' dated 11 September 2007;*  
and
- b) *'Instrument of Authorisation relating to Traffic Management for Works on Roads' dated 18 July 2007;*

As an Authorised Body and signatory to the Instruments, the Shire is required to 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 Traffic Management for Works on Roads Code of Practice (Works Code of Practice) and the Traffic Management for Events Code of Practice (Events Code of Practice) and ensure that its Representatives comply with the terms and conditions of (a) and (b) of the Instrument of Authorisation and to assist others who are not party to the Instruments, to obtain authorisation from the Shire, in order to use and manipulate traffic control signs and devices.

These Guidelines are provided to assist in the preparation and planning of temporary traffic management required for proposed works or events within thoroughfares under the care, control and management of the Shire and are intended to detail the Shire's administrative procedures and requirements for temporary traffic management in thoroughfares.

The Shire will only approve applications and authorise individuals or organisations to erect, establish, display, alter or take down any MRWA supported traffic control signs and devices, where the application complies with these Guidelines, the Works Code of Practice and

Events Code of Practice, MRWA requirements and any further requirements of the Shire for traffic management for works or events within or impacting thoroughfares.

### Definitions

Applicant	The individual, organisation or corporation who/which applies to the Shire to review and approve traffic management plan/s.
Application	A formal request to an authority for approval of a traffic management plan.
Application Form	The prescribed form of an Application, as contained in Appendix A.
AS	Australian Standards
Authorised Body	A government department, government instrumentality, statutory authority, local government or a body authorised by the Commissioner for the purposes of Regulation 297(2) of the Road Traffic Code 2000.
AWTM	Advance Work Site Traffic Management BWTM: Basic Work Site Traffic Management Commissioner: Commissioner of MRWA
Events Code of Practice	MRWA Traffic Management for Events Code of Practice.
Emergency Works	Means urgent roadworks required to be undertaken to address a life threatening risk or situation.

Events	Means events as defined within these guidelines.
Instrument	A legal instrument through which the CMR, under Regulation 297 of the Road Traffic Code 2000, formally delegates to an Authorised Body the authority to erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any roadworks subject to conditions set out in the instrument. An Instrument of Authorisation referred to in clause 1 of this Guideline, for either Traffic Management for Works on Roads or Traffic Management for Events as appropriate to the application.
Long-term	Works which exceed more than one shift of work.
MRWA	Main Roads Western Australia
Road Reserve	For the purpose of this Guideline and the 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 of persons but does not include private tenements or freehold land.
Roadworks	Means roadworks as defined within these guidelines.
Shire	Means Shire of Waroona
TC	Traffic Controller
Traffic Control Device (TC 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 (TC Diagram)	Detailed drawings depicting the layout and type of traffic control devices to be used for all situations likely to be encountered during the works.
Traffic Management Plan (TMP)	A document containing Traffic Control Diagrams and documentation of project details in regard to traffic management at a work site. The documentation of project details includes, inter alia, responsible personnel, proposed timing of the works, approvals that have been gained, traffic volume/type details, documentation of risk management and special provisions for specific road user types.
Works Code of Practice	MRWA Traffic Management for Works on Roads Code of Practice.
Work area	The specific area where the work is being done.
Work site	An area which includes the work area(s) and any additional length of road required for advance signing, tapers, side-tracks or other areas needed for associated purposes.

## Interpretation

1. A reference to any written law includes;
  - a. All written laws amending, consolidating or replacing that written law; and
  - b. All subsidiary legislation made under that written law.
2. Where a provision of these Guidelines is inconsistent with a provision of the Works Code of Practice or the Events Code of Practice, the provision of the Works Code of Practice or the Events Code of Practice as the case may be, shall prevail.

## Planning for Roadworks and Events

### Roadworks

For the purpose of these guidelines, 'roadworks' is taken to refer to:

- a. Any works within road reserve boundaries;
- b. Construction and/ or maintenance work in worksites that extends or will extend at any time within road reserve boundaries;
- c. Roadworks as defined in reg. 285(4) of the Road Traffic Code 2000; and
- d. Works as defined in Clause 1.1 of AS 1742.3 – 2009

Roadworks can create potential hazards that can give rise to injury or damage resulting in loss, litigation or prosecution, if reasonable care is not taken to protect both road users and road workers.

Approval of the Shire is required to be obtained in accordance with these Guidelines and the Works Code of Practice for any roadworks on roads within the care, control and management of the Shire. Approval for roadworks on declared highways and main roads for which the Commissioner is responsible must be obtained from MRWA.

To encourage uniform, safe and appropriate temporary traffic management, the Shire requires all temporary traffic management for roadworks to be in accordance with all applicable statutory and policy requirements including but not limited to the Occupational Safety and Health Act 1984, the Road Traffic Act 1974, the Works Code of Practice, Australian Standard 1742.3 and any other relevant Acts, Regulations, Codes, Specifications and Guidelines.

Applicants should be familiar with the requirements of these documents and ensure that roadworks are planned and implemented in a manner which complies with all relevant requirements.

### Events

For the purposes of these Guidelines, an Event on a road is any organised activity within a road reserve in the district of the Shire that requires management of adverse impacts on road users (including pedestrians).

Events include, but are not limited to, 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.

Events on roads under the care, control and management of the Shire require approval of the Shire in accordance with these Guidelines and the Events Code of Practice. Approval for events on declared highways and main roads for which the Commissioner is responsible must be obtained from MRWA.

Events need to be managed so that the safety of all participants and road users is ensured and disruptions to the normal daily usage and function of the road network is minimised.

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 consideration.

Event organisers and planners must comply with the Events Code of Practice which has been developed to guide the planning of events, promoting safer, consistent and effective temporary traffic management arrangements for events on roads in Western Australia.

Events on roads must additionally comply with other applicable statutory and policy requirements including but not limited to any relevant Australian Standards, Acts, Regulations, Codes, Specifications and Guidelines.

All Applicants should be familiar with the requirements of these documents and ensure that Events are planned and implemented in a manner that complies with all relevant requirements.

## **When is a Traffic Management Plan Required?**

A TMP for roadworks is required to be prepared in accordance with the Works Code of Practice, which provides, “any party undertaking work on a road shall prepare a Traffic Management Plan (TMP) that adequately provides for the safety of workers and road users while maintaining an adequate level of service to road users.”

A TMP for an Event is required to be prepared in accordance with the Events Code of Practice, which provides, “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 TMP is prepared.”

TMPs for roadworks and events impacting on the normal functionality of the road network should demonstrate how road reserve users will be safely and effectively guided through, past or around the roadworks or event site and ensure the road network performance is not unduly impacted, maintaining an acceptable level of service for the duration of the works or event. TMPs shall be prepared in conjunction with MRWA and the Shire’s requirements, and approved well in advance of the event or roadworks to prevent delays.

In accordance with the Works Code of Practice all TMPs shall be prepared by a person holding Main Roads accreditation in Advanced Worksite Traffic Management (AWTM). A person holding Main Roads accreditation in AWTM may review, monitor and adjust TMP’s. Refer to clause 8 of the Works Code of Practice for tasks permissible relevant to each MRWA accreditation.

Temporary traffic management for repetitive and/or basic works which comply with the MRWA Generic/Site Specific TMP Checklist or Basic Worksite TMP Template Checklist may be implemented with a generic or basic TMP and Traffic Control Diagrams (TCDs).

## **Application for Approval of Works and Events**

All works and events on roads in the Shire require an application to be submitted to the Shire for approval.

Application forms should be submitted to [warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au)

Approval of the Shire must be obtained prior to commencement of the proposed works or event.

## **Shire Managed Works and Events**

Temporary traffic management undertaken as part of the Shire’s annual planned construction projects, civil and maintenance works and events within the Shire shall be undertaken in conformance with MRWA requirements.

### **Shire Planned Construction Projects**

The Shire’s planned construction projects impact on the road network. Therefore the Shire shall undertake all planned construction projects with appropriate temporary traffic management measures, to provide a safe work area for all its employees, contractors, consultants, agents and the community.

The Shire through its tender with external contractor for the supply of temporary traffic management services may engage a contractor in advance of each construction project to comply with all the necessary MRWA, legislative, statutory and Shire’s requirements in regards to the production and implementation of TMPs.

### **Shire Civil and Maintenance Works**

All temporary traffic management for civil and maintenance works by the Shire, shall be undertaken using site specific TMPs or generic TMPs and TCDs.

Generic TMPs and TCDs are implemented at those worksites which comply with the Generic/Site Specific MRWA requirements.

All of the Shire's operational staff relevant to works on roads shall possess current and appropriate Basic Worksite Traffic Management and/or Traffic Controller accreditations. This will enable the accredited staff to implement generic TMPs and TCDs at specific worksites.

All site-specific traffic management services for civil and maintenance works shall be planned and implemented by the Shire's contractor or a MRWA accredited person.

### **Shire Managed Events**

All temporary TMPs for Shire events shall be prepared by the Shire's contractor and implemented by accredited persons.

### **Emergency Works**

The Shire recognises that circumstances may arise where Emergency Works need to be undertaken on its roads. Where it is not practicable to prepare a TMP and obtain approval of the Shire prior to undertaking Emergency Works, the Emergency Works may be undertaken without first obtaining TMP approval. Emergency Works must be undertaken with reasonable care and in a manner that ensures the safety of road users and road workers and minimise disruption to the road network.

The Shire must be notified by an appointed representative in charge of the Emergency Works, advising the Shire in a timely manner, and detailing the incident and addressing notification to the Shire of Waroona ([warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au))

### **Closure of Thoroughfares**

The Shire must be contacted by any applicant planning to conduct works or event, that will require wholly or partially closing any thoroughfare for a temporary period within the Shire boundary. Consultation with the Shire will outline additional requirements of the Shire to prevent delays.

Compliance with the following acts, regulations, standards and codes is mandatory, when implementing full or partial closure of public thoroughfares in Western Australia;

- Road Traffic Act 1974;
- Road Traffic Code 2000;
- Local Government Act 1995;
- Road Traffic (Administration) Act 2008;
- Public Meetings and Processions Regulations 1984;
- Public Order in Streets Act 1984;
- Road Traffic (Events on Roads) Regulations 1991;
- Australian Standards 1742.3 – 2009;
- Land Administration Act – 1997;
- Shire of Waroona Local Law 2001 – Activities on Thoroughfares and Trading in Thoroughfares and Public Places.
- MRWA Traffic Management for Events Code of Practice;
- MRWA Traffic Management for Works on Roads Code of Practice;

Visit the Western Australia Police Force website for more information on the requirements needed and for guidance on the approval of road closures.

### **Stakeholders and Other Authorities**

During the planning process in advance of the impending works or event, it is imperative that the Applicant notify and consult other agencies such as Emergency Services, WA Police, Public Transport Authority, MRWA Heavy Vehicles Operations, MRWA Traffic Operations Centre, Utility Service Providers etc. which may be affected by the works or event.

The Applicant shall demonstrate to the Shire's satisfaction that notification and consultation has been conducted with the affected property owners and occupiers.

### **Impact to Private Properties**

Works or events impacting on private properties can cause inconvenience and present risks to the worksite or event if the owners, occupants or other motorists accessing the property are unaware of the surrounding environment.

Prior to the works or event proceeding, the Shire shall require the Applicant to issue advanced notification in the form of a formal letter to affected property owners and occupiers as determined by the Shire at least 2 weeks preceding the commencement date.

The Applicant shall demonstrate to the Shire's satisfaction that notification and consultation has been conducted with the affected property owners and occupiers.

### **Working Hours and Noise Restrictions**

The Applicant shall provide details for the proposed works or event, duration, commencement date, completion date, stages of project, start and finish times in the Application Form, TMP and referenced within the Traffic Control Diagrams for stages, restrictions, and switches of stages as required.

Works and events have the potential to create high and continuous noise levels which can affect surrounding properties. Noise restrictions from construction works, roadworks and events are exempt from the Environmental Protection (Noise) Regulations 1997 between 7am and 7pm Monday to Saturday and 9am to 7pm Sundays and public holidays.

### **Complex Traffic Arrangements**

Works and events involving complex traffic arrangements as identified in clause 5.2.2 of the Works Code of Practice and any other complex arrangements, which are not addressed in it or AS1742.3, for example high frequency accident locations and major long-term projects, shall be reviewed and endorsed by an accredited MRWA Roadworks Traffic Manager.

### **Public Works and Children's Crossings**

Proposed works on a local road at or near a children's crossing must be approved by the Shire with consultation with the local School.

A children's crossing cannot be closed, interfered with or moved to allow for the proposed public works without reference to the impacted school.

## **Application**

### **Application Submission**

To facilitate prompt approval of applications, the Applicant arranging the works or event should contact the Shire at the earliest stage possible. Applications should be submitted to [warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au) with all required documents to facilitate prompt response from the Shire.

Please refer to the appropriate application form for further details.

### **Traffic Management Plan**

The TMP shall address the responsibilities of the Applicant or the Applicant's contractor in relation to the proposed works or event and shall demonstrate how its procedures and instructions shall be applied to the works or event to demonstrate compliance with all relevant requirements and technical specifications. The TMP shall address and conform to the requirements of MRWA and the Shire.

The Applicant must ensure that the following items have been addressed when preparing the TMP;

- TMP(s) and TCD(s) developed and designed in accordance with the Works Code of Practice and Events Code of Practice (as applicable), applicable specifications, guidelines, Australian Standards, Acts, regulations and other applicable statutory requirements;
- Contingency arrangements at the proposed site for traffic accidents, vehicle breakdowns, weather condition, emergencies, fatalities and serious injuries etc.;
- Risk Management complying to AS/NZS ISO 31000:2009 – Risk Management - Principles and Guidelines, MRWA Specifications and AS/NZ 4801:2001;
- Coordination with existing sites in the vicinity;
- Example of message input into Variable Message Sign(s) if required;
- Notification of Roadworks or Event form if required according to the Works Code of Practice & Events Code of Practice;
- Other requirements such as existing regulatory & information signage, rubbish bins, utility signage etc.;
- Public transport impacts;
- Details of proposed dates, stages, duration and working hours;
- Sufficient detailed information of works or event including stages and switches;
- After care details and plan(s) if required;
- Impacts to any businesses or residents;
- Road Traffic Manager approval if required;
- Any other site specific requirements;
- Consultation with affected residents/businesses if required;

The Shire may request additional site specific requirements to be addressed in order to grant approval.

### Submission Timeframe

All Applicants shall ensure that a sufficient time frame is provided from the commencement date of the works or event, to allow the Shire's to administratively process, assess, audit and approve the submitted application.

Description	Lead Time
Where the works do not restrict or impact on roadways, footpaths or cycleway and do not involve any construction or excavation work.	7 business days
Where partial closure of a roadway, footpath or cycleway is required.	10 business days
Where works or events will impact access by residents to their properties or to access by customers to a business premises during trading hours.*	10 business days
All other types of work/events involving contra flows, partial or total road closure, works near traffic signals and large public events, complex traffic arrangements.*	30 business days
Notification of work for previously approved generic, or in principle approved long term works	5 business days
<i>* All works or events in these categories will require a public notification strategy that will need to occur a minimum of 7 days prior to implementation and noted in the TMP. Evidence of public notification may be requested as a condition to approval.</i>	

### Fees and Charges

In accordance with section 6.16 of the Local Government Act 1995, a local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

### Review of Traffic Management Plans

TMPs submitted for approval are subject to fees and charges set by Council in its Schedule of Fees and Charges.

The fees and charges are derived from the integral cost per hour (or pro rata) of the Shire's Officers to assess each TMP including site visits and administrative protocols for processing the application.

These fees and charges are not applicable to TMP submissions and applications from community groups, non-profit organisations, development applications, local structure plans and scheme amendments.

### **Road Closures for a Period Exceeding 4 Weeks**

An application for temporarily or permanently closing a thoroughfare wholly or partially to the passage of vehicles for a period exceeding 4 weeks requires prior approval from Council at its scheduled Council meetings and is subject to additional advertising requirements undertaken by the Shire. This process may be subject to a non-refundable administrative fee set by Council within its Schedule of Fees and Charges on an annual basis.

### **Approval**

Only applications which comply with the requirements of MRWA, the Works Code of Practice, the Events Code of Practice, AS1742.3 and the Shire's Guidelines will be granted formal approval.

Applications which do not comply with these requirements will be rejected and Applicants will be advised of the outcome. The Shire is not required to approve any application. Where an application is refused the Shire may (but is not required to) propose corrective action to be taken by the Applicant in order for the application to be approved.

Where an application is amended or revised the Applicant must resubmit the revised documents to the responsible Shire Officer for review and determination.

### **Site Inspection**

The Shire monitors the road network within its jurisdiction and maintains a register of all upcoming or active worksites and event sites to conduct frequent site visits.

A copy of the current formal approval, TMP(s), TCD(s) and record keeping documents shall be available onsite at all times and provided to the Shire upon request.

It is the responsibility of the Project Manager or Event Organiser to ensure temporary traffic management is implemented in accordance with the approved TMP.

If non-compliant worksites or event sites are identified by the Shire, the project or event manager will be notified and the sites shall be rectified immediately to the satisfaction of the Shire. Failing to rectify the non-compliance will lead to the termination of work or event, reinstatement of any affected areas and restoration of all trafficable conditions to normal, to the satisfaction of the Shire at the Applicant's cost.

Any unauthorised worksites or event sites detected within the Shire's road network will result in the responsible party being informed of their breach, and may be required by the Shire to immediately terminate any works or event site, remove all plant and equipment from the site, reinstate any affected areas and return all trafficable conditions to normal at their cost.

DOCUMENT CONTROL			
Division	Infrastructure		
Form Number & Version	FM009 Traffic Management Plan and Road Closure Guidelines Version 1		
Contact Officer	Senior Waste and Environment Officer		
Approved by	Director Infrastructure Services		
Reason:	Development of new guidelines.		
Date of Review	30/09/2025	Review Frequency	As required