



## 9 WORKS AND SERVICES POLICIES

### 9.1 TECHNICAL SERVICES

#### 9.1.12 Traffic Management for Events on Roads

#### Background & Issues

The Shire of Manjimup provides support for community organised events that take place on roads within the Shire which, in accordance with Main Roads WA stipulations, require the provision of temporary traffic management to either close a section of road or over-rule the Road Traffic Act in order to enable the safe passage of vehicles through or around the event by speed reduction signage, traffic controllers, or road closures.

#### Objectives

The Shire has limited resources available for the support of community events and this policy endeavours to set guidelines for the equitable disbursement of those resources across a variety of Council approved events. Each event will be assessed on a case by case basis.

#### Area of Application

All Council approved community events on Shire roads throughout the entire Shire district.

#### Policy Measures

##### 1. Traffic Management Requirements

Traffic Management for events on roads shall be provided in accordance with the requirements of the Traffic Management for Events Code of Practice produced by Main Roads WA.

In the absence of specific Main Roads WA requirements traffic management requirements shall be as determined by the Chief Executive Officer or CEO Delegate in accordance with current industry best practice.

##### 2. Provision of Traffic Management by Council

At the Manager Technical Services discretion, traffic management may be provided to community events subject to;

- The event is not for profit;
- The event is for the benefit of the community;
- The event is run by a community group;
- The event is unable to reasonably provide the traffic management for itself;
- Sufficient budget funds are available;
- Sufficient Shire resources are available;
- The cost of the traffic management is not more than \$3,000;

**9. WORKS AND SERVICES POLICIES**  
**9.1 TECHNICAL SERVICES**  
**9.1.12 Traffic Management for Events on Roads**

- And the cost of traffic management to any multiple event organizer does not exceed \$5,000 in any financial year.

At the discretion of the Chief Executive Officer, the Shire may provide traffic management for other events at the expense of the event organisers subject to;

- Sufficient Shire resources being available;
- All costs being reimbursed at standard charge out rates.

### 3. Responsibility for Traffic Management

The Event organizer shall be responsible for obtaining all necessary approvals and plans for use during the event.

### 4. Assessment of Traffic Management Proposals

The Chief Executive Officer or their delegate shall be responsible to check and verify that event organisers have obtained all necessary approvals and provided adequate traffic management for the event.

### 5. Volunteer Shire Staff

The Shire supports qualified staff should they choose to provide their time and expertise to assist community events.

It is the responsibility of the volunteer staff to determine if their services will be covered by the insurance of the event, or not.

Where an event does not have insurance the Chief Executive Officer may authorise the traffic management to be provided by the volunteer staff in accordance with clause 2 at no cost, or reduced cost subject to the requirements of clause 2, agreement from the volunteer Shire staff that they will not be paid, and the Chief Executive Officer being satisfied that the liability risk to the Shire is satisfactory.

### 6. Volunteer Community Groups

Where a community group, possibly including the event organizer, provides suitably qualified labour to implement traffic management for an event which the Council would normally support, the Shire will ensure adequate training is provided to the community group.

### 7. Delegated Authorities

Under the WA Road Traffic Code Regulation 297 (2) Instrument of Authorisation, the Shire of Manjimup has delegated authority to set requirements for and approve traffic management plans for events on roads in accordance with this Council policy.

**9. WORKS AND SERVICES POLICIES**  
**9.1 TECHNICAL SERVICES**  
**9.1.12 Traffic Management for Events on Roads**

The Chief Executive Officer through an accredited Officer shall have delegated authority to provide traffic management for community events on roads in accordance with clause 2 of this policy.

Administration

Responsibility for implementing this policy is delegated to the Manager Technical Services.

Adoption and Date Due for Revision

**ADOPTED 13 OCTOBER 2005**  
**REVIEWED 18 NOVEMBER 2021**

**NEXT DUE FOR REVIEW NOVEMBER 2025**

<b>The Administration of this Policy is by the Works and Services Directorate.</b>
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