



Events Management Plan

Event: Spokes Cycle Club Events 2021

Event Organiser: Tim Glenister

Location: Geraldton

Proposed Start Date: 26th of April 2021

EMP No SCC 0010	Rev. No. 0	Date: 28/1/2021
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GLOSSARY OF TERMS

AS	Australian Standard
AS/NZS	Australian and New Zealand Standard
AWTM	Advanced Worksite Traffic Management / Manager
CoP	Traffic Management for Events 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
TGS	Traffic Guidance Scheme
EMP	EVENT Management Plan

1.0 EVENT INFORMATION

1.1 Purpose and Scope

This Events Management Plan [EMP] provides the procedures to be followed by Spokes Cycle Club Event organisers conducting on-road cycling events in in the City of Greater Geraldton in 2021.

1.2 Event Locations

Location/Date	Circuit
Deepdale Criterium 26th April [Ref Appendix F TGS - DC]	Start Westbound on Cheviot Crescent turn left into Dorset Drive turn left into Polwarth Parade left into Cheviot Crescent to finish.
Mullewa -Greenough Hamlet Event 2 nd May [Ref Appendix F TGS - MLE , TGS - GH]	Start westbound from carpark opposite the Mullewa Hotel turn left into the Mullewa Mingenew Rd right into Nangetty Walkaway Rd continue onto Edwards Rd left onto McCartney Rd finish at 300m east of Greenough Café carpark
Tour Fondo [not timed and no signage] 27 th June	From Geraldton Golf Club left Pass, left Eastward, Lt Horwood, Rt Deepdale, Lt Arthur, Lt Moonyoonooka Narngulu continue Morrelle Lt Chapman V., Lt Chapman Rt Crowthen/Kempton Lt Cecily, Rt Chapman to Path, Sella Maris, Lt Bailey Lt Foreshore, Rt Cathedral, Lt Maitland, Rt Durlacher, Lt Waldeck/Brede Eastwrld, Lt Pass return GGC.
Windfarm Event 18 th July [Ref Appendix F TGS - WFE]	Start on Walkaway Nangetty Rd at corner Levitt Rd southbound on Walkaway-Nangetty Rd to Ellendale Pool Rd complete u-turn, turn left at Macartney Rd to finish 300m East of Greenough Hamlet cafe
Mingenew-Greenough Hamlet Event 15th August [Ref Appendix F TGS - MTE , TGS - GH]	Starting in Mingenew northbound right into Mingenew-Morawa Road, left onto Depot Hills Rd, continue onto Allanooka Springs Rd, left into Walkway-Nangetty Rd, continue onto Edwards Rd left onto McCartney Rd finish at 300m east of Greenough Café carpark.
Rudds Gully Circuit 19th September [Ref Appendix F TGS - RG]	Start southbound on Readhead Rd 300m north of Meadowcroft, left into Meadowcroft St, left into Readhead Rd return to start/finish line.

The temporary event signage for each of these circuits is detailed in the Traffic Guidance Scheme [TGS] in the Appendix F. Each circuit has been approved by the Spokes Cycling Club Committee following an extensive risk assessment process and all routes have previous been used on similar dates from 2013 to 2020 with the exception of the Deepdale Criterium and the Tour Fondo events which are new events. In addition, each route is inspected in the week prior to the Event by the Event Organiser to confirm appropriate condition of the proposed road event route.

1.3 Site Constraints/Impacts

Roads are under the care and control of the City of Greater Geraldton, Mingenew, and Irwin excepting Edwards Road, and Geraldton Mt Magnet Road, which is under the control of Main Roads WA. Traffic volumes on all these circuits are well below 50 vehicles per hour and are at a weekly low on Sunday morning when all events are proposed.

1.4 Traffic Management Objectives and Strategies

The objectives of the EMP are to:

- Provide for a safe environment for all road users;
- Provide protection to event participants, visitors, organisers and the general public from traffic hazards that may arise as a result of the event activity;
- Minimise the disruption, congestion and delays to all road users;
- To ensure network performance is maintained at an acceptable level throughout the term of the work;
- Ensure access to adjacent commercial premises is maintained at all times.

To achieve the above objectives, the Events Management Plan will:

- Ensure whenever possible, that a sufficient number of traffic lanes to accommodate vehicle traffic volumes are provided.
- Ensure that delays and traffic congestion are kept to a minimum and within acceptable levels
- Ensure that appropriate/sufficient warning and information signs are installed and that adequate guidance is provided to delineate the travel paths through the event site.
- Ensure that the event area is free of hazards and that all road users are adequately protected from excavations and obstructions.
- Ensure that all needs of road users, motorists, pedestrians, cyclists, public transport passengers and people with disabilities are accommodated at and through the event site.
- Provide for event activities to be undertaken sequentially to reduce the adverse impacts of the event.

1.5 Responsibilities

The Event organiser will take the utmost care to prevent the risk of injury and/or property damage to event participants, visitors, organisers, road users and members of the public.

Event will not commence or continue at any location until all appropriate signs, devices and barricades are in place and in accordance with the requirements of the Event Management Plan. All necessary signs and traffic control devices will be installed at the work site to direct and regulate traffic movements around the event activity and ensure that adverse impacts associated with the event are kept to a minimum.

2.0 ACTIVITIES ON ROAD

2.1 Scope of Activities

Scope	The cycle events are run on the roads shown in the TGS
Road Authority	MRWA
Local Government	City of Greater Geraldton; Shire of Mingenew, and Shire of Irwin
Details of Activities	
The event is conducted between 7:30 and 13:00 on Sunday mornings as indicated on the EMP cover with up to 70 participants.	
A marshal will be placed on any right-hand turn legs as a spotter to check for approaching traffic and warn participants of approaching traffic and the need to give way. No road rule suspension is proposed.	

2.2 Existing Traffic and Speed Environment

The circuits chosen have heavy vehicle movements at minimal levels on the events days being Sunday mornings. Speed limits on the circuits vary from 50 to 110kph.

Due to the low traffic volumes on Sunday mornings, and sparse residential dwellings along the routes used conflict with local traffic is anticipated to be at very low levels.

2.3 Roles and Responsibilities

The event organiser is to ensure that the EMP is implemented.

Event Organiser	SPOKES CYCLE CLUB PO Box 2733 GERALDTON WA 6531
<i>Contact</i>	<i>Tim Glenister 0428929407</i>
EMP Design	As above
<i>Contact</i>	

3.0 STATUTORY REQUIREMENTS

3.1 Responsibilities

3.1.1 Event Organiser

The event organiser shall:

- Ensure all traffic control measures for this EMP 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 stakeholders is maintained at all times
- Ensure inspections of the Traffic Schemes are undertaken in accordance with the EMP, and results recorded. Any variations shall be detailed together with reasons
- Review feedback from field inspections, event participants and members of the public, and take action to amend the traffic control measures as appropriate
- Arrange and/or undertake any necessary audits and incident investigations

3.1.2 Event Management Personnel

At least one person on site shall be accredited in Event Traffic Controller qualification, and shall have the responsibility of ensuring the traffic management devices are set out in accordance with the EMP.

3.1.3 Traffic Controllers

Traffic Controllers shall be used to control road users to avoid conflict with cyclists, Marshalls, traffic and pedestrians, and to stop and direct traffic in emergency situations. Traffic Controllers shall:

- Operate in accordance with this EMP and the Event Code of Practice.
- Hold a current Event Traffic Controller accreditation in Western Australia.
- Take appropriate breaks as required by AS1742.3 and/or OS&H Regulations.

3.1.4 Event Marshalls

Event Traffic Controllers and Marshals shall:

- Correctly wear high visibility vests, in addition to other protective equipment required (e.g. footwear, sun protection etc), at all times whilst on the event site
- Comply with the requirements of the EMP and ensure no activity is undertaken that will endanger the safety of participants or the general public
- Enter and leave the site by approved routes and in accordance with safe work practices.

3.2 Incident/Accident Procedures

In the event of an incident or accident, whether or not involving traffic or road users, all event activities shall cease and 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 crashes 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.

Details of all incidents and accidents shall be reported to the event organiser using the incident report form at Appendix “D” (or similar).

4.0 PLANNING

4.1 Risk Identification and Assessment

Risk analysis of the proposed works has identified a number of risk events/items that will be managed by effective event management planning and the implementation of this EMP. A risk analysis table is attached at Appendix “B”. The assessment process has been undertaken in accordance with Australian Standard AS/NZS 4360-2009, Risk Management.

All identified risks have been treated by development of this EMP. Unforeseen risks arising during the works will be treated in accordance with standard work practices and procedures where appropriate.

RISK	Pre-Treatment Risk Rating			RISK RESPONSE	Residual Risk Rating		
	L	C	RATING		L	C	RATING
Event Marshalls being hit by vehicles during set –up or removal of traffic management devices	C	3	H	Vehicle used to protect personnel and vehicle exit in clockwise direction with high visibility vests on before leave vehicle	D	3	M
Event participants hit by vehicle travelling through the event site	C	3	H-E	Event Signage to warn motorists of the event ahead on the Event circuit as per TGSs in Appendix F.	D	3	M
Pedestrians getting too close to start finish line and being injured	C	2	M	Provide an event marshal to control vicinity of the start finish line	D	2	L
Event participants making unexpected	C	4	E	Provide briefing to event participants about potential hazards due to traffic and station marshals at potential conflict	D	2	L

RISK	Pre-Treatment Risk Rating			RISK RESPONSE	Residual Risk Rating		
	L	C	RATING		L	C	RATING
turning movements and conflicting with traffic				points to warn participants of potential road hazards Remind participants of road safety rules before the event begins.			
Pedestrians hit by event participants	D	3	M	Advise spectators to keep clear of event cycle path and install barriers when required	D	2	L
Vehicle hit by event participants	C	3	H	The event organisers will ensure all vehicles in the vicinity of the event are parked clear from likely conflict points on the circuit	D	3	M
Event participants hitting object on road	C	4	E	Marshalls and event organisers to ensure any potential hazards for the participants in the event are removed or suitably, delineated or if necessary barricaded	D	3	M
Event participants present with flu like symptoms	B	2	H	Monitor all participants and complete COVID-19 standard Questionnaire prior to sign on. Exclude participants where necessary	C	3	M
Event participants fall due to loose material on road	C	3	H	Marshalls and event organiser to ensure any loose material hazards are removed, suitably delineated or barricaded before the event begins.	D	3	M

Risk Identification and Response Table

4.2 Legislative and Other Provisions

Spokes Cycle Club recognises that the Event Management Plan has been developed and shall be implemented with due consideration and in accordance with the following legislative, environment and industry standards:

- Occupational Safety and Health Act 1984 and Regulations 1996
- Road Traffic Act
- Road Traffic Code 2000
- Australian Standard AS 1742.3 – 2009 - Traffic control devices for works on roads
- Risk Management Standard AS/NZS 4360:2009
- Australian Standard - Mobility and Access Standard for People with Disabilities AS 1428
- MRWA - Traffic Management for Events Code of Practice
- Local Government Act
- COVID-19 Management Plan as required under the current State of Emergency and Public Health Regulations.

Spokes Cycle Club shall ensure that the requirements of these documents and other relevant information will be monitored and the Event Management Plan adjusted to meet changing

requirements where necessary. Furthermore, a COVID-19 Safety Officer has been appointed for each event in 2020. A COVID -19 briefing is a mandatory requirement that will be implement in accordance with the COVID-19 Plan.

4.3 Traffic Assessment (Vehicular Traffic)

4.3.1 Volume and Composition

All road has less than 1500 VPD with Sunday volumes being 20 to 80% less than weekday peaks.

4.3.2 Existing & Proposed Speed Zones

Ref 2.2

4.3.3 Intersection Capacity

Due to low traffic volumes there are no issues with intersection capacity.

4.3.4 Existing Parking Facilities

There are no parking facilities. Parking will be on the road verge or in designated parking areas and will be controlled to ensure no sight distance restrictions.

4.3.5 Heavy and Oversized Vehicles and Loads

Ref 2.2

4.3.6 Public Transport

NA

4.3.7 Special Events and Other Works

NA

4.4 Non-motorised Road Users

No special requirements as event held outside the built-up area.

4.4.1 Cyclists and Pedestrians

No special requirements – all participants must have a serviceable helmet and bicycle. Road rules apply as per Road Traffic Code 2000.

4.4.2 People with Disabilities and Other Vulnerable Road Users

No special requirements as event held outside the built-up area.

4.5 Site Assessment

The geometry of the proposed roads has been inspected and deemed safe for the cycling event. There proposed roads have good lines of site which provides advanced warning for any possible hazards ahead for all road users. There are no road narrowing's or conflict points that may cause a hazard to event participants.

4.5.1 Access to Adjoining Properties

There are no issues with access to properties on any of the circuits.

4.5.2 Environmental Conditions

Weather:

(Rain, Floods, Heat, Sun Glare, Fog)

All participants must have a serviceable helmet and bicycle, wear appropriate visible cycling uniform, a supply of water and appropriate sun protection. Event organiser to monitor weather conditions and provide update information to event participants. Inclement weather conditions will be monitored on the day and the event may be cancelled if deemed unsafe for the participants.

Road Geometry / Terrain:

(Horizontal and Vertical approach geometry, Safe stopping distances, Visibility, Vegetation)
Good lines of sight and accessible geometry in all weather conditions throughout

Existing Signage:

(Obstruction, Visibility of temporary signage, Covering of existing signs)
Not required

Other:

(Structures, Dust, Noise, Fumes)
N/A

4.5.3 Impact on Adjoining Road Network

Road rules apply as per Road Traffic Code 2000.

4.6 Consultation and Communication

Communication provided by event organiser to all participants.

4.6.1 Approvals

- **Main Roads WA**

Approvals for the implementation of this EMP shall be obtained in accordance with the Events Code of Practice from Regional Manager Mid-West.

- **Local Government Authority**

Approval to implement this EMP shall be obtained in accordance with the Events Code of Practice from the City of Greater Geraldton, Mingenew and Irwin Shires.

- **WA Police**

Spokes Cycle Club has not sought approval from the WA Police for "Application for Suspension of the Road Traffic Act/Regulations under Section 83 of the Road traffic Act".

4.6.2 Public Notification

Refer to the City of Greater Geraldton; Mingenew, and Irwin Shires in respect to public notifications.

4.6.3 Notification of Other Agencies

In accordance with the Events Code of Practice P all relevant agencies shall be notified using the 'Notification of Event form attached at Appendix "E". A distribution list is provided on the bottom of the form. Other agencies shall be notified as required.

5.0 IMPLEMENTATION

5.1 Hazard Identification, Risk Assessment and Control

In establishing adequate controls for the hazards identified in Section 4.1, the Contractor has used a structured approach via the use of the hierarchy of control as outlined below:

- Elimination
- Substitution
- Engineering

- Administration
- Personal Protection Equipment

Traffic management practices require that the Events Traffic Controller 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 Events Traffic Controller is also required to evaluate the traffic arrangements where site conditions change, new hazards that arise throughout the work will be subject to risk assessment and incorporated onto the Risk Register.

5.2 Traffic Guidance Scheme

The Traffic Guidance Scheme outlined in Appendix “F” has been provided.

5.3 Traffic Control Devices

Traffic control devices shall be erected in accordance with the TGS (refer Appendix “F”)

A vehicle displaying a vehicle mounted warning device shall be used in advance of the signs and traffic control devices to protect workers setting out the signs or traffic cones associated with the taper. *(Note: Vehicle mounted warning devices are approved under the Vehicle Standards Regulations. These devices shall not be used outside the limits of the event).*

A detailed listing depicting the type and quantity of devices required to implement this EMP is included in the TGS. Should the use of additional (not shown on the TGS or listing of devices) or reduced number of devices be required due to unforeseen needs, they shall be recorded within the Daily Diary as a variation to the EMP, following prior approval.

The event will not commence or continue until all signs, devices and barricades are in place and operational in accordance with the requirements of the EMP. The number, type and location of signs, devices and barricades shall be to a standard not less than Appendix “F” of this plan and AS1742.3 (except where specifically detailed in this EMP with reasons for the variations). Devices no longer required shall be promptly and completely removed from road user’s lines of sight.

5.3.1 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. 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 drawings 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 workers or vehicles; and
- They do not deflect traffic into an undesirable path.

5.3.2 Pavement Marking

NA

5.3.3 Variable Message Signs

NA

5.3.4 Delineation

NA

5.3.5 Temporary Speed Zones

NA

5.4 Emergency Arrangements

Event Marshalls shall assist all emergency vehicles requiring to enter and/or travel through the proposed event site when required.

5.5 Site Access

No special requirements

6.0 MONITORING AND MEASUREMENT

6.1 Site Inspections & Record Keeping

The Event Organiser will ensure that the Event Management Plan is implemented and evaluated for effectiveness.

Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the start of event activities on site;
- During the event; and
- After the event;

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 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 EMP/TGS, non-conformances, incidents and accidents shall be recorded.

6.2 References

- Australian Standard AS1742.3; Traffic Control Devices for Works on Roads
- Australian –New Zealand Standard AS/NZS 4360; Risk management
- Australian Standard AS/NZS 4602; High visibility safety garments
- MRWA Traffic Management for Events on Roads - Code of Practice (CoP)
- OS&H Act (1984)
- OS&H Regulations (1996)
- Road Traffic Code 2000

APPENDIX B
TRAFFIC RISK CLASSIFICATIONS
AND
RISK ANALYSIS TABLES

Traffic Risk Classification

1. In order to clearly understand the risks associated with this event and then outline the manner in which identified risks will be managed, the event organiser shall undertake an assessment of all significant foreseeable risks associated with the event and determined the treatment measures that, so far as practicable, minimise the risk.
2. The identification and assessment process must be undertaken in accordance with AS/NZS 4360 and the likelihood and consequences rated before the application of risk treatments (Primary Risk) and after (residual risk) the determined controls utilizing Table 202B.1, Table 202B.2 and Table 202B.3 of this Annexure 202B. *AS/NZS 4360*
3. The event organiser shall, so far as practicable, control or reduce identified risks in accordance with the hierarchy of control as defined by AS/NZS4801. Treatment measures shall be authorised and managed by the event organiser in accordance with Table 202B.4 **Management Approach for Residual Risk Rating**. *Risk Control and Reduction*
4. The Road Authority may direct the Event Organiser as to the Primary Risk Rating and the Residual Risk Rating to apply to any risk. The Event Organiser shall reassess, authorise and manage its risk control measures in accordance with the level of risk directed by the Road Authority.
5. A Residual Risk Rating of Extreme is not permissible under the Contract.
6. The Event Organiser shall use the OSH risk classification in accordance with Specification 203 **OCCUPATIONAL SAFETY AND HEALTH** when addressing safety hazards of the general public and road users moving through the Site. *Road Users*

RISK TABLES (SPECIFICATION 202 & 203)

TABLE 202B.1 – QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Description
1	Insignificant	<ul style="list-style-type: none"> • 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. • Affected intersection leg operates at a Level of Service (LoS) of A or B • No property damage
2	Minor	<ul style="list-style-type: none"> • 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. • Intersection performance operates at a Level of Service (LoS) of C • Minor property damage
3	Moderate	<ul style="list-style-type: none"> • 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. • Intersection performance operates at a Level of Service (LoS) of D • Moderate property damage
4	Major	<ul style="list-style-type: none"> • 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. • Intersection performance operates at a Level of Service (LoS) of E • Major property damage
5	Catastrophic	<ul style="list-style-type: none"> • 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. • Intersection performance operates at a Level of Service (LoS) of F • Total property damage.

OCCUPATIONAL HEALTH AND SAFETY RISK CLASSIFICATION

TABLE 203B.1 – QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Description
1	Insignificant	<ul style="list-style-type: none"> • Minor first aid treatment required. • Immediate return to work.
2	Minor	<ul style="list-style-type: none"> • Minor medical treatment required. • Not a lost time injury.
3	Moderate	<ul style="list-style-type: none"> • Medical treatment required. • Lost time injury. • WorkSafe report not required.
4	Major	<ul style="list-style-type: none"> • Significant injuries. • Hospitalisation required. • WorkSafe report required.
5	Catastrophic	<ul style="list-style-type: none"> • Permanent and severe disablement. • Fatality.

TABLE 202B.2 – QUALITATIVE MEASURES OF LIKELIHOOD

Level	Descriptor	Description
A	Almost certain	The event or hazard: is expected to occur in most circumstances, will probably occur with a frequency in excess of 10 times per year.
B	Likely	The event or hazard: will probably occur in most circumstances, will probably occur with a frequency of between 1 and 10 times per year.
C	Possible	The event or hazard: might occur at some time, will probably occur with a frequency of 0.1 to 1 times per year (i.e. once in 1 to 10 years).
D	Unlikely	The event or hazard: could occur at some time, will probably occur with a frequency of 0.01 to 0.1 times per year (i.e. once in 10 to 100 years).
E	Rare	The event or hazard: may occur only in exceptional circumstances, will probably occur with a frequency of less than 0.01 times per year (i.e. less than once in 100 years).

IMPORTANT NOTE: 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)

TABLE 202B.3 – 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

TABLE 202B.4 – MANAGEMENT APPROACH FOR RESIDUAL RISK RATING

Residual Risk Rating	Required Treatment
E Extreme risk	Unacceptable risk. HOLD POINT. Work cannot proceed until risk has been reduced.
H High risk	High priority, OSH MR and Road Traffic Manager (RTM) must review the risk assessment and approve the treatment and endorse the EMP prior to its implementation.
M Moderate risk	Medium Risk, standard traffic control and work 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.

APPENDIX C

DAILY DIARY

AND

DAILY INSPECTION REPORT FORM

**TRAFFIC MANAGEMENT FOR EVENTS
DAILY DIARY**

Record details of all changes to the approved Event Management Plan, who directed/made the changes and who authorised the changes (if applicable).

EVENT DETAILS:

LOCATION:

DATE:

EMP Document No.

TGS 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:						

APPENDIX D

INCIDENT REPORT FORM

TRAFFIC INCIDENT REPORTING FORM

Region	Incident Report No.
Location	Event Organiser

1.0 Details of Incident		Reported to:	<input type="checkbox"/> Supervisor	<input type="checkbox"/> TMR	<input type="checkbox"/> Other -----
OSH Incident Report No		Atmospheric Conditions		Light Conditions	
Fatality <input type="checkbox"/>		Clear	<input type="checkbox"/>	Day Light	<input type="checkbox"/>
Injury <input type="checkbox"/>	Road Surface	Overcast	<input type="checkbox"/>	Night Time	<input type="checkbox"/>
Property Damage <input type="checkbox"/>		Unsealed	<input type="checkbox"/>	Dawn/Dusk	<input type="checkbox"/>
Police Attended Yes/No	Sealed	Fog/Smoke/Dust	<input type="checkbox"/>	Street Lighting	
Time and Date of incident		Road Condition		On	<input type="checkbox"/>
	AM / PM	Wet	<input type="checkbox"/>	Off	<input type="checkbox"/>
	Day Month Year	Dry	<input type="checkbox"/>	Not Provided	<input type="checkbox"/>

Other relevant details, (Last maintenance grade, watering and dust conditions):

2.0 Details of Traffic Management in place:

TGS No:	Name of individual that prepared the TGS
Time last inspected:	Accreditation No:
TGS Approved:	EMP Approved:
Day Month Year	Day Month Year

3.0 Descriptions of Vehicles:

Detail (make, model/ped/cyclist/VRU)	Registration No	Direction of Travel	Age of Driver
3.1 Vehicle 1			
3.2 Vehicle 2			
3.3 Vehicle 3			

Comments:

APPENDIX E

NOTIFICATION OF EVENT FORM

NOTIFICATION OF EVENT

Anticipated start	7:30 or 8:30am	Anticipated finish	Before 1:30pm	
Event hours	1 to 5 hours	Weekend work applicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Location of works (Road/Street, Suburb)	Ref attached TGSs			
Description of event	This will be a time-trial and teams time-trail events. Riders will obey road rules.			
Road type (eg two lane undivided)	Single carriageway			
Posted Speed Limit	varies	Event site speed limit	unchanged	After hours speed limit NA
Brief description of traffic management during event	Advisory signs only and marshal control of cyclists			
Description of traffic management devices used	"EVENT AHEAD" "END EVENT" "EVENT in PROGRESS" and Symbolic Cyclist Signs			
What is the anticipated effect on traffic flows?	none	Will there be restricted width for oversize escorted vehicles?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are lanes closed at signals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Are signal loops or hardware affected? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Will signal phases need time changes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Will signals need to revert automatically? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Date of signal "black out"			Times of signal "black out"	
Will Police attendance be required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Dates for Police attendance (See note below) ⁽¹⁾	
Are warden-controlled school crossings located in area of works?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Will crossings be altered during works?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Event Organiser	SPOKES CYCLE CLUB			
Postal address	PO Box 2733 GERALDTON WA 6531			
Telephone	Facsimile	Email		
Contact	Tim Glenister			
Telephone	Mobile	0428929407	Email	
Traffic management	T Glenister			
Postal address	16 Seaview Blvd Geraldton			
Telephone	0428929407	Facsimile	Email	
Contact	Tim Glenister			
Telephone	Mobile	0428929407	Email	
After hours contact	0428929407	Telephone	Mobile	

Notification is to be given at least three (3) weeks in advance where Police attendance is required, one (1) week otherwise – except in an emergency

⁽¹⁾ Where Police attendance is required specific arrangements shall be made with WA Police State Traffic Coordination, ☎ (08) 9222 1469

Distribution List (Notification through email preferred)	Email	Facsimile
WA Police State Traffic Coordination	traffic.policy&intel@police.wa.gov.au	(08) 9222 1766
MRWA Customer Call Centre ⁽²⁾	enquiries@mainroads.wa.gov.au	138 138
MRWA Traffic Operations Centre	dlimrwatoc@mainroads.wa.gov.au	(08) 9428 2220
MRWA Heavy Haulage	htv@mainroads.wa.gov.au	(08) 9311 8455
St Johns Ambulance	comms@ambulance.net.au	(08) 9334 1207
Fire & Emergency Services	fesa@fesa.wa.gov.au	(08) 9323 9384
Public Transport Authority ⁽³⁾	sfisk@pta.wa.gov.au	(08) 9326 2487
Downer Electrical (Traffic signals only)	DEP-WA-traffic-signals@downerengineering.com.au	(08) 9351 9211

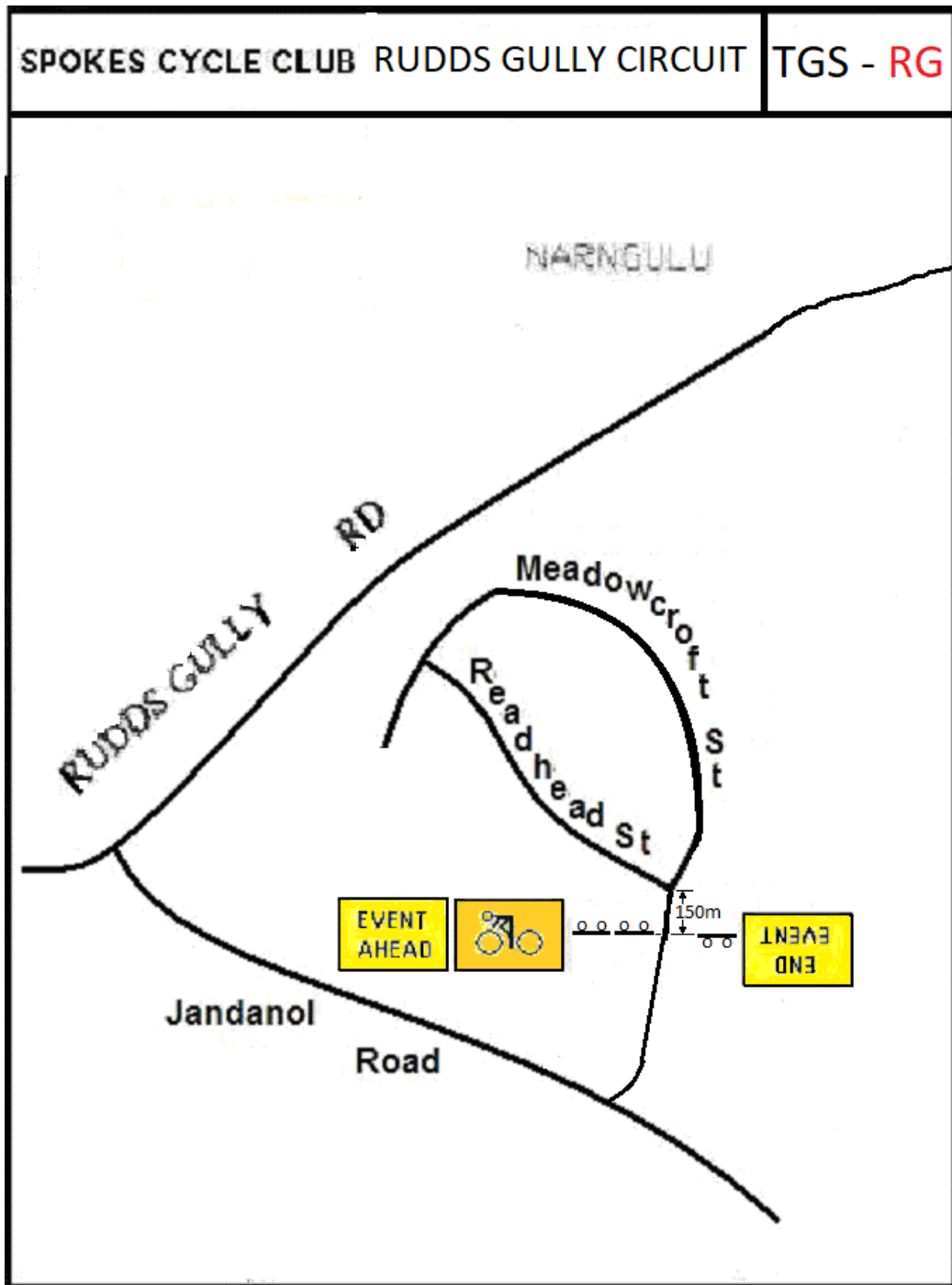
⁽²⁾Perth metro only. Elsewhere, the relevant MRWA Regional Office shall be notified.

⁽³⁾Perth metro only. Elsewhere, the relevant public transport / school bus services shall be notified.

APPENDIX F

TRAFFIC GUIDANCE SCHEME for Events at Rudds Gully TGS - **RG**

One Symbolic Cyclist & one "Event Ahead" sign
one "End Event" signs required



TRAFFIC GUIDANCE SCHEMES - MINGENEW to GREENOUGH HAMLET EVENT: This event uses the Mingnenew Event TGS-ME**, and the GREENOUGH Hamlet TGS-**GH** below.**

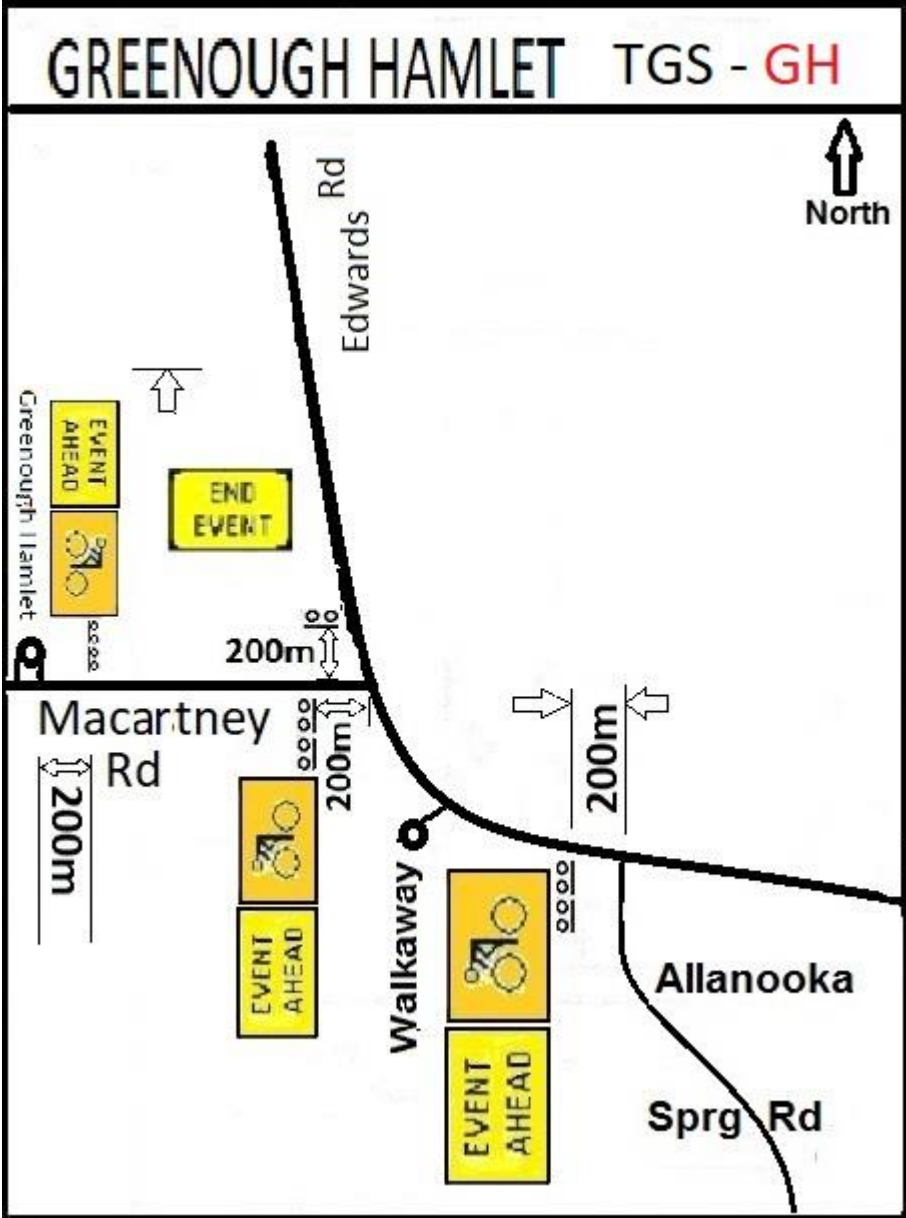


MINGENEW EVENT TGS-ME:
Two Symbolic Cyclist & two “Event Ahead” signs
One “End Event” sign required.



Greenough TGS-GH

Three Symbolic cyclist, three “Event Ahead” and one “End Event” signs.



TRAFFIC GUIDANCE SCHEME for Mullewa Classic Ride Event

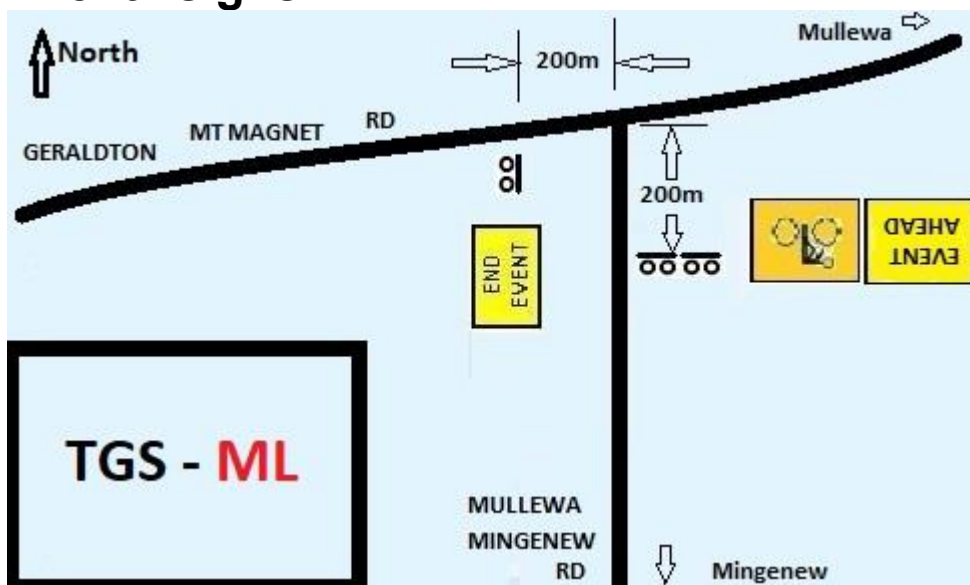
This event uses the following Traffic guidance scheme Diagrams:

TGS-ML **TGS-MM** **TGS-WN** and the **GREENOUGH** Hamlet **TGS-GH** as shown in the map below.

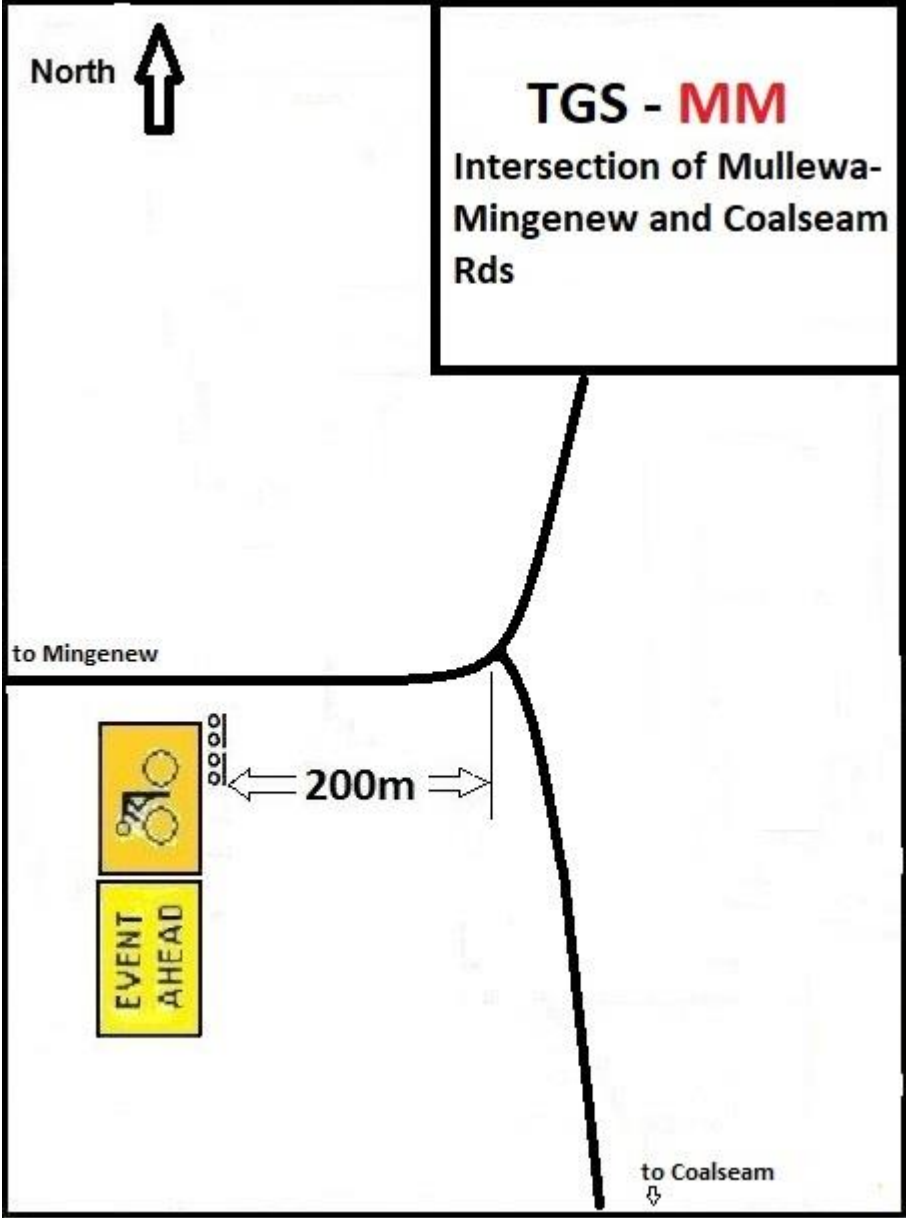


TRAFFIC GUIDANCE SCHEME DIAGRAM: TGS-ML

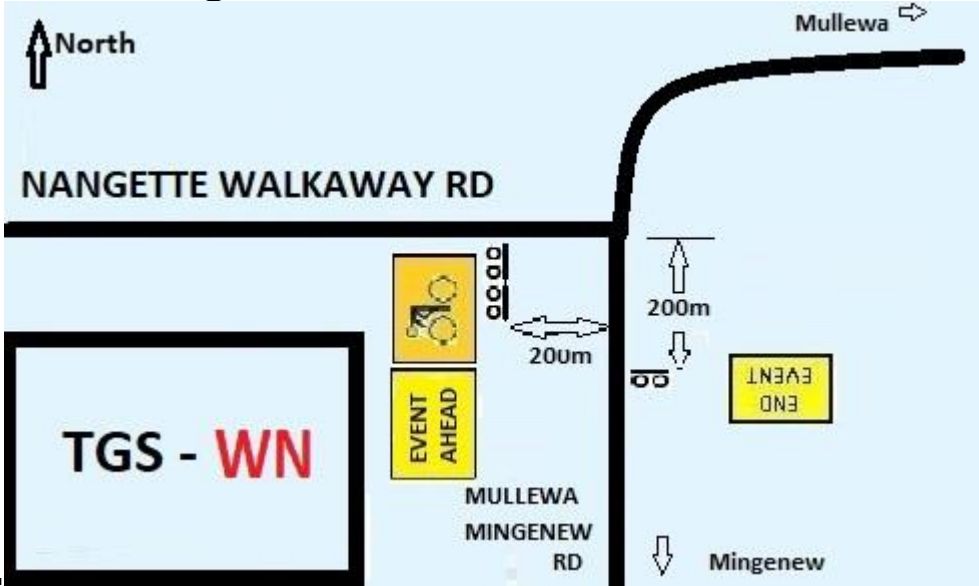
One Symbolic cyclist, one “Event Ahead” and one “End Event” signs.



TRAFFIC GUIDANCE SCHEME DIAGRAM TGS-MM
One Symbolic cyclist, and One "Event Ahead" sign.



TRAFFIC GUIDANCE SCHEME DIAGRAM TGS-WN
One Symbolic cyclist, one “Event Ahead” and one “End Event” sign.



**TRAFFIC GUIDANCE SCHEME for the Deepdale
Criterium Circuit: DIAGRAM TGS-DC**

Four multi-panel signs with 8 Symbolic Cyclist panels, 4 “EVENT AHEAD” panels, four “END EVENT”, 4 “EVENT IN PROGRESS” panels and 4 “DRIVE SLOWLY” panels.

