

Guide to Traffic and Transport Management for Special Events

Version 3.4

August 2, 2006



Premier's Department
New South Wales



Local Government
Association of NSW



Shires Association
of NSW

CHANGE HISTORY

VI.0	Drafts prior to release
VI.1 May 1, 2003	Initial release
VI.2 May 5, 2003	Withdrew LGSA logo from cover page. LGSA is developing new logo.
VI.3 May 6, 2003	Changed requirement for Sydney Metro Councils to submit a Proforma B TMP to the RTA (pages 29 & 56). Proponent's TMP will suffice.
V2.0 September 4, 2003	<p>Added definition of "Special Event" to page 1.</p> <p>Clarified comments under the heading of Managing Risk in the Workplace pages 3 & 4.</p> <p>Changed pages 33 & 34 (detailed description of TMP) to be consistent with changes on pages 3 & 4.</p> <p>Removed Appendix A3: <i>Legal Opinion About Occupational Health & Safety</i>.</p> <p>Added note to pages 6 & 35 about Event Organisers having a duty of care in relation to Public Liability Insurance.</p> <p>Added clarifying notes about the RTA 's delegation of some of its functions to Councils (page 54).</p> <p>Clarified the need to advertise when traffic is to be regulated (page 50).</p> <p>Added note to page 28 requiring 3 months notice for Class 2 vehicle races.</p> <p>Removed note about WorkCover's risk management advice on page 4 and page 33 as this is superseded by advice on Department of Tourism, Sport & Recreation's web site</p>
V2.1 October 1, 2003	<p>Added clarifying notes about Class 3 event to Matrix (Page <i>Appendix XIII</i>).</p> <p>Removed note on page 5 about incidents on the barrier side of an event being a public liability issue only (these incidents may also attract the attention of WorkCover).</p> <p>Added new LGSA Logo.</p>
V 2.2 November 10, 2003	<p>Changed font to Gill Sans.</p> <p>Added privacy notice to TMP template.</p>
V 3.0 November 24, 2003	Added new chapter entitled <i>The Cost of Staging a Special Event</i> . This becomes Chapter 2 and the following chapters are incremented by 1.
V 3.1 December 17, 2003	<p>Added additional police requirements under 8.9 <i>Police Procedure for Vehicle Races on Roads & Road-Related Areas</i>.</p> <p>Changed references about <i>Department of Sport and Recreation</i> to <i>Department of Tourism, Sport and Recreation</i>.</p>
V 3.2 February 27, 2003	Relocated TMP template, Police Schedule 1 form and resource matrix towards end of the guide to allow for easier distribution by Internet.
V 3.3 August 19, 2004	<p>Removed references to Council/RTA/Police providing assistance and advice in the preparation of the TMP.</p> <p>Changed references about newspaper advertising for temporary road closures from Part 8 of the <i>Roads Act 1993</i> to the <i>Roads (General) Regulation 2000</i>.</p> <p>On the TMP Template (in the <i>Special Event Resources</i> section) separated Approval & Authorisation into two separate sections to clarify what is being approved and what is being authorised.</p>
V 3.4 August 1, 2006	Amended broken RTA links.

ACKNOWLEDGMENTS

This *Guide to Traffic and Transport Management for Special Events* is the result of contributions from:

NSW Premier's Department

John Trevillian
Veronica Lee
Jan Willett

NSW Police

Assistant Commissioner Ron Sorrenson
Commander John Hartley
Inspector Ron Dorrough
Senior Sergeant Don Stuart
Senior Sergeant Paul Dillon
Senior Sergeant Danny McConville
Senior Sergeant Rob Lawson
Sergeant Ray Constable
Sergeant Steve Blair
Senior Constable Andrew Pierce
Senior Constable Haldane Potts
Senior Constable Mick Logan

Local Government Association of NSW (Lgov)

Richard Connors

Councils

Col Warne	City of Sydney
Joe Gomes	South Sydney Council
Peter Donley	South Sydney Council
Chris Daley	Hawkesbury
George Tsaprounis	Auburn
Gary Williams	Rockdale
Pintara Lay	Rockdale
Bill Moffet	Grafton
Prabaka Siva	Manly
Susan Wardle	Mosman
Ray Dowsett	Waringah
Sandi Shrimski	Ku-Ring-Gai
Vijey Susindran	Lake Macquarie
Scott Wells	Shoalhaven
Marc Poulton	Shoalhaven

Plus many others from the 42 Councils who assisted with this project

Events Industry

Ian Steigrad	Epic Attractions/ Festival & Events Association
Janet Eades	The Event Group

RTA

Bill Lawson	Executive Manager, Major Events
Jeff Reeves	Manager, Business Processes

Photos

Mike Combe	NSW Police, Marketing Branch
Christine Keyes	RTA Transport Management Centre

Other Contributors

Transport Services Coordination Authority

COPYRIGHT NOTICE

This guide may be copied, in whole or part, without infringing copyright.

Local Councils are free to insert their own logo and to distribute this guide as their own if they wish.

For any comments, suggestions, or assistance interpreting this guide, contact:

Business Processes Manager
RTA Transport Management Centre
25 Garden Street
EVELEIGH NSW 1430

Availability on the Internet

Premiers Department

Point your browser to <http://www.events.nsw.gov.au> and click the *event organising* tab. Click *planning an event* and then *Traffic Management for Special Events*.

Police

To be advised.

Local Government Association

To be advised.

RTA

Point your browser to <http://www.rta.nsw.gov.au/> and Search for Special Event.

THE PURPOSE OF THIS GUIDE

The NSW Police, Local Government and the Roads & Traffic Authority have compiled this guide as a multi-agency approach to managing traffic and transport for special events in NSW. The guide is written for Event Organisers, Venue Managers, Police, Councils, the RTA and anyone else with an interest in traffic and transport management for special events. The guide points out statutory requirements where they exist and makes best-practice recommendations where they do not.

The guide is not a rulebook. Rather, it captures the experiences and knowledge accumulated by the events industry and government agencies over the past decade. As such, it is recommended reading for all practitioners.

USING THIS GUIDE

This guide is designed as a collection of chapters, with each being a stand-alone subject complete in itself. Depending on your experience and interests, you may wish to go directly to a chapter.

*If you are viewing this document with Microsoft Word, point your mouse at the **page number** and click to go directly to the Chapter.*

Chapter 1	Traffic & Transport Management for Special Events.....	9
Chapter 2	The Cost of Staging a Special Event.....	16
Chapter 3	The Traffic & Transport Management for Special Events Process.....	20
Chapter 4	Roles of the Principal Govt Agencies.....	32
Chapter 5	Local Councils.....	35
Chapter 6	Police	39
Chapter 7	The Transport Management Plan.....	42
Chapter 8	Miscellaneous Topics	65
Appendices	78
Special Event Resources	84

TABLE OF CONTENTS

Chapter 1	Traffic & Transport Management for Special Events.....	9
1.1	Introduction.....	9
1.2	The Special Events Process.....	10
1.2.1	About the process.....	10
1.2.2	Objectives of the improved process.....	11
1.3	Changes in the operational environment.....	11
1.3.1	Summary.....	11
1.3.2	The Occupational Health & Safety Act 2000.....	11
1.3.3	Public liability insurance.....	13
1.3.4	Increasing numbers of special events.....	13
1.3.5	Increasing traffic volumes.....	15
1.4	Traffic & Transport Management for Special Events - Where it Fits.....	15
Chapter 2	The Cost of Staging a Special Event.....	16
2.1	Traffic and Transport Management Costs for Special Events.....	16
Chapter 3	The Traffic & Transport Management for Special Events Process.....	20
3.1	Process Overview.....	20
3.1.1	Detailed description of the process overview.....	20
3.2	Class 1 Special Event.....	22
3.2.1	Features of a class 1 special event.....	22
3.2.2	Detailed description of the class 1 special events process.....	23
3.3	Class 2 Special Event.....	25
3.3.1	Features of a class 2 special event.....	25
3.3.2	Detailed description of the class 2 special events process.....	25
3.4	Class 3 Special Event.....	28
3.4.1	Features of a class 3 special event.....	28
3.4.2	Detailed description of the class 3 special events process.....	29
3.5	Class 4 Special Event.....	30
3.5.1	Features of a class 4 special event.....	30
3.5.2	Detailed description of the class 4 special events process.....	31
Chapter 4	Roles of the Principal Govt Agencies.....	32
4.1	The Role of Local Council.....	32
4.1.1	Timeframes for Council approval.....	32
4.2	The Role of the Police.....	33
4.2.1	Closing an event prematurely.....	33
4.3	The Role of the RTA.....	34
Chapter 5	Local Councils.....	35
5.1	First approach to Local Council.....	35
5.2	Formal approach to local Council.....	36

5.3	The role of the Local Traffic Committee.....	37
5.3.1	Class 3 events.....	37
5.3.2	Lead times.....	38
5.3.3	Council special events policy.....	38
5.3.4	Regulation of traffic under the <i>Roads Act 1993</i> and the <i>Road Transport (Safety & Traffic Management) Act 1999</i>	38
Chapter 6	Police 39	
6.1	The role of the Police in special events.....	39
6.1.1	Closing an event prematurely.....	39
6.1.2	Police Web Site.....	39
6.2	Legislation to ensure community safety.....	40
6.3	Information required by the Police.....	41
Chapter 7	The Transport Management Plan.....	42
7.1	Creating a Transport Management Plan.....	42
	TMP template: Event details.....	42
	TMP template: Risk management - traffic.....	43
	TMP template: Traffic and transport management.....	49
	TMP template: Minimising impact on non-event community.....	59
7.2	Approving the Transport Management Plan.....	64
Chapter 8	Miscellaneous Topics.....	65
8.1	Filming as a Special Event.....	65
8.2	Unique Entertainment Precincts.....	66
8.3	Special Purpose Vehicles and Animals in an event.....	67
8.4	Special Event Clearways.....	68
8.5	Repetitive Events.....	69
8.6	Persons with Disabilities.....	70
8.7	Traffic Controllers and Traffic Marshalls.....	71
8.8	Vehicle Races on Roads or Road-Related Areas.....	72
8.9	Police Procedure for Vehicle Races on Roads & Road-Related Areas.....	73
8.10	Public Transport - Benefits.....	74
8.11	Transport Services Coordination Authority (Transport NSW).....	75
8.12	Public Transport and the Transport Management Plan.....	76
8.13	NSW Premier's Dept - Central Sydney Operations Group.....	77
Appendices	78	
A1	Definitions.....	78
A2	Legislative References.....	83
Special Event Resources	84
	Special Event Transport Management Plan Template.....	84
	Schedule 1 Form - Notice of Intention to Hold a Public Assembly.....	88
	Special Event Planning & Resource Matrix.....	90

1.1 Introduction



Australians love special events

Special events enrich our society and reinforce the values that Australians hold dear.

Charities use special events to attract attention to their cause and, in many communities, special events are an important way of attracting tourist dollars. Many events indirectly advertise NSW as a great place in which to live and to do business.

NSW Government support

For these reasons, the NSW Government and its agencies support the concept of special events and do whatever is reasonable to 'Make it happen'.

What is a special event?

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.

The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements and multiple agency support.

Traffic and transport for a special event

From a traffic and transport perspective, a special event needs to:

- ensure the safe separation of event patrons, participants and volunteers from traffic, and
- manage the reduced capacity of the road system, and
- minimise the traffic impact on the non-event community & the emergency services, and
- minimise costs.

A common process

To ensure a common understanding throughout NSW, the Police, Councils and the RTA have adopted a common process: the *Traffic & Transport Management for Special Events Process*.

This guide describes the process in detail. It is written for Event Organisers, Venue Managers, Police, Councils, RTA and anyone else with an interest in traffic and transport management for a special event.

1.2 The Special Events Process



1.2.1 About the process

In March 1999 the City of Sydney, the NSW Police City East Region and the RTA announced a *Traffic Management for Special Events* process. It focused on large special events conducted in the Sydney CBD.

A short time later, South Sydney Council reviewed the process and adopted it for events in their local government area.

Although the process worked well for large events in and around the Sydney CBD, it was too cumbersome for universal use.

In March 2002 a task force assembled to review the existing process, identify its strengths and weaknesses, and provide direction for an improved process that would work in all Local Government Areas across NSW.

The task force consisted of:

- NSW Police
- Roads & Traffic Authority
- Festival & Events Association
- The Special Events industry
- Sydney City and South Sydney Councils
- 16 Country Councils
- 24 Sydney Suburban Councils.

1.2.2 Objectives of the improved process

The task force identified many objectives for the process review, the main ones being:

- Simplify the process for small events.
- Review the existing system for categorising events.
- Simplify the content of Transport Management Plans (TMPs).
- Ensure that the things that worked in the old process were retained in the new.
- Create a process that works in all local government areas.
- Remove the city bias from the old process.
- Clarify the roles of the RTA, Council and the Local Traffic Committee.
- Clarify who authorises a special event and what is being authorised.
- Ensure that the new process accommodates changes in the operating environment (*Occupational Health & Safety Act 2000*).
- Acknowledge the needs of persons with disabilities.
- Ensure that the new process is perceived to be a whole of government process.

1.3 Changes in the operational environment

1.3.1 Summary

Since introducing the first process in 1999, four changes in the operational environment for special events have occurred. They are:

- gazetting of the *Occupational Health & Safety Act 2000*
- increasing tendency of Australian courts to uphold public liability claims
- increasing numbers of special events (especially smaller events)
- increasing traffic volumes on NSW roads.

These changes in the operational environment are addressed in the following paragraphs.

1.3.2 The Occupational Health & Safety Act 2000

Managing risk at the workplace

OH&S legislation has as its object, to secure the health, safety and welfare of people at work. The Event Organiser must address its requirements regardless of the size of the event.

- The Event Organiser may have responsibilities under the Act (even if the Event Organiser does not employ anyone at the event) as the Act covers responsibilities towards people who are employees as well as non-employees (including volunteers, contestants and visitors).
- The Event Organiser, even if not an employer of anyone, has responsibilities under the Act, if in control of premises used by persons as a place of work.
- The route or location for the event may be considered as a place of work.

Occupational Health & Safety and the Event Organiser



The Event Organiser

The Event Organiser is the person or organisation who is responsible for organising the event and whose name appears on the Public Liability Insurance Policy.

The *Occupational Health & Safety Regulation 2000* requires the Event Organiser to notify WorkCover of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

In addition to responsibilities under the Occupational Health & Safety Act, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

The Event Organiser is **not** the event management firm employed by the Event Organiser to manage the event on their behalf.

Risk Assessment & Risk Management

The NSW Department of Tourism, Sport & Recreation defines the five components of risk management as follows:

- risk identification
- risk assessment
- design of a risk elimination or reduction plan
- implementation of the plan
- evaluation and modification of the plan.

For more details about risk management, refer to the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au> and click the "running your club" tag.

The risk assessment applies to the whole event, not just the traffic and transport component.

What a risk assessment means in practice - traffic and transport

The risk assessment results in Traffic Control Plans to manage the risks identified.

- Traffic Control Plans describe the layout of traffic control devices such as barriers and signs.
- Traffic Control Plans are risk management plans for traffic.
- To be consistent with the requirements of the Act, a person qualified in designing traffic control layouts should create the Traffic Control Plans.
- Where practicable, the Traffic Control Plans should be created to an accepted standard (for example: the RTA's *Guide to Traffic Control at Worksites* Manual).

Traffic Control Plans are a subset of the Transport Management Plan (TMP). The TMP is the plan that describes the entire traffic and transport management for the event. Refer to [Chapter 7 \(The Transport Management Plan\)](#) for details.

1.3.3 Public liability insurance

There is an increasing tendency for Australian courts to uphold public liability claims.

In addition to responsibilities under the *Occupational Health & Safety Act*, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

Local Government, Police and the RTA advise Event Organisers to take out Public Liability Insurance to cover liability claims.

It should be noted that the Event Organiser is responsible for public liability claims even where the position is voluntary or unpaid.

With very small events, such as neighbourhood street parties, Local Council still advises that Public Liability Insurance be acquired. Information about the action the NSW Government is taking on Public Liability Insurance can be found at the Department of Tourism, Sport & Recreation's web site at: <http://www.dsr.nsw.gov.au> and refer to the "running your club" tag.

1.3.4 Increasing numbers of special events

There are increasing numbers of special events. This requires that their impact be carefully considered and managed.

Classes of special events

For traffic and transport management purposes, the new process identifies four distinct classes of special event. These replace the previous five categories.

Whereas the old classification system focused on the type of road (state, regional or local) and estimated crowd sizes, the new classification system focuses on:

- disruption to traffic and transport systems, and
- disruption to the non-event community.

Class I: is an event that impacts major traffic & transport systems and there is significant disruption to the non-event community. For example: an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.

Class 2: is an event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. For example: an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway.

Class 3: is an event with minimal impact on local roads and negligible impact on the non-event community. For example: an on-street neighbourhood Christmas party.

Class 4: is an event that is conducted entirely under Police control (but is not a protest or demonstration). For example: a small march conducted with a Police escort.

Vehicle races

Vehicle races on roads and road-related areas are conducted under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999* and may be either Class 1 or Class 2. For example, a bicycle race in the Sydney CBD would be a Class 1 event and a competitive car rally on a local country road would be a Class 2 event.

Police written approval must be obtained as part of the process. Refer to [Chapter 8.9 \(Police Procedure for Vehicle Races on Roads and Road-Related Areas\)](#) for details.

The usual way of managing traffic and transport is to create and implement a Transport Management Plan (TMP).

The complexity of the plan increases as the scale of the event increases.

The risk management plans (Traffic Control Plans) required to comply with the *Occupational Health & Safety Act 2000* are a subset of the Transport Management Plan.

Police, Local Government and the RTA recommend that, as a minimum, the Transport Management Plan be created using the model described in

[Chapter 7 \(The Transport Management Plan\)](#).

The objectives of the Transport Management Plan

A Transport Management Plan (TMP) manages traffic and transport over a wide area. It includes one or more Traffic Control Plans.

The TMP ensures a safe and successful event by:

- complying with the requirements of the *Occupational Health & Safety Act 2000*
- isolating the event space from traffic (Traffic Control Plans)
- managing the reduced capacity of the road system
- minimising the traffic impact on the non-event community and the emergency services
- minimising costs to the event organiser and agencies.

1.3.5 Increasing traffic volumes



Although the NSW Government and its agencies support the concept of special events, they must be integrated into other demands for the road space.

- For larger events (Class 1 and Class 2) Council's Local Traffic Committee will review an application and advise Council on conditions to set for the use of the road space.
- Council or the RTA will put road usage restrictions in place that best balances the community's needs.

1.4 Traffic & Transport Management for Special Events - Where it Fits



Traffic & transport management for a special event is only part of a complex organisational exercise.

For a detailed description of the overall requirements for conducting a large special event, refer to:



Major and Special Events Planning A Guide for Promoters and Councils

The Department of Local Government, Department of Urban Affairs and Planning, the NSW Police and the Environment Protection Authority prepared this guide.

The guide can be downloaded from the Department of Local Government's web site at:

<http://www.dlg.nsw.gov.au>

It is also available from the Department of Local Government as hardcopy.

Chapter 2 The Cost of Staging a Special Event

2.1 Traffic and Transport Management Costs for Special Events



Overview

Before event organisers approach Local Government for approval to conduct a special event, they should be aware of the costs that they face.

Traffic management costs apply for every event: from the largest celebration in the Sydney CBD to a small neighbourhood street party.

Where the event provides a financial or cultural benefit for NSW, State Government assistance may be available. Please contact the NSW Premier's Department, Central Sydney Operations Group for more information.

Occupational Health and Safety

Public liability insurance

Event organisers have a duty of care to obtain public liability insurance specifically for their event. The insured amount depends on the scale of the event.

Risk assessment and risk management plans

Event organisers have a duty of care to safely separate traffic from spectators, contestants or participants, and event volunteers. This requires that a qualified person create risk management plans (Traffic Control Plans) to a recognised Australian standard.

To reduce costs, with small modifications these plans can be reused the next time the event is staged.

Traffic controllers and traffic marshals

Where traffic controllers are used, the *Roads (General) Regulation 2000* requires authorisation from the appropriate roads authority (RTA for classified roads, local council for non-classified roads). The event organiser must ensure that traffic controllers and traffic marshals are trained to carry out their jobs for this event and are provided with appropriate safety equipment, for example: high visibility vests and sun or weather protection.

Participants, contestants, spectators and volunteers

The *Occupational Health and Safety Act 2000* protects participants, contestants, spectators and volunteers. This may require an event organiser to provide safety equipment, toilet facilities, water, ambulance, etc.

Traffic control devices, warning signs, cones and barriers

Traffic control plans call for the use of some combination of traffic control devices, plain English warnings signs, cones and barriers. These are usually rented from a private company or, in some cases, they may be rented from local council.

The provision and erection of this equipment is a cost for the event organiser.

To reduce costs, volunteers may be used to erect cones, barriers and warning signs provided they receive appropriate direction from a qualified person.

There is also a cost associated with the removal of the equipment after the event.

Newspaper advertising

If the event requires the regulation of traffic, Section 5 of the *Roads (General) Regulation 2000* requires that 7 days notice be given. Either Local Government or the RTA places the advertisements at the event organiser's cost.

Local Government Costs

Application costs

Local Government may charge a processing fee for the application to hold a special event.

Lane rental costs

Local government may charge lane rental costs where an event closes or restricts the use of a traffic lane.

Equipment rental costs

Some Council's may provide cones, barriers and signs, and the labour to install them, at a cost to the event organiser.

Preparing risk management plans

In smaller communities, Local Government may prepare risk management plans on the event organiser's behalf. Local Government is entitled to charge for this service.

Police costs

Section 40 application costs

Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999* requires the Police Commissioner's approval to conduct a vehicle race on a road or road related area. Currently, the Police do not charge an application fee.

User pays

Police charge user pays fees where *"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."*

RTA costs

Reserving road space

The RTA reserves the road space for the event when the event is held on a road managed by the RTA. Currently, there is no cost for this service.

User pays

The RTA has a user pays policy similar to the Police. The RTA may charge if additional RTA staff are needed to manage an event, for example: extra staff are required to conduct operations at the event.

Permanent variable message signs

Any Council can request traffic management messages be displayed on RTA VMS in support of an event. There is no charge for this service.

Special event clearways

For safety or traffic management reasons, some events require the installation of special event clearways. Only the RTA is empowered to install special event clearways.

Special event clearways are expensive, as the regulatory signs usually need to be manufactured, as do the warning signs installed in advance of the clearway going into operation.

If a special event clearway has not previously been installed, it may require the erection of posts to support the signs.

A special event clearway also requires a tow truck on standby.

RTA assets

RTA assets are certain bridges, viaducts and freeways. Generally, these assets are not available for special events except for Government-sponsored events such as New Year's Eve celebrations or where special arrangements have been made through the Premier's Department's Office of Protocol and Special Events.

Steering committee meetings

Large events usually require the involvement of all stakeholders in steering committee meetings held well advance of the proposed event. These stakeholders include:

- The event organiser
- Police
- Local Government

and may also include:

- The event management firm employed by the event organiser
- The venue manager
- RTA
- Premier's Department
- Transport Authorities
- Government trusts and authorities.

There is no charge from Government Authorities to participate in these meetings.

Incidental costs

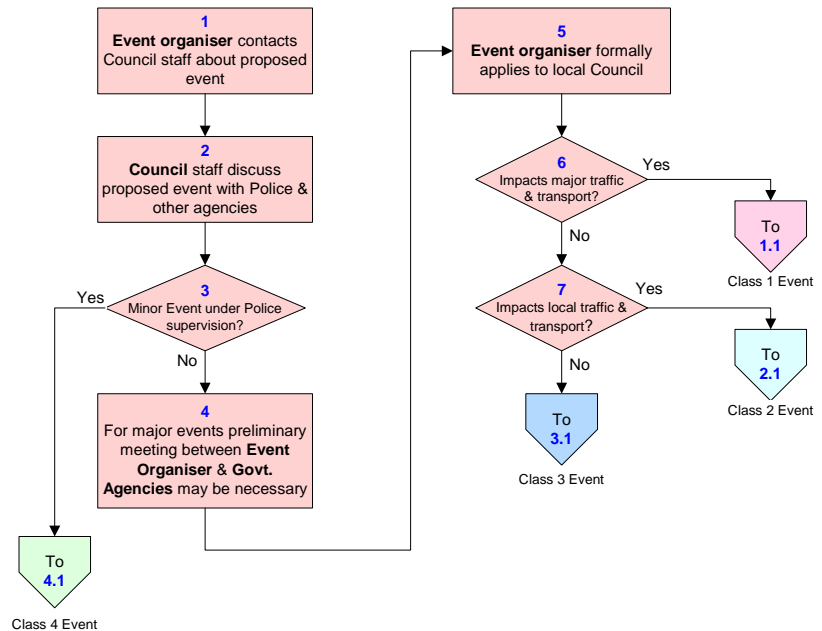
Depending on the event, incidental costs may include:

- Tow trucks on standby.
- Paramedical units, ambulance or fire brigades on standby.
- Portable variable message sign (VMS) rental.
- Mail notification or letterbox drops to local residents.
- Notifying trucking companies.
- Notifying bus companies.
- Opportunity costs (lost rentals or income).
- Safety conditions imposed by the Police for vehicle race events.
- Parking (buses, participants, media, spectators, etc.).
- High impact safety devices such as water filled-barriers.
- High visibility clothing for participants.
- Rental fees for properties managed by government trusts or authorities.

Chapter 3 The Traffic & Transport Management for Special Events Process

This Chapter describes in detail the *Traffic & Transport Management for Special Events Process*.

3.1 Process Overview



3.1.1 Detailed description of the process overview

Step 1 Council is the first point of contact. This is because traffic and transport management is only part of conducting a special event. Council also needs to consider such things as waste management, environmental protection, impact on local businesses and residents, restoration of damage and so on.

The RTA or Police redirect any initial enquiries to Council.

Step 2 Council staff, in consultation with other agencies such as the Police or the RTA, determine the event class.

For very small events (Class 3), Council staff determine the event class.

If this is a vehicle race on a road or road-related area (but not on private land or within its own venue), Council advises the Event Organiser to obtain Police approval under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999*

Council staff supply the Event Organiser with an Information Package that contains:

- A description of the *Traffic & Transport Management for Special Events* process.
- NSW Police *Notice of intention to hold a Public Assembly* Schedule 1 form.
- A Transport Management Plan template.
- Information required by Council to assess the event.

Step 3 If this is a Class 4 special event, as determined in Step 2, the flow continues in 4.1. Council or RTA approval is not required for these events.

Step 4 For very large events, a preliminary meeting may be held between the Event Organiser, the Police, Council, the RTA and any other government agency that may be involved. The purpose of this meeting is to assist the event organiser to resolve any issues beforehand.

Step 5 The Event organiser applies to Council and supplies information about traffic & transport, hygiene, environmental protection, etc. Refer to **Chapter 5 (Local Councils)** for full details.

Step 6 If this is a Class 1 special event, the flow continues in 1.1.

Step 7 If this is a Class 2 special event, the flow continues in 2.1. Otherwise, the flow continues in 3.1.

3.2 Class I Special Event

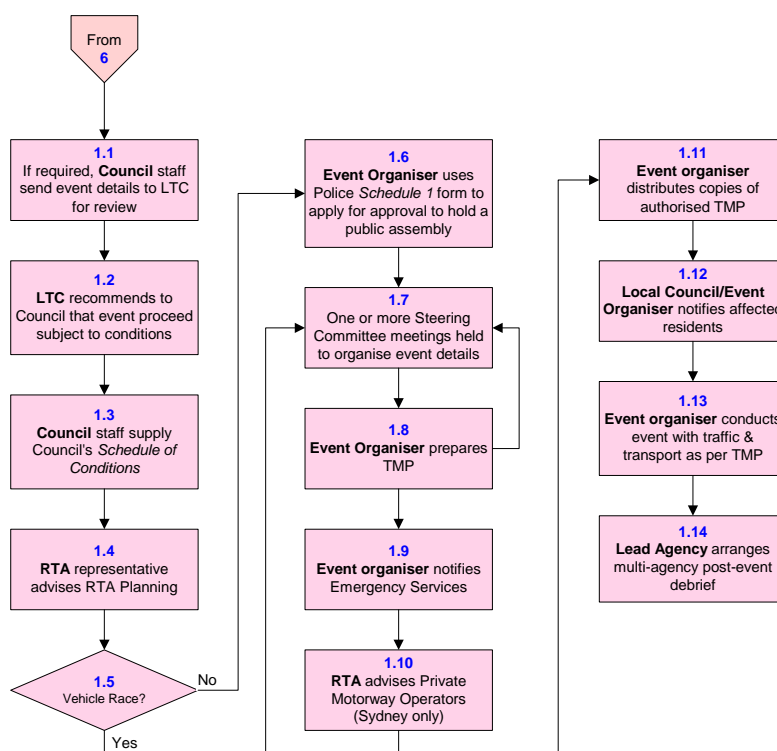
3.2.1 Features of a class I special event

Features common to all Class I special events are that the event:

- impacts major traffic and transport systems
- disrupts the non-event community over a wide area
- requires the involvement of Police, one or more Councils and the RTA
- requires a detailed Transport Management Plan
- requires advertising the event's traffic aspects to a wide audience.

Other features of a Class I special event are that it may:

- be conducted on-road or in its own venue
- involve trusts and authorities when using facilities managed by them
- involve the Transport Services Coordination Authority's (formerly Transport NSW) Major Events Coordination Unit
- involve the State Rail and State Transit Authorities
- involve private bus and coach organisations
- impact the road transport industry
- require the RTA to implement special event clearways
- require the RTA to provide heavy vehicle detour routes
- require the RTA to adjust traffic signals
- require the RTA to manage messages on Variable Message Signs.



Note: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

3.2.2 Detailed description of the class I special events process

Step 1.1 This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have local traffic committees. In these areas, Council decides the traffic conditions for the event.

On unclassified roads, it is Council's responsibility to decide what conditions apply. If any of these conditions result in Council exercising one of its RTA-delegated functions (or authorising an Event Organiser to exercise one of Council's delegated functions) the Council must seek the advice of the RTA and Police.

On all classified roads, it is the RTA's responsibility to decide what conditions apply.

Step 1.2 LTC provides its traffic management recommendations to Council. The process ends if Council does not agree to event proceeding.

Step 1.3 Council staff supply the Event Organiser with a *Schedule of Conditions* under which the event may proceed. The conditions include such things as:

- notifying the State Transit Authority
- carrying out a letterbox drop to all business proprietors and residents
- producing evidence of Public Liability Insurance (usually a certificate of currency) which is valid for the duration of the set-up, running and pull down of the event.
- creating a Transport Management Plan
- maintaining a four metre wide emergency vehicle lane
- providing access for road users with legitimate business within the closed section of roadway
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
- reimbursing Council for the cost of damage repairs
- complying with Council's Law Enforcement Officers' directives
- maintaining areas in clean and tidy condition
- reserving Council's right to cancel the approval at any time.

These conditions vary from Council to Council and with the nature of each event.

Step 1.4 The RTA's LTC representative notifies RTA Planning. The RTA records the proposed event and checks for conflicts with other road usages. If there is a conflict, the RTA negotiates a new date/time with the Event Organiser.

Note: The road space for the event is now reserved and the RTA will reject future demands for the same road space.

Step 1.5 If this is a vehicle race, the Event Organiser does not need to apply for approval to conduct a public assembly. Police Conditions were established when Police granted Section 40 approval to conduct the event.

Step 1.6 The Event Organiser applies to the Police to conduct a public assembly. Police request that the form be lodged at the Local Area Command responsible for the area in which the event is to be held. The application form is supplied as part of the information package supplied in Step 2.

Step 1.7 Steering committee meetings are held with all of the event's stakeholders to organise the event traffic and transport details. These meetings are conducted under the direction of a lead agency such as Transport Services Coordination Authority, Police, RTA or Council. The lead agency is appointed by consensus at the first meeting.

Police issue conditions for the conduct of the event. The conditions are all-inclusive (not just traffic) and include "User Pays" where appropriate.

Step 1.8 The Event Organiser creates a Transport Management Plan (TMP). The objectives of the TMP are to:

- demonstrate compliance with the requirements of the *Occupational Health & Safety Act 2000*
- isolate the event from traffic
- manage the reduced capacity of the road system
- minimise traffic impact on the non-event community & emergency services.

Step 1.9 The Event Organiser notifies ambulance and fire brigades.

Step 1.10 If the proposed event will disrupt a private motorway or tunnel, the RTA advises the operator. This allows the operator to manage staffing levels or to schedule maintenance activities.

Step 1.11 Once the Event Organiser authorises the TMP, the Event Organiser distributes a copy to each stakeholder.

Step 1.12 Before the event commences, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's special events policy, the Council or the Event Organiser carries out the letterbox drop.

Step 1.13 The Event Organiser conducts the event with traffic and transport arrangements as described in the TMP.

Step 1.14 After the event finishes, the Lead Agency conducts a review of the event. Lessons learned result in the updating of each agency's internal special event procedures (or this multi-agency process).

3.3 Class 2 Special Event

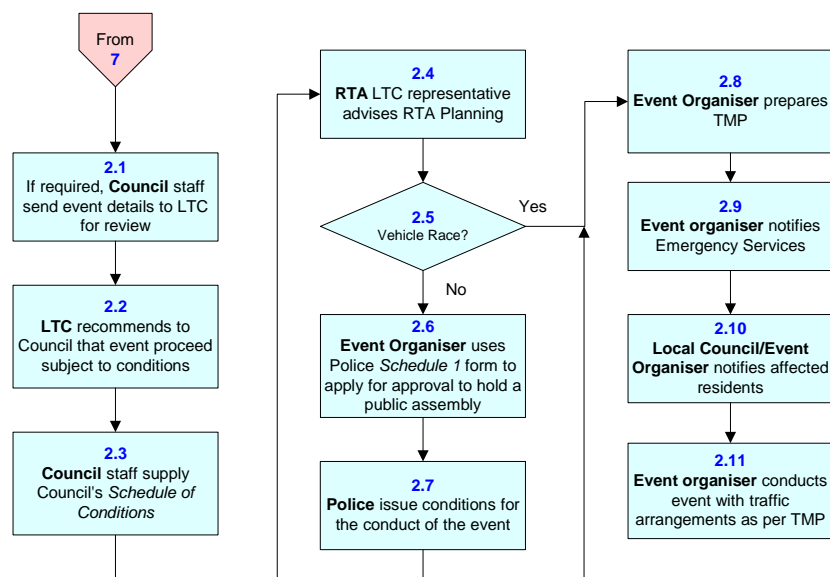
3.3.1 Features of a class 2 special event

Features common to all Class 2 special events are that the event:

- impacts local traffic and transport systems but does not impact major traffic and transport systems
- disrupts the non-event community in the area around the event but not over a wide area
- requires the involvement of Police and Local Council
- requires a detailed Transport Management Plan
- requires advertising the event's traffic aspects to the local community.

Other features of a Class 2 special event are that it may:

- be conducted on-road or in its own venue
- involve trusts and authorities when using facilities managed by them
- involve State Rail and the State Transit Authority
- involve private bus and coach organisations.



Note: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

3.3.2 Detailed description of the class 2 special events process

Step 2.1 This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have local traffic committees. In these areas, Council decides the traffic conditions for the event.

On unclassified roads, it is Council's responsibility to decide what conditions apply. If any of these conditions result in Council exercising one of its RTA-delegated functions (or authorising an Event Organiser to exercise one of Council's delegated functions) the Council must seek the advice of the RTA and Police.

If the proposed event impacts a classified road, it is the RTA's responsibility to decide what conditions apply.

Step 2.2 LTC provides its traffic management recommendations to Council.

The process ends if Council does not agree to the event proceeding.

Step 2.3 Council staff supply the Event Organiser with a *Schedule of Conditions* under which the event may proceed. The conditions includes such things as:

- Carrying out a letterbox drop and personal communication to all business proprietors, residents
- Producing evidence of Public Liability Insurance (usually a certificate of currency) that is valid for the duration of the set-up, running and pull down of the event.
- Producing a Transport Management Plan
- Maintaining a four metre wide emergency vehicle lane
- Providing access for motorists and pedestrians with legitimate business within the closed section of roadway
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
- Reimbursing Council for the cost of damage repairs
- Complying with Council's Law Enforcement Officers' directives.
- Maintaining areas in clean and tidy condition.
- Reserving the right to cancel the approval at any time.

These conditions vary from Council to Council and with the nature of each event.

Step 2.4 The RTA LTC representative notifies RTA Planning who record the information. The RTA needs to know about the event for traffic management purposes. For example: on the day of the event, RTA Traffic Operations Controllers are aware of the event and do not send detoured traffic into the event.

Step 2.5 If this is a vehicle race, the Event Organiser does not need to apply for approval to conduct a public assembly. Police Conditions were established when the Commissioner's approval was obtained in Steps 4 & 5.

Step 2.6 The Event Organiser applies to the Police to conduct a public assembly. Police request that the form be lodged with the Police Local Area Command responsible for the area in which the event is to be held.

The application form is supplied as part of the information package supplied in Step 2 of the overview.

Step 2.7 Police issue conditions for the conduct of the event. The conditions are all-inclusive and include "User Pays" where appropriate.

Step 2.8 The Event Organiser creates a Transport Management Plan (TMP).

The objectives of the TMP are to:

- comply with requirements of *Occupational Health & Safety Act 2000*
- isolate the event from traffic
- manage reduced capacity of road system
- minimise traffic impact on non-event community & emergency services.

Step 2.9 The Event Organiser notifies ambulance and fire brigades.

Step 2.10 Before the event begins, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's Special Events Policy, the Council or the Event Organiser carries out the letterbox drop.

Step 2.11 The Event Organiser conducts the event with traffic arrangements as described in the TMP.

3.4 Class 3 Special Event

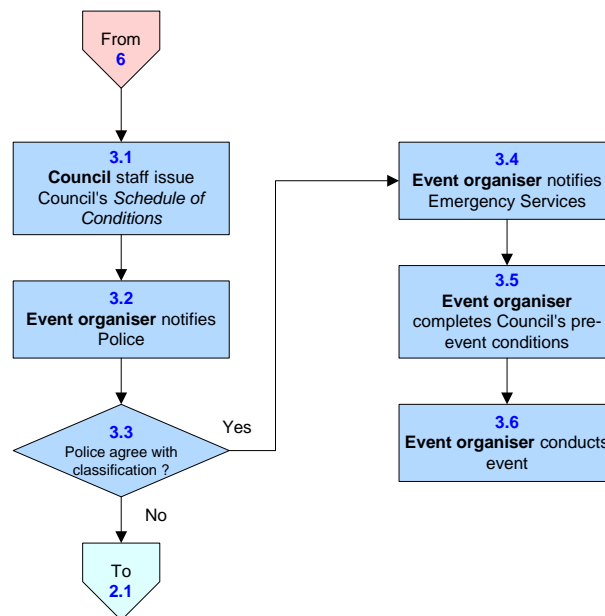
3.4.1 Features of a class 3 special event

Features common to all Class 3 special events are that the event:

- does not impact local or major traffic and transport systems or classified roads
- disrupts the non-event community in the immediate area only
- requires Local Council and Police consent
- is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac
- is never used for racing events.

Other features of a Class 3 special event are that it:

- may, depending on Local Council policy, require a simplified Transport Management Plan
- depend on each Council's Special Events Policy and is not available in all Council areas
- may not require advertising the event's traffic aspects to the community.



3.4.2 Detailed description of the class 3 special events process

Step 3.1 Some Councils do not permit street events in their local government areas.

Where a Council permits street events, and providing Council is not exercising one of its RTA-delegated functions, it may bypass the Local Traffic Committee and issue the approval directly. The approval is contained in Council's *Schedule of Conditions* document issued to the Event Organiser. This includes:

- Producing evidence of Public Liability Insurance (usually a certificate of currency) that is valid for the duration of the set-up, running and pull down of the event.
- Producing a Transport Management Plan where Council considers it necessary.
- Maintaining a four metre wide emergency vehicle lane.
- Providing access for motorists and pedestrians with legitimate business within the closed section of roadway.
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*
- Reimbursing Council for the cost of damage repairs.
- Complying with Council's Law Enforcement Officers' directives.
- Maintaining areas in clean and tidy condition.
- Reserving the right to cancel the approval at any time.

These conditions vary from Council to Council and with the nature of each event.

Step 3.2 The Event Organiser applies to the Police to conduct the event. If this is a private street party (and therefore not a public assembly) Police approval to conduct a public assembly is not required.

If the event is a public street party, Police approval to conduct the assembly is required. Police request that the application be lodged with the Police LAC responsible for the area in which the event is to be held.

If Police deem this event to be a public assembly, they will request a Schedule 1 form be completed.

Step 3.3 There is a dividing line between a large street party and a small Class 2 event. If, in the opinion of the Police, this event is too large to be adequately managed as a Class 3 event, the Police can reclassify the event as Class 2.

Step 3.4 The Event Organiser completes Council's pre-event conditions. For example: obtaining consent of other residents and businesses in the immediate area.

Step 3.5 The Event Organiser notifies fire brigades and ambulance.

Step 3.6 The Event Organiser conducts the event in compliance with Council's *Schedule of Conditions*.

3.5 Class 4 Special Event

3.5.1 Features of a class 4 special event

Features common to all Class 4 special events are that the event:

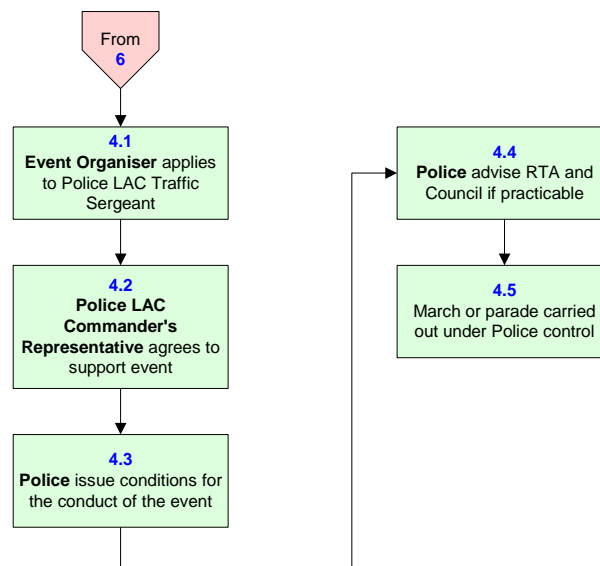
- requires Police consent only
- is within the capacity of the Police to manage on their own
- is not a protest or demonstration
- is always an on-street moving event
- does not require RTA or Council consent
- does not require advertising the event's traffic aspects to the community
- does not require a Transport Management Plan
- does not require the involvement of other Government agencies.

Other features of a Class 4 special event are that it may:

- be conducted on classified or non-classified roads
- cause zero to considerable disruption to the non-event community
- cross Police Local Area Commands (LACs)
- cross Local Government Areas (LGAs)
- require Council and RTA to assist if requested by Police
- depending on the nature of the event, invoke the Police "User Pays" policy.

Examples

- a small ANZAC Day march in a country town
- a small parade conducted under Police escort.



3.5.2 Detailed description of the class 4 special events process

- Step 4.1** The Event Organiser applies to the Traffic Sergeant at the Police Local Area Command (LAC).
- Step 4.2** On behalf of the Commander, the Commander's representative agrees to support the event. Police conditions apply.
- Step 4.3** Police issue conditions for the conduct of the event. The conditions are all-inclusive and include "User Pays" where appropriate.
- Step 4.4** Where practicable, Police notify RTA and Council. These agencies may assist with the running of the event.
- Step 4.5** The march or parade is carried out under Police supervision.

Chapter 4 Roles of the Principal Govt Agencies

4.1 The Role of Local Council



Local Councils focus on issues affecting the local community and businesses, and coordinating special events with other road based activities such as:

- building activities
- traffic management activities
- crane permits and hoardings
- other events.

The Local Council is the first government agency to be contacted, even if the proposed event is a vehicle race

Local Councils have a broad responsibility to the community. In addition to traffic and transport, Local Councils examine the impact of a proposed special event on the local community, on businesses and the environment.

When applying to a Local Council for approval to conduct an event, the Local Council considers the traffic management implications of the event at its Local Traffic Committee.

For a large event, the Council's General Manager or Manager of Planning may approve a Development Application under delegated authority, or Councillors may debate the approval at their Councillor's meeting. Other Council committees may also be involved.

4.1.1 Timeframes for Council approval

In general, it is good practice to lodge the formal application with the relevant Council at least four months before the event is to be held. Some Councils require even more notice, especially if it is a major event.

Local Government recommends this four-month period because applications may need Council approval and some Councils meet only 4 to 6 times a year. If the application is rejected, there is still time to arrange an alternative venue.

This period also allows time to obtain approvals from other agencies such as the Environment Protection Authority or the Police.

For more information about Councils, please refer to [Chapter 5 \(Local Councils\)](#).

4.2 The Role of the Police



The Police have the fundamental responsibility to prevent crime and to protect life and property.

When planning or conducting a special event, Police may:

- offer advice
- establish certain conditions for the conduct of the event, and
- maintain public order and management of crowds and traffic.

Police have special requirements for vehicle race events on public roads. Refer to [Chapter 8.8 \(Vehicle Races on Roads and Road Related Areas\)](#).

4.2.1 Closing an event prematurely

Police may be obligated to close an event prematurely if, in their judgement, the event is posing risks to life or property.

Examples are:

- dangerous weather conditions
- impact the event is having on surrounding traffic.

For more information about the role of the Police, please refer to [Chapter 6 \(Police\)](#).

4.3 The Role of the RTA



The RTA is empowered through the *Roads Act* and *Transport Administration Act 1988* to manage those roads considered to have the greatest strategic significance to NSW.

To focus on the most strategic roads, the extent of the NSW road network managed by the RTA has been negotiated between the RTA and Local Government.

The 180,000 km of roads in NSW are divided for management purposes into four categories:

- The RTA manages **State Roads**. These roads include National Highways and are the major arterial transport links between states, regional links across NSW and major urban arterial routes.
- Local Government Councils manage **Regional Roads**. These roads are sub-arterial links in major urban areas and intra regional links in rural areas. As such, the RTA provides funding to assist Councils in their maintenance and restoration after natural disasters.
- **Local Roads** are managed by Councils. The RTA provides funding to assist Councils in maintenance of traffic facilities and restoration after natural disasters.
- **Regional and Local Roads in the unincorporated area** are maintained by the RTA in the absence of Councils.

The RTA manages traffic signals on all public roads in NSW.

Chapter 5 Local Councils

5.1 First approach to Local Council



Local Council is always the first Government Agency approached. The approach can be written or in person. The intention is to provide Council with a description of the event and its projected size.

In response, Council staff supply an Information Package that:

- describes the *Traffic & Transport Management for Special Events* process
- supplies a Police Schedule 1 form to apply for the holding of a public assembly
- supplies a Transport Management Plan template
- Describes Council's other requirements for special events.

Council staff may then discuss the proposed event with Police and RTA staff to set an event Class. This ranges from very large (Class 1) to very small (Class 3).

There is a separate class (Class 4) for events held totally under Police supervision. However, local Council is still the first point of contact for these events as Council may be aware of other activities using the same road space.

For experienced Event Organisers, conducting an annual event, it is still wise to contact local Council before preparing a formal submission.

5.2 Formal approach to local Council

The formal approach to Council is made supplying the traffic and other information requested by Council.

This information is likely to include:

- Crowd
- Duration
- Electricity
- Emergency management planning
- Emergency vehicle access
- First Aid
- Food, beverage and amusement devices
- Impacts
- Insurance
- Location
- Noise
- Parking
- Public transport
- Safety
- Security
- Timing
- Toilets
- Traffic (includes pedestrians and cyclists)
- Transport Management
- Waste and recycling.

For a full explanation of a Local Council's requirements, refer to page 4 of the Department of Local Government's *A Guide to Major and Special Events Planning*.

5.3 The role of the Local Traffic Committee

Local Council staff prepare a traffic submission for the Local Traffic Committee (LTC) to consider.

Local Traffic Committees meet monthly in larger Local Government Areas and four to six times yearly in smaller areas.

Local Traffic Committees have representatives from the Council's staff, the State Member's representative, Police and the RTA.

After the Local Traffic Committee reviews the application, it makes a recommendation to Council about the traffic management aspects of the event.

Council then considers the traffic impact along with environmental, noise, safety, waste and many other issues.

Where Council agrees to support the event, it issues a *Schedule of Conditions* document to the Event Organiser. This outlines the conditions under which the event may proceed.

Event Organisers should consider the meeting frequency of LTCs when preparing their submissions.

5.3.1 Class 3 events

Class 3 is a special class of event designed to simplify the requirements for very small events such as neighbourhood street parties.

Features common to all Class 3 special events are that the event:

- does not impact local or major traffic and transport systems or classified roads
- disrupts the non-event community in the immediate area only
- requires Local Council and Police consent
- is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac
- is never used for vehicle race events.

Other features of a Class 3 special event are that it:

- may, depending on Local Council policy, require a simplified Transport Management Plan
- depends on each Council's Special Events Policy and is not available in all Council areas
- may require advertising the event's traffic aspects to the community*

* If a barrier or notice is used to regulate traffic, Section 116 of the Roads Act 1993 requires that notice be given.

5.3.2 Lead times

Depending on the complexity of the event, and how often Local Traffic Committee meets, sufficient lead times must be allowed to:

- process the application
- approve the application and issue Council's *Schedule of Conditions*
- arrange the requirements described in the *Schedule of Conditions*.

Depending on each Council's Special Events Policy, the following lead times should be used as a guide:

Class 1 Event	Minimum 4 months, preferred 5 to 6 months.
Class 2 Event	Minimum 3 months.
Class 3 Event	Minimum 6 weeks.
Class 1 Vehicle Race	Minimum 6 months (time for Police approval)
Class 2 Vehicle Race	Minimum 3 months (time for Police approval).

5.3.3 Council special events policy

Each Council has its own Special Events Policy designed to suit the unique requirements of each local government area.

For example, the Policy may contain a Council's requirements for:

- lead times
- emergency management planning and coordination
- emergency vehicle access
- first aid
- food, beverage and amusement devices
- insurance
- noise
- parking
- safety
- security
- toilets
- traffic
- transport
- waste and recycling
- support for Class 3 events
- available venues, fees and conditions of use
- hire of assets, etc.

5.3.4 Regulation of traffic under the *Roads Act 1993* and the *Road Transport (Safety & Traffic Management) Act 1999*

Councils in the Sydney Metropolitan Area need only submit a TMP to the RTA under certain conditions. These conditions are outlined in the document: *Delegation to Councils - Regulation of Traffic*. Generally, the conditions apply if there are road closures or restrictions to certain classes of road users.

However, LTC or RTA and Police concurrence may still be required and this applies across all of NSW.

Delegation to Councils - Regulation of Traffic is available on the RTA web site at

http://www.rta.nsw.gov.au/trafficinformation/downloads/delegation_ccl.pdf

6.1 The role of the Police in special events



The Police have the fundamental responsibility to prevent crime and to protect life and property.

In the conduct of special events, the Police are responsible for the control of crowds and traffic.

After consulting with the Event Organiser, the local Police Commander determines the level of Police supervision.

Under the Police User Pays Policy, the provision of Police resources is subject to charges where:

"it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."

6.1.1 Closing an event prematurely

Police may be obligated to close an event prematurely if, in their judgement, the event is posing risks to life or property.

6.1.2 Police Web Site

Be sure to visit the NSW Police Web Site at www.police.nsw.gov.au

The Police site provides a search facility for locating a Local Area Command.

6.2 Legislation to ensure community safety



Legislation is provided for Police to ensure community safety during a special event.

Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999* relates to races, attempts on speed records and other speed trials on roads and road-related areas. This legislation requires Police approval before events such as this may proceed. Note: Section 40 does not apply to vehicle races on private land or to an event held within its own venue, however, other legislation may apply.

The *Road Transport (Safety & Traffic Management) Act 1999* and its associated regulations provide Police with powers to the giving of reasonable directions to pedestrian and vehicular traffic.

The *Summary Offences Act 1988*, which, in part, relates to public assemblies, controls assemblies in public places and includes processions.

If an assembly or procession is to be conducted, a *Notice of Intention to Hold a Public Assembly* addressed and served on the Commissioner is required as per Schedule 1 of the Act. Refer to [Special Event Resources - Schedule 1 Form](#) for a copy.

Under the *Summary Offences Act 1988*, intent to conduct an assembly or procession requires the Commissioner's approval.

Police request that the notice be served at a Police Station within the Local Area Command in which the event is to take place.

The notice must be served on the Commissioner at least seven days before the event. If not, permission requires court approval under Section 26 of the Act.

Definition

Section 22 of the *Summary Offences Act 1988* defines a public assembly as: "*an assembly held in a public place, and includes a procession so held.*"

6.3 Information required by the Police



Before holding preliminary discussions with the Police, and depending on the scale of the event, the Police may require the following details about the proposed event.

- Crowd
- Duration
- Electricity
- Emergency management planning and coordination including emergency vehicle access
- First Aid
- Food, beverage and amusement devices
- Impacts
- Insurance
- Location
- Noise
- Parking
- Public transport
- Safety
- Security
- Timing
- Toilets
- Traffic
- Transport
- Waste and recycling.

In addition, where it applies, the Police also require:

- The names of VIPs and invited dignitaries and their arrival times
- emergency management procedures (such as evacuations, emergency vehicles, etc.)
- media control procedures
- marshals for crowd control
- risk assessment.

Chapter 7 The Transport Management Plan

This chapter describes in detail the Transport Management Plan model recommended by Police, Local Government and the RTA. The level of detail varies depending on the class of event.

The objectives of the Transport Management Plan (TMP) are to:

- demonstrate compliance with the requirements of the *Occupational Health & Safety Act 2000*
- isolate the event space from traffic
- manage the reduced capacity of the road system
- minimise the traffic impact on the non-event community & emergency services
- minimise costs to the event organiser and the agencies.

7.1 Creating a Transport Management Plan

TMP template: Event details

The purpose of the *Event Details* section is to provide readers of the TMP with a description of the event itself.

Event summary

The event summary describes the following

- Event Name
- Event Location
- Event Date
- Event Start Time
- Event Finish Time
- Event Setup Start Time
- Event Packdown Finish Time
- Event is off-street, on-street moving, or on-street non-moving
- Whether event is held regularly throughout the year.

Contact names

- Event Organiser
- Event Manager
- Police
- Council
- Roads & Traffic Authority (if Class 1 event).

Brief description of the event (one paragraph)

This paragraph is an easily digested description of the event. It is written in lay terms.

TMP template: Risk management - traffic

The purpose of the *Risk Management* section is to ensure that an assessment of the traffic risks is carried out and appropriate steps are taken to manage those risks. Assessing traffic risks is part of managing all risks for the event.

Occupational Health & Safety - Traffic Control



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: Only where Council requires TMP

Overview

Steps must be taken to safely separate people at an event from traffic (including other pedestrians, cyclists and the non-event community).

Occupational Health and Safety

OH&S legislation has as its object, to secure the health, safety and welfare of people at work. The Event Organiser must address its requirements regardless of the size of the event.

- The Event Organiser may have responsibilities under the Act (even if the Event Organiser does not employ anyone at the event) as the Act covers responsibilities towards people who are employees as well as non-employees (including volunteers contestants and visitors).
- The Event Organiser, even if not an employer of anyone, has responsibilities under the Act, if in control of premises used by persons as a place of work.
- The route or location for the event may be considered as a place of work.

Risk Assessment & Risk Management

The *Occupational Health & Safety Act 2000* requires "that risks to health and safety at a place of work are identified, assessed and eliminated or controlled".

The NSW Department of Tourism, Sport & Recreation defines the five components of risk management as follows:

- risk identification
- risk assessment
- design of a risk elimination or reduction plan
- implementation of the plan
- evaluation and modification of the plan.

For more details about risk management, refer to the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au> and refer to the "running your club" tag

The risk assessment applies to the whole event, not just the traffic and transport component.

Traffic Control Plans

Common practice is to manage traffic safety by creating one or more Traffic Control Plans.

A Traffic Control Plan (TCP) describes the use of traffic control devices such as signs and barriers. If a TCP is used, it should be prepared to an accepted standard such as the RTA's *Guide to Traffic Control at Worksites* Manual.

Traffic Control Plans are risk management plans for traffic.

Persons with disabilities

Risk assessment plans need to consider the needs of persons with disabilities, for example wheelchair access. Refer to **Chapter 8.6 (Persons with Disabilities)**.

Reporting deaths and certain injuries

The Event Organiser is required to notify Work Cover of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

Tasks and responsibilities

Task	Responsibility
Conduct assessment of traffic risks (Note: an assessment of non-traffic risks is also required)	Certified Traffic Control Planner recommended
Develop risk management plans (e.g. TCPs)	Certified Traffic Control Planner recommended
Ensure traffic control devices are installed and operated as per risk management assessment	Certified Work Site Traffic Controller recommended

Definitions

Traffic Control Planner

- is recommended to assess the likely risks associated with the event from a traffic management perspective and create appropriate traffic control plans to control or eliminate all foreseeable risks.
- has undertaken an accredited course in traffic control planning
- has current RTA certification
- acts in accordance with the RTA "Guide to Traffic Control at Work Sites Manual"

Certified Worksite Traffic Controller

- controls traffic on public roads by means of a STOP SLOW bat and is a person who:
- has undertaken an accredited course in traffic control, and
- has current RTA certification, and
- acts in accordance with a traffic control plan.

Public Liability Insurance



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: All Class 3 events

Class 4: Where Police employed on "User Pays" basis

Overview

The Event Organiser has a duty of care to arrange Public Liability Insurance.

Public Liability Insurance

Public authorities are not required to support the event without adequate Public Liability Insurance and their being named as "interested parties" on the policy.

Council

Council will name the amount of liability insurance to be carried as part of the *Schedule of Conditions* supplied to the Event Organiser. The amount varies depending on Council's assessment of the risks involved. The Policy must name the Council/s as an interested party

RTA

If the event uses an RTA asset such as a bridge, freeway or viaduct, the RTA will not support the event unless the Event Organiser arranges \$20,000,000 public liability insurance. For the purposes of public liability insurance, main roads and highways (other than freeways) are not RTA assets.

Police

If the Event Organiser is contracting Police under the Police "User Pays" policy, the insurance policy must name the Police as an interested party.

Other Government Trusts and Authorities

If the event uses a facility managed by a Government trust or authority, they may also require being named as an interested party on the policy.

NSW Government Action on Public Liability Insurance

Information about the action the NSW Government has taken on Public Liability Insurance can be found at the Department of Tourism, Sport & Recreation's web site at: <http://www.dsr.nsw.gov.au> and refer to the "running your club" tag.

Tasks and responsibilities

Task	Responsibility
Arrange public liability insurance to be valid for the duration of the set-up, running and pull down of the event.	Event organiser
Produce certificate of currency. Attach to Transport Management Plan.	Event organiser

Police



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: Only where the event is a public assembly

Class 4: Only where the event is a public assembly

Overview

If the event is a public assembly or a vehicle race on a road or road-related area, Police approval is required.

Public assemblies

Under the *Summary Offences Act 1988 - Section 23*, Police require a completed Schedule 1 form: *Notice of Intention to Hold a Public Assembly*. This is not required if the Commissioner's delegate has granted approval to conduct a vehicle race.

Schedule 1 form

This form is part of the information package that Council supplies to the Event Organiser. It is also available in *Special Event Resources – Schedule 1 Form* of this guide.

Vehicle Races

Police have special requirements for vehicle races on roads. The Commissioner's delegated approval is required under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999*

Police power to veto

Police will not agree to the event being held if, in their judgement, the event carries unnecessary risks to life or property.

Tasks and responsibilities

Task	Responsibility
Complete Schedule 1 form and submit to Police for approval or obtain Commissioner's approval to conduct a vehicle race.	Event organiser
Approve public assembly or vehicle race	Police

Fire Brigades and Ambulance



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: All Class 3 events

Class 4: All Class 4 events

Overview

The Event Organiser must notify the local Fire Brigades and Ambulance about the event.

Contact Information

The position title and name, switchboard phone number and the direct work number for the Fire Brigades and Ambulance contact officers is required.

Passageways

The support agencies require at all times a clear passageway, of at least 4 metres width, for emergency access.

Height restrictions

Height restrictions apply. Trussing and temporary roof structures must be high enough to permit the passage of the Fire Brigades' large fire-fighting units.

Council Schedule of Conditions

Advising the emergency services, passageways and height restrictions are also part of Council's *Schedule of Conditions*.

Scale Drawings

Plans must show provision of passageways and clearances. The plans are to be drawn to scale. For large areas or moving events, these arrangements may be described (rather than drawn) if appropriate.

Tasks and responsibilities

Task	Responsibility
Advise Fire Brigades and Ambulance about the event	Event organiser

TMP template: Traffic and transport management

The purpose of the Traffic and Transport section of the TMP is to manage the reduced capacity of the road system.

The route or location



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: Where Council requires map or description

Class 4: Where Police require map or description

Overview

A map or description of the route or location is required.

Alternate routes

Where alternate routes are required to bypass traffic around the event, a map or description of the alternate routes is also required.

Tasks and responsibilities

Task	Responsibility
Provide a map of the route or location.	Event organiser
Identify detour routes if applicable	Council or RTA
<i>If required, special event clearways and heavy vehicle alternate routes are described later</i>	

Construction, traffic calming and traffic generators



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Overview

A physical check for construction activities, traffic calming and traffic generators is required.

Traffic calming devices

Traffic calming devices (on the main route, location or alternative route) may impact the smooth conduct of the event.

Construction and traffic generators

Construction activities and traffic generators (on the main route, location or alternative route) may impact the smooth conduct of the event.

Physical check

A physical check should be conducted because relying on street directories or maps is unreliable.

Tasks and responsibilities

Task	Responsibility
Conduct physical survey of route or location and any alternate routes (does not include heavy vehicle detour routes)	Event organiser
Where applicable, develop plans to minimise impact.	Event organiser with RTA/Council assistance
Provide limited assistance to Event Organiser	RTA/ Councils

Definitions

Traffic calming devices are things such as speed humps, chicanes and roundabouts designed to reduce traffic speed.

Traffic generators are things that, by their nature, generate traffic. Examples are shopping centres, entertainment centres, schools, churches, industrial areas, hospitals and football fields.

Parking



Applies to

All Event Classes if required by Police, Council or RTA

Overview

Parking may be required.

General

Parking may be required for spectators, participants, volunteers and the organiser's staff. Parking may disrupt the local community and the extent of parking during the event needs to be assessed.

Public transport

Bus and taxi parking may be required.

Assessing demand

An assessment of spectator and participant transport requirements should be conducted and arrangements made to accommodate those requirements. This includes determining the peak parking demand and identifying where the parking is to occur.

Parking Plan

Where appropriate, a plan should be included showing the extent of parking during the event.

Social impact

The social impact of the event parking should be assessed and mitigated as far as practicable.

Persons with disabilities

The *Disability Discrimination Act 1992* requires that parking be made available for persons with disabilities. Refer to **Chapter 8.6 (Persons with Disabilities)** for details. The Australian Standard AS 2980 series may be useful.

Tasks and responsibilities

Task	Responsibility
Organise parking	Event organiser
Review parking arrangements	Council
If applicable, create and install VMS messages required to manage parking	RTA

Trusts, Authorities and Government Enterprises



Applies to

Class 1: Where event uses Trust or Authority facility

Class 2: Where event uses Trust or Authority facility

Overview

If this event uses a facility or property managed by a trust, authority, or Government enterprise, their consent is required.

Conditions

The trust, authority or enterprise will impose conditions of use.

Tasks and responsibilities

Task	Responsibility
Provide information about the event to the trust, authority, or enterprise and obtain their written consent.	Event organiser
Provide written consent	Trust, authority or enterprise

Definitions

Government trusts or authorities manage many facilities across the State of NSW.

A **Government enterprise** is an organisation such as NSW State Forests where off-road events are sometimes conducted.

Public transport - managing impact



Applies to

Class 1: Where necessary

Class 2: Where necessary

Overview

The impact on public transport needs to be assessed.

Impact of public transport on the event

The impact of public transport on the event needs to be assessed to ensure that the event is not disrupted by public transport.

Impact of the event on public transport

The impact of the event on Public Transport needs to be assessed and plans developed to ensure that public transport can still function.

Government Icon Events or Very Large events

The Steering Committee includes the Transport Services Coordination Authority (formerly Transport NSW), State Transit Authority (STA) and the State Rail Authority (SRA). The Transport Services Coordination Authority coordinates all public transport arrangements.

Tasks and responsibilities

Task	Responsibility
Evaluate impact of public transport on the event	Event organiser
Evaluate impact of event on public transport	Event organiser
Assist with public transport arrangements	RTA/Police/Council
Coordinate public transport arrangements for large scale events	Transport Services Coordination Authority

Reopening roads after moving events



Applies to

Class 1: All Class 1 moving events

Class 2: All Class 2 moving events

Overview

A schedule is required that provides the times that the road can be reopened after the last competitor/entrant passes by.

Reopening roads to normal traffic

Providing this information allows the roads to be reopened to normal traffic as soon as practicable.

Note: Roads are not reopened until authorised by the Police.

Example of schedule

#	Route Check Points	1 st Participant arrival	Last Participant arrival
1	Start	am/pm	am/pm
2	Location 1	am/pm	am/pm
3	Location 2	am/pm	am/pm
4	Location 3	am/pm	am/pm
5	Location 4 To Finish Line.	am/pm	am/pm

Tasks and responsibilities

Task	Responsibility
Provide estimated times for contestants to pass various route locations	Event organiser

Traffic management requirements unique to this event



Applies to

Class 1: Where applicable

Class 2: Where applicable

Overview

A description is required of traffic requirements that are not addressed elsewhere in this plan.

Examples

Examples are a special-purpose filming vehicle being used, a rearward facing camera operator on a motorcycle, a parade with unregistered vehicles or animals, etc.

Special Licences or Permits

Providing this information allows the authorities to arrange the required licences or permits, and to make the required traffic and safety arrangements.

Tasks and responsibilities

Task	Responsibility
Consider any unique situation about this event that may require special traffic management arrangements	Event organiser
Assist with unique traffic management requirements	Other government authorities

Contingency plans



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Overview

A contingency plan is required for unplanned incidents that may disrupt traffic and transport before, during or after the event.

Examples

Examples are bad weather, delayed start or end, slow participants, etc.

Contact names and numbers

Traffic management contingency plans should be fully documented and include emergency contact names and phone numbers.

Tasks and responsibilities

Task	Responsibility
Develop traffic management contingency plans.	Event organiser with limited assistance from Police, Council and RTA

Heavy vehicle impacts



Applies to

Class 1: Class 1 events where heavy vehicles are impacted

Class 2: Class 2 events where heavy vehicles are impacted

Overview

The impact of the event on all heavy vehicles (including event and non-event heavy vehicles) must be assessed. Alternate routes may be required.

Alternate routes for heavy vehicles

The RTA is responsible for providing alternate routes for heavy vehicles. There are special requirements for heavy vehicles. Examples are turning circles, bridge heights, lane widths, bridge and road load carrying capacity, etc.

Approved B Double routes

If a proposed event impacts an approved B Double route, the event may proceed only if a suitable alternative approved B Double route is available. For example: if the main street of a town is an approved B Double route and no suitable alternative route exists, the event would need to be relocated to another location.

Tasks and responsibilities

Task	Responsibility
Advise heavy vehicle industry using most appropriate means	RTA/Council
Organise alternative routes for heavy vehicles	RTA/Council

Special event clearways



Applies to

Class 1: Where required

Class 2: Usually for contestant or entrant safety

Overview

Special event clearways may be required for on-street events or events held within their own venue.

Determining when special event clearways are required

The need for special event clearways is arranged during steering committee meetings with the Council, Police, the RTA and other stakeholders, refer (*process flow 1.7*).

Special event clearways and contestant or entrant safety

If illegally parked vehicles are likely to present a danger to event contestants or entrants, the RTA can establish special event clearways. Unlike normal parking restrictions, vehicles illegally parked in a clearway can be towed away.

Tasks and responsibilities

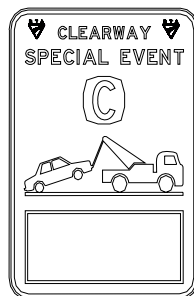
Task	Responsibility
Organise special event clearways	RTA
Organise clearway towing	RTA

Definitions

A **special event clearway** is a restriction on parking during the hours described on the regulatory signs, but with tow away provisions.

Only the RTA can establish special event clearways.

The RTA arranges clearway towing and Police enforce the restrictions.



TMP template: Minimising impact on non-event community

The purpose of this section is to minimise the impact on those outside the event who may be impacted by its traffic consequences.

Access for local residents, businesses, hospitals, schools, etc



Applies to

Class 1: All Class 1 events

Class 2: All Class 2 events

Class 3: Council may require consent from local residents and businesses.

Overview

The traffic disruptions caused by this event on local residents, businesses, hospitals, schools, etc., must be considered and plans developed to minimise the impact.

Traffic management

If the event restricts access, plans to manage this are required.


Two-edged sword

If the event disrupts others outside the event then, unless properly managed, those others may disrupt the event itself. For example: patrons driving to or from the event may experience severe traffic congestion.

Tasks and responsibilities

Task	Responsibility
Where applicable, develop plans to provide access for local residents and businesses, emergency vehicles, hospitals, etc.	Event organiser with assistance from Police/Council/RTA
Assist to develop plan	Other Government agencies

Advertise traffic management arrangements

	ROAD CLOSURES & CLEARWAYS	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> INSERT MAP </div>
	<p style="text-align: center;">[EVENT NAME] [Event Date]</p> <p><small>Temporary Road Closures and Special Event Clearways will be in place in the [suburb or region] on [date] to facilitate the [event].</small></p> <p>.....</p> <p><small>Road closures and Special Event Clearways will be implemented from [time] on [date].</small></p> <p><small>For public transport information phone 131 500.</small></p> <p><small>For details phone the RTA's Transport Management Centre on 132 701 (24 Hours) or for a full list of closures visit the RTA website at www.rta.nsw.gov.au</small></p>	

Applies to

Class 1: All Class 1 events with road closures

Class 2: All Class 2 events with road closures

Class 3: Where required by Council

Overview

If the event requires the regulation of traffic*, Section 5 of the *Roads (General) Regulation 2000* requires that 7 days notice be given by means of an advertisement in a local newspaper.

Class 1 events

Requires advertising to a wider audience. The RTA places the advertisement at the Event Organiser's cost.

Class 2 events

Requires advertising to a local audience. The Local Council places the advertisement at the Event Organiser's cost.

Special event clearways

If the RTA arranges special event clearways, then the RTA requires advertising that special event clearways will be in operation.

Tasks and responsibilities

Task	Responsibility
At Event Organiser's cost, advertise traffic management arrangements using most appropriate medium	RTA or Council

Definitions

Advertising in the context of this paragraph means advertising the traffic management arrangements for the event. It does not mean promotional advertising for the event itself.

Although legislation requires advertising in a local or state newspaper, the authorities will accept any form of advertising that reaches its target audience. For example, portable Variable Message Signs (VMS) or letterbox drops may be appropriate.

Regulation of traffic

Regulate traffic means restrict or prohibit the passage along a road of persons, vehicles or animals.

Special event warning signs



Applies to

Class 1: All Class 1 events with road closures

Class 2: Where required by Council

Class 3: Where required by Council

Overview

The *Roads (General) Regulation 2000* requires warning signs to advise road users and other members of the public about a forthcoming temporary road closure.

Parking direction & information signage

Depending on the size of the event, these signs warn road users of a change in traffic conditions ahead. This is reinforced with appropriate detour and direction signage to and around the event

Special event warning signs

Portable VMS can be used as special event warning signs.

Tasks and responsibilities

Task	Responsibility
Create special event warning signs	RTA, Council or Event Organiser as appropriate
Erect special event warning signs	RTA, Council or Event Organiser as appropriate

Definitions

Although a **special event warning sign** is a traffic control facility, it is not a regulatory sign.

A **regulatory sign** is one that is enforced, for example: special event clearway signs, speed zone signs and no parking signs.

Permanent Variable Message Signs



Applies to

Class 1: Class 1 events where VMS are available

Class 2: Class 2 events where VMS are available

Overview

Any Council may request the use of RTA Variable Message Signs (VMS) to advise road users of altered traffic conditions leading up to, during and after the event.

VMS to be used for special event traffic or transport information only

RTA VMS are never used for event promotion. Special event traffic or transport messages may alternate with road safety messages.

Tasks and responsibilities

Task	Responsibility
Construct messages and agree on locations and times for VMS messages	Steering Committee
Display traffic management messages for permanent VMS as described in this TMP	RTA

Definitions

Permanent Variable Message signs are in fixed locations with their messages controlled by the RTA's central management computer system. The computer system communicates with each VMS by telephone line.

Portable Variable Message Signs



Applies to

Class 1: Class 1 events where steering committee deems appropriate

Class 2: Class 2 events where Council deems appropriate

Overview

It may be necessary to rent portable VMS to advise road users of altered traffic conditions leading up to, during and after an event.

Special event warning signs

Portable VMS can be used as special event warning signs.

Safety standards

The RTA has published a set of standards about the physical locations for VMS. Adopting these standards ensures that the VMS itself is not a traffic hazard.

For details, refer to:

Technical Direction Ref No: TDT 2002/11

RTA Policy - Use Of Variable Message Signs (VMS)

This publication is available from:

RTA Library

RTA Internet

PO Box K198

www.rta.nsw.gov.au

HAYMARKET NSW 1238

Traffic - Policies & Guidelines

Message content

The RTA Technical Direction TDT 2002/11 also contains message standards. These standards ensure for example, that abbreviations are standardised, upper case is used for legibility, each frame contains a complete message, etc.

Tasks and responsibilities

Task	Responsibility
Rent portable VMS	Event organiser
Create messages to RTA standards; plan locations	Event Organiser
Ensure appropriate location of VMS in accordance with RTA VMS Standards	Event organiser

Definitions

A **Portable Variable Message Sign (VMS)** is a traffic control device but not a regulatory sign.

7.2 Approving the Transport Management Plan

No government authority approves or certifies the suitability of the Transport Management Plan (TMP) as, in itself, it has no legal standing. Rather, the TMP is a collection of statutory and common sense requirements and is the Event Organiser's description about how those requirements are to be met.

However, the regulation of traffic must be authorised under the *Roads Act 1993* and the use of traffic control devices authorised under the *Road Transport (Safety & Traffic Management) Act 1999*.

Regulating and controlling traffic

Authority

The RTA has the authority under the *Roads Act 1993* to regulate traffic* on any road and the authority under the *Road Transport (Safety & Traffic Management) Act 1999* to approve the use of traffic control devices. The RTA has delegated some of these functions to Councils.

RTA approval to Councils

Where the event requires road closures, or restricts the passage of certain classes of traffic on any public road, Councils within the Sydney Metropolitan Area are required to submit the proponent's TMP to the RTA for approval. This approval is required for Class 1, 2 and 3 events.

All Councils are required to seek the concurrence of the RTA if the event impacts a classified road.

RTA/Council approval to the Event Organiser for the regulation of traffic*

When the Council or the RTA sign the TMP, this authorises the Event Organiser to:

- deploy trained traffic controllers under *the Roads (General) Regulation 2000*
- regulate traffic under the *Roads Act 1993*.

as described in the Event Organiser's TMP.

* **Regulate traffic** means restrict or prohibit the passage along a road of persons, vehicles or animals.

Prescribed Traffic Control Devices

Certain kinds of Traffic Control Devices are prescribed by the regulations (for example, clearway or parking restriction signs, pavement markings, etc). Only the RTA, Police or Council may install these devices.

Devices required by the Transport Management Plan

Police, Councils and the RTA strongly recommend that a qualified person designs the layout of all signs, barriers and traffic control devices described in the TMP.

A Certified Traffic Control Planner is qualified to create traffic control layouts and to supervise their installation and use. These persons can be found under *Transportation Consultant* in the Yellow Pages if plans or advice are required.

Police not subject to conditions of TMP during emergencies

If an emergency arises before, during or after an event, Police will take whatever action is necessary.

Chapter 8 Miscellaneous Topics

8.1 Filming as a Special Event

It is NSW Government policy to assist the film industry.

This support extends from small-scale shoots through to very large productions.



Some kinds of filming activities are special events. These are large-scale productions that require multiple-agency support.

For example, the filming of helicopters and pyrotechnics in the Sydney CBD is a special event.



Small-scale filming activities where Council or the RTA can issue an approval in its own right are **not** classified as special events.

For example, the filming of a truck crash scene over an isolated mountain road is **not** a special event.

8.2 Unique Entertainment Precincts



Some entertainment areas, by their nature, continually conduct off-street "special events".

An example is the precinct containing:

- Sydney Cricket Ground
- Aussie Stadium
- Fox Studios
- Hordern Pavilion
- Centennial Park.

In areas like this, "special events" is the normal operating mode. To manage traffic in this precinct, the RTA, South Sydney Council, the venue managers and the Trusts have developed the concept of a *Unique Entertainment Precinct*.

In a *Unique Entertainment Precinct*, the RTA, in conjunction with stakeholders, develops a Transport Management Plan to suit normal conditions. This plan covers all normal activities at all venues for one year.

When traffic volumes exceed an agreed limit, such as during a grand final, the requirements of a Class 1 event apply.

8.3 Special Purpose Vehicles and Animals in an event



At times, Event Organisers may wish to use a special purpose or unregistered vehicles in a road event.

If a motor vehicle, trailer or cart requires a permit, the RTA Film and Location Coordinator arranges the permit.

Animals participating in an event may require development approval from Local Council. Refer to the Department of Local Government's publication: *A Guide to Major and Special Events Planning* for more details. This guide is available on the Internet at <http://www.dlg.nsw.gov.au>

8.4 Special Event Clearways



Some types of special events require special event clearways.

The *Road Transport (Safety & Traffic Management) Act 1999* Section 76 (10) authorises the RTA to establish special event clearways.

The RTA is responsible for arranging clearway towing.

Where the event occurs regularly, the signs can be permanently installed and reused as required.

Special event clearway signs are regulatory signs.

Special event clearways and contestant or entrant safety

If illegally parked vehicles are likely to present a danger to event contestants or entrants, the RTA can, at the event organiser's request, establish special event clearways. Unlike normal parking restrictions, vehicles illegally parked in a clearway can be towed away.

8.5 Repetitive Events



Where an event is conducted on a regular basis across the year, only one Transport Management Plan is required.

The plan need only include the dates for each event, provided:

- traffic and transport management details remain the same, and
- Council approves the dates.



Where an event is conducted annually, the same Transport Management Plan can be reused provided:

- the TMP's traffic and transport management details remain the same, and
- there have been no significant alterations to the road network, and
- the legal framework under which the event is conducted has not changed.

For these reasons, Council still needs to review the application.

Note: To ensure there are no unnecessary delays in the review process, the lead times recommended in [Chapter 5 \(Local Councils\)](#) apply.

8.6 Persons with Disabilities



The Commonwealth Government's *Disability Discrimination Act 1992* grants certain rights to persons with disabilities. Examples are: provision of parking spaces for people with disabilities, access to premises, etc. These requirements need to be considered when designing a Transport Management Plan.

The following Australian Standards may be useful:

AS 2890.1-1993 Parking facilities - Off-street car parking

AS 1428.1-2001 Design for access and mobility - General requirements for access - New building work

8.7 Traffic Controllers and Traffic Marshalls



Under the *Occupational Health & Safety Act 2000*, traffic controllers and traffic marshals must be:

- properly inducted by the Event Organiser
- receive training for their specific work site
- aware of their responsibilities in emergencies
- provided with proper protective equipment and dress.

Traffic controller

A traffic controller controls traffic on public roads by means of a STOP SLOW bat and is a person who:

- has undertaken an accredited course in traffic control, and
- has current RTA certification, and
- is acting in accordance with a traffic control plan.

Road users are legally compelled to follow the reasonable directions of a traffic controller.

Each traffic controller must be specifically authorised for the event by the responsible roads authority. These are:

Classified roads: RTA

Unclassified roads: Council

Traffic (or Parking) Marshal

A traffic (or parking) marshal does not control traffic and has no legal authority on a public road.

Their duties include, for example:

- protecting equipment and providing advice to road users at a designated location
- providing assistance to people with disabilities
- directing drivers into parking areas
- miscellaneous off-road duties such as erecting signs and barriers in a parking enclosure.

8.8 Vehicle Races on Roads or Road-Related Areas



There are special requirements for conducting vehicle races on roads and road-related areas within NSW.

During the normal process, Police approval must be obtained. Refer to [Chapter 8.9 \(Police Procedure for Vehicle Races on Roads & Road Related Areas\)](#).

Police approval is required under the terms of the *Road Transport (Safety & Traffic Management) Act 1999 - Section 40*. The Police Commander usually approves vehicle races on the Commissioner's behalf.

If the application is not approved, Section 48 (1) of the *Road Transport (General) Act 1999* provides that a person aggrieved by the decision, may apply to the Administrative Decisions Tribunal for a review of the decision.

If Police approve the vehicle race, they issue conditions for the conduct of the event. The "User Pays" policy may apply.

Please note that:

- Section 40 approval is not required where the event is held on private land or in its own venue. However, other legislation may apply.
- Police do not inspect the road nor guarantee the safety of the event. This is the responsibility of the event organiser.
- Police do not make the decision in isolation but discuss it at Council's Local Traffic Committee.
- A separate application to conduct a public assembly under the Summary Offences Act 1988 is **not** required
- A vehicle race may require a total road closure.

Definitions

The *Road Transport (Safety & Traffic Management) Act 1999 - Section 40* describes vehicle race events as:

- (a) any race between vehicles on a road or road related area, or
- (b) any attempt to break any vehicle speed record on a road or road related area, or
- (c) any trial of the speed of a vehicle on a road or road related area, or
- (d) any competitive trial designed to test the skill of any vehicle driver or the reliability or mechanical condition of any vehicle on a road or road related area,

Vehicle means:

- (a) any description of vehicle on wheels (including a light rail vehicle) but not including any other vehicle used on a railway or tramway, or
- (b) any other vehicle prescribed by the regulations.

8.9 Police Procedure for Vehicle Races on Roads & Road-Related Areas



This procedure is used for races, speed trials, speed record attempts, gymkhanas, driver skill trials, competitive mechanical trials, etc. relating to all vehicles (including bicycles) or any other event conducted under the *Road Transport (Safety & Traffic Management) Act 1999 - Section 40*

- 1 After first discussing the event with Council (*Overview Step 2*), the Event Organiser should then apply to Police for approval. Application is made in writing to the Local Area Commander in the Local Area Command in which the event is to take place. To provide adequate time to facilitate the event, application should be made six months before the planned event. The application must include:
 - Full description of the event and its purpose.
 - Maps detailing the course and area of the event.
 - Transport Management Plan for the event (the TMP template can be used).
 - Use of marshals and their accreditation.
 - Safety related strategies.
 - Insurance coverage and details.
 - User Pays application if appropriate
 - Number of participants and their ages.
- 2 Details are discussed at the relevant Local Traffic Committee (LTC) conducted by Council staff and attended by Police and the RTA.
- 3 After review by the LTC, Police attach a covering report to the application. This includes:
 - Justifiable local concerns.
 - Recommended traffic arrangements.
 - Need for Police action or attendance.
 - Additional local factors and impacts.
 - Need for "User Pays".
 - Completed "User Pays" documentation.
- 4 Police forward the application and the covering report to Police Management for consideration.
- 5 If approved, Police issue conditions for the conduct of the vehicle race.

8.10 Public Transport - Benefits



The Event Organiser should emphasise the benefits of public transport for access to the event and how this might be promoted.

Benefits

Reducing event-generated road traffic gives the event patrons a more enjoyable experience and reduces the event's impact on the non-event community.

Educating patrons

During the Olympic Games, organisers managed patrons' expectations of travel times and delays. Public transport was widely promoted and available. As a result, public transport was the preferred mode of travel.

Educating patrons is particularly effective with repeat events, for example fortnightly football events.

Government icon events or very large events

The Steering Committee (*process flow 1.7*) may include the Transport Services Coordination Authority, State Transit Authority (STA) and the State Rail Authority (SRA). The Transport Services Coordination Authority coordinates all public transport arrangements.

8.11 Transport Services Coordination Authority (Transport NSW)



The Transport Services Coordination Authority (formerly Transport NSW and, before that, the Department of Transport) supports the Minister for Transport and the Government in meeting the public transport needs of the people of NSW.

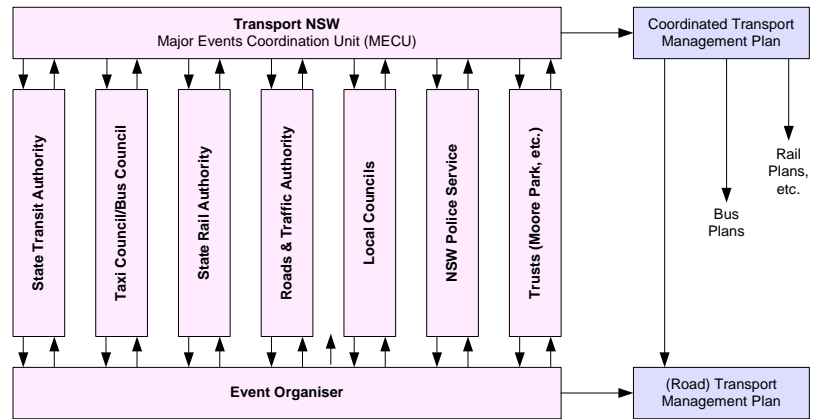
The Department is responsible for establishing and monitoring the regulatory framework within which the private sector and state transport authorities must operate.

The Department coordinates public transport (road, rail, harbour and waterways, air) arrangements where this is part of a major event.

The Department, in conjunction with the event organiser, all government agencies and private transport operators, develops the Coordinated Transport Management Plan for major events. This is a strategic plan that integrates all transport requirements for the event. This plan includes:

- buses
- ferries
- trains
- taxis
- air transport, and
- the needs of the various trusts such as the Sydney Olympic Park Authority.

8.12 Public Transport and the Transport Management Plan



The event organiser, using information contained in the *Coordinated Transport Management Plan*, is responsible for developing the Transport Management Plan.

Note: a *Coordinated Transport Management Plan* exists only for special events where the Transport Services Coordination Authority is involved.

8.13 NSW Premier's Dept - Central Sydney Operations Group



The Central Sydney Operations Group (CSOG) is an events based inter-agency group. It is part of the NSW Government's strategy to enhance events for the community and visitors. Senior operational personnel from almost 40 NSW Government agencies meet to share information and identify issues related to the staging of events in Sydney, particularly the CBD and harbour foreshores.

CSOG provides a forum for a cooperative, coordinated approach between agencies. It is a conduit for organisers of approved events to communicate with government agencies about the possible impacts of the event on government infrastructure and operations. The agencies identify unresolved issues that are addressed in smaller, working groups. CSOG conducts debriefs following major events in order to continually improve their effectiveness, efficiency and safety.

CSOG is organised through the NSW Premier's Department and can be contacted via email at info@events.nsw.gov.au

Appendices

AI Definitions

Advertising

Advertising in the context of special events means advertising the traffic and transport management arrangements for the event. It does not mean promotional advertising for the event itself.

Although legislation requires advertising in a newspaper, the authorities will accept any form of advertising that reaches its target audience. For example, portable Variable Message Signs (VMS) may be appropriate.

Certified traffic control planner

A Traffic Control Planner:

- is recommended to assess the likely risks associated with the event from a traffic management perspective and create appropriate traffic control plans to control or eliminate all foreseeable risks.
- has undertaken an accredited course in traffic control planning
- has current RTA certification
- is acting in accordance with the RTA "Guide to Traffic Control at Work Sites Manual"

Certified worksite traffic controller

A Worksite Traffic Controller controls traffic on public roads by means of a STOP SLOW bat and is a person who:

- has undertaken an accredited course in traffic control, and
- has current RTA certification, and
- is acting in accordance with a traffic control plan.

Road users are legally compelled to follow the reasonable directions of a traffic controller.

Each traffic controller must be specifically authorised for the event by the responsible roads authority.

Classified road

The *Roads Act 1993* defines a classified road as:

- a main road,
- a State highway,
- a freeway,
- a controlled access road,
- a secondary road,
- a tourist road,
- a tollway,
- a transitway,
- a State work.

An unclassified road is a public road that is not a classified road.

Event organiser

The Event Organiser is the person or organisation who is responsible for organising the event and whose name appears on the Public Liability Insurance Policy.

The *Occupational Health & Safety Regulation 2000* requires the Event Organiser to notify WorkCover of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

In addition to responsibilities under the Occupational Health & Safety Act, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

The Event Organiser is **not** the event management firm employed by the Event Organiser to manage the event on their behalf.

Filming as a special event

Some kinds of filming activities are special events. These are large-scale productions that require multiple-agency support.

Small-scale filming activities where Council or the RTA can issue an approval in its own right are **not** classified as special events.

Guide to traffic control at worksites manual

RTA's *Guide to Traffic Control at Worksites Manual* describes how to develop Traffic Control Plans. It contains many practical examples of Traffic Control Plans. In many cases, the plans can be copied from the manual and the appropriate details (such as street names) added.

The guide is based on AS 1742.3, the Australian Standard for *Traffic Control Devices for Works on Roads*.

Traffic Control Plans describe the layout of traffic control devices.

The *Guide to Traffic Control at Worksites* is available from:

RTA Library
PO Box K198
HAYMARKET NSW 1238

Government trusts, authorities and enterprises

Government trusts or authorities manage many facilities across the State of NSW.

A Government enterprise is an organisation such as NSW State Forests where off road events are sometimes conducted.

Marshal - traffic (or parking)

A traffic (or parking) marshal does not control traffic and has no legal authority on a public road.

Their duties include, for example:

- protecting equipment and providing advice to road users at a designated location
- providing assistance to people with disabilities
- directing drivers into parking areas
- miscellaneous off-road duties such as erecting signs and barriers in a parking enclosure.

Public assembly

Section 22 of the *Summary Offences Act 1988* defines a public assembly as: "an assembly held in a public place, and includes a procession so held."

Public liability insurance - NSW government action on

Information about NSW Government action on public liability insurance can be found at the Department of Tourism, Sport & Recreation's web site at: <http://www.dsr.nsw.gov.au> and click the *running your club* tag.

Regulatory signs

A regulatory sign is one that is enforced, for example: speed zone and no parking signs.

Regulatory signs are "prescribed traffic control devices" under the terms of the *Road Transport (Safety & Traffic Management) Act 2000*.

Regulation of traffic

Regulate traffic means to restrict or prohibit the passage along a road of persons, vehicles or animals.

Risk assessment

The *Occupational Health & Safety Act 2000* requires an assessment of the risks to be carried out and this results in the creation of risk management plans. These are required for all aspects of a special event; not just traffic. A risk management plan for traffic is called a Traffic Control Plan.

Risk management

The NSW Department of Tourism, Sport & Recreation defines the five components of risk management as follows:

- risk identification
- risk assessment
- design of a risk elimination or reduction plan
- implementation of the plan
- evaluation and modification of the plan.

For more details, refer to the Department of Tourism, Sport and Recreation's web site at <http://www.dsr.nsw.gov.au> and click the "running your club" tag.

Special event clearway

A Special Event Clearway is a restriction on parking during the hours described on the regulatory signs. The RTA arranges clearway towing. Police enforce the restrictions.

Special event warning signs

A special event warning sign is a traffic control device but it is not a regulatory sign.

Special event

A special event (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special traffic management arrangements, and may involve large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and street market days.

The definition also applies to events conducted in their own venue (such as sports, cultural and recreational events) if the event requires special traffic management arrangements and multiple agency support.

Traffic control device

A Traffic Control Device means a traffic sign, road marking, traffic signals, or other device to direct or warn traffic on, entering or leaving a road.

A prescribed Traffic Control Device is a signal, marking, structure or other device, to direct or warn traffic; that is prescribed by the regulations. Prescribed traffic control devices require RTA, or Police or, depending on the device, Council authorisation.

Traffic control plan (TCP)

A TCP is a plan that safely separates people at a work site from traffic. Where appropriate, it conforms to an accepted standard such RTA's *Guide to Traffic Control at Worksites Manual*. A TCP is a risk management plan for traffic and forms part of the Transport Management Plan.

Transport management plan (TMP)

A Transport Management Plan (TMP) manages traffic and transport over a wide area. It includes one or more Traffic Control Plans.

The TMP ensures a safe and successful event by:

- complying with the requirements of the *Occupational Health & Safety Act 2000*
- isolating the event space from traffic (Traffic Control Plans)
- managing the reduced capacity of the road system
- minimising the traffic impact on the non-event community and the emergency services
- minimising costs to the event organiser and agencies.

Variable message sign (VMS) - permanent

Permanent VMS are in fixed locations with their messages controlled by the RTA's central management computer system. The computer system communicates with each VMS by telephone line.

Variable message sign (VMS) - portable

A Portable VMS is a traffic control device but not a regulatory sign.

Vehicle races

The *Road Transport (Safety & Traffic Management) Act 1999 - Section 40* describes vehicle race events as:

- (a) any race between vehicles on a road or road related area, or
- (b) any attempt to break any vehicle speed record on a road or road related area, or
- (c) any trial of the speed of a vehicle on a road or road related area, or
- (d) any competitive trial designed to test the skill of any vehicle driver or the reliability or mechanical condition of any vehicle on a road or road related area,

Vehicle means:

- (a) any description of vehicle on wheels (including a light rail vehicle) but not including any other vehicle used on a railway or tramway, or
- (b) any other vehicle prescribed by the regulations.

A2 Legislative References

This guide refers to the following legislation:

Disability Discrimination Act 1992,	43, 62
Occupational Health & Safety Act 2000,	3, 6, 16, 19, 34, 63, III, V
Occupational Health & Safety Regulation 2001,	4, II
Protection Of The Environment Operations (Noise Control) Regulation 2000,	15, 18, 21
Road Transport (General) Act 1999,	64
Road Transport (Safety & Traffic Management) Act 1999,	6, 12, 30, 32, 39, 56, 60, 64, 65, V
Roads (General) Regulation 2000,	53, 56
Roads Act 1993,	9, 26, 29, 30, 52, 56, I
Summary Offences Act 1988,	32, 39, 64, XI, XII
Transport Administration Act 1988,	26