

Traffic Management

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Traffic Management

If your event is likely to impede local traffic movement, Council will require a Traffic Management Application to be submitted.

This will need to be reviewed at a Local Traffic Committee meeting. The committee is composed of four formal members each with one vote. These four members are a representative from Council, the NSW Police, and Transport for NSW and the Local State Member of Parliament or their nominee.

Before the Local Traffic Committee can review the application, the Transport Management Plan template (see Appendix 2) and a Traffic Control Plan/s and risk assessment must be prepared.

You will need to arrange with your insurance company to have Federation Council, NSW Police and Transport for NSW as interested parties on the event's public liability insurance.

NOTE

The Local Traffic Committee is an advisory body only, having no decision making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council.

Special Event

Special events include parades, marches, and sporting events such as car rallies, large bike rides, fun-runs and marathons. Filming may also be considered a special event.

Please note that special events require multiple agency involvement and special traffic management arrangements.

If you are planning to stage an event on a street or road located in the Federation Council, you will be required to apply to Council for any temporary road closures. Council will then submit your application to the Local Traffic Management Committee for consideration.

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.

Traffic Management Application

Application must include:

- Special Event Transport Management Plan (See Appendix).
- Schedule 1 Form – Notice of Intention to Hold a Public Assembly (See Appendix)
- Traffic Control Plan/s completed by a suitable qualified professional.
- A risk assessment on the event, showing the identified hazards and solutions to reduce or remove the risks.
- Letters to local residents and businesses directly affected by the changed traffic conditions.
- Notification to emergency services of proposed traffic changes or conditions.
- A current Certificate of Currency of Public Liability with a minimum indemnity of \$20 million dollars listing Transport for NSW, NSW Police and Federation Council as interested parties.
- Road Occupancy Licence - Non Developmental and Special Events - New South Wales. You will require this licence if you intend to conduct an activity on a New South Wales state road that may affect the operational flow of the road network and may require closure of traffic lanes, but will not involve modifications to road assets.

Events requiring road closures require submission to Council at least four months prior to your event.

There are a number of traffic management companies in the area who can prepare the appropriate documentation and submit to Council on your behalf. Alternatively, Council can assist you with the preparation of the TCP on a cost recovery basis.

The Transport for NSW requires a minimum of 3 months notification to close a road. This is why Council requests that you lodge your application to stage an event 4 months prior to the event. This allows enough time for the TCP to be prepared and any issues to be discussed and overcome.

For more information on Traffic Management at Special Events refer to the [NSW Guide to Traffic and Transport Management for Special Events](#). These guidelines outline the requirements and best practice recommendations relating to traffic and transport management for special events and the process for obtaining approval to conduct bicycle racing on roads and highways in NSW.

For guidelines on the minimum requirements for conducting bicycle race on the road refer to the [Bicycle Racing on Roads and Highways In NSW](#).

Please contact Council on (02) 6033 8999 should you wish to discuss traffic management at your event.

Appendix

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

1.1 Event summary

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 on-street non-moving
 held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser *.....

Phone:..... Fax:..... Mobile: E-mail:

Event Management Company (if applicable).....

Phone:..... Fax:..... Mobile: E-mail:

Police

Phone:..... Fax:..... Mobile: E-mail:

Council.....

Phone:..... Fax:..... Mobile: E-mail:

Roads & Traffic Authority (if Class I).....

Phone:..... Fax:..... Mobile: E-mail:

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

1.3 Brief description of the event (one paragraph)



CLASS 1 CLASS 2	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2	CLASS 3	3.1 The route or location
		<input type="checkbox"/> Map attached
		3.2 Parking
		<input type="checkbox"/> Parking organised - details attached
		<input type="checkbox"/> Parking not required
		3.3 Construction, traffic calming and traffic generating developments
		<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
		<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts, authorities or Government enterprises	
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached	
	<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise	
	3.5 Impact on/of Public transport	
	<input type="checkbox"/> Public transport plans created - details attached	
	<input type="checkbox"/> Public transport not impacted or will not impact event	
	3.6 Reopening roads after moving events	
	<input type="checkbox"/> This is a moving event - details attached.	
	<input type="checkbox"/> This is a non-moving event.	
	3.7 Traffic management requirements unique to this event	
	<input type="checkbox"/> Description of unique traffic management requirements attached	
	<input type="checkbox"/> There are no unique traffic requirements for this event	
	3.8 Contingency plans	
	<input type="checkbox"/> Contingency plans attached	

Class 1

Class 2

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA to arrange
- Special event clearways not required

4

MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1

CLASS 2

CLASS 3

4.1 Access for local residents, businesses, hospitals and emergency vehicles

- Plans to minimise impact on non-event community attached
- This event does not impact the non-event community either on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached
- No road closures, restrictions or special event clearways - advertising not required

4.3 Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- This event does not require special event warning signs

4.4 Permanent Variable Message Signs

- Messages, locations and times attached
- This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached
- This event does not use portable VMS

5

PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

** "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

4	<p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the 	<p>A Class 4 event may:</p> <ul style="list-style-type: none"> be conducted on classified or unclassified 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 when requested by Police depending on the nature of the event, invoke the Police "User Pays" policy. 	<p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. 	Minimum 1 month	Charges apply where: <i>"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."</i>						<p>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p>						
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Notice of Intention to Hold a Public Assembly

Summary Offences Act 1988

To the Commissioner of Police

1. I.....

Name

of

Address

on behalf of

Organisation

notify the Commissioner of Police that on the

.....

Day

of

.....

Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble

Number

at

Place

at approximateam/pm

Time

and disperse at approximatelyam/pm

Time

or

(b) a public assembly, being a procession of approximately

Number

persons which will assemble at

Place

at approximately.....am/pm

Time

and at approximatelyam/pm the procession will

commence and shall proceed.....

.....

.....

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2. The purpose of the proposed assembly is.....
.....
.....
State purpose

3. The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

* (i) There will be (number) of vehicles and/or* floats involved and their type and dimensions are as follows:

.....
.....

* (ii) There will be (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly

.....
.....

* (iv) Other special characteristics of the proposed assembly are as follows:

.....
.....

4. I take responsibility for organising and conducting the proposed public assembly.

5. Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address:

.....
.....Post Code.....

Telephone:

Signed:

Capacity/Title.....

Date

* Delete as applicable