

Traffic Management

Table of Contents

Traffic Management	. 85
Special Event	. 85
Traffic Management Application	. 86
Appendix	. 87
Special Event Transport Management Plan Template	. 87
Notice of Intention to Hold a Public Assembly	. 90



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, funruns 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 <u>NSW Guide to Traffic and</u> <u>Transport Management for Special Events</u>. 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 <u>Bicycle Racing on Roads and Highways In NSW</u>.

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

1	EVENT DETAILS			
1.1	Event summary			
	Event Name:			
	Event Location:			
	Event Date:	Event Start Time:	Event Finis	h Time:
	Event Setup Start Ti	me: Event	Packdown Finish Time:	
	Event is	off-street	on-street moving	on-street non-moving
		held regularly through	out the year (calendar attac	ched)
1.2	Contact names			
1.2				
	Event Organiser *			
	Phone:	Fax:	Mobile:	E-mail:
	Event Management (Company (if applicable)		
	Phone:	Fax:	Mobile:	E-mail:
	Police			
	Phone:	Fax:	Mobile:	E-mail:
	Council			
		Fax:		
	Roads & Traffic Auth	ority (if Class I)		
	Phone:	Fax:	Mobile:	E-mail:
				: Liability Insurance is taken out.
1.3	Brief description of	of the event (one paragrap	oh)	

2	 		DERATION INCL MANAGEMENT - TRAFFIC
		2.1	Occupational Health & Safety - Traffic Control
			Riskassessment plan (or plans) attached
		2.2	Public Liability Insurance
			Publicliability insurance arranged. Certificate of currency attached.
S 1	<mark>2</mark> 3	2.3	Police
CLASS	CLASS		Police writtenapproval obtained
		2.4	Fire Brigades and Ambulance
			Firebrigadesnotified
			Ambulance notified

3		•	TRAFFIC	CAND TRANSPORT MANAGEMENT
			3.1	The route or location
				Map attached
		S 3	3.2	Parking
		CLASS		Parking organised - details attached
				Parking not required
			3.3	Construction, traffic calming and traffic generating developments
				Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
				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
				This event uses a facility managed by a trust, authority or enterprise; written approval attached
- S	SS 2			This event does not use a facility managed by a trust, authority or enterprise
CLASS	CLASS		3.5	Impact on/of Public transport
				Public transport plans created - details attached
				Public transport not impacted or will not impact event
			3.6	Reopening roads after moving events
				This is a moving event - details attached.
				This is a non-moving event.
			3.7	Traffic management requirements unique to this event
				Description of unique traffic management requirements attached
				There are no unique traffic requirements for this event
			3.8	Contingency plans
				Contingency plans attached

CREATING OPPORTUNITY CELEBRATING COMMUNITY

			3.9	Heavy vehicle impacts
	Class 2			Impacts heavy vehicles - RTA to manage
ss I	σ			Does not impact heavy vehicles
Class			3.10	Special event clearways
				Special event clearways required - RTA to arrange
				Special event clearways not required
4	•		MINIMI	ISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES
			4. I	Access for local residents, businesses, hospitals and emergency vehicles
				Plans to minimise impact on non-event community attached
		CLASS 3		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
	2			Road closures or restrictions - advertising medium and copy of proposed advertisements attached
	CLASS 2			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
SS –			4.3	Special event warning signs
CLA				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	•	I	Privac	ΥΝΟΤΙCΕ

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: 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: 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:

* "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.

Special Event Planning & Resource Matrix

Even t Clas	Descripti on	Featu res	Examples	Lead Times for Agency	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan		Advertise Transport Management Arrangement	Liability Insurance	Special Event Clearway. Heavy	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	A Class 1 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 theRTA • requires a detailed Transport Management Plan • requires advertising the event's traffic aspects to a wide audience.	A Class 1 event may: be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve transportNSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require the RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "lear Pau" onlicy.	For example: • an event: that affects a principal transport route in Sydney, or • an event that reduces the capacity of the main highway through a country town, or • a bicycle race that involves the	Minimum 4 months from first approach to Council to proposed start date. 6 months for vehicle races.	services are specifically for the	Policy.	Marginal costs apply where services are provided above those normally provided to the community. RTA provides quote. Asset rentals: refer to PTA	recommende d	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	events that require regulation of traffic or	Required with Council & Police (if Pays in force) named on policy. Also RTA if using RTA asset. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required. Refer to TMP.	May be require d. Need to consider parking for disabled persons.	Recommended
2	 A Class 2 event: impacts local traffic and transport systems but does not impact major traffic and transportsystems 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 the detailed Transport Management Plan 	A Class 2 event 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 orivate bus and coach organisations.	 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 a motor rally on local country roads. 	Minimum 3 months. 3 months for vehicle races.	Charges apply 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."	As described in Council's Special Events Policy Asset rentals: refer to Council		recommende d	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.		Promoted where practicable	Required. Refer to TMP.	May be require d. Need to consider parking for disabled persons.	Recommended
3	A Class 3 event: does not impact local or major traffic and transport systems 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 requires Police agreement that event qualifies as Class 3	 A Class 3 event, depending on Local Council policy, may: require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	For example: • an on-street neighbourhoo d Christmas party.	Minimum 6 weeks	Charges apply 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."	As described in Council's Special Events Policy Asset rentals: refer to Council		TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.			Required. Refer to TMP.		

4	A Class 4 event may:	commands (LACs) Areas (LGAs) to assist when of the event, invoke	month	Charges apply 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."			U: pc Pc or C of	Required if Jser Pays Police named on policy. Sertificate of currency equired.				
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Page 90

Traffic & Transport Management of Special Events

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Copy of the Notice of Intention to hold a Public Assembly. Taken from NSW Police website.

Notice of Intention to Hold a Public Assembly

Summary Offences Act 1988

To the Commissioner of Police
1. IName
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
(a) a public assembly, not being a procession, or approximately
Number
at
Place
at approximateam/pm Time
and disperse at approximatelyam/pm
Time
or
(b) a public assembly, being a procession of approximately
persons which will assemble at
Place
at approximatelyam/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