



SINGLETON
COUNCIL

SINGLETON EVENT TRAFFIC MANAGEMENT PLAN

EVENT TRAFFIC MANAGEMENT PLAN

Singleton Council has adopted Transport for NSW's (TfNSW) [Guide to Traffic and Transport Management for Special Events](#) for all events in Singleton that are wholly or partly conducted on a road, or events that are conducted in their own venue and require on-street traffic management or parking arrangements.

For traffic and transport management purposes, there are 4 distinct classes of special events.

4 EVENT CLASSES

The classification system focuses on disruption to traffic and transport systems, and disruption to the non-event community.

Class 1: Is an event that impacts major traffic and transport systems and there is significant disruption to the non-event community.

Features common to all Class 1 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 TfNSW
- Requires a detailed Transport Management Plan
- Requires advertising the event's traffic aspects to a wide audience

Class 2: Is an event that impacts local traffic and transport systems and there is low scale disruption to the non-event community.

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

Class 3: Is an event with minimal impact on local roads and negligible impact on the non-event community.

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 Transport Management Plan
- May require advertising the event's traffic aspects to the community *



Class 4: Is an event that is conducted entirely under Police control (but is not a protest or demonstration).

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 TfNSW 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

* If traffic is to be regulated (e.g. road closure, parking controls) for purposes other than those specified in Division 1 of Part 8 (Section 115) of the Roads Act, 1993, (e.g. road works, dangerous situation) it must seek the advice of its Local Traffic Committee (LTC).

In addition, Section 116 of the Roads Act 1993 requires that notice be given in a local newspaper and that a minimum period of 28 days be given for submissions.



TIMEFRAMES

In general, a formal application should be lodged with Council ideally 6 months before the event is to be held. In some circumstances more notice may be necessary - for example a major event.

This time period is often necessary as applications may need to go to the Local Traffic Committee and to Council for approval. Also, 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.

The following minimum lead times should be used as a guide:

Class 1 Event	Minimum 4 months, preferred 5 to 6 months
Class 2 Event	Minimum 4 months
Class 3 Event	With LTC involvement minimum 4 months Without LTC involvement minimum 6 weeks*

***Advice to be sought from Council if LTC involvement is required at the earliest opportunity.**



LOCAL TRAFFIC COMMITTEE

Council staff prepare a submission for the Local Traffic Committee (LTC) to consider outlining the traffic management associated with the event.

The LTC currently meets every 3 months in Singleton. The LTC includes representatives from Council's staff, the State Member's representative, Police and Transport for NSW.

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 are to consider the meeting frequency of LTCs when preparing their submissions.



TRANSPORT MANAGEMENT PLAN

A Transport Management Plan (TMP) manages traffic and transport over an area. It usually includes one or more Traffic Guidance Scheme (TGS).

The TGS ensures a safe and successful event by:

- Complying with relevant health and safety legislation
- Isolating the event space from traffic
- 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.

For all larger events (Class 1 and Class 2) and when required for smaller events (Class 3) Council's Local Traffic Committee will review the TMP and advise Council on conditions to set for the use of the road space. Council will put road usage restrictions in place that best balances the community's needs.

CREATING A TRANSPORT MANAGEMENT PLAN (TMP)

The scope of the TMP will be dependent on the size of the event and the potential impact that the event will have on traffic.

What should be included within a TMP?

1. Event Details

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

2. 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.

3. Contact names

- Event Organiser
- Event Manager
- Police
- Council
- TfNSW (if Class 1 event).

4. Brief Description of the Event

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

5. 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.



RISK MANAGEMENT

Risk management is an essential part of the TMP. The types of items that may be included are:

Traffic Guidance Schemes

Common practice is to manage traffic safety by creating one or more Traffic Guidance Schemes (TGS). A Traffic Guidance Scheme is a drawing of the layout of signage and traffic management arrangements. A TGS is incorporated into the Traffic Management Plan and can only be prepared by a suitably qualified person.

Personnel involved in Traffic Guidance Scheme development and implementation:

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 a TfNSW accredited course in traffic control planning
- Has current TfNSW certification
- Acts in accordance with the TfNSW "Guide to Traffic Control at Work Sites Manual"

Certified Traffic Controller

- Controls traffic on public roads by means of a STOP/SLOW bat and is a person who:
- Has undertaken a TfNSW accredited course in traffic control, and
- Has current TfNSW certification, and
- Acts in accordance with a TGS.

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.

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.

Under the Occupational Health & Safety Act 2000 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

TASKS AND RESPONSIBILITIES

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



PUBLIC LIABILITY INSURANCE

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 TfNSW 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.

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 being named as "interested parties" on the policy.

Council

Council requires \$20 million worth of coverage to be carried as part of the Schedule of Conditions supplied to the event organiser. The Policy must name the Council/s as an interested party.

Transport for NSW

If the event uses a TfNSW asset such as a bridge, freeway or viaduct, TfNSW will not support the event unless the event organiser also has \$20 million worth of coverage. For the purposes of Public Liability Insurance, main roads and highways (other than freeways) are not TfNSW 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.

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 Event	All Class 1 events
Class 2 Event	All Class 2 events
Class 3 Event	Only where the event is a public assembly
Class 4 Event	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.

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 BRIGADE AND AMBULANCE SERVICE

Applies to

Class 1 Event	All Class 1 Events
Class 2 Event	All Class 2 Events
Class 3 Event	All Class 3 Events
Class 4 Event	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

ROUTE OR LOCATION

Applies to	
Class 1 Event	All Class 1 Events
Class 2 Event	All Class 2 Events
Class 3 Event	Where Council requires map or description
Class 4 Event	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 TfNSW

PARKING

Applies to: All Event Classes if required by Police, Council or Transport for NSW.

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	TfNSW



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 Event	All Class 1 Events
Class 2 Event	All Class 2 Events
Class 3 Event	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 / TfNSW
Assist to develop plan	Other Government Agencies

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

TfNSW 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. TfNSW has delegated some of these functions to Councils.

Transport for NSW Approval to Councils

Where the event requires road closures, or restricts the passage of traffic on any public road, This approval is required for Class 1, 2 and 3 events.

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

TfNSW / Council Approval to the Event Organiser for the Regulation of Traffic*

When the Council or the TfNSW 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 TNSW regulations (for example, clearway or parking restriction signs, pavement markings, etc). Only the TfNSW, Police or Council may install these devices.

Devices required by the Transport Management Plan

Police, Councils and TfNSW requires 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 online 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.

REPETITIVE EVENTS

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

- The plan need only include the dates for each event
- Traffic and transport management details remain the same
- 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
- There have been no significant alterations to the road network
- The legal framework under which the event is conducted has not changed

Council still needs to review the application. The same lead times as per page 3 apply.

