Tamworth Regional Council

Traffic Management for a Special Event

What do I need to do?

		Done?
1.	Decide what Special Event Class your event is (see Page 3). **Note**: If you are conducting a *Class 4 Event – a moving event under Police escort*, please complete the application as for a *Class 3 Event - An event with minimal impact on local roads*.	☐
2.	Get a copy of your current Public Liability Insurance certificate	☐
3.	Complete ***Schedule 1 Notice of Intention to Hold a Public Assembly***, attach the **Public Liability Insurance Certificate,** and submit both to Tamworth Police Station seeking written Police approval, **addressed to the Event Organiser**, not Council.	☐
4.	Complete ***Schedule 2 Special Event Transport Management Plan*** in full where applicable, based on Event Class. (Note – **this is not a Traffic Guidance Scheme**)	☐
5.	Prepare a **Traffic Guidance Scheme (TGS)** where applicable, prepared by an authorised person. Note: Council does not supply Traffic Guidance Schemes.	☐
6.	Attach a **Road Occupancy Licence (ROL)** from Transport for NSW (TfNSW) where applicable.	☐
7.	Attach Police Approval correspondence, Schedule 1, Schedule 2, Public Liability Insurance Certificate and Traffic Plan (if applicable) to a cover letter and submit to Council.	☐

Applications to be submitted minimum 2 months prior to the event.

The Council must refer all traffic related matters that impact the function of a road or roadside area to the Tamworth Regional Local Traffic Forum (LTF) prior to granting approval. The LTF meets once a month on the first Wednesday from February to December. Events must be submitted to Council 10 days prior to the LTF monthly meeting. Formal recommendations from the LTF to Council are submitted to the first meeting of the following month.

All proposals recommended by the LTF must be formally approved by the elected Council. Council meetings occur twice a month from February to November, and once in December.

Contacts

For further information or if you have any queries, please contact:

Tamworth Regional Council – Operations Engineer, Angie Taylor, (02) 6767 5005

Tamworth Police – (02) 6768 2962 - PO Box 542, TAMWORTH NSW 2340

TfNSW – www.transport.nsw.gov.au,
https://myrta.com/oplinc2/pages/security/oplincLogin.jsf

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What's it all mean?

Special Event Classes

Class 1	Class 2	Class 3	Class 4
An event that impacts major traffic & transport systems	An event that impacts local traffic & transport systems	An event with minimal impact on local roads	Moving event under police control
Significant disruption to non-event community	Minimal impact on non-event community	No impact on non-event community	Impact varies from significant to minimal

To determine which Class your event falls under, please call Transport Operations on 6767 5005 or go to the TfNSW website and see the "Guide to Traffic and Transport Management for Special Events" for more information - www.transport.nsw.gov.au

Road Classification

Road Type (Classification)	Description	Authority for licensing
Arterial Roads (State roads)	High traffic volume roads; highways, freeways, motorways and main roads managed by RMS.	Licensed by RMS.
Sub –arterial roads (Regional roads)	These are major connector roads between state roads. They have significant traffic capacity whilst lower than those of arterial roads.	Shared responsibility between RMS and local Councils.
Local roads (Unclassified)	These are other minor roads managed by local Councils.	Usually licensed by local Council, but may be joint responsibility depending on traffic impacts.

Traffic Guidance Schemes (TGS)

A TGS is a document that shows how traffic is to be safely separated from workers at the work site or work route. It is intended as an instruction from the works supervisors to the site crews and is usually in the form of a diagram showing the road conditions (lanes, signs etc.) and how the traffic is to be managed around the site / activities (temporary signs, posting of traffic control staff, etc.).

A TGS is an occupational health and safety requirement of a work site (i.e. should be held on site), TGS should comply with AS 1742.3. An applicant may use a specialist sub-contractor to develop the TGS, however the safety of the workers on site remains the responsibility of the applicant.

Traffic Management Plan (TMP)

A TMP integrates an activity into the operation of the road network. The plan assesses an activity's impact on traffic flow. It describes the activities being proposed, their impact on the general area (including public transport passengers, cyclists, pedestrians, motorists and commercial operations), and how these impacts are being addressed.

Road Occupancy Licence (ROL)

An ROL is required for any activity likely to impact on state road traffic flow, even if that activity takes place off-road.

A road occupancy consists of any activity likely to impact on the operational efficiency of the road network, in other words, an activity that requires the road to be used in such a way as to affect traffic flow, or an off road activity that affects traffic flow. Proponents **MUST** allow a minimum of 10 working days for processing from date of receipt by TfNSW.

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Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

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

..... *(number)* persons,

which will assemble at .....*(Place)*

at approximately ..... am/pm,

and disperse at approximately ..... am/pm.

or

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

..... *(number)* persons,

which will assemble at approximately ……..... am/pm, and at

approximately ..... am/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 .....

.....

.....

.....

.....

.....

.....

.....

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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 *(strike out whichever is not applicable):*

(I) There will be …….. *(number)* of vehicles and/or..... *(number)* of floats involved.

The type and dimensions are as follows:

.....

.....

.....

(II) There will be …….. (number) of bands, musicians, entertainers, etc. which will entertain or address 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 assembly.

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

.....

.....

…….. Postcode.

Telephone No. ……

6 Signed .....

Capacity/Title .....

Date .....

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Schedule 2 - Special Event Transport Management Plan

1 Event details

Event Name:.....

Event Location:.....

Event Date: ..... Event Start Time: ..... Event Finish Time: .....

Event Setup Start Time: ..... Event Pack down Finish Time: .....

Event is ☐ off street ☐ on street - moving ☐ on street non-moving

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:.....

Transport for NSW (if Class 1).....

Phone:..... Fax: ..... Mobile: .....

E-mail:.....

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

Description of the event (one paragraph)

…… .....

…… .....

…… .....

…… .....

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2 Risk Management - Traffic

CLASS 1 / CLASS 2 / CLASS 3 or CLASS 4

- ☐ Risk assessment plan (or plans) attached
- ☐ Public liability insurance arranged. Copy of Policy attached.
- ☐ Police written approval attached
- ☐ Road Occupancy Licence attached
- ☐ Fire brigades notified
- ☐ Ambulance notified

3 Traffic and transport management

CLASS 1 / CLASS 2 / CLASS 3 or CLASS 4

- ☐ Map attached
- ☐ Traffic Guidance Scheme attached
- ☐ Traffic Guidance Scheme not required
- ☐ Parking organised - details attached
- ☐ Parking not required
- ☐ 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
- ☐ This event uses a facility managed by a Trust or Authority; written approval attached
- ☐ This event does not use a facility managed by a trust or Authority
- ☐ Public transport plans created - details attached
- ☐ Public transport not required
- ☐ This is a moving event - details attached.
- ☐ This is a non-moving event.
- ☐ Description of unique traffic management requirements attached
- ☐ There are no unique traffic requirements for this event
- ☐ Contingency plans attached
- ☐ Alternative routes for heavy vehicles required - TfNSW to arrange
- ☐ Alternative routes for heavy vehicles not required
- ☐ Special event clearways required - TfNSW to arrange
- ☐ Special event clearways not required

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4 Minimising impact on non-event community & emergency services

CLASS 3 or CLASS 4

- ☐ 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

CLASS 2

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

CLASS 1

- ☐ Special event information signs are described in the Traffic Guidance Scheme/s
- ☐ This event does not require special event warning signs
- ☐ Messages, locations and times attached
- ☐ This event does not use permanent Variable Message Signs
- ☐ The proposed messages and locations for portable VMS are attached
- ☐ This event does not use portable VMS

5 Approval

Approved by ..... Event Organiser ..... Date

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