



Brewarrina Shire Council

Traffic Management for a Special Event Information Package

This information package contains:

Whole of Government <i>Traffic Management for Special Events</i> process	The process shows the steps taken to hold a Special Event. It defines the actions taken by the Event Organiser, Police, Local Council, the RMS and any other trust or authority involved in the event.
NSW Police <i>Notice of intention to hold a Public Assembly</i> Schedule 1 form	Use this form to request Police approval to hold a public assembly.
Recommended <i>Transport Management Plan</i> template for a Special Event	Use this template to create your Transport Management Plan.

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

This application form must be completed in full where applicable and received by Council no later than 3 months prior to the event taking place.

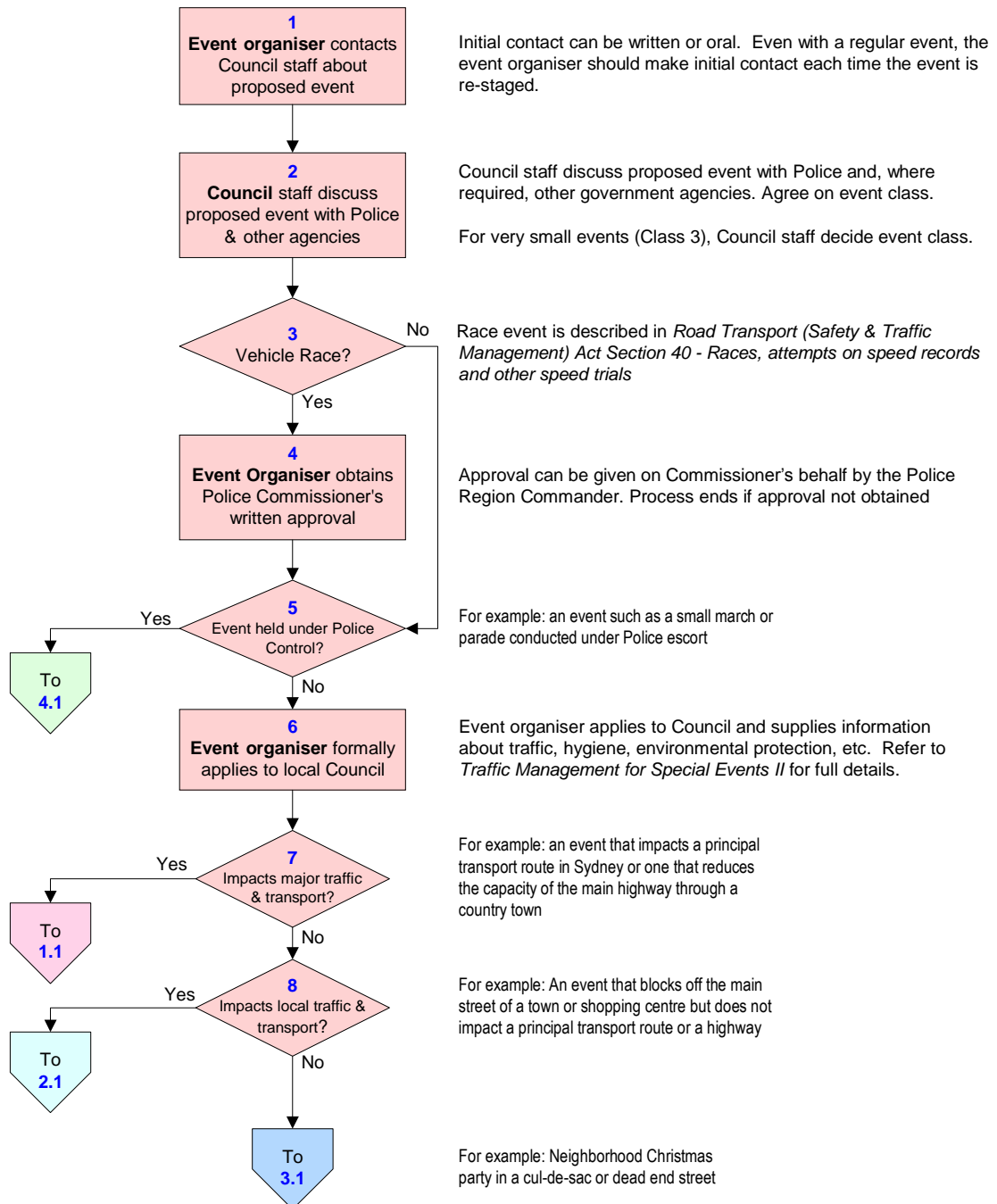
Brewarrina Shire Council Contacts for event approvals is:

Traffic Management Officer

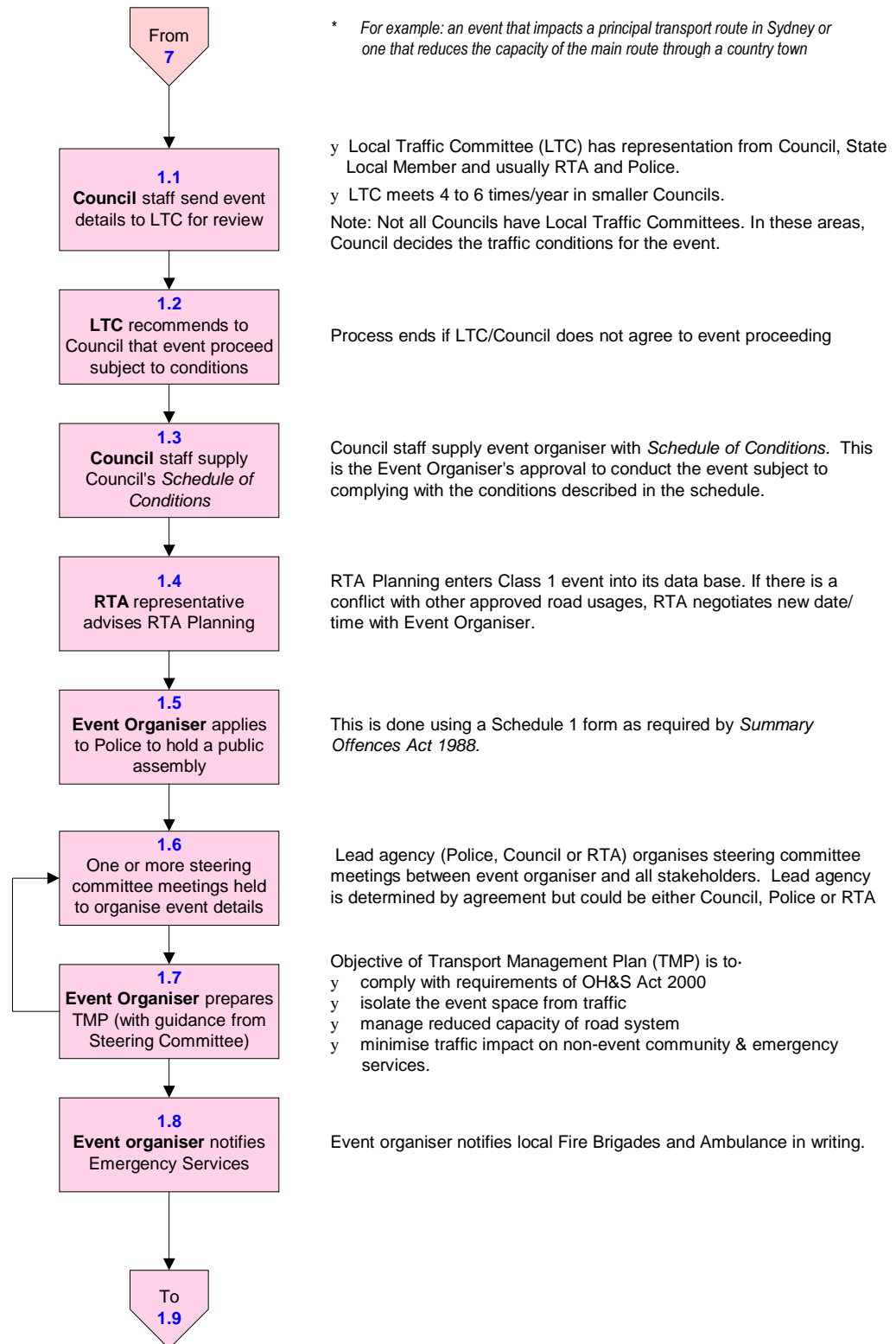
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(02) 6830 5121

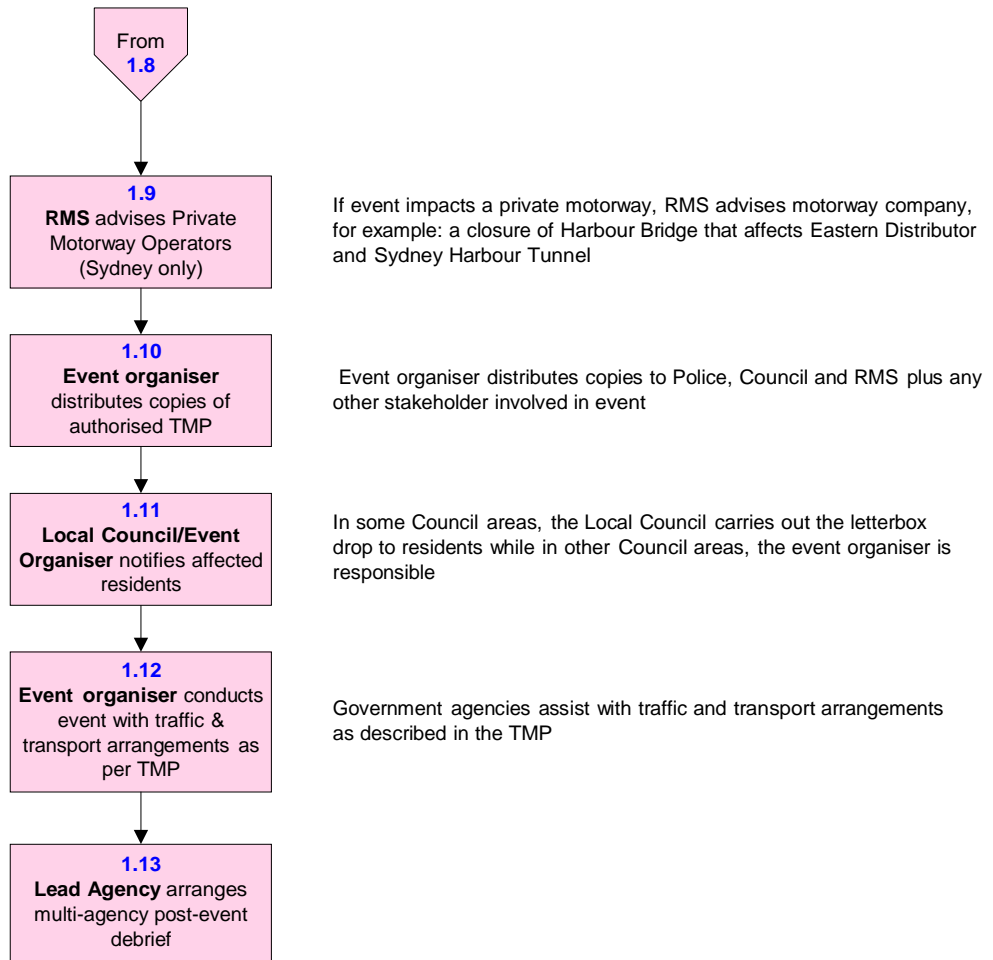
TRAFFIC MANAGEMENT FOR SPECIAL EVENTS
Whole of Government Process - Overview



CLASS 1 SPECIAL EVENT PROCESS - Sheet 1 of 2
 Special event that impacts major* traffic and transport systems



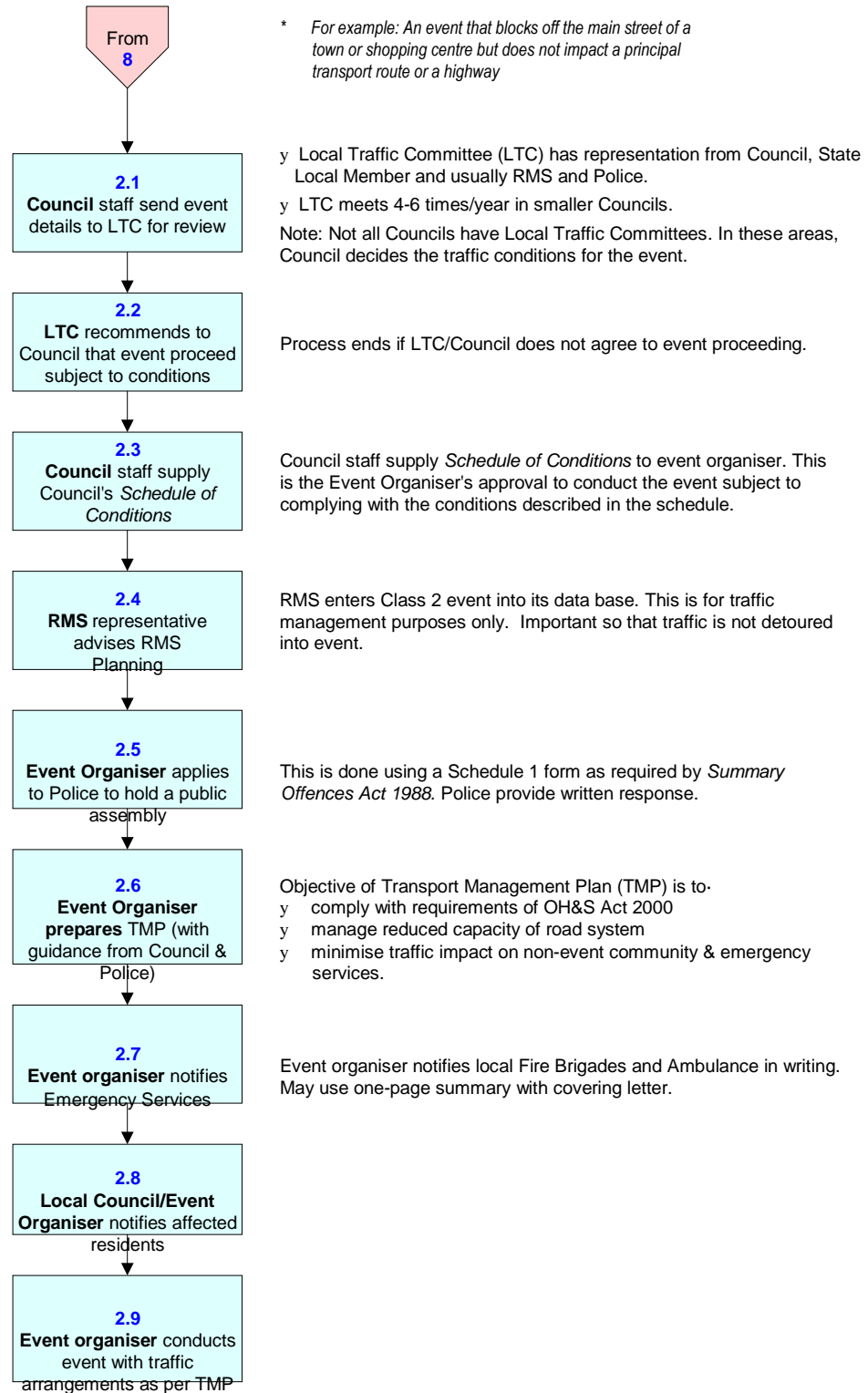
CLASS 1 SPECIAL EVENT PROCESS - Sheet 2 of 2
 Special event that impacts major traffic and transport systems



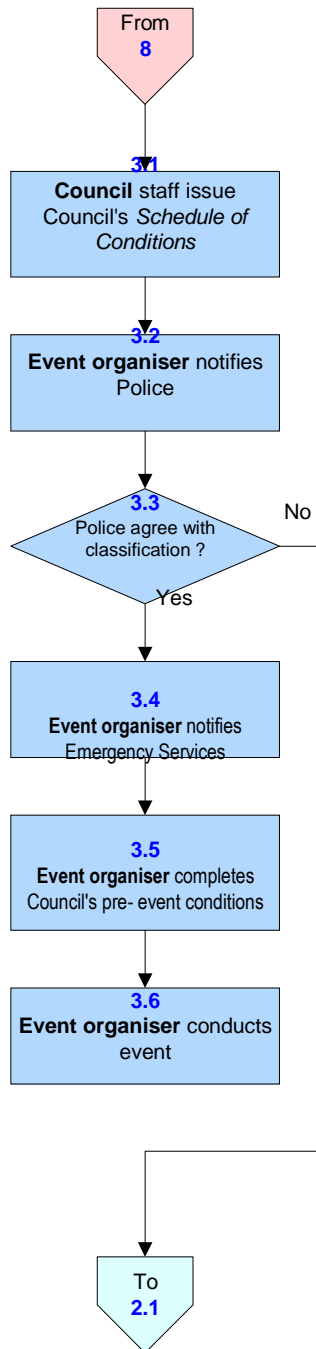
Note: Although each step occurs as described above, they may not necessarily be in the order described. In practice, several steps may occur in parallel

CLASS 2 SPECIAL EVENT PROCESS

Event that impacts local* traffic and transport systems



CLASS 3 SPECIAL EVENT PROCESS Event with minimal impact* on local roads (Available in some Local Government Areas¹)



* For example: a neighborhood Christmas party in a cul-de-sac or dead end street

Schedule of Conditions describes Council's requirements that must be met before event can proceed². Because of their minimal impact on local traffic and transport systems, applications for Class 3 events may not need to go to Local Traffic Committee.

Event organiser requests, in writing, Police approval from Local Area Command's traffic representative. If this is a public assembly, a Schedule 1 application under *Summary Offences Act 1988* is required. If the event is strictly private, the Schedule 1 application is not required but Police must still be advised.

Event organiser notifies local Fire Brigades and Ambulance in writing.

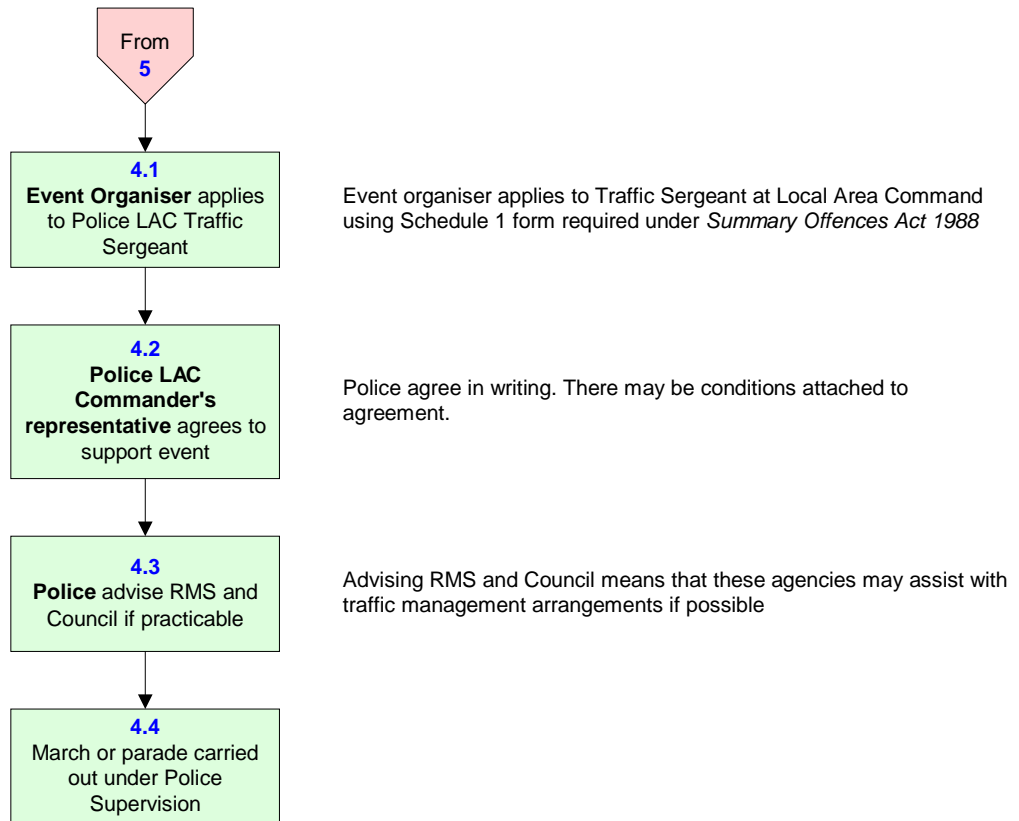
For example: obtaining consent of other residents or businesses

Event organiser conducts event in compliance with Council conditions.

NOTES:

- ¹ The availability of this event class depends on each Council's Special Events Policy.
- ² If this is a public gathering (and not a private gathering) the event organiser may be considered to be an employer under the *OH&S Act 2000*.

CLASS 4 SPECIAL EVENT PROCESS Moving event under Police control*



* For example: an event such as a small march or parade conducted under Police escort (that is not a protest or demonstration)

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>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</p> <p><i>either:</i></p> <p>(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.</p> <p><i>or</i></p> <p>(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</p>
2	<p>The purpose of the proposed assembly is</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

3	<p>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>(strike out whichever is not applicable)</i>:</p> <p>(I) There will be <i>(number)</i> of vehicles and/or..... <i>(number)</i> of floats involved.</p> <p style="padding-left: 20px;">The type and dimensions are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(II) There will be <i>(number)</i> of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly:</p> <p>.....</p> <p>.....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>.....</p> <p>.....</p> <p>..... Postcode.</p> <p>Telephone No.</p>
6	<p>Signed</p> <p>Capacity/Title</p> <p>Date</p>

Special Event Transport Management Plan

1 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

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 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.*

1.3 Brief description of the event (one paragraph)

2 RISK MANAGEMENT - TRAFFIC

<p>CLASS 1</p> <p>CLASS 2</p> <p>CLASS 3</p>	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. Copy of Policy attached.
	2.3	Police
	<input type="checkbox"/>	Police written approval attached
	2.4	Fire Brigades and Ambulance
	<input type="checkbox"/>	Fire brigades notified
	<input type="checkbox"/>	Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

<p>CLASS 1</p> <p>CLASS 2</p> <p>CLASS 3</p>	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 and Authorities
	<input type="checkbox"/>	This event uses a facility managed by a Trust or Authority; written approval attached
	<input type="checkbox"/>	This event does not use a facility managed by a trust or Authority
	3.5	Public transport
	<input type="checkbox"/>	Public transport plans created - details attached
	<input type="checkbox"/>	Public transport not required
	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

3.9 Heavy vehicle alternate routes

- Alternative routes for heavy vehicles required - RMS to arrange
- Alternative routes for heavy vehicles not required

3.10 Special event clearways

- Special event clearways required - RMS 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 -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
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5 APPROVAL

Approved by Event Organiser Date