



GUIDE NO.5

road closures

If you think your event may require the partial or full closure of roads or have an effect on traffic within the City or surrounding areas please contact Council's Traffic Officer on 1300 2 WAGGA (1300 2 92442). Events that will require control of traffic must be considered by the Traffic Committee. This process requires 12 weeks to allow for the meeting schedule of the Committee.

ROAD CLOSURES

The Road Closure Application Checklist on page 24 provides further information and forms regarding road closures and use of the streets. There are a number of categories your event may fall into:

Class 1 Event

(e.g. Closure of state classified roads for parade or event)

Impacts major traffic and transport systems

Disrupts the non-event community

Requires the involvement of Police, one or more Councils and the RMS

Class 2 Event

(e.g. Fun Run / parades conducted on local streets)

Impacts local traffic and transport systems but does not impact major traffic and transport systems

Disrupts the non-event community in the area but not over a wide area

Requires the involvement of the Police and Local Council

Class 3 Event

(e.g. Street Parade)

Does not impact local or major traffic and transport systems or classified roads

Disrupts the non-event community in the immediate area only

Require Local Council and Police consent

Class 4 Event

(e.g. a community walk on the footpaths)

Event conducted entirely under Police control

Does not require traffic management

Does not impact vehicular traffic

Has little effect on non-event community

Please note: The CBD area is defined as Baylis St and Fitzmaurice St, with Morgan St, Forsyth St and Tompson St until Peter St and includes Berry St, Johnston St, Gurwood St, Kincaid St and Crampton St up to Trail St (it does not include Trail St or Peter St).



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road closure application checklist

Task	Yes	No
Call Council's Traffic Officer to discuss event on 1300 2 WAGGA (1300 292 442)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 1 Form (page 25)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Plan Document (page 27)	<input type="checkbox"/>	<input type="checkbox"/>
Transport Management Plan (page 28)	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Plan/s (as per RMS document 'Traffic Control at Worksites')	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment Document (page 18)	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Certificate of Currency (\$20 million Public Liability with WAGGA WAGGA CITY COUNCIL & RMS noted as interested parties)	<input type="checkbox"/>	<input type="checkbox"/>

The Traffic Committee may require further documentation after you have submitted your application.

For further information and online documentation see 'Guide to Traffic and Transport Management for Special Events' available at www.rta.nsw.gov.au

Once approval has been gained, notification letters in relation to your event should be sent to:

Task	Yes	No
NSW Fire Brigade and Ambulance (page 31)	<input type="checkbox"/>	<input type="checkbox"/>
Other affected parties such as transport companies and public transport providers (page 32)	<input type="checkbox"/>	<input type="checkbox"/>

RACES

If your event involves a vehicle race (including bicycles), a Schedule 1 Form is not required, however a separate application must be made to the NSW Police under Section 40 of the Road Transport (Safety & Traffic Management) Act, 1999. For further information visit this link www.rta.nsw.gov.au/trafficinformation/downloads/bicycleracing.pdf or phone the local Police on 6922 2599.

TRAFFIC CONTROL PLAN DIAGRAMS

Traffic control plan diagrams that graphically depict the traffic controls that will be implemented should be drawn pursuant to the RMS Traffic Control at Work Sites. For further information regarding these drawings please contact Council's Traffic Officer on 1300 2 WAGGA (1300 292 442).



GUIDE NO.5

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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schedule 1

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

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

GUIDE NO.5

traffic control plan

PURPOSE

The purpose of this document is to ensure that all care and consideration is made to the management of traffic at the _____(event). The organisers are committed to the enjoyment and safety of all people attending this event.

SCOPE

Of paramount importance to ensuring health, safety and welfare of all people at the event, is the need to provide high standards of traffic control during the event.

The event will involve _____ (see attached map).

A high standard of traffic control can only be undertaken through the systematic consideration of the conditions that may be encountered during the course of this event and the implementation of specific traffic control and contingency plans.

Managing the reduced capacity of the road system and minimising the traffic impact on the non-event community and the emergency services is an essential element of this Traffic Control Plan.

These procedures and plans must be followed to ensure optimal traffic flow conditions about the event, shown in the attached map/s, and make certain that in the event of an emergency, an appropriate response is undertaken.

All traffic control and contingency plans shall be implemented by a site controller, who will be designated by the organisers of the event.

TRAFFIC CONTROL PLANS

The Traffic Control Plans (TCP) that form a part of this document have been created to ensure optimal traffic flow around the event. All consideration has been given to developing these plans, which have been produced in conjunction with Wagga Wagga City Council, Roads and Maritime Services and the NSW Police Service.

SEQUENCING OF TRAFFIC MANAGEMENT

All signage is to be erected by _____ in preparation for a _____ start. It is essential that all marshals indicated on the TCP are in position at _____ am in preparation for the first competitor and remain until the final competitor has passed.

EMERGENCY AND CONTINGENCY PLANS

Emergency management plans aid the management of uncontrollable or unlikely events. As part of the organiser's commitment to the safety of all patrons who attend the event, the following plans have been created to handle emergency situations.

Person Injured Emergency Vehicle Access

The following plan should be implemented if a person becomes seriously injured and requires transport by ambulance or emergency vehicle.

Implementation

Only the site controller should implement this plan.

Procedure

1. Ensure that a qualified person gives first aid
2. Contact the staff and volunteers involved with traffic control and ascertain the best access route around the site
3. Dial 000 or (112 for mobiles), request an ambulance and inform them of the best access route
4. Radio or contact the person controlling the event
5. Stop the current traffic flow and clear the roadway to ensure fast access for the ambulance or emergency vehicle
6. Keep the roadway open to allow for the ambulance or emergency vehicle to easily return down the road
7. Restore normal traffic flow after all emergency vehicles have exited the site
8. If road traffic is extremely heavy, then consider, in conjunction with the emergency services, using the heliport to evacuate seriously injured persons



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special event transport management plan template

Refer to Chapter 6 of the Guide to Traffic & Transport Management for Special Events 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 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: _____ Email: _____

Event Management Company (if applicable)

Phone: _____ Fax: _____ Mobile: _____ Email: _____

Police

Phone: _____ Fax: _____ Mobile: _____ Email: _____

Council

Phone: _____ Fax: _____ Mobile: _____ Email: _____

Roads and Maritime Services

Phone: _____ Fax: _____ Mobile: _____ Email: _____

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

1.3 Brief description of the event (one paragraph)

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transport management plan template

Class 1 Class 2 Class 3	2 Risk Management - Traffic
	2.1 Occupational Health & Safety - Traffic Control Risk assessment plan (or plans) attached.
	2.2 Public Liability Insurance Public liability insurance arranged. Certificate of currency attached.
	2.3 Police Police written approval obtained.
	2.4 Fire Brigades and Ambulance Fire brigades notified. Ambulance notified.

Class 1 Class 2 Class 3	3 Traffic and Transport Management
	3.1 The route or location Map attached.
	3.2 Parking 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, enterprise; written approval attached. This event does not use a facility managed by a trust, authority or enterprise.
	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.
	3.9 Heavy vehicle Impacts Impacts heavy vehicles - RMS to manage Does not impact heavy vehicles
3.10 Special event clearways Special event clearways required - RMS to arrange Special event clearways not required	

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transport management plan template

Class 1 Class 2 Class 3	4 Minimising impact on Non-Event Community & Emergency Services
	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 advertising attached. No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertising attached. No road closures 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 Approval

Event Organiser: _____ Date: _____
 Regulation of Traffic Authorised by: _____ RMS: _____ Date: _____
 Or: _____ Council: _____ Date: _____

6 Privacy Notice

The "Personal Information" contained in the completed Transport Management Plan (TMP) may be collected and held by the NSW Police, Roads and Maritime Services (RMS), 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 Roads Act 1993.
- Failure to supply full details and sign/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, RMS 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.



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emergency services letter template

Name of Organisation/ Organising Committee
First Line of Address
Second Line of Address
Contact Phone Numbers

Date

The Station Officer Fire Station The Esplanade Wagga Wagga NSW 2650 Ph:	The Station Officer Fire Station Fernleigh Road Turvey Park NSW 2650	The Senior Officer Ambulance Service Johnston Street Wagga Wagga NSW 2650
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To Whom it may concern,

(Insert your event name) to be conducted in (insert event location) on (insert date)

The *(insert name of organisation/organising committee)* will be conducting *(insert name of event)* event in *(insert event location)* on *(insert date/s)*. The event and road closures have been approved by the local Traffic Committee and by Wagga Wagga City Council.

The event will involve road closures of *(insert street names, boundaries and key landmarks)*. The road closures will be in place from *(insert exact time)* and will be cleared by *(insert exact time)*.

The event organiser who will be in charge of the event site on the day will be *(insert name of person)* and they can be contacted on *(insert mobile number)* or *(insert landline number)*.

The contact for information from Wagga Wagga City Council in regards to this event is the Traffic Officer, phone 1300 2 WAGGA (1300 2 92442).

Kind regards,



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transport management plan template

Name of Organisation/ Organising Committee
First Line of Address
Second Line of Address
Contact Phone Numbers

Date

The Manager	Transport Manager	Taxi Service Wagga
Busabout	Charles Sturt University	Suite 42/56 Fitzmaurice Street
264 Hammond Avenue	1 Boorooma Street	Wagga Wagga NSW 2650
Wagga Wagga NSW 2650	North Wagga NSW 2650	Ph:
Ph:		

To Whom it may concern,

(Insert your event name) to be conducted in (insert event location) on (insert date)

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