



Wagga Wagga City Council Information Guide to Applicants for the Management of Traffic for Special Events

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1. Introduction

Council's Traffic Section delivers support and oversight to local on-road events and provides advice and assistance to applicants and organisers of events in relation to application procedure, legislation and traffic management planning.

The process for obtaining permission to hold an event can be complicated and Council's Traffic Officers can assist applicants navigate the legislative and policy requirements in completing their application.

The following guide has been adapted from state level policy, to specifically meet the needs of the City of Wagga Wagga, to provide event organisers with relevant information to assist them in applying for approval to conduct special events on local roads.

2. What is a special event?

A special event (in traffic management terms) is any planned activity that:

- Is wholly or partly conducted on a road,
- requires multiple agency involvement,
- requires special traffic management arrangements, and
- may involve large numbers of participants and/or spectators.

Examples include:

- marathons,
- fun runs,
- cycling events,
- parades,
- marches and festivals
- street market days.

The definition also applies to events conducted in their own venue (e.g. a sports stadium) if the event requires special traffic management arrangements and multiple agency support.

3. The Event Organiser

The event organiser is the person or organisation who is responsible for organising the event and whose name appears on the Public Liability Insurance Policy.

Event organisers have a duty of care towards persons who attend or participate in the event to ensure that they are not exposed to risks from a public liability perspective.

The event organiser is **not** the event management firm employed or engaged by the Event Organiser to manage the event on their behalf.

Event organisers must:

- manage the reduced capacity of the road system
- minimise the traffic impact on the non-event community & emergency services
- ensure the safety of event patrons, participants, and volunteers on the road network

4. Classification of Special Events

The classification system for special events has been designed with the following primary considerations:

- disruption to traffic and transport systems, and
- disruption to the non-event community.

Class 1:

An event that impacts major traffic & transport systems and there is significant disruption to the non-event community.

Example: an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town.

Class 2:

An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community.

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.

Class 3:

An event with minimal impact on local roads and negligible impact on the non-event community.

Example: *On street neighbourhood activity.

The Road Regulation 2018, Clause 79 – Road events

neighbourhood activity means a non-commercial event organised by local residents, including a local gathering or social activity, of a kind specified in the *Neighbourhood Activity Guidelines* approved by TfNSW and published in the Gazette on 13 December 2022.

Class 4:

An event that is conducted entirely under Police control (but is not a protest or demonstration).

Example: a small march conducted with a Police escort.

5. Vehicle/Cycle races

Races on roads and road-related areas are conducted under the *Road Transport Act, Section 115* and may be either Class 1 or Class 2.

For example, a bicycle race in the Sydney CBD would be a Class 1 event and a competitive car rally on a local country road would be a Class 2 event.

Police written approval must be obtained as part of the process.

6. Application procedure

The event organiser should make an initial application to Council in writing and provide the following information:

- Name and contact details of the event organiser
- Name and nature of the event
- Date, times and duration
- Location including roads to be affected

You will be contact by Council staff to discuss your proposal and will be provided with an Information Package comprising the following:

- Traffic Management Plan template with instructions for completion
- Police Schedule 1 form – notification of intent to hold a public assembly
- Risk assessment template
- Policy, guidelines and conditions of approval, relevant to the proposed event

Staff may consult with Police and Transport for NSW or seek the advice of the Local Traffic Committee in relation to the event proposal.

For class 4 events conducted totally under Police supervision, Council is still the first point of contact as Council may have to consider other activities that may using the same road space.

Experienced Event Organisers, conducting an annual event, should still contact Council prior to preparing a formal application.

7. Timeframes

Depending on the complexity of the event, sufficient lead times must be allowed to:

- Review and assess the application,
- approve the application and issue Council's Schedule of Conditions
- make any amendments which may be required under the Schedule of Conditions.

The following lead times will be applied in processing event applications which require a traffic management plan.

- Class 1 Event Minimum 6 months.
- Class 2 Event Minimum 3 months.
- Class 3 Event Minimum 6 weeks.
- Class 1 Vehicle Race Minimum 6 months*

- Class 2 Vehicle Race Minimum 4 months*

**Police require 90 days from date of receipt to be approved by an Assistant Commissioner*

8. The Traffic Management Plan (TMP)

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.

The objective of the Traffic Management Plan (TMP) is to:

- isolate the event space from traffic
- manage the reduced capacity of the road system
- minimise the traffic impact on the non event community & emergency services
- minimise costs to the event organiser and the agencies.

The following prompts can be used as a guide as to the type of information which should be included in the TMP.

Brief description of the event (one paragraph)

This paragraph is a broad description of the event.

Event details

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

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 Pack down Finish Time
- Event is off street, on street moving, or on street non moving
- Whether event is held regularly throughout the year.

Contact names

- Event Organiser
- Event Manager
- Police
- Council
- Transport for NSW

9. Safety/Risk considerations

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.

The primary responsibility for event organisers is to safely separate people from general traffic or manage the existing traffic in a way that safely facilitates the event with minimum disruption whilst maximising safety for all road users.

A comprehensive Traffic Management Plan and Traffic Control plans (*also referred to as Traffic Guidance Scheme (TGS) diagrams*) are integral to manage the risks identified.

10. Traffic Control Plans

Accepted best practice is to manage traffic safety by creating one or more Traffic Control Plans.

A Traffic Control Plan (TCP) describes the use of traffic control devices such as signs and barriers. If a TCP is used, it should be prepared in compliance with the current Transport for NSW Traffic Control at Worksites Manual.

Traffic Control Plans are risk management plans for traffic.

11. Public Liability Insurance

Event Organisers have a duty of care to obtain public liability insurance specifically for their event in the amount of \$20,000,000. A certificate of currency must accompany the event application and must include Wagga Wagga City Council, NSW Police Force and Transport for NSW as “interested parties”.

12. The role of the Police in special events

The Police have the fundamental responsibility to prevent crime and to protect

life and property. The local Police Commander will determine the required level of Police supervision in consultation with the event organiser. Police User Pays Policy may 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.”*

The *Road Transport Act, Section 115* relates to races, attempts on speed records and other speed trials on roads and road related areas. This legislation requires Police approval under the *Roads Act Sec 144 (2)* before events such as this may proceed.

Note: Section 115 does not apply to vehicle races on private land or to an event held within its own venue, however, other legislation may apply.

13. Council approval to the Event Organiser for the regulation of traffic

When the TMP is signed by the delegated representative of Council, the event organiser will also be issued with a letter of approval, containing a schedule of conditions, which authorises the Event Organiser to:

- deploy trained traffic controllers under the Roads Regulation 2018
- 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.*

14. Definitions

Traffic Control Planner

A Certified Traffic Control Planner is the person or company engaged by the event organiser to

- assess the likely risks associated with the management of traffic and eliminate all foreseeable risks through the design traffic of control plans (TCPs) and
- supervise their implementation and use, and
- has undertaken an accredited course in traffic control planning
- holds a current SafeWork NSW certification in traffic control at worksites and acts in accordance with the Transport for NSW "Guide to Traffic Control at Work Sites Manual"

Traffic Controller

A person who Controls traffic on public roads by means of a STOP/SLOW bat and has

- undertaken an accredited course in traffic control, and
- has a current SafeWork NSW certification in traffic control at worksites and
- acts in accordance with an approved traffic control plan.

Road users are legally compelled to follow the reasonable directions of a traffic Controller (*Roads Regulation 2018, Part 2, Div 1, Sect 6(4)*).

Traffic/Parking Marshal

A traffic (or parking) marshal does not control traffic and has no legal authority on a public road.

Their duties may include:

- protecting equipment and providing advice to road users at a designated location
- providing assistance to people with limited mobility
- directing drivers into parking areas
- other off road duties such as erecting signs and barriers in a parking enclosure

Traffic controllers and traffic marshals must be:

- properly inducted by the Event Organiser
- receive instructions for their specific work site
- aware of their responsibilities in emergencies
- equipped with proper protective equipment and high visibility clothing.

Public assembly

The Summary Offences Act 1988, in part, relates to public assemblies in public places and includes processions. Section 22 of the *Summary Offences Act 1988* defines a public assembly as:

"An assembly held in a public place, and includes a procession so held."

If an assembly or procession is to be conducted, a **Notice of Intention to Hold a Public Assembly** addressed and served on the Commissioner is required as per Schedule 1 of the Act.

Such notice must be served at a Police Station within the Police Command in which the event is to take place at least seven days before the event.

Closing an event prematurely

Event approvals may be withdrawn at any time by Police or an authorised officer of Council, if they consider the continuation of the event poses an unacceptable risk to life or property, or if there is non-compliance with the conditions of approval.

Contact Council

Call: [1300 292 442](tel:1300292442) or [\(02\) 6926 9100](tel:0269269100)
Email: council@wagga.nsw.gov.au
Fax: (02) 6926 9199
Post: 243 Baylis Street, Wagga Wagga NSW 2650, Australia
PO Box 20, Wagga Wagga NSW 2650, Australia

References – Legislation and Policy

- *Road Transport Act, 2013, No 18*
 - *Roads Act, 1993 No 33*
 - *Road Rules 2014*
 - *Roads Regulation, 2018*
 - *Road Transport (General) Regulation 2021*
 - *Roads Amendment (Neighbourhood Activity) Regulation 2022*
 - *Summary Offences Act 1998, No 25*
 - *Work Health and Safety Act 2011 No 10*
 - *Civil Liability Act 2002, No 22*
 - *Neighbourhood Activity Guidelines – Road Access Permits and Temporary Road Closures, TfNSW, 2022*
 - *Traffic Control at Worksites Technical Manual - TfNSW*
 - *NSW Guidelines for Bicycle Road Races, 2019*
 - *A Guide to the Delegation to Councils for the Regulation of Traffic – TfNSW*
 - *Guide to Traffic and Transport Management for Special Events, 2018 – NSW Govt*
 - *NSW Police Force Cost Recovery and User Charges Policy*
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Useful links

www.transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/event-management-guidelines

<https://legislation.nsw.gov.au/browse/inforce>

<https://www.police.nsw.gov.au/home>

<https://wagga.nsw.gov.au/services/roads-and-transport/traffic-transport>