



SNOWY VALLEYS COUNCIL TRAFFIC MANAGEMENT OF SPECIAL EVENTS

Special Event Form

If you are proposing to hold an event on the road or on the side of the road you are required to complete this form.

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 special traffic management arrangements, and may involve large numbers of participants and or spectators. Examples are marathons, fun runs, cycling events, parades, marches, street market days, and fundraising events. The definition also applies to events conducted in their own venue if the event requires special traffic management arrangements.

Why is Traffic and Transport Management required for a Special Event?

From a traffic and transport perspective, a special event needs to:

- ensure the safe separation of event patrons, participants and volunteers from traffic;
- manage the reduced capacity of the road system; and
- minimise the traffic impact on the non-event community and emergency services.

What Class does my Event fit into?

Class 1 An event that impacts major traffic and transport systems and there is significant disruption to the non-event community. This is an event that reduces the capacity of the main highway through a country town i.e. Tour de Snowy.

Class 2 An event that impacts local traffic and transport systems and there is low scale disruption to the non-event community. This is an event that blocks off the main street of a town or shopping centre but does not impact a principle transport route or highway.

Class 3 An event with minimal impact on public roads and negligible impact on the non-event community.

Class 4 An event that is conducted entirely under Police control (but is not a protest or a demonstration) i.e. Anzac Day March.

How do I apply to conduct a Special Event?

In order to manage these events Snowy Valleys Council has developed a Traffic Management of Special Events Application Form. Applications for Special Events need to be submitted to Council at least **12 weeks** before the event is to be held.

Application Process

Step 1 This is your initial contact with Council about your event.

- This involves information about the concept/time/location of the event seeking approval in principle for the event (this contact can be by a phone call or letter).

Step 2 CLASS 4 EVENTS

- **This** involves completing the event overview (Section 1) and the required documentation (section 3) of the application. **NOTE** Class 4 Events are **NOT** required to put in a certified Traffic Control Plan.

CLASS 1, 2 & 3 EVENTS

- **This** involves completing the event overview (Section 1) and the event risk management (Section 2) of the application.
- Submission of these sections is required for approval by Local Traffic Committee/Council or the relevant road authority.

Step 3 CLASS 1, 2 & 3 EVENTS

- **ONLY** submit this section after Step 2 has been approved and notification has been received from Council.
- This step is the submission of required documentation (Section 3) that must be provided to Council before the staging of your event.

Are there any costs associated with my application?

There can be costs associated with the development of Traffic Management and Traffic Control Plans and the use of Council property and staff. Please contact Council on 6948 9114 (Tumbarumba Office) or 6941 2555 (Tumut Office) to discuss.

What if my event has been approved before?

If your event has been approved in previous years and there have been no major changes to this event i.e. change of route, you may wish to submit your entire application utilising the details from your previous application. Please note that you will need to include current event documentation as outlined in Stage 3 of the application, this includes recertification of your Traffic Control Plan (TCP) by a certified Traffic Control Planner.

Who can I contact for assistance with my application?

There are various people who can assist you with your Special Events Application.

GENERAL INFORMATION AND ASSISTANCE

Customer Service

Ph: 6948 9114 (Tumbarumba Office) or 6941 2555 (Tumut Office)

RISK ASSESSMENT MANAGEMENT/PLANS (PUBLIC LIABILITY)

Risk Management & Safety Officer

Ph: 6941 2513

TRAFFIC MANAGEMENT PLANS AND TRAFFIC CONTROL PLANS

Snowy Valleys Council Infrastructure Works Division

Ph: 6941 2400

SNOWY VALLEYS COUNCIL
TRAFFIC MANAGEMENT OF SPECIAL EVENTS APPLICATION
FORM

1 EVENT OVERVIEW — SECTION 1

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)

Estimated number participants: Estimated number spectators:

1.2 Applicant Details

* Event Organiser:

Name of person submitting application:

Postal address:

..... Postcode:

Phone: Fax: Mobile:

Email:

Signature: Date:

. The event organiser is the person or organisation in whose name the Public Liability Insurance is taken out

1.3 Brief description of the event (one paragraph)

.....
.....
.....
.....
.....
.....
.....

. This includes the route the event will be taking, what it is i.e. fun run, and any other information which describes the event.

2 EVENT RISK MANAGEMENT — SECTION 2

2.1 Occupational Health and Safety — Event Control

- Event Management plan — attach details.
 - A map or description of the route or location is required e.g. start and finish points, marshalling locations, communication procedures.
 - As part of the event management plan the Risk Assessment and Traffic Management Plans are required.
- Risk Assessment/Management plan — attach details.
 - A Risk Assessment of the event (this includes participants and spectators) must be undertaken. From this control measures must be documented detailing how any identified risks will be managed. A form is included with this package. Assistance with this form can be obtained from Councils Risk Management & Safety Officer on 69412513
- Traffic Management Plan/s (TMP) — attach details.
 - Traffic Impact Assessment of the event must be undertaken and includes the impact of access for:
 - event parking
 - through traffic and public transport
 - local residents, businesses, hospitals, emergency services and building sites
 - From this control measures must be documented detailing how any identified impacts will be managed.
 - This assessment needs to be undertaken by a certified Traffic Management Planner.
 - These plans can be developed by Snowy Valleys Council Infrastructure Works Division and charges do apply. For further information contact Infrastructure Works on 69412400.

2.2 Closing and Reopening of roads for moving events

- This is a moving event — attach details.
- This is a non-moving event.
 - If this is a moving event a schedule detailing start and finish times and estimated times that the road will be closed and reopened after the last competitor/entrant passes by various route locations is required.

2.3 Traffic management requirements unique to this event

- Description of unique traffic management requirements — attach details.
- There are no unique traffic requirements for this event.
 - A description of traffic requirements that are not addressed elsewhere in this plan is required. Examples are a special purpose filming vehicle being used, a parade with unregistered vehicles or animals.

2.4 Contingency plans

- Contingency plans. Plans to be supplied prior to event.
 - A contingency for unplanned incidents that may disrupt traffic and transport before, during or after the event is required. Examples are bad weather, delayed start or end, slow participants, etc. Traffic management contingency plans should be fully documented and include emergency contact names and phone numbers.

2.5 Privacy Notice

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW 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 submissions of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have 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 whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

3 EVENT DOCUMENTATION — SECTION 3

3.1 Traffic Control/Management

- Traffic Control plan/s (TCP) — attach certified TCP/s.
 - A TCP is a risk management plan for traffic and describes the use of traffic control devices.
 - A TCP can only be developed and implemented by certified personnel.
 - These plans can be developed by Snowy Valleys Council Infrastructure Works Division and charges do apply. For further information contact Infrastructure Works on 6941 2400.
 - **NOTE: Class 4 Events** are **NOT** required to submit a certified Traffic Control Plan.

3.1 Public Liability Insurance

- Public Liability Insurance obtained - attach Certificate of Currency.
 - Event organisers must indemnify and keep indemnified the Snowy Valleys Council from and against all actions, suits, claims and demands of whatsoever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the granting of permission to organise and hold such event. This indemnity shall be in the form of a Public Liability Policy of Insurance to the value of not less than \$20,000,000.

3.2 Police

- Police written approval obtained — attach copy of approval.
 - Under the Summary Offences Act 1988 — Section 23, Police require a completed Schedule 1 form: Notice of Intention to Hold a Public Assembly. This form is supplied as a part of this application package and needs to be submitted to Police for approval. If the event is a vehicle race the Commissioner's delegated approval is required under Section 40 of the Road Transport (Safety and Traffic Management) Act 1999.

3.3 Fire Brigades and Ambulance

- Fire Brigades Notified — attach copy of notification.
- Ambulance Notified — attach copy of notification.
 - Fire Brigade and Ambulance need to be notified about the event. A form for notification is included with this package.

3.4 Trusts, authorities or Government enterprises

- This event utilises a facility or property managed by a trust, authority or enterprise — attach copy of approval.
- This event does not use a facility managed by a trust, authority or enterprise.

- If the event uses a facility/property managed by a trust, authority, or government enterprise, written consent is required.

OFFICE USE ONLY

AUTHORISATION TO CONDUCT EVENT

Council's traffic management requirements have been met. Regulation of Traffic is therefore authorised for all **nonclassified roads** described in the risk management plans attached to this application.

All required event documentation has been submitted for this event. This event has been authorised to be conducted as detailed in this application.

Authorised by _____ Snowy Valleys Council Date _____

Regulate traffic means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

OTHER FACTORS TO CONSIDER

1. The impact of an event on heavy vehicles will be assessed by the Road Authority. Alternate routes may be required. The RMS is responsible for providing alternate routes for heavy vehicles. If a proposed event impacts on an approved B-Double route, the event may proceed only if a suitable alternative approved B-Double route is available. For example, if the main street of a town is an approved B-Double route and no suitable alternative exists, the event would need to be relocated.
2. All applications will be assessed, processed and conducted with reference to the 'Guide to Traffic and Transport Management for Special Events'.
3. Under the OH&S Act 2000 and OH&S Regulations 2001 the event organiser has a duty of care towards those persons who work at (including volunteers) or attend the event and to ensure that they are not exposed to risks from a public liability perspective.
4. Only qualified persons will undertake any associated traffic control and will be appropriately attired with high visibility clothing. Roadwork fluorescent vests properly worn are appropriate.
5. Provisions of the Australian Road Rules are to be observed.
6. Any Police directions given in accordance with the Australian Road Rules are to be promptly obeyed.
7. The event organiser is to take all reasonable measures to reduce obstruction to pedestrians and vehicles during the course of the event.
8. Participants are not permitted to use the carriageway during periods of poor visibility.
9. The volume of loud hailers or amplifiers used in conjunction with the event should be maintained at a reasonable level.
10. The route and timing of the event must not be altered without Police or Snowy Valleys Council approval.
11. Where a road closure is required, the event organiser will advise (via a letter drop) the residences/ businesses impacted by the closure of the event.
12. Council will undertake to advertise the event in the local newspaper a minimum of 7 days before the event. Any objections received are to be resolved by the event organiser.
13. Appropriate roadside warning signs with black legend on yellow background and conforming to Australian Standards shall be located along the route as per the Traffic Control Plan.
14. Where road warning signs are required the signs are to be located (where possible) 220 metres prior to the intersection with the event route in a 100kph speed zone and 100 metres in a 50 or 60 kph speed zone as per the Traffic Control Plan.
15. Other event specific conditions may be applied to your event at Councils' discretion.



This risk assessment form is to be used to identify any foreseeable hazards that may be present with the event described on this sheet. An assessment on the potential impact of the identified hazards and the likelihood of it occurring is to be made and then appropriate control measures are to be implemented to either eliminate the hazard altogether or to reduce it to the lowest acceptable risk.

The assessment is to be carried out by the event organising committee and if requested the Snowy Valleys Council Risk Management and Safety Officer.

Section 1 is to be completed first. This is done by answering yes or no to the question asked, remembering that this list is not definitive, consider all hazards associated with the event.

For every "yes" response, the organising committee needs to assess the likelihood of the event occurring and the possible consequence **"if control measures were not put in place"**. As a group you then need to decide what control measures should be implemented to reduce the hazard to its lowest possible impact.

Event Name:

Event Date:

Event Contact:

Contact Address:

Contact Phone: **Contact Mobile:**

Council Employees Involved in assessment:

Section 1 — POTENTIAL HAZARDS:

1. Is any person likely to work or be on or near any PLACE USED BY MOTOR VEHICLES ?	Yes	No
2. Will there be any MANUAL HANDLING activity (ie. will any person need to lift, lower, push, pull, carry or move anything)?	Yes	No
3. Will anybody be carrying out HOT WORK (ie. Cooking, hot water)?	Yes	No
4. Will any person be exposed to the risk of coming into contact with ELECTRICAL LEADS ?	Yes	No
5. Will there be any EXCESSIVE NOISE (ie. would any person need to raise their voices in order to be heard from 1 metre away from each other)?	Yes	No
6. Will any person work with things that are UNDER TENSION OR PRESSURE (ie. Gas and helium bottles)?	Yes	No
7. Will any person be exposed to EXTREME WEATHER CONDITIONS ?	Yes	No
8. Is there a risk of any person being hit by FALLING OR PROTUDING OBJECTS ? Tree branches etc.	Yes	No
9. Is there a risk of any person FALLING FROM A HEIGHT greater than 1.8 metres?	Yes	No
10. Will any person have to walk on WET OR UNEVEN SURFACES ?	Yes	No
11. Is any person likely to work or be on or near any HEAVY PLANT OR EQUIPMENT ?	Yes	No
12. Will the event expose any person to the risk of NEEDLE STICK INJURY ? Public Park	Yes	No
13. Will there be any EXCAVATION WORK (ie. trenches, retaining walls, etc)?	Yes	No
14. Will any person be using portable ELECTRICAL APPLIANCES OR TOOLS ?	Yes	No
15. Is there a need to consider safe EMPLOYEE & PUBLIC ACCESS to and from the event?	Yes	No
16. Does the workplace require EMERGENCY PROCEDURES (ie. fire, explosion, chemical spill, etc)?	Yes	No
17. Is there a possibility of injury from STINGING INSECTS, SPIDERS, SNAKES OR VERMIN ?	Yes	No
18. Will any person be INVOLVED WITH STRAY OR WILD ANIMALS ?	Yes	No
19. Does the environment expose any employee to possible VERBAL OR PHYSICAL ABUSE ?	Yes	No
20. Is there a risk of CHILD ENDANGERMENT ?	Yes	No
21. Will there be any AMUSEMENT RIDES at the event?	Yes	No
22. Will any person be using PORTABLE STEPS ?	Yes	No
23. Is there a risk of any person being afflicted by PERSONAL HEALTH RISKS ?	Yes	No
24. Is there a risk of THEFT ?	Yes	No
25. Will there be FOOD PREPARATION at the event?	Yes	No
26. Is there a risk of TRIPPING HAZARDS (children, cords, leads, bicycles etc.)?	Yes	No
27. Is there sufficient DISABILITY ACCESS at the event?	Yes	No
28. Is there a risk of any person FALLING INTO WATER ?	Yes	No

		Very Likely	Likely	Unlikely	Very unlikely
	Kill or cause permanent disability or ill health	1	1	2	3
	Long term illness or serious injury	1	2	3	4
	Medical attention and several days off work	2	3	4	5
	First aid needed	3	4	5	6

The chart above is used as a guide to assess the possible impact of the hazards that you have identified **if they were not controlled**. This will help you to select the level of control measures that are required to reduce the risk.



EVENT RISK ASSESSMENT AND CONTROL PLANS

Event Supervisor/s: TSC staff consulted: Date of Event: Date of Assessment:	Main Activity:	Code:
	Activities Covered:	
	Location:	

Potential Hazard	When can it Happen What can Happen How can it Happen	Consequence	Likelihood	Risk Rank	Control Measures
<i>(List from section 1)</i>	<i>When can it happen:</i>				
	<i>What can happen:</i>				
	<i>How can it happen:</i>				

Potential Hazard	When can it Happen What can Happen How can it Happen	Consequence	Likelihood	Risk Rank	Control Measures
<i>(List from section 1)</i>	<i>When can it happen:</i>				
	<i>What can happen:</i>				
	<i>How can it happen:</i>				
<i>(List from section 1)</i>	<i>When can it happen:</i>				
	<i>What can happen:</i>				
	<i>How can it happen:</i>				
<i>(List from section 1)</i>	<i>When can it happen:</i>				
	<i>What can happen:</i>				
	<i>How can it happen:</i>				

SCHEDULE 1 FORM - 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 (place)
at approximately.....am/pm, and at approximatelyam/pm
the procession will commence and shall proceed.....

.....
.....
.....

(Specify route, any stopping places, 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
.....
.....
.....
.....
.....
.....

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 which 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:..... Mobile:

6 Signed:.....

Capacity: Date:

POLICE TO COMPLETE BELOW:

7 I have been notified of the proposed event.

Signed:.....

Capacity: Date:

NOTICE OF INTENTION TO CONDUCT A SPECIAL EVENT

To the Officer in Charge (town) Ambulance Station

I (name)
of.....(address)
on behalf of (organisation)
notify the Officer in Charge of..... (name) Ambulance Station that
on the.....(day) of (month), (year), it is intended to hold
..... (title of event).

The event will consist of approximately(number) persons, and will commence at
approximately am/pm and conclude at approximatelyam/pm.

The event will start at (location)
and conclude at..... (location).

The route the event follows will be:
.....
.....
.....

(Specify route, any stopping places, and the approximate duration of any stop. A diagram
may be attached).

The purpose of the proposed event is
.....
.....

I take responsibility for organising and conducting the proposed assembly.

Signed:.....

Capacity:Date:

AMBULANCE TO COMPLETE BELOW:

I have been notified of the proposed event.

Signed:.....

Capacity: Date:

NOTICE OF INTENTION TO CONDUCT A SPECIAL EVENT

To the Officer in Charge (town) Fire Brigade

I (name)
of(address)
on behalf of..... (organisation)
notify the Officer in Charge of (name) Ambulance Station that
on the (day) of (month), (year), it is intended to hold
..... (title of event).

The event will consist of approximately.....(number) persons, and will commence at
approximately am/pm and conclude at approximatelyam/pm.

The event will start at..... (location)
and conclude at (location).

The route the event follows will be:
.....
.....
.....

(Specify route, any stopping places, and the approximate duration of any stop. A diagram
may be attached).

The purpose of the proposed event is
.....
.....

I take responsibility for organising and conducting the proposed assembly.

Signed:

Capacity:Date:.....

FIRE BRIGADE TO COMPLETE BELOW:

I have been notified of the proposed event.

Signed:

Capacity: Date: