

Festivals & Events Attachments

ATTACHMENT 1b – RTA Special Event Planning & Resource Matrix (for reference only)

| Event Class | Description | Features | Examples | Lead Times for Agency Approvals | Police Fees | Council Fees | RTA Fees | Transport Mgt Plan | Risk Management Plans (Traffic Control) under OH&S ACT 2000 | Advertise Transport Management Arrangements | Liability Insurance | Special Event Clearway, Heavy Vehicle Detours | Public Transport | Emergency Vehicle & Local Access | Parking | Contingency planning |
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| 1 | <p>A Class 1 event:</p> <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. | <p>A Class 1 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy. | <p>For example:</p> <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. | <p>Minimum 4 months from first approach to Council to proposed start date.</p> <p>6 months for vehicle races.</p> | <p>Charges apply where:</p> <p><i>"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."</i></p> | <p>As described in Council's Special Events Policy.</p> <p>Asset rentals: refer to Council.</p> | <p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>RTA provides quote.</p> <p>Asset rentals: refer to RTA.</p> | <p>TMP model recommended</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset.</p> <p>Certificate of currency required.</p> | <p>RTA arranges if required.</p> <p>RTA provides quote.</p> | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p> | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p> |
| 2 | <p>A Class 2 event:</p> <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. | <p>A Class 2 event may:</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, invoke the Police "User Pays" policy. | <p>For example:</p> <ul style="list-style-type: none"> 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 a motor rally on local country roads. | <p>Minimum 3 months.</p> <p>3 months for vehicle races.</p> | <p>Charges apply where:</p> <p><i>"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."</i></p> | <p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p> | | <p>TMP model recommended</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic or where special event clearways in operation.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | | <p>Promoted where practicable</p> | <p>Required. Refer to TMP.</p> | <p>May be required.</p> <p>Need to consider parking for disabled persons.</p> | <p>Recommended</p> |
| 3 | <p>A Class 3 event:</p> <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. | <ul style="list-style-type: none"> A Class 3 event, depending on Local Council policy, may: require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" policy. require advertising the event's traffic aspects to the community. | <p>For example:</p> <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. | <p>Minimum 6 weeks</p> | <p>Charges apply where:</p> <p><i>"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."</i></p> | <p>As described in Council's Special Events Policy</p> <p>Asset rentals: refer to Council</p> | | <p>Council may require TMP</p> | <p>Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended.</p> <p>Need to consider access for disabled persons.</p> | <p>28 days for all events that require regulation of traffic.</p> <p>Not required where there is no regulation of traffic.</p> | <p>Required with Council & Police (if Police User Pays in force) named on policy.</p> <p>Certificate of currency required.</p> | | | <p>Required. Refer to TMP.</p> | | |
| 4 | <p>A Class 4 event is intended for small on street events and:</p> <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. | <p>A Class 4 event may:</p> <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, invoke the Police "User Pays" policy. | <p>For example:</p> <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. | <p>Minimum 1 month</p> | <p>Charges apply where:</p> <p><i>"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."</i></p> | | | | | | <p>Required if User Pays policy in force. Police named on policy.</p> <p>Certificate of currency required.</p> | | | | | |