

Acknowledgements

This booklet was developed by the Traffic Management and Safety Section, Community and Infrastructure Services, Roads ACT, Department of Territory and Municipal Services.

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1.1 Who should use this booklet?

Roads ACT have compiled this booklet to help event organisers plan and conduct their special events in a way that minimises the impact on the road network.

1.2 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 (or a road-related area such as carparks), requires special traffic management arrangements, and usually involves a large number of participants and / or spectators. The definition also applies to events conducted within a venue such as sports, cultural and recreational events if the event disrupts normal traffic flow.

1.3 Approvals required for Special Events

The Roads ACT Special Events Officer arranges for the necessary approvals on behalf of the event organiser. Different approval levels are required for different special events:

Category 1: Special Events involving high speed races.

If your event involves speed records or speed trials on roads and road related areas, it will require the approval of the Minister for Territory and Municipal Services.

Category 2: Special Events involving other races.

If your event is a triathlon, marathon, cycle or running race, the event will require the approval of the Road Transport Authority (the CEO of Territory and Municipal Services).

Category 3: All other special events such as marches, parties and parades require the approval of the Manager, Traffic Management and Safety, Roads ACT.

1.4 Timeframes for the approval of Special Events

In general, it is good practice to lodge your application with Roads ACT well before the event. The following should be used as a guide:

- a) **Category 1:** at least 12 weeks before the event.
- b) **Category 2:** at least 6 weeks before the event.
- c) **Category 3:** at least 6 weeks before the event.

Some major events require preliminary meetings well before the applications are submitted. These meetings are organised by the event organiser at their discretion and usually involve all interested parties.

In approving special events, ACT Government agencies will take into account public safety and convenience and expect the event organiser to take reasonable steps to seek and consider the views of people likely to be affected by the event. Hence, three broad categories are considered: public safety, public convenience and public consultation. The event organiser should ensure that these issues have been considered in the planning for their events and that adequate details of this consideration and any proposed action are included in their application.

2.1 Public Safety

Public safety requirements include an assessment of hazard risks and control measures. It may encompass matters such as crowd control, traffic management, erection of warning signs and safety barriers, management of dangerous goods (such as fuelling and storage of petrol), race control and safety measures in the event of serious accidents. Adequate public risk insurance cover is required to ensure that an injured party has recourse to appropriate avenues of compensation to cover any injury, loss or damage to property arising out of the event.

Special events need to be carefully assessed against Occupational Health and Safety requirements. In many cases the location for special events, while closed off to the general public by restricting access, will remain a work place and the normal legislative requirements still apply.

A risk assessment is a standard prerequisite for major events. Spectator safety, cooking appliances, spectator viewing structures, fuel areas and any dangerous goods or chemicals will all be considered.

2.2 Public Convenience

This includes remedial action to overcome any disadvantage to the public caused by restrictions or limitations on access to the public realm (road, open space, etc.); and counter-measures to minimise reduction in amenity caused by event-generated noise. The wider community should not be inconvenienced by a special event.

2.3 Public Consultation

This includes consultation with people residing in, or in proximity to, the area used for the event; and notification in the media when an area is to be closed to the public.

- 1** The event organiser is to contact the Roads ACT Special Events Officer to acquire the Roads ACT Special Events Handbook for events organisers. The Application Form (Appendix A) is to be completed together with the information outlined in Section 4.
- 2** The application, together with accompanying documentation is submitted to the Roads ACT Special Events Officer (level 7, 12 Wattle St Lyneham, Macarthur House Building) for approval.
 - The event organiser may arrange a meeting with all stakeholders to discuss key issues of the event. Alternatively, liaison with each stakeholder is undertaken separately.
- 3** The Roads ACT Special Events Officer checks the application. The Temporary Traffic Management plans (TTMs) are also checked by Roads ACT.
- 4** The Roads ACT Special Events Officer organises approval on behalf of the Event Organiser as outlined in 1.3.
 - The event organiser may arrange a second meeting with all stakeholders and interested parties, to discuss any issues raised in the previous meeting.
- 5** It is a requirement of the *Roads and Public places Act 1937* to advertise road closures and detours at least seven days prior to the Event. The Special Events Officer, on behalf of the event organiser, organises advertisements in the Canberra Times and/or other local newspapers such as The Chronicle. A media release may also be arranged. This cost is covered by the ACT Government.
- 6** At the discretion of the Manager Traffic Management and Safety, a courtesy letterbox drop to residents directly affected by the Special Event may be arranged. The letter advises residents of the temporary traffic arrangements such as parking restrictions, road closures and detours.
- 7** The event organiser arranges for the implementation of the approved TTM plans.
- 8** Traffic Management and Safety, Roads ACT may undertake an on-site audit of the implemented TTM arrangements to ensure adherence to the approved plans.
 - A post-event meeting may be arranged to evaluate the effectiveness of the arrangements during the event and discuss whether any improvements can be made in future years.

4.1 General Requirements

The application to hold an event should include the following:

- Application Form (Appendix A);
- A general map showing any course routes or affected areas;
- Risk Management Plan, Contingency Plan, Public Liability Insurance. These will address the public safety issues;
- Temporary Traffic Management Plans (TTMs) which will address the public safety and convenience issues; and
- Public consultation.

4.2 Risk Management Plan

A Risk Management Plan is required to manage all possible risks associated with a special event. Each event is unique and therefore an event specific Risk Management Plan is required.

The Risk Management Plan should outline any risks, the likelihood of their occurrence and actions taken to mitigate these risks. It is the responsibility of the event organiser to develop an effective Risk Management Plan and to inform anyone associated with the event of the risks involved and how they should be handled if they occur.

4.3 Contingency Plan

Contingency Plans are similar to Risk Management Plans. Contingency Plans are aimed at addressing unforeseen circumstances rather than identifiable risks. A contingency plan should outline unexpected incidents that may disrupt any part of your event (such as bad weather, delayed start or end times, power failure, etc.) and how will they be managed.

4.4 Public Liability Insurance

Event Organisers should arrange for Public Liability Insurance to cover any liability claims. A 'Certificate of Currency' is required as part of the application. The Public Authority should be named as an "interested party" on the policy.

Guidelines for the determination of the required level of public liability insurance can be found on the risk advisory web site (www.insuranceriskadvice.act.gov.au). The event organiser will use the risk-profiling tool to identify their insurance risk. The guidelines tie the determination of the insurance level (from \$10 to \$20 million) to the risk profile established on the web site.

The event organiser should submit the risk profile as part of the application. The Roads ACT Special Events Officer will validate this information before approval of the event can be granted.

4.5

Temporary Traffic Management Plans

You will need to consider the effect your proposed event will have on traffic. The objectives of the Temporary Traffic Management (TTM) plans are to:

- isolate the event space from traffic;
- ensure a smooth traffic flow during the event;
- manage any reduced capacity of the road system; and
- minimise traffic impacts on the community and emergency services.

A TTM plan will indicate if any section of a road is closed, detour routes, warning and directional signs. Some important provisions must not be overlooked, these include:

- Emergency Vehicle access (a 4m wide access lane is required);
- Parking provisions: larger events may need to consider dedicated spectator parking provisions; and
- The needs of persons with disabilities must be considered, for example wheelchair access and disabled parking.

The TTM Plan should be developed in accordance with Australian Standards 1742.3 'Traffic Control Devices for works on roads' and to the satisfaction of Roads ACT. The event organiser is responsible for arranging the development of the TTM plan through a qualified traffic consultant.

Roads ACT require warning signs to advise road users about upcoming road closures. These signs must be shown on the TTM Plan and, if necessary, erected seven days prior to the event, as per example shown.

**SPECIAL EVENT
SUNDAY, 25 FEBRUARY
EXPECTED DELAYS**

If your event requires a road to be closed, Roads ACT will place the necessary advertisement in the print media, most often The Canberra Times. Roads ACT require that any road closure be advertised in the Canberra Times seven days before the road closure.

In some cases, the TTM arrangements need to be managed on-site by traffic marshals. Traffic marshals need to have received adequate training for the tasks assigned to them. Roads ACT has produced guidelines on the training requirements for traffic marshals. A copy is available upon request.

The event organiser needs to submit a list of the names and addresses of traffic marshals to Roads ACT. The Delegate of the Road Transport Authority will appoint these persons to be 'authorised persons' for the provisions of the Australian Road Rules: Rule 304.

The event organiser may be required to notify or seek the approval of other interested parties/ authorities when conducting a special event. A copy of your application together with an introduction letter stating that you are seeking comments or feedback in relation to your event, should be submitted.

5.1 National Capital Authority (Designated Land)

The National Capital Authority has ownership of some land in the A.C.T. These areas include the Parliamentary triangle; Lake Burley Griffin and the islands; Acton Peninsula and Yarramundi; the Parliament House precinct; all the roads entering the ACT and a number of public parks and gardens along the foreshore of Lake Burley Griffin.

Events in these areas will require NCA's approval and sometimes, a range of other approvals and permits.

5.2 ACT Policing

Generally speaking, the Police will not agree to an event being held if, in their judgement, it carries unnecessary risks to life or property. ACT Policing may inspect the event location to ascertain that all the potential hazards have been identified and remedial actions taken.

Depending on the size and nature of the event, the Police may also require the names of VIPs and invited dignitaries and their arrival times; emergency management procedures (such as evacuations and emergency vehicles access.); risk assessment (clash of national cultures, religious extremism, etc); media control procedures and marshals for crowd control.

5.3 ACT Workcover

ACT Workcover are primarily interested in the safety of your event and how any safety concerns are handled. A well thought out Risk Management Plan and Temporary Traffic Management plan, should ensure a safe, incident free event.

5.4 Emergency Services Authority

The Emergency Services Authority (ESA) is concerned with public safety and processes for handling spectator safety. The ESA reviews the organiser's risk management plan and advises of any required remedial treatments. Notifying the ESA will prepare them for a quick emergency response, if there is a need for it.

5.5 Other Organisations

Your special event may have an effect or require the assistance of other organisations. A comprehensive list of organisations together with their contact details is listed in the special event application form, APPENDIX A.

other helpful documents

- 6.1** **The National Capital Authority (NCA)** has a comprehensive 'Events Handbook for event organisers' and brochure which may be acquired from the NCA.
- 6.2** **The Australian Capital Tourism Corporation** (Ph: 02 6205 0666) also has an information handbook for event organisers.
- 6.3** **ACT NOWaste** has a *Guide to Recycling at Public Events in the ACT* and other resources for event organisers available at www.nowaste.act.gov.au/rwservices/publiceventrecycling2.html.

A **Event Details**

A.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)

A.2 **Contact names**

Event Organiser *

Phone: Fax: Mobile: E-mail:

Event Management Company (if applicable).....

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.*

A3

Brief description of the event (one paragraph)

Include dates and timing of the event (duration); a map showing in detail the assembly points and dispersal points; estimated crowd numbers; parking arrangements; public transport; Any traffic lights that maybe affected, names of intersections; emergency management planning and coordination including emergency vehicle access; First Aid; noise; food, beverage and amusement devices; security; toilets; waste bins / recycling

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A4

Information attached

- | | | |
|--|------------------------------|-----------------------------|
| General Event Map attached | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Temporary Traffic Management Plans attached | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Road Closure Required | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Risk Management plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Contingency plan | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Certificate of Currency for Public Liability Insurance | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Proof of Public Consultation with affected parties | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

A5**Organisations contact details**

It is good practice to contact any Organisation that your event requires the services of.

Organisation & Service	Contact Details
Roads ACT Approval of Special Events	Postal Address: Locked Bag 2000 Civic Square ACT 2608 Email: slobodan.paunovic@act.gov.au Telephone: (02) 6207 6601; Facsimile: (02) 6207 6872
National Capital Authority Approval of Special Events on Designated Land	Postal Address: GPO Box 373 Canberra ACT 2601 Email: events@natcap.gov.au Telephone: (02) 6272 2919; Facsimile: (02) 6271 2890
ACT Workcover Work place safety	Postal Address: PO Box 224, Civic Square ACT 2608 Email: workcover@act.gov.au Telephone: (02) 6205 0200; Facsimile: (02) 6205 0797
Australian Federal Police Approval of Special Events	Postal Address: GPO Box 401, Canberra ACT 2601 Email: act-ct&em@afp.gov.au Telephone: (02) 6256 7777 AFP switchboard
Emergency Services Agency Approval of Special Events	Postal Address: PO Box 104, Curtin, ACT 2605 Email: esaeventplanning@act.gov.au Telephone: (02) 6205 4367/13 22 81 Facsimile: (02) 6207 8723
City Rangers Public place approvals; Busking	Telephone: (02) 6207 7139
Environment Protection and Heritage	Telephone: 13 22 81
Cityscape Water sprinklers, mowing of grass	Telephone: (02) 6207 1000
ACT NOWaste Guide to Recycling, labelled bin tops, advisory services	Telephone: (02) 6207 2500
ACTEWAGL Additional power supplies	Telephone: (02) 6285 7666
ACTION Public transport service	Telephone: (02) 6207 8047 / 13 17 10
St John Ambulance First Aid	Telephone: (02) 6295 3777
Parking Operations Parking Enforcement	Telephone: (02) 6207 7200
Office of Fair Trading Fireworks; Liquor Licensing	Telephone: (02) 6207 0400
Roads User Services Unregistered Vehicles	Telephone: (02) 6207 7000
ACT Forests Approval of Special Events	Telephone: (02) 6207 2498

