

Guide to Traffic and Transport Management for Special Events

July 2024 – Version 4



Acknowledgement of Country

Transport for New South Wales (NSW) acknowledges the traditional custodians of the land on which we work and live.

We pay our respects to Elders past and present and celebrate the diversity of Aboriginal people and their ongoing cultures and connections to the lands and waters of NSW.

Many of the transport routes we use today – from rail lines, to roads, to water crossings – follow the traditional Songlines, trade routes and ceremonial paths in Country that our nation's First Peoples followed for tens of thousands of years.

Transport for NSW (TfNSW) is committed to honouring Aboriginal peoples' cultural and spiritual connections to the lands, waters and seas and their rich contribution to society.

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Versions

History: *The Guide to Traffic and Transport Management for Special Events* was first published by the (then) NSW Roads & Traffic Authority in 2003, in collaboration with NSW Police, Local Government Association and NSW Premier’s Department.

The Guide was reviewed in 2003, 2006, 2012 and 2018, with 3 revised versions published.

Transport for NSW conducted a comprehensive review of the Guide in 2023-24, consulting with NSW Police Force, Premier’s Department and key councils and agencies, and has now published Version 4.

Minor updates to Version 4 of the Guide will be tracked below, pending the next full review.

Refer to Appendix 5 – Version Change History for a detailed list of changes.

Version	Issued Date	Comments
4	8 July 2024	Comprehensive review and update of content, format, and special event classes to better reflect current processes and legislation around traffic and transport management for special events. Consultation with police, key councils, and agencies. Updates made to names of agencies, legislation and documentation (as at July 2024).

Definitions and Abbreviations

Definitions

Term	Definition
Advertising	In the context of this document, this refers to advertising which provides appropriate and timely notification to the public of any traffic management arrangements for an event, including road closures and special event clearways. It does not mean promotional advertising for the event itself.
Chicane	The lateral movement of traffic from one or more lanes onto another alignment before a shift back toward the original road alignment but not necessarily into the original lane or lanes. Typically applied to reduce the speed of traffic.
Classified road	The Roads Act 1993 lists classified roads as: <ul style="list-style-type: none"> • a main road, • highway, • a freeway, • a controlled access road, • a secondary road, • a tourist road, • a tollway, • a transitway, • a State work.
Event Marshal	Event Marshals are to be used for event related marshalling. They must not be used to direct, implement, staff, or control live traffic in any way on a public road.
Government Enterprise	An organisation such as Forestry Corporation of NSW where off-road events are sometimes conducted.
Government trusts or authorities	Manage many State properties, land and facilities across NSW. This includes NSW Government landowners such as Placemaking NSW, Sydney Olympic Park Authority, Royal Botanic Gardens Sydney, Greater Sydney Parklands and Venues NSW.
Hazard	A situation, condition or source that has the potential to lead to negative consequences, harm, or loss, but not the negative outcome itself. (E.g.: burst water main, large pothole or fallen power lines).

Term	Definition
Hostile Vehicle Mitigation (HVM)	Plans for preventing vehicular access to crowded places to help mitigate potential risks to public safety. The suggested countermeasures may also be valuable in other situations, such as protecting pedestrians on footpaths from accidents involving dangerous or drunk drivers.
Local road	Local roads are primarily designed and managed by Council and is a road or street primarily used for access to properties.
Local Traffic Committee (LTC)	Local Traffic Committee is a technical review committee convened by councils, comprising – at minimum – one representative each from council, TfNSW, NSW Police Force, and the local State Member of Parliament. The committee advises council on matters referred to it relating to traffic and transport in the council's area.
Permanent Variable Message Signs (VMS)	Electronic signs in fixed locations with their messages controlled by the Transport Management Centre (TMC) central management computer system.
Portable Variable Message Signs (VMS)	Electronic signs on trailers that can be moved easily and positioned in strategic locations. The messaging can be controlled remotely through various software provided with the signs.
Regional road	Performs an intermediate function between the main arterial network of State Roads and Council controlled Local Roads. Due to their network significance TfNSW provides financial assistance to Councils for the management of Regional Roads.
Regulate traffic	Means restrict or prohibit the passage along a road of persons, vehicles, or animals (Roads Act 1993).
Regulatory Signs	Are used to indicate or reinforce traffic laws, regulations or requirements which apply either at all times or at specified times or places, for example: special event clearway signs, speed zone signs and no parking signs.
Road	An area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles.
Roads Authority	Means a person or body that is, by or under Roads Act 1993 , declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road. (E.g.: such as a specific local Council or TfNSW)
Road Occupancy Licence	A TfNSW licence which conditionally allows the holder to use or occupy a specified road space on a classified road at approved times
Road related area	Means any of the following: <ul style="list-style-type: none"> an area that divides a road,

Term	Definition
	<ul style="list-style-type: none"> a footpath or nature strip adjacent to a road, an area that is not a road and that is open to the public and designated for use by cyclists or animals, an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles.
Safe Work Method Statement	A document which identifies the type of work being undertaken, the risks, the hazards and controls to be implemented to eliminate the risk.
Special Event	A public event such as a marathon, parade, street festival or neighbourhood activity that requires traffic and/or transport planning, and a permit may be required. <i>NB: Various terms including 'special event' and 'major event' are used in a variety of government and industry contexts. TfNSW uses the term Special Event in the context of in this Guide to identify the type and categories of event requiring specific traffic and transport management.</i>
Special Event Clearway	A restriction on parking during the hours described on the regulatory signs, but with tow away provisions. Only TfNSW can establish a special event clearway and arrange clearway towing. Police enforce the restriction.
Special Event Signage	Warning signs of an upcoming event road closure. These signs are not regulatory signs and any information on them is not enforceable.
State Road	State roads are the primary network of principal traffic carrying and linking routes for the movement of people and goods throughout NSW and within the urban centres of Sydney, Newcastle, Wollongong, and Central Coast. These are the responsibility of TfNSW and are distinct from local roads.
Temporary Traffic Management	The organisation, arrangement, guidance, and control of traffic around a hazard, work site or temporary event for the safety of road workers and road users. This includes stationery and moving traffic, all types of vehicles and all types of road users including pedestrians and cyclists.
Traffic Calming Devices	Are items on the road such as speed humps, chicanes and roundabouts designed to reduce vehicle speed
Traffic Controller	A person holding a SafeWork NSW qualification principally concerned with the competency of directing traffic in accordance with a traffic guidance scheme (TGS) and transport management plan
Traffic Control Planner	A person, recommended to be appointed, who is responsible for assessing the likely traffic management risks associated with the event and creating appropriate traffic guidance scheme and a transport management plan to control or eliminate all foreseeable risks. Has undertaken an accredited course in traffic control planning. Has current SafeWork NSW certification or

Term	Definition
	a “nationally recognised certificate” in temporary traffic management and acts in accordance with the TfNSW ‘Traffic Control at Work Sites Technical Manual’ and/or ‘Austroads Guide to Temporary Traffic Management’
Transport Management Plan (TMP)	A document describing all essential traffic and transport management matters associated with events on the road and/or road related area. This includes risk assessment, traffic demand and accommodation, traffic routing and control and provision for vulnerable road users and special vehicles such as buses, trams or over-dimensional vehicles.
Traffic Guidance Scheme (TGS)	An arrangement of temporary traffic control devices to warn traffic and guide it around, through or past a worksite or temporary hazard.
Vehicle Race	In accordance with Section 115 of the Road Transport Act 2013 (NSW) , <ul style="list-style-type: none"> any race between vehicles on a road, or any attempt to break any vehicle speed record on a road, or any trial of the speed of a vehicle on a road, or any competitive trial designed to test the skill of any vehicle driver or the reliability or mechanical condition of any vehicle on a road,
Unclassified road	A public road that is not a classified road as listed under the Roads Act 1993
Work area	Specific area where work is being carried out.
Work site	Area which includes the work area(s) and any additional length of road required for advance signing, lane closures or other areas needed for associated purposes.

Table 1 Definitions

Abbreviations

Abbreviation	
ANZCTC	Australia-New Zealand Counter-Terrorism Committee
AS	Australian Standard
CBD	Central Business District
EOG	Event Operations Group
HVM	Hostile Vehicle Mitigation
LGA	Local Government Area
LTC	Local Traffic Committee
NSW	New South Wales
NSWPF	New South Wales Police Force
PAC	Police Area Command (NSW Police areas)
ROL	Road Occupancy Licence
RTO	Registered Training Organisation
TCS	Traffic Control Signals
TCP	former 'Traffic Control Plans' – these are now Traffic Guidance Schemes (TGS)
TfNSW	Transport for New South Wales
TGS	Traffic Guidance Scheme
TMC	Transport Management Centre
TMP	Transport Management Plan
VMS	Variable Message Sign
WHS	Work Health and Safety

Table 2 Abbreviations



1. Introduction

The NSW Government supports a vibrant events industry. Events enrich the social fabric of NSW, stimulate local economies, and often raise awareness and support for important cause. Events also promote NSW as a thriving, accessible, safe, diverse, and exciting place to live, work and visit.

Transport for NSW is committed to create an environment that encourages special events and supports event organisers, local councils, venues, businesses and other stakeholders with the information and tools they need for working together to deliver successful and sustainable events.

Transport for NSW also has a responsibility to ensure the state's roads, traffic network and public transport services continue to deliver for the community, including during special events.

Transport for NSW aims to provide a streamlined approach to the processes and approvals required for traffic and transport management for special events. This guide forms part of this approach.

1.1 Context

In 2023-24 Transport for NSW conducted a review of transport and traffic management procedures and approval process for special events in NSW, including a comprehensive update of (this) *Guide to Traffic and Transport Management for Special Events*.

The review has focused on the currency and efficiency of processes, information and guidance to assist organisers of special events and government agencies and suppliers they collaborate with. The review also took into account current government priorities including The Vibrancy Reforms (see below) and a customer-centered approach, to ensure wherever possible government process is streamlined to better support special events, the events industry and the activation of outdoor spaces for communities in NSW.

The Vibrancy Reforms, introduced under the *24-Hour Economy Legislation (Vibrancy Reforms) Amendment Act 2023*, are a cross-government initiative developed in consultation with key agencies, industry, Councils, and stakeholders. The Reforms aim to bring sector regulation in line with contemporary going out behaviours, improve government processes and encourage more people to go out, closer to home.

The reforms have six areas of change, including ‘an activated outdoors’ which aims to better enable communities to access and enjoy outdoor public space for social connection and cultural performance. This will be achieved by streamlining the approach for approvals required for special events or road closures, including refreshed guidance, guidelines, and processes.

1.2 Purpose

The purpose of the Guide to Traffic and Transport Management for Special Events ('the Guide') is to provide a comprehensive resource for planning traffic and transport for an event. It is for event organisers, venue managers, NSW Police, Councils, Transport for NSW, and anyone else involved in managing special events. The Guide provides a recommended approach for events held on roads, road related areas or that may impact on the local (or broader) traffic and transport network in NSW. It outlines the transport and roads statutory requirements and best practice recommendations, including:

- Definition of classes of special events
- Roles and responsibilities
- Processes and approvals
- Costs and communications
- Safety and risk management

The Guide aims to provide clear direction on processes required to ensuring that all elements of traffic and transport management for a special event in NSW are appropriately managed, including:

- Accurately defining the event class according to its impact on traffic and transport
- Establishing clear roles and responsibilities related to traffic and transport for special events
- Creating straightforward and concise Transport Management Plans (TMPs)
- Ensuring a consistent approach is applied in all Local Government Areas (LGAs) in NSW

Further and more general information, guidance and links related to the planning of public events in NSW is available through the Event Starter Guide, available at nsw.gov.au/event-starter-guide.



1.3 Defining a special event

For the purpose of this guide, and in the context of traffic and transport management, a special event:

- may be a planned activity that takes place on a road or impacts a roadway.
- may impact the traffic network around the event.
- may impact public transport.
- may involve the participation of multiple agencies.
- necessitates specific traffic and/or transport management arrangements, and
- may involve a significant number of participants and/or spectators.

Special events may include marathons, fun-runs, cycling events, parades, marches, street markets, and more. Special events can also refer to events held within a privately owned and/or operated venue if they require special traffic and/or transport management arrangements and the support of multiple agencies.

Special events are classed by the impact they have on the local (and broader) traffic and transport network:

- Class 1 – major impact
- Class 2 – moderate impact
- Class 3 – minor impact
- Class 4 - localised impacts.

More detail on event classes can be found in Chapter 2.

An activation, trial, or changes to the road and/or transport network that are not part of an event are examples that would not be classed as a special event and should be assessed through alternate arrangements relevant to the area affected. Similarly, a public assembly (i.e.. protest, march or demonstration) would require a notice of intention in accordance with [Section 23 of the Summary Offences Act 1988](#) and is not covered by this Guide.

Organisers of any event conducted wholly or partly on a road or road related area are required to provide notification to the relevant roads authority and meet their specific requirements.



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2. Classes of Special Events

Four distinct classes of special events are classified by TfNSW based on the impact they have on the traffic and transport network. A precinct or venue may be assigned a class associated with their event if the impact on the traffic and transport network is significant. The classification is determined by factors such as the event's size, scale, potential impact on traffic and transport, and its influence on the non-event community. However, certain circumstances unique to an event may require it to be classified differently than expected.

When you commence planning for a special event, the event organiser should consider its likely class. Events of different classes have different requirements and approvals, and different scales of planning, lead times and stakeholder communications.

2.1 Event Classes

2.1.1 Class 1 Event – Major Impact

A Class 1 special event is characterised by its major impact on traffic and transport network, resulting in significant disruption to the non-event community. Examples of such events include those that affect a principal transport route in Sydney or those that close a main highway through a Regional centre (or town) with a significant detour required around the event area, causing a large-scale impact.

2.1.2 Class 2 Event – Moderate Impact

A Class 2 special event has a moderate impact on the traffic and transport network, causing moderate disruption to the non-event community. An example would be an event that closes a road and has moderate impact on a principal transport route or a highway.

2.1.3 Class 3 Event – Minor Impact

A Class 3 special event has a minor impact on the traffic and transport network with minimal impact to the non-event community. An example would be an event that has a local street closure accessed from a state road, requiring a detour and parking restrictions implemented by the Council, with minimal impact to the non-event community.

2.1.4 Class 4 – Localised Impact

A Class 4 event has a negligible localised impact on the traffic and transport network with minimal impact to the non-event community. An example would be an event that has a local street closure with minimal impact to the non-event community.

2.2 Determining Event Class

The event organiser should consider which class their event falls under in the early stages of planning. Figure 1 Steps for Determining Event Class provides a process flowchart to help determine the appropriate event class, with further details on each step below.

1. a) **If the event is to be held at an event precinct or venue** – event organisers should consult with the venue to determine impacts the event may have on the local traffic and transport network. If an impact is identified, a classification is required. If no impact is identified, the process outlined in this Guide is not relevant to the event.
1. b) **If the event is on a road or road related area contact Council(s)** – event organisers should first contact the Council(s) responsible for the LGA in which the event will be held to present the event proposal. In addition to traffic and transport, the local Council will consider other relevant issues, such as waste management, environmental protection, business impacts and restoration. TfNSW and NSW Police will redirect any initial enquiries to the relevant Council. Council will supply the event organiser with an information package (Schedule of Conditions) to assist with the planning of the event.
2. **Formal application to Council(s)** – the event organiser will submit a formal application to Council, including the required information related to traffic and transport management. The application will be considered by Council and, if required, referred to the Local Traffic Committee at its next meeting, and the event class will be confirmed. Note that Councils have different requirements about what information will need to be provided as outlined in the Schedule of Conditions.
3. **Council to convene consultation with relevant government agencies and determine special event class¹** – Council will consult with NSW Police, TfNSW and any other relevant agencies to determine the appropriate special event class.² Council will liaise with TfNSW Major Event planning teams for all Class 1 and Class 2 events.
4. **Preliminary coordination meeting (if required)** – for Class 1 and Class 2 events in particular, a preliminary meeting may be convened between the event organiser, Council, NSW Police, TfNSW and any other relevant government agencies. The purpose of this meeting is to assist the event organiser in the traffic and transport planning and resolve any issues arising.

¹ If the event is a vehicle road race on a public road, it will be either Class 1 or Class 2, depending on the impact to traffic and transport

² The LTC will advise on the proposed special event class through its review of the Councils submission report, which may be different to the class determined and agreed by relevant stakeholders

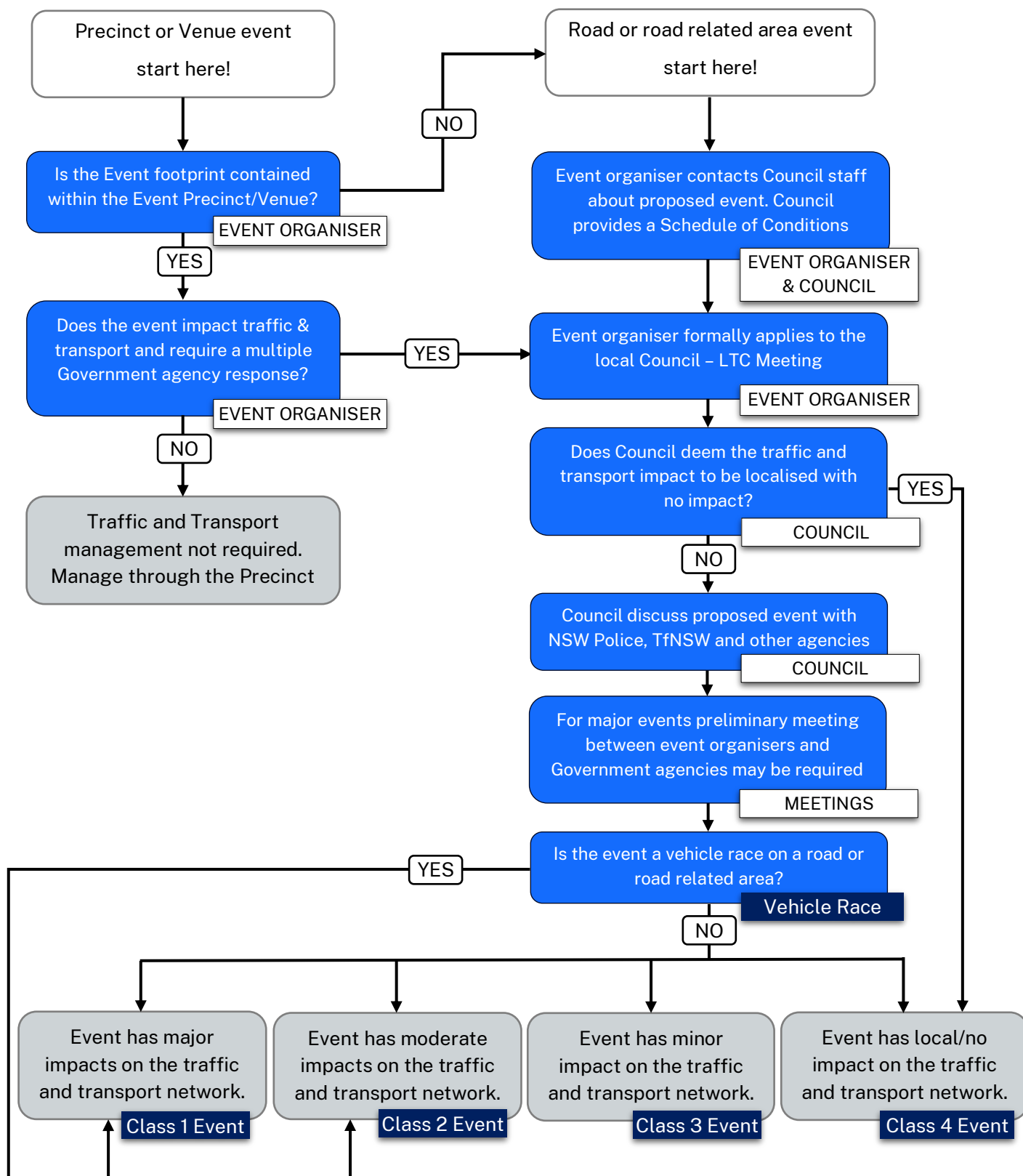


Figure 1 Steps for Determining Event Class

2.3 Common Characteristics of Event Classes

	Class 1	Class 2	Class 3	Class 4
Impact on traffic and transport network	✓	✓	✓	✓
Disruption to non-event community	✓	✓	✓	✓
Takes place on a road or in a venue/precinct	✓	✓	✓	✓
Impacts on a State road and a TfNSW ROL application is required	✓	✓	✓	✗
Impacts Transport modes for detours, event attendance and/or event space	✓	✓	✓	✗
Heavy vehicle route detours	✓	✓	✓	✗
Impacts on traffic signals	✓	✓	✓	✗
Requires additional network capacity for traffic and/or transport	✓	✓	✗	✗
Vehicle race event on a road or road related area	✓	✓	✗	✗
Special event clearways ³	✓	✓	✗	✗
Transport Management Plan	✓	✓	✓ ⁴	✓ ⁴
Notification of impacts on the traffic network ⁴	✓	✓	✓	✓
Notification of impacts on transport networks ⁵	✓	✓	✓	✗
LTC involvement	✓	✓	✓	✓ ⁷
Event planning and delivery includes NSW Police, TfNSW and Council(s) ⁶	✓	✓	✓ ⁷	✓ ¹⁰
Local Council consent only	✗	✗	✗	✓
Local neighbourhood event	✗	✗	✗	✓
Council managed parking restrictions	✓	✓	✓	✓
Major Impact Moderate Impact Minor Impact Local / no impact Requirement Not Available				

³ Significant costs apply for these services.

⁴ Class 1 requires notification to a broad audience, Class 2 and 3 to the local communities affected, Class 4 is per Council(s) policy.

⁵ Class 1 requires the notification to a broad audience, Class 2 and 3 to the local communities affected.

⁶ Significant costs apply for these services.

Table 3 Common characteristics of special event classes

2.4 Unique Events

2.4.1 Public Assembly (Schedule 1) section 23 Summary Offences Act 1988

A Public Assembly is defined as a group of people who gather in a public place for a common purpose. Most notably this is applicable to a proposed public protest, demonstration, or march, in NSW.

The organisation of a protest, march or demonstration would require a variance (from what is outlined within this guide) on how and who needs to be notified, when proposing this type of event.

In accordance with [section 23 Summary Offences Act 1988](#) a Notice of Intention to Hold a Public Assembly (Schedule 1) should be completed and submitted to the NSW Commissioner of Police via your local Police Area Command. The notice must be served on the Commissioner at least seven days before the event. www.police.nsw.gov.au/home

Note a Public Assembly is not a relevant category for the vast majority of organised public events, including commercial and community events and the special events classes detailed in this guide.

2.4.2 Vehicle Races

In NSW, vehicle races on roads and road related areas are conducted within the legislative power of the [Road Transport Act 2013 \(NSW\)](#). In accordance with [Section 115 of the Road Transport Act 2013 \(NSW\)](#) a vehicle race requires approval from the NSW Police, and compliance with specific safety requirements. A vehicle race can fall under either Class 1 or Class 2 events. For example, a bike race in the Sydney CBD would be a Class 1 event, while a competitive car rally on a local country road may be a Class 2 event.

Any event organiser requiring approval for a road race must contact their local Police Command in the first instance for guidance, and written approval.

All other aspects of events that include vehicle races on roads and/or road-related areas should follow the standard processes outlined in this guide.

2.4.3 Event Precinct or Venue

Events held within a precinct or a venue are assessed on the number of people attending the area and the impact the event will have on the traffic and transport network. The precinct or venue may run under normal operation without impacting traffic and transport, negating the need to follow this guide.

Some precincts or venues have a generic, blanket or global TMP already developed and approved for use. If the precinct or venue does not have an approved TMP, and your event is impacting the traffic and transport network, one should be created by the event organiser, in conjunction with stakeholders.

2.4.4 Anzac Bridge and Sydney Harbour Bridge

All events that impact on the traffic lanes of the Anzac Bridge and Sydney Harbour Bridge are a class 1 event. A minimum of 6-month lead time from event approval for planning for an Anzac Bridge and/or Sydney Harbour Bridge closure is required with no guarantee of approval to close the bridge/s due to its significant impact on the network. There are also significant costs associated with closing these bridges.

Any event impacting these bridges, including footways, requires a Bridge Usage Permit, in line with [section 48 of the Roads Regulations 2018 \(NSW\)](#). An application for the permit must be made to the TfNSW Major Events team a minimum of 10 working days before the event.

2.4.5 Recurring Events

Where an event or events are conducted on a regular basis across the year in the same location, only one generic, blanket, or global TMP may be required, resulting in a singular referral to the LTC. The plan need only include the dates for each event, provided:

- traffic and transport management details remain the same, and
- the roads authority approves the dates.

Where an event is conducted annually, the same TMP can be reused, provided:

- the TMP's traffic and transport management details remain the same, and
- there have been no changes to the road network, and
- the legal framework under which the event is conducted has not changed.

If the event differs from the points above, Council will need to review the application and normal recommended lead times are to be adhered to.

2.4.6 Neighbourhood Activities

Where an event seeking a temporary road closure is highly local in nature – such as a community barbecue, street party, or kids play day – it may be authorised by council through issuance of a road event permit for a ‘neighbourhood activity’ under [section 144 of the Roads Act 1993](#).

[Clause 79 of the Roads Regulation 2018](#) defines a ‘neighbourhood activity’ as a non-commercial event on an unclassified road, for which traffic may be regulated by temporary road closure and where the event does not:

- occur on a road on which bus services or light rail services operate, or
- result in restricted access to a railway station or a light rail station, or
- occur within 60m of traffic lights on a road controlled by those lights, or
- require authorisation under the [Summary Offences Act 1988, Part 4](#).

The process for neighbourhood activity events is managed entirely by council and does not require any TfNSW approvals or referrals. This Guide does not apply to events considered to be ‘neighbourhood activities’ as per the definition in the [Roads Regulation 2018](#). More details can be found on [TfNSW's website](#) or by reaching out to the relevant council.

3. Requirements for Special Events

3.1 Application Lead Times

Event organisers must allow sufficient lead times before the event to submit the application/s to local Council staff to prepare a report for the LTC to consider. LTCs usually meet monthly in larger Local Government Areas and four to six times per year in smaller areas. Depending on the complexity of the event, and how often LTC meets, sufficient lead times must be allowed to:

- Process the application.
- Carry out conflict checks to ensure the proposed event date/s and times have not been approved for other works or events that impact the area. Alternate dates may need to be provided for assessment.
- Approve the application and issue Council's Schedule of Conditions
- Arrange the requirements described in this guide and the TMP templates.

Event Class	Lead Time
Class 1 (including vehicle races)	Minimum 6 months
Class 2 (including vehicle races)	Minimum 3 months
Class 3 / Class 4	Minimum 6 weeks
NOTE: Class 3/ Class 4 times are dependent on each Council's Special Event Policy	

Table 4 Minimum lead times for special events

3.2 Typical Road Usage and Transport Approvals

Events typically require a range of approvals from different authorities. Depending on the event, this may include one or more local Councils or government landowners, NSW Police Force and Transport for NSW. Some common examples are detailed below, but event organisers should discuss any approval requirements with all key stakeholders they are liaising with to plan their event.

Please note that receiving an approval from an authority does not equate to a waiver of any relevant costs or agency user charges that may be applicable for an event (see Section 5 below).

3.2.1 Council Permit Approvals

All classes of events may require a Council permit for impacting a road or road related area for which they are the roads authority. Permit applications and costs vary depending on the Council. The structure and processes of NSW Local Councils can vary.

Event organisers should engage directly with the relevant local Council/s for more information. To identify the relevant Council/s for an event and check local government area boundaries, the Office of Local Government provides a search function on their website: www.olg.nsw.gov.au.

Note that an event covering multiple local government areas (also possibly any State, Commonwealth, or private land) will need to liaise with each individual Council and landowner and may need to apply for multiple permits from multiple road authorities.

3.2.2 TfNSW Road Occupancy Licence

A TfNSW road occupancy consists of any activity likely to impact on the operational efficiency of the road network, in other words, an activity that requires the road to be used in such a way as to affect traffic flow, or an off-road activity that affects traffic flow. A road occupancy may involve the closure of a road or traffic lane/s. Activities conducted off road that have an impact on the State Road network require that TfNSW be officially notified of the upcoming activity. Applicants must allow a minimum of 10 working days for processing from date of receipt of any Road Occupancy Licence (ROL) application. Details on how to apply can be found at www.transport.nsw.gov.au.

TfNSW is responsible for the operational efficiency of the State road network. It is therefore vital that direct communication exist between TfNSW and the event organiser of the traffic impacts. The consent by TfNSW, for the use of the road, is set out under [section 138 and section 115 of the Roads Act 1993](#). Obtaining an ROL establishes this consent and direct communication and co-ordination of any conflicting demands on the network.

3.2.3 NSW Police Force Approval

If the event is a public assembly or a vehicle race on a road or road-related area, Police approval is required. Police will not support an event being held if, in their judgement, the event carries unnecessary risks to life or property, or if the event organiser does not comply with Legislative requirements.

3.2.4 Other Traffic and Transport Approvals

Additional permits related to traffic and transport may be necessary to facilitate the event. These permits should be acquired before the event day, and all conditions relevant to the permit application must be adhered to. These permits might be specific to a venue, precinct, landowner, or transport operators, such as Light Rail services. They will also include any temporary bus stop closures or relocations, with 28 days' notice required for bus diversions.

3.2.5 Regulation of Traffic

TfNSW is responsible for the control of traffic on all roads in NSW under the [Part 8 of the Roads Act 1993](#) and the [Road Transport Act 2013](#). Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians.

To facilitate locally managed traffic control, TfNSW delegated certain aspects of the control of traffic on local roads to Councils. TfNSW has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.

The main delegation to Councils (Delegation to Councils – Regulation of Traffic) limits the types of prescribed traffic control devices and traffic control facilities that council may authorise and requires councils to comply with certain conditions when doing so. One of these conditions requires councils to obtain the advice of their LTC.

3.3 Communications

3.3.1 Advertising

If the event requires the closing of a road, [Section 5 of the Roads Regulation 2018](#) requires that 7 days' notice be given by means of an advertisement in a local newspaper or on the relevant roads authority website. Class 1 events require advertising to a broad audience due to the large impact on the non event community. TfNSW places the advertisement at the event organiser's cost. Class 2 events require advertising to a local audience and the local Council places the advertisement at the event organiser's cost.

If TfNSW arranges special event clearways, TfNSW is required to advertise that the special event clearways will be in operation.

TfNSW will advise the heavy vehicle industry of alternate routes for Class 1 and Class 2 events.

3.3.2 Notifications

3.3.2.1 Live Traffic NSW Website

Traffic management, transport, special event clearway and travel advice may be published by TfNSW on the [Live Traffic NSW](#) website. Similar information regarding local Council roads can be published by relevant local government areas (LGAs). The information published to Live Traffic NSW is designed to inform travel choices of those attending the event, travellers not attending the event, local businesses, and residents.

3.3.2.1 Emergency Services Notification

The event organiser is to notify Emergency Services for all Classes of events. The agencies require a clear passageway of at least 4 metres in width and adequate height clearances for a Fire and Rescue vehicle, for emergency access into, or through, the event for public safety. In instances where achieving this requirement is impractical, alternative arrangements must be proposed and mutually agreed upon by Emergency Services. Plans in the TMP must show provision of passageways, clearances or alternate access arrangements. For large areas or moving events, these arrangements may be described, rather than drawn, if appropriate. All Emergency Services contact details are to be included within the TMP.

3.3.3 Signage

3.3.3.1 Event and Road Closure Warning Signage

[Section 5 of the Roads Regulation 2018](#) requires warning signs to advise road users and other members of the public about a forthcoming temporary road closure.

Directional and information signage may be implemented depending on the size of the event, these signs warn road users of a change in traffic conditions. These signs can be reinforced with the appropriate detour signage to guide motorists and pedestrians around the event. VMS can be used in place of an information sign, Refer to section 3.3.3.3 and 3.3.3.4 for VMS.

Event and road closure warning signs are not regulatory signage and cannot be enforced.

3.3.3.2 Special Event Clearway Signage

Special event clearway signage is regulatory signage used to enforce parking restrictions and may be required for on-street events or events held within their own precinct or venue. The need for special event clearways is arranged during stakeholder meetings with Council, NSW Police, TfNSW and any other relevant parties. If parked vehicles are likely to present a danger to event contestants or participants, TfNSW can establish special event clearways, and vehicles illegally parked in a clearway can be towed. Only TfNSW is authorised to establish a special tow-away area under [section 143 of the Road Transport Act 2013](#), to organise the special event clearway signage and the tow trucks. More cost-effective alternatives should be looked at prior to this option, including the use of traffic controllers to restrict parking, temporary Council no stopping signs and/or 'User Pays' NSW Police to contact owners of parked vehicles to have them moved.

3.3.3.3 Portable Variable Message Signs

Portable VMS can be used in all classes of events with the locations and messaging to be approved by the relevant authorities reviewing the TMP. The event organiser is to propose the initial locations and messaging as per [Part 10 of the Austroads Guide to Traffic Management](#) and/or [Portable Variable Message Signs TfNSW Standards](#). It is the event organiser's responsibility to supply the portable VMS for their event. Portable VMS can be used leading up to, during, and after the event, to notify of the traffic and transport changes. They must not be used to promote the event on a road or road-related area or where it may impact walkways, visibility, distract motorists or the operation of traffic signals.

Message content on a portable VMS is restricted in content, characters, frames, timing and location. To assist with writing messages a template can be found in Appendix 2 – Portable VMS Message & Location Template, with examples and rules around messaging.

3.3.3.4 Permanent Variable Message Signs

Permanent VMS can be used on Class 1 and Class 2 events where available. The event organiser may request the use of permanent VMS, from TfNSW, to advise road users of altered traffic conditions leading up to, during and after an event. VMS are to be used for special event traffic and/or transport information and cannot be used to promote the event. Special event traffic and/or transport messages may alternate with road safety or other traffic and/or transport messages.



4. Planning a Special Event

4.1 Planning Process for each Class of Event

4.1.1 Class 1 - Detailed breakdown of the steps

1. For unclassified roads, it is the responsibility of the Council to determine the applicable conditions. The structure and processes of NSW Local Councils can vary, including the LTC processes. For classified roads, TfNSW takes the responsibility to establish traffic and transport conditions. It's important to note that even for events involving unclassified roads, there may be situations where input and approval from TfNSW and the NSW Police are necessary.
2. The LTC provides its recommendations to the Council. The process ends if Council does not agree to event proceeding.
3. The event organiser will receive a schedule of conditions from the relevant Local Council, which must be followed for the event to proceed.
4. Once the TfNSW LTC representative is notified about the proposed event, they will inform the relevant TfNSW planning team. The planning team will then carefully review the event proposal and assess its details to identify any potential conflicts with existing plans or regulations. If any conflicts are identified, TfNSW will engage with the event organiser to propose and negotiate alternate conditions that address the concerns raised. The aim is to find agreeable solutions that ensures the event can proceed smoothly and safely while minimising any negative impact on the existing plans or transport networks.
5. If the event is a vehicle race on the road or road related area, the event organiser is to apply to the NSW Police to obtain written approval under [section 115 of the Road Transport Act 2013](#). Event organisers should make enquiries directly with NSW Police via the local Police Command in the first instance as to the process and associated costs.
6. Stakeholder meetings are conducted with all relevant stakeholders involved in organising the event, with the purpose of coordinating the traffic and transport details. The direction and coordination of these meetings are led by a designated lead agency, which can be NSW Police, TfNSW, or the Local Council. The appointment of the lead agency is determined by consensus during the first meeting.
7. The event organiser to have a detailed TMP prepared by an accredited person. Refer to section 4.2 and Appendix 4 – Detailed TMP Template for details.
8. The event organiser applies for the relevant traffic and transport permits/licences. Refer to section 3.2
9. The event organiser notifies emergency services.
10. If the proposed event will impact a private motorway or tunnel, TfNSW will advise the relevant operator.
11. If the proposed event will impact Ferries, Trains, Metro, Bus or Light Rail services TfNSW will advise the operator/s.
12. Once the Roads Authority authorises the TMP, the event organiser distributes a copy to each stakeholder.
13. Before the event commences, NSW Police, TfNSW or Council may request that a letterbox drop or similar notification, to affected residents and businesses, be carried out. Depending on each Council's special events policy, the Council or the event organiser carries out the notification.
14. The event organiser conducts the event with traffic and transport arrangements as described in the TMP.
15. After the event finishes, the lead Agency conducts a review / debrief of the event. 'Lessons learned' may result in the updating of each agency's internal special event procedures.

NOTE: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

4.1.2 Class 2 - Detailed breakdown of the steps

1. This step varies depending on the Council. The structure and processes of NSW Local Councils can vary, including the LTC processes. TfNSW recommends visiting www.olg.nsw.gov.au and engaging directly with the relevant Council. For unclassified roads, it is the responsibility of the Council to determine the applicable conditions. For classified roads, TfNSW takes the responsibility to establish traffic and transport conditions. It's important to note that even for events involving unclassified roads, there may be situations where input and approval from TfNSW and the NSW Police are necessary, for example close to traffic signals.
2. The LTC provides its recommendations to the Local Council. The process ends if Council does not agree to event proceeding.
3. The event organiser will receive a schedule of conditions from the relevant Local Council, which must be followed for the event to proceed. To obtain these conditions, it is recommended the event organiser visit www.olg.nsw.gov.au and directly engage with the relevant local Council as each Local Council will have its own specific conditions.
4. The LTC representative from TfNSW notifies the relevant TfNSW Planning team, who are responsible for recording the event information. It is important to inform the Transport Management Centre's Operations room at TfNSW about the event for effective traffic management purposes.
5. If the event is a vehicle race on the road or road related area, the event organiser is to apply to the NSW Police to obtain written approval under [section 115 of the Road Transport Act 2013](#). Event organisers should visit www.police.nsw.gov.au/home and make enquires directly with NSW Police as to the process and associated costs.
6. The event organiser is to notify and consult with impacted public transport operators.
7. The event organiser to have a detailed TMP prepared by an accredited person. Refer to section 4.2 and Appendix 4 – Detailed TMP Template for details.
8. The event organiser applies for the relevant traffic and transport permits/licences. Refer to section 3.2
9. The event organiser notifies emergency services.
10. Before the event commences, Police, TfNSW or Council may request that a letterbox drop or similar notification to affected residents and businesses be carried out. Depending on each Council's special events policy, the Council or the event organiser carries out the notification.
11. The event organiser conducts the event with traffic and transport arrangements as described in the TMP.
12. After the event finishes, the lead Agency and/or the event organiser conducts a review / debrief of the event. Lessons learned may result in the updating of each agency's internal special event procedures.

NOTE: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

4.1.3 Class 3 - Detailed breakdown of the steps

1. This step varies depending on the Council. The structure and processes of NSW Local Councils can vary. TfNSW recommends visiting www.olg.nsw.gov.au and engaging directly with the relevant Council. Note that each Local Council may have its own specific conditions.
2. The event organiser completes Council's Schedule of Conditions.
3. The event organiser notifies emergency services.
4. If the event has a minor impact on a state road, the event organiser, or their nominated traffic control company, is to apply for a TfNSW ROL through TfNSW online [OPLINC](#) system. Note that the application takes a minimum of 10 working days to review and assess any conflicts.
5. The event organiser conducts the event in compliance with Council's Schedule of Conditions and any TfNSW ROL conditions.

NOTE: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

4.1.4 Class 4 - Detailed breakdown of the steps

1. The structure and processes of NSW Local Councils can vary. TfNSW recommends visiting www.olg.nsw.gov.au and engaging directly with the relevant Council. Where a Council permits street events (and providing input and approval from TfNSW and the NSW Police is not required), it may bypass the LTC and issue the approval directly. The approval is contained in Council's Schedule of Conditions document issued to the event organiser.
2. Local Councils may choose to authorise Class 4 events using a Road Event permit if the activity is non-commercial, is organised by a local resident and meets the definition of a Neighbourhood Activity under [Clause 79 of the Roads Regulation 2018](#).
3. The event organiser completes Council's schedule of conditions.
4. The event organiser notifies emergency services, if required.
5. The event organiser conducts the event in compliance with Council's Schedule of Conditions.

NOTE: Although each step occurs as described, they may not necessarily be in the order described. In practice, several steps may occur in parallel.

4.2 Transport Management Plan

A Transport Management Plan (TMP):

- is a strategic plan / risk assessment (in support of a TGS) prepared by an accredited person, for the event organiser.
- details (in words and diagrams) the measures to be taken to safely implement the event and manage traffic related risks and controls.
- describes the impact on the general area, transport and traffic systems, active transport, point to point transport, other road users, the non-event community, businesses, and emergency services.
- may not be required for every situation and depends on the size, impact, and complexity of the event. Council will outline the need for a TMP in their Schedule of Conditions.

The TMP should be developed in accordance with the [Austroads Guide to Temporary Traffic Management](#). Refer to Appendix 4 – Detailed TMP Template for a high to moderate impact event and Appendix 3 – Brief TMP Template for low impact events.

4.2.1 Approval of the Transport Management Plan

The relevant Roads Authorities will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The regulation of traffic must be organised under the [Roads Act 1993](#) and the use of traffic control devices implemented under the [Road Transport Act 2013](#), and/or [Austroads Guide to Temporary Traffic Management](#). The Roads Authority approval of the TMP is for the regulation of traffic only and the endorsement of the concept proposed for managing the traffic and transport network.

4.3 Traffic Guidance Scheme

A Traffic Guidance Scheme (TGS) is a diagram / plan which:

- shows the layout of signs and barriers, to warn traffic and guide it around, past or through a site (to control traffic or people at your event)
- indicates if any section of a road is closed (detailing detour routes, advanced warning, and directional signs)
- describes installation and removal of signs, barriers, devices.
- describes monitoring and record keeping.

A TGS must be designed (drawn) and implemented by a person who is trained and accredited, through an approved training course, by a registered training organisation (RTO) in accordance with [part 4.9 of the Work Health and Safety Regulation 2017](#). This may be a traffic management company, may incur a cost, and is to be in accordance with the [Austroads Guide to Temporary Traffic Management](#) and [Australian Standards \(AS\) 1742.3](#). Once a TGS has been produced by a qualified traffic control planner, it can be submitted again for future events, provided there are no changes to your event, or to the traffic management arrangements.

4.4 Special Purpose Vehicles and Animals in an Event

At times, event organisers may wish to use a special purpose or unregistered vehicles in a road event. If a motor vehicle, trailer, or cart requires a permit, the event organiser is to apply to [Service NSW](#).

Animals participating in an event may require Local Council approval. The structure and processes of NSW Local Councils can vary. TfNSW recommends visiting www.olg.nsw.gov.au and engaging directly with the relevant Council.



Irish Woolfest Boorowa, NSW – Annalucia / Shutterstock.com

4.5 On Road Event

An On Road Event is an event which an organiser conducts wholly or partly on a road or road related area. These generally fall into two categories: Charity events and Non-Charity events.

A **Charity** On Road Event is an event conducted wholly or partly on a road or road related area to raise funds for a nominated charity. The event organiser needs to obtain formal permission from the charity organisation to raise charitable donations via the On Road event on their behalf.

The event organiser will initially provide notification to the Roads Authority in which their planned route impacts and work through the requirements with the Roads Authority.

An example: An event organiser conducting an event from Sydney to Wollongong running on the roadway with 5 other participants to raise funds for the Sydney Children's Hospital.

A **Non-Charity** On Road Event is an event conducted wholly or partly on a road or road related area but does not raise any funds for a charity.

The event organiser will initially provide notification to the Roads Authority in which their planned route impacts and work through the requirements with the Roads Authority.

An example is: A Local cycling club running their annual group ride with 100 club members from Newcastle to the Hunter Valley.

Note that neither of the above two categories of On Road Events may be a race. An event organiser should ensure their event does not meet any of the definitions of "Races, attempts on speed records and other speed trials" as regulated by [Section 115 of the Road Transport Act 2013](#)



5. Costs for Planning & Executing a Special Event

Prior to seeking approval from Council to hold a special event, event organisers should be mindful of all likely or possible expenses involved. Where budget constraints are an issue, event organisers may wish to look for cost effective sites to hold events that are in off road locations or which will have minimal to no impact on the traffic and transport network.

NSW Government agencies set user charges for any specific goods or services which they have agreed to provide, including to public events. This is to ensure the appropriate use of public funds and allocation of agency resources.

Individual agencies, including Transport for NSW (see 5.9 below), NSW Police Force (see 5.8 below), NSW Ambulance each has their own policies, procedures and fee schedules for applying user charges services, including for events.

Event organisers should familiarise themselves with each agency's policy and discuss them with their stakeholder contacts at these agencies. Please also note that some agencies revise and update their fee schedules on an annual basis.

Traffic and transport management costs are applicable to all on roads events regardless of size or scale. Road authorities may also charge fees for services under [section 223 of the Roads Act 1993](#).

5.1 Stakeholder Meetings

Successful planning and execution of large events often necessitates the involvement of various stakeholders in meetings held well in advance of the proposed event. The key stakeholders typically include the event organiser, local government, and the NSW police, while additional participants may include the event management firm employed by the organiser, the venue manager, or landowners, TfNSW, the Premier's Department, and other relevant transport authorities, trusts, and government agencies. Participation in these meetings is essential for ensuring effective communication and coordination among all parties involved in the event. No fees are charged by government authorities for participation in these meetings, but event organisers should use the opportunity to confirm with each key stakeholder of any potential costs or charges they may need to be aware of in planning their event.

5.2 Public Liability Insurance

Event organisers must possess sufficient public liability insurance. Apart from responsibilities under the [Work Health and Safety Act 2011](#), [Work Health and Safety Regulation 2017](#), [Work Health and Safety Codes of Practice](#), and [SafeWork NSW](#), the event organiser also has a responsibility to exercise due care towards individuals attending the event to prevent exposure to risks concerning public liability. Refer to Section 6.4 for details on Public Liability insurance requirements.

5.3 Risk Management Planning

Under the [Work Health and Safety Act 2011](#), the event organiser, is a 'person(s) conducting a business or undertaking' and they have a duty of care to ensure the health and safety of workers, including volunteers. Event organisers also have a responsibility for the safety of all people who are involved in the event, and the general public who may have their normal travel or business impacted by the event. Traffic management strategies contribute to a safe and successful event. Event organisers, if required,

have a duty of care to provide safety equipment, toilet facilities, water provisions, first aid and/or ambulance services, and other necessary amenities to ensure the safety and welfare of all individuals involved, at a cost to the event organiser. Refer to Section 6 for details on Risk Management Planning.

5.4 Traffic Controller and Event Marshals

In order to direct traffic with traffic controllers, authorisation is required from the appropriate roads authority, as stated by [sections 121 and 122 of the Road Transport Act 2013](#) and [section 26 of the Road Transport \(General\) Regulation 2021](#). Depending on the road classification, state roads are managed by TfNSW as the relevant authority, whereas local and regional roads are generally under the care and control of local Council. The responsibility of ensuring compliance with all legal and regulatory obligations, as well as the possession of necessary temporary traffic management qualifications, lies with the event organiser under [section 184B of the Work Health and Safety Regulation 2017](#). They can fulfill this responsibility either directly if they have the relevant temporary traffic management qualifications or by enlisting the services of a specialised traffic control organisation. Event Marshals can be used at locations within the event space for marshaling purposes but are not to implement or direct traffic unless they have obtained the current units of competency through [SafeWork NSW](#) for:

- Implement Traffic Guidance Schemes (TGS), formally known as Traffic Control Plans (TCP), qualification to implement traffic control devices, or
- Traffic Controller qualification to direct traffic

The allocation of traffic controllers and Marshals should be determined in the early stages of planning as they can be a significant cost for the event organiser.

5.5 Traffic Control Devices

To effectively implement TGS, it is necessary, under [sections 122 of the Road Transport Act 2013](#) and [section 26 of the Road Transport \(General\) Regulation 2021](#), to utilise suitable traffic control devices, including approved warning signs, cones, barriers, and other control devices. Compliance with the [AS1742.3, Traffic Control at Worksites Technical Manual](#) (For TfNSW staff and contractors) and/or [Austroads Guide to Temporary Traffic Management](#) and relevant legislation is crucial for all traffic control equipment and services. Event organisers typically enlist the expertise of certified and experienced traffic control companies to ensure efficient management of traffic flow. The event organiser holds the responsibility for bearing the costs related to the installation, supervision, and removal of traffic control equipment.

5.6 Advertising Regulation of Traffic

If the event requires the temporary closing of a road, [Section 5 of the Roads Regulation 2018](#) requires that 7 days notice be given by means of an advertisement in a local newspaper or the roads authority website. Class 1 events require advertising to a wider audience and TfNSW places the advertisement at the Event organiser's cost. Class 2 events require advertising to a local audience and the Local Council places the advertisement at the event organiser's cost. Refer to section 3.3 for further details on communications.

5.7 Local Government Costs

Each NSW Council will have a set of guidelines and requirements for event organisers for their Local Government Area (LGA). These are likely to include costs such as application costs, lane/road rental

Transport for NSW

costs, equipment hire costs and risk management costs, and any further information required by Council to assess the overall impact of your event. If your event spans multiple Council areas, it is necessary to contact each Council individually to secure approval and obtain the corresponding fees. TfNSW recommends event organisers visit www.olg.nsw.gov.au and establish the correct LGA/s and then engage directly with the Council/s.

5.8 NSW Police Costs

The NSW Police Force has a general responsibility to provide policing services for all people of NSW. User charges cover a wide variety of services provided by the NSW Police under cost recovery principles. User charges services go beyond the agency's general responsibility to the community to promote public safety and protect community interests.

Cost recovery services provided by police include policing services at special events, transport escorts; control of traffic; and a wide variety of information services. Event organisers should make enquiries directly with NSW Police via the local Police Command in the first instance as to the process and associated costs.

When requesting user charges services, the event organiser must provide NSW Police Force with a completed Notice and Request for Services form in accordance with the prescribed notice period set out below:

- Minor cultural/sporting event: - at least 60 days prior to the event
- Major cultural/sporting event: - at least 90 days prior notice to the event. A major event is one lasting for more than one day, requiring more than ten police, and/or an event that crosses the boundaries of Police Area Command or poses unusual risk or logistical challenges.

In order for both parties to understand their obligations, NSW Police requires parties to enter into an agreement for the provision of particular services for an agreed cost.

An event that requires NSW Police resources under Cost Recovery is notifiable to the NSW Police Force via the Police Area Command or District for which the event will take place.

Vehicle races on roads and road related areas are conducted within the legislative power of [section 115 of the Road Transport Act 2013](#). They require approval from the NSW Police, and compliance with specific safety requirements. Event organisers should visit www.police.nsw.gov.au/home and make enquires directly with NSW Police as to the process and associated costs.

5.9 Transport for NSW Costs

5.9.1 Reserving the Road Space

When an event is held or impacts on a road, for which TfNSW is the Roads Authority, the event organiser is required to obtain consent from TfNSW for the use of the road space through an ROL application under [section 138 and section 115 of the Roads Act 1993](#). The road space is reserved by TfNSW for the event and may impose conditions on the use of the road space to ensure the safety of participants and the public.

There may be costs associated with events that have reserved road space. Event organisers should check with TfNSW for the most up-to-date information on any fees or charges, that may apply specific to their event.

5.9.2 Traffic and Transport Contract

If the event requires TfNSW assistance a list of costs will be provided of the necessary road mitigation measures and any public transport overlay required for the proposed event to the event organiser. A Traffic and Transport Contract will be sent to the event organiser, which will detail TfNSW costs, and the terms and conditions for the delivery of the services. Once the event organiser signs the contract and returns, TfNSW will confirm to the event organiser, the delivery of the road mitigation measures and public transport overlay, as well as provide any ROL approvals. TfNSW will execute the agreed contract in the planning and operations of the event.

5.9.3 Permanent Variable Message Signs

Application to present traffic management information on TfNSW permanent VMS can be made prior to the event. Evaluation and consultation will be undertaken by TfNSW, free of charge. Refer to Section 3.3.3.4 for more information on permanent VMS.

5.9.4 Special Event Clearways

Certain events may require the implementation of special event clearways to increase the safety of participants and to manage traffic effectively. Only TfNSW is authorised to establish a special tow-away area under [section 143 of the Road Transport Act 2013](#). The cost of providing special event clearways can be substantial, as it typically involves the production of regulatory signs and warning signs that must be installed before the clearway can be activated. If a special event clearway has not been used previously in the area, additional infrastructure may need to be erected to support the signage. In addition, specialised tow truck services and office staff will be required as part of the overall cost of installing and managing a special event clearway.

5.9.5 Transport for NSW Assets

Assets belonging to TfNSW, such as bridges, viaducts, freeways, tunnels, and public transport infrastructure, are typically not available for use during special events, although exceptions do exist but must be agreed to by TfNSW. Examples of such events are New Year's Eve celebrations and the Sydney Marathon where prior agreements have been made with TfNSW. It should be noted, however, that these exceptions are limited in scope and do not guarantee access to TfNSW assets for all special events.

5.9.6 Integrated Public Transport Ticketing

Integrated Ticketing agreements are negotiated between TfNSW and the event organiser when requested and/or where TfNSW determines that a significant public transport overlay is needed to support a particular event on use of public transport by the majority of patrons and preventing unsustainable impacts on the road network. Large stadium events are a good example of an event where an integrated ticketing arrangement is necessary.

In an integrated ticketing agreement, the event organiser pays an agreed fee to cover the cost of public transport for its patrons, which is automatically included in their ticket price.

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Contracts for integrated ticketing are different to event traffic and transport contracts which deal specifically with TfNSW recovery of road and traffic related costs, and the diversion of public transport.

There are two types of integrated ticketing entitlement, one being rail only and the other being fully integrated ticketing. The entitlement for each is listed below:

Rail Only Integrated Ticketing:

Ticketholders are entitled to travel on the following services to and from the event:

- Rail network bounded by Bomaderry, Goulburn, Bathurst, Scone and Dungog stations; (Non booked services)
- Sydney Metro Services;
- Sydney and Newcastle Light Rail.

Tickets may be presented on mobile phones and should be accepted for travel.

(Note: A separate station access fee is payable for travel to and from the Domestic and International Airport stations, the fee is not included as part of integrated ticketing).

Full Integrated Ticketing:

Ticketholders are entitled to travel on the following services to and from the event:

- Rail network bounded by Bomaderry, Goulburn, Bathurst, Scone and Dungog stations; (Non booked services)
- All Sydney metropolitan and outer metropolitan regular route bus services.
- Harbour City and Newcastle Ferries.
- Sydney and Newcastle Light Rail.
- Sydney Metro Services;

Tickets may be presented on mobile phones and should be accepted for travel.

(Note: A separate station access fee is payable for travel to and from the Domestic and International Airport stations, the fee is not included as part of integrated ticketing).

Once an integrated ticketing contract between the event organiser and TfNSW has been executed, TfNSW will licence the event organiser to advertise its event as an integrated ticketing event.



5.9.7 Free Public Transport Requests

Eligibility for free travel is assessed against the government's *Special Events (Free Transport Requests) Guidelines 2020*. Free public transport may be considered for participants and/or volunteers of special events that fall within one or more of the following categories:

- Charity/fundraiser
- Commemorative
- Addressing disadvantage
- Promoting transport

Depending on the event, free travel may be provided on select modes, or all modes of transport to and from the event. Free travel can be approved for before, during, or after the events.

Participants and/or volunteers of special events are required to either hold a free travel pass or another item that has been agreed upon to be eligible for free travel for the duration of the approved free travel request (event uniforms or participant letters are some examples).

5.10 Australia's Strategy for Protecting Crowded Places from Terrorism (ANZCTC)

Owners and operators of crowded places have the primary responsibility for protecting their sites, including a duty of care to take steps to protect people that work, use, or visit their events from a range of foreseeable threats, including terrorism. The approach taken to protect crowded places should be nationally consistent, proportionate and, to every extent possible, preserve the public's use and enjoyment of these places. All costs associated with the procurement and implementation of temporary Critical Infrastructure (such as Hostile Vehicle Mitigation) is the responsibility of event organisers.

www.nationalsecurity.gov.au/

5.11 Other Event and Incidental Costs

Depending on the nature of the event, other event costs and potential incidental costs may arise and should be taken into consideration during planning. These may include:

- expenses associated with medical, first aid and paramedic services, including from contracted medical providers and services from [NSW Ambulance](#) and/or NSW Health
- emergency services on standby
- reimbursement of lost revenue, such as if using or preventing access to car space.
- rental of portable toilets
- notifications to trucking or bus companies
- safety conditions imposed by the police for vehicle race events
- parking for buses
- media, communications and public messaging
- arrangements for spectators and management of crowds
- high-visibility clothing for participants, and
- venue hire fees and costs related to venues, properties and public spaces managed by government trusts or authorities.

It is important for event organisers to anticipate the possibility of unexpected incidental costs and incorporate them into the overall event budget accordingly.

Further information and guidance on planning, stakeholder liaison and potential costs, charges and other considerations for public events in NSW is available through the Event Starter Guide, available at nsw.gov.au/event-starter-guide

6. Risk Management for Special Events

The operational environment for special events can be a high-risk environment. Various factors must be considered, including an emphasis on workplace health and safety through the [Work Health and Safety Act 2011](#), [Work Health and Safety Regulation 2017](#), [Work Health and Safety Codes of Practice](#), and [SafeWork NSW](#). Additionally, there is a requirement for sufficient public liability insurance, the insurance covers third party bodily injury and property damage that may occur during the special event.

Under the [WHS Act 2011](#) the event organiser has a primary duty of care to ensure the health and safety of all persons at events. This extends to its employees, its contractors, and members of the public.

6.1 Managing the Risk

The objective of WHS legislation is to ensure the health, safety, and well-being of individuals in the workplace. Irrespective of the event size, the event organiser is obligated to comply with the legislative requirements. The [Work Health and Safety Act 2011](#) governs the event organiser's responsibilities towards both employees and non-employees, including volunteers, contestants, and visitors, even if the event organiser does not employ anyone at the event. If the event organiser controls premises used by individuals as a place of work, they are also responsible under the Act, even if they do not employ anyone. Furthermore, the event's route or location may be regarded as a place of work.

The event organiser, whose name appears on the Public Liability Insurance Policy, is the individual or entity responsible for organising the event. The [Work Health and Safety Regulation 2017](#) and [Work Health and Safety Codes of Practice](#) necessitate that the event organiser notify [SafeWork NSW](#) of deaths and certain injuries, either as an occupier of a place of work where an incident occurred or as an employer of the affected person. Apart from the duties imposed by the [Work Health and Safety Act 2011](#), the event organiser also has a duty of care towards attendees, ensuring that they are not at risk from a public liability perspective. It's essential to note that the event organiser is different from the event management firm hired to handle the event on their behalf.

6.2 Assessing the Risk

Event organisers in NSW must consider several factors regarding risk assessment and risk management to ensure the safety of all. A risk management plan for traffic and transport must be included within the TMP outlining the specific identified risk and the mitigation measures used. They must also identify and assess potential hazards that may cause harm to people or property on the event bump in, during the event and the event bump out and the mitigation measures used.

The event organiser should ensure that all contractors and service providers involved in the event are appropriately licensed, insured, and trained to perform their duties safely.

6.3 What a Risk Assessment means for Traffic and Transport

Event organisers have a legislative and regulatory responsibility to safely separate traffic and transport elements from spectators, contestants or participants, and event volunteers. The outcome of the traffic and transport risk assessment is the creation of TGS and the associated site-specific risk assessments and risk management plans that aim to manage the identified risks. Safe Work Method Statements (SWMS) must be developed to cover the workers implementing and managing the TGS in a high-risk

environment, SWMS templates can be found at [SafeWork NSW](#). Refer to section 4.3 Traffic Guidance Scheme for additional details on TGS.

The TMP outlines the entire traffic and transport management plan for the event and must include a risk management plan. The risk management plan should highlight and address all the hazards identified in the planning. Inductions and/or briefings must be carried out prior to the event to familiarise event volunteers and workers of the hazards associated with the event and the risk mitigation measures implemented. Refer to section 4.2 Transport Management Plan for additional information on the TMP.

6.4 Public Liability Insurance

The NSW Government and TfNSW require that event organisers possess sufficient public liability insurance. Apart from responsibilities under the [Work Health and Safety Act 2011](#), [Work Health and Safety Regulation 2017](#), [Work Health and Safety Codes of Practice](#), and [SafeWork NSW](#), public liability typically refers to the insurance, while the legal requirement describes the health and safety of other persons is not put at risk. Local government and TfNSW necessitate that event organisers purchase public liability insurance to cover liability claims. It should be noted that the event organiser is accountable for public liability claims, even in the case of unpaid or voluntary positions. For very small events, such as neighbourhood street parties, Local Councils still recommend acquiring public liability insurance. The NSW Government and TfNSW advise event organisers to obtain expert legal advice regarding their public liability matters before organising an event.

The event organiser has the responsibility of obtaining the insurance and public authorities are not required to support the event without adequate public liability insurance and their Organisation being named in the policy as an interested party.

Each agency will have their own requirements for public liability.

6.4.1 Council Requirements

Council will name the amount of liability insurance to be carried as part of the Schedule of Conditions supplied to the event organiser. The amount varies depending on Council's assessment of the risks involved. The Policy must name the Council/s as an interested party.

6.4.2 TfNSW Requirements

If the event uses a TfNSW asset such as a bridge, freeway, or viaduct, TfNSW will not support the event unless the event organiser arranges \$20,000,000 public liability insurance, with TfNSW named on the policy. For the purposes of public liability insurance, main roads, and highways (other than freeways) are not TfNSW assets.

6.4.3 Other Government Trusts and Authorities

If the event uses a facility managed by a government trust or authority, they may also require being named as an interested party on the policy. Examples are the Greater Sydney Parklands Trust, Venues NSW and Sydney Olympic Park Authority.

7. Roles and Responsibilities

The roles and responsibilities in the planning and execution of a special event vary dependent on the size, scale and impact of the event. To assist, special event planning checklists have been included in the guide and can be found in Appendix 1 – Special Event Planning Checklists.

	Role	Responsibilities
Event organiser	Manage planning for whole event	<ul style="list-style-type: none"> Budget for all costs Obtain necessary traffic and transport approvals Notify relevant channels prior to event Maintain public liability insurance Provide NSW Police with Notice and Request for Services form, if applicable⁷ Ensure traffic and transport activities are undertaken by qualified personnel Risk management planning Duty of care to ensure health and safety of all persons
Local Council	Coordinating special events with other stakeholders ⁸	<ul style="list-style-type: none"> Initial point of contact for event organisers Assess event applications Assess the traffic and transport implications of proposed events (this can involve referral to and review by LTC depending on the scale of the event) Determine event applications Issue Schedule of Conditions to event organiser Provide necessary approvals and permits, as required Coordinate road-based activities Regulation of traffic Ensure compliant traffic management activities

⁷ 90-days' notice is required for a major cultural / sporting event. A major event is one lasting for more than one day, requiring more than ten police, and/or an event that crosses the boundaries of Police Area Command or poses unusual risk or logistical challenges. Any minor cultural / sporting event requires 60-days' notice.

⁸ The structure and processes for planning and executing a special event can vary by Council. Event organisers should engage directly with the relevant local Council(s) to ensure all special event requirements for that local government area are met.

	Role	Responsibilities
NSW Police	Provide policing services for all people of NSW	<ul style="list-style-type: none"> • Seek user pays charges for services under cost recovery principles, on request⁹ • Enter into agreement with event organiser for provision of services¹⁰ • Close an event prematurely if the event is posing risk to life or property • Provide written approval under Section 115 of the Road Transport Act 2013 for vehicle races on roads and road related areas.
TfNSW	Manage roads ¹¹ considered to have the greatest strategic significance to NSW	<ul style="list-style-type: none"> • Assess impact of proposed event on the traffic and transport network, for class 1 to class 3 events • Verify the proposed Class advised by Council, and reassign as required • Seek user pays charges for services under cost recovery principles • Provide event organiser with contract/s for traffic and transport and other arrangements such as Integrated Ticketing, if applicable • Deliver road mitigation measures and public transport overlay • Provide any necessary approvals (ie. ROL) • Manage VMS
Trusts, authorities and government enterprises	Provide consent for facility, if required	<ul style="list-style-type: none"> • Stipulate any conditions of use • Provide written consent for use to event organiser • Create or review TMP for venue, if required
Event precinct or venue owner	Provide consent for facility, if required	<ul style="list-style-type: none"> • Stipulate any conditions of use • Provide written consent for use to event organiser

⁹ User charges may apply when services go beyond the agency's general responsibility to the community to promote public safety and protect community interests (ie. transport escorts, traffic control, etc). Event organisers should visit www.police.nsw.gov.au/home and make enquires directly with NSW Police as to the process and associated costs.

¹⁰ Significant costs are associated with the use of Users Pays Police and alternate arrangements should be investigated prior to submitting an application

¹¹ Transport for NSW is empowered under the [Roads Act 1993](#) and [Transport Administration Act 1988](#)

	Role	Responsibilities
		<ul style="list-style-type: none">• Create or review TMP for venue or precinct, if required¹²• Attend meetings for site-specific event operations groups, if convened

Table 5 Roles and responsibilities for planning and executing a special event.

¹² Some venues and precincts may have generic TMPs that are used for event days negating the need for an event organiser to develop and submit a TMP.

8. Legislation Relevant to Events

When planning a special event that affects the traffic and transport network, The event organiser must refer to legislation, standards and manuals to govern or guide in the planning of the event. It is important to seek professional legal advice to ensure that you are complying with all relevant legislation and regulations.

8.1 Key TfNSW Legislation, Acts and Regulations

Document	Description
<u>Transport Administration Act 1988 (NSW)</u>	This act establishes Transport for NSW and outlines its functions and powers.
<u>Transport Administration Regulation 2018 (NSW)</u>	This regulation provides the detailed procedures and requirements for the administration of the Transport Administration Act 1988.
<u>Roads Act 1993 (NSW)</u>	This act provides the regulatory framework for the construction, maintenance, and management of roads in NSW.
<u>Roads Regulation 2018 (NSW)</u>	This regulation provides the detailed procedures and requirements for the administration of the Roads Act.
<u>Road Transport Act 2013 (NSW)</u>	This act regulates the road transport industry in NSW, including the registration and licensing of vehicles and drivers, and the enforcement of road safety standards.
<u>Road Transport (General) Regulations 2021 (NSW)</u>	This regulation provides the detailed procedures and requirements for the administration of the Road Transport Act.
<u>Passenger Transport Act 2014 (NSW)</u>	This act regulates the passenger transport industry in NSW, including taxis, buses, and other public transport services.
<u>Heavy Vehicle National Law (NSW)</u>	This law regulates heavy vehicles operating on the road network in NSW and is part of a national regulatory system.

Table 6 Key Legislation, Acts and Regulations

8.2 Key Traffic and Transport Manuals and Standards

Document	Publisher
<u>AS 1742.1, Manual of uniform traffic control devices, Part 1: General introduction and index of signs</u>	Standards Australia
<u>AS 1742.2, Manual of uniform traffic control devices, Part 2: Traffic control devices for general use</u>	Standards Australia
<u>AS 1742.3, Manual of uniform traffic control devices, Part 3: Traffic control for works on roads</u>	Standards Australia
<u>AS 1743, Road Signs - Specifications</u>	Standards Australia
<u>AS 4852.2, Variable Message Signs, Part 2: Portable Signs</u>	Standards Australia
<u>AS/NZS 1906.1, Retroreflective materials and devices for road traffic control purposes, Part 1: Retro-reflective sheeting</u>	Standards Australia
<u>AS/NZS 1906.2, Retroreflective materials and devices for road traffic control purposes, Part 2: Retro-reflective devices (non-pavement application)</u>	Standards Australia
<u>AS/NZS 3845.2, Road safety barrier systems and devices</u>	Standards Australia
<u>Australia's Strategy for Protecting Crowded Places from Terrorism 2023 (nationalsecurity.gov.au)</u>	Australian National Security
<u>Guide to Temporary Traffic Management</u>	Austroads
<u>Guide to Traffic Management</u>	Austroads
<u>Hostile Vehicle Guidelines for Crowded Places</u>	Australian National Security
<u>New South Wales Guidelines for Bicycle Road Races</u>	Transport for NSW
<u>Portable Variable Message Signs</u>	Transport for NSW
<u>Traffic Control at Worksites Manual (latest version)</u>	Transport for NSW
<u>TS 00028, Accepted Road Safety Barrier Systems and Devices</u>	Transport for NSW
<u>VMS Messaging – Guide to Traffic Management Part 10</u>	Austroads

Table 7 Key Traffic and Transport Manuals and Standards

8.3 Key Special Event Legislation

Document	Description
<u>24-Hour Economy Legislation Amendment (Vibrancy Reforms) Act 2023</u>	An Act to make miscellaneous amendments to legislation to increase the vibrancy of the night-time economy; and for related purposes.
<u>Major Events Act 2009 (NSW)</u>	This Act facilitates the holding and conduct of major events in NSW, ensuring NSW government agencies have appropriate authority and jurisdiction if required. NB: Activation of this legislation is rarely required, usually for once-off “mega events” (e.g.: a World Cup) where the business-as-usual arrangements for event delivery (including traffic and transport management, as detailed in this guide) are insufficient for the specific requirements of a very large and complex event. This legislation is often cited in event bids, to demonstrate the government has the legislative tools available to ensure an event can be delivered in accordance with the requirements of the commissioning body.
<u>Music Festivals Act 2019 No 17 (NSW)</u>	An Act to promote a safer environment at music festivals by requiring organisers of high-risk festivals to comply with approved safety management plans; and for related purposes.
<u>Liquor Act 2007 (NSW)</u>	This Act regulates the sale, supply, and consumption of alcohol in NSW, including at events.
<u>Environment Planning and Assessment Act 1979 (NSW)</u>	This Act provides for the assessment and approval of development proposals, including for events that may require temporary structures or changes to land use.
<u>Public Health Act 2010 (NSW)</u>	This Act provides for the regulation and management of public health issues, including food safety and disease control, which may be relevant to major events.
<u>Copyright Act 1968</u>	This Act regulates the use of copyrighted material, including music and audio-visual content, which may be relevant to events involving performances or broadcasts.

Table 8 Key Special Event Legislation

8.4 Key WHS Legislation and Regulations

These are some of the key workplace health and safety legislation and regulations that you should consider when planning and staging a major event in NSW. SafeWork NSW is the state's work health and safety regulator, responsible for enforcing compliance with WHS laws and providing guidance and support to businesses and workers to help them manage health and safety risks.

Document	Description
<u>Work Health and Safety Act 2011 (NSW)</u>	This Act sets out the legal obligations of employers and workers to ensure health and safety in the workplace, including at events. It also outlines the powers of regulators to enforce compliance with WHS laws.
<u>Work Health and Safety Regulation 2017 (NSW)</u>	This regulation provides detailed requirements and guidance on how to comply with the WHS Act, including specific provisions relating to events.
<u>Work Health and Safety Codes of Practice</u>	These codes of practice provide practical guidance on how to manage specific risks associated with events, such as crowd management, temporary structures, and electrical safety.
<u>Public Health Act 2010 (NSW)</u>	This Act provides for the regulation and management of public health issues, which may be relevant to events that involve food handling, waste management, or the control of infectious diseases.
<u>Environmental Planning and Assessment Act 1979 (NSW)</u>	This Act provides for the assessment and approval of development proposals, including for events that may require temporary structures or changes to land use.
<u>Liquor Act 2007 (NSW)</u>	This Act regulates the sale, supply, and consumption of alcohol at events, including requirements for responsible service of alcohol and management of intoxicated patrons.

Table 9 Key WHS Regulations and Regulations

Appendix 1 – Special Event Planning Checklists

A1.1 For Event Organisers

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Coordination							
Adhere to application lead times	Event organiser, TfNSW, Council(s), NSW Police	Leads times are critical to ensure your event has sufficient planning and approval times for all involved. It also ensures there are no other impacts on the dates proposed.	Refer to section 3.1 of the Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engage with relevant Council(s)	Event organiser, Council(s)	The structure and processes for planning and executing a special event can vary by Council. Event organisers should engage directly with the relevant local Council(s) to ensure all special event requirements for that local government area are met.	As soon as possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Present to LTC	Event organiser, Council(s)	Ensure information is provided to Council(s) in a timely manner (noting event approval lead times in Section 3.1 of the Guide) to allow sufficient time for Council to prepare a submission for the LTC to consider.	Refer to section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine applicable traffic and transport conditions per assigned Class	Event organiser, TfNSW (for State roads) Local Council (for unclassified roads) ¹³	In partnership with the relevant roads authority, the event organiser will determine impacts to the local and broader traffic and transport network and outline key deliverables to limit the impact on the non-event community	Refer to Section 4 Planning a Special Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹³ For events on unclassified roads, approvals from Transport for NSW and/or NSW Police may still be required, for example when traffic signals are involved or for public gatherings.

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Facilitate / participate in stakeholder meetings	Event organiser, TfNSW, Council(s), NSW Police ¹⁴	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for participation in these meetings. The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	Through the planning and approval process, as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Budgeting for the event	Event organiser	Prior to seeking approval from the relevant local authority to hold a special event, event organisers should consider the costs associated with planning and executing that event. It is important for event organisers to anticipate the possibility of unexpected incidental costs and incorporate them into the overall event budget accordingly. Refer to Section 5 Costs for Planning & Executing a Special Event in the guide for potential costs to plan an event	Prior to applying for approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHS	Event organiser	May be required to provide SWMS, risk management plan, Traffic Guidance Schemes and Hostile Vehicle Mitigation plans	Prior to TMP Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approvals / Deliverables							
Obtain Road Usage Permits	Event organiser, TfNSW, Council(s), NSW Police	State road ROL and Council traffic permit and/or permits specific to a venue or precinct	10 working days prior to event date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Traffic and Transport Approvals	Event organiser, Other Traffic and Transport providers	Additional permits related to traffic and transport may be necessary to facilitate the event. All conditions relevant to the permit application must be adhered to. These permits might be specific to a venue,	Before event day refer to operator for timings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

¹⁴ Attendance may be required by additional stakeholders including any event management, venue manager, landowner, Transport for NSW, Premier's Department and other relevant transport authorities, trusts, and government agencies.

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
		precinct, landowner, or transport operators, such as Light Rail services. All conditions relevant to the permit application must be adhered to.					
Anzac Bridge and Sydney Harbour Bridge Permit	Event organiser, TfNSW	All events that impact on the traffic lanes of Anzac Bridge or Sydney Harbour Bridge are considered a Class 1 special event, requiring a minimum 6-month lead time for approval. Due to the significant impact on the network, the approval is not guaranteed, and it should be noted it will incur significant costs to event organisers to plan and implement. Without a signed TfNSW Bridge Usage Permit, the event will not be allowed to proceed.	10 working days prior to event date	<input type="checkbox"/>	N/A	N/A	N/A
If event is a road race, written approval from NSW Police	Event organiser, NSW Police	Vehicle races on roads and road-related areas are conducted within the legislative power of the Road Transport Act 2013 . In accordance with Section 115 of the Road Transport Act 2013 they require approval from the NSW Police, and compliance with specific safety requirements.	90 days prior to the event date, refer to section 2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Request User Pays with NSW Police	Event organiser, NSW Police	User charges cover a wide variety of services provided by the NSW Police under cost recovery principles on request. User charges may apply when services go beyond the agency's general responsibility to the community to promote public safety and protect community interests (ie. transport escorts, traffic control, etc). The event organiser should plan to meet the cost of the service as part of budgeting. For both parties to understand their obligations, NSW Police requires parties to enter into an agreement for the provision of services for an agreed cost.	90 days prior to the event date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance	Event organiser	The NSW Government and TfNSW require the event organisers to possess sufficient public liability insurance for the duration of set-up, running and bump out of the event, and include the up-to-date certificate of currency in the detailed TMP.	Prior to TMP Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Prepare and distribute detailed TMP	Event organiser, Council(s), TfNSW	A TMP must be prepared by the event organiser and provided to Council, TfNSW and NSW Police. The TMP is a strategic plan / risk assessment, in support of a TGS. It is to be prepared by an accredited person and detail, in words and diagrams, measures to safely implement the event and manage traffic related risks and controls. Once authorised, the TMP should be circulated to each stakeholder. Refer to Section 4.2 in the Guide and Appendix 4 for a detailed TMP template.	Refer to section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Prepare and distribute a brief TMP	Event organiser, Council(s), TfNSW	A TMP must be prepared by the event organiser and provided to Council and, if required NSW Police and TfNSW. The TMP is a strategic plan / risk assessment, in support of a TGS. It should be prepared by an accredited person and detail, in words and diagrams, measures to safely implement the event and manage traffic related risks and controls. Once authorised, the TMP should be circulated to each stakeholder. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	N/A	N/A	¹⁵ <input type="checkbox"/>	¹⁶ <input type="checkbox"/>
Prepare TGS to outline your risk management process for the event	Event organiser	A TGS must be designed (drawn) and implemented by a person who is trained and accredited, through an approved training course, by a registered training organisation (RTO). This may be a traffic management company and is to be in accordance with the Austroads Guide to Temporary Traffic Management and Australian Standard 1742.3	Included with TMP submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹⁵ Requirements for a Brief TMP are subject to the relevant Council policies.

¹⁶ Requirements for a Brief TMP are subject to the relevant Council policies.

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Conduct event according to TMP and/or Schedule of Conditions	Event organiser	Event organiser is to execute the event according to the traffic and transport arrangements described in the TMP and the Schedule of Conditions provided to TfNSW, NSW Police and Council(s).	Setup, during and bump out of the Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification							
Notify emergency services	Event organiser, NSW Police / other emergency services	The event organiser is required to notify Emergency Services. The agencies require a clear passageway of at least 4 metres in width and adequate height clearances for a Fire and Rescue vehicle to enable emergency access into or through the event for public safety (alternative arrangements must be proposed and agreed if this cannot be achieved).	Refer to section 3.3.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct letterbox drop, if required	Event organiser, Council, NSW Police, TfNSW	Prior to the event, a letterbox drop (or similar) to affected businesses and residents may be requested by NSW Police, TfNSW or Council. This may be undertaken by the event organiser or the Council, depending on the relevant Council policy.	Refer to Section 3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Event							
Debrief post event	Event organiser, TfNSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event	<input type="checkbox"/>	<input type="checkbox"/>	¹⁷ N/A	¹⁸ N/A

¹⁷ Council(s) policy may include the requirement to hold a debrief post event.

¹⁸ See footnote 17

A1.2 For Councils

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Coordination							
Engage with event organiser	Event organiser, Council(s)	The event organiser is to provide Council with a description of the event and its projected size. In response, Council staff should supply an information package that describes the Traffic & Transport Management for Special Events process, supplies a Transport Management Plan template, and describes Council’s other requirements for special events.	Prior to LTC submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine applicable traffic and transport conditions	Event organiser, TfNSW (for State roads) Local Council (for unclassified roads) ¹⁹	In partnership with the relevant roads authority, the event organiser will determine impacts to the local and broader traffic and transport network and outline key deliverables to limit the impact on the non-event community.	Refer to Section 4 Planning a Special Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess the event application via LTC	LTC	LTCs, which contain representatives from Council, State Member, NSW Police and TfNSW, meet regularly throughout the year. LTC will review the event application and advise Council on matter related to traffic and transport. The LTC will advise on the proposed special event class through its review of the TMPs, which may be different to the class determined and agreed by relevant stakeholders	Refer to Section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitate / participate in	Event organiser, TfNSW, Council(s), NSW Police ²⁰	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for	Through the planning and approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

¹⁹ For events on unclassified roads, approvals from Transport for NSW and/or NSW Police may still be required, for example when traffic signals are involved or for public gatherings.

²⁰ Attendance may be required by additional stakeholders including any event management, venue manager, landowner, Transport for NSW, Premier's Department and other relevant transport authorities, trusts, and government agencies.

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
stakeholder meetings		participation in these meetings. The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	process, as required				
Council Permit Applications	Event organiser, Council(s)	Assess the Council permit application for the use of the road against other works or events in the area that may affect the event approval. Each Council may have a different application and approval process.	Prior to the approval of the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approvals / Deliverables							
Review detailed TMP	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a detailed TMP template.	Refer to Section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Review Brief TMP	Event organiser, Council(s)	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	N/A	N/A	²¹ <input type="checkbox"/>	²² <input type="checkbox"/>

²¹ TfNSW will only review a brief TMP if the event impacts a State Road that requires an ROL and/or impacts a public transport route. Council(s) Policy will outline the need for a TMP

²² Council(s) policy may include the requirement for a Brief TMP

Notification							
Provide event organiser with Schedule of Conditions	Event organiser, Council(s)	Once the special event Class is agreed, Council will supply the event organiser with an information package (ie. Schedule of Conditions). This outlines the conditions under which the event may proceed, and requirements must be met.	Once event Class is assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Event							
Debrief post event	Event organiser, TfNSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event	<input type="checkbox"/>	<input type="checkbox"/>	²³ N/A	²⁴ N/A

²³ Council(s) policy may include the requirement to hold a debrief post event.

²⁴ Council(s) policy may include the requirement to hold a debrief post event.

A1.3 For Transport for NSW

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Coordination							
Provide advice to Council on special event application	Council(s), TfNSW, NSW Police	LTCs, which contain representatives from Council, State Member, NSW Police and TfNSW, meet regularly throughout the year. LTC will review the event application and advise Council on matter related to traffic and transport. The LTC will advise on the proposed special event class through its review of the TMPs, which may be different to the class determined and agreed by relevant stakeholders	During and post LTC meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council
Determine applicable traffic and transport conditions	TfNSW (for State roads) Local Council (for unclassified roads) ²⁵ , Event organiser	In partnership with the relevant roads authority, the event organiser will determine impacts to the local and broader traffic and transport network and outline key deliverables to limit the impact on the non-event community.	Refer to Section 4 Planning a Special Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	²⁶ Council
TfNSW User Pays	Event organiser, TfNSW	If the event requires TfNSW assistance a list of costs will be provided of the necessary road mitigation measures and any public transport overlay required for the proposed event to the event organiser. A Traffic and Transport Contract will be sent to the event organiser, which will detail TfNSW costs, and the terms and conditions for the delivery of the services. Once the event organiser signs the contract and returns, TfNSW will confirm to the event	Refer to Section 5.9.2	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

²⁵ For events on unclassified roads, approvals from Transport for NSW and/or NSW Police may still be required, for example when traffic signals are involved or for public gatherings.

²⁶ TfNSW will only review the event impacts if it requires an ROL and/or impacts a public transport route. Council(s) Policy will outline their requirements

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
		organiser, the delivery of the road mitigation measures and public transport overlay.					
Integrated Public Transport Ticketing	Event organiser, TfNSW	Integrated ticketing arrangement to be put in place between the event organiser and TfNSW if significant public transport overlay is required. This is an additional cost to the event organiser on top of the User Pays.	Refer to Section 5.9.6	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Assess if the event is eligible for free public transport	Event organiser, TfNSW	Eligibility for free travel is assessed against the government's Special Events (Free Transport Requests) Guidelines 2020.	Refer to Section 5.9.7	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Facilitate / participate in stakeholder meetings	Event organiser, TfNSW, Council(s), NSW Police ²⁷	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for participation in these meetings. The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	Through the planning and approval process, as required	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Approvals / Deliverables							
Relevant planning team to review event proposal	TfNSW	Assess details of proposed event and identify potential conflicts with existing plans or regulation. If conflicts are identified, TfNSW will engage with the event organiser to negotiate alternative conditions to ensure the event can proceed.	Refer to Section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ²⁸	N/A

²⁷ Attendance may be required by additional stakeholders including any event management, venue manager, landowner, Transport for NSW, Premier's Department and other relevant transport authorities, trusts, and government agencies.

²⁸ TfNSW will only review the event impacts if it requires an ROL and/or impacts a public transport route. Council(s) Policy will outline their requirements.

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Review detailed TMP	Event organiser, Council(s), TfNSW, NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a detailed TMP template.	Refer to Section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Review brief TMP	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	N/A	N/A	²⁹ <input type="checkbox"/>	Council
TfNSW Road Occupancy Licence	Event organiser, TfNSW	Review the event organisers ROL application, if required, and carry out a conflict check for other works or events in the area that may impact the approval of this event.	Prior to the approval of the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Implement Special Event Clearways³⁰	TfNSW	If required, Special Event Clearways are to be installed by TfNSW only and inspected to ensure they are correct onsite.	Prior to event. Refer to 5.9.4	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Program permanent VMS	TfNSW	Set approved permanent VMS messages on the allocated boards for prior and during the event.	Refer to Section 5.9.3	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

²⁹ TfNSW will only review a brief TMP if the event impacts a State Road that requires an ROL and/or impacts a public transport route. Council(s) Policy will outline the need for a TMP

³⁰ Special Event Clearways are a significant cost to the Event Organiser and alternate arrangements, like temporarily changing of parking signage, should be investigated.

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Notification							
TfNSW planning team notification	TfNSW	TfNSW LTC representative to notify relevant TfNSW planning team about proposed special event and the event Class proposed by the LTC.	Refer to Section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Advise operator, when applicable	TfNSW, Transport operator	If the proposed event will disrupt/impact ferries, trains, metro, bus or light rail services, a private motorway or tunnel, TfNSW will advise the relevant operator to enable effective management of the transport network.	Refer to Section 4	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Notify the Heavy Vehicle Industry	TfNSW	TfNSW will notify the heavy vehicle industry of any specific heavy vehicle detours, if required.	Refer to Section 3.3.1	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Road Closure notification	TfNSW	If the event requires the closing of a road, Section 5 of the Roads Regulation 2018 requires that 7 days’ notice be given by means of an advertisement in a local newspaper or on the relevant roads authority website.	Refer to Section 5.6	<input type="checkbox"/>	<input type="checkbox"/>	Council	Council
Special Event Clearway notification	TfNSW	Only TfNSW is authorised to establish a special tow-away area under section 143 of the Road Transport Act 2013 , organise the special event clearway signage and the tow trucks.	Refer to 3.3.3.2	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Notify Road Users	TfNSW, Council(s)	Traffic management, transport, special event clearway and travel advice may be published by TfNSW on the Live Traffic NSW website. Similar information regarding local Council roads can be published by relevant Council(s)	Refer to Section 3.3.2	<input type="checkbox"/>	<input type="checkbox"/>	Council ³¹	Council ³²

³¹ Class 3 events are not eligible for Special Event Clearways

³² Class 4 events are not eligible for Special Event Clearways

Post Event							
Debrief post event	Event organiser, Transport for NSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event	<input type="checkbox"/>	<input type="checkbox"/>	³³ N/A	³⁴ N/A

³³ Council(s) policy may include the requirement to hold a debrief post event.

³⁴ Council(s) policy may include the requirement to hold a debrief post event.

A1.4 For NSW Police

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Coordination							
Provide advice to Council on special event application	Council(s), TfNSW, NSW Police	LTCs, which contain representatives from Council, State Member, NSW Police and TfNSW, meet regularly throughout the year. LTC will review the event application and advise Council on matter related to traffic and transport. The LTC will advise on the proposed special event class through its review of the TMPs, which may be different to the class determined and agreed by relevant stakeholders	During and post LTC meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Facilitate / participate in stakeholder meetings	Event organiser, TfNSW, Council(s), NSW Police	Key stakeholders typically include the event organiser, Council, TfNSW and NSW Police. Participation is essential for effective coordination of event matters. No fees are charged by government authorities for participation in these meetings. The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first meeting.	Through the planning and approval process, as required	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Review User Pays applications ³⁵	Event organiser, NSW Police	Assess event organisers User Pays applications and determine whether they can be met, and the costs associated with the application.	Refer to Section 5.8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approvals / Deliverables							
Assess Vehicle Road Race applications	NSW Police	Vehicle races on roads and road-related areas are conducted within the legislative power of the Road Transport Act 2013 . In accordance with Section 115 of the Road Transport Act they require approval from the NSW Police, and compliance with specific safety requirements.	Refer to Section 2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A

³⁵ Significant cost are associated with the use of Users Pays Police and alternate arrangements should be investigated prior to submitting an application

Action	Stakeholder Involvement	Description	Timing	Tracking			
				Class 1	Class 2	Class 3	Class 4
Assess Public Assembly	NSW Police		Refer to Section 2.4.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review detailed TMP	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network.	Refer to section 3.1	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A
Review brief TMP	Event organiser, TfNSW, Council(s), NSW Police	The relevant road authority or road authorities, in conjunction with the NSW Police, will assess the TMP to ensure the traffic management requirements have been met and therefore the regulation of traffic is authorised. The approval of the TMP is for the regulation of traffic only and the endorsement of the proposed management of the traffic and transport network. Refer to Section 4.2 in the Guide and Appendix 4 for a brief TMP template.	Refer to section 3.1	N/A	N/A	³⁶ <input type="checkbox"/>	³⁷ <input type="checkbox"/>
Post Event							
Debrief post event	Event organiser, TfNSW, Council(s), NSW Police	The direction and coordination of these meetings are led by a designated lead agency, determined by consensus at the first stakeholder meeting.	Within 1 to 2 weeks post event	<input type="checkbox"/>	<input type="checkbox"/>	³⁸ N/A	³⁹ N/A

³⁶ TfNSW will only review a brief TMP if the event impacts a State Road that requires an ROL and/or impacts a public transport route. Council(s) Policy will outline the need for a TMP

³⁷ See footnote 22

³⁸ Council(s) policy may include the requirement to hold a debrief post event.

³⁹ Council(s) policy may include the requirement to hold a debrief post event.

Appendix 2 – Portable VMS Message & Location Template

Refer to document

Appendix 2 - Variable Message Sign Template.dotx

Appendix 3 – Brief TMP Template

Refer to document

Appendix 3 - Brief TMP Template.dotx

Appendix 4 – Detailed TMP Template

Refer to document

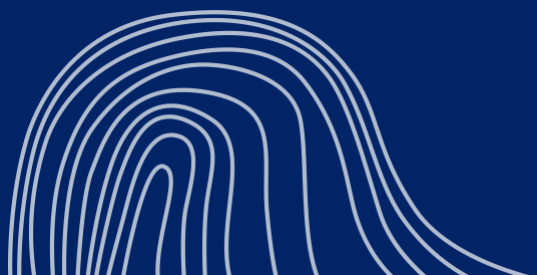
Appendix 4 - Detailed TMP Template.dotx

Appendix 5 – Version Change History

Version	Changes
V1.0	<ul style="list-style-type: none"> Drafts prior to release
V1.1 May 1, 2003	<ul style="list-style-type: none"> Initial release
V1.2 May 5, 2003	<ul style="list-style-type: none"> Withdrew LGSA logo from cover page. LGSA is developing new logo
V1.3 May 6, 2003	<ul style="list-style-type: none"> Changed requirement for Sydney Metro Councils to submit a Proforma B TMP to the RTA (pages 29 & 56). Proponent's TMP will suffice.
V2.0 September 4, 2003	<ul style="list-style-type: none"> Added definition of “Special Event” to page 1. Clarified comments under the heading of Managing Risk in the Workplace pages 3 & 4. Changed pages 33 & 34 (detailed description of TMP) to be consistent with changes on pages 3 & 4. Removed Appendix A3: Legal Opinion About Occupational Health & Safety. Added note to pages 6 & 35 about Event Organisers having a duty of care in relation to Public Liability Insurance. Added clarifying notes about the RTA 's delegation of some of its functions to Councils (page 54). Clarified the need to advertise when traffic is to be regulated (page 50). Added note to page 28 requiring 3 months notice for Class 2 vehicle races. Removed note about WorkCover’s risk management advice on page 4 and page 33 as this is superseded by advice on Department of Tourism, Sport & Recreation’s web site
V2.1 October 1, 2003	<ul style="list-style-type: none"> Added clarifying notes about Class 3 event to Matrix (Page Appendix XIII). Removed note on page 5 about incidents on the barrier side of an event being a public liability issue only (these incidents may also attract the attention of WorkCover).
V 2.2 November 10, 2003	<ul style="list-style-type: none"> Changed font to Gill Sans. Added privacy notice to TMP template
V 3.0 November 24, 2003	<ul style="list-style-type: none"> Added new chapter entitled The Cost of Staging a Special Event. This becomes Chapter and the following chapters are incremented by 1.

Version	Changes
V 3.1 December 17, 2003	<ul style="list-style-type: none"> Added additional police requirements under 8.9 Police Procedure for Vehicle Races on Roads & Road-Related Areas. Changed references about Department of Sport and Recreation to Department of Tourism, Sport and Recreation.
V 3.2 February 27, 2003	<ul style="list-style-type: none"> Relocated TMP template, Police Schedule 1 form and resource matrix towards end of the guide to allow for easier distribution by Internet.
V 3.3 August 19, 2004	<ul style="list-style-type: none"> Removed references to Council/RTA/Police providing assistance and advice in the preparation of the TMP. Changed references about newspaper advertising for temporary road closures from Part 8 of the Roads Act 1993 to the Roads (General) Regulation 2000. On the TMP Template (in the Special Event Resources section) separated Approval & Authorisation into two separate sections to clarify what is being approved and what is being authorised.
V 3.4 August 1, 2006	<ul style="list-style-type: none"> Amended broken RTA links.
V3.5 June 19, 2018	<ul style="list-style-type: none"> Changed font to Calibri. Adjusted format layout Changed RTA to RMS organisation include TMC where required. Remove section 1.4 Traffic & Transport Management for Special Events – Where it Fits. Update website links
V4.0 July 8, 2024	<ul style="list-style-type: none"> Full rewrite of the document A review date of the Guide of every 2 years or as an update is required has been added. Sections updated to better reflect the details within the guide, headings are now: <ol style="list-style-type: none"> 1. Introduction 2. Classes of Special Events 3. Requirements for Special Events 4. Planning a Special Event 5. Costs for Planning & Executing a Special Event 6. Risk Management for Special Events 7. Roles and Responsibilities 8. Legislation Relevant to Events 9. Appendices including Planning Checklists, TMP Templates and VMS Templates Definitions updated to reflect changes in the Guide.

Version	Changes
	<ul style="list-style-type: none"> • Abbreviations added to the Guide. • Classes of Special Events changes include: <ul style="list-style-type: none"> ○ Classes have been structured to scale on the impacts they have on the Traffic and transport network. ○ Characteristics of the classes of events has been placed into a table and reflected on the impact the event will have on the Traffic and Transport network. ○ Class 2 events now have the ability to include Special Event Clearways ○ Class 3 events can have a minor impact on a State Road with a TfNSW ROL approval. ○ Class 4 is no longer a Police Schedule 1 event; this has been removed from the classes. ○ Class 4 is now a Council event with no impact on the Traffic and Transport network and can be approved without going through LTC. • Section 2.4 Unique Events has been added to detail requirements around specific events that may or may not fall into an event class. • Section 3.1 Application Lead Times has been updated for Class 1 events. • Section 3.3.1 Advertising has been updated to include Roads Authority websites as a form of notice for closing a road. • Section 4.3 Traffic Guidance Scheme has been updated from Traffic Control Plans and to include the training requirements set out under the WH&S Regulations. • Section 5.10 ANZCTC has been added. • Section 7 Roles and Responsibilities has been simplified and placed into a table. • Section 8 Legislation Relevant to Events has been updated to include all relevant and up to date references to legislation, standards and manuals. • Appendix 1 Special Event Planning Checklists have replaced the Special Event Planning & Resource Matrix • NSW Police Schedule 1 form has been removed from the appendices. • Templates have been updated to include two TMP templates, one brief and one detailed. • A VMS Template has been added to the Guide resources.



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