



DATE ADOPTED: 26 SEPTEMBER 2023

VERSION: 4.0

POLICY OBJECTIVES

The objective is to establish guidelines in relation to activities on public roads.

POLICY SCOPE

This policy applies to controlling all activities on a road / road related area to ensure the safety of the public and other traffic is not compromised. Under the *Roads Act 1993*, Maitland City Council is a council in a local government area that is the roads authority for all classified regional and local roads, and unclassified roads in that area. This policy does not apply to classified state roads for which Transport for NSW is the roads authority.

POLICY STATEMENT

All activities carried out within public roads shall be carried out safely with minimum disruption to residents, pedestrians, and traffic.

Approval of activities on public roads is by Council officers with delegated authority under Section 138 of the Roads Act. The temporary closure of a road required for a special event is by Resolution of Council in accordance with TfNSW Delegation to Council for the Regulation of Traffic, dated 31 October 2011.

Applications for a Special Event / Temporary Road Closure are to be submitted in writing using the relevant form available on Council's website. Applicants must supply the requested information as detailed on the form and make payment of the related fees. Fees and charges are reviewed and adopted by Council each financial year.

Council's management of traffic for special events that are wholly or partly conducted on a road or which may be held in their own venue but has impact on traffic is guided by The NSW Traffic & Transport Management of Special Events and the statutory requirements stated therein.

The aims of traffic management for a special event are to:

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

Events are considered under 4 classes:

Class 1: is an event that impacts major traffic & transport systems and there is significant disruption to the non-event community. For example: an event that affects a principal transport route in Sydney, or one that reduces the capacity of the main highway through a country town;

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

Class 3: is an event with minimal impact on local roads and negligible impact on the non-event community. For example: an on-street neighbourhood Christmas party;

Class 4: is an event that is conducted entirely under Police control (but is not a protest or demonstration). For example: a small march conducted with a Police escort. A Class 4 event may require Council assistance upon request by Police.

Class 1, 2 and some class 3 special events will require a Traffic Control and / or Traffic Management Plan drawn up by a suitably qualified person.

Activities which involve any of the following temporary traffic control measures and requiring road closures need to be referred to Council **at least 16 weeks in advance of the activity date** for public to allow for advertising, consultation, consideration, and concurrence by the Maitland Local Traffic Committee (for class 1 and class 2 events):

- Temporary Road Closure
- Diversion of traffic to alternate routes
- Changes to traffic control devices and on-street parking restrictions
- Potential impact on the traffic operation of Regional and State Roads.

When determining applications, the following criteria are to be taken into consideration (current versions of documents listed):

- Requirements of the NSW Police, Traffic branch
- Criteria listed in Guide to Traffic and Transport Management for Special Events
- Transport for NSW requirements in Traffic Control at Works Sites Manual
- Hostile Vehicle Guidelines for Crowded Places by ANZCTC
- Council and local traffic committee requirements for public safety and amenity

In some circumstances an activity on a public road may require a Development Application.

Vehicle races on roads and road-related areas are conducted under Section 115 of the Road Transport Act 2013 and may be either class 1 or class 2 events. For example, a bicycle race in the Sydney CBD would be a Class 1 event and a competitive car rally on a local country road would be a Class 2 event. Police written approval must be obtained as part of the process. The NSW Guidelines for Bicycle Road Races serves as a guide in the assessment of these applications.

Class 1 and 2 events will not be considered if application is submitted less than 16 weeks prior to the event.

Class 3 events not requiring a temporary road closures shall be submitted six weeks in advance of the event date.

Council considerations in determining an event include but not limited to: lead times; emergency management planning and coordination; emergency vehicle access; first aid; food, beverage, and amusement devices; insurance; noise; parking; safety; security; toilets; traffic; transport; waste and recycling; available venues, fees and conditions of use; hire of assets. Following consideration of an application the applicant will be advised of outcomes. If approved that advice will contain a Schedule of Conditions for the approval activity.

POLICY DEFINITIONS

Roads Act Section 138:	To meet the requirements of the Roads Act Section 138 - Works & Structures
Roads Act Section 116:	Roads Act Section 116 - Regulation of traffic on a Public Road
Road Transport Act Section 115:	Road Transport Act Section 115 – Races, attempts on speed records and other trials

POLICY ADMINISTRATION

BUSINESS GROUP:	Infrastructure & Works
RESPONSIBLE OFFICER:	Group Manager Infrastructure & Works
COUNCIL REFERENCE:	Ordinary Council Meeting
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	140/3
RELEVANT LEGISLATION	<ul style="list-style-type: none">• <i>Roads Act 1993</i>• <i>Road Regulation 2018</i>• <i>Road Transport Act 2013</i>• <i>Work Health and Safety Act 2011</i>
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none">• Events Protocol• NSW Traffic & Transport Management of Special Events Version 3.5 (1 July 2018) https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf• NSW Guidelines for Bicycle Road Races Version 2.0 (1 July 2019) https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/nsw-guidelines-bicycle-road-races.pdf• Schedule of Classified Roads and State and Regional Roads Version 11 (April 2017)• Hostile Vehicle Guidelines for Crowded Spaces - https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/hostile-vehicle-guidelines-crowded-places.pdf

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	27 March 1984	New policy adopted
2.0	28 June 2016	Policy reviewed
3.0	22 September 2020	Policy reviewed
4.0	26 September 2023	Policy reviewed, minor changes made