

New South Wales Guidelines for Bicycle Road Races

1 July 2019
Version 2.0



About this release

Title:	NSW Guidelines for Bicycle Road Races
Document Number:	20.380
Review Date:	1 July 2022

Version	Date	Revision Description
1.0	Jan 2004	Initial release
2.0	30 June 2018	<ul style="list-style-type: none"> • Update logos, branding and corporate identity names • Update 'Contacts' and 'Resources' • Adjust format layout • Update legislation
2.0	Sept – Dec 2018	<ul style="list-style-type: none"> • Remove all logos and replace with NSW Government Waratah branding • Update and amend 'Introduction' • Add heading, 'Purpose' • Update and amend 'Definitions' • Add heading, 'Categories and TMP Requirements by Race Type' • Amend heading to, 'Race Course Planning' • Add heading, 'Roles of Approving Agencies and Stakeholders' • Add heading, 'Race Course Planning' • Add heading, 'Roles of Approving Agencies and Stakeholders' • Add heading, 'TMP and Race Event Planning Requirements' • Amend heading to, 'Procedures for Race Application and Approval' • Update flowcharts • Update accreditation requirements and training for traffic control • Remove Appendix A and Appendix B – 'Standard Traffic Control Plans' • Remove Appendix C 'Licensing for Traffic Controllers' • Update Appendix D and retitle to Appendix A 'Traffic Management Plan and Checklist' • Add Appendix B 'Bicycle Race Event Planning and Resource Matrix' • Update Appendix E and retitle to Appendix C 'Contacts' • Update Appendix F and retitle to Appendix D 'Resources'
2.0	July 2019	<ul style="list-style-type: none"> • Update corporate identity names (replace Roads and Maritime Services with Transport for NSW)
2.0	Nov 2020	<ul style="list-style-type: none"> • Remove 'District Commanders' and replace with 'Region Commanders'. • Remove 'Cycling Australia' • Add 'AusCycling'. • Add website details for AusCycling and Triathlon Australia. • Remove Bicycle Motorcross and Mountain Bike organisations • Add document review year

Note: Minor amendments, such as organisational name changes, can be requested between reviews but must be submitted in writing to NSW Office of Sport.

Acknowledgement

The '**NSW Guidelines for Bicycle Road Races**' is the result of contributions from:

- Roads and Maritime Services (now Transport for NSW)
- Transport for NSW
- The Transport Management Centre
- NSW Police Force
- Councils across NSW
- Local Government Association
- Office of Sport
- Department of Premier and Cabinet
- Events NSW
- Cycling NSW
- Triathlon NSW

Contents

1	Introduction	6
2	Purpose	7
3	Definitions	8
3.1	Mandatory and Advisory Terms	8
3.2	Organisations	8
3.3	Traffic Management Terms	11
3.3.1	Road Closures	15
3.4	Permits and Approvals	15
3.5	Bicycle Racing Definitions	16
3.5.1	Cycling Terminology	17
3.5.2	Triathlon Terminology	18
4	Categories and Traffic Management Plan Requirements by Race Type	19
4.1	Cycling Race Types	19
4.2	Triathlon Race Types	19
4.3	Traffic Management Plan Requirements by Race Type	20
5	Race Envelopes and Enclosures	23
5.1	Basic Concepts	23
5.2	Centreline Rule	23
5.3	Escort Vehicles	24
5.4	Police Escorts	24
5.5	Race Officials	24
5.6	Support Vehicles	24
6	Race Course Planning	25
6.1	Advising Riders of Traffic Arrangements	25
6.2	Corners	25
6.3	Feed Zones	25
6.4	Radios and Communications	25
6.5	Riders' Area	26
6.6	Start - Finish	26
6.7	Warm Up	26
7	Roles of Approving Agencies and Stakeholders	27
7.1	Local Council	27
7.2	Local Traffic Committee	27
7.3	NSW Police Force	28
7.4	Transport for NSW	28
7.5	Transport Management Centre	29
7.6	Other Agencies and Stakeholders	29
7.7	Relevant Sport Governing Bodies	29
8	Traffic Management Plan and Race Event Planning Requirements	30
8.1	Traffic Management Plan Requirements	30
8.2	Objectives of the Traffic Management Plan	30
8.3	Traffic Management Plan Details	30
8.4	Race Event Application Requirements	31
8.5	Regulating and Controlling Traffic	31
8.6	Risk Assessment and Risk Management	32
8.7	Work Health and Safety	33

8.8 Public Liability Insurance.....	33
8.9 Time Frames for Race Event Application Processing.....	34
8.10 Advertising and Media Arrangements	35
8.11 Filming the Race Event.....	35
8.12 Costs of a Bicycle Race Event	35
8.13 Other Traffic and Safety Requirements	36
9 Traffic Control Plans and Signage.....	37
9.1 Design of Traffic Control Plans.....	37
9.2 Authorisation for Regulatory Signs and Traffic Control Signals	38
9.3 Responsibilities for Traffic Control.....	38
10 Traffic Controllers and Marshals	39
10.1 Role of Traffic Controllers and Marshals	39
10.2 Conditions.....	39
10.3 Traffic Control Training.....	40
11 Procedures for Race Application and Approval	42
11.1 Bicycle Road Race Initial Application Process and Flowchart	42
11.2 Class 1 Race Event Approval Process.....	45
11.3 Class 2 Race Event Approval Process.....	51
Appendices	57
Appendix A Sample Traffic Management Plan Template and Checklist.....	57
Appendix B Planning and Resource Matrix	62
Appendix C Contacts.....	64
Appendix D Resources	66

1 Introduction

The ***New South Wales Guidelines for Bicycle Road Races*** ('the Guidelines') outline the procedure for obtaining approval to conduct bicycle racing on the NSW road network.

'The Guidelines' have been developed with the input of NSW State and Local Government representatives and informed by the technical expertise of the state's governing bodies for the sports of cycling and triathlon.

'The Guidelines' are designed to inform Event Organisers of the **regulatory approvals and required standards to conduct a bicycle race on the NSW road network, and considerations that must be applied when planning a bicycle race event**. The safety of event participants, officials, spectators and other road users is a primary consideration in the planning and conduct of road events.

Sport and active recreation is important for the people of NSW, contributing significantly to our health, economy, social wellbeing and the liveability of our cities. The NSW Government recognises the importance of maintaining bicycle racing as a strong and growing sport in NSW. The continuing strength of bicycle racing parallels the overall growth in the popularity of bicycling as a form of transport and recreation throughout NSW and Australia, as outlined in the NSW Government's active transport plans, sport development programs, and events strategy.

A key to the growth and development of the sport of cycling has been the continued cooperation of the NSW Police Force, roads authorities, cycling and triathlon bodies, and Event Organisers, in planning and administering bicycle race events. Successful bicycle race events require a significant effort on the part of Event Organisers to control traffic, consider the safety of the competitors and the general public, manage the technical aspects of the race course, and preserve access for emergency vehicles and personnel.

2 Purpose

'The Guidelines' are written for Event Organisers, Police, Councils, Transport for NSW (TfNSW), Transport Management Centre (TMC), relevant sporting bodies, and anyone else with an interest in **traffic and transport management for bicycle road racing events in NSW**.

'The Guidelines' address bicycle racing and the bicycle racing component of triathlon and other multi-sport races **only**, that may have a **direct or indirect impact on the safety and efficiency of the road network in NSW**. 'The Guidelines' **do not** address or apply to the many non-competitive, charity and fun bicycle rides organised each year in NSW. The arrangements for these events are outlined in the *NSW Guide to Traffic and Transport Management for Special Events*.

There are several key statutory requirements to conduct bicycle racing on public roads:

- A written approval issued by the NSW Police Force, pursuant to Section 115 of the *Road Transport Act 2013*, is required to conduct a bicycle race on a public road in NSW. This Section does not apply to races on private land or an event held within its own venue; **and**
- A Road Event Permit from all relevant Roads Authorities, under Section 144 of the *Roads Act 1993*, is required to conduct a bicycle race on a public road.
- Other legislation may apply (eg, local government and planning law), and any approvals should always include an assessment of any likely adverse traffic impacts on adjacent roads, which should be addressed by traffic management arrangements.

In addition to government requirements, an event endorsement and sports race permit to conduct a sanctioned bicycle race may be required by the relevant sport governing body.

The measures set down in 'the Guidelines' explain to Event Organisers how to make an application to conduct a bicycle race event and the minimum expectations required for managing traffic, and meeting conditions of approval.

Included in 'the Guidelines' are:

- Definitions
- Roles of Approving Agencies and Stakeholders
- Conditions and procedures for approval to conduct bicycle road races
- Required training for Traffic Controllers
- Traffic Management Plan requirements
- Race course planning
- Contacts and Resources

'The Guidelines' will continue to be updated as changes occur to technical rules and regulations, legislation, standards, agency processes or procedures, and the NSW road network.

3 Definitions

3.1 Mandatory and Advisory Terms

The following terms are used throughout ‘the Guidelines’ to describe when certain conditions, approvals, procedures, standards, or other items are required:

Must

Must is a **mandatory** condition. Requirements stipulated by “**must**” will be met in order to stage a bicycle race event.

Should

Should is an **advisory** condition. Requirements stipulated by “**should**” are recommended but not mandatory.

May

May is an **advisory** condition. No requirement for application is intended.

3.2 Organisations

Affiliated Clubs

Cycling or Triathlon Clubs affiliated with a State Sporting Organisation (SSO), which is recognised by the relevant National Sporting Organisation (NSO).

Upon affiliation, clubs are subject to the technical rules and regulations of the relevant sport governing body, covering the conduct of sanctioned events organised by the club.

AusCycling

The current national governing body responsible for the sport of cycling in Australia, as recognised by Sport Australia, Union Cycliste Internationale (UCI) and relevant Olympic, Paralympic and Commonwealth Games Committees.

AusCycling represents the interests of the sport and member clubs, and is responsible for *Technical Regulations* of the Sport.

Council

An independent, statutory body responsible for administering its local government area (LGA) with respect to:

- Any *Local Government Act 1993* approvals for temporary structures, use of public parks, etc.
- The functions of a consent authority under the *Environmental Planning and Assessment Act 1979*, for any applicable planning approval requirements; **and**
- Any approvals in its capacity as roads authority for public roads in its LGA under the *Roads Act 1993*, including a Road Event Permit under Section 144 of the *Roads Act*.

Council is the first point of contact when organising a bicycle race event. They provide approval and conditions for bicycle racing events, along with information on traffic and transport, waste management, environmental protection, impact on businesses and residents, restoration of damage.

Note: *An event traversing more than one LGA will involve multiple councils.*

Cycling NSW

The current governing body responsible for the sport of cycling in NSW. Its technical regulations set out the competitive rules that apply for cycling races in NSW.

Event Organiser

The person, entity or organisation responsible for organising a bicycle race event. The Event Organiser is often a cycle or triathlon club. The Event Organiser is not the event management firm employed by the Event Organiser to manage the event of their behalf.

The Event Organiser's name must be listed as the insured on the public liability insurance policy.

International Triathlon Union (ITU)

The current international governing body for the sports of triathlon, duathlon, aquathlon and other multi-sport events, recognised by the International Olympic Committee and Global Association for International Sports Federations.

Local Traffic Committee (LTC)

A technical review committee consisting of the NSW Police Force, TfNSW and the local council, together with the local State Member of Parliament or their nominee, meeting regularly at the local council to consider traffic related matters.

The LTC advises Council on matters for which the Council has delegated authority, being certain prescribed traffic control devices and traffic control facilities.

National Sporting Organisation (NSO)*

An organisation recognised (subject to eligibility criteria) by Sport Australia as the pre-eminent body for the development of their sport in Australia. NSOs are generally affiliated to an international organisation/federation.

Sport Australia currently recognises AusCycling and Triathlon Australia as NSOs, taking responsibility for the development of their sports in Australia.

* NSO includes national sporting organisations for people with a disability (NSOD).

NSW Police Force

The agency with the legislative power to grant approval for the conduct of any on-road bicycle race in NSW. The approval of the Commissioner of Police is required for the conduct of any race (under Section 115 of the *Road Transport Act 2013*), with approval delegated to Region Commanders within the NSW Police Force.

Office of Sport

The NSW Government's agency, responsible for planning, managing and delivering high quality venues, facilities and sport and active recreation development programs, high performance sport and sports integrity and safety.

Roads Authority

The *Roads Act 1993* designates certain persons or bodies to be roads authorities for public roads. The roads authority for a road owns the road, and has statutory powers and responsibilities in respect of the road.

For the purposes of 'the Guidelines', the roads authority is the agency responsible, under the *Roads Act*, for the particular road or roads to be used for a bicycle road race. In most cases, the roads authority for a public road will be the council of the LGA in which the road

is located. However, this will not always be the case. For example, TfNSW is the roads authority for all freeways.

A Road Event Permit, under Section 144 of the *Roads Act*, **must** be obtained from any relevant roads authority to conduct a bicycle road race. Where the public road is also a classified road, TfNSW has additional powers and management responsibilities and its consent, which might include conditions of consent, would also be required under Section 144 of the *Roads Act*.

There are other public and private roads in NSW which are the responsibility of other agencies. These include crown roads, and roads managed by State Forests, National Parks & Wildlife Service and Sydney Foreshore Authority. Definitions are detailed in the *Roads Act* and the *Schedule of Classified Roads and State and Regional Roads* maintained by TfNSW.

Enquiries regarding the classification of specific roads can be directed to TfNSW or Council.

Sport Australia

The operating brand name of the Australian Sports Commission and the Australian Government body that supports, develops and invests in sport at all levels in Australia.

AusCycling and Triathlon Australia are currently recognised by Sport Australia as National Sporting Organisations (NSO) responsible for the governance of those sports within Australia.

Sport Governing Body

A recognised international, national or state relevant sport governing body that endorses and sanctions a bicycle race event and issues a sports race permit to the Event Organiser.

The relevant sport governing body develops or specifies technical rules and regulations for how a bicycle race event will be conducted, and the rules overseeing the competitive behaviour of participants.

State Sporting Organisation (SSO)*

An organisation recognised (subject to eligibility criteria) by the Office of Sport as the pre-eminent body for the development of their sport in NSW. SSOs are affiliated to a NSO.

* SSO includes state sporting organisations for people with a disability (SSOD).

Transport for NSW (TfNSW)

A NSW Government agency with statutory powers over classified roads and certain other public roads under the *Roads Act 1993*.

Note: *If a bicycle road race is to take place on classified roads, council cannot issue a Road Event Permit (under Section 144 of the Roads Act), without the consent of TfNSW.*

Transport Management Centre (TMC)

A body within TfNSW (which is a NSW government agency), responsible for planning and coordinating real-time management of the transport network.

TMC coordinates public transport arrangements and develops a Coordinated Transport Management Plan, as part of major race events, and/or those occurring in Sydney Region.

Triathlon Australia

The current national governing body for the sport of triathlon and other multi-sport events in Australia, as recognised by Sport Australia, ITU, and relevant Olympic, Paralympic and Commonwealth Games Committees.

Triathlon Australia represents the interest of affiliated triathlon clubs and state/territory member bodies, and is responsible for the *Triathlon Australia Race Competition Rules*.

Triathlon NSW

The current governing body responsible for the sport of triathlon in NSW, and currently recognised for triathlon and multi-sport events in NSW. They are affiliated with the NSO, Triathlon Australia.

Triathlon NSW has delegated responsibility for sanctioning a race in accordance with their Race Competition Rules.

Union Cycliste Internationale (UCI)

The world governing body for sports cycling recognised by the International Olympic Committee (IOC) and Global Association for International Sports Federations.

UCI oversees international competitive cycling events.

3.3 Traffic Management Terms

Classified Road

A road that has been declared under the *Roads Act 1993* as a Main Road, Highway, Freeway, Controlled Access Road, Secondary Road, Tourist Road, Tollway, Transitway, a State Work.

Class 1 Event

Under the *NSW Guide to Traffic and Transport Management for Special Events*, an event that impacts major traffic and transport systems and significantly disrupts the non-event community over a wide area.

Class 2 Event

Under the *NSW Guide to Traffic and Transport Management for Special Events*, an event that impacts local traffic and transport systems and where there is low scale disruption to the non-event community, but not over a wide area.

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.

Escort Vehicles

Motor vehicles used to designate the front and back of a rolling road closure and/or restricted closure of a specific race, to ensure the smooth passage of the race in the interest of rider safety, and advance warning to other road users.

These vehicles are noted by signs and rotating yellow beacons. In some bicycle race events, the lead escort vehicle may be preceded by a police escort.

Licensed Marshal

A race official who has responsibility for race course safety designated areas.

The licensed marshal is required to hold a current Traffic Controller licence, and has the legal power to stop, hold or direct traffic on public roads.

Marshal

A race official who has responsibility for race course safety designated areas. Marshals can often be volunteers and **do not** have the legal power to stop, hold or direct traffic on public roads.

Motor Marshal

Race officials (often from a relevant sport governing body) on motorcycles responsible for assisting in keeping a race course clear and safe for competitors, usually in conjunction with a restricted or rolling road closure.

The motor marshal may be required to hold a current Traffic Controller licence.

Public Road

Any road that is opened or dedicated as a public road, under the *Roads Act 1993*, or any other Act or law; and any road declared to be a public road for the purposes of the *Roads Act*.

Race

Defined under Section 115 of the *Road Transport Act 2013* as,
“*Races, attempts on speed records and other speed trials*”.

In accordance with Section 115 (1) of the *Road Transport Act*,

A person must not organise, promote or take part in:

- a) any race between vehicles on a road, (definition also including bicycles) or
- b) any attempt to break any vehicle speed record on a road, or
- c) any trial of the speed of a vehicle on a road, or
- d) any competitive trail designed to test the skill of any vehicle driver or the reliability or mechanical condition of any vehicle on a road,

unless the written approval of the Commissioner of Police to the holding or making of the race, attempt or trial has been obtained.

Race Envelope

An ‘enclosure’ of lead and follow vehicles within which the competition takes place, including riders, officials, technical and medical support, and accompanying Marshals.

The race envelope is a traffic control and race management method designed to provide for the safety of bicycle racers and the general public during point-to-point races.

Regulate Traffic

To restrict or prohibit the passage along a road of persons, vehicle or animals, as defined under the *Roads Act 1993*.

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, as defined under the *Road Transport Act 2013* and the *Road Rules 2014*.

A road includes:

- a) The airspace above the surface of the road, and
- b) The soil beneath the surface of the road, and
- c) Any bridge, tunnel, causeway, road-ferry, ford or other work or structure forming part of the road.

Road Event

Defined in the *Roads Act 1993* as;

“a speed contest or such other activity as may be prescribed by the regulations for the purposes of this definition”.

Road Event Permit

A permit granted by the relevant roads authority(s), under Section 144 of the *Roads Act 1993*, to conduct a race event on a public road. If the event traverses more than one LGA, a Road Event Permit is required from each roads authority.

If a bicycle road race event is to take place on any classified roads, council cannot issue a Road Event Permit (under Section 144 of the *Roads Act*), without the consent of TfNSW. TfNSW may include conditions as part of its consent.

Note: *A written approval from the NSW Police Force, under Section 115 of the Road Transport Act 2013, **must** be in force before a Road Event Permit can be granted.*

Road Occupancy Licence (ROL)

A licence issued by a roads authority(s) which allows the applicant to use or occupy a specified road space at approved times and days, provided that certain conditions are met.

A ROL is required for any activity likely to impact on, or affect, traffic flow and the efficiency of the road network, even if that activity takes place off-road.

Examples of road occupancies include:

- Road maintenance
- Lane closures (such as around a building site)
- Filming activities from a vehicle or requiring lane closure
- Grass cutting along a median strip (requiring road shoulder/lane closure).

Note: *A ROL does not imply permission or approval for actual works being undertaken and may not be required for a bicycle road race event. Clarification **must** be confirmed with the relevant roads authority(s).*

*A Road Event Permit is a separate and legal requirement under Section 144 of the Roads Act, 1993, and **must** be obtained from roads authorities before a bicycle race event can be conducted on a public road.*

Road Related Area

Defined under the *Road Transport Act 2013* and *Road Rules 2014* as any of the following:

- a) an area that divides a road
- b) a footpath or nature strip adjacent to a road
- c) an area that is not a road and that is open to the public and designated for use by cyclists and animals
- d) an area that is not a road and that is open to or used by the public for driving, riding or parking
- e) a shoulder of a road
- f) any other area that is open to or used by the public and that has been declared to be an area to which specified provisions of the *Road Transport Act* or the statutory rules apply.

Special Event Clearway

A special event clearway is a restriction on parking during the hours described on the regulatory signs, but with tow away provisions. Some bicycle road race events require the installation of special event clearways for safety or traffic management reasons.

Traffic Control

Guidance given to road users using any signs, devices, pavement markings, signals or directions from a traffic controller to regulate, warn or guide road users.

Traffic Control can only be carried out by the Police or by a person who has been appropriately trained for traffic control, holds and displays a valid Traffic Controller Licence, and is authorised to conduct traffic control at a particular site by a Traffic Control Plan.

Traffic Controller

An appropriately trained and authorised person whose duty it is to control traffic at a work site. They must complete a TfNSW approved training course through a registered training organisation.

The minimum qualification needed to perform the duty of a traffic controller with a stop/slow bat or portable traffic control device is a Traffic Controller accreditation, as defined in *Table 10.1 'Traffic Control Competency Accreditation'*.

Traffic Control Device

A traffic sign, road marking, traffic signals, or other device, to direct or warn traffic on, entering or leaving a road, as defined in *Road Rules 2014*.

Note: A "Prescribed Traffic Control Device" is a Traffic Control Device that is prescribed or stipulated by *Road Transport (General) Regulation 2013*.

Traffic Control Plan (TCP)/Traffic Guidance Scheme (TGS)

A diagram/plan showing the layout of signs and devices, arranged to warn traffic and guide it around, past or, if necessary through a work site or temporary hazard to control traffic or people at a particular location.

A TCP must be prepared by a person who is trained and accredited through an approved training course by a registered training organisation, as defined in *Table 10.1 'Traffic Control Competency Accreditation'*.

Note: *The use of Traffic Guidance Scheme (TGS) and Traffic Control Plan (TCP) are interchangeable. 'The Guidelines' use TCP in reference to both terminologies.*

Traffic Management Plan (TMP)

A strategic plan/risk assessment (in support of a TCP) prepared by an accredited person (as defined in *Table 10.1 'Traffic Control Competency Accreditation'*) for the Event Organiser, detailing in words and diagrams the measures to be taken to manage traffic related risks and controls for the bicycle race and describing its effect on the general area, especially its effect on public transport and passengers, cyclists, pedestrians, motorists and commercial operations.

Unclassified Road

A public road that is not a classified road as defined under the *Roads Act 1993*.

Variable Message Sign (VMS)

Permanent or portable outdoor structures displaying electronic messages, often used to provide road safety or traffic management information and/or direction.

Vehicle

Defined under *Road Rules 2014* as,

“A motor vehicle, trailer, tram, **bicycle**, animal drawn vehicle, animal being ridden or drawing a vehicle, a combination, and a motorised wheelchair”.

3.3.1 Road Closures

A complete road closure or well-organised rolling road closure should be established for Class 1 bicycle racing events.

The NSW Police Force and the Event Organiser must consider total road closures or neutralisation of the race for portions of the race course when heavy traffic, difficult turns, high speed racing, narrow roads, or other conditions are present.

Closed Circuit

A race course that is completely closed to general motor vehicle traffic and on which pedestrians are under some form of control. Closed circuits are most often used in criteriums or road races that use a relatively short lap.

Restricted Closure

A race course that allows limited entry by general traffic, usually under the control of accredited traffic controllers in accordance with an approved TCP. The road reopens after the race passes.

Rolling Road Closure

A rolling road closure is a form of traffic control used for point-to-point road races where escort vehicles form an “envelope”, leading and following a group of racers. The closure sets aside a moving part of the roadway in the direction of the race for the use of the race competitors.

Racers inside the closure are controlled by technical rules/regulations for cycling, as required by the relevant sport governing body, and Police Conditions of Approval for the race. The full width of the road is closed to other traffic as the race passes any given point and may be used by the cyclists.

A rolling road closure is often not used in the bicycle racing component of triathlon events.

3.4 Permits and Approvals

Roads Authority Approval

An approval issued by one or more Councils, in their capacity as a roads authority under the *Roads Act 1993*, for a bicycle road race event to be conducted.

Roads Authority Approval may contain conditions and may include authorisation for the Event Organiser to deploy Traffic Controllers under *Roads Regulation 2018*, or regulate traffic under the *Roads Act*, in accordance with the specific details of the TCPs that form part of the race application.

The bicycle race event will require the roads authority (or authorities, if the event traverses multiple LGAs) to issue a Road Event Permit under Section 144 of the *Roads Act*. If the race event is to take place on any classified roads, TfNSW consent is also required.

Note: *Approval will be required if the race event occurs on roads under the responsibility of TfNSW, or other State agencies/roads authorities.*

Police Race Event Approval

A document issued by the NSW Police Force that grants approval, under Section 115 of *the Road Transport Act 2013*, to conduct a race event on a public road in NSW at a given place and time. An approval issued by the NSW Police Force will require compliance with an approved TMP prepared for the race, and any conditions placed on the race event by the Police.

An annual approval may be issued, subject to Police authorisation, to approve a series of bicycle races that are conducted on the same course, on a regular basis, and managed under the same TCP.

Note: *Organisers of any event that has a bicycle road race element (as defined in Section 3.5 of 'the Guidelines') must engage with the relevant sport governing body before seeking NSW Police approval.*

This engagement will include an assessment of the proposed event and determination by the relevant sport governing body as to whether the bicycle race element should be sanctioned, and a sports race permit issued.

*Should an event **NOT** require sanctioning, the relevant sport governing body will advise the Event Organiser. Event Organisers must include details of this engagement in the race event application (as outlined in Section 8.4 of 'the Guidelines').*

Sports Race Permit

A non-statutory document issued by the relevant sport governing body to an Event Organiser, indicating that the event has met minimum requirements for a sanctioned race event.

The Sports Race Permit usually requires demonstration of insurance, compliance with all applicable conditions of approval and regulations, and in conformance with the sport governing body's applicable racing rules.

The Sports Race Permit is a declaration by the relevant sport governing body that plans for the event have been thoroughly inspected and provide the greatest potential for the conduct of a safe and fair event.

3.5 Bicycle Racing Definitions

Bicycle

A vehicle which has one or more of the following characteristics:

- composed of two wheels held in a frame, one behind the other
- propelled by two pedals and steered with handlebars attached to the front wheel
- the front wheel may be a different diameter from the rear wheel
- no wheel may contain mechanisms which are capable of accelerating it.

A Tricycle is similar to a bicycle but having three wheels.

Reference must be made to the relevant sport governing body's technical rules and regulations for specific requirements in a sanctioned bicycle race event.

Bicycle Race

A competitive event held on a public road, where reward or recognition is given to placings and/or results are recorded, published or advertised. The legal definition of 'race', as outlined in the *Road Transport Act 2013*, is included in Section 3.3 of 'the Guidelines'.

Bicycle Ride

An organised activity where bicycle riders travel over a set course, with or without a defined starting point or finishing line and, often not having to adhere to a sport governing body's specific requirements for a sanctioned event, such as technical rules and regulations.

Sanctioned Race

Any bicycle race event which has been endorsed and approved for conduct under the auspices of the relevant sport governing body.

Sports Event Permit

A non-statutory document issued by the relevant sport governing body to an Event Organiser, indicating that the event has met minimum requirements for a sanctioned bicycle race event.

3.5.1 Cycling Terminology**Breakaway**

When one or more riders have ridden ahead (off the front) of the main group or peloton. This creates a gap or open roadway between the breakaway and the main group.

Chief Commissaire

A bicycle race official who is responsible for the conduct of competitors within an event.

Every on-road sanctioned bicycle race has a Commissaire. The Chief Commissaire manages the assistant Commissaires and other race officiating staff, and has the authority to revoke a Sports Race Permit for bicycle race events that fail to meet the governing body's standards.

Dropped (“Off the Back”)

A rider who cannot keep up with the pace of the main group or peloton. In most bicycle races, a rider who drops behind the race envelope (rolling road closure) is obligated to follow all the rules of the road. The rider may also be removed from the race at the discretion of race officials.

Neutralise (“Neutralise the Race”)

A temporary suspension of the race, usually accomplished by slowing the racers and confining the race to a small portion of the road. This is often done to allow safe passing.

Peloton/Pack

The main group of bicycle riders in a bicycle race.

Race Director

A race official who reports to the Chief Commissaire. The Race Director is responsible for ensuring that all TCPs are implemented in a timely manner and are maintained throughout the race. The Race Director is also responsible for briefing Traffic Controllers on their duties and ensuring that they are properly licensed.

A Race Director must be appropriately trained in the setting out of traffic control devices in accordance with a TCP and must hold the appropriate qualifications to undertake this task.

Support Vehicle

A vehicle that is part of the regular race envelope/convoy and provides mechanical support (spare wheels, replacement bicycles, etc.) to the racers. These vehicles operate within the established race closure under the direction of the Chief Commissaire.

Other support vehicles may provide medical support to the race. Support vehicles need to be readily identifiable.

3.5.2 Triathlon Terminology

Drafting

The act of riding in close proximity behind another competitor with the intention of gaining a competitive advantage due to the aerodynamic effect of “slip-streaming”.

Draft Zone

In a non-drafting race, this is the protected distance behind a forward rider that other competitors are forbidden to occupy, unless they are in the act of passing through this zone.

Race Director

The organiser of the event or the person appointed by the Event Organiser or by a Race Committee to ensure that all event plans and sanctioning criteria are in place on race day.

The Race Director controls all aspects (swim, cycle and run) of the event on race day, including implementation of the TCPs.

Technical Delegate

A qualified Technical Official responsible for ensuring that all aspects of the triathlon race competition rules and procedures are fulfilled.

4 Categories and Traffic Management Plan Requirements by Race Type

4.1 Cycling Race Types

criterium

Massed start, high-speed bicycle race event in which riders race around multiple laps of a closed circuit race course to compete for order of finish. Criteriums are usually held on closed public streets. The race course is normally up to three kilometres in length.

Cyclocross Race

Short, intense forms of bicycle racing. Cyclocross consists of many laps of a short course featuring pavements, wooded trails, grass, steep hills and obstacles, requiring the rider to quickly dismount, carry the bicycle while navigating the obstruction, and remount.

Mountain Bike Race

A race held on unpaved roads and tracks, although paved sections are sometimes incorporated. Almost all mountain bike races are held on circuits closed to other traffic. Most mountain bike races are massed start bicycle race events, although a mountain bike race may break up and resemble a time trial.

Note: *Bicycle racing events such as Mountain Bike racing, BMX racing, Cyclocross and Freestyle BMX predominantly occur 'off-road'. However if any part of the race occurs on a public road, the event will require Police Approval under Section 115 of the Road Transport Act 2013 and a Road Event Permit under Section 144 of the Roads Act 1993.*

Road Race

Massed start bicycle race event in which riders complete a race course for order of finish. The race course may be point-to-point, a large circuit, or repeated laps of a shorter circuit. Road races are usually held on rural or suburban roads and may occur on public or private roads. At any one time a road race may consist of one or more peloton or peaks of riders, breakaways and or dropped riders.

Stage Race

Race combining several different types of bicycle races into one multiple part bicycle race event. Stage races commonly include road races, time trials, and criteriums. These races are usually scheduled over a period of two or more days. Order of finish is determined by lowest combined elapsed time or combined points depending on the scoring format. Such bicycle race events require significant preparation and staffing.

Time Trial

Bicycle race events in which individuals, or small teams of riders, ride the same route and distance separately for elapsed time. Time trials are generally started at pre-set intervals and held on an out-and-back or circuit course.

4.2 Triathlon Race Types

Draft-Legal Race

A race that allows riders to occupy the draft zone without incurring a penalty. Very few races in NSW are sanctioned as draft-legal races. Draft-legal races are only conducted on closed circuits, or on roads where general traffic movement is heavily restricted. Most draft-legal

bicycle races are incorporated as part of a multi-leg race, and they typically follow a swim leg, which has the effect of reducing congestion on the bicycle course.

Mountain Bike Race

A race held on unpaved roads and tracks, although paved sections are sometimes incorporated. Almost all mountain bike races are held on circuits closed to other traffic. Most mountain bike races are incorporated as part of a multi-leg race, and they typically follow a swim leg, which has the effect of reducing congestion on the bike course.

Non-Drafting Race

A race that penalises riders who choose to gain a competitive advantage by drafting behind another rider. Most triathlons in NSW are sanctioned as non-drafting races. Most non-drafting bicycle races are incorporated as part of a multi-leg race, and they typically follow a swim leg, which has the effect of reducing congestion on the bicycle course.

4.3 Traffic Management Plan Requirements by Race Type

Criterion

- Complete closure of the race course is required. If multi-lane streets are used, it may be acceptable to allow a partial closure. In this case, adequate protection from traffic must be provided with approved cones, fencing, and barricades. Opposing traffic must not be allowed immediately adjacent to a closed circuit. Parked vehicles must not be allowed on the race course.
- A detour around the race course must be defined before the race course can be approved. The Event Organiser must sign post a detour route in accordance with the event's TMP.
- Marshals must be placed at all street intersections to control pedestrian flow and to monitor motorists' use of the detour.
- A police presence is advised in urban areas with significant traffic volumes.
- If the race course is closed to motor vehicle traffic, signs must be installed to warn affected motorists that the road is closed, in accordance with the event's TMP.

Point-to-Point Road Race

- Road race traffic control may provide driving conditions for the general public that are different to those normally encountered at a particular location. In these circumstances a greater level of warning signposting, competitor control, and briefing of Traffic Controllers is required.
- Road race traffic control should not require competitors or the general public to break road rules. If the route for a race passes through Traffic Control Signals, STOP or GIVE WAY signs or turn bans, then the TCP for the event must identify alternate traffic arrangements to be put into place for the duration of the event. In circumstances where it is necessary for competitors or other road users to do something contrary to the road rules or legislation, this must only be done at the specific direction of the Police, or an authorised person carrying out functions under road transport legislation.
- The Event Organiser will work with the Police to limit the field size to the maximum number that is safe for the particular event. This number will depend on the race course and conditions.

- A complete road closure or well-organised rolling road closure will be established for Class 1 bicycle race events.
- A rolling road closure by Police escort should be used when the field size and road conditions warrant this level of protection. This may be when the race course is located in a heavy traffic area, under special circumstances, or when the field size approaches a maximum determined number.
- Intersections of major roads with low volume rural local roads may need Traffic Controllers and signage depending on the circumstances.
- Major road intersections, where the side road has high volumes and is controlled by STOP signs, may need a trained Traffic Controller to stop and hold traffic. The decision to use a Traffic Controller depends on sight distances, vehicle speeds, and other local conditions, and must be set out in the TCP.
- Turning left or right at an intersection must have appropriate traffic control. Crossings of major roads will generally require two Traffic Controllers, or as outlined in the latest TCAWS Manual. Intersections should be marked with signs to warn affected motorists in accordance with the TCP.
- Escort vehicles must be used for all road races using a rolling road closure or restricted closure.
- A minimum of two escort vehicles must be used for a rolling road closure or restricted enclosure. A third car may be needed based on race conditions, the number of racers, and other factors.
- Escort vehicles travel at a distance in front of, and behind, the peloton commensurate with the operation of the race. The distance should allow a safe and reasonable bicycle race to be run.
- The 'lead vehicle' must stay in front of the lead rider in the race, while the 'following vehicle' must remain behind the main peloton. Riders who drop behind the 'following escort vehicle' must obey all road rules.
- The lead and following escort vehicles must operate yellow rotary beacons.
- The lead and following escort vehicles must be marked with a sign that says "RACE IN PROGRESS". The sign must be mounted so it is essentially rigid and easily readable when the vehicle is in motion.
- Escort vehicles must be equipped with two-way reliable and instant communication, adequate to provide voice communication between drivers at all times during the race. The communication should be capable of being sustained over a distance of at least five km under conditions normally encountered during the race. The drivers of the escort vehicles should continuously monitor the communications during the race.
- The Event Organiser must provide/obtain escort vehicles.

- Escort vehicles must be of such design as to afford observers clear and unobstructed vision, both front and rear. Escort vehicles must be in safe operational condition and properly registered.
- Escort vehicle operators must be properly licensed and experienced in the operation of escort vehicles. No unnecessary passengers will be permitted.
- As a guide, when twenty or more vehicles are lined up behind a bicycle race and delayed for more than ten minutes, the bicycle race must be neutralised at a place of safety to allow vehicles to pass.

Road Races on multiple lap open courses

- Complete closure of the race course may not be required by Police unless traffic levels and/or competitor numbers become sufficiently large to warrant the closure of, part of or, the entire course. Part closures are not recommended as this can lead to confusion among competitors or road users as to whether they have free access to the road at any given point of the race.
- If a partial closure is used, adequate protection from traffic must be provided with approved cones, fencing, and barricades.
- All road crossings and turn-arounds must have appropriate traffic control and details of the control must be set out in the TCP.
- Marshals must be placed at locations where pedestrians may wish to cross the course, to control pedestrian flow and to monitor road user's/motorist's use of the road.

Time Trial

- No field limits are necessary where cyclists are riding single file at timed intervals.
- A road closure is generally not necessary, though this depends on the location and circumstance of the event. In some instances, such as busy roads, closures may be required as for other races.
- Riders must follow the rules of the road unless special traffic control is provided.

Triathlon/Duathlon/Multi-sport Event

- The bicycle segment of a triathlon, duathlon, or multi-sport event normally functions like a time trial and, in these circumstances, must follow the rules for time trials.
- However, if the bicycle segment of a triathlon, duathlon, or multi-sport event is planned as a "drafting legal" race, it must follow the rules for a road race.

Note: *Traffic Control Plan (TCP) and Traffic Management Plan (TMP) requirements for various types of races may change over time as legislation, policies, procedures, manuals and guidelines are updated. The most recent advice and document(s) **must** be consulted prior to developing a TMP and TCP.*

5 Race Envelopes and Enclosures

5.1 Basic Concepts

The race envelope is a traffic control and race management method designed to protect the safety of bicycle racers and the general public during point-to-point road races. Different races have different needs.

Variables include:

- road condition and width
- traffic volumes and speeds
- number and complexity of intersections with other roads
- side traffic access requirements; and
- the number of racers.

The 'envelope' concept allows the road to be closed for short periods, sparing the race organiser, local authorities, and the local public, the cost and inconvenience of total road closures. The 'envelope' allows a race to move along a lengthy race course with minimal disruption to the travelling public.

Race envelope concepts can be employed to find the best race management strategy for a given location and level of race promotion. It should be the goal of the Event Organiser, sanctioning authority, and Police, to find the best combination of safety, security, and efficiency to suit a particular bicycle race event.

All envelope and enclosure plans have the same common elements: an "enclosure" of lead and follow vehicles within which the competition takes place, including the riders, officials, technical and medical support, and any accompanying Marshals. In larger bicycle race events, police officers may operate in front of, and behind, the enclosure, assisting in the temporary closure and reopening of the road as the bicycle race event passes.

Generally, the more significant the bicycle race event, the greater the effort required to run a successful race envelope. In small weekly bicycle race events run by local clubs, a lead and follow escort vehicle may be all that is required to run a well-protected bicycle race event. In larger bicycle race events, significantly more resources are required.

Note: *Triathlon and other multi-sport events are not conducted in the manner of a "race envelope".*

5.2 Centreline Rule

Critical to the successful operation of a race enclosure is the application of rules regarding the road centreline. Where road races work with a restricted road closure, riders are under strict rules to never cross the centreline of the road. Sanctions for crossing a centreline range from a warning for accidental crossing, relegation or disqualification in the bicycle race event, to suspension of a rider's licence.

In larger races, the envelope requires significantly more police and marshal support, which allows the use of a rolling road closure, in which the entire roadway is closed to traffic while the race passes. Riders are allowed the use of the full road, but must move to the left if race vehicles need to pass.

Such closures require police support at the front and rear to open and close the road, with Marshal support on motorcycles to maintain the closure within the "envelope" of the race.

5.3 Escort Vehicles

The lead and follow vehicles in road races serve a vital function in providing safety to riders and advance warning to other road users.

A minimum of two escort vehicles must be used for all road races using a rolling road closure or restricted closure. A third vehicle may be needed based on race conditions, the number of racers, and other factors.

It is the responsibility of the Event Organiser to provide/obtain escort vehicles in safe operational condition and properly registered. Escort vehicle operators must be properly licenced and experienced.

5.4 Police Escorts

In moderate to major bicycle race events, the role of the police escort is fundamental to the success of the bicycle race event. Police escorts can be used with rolling road closures and serve to reinforce the legitimacy of the bicycle race event. Police direction is required for the establishment of a restricted closure.

Police escorts can respond to emergencies, or illegal behaviour by other road users or any other person near the bicycle race event, and provide a radio linkage to other emergency services.

Most police escorts maintain position at the front and/or back of the enclosure, and do not “leapfrog” to cover adjacent streets. Such a practice is difficult due to the delays involved in passing the peloton, and the limited amount of time available to close and reopen the road, and return to position. This can be successfully accomplished, but requires a significant number of police officers and motorcycles. Usually, a combination of stationary Traffic Controllers, marshals and police officers work in concert with race officials to affect the most efficient closures.

5.5 Race Officials

Race officials work within the race enclosure to monitor the competitive conduct of the race and control the movement of vehicles within the ‘envelope’.

Other officials are responsible for centreline rule enforcement and communication from officials to the riders. They provide intermediate lead and follow support, should a peloton begin to break up during a race.

5.6 Support Vehicles

Support vehicles are part of the regular race envelope/convoy and carry spare equipment for riders to use in case of mechanical breakdown. These vehicles operate under the direction of the Chief Commissaire/Race Director and must provide service from a stop at the left side of the road only. In larger races, all support vehicles have a race official on board as an observer.

Other support vehicles may provide medical support to the race. All support vehicles need to be readily identifiable.

6 Race Course Planning

Planning for a bicycle race event involves the logistics of handling the expected numbers of riders and spectators, the technical aspects of the race course, and the review of the proposal, to ensure the safety of the competitors and the general public.

The following are areas that Event Organisers review that pertain directly to the race course certification process.

6.1 Advising Riders of Traffic Arrangements

Prior to the race, the Chief Commissaire or Race Director must fully brief all riders on the road conditions on the race course, and the traffic control arrangements that are in place. In particular, the Chief Commissaire or Race Director must inform all riders as to which parts of the course are closed to other traffic, and which parts are not.

All riders should also be reminded of adhering to the road rules and other legislation, and their obligations under the Centreline Rule.

6.2 Corners

When cornering, it is common for a race peloton to swing wide on the entrance and exit to a corner, in an effort to maximize the effective radius of the turn. This requires appropriate measures to stop traffic well in advance of any “turning zone.” Usually, Traffic Controllers stop traffic 100 metres in advance of a corner if it’s on an approaching leg of the intersection to the race. This allows the peloton to complete the corner and return to the correct side of the road before encountering oncoming traffic.

In the case of a restricted closure, the police escorts would stop oncoming traffic. Usually Traffic Controllers move traffic through the conflict area before the arrival of the race, leaving the road as clear as possible in the lanes used for the bicycle race event.

Riders must remain on the left side of the road and obey all road rules.

6.3 Feed Zones

During long road races, riders often need to replenish the supplies of food and water they carry during the race. This is done in an area called the “feed zone,” where team managers or assistants hand water bottles and/or food in bags to the riders.

Most feed zones should have the following characteristics:

- gentle to moderate uphill grade, to slow riders without forcing an “out of the saddle” effort
- wide shoulders
- parking for team vehicles off of the race course; and
- feeding allowed from the left side of the road only, and only on designated laps, and in designated locations.

6.4 Radios and Communications

The Event Organiser should ensure that, prior to the race, all race officials who are to use radios for communications, are familiar with the operation of the radios, and the appropriate call signs and protocols.

For races with Police support, the Event Organiser should also liaise with the senior Police Officer to ensure that appropriate communication is in place between Race Officials and Police.

6.5 Riders' Area

Usually, the vehicles that accompany the race also stage in this area. When the race is ready to begin, the entire race enclosure moves onto the road at the start line, and the race begins with as little delay as possible.

6.6 Start - Finish

For most road races, a desirable Start - Finish area has excellent visibility for monitoring the arrival of the racers and for advance control of traffic in the immediate area.

The finish of a race often involves special preparation. In major races, sufficient width needs to be provided to allow riders to use both sides of the road during the final sprint, usually starting from a visible marker 200 metres prior to the finish line, and ending 200 metres past the finish. The usual practice is to allow riders to "cross over the centreline" 200 metres before the finish line (about the maximum distance a racing cyclist can maintain a full effort sprint). This requires the closure of these sections of the road.

Uphill finishes have the advantage of being slower, and easier to control. If the climb is long or steep, the racers string out, reducing the need to shut down the entire road for the finish.

6.7 Warm Up

It is highly desirable to designate roads off the race course for riders to use for warming up and down prior to, and after, their bicycle race events.

It is undesirable to have riders warming up on the race course when other races are in progress.

7 Roles of Approving Agencies and Stakeholders

7.1 Local Council

Local Council is the first point of contact when organising a bicycle road race event. This is because traffic and transport management is only part of conducting events of this type.

Councils also need to consider such issues as:

- whether any planning consent is required
- waste management
- environmental protection
- impact on local businesses and residents
- restoration of damage
- meeting various legislative requirements

Council staff supply the Event Organiser with an 'Information Package' that may contain:

- a TMP template/checklist
- Application forms
- Traffic and Transport processes for bicycle race events
- Council's other requirements/conditions for bicycle race events
- Any further information required by Council to assess the overall impact of the race.

Council staff will discuss the proposed event with Police and TfNSW/TMC staff to determine the Event Class and may forward the application to the LTC if required. An approval and Schedule of Conditions is issued if the event is to proceed. These conditions vary between Councils, and with the nature and/or size of each event.

For racing events held on private land, not only will the consent of the owner be required, but Council may require development consent. If the event impacts adjacent roads with high traffic volumes or heavy vehicle routes, the roads authorities will need to be involved.

In addition to its local government responsibilities, a council is also the roads authority for each public road in its LGA. A Road Event Permit under Section 144 of the *Roads Act* is required from each roads authority, where the event traverses roads controlled by that roads authority.

Council **must** seek the advice of TfNSW when exercising one of its TfNSW-delegated functions.

Note: *'Information Packages' and requirements may vary between Councils.*

7.2 Local Traffic Committee

The Local Traffic Committee (LTC) is a technical review committee which considers and makes recommendations on traffic related matters for which Council has delegated authority. LTCs have representatives from Council, Police, TfNSW, and the State Member's representative.

Local Council staff prepare a report, from the Bicycle Race Event application, for consideration at the LTC. After the LTC reviews the application, it makes a recommendation to Council about the traffic management aspects of the event.

Council considers the traffic impact along with environmental, noise, safety, waste and many other issues. If Council approves the event, it issues a 'Schedule of Conditions' document to the Event Organiser. This outlines the conditions under which the event may proceed.

LTCs may meet monthly in larger LGAs and four to six times yearly, or less in smaller areas. Event Organisers should consider the meeting frequency of LTCs when preparing their application.

7.3 NSW Police Force

Police have the fundamental responsibility to prevent crime and to protect life and property.

Legislation is provided for Police to ensure community safety during a race event.

Section 115 of the Road Transport Act 2013 relates to racing on public roads, requiring written Police approval before these events may proceed.

The *Act* and its associated *Regulations*, provide Police with powers to the giving of reasonable directions to pedestrians and vehicular traffic.

When a bicycle race event is planned or conducted, Police will:

- require an application from the Event Organiser to conduct a bicycle road race, which includes details of engagement with the relevant sport governing body
- issue certain conditions for the conduct of the event
- maintain public order and management of crowds and traffic
- determine the level of Police supervision and resources required for the event
- decide whether a 'User Pays' fee is applied.

Police do not inspect the road nor guarantee the safety of the race event. This is the responsibility of the Event Organiser. To optimise safety outcomes, organisers of any event, that has a bicycle road race element, must engage with the relevant sport governing body to determine if the event requires sanctioning.

Police will have the right to close an event prematurely if:

- in their judgement, the event is posing risks to life or property
- an unplanned incident occurs
- there is a detrimental impact on the road network and/or traffic flow
- a weather event occurs
- there are other unforeseen reasons.

Police will notify the Event Organiser as soon as possible.

7.4 Transport for NSW

TfNSW is empowered through the *Roads Act 1993* and the *Transport Administration Act 1988* to manage the classified road network.

The role of TfNSW is to:

- manage State Roads, including National Highways and major urban arterial routes
- manage Regional and Local Roads in the unincorporated area of NSW (in the absence of Councils)

- control traffic signals on all public roads in NSW
- provide alternate routes for heavy vehicles (depending on the road classification)
- organise Special Event Clearways and towing (if not TMC)
- manage the demands and use of the road network
- grant a Road Event Permit, or provide consent to the granting of a Road Event Permit, under Section 144 of the *Roads Act*
- issue ROLs, if required.

7.5 Transport Management Centre

The TMC is responsible for establishing and monitoring the regulatory framework within which the private and state transport authorities must operate.

The role of TMC is to:

- assist with public transport arrangements
- coordinate public transport arrangements for large scale/major bicycle race events
- develop the Coordinated Transport Management Plan for large scale/major events
- control permanent Variable Message Signs
- provide real time traffic notifications on the network
- organise Special Event Clearways and towing within the Sydney Region
- issue ROLs within the Sydney Region.

7.6 Other Agencies and Stakeholders

Government agencies, such as Department of Premier and Cabinet, Events NSW, Office of Sport, or Trusts and related entities, often play a role in larger scale or State significant bicycle racing events.

There are other government agencies in NSW with responsibility for managing roads, as defined under the *Roads Act 1993*, such as crown roads or those within State Forests or National Parks.

The Event Organiser must liaise with other agencies or stakeholders, if required, when planning and conducting a bicycle road race event.

7.7 Relevant Sport Governing Bodies

Relevant sport governing bodies endorse and sanction an event and provide a sports race permit to the Event Organiser. Recognised and relevant sport governing bodies at an International, National or State level require Event Organisers (and competitors) to abide by the technical rules and regulations for that sport, when conducting a sanctioned race event.

Sanctioned endorsement and approval, and issuing of a sports race permit are separate matters to gaining legislative and/or regulatory consent by approving authorities to conduct a bicycle road race event.

8 Traffic Management Plan and Race Event Planning Requirements

This section provides the general requirements to be followed in creating a Traffic Management Plan (TMP) and the application details for approval to conduct a bicycle race event.

Additional specific requirements may be set out in the particular conditions applied by the NSW Police Force, Council, TfNSW, TMC, or other authorities in their respective approvals or authorisations.

8.1 Traffic Management Plan Requirements

The TMP is a collection of statutory and common sense requirements and is the Event Organiser's description about how those requirements are to be met. The TMP outlines the measures to be taken to manage traffic related risks and controls for the bicycle race and describes its effect on the general area, on other road users, the public, and the road network.

8.2 Objectives of the Traffic Management Plan

A TMP manages traffic and transport over a wide area.

The objectives of the TMP are to ensure a safe and successful event by:

- complying with the requirements of the *Work Health & Safety Act 2011*
- isolating the event space from traffic (TCPs)
- managing the reduced capacity of the road system
- minimising the traffic impact on the non-event community and the emergency services
- minimising costs to the Event Organiser and agencies.

8.3 Traffic Management Plan Details

A TMP needs to consider information such as:

- race event description
- contact names
- risk assessment plans
- public liability insurance
- gaining approval from Council, Police, and other relevant authorities
- notifying relevant emergency services (Ambulance and Fire)
- TCPs and traffic management requirements or unique arrangements
- traffic controllers and marshals required
- support vehicle details
- maps of the route, location and venue
- public transport plans and parking arrangements
- the impact on, and access for, emergency services, the non-event community, public transport, heavy vehicles
- alternate or detour routes for heavy and special vehicles

- contingency plans
- Special Event Clearways, road closures or restrictions
- signage details, traffic control devices and Variable Message Signs
- advertising and communications arrangements.

In planning the traffic arrangements for a race, Event Organisers need to take account of the impact of potential delays that may be caused to other road users and, minimise these to the greatest extent possible.

The Event Organiser should emphasise the benefits of (where available) public or similar forms of transport for access to a bicycle race event, and how this might be promoted. Reducing race event-generated road traffic gives the spectators a more enjoyable experience and reduces the event's impact on the non-event community.

Event Organisers need to consider and manage the community's expectations of travel times, delays, and changes in traffic conditions.

The complexity of a TMP may increase as the scale of the race event increases.

Appendices A and B may assist the Event Organiser in planning a bicycle race event.

8.4 Race Event Application Requirements

In addition to the details outlined in the TMP, the Bicycle Race Event Application to Council and Police must include:

- a full description of the race event and its purpose (time, date, location, duration, type of event)
- maps detailing the course and area of the race
- preliminary TMP for the race
- use of Traffic Controllers and their accreditation
- safety related strategies including details of engagement with the relevant sport governing body
- completion of relevant application forms such as a Road Event Permit
- the estimated number of participants, and relevant characteristics (such as age group, experience).
- Insurance coverage and details
- 'User Pays' application if required.

8.5 Regulating and Controlling Traffic

Authority

TfNSW has the authority under the *Roads Act 1993* to regulate traffic on any road and the authority under the *Road Transport Act 2013* to approve the use of traffic control devices.

TfNSW has delegated some of these functions to Councils.

TfNSW/TMC approval to Councils

Where the event requires road closures, or restricts the passage of certain classes of traffic on any public road, Councils are required to submit the Event Organiser's TMP to TfNSW and TMC for approval.

All Councils are required to seek the concurrence of TfNSW if the event impacts on, or takes place on, a classified road.

Roads Authority approval to the Event Organiser for the regulation of traffic

When the Council or TfNSW and/or TMC sign the TMP, this authorises the Event Organiser to:

- Deploy trained traffic controllers under *Roads Regulation 2018*
- Regulate traffic under the *Roads Act 1993* as described in the Event Organiser's TMP.

Prescribed Traffic Control Devices

Certain kinds of Traffic Control Devices are prescribed by *Road Transport (General) Regulation 2013*, such as clearway or parking restriction signs, or pavement markings. Only a public authority, or person authorised by a public authority, can install, display, interfere with, alter or remove prescribed traffic control devices, in accordance with the *Road Transport Act 2013*.

Special Event Clearways

For safety or traffic management reasons, some race events require the installation of special event clearways as described below:

- A special event clearway is a restriction on parking during the hours described on the regulatory signs, but with tow away provisions.
- The need for special event clearways is arranged during the steering committee meetings with Council, Police, TfNSW/TMC and other stakeholders.
- Only the TfNSW/TMC can establish special event clearways.
- Vehicles illegally parked in a clearway can be towed away. The TMC or TfNSW arranges clearway towing and Police enforce the restrictions.
- A special event clearway requires a tow truck to be on standby.

Police not subject to conditions of TMP during emergencies

If an emergency arises before, during, or after an event, Police will take whatever action is necessary.

8.6 Risk Assessment and Risk Management

The purpose of risk management is to ensure that an assessment of the relevant risks is carried out and appropriate steps are taken to manage those risks. *Work Health and Safety Regulation 2017* (NSW), prescribes the risk management approach that must be applied.

The *Regulation* requires, “*that risks to health and safety are eliminated, so far as is reasonably practicable, before seeking to minimise risk*”.

The important components of risk management are:

- risk identification
- risk assessment
- design of a risk elimination or reduction plan
- implementation of the plan
- evaluation and modification of the plan

The *Work Health and Safety Act 2011* (NSW) requires an assessment of the risks or hazards to be carried out resulting in the creation of risk management plans. The risk assessment process is the first step in the preparation of a TMP and applies to the whole race event, not just the traffic and transport component. The risk treatment for traffic will be implemented through the creation and installation of TCPs.

The TCAWS Manual and Austroads Guides provide more information on risk management and guidance when undertaking a risk assessment.

Refer to Appendix D 'Resources'.

8.7 Work Health and Safety

The *Work Health and Safety Act* imposes an overarching primary duty of care on persons carrying out a business or undertaking to take all reasonably practicable steps to eliminate, or if not possible to eliminate to minimise, to the extent reasonably practicable, potential risk to health and safety.

This obligation is not confined to the existence of an employment relationship and is owed to workers (including employees, contractors and/or volunteers) as well as any other persons that may be impacted by the Event Organiser's business or undertaking (such as members of the public).

It is significant that a 'workplace' under the *Work Health and Safety Act* is defined as any place 'where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work'.

The *Work Health and Safety Act* require the Event Organiser to notify WorkCover of deaths and certain injuries either:

- as an occupier of a place of work where an incident occurs, or
- as an employer of a person who is killed or injured.

The Event Organiser must address these work, health and safety obligations regardless of the size of the race event.

The Event Organiser must ensure that adequate spectator facilities are available, including parking, rest rooms, and observation space. Spectators must not be permitted to spill onto the road. Spectator parking and associated facilities must not be located on the sides of main roads in use for the bicycle race, except where off-road locations have been established for vehicle parking, such as rest areas.

8.8 Public Liability Insurance

In addition to responsibilities under the *Work Health and Safety Act*, the Event Organiser also has a duty of care towards those persons who attend the event to ensure that they are not exposed to risks from a public liability perspective.

The Event Organiser is responsible for organising the event, and the Event Organiser's name must be listed as the insured on the public liability insurance policy.

The Event Organiser must obtain public liability insurance in an amount of no less than \$20 million for any and all liabilities, including all defence costs, arising out of the use of the road network for a bicycle race event. The Event Organiser will be required to provide evidence

of such insurance (a certificate of currency), when seeking approval to conduct a bicycle race event.

Public authorities (such as Roads Authorities, Police, TMC, NSW government agencies) are not required to support the event without the Event Organiser having adequate public liability insurance, and such authorities being named as 'interested parties' on the policy.

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 suitable public liability insurance. For the purposes of public liability insurance, main roads and highways (other than freeways) are not TfNSW assets.

For bicycle race events with (or without) participant registration forms, NSW Police and relevant roads or other identified authorities must be included in a statement of waiver or release of damages, for signature/acknowledgement by bicycle race event participants or parents/guardians of participant minors.

8.9 Time Frames for Race Event Application Processing

Depending on the complexity of the bicycle race event, and how often the LTC meets, sufficient lead times must be allowed to:

- process the application
- approve the application and issue Council's Schedule of Conditions
- arrange the requirements described in the Schedule of Conditions

Applications to conduct bicycle road race events must be submitted to Council as follows:

- **Class 1** Event: **6 Months prior to** race event
- **Class 2** Event: **3 Months prior to** race event

This length of time allows Council and the Police to assess the route, review the TMP, work with the Event Organiser on starting times and locations, and any other aspect of the TMP and race event. It also allows time to obtain approvals from other agencies such as the Environmental Protection Authority, NSW Police, or for the Council to seek advice from the LTC on the traffic implications of the race.

Some LTCs may not be held on a regular basis and Event Organisers should consider this when preparing their application.

The time frames may be shortened in instances where the route or course for the race event has been the subject of previous approvals, or where the application is for the variation of a race program on a permanent circuit. However this **must** be discussed with Council and Police in the first instance.

Approval Authorities may, at their own discretion, consider race event applications outside this time frame due to extenuating circumstances.

Bicycle road racing events must be integrated into other demands for the road space that best balance the community's needs. Conflicts with other activities, such as road maintenance/construction work or other events in the area will usually have priority over an on-road event. This conflict can often be avoided with advance planning.

8.10 Advertising and Media Arrangements

The Event Organiser must distribute details of the event to all affected property owners/residents and businesses, in writing, between one month and one week prior to the bicycle race event, depending on the road authority(s) policy, and/or at their discretion.

The Event Organiser must distribute a media release to local media announcing the race and advising affected residents of potential travel delays. The media release should include dates, times, roads that will be affected, and an estimate of the length of delay.

The Event Organiser must provide the NSW Police Force and roads authorities with a copy of the media release and the date for issue.

The timeframe for a media release must be confirmed with the relevant agencies.

If the race event requires the regulation of traffic and/or closure of a road(s), *Roads Regulation* requires that at least **7 day's notice** be given of these changes. Either Council or TfNSW/TMC places a newspaper advertisement, at the Event Organiser's cost, and/or a notice on the roads authority's website.

Advance planning allows the Event Organiser to distribute the correct media and promotional information.

8.11 Filming the Race Event

Where a race proposal includes the provision of film coverage from moving vehicles, a special permit must be obtained from TfNSW to allow for a rear facing pillion passenger on a motorcycle. Additionally, a Road Event Permit and ROL will be required, with the latter depending on the impact to the road network.

8.12 Costs of a Bicycle Race Event

There are numerous costs associated with conducting a bicycle race event.

These include:

- Public Liability Insurance
- Preparation of Risk Assessment and Risk Management Plans
- Development of TMPs and TCPs
- Traffic Controllers and Marshals and associated safety equipment
- Traffic control devices, warning signs, cones and barriers
- Mail notification or letterbox drops to local residents and businesses
- Advertising of the race event
- Newspaper and/or electronic notice to advise closing of road/changed traffic conditions
- Participant and spectator facilities, such as rest rooms, parking areas
- Council costs
 - application fee(s)
 - lane rental
 - equipment rental
 - plan preparation for Event Organiser, if required
- NSW Police Force costs ('User Pays' – resources)

- TfNSW/TMC costs
 - 'User Pays' (resources, personnel)
 - Special Event Clearways
 - Use of Assets (bridges, viaducts, freeways).

Depending on the event, incidental costs may include:

- Tow trucks on standby
- Ambulance/paramedical units and fire services on standby
- Portable VMS rental
- Notifying trucking, bus and other transport companies
- Opportunity costs (lost rentals or income)
- Safety conditions imposed by the Police/Roads Authorities for race events
- Parking (buses, participants, media, spectators)
- High impact safety devices such as water filled-barriers
- Rental fees for properties managed by government trusts or authorities.

8.13 Other Traffic and Safety Requirements

- The NSW Police Force and the Event Organiser must consider total road closures or neutralisation of the race for portions of the race course when heavy traffic, difficult turns, high racing speeds, narrow roads, or other conditions are present.
- If the projected speed of the racers exceeds the posted speed limit or prevailing speed of traffic on the road, the road must be closed to other traffic when racers are present.
- Races will not be run on some roads at certain times because of high traffic volumes on the network.
- Bicycle racing will not normally be allowed on freeways or motorways. Races on other limited access facilities (including interchanges and ramps) will be evaluated on a case-by-case basis.
- If a start/finish banner is to be used over a roadway, it must comply with Australian Standards (currently AS 1742.3) and the banner must be removed promptly at the completion of the bicycle race event.

9 Traffic Control Plans and Signage

Event Organisers of an on-road race, and relevant sport governing bodies, 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.

Of paramount importance in ensuring the safety of people at a race location, is the need to provide a high standard of traffic control around, and in advance of, the race course. This can only be done through the systematic consideration of the conditions to be encountered at each race venue, and designing and implementing a specific plan for the control of both competitors and other traffic and road users in the area of the race.

9.1 Design of Traffic Control Plans

Traffic control plans (TCPs) are a subset of the Traffic Management Plan (TMP).

TCPs can be selected and implemented as part of the overall TMP for an event. Selection of a TCP should occur after the TMP and risk assessment have been developed.

Where a standard plan does not meet the traffic control needs of a particular site, the TfNSW document, *Traffic Control at Worksites Technical Manual* (TCAWS Manual), provides procedures for the design of a site specific plan. These procedures must be followed.

The task of developing a specific non-standard plan can only be undertaken by a person who has been appropriately trained in the design of TCPs. This person must hold a current 'Prepare a Work Zone Traffic Management Plan' qualification.

Appropriate regulatory and warning signs are a vital component of any TCP. The design, selection and implementation of traffic control measures detailed in the TCAWS Manual are based on AS 1742.3. If the TCAWS Manual does not contain advice on a particular aspect of traffic control, then AS 1742.3 must be consulted and its advice adopted, if such advice exists.

Compliance with TCPs must take precedence over any operational or competitive expedience encountered in the conduct of a race.

The following additional issues need to be considered for traffic control at intersections:

- Intersections of major roads with low volume rural local roads may need Traffic Controllers and signage depending on the circumstances.
- Major road intersections, where the side road has high volumes and is controlled by STOP signs, may need a trained Traffic Controller to stop and hold traffic depending on sight distances, vehicle speeds, and other local conditions. This must be set out in the TCP.
- Turning left or right at an intersection must have appropriate traffic control. Crossings of major roads will generally require two Traffic Controllers, or as outlined in the latest TCAWS Manual. Intersections should be marked with signs to warn affected motorists in accordance with the TCP.

9.2 Authorisation for Regulatory Signs and Traffic Control Signals

Traffic control for a road race event may present driving conditions for the general public that are different to those normally encountered at a particular location. In these circumstances a greater level of warning signposting, competitor control, and briefing of Traffic Controllers is required.

A TCP will detail all required changes to the road environment for the management of the race event.

If the race is to pass through an intersection controlled by a STOP or a GIVE WAY sign facing the competitors, then the TCP must specify the traffic arrangements to be put into place for the duration of the event.

If the TCP requires covering regulatory signs, temporary erection of regulatory signs, or the deployment of Traffic Controllers, then the TCP must be authorised by the appropriate Roads Authority, under *Roads Regulation 2018*.

If the race is to pass through an intersection controlled by Traffic Control Signals then the TCP for the race will require that the signals be turned off by NSW Police Force or TfNSW/TMC.

When access is reduced to a single lane, Police or qualified traffic controllers, must be engaged to control traffic at the intersection, for the period that the race passes. Alternatively Police or TfNSW may manually control the signals to provide right-of way for the cyclists in the race.

The TCP must not require competitors or other road users to do something contrary to the road rules or other legislation.

9.3 Responsibilities for Traffic Control

Each bicycle race event must have a Race Traffic Control Manager/Race Director/Technical Delegate appointed who is responsible for ensuring that all TCPs are put in place in a timely manner prior to the race. This must include ensuring that, in instances where a Traffic Controller is to be used, the person assigned to that task is licensed and briefed in accordance with the requirements of *Section 10 of 'the Guidelines'*.

The Traffic Control Manager/Race Director/Technical Delegate must document the installation and removal time of all traffic control devices and staff. They must ensure regular audits of, and the performance of, the traffic control devices to ensure compliance with the approved TCP as per the TCAWS Manual.

Future reviews/improvements must be permitted. The TCPs should be able to be produced on request of the Roads Authority during, and following completion of, the race event.

10 Traffic Controllers and Marshals

10.1 Role of Traffic Controllers and Marshals

Traffic Controllers and Marshals are needed to organise and stage a bicycle race event.

Under the *Work Health and Safety Act 2011*, traffic controllers and marshals must:

- be properly inducted by the Event Organiser
- receive training for their specific work site
- be aware of their responsibilities in emergencies
- be provided with proper personal protective equipment.

The duties of Traffic Controllers and Marshals are distinct and different.

Traffic Controllers

A Traffic Controller is an appropriately competent and authorised person whose duty it is to control traffic at a work site. Traffic Controllers are responsible for stopping, holding or directing motor vehicle traffic during a bicycle race event.

The minimum qualification needed to perform the duty of a traffic controller with a stop/slow bat or portable traffic control device is a 'Traffic Controller' accreditation, as outlined in *Table 10.1 'Traffic Control Competency Accreditation'*.

Traffic controllers are not legally permitted to control traffic without displaying their authorisation.

Marshals

Marshals (who can be volunteers) are responsible for pedestrian/cyclist crowd control, providing direction to competitors and pedestrians, and minor traffic control in car parks and other non-road areas.

Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).

Licensed Marshals

Licensed Marshals have responsibility for race course safety designated areas and can stop, hold or direct traffic on public roads.

A Licensed Marshal is required to hold a current 'Traffic Controller' licence.

10.2 Conditions

Traffic Controllers can only operate in accordance with a TCP that has been authorised by the relevant Roads Authority, under *Roads Regulation 2018*.

The Event Organiser is responsible for developing the TMP and ensuring that the TCPs have been developed by an appropriately qualified person, and in consultation with Police, council, and where appropriate, TfNSW and/or TMC.

The Event Organiser must ensure that traffic controllers and marshals are trained to carry out their jobs for the race event and provided with appropriate and correct safety equipment.

The Event Organiser is responsible for ensuring that the traffic control measures set out in the TCP are properly and fully implemented at an appropriate time before a race passes any given point.

The Event Organiser is also responsible for ensuring that all temporary traffic control measures put in place for the race are removed immediately following the race.

Traffic Controllers and Marshals need certain information in order to carry out their jobs effectively.

They must know:

- the time and direction to expect racers moving through their intersection.
- the correct dress and safety equipment requirements. Traffic Controllers and Marshals need to wear compliant high visibility vests and garments.
- the entire race course, starting times, and estimated ending times, in order to be prepared, and to answer motorists' and other road users' questions.
- the specific provisions of the TCP under which they are working, including all the warning or regulatory signs that need to be erected at their specific location.
- that advance warning signs should be turned away from the road when the police officer, or Traffic Controller is not on duty, or if there is a long wait until the race returns through the intersection.
- that a Police officer can direct traffic at a set of traffic signals that have been taken out of operation. A Traffic Controller can direct traffic at signals, however they must have reduced all access to a single lane and there must be a Traffic Controller at each direction, subject to the current legislation.
- that Police control must be used at intersections where the TCP requires Police control.

It is the responsibility of the Race Traffic Control Manager / Race Director / Technical Director to ensure that Traffic Controllers are licensed and properly briefed for their task and particular location.

10.3 Traffic Control Training

The success of a system of traffic control at a work site depends on the knowledge, skills, cooperation and efforts of all the people with a responsibility for the work. Training in traffic control must therefore be provided to all personnel with a responsibility for selecting, implementing, or operating traffic control for a race event.

A competency-based training framework has been adopted for traffic control training and assessment, linked to nationally recognised competencies.

All training organisations providing traffic control training and assessments must be approved and registered. TfNSW maintains a list of Approved Training Providers.

Approved Traffic Control training courses have been developed as follows:

Traffic Controller

Duration 1 day

This course qualifies officials, volunteers or others, who are required to control traffic at an event with a Stop/Slow bat, in accordance with an approved TCP. It **does not** provide accreditation to set up or work with TCPs. The participant must ensure they are “authorised” to control traffic pursuant to the relevant legislation and regulation.

Implement Traffic Control Plans

Duration 1 day

This course is for officials or volunteers, or others who are required to set up and work with TCPs at a work site that form part of the TMP for the event. This course instructs participants in how to set out and remove TCPs, and control any on-site hazards.

This course **does not** qualify participants to control traffic with a Stop/Slow bat, or to modify existing TCPs.

Prepare a Work Zone Traffic Management Plan

Duration 3 days

This course is for officials, or others who are required to design new TMPs and TCPs for road works, produce major upgrades of standard plans and/or inspect TCPs.

This course **does not** qualify a participant to control traffic with a Stop/Slow bat or set up or work with TCPs.

It is a requirement that all personnel undertaking traffic management are qualified to undertake traffic control tasks, as shown in *Table 10.1 below*.

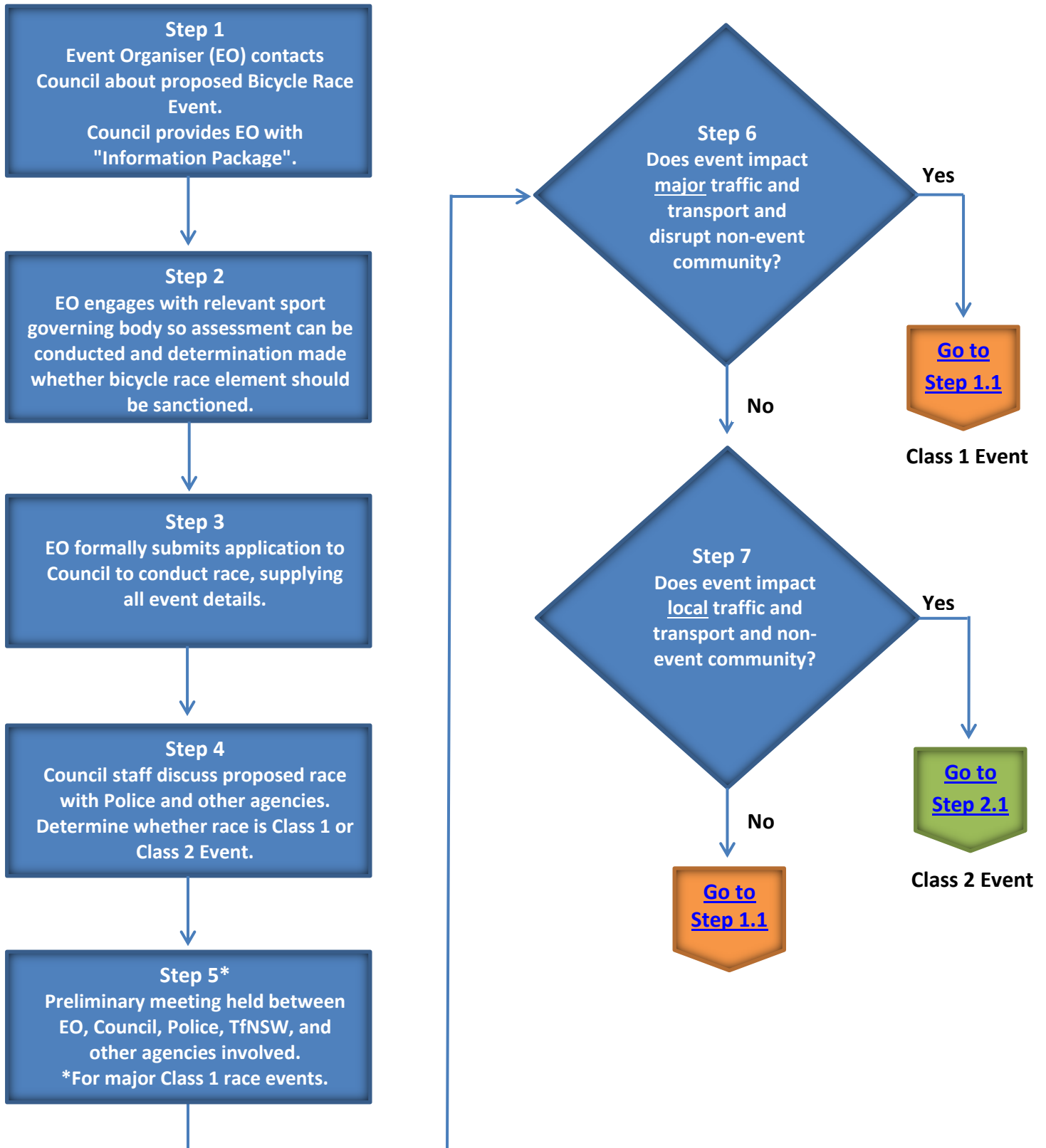
Qualification/Training Course	Description	What this qualification DOES NOT allow for
Traffic Controller	This course provides training for personnel who are required to control traffic with a stop/slow bat or portable traffic control device.	A traffic controller qualification does not provide accreditation to set up or work with TCPs.
Implement Traffic Control Plans	This course provides training for personnel who are required to set up and work with TCPs at a work site.	An Implement Traffic Control Plan does not provide accreditation to control traffic with a Stop/Slow bat, to modify existing or example TCPs, or design new TCPs.
Prepare a Work Zone Traffic Management Plan	This course provides training for personnel who are required to: <ul style="list-style-type: none"> • approve example TCPs • modify example or existing TCPs • design new TMPs and TCPs for road works • produce major upgrades of standard plans or inspect traffic control plans on road construction sites 	A Prepare Work Zone Traffic Management Plan accreditation does not qualify a participant to control traffic with a stop/slow bat or set up work with TCPs.

Table 10.1 Traffic Control Competency Accreditation

11 Procedures for Race Application and Approval

This Section describes in detail the application and approval process for a Bicycle Road Race Event.

11.1 Bicycle Road Race Initial Application Process and Flowchart



Note: 'Information Packages' and requirements may vary between Councils.

11.1.1 Detailed Description of the Initial Application Process

Step 1

The Event Organiser contacts Council about the proposed bicycle race event. Council is the first point of contact. This is because traffic and transport management is only part of conducting bicycle road race events.

Council also needs to consider such issues as:

- whether any planning consent is required
- waste management
- environmental protection
- impact on local businesses and residents
- restoration of damage
- meeting various legislative requirements

Council staff provide the Event Organiser with an 'Information Package' that may contain:

- A TMP template/checklist
- Application forms
- Traffic and Transport processes for bicycle race events
- Council's other requirements/conditions for bicycle race events.
- Any further information required by Council to assess the overall impact of the race.

The 'Information Package' may vary between Councils.

TfNSW and Police redirect any initial enquiries to Council.

Step 2

The Event Organiser must engage with the relevant sport governing body, so an assessment can be undertaken of the proposed event and a determination made as to whether the bicycle race element should be sanctioned.

If sanctioning is required, the event can be endorsed by the relevant sport governing body and a sports race permit issued, following Council approval.

Should an event **NOT** require sanctioning, the relevant sport governing body will advise the Event Organiser, who must include details of this engagement in their race event application (as outlined in Section 8.4 of *'the Guidelines'*).

Step 3

The Event Organiser formally submits an application to Council to conduct a bicycle race, supplying all event details such as traffic and transport management, waste management, environmental protection. This includes preparation of a TMP.

The objectives of the TMP are to:

- Demonstrate compliance with the requirements of the *Work Health and Safety Act 2011*.
- Ensure safe conditions for competitors and other road users.

- Manage the reduced capacity of the road system
- Minimise traffic impact on the non-race community and emergency services.

The Event Organiser can supply last year's updated TMP or a preliminary TMP if available, however this must be discussed with Council in the first instance.

Depending on the complexity of the bicycle race event, and how often the LTC meets, sufficient lead times must be allowed to:

- process the application
- approve the application and issue Council's Schedule of Conditions
- arrange the requirements described in the Schedule of Conditions

Applications to conduct bicycle road race events must be submitted to Council as follows:

- **Class 1** Event: **6 Months prior to** race event
- **Class 2** Event: **3 Months prior to** race event

This length of time allows Council and/or TfNSW/TMC, and the Police to assess the route, review the TMP, work with the Event Organiser on starting times and locations, and any other aspect of the TMP and race event. It also allows time to obtain approvals from other agencies such as the Environmental Protection Authority, NSW Police, or for the Council to seek advice from the LTC on the traffic implications of the race.

Some LTCs may **NOT** be held on a regular basis and Event Organisers should consider this when preparing their application.

Step 4 Council staff discuss the proposed race with Police and other agencies.
Council staff, in consultation with other agencies such as Police or TfNSW/TMC, determine the event class (*Class 1* or *Class 2*).

Step 5 For major **Class 1** race events, a preliminary meeting must be held between the Event Organiser, Police, Council, TfNSW and/or TMC, and any other agencies that may be involved.

The purpose of this meeting is to assist the Event Organiser to resolve any issues in advance.

Step 6 *If this is a **Class 1** race event, the process continues at [Step 1.1](#).*

Step 7 *If this is a **Class 2** race event, the process continues at [Step 2.1](#).*

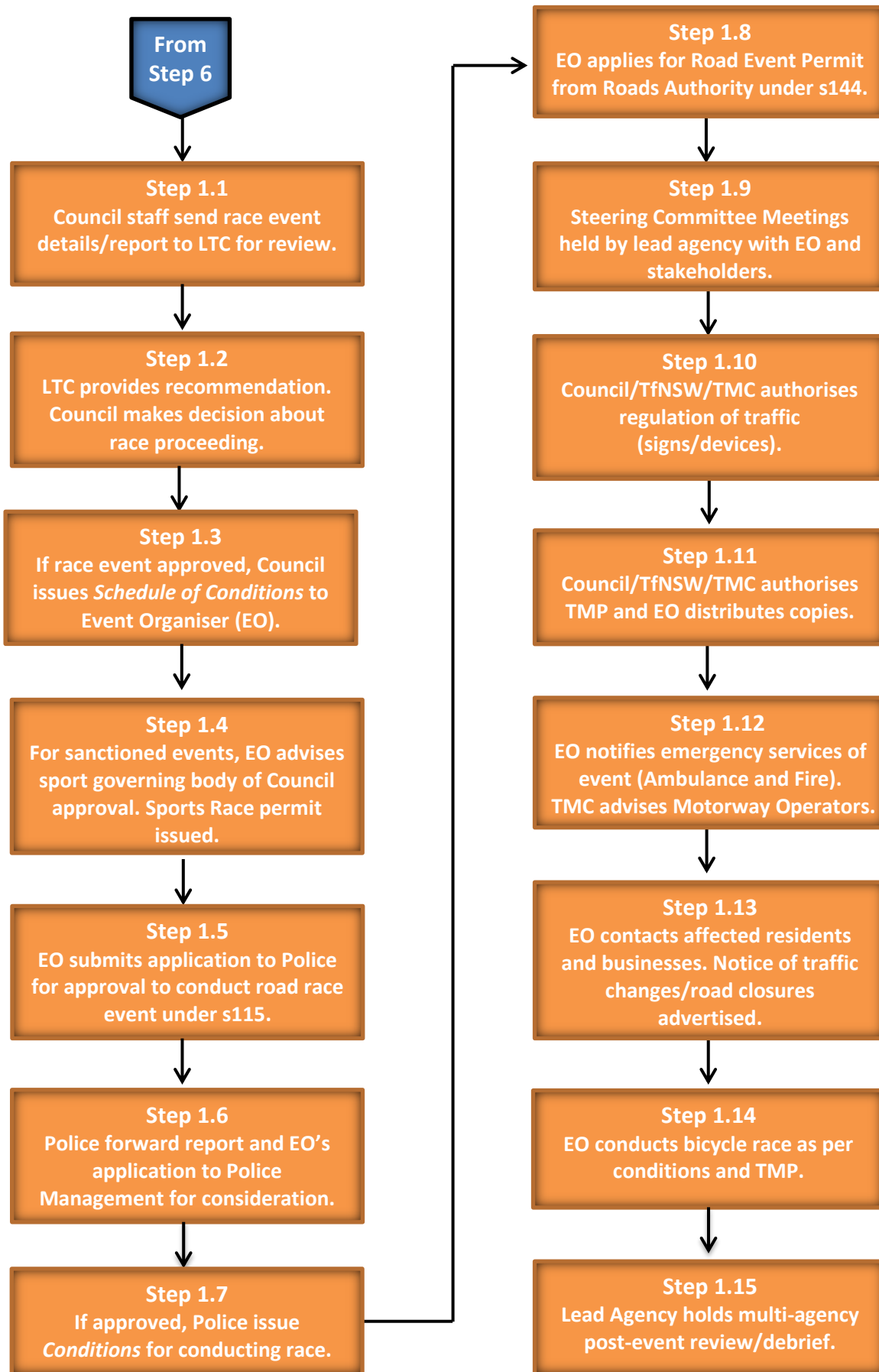
11.2 Class 1 Race Event Approval Process

A **Class 1** race event is one that impacts major traffic and transport systems and significantly disrupts the non-event community over a wide area. It may be conducted on a Classified or Unclassified Road.

Other features of a **Class 1** Race Event is that the event:

- requires the involvement of Police, one or more Councils and TfNSW and/or TMC
- requires a detailed TMP
- requires advertising the event's traffic aspects to a wide audience
- may be conducted on-road or in its own venue
- may involve using facilities managed by trusts and authorities
- may involve NSW Trains, Sydney Trains and State Transit
- may involve the Light Rail, Ferries and Point to Point Transport (taxi & ride share)
- may involve private bus and coach organisations
- may impact the road transport industry (such as the heavy vehicle or freight industry)
- may require TfNSW/TMC or Council to implement special event clearways
- may require TfNSW/TMC or Council to provide heavy vehicle detour routes
- may require TfNSW/TMC to adjust traffic signals
- may require TfNSW/TMC to manage messages on Variable Message Signs.

11.2.1 Class 1 Race Event Approval Process Flowchart



Note: *Although each step occurs as described, in practice, several steps may occur in parallel and not necessarily in the order described.*

11.2.2 Detailed Description of Class 1 Race Event Approval Process

Step 1.1 Council staff send race details/report to Local Traffic Committee (LTC) for review.

This step varies depending on the Council. Some LTCs meet monthly while others meet four to six times a year, or less.

On unclassified roads, Council is responsible for deciding what conditions apply. If Council exercises their TfNSW - delegated functions, they must seek the advice of TfNSW and Police.

On classified roads (and the unincorporated area of NSW), TfNSW is responsible for deciding what conditions apply.

Step 1.2 The LTC provides traffic management recommendations to Council. Council considers the event application, which includes information about engagement with the relevant sport governing body, and makes a decision about the race proceeding, subject to conditions.

The TfNSW LTC representative notifies the relevant TfNSW functional area. TfNSW records the proposed race and checks for conflicts with other road usages on the network. If there is a conflict, TfNSW advise Council so the Event Organiser can be informed.

TfNSW and TMC need to know about any events on unclassified roads that may impact on the State road network. This may avoid TfNSW (or other) Traffic Controllers sending detoured traffic into the race, following an unplanned incident or other emergency on the state road network.

The process ends if:

- Council does not agree to the race proceeding, due to issues such as safety, inadequate traffic management, or the inability to meet certain other requirements
- there is a conflict with other approved events
- necessary maintenance/construction is being undertaken on the road network.

Council can discuss reasons/decisions with the Event Organiser.

Step 1.3 If the event is approved, Council staff supply the Event Organiser with a *Schedule of Conditions* under which the race may proceed.

The conditions may include such issues as:

- Applying for a Road Event Permit under Section 144 of the *Roads Act*.
- Notifying TfNSW (State Transit Authority) or local bus companies.
- Carrying out a letterbox drop and/or personal communication to all affected businesses and residents.

- Producing evidence of Public Liability Insurance (a certificate of currency) valid for the duration of the set-up, running and pull down of the event.
- Conducting the race in accordance with an approved TMP.
- Maintaining emergency vehicle lane(s).
- Providing access for road users with legitimate business within any closed section of roadway.
- Controlling noise as required by the *Protection of the Environment Operations (Noise Control) Regulation 2017*.
- Reimbursing Council for the cost of damage repairs.
- Complying with Council's Law Enforcement Officers' directives.
- Maintaining areas in a clean and tidy condition.
- Reserving Council's right to cancel the approval at any time.

These conditions may vary between Councils and with the nature of each bicycle race event.

If the race is to occur on a classified road(s), under the management of TfNSW or other roads authorities, regulatory requirements and/or conditions would be applied.

Step 1.4 For sanctioned on-road bicycle race events, the Event Organiser notifies the relevant sport governing body of the Council approval.

The relevant sport governing body makes a decision about issuing a sports race permit, subject to certain conditions.

Step 1.5 All bicycle road race events require approval, under Section 115 of the *Road Transport Act 2013*, to conduct a race. The Event Organiser must apply in writing to Police in the district/area in which the race is to take place.

Police refer to their internal document, '**NSW Police Force Guidelines for Bicycle Road Races**', when processing a race event application.

Step 1.6 Police forward a covering report and the Event Organiser's application to Police Management for consideration.

The Event Organiser's application and the Police covering report may include:

- Full description of the race and its purpose
- Maps detailing the course and area of the race
- Preliminary TMP for the race
- Use of Traffic Controllers and their accreditation
- Safety related strategies, including details of engagement with the relevant sport governing body
- Insurance coverage and details
- 'User Pays' application, if appropriate
- Schedule of Conditions from Council

- Justifiable local concerns
- Recommended traffic arrangements
- Need for Police action or attendance
- Additional local factors and impacts
- Control and command function for the event

Step 1.7 If approved, Police issue conditions for conducting the road race event. The conditions are all-inclusive (not just traffic) and include 'User Pays', where appropriate.

Police approval is given by the Police Commissioner's delegated authority, pursuant to Section 115 of the *Road Transport Act 2013*.

Step 1.8 Once Council and/or other roads authority(s) conditions have been met, and Police approvals have been obtained, the Event Organiser **must** apply for a Road Event Permit in accordance with Section 144 of the *Roads Act 1993*.

A Road Event Permit is required from any relevant Roads Authority(s) where the bicycle race event traverses roads controlled by that roads authority.

Note: *A written approval issued by the NSW Police Force, in accordance with Section 115 of the Road Transport Act 2013, **must** be in force before a Road Event Permit can be granted.*

Step 1.9 Steering committee meetings are held with all of the race event's stakeholders to organise the traffic and transport details for the race.

These meetings are conducted under the direction of a lead agency such as Police, TfNSW/TMC or Council. The lead agency is appointed by consensus at the first meeting.

TMC must be involved in public transport arrangements and management plans for large scale and/or major events.

Step 1.10 TfNSW or Council authorises regulation of traffic (signs and devices) as follows:

- TfNSW authorises signs and devices for all classified roads in NSW.
- Council authorises signs and devices for all unclassified roads.

Step 1.11 Once Council or TfNSW/TMC, or other roads authority(s) authorises the TMP, the Event Organiser distributes a copy to each stakeholder.

Step 1.12 The Event Organiser must notify emergency services of the race event (ambulance and relevant fire services).

TMC will advise Motorway Operators, if required.

Step 1.13 The Event Organiser must distribute details of the event (letterbox drop, or similar notification) to all affected residents and businesses. This must occur between one month and one week prior to the bicycle race

event, depending on the road authority(s) policy and/or at their discretion.

The Event Organiser must distribute a media release announcing details of the race and advising the wider public and road users of potential travel delays.

The media release should include dates, times, roads that will be affected, and an estimate of the length of delays.

The Event Organiser must provide the NSW Police Force, relevant roads authority(s) and/or TMC with a copy of the media release and the date for issue.

The timeframe for a media release must be confirmed with the relevant agencies.

If the race event requires the regulation of traffic and/or closure of roads, *Roads Regulation 2018* requires that at least 7 days' notice be given of these changes.

Either Council or TfNSW/TMC places a newspaper advertisement/notice at the Event Organiser's cost or a notice on the roads authority(s) website.

Advance planning allows the Event Organiser to distribute the correct media and promotional information.

Step 1.14

The Event Organiser conducts the race with traffic arrangements as described in the TMP, and in accordance with Police and Council/other roads authorities' conditions, documenting the traffic management performance of the event for future review.

Step 1.15

The Lead Agency sets a meeting date to conduct a multi-agency review/debrief of the event.

Lessons learned may result in the updating of each agency's internal procedures, and/or 'the Guidelines'.

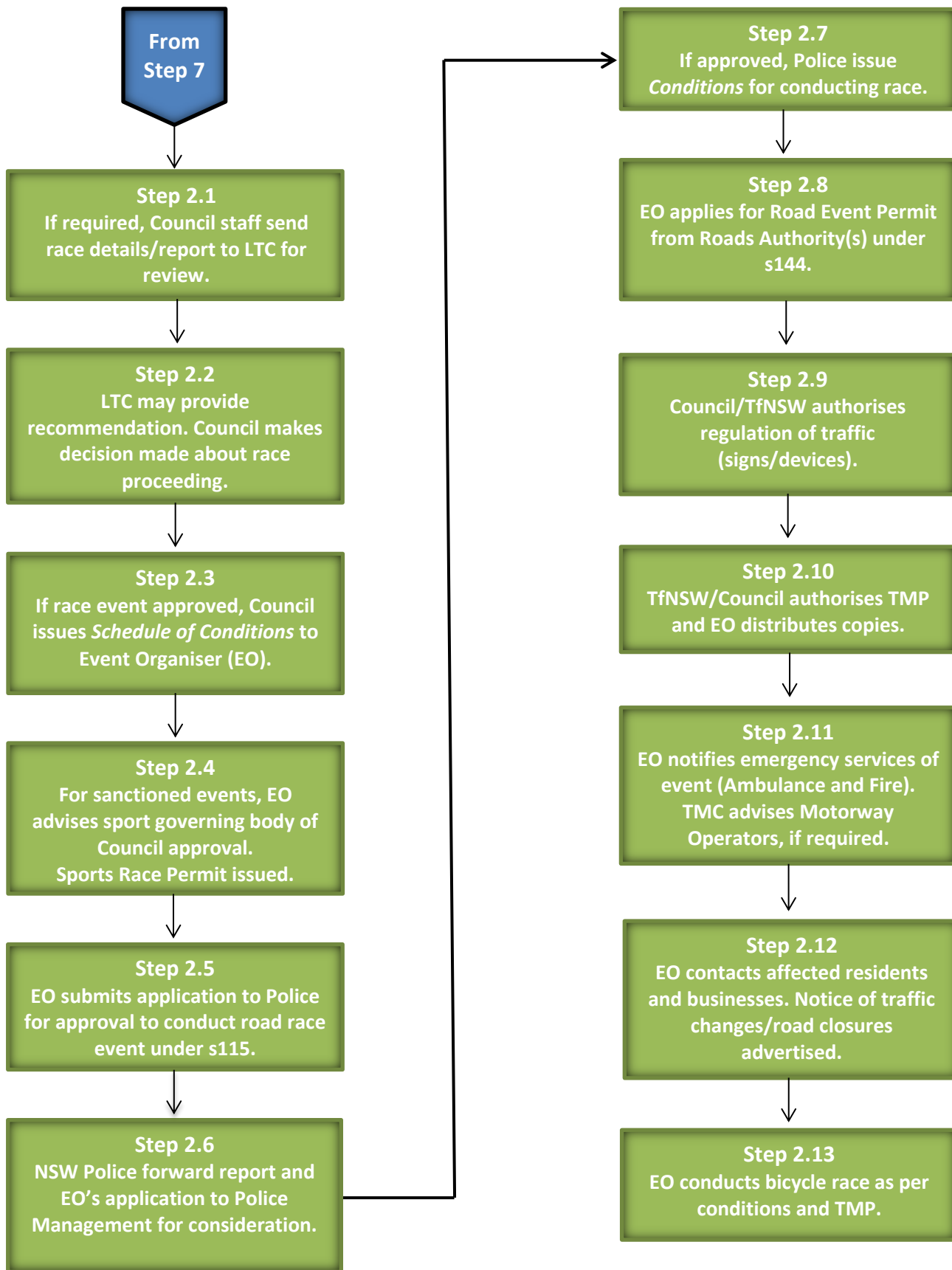
11.3 Class 2 Race Event Approval Process

A **Class 2** race event is one that impacts local traffic and transport systems but does not impact major traffic and transport systems, and where there is low scale disruption to the non-event community but not over a wide area. It may be conducted on an unclassified road or classified road with low traffic volumes.

Other features of a **Class 2** Race Event is that the event:

- requires the involvement of Police and Local Council
- requires a detailed TMP
- requires advertising the event's traffic aspects to the local community
- may be conducted on-road or in its own venue
- may involve using facilities managed by trusts and authorities
- may involve NSW Trains, Sydney Trains and State Transit
- may involve the Light Rail, Ferries and Point to Point Transport (taxi & ride share)
- may involve private bus and coach organisations
- may impact the road transport industry (such as the heavy vehicle or freight industry)
- may require Council to implement special event clearways
- may require Council to provide heavy vehicle detour routes
- may require TfNSW/TMC to adjust traffic signals
- may require Council to provide Variable Message Signs

11.3.1 Class 2 Race Event Approval Process Flowchart



Note: *Although each step occurs as described, in practice, several steps may occur in parallel and not necessarily in the order described.*

11.3.2 Detailed Description of Class 2 Race Event Approval Process

Step 2.1 If required, Council staff send race details/report to Local Traffic Committee (LTC) for review.

This step varies depending on the Council. Some LTCs meet monthly while others meet four to six times a year, or less.

On unclassified roads, Council is responsible for deciding what conditions apply. If Council exercises their TfNSW - delegated functions, they must seek the advice of TfNSW and Police.

On classified roads (and the unincorporated area of NSW), TfNSW is responsible for deciding what conditions apply.

Step 2.2 The LTC provides traffic management recommendations to Council.

Council considers the event application, which includes information about engagement with the relevant sporting body, and makes a decision about the race proceeding, subject to conditions.

The TfNSW LTC representative notifies the relevant TfNSW functional area. TfNSW records the proposed race and checks for conflicts with other road usages on the network.

If there is a conflict, TfNSW advise Council so the Event Organiser can be informed.

TfNSW and TMC need to know about any events on unclassified roads that may impact on the State road network. This may avoid TfNSW (or other) Traffic Controllers sending detoured traffic into the race, following an unplanned incident or other emergency on the state road network.

The process ends if:

- Council does not agree to the race proceeding, due to issues such as safety, inadequate traffic management, or the inability of the Event Organiser to meet certain other requirements
- there is a conflict with other approved events
- necessary maintenance/construction is being undertaken on the road network.

Council can discuss reasons/decisions with the Event Organiser.

Step 2.3 If the event is approved, Council staff supply the Event Organiser with a *Schedule of Conditions* under which the race may proceed.

The conditions may include such issues as:

- Applying for a Road Event Permit under Section 144 of the *Roads Act*.
- Notifying local bus companies, taxi services, and/or other transport services.

- Carrying out a letterbox drop and/or personal communication to all affected businesses and residents.
- Producing evidence of Public Liability Insurance (a certificate of currency) valid for the duration of the set-up, running and pull down of the event.
- Conducting the race in accordance with an approved TMP.
- Maintaining emergency vehicle lane(s).
- Providing access for road users with legitimate business within any closed section of roadway.
- Controlling noise as required by the *Protection of the Environment Operations (Noise Control) Regulation 2017*.
- Reimbursing Council for the cost of damage repairs.
- Complying with Council's Law Enforcement Officers' directives.
- Maintaining areas in a clean and tidy condition.
- Reserving Council's right to cancel the approval at any time.

These conditions may vary between Councils and with the nature of each race event.

If the race is to occur on a classified road(s) under the management of TfNSW or other roads authorities, regulatory requirements and/or conditions would be applied.

Step 2.4

For sanctioned on-road bicycle race events, the Event Organiser notifies the relevant sport governing body of the Council approval. The relevant sport governing body makes a decision about issuing a sports race permit, subject to certain conditions.

Step 2.5

All bicycle road race events require approval, under Section 115 of the *Road Transport Act 2013*, to conduct a race. The Event Organiser **must** apply in writing to Police in the district/area in which the race is to take place.

Police refer to their internal document, '**NSW Police Force Guidelines for Bicycle Road Races**', when processing a race event application.

Police forward a covering report and the Event Organiser's application to Police Management for consideration.

The Event Organiser's application and the Police covering report may include:

- Full description of the race and its purpose
- Maps detailing the course and area of the race
- Preliminary TMP for the race
- Use of Traffic Controllers and their accreditation
- Safety related strategies, including details of engagement with the relevant sport governing body
- Insurance coverage and details
- 'User Pays' application, if appropriate
- Schedule of Conditions from Council

- Justifiable local concerns
- Recommended traffic arrangements
- Need for Police action or attendance
- Additional local factors and impacts
- Control and command function for the event.

Step 2.6

If approved, Police issue conditions for conducting the race.

The conditions are all-inclusive (not just traffic) and include 'User Pays', where appropriate.

Police approval is given by the Police Commissioner's delegated authority pursuant to Section 115 of the *Road Transport Act 2013*.

Step 2.7

Once Council and/or other roads authority(s) conditions have been met, and Police approvals have been obtained, the Event Organiser **must** apply for a Road Event Permit in accordance with Section 144 of the *Roads Act 1993*.

A Road Event Permit is required from any relevant roads authority(s) where the bicycle race event traverses roads controlled by that roads authority.

Note: *A written approval issued by the NSW Police Force, in accordance with Section 115 of the Road Transport Act 2013, **must** be in force before a Road Event Permit can be granted.*

Step 2.8

TfNSW or Council authorises regulation of traffic (signs and devices):

- TfNSW authorises signs and devices for all classified roads in NSW.
- Council authorises signs and devices for all unclassified roads.

Step 2.9

Once Council or TfNSW, or other roads authority(s) authorises the TMP, the Event Organiser distributes a copy to each stakeholder.

Step 2.10

The Event Organiser must notify emergency services of the race event (ambulance and relevant fire services).

TMC will advise Motorway Operators, if required.

Step 2.11

The Event Organiser must distribute details of the event (letterbox drop, or similar notification) to all affected residents and businesses. This must occur between one month and one week prior to the bicycle race event, depending on the road authority(s) policy and/or at their discretion.

The Event Organiser must distribute a media release announcing details of the race and advising the affected community and road users of potential travel delays.

The media release should include dates, times, roads that will be affected, and an estimate of the length of delays.

The Event Organiser must provide the NSW Police Force, relevant roads authority(s) and/or TMC with a copy of the media release and the date for issue.

The timeframe for a media release must be confirmed with the relevant agencies.

If the race event requires the regulation of traffic and/or closure of roads, *Roads Regulation 2018* requires that at least 7 day's notice be given of these changes. Either Council or TfNSW a newspaper advertisement/notice at the Event Organiser's cost and a notice on the roads authority(s) website.

Advance planning allows the Event Organiser to distribute the correct media and promotional information.

Step 2.12

The Event Organiser conducts the race with traffic arrangements as described in the TMP, and in accordance with Police and Council/other roads authorities' conditions, documenting the traffic management performance of the event for future review.

Appendices

Appendix A Sample Traffic Management Plan Template and Checklist

1 BICYCLE RACE EVENT DETAILS

1.1 Race Event Summary

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Time: Event Pack down Finish Time:

Event is: off-street on-street moving on-street non-moving

Event is: held regularly throughout the year (calendar/dates attached)

1.2 Contact Names

Event Organiser*:

Phone: Fax: Mobile:

Email:

Event Management Company (if applicable):

Phone: Fax: Mobile:

Email:

Police:

Phone: Fax: Mobile:

Email:

Council:

Phone: Fax: Mobile:

Email:

Relevant Sport Governing Body:

Phone: Fax: Mobile:

Email:

Transport Management Centre

(for Class 1 – Sydney Metropolitan Area):

Phone: Fax: Mobile:

Email:

Transport for NSW

(for Class 1 – regional NSW and Class 2 events):

Phone: Fax: Mobile:

Email:

**Note: The Event Organiser is the person, entity or organisation in whose name the Public Liability Insurance is taken out.*

1.3 Brief description of the race event (one paragraph)

2 RISK MANAGEMENT – TRAFFIC

2.1 Work Health and Safety – Traffic Control

- Traffic Control Plans and Risk Assessment plan(s) attached.

2.2 Public Liability Insurance

- Public liability insurance arranged. Certificate of Currency attached.

2.3 Police

- Police written approval obtained to conduct race under s115.

2.4 Roads Authorities

- Road Event Permit obtained under s144.

2.4 Emergency Services

- Fire brigade/service notified.
- Ambulance Service or similar notified.

3 TRAFFIC AND TRANSPORT MANAGEMENT

3.1 The route or location

- Map and details attached.

3.2 Parking

- Parking organised – map and details attached.
- Parking not required.

3.3 Construction, traffic calming and traffic generating developments

- Plans to minimise impact of maintenance/construction activities, traffic calming devices or traffic-generating developments attached.
- There are no maintenance/construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes.

3.4 Trusts, authorities or Government enterprises

- This event uses a facility managed by a trust, authority or enterprise; written approval attached.
- This event does not use a facility managed by a trust, authority or enterprise.

3.5 Impact on Public transport

- Public transport plans created - details attached (requires TMC involvement in Sydney).
- Public transport not impacted or will not impact event.

3.6 Reopening roads after moving events

- This is a moving event - details attached.
- This is a non-moving event.

3.7 Traffic management requirements unique to this event

- Description of unique traffic management requirements attached.
- There are no unique traffic requirements for this event.

3.8 Contingency plans

- Contingency plans attached.

3.9 Heavy vehicle impacts

- Impacts heavy vehicles – Roads Authority to manage.
- Does not impact heavy vehicles.

3.10 Special event clearways

- Special event clearways required – TfNSW/TMC to arrange.
- Special event clearways not required.

3.11 Engagement with Relevant Sport Governing Body

- Assessment undertaken to determine if bicycle race element requires sanctioning (attach engagement details from relevant sport governing body).

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY AND EMERGENCY SERVICES**4.1 Access for local residents, businesses, hospitals and emergency vehicles**

- Plans to minimise impact on non-event community attached (including letter/notification).
- This event does not impact the non-event community either on the main route (or location) or detour routes.

4.2 Advertise traffic management arrangement

- Road closures or restrictions - advertising medium and copy of proposed advertisements attached.
- No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached.
- No road closures, restrictions or special event clearways - advertising not required.

4.3 Special event warning signs

- Special event information signs are described in the TCPs.
- This event does not require special event warning signs.

4.4 Permanent Variable Message Signs

- Messages, locations and times attached.
- This event does not use permanent VMS.

4.5 Portable Variable Message Signs

- The proposed messages and locations for portable VMS are attached.
- This event does not use portable VMS.

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Traffic Management Plan may be collected and held by the NSW Police, Transport for NSW, the Transport Management Centre, or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Traffic Management Plan for the event described in Section 1, Appendix A.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport Act 2013* and the *Roads Act 1993*).
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, Transport for NSW, the Transport Management Centre, or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources needed to conduct the event, or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: _____ Event Organiser: _____ Date: _____

7. AUTHORISATION TO *REGULATE TRAFFIC

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

Regulation of traffic authorised by: _____ Council: _____ Date: _____

The TfNSW/TMC's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: TfNSW/TMC: Date:

* **“Regulate traffic”** means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act 1993).

Council and TfNSW/TMC require traffic to be regulated as described in the TMP and/or risk management plans, with the layouts installed under the direction of a qualified person.

Note: *The TMP template and checklist provided (Appendix A) is a guide and may vary between Councils and other roads authorities.*

Appendix B Planning and Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Approval	Police Fees	Council Fees	TfNSW/TMC Fees
Class 1	<p>A Class 1 Event:</p> <ul style="list-style-type: none"> Impacts major traffic & transport systems Disrupts the non-event community over a wide area Requires the involvement of Council(s), Police and TfNSW/TMC Requires detailed TMP Requires advertising the event's traffic aspects to a wide audience 	<p>A Class 1 event may:</p> <ul style="list-style-type: none"> Be conducted on-road or in its own venue Involve trusts and authorities when using facilities managed by them Involve TMC, NSW Trains, Sydney Trains and State Transit the Light Rail, Ferries, Point to Point Transport commissioner (taxi & ride share), private bus and coach organisations Impact the road transport industry Require TfNSW/TMC to provide Special Event Clearways Require TfNSW/TMC to provide heavy vehicle detour routes Require the TfNSW to adjust traffic signals Require TfNSW/TMC to manage Variable Message Signs Depending on the nature of the event, invoke the Police 'User Pays' policy 	<p>Examples include, A bicycle race that:</p> <ul style="list-style-type: none"> Affects a principal transport route in a large metropolitan area Reduces capacity of the main highway through a regional centre Involves the Sydney Harbour Bridge 	6 months from first approach to Council to proposed start date	Charges apply where: <i>"it is deemed the services are specifically for the benefit of those organising and/or attending the race event and not for the benefit of the public at large"</i>	<p>As described in Council Events Policy</p> <p>Asset rentals: refer to Council</p>	<p>Marginal costs apply where services are provided above those normally provided to the community.</p> <p>TfNSW/TMC provides Quote.</p> <p>Asset rental: refer to TfNSW/TMC</p>
Class 2	<p>A Class 2 Events impacts:</p> <ul style="list-style-type: none"> Impacts local traffic and transport systems but does not impact major traffic & transport systems Disrupts the non-event community in the area around the event but not over a wide area Requires the involvement of Police and Council Requires a detailed TMP Requires advertising the event's traffic aspect to the local community 	<p>A Class 2 event may</p> <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve NSW Trains, Sydney Trains, State Transit, the Light Rail, Ferries, Point to Point Transport commissioner (taxi & ride share), private bus and coach organisations depending on the nature of the event, invoke the Police 'User Pays' policy 	<p>Examples include, A bicycle race that:</p> <ul style="list-style-type: none"> Blocks off the main street of a town or shopping centre but does not impact a principal transport route or highway occurs on local country roads 	3 months from first approach to Council to proposed start date	Charges apply where: <i>"it is deemed the services are specifically for the benefit of those organising and/or attending the race event and not for the benefit of the public at large"</i>	<p>As described in Council Events Policy</p> <p>Asset rentals: refer to Council</p>	<p>Marginal costs may apply where services are provided above those normally provided to the community.</p>

Event Class	Traffic Management Plan	Risk Management Plans (Traffic Control) under WHS Act 2011	Advertise Event Details and TMP Arrangements	Insurance and Permits	Special Event Clearway. Heavy Vehicle Detours	Public Transport	Emergency Vehicle and Local Access	Parking	Contingency Planning
Class 1	<p>Required</p> <p>TMC must be involved in public transport arrangements and Transport Management Plans for large scale and major events.</p>	Traffic control layouts produced by a qualified person and installed under the guidance of a qualified person.	<p>Affected residents, businesses and wider community to be notified of race event details.</p> <p>Media Release required</p> <p>Advertisement / notice & website notification to be arranged if regulation of traffic and/or road closures required</p>	<p>Public Liability Insurance required and public authorities named as 'interested parties' on policy.</p> <p>NSW Police approval – s115.</p> <p>Road Event Permit from Roads Authority(s) – s144.</p>	Council / TfNSW / TMC arranges if required.	<p>Promote where available.</p> <p>TMC to be involved in public transport arrangements and Transport Management Plans for large scale and major events</p>	<p>Required</p> <p>Refer to TMP</p>	Required	Required
Class 2	Required	Traffic control layouts produced by a qualified person and installed under the guidance of a qualified person.	<p>Affected residents, businesses and community to be notified of race event details.</p> <p>Media Release required</p> <p>Advertisement / notice & website notification to be arranged if regulation of traffic and/or road closures required</p>	<p>Public Liability Insurance required and public authorities named as 'interested parties' on policy.</p> <p>NSW Police approval – s115.</p> <p>Road Event Permit from Roads Authority(s) – s144.</p>	TfNSW / Council arranges if required	Promote where available.	<p>Required.</p> <p>Refer to TMP</p>	Required.	Recommended

Appendix C Contacts

NSW Police Force

Event Organisers of proposed bicycle races must contact the Police District in the area where the race is to commence.

T: 131 444 (general contact number)

W: police.nsw.gov.au

Councils/Local Government

There are currently 128 Local Government Areas (LGAs) in NSW. Event Organisers of proposed bicycle races must initially contact the Council/LGA where the race is to commence.

Contact details for each LGA/Council can be found at:

W: olg.nsw.gov.au

T: (02) 4428 4100

E: olg@olg.nsw.gov.au

Transport for New South Wales

There are regional offices located in Parramatta, Newcastle, Wollongong, Parkes, Wagga Wagga and Grafton.

T: 131 782

W: transport.nsw.gov.au

Transport Management Centre (TMC)

The TMC is located in Sydney, and plans and coordinates real-time management of the transport network.

T: 132 701

W: livetraffic.com

Office of Sport NSW

Level 3, 6B Figtree Drive,
Sydney Olympic Park, NSW 2127

Locked Bag 1422

Silverwater NSW 2128

T: 131 302

W: sport.nsw.gov.au

Sport Australia

Leverrier Street

Bruce ACT 2617

PO Box 176

Belconnen ACT 2616

T: (02) 6214 111

W: sportaus.gov.au

Current Recognised Sport Governing Bodies for bicycle road race events in NSW

Cycling NSW

Dunc Gray Velodrome
Carysfield Road BASS HILL NSW
PO Box 7209
Bass Hill NSW 2197

T: (02) 9738 5850

F: (02) 9738 5853

W: cycling.org.au/nsw

E: nsw.cycling@cycling.org.au

Triathlon NSW

Suite 509, 55 Holt Street
Surry Hills NSW 2010.

T: 02 8488 6250

W: triathlon.org.au/NSW

E: info@nsw.triathlon.org.au

Current Recognised National Sport Governing Bodies for bicycle road race events in NSW

AusCycling

W: auscycling.org.au

Triathlon Australia

W: triathlon.org.au

Appendix D Resources

The following resources and information may assist Event Organisers and stakeholders in understanding the regulatory and approval processes required for bicycle road race events in NSW.

Transport for NSW

transport.nsw.gov.au

- Supplements for Australian Standards
- Supplements to the Austroads Guides
- Traffic Control at Worksites (TCAWs) Manual
- A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees)
- Road Occupancy Manual
- NSW Guide to Traffic and Transport Management for Special Events

Note: *Transport for NSW adopts Austroads Guides and Australian Standards as its primary technical references. Local Government and other roads authorities also follow these and other technical reference material.*

A Supplement exists for each part of the relevant Austroads Guide and Australian Standards. The Supplements document any mandatory Transport for NSW practice and any complementary guidelines which need to be considered.

The Supplements must be referred to prior to using reference material.

The NSW Guidelines for Bicycle Road Races document is a guideline. If any conflict arises, the Supplements, the Austroads Guides and the Australian Standards are to prevail.

Australian Standards

standards.org.au

- AS 1742 Manual of Uniform Traffic Control Devices
- AS 1743 Roads Sign – Specifications
- AS 2890 Parking Facilities

Austroads

austroads.com.au

- Guide to Traffic Management

Legislation

legislation.nsw.gov.au

- Local Government Act 1993
- Roads Act 1993
- Roads Regulation 2018
- Road Transport Act 2013
- Road Transport (General) Regulation 2013
- Road Rules 2014
- Transport Administration Act 1988
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

transport.nsw.gov.au
13 22 13

Disclaimer

While all care is taken in producing the Guidelines, no responsibility is taken or warranty made with respect to the accuracy of any information, data or representation. The authors expressly disclaim all liability in respect of anything done or omitted to be done and the consequences upon reliance of the contents of this information.

Transport for New South Wales

Publication Number: 20.380