



## MINUTES

<b>Meeting No</b>	1
<b>Meeting</b>	Traffic Management Plans for Community Events
<b>Date</b>	2 August 2016
<b>Time</b>	10am
<b>Venue</b>	Cairns Regional Council, Level 3 Kingsford Room

The meeting opened at 10:00am.

### 1. Attendance

Name	Organisation
Darlene Irvine	FNQROC
Steven Cosatto	FNQROC
Teresa Schmidt	FNQROC
Oscar Bengochea	Cairns Regional Council
Brian Hughes	Cassowary Coast Regional Council
Craig Mitchell	Douglas Shire Council
John Edwards	Mareeba Shire Council
Ashley Greenwood	Tablelands Regional Council
Peter McNamara	Dept Transport and Main Roads
Jamie Horn	Queensland Police

### 2. Apologies

Name	Organisation
Gary Pickering	Croydon Shire Council

### 3. Introduction to FNQROC and why we are here today – Darlene Irvine, FNQROC

- A brief overview was given of FNQROC for those who had not worked with us before.
- The request for this meeting was initially raised by the FNQ Regional Roads and Transport Group, Technical Committee (RRTG TC).

#### 3.1. Introduction of the issues from a Local Government perspective – Brian Hughes, Cassowary Coast Regional Council

##### Summary of the issues raised around the table

##### Council

- Poses a level of risk to Councils
- Councils provide different levels of support

- Traffic Guidance Scheme (TGS) can be reused as long as site, event or legislation does not change
- New Traffic Management Design course has been introduced to replace the former level 3 training (came into effect 1 July 2016. Note LG employees expiry extended to 31 December 2016) <http://www.tmr.qld.gov.au/business-industry/Business-with-us/Traffic-Management/Traffic-management-training>
- Advice from Innisfail QPS is that Council approves the road closure, police permit required for activity on the road
- Some community groups (example Cairns Roadrunners) have the process sorted
- Big issue for Councils is that the Traffic Guidance Scheme (TGS) is often not lodged or lodged too late for reasonable assessment and response
- MUTCD – written for commercial activities – little guidance for community events
- Community looks to the Council to write the TGS and/or TMP (depending on complexity) – exposes Council to the risk
- Most LG's require the organiser of the event to arrange the TMP / TGS
- Under new accreditation requirements – the designer of the TMP/ TGS is responsible for its implementation and removal
- Not clear when a risk assessment is required for a TGS. Concern that TGS is 'gold plated' by the RPEQ if a Risk Assessment is required to ensure they are protected from litigation.
- Traffic Management Implementation (formerly referred to as Level 2 Traffic Management) – private organisation can supply a qualified person to implement the plan
- Alternative option – get people to walk/march along the footpath as opposed to a road
- Internal issues – education to internal staff (pressure for shortcuts for TMP and TGS) and education to elected representatives
- Options for in-kind support – in-kind labour – some councils assist with provision of signage, there is a cost to Council for installing and removing signs and devices.. Expectation in some Councils to supply signage. Concern re risk to Councils
- Estimated \$1,000-\$1,500 to implement the TMP but this could vary wildly according to complexity and penalty rates required.
- Issue when councils within the region ask for different things
  - DSC – Now inspects all events and informs event organisers of any issues and how to improve. Currently no fine – but looking into that DSC. Prefer to do a site inspection with the event organisers
  - Some other Councils do not do inspection, tried to but not supported at the community and political level
  - If Council revokes letter of no objection – question raised whether QLD Police permit is still valid until revoked
  - Some Councils inform QLD Police if there have been any issues with events

**ACTION 1.1 - QPS to confirm that an event can still go ahead on their permit if Council revokes or does not issue a letter of No Objection.**

- SES involvement
  - Smaller organisations use SES. Required to have Traffic Management Implementation (formerly referred to as Level 2 Traffic Management)
  - Group recalls that there was some correspondence advising that SES are not going to be involved in installing/removing signage
  - Could be if they had appropriate accreditation
  - Some Councils only use SES for minor traffic control (ie closing off entire side road)

**ACTION: 1.2 – FNQROC to contact SES to confirm if they do have anyone suitably qualified or intend to have anyone suitably qualified for Traffic Management Implementation and whether such persons are registered for the DTMR Traffic Management Registration Scheme.**

#### Police

- QLD police keen to streamline the process and get consistency across the region
- Police require Council's notice of no objection before issuing police permit. In some LG areas police issue permit before Council has signed off.
- Local police officer can sign off without assistance from district police. If it crosses multiple police divisions, needs to be signed off by District.
- Charity or participation event generally signed off by local police
- Police – 44 districts within the region
- Most of their events go over districts
- If the event is instigated from another district – only one permit required

#### DTMR

- Generally standard conditions
- There are DTMR district differences – it's a district decision, individual management position
- Don't like events on range roads
- Yarrabah Road not preferred but allowed
- Generally one application received per week
- Getting more efficient on how DTMR doing it
- Insurance concerns
- Opportunity to formalise the relationship between TMR and Local Govt. Eg CRC relationship with DTMR - If CRC touches a DTMR or signage on DTMR, CRC sends through to DTMR and advises the organiser to discuss with DTMR.
- DTMR – Lawrence Wah Day is responsible and Peter McNamara is the backup
- DTMR – do not inspect the events due to resourcing

- Person who is implementing TMS for State Roads – needs to be a member of Traffic Management Registration Scheme
- Traffic Management Registration Scheme - <http://www.tmr.qld.gov.au/Business-and-industry/Accreditations/Traffic-Management-Registration-Scheme.aspx>
  - 3 year registration
  - Can apply any time
  - Onerous process
  - Third party accredited
- Big issue for small councils where events touch a State Controlled Road

#### Review of event management plans

- Are event management plans up to the standard of TRUM and DTMR standard
- Some specialist groups ie cycling and running, use specialist event management plan (Cycling Australia event management plan and Running Australia event management plan)
- Some events provide very poor information on the event management plan

#### When is an event management plan required?

- If it is a race / event
- If marketed / advertised as an event
- Question – is there anything in the general road rules?
- Some Councils include a definition of an event in their Guide to special event planning
- Some Councils have refused to issue letter of no objection until Event Management Plan submitted and approved
- Examples where events which included a police escort and the applicable Council didn't know about the event
- Rolling road closure still requires a TGS. Question raised on what TGS looks like for a rolling road closure. DTMR require that they have to pull over if over more than 6 cars. Happy to do for charity. Issue for competitive
- Example where a Council has allowed the use of Council's public liability insurance
- As event managers change every year, one Council finds their reports on the events helpful to educate new event managers
- Support Vehicles
  - What are the required qualifications for lead and rear vehicles. Particularly if they are installing/removing signage
  - Support vehicles need to be listed for insurance purposes (as they are not covered by normal vehicle insurance) – need to ensure event organisers list support vehicles. RC ensuring that event organisers listed support vehicles.
  - Requirement for flashing lights and signage

**ACTION 1.3: FNQROC Document the requirements for support vehicles with respect to flashing lights, signage and insurance**

- Consistency in requirements
  - 20 M public liability
  - Event management plan – some Councils are not requiring one
  - Traffic management should be a section in the Event management plan
  - Councils try to avoid preparing TMS for applicants in kind
- Issue request for permit being lodged last minute
- Some groups/events haven't had to do a TGS prior to the recent changes, some events were dealt with informally and were not required to obtain TMP/TGGS or even formal approvals
- Is there a scalable solution or one size fits all approach?
- Opportunity for a template for event management plan (major and minor events?). FNQROC to research
- CRC has an event management team and has an event management plan guideline
- An event management plan help with getting the smaller community group to start thinking about everything they need to do
- Event management plan needs to address emergency vehicle access points.
- FNQROC has a guideline 'FNQROC – Best Practice Guidelines for events in the FNQROC Region'. This guideline sets up minimum requirements for events. It is noted that the Traffic Management section within the guideline will need to be amended to address latest requirements.

**ACTION 1.4: – FNQROC to review and update the guideline 'FNQROC – Best Practice Guidelines for events in the FNQROC Region' to ensure the Traffic Management section reflects the required traffic management requirements**

**ACTION 1.5: Councils to provide a copy of their event management guidelines to FNQROC**

**ACTION 1.6: FNQROC to review existing event management plan guides available**

- LGM event management guide – guide where LG overseas the event.

**ACTION 1.7: DSC to provide a copy of the LGM event management guide to FNQROC to distribute to the group.**

### **3.2. Identification of any current issues from Policing perspective – Snr Sgt Jamie Horn**

- Each one gets looked at independently
- Local officer can put their own conditions on it
- Standardised special event permit – standard conditions
- Generally – up to 6 weeks processing time.
- CRC policy – allow 21 days to arrange police permit
- DTMR – new events take more time
- MSC – noted the approvals don't run concurrently. Their process on the web says it can take up to 3 months

- Road corridor approvals – takes time to organise
- Questions raised regarding authority to close a road
  - Is a police permit required to close a road for a council event. Is Council only required to inform the police but not seek a permit?
  - Are the police the only ones that can approve full road closure
  - Does Council have the authority to close but only have to notify the QLD police
  - QLD police only close the road and LG permits the event ?
  - Is there a difference with roadworks and events on the road – is the QLD police the only ones to close the road.
  - S69 LG Act – LG can close the road

**ACTION 1.8: The authority of LG to close a road and the role of QLD police in road closures to be clarified and response provided to the group.**

- QLD police use a checklist which addresses requirements such as letter of no objection from LG, validation of insurance, traffic management plan

**ACTION 1.9: Sgt Jamie Horton to provide a copy of the Qld Police checklist to FNQROC to distribute to the group**

- Expensive for smaller groups and charities for use of police

### 3.3. Identification of any current issues from TMR perspective – Peter McNamara, TMR

- Applicants don't give enough time. Results in not being able to do liaising due to time constraints
- Issue when event on roads that are not preferred. Issue that organisers already advertised the course, hesitant to change course
- Process improving
- One person responsible – Lawrence Wah Day. Workload issue.
- Preferred processing time for TMR – 28 business days
- Event organisers needs to factor in timeframe to get DTMR approval
- Road corridor permit – they need TGS
- Recommend that applicant talks to all parties at the same time (QLD police, Council , DTMR) especially for a new event
- CRC feedback to DTMR – relationship working well
- LG have had feedback from traffic management companies, MUTCD is different to transfer to an event as it is for written for roadworks

**ACTION 1.10: The group to provide FNQROC with any requests / proposed changes to the MUTCD to address traffic management requirements for events.**

**ACTION 1.11: FNQROC draft a letter to DTMR to requesting proposed changes to the MUTCD and TMP/TGS examples and guidance for community events.**

- RPEQ approval of TMP or TGS is only required if it proposes an innovation not covered by the MUTCD or where it involves a treatment that is either above or below the requirements of the MUTCD.
- CRC developing templates through the events group (Brett Spencer is the Chair of the group)
  - CRC –allow 14 days after approval to allow advertising etc.
- DSC – allow 60 days
- CCRC – risk versus time factor – there is an ability to use the Digital Video Road program (DVR) to conduct a virtual road inspection – rather than spend the time to do a site inspection but it carries risks

**ACTION 1.12: FNQROC to follow up with CRC Events group on the development of event templates.**

#### 4. Next meeting

Next meeting to be confirmed.

*Minutes prepared by FNQROC Office & Project Coordinator, Teresa Schmidt.*

#### **ACTION ITEM(S) –**

No.	ACTION	OWNER	COMPLETED?
1.1	QPS to confirm that an event can still go ahead on their permit if Council revokes or does not issue a letter of No Objection.	Queensland Police Service	
1.2	FNQROC to contact SES to confirm if they do have anyone suitably qualified or intend to have anyone suitability qualified for Traffic Management Implementation and whether such persons are registered for the DTMR Traffic Management Registration Scheme.	FNQROC	
1.3	FNQROC document the requirements for support vehicles with respect to flashing lights, signage and insurance	FNQROC	
1.4	FNQROC to review and update the guideline 'FNQROC – Best Practice Guidelines for events in the FNQROC Region' to ensure the Traffic Management section reflects the required traffic management requirements	FNQROC	
1.5	Councils to provide a copy of their event management guidelines to FNQROC	Council	
1.6	FNQROC to review existing event management plan guides available	FNQROC	
1.7	DSC to provide a copy of the LGM event	Douglas Shire	

No.	ACTION	OWNER	COMPLETED?
	management guide to FNQROC to distribute to the group	Council	
1.8	The authority of LG to close a road and the role of QLD police in road closures to be clarified and response provided to the group.	Councils and Queensland Police	
1.9	Sgt Jamie Horton to provide a copy of the Qld Police checklist to FNQROC to distribute to the group	Queensland Police	
1.10	The group to provide FNQROC with any requests / proposed changes to the MUTCD to address traffic management requirements for events.	Councils	
1.11	FNQROC draft a letter to DTMR to requesting proposed changes to the MUTCD and TMP/TGS examples and guidance for community events.	FNQROC (note Brian offered to draft letter for FNQROC)	
1.12	FNQROC to follow up with CRC Events group on the development of event templates.	FNQROC	