



Dunc Gray Velodrome
Cycling NSW
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Web Address: www.nsw.cycling.org.au

Traffic Management Plan Application

.....Cycling Club

Request for Approval to Conduct Bicycle Road Races

To:

Date:

From:

Dear Sir,

TheCycling Club, affiliated with Cycling New South Wales is due to promote the event/s described below.

An overall description of the event is as follows:

Insert description here:

Please find attached Traffic Management Plans for the event/s.

Police, Local Government and RTA permission is sought for the event/s.

Once permission is received,Cycling Club undertakes to conduct the event/s with the level of care and safety as displayed and required by the TMP.Cycling Club has over ... years of experience in such events and has always stressed the importance of safety for competitors, other road users and members of the public.Cycling Club will abide by those conditions agreed to with Police, Local Government and RTA.

Should any questions arise please do not hesitate to contact the document authors.

Description of Event/s

1:

2:

3:

etc

Yours faithfully,

Club Executive Officer,

.....Cycling Club

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APPLICATION PROCESS DESCRIPTION

The process for Application for an event is briefly described as follows. Modification to this process may be necessary as needs arise, however this should be avoided.

Step No.	Event Description	Notes
1	Apply to Cycling NSW to conduct event/s	This must be done for all Clubs, Combined or Open Events. This should include Event Type, Date, Times and Location. Once approval is given proceed to next step. NOTE: This step is mandatory.
2	Directly approach the Local Government for advice on event. For new events or events that cause significant effect on Traffic Flow, this must be done at least 6 Months prior to the event. If the event is one that has been previously held and does not significantly affect Traffic Flow, a 3 Month Application process may be possible; however it is advisable to start negotiations with as much time as is practical beforehand.	This step should provide the Council or Shires requirements in General Terms and does not represent the final application. Usually this results in Council giving verbal approval and asking for ALL documents to be sent to the Traffic Committee of the Council. NOTE: Police, Local Government and RTA Representatives sit on these Committees.
3	Prepare Traffic Management Plan and other required documents. I.e. Insurance Certificate of Currency. Applicant may need to consult Cycling NSW at this stage for documents required and advice on how these should be prepared.	
4	Submit documents to Council / Shire Traffic Committee.	If you are unsure of your documents, submit a copy of these to Cycling NSW for comment. This is advised so that uniformity of documentation occurs across the State. If your event passes through a number of Police Local Area Commands or Councils, it may be best to speak with Police and separately submit copies of the Applications to avoid time delays. If so, you should contact the Traffic Department of both Police and Council at local level.
5	Approval or Refusal is received from Council, Police and RTA.	Approvals often have conditions or ask for a number of items to be met. Intermediate steps may be required at this point to reply to requirements.
6	Final Approval Given	Notify Cycling NSW and include a copy of successful application and approval. This step is important for archive and insurance reasons.
7	Prepare for actual running of event.	This will include such things as: <ul style="list-style-type: none"> • Resident event notification if required. • Review Volunteer Requirements. • Review Signage Requirements. • Review Radio and Vehicle Lights etc.
8	Conduct the event	It is important that Officials conduct a course survey prior to the event. Officials should advise competitors of conditions and dangers of competing in Bicycle Road Races.
9	If incidents occur, Commissaires must be prepared and send to Cycling NSW as soon as possible after the event or by close of next business day, a completed Commissaires Report and Race Incident Report.	Historically Insurance Claims can be made at any time after an event. As an example a claim may be made 6 months after the event, a written report will assist greatly.

.....CYCLING CLUB
APPLICATION TO CONDUCT A BICYCLE RACE

EVENT NAME:
 EVENT LOCATION:
 EVENT ORGANISER:
 DOCUMENT AUTHOR:
 EVENT DATE:
 EVENT START TIME:
 EVENT FINISH TIME:

APPROVALS

THIS TRAFFIC MANAGEMENT PLAN IS APPROVED BY:

EVENT ORGANISER: _____ **DATE** ___/___/___

NSW POLICE
LOCAL AREA COMMANDS: _____ **DATE** ___/___/___

REGION TRAFFIC: _____ **DATE** ___/___/___

LOCAL GOVERNMENT COUNCIL/SHIRE:

1) _____ **DATE** ___/___/___

2) _____ **DATE** ___/___/___

3) _____ **DATE** ___/___/___

NSW ROADS AND TRAFFIC AUTHORITY: _____ **DATE** ___/___/___

Approval of this TMP does not imply approval of the associated Traffic Control Plan/s.

When approved by the relevant authorities, this Traffic Management Plan (TMP) becomes the prime document detailing the traffic arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police, the RTA and Local Council. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP. In case of emergencies, or for the management of incidents, the Police are not subject to the conditions of the TMP. However, the Police will make every effort to inform other agencies about the nature of the incident and the Police response.

The purpose of this Traffic Management Plan is to ensure that traffic is managed in a way that:

1. Provides maximum safety for event participants, spectators and employees
2. Allows the event to proceed smoothly
3. Reduces as much as possible the traffic impact on the non-event community.

Principal contact details for those responsible for the event organization or approval

REPRESENTING	NAME	PHONE	FAX	MOBILE	EMAIL
ORGANISER					
POLICE					
COUNCIL					
RTA					

TRAFFIC MANAGEMENT PLAN

1.0 Requirements for all category 1 events

	YES	NO	NOTES
The route or location. As event organiser, has a map of the route or location been provided which identifies one way streets, the number of lanes, street signage, traffic signals and turning lanes?			Refer Appendix 1
Police Agree with proposed route/location?			
Council/s Agree with proposed route/location?			

2.0 Event Physical survey of route or location.

	YES	NO	NOTES
Are one way streets as described in 1.0 above?			
Is the number of lanes as described in 1.0 above?			
Is street signage as described in 1.0 above?			
Are the traffic signals as described in 1.0 above?			
Are the turning lanes as described in 1.0 above?			
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc? I.e. does event absolutely require a State Road?			
Will traffic movement contrary to any notice be required?			

3.0 Will the event block:

	YES	NO	NOTES
Access to places of worship?			
Access to local businesses?			
Ambulance access?			
Fire station access?			
Heavy vehicle access?			
Hospital access?			
Local resident access?			
Police vehicle access?			
A public facility (football oval, etc)?			
Public transport access?			

4.0 Are any of the following evident?

	YES	NO	NOTES
Construction activities in the area?			
Traffic generators such as shopping centres?			
Tidal flows?			
Traffic calming devices?			
Schools, churches, industrial area, hospitals?			
Restricted movements such as banned turns, heavy/high vehicles?			

5.0 Public safety - Event Organiser

	YES	NO	NOTES
Steps to safely separate people from traffic. As Event Organiser, a Traffic Control Plan (TCP) that conforms with Australian Standard AS1742.3. will be in effect during this event.	Yes		
Under the Summary Offences Act 1998 - Section 23, Police require a completed Schedule Form, "NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY". This must be complete by the event organiser and sent to NSW Police	Yes		Refer to Appendix 2.

6.0 Liability insurance.

	YES	NO	NOTES
The policy indemnifies Local Council, the RTA and any other Trust or Authority involved in the event. The level determined is appropriate and set in accordance during discussions with local Council.			Refer attached
As Event Organiser, Certificate of Currency of Public Liability Insurance. Is coverage provided?	Yes		Public Liability \$20,000,000 Refer to Appendix 3

7.0 Minimising the impact on the non-event community.

	YES	NO	NOTES
Is there an impact of this event on local residents, businesses, hospitals and emergency vehicles?			
Non-Event Community Plan attached.			

8.0 Advertise traffic management arrangements.

	YES	NO	NOTES
Has a suitable medium been used to advise the non-event community beforehand? Ie Ad in the local newspaper advertisements for the event itself. For example, a paragraph at the bottom of the advertisement could describe traffic restrictions, parking, public transport arrangements, expected delays and so forth. Does this apply?			
Advertising proposed by Letter Box drop			
Advertising proposed by Local Newspaper			
Advertising proposed by Radio/Television			
Advertising proposed by Other			

9.0 Permanent Variable Message Signs

	YES	NO	NOTES
Council Construct and display traffic management messages for council controlled VMS.			
RTA Construct and display traffic management messages for RTA controlled VMS			

10.0 Portable Variable Message Signs

	YES	NO	NOTES
As Event Organiser, do you intend to hire portable VMS to advise road users of altered traffic conditions leading up to, during and after an event? <i>(Note: The message format and the physical location of the VMS will conform to RTA Standards. These standards are primarily for safety reasons.)</i>			
As Event Organiser, do you require RTA Supply of RTA VMS Standards?			

11.0 Planning, Contingency Planning

As Event Organiser we have considered the things that can affect traffic management before, during and after the event. Consideration was given to the following and items shown as "Yes" were deemed to require action by the Organiser: Also refer to Risk Assessment attached.

	YES	NO	NOTES
Heavy weather			Where heavy weather occurs or may occur, the Event Organisers will discuss the situational risk with the Commissaires who may cancel the event.
Lightning, hail, etc			Where lightning or hail occurs or may occur, the Event Organisers will discuss the situational risk with the Commissaires who may cancel the event.
Poor lighting			Where poor lighting occurs or may occur, the Event Organisers will discuss the situational risk with the Commissaires who may cancel the event.
Flood hazard on the route			Where roads are flooded the event/s will be cancelled.
Bush fire hazard			Where bush fire hazard occurs or may occur, the Event Organisers will discuss the situational risk with the Commissaires who may cancel the event.
Accident occurs on the route			Volunteer Traffic Controllers will be placed at the accident scene to control riders. The zone will be declared a neutral racing area, with no racing permitted on that section of road as appropriate. If severe the Commissaire may cancel the event.
Absence of volunteers			Where insufficient volunteers or designated event staff are absent (as described in Traffic Control plan of event) the event will not be permitted to start or continue.
Slow participants			Slow participants who lose contact and who are judged by the Commissaires to be no longer racing will be withdrawn from the event. At this point these participants must obey all NSW Road and Traffic Rules and are not part of the events protection.
Delayed start to the event			The race/s duration will be reduced to ensure that the event finish time is before sunset.
Cancellation of the event			All participants will be informed.

12.0 Volunteers

	YES	NO	NOTES
As Event Organiser, is documentation available for volunteers regarding traffic control duties? For example, volunteers to erect cones or barriers.			
As Event Organiser, are contingency plans required for personnel who fail to show on the day?			

13.0 Traffic Management

Council-specified traffic management conditions	YES	NO	NOTES
Has the Local Council supplied to the Event Organiser Special Traffic Conditions?			
As Event Organiser, Local Council Special Traffic Conditions is to be managed by Event Organiser			

Police requirements	YES	NO	NOTES
Police have supplied to the Event Organiser "Special Traffic Conditions".			
As Event Organiser, Police Special Traffic Conditions is to be managed by the Event Organiser unless advised by NSW Police.			

14.0 Public transport

	YES	NO	NOTES
As the Event Organiser, we have where practicable given emphasis to the benefits of public transport to attend the event.			
This has been/is being promoted through Letter Box Drop Newspapers.			
This has been/is being promoted through Letter box drop Radio and or Television.			
This has been/is being promoted through other means.			

15.0 Parking

	YES	NO	NOTES
As Event Organiser, consideration is required for special parking for cars, buses and essential or emergency vehicles.			
Special Parking is indicated on event location map.			

16.0 Reopening roads after cycling events

	YES	NO	NOTES
As Event Organiser, the items listed below and attached indicate time appropriate to the reopening of roads.			
Start point last participant departure.			am/pm
Finish point last participant estimated arrival			am/pm
If appropriate other route through times for Traffic Management may be required. If so reference estimated times against Route Map locations.			

17.0 Other considerations

	YES	NO	NOTES
Unregistered or special purpose vehicles. Is this in an on-street event and does it intend to use special purpose or unregistered Vehicles?			
Considerations unique to this event Other information that may be unique to this event. For example: Does the event intend to use a facility that is managed by a trust such as the Centennial Park & Moore Park Trust? Is included.			
Managing expectations As Event Organisers, we are able to provide patrons with an estimate of the time required to leave the event when it ends and advise on Public Transport locations etc.			

Appendix 1 Course Map/s

(Insert a map of the course here)

Appendix 2
Notice of Intention to Hold Public Assembly
SCHEDULE 1(Sec 23)

SUMMARY OFFENCES ACT 1988

To the Commissioner of Police, Notice of Intention to Hold a Public Assembly

1. I, *(name)*
of, (Replace with your club details)Cycling NSW, Dunc Gray Velodrome, Carysfield Rd., Bass Hill. Postal Address PO
Box 7209, Bass Hill 2197 on behalf of Cycling NSW notify the commissioner of Police that on the

Day	Month	Year

it is intended to hold A Bicycle Racing Event

- (a) A public assembly, not being a procession, of approximately

..... (number) persons, which will assemble

at

(place)

at approximately am/pm, and disperse at

approximately am/pm

or

- *(b) a public assembly, being a procession of approximately XXXXX persons,
which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and
shall proceed

.....
(Specify route, any stopping places and the approximate duration of any stop; and the
approximate time of termination. A diagram may be attached.)

2. The purpose of the proposed assembly is
To conduct a Bicycle Road Racing Event.

3. The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

*(I) There will beBicycles andCars. (number of vehicles involved).

The type and dimensions are as follows:

Standard Road Bicycles and Passenger Vehicles

*(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

*(iii) The following number and type of animals will be involved in the assembly.

*(iv) Other special characteristics of the proposed assembly are as follows:

4. I take responsibility form organising and conducting the proposed assembly.

5. Notices for the purposes of the Summary Offences Act 1988 may be served upon me at the following address

(Name, club and club contact details.

Signed

Capacity/Title:

Date

Appendix 3
Insurance Certificate of Currency

(Insert certificate here)

Appendix 4 - Risk Assessment

Risk Assessment Evaluation as of ____ Day _____ Month _____ Year

By _____ being the Event Organiser.

For event to be held at _____

Introduction

Historically, (organisation name) has been racing on the (Location Name) Circuit for some (number of) years. The course was chosen because of it's remote location and minimum impact on the local amenity and although the nature of the area has changed in (number of) years, the basic issues of the area remain unaltered.

Course Attributes and Standards

All racing is conducted on what the local government refers to as Secondary Roads, these being roads which are solely the responsibility of the (Council Names) Council. Refer to the course maps shown in Appendix 1.

All affected residents or property users on the course will be notified of times and dates of racing by letterbox drop, publication in the local paper and publication on the local community notice board, radio or television, as is most practical for effective distribution of the information.

There are no places of worship, schools or sporting grounds on the course and therefore no influx of persons to the area, during the hours of racing, who are not normally in the area, or who are unaware of local conditions.

The course itself is set out, to the Australian Standard 1742.3.2002 - Manual of uniform traffic control devices - Traffic control devices for works on roads (Appendix B) and the accredited traffic controllers are in constant two way radio communication, between controllers and all escort vehicles and the start line. The total management of the event will conform to the New South Wales Roads and Traffic Authority, Guidelines for Bicycle Road Races (1st January, 2004)

As a result of complying with the Australian Standard and Guidelines for Bicycle Road Races, the entire circuit is defined by the placement of controllers, whose presence is further enhanced by the placement of signage advising persons entering the course that "Cycle Race in Progress". "Prepare to Stop" signs are also placed at points where cyclists and vehicles intersect and in the event of non compliance by motorists, controllers will neutralize the race until any impediment is removed.

To further enhance safety, at points where straight line vision is less than 150metres, additional signage of "Cycle Race in Progress" may be placed on the side of road, to highlight that cyclists are on the road.

All major "groups of riders or bunches" are escorted by vehicles, displaying flashing amber lights, and all escort vehicles have the ability to neutralise the race bunch, in the event that impediments arise during the course of the event. Any such impediments are also transmitted to all controllers, other escort vehicles and the start line, which in turn is transmitted to the riders, and if necessary the race can be either neutralised or terminated, the latter occurring if, in the view of the Commissaire, it is unsafe to continue.

Conducting the Event

Prior to racing commencing, the course is subject to a physical inspection. Road works, construction sites and any other impediments are identified and either marked with "caution" signs, in the event that it is a low risk change or by the placement of a controller, if the need is warranted. In the event that the impediment is considered to be of high risk and cannot be addressed, racing will not commence.

To further enhance safety, prior to racing, all riders are subject to a briefing from the Commissaire, where the results of the initial course inspection are discussed, riding instructions provided and general directions provided. All riders are informed that should they breach any directive, by a controller, Commissaire or official, they face disqualification. If in the view of such officials, the breach is serious, the rider also faces fines and potential suspension. All riders in the event are to be licensed through the Australian Cycling Federation and there is a policy of no license, no start.

In the event that an incident occurs during the course of the event, the controller or official nearest to the incident is to complete an incident report and ensure that, if a rider is involved, the rider also completes an incident report. All race incidents are then referred to the race starter, and brought to the attention of the race committee, for rectification or assistance.

Cycle Racing is considered by some to be a high risk, high speed event, a somewhat subjective test. It should be stated that average speeds for races vary from 30kmh to 40kmh, all of which are well within posted speed limitations. The only exception to this situation is in the final sprint, which traditionally occurs in the last two hundred metres of the race. In order to protect all riders and motorists, that section of the course is sterilised by the exclusion of motorists for the period of the sprint, a period generally less than 60 seconds. Again in the event that an impediment is identified for the sterile area, the race is terminated prior to the sprint area and results aggregated.

Summary

By the above processes, races are conducted in a safe and secure manner and the risk to riders, motorists and the general public is minimised to acceptable limits.

Appendix 5 – Police Special Traffic Conditions with Organisers response

The following are typical Conditions or Queries raised by Police with a Response from the Event Organiser.

GENERAL Event Organiser Response	
1. Permission of the relevant Local Government Authorities to be obtained and conditions adhered to.	Organiser is requesting approval from Local Government
2. Provisions of the Road Transport Legislation to be observed.	Noted and understood.
3. Any direction given by a member of the Police Service in accordance with the Road and Transport Legislation to be promptly obeyed.	Noted and understood.
4. Any conditions imposed and direction given by the officers of the Roads and Traffic Authority must be obeyed.	Noted and understood.
5. Escorting police to have full control of competitors and support vehicle whilst the race is in progress on public streets.	Noted and understood.
6 Organisers, officials and participants to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.	Noted and understood.
7. The race is to be conducted in accordance with the race timing and route approved by Police.	Noted and understood.
8. The event is to be conducted during daylight hours only.	Noted and understood.
ORGANISERS AND OFFICIALS	
9. Organisers to provide sufficient controllers to properly control participants in the event.	Noted and understood, controllers will be stationed as noted on Course Maps and Traffic Control Plans.
10 Organisers, competitors and support persons shall obey any Police direction given in the interests of safety of competitors or other persons.	Noted and understood.
11. The event organisers shall enforce immediate disqualification upon any competitor; a) Who fails to comply with any Police direction, b) Who fails to comply with any of these conditions.	Noted and understood, the event organiser has delegated this to be the responsibility of the Commissaire.
12. A list of duties of each official is to be provided to the Police Commander at least 24 hours prior to the commencement of the event.	Refer appendix 7.
13. Officials with large red flags shall be located at those locations where cyclists will be turning from one street into another, or at any point so requested by police	Noted and understood. Traffic Controllers utilise “Stop / Slow” signs.
14. Organisers must brief competitors in regard to their compliance with the traffic regulations and the conditions set down by Police.	Noted and understood, responsibility of the Race Starter, the conditions set down by Police will be available for the competitors.
15. A list detailing the following is to be provided to the Police Commander at least 24 hours prior to the commencement of the event:- (a) each competitor’s name, address, and identifying race number with the name of the Cycling Federation to which that person is attached; (b) official names and addresses; (c) registration number of official, escort and support vehicles; (d) the radio communication call signs for each vehicle.	(a) Competitor’s details are not known until they register for the event, which is on the day of the event. (b) (c) Event Officials details will be made available no later than 24 prior to the event taking place. (d) refer 38 below.
16. A list of duties of each official to be provided to the Police Commander at least 24 hours prior to the commencement of the event.	Refer appendix 7.
COMPETITORS	
17. Competitors to remain on the portion of the carriageway as directed by Police.	Noted and understood.
18. Competitors are not permitted to ride on the carriageway during periods of poor visibility, due to inclement weather or fog, where there is insufficient daylight to render a person dressed in dark clothing discernible at a distance of 100m.	Noted and understood.

19. Participants who fall behind the Rear Escort Vehicle in their group, or who are outside the area controlled by Police, must remain on the correct side of the carriageway, and comply with normal requirements of the Road Transport Legislation.	Noted and understood.
20. Whilst the event is traveling along dual lane carriageway competitors are to remain in the nearside lane and not enter the right-hand lane so as to allow traffic to overtake at discretion of Police Escort Commander.	Noted and understood.
21. All entrants shall be issued with an individual identification number of not less than 100 mm in height in black on a white background.	Noted and understood. If other color configurations are used these are to be passed to the Police Commander.
22. The race number allocated to each competitor is to be worn so that is conspicuously displayed throughout the race.	Noted and understood, race numbers are displayed on the riders' lower torso left side, rear.
CONTROLLERS	
23. Controllers are to be suitably instructed as to their duties by the organizers.	Noted and understood.
24. Controllers and officials are to be provided with a copy of these conditions.	Noted and understood.
25. Controllers must be dressed in apparel which will instantly identify them as such.	Noted and understood, controllers are issued with red / orange fluoro vests
MEDIA CYCLES	
26. Any motor cycle carrying a pillion passenger facing rearwards utilized for the purpose of filming the event shall: (a) be fitted with special sitting apparatus to accommodate the camera operator (b) such cycles and apparatus shall be inspected and approved by the Road and Traffic Authority and a permit obtained (c) A copy of the permit is to be carried and produced to any member of the Police Service on request. (d) Such permits to be used only for that particular event.	Noted and understood.
27. All conditions relating to Road Closures outlined in the Road Transport Legislation and or as specified by the RTA Guidelines for Bicycle Road Races are to be complied with by the promoters. (a) Each road closure is to be supervised by controllers supplied by the promoters. (b) All necessary signposting, barricades and road closure barricades are to be erected and removed by personnel supplied by the promoters.	Noted and understood.
BARRIERS	
28. BARRIERS: (a) Barriers are to be provided, erected and dismantled by personnel supplied by the promoters. (b) Barriers are to be erected in accordance with direction given by Police to close roads. (c) Barriers are to be placed at each intersection not controlled by Police on the route, displaying a sign "NO ENTRY" (d) Barriers are to be dismantled and moved off the carriageway immediately after the rear Police Vehicle has passed (e) Barriers Truck must pick barriers after the last participants have passed to facilitate immediate restoration of traffic flow	Noted and understood.

ESCORT VEHICLES

<p>29. The organiser shall provide escort vehicles as detailed below for each group which must be positioned so as to create a positive awareness of the presence of participants on the carriageway to other road users.</p> <p>(I) Motor Cycle Marshal. (II) Lead Escort vehicle. (III) Primary Escort Vehicle.</p>	<p>Noted and understood, event organiser will notify the Police Commander of vehicle details. In addition the following Escort Vehicle shall follow at the rear of the last group. Other escort vehicles may be required as the event demands, eg as specified in the RTA Guidelines for Bicycle Road Races. Police to advise.</p>
<p>30. Unless otherwise directed by police, Escort Vehicles shall be positioned in the following order.</p> <p>(I) MOTOR CYCLE MARSHAL This vehicle shall be positioned behind the forward Police Escort and ahead of the Lead Escort Vehicle for each group.</p> <p>(ii) LEAD ESCORT VEHICLE On single carriageways, a Lead Escort Vehicle shall be positioned approximately 300 metres ahead of the participant leading in each group. This vehicle shall display a sign directed to the front of the vehicle displaying the words "CAUTION CYCLISTS FOLLOWING" so as to provide advance warning to oncoming traffic and passing road users.</p> <p>(iii) PRIMARY ESCORT VEHICLE The Primary Escort Vehicle shall be in positioned immediately following the last participant in each group so as to provide a shield to the participant/s and serve as a warning to overtaking motorists. This vehicle shall display a sign directed to the rear of the vehicle displaying the words "CAUTION CYCLISTS AHEAD".</p>	<p>Noted and understood.</p>
<p>(iv) REAR ESCORT VEHICLE This vehicle shall be positioned approximately 300 metres to the rear of the Primary Escort Vehicle following the last group of participants. This vehicle shall display a sign directed to the rear of the vehicle displaying the words "CAUTION CYCLISTS AHEAD".</p>	<p>Noted and understood this is for Category 1 events.</p>
<p>31. Warning signs referred to above shall not be less than 900mm x 400mm in size with large lettering proportionate to the dimensions of the sign and in accordance with the Road and Transport Legislation.</p>	<p>Noted and understood.</p>
<p>32. Each escort vehicle shall also: -</p> <p>(a) be fitted with flashing amber light on the highest point of the roof;</p> <p>(b) have flashing amber lights operating at all times;</p> <p>(c) have hazard and warning lights operating at all times;</p> <p>(d) be equipped with sets of triangle signs which shall be displayed in the event of breakdowns;</p> <p>(e) have no advertising material whatsoever affixed to the portion of the vehicle displaying the required " Caution " sign, i.e.: -</p> <p>(I) the front of the Lead Escort Vehicle;</p> <p>(ii) the rear of the Primary Escort Vehicle;</p> <p>(iii) the rear of the Rear Escort Vehicle.</p>	<p>Noted and understood.</p>
<p>33. Escort or support vehicles are to move off the carriageway when required to wait for participants, so as not to obstruct traffic on single lane carriageways.</p>	<p>Noted and understood.</p>

SUPPORT VEHICLES

<p>34. Official Support Vehicles to be clearly identified as such.</p>	<p>Noted and understood.</p>
<p>35. Official Support vehicles accompanying the cyclists shall be limited to those listed below:</p> <p>(I) Support Vehicle - one per group. (ii) Spares Vehicles - one vehicle per group.</p>	<p>Noted and understood. The number of vehicles required will be determined on many occasions by the amount and therefore number of groups in the event. The event organiser will keep the Police Commander informed of event make up</p>

All other vehicles to remain at rear of the procession, behind the rear Police Escort vehicle.	at earliest opportunity.
36. Apart from the Race officials Escort and Support vehicles, no other vehicle is to travel adjacent to the riders between Front Police Vehicle and Rear Police Vehicle for each group.	Noted and understood.
COMMUNICATION	
37. Radio communication is to be provided to each official, support or media vehicle which is permitted by the Race Commissaire to be within the sterile zone created by Police for such vehicles and competitors.	Noted and understood, the event organiser will have radio communication for Race Starter, Controllers and Commissaire. Refer to item # 38 for call signs.
38. Radio call signs to be nominated for all escort and official vehicles and provided to the Police Commander of this operation at least 24 hours prior to the commencement of the event.	Where radio traffic permits the event will use UHF channel 18, otherwise it will move +/- 6 channels if busy, the call signs are: Rider Registrar = RR1 Chief Commissaire = Chief Commissaire Other Commissaires by Group ie B Grade Commissaire. Spares Vehicles by Group ie B Grade Spares Traffic Marshals by location ie Meadows Rd. Marshal.
39. The following Emergency Services are to be informed in writing at least 8 weeks prior to the commencement of the event of any delays that may occur during the conduct of the event. A map detailing the roads to be occupied by the race must be provided to the person in charge of the emergency Service. · Fire Brigades · Ambulance Services.	Noted and understood.
40. All major Hotels, Private Coaches and Religious institutions along the route of the event must be notified in writing at least 8 weeks prior to the event.	Noted and understood nil.
41. In the interest of promoting road safety and public awareness of the conduct of the event, advertisements are to be placed in the local newspapers and other media along the route so to advise members of the public and forewarn them of the presence of the cyclists and support vehicles occupying the roadway.	Noted and understood. Where required the event organiser will conduct a letterbox drop informing the event route residents of the event schedule and will place a notice in the local newspapers and community radio and notice board/s.
42. All Officials are to be fully conversant with the event route.	Noted and understood, all event officials will be provided with the event program which includes the route map, as per Appendix 1 – Course Maps.
OTHER	
43. The race organiser to undertake to formally advise the relevant Police Region Traffic Services of the Chief Commissaries' name and mobile phone number for the event/s by the preceding Thursday of the event by e-mail to the following.	Noted and understood.
44. That the NSW Police needs to be jointly indemnified under your Public Liability insurance.	Noted and understood, insurance certificate at Appendix 3 indemnifying the NSW Police and Local Government Council/s or Shire/s
SPECIAL CONDITIONS	

Police Commander

Appendix 6, Table of required Event Route Signage

Sign Description	Route Location	Size	Qty. at Location
Stop Slow Bat			

Appendix 7, Table of Event Traffic Controllers

Control Description	Route Location	Number at Location
Traffic Controller		
	Total required	