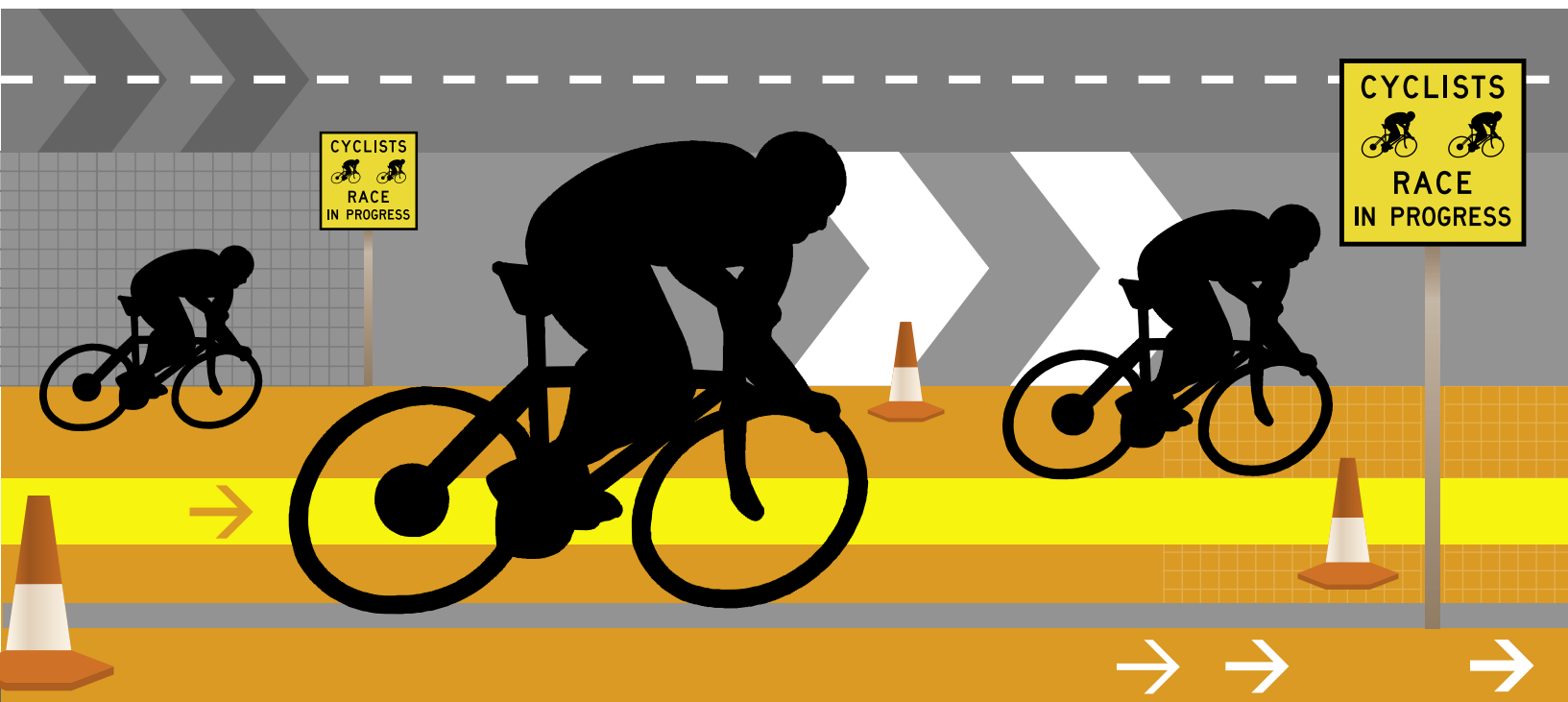




New South Wales
Guidelines for Bicycle Road Races
1 January 2004



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1 Introduction

The New South Wales Government recognises the importance of maintaining bicycle racing as a strong and growing sport in the State's urban and rural areas. The continuing strength of cycle racing parallels the overall growth in popularity of cycling as a form of transport and recreation throughout Australia.

These guidelines explain the process for obtaining approval to conduct bicycle racing on roads and highways within New South Wales. A permit issued by NSW Police is required to conduct a cycle race. The measures set down in this document explain to applicants how to make an application and the minimum expectations for managing traffic and conducting a cycle race.

A key to the growth and development of the sport of cycling has been the continued cooperation of NSW Police, road agencies, Cycling NSW, Triathlon NSW and race organisers in planning and administering bicycle race events. Successful bicycle race events require a significant effort on the part of organisers to control traffic, provide for the safety of the competitors and the public, and preserve access for emergency vehicles and personnel.

These guidelines address bicycle racing and the bicycle component of multi sport races only. These guidelines do not address the many non-competitive bicycle rides organised each year in New South Wales such as the RTA Cycle Sydney, RTA Big Ride or the Multiple Sclerosis Society's Sydney to the Gong Ride the arrangements for which are covered by the *NSW Guide to Traffic and Transport Management for Special Events*.

2 Definitions

Organisations

Sanctioning Organisation

International, national or state governing body for a type of bicycle racing event. The sanctioning organisation develops or specifies rules for how a bicycle race event will be run and the rules governing the competitive behaviour of participants.

Union Cycliste Internationale - UCI

The UCI is the international controlling body for the sport of bicycle racing.

Cycling Australia (Australian Cycling Federation)

Cycling Australia is the principal body for the competitive sport of road, track and mountain bike cycling in Australia. Cycling Australia is responsible for the *Cycling Australia Technical Regulations*, which set out the competitive rules that apply for road racing in NSW.

Cycling NSW (New South Wales Cycling Federation)

Cycling NSW is the governing body for cycling competition in New South Wales, and is affiliated with the national body, Cycling Australia. Cycling NSW is the Sanctioning Organisation for road racing in NSW.

International Triathlon Union

International organisation for the sport of triathlons.

Triathlon Australia

Triathlon Australia is the principal body for the competitive sport of triathlon in Australia

Triathlon NSW

Triathlon NSW is the governing body of Triathlon in New South Wales and is responsible for the development of the sport of triathlon in NSW. Triathlon NSW is the sanctioning body for triathlon and duathlon events in NSW.

Organiser

The person or organisation responsible for organising the bicycle race event. The organiser is frequently a cycle or triathlon club.

NSW Police

The approval of the Commissioner of Police is required for the conduct of any race on NSW roads. The power to grant an approval is delegated to Regional Commanders within the Police Service.

Road agency

The agency responsible for the particular road or roads to be used for the bicycle race. Roads and Traffic Authority (RTA) is the road agency in the case of classified roads and the local council is the road agency in the case of other public roads. In the case of private roads, the road agency is the owner or management authority of the road.

Local Traffic Committee

A technical committee consisting of NSW Police, the RTA and the local council together with the local Member of the Legislative Assembly, meeting regularly at the local council to consider traffic related matters. Other relevant parties may also attend such as bus companies and organisations that have an approval role for a roadway under consideration, such as Sydney Olympic Park Authority (SOPA), Centennial Park Trust etc.

Traffic Management Terms

Traffic Controller

Traffic control is the use of a STOP/SLOW bat to control the passage of vehicles on a public road. 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 from the RTA; and who is authorised to conduct traffic control at a particular site by a Traffic Control Plan.

Traffic Management Plan (TMP)

A strategic plan prepared by the organiser setting out in words and diagrams the measures to be taken to manage traffic related issues for the bicycle race. The plan shall define the event giving the time, date, location, duration, type of event, organiser, estimated number of participants, and relevant characteristics of the participants (such as age group, experience etc).

The Traffic Management Plan shall also include details of any diversions, detours and traffic control overrides needed to conduct the event, the location, size and design of all signage to be erected, the locations for marshals, and support vehicle details. The minimum number of marshals required to manage traffic shall be clearly stated. Emergency contact details for the organisers and chief commissaire before and during the event shall be provided.

Traffic Control Plan (TCP)

A Traffic Control Plan is a plan showing the layout of signs, road markings, barriers, other devices and or Traffic Controllers to be used to control traffic or people at a particular location. Traffic Control Plans need to be prepared by a person who is trained and accredited.

Closed Circuit

A racecourse 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 (1 to 8 kilometres).

Road Closures

Protected Closure

A form of traffic control used for point-to-point road races in which the full width of the road is closed to other traffic as the race passes any given point. The road reopens after the race passes.

Rolling Enclosure

A rolling enclosure is a form of traffic control used for point-to-point road races where escort vehicles form a "caravan" leading and following a group of racers. The closure sets aside a moving part of the roadway in the direction of the race for use of the race competitors. Racers inside the closure are controlled by rules set out in these guidelines, *CA Technical Regulations* and the Police Conditions of Approval for the race. Racers are not allowed to cross the centre line unless the entire road is traffic controlled.

Permanent Circuit

A Permanent Circuit is a road or series of roads that are used on a regular and frequent basis for racing. A Permanent Circuit will be defined by a Traffic Control Plan that sets out the traffic arrangements required to make it safe for racing and for the general public. The TCP for a Permanent Circuit will be resubmitted to Council and the Police on an annual basis to ensure that the traffic arrangement is appropriate given any changes in traffic levels, frontage development or road changes on the circuit.

Classified Road

A Classified Road is one that has been declared under Part 5 of the Roads Act 1993 (as a State Highway, Main Road, Secondary Road, Tourist Road, Controlled Access Road, Tollway or State Work)

Class One Event

A Class One Event is a public event that, under the terms of the *NSW Guide to Traffic and Transport Management for Special Events*, is one that impacts on major traffic and transport systems.

Class Two Event

A Class Two Event is a public event that, under the terms of the *NSW Guide to Traffic and Transport Management for Special Events*, is one that does not impact on major traffic and transport systems.

Bicycle Racing Terms

Breakaway

A breakaway is one or more riders that have ridden ahead (off the front) of the main group. This creates a gap or open roadway between the breakaway and the main group. A breakaway in a road race is considered potentially serious when the gap between the breakaway and the main group reaches one minute or greater. Race officials need to consider splitting the race caravan for serious breakaways.

Dropped (“Off the Back”)

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

Escort Vehicles

Motor vehicles used to designate the front and back of a rolling enclosure of a specific race. 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.

Marshal

A marshal is a race official who has responsibility for racecourse safety or some traffic control in designated areas.

Motor Marshal

Race officials on motorcycles responsible for assisting in keeping a racecourse clear and safe for competitors, usually in conjunction with a rolling or protected enclosure.

Race Officials

Chief Commissaire

A Commissaire is a bicycle race official who is responsible for the conduct of the event. Every on-road bicycle race must have a Commissaire and the name of the Commissaire must be nominated in the Traffic Management Plan and the application for any Police Permit. The Commissaire is responsible for the adherence of the race to the regulations of the sanctioning organisation and to the terms of any race permits issued for the bicycle race event. The Chief Commissaire manages the officiating staff and the race and has the authority to revoke the sanctioning body's permit for bicycle race events that fail to meet the sanctioning body's standards.

Race Traffic Control Manager

The Race Traffic Control Manager is a race official who reports to the Chief Commissaire. The Race Traffic Control Manager is responsible for ensuring that all Traffic Control Plans are implemented in a timely manner and are maintained throughout the race. The Race Traffic Control Manager is also responsible for briefing Traffic Controllers on their duties and ensuring that they are properly licensed. A Race Traffic Control Manager must be appropriately trained in the setting out of traffic control devices in accordance with a Traffic Control Plan and must hold a "Select/Modify Traffic Plans" license.

Support Vehicle

A vehicle that is part of the regular race caravan and provides mechanical support (spare wheels, replacement bicycles, etc.) to the racers. These vehicles operate within the established race enclosure under the direction of the Chief Referee. Other support vehicles may provide medical support to the race. Support vehicles need to be readily identifiable.

Permits

Provisional Permit

An interim approval for a bicycle race event promotion issued by the Sanctioning Organisation to the Organiser is required for purposes of securing either road permits or a certificate of insurance. The race permit is issued after all local and sanctioning organisation requirements are met.

Race Permit

A Race Permit is a sanction issued by the Sanctioning Organisation to an Organiser for an approved bicycle race event. The Race Permit usually includes demonstration of insurance, compliance with all applicable local conditions of approval and regulations, and in conformance with the governing body's applicable bicycle racing rules.

Police Bicycle Race Event Approval

A document issued by NSW Police that grants approval to conduct a bicycle race event taking place on public roads in New South Wales at a given place and time. An approval issued by NSW Police will require compliance with an approved Traffic Management Plan prepared for the race and any conditions placed on the event by the Police.

An annual approval may be issued to approve a series of bicycle races that are conducted on the same course and managed under the same TCP on a regular basis, such as weekly or monthly

Local Government Approval

An approval issued by one or more Councils giving approval for the race to be conducted. The Local Government Approval may include conditions and may include authorisation for the organiser to deploy Traffic Controllers, under the Roads (General Regulation) 2000, or regulate traffic, under the Road Act 1993, in accordance with the specific details of the Traffic Control Plans that form part of the race application.

Terms

The following terms are used throughout this document to describe when certain conditions, procedures, standards, or other items are needed:

Shall: Shall is a mandatory condition. Requirements stipulated by "shall" must be met in order to stage the 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 Types of Bicycle Races

Time Trial

Time trials are 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 preset intervals and held on an out-and-back or circuit course.

criterium

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

Road Race

Road races are massed start bicycle race events in which riders complete a racecourse for order of finish. The racecourse may be point-to-point, a large circuit, or repeated laps of a shorter circuit. Road races may be held on rural or suburban roads. At any one time a road race may consist of one or more peloton or packs of riders, breakaways and or dropped riders.

Stage Races

Stage races combine 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.

Mountain Bike

Mountain bike races are 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.

Duathlon, Triathlon, or Multi-Sport Event

A multi-sport race in which bicycle racing forms an essential component of the complete event. The bicycle race segments of these events are usually conducted like time trials.

Other Organised Bicycling Events

Racing is not the only form of cycling that is popular in New South Wales. More and more people of all ages are riding their bicycles for essential journeys and for exercise and enjoyment, using the road network as well as off road cycleways. Riders are encountered riding alone or in small groups. More and more organised group bicycling activities are appearing. Examples of these events include group rides, such as organised tours or touring club rides, charity rides, bike-a-thons, and organised endurance events.

Riders in these events follow the road rules and would normally not require a bicycle permit. However, large organised events, such as the RTA Cycle Sydney, require prior planning and review by the RTA and NSW Police under the terms of the *Guide to Traffic and Transport Management for Special Events*.

4 Recommended Conditions for Approval

This section provides the general requirements to be followed in conducting a bicycle race event. Additional specific requirements may be set out in the particular conditions applied by the NSW Police, the RTA or Council in their respective approvals or authorisations.

4.1 Processes, Approvals and Notifications

1. Applications for bicycle race permits shall be submitted to Councils and NSW Police at least;
 - Six months in advance of a Class 1 Event.
 - Three months in advance of a Class 2 Event.

This length of time allows Council and NSW Police assess the route, review the Traffic Management Plan, work with the organiser on starting times and locations and any other aspect of the TMP. It also allows time for the Council to seek advice from its Local Traffic Committee on the traffic implications of the race. This time frame may be shortened in instances where the route or course for the event has been the subject of previous approvals or where the application is for the variation of a race program on a permanent circuit.

2. When the organiser has met the technical requirements and obtained approval from the Council, NSW Police may issue a Bicycle Race Event Permit.
3. Conflicts with other activities, such as construction work, other events or festivals in the area can be avoided with advance planning. This also allows the organiser to have an approved permit from which to distribute the correct promotional information.
4. NSW Police shall have the right to cancel a permit if a race route is to be used by general traffic as a detour route because of weather, emergencies or any other reason. The Police shall notify the race organiser as soon as possible.
5. NSW Police will not grant approval to any bicycle race that does not have a Race Permit issued by either Cycling NSW or Triathlon NSW.
6. Any use of private land shall have the owner's approval.
7. The organiser shall distribute a news release to local media announcing the race and advising affected residents of potential travel delays. The organiser shall provide NSW Police with a copy of the release and the date for issue. The news release should include dates, times, roads that will be affected, and an estimate of the length of delay.

Where the application is for an annual program of races over a permanent course the organisers shall distribute details of the program of racing to all property owners and businesses fronting the course.

4.2 Traffic and Safety

1. If a start/finish banner is to be used over a roadway, its lowest edge shall be 4.5 metres above the roadway and the banner shall be removed promptly at the completion of the bicycle race event.
2. 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.

3. NSW Police and the organiser shall consider total road closures or neutralisation of the race for portions of the racecourse when heavy traffic, difficult turns, high racing speeds, narrow roads, or other conditions are present.
4. 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.
5. Races may not be run on some roads at certain times because of high traffic volumes.
6. If the race is to pass through an intersection controlled by Traffic Control Signals then the Traffic Control Plan for the race must require that the signals be turned off by either the Police or the RTA and Police must be engaged to control traffic at the intersection for the period that the race passes. Alternatively Police or the RTA may manually control the signals to provide right-of way for the cyclists in the race.
7. If the race is to pass through an intersection controlled by a STOP or a GIVE WAY sign facing the competitors, then the Traffic Control Plan must specify the traffic arrangement to be put into place for the duration of the event. The TCP must not require the competitor or other road users to break road transport legislation. If the TCP requires covering the regulatory signs, temporary erection of regulatory signs or the deployment of Traffic Controllers then the TCP must be authorised by Council in the case of Local Roads or the RTA in the case of Classified Roads.
8. In planning the traffic arrangements for an event organisers need to take account of the impact of potential delays that may be caused to other road users and minimise to the greatest extent possible.
9. Where a race proposal includes the provision of film coverage from moving vehicles, a special permit must be obtained from the RTA to allow for rear facing pillion passenger on a motorcycle.
10. Traffic Control Plans should not require contra-flow riding by motorcycle riders.

4.3 Spectator and Public Safety

1. The organiser shall 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 shall not be located on the side of main roads in use for the bicycle race, except where off-road locations have been established for vehicle parking, such as rest areas.
2. Proof of appropriate public liability insurance shall be provided through a certificate of insurance. The organiser shall obtain public liability insurance in an amount not less than \$20 million for any and all liabilities, including all costs of defence, arising out of the use of the road network for the bicycle race event.
3. If the event uses an RTA asset such as a bridge, freeway or viaduct, the RTA will not support the event unless the Event Organiser arranges \$20,000,000 public liability insurance. For the purposes of public liability insurance, main roads and highways (other than freeways) are not RTA assets.
4. For bicycle race events having participant registration forms, NSW Police, the RTA and relevant councils should be included in a statement of waiver or release of damages, for signature by bicycle race event participants or parents or guardians of

participant minors.

4.4 Special Conditions by Race Type

Time Trial

1. No field limits are necessary, where cyclists are riding single file at timed intervals.
2. 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.
3. Riders shall follow the rules of the road unless special traffic control is provided.

criterium

1. Complete closure of the racecourse is required. If multi-lane streets are used, it may be acceptable to allow a partial closure. In this case, adequate protection from traffic shall be provided with approved cones, fencing, and barricades. Opposing traffic shall not be allowed immediately adjacent to a closed circuit. Parked vehicles shall not be allowed on the racecourse.
2. A detour around the racecourse shall be defined before the racecourse can be approved. The organiser shall sign a detour route in accordance with event's Traffic Management Plan.
3. Affected businesses and residents shall be notified, in writing, by the organiser between one month and one week prior to the bicycle race event, at the road agency's discretion.
4. Marshals shall be placed at all street intersections to control pedestrian flow and to monitor motorists' use of the detour.
5. A police presence is advised in urban areas with significant traffic volumes.
6. If the racecourse is closed to motor vehicle traffic, signs must be installed to warn affected motorists that the road is closed, in accordance with event's Traffic Management Plan.

Road Races on multiple lap open courses

1. Complete closure of the racecourse may not be required by Police unless traffic levels and or competitor numbers become sufficiently large to warrant the closure of part of or all of the course. Part closures are not recommended as this can lead to confusion among competitors or motorists as to whether they have free access to the road at any given point of the race.
2. If a partial closure is used, adequate protection from traffic must be provided with approved cones, fencing, and barricades.
3. All road crossings and turn-arounds shall have appropriate traffic control and details of the control must be set out in the Traffic Control Plan
4. Businesses and residents should be notified, in writing, by the organiser between one month and one week prior to the bicycle race event, at the road agency's discretion. If the course is one that is used on a regular basis during the season information on the racing program should be distributed to businesses and residents.

5. Marshals shall be placed at locations where pedestrians may wish to cross the course, to control pedestrian flow and to monitor motorist's use of the road.

Point-to-Point Road Race

1. 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.
2. Road race traffic control should not require competitors or the general public to break road transport legislation. If the route for a race passes through Traffic Control Signals, STOP or GIVE WAY signs or turn bans then the Traffic Control Plan for the event must identify alternate traffic arrangement 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 road transport legislation this must only be done at the specific direction of the Police.
3. The sanctioning organisation should 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.
4. A complete road closure or well-organised protected/rolling enclosure should be established for Class 1 bicycle race events.
5. A rolling enclosure by Police escort should be used when the field size and road conditions warrant this level of protection. This may be when the racecourse is located in a heavy traffic area, under special circumstances or when the field size approached 100.
6. Intersections of major roads with low volume rural local roads may not need Traffic Controllers or signage unless there are special circumstances that require additional traffic control.
7. Major road intersections, where the side road has high volumes and is controlled by STOP signs, may need a trained Traffic Controllers 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 Traffic Control Plan.
8. Turning left or right at an intersection shall have appropriate traffic control . Crossings of major roads will generally require two Traffic Controllers. Intersections should be marked with signs to warn affected motorists in accordance with the Traffic Control Plan.
9. Escort vehicles shall be used for all road races using a rolling or protected enclosure.
10. A minimum of two escort vehicles shall be used for a rolling or protected enclosure. A third car may be needed, based on race conditions, the number of racers, and other factors.
11. 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.
12. The lead vehicle shall stay in front of the lead rider in the race, while the following vehicle shall remain behind the main peloton. Riders who drop behind the follow escort vehicle shall obey all of the rules of the road.
13. The lead and following escort vehicles shall operate yellow rotary beacons.

14. The lead and follow escort vehicles shall be marked with a sign that says "RACE IN PROGRESS". The sign shall be mounted so it is essentially rigid and easily readable when the vehicle is in motion.
15. Escort vehicles shall 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.
16. The organiser shall furnish escort vehicles.
17. Escort vehicles shall be of such design as to afford observers clear and unobstructed vision both front and rear. Escort vehicles shall be in safe operational condition and properly registered.
18. Escort vehicle operators shall be properly licensed and experienced in the operation of escort vehicles. No unnecessary passengers shall be permitted.
19. 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 shall be neutralized at a place of safety to allow vehicles to pass.

4.5 Duathlon/Triathlon/Multi-sport Event

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

5 Traffic Control Plans and Signage

Organisers of an on-road race and sanctioning 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 racecourse. 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 in the area of the race.

Design of Traffic Control Plans

Appropriate regulatory and warning signs are a vital component of any Traffic Control Plan. Attachments A and B set out a number of standard Traffic Control Plans that are appropriate for many of the situations encountered in the planning of a bicycle race course. These can be selected and implemented as part of the overall Traffic Management Plan for an event.

Where a standard plan does not meet the traffic control needs of a particular site the RTA document *Guide to Traffic Control at Worksites* provides procedures for the design of a site specific plan. This task of developing a specific non-standard plan can only be undertaken by a person who has been appropriately trained in the design of Traffic Control Plans. These procedures must be followed. Compliance with Traffic Control Plans must take precedence over any operational or competitive expedience encountered in the conduct of a race.

The design, selection and implementation of traffic control measures detailed in this guideline are based on *Australian Standard 1742.3, Manual of Uniform Traffic Control Devices, Part 3*. If this guideline does not contain advice on a particular aspect of traffic control then AS 1742.3 must be consulted.

The standard TCPs contained in the attachments are as follows:

Attachment A

Race Caravans	
TCP 0010	Typical Road Race Rolling Enclosure – Start of Race – Police Support
TCP 0020	Typical Road Race Rolling Enclosure – Mid Race – Police Support

Attachment B

Turnarounds	
TCP 0030	Turnaround Point at median – 4 lane, 2 way road.
TCP 0040	Turnaround point – 2 lane, 2 way road.
Through Intersections	
TCP 0050	Right turn – Major to Minor Road – 4 way intersection.
TCP 0060	Crossing Major Road Through Regulatory Sign – 4 way intersection.
TCP 0070	Left turn – Minor road to Major Road – 4 way intersection.
TCP 0080	Left turn - Major to Minor Road – 4 way intersection.
TCP 0090	Right turn - Major to Minor Road – 3 way intersection.
TCP 0100	Right turn – Minor to major Road – 4 way intersection.
TCP 0110	Left Turn - Major to Minor Road - at T- intersection

TCP 0120	Left Turn - Minor to Major Road at T-intersection
TCP 0130	Right turn Minor to Major Road - at T-intersection

Authorisation for Regulatory Signs

Traffic Control Plan will typically include the erection of temporary warning signs, regulatory signs or the use of traffic controllers. It may also involve the temporary covering of existing regulatory signs. In any case where a regulatory sign is to be erected or covered or where a Traffic Controller is to be used the appropriate Road Agency must authorise the Traffic Control Plan. The local council is the Road Agency for any Unclassified Road and the RTA is the Road Agency for all Classified Roads.

Responsibilities for Traffic Control

Each bicycle race must appoint a Race Traffic Control Manager who shall be responsible for ensuring that all Traffic Control Plans are put in place in a timely manner prior to the race. This shall 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 6 of these Guidelines.

6 Traffic Controllers and Marshals

Role of Traffic Controllers

Traffic Controllers and Marshals are needed to organise and stage a safe bicycle race event. The duties of Traffic Controllers and Marshals are distinct and different. Traffic Controllers are responsible for stopping, holding or directing motor vehicle traffic during a bicycle race event. Marshals are responsible for crowd control, providing direction to competitors, providing direction to 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 or backing and they can not stop, hold or direct traffic on any public road.

Conditions

Traffic Controllers can only operate in accordance with Traffic Control Plan that has been authorised by the Council for an Unclassified Road and the RTA for Classified Road. The organiser is responsible for developing the traffic management plan and ensuring that the Traffic Control Plans have been developed by an appropriate person and in consultation with Police, the local council and where appropriate the RTA. The 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 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 do their jobs effectively. They shall know:

1. The time and direction to expect racers moving through their intersection.
2. Their dress and equipment requirements. Traffic Controllers need to wear fluorescent yellow high visibility vests in accordance with the RTA's policy on *Wearing of High Visibility Vests and Garments*.
3. The entire racecourse, starting times, and estimated ending times, in order to be prepared and to answer motorists' questions.
4. The specific provisions of the Traffic Control Plan under which they are working, including all the warning or regulatory signs that need to be erected at their specific location
5. 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.
6. That only a Police officer can direct traffic at a set of traffic signals that have been taken out of operation.
7. Police control shall be used at intersections where the Traffic Control Plan required Police control.

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

Traffic Controller Training

The RTA maintains a list of licensed Traffic Controllers. The activities that they are accredited to perform are a function of their level of training. The levels of training are as set out below:

Training Course	RTA Licence ID Card
Traffic Control Using a STOP/SLOW bat	Traffic Controller (Blue License)
Introduction to Traffic Control at Roadworks	Apply Traffic Control Plans (Yellow License)
Traffic Control Worksite Planning	Select/Modify Traffic Plans (Red License)
Design and Audit Traffic Control Plans	Design/Audit Traffic Plans (Orange License)

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.

RTA approved training courses have been developed as follows:

Traffic Control Using a STOP/SLOW Bat ***Duration 1 day***

This course is for officials or volunteers who are required to control traffic at an event, by using stop/slow (R6-8/T7-1) bats in accordance with an approved TCP. This course qualifies the participant to control traffic, it does not authorise the participant to control traffic. The participant must ensure they are “authorised” to control traffic by the relevant roads agency pursuant to Roads (General) Regulation 2000. This is done through the authorisation of the TCPs associated with the events TMP.

For bicycle race volunteers this course should be delivered in a bicycle race context, using race examples and situations giving the course a bicycle race focus.

Introduction to Traffic Control at Roadworks ***Duration 1 day***

This course is for officials or volunteers required to set up and work with Traffic Control Plans (TCP) that form part of the Traffic Management Plan for the event. This course instructs participants in how to set out and remove TCPs and control any on-site hazards. It does NOT allow the participant to select or modify existing TCPs.

For bicycle race volunteers this course should be delivered in a bicycle race context, using race examples and situations giving the course a bicycle race focus.

Traffic Control Worksite (TCAW) Planning ***Duration 2 days***

This course is for officials or volunteers required to select and make minor modifications to standard Traffic Control Plans to suit particular events. It does NOT allow the person to design a new Traffic Control Plan or to Audit Traffic Control Plans on a road construction site.

Design and Audit Traffic Control Plans ***Duration 1 Day***

This course is for officials who are required to design new Traffic Control Plans or produce major upgrades of standard plans and/or staff who will be required to audit Traffic Control Plans on any race. This course covers the requirements for Designing Traffic Control Plans in further detail and review and develop auditing checklists as required for any race.

Licenses Not Transferable

Bicycle race volunteers can not use training provided in this context or licenses issued in this context in the construction industry without additional training specific to the construction industry.

7 Race Caravans and Enclosures

Basic Concepts

The race caravan 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 caravan 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 caravan allows a race to move along a lengthy racecourse with minimal disruption to the travelling public.

Race caravan 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 organiser, sanctioning organisation and NSW Police to find the best combination of safety, security, and efficiency to suit a particular bicycle race event.

All caravan 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 caravan. 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.

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 rolling enclosure, riders are under strict rules to never cross the centreline of the road. Sanctions for crossing a centreline range from warning for accidental crossing, relegation or disqualification in the bicycle race event, to suspension of a rider's licence.

In larger races, the caravan requires significantly more police and marshal support, which allows the use of a protected enclosure, 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 enclosures 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.

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.

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 Enclosures and serve to reinforce the legitimacy of the bicycle race event. Police direction is required for the establishment of a Protected Enclosure. Police escorts can respond to emergencies or illegal behaviour by other motorists 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. Such a practice 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.

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 caravan.

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.

Support Vehicles

Support vehicles carry spare equipment for riders to use in case of mechanical breakdown. These vehicles operate under the direction of the Chief Commissaire 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.

8 Race Planning

The planning of a competitive bicycle race event is a process that involves the organiser, the Road Agency with jurisdiction over the proposed racecourse, Police and a sanctioning body (usually Cycling NSW). Planning for the bicycle race event involves the logistics of handling the expected numbers of riders and spectators, the technical aspects of the racecourse, and the review of the proposal to ensure the safety of the competitors and the general public. The following are areas that organisers review that pertain directly to the racecourse certification process:

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 meters prior to the finish line and ending 200 meters past the finish. The usual practice is to allow riders to “cross over the centreline” 200 meters 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 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.

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.

Warm-up

It is highly desirable to designate roads off the racecourse 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 racecourse when other races are in progress.

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 food in bags or water bottles 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 racecourse; and feeding allowed from the left side of the road only, and only on designated laps and in designated locations.

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 protected enclosure, the motor police escorts would stop on coming traffic off the road. 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.

Advising Riders of Traffic Arrangements

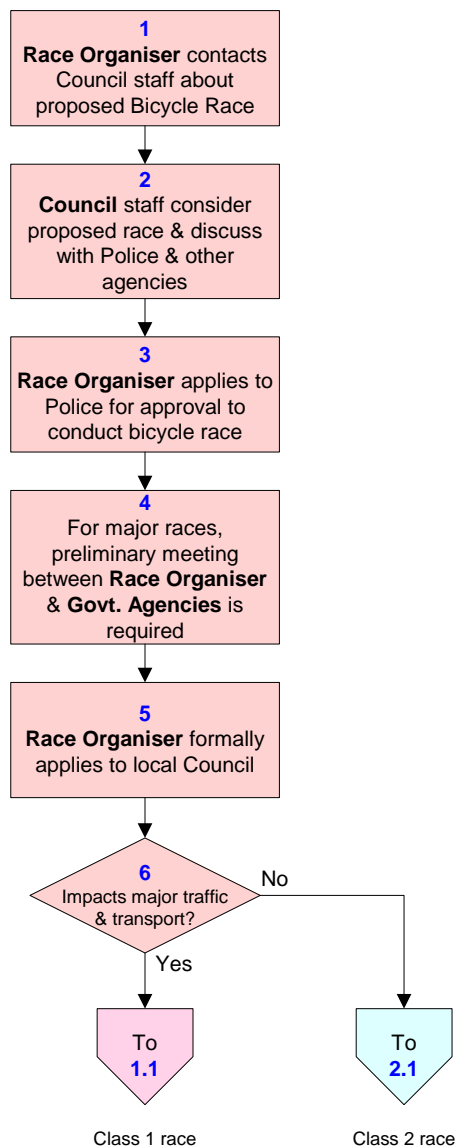
Prior to the race the Chief Commissaire must fully brief all riders on the road conditions on the race course and the traffic control arrangement that are in place. In particular the Chief Commissaire must inform all riders as to which parts of the course are closed to other traffic and which parts are not. All riders should also be reminded of their obligations under road transport legislation and their obligations under the Centreline Rule.

Radios and Communications

The 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 organiser should also liaise with the senior Police Officer to ensure that appropriate communication is in place between Race Officials and Police.

9 Procedures for Approval Applications

Bicycle Race Events – Application Process

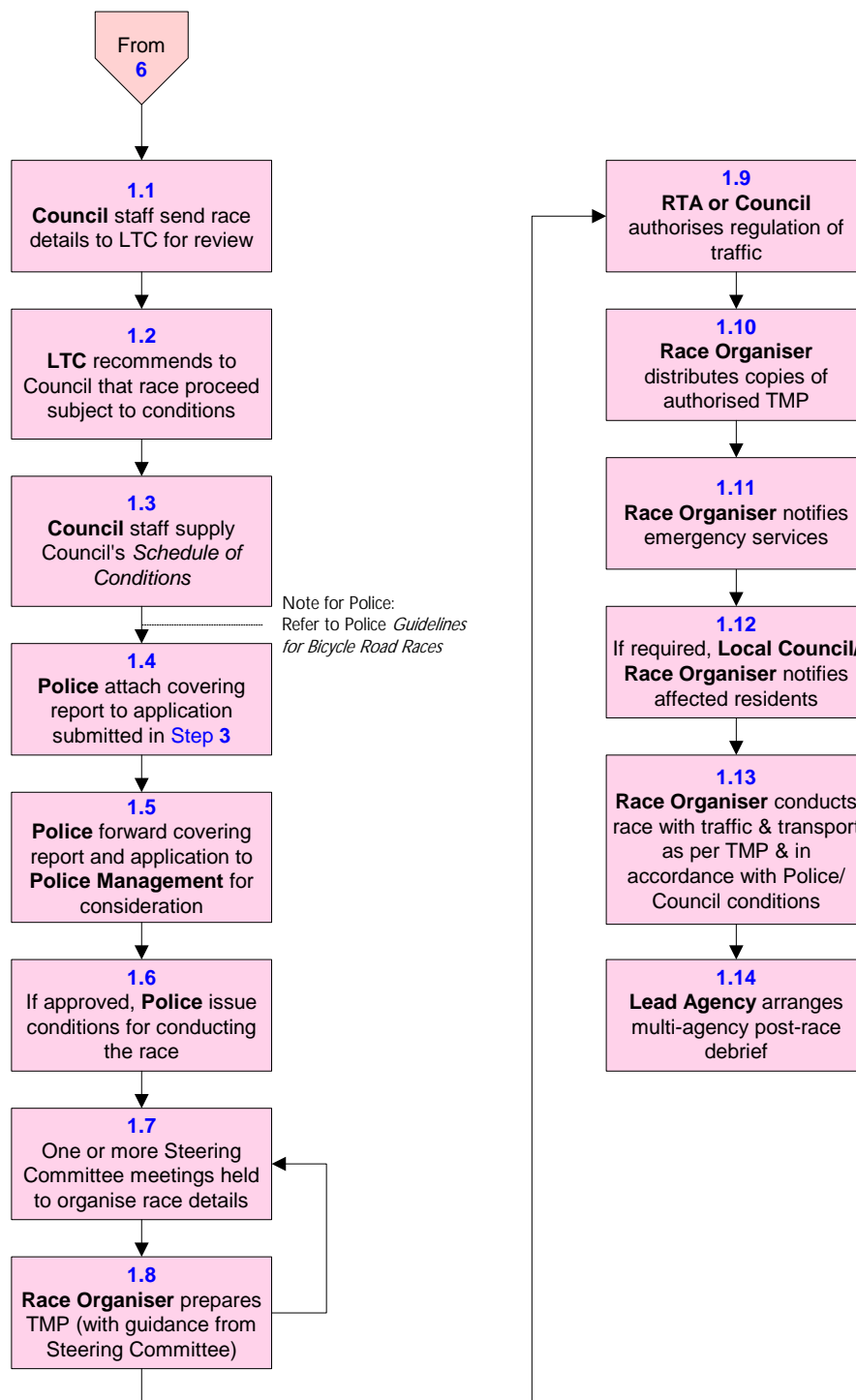


Detailed Description of the Application Process

- Step 1** Council is the first point of contact. This is because traffic and transport management is only part of conducting a race event. Council also needs to consider such things as waste management, environmental protection, impact on local businesses and residents, restoration of damage and so on.
- The RTA or Police redirect any enquiries to Council.
- Step 2** Council staff consider proposed race & discuss with Police & other agencies.
- Council staff supply the Race Organiser with an Information Package that contains:
- A Transport Management Plan template.
 - Information required by Council to assess the overall impact of the race.
- Council staff, in consultation with other agencies such as the Police or the RTA, determine the event class (Class 1 or Class 2).
- If this is a race on a road or road-related area (but not on private land or within its own venue), Council advises the Race Organiser to obtain Police approval under Section 40 of the Road Transport (Safety & Traffic Management) Act 1999.
- Step 3** Race Organiser applies to Police for approval to conduct bicycle race.
- Application is made in writing to the Local Area Commander in the Local Area Command in which the race is to take place. To provide adequate time to facilitate the race, the Race Organiser should apply an appropriate time* before the planned race.
- The application must include:-
- Full description of the race and its purpose-
 - Maps detailing the course and area of the race-
 - Preliminary Transport Management Plan for the race (the TMP template can be used)
 - Use of Traffic Controllers and their accreditation-
 - Safety related strategies
 - Number and age of participants
 - Insurance coverage and details-
 - User Pays application if appropriate.
- * Appropriate time for application processing:
- Class 1, New Event: 6 Months
 - Class 1, Established route: 6 Months
 - Class 2, New Event: 3 Months
 - Class 2, Established Route: 3 Months
- Step 4** For major Category One races, a preliminary meeting shall be held between the Race Organiser, the Police, Council, the RTA and any other government agency that may be involved. The purpose of this meeting is to assist the Race Organiser to resolve any issues beforehand.
- Step 5** The Race Organiser applies to Council and supplies information about traffic & transport, hygiene, environmental protection, etc. Refer to Chapter 4, Guide to Traffic & Transport Management for Special Events for full details.
- Race organiser supplies last year's updated TMP or preliminary TMP if available.
- Step 6** If this is a Class 1 race event, the flow continues in 1.1.
- If this is a Class 2 race event, the flow continues in 2.1.

Class 1 Race Event – Approval Process

A Class 1 race event is one that impacts major traffic & transport systems. It may be conducted on a Classified Road, or an Unclassified Road



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

Detailed Description of the Class 1 Race Events Process

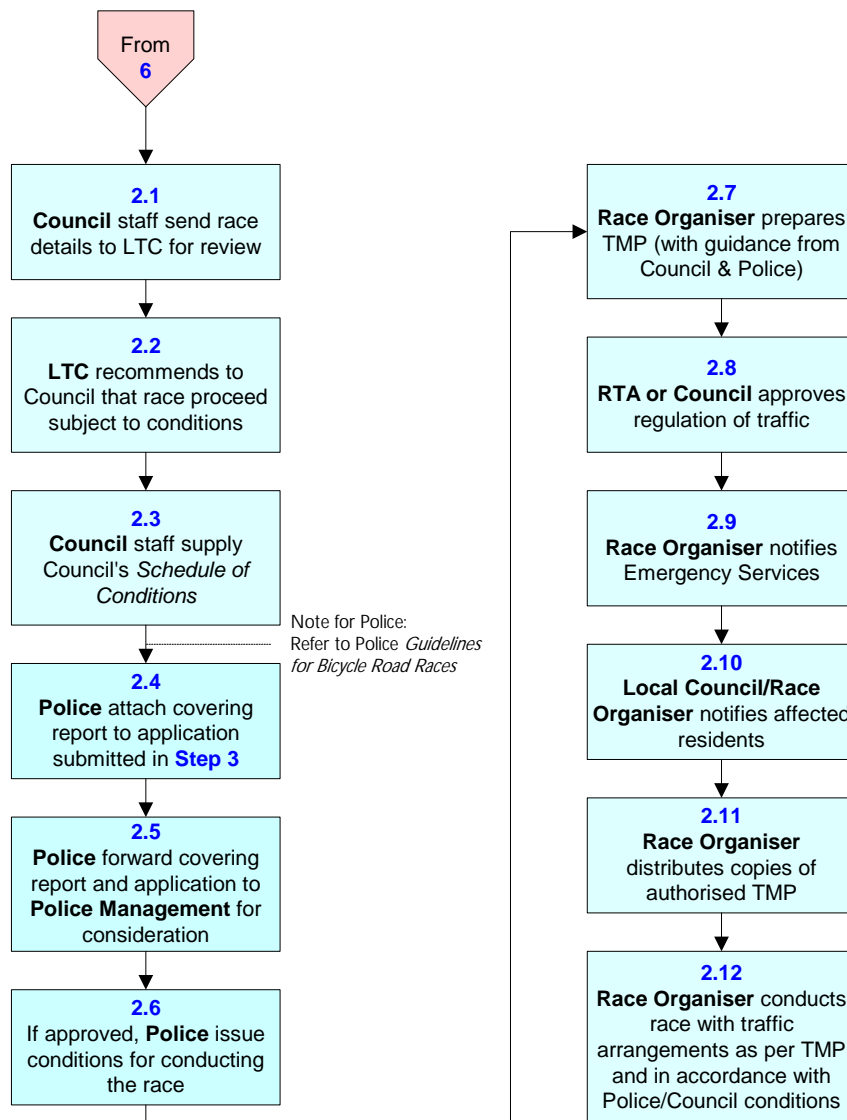
- Step 1.1 Council staff send race details to Local Traffic Committee (LTC) for review.
This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have Local Traffic Committees.
- Step 1.2 LTC recommends to Council that race proceed subject to conditions.
The RTA's LTC representative notifies the RTA planning function. The RTA records the proposed race and checks for conflicts with other road usages. If there is a conflict, the RTA and Police negotiate a new date/time with the Race Organiser.
Note: The road space for the race is now reserved.
The process ends if Council does not agree to the race proceeding.
- Step 1.3 Council staff supply the Race Organiser with a Schedule of Conditions under which the race may proceed. The conditions include such things as:
- Notifying the State Transit Authority or local bus company.
 - Carrying out a letterbox drop to all business proprietors and residents.
 - Producing evidence of Public Liability Insurance (usually a certificate of currency) that is valid for the duration of the set-up, running and pull down of the event.
 - Conducting the race in accordance with a Transport Management Plan.
 - Maintaining a four metre wide emergency vehicle lane.
 - 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 2000.
 - Reimbursing Council for the cost of damage repairs.
 - Complying with Council's Law Enforcement Officers' directives.
 - Maintaining areas in clean and tidy condition.
 - Reserving Council's right to cancel the approval at any time.
- These conditions vary from Council to Council and with the nature of each race.
- Step 1.4 Police attach covering report to application submitted in Step 3
The covering report includes:-
- Justifiable local concerns.
 - Control and command function for the event
 - Recommended traffic arrangements.
 - Need for Police action or attendance.
 - Additional local factors and impacts.
 - Number and age of participants.
 - Need for "User Pays".
 - Completed "User Pays" documentation.
- Step 1.5 Police forward covering report and organiser's application to Police Management for consideration.
Police approval is given under Section 40 of the *Road Transport (Safety & Traffic Management) Act 1999*
The Commissioner's delegated approval can be given by a Deputy Commissioner or a Region Commander.
- Step 1.6 If approved, Police issue conditions for conducting the race.

- The conditions are all-inclusive (not just traffic) and include "User Pays" where appropriate.
- Step 1.7 Steering committee meetings are held with all of the 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 Transport Services Coordination Authority, Police, RTA or Council. The lead agency is appointed by consensus at the first meeting.
- Step 1.8 The Race Organiser creates a Transport Management Plan (TMP). The Steering Committee provides advice and guidance to the Race Organiser.
- The objectives of the TMP are to:
- demonstrate compliance with the requirements of the Occupational Health & Safety Act 2000
 - 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 & emergency services.
- Step 1.9 RTA or Council authorises regulatory signs and devices.
- The RTA authorises signs and devices for all classified roads in NSW.
 - Councils authorise signs and devices for all unclassified roads.
- Step 1.10 Once the appropriate roads authority authorises the TMP, the Race Organiser distributes a copy to each stakeholder.
- Step 1.11 The Race Organiser notifies ambulance and fire brigades.
- Step 1.12 Before the race commences, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's special events policy, the Council or the Race Organiser carries out the letterbox drop.
- Step 1.13 The Race Organiser conducts the race with traffic and transport arrangements as described in the TMP and in accordance with Police and Council conditions.
- Step 1.14 After the race finishes, the Lead Agency conducts a review of the event. Lessons learned result in the updating of each agency's internal procedures (or this multi-agency process).

Class 2 Race Event - Approval Process

A Class 2 race event is one that does not impact major traffic & transport systems. It may be conducted on:

- an unclassified road, or
- a classified road with low traffic volumes.



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

Detailed Description of the Class 2 Race Events Process

- Step 2.1 Council staff send race details to Local Traffic Committee for review.
This step varies depending on the Council. Some Local Traffic Committees meet monthly while others meet only four to six times a year. Some Councils in regional areas do not have Local Traffic Committees.
- Step 2.2 LTC recommends to Council that the race proceed subject to conditions.
The process ends if Council does not agree to the race proceeding.
- Step 2.3 Council staff supply the Race Organiser with a Schedule of Conditions under which the race may proceed. The conditions include such things as:
- Carrying out a letterbox drop and personal communication to all business proprietors, residents.
 - Producing evidence of Public Liability Insurance (usually a certificate of currency) that is valid for the duration of the set-up, running and pull down of the event.
 - Conducting the race in accordance with a Transport Management Plan.
 - Maintaining a four metre wide emergency vehicle lane.
 - Providing access for motorists and pedestrians with legitimate business within any closed section of roadway.
 - Controlling noise as required by the Protection Of The Environment Operations (Noise Control) Regulation 2000.
 - Reimbursing Council for the cost of damage repairs.
 - Complying with Council's Law Enforcement Officers' directives.
 - Maintaining areas in clean and tidy condition.
 - Reserving the right to cancel the approval at any time.
- These conditions vary from Council to Council and with the nature of each event.
- The RTA LTC representative notifies the RTA planning function who record the information. The RTA needs to know about the race for traffic management purposes. For example: on the day of the event, RTA Traffic Operations Controllers are aware of the race and do not send detoured traffic into the event.
- Step 2.4 Police attach covering report to application submitted in Step 3
The covering report includes:-
- Justifiable local concerns.
 - Control and command for the event.
 - Recommended traffic arrangements.
 - Need for Police action or attendance.
 - Additional local factors and impacts.
 - Number and age of participants
 - Need for "User Pays".
 - Completed "User Pays" documentation.
- Step 2.5 Police forward covering report and organiser's application to Police Management for consideration.
Police approval is given under Section 40 of the Road Transport (Safety & Traffic Management) Act 1999
The Commissioner's delegated approval can be given by a Deputy Commissioner or a Region Commander.
- 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.
- Step 2.7 The Race Organiser creates a Transport Management Plan (TMP). Local Council and Police may provide advice and limited assistance to the Race Organiser.
- The objectives of the TMP are to:
- comply with requirements of Occupational Health & Safety Act 2000
 - ensure safe conditions for competitors and other road users
 - manage reduced capacity of road system
 - minimise traffic impact on non-race community & emergency services.
- Step 2.8 RTA or Council authorises regulatory signs and devices.
- The RTA authorises signs and devices for all classified roads in NSW.
 - Councils authorise signs and devices for all unclassified roads.
- Step 2.9 The Race Organiser notifies ambulance and fire brigades.
- Step 2.10 Before the race begins, Police or Council may request that a letterbox drop to affected residents and businesses be carried out. Depending on each Council's Special Events Policy, the Council or the Race Organiser carries out the letterbox drop.
- Step 2.11 The Race Organiser conducts the race with traffic arrangements as described in the TMP and in accordance with Police and Council conditions.

Attachment A

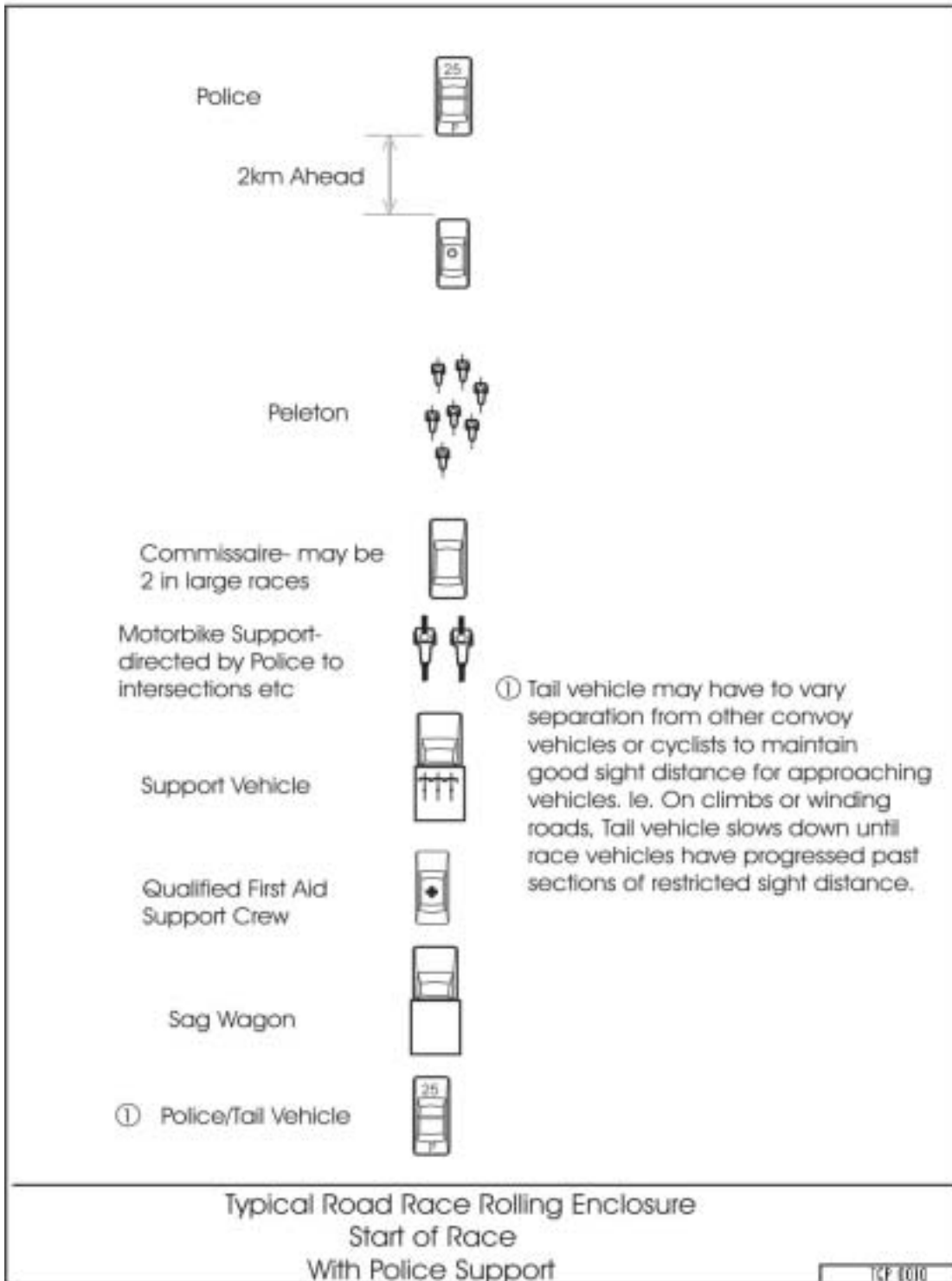
Standard Traffic Control Plans for Race Caravans

TCP 0010 Typical Road Race Rolling Enclosure – Start of Race – Police Support

TCP 0020 Typical Road Race Rolling Enclosure – Mid Race – Police Support



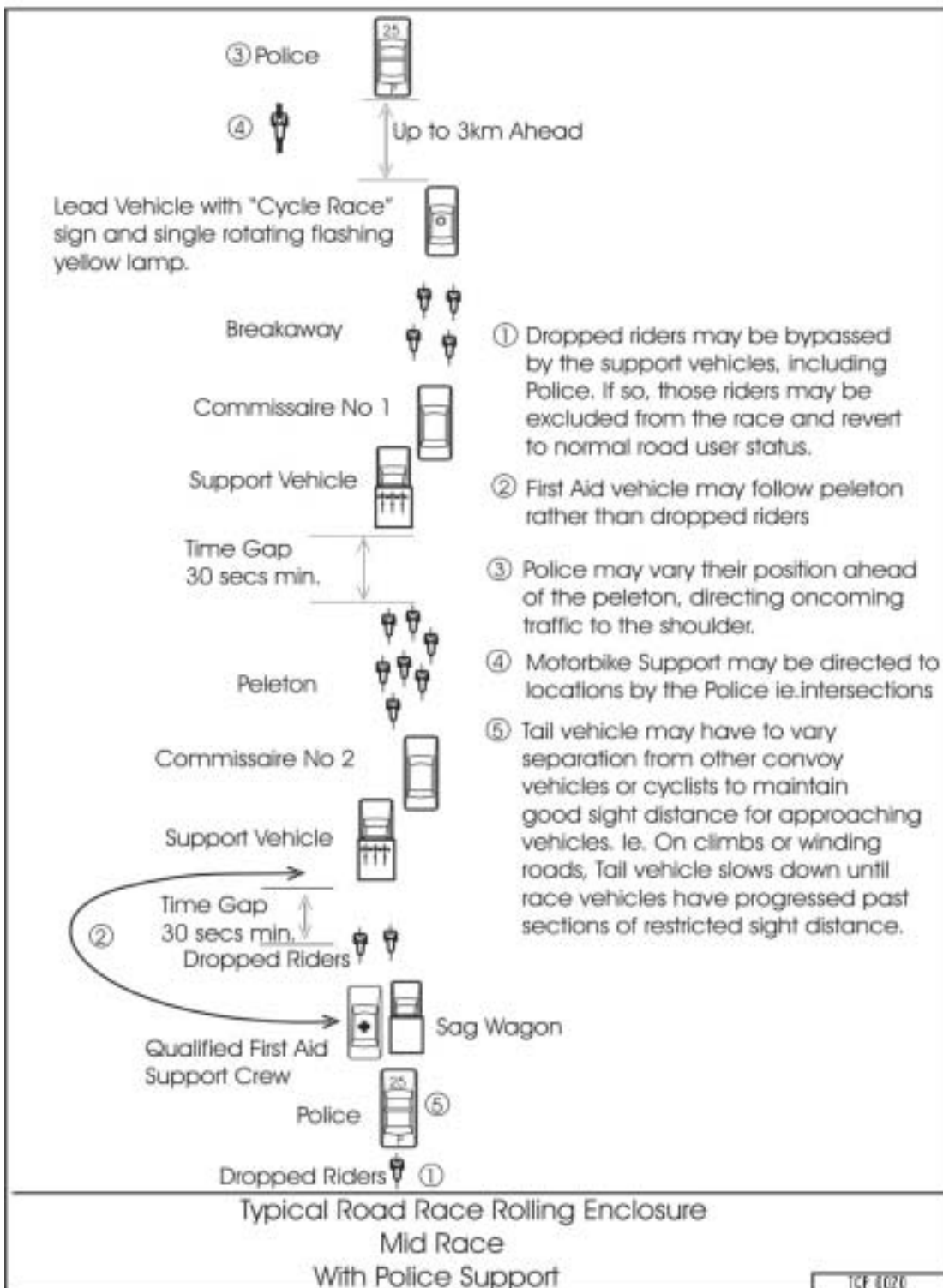
Traffic Control for Bicycle Races



TCP 0010



Traffic Control for Bicycle Races



TCP 0020

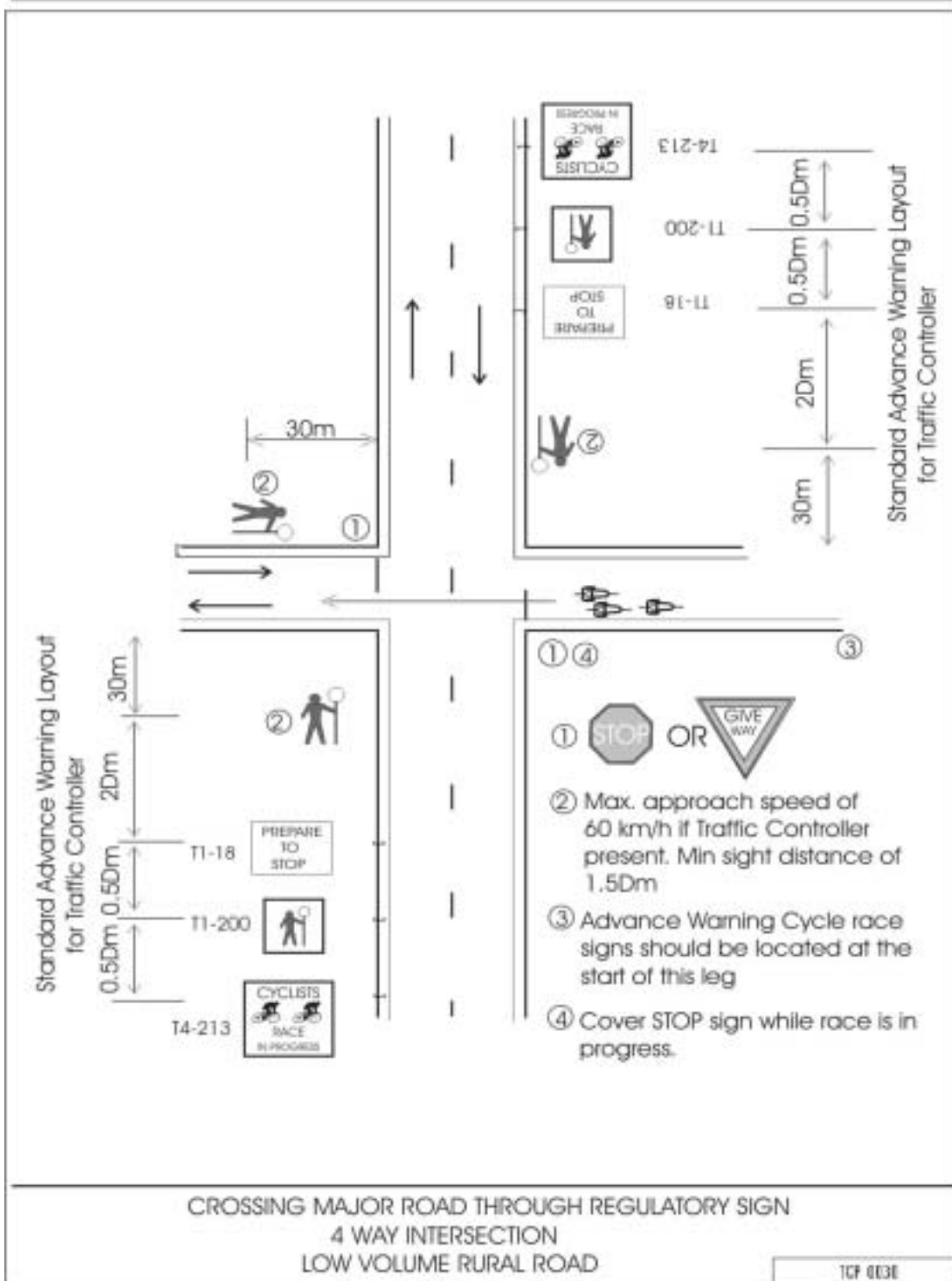
Attachment B

Standard Traffic Control Plans for Bike Races at Intersections

TCP 0030	Crossing Major Road Through Regulatory Sign – 4 way intersection.
TCP 0040	Turnaround Point at median – 4 lane, 2 way road.
TCP 0050	Turnaround point – 2 lane, 2 way road.
TCP 0060	Right turn – Major to Minor Road – 4 way intersection.
TCP 0070	Left turn - Major to Minor Road – 4 way intersection.
TCP 0080	Left turn – Minor road to Major Road – 4 way intersection.
TCP 0090	Right turn – Minor to Major Road – 4 way intersection.
TCP 0100	Right turn - Major to Minor Road – 3 way intersection.
TCP 0110	Left Turn Major to Minor Road - at T- intersection
TCP 0120	Left Turn Minor to Major Road at T-intersection
TCP 0130	Right turn Minor to Major Road - at T-intersection



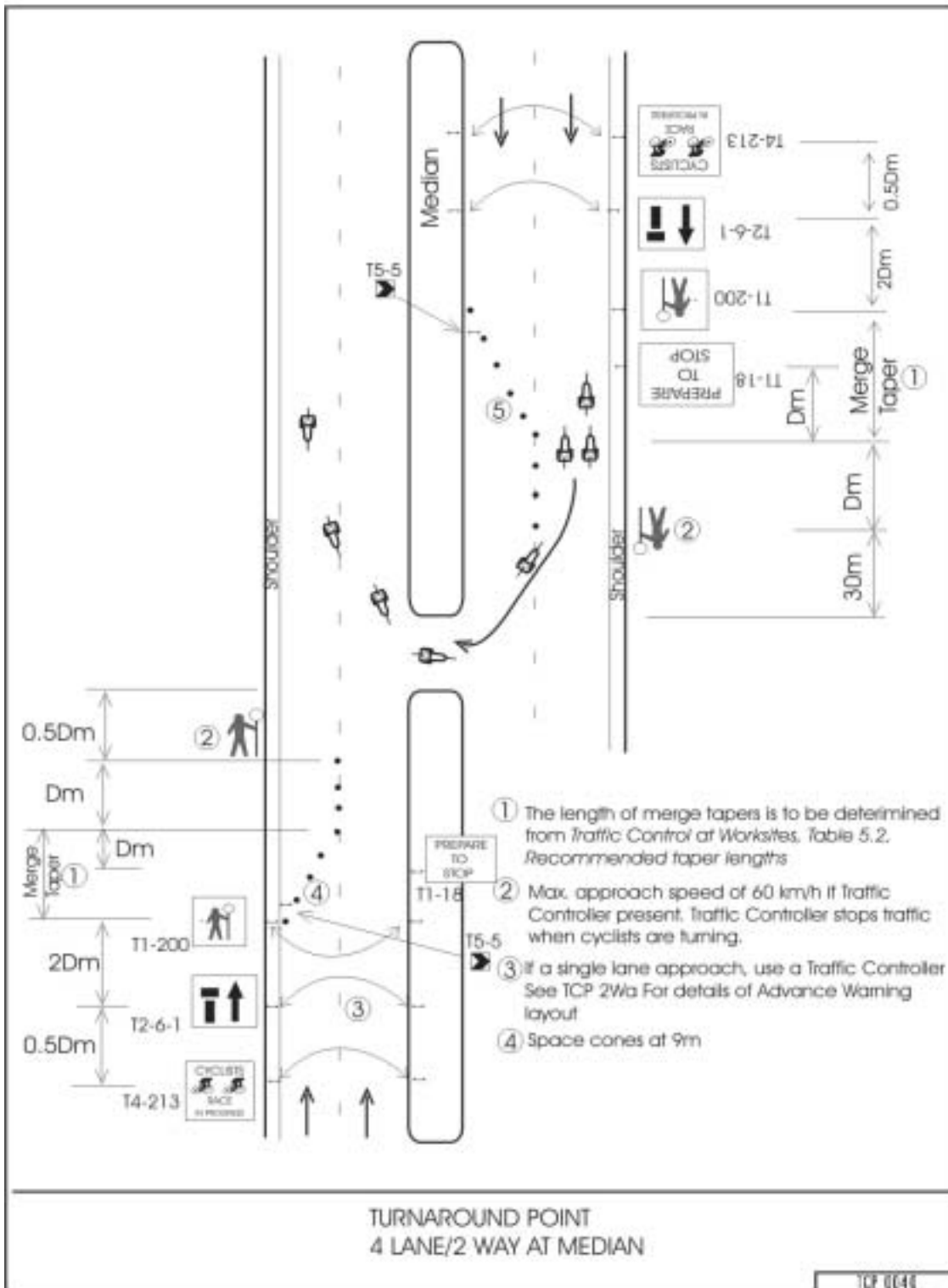
Traffic Control Plan for Bicycle Race



TCP 0030



Traffic Control for Bicycle Races

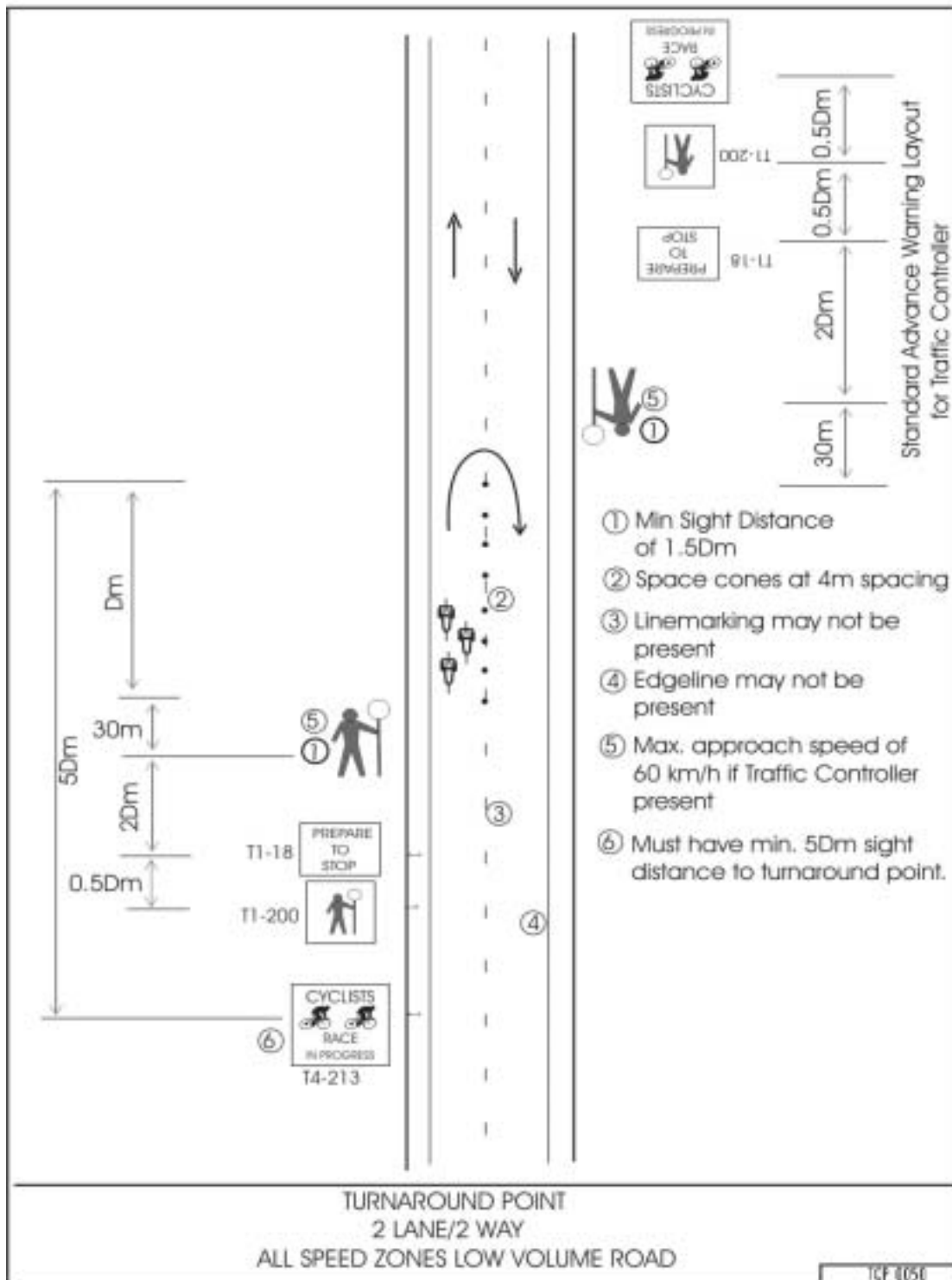


- ① The length of merge tapers is to be determined from *Traffic Control at Worksites, Table 5.2. Recommended taper lengths*
- ② Max. approach speed of 60 km/h if Traffic Controller present. Traffic Controller stops traffic when cyclists are turning.
- ③ If a single lane approach, use a Traffic Controller. See TCP 2Wa For details of Advance Warning layout
- ④ Space cones at 9m

TCP 0040



Traffic Control for Bicycle Races

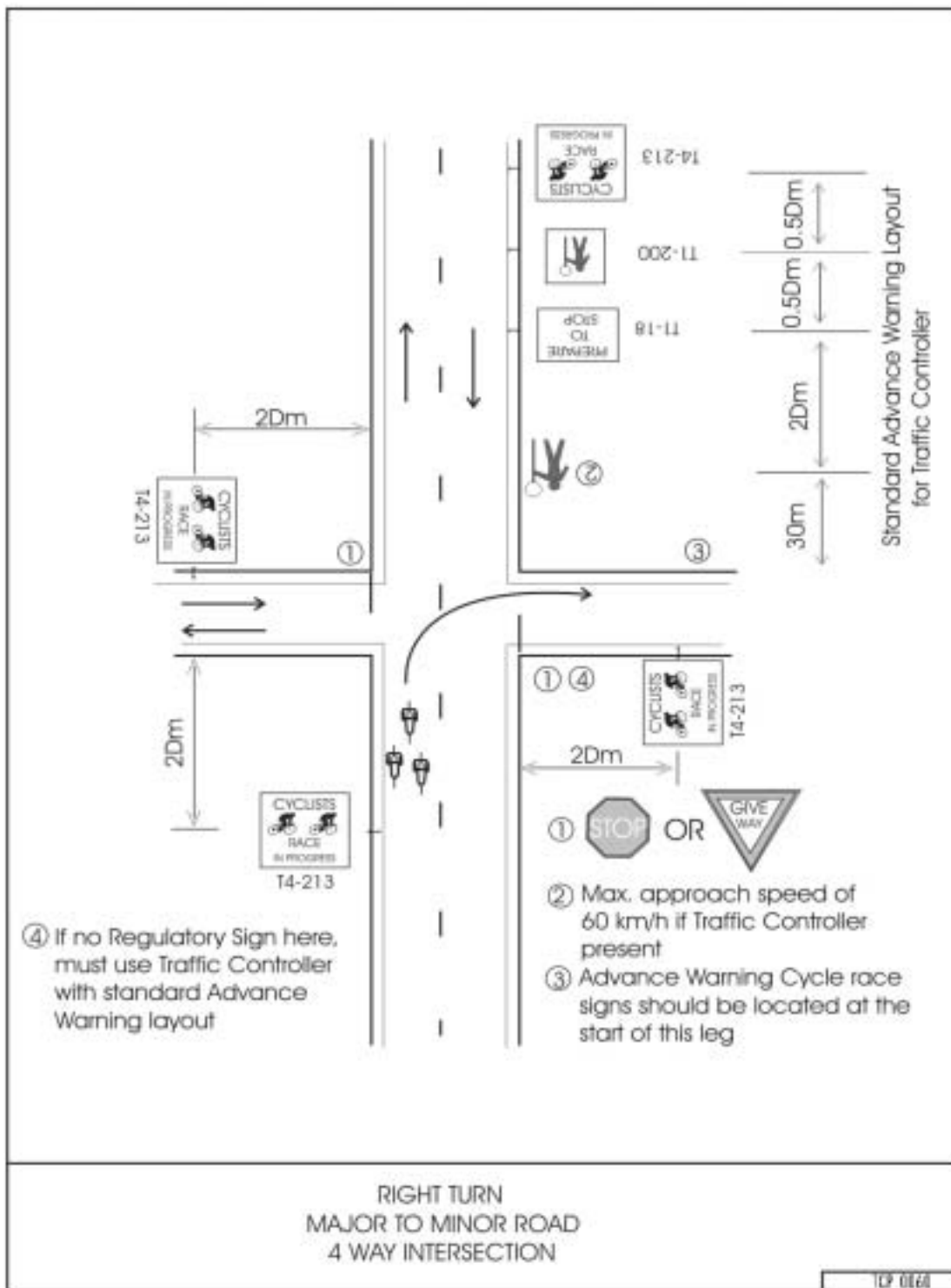


- ① Min Sight Distance of 1.5Dm
- ② Space cones at 4m spacing
- ③ Linemarking may not be present
- ④ Edgeline may not be present
- ⑤ Max. approach speed of 60 km/h if Traffic Controller present
- ⑥ Must have min. 5Dm sight distance to turnaround point.

TCP 0050



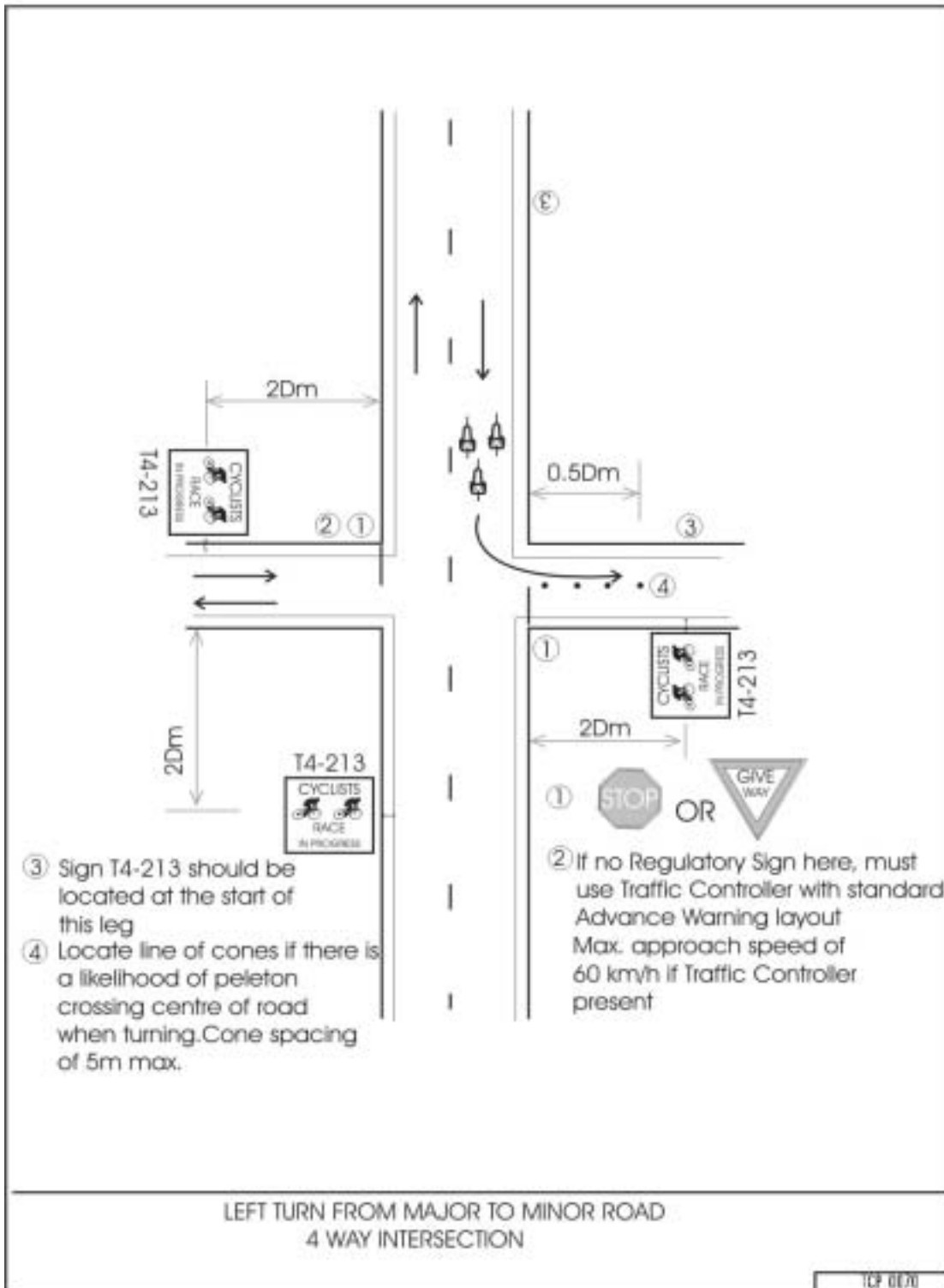
Traffic Control for Bicycle Races



TCP 0060



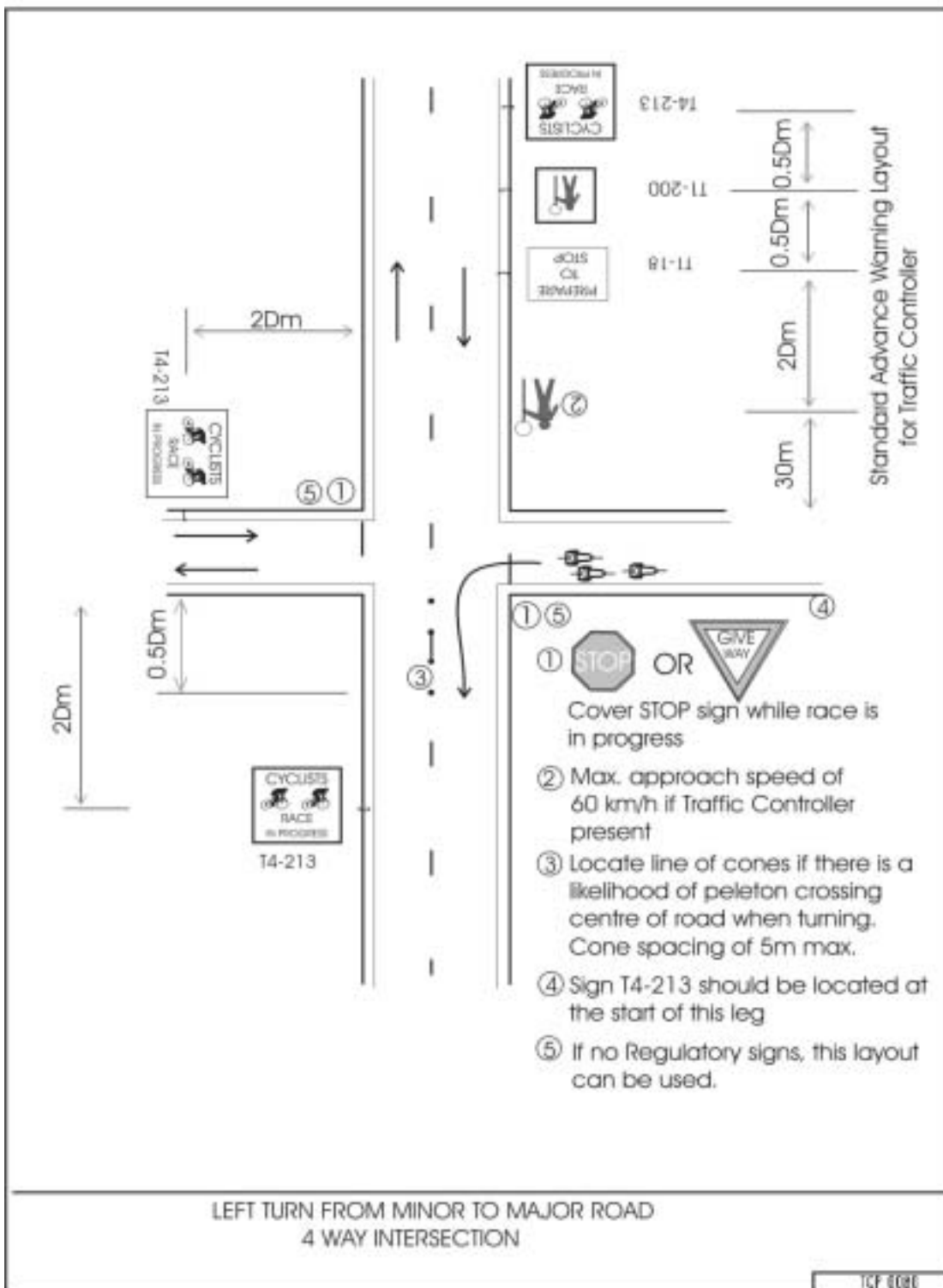
Traffic Control for Bicycle Races



TCP 0070



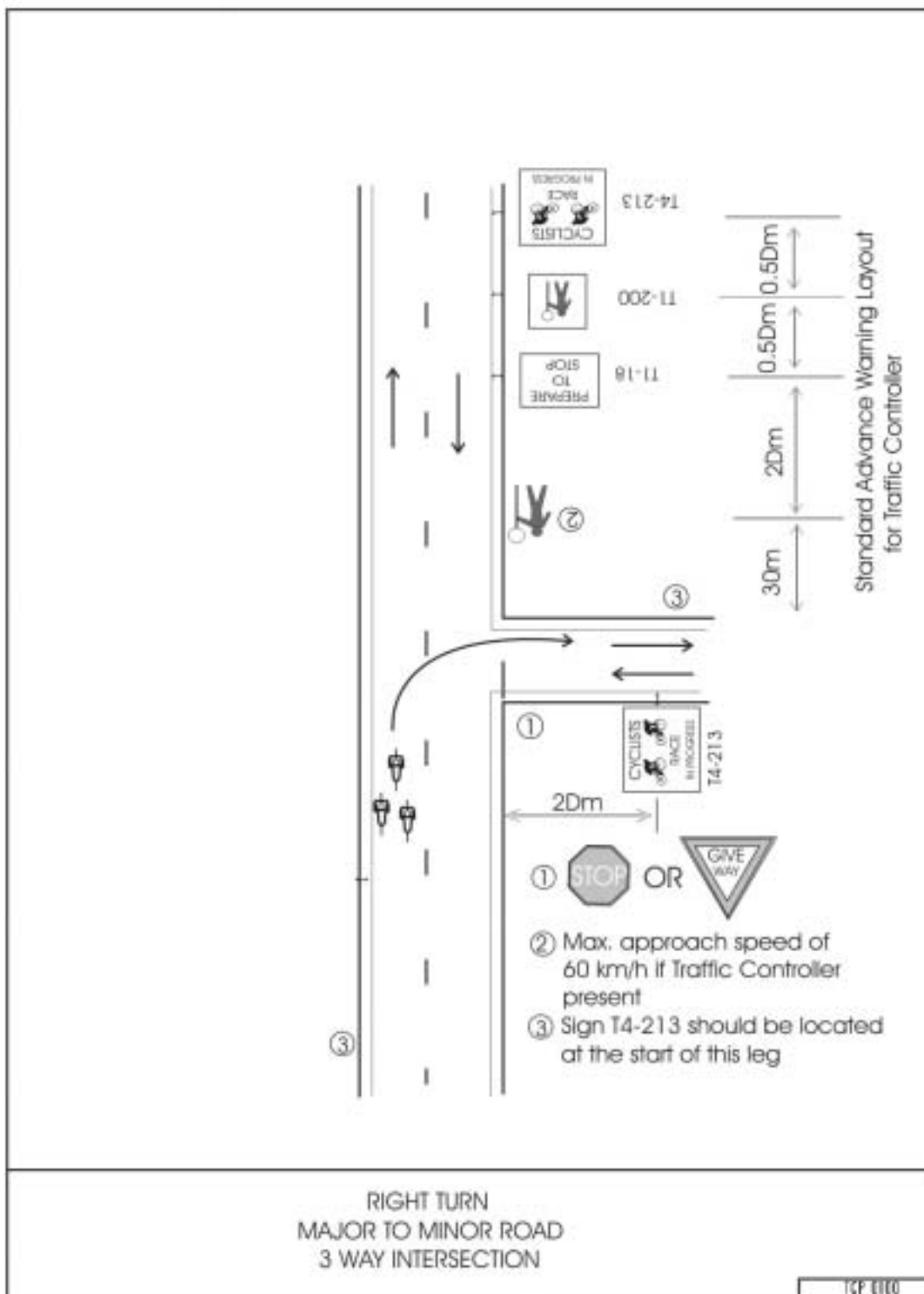
Traffic Control for Bicycle Races



TCP 0080



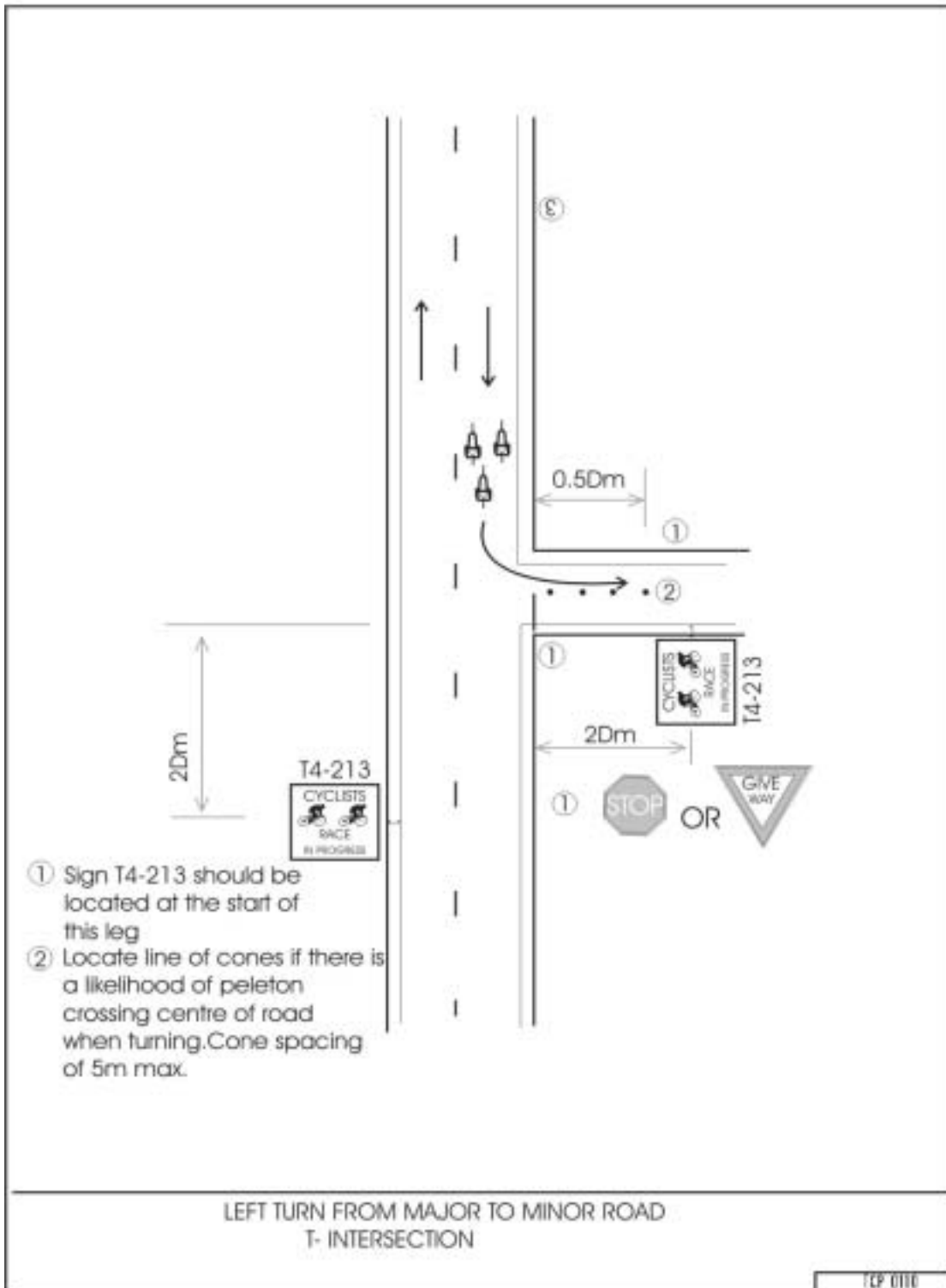
Traffic Control for Bicycle Races



TCP 0100



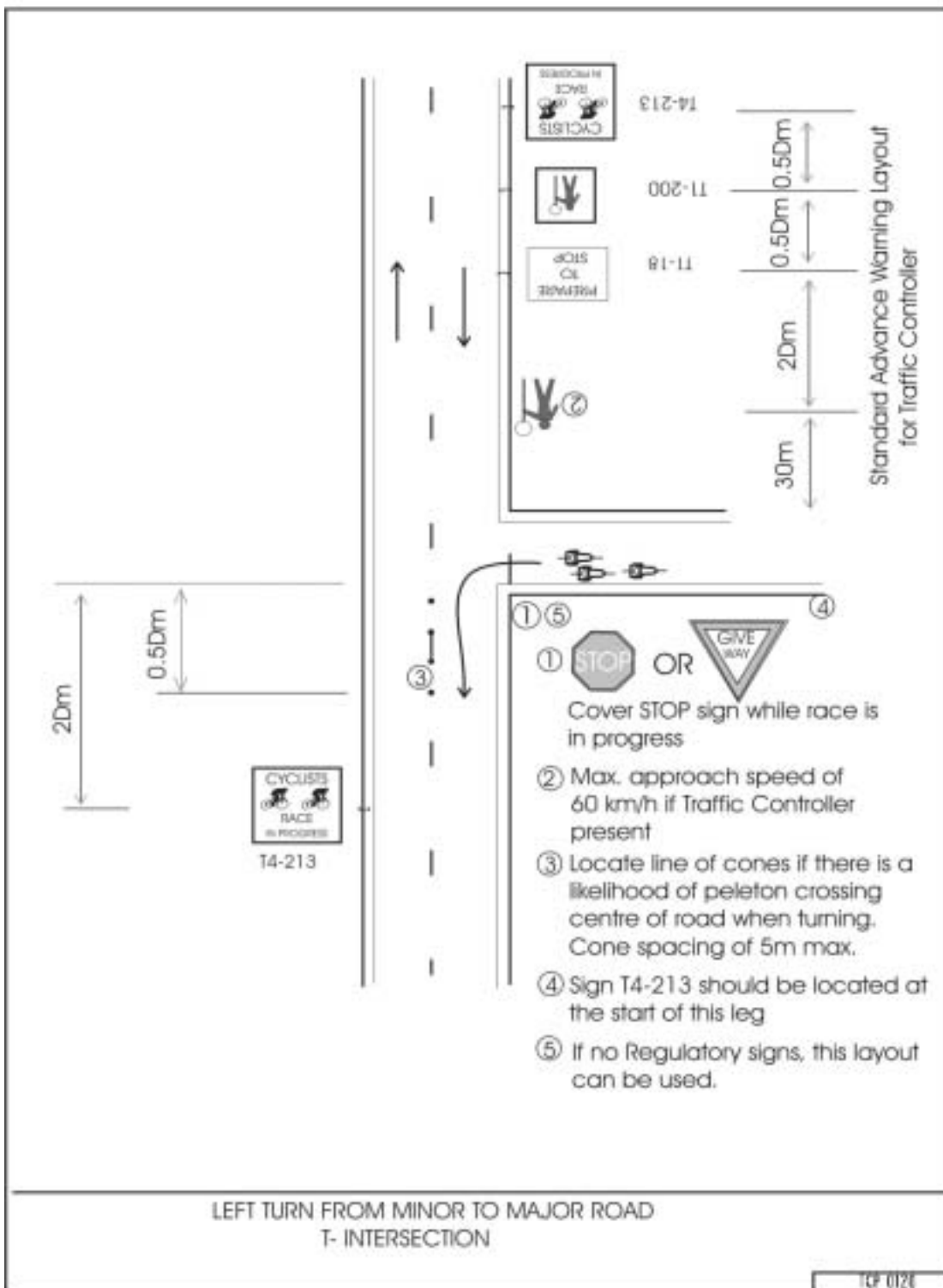
Traffic Control for Bicycle Races



TCP 0110



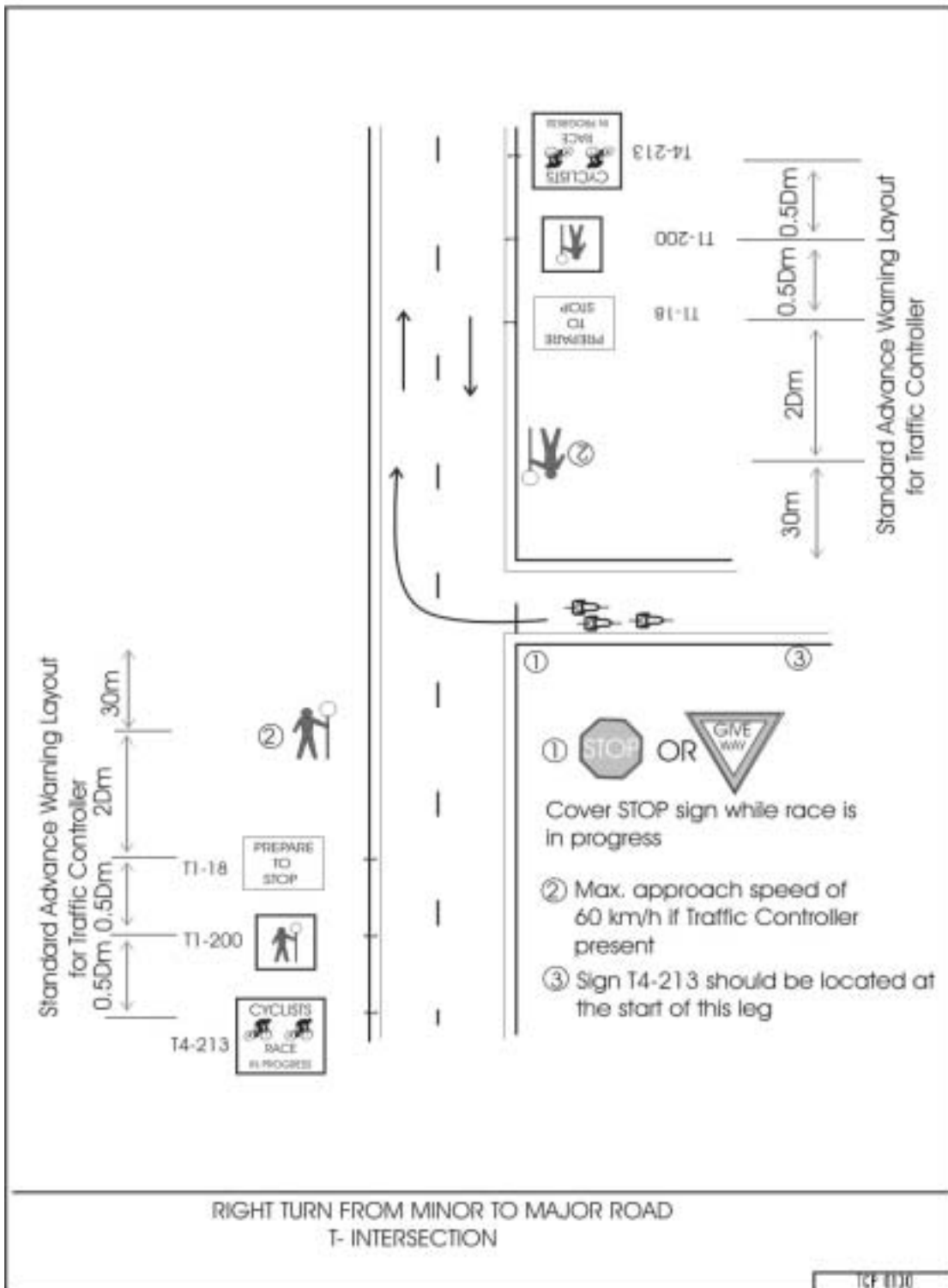
Traffic Control for Bicycle Races



TCP 0120



Traffic Control for Bicycle Races

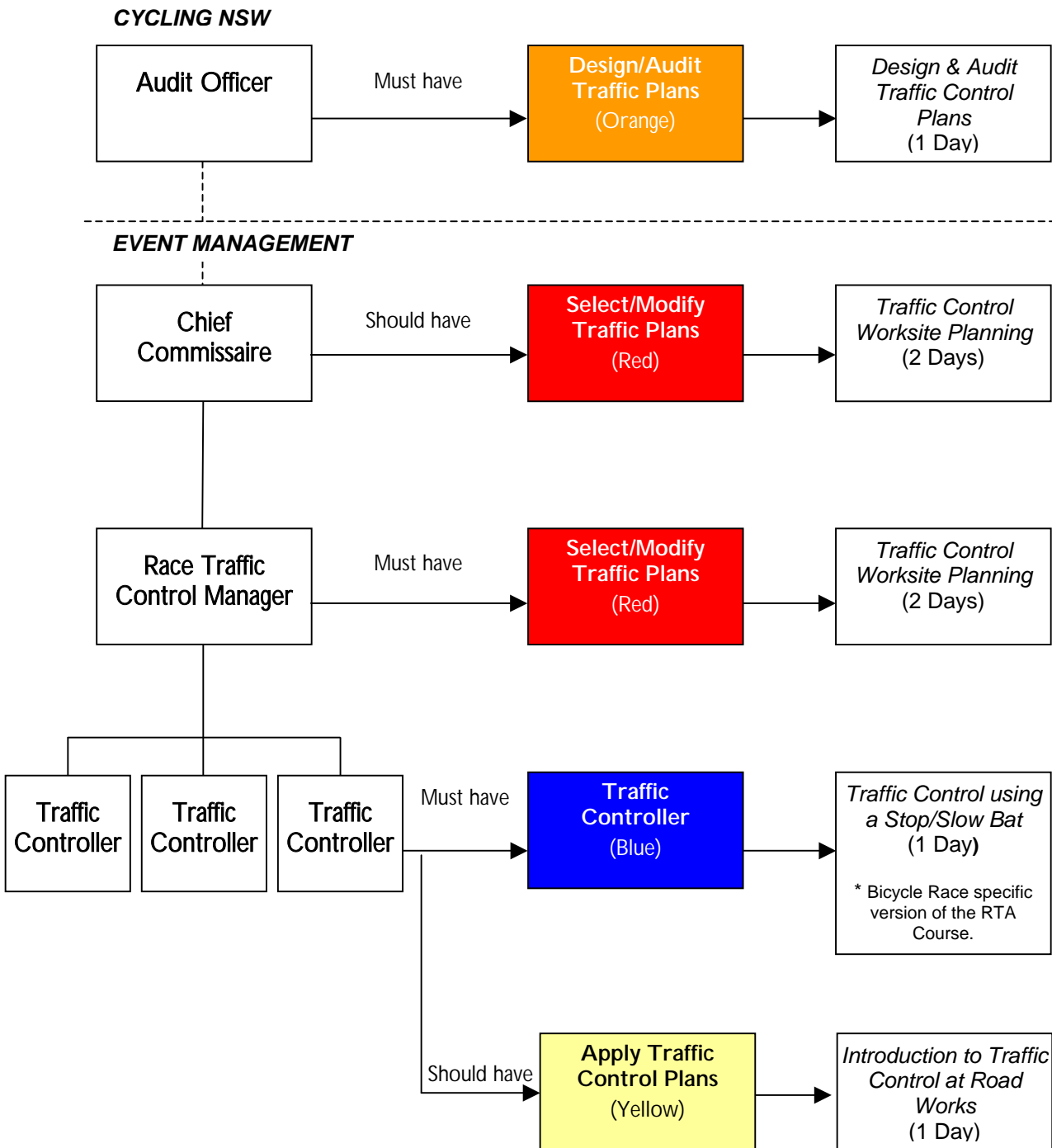






TCP 0130

Attachment C

Licensing for Traffic Controllers

Chain of Command License Held Training



<p>Apply Traffic Control Plans Certificate No. CARD NUMBER</p>  <p>Full Name Expiry Date: EXPIRY DATE</p> <p>SIGNATURE</p> <p>IMAGE</p>	<p>Covering the following content:</p> <ul style="list-style-type: none"> Describe safety implications of traffic control at roadworks and correctly identify personal responsibilities Correctly interpret a given Traffic Control Plan in terms of practical requirements for set up and implementation, with reference to the RTA Traffic Control at Worksites manual Set up traffic control devices in accordance with a given TCCP and consistent with safety and legislative requirements, given necessary equipment and resources and with reference to the manual Operate a 2-way radio correctly and effectively Check, clean and store equipment on completion of work
<p>Select/Modify Traffic Plans Certificate No. CARD NUMBER</p>  <p>Full Name Expiry Date: EXPIRY DATE</p> <p>SIGNATURE</p> <p>IMAGE</p>	<p>Covering the following content:</p> <ul style="list-style-type: none"> Plan and prepare a traffic management plan Set out a traffic guidance scheme Revoke a traffic guidance scheme Close down a traffic guidance scheme
<p>Design Audit Traffic Plans Certificate No. CARD NUMBER</p>  <p>Full Name Expiry Date: EXPIRY DATE</p> <p>SIGNATURE</p> <p>IMAGE</p>	<p>Covering the following content:</p> <ul style="list-style-type: none"> Review of Traffic Control Worksite Planning course Arranging for a new Traffic Control Plans Designing new Traffic Control Plans Gaining approval for new Traffic Control Plans Auditing traffic control implementation
<p>Traffic Controller Certificate No. CARD NUMBER</p>  <p>Full Name Expiry Date: EXPIRY DATE</p> <p>SIGNATURE</p> <p>IMAGE</p> <p><small>This is not proof of identity</small></p>	<p>Covering the following content:</p> <ul style="list-style-type: none"> Common hazards, risks and control measures involved in the work activity Participation in the hazard identification, risk assessment and control process Relevant OHS legislative responsibilities, codes of practice and their application Industry sector overview of OHS work activity performance Work methods to be used including control measures being used to prevent injury Correct use, handling, storage and transport of plant, tools and equipment

Attachment D

Special Event Transport Management Plan Template

A1 Special Event Transport Management Plan Template

Refer to Chapter 6 of the *Guide to Traffic & Transport Management for Special Events* for a complete description of the Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name:

Event Location:

Event Date: Event Start Time: Event Finish Time:

Event Setup Start Time: Event Packdown Finish Time:

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

1.2 Contact names

Event Organiser *

Phone:..... Fax:..... Mobile:..... E-mail:

Event Management Company (if applicable).....

Phone:..... Fax:..... Mobile:..... E-mail:

Police

Phone:..... Fax:..... Mobile:..... E-mail:

Council.....

Phone:..... Fax:..... Mobile:..... E-mail:

Roads & Traffic Authority (if Class 1).....

Phone:..... Fax:..... Mobile:..... E-mail:

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

1.3 Brief description of the event (one paragraph)

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	2.3 Police
	<input type="checkbox"/> Police written approval obtained
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified
	<input type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2	CLASS 3	3.1 The route or location
		<input type="checkbox"/> Map attached
		3.2 Parking
		<input type="checkbox"/> Parking organised - details attached
		<input type="checkbox"/> Parking not required
		3.3 Construction, traffic calming and traffic generating developments
		<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
		<input type="checkbox"/> There are no 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	
	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached	
	<input type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise	
	3.5 Impact on/of Public transport	
	<input type="checkbox"/> Public transport plans created - details attached	
	<input type="checkbox"/> Public transport not impacted or will not impact event	
	3.6 Reopening roads after moving events	
	<input type="checkbox"/> This is a moving event - details attached.	
	<input type="checkbox"/> This is a non-moving event.	
	3.7 Traffic management requirements unique to this event	
	<input type="checkbox"/> Description of unique traffic management requirements attached	
	<input type="checkbox"/> There are no unique traffic requirements for this event	
	3.8 Contingency plans	
	<input type="checkbox"/> Contingency plans attached	

Class 1

Class 2

3.9 Heavy vehicle impacts

- Impacts heavy vehicles - RTA to manage
- Does not impact heavy vehicles

3.10 Special event clearways

- Special event clearways required - RTA to arrange
- Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1

Class 2

CLASS 3

4.1 Access for local residents, businesses, hospitals and emergency vehicles

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

4.2 Advertise traffic management arrangements

- 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 or special event clearways - advertising not required

4.3 Special event warning signs

- Special event information signs are described in the Traffic Control Plan/s
- 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 Variable Message Signs

4.5 Portable Variable Message Signs

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

5 APPROVAL

TMP Approved by: Event Organiser Date

Regulation of Traffic Authorised by: RTA Date

or: Council Date

Attachment E

Contacts

Police

Organisers of proposed bicycle races should contact the Police Local Area Commander in the area where the race is to commence. The Police general contact phone number is **9281-0000**

Cycling NSW

Cycling NSW is an organisation designed to serve the needs of racers and race organisers throughout New South Wales. Through membership in the organisation, organisers have access to race equipment, traffic signs, snow fencing, photo-finish technology, Traffic Controller equipment, rotary yellow beacons, radio communications, and other assistance.

Cycling NSW can be contacted at:

Dunc Gray Velodrome
Carysfield Road BASS HILL
PO Box 7209
Bass Hill NSW 2197
Phone: (02) 9738 5850
Fax: (02) 9738 5853

Triathlon NSW

Roads and Traffic Authority Regional Offices

Hunter

59 Darby St,
Newcastle 2300
(Locked Bag 30)
Tel: (02) 4924 0240
Fax: (02) 4924 0344

Southern

71 - 77 Kembla St,
Wollongong 2500
(P.O. Box 477, Wollongong East 2520)
Tel: (02) 4221 2460
Fax: (02) 4227 3705

Head Office

Centennial Plaza,
260 Elizabeth St, Surry Hills 2010
(P.O. Box K198, Haymarket 1238)
Tel: (02) 9218 6888
Fax: (02) 9218 6227

Northern

31 Victoria St,
Grafton 2460
(P.O. Box 576)
Tel: (02) 6640 1300
Fax: (02) 6640 1301

South-Western

1 Simmons St,
Wagga Wagga 2650
(P.O. Box 484)
Tel: (02) 6938 1111
Fax: (02) 6938 1183

Sydney

81-85 Flushcombe Rd,
Blacktown 2148
(P.O. Box 558)
Tel: 131 782
Fax: (02) 8814 2593

Western

51-55 Currajong St,
Parkes 2870
(P.O. Box 334)
Tel: (02) 6861 1444
Fax: (02) 6861 1414

Attachment F

Resources

The following resources are available to the race organiser and should ease the permit process.

Standards and Guidelines for the Use of for Traffic Control Devices

Further information is available on the RTA's Web Site at

<http://www.rta.nsw.gov.au/trafficinformation/guidelines/index.html>

