

TRAFFIC MANAGEMENT PROCESS FOR (EXTERNALLY ORGANISED & SPONSORED COMMUNITY) EVENTS

Traffic & Transport will no longer be issuing a Memorandum of Authorisation (MoA) for traffic management of any event or work undertaken by Council. Traffic & Transport will review and provide specialist advice in the form of recommendations, comments and/or conditions. Events officers managing any event will be the authoriser of traffic management under each contract, such as 'releasing of hold points'.

Events officer(s) will have checklists and/or requirements for event documentation, which should include a conceptual site management plan of the event operation and this will form the basis for discussion of traffic management requirements and be marked up by Traffic & Transport.

Organiser(s) must submit event documentation to Events officer(s) at least twelve (12) months before the event. Events officer(s) must schedule an inception meetings at least nine (9) months before the event, to allow for the development of subsequent documentation and ensure all requirements from Council and external stakeholders are met.

Event officer(s) will manage the procurement of traffic management services and obtain authorisation from external stakeholders for sponsored community events.

