On-Road Cycling Events

A guide to obtaining approval
Introduction

In order to conduct a successful on-road cycling event, there are a number of issues that the organisers of these events need to consider and address.

The factors that need to be considered include the safety of the cyclists who are taking part in the event, the safety of any spectators who may be watching the event and the safety of any other road users. It is also important to minimise the impact of the event on the operation of the road network and on local residents.

It is for these reasons that there are certain types of events that require the approval of the Victoria Police, local Council and VicRoads.

This guide has been prepared to assist you in obtaining approval to conduct an on-road cycling event.

What is an On-road Cycling Event?

The number of cyclists involved in an on-road cycling event, and the type of event, determine what approvals are required. On-road cycling events are:

- **Competition Events** such as bicycle races or similar activities that are wholly or partly conducted on public roads involving more than 30 competitors, or
- **Recreation Events** such as commercial tours, community rides and fund raising rides or similar activities that are wholly or partly conducted on public roads involving more than 30 participants.

Obtaining Approval to Conduct an Event

Developing a Plan for the Event

To make it easier to obtain approval to conduct an on-road cycling event, event organisers should consider developing an Event Management Plan (EMP) for the event.

The purpose of an EMP is to demonstrate that the safety of competitors, spectators and other road users, the impact on traffic flow, and access for residents, has been considered. For assistance in preparing an EMP, please refer to page 4 of this guide.

The following table outlines what approvals are required for competition events and for recreation events.

<table>
<thead>
<tr>
<th>Competition Events</th>
<th>Recreation Events</th>
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<tbody>
<tr>
<td>Before conducting an on-road competition event, Event Organisers must make a written application to hold the event to the Chief Commissioner of Police at least 2 months before the date on which the event is to be held. Before conducting an on-road recreation event, it is suggested that event organisers advise, in writing: (a) the local Council of any area that the event passes through, and (b) VicRoads, if the event is to be conducted on a freeway, highway, tourist road, forest road or main road. It is also suggested that event organisers include a copy of their EMP as part of providing this written advice.</td>
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<tr>
<td>Before making this application, it is recommended that event organisers submit a copy of their EMP to, and obtain the approval of: (a) the local Council of any area that the event passes through, and (b) VicRoads, if the event is to be conducted on a freeway, highway, tourist road, forest road or main road. In most cases, the Chief Commissioner of Police will require evidence that these approvals have been obtained before providing his or her permission to conduct the event.</td>
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A Step by Step Guide to Obtaining Approval

<table>
<thead>
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<th>Step No.</th>
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<tr>
<td>1. Develop preliminary details of the event</td>
<td>Consider the date, start and finish time, number of participants, roads to be used and purpose of event</td>
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</table>
| 2. Discuss preliminary details with the Council(s) affected by the proposed route and with VicRoads if the event is on a freeway, highway, tourist road or a main road | Contact the Manager - Planning, Leisure and Culture, Local Council Engineer or Recreation Co-ordinator
Some Councils have an Events Policy which you will need to reference in addition to this Guide |
| 3. Prepare an **Event Management Plan**                               | An Event Management Plan includes:
- an event summary
- roads to be used
- traffic control
- general conditions, including escort vehicles, parking, rubbish, toilets, etc insurance
Refer pages 4-8 of this Guide |
| 4. Submit the Event Management Plan to the local Council(s), and where required, also to VicRoads | At least 2-3 months notice is usually required
You should submit the EMP to VicRoads if the event is on a freeway, highway, tourist road, forest road or main road
The Event Organiser may need to meet with the local Council(s) and VicRoads to review details of the event |

Steps 5 to 7 apply to competition events only.

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<tr>
<td>5. Obtain the written approval of the local Council(s) affected by the event and from VicRoads if the event is on a freeway, highway, tourist road, forest road or main road.</td>
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<tr>
<td>6. Make written application to hold the event to the Chief Commissioner of Police at least 2 months before the event is to be held</td>
<td>The Event Organiser may need to meet with Victoria Police to discuss the event details</td>
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<tr>
<td>7. Obtain written approval from Victoria Police</td>
<td>The event must be conducted in accordance with the permission of the Chief Commissioner of Police</td>
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How to Develop your Event Management Plan

The EMP is to be used by an Event Organiser to demonstrate that the safety of participants and spectators has been considered, and that the impact on traffic flow and residents access has been minimised.

The onus is on an Event Organiser to demonstrate that the aspects of the event as outlined below have been addressed, where they are applicable.

1. **Summary of Event**

The EMP should include the following details:

- the contact name, address and telephone number of the person responsible for the event;
- the name and objective of the event;
- the event location;
- date, start and finish time of the event;
- the anticipated number of participants;
- the type of participant (experienced, novice riders) and age range;
- the name of the organisation under which the event is to be run;
- if the event is sponsored; and
- if it is a community or commercial event.

2. **Choosing Suitable Roads**

The Event Organiser should provide maps showing the route, distances and directions of the event, in the EMP. Details of how intersections will be treated should also be included.

The following factors should be considered when deciding the event route:

- On-road events are not permitted in peak traffic periods or where alternative routes are not available to the travelling public.
- Avoid using or crossing busy, high-speed roads.
- Avoid travelling on roads used by public transport (eg trams and buses). Consult with the Public Transport operator when preparing the EMP.
- Avoid holding events when traffic volumes are high (eg long weekends).
- Events should not unduly affect pedestrians or local residents’ access.
- Try to conduct the event during daylight hours.
- If possible, the event route should have mostly left turns at major intersections rather than right turns.
- Allow entry and exit access for emergency vehicles when roads are to be closed to traffic.
- Liaise closely with the local Council if an event is to be terminated at a busy precinct or shopping centre.
- State highways and freeways will not be permitted to be closed for non-charitable purposes.
- Events which require closure of one or both carriageways of a freeway are rarely acceptable.
- VicRoads is unlikely to grant approval for an on-road cycling event which seeks to use the Hume Freeway, West Gate Bridge or metropolitan freeways.
3. Traffic Control

The Traffic Control section of the EMP should explain how it is proposed to address the following issues.

3.1 Event Signs, Barriers and Traffic Cones

The EMP should provide details of where signs, barriers and traffic cones will be placed to manage event participants and spectators, and motor vehicle and pedestrian traffic in the area.

Signage will include directions to participants, such as where to turn, or where rest areas are located. The messages to be displayed on signs (including variable message signs) should also be noted.

Where there will be a significant impact on vehicles, traffic signs should be placed along the route and at each end of the route at least one week prior to the event, to inform road users of an impending event and resulting changed traffic conditions. The signs may also advise alternative routes for major traffic flows and destinations.

Variable Message Signs may be required on the day of the event to advise road users of altered traffic conditions.

Traffic Barriers

Traffic barriers are required when a road is closed to motor vehicles, or access is to be restricted to local traffic only. When traffic barriers are used, they should be properly installed and maintained at all times. Agreement must be reached as to who is responsible for installing and removing traffic barriers.

Traffic control equipment (signs, barriers and cones) should be hired or purchased from a reputable supplier to ensure that it is in accordance with the requirements of relevant Australian Standards. The local Council can provide names of contractors who have supplies available for hire.

3.2 Road Closures

The EMP should contain details of any proposed road closures, and how the closure will affect through traffic and access for residents and businesses. If a road closure is proposed, early discussion with local Council should take place prior to an EMP being developed.

3.3 Emergency Vehicles

The EMP should include details of entry and exit locations for emergency vehicles. The Event Organiser is responsible for informing emergency services (fire, police and ambulance) of road closure details.

3.4 Marshals

The EMP should include details of the locations and functions of marshals. The Event Organiser is responsible for providing adequate marshals at all major road intersections and any other road intersections and points where conflict with motor vehicles may occur in order to provide forewarning to event participants. Marshals must not control or attempt to control other road users. All marshals should be briefed on their responsibilities, are to be suitably identified, and must wear high visibility jackets.

3.5 Further Information

4. General Conditions

The Event Organiser should address the following issues in the EMP.

4.1 Command and Communications

The EMP should include details of how the event command and communications are to operate. It should include communication details for key route locations (including registration), personnel (marshals and first aid) and for the event manager.

4.2 Crowd

The EMP should include an estimate of the crowd size, its impact on the area, and how it will be managed.

If the event is likely to attract large numbers of spectators, provision should be made to ensure that they do not affect the running of the event or cause inconvenience to local residents.

4.2 Escort Vehicles

The EMP should include details of the number and placement of escort vehicles.

If an event is a race that involves a small number of participants on a road, which is open to the public, at least two escort vehicles should be provided. Escort vehicles would normally be positioned behind the participants on a divided road, and in front and behind the participants on an undivided road. Escort vehicles should display a “CAUTION - CYCLE RACE” sign, in accordance with Victoria Police requirements.

4.4 Advice to Local Residents

If an event is going to have significant impact on access for local residents, a notice should be sent to residents in the affected area at least 7 days in advance of the event. An advertisement in the local or metropolitan newspaper(s) advising of event dates and alternative routes will also be required. The EMP should include a copy of the proposal.

4.5 Noise

The EMP should provide details of any component of the event where noise may be generated and outline how it will be minimised. The use of any equipment or activities, which are conducted in conjunction with the event, must not result in any “offensive noise”.

The use of any amplified equipment should be kept to a level prescribed by the Environment Protection Act.

4.6 Parking

The EMP should outline how the parking needs for the event will be accommodated. This includes identifying and listing parking areas for cars and buses, including locations for any essential or emergency vehicles, participants, officials, spectators, media, marshals and medical vehicles.

4.7 Rubbish

The EMP should include where and how rubbish generated by the event is to be managed.

The areas to be used for the event must be maintained in a clean and tidy condition. Care must be taken to ensure that natural vegetation and geographical features in the area are not adversely affected.

4.8 Toilets

The EMP should include details of the number and location of toilet facilities. Sufficient facilities should be provided to meet the needs of event participants and spectators.
5. Insurance

The EMP should include a copy of the Event Organiser’s Public Liability insurance policy.

Agencies require indemnity against any claims made against them as a result of the event. The Event Organiser is responsible for taking out public liability insurance for a minimum sum of $10,000,000 indemnifying the affected Council(s), Victoria Police and VicRoads.

6. Fees and Charges

The Event Organiser should be aware that Councils, Victoria Police and VicRoads may all require payment of fees. The Event Organiser is responsible for paying the requested fee to each agency.

Councils: Councils may require payment of a lane rental fee and bond. The bond is a contingency sum to provide for excess rubbish removal expenses or costs for rectification of minor damage to Council property.

Victoria Police: The provision of police resources is subject to charges where it is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large.

VicRoads: Fees apply where VicRoads is requested to provide services beyond its responsibility to the community. Depending on the type of event and number of participants a bond may be required. The bond may be refunded if all permit conditions are followed and no additional costs are incurred by VicRoads.
7. Contacts

Local Councils

Contact:
Manager - Planning, Leisure and Culture Manager, or Local Council Traffic Engineer in the Council where the event is being held.

Victoria Police

Contact:
Victoria Police - Road Safety Awareness and Information Unit
Level 3, Building C, Victoria Police Centre
637 Flinders Street, Melbourne Vic 3005
Tel: 9247 5779   Fax: 9247 5776

For multi-region or major events, contact:
Victoria Police - State Event Planning & Co-ordination Office
Level 3, Building C, Victoria Police Centre
637 Flinders Street, Melbourne Vic 3005
Tel: 9247 5754   Fax: 9247 5760

VicRoads

Contact:
VicRoads Traffic Control and Communications Centre
1st Floor,
3 Prospect Hill Road, Camberwell Vic 3124
Tel: 9811 8163   Fax: 9811 8115

Public Transport Operators

Contact:
National Express Group
Tel: 9619 1111   www.movingmelbourne.com.au
Connex Trains
Tel: 9619 1111   www.connexmelbourne.com.au
Yarra Trams
Tel: 9619 1111   www.yarratrams.com.au

Acknowledgements

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- City of Banyule
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- City of Hobsons Bay
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- City of Wodonga
- Shire of East Gippsland
- Municipal Association of Victoria
- Whitehorse Cyclists Incorporated
- City of Whitehorse Bicycle Advisory Committee