

Information Kit for Event Organisers

Events affecting public transport



www.transport.vic.gov.au/eventnotification

What event organisers need to do

Make a decision



Decide whether your event will have an impact (i.e. additional services, delay, cancellation or diversion to a service) on Public Transport Services.

You can use the **Self-assessment Checklist** to help you decide.

Complete an Event Notification



If your event is going to have an impact on Public Transport services, then you need to submit an **Event Notification** to the Public Transport Division (PTD).

Receive advice



The Public Transport Division will advise you if a Public Transport Plan (PTP) is needed and whether you need to attend a multi-agency planning meeting.

Develop a Public Transport Plan



Develop PTP in consultation with the relevant public transport operators, and representatives of PTD (DOT Regional Managers if applicable).

You can use the **PTP Checklist** to help you get started or contact PTD.

Obtain approval

Obtain approval of the Public Transport Plan from the PTD.

All forms are available on the internet:

www.transport.vic.gov.au/eventnotification

Special Events
Public Transport Division
Department of Transport
GPO Box 2797
Melbourne VIC 3001

Tel: 9655 3333
Fax: 9095 4152
1800 264 644 (for country callers only)
9.00 am – 5.00 pm Monday to Friday
event.notification@transport.vic.gov.au
www.transport.vic.gov.au/eventnotification

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This document is also available in PDF format on the Internet at www.transport.vic.gov.au/eventnotification

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A copy of the events legislation

Spare copies of
Forms 1, 2 & 3



Director's Foreword

A major factor to consider when assessing the success of an event is the ease with which participants can travel to and from a venue. The Department of Transport also takes these factors into consideration, as well as the degree to which ordinary commuters, pedestrians and motorists are affected by the event's transport arrangements.

Victoria's Events Legislation is aimed at **encouraging the earliest possible discussions** between you and those who operate our train, tram and bus services so that your event can be appropriately serviced and any impact on public transport services can be minimised.

Under the Events Legislation you need to let us know if your event is likely to have an impact on regular public transport services. Working with existing event planning procedures, you may also be asked to prepare a Public Transport Plan as part of your event management plan. This Information Kit is designed to help you understand what you need to do.

Our aims are to ensure that the processes required of you under the Events Legislation fit in well with existing event planning procedures and to bring about a better integration of current traffic management planning with the public transport planning requirements of the new legislation.

The forms in the Information Kit may be photocopied as many times as you want or you can download them from: www.transport.vic.gov.au/eventnotification

We recognise that there will need to be some flexibility as event organisers, councils and public transport operators adjust to the system and we look forward to working with you and helping you deliver successful events in Victoria.

Hector McKenzie
Director of Public Transport

Guide



Summary of event notification process

In summary, if you are an event organiser you will need to do the following.

1. Determine whether your event will have an impact on public transport.
 - If your event **is likely** to have an impact on public transport then complete an Event Notification (see Step 2 below)
 - If your event **does not** have an impact on public transport then this legislation does not apply to your event and you do not need to notify the Public Transport Division (PTD).
 - If you are **unsure** whether your event is likely to have an impact on public transport please use the Self-assessment Checklist or consult with the PTD to decide whether you need to complete an Event Notification (see step 2 below)
2. If an impact on public transport has been identified or is considered likely, complete an Event Notification and send it to: Special Events, Public Transport Division, Department of Transport, GPO Box 2797, Melbourne Victoria 3001, Facsimile: 03 9095 4152 or email to event.notification@transport.vic.gov.au
3. Receive advice from the PTD as to whether a Public Transport Plan is required and whether you need to attend a multi-agency meeting to help prepare your Public Transport Plan. The PTD will endeavour to advise you of this **within one week** of receiving your Event Notification.
4. **Prepare your Public Transport Plan as part of your traffic and transport management plans by consulting with the relevant public transport operators, the relevant PTD representative** and other agencies and if applicable attend a multi-agency meeting.
5. Submit your Public Transport Plan to: Special Events, Public Transport Division, Department of Transport, GPO Box 2797, Melbourne Victoria 3001.
6. Obtain approval from the PTD for the Public Transport Plan. If you have not already met with the PTD you may need to do so at this stage. Your Public Transport Plan forms part of your overall event management plan. The Public Transport Division will endeavour to approve your Public Transport Plan **within one month** of receiving it.
7. Attend a debrief session after the event (if required).

Introduction

Why was the legislation introduced?

The purpose of the legislation is to:

- Encourage better communication between event organisers and those who operate Victoria's train, tram and bus services
- Ensure that sufficient notice of an event is given to enable the best possible management of public transport needs and
- Minimise disruption to the non-event going community, particularly those reliant on public transport services.

In the past, some event organisers have contacted public transport operators very late in their event planning, which has made it difficult for public transport operators to provide adequate public transport services. In some cases there have been delays or cancellations of tram and bus services that have affected regular public transport users. In other cases, insufficient planning has meant event participants have not had the level of service needed to get them to or from the event.

What is the main requirement of the legislation?

Event organisers are required to **notify the Public Transport Division** in writing if their event is likely to have an impact on public transport. Event organisers are required to consult with the Public Transport Division and the relevant train, tram and bus operators as early as possible in their planning **even if not all event details are known at the time of notification**. This is to ensure that the event can run smoothly and that the travel needs of the community can continue to be met with minimal disruption to transport services.

Who are the main beneficiaries of the legislation?

Event organisers

- Improved Public Transport Planning,
- Good relationships with public transport operators and Department of Transport staff,
- Fewer planning headaches in trying to meet the transport needs of event patrons
- There are also the potential benefits of attracting better attendance and increasing the longevity of the event

Event participants

- Benefit because there is more likely to be sufficient public transport services to take them to and from an event.

Public transport operators

- Benefit from being given enough notice of an event to be able to plan and provide the services needed to minimise the level of disruption to commuters.

Local councils

- Benefit because the organisation of events becomes more efficient,
- Are able to assist Event Organisers better because more information is gathered about an event at an earlier stage in the planning process

Ordinary commuters (not involved in the event)

- Benefit because the level of disruption to regular services is minimised
- Benefit from early communications about disruption
- Benefit from advice about alternate travel arrangements

All Victorians potentially benefit from well-organised events that bring social and economic benefits to communities. Such events are already happening in Victoria; the events legislation will help maintain this high standard of event planning and management.

Definitions

This section looks at how different terms are defined in the legislation.

What is meant by an 'event'?

The legislation defines an event as 'a gathering of people for a common purpose or purposes that is organised by a person or body'. While this is broad, it is important to remember that the focus of the legislation is only on those events that are **likely to have an impact on regular public transport services**. There are numerous community events across Victoria that have little or no impact on public transport.

(See page 16 for broad categories of events.)

There are many types of events, including:

- Festivals – such as the *Hispanic Festival* or *Port Fairy Folk Festival*
- Fun runs – such as the *Run for the Kids* or *Spring into Shape* series
- Sporting events – such as the *Grand Prix* or *AFL Grand Final*
- Parades and marches – such as the *Parade of Champions* or *Pride March*
- Concerts – such as the *Big Day Out* or *Falls Festival*
- Special events – such as *New Year's Eve* celebrations
- Days of national significance – such as *Anzac Day* or *Australia Day*
- Fashion shows – such as the *Spring Fashion Festival*
- Protest rallies and demonstrations

- Film shoots – such as the filming of an advertisement in the CBD or a feature film in regional Victoria
- Mobile and/or multi-sited events – such as *Bicycle Victoria* tours.
- Live Sites – such as *Federation Square Event Broadcasts*.

Are protest rallies and demonstrations considered events?

The legislation applies to any event, including protest rallies and demonstrations, which are likely to have an impact on public transport. The Public Transport Division recognises the importance of groups and individuals being able to engage in freedom of expression; it also recognises the need to have adequate planning and consultation prior to such events to ensure minimal inconvenience to the broader community.

Are film shoots considered events?

The legislation applies to any event, including film shoots, which are likely to have an impact on public transport. The Public Transport Division recognises the benefits that film shoots can bring to a community; it also recognises the importance of managing such events so that inconvenience to commuters is minimised.

What is meant by an ‘organiser’?

The legislation defines the organiser of an event as ‘the person or body that is primarily responsible for organising the event’. This means the person or body with ultimate responsibility for holding the event rather than the person or body managing the detail of the event on their behalf.

For example, in the case of a local council contracting out an event the ‘event organiser’ would be the council rather than the contracted individual or organisation. Whether the council uses an agent to carry out the organisation of an event or undertakes this organisation itself, under the legislation it is the responsibility of the council to ensure compliance with the legislation.

What is meant by ‘impact’?

In the legislation impact means the effect that an event has on public transport.

For example, an event could result in the delay, replacement, deviation or cancellation of a particular service. It could mean the need to put on additional services.

The impact on public transport services will vary from event to event and will depend on a range of factors, including whether the event is:

- held on a public holiday, school holidays, a weekday or weekend
- held at night-time or during the day
- held during peak or off-peak times
- located at a busy city intersection, along a major road, or at a venue adjacent to a public transport route
- located in a local park, civic centre or a farm paddock
- happening at the same time as other nearby events
- mobile or multi-sited

What is meant by ‘regular public transport services’?

The legislation refers to the likely impact on ‘regular public transport services’ which are services that occur on a regular basis at fixed times or frequencies on fixed routes. This means train, tram and bus services that are contracted to the government to provide transport for the public.

What is meant by ‘approval’ of a Public Transport Plan?

Approval extends only to the **Public Transport Plan** itself and not to the event as a whole. Approval is given when the Public Transport Division is satisfied that a Public Transport Plan provides sufficient and appropriate detail to allow public transport operators to organise the required level of service and to ensure any other impacts of the event on regular public transport services are minimised.

What is meant by ‘the Director’?

In the legislation ‘**The Director**’ refers to the Director of Public Transport, head of the Public Transport Division, in the Department of Transport. The Public Transport Division is responsible for ensuring that the events legislation is implemented as smoothly as possible.

Notification of an event

What does notification involve?

If an event organiser knows an event is likely to have an impact on public transport then an **Event Notification** (See *Form 2*) needs to be completed and sent to the Public Transport Division. The **Event Notification** identifies the nature of the impact that the event is likely to have and may form the basis for further discussion between the event organiser, public transport operators and the Public Transport Division.

Under the legislation notification must be in writing and must contain basic details of the event.

How long will it take for the Public Transport Division to process the notification?

The Public Transport Division will endeavour to process the Event Notification within one week of receipt.

By when do event organisers need to notify the Public Transport Division?

For an event with more than 10,000 expected attendees, the event organiser must notify the Public Transport Division **at least 150 days** before the event **if the date of the event is known at that time**.

For an event with fewer than 10,000 expected attendees, an event organiser must notify the Public Transport Division at least 120 days before the event **if the date of the event is known at that time**.

Where these timelines cannot be met because the date of the event is not known so far in advance then event organisers must notify the Public Transport Division **as soon as practicable after the date is set or known** to ensure that adequate planning of public transport services can take place.

What happens if an event organiser is unsure whether a notification is needed or not?

An event organiser may do any of the following:

- complete the Self-assessment Checklist (See *Form 1*);

Please find the attached form within this Information Kit or log onto our website, www.transport.vic.gov.au/eventnotification.

Contact the Public Transport Division to discuss the proposed event via telephone on 9655 3333, or Fax on 9095 4152, or 1800 264 644 (for country callers only) and/ or

- discuss the proposed event with the relevant local council(s).

When in doubt it is better to complete an Event Notification than to run the risk of not complying with the legislation.

What is the purpose of the Self-assessment Checklist?

The Self-assessment Checklist (See *Form 1*) is designed to help event organisers decide whether their event is likely to have an impact on public transport. If after using the Checklist an event organiser is still unclear as to whether an **Event Notification** needs to be submitted then advice should be sought from the Public Transport Division or the relevant council. The Self-assessment Checklist does not need to be returned to the Public Transport Division.

Public Transport Plan

What is a Public Transport Plan?

Whereas the Event Notification identifies the impact an event is likely to have, a Public Transport Plan shows how this impact is going to be managed.

The Public Transport Plan Checklist (see *Form 3*) is designed to help event organisers determine their public transport requirements and to manage the impact so that disruption to regular public transport users is minimised. The Public Transport Plan is intended to make it easier for event organisers to communicate their needs to the public transport operators and for public transport operators to organise their services accordingly. Where there is an existing Traffic Management Plan, event organisers do not need to prepare a separate Public Transport Plan but can **include the public transport management details in the overall traffic or event management plan**. This can then be submitted to the Public Transport Division as well as the council.

What does the preparation of a Public Transport Plan involve?

Once the Public Transport Division has determined, that a Public Transport Plan is needed, the event organiser will be advised accordingly.

As part of the development of the plan, **an event organiser is required to advise** all affected public transport operators of the event and its expected impact and to **seek proposals** from them as to how this impact can be handled. The public transport operator is required to provide a reasonable proposal and negotiate with the event organiser.

The event organiser is also required to consult with the affected council(s) and with the Public Transport Division.

If an event organiser has been asked by the Public Transport Division to prepare a Public Transport Plan then either of the following may occur:

- The Public Transport Division may organise a meeting with the event organiser **prior to** the Public Transport Plan being prepared. This meeting would generally include the event organiser, relevant public transport operator(s), representatives from the local council and other agencies as needed, such as Victoria Police or VicRoads.

The Event Notification and Public Transport Plan Checklist will generally be used as the basis for preparing the Public Transport Plan. *If there is an existing traffic and transport management plan for the event then the event organiser may use this as the basis for planning.*

- Alternatively, such a meeting may be convened **after** the event organiser has consulted with the relevant authorities and public transport operators and submitted a Public Transport Plan. An existing traffic and transport management plan may be used as the basis for this.

What if the local council already has a process in place that brings together all the relevant parties?

Where this is the case a representative of the Public Transport Division would attend these meetings rather than convene separate meetings. **For events in regional areas** a Department of Transport Regional Manager would attend the meetings on behalf of the Public Transport Division. The Public Transport Division has representatives in each of the five public transport specific regions in Victoria which are shown following.



What if the event organiser has already been asked to prepare a traffic management plan?

The Public Transport Division encourages event organisers to work closely with their local council so that the Public Transport Plan can be readily integrated into their overall event plan.

By when does the Public Transport Plan need to be submitted?

The legislation requires a Public Transport Plan to be submitted **at least 60 days prior to the event**. If this is not possible the event organiser will need to contact the Public Transport Division **as soon as possible** to agree on a date for submission. It is important that public transport operators have sufficient time to make the necessary service arrangements to ensure a well-run event.

How long will it take for the Public Transport Division to process the Public Transport Plan?

The Public Transport Division will endeavour to process the Public Transport Plan **within one month** of receiving the document.

Potential Costs

Is there an administration fee?

There is currently no administration fee associated with submitting a notification or having a Public Transport Plan assessed.

Are there any other costs?

Under the legislation the Public Transport Division may seek to recover from the event organiser part or all of the net additional costs incurred by either the public transport operators or the Public Transport Division. This can only happen if cost recovery has been made a condition of approval for the Public Transport Plan or if the event organiser has not complied with the requirements of the legislation.

For which events could cost recovery be made a condition of approval for the Public Transport Plan?

Cost recovery may be made a condition of approval for the following types of events:

- Commercial events
- Special Events

For such events the costs to the event organiser are expected to be minimal where events are planned in consultation with the Public Transport Division and public transport operators.

If providing the impact on public transport services is the same as in previous years, any costs associated with managing this impact are expected to remain the same for event organisers under the new legislation. Any existing cost recovery arrangements between event organisers and public transport operators or event organisers and the Public Transport Division are also expected to remain unchanged under the new legislation.

For which events would cost recovery not normally be made a condition of approval?

Cost recovery would not normally be made a condition of approval for the following events:

- Charitable events
- Community events

These events are normally not for profit in terms of their primary intention or purpose.

For which events will cost recovery not be made a condition of approval?

Cost recovery will not be made a condition of approval for the following events:

- Days of National Significance
- rallies and protests

These events are not for profit in terms of their primary intention or purpose.

What costs do public transport operators have?

There may be costs associated with putting on extra staff or services for an event or advertising altered public transport services to the public. Operators can be penalised by the government for non provision of services even when the circumstances – such as the closure of roads or cancellation of services because of an event – are beyond their control. Some events can severely disrupt a particular public transport service to an extent where the operator needs to recoup costs in order to meet its contractual obligations.

Who decides what these costs might be?

Where cost recovery is made a condition of approval the amount to be recovered needs to be negotiated between the event organiser, Public Transport Division and relevant public transport operators. Where cost recovery is sought by the Public Transport Division because of non-compliance with the legislation the Public Transport Division will decide costs in consultation with the public transport operators.

Any contingencies, such as delaying a transport service because the packing up time after an event has taken longer than expected, need to be identified and agreed to by the event organiser, Public Transport Division and public transport operator as soon as possible so that the event organiser has a clear idea of what, if any, costs they might need to budget for.

How much are these costs likely to be?

It is difficult to provide an exact figure or even a broad range as the amount will depend on a range of factors, including the level of impact, and whether public transport operators have had sufficient notice to be able to plan early. If an event organiser already budgets for a particular cost it can be expected that this will not change under the new legislation. Existing cost recovery arrangements between the event organiser and public transport operator or the Public Transport Division will not be affected by the new legislation unless the event itself and its likely impact on public transport have changed.

In some cases, such as where the impact is minimal and/or the event organiser is genuinely seeking to minimise any impact, the public transport operator(s) or Public Transport Division may choose to either mitigate or waive costs.

In summary:

- The Public Transport Division will focus primarily on encouraging compliance rather than penalising non-compliance by seeking cost recovery
- The Public Transport Division expects event organisers to genuinely endeavour to comply with the requirements to notify as soon as possible and to work closely with public transport operators.
- For commercial events and Special Events existing costs and cost recovery arrangements remain the same under the legislation (unless the likely impact on public transport services has changed)

Types of Events

How are events categorised by the Public Transport Division?

Charitable events – run primarily for charitable or non-profit purposes. In these cases, all or nearly all of the proceeds are directed to a registered charity. Cost recovery would not normally be made a condition of approval of the Public Transport Plan.

Community events – run primarily for community entertainment purposes. These events provide free or low cost entertainment for general public participation and are generally not-for-profit events. Cost recovery would not normally be made a condition of approval of the Public Transport Plan.

Rallies and protests – organised for a specific political or industrial purpose. Such events are not-for-profit and entail freedom of speech and association. In such cases a Public Transport Plan, if required, would be prepared by the Director in consultation with the event organiser. In such cases the issue of cost recovery will not arise.

Days of National Significance – include Anzac Day, Australia Day, Remembrance Day, official days of mourning, State funerals. In such cases cost recovery would not be made a condition of approval of the Public Transport Plan.

Commercial events – run primarily for profit. These events are generally fee-paying activities organised by business or commercial entities. In these cases cost recovery may be made a condition of approval of the Public Transport Plan.

Special Events – generally planned activities that involve significant numbers of people, require special transport and traffic management arrangements and involve multiple agencies. Such events can overlap with other categories. In such cases cost recovery may be made a condition of approval of the Public Transport Plan.

Where there is disagreement regarding how an event is categorised or if cost recovery would be made a condition of approval of the Public Transport Plan then the discretionary power of the Director of Public Transport will apply.

Note: For all categories, cost recovery may result if an event organiser does not comply with the legislation.

Self-assessment Checklist (Form 1)



Self-assessment Checklist

This checklist is to help Event Organisers decide whether or not the Public Transport Division (PTD) of the Department of Transport needs to be notified of your event.

This checklist is a self-assessment tool only and does not need to be returned to the Public Transport Division of the Department of Transport.

To make the process easier, events have been classified into two categories on this checklist.

Tick the relevant boxes

Category 1	Category 2
<p>A Category 1 event is likely to have an impact on the public transport system by:</p> <p><input type="checkbox"/> requiring additional services</p> <p><input type="checkbox"/> delaying a service</p> <p><input type="checkbox"/> causing an alteration in route</p> <p><input type="checkbox"/> causing the cancellation of a service</p> <p><input type="checkbox"/> causing a service to be replaced.</p> <p>These outcomes may occur, for example, if an event:</p> <ul style="list-style-type: none"> • requires a road closure • requires additional parking • causes possible congestion in the area or roads leading into the area • limits or prevents pedestrian access. <p>A Category 1 event is also likely to:</p> <p><input type="checkbox"/> require the involvement of one or more public transport operators (tram, train and bus).</p>	<p>A Category 2 event is not likely to have an impact on the public transport system but may:</p> <p><input type="checkbox"/> have an impact on traffic management</p> <p><input type="checkbox"/> require advertising of the event's traffic management aspects to a wide audience</p> <p><input type="checkbox"/> disrupt the non-event community</p> <p><input type="checkbox"/> involve VicRoads, Citylink.</p>

Does your event fall into Category 1 or Category 2?

If you ticked any of the boxes in **Category 1**, then you are required to complete an **Event Notification** and send it to DOT. This can be found in the information kit or downloaded from the DOT events legislation web site (www.transport.vic.gov.au/eventnotification).

If you ticked any of the boxes in **Category 2**, or if you are still uncertain, then you are advised to discuss this with DOT or your local council to make sure that a notification is not needed.

Event Notification (Form 2)



Event Notification Form

1. The event

Name/nature of event:

Location (incl. map reference and name of directory, for example, Melways Ref Map 72 H4):

Event day/s and date/s: from / / to / /

Event: start time finish time

Event set-up to begin: date time

Event pack-up to finish: date time

Brief description of event:

Estimated attendance at event:

2. Responsible organisation

Organisation:

Contact:

Address:

Telephone: Mobile:

Fax: Email:

Web site:

3. Event organiser (the person/body, if any, organising the event on behalf of the above)

Organisation:

Contact:

Address:

Telephone: Mobile:

Fax: Email:

Web site:

4. Public Transport Impact *Tick the relevant boxes*

What type of public transport service will be affected?

Train Tram Bus

How will the public transport service be affected?

- by causing an alteration in route
- by delaying a service
- by causing a service to be replaced
- by causing the cancellation of a service
- by requiring additional services
- by requiring a road closure
- by requiring additional parking
- by causing possible congestion in the area or roads leading into the area
- by limiting or preventing pedestrian access
- other

Please provide further details of the anticipated impact:

5. Council consultation *Tick the relevant boxes*

Have you discussed this notification with the local council(s) in which your event will be taking place? YES NO

Name of local council(s) in which event will take place:

--

Council(s) contact details:

Office use only	Registration no.
	File no.

Postal address: Special Events, Public Transport Division, Department of Transport, GPO Box 2797, Melbourne, Victoria 3001

Email: event.notification@transport.vic.gov.au

Please refer to www.transport.vic.gov.au for information about the Department's privacy policy.



PublicTransport Plan Checklist (Form 3)



Public Transport Plan Checklist

PLEASE NOTE: for most events, the Public Transport Plan will form one part of an overall events plan required by the local council.

If information about the event has already been provided as part of a broader plan, then this information does not need to be included again in the Public Transport Plan.

1. Impact

Using the following items as a guide, please provide a more detailed description of the nature of the impact on public transport where relevant and how it is going to be addressed:

- additional train, tram and/or bus services required
- any expected delays in train, tram and/or bus services (if so, for how long?)
- any train, tram and/or bus services that will need to be diverted (location/s?)
- any cancellation of services that will need to be made (which ones? for how long? how is this impact going to be managed?)
- any services that need to be replaced
- other aspects of your event that are likely to have an impact on public transport and how these are being managed
- council parking facilities (will parking facilities adjacent to or near public transport routes be affected? will buses/coaches require parking facilities?)
- proposed road closures (location, duration, traffic management measures)
- public transport staff (what roles will they be expected to have?)
- crowd control/marshalls around public transport areas
- crowd dispersal after an event (how will this be managed? will public transport services be affected?)
- events parking (patrons, bus or coach parking; will public transport services be affected?)
- management of pick-up and drop-off facilities for event patrons (will public transport services be affected?)
- vehicle access and management (will public transport services be affected?)
- pedestrian management (will public transport services be affected?)
- disability access management (will public transport services be affected?)
- emergency access management
- advertising (is public transport going to be promoted? how will the public be notified of any changes to public service arrangements?)
- contingency plans (for example, how will participants leave the event if a public transport service is temporarily unavailable?)

2. Map

Attach a map or maps of the area showing:

- the location or route of the event
- a site plan if relevant
- the location(s) of the public transport services affected and how this impact is being managed.

The completed Public Transport Plan needs to be submitted **60 days** before the event. If this is not possible, then please contact the Public Transport Division to arrange a mutually acceptable date for submission.

Postal address: Special Events Public Transport Division
Department of Transport, GPO Box 2797, Melbourne, Victoria 3001

A copy of the events legislation



Part VI

Division 10—Events Affecting Public Transport

(Effective from 1 January 2006)

192. Meaning of ‘event’ and ‘organiser’

- (1) In this Division, an ‘**event**’ is a gathering of people for a common purpose or purposes that is organised by a person or body.
- (2) For the purposes of this Division, the ‘**organiser**’ of an event is the person or body that is primarily responsible for organising the event.

193. Events to which this Division applies

This Division only applies to an event if it is reasonable to expect that the event will require the deviation, delay, replacement, supplementation or cancellation of a regular public transport service provided by a passenger transport company or a bus company.

194. Meaning of ‘regular public transport service’

For the purposes of this Division, a public transport service is regular if it is scheduled to occur on a regular basis at fixed times or frequencies on fixed routes.

195. Organiser must give notice of proposed event

- (1) The organiser of an event must notify the Director that the event is to be held:
 - (a) in the case of an event that is reasonably expected to attract an attendance of no more than 10 000 people, at least 120 days before the event starts, if the date of the event is set or known by the organiser at least 120 days before the event is to start;
or
 - (b) in the case of an event that is reasonably expected to attract an attendance of more than 10 000 people, at least 150 days before the event starts, if the date of the event is set or known by the organiser at least 150 days before the event is to start; or
 - (c) as soon as is practicable after the date of the event is set or known by the organiser, if that date is only set or known less than 120 or 150 days (as the case may be) before the event is to start.
- (2) The notification of the event:
 - (a) must be made in writing; and
 - (b) must contain a description of the event and any other details required by the Director by notice published in the *Government Gazette*.

196. Director may ask that a public transport plan be submitted

After receiving notification of an event, the Director may, after consultation with each municipal council in whose municipal district the event is to be held, ask the organiser of the event to submit a public transport plan for the event to the Director.

197. Public transport plans

- (1) A public transport plan is a document that identifies the impact an event is expected to have on regular public transport services and that sets out:
 - (a) the measures by which it is proposed to mitigate that impact; and
 - (b) any proposals to modify the affected services to provide for any additional public transport needs generated by the event.
- (2) Without limiting the generality of sub-section (1), a public transport plan must address the following issues arising from the event to the extent that they contribute to the impact of the event on public transport:
 - (a) the management of vehicular traffic;
 - (b) the management of the movement of pedestrians;
 - (c) the provision of public transport services;
 - (d) the safety of people in relation to public transport services;
 - (e) the provision of access by emergency services to, or through the area affected by, the event;
 - (f) the maintenance of access to public transport services from properties in, or next to, the area affected by the event;
 - (g) the existence, or provision, of parking facilities.

198. Preparation of public transport plans

- (1) If the organiser of an event is asked by the Director to prepare a public transport plan for the event, the organiser must:
 - (a) advise all affected passenger transport companies and bus companies of the event and its expected impact, and seek proposals from them as to how to deal with that impact; and
 - (b) in the light of those proposals, attempt to negotiate an agreement with those companies on how to deal with that impact; and
 - (c) consult, in respect of the plan, with:
 - (i) all affected municipal councils; and
 - (ii) if asked by the Director, with the Director.
- (2) If the organiser of an event seeks a proposal from a passenger transport company or bus company under sub-section (1), the company must take all reasonable steps to provide a reasonable proposal and must attempt to negotiate an agreement with the organiser as to how to deal with the impact of the event on its regular public transport services.

199. By when public transport plans to be submitted

- (1) If asked to provide a public transport plan to the Director under this Division, an event organiser must submit the plan to the Director:
 - (a) if notification of the event was given to the Director under section 195(1)(a) or 195(1)(b), at least 60 days before the event is to start; or
 - (b) if notification of the event was given to the Director under section 195(1)(c), by the date specified by the Director.
- (2) In specifying a date for the purposes of sub-section (1)(b), the Director must ensure, having regard to the time available before the event is to start, that the date specified will enable the organiser to have sufficient time to prepare the plan.

200. Director may impose fee

- (1) The Director may, by notice published in the *Government Gazette*, set a fee that is to be paid by an event organiser who submits a public transport plan to the Director.
- (2) If the Director has set a fee under sub-section (1), an event organiser who submits a public transport plan to the Director must pay the fee to the Director.
- (3) If the Director has set a fee under sub-section (1), he or she may refuse to consider a public transport plan until the fee payable in relation to the plan has been paid.

201. Alternative arrangements if time limited

- (1) This section applies if:
 - (a) the Director receives notification of an event under section 195(1)(c); and
 - (b) in the opinion of the Director:
 - (i) it would be desirable to minimise the impact the event will have on regular public transport services; but
 - (ii) there is insufficient time to require the organiser of the event to submit a public transport plan for the event.
- (2) The Director may require the organiser of the event, for the purpose, in the time available, of minimising the impact the event will have on regular public transport services, or of providing for any additional public transport needs that may be generated by the event, to do all or any of the following:
 - (a) to liaise with specified passenger transport companies or bus companies; or
 - (b) to attend meetings organised by the Director; or
 - (c) to take any other action specified by the Director.

202. Director may waive or reduce time limits

- (1) The Director may waive or reduce any time limit referred to in section 195 or 199.
- (2) The Director must exercise the power conferred by this section reasonably.

203. Approval of public transport plans

- (1) The Director must approve or not approve a public transport plan that has been submitted to him or her.
- (2) In approving a public transport plan, the Director may impose conditions to which his or her approval is subject.
- (3) Without limiting the generality of sub-section (2), the Director may make the approval of a plan subject to the condition that the event organiser who submitted the plan meet all or part of any net additional costs incurred by the Department or a passenger transport company or bus company as a result of the holding of the event.

204. Consequences of a failure to comply with this Division

- (1) This section applies if an event to which this Division applies is held and the organiser of the event:
 - (a) fails to comply with section 195; or
 - (b) fails to submit a public transport plan to the Director after being asked to do so; or
 - (c) fails to comply with any conditions to which the approval of a public transport plan is subject; or
 - (d) unreasonably fails to comply with any requirements imposed by the Director under section 201.
- (2) This section also applies if an event to which this Division applies is held after:
 - (a) the Director has refused to approve a public transport plan submitted to the Director in relation to the event; or
 - (b) a public transport plan is submitted to the Director, but it is not approved either because:
 - (i) it was not submitted in accordance with this Division; or
 - (ii) any fee payable in relation to the plan was not paid:and no such plan approved by the Director exists at the time the event is held.
- (3) The Director may recover from the organiser as a debt the whole or part of any net additional costs incurred by the Department or a passenger transport company or bus company as a result of the holding of the event or of the breach of conditions.
- (4) If the Director recovers under this section any costs incurred by a passenger transport company or bus company, the Director must remit those costs, less any reasonable costs incurred by the Director in recovering the costs, to the company as soon as is practicable after receiving them.
- (5) Except as provided by this section, the organiser of an event is not otherwise liable either criminally or civilly for any failure to comply with this Division.
- (6) The organiser of an event is not liable to be stopped from holding the event by way of injunction merely because there has been a failure to comply with this Division in respect of the event.