About this package

Thank you for your interest in running an event at the Scarborough Beach precinct ("Precinct").

With the newly redeveloped Precinct destined to be a mecca for summer usage, with a variety of events, there is a risk to public safety due to vehicles accessing the precinct, resulting in potential conflict with pedestrians, cyclists and path users.

It is vital for the Event Manager to demonstrate to the City how vehicle access and travel, and the safety of pedestrians will be managed during events.

The City recognises that not all events operating in the Precinct are equal in terms of vehicle access requirements; therefore this package has been designed to help you to determine whether or not your event will require a professional Traffic Management Plan or a Vehicle Management Plan.

This Package is comprised of three sections:

1. **Vehicle management guidelines:** read this document first to gain an understanding of the minimum requirements the City has for managing event-related vehicles at the Precinct.

2. **Self-complete checklist:** complete this to determine if your event will require a professional Traffic Management Plan or a Vehicle Management Plan.

3. **Vehicle management plan form and map:** if the self-complete checklist results indicate that a Vehicle Management Plan is applicable, continue to complete this Form and use the map provided to identify your vehicle's access points and signage. This Form and Map becomes your Vehicle Management Plan and must be provided with the Event Application and will be reviewed by the City's Traffic Management Team for consideration.

It is the full responsibility of the Event Manager to implement the plan, and manage all onsite risks and operations.

The event vehicle management approval process

Determining whether you need to submit a professional Traffic Management Plan or a Vehicle Management Plan is a three-step process.

Step one:
After reading the Vehicle Management Guidelines, complete the Self-Complete Checklist.

Step two:
If the Checklist deems a professional Traffic Management Plan is **not** required, please complete the Vehicle Management Plan Form and map/s and submit these together with your completed Self-Complete Checklist to the City with your Event Application package. There are two maps – one for utility-type vehicles and one for small trucks (maximum 8.8 metres or 5 tonne). Please use the map relevant to the type of vehicle that will be on site.

Step three:
The City will advise if the Vehicle Management Plan has been accepted or whether a professional Traffic Management Plan is required, noting that it is not the City's responsibility to design either a Vehicle Management Plan or a Traffic Management Plan for non-City operated events.

> ➢ *Please note that if the Checklist deems a professional Traffic Management Plan, please consult an accredited Traffic Management Company and ensure it is endorsed by a Road Traffic Manager before submitting the plan to the City as part of your Event Application.*

Timeframes

In order for the City to review the Vehicle Management Plan and for you, the Event Organiser, to consult a Traffic Management Company (if deemed necessary), it is imperative that the Vehicle Management Plan Form and Map and Self-Complete Checklist are submitted to the City no later than **8 weeks prior to staging of the event**.

Failure to submit this information within this timeframe may result in your event not being approved by the City.

Vehicle management guidelines

Conditions

The following conditions must be adhered to by all Event Managers operating events at the Precinct. It is the responsibility of the Event Manager to ensure these requirements are adhered to at all times.

1. A documented permitted vehicle log (example provided on page 6) must be used and made available for the City to inspect at any time during the event.

2. Permitted vehicles to clearly display a pass as issued and approved by the event organiser, noting this as a permitted vehicle for the identified event.

3. Entry/exit points must be controlled to ensure permitted vehicle access only (please note these on the map provided).

4. Appropriate onsite signage to be installed at entry points, at each exit point and throughout the precinct regarding vehicle use (please note proposed location of signage on the map provided).

5. All signage must be clearly and suitably visible to all passing traffic, both vehicle and pedestrian, including the placement of signage at pedestrian entry and exit points and must display the event and/or event organiser's logo.

6. Authorised persons to stop vehicles as required.

7. A minimum of one spotter wearing hi-vis must be provided to escort each vehicle.

8. Event vehicles must travel at walking pace speed (no faster than 8kph) while being escorted.

9. Event vehicles must use hazard lights; ensure windows are down; and radios/music etc. turned off.

10. The bump-in/bump-out or ingress/egress schedule must be staggered for all vehicles. Maximum of three vehicles travelling at the same time (minimum one spotter per vehicle).

11. All non-essential event vehicles must be removed from site no later than 30 minutes prior to the event commencing. Essential event vehicles (e.g. food trucks, First Aid) are not permitted to park on the lower promenade/footpath, or block pedestrians or emergency access points. Please see page 4 for a definition of a non-essential vehicle.

12. Vehicles can only access the event space post-event with the Event Managers permission and must be accompanied by a spotter (minimum one spotter per vehicle).

13. Pedestrians and cyclists have right-of-way at all times.

14. All incidents (e.g. a vehicle vs pedestrian incident or near miss) must be reported verbally to the City's Security Team on 1300 365 356 as soon as practicable. A written report must also be submitted to the City within 24 hours of the incident by emailing culture@stirling.wa.gov.au. An Incident Report template can be downloaded from here: https://www.commerce.wa.gov.au/sites/default/files/atoms/files/accident-incident_report_form.pdf

15. The Event Manager must ensure that Traffic Controllers are fully briefed of these Vehicle Management Conditions and the relevant Vehicle Management Plan or professional Traffic Management Plan prior to the commencement of the bump-in of the Event.

Definitions

Spotter – a person/s who, by walking in front of, guides/escorts vehicles to a determined location, and observes and manages pedestrians, other vehicles and/or other risks.

Non-essential vehicles – vehicles that are not crucial to the operation of an event (e.g. delivery vehicles and trailers, event organiser vehicles).

Essential vehicles – vehicles that are required to remain on site during the operation of an event (e.g. emergency services vehicles, food trucks that operate direct from the vehicle, lighting tower trailers etc).

Authorised vehicles – any vehicle that has been permitted to drive on the reserve or in the event space by the City of Stirling and the event organiser.

Authorised person – any person that has been permitted by the Event Manager to stop or control

Bump in – the process of loading in and setting up all infrastructure, equipment and services to an event site

Bump out – the process of packing up and removing all infrastructure, equipment and services from an event site.

Utility vehicle (ute vehicle) – a 2 or 4 wheel drive single of chassis cab, with a flat tray or canopy (e.g. Toyota Hilux). Also includes standard sedan, hatch-back, station wagon or sports utility vehicle.

Small truck (8.8m service vehicle) – a truck up to 5 tonne weight capacity and maximum length of 8.8m (inc. cab and tray), either flat-bed tray or pantec/box on rear. Also includes utility/vehicle with a trailer.

Controlled – checking vehicles against a list of approved event/vendor vehicles prior to allowing them through the approved/designated access point and ensuring access point(s) are manned throughout bump in and bump out until the access point is closed from public access.

Self-complete checklist

Event information

Event name: _____

Event date/s: _____

Event times: _____

Location within the Scarborough Beach precinct:

☐ Scarborough Amphitheatre (seating area, central beach area and grassed tiers)

☐ Scarborough Square 'Djinda Mia' (paved area adjacent to The Esplanade)

☐ Scarborough Reserve (northern grassed area)

☐ Scarborough Beach (sand/ocean)

☐ Snake Pit (skate bowl, skate/BMX plaza, bouldering wall)

Bump in date and time: _____

Bump out date and time: _____

Checklist

	Yes	No
Are you planning on closing any roads?		
Does the event have the potential to create a traffic or pedestrian hazard within the roadway?		
Do you require more than a total of 6 essential and non-essential vehicles for your event? If 'yes' how many will you require? _____		
Will any vehicles (essential or non-essential) larger than a utility or small truck be accessing public space (e.g. driving on the footpaths, paved or grassed areas)?		
Is your bump in time after 9am and/or the bump out time before 7pm?		
Do you have personnel that are/will work as traffic control for this event that do not have previous experience in traffic management?		

1. If you have answered **'No'** to all of the above then please complete Vehicle Management Plan Form and Map on pages 7 to 10 of this Package and submit these as part of your Event Application package or Booking Application Form to culture@stirling.wa.gov.au

    I. The Vehicle Management Plan Form and Map and Self-Complete Checklist are to be submitted to the City no later than 8 weeks prior to staging of the event

2. If you have answered **'Yes'** to any of the above, a professional Traffic Management Plan may be required.

    I. The City will clarify if a professional Traffic Management Plan is required; please do not proceed until confirmation is provided.

    II. Once receiving direction from the City, please engage an accredited Traffic Management Company to develop the Traffic Management Plan, ensuring it is endorsed by a Road Traffic Manager before submitting the plan to the City as part of your Event Application package. (Please do not complete the Vehicle Management Plan Form and Maps).

Scarborough event vehicle management information package

Vehicle management plan form

1. **Please provide your bump in/out schedule, or use the below table to list the vehicle schedules. Ensure you include the full scope of vehicles, times and entry/exit point which will require access to the precinct:**

Vehicle type (utility or small truck)	Vehicle purpose	Access point	Delivery point	Travel path	Time in	Time out
E.g.: utility	Marquee delivery	Lower promenade - south	Amphitheatre beach area	Beach access track	6.00am	7.30am

Note: You can copy this table to create the vehicle log required as part of the Vehicle Management Guidelines Conditions (Page 3) by adding a column to record vehicle registration numbers.

2. **Please use the map/s provided to display your bump in/out procedure noting:**

   • entry/exit points and travel paths for vehicles (please complete relevant map for each vehicle size/type and draw over the pre-determined travel paths/access points)

   • signage used as part of this Vehicle Management Plan

3. How are all vehicle management personnel communicating with other event staff and vehicle drivers (e.g. within listening distance, radios, hand signals, mobile phones etc.)?

   _____

   _____

4. What is your incident report process?

   _____

   _____

5. What is the predicted flow of pedestrians and road traffic, in the precinct area at the time of your bump in/out?

    _____

    _____

6. How will you manage the pedestrian movements during the bump in/out?

    _____

    _____

7. What is your process for debriefing on traffic management post event?

    _____

    _____

Ute Vehicle Access Map

City of Stirling — City of Choice

Legend

1	Outdoor exercise equipment
2	Scarborough Reserve
3	Lotterywest Whale Playground
4	Sunset Hill
5	Half basketball court
6	Climbing wall
7	Skate bowl
8	Skate parks
9	Clock Tower
10	Djinda Mia (Scarborough Square)
11	Scarborough Amphitheatre
12	Scarboro Surf Club & Function Room
13	Scarborough Beach Pool
14	Brighton Reserve & Playground
15	Tjunta Trail: Episode 1
16	Tjunta Trail: Episode 2
17	Tjunta Trail: Episode 3
18	Tjunta Trail: Episode 4
19	Tjunta Trail: Episode 5
20	Whale Artwork
21	Watch Over You
22	Weaving of Stories
23	Mystic Edge
24	Scarborough GT
25	Ethereal Welcome Hand

8.8m Service Vehicle Access Map

City of Stirling — City of Choice

West Coast Highway

Reserve Street

Manning Street

Scarborough Beach Road

The Esplanade

Brighton Road

The Esplanade

Beach Services access road

Legend

1	Outdoor exercise equipment
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Service Vehicle (8.8m)

- Overall length 8.8m
- Overall width 2.5m
- Overall body height 4.3m
- Min Body Ground Clearance 0.427m
- Track width 2.5m
- Lock to lock time 4 sec
- Curb to curb turning radius 12.5m