Department of Transport

Sample Public Transport Plan Guide (Metropolitan Bus)

**The following document can be used as guide or template when**

**creating your Public Transport Plan (PTP), with the option to**

**insert your relevant event information and submit to**

**Department of Transport (DoT) for approval.**

**Sections of the Sample PTP may not be relevant to all**

**events within Victoria, due to their Metropolitan or**

**Regional locations.**

**In cases where events do not impact on a mode of**

**transport, this section can be removed from your**

**submitted plan.**

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Public Transport Plan

**Event Name**

**Event Date**

**Event Logo**/ **Imagery**

1. Event Description

This includes the name, type and purpose of the event.

Event start time

Event finish time

Estimated event attendance

1. Event Venue and Location

This may be an indoor or outdoor venue, local park, or on road event.

Address of venue.

An Aerial Map or SEMS Event Map can be inserted, indicating the affected roads and public transport routes surrounding the venue. These can be taken from Google Maps, Near Maps or SEMS.

For Example:

SEMS Location Map of Nelson Place, Williamstown



1. Summary of public transport service impacts

Please complete this section either as you go, or at the end of organising your arrangements with the Public Transport Operator.

|  |
| --- |
| **Bus Services** |
|  | Diverted Services | Additional Services | Replacement Services | Additional Staff/ Management | Additional Communications |
| Bus  | Yes/No | Yes/No | Yes/No | Yes/No | Yes/No |

1. Summary of concurrent public transport service occupations

Please complete this section either as you go, or at the end of organising your arrangements. This information will provide Department of Transport (DoT) and Public Transport Operators (PTO) with an insight into what external operations may impact on planning alternative transport arrangements.Advice can be received from the local PTO, Council or DoT.

|  |  |
| --- | --- |
| **Mode** | **Occupation/ s** |
| Train (Metropolitan) | Sandringham Line Bus Replacement – Sandringham to Mordialloc - 21:00 Friday 14 to 03:00 Monday 17 August |
| Train (Regional) | Geelong Line Bus Replacement – Geelong to Southern Cross – All Day Saturday 15 & Sunday 16 August |
| Tram (Metropolitan) | Route 86 Bus Replacement – Waterfront City Docklands to Melbourne Museum – All Day Saturday 15 & Sunday 16 August |

1. Summary of concurrent events in Regional Victoria

Please list any other concurrent events that may impact on your event or occurring within the same Region. This information will provide DoT and PTO’s with an insight into what external operations may impact on planning alternative transport arrangements.Advice can be received from the local Council or DoT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Event Name** | **Event Location** | **Start time** | **Finish time** | **Estimated Attendance** |
| Fri 14 Aug | Williamstown Night Market  | Commonwealth Reserve | 17:00 | 21:00 | 10,000 |

*\*Concurrent event applies to those within the location/ region*

1. Road Closure and Diversion Details

Please indicate which transport mode will be affected by the below event road closures, including the nominated traffic diversion routes, as increased traffic congestion may affect public transport.

🞎 Bus

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Road/ Street Name** | **Section** | **Direction closed** | **Date Closed**  |  **Time Closed** | **Diversion Route** |
| Nelson Place, Williamstown | Cole to Ann Street | Both directions | Sun 16 August | 12:00 to 20:00 | Nelson Place-Cole Street - Aitkin Street-Ann Street |

1. Changes to Traffic Conditions Details

Will there be changes to speed limits set up and approved by the Roads team? List the roads and corresponding changes to speed restrictions. Information on changes to traffic conditions must be communicated to on road bus operators.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Road** | **Section** | **Normal speed** | **Altered speed** | **Date** | **Time**  |
| Nelson Place, Williamstown | Ferguson Place to Cole Street | 50 kmph | 40 kmph | Sun 16 Aug | 12:00 to 20:00 |
| Cole Street, Williamstown | Aitkin Street to Nelson Place | 50 kmph | 40 kmph | Sun 16 Aug | 12:00 to 20:00 |

In the instance where there is an existing Traffic Management Plan which includes this information, please indicate whether this document is attached to support this section of the plan

1. Bus Service Changes

**Service Changes**

Please indicate how Bus services will be impacted and managed as a result of the event, including the nominated block & hold, bus replacement and/ or diversion details, as increased congestion may also affect the public transport network. Please include details of any bus stop closures, temporary bus stops or additional bus shuttle arrangements. This includes Night Network Services.

Details of the service changes can be included as per the below description, or in table format.

For example:

**Description:**

Sunday 16 August

From 12:00 until 20:00, Bus Route 471 Sunshine Station – Williamstown will be impacted by the Williamstown Fun Walk in Nelson Place, between Cole and Ann Streets. Bus Services will be diverted and travel via Cole Street, Aitkin Street and Ann Street in both directions.

The following bus stops will not be serviced on Sunday 16 August, and require a Customer Bulletin and Bag:

* Cole St/Nelson Pl (Williamstown) ID 7182, 5506
* Nelson Pl/Ann St (Williamstown) ID 7232, 5507

The following temporary bus stops will be required on Sunday 16 August:

|  |  |  |
| --- | --- | --- |
| Street Address | Cross Street | Date |
| 1 Cole Street | Parker Street (southbound) | 16 August |
| 2 Cole Street | Parker Street (northbound) | 16 August |

**Table:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Route No. | Route Description | Road Closure  | Diversion Route | Diversion Time | Stop Closures |
| 471 | Sunshine Station - Williamstown | Sturt Street between Doveton and Lydiard Streets | Both directions via Cole St, Aitkin St, Ann St | 12:00 to 20:00 | * Cole St/Nelson Pl (Williamstown) ID 7182, 5506
* Nelson Pl/Ann St (Williamstown) ID 7232, 5507
 |

|  |
| --- |
| Temporary Bus Stops |
| Street Address | Cross Street | Date |
| 1 Cole Street | Parker Street (southbound) | 16 August |
| 2 Cole Street | Parker Street (northbound) | 16 August |

**Summary of Additional Services**

Some large events may require additional bus services, due to their location and event requirements. Please include any details regarding the additional services and stops required, particularly in the instance where services operate along an existing public route.

Additional bus services for events must be paid for by event organisers, as part of the overall event costs. The Department of Transport does not have any funding for this purpose. In the instance where event organisers require advice or assistance with additional bus planning, DoT can provide this where possible. Please contact our Special Events team for further advice at event.notification@ptv.vic.gov.au

**Bus Route and Stop Information**

Please include details of the affected bus stops including their Stop ID’s, which can be identified in SEMS using the Map and Information tools. Bus Routes can be identified in SEMS by the Orange Lines, and Bus Stops by the Orange Triangles.

Using the information tool provided, you can select a Line or Triangle to identify their description, and then List affected bus stops and any replacement temporary bus stop locations.

Describe arrangements in place for any additional staff to manage the temporary bus stops.

Bus Route and Stop



**Staffing**

Please include any arrangement for additional staffing to assist with operations during your event.

In the instance where there is an existing Traffic Management Plan which outline’s crowd management treatments, barriers, staff etc, please indicate whether this document is attached to support this section of the plan.

**Communications**

Customer Bulletins are required for each affected bus stop when services cannot access a specific bus stop. Customer Bulletins assist customers with information regarding the details of when the stop will close and reopen, and where their nearest bus stop is to access services. Confirmation of bus stops that require a Customer Bulletin are required, and whether the stop is also required to be closed or ‘bagged’ if the closure will occur all day.

If a bus stop requires bagging, the DoT carries this out via an external contractor prior to and post event and may require access to road closures to carry this out. Alternatively, an arrangement for the event organiser or local bus operator to post the customer bulletins can be formed, once copies of the customer bulletin are drafted by DoT and set to the relevant stakeholder.

Example of a DoT Customer Bulletin:



Information regarding the service changes will also be advertised via the Public Transport Operator and Public Transport Victoria (DoT) website.

**Metropolitan Local Area Network Maps**

<https://www.ptv.vic.gov.au/more/maps/metropolitan-local-area-maps/>

**Metropolitan Bus Night Network Map**

<https://www.ptv.vic.gov.au/assets/PDFs/Maps/Night-Network-maps/e8f84509e5/PTV_NightBus_map_2016.pdf>

1. Event Day Communications

Please include the following details;

* Location of Event Operations Centre (EOC)
* Operating hours of EOC
* Contact numbers for Event Day staff
* Contact names and numbers for public transport staff managing services on event day