

# Sample Public Transport Plan

A Public Transport Plan (PTP) forms part of either the Event Management Plan or the Traffic (and Transport) Management Plan (TMP). If you do not have a separate TMP then the PTP should be incorporated into your event management plan.

A PTP shows how an event's impact on regular public transport services (i.e. deviation, delay, replacement, supplementation, cancellation) will be managed before, during and after your event.

The PTP is intended to document arrangements agreed at meetings (e.g. A-Team, Y-Team, council meetings etc.) between an event organiser and a public transport operator. It will consist of a description and in some instances be supported by maps. This will make it easier for public transport operators to assist event organisers to manage public transport around an event.

Not all of the information included here will relate to your event. Please include only those items that are relevant.

Please refer to the **Public Transport Plan Checklist** for any other items that are relevant to your event and should be incorporated into the plan as shown in the sample.

The following is a **sample** of the sort of information which would be included about public transport services in a Public Transport Plan.

# The Super Fun Event

## Sample Public Transport Plan

## Description of the Event and the Impact on Public Transport

If a description of the event has not been provided in the Event Management Plan, it should be included here, along with a full description of the impact that the event has on public transport.

Exact details of road closures and treatments have not been included here as they are assumed to be captured in the Traffic Management Plan along with the following:

Example:

The Super Fun Event will result in road closures roads A, B and C from 0700 until midnight as described in the traffic management plan. During this time, tram and bus services will be diverted as per the routes listed below. Extra tram services have also been arranged to carry the large number of patrons who will be attending the event. Information on extra services is shown below.

### Tram Services

#### Service Diversions

Routes 109 / 112

From 0700 – midnight trams will divert at Victoria St via La Trobe and Spencer Sts.

Routes 86/96

From 0700 – midnight trams will divert at Victoria St via La Trobe and Spencer Sts.

All services will return to normal service from first tram on Monday 15.02.xx.

**OR**

#### Additional Services

Extra tram services will be operating for the event starting at 0900 and finishing at 2315. Please see the following schedule for extra services:

Route 2		Notes (example)
<b>Time Band</b>	<b>Frequency</b>	<ul style="list-style-type: none"><li>Additional services will operate between Spencer &amp; Lonsdale and St Kilda Station between 1100 and 1700 at an 8 minute frequency.</li><li>First Tram leaves City (Bourke &amp; Swanston) at 0736.</li><li>Last Tram to City leaves St Kilda Station at 2343.</li><li>Last Tram to Whiteman &amp; Clarendon leaves at 2423</li></ul>
0736 to 0900	Normal service	
0900 to 1100	6 minutes	
1100 to 2000	4 minutes	
2000 to 2315	6 minutes	
2315 to last	Normal service	

**OR**

**Delays to tram services**

Between 1200 and 1400 for the parade, there will be a block and hold for tram services along Road A at the intersection of Road C. Trams services will be held by Victoria Police for X minutes while the parade moves through the intersection.

**Short Shunted Services**

Tram route number 1 will be short shunted at street A and Street B from 0700 until 2315. Between street A and B, a bus shuttle will replace tram services from 0700 until 2315 and travel around the event via the route shown in the attached map.

**Staffing**

5 Yarra Trams Customer service staff will be positioned at stop 14 and 15 on Road A to assist passengers with travel between here and there from 0700 until 2315.

**Cleaning**

The Extra Fussy Cleaning Company has been engaged to clean the event area including cleaning of tram tracks post event. Cleaning will occur from 2300 – 2400.

**Passenger Notifications**

The Super Fun Event will be running advertising for the event in newspaper A and B plus radio advertisements. It has been agreed with Yarra trams that changes to tram services will be included in the campaign.

The campaign will run on the following dates:

Newspaper A – page 5, Date a, b and c

Newspaper B – page 10, Date a, b and c

Radio Station e.g. 3AW: advertisements will run at 10am and 6pm from date 1 to date 2.

## **Bus services**

### **Service Diversions**

From 0700 – midnight, bus routes numbered 1 2 and 3 will be diverted around the event at Victoria St running down Exhibition St, turning right at Flinders and resuming normal route. Bus routes 1, 2 and 3 will return to normal service from first bus on Monday 15.02.xx.

It has been organised with the operator that passenger notifications will be posted in all buses on the affected route from 5 days prior to the event.

**OR**

### **Additional Bus Services**

**Note:** For metropolitan events, extra bus services are not usually provided. For regional events, extra services may be organised by the DOT Regional Manager in conjunction with the bus operator. Details of any extra services including start and finishing times, stops (if different to normal route stops), bus supervisor or customer service staffing and the timetable of services should be included here.

### **Charter Coaches and Tour Bus Services**

A number of private coach companies will be bringing event patrons from various country towns to the event. Coaches will arrive from 0800 and depart from approx 2200. Coaches will be directed to park in designated coach parking in area A as shown on the map.

## **Trains**

### **Additional Services**

Extra train services will be operating for the event starting at 0800 and finishing at 2100. 1 extra 6 car service will run prior to the event on each the Belgrave/Lilydale, Glen Waverley, Frankston, Cranbourne, Pakenham, Sandringham, Alamein, Hurstbridge, Broadmeadows, Upfield, Sydenham, Werribee and Williamstown lines starting at 0630.

Extra 6 car services will run for up to 1 hour after the event on all routes.

## **Station Management**

Extra customer service staff will be positioned at Flinders St Station to assist passengers and crowds through the concourse.

Passenger announcements will be made over the concourse and platform P.A. system.

Extra police will be on site to assist with crowd management

## **Passenger Notifications**

The Super Fun Event will be running advertising for the event in newspaper A and B plus radio advertisements. It has been agreed with Yarra trams that changes to tram services will be included in the campaign.

The campaign will run on the following dates:

Newspaper A – page 5, Date a, b and c

Newspaper B – page 10, Date a, b and c

Radio Station e.g. 3AW: advertisements will run at 10am and 6pm from date 1 to date 2.

## **Metlink – [www.metlinkmelbourne.com.au](http://www.metlinkmelbourne.com.au)**

The transport operator will provide the details of service changes to Metlink.