

TEMPORARY ROAD CLOSURES FOR EVENTS ON COUNCIL ROADS POLICY



District Council of Coober Pedy

Policy No. ????	Version No: 1	Date of Current Version: 26 July 2023
Resolution Number:		Last Reviewed: New Policy
Responsible Officer/Department: CEO		Next Review Date: July 2026
Applicable Legislation:	Local Government Act 1999 Road Traffic Act	
Related Policies:	Liquor Licensing Policy (to be developed)	
Supporting Procedures and other documents: (to be developed)		
Approved by: <i>Include date of Council Decision and resolution number</i>		

1. OBJECTIVE

The purpose of this policy is to establish guidelines for temporary road closures on Council managed roads within the area of the District Council of Coober Pedy. This policy outlines the conditions that must be met by the applicant(s) in order for Council to consider an application for approval.

2. SCOPE

This Policy applies to all planned events to be held using a public road under Council's care and control.

3. DEFINITIONS

TERM	DEFINITION
CEO	The Chief Executive Officer of the District Council of Coober Pedy
Council	The District Council of Coober Pedy
Event	An organised sporting, recreational, political, artistic, cultural or other activity, and includes a street party.
Public Road	For the purpose of this policy a public road shall be any road that the public generally has free and unrestricted access over, subject to the Australian Road Rules. A public road may include the carriageway, footpaths, car parks, unmade verges or other infrastructure located between two opposite properties. It does not include a walkway.

4. ROLES AND RESPONSIBILITIES

4.1 COUNCIL

- May consider any application to use a public road for an event
- Considering reports regarding the adherence to the policy

4.2 CHIEF EXECUTIVE OFFICER

- Considering any application for an event to use a public road
- Providing advice to potential applicants and applicants regarding the use of a public road for an event
- Ensure adequate Council resources are available to comply with this policy
- Ensure adherence to the policy

4.3 ALL STAFF

- Ensure adherence to the policy
- Providing advice to potential applicants and applicants regarding the use of a public road for an event

5. POLICY STATEMENT

Council is supportive of various forms of community events that adds to the community getting together as a group and increasing community spirit so Council wishes to support these events in various ways. One such way is to allow events to occur on public roads, however as a public road authority there are certain matters that Council must consider including legislative and other legal requirements that Council must follow.

This Policy sets out the key requirements of Council in considering to allow the use of a public road for an event or not.

From time to time, Council receives requests to close a road in order to hold an event on a public road. Council will assist where reasonably possible but not to the extent that direct costs of establishing the road closure are funded by the broader community (excluding any community grant that may be provided by Council).

At least two weeks before the event, Council must ensure the following are notified:

- a. The Commissioner of Highways
- b. The Commissioner of Police
- c. SA Metropolitan Fire Service
- d. SA Country Fire Service
- e. SA State Emergency Service
- f. SA Ambulance Service
- g. Public Transport Services Division of the Department for Infrastructure and Transport

Applications for a temporary road closure may be approved or refused by the CEO subject to the following conditions:

- a. Applicants arranging for a road closure must meet the associated costs of the closure.
- b. The application to temporarily close a road to facilitate an event is received by Council at least three months prior to the proposed event
- c. All traffic control devices must be installed in accordance with Traffic Management Plans prepared by a person who in the opinion of the Council or CEO under delegation, has an appropriate level of knowledge and experience in the preparation of Traffic Management Plans, e.g., a Traffic Engineer.
- d. An Event Management Plan (where required) must comply with the requirements of regulation 6 of the Road Traffic (Miscellaneous) Regulations 2014.
- e. The applicant must provide evidence that any local street party event is supported by at least 75% of the owners and occupiers of properties affected by the closure. For any proposed closure of main streets, the applicant must consult all properties affected by the closure at least 8 weeks prior to the proposed closure and Council is to be provided a copy of all written responses. This is to allow sufficient time for consultation and for a report to be presented to the next available Council meeting if required.
- f. The applicant must provide evidence of public liability insurance to a level that is consistent with advice supplied by Council's insurers and thus indemnifying Council from any claims that may arise from the event.
- g. At least two clear days before the event, the Event organisers must, at the cost of the applicant, advertise the event as prescribed in the Road Traffic Regulations.
- h. Where the event requires intervention by the Department for Infrastructure and Transport to ensure the safe and efficient management of traffic, Council or the event organiser must notify the Traffic Management Centre at least 15 minutes before the event and immediately on completion of the need for such intervention.
- i. Liquor Licence applications will be managed in accordance with Council's Liquor Licence Application Management Policy (*To be developed*)
- j. The road is to be left free from obstructions and litter after the event. The applicant will be charged for any clean-up costs required by Council.
- k. Any damage to Council property must be reported to Council and the applicant may be liable for any damage to Council property arising from the event.
- l. Any other reasonable condition(s) deemed appropriate by the CEO including but not limited to, the payment of a Bond to cover costs such as
 - 1) Cleaning up after the event

- 2) Repairs to Council's property or infrastructure
- 3) Any costs incurred by Council in addressing the need to improve or alter signage

Note:

Attachment 1 provides a checklist of the requirements for obtaining approval of the Council setting out various actions and the related responsible party.

Attachment 2 sets out a typical Advertisement to give public notice of a proposed road closure. It must have the name of the Council as a heading.

Attachment 3 is a typical standard template letter to the affected residents/business during public consultation.

Any application that falls outside of the above-mentioned criteria may be refused by the CEO or referred to Council for further consideration. In addition to road closures, the Minister has also delegated to Council the power to make orders directing that persons taking part in the event be exempted from some road rules relating to pedestrian behaviour on roads (Subject to obtaining the prior approval of the Commissioner for Police).

6. STRATEGIC PLAN – OTHER POLICY REFERENCES

To be developed

7. LEGISLATIVE REFERENCES

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this policy:

The Road Traffic Act 1961 Section 33 of the Act confers power upon the Minister to close any road (or part of a road) for the purposes of an event and to exempt persons from compliance with prescribed road laws in relation to the event. Under clause G of the Minister's "Instrument of General Approval and Delegation to Council – Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events" dated 22 August 2013, the Minister has delegated this power to Council and in turn Council has sub delegated the power to the Chief Executive Officer.

The Road Traffic (Miscellaneous) Regulations 2014 Part 2, Division 2 of the Regulations relate to the relevant requirements for a road closure. The Regulations contain the requirements for:

- a. Event Management Plans (including consultation)
- b. Advertisements
- c. Information to be available from Council

7.1 Other References

Council's documents including:

- a. Fees and Charges Register
- b. Liquor Licensing Application Management Policy (*to be developed*)

External documents including:

- a. Australian Road Rules
- b. Road Traffic Act 1961
- c. Road Traffic (Miscellaneous) Regulations 2014

- d. Minister’s “Instrument of General Approval and Delegation to Council – Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events”
- e. Guidelines for Approving Events on SA Roads (Government of South Australia)
- f. Australian Standard AS1742 – Manual of uniform traffic control devices

8. DELEGATIONS

In accordance with sections 44(4)(b) and 101 of the Local Government Act 1999, the Council can delegate its powers to any staff member including the CEO.

The CEO can sub-delegate some functions and powers, listed in the Delegations Register, to other staff as they think falls within their daily duties, in the performance or discharge of their powers, functions or duties. The CEO may, from time to time, alter subdelegations as appropriate. These are set out in the Delegations Register.

9. IMPLEMENTATION

This Policy will be implemented by the CEO and managed in accordance with Council’s scheme of delegations.

The CEO will manage all applications in accordance with the Standard Procedures as set out in Attachments 1,2 and 3 to this Policy which the CEO may vary from time to time to suit operational needs.

10. REVIEW

This Policy will be reviewed every three years.

11. ACCESS TO THE POLICY

The Temporary Road Closures for Events on Council Roads Policy is available for public inspection at the Council offices located at Hutchinson Street, Coober Pedy South Australia and on the Council’s website at www.cooberpedy.sa.gov.au

PROCESS AND TASKS LIST FOR EVENTS AND TEMPORARY ROAD CLOSURES

A temporary road closure (hereafter referred to as TRC) is required for street parties or other events that will spill over from private property on to Council land, namely footpaths or roadways. Temporary road closures ensure the safety of event participants by legally preventing vehicular traffic from using a nominated roadway (or a section of a roadway) for the duration of the event. TRCs are covered by section 33 of the Road Traffic Act which stipulates that the road must be formally closed and participants indemnified from several specific Australian Road Rules. In order to close a roadway or a section of a roadway under section 33 of the Road Traffic Act, certain tasks must be completed in a timely fashion as detailed below:

	TASK	RESPONSIBILITY	DEADLINES (prior to event date)	Check
1	Event organisers to present Council with Certificate of Currency for Public Liability insurance to minimum value of \$10million dollars and note "The District Council of Coober Pedy" as an interested party.	Event organisers	At initial enquiry (Three months)	
2	Engage a professional Traffic Management business to operate road closures on event day. The Traffic Management company will prepare a Traffic Management Plan for the road closure and present to Event Organiser and Council for review.	Event organisers or Traffic Management company	At initial enquiry (Three months)	
3	Allow two weeks for public consideration and return of objections, support or raise matters of concern. This can be a flier or letter containing all relevant event details to all affected residents/business owners. This will need to be approved by Council's CEO before being distributed.	Event organisers	At initial enquiry (Three months preferably but at least 2 months)	
4	Present evidence to Council that public consultation has occurred. Discuss objections to road closure with Council. Decide if road closure is to proceed.	Event Organisers	Two months	
5	Prepare a report for Council if the CEO is not prepared to approve or refuse an application under their delegation. Await Council's endorsement of the event and permission to proceed with the road closure. The event and road closure cannot proceed without Council's endorsement and permission to close the road.	CEO	Two months	
6	Notice to Department of Planning, Transport and Infrastructure (DPTI), if closing an arterial road request permission to close road.	Event organisers or Traffic Management company	At least 2 clear weeks	
7	Notice to SAPOL (SA Police) and gain any relevant exemptions and permissions	At least 2 clear weeks	At least 2 clear week	

	TASK	RESPONSIBILITY	DEADLINES (prior to event date)	Check
8	Provide details of closure in writing to SA Ambulance; CFS; State Emergency Services; SAPOL local office; Public Transport Division, DPTI.	Event organisers or Traffic Management company	At least 2 clear weeks	
9	Place Road Closure advertisements in “The Advertiser”, being a public notice.	Event Organisers	At least 2 clear days prior to event.	
10	Set up of road closure.	Event Organisers Traffic Management company	On the day of the event	

Tasks 1 to 2 (Three Months)

- 1) The event organiser at initial enquiry with Council should submit to Council’s Traffic Officer a Certificate of Currency with a minimum public liability of \$10 million dollars noting the District Council of Coober Pedy as an interested party.
- 2) At this stage the proposal can be a draft. The event organiser must provide Council with a Traffic Management Plan or draft sketch of the proposed road closures.

Tasks 3 to 4 (Two Months)

- 1) Public consultation is a very important part of the road closure procedure. It involves providing all possible affected residents and/or business owners with information about the event, why a road closure is necessary and location and timing of the road closure. This will be in the form of a letter or leaflet (flier).
- 2) The letter or flier must contain a clause that asks affected people to provide comment about the road closure to the event organisers or Council. This is a very important step as it enables the event organisers to be informed of possible conditions or situations that they may not have considered. It also assists Council in the consideration of the application.
- 3) A minimum period of two weeks is required for the public to consider aspects of the proposal. There may be important comments regarding aspects or factors that have not been brought to the attention of event organisers. All comments must be firstly considered by the CEO, or consulting Traffic Engineer (if deemed necessary). If certain objections are found to be justified, Council may refuse the request for the road closure. The CEO may elect to refer the application to Council for consideration.

Task 5 (Two Months)

- 1) A report may be required to Council containing information about the nature of the event, road closure requirements and details regarding the outcomes of public consultation I the CEO chooses not to use his delegation to approve or refuse the application. Council will then decide whether or not the road closure will go ahead. These details will then be communicated to the event organisers.
- 2) A completed and final Traffic Management Plan shall be submitted to Council with any report.

Task 6 to 8 (At least 2 weeks clear)

- 1) Notice of any declaration made pursuant to sub-section 33(1) of the *Road Traffic Act* must be given to the Department of Planning, Transport and Infrastructure (DPTI) at least two weeks prior to the date of the event.
- 2) Notice of any declaration made pursuant to sub-section 33(1) of the *Road Traffic Act* must be given to SAPOL.
- 3) Notice of the road closure must be given to the SA Ambulance, the Country Fire Service, and State Emergency Services. It is important that each of these services be notified to enable them to plan ahead to use alternative routes, where the road closure may affect their usual route, so this does not detract from the promptness of their services.

Task 9 (At least 2 days clear)

- 1) Advertisement to the general public of the proposed road closure is important. This is the only way that ordinary motorists will know of the road closure and hence to find detours around the road closure. TRC advertisements costs for The Advertiser must be borne by the event organisers.

Task 10 (on the day)

- 1) A Traffic Management company should be engaged by the event organisers and to provide trained personnel to be stationed at each road closure for the duration of the event. This is to be done at the event organisers' cost.

A typical advertisement for use with a Road Closure



District Council of Cooper Pedy

NOTICE OF ROAD CLOSURE

Section 33 – Road Traffic Act

The following road will be closed to vehicle traffic for the **EVENT NAME**.

Between **TIME** and **TIME** on **DAY/MONTH/YEAR**.

STREET NAME, COOBER PEDY from **NAME STREET** to **POINT A**.

For further details, contact the **EVENT CONTACT DETAILS**

DAY/MONTH/YEAR

EVENT NAME

DAY/MONTH/YEAR

Dear Sir or Madam,

PROPOSED TEMPORARY ROAD CLOSURES AT STREET NAME FOR THE EVENT NAME, DAY/MONTH/YEAR BETWEEN TIME AND TIME

The EVENT NAME will be held between DAY/MONTH/YEAR. The event is coordinated by the EVENT ORGANISER.

The event will see a range of activities occurring on STREET NAME between STREET NAME to POINT A. In order to provide a safe environment for EVENT NAME to occur on the roadway, NAME STREET will be closed according to the following schedule.

Temporary Street Closure Schedule:

- STREET NAME CLOSED BETWEEN POINT A AND POINT B (TIME – TIME)
- STREET NAME CLOSED BETWEEN POINT A AND POINT B (TIME – TIME)
- STREET NAME CLOSED BETWEEN POINT A AND POINT B (TIME – TIME)

Please consider the proposal and respond with any comments you have.

All feedback should be addressed to the CEO of the District Council of Coober Pedy at PO Box 425, Coober Pedy. The closing date for receipt of comments is TBA.

All representations will be taken into consideration by Council in its decision about the event and related closures. If you need any more information please visit [website details](#) or if you would like to discuss this further, please contact the EVENT ORGANISERS NAME on (08) EVENT NUMBER.