

# Temporary Road Closures for Events on Council Roads Policy

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Record number	D22/24829
Responsible Managers	Manager Civil Assets Manager Customer and Communications
Other key internal stakeholders	Director Assets & Environment
Last reviewed	25 July 2022
Adoption reference	Governance and Policy Committee
Resolution number	166
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Legal requirement	Nil
Due date next review	2025

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## 1. PURPOSE

The purpose of this policy is to establish guidelines for temporary road closures on Council managed roads within the City of Tea Tree Gully.

This policy outlines the conditions that must be met by the applicant(s) for Council to consider the application for approval.

## 2. POLICY

From time to time, Council receives requests to close a road in order to hold an event on a public road.

Council supports the principle of residents meeting socially and enhancing community spirit, therefore 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 notify:

- 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 by the CEO subject to the following conditions:

- a. Applicants arranging for a road closure should meet the associated costs
- b. The application to temporarily close a road to facilitate an event is received by Council at least one month 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, has an appropriate level of knowledge and experience in the preparation of Traffic Management Plans.
- 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 the event is supported by at least 75% of the owners and occupiers of properties affected by the closure
- 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 Council 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
- j. The road is left free from obstructions and litter
- 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 relevant Council Officer.

Any applications that fall 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).

### 3. DEFINITIONS

For the purposes of this policy the following definition applies.

#### **Event**

An organised sporting, recreational, political, artistic, cultural or other activity, and includes a street party.

### 4. LEGISLATIVE FRAMEWORK

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 kept available by Council

## 4.1 Other references

Council's documents including:

- a. [Fees and Charges Register](#)
- b. [Liquor Licensing Application Management Policy](#)

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

## 5. STRATEGIC PLAN/POLICY

### 5.1 Strategic Plan

Objective	Comments
<b>Community</b>	
<i>People feel a sense of belonging, inclusion and connection with the City and the community</i>	Events create a sense of belonging, inclusion and connection
<b>Places</b>	
<i>Opportunities exist to express and experience art and culture</i>	Events may include art and cultural experiences

### 5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on five key themes of customer care, learning & growth, future capability and sustainable operations. The key theme most relevant to this policy is sustainable operations, in ensuring that we make consistent, informed decisions which are evidence based.

## 6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.