

ADMINISTRATION POLICY

POLICY NO:	A.13
POLICY SUBJECT:	TEMPORARY ROAD CLOSURES
ADOPTION DATE:	19 January 2006
LAST REVIEW:	19 June 2012

STATEMENT OF INTENT

This policy will provide clarity and guidance on the process to achieve the temporary closure of a road. The policy will facilitate the improved processing of temporary road closure requests.

OBJECTIVES

- To ensure adequate consultation is undertaken prior to the temporary closure of the road;
- To ensure that all requirements of the *Local Government Act 1995* are achieved for the temporary closure of a road; and
- To provide advice to the community on how to achieve the temporary closure of a road.

DEFINITIONS

All terms shall have the meanings applied to them in the *Local Government Act 1995*, the *Road Traffic Act 1974* and the *Road Traffic (Events on Roads) Regulations 1991*.

STATUTORY POWER

The policy is made pursuant to Section 2.7(2)(b) of the *Local Government Act 1995* and relates to Section 3.50 of the *Local Government Act 1995*. Clause 5.42 of the *Local Government Act 1995* allows a local government to delegate to the Chief Executive Officer the exercise of any of its powers under the Act. The policy also considers the requirements of the *Road Traffic Act 1974* and the *Road Traffic (Events on Roads) Regulations 1991*.

POLICY STATEMENT

1. A request to temporarily close a road for a public event shall be lodged with the Council at least three (3) months prior to the event with a traffic management plan which details the following information:
 - a) The road or portion of the road proposed to be closed;
 - b) The date and time of the road closure;
 - c) The signage, barriers and other equipment that will be used to close the road;

- d) A map showing traffic diversions.
2. The Shire of Toodyay will undertake all necessary works to erect and remove the signage, barriers and other equipment for the road closure. The Shire reserves the right to pass on all staffing and equipment costs to the person or body who applied to close the road.

Note: It should not be assumed that the Shire will provide employees to staff the road closure during the course of the event. This is a matter to be negotiated with the Shire. Suitable adult staff that affects a road closure should be aware of an emergency vehicle or pass holder and they should be permitted to access a closed road.

3. Following receipt of the temporary road closure request, the Shire of Toodyay will place an advertisement in the Toodyay Herald (and additionally in another locally circulated newspaper if time constraints dictate), providing a 28 day period to make comment on the proposed road closure. The comment period to commence from the time the first locally circulated newspaper carrying the advertisement is available to the public. The proposal will also be referred to the Commissioner for Main Roads for comment as and when required. The proponent shall be responsible for the advertising costs associated with these actions.
4. The proponent will be responsible for liaising with all affected landowners by writing a letter to all affected landowners and providing them with an opportunity to object, to the Shire of Toodyay to the proposed closure. The consultation must occur with the following landowners:
 - a) Owners with direct frontage to the road which is being closed; and
 - b) Owners that would need to pass through the closed road in order to access their property.
5. In the case of a temporary road closure within the Toodyay Town Centre (Stirling Terrace, Duke Street, Piesse Street, Oddfellows Street and Charcoal Lane), consultation shall occur with **all** businesses within the Town Centre that directly abut or would have access restricted by the road closure.
6. The Chief Executive Officer is delegated authority to approve the temporary closure of a road in the following circumstances:
 - a) The road closure shall not be for a period longer than 48 hours;
 - b) The road closure is for a public event to be held within the Shire of Toodyay;
 - c) No adverse comments were received during the public advertising period; and
 - d) For applications in the Toodyay Town Centre, the proponent provided evidence that at least 75% of all owners affected by the proposed road closure had granted their consent to the action.

In the event that a road closure request falls outside of the above parameters, the proposal shall be referred to the Council for determination.

7. Nothing in this policy shall excuse compliance with or supersede the requirements of the provisions of the Road Traffic Act 1974 and the Road Traffic (Events on Roads) Regulations 1991.

Note: The Road Traffic Act 1974 and the Road Traffic (Events on Roads) Regulations requires that an application also be made to the Commissioner of Police, however this application must be accompanied by the approval of the local authority and the Commissioner of Main Roads. The proponent is encouraged to contact the local Police to discuss the proposed temporary road closure.

Amended Council Meeting 16 November 2006
Amended Council Meeting 15 November 2007
Amended Council Meeting 21 May 2009
Amended Council Meeting 13 May 2010
Amended Council Meeting 19 June 2012

