

Temporary Road Closure for Public Events

Introduction

This policy is intended to 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.

Objective

- 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.

Scope

This policy applies to all organisers of events within the Shire of Toodyay.

Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i> <i>Road Traffic Act 1974</i>
CEO	Chief Executive Officer
Council	The local government, responsible for making decisions in formal meetings held under the auspices of Part 5 of the <i>Local Government Act 1995</i> and under the <i>Shire's Standing Orders Local Law 2008</i> .
Public Event	Any organized gathering of people for sporting, entertainment, or other common purpose (for example, outdoor concerts, shows, fairs, festivals, and exhibitions etc.) that is open to the public but does not cover private functions such as weddings or parties.
Regulations	<i>Road Traffic (Events on Roads) Regulations 1991</i>
Shire	The Shire of Toodyay.

Policy Statement

This policy applies to Temporary Road Closures for Public Events.

1. A request to temporarily close a road for a public event shall be lodged with the Shire at least three (3) months prior to the event with a traffic management plan, which details the following information:
 - (i) The road or portion of the road proposed to be closed;
 - (ii) The date and time of the road closure;
 - (iii) The signage, barriers and other equipment that will be used to close the road;
 - (iv) A map showing traffic diversions
2. The event organiser will undertake all necessary works to erect and remove the signage, barriers, and other equipment for the road closure. The event organiser is to ensure that only traffic personnel, accredited through Main Roads WA, with a basic worksite traffic management ticket are permitted to erect and remove signage, barriers, and other equipment.

Note: suitably accredited personnel are required for the duration of the event to monitor signage.
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:
 - (i) Owners with direct frontage to the road which is being closed; and
 - (ii) 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 the delegated authority to approve the temporary closure of a road in the following circumstances:
 - (i) The road closure shall not be for a period longer than 48 hours;
 - (ii) The road closure is for a public event to be held within the Shire of Toodyay;
 - (iii) No adverse comments were received during the public advertising period; and

(iv) For applications in the Toodyay Town Centre, the proponent provides evidence that at least 75% of all owners affected by the proposed road closure had granted their consent to the action.

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

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 1991* 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.

Legislation

Local Government Act 1995

- Section 2.7(2)(b) Role of Council
- Section 3.50 Closing certain thoroughfares to vehicles
- Section 5.42 Delegation of some powers and duties to CEO

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