

PE20 - Temporary Road Closures

Responsible Officer: Chief Executive Officer

Approved By: Council

Adoption Date: 23 April 2026

Last Reviewed: N/A

Version: 1

Next Review Date: April 2029

1. Purpose

To manage road closures to preserve the condition of the Shire's road network.

2. Scope

This policy applies to:

- Licensed Vehicles travelling on gazetted roads impacted by a Temporary Road Closure;

To implement and manage road closures in a proactive manner whilst allowing access for local residents, businesses and emergency services and seeks to minimise damage to the Shire's road network.

3. Definitions

Term	Definition
CEO	Chief Executive Officer of the Shire of Bridgetown-Greenbushes, responsible for the overall administration of the Shire.
Gazetted Road	An officially named road recognized by a local council or state government and published in the government gazette
Permit	Approval required to engage in an activity that has not been permitted by the Shire according to legislation.
Road	An area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles.

4. Policy Statement

Section 3.50(1) of the *Local Government Act 1995* provides for a Local Government to close any road it manages, wholly or partially for a period not exceeding four weeks.

If, in the opinion of the Chief Executive Officer, there is a risk of damage to the Shire's road infrastructure, due to such things including inclement or persistent wet weather, the Chief Executive Officer may close roads.

The Chief Executive Officer may close:

- A single road, or section of a road; in the case of localised risk; and/or in the case of widespread risk close;
- All sealed or unsealed roads within a defined area of the Shire of Bridgetown – Greenbushes.

5. Roles and Responsibilities

Role	Responsibility
Council	Endorse the Policy; approve official positions or statements requiring Council input.
CEO	Oversee administration of Policy; authorise Officers; makes determination on road closure.
Emergency Services	Provide response to emergencies; direction of traffic to manage safety
Officers	Provide local knowledge, professional advice, and safe work methods;

6. Procedures / Implementation

6.1 Notification of Road Closures

As soon as practically possible, after the decision has been made to close a road or roads, the Shire shall:

- Send a text message to the residents and businesses impacted by the road closure and registered in the Road Notifications database;
- Advise all emergency services;
- Place notice of road closure/s on the Shire of Bridgetown - Greenbushes website;
- Post notice of road closures on the Shire's social media platforms;
- Install Road Closed signs at appropriate locations in accordance with the 'Worksite Traffic Management Code of Practice' as soon as practicable.

6.2 Permits to Travel on Closed Roads

Road users with legitimate and necessary reasons for travel and/or in emergency situations may apply to the Chief Executive Officer for permission to traverse roads that are temporarily closed.

In issuing such a permit, the Chief Executive Officer may give consideration to:

- Safety of road users.
- Condition of the road and any potential damage to the road/s that may be caused by the permitted use.
- Weather forecasts.
- Planned road maintenance activities.

The following activities may be considered for such a permit:

- Food and grocery supplies.
- Fuel supplies.
- Building supplies for urgent housing projects.
- Access for businesses to ensure continuity of essential work.
- Funerals or other significant personal or cultural reasons.
- Other activities which may be considered as reasonable by the CEO on a case by case basis.

The permit may be cancelled at any time by the CEO if circumstances warrant.

The following exemptions apply:

- Local residents accessing their properties in vehicles under 4,500kg gross.
- Emergency services vehicles.
- Shire of Bridgetown - Greenbushes' plant and machinery.

7. Legislative and Other References

Local Government Act 1995

Local Government Amendment Act 2023

Road Traffic Act 1974

8. Review and Monitoring

This Policy will be reviewed every three years, or earlier if:

- Legislative changes occur
- Governance requirements change

Monitoring of compliance will be undertaken by the Chief Executive Officer.

9. Related Documents / Forms / Policy

Document / Form / Policy	Description / Purpose
CM 3 - Asset Management Policy	Enable the objectives and principles of the Asset Management Policy to be achieved
RM 1 - Risk Management	Protect the Shire by systematically identifying risks and managing them appropriately
CC4 - Communications and Media	Share information required by law or of interest to the community.
R 9 - Gravel Road Development & Maintenance	To develop and maintain the Shires gravel road network in accordance with Australian "best practice and value for money principles for unsealed roads"