

POLICY NO.	I.8
POLICY SUBJECT	Temporary Closure of a Road for an Event
ADOPTION DATE	27 March 2014 (C.18/0314)
LAST VARIATION DATE	30 November 2017 (C.17/1117)
LAST REVIEW DATE	28 November 2019 (C.06/1119)

Council Policy is to consider all requests from the community for temporary closure and detours of a road for a community event. The closure will be granted provided, in the opinion of the Chief Executive Officer or the CEO's nominated representative, the closure will not unduly inconvenience the wider community.

Procedure

Application Forms and Processes

All requests for a temporary road closure are to be made on the appropriate Schedule 1, Form 1 - "*Application for an Order for a Road Closure*". This form is available from any WA Police Station. The completed application form is to be submitted to the WA Police with the appropriate regulatory application fee. The application must be submitted within the prescribed period as stated in the Schedule 1, Form 1.

Applications for a temporary road closure for roads under the control of Main Roads WA are to be approved by that Department prior to the road closure proceeding. In addition, all applications for a road closure for an event are to be approved by WA Police prior to the road closure proceeding.

The applicant is to obtain the approval in writing of at least two-thirds of the adjacent property occupiers that are affected by the road closure as stated on Schedule 1, Form 1.

The applicant is to approach each adjacent or affected property occupier either by writing or in person and receive from them a signed response citing their objection or consent (as per Road Traffic Regulation 6(2), Schedule 1, Form 1). In the case of a non-response, the applicant is to provide evidence that an approach was made and that no response was received.

Signed responses can take the form of a simple register (ie. separate lists for consent/objection with signatures with a third list indicating non-response) or individual written and signed responses (which can take the form of a 'fax-back' or 'mail-back type letter'). Approval will only be considered if at least two-thirds of the adjacent or affected property occupiers indicate consent to the proposed temporary closure.

The applicant must also comply with Council's 'Public Consultation Policy' and is to pay the full cost of all advertising and public notification.

Evaluation of Traffic Management Plans

Applicants must submit a Traffic Management Plan to the Shire for assessment, accompanied by the fee listed in the Schedule of Fees and Charges. [It should be noted that separate fees apply for submitting plans more than fourteen (14) days

prior to the proposed event and for submitting plans more than seven (7) days prior to the proposed event].

Once the Traffic Management Plan is received, the Shire will endeavour to provide a quotation to the applicant within five (5) working days if the Shire is to undertake the proposed road closure and detour (for large events, the CEO reserves the right to extend the quotation period).

If the proposed road closure and detour is to be undertaken by a third party, the Shire will assess the Traffic Management Plan and provide a response to the applicant within ten (10) working days to either approve, reject or request additional information.

All Traffic Management Plans and the physical closures and detours are to comply with Australian Standard 1742.3 – 2009 – *Traffic Control for Works on Roads*, the Main Roads WA *Traffic Management for Events Code of Practice* and the *Road Traffic (Events on Roads) Regulations 1991*.