

CITY OF

**Port Adelaide Enfield**

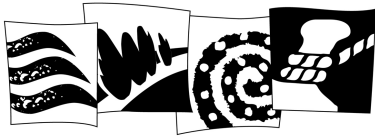
## PROCESS AND TASKS LIST FOR EVENTS AND TEMPORARY ROAD CLOSURES

A temporary road closure (hereafter referred to as TRC) is required for street parties or other events that will spill over from private property on to Council land, namely footpaths or roadways. Temporary road closures ensure the safety of event participants by legally preventing vehicular traffic from using a nominated roadway (or a section of a roadway) for the duration of the event.

TRCs are covered by section 33 of the Road Traffic Act which stipulates that the road must be formally closed and participants indemnified from several specific Australian Road Rules.

In order to close a roadway or a section of a roadway under section 33 of the Road Traffic Act, certain tasks must be completed in a timely fashion as detailed below:

TASK	RESPONSIBILITY	DEADLINES (prior to event date)	Check
1. Event organisers to present Council with Certificate of Currency for Public Liability insurance to minimum value of \$10million dollars and note the "City of Port Adelaide Enfield" as an interested party.	Event organisers	At initial enquiry (Three months)	<input type="checkbox"/>
2. Engage Traffic Management company to operate road closures on event day. Traffic Management company will prepare a Traffic Management Plan for the road closure and present to Event Organiser and Council for review.	Event organisers or Traffic Management company	At initial enquiry (Three months)	<input type="checkbox"/>
3. Provide two weeks for public consideration and return of objections. This can be a flier or letter containing all relevant event details to all affected residents/business owners. This will need to be shown to Council's Traffic Officer before distributed.	Event organisers	At initial enquiry (Three months)	<input type="checkbox"/>
4. Present evidence to Council that public consultation has occurred. Discuss objections to road closure with Council. Decide if road closure is to proceed.	Event Organisers	Two months	<input type="checkbox"/>
5. Prepare a report for Council. Await Council's endorsement of the event and permission to proceed with the road closure. <i>The event and road closure cannot proceed without Council's endorsement and permission to close the road.</i>	Council Traffic Officer	Two months	<input type="checkbox"/>
6. Notice to Department of Planning, Transport and Infrastructure (DPTI), if closing an arterial road request permission to close road.	Event organisers or Traffic Management company	At least 2 clear weeks	<input type="checkbox"/>
7. Notice to SAPOL (SA Police) and gain any relevant exemptions and permission from Chris Holland.	At least 2 clear weeks	At least 2 clear weeks	<input type="checkbox"/>
8. Provide details of closure in writing to SA Ambulance; MFS; CFS; State Emergency Services; SAPOL local office; Public Transport Division, DPTI; DPTI metro office.	Event organisers or Traffic Management company	At least 2 clear weeks	<input type="checkbox"/>
9. Place Road Closure advertisements in local Messenger Newspaper and "The Advertiser"	Event Organisers	At least 2 clear days prior to event	<input type="checkbox"/>
10. Set up of road closure.	Event Organisers Traffic Management company	On the day of the event.	<input type="checkbox"/>



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## **PROCESS AND TASKS LIST FOR EVENTS AND TEMPORARY ROAD CLOSURES**

### Tasks 1 to 2 (Three Months)

- The event organiser at initial enquiry with Council should submit to Council's Traffic Officer a Certificate of Currency with a minimum public liability of \$10 million dollars noting the City of Port Adelaide Enfield as an interested party.
- At this stage the proposal can be a draft. The event organiser must provide Council with a Traffic Management Plan or draft sketch of the proposed road closures.

### Tasks 3 to 4 (Two Months)

- Public consultation is a very important part of the road closure procedure. It involves providing all possible affected residents and/or business owners with information about the event, why a road closure is necessary and location and timing of the road closure. This will be in the form of a letter or leaflet (flier).
- The letter or flier to these people must contain a clause that asks affected people to provide objections about the road closure to the event organisers. This is a very important step as it enables the event organisers to be informed of possible conditions or situations that they have not considered.
- A period of two weeks is required for the public to consider aspects of the proposal. There may be important objections regarding aspects or factors that have not been brought to the attention of event organisers. All objections must be firstly be considered by Council's Traffic Officer, Traffic Engineer and Team Leader - Transport. If certain objections are found to be justified, a recommendation to stop the road closure will be made to Council by the Team Leader - Transport.

### Task 5 (Two Months)

- A report must be written to Council containing information about the nature of the event, road closure requirements and details regarding the outcomes of public consultation. Council will then decide whether or not the road closure will go ahead. These details will then be communicated to the event organisers.
- A completed and final Traffic Management Plan shall be submitted.

### Task 6 to 8 (At least 2 weeks clear)

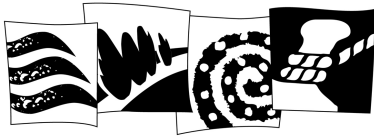
- Notice of any declaration made pursuant to sub-section 33(1) must be given to the Department of Planning, Transport and Infrastructure (DPTI) at least two weeks prior to the date of the event.
- Notice of any declaration made pursuant to sub-section 33(1) must be given to SAPOL.
- Notice of the road closure must be given to the SA Ambulance, the Metropolitan Fire Service, State Emergency Services, and Public Transport Operators. It is important that each of these services be notified to enable them to plan ahead to use alternative routes, where the road closure may affect their usual route, this not detract from the promptness of their service.

### Task 9 (At least 2 days clear)

- Advertisement to the general public of the proposed road closure is important. This is the only way that ordinary motorists will know of the road closure and hence to find detours around the road closure. TRC advertisements cost approximately \$170.00 for the Messenger and approximately \$210.00 for The Advertiser. These costs must be borne by the event organisers.

### Task 10 (on the day)

- Traffic Management company to be engaged by the event organisers and to provide trained personnel to be stationed at each road closure for the duration of the event. This is to be done at the event organisers' expense.



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## PROCESS AND TASKS LIST FOR EVENTS AND TEMPORARY ROAD CLOSURES

### Advertisement Template



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#### NOTICE OF ROAD CLOSURE

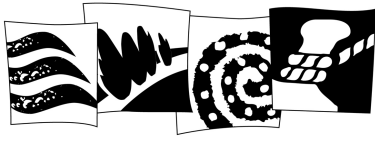
Section 33 - Road Traffic Act

The following road will be closed to vehicle traffic for the **EVENT NAME**.

Between **TIME** and **TIME** on **DAY/MONTH/YEAR**.

**STREET NAME, SUBURB** from **NAME STREET** to **POINT A TO POINT B**.

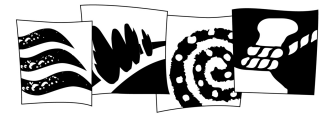
For further details, contact the **EVENT CONTACT DETAILS**.



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## PROCESS AND TASKS LIST FOR EVENTS AND TEMPORARY ROAD CLOSURES

### Consultation Letter Template



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DAY/MONTH/YEAR

EVENT NAME  
DAY/MONTH/YEAR

Dear Sir or Madam,

**PROPOSED TEMPORARY ROAD CLOSURES AT STREET NAME FOR THE EVENT NAME, DAY/MONTH/YEAR BETWEEN TIME AND TIME**

The **EVENT NAME** will be held between **DAY/MONTH/YEAR**. The event is coordinated by the **EVENT ORGANISER**. The event will see a range of activities occurring on **STREET NAME** between **STREET NAME** to **POINT A** to **POINT B**.

<INCLUDE ANY INFORMATION ABOUT EVENT HERE>

In order to provide a safe environment for **EVENT NAME** to occur on the roadway, **NAME STREET** will be closed according to the following schedule.

#### Temporary Street Closure Schedule:

- **STREET NAME CLOSED BETWEEN POINT A AND POINT B (5:00AM – 6:00PM)**
- **STREET NAME CLOSED BETWEEN POINT A AND POINT B (11:00AM – 3:00PM)**
- **STREET NAME CLOSED BETWEEN POINT A AND POINT B (10:00AM – 4:00PM)**

Please consider the proposal and respond with any comments you have. All feedback should be addressed to the Traffic Officer, City of Port Adelaide Enfield, PO Box 110, Port Adelaide, SA 5015 or by emailing [customer.service@portenf.sa.gov.au](mailto:customer.service@portenf.sa.gov.au). The closing date for receipt of comments is **TBA**. All representations will be taken into consideration by Council in its decision about the event and related closures.

If you need any more information please visit [www.portenf.sa.gov.au](http://www.portenf.sa.gov.au) or if you would like to discuss this further, please contact the **EVENT ORGANISERS NAME** on (08) **EVENT NUMBER** or the City of Port Adelaide Enfield on (08) 8405 6600.