



City of  
Norwood  
Payneham  
& St Peters

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**NAME OF POLICY:** Temporary Road Closures for Non-Council Initiated Road Events Policy

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**POLICY MANUAL:** Governance

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## BACKGROUND

The City of Norwood Payneham & St Peters recognises the importance of festivals, functions and civic events to the community. Events bring a vast array of economic, social and cultural benefits to the local community. Large events deliver substantial economic benefit and provide the opportunity to develop the City as a tourism and leisure destination on a local, national and international level.

At the same time, given the limited resources which are available to the Council and to ensure that there is consistency and transparency in respect to the arrangements which are entered into with external event organisers and to ensure that responsibilities are clearly defined, the Council has adopted this Policy.

## DISCUSSION

The City of Norwood Payneham & St Peters has developed this Policy to assist and provide clarity, consistency and transparency in respect to responsibilities associated with temporary road closures associated with non-Council initiated events.

For the purpose of this Policy, an event is defined as “*any activity, public or private, whereby a large gathering of people is organised and which uses a public thoroughfare or public amenity for other than its dedicated purpose*”. These can include but are not limited to community events and festivals, concerts, parades, expositions, exhibitions and so on.

This Policy deals specifically with non-Council initiated events which require a temporary road closure or “rolling” closure and which must be approved as required by Section 33 of the *Road Traffic Act 1961*.

## POLICY

Temporary road closures are appropriate and indeed necessary, when an event or festival is proposed. For example, a temporary road closure may be necessary where there is the likelihood of many people walking or crossing a road which in turn may create a safety hazard.

Organisers of an event are required, where necessary and where required by the relevant legislation, to provide the Council with an Event Traffic Management Plan. In respect to an Event Traffic Management Plan, there are certain standards which must be met and the Council will assist by providing event organisers with advice in respect to the preparation of an Event Traffic Management Plan.

Depending upon the complexity of the road closure and its impact on traffic management and local residents and businesses, organisers may be required to engage a suitably qualified traffic management consultant or contractor, to prepare an Event Traffic Management Plan and to implement the approved Plan.

Organisers of events will also be required to organise the payment for all costs associated with the closure, including signage and barricades and engagement of a traffic management consultant or contractor. Where barricades are required a qualified traffic controller may be required. This will ensure proper management of the road closure and allows emergency service access to be co-ordinated. Access by patrons to the event must also be arranged so that there is no (or at least only minimal) disruption to neighbouring businesses or residents.

Organisers of events will also be required to arrange for written notification to be sent to all residents and businesses which are considered by the Council to be affected by the temporary road closure, and will be required to meet all costs regarding this requirement. Event organisers are also required to meet the costs associated with the placement of notices in newspapers, as required.

## **REVIEW PROCESS**

This Policy will be reviewed every three (3) years.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Coordinator, Events & Marketing, telephone 8366 4582.

## **ADOPTION OF THE POLICY**

This Policy was adopted by the Council on 7 December 2009.

This Policy was reviewed and amended by the Council on 1 April 2019.

This Policy was reviewed and amended by the Council on 4 October 2022.

## **TO BE REVIEWED**

October 2025