

Temporary Road Closure Guidelines

1. Purpose and Scope

The District Council of Peterborough (Council) may receive applications for events that require the temporary closure of one or more roads. These closures must be managed so that public safety is protected, disruption to the road network is minimised and all statutory requirements are met.

These Guidelines establish a consistent administrative process from receipt of an application through assessment, approval, notification, advertising, implementation and records management. They apply to temporary road closures associated with events and do not replace any separate approvals that may be required for the event itself.

Roads affected by an event may be under the care, control and management of Council, the Commissioner of Highways, another council, or a combination of these authorities. The responsible officer must establish road ownership/control early in the assessment process.

2. Responsibility

These Guidelines apply to Council officers involved in receiving, assessing, processing or implementing temporary road closure applications and to persons exercising relevant delegations under the Road Traffic Act 1961 and the applicable Ministerial instrument of approval/delegation.

Officers must act reasonably, transparently and consistently, maintain appropriate records and ensure that decisions are made only by a person or body with the necessary authority. Where the relevant power is delegated to the Chief Executive Officer (CEO) but cannot lawfully be sub-delegated, other officers may undertake administrative and assessment tasks but must not purport to make the statutory decision.

3. Legislation and Supporting Documents

- Road Traffic Act 1961, particularly section 33 – road closing and exemptions for certain events.
- Road Traffic (Miscellaneous) Regulations 2014, as amended.
- Australian Road Rules, as applying in South Australia.
- Current Instrument of General Approval and Delegation to Councils relating to traffic control devices, road closures and exemptions for events.
- Local Government Act 1999, including Council governance, delegation, internal control and records obligations.
- Current South Australian Government technical requirements and guidance for events and traffic management on roads.
- Council policies, procedures, delegations, risk management requirements and event approval processes.

Where legislation, regulations or a Ministerial instrument have changed since these Guidelines were adopted, the current statutory requirement prevails.

4. Definitions

Council: District Council of Peterborough.

Council road: A road for which Council has care, control and management.

Event: An organised sporting, recreational, political, artistic, cultural or other activity, including a street party, within the meaning of section 33 of the Road Traffic Act 1961.

Temporary road closure: A closure of all or part of a road to traffic for a specified period for the purposes of an event.

Traffic Management Plan (TMP): A site-specific plan prepared by an appropriately qualified person showing how traffic, pedestrians, access, signs, barriers and other traffic control measures will be managed.

Event Management Plan: A document describing how the event will be managed, including responsibilities, timing, public communication, emergency arrangements and implementation of road closure requirements.

Applicant: The person or organisation seeking approval for the event and temporary road closure.

5. General Principles

- Section 33 of the Road Traffic Act 1961 is the primary mechanism addressed by these Guidelines for temporary road closures associated with events.
- An order closing a road for an event can only be made with the consent of every council within whose area the road to be closed is situated.
- The approval pathway depends on the road authority, the nature of the event, whether exemptions from road rules are sought, impacts beyond the Council area and the applicable delegation/instrument.
- Council support for an event does not remove the applicant's responsibility to satisfy conditions of approval, provide required plans and insurance, meet advertising or traffic management costs where imposed, and comply with all other laws and approvals.
- Safety, emergency access, access for affected residents and businesses, traffic impacts and practicability of the proposed closure must be considered before approval.

6. Application Requirements

6.1 Lodgement

Applications should be lodged as early as possible. As a guide, applicants should allow at least three months where a closure is complex, involves another road authority, requires road-rule exemptions, or requires significant traffic management planning.

The application must be in writing and include sufficient information for Council to assess the proposal. Incomplete applications may be returned to the applicant for further information.

6.2 Minimum information

- event name, purpose, location, date and operating times;
- applicant/organisation details and a responsible contact person;
- estimated attendance and nature of event activities;
- the road or road sections proposed to be closed, including start and end points;
- closure dates and times, including setup and pack-down periods;
- a map clearly showing the event area, road closure points, detours and any roads that will become inaccessible;
- details of traffic control provider and accredited traffic management personnel, where applicable;
- evidence of public liability insurance to Council's satisfaction;
- details of consultation with affected residents, businesses and other stakeholders, where required; and
- any other information reasonably required by Council to assess safety, access, traffic or statutory compliance.

6.3 Additional documents

Depending on the scale and risk of the event, Council may require an Event Management Plan, Traffic Management Plan prepared by a suitably qualified person, risk assessment, emergency management arrangements, evidence of stakeholder consultation and any permits or approvals required by another authority.

7. Assessment Process

7.1 Register and acknowledge

- Register the application and all attachments in Council's records management system.
- Acknowledge receipt and advise the applicant of the assessment process, likely timeframes, additional information that may be required and that approval is not guaranteed.
- Allocate the application to the responsible officer.

7.2 Confirm road status and responsible authority

Using the application and map, determine whether each affected road is under Council's care, control and management or another road authority. If any affected road is under the care, control and management of the Commissioner of Highways, or if the closure materially affects another council area or road authority, the application must be referred or coordinated with the appropriate authority and SAPOL as required.

If all roads are wholly within another council area and are not Council roads, refer the applicant to the relevant council and record the referral.

7.3 Determine whether SAPOL involvement is required or appropriate

SAPOL involvement should be considered where the event affects roads controlled by the Commissioner of Highways, crosses multiple council areas, seeks exemptions from Australian Road Rules that Council cannot grant independently, presents significant traffic or public safety issues, or where the applicable Ministerial instrument requires Police agreement or action.

7.4 Internal coordination

Where Council is managing the application, consult relevant internal areas as necessary, including regulatory services, infrastructure/works, WHS/risk, community/events and insurance. Consider whether the event also requires use of Council land, facilities, permits or other approvals.

8. Detailed Assessment Criteria

The responsible officer must consider, as applicable:

- the suitability of the proposed road and closure points;
- traffic volumes, detour routes and access to adjoining roads;
- pedestrian safety and separation from vehicles;
- access for emergency services;
- access for residents, businesses, deliveries and persons with disability;
- public transport, school bus, freight and heavy vehicle impacts;
- conflicts with roadworks, other events or known works;
- adequacy of the TMP, signage, barriers and traffic controllers;
- proposed exemptions from road rules and whether Police agreement is required;
- event risk assessment and emergency arrangements;
- public liability insurance and other risk-transfer requirements;
- consultation and notification arrangements;
- cost responsibility for advertising, traffic control, signs, Council works and reinstatement; and
- whether conditions can adequately manage identified risks.

9. Decision and Conditions of Approval

9.1 Decision-maker

The application must be determined by Council or the CEO in accordance with the current Instrument of Delegation and Council's adopted delegations. Officers must confirm the delegation before preparing or issuing an approval.

9.2 Decision report

A written recommendation must identify the event, roads affected, proposed closure times, relevant road authority, assessment undertaken, risks, consultation, statutory pathway and proposed conditions. If refusal is recommended, the reasons should be clearly documented.

9.3 Typical conditions

Conditions may include, but are not limited to:

- compliance with the approved TMP, Event Management Plan and risk assessment;
- traffic control devices being installed, maintained and removed by appropriately qualified/accredited persons;
- maintaining emergency access at all times;
- advance warning signs and detour signage;
- notification of affected residents, businesses and stakeholders;
- compliance with specified closure and reopening times;
- payment by the applicant of advertising, traffic management, Council labour, equipment, reinstatement or other applicable costs;
- maintenance of required public liability insurance;
- immediate compliance with lawful directions of SAPOL, Council or other authorised officers;
- making good any damage caused by the event; and
- cancellation, suspension or modification of the closure where conditions are breached or safety requires it.

10. Statutory Notifications and Advertising

10.1 SAPOL and road authority notification

Council must provide notifications required by the applicable legislation and Ministerial instrument. Notification to SAPOL and the Commissioner of Highways must occur at least two weeks before the event. Officers must check the current instrument and statutory requirements when processing each application.

10.2 Advertising

The road closure order must be advertised in the prescribed manner and within the statutory timeframe. Section 33 of the Road Traffic Act 1961 requires advertising at least two clear days before an order takes effect. The applicant may be required to meet the advertising cost.

The notice should identify the road and section to be closed, the Council area, date and closure period, roads that will become inaccessible, contact details for further information and details of any applicable exemptions.

10.3 Emergency services and affected agencies

Notify relevant emergency services and other agencies sufficiently in advance where the closure may affect access or operations. This may include SAPOL, SA Country Fire Service, SA State Emergency Service, SA Ambulance Service, public transport or school transport operators and the State road/traffic authority. A two-week notification period must be given to these agencies; current requirements must be checked at the time of processing.

11. Public Information and Stakeholder Notification

Council must ensure that information required by the applicable regulations is available for public inspection for the required period. This may include the road closure order, duration, affected roads, relevant exemptions, TMP, Event Management Plan and other relevant documentation.

The applicant may be required to notify affected residents, businesses, ratepayers and other stakeholders. Council may specify the form, timing and geographic extent of notification as a condition of approval.

12. Implementation of the Closure

Before the closure commences, the responsible officer or event organiser, as specified in the approval, must ensure that all pre-event conditions have been satisfied. This includes required notices, plans, insurance, traffic control personnel, signs, barriers and agency notifications.

The closure must be implemented strictly in accordance with the approved arrangements. Any material change to the location, duration, traffic management or event activity must be referred to Council and any other approving authority before implementation unless immediate action is required to protect safety.

13. Completion and Reopening

- Remove temporary traffic control devices and reopen the road as soon as the approved closure period ends and it is safe to do so.
- Inspect the road and Council assets where appropriate and record any damage or reinstatement required.
- Confirm completion with relevant agencies where required.
- Recover approved costs from the applicant in accordance with Council's fees, conditions of approval or other agreement.
- Record incidents, complaints, non-compliance and lessons for future applications.

14. Records Management

All applications, maps, plans, assessments, internal referrals, approvals, delegations relied upon, correspondence, notices, advertisements, agency notifications, photographs, incident records and other relevant documents must be captured in Council's records management system in accordance with Council requirements and applicable legislation.

15. Non-Compliance, Cancellation and Safety

An approval is subject to its conditions and applicable law. Where conditions are not met, circumstances materially change or an unacceptable safety risk arises, Council must take appropriate action within its authority. This may include requiring corrective action, delaying or cancelling Council support, notifying SAPOL or another road authority, or directing the event organiser to cease activities where Council has lawful authority to do so.

Nothing in these Guidelines limits the powers of SAPOL or another authorised authority to give lawful directions or take action in the interests of road safety or public safety.

17. Administrative Checklist

✓	Check
☐	Application received, dated and registered.
☐	Application complete and map attached.

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☐	Road ownership/control confirmed for every affected road.
☐	Current delegation/instrument checked.
☐	SAPOL/State road authority involvement determined.
☐	Internal referrals completed.
☐	TMP/Event Management Plan/risk assessment obtained where required.
☐	Insurance evidence obtained.
☐	Affected stakeholder consultation/notification requirements determined.
☐	Decision report/CEO approval prepared and decision recorded.
☐	Conditions issued to applicant.
☐	Statutory agency notifications completed.
☐	Advertising completed within required timeframe.
☐	Emergency services/other affected agencies notified.
☐	Public inspection information made available where required.
☐	Pre-event conditions checked before closure.
☐	Closure/reopening completed and any incidents recorded.
☐	All records captured and costs/reinstatement finalised.

Attachment A. Minimum Application Information

Council's application form should, at a minimum, capture the following:

- event name, purpose, date, times, location and estimated attendance;
- applicant organisation, address, contact person, phone and email;
- road names and exact sections proposed for closure;
- closure start/end dates and times;
- map of the closure and event route;
- traffic management provider and accredited personnel;
- TMP, Event Management Plan and risk assessment where required;
- public liability insurance details;
- consultation undertaken with affected parties;
- details of proposed signs, barriers, detours and access arrangements; and
- applicant acknowledgement that all approval conditions and costs must be met.

Attachment B. Suggested Temporary Road Closure Notice Content

A notice should be prepared to meet the current statutory requirements and should include:

- heading: "Advance Notice – Temporary Road Closure";
- name and purpose of the event;
- name of each road and the exact section to be closed;
- date and time of closure;
- roads that will become inaccessible, where applicable;
- detour or access information where useful;
- details of any relevant road-rule exemption;
- Council/event contact name and telephone number; and
- email and website details where available.

Document administration and control

Policy title:	Temporary Road Closure Guidelines
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Policy number:	841026
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Responsible officer:	Chief Executive Officer
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Last reviewed:	10/2026
Next review date:	By October 2030
Current Version:	Version 1
Date revoked:	n/a
Applicable legislation/ documents:	• Road Traffic Act 1961 • Road Traffic Regulations 2014 • Australian Road Rules • Local Government Act 1999 • Council delegations • Events Management Policy/Procedure • Risk Management Framework • Records Management
Public consultation required / undertaken:	No
Availability	This Policy is available for inspection at the Council office, and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website www.Peterborough.sa.gov.au. Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.
File reference:	To be confirmed