



# TRAFFIC MANAGEMENT POLICY FOR COMMUNITY EVENTS

## 1. POLICY STATEMENT

Council will provide a framework for which private event holders / committees must adhere to, to enable council to provide a letter of 'non objection' to the event of the road closure. Council as the stewards of the local road network are responsible for ensuring that road closures have been adequately prepared for by the event organisers. The framework has been developed to ensure the safety of the entire community of Balonne Shire and that the plans / proposed measures are suitable for the road closure proposed. Balonne Shire Council accepts no responsibility in this framework for the closure of a road but is required to ensure that the event organisers have adequately prepared to close a section of road in accordance with all relevant Local Laws and State Acts before providing a letter of 'non objection.'

## 2. SCOPE

This policy applies to all event / private road closures within the Shire of Balonne.

The purpose of this policy is to:

- Promote a consistent methodical approach to road closures.
- Facilitate a clear understanding of the requirements expected of event organisers
- Facilitate a clear understanding of the requirements expected of council
- Ensure that Council and Event Organisers are compliant to all regulatory requirements

## 3. RESPONSIBILITY

The Department of Infrastructure Services is responsible for assessing the merits of a road closure request.

## 5. DEFINITIONS

Non Objection – written notification to a respondent that there is not an objection to a proposal by the applicant for a course of action.

## 6. ROAD CLOSURE ON A PRE-ASSESSED LOCATION

Balonne Shire Council offers a more streamlined process for requesting a road closure at pre-assessed sites as listed in Section 6.1.

### 6.1 ROAD CLOSURE SITES

- The Terrace between Barlee Street and Roe Street

### 6.2 DETAILS WITH APPLICATION

Council is required as part of the application closure request to receive the following documentation:

- Completed Road Closure Request Form (as attached)
- Traffic Guidance Schemes to be implemented (up-to-date and completed by a qualified traffic management designer)
- Correspondence of confirmation that an Accredited Traffic Management Company has been engaged for the event or evidence of sufficiently trained personnel (i.e. Traffic Management Implementation qualified, Event Traffic Marshal) prepared to implement the traffic management, and that the applicant has appropriate insurance for the closure of the road if not using an accredited traffic management company's insurance.



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The application request must be no further than 12 months out from an event and must be a minimum of 3 months prior to the event. Council will only assess one event request per application.

## 6.3 ASSESSMENT

Upon receipt of the application request council will review the request and provide a letter of 'non objection' or alternatively be in contact with the event organisers if any deficiencies exist in the proposed plan that require amendment.

## **7. ROAD CLOSURE ON AN UNASSESSED LOCATION**

Balonne Shire Council requires the traffic management proposal to be in full accordance with the Manual of Uniform Control Devices for requesting a road closure at an unassessed site. Council will offer event organiser's a preliminary overview as to unassessed location and advise if the location will be feasible or not for the proposed location.

### 7.1 DETAILS WITH APPLICATION

Council is required as part of the application closure request to receive the following documentation:

- Completed Road Closure Request Form (as attached)
- Traffic Guidance Schemes to be implemented (up-to-date and completed by a qualified traffic management designer)
- Traffic Management Plan
- Correspondence of confirmation that an Accredited Traffic Management Company has been engaged for the event or evidence of sufficiently trained personnel (i.e. Traffic Management Implementation qualified, Event Traffic Marshal) prepared to implement the traffic management, and that the applicant has appropriate insurance for the closure of the road if not using an accredited traffic management company's insurance.

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### 7.2 CONDITIONAL REQUIREMENTS OF PROPOSAL REQUIRED IN TRAFFIC MANAGEMENT PLAN

Council will require the following conditions in its Traffic Management Plan before awarding 'non objection':

- Letter box drop to all affected businesses and residents that will be directly impacted by the road closure site, delivered seven calendar days prior to the event
- Letters of support from business holders, if the event is perceived to have a negative impact on local businesses throughout the time of the road closure
- Addressed the requirements for local resident traffic ability to ingress / digress the site
- Address the requirement for parking if the event is expected to have a capacity of over 200 people at a time.

### 7.3 ASSESSMENT

Upon receipt of the application request council will review the request and provide a letter of 'non objection' or alternatively be in contact with the event organisers if any deficiencies exist in the proposed plan that require amendment. It is the applicant's responsibility to obtain any other permit required (i.e. Police Permit).

## **8. ROAD CLOSURE ON A DEPARTMENT OF TRANSPORT AND MAIN ROAD**

Balonne Shire Council is unable to assist with Road Closure Requests on Main Roads in the State of Queensland. All queries for road closures on Main Roads should be directed to [southwest.office@tmr.qld.gov.au](mailto:southwest.office@tmr.qld.gov.au).

## **9. FUNDING FOR ROAD CLOSURE**



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- a) Funding for a road closure is at the cost of the applicant and a letter of 'non objection' does not mean the Council will carry out or fund the road closure.
- b) Should groups seek Council funding, application is to be made under an appropriate community fund/grant program. Groups can contact Council to confirm eligibility and details of how to apply to Council funding programs if available.
- c) Should Council resolve to contribute funding for the road closure, the applicant is responsible for engagement/organising of the road closure.

### **10. BALONNE SHIRE COUNCIL SUPPLY OF ROAD CLOSURE SIGNAGE**

The applicant may apply for council to supply signage (including associated property) for the road closure event. The signage will be required to be collected by the event organiser from the relevant council depot. The applicant is responsible for maintaining the signs and will be held financially liable for any signs that are damaged or failed to be returned. Council will review the request for signage on a case by case basis and will inform the applicant as to whether they are able to assist with the provision of signage or not.

### **11. COMMUNITY GROUP EVENT SUPPORT**

Despite clauses 9)c and 10, Council will consider community group events that occur on an annual basis, for funding and/or assisting in organising traffic management.

### **12. BALONNE SHIRE COUNCIL LOCAL LAWS**

The requesters attention is drawn Council Local Laws (subordinate local law 1.15) Schedule 1 for additional criteria for granting approval, conditions that will ordinarily be imposed on an approval and other relevant information pertaining to carrying out works or interfering with a road or its operation.

### **13. ASSOCIATED DOCUMENTS**

Local Government Act 2009

Transport Operations (Road Use Management—Road Rules) Regulation 2009

Balonne Shire Council's Local Laws (Subordinate Local Law 1.15)