

| Document Control     |   |
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| Policy Title         | External Request for Temporary Road Closure                                   |
| Policy Number        | P23/25  |
| Function             | Roads and Drainage  |
| Responsible Position | Director – Engineering Services   |
| Supersedes           | External Request for Temporary Road Closure – 25 January 2017 (GM/01.2017/06) |
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## 1. Purpose

Maranoa Regional Council (Council) controls and maintains over 5,800 kilometres of roads, as well as the verge/footpaths and parking lanes on state-controlled roads.

Section 69 of the *Local Government Act 2009* permits that Council may close a road (permanently or temporarily) to all traffic, or traffic of a particular class, if there is another road or route reasonably available for use by the traffic.

The purpose of this policy is to define the process for a third-party application for the temporary closure of a road listed in Council's endorsed road register.

The objectives of this policy are to:

- a. establish the basis and process for staff to deal with requests to temporarily close a road;
- b. develop a process that ensures all requests to temporarily close a road are dealt with in a consistent, transparent and equitable manner;
- c. ensure road users are not unduly affected by the closure and that adequate temporary measures are in place to reduce the impact on road users; and
- d. ensure that the applicant knows that they are responsible for conditions that may be placed on the temporary road closure consent (i.e. notifying emergency services etc

## 2. Scope

This policy applies to all roads listed in Council's endorsed road register – excluding those that are classified as private or state-controlled.

This policy applies to requests received externally by Council.

This policy does not apply to:

- temporary road closures undertaken and coordinated by Council.
- vehicular accesses (driveway) from the road to the property boundary (refer *Work in Road Reserve Policy*).
- private roads, or roads controlled by the Queensland Department of Transport and Main Roads.
- temporary or permanent Road Reserve Closure being made Land Act 1994 (refer Section 3.10)
- temporary road closures associated with an Operational Works application.

## 3. Statement

### 3.1. Overview

To temporarily close any part of Maranoa Regional Council's road network, including parking bays, you are required to obtain a temporary road closure permit from Council.

Any activity likely to impact the operation of the road network or traffic flow, including any off-road activity that affects the flow of traffic, will require a permit approval.

Examples of activities requiring a temporary road closure permit include:

- lane closures around a building site;
- festivals, events, markets and filming that affect the road network;
- pressure testing of infrastructure (e.g. CSG pipelines) under or within close proximity to Council's road network.

Applicants should also be aware that the permit conditions may require further permits from Queensland Police and the Department of Transport and Main Roads. These agencies have their own requirements and applicants should allow time for additional permit approvals to be processed.

### 3.2. Application

Applications must be made on the prescribed form and must be accompanied by the application fee and all required supporting information listed in the "required attachments" section of the application form.

If the application is submitted without all required documentation, the application will not be processed until the missing documentation is received.

The application must detail the requested dates and times of the closure. A road shall not be closed for more than 12 consecutive hours. If the applicant requires more than 12 hours, a report must be tabled at a Council Meeting for Council to consider the extended hours.

The application must be submitted to Council a minimum of 30 calendar days prior to the dates of the proposed temporary road closure.

### **3.3. Application Fees**

The applicant will be required to pay a fee on application. The fee payable on application will be as determined by Council as part of annual budget deliberations.

### **3.4. Consideration by Council**

When assessing whether or not to approve the temporary closure Council will give consideration to:

- the reason the closure is required and the benefit of this to the community;
- the impact on road users;
- resident access;
- proposed time of closure;
- available alternatives to closing the road;
- the practicality of informing all impacted users;
- ability to reestablish access at short notice in the event of an emergency;
- the proposed detour route;
- whether or not the closure is on a cul de sac; and
- duration of closure.

Consultation with the relevant Local Area Director must also be undertaken to ensure any local area impacts are considered as part of the application assessment process.

### **3.5. Response to Applicant**

Authority for the approval of applications has been delegated through the Chief Executive Officer to the Director – Engineering Services and Local Area Directors.

If approval is granted, a permit, along with the conditions of approval will be issued to the applicant. If approval is not granted, correspondence will be sent to the applicant informing them of the outcome and the reason(s) for approval not being granted.

### **3.6. Conditions of Approval**

Conditions of approval will be outlined on the permit issued to the applicant. Standard conditions will include:

- Traffic management plans must be prepared and approved in accordance with the most recent version of the Queensland Manual of Uniform Traffic Control Devices (MUTCD) and Guide to Temporary Traffic Management (QGTMM)
- Only accredited traffic controllers are to conduct the road closure and traffic management for this event/work. Marshals or volunteers must not enter the roadway or interfere with traffic; this includes directing traffic or participants, in any form.
- All appropriate approvals from the Queensland Police Service and Department of Transport and Main Roads (if applicable) are required.
- Public Liability Insurance (minimum of \$20,000,000) evidence is to be provided to Council.

### 3.7. Emergency Services

The applicant must notify all relevant emergency services of the closure and provide evidence of receipt of this notification to Council. Notifications are to be made to the local station and shall include:

- Queensland Police Service
- Queensland Ambulance Service
- Queensland Fire and Rescue Service

### 3.8. Advertising the Closure

Council will organise to advertise the closure in one local paper within seven (7) calendar days prior to the road being closed.

If the applicant requires the proposed dates for the temporary road closure to be changed from their initial submission they must inform Council 14 calendar days prior to new proposed date for the temporary road closure.

On rural roads the applicant must advertise the closure on variable message boards on all approaches to the closure for 2 weeks prior to the closure and during the closure.

### 3.9. Resident and Business Access

If any resident or business access to the road network cannot be maintained during the temporary road closure the applicant must receive written consent from these residents or business owners for the road to be closed.

If the applicant cannot receive this consent from all affected residents or businesses, the applicant can request that a report be tabled at a Council meeting for Council to consider the closure without consent from all affected residents.

### 3.10. Temporary or Permanent Road Reserve Closure (*Land Act 1994*)

This policy is not to be confused with Temporary or Permanent Road Closures under the *Land Act 1994*.

This process is not facilitated or managed by Council and persons seeking temporary or permanent road reserve closures or openings are to apply to the relevant State Government Department in accordance with requirements of the *Land Act 1994*.

## 4. Definitions

The *Local Government Act 2009* Section 59 defines:

(2) A **road** is –

- a. an area of land that is dedicated to public use as a road; or
- b. an area of land that
  - i. is developed for, or has a 1 of its main uses, the driving or riding of motor vehicles; and
  - ii. is open to, or used by, the public; or
- c. a footpath or bicycle path; or
- d. a bridge, culvert, ferry, ford, punt, tunnel or viaduct.

(3) However, a **road** does not include-

- a. a State-controlled road; or
- b. a public thoroughfare easement.

## 5. Related Policies and Legislation

- *Local Government Act 2009*
- *Land Act 1994*
- *Transport Operations (Road Use Management Act 1995)*
- *Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation)*
- *Work in Road Reserve Policy*
- *Manual of Uniform Traffic Control Devices Part 3 Works on Road*

## 6. Associated Documents

- Temporary Road Closure – Maranoa Regional Council Permit Application Form
- Resident/Business Objection/Non-Objection Form – Temporary Road Closure