

COUNCIL POLICY

Council Policy Title:	Event Road Closure Consultation and Communication
Council Policy ref. no:	13.9
Responsible Department:	Corporate and Community Services
Date of adoption/review:	24 July 2013

1. INTRODUCTION

Historically concerns have been raised within the community relating to impacts arising from street and road closures associated with the running of events across the municipality and the consultation process undertaken by event organisers with the affected community.

This Policy seeks to develop and formalise the consultation and communication signoff process to be undertaken by event organisers. This process will enable the assessment and implementation of delivery options for event organisers co-ordinating events involving road closures.

In addition, this Policy seeks to consider the level of community "host tolerance" to the number of road or street closures that residents/traders would accept per year. Impacts resulting from the number of events held on Public Reserves managed by the Colac Otway Shire will also be considered.

2. OBJECTIVES / PURPOSE

To develop a policy to formalise the consultation and communication sign off process for Event Organisers requiring street or road closures (on or involving local roads within the Municipality).

This policy also considers the level of community "host tolerance" to both the number of road or street closures and the level of usage of Public Reserves that residents/traders would accept per year.

3. DEFINITIONS

Event

Any planned activity where any structure (permanent or temporary), open area, roadway, (fenced or unfenced) will contain a number or persons greater than that normally found in that area or location at one time. This activity may affect the location surrounding the area prior to, during or after the event.

Event Organiser

A commercial entity, community group or individual who undertakes the planning and/or implementation of an organised event.

Consultation Process

Consultation is the method of obtaining input from the affected community to ensure views can be identified and communicated with respect to the proposed event.

Communication Plan

A written plan outlining the methods and implementation process for communicating information regarding road closures proposed for the event.

Affected Community

Owners and/or occupiers of properties in the immediate vicinity including all the abutting property occupiers to the road/street closure. This will also apply to member of the general public who use public reserves.

Temporary Road Closure

The temporary closure of a road to public vehicular traffic for a set time period as required for the holding, set up and set down of an event.

Full road closure - entire road is closed between designated points.

Partial road closure - a portion of the road width is closed between designated points.

Notification Process

The notification process is the communication method of approved road closure information relating to road closure areas and times to the affected community.

Catchment area

The catchment area identifies residents and/or traders who are deemed to be affected by the road closures.

The catchment area is to include:

Occupiers of properties whose:

- frontage is within the closed section or the proposed detour; and
- primary/only access is via the closed section; and
- property is in close proximity to the road closure and therefore could be affected.

Businesses/services that normally use the closed road as a primary route (or have stops within) including but not limited to:

- Bus companies;
- Transport companies; and
- Operators of milk tankers.

Public Reserves

A Public Reserve is any land which is owned, occupied or managed or controlled by Council and dedicated or used for outdoor cultural, environmental, sporting or recreational purposes.

4. POLICY

This Policy will enable event organisers to complete the required consultation and communication sign off process for events involving road closures and assist in the management of community "host tolerance" to both the level of usage of public reserves and the number of road or street closures that residents/traders would accept per year.

Public reserves are dedicated or used for outdoor cultural, environmental, sporting or recreational purposes. Therefore, the community expect to access and utilise these areas unhindered. To minimise the impact of events held on public reserves that restrict public access it is necessary to establish a reasonable number of events that the community will deem acceptable per year.

The number of approved events held within a single township that are permitted to exclude general public access within a public reserve, will be set at seven (7) events per year. Where more than seven (7) events exclude normal public use, approval from Council must be sought.

Similar to the usage of public reserves, the level of community "host tolerance" for approved events requiring road or street closures will be set at ten (10) events per year. Where more than 10 event road/street closures are proposed, approval from Council must be sought for those events exceeding the approved limit.

5 IMPLEMENTATION AND REVIEW

Communication Plan

A communication plan is to be developed by the event organiser detailing the methods and timelines for communicating road closure information to affected property owners and retailers.

Key elements of the communication plan will include:

- Identification of area impacted by the event (Catchment area)
- Consultation Methodology
- Notification schedules
- Event notification letter content - including but not limited to:
 - Details of event to be held
 - Date of event, time of event
 - Details of impacted roads
 - Details of how road closure will be undertaken
 - Contact details of event organiser

The Communication Plan requires approval from Colac Otway Shire prior to implementation.

A Draft Communication Plan is to be submitted following the first E-Team Meeting, with an approved plan developed 4 months prior to the event.

Consultation

Consultation is the gathering of feedback from the affected property owners to ensure event impact is managed and minimised without removing the integrity of the event.

Consultation with affected property owners is not necessarily to determine if the event should proceed, rather to give consideration to individual needs and address the concerns of residents and traders where appropriate.

The method of consultation undertaken will vary depending on the type of event held. As part of the communication plan, a consultation methodology will be established. Information gained from consultation is to be collected and reviewed in conjunction with Colac Otway Shire officers. Submissions received in relation to the proposed event will be considered by Colac Otway Shire with recommendations presented to event organisers.

Evidence of direct contact with affected property owners must be provided and endorsed by Colac Otway Shire no later than 6 weeks prior to the event coinciding with the second E-Team Meeting.

IMPLEMENTATION SCHEDULE

TIME FRAME	6 MONTHS PRIOR TO EVENT	4 MONTHS PRIOR TO EVENT	6 WEEKS PRIOR TO EVENT
COMMUNICATION PLAN	DRAFT PLAN	APPROVED PLAN	IMPLEMENTATION COMPLETE
CONSULTATION PROCESS		APPROVED METHODOLOGY	IMPLEMENTATION COMPLETE
NOTIFICATION PROCESS		APPROVED PROCESS	1 WEEK FROM EVENT IMPLEMENTED

6. RELATED LEGISLATION

Local Government Act 1989
Road Safety Act 1986
Road Safety (Traffic) Regulations 1985
Transport Act 1983
 Colac Otway Shire Local Law No. 2 - Clause 90

7. RELATED POLICIES / PROCEDURES / GUIDELINES

Festival and Events Strategy 2007- 2011
 Event Management Guide
 Guideline to Road Closures for Events - Communication & Consultation Process

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 May 2008	Adopted by Council
28 April 2010	Review
24 July 2013	Review