Guidelines for Events on SA Roads
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AMENDMENT RECORD

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<thead>
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<th>Page(s)</th>
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<td>Sign Graphics Added</td>
<td>Al.B</td>
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</tbody>
</table>

The SA Standard for Workzone Traffic Management was prepared by the Department of Planning, Transport and Infrastructure (DPTI). It has been approved and authorised for use by Councils, DPTI staff and other authorised bodies or persons by:

Manager, Traffic and Access Standards Section
12 / 12 / 2013

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CONTENTS

1. Scope................................................................................................................ 4

2. Event categories .............................................................................................. 5
   2.1 Events on the Road.................................................................................... 5
   2.2 Events adjacent to a Road....................................................................... 5
   2.3 Declaring the event.................................................................................. 6

3. Legal Framework ............................................................................................. 7

4. Event Organiser responsibilities..................................................................... 7
   4.1 Preparation and Implementation................................................................. 8
   4.2 Risk Assessments...................................................................................... 8

5. Use of Signs and Other Traffic Control Devices............................................ 9
   5.1 Multi-message signs................................................................................ 9
   5.2 Regulatory traffic control devices.............................................................. 10
   5.3 Event speed limits.................................................................................... 10
   5.4 Advance warning notification signs......................................................... 14

6. Delegation and Authorisations...................................................................... 17
   6.1 Declaring Events, closing roads and granting exemptions.................... 17
   6.2 Traffic Control Devices (TCDs)................................................................. 17

7. CLOSING ROADS AND GRANTING EXEMPTIONS....................................... 18
   7.1 Close roads and Exempt Participants....................................................... 19
   7.2 Only need to Close Roads...................................................................... 21
   7.3 Only need to Exempt Participants........................................................... 23

8. Liability ........................................................................................................... 25

9. Check List....................................................................................................... 25

10. TERMS USED ................................................................................................. 25

11. CONTACT FOR FURTHER INFORMATION.................................................... 27

Appendix A  The Approval and Implementation Process for Community Events on Roads................................................................. 28

Appendix B  The Approval and Implementation Process for Community Events......................................................................................... 29

Appendix C  Example of Road Closure to be made by resolution of Council.30

Appendix D  NOTICE OF ROAD CLOSURE.......................................................... 31

Appendix E  Permit ........................................................................................... 32

Appendix F  Regional Boundaries ................................................................... 33

Appendix G  DPTI Regional Contacts................................................................. 34
FOREWORD

The Department of Planning, Transport and Infrastructure (DPTI), has prepared these guidelines that shall be followed when approving events including the processes for closing roads and exempting participants, as outlined in the Ministers Instrument to Councils. This guideline is endorsed by South Australia Police (SAPOL) and the Local Government Association (LGA).

These guidelines promote safe and consistent traffic management practice in accordance with legal obligations and applicable state and national standards. They require general compliance with the **SA Standards for Workzone Traffic Management and the South Australia Road Traffic Act 1961**. The guidelines also refer to the training and accreditation requirements for persons responsible for designing traffic management schemes, and for directly managing and controlling traffic and people at events.

South Australia’s vast road network provides the opportunity for organisations and community groups to stage events on roads for the benefit of the public at large. An event may be any organised sporting, recreational, political, artistic, cultural or other activity, including a street party. Such events need to be managed in a way that ensures safety for all involved, and minimises disruptions to the normal daily usage and function of our road network.

Events that do not occur on roads but impact on the safety and efficiency of the surrounding road network also need to be taken into account.

In order to conduct an event on a road or road-related area, the Minister for Planning, Transport and Infrastructure can declare it is an event under section 33 of the **Road Traffic Act 1961**. To increase the availability of these orders, the Minister has delegated the power under section 33 to the Commissioner of Police and to each Council.

All organisations and individuals associated with event management on or near roads are encouraged to become familiar with the requirements of this document and to apply them with due consideration to all social, environmental, operational and legal implications. This will ensure that events can take place in the safest and most efficient manner possible for the enjoyment and/or satisfaction of all involved.

1. **Scope**

These Guidelines apply to all planned events that may have a direct or indirect impact on the safety and efficiency of the surrounding road network in South Australia.

It is recommended that event organisers confirm to the general guidelines in conjunction with compliance requirements of the authority responsible for the road impacted upon by the event.

Definitions of terms such as “event” and “road related area” are provided at the back of this document.
2. Event categories

2.1 Events on the Road

There are particular legal frameworks within which roads are closed and/or traffic is controlled at events. Table 1 describes the likely features of the six categories of events and lists examples to assist with category identification. Generally, events in categories 3 to 6 may not require a formal road closure but are subject to other legal controls on traffic movement.

2.2 Events adjacent to a Road

Events conducted off-road do not always directly impact on traffic and have therefore not been identified as a specific event category in Table 1. However, approval for such events by the relevant authorities should always include an assessment of any likely adverse traffic impacts on adjacent roads, which should be addressed by traffic management arrangements.

Authorities should be particularly mindful that major road activities may be scheduled to occur on the surrounding road network at the same time as the event, e.g. tunnel closures for maintenance purposes, road detours for roadworks etc, and that liaison and coordination with other authorities on traffic management may be required.

Table 1 – Categories of On Road Events

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Features</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An event which involves large public participation</td>
<td>• Involves full road closures at the location of the event.</td>
<td>• Australia Day Fireworks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May involve full and partial road closures for traffic management</td>
<td>• Anzac Day March</td>
</tr>
<tr>
<td></td>
<td></td>
<td>purposes in the vicinity of the event</td>
<td>• Christmas Pageant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Likely to impact on roads under the control of both Commissioner of</td>
<td>• City to Bay Fun Run</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highways and Local Governments.</td>
<td>• Tour Down Under</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Likely to require extensive control of traffic and/or adjustments to</td>
<td>• Clipsal 500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>regulatory signing and traffic signal controls.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>An event which involves the racing of motor vehicles and does not involve</td>
<td>• Involves full road closures at the location of the event.</td>
<td>• TARGA Car Rally</td>
</tr>
<tr>
<td></td>
<td>large public participation</td>
<td>• May require temporary suspension of traffic regulations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Impacts on roads predominantly under the control of Local Governments</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>An event which involves the racing of non-motorized vehicles, an athletic</td>
<td>• Involves full road or rolling closures at the location of the event.</td>
<td>• Tour Down Under</td>
</tr>
<tr>
<td></td>
<td>event or any other event, other than a locality or street event, which</td>
<td>• May involve full and partial road closures for traffic management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>does not involve large public participation</td>
<td>purposes in the vicinity of the event.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Likely to impact on roads under the control of both Commissioner of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Highways and Local Governments.</td>
<td></td>
</tr>
</tbody>
</table>
### Guidelines for Events on SA Roads

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Requirements</th>
<th>Impacts</th>
</tr>
</thead>
</table>
| 4 | A locality or street event which does not fall within categories 1, 2 or 3 | • May require temporary suspension of traffic regulations.  
• Likely to require control of traffic and/or adjustment to regulatory signing and traffic controls. | • Neighbourhood Street Party |
| 5 | A public meeting that impacts on a road, or a procession comprising three or more persons | • Involves traffic control coordinated by Police.  
• Involves escort by Police or pilot vehicles.  
• May require temporary suspension of traffic regulations.  
• Impacts on roads under the control of Local Governments. | • Political, religious, cultural or commemorative parade or rally |
| 6 | Specifically an on-road race meeting or speed test that does not require road closure | • Requires temporary suspension of traffic regulations.  
• May involve partial road closures for traffic management purposes in the vicinity of the event.  
• Likely to impact on roads under the control of the Commissioner of Highways and Local Governments.  
• Likely to require control of traffic and/or adjustments to regulatory signing and traffic signal controls. | • Community fun runs |

### 2.3 Declaring the event

- The Flowcharts in Appendix A and B provide Event Organisers with a general overview of the planning, approval and implementation procedure for events.
- Event organiser must contact the relevant party to ensure it is declared. Responsibility for declaring the event shall be determined in accordance with Table 2.

#### Table 2 – Responsibility for declaring events

<table>
<thead>
<tr>
<th>Responsibility for Road:</th>
<th>Who will declare the event</th>
</tr>
</thead>
<tbody>
<tr>
<td>If <strong>any</strong> part of the event will be held on a road under the care, control and management of the Commissioner of Highways</td>
<td>SAPOL</td>
</tr>
<tr>
<td>If <strong>any</strong> part of the event will be held on a road(s) within your Council area and your Council has care, control and management of the road(s)</td>
<td>Council</td>
</tr>
<tr>
<td>If the event will <strong>only</strong> be held on roads under the care, control and management of another Council</td>
<td>To council concerned.</td>
</tr>
</tbody>
</table>
If the event will be held on road(s) across two or more Council areas, but not under the care, control and management of the Commissioner of Highways

To SAPOL for coordination and to minimise costs.

If the event will be held on roads which are within your Council area and some of these roads are under the care, control and management of the Commissioner of Highways

To SAPOL for coordination.

If the event will be held on roads or road-related areas which are not under the care, control and management of a Council or the Commissioner of Highways

SAPOL

Full details of roads under the care, control and management of the Commissioner of Highways are available from:


3. Legal Framework

When considering an event, council or SAPOL shall determine first which of the following legislative powers to use

Road Traffic Act 1961 (“the RTA”) - Section 33

- Section 33 of the RTA is the best method for declaring an Event.
- It allows for a road (or part of a road) to be closed and/or for event participants to be exempted from a variety of traffic law provisions. This is not the case with other road closure provisions.
- Council or SAPOL must decide if the event meets the definition of an event under section 33.
- Under section 33(10) of the RTA, an event means an organised sporting, recreational, political, artistic cultural or other activity, and includes a street party.
- If the event fits this definition then section 33 should be used.

Summary Offences Act 1953 (“the SOA”) - Section 59

- There are limited circumstances in which section 59 of the SOA would be more appropriate than using section 33 of the RTA. Generally this is where an event is not to be held on a road but rather on an adjoining property which is likely to result in “unusual crowding” on the road(s).
- The powers under section 59 may be exercised only by the Commissioner of Police or a Mayor or Chairman of a Council.

4. Event Organiser responsibilities

The event organiser shall be responsible for arranging and meeting the costs of preparing and implementing Traffic Management Plans for all events. The plan must be endorsed by the relevant road authority prior to being sent to SAPOL.
The event organiser shall deal with any public liability claims made in respect to the traffic management arrangements for the event.

Event organisers shall keep a copy of the Traffic Management Plan and, in particular, a record of all traffic control device placements and any changes to these during the event. Such record keeping should generally be in accordance with SA Standard for Workzone Traffic Management. It may become necessary to produce these records in evidence at legal proceedings at a future time.

4.1 Preparation and Implementation

Any party responsible for organising an event that involves a change to the traffic environment to the extent that road users will be:
required to actively reduce their travel speed and/or direction of travel on the roadway; or

- subject to additional traffic control and/or abnormally long queuing or delays
- should have detailed Traffic Management Plans prepared.

All Traffic Management Plans should ensure the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users.

The Traffic Management Plan should also include the traffic control devices to be used to physically affect the road closure including “Road Closed” signs and associated barricades. Traffic control devices must be installed in accordance with the Ministers Instrument by a person holding current Workzone Traffic Management accreditation (Accredited Officer).

SAPOL also provide a Traffic Control – Marshalling Training Program. The purpose of this program is to train people so they are competent to perform duties as legally trained and authorised traffic marshals at public events where traffic control is required. Further information in relation to this training can be found at: http://www.police.sa.gov.au/sapol/community_services/educational_programs/business_and_community/road_safety_education_for_business_community.jsp.

Note: The marshalling training does not make you an accredited officer in Workzone Traffic Management.

4.2 Risk Assessments

Event organisers are to ensure that an Accredited Officer completes a risk assessment to:

- Identify all hazards likely to arise;
- Result in the development of a traffic guidance scheme or procedural statement that controls or reduces any significant risks;
- Check the proposed traffic guidance scheme or procedural statement in detail to ensure that the means of controlling or reducing any significant risks are adequate; and
- Evaluate the hazards in terms of:
  - Likelihood of occurrence;
  - Adverse consequences; and
  - Using historical data, experience of other means.
Assessments should consider the following for workers and other road users:

- Details of work to be undertaken e.g. duration and location on road;
- Traffic volumes and traffic speeds in the work site;
- Road geometry including road and carriageway widths, sight distances and ;
- History of Work Health and Safety accident/incident records relating to these types of activities, the work location and work units.

The risk assessment should be reviewed on site. The following points should be checked to help ensure that risks are reduced:

- Ensure all workers are briefed on safety requirements;
- Ensure all workers wear high visibility clothing;
- Minimise obstructions to traffic, pedestrian and other road users;
- Allow safe access to neighbouring properties and side streets;
- Erect the correct speed signs to suit the site;
- Ensure all signs and devices are correct and clear to road users;
- Check for glare and other distractions to road users; and
- Regularly review the traffic guidance scheme during installation and operation as the risks may have changed.

**Note:** Risk assessment shall only be conducted by an Accredited Officer.

### 5. Use of Signs and Other Traffic Control Devices

Traffic management at events is generally undertaken utilising the same temporary traffic signs and traffic control devices normally associated with works on roads, as described in *SA Standard for Workzone Traffic Management*. Event signs and the format to be used at events on roads are shown in Table 3.

**Note:** Signage is not to be mounted to any of DPTI infrastructure without prior approval. (Approval can be obtained via the DPTI Regional Office. See page 35).

#### 5.1 Multi-message signs

The use of multi-message signs are not mandatory but when used shall comply with the following requirement:

- Shall only be used in temporary or permanent 60km/h or less speed zones;
- These signs are for use on two or less trafficable lanes. However, for 3 trafficable lanes the multi-message signs must be duplicated;
- Individual panels shall comply with the requirements for the related stand-alone sign in AS 1742.3 MUTCD traffic control devices for works on roads (2009) clause 3 Description and Use of Signs and Devices;
- Sign assemblies containing regulatory speed limit signs panels shall be provided on each side of the road, or carriageway of the road to which signs apply;
- When used, regulatory speed limit signs panels shall be placed on the side of the multi-message frame closest to the traffic.

The frame for multi-message signs shall:
• Be capable of holding two 600 x 600 mm and one 1200 x 300 mm message panels;
• Be capable of holding back-to-back mounting of message panels;
• Comply with the requirements of AS 1742.3 MUTCD Part 3: traffic control devices for works on roads (2009) clause 3.3.1 General;
• Substrate material for the message panels shall comply with the manufacturer’s requirements for reflective sheeting;
• The sign face shall be constructed of retro reflective material meeting the performance standard for Class 1 or 1W material, as specified in AS/NZS 1906.1-2007: Retro reflective Materials and Devices for Road Traffic Control Purposes, Part 1: Retro reflective Materials.

This Guideline is updated periodically. For a comprehensive and up to date list of all current multi-message signs, refer to the Sign Index at: http://www.dteiapps.com.au/signindx/

5.2 Regulatory traffic control devices

Regulatory signs are signs that must be obeyed by law. They are used to indicate and reinforce traffic regulations, rules and restrictions. Some examples of these include speed limit, give way and stop signs. The following signs (refer to table 3) are often used at event sites to regulate road users or complement regulatory signs.

Note: To ensure road closures are enforceable both the No Entry Sign (R2-4) must be in use in conjunction with the Road Closed Sign (T2-4).

5.3 Event speed limits

A temporary speed zone established at events on or adjacent to roads shall only apply while the relevant conditions exist. It shall be removed as soon as practicable after the need for its imposition passes.

Speed zones for traffic safety purposes should not be used where alternative means of traffic control would be adequate, nor should they be used to avoid the necessity for some other more appropriate action, such as the use of a traffic controller.

Approval for the use of lower speed limits for any event on or adjacent to the road shall be obtained via:

<table>
<thead>
<tr>
<th>Speed Limit</th>
<th>Approving Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>• DPTI, Traffic and Access Standards Section</td>
</tr>
<tr>
<td></td>
<td>• SAPOL</td>
</tr>
<tr>
<td>40</td>
<td>• DPTI, Metropolitan Regional Office</td>
</tr>
</tbody>
</table>
### Table 3 - Format of Signs

<table>
<thead>
<tr>
<th>Sign Number</th>
<th>Sign Name</th>
<th>Sign Size, mm</th>
<th>Figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1-6-1M</td>
<td>DETOUR AHEAD</td>
<td>1200 X 300</td>
<td>DETOUR AHEAD</td>
</tr>
<tr>
<td>T1-6-2M</td>
<td>DETOUR AHEAD (square)</td>
<td>600 X 600</td>
<td>DETOUR AHEAD</td>
</tr>
<tr>
<td>T1-10-1M</td>
<td>TRAFFIC HAZARD</td>
<td>1200 X 300</td>
<td>TRAFFIC HAZARD</td>
</tr>
<tr>
<td>T1-10-2M</td>
<td>TRAFFIC HAZARD (square)</td>
<td>600 X 600</td>
<td>TRAFFIC HAZARD</td>
</tr>
<tr>
<td>T1-18M</td>
<td>PREPARE TO STOP</td>
<td>1200 X 300</td>
<td>PREPARE TO STOP</td>
</tr>
<tr>
<td>T1-25-1M</td>
<td>ON SIDE ROAD</td>
<td>1200 X 300</td>
<td>ON SIDE ROAD</td>
</tr>
<tr>
<td>T1-25-2M</td>
<td>ON SIDE ROAD (square)</td>
<td>600 X 600</td>
<td>ON SIDE ROAD</td>
</tr>
<tr>
<td>T1-25-3M</td>
<td>ON SIDE ROAD</td>
<td>1200 X 300</td>
<td>ON SIDE ROAD</td>
</tr>
<tr>
<td>T1-25-4M</td>
<td>ON SIDE ROAD (square)</td>
<td>600 X 600</td>
<td>ON SIDE ROAD</td>
</tr>
<tr>
<td>T1-28-1M</td>
<td>NEXT 1, 2, 5, 10km</td>
<td>1200 X 300</td>
<td>NEXT km</td>
</tr>
<tr>
<td>T1-28-2M</td>
<td>NEXT 1, 2, 5, 10km (square)</td>
<td>600 X 600</td>
<td>NEXT km</td>
</tr>
<tr>
<td>T1-28-3M</td>
<td>NEXT 1, 2, 5, 10km</td>
<td>1200 X 300</td>
<td>NEXT km</td>
</tr>
<tr>
<td>T1-28-4M</td>
<td>NEXT 1, 2, 5, 10km (square)</td>
<td>600 X 600</td>
<td>NEXT km</td>
</tr>
<tr>
<td>T1-32M</td>
<td>SIDE ROAD CLOSED</td>
<td>600 X 600</td>
<td>SIDE ROAD CLOSED</td>
</tr>
<tr>
<td>T1-34M</td>
<td>TRAFFIC CONTROLLER</td>
<td>600 X 600</td>
<td>TRAFFIC CONTROLLER</td>
</tr>
<tr>
<td>T1-SA67-1M</td>
<td>EVENT AHEAD</td>
<td>1200 X 300</td>
<td>EVENT AHEAD</td>
</tr>
<tr>
<td>T1-SA67-2M</td>
<td>EVENT AHEAD (square)</td>
<td>600 X 600</td>
<td>EVENT AHEAD</td>
</tr>
<tr>
<td>T1-SA109B-1M</td>
<td>SPEED LIMIT CHANGED</td>
<td>600 X 600</td>
<td>SPEED LIMIT CHANGED</td>
</tr>
<tr>
<td>T1-SA125M</td>
<td>EVENT ON SIDE ROAD</td>
<td>1200 X 600</td>
<td>EVENT ON SIDE ROAD</td>
</tr>
<tr>
<td>T1-SA126M</td>
<td>EVENT PEDESTRIAN</td>
<td>600 X 600</td>
<td>EVENT PEDESTRIAN</td>
</tr>
<tr>
<td>Code</td>
<td>Message</td>
<td>Size</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>T1-SA127M</td>
<td>EVENT BIKE</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T1-SA128M</td>
<td>EVENT RUNNER</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T1-SA131M</td>
<td>BIKE LANE CLOSED</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T1-SA133M</td>
<td>COMMUNITY EVENT AHEAD</td>
<td>1200 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-4-1M</td>
<td>ROAD CLOSED</td>
<td>1200 x 300</td>
<td></td>
</tr>
<tr>
<td>T2-4-2M</td>
<td>ROAD CLOSED (double plate)</td>
<td>1200 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-6-1M</td>
<td>2 LANE STATUS</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-SA6-1M</td>
<td>SINGLE LANE STATUS</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Though, Left or Right</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T2-SA6-3M</td>
<td>SINGLE LANE STATUS</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Through Median</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T2-SA6-4M(L)</td>
<td>TURN LEFT</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-SA6-4M(R)</td>
<td>TURN RIGHT</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-23M</td>
<td>END DETOUR</td>
<td>1200 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-24-1M</td>
<td>TWO WAY TRAFFIC LANE STATUS</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-SA104-1M</td>
<td>END EVENT</td>
<td>1200 x 300</td>
<td></td>
</tr>
<tr>
<td>T2-SA104-2M</td>
<td>END EVENT (square)</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-SA105-1M</td>
<td>EVENT IN PROGRESS</td>
<td>1200 x 300</td>
<td></td>
</tr>
<tr>
<td>T2-SA105-2M</td>
<td>EVENT IN PROGRESS (square)</td>
<td>600 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-SA106-1M</td>
<td>END</td>
<td>1200 x 600</td>
<td></td>
</tr>
<tr>
<td>T2-SA106-2M</td>
<td>END (square)</td>
<td>600 x 600</td>
<td></td>
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</table>
### Guidelines for Events on SA Roads

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2-SA107M(L)</td>
<td>EVENT TURN LEFT</td>
<td>600 x 600</td>
</tr>
<tr>
<td>T2-SA107M(R)</td>
<td>EVENT TURN RIGHT</td>
<td>600 x 600</td>
</tr>
<tr>
<td>T2-SA108M</td>
<td>EVENT PARKING</td>
<td>600 x 600</td>
</tr>
<tr>
<td>T5-1-1M</td>
<td>DETOUR</td>
<td>1200 x 300</td>
</tr>
<tr>
<td>T5-1-2M</td>
<td>DETOUR (double plate)</td>
<td>1200 x 600</td>
</tr>
<tr>
<td>T8-2M(L)</td>
<td>PEDESTRIANS (Left or Right)</td>
<td>1200 x 300</td>
</tr>
<tr>
<td>T8-2M(R)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T8-3M</td>
<td>USE OTHER FOOTPATH</td>
<td>600 x 600</td>
</tr>
<tr>
<td>T8-4M</td>
<td>FOOTPATH CLOSED</td>
<td>600 x 600</td>
</tr>
<tr>
<td>R2-4M</td>
<td>NO ENTRY</td>
<td>600 x 600</td>
</tr>
<tr>
<td>R2-6M(L)</td>
<td>NO LEFT TURN</td>
<td>600 x 600</td>
</tr>
<tr>
<td>R2-6M(R)</td>
<td>NO RIGHT TURN</td>
<td>600 x 600</td>
</tr>
<tr>
<td>R4-1M</td>
<td>SPEED SIGN</td>
<td>600 x 600</td>
</tr>
<tr>
<td>G9-9-1M</td>
<td>REDUCE SPEED</td>
<td>1200 x 300</td>
</tr>
<tr>
<td>G9-9-2M</td>
<td>REDUCE SPEED (square)</td>
<td>600 x 600</td>
</tr>
<tr>
<td>G9-18M</td>
<td>NO THROUGH ROAD</td>
<td>600 x 600</td>
</tr>
<tr>
<td>G9-40-3M</td>
<td>LOCAL TRAFFIC ONLY</td>
<td>600 x 600</td>
</tr>
</tbody>
</table>
Note: When placing orders for signs, please use the unique alpha-numeric identification code (Sign Number) as above.

5.4 Advance warning notification signs

In addition to the above signs, temporary signs used for promoting an event can be installed two weeks prior to the event and must be removed within one week of the event completion, or as specified by DPTI or the relevant Council at the time of declaration.

Note: Approval must be obtained before erection of these advanced notification signs.

Signs shall not:

- be placed on a carriageway, dividing strip (median), traffic island, roundabout, or within 50 metres of a signalised intersection, roundabout or pedestrian activated crossing, or on the South-Eastern Freeway, the Southern Expressway, the Port River Expressway or the Northern Expressway;
- be placed within 6 metres of an intersection or junction, or in any other location that may pose a hazard to pedestrians or road users;
- Be attached to any street name, traffic direction or parking sign or to the associated pole;
- be placed so as to cover any Council, ETSA Utilities or DPTI numbering, signs or other markings;
- be placed on DPTI structures. Structures which belong to DPTI, include road bridges on arterial roads, “gooseneck” light poles, traffic control boxes, traffic signal poles, signal boxes, traffic signs, directional and information signs, and other traffic control devices, guideposts, traffic barriers and pedestrian fences located within the road reserve;
- be placed so as to restrict the sight distance for road users and pedestrians crossing the road;
- compete with or reduce the effectiveness of other signs and traffic control devices;
- resemble a traffic control device, or reasonably be capable of being mistaken as a traffic control device (must not be affixed on the diagonal).
Example of Traffic Management Plan for an Event

Diagram 1

Use any example in the Field Guide to calculate the distances, i.e. AW, BZ etc.

Not to scale
Signs may be duplicated if required
Example of Traffic Management Plan for an Event

Diagram 2

'Event in Progress' sign shall be attached to the bottom of the Road Closed sign (T2·4·1M)
6. Delegation and Authorisations

Section 11(1)(a) of the Road Traffic Act 1961 ('the Act') enables any of the powers or functions assigned on or conferred on the Minister for Transport and Infrastructure to be delegated to others via instrument in writing.

6.1 Declaring Events, closing roads and granting exemptions

The South Australian Police have the Minister’s approval to declare events on roads, which are under the care, control and management of both the Commissioner of Highways and any other road authorities. Therefore, where any part of a proposed event is to be held on roads under the care, control and management of the Commissioner of Highways the proposed event should be referred to appropriate contact person in SAPOL. See page 28.

Where a proposed event is being coordinated by SAPOL and section 33 of the Road Traffic Act is being used to close a road for the purposes of the event, consent must first be obtained from every council within whose areas the road is situated. (Section 33(2)).

Council also has been delegated power from the Minister pursuant to section 33 to close roads (or part of a road) and grant exemptions for an event where that road is under the care and control of Council. The power is contained in Clause G of the Instrument issued to Councils, titled “Road Traffic Act, 1961 – Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events”, and is dated 22 August 2013.

Section 11(2a) of the Act also provides that a “power or function delegated under this section may, subject to the conditions of the instrument of delegation, be further delegated by instrument in writing”. The Minister's Instrument prohibits Councils from sub-delegating these powers without the Minister’s express approval.

This means that Council must, by resolution, declare the event and order the closure of the road(s). Although the power cannot be delegated, Councils may authorise any Council officer or sub-committee to exercise these powers ‘for and on behalf of’ the Council.

The Council therefore continues to be directly responsible for the decisions of any Council officer. This contrasts with the sub-delegation of powers, where the Council officer would act as a delegate of the Council and would be able to make decisions in his/her own name, rather than “for, and on behalf of” Council.

Unless Council has authorised its officers or a sub-committee to declare events on behalf of the Council, the declaration of the proposed event must to be made by Council resolution.

6.2 Traffic Control Devices (TCDs)

The Minister has given Councils power to use TCDs (conferred on the Minister by section 17 of the ACT) in the Minister's Instrument. Clause A of the Minister's Instrument provides for the use of TCDs and imposes many conditions which must be adhered to in order for the TCDs to be installed legally.
However, Clause E of the Minister’s Instrument prescribes different conditions for the use of TCDs where they are used for the purposes of an event.

At all times that workers are present at a work site, at least one worker must:

- Have gained accreditation in the DPTI Workzone Traffic Management Training Course; and
- Carry a card certifying accreditation of this course when engaged at a work area or work site.

**Note:** It is an offence under the Road Traffic Act if no worker has proper authority i.e. not carrying a card certifying Workzone Traffic Management accreditation.

**Conditions**

- **Conformity to Road Traffic Act**
  A sign used for the purpose of an event, must conform to the requirements of the *Road Traffic Act 1961*, and any rules and regulations made under the Act.

- **TCDs to be installed in accordance with a plan**
  All traffic control devices *must* be installed in accordance with a Traffic Management Plan that is prepared by a person, who in the opinion of the Council has an appropriate level of knowledge and expertise in the preparation of traffic management plans.

  Traffic control devices must be installed in accordance with the Ministers Instrument by a person holding current Workzone Traffic Management accreditation (Accredited Officer).

- **Notification of adjoining Council**
  Council must notify an adjoining Council before installing, altering or removing a traffic control device on a road that runs into or intersects with, or otherwise is likely to affect traffic (including its flow, speed and composition) on a road that is under the care, control and management of another council.

- **No Traffic Impact Statement**
  There is NO requirement that a Traffic Impact Statement be prepared by an practitioner where traffic control devices are used for the purposes of events.

**Note:** Traffic control devices used for any purpose, other than a road event must comply with the conditions imposed by Clause A of the Minister’s Instrument.

### 7. CLOSING ROADS AND GRANTING EXEMPTIONS

If the proposed event will only be held on roads under the care of the Council and Council has declared the event under section 33, Council may then, in accordance with the Section 2.1, make an order to:

- Close roads and Exempt Participants – see Section 7.1
• Only Close Roads – see Section 7.2, or
• Only Exempt participants – see Section 7.3.

If any part of the proposed event will either be held on a road under the care, control and management of the Commissioner of Highways or under the care, control and management of another Council, SAPOL may then declare the event, close roads and grant exemptions in accordance with the conditions in the Notice.

7.1 Close roads and Exempt Participants

• Where an event is of such nature that it requires both the closure of road(s) and participants to be exempted from relevant road traffic laws, then Council or an authorised officer must do the following:

Advertise the Order

• Section 33(3) of the RTA requires that the details of any road closure must be advertised at least two clear days before an order to close a road under subsection (1) takes effect.
• Notice of the closure must appear in at least one newspaper circulated within the vicinity. For adjoining councils or a wider area it is proposed that one or more newspapers, one being a newspaper circulating generally within the State. (Section 33(3)).
• Section 33 provides that the order is to be made at the cost to the applicant.

Notify the Commissioner of Highways

• Notice of any declaration made pursuant to sub-section 33(1) must be given to the Commissioner of Highways at least two weeks prior to the date of the event.
• Adhering to this condition ensures that DPTI is made aware of any intended road closures, which may affect or conflict with any proposed road works. If advised at least two weeks prior to the road closure order taking effect DPTI will be in a position to coordinate the intended road works and road closure to remove any potential conflict which could disrupt the event.

Notify the Commissioner of Police

• Notice of any declaration made pursuant to sub-section 33(1) must be given to the Commissioner of Police at least two weeks prior to the date of the event.
• The requirement for two weeks notice is to ensure that the proposed road closure does not conflict with another road closure order made by SAPOL.

Note: SAPOL has been given the power to close any road for the purposes of an event to be held. This power extends to closing roads under the care, control and management of a council, but agreement must first be sought from Council.

For examples of council resolutions, and advertisements refer to Appendix C and D.
Guidelines for Events on SA Roads

Exemption from Australian Road Rules

- Council may only grant exemptions from the following Australian Road Rules and subject to the conditions listed in Clause G.4:

1. Rule 221: Using hazard warning lights;
2. Rule 230: Crossing a road — general;
3. Rule 231: Crossing a road at pedestrian lights;
4. Rule 232: Crossing a road at traffic lights;
5. Rule 234: Crossing a road on or near a crossing for pedestrians;
6. Rule 237: Getting on or into a moving vehicle;
7. Rule 238: Pedestrians travelling along a road (except in or on a wheeled recreational device or toy);
8. Rule 250: Riding on a footpath or shared path;
9. Rule 264: Wearing of seat belts by drivers;
10. Rule 265: Wearing of seat belts by passengers 16 years old, or older;
11. Rule 266: Wearing of seat belts by passengers under 16 years old;
12. Rule 268: How persons must travel in or on a motor vehicle;
13. Rule 269: Opening doors and getting out of a vehicle etc;

Conditions on Exemptions from Australian Road Rules

- Council may only grant exemption from the following Australian Road Rules provided any such exemption contains the following minimum conditions:

1. Rule 237: Getting on or into a moving vehicle – provided the speed of the vehicle does not exceed 5 km/h;
2. Rule 264: Wearing of seat belts by drivers – provided the speed of the vehicle does not exceed 25 km/h;
3. Rule 264: Wearing of seat belts by passengers 16 years old, or older – provided the speed of the vehicle does not exceed 25 km/h;
4. Rule 265: Wearing of seat belts by passengers under 16 years old – provided the speed of the vehicle does not exceed 25 km/h;
5. Rule 268: How persons must travel in or on a motor vehicle – provided the speed of the vehicle does not exceed 25 km/h;
6. Rule 269: Opening doors and getting out of a vehicle etc – provided the speed of the vehicle does not exceed 5 km/h;
7. Rule 298: Driving with a person in a trailer – provided the speed of the vehicle does not exceed 25 km/h.

Obtain Agreement from the Commissioner of Police

- Clause G.10 of the Minister’s Notice requires that before making an exemption involving any motor-vehicular traffic, Council must first obtain agreement from the Commissioner of Police where the order is an exemption to the following Australian Road Rules:

- Rule 230 (crossing a road – general);
- Rule 231 (crossing a road at pedestrian lights);
- Rule 232 (crossing a road at traffic lights);
- Rule 234 (crossing a road on or near a crossing for pedestrians); and
- Rule 238 (pedestrians travelling along a road, except in or on a wheeled recreational device or toy).
• The request for agreement from the Commissioner of Police should be sought well in advance of the event, in order to ensure that agreement is given prior to the commencement of the event.

**Notify Emergency Services**

• Notice of the road closure *must* be given to the SA Ambulance, the Metropolitan Fire Service, the Country Fire Service, State Emergency Services, and Public Transport Operators *at least two weeks* prior to the date of the event.

• It is important that each of these Services be notified to enable them to plan ahead to use alternative routes, where the road closure may affect their usual route, thus not detract from the promptness of their service.

**Notify the Traffic Management Centre, Metropolitan Region, DPTI**

• Where an event requires endorsement by DPTI to ensure the safe and efficient conduct and movement of traffic, the Traffic Management Centre, Metropolitan Region must be advised via the road closure form. [http://www.transport.sa.gov.au/transport_network/metro.roads/app_rd_closures.asp](http://www.transport.sa.gov.au/transport_network/metro.roads/app_rd_closures.asp) Refer to Appendix E.

• The Traffic Management Centre must also be contacted (ph: 1800 018313) at least 15 minutes prior to the implementation of traffic management and immediately upon its completion.

**Use advance-warning signs**

• Where the event will significantly and/or adversely affect a road which is under the care, control and management of the Commissioner of Highways, Council must ensure that the event organisers place advance warning notification signs on the affected roads. The signs must clearly indicate to the public the times and dates of the temporary road closure.

**Note:** Installation of signs on roads under the Care, Control and Management of Council, must be installed in accordance with the Councils guidelines.

**Re-instate affected roadside furniture**

• Where an event affects *any* DPTI roadside furniture (signs etc.) or road markings, Council *must* ensure that it or the event organiser reinstates such furniture or markings to its original condition.

### 7.2 Only need to Close Roads

This would only be used where a council wishes to close a road for an event yet all participants are required to comply with normal road rules including speed limits. These guidelines advise the actions that must be undertaken to make the closure legal in accordance with Section 33.

Pursuant to Section 33 and the conditions of the Minister’s Instrument, Council or an authorised officer *must* do the following when closing a road for an event:
**Advertise the Order**

- Section 33(3) of the RTA requires that the details of any road closure must be advertised *at least two clear days* before an order to close a road under subsection (1) takes effect.
- Notice of the closure must appear in two newspapers, one being a newspaper circulating generally within the State. (Section 33(3)).
- Section 33 provides that the order is to be made at the cost to the applicant.

**Notify the Commissioner of Highways**

- Notice of the road closure must be given to the Commissioner of Highways *at least two weeks* prior to the date of the event.
- This condition is placed on councils by Clause G.6 of the Minister’s Instrument.
- Adhering to this condition ensures that DPTI is made aware of any intended road closures which may affect or conflict with any proposed road works. If advised at least two weeks prior to the road closure order taking effect DPTI will be in a position to coordinate the intended road works and road closure to remove any potential conflict which could disrupt the event.

**Notify the Commissioner of Police**

- Notice of the road closure must be given to the Commissioner of Police *at least two weeks* prior to the date of the event.
- This condition is placed on Council by Clause G.9 of the Minister’s Notice.
- The requirement for two weeks notice is to ensure that the proposed road closure does not conflict with another road closure order made by SAPOL.

**Note:** SAPOL has been given the power to close any road for the purposes of an event to be held. This power extends to closing roads under the care, control and management of a council, but agreement must first be sought from Council.

- For examples of council resolutions and advertisements refer to Appendix C and D

**Notify Emergency Services**

- Notice of the road closure *must* be given to the SA Ambulance, the Metropolitan Fire Service, the Country Fire Service, State Emergency Services, and the Passenger Transport Board *at least two weeks* prior to the date of the event.
- It is important that each of these Services be notified to enable them to plan ahead to use alternative routes, where the road closure may affect their usual route, thus not detract from the promptness of their service.

**Notify the Traffic Management Centre, Metropolitan Region, DPTI**

- Where an event requires endorsement by DPTI to ensure the safe and efficient conduct and movement of traffic, the Traffic Management Centre, Metropolitan Region of DPTI (ph: 1800 018 313) must be advised *at least 15 minutes prior to the commencement of the event and immediately upon its completion.*
Use advance-warning signs

- Where the event will significantly and/or adversely affect a road which is under the care, control and management of the Commissioner of Highways, Council must ensure that the event organisers place advance warning notification signs on the affected roads. The signs must clearly indicate to the public the times and dates of the temporary road closure.

Note: Installation of signs on roads under the Care, Control and Management of Council, must be installed in accordance with the Councils guidelines.

Re-instate affected roadside furniture

- Where an event affects any DPTI roadside furniture (signs etc.) or road markings, Council must ensure that it or the event organiser reinstates such furniture or markings to its original condition.

Use of Traffic Control Devices

- Anything that is used to close a road is a traffic control device for the purposes of the Road Traffic Act. Councils must ensure they have approval to use the intended device. See section on Traffic Control Devices

If after making orders to close a road using this part, Council finds it necessary to also exempt participants from specific Road Rules – See Section 7.1.

7.3 Only need to Exempt Participants

- For example, the road remains open to traffic but the participants in the event may not be required to comply with the road rules. When issuing an order declaring an event pursuant to section 33(1) of the Road Traffic Act, Council has the power to exempt a person taking part in the event from adhering to any Act, Regulation or by-law, which must otherwise be observed by pedestrians or drivers of vehicles using that road.
- The extent to which Council may grant such exemptions is set out in Clause G.4 of the Minister's Notice. In addition to complying with the conditions in Clause G.5 of the Minister's Notice, when granting these exemptions, Council is required to notify the Commissioner of Highways and obtain agreement from the Commissioner of Police.

Exemption from Australian Road Rules

- Council may only grant exemptions from the following Australian Road Rules and subject to the conditions listed in Clause G.5:
  1. Rule 221: Using hazard warning lights;
  2. Rule 230: Crossing a road — general;
  3. Rule 231: Crossing a road at pedestrian lights;
  4. Rule 232: Crossing a road at traffic lights;
  5. Rule 234: Crossing a road on or near a crossing for pedestrians;
  6. Rule 237: Getting on or into a moving vehicle;
  7. Rule 238: Pedestrians travelling along a road (except in or on a wheeled recreational device or toy);
  8. Rule 250: Riding on a footpath or shared path;
9. Rule 264: Wearing of seat belts by drivers;
10. Rule 265: Wearing of seat belts by passengers 16 years old, or older;
11. Rule 266: Wearing of seat belts by passengers under 16 years old;
12. Rule 268: How persons must travel in or on a motor vehicle;
13. Rule 269: Opening doors and getting out of a vehicle etc;

Conditions on Exemptions from Australian Road Rules

- Council may only grant exemption from the following Australian Road Rules provided any such exemption contains the following minimum conditions:

  1. Rule 237: Getting on or into a moving vehicle – provided the speed of the vehicle does not exceed 5 km/h;
  2. Rule 264: Wearing of seat belts by drivers – provided the speed of the vehicle does not exceed 25 km/h;
  3. Rule 264: Wearing of seat belts by passengers 16 years old, or older – provided the speed of the vehicle does not exceed 25 km/h;
  4. Rule 265: Wearing of seat belts by passengers under 16 years old – provided the speed of the vehicle does not exceed 25 km/h;
  5. Rule 268: How persons must travel in or on a motor vehicle – provided the speed of the vehicle does not exceed 25 km/h;
  6. Rule 269: Opening doors and getting out of a vehicle etc – provided the speed of the vehicle does not exceed 5 km/h;
  7. Rule 298: Driving with a person in a trailer – provided the speed of the vehicle does not exceed 25 km/h.

Notify the Commissioner of Highways

- Clause G.6 of the Minister’s Notice requires that Council must notify the Commissioner of Highways of any declaration under sub-section 33(1) at least two weeks prior to the date of the event.
- Adhering to this condition ensures that DPTI is made aware of any proposed event which may affect or conflict with any proposed road works. If advised at least two weeks prior to the commencement of the event, DPTI will be in a position to coordinate any intended road works around the event so as to avoid potential conflict.

Notify the Commissioner of Police

- Clause G.9 of the Minister’s Notice requires that Council must notify the Commissioner of Police of any declaration under sub-section 33(1) at least two weeks prior to the date of the event.

Obtain Agreement from the Commissioner of Police

- Clause G.10 of the Minister’s Notice requires that before making an exemption involving any motor-vehicular traffic, Council must first obtain agreement from the Commissioner of Police where the order is an exemption to the following Australian Road Rules:

  o Rule 230 (crossing a road – general);
  o Rule 231 (crossing a road at pedestrian lights);
  o Rule 232 (crossing a road at traffic lights);
  o Rule 234 (crossing a road on or near a crossing for pedestrians); and
Guidelines for Events on SA Roads

- Rule 238 (pedestrians travelling along a road (except in or on a wheeled recreational device or toy).

- The request for agreement from the Commissioner of Police should be sought well in advance of the event, in order to ensure that agreement is given prior to the commencement of the event.

8. Liability

The event organisers will be responsible for the safety of the event participants at all times. Where the organiser of the event is the Council, then the Council shall be responsible. Neither the Minister, nor DPTI will accept any liability for any personal injury, loss or damage that may occur to participants or other third parties or their property as a result of the staging of the event.

9. Check List

- DECIDE WHO DECLARES THE EVENT?
- CONSIDER DELEGATIONS AND AUTHORISATIONS
- TRAFFIC MANAGEMENT PLANS
  - CLOSING ROADS AND EXEMPTING PARTICIPANTS, OR
  - ONLY CLOSING ROADS, OR
  - ONLY EXEMPTING PARTICIPANTS
- LIABILITY

10. TERMS USED

For the purpose of this document the following terms are used:

**Accredited Officer**  
A person who has:
- authority delegated by Commissioner of Highways to place, move and **remove traffic control devices on or above roads** in South Australia; and
- through a combination of training, qualification and experience, acquired knowledge and skills enabling them to correctly perform a specified task.

**Code**  
Refers to the *Code of Technical Requirements for the Legal Use of Traffic Control Devices*, as amended to time to time.

**Commissioner of Highway Roads**  
Refers to a road under the care, control and management of the Commissioner of Highways.

**Competent Person**  
A non accredited person who has been delegated specific
Guidelines for Events on SA Roads

task/s under the direction of an Accredited Officer.

**Council Road**
Refers to a road which is under the care, control and management of a Council.

**Event**
Refers to any organised activity subject to an approval by the Commissioner of Police, including approval made under delegation, pursuant to the *Road Traffic Act 1961*, Section 33, and meaning an organised sporting, recreational, political, artistic cultural or other activity, and includes a street party.

**Minister**
Means the Minister for Transport and Infrastructure.

**Minister’s Notice**
Refers to the Minister’s Notice to Councils, titled “Road Traffic Act, 1961 – Use of Traffic Control Devices, Road Closure and Granting of Exemptions for Events”, dated 22 August 2013.

**Road**
Reflects the definition in the Road Traffic Act, and means an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving of motor vehicles. Any references to ‘road’ in these guidelines include ‘road-related area’ unless otherwise stated.

**Road-related Area**
Any of the following:
- an area that divides a road;
- a footpath or nature strip adjacent to a road;
- an area that is not a road and that is open to the public and designated for use by cyclists or animals;
- an area that is not a road and that is open to or used by the public for driving or parking vehicles; or
- any other regulation that is open to or used by the public and that has been declared by regulation to be road-related area.

**Shall**
Indicates that a statement is mandatory.

**TCD or TCD(s)**
Means a Traffic Control Device or Traffic Control Devices - Any sign, signal, pavement marking or other installation placed or erected to regulate, warn or guide traffic (note: this includes traffic cones and temporary bollards).

**Traffic Impact Statement**
Means a report stating the traffic management and road safety effects expected by the installation, alteration or removal of traffic control devices.
11. CONTACT FOR FURTHER INFORMATION

Further information or assistance please do not hesitate to contact:

Traffic and Access Standards Section
Department of Planning, Transport and Infrastructure
GPO Box 1533
Adelaide SA  5001

Email: dpti.tassadminsupport@sa.gov.au

Advice in relation to specific events on State Roads can be obtained from the

Traffic Management Centre,
Department of Planning, Transport and Infrastructure,
The Parade
Norwood SA  5067

Telephone:  1800 018 313

Katie Whitehead  Policy and Research Officer
Local Government Association of South Australia
16 Hutt Street
ADELAIDE  SA  5000
Ph: (08) 8224 2000
Fax: (08) 8232 6336
mailto:katie.whitehead@lga.sa.gov.au

Sergeant Chris Holland  Major Event Planner
Emergency and Major Events Section
Box 1539 GPO
ADELAIDE SA  5001
Ph: (08) 7322 4261
Fax: (08) 7322 4287
mailto:chris.holland@police.sa.gov.au
Appendix A The Approval and Implementation Process for Community Events on Roads

The Approval and Implementation Process For Community Events

Event Organisers Flowchart No. 1

A Community Event is Proposed by an Event Organiser

Will Traffic Management be Required OR will the Event impact on a Road?

Yes

Is a Road Closure or Exemption from Traffic Law for Participants Required for the Event?

No

Event Organiser to Liaise with Local Council(s) to Gain Approval for the Event

Refer to Flowchart 2

No

Will the Event Involve a Government Road?

Yes

Event Organiser to Contact SAPOL to Coordinate

For a Road Closure and exemption from traffic laws for participants

Council Contacts Commissioner of Highways and Commissioner of Police (at least 2 weeks in advance) to Obtain Permission to Close the Road

Council and Event Organiser Arrange for Public Consultation (flyers, notices etc)

If Council and Public Approve the Event, Council to Notify Emergency Services, Public Transport Services and DTE!

Event Organiser in Collaboration with Council to Engage Traffic Management Company to Operate the Road Closure (at event organiser's cost)

The Road Closure is Advertised in Two Newspapers at Least 2 Days Prior to the Event (at event organiser's cost)

Event Takes Place

Note: Councils may have their own specific requirements and deadlines for the planning and implementation processes for events. The following procedures are a guide only.

When ONLY an exemption from traffic law for participants is required

Council Contacts Commissioner of Highways and Commissioner of Police (at least 2 weeks in advance) to Obtain Permission for the Exemption
Appendix B  The Approval and Implementation Process for Community Events

The Approval and Implementation Process For Community Events

Event Organisers Flowchart No. 2

From Flowchart 1

Will the Event Require the Use or Alteration of Signs or Traffic Control Devices

Yes

Will the Event be Held Within one Local Council Area?

No

Contact SAPOL for Advice and Assistance for the Event

Yes

If the Event is to be Held Across two or more Council Areas Contact SAPOL to Help Coordinate

Will the Event Involve a Government Road?

No

Event Organiser to Contact Council with Details of Required Signage or Traffic Control Devices.

Yes

2 Scenarios

Event Organiser to Contact the Relevant Local Council to Gain Approval for the Event

Alternatively the Traffic management company could be employed to do this and gain the permit number

With Council Approval, Event Organiser to Contact the TMC, Metropolitan Region to Gain a Permit Number for the Event

With Council Approval Event Organiser to Contact the TMC, Metropolitan Region to Gain a Permit Number for the Event

Event Organiser Engages Traffic Management Company and Supplies them with Permit Number

Council Approves the Event and proposed traffic management - No Additional Authorisation is Required

Additional Authorisation is Required (such as for a speed limit reduction – Council/Event Organiser to Contact SAPOL for Approval

Council and Event Organiser Engage Traffic Management Company (at event organiser’s cost)

Traffic Management Company Supplies Event Permit Number Together with a Notification of Works Form to TMC

Traffic Management Company Supplies Event Permit Number Together with a Notification of Works Form to Metro

Traffic Management Company Supplies Traffic Management and Event Takes Place

Note: Councils are restricted in the types of signs and TGDs they can approve. For example, Speed limit signs require additional approval from SAPOL.

Note: Need to see what’s easier for TMC.

Would they rather be contacted by the event organiser for a permit number? or would they rather be contacted by a traffic management company through notification of works and provide a permit number?
Appendix C  Example of Road Closure to be made by resolution of Council

A resolution to close a road and exempt persons from the duty to observe specified Australian Road Rules and to delegate the power to install a traffic control device to give effect to the road closure may be as follows:

“RESOLVED

1. That the Council exercises the power pursuant to Section 33 of the Road Traffic Act 1961 and Clause F of the Instrument of General Approval of the Minister dated 12 March 2001 to:

1.1 Pursuant to Section 33(1) of the Road Traffic Act 1961, declare that the event described below ("the Event") that is to take place on the road described below ("the Road") is an event to which Section 33 of the Road Traffic Act 1961 applies; and

1.2 Pursuant to Section 33(1)(a) of the Road Traffic Act 1961, make an order directing that the Road on which the event is to be held and any adjacent or adjoining roads specified below, be closed to traffic for the period commencing on……………………and expiring on…………………………………….

Road: ……………………………………………………………………………………………

Event: ……………………………………………………………………………………………

Adjacent/Adjoining Road: ………………………………………………………………………

1.3 Pursuant to Section 33(1)(b) of the Road Traffic Act 1961, make an order directing that persons taking part in the Event be exempted, in relation to the Road, from the duty to observe the Australian Road Rules specified below subject to any conditions described below and attaching to the exemption.
Appendix D  NOTICE OF ROAD CLOSURE

Section 33 Road traffic Act 1961

NOTICE is hereby given that the […insert name of Council…] at its meeting held on […]insert date order made[…] passed a resolution making the following order:

That the Council exercises the power pursuant to Section 33 of the Road Traffic Act 1961 and Clause F of the Instrument of General Approval of the Minister dated 12 March 2001 to:

Pursuant to Section 33(1) of the Road Traffic Act 1961, declare that the event described below (“the Event”) that is to take place on the road described below (“the Road”) is an event to which Section 33 of the Road Traffic Act 1961 applies; and

Pursuant to Section 33(1)(a) of the Road Traffic Act 1961, make an order directing that the Road on which the Event is to be held and any adjacent or adjoining roads specified below, be closed to traffic for the period commencing on………………and expiring on……………..

Road: ................................................................................................................................

Event: ................................................................................................................................

Adjacent/Adjoining Road: ..............................................................................................

Pursuant to Section 33(1)(b) of the Road Traffic Act 1961, make an order directing that persons taking part in the Event be exempted, in relation to the Road, from the duty to observe the Australian Road Rules specified below subject to any conditions described below and attaching to the exemption.
Appendix E  Permit

To be completed by organisations proposing to undertake works on or adjacent to a road under the care and control of DPTI which may impact on traffic flow and management.

Please post or fax this form to:

**Manager, Metropolitan Region**  
DTEI, PO GPO Box 1533, Adelaide SA 5001  
Facsimile: (08) 8226 8329  
Telephone: 1800 018 313

**Regional Manager, Eastern**  
DTEI, Thomas Street, Murray Bridge, 5253  
Facsimile: (08) 8532 8123  
Telephone: (08) 8532 8111

**Regional Manager, Northern & Western**  
DTEI, PO Box 696, Port Augusta, 5700  
Facsimile: (08) 8648 5270  
Telephone: (08) 8648 5211

<table>
<thead>
<tr>
<th>Permit No:</th>
<th>(To be quoted if previous project / work approval obtained)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Phone No:</td>
<td>Mobile No:</td>
</tr>
<tr>
<td><strong>Contractor</strong></td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Phone No:</td>
<td>Mobile No:</td>
</tr>
<tr>
<td><strong>Sub-contractor</strong></td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Phone No:</td>
<td>Mobile No:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Location / Work Detail</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Road:</td>
<td>Closest Side Street:</td>
</tr>
<tr>
<td>(Include House No's etc)</td>
<td></td>
</tr>
<tr>
<td>(UBD) Local Reference:</td>
<td></td>
</tr>
<tr>
<td>Type of Works:</td>
<td></td>
</tr>
<tr>
<td>Commencement Time / Date:</td>
<td>Completion Time / Date:</td>
</tr>
<tr>
<td>Weekend works? Yes / No</td>
<td>Times and Dates:</td>
</tr>
<tr>
<td>Impact on DTEI Assets? Yes / No</td>
<td>Details of impact:</td>
</tr>
<tr>
<td>Asphalt supplier/Asphalt mix intended for use</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Work-site Traffic Management</strong></th>
<th>(Include Site specific Traffic Management Plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of any expected lane changes or restrictions (between which streets, directions &amp; times of application). Works will not be undertaken where it impacts adversely on Traffic flow during peak hour Traffic conditions (peak hour deemed as before 9am and after 4pm).</td>
<td></td>
</tr>
<tr>
<td>Traffic Control at the worksite is to be undertaken in accordance with Australian Standard 1742 Manual of Uniform Traffic Control Devices Part 3: Traffic Control at Works on Roads Figure No.</td>
<td></td>
</tr>
<tr>
<td>Speed limit restrictions of ________ km/hr will apply.</td>
<td></td>
</tr>
<tr>
<td>Traffic restrictions will be in place 24 hours? Yes / No</td>
<td></td>
</tr>
<tr>
<td>Temporary Traffic Signals? (portable) Yes / No</td>
<td></td>
</tr>
<tr>
<td>The Accredited person responsible for work-site traffic management:</td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Phone No:</td>
<td>Mobile No:</td>
</tr>
</tbody>
</table>

Applicant Name:  
Position:  
Signed: ______________  
Date / /
Appendix F  Regional Boundaries

Full details of departmentally maintained roads and regional boundaries are available from:
## Appendix G  DPTI Regional Contacts

For further information in relation to the local regional areas, please contact the following personnel:

<table>
<thead>
<tr>
<th>OFFICE AREA OF RESPONSIBILITY</th>
<th>TELEPHONE NUMBER</th>
<th>FAX NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Metropolitan</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norwood Traffic Management Centre</td>
<td>1800 018 313</td>
<td></td>
</tr>
<tr>
<td><strong>Northern and Western</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port Lincoln Whole Region</td>
<td>8648 5211</td>
<td>8648 5270</td>
</tr>
<tr>
<td>Port Lincoln Whole Region</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crystal Brook Mid North</td>
<td>8104 5600</td>
<td>8638 5551</td>
</tr>
<tr>
<td>Crystal Brook Eyre Flinders</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eastern</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Naracoorte South East</td>
<td>8532 8111</td>
<td>8532 8123</td>
</tr>
<tr>
<td>Murray Bridge Fleurieu &amp; Murray Hills</td>
<td>8532 8111</td>
<td></td>
</tr>
<tr>
<td>Murray Bridge Fleurieu &amp; Murray Hills</td>
<td></td>
<td></td>
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</tbody>
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