



**Narromine Shire Council**

## **Policy for the Temporary Closure of Roads**

Adopted By Council on 20<sup>th</sup> November 2012, Resolution Number  
2012/438

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## 1. Amendment List

No.	Date Adopted	Resolution No.	Date Commenced
1			
2			
3			
4			
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## 2. Aims of the Policy

- To establish guidelines for staff involved with the temporary closure of roads within the Narromine Shire.
- To set minimum acceptable requirements and standards for the temporary closure of roads.
- To establish suitable standards for the reporting of road conditions.

### 3. Definitions

Definition	Meaning
Council	Narromine Shire Council (NSC)
RMS	NSW Roads & Maritime Services (RMS)
Media	Radio, newspapers and NSC website
Agencies	Local authorities and bodies including neighbouring Councils, local Police, SES, Ambulance, Tourist Information Centre, Post Office, Schools and School bus operators, Fire and Rescue NSW
State Roads	Roads classified by the RMS under the Roads Act 1993 as State Roads. These are State Highway 17 (Newell) and State Highway 7 (Mitchell)
Regional Roads	Roads classified by the RMS under the Roads Act 1993 as Regional Roads under Council control. These are MR572 Narromine-Eumungerie Road, MR89 Narromine-Tomingley Road, MR347C Trangie-Collie Road, MR347D Trangie-Dandaloo Road and MR354 Tullamore Road
Local Roads	All other roads under Council control not designated as State or Regional roads
Heavy vehicles	Vehicles having a GVM greater than 4 tonnes (Clause 123 of the Roads Act 1993 – excludes emergency vehicles). Narromine Shire Council vehicles carrying out road inspection and works are excluded.
Light vehicles	Vehicles having a GVM less than 4 tonnes
Road Closure	The temporary closure of all or part of the road network within Narromine Shire due to wet weather, traffic hazards or road damage from natural or unnatural occurrences
Electronic Records System	The records management system currently being used by Council
Event	Occurrences other than those described under Road Closure
Clause 115, Roads Act 1993	As per the Act
Incident	Chemical or fuel spill on the road network within Narromine Shire
Motor Vehicle Accident	A collision or roll over within the Narromine Shire road network involving one or more vehicles and including collisions with animals
Street Procession or Rally	Street marches due to Anzac Day, Remembrance Day, car rallies or other festive celebrations
Clause 144, Roads Act 1993	As per the Act

## 4. Responsibilities

Director of Engineering Services	Overall responsibility for Council's road network
Roads Operations Superintendent	Responsible for the direct supervision of field staff at supervisor level and inspecting roads as directed by the Director of Engineering Services.
Works Crews	Required to take direction from supervisors and act accordingly

## 5. Application of the Policy

This Policy shall apply to all staff of Council involved with the temporary closure of roads within Narromine Shire in the event of:

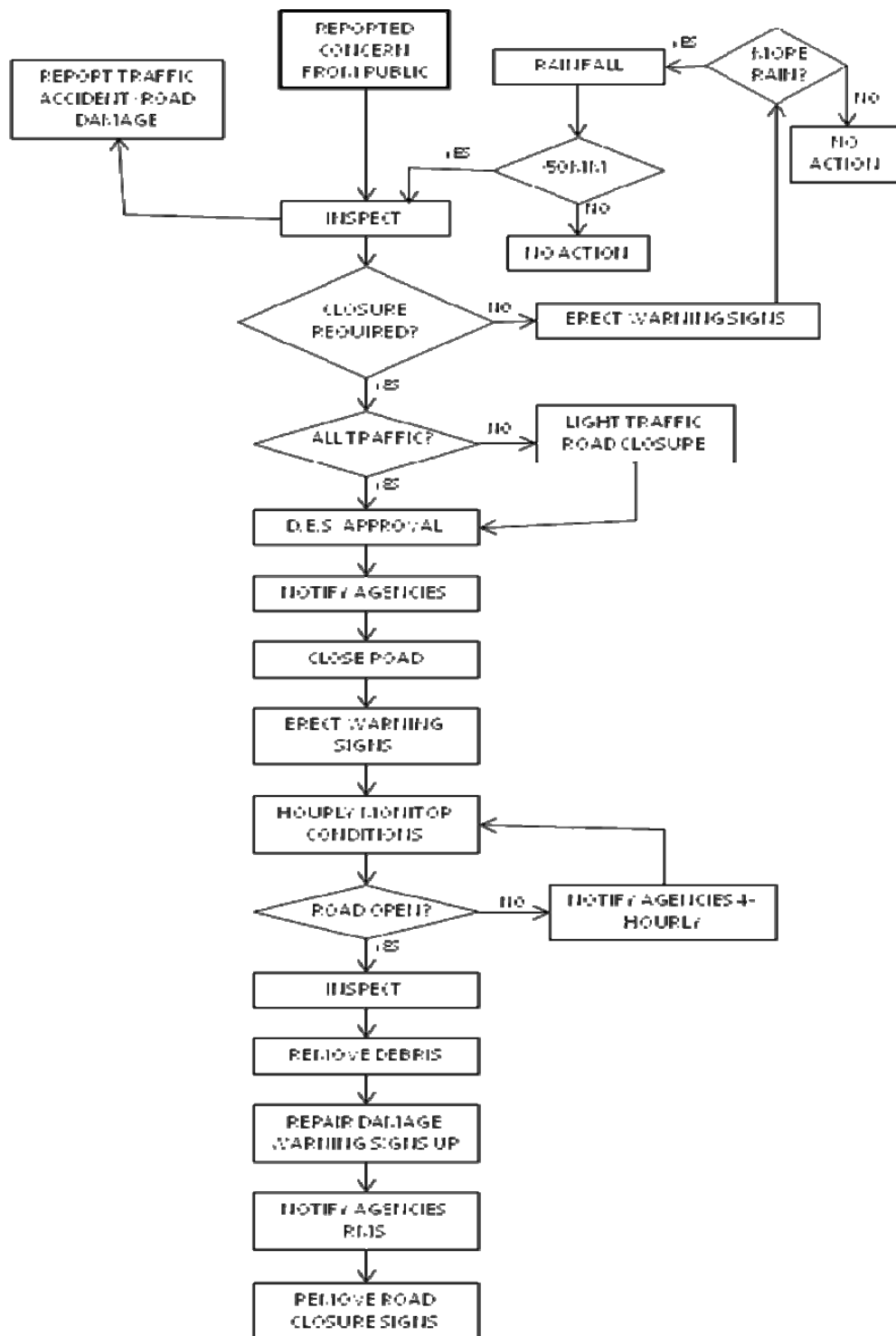
- wet weather
- traffic hazards
- road damage from natural or unnatural circumstances; and
- street processions or rallies

## 6. Determination of Road Closure

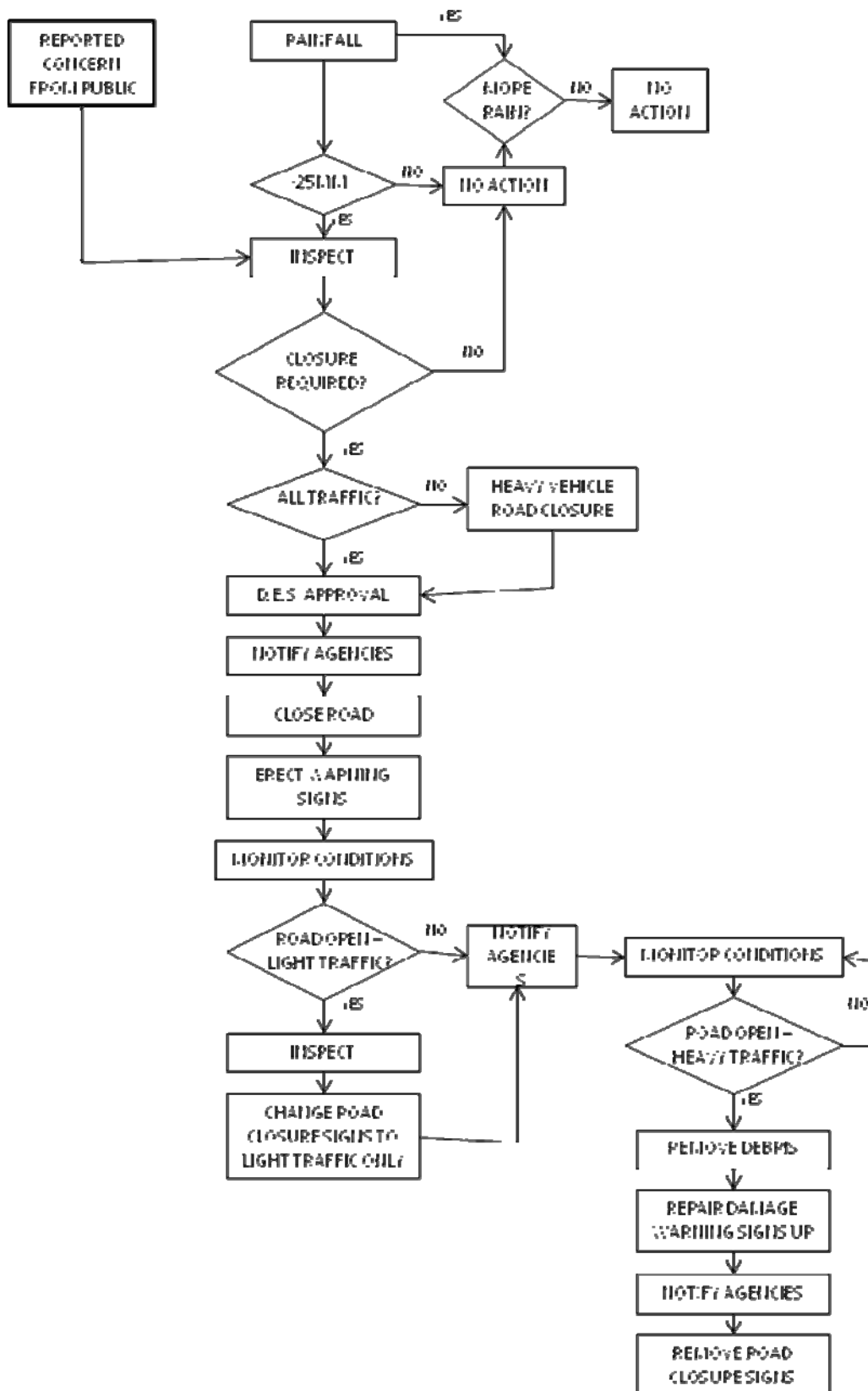
The Director of Engineering Services (or their nominee) is responsible for inspecting the road conditions and determining whether a road (or several roads or all roads) shall be closed due to wet weather, traffic hazards or road damage from natural or unnatural circumstances.

## 7. Road Closure – Sealed Road

The following procedure must be followed in order to close Regional Roads ( these are listed on page 4). The road will generally be closed at causeways and floodways due to localized rain. In the event of generalized rain, the road may be closed for periods of up to 24 hours. The procedure can be used equally for road closures due to damage, accidents or other causes and on sealed roads.



## 8. Road Closure – Unsealed Roads



## 8.1 Heavy Traffic

The procedure must be followed in the event of:

- rain where roads would become impassable or be damaged by heavy traffic; or
- bulldust conditions because of extreme dry weather

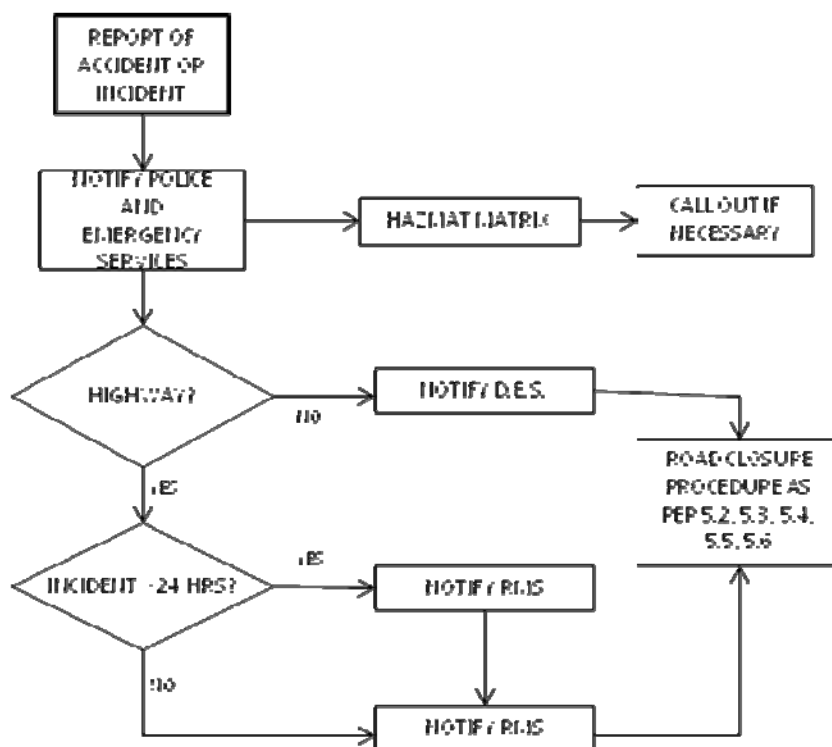
## 8.2 All Traffic

The procedure must be followed in the event of heavy rainfall within the Narromine Shire.

Note: Due to variance in rainfall, it may only be necessary to close a certain portion of the road network.

## 9. Road Closure – Motor Vehicle Accident (All traffic)

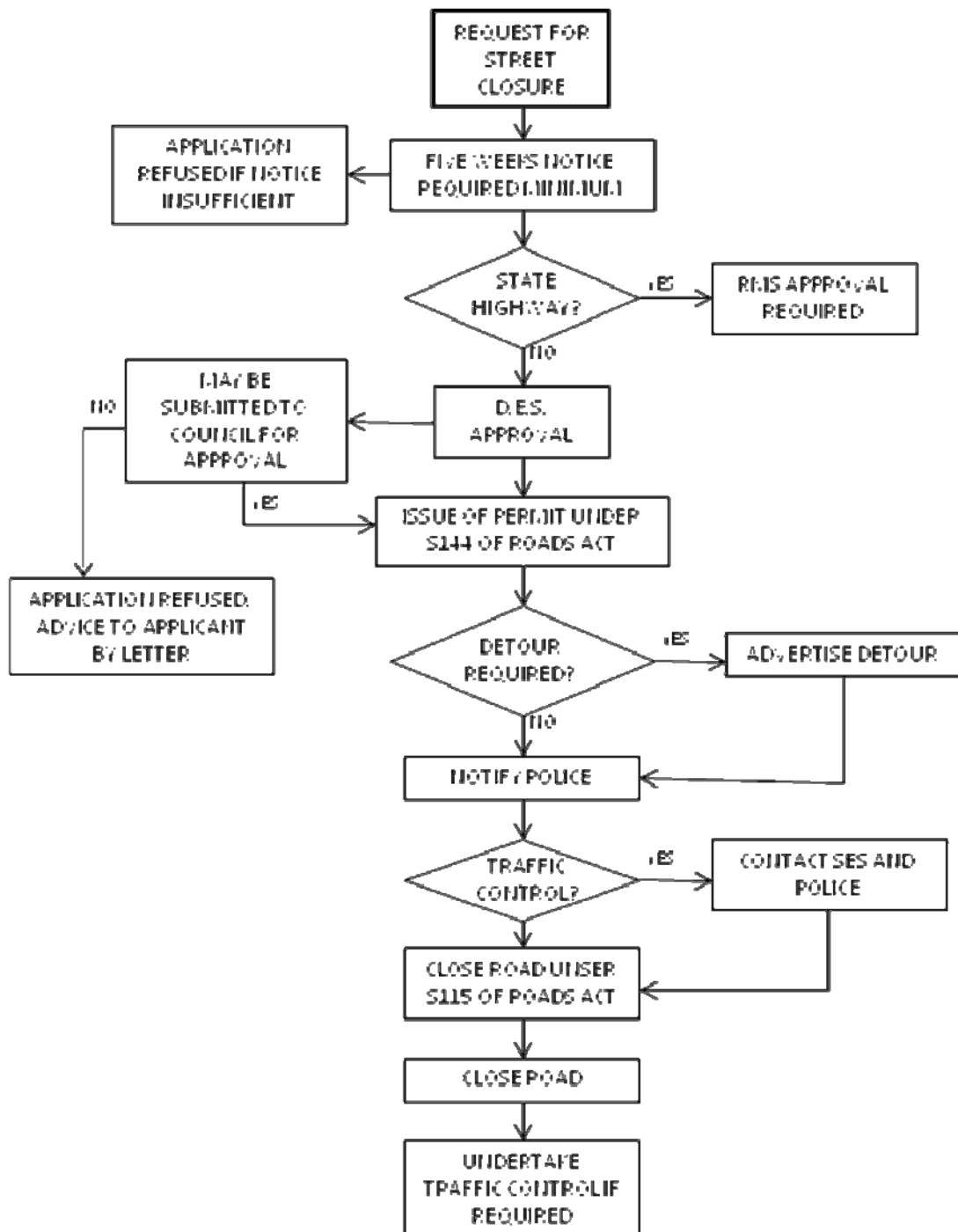
The following procedure must be followed in order to close any State, Regional or Local road in the event of a motor vehicle accident or incident not related to the closure of roads due to wet weather.





## 10. Road Closure – Street Procession or Rally (All traffic)

The following procedure must be followed in the event of an organisation applying for a road closure for a street procession or rally.



## 11. Council contact phone number

Narromine Shire Council's main switch (02 6889 9999) has an after hours diversion and this number should be used at all times. Email: [mail@narromine.nsw.gov.au](mailto:mail@narromine.nsw.gov.au)

The Duty Officer Call-out Mobile Phone will be in the possession of the "on call" member of Council's Engineering staff.

## 12. Contact Personnel and Phone Numbers for Adjoining Councils and Government Authorities

### WARREN SHIRE COUNCIL

Manager Engineering Services

Generic Email: [council@warren.nsw.gov.au](mailto:council@warren.nsw.gov.au)

Phone: (02) 6847 6600

### LACHLAN SHIRE COUNCIL

Director of Technical Services

Generic email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

Phone: Condobolin – (02) 6895 1900

### GILGANDRA SHIRE COUNCIL

Director of Engineering Services

Generic email: [council@gilgandra.nsw.gov.au](mailto:council@gilgandra.nsw.gov.au)

Phone: (02) 6817 8800

### CABONNE SHIRE COUNCIL

Director of Engineering and Technical Services

Generic email: [council@cabonne.nsw.gov.au](mailto:council@cabonne.nsw.gov.au)

Phone: Molong - (02) 6392 3200

### DUBBO CITY COUNCIL

Director of Works

Generic email: [dcc@dubbo.nsw.gov.au](mailto:dcc@dubbo.nsw.gov.au)

Phone: (02) 68 014 000

## PARKES SHIRE COUNCIL

Director of Engineering Services  
Generic Email: [council@parkes.nsw.gov.au](mailto:council@parkes.nsw.gov.au)  
Phone: (02) 6861 2333

## POLICE

Narromine Police  
Phone: (02) 6889 1444

Dubbo Police  
Phone: (02) 6883 1599

## AMBULANCE

Narromine Ambulance Station  
Phone: 13 1233

## SES

Narromine SES  
Phone: 13 2500  
Email: [narromine.ses.ops@bigpond.com](mailto:narromine.ses.ops@bigpond.com)

Macquarie Division SES  
Phone: (02) 68 822 222  
Email: [admin@macquarie.ses.nsw.gov.au](mailto:admin@macquarie.ses.nsw.gov.au)

## 13. Pro-forma Notification to the Media and Stakeholders

The following wording is to be used as a basis for a road closure media release:

*"Narromine Shire Council wishes to advise the travelling public that ALL UNSEALED ROADS in the Shire are CLOSED until further notice due to rain over the past .....hours. School buses, emergency vehicles and council maintenance vehicles are exempt from this requirement.*

*Narromine Shire Council appeals to all drivers planning to travel within the area to assist in preventing damage to the unsealed roads by choosing an alternative route or waiting until drier conditions prevail.*

*Flagrant and irresponsible disregard for this appeal could lead to prosecution to the full extent of the law.*

*The next update will be issued at .....am/pm. (usually 4 hourly – at 4, 8 and 12)*

*If you have any further enquiries, please do not hesitate to contact Council on (02) 6889 9999."*

Any time that Council issues a media release, it should be registered in Council's electronic records system.

When the roads re-open, use the following media release:

*"Narromine Shire Council wishes to advise the travelling public that ALL UNSEALED ROADS in the Shire are now OPEN to all vehicles.*

*Narromine Shire Council appeals to all drivers to travel with care when driving on the road network.*

*If you have any further enquiries, please do not hesitate to contact Council on (02) 6889 9999."*

## **14. Contact List for Media, Authorities and Bus Operators**

The above information to be completed and sent to the following via email:

Narromine Police	Li'l Tackers Playgroup Tomingley
Trangie Police	Macquarie Valley Family Day Care
Narromine Ambulance Station	Narromine Preschool Kindergarten
Trangie Ambulance Station	Narromine Early Learning Centre
Narromine State Emergency Service	Tots on Temoin Trangie
Narromine Volunteer Rescue Association	Narromine Hospital
Flat Chat News	Trangie Hospital
Narromine News	NSW Rural Fire Service
Narromine School Bus Operators	Narromine Fire and Rescue
Trangie School Bus Operators	Trangie Fire and Rescue
Tomingley School Bus Operators	Narromine Shire Councillors
St Augustine's Parish School	Narromine Shire General Manager
Narromine High School	Emailed to All Staff
Narromine Public School	
Narromine Christian School	
St John's School Trangie	
Trangie Central School	

Note: This list also includes Emergency Services, Local and Regional media, surrounding Councils, Schools and School Bus Operators.