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**NAME OF POLICY:** Local Area Traffic Management

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**POLICY MANUAL:** Governance

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## **BACKGROUND**

Traffic management is one of the more challenging issues which the Council is required to consider, given the competing demands on local roads which must be taken into account.

Traffic management affects the whole community and the Council is therefore required to balance the needs of a broad range of road users, with an appropriate and acceptable level of amenity for its community.

This Policy provides the framework under which the Council will address traffic management issues associated with roads under its care, control and management.

## **DISCUSSION**

### **KEY PRINCIPLES**

#### **Proportionality**

A proportionate response means that the Council's actions will be scaled to the seriousness of the issue which is identified. To this end, the Council recognises that most traffic management issues or concerns which are raised, can be resolved without the need for a detailed investigation to be undertaken.

This Policy focuses on those issues which give rise to formal investigations being undertaken and the decision making process for the Council, in terms of considering the implementation of traffic management measures and calming devices where hazards have been identified.

#### **Consistency**

This Policy identifies a range of factors upon which the Council will assess the need for traffic management intervention, thereby providing a strategic, consistent, integrated and transparent approach to problem solving.

This will include:

- identification of the 'problem' and addressing the 'issue' rather than dealing with perceptions;
- an agreed road classification for all of the roads which are located within the City of Norwood Payneham & St Peters and which are under the care, control and management of the Council, in terms of the functional use of roads;
- recognition that roads need to provide safe access for vehicles, pedestrians and cyclists;
- ensuring appropriate and efficient use of limited Council resources; and
- an agreed process by which traffic investigations and decision making will be undertaken.

## Scope

This Policy will apply to any complaints, concerns and/or issues which are raised regarding traffic management along those roads which are under the care, control and management of the Council.

This Policy deals with issues which are raised:

- by citizens, property owners or members of the public;
- by Elected Members;
- by Local Members of Parliament;
- through a petition; or
- by any other party or means.

## LEGISLATIVE & CORPORATE REQUIREMENTS

This Policy is to be administered in conjunction with relevant legislative and corporate documents, strategies and directions.

All decisions which are made must take into account the following:

- Australian Standards;
- Austroads Guide to Traffic Engineering Practice;
- Road Traffic Act (SA);
- Code of Technical Requirements for the Legal Use of Traffic Control Devices in South Australia;
- Technical specifications issued by the Department for Planning Transport and Infrastructure (DPTI);
- Ministers Notice to Councils outlining relevant delegations and authorisations;
- City of Norwood Payneham & St Peters' Local Area Traffic Management Plans;
- City of Norwood Payneham & St Peters' Strategic Plan 2030; and
- City of Norwood Payneham & St Peters' City Bike Plan.

## POLICY

### Road Functionality

The Council will consider the classification of roads under its care, control and management based on functionality, which in turn is based on the Average Annual Daily Traffic (AADT) volume that is recorded for a road.

The road classifications in terms of functionality have been determined by the Council to be:

- Arterial Road 10,000 (or greater) vehicles per day
- Sub-Arterial Road 6,000 to 10,000 vehicles per day
- Main Collector Road 3,000 to 6,000 vehicles per day
- Collector Road 2,000 to 3,000 vehicles per day
- Local Road up to 2,000 vehicles per day

Decisions made by the Council in respect to the implementation of traffic management measures, will be based upon functionality of the road, as set out above.

## **Roads Under the Care, Control and Management of Department for Planning Transport & Infrastructure (DPTI) Roads**

The Council will not undertake traffic management investigations regarding roads under the care, control and management of the Department for Planning Transport and Infrastructure (DPTI).

In respect to the City of Norwood Payneham & St Peters these roads are:

- Dequetteville Terrace;
- Flinders Street;
- Fullarton Road;
- Glynburn Road;
- Hackney Road;
- Kensington Road;
- Magill Road;
- Nelson Street;
- North Terrace;
- Payneham Road;
- Portrush Road;
- Lower Portrush Road;
- Lower North East Road;
- Stephens Terrace;
- Rundle Street; and
- The Parade (between Fullarton Road and Portrush Road).

Any traffic management issues which are raised and which are associated with the roads listed above, will be referred to the Department for Planning Transport and Infrastructure (DPTI) for consideration and response to the complainant.

### **Traffic Management & Road Safety Committee**

For the purposes of dealing with traffic management and road safety issues, which are required to be referred in accordance with this Policy, the Council has established the City of Norwood Payneham & St Peters' Traffic Management & Road Safety Committee ("the Committee").

The Committee has been delegated all of the necessary powers conferred on the Council to make decisions for and on behalf of the Council, regarding any and all traffic management issues which are referred to the Committee in accordance with the requirements of this Policy.

The Committee shall operate in accordance with the Terms of Reference as adopted (and as varied) by the Council.

### **Local Area Traffic Management (LATM) Studies**

The Committee has the authority to commission the preparation of Local Area Traffic Management (LATM) Studies, for a local area.

For roads under the care, control and management of the Council, the key objectives of an LATM Study are to:

- undertake an analysis of vehicular volumes, speeds, classification and reported crash data along each of the roads within the Study Area;
- undertake detailed investigations for the purpose of ascertaining the key traffic issues within the Study Area and provide clear strategies in dealing with these issues;
- examine access and egress to and from the Study Area for all road users via the Arterial Road Network on the perimeter of the Study Area;
- undertake community consultation and engagement as required to ensure all key stakeholders are provided with an opportunity to participate in the undertaking of the Study;
- investigate issues associated with schools which are located within the Study Area and outline clear strategies to the Council in terms of addressing issues identified;
- engage key stakeholders such as the Department for Planning Transport and Infrastructure (DPTI) and South Australia Police (SAPOL) on relevant issues;
- in making recommendations dealing with traffic management issues, consider the use of non-intrusive physical devices by utilising more passive measures (e.g. linemarking);
- develop an overall Traffic Management Plan for the Study Area identifying the implementation of recommendations in short, medium and long-term priorities;
- provide cost estimates for the implementation of all recommendations made which should include (if applicable) final design, tender documentation and contract administration; and
- submit a detailed Final Report outlining the results of the investigations into all of the issues which have identified, the results of consultation undertaken and the priority of recommendations and strategies that are to be implemented for the Council's consideration.

### **Traffic Management Investigations**

The Council receives complaints regarding traffic management issues from its citizens, property owners, members of the community generally, road users, etc.

Complaints which are received are either formalised in writing, made verbally or in person by citizens attending the Council Offices. In order to ensure transparency and effective decision making, the Council believes that there should be a consistent approach to the consideration and resolution of complaints irrespective of how the complaints are received by the Council.

In order to ensure a consistent, transparent and effective approach, the following process will be used to investigate traffic management complaints which are received:

- Once a complaint is received, Council staff will investigate the issues which are raised and provide a written response to the complainant, outlining the investigation which has been undertaken and the decision which has been reached.

- In investigating the issues which are raised, Council staff will have regard to the following:
  - previous traffic data which has been collated (i.e. vehicular volumes and speeds);
  - previous consideration of the issues raised (or similar) through an LATM Study or similar; and
  - previous decisions made by the Council regarding the issues raised or complaint which has been made (or similar).
- If traffic data (i.e. vehicular volumes and speeds) is available and is not more than five (5) years preceding the time of the complaint is received, then a decision is to be made based on the data which is already available. That is, the collection of new data will not be commissioned.
- If traffic data (i.e. vehicular volumes and speeds) is available but is older than five (5) years preceding the time of the complaint is received, new traffic data is to be collated, and will consist of a seven (7) day continuous automated count(s).
- In addition to vehicular volumes and speeds, reported crash data will also to be considered for the period of the five (5) years preceding the time of the complaint.
- Should the investigation which is undertaken identify that there is no justification or warrant to implement traffic management measures, the complainant will be advised in writing, of the outcome of the investigation.
- Should the investigation which is undertaken identify a warrant for the need to implement traffic management measures, the matter will be discussed with the Elected Members for the particular Ward in the first instance and if those Elected Members do not agree with the proposed measures, the matter will be referred to the Committee for a final determination and the complainant will be advised, in writing, of the Committee's decision.
- If the complainant is dis-satisfied with the outcome of the investigation which is undertaken by Council staff, where it was determined there is no justification or warrant to implement traffic management measures, the complainant may submit a request, in writing, for the matter to be reviewed.
- Once a written request for a review is received from a complainant who is dis-satisfied with the outcome of the investigation, Council staff will meet with the Elected Members for the Ward to discuss the investigation which has been undertaken and the reasons for the decision reached.
- If the Ward Members are in agreement with the outcome of the investigation and the decision reached, Council staff will write to the complainant advising of the outcome of the review and it shall be considered at that point that the Council has satisfactorily dealt with the matter.
- If the Ward Members are not in agreement with the outcome of the investigation and the decision reached, the matter will be referred to the Committee for a final determination for and on behalf of the Council in accordance with the Committee's Terms of Reference and its delegated authority.
- The complainant will then be notified of the decision made by the Committee and it shall be considered at that point that the Council has satisfactorily dealt with the matter.

- Should a decision at any point in time involve the implementation of traffic calming measures, the Council will undertake consultation with the residents and property owners of the street in which such measures are proposed to be introduced and the results of that consultation process shall be taken into account by the Committee, prior to there being any changes made.

### **Petitions**

Petitions regarding traffic management issues which are received by the Council, will be referred to the Committee for consideration.

The Committee shall acknowledge the petition and note that Council staff will then investigate the issues which are raised through the petition. The process which will be used by Council staff in addressing the matter shall be the same as that which is set out in the *Traffic Management Investigations* Section of this Policy.

### **REVIEW PROCESS**

The Council will review this Policy within two (2) years of the adoption date of the Policy.

### **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Manager, Traffic & Integrated Transport, telephone 8366 4542.

### **ADOPTION OF THE POLICY**

This Policy was adopted by the Council on 2 April 2012.  
This Policy was reviewed by the Council on 6 August 2018.  
This Policy was reviewed by the Council on 1 June 2020.

### **TO BE REVIEWED**

May 2022