Narrow Streets Policy and Procedure

Adopted by Council 27 January 2015
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1 Purpose

1.1 The Narrow Street Policy (the “Policy”) is designed to outline the methodology and options for addressing parking and traffic flow issues experienced on Narrow Streets within City of Prospect.

2 Definitions

2.1 Narrow Street - Streets that have a section less than 7m in width between adjacent kerbs.

3 Scope

3.1 The policy covers all streets within City of Prospect that comply with the definition stated in 2.1.

4 Legislative and Corporate Requirements

4.1 The Narrow Streets Policy is to be read and implemented in conjunction with Council’s other relevant policies, strategies and documents, including:

4.1.1 Local Area Traffic Management Policy

5 Policy Statement

5.1 Council has experienced issues with on street parking and traffic flow within streets that fall under the narrow street classification.

5.2 When parking on a narrow street, if there is a vehicle parked on the other side of the road, motorists must make sure that there is not less than 3 metres of space between the vehicles parked on each side of the road. Any vehicles that contravene this are parking illegally and can be expiated accordingly.

5.3 Despite the road rule outlined in 5.2 being in place to address traffic flow and parking issues on narrow street, this road rule is very difficult to enforce unless the inspector catches the driver in the act, as otherwise it is impossible to discern who is at fault.

5.4 City of Prospect has 96 streets that fall under the classification of a narrow street.

6 Procedure

6.1 Council’s procedure for addressing parking issues on a narrow street is as follows:

6.1.1 Council will address issues when a written complaint pertaining to these issues is received. The written complaint may include but is not limited to a resident petition, council complaint form, direct correspondence from the resident, or an elected member written request.
6.1.2 The written complaint needs to include the nature of the issue (minor vs chronic issue), peak time/s and day/s when the issue is occurring and the location.

6.1.3 If this information is not included the complainant will be contacted to discern the nature of the issue as well as the time, day and location of the issue.

6.1.4 Upon receipt of the written complaint, a flyer letterbox drop to the affected residents informing them of the rules around parking in narrow streets will be undertaken. The flyer will be a standard letter (refer to attached document). Flyers will also be attached to windscreens of vehicles in the street during the peak time and day.

6.1.5 Following the initial letterbox drop, formal inspections by Council’s community safety officers will occur. The inspections will be placed into the Community safety officers’ annual monitoring plan. An inspection will occur every 2 months over a 6 month period during the peak time of incidence. This will allow the officers to assess the impact of the letter drop. Education flyers will also be placed on offending vehicles during these inspections.

6.1.6 Should it be observed by the officers that the education campaign has been unsuccessful, community consultation will be undertaken.

6.1.7 Community consultation will take the form of a survey letter delivered to all residents in the effected street. The survey will ask for resident feedback, for or against, regarding the implementation of staggered parking restrictions utilising yellow lines, a diagram will be presented showing the intended line marking layout.

6.1.8 This is the only infrastructure option that Council will consider for addressing this situation.

6.1.9 For the consultation, Council requires greater than 50% of residents to be in favour of the proposed changes before any action will be taken.

6.1.10 If residents are in favour, residents will be notified via a letterbox drop of the parking restrictions that will be implemented, and a line marking contractor will be engaged to undertake the work.

6.1.11 Should residents not be in favour, residents will be notified via a letter drop that the restrictions will not be implemented. Council will wait 12months before considering starting the procedure again.

6.1.12 Should a response rate not be achieved that shows above 50% of the street in support, Council will inform residents that a sufficient resident response rate has not been achieved, and Council will wait twelve months before starting the procedure again.

6.1.13 Following the consultation, Council reserves the right to make its own determination regarding the implementation of staggered line marking.
7 Review

7.1 The Policy will be reviewed in line with Council’s Corporate Governance Framework.

8 Access to the Policy

8.1 The Policy is available for public inspection on Council’s website www.prospect.sa.gov.au and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

9 Further Information

9.1 For further information about this policy please contact:

Director Infrastructure Assets and Environment
City of Prospect
128 Prospect Road
Prospect SA 5082

Ph 8269 5355
Email admin@prospect.sa.gov.au
NARROW STREETS PROCESS FLOW CHART

Written complaint received regarding narrow street issue.

Letterbox drop to residents regarding parking rules. Flyers attached to vehicle windscreens.

3 inspections by community safety officers of street at 2 month intervals over 6 months to assess compliance.

Non-Compliance

Community consultation via survey regarding installation of staggered parking restrictions.

50% of street residents in favour

Implementation of staggered parking restrictions

Compliance achieved

Residents not in favour

No action taken. Council will wait 12 months before starting process again if warranted.