



In reply please quote 2018/19484/01

[Redacted]

PEOPLE AND BUSINESS
DIVISION

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Telephone: 08 8343 2222
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ABN 92 366 288 135

[Redacted]

Seven Network Limited
560 Sir Samuel Griffith Drive
MOUNT COOT-THA QLD 4066

Dear [Redacted]

**NOTICE OF DETERMINATION - REQUEST FOR ACCESS TO DOCUMENTS
UNDER THE FREEDOM OF INFORMATION ACT 1991**

I refer to your application made under the *Freedom of Information Act 1991* (the Act) which was received by the Department of Planning, Transport and Infrastructure on 10 September 2018.

You have requested access to:

"Documents, specifically reports, briefings notes and attachments and submissions, photos and CCTV, relating to proposals for new speed camera and/or red light camera locations, since 1 January 2017."

There are 14 documents within the scope of your request.

The period for processing your application has now passed. A determination was due on 10 October 2018. This means that the Department of Planning, Transport and Infrastructure is deemed by section 19(2)(b) of the Act to have refused access to the documents.

However, nothing prevents an agency from making a determination to release documents to you.

I have determined to release document 13 in full.

I am partially releasing documents 11 and 12 in accordance with Section 20(1)(a) and Schedule 1 Clause 1(1)(e) and Clause 6(1), and have refused access to documents 1-10 and 14, in accordance with Section 20(1)(a) and Schedule 1, Clauses 1(1)(a),(e) and (f) of the FOI Act which state:

20—Refusal of access

- (1) *An agency may refuse access to a document—*
(a) *if it is an exempt document*

1—Cabinet documents

- (1) *A document is an exempt document—*
(a) *if it is a document that has been specifically prepared for submission to Cabinet (whether or not it has been so submitted); or*
(e) *if it contains matter the disclosure of which would disclose information concerning any deliberation or decision of Cabinet; or*
(f) *if it is a briefing paper specifically prepared for the use of a Minister in relation to a matter submitted, or proposed to be submitted to Cabinet.*

6—Documents affecting personal affairs

- (1) *A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

Documents 6, 8 and 10 were prepared for submission to Cabinet and in accordance with Clause 1(1)(a) of the FOI Act these documents are exempt from release.

Documents 1, 3, 4, 5, 7, 11, and 12 contain information used in the preparation of documents submitted to Cabinet. I have formed the opinion that if this information is disclosed, it would reveal a deliberation or decision by Cabinet. In accordance with Clause 1(1)(e) of the Act, documents 1, 3, 4, 5 and 7 are exempt in their entirety. Documents 11 and 12 have been partially released with the exempt information being redacted.

Document 11 also contains information that this department considers to be the personal affairs of individuals. Pursuant to Clause 6(1) of the Act, this information is exempt from disclosure and has been 'marked out' from the document.

Documents 2, 9 and 14 were prepared for briefing the Minister about the submission to Cabinet and in accordance with Clause 1(1)(f) of the FOI Act these documents are exempt from release.

Attached is an explanation of the provisions of the Act which details your rights to review and appeal this determination, and the process to be followed.

In accordance with Premier and Cabinet Circular PC045, if you are given access to documents as a result of this FOI application, details of your application, and the documents to which access is given, will be published in the agency's disclosure log within 90 days from the date of this determination. Any private information will be removed. A copy of PC045 can be found at <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars>. If you have any objection to this publication, please contact us within 30 days of receiving this determination.

Should you have any enquiries concerning your application please contact
[redacted] Freedom of Information Officer, on telephone [redacted]

Yours sincerely



Sam Rodrigues
Accredited Freedom of Information Officer

26 February 2019

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YOUR RIGHTS TO REVIEW

INTERNAL REVIEW

If you are dissatisfied or concerned with the decision of this Agency regarding access to documents or the request for amendment to your personal records, you can apply for an Internal Review of that decision.

To apply for an Internal Review you must write a letter addressed to the Principal Officer or lodge an Internal Review application form with the Principal Officer of this Agency. The legislated application fee must accompany all applications, unless the fee was waived in the original Freedom of Information application, in which case there would be no fee payable for the application. The application must be lodged within 30 days after being notified of the decision.

The Agency will undertake the Internal Review and advise you of its decision within 14 days of receipt of the application.

Where the decision was made by the Minister or Principal Officer of the Agency, you are unable to request an Internal Review but you can apply for an External Review by the Ombudsman, or SACAT.

You are unable to apply for an Internal Review regarding a decision to extend the time limit for dealing with an application but you can apply for an External Review.

EXTERNAL REVIEW BY THE OMBUDSMAN

If the Agency does not deal with your Internal Review application within 14 calendar days (or you remain unhappy with the outcome of the Internal Review) you are entitled to an External Review by the Ombudsman SA.

You may also request an External Review by the Ombudsman if you have no right to an Internal Review.

The application for review by the Ombudsman should be lodged within 30 days after the date of a determination. The Ombudsman's Office, at their discretion, may extend this time limit.

Investigations by the Ombudsman are free. Further information is available from the Office of the Ombudsman by telephone on 8226 8699 or toll free 1800 182 150 (within SA).

REVIEW BY THE SOUTH AUSTRALIAN CIVIL AND ADMINISTRATIVE TRIBUNAL (SACAT)

If you are still dissatisfied with the decision made by this Agency after an Internal Review or after a review by the Ombudsman, you can request a review from SACAT.

You must exercise your right of review to SACAT within 30 calendar days after being advised of the determination or the results of any other Internal or Ombudsman Review. Any costs will be determined by SACAT, where applicable. For more information, contact;

South Australian Civil and Administrative Tribunal (SACAT)

Phone: 1800 723 767

Email: sacat@sacat.sa.gov.au

SCHEDULE OF DOCUMENTS - FREEDOM OF INFORMATION APPLICATION NUMBER 2018/19484/01					
Document Number	Description of Document	Date of Document	Author	Determination Release / Refuse Access	Schedule Clause Applied
1	Minute to CE re briefing for Minister	20-October-2017	DPTI	Refuse Access	1(1)(e) disclose deliberation of Cabinet
2	Minute from CE to Minister re briefing	20-November-2017	DPTI	Refuse Access	1(1)(f) briefing for Minister for Cabinet
3	Safety camera program spreadsheet	24-July-2017	DPTI	Refuse Access	1(1)(e) disclose deliberation of Cabinet
4	Priority site analysis spreadsheet	27-July-2017	DPTI	Refuse Access	1(1)(e) disclose deliberation of Cabinet
5	Summary table	08-August-2017	DPTI	Refuse Access	1(1)(e) disclose deliberation of Cabinet
6	Cabinet Note	2017	DPTI	Refuse Access	1(1)(a) Prepared for Cabinet
7	Site details	29-August-2017	DPTI	Refuse Access	1(1)(e) disclose deliberation of Cabinet
8	Draft Cabinet Note	October 2017	DPTI	Refuse Access	1(1)(a) Prepared for Cabinet
9	Draft Briefing Note	01-December-2017	DPTI	Refuse Access	1(1)(f) briefing for Minister for Cabinet
10	Cabinet Note	2017	DPTI	Refuse Access	1(1)(a) Prepared for Cabinet
11	Safety Camera Program details PROJECT DEFINITION REPORT	10-July-2017	DPTI	Partial Release	1(1)(e) disclose deliberation of Cabinet; 6(1) personal affairs
12	Draft Safety Camera Program 2017/18 - PDR - Minute	13-December-2017	DPTI	Partial Release	1(1)(e) disclose deliberation of Cabinet

SCHEDULE OF DOCUMENTS - FREEDOM OF INFORMATION APPLICATION NUMBER

2018/19484/01

Document Number	Description of Document	Date of Document	Author	Determination Release / Refuse Access	Schedule Clause Applied
13	Draft Business Requirements document	26-July-2017	DPTI	Release	
14	Briefing to Minister	14-June-2018	DPTI	Refuse Access	1(1)(f) briefing for Minister for Cabinet

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Road Safety
PROJECT DEFINITION REPORT (PDR)



**Government
of South Australia**

Department of Planning,
Transport and Infrastructure

SAFETY CAMERA PROGRAM 2017/18

10 NEW SPEED & RED-LIGHT SAFETY CAMERAS

DPTI road number:	Various – refer attached
Road name:	Various – refer attached
Location:	Adelaide Metropolitan Area
Project outcome:	Installation of 10 safety cameras
Funding programme:	Safety Camera Program 2017/18
Funded amount:	\$2,000,000
iTIMS ID number:	15633
KNet number:	11693469
Project / Task number:	11220736
Project management file references:	2017/23100/01 & 2017/23100/02

Prepared by:

Matthew Lohmeyer

Title:

A/Senior Vehicle &
Technology Policy
Officer

Safety Policy, Road
Safety

Revision No: 5

Date Produced:
29/01/2018

Relevant documents:	KNet reference:
Location summary & maps	# 11787505
Commissioner of Highways and Minister for Road Safety endorsement	# 12171770
SAPOL endorsement	# 11971707
Road Traffic (Miscellaneous) Regulations 2014	# 11824905
Funding approval (State Budget - Total \$2,000,000)	Budget Line – 7100 Treasury Funding Line – 8716 Project Number - 11220736

PROJECT ENDORSEMENT	
Endorsed (signature):	Date:
Endorsing Officer:	FIONA CARTWRIGHT Manager, Safety Policy.
Approved (signature):	Date:
Approving Officer:	GABBY O'NEILL General Manager, Road Safety.

SPONSOR & CONTACTS

Project Sponsor: Gabby O'Neill, General Manager, Road Safety.

Project Sponsor's Agents:

Primary contact: Fiona Cartwright, Manager, Safety Policy.

Secondary contact: Matt Lohmeyer, A/Senior Vehicle and Technology Policy Officer.

Project Initiator: Fiona Cartwright, Manager, Safety Policy.

Project Delivery Manager: Ben Champion, Manager, Road, Rail and Marine Projects.

Project Manager/s: Nicholas Ndudzo, Project Manager, Road, Rail and Marine Projects.

Project Stakeholder:	Name:	Contact:
DPTI Road Safety	Matt Lohmeyer, A/Senior Vehicle & Technology Policy Officer	PH: 83432979 Email: Matthew.Lohmeyer@sa.gov.au
SAPOL Expiation Notice Branch (ENB)	6(1) Personal 6(1) Personal Senior Sergeant Operatio Manager	6(1) Personal affairs
SAPOL Traffic Support Branch (TSB)	6(1) Personal affairs A/Supervisor Fixed Camera Team	
SAPOL Radio and Technology Support Unit (RTSU)	6(1) Personal affairs Manager, Traffic Technical Support	

Contents

1	PROJECT OVERVIEW	4
2	PROJECT OBJECTIVES	4
3	BACKGROUND OF THE PROJECT.....	4
3.1	Summary of previous planning and design.....	4
4	PROJECT LOCALITY	5
4.1	Priority camera locations:	5
4.2	Reserve camera locations:	6
5	SAFE SYSTEMS APPROACH	6
	Safety in design	6
6	PROJECT SCOPE	7
6.1	Technical design and specifications	7
6.2	Environmental Considerations and Approvals	7
6.3	Pedestrian Facilities.....	7
6.4	Disability Access.....	7
6.5	Utility Services.....	7
6.6	Line Marking and Signs	7
6.7	Hazard Protection	7
6.8	Maintenance	8
6.9	Maintenance Responsibility.....	8
6.10	Asset Management and Capture	8
6.11	Traffic Impact Assessment.....	8
6.12	Standards & Guidelines	8
6.13	Traffic Signals	8
6.14	Parking	8
6.15	Pavements.....	8
6.16	Landscaping.....	9
6.17	Access	9
7	PROJECT ESTIMATE AND FUNDING SOURCES	9
8	RISKS	9
9	STAKEHOLDERS	9
10	TIME CONSTRAINTS AND COMMITMENTS	10
11	REPORTING REQUIREMENTS	10
11.1	Hold points	10
11.2	Variations	10
11.3	Reports	11
11.4	Project photographs	11
11.5	Project completion reports	11
11.6	Management structure for delivery.....	12

1 PROJECT OVERVIEW

The project involves the planning, design and installation of safety cameras at 10 priority high risk locations. 1(1)(e) Disclose deliberation of Cabinet
1(1)(e) Disclose deliberation of Cabinet

This project requires the installation of:

- Speed and red-light safety cameras.

Project funds of \$2,000,000 have been approved for this project under the Safety Camera Program 2017/18.

2 PROJECT OBJECTIVES

The project will improve the overall safety of all road users and pedestrians at the identified locations by deterring speeding and red-light running behaviour.

3 BACKGROUND OF THE PROJECT

South Australia's Road Safety Strategy 2020 highlights the need to expand the use of the safety camera network to drive a reduction in crashes, serious injuries and fatalities.

Excessive or inappropriate speed is a significant contributor to road trauma. One highly effective way to address and reduce the incidence of speeding and red-light running is through enforcement. Safety camera programs are developed to deliver targeted crash reductions and reduce the occurrences of speeding and/or red light running.

10 new safety cameras at priority high risk locations were announced in the 2017-18 State Budget.

3.1 Summary of previous planning and design

Detailed analysis of all signalised intersections and all PACs near schools, identified 10 priority high risk locations suitable for the installation of a safety camera. This analysis was conducted utilising the *DPTI Safety Camera Program Intersection Selection Criteria* and the *DPTI Safety Camera Program School Pedestrian Crossing Site Selection Criteria*.

These criteria include analysis of: Crash injury data, roadway factors (number of lanes & speed limits), traffic volumes, dominant vehicle types (light or heavy), right angle crashes, right turn crashes, crossing type (school or general) and school type (primary or high).

A final priority list of 1(1)(e) Disclose deliberation of Cabinet locations were endorsed by both DPTI and SAPOL and then approved by the Commissioner of Highways and the Minister for Road Safety. 1(1)(e) Disclose deliberation of Cabinet

4 PROJECT LOCALITY

The following priority locations have been identified for the installation of a fixed safety camera. Reserve camera locations are also included in the event technical issues make one of the priority locations unsuitable for installation.

4.1 *Priority camera locations:*

1(1)(e) Disclose deliberation of Cabinet

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4.2 Reserve camera locations:

1(1)(e) Disclose deliberation of Cabinet

5 SAFE SYSTEMS APPROACH

The treatments identified and proposed for implementation within this section of the PDR shall make every reasonable attempt to consider and adopt a Safe Systems approach whenever practical and funding permits. The Safe Systems approach adopts a holistic view of the road transport system and the interaction between people, vehicles and the road environment. It recognises that people will always make mistakes and poor choices often resulting in road crashes, but seeks to ensure that those actions do not result in a fatality or serious injury.

The Safe System approach to road safety is built on several key principles:

Human Factors – no matter how well we are trained and educated about responsible road use people make mistakes and the road transport system needs to accommodate this.

Human Frailty – the finite capacity of the human body to withstand physical force before a serious injury or fatality can be expected is a core system design consideration.

Forgiving Systems – roads that we travel on, vehicles we travel in, speeds we travel at, and communities we live in need to be more forgiving of human error.

Shared Responsibility – everyone has a responsibility to use the road safely with organisations, businesses and communities taking responsibility for designing, managing and encouraging safe use of the road transport system.

Safety in design

Safety in design processes are required to identify control measures to eliminate or minimise risk to health and safety throughout the life of the project and the safe operation of the asset. The Project Manager shall undertake a safety in design workshop.

6 PROJECT SCOPE

This project includes the following:
1(1)(e) Disclose deliberation of Cabinet

6.1 *Technical design and specifications*

The Project Manager is to collaborate with SAPOL on all technical designs and specifications to ensure compatibility with SAPOL systems and procedures. All safety camera systems must be compliant with the current specifications listed in the *Road Traffic (Miscellaneous) Regulations 2014, Division 3 – Traffic speed analysers* and *Division 4 – Photographic detection devices*, including subdivisions.

6.2 *Environmental Considerations and Approvals*

The Project Manager is to liaise with a suitable DPTI Environmental Officer to ascertain what environmental approvals are required.

6.3 *Pedestrian Facilities*

Any safety camera infrastructure installed on or near the footpath must not adversely affect footpath access or cause any increased risk of injury. Any footpath removed/damaged is to be reinstated to its original condition.

6.4 *Disability Access*

Disability access is to be considered during the design and construction process to ensure compliance with the Disability Discrimination Act.

6.5 *Utility Services*

The Project Manager is to undertake planning and design to determine the impact to utility services as part of the project. The Project Manager will be required to investigate the extent of services impacts and relocation and/or protection requirements through the detailed design phase.

6.6 *Line Marking and Signs*

The Project Manager is to ensure all existing line markings are of high performance as per DPTI Master Specifications Part R46 and liaise with SAPOL to ensure all line markings are of suitable quality to permit expiation photographs. Line markings to be repainted if photograph quality is of concern.

Safety camera signage is to be installed in conjunction with the camera infrastructure.

6.7 *Hazard Protection*

Project Manager shall undertake a risk assessment to assess if hazard protection is required and / or what treatment is to be used. Special attention is required for run off road protection for maintenance personnel at locations with a posted speed limit above 60 km/h.

6.8 Maintenance

The Project Manager is to liaise with the Road Asset Maintenance engineers to determine any existing maintenance issues that may be addressed as part of this project.

6.9 Maintenance Responsibility

DPTI is responsible for the maintenance of the asset that is under the care, control and management of the department. DPTI's Operation Instruction (OI) 20.1 identifies the maintenance responsibilities of DPTI and/or Council (KNet [#1586217](#)).

6.10 Asset Management and Capture

The DPTI Project Manager shall define a boundary which identifies DPTI/Council maintenance responsibilities, refer to OI 20.1 for guidance. As part of the design drawings, the Project Manager is to arrange for an 'asset change drawing' to be included as part of the standard drawings accounting for the following assets:

- Safety camera and ducting plans.
- Installation of carriageway vehicle induction loop detectors.
- Removal/installation of signs.
- Pavement changes.
- Removal/installation of guard rails/fences.

6.11 Traffic Impact Assessment

The Project Manager is to prepare a Traffic Impact Statement for this project in consultation with Traffic Operations.

6.12 Standards & Guidelines

The project shall be delivered in accordance with all current Australian standards and guidelines.

If there are any changes required to the standards and guidelines, the Project Manager shall liaise with Technical Services to upgrade the master specification and standard drawings.

6.13 Traffic Signals

The Project Manager is to liaise with DPTI Traffic Operations regarding any matters concerning the existing traffic signals.

6.14 Parking

The Project Manager is to liaise with SAPOL to ensure suitable parking is available nearby for SAPOL maintenance vehicles. On site vehicle access to safety camera infrastructure is to be facilitated where practical and only if there is no increased risk to pedestrians, traffic flow or personnel on site. Protection must be provided from run off road incidents at locations with a posted speed limit above 60km/h. Roll over kerbing may be required for site access.

6.15 Pavements

The Project Manager is to investigate the condition of existing pavement throughout the project scope and determine if additional pavement design or repair is required to extend the life of existing pavements.

6.16 Landscaping

The Project Manager is to ensure any existing landscaping surrounding the new safety camera infrastructure is returned as close as possible to its original design following installation.

6.17 Access

The Project Manager is to ensure infrastructure/site design does not adversely affect vehicle or pedestrian access. Access to the camera infrastructure by SAPOL maintenance teams must also be ensured.

7 PROJECT ESTIMATE AND FUNDING SOURCES

Funding of \$2,000,000 has been obtained for the project through the South Australian State Budget in the 2017-18 financial year.

Funding is based on a combined estimate for supply and installation of up to \$200,000 per safety camera location. The Project Manager shall review the estimate upon completion of the detailed planning phase and provide advice of any risks or costs not accounted for. This shall constitute a hold point.

8 RISKS

The following risks have been identified for the project:

Foreseeable Risk	Likelihood	Consequence	Risk Rating
Supply of safety camera infrastructure delayed and holding up installation.	Possible	Medium	Medium
Installation of all 10 safety cameras unable to be completed within 2017-18 financial year.	Possible	Medium	Medium
INITIAL PROJECT RISK CATEGORY			Medium

All project risks are to be documented in the iTIMS database and reviewed regularly in accordance with Risk Management Guidelines for Infrastructure Projects PM208.

9 STAKEHOLDERS

Endorsement by all relevant stakeholders (listed below) must be obtained prior to finalisation of concept/design plans. Refer to cover page for the list of stakeholders.

Stakeholders include:

- DPTI Safety Strategy
- SAPOL Expiation Notice Branch
- SAPOL Traffic Support Branch
- SAPOL Radio and Technology Support Unit

Local Councils, adjacent businesses and/or property owners will need to be advised of works by mail, 4 weeks before construction begins.

It is important to document all details of consultation, including:

- Stakeholders contacted, including specific contact made.
- Agreed outcomes and relevant issues.

10 TIME CONSTRAINTS AND COMMITMENTS

Funding is available for the 2017-18 financial year only. All construction work shall be completed prior to 30 June 2018.

11 REPORTING REQUIREMENTS

- Within 2 weeks of the Project being assigned to a Project Manager, the Project Manager shall organise an initiation meeting with the Program Sponsor's Agent regarding the Project Scope, Technical Requirements, Risks and Issues.
- The Project Manager shall provide a project schedule listing key dates and milestones (PDF Gantt chart preferred). All milestones shall be entered into iTIMS within one month after the initiation meeting.
- The Project Manager shall coordinate and chair fortnightly meetings with all stakeholders to progress discussions and project updates.

11.1 Hold points

The identified hold points are mandatory as follows:

- Review of initial estimate.
- Any variation to the scope, methodology and cost of the project shall be endorsed by the Project Initiator and approved by the Sponsor/Program Sponsor's Agent.
- After final design and re-estimate (detailed estimate) of total project cost.
- Approvals for the relevant designs are sought prior to construction.
- During implementation where scope variations become apparent.
- Coordinate inspection and handover with SAPOL and Road and Marine Assets.

11.2 Variations

In the event of variations to project scope, technical requirements and budget, the following procedures should be followed:

- Project Manager notifies the Project Initiator of a proposed variation. If the proposed variation is not supported, Project Initiator to discuss with Project Manager for remedial action.
- If the proposed variation is supported, Project Initiator to recommend to the Program Sponsor's Agent on proposed strategy to manage variations in the context of the program objectives.
- The Sponsor/Program Sponsor's Agent will approve/not approve the recommendation if it is within his/her delegated authority.
- In the event that the Project Manager considers it necessary to change the scope of the project, a mandatory hold points in Section 11.1 shall apply.

11.3 Reports

Project Progress Reports

The Project Manager is to ensure that this project is included in fortnightly review process. Any proposals to vary the scope or completion date and/or any ambiguities shall immediately be referred to Section 11.2.

Operational and Final Handover

The Project Manager shall perform project handover in accordance with Operational Handover PM302 and Final Handover PM303.

The Project Manager shall complete the Operational/Final Handover Report PM304. The Project Manager shall ensure plans are approved and lodged and that asset capitalisation (KNet [#9340452](#)) and PMC forms are submitted (The Project Manager will need to contact their finance officer for help with the PMC form).

The Project Manager shall coordinate the attendance of the respective Stakeholders representatives for the on-site Practical Completion meeting.

At least 1 month prior, the Project Manager shall liaise with the Project Initiator to formalise handover documentation. The Project Manager shall organise a 'lessons learnt' workshop to ensure that upgrades are documented and carried forward.

As part of the asset handover requirements to the Asset Manager (RAMA), the Asset Handover Report (KNet [#10908454](#)) must be provided to RAMA which also records the link to the Operational/Final Handover Report PM304. This is to ensure RAMA will take over the responsibilities of ongoing maintenance and management of the agreed Road and Marine Assets specified within the project.

11.4 Project photographs

Project photos shall be filed in the relevant KNet project file, by the Project Manager. These photographs are intended to be used in all forms of Government communications including media and social media by both the Department and Minister's Office.

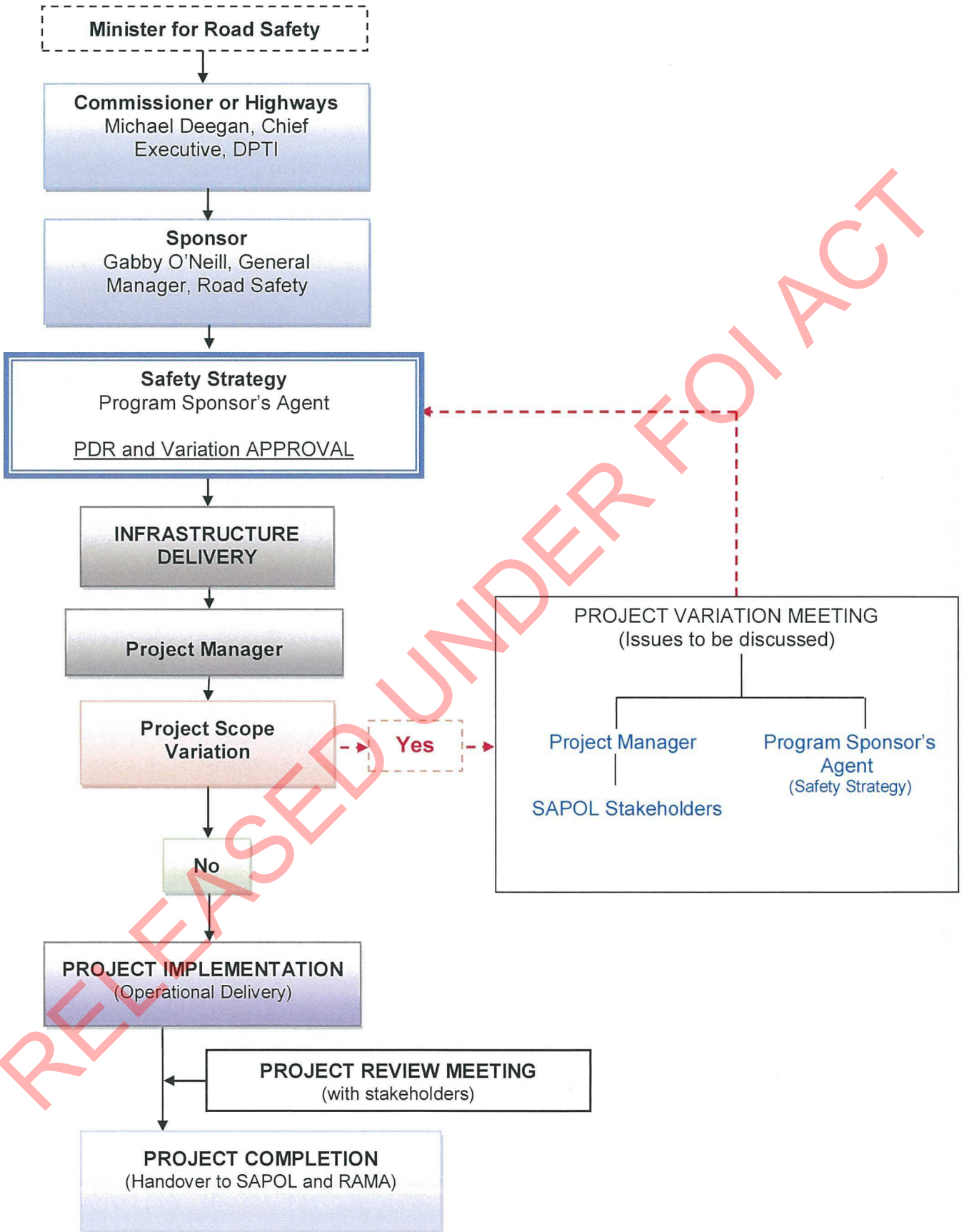
Photographs should meet the following criteria: jpeg format; show the site before work has commenced and after work has been completed; include any signage erected to mark the site of the works; and the files should be named so that the photographs can be easily tied to the relevant project i.e. funding source, type of project and road name/intersection etc.

11.5 Project completion reports

Project Manager shall advise the Program Sponsor's Agents for the completion of project by completing the project completion report (KNet [#11310159](#)).

As part of the completion report, the Project Manager shall provide photos of the completed project showing the safety camera infrastructure and signage.

11.6 Management structure for delivery



12 PROJECT MANAGEMENT MILESTONE RECORD

The following milestones have been identified, may need to be completed and authorised where appropriate:

Required	Not Required	Milestone
	✓	Approval to commit expenditure
✓		Risk Assessment
	✓	Communications Plan / Strategy
	✓	Design Estimate (Formal No.6)
✓		Approval to call tender
✓		Project Detail Review
	✓	Public Works Committee (>\$4m) (& Cabinet Submission >\$11m)
	✓	Statutory Approvals
✓		Variations and Approvals (PM108-1)
✓		Approval to award contract
✓		Date of Acceptance of Tender
✓		Date of Practical Completion
✓		Drawing Acceptance Form
✓		Technical Quality Assurance Checklist (Detailed Design)
	✓	Road Safety Audit No.2 (Detailed Design)
✓		Close Out Report
✓		Investing Cost Management (ICM)
	✓	Pre-tender Estimate (Formal No.7)
✓		Date of Final Handover
✓		Project Implementation Plan/Schedule

13 PROJECT MANAGEMENT PROCESS

The DPTI project management process must be adhered to throughout this project. For further detailed information go to the following website at <http://cms.dtei.sa.gov.au/pm/home>.

ITIMS project database must be used in the management of this project.

MINUTE



Government of South Australia

Department of Planning,
Transport and Infrastructure

TO: GENERAL MANAGER, ROAD SAFETY

RE: SAFETY CAMERA PROGRAM 2017/18

BACKGROUND

10 new safety cameras at priority high risk locations were announced in the 2017/18 State Budget.

On 20 November 2017, the Hon Chris Picton MP, Minister for Road Safety, approved safety cameras to be installed ^{1(1)(e) Disclose deliberation of Cabinet}

DISCUSSION

DPTI Infrastructure Delivery requires a Project Definition Report (PDR) prior to initiating delivery of a project. The PDR documents the approvals, funding allocation, construction requirements and management structure. Safety Policy has developed a PDR in consultation with SAPOL, which provides the project scope and is now ready for handover to DPTI Infrastructure Delivery.

As the General Manager, Road Safety, you are identified in the PDR as the 'project sponsor'. This identifies the area responsible for the development of the Safety Camera Program 2017/18, however no ongoing action on your behalf is required.

The locations were announced by the Minister in February 2018 and commissioning of the new safety cameras are scheduled to be completed by 31 December 2018.

RECOMMENDATION

It is recommended that you approve and sign the included Safety Camera Program 2017/18 PDR for handover to DPTI Infrastructure Delivery.

Fiona Cartwright
Manager, Safety Policy

February 2018

APPROVED / NOT APPROVED

Gabby O'Neill
General Manager, Road Safety

February 2018

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Business Requirements



SAFETY CAMERA PROGRAM 2017 - 2018

K Net Number: 11751725
Document Revision: DC
Document Date: 10/08/2017

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Document Endorsement Record

Endorsement signifies agreement that this document represents an adequate baseline set of project outcomes and business requirements.

Manager Endorsement

Business Unit Representative Position & Title	Name	Date	Endorsed Record
A/Manager, Safety Strategy	Fiona Cartwright	10/08/2017	
Manager, Road and Marine Assets	Janey Mitson		

Document Acceptance

Position & Title	Name	Date	Acceptance Record
Program Owner Senior Responsible Owner	Fiona Cartwright Wayne Buckerfield		

Document Management

This document is the Property of the Department of Planning Transport and Infrastructure (DPTI) and contains information that is confidential to DPTI. It must not be copied or reproduced in any way without the written consent of DPTI. This is a controlled document and it will be updated and reissued as approved changes are made.

Document Amendment Record

Rev	Change Description	Date	Coordinated by
A	Initial draft	03/08/2017	M Lohmeyer
B	Updated for Endorsement	10/08/2017	M Lohmeyer
C	Minor detail updates	10/08/2017	M Lohmeyer
D	Additional content added by RAMA	11/08/2017	M Lohmeyer

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Table of Contents

1	INTRODUCTION	4
1.1	Document Purpose	4
1.1	Project Background	4
1.2	Project Location	4
1.3	Definitions	4
1.4	Document Development	4
2	PROJECT OBJECTIVES	5
3	TRANSPORT OUTCOMES	6
3.1	Traffic & Bus Operations	6
3.2	Pedestrian and Cyclists	6
4	MAINTENANCE OUTCOMES	6
5	PROJECT DELIVERY REQUIREMENTS	8
5.1	Project Approvals	8
5.2	Project Governance	8
5.3	Departmental Objectives and Obligations	8
5.4	Project Management	8
5.5	Construction Management	9
5.6	Community engagement	9
6	PROJECT COMPLETION OUTCOMES	10
6.1	Project Handover & Commissioning	10
6.2	Project Close out	10
7	REFERENCE DOCUMENTS	11

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1 INTRODUCTION

1.1 Document Purpose

The purpose of the Business Requirements is to define the **objectives** and **outcomes** of the project and needs to be achieved from an integrated departmental business perspective.

The business requirements are expressed in terms of high level outcomes rather than specific characteristics or technical requirements. The design and delivery of the system must satisfy the functional, performance and facility requirements, within the constraints stated herein.

1.1 Project Background

The South Australian Government has allocated \$2 million as part of the 2017-18 budget for delivery of 10 new safety cameras at priority high risk locations. This project is to be completed in the 2017-18 financial year.

1.2 Project Location

Safety cameras will be installed at 10 priority high risk locations in the Adelaide Metropolitan area.

1.3 Definitions

Outcome

A statement of the higher level more intangible objective that the project is expected to achieve. Outcomes are achieved as a result of projects or activities undertaken to effect a change in operational capability or capacity.

Business Unit

The unit or section within the business responsible for the origin of the outcome or requirement defined within the business requirement. The business unit will be responsible for review of the requirement at various stages of the project, to ensure alignment with the original business requirement. The business area may or may not become responsible for the future ownership or maintenance of the business requirement.

Program Owner

The Program Owner is the business area or person responsible for the delivery of a service or accountable for the achievement of the identified outcomes.

1.4 Document Development

This document was developed based on *PDR - 2017-18 Safety Camera Program* (Knet# 11693469)

2 PROJECT OBJECTIVES

The Objectives of the Safety Camera Strategy 2017 – 2018 project are to:

- 1) ~~Reduce the risk of injury/casualty/crashes.~~
- 2) ~~Improve the road safety for all road users at intersections.~~
- 3) ~~Improve the safety of school children and pedestrians using signalised crossings.~~
- 4) ~~Enforce red light and speed offences~~
- 1) ~~Improve road safety for road users.~~
- 3) ~~Improve the safety of school children and pedestrians using the crossing.~~
- 4) ~~Reduce the risk of injury/crashes.~~

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3 TRANSPORT OUTCOMES

3.1 Traffic & Bus Operations

Principle: Safe traffic network for all road users.

Outcomes:

Item		Outcome	Business Unit
Traffic safety	1	Discourage speeding or red-light running behaviour.	Safety Policy Unit

3.2 Pedestrian and Cyclists

Principle: Safe traffic network for all road users.

Outcomes:

Item		Outcome	Business Unit
Traffic Safety	1	Discourage speeding or red-light running behaviour at pedestrian activated crossings near schools.	Safety Policy Unit
	2	Reduce the risk of casualty crashes.	Safety Policy Unit

4 ASSET MANAGEMENT- MAINTENANCE OUTCOMES

Principle: Quality infrastructure that enables safe, efficient and sustainable maintenance reducing ongoing operational expenditure.

Outcomes:

Item		Outcome / Requirement	Business Unit
Sustainable	1	Consideration of technologies to manage or reduce whole-of-life costs;	Safety Policy Unit/ Project Office
	2	Ensure the camera technology is compatible with SA Police systems;	Project Office
	3	<u>Infrastructure that can be sustained and maintained within the existing (or lower) operational budget and requires minimal ongoing maintenance.</u>	Project Office
	4	<u>Ensure the camera technology is compatible with DPTI Traffic signals systems. Any required upgrading of the traffic signals is to be undertaken as part of the Safety Camera Programme</u>	Project Office
	5	<u>Where practical and if funding permits, any traffic signal controller that is not compliant with the current standard (currently TSC4) and any lantern which is not current generation, which forms part of, or is required by the safety camera system, should be replaced as part of the safety camera program to mitigate potential existing faults.</u>	Project Office/Road and Marine Assets
Resilience	63	The camera infrastructure is robust, easily maintained and resistant to damage by vandals;	Road and Marine Assets Project Office
Maintenance access	74	Safe and efficient access for maintenance staff and vehicles to access the cameras;	Project Office Road and Marine Assets

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Utility services	5	Where practical, utility services to be relocated to minimise disruption to traffic flow when maintenance / repair work is required;	Project Office
	6	Access provisions to utility services should be maintained;	Project Office

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5 PROJECT DELIVERY REQUIREMENTS

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5.14.1 Project Approvals

Principle: The Project must comply with all relevant legislative requirements.

Outcome:

Item	Requirement	Business Unit
Parliamentary	1 Compliance with State Budget funding allocation requirements	Safety Policy Unit
	2 Minister for Road Safety approval	Safety Policy Unit
Authority	3 Compliance with all relevant State and Commonwealth legislative requirements	Safety Policy Unit
	4 Commissioner of Highways approval	Safety Policy Unit

5.24.2 Project Governance

Principle: Effective governance to ensure an integrated facility that achieves the project objectives, principles and outcomes

Outcome:

Item	Requirement	Business Unit
DPTI Governance	1 Project governance is established to provide integrated project outcomes.	Project Office

5.34.3 Departmental Objectives and Obligations

Principle: The project complies with DPTI departmental objectives and obligations

Outcome:

Item	Requirement	Business Unit
Safety	1 The Project must comply with Rail Commissioner' safety obligations and DPTI Safety objectives;	Project Office
Environment	2 The Project must comply with DPTI's Environmental obligations;	Project Office
Sustainability	3 The Project must comply with DPTI's sustainability obligations;	Project Office
Heritage	4 The Project must mitigate the impact to existing Aboriginal and European heritage.	Project Office
Quality	5 The Project must deliver quality and durable infrastructure.	Project Office
Industry Participation	6 The Project must maximise the South Australian Economic Benefit and benefit to South Australian businesses.	Project Office

5.44.4 Project Management

Principle: Efficient management of the Project on behalf of DPTI.

Outcome:

Item	Requirement	Business Unit
Project Program	1 To be commissioned and operational by 30 th May 2018	Project Office
Project Budget	2 To be delivered within the budget of \$ 2 M	Project Office
Systems	3 The project is to comply with the DPTI Project and Systems Management plans and procedures	Project Office

5.54.5 Construction Management

Principle: Optimise the Contraction process to mitigate the construction risk and the impacts to the Community.

Outcome:

Item	Requirement	Business Unit
Safety	1 The delivery of the Project must at all times protect the safety of the public and the project personnel.	Project Office
Traffic Operations	2 The construction of the project is to minimise disruptions to the traffic network and bus operations during peak periods.	Traffic & Bus Operations
	3 Any modification to road operations during construction shall temporary traffic management arrangements	Project Office
Business Impact	4 The construction of the project must have minimal impact to adjacent business and community facilities.	Project Office
Environment	5 The construction of the project must mitigate the impact to the environment.	Project Office

5.64.6 Community engagement

Principle: Best practice community engagement

Outcome:

Item	Requirement	Business Unit
Strategy	1 The engagement strategy will positively promote, engage, consult and inform the community about project impacts and benefits;	Customer & Information Services
Tactics	2 Engagement tactics will be tailored to specific stakeholders and adapted to various phases of the project;	Customer & Information Services
Governance	3 Community engagement and communications approval protocols will be clearly outlined as part of the project governance frameworks;	Customer & Information Services
Systems	4 The project is to comply with the DPTI Project and Systems Management plans and procedures, and DPTI Community Engagement toolkit/protocols;	Customer & Information Services

65 PROJECT COMPLETION OUTCOMES

6.15.1 Project Handover & Commissioning

Principle: The Project commissioned and information transferred to maintenance.

Outcomes:

Item	Requirement	Business Unit
Equipment	1 Equipment and systems are fully tested functional and operational to the agreed performance and standards;	Road, & Marine Assets Project Office
Documents	2 Handover documents are to detail the infrastructure and maintenance requirements;	Road, & Marine Assets Project Office
	3 Instructions, emergency management processes and procedure are complete (provided at handover)	Road, & Marine Assets Project Office
	4 Asset management information and documents are complete and in accordance with AMTDR (prior to handover)	Road, & Marine Assets
Interface	5 Handover documents clearly identify the demarcation and responsibilities between DPTI and SAPOL and have been signed off by each party.	Road, & Marine Assets
Safety Management	65 Residual hazards to be accepted by Control Owner;	Road, & Marine Assets
Spare parts & Tools	76 Spare parts and tools required to safely and efficiently maintain the works are catalogued and appropriately stored.	Road, & Marine Assets
Adjacent Infrastructure	87 The adjacent rail & road networks and any affected assets are handed back in no worse (or better) condition than prior to works;	Road, & Marine Assets Project Office

6.25.2 Project Close out

Principle: The project is successfully complete and lessons learnt for future projects.

Outcomes:

Item	Outcome	Business Unit
Project realisation	1 Post implementation review and project close out completed.	Project Office
Defect liability	2 The project shall be defect free at the completion of the defects liability period	Project Office

76 REFERENCE DOCUMENTS

The following reference documents

- 1) Project Definition Report - 2017-18 Safety Camera Program Knet# 11693469
- 2) South Australia's Road Safety Strategy 2020 – Towards Zero Together
- 3) Road Safety Action Plan 2013 – 2016 – Towards Zero Together
- 4) National Road Safety Strategy 2011-2020

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