

CP23 Parking Management

Responsible Officer:	Chief Executive Officer
Document type:	Council Policy
Reference:	CP23
Approved by:	Council
Date approved:	4 May 2016
Date of next review:	May 2018

Policy Objective

The purpose of this policy is to state principles and procedures Council will follow in order to approve parking measures. With increasing demand for parking, this document seeks to ensure the maximum utilization of parking spaces at all times.

The objectives of the Parking Management Policy are to:

- Provide a transparent mechanism for apportioning on-street kerbside space that benefits residents or businesses in areas and times of peak parking demand whilst minimizing adverse impacts on commercial activities, particularly during peak business hours;
- Provide equitable access to on-street or public car parking in areas for users;
- Encourage residents and business operators to utilize other sustainable transportation modes;
- Improve safety;
- Manage traffic flow within the municipality.

Procedure

User Priority Guidelines (UPG)

Table 1 and Table 2 set out priority given to various user groups when determining Parking Management strategies. By ranking groups from highest to lowest priority, the strategic consideration of each particular group is clear.

Table 1: User Priority Guidelines (UPG) for Commercial 1 Zone

Priority	User Group	Characteristics
Highest	Safety and other conditions	To improve safety for all road users and to provide access for emergency vehicles, waste collections and street cleansing
	Public Transport Zone	Typically bus stop or taxi rank
	Disabled	On-street medium term parking bays in locations suitable for people with disabilities (eg. 2 to 4 hours)
	Loading Zone	Where private off-street loading bays are not available
	Bike Racks	Where space for footpath bicycle parking is not available
	Drop-off/Pick-up	Where required, short-term parking for drop-off/pick-up eg. 5 minute parking
	Customers	Short stay vehicle parking for business and retail needs
	Truck access	Where required, restrictions to create adequate clearances for truck access to business
	Car sharing	Where high scheme membership and demand in particular locations justify the allocation of bays
	Traders and local employees	Only where required and when its provision does not affect other users
	Residents, their visitors and commuters	In order to support businesses by promoting turnover, users that require medium to long stay (more than 2 hours) should have a low priority in “shopping strips/industrial areas”
Lowest	Motorcyclists	Where there is demand and can be accommodated

Table 2: User Priority Groups (UPG) for “Other Streets”

Priority	User Group	Comments
Highest	Safety and other conditions	To improve safety for all road users and to provide access for emergency vehicles, waste collection and street cleansing
	Public Transport Zone	Typically bus stop
	Disabled	On-street parking bays in locations suitable for people with disabilities with no access to private off-street parking
	Car sharing	Where high scheme membership and demand in particular locations justify the allocation of bays
	Drop-off/Pick-up	Short-term parking for drop-off/pick-up eg. station or school
	Residents and their visitors	If required use of the parking permit scheme, 1P and 2P restrictions. Permit zones for residents should be used as the last resort and after other measures (such as short term restrictions) have proven to be inappropriate
	Customers	Short stay private vehicle parking if required by business and retail activities in the area
	Local employees	Local employees should have a low priority in shopping streets as it undermines parking turnover
Lowest	Commuter parking	Commuter parking should have a low priority in “Other Streets” as it undermines parking for residents

DISBALED PARKING BAYS

Non-residential areas

At its discretion, Council will provide disabled bays in convenient locations in the central business district (CBD), commercial areas and near community facilities. To maximize the access to all CBD businesses spaces will be placed mid block in preference to placement in front of a specific business.

Provision of Disabled Parking Bays

Provision of new disabled parking bays will be supported with signage in accordance with DDA guidelines and Australian Standards. Other appropriate infrastructure such as pram ramps may also be installed in commercial areas, subject to funding availability.

Disabled Parking Bay Time Restrictions

When assessing whether any time restrictions should be placed on a disabled bay the following should be considered:

- Occupancy data at various time points throughout the day and on weekends
- Whether there is a need for turnover in areas of high demand
- If there are conflicting pressures in the location

LOADING ZONES

Allocation of Loading Zones

A Loading Zone can be used by the following vehicles and includes; a bus, or a commercial passenger vehicle that is dropping off, or picking up, passengers, a motor vehicle (together with any trailer, fore-car, sidecar or other vehicle or device attached to it) that has seating positions for 10, 11 or 12 adults (including the driver) and is being used to carry passengers for hire or reward and is dropping off, or picking up, passengers; or a truck that is dropping off, or picking up, goods or a courier vehicle displaying a courier vehicle signor, a delivery vehicle displaying a delivery vehicle signor, a vehicle that is dropping off, or picking up, goods which is constructed principally for carrying loads.

Note: This rule does not allow a vehicle that is a sedan, station wagon or motor bike to stop on a Loading Zone. For further information in relation to Loading Zones refer to Road Rule 179 in the Road Safety Road Rules 2009 (Vic). The location and size of the Loading Zones will be established as per VicRoads guidelines.

Request for loading zone may be denied due to:

- Affect on the traffic flow
- Not meeting the VicRoads regulatory guidelines
- Objection and concerns raised by affected businesses and persons
- Availability of off-street parking space or rear access to the property which could be potentially used as a parking space.

Council officers will follow the User Priority Guidelines (see Table 1) to determine parking spaces for loading zones.

Any on-street loading zones should be spread out rather than centralized to ensure appropriate usage and convenience. Locations may be influenced by different types of businesses and differing demands

The number and location of loading zones should be assessed in association with local businesses and courier/delivery businesses to understand specific needs of each centre.

An assessment of available off-street loading opportunities, the ability for these facilities to be shared and the convenience of these facilities is important to determine what on-street provisions are necessary to supplement specific off-street allocations.

Loading Zone Time Restrictions

A driver who is permitted to stop in a loading zone must not stay continuously in the zone for longer than 30 minutes or if information on or with the loading zone sign applying to the loading zone indicates another time the indicated time.

DECISION MAKING FOR PARKING MANAGEMENT CHANGES

A CBD Parking Working Group will consider a change to on-street parking when requested.

In order to investigate the reported issue(s), the Committee will verify the problem, identify causes, and review the following factors:

- Records of previous complaints to determine if the issue has been an ongoing problem, been dealt with previously or is in conflict with other requests
- Current restrictions in the immediate vicinity
- Land uses adjacent to and along the street
- Parking enforcement observations and trends in infringement notices in the street
- Specific uses that include vulnerable road users e.g. schools, childcare centres, hospitals, aged care centres
- Assessment of current level of utilisation
- Neighbouring car parks, their capacity and utilisation
- Locality of public transport stops and facilities
- Major parking generators (e.g. restaurants/sports facilities/reception centres)
- Planning permit conditions relating to multi-unit and new developments
- Existing loading and unloading facilities
- Parking sign locations and street lighting

DEFINITIONS

The terminology for this particular part of the policy should refer to definitions in the *Road Management Act 2004 (The Act)*, *Road safety Road Rules 2009 Victoria* the *Community Local Law 2009* and is as follows;

“Park” in Part 12 and for a driver, includes stop and allow the driver's vehicle to stay (whether or not the driver leaves the vehicle);

“parking area” means a length of road or area designed for parking vehicles;

“parking bay” means an area for parking a single vehicle (other than a combination) that is indicated by—

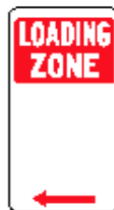
- a) road markings consisting of lines, studs or other similar devices; or
- b) a different road surface;

“parking control sign” means any of the following:

- a) a *bicycle parking sign*
- b) a *bus zone sign*
- c) a *clearway sign*
- d) a *loading zone sign*
- e) a *mail zone sign*
- f) a *minibus zone sign*
- g) a *motor bike parking sign*
- h) a *no parking sign*
- i) a *no stopping sign*
- j) a *people with disabilities parking sign*
- k) a *permissive parking sign*
- l) a *permit zone sign*
- m) a *taxi zone sign*
- n) a *truck zone sign*
- o) a *works zone sign*

“loading zone” is a length of a road to which a loading zone sign applies under Road Rule 179.

Loading zone sign



“municipal road” means any road which is not a State road, including any road which—

- a) is a road referred to in section 205 of the **Local Government Act 1989**; or
- b) is a road declared by VicRoads to be a municipal road under section 14(1)(b);
or
- c) is part of a Crown land reserve under the **Crown Land (Reserves) Act 1978** and has the relevant municipal council as the committee of management;

“road” has the same meaning as in the *Local Government Act 1989* namely:

- a) a street;
- b) a right of way;
- c) any **land** reserved or proclaimed as a street or **road** under the *Crown Land (Reserves) Act 1978* or the *Land Act 1958*;
- d) a passage;
- e) a cul de sac;
- f) a by-pass;
- g) a bridge or ford;
- h) a **footpath**, bicycle path or nature strip;
- i) any culvert or kerbing or other **land** or **works** forming part of the **road**;

“road related area” is any of the following—

- a) an area that divides a road;
- b) a footpath or nature strip adjacent to a road;
- c) an area that is not a road and that is open to the public and designated for use by cyclists or animals;
- d) an area that is not a road and that is open to or used by the public for driving, riding or parking motor vehicles;
- e) a place that is a road related area by virtue of a declaration under section 3(2)(a) of the **Road Safety Act 1986**—

but does not include a place that is not a road related area by virtue of a declaration under section 3(2)(a) of the **Road Safety Act 1986**.

Note

Motor vehicle is defined in the **Road Safety Act 1986**.

(2) A reference in these Rules (except in this Division) to a **road related area** includes a reference to any part of a road that is a shoulder of the road.

“shoulder” of the road means an area (not being part of the road) adjoining the road that is open to or used by the public for driving, riding or parking motor vehicles and to which a parking control sign does not apply.

Note

Parking control sign is defined in the dictionary, and **motor vehicle** is defined in the **Road Safety Act 1986**.

“works” includes any kind of activity conducted on or in the vicinity of a road or proposed road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road and without limiting the generality of this definition includes;

- a) excavating or breaking up the surface of a road;
- b) erecting a structure in, on or over a road;
- c) removing or interfering with any structure or marking on a road;
- d) planting or removing a tree or other vegetation;
- e) tunnelling under a road;
- f) connecting a road to a road;
- g) installing pipes, drains, cables, poles, buildings, shelters or other structures on a road reserve;
- h) erecting any obstruction on a road or otherwise impeding the use of a road for the purpose of conducting any works;

“works and infrastructure management principles” means the principles specified in section 20(2); and is as follows;

Section 20 Principal object and management principles of the Act

(2)The following principles apply in respect of the management of works and infrastructure under this Act—

- a) the minimisation of road safety hazards;
- b) the avoidance or minimisation of damage or disruption to infrastructure on roads;
- c) the avoidance or minimisation of disruption to plans for the development of road infrastructure and non-road infrastructure;
- d) the avoidance or minimisation of disruption to traffic;
- da) the priority of different modes of transport on specified roads;
- e) the avoidance or minimisation of disruption to the effective and efficient delivery of utility and public transport services;
- f) the efficient use of resources of road authorities and infrastructure managers and the minimisation of cost to the community of infrastructure and services.

“works manager” means any person or body that is responsible for the conduct of works in, on, under or over a road.

Note: This includes all works whether related to road infrastructure or non-road infrastructure.

- 2) A reference to a road authority is to be construed as a reference to the road authority which has, in respect of the relevant part of a road, or in respect of road infrastructure or vegetation in the relevant part of a road, coordination functions in accordance with section 36 or operational functions in accordance with section 37.
- 3) A reference to a register of public roads is to be construed as a reference to the register of public roads kept by the relevant road authority.
- 3A) A reference in any Regulations or a Code of Practice to the relevant road Minister is to be construed as a reference to the relevant Minister.
- 4) A reference to the Minister administering a specified Act is to be construed as a reference to the Minister administering the relevant provisions of the Act.
- 5) A reference to an **infrastructure manager** in section 5, 48, 48A, 48C, 64, 101, 104 or 110 or Schedule 7, or any regulations made under this Act or a Code of Practice in relation to any non-road infrastructure does not include a reference to the Public Transport Development Authority or Victorian Rail Track unless the Public Transport Development Authority or Victorian Rail Track (as the case may be)—
 - a) is directly responsible for the provision, installation, maintenance or operation of that non-road infrastructure; or
 - b) has not delegated responsibility for those matters to another infrastructure manager; or

is not a party to a contract with another infrastructure manager under which responsibility

Appendix 1 - Guidelines for reviewing parking infrastructure

Parking Restriction	When Commonly Used	Where Commonly Placed	Conditions For Delegation To Install On Individual Streets	Conditions For Delegation To Remove On Individual Streets
Period Parking Short Term ½hr, 1hr, 2hr (residential)	Improve resident access to parking by encouraging turnover of non-resident vehicles.	Place on one side of street only, so only half the non-resident vehicles transfer to the surrounding area.	Obtain written response from at least a quarter of the affected properties, with 60% in support	Obtain written response from at least a quarter of the affected properties, with 60% in support
Period Parking Short Term ½ hr, 1hr, 2hr (non-residential)	Improves customer access by encouraging parking turnover.	Place longer restrictions in off-street car parks and shorter restrictions on main roads or in smaller commercial areas.	Obtain written response from at least a quarter of the affected properties, with 60% in support	Obtain written response from at least a quarter of the affected properties, with 60% in support
Period Parking Very Short Term 15min or less	One or two spaces for one-stop shopping	Place at one end of a length of consecutive parking spaces.	Obtain written response from at least a quarter of the affected properties, with 60% in support	Obtain written response from at least a quarter of the affected properties, with 60% in support
Disabled zone	To improve access for disabled persons	Place at one end of a length of consecutive parking spaces. Preferably with a pram crossing.	Conditions in Parking Management Policy are met	Advise all properties/occupiers in that block on the same side and notice in local paper
Loading zone (normally 30 min limit applied)	For commercial vehicles, company vehicles, courier vehicles	Normally placed at one end of a length of parking	Conditions in Parking Management Policy are met.	Advise all properties/occupiers in that block on the same side and notice in local paper

Parking Restriction	When Commonly Used	Where Commonly Placed	Conditions For Delegation To Install On Individual Streets	Conditions For Delegation To Remove On Individual Streets
Taxi Zone	Provides specific customer access point to taxis.	Place where acceptable to all affected groups.	Conditions in Parking Management Policy are met.	Advised that originator no longer requires zone.
Bus Zone	Provides specific customer access point to buses.	Place where acceptable to all affected groups.	Conditions in Parking Management Policy are met.	Advised that originator no longer requires zone.
No Parking Zone	To provide for loading/ unloading vehicles	As required	Obtain written response from at least a quarter of the affected properties, with 60% support.	Obtain written response from at least a quarter of the affected properties, with 60% support
No Stopping Zone - (where not reinforcing Road Rules)	To ban parking over particular locations	As required	Obtain written response from at least a quarter of the affected properties, with 60% support.	Obtain written response from at least a quarter of the affected properties, with 60% support
All Day Parking	Refer to Parking Management Tools		Conditions in Parking Management Policy are met	Conditions in Parking Management Policy are met
Bicycle parking	To improve parking facilities for cyclists	As required	Advise affected properties and no more than 2 written objections received	Advise all properties/occupiers in that block on the same side and notice in local paper