Parking Management Policy

<table>
<thead>
<tr>
<th>APPROVAL / VERSION NO:</th>
<th>Version 1 – Approved by Council on 26/04/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIM REF:</td>
<td>16/48804</td>
</tr>
<tr>
<td>REVIEW</td>
<td>31/12/2019</td>
</tr>
<tr>
<td>RESPONSIBLE EXECUTIVE</td>
<td>General Manager City Assets and Environment</td>
</tr>
<tr>
<td>POLICY OWNER</td>
<td>Manager Traffic and Transport</td>
</tr>
</tbody>
</table>

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1. Purpose of the Policy

Purpose

The purpose of this document is to provide Kingston City Council with a framework to manage parking across the municipality for the benefit of the whole community and road users. It provides guidance for the introduction of new parking restrictions or changes to existing parking for road safety reasons, where parking is in high demand or where traffic congestion has increased.

This document sets out the approach, tools, principles and procedures that Council will follow in order to manage parking and its Parking Permit Scheme to ensure consistent, equitable and transparent outcomes.

Parking is a growing issue for the community and requires a whole-of-community response. Everyone can play a positive part by:

- parking within your own property to minimise on-street parking
- walking children to and from school
- considering walking, cycling or using public transport for short neighbourhood trips
- avoiding parking recreational vehicles, such as boats and caravans, on public streets
- catching a bus to the train station, rather than parking your car in local streets surrounding train stations.

Objectives

The objectives of this document are to:

- provide a framework to manage parking to satisfy the needs of the community
- promote a safe, accessible and sustainable road environment for all users
- protect residential amenity while providing equitable access to on-street parking, access for vehicles (including emergency services), cyclists and pedestrians
- facilitate access to commercial activities and other community facilities while balancing the needs of residents
- ensure parking improves community safety, amenity and economic activity.
2. Definitions

<table>
<thead>
<tr>
<th>Area of interest</th>
<th>Road link or collection of roads with the same parking issue; a section of road 150m or greater in length; or a section of road with the same existing parking restrictions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abutting Property</td>
<td>A property on the same side of the road as the parking spaces. This does not include properties on the opposite side of the road.</td>
</tr>
<tr>
<td>Mixed-use</td>
<td>A property that has more than one use, such as retail on the ground floor and residential on the upper floors, including 'shop-top' living</td>
</tr>
<tr>
<td>Multi-dwelling property</td>
<td>A property with 3 or more dwellings and includes subdivided sites.</td>
</tr>
<tr>
<td>Occupation rate</td>
<td>This is the percentage of parking spaces that are occupied in the area of interest, as an average for the area.</td>
</tr>
<tr>
<td>Parking permit</td>
<td>A parking permit issued by the City of Kingston.</td>
</tr>
<tr>
<td>Parking turnover rate</td>
<td>The actual parking usage over the theoretical parking availability, in an area of interest.</td>
</tr>
<tr>
<td>Residential property</td>
<td>A property that is solely for residential purposes, excluding multi-dwelling properties.</td>
</tr>
<tr>
<td>Response rate</td>
<td>The number of properties who responded, as a percentage of the total number of properties consulted.</td>
</tr>
</tbody>
</table>

3. Parking Management Policy

Policy Statement

As competition for parking spaces in public areas increases due to changes in population density, visitor profiles and the average number of vehicles per household, Council will balance the competing requirements of residential amenity, road safety, road usage and economic prosperity through the implementation of managed parking restrictions using approved guidelines.

Council will enforce parking restrictions and permits through the Kingston Local Law.

Scope

This policy applies to all Council roads, public parks in Kingston and private parking areas where agreements exist between Kingston City Council and the property owner. To group the parking needs of similar areas, the policy refers to specific parking needs in the following precincts:

- residential areas
- commercial areas including major and minor activity centres
- foreshore areas
- school and safety areas
• industrial areas
• narrow roads and laneways.

This document outlines the parking restrictions to be used and any exemptions. The types of Parking Permits issued are listed in section 4: Parking Permits.

4. Parking Permits

A range of permits have been established to meet and balance the different needs of residents, visitors and businesses in Kingston. Parking permit types include:

• Residential Parking Permit
• Disabled Parking Permit (Blue and Green types)
• Trader Parking Permit
• Foreshore Parking Permit
• Car Share Permit.
• Work Zone Permit

Typically, a permit allows the permit holder’s vehicle to remain parked for longer than the displayed time restrictions or to park in designated spaces. The application and the design requirements for each permit type are described in the Parking Management Guidelines.

The rules under which each permit type is issued, and the conditions associated with the continued use of the permit, are described separately in the Parking Permit Conditions

4.1. Residential Parking Permits

Residential permits are available to residents of the City of Kingston. Residential permits exempt the permit holder from time-based parking restrictions or allow them to park in residential permit zones. Permits allow residents greater opportunity to park near their property, but do not guarantee a parking space nearby.

A Residential Parking Permit Area can be established by the Traffic and Transport Team in consultation with Local Laws. These areas may cover a street, part of a street or a number of streets and any permit issued will be valid for all streets or locations in the specified area.

Duration of Residential Parking Permits

Residential parking permits are valid for 12 months and renewed on 1 September annually.
## Number permits available

<table>
<thead>
<tr>
<th>Housing Type (Dwellings per lot)</th>
<th>Permits</th>
<th>Free</th>
<th>Fee applies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Dwelling</td>
<td></td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Dual Dwellings*</td>
<td></td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Three or more Dwellings</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Addresses with 2 dwellings per lot granted planning advertisement after 28 July 2015 will not be eligible for a parking permit.

## Eligibility

Residential Parking Permits will be made available under the following conditions:

- A large number of existing properties do not have access to off-street parking, for example a series of terrace houses built prior to statutory planning requirements for off-street parking, in this case an exception may be granted from the Manager, Traffic and Transport.

- Shop-top apartments within residential areas will be subject to the same eligibility requirements as all residential dwellings, shop-top apartments in commercial or activities centre zones are not eligible for parking permits.

Residential Parking Permits will not apply to some time-based restricted spaces:

- Residential Parking Permits will not apply to spaces with parking restrictions sign-posted 1P or less.

- Properties granted planning advertisement after 28 July 2015 exists incorporating a net increase in total dwellings in the following zones:
  - Activity Centre Zone
  - Comprehensive Development Zone
  - Commercial 1 Zone
  - Commercial 2 Zone
  - Mixed Use Zone
  - Residential Growth Zone
  - General Residential Zone Schedules 1 and 2

These restrictions ensure that all future occupants in new developments in Kingston cannot park on time-based on-street car parking. The need for on-site parking is assessed through the Kingston Planning Scheme and is expected to be provided on-site for these developments.
Council acknowledges it is unsuitable to implement the new parking policy measures and guidelines in areas where residents already have parking permits. As such existing permit holders will be permitted to continue to hold valid permits until such a time as the resident vacates the property. All new applications will be subject to Kingston Parking Management Policy and Parking Guidelines.

**Fees**

Where fees for a residential parking permit apply, the cost will be $20 per annum to cover the administration cost of issuing the permit and managing the resident parking permit schemes.

**4.2. Parking for People with Disabilities**

People with disabilities have access to two types of parking permits – Blue Permits and Green Permits.

Blue Permit holders may use the wider accessible spaces. When providing these wider parking spaces for people with disabilities, a number of issues must be considered including Australian Standard design requirements, ramp/footpath access to the parking space and that the driver may be the person with the disability (rather than the passenger). It is therefore generally easier to meet all requirements for such spaces in off-street parking situations.

Where on-street angle parking is available, providing safe parking spaces for people with disabilities will generally be possible. Where on-street parallel parking is the only parking available, it is generally not safe to provide a parking space for people with disabilities, as the driver (who may be disabled) will be getting out of the vehicle in the path of approaching traffic. Parallel on-street parking spaces for people with disabilities will only be provided on roads wide enough to ensure the full width wider parking space, clear of any traffic or cycling running lanes and where ramps can be provided.

**4.3. Foreshore Parking Permit**

Foreshore Parking Permits are issued to all ratepayers within Kingston enabling them to park free of charge in designated foreshore areas.

Foreshore parking permits are renewed every three (3) years from 1 September 2015. Parking restrictions will be implemented in car parks and streets near the foreshore. In these cases the parking restrictions will:

- focus on a balance between residential, local business and visitor parking
- be analysed, designed and implemented using the methodology for technical assessment and community engagement detailed in the Parking Management Guidelines.
4.4. Share Car Permit

The car share scheme is designed to reduce on-street car parking pressures by encouraging people to use shared vehicles to meet their car travel needs. Car sharing supports sustainable travel because the booking process encourages people to consider travel alternatives before choosing to drive.

Duration Share Car Permit

Car share bays are provided to the operator for a period 2 years, with the option to renew.

Eligibility

Applies to Council land and Council-managed roads:

- Car share bays are subject to approval by Council.
- Council will work with the operator to identify appropriate sites and consult with nearby land owners and occupants prior to installing on-street car share bays. Council will consider submissions received and reserve the right to decline the application.
- Car share operators must bear the costs associated with the installation of a car share facility which must include the supply and installation of two generic car share parking signs and line marking of the bay (as a minimum).
- Operators are responsible for submitting planning permit applications for all promotional and information signs associated with the car share bay (if required).
- Preference will be given to operators who use fuel-efficient, low-emission vehicles to further promote sustainable transport options.
- Operators will be required to provide Council with an annual report outlining car share use patterns within the municipality.

Fees

Car share operators will be charged a fee for exclusive access to a car share bay for a 12-month period to be determined by Council’s property services team.

Application

Applications must be made in writing and received by the Property Services department in line with Council’s existing Commercial use of Council Land Policy.

The application must include the following:

- completed Commercial Use of Council Land Application Form
- a detailed site specific plan
- public liability insurance with cover of no less than $10 million, indemnifying council
• detailed operational overview of Car Share scheme and operator.

Cancellation

If, due to unforeseen circumstances, Council needs to relocate or suspend a car share bay – Council will work with the relevant car share operator to find a suitable, alternative location. The costs of new signage and line marking will be covered by Council in such circumstances.

4.5. Trader Parking Permits

Parking restrictions will normally be implemented in commercial areas or activity centres. In these cases the parking restrictions will:

• focus on a balance of high-turnover, short-term time restrictions limited to normal business hours and longer-term parking for staff
• focus on reducing road congestion
• focus on supporting local business prosperity
• be analysed, designed and implemented using the methodology for technical assessment and community engagement detailed in the Parking Management Guidelines.

Trader Parking Permits may be made available under the following conditions:

• there is a demand from local businesses as determined by parking studies and the Economic Development Department; taking into account existing on-site provisions
• suitable parking sites are available within the commercial zone.

4.6. Work Zone Permit

A work zone permit is intended to permit the occupation of on-street car parking spaces, where appropriate, for the exclusive use by entities undertaking construction or works within an adjacent site.

Duration

As per application, this will assessed on a case-by-case basis.

Eligibility

As per application, this will assessed on a case-by-case basis with regards to existing street parking provisions and operational need.

Fees

An occupation rate will be charged as per the Fees and Charges schedule adopted in Council’s Annual Budget.
Application

A Work Zone Permit application will be made as part of a traffic management plan for construction purposes and assessed by the Transport and Traffic Department.

5. Decision Guidelines

There are no exemptions to this Policy except where provided under the Road Safety Rules 2009.

6. Policy owner

The position responsible for writing and/or reviewing the policy and ensuring it is kept up-to-date with any legislative or operational changes is the Manager, Traffic and Transport. This position can be contacted for assistance and information about this Policy.

7. Delegation Authority

Delegations under the following Acts and Regulations that apply to this Policy:

- Local Government Act 1989

8. Responsible Executive

The General Manager, City Assets and Environment has responsibility for this policy.

9. Review

This Policy is to be reviewed by 31 December 2019.

10. Related Documents

This policy refers to the following State legislation and local laws:

(a) Local Government Act 1989
(b) Road Safety (Traffic Management) Regulations 2005
(c) Road Safety Road Rules 2009
(d) Community Local Laws 2015

This policy refers to the following internal plans and strategies:

a) Living Kingston 2035
b) One Vision Council Plan 2013 – 2017
c) Parking Management Guidelines 2014
11. Parking Policy Framework

The purpose of the parking policy framework is to describe the processes which Kingston City Council manages parking across the municipality for the benefit of the whole community and road users.

It provides guidance for the introduction of new parking restrictions or the modification of existing conditions where a road safety hazard has developed, where parking spaces are in high demand or where there has been an increase in traffic congestion.

11.1. Background

The Kingston municipality has a number of issues related to parking. In some cases this is caused by the general population change in Melbourne which sees increased housing density and a general increase in the number of cars present on local roads. In other areas parking issues have been long-standing, for example where the roads are narrow or near the beach where the seasonal demand is high.

In a number of areas in Kingston, the demand for parking is already greater than the supply of parking spaces.

This framework is designed to:

- demonstrate a commitment and process to managing parking to best satisfy the needs of the community
- promote a safe, accessible and sustainable road environment for all users
- protect residential amenity while providing equitable access to on-street parking, access for vehicles (including emergency services), cyclists and pedestrians
- facilitate access to commercial and activity centres and other community facilities while balancing the needs of residents
- ensure parking infrastructure design, construction and maintenance improves community safety, amenity and increased economic activity.

12. Parking Management Principles and Procedures

Parking management and restrictions are to be designed to provide the best and highest use of the parking resources within the municipality.

The framework seeks to provide guidance on the relative priority of user groups within each parking zone.
12.1. User Priority

Each parking zone has a unique set of users with competing interests. In order to plan for the best and highest use of the limited parking supply we must prioritise the user as shown in the tables below. Priority is shown across three categories of A through to C, where A is deemed to be the most important user set and C is least important.

These user priorities help inform traffic studies to determine the most appropriate parking restrictions for the area.

Residential Parking

Residential parking restrictions will be implemented through time-based parking restrictions suitable for the adjacent high-demand use. The parking changes will be implemented following the community engagement model described in this document in part 12.4. In these cases the parking restrictions will focus on:

- the needs of the residents as the principal priority
- improving road safety around these locations, as pedestrian activity is likely to be higher
- reducing traffic congestion at peak usage periods.

Residential Parking Permits will usually be made available under the following conditions:

- time restrictions have been implemented in the street or area, however, Residential Parking Permits will not apply to spaces with parking restrictions of 1 hour and less – such as 5-minute parking spaces near schools – which are designed as safe pick-up and drop-off points for students
- there is a shortage of on-street parking for residential properties because either:
  a. a large number of residential properties do not have access to off-street parking and/or
  b. there are significantly more residential properties than available parking spaces
- residential properties are within 400 metres of a commercial area or a railway station
- Resident Parking Permits do not permit parking within off-street public car parks, in these areas all visitors must obey parking restrictions.
Parking Management Policy

CITY OF KINGSTON

Residential Areas

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residents</td>
<td>Traders</td>
<td>Loading Zones</td>
</tr>
<tr>
<td></td>
<td>Bus and Taxi stops</td>
<td>Commuters</td>
<td>Short Term Parking</td>
</tr>
<tr>
<td></td>
<td>Foreshore</td>
<td>School</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disabled</td>
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</tbody>
</table>

Commercial Areas and Activity Centres

Kingston City Council is committed to supporting our many local businesses and the efficient and effective application of parking management can contribute to the prosperity of our Activity Centres and small shopping strips. In these cases the parking management will focus on:

- time limited restrictions such as 1/2P, 1P or 2P should be used within an Activity Centre or be considered within 200m of a commercial area and will generally need only apply during business operating hours.

- to increase parking opportunities for customers and visitors, the occupancy rate should not exceed 95%. The balance between short and medium-term parking restrictions should be reviewed when this limit is reached.

Activity / Commercial Areas

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Disabled</td>
<td>Traders</td>
<td>Residents</td>
</tr>
<tr>
<td></td>
<td>Short-term Parking</td>
<td>Commuters</td>
<td>Schools</td>
</tr>
<tr>
<td></td>
<td>Bus and Taxi stops</td>
<td>Foreshore</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Loading Zones</td>
<td></td>
</tr>
</tbody>
</table>
Streets near Railway Stations

Where appropriate, Council should encourage local residents to walk, cycle or use public transport in their journey to railway stations. However, it is still important to provide some parking for commuters, while maintaining residential amenity.

- All residential streets within 400m distance of a railway station should be considered in each parking review.
- 2P or 4P, 9 AM – 6 PM, Mon – Fri restrictions should be used along one side of the residential street only.
- A Residential Parking Permit scheme can be implemented for selected streets or the area within the study zone.
- Where the railway line is the abutting property, parking is to be made available to encourage public transport usage or for commuter parking. Exceptions will be where there may be conflict such as with a cycling lane, where parking would significantly delay traffic in an otherwise uncongested environment or other safety issues.
- Where the railway line is on the opposite side of the road, parking should be primarily for the use of the abutting properties. Any under-used parking should be made available for commuters.

<table>
<thead>
<tr>
<th>Rail Stations</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>Short-term Parking</td>
<td>Residents</td>
<td></td>
</tr>
<tr>
<td>Bus and Taxi stops</td>
<td>Loading Zones</td>
<td>Foreshore</td>
<td></td>
</tr>
<tr>
<td>Commuters</td>
<td></td>
<td>Schools</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Traders</td>
<td></td>
</tr>
</tbody>
</table>

Foreshore Areas

Parking restrictions will be implemented in car parks and streets near the foreshore. In these cases the parking restrictions will:

- focus on a balance between residential, local business and visitor parking
- be analyzed, designed and implemented using the methodology for technical assessment and community engagement detailed in the Parking Policy Framework.
Parking Management Policy

### Foreshore Areas

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreshore</td>
<td>Trader Parking</td>
<td>Commuter Parking</td>
<td></td>
</tr>
<tr>
<td>Bus and Taxi stops</td>
<td>Residents</td>
<td>Loading Zones</td>
<td></td>
</tr>
<tr>
<td>Short-term Parking</td>
<td>Disabled Parking</td>
<td>Schools</td>
<td></td>
</tr>
</tbody>
</table>

### Streets with Schools, Kindergartens, Hospitals

The safety of pedestrians and cyclists around schools is the prime concern when investigating parking restrictions near schools, kindergartens and child care centres.

The whole school community needs to be involved in road safety improvements including changes to parking arrangements. It is generally members of the school community who create safety issues around schools.

It is expected that all school staff parking is provided off-street or in appropriately restricted streets. The streets adjacent to the school are for pick-up and drop-off purposes only.

The special process developed by Kingston to engage the school community in a holistic review of the transport needs of the community is the Kingston Schools Audit Program.

In a similar way, care needs to be taken to minimise any impact of parked cars on safe travel for pedestrians and cyclists near medical facilities.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td>Residents</td>
<td>Teachers</td>
<td></td>
</tr>
<tr>
<td>Bus and Taxi stops</td>
<td>Commuter Parking</td>
<td>Foreshore</td>
<td></td>
</tr>
<tr>
<td>Short-term Parking</td>
<td>Disabled Parking</td>
<td>Traders</td>
<td></td>
</tr>
</tbody>
</table>

### 12.2. Parking Study Triggers

The table below outlines the trigger points that Kingston will use to guide when parking changes are instigated. These triggers are used when assessing the differing demand...
profiles and relative user priorities for parking within the area to determine the most appropriate parking change.

<table>
<thead>
<tr>
<th>Current Condition</th>
<th>Change Triggers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No parking restrictions</strong></td>
<td>1. Safety issues including pedestrian, cyclist and vehicle access issues (based on VicRoads CrashStats or Victoria Police data)</td>
</tr>
<tr>
<td></td>
<td>2. Access and delay issues for public transport services</td>
</tr>
<tr>
<td></td>
<td>3. Actual occupancy of parking spaces is greater than 85% for the survey period*</td>
</tr>
<tr>
<td></td>
<td>4. Road configuration changes require the installation of signage</td>
</tr>
<tr>
<td></td>
<td>5. Required post Kingston Schools Audit Program</td>
</tr>
<tr>
<td><strong>Time-restrictions</strong></td>
<td>1. Actual occupancy of parking spaces is greater than 85% for the survey period*</td>
</tr>
<tr>
<td></td>
<td>2. Seasonal usage requires protection of resident amenity (for example near foreshore or near sporting facility), restrictions would only apply for that time of the year when protection is needed</td>
</tr>
<tr>
<td></td>
<td>3. Actual parking turnover in Activity Centres or shopping strips is less than 0.8 or greater than 1.2 for the survey period</td>
</tr>
<tr>
<td><strong>Time &amp; use restrictions</strong></td>
<td>1. Actual occupancy of parking spaces is greater than 85% for the survey period*</td>
</tr>
<tr>
<td><strong>(resident parking or trader parking)</strong></td>
<td>2. Seasonal usage requires protection of resident amenity (For example near foreshore or near sporting facility)</td>
</tr>
<tr>
<td></td>
<td>3. Actual parking turnover in Activity Centres or shopping strips is less than 0.8 or greater than 1.2 for the survey period</td>
</tr>
<tr>
<td></td>
<td>4. Trader requirements for allocated parking</td>
</tr>
<tr>
<td><strong>Time restrictions with paid restrictions</strong></td>
<td>1. Actual occupancy of parking spaces is greater than 85% for the survey period*</td>
</tr>
</tbody>
</table>

*Actual occupancy is measured over a 150 metre segment on both sides of the road for a continuous period of ≥ 5 hours.*
It is important to note that not all triggers need to be met to instigate change. However if either the occupancy rate or the parking turnover rates are not met, then it is unlikely that new parking restrictions will be considered.

Once a street or area has been investigated and a decision made to implement change or retain the parking status quo, no additional review of the area should be undertaken for at least twelve (12) months, unless some significant and sustained change in circumstances has been identified.

12.3. Parking Study Methodology

When the Traffic & Transport Team receives or identifies an issue with the current parking arrangements the following steps need to be taken:

a) Determine whether or not a change is warranted
   - are the current parking restrictions being complied with? If not then enforcement should be the first action undertaken.
   - who is having parking issues? Council will require the initiator of the request to provide evidence of general community support, before any investigation proceeds.
   - what are the current parking arrangements and usage patterns?
   - has a ‘change trigger’ been met?

b) Determine if a change would allow the objectives to be met
   - different restrictions times and/or types
   - more parking spaces restricted.

c) Consult the community to consult on whether proposed changes are supported (if changes are warranted).

d) Implement the change, if the change is supported.

e) Advise the consulted community of the outcome.

12.4. Community Consultation

It is important that the impacted community has an opportunity to provide feedback on proposed changes to parking restrictions, before any changes are introduced.

The general exception to this is where a no-stopping ban is required to ensure safety for one or more road user group, at which time the impacted community will be advised of the new ban and the reason for it.

The following steps are to be undertaken when consulting on parking restriction changes:
• To determine who to consult first requires a clear appreciation of the group that the restrictions are aimed at assisting. If, for example, residents near a commercial area have difficulty locating parking near their homes, then the proposed parking restrictions are intended to assist residents and not the commercial area. It would therefore be appropriate that only the residents are consulted on the proposed parking changes, noting that the changes will only be abutting the residential properties.

• The area to be consulted should generally include every property, on both sides of the road, with a frontage to the area where the parking restriction changes are proposed. It may also be appropriate to include the corner properties that have a side fence to the street or area. It will generally not be necessary to consider properties with a back fence to the street or area. If the road is a divided road or has service roads, then only the abutting properties need to be consulted.

• If the proposed changes will impact on more than one abutting property type, each group should be consulted separately and their feedback considered independently. An example of this is where commuters are parking near a railway station, limiting access for customers to shops and residents to homes. The businesses and residents have different parking needs and thus the consultation should be undertaken independently to ensure that the needs of each group is fully considered.

• Property occupiers will be consulted, rather than owners, as parking directly affects the occupiers and residential parking permits are only issued to occupiers.

The following points will be considered, when undertaking consultation:

• A minimum response rate of 25% will be required to authenticate the survey. If this response rate is not met, it will be assumed the changes are of little importance to the community and will be implemented as necessary.

• It will be deemed not appropriate to proceed with the changes if a majority of the responders are opposed to the proposed changes.

• Where a community is relatively evenly divided on the need for the changes, consideration of additional factors may be necessary to determine whether or not to proceed. Such factors include the detailed comments provided in the community feedback, impact on neighbouring area and consistency with other similar situations within Kingston.

• In a situation where the majority of community responses do not support the parking changes but Council still wants to instigate the changes, it may be done by the authority of Council. At such a time a detailed report will be provided to the community explaining the reasons behind the decision.
12.5. Kingston Schools Audit Program

Kingston has a Schools Audit Program, which is a holistic approach to improving safety around schools. During an audit it may be determined that changes to parking restrictions are needed to change parking habits and improve safe access to and from the school for students. The program involves working in collaboration with the school community. The types of changes may be to:

- encourage more active travel to school
- encourage parking to ensure children cross fewer roads to access the school
- provide a safe drop-off and pick-up zone for children
- ensure neighbouring properties have adequate on-street parking opportunities.

Once the types of changes needed are determined through the audit program, the local community is then consulted and changes implemented in the same way as other parking studies.

13. Road Use Hierarchy and Parking Restrictions

The aim of this document is to provide a framework for an equitable balance between the parking needs of residents and other users such as customers in a shopping precinct, public transport users, school communities and staff and visitors at hospitals.

The road network within Kingston is divided into a hierarchy of roads based on use, geometry and construction standards. Parking measures must be compatible with the road’s primary function. The following guidelines describe the principles and options available for each road type. Please note that during detailed analysis of the issues a number of other options may be considered for implementation. The comments below discuss the key principles which will be considered for each road type.

13.1. Narrow Roads and Lanes

Kingston has a number of narrow roads and laneways that are used to access properties or connect to other access roads. To ensure public safety, access for emergency vehicles must be provided on all roads. Therefore on some narrow roads parking can only be permitted on one side of the road, while on very narrow roads no parking can be permitted.
### Local Roads

<table>
<thead>
<tr>
<th>Trafficable width</th>
<th>Signage Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less than 5.0m</strong></td>
<td>No parking allowed on either side. Signage is not required unless compliance issues are significant. The entrance to lanes should be cleared of parking to allow a 7.7m emergency vehicle to maneuver without obstruction.</td>
</tr>
<tr>
<td><strong>Between 5.0 &amp; 7.0m</strong></td>
<td>Parking allowed on one side only. No stopping signs may be required for one side, where compliance is proven to be an issue. Parking may be provided in a staggered formation, to discourage speeding. Parking will not be allowed in the areas required for an emergency vehicle to turn safely.</td>
</tr>
<tr>
<td><strong>7.0m or more</strong></td>
<td>Parking may be allowed on both sides of the road, including opposite driveways. Alternatively, where it is warranted, angle parking may be provided on one side of a road, with or without parking on the other side, depending on the road width.</td>
</tr>
</tbody>
</table>

### Major & Collector Roads (includes roads with public transport services)

<table>
<thead>
<tr>
<th>Trafficable width</th>
<th>Signage Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less than 5.5m</strong></td>
<td>No parking allowed on either side. Signage may be required, if there is the potential for non-compliance.</td>
</tr>
<tr>
<td><strong>Between 5.5 &amp; 7.3m</strong></td>
<td>Parking allowed on one side only. No stopping signs may be required for one side, which may be provided in a staggered formation. Parking will not be allowed in the areas required for an emergency vehicle to turn safely.</td>
</tr>
<tr>
<td><strong>Greater than 7.3m</strong></td>
<td>Parking may be allowed on both sides of the road. Alternatively, where it is warranted, angle parking may be provided on one side of a road, with or without parking on the other side, depending on the road width.</td>
</tr>
</tbody>
</table>
13.2. Local Access Roads / Local Collector Roads

Parking restrictions are not usually required unless triggered by demand from a school, commercial area, industrial area or sporting facility etc. The exceptions which may trigger parking restrictions are:

- When demand is greater than supply due to the number of vehicles regularly parked in the street. The trigger point is greater than 85% occupation. This includes streets with a mix of single dwellings and multi-dwelling buildings.

- When a significant number of properties in the street do not have vehicle crossovers or on-site parking.

- When the geometry of the road displaces available parking, for example when the street has numerous bends or traffic calming elements which restrict available parking spaces.

A Residential Parking Permit scheme may be implemented for the street or local area.

Parking restrictions should not be implemented where it adversely changes the safety profile of the road, for example by allowing speeding.

Kingston will consider indented parking bays or approved hard standing verge parking bays in some cases if:

- the width of the nature strip is sufficient to accommodate parking and not compromise footpath safety and access

- sight lines are not compromised

- existing infrastructure and landscaping is not impacted

- it fits into the existing streetscape design

- construction is for a series of properties, not just for an individual location

- a fair proportion of the cost of installation is apportioned to the benefiting properties, in accordance with the Local Government Act.

The asset will remain under the care and maintenance of Council and will not be for the sole use of any individual property. Parking restrictions may apply to these indented parking spaces.
13.3. Main Roads

Parking bans may be necessary on main roads, to ensure suitable road capacity. This usually takes the form of:

- Cleanway restrictions, which are determined by VicRoads
- No stopping restrictions on the approach and departure to a major intersection
- No stopping restrictions to ensure traffic is not impeded by parked vehicles (for example on the main carriageway in Nepean Highway and White Street).

Outside of capacity and safety needs, all the available on-street parking may be treated in the same way as for a local access or collector road.

13.4. Freeways

All freeways are under the full control of VicRoads. There is a statutory ban on parking on any freeway, with the only exception an emergency situation.

14. Parking Issues not already covered

14.1. Industrial Areas

Parking restrictions may be necessary in industrial areas. In these cases the parking restrictions will focus on:

- a balance of high-turnover, short-term time restrictions limited to normal business times and longer term parking
- reducing road congestion
- ensuring safe access to business including access by heavy vehicles
- supporting local business prosperity
- will be analyzed, designed and implemented using the methodology for technical assessment and community engagement detailed in the Parking Management Guidelines.

Access to a permit equivalent to the Trader Parking Permit may be made available under the following conditions:

- there is a demand from the local businesses as determined by parking studies and the Economic Development Department
- suitable off-street parking sites are available within the industrial area.
14.2. Loading Facilities

It is a Planning Scheme requirement for new commercial and industrial properties to provide adequate on-site loading facilities. Council does not need to provide or retain existing on-street loading facilities for any new commercial or industrial developments.

However, there are a large number of existing commercial and industrial properties that were built before this requirement. Where existing established businesses are having issues with deliveries/collection of goods, on-street loading facilities may be installed or retained, following consultation with relevant affected properties.

In residential areas, loading and unloading on-street can be in significant conflict with pedestrian and cyclist safety. Getting enough on-road space to safely park a truck in a residential area can also be very difficult. Generally there are limited requirements for loading facilities in residential areas. However, when the property is a very large multi-unit complex, loading and unloading by trucks can occur regularly. It is therefore incumbent on all new residential developments to adequately provide for loading and unloading on-site and not to rely on valuable on-street parking.

14.3. Private Parking Areas

Currently there are a number of private parking areas where Council has an agreement with the land owner to enforce parking restrictions. It is expected that, generally, the parking provisions in these private parking areas will be consistent with this policy and the Parking Management Guidelines.

14.4. Streets designated as cycling routes

Kingston has a cycling network which consists of a mix of shared-use paths on-road lanes.

- Parking should be removed near intersections to reduce conflict points between cyclists and other vehicles.
- If designated as a high-usage cycling route, clearway/timed parking restrictions could be considered.
- Parking may be removed where the road is too narrow to accommodate parking while ensuring the safety of travel for cyclists.
- Alternative solutions may include changing lane widths or implementing indented parking.
- Reviewing parking conditions as the bicycle network expands.
14.5. **Boats, Trailers & Caravans**

Boats, caravans and trailers are permitted to park on local roads within Kingston subject to the following conditions:

- the boat, trailer or caravan is not parked in an area subject to a Resident Parking Scheme
- the boat, trailer or caravan is not greater than 7.5m in length
- Council does not consider the boat, trailer or caravan to be abandoned.

Any vehicle found on Council land or a road and considered by an Authorised/Delegated Officer to be abandoned, derelict or unregistered may be dealt with under the provisions of Schedule 11 of the Community Local Law.

14.6. **Nature Strip Parking**

Nature strip parking within Victoria is prohibited as stated in the Road Safety Road Rules 2009.

Whilst giving due regard to the road rules, Council has determined that parking on nature strips is not a high priority for enforcement. Therefore, City of Kingston’s Statutory Education and Compliance Department uses the following approach to enforcing nature strip parking:

Upon receipt of a complaint about specific vehicles parked on a nature strip enforcement action may be taken if one of more of the following conditions is met:

- The vehicle is presenting an immediate danger by causing a vision hazard
- The vehicle is parked too close to an intersection (within 10m)
- The nature strip curb or channel is being damaged by the vehicle when driving on or off the nature strip
- The nature strip and/or vegetation is being damaged by the vehicle
- The vehicle is parked not facing the direction of travel
- The vehicle does not belong to the property outside where it is parked
- The vehicle is parking in a dangerous manner

If the vehicle does not meet any of the criteria set out about, no action is taken. A warning will be issued on the first occasion.

Officers do not need to take enforcement action against other vehicles parking on nature strips on the immediate areas unless a specific complaint has been received and the offending vehicle meets the required criteria.
15. Parking Related Infrastructure

All parking-related infrastructure will comply with the Road Safety (Traffic Management) Regulations 2005 and conform to the designs specified in the AUSTROAD standards.