

KNOX PARKING POLICY

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Approval by:	Council	Responsible Officer:	Manager – Sustainable Infrastructure
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1. PURPOSE

The purpose of this policy is to:

- Establish a framework that Council will follow in order to apply parking restrictions, permits and other parking measures.
- Support access and movement for road and parking users.
- Ensure the equitable use of available parking spaces across the municipality.
- Provide safe and accessible parking for residents, employees and visitors to the municipality.
- To inform and support the development of parking management plans.
- To inform and educate residents, employees and visitors to activity centres and trip attractors as to Council's approach to managing competing parking demands.

2. CONTEXT

The look and feel of cities is changing faster today than ever before. Improvements in technology, better use of land, the growth of new communities with new interests and pursuits, changing family structures, and the emergence of new types of businesses have all helped to make cities highly desirable places to live.

As Melbourne continues to grow and change, Knox is presented with challenges and opportunities. The changes in demographic trends and housing growth place pressure on our infrastructure, including the transport system to support Knox becoming a productive and liveable place.

There is continued growth in requests for parking restrictions within the municipality. This is influenced by an increase in the number of multi-unit developments, industrial and business developments, and commuter parking demand around railway stations. A consistent approach is required for managing parking within the municipality to ensure a fair and equitable use of parking resources.

This policy has been developed to facilitate the provision of on-street parking and parking in Council owned/controlled car parks and Council controlled car parks (controlled but not owned) using signage, line marking and parking permits. It aims to prioritise the differing needs of parking user groups while improving parking management within activity centres and the surrounding residential areas.

A consistent approach to parking management in Knox will also encourage compliance with parking restrictions throughout the municipality and assist with parking enforcement as part of Council's Community Laws service.

The policy will complement the 'Retrofitting of Additional On-street Parking Infrastructure on Narrow Residential Streets' Policy.

3. SCOPE

This policy should be referred to by Council when considering requests from residents or business owners to introduce or modify parking restrictions, including parking permits, on streets and Council managed carparks within Knox.

This policy only refers to Council managed streets and carparks.

4. REFERENCES

4.1 Community & Council Plan 2017-2021

- Goal 3 – We can move around easily

4.2 Relevant Legislation

- Road Safety Act 1986
- Road Safety Road Rules 2009 (Victorian Road Rules)
- Local Government Act 1989
- Knox Planning Scheme
- Disability Discrimination Act 1992

4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 Related Council Policies

- Retrofitting of additional on-street parking infrastructure on narrow residential streets policy

4.5 Related Council Procedures

- Traffic Engineering Guidelines
- Civil Works Guidelines
- Standard Drawing for Construction of Parking Indents.

4.6 **Related Council Plans**

- Integrated Transport Plan 2015
- Carpark Asset Management Plan 2013
- Road Management Plan 2015
- Liveable Streets Plan 2012-2022

4.7 **Structure Plans**

- A new Plan for Rowville
- Alchester Village Place Program
- Bayswater 2020: Bayswater Activity Centre Structure Plan
- Boronia Structure Plan
- Ferntree Gully Village Place Program
- Knox Central Urban Design Framework
- Mountain Gate Place Program
- The Upper Ferntree Gully Plan

4.8 **Standards and Guidelines**

- Australian Standards AS/NZ 2890 Parking Facilities
- Australian Standards AS/NZ 1742.11 Manual of uniform traffic control devices – parking controls
- Austroads – Guide to Traffic Management Part 11: Parking

5. **DEFINITIONS**

Council	Knox City Council.
Accessible Parking	A car parking space that is accessible for people with a disability who are eligible for a permit. Users of these parking spaces must display a valid parking permit in their vehicle (obtainable as part of Council's Community Laws service).
Bicycle Parking	An area dedicated to safe parking for bicycles at a bike rail or enclosure.
Bus Zone	An area set aside for buses to safely stop at a flagged bus stop or designated rest area.
Taxi Zone	An area designated for taxis to wait for passengers.
Carpooling	Two or more people using the one vehicle to access and park in an area.
Clearway	An area of no stopping along a main traffic route which enables a constant traffic flow at peak times.
Mail Zone	An area set aside for an authorised mail van for the collection or delivery of mail. The road rules do not allow parking within 3 metres of a mail box unless otherwise signed.
Commuter Parking	Parking attributable to anyone who parks their car and then transfers to public transport for their trip. This is often (but not exclusively) associated with train travel.
Flexi-car parking	A car parking space dedicated to a car sharing service designed to reduce car ownership.

'Hockey Stick' line marking	'L' shaped line marking at the beginning and end of an area where parallel parking is permitted
Loading Zone	An area designated for the loading and unloading of goods for the servicing of businesses using a registered truck or courier vehicle.
Long term parking	Areas where parking is 5 hours or longer including areas where no restrictions apply.
Medium stay parking	Areas where 3 to 4 hour parking restrictions apply.
No Parking restrictions	A driver of a vehicle is only permitted to stop for up to 2 minutes (to drop off or pick up passengers or goods) and the vehicle cannot be left unattended.
No Stopping restrictions	A driver of a vehicle must not stop on a length of road to which the restriction applies other than to avoid an obstruction or to change direction to reverse into a parking space or driveway (Exemptions apply to authorised vehicles).
Parking Hierarchy	A structure for determining assignment and priority across composite parking needs based on safety, access and functional need.
Parking Management Plan	Development of a precinct based approach to parking within key activity areas, which proposes area wide parking controls to meet and balance key user needs. The Parking Management Plan guides decision making on parking matters.
Parking Zones	Designated precincts within an activity centre, based on proximity to the centre itself which inform the provision of parking solutions.
Permit Holder	A person who holds a parking permit that entitles them to park in a location as specified on their permit (an area, street or accessible parking bay).
Permit Parking	Parking that is restricted to businesses or residents holding a valid parking permit for a given parking area or street. The area or street is designated by signage with the wording 'Permit Holders Excepted'.
Scheduled Parking Zones	Parking zones/spaces that may have different parking restrictions in place over the course of the day to meet different competing demands (e.g. early morning loading zones, followed by short stay parking).
Short Stay parking	Areas where parking restrictions are 2 hours or less.
Travel/trip attractor	An activity or place which attracts large numbers of people and car parking such as a shopping centre, hospital, school or train station.
Work Zone	A temporary parking area for construction vehicles to allow for deliveries to construction sites.

6. COUNCIL POLICY

6.1 Introduction

Council will consider changes to parking restrictions in line with the following guidelines while aiming to provide a balance between the competing user needs within a local street or area.

Parking provision within an area will primarily be assessed utilising a decision making framework that is based on two key criteria:

- **Parking zones** - designated precincts within an activity centre, based on proximity to the centre itself which will inform the provision of parking solutions; and
- **Parking hierarchy** - a structure for determining assignment and priority across composite parking needs based on safety, access and functional need.

Having regard to the above two criteria, Council will be in a position to develop Parking Management Plans around activity centres. These Parking Management Plans will provide the basis for decision making by Council relating to future parking restrictions.

6.2 Parking Decisions

6.2.1 Parking Zones

The majority of parking concerns within Knox are focused around a combination of:

- **Activity centres** - where mixed use development demands a balancing of parking needs across key user groups, including retail, commercial, residential, (comprising multiple housing types) visitor and community use; and
- **Trip attractors** - such as schools/health facilities, where peak parking demand generates high demand for parking in areas which typically have limited capacity to support such demands.

In effect, both activity centres and trip attractors each require a balanced approach to meeting user needs.

The designation of parking zones allows Council to prioritise and balance parking provision across key user groups, having regard to the immediate function of the area. Each area around an activity centre or trip attractor will be divided into parking zones:

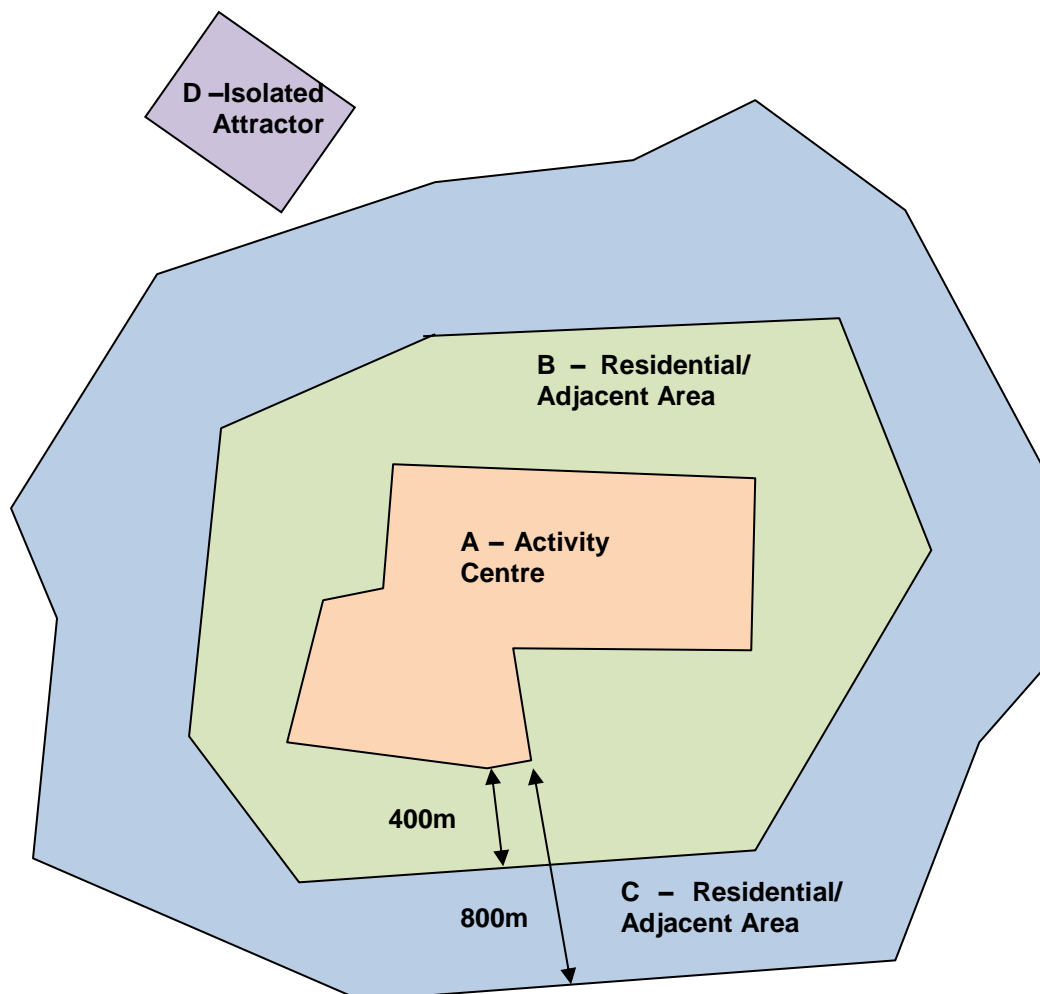
- Zone A represents the area encompassing the activity centre within easy walking distance of parking attractors. The key activity centres within Knox are identified in Appendix A.
- Zones B (typically up to 400m from the activity centre) and Zone C (typically 400m to 800m from the activity centre) represent residential/adjacent areas where parking may be impacted upon by the activity centre and the parking needs of these areas.

- Zone D is an area around an isolated attractor such as a school, sports facility or hospital affected by a high demand for parking.

A combination of parking restrictions will be considered for each zone taking into account:

- parking hierarchy;
- proximity of the street to an activity centre;
- demand for parking;
- street width;
- street function;
- traffic volume;
- capacity; and
- topography.

Diagram 1 – Parking Zones



6.2.1.1 Zone A – Activity Centre

Zone A encompasses an Activity Centre where there is a high demand for parking associated with travel both to and within the area. Parking priority will be in accordance with the Parking Hierarchy shown in Table 1.

In general within Zone A:

- Preference will be given to short stay parking in the immediate vicinity of businesses and services to ensure sufficient parking turnover. This is to ensure that priority is given to customers/shoppers to allow for ease of access to businesses;
- Access for specialised services such as accessible parking, loading, bus, mail and taxi zones will be provided where appropriate;
- To meet different competing demands, Scheduled Parking Zones may be used;
- Provision for staff will be considered in Council carparks constructed for the service of the shopping centre if capacity is available;
- Unrestricted parking for staff in off-street Council car parks furthest away from the parking attractor may be provided;
- Businesses will be encouraged to fully utilise their private parking spaces for staff before consideration of any additional staff spaces in public carparks; and
- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use are not supported.
- Limit restrictions to working hours where feasible

6.2.1.2 Zones B & C – Residential/Adjacent Areas

Zones B and C are residential/adjacent areas, approximately 400 metres and 800 metres away from an activity centre (Zone A) where the demand for parking is generally lower than within the activity centre itself. Consequently, longer parking times are allowed in these zones.

In general within Zone B and C:

- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use is not supported (ie the preference is for time based restrictions with permits for residents rather than permits only). Parking will be a mixture of medium to long term parking; and
- Parking restrictions will be considered on a case by case basis only, depending on street conditions, an assessment of competing parking user groups (e.g. business staff vs. residential) and more than 51% support from abutting property owners in each road segment.
- Limit restrictions to working hours where feasible

6.2.1.3 Zone D – Travel attractors outside activity centres

Parking around schools, hospitals, sporting facilities or other large travel attractors outside activity centres require short stay parking restrictions during operating hours to manage congestion and allow drop-off/pick-up of visitors.

In general within Zone D:

- Parking restrictions will be in place at school crossings, in line with the Victorian Road Rules. These restrictions are in place to ensure good sight lines when school crossings are operational.
- Parking restrictions during school start and finish times may be considered to support access to nearby residential properties and to reduce congestion around schools.
- Schools will be encouraged to provide accessible parking bays for school/parent use within the school carpark. If this is not feasible, on-street bays may be considered where the Australian Standards can be met and funding is available.
- Staff parking for schools should predominantly be provided within the school grounds. Any additional on-street staff parking requirements should have minimal impact on residents.
- Hospitals, child care facilities and other similar travel attractors are encouraged to provide staff and customer parking needs within their site and minimise on-street parking. Parking restrictions may be considered around these travel attractors to reduce the impact of customer, visitor and staff parking on residential areas and to ensure parking is still available for residents.
- Sports facilities may require temporary parking restrictions in local streets during sports finals to manage congestion and facilitate traffic flows.

6.2.2 Parking Hierarchy

The management and prioritisation of all new and reviewed parking restrictions and changes will be considered in line with the following parking hierarchy (Table 1). Although the types of parking have been prioritised, there may be some situations where a parking user has a higher priority.

Table 1 – Parking Hierarchy

Part A: Special Needs Parking Bays

Priority	Type of Parking	Comments	Applicable Parking Zones
Highest 1	Accessible Parking <ul style="list-style-type: none"> • Accessible Permits 	Accessible parking bays are required in carparks to provide access to facilities for people with disabilities.	A,D
2	Bicycle Parking	Safe bicycle parking is important in supporting and promoting active transport in the municipality.	A,D
3	Bus Zones	Stopping areas for buses and access to bus stops is important to support public transport in the municipality.	A,B,C,D
4	Taxi Zones	Access to taxi services near trip attractors supports residents with limited mobility, no access to a motor vehicle or who are unable to drive.	A,D
5	Mail Zones	Mail zones are used to reinforce parking restrictions near a mail box or permit general parking outside mail collection times.	A,D
6	Flexi-Car Parking/ Recharge station for Electric Cars	Car spaces are needed where motorists can easily find a booked share car or connect and pay for electricity.	A,B,C,D
7	Work Zones	Work zones are temporary parking areas used to ensure access to a work site for deliveries where parking is limited.	A,B,C,D
8	Loading Zones	Local businesses require parking for deliveries where no off-street loading facilities are available.	A,D
9	Car pooling	Staff carpooling within employee parking areas is encouraged over single occupant vehicles to reduce car use.	A,D
Lowest 10	Motorcycle Parking	Specific parking for motorcycles can be provided where small spaces are available within carparks.	A,D

Part B: General Parking Restrictions

Priority	Type of Parking	Comments	Applicable Parking Zones
Highest 1	No Stopping/No Parking Areas or Clearways	These areas are a high priority to address safety issues, regulatory requirements or ensure access.	A,B,C,D
2	Short Stay Parking <ul style="list-style-type: none"> • local school parking • visitor • customer 	Short stay parking is needed to create a high parking turnover: <ul style="list-style-type: none"> • near schools for drop off areas • near facilities for visitors or shoppers 	A,B,D
3	Local Resident Parking <ul style="list-style-type: none"> • Time based • Residential Permits 	Providing local residents and their visitors with parking within a reasonable distance of their homes.	B,C
4	Medium Stay Parking <ul style="list-style-type: none"> • visitor • customer 	Medium stay parking for customers or visitors has a lower priority as parking for longer periods impedes parking turnover.	B,C
5	Long Stay Parking <ul style="list-style-type: none"> • Staff • Business Permits 	Local employees have a lower priority as this impedes parking turnover for customers. Long stay parking may be provided further away from travel attractors. Consideration to be given to access, lighting and perceptions of safety.	A,B,C,D
Lowest 6	Unrestricted Parking <ul style="list-style-type: none"> • Commuter • Other all day parking 	Unrestricted parking is provided in carparks (for businesses or commuters) or in streets where there is a lower parking impact and demand furthest away from travel attractors.	A,B,C,D

6.2.3 Parking Management Plans

A Parking Management Plan is a local precinct plan, which provides a strategic direction for Council in assigning parking within the area.

Activity centres have a high demand for parking and the provision of parking management plans for the area around them will reduce the impact of parking while balancing the needs of all users.

Parking Management Plans are not the same as a 'Parking Overlay', which is a tool available to include in the Planning Scheme.

6.2.3.1 Parking Management Plans for Activity Areas

Council will progressively prepare parking management plans for areas around activity centres which will include consultation with local stakeholders. Priority is given to areas with the greatest level of change. A list of the activity centres in Knox and the draft program for undertaking the parking management plan in the next 5 years is shown in Appendix A.

6.2.3.2 Endorsement

On an annual basis, Parking Management Plans will be presented to Council for consideration and endorsement.

6.2.3.3 Implementation of Parking Management Plans

The implementation of Parking Management Plans will be undertaken as a staged process as parking demand increases in the various zones. Parking restrictions will be implemented as follows:

- Zone A – upon approval by Council of a Parking Management Plan;
- Zone B – within individual streets or road segment, shown to have a high parking demand and supported by more than 51% of affected residents in the road segment; and
- Zone C – within individual streets or road segment, shown to have a high parking demand and supported by more than 51% of affected residents in the road segment.

6.3 Specific Parking Requirements

6.3.1 Parking Permit Schemes

6.3.1.1 Residential

- Parking permit schemes will not be implemented to create exclusive parking for residents alone ie 'permit only' zones.
- Parking permit schemes may be implemented in combination with short/medium term parking restrictions where there is capacity in a street.
- Following implementation of a residential parking permit scheme in a street:
 - A maximum of 2 permits will be allocated for a single house within a property. A charge applies for a subsequent permit (as determined in the Council budget).
 - 1 permit per unit will be allocated up to a maximum of 4 units within a property. A charge applies for a subsequent permit (as determined in the Council budget).
 - No permits will be allocated for multi-unit developments over 5 units as on-site visitor parking is required as part of the Knox Planning Scheme.

- Parking permits will not be allocated where the provision for private residential parking (i.e. a garage) is being used for other purposes (i.e. storage).
- Permit holders will not be guaranteed a parking space and use of these spaces will be on a first come first served basis.
- Permits will be reviewed annually.

6.3.1.2 Business

- After a review of the business properties, street and carpark conditions, an assessment of competing parking user groups (e.g. business staff vs. residential) permits may be allocated within a designated area if capacity allows.
- A charge applies to all business permits (as determined in the Council budget).
- Permit holders will not be guaranteed a parking space and use of these spaces will be on a first come first served basis.
- Parking agreements with Council will be considered in private carparks where signage complies with the Australian Standards and a formal agreement is signed in line with the requirements of Council's Community Laws service. Parking agreements to include the capacity for Council to negotiate with private car park owners in regard to parking restrictions and the types of parking.
- Permits will be reviewed annually.

6.3.1.3 Accessible/Disabled

- Where possible, existing on-street and off-street accessible parking bays will be progressively upgraded to be in accordance with DDA guidelines, Australian Standards and the building code.
- In circumstances where it can be demonstrated that existing accessible parking bays are consistently experiencing over 85% occupancy rates, a new bay will be considered in the vicinity if feasible.
- New accessible parking bays will be supported where warranted, provided they can be installed in accordance with the relevant Australian Standards. A business case may need to be prepared to seek Council funding.
- Accessible parking bays will not be provided for permanent exclusive or private use.

6.3.1.4 Developer Contribution Plans

Developer contribution plans may be considered where parking is limited and additional parking is required. Any development contribution plan will depend on available land for parking and Council's determination of properties benefitting from the parking area.

6.3.1.5 Zone Restrictions

Work zones

- Work zones may be considered along the length of the property frontage for deliveries by construction vehicles where time based parking restrictions would normally apply.
- Work zones will not be provided where there are 'no stopping' restrictions and traffic management would be more appropriate.
- Work zones will generally operate during the working hours of 7am-5pm and be available outside these hours for general parking.
- When a work zone permit application is approved by Council's Traffic and Transport and Asset Preservation teams, the installation and removal of work zone signage and the reinstatement of all previous signage will be paid for by the developer/contractor.

Bus zones

- A Bus zone may be dedicated to buses at all times or during specified times. In the case of bus zones that are time based, other vehicles may use the area outside of the restricted time.
- Bus zones will only be marked with signs where other restrictions apply along a length of street in line with the road rules, 20 metres before and 10 metres after a bus stop flag, or to reinforce a bus stop in areas of high parking demand.

Loading zones

- Loading zones are time restricted to 30 minutes per loading/unloading activity. A shorter 15 minute time period will be considered where demand for loading/unloading facilities and turnover is higher.
- On-street loading zones will depend on the type of businesses and the localised demand for loading/unloading. Loading zones will only be considered in locations where road safety is not adversely impacted for any road users including workers carrying out deliveries.
- At least one on-street loading zone per 2000m² of retail space within a shopping centre will be provided where no on-site loading spaces can be accommodated.
- Businesses will be encouraged to undertake loading/unloading activities at the rear of business premises.

Taxi zones

Taxi zones may be provided in areas where there is a high demand for taxis and requests are received from residents and/or the Victorian Taxi Association.

Mail zones

Mail zones may be installed, where there are existing mail boxes within a section of road, when requested by Australia Post.

Waste collection

Council may impose parking restrictions on waste collection days on a case by case basis to allow for safe and accessible waste collection and through access for general traffic.

6.3.2 Fee-based Parking

6.3.3.1 General

Council may consider imposing fee-based parking where the parking demand is deemed to be unsustainable or to encourage higher turnover.

6.3.4 Road Space for Parking and Access

6.3.4.1 Lane widths

The minimum road width required for through traffic lanes and space for parking are as follows:

- Through lanes = 3 metres
- Space for parking = 2.1 metres

6.3.4.2 Road widths

In order to allow for parking on streets, the following minimum road widths (between face of kerbs) are required to meet the number of through lanes and space for parking in a street (indented parking bays are not included):

- Through only < 5.1 metres
- 1 Through lane + parking on 1 side = 5.1 metres
- 1 Through lane + parking on both sides = 7.2 metres
- 2 Through lanes + parking on 1 side = 8.1 metres
- 2 Through lanes + parking on both sides = 10.2 metres

6.3.4.3 Road Hierarchy

Each public road has been classified by the type of function the road performs and is listed as a road hierarchy classification in Council's Road Management Plan.

6.3.4.4 Parking Users

Where there are competing parking demands, priority will generally be given to those higher on the parking hierarchy (Table 1).

6.3.4.5 Parking Restriction Combinations

Parking restriction combinations within parking zones will depend on the local demand for parking, the proximity to an activity centre, parking users, road width and function of the street. The aim is to ensure a fair and equitable balance of parking between all competing user groups to ensure maximum utilisation of the available parking resource:

6.3.5 Signage

Parking signage will be installed in accordance with the Australian Standards to ensure it is easily understood by all users and is consistent and enforceable.

6.3.6 Line marking

Solid centrelines may be used to reinforce no-stopping restrictions or provide a guide to motorists as to where parking is not permitted.

Parking lanes may be used on roads with a width of 10.2 metres or wider to clearly define the on-street parking separate from the through traffic lanes.

'Hockey stick' line marking may be used in areas of high parking demand to define the clearance between parked vehicles and crossovers.

Parallel parking bays may be used where there is a need to formalise the on-street parking and/or define parking spaces clear of crossovers. Parking bays must be marked in accordance with the Australian Standards.

A yellow edge line may be used to restrict parking where signage is unsuitable.

6.3.7 Enforcement

Enforcement of the Victorian Road Rules related to parking restrictions is undertaken by Council's Community Laws service or the Victorian Police.

Residents, business owners and other customers can phone Council to report issues or log an online request of overstaying or illegal parking behaviour.

6.3.8 Technology

Technology can improve the efficiency and processing of parking fines, assessment of parking occupancy rates and mass surveillance of parked vehicles. It may also be used to inform any future decisions around the introduction of fees or revised restrictions in a particular locality. New parking technology will meet increased business and community demand for improved access to parking availability.

Council may trial or implement technology, as appropriate, to meet business or community parking demand. This may include:

- Electronic parking payment transactions
- In-ground parking sensors

- Automatic Number Plate Recognition (with GPS tag)
- Dash Cam (in vehicle parking violation photography)
- Other parking technologies as available and appropriate in meeting parking needs within the municipality
- Recharge stations for electric cars

7. ADMINISTRATIVE UPDATES

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

PARKING POLICY

APPENDIX A

Year 1

- Ferntree Gully Village Centre
- Wantirna Mall/ Wantirna Health Precinct
- Upper Ferntree Gully Neighbourhood Activity Centre/Angliss Hospital
- Boronia Major Activity Centre

Year 2

- Bayswater Major Activity Centre
- Knox Central Principal Activity Centre

Year 3

- Rowville (Stud Park) Major Activity Centre
- Mountain Gate Neighbourhood Activity Centre
- The Basin Neighbourhood Activity Centre

Year 4

- Alchester Village Neighbourhood Activity Centre
- Studfield Neighbourhood Activity Centre
- Scoresby Village Neighbourhood Activity Centre

Year 5

- Knoxfield Shopping Centre
- Wellington Village Shopping Centre
- Knox Gate Shopping Centre
- Gateway Shopping Village
- Rowville Lakes Shopping Centre