

Parking Provision and Management Policy

Policy Type:	COUNCIL
Version:	1.0
Date Adopted:	Add in the date the Policy is to be adopted.
Service Unit	Statutory Planning & Regulatory Services
Directorate:	Community Planning and Development
Review Date:	2024/2025

1. Purpose

This Policy provides principles to guide parking provision and management in the Shire for residents, employers, workers and businesses, and visitors.

2. Scope

This policy applies to all areas of Moorabool Shire, representing a responsive and flexible process that acknowledges the diversity of land uses and user needs present in the Shire. The provision and management of parking may require changes to time restrictions, permits and/or parking supply, and this will be reviewed and adjusted on an ongoing basis.

This document seeks to support consistent decision making across the three areas where Council influences car parking:

- Land use planning (including parking rates, planning permits and contributions)
- Parking provision (including on and off-street parking and parking infrastructure)
- Parking management (including parking controls, permit schemes and compliance)

Responsibilities are outlined below but it is important that there is a recognition that collaboration across Council forms the basis of this policy and of successful parking provision and management in the future.

Parking Policy Responsibilities

Role	Responsibilities
Statutory Planning	Planning permit parking reductions, maintain website documentation relating to parking provision requirements, recording of provision and reduction of parking
Community Safety	Parking enforcement and education, permit supply and management, Enforcement appeals, Communication. Providing input towards yearly reviews
Engineering Assets	Planning permit referrals, technical advice
Works	Permit restriction implementation, parking restriction implementation, signage, lead yearly parking reviews, technical advice, occupancy surveys,
Strategic Planning	Installation and maintenance of signage and parking infrastructure
	Planning scheme amendments, strategic input to parking reviews, permits and long-term planning

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3. Definitions

MSC	Moorabool Shire Council
The study	Moorabool Car Parking Study
Resident	A person whose primary place of residence is the applicable property, being either a tenant or the owner
Community Services/Facilities	In the context of the parking hierarchy this refers to both public and private services and facilities that provide a public benefit such as health, sporting and educational uses
Activity Centre	In the context of the parking hierarchy this refers to centres specified in the Retail hierarchy included in the planning scheme
Accessible Parking	Parking reserved for those with impaired mobility receiving Accessible Parking Permits
Heavy vehicle	As defined in the Heavy Vehicle National Law as a vehicle that has a gross vehicle mass (GVM) or aggregate trailer mass (ATM) of more than 4.5 tonnes. The GVM of a vehicle is the maximum it can weigh when fully loaded, as specified by the manufacturer.
Residential Area	In the context of the parking hierarchy this refers to areas zoned for residential uses, except where it may border another land use defined in the Moorabool Parking Hierarchy, in which case Council may consider neighbouring land uses in parking decisions
Industrial Area	In the context of the parking hierarchy this refers to areas zoned for Industrial uses
On-street parking	Parking located within the road reserve, generally beside the kerb
Off-street parking	Parking located outside the road reserve; including garages, driveways, private parking areas and public parking areas
Parking Precinct Plan	Plans prepared as part of the Study which provide recommendations within eight precincts across Bacchus Marsh and Ballan
Parking Restrictions	Include parking management methods such as permits, time controls which are primarily indicated by signage
Stakeholder	Resident/Occupant (or organisation/business) expected to be impacted by parking management changes within their street or otherwise close proximity

4. Consideration of reductions

The planning scheme allows Council to consider reductions to the parking required under Clause 52.06. An applicant may request that council consider whether the requirement for parking can be reduced if it is not able to be provided, or the applicant does not consider it to be required. Council needs to assess and determine whether that parking reduction should be permitted based on a range of considerations.

The following should be considered when a reduced car parking provision is requested (to be read in conjunction with clause 52.06 guidance):

- Any guidance contained in a Parking Precinct Plan prepared for the area

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- Any improvements to public space, accessibility, or public amenity to be provided by the applicant
- If parking is to be provided, whether it adds to a larger adjacent or connected pool of parking and is available and visible to the public
- The availability of alternative car parking in the locality of the land, considering the cumulative impacts of approved permits, planned and expected future developments
- Parking entries/exits may impact traffic, safety or accessibility concerns, or interrupt the flow of commercial frontages especially in strip shopping areas. This should be weighed against the expected benefit any on-site parking would provide, especially if it is only a small amount of parking
- Access to or provision of alternative transport modes to and from the land, and any measures taken to encourage this
- Character of the surrounding area and whether reducing the car parking provision would result in a positive urban design outcome
- Proximity to Bacchus Marsh and Ballan town centres or railway stations

Reductions for residential developments and uses

Reductions to on-site parking provision will be considered on residential sites within 1 kilometre of Bacchus Marsh Town Centre (commercial zoned area) and Ballan Town Centre (commercial zoned area) where it can demonstrate that the outcome will result in a net community benefit, encourage walkable communities and affordable housing. Council will consider reduced demand resulting from measures taken to encourage alternative modes of transport (walking, biking, share cars, public transport and micro-mobility). Developers and purchasers should be aware Council may introduce parking restrictions if there is increased competition for on-street parking and that new (post 2023) multi-dwelling residential developments are only entitled to a maximum number of permits corresponding with the available on-street parking spaces within their property frontage.

Reference document – Parking Reduction Guidelines (MSC)

Reductions for commercial developments and uses

Reductions to on-site parking provision will be considered on sites within Bacchus Marsh Town Centre (commercial zoned area) and Ballan Town Centre (commercial zoned area) if it can be demonstrated to the Council's satisfaction that additional parking is not necessary. The study linked improvements to public amenity and accessibility with reduced levels of parking required within the town centres. Developments which contribute towards improved levels of amenity and accessibility within the public realm may be considered to have reduced their statutory parking requirements, with the amount of the reduction to be assessed on a case-by-case basis.

Reference document – Parking Reduction Guidelines (MSC)

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5. Parking Management Toolbox

To ensure each user group has adequate access to parking and access is reliable, Council may consider the implementation of a full suite of parking management tools from the following:

User Based Restrictions

User based restrictions include designating spaces for accessible parking, parents, taxi's, buses or loading vehicles. User based restrictions should be implemented first to improve access to parking for specific users.

Time Based Restrictions

Time based restrictions include controlling the period of time vehicles are permitted to park. Typically they direct longer period parking to locations further away from town centres, where some walking may be required to reach the end destination. This ensures that parking close to shops and businesses has a high turnover of vehicles. Where time based restrictions apply to residential streets, residential permits can provide an exemption to residents.

Fee Based Restrictions

Fee based restrictions include requiring payment for use of parking spaces, either through hourly, daily or permit purchase. Some fee based restrictions already exist in Bacchus Marsh, where business owners can purchase permits to exceed time based restrictions in major off-street car parks.

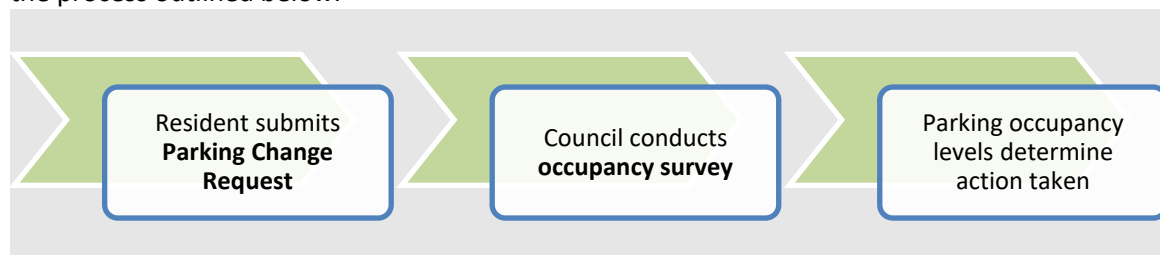
6. Introducing or changing parking restrictions

Council will continually review parking restrictions across the municipality in response to feedback from the community and changing conditions.

Council may introduce or change parking restrictions without consultation and inform stakeholders, when the reasons for restrictions relate to:

- safety related matters
- accessible parking
- when the parking occupancy rate exceeds 90 percent

Requests from the community for introducing or changing parking restrictions will be assessed using the process outlined below.



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Evidence based approach

An evidence based approach is used to review parking restrictions. Measurements of parking occupancy will be used in determining the appropriate action as shown in Table 1.

Table 1 Parking Occupancy

Parking Percentage Occupancy	Response	Action
Less than 70%	No Change Advise applicant Council will not proceed with the request	– No action
70% - 80%	No Change Advise the applicant that Council would consider another request if the occupancy increases to above 80%.	– Increase enforcement/management if applicable. – Monitor and review in yearly parking analysis
80%-90%	Action request Advise the applicant that Council will seek feedback about the request. Council to consider appropriate action: <ul style="list-style-type: none"> – Introduce parking restrictions – Review existing time restriction – Introduce permit zones – one side of the street only initially 	– Write to all affected properties detailing proposal and seek feedback. – Note: Council will only introduce/change parking restrictions if 40% of affected properties respond and 60% of the responses received support the proposal.
90% or more	Action Request Council to install appropriate restrictions and notify affected properties.	– Write to all affected properties to inform of the change to parking.

When the decision is made to introduce or change restrictions, Council will consider both the suggested solution (time restriction, permit zone) and other possible solutions to establish how these might impact on or fit in with any relevant Parking Precinct Plans and the Moorabool Parking Hierarchy. Restrictions should not be used to direct parked cars to another location solely for amenity purposes or because they do not belong to residents. Parking restrictions should be applied and changed in an incremental manner to reduce flow-on effects on neighbouring streets, with the minimal restriction necessary to attain 20% availability.

Parking Change Request form

Residents or businesses seeking introduction of parking restrictions, or a change to the parking restrictions will need to complete the online Parking Change request form. The form must include the names and addresses of the owner/occupiers of three other properties in the street who support the parking proposal.

The applicant should also provide details as to the time of day, and day or days of the week, that they are experiencing the parking problem.

Parking occupancy surveys

When a completed change form is returned, Council will conduct parking occupancy surveys, at the times specified by the applicant, to determine the level of occupancy and will proceed in accordance with the actions defined in Table 1. Parking occupancy will be determined by counting the number of

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parking spaces in the street and comparing to the number of vehicles parked in the street (as a percentage). High occupancy rates triggering a change will need to be observed on at least two occasions judged to be representative.

Parking occupancy guides the action taken

Parking Occupancy less than 80%

Where the parking demand is less than 80%, Council will write to the applicant to advise that Council will not proceed with the proposed change and will identify any enforcement or management action that may be taken. Council will monitor the site and include in the next yearly parking management review.

Parking Occupancy 80%-90%

Where the parking demand exceeds 80%, Council will write to each stakeholder, advising of the proposed changes, and seek their feedback. Council will consider one response from each stakeholder and will only proceed if at least 40% of stakeholders respond and at least **51%** of responses support the proposed changes.

If the feedback to the proposal to change parking restrictions meets the above criteria it will be approved. Please note if the decision is to introduce a permit zone, it will only be introduced on one side of the street (the side with the most parking bays) initially. All contacted stakeholders will be advised of Council's decision.

Parking Occupancy more than 90%

Where the parking occupancy exceeds 90%, Council will write to each stakeholder to notify of the intention to introduce or change the parking restrictions.

7. On-street Parking Hierarchy

The objectives of the parking hierarchy are to:

- Uphold the safety and convenience of all road users
- Promote equitable and transparent allocation of parking spaces across all user groups
- Facilitate consistent decision-making regarding parking infrastructure
- Encourage the use of alternative transport modes such as walking, bus, train and cycling


The parking hierarchy is applied at the time of considering a change to restrictions or management of parking by:

- Classifying a road section or kerbside section as either residential, activity centre/town centre, community facility/services/schools or industrial, after considering surrounding land uses and the function of the road in the overall transport network
- Applying appropriate parking management to allow the highest priority users preferential access, as set out in Table 1
- Where excess parking capacity exists, apply appropriate parking management to progressively allow users further down the parking hierarchy priority to access parking, until the resource is fully utilised

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Table 2 sets out guidelines for the desired on-street hierarchy of parking users within Moorabool Shire in order of priority. Parking will be managed to provide best access for higher-priority users and it may not always be possible to meet the expectations of all user groups.

Table 2: Moorabool Parking Hierarchy Guidelines

Priority	Residential	Activity Centre/ Town Centre	Community facilities/ Services/Schools	Industrial Area	
	Highest	Safety Zone	Safety Zone	Safety Zone	Safety Zone
	Public and Active Transport Zone	Public and Active Transport Zone	Public and Active Transport Zone	Public and Active Transport Zone	
	Residents (including visitors)	Disabled Permit Zone	Disabled Permit Zone	Local employees	
	Car Sharing	Customers	Residents (including visitors)	Loading zone	
	Disabled Permit Zone	Loading zone	Customers	Customers	
	School Parking	Car Sharing	School Parking	Disabled Permit Zone	
	Customers	Residents (including visitors)	Commercial Uses	Car Sharing	
	Local employees	Commercial Uses	Loading zone	Commuters	
	Commuters	School Parking	Car Sharing	School Parking	
	Loading zone	Local employees	Local employees	Residents (including visitors)	
	Commercial Uses	Commuters	Commuters	Commercial Uses	
	Lowest				

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8. Permits

Community Local Law No.1 allows Council to grant permits for the use of parking on roads and Council land. All matters relating to the consideration, issuance or refusal, and any other relevant matters are detailed in *Community Local Law No.1*.

Applicable fees for permits are recorded in Councils *Fee's and Charges Appendix* to the *Annual Budget*.

Residential Permits

The Moorabool Parking Hierarchy (Table 2) will determine whether resident permits are available. Each eligible household may apply for up to two resident permits for use in the specified area.

NOTE: new (post 2023) multi-dwelling residential developments are only entitled to a maximum number of permits corresponding with the available on-street parking within their property frontage (crossovers reduce available permits relative to their width).

Business Permits

The Moorabool Parking Hierarchy and Parking Precinct Plans will determine whether business permits are available. Each eligible business may apply for one permit for use in the specified area.

Gell Street Car Park

Permits are available for businesses and charity organisations that are located in the immediate vicinity of the Gell Street car park (Main Street north side 116 - 154 and North side 105 - 139, Gell street 1 - 8 and Church street east side 8, 10 and 10A).

- Organisation/Business parking permit (maximum one per business)
- Charity Organisation parking permit each (maximum 8 per organisation)
 - a) Maximum of three (3) permits to apply from 8.30am to 5.00pm Monday to Saturday; and
 - b) Maximum of five (5) permits to apply between 8.30am and 2.00pm Monday, Wednesday and Friday.

9. Parking Precinct Plans

Parking precinct plans have been prepared as part of the Study. These identify 8 specific areas across Bacchus Marsh and Ballan, which have specific management considerations which should be referenced when managing parking, and assessing parking provision through planning permit applications.

- Bacchus Marsh Shopping Centre (Precinct 1)
- Bacchus Marsh Primary School (Precinct 2)
- Djerriwarrh Health Services (Bacchus Marsh Hospital) (Precinct 3)
- Bacchus Marsh College (Precinct 4)
- Bacchus Marsh Railway Station (Precinct 5)
- Bacchus Marsh Industrial Area (Precinct 6)
- Ballan Town and Train Station (Precinct 7)

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10. Car Parking Design and Construction

Urban Design

The design of on and off-street parking should consider how it will best accomplish the following actions from the study:

- Improve pedestrian amenity to better distribute car parking demands by increasing street tree canopy cover, verandas and priority for pedestrians;
- Reduce number of driveways and vehicle access points in areas of high pedestrian activity to minimise interruptions to pedestrian movement;
- Consolidate future car parking in areas that can be shared by any member of the public;
- Preserve the 'rural charm' of Bacchus Marsh and Ballan town centres by requiring new car parking to be located behind street frontages and include high-quality design features

For further guidance refer to AS2890, [Guide to Traffic Management Part 11: Parking Management Techniques](#) (Austroads, 2020) and the *Moorabool Urban Design Guidelines*.

Design and Construction

Provided parking is expected to meet the requirements of *Clause 14: Car Parking* in the [Infrastructure Design Manual](#).

Environmental Considerations

The following are to be considered when designing car parking areas:

- target for 15% of parking area to be landscaped, with 25% tree canopy cover over the entire parking area at 15 years maturity
- structural soil used in carpark basecourse, to support healthy tree roots and contaminant filtration
- incorporate passive irrigation elements into design

11. Parking Signage and Guidance

Education and enforcement

Following a change of restrictions, Council will undertake an awareness campaign for a minimum period of four weeks before enforcement commences. This will include notices in media, distributing flyers to adjacent residents and businesses, and leaving flyers on vehicles, particularly where they may be breaching the changed restrictions.

12. Other Parking Uses

Schools

Where schools, or residents surrounding schools are experiencing difficulties with on-street parking or safety Council can assist schools by reviewing on-street parking management and providing other input. It is recommended that schools consider accessibility and parking around their site through their Traffic Management Plans, and approach Council where opportunities for improvement are discovered.

Caravan, motorhome, bus and truck parking

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Where appropriate, Council will identify locations suitable for short term parking for heavy and long vehicles and provide appropriate signage.

Road Safety Road Rule 200 Stopping on roads—heavy and long vehicles states that a vehicle over 7.5 metres in length must not stop on a road for more than one hour in built up areas unless actively dropping off or picking up goods, or permitted by Council or signage.

Council Local Law No.1 states that a person must not, without a Permit, park, keep, store, repair or allow to remain any heavy Vehicle on any Private Land in a Residential Area, unless a planning permit has been issued. A *Heavy Vehicle Storage on Private Premises* Permit application form is [available from Council](#).

Special Event Parking

Event Permits require Traffic management plans if there is any impact to the normal use of roads in and around the event site. This includes traffic, parking or pedestrian safety.

Accessible Parking

Accessible Parking bays are prioritised in specific on-street locations according to the Moorabool Parking Hierarchy (Table 2 sets out guidelines for the desired on-street hierarchy of parking users within Moorabool Shire in order of priority.) Parking will be managed to provide best access for higher-priority users and it may not always be possible to meet the expectations of all user groups. To use these bays, the relevant disabled parking permit must be displayed at all times.

The provision of disabled bays in the Municipality can be directed by any of three sources:

- (1) From occupancy surveys or consultation indicating demand
- (2) As required in the Moorabool Planning Scheme
- (3) Based on professional advice

Public Transport

Allocation of on-street parking for the use of public transport will be encouraged in suitable locations in accordance with the Moorabool Parking Hierarchy. Council will consider and assess new requests.

13. Internal Process of Review

The Study supports the creation of a publicly visible process to guide ongoing management of parking.

Car Parking Management Review (Yearly)

A yearly report will be provided on the effectiveness of parking management undertaken and any proposed changes.

The review will include:

- Locations where changes to parking restrictions were requested
- Parking availability in known problem areas and identified precincts
- Planning permits granted, including number of spaces required which have not been supplied will be included in the review

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- Updates to parking management and provision in the 8 identified Parking Precincts
- Review of complaints/customer interactions received by Council relating to parking issues
- Outreach to schools within identified parking precincts to ensure ongoing management is effective

The public are able to involve themselves in the review process through written submissions. Satellite imagery will be used to undertake a survey and assessment of the effectiveness of parking management, along with spot checks undertaken in particular areas of interest.

14. Relationship to other guiding documents

14.1. Related Legislation and regulation

This policy is not intended to conflict with any legislation or regulation. The guidance contained in this policy is additional to legislation and regulation that may be relevant.

Moorabool Planning Scheme is a legal document prepared by MSC, and approved by the Minister for Planning. It contains policies and provisions that control land use and development.

Planning and Environment Act (1987) sets out procedures for preparing and amending the Victoria Planning Provisions and planning schemes. It also sets out the process for obtaining permits under schemes, settling disputes, enforcing compliance with planning schemes and permits, and other administrative procedures.

Road Safety Act (1986) outlines Council's responsibility to provide for safe, efficient and equitable road use. The Act also sets out the general obligations of road users in relation to responsible road use.

Local Government Act (2020) outlines Council's powers and responsibility to construct, maintain and manage roads including traffic and parking.

Disability Discrimination Act 1992 (DDA) recognises the rights of people with disabilities and makes it unlawful to discriminate against people on the basis that they have, or may have, a disability.

Road Management Act (2004) outlines Council's responsibility as a road authority to manage and maintain the municipal road network and any part of an arterial road not used by through traffic excluding freeways. The Act outlines that roads are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of the road and on the environment.

Transport Integration Act 2010 When Council exercises a power, performs a function or makes a decision under interface legislation that is 'likely to have a significant impact on the transport system', section 25 of the Transport Integration Act requires that it have regard to the transport system objectives and decision making principles. These are set out in Part 2 of the Act.

14.2. Related Documents

- Moorabool Car Parking Study
- MSC Parking Reduction Guidelines
- MSC Road Management Plan 2021-2025
- MSC Council Plan 2021-2025
- MSC Community Local Law No.1
- MSC Risk Management Policy

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- Relevant Council Engineering Drawings and Standards for Design and Construction (including Infrastructure Design Manual)
- Moorabool Planning Scheme
- Austroads Guides to Traffic Management
- AS2890.1 – 2004 Off Street Parking
- AS2890.2 – 2002 Off Street Commercial Vehicle Parking
- AS2890.5 -1993. On Street Parking
- AS2890.6 Off Street Parking for People with Disabilities

15. Council Plan Reference

Objectives: Develop planning mechanisms to enhance liveability in the Shire
Context: Consult and complete Car Parking Strategy & Car Parking policy 2021-2022

16. Review

This policy will be reviewed two years after first adoption, following which it will revert to every four years in line with the Council Plan.

17. Approval

This policy was adopted by Council on XX XXXXX