



# Council Policy wcc.019

## PARKING POLICY

**Responsible Officer:** GENERAL MANAGER

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## 1 Purpose

The purpose of this policy is to provide guidance; with respect to the creation, regulation and enforcement of Council controlled Parking Areas within the West Coast.

## 2 Objectives

The objectives of this Policy are to:

- Provide for the establishment and operation of controlled parking within the West Coast;
- Provide guidance for the application of *West Coast Council By-Law No 1 of 2016- Parking*;
- Provide guidelines for closing a Controlled Parking Space;
- Provide for the operation of Reserved Parking;
- Provide guidelines for the issuing of Infringement Notices, Dealing with Infringement Notices, Withdrawal of Infringement Notices.

## 3 Scope

This Policy covers those circumstances where the West Coast Council is allowed a discretion with respect to the exercise of its powers and authorities to establish and/or enforce compliance of controls on parking and stopping of vehicles on any road or road related area, and on land owned or managed by West Coast Council. This Policy does not apply to parking spaces not controlled by West Coast Council.

## 4 Definitions

In this Policy, unless the contrary intention appears:

**Act:** means the *Local Government Act 1993 (Tas)*;

**Authorised Officer:** means an employee of the Council authorized for the purposes of West Coast Council Parking By-Law No. 1 of 2016 by the General Manager.

**By-Law:** is a reference to the West Coast Council Parking By-Law No. 1 of 2016;

**Council:** means the West Coast Council;

**General Manager:** means the person appointed by Council from time to time to the position of General Manager. Where the General Manager is authorised to act under this policy to the maximum extent allowable under law and regulation it includes their delegate;

**Highways Act:** means the *Local Government (Highways) Act 1982 (Tas)*;

**Local Highway:** has the meaning given to that term in section 3(1) of the Highways Act;

**Notice:** includes a sign;

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**Park or Parking:** in relation to a Vehicle, means to stop the Vehicle or allow it to remain in a place where the driver or person in charge of the Vehicle intends to remain stationary, otherwise than: -

- because the stopping of traffic prevents movements; or
- so long only as is required to set down or take up passengers or goods without waiting;

**Parking Area:** means any land owned or controlled by the Council and designated by public Notice or by a Notice erected on, over or within that land to be an area for the Parking of Vehicles but does not include any part of a Local Highway;

**Parking Meter:** means a device installed by the Council in a Parking Area for measuring time on the insertion of a coin or electronic payment of the value shown on the device;

**Parking Space:** means a place in a Parking Area, marked or indicated by means of lines, strips or other marks or devices, for the Parking of a Vehicle;

**Person:** includes a body corporate;

**Vehicle:** means a vehicle within the meaning of s.3(1) of the *Traffic Act 1925* (Tas);

**Voucher:** means the document issued by a Voucher Machine; and

**Voucher Machine:** means a device installed by the Council in a Parking Area that, on the insertion of a coin of the value shown on the device or an electronic payment to the value on a Notice in the vicinity of the device, issues a document bearing an imprint indicating the date and time to which the holder is authorised to park a Vehicle.

## 5 Policy

### 5.1 Controlled Parking on the West Coast

#### 5.1.1 Location of Controlled Parking Areas.

The Council has established controlled Parking Areas in the following areas;

- a) Miners Siding Reserve Queenstown.
- b) The roadway outside Hamers Hotel Strahan.
- c) The roadway outside Strahan Village accommodation.
- d) Parking spaces on roadway outside Strahan public toilet block and angled parking spaces adjacent to Visitor Centre.
- e) Carpark Esplanade Strahan adjacent to the slipway.
- f) Any part of any West Coast municipal township or village that is under control of an Australian Standard parking sign.

These areas not including area f), are indicated in Appendix 1.

Controlled parking spaces will be indicated by markings on the pavement of the road and with Australian Standard signage.

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### **5.1.2 Types of Car Parking**

Parking Areas will be controlled either by:

- Free parking limited by a time, or
- A Voucher Machine

In some of these Parking Areas there may be the option to utilise a Parking Permit, or to make an agreement for Reserved Parking.

### **5.1.3 Parking Area Operating Hours**

The hours of operation for controlled parking spaces will be between 6.00am and 6.00pm daily, Monday to Sunday inclusive.

### **5.1.4 Time Limits for Parking**

The maximum period for which a vehicle may be parked on a controlled parking space will be plainly displayed on the voucher meter and on Australian Standard parking signs. There will be a range of parking spaces with limits from 15 minutes, to whole day parking.

### **5.1.5 Fees for Parking**

Fees for Parking in Parking Areas will be set annually in the Council's Fees and Charges.

## **5.2 Parking Area Closures**

Council may from time to time close or allocate a Parking Area or part of a Parking Area under its control for a particular use, or to allow an activity to occur.

### **5.2.1 Applications to Close a Parking Area or Part of a Parking Area**

A person may make an application to the General Manager seeking that a Parking Area, or part of a Parking Area be closed for a temporary period and requesting the grant of a permit to occupy that space for a nominated purpose.

- An application for closure of a parking space must be made in writing and must provide; reasons for closure, the location of the proposed closure, the timing of the proposed closure, and, risk management for any proposed activity. Granting of a permit to close a Parking Area will be at the General Manager's (or their delegate's) absolute discretion. The General Manager or their delegate may request additional information before issuing a permit.
- A closed controlled parking space will not be used for general parking of persons associated with the work or event, but shall be restricted to occupation by vehicles engaged in the delivery of goods and materials to the site, a trade or specialist business vehicle, or a vehicle for the conveyance of an official party. A closed space may also be used for the temporary storage of goods, materials and equipment. The purposes for which the closed parking area may be used by the permit holder will be included in the permit. The space will be closed only for the period necessary to allow completion of the works or the event.

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### **5.2.2 Purposes for Parking Area Closure Permits**

A permit to occupy a closed parking space may be granted to allow;

- The conduct of building construction, repair, maintenance or improvement work on premise immediately adjoining or in the proximity of the controlled parking space; or
- The conduct of a civic, community or ceremonial event; or
- The conduct of a funeral or other significant private event.

## **5.3 Reserved Parking Spaces**

In accordance with Section 6 of the *West Coast Council By-Law No 1 of 2016 – Parking*, the General Manager may create reserved car parking spaces.

### **5.3.1 Reserved Parking Spaces Terms and Conditions**

The following terms and conditions will apply to allocation and use of Reserved Parking Spaces;

- a) Allocation of a Reserved Parking Space will only be made after receipt of a completed written application. The grant or renewal of a Reserved Parking Space will be at the absolute discretion of the General Manager;
- b) Each Reserved Parking Space will be separately numbered and clearly identified within the Car Park by markings on the surface of the deck within the space or on the wall immediately adjoining the space;
- c) Application for allocation of a Reserved Parking Space may be made at any time;
- d) Allocation is subject to availability;
- e) Allocation of a Reserved Parking Space is not specific to a nominated vehicle. Subject to compliance with the terms and conditions for use, a person allocated a Reserved Parking Space may allow occupation of that space by any vehicle under their control or direction;
- f) Allocation of a Reserved Parking Space will be made for a fixed period of either six (6) months, or twelve (12) months;
- g) Arrangements for payment for a Reserved Parking Space must be made in full prior to the allocation of the reserved space;
- h) Allocation of a Reserved Parking Space will provide exclusive right of access and occupation of that space at all times the Car Park is open to use by the public;
- i) The Authorised Officer will provide to a person allocated a Reserved Parking Space a Permit indicating the number of the allocated parking space for display in the vehicle while occupying the Reserved Parking Space;
- j) A Permit for occupation of a Reserved Parking Space is not transferable to another person or to another Reserved Parking Space;
- k) A vehicle occupying a Reserved Parking Space must always display a Permit on the driver's side of the dashboard of the vehicle when the vehicle is in occupation of the allocated space;
- l) It is an offence to access and occupy a Reserved Parking Space without the prior approval of the Authorised Officer. Penalties will apply for occupation of a Reserved Parking Space other than a space allocated and authorised for use by the display of a reserved space Permit; and

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### **5.3.2 Fees for the West Coast Council Car Park Reserved Parking Scheme**

Fees for allocation of a Reserved Parking Space within a Car Park are discounted on the standard daily rate set in the Annual Fees and Charges calculated on a twelve (12) hour period at the following rate:

- Six (6) Months – 25%
- Twelve (12) Months - 50%

Any increase in the Annual Fees and Charges will apply to new allocations made on applications received after the effective date and to all renewals of existing allocations made after that date. A charge will apply for replacement of a lost or damaged access card or Permit.

## **5.4 Parking Permit Scheme**

### **5.4.1 Parking Permits**

The General Manager may, at their absolute discretion, approve a Parking Permit which allows parking in a Parking Area without payment of the prescribed fees or display of a Voucher.

Council will provide Parking Permits for the following

- a) Charities or not-for-profit organisations that require regular access to Parking Areas to carry out their charitable or not-for-profit functions.
- b) Other Government organizations, including State or Local Governments that require regular access to a Parking Area in the course of Government business.

### **5.4.2 Application for Permit**

Permits must be applied for with writing, providing evidence that the vehicle meets one of the above conditions. The applicant will be advised if their application was successful and of any conditions attached. Permits will be valid for a maximum of twelve (12) months.

### **5.4.3 Council/ Councillor vehicles**

Council vehicles with relevant Council Markings and Councillor Vehicles when displaying the relevant West Coast Council signage, will be considered to have a Parking Permit, during Council Business.

## **5.5 Infringement Notices**

### **5.5.1 Issuing Infringement Notices**

Authorised Officers may issue Infringement Notices for offences committed under the relevant legislation, regulations and delegations.

- *West Coast Council By-Law No 1 of 2016 - Parking;*
- *Traffic Act 1925;*
- *Traffic (Road Rules) Regulation 2009;*
- *Traffic (Enforcement and Compliance) Regulations 2017;*
- *Local Government (Highways) Act 1982;*
- *Monetary Penalties Enforcement Act 2005; and*
- *Monetary Penalties Enforcement Regulations 2008.*

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### **5.5.2 Dealing with and Withdrawal of Infringement Notices**

Infringement Notices will be dealt with and withdrawn in accordance with the relevant legal framework. Each Infringement Notice will provide a clear indication of:

- a) the provision under which it is issued
- b) the timeframe for payment; and,
- c) the method of disputing the Infringement Notice.

## **6 Legislation and Related Documents**

- *West Coast Council By-Law No 1 of 2016 - Parking;*
- *Traffic Act 1925;*
- *Traffic (Road Rules) Regulation 2009;*
- *Traffic (Enforcement and Compliance) Regulations 2017;*
- *Local Government (Highways) Act 1982;*
- *Monetary Penalties Enforcement Act 2005; and*
- *Monetary Penalties Enforcement Regulations 2008*

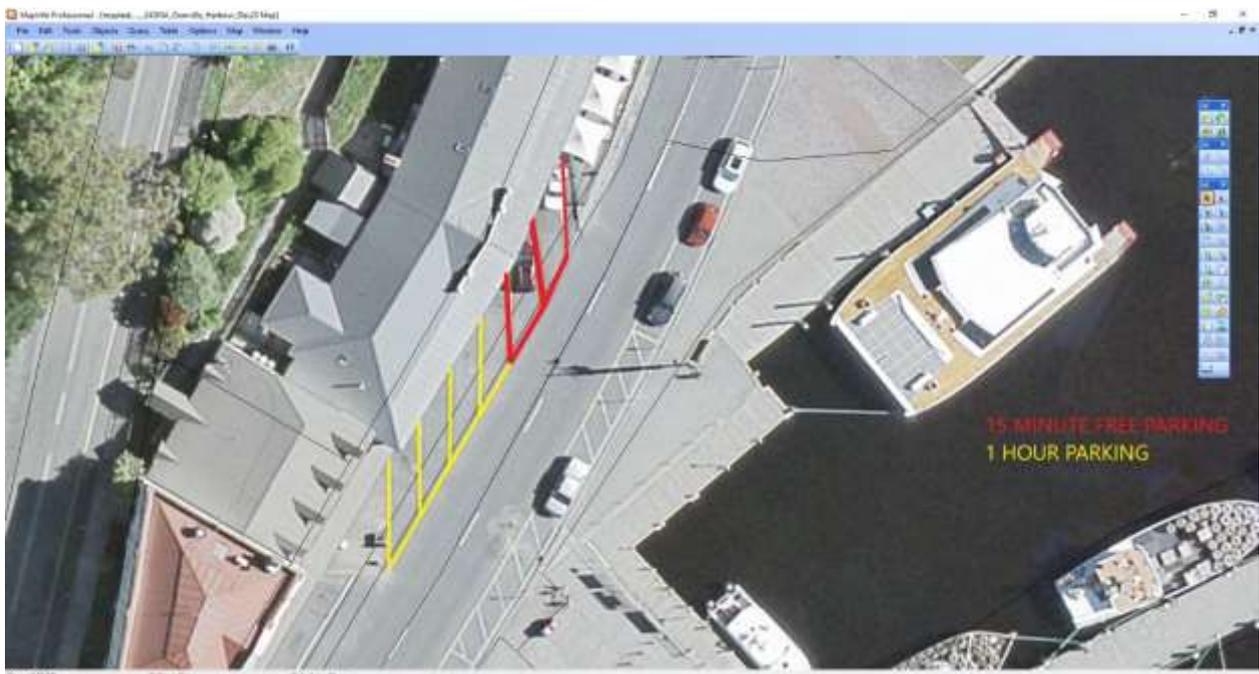
## 7 Appendices

### Appendix 1. – Map of Parking Areas

- Note: 15 Minute Parking Bays are Free but timed.
- Other Parking Areas are Voucher Parking.
- Payment for Electric Vehicle Charging will be determined by the owner of the charging facilities.



**Queenstown 5.1.1a)**



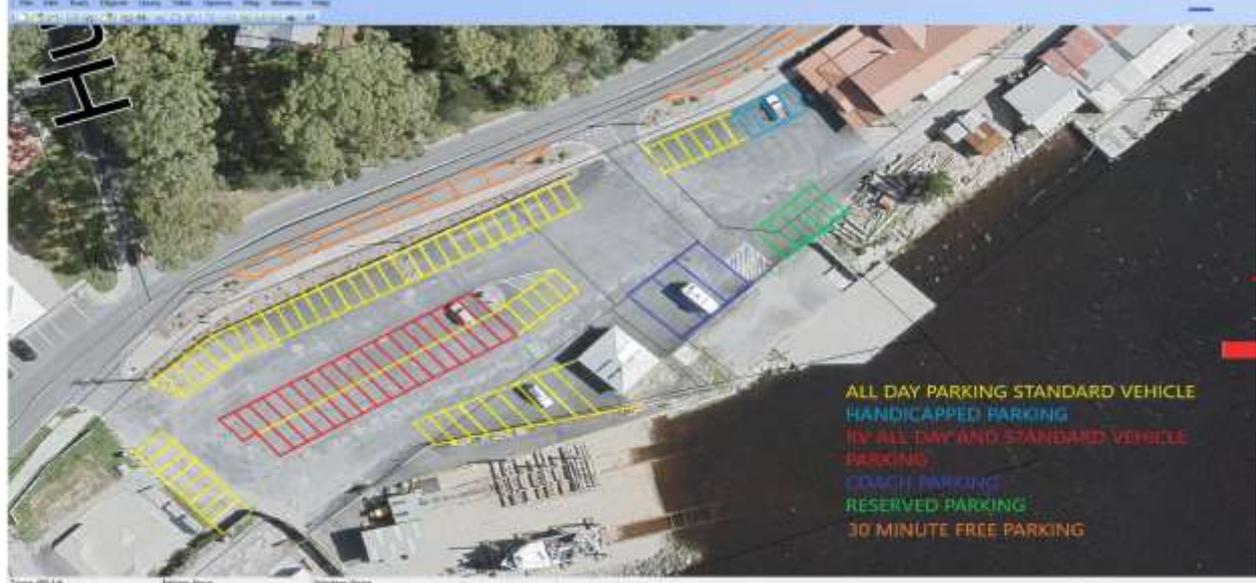
**Strahan 5.1.1 b)**



**Strahan 5.1.1 c)**



**Strahan 5.1.1d)**



**Strahan 5.1.1e)**