



# Parking Management Plan – June 2021

Prepared by Tonkin (Consulting)

The HRCC Parking Management Plan is an operational plan focused on on-street parking designed to support implementation of the Municipal Parking Strategy 2017.

## Municipal Parking Strategy

Relevant to this Plan, the following recommendations of the Municipal Parking Strategy include:

- analysis and review of car parking occupancy should be conducted on an annual basis.
- monitoring of parking conditions, particularly the effectiveness of time-restricted parking, is to take place at different intervals throughout the year
- regular parking enforcement should remain across the study area, and strengthen if possible
- improve signage and wayfinding for off-street car parks throughout the town to enable strong utilisation of peripheral and longer-term parking
- undertake an audit of accessible (disability) parks to ensure location meets the needs of users, and that the parking spaces meet the requirements of accessibility.

## Guiding Principles

Tonkin (Consulting) was engaged to review parking in Horsham's Central Activities District (CAD) with a focus on the operational times and allocation of on street parking. A review of the Strategy and multiple site visits to Horsham, confirmed that the following guiding traffic management principles were considered optimal for Horsham:

- on-street car parking is managed under time-restrictions that encourage use and turnover, while ensuring members of the community and visitors have enough time to fulfil their visit to the Central Activities District (**CAD**) of Horsham and encourage on-street pedestrian activity
- paid parking for on-street parking in Horsham is appropriate to encourage regular turnover and efficient use of parking bays
- paid parking is applied in areas with high demand for kerb space while unpriced parking is located in more peripheral locations. This ensures that users pay an appropriate price for parking in convenient high-value locations
- short – medium term parking should be provided in the CAD with longer term/unrestricted parking on the periphery.
- on-street parking supports all abilities access, local business and adjacent land uses and should not generally be allocated for exclusive use.

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### Objectives

Overall, the objectives of the Plan are to support the Municipal Parking Strategy and achieve a better customer experience with parking in Horsham by:

- supporting local business activity by encouraging the turn-over (churn) of on street parking spaces
- providing a simplified zone arrangement that enables shoppers time to complete their visit to the CAD without having to continuously return to their car to top up meters or move to another location
- providing ease of access to all types of users
- recognising the role of Horsham as a regional centre for business, commerce and recreation
- optimising available street space in an equitable, fair and transparent manner
- maintaining community access to local businesses, services and amenities, and
- balancing the needs of residents, local workers, businesses, shoppers and commuters

### Review of Existing Parking Controls and Restrictions

The Plan is based on a review of existing parking controls and restrictions, undertaken by Tonkin and focus-tested extensively by a representative Community Reference Committee.

Key findings of that review, supported by the Community Reference Committee, were:

- the extensive number and scattered nature of parking restrictions were confusing, particularly to visitors to Horsham
- one hour car parking did not give sufficient time for the full range of activities one could expect to undertake whilst visiting the CAD, eg: shopping, commerce, meals and coffee, causing inconvenience to those parked in such bays
- consolidating 1P and 2P into one time limit (two hours) will reduce public confusion and provide sufficient time for all activities to be completed without having to return to the meter or to move the car.
- a designated area signposted as a two-hour parking (2P) precinct would also reduce the cause of confusion to visitors and locals
- the large number of short-term parking time restrictions was also confusing and rationalising these to a single 30-minute time slot would provide the opportunity for short-term parkers to undertake any one of the full range of activities such as going to the Post Office, the Library or to quickly pay a bill
- visitors to Horsham have difficulty locating long-vehicle car spaces (eg with caravans) and signage was needed to support these visitors



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- the ad hoc nature of the business and community permit system was inequitable and did not support the aim of creating churn to help maximise the number of people having access to the parking bays in the CAD.
- employee and fleet vehicles should be managed off street where possible
- there were many extra locations that would benefit from DDA accessible parking bays in highly frequented locations.
- there is an opportunity to increase the number of DDA car parking spaces, particularly in high frequented areas, and better locate DDA spaces relative to the specific building and land use
- Additional DDA parking should generally be time limited to two hours to support churn and maximise access, while retaining existing DDA spaces as unrestricted to provide some all day parking
- some DDA spaces were non-compliant and needed a full audit of the associated infrastructure
- the long-term parking spaces (unrestricted and 4P) were generally appropriately located around the edges of the CAD
- no additions or other changes to the location of metered spaces are recommended at this time, but should be reviewed subject to ongoing monitoring of parking demands
- parking restrictions after 5pm are redundant because most retailers close at 5pm

## Key elements of the Plan

- Key elements of the Parking Management Plan include:
- the consolidation of all 1-hour parking spaces into 2-hour parks
- the establishment of a signposted 2-hour precinct in the core of the retail area where all car parks are 2P unless signposted otherwise
- the consolidation of all short-term parking (10, 15, 20 and 30 mins) into 30 min parking
- DDA spaces spread across the CAD in key locations including high turnover
- the removal of exclusive reserved parking and any associated infrastructure which is to be made available and accessible to the general public
- as a general principle, unrestricted parking spaces to be outside or on the periphery of the retail core
- the moving of fleet vehicles into off streets parking areas
- parking restrictions to apply 9am-5pm Monday to Friday and 9am-12pm Saturday
- all additional DDA spaces to be limited to 2P to provide a balance of short and long term parking and access for all
- long-vehicle parking directional signage be established in strategic locations to help point visitors to these without having to do a U-turn
- the streamlining of permit applications



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### Structure of the Plan

The objectives of the Plan and guiding principles are set out above.

**Appendix A** of this Parking Management Plan specifies the various time limits and their locations and the specific locations for specialised parking such as Disability (DDA), long-vehicle parking (including directional signage), loading bays and taxi ranks.

**Appendix B** sets the policy direction for considering requests for parking permits including business and community permits.

### Future Changes to Parking in Horsham

Any changes to the time limits and their locations, the locations of the various different specialised parking types and consideration of any permit applications must be considered and decided by an internal delegated working group comprising the Director of Infrastructure and/or delegate, the Director of Communities and Place and/or delegate, and a member of the Community Safety Unit.

It is recognised that this Plan was developed over the Covid 19 period where shopping and business patterns were severely disrupted. It is important that this initial Plan recognises this and that there is a rigorous ongoing monitoring and review of the Plan. Car parking operational staff will monitor and review usage and turnover rates of the various categories of parking, issues arising and any permit applications across the year and provide an annual report with recommended changes should they be necessary.

Staff will monitor occupancy rates on a regular basis across the CAD, particularly the all-day parking bays (unrestricted and metered) in McLachlan Street, all streets east of Urquhart Street and in the all-day, off-street parking in Council-owned car parks with a view to determining (on a monthly basis):

- the extent and location of high demand convenient parking locations (unrestricted and metered) and
- underutilised all-day parking and the opportunities for creating specified parking for people working in the CAD area.

The data gained from the regular monitoring and any issues arising across the year will be included in an annual report presented to Council with recommended changes should they be considered appropriate.

An on-line feedback form will be established for community members to lodge any issues. These will also be considered as part of the annual review. A community reference group will be established to review any proposed changes or issues of substance.



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### Fees, Charges and Parking Related Infrastructure

This Plan does not address parking fees and charges or parking related infrastructure and upgrades. Any budgetary issues pertaining to fees and charges or infrastructure upgrades will be considered via the annual budget and the associated engagement processes.



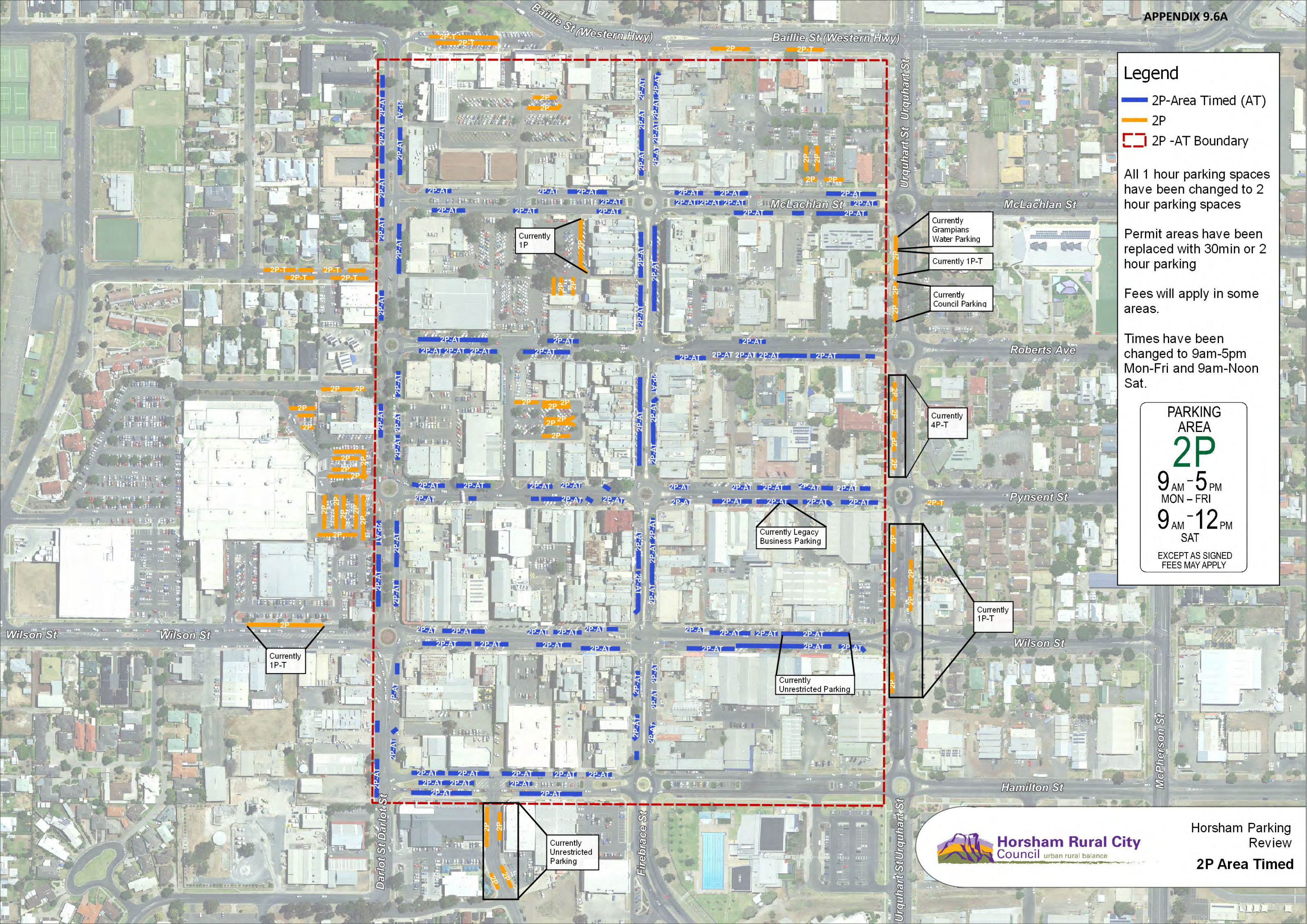
## Parking Management Plan

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# Appendix A – On Street Parking Zones.







Legend

- 2P-Area Timed (AT)
- 2P
- 2P -AT Boundary

All 1 hour parking spaces have been changed to 2 hour parking spaces

Permit areas have been replaced with 30min or 2 hour parking

Fees will apply in some areas.

Times have been changed to 9am-5pm Mon-Fri and 9am-Noon Sat.

PARKING AREA

2P

9<sup>AM</sup> - 5<sup>PM</sup>  
MON - FRI

9<sup>AM</sup> - 12<sup>PM</sup>  
SAT

EXCEPT AS SIGNED  
FEES MAY APPLY



**Legend**

 Permit Parking

This map shows the locations of current permit parking

Retain existing off-street permits for CEFC

CEFC

Currently Grampians Water Parking. Change to Unrestricted.

GW-T

Currently Grampians Water Parking. Change to 2P.

GW-T

Currently Council Parking. Change to 2P.

CZ-T

Currently Police Parking. Change to 30min Parking.

PP

1/3 P CZ-T CZ

Currently Council Parking. Change to 30min Parking.

Currently Senior Citizen Parking. Change to DDA Parking.

SC-T

SC

Currently Residential Permit Parking. Remain unchanged.



### Legend

 Proposed New DDA Spaces (2P)

 Existing DDA Spaces (Unrestricted)

All new on-street DDA spaces to be limited to 2P (9am-5pm Mon-Fri and 9am-noon Sat) to support turnover that facilitates access for all. Existing DDA spaces to retain unrestricted times

The infrastructure associated with all DDA spaces to be reviewed and upgraded in compliance with Australian Standards over a staged implementation program.





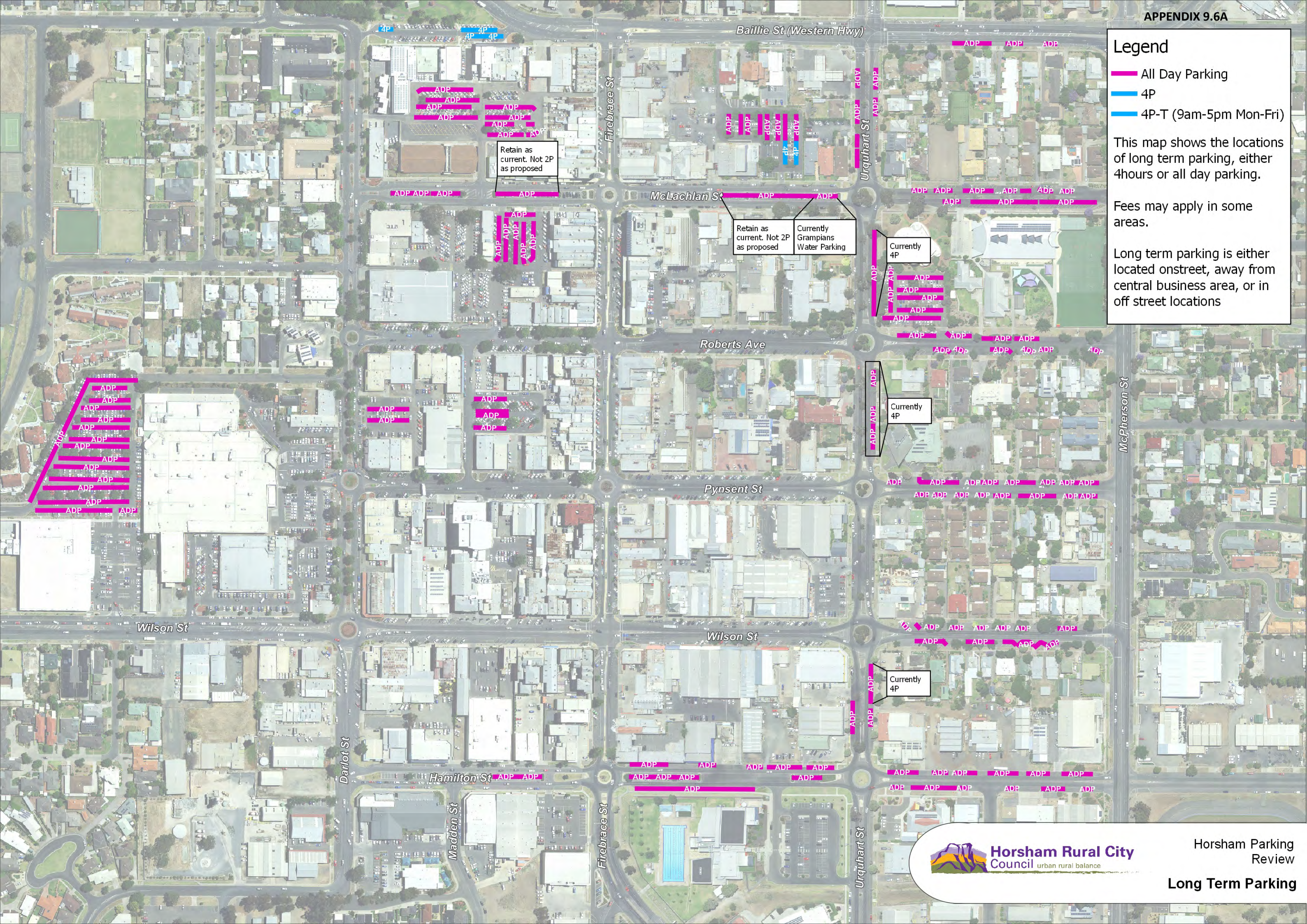
**Legend**

- All Day Parking
- 4P
- 4P-T (9am-5pm Mon-Fri)

This map shows the locations of long term parking, either 4hours or all day parking.

Fees may apply in some areas.

Long term parking is either located onstreet, away from central business area, or in off street locations





Legend

 Long Vehicle (LVZ)

This map shows the locations of existing spaces for long vehicles.

New signage as shown, will be installed to provide direction to the spaces.





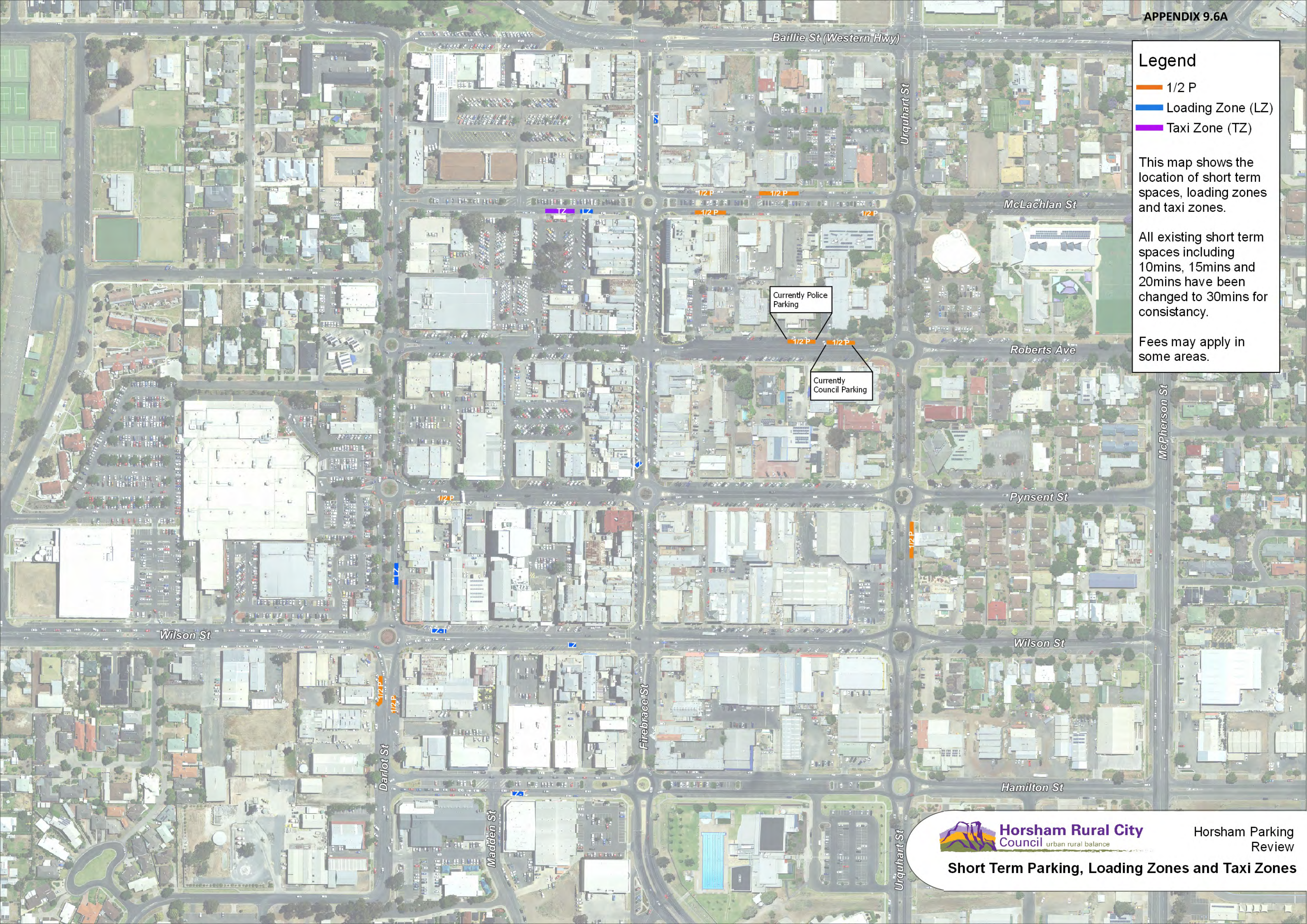
Legend

- 1/2 P
- Loading Zone (LZ)
- Taxi Zone (TZ)

This map shows the location of short term spaces, loading zones and taxi zones.

All existing short term spaces including 10mins, 15mins and 20mins have been changed to 30mins for consistency.

Fees may apply in some areas.





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## Appendix B – Car Parking Permits Policy





## 1. PURPOSE

This policy is designed to guide and control the issuing of parking permits to businesses and community organisations and the broader community.

## 2. INTRODUCTION

Council has endorsed an overarching Parking Strategy and through consultation with a community reference group developed an operational parking management plan. The collective aims and objectives of the Horsham Parking Strategy and Parking Management Plan are to:

- support retail trade,
- provide ease of access to all types of users,
- recognise the role of Horsham as a regional centre for business, commerce and recreation
- optimise available street space in an equitable, fair and transparent manner
- maintain access to local businesses, services and amenities
- balance the needs of residents, local workers, businesses, shoppers and commuters
- support business activity by encouraging the turn-over (churn) of on street parking spaces
- provide a simplified zone arrangement that enables shoppers time to walk the street rather than move their cars.

Overall, the aim is to provide a better customer experience with parking in Horsham.

In the past, more than 20 organisations have enjoyed special on-street parking arrangements in Horsham. These organisations were exempt from most of the sign-posted parking regulations applicable to other stakeholders and there is little documentation or consistency in the various permit arrangements which appear to have accumulated in an ad hoc fashion over a long period of time outside any policy or guidelines. As such they contradict the core objectives of the Horsham Car Parking strategy. This policy is designed to ensure that car parking rules and regulations are fair, equitable and consistent with the Horsham Car Parking Strategy

## 3. SCOPE

This policy applies to the urban areas of Horsham and in particular to the commercial areas of the Central Business District.

## 4. PRINCIPLES

As an overarching guiding principle, on street parking will not (generally) be allocated through the means of the exclusive use of a single space or spaces by any individual or group. Some exceptions to this rule are obviously the allocation of spaces for disability access or loading and taxi zones. However, the specific allocation of on-street spaces to specific user groups or community organisations will not generally be facilitated.

Three potential classes of permit are outlined below, noting that some permits (eg residential) are more applicable to a Council-wide policy rather than the CAD/CBD area.



## Business parking permits (including Community Service Organisations)

Council will not allocate on street parking for specific business groups including community service organisations. Dedicated employee and fleet vehicle parking will be managed in off-street parking facilities. Businesses should not rely on on-street parking to support a shortfall in parking supply for employee or fleet vehicle arrangements. Future land use developments must demonstrate how parking demands will be managed as part of the development application processes.

All historic permits issued previously by HRCC will cease within six months of Council's adoption of the Horsham Parking Management Plan and this Policy.

## Resident parking permits

Residential Parking Permits will only be considered for residential properties that do not have off street (on-property) car parking and in precincts where the following conditions apply:

- there is very limited available on-street parking due to high competing demands from other land uses; or
- there are time limited parking controls applied to the street.

When providing residential parking permits, Council may apply specific conditions to the permit including (for example):

- Limited number of permits per residential property
- Permits will only be issued to residents and not business owners, operators, management employees, landlords or property maintenance personnel
- Permits will be allocated to specific vehicle and are non-transferable
- Permits may only be used in the street/s where it is allocated.

## Special event parking permits

These may be issued on an as-needs basis to residents or businesses that are affected by special event traffic management. They can be issued for individual events and the permit must include the date/s and location of the special event. Alternately, they may be issued as an annual permit for areas where there are a large number of special events, such as near the racecourse or sports precinct.

## 5. COMMUNICATION

This policy will be exhibited to the community as a draft and all impacted organisations will receive individual advice about the policy and how they can make submissions as part of that exhibition. The exhibition of the draft policy will be communicated via press release and social media.

## 6. RESPONSIBILITY

**Policy Owner:** Community Safety Unit Co-ordinator

## 7. DEFINITIONS

Not applicable.



## 8. SUPPORTING DOCUMENTS

Document	Location
Horsham Car Parking Strategy	
Council Report – Parking Management Plan	
Parking Management Plan – Guiding Principles Discussion Paper (?) although this may be referenced in the council report	
Austroads – Guide to Traffic Management Part 11: Parking Management Techniques	

## 9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment	Review Date
			<ul style="list-style-type: none"> <li>New Policy</li> </ul>	Annually