

# Parking Restrictions in Residential Streets - Procedure for Consultation and Assessment of Results

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## Definitions

**Connect Stonnington** – Council’s online platform for conducting community engagement.

**Consultation letter** – a hardcopy letter distributed to impacted stakeholders inviting them to share feedback on a parking proposal being considered, may include link to Connect Stonnington.

The letter contains background information on why changes are being considered and a description of the changes proposed. An example letter can be found in Appendix A.

**Impacted stakeholders** – community members who will be directly affected by the parking proposal. In most instances this would be occupiers of properties abutting the subject section of the residential street affected.

Officers may extend the consultation to owners of properties that don’t live in Stonnington (absentee owners) or the broader community if deemed appropriate.

**Amenity based parking proposals** – proposals which aim to remove or reduce parking to enable desirable street activities to occur, or undesirable street activities to cease. For example introducing restrictions to facilitate street-cleaning once per week, or restrictions to deter motorists attending nearby late-night venues from parking in a residential street and disturbing residents with excessive noise and anti-social behaviour.

**Capacity based parking proposals** – proposals which limit the amount of non-resident related parking, to allow residents living nearby to park within reasonable walking distance of their home, based on a capacity assessment.

**Support rate** – the number of responses received from properties in favour of a proposal, divided by the total number of properties responding, expressed as a percentage.

**Response rate** – the number of properties responding, divided by the total number of properties consulted, expressed as a percentage.

**Relevant manager** – the Manager City Operations or Manager Transport & Parking as appropriate.

**Abandonment** – not proceeding with a proposal if the response rate is less than 30 per cent. Abandonment can be authorised by the relevant Manager.

**Parking Restriction Change Request form** – standardised form (available on the website) which needs to be filled out, and signed by persons from at least 5 properties in a street requesting the introduction, alteration or removal of parking restrictions in a street.

**Joint letter** – letter signed by persons from at least 5 properties in a street requesting the introduction, alteration or removal of parking restrictions in a street.

**Safety based parking proposals** – proposals to prohibit parking for safety reasons, such as where the parking either obstructs sight distance, blocks access, or for other reasons as determined by a traffic engineer.

**Notification signage** – temporary signage promoting the consultation and inviting the community to share their feedback.

### Initiation of a Parking Request for Investigation

A request for a change in parking restrictions will be referred for investigation if any of the following occurs:

1. Receipt of a Parking Restriction Change Request form or joint letter from the residents of the street outlining the nature of the issue, the type of restrictions desired and the requested operating times.
2. The matter has been referred direct to Officers for investigation at the direction of Council at a Council meeting.
3. An individual has requested parking restrictions because of a safety issue.

In practice, if a Parking Restriction Change Request form or joint letter is received and Officers wish to seek further information, discuss the results of the investigation, or discuss possible alternative proposals to that which was originally requested, these discussions would occur with the head petitioner.

### Investigation of Parking Issue Prior to Consultation

In the case of **Amenity Based Parking Proposals** Officers assess whether the street would benefit from the restrictions requested, rather than conduct detailed parking surveys.

For street sweeping restrictions, Council's Waste Management Coordinator would consider whether the mechanical sweeper is regularly obstructed by parked vehicles and if appropriate, what the hours/days of any proposed street sweeping restrictions should be.

Evening parking restriction requests are usually associated with intrusion of parking from nearby commercial precincts (with evening businesses operating) and patrons returning to the street disturbing residents. No parking survey investigations are required to be conducted for these requests.

In the case of **Safety Based Proposals** Officers inspect on site to verify the safety issue experienced. If restrictions are warranted, Officers notify all property occupiers

affected of the intention to install restrictions. Consultation seeking feedback on a safety proposal would not normally be undertaken.

In the case of **Capacity Based Parking Proposals** (majority of cases) parking occupancy surveys are conducted to assess the extent of the problem, whether restrictions are warranted, and what type of restriction would best assist.

### Consultation Letter

In most instances community feedback is sought on the proposed parking changes (exceptions can include for safety issues). A consultation letter is sent to directly affected stakeholders outlining the proposed changes and inviting them to provide feedback. This may be paper based, or online via Connect Stonnington. If online consultation is used, a link is included to ensure it is as easy as possible for the community to have their say.

In the case of online consultation, more detailed information will typically be provided on Connect Stonnington for interested residents to download – this includes information on the process and level of response Council requires to proceed with the proposed changes. This allows for a shorter letter to be sent out to recipients, reducing paper waste.

In the event of online consultation being used, the letter distributed will also outline options for stakeholders who would prefer to engage using paper material, or submit their feedback in writing via email or post.

All enquiries are directed to the Officer conducting the consultation.

Letters are sent via Council's mail distribution supplier or hand delivered to impacted stakeholders in the street.

At least 2 weeks are allowed for responses to be received. Consultation over school holiday periods is permitted, as long as at least a week of consultation falls outside school holidays.

Where parking restrictions are proposed in the street for the first time or permit only restrictions (PERMIT ZONES) are proposed to be introduced, Officers will ensure **Notification Signage** is installed for the duration of the consultation period.

Officers conducting the consultation will then compile all responses and comments received, into a report for consideration by the decision maker.

No previous responses or submissions will be considered toward the consultation result. The initial joint letter or petition submission is used to indicate support to commence the process only. For a respondent's view on a proposal to be considered, they must respond to the consultation. This ensures that each respondent can prepare their response in private, without coercion or pressure.

Ward Councillors will be forwarded a copy of any letter to be distributed prior to the consultation occurring, so as they are familiar with the proposal.

### Decision to Abandon a Proposal

Where less than 30% of property occupiers have responded to a proposal the **Relevant Manager** is authorised to abandon the proposal if considered appropriate.

The following is also considered when making a decision to abandon the proposal:

- Any prior request for the report to be considered by Council or their delegate;
- The proportion of multi-unit dwellings in the street which may be considered to affect the response;
- The location of the responses received and whether the proposal should be modified to accommodate the location of the respondents;
- Any response received which should be considered in the decision to abandon; or
- Any other matters the **Relevant Manager** considers appropriate to consider in making a decision.

### Officer Authority to Approve a Proposal

Where the response rate to the consultation is more than 50% and more than 2/3 of respondents are unconditionally in favour of the proposal, the **Relevant Manager** is authorised to approve the proposal.

The following is also considered when making a decision to approve a proposal:

- Any prior request for the report to be considered by Council or their delegate;
- Any response received which may affect the decision to abandon; or
- Any other matters the **Relevant Manager** considers appropriate to take into account in making a decision.

### Reporting to Council or Director, Environment & Infrastructure for a Decision

Where the **Relevant Manager** is not authorised to determine a proposal, a report will be submitted to the Director, Environment & Infrastructure, or Council (if requested prior) for consideration in deciding.

The report will outline the:

- request received to install parking restrictions;
- nature of the problem identified;
- the proportions of parking in the street assessed as resident and non-local parking;

- details of the consultation undertaken;
- response received to the consultation including response rate, proportion in favour and opposed;
- comments received in response to the consultation; and
- Officers' recommendation based on their assessment of the parking issue and the consultation result.

In cases where there is one proposal being considered requiring a YES/NO response, Officers will:

- normally recommend proceeding with the proposal if the response rate is at least 30% or above and at least 60% of the responses are in favour; and,
- not recommend proceeding with the proposal if less than 50% are in favour.

In cases where more than one option is being consulted, Officers may recommend the most popular option if considered appropriate.

The Director, Environment & Infrastructure or the Council can determine the matter be reported however they wish.

### Notification

Following a decision, those previously consulted will be notified in writing of the outcome, typically in accordance with the text of the decision. Notification may occur at any time of year and is not constrained to the school term.

### Version History

Following

Version	Endorsed Date	Details
1.0	1 June 2020	Creation of <i>Parking Restrictions in Residential Streets – Procedure for Consultation and Assessment of Results</i> document.
2.0	<del>Tbc</del> 12 May 2023	Addition of online engagement (Connect Stonnington), absentee owners as stakeholders, clarification of how prior submissions are treated, and Parking Restriction Change Request form.

2 September 2022

Dear occupant

## HAVE YOUR SAY ON PROPOSED PARKING RESTRICTIONS IN YOUR STREET

I'm writing to you today to invite you to have your say on a proposal to introduce parking restrictions on the west side (the odd numbered properties) of Jordan Street, between High Street and Stanhope Street.

The proposal responds to resident concerns that the west side of the street is regularly occupied by all-day, non-resident parking, and that parking for residents is hard to find in the street. Officer observations and investigations have confirmed that there are limited opportunities to park in this section of Jordan Street during the day, due to high occupancy.

### About the proposed restrictions

To address community concerns, we're proposing 2-HOUR parking restrictions, from 9am to 6pm Monday to Friday on the west side of the street (odd numbered properties). Please turn overleaf to view the proposed parking plan.

The 2-HOUR restrictions provide a balance for residents and visitors - allowing for short-term visits without the need for a parking permit and discouraging parking for longer periods without a parking permit.

Eligible residents can apply for a residential parking permit to exempt them from the restrictions.

To help you better understand the proposed restrictions visit [connectstonnington.vic.gov.au/parkingjordan](https://connectstonnington.vic.gov.au/parkingjordan), where you will find more information about residential parking permits, and some things to consider for new parking restrictions.

### How to have your say

**Online:** Scan the QR-code or visit [connectstonnington.vic.gov.au/parkingjordan](https://connectstonnington.vic.gov.au/parkingjordan)

Please note: To ensure only occupiers of properties abutting Jordan Street answer the questionnaire, a password is required to access the webpage. **The password is:** jordanstreet

**In writing:** Email [council@stonnington.vic.gov.au](mailto:council@stonnington.vic.gov.au) or deliver to City of Stonnington Administration Centre, 311 Glenferrie Road, Malvern.

To make your views count, let us know what you think of the proposed change by **Friday 23 September 2022**.



### What happens to your feedback

At the close of consultation all feedback will be collated and considered to make a final decision. You will be notified by mail of the final outcome.

### More information

If you have any questions, would like more information, or need paper copies of the additional material, please contact Umesh Jegarajan on 8290 3203.

Yours sincerely



Jordan Allan

**ACTING TRAFFIC AND PARKING COORDINATOR**

cc: East Ward Councillors

Stonnington City Centre  
311 Glenferrie Road, Malvern

Stonnington Services and Visitor Hub  
Chatham Street, Prahran Square, Prahran

Stonnington Depot (Administration Building)  
293 Tooronga Road, Malvern

PO Box 58, Malvern Victoria 3144

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[stonnington.vic.gov.au](https://stonnington.vic.gov.au)

# JORDAN STREET (BETWEEN HIGH STREET AND STANHOPE STREET) 2-HOUR PARKING PROPOSAL

