

COUNCIL POLICY

**Policy Name**

Parking Priority Policy

Abstract

To ensure a balance between public safety, traffic flow and equitable access to available parking spaces and to provide guidance to all enforcement officers when carrying out their duties.

Dates	Policy or amendment approved	15 Apr 2009
	Policy or amendment takes effect	15 Apr 2009
	Policy is due for review (up to 4 years)	14 Apr 2013
Endorsed by	Council	
Approved by	Gunnedah Shire Council at its Ordinary Meeting held on 15 Apr 2009 Resolution number: 219.1	
Policy Custodian	Director Planning and Environmental Services	
Relevant to	Council	
Superseded Policies		
Related documents		
Related legislation		

POLICY STATEMENT

- To promote community awareness of responsible road use through education.
- To ensure that all users of the roads and road reserve areas have safe and equitable access.
- To ensure appropriate regulation of priority events.
- To provide a mechanism within Council that is procedurally fair, for the review of infringements.
- To ensure that all records and evidence relating to infringements, including photographic evidence is securely stored and managed in accordance with privacy and other legislative principles.

IMPLEMENTATION STANDARDS

Enforcement

- An authorised officer must hold the appropriate delegated authority under the Local Government Act 1993 to issue infringements for offences. Staff delegated to issue infringements are set out in Council’s Delegation Register.
- A random enforcement program shall be applied.
- Enforcement officers will issue an infringement notice where, in their opinion, there has been a breach of the relevant legislation.
- Major events and problem areas will be given highest enforcement priority.
- Parking offences are defined by the legislation and compliance is considered to be a primary responsibility of the drivers of motor vehicles however, officers are encouraged to assess each situation on its own merits in determining whether an infringement notice is issued.
- Wherever possible enforcement officers will obtain a digital photograph of the offence clearly showing such details as signs, registration details and vehicle position that may be relevant to the offence.
- All photographs taken may be used as evidence in a court of law and will be stored and handled in accordance with the Personal and Privacy Protection principles.

Procedural Fairness

- All written representations relating to parking infringements issued by council enforcement officers will be referred, in the first instance, to the State Debt Recovery Office for adjudication.
- Representations referred to Council by the State Debt Recovery Office for comment will be assessed by a panel consisting of the Director, Planning & Environment (or designated alternate) and the Manager Health and Building (or designated alternate).

Review Criteria

- Penalty will be upheld unless extenuating or unforeseen circumstances are evident.
- Where parking regulations (restrictions) are demonstrated to be inappropriate the matter or issue will be referred to Council’s Traffic Committee for review.

Education

- Education of the public on parking standards shall be delivered through Council’s newspaper page, letterbox delivery and the electronic media, as required, to develop responsible parking attitudes and awareness in the community.

Version Control and change history

Date	Version	Approved by & Resolution No.	Amendment
15 Apr 2009	1	Council Meeting 15 Apr 2009 Resolution 219.1	