Procedure 4.03.1 Parking Enforcement Guidelines

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Introduction
This Guideline has been developed to ensure that Council manages its parking enforcement activities in a consistent, transparent, accountable and unbiased manner to achieve a balance between public safety, traffic flow and equitable access to available parking spaces. It is based on the findings of the NSW Department Local Government Review of Council Parking Enforcement (2008).

Background
Council has a regulatory obligation to enforce parking related legislation to manage public safety and traffic flow. Council does not have the power to set parking fine penalties. Parking fines are set by legislation and fines are collected by the State Debt Recovery Office. In 2006 the Minister for Local Government advised all NSW General Managers that the routine issuing of warnings for parking offences is unacceptable and contrary to the objectives of pedestrian safety.

Council is required to set traffic management and parking restrictions. This is accomplished through an independent process via the Local Traffic Committee. The Roads and Maritime Authority administers the relevant legislation that underpins this process and produces mandatory guidelines that Council must consider in setting parking restrictions.

Council’s Ranger Team regulates parking restrictions and issue Penalty Infringement Notices (PINs) for any breaches. This occurs in compliance with Council’s Compliance and Enforcement Policy and Guidelines.

Council has negotiated a Service Level Agreement with the NSW State Debt Recovery Office (SDRO). This agreement provides Council with the Premium Service for manually issued PIN’s. A copy of the Service Level Agreement with the SDRO can be located in TRIM.

The agreement provides for any representations made with respect a PIN issued by an authorised Council Officer to be made direct to the SDRO. Determinations regarding any representations or requests to waive PIN’s are also made by SDRO (not by Council) though the SDRO may consult Council prior to making their determination.

Council’s Community Safety & Compliance Team oversees all PIN handbooks in a secure fashion in accordance with government storage and reporting requirements.

Parking priorities
Parking regulation priorities have been generally established in the major towns and busier coastal areas of the Shire where seasonal demand for parking can be very high. This includes the public and Council free parking areas established in Bega, Merimbula, Pambula, Eden and Bermagui.

The supply of parking spaces throughout the Shire is limited and a reasonable turnover of the available parking spaces is a sound method to ensure that equitable access to those parking spaces is maintained.

Parking regulation in the Shire is undertaken by the multi-tasked Community Safety & Compliance team as required and as competing demands permit. All penalty notices issued are issued manually and breaches are recorded using overt or open investigations and patrols. There are no parking meters in the Shire.

Signage Audit
Regular auditing of the adequacy of on street and Council free carparking area signage is undertaken by Council’s Ranger team with Roads assets staff. This audit is documented and registered in Content Manager by the Assets staff and recommends improvements / maintenance of carparking signage to the Director of Assets & Operations.
Enforcement

1. Penalty Infringement Notices (PINs) are to be issued for all established parking offences. The issue of the PIN shall be in accordance with the process outlined council’s Penalty Infringement Notice procedures.

2. All evidence and any statements from any party associated with the alleged parking offence are to be collated by Council’s Community Safety & Compliance Team and recorded in Content Manager.