

Program:	Transport and Drainage Infrastructure Planning
Date of Adoption:	24 November 2021
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1.0 Scope

To define Mackay Regional Council's (MRC) policy in relation to the provision and operation of on-street and off-street parking facilities and associated infrastructure around Educational establishments, including but not limited to, additional car parking, drop off and pick up zones, or similar infrastructure or traffic arrangements.

2.0 Objective

MRC receives requests for the provision of road-based infrastructure within the road reserve around and adjacent to Educational Establishments within the MRC area. Sometimes, provision of such infrastructure is not Council's responsibility and detrimentally impacts traffic flows.

The purpose of the Policy is to set out guidelines for those requests in relation to applications & requests related to road reserve areas under MRC's management.

All requests for new or improved facilities and associated infrastructure within a road reserve under the jurisdiction of the Department of Transport and Main Roads (DTMR) will be forwarded directly to DTMR for consideration.

3.0 Reference

- DTMR – *Planning for Safe Transport Infrastructure at Schools* – March 2018
- *MOU Qld Govt/LGAQ -Guidelines on Arrangements for Infrastructure External to State Government Sites and Non-State Schools* – Dec 1997
- DTMR - Manual of Uniform Traffic Control Devices (MUTCD)
- DTMR - Traffic and Road Use Management Manual (TRUM)
- Australian Standards – AS1742 – Manual of uniform traffic control devices Set
- Australian Standards - AS/NZS 2890 Parking Facilities Set
- Ausroads – Guide to Road Safety Set
- Ausroads – Guide to Traffic Management Set

4.0 Definitions

To assist in interpretation the following definitions shall apply:

MRC shall mean Mackay Regional Council.

DTMR shall mean the Department of Transport and Main Roads.

Road Reserve is a legally described area within which facilities such as roads, footpaths, and associated features may be constructed for public travel. It is the total area between boundaries shown on a cadastral plan.

Educational Establishments means public or private schools, kindergartens, day-care centres, colleges and universities

5.0 Policy Statement

5.1 General

MRC via a memorandum of understanding signed in 1997 has obligations to the State Government to provide infrastructure for new Educational Establishments external to the school site in accordance with the established cost breakdown in this document.

However, MRC has had numerous approaches to provide additional infrastructure at existing Educational Establishments generated by changed expectations of parents and or intensification of development on the education site.

In most cases no representations have been made to the Department of Education or the Private School involved, and some expectation exists that MRC will provide such infrastructure. Ongoing complaints and representations to Councillor's result.

Given that the request for infrastructure are effectively purely driven by needs of the Educational Establishment, it is considered that the responsibility for such infrastructure provision should not lie with MRC

5.2 Principles

MRC expects that Educational Establishments will exercise a duty of care to staff, patrons, visitors, the general public and students by:-

- Engaging MRC and the community when developing plans for new Educational Establishments or the re-development of Educational Establishments, seeking to mitigate the affect the new facilities will have on traffic movements and parking within the road reserve.
- Providing onsite parking spaces as outlined in DTMR's *Planning for Safe Transport Infrastructure at Schools* within the Educational Establishment grounds, using approved entry and exit points to the road reserve.
- Developing and implementing *school policies in relation to the expected behaviours for drivers and pedestrians for parking and during student drop-off and pick-up* a Car Parking, Drop Off and Pick Up Operation and Supervision Policy (funded and implemented by the school).
- Creating and implementing plans and education programs about traffic movement and parking procedures around the school including educating students and their parents and carers on safe school travel & parking.

- Actively and regularly promoting walking, cycling and the use of public transport for all members of the school community.
- Notifying parents of any parking issues via school newsletters.
- Advocating the following suggestions to parents and carers to help reduce traffic congestion:-
 - Car pool.
 - Use public transport.
 - Have their child ride their bike or walk to school.
 - Having agreed pick up times with children.
 - Drop off and pick up children at an alternate time to avoid peak time congestion and problematic traffic manoeuvres.
 - Pick children up at alternate times to avoid peaks.
 - Park nearby and walk a short distance to the school.
 - Minimising the time vehicles need to wait.
 - Adhere to signage and line marking at all times, such as yellow line marking, timed parking such as Stop Drop & Go.
 - Not park in front of resident's driveways, footpaths or double park.
 - Slow down around school and be aware.

Prior to seeking MRC's assistance with addressing parking related issues in the road reserve, the Educational Establishment must provide documented evidence that they have:-

- i. Actively promoted active transport (walking, cycling and public transport) and sustainable transport options to its students, parents, carers and staff.
- ii. Promoted different arrival and departure times, where practical.
- iii. Shared use of facilities and ovals with the general community during drop off and pick up peak times.
- iv. Developed and implemented a strategy to manage the school's parking and traffic requirements within the school grounds and road reserve.
- v. Actively policed and monitored the traffic behaviour during the peak times of drop off and pick up of students.
- vi. Complied and/or followed with all previous Development Approval conditions related to parking (if applicable).
- vii. Developed on site facilities to the required capacity as indicated in DTMR's *Planning for Safe Transport Infrastructure at Schools*.
- viii. *Provided a summary report/statement about the effectiveness of the above requirements, identifying the reasons why infrastructure is still requested for the Educational Establishment*

Once MRC is satisfied that the Educational Establishment has addressed items (i) to (vii) above, MRC will (at its cost):-

- Assist the Educational Establishment to investigate alternative car parking arrangements.
- **May** consider carrying out modifications and/or additions to road facilities and associated infrastructure that MRC deems necessary to encourage responsible road user behaviour and improved parking performance.
- Consider implementing timed parking around Educational Establishments to discourage all day parking by staff, parents and students.
- Patrol the area on a regular basis and issue infringements for any illegal parking.

6.0 Funding

Notwithstanding, the principles stated in this Policy, MRC's general position is, within:-

- MRC Road Reserve - For existing Educational Establishments new, improved or maintenance of parking facilities and associated infrastructure within the MRC road reserve will be fully funded by MRC subject to budget approval.
- DTMR Road Reserve - New, improved or maintenance of parking facilities and associated infrastructure within the DTMR road reserve will be fully funded by the State Government subject to their consideration and budget approval.

Educational Establishment Grounds - New, improved or maintenance of parking facilities within the Educational Establishment's grounds will be fully funded by the Educational Establishment (this may be Education Queensland and/or a private schools' own funds).

7.0 Complaints

Any complaints in relation to this service will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to

Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following Council Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

8.0 Review of Policy

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.