



PARKING MANAGEMENT PLAN

Dated 22 January 2020

For

PROPOSED CHANGE OF USE AND ALTERATION FROM COMMERCIAL TO PLACE OF WORSHIP WITH CLASSROOMS

**Address: LOT 2 (UNIT 2/106) ROBINSON AVENUE,
BELMONT WA**

Rev - 2

City of Belmont
RECEIVED 30/01/2020
Application No: 100/2019

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1.0 INTRODUCTION

Hope Perth Christian Church are the prospective owners of Lot 2 (Unit 2/106) Robinson Avenue, Belmont (herein referred to as '*the site*'). The prospective owners are proposing a Change of Use and Alteration of the site from Commercial to a Place of Worship with Classrooms. This Place of Worship will be supported and operated by Hope Perth Christian Church's administration.

1.1 Purpose

The purpose of this Parking Management Plan (PMP) is to detail how Hope Perth Christian Church (*the Prospective Owner*) manages traffic risks associated with pedestrians, vehicle traffic and parking within and around the site.

1.2 Scope

This PMP applies to all staff, members and visitors of Hope Perth Christian Church that enters the site. The requirements of this PMP shall be complied with 24 hours a day, every day of the year.

1.3 Traffic Management Objectives

The primary objectives of this Parking Management Plan are to:

- To ensure the staff, members & visitors of Hope Perth Christian Church use the allocated car parking bays;
- Provide for a safe environment for all road users, pedestrians and cyclists;
- Provide protection to staff, members & visitors of Hope Perth Christian Church, and the general public from traffic hazards that may arise as a result of entering the site;
- Minimise the disruption, congestion and delays to all road users;
- To ensure network performance is maintained at an acceptable level throughout the duration of the use of the site;
- Ensure access to adjacent commercial premises is maintained during peak operation;
- To minimise adverse impacts of the site's operation on users of the roads, adjacent properties, facilities and business owners/operators.
- To detail how ongoing compliance with the Parking Management Plan will be achieved and maintained.

1.4 Responsibilities

Hope Perth Christian Church will ensure no disruption to the *neighbouring occupants and will take the utmost care to prevent the risk of injury and/or property damage to staff, members, visitors, traffic management personnel, road users and members of the public.

**Neighbouring occupants:*

Unit 1/106 – Process 26; Unit 3/106 – Action Wholesale; Unit 4/106 – Vacant; Unit 5/106 – Australian Family Association; Unit 6/106 – Billy's Day Care for Dogs; Suite 1/110 – Aglime

of Australia; Suite 2/110 – Dolphin Café; Suite 3 & 5/110 – One Financial Wealth Group; Suite 4 & 6/110 – Asset Management Group and 92 Robinson Ave – Toll Fast.

This PMP is to be implemented by Hope Perth Christian Church during the operation of the site. All necessary signs and traffic control devices at the site will be installed and maintained to direct and regulate traffic movements around the site and ensure that adverse impacts associated with the operation of the site are kept to a minimum. The prospective owner will ensure all traffic management personnel are fully aware of their responsibilities, appropriately trained, and received sufficient instruction to ensure the safe conduct of their activities.

1.5 Definitions

The Owner	Hope Perth Christian Church
The Site	Lot 2 (Unit 2/106) Robinson Avenue, Belmont
Event	Activities that are hosted within the site including Church Services and Special Events
PMP	Parking Management Plan
TFD	Traffic Flow Diagram

2.0 SITE INFORMATION

2.1 Site Location

The site is a street frontage lot facing towards Robinson Avenue and is directly surrounded by commercial tenancies as part of a 6 unit commercial building strata complex. The strata complex lot itself is surrounded by a variety of commercial, light industrial and mixed business.



Figure 1 - Site Location

2.2 Existing Parking Facilities

The strata complex accommodates a total of 48 car parking bays. Specific bays are allocated to each tenancy on the strata plan and on site. Unit 2/106 Robinson Avenue (the subject site) is allocated a total of 8 bays on the strata plan and on site.

There are 48 existing on-street parking bay along Robinson Avenue between Esther Street and Alexander Road. There is also a City of Belmont car parking bay at the junction of Esther Street and Robinson Avenue that accommodates 16 car parking bays.

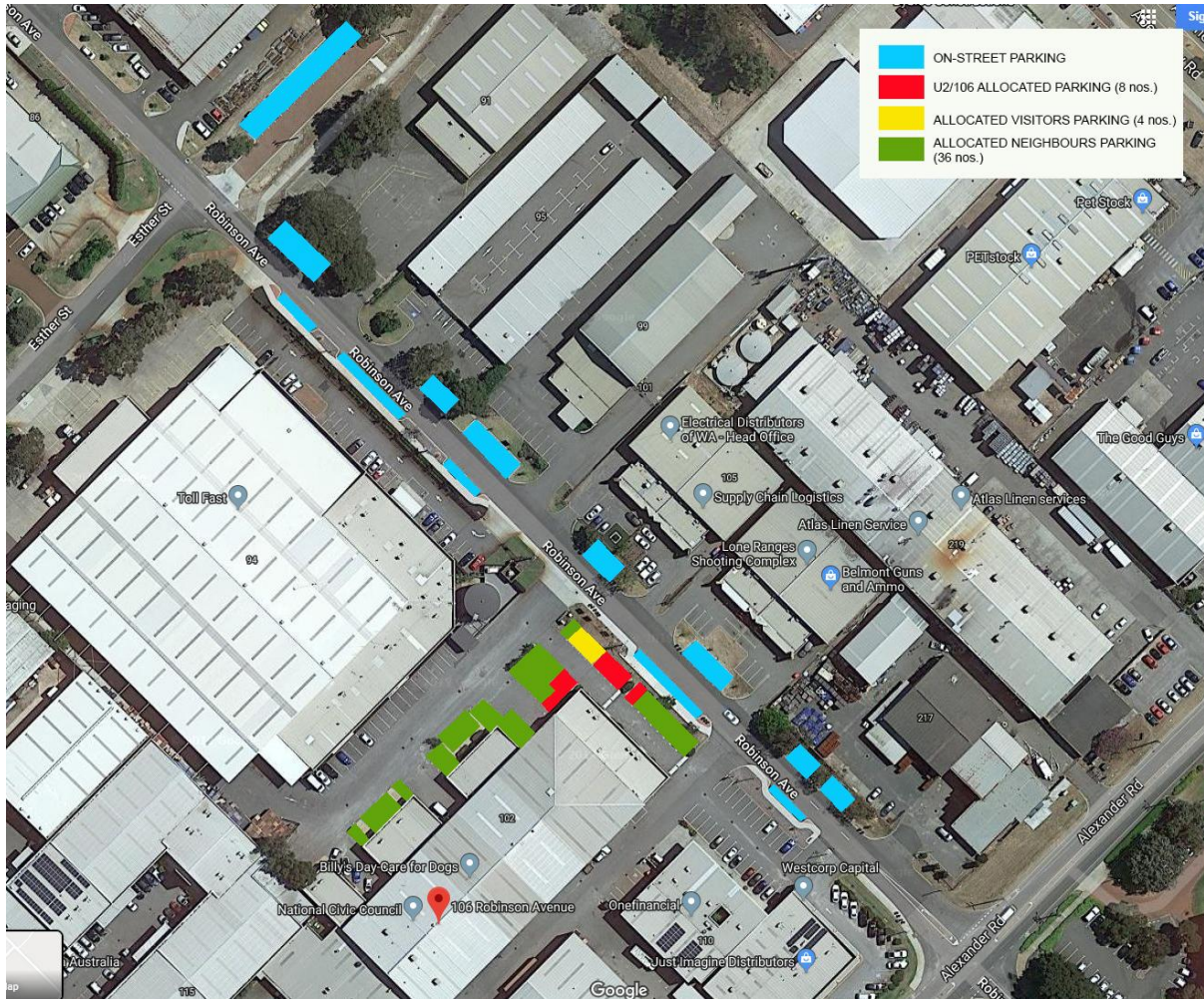


Figure 2 - Existing Parking Facilities

2.3 Hours of Operation

Regular hours of operation and numbers of people using the space

Room	Number of people					
	Monday (630am – 1030pm)	Tuesday (630am – 1030pm)	Wednesday (630am – 1030pm)	Friday (630am – 1030pm)	Saturday (8am – 1030pm)	Sunday (8am – 1030pm)
Type of Activities	Planning/ Meeting	Prayer /Meeting	Student Life Groups	Life Groups or Special Event	Training Session or Special Event	Sunday Service or Special Event
Estimate numbers of people at any one time	32ppl	32ppl and 60ppl (5:30pm – 10:30pm) 32 +28 ppl (8 cpb + 7 on-street parking)	32ppl and 60ppl (5:30pm – 10:30pm) 32 + 28 ppl (8 cpb + 7 on-street parking)	32ppl or 172ppl (5:30pm - 10:30pm)	172ppl	172ppl

3.0 PARKING AND TRAFFIC MANAGEMENT

3.1 Drop-Off Area

The driveway in front of 2/106 entrance may be used to drop off the elderly or families with young children during inclement weather. Drivers must stay with their vehicles at all times. Vehicles may not park in the driveway area except when waiting during special events as needed (e.g. weddings & funerals), and shall not restrict traffic flow. Traffic Management personnel will monitor any vehicle idling occurring within the driveway and ensure smooth traffic flow.

3.2 Weekday Parking

The church shall only use the 8 on-site car parking bays that allocated within the site to allow the adjacent commercial tenancy areas to operate without the undue church operating traffic or pedestrian access.

3.3 Weekday Evening Parking

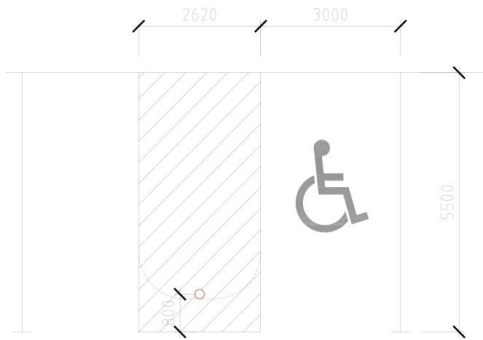
The church is permitted to use the on-street car parking bays on weekday evenings , outside of business hours (9am – 5pm).

3.4 Weekend Parking

During weekend operation, the owner shall use the 8 car parking bays that allocated within the site and an additional 35 on-street car parking bays along Robinson Avenue. Traffic management personnel will direct and regulate traffic movements within and around the site (According to the Traffic Flow Diagram) to ensure that adverse impacts associated with the operation of the site are kept to a minimum. The Traffic Controller (TC) shall be position according to the TFD. During operation, traffic will be directed as one way along the driveway. When on-site car park is unavailable, Traffic Controller shall direct vehicles to on-street car park.

3.5 Disabled Parking

One disabled parking is allocated to the site and shall be taken from the 8 allocated on-site car parking bays. This is clearly marked in accordance with the Australian Standards. Use of these parking spots is unacceptable without a disability permit or without prior approval from the owner under exceptional circumstances.



3.6 Street Parking

Of the 48 on-street parking bays along Robinson Avenue between Esther Street and Alexander Road, 35 on-street car parking bays are available for use for the church during the weekend operations, special events and after business hours.

3.7 Special Event Parking

During special events (eg. weddings & funerals), the owner shall use the 8 car parking bays that allocated within the site and an additional 35 on-street car parking bays along Robinson Avenue. Traffic management personnel will direct and regulate traffic movements within and around the site to ensure that adverse impacts associated with the operation of the site are kept to a minimum. The Traffic Controller (TC) shall be position according to the TFD. During operation, traffic will be directed as one way along the driveway. When on-site car park is unavailable, Traffic Controller shall direct vehicles to on-street car park (according to the TFD).

3.8 Bicycle Parking

2 bicycle parking bays will be provided within the site for 172 people (based on typical 1:100 people requirement). (Location shown in TFD)

4.0 TRAFFIC MANAGEMENT PERSONNEL

Hope Perth Christian Church will provide traffic management personnel to ensure the adverse impacts of traffic movements within and around the site are kept to a minimum during its operation. These personnel will be volunteers within the church.

The owner will ensure all traffic personnel are fully aware of their responsibilities, appropriately trained, and received sufficient instruction to ensure the safe conduct of their activities.

4.1 Traffic Manager

Traffic managers shall be appointed by the owner to implement, manage and ensure the traffic management devices are set out in accordance with the PMP. These traffic managers shall assume the following responsibilities:

- Ensure all traffic control measures for this PMP are in place and maintained in accordance with this PMP.
- Ensure suitable communication and consultation with the adjacent commercial premises is maintained at all times.
- Ensure inspections of the traffic control devices are undertaken in accordance with the PMP, and results recorded. Any variations shall be detailed together with reasons.
- Render assistance to staff, members, visitors of Hope Perth Christian Church, and road users when incidents arising out of the site's operation affect the network performance or the safety of road users and event participants.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the PMP.
- Arrange and/or undertake any necessary audits and incident investigations.
- Ensure traffic personnel are fully aware of their responsibilities, appropriately trained, and received sufficient instruction to ensure the safe conduct of their activities.
- Instruct traffic personnel on the relevant safety standards, including the correct wearing of high visibility safety vests, and other equipment as required.

4.2 Traffic Controllers/ Parking Marshalls

Traffic Controllers/ Parking Marshalls shall be used to control road users to avoid conflict with the site's operation, traffic and pedestrians, and to stop and direct traffic in emergency situations, where necessary. Traffic Controllers/Parking Marshalls shall:

- Correctly wear high visibility vests, in addition to other protective equipment required (e.g. footwear, sun protection etc.), at all times whilst operating at the site.
- Use walkie-talkies to ensure clear communication amongst the team; and traffic batons when necessary.
- Aware of their responsibilities, appropriately trained, and received sufficient instruction to ensure the safe conduct of their activities.
- Comply with the requirements of the PMP and ensure no activity is undertaken that will endanger the safety of other event personnel, event participants or the general public.
- Enter and leave the event site by approved routes and in accordance with safe practices.
- Shall be present and ready to operate approximately 30 minutes before the start of an event (including church services and special events) and shall be ready to operate after an event, when necessary.
- There will be minimum 3 volunteers available for weekend services/special events..
- The church will also provide 3 volunteers for evening activities.

5.0 COMMUNICATION

Hope Perth Christian Church will provide the appropriate level of communication to traffic management personnel, members of Hope Perth Christian Church and the surrounding commercial premises to ensure the PMP is implemented appropriately and effectively.

5.1 Traffic Management Personnel

The owner will ensure all traffic management personnel are fully aware of their responsibilities, appropriately trained, and received sufficient instruction to ensure the safe conduct of their activities in accordance to this PMP prior to their operation on the site.

5.2 Church Members

Church members shall be sufficiently briefed on the parking arrangements of the weekdays and weekend as stated on this PMP prior moving into the site.

Members shall be informed of the parking arrangements prior to any special events. The church members will be brief through the monthly newsletter that show a map/plan of acceptable parking locations. There will be notices announced during services to make sure this is clearly communicated. The car parking map will be screen during the announcement.

The church members will be notified of who the Traffic Manager if they have any concerns or questions. The Traffic Manager shall prepare a roster with available church volunteers for the Traffic Management Team.

5.3 Public Notifications

When necessary, the owner will ensure that the surrounding commercial premises are notified of any special events that may impact the traffic condition of the area.

6.0 IMPLEMENTATION

6.1 Traffic Flow Diagrams

The Traffic Flow Diagram (TFD) outlined in *Appendix A* shall be implemented approximately 30 minutes before the start of an event (including church services and special events).

6.2 Traffic Flow Furniture

Signs and Road Markings

Signs and road markings are to be:

- Erected in accordance with the locations shown in the TFD;
- Properly displayed and securely mounted;
- Do not become a possible hazard to event participants or vehicles;
- Do not deflect traffic into an undesirable path;
- Appropriately maintained, inspected and repaired or replaced when necessary.

Delineation

Where necessary, traffic cones shall be used in situations requiring advance warning of hazards or dangers, or the prevention of traffic.

6.3 Incident and Accident Procedure

In the event of an incident or accident, traffic shall be stopped as necessary to avoid further deterioration of the situation. First Aid shall be administered as necessary, and medical assistance shall be called for if required. For life threatening injuries an ambulance shall be called on telephone number 000. The Police shall also be called on 000 for traffic accidents where life threatening injuries are apparent. Any traffic crash resulting in non-life threatening injury shall immediately be reported to the WA Police Service on 131 444.

Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved to the verge as soon as possible after details of the crash locations have been gathered and noted. Where necessary to maintain traffic flow, vehicles shall be temporarily moved providing there is no risk to vehicles and their occupants or event attendees. Suitable recovery systems shall be used to facilitate prompt removal of broken down or crashed vehicles. Assistance shall be rendered to ensure the impact of the incident on the network is minimised.

7.0 MONITORING, MEASUREMENT AND REVIEW

Hope Perth Christian Church will ensure the Parking Management Plan is implemented and evaluated for effectiveness. Consistent monitoring and review is required as part of a continuous improvement approach to ensure the PMP's continuing suitability, adequacy and effectiveness.

7.1 Inspections and Record Keeping

Inspections shall be undertaken as required.

A record of the inspections should be kept indicating:

- Conditions and effectiveness of the Traffic Flow Furniture;
- When changes to controls occurred and why the changes were undertaken;
- Any significant incidents or observations associated with the traffic controls and their impacts on road users or adjacent properties.

Where significant changes to the traffic environment or adverse impacts are observed, the controls should be reviewed as a matter of urgency. All variations to the PMP/TFD, incidents and accidents shall be recorded.

7.2 Feedback

All comments and complaints regarding the management, implementation and operation of the PMP shall be recorded and to be used during the PMP Review. All feedback that is a matter of urgency should be immediately reviewed and implemented as a variation to the PMP/TFD.

7.3 PMP Review

A review of the PMP shall be undertaken by the owner as required. The owner will review the PMP taking into consideration:

- The records of inspections;
- The records on incidents, injuries, hazards and near misses;
- Feedback from the road users, neighbours, existing and former traffic management personnel;
- Variations to the PMP/TFD to the date of the review.
- Hope Perth Christian Church acknowledges that Council will review the Parking Management Plan within the first six months of the operation, to address any relevant issues raised.

7.4 Register

A Register of any complaints and issues will be kept by Hope Perth Christian Church. The Maintenance Register shall record details of the time taken to response to issues and any associated measures undertaken to address them.

This register will be made available upon request at any time by the City of Belmont.

8.0 Contact Details

The appointed Traffic Manager is as follows.

Name: Ms. Pey Bin Ho

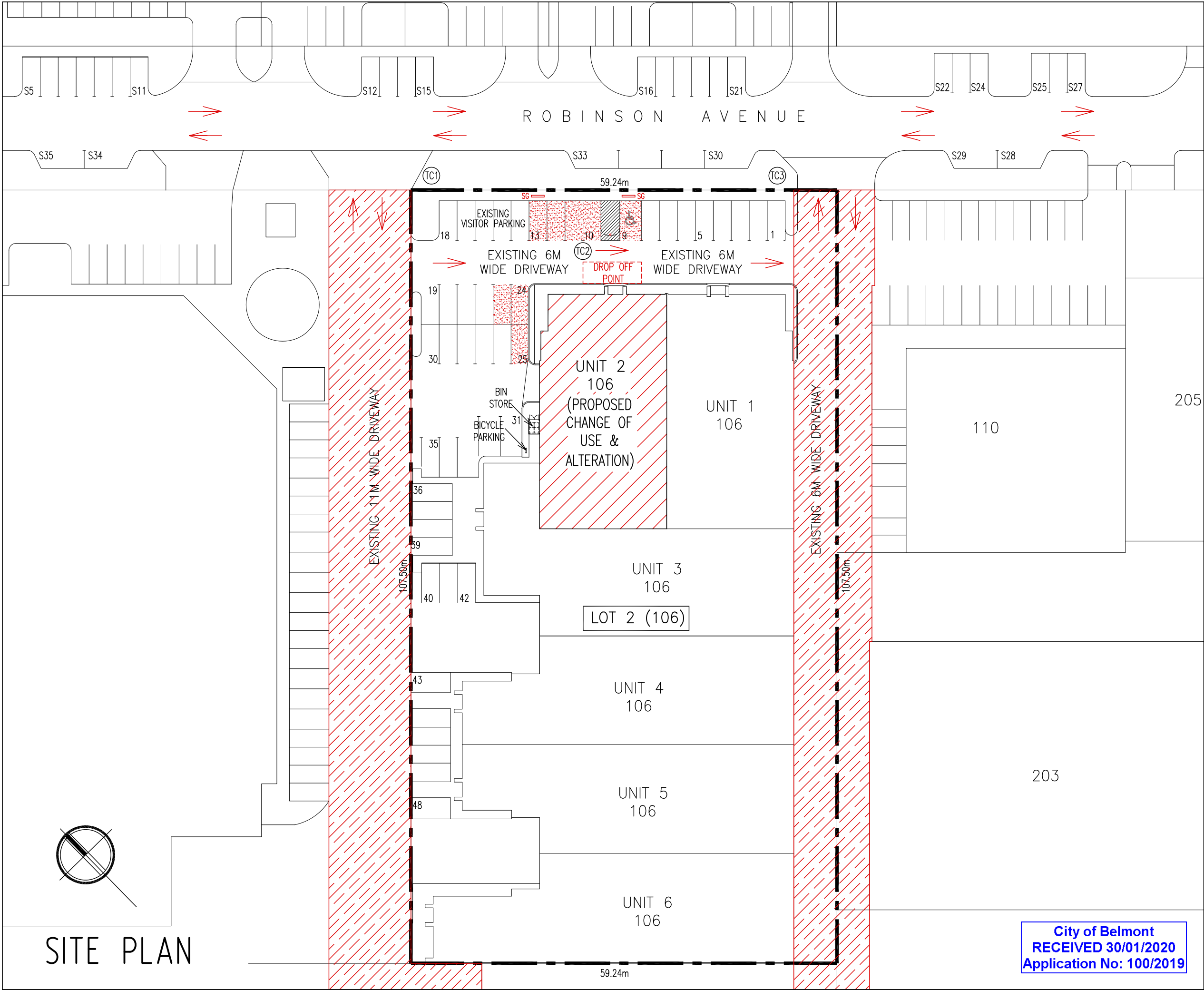
Mobile: 0430 342 055

Email: hopeybin@gmail.com

Hope Perth Christian Church will mail a copy of this PMP to all tenants/business/property owners in the streetblock between Esther Street and Alexander Rd, so if there are any concerns raised, they can directly approach you guys to resolve any matters.

APPENDIX A

Traffic Flow Diagram (TFD)



STATUS

DA

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TC1

TRAFFIC CONTROLLER

EXISTING RIGHTS OF ACCESS EASEMENT

SG

SIGNAGE ALLOCATED CAR PARKING BAYS

ALLOCATED CAR PARKING BAYS (8nos.)

ALL MEASUREMENTS MUST BE CHECKED INCONJUNCTION WITH EXISTING BUILDING ON SITE.

DATE	AMENDMENTS	INITIALS

PROJECT

205

PROPOSED CHANGE OF USE AND ALTERATION FROM COMMERCIAL TO PLACE OF WORSHIP WITH CLASSROOMS ON LOT 2 (UNIT 2, 106) ROBINSON AVENUE, BELMONT WA.

FOR HOPE OF GOD PERTH INC.

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DESCRIPTION OF DRAWING

SITE PLAN - TRAFFIC FLOW DIAGRAM

DATE	SCALE
28.02.2019	1:500@A3
DRAWN BY	CHECKED BY
WLT	LT
DRAWING NO.	REVISION
19101-A1.1	B

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