

**TITLE****Byford Train Station public area proposed parking restrictions****PART 1****Purpose of engagement:**

To advise local businesses and residents of the proposed parking restrictions surrounding the Byford Train Station area.

To gain feedback on the proposed restrictions.

To gain public and business concerns around Byford Train Station commuters parking within the Shire.

**Background:**

The Shire is proposing 4 hour parking restrictions within the business area Surrounding the Byford Train Station.

The 4 hour parking would deter train commuters parking within the thoroughfare parking locations and promote usage of the Perth Transit Authority(PTA) parking locations.

There is a perception that commuters may avoid using the PTA carpark as there will be a fee to park within the station.

At this stage, no restrictions are proposed in surrounding residential streets, though submissions are requested on this question also.

**Summary of project/proposal:**

The proposed plan is going to council for consideration on completing a community consultation process on the proposed parking restrictions. Scheduled for November OCM.

**What do you want to achieve from the community engagement?**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Gathering information                     | <input type="checkbox"/> Validating research/data               |
| <input type="checkbox"/> Obtaining local knowledge                            | <input type="checkbox"/> Seeking guidance/direction             |
| <input checked="" type="checkbox"/> Obtaining feedback on activity/proposal   | <input checked="" type="checkbox"/> Educating community members |
| <input checked="" type="checkbox"/> Obtaining feedback on draft plan/document | <input type="checkbox"/> Other                                  |
| <input type="checkbox"/> Identifying need(s)                                  | .....   |
| <input type="checkbox"/> Exploring values and trade-offs                      |   |

**What is the relevant legislation to take into account?**

Shire Parking and Parking Facilities Local Law

**Key messages to the community:**

- The Shire is proposing to implement 4 hour parking restrictions within the George Street business area

**Contact Us****Enquiries**

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

**In Person**

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)



Continued

in close proximity to the Byford Train Station.

- The Shire is seeking feedback on these proposed restrictions from businesses and residents.
- The Shire is seeking feedback from the public around train commuters parking concerns.
- The Shire is seeking feedback from nearby residents, for example within Byford Central and the Old Quarter of Byford, to whether any parking concerns are held in respect of residential streets.

#### Target/stakeholder groups

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> General community/residents/ratepayers | <input checked="" type="checkbox"/> Local businesses            |
| <input type="checkbox"/> Young people                                      | <input type="checkbox"/> Industry groups/peak bodies            |
| <input type="checkbox"/> Seniors   | <input type="checkbox"/> Local schools/educational institutions |
| <input type="checkbox"/> Community groups/sporting clubs                   | <input type="checkbox"/> Media                                  |
| <input type="checkbox"/> Faith/religious groups                            | <input type="checkbox"/> Other local governments                |
| <input type="checkbox"/> Environmental/friends' groups                     | <input type="checkbox"/> State government(s)                    |
| <input checked="" type="checkbox"/> Resident/ratepayer groups              | <input type="checkbox"/> Federal government                     |
| <input type="checkbox"/> Parents' groups                                   | <input type="checkbox"/> Parliamentarians/politicians           |
| <input type="checkbox"/> Culturally and linguistically diverse people      | <input type="checkbox"/> Shire Elected Members                  |
| <input type="checkbox"/> People with disability                            | <input type="checkbox"/> Shire Executive                        |
| <input type="checkbox"/> Aboriginal and Torres Strait Islander people      | <input type="checkbox"/> Shire staff                            |

#### Specific stakeholders:

All businesses on or adjacent to George Street.

#### Areas/location are to be targeted as part of the engagement:

- |  |                                     |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Issue specific – not location targeted                                       | <input type="checkbox"/> Jarrahdale |
| <input type="checkbox"/> Whole of Shire  | <input type="checkbox"/> Karrakup   |
| <input type="checkbox"/> <Insert number> metres radius   | <input type="checkbox"/> Keysbrook  |
| <input checked="" type="checkbox"/> Other  | <input type="checkbox"/> Mardella   |
| <b>Ensure letter sent to all business owners and property owners on streets where restrictions are proposed.</b> | <input type="checkbox"/> Mundijong  |
| <input checked="" type="checkbox"/> Byford   | <input type="checkbox"/> Oakford    |
| <input type="checkbox"/> Cardup  | <input type="checkbox"/> Oldbury    |
| <input type="checkbox"/> Darling Downs   | <input type="checkbox"/> Serpentine |
| <input type="checkbox"/> Hopeland  | <input type="checkbox"/> Whitby     |

#### Expected/desired number of participants

- |  |                                     |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> < 50 | <input type="checkbox"/> 201 – 500  |
| <input type="checkbox"/> 50 – 100        | <input type="checkbox"/> 501 -1,000 |
| <input type="checkbox"/> 101 – 200       | <input type="checkbox"/> >1,000     |

#### Budget for engagement

\$Nil. "Your Say SJ" and Facebook post required. Letters required to be written and posted. Can be met within current budget.

#### Planned start and end dates:

Start: February 2024  
End: March 2024



Continued

**Engagement methods**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Focus group</li> <li><input type="checkbox"/> Forums/workshop</li> <li><input type="checkbox"/> Hardcopy questionnaire</li> <li><input checked="" type="checkbox"/> Online questionnaire</li> <li><input type="checkbox"/> Interactive display board</li> <li><input type="checkbox"/> Public open house</li> <li><input type="checkbox"/> Door knocking</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interview</li> <li><input type="checkbox"/> Popup at venue or event</li> <li><input type="checkbox"/> Meeting</li> <li><input type="checkbox"/> Working group</li> <li><input type="checkbox"/> Feedback form</li> <li><input checked="" type="checkbox"/> Letter box (<b>Ensure letter sent to all business owners and property owners on streets where restrictions are proposed</b>)</li> <li><input type="checkbox"/> Other</li> <li>.....</li> </ul>
---	---

**Description of above methods:**

Your Say SJ  
 Facebook  
 Letters to businesses

**Valid responses (if relevant)**

For a response to be valid, the respondent must: N/A  
 The Shire **<will>** accept anonymous responses.

**Multiple/duplicate responses (if relevant)**

The Shire will only accept:  
 One response per person

**Communication methods**

<p><b>Direct communication</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input checked="" type="checkbox"/> Letter</li> <li><input type="checkbox"/> Meeting/face-to-face</li> <li><input type="checkbox"/> Telephone call</li> </ul> <p><b>Print communication</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brochure</li> <li><input type="checkbox"/> Flyer</li> <li><input type="checkbox"/> FAQs</li> <li><input type="checkbox"/> Scarp Voice (monthly newsletter in The Examiner newspaper)</li> <li><input type="checkbox"/> Media Release</li> <li><input type="checkbox"/> Newspaper advert</li> <li><input type="checkbox"/> Poster</li> <li><input type="checkbox"/> Public Notice</li> </ul>	<p><b>Online communication</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> SJ Matters (monthly Shire eNewsletter)</li> <li><input checked="" type="checkbox"/> Facebook post</li> <li><input type="checkbox"/> Facebook advertisement</li> <li><input type="checkbox"/> Google advertising</li> <li><input type="checkbox"/> Twitter post</li> <li><input type="checkbox"/> LinkedIn post</li> <li><input checked="" type="checkbox"/> Your Say SJ project page</li> <li><input type="checkbox"/> Website (homepage banner)</li> </ul>	<p><b>Electronic communication</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Television advertisement</li> <li><input type="checkbox"/> Radio advertisement (Heritage FM)</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bus stop advertising</li> <li><input type="checkbox"/> On site meeting/listening post</li> <li><input type="checkbox"/> Shopping centre pop up</li> <li><input type="checkbox"/> Special event/launch</li> <li><input type="checkbox"/> Signage</li> <li><input type="checkbox"/> Other</li> <li>.....</li> </ul>
---	---	--



Continued

### Byford Train Station public area proposed parking restrictions - Engagement Schedule

#	Activity	Outcome / detailed description	Target stakeholder	Key dates	Notes	Responsibility	Output / record
<b>2. Engagement Plan Activities</b>							
2.1	Your Say SJ page published			February		JR	
2.2	Letter mail merge to property owners and businesses along streets proposed for time limitations	Provide form for feedback		February		TV	
2.3	Facebook post			February		JR	
2.4	Friday Facts			February		TV	
2.5	Inform staff of project and encourage to share			February		TV	
2.6	Close feedback			March		JR	

### Evaluation and reporting of engagement outcomes

Outcomes from the engagement will be analysed and reported to the community via a Community Engagement Outcomes Report. The report will be uploaded to the project page on 'Your Say SJ'.



Continued

---

Approval	
Manager <Darren Kane>	Date
Director <Andrew Trosic> (if applicable)	Date
Chief Executive Officer (if applicable)	Date



Continued

## **PART 2**

Please complete the following template for an Engagement Project page to be created on our Engagement Platform – Your Say SJ.

If you need any assistance or have any questions when completing this template, please contact a member of the Communications Team.

<p><b>Title of engagement project</b></p> <p>The title should describe the project you are seeking community/stakeholder feedback on.</p> <p>Try and keep the title as short as possible as this will be used for all communication and promotion.</p>	<p><b>Byford Train Station public area proposed parking restrictions</b></p>
<p><b>Reference number</b></p> <p>Please provide the reference number associated with this project – either a Content Manager container number or equivalent.</p>	
<p><b>Engagement dates</b></p> <p>Start and end date of engagement</p>	<p>Starts: <i>Day, October 2023</i></p> <p>Ends: <i>Time, Day, November 2023</i></p>
<p><b>Description of engagement project</b></p> <p>This should be between 3 and 6 sentences.</p> <p>Make sure it is in user-friendly language that community can understand.</p>	<p>The Shire is proposing 4 hour parking restrictions within the business area surrounding the Byford Train Station.</p> <p>The 4 hour parking would deter train commuters parking within the street parking areas, which are needed for customers accessing the businesses of the Shire.</p> <p>There is a perception that commuters may avoid using the PTA carpark as there will be a fee to park within the station.</p>



Continued

*The description should be a high level summary of the project and make it clear on what the Shire is seeking feedback on, and what you are seeking from the people who have visited the project page.*

*Use the FAQs section for more detailed information/content*

### **FAQs**

*Ideally you should have a few FAQs for a project page.*

*Some example questions are below as a guide that you may wish to use, in addition to specific FAQs to your project:*

*Why is the Shire engaging on the project?*

*How will my feedback be used?*

*Who will make a final decision on this project/initiative?*

### **Why is the Shire engaging on this project?**

To gain feedback on the proposed 4 hour parking restrictions and to gain any concerns from businesses or residents.

### **Why implement a 4 hour restriction?**

The 4 hour restriction is seen as a reasonable time to allow shoppers to attend local businesses, while promoting use of the Byford Train Station paid parking by train commuters.

### **Is there any restrictions being implemented in the residential area?**

The Shire has considered the impact on residential areas and have found varied feedback from other local governments who have had train stations built in existing residential areas. The Shire intends on monitoring the conditions when the station is implemented and can implement a 4 hour parking restriction in the residential area if required to deter commuter parking if this occurs.

### **Making a submission**

*This is where you list how people can make a submission.*

Submissions on the **<insert project name>** may be lodged by one of the following ways:

- Email your feedback to [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au) stating the following reference number: **<insert reference number>**



Continued

<p><i>An example of this is provided on the RHS for you to edit, or use your own text.</i></p>	<ul style="list-style-type: none"> <li>• A written submission, submitted by mail or in person to 6 Paterson Street, Mundijong, including the reference number: <b>&lt;insert reference number&gt;</b></li> <li>• Completing an online form below <b>(this can be developed with you and a comms representative)</b>.</li> </ul> <p>Submissions close <b>&lt;insert time and date&gt;</b>.</p>
--	---

<p><b>Who's listening?</b></p> <p><i>This is to let the community know who is leading the project. It can be a specific staff member or a Team/Department.</i></p>	<p>Full name/Team name: <b>Thomas Vassallo</b></p> <p>Role: Coordinator <b>Community Safety</b></p> <p>Phone: 9526 1111</p> <p>Email: info@sjshire.wa.gov.au</p>
<p><b>Document library</b></p> <p><i>List Document titles and their Content Manager numbers which are associated with this engagement project.</i></p> <p><i>Include all relevant documents that will assist the community in learning about your project and making an informed submission/response.</i></p>	

<p><b>Timeline</b></p> <p><i>This is to provide the community with a timeline for the engagement, and where the project is at in the engagement lifecycle.</i></p> <p><i>An example of this is provided on the RHS for you to edit, or use your</i></p>	<p><b>Consultation open</b></p> <p>Consultation for this project commenced on <b>&lt;insert date&gt;</b> and closes at 5pm, <b>&lt;insert date&gt;</b>.</p> <p><b>Under Review</b></p> <p>Contributions to this consultation are closed for evaluation and review. The project team will report back on key outcomes.</p> <p><b>Final report</b></p>
---	--





Continued

*headings/text as required.*

*The relevant heading will be "ticked" depending what stage your project is at.*

The final outcomes of the consultation are documented here. This may include a summary of all contributions collected as well as recommendations for future action.

### **Photo**

*We will require a photo for your project page. Please send this through with your submission as a JPEG attached to an email.*

*If you need a stock image, please provide a description of the type of image you would like used.*

**REMINDER:** Make sure each section is completed and your relevant line manager has reviewed and approved the content before submitting to [communications@sjshire.wa.gov.au](mailto:communications@sjshire.wa.gov.au)