



# Policy: Parking - Bunbury Campus

## Purpose

The purpose of this policy is to facilitate effective management of parking and traffic at South Regional TAFE (the college), Bunbury Campus.

## Scope

This policy informs all staff, students and visitors to the college of their responsibilities when parking at the Bunbury Campus.

## Principles

All vehicles (excluding motorcycles) parked at the Bunbury Campus must clearly display a relevant and valid parking permit as described in the policy.

Bunbury Campus does not accept responsibility for the loss of, or damage to, vehicles on campus grounds, nor loss or damage to accessories or vehicle contents. Persons bringing vehicles on to, or parking on Bunbury Campus, do so at their own risk.

Regulations that apply to the movement of traffic, parking of vehicles within grounds and signage in all car parks must be observed at all times.

Any breach of this policy, guidelines and related documents may result in an official warning or an Infringement Notice being issued and a fine payable by the offending vehicle owner. Handwritten notes left on vehicles will not be accepted as an alternative to a parking permit.

The provisions expressed in this policy apply from 8:00am until 5:00pm, Monday to Friday.

## Definitions

For the purpose of this policy:

**Annual permit** - refers to a parking permit issued by the college within a calendar year (1 January to 31 December).

**Reserved Parking** - Parking at Bunbury Campus that is allocated to the Managing Director and Directors. A valid Parking permit is required to park in Reserved Parking Bays.

**Authorised persons** - refers to the college's Managing Director, Directors, and Facilities and Services Staff.

**Peak hours** — refers to the hours from 8:00am to 5:00pm (Monday to Friday all year).

**Restricted parking area** - means all Bunbury Campus grounds, facilities, parking areas and carriage ways are, for the purpose of this policy, regarded as being part of a restricted parking area. Signage to this extent exists at the vehicular entrance to all car parking areas.

**Vehicle** - refers to all motor vehicles, including but not limited to trucks, cars, vans, buses, motorcycles and scooters.

**General Parking** - Parking bays at Bunbury Campus that are not reserved, visitors or loading bays.

**Visitors** - refers to all persons who are not staff or students of the college but who have business on or with the college, including but not limited to contractors, community organisations etc.

## Procedure

### Overview

There are a total of nine (9) car parks at the Bunbury Campus, eight (8) of which allow for general parking. Car Park 2 is reserved for visitors only.

In each car park there are a number of disability bays. Parking in these bays without an appropriate ACROD permit will result in an infringement being issued.

A parking permit is to be applied for, using an online application form. A link to the online application form will be included in the enrolment confirmation email sent to all students. Staff are to apply using the link from the college's Intranet.

Approved applicants will receive an email once their permit is ready for collection. Permits are to be collected from the Learning Resource Centre, located in A Block.

When received, the permit should be clearly displayed.

Applicants will be supplied with one of two style parking permits:

- **Permit Sticker**
  - A permit sticker will be supplied to applicants with one vehicle.
  - It is recommended the sticker be affixed at the bottom left hand (passenger side) of the front vehicle windscreen.
- **Permit Hanger**
  - A permit hanger will be supplied to applicants with two or more vehicles.
  - It is recommended the hanger be suspended from the vehicle's rear view mirror.
  - It is the vehicle user's responsibility to transfer the permit to the vehicle in use.
  - Vehicle users are required to remove the permit hanger before driving.

All general car parking bays are available on a 'first in' basis only, as the number of permits issued may exceed available bays.

Unless otherwise stated, parking permits are valid from 1 January to 31 December for the year they are issued.

Authority to park on the Bunbury Campus applies to the parking permit applicant only who is authorised to park on site when required to attend the campus for study or work purposes. Only one of the applicant's registered vehicles may be parked on campus property at any given time.

Infringements may be issued to vehicles that do not park in a designated parking bay or vehicles that do not display a valid permit.

### **ACROD Parking**

Limited parking is available to authorised ACROD permit holders. A current ACROD permit must be displayed on any vehicle using an ACROD bay.

ACROD bays in and around Bunbury Campus are reserved for eligible staff and students only, on the days where they are in attendance. Parking in an ACROD bay without displaying an ACROD permit may result in an immediate fine.

Misuse of an ACROD Parking Permit will be reported to the National Disability Services (NDS) and may result in heavy penalties.

### **College Vehicles**

College vehicles visiting from regional campuses are to obtain a general parking permit which must be clearly displayed on the vehicle.

A parking permit is to be applied for using the online application form.

### **Contractors**

Contractors attending the Bunbury Campus are to obtain a Contractor parking permit which must be clearly displayed on the vehicle.

A parking permit is to be applied for using the Form: Application for a Parking Permit which can be requested from Facilities and Services.

### **Live Works**

Visitors attending Bunbury Campus for the express purpose of attending a student clinic, i.e. Beauty, Sport and Recreation, Massage, Epicure Training Restaurant etc. are required to obtain a Live Works Parking Permit from the learning area or Customer Service.

A Live Works Parking Permit can be issued for a maximum one-week period at a time.

Live Works permit holders can park in any carpark whilst on campus (including car park 2).

### **Motorcycles**

Motorcycles are not required to display a permit if parked in an allocated motorcycle bay. If parked in a car bay, a permit is required but is not required to be displayed. Rather, motorcycles and the permit must be registered with Facilities and Services.

If the owner of the motorcycle owns a vehicle other than a motorcycle the driver will be required to display a valid permit on that vehicle and is subject to the conditions outlined in this policy.

### **Staff Parking**

All staff wishing to use campus car parking bays must obtain a general parking permit. A parking permit is to be applied for using the online application form, which can be found on the college's Intranet in Corporate Services > Facilities & Services > Campus Parking.

Staff will receive **one** (1) permit. If you drive more than one vehicle, you can transfer the permit as necessary between vehicles.

Parking overnight is not permitted unless authorised by Facilities & Services.

### Student Parking

College students are required to display a current parking permit and must park in the designated car parking areas.

All college students wishing to use campus car parking bays must obtain a general parking permit. A link to the online application form, will be included in the enrolment confirmation email sent to all students.

Students will receive **one** (1) permit. If you drive more than one vehicle, the permit can be transferred as necessary between vehicles.

### VETdSS

Vocational Education Training Delivered to Secondary Students (VETdSS) parking permits are valid for a six (6) month period within the year of issue as stated:

- Semester 1 parking permit is valid from 1 January to 30 June.
- Semester 2 parking permit is valid from 1 July to 31 December.

All VETdSS wishing to use campus car parking bays must obtain a general parking permit. A link to the online application form, will be included in the enrolment confirmation email sent to all students.

VETdSS are eligible to park in permit parking areas on days attending the campus for VETdSS training only.

**Parking on non-VETdSS days is not permitted and drivers may receive a parking infringement.**

### Visitors

Visitors to the campus are required park in the designated visitor parking bays (**YELLOW LINE** bays) located in Car Park 2, at the front of the main administration building, or at Car Park 4, located between R Block and T Block only.

Visitor vehicles must be registered in the Visitors' Book located at the Customer Service counter and are required to display a temporary one-day valid Visitor Parking Permit.

Incorrect usage of visitor bays may result in the issue of an infringement notice.

The following is determined as incorrect usage:

- Failure to display a Visitor Parking Permit
- Parking in a general parking bay when displaying a Visitor Parking Permit
- Exceeding duration of booking
- General Parking Permit holders using a visitor parking bay.

### Traffic

At all times, on all roads on the Bunbury Campus, pedestrians have right of way. Accordingly, operators of vehicles will always give way to pedestrians.

Speed limits are as marked by traffic control signs. Vehicles are restricted to the displayed 10 km/hour speed limit when on Bunbury Campus.

Vehicle operators are subject to Australian Road Rules when driving on college roads and may be fined or penalised under those rules.

### Parking

Bunbury Campus has nine (9) car parks:

- Car Park 1 has reserved and general parking
- Car Park 2 has reserved, visitor and ACROD parking
- Car Park 3 has general and motor bike parking
- Car Park 4 has general, visitors and motor bike parking
- Car Park 5 has general and ACROD parking
- Car Park 6 has general and ACROD parking
- Car Park 7 has general and ACROD parking
- Car Park 8 has general and ACROD parking
- Car Park 9 has general, ACROD and motor bike parking.

Parking and standing is prohibited at all times on all roads, access lanes, loading bays, grassed areas and on all college owned land except to the extent specifically outlined by a notice, marking, traffic control sign or when temporarily permitted by an authorised person.

This prohibition applies irrespective of whether or not a "No Parking" notice is displayed. These notices, when displayed, are directed towards visitors of the college who would not be expected to be completely aware of this policy.

The prohibition against parking and standing, means that a vehicle may be stationary only for the minimum time necessary to set down and pick up passengers.

Parking is only permitted in established parking bays and with a valid parking permit.

Vehicles must be parked wholly within the parking bays denoted by painted lines or other markings and are not to be parked or placed so as to obstruct the free and safe passage of vehicles in the access lanes in parking areas. Vehicles parked within the Bunbury Campus contrary to signs and/or road markings, or in a manner as to cause an obstruction or safety hazard, may be subject to an infringement, a direction to move the vehicle and/or permanent exclusion from campus grounds.

Exceptions to this are as follows:

- Builders' and contractors' vehicles should be parked within the relevant building site or as directed by an authorised person
- Maintenance and delivery vehicles should be parked in loading zones or as directed by an authorised person, however such vehicles must not impede the free flow of traffic under any circumstances
- Bicycles, scooters and motorcycles may park in areas reserved for them. Other vehicles may not use these areas.

Locating an authorised parking bay is the responsibility of the driver. Lack of parking space, inclement weather conditions, time constraints, or other causes are not considered valid excuses for violation of this policy.

### Parking Penalties

A system of infringements, determined by the Parking Local Law 1998, will operate where staff, students or visitors of the college park in contravention of this policy.

Any vehicle parked at Bunbury Campus not displaying a correct, valid and current parking permit is considered to be illegally parked and may incur a financial penalty.

The City of Bunbury has been authorised to issue infringement notices for any parking in contravention of this policy.

Penalties apply for, but are not limited to:

- Parking without a valid permit. Permits are invalid if outdated, reproduced, copied, defaced or otherwise altered, or not displayed properly
- Parking within a parking bay contrary to signs and permit designation
- Parking a vehicle not wholly within the marked parking bay
- Parking other than within a marked parking bay.

**Penalty notices are the responsibility of the individual registered to the vehicle and are subject to enforcement in the same way as if the offence occurred on a public street.**

Repeated breaches of this policy will result in the withdrawal of parking permits and/or the non-renewal of parking permits.

Where the vehicle receiving the infringement notice is owned by the college, the person who had control of the vehicle at the time the infringement notice was issued, is deemed to be in receipt of the penalty notice.

**Parking Infringement Notices resulting from a breach of this Parking Policy will not be rescinded.** Busy schedules or ignorance of this Policy and procedures are not excuses for illegal parking.

Double parking at the Bunbury Campus is dangerous and strictly prohibited. Any vehicle that is double parked will receive an infringement notice.

Any other appeals against an infringement notice, are to be submitted in writing to [bunburyparking@srtafe.wa.edu.au](mailto:bunburyparking@srtafe.wa.edu.au). Applicants will be provided with the Application for Appeal against an Infringement Notice Form, which is to be completed and returned to [bunburyparking@srtafe.wa.edu.au](mailto:bunburyparking@srtafe.wa.edu.au) within five (5) days of receipt.

Appeals against an infringement notice will not be considered if the appeal is received more than seven (7) days after the infringement notice issue date.

Nothing in relation to this policy will prohibit any Police enforcement on any campus. Additionally, nothing in this policy negates the possibility of unsatisfactory conduct or misconduct proceedings for staff, as per the Staff Code of Conduct and the relevant Staff Agreements and for students, action in accordance with the Student Code of Conduct.

### Replacements

Replacement parking permits may be issued for damaged or lost parking permits upon submission of the Application for Replacement Parking Permit Form which can be obtained by emailing [bunburyparking@srtafe.wa.edu.au](mailto:bunburyparking@srtafe.wa.edu.au).

### Relevant documents

Form: Application for a Parking Permit

Form: Application for Replacement Parking Permit

Form: Application to Appeal Against a Parking Infringement Notice

### Relevant legislation and references

Parking Local Law 1998

### Version control

Custodian of document	Version	Date of next review
Director Corporate Services	3	3 years from date of issue