

Policy Title: Parking and Traffic Management on Campus**Policy Owner: Manager, Campus Operations and Resources****Keywords: 1) University By-Laws 2) Parking Permit 3) Compliance
4) Pay and Display****Policy Code: PL107 [fs013]**[Intent](#)[Organisational Scope](#)[Definitions](#)[Policy Content](#)[Accountabilities and Responsibilities](#)[Related Documents](#)[Contact Information](#)[Approval History](#)**1. INTENT**

To outline the University's objectives and policies relating to the management of parking and traffic on campus.

2. ORGANISATIONAL SCOPE

All Edith Cowan University students, staff and visitors.

3. DEFINITIONS

TERM	DEFINITION
By-Laws	Means the University By-Laws made under section 29 of the Edith Cowan University ACT 1984.
Contractor	The person, partnership or corporation bound to execute the work in accordance with the terms of the contract.
Normal demand	The typical number of cars requiring a parking bay on campus at any one time during semester, other than at the start of semester.
Offender	A person who receives a parking infringement.
Pay and Display	A parking area where a parking ticket is purchased from a vending machine and displayed in the vehicle.
Staff	A person or persons employed by the University.
Student	A person enrolled to study at the University.
University	Edith Cowan University.
Visitor	A person coming onto an ECU campus for legitimate purposes who is not a student or staff member of the University.

4. POLICY CONTENT

4.1 Responsibility

The Facilities and Services Centre is responsible for the management and operation of traffic and parking on campus.

4.2 Provision of Parking

The University will, where reasonably practical, provide sufficient parking to meet the normal demand of students, staff and visitors. In planning for the future parking requirements of the University, consideration will be given to financial factors along with environmentally sustainability and alternative access strategies such as public transport.

Parking areas will be provided on each campus to accommodate each of the different categories of user, i.e. students, staff and visitors. The number of bays provided on each campus will be sufficient to meet the normal level of demand for each category of bay.

Staff permit holders are authorized to park in student category parking, only when **ALL** staff parking is at capacity including shared zones located at Joondalup campus (carpark 20) and South West campus (carpark 4). Athena Swan Student Bays are specifically excluded from this provision. Staff are not permitted to park in these bays at any time.

Proximity of available parking to any particular buildings or areas is not a valid defence for infringement appeals. ECU does not guarantee either the proximity or availability of any bay for any permit holder.

Usage of the car parks will be monitored on a continuous basis to determine adequacy of overall supply of each category. The location and number of car bays in each category may be adjusted periodically to meet user needs and improve overall effectiveness of parking on campus.

The Vice-Chancellor, or a delegate of the Vice-Chancellor, may designate an area of University lands to parking. Removal of a parking area must be approved in writing by the Vice-Chancellor or a delegate of the Vice-Chancellor.

4.3 Financial Considerations

Parking is provided on a “user pays” basis. All revenue raised through parking fees and penalties will be used to fund the management, operation, construction, improvement and maintenance of car park infrastructure and for initiatives to improve campus access such as contributing to public transport and Central Area Transit (CAT) services.

4.4 Parking on Campus

a) Parking Permits

All students and staff wishing to park on campus, unless parking in visitors parking, are required to display a valid parking permit. A parking permit gives permission to park in areas permitted by the permit type. It does not guarantee a parking bay will be available when or where required by the permit holder. A fee, approved by University Council, is charged for each category of parking permit.

Reserved parking permit holders who proceed on parental leave may request to cease their payroll parking deductions for the duration of leave, and have their Reserved permit held until their return to duties.

Parking permits may be created for particular classes of users, e.g. contractors, external organisations such as tenants, etc. The permit will specify the areas in which the permit holder may park.

Once a permit has been purchased, a temporary parking permit receipt will be issued and that temporary permit must be clearly displayed on the dashboard or front window of the car. Permits will typically be delivered within 21 days from the time of purchase. Permit holders are advised to contact Security and Traffic Services should their permit not arrive within that timeframe.

Special parking permits may be issued to members of nominated committees, such as University Council, Resources and Ethics Committees to be used for the purpose of attending committee meetings.

The different categories of parking permits are specified by section 5.4 of the ECU Lands and Traffic By-Laws and are displayed on the Security and Traffic Services webpage.

As part of ECU's ongoing commitment to the welfare of the University community all students, staff and visitors may park in any blue, red or visitors' car category parking bay* at no charge on weekdays (Monday to Friday) from 17:00 onwards. This same arrangement will apply at all times on Weekends. (**Athena Swan, Reserved, Sports and Fitness, Disabled Bays are excluded from approved after hours and weekend parking zones, as described above.*)

b) Disability Parking

ECU provides accessible parking bays for students, staff and visitors to ECU campuses who are deemed by the National Disability Service to be eligible for the ACROD Parking. Typically, such persons will have health issues which impact on their mobility. ACROD bays in any area are available to all ACROD permit holders and are not limited by particular permit type. When parked in a marked ACROD bay, a valid ACROD permit AND a valid staff permit, student permit, or visitor permit (pay and display or scratchy) must be displayed.

c) Visitors Pay and Display Parking

The University will provide visitor "Pay and Display" parking on campus. A valid parking ticket must be displayed when parking in these parking areas. The maximum length of stay will be specified by clearly visible signage to ensure the best use of these parking areas. A fee, approved by University Council is charged for parking in visitor "Pay and Display" parking areas.

d) Waiving of fees

The Vice-Chancellor, or a delegate of the Vice-Chancellor, may designate an area of University parking on a temporary basis which is free of charge and penalty. Such use, is determined on a case-by-case basis, when considered in the best interest of the University.

e) Special Category

Athena Swan Bays

The intent of the Athena Swan parking initiative is to provide parking bays to both students and staff who have parenting commitments in the mornings. Such persons sometimes have difficulty locating parking, due to their delayed arrival at campus in the morning, therefore access to these bays is prohibited prior to 9:00am at metropolitan campuses and 8:30am at the Southwest campus in order to provide this group of people with an opportunity to locate parking with relative ease.

Bays are clearly marked by both signage (displaying the Athena Swan logo) and the line marking colour (Purple).

The Athena Swan parking protocols are intended to be underpinned by ECU's Values in that only those students and staff with genuine caring responsibilities are entitled to access these categories of bays.

These specific parking zones (Athena Swan Student Bays and Athena Swan Staff Bays) are to be used in accordance with the relevant permit type. For example, Student Athena Swan bays for student use only, and Staff Athena Swan bays for Staff use only.

Valid permits for the respective category (standard Staff or Student permits) are to be displayed when parking in these zones.

4.5 Driving on Campus

Drivers must only drive on designated roads and must not drive on pedestrian pathways or grassed areas without approval. Should approval be given by Security and Traffic Services for a motorist to drive on an area of the campus other than designated roads, then the driver must drive at a speed no more than walking pace and must have the vehicles hazard lights operating.

Drivers must observe all road traffic signs, and take directions from persons designated as Authorised Officers under the ECU Lands and Traffic By-laws.

4.6 Education

Where practicable, the University will inform and educate students, staff and visitors who are either parking or driving on campus of their obligations to comply with the By-Laws before applying a punitive action.

4.7 Compliance

Management and operation of parking and traffic on campus must comply with the Edith Cowan University Lands and Traffic By-Laws. A copy of these By-Laws are located at http://www.ecu.edu.au/GPPS/governance_services/uni_by_laws.html

Drivers must comply with the By-Laws when on University Lands. The By-Laws have the force and effect of statutes and are therefore legally enforceable.

University Council must endorse all amendments or additions to the By-Laws which must then be approved by the Western Australian Parliament.

a) Consistent application

The By-Laws shall be applied in a fair and consistent manner while recognising the University's strategic objectives.

b) Issuing of Infringements

Issuing of infringements for breaches of the By-Laws shall generally only occur after students, staff and visitors have been made aware, as far as is reasonably practical, of their obligations under the By-Laws and have, other than for offences deemed serious, received a formal warning for a breach of the By-Laws.

The Vice President (Corporate Services) is responsible for approving particular By-Laws for exemptions from the requirement to issue a formal warning.

c) Penalties

The By-Laws provide penalties, called modified penalties for breaches of the By-Laws. The modified penalty for each offence should be sufficient to encourage compliance with the By-Laws and recognise the seriousness of the offence. Variation to a modified penalty must be endorsed by University Council and approved by the Western Australian Parliament.

d) Appealing an Infringement

All persons issued with a parking infringement are entitled to appeal to have the infringement waived. An appeal must be lodged within 14 days of receiving an infringement. All appeals will be adjudicated in a fair and consistent manner without fear or favour.

Appeal applications in the first instance will be adjudicated by a Security and Traffic Services staff team member who did not have input into the particular infringement being issued. Should the appellant be dissatisfied the decision of the appeal (1st Appeal), this may be appealed (2nd Appeal) against this decision to the Manager, Campus Operations and Resources. No further appeals are accepted by the University after the second appeal.

Security and Traffic Services staff will use a set of criteria, approved by the Vice- President (Corporate Services) when assessing the validity of an appeal. The Manager, Campus Operations and Resources will also use the same criteria, but may also apply additional criteria in which are in the best interests.

e) Non Payment of a Parking Penalty

The By-Laws specify a staged approach the University must follow for the collection of a parking penalty. Should the offender ignore the requests to pay the penalty then the University will refer the infringement to Fines Enforcement Registry for collection unless:

- the infringement is waived or cancelled by the University; or
- the offender or the University elect to have the matter dealt with by the Court.

Any fees and administrative costs incurred by the University in the collection of a penalty will be recovered from the offender should the offence be proved.

f) Court Action

An offender has the right to have the infringement dealt with by a Court of Law. The University may also initiate Court action to resolve a breach of the By-Laws. Any decision to defend or initiate Court action must consider the University's best interests as well as the issues around the offence.

Approval to defend or initiate a court action requires the approval of Vice President (Corporate Services).

g) Time Limit for Reference to a Parking Infringements

An infringement will, 3 years after being issued and providing it has been paid, be removed from further consideration or reference when issuing subsequent infringements or dealing with appeals in relation to subsequent infringements.

Records relating to an infringement notice must be kept and stored in compliance with the relevant University policies and the legislative requirements of the *State Records Act 2000* (WA).

4.8 Liability

The University does not accept responsibility for the loss of or damage to vehicles when on University Lands, or for loss or damage to contents or accessories.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for:

The Manager, Campus Operations and Resources has overall responsibility for the content of this policy and its operation at ECU.

The Security and Traffic Services Manager has the overall responsibility to ensure that the administration and operational processes and procedures are managed as per the established Policy.

6. RELATED DOCUMENTS:

The policy is supported by the University By-Laws made under section 29 of the *Edith Cowan University Act 1984* (WA).

National Disability Services, ACROD Parking Program located at <https://www.acrod.org.au/>

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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