

**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**

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**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 under the contract, responsible for the performance and management of the works to make sure they are carried out according to the contract.
Normal demand	The usual 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 a University campus for legitimate purposes who is not a student or staff member of the University.
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#### **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 parking the University will consider financial and environmental sustainability and, in particular, the use of 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. Where reasonably practical and to meet normal demand sufficient parking bays for each category will be provided.

Every two years an external company are employed to conduct a survey on car park usage. Once in peak time and off peak for five days on each occasion. Checks are carried out on an hourly basis over an 11 hour period during the day. The company then provide a report to the Security & Traffic Manager to review and determine if any car parks need to be changed to meet demand.

Staff permit holders are authorised to park in student category parking only when staff parking is at capacity. Proximity of available parking to any particular buildings or areas is not a valid defence for infringement appeal.

Usage of the car parks will be monitored on a regular 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 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 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.

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 the By-Laws and displayed on the Security and Traffic Services webpage.

##### **b) 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 determined to make best use of the parking area.

A fee, approved by University Council is charged for parking in visitor “Pay and Display” parking areas.

##### **c) Waiving of fees**

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

#### **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 granted 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, not limited to but including speed limit and stop signs.

#### **4.6 Education**

The University will inform and educate, whenever practical, students, staff and visitors parking or driving on campus of their obligations to comply with the By-Laws before using 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](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 statute and 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) 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. 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 the Administrator Traffic Services and if the appellant is dissatisfied the decision may be appealed (2<sup>nd</sup> Appeal) against this decision to the Manager, Campus Operations and Resources. No further appeals can be accepted by the University after the second appeal.

The Administrator Traffic Services will use a set of criteria, approved by the Vice-President (Corporate) when assessing the validity of an appeal. The Manager Operations and Resources will also use the same criteria; however they may apply a further criterion as to whether it is in the best interest of the University to accept the appeal.

**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).

**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).

**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.

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

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All Enquiries Contact:	Security and Traffic Services Manager
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## 8. APPROVAL HISTORY

Policy Approved by:	Vice President (Corporate) Vice-Chancellor
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