

Facilities and Premises Procedure - Parking and Traffic Management

Section 1 - Purpose

(1) This procedure supports the [Facilities and Premises Policy](#) and sets out the rules, expectations and responsibilities in relation to Charles Sturt University's facilities and premises. It establishes the University's requirements for the effective management of parking and traffic control at University premises and informs entrants about their responsibilities when parking at the University.

Scope

(2) This procedure has the same scope as the [Facilities and Premises Policy](#), however, it applies more specifically to the University premises where the University is authorised to manage parking and traffic control (e.g. Albury-Wodonga, Bathurst, Canberra, Dubbo, Orange, Port Macquarie and Wagga Wagga campuses).

Section 2 - Policy

(3) This procedure supports the [Facilities and Premises Policy](#).

Section 3 - Procedure

Vehicle entry onto University premises

(4) Entry of vehicles to University premises is restricted to:

- a. vehicles registered by an Australian State or Territory vehicle licensing authority or vehicle exempt from registration by NSW, VIC or ACT Government regulation,
- b. vehicles ridden or driven by persons with a valid reason to enter University premises,
- c. vehicles delivering goods ordered by the University,
- d. vehicles operated by contracting companies and service providers to the University,
- e. vehicles picking up or setting down passengers who have a valid reason to enter University premises, and
- f. emergency services and police vehicles.

Traffic

(5) All roads on University campuses are designated public roads under the [Roads Act 1993 \(NSW\)](#), the [Road Transport Act \(NSW\)](#) and the Road Management Act 2004 (VIC). Vehicles and their operators are subject to the relevant state or territory road rules and legislation.

(6) Traffic control signage and traffic flow control devices will be installed in accordance with the [Transport NSW Traffic Signs register](#) and the [Facilities and Premises Guidelines - Signage](#).

(7) Speed limits are marked by traffic control signs on University premises.

(8) Vehicles must only drive on designated roads and must not drive across gardens, landscaped areas or open ground, with the exception of:

- a. emergency services vehicles in an emergency situation,
- b. vehicles of entrants or contractors who require access to, or parking on, those areas in order to carry out work or services required by the University,
- c. where the open ground is University farmlands and driving across or parking on farmlands is for the purposes of agricultural management or works, or
- d. other vehicles when permitted by an appropriate [authorised access officer](#) of the University.

Bikes and bike paths

(9) Cyclists are required to share any designated cycleways or shared paths with pedestrians and ensure minimal pedestrian/cyclist conflict in accordance with [Transport NSW advice for shared paths](#).

(10) Cyclists must comply with any cycle rules applicable in the relevant state or territory.

Parking

(11) The University has implemented the restricted parking area scheme in accordance with the [Road Transport \(General\) Regulation 2013](#), the RMS Restricted Parking Area manual and Revenue NSW's Self-Enforcing Infringement Notice Scheme (SEINS) across its NSW campuses. In the ACT, parking is controlled by Access Canberra.

Note: [Road Transport \(General\) Regulation 2013](#) denotes the University as a declared organisation authorised to operate a Restricted Parking Area scheme on the University campuses included in Schedule 2 of that regulation.

(12) Parking or stopping is only allowed in areas where specifically permitted by a notice, marking or traffic control sign. Parking or stopping on roads or outside of restricted parking areas is prohibited unless the vehicle is:

- a. on University farmlands for the purposes of agricultural management, training or works,
- b. displaying a current disability parking permit and is setting down or picking up disabled and/or restricted mobility passengers, and this does not create a safety hazard or restrict traffic flow for other road users (limited to twenty minutes and vehicle hazard lights must be used),
- c. police and emergency services for emergency response purposes, and
- d. a utility service vehicle for emergency utility service works, where this does not create a safety hazard and is approved by the Campus Facilities Manager (risk assessments, warning lights, barriers, signage and traffic control personnel must be in place for both planned and emergency works by utility supply contractors).

(13) In restricted parking areas, vehicles must:

- a. park within bays where marked or, if too wide or long to fit completely within a single parking bay, within the minimum number of parking bays needed to park the vehicle,
- b. where applicable, only park for the period shown on RMS approved signs and pavement markings,
- c. where applicable, clearly display a current and authorised parking permit, and
- d. when parking or stopping in a restricted parking area, park or stop only in a parking bay or in accordance with the directions provided, unless:

- i. the vehicle is a utility service vehicle, or
- ii. the driver is engaged in taking up or setting down persons or goods, and the time elapsed does not exceed 20 minutes.

(14) Vehicles parked or stopped contrary to this procedure, parking control signs and/or road markings, or in a manner that obstructs traffic flow or creates a safety hazard or damages grounds and facilities, may be subject to a parking infringement notice, a direction to move the vehicle and/or permanent exclusion from one or more University campus.

(15) Locating an approved parking area is the responsibility of all drivers. Lack of parking spaces, inclement weather conditions, time constraints, or other causes are not valid excuses for violation of this procedure.

(16) Restricted parking areas will be managed as follows:

- a. The types of parking spaces allocated in car parks will be determined by the Facilities Management, informed by a periodic (normally biennially) parking audit and the recommendations of appropriate authorities and regulatory bodies.
- b. Parking permits may be issued to give priority parking to those who may be disadvantaged by limited or no parking space availability.
- c. The University reserves the right to introduce:
 - i. paid parking where adequate public transport options preclude the need for private parking or as otherwise determined, and
 - ii. timed parking at any University operated clinics, University enterprises or other operational areas to facilitate the efficient operation of those enterprises, clinics or areas.
- d. Temporary car parking areas may be established from time to time. Temporary car park areas will be marked with barriers and signage stating parking requirements and restrictions. Temporary car parking penalties and fines will be consistent with those applied in permanent car parks.

Parking penalties and fines

(17) Parking infringement notices and fines are determined by the relevant state or territory government and will be issued:

- a. in NSW, by authorised officers of the University under the SEINS system, to be processed by Revenue NSW, and
- b. in the ACT, by Rego ACT.

(18) Payment of infringement notices is the responsibility of the registered vehicle owner and is subject to enforcement by Revenue NSW or other relevant authority.

(19) Where an infringement notice is issued for a University-owned vehicle, the driver in control of the vehicle at the time of the infringement is deemed to be in receipt of the penalty notice.

(20) Penalty notices will contain instructions about how the penalty may be addressed or appealed. Appeals relating to penalty notices issued by the University must be directed to Revenue NSW or other relevant authority.

(21) Misuse of an RMS Mobility Permit Scheme (MPS) Card will be reported to the RMS and may result in heavy penalties.

(22) In addition to any penalties that may be applied under this procedure, a breach or violation of this procedure may also result in unsatisfactory conduct or misconduct proceedings against staff or students, per the relevant staff or student misconduct processes.

(23) Nothing in this procedure prevents any police traffic control or enforcement on any University campus.

University liability

(24) To the extent permitted by law, the University excludes all liability for the care or protection of vehicles or vehicle contents during operation or when parked on University premises or when using roads or car parks on University premises.

(25) Failure of the University to enforce penalties for a violation of this procedure shall not be construed as a waiver for the future enforcement of penalties for previous, coincident, or subsequent violations of this procedure.

Section 4 - Guidelines

(26) Nil.

Section 5 - Glossary

(27) This procedure uses the same terms as defined in the [Facilities and Premises Policy](#). For the purpose of this procedure, the following terms are also defined:

- a. Local traffic control authority - means:
 - i. in NSW, the NSW Roads and Maritime Services (RMS) and local government (shire and municipal councils),
 - ii. in the ACT, Roads ACT - Territory and Municipal Services (TAMS), and
 - iii. in Victoria, VicRoads.
- b. Pedestrian - includes individuals who are walking, using mobility scooters or wheelchairs, or using wheeled recreational devices (e.g. rollerskates, skateboards).
- c. Permit - means any University visual display device issued by the University which permits parking in designated areas.
- d. Restricted parking areas - means a group of roads (or part of roads) defined by signs of the kind referred to in section 168-1 of the Road Rules 2014, having the words "Restricted Parking Area" and "Park in Bays Only" on them erected or displayed at the entrances to the area. This is a system to control parking by entities such as universities and hospitals under authority of the [NSW Road Transport \(General\) Regulation 2013](#).
- e. Vehicle - means bicycles and all motorised vehicles, including but not limited to trucks, cars, vans, buses, motorbikes and scooters.

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