

Parking and Traffic Management Policy

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TRIM file number	
Short description	A Policy for parking and traffic management at Charles Sturt University's Australian campuses.
Relevant to	All staff, students, contractors and visitors
Authority	This Policy has been approved by the Vice Chancellor in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10
Responsible officer	Director Operational Services, Division of Facilities Management (DFM)
Responsible office	Division of Facilities Management
Date introduced	June 2014
Date(s) modified	
Next scheduled review date	June 2017
Related University documents	Traffic Management, Parking & Parking Permit Procedure Student General Misconduct Rules Halls of Residence Policy and Procedures
Related legislation and other references	Charles Sturt University Act 1989 NSW Australian Road Rules February 2012 Road Transport (General) Regulation 2013(NSW) Transport Administration Act 1988 (NSW) Roads Transport Act 2013 (NSW) Roads Act 1993 (NSW) Restricted Parking Areas Manual (NSW) Permit Parking Manual (NSW) State Debt Recovery Office NSW Road Transport (General) Regulation 2013 Road Transport (General) Act 1999 (ACT) Roads Transport ACT – Territory and Municipal Services Rego. ACT Austroads Information Note No. 8: Minimising Pedestrian – Cyclist Conflict on Paths
Key words	Parking, vehicles, bikes, traffic, premises, infringement, Campus, roads

1. PURPOSE

Charles Sturt University (“the University”) has the right to regulate vehicle access, movement and parking on University Premises.

- 1.1 This document establishes the University’s Policy for the effective management of parking and traffic control at University premises and informs staff, students and visitors about their responsibilities when parking at the University.
- 1.2 This Policy sets out the University’s requirements for all drivers and vehicles operating and parking on University Premises and the penalties that may be applied for breaches of parking and traffic rules.

2. SCOPE

- 2.1 This Policy applies to all Staff, Students and Visitors on University Premises.
- 2.2 This Policy is applicable at all Australian premises of the University.
- 2.3 The provisions of this Policy apply 24 hours a day, every day of the year.
- 2.4 The University requires all persons who enter University Premises with a vehicle or who seek to park a vehicle on University premises to comply with this Policy.

3. REFERENCES

This Policy should be read in conjunction with related legislation, guidelines and applicable codes of conduct in NSW and the ACT.

This Policy is to be read in conjunction with the Traffic Management, Parking & Parking Permit Procedure which sets out the process for application, issue and use of Parking Permits at University Campuses.

4. DEFINITIONS

Austroads means the association of Australian and New Zealand road transport and traffic authorities

Authorised Officer means any University Staff authorised under Schedule 17, DFM Delegations, to issue parking penalty notices. These staff members may include;

- (a) Campus Services Managers, DFM;
- (b) Client Service Co-ordinators, DFM;
- (c) Campus Security Officers, DFM;
- (d) Persons appointed as Authorised Officers in accordance with clause 5 of this Policy.

DFM means the CSU Division of Facilities Management

Commercial tenants mean groups, organisations or entities that are linked to the University via a formal agreement for the use (sole or otherwise) of any space, equipment and/or facility of the University. The agreement may be ongoing or for a single event or purpose.

Local Traffic Control Authority means:

- in NSW; the NSW Roads and Maritime Services(RMS) and Local Government (Shire and Municipal Councils); and
- in the ACT; Roads ACT – Territory and Municipal Services (TAMS).

Permit means any University livery, sticker, or other visual display device which permits parking and has been issued by the University in accordance with the Traffic Management, Parking & Parking Permit Procedure

PPA means a permit parking area as defined in the RMS Permit Parking manual.

Restricted Parking Areas (RPA) means a system to control parking by entities such as universities and hospitals under authority of the NSW Road Transport (General) Regulation 2013 and the RMS

RMS means Roads and Maritime Services (RMS) – formally known as the Roads and Traffic Authority (RTA)

Road Transport (General) Regulation 2013 means the NSW legislation denoting CSU as a Declared Organisation for the purpose of authorisation to operate a Restricted Parking Area scheme on the University campuses included in Schedule 2 of that regulation.

SDRO means the NSW State Debt Recovery Office.

SEINS means the Self-Enforcing Infringement Notice Scheme operated by the SDRO.

Staff means all full-time, part-time, casual or contract employees of the University.

Student means a person who has been accepted for admission to or enrolled in any course or program offered at, or in conjunction with CSU, or whose body of work, completed whilst so enrolled (e.g. a research thesis), is still under examination.

University Campus means a facility or location where the University Council has resolved to approve the designation of the location as a “Campus” under the Act. In NSW and ACT these include Albury-Wodonga, Bathurst, Canberra (Blackall St), Dubbo, Goulburn, Orange, Parramatta, Port Macquarie and Wagga Wagga.

University Premises means any land, building, construction or facility of any kind owned, leased, rented or operated, whether permanently or temporarily, by the University. Construction sites under the control of a head contractor may be excluded by agreement from this definition.

Vehicle means bicycles and all motorised vehicles, including but not limited to trucks, cars, vans, buses, motorbikes and scooters.

Visitor means any person who is not a Student or member of Staff but who accesses University Premises for legitimate purposes.

5. RESPONSIBILITIES

The Executive Director, DFM has the responsibility for implementing this Policy, appointing Authorised Officers and creating Procedures and Guidelines in support of this Policy.

6. VEHICLE ENTRY ONTO UNIVERSITY PREMISES

Entry of vehicles to University premises is restricted to the following:

- 6.1 Vehicles registered by an Australian State or Territory vehicle licensing authority or vehicle exempt from registration by NSW or ACT Government regulation.
- 6.2 Vehicles ridden or driven by Staff, Students or Visitors with a valid reason to park on University Campuses.
- 6.3 Vehicles of commercial tenants who have business or are attending meetings, functions, authorised sporting activities and other University sanctioned activities on University Campuses.
- 6.4 Vehicles delivering goods ordered by the University; vehicles operated by contracting companies and service providers to the University.
- 6.5 Vehicles picking up or setting down passengers who are Staff, Students of or Visitors to the University.
- 6.6 Emergency services vehicles.
- 6.7 Police vehicles.

7. TRAFFIC

- 7.1 For the purposes of this Policy all roads on University Campuses are designated Public Roads under the Roads Act 1993 (NSW) and Road Transport ACT.
- 7.2 Pedestrians have right of way at all times on University Campuses. Accordingly, operators of vehicles on University Campuses must always give way to pedestrians.
- 7.3 Traffic control signage and traffic flow control devices will be installed in accordance with the [RMS Signs Data Base](#) and the CSU Signage Procedures manual.
- 7.4 Speed limits are marked by traffic control signs on University Campuses. Vehicle speeds are restricted to the displayed speed limit when on University Campuses.
- 7.5 Vehicles and their operators are subject to the relevant State or Territory road rules and law. Operators/drivers may be fined or otherwise penalised for breaches of those rules.

8. PARKING

- 8.1 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 the SEINS Parking Management System across its NSW Campuses. In the ACT, parking is controlled by Rego ACT.

- 8.2 DFM will undertake periodic (normally biennially) car parking audits to evaluate the effectiveness of current parking arrangements and to determine future parking requirements.
- 8.3 The University has a parking permit scheme to give priority parking to those who may be disadvantaged by limited or no parking space availability. The operation of the University permit parking scheme is detailed in the Traffic Management, Parking & Parking Permit Procedure.
- 8.4 Parking or standing is prohibited at all times on all roads and University owned land except to the extent specifically permitted by a notice, marking or traffic control sign. This Clause (Clause 8.4) applies irrespective of whether a 'No Standing' or "No Parking" sign or notice is displayed.
- 8.5 Clause 8.4 applies to public roads through University farmlands but does not apply to parking or standing on University farmlands for the purposes of agricultural management, training or works.
- 8.6 Vehicles parked within a University Campus contrary to this Policy, 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 fine, a direction to move the vehicle and/or permanent exclusion from one or more University Campus.
- 8.7 No vehicle shall drive across or park on gardens, landscaped areas or open ground except:
 - 8.7.1 emergency services vehicles in an emergency situation
 - 8.7.2 vehicles of Staff or contractors who require access to, or parking on those areas in order to carry out work or services required by the University; and
 - 8.7.3 where the open ground is University farmlands and driving across or parking on farmlands is for the purposes of agricultural management or works; and
 - 8.7.4 any other vehicle as may be permitted by an Authorised Officer from time to time.
- 8.8 Locating an authorised parking bay is the responsibility of all drivers. Lack of parking spaces, inclement weather conditions, time constraints, or other causes are not considered valid excuses for violation of this Policy.
- 8.9 The types of parking spaces allocated in car parks will be determined by DFM. The parking types and number of spaces allocated to each type of parking space (such as disabled parking, motor cycle spaces, clinic patient etc.) will be informed by a biennial parking audit and the recommendations of appropriate authorities and regulatory bodies.
- 8.10 Paid parking may be introduced at University car parks where adequate public transport options preclude the need for private parking or as determined from time to time in accordance with an identified need in the periodic parking audits.
- 8.11 Timed parking may be introduced at all University operated clinics and University enterprises and other operational areas as determined by the biennial parking audits to facilitate the efficient operation of those enterprises and clinics

9. PARKING EXEMPTIONS

- 9.1 Vehicles may temporarily park on roads to allow set down or pick up of disabled and/or restricted mobility passengers where temporary parking does not create a safety hazard for the vehicle occupants or restrict traffic flow for other road users. This provision is limited to twenty minutes. Vehicle hazard lights must be used and, where possible, signage displayed to notify other road users of the vehicle presence. Vehicles must display a current Disability Parking permit issued by a state or territory authority.
- 9.2 Police and emergency service vehicles may temporarily park on roads to allow set down or pick up of passengers, conduct police activities, and allow connection of fire fighting equipment to fire hydrants etc where temporary parking does not create a safety hazard for the vehicle occupants or other road users. Emergency vehicles must use flashing lights and other forms of warning equipment to notify other road users of their presence.
- 9.3 Utilities service vehicles may temporarily park on roads to allow emergency service works such as overhead conductor repairs, access to water and gas service valves etc where temporary parking does not create a safety hazard for the vehicle occupants or other road users. Utilities provider and utilities service companies shall provide a Traffic Management Plan to DFM at least seven (7) business days prior to planned utilities works. Warning lights, a risk assessment along with barriers, signage and traffic control personnel shall be in place for both planned and emergency works by utilities supply contractors.
- 9.4 During construction works adjacent to car parks, during car park maintenance activities, where car parks are utilised for special events or emergencies, and where special circumstances apply requiring extra car parking, temporary car parking areas may be established. Where temporary car parking is arranged in areas such as open grounds or sporting fields, temporary car park areas will be clearly marked with barriers and signage. Signage will state parking requirements and restrictions. Temporary car parking penalties and fines will be consistent with those applied in permanent car parks and in accordance with Section 10 of this Policy.

10. PARKING PENALTIES AND FINES

Fines, as determined by each state or territory government, will operate where Staff and Students of or Visitors to the University park in contravention of this Policy.

In NSW, Authorised Officers of the University may issue parking infringement notices using the SEINS system. The State Debt Recovery Office (SDRO) operates SEINS and is the University's agent for the collection of fines.

In the ACT, infringement notices and payment of parking fines are managed by Rego ACT.

10.1 Penalties may be enforced for the following infringements;

The following constitutes an offence in a Permit Parking Area (**PPA**);

- failing to park within a marked bay

- failing to display an authorised parking permit
- parking for longer than the period (time limit) shown on RMS approved signs and pavement markings.
- fraudulent use of parking permits, e.g. use of expired permits or parking permits not issued by the appropriate authority.
- use of parking permits not applicable to the area.
- use of defaced or incorrectly “scratched” or wrongly displayed permits which cannot be read from outside the vehicle by an authorised officer.
- use of an expired parking permit
- use of a parking permit not applicable to the vehicle or address

The following constitutes an offence in Restricted Parking Areas (**RPA**):

- A driver of a vehicle (other than a public utility service vehicle) must not, in a restricted parking area, stop or park otherwise than in a parking bay/station or in accordance with the directions marked on (RMS approved signs and pavement markings, with the approval of the Authority, on or adjacent to) a parking bay except:
 - if the driver is actually engaged in taking up or setting down persons or goods.
 - The time elapsed in taking up or setting down persons or goods does not exceed 20 minutes.

Per rule 211 of the Australian Road Rules, an offence occurs in a **RPA** with signage instructing that vehicles must “**Park in Bays Only**” when;

- The driver fails to position a vehicle completely within a single parking bay, unless the vehicle is too wide or long to fit completely within the bay
- A vehicle is too wide or long to fit completely within a single parking bay, the driver fails to park the vehicle within the minimum number of parking bays needed to park the vehicle.

10.2 Payment of penalty notices is the responsibility of the registered vehicle owner and is subject to enforcement by the SDRO.

10.3 Where a penalty notice is issued for a University owned vehicle, in accordance with the CSU Policy on Official Use of Motor Vehicles, the driver in control of the vehicle at the time of the infringement is deemed to be in receipt of the penalty notice.

10.4 Penalty notices contain instructions about how the penalty may be addressed in the section marked ‘Methods of disposal to finalise this matter’.

10.5 Appeals relating to penalty notices issued by the University under SEINS must be directed to SDRO.

- 10.6 Misuse of a RMS Mobility Permit Scheme (MPS) Card will be reported to the RMS and may result in heavy penalties.
- 10.7 Nothing in this Policy will prohibit any Police traffic control or enforcement on any University Campus.
- 10.8 Nothing in this Policy negates the possibility of unsatisfactory conduct or misconduct proceedings against Staff or Students, per the relevant Student or Staff General Misconduct Rules, for violation of the provisions of this Policy.

11. BIKES AND BIKE PATHS

Cyclists are required to share paths with pedestrians to ensure minimal pedestrian/cyclist conflict in accordance with [Austroads](#) Information Note 8 “ Minimising Pedestrian - Cyclist Conflict on Paths”
<https://www.onlinepublications.austroads.com.au/items/AP-R287-06>

In NSW, Bicycles are considered to be vehicles and must obey the road rules. Some of the road rules apply specifically to bicycle riders.

Cyclists in NSW are to conform to the Road Rules for NSW found at http://www.bicycleinfo.nsw.gov.au/riding_safely/nsw_road_rules.html

Cyclists in the ACT are to conform to the ACT Territory and Municipal Services Bicycle Rules as detailed at http://www.tams.act.gov.au/roads-transport/cycling/cycling_information

The following road rules for cyclists have been accepted nationally.

<http://www.woj.com.au/australian-road-authority-links/>

12. UNIVERSITY LIABILITY

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.

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

13. FEEDBACK

University staff, students and visitors are encouraged to provide feedback about traffic and parking hazards at University campuses along with suggestions for improved traffic and parking management via the DFM home page
<http://www.csu.edu.au/division/facilitiesm/home>

Table of amendments

Version number	Date	Short description of amendment
0.1	26/11/12	First Draft
0.2	7/11/12	Amendments to content
0.3	23/4/13	Further amendments to content
0.4	29/8/13	Further amendments to content, specifically ACT legislation and mention
0.5	5/9/13	Further amendments to content
0.6	28 & 31/10/2013	Further amendments and inclusion of text in the Exemptions section
0.6	14/11/2013	Inclusion of "Campus" definition as defined in the Road, Walk and Path Naming Procedure to ensure consistency of definition. Further content editing and clarification of terms.
0.6	9/12/2013	Update to improve definitions and include feedback from CSMs and DFM ED
0.7	12/12/2013	Final version after consideration of DFM consultation
0.8	23/04/2014	Inclusion of amendments supplied via consultation with the university community and CSU legal services. Update of content to improve grammar and remove ambiguities.
0.9	27/05/2014	Update of penalties section to comply with current legislation and RMS parking and traffic manuals.
0.10	04/06/2014	Final review by senior DFM staff.