

Traffic Management, Parking and Parking Permit Procedure

Version	0.8
TRIM file number	
Short description	A procedure for the management of parking, parking permits and traffic control at the Australian premises of Charles Sturt University.
Relevant to	All staff, students & visitors
Authority	This procedure has been approved by Deputy Vice Chancellor (Administration) in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10
Responsible officer	Executive Director, Division of Facilities Management
Responsible office	Division of Facilities Management
Date introduced	August 2014
Date(s) modified	
Next scheduled review date	August 2017
Related University documents	Parking and Traffic Management Policy
Related legislation	Road Transport (General) Regulation 2013 Australian Road Rules, 2012 Road Rules 2008 (NSW) Road Transport Act 2013 Road Transport (Safety and Traffic Management) Regulation 2000 incorporating The Australian Road Rules (ACT) Roads Regulation 2008 Road User's Handbook Restricted Parking Area (RPA) Manual Permit Parking Manual
Key words	Procedure, parking, permit, roads, RMS, infringement, restrictions, enforcement

Table of amendments

Version number	Date	Short description of amendment
0.1	27/10/12	1 st Draft
0.2	5/2/13	Next round of amendments
0.3	23/4/13	Further amendments to content
0.4	3/9/13	Incorporate Permit Parking Procedure into this document.
0.5	5/9/13	Further amendments
0.5	15/11/13	Amendments to improve consistency of definitions etc between the Policy and the Procedure and to improve content and grammar
	17/1/2014	Continued editing of document
0.6	April 2014	Continue Editing to align with recently amended and updated Traffic and Parking Policy and changes to governing legislation
0.6	May 2014	Consolidation of Parking Permit rules and information. Draft of permit application form.
0.7	July 2014	Consolidation and update of content. Incorporation of feedback from CSMs and Residence Life. Attachment of appendices.
0.8	12/8/14	Moved onto new template and formatted accordingly.

Section 1 - Purpose

- (1) This document sets out the University's procedure to:
 - a. manage parking via delineation, signage and parking infringement enforcement at all NSW and ACT Campuses;
 - b. manage permit parking and the Roads and Maritime Services (RMS) Restricted Parking Scheme on all Campuses in NSW and the ACT;
 - c. manage traffic flow via the installation of signage and other traffic flow devices and schemes on University Premises; and
 - d. manage the Self-Enforcing Infringement Notice Scheme (SEINS).
- (2) The objectives are to:
 - a. ensure the safety of staff, students and visitors to the university through effective and orderly use of traffic and parking management signs and devices;
 - b. allow parking of vehicles in designated car parks and parking bays in accordance with parking control signage on University premises;
 - c. make provision for specially designated parking spaces/areas for users having a disability or other special need;
 - d. manage parking for service, delivery, emergency and police vehicles;
 - e. prevent unauthorised parking;
 - f. optimise parking resource use to improve environmental sustainability;
 - g. prescribe parking permit allocation and management procedures; and
 - h. improve pedestrian safety.

Scope

- (3) This Procedure applies to vehicle drivers/riders using roads and car parking facilities at the Australian campuses of the University.
- (4) This Procedure shall be reviewed on a triennial basis.
- (5) The Restricted Parking Area Scheme is to be applied to the following locations as detailed in Schedule 2 of the Road Transport (General) Regulation 2013:
 - a. Bathurst campus; being that part of Bathurst bounded by, but not including, Panorama Avenue, Browning Street and Research Station Drive;
 - b. Albury Wodonga campus; being that part of Albury bounded by, but not including, Table Top Road, Thurgoona Drive, Shutter Avenue, Hartigan Street, and Elizabeth Mitchell Drive;
 - c. Wagga Wagga campus; being that part of Wagga Wagga bounded by, but not including, Farrer Road, Boorooma Street, Estella Road, Pine Gully Road, Coolamon Road and McKeown Drive;
 - d. Wagga Wagga south campus now known as Turvey Park Precinct; being that part of Wagga Wagga bounded by Fernleigh Road, Hely Avenue, Charleville Road and Urana Street;

- e. Dubbo campus; being that part of Dubbo bounded by, but not including, River Street, Tony McGrane Place and Yarrandale Road;
- f. Orange campus; being that part of Orange bounded by, but not including, Leeds Parade and Ophir Road; and
- g. Port Macquarie campus; being that part of Port Macquarie bounded, by but not including, Ellis Parade and Major Innes Drive.

Section 2 - Glossary

(6) Authorised Officer means a person employed by the University who has been appointed an Authorised Officer in accordance with the Traffic and Parking Policy.

(7) Car Park means an area of campus that is designed, delineated and signposted for vehicles to be left unattended for extended periods.

(8) Overflow Parking means a designated area of a campus that is utilised when all spaces in car parks and other designated vehicle parking areas are occupied.

(9) Declared Organisation means a government department or statutory corporation listed in schedule 2 of the Road Transport (General) Regulation 2013. The University is a Declared Organisation under the Regulation for the purposes of operating a restricted parking scheme and a permit parking scheme.

(10) Division means the Division of Facilities Management.

(11) DOPS means a Declared Organisation Parking Scheme per the Road Transport (General) Regulation 2013 and the RMS Restricted Area Parking manual.

(12) Park, Parking or Parked – means that a driver stops a vehicle and allows the vehicle to stay (whether or not the driver leaves the vehicle).

(13) Parking Bay means an area for parking a single vehicle (or vehicle and trailer combination) that is indicated by:

- a. road Markings consisting of lines, studs, reflective delineators or other similar devices; and
- b. a different road surface.

(14) Permit refers to any University livery, sticker, or other visual display device, which is created in accordance with this Procedure in compliance with the Parking and Traffic Management Policy.

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

(16) PPS means Permit Parking Scheme.

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

(18) Restricted Parking Scheme – means an authorised scheme by the RMS for delegated authorities to implement restricted parking within their operational area.

(19) RMS means Roads and Maritime Services (RMS)

(20) Road Transport (General) Regulation 2013 means the NSW legislation denoting the University 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.

(21) Self Enforcing Infringement Notice Scheme (SEINS) – is a DOPS permitting the University to issue penalty notices for parking infringements. SEINS infringement penalties are enforceable via the NSW State Debt Recovery Office (SDRO).

(22) STM Act –means the Road Transport (Safety and Traffic Management) Act 1999

(23) SDRO –means the State Debt Recovery Office.

(24) PPS means Permit Parking Scheme

(25) 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. Our campus locations in NSW and ACT are Albury-Wodonga, Bathurst, Canberra (Blackall St), Dubbo, Goulburn, Orange, Parramatta, Port Macquarie and Wagga Wagga.

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

Section 3 - Procedure

Responsibilities

RMS

(27) Administers the road transport legislation that covers parking schemes on roads and road related areas in NSW.

(28) Gives approval to establish and operate parking schemes on classified roads. Issuing specifications and design standards for all parking control signs and pavement markings installed on road and road related areas.

(29) Where necessary, arbitrates and/or making a determination when parking authorities, government departments and statutory corporations and/or stakeholders are not in agreement.

(30) Audits and monitors parking schemes on road and road related areas as required.

Division of Facilities Management

(31) Plans, builds, operates and maintains roads, paths, car parks and other traffic related infrastructure on University premises.

(32) Manages vehicle parking on all campuses in NSW and the ACT including the administration and issuance of parking permits.

(33) The Division will conduct parking studies; undertake planning, erect traffic and parking signage and communicate to the University community changes in traffic and parking arrangements.

(34) Ensures the RPA scheme is conducted in accordance with the RMS RPA Manual.

(35) Obtains local government or RMS approval for regulatory signposting and pavement markings related to all RPA schemes.

(36) Bears all costs associated with the implementation of RPA schemes on University campuses.

(37) Enforcement of the RPA scheme on University campuses.

(38) Provide parking enforcement officers (Authorised Officers) with [State Debt Recovery Office sanctioned training](#) in all aspects of parking management including identification of infringements and issue of penalty notices.

(39) Implement restricted parking schemes or similar at University premises, as appropriate, where those premises are not within NSW.

Parking Studies

(40) Periodic parking studies will be used by the Division to determine the availability and demand for parking spaces and parking space types at University premises. Studies will normally be carried out on a biennial basis however significant changes to infrastructure, University course structure, master planning needs etc may require a one-off special parking study or may bring forward a planned periodic parking study.

(41) A parking study will normally assess the following:

- a. effectiveness of the RPA scheme per the audit requirements of the RMS RPA manual;
- b. the safety of staff, students and visitors;
- c. availability of public transport;
- d. campus accessibility within a region or urban area;
- e. accessibility by bicycle;
- f. incentives for reduction of car parking demand from car pooling schemes and the like;
- g. size of the campus and walking distances between facilities, services and buildings etc;
- h. the need for access by persons of limited mobility or other disabilities;
- i. access for service vehicles;
- j. access for pickup and delivery of goods;
- k. availability of parking for students, staff or visitors resident on campus;
- l. facilitating the teaching and learning activities of the University;
- m. emergency management;
- n. operational needs of clinics and enterprises;
- o. sustainability; and
- p. issues specific to individual parking locations

(42) A parking study must also be carried out for any proposal to establish new "Permit Only" parking areas to determine the:

- a. genuine need for restricting parking to permit only spaces;

- b. identity of the person(s) and/or vehicles it is proposed will use the permit only parking area and the special circumstances or needs of those persons and/or vehicles;
- c. level of inherent difficulty in enforcing restricted parking in the proposed area;
- d. number of spaces that can and/or need to be provided; and
- e. time restrictions that may be appropriate.

(43) Reports from periodic parking studies will be kept by the Division and will be available from the [Division's web page](#).

Permit Parking Scheme (PPS)

(44) Operation of the University's Permit Parking Scheme must conform to the "RMS Permit Parking manual".

- a. declared organisation parking permit; the parking authority (Declared Organisation) will determine the maximum number of permits issued for a particular DOPS;
- b. this determination will be based on parking studies conducted to assess the parking demand and parking spaces available, or likely to be available, on roads and road related areas within the area of operations;
- c. the costs associated with the implementation of DOPS is borne by the declared organisation and the issuance of declared organisation parking permits is at the discretion of the declared organisation; and
- d. declared organisations must discuss any PPS proposal in its area of operations with the local government area council and/or the RMS. The declared organisation would ultimately submit the proposal to the local municipal or shire council or RMS for approval to enable parking signs to be erected or displayed in relation to permit parking.

(45) Permit parking schemes at the University are intended to give priority parking to those who may be disadvantaged by unavailability of suitable parking places.

(46) Issuing Permits:

- a. the Division of Facilities Management is authorised to issue parking permits;
- b. the Division may authorise Residence Life and Resident Colleges to issue time based temporary parking permits for resident students to use residence car parks;
- c. there are no parking bays set aside exclusively for an individual who is the holder of a parking permit (unless exceptional circumstances have been demonstrated in accordance with Section 1.2 of this Procedure);
- d. the parking permit does not give exemption from any other signposted parking restrictions;
- e. permits must be displayed at all times on or inside the vehicle;
- f. infringement notices may be issued for vehicles not correctly displaying a permit;
- g. a permit may be issued for multiple areas and multiple campuses; and

- h. the holder of a permit is not guaranteed a parking space within the PPS.

(47) Eligibility Criteria:

- a. eligibility for issue of a parking permit is determined on a case by case basis subsequent to receipt of an application for the issue of a parking permit. Approval to issue a parking permit will be in accordance with the Parking and Traffic Management Policy and this Procedure. The maximum number of permits available for issue at each campus is determined by information gathered in the Division's periodic parking studies.

(48) Permit Application Process:

a. Staff

- i. written application (Appendix 1) shall be made from an approved officer of a faculty or division to Division of Facilities Management for issue of a parking permit setting out the reasons the application is sought;
- ii. if approved, the Division of Facilities Management will issue the permit to the division or faculty. The Division of Facilities Management will also notify the applicant where issue of a permit was not approved; stating the reason the permit was not approved;
- iii. permits will be valid for a maximum of two years or to the expiry date noted when the permit is issued;
- iv. the Division will maintain a data base of issued permits which will be available via the [Divisions web page](#); and
- v. the Division will revoke the issuance of a permit if the circumstances of issuance change.

b. On Campus Resident students:

- i. Residence Life and on-campus private residential colleges will be nominated to manage allocation of student residential parking permits. Residential permits are allocated to a set number of parking bays in specific residential car parks as defined by the Division's periodic parking studies. Residential parking permits entitle a vehicle to be parked in a designated residential car park bay only; and
- ii. resident student parking permits shall normally be valid for up to one year. Permits with a shorter validity period may be issued for residential schools and other short term study periods at the discretion of Residence Life and on-campus private residential colleges and approval of the Division.

c. Timed Parking

- i. timed parking zones may be implemented at all University operated clinics, University enterprises or other areas as required to facilitate the operational requirements of the the University as determined by information gathered in the periodic parking studies; and
- ii. timed parking may be implemented as required to improve safety outcomes and to facilitate the operational requirements of faculties and divisions as determined by information gathered in the Divisions's periodic parking studies.

- d. Parking Permit design:
- i. the holder of a permit is authorised to park a motor vehicle on a parking bay in a restricted parking area in accordance with the RMS approved signs and pavement markings at a parking bay and with any instructions provided with the permit:
 - ii. permits will display the University logo and must be:
 - a permanently affixed label or sticker;
 - an ultraviolet light resistant plastic or laminated tag or card and show;
 - a permit number; and
 - red for standard permit tags (see Appendix 2); residential permit tags shall be yellow; staff permit tags shall be orange and car pooling permits shall be green.
 - iii. all University vehicles with authorised University livery are deemed to have a parking permit;
 - iv. University vehicles issued to staff for travel or other work purposes or as part of their employment package are not considered to hold a parking permit unless the vehicle has authorised University livery or the staff member has received a parking permit in accordance with this Procedure and the permit is correctly displayed;
 - v. on campus students, living in student residences, can apply for a residential parking permit. This permit is only valid in designated residential car parks.
- e. Use of Permits
- i. instructions and conditions of use must be made available to the permit holder, at the time of issue of the permit. The following conditions must be included:
 - instruction about correctly displaying the permit;
 - instruction that the permit is not transferable;
 - the expiry date of the permit;
 - instruction to contact the Division if the permit is damaged, lost or stolen; and
 - a caveat indicating that if the permit holder's circumstances change and the permit holder no longer meets the eligibility criteria, the permit is no longer valid and must be returned to Division of Facilities Management, Residence Life or the on-campus private residential college.

Types of Permits

(49) The issue of a permit does not guarantee a parking space will be available.

(50) There are no dedicated or allocated permit parking spaces for individuals or vehicles (unless exceptional circumstances have been demonstrated in accordance with Section 1.2 of this Procedure).

(51) A fee may be levied to cover the cost of production of permits and administration of the permit system. The fee may be subject to review by the RMS (per the requirements of the RMS Permit Parking Manual):

- a. D1. Residential Parking Permits:
 - i. residential accommodation for on campus students will have a prescribed number of designated and delineated residential car park bays. Residential car park bays will provide students living in campus accommodation with parking for one car only;
 - ii. car park bays are not allocated to an individual or to a specific accommodation residence or room but shall be allocated as a total number at each campus as determined by the Division's periodic parking studies. The total number of residential car park bays allocated is not determined by the number of student residence rooms available at any or all campuses;
 - iii. As far as practicable, residential car parking spaces shall be allocated in car parks adjacent to student residences. Car parks adjacent to student residences will also have car parking for disabled persons' vehicles, for residences staff and for service and emergency vehicles for the safety of residents and to facilitate the operation and maintenance of the residences;
 - iv. residential car parking spaces may be made available for general parking outside business hours and core academic session or residential school times;
 - v. students will apply to and be issued with residential car parking permits by Residence Life or on-campus private residential colleges;
 - vi. residential parking permits are valid for parking bays marked by signs and/or pavement markings as Residential Car Parking Permit Only;
 - vii. residential car park holders are permitted to park vehicles in general car parks however residential car parking permits are not valid for other types of "Permit Only" parking spaces;
 - viii. residential car parking permits shall not be issued to staff or visitors.
- b. D2. Standard Parking Permits:
 - i. standard parking permits are issued to give priority parking to those who may be disadvantaged by unavailability of suitable parking places;
 - ii. standard parking permits may be issued to facilitate the operations of faculties, divisions, clinic and enterprises of the University;
 - iii. all University vehicles with authorised University livery are deemed to have a standard parking permit;
 - iv. the holder of a standard parking permit is authorised to park a motor vehicle on a "Permit Only" parking bay in a restricted parking area in accordance with the RMS approved signs and pavement markings at

the parking bay and with any instructions provided with the issue of the permit.

- c. D 3. Car Pooling Parking Permits:
 - i. car pooling parking permits are issued to give priority to vehicle users engaged in car pooling and who are registered through CSU Green. Evidence that registered vehicles are actively being used on an ongoing basis for car pooling will be required.
- d. D 4. Staff Parking Permits:
 - i. staff parking permits are issued to give priority to staff vehicles for staff required to be resident on campus or to assist staff to park in a specific area where a specific staff requirement such as manual handling issue, medical issue or work health and safety issues has been identified.

Enforcement

(52) Enforcement of parking infringements is limited to those campuses included in Schedule 2 of the Road Transport (General) Regulation 2013

(53) Authorised Officers

- a. the Division will ensure that each campus has appointed and trained authorised officers to implement the SEINS. Only an authorised officer is permitted to issue infringement notices.

(54) Offences

- a. The following constitutes an offence in a Permit Parking Area (PPA);
 - i. parking without a parking permit for longer than the period (time limit) shown on RMS approved signs and pavement markings;
 - ii. fraudulent use of parking permits, e.g. use of expired permits or parking permits not issued by the appropriate authority;
 - iii. use of parking permits not applicable to the area;
 - iv. use of defaced or incorrectly “scratched” or wrongly displayed permits which cannot be read from outside the vehicle by an authorised officer;
 - v. use of an expired parking permit; and
 - vi. use of a parking permit not applicable to the vehicle or address.
- b. The following constitutes an offence in Restricted Parking Areas (RPA):
 - i. 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 unless the driver is actually engaged in taking up or setting down persons or goods.
- c. 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;

- i. 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; or
- ii. 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.

(55) Education and Publicity

- a. The Division will provide education and publicity via the [Division's web page](#) and other appropriate means with regard to the operation of Restricted Parking Area (RPA) Schemes at campuses in accordance with the requirements of the RMS Restricted Parking Areas Manual which states;
 - i. Councils, declared organisations, government departments and statutory corporations responsible for the introduction of RPA schemes must:
 - conduct education and publicity programs for motorists (public, staff and employees) explaining:
 - the scheme,
 - any parking permits/vouchers used, and
 - the meaning of the RPA and end RPA signs and
 - any other parking control signs used.
 - ii. provide information to motorists (public, staff and employees) on the location of parking areas and parking stations and also on the level of penalty for failure to comply with parking control signs and the directions marked on a parking bay.

(56) Cancellation of Parking Penalty Notices

- a. Parking penalty notices cannot be cancelled by any member of University staff or the University senior executive. All representations in relation to disputed infringement notices are to follow the prescribed process detailed on the rear of the infringement notice. Representations related to disputed infringements must be made to the SDRO.

(57) Discretion

- a. authorised officers will have discretion to issue warning notices to vehicles in breach of the Restricted Parking Scheme. This discretion will be exercised during "O" week and at the commencement of Residential School periods and may be exercised in other periods to facilitate University operations as from time to time determined by the manager of the authorised officers;
- b. this discretion is not applicable to breaches in relation to disabled parking spaces.

(58) Prescribed Penalties Applicable:

- a. penalties for parking infringements are as prescribed at the time the infringement notice is issued by the SDRO and appropriate legislation.

Parking Zones

(59) The number and type of parking zones or areas will be determined by a parking study.

(60) Residential car parking - campuses with student residential facilities can have dedicated car parks and zones for residential students.

(61) Timed Parking zones may be established at clinics and enterprises based on a parking study.

(62) General parking zone – a car park available to all vehicles with lawful and legitimate reasons for parking at a University campus.

(63) Overflow parking areas – designated areas on campus that are utilised when all spaces in restricted parking zones are full. These are usually located at the extremities of a campus.

Parking Space - Types

(64) The number and type of parking spaces allocated on University campuses, including spaces for disabled persons, motor cyclists, service vehicles, clients and patients of clinics and enterprises, resident students and permit holders, will be determined by the Division and based on data gathered in periodic parking studies.

(65) Visitor parking - there is no provision made for identified visitor parking; visitors can park in general parking spaces.

(66) Disabled parking spaces - delineated by RMS approved signs and pavement markings for parking the vehicles of disabled drivers and/or for the set down and pick up of disabled passengers.

(67) Service Vehicle Spaces - delineated by RMS approved signs and pavement markings for University service vehicles and University contractor service vehicles. Permits will be issued to contractors, if required, for their vehicles when signing in to carry out works on a campus.

(68) Staff Only spaces – a limited number of spaces delineated by RMS approved signs and pavement markings that may be allocated to assist staff to park in a specific area where a staff requirement such as manual handling issues or health issues have been identified.

(69) Electric Vehicle spaces - delineated by RMS approved signs and pavement markings and equipped with either solar, mains or hybrid solar/mains powered charging points for parking and recharging electric or hybrid dual fuel/electric vehicles.

(70) Car Pool spaces - delineated by RMS approved signs and pavement markings for parking vehicles registered with CSU Green on the University Car pool register and with demonstrated genuine use for car pooling.

(71) VIP spaces – a limited number of spaces delineated by RMS approved signs and pavement markings to assist with the reception of dignitaries visiting the University. The location and number of these spaces will be determined by a parking study and by consultation with Heads of Campus.

(72) Permit Only – permit only spaces allocated to staff required work at disparate work areas (> 1 kilometre apart) on large campuses. Permit only spaces may also be used where a special or unforeseen need has been identified.

(73) Motor cycle spaces – delineated by RMS approved signs and pavement markings for parking motor cycles only.

(74) Drop off spaces – delineated by RMS approved signs and pavement markings at Early Learning Centres and other areas as determined by a parking study for short term parking, up to a maximum of 20 minutes, for pick up and drop off of persons.

(75) Loading spaces - delineated by RMS approved signs and pavement markings for pick up and drop off of goods.

(76) Residential parking space: car park space primarily allocated for parking the vehicle of a student resident on a University campus.

Location of Standard Permit Only Parking Spaces

(77) Permit Only parking spaces shall be restricted to key central locations on each campus.

(78) Permit Only parking spaces are not allocated to offices or business units or individuals (unless exceptional circumstances have been demonstrated in accordance with Section 1.2 of this Procedure)

(79) The location and number of Permit Only parking spaces will be determined by the periodic parking studies.

(80) Normally, Permit Only parking spaces will be located in the car park closest to the centre of the campus.

Traffic and Parking Signs

(81) Traffic control signs will be installed in accordance with the [RMS Signs Data Base](#) and the University's Signage Procedures manual.

(82) Restricted Parking Area signs must conform to and be installed in accordance with the RMS (RTA) Restricted Parking Areas manual and the University's Signage Procedures. Any signs not so prescribed must be authorised by the RMS before they are installed and before they become enforceable.

(83) Permissive parking signs as prescribed in the RMS (RTA) Guide to Signs and Markings Reference List 2010 must be used in the implementation of time restricted parking and pay parking schemes.

(84) Mobility (Disabled) parking signs and pavement markings will be installed in accordance with the requirements of the RMS (RTA) Guide to Signs and Markings Reference List 2010.

Parking Exemptions

(85) In accordance with the Parking and Traffic Management Policy the following parking exemptions apply.

- a. 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. 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;

- b. 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;
- c. 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. A Traffic Management Plan will be in place at least 7 business days prior to planned utilities works. Warning lights, barriers and signage and traffic control personnel shall be in place for both planned and emergency works by utilities supply contractors; and
- d. during construction works adjacent to car parks, during car park maintenance activities or where car parks are utilised for special events or emergencies, 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 the Parking and Traffic Management Policy.

Bicycles on Paths

(86) Authorised officers are empowered to instruct cyclists to share paths with pedestrians to ensure minimal pedestrian/cyclist conflict in accordance with the Austroads Information [Note No. 8 “ Minimising Pedestrian - Cyclist Conflict on Paths”](#)

- a. Cyclists must:
 - i. wear a bicycle helmet;
 - ii. keep left and signal at intersections and when turning;
 - iii. acknowledge other road and bike path users and give way where required;
 - iv. give way to and avoid pedestrians;
 - v. give way to and avoid mobility scooters and wheelchairs;
 - vi. ride at a safe and considerate speed;
 - vii. use the bike horn or bell to warn pedestrians;
 - viii. wear easily seen clothing;
 - ix. follow legal lighting requirements when riding at night; and
 - x. keep left ride in single file.

- b. In the Australian Capital Territory the following requirements are enforceable:
 - i. cyclists shall ride according to the ACT road rules;
 - ii. cyclists must ride in a predictable manner or in a way that is visible to other commuters;
 - iii. cyclists must maintain a functional and legal bicycle, including the use of front and rear lights when riding at night;
 - iv. ACT Road Rules prohibit riding across a pedestrian crossing; and
 - v. cyclists must secure bicycles within a designated area / bike rack where they are signposted.

Traffic Management

(87) Traffic control on the University's Australian campuses is to be managed in accordance with the [Road Rules 2008 \(NSW\)](#) and the RMS [Road User's Handbook](#) in NSW and in the ACT with the provisions of the [Road Transport \(Safety and Traffic Management\) Regulation 2000](#) incorporating [The Australian Road Rules](#) .

(88) Enforcement for the infringement of these traffic control regulations and rules are enforceable by the [NSW Police Force](#) and the [Australian Federal Police in the Australian Capital Territory](#).

Appendix 1

Parking Permit Application

1. Permit Type; <i>(please tick appropriate box)</i>			
Standard Permit	<input type="checkbox"/>	Residential Permit	<input type="checkbox"/>
Car Pooling Permit	<input type="checkbox"/>	Staff Permit	<input type="checkbox"/>

2. Application Contact Person					
Title	Name	Position	Telephone and email details	Faculty, School or Division	Manager or RA's name and contact details
<i>Note: If the application is successful, the Permit will be sent to this contact person.</i>					

3. Permit Details			
Number of Standard Permits applied for	Reason(s) for application.		
Residential Permit	Reason(s) for application, applicant name and vehicle registration number.		
Car Pooling Parking Permit	CSU Green Car Pool registration Number	Average number of persons travelling in the car pool over the last six(6) weeks.	
One permit only can be issued for each group holding a GSU Green registration number.		1 week ago	<input type="text"/>
		2 weeks ago	<input type="text"/>
		3 weeks ago	<input type="text"/>
		4 weeks ago	<input type="text"/>
		5 weeks ago	<input type="text"/>
		6 weeks ago	<input type="text"/>
Number of Staff Permits applied for	Reason(s) for application.		

4. DIVISION OF FACILITIES MANAGEMENT (DFM) APPROVAL				
DFM Approving Officer				
Title	Name	Position	Contact details	Signature
Approval/Rejection confirmed by Campus Services Manager				
Name		Contact details		Signature
Permit Type	Permit Number		Permit Expiry Date	
Reason for Rejection of Permit Application				

5. Residence Life APPROVAL				
Residence Life Approving Officer				
Title	Name	Position	Contact details	Signature
Permit Number	Permit Expiry Date		Vehicle Registration Number	

6. On-Campus Residential College APPROVAL				
Residential College Approving Officer				
Title	Name	Position	Contact details	Signature
Permit Number	Permit Expiry Date		Vehicle Registration Number	

Please submit your completed application by email (in .doc or .docx format).

Appendix 2 – Example of Parking Permit

