

<b>Purpose:</b>	To outline Murdoch University's objectives and policies relating to the management of parking and traffic on campus.		
<b>Audience:</b>	Murdoch University Staff, Students, Students and Visitors (including other persons eligible for a parking permit)		
<b>Supporting Procedures:</b>			
<b>Supporting Guidelines:</b>			
<b>Supporting Standards:</b>	University By-Laws		
<b>Contact Officer:</b>	General Manager Campus Operations & Services	<b>Phone:</b>	See Campus Directory

**Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.**

### Preamble:

Murdoch University will where reasonably practical provide sufficient parking to meet the normal demand of staff and students that supports the University's parking and traffic objectives.

In planning for parking the University will consider financial, equitable and environmental sustainability including the use of alternative access strategies such as public transport.

The University will manage location of parking, equitable distribution of parking bay allocations, parking fees, application of Traffic By-Laws and access to public transport on campus.

Property, Development and Commercial Services (PDCSO) is responsible for the management and operation of parking and traffic on campus.

This policy applies to Murdoch University campuses.

### Objectives:

1. To provide where reasonably practical sufficient parking to meet the normal demand of staff and students that supports and encourages public transport use.
2. To effectively manage the location of parking, equitable distribution of parking bay allocations, parking fees, application of Traffic By-Laws and accessibility of public transport.
3. To use parking income to cover the cost of providing parking amenities and related costs and to subsidise the cost of supporting other forms of transport.

### Policy:

#### 1. Policy

##### Provision of Parking

1. The University will, where reasonably practical provide sufficient parking to meet the normal demand of staff and students.
2. The University in planning for parking will consider both financial and environmental sustainability including the use of alternative access strategies such as public transport.

3. Parking areas will be provided on each campus to accommodate different categories of user, i.e. students, staff, commercial tenants, contractors and visitors.
4. The use of car parks will be monitored to determine adequacy of overall supply of bays and category types. The location and number of car bays in each category type maybe adjusted to both meet University needs and improve the overall effectiveness of parking on campus.
5. The Vice-Chancellor, or nominee, may designate an area of University Lands a parking area. Removal of a parking area must be approved in writing by the Vice-Chancellor or nominee.

#### Parking on Campus

1. Parking is provided on a "user pays" basis.
2. A fee, approved by the Vice Chancellor or nominee, is charged for each category of parking permit.
3. All staff, students, tenants and contractors who park on campus, unless parking in visitors parking, are required to display a valid parking permit. Visitors are required to use the "pay and display".
4. 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.
5. Parking permits maybe created by particular classes of users. The permit will specify the areas in which the permit holder may park.
6. The categories of parking permits are specified by the University By-Laws and detailed: <http://our.murdoch.edu.au/Campus-and-Facilities-Management-Office/Our-services/Parking-on-campus/>

#### Financial Considerations

1. Parking income will be used to fund the management, operation and maintenance of car parks and to support initiatives to improve alternative access to campus such as contributing to public transport services.
2. Parking is provided on a "user pays" basis.
3. Parking permits maybe issued to members of nominated senior committees, such as Senate and Resources to be used for the purpose of attending committee meetings and University activities.
4. University funds cannot be used to purchase parking permits with the exception of:
  - A) designated University pool vehicles;
  - B) designated School or Office reserved parking bays (for use by guests only on University business);
  - C) University special events or conferences.
 School Deans and Office Directors must apply annually in writing to the Chief Operating Officer (COO) for an exemption to the above.

#### By-Laws, Penalties and Infringements

1. Management and operation of parking and traffic on campus will comply with the Murdoch University Lands and Traffic By-Laws. <https://goto.murdoch.edu.au/Bylaws>
2. 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.
3. University Senate must endorse all amendments or additions to the By-Laws and then approved by the Western Australian Parliament.
4. The By-Laws shall be applied in a fair and consistent manner while recognising the University's strategic objectives.

5. The By-Laws provide for infringements to be issued, called modified penalties for breaches of the By-Laws. The modified penalty for each offence shall 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 Senate and approved by the Western Australian Parliament.
6. 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.
7. Appeal applications will be adjudicated by the General Manager Campus Operations & Services or nominee.
8. General Manager Campus Operations & Services or nominee will use a set of criteria when assessing the validity of an appeal; however they may apply a further criterion as to whether it is in the best interest of the University to accept the appeal.
9. The By-Laws specify a staged approach for the collection of a parking penalty by the University.
10. Should the offender not pay the penalty within the prescribed timeframe the University will refer the infringement to the Fines Enforcement Registry for collection unless:
  - A) the infringement is waived or cancelled by the University; or
  - B) the offender or the University elect to have the matter dealt with by the Court.
11. Should the offender not pay the penalty within the prescribed timeframe the University may elect to place an encumbrance on the staff or student.
12. 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.
13. 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.
14. Approval to defend or initiate a court action requires the approval of the Vice Chancellor or nominee.
15. Records relating to an infringement notice must be kept and stored in compliance with the relevant University policies and the legislative requirement.



### Visitors Pay and Display Parking

1. The University will provide visitor "Pay and Display" parking on campus. A valid parking ticket must be displayed when parking in these parking areas. Both the cost to park and maximum length of stay will be determined to make best use of the parking area.
2. A fee, approved by the Vice Chancellor or nominee is charged for parking in the visitor "Pay and Display" parking areas.

### Driving on Campus

1. Drivers must only drive on designated roads and must not drive on pedestrian pathways or grassed areas; should approval be granted then the driver must drive at a speed no more than walking pace and must have the vehicle hazard lights operating.
2. Drivers must observe all road traffic signs at all times, not limited to but including speed limit, stop and local fauna signs.

### Liability

1. The University accepts no responsibility for the loss of or damage to vehicles when on University Lands, or for loss or damage to contents or accessories.

### Equitable Parking

1. The University where practical, will provide parking to accommodate the needs of staff and students with mobility impairment through ACROD and Easy Access car parking.

### Discretionary Spend

1. University funds (account code, credit card) cannot to be used by staff or students to pay for personal parking permits or parking infringements.
2. Staff and students must pay for their permit or infringement regardless of the permit type, position title or employment and student status via the options available (i.e. payroll deduction, full upfront).
3. Staff with a vehicle supplied (i.e. novated lease) as part of their employment package are required to pay for their parking permit.

### University Vehicles

1. Staff and students cannot use the permit or parking bay assigned to a University fleet vehicle for their personal use.
2. University fleet vehicles (those leased or owned by Schools / Offices for University business) are required to display a valid parking permit.
3. University fleet vehicles owners are to supply a valid University account code which must come attached with written approval from the relevant School Manager or Professional Services Director in order to purchase a parking permit for the vehicle.

## Schools and Offices

1. Schools and Offices who require an annual reserved bay/s for designated use by external persons only (i.e. visitors/clients/research partners, contractors, agencies ect..) are required to supply a valid University account code; this must come attached with written approval from the relevant School Manager or Professional Services Director.
2. Schools and Offices who require regular and adhoc parking for use by external persons only (i.e. events/conferences/visitors/clients/research partners, contractors ect..) are required to purchase a daily parking permit (from the Student Centre) using a valid University account code. Alternatively the external person is to use the visitor "Pay and Display".
3. Schools and Offices cannot pay a parking infringement on behalf of a visitor using a University account code.
4. Any request for an exemption to the above are to be addressed in writing to the Chief Operating Officer (COO).

## Exemptions

1. Any request for a parking payment exemption is to be addressed in writing to the Chief Operating Officer (COO).
2. 'User Pay' parking exemptions are limited to the University Chancellor, University Senate members, and external persons residing on executive University committees (i.e. Resources Committee).
3. All other categories of person or groups such as but not limited to Adjunct Professors, former Vice Chancellors and academics, external persons strategically aligned with the University, non-University staff donating time are considered on case by case basis by the COO.
4. The list of all approved exemptions is kept within the PDCSO.

## **Supporting Procedures:**

There are no supporting procedures.

## **Supporting Guidelines:**

There are no supporting guidelines.

## **Supporting Standards:**

There are no supporting standards.

## **Performance Indicators:**

There are no performance indicators.

**Definitions:**

By-Laws

Commercial Tenant

Normal Demand

Offender

Pay and Display

Staff

Student

University

Visitor

**The definition of these terms appears in the "Dictionary of Terms". Please refer to the "Dictionary of Terms" in Policy and Procedure Manager™ to ensure you are referring to the latest version.**

**Related Documents:**

<http://our.murdoch.edu.au/Campus-and-Facilities-Management-Office/Our-services/Parking-on-campus/>

<http://goto.murdoch.edu.au/Bylaws>

**References:**

Discretionary Spend Policy

**Approval and Implementation:**

<b>Approval Authority:</b>	Senior Executive Director, PDCSO
<b>Responsible Officer(s):</b>	General Manager Campus Operations & Services

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
1	30/10/2011		30/10/2014	
2	4/3/2015	27/03/2015	31/12/201727/03/2018	