

Appendix B

Macquarie University

Traffic and Parking

Rules & Guidelines

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Rules

The University accepts no responsibility for any damage caused to vehicles while travelling, standing or parked in the University grounds, or the theft of any vehicle, motorbike or cycle, nor for any damage to or loss of accessories or contents.

The University operates a Restricted Parking Area Scheme.

Periodical entry permits are available on personal application to the Cashier's office in the Student Centre or by written application addressed to the Director, Financial Services.

Casual or short term entry permits are available from ticket dispensing machines near the two main entrances and other identified car parks within the campus.

Periodical entry permits are issued upon presentation of student/staff I.D. number or, in the case of persons directly affiliated with the University, the approval of the Director, Office of Facilities Management or the Deputy Vice- Chancellor and Chief Operating Officer. Periodical entry permits are not available to persons not directly affiliated with the University.

Parking areas are provided at various locations within the University.

Vehicles may ONLY be parked in car parks and within marked bays. It is stressed that non-commercial vehicles may not park adjacent to buildings. Kerb parking is not permitted on any University road or in access lanes in car parks, except where marked.

The Macquarie University Traffic and Parking Rules and the Macquarie University By-laws make provision for the imposition of fines or other action to deal with breaches of the Traffic and Parking Rules.

The NSW State Debt Recovery Office operates the Self Enforcing Infringement Notice Scheme (SEINS) and is the University's agent for the collection of fines.

Repeated breaches of the Traffic and Parking Rules by staff or students will result in the withdrawal of entry permits and/or non renewal of permits.

Preamble

1. The University grounds are private property and the University Council has the right to regulate the entry of vehicles and their operation within the grounds.
2. Periodical entry permits are issued to a person(s). In circumstances where no permit is displayed on vehicle(s) the person(s) in charge of the vehicle will be responsible for any breach of the Traffic and Parking Rules.
3. Any vehicle brought into the University grounds is required to be driven, parked and managed in compliance with the University Traffic and Parking Rules and signs, and in observance of the directions of authorised persons.
4. For the purpose of these rules, "authorised persons" include all University security services officers and their Supervisors.
5. All persons, pedestrians or drivers, are responsible for conducting themselves in a safe manner whilst within the University grounds in accordance with the 'Occupational Health and Safety Act'.

Entry into University Grounds

The following vehicles only are ordinarily permitted to enter the University grounds:

1. Vehicles in the charge of members of Council, staff and students of Macquarie University.
2. Vehicles of members of the public who have business or are attending meetings or functions within the University.
3. Vehicles making delivery of goods ordered by the University, and contractors to the University.
4. Vehicles picking up or setting down passengers within the University.
5. No person shall operate, park or allow a vehicle to be parked in the University grounds except in accordance with these rules.
6. All vehicles must visibly display an entry permit.

Parking

1. Parking and standing is prohibited at all times on all roads and in access lanes within car parks on University owned land except to the extent specifically authorised by notice, by marking or by an authorised person. This prohibition applies irrespective of whether a notice is displayed. The prohibition against parking and standing means that a vehicle may be stationary only for the minimum time necessary to set down and pick up passengers.
2. At all times parking is permitted only in established car parks and not on University roads or elsewhere within the University grounds except that:
 - a. staff occupying cottages may also park in those adjacent parts of adjacent areas assigned for parking
 - b. builders' vehicles must be parked within the building site
 - c. vehicles with special permits may be parked in locations specially assigned them and must display a valid annual entry permit
 - d. cycles and scooters may park in areas reserved for them. Other vehicles may not use these areas
 - e. vehicles displaying RTA disability permits may park in especially allocated areas or general parking areas at no charge
 - f. spaces designated for particular officers (eg Heads of Divisions) may be used only by those officers
3. Vehicles are to be parked or placed wholly within the parking areas denoted by painted lines or other marking, and are not to be parked or placed so as to obstruct the free and safe passage of vehicles in the access lanes in car parks.

General

1. The bringing and driving of vehicles, cycles or scooters on paths, grassed areas or elsewhere on the grounds other than University roads and car parks is prohibited, except with the permission of the Vice-Chancellor or a person authorised by the Vice-Chancellor for this purpose.
2. Subject to the above, the provisions of the NSW Road Transport (General) Act 1999, and Regulations made under it shall be observed in the University grounds so far as these can be applied to the circumstances.
3. Notwithstanding any of the above provisions, the bringing and management of any vehicle, conveyance or animal onto and while on the University grounds shall be subject to the directions of any authorised person.
4. These rules must be read in conjunction with any other instructions, or guidelines made available from time to time.

Guidelines

All staff, students, visitors and other University users operating vehicles on campus are required to comply with Macquarie University Traffic and Parking Rules and the NSW Road Transport (General) Act 1999 and Regulations. By complying with these rules and regulations, you make life a little easier for yourself and others within the campus community.

Restricted Parking Area

The University operates a Restricted Parking Area Scheme under the Traffic Amendment (Pay Parking Schemes Act 1998) which is covered by prescribed regulations. Under this Regulation, standing, waiting or parking of motor vehicles is prohibited at any place within the campus, except when actually engaged in taking up or setting down persons or goods, or when parked in specially marked parking bays in designated parking stations and parking areas.

Self Enforcing Infringement Notice Scheme (SEINS)

Macquarie University is authorised by the Commissioner of Police to issue infringements under the SEINS Traffic and Parking Rules, which make provision for the imposition of fines for breaches of the University's Traffic and Parking Rules. The NSW Police Service Infringement Processing Bureau operates the Self Enforcing Infringement Notice Scheme (SEINS) and is the University's agent for the collection of fines.

Entry Permits

Permits may be long term (yearly, half-yearly), short term (monthly) and are available to students and staff only. Permits will be issued on payment of the prescribed fee. Casual or short term entry permits are also available to students, staff, visitors and members of the public. These are available from ticket dispensing machines located at the two main entrances and car parks as shown on the campus map Campus Map. Entry permits are required and are enforced seven days a week all year round, during the hours of 6:00am to 8:00pm and as posted in each parking area. Entry permits allow entry to the campus to seek parking, but do not guarantee location proximity or a place to park. All vehicles parked on campus must display a valid entry permit. To be valid, a permit must be current and clearly visible inside the vehicle on the driver's side of the windscreen.

Lost or Stolen Permits

In the event that a permit is lost or stolen, report it immediately to the Security Office in Building C1A. A replacement permit will be issued upon completion of a lost/stolen Permit Report. The Claimant must also provide a Statutory Declaration. There is a charge of \$30 for a replacement permit. Recovered, lost, or stolen permits must be returned to the Security Office as soon as possible. Use of a lost or stolen permit by anyone will result in internal hearing and disciplinary action taken and/or criminal charges being laid.

People with Disabilities

State Roads and Traffic Authority (RTA) disability permits are honoured at Macquarie University. Vehicles displaying these permits may park in specially designated "disabled only" spaces, (see Disabled Parking Map) or general parking areas at no charge. However, vehicles should not park contrary to parking signs.

Short Term Mobility Limitations

Students or Staff who have a short-term mobility limitation (i.e.-recent surgery, broken limb) may obtain a temporary disabled only permit from the Security Office. A supporting medical report would be required prior to issue of this permit. Both a valid University permit and the disabled -only permit must be clearly visible inside the driver's side of the windscreen.

Loading and Unloading

Loading and unloading in designated marked/sign posted areas may only be used for the purpose of loading and unloading by University services vehicles including those belonging to Colleges, contractors, suppliers, and external services vehicles for a period of less than one (1) hour (60 minutes), or as defined by the parking control sign. Loading and unloading close to building in areas not marked or sign posted, requires prior exemption from the Security Manager.

Services

Parking for external service providers' vehicles is provided in all day (P) and one hour (1P) limited controlled parking in specially marked areas, sign posted as 'AUTHORISED SERVICE VEHICLES ONLY'. These are located across campus and as shown on campus map Service vehicles map. Permits are available from the Security Office in Building C1A and are issued subject to verification from the Office of Facilities Management. These parking spaces are also accessible to University Services vehicles. Should the 'AUTHORISED SERVICE VEHICLES ONLY' parking space be fully occupied, providers must park in the general parking areas in marked bays and must display a valid entry permit.

Controlled parking limited to one hour (60 minutes), is available to University service vehicles in specially marked areas, sign posted as '1P AUTHORISED UNIVERSITY SERVICE VEHICLES ONLY'. To qualify for these parking spaces the vehicle must be an identifiable University service vehicle displaying a gold special permit as well as a current annual permit. Locations are shown on campus maps Campus Map.

Motorcycles

Motorcycle parking is provided in specially marked areas throughout campus. At present motorcycles do not need to obtain entry permits if they park in these designated bays. Motorcycles may use automobile spaces if they display a valid entry permit.

Visitors

Visitors are welcome on the Macquarie University campus. Those wishing to park on campus on any day of the week between the hours of 6:00am to 8:00PM are required to obtain and display an entry permit clearly visible inside the driver's side of the windscreen. Visitors other than authorised visitors, must not park in spaces marked "P AUTHORISED VISITOR WITH GREEN SCRATCH PERMIT ONLY". Authorised visitors with a GREEN ONE DAY SCRATCH PERMIT can park in spaces sign posted "P AUTHORISED VISITORS WITH GREEN SCRATCH PERMIT ONLY". (i.e. C1 carpark behind the Security Office).

Dedicated Parking

Marked parking bays are dedicated for the use of specific individuals or group(s) and may be controlled by means of physical barriers such as lockable bollards or boom gates.

Special Permits

Special Permit areas may only be used by the holders of gold and blue special permits. Holders of these permits must endeavour to park in the general parking areas when vehicle is not continuously being used for University business during the course of the working day. All gold and blue special permits must be displayed accompanied with a valid annual entry permit.

Child Care Permits

Childcare permits are available free of charge on application to the Manager, Security Office. This permit allows the vehicle to park for up to 30 minutes in specially marked areas 'P30 minutes Set Down' located in front of the Child Care centres X5A, X5B, X6A, Gumnut Cottage and Parents Co-op.

This permit does not allow parking in any other parking areas on campus.

Contractor's Permits

Each project and the principal contractor on the project will receive one (1) contractor's permit. The permit allows the contractor's vehicle to be parked in the general parking areas. It does not guarantee location proximity or a place to park. Contractor's employees, sub-contractors and providers, must obtain and display a valid University entry permit.

Should there be a dedicated contractor's compound for the duration of the project, vehicles parked inside the compound, inclusive of contractor's, employees, sub-contractors, deliveries, and service providers are exempt, and do not need to display a valid permit.

NOTE: When parking in areas outside the contractor's compound, all vehicles MUST display a valid entry permit, clearly visible inside the driver's side of the windscreen.

Authorised

Vehicles parking in parking bays with the following wording "Authorised Service Vehicle"; "Authorised Visitor"; "Authorised Delivery" and "Authorised Loading and Unloading" must display the relevant entry permit issued by the Security Office or the Office of Facilities Management, and signed for by the user on the day of issue. All vehicles must park in a marked bay and in accordance with the parking control signs. The permit must be clearly visible inside the driver's side of the windscreen.

Authorised Permits

An Authorised Permit is any valid permit displayed and clearly visible inside the driver's side of the windscreen.

Appeals

If you receive an infringement notice and believe you can demonstrate reasonable and acceptable grounds for an appeal, the infringement notice may be appealed within the specified time shown on the infringement, by writing to the NSW Police Infringement Processing Bureau and mailing it to the address shown on the Infringement Notice envelope.

General

Parking any vehicle on campus with the intent of camping is illegal and will be viewed as trespass.

Tips for Parking on Campus

The following are tips for avoiding an 'Infringement Notice' at Macquarie University

- Know the Traffic and Parking rules and observe them.
- Park only in designated marked parking spaces.
- Make sure your current permit is clearly visible inside the driver's side of the windscreen.
- Do not use 'disabled only' parking areas for parking, loading or unloading even if the vehicle is occupied.
- Read and follow instructions on all signs posted at each parking area.
- Do not park over the space line, on the street, sidewalk or lawn.

- Observe time limitation or restriction.
- Remember that parking in the same manner as another illegally parked vehicle does not make you exempt from an infringement notice.
- Parking requires thought, consideration, effort, and perhaps extra time. Allow yourself that time.

Security and Attendants Services are here to help. Security staff is available to help you at the Security Office 24 hours, Monday through Sunday. For general information call 9850 7112 or stop by our office in Building C1A on Macquarie Drive.