

## Parking Policy and Procedure

### 1.0 Purpose

Bendigo Kangan Institute (BKI) aims to provide a controlled and regulated parking service for BKI staff, students, visitors and BKI service providers/contractors whilst preserving the natural surrounds of all BKI campuses. Parking is allocated to ensure the safety of users and access for Emergency Services.

### 2.0 Policy

2.1	This policy applies to:	This policy applies to all BKI staff, students, visitors and service providers/contractors across all campuses.
2.2	Parking Zones	<p>The following are considered parking zones as per each Campus map attached in Appendices:</p> <ul style="list-style-type: none"> <li>• General Parking (Fees apply only at Broadmeadows, Essendon and Richmond)</li> <li>• General Parking (No Fee for all other campuses)</li> <li>• Staff Parking (permit)</li> <li>• Pool Vehicle Parking (permit)</li> <li>• Service Provider/Contractor Parking (permit)</li> <li>• Motorcycle Bay (listed within General Parking)</li> <li>• Disabled Persons Parking Bays (statutory permit)</li> <li>• Loading Zones</li> </ul> <p>Grassed areas are not considered parking areas and parking is not permitted.</p> <p><b>Parking on grassed areas or nature strips, may result in an infringement notice being issued.</b></p>
2.3	Permits	<ul style="list-style-type: none"> <li>• Permits are issued to staff of BKI and are approved by BKI and issued by Facilities/Security.</li> <li>• Only vehicles displaying a current parking permit can park in a permit zone and must clearly display the permit.</li> </ul>
2.4	Parking Infringements	<ul style="list-style-type: none"> <li>• Infringements are issued to drivers who have not parked within the required parking zones or have parked inconsistently with restrictions displayed on signage displayed within parking zones and on Institute premises.</li> </ul>

### 3.0 Procedures

3.1	Parking Zones	<input type="checkbox"/> <ul style="list-style-type: none"> <li>• Parking zones are clearly defined at each campus. See Appendix 1 to 10 attached for clarity on areas. Cars not parking according to car park signs may receive an infringement.</li> </ul>
3.2	Speed Limit	<input type="checkbox"/> <ul style="list-style-type: none"> <li>• For safety reasons, the speed limit at all BKI campuses is between 10kph and 15kph.</li> </ul>
3.3	Parking Users	<input type="checkbox"/> <ul style="list-style-type: none"> <li>• Users who park at a BKI campus, do so at their own risk. BKI will not accept responsibility for any damage, accidents or losses.</li> </ul>

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3.4	Staff/Contractor/Service Provider Parking Users	<ul style="list-style-type: none"> <li>If you are a BKI staff member, service provider or contractor who has a parking permit, you must display this as detailed below in 3.7.</li> </ul>
3.5	Applying for a Permit	<ul style="list-style-type: none"> <li>You will need to fill in a <a href="#">Parking Permit Apply/Cancel/Replace Application Form</a>.</li> <li>This applies to BKI students at the Cremorne campus, staff and service providers/contractors only (pool vehicles display a parking permit permanently).</li> <li>Parking permit applications are to be forwarded to: Institute Security: <a href="mailto:institutesecurity@kangan.edu.au">institutesecurity@kangan.edu.au</a></li> </ul>
3.6	Lost Stolen or Damaged Permits	<ul style="list-style-type: none"> <li>Lost, stolen or damaged parking permits must be reported via the Parking Permit Apply/Cancel/Replace Parking Permit Application Form and forwarded to Security <a href="mailto:institutesecurity@kangan.edu.au">institutesecurity@kangan.edu.au</a></li> </ul>
3.7	How to Display a Permit on Vehicle	<ul style="list-style-type: none"> <li>All permits must be clearly displayed on the vehicles front windscreen. Permits should be adhered to the lower left hand passenger's side of the windscreen at all times.</li> <li>Permits are valid on the registered vehicle as noted on the permit application only and are not transferable. Failure to comply may result in cancellation of your parking permit.</li> <li>Vehicles parking in a permit area who do not have a valid permit displayed, may incur a parking infringement notice and payment will be pursued by BKI.</li> </ul>
3.8	Use of Parking Permits between Campuses	<ul style="list-style-type: none"> <li>All zones as advised in Appendix 1 to 10 are to be adhered to between campuses.</li> </ul>
3.9	One Day/Short term Parking Permits	<ul style="list-style-type: none"> <li>One Day/Short term Parking Permits are only available for the use of BKI staff or service providers of BKI. They can be obtained by request from the Facilities office by contracting</li> <li>Institute Security: <a href="mailto:institutesecurity@kangan.edu.au">institutesecurity@kangan.edu.au</a></li> </ul>
3.10	Parking Infringements	<ul style="list-style-type: none"> <li>Parking infringements must be paid within 28 days of the date the infringement notice was issued. Failure to pay infringements may result in legal action.</li> <li>Infringements will be issued by the Authorised Parking Officer of BKI.</li> <li>Infringement data is imported to our server once a week and is an automatic process.</li> <li>BKI send infringement reports to a service provider called Bartels, Taylor and Associates (Bartels) weekly.</li> <li>Bartels enter data file into their infringement system.</li> <li>Bartels wait the 28 days for payments or appeals to be made.</li> <li>Details of how to pay for the parking infringement are on the back of the infringement notice.</li> </ul>

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		<ul style="list-style-type: none"> <li>The Authorised Officer may issue a warning, prior to the first event of an infringement.</li> </ul>
3.11	Lost Infringement Notices	<ul style="list-style-type: none"> <li>If you lose your parking infringement notice, you can obtain a copy by emailing: <a href="mailto:parking@kangan.edu.au">parking@kangan.edu.au</a></li> </ul>
3.12	Application for Review of Infringement Notice	<p>To appeal a parking infringement, apply to have the decision to serve the infringement notice internally reviewed by the enforcement agency under the Act by submitting your reasons for appeal in writing to:</p> <p style="padding-left: 40px;">Bendigo Kangan Institute Parking Email: <a href="mailto:parking@kangan.edu.au">parking@kangan.edu.au</a></p> <p>As outlined in Section 22 of the Infringement Act 2006, you will need to provide information / evidence to support your appeal. If you are unable to meet these requirements, you have two further options available to you:</p> <ol style="list-style-type: none"> <li>1. Pay the infringement.</li> <li>2. Elect to have the matter heard in an open court by sending your request in writing to <a href="mailto:parking@kangan.edu">parking@kangan.edu</a>. At this time BKI will provide evidence of which you will be supplied a copy.</li> </ol> <p>Once your appeal is received, the parking infringement notice is placed on hold, pending the outcome of your appeal.</p> <p>The outcome of the appeal will be issued in writing once the review is finalised and processed.</p>
3.13	Appeals sent to BKI from Bartels (after lodgement).	<ul style="list-style-type: none"> <li>BKI have 90 days to respond with action (Proceed, Withdraw or Withdraw with Caution) and include reasons for the decision. This is done by an Authorised BKI employee and details of who made the decision, their Institute role and reasons for the decision are set out within the response).</li> <li>If not completed in the 90 day period, the infringements are deemed withdrawn as per legislation.</li> <li>If no payment or appeal is received, Bartels send a Penalty reminder notice to the registered driver with additional fees added.</li> <li>BKI receive a list from Bartels of vehicle registrations and nominated drivers.</li> <li>BKI will arrange court proceedings.</li> <li>Bartels provide BKI with a file (twice a year, January and July) with the previous six months' infringements data. BKI check all data is correct and send back to Bartels who then forward to the Auditor General's Office on behalf of BKI.</li> <li>BKI are audited twice a year under the terms of IPA (Information Protection Agreement) with Department of Transport (formerly known as VicRoads).</li> </ul>

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3.14	Withdrawal of Infringement Notice	Infringement notices will only be considered for review if they meet Section 22 of the Infringements Act 2006 (Vic). For further information please refer to <a href="#">Parking Infringement Appeals Form</a> .
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### 4.0 Roles and Responsibilities

Role	Responsibility
Facilities	<ul style="list-style-type: none"> <li>Facilitate the administrative side of Parking Permits</li> </ul>
Authorised Officer	<ul style="list-style-type: none"> <li>Issuing of permits and infringements</li> </ul>
Service Providers	<ul style="list-style-type: none"> <li>Includes all suppliers or contractors to BKI</li> </ul>

### 5.0 Related Policies and Procedures

Parking Permit Apply/Cancel/Replace Application Form

Parking Infringement Appeals Information Form

### 6.0 References

Family Violence Scheme – Fines Victoria

Infringements Act 2006

Internal Review Guidelines – Fines and Enforcement Services

Privacy and Data Protection Act 2014

Road Safety Act 1986

Road Rules Victoria

### 7.0 Definitions

Word/Term	Definition
BKI	Bendigo Kangan Institute
Disabled Persons Parking Bays	Reserved for persons who hold a Blue, Category One or Green Category 2 Disability Parking Permit issued by a municipal Council. Where disabled spaces are full, holders of disabled parking permits may use a Zone 4 space.
Loading Zones	Reserved for loading/unloading of goods/services to BKI campuses.
No Stopping	Spaces reserved for Emergency Vehicles only.
General Parking / Staff Parking / Contractor Parking	Authorised spaces reserved for official visitors. For example: Staff Vehicles, Board Members and similar.

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General Parking	Unreserved spaces for BKI staff, students visitors and service providers.  Note: Staff who use a vehicle that is a staff vehicle, must park in a Staff Parking Zone.
Contractor Parking / Visitor Parking	Reserved for visitors and service providers/contractors to BKI campuses.

### 8.0 Campus Parking Areas

Maps of the campuses are available. See Appendix 1 to 10.

### 9.0 Version Control and Change History

Approved By	Version	Change	Date Reviewed	Next Review	Document Custodian	Document Owner
Chief Operating Officer	1.0	Establishment	January 2021	03 Jan 2021	Head of Facilities	Chief Operating Officer
Head of Legal, Governance, Risk and Compliance	1.1	Minor change – removal of contractor email address.	20 December 2021	December 2023	Head of Facilities	Chief Operating Officer

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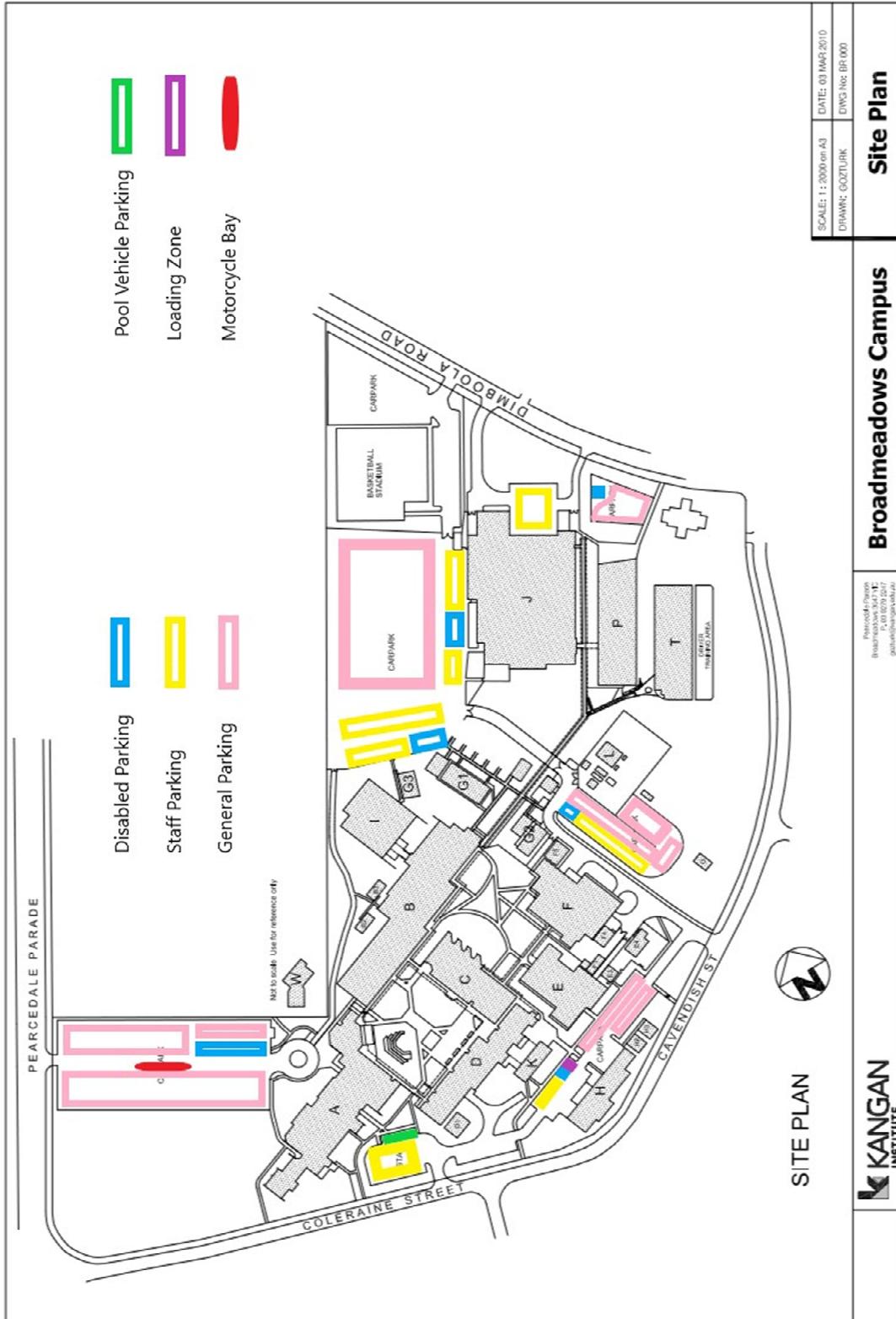
#### 1: BENDIGO CITY CAMPUS MAP

Presently under renovation/construction. Map will be updated when all zones are redefined. In the interim, please see signage displayed on campus.

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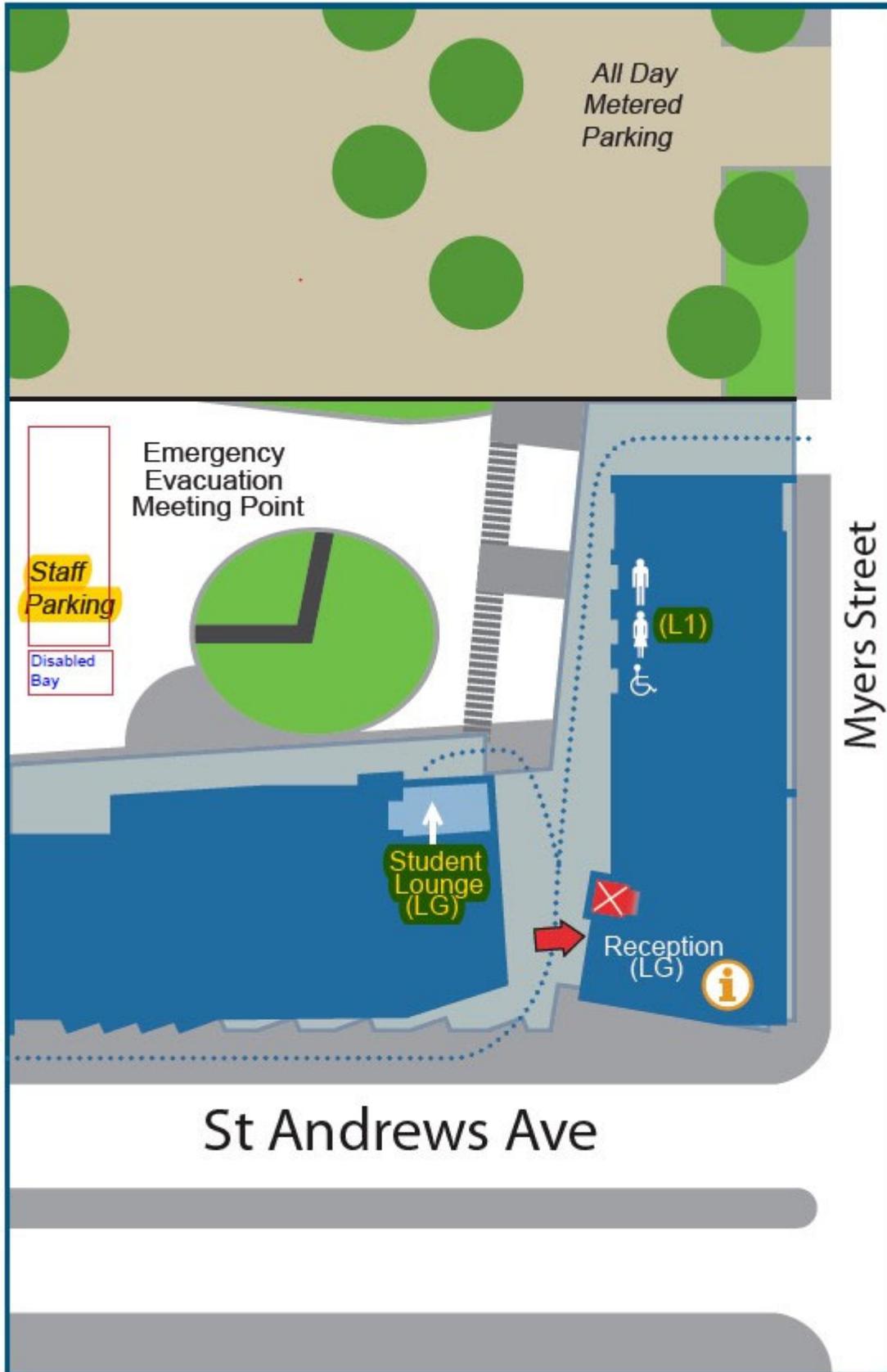
### 2: BROADMEADOWS CAMPUS MAP



3: BTEC CAMPUS

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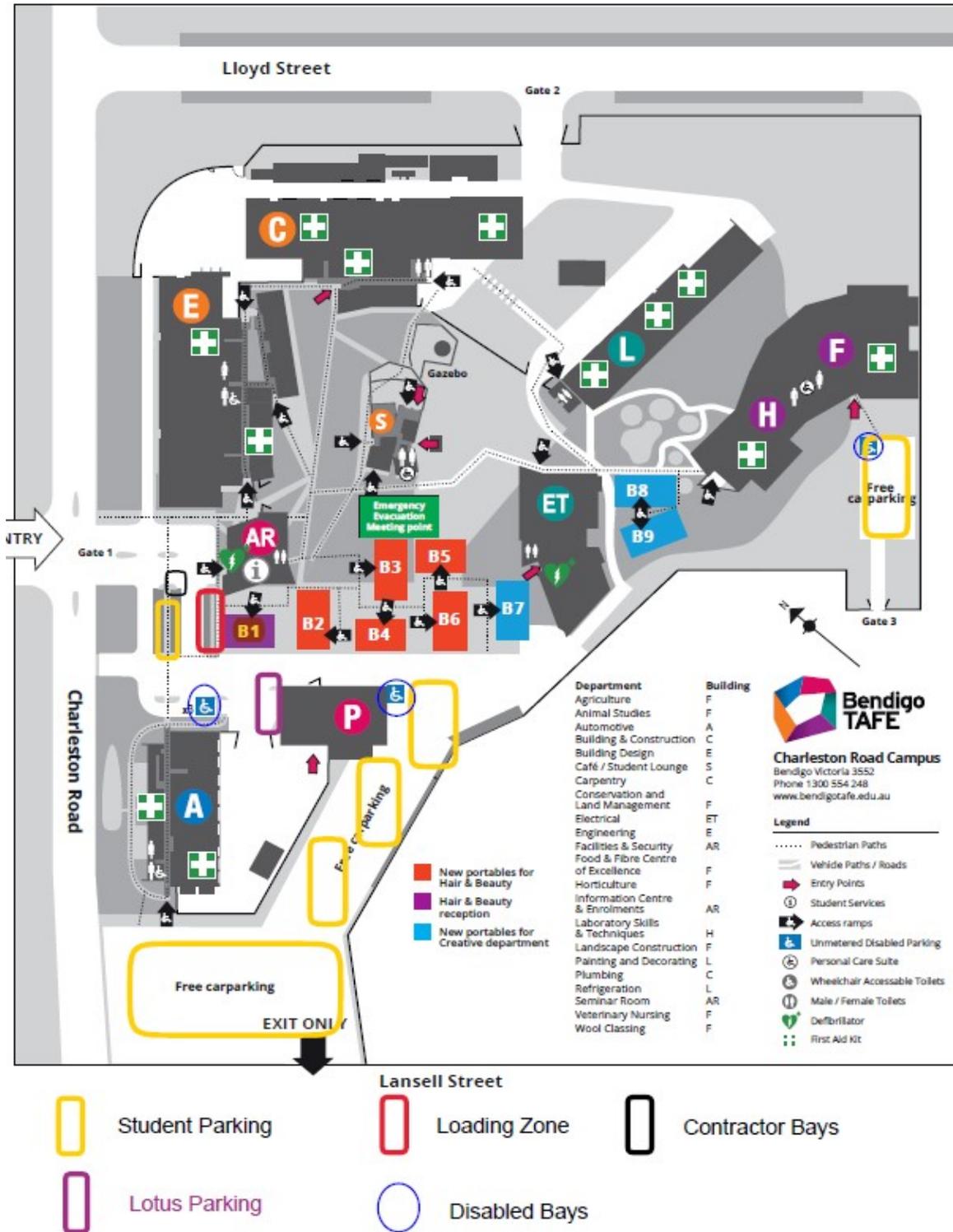
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#### 4: CHARLESTON ROAD CAMPUS MAP



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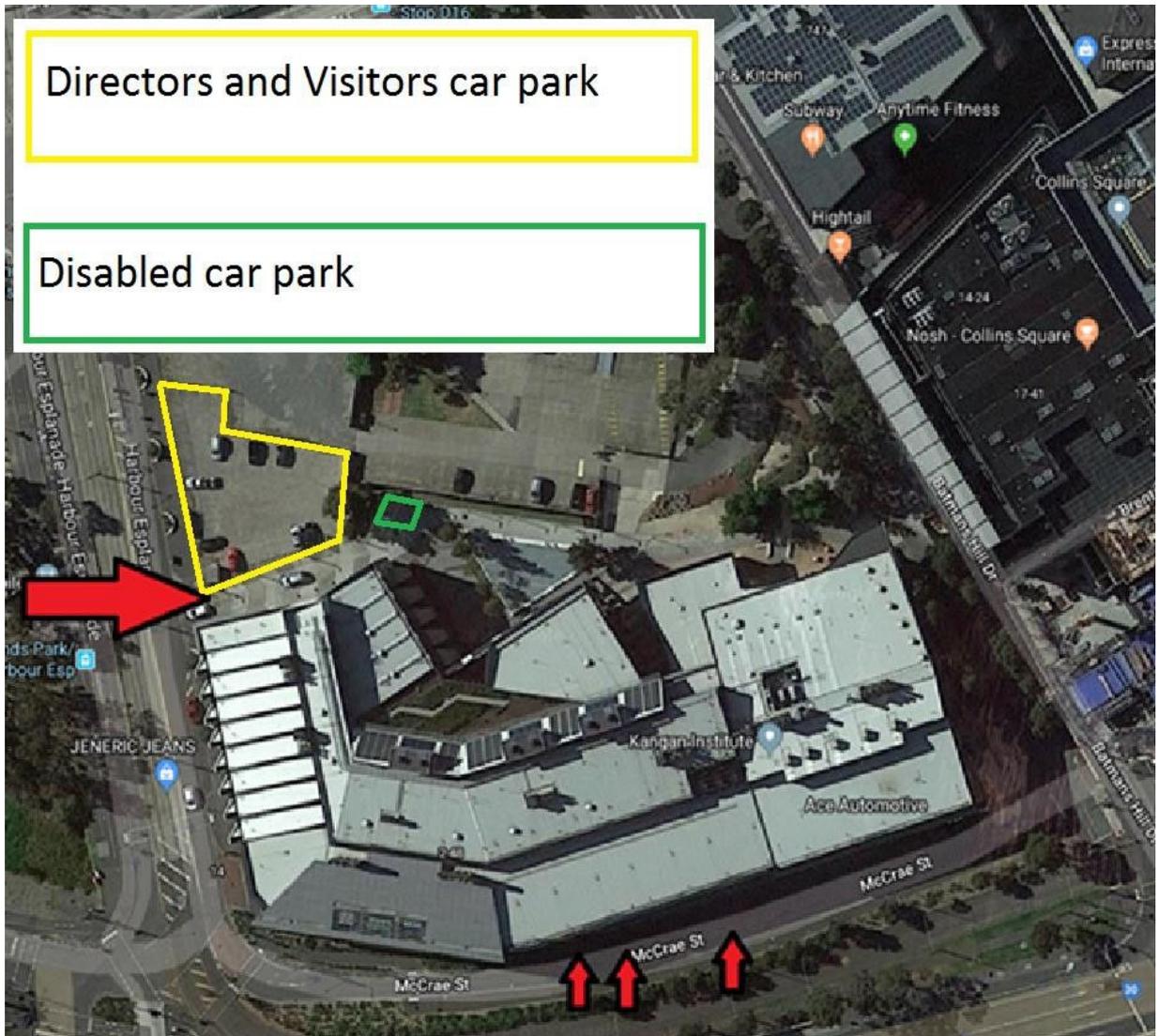
#### 5: CASTLEMAINE CAMPUS MAP

No structured parking areas.

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#### 6 : DOCKLANDS CAMPUS MAP



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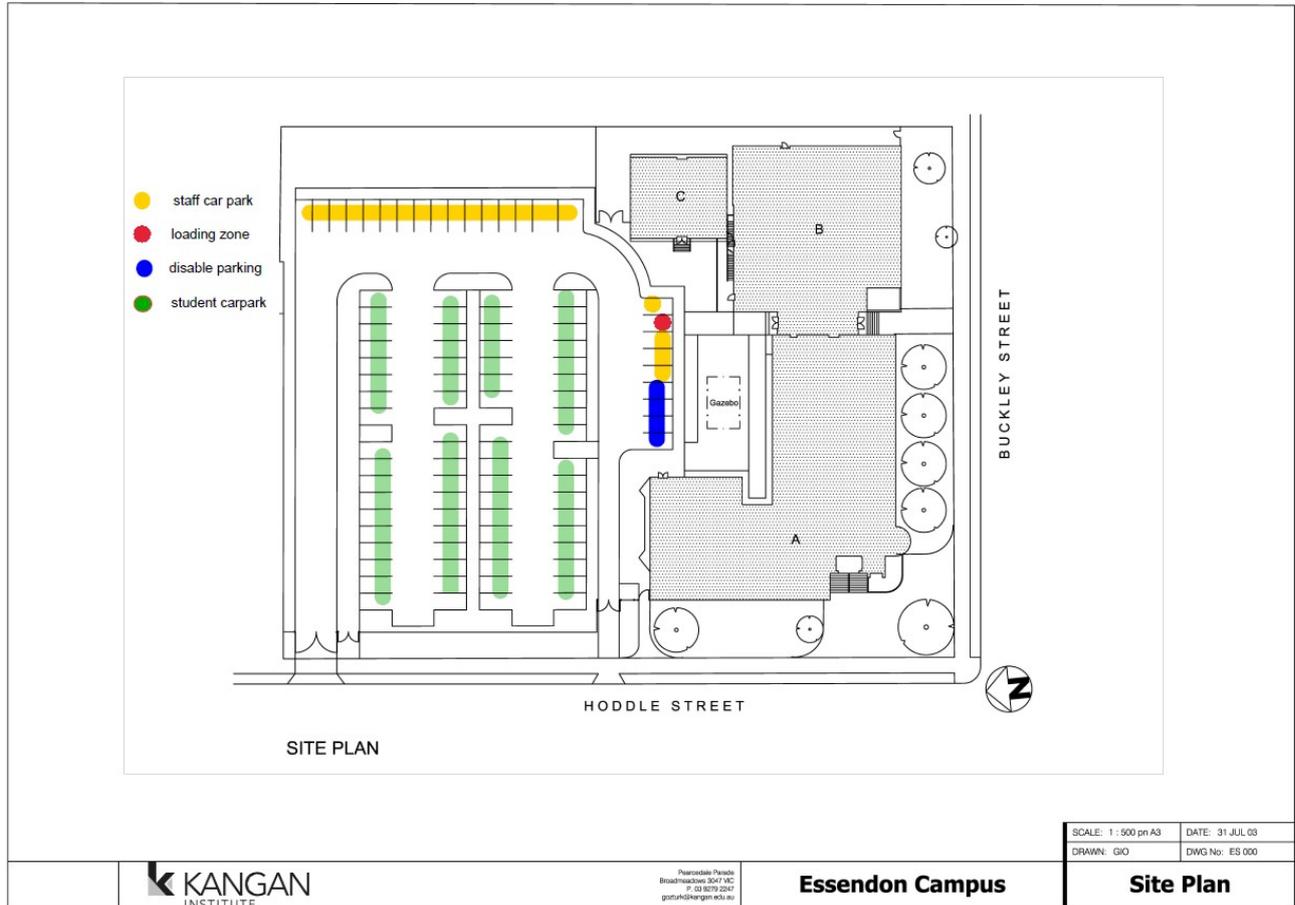
7: ECHUCA CAMPUS MAP



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#### 8: ESSENDON CAMPUS MAP



#### 9: MOONEE PONDS CAMPUS MAP

No structured parking areas.

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### 10: RICHMOND CAMPUS MAP

