

Parking and Traffic Policy

NOTE: With effect from 1 September 2021, the “University Secretary and General Counsel” position was split into two separate positions. Where the position is referenced in clause 5g, it is replaced by the two separate positions.

Section 1 - Purpose and Context

- (1) The purpose of this policy is to facilitate effective management of parking and traffic on Western Sydney University campuses, and to inform employees, students and visitors of their responsibilities when parking at the University.
- (2) The University regulates access to and usage of the roads and parking facilities on its campuses.
- (3) These policy and procedures set out the University's requirements with respect to operation and parking of vehicles on University premises. It applies to all vehicles and the drivers of those vehicles whenever they are entering or on University premises.
- (4) The provisions expressed in this policy apply 24 hours a day, seven days a week.

Section 2 - Definitions

- (5) For the purpose of this policy:
 - a. Annual permit - refers to a parking permit issued by the University within a calendar year (1 January to 31 December) and includes:
 - i. General Yellow permits
 - ii. Restricted Orange permits
 - iii. Communal Blue permits
 - iv. Dedicated Red permits (with/without bollard)
 - v. White permits
 - b. Authorised persons - refers to University Executive Director, Campus Operations.
 - c. Carpooling - means an arrangement whereby several participants travel together in one vehicle, sharing costs and driving.
 - d. Peak hours - refers to the hours from 5:30am to 5:30pm (Monday to Sunday all year)
 - e. Half year permit - refers to a parking permit issued by the University through OneStop only, valid from 1 January to 30 June, or 1 July to 31 December of any calendar year. Only General Yellow, Communal Blue and Restricted Orange permits can be purchased as half year permits.
 - f. SEINS - refers to the Self-Enforced Infringements Notice Scheme operated by [Revenue NSW](#).
 - g. Senior Employees - means the Vice-Chancellor and President; Deputy Vice-Chancellors; Vice-Presidents, Pro Vice-Chancellors; Assistant Vice-Chancellors; Deans; Deputy Deans; Executive Directors; Directors; Associate Directors; Chief Marketing and Experience Officer; Deputy Directors; Executive Director, Library Services; Associate Director, Library Academic and Research Services; Chief Information and Digital Officer; University Secretary; and General Counsel.

- h. Restricted parking area - all University grounds, facilities, parking areas and carriage ways are, for the purpose of this policy, regarded as being part of a restricted parking area. Signage to this extent exists at the vehicular entrance to all University campuses, with the exception of Nirimba Education Precinct (Blacktown campus).
- i. University tenants - refers to a group, organisation or entity that is linked to the University via the payment of rent or fee for the use (sole or otherwise) of any space, equipment and / or facility of the University whether it be ongoing or one-off.
- j. Vehicle - refers to all motor vehicles, including but not limited to trucks, cars, vans, buses, motorcycles and scooters.
- k. Visitors - refers to all persons who are not employees or students of the University but who have business on or with the University, including but are not limited to contractors, community organisations, guest lecturers, and adjunct appointments.

Section 3 - Policy Statement

(6) 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 and any attendant documentation.

(7) Non-compliance with this policy may result in penalties being applied. Failure of the University to strictly enforce any or all aspects of this policy shall not be construed as a waiver for the future enforcement of this policy.

(8) Notwithstanding the following, the University reserves the right to negotiate commercial arrangements for parking in specific instances, such as a commercial precinct and commercial tenants located on Campuses as appropriate. This also includes the right to negotiate parking terms and conditions for parking on or in Campuses that may from time to time be occupied by the University under lease or similar agreements, such as the Parramatta and Liverpool CBD Campuses.

Entry into University Grounds

(9) Only the following vehicles are permitted to enter the University premises:

- a. vehicles of employees and students of the University;
- b. vehicles of visitors and University tenants who have business or are attending meetings, functions or sporting activities and the like within University premises;
- c. vehicles making delivery of goods ordered by the University, and contractors to the University;
- d. vehicles picking up or setting down passengers who are employees, students or visitors of the University;
- e. emergency vehicles.

Traffic

(10) At all times, on all roads on University owned land pedestrians have right of way. Accordingly, operators of vehicles on University premises will always give way to pedestrians.

(11) Speed limits are as marked by traffic control signs on University campuses. Vehicles are restricted to the displayed 40 km/hr speed limit when on University campuses.

(12) Vehicle operators are subject to Australian Road Rules when driving on University roads, and may be fined or penalised under those rules.

Parking

(13) The use of any and all parking areas remains at the absolute discretion of the University.

(14) Parking and standing is prohibited at all times on all roads, access lanes and on all University owned land except to the extent specifically outlined by a notice, marking, traffic control sign or when temporarily permitted by an authorised person.

(15) This prohibition applies irrespective of whether a "No Standing" notice is displayed. These notices, when displayed, are directed towards visitors of the University who would not be expected to be completely aware of this policy. 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.

(16) Parking is only permitted in established parking bays and with a valid parking permit. Parking bays are designated by colour and only vehicles displaying a valid parking permit can use those parking bays - Refer Table 1.

(17) At all times, authorised persons have the right to negotiate parking considerations for individuals, University events, University units and tenants of the University.

(18) Vehicles must be parked wholly within the parking bays denoted by painted lines or other markings, and are not to be parked or placed so as to obstruct the free and safe passage of vehicles in the access lanes in parking areas. Where a marked parking bay cannot be located, drivers are encouraged to contact the on-site Campus Safety and Security for assistance.

(19) Vehicles parked within the University campus contrary to signs and/or road markings, or in a manner so as to cause an obstruction or safety hazard, may be subject to a fine, a direction to move the vehicle and/or permanent exclusion from all campus grounds.

(20) University tenants are subject to all aspects of this policy.

(21) Locating an authorised parking bay is the responsibility of the driver. Lack of parking space, inclement weather conditions, time constraints, or other causes are not considered valid excuses for violation of this policy.

Parking Penalties and Fines

(22) A system of fines, determined by the NSW State Government, will operate where employees, students or visitors of the University park in contravention of this policy. [Revenue NSW](#) operates SEINS and is the University's agent for the collection of fines.

(23) Penalties apply for, but are not limited to:

- a. parking without a valid permit. Permits are invalid if out-dated, reproduced, copied, defaced or otherwise altered, or not displayed properly;
- b. parking within a parking bay contrary to signs and permit designation;
- c. parking a vehicle not wholly within the marked parking bay;
- d. parking other than within a marked parking bay.

(24) Penalty notices are the responsibility of the individual registered to the vehicle and are subject to enforcement in the same way as if the offence occurred on a public street.

(25) Repeated breaches of this policy will result in the withdrawal of parking permits and/or the non-renewal of parking permits.

(26) Where the vehicle receiving the penalty notice is owned by the University, the person who had control of the vehicle at the time the infringement was issued is deemed to be in receipt of the penalty notice.

(27) Appeals relating to penalty notices issued by the University under the SEINS system must be directed to [Revenue](#)

[NSW](#).

(28) Misuse of the RMS Mobility Permit Scheme (MPS) card will be reported to the RMS and may result in heavy penalties.

(29) Nothing in relation to this policy will prohibit any Police enforcement on any campus. Additionally, nothing in this policy negates the possibility of unsatisfactory conduct or misconduct proceedings for employees, as per the relevant [Staff Agreements](#) and for students, action in accordance with the [Student Misconduct Rule](#).

University Liability

(30) The University assumes no responsibility for the care or protection of vehicles or contents while operated or parked on University premises.

(31) The University accepts no liability for any parking arrangement or management system that has originated outside of the University, including the Western Sydney Carpool.

(32) Failure of the University to enforce violations of this policy shall not be construed as a waiver for the future enforcement of this policy.

Determination, Approval and Application of Parking Fees

(33) The fees for parking are determined by the University and are set out in the Parking Fee Schedule that is approved by the Vice-Chancellor and President. University employees and students will be notified of parking fees for the following year with reasonable notice. The University reserves the right to vary parking fees annually.

Section 4 - Procedures

Parking Permit System

(34) Paid parking operates on a permit system during each calendar year on all campuses except Nirimba Education Precinct (Blacktown campus).

(35) All persons intending to park on University premises must purchase and display a valid University parking permit. The permit may be a University annual or half year parking permit, a Pay and Display one day permit, Scratch and Display one day permit or a University issued temporary parking permit. The exception is those in possession of a Roads and Maritime Services (RMS) Mobility Parking Scheme (MPS) card, who are not required to purchase a parking permit from the University and motorcycles parked in the allocated motorcycle parking bays (see clause 53).

(36) The University OneStop receipt detailing proof of purchase of a University annual or half year parking permit is considered a valid University parking permit for ten working days from the purchase date only.

(37) For a single fee, you will receive one permit. If you drive more than one vehicle, you must register the vehicles with University Parking and transfer the electrostatic permit as necessary between vehicles. Permits are not otherwise transferable.

(38) The parking permit will determine the designated parking bay in which the permit holder can park, as set out in Table 1. Parking permits allow the applicant to park on University premises, but provide no guarantee that a parking bay will be available.

(39) Where parking bays designated for use by a particular permit are full, parking permit holders should contact Security on the relevant campus for advice. Full bays are not considered a valid excuse for violation of this policy.

- (40) Annual parking permits are valid up to 31 December of the year of purchase.
- (41) Half year permits are valid from 1 January to 30 June or from 1 July to 31 December of the year of purchase.
- (42) To be recognised as valid, parking permits must be clearly visible at all times, and further to this:
- a. Annual and half year parking permits must be displayed on the front windscreen;
 - b. Pay and Display one day permits and Scratch and Display one day permits must be displayed on the dashboard of the vehicle and are only valid for the day of purchase/scratched date;
- (43) RMS MPS card must be displayed on vehicles parked in disabled parking bays. In the event that there are no available disability parking bays, holders of RMS MPS cards are entitled to park in yellow or blue parking bays without being required to purchase a General Yellow, Communal Blue or a Pay and Display one day parking permit.
- (44) Annual and half year parking permits are issued by University Parking.
- (45) Vehicles parked within commercial parking areas must display a valid Pay and Display one day parking permit, annual or half year parking permit.
- (46) White 'HOTSPOT' parking permits are only available to senior employees who purchase Dedicated Red or Communal Blue permits, and members of the Board of Trustees, Hawkesbury Foundation and Foundation Council.
- (47) White 'POOL VEHICLE' parking permits are available for all University pool vehicles.
- (48) White 'HOTSPOT' and 'POOL VEHICLE' permits can be used to park in hotspot (white), blue and yellow parking bays at any campus.
- (49) Red without bollard bays will only be restricted during peak hours. Outside of peak hours, red without bollard bays will be available for Communal Blue and Restricted Orange permit holders.
- (50) Red with bollard bays will be restricted at all times and only the person allocated the red with bollard bay will be entitled to park in this bay.
- (51) Restricted Orange permits only entitle the holder to park in yellow, blue and red parking bays on campus outside of peak hours. A Restricted Orange permit is not valid to be displayed during peak hours.
- (52) Pay and Display one day permits are available from permit machines located on Bankstown, Campbelltown, Hawkesbury, Parramatta, Penrith and Westmead campuses.
- (53) Green short term bays on campus are time limited to 15 minutes. Vehicles parked beyond that 15 minutes may be subject to a fine, direction to move the vehicle or permanent exclusion from the campus.
- (54) Motorcycles are not required to purchase a permit if parked in an allocated motorcycle bay. If parked in a car space, a permit is required but is not required to be displayed. Instead motorcycles and the permit purchased must be registered with the on-site Campus Safety and Security office. If the owner of the motorcycle owns a vehicle (other than a motorcycle) the driver will be required to purchase and display a valid permit on the vehicle (as per clause 35) and is subject to the conditions outlined in this policy.
- (55) University pool vehicles are allocated bays on their home campus. Pool vehicles travelling to other campuses may park in white hotspot, blue or yellow bays. Pool vehicles are not entitled to park in red with or without bollard bays or pool vehicles spaces at a non-originating campus (e.g. Kingswood pool vehicle is not entitled to park in a pool car space on Parramatta campus).
- (56) University gym parking permits are issued by the University gym. A 2 hour limit applies when displaying a gym

parking permit. This permit entitles the holder to park in yellow bays in the parking areas listed below only:

- a. Bankstown - car park P4
- b. Hawkesbury - car park P37
- c. Kingswood - car park P1 and P2

(57) Western Sydney Carpool permits must be displayed on the front windscreen of the vehicle when parked in a Western Sydney Carpool parking bay.

(58) Campus Living Villages (CLV) visitor parking permits are issued by CLV. This permit entitles the holder to park in yellow bays in the parking areas listed on the permit only. The permit is only valid for the vehicle and period specified on the permit.

Table 1 - Parking Bays and Permit Types

Bay Colour	Permit Types
Green	Short Term Bay - 15 minutes maximum parking only. No permit required whilst parked in the bay.
Yellow	Pay and Display one day permit, Scratch and Display one day permit, General Yellow permit, Restricted Orange permit, Communal Blue permit, Dedicated Red permit, RMS MPS card, White 'HOTSPOT' permit, White 'POOL VEHICLE' permit, gym permit, and CLV Visitor permit.
Blue	Communal Blue permit, Restricted Orange permit, RMS MPS card, Dedicated Red permit, White 'HOTSPOT' permit, White 'POOL VEHICLE' permit.
Red without bollard	Dedicated Red permit (numbered bay on nominated campus only). Outside of peak hours Communal Blue permit and Restricted Orange permit.
Red with bollard	Dedicated Red permit (numbered bay on nominated campus only).
White 'HOTSPOT'	'White 'HOTSPOT' permit and White 'POOL VEHICLE' permit
Disability (RMS)	RMS MPS card (disabled bays) as per RMS guidelines.
Loading Zone	As per RMS guidelines
Motorcycle	No permit required for motorcycles parked in motorcycle bays
Western Sydney Carpool	Western Sydney Carpool permit

Parking Bays

(59) All bays are clearly identified by coloured line markings and/or signage. Only vehicles displaying a valid parking permit can park in those parking bays.

(60) Table 1 lists each type of parking bay and the applicable permits which provide the holder with permission to use the designated parking bay. Exceptions to this clause are as follows:

- a. Builders and contractor vehicles should be parked within the relevant building site or as directed by an authorised person;
- b. Maintenance and delivery vehicles should be parked in loading zones or as directed by an authorised person, however such vehicles must not impede the free flow of traffic under any circumstances.
- c. Bicycles, scooters and motorcycles may park in areas reserved for them. Other vehicles may not use these areas.

Eligibility for Parking Permits

(61) Parking permits will be issued to eligible applicants after payment of the relevant fee. Table 2 indicates those

persons who are eligible for the various types of parking permits provided by the University.

(62) Holders of a Dedicated Red (with or without bollard) parking permit are assigned a numbered parking bay on a nominated campus only (subject to availability), but are to park in blue or yellow parking bays on all other campuses.

(63) Eligibility for an RMS MPS card is determined by the RMS and applicants for such permits need to apply directly to the RMS. Consideration for alternate parking arrangements on medical grounds may be given upon written request to the Executive Director, Campus Operations.

(64) Parking permits must only be used by the applicant, who retains responsibility for proper use at all times.

Table 2 - Permit Types and Eligible Applicants

Permit Type	Permit Colour	Eligible Applicants
General Yellow Permit	Yellow	Employees, students, visitors & tenants of the University
Restricted Orange Permit	Orange	Employees, students, visitors & tenants of the University
Communal Blue Permit	Blue	Employees, students, visitors & tenants of the University
Dedicated Red Permit	Red	Employees, students, visitors & tenants of the University
Dedicated Red with Bollard Permit	Red	Employees, students, visitors & tenants of the University
White Hotspot Permit	White	Senior employees who have purchased a Communal Blue or Dedicated Red permit, Members of the Board of Trustees, external members of Board Committees, Advisory Councils and Foundation Council. [When a White 'HOTSPOT' permit is displayed, a Communal Blue is not required to be displayed to park in a blue or yellow bay. A red permit is to be displayed at all times.]
White Pool Vehicle Permit	White	University Departments for pool vehicles.
Pay and Display One Day Permit	N/A	Employees, students and visitors to the University, commercial car park
Scratch and Display One Day Permit	N/A	Divisions, Schools, units and external clients
Gym Permit	N/A	Members of the University gym. 2 hour limit applies. The permit holder can only park in car park P4 at Bankstown, car park P37 at Hawkesbury and car park P1 and P2 at Kingswood campus.
CLV Visitor Permit	N/A	Visitors to Campus Living Villages. The permit holder can only park in the parking area listed on the permit for the period specified on the permit.
Western Sydney Carpool	N/A	Individuals registered to Western Sydney Carpool (see clause 71)

Payment of Annual Parking Permit

(65) Annual and half year parking permits are available for purchase online at the [Parking website](#) (using the University OneStop System).

(66) Ongoing employees are eligible to purchase both annual and half year permits via the University OneStop System. Permanent staff can also purchase annual permits by salary sacrifice/deduction.

(67) Fixed-term employees, casual employees, and contractors are not eligible to purchase a permit by salary sacrifice/deduction.

(68) Casual employees who purchase 30 Pay and Display one day parking permits in any calendar year are able to exchange these permits for an annual General Yellow parking permit for the same calendar year. All 30 permits must

be returned in their original format for an exchange to occur.

(69) All parking permits will be sent to the applicant via mail to the address provided on the parking application form.

(70) Parking permits will be issued only after receipt of the parking application and payment notification.

(71) Western Sydney Carpool permits are issued by the Western Sydney Carpool and are not managed by the University.

Scratch and Display One Day Permits

(72) Scratch and Display one day permits are managed and provided by University Parking for University divisions, units, and schools. Purchasing requests must be submitted at the [Parking website](#) and approved by an authorised delegation officer in accordance with the [Delegations of Authority Policy](#).

(73) Payment for Scratch and Display one day permits can be made only by journal transfer (please refer to the [Charge-Out of Expenditure Policy](#)). It is incumbent on the individual inviting the visitor to campus to ensure the parking policy is met.

(74) The purchasing unit may make Scratch and Display one day permits available to official visitors or to volunteers.

(75) A Scratch and Display one day parking permit holder can park in yellow bays on all campuses. The exception to this is Parramatta South campus where there are no yellow parking bays the holder of a Scratch and Display permit can park in a blue bay.

Visitors

(76) Visitors are required to display a valid parking permit. This includes builders, contractors, maintenance and delivery vehicles.

(77) Visitors not provided with a Scratch and Display one day permit must ensure that they have purchased a Pay and Display one day permit unless prior permission has been obtained from the Executive Director, Campus Operations or the Vice-President, People and Advancement.

Replacements

(78) Replacement parking permits will be issued for lost, damaged and stolen parking permits upon submission of the [Replacement Parking Permit Application Form](#).

(79) If a second replacement permit is required the permit holder must complete and submit a Statutory Declaration Form detailing the circumstances of the loss (vehicle accident, theft etc.) before a replacement will be issued.

Refunds

(80) Students who purchase a permit prior to 31 March and withdraw from their study at the University before census (31 March) may be entitled to a refund by providing written request, validation of withdrawal and the parking permit to University Parking.

(81) Students who purchase a permit between 1 June and 31 August and withdraw from their study at the University before census (31 August) may be entitled to a refund by providing written request, validation of withdrawal and the parking permit to University Parking

(82) Staff who have purchased an annual or half year permit via OneStop and withdraw their employment at the University may be entitled to a refund on receipt of written request, validation of withdrawal and the original parking

permit being returned to University Parking.

(83) Staff and students who purchase an annual or half year parking permit via OneStop and upgrade/downgrade their permit may be entitled to a refund upon return of the original permit. A refund will not be provided if the original permit has expired.

(84) No other refunds or reductions to the applicable fee will be considered. This includes the purchase of Pay and Display one day parking permits. If your annual or half year permit is withdrawn due to a breach of this policy a refund will not be considered.

(85) Refunds will not be provided for expired permits.

Ceasing Automatic Deductions

(86) Salary sacrifice or salary deduction fortnightly parking payments will be cancelled when the annual parking permit has been returned, with written request, to University Parking.

(87) Employees that pay by salary sacrifice or deduction are not entitled to a refund because the fortnightly parking payments will cease when employment ceases.

Relocation

(88) If an employee relocates to another campus, the approval to occupy a Dedicated Red parking bay on the new primary campus will be based on the availability of the relevant parking bays. If there is no availability then employees will be placed on a waitlist.

Waitlists for Dedicated Red Permits

(89) Dedicated Red parking permits are provided subject to availability of the relevant parking spaces on a particular campus. In the event that a parking space is not available, eligible applicants will be placed on a waitlist.

(90) As spaces become available, Dedicated Red parking permits will be issued in the order that they were requested, according to the waitlist.

Section 5 - Guidelines

(91) Nil.

Status and Details

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