

Parking and Infringement Policy

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 whilst preserving the natural surrounds of all BKI campuses. Parking is allocated to ensure the safety of users and access for Emergency Services. At some campuses parking is serviced by PAYStay.

2.0 Scope

This policy provides information on parking zones, permits, parking infringements and guidelines pertaining to all parking areas at BKI Campuses. Further information relating to parking at an Institute campus can be found in the Parking Procedure.

3.0 Legislative Context

Infringements Act 2006 (*Vic*)

Family Violence Scheme – Fines Victoria

Internal Review Guidelines – Fines and Enforcement Services Privacy and Data Protection Act 2014 (*Vic*)

Road Safety Act 1986 (*Vic*)

Victorian Road Safety Road Rules 2017

4.0 Policy Statement

This policy provides information on parking zones, permits, parking infringements and guidelines pertaining to all parking areas at BKI Campuses. Further information relating to parking at an Institute campus can be found in the Parking Procedure.

4.1	This policy applies to:	This policy applies to all BKI staff, students, visitors and service providers/contractors across all campuses.
4.2	Parking Zones	Refer to Parking and Infringement Procedure, Appendix 1 for a definition of parking zones at each campus. Campus maps are available at Appendix 2 to 9. Parking is not permitted on grassed areas. Parking on grassed areas or nature strips, may result in an infringement notice being issued.
4.3	Permits	Permits are approved and issued to staff and service providers to BKI. They are issued by Facilities/Security. Only vehicles clearly displaying a current parking permit on the dashboard or front windscreen of their vehicle, can park in an authorised reserved parking zone as outlined under Parking and Infringement Procedure, Appendix 1.

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		An infringement notice may be issued if the permit is out of date or not clearly observed within vehicle.
4.4	Parking Infringements	<p>Infringement notices are issued to drivers who have not parked within an authorised parking zone or have parked inconsistent with restrictions displayed on signage within parking zones and on Institute premises.</p> <p>Infringement details can be found at 4.4 of the Parking and Infringement Procedure.</p>
4.5	Vehicle Responsibility	<p>All privately owned vehicles enter BKI property at the owner's risk. BKI does not accept responsibility for any accidents, losses or damage that occurs.</p> <p>All users of car parks are required to abide by the legislation, regulations governing car parks in the state of Victoria and permit terms and conditions (see Parking and Infringement Procedure).</p>

5.0 Roles and Responsibilities

Role	Responsibilities
Facilities	Administer the parking and infringement policy, parking and infringement procedure, including parking permits, all parking guidelines and the conduct of internal reviews.
Facilities / Security	Issue permits and infringement notices.

6.0 Definitions

Word/Term	Definition
BKI	Bendigo Kangan Institute
Accessible Parking Zones	Authorised parking zones reserved for use by persons with a disability or who have mobility limitations and hold a Blue, Category One or Green Category 2 Disability Parking Permit issued by a municipal Council or who possess a valid license plate for persons with disabilities.
Contractor	An individual or business who undertake a service to provide materials or labour to perform a service or job.
Infringement	A fine issued to a driver if parked in a parking, grassed or verge zone that is not authorised or permitted.
Parking Zones	See Parking Procedure, Appendix 1 Parking Zone Definitions for all information.

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Word/Term	Definition
Pay Stay Service	Service provided on PAY Stay APP for all persons parking to utilise for the payment of parking at the designated campuses.
Permit	A permit issued to Staff and Service Providers, to clearly display on the front windscreen or dashboard of their vehicle when parking in Staff or Contractor Parking Zones.
Service Providers	Service providers include all contractors who provide a Facilities service to BKI campus location.
Staff Member	An individual employed directly with Bendigo Kangan Institute. They will be on the BKI payroll in either a fixed term or ongoing capacity.
Student	An individual who is enrolled to study/attend a course at a designated campus of Bendigo Kangan Institute.

7.0 Supporting Policy Documents and Forms

Document Name
Parking Permit Apply/Cancel/Replace Application Form
Parking Infringement Appeals Information Form
Parking and Infringement Procedure

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	03 Jan 2021	Head of Facilities	Creation of Policy	Chief Operating Officer
1.1	20 Dec 2021	Head of Facilities	Minor change – removal of contractor email address	Chief Operating Officer
1.2	31 Oct 2022	Head of Facilities	Minor changes – addressed consistent terminology and map terminology	Chief Operating Officer
2.0	19 Jul 2023	Head of Facilities	Changes to align with Paystay	Chief Operating Officer

9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Issue Date	Scheduled Review Date
Head of Facilities	Chief Operating Officer	14 Jul 2023	19 Jul 2023	21 Jul 2025

Executive Owner: Chief Operating Officer

Doc Custodian: Head of Facilities

Version No: 2.0 Issue Date: 19 Jul 2023

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