

## Bendigo Kangan Institute

# Parking and Infringements Policy

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## 1.0 Purpose

The purpose of this policy is to ensure that parking at Bendigo Kangan Institute (BKI) campuses is managed in a controlled and regulated manner for staff, students, visitors, and service providers, while maintaining the natural environment and prioritising user safety and emergency access. It outlines the provisions relating to parking zones, permits, parking infringements, and general parking guidelines applicable across all BKI campuses.

## 2.0 Scope

This policy applies to all staff, students, visitors, and service providers who use BKI's parking facilities.

## 3.0 Legislative Context

- *Infringements Act 2016* (Vic)
- *Fines Reform Act 2014* (Vic)
- Family Violence Scheme – Fines Victoria (established under the *Fines Reform Act 2014* (Vic))
- Internal Review Guidelines – Fines and Enforcement Services (issued by Fines Victoria)
- *Information Privacy Act 2014* (Vic)
- *Road Safety Act 1986* (Vic)
- *Victorian Road Safety Road Rules 2017* (Vic)

## 4.0 Policy Statement

BKI is committed to providing clear and consistent guidelines for the use of parking facilities across all campuses. This policy sets out the provisions relating to parking zones, permits, parking infringements, and general parking requirements to ensure safe, fair, and orderly access for staff, students, visitors, and service providers. For comprehensive procedures and operational details, please refer to the Parking and Infringement Procedure document.

### 4.1 Parking Zones

Parking on grassed areas is strictly prohibited. For designated parking zones at each campus, please refer to Appendix 1 of the Parking and Infringement Procedure. Campus maps can be found in Appendices 2 to 9.

### 4.2 PAYStay

Approval Authority: Head of Procurement, Assets and Campus Operations

Doc Custodian: Manager, Campus Operations

Version No: 3.0

Issue Date: 05/12/2025

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At some campuses, parking is serviced by PAYStay. This means that drivers are required to use the PAYStay system to pay for parking in these designated areas. Users must ensure that payment is made and recorded through the PAYStay app as per signage and instructions at each site. Failure to comply with PAYStay requirements, such as not registering a vehicle or not paying the appropriate fee, may result in a parking infringement notice being issued. All users are expected to follow the terms and conditions of parking, as well as applicable state legislation and BKI regulations, to ensure fair and orderly access to parking facilities across BKI campuses.

#### 4.3 Permits

Permits are approved and issued to staff and service providers to BKI. They are issued by Campus Operations/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.

#### 4.4 Parking Infringements

Infringement notices are issued to drivers who have not parked within an authorised parking zone or have parked inconsistently with restrictions displayed on signage within parking zones and on Institute premises.

Infringement details can be found at 4.4 of the Parking and Infringement Procedure.

#### 4.5 Vehicle Responsibility

All privately owned vehicles enter BKI property at the owner's risk. BKI does not accept responsibility for any accidents, losses or damage that may occur.

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).

#### 4.6 Administration of Parking Infringement Notices (PINs)

BKI has engaged an authorised third-party enforcement agency in accordance with the *Infringements Act 2016* (Vic).

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#### 4.7 Appeals

Customers have the right to appeal any parking infringement notice they receive, ensuring that their concerns are fairly considered. This is done via BKI's third party agency. Appeals submitted to BKI's third-party agency are also reviewed by an BKI authorised person, with decisions issued in writing. Throughout the appeals process, utmost importance is placed on safeguarding privacy and maintaining strict data protection standards with robust security mechanisms in place to safeguard data.

#### 5.0 Roles and Responsibilities

| Role                                                                                                                                     | Responsibilities                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manager Campus Operations/Coordinator - Asset Protection and Security- Campus Operations/ Asset Protection, Security and Parking Officer | Administer the parking and infringement policy, parking and infringement procedure, including parking permits, all parking guidelines and the conduct of internal reviews. |
| Manager Campus Operations / Security                                                                                                     | Issue permits and infringement notices.                                                                                                                                    |
| Authorised Agency (Third Party)                                                                                                          | Infringement processing in accordance with legislation, administration services; payment processing; information security; manage internal reviews and complaints.         |
| Chief Operating Officer (COO)                                                                                                            | Provides oversight of policy and procedure along with financial decision making of fees collected.                                                                         |

#### 6.0 Definitions

| Word/Term                | Definition                                                                                                                                                                                                                                                                                |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accessible Parking Zones | Authorised parking zones reserved for use by individuals 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.                                                                                                                                                                             |

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| Word/Term         | Definition                                                                                                                                                                  |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                                                                                             |
| Pay Stay Service  | Service provided on PAY Stay APP for all individuals 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 Facility Service to BKI campus location.                                                                            |
| Staff Member      | An individual employed directly with BKI. They will be on the BKI payroll in either a fixed term or ongoing capacity.                                                       |

#### 7.0 Supporting Policy Documents and Forms

| Document Name                                        |
|------------------------------------------------------|
| Parking Permit Apply/Cancel/Replace Application 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 | Manager Campus Operations | Creation of Policy                                                   | Chief Operating Officer |
| 1.1  | 20 Dec 2021 | Manager Campus Operations | Minor change – removal of contractor email address                   | Chief Operating Officer |
| 1.2  | 31 Oct 2022 | Manager Campus Operations | Minor changes – addressed consistent terminology and map terminology | Chief Operating Officer |

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|------|-------------|------------------------------|----------------------------------------------------------------------|---------------------------------------------------|
| 2.0  | 19 Jul 2023 | Manager Campus Operations    | Changes to align with Paystay                                        | Chief Operating Officer                           |
| 3.0  | 05/12/2025  | Manager of Campus Operations | Standardising position name changes and checked Legislative Context. | Head of Procurement, Assets and Campus Operations |

#### 9.0 Document Owner and Approval Body

| Document Custodian         | Approval Authority                                | Approval Date | Issue Date | Scheduled Review Date |
|----------------------------|---------------------------------------------------|---------------|------------|-----------------------|
| Manager, Campus Operations | Head of Procurement, Assets and Campus Operations | 05/12/2025    | 05/12/2025 | 05/12/2027            |

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