

Bendigo Kangan Institute

Parking and Infringements Procedure

1.0 Purpose

Bendigo Kangan Institute (BKI) is committed to delivering a well-organised and regulated parking service for staff, students, visitors, and service providers, while maintaining the natural environment across all BKI campuses. Parking allocations are managed to prioritise user safety and ensure access for Emergency Services.

This procedure outlines the current Terms and Conditions governing parking at all BKI campus locations.

2.0 Scope

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

3.0 Legislative References

- *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 Procedural Steps

No.	Phases and steps	Name of role who actions
4.1	General Parking Enquiries and Emergencies	
4.1.1	For all activities relating to parking at any BKI campus please email parking@kangan.edu.au . For all emergencies relating to Parking please contact: Security Metro: 0401776327 Security Regional: 0412 152 549	Campus Operations BKI Security
4.1.2	For all matters relating to parking signage, please follow the process below:	Staff Member Student/Public

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Doc Custodian: Manager, Campus Operations

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	- If a Staff Member of BKI, please lodge a maintenance work order, providing a detailed description, the location of the signage and a photo of the issue via the Campus Operations (EAMS). - If a service provider, student or member of the public, please email a photo and a description of the issue, with location to: parking@kangan.edu.au.	Campus Operations
4.2	Allocation of Parking	
4.2.1	Campus Operations determines parking availability, terms, and pricing as per operational needs. Parking may be made available to staff and students via a permit process, subject to campus and external parking availability and access to public transport (see Appendix 1). Designated spaces exist for accessible parking, contractors, and permit holders.	Campus Operations
4.2.2	Parking availability, terms and conditions and pricing will be determined from time to time in accordance with BKI's operational needs. Consideration when determining the fee would include off campus parking availability, capability, cost and equity. Parking will be made available to staff and students under certain circumstances including availability of parking areas on campus, availability of parking areas outside of the campus (paid or unpaid), and access to public transport etc. (See Appendix 1). Where parking is available, and depending on the Campus location, the Institute will consider making it available to staff and students from time to time via a permit process. Parking spaces will be designated for accessible parking, contractors and staff or students who hold a relevant parking permit.	Campus Operations
4.2.3	If authorised reserved or permit parking zones are exhausted or otherwise unavailable (see Appendix 1), staff and students must find their own alternative parking off campus.	Campus Operations BKI Security
4.2.4	If General Parking Zones are exhausted, or otherwise unavailable, staff and students must find their own alternative parking off campus.	Campus Operations

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		BKI Security
4.3	Defined Parking Zones	
	Refer to Appendix 1 for a definition of parking zones at each campus. Maps are available from Appendix 2 to 9. Parking is not permitted on grassed areas.	Staff Member Student Service Provider
4.4	Pricing Policy	
4.4.1	Consideration when determining the fee payable would include off campus parking availability, capability, cost and equity. Refer to Appendix 1 for the pricing policy for each category of user e.g. (disabled – free; staff – staff rate to be set from time to time; students – at a price to be set from time-to-time etc.). 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. An infringement may be issued if the permit is out of date or not clearly observed within the vehicle.	Staff Member Students Service Provider Campus Operations BKI Security
4.4.2	Off campus parking fees will not be reimbursable by staff (including temps/contractors to BKI) unless paid parking is required in the course of work activities away from your home campus or specified in an industrial instrument. Students/contractors will not be reimbursed for off campus parking costs.	All staff
4.4.3	The Institute manages the parking fees and receives the funds from parking. The Chief Operating Officer (COO) or Executive team approves the fees (and increases if applicable). The funds received are transferred to the Campus Operations budget.	COO / Executive Team
4.5	Permits	
	Permits are approved and issued to staff, students and service providers to BKI. They are issued by Campus Operations/Security. Only vehicles approved by Campus Operations/Security or clearly displaying a current authorised parking permit on the dashboard or front windscreen of their vehicle can park in an authorised parking zone as outlined in Appendix 1. An infringement may be issued if the permit is out of date or not clearly observed within the vehicle. To request, cancel or replace a permit, please refer to the Parking Permit – Apply Cancel Replace Form which is accessible to staff via	All Staff All Students Service Provider Campus Operations BKI Security

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	the Campus Operations SharePoint page and accessible to students via the Bendigo TAFE and Kangan Institute websites.	
4.6	Parking Infringements	
4.6.1	Infringement notices are issued to vehicles who have not parked within the required parking zone or have parked inconsistently with restrictions displayed on signage displayed within parking zones and on Institute premises. Infringements are governed by the <i>Victorian Road Safety Road Rules Act 2017</i> (Vic). Please refer to 4.7 of the Department of Justice and Community Safety's Internal Review Guidelines - Fines and Enforcement Services. How to pay instructions are provided on the reverse side of the Infringements Notice.	BKI Security Campus Operations
4.6.2	Administration of PINs (Parking Infringement Notices) BKI has engaged an authorised third-party enforcement agency in accordance with the <i>Infringements Act 2006</i> (Vic). Their contractual responsibilities include: • Must comply with all legislation and hold all registrations, permits and licenses to lawfully perform their obligations under the agreement. • Processing infringement notices and payments. • Complaint resolution. • Banking of Monies collected. • Maintain accurate records and histories. • Ensure compliance with all statutory charges. • Perform registered owner searches. • Provide a telephone enquiry service Monday to Friday 9am to 4:45pm. • Manage all correspondence including appeal outcomes and issue formal responses (appeals submitted to our third-party agency are also reviewed by an BKI authorised person, with decisions issued in writing). • Issue urgent reminders • Coordinate court notices and associated documentation if required • Provide BKI with infringement data for auditing and compliance	

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	- After 7 years, all hard copies to be destroyed and remove all VicRoads Information from database records. - Obligated under relevant Victorian legislation to refrain from disclosing any information relating to infringement notice recipients to anyone other than a person authorised by the appointed officer. All contracts with the authorised agency are obligated to pay an annual cybersecurity maintenance fee, irrespective of our utilisation. This fee facilitates and maintains robust cybersecurity measures to safeguard data.	
4.6.3	The Road Safety Penalties (and costs) are determined by VicRoads and are outlined below: 621 – No Parking Sign (Road Rule 168) The driver of a vehicle must not stop in the area designated to No Parking. Drivers cannot leave their vehicles unattended in these zones and if they need to get out (for example, to help a passenger remove a bag from the boot of the car), they must remain within 3 metres of the vehicle. 701 – Period Longer (Road Rule 207) You can only park for the time limit shown on the sign in timed parking areas. The time starts as soon as you stop in the bay. For example, in an area signed '1/2P', you can park for half an hour only. If you need to stay longer, you must move your vehicle to another area. Failure to do so may result in an infringement notice. 702 – Failure to Pay Fee In areas that are signed and allocated as metered parking, you are required to pay the correct fee to park in these areas. You can do this by using the PayStay app. You must pay for your parking or start your parking session immediately after parking your vehicle. 711 – Not parking within a parking bay completely (Road Rule 168) A driver must position the driver's vehicle completely within a single parking bay (unless the vehicle is too wide or long to fit completely within the bay). 720 – Stopped in a Loading Zone (Road Rule 179) Only authorised vehicles may stop in an area signed as a loading zone, and only when delivering or picking up goods, services or people. This includes taxis, buses, trucks, vans, utes and other vehicles used for	

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delivery. A time limit of 30 minutes is applied to loading zones. This is the maximum time that an authorised vehicle may park in a loading zone (unless otherwise signed). 728 – Stopped in a Permit Zone (Road Rule 211) Parking spaces at a BKI campus are in high demand. To manage this demand and to keep everything fair for those studying, working or visiting our campuses, we have designated permit zones. If you park in these zones without a valid permit you may be issued an infringement notice. 803 – Parking in Accessibility/Disability Zone (Road Rule 203) A driver must not stop in a parking area for people with disabilities unless: - the driver's vehicle displays a current parking permit for people with disabilities, and - the driver complies with the conditions of use of the permit. ROAD RULE 205 & 207 LONGER THAN INDICATED PIN FORCE RULE 701 – Period Longer (Road Rule 207) You can only park for the time limit shown on the sign in timed parking areas. The time starts as soon as you stop in the bay. For example, in an area signed '1/2P', you can park for half an hour only. If you need to stay longer, you must move your vehicle to another signed area. Failure to do so may result in an infringement notice. ROAD RULE 202 MOTOR BIKE AREA This rule designates specific areas on the road for motorcycles. These areas are typically marked and may be used for: Motorcycle parking ROAD RULE 186 MAIL ZONE A mail zone is a designated area for postal vehicles to stop and deliver mail. Key points: - Only Australia Post vehicles are permitted to stop in these zones. - Other vehicles stopping or parking in a mail zone may be fined. ROAD RULE 189 DOUBLE PARKED Double parking refers to stopping or parking a vehicle alongside another	
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	parked vehicle. This is not allowed under Victorian road rules: - It obstructs traffic flow and visibility. - It poses safety risks for pedestrians and other drivers. - Penalties apply for vehicles found double parked. ROAD RULE 167 NO STOPPING This rule prohibits stopping a vehicle in areas marked with No Stopping signs. Important details: - You cannot stop your vehicle at all, not even briefly. - Applies to all vehicles, including for drop-offs or pick-ups.	
4.7	Internal Reviews	
	Internal Review Guidelines of the Department of Justice and Community Services (DJCS) apply to the issuance of an internal review of infringement notices. All BKI Security and designated Campus Operations staff should be aware of these guidelines. All requests for internal review must be in writing (providing full particulars and evidence to support the claim) directly to the third-party enforcement agency. Some complaints regarding infringements are received via the parking@kangan.edu.au email account whereby they are redirected to follow instructions on the back of their infringement ticket to request an internal review with the enforcement agency. Final decisions on infringement review outcomes are made by a BKI authorised person.	Campus Operations BKI Security Enforcement Agency

5.0 Roles and Responsibilities

Role	Responsibilities
Governance Risk and Compliance	Governance Risk and Compliance provide consultative services to staff conducting internal reviews and on the application of this procedure, as required.
BKI Security	Contractors who manage the process of parking infringements, permits, etc.
COO	Chief Operating Officer – oversight of policy and procedure along with financial decision making of fees collected.

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Role	Responsibilities
Campus Operations Team	For all matters relating to Parking, all Campus Operations team members from both regional and metropolitan can assist.
Authorised Agency (Third Party)	Infringement processing in accordance with legislation, administration services; payment processing; information security; manage internal reviews and complaints.
BKI Authorised Person	Manager Campus Operations; Coordinator Asset Protection and Security; Asset Protection, Security and Parking Officer

6.0 Definitions

Word/Term	Definition
BKI	Bendigo Kangan Institute including VETASSESS and eWorks
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.
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.
Public	Any member of the public who chooses to use an available parking space at any BKI campus.
Service Providers	Service providers include all contractors who undertake a service to provide materials or labour to perform a service or job to BKI/VETASSESS/eWorks campus locations.

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Word/Term	Definition
Staff Member	An individual employed directly with Bendigo Kangan Institute including VETASSESS and eWorks. This includes staff on BKI/VETASSESS/eWorks 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/VETASSESS/eWorks.

7.0 Related Documents

Document Name
Parking Permit Apply/Cancel/Replace Application Form
Parking and Infringement Policy

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	19 Jul 2023	Manager, Campus Operations	New Procedure	Chief Operating Officer
2.0	05/12/2025	Manager, Campus Operations		Head of Procurement, Assets and Campus Operations

9.0 Document Custodian and Approval Authority

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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APPENDIX 1: PARKING ZONE DEFINITIONS AND FEES

Parking Zone	Definition	Campus and Fee	
Accessible Parking Zones 	Permit zone only. \$0.00 fee for parking in this zone. Authorised parking zones reserved for persons who hold a Blue, Category One or Green Category 2 Disability Parking Permit issued by a municipal Council.	Broadmeadows Charleston Rd Docklands Echuca Essendon Cremorne	
Service Provider / Contractor Parking	Permit zone only. \$0.00 fee for parking in this zone. Authorised parking zones reserved specifically for Service Providers who attend campus on Institute business, providing a Facilities service, showing a current, in date, permit on the windscreen or dashboard of their vehicle.	Broadmeadows Charleston Rd Cremorne	
General Parking Zones incl Motorcycle	If on a campus where there is no fee for parking, the fee for parking in this zone is \$0.00. If on a campus where there is a fee for parking in this zone, the pricing is determined from time to time in accordance with BKI’s operational needs. Unreserved zoned general parking spaces can be utilised by BKI staff, students, visitors and service providers (if no Service Provider/Staff/Student zoned parking available).	Broadmeadows (Public parking is not available at this campus).	
		Students \$1 per hour \$4 per day	
		Essendon	
		Students \$1 per hour \$4 per day	Public \$1 per hour \$4 per day
		Cremorne	

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Parking Zone	Definition	Campus and Fee	
		Students \$1 per hour \$4 per day	Public Parking Zones (Mon to Friday – including public holidays) \$6 per hour \$25 per day Public Parking Zones (Saturday to Sunday -including public holidays) \$6 per hour \$15 per day
		Charleston Rd / Echuca / Docklands /Bendigo City Campus/Castlemaine	No Fee
Loading Zones 	\$0.00 fee for parking in this zone. Authorised parking zones for short term loading or unloading of goods/services to BKI campuses. 10 minutes.	Broadmeadows Charleston Rd Essendon Cremorne	
No Stopping Zones 	\$0.00 fee for parking in this zone. Authorised parking zones reserved for Emergency Vehicles only.	All Sites	

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Parking Zone	Definition	Campus and Fee	
Pool Vehicle Parking Zones 	Permit zone only. \$0.00 fee for parking in this zone. Authorised parking zones reserved for Institute Pool Vehicles only, which will show a current, in date, BKI permit.	All Sites	
Staff Permit Parking Zones  	Permit zone only. \$0.00 fee for parking in this zone. Authorised parking zones reserved specifically for staff members who utilise Staff vehicles and show a current, in date, BKI permit. If no permit zone for Staff, General Parking zones to be utilised.	All Sites	
Student Permit Parking Zones  	\$0.00 fee for parking in this zone unless permit required. Authorised parking zones reserved for students of BKI only, showing a current, in date, BKI permit. If no permit zone for Students, General Parking areas to be utilised.	Essendon / Broadmeadows	Richmond
		\$4.00 per day. 	Students can request a permit. If used along with a parking permit it will allow for discounted student parking @ \$4.00 per day. 

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Parking Zone	Definition	Campus and Fee	
EV Charging Zone 	Parking zones reserved for Charging Electric Vehicles only (Members of the public)	Cremorne Charleston Road	Chargefox App Fees apply.

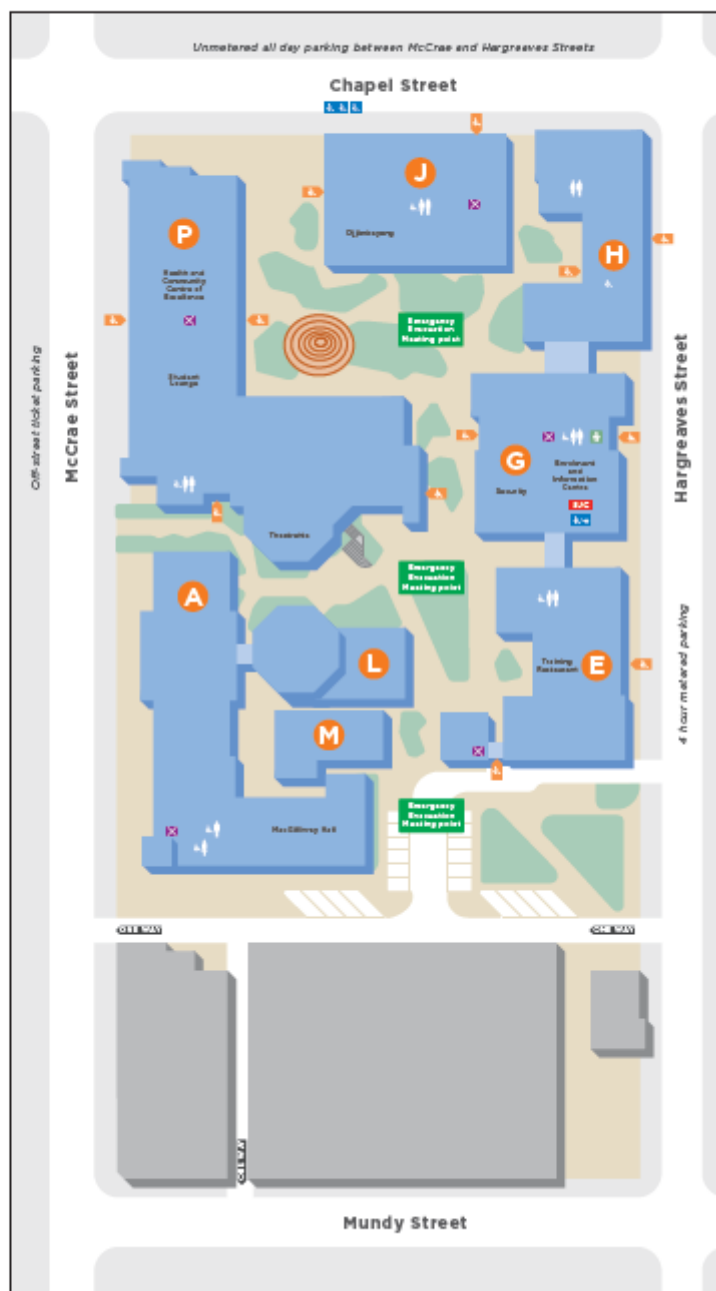
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APPENDIX 2: BENDIGO CITY CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

BENDIGO TAFE CITY CAMPUS PARKING AREAS



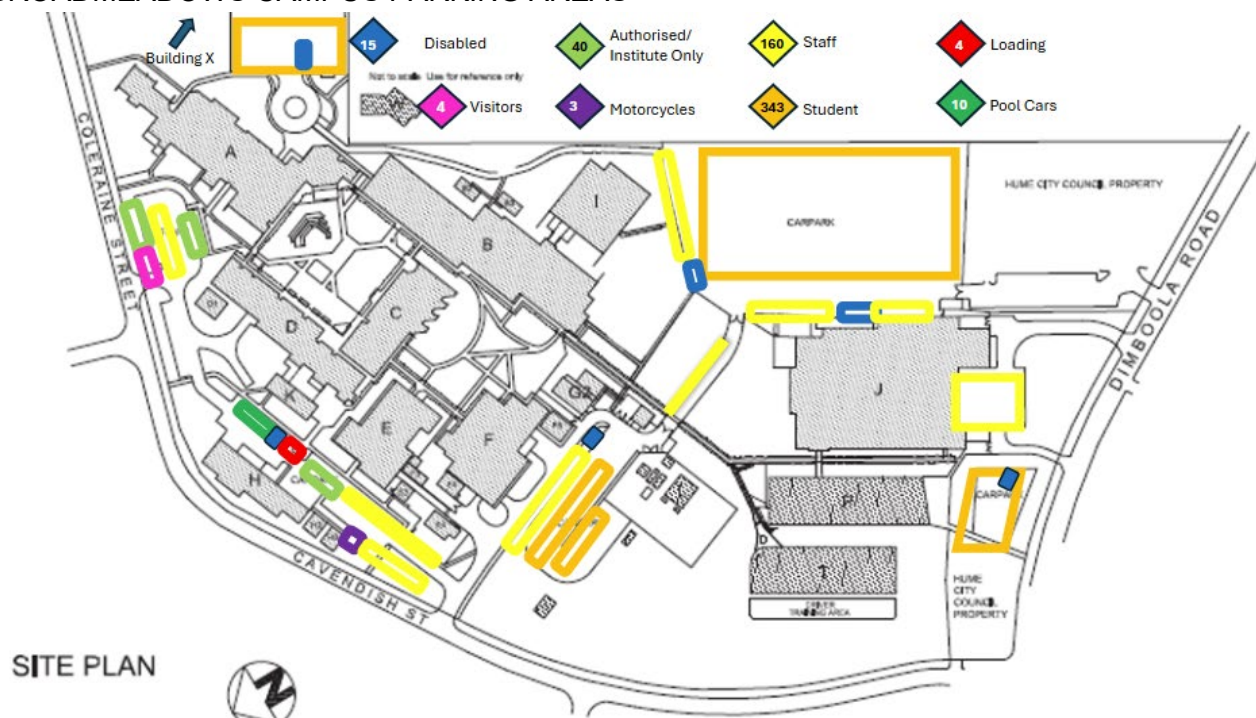
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APPENDIX 3: BROADMEADOWS CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

BROADMEADOWS CAMPUS PARKING AREAS



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APPENDIX 4: CHARLESTON ROAD CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

BENDIGO TAFE CHARLESTON ROAD CAMPUS PARKING AREAS



KEY

- | | |
|---|---|
|  Accessible Parking Zones |  Loading Zones |
|  Service Provider / Contractor Parking |  Student Parking Zones |

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APPENDIX 5: CASTLEMAINE CAMPUS MAP

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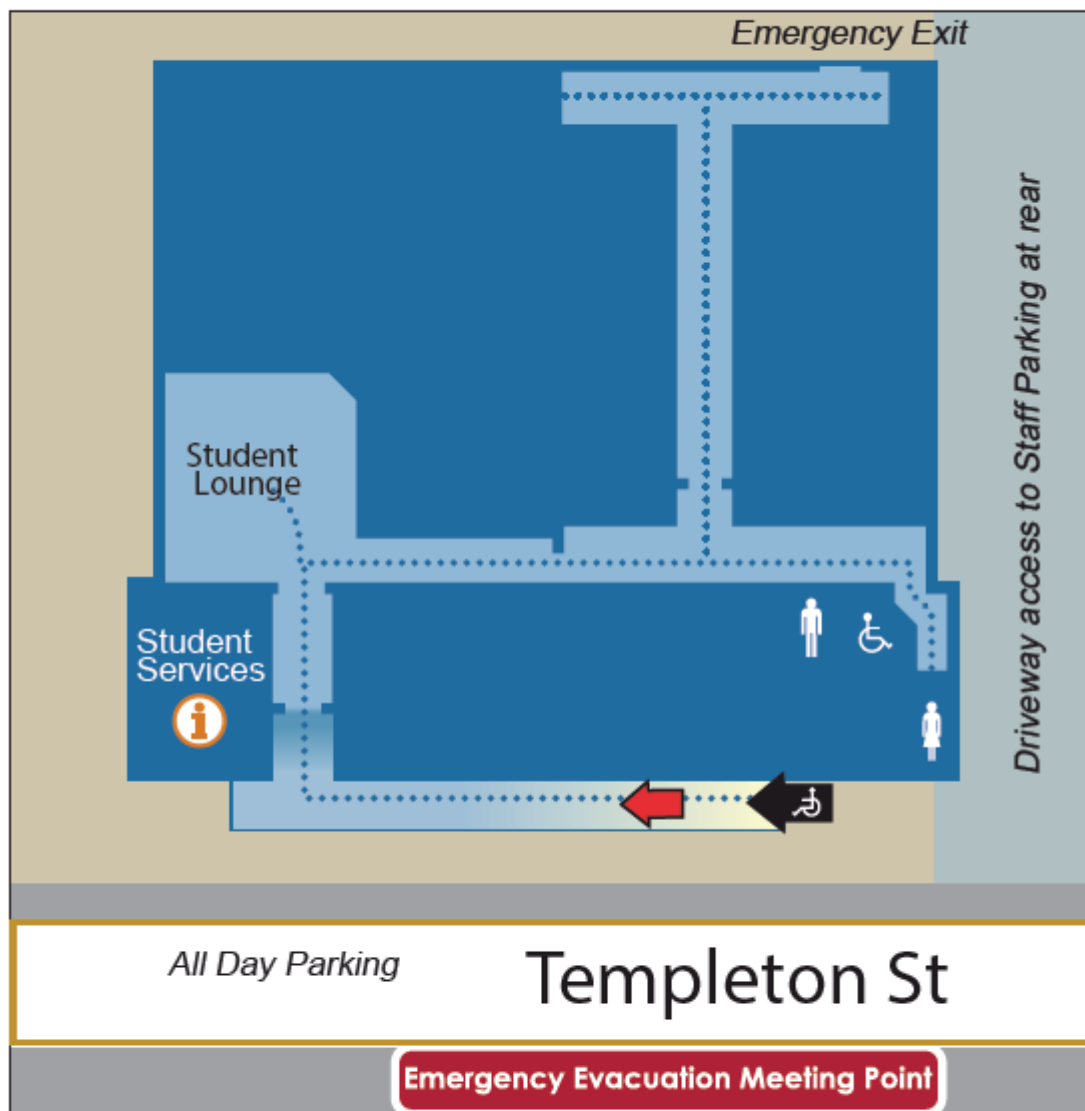
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See authorised Reserved Parking Zones as outlined below:

BENDIGO TAFE CASTLEMAINE CAMPUS PARKING AREAS



KEY

■ General Parking Zones including Motorcycle

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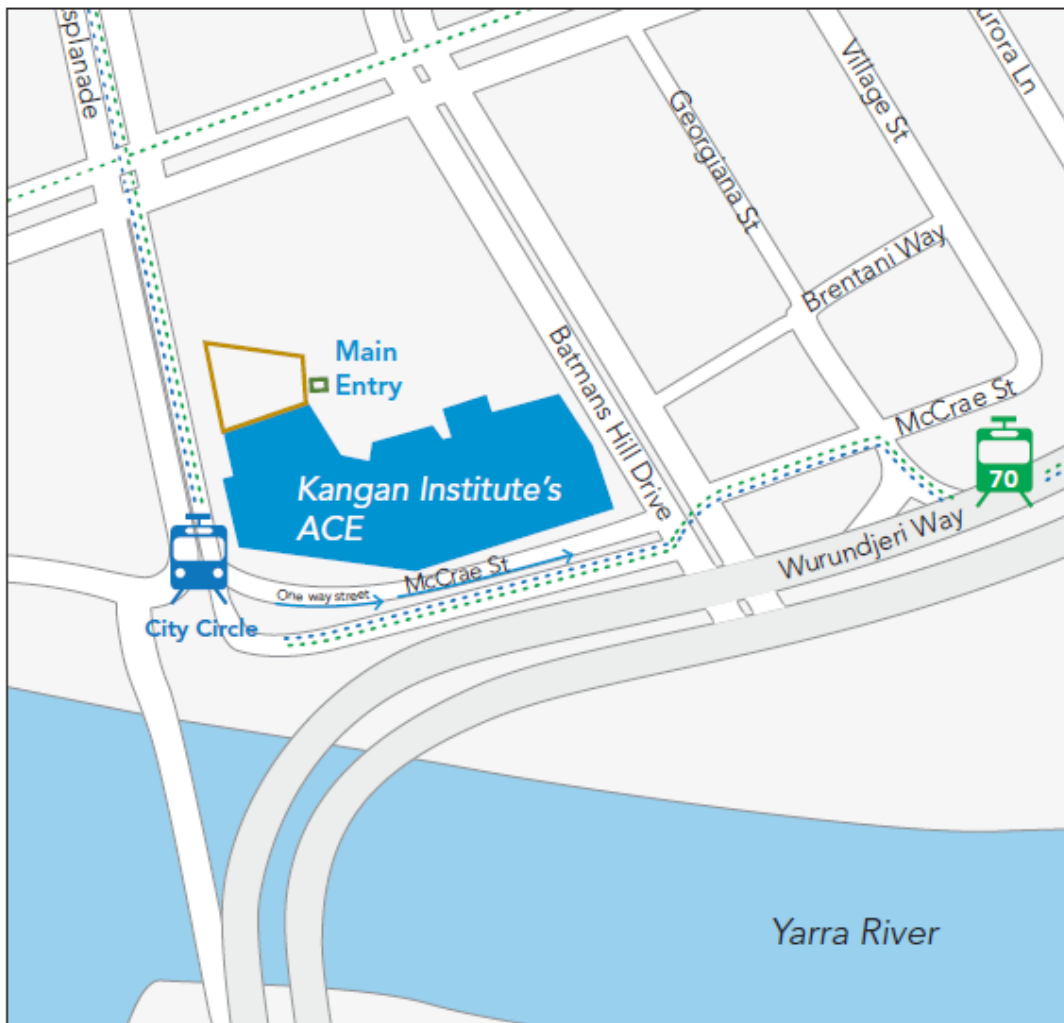
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APPENDIX 6: DOCKLANDS CAMPUS MAP See authorised Reserved Parking Zones as outlined

KANGAN INSTITUTE DOCKLANDS CAMPUS PARKING AREAS



KEY

 Accessible Parking Zones

 Directors and Visitors Parking Zones

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APPENDIX 7: ECHUCA CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

BENDIGO TAFE ECHUCA CAMPUS PARKING AREAS



KEY

Accessible Parking Zones

Staff Parking Zones

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APPENDIX 8: ESSENDON CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

KANGAN INSTITUTE ESSENDON CAMPUS PARKING AREAS



KEY

- | | |
|--|--|
|  Accessible Parking Zones |  Pool Vehicle Parking Zones |
|  General Parking Zones including Motorcycle |  Staff Parking Zones |
|  Loading Zones | |

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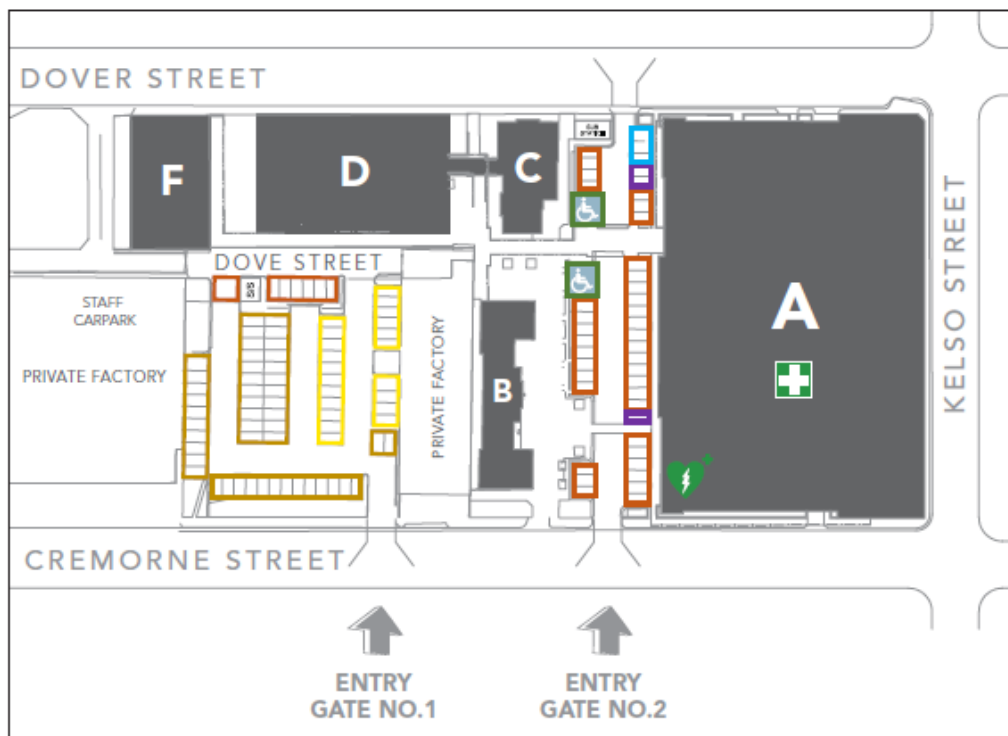
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APPENDIX 9: RICHMOND CAMPUS MAP

See authorised Reserved Parking Zones as outlined below

KANGAN INSTITUTE CREMORNE CAMPUS PARKING AREAS



KEY

- | | |
|--|--|
|  Accessible Parking Zones |  Pool Vehicle Parking Zones |
|  General Parking Zones including Motorcycle |  Staff Parking Zones |
|  Loading Zones |  Student Parking Zones |

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