

Parking and Infringement 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 whilst preserving the natural surrounds of all BKI campuses. Parking is allocated to ensure the safety of users and access for Emergency Services.

This Procedure provides the current Terms and Conditions of Parking at all BKI Campuses.

2.0 Scope

This procedure applies to all BKI staff, students, visitors, and service providers across all campuses and covers all details relating to parking at each BKI campus.

This policy provides information on parking zones, permits, parking infringements and guidelines pertaining to all parking areas at BKI Campuses.

3.0 Policy Reference

Parking and Infringements Policy

4.0 Procedural Steps

No.	Phases and steps	Name of role who actions
4.1	Facilities Management	
4.1.1	<p>For all activities relating to parking at any BKI campus please reach out to:</p> <p>Facilities Metro (for all metropolitan campuses) Email: facilitiesmetro@kangan.edu.au Tel: 03 9279 2479</p> <p>Facilities Regional (for all regional campuses) – Email: facilitiesregional@bendigotafe.edu.au Tel: 03 5434 1500</p> <p>For all emergencies relating to Parking please contact: Security Metro: 0419 749 271 Security Regional: 0412 152 549</p>	<p>Facilities BKI Security</p>
4.1.2	<p>For all matters relating to damaged parking signage, please follow the below:</p> <ul style="list-style-type: none"> • 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 WSM. • If a service provider, student or member of the public, please email a photo and a description of the issue, with location to: <p>Facilities Metro (for all metropolitan campuses) Email: facilitiesmetro@kangan.edu.au</p>	<p>Staff Member Student/Public Facilities</p>

Executive Owner: Chief Operating Officer

Doc Custodian: Head of Facilities

Version No: 1.0 Issue Date: 19 Jul 2023

Page 1 of 16

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Parking and Infringement Procedure

	Facilities Regional (for all regional campuses) – Email: facilitiesregional@bendigotafe.edu.au	
4.2	Allocation of Parking	
4.2.1	Parking is not provided as a term or condition of employment or study at BKI.	
4.2.2	<p>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.</p> <p>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).</p> <p>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.</p>	Facilities
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.	Facilities 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.	Facilities BKI Security
4.3	Defined Parking Zones	
	<ul style="list-style-type: none"> Refer to Appendix 1 for a definition of parking zones at each 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. 	Staff Member Student / Public Service Provider
4.4	Pricing Policy	
4.4.1	<ul style="list-style-type: none"> 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 eg (disabled – free; staff – staff rate to be set from time to time; students – at a price to be set from time-to-time etc). 	Staff Member Students Service Provider Facilities

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Version No: 1.0 Issue Date: 19 Jul 2023

Page 2 of 16

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Parking and Infringement Procedure

	<ul style="list-style-type: none"> 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. 	BKI Security
4.4.2	<p>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.</p> <p>Students/contractors will not be reimbursed for off campus parking costs.</p>	All staff
4.4.3	<p>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).</p> <p>The funds received are transferred to the Facilities budget.</p>	COO / Exec Team
4.5	Permits	
	<ul style="list-style-type: none"> Permits are approved and issued to staff, students 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 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'. <ul style="list-style-type: none"> accessible to staff via the Facilities sharepoint page. Accessible to students via the Bendigo TAFE and Kangan Institute websites. 	All Staff All Students Service Provider Facilities BKI Security
4.6	Parking Infringements	
4.6.1	<p>Infringement notices are issued to drivers 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.</p> <p>Infringements are governed by the <i>Victorian Road Safety Road Rules Act 2017 (Vic)</i>.</p> <p>Internal Review Guidelines – see 4.7</p> <p>How to pay instructions are provided on the reverse side of the Infringements Notice.</p>	BKI Security Facilities
4.6.2	<p>The Road Safety Penalties (and costs) are determined by VicRoads and are outlined below:</p> <p>621 – No Parking Sign (Road Rule 168)</p>	

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Version No: 1.0 Issue Date: 19 Jul 2023

Page 3 of 16

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Parking and Infringement Procedure

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 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:

- (a) the driver's vehicle displays a current parking permit for people with disabilities, and
- (b) the driver complies with the conditions of use of the permit.

Parking and Infringement Procedure

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 Facilities staff should be aware of these guidelines.	Facilities BKI Security

5.0 Roles and Responsibilities

Role	Responsibilities
Governance Risk and Compliance	Governance Risk and Compliance provides 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.
Facilities Team	For all matters relating to Parking, all Facilities team members from both regional and metropolitan can assist.

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.

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Version No: 1.0 Issue Date: 19 Jul 2023

Page 5 of 16

TO OBTAIN THE CURRENT VERSION OF THIS DOCUMENT PLEASE REFER TO THE CONTROLLED DOCUMENT ON THE BENDIGO KANGAN INSTITUTE POLICY AND PROCEDURE PORTAL.

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Parking and Infringement Procedure

Word/Term	Definition
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.
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 & Legislation

Document Name
Parking Permit Apply/Cancel/Replace Application Form
Parking Infringement Internal Review Information Form
Parking Policy
Victorian Road Safety Road Rules 2017
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
Vic Roads Road Safety Penalties

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	19 Jul 2023	Head of Facilities	New Procedure	Chief Operating Officer

9.0 Document Custodian and Approval Authority

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 2023

Executive Owner: Chief Operating Officer

Doc Custodian: Head of Facilities

Version No: 1.0 Issue Date: 19 Jul 2023



Page 6 of 16

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Parking and Infringement Procedure

APPENDIX 1: PARKING ZONE DEFINITIONS AND FEES

Parking Zone	Definition	Campus & 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.	Charleston Rd	
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 and Essendon	
		Students \$1 per hour \$3 per day	Public \$1 per hour \$3 per day
		Cremorne	
		Students \$1 per hour \$3 per day	Public (Mon to Fri) \$6 per hour \$25 per day Public (Sat to Sun) \$6 per hour \$15 per day
		Charleston Rd / Echuca / Docklands	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	

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Version No: 1.0 Issue Date: 19 Jul 2023

Page 7 of 16

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Parking and Infringement Procedure

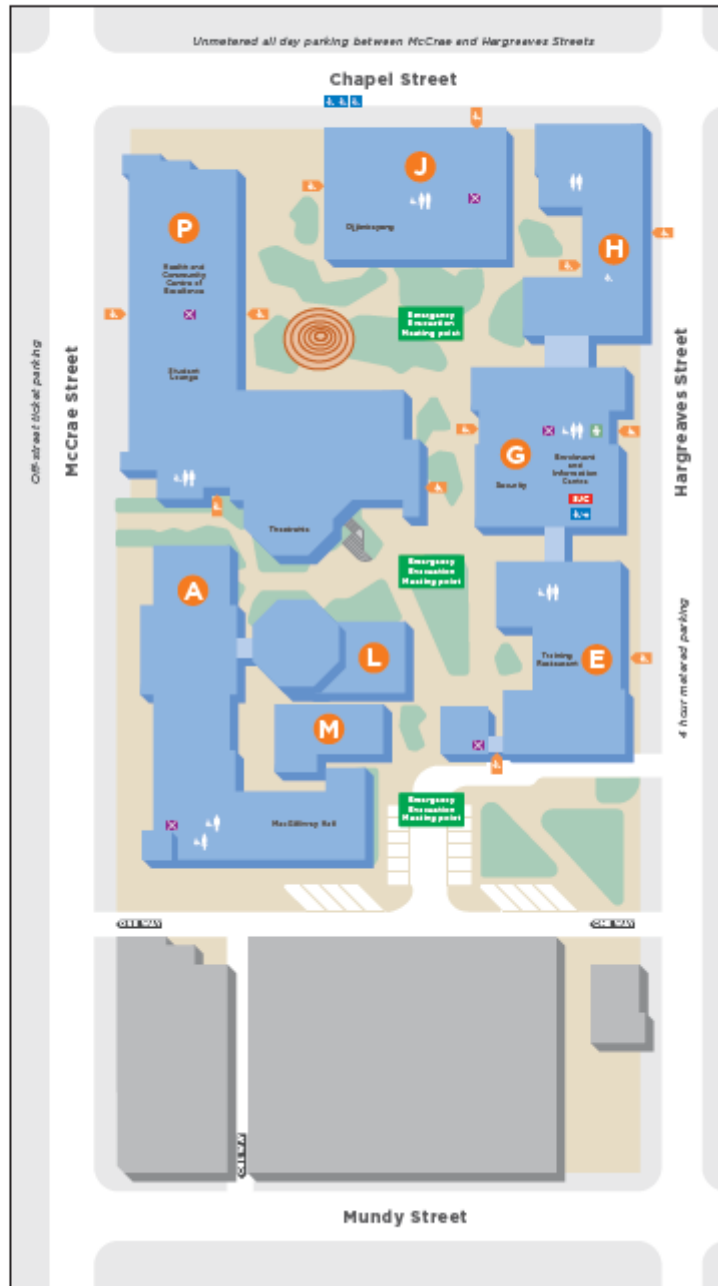
Parking Zone	Definition	Campus & Fee	
No Stopping Zones 	<p>\$0.00 fee for parking in this zone.</p> <p>Authorised parking zones reserved for Emergency Vehicles only.</p>	Charleston Rd	
Pool Vehicle Parking Zones 	<p>Permit zone only. \$0.00 fee for parking in this zone.</p> <p>Authorised parking zones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

Parking and Infringement Procedure

APPENDIX 2: BENDIGO CITY CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

BENDIGO TAFE CITY CAMPUS PARKING AREAS

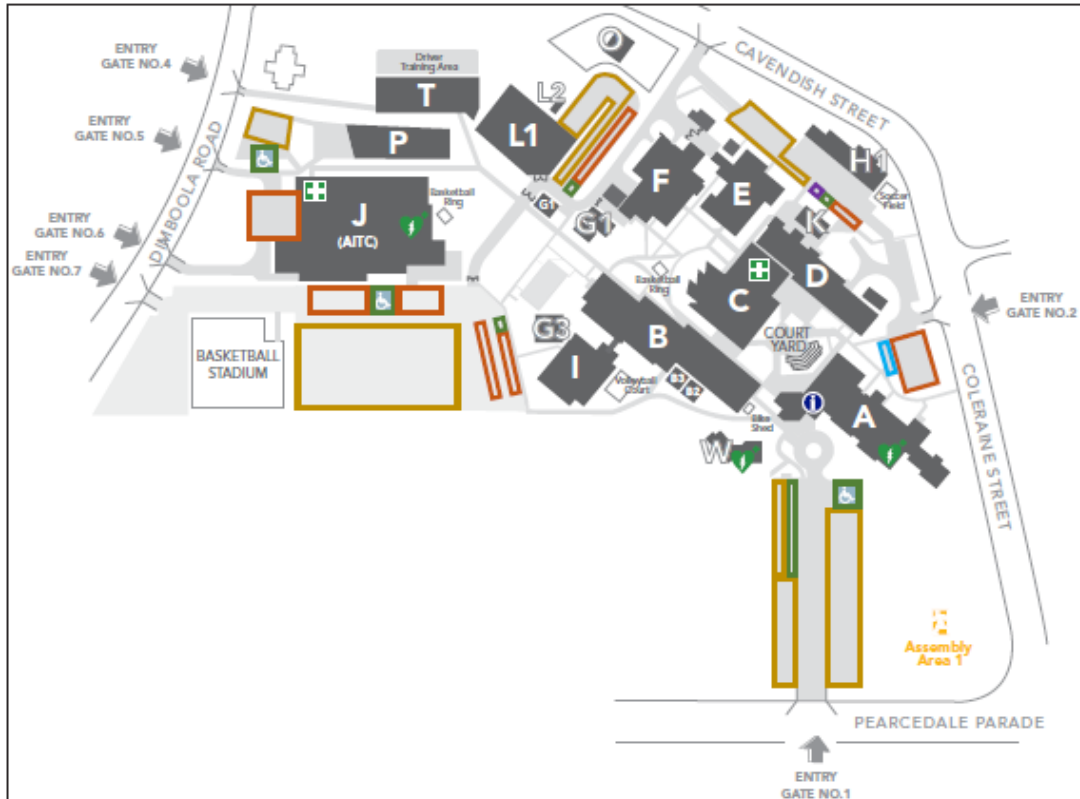


Parking and Infringement Procedure

APPENDIX 3: BROADMEADOWS CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

KANGAN INSTITUTE BROADMEADOWS CAMPUS PARKING AREAS



KEY

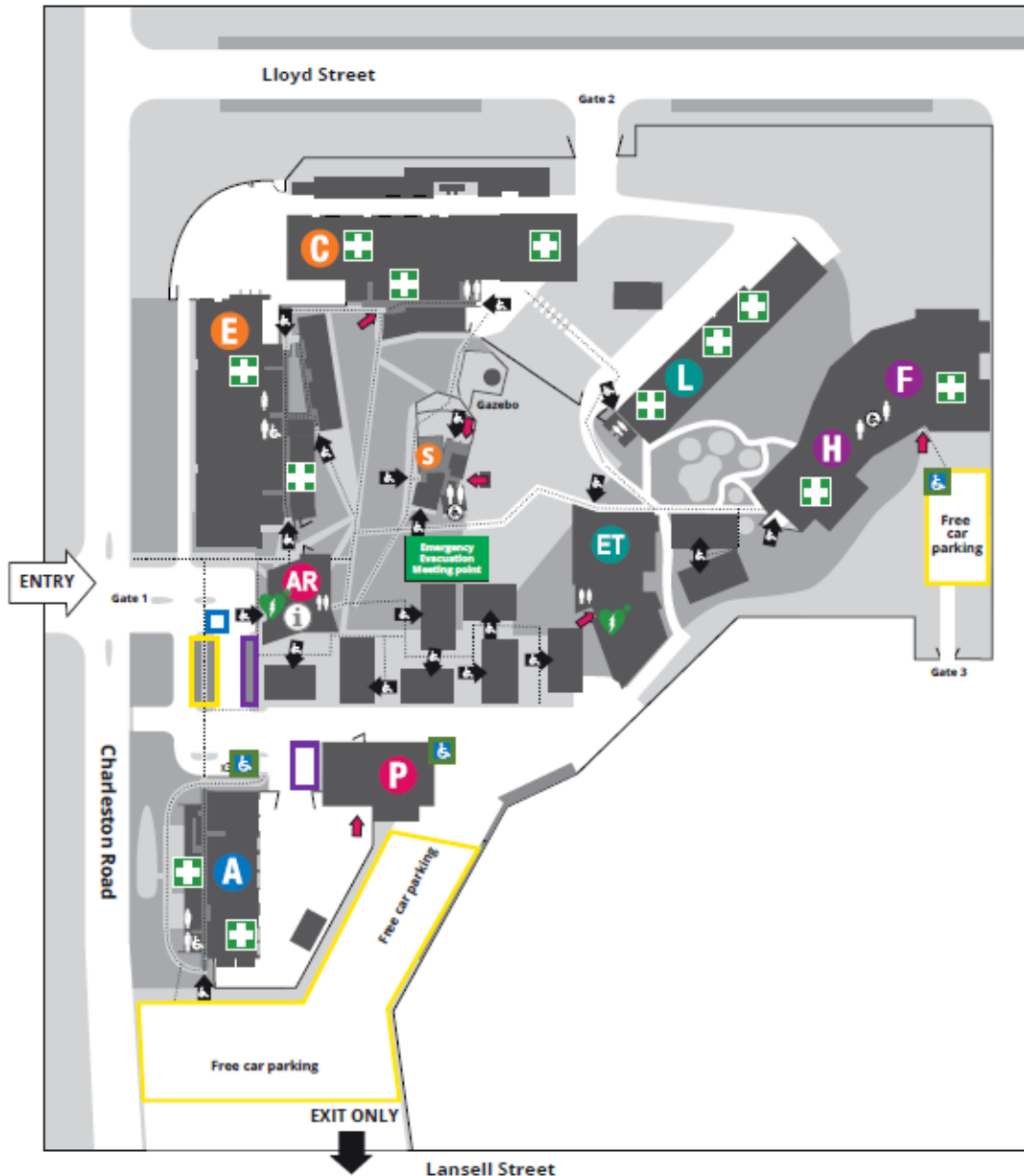
- Accessible Parking Zones
- General Parking Zones including Motorcycle
- Pool Vehicle Parking Zones
- Staff Parking Zones
- Loading Zones

Parking and Infringement Procedure

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

APPENDIX 5: CASTLEMAINE CAMPUS MAP

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Version No: 1.0

Issue Date: 19 Jul 2023

Page 11 of 16

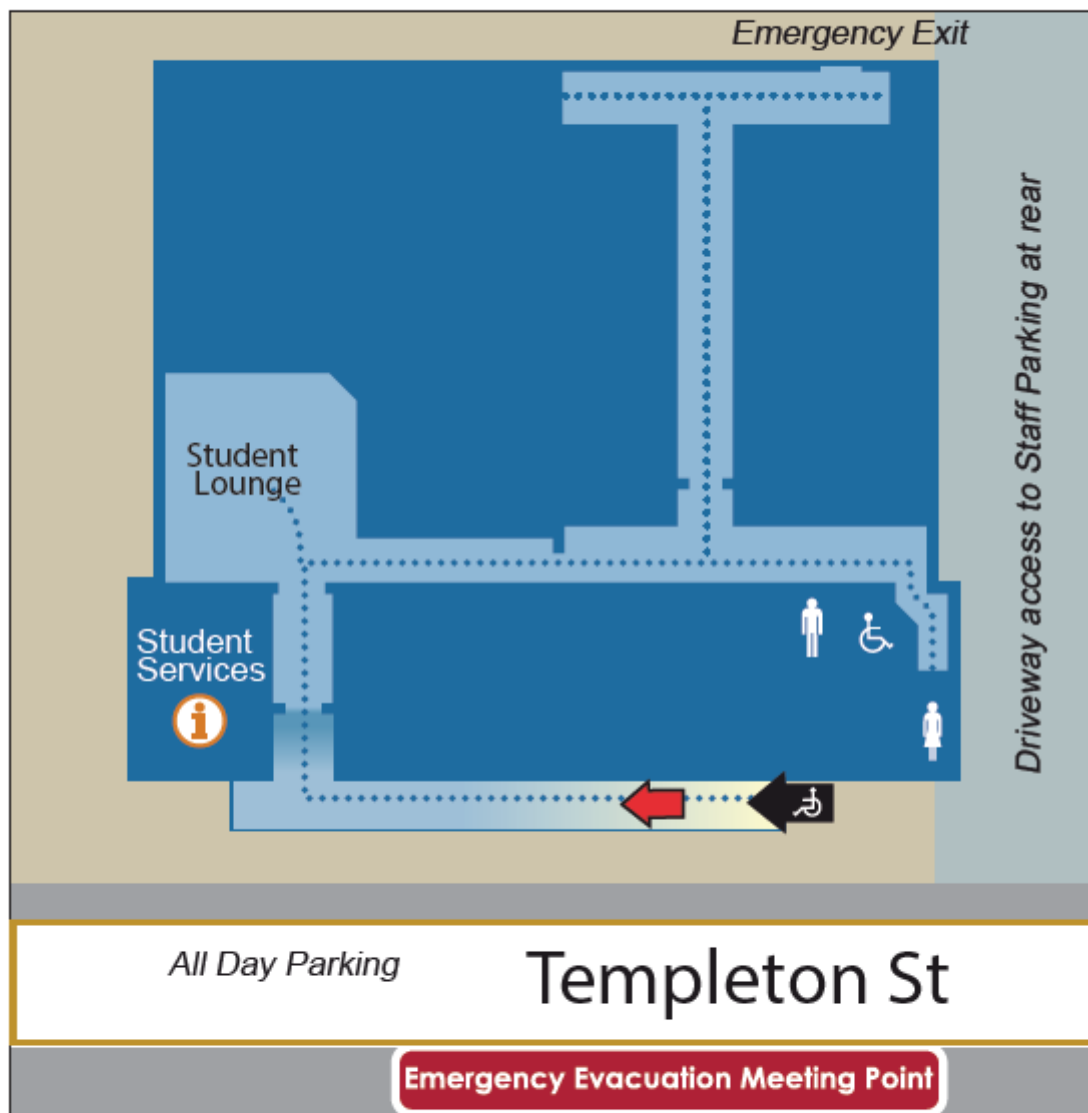
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Parking and Infringement Procedure

See authorised Reserved Parking Zones as outlined below:

BENDIGO TAFE CASTLEMAINE CAMPUS PARKING AREAS



KEY

General Parking Zones including Motorcycle

APPENDIX 6: DOCKLANDS CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

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Version No: 1.0

Issue Date: 19 Jul 2023

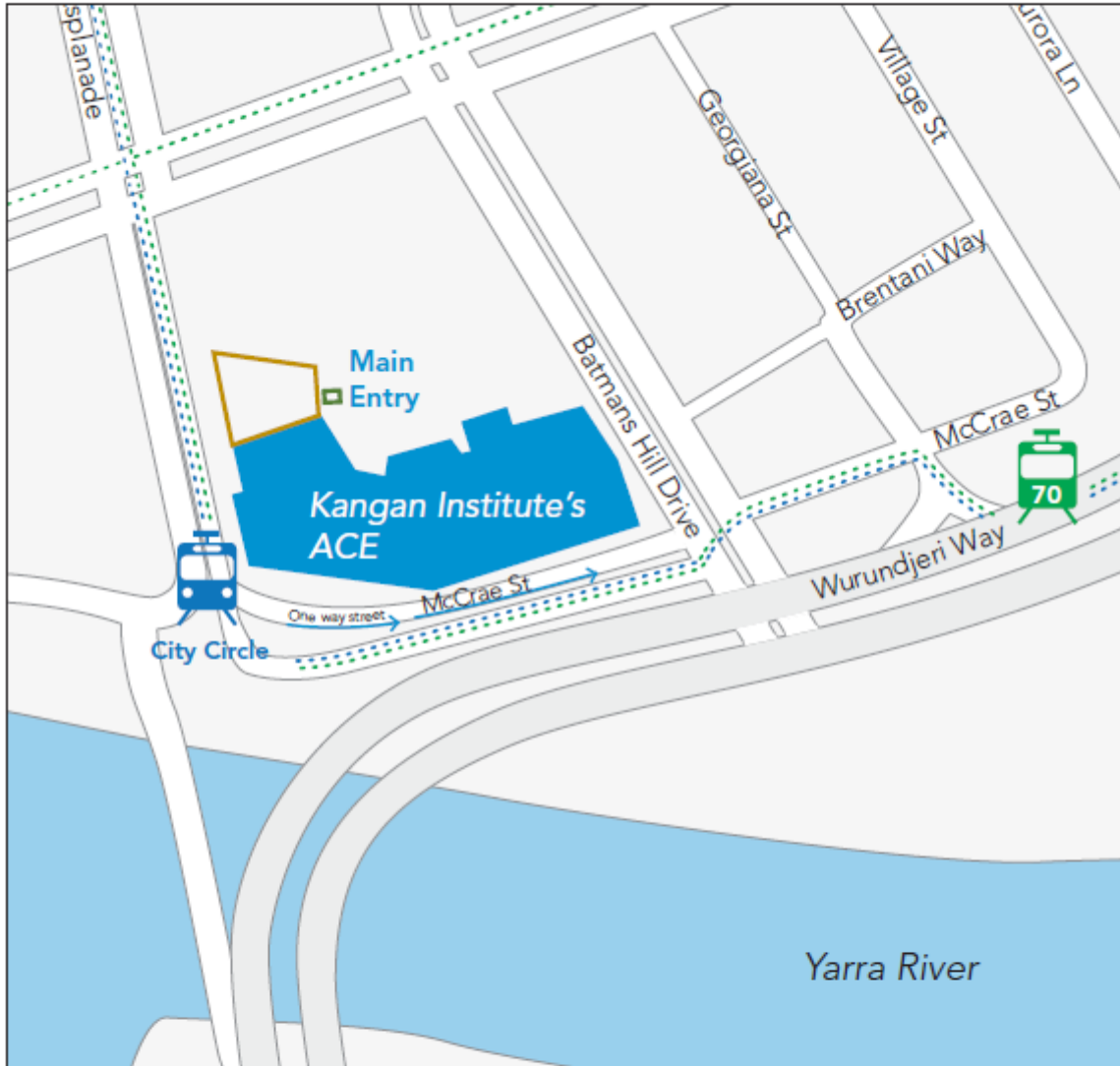
Page 12 of 16

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Parking and Infringement Procedure

KANGAN INSTITUTE DOCKLANDS CAMPUS
PARKING AREAS



KEY

■ Accessible Parking Zones

■ Directors and Visitors Parking Zones

APPENDIX 7: ECHUCA CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

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Version No: 1.0

Issue Date: 19 Jul 2023

Page 13 of 16

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Parking and Infringement Procedure

BENDIGO TAFE ECHUCA CAMPUS PARKING AREAS



KEY

■ Accessible Parking Zones

■ Staff Parking Zones

Parking and Infringement Procedure

APPENDIX 8: ESSENDON CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

KANGAN INSTITUTE ESSENDON CAMPUS PARKING AREAS



KEY

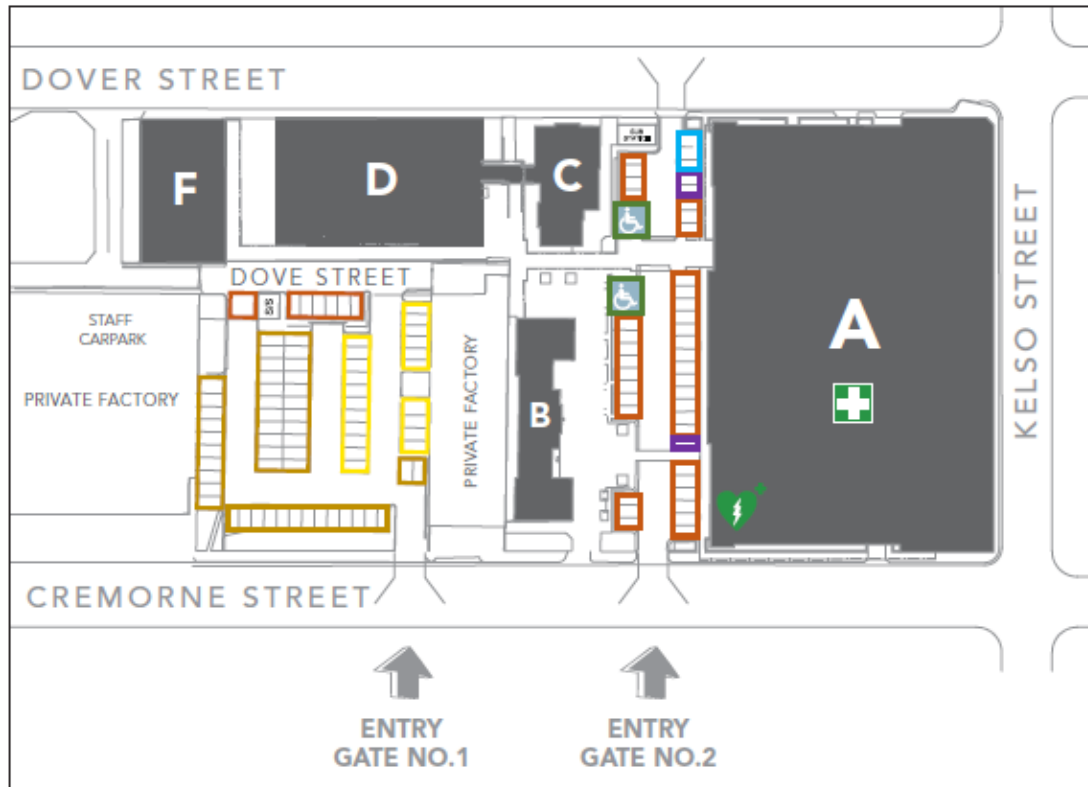
- Accessible Parking Zones
- General Parking Zones including Motorcycle
- Pool Vehicle Parking Zones
- Staff Parking Zones
- Loading Zones

Parking and Infringement Procedure

APPENDIX 9: CREMORNE CAMPUS MAP

See authorised Reserved Parking Zones as outlined below:

KANGAN INSTITUTE CREMORNE CAMPUS PARKING AREAS



KEY

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