



MACQUARIE
University

**MACQUARIE UNIVERSITY TRAFFIC
AND PARKING RULES
(Effective 1 May 2019)**

CONTENTS

- A. Preamble
- B. Definitions
- C. Entry of Vehicles onto University Grounds, Speed Limits and Associated Matters
- D. University Liability and Duty of Care of Drivers
- E. Parking Arrangements and Restrictions
- F. Parking Permits and Fees
- G. Casual Phone App Permit, Casual Phone Permit and Casual Online Permit
Parking
- H. Casual Pay and Display Permit Parking
- I. Periodical vPermit Parking
- J. Cancellations and Refunds for Periodical vPermits
- K. Infringements and Fines

Macquarie University Traffic and Parking Rules (May 2019)

A. Preamble

Macquarie University's grounds are private property. Macquarie University (the "**University**") has the authority to regulate the entry, operation and parking of Vehicles within the grounds of the University.

The following rules ("**Traffic and Parking Rules**") have been established, and will be enforced, for the purpose of regulating the entry, operation and parking of Vehicles within the grounds of Macquarie University (including for the operation of a Restricted Parking Area Scheme within those grounds).

The Traffic and Parking Rules (including the rules of that Restricted Parking Area Scheme (the "**Scheme**") are set out in full below and are to be read in conjunction with:

- the provisions of the NSW Road Transport Legislation;
- other associated legislation, in so far as it can be applied to the circumstances of the Scheme; and
- provisions, conditions and material that appear on the carparking page on the University website at www.mq.edu.au/parking (and on any websites and webpages that are linked or referred to on that the carparking page), and any instructions or guidelines made available by Macquarie University from time to time.

B. Definitions

1. For the purpose of these Traffic and Parking Rules:

"**Authorised Parking Officers**" mean the University's Director of Property and all University Security Services Officers and their Supervisors (and such other employees of the University who may be designated as Authorised Parking Officers from time to time by the University's Director of Property);

"**Casual Permit**" means a Casual Pay and Display Permit, Casual Phone Permit, Casual Phone App Permit or Casual Online Permit (each of which operate to allow the parking of a Vehicle at a University Carpark on a casual pay-as-you-go basis);

"**Casual Pay and Display Permit**" means a permit issued by the use of a parking ticketing machine located in a University Carpark (and following the payment of the required parking fee) that allows a Vehicle to be parked in designated marked parking bays in that University Carpark for a specified period of time on a particular day as specified in that permit;

"**Casual Phone Permit**" means a ticketless permit that is obtained by the use of a telephone based interactive voice response system that is established and operated by the Parking System Operator (and the payment via that system of the required parking fee) that allows the Vehicle that is the subject of that permit to be parked in designated marked parking bays in University Carparks for a specified period of time on a particular day;

"**Casual Phone App Permit**" means a ticketless permit that is obtained by the use of a smartphone pay-by-phone-app system that is established and operated by the Parking System Operator (and the payment via that system of the required parking fee) that allows the Vehicle that is the subject of that permit to be parked in designated marked parking bays in University Carparks for a specified period of time on a particular day;

"**Casual Online Permit**" means a ticketless permit that is obtained via the internet by the use of a cloud hosted-browser based online software system that is established and operated by the Parking System Operator (and the payment via that system of the required parking fee) that allows the Vehicle that is the subject of that permit to be parked in designated marked parking bays in University Carparks for a specified period of time on a particular day;

“Contractor Permit” means a periodical virtual permit that is issued by or on behalf of the University through a cloud hosted-browser based online software system to an approved contractor of the University or its controlled entities which gives that contractor permission to park a Vehicle in marked and signposted parking bays in zones in University Carparks or elsewhere on the University Grounds that are designated for the parking of authorised service Vehicles;

“NSW Road Transport Legislation” means the Road Transport Act 2013 (NSW), the Road Transport (General) Regulation 2013 (NSW), the Road Rules 2014 (NSW) as they may be amended or replaced from time to time and any other associated legislation associated with the operation of vehicles on public roads in New South Wales;

“Parking Permit” means a Casual Permit, a Periodical vPermit, or a Special Permit (including a Contractor Permit);

“Periodical vPermit” means a periodical virtual permit issued through a cloud hosted-browser based online software system by or on behalf of the University to a student of the University or a Staff member which gives the holder of that permit permission to park a Vehicle in designated marked parking bays in in University Carparks at any time during the currency of that permit;

“Parking System Operator” means the University appointed provider and/or operator of the University’s Casual Phone Permit system, Casual Phone App Permit system, Casual Online Permit system and Periodical vPermit system;

“Special Parking Zone” means any of the following parking zones that may be designated by coloured painted lines or markings, discs or signs on roadways in the University Grounds or within University Carparks:

- reserved parking;
- authorised service Vehicle parking;
- authorised delivery and courier parking;
- authorised visitor parking;
- registered car pool parking;
- disabled parking;
- motorcycle parking; and
- bicycle parking;

“Special Permit” means a permit that is issued by or on behalf of the University (or any other parking authorisation made by the University pursuant to the Traffic and Parking Rules) that allows a Vehicle to be parked in a parking bay in a Special Parking Zone that is relevant for that Vehicle;

“Staff” mean employees of the University and its controlled entities with valid University staff identity numbers;

“University Carparks” mean carpark areas on the University Grounds that are provided and operated by the University;

“University Grounds” mean the Macquarie University campus at Marsfield except for those parts of that campus over which the University has granted leases and/or licences to occupy to third parties; and

“**Vehicles**” mean any motorised vehicle (including cars, trucks, buses, motorcycles and motor scooters) as well as bicycles.

C. Entry of Vehicles onto University Grounds, Speed Limits and Associated Matters

1. Drivers and operators of Vehicles that enter onto the University Grounds are required to drive, park and manage them in compliance with the University Traffic and Parking Rules, the applicable NSW Road Transport Legislation, any signage installed on the University Grounds and any directions given by the University’s Director of Property or an Authorised Parking Officer.
2. The operator or driver of a Vehicle located on the University Grounds must remove that Vehicle from the University Grounds if directed to do so by an Authorised Parking Officer.
3. Speed Limits: The following speed limits apply to all Vehicles while using all roads and car parks within the University Grounds:
 - (a) University roads 30km/hour; and
 - (b) University Carparks and shared zones 10 km/hour.
4. Pedestrian Right of Way: Pedestrians have right of way in all parts of the University Grounds (particularly those designated as shared zones).
5. Driving and parking in areas other than roadways and University Carparks: Except where these Traffic and Parking Rules allow otherwise:
 - (a) the bringing and driving of Vehicles on footpaths, grassed or landscaped areas and any other part of the University Grounds apart from designated roads and University Carparks; and
 - (b) the parking of Vehicles on roadways, on access lanes within University Carparks, footpaths, grassed or landscaped areas and any other part of the University Grounds, is prohibited.

However, provided permission is first sought and obtained from the University’s Director of Property (or any other Authorised Parking Officer) and any conditions on which that permission is granted are strictly complied with, a Vehicle may be brought, parked and/or driven or operated on any part of the University Grounds (including footpaths, grassed or landscaped areas) in order to facilitate the conduct of work and other activities within the University Grounds.

D. University Liability and Duty of Care of Drivers

1. All drivers and operators of Vehicles (as well as all other persons and pedestrians within the University Grounds) are responsible for conducting themselves in a safe manner and in accordance with the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017 whilst they are within the University Grounds.
2. Any driver and operator of a Vehicle who brings it on to the University Grounds and/or parks it on the University Grounds does so at their own risk and are responsible for their Vehicle at all times that it remains on the University Grounds.
3. University not Liable: The University accepts no responsibility (and is not liable) for:
 - (a) the care and protection of Vehicles and their contents while they are on University Carparks or elsewhere on the University Grounds;
 - (b) the theft or any loss of, or damage to any Vehicle (or to any accessories or contents in a Vehicle) that occurs while that Vehicle is travelling, standing or parked on University Carparks or elsewhere on the University Grounds.

E. Parking Arrangements and Restrictions

1. The parking of Vehicles on University Grounds is a privilege, not a right, and is only permitted in the circumstances provided in these Traffic and Parking Rules.
2. The parking and standing of Vehicles on roads in the University Grounds and on access lanes within University Carparks is prohibited except where it has been specifically authorised by signage and notices, by marking, or by an Authorised Person. Drivers and operators of Vehicles must ensure that those Vehicles are only stationary on those roads and access lanes for the minimum time necessary to set down and pick up passengers.
3. Except where these Traffic and Parking Rules specifically allow otherwise, between the hours of 6.00am to 8.00pm Monday to Sunday parking of any Vehicle within the University Grounds is only permitted where:
 - (a) a current Periodical vPermit or a current Casual Parking Permit has been issued for the Vehicle; and
 - (b) that Vehicle is parked wholly within a single marked bay in that has been designated in a University Carpark for the parking of Vehicles:
 - (i) with a current Periodical vPermit; or
 - (ii) with a current Casual Parking Permit that covers the period during which the Vehicle is parked in that bay; and
 - (c) the parking of the Vehicle in that bay does not breach any of the Special Parking Zone Restrictions set out in Section E4 of these Traffic and Parking Rules that may apply to that parking bay.

A map showing the available University Carparks and their respective restrictions can be viewed on the carparking page on the Macquarie University website at www.mq.edu.au/parking. Signposts at each of the University Carparks may also set out restrictions on the Vehicles that are permitted to park in them (including the types of Parking Permits that may be used in those carparks).

4. Special Parking Zone Restrictions: Vehicles are not permitted to be parked in bays in a Special Parking Zone unless:
 - (a) the relevant Special Permit has been issued to allow that Vehicle to be parked in that Special Parking Zone; or
 - (b) these Traffic and Parking Rules otherwise allow that Vehicle to be parked in that Special Parking Zone.
5. Parking is permitted only in University Carparks except that:
 - (a) Vehicles of builders and tradesmen for a University construction project may be parked within a designated building site if authorised to do so by the University's Director of Property (and provided space permits);
 - (b) Vehicles with Special Permits (including Contractor Permits) may be parked in in parking bays in Special Parking Zones that have been designated and signposted for that type of Special Permit;
 - (c) Motorcycles and motor scooters may park in in Special Parking Zones that have been designated and signposted for motorcycle parking, provided they are parked in a manner that does not obstruct traffic or pedestrians;

- (d) Bicycles may park in Special Parking Zones that have been designated and signposted for bicycle parking provided they are parked in a manner that does not obstruct traffic or pedestrians.
6. After Hours Parking: With the exception of parking bays that are subject to Special Parking Zone Restrictions referred to in Section E4, a current Parking Permit is **not required** for the parking of Vehicles in University Carparks before 6.00am and after 8.00pm on any day.
7. Mobility/Disability Parking: Vehicles displaying Roads and Maritime Services disability permits are permitted to park at no charge (and without requiring a Parking Permit issued by or on behalf of the University) in blue marked and signposted disabled parking bays, or in white marked general parking bays on the University Grounds. No other Vehicles are permitted to park in any blue marked and signposted disabled parking bays on the University Grounds.
8. Parking of Motorcycles and Motor scooters: Motorcycles and motor scooters are permitted to be parked at no charge (and without requiring a University Parking Permit) if they are parked wholly within Special Parking Zones that have been designated and signposted for motorcycle parking on the University Grounds.
9. Parking and Use of Bicycles: Bicycles may be used and ridden on such parts of the University Grounds (in addition to and University Carparks and designated roads in the University Grounds) as the University's Director of Property may approve from time to time by notice published on the University's website. The riders of bicycles must ride them at all times in a safe manner and must give way to pedestrian traffic while on the University Grounds.

Bicycles may only be parked in designated Special Parking Zones for bicycles that consist of designated bike racks, bike hubs and bike lockers located on the University Grounds. There will be no charge and a Parking Permit will not be required for any such parking of bicycles.

The University's Campus Security may impound (and subsequently dispose of) any bicycles that in the opinion of its Campus Security officers appear to have been abandoned on the University Grounds.

10. Not to Obstruct: Vehicles (including motorcycles, motor scooters and bicycles) are not to be parked or placed in a manner that may obstruct the free and safe passage of pedestrians or other Vehicles.
11. Changing and Suspending Parking Restrictions: The University reserves the right to change and/or suspend and/or impose parking restrictions for a particular period and/or place within the University Grounds. The University will set out any such changes to the parking restrictions on signposts and notices located on the University Carparks and University Grounds as well as on the carparking page on the University website at www.mq.edu.au/parking.

F. Parking Permits and Fees

1. Obtaining Parking Permits: Parking Permits may be provided as follows:

Staff:

- (a) Staff of the University and its controlled entities may apply for and use:
- Casual Phone Permits, Casual Phone App Permits and/or Casual Online Permits (refer Section G below) and/or Casual Pay and Display Permits (refer Section H below) to allow them to park Vehicles in relevant designated car parking spaces in University Carparks during the hours specified and paid for on the issue of the relevant Casual Permit; and/or
 - Periodical vPermits (subject to the conditions in Section I below) to allow them to park Vehicles in relevant designated car parking spaces in University Carparks for as long as the Periodical vPermit remains active and current,

subject to these Traffic and Parking Rules.

Enrolled Students:

- (b) Enrolled Students of the University may apply for and use:
- Casual Phone Permits, Casual Phone App Permits and/or Casual Online Permits (refer Section G below) and/or Casual Pay and Display Permits (refer Section H below) to allow them to park Vehicles in relevant designated car parking spaces in University Carparks during the hours specified and paid for on the issue of the relevant Casual Permit; and/or
 - Periodical vPermits (subject to the conditions in Section I below), to allow them to park Vehicles in relevant designated car parking spaces in University Carparks for as long as the Periodical vPermit remains active and current,

subject to these Traffic and Parking Rules.

Contractors:

- (c) Contractors who are providing services to the University or its controlled entities may apply to the University's Property Service Desk to be issued with a Contractor Permit to park Vehicles on the University Grounds on the terms attached to that Contractor Permit and subject to these Traffic and Parking Rules.

Other visitors to the University:

- (d) All other visitors to the University who require casual or short term parking on the University Grounds:
- may apply for and use Casual Phone Permits, Casual Phone App Permits and/or Casual Online Permits (refer Section G below); and/or
 - may use Casual Pay and Display Permits (refer Section H below),

to allow them to park Vehicles in relevant designated car parking spaces in University Carparks during the hours specified and paid for on the issue of the relevant Casual Permit, subject to these Traffic and Parking Rules.

2. Parking Fees: Fees for Parking Permits vary depending on the type of Parking Permit and the duration of the Parking Permit. Fees for Parking Permits are displayed or may be viewed on relevant parking control signs, and/or parking ticketing machines and meters and/or accessed on the carparking page on the University website at www.mq.edu.au/parking.
3. Motorcycles and motor scooters: Motorcycles and motor scooters are exempt from the payment of parking fees if parked in Special Parking Zones designated for motorcycles.
4. Drivers Responsible for Paying for Parking: The responsibility for paying the relevant car parking fee and obtaining either a Casual Permit for parking or a Periodical vPermit for parking rests with the driver and failure to do so may result in infringement and the issue of a fine.
5. The University's Director of Property may exempt persons rendering a service to the University (and who are not current University students or Staff) from the requirement to pay a fee for the issue of a Parking Permit or other authority to park in the University Grounds.
6. The University reserves the right:
 - (a) through its Director of Property to withdraw and cancel permission to park without assigning any reason; and
 - (b) to alter or amend the University Traffic and Parking Rules as required.

G. Casual Phone App Permit, Casual Phone Permit and Casual Online Permit Parking

1. Casual Phone App Permits, Casual Phone Permits, and Casual Online Permits may be issued by the Parking System Operator (on behalf of the University) in the following manner and circumstances.
 - (a) Casual Phone App Permit Parking: A Casual Phone App Permit may be issued on each occasion that a person uses the University smartphone pay-by-phone-app (which they may do provided they have previously downloaded that App to their mobile phone or other device and completed a one-time online registration for that App) with the Parking System Operator by following the instructions and links on the carparking page on the University website at www.mq.edu.au/parking to purchase casual parking in designated University Carparks for a specified Vehicle during the times, and on the days specified by that person through the use of that App and pays the relevant fee for that purchased parking;
 - (b) Casual Phone Permit Parking: A Casual Phone Permit may be issued on each occasion that a person uses the designated telephone number that is set out (or may be accessed through links) on the carparking page on the University website at www.mq.edu.au/parking to obtain a Casual Phone Parking Permit (by the use of a telephone based interactive voice response system that is established and operated by the Parking System Operator) and pays via that system the relevant fee for that purchased parking;
 - (c) Casual Online Permit Parking: A Casual Online Permit may be issued on each occasion that a person uses the cloud hosted-browser based online software system established and operated by the Parking System Operator which is on (or may be accessed through links on) the carparking page on the University website at www.mq.edu.au/parking to obtain a Casual Online Parking Permit and pays via that system of the relevant fee for that purchased parking.
2. No Guarantee of Available Parking Space: The issue of a Casual Phone Permit, a Casual Phone App Permit or a Casual Online Permit will **not** operate to guarantee the availability of a parking space or a preferred car park in any University Carpark.
3. The holder of a Casual Phone Permit, a Casual Phone App Permit or a Casual Online Permit is responsible for the accuracy of all information (including Vehicle details and required parking times) provided by them in order to be issued with that Parking Permit.
4. Mobile license plate recognition technology will be used by the University to regularly check and monitor Vehicles parked in University Carparks to ensure that they are covered by a valid Casual Phone Permit, Casual Phone App Permit or Casual Online Permit (or another type of valid Parking Permit).

H. Casual Pay and Display Permit Parking

1. A person may obtain a Casual Pay and Display Permit by the use of parking ticket machines located in selected University Carparks in accordance with instructions displayed on signage and/or the parking ticket machines at the relevant University Carpark and paying the relevant fee by cash into that ticket machine (or paying it by such other optional manner as the instructions on that ticket machine may specify).
2. Tickets from Parking Ticket Machines: Where a Casual Pay and Display Permit is issued by way of a ticket from a parking ticket machine, it will allow a Vehicle that displays that ticket to park in the manner and during the times set out on that ticket (or on the parking ticket machine or relevant parking signage).
3. University Carparks at which Casual Pay and Display Permit parking is permitted will be regularly checked and monitored to ensure that Vehicles parked in them are covered by valid Casual Pay and Display Permits (or another type of valid Parking Permit).

I. Periodical vPermit Parking

1. A Periodical vPermit may be issued by the University (in conjunction with the Parking System Operator) to current University students and Staff who apply to purchase a Periodical vPermit by completing the relevant online application and paying the prescribed fee. Periodical vPermit online applications may be accessed through the carparking page on the University website at www.mq.edu.au/parking.
2. Subject to these Traffic and Parking Rules, a Periodical vPermit:
 - (a) allows Vehicles whose details are specified as part of the Periodical vPermit to be parked in University Carparks at any time during the period for which the Periodical vPermit remains current;
 - (b) may be issued for two or more Vehicles, however only one of those Vehicles may be parked in any of the University Carparks at any one time (and the Periodical vPermit holder is responsible for ensuring any Vehicle parked in a University Carpark using the vPermit is selected as the 'active vehicle' under the Periodical vPermit system, failing which an Infringement Notice and fine may be issued).
3. No Guarantee of Available Parking Space: With the exception of Periodical vPermits that are purchased by Staff for parking in a Reserved Parking area, Periodical vPermits will **not** operate to guarantee a parking space or a preferred car park in any University Carpark.
4. The Periodical vPermit holder is responsible for the accuracy of the details (including Vehicle details) in their vPermit account.
5. Mobile licence plate recognition technology will be used by the University to regularly check and monitor Vehicles parked in University Carparks to ensure that they are covered by a valid Periodical vPermit (or another type of valid Parking Permit).

J. Cancellations and Refunds for Periodical vPermits

1. If a Periodical vPermit or a Periodical is surrendered, revoked or otherwise cancelled prior to the date it is due to expire, its holder may, not later than 1 month after that surrender, revocation or cancellation takes effect, apply in writing by email to the University at parking@mq.edu.au for a pro rata refund of the fee paid for that Parking Permit. The University will consider any such application received and may (but is not obliged) to grant the pro-rata refund requested.

K. Infringements and Fines

1. The University is entitled to issue Infringement Notices, impose fines and take other action to deal with breaches of these Traffic and Parking Rules.
2. Revenue NSW and Macquarie University operate a Self Enforcing Infringement Notice Scheme ("SEINS") for the collection of fines imposed by the University.
3. Options for the payment of a fine or objecting or appealing that fine will appear on Infringement Notices issued by the University in respect to a Vehicle (and/or on penalty notices for that fine sent to the owner of that Vehicle by the NSW State Debt Recovery Office).