

## Parking Policy POL-IST-005

Public facing? Y

### 1. Purpose

This policy facilitates effective management of parking and traffic at Box Hill Institute (BHI) campuses and informs employees, students and visitors of their responsibilities.

### 2. Scope

This policy applies to all BHI car parks, BHI students, employees, visitors and service providers/contractors.

### 3. Policy Statement

#### 3.1 General Provisions

BHI Infrastructure Team are responsible for the administration and operation of all car park locations.

Parking is allocated to ensure the safety of users and access for Emergency Services.

Regulations that apply to the movement of traffic, parking of vehicles within grounds and signage in all car parks must be observed at all times.

Grassed areas are not considered as parking areas and parking is not permitted. Parking that is not within a designated parking bay, on grassed areas, nature strips or pathways may result in an infringement notice being issued.

All privately owned vehicles enter and park on BHI property at their own risk. BHI does not take any responsibility for any accidents, loss, theft (from or of vehicles) or any other damage that may occur or be sustained to vehicles whilst on BHI property (refer to conditions of entry signage at car park entry points).

#### 3.2 Fees and Permits

Car parking fees shall be determined from time to time by the Chief Executive Officer.

Paid parking arrangements exist at Box Hill Campuses, excluding CAE/City (no parking) and Lilydale (free parking arrangements subject to availability).

All car park users must clearly display a valid parking permit to park on any BHI car park at Box Hill campuses.

Parking permits are not currently required at Lilydale campus.

The vehicle owners name and number plate will be recorded upon issuing a parking permit.

All users must comply with all arrangements set out by BHI conditions of entry and obey all road signage rules in place. Failure to comply with the arrangements will lead to fines and/or parking infringement notices.

### 3.3 Parking Infringements

Any breach of this policy, guidelines and related documents may result in an official warning or an Infringement Notice being issued and a fine payable by the offending vehicle owner.

Infringements are issued to drivers who have not parked within the required parking zones or have parked inconsistently with restrictions displayed on signage displayed within parking zones and on Institute premises.

### 3.4 Records Management

Records will be kept of all infringement notices, appeals and outcome letters to the vehicle owner.

Records will be maintained as advised by Vic Roads auditors who audit BHI systems and processes for compliance with the information protection agreement.

BHI engage an external contracted Infringement Team to maintain and secure all personal information and data relating to the individual and the infringement appeal. Upon request this team will provide the information to BHI.

Records will be maintained in accordance with the requirements of BHI **Records Management Policy and Procedure**. Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential as required under *Privacy and Data Protection Act 2014, Freedom of Information Act 1982 and Public Records Act 1973*.

Enforcement of parking restrictions applies to all BHI sites and is guided by the legislation detailed under section 5.1 of this document.

BHI funds are not to be used for the purchase of BHI parking permits, parking tickets or for the payment of Parking Infringement Notices.

## 4. Responsibilities

Task	Authority	Notes
Determine eligibility criteria for parking permits	BHI Infrastructure Team under the direction of the CEO.	Eligibility criteria will be reviewed from time to time at the discretion of the CEO.
Employee Allocated Car Parking Spaces	CEO and Executive	Allocated car spaces are limited and approved by the CEO and COO for nominated employees and administered by the BHI Infrastructure team. In the event of excess requests, applications will be entered into a balloting process for allocation.
Management of parking bays	BHI Infrastructure Team	Designated parking on site for all employees, students, contractors and visitors.
Enforcement of parking restrictions	Contracted Infringement Team and delegated Infrastructure Team Members/Contractors	Contracted Infringement Team/or delegated BHI Infrastructure team members issue infringements and administer infringements.

Task	Authority	Notes
Inform new employee of BHI's parking procedures	BHI People, Culture and Transformation Team	Parking information included in employee induction manual and available on 'Our Space' under Facilities - Parking Information.
Inform students of BHI's parking procedures	BHI Student Experience Team	Parking information included in student induction manual and available on 'StudentWeb - Student Hub' under Campus maps and parking.
Appeals	Delegated BHI Infrastructure Team Members	Contracted Infringement Team will forward any appeals to BHI delegate who, in turn will determine the outcome of an appeal. All decisions are made based on the legislation in place and/or on merit, at the Panel's discretion.

## 5. Context and related documents

### 5.1. Legislation

*5.1.1. The Public Records Act 1973*

*5.1.2. The Road Safety Act 1986*

*5.1.3. Road Safety (Traffic) (Parking) Regulations 1998*

*5.1.4. Road Safety Road Rules 2017*

*5.1.5. Infringements Act 2006*

*5.1.6. Infringements regulations 2016*

### 5.2. Internal

5.2.1. Parking Procedure

5.2.2. Student Code of Conduct

5.2.3. Employee Code of Conduct

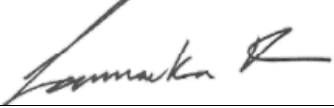
## 6. Definitions

Term	Definition
<b>Parking Infringement</b>	Fines or penalties issued to vehicles parked contrary to the requirement of the conditions on entry into BHI car parks, and/or as a result of failure to obey authorised car park signage.
<b>Parking Permit</b>	A sticker, document or card to be displayed on a vehicle, showing the vehicle owner has permission to park in a specific area.


## 7. Review

This policy must be reviewed no later than 3 years from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

8. Originator

Name/Title	Date Endorsed	Signature
Sam Pepper, Director of Infrastructure	18/05/2025	

9. Approval

Name/Title	Date Approved	Signature
Peter Quilligan, Executive Director Infrastructure and Projects	18/08/2025	

10. Document control and update history

Version	Date	Amended by	Summary of and reasons for updates
2.0	November 2023	Director of Infrastructure	Change in internal process
3.0	May 2025	Senior Advisor Compliance and Assurance	Review to update and ensure alignment to relevant legislative and regulatory requirements and BHI business practices and adopt improved templates

Is a child-friendly version of this policy required? N

Has a Gender Impact Assessment been done? N