



**WEST COAST
INSTITUTE**

PERTH, WESTERN AUSTRALIA

BUSINESS RULES

For Parking on Kendrew and McLarty Campuses at West Coast Institute of Training

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Prepared by	Facilities
Related Documents	Parking on WCI Campuses Policy

These business rules are to be read in conjunction with the Parking on WCI Campuses Policy and the Parking Agreement between the City of Joondalup and WCI.

1. Campus Parking

1.1 Areas Available for Parking on Campus

All parking areas are signed posted and some specific car bays are marked.

The open access permit parking is available to all vehicles with a valid parking permit sticker.

Specifically designated parking areas include:-

- a) Reserved Parking – reserved parking bays allocated to particular staff members. This includes numbered parking bays allocated by the Manager, Facilities and Environment.
- b) Staff Parking Only – parking bays allocated for staff members only.
- c) Staff, Students and Visitors Parking – available as a general parking area for staff members, students displaying a valid parking permit and *bona fide* visitors. Visitors must register their presence on Campus by signing in at Student Services Reception.
- d) Motorcycles – special areas are reserved for parking motorcycles or bicycles.
- e) Disabled Parking – available to permit holders of any category or to *bona fide* visitors, who display a current ACROD sticker.
- f) Loading Zones – loading zones are available for students, staff and visitors to the Institute to unload vehicles, however these zones are time restricted
- g) Institute Vehicles – staff using Institute vehicles should park in Vehicle bays in the staff permit area.

2. Parking Permits

2.1 Types of Parking Permits

WCI provides permits for on-campus parking which is accessible under the following categories:

- a) Staff permits, which includes allocated numbered or signed-posted car bays.
- b) Student Permits.
- c) Temporary Permits – short-term parking is only available to students who have an existing parking permit but not using their main vehicle.

- d) Temporary Permits “Special” – as approved and issued to contractors by Facilities Officers.
- e) Temporary Permits “Visitor” – as issued electronically by meeting organisers.

2.2 Purchase of Parking Permits

Student Permits are purchased from Student Services. Fees may be reviewed and change from time to time without notice.

Student Permits are issued each semester on proof of validated enrolment and a completed application for parking permit form.

2.3 Temporary Parking Permits

On application to Student Services, enrolled students and staff of the Institute who have been issued a parking permit may obtain a temporary parking permit if their normal vehicle is not available.

Temporary parking permits will not be issued to students of the Institute who have not purchased a parking permit.

“Special” temporary parking permits are available on request from the Facilities section.

2.4 Conditions of Issuing Parking Permits

- a) The granting of parking permit does not entitle the permit holder to the use of any particular parking area, nor does the Institute guarantee that a parking bay will be available when required by a permit holder, nor does it guarantee location proximity.
- b) Permits are issued for a specific person and a specific vehicle.
- c) Permits are not normally transferable.

3. Parking Penalties

3.1 Infringement Notices

The City of Joondalup is authorised to impose penalties in respect of breaches of parking By- Laws. The Penalties are set by the City of Joondalup and Infringement Notices issued by the City are in accordance with the Local Government Act 1995, the Municipality of Joondalup Parking Local Law 1998. Enquiries or appeals against infringements must be logged with the City of Joondalup.

3.2 How to avoid Infringements

To avoid an infringement drivers need to consider where they park, per section *1.2 Areas to Avoid when Parking*, and displaying parking permits as indicated in section *2.5 Display of Permits* (above).

Infringements are issued for not **displaying** a parking permit, as distinct from not having purchased a permit. Parking permits are to be clearly displayed at all times for external inspection.

4. Allocated Parking Bays

Numbered parking bays are allocated by the Manager, Facilities and Environment, to certain employees. This allocation is published in the *Schedule of Allocated Numbered Car Park Bays*.

The schedule is reviewed periodically by Facilities.

5. Reconciliation of Parking Permits

To reduce the risk of misappropriation of moneys, the number of parking permits issued must be reconciled to the revenue collected and disclosed in the Institute general ledger.

The reconciliation of parking permits issued to revenue shall occur at the end of each semester.

A report of the reconciliation shall be provided to the General Manager, Student and Business Services, within 21 days of the end of semester.

6. Fringe Benefits Tax

As the campus site is a public educational institution, West Coast Institute is exempt in relation to car parking fringe benefits provided to employees.