



Parking Policy

Policy number: FC03

Version: V2.2

Policy Owner: General Manager Corporate Services

Subject Expert: Director Facilities, Facilities Operations Manager

Next review date: 28 June 2028

1. PURPOSE

To ensure that the land set aside for car parking purposes on South Metropolitan TAFE (SMT) campuses and sites is managed in a manner that is consistent and equitable, enhances the reputation of SMT and supports the SMT Mission.

2. SCOPE

This policy applies to all staff, students, visitors and contractors bringing vehicles onto SMT campuses and sites.

3. POLICY GOVERNANCE

Nil

4. KEY TERMS – Refer to [QMS Glossary](#) for definitions

Nil

5. PRINCIPLES

All parking on SMT campuses and sites is reserved for the exclusive use of SMT staff, students, visitors and contractors.

Parking arrangements and requirements vary from campus to campus and all staff, students and visitors must follow relevant directions.

Regulations that apply to the movement of traffic and the parking of vehicles must be observed at all times. Failure to do so may result in a Parking Infringement Notice being issued against the offending vehicle owner. Repeated failure to comply will result in the temporary or permanent removal of all parking privileges and may affect ongoing employment or enrolment.

SMT does not accept responsibility for the loss of, or damage to vehicles, vehicle accessories or contents whilst on SMT campuses and sites. Those persons bringing vehicles onto SMT campuses and sites do so at their own risk.

Campus speed limits must be observed at all times.

Any person endangering themselves or others by driving a vehicle dangerously on SMT campuses and sites or adjoining roadways and car parks risks suspension, and the possibility of being charged under local Council by-laws and the relevant Road Traffic Act.



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All staff, students, visitors and contractors must display a valid parking permit when required while parking on SMT campuses and sites.

Permits must be clearly displayed on the vehicle front windscreen. Temporary permits should be located on the dashboard or front windscreen in a position that can be clearly seen from outside the vehicle.

A parking permit entitles the permit-holder to the use of parking facilities on any SMT campus and site that has such facilities. It is important to note that a parking permit does not guarantee access to a parking bay. Bays are allocated on a “first come, first served” basis.

A Parking Permit will automatically terminate when the permit-holder ceases to be employed by SMT or is no longer a student. All outdated permits must be removed from vehicles. It is the responsibility of the permit-holder to notify SMT if a replacement permit is required for any reason.

A second or further permit for persons using more than one vehicle will be issued upon application.

Temporary parking permits are available and will be issued at the sole discretion of SMT.

Parking permits may not be copied, shared or otherwise duplicated without authority. Doing so is considered a breach of the relevant staff or student Code of Conduct and will compromise future parking rights on campus.

Where car bays are marked as reserved for specific purposes, a person may not park in these bays unless an appropriate permit is clearly displayed on the vehicle.

A person shall only be entitled to park in a bay designated as Universal Access if a current ACROD permit is clearly displayed on the vehicle.

Motorcycles and mopeds shall only be parked in areas designated for such use. Any motorcycle or moped outside of a designated bay will be required to pay a fee if any applies.

Parking fees and charges, where relevant, need to be paid in accordance with campus regulations.

Failure to pay a parking fee or follow parking directions is considered a breach of the relevant staff or student Code of Conduct and will compromise future parking rights on campus.

Disputes regarding parking or infringements on campus should be referred to the relevant Facilities Manager or Customer Service Centre. Disputes regarding parking infringements in areas not controlled by SMT should be referred to the relevant Local Authority or entity.

6. DOCUMENTS SUPPORTING THIS POLICY

6.1. Policies

Nil

6.2. Procedures



Parking Policy

Nil

6.3. Forms

Parking permit application form – form is located on SM TAFE Intranet site

6.4. Other

Nil

7. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes and the documents will be available on the QMS.

8. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 29 May 2018

9. DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
V1.0	29/05/2018	General Manager Corporate Services	Car Parking Policy
V2.0	5/05/2020	General Manager Corporate Services	Full policy review with minor changes to point 5. PRINCIPLES.
V2.0	28/06/2022	Director Facilities	Full policy review with no major or minor changes
V2.1	01/12/2022	General Manager Organisational Services	Policy structure updated – 4 key definitions changed to key terms
V2.1	10/06/2024	Facilities Operations Manager	Full policy review with no changes
V2.2	15/06/2026	General Manager Corporate Services	Full Policy Review – minor changes