### 7.12 Permits – Application to Contractors

#### Purpose

Consultants and contractors, operating vehicles on the Macquarie University campus are required to comply with Macquarie University Traffic and Parking Rules.

#### Guideline

The University accepts no responsibility for any damage caused to vehicles while travelling standing or parked in the University ground, or the theft of any vehicle, motor bike, or cycle, nor for any damage to or loss of accessories or contents.

The University operates a Restricted Parking Area Scheme.

All persons, including consultants and contractors, operating vehicles on the Macquarie University campus are required to comply with Macquarie University Traffic and Parking Rules and the Road Transport (General) ACT 1999 and regulations. The rules are included for your information.

The University operates a Restricted Parking Area Scheme under the Traffic Amendment (Pay Parking Schemes Act 1998) that is covered by prescribed regulations. Under this regulation standing, waiting, or parking, of motor vehicles is prohibited at any place within the campus, except when parked in specially marked parking bays or in designated parking stations and parking areas.

Compliance with the University’s Traffic and Parking Rules is an essential term of the Contract. Ignorance of the Traffic and Parking Rules is no excuse. No claims of any kind under the Contract related directly or indirectly to parking on Campus or the Traffic and Parking Rules shall be submitted by the Contractor. The University shall reject outright any such claims.

**Contractors Permits**

At the University's discretion, the principal contractor on each University project may be issued up to six (6) contractor's permits, or as approved by the Director Property. The permit allows the contractor's vehicle/s to be parked in the University general parking areas only. It does not guarantee location proximity or a place to park.

Should the University establish a dedicated contractor's compound for the duration of the project, vehicles parked inside the compound do not need to display a valid permit.
It is the responsibility of the contractor to manage the issued contractors permits and use of the contractor compounds.

NOTE: All vehicles parking in areas outside the contractor's compound MUST clearly display a valid contractor permit or a casual entry permit dispensed from a ticket machine, inside the driver's side of the windscreen.

**Loading and Unloading of Contractor Vehicles**

Loading and unloading is permitted in any designated marked bay or sign posted area. Loading and unloading is to be a continuous process and completed as quickly as possible and not exceeding one (1) hour or as otherwise defined by the parking control signage.

**Appeals**

If you receive an infringement notice and believe you can demonstrate reasonable and acceptable grounds for an appeal, the infringement notice may be appealed within the specified time mentioned on the infringement by writing to the NSW Police Infringement Processing Bureau - Ferguson Centre, 130 George Street, Parramatta, NSW 2124.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
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<tr>
<td>Approval Authority</td>
<td>Director Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<td>1 July 2013</td>
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