### GUIDELINE

**7.01 Traffic & Parking**

| Purpose | All Security Services Personnel are to be fully conversant with the Macquarie University Traffic and Parking Rules and Regulations and are to be qualified to issue parking infringements under the guidelines of the Self Enforcing Infringement Notice Scheme (SEINS). |
| Guideline | All staff, students, visitors and other University users operating vehicles on campus are required to comply with the Macquarie University Traffic and Parking Rules and the Road Transport (General) ACT 1999 and regulations.  

The Macquarie University Traffic and Parking Rules and the Macquarie University By-Laws make provision for the imposition of fines and other action to deal with breaches of the Traffic and Parking Rules.  

**Restricted Parking Area**  

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 actually engaged in taking up or setting down persons or goods, or when parked in specially marked parking bays in designated parking stations and parking areas.  

**Self Enforcing Infringement Notice Scheme (SEINS)**  

Macquarie University is authorised by the Commissioner of Police to issue infringements under Traffic and Parking Rules, and makes provision for the imposition of fines for breaches of the Traffic and Parking Rules.  

The NSW Police Service Infringement Processing Bureau operates the Self Enforcing Infringement Notice Scheme (SEINS) and is the University’s agent for the collection of fees.  

Security Services Officers employed at Macquarie University must be trained and authorised to issue infringements under the SEINS.
These Policy and Procedures are broken down into eleven major areas:

Part 1: Permits
Part 2: Signage
Part 3: Ticket Machines
Part 4: Basic Requirement
Part 5: The Infringement Notice & Issue
Part 6: Cancelled Penalty Notices
Part 7: Processing the Infringements
Part 8: Infringement Processing Bureau Documentation
Part 9: Appeals & Complaints
Part 10: Court Appearances
Part 11: Authorities

<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>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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