

Bush Court Vehicle Access Procedure

Purpose and Scope

- Manage vehicular traffic onto/from Bush Court to ensure it is protected from unauthorised vehicle access and that the safety and security of its users remains at a high level.
- Preserve the natural landscaped environment for future users.
- To minimise risk of harm or injury to pedestrians and persons operating vehicles by minimising the movement and speed of vehicles and plant on Bush Court.
- To minimise the risk of damage to facilities and infrastructure services.
- To minimise the likelihood of damage to landscaping, significant trees, paving and irrigation.
- To minimise the harm to native fauna and other protected species.

This procedure applies to all staff, students, tenants, contractors, visitors.

Overarching Policy:

[Access to Land and Buildings Policy](#)

Implementation Steps:

No motorised or electric vehicles (including but not limited to utilities, vans, carts and trolleys) are permitted on Bush Court paved areas Monday to Friday between 0830hrs and 1630hrs.

The following exclusions apply:

- Security vehicles responding and or attending to a medical emergency, alarm activation, incident or similar;
- Asset and Maintenance vehicles attending to essential or priority one works to repair and make safe;
- Logistical deliveries that are critical to support major events (requires prior approval).

Access Rights:

General vehicle and pedestrian access onto campus:

- Without authority from the Manager, Campus Operations and Services at the Campus Experience Office (CXO) no person shall drive or bring a vehicle onto University land except on established roadways or designated parking areas.
- No person shall drive a vehicle on University land in a dangerous or careless manner or without all reasonable consideration for other persons and vehicles in the vicinity.
- Pedestrian users of Bush Court shall have right of way at all times.
- A person driving or in charge of a vehicle shall obey every signal, order or direction of a Murdoch University Security and Traffic Officer or other authorised persons in relation to the movement or control of traffic whilst being escorted.

Vehicle(s) being used to respond to an emergency at Bush Court shall have right of way.

Unless being the driver of a University designated vehicle, an emergency services vehicle, or have official University permission to do so, no persons shall:

- Drive or park on paved pathways;
- Drive or park on turf or landscaped areas;
- Obstruct emergency response services, building escape routes, roads, driveways and pathways;
- Exceed the speed limit of 5km/h (walking speed) within Bush Court; or
- Enter Bush Court via any paved pathway other than the designated Bush Court gate located on Campus Drive North unless otherwise approved see 2.4 below.

Access to Bush Court by non-University personnel shall be granted only by the following designations:

- Director, Campus Development;
- Manager, Campus Operations and Services;
- Security Services Manager;
- Grounds Manager.

Drivers of non-University vehicles who seek access to Bush Court shall adhere to the following instructions:

Contractors and Tenants

- Contractors engaged by the University to conduct works in Bush Court shall seek advice from their nominated Murdoch University Responsible Officer following the completion of their contractor induction.

- The Murdoch University Responsible Officer shall ascertain if vehicle access is required to Bush Court or if other parking bays can be utilised as an alternative.
- If vehicle access is necessary, the Murdoch University Responsible Officer shall inform the Grounds Manager and Security Manager.
- The Murdoch University Responsible Officer shall ensure that the Contractor completes in full the *Contractor Log-In Sheet* located at the Campus Development Helpdesk at B436. The contractor is to advise the Helpdesk of the approximate length of time their vehicle(s) will be located at Bush Court.
- Helpdesk staff shall issue a temporary parking permit(s) to the Contractor(s). The permit(s) shall be clearly displayed on the vehicle(s) at all times.
- On the occasions when access is granted to the contractor, MU Security Officers shall escort the contractor's vehicle on and off Bush Court. This action is to ensure that minimal damage is caused to Bush Court infrastructure.
- Vehicles shall be positioned in such a place whereby there is minimal damage to Bush Court infrastructure, minimal disruption to pedestrian traffic and so as not to impede any response to an emergency.
- The contractor shall notify their Murdoch University Responsible Officer upon completion of works and removal of their vehicle(s) from Bush Court.
- The Murdoch University Responsible Officer shall manage contractor vehicle access to Bush Court at all times and shall be accountable for rectifying any damage caused to Bush Court by contractor's vehicles.
- Murdoch University Supervisors and Responsible Officers shall ensure that staff and contractors under their control are made aware of this procedure.

Deliveries

- Persons delivering items, including Couriers, shall not drive onto Bush Court and/or adjoining pathways.
- Service bays and loading zones shall be used for this purpose.
- In the event that access to Bush Court is necessary and all other means of transporting the item(s) other than by a vehicle have been exhausted, the driver shall liaise with the Security Manager regarding their access requirements.

Events

- Persons/organisations staging events or functions or who have prearranged bookings at Bush Court that require vehicle access, shall seek advice from a relevant representative of CXO and MU Events teams.
- The CXO and MU Events representative shall ascertain if vehicle access is required or if other parking bays can be utilised as an alternative.
- If vehicle access is necessary, the CXO and MU Events representative shall ensure that a Work Request is raised by the person/organisation via the FM Helpdesk for action by the Grounds Manager and or Security Services.

- The CXO and/or MU Events representative shall arrange an escort of the vehicle(s) onto Bush Court by the Grounds Manager and or a Security Officer.
- The vehicle shall be positioned to load or unload no longer than necessary in such a place whereby nil damage to Bush Court infrastructure is caused, where there is minimal disruption to pedestrian traffic, and there is no impediment to any Emergency Response situation.
- The MU Events representative shall manage vehicle access to Bush Court brought about by any event and/or booking and shall seek compensation from those responsible for causing damage to Bush Court infrastructure due to vehicle access.
- The CXO and MU Events representative shall ensure that persons requesting vehicle access to Bush Court are made aware of this procedure.
- Access to Bush Court will only be granted from the lower Bush Court boom gate on Campus Drive.

CXO Access To Bush Court:

Security Services are authorised to conduct vehicle escorts to and from Bush Court as officially requested and in the case of medical emergency and incident management.

Assets and Maintenance are authorised to use relevant vehicles on Bush Court for the purposes of attending to priority works and services to make safe and mitigate risk.

Logistics are authorised to use relevant vehicles on Bush Court for the purposes of major event set up and take down.

Enforcement:

Vehicle parking and traffic control is managed and enforced pursuant to Murdoch University legislation. Murdoch University By-Laws are made pursuant to section 17 of the Murdoch University Act 1973 (as amended).

Operating and parking a vehicle on campus is a privilege. This privilege may be revoked if a driver of a vehicle breaches the By-Laws, fails to pay a fine within the period required or contravenes any of the accepted practices of safe motor vehicle operation.

Breaches of the By-Laws and non-compliance with these procedures are strictly enforced. Unauthorised vehicle access to Bush Court shall result in the issue of an infringement notice to the driver of a vehicle and subsequent payment of a penalty (parking other than in a parking area, By-Law 38(5), Murdoch University Act 1973), or vehicle tow away should the need arise.

Companies or individuals that fail to comply with the requirements of these procedures on multiple occasions place their access privileges at jeopardy and may be refused future access to Murdoch University.

Murdoch University shall seek financial compensation from those companies or individuals responsible for any damages caused (accidental or otherwise) to Bush Court as a result of actual or attempted vehicular access.

Governance

Approval Authority	Senior Leadership Team
Owner	Chief Experience Officer
Legislation mandating compliance	By-Laws
Category	Primarily a function of Management
Related University Legislation and Policy Documents	<u>Access to Land and Buildings Policy</u>
Date effective	09/02/2026
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Revision History

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Approved	09/06/2011	

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