

Appendix 3

University of Ballarat Parking Rules

The University has designated areas within its properties for the parking of vehicles. Within these vehicle parking areas some **permit zones** have been established which require the payment of a fee to enable a vehicle to be parked without incurring fines for unauthorised parking.

1. **PARKING CATEGORIES**

Parking areas on campuses have been divided into a number of categories, which are clearly marked. These categories are as follows:

- [a] Those areas reserved for 'authorised' vehicles [**Permit Zones 1, 2 or 3**]
- [b] Those areas reserved for permit holders' vehicles [**Permit Zone 4**] being:
 - [i] vehicles of visitors to whom a permit has been issued
 - [ii] vehicles of persons [staff members and students] who have been issued with a permit following payment of a fee prescribed by the University or;
 - [iii] vehicles of persons [usually staff members] who have been issued with a permit by special arrangement through a School or Section.
- [c] Those areas reserved for permit holders' vehicles [**Permit Zone 7**] for which a dedicated space has been allocated and specific authority has been given to park therein following payment of a fee prescribed by the University
- [d] Those bays reserved for people with disabilities. [**Disabled Persons Parking Bays**]
- [e] Those areas reserved as Loading Zones [**Loading Zones**]
- [f] those areas designated for motorcycles and bicycles [**cycle areas**]
- [g] Those areas designated as 'no stopping'
- [h] Those areas designated for parking subject to a specified time limit [**short term spaces**]
- [i] Those areas set aside for parking, which are not subject to any restriction [**free areas**]

The precise spaces referred to above will be as determined from time to time.

2. **DEFINITIONS**

'**Authorised**' or **Permit Zone 1, 2 or 3** spaces are those reserved for official visitors for example, VIPs, Council members and similar.

Permit Zone 4 spaces are those reserved for persons described in 1 [b] above being areas selected strategically close to campus building areas as designated from time to time and reserved for those permit holders between the hours displayed on the parking signs.

Permit Zone 7 are dedicated spaces reserved for persons described in 1[c] who pay the prescribed fee, being areas selected strategically close to campus building areas as designated from time to time and reserved for those permit holders between the hours displayed on the parking signs.

'**Disabled Persons' Parking Bays**' are those reserved for persons who, because of their disability, hold a current Blue, Category One Disability Parking Permit issued by a municipal Council.

'**Free areas**' are those areas reserved for parking outside of the restricted areas and which do not

attract any fee for those who park their vehicles therein.

'**Cycle areas**' are those reserved for motorcycles and bicycles and for which no fee will be charged.

3. **INFRINGEMENTS**

Any person who parks a vehicle in an area not designated for parking, or who parks a vehicle in an area for which no authority for that person to park has been issued, infringes against the rules of the University.

Persons who are found to have infringed against this policy will be liable to a fine payable to the University or its service provider set from time to time by the University or the service provider under authority of the Road Safety Act, 1986.

4. **INCOME DERIVED**

All funds derived from parking fees and fines under this policy will be applied by the University Council in the implementation of this policy and towards the cost of works associated with the provision of parking areas.

5. **SHORT TERM PARKING**

A number of short-term parking spaces are located around the campuses to assist those who wish to make brief visits to the University. Short term parking areas will be for between 15 minutes and 30 minutes as identified by signs.

6. **PARKING SIGNS**

All parking signs must be observed in the interest of orderly and safe parking.

7. **PARKING PROHIBITED**

Parking is prohibited on areas of the campuses not designated as parking areas.

8. **DISABLED PERSONS' PARKING PERMITS**

The **Blue**, category one and **Green**, category two disability parking permits are recognised on University Of Ballarat campuses. Persons with disabilities may apply to the local council for these disabled person's parking permits.

The **Blue permit** is recognised for parking in designated **Disabled Persons' Parking Bays**. This permit may also be used for parking in short term bays for twice the specified time. Blue permit holders attending the University's SMB and Mt. Helen campuses who find that all 'disabled persons' parking bays' are occupied may park in available **University Permit Zone 4** parking spaces, without penalty. A valid Blue, category one disability parking permit must be displayed.

Green permit holders may park in short term parking bays for twice the specified time. Green permit holders attending the University's SMB and Mt. Helen campuses may park in available **University Permit Zone 4** parking spaces without penalty. A valid Green, category two disability parking permit must be displayed.

Green, category two permit holders are not permitted to park in disabled persons' parking bays.

9. REPLACEMENT PERMITS

Permit holders who misplace their permits or sell their car with a permit attached, must notify the responsible area on their campus or site as soon as possible. Replacement permits will be issued at a cost of \$10.

10. DISPLAY OF PARKING PERMITS

Parking permits must be displayed prominently. If the permit is placed in a position where it cannot be read then the vehicle owner may receive a parking infringement notice.

11. REGULATION

All car parking on University campuses on which parking fees are levied is regulated under the Road Safety-Act,1986.

12. UNRESERVED PERMITS (ZONE 4)

The purchase of an unreserved permit enables the holder to park on University grounds in the relevant area if there is a park in that area, but does not guarantee that a parking place will be available.

13. VISITOR PARKING

Visitor permits are available for visitors on official University business at all campuses where fees are levied for parking. As parking places reserved for visitor parking are limited, the University cannot guarantee that it will have places available to meet all requirements on a particular day. Should this be the case, discussion will need to take place on alternative arrangements.

14. CONTRACTOR PARKING

University officers responsible for engaging external contractors who require parking on campuses must provide advice to those contractors on parking arrangements. Parking permits must be arranged for external-contractors.

15. POLICING OF CAR PARKING

The University service provider or parking attendant will police university car parking on the Camp Street, Mt Helen and SMB campuses. Infringements notices will be issued for vehicles parking in locations, which infringe against University parking rules. The movement of traffic and parking on University campuses will be monitored to ensure a safe environment.

16. WAIVING OF INFRINGEMENTS - MITIGATING CIRCUMSTANCES

Infringement notices issued by the University of Ballarat may be waived in mitigating circumstances. Please note infringement notices will not be waived for failure to display prominently a permit, even for those currently holding a valid permit. A request for the waiving of an infringement notice must be in writing on the appropriate form available from the nominated campus contact locations and directed to:

**The Head, Financial Operations
Portfolio of Finance & Development
University Of Ballarat
PO Box 663
Ballarat, Victoria. 3353**

Appeals against a decision not to waiver may be in made in writing and should include copies of all previous correspondence, addressed to:

**Pro-Vice-Chancellor, [Finance & Development].
Portfolio of Finance & Development
University Of Ballarat
PO Box 663
Ballarat, Victoria. 3353**

17. IDENTIFICATION

Students will be required to produce a student identification card to obtain a parking permit. Staff members may be requested to provide their payroll number.

18. SALARY SACRIFICE

Staff members on continuing or fixed term contracts have the ability to pay for their car parking fees as a salary sacrifice deduction. A \$10.00 establishment fee will apply and an annual administration fee of currently \$10.00 will be payable in February each year (this can be packaged). These fees will not be charged if other salary packaging arrangements are in place. For salary sacrifice guidelines and conditions please contact Peter Nunn, Staff Services Officer, Mt. Helen campus on extension 9551.

19. PAYMENT BY PAYROLL DEDUCTION

Staff members on continuing or fixed term contracts may pay for parking fees by fortnightly deductions from their salary.

20. SCHOOLS AND ADMINISTRATIVE AREAS PAYING FOR PARKING PERMITS

A School or Administrative Area may pay for a parking permit for a staff member if there is a pressing occupational health and safety issue. An application for permission to purchase a permit of this nature can be made on the appropriate forms. Otherwise the payment for parking permits for staff is prohibited from University funds.

21. PARKING FEES FOR PERMIT HOLDERS FOR THE YEAR 2003

Campus	Staff Zone 7	Staff Zone 4	Student Zone 7	Student Zone 4
Camp Street	\$504.00	N/A	\$504.00	N/A
Mt Helen Campus	\$250.00	\$120.00	\$250.00	\$100.00
SMB Campus	\$250.00	\$60.00	\$250.00	\$20.00
Western Campuses	N/A	N/A	N/A	N/A

Parking fees for Permit Holders for the Year 2004 are to be determined.

Car parking fees shown above are for 52 weeks for the period January 1st to December 31st 2002 for all categories except Student Zone 4 (Unreserved) on the SMB campus.

Parking permits will be sold on the basis of a 'home' campus only.

Permits sold after March 31 of each year, except for Student Zone 4 (Unreserved) at SMB campus, will be sold on a pro rata formula basis based on the value of the permit divided by 12 and multiplied by the number of full months remaining in the year. These permits will be valid until December 31 of each year.

Refunds for staff or students leaving the University, except for Student Zone 4 (Unreserved) at SMB campus, will be made pro rata on the same formula as applies above. Refunds will not be made for staff or students leaving after November 1 in any year.

As the University has limited car parking spaces, it cannot guarantee parking permits can be issued to all applicants in the categories listed above.

Residential parking is available for students in residence at a cost as designated in residential fees. Residential parking is defined in the Residents'

Vehicle Parking Policy and the University Parking Rules must be considered where applicable.

The parking of vehicles at all University campus locations is entirely at the risk of the owner.

22. TRANSIT STAFF

Transit staff are University staff who are required to visit campuses other than their home campus for meetings, teaching and cross campus activities related to their school or section.

University Pool Vehicles

All University pool vehicles have been allocated a Parking Permit that will allow those vehicles to park in areas designated as Unreserved (Zone 4) located at Mt Helen campus and Unreserved (Staff Zone 4) at SMB campus.

Visitor and staff transit parking – SMB Campus Undercover Area.

Access to the Armstrong St undercover car park located on the SMB campus for visitor and staff transit parking is by boom gate and security code. Each School, Administrative Unit and Portfolio has been allocated a number of spaces for their transit staff and visitors.

Each School, Administrative Unit and Portfolio will be provided with the security code and details of which bays have been allocated to them so that their visitors and staff in transit can access the car park when required. The security code will be changed frequently to ensure the security of the car park and the appropriate people will be notified when these changes occur.

Please contact Phil Dixon, ext 8112 regarding further details of security code access.

When staff are utilising SMB pool vehicles it is permitted that staff park their own vehicle in place of the pool vehicle in the undercover parking area.

Temporary Drop off/Delivery Point– SMB campus

In the area at the closed off section of Lydiard Street South it is permissible for staff who may have, on occasions, considerable loads to carry, to use this area as a drop off/delivery point. This is on the understanding that any motor vehicle is then moved to an appropriate parking area. The gate will be opened on request, via the intercom to the office.

Visitor and staff transit parking–Mt.Helen campus

Free parking is available on the Mt. Helen campus located minimal distances from buildings etc. Temporary Visitor permits for parking in areas designated as Unreserved (Zone 4) may be obtained by contacting:

Financial Operations
Mt. Helen. Ext: 9235

Visitor and staff transit parking–Camp st campus.

Transit staff and visitors to the Camp St Campus may apply for the use of a Field St Parking Permit. Use of this permit is subject to availability.

For details regarding the availability of the visitor permit please contact:

Joy Rothwell
Ext: 8603

Reserved (Zone 7) Permit Holders

Staff members that purchase a SMB or Mt. Helen Reserved - (Zone 7) parking permit for their home campus, will be provided with an Unreserved - (Zone 4) parking permit for the alternate campus, to be used for in transit purposes.

Staff members located at Camp St campus who purchase a Reserved (Zone 7) Field St car park

permit, may use these permits in Unreserved (Zone 4) areas when visiting the Mt. Helen Campus.

Unreserved (Zone 4) Permit Holders

Staff members that purchase an Unreserved – (Zone 4) permit and are required to work a minimum of 2 days per week at both SMB and Mt. Helen Campuses may apply for a Dual Zone 4 permit that can be used at both campuses. Contact Glenn Calvert, Ext: 9541.

Unreserved Parking (Zone 4) permits do not guarantee a parking space therefore staff should always allow time to consider other options.

CAMPUS SPECIFIC INFORMATION

CAMP ST CAMPUS

Limited car spaces are available in the immediate precinct at Camp Street at a cost as shown in 21 above. These places are available in the Barry Foss car park located in Field St.

Permits in this category are limited and if over subscribed a waiting list will be maintained.

Staff and students with Camp Street as a home campus will be able to apply for car parking on SMB campus at the rates as shown in 21 above and on conditions outlined in SMB campus specific details. The number of places available for Higher Education Camp Street students at the SMB campus will be limited. The City of Ballarat provides free car parks at the White Flat site at the end of Albert Street, which will be available for Camp Street staff and students.

Short-term car parks will be available on the Camp Street site to enable students to drop off heavy materials. As the demand for these short-term parks will be high, the 15-minute limit will be strictly policed. For the effective management of traffic in the precinct it is essential that these limited places be used according to parking rules.

Camp St Campus contact for parking issues:

Item	Contact
<p>Staff and Students</p> <ul style="list-style-type: none"> • Zoned parking permits • Temporary parking permits Including: Visitor Contractor etc • Payment for parking permits Including: Cash/Credit Card <p>Staff Only</p> <ul style="list-style-type: none"> • Payroll Deductions- Salary Sacrifice 	<p>Joy Rothwell Arts Academy Ext: 8603 Camp St Campus</p>

Mt. HELEN CAMPUS

Permit parking by Staff and Students on the Mt. Helen campus grounds is subject to the payment of a fee as outlined in 21 above.

Reserved (Zone 7) Parking for Staff and Students.

Staff and Students paying the prescribed fee as outlined in 21 above will be able to park on the Mt Helen campus grounds in areas designated **ZONE 7** provided they display a valid permit. Permits issued under this category will be annual [and will be identified by year and colour].

The payment of a fee under this category provides for a designated parking place to be available between the hours of 8.30am to 5.00pm Monday to Friday.

Permits are to be placed on the dashboard on the passenger side of the vehicle. A valid permit must be displayed otherwise infringement notices may be issued.

Unreserved (Zone 4) Parking for Staff and Students
 Staff and Students paying the prescribed fee as outlined in 21 above will be able to park on the Mt Helen campus grounds in areas designated **ZONE 4** provided they display a valid permit. Permits issued under this category will be annual [and will be identified by year and colour].

The payment of a fee under this category does not guarantee that a parking place will be available. It only provides the opportunity to park in the Unreserved Zone 4 areas if places are not fully used between the hours of 8.30am to 5.00pm Monday to Friday.

Permits are to be placed on the dashboard on the passenger side of the vehicle. A valid permit must be displayed otherwise infringement notices may be issued.

Mt. Helen Campus contact details for parking issues:

Item	Contact
<p><u>Staff and Students</u></p> <ul style="list-style-type: none"> • Zoned parking permits • Temporary parking permits Including: Visitor Contractor etc • Payment for parking permits Including: Cash/Credit Card <p><u>Staff Only</u></p> <ul style="list-style-type: none"> • Payroll Deductions- Salary Sacrifice 	<p>Edith Braganza Financial Operations Ext: 9235 Mt. Helen Campus</p>

SMB CAMPUS

Parking by staff and Students on the SMB campus grounds is subject to the payment of a fee as outlined in 21 above.

Reserved (Zone 7) Parking for Staff and Students
 Staff and Students paying the prescribed fee as outlined in 21 above will be able to park on the SMB campus grounds in areas designated **ZONE 7** provided they display a valid permit. Permits issued under this category will be annual [and will be identified by year and colour].

Permits in this category are limited and if over subscribed a waiting list will be maintained.

The payment of a fee under this category provides for a designated parking place to be available between the hours of 8.30am to 5.00pm Monday to Friday.

Permits are to be placed on the dashboard on the passenger side of the vehicle. A valid permit must be displayed otherwise infringement notices may be issued.

Unreserved (Staff Zone 4) Parking for Staff

Staff paying the prescribed fee as outlined in 21 above will be able to park on the SMB campus grounds in areas designated **STAFF ZONE 4** provided they display a valid permit. Permits issued under this category will be annual [and will be identified by year and colour].

Permits in this category are limited and if over subscribed a waiting list will be maintained.

The payment of a fee under this category does not guarantee that a parking place will be available. It only provides the opportunity to park in the Unreserved Staff areas if places are not fully used between the hours of 8.30am to 5.00pm Monday to Friday.

Permits are to be placed on the dashboard on the passenger side of the vehicle. A valid permit must be displayed otherwise infringement notices may be issued.

Unreserved (Student Zone 4) Parking for Students

Students paying the prescribed fee as outlined in 21 above will be able to park on the SMB campus grounds in areas designated **STUDENT ZONE 4** provided they display a valid permit. Permits issued under this category will be half yearly [and will be identified by year and colour].

Permits are to be fixed to the lower passenger side of the windscreen and will need to be changed on a half yearly basis. A valid permit must be displayed otherwise infringement notices may be issued.

The payment of a fee under this category does not guarantee that a parking place will be available. It only provides the opportunity to park in the Unreserved Student areas if places are not fully used. The Unreserved fee will be a fee for the 2004-year, limited to the period the student is enrolled in University courses.

Free parking for staff and students will be in areas in the immediate vicinity of the SMB campus not designated by the City of Ballarat as paid or restricted parking areas. Additional car parking is available at White Flat at the end of Albert Street.

Please note, students and staff from the Camp Street site will have access to paid parking on the SMB campus site. The number of places available for Camp Street Higher Education students will be limited.

SMB Campus contact details for parking issues:

Item	Contact
<p><u>Staff and Students</u></p> <ul style="list-style-type: none"> • Zone 7 parking permits <p><u>Staff Only</u></p> <ul style="list-style-type: none"> • Staff Zone 4 Parking Permits • Temporary parking permits Including: Visitor Contractor etc • Payment for parking permits Including: Cash/Credit Card Payroll Deductions- Salary Sacrifice 	<p>Leta Robinson Financial Operations Ext: 8097 SMB Campus</p>
<p><u>Students Only</u></p> <ul style="list-style-type: none"> • Student Zone 4 parking permits • Payment for parking permits Including: Cash/Credit Card 	<p>Student Centre SMB Campus Ext: 8000</p>

Western Campuses/Yuille Street/Horticulture Centre

There is no intention currently to introduce paid parking permits to the Western Campuses or to Yuille Street or Horticulture Centre. However should any University staff or student at these locations be prepared to pay the prescribed annual fee of \$250.00, the University is prepared to offer designated spaces.

FURTHER INFORMATION

For further information on University Parking please visit the University of Ballarat – Financial Operations web-site:
www.ballarat.edu.au/finance/operations/services.shtml

For General Parking Enquiries contact:

Glenn Calvert
 Financial Operations
 Mt. Helen Campus
 Phone: 5327 9541