



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

Campus Parking and Traffic Management

Effective: 24 January 2020

Audience: Staff/Students

Policy Category: Management

Policy Sub-category: Physical Facilities

Key words: Parking; Traffic

Policy Owner: Deputy Vice Chancellor Corporate

Responsible Officers: Heads of Campus

Review Date: August 2020

Contents

1	OBJECTS OF THE UNIVERSITY	3
2	PURPOSE.....	3
3	SCOPE.....	3
4	TRAFFIC.....	3
5	ALLOCATION	4
6	PARKING PERMIT – ELIGIBILITY (FREMANTLE)	4
7	PARKING SPACE – ELIGIBILITY (SYDNEY AND BROOME).....	4
8	PERMIT/PARKING SPACE CONDITIONS.....	5
9	FEES.....	5
10	CONDITIONS	5
11	INFRINGEMENTS.....	6
12	APPLICATION PROCESS.....	6
13	ROLES AND RESPONSIBILITIES	7
14	DEFINITIONS	7
	Annexure A – Positional Entitlement.....	8

1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

- (a) the provision of university education, within a context of Catholic faith and values; and*
- (b) the provision of an excellent standard of -*
 - i. teaching, scholarship and research;*
 - ii. training for the professions; and*
 - iii. pastoral care for its students.*

2 PURPOSE

To set out the terms applicable to parking at the University.

3 SCOPE

- 3.1** This Policy is applicable to all staff members, students and visitors to Notre Dame campuses and includes parking and access at all buildings owned, leased, controlled or operated by the University.
- 3.2** In view of the relative number of spaces available on each campus, different considerations apply to eligibility and allocation on each campus and as detailed in this policy.
- 3.3** The allocation and use of all parking permits and areas remains at the absolute discretion of the University.

4 TRAFFIC

- 4.1** Safety is the paramount consideration in the use of, or access to, any University parking space.
- 4.2** At all times, on University land or in University buildings, or when accessing a University car park or building, pedestrians have right of way. Operators of vehicles on University premises will always give way to pedestrians.

5 ALLOCATION

- 5.1** Annually, the University will allocate parking permits and parking spaces to meet the following business needs of the University:
- 5.1.1 In accordance with the Eligibility requirements set out in clauses 7 and 8 below, including seniority, length of service and any particular employment, access or disability requirements.
 - 5.1.2 Free spaces for University business as determined by the Deputy Vice-Chancellor Corporate from time to time.
 - 5.1.3 For Students, entitled by reason of a position.
 - 5.1.4 For Visitors, for loading or for contractors.
 - 5.1.5 For University vehicles.
 - 5.1.6 As approved directly by the Vice Chancellor or DVCC.
 - 5.1.7 In accordance with Staff contractual entitlement (while eligibility/allocation under contract is not dealt with in this Policy, provisions do apply to Staff Members with contractual entitlement to a parking permit or space).

6 PARKING PERMIT – ELIGIBILITY (FREMANTLE)

- 7.1** The University only issues parking permits on its Fremantle campus and this Clause does not apply to the Sydney or Broome campuses. To be eligible to apply for an annual parking permit, Staff Members or Students must, as a minimum, either:
- 6.1.1 have a contractual entitlement to an annual parking permit;
 - 6.1.2 have a particular positional entitlement to an annual parking permit, as set out in Annexure A;
 - 6.1.3 Academic staff appointed at Senior Lecturer Level; General Staff appointed at Level 6 or higher, and in both cases, be employed at a minimum 0.5 FTE fraction; or
 - 6.1.4 be authorised directly by the Vice Chancellor or DVCC.

7 PARKING SPACE – ELIGIBILITY (SYDNEY AND BROOME)

- 8.1** The University does not issue parking permits on its Sydney or Broome Campuses. To be eligible to apply for an annual parking space, Staff Members or Students must, as a minimum, either:
- 7.1.1 have a contractual entitlement to an annual parking space;
 - 7.1.2 have a particular positional entitlement to an annual parking permit, as set out in Annexure A;
 - 7.1.3 for Academic Staff Members and General Staff Members, in accordance with seniority as determined by the University; or
 - 7.1.4 be authorised directly by the Vice Chancellor or DVCC.

8 PERMIT/PARKING SPACE CONDITIONS

- 8.1 An annual parking permit, or approval for a space allows the recipient to park their vehicle in a designated car bay during standard work hours (6.00am -7.00pm) for the relevant year.
- 8.2 The continued use of a parking permit or parking space is subject to compliance at all times with the terms and conditions of this Policy, any laws, directives or regulations governing parking or space allocation.
- 8.3 In the case of fractional appointments, parking permits or spaces may be allocated on the basis of a shared arrangement with another Staff Member.

9 FEES

This section applies in circumstances where a Fee is charged by the University.

- 9.1 The fee (**Fee**) for an annual staff parking permit, or parking space, will be determined by the CFO (or delegate) at the commencement of each year and is calculated on the basis of a full year of use. With the exception of any approved by the CFO, there are no pro rata or fractional fees available (for example a quarterly or half yearly entitlement).
- 9.2 Any fee for remote controls to access parking areas, or replacement fee for remote controls will be determined by the CFO at the commencement of each year.
- 9.3 A Staff Member who cease employment at Notre Dame during any calendar year will be entitled to a refund for any period for which they have paid in advance and are no longer employed by the University. In circumstances where payment is by salary sacrifice, refund will be made as taxable salary.
- 9.4 Pro-rata purchase of annual parking permits may be offered to staff who commence during the year, subject to availability.
- 9.5 Staff Members and Students are required to pay the Fee for the relevant period either in advance, or from pay as a deduction from salary.

10 CONDITIONS

- 10.1 The issue of a staff parking permit, or provision of a parking place, is subject to the following conditions:
 - 10.1.1 Staff Members and Students must comply with all University parking policies or procedures.
 - 10.1.2 A permit is issued to a specific person and their nominated vehicle/s and allows the Staff Member or Student to park that vehicle in a parking bay designated by the University. A Permit does not entitle a Staff Member or Student to park in an alternate bay (unless directed to do so by the University).

- 10.1.3 A permit is not transferable and must be returned upon expiry of the permit period, cessation of employment or where a Staff Member or Student ceases to own the vehicle (in these circumstances a Permit will be reissued for the new or replacement vehicle).
- 10.1.4 Permits are issued to the end of the relevant calendar year for an annual parking permit.
- 10.1.5 The University is not responsible or liable for any loss or damage to a vehicle, or theft from a vehicle while parked in a University staff parking area.

11 INFRINGEMENTS

- 12.1 Any vehicle that does not display a permit, that is not authorised, or that is parked in breach of any parking conditions, may be issued with a warning, infringement notice or penalty.

12 APPLICATION PROCESS

- 12.1 Annually (by 31 October), the Executive Director/Director of Campus Services (or equivalent position) on each Campus will advise the DVCC of:
 - 12.1.1 The number of car parking spaces available across the University;
 - 12.1.2 The in-principle recommended space allocation required for the purposes set out in this policy;
 - 12.1.3 Any restrictions or particular space requirements that may arise during the course of the year.
- 12.2 Following this, each Campus Services Department will:
 - 12.2.1 Invite Schools and Departments to submit business cases for the allocation of parking spaces for business usage.
 - 12.2.2 (In **Fremantle**) Invite applications from Eligible staff members using the approved Parking Permit Application Form;
 - 12.2.3 (In **Sydney and Broome**) Inform those staff and students who will be allocated parking spaces, who must then complete the approved form if they wish to accept the space.
- 12.3 Following this, successful applicants/Departments for parking permits or parking spaces will be notified by email as soon as practicable.
- 12.4 In (rare) circumstances in which additional permits/spaces become available, these will be allocated in the University's discretion.
- 12.5 Permits and spaces are allocated at the absolute discretion of the University and there is no appeal or reconsideration if an application is unsuccessful.

13 ROLES AND RESPONSIBILITIES

- 13.1 Deputy Vice Chancellor, Corporate (DVCC)** has responsibility for approving overall space allocation for vehicles and the overall allocation of car bays at the University; including authorising Staff Member
- 13.2 Chief Financial Officer (CFO)** has responsibility for approving any fee or monetary amount relevant to parking, permits or traffic management.
- 13.3 Director of Campus Services** (or equivalent position) on each Campus manages parking and traffic management on the relevant Campus, and oversees parking application and allocation processes in accordance with clause 12.2 and 12.3.
- 13.4 Executive Director/Director of Campus Services** (or equivalent position) on each Campus has responsibility to recommend to the DVCC by each 31 October required space allocation requirements in accordance with clause 12.1.
- 13.5 Vice Chancellor** may allocate parking permits and parking spaces.

14 DEFINITIONS

- 5.1** For the purpose of this Policy, the following definitions apply:

CFO means Chief Financial Officer.

DVCC means Deputy Vice Chancellor, Corporate.

Staff Member means an Academic Staff Member and/or a General Staff Member, as defined by *The University of Notre Dame Australia Staff Enterprise Agreement 2015-2017*, or its replacement.

Student means a person enrolled in a Program or Course at the University of Notre Dame, Australia.

Version	Date of approval	Approved by	Amendment
1	24 January 2020	Acting Vice Chancellor	New Policy.

Annexure A – Positional Entitlement

The following positions are (dependent always on relative space and subject to the Policy) entitled to a parking space:

1. **Academic Staff Members**- All positions from Dean/Institute Director and above;
2. **General Staff Members** - All positions from Executive Director and above;
3. **Students** - The President of each Student Association; and
4. A position that may be approved in writing by the Vice Chancellor or DVCC.