



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

Policy:

Campus Parking

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Operating Officer

Responsible Officer: Chief Property & Facilities Officer

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Fremantle

Broome

Sydney

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1 OBJECTS OF THE UNIVERSITY

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

The Objects of the University are:

- (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

- 2.1 This Policy sets out the terms applicable to parking on The University of Notre Dame Australia's (University) premises.

3 SCOPE

- 3.1 This Policy is applicable to all staff members, students and visitors to University 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.

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:
 - 5.1.1 Staff with contractual entitlements;
 - 5.1.2 Staff who meet the eligibility requirements within this Policy;
 - 5.1.3 Visitors and contractors;
 - 5.1.4 University vehicles; and
 - 5.1.5 As approved directly by the Deputy Vice Chancellor Finance and Chief Operating Officer (DVCF & COO).

6 PARKING PERMIT – ELIGIBILITY (FREMANTLE)

- 6.1 The University issues parking permits on its Fremantle campus. 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;
 - 6.1.4 General Staff appointed at Level 6 or higher, and in both cases, be employed at a minimum 0.5 FTE fraction; or
 - 6.1.5 be authorised directly by the DVCF & COO.

7 PARKING PERMIT – ELIGIBILITY (SYDNEY AND BROOME)

- 7.1 The University does not issue parking permits on its Sydney or Broome Campuses, however does allocate its limited parking facilities to Staff Members that are approved by the DVCF & COO.

8 FEES

- 8.1 This section applies in circumstances where a Fee is charged by the University.
- 8.2 The fee for an annual staff parking permit, or parking space, will be determined by the DVCF & COO at the commencement of each year and is calculated on the basis of a full year of use. With the exception of any approved fees by the DVCF & COO, there are no pro rata or fractional fees available (for example a quarterly or half yearly entitlement).
- 8.3 Any fee for remote controls to access parking areas, or replacement fee for remote controls will be determined by the DVCF & COO at the commencement of each year.
- 8.4 A Staff Member who ceases employment at the University during any calendar year will be entitled to a refund for any period for which they have paid in advance. In circumstances where payment is by salary sacrifice, refund will be made through payroll.
- 8.5 Pro-rata purchase of annual parking permits may be offered to staff who commence during the year, subject to availability.
- 8.6 Staff Members and Students are required to pay the Fee for the relevant period either in advance or through payroll.

9 CONDITIONS RELATED TO PARKING

- 9.1 The recipient is permitted to park their vehicle in a designated car bay during standard work hours (6.00am -7.00pm) for the relevant period of the permit. A Permit does not entitle a Staff Member or Student to park in an alternate bay (unless directed to do so by the University).
- 9.2 The continued use of a parking space is subject to compliance at all times with the terms and conditions of this Policy, any laws, directives or regulations.
- 9.3 In the case of fractional appointments, parking permits or spaces may be allocated on the basis of a shared arrangement with another person.
- 9.4 A permit is not transferable and must be returned upon expiry of the permit period or cessation of employment.
- 9.5 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.

10 INFRINGEMENTS

- 10.1 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.

11 APPLICATION PROCESS

- 11.1 Campus Services Department will:
 - 11.1.1 Invite Schools and Departments to submit business cases for the allocation of parking spaces for business usage.
 - 11.1.2 In Fremantle, invite applications from Eligible staff members using the approved Parking Permit Application Form;
 - 11.1.3 In Sydney and Broome, inform those staff who will be allocated parking spaces, who must then complete the approved form if they wish to accept the space.
- 11.2 Following this, successful applicants/Departments for parking permits or parking spaces will be notified by email as soon as practicable.
- 11.3 In (rare) circumstances in which additional permits/spaces become available, these will be allocated at the discretion of the DVCF & COO.
- 11.4 Permits and spaces are allocated at the absolute discretion of the University and there is no appeal or reconsideration if an application is unsuccessful.

12 ROLES AND RESPONSIBILITIES

- 12.1 **Deputy Vice Chancellor, Finance and Chief Operating Officer** (DVCF & COO) has responsibility for approving overall space allocation for vehicles and the overall allocation of car bays at the University; including authorising any fee or monetary amount relevant to parking.
- 12.2 **Chief Property & Facilities Officer or delegate** manages parking and traffic management on the relevant Campus, and oversees parking application and allocation processes.

Version	Date of approval	Approved by	Amendment
1	24 January 2020	Acting Vice Chancellor	New Policy.
2	25 May 2022	DVCF & COO	Updated.

13 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 Executive 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 DVCF & COO.