

UNDER REVIEW

Related Policy	<i>Parking Policy</i>
Responsible Officer	Executive Director, Infrastructure Services and Development
Approved by	Vice Chancellor
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1 Objective

The objectives of this Procedure are to:

- detail the permit and paid parking scheme by which the University of Tasmania (University) manages the parking system on University campuses and sites
- provide a uniform system for the administration and management of parking infrastructure.

2 Scope

These procedures apply to anyone who parks on a University campus or site.

These procedures are established and implemented in accordance with the University By-Laws 1993, Part III.

3 General Information

The Council will determine the type and number of parking spaces to be designated on University campuses and sites in accordance with University By-Laws 1993, Part III, Section 9.

The University has a limited number of parking spaces available on each University campus or site.

A parking permit does not guarantee a parking space will be available.

The [Campus Information](#) website includes campus maps that provide an overview of parking locations at University campuses.

University parking areas are indicated by signs and roads marked with coloured dots to indicate the type of parking permitted:

- blue - voucher parking
- white - staff permit holders
- green - student resident permit holders
- red - student parking.

It is the responsibility of the vehicle driver to note all signs and park accordingly as it may be necessary to make changes or close areas at any time in accordance with University By-Laws 1993, Part III, Sections 9-12.

Paid parking is in place all year round with the exception of public holidays and weekends.

Staff holding and displaying a current parking permit are permitted to access voucher parking spaces and student parking spaces at no additional cost during the inter-semester (winter) and summer teaching breaks, exclusive of examination periods.

Examination dates for the five annual University teaching semesters are available online at: <http://www.utas.edu.au/key-dates>.

3.1 Restrictions

Parking restrictions apply at the following sites:

- Medical Science Precinct, Hobart
- Domain, Brooker Avenue, Glebe
- Conservatorium of Music (Tasmanian College of the Arts), Sandy Bay Road, Hobart and
- Tasmanian College of the Arts, Hunter Street, Hobart.

Signs or special permits govern parking in these areas. Standard staff permits are not valid on these campuses.

4 Parking Bay Categories

The Council will determine categories of parking bays on University land and conditions of use as stipulated in the University By-Laws 1993, Part III, Sections 9-10.

4.1 Access Parking Bays

Access Parking Bays are provided in close proximity to key buildings and are available for use by staff and students who have a temporary disability and who satisfy the general conditions for an Access Parking Permit.

Australian Disability Parking Permit holders are also entitled to park in an Access Permit Bay.

4.2 Carpool Parking Bays

A number of carpool spaces will be provided on the Sandy Bay and Newnham campuses.

Members of a carpool group may purchase a single permit per group to enable parking in these areas.

Comprehensive information and registration for the University carpooling system is available online at: <http://www.utas.edu.au/campus-services/parking/car-pooling>.

4.3 Disabled Parking Bays

University sites have a number of disabled parking bays for staff, students and visitors with an Australian Disability Parking Permit. The disability parking bays meet the relevant Australian Standards and are identified by a sign displaying a wheelchair symbol on a blue background.

4.4 Motorcycle and Motor Scooter Parking Bays

Motorcycle riders must park in designated motorcycle parking areas where provided.

No fee is chargeable for motorcycles parked in these areas.

Motorcycles parked otherwise than in designated areas may be subject to the

relevant fines and infringements.

4.5 Reserved Parking Bays

The Chief Operating Officer may approve the establishment of a Reserved Parking Bay in certain circumstances. These bays are normally only established for members of the Vice-Chancellor's Executive (or as determined by the Chief Operating Officer).

Reserved Parking Bays are charged at twice the standard rate.

Reserved Parking Bays are non-transferable.

Campus Services will install required signage on the allocated parking bay(s).

4.6 Service and Maintenance Parking Bays

A number of parking bays on each Campus will be provided for service and maintenance vehicles.

The parking bays are clearly marked with appropriate signage that also specifies time limits.

4.7 Staff Parking Bays

A number of Staff Parking Bays will be provided on University sites. Eligible staff members may purchase a Permit to enable parking in these bays.

4.8 Student Parking Bays

A number of parking bays will be provided on University sites for student parking. The bays will enable students to obtain a permit to search for a parking space. A nominal fee may be charged for a student permit.

4.9 Visitor Parking Bays

College/Academic Unit specific parking bays are provided on some University sites for use by visitors to those areas (see paragraph 5.7).

4.10 Voucher Parking Bays

Hourly parking vouchers are available in voucher permit areas.

Student, staff and visitors, can pay daily or hourly at the voucher parking machines located in the parking areas.

5 Permits

5.1 Permit Display

All permits must be clearly displayed on the vehicles front windscreen, or for vehicles without a windscreen in a conspicuous place near the front of the vehicle (see University By-Law 12(6)).

5.2 Permit Pricing

Permit prices are published on the [Campus Services](#) website at

<http://www.utas.edu.au/campus-services/parking/parking-permits>.

5.3 Replacement Permit

Campus Services may issue a replacement permit on loss or destruction of the permit, subject to payment of a replacement fee.

Completion of the [Replacement Parking Permit Application](#) form is required. The form is also available at the [Campus Services](#) website www.utas.edu.au/campus-services/parking/parking-permits

5.4 Suspension of Permit

Permits can be suspended on written request to Campus Services for a minimum of three months for reasons of personal, study, parental or other sanctioned leave.

Permits will be removed from the database following advice from Human Resources that a permit holder has ceased employment or upon surrender of the permit by the staff member to Campus Services.

Permits will not automatically be reactivated. On returning to work a request must be made to Campus Services to reinstate the permit.

5.5 Permit Refund

When a permit has been purchased upfront, but will not be used for the entire period of validity, the permit holder may be eligible for a partial refund of the lump sum payment. Refunds will be provided upon request in cases where the permit holder is taking extended leave or ceases to be an employee of the University. The amount of any refund will be calculated per month of unused permit time.

Refunds will be processed to the bank account details on file with the Pay Office unless alternative arrangements are requested.

5.6 Parking Permit Types

The Council will determine categories of parking permits and conditions of use in accordance with the University By-Laws 1993, Part III, Section 11.

5.6.1 Access Parking Permits

General conditions applicable to Access Parking Permits are as follows.

The University provides Access Parking bays which are suitable for persons who require parking in close proximity to buildings but who do not use complex mobility aids such as wheelchairs. These bays are identified by a sign stating 'Access Parking. University Access Permit Required'.

Access Parking Permit holders who use a wheelchair or other complex mobility aid should use compliant Disabled Parking Bays marked with the wheelchair symbol if available.

There is no charge for Access Parking Permits.

The holder of an Access Parking Permit is entitled to park in access parking areas marked by appropriate signage.

An Access Parking Permit does not guarantee parking in any particular space or at any particular time.

The Access Parking Permits are transferable between University campuses and sites when permit holders undertake travel to those campuses.

An Access Parking Permit may be used for more than one vehicle.

Vehicles displaying Access Parking Permits may not park in areas reserved for specific vehicles (eg loading zones) or staff permit parking areas unless authorised to do so by the Executive Director, Infrastructure Services and Development (or nominee).

Staff or students who have ceased to meet the Access Parking Permit conditions are required to return the permit to Campus Services.

Eligibility for an Access Parking Permit is limited to staff and students with a temporary disability who are either:

- unable to walk or
- only able to walk short distances (approximately 100 metres) without the assistance of another person or the use of a complex walking aid.

A valid medical certificate from a general practitioner certifying the duration of the temporary disability, or copy of a child's birth certificate where applying on the basis of caring for a child must accompany applications for Access Parking Permits,

The following staff and students are not eligible to apply:

- staff or students without a valid medical certificate or child's birth certificate.

Access Parking Permits are valid at all University sites.

Application is made by completing the [Staff Access Parking Permit form](#) or [Student Access Parking Permit form](#) available at the [Campus Services](#) website <http://www.utas.edu.au/campus-services/parking/parking-permits>.

5.6.2 Carpool Parking Permits

General conditions applicable to Carpool Parking Permits are as follows.

Carpool Parking Permits are valid for designated carpool spaces only at the campus for which the permit was issued.

Each driver in the group must hold a valid driver's licence and be able to provide proof of vehicle registration if requested by Campus Services.

Eligibility for a Carpool Parking Permit is limited to groups of two or more current University staff and/or students.

Application for a permit is made through the online parking system accessible via the [Campus Services](#) website <http://www.utas.edu.au/campus-services/parking/car-pooling>. Payment is linked through the University Web Kiosk. Each carpool group must lodge a single joint application for which Campus Services will issue a single transferable permit sticker.

5.6.3 Hobart CBD Staff Permit

General conditions applicable to Hobart CBD Staff Permits are as follows.

Staff parking permits for the following locations will be charged at the CBD staff parking permit rate:

- Medical Science Precinct, Hobart
- the Domain, Brooker Avenue, Glebe
- Conservatorium of Music (Tasmanian College of the Arts), Sandy Bay Road, Hobart
- Tasmanian College of the Arts, Hunter Street, Hobart and
- spaces leased by the University in commercially-owned parking facilities.

Staff in possession of a CBD Staff Parking Permit will be permitted to park in standard staff permit parking bays on the Sandy Bay, Newnham and Inveresk campuses in addition to their nominated CBD site.

Each of the University's CBD sites has a limited number of staff parking bays. The number of CBD permits sold for each CBD site will match the number of CBD parking bays at each site.

CBD parking bays will be allocated at the discretion of the College/Academic Unit.

The College/Academic Unit will maintain a waiting list for allocation of parking spaces.

Eligibility for a CBD Staff Permit is limited to the following staff who are located at the CBD site:

- full-time staff
- part-time staff
- casual staff
- honorary staff.

The following staff are not eligible to apply:

- staff who are not located at the CBD site.

CBD Staff Permits may be shared with other eligible staff members. Permits may not be shared with students, contractors or anyone who would not otherwise meet the eligibility requirements.

Staff members who do not already have an allocated CBD space need to apply to the parking contact person in their College/Academic Unit prior to filling in the on-line application form. Contact details can be found on the Campus Services web site at <http://www.utas.edu.au/campus-services/parking/parking-permits/cbd-parking-information>

Application for a permit is made via the online parking system is accessible via the

[Campus Services](http://www.utas.edu.au/campus-services/parking/parking-permits) website <http://www.utas.edu.au/campus-services/parking/parking-permits>. Payment is linked through the University Web Kiosk.

5.6.4 Residential Parking Permit

General conditions applicable to a Residential Parking Permit are as follows.

The University provides a limited number of residential parking spaces for residents at Sandy Bay and Newnham campuses.

Sandy Bay Campus

Residential Parking Permits will be sold at the Sandy Bay campus to match the number of available spaces.

Residential Parking Permits will be sold on a 'first come, first served' basis.

Newnham Campus

Residential Parking Permits will be sold to residents on request.

When dedicated residential parking is fully occupied, the holder of a Residential Parking Permit will be entitled to park in a voucher parking bay at no additional cost.

Eligibility for a Residential Parking Permit is limited to:

- residents of the campus based accommodation

The following student residents are not eligible to apply:

- off-campus residents
- homestay residents.

Residential Parking Permits are valid only at the campus where issued.

Application is made as part of the residential online application process. The Residential Parking Permit will be supplied by Accommodation Services staff.

5.6.5 Service and Maintenance Permits

General conditions applicable to Service and Maintenance Permits are as follows.

Eligibility for a Service and Maintenance Permit and use of Service and Maintenance Permit bays is limited to:

- Infrastructure Services and Development inducted contractors who attend a University campus or site on a short-term or ad-hoc basis
- Infrastructure Services and Development inducted maintenance contractors and
- service vehicles marked with the University logo.

The following are not eligible to apply:

- University staff and

- other contractors and sub-contractors working on long-term projects.

5.6.6 Staff Parking Permit

General conditions applicable to Staff Parking Permits are as follows.

Possession of a University staff parking permit does not guarantee a space will be available.

Staff permits may be shared with other eligible staff members. Permits may not be shared with students, contractors or anyone who would not otherwise meet the eligibility requirements.

Shared permits will be processed, recorded and paid for in one name, so the sharing arrangement is the staff members' responsibility.

Eligibility for a staff parking permit is limited to:

- full-time staff
- part-time staff
- casual staff
- honorary staff
- postgraduate candidates who, by virtue of their APA or similar instrument, are required to be on campus full time are eligible to apply for a staff permit.

The following are not eligible to apply for a permit:

- contractors working onsite who are not engaged directly by the University
- University students.

Permits issued for the Sandy Bay, Newnham and Inveresk campuses are valid across all those sites.

Application for a permit is made through the online parking system accessible at the [Campus Services](http://www.utas.edu.au/campus-services/parking/parking-permits) website <http://www.utas.edu.au/campus-services/parking/parking-permits>. Payment is linked through the University Web Kiosk.

5.6.7 Student Permit

General conditions applicable to a Student Permit are as follows.

Possession of a permit enables the holder to seek a parking space in parking bays allocated as free parking for the sole use of University students.

Student Permits for students enrolled at the Tasmanian College of the Arts at Hunter Street and Conservatorium of Music (Tasmanian College of the Arts) also entitle the holder to park in the respective voucher car park at that site at no additional cost and in spaces indicated by blue road markers.

A Student Permit does not guarantee a parking bay will be available.

Permits are valid for the calendar year.

Eligibility for a Student Parking Permit is limited to:

- full-time enrolled students
- part-time enrolled students.

The following are not eligible to apply:

- staff members enrolled in University of Tasmania courses or units.

Permits are valid only at the campus where issued.

Student Parking Permits will be made available to students prior to the commencement of semester 1 each year. A permit will be issued on presentation of a valid University Student ID card. A nominal fee may be charged for a student permit.

5.7 College/Academic Unit/Section Visitor Permits

College/Academic Unit/Section Visitor Permits are only applicable to the designated visitor parking bay. Visitor Permits must be displayed at all times and are managed by the relevant College/Academic Unit/Section.

5.8 Reserve Parking Permits

Eligibility for a Reserve Parking Permit is limited to:

- members of the Vice-Chancellor's Executive (or as determined by the Chief Operating Officer).

The following staff are not eligible to apply:

- members of the general staff population.

Reserve Parking Permits are normally valid only at the campus where issued. Under certain circumstances the Chief Operating Officer (or nominee) may approve reciprocal parking rights at other University sites.

If approved, application for a permit is made through the online parking system accessible via the [Campus Services](http://www.utas.edu.au/campus-services/parking/parking-permits) website <http://www.utas.edu.au/campus-services/parking/parking-permits>. Payment is linked through the University Web Kiosk.

5.9 Temporary Parking Permits

Temporary Parking Permits may be issued by Campus Services in certain circumstances. Temporary Parking Permits will normally be issued for a period of no longer than two working days. Any request for a longer period will be considered by the Manager, Service Centre on a case-by-case basis.

Only Temporary Parking Permits issued by Campus Services will be recognised as valid. Vehicles displaying a non-valid Temporary Parking Permit may be issued with an infringement notice.

6 Definitions and Acronyms

Term/Acronym	Definition
Academic Unit	Means the secondary organisational unit in the academic structure of the University, reporting directly to the Executive Deans, as per Ordinance 14 – Academic Structure.
APA	Australian Postgraduate Award
CBD	Central Business District
College	Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College
Council	Local Council organisation.
Semester	Teaching term. Teaching semesters include the following: <ul style="list-style-type: none"> • Semester 1 (thirteen teaching weeks) • Semester 2 (thirteen teaching weeks) • Semester 4 - Winter School period (inter-semester break) • Semester 3 - Summer School (November - December) • Semester 5 - Summer School (November – January)
Semester Break	Non-teaching term between semester 1 and semester 2, excluding the examination period.
Student ID	Student Identification
University	University of Tasmania
Vice-Chancellor’s Executive	University senior executive position holders as determined by the Vice-Chancellor.

7 Supporting Documentation

- Parking Policy

8 Versioning

Former Version(s)	Version 1 – Parking Procedure; approved November, 2014. Amended in December 2016 to incorporate Colleges.
Current Version(s)	Version 2 – <i>Parking Procedure</i> ; approved November 2014, amended in December 2017 to finalise Colleges and incorporate change of nomenclature for owning organisational area.