

# Parking Procedure

Version 3 – Approved 8 May 2023  
(Reconfirmation due 16 March 2023)

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## Purpose

This procedure describes how parking areas on University land are administered by the University, including the charging of parking fees, the conditions of permits and the issuing of infringement notices.

## Applicable governance instruments

<b>Instrument</b>	<b>Section</b>	<b>Principles</b>
<i>University By-Laws 1993</i>	<i>Part III</i>	
<i>Facilities, Infrastructure and Asset Management Policy</i>	<i>1 - Physical assets management</i>	
<i>Sustainability Policy</i>		

## Procedure

### 1. General Parking Principles

- 1.1. This procedure is established in accordance with, and supports implementation of the University By-Laws 1993, Part III related to the parking of vehicles on University land.
- 1.2. Parking arrangements at the University are developed and operated in a manner consistent with the University's sustainability goals.
- 1.3. There is a limited number of parking spaces available on most campuses/sites.
- 1.4. An appropriate University permit is required to use most parking spaces.

- 1.5. For the purposes of this Procedure, staff means full-time, part-time and casual staff, honorary staff, and postgraduate students who are paid employees of the University and are required to be on campus full time by virtue of their Australian Postgraduate Award or similar instrument.
- 1.6. The apportionment of parking spaces between staff, students and visitors is based on a premise of equitable access and need. The apportioning is administered by Campus Services.
- 1.7. University parking areas are indicated by signs, with some also having coloured markers on the ground, to indicate the type of parking permitted. The marker colours are:
  - a. blue – Pay As You Go timed parking;
  - b. white – Staff permit holders;
  - c. green - Student Resident permit holders; and
  - d. red - Student parking.
- 1.8. Staff, student and/or visitor parking may not be provided at all University campuses and sites.
- 1.9. It is the responsibility of the vehicle driver to observe all signs and park accordingly, noting parking areas and conditions may change from time to time.
- 1.10. Parking in University car parks is at the driver's risk.
- 1.11. A summary of the standard parking permits, parking areas and relevant conditions is in Schedule A of this Procedure.

## 2. Parking fees

- 2.1. Parking fees will generally be aligned with municipal and commercial rates and referenced to independent market price indicators.
- 2.2. Where parking fees apply, the fees for both parking permits and pay-as-you-go parking are periodically reviewed by University Council (a By-law requirement) and in the interim period will generally increase annually in line with the Consumer Price Index (CPI).
- 2.3. Parking fees are charged by the University by way of either:
  - a. Parking permits - current parking permit fees and conditions are listed on the University's Campus Services website at <http://www.utas.edu.au/campus-services/parking/permits>.
  - b. Casual, pay-as-you-go parking. Casual parking fees are displayed on the payment machine or signage at each parking location.
- 2.4. Parking fees are administered by Campus Services.

## 3 Parking Permits

- 3.1. The University offers a range of different types of parking and this is supported by a system of parking permits. These include Staff Standard, Executive Staff, Student, and Disability permits.
- 3.2. Permit types, terms and conditions, and information on how to apply for permits are outlined on the Campus Services web page at <http://www.utas.edu.au/campus-services/parking/permits>, and are summarised in Schedule A of this Procedure
- 3.3. The terms and conditions that apply to all permits include the following:
  - a. Permits are valid for the calendar year or for a specified period (such as for the calendar year).
  - b. Only one permit will be issued per person.
  - c. Permits cannot be copied; the original permit must be displayed; copies are not permitted.
  - d. Permit holders are eligible to park in the parking areas signed for their permit type.

- 3.4 Some permits have specific terms and conditions attaching to them, for example:
- a. Conditions allowing the permit to be shared with other persons eligible to hold a permit of that type.
  - b. Permits that guarantee the holder a designated parking space.
  - c. Terms allowing the permit holder to park at multiple University sites.
- 3.5 Parking permit types and conditions are reviewed from time-to-time to take into account transport changes.
- 3.6 In the event of loss or accidental destruction of a printed permit, a Replacement Parking Permit Application form is available at the Campus Services website [www.utas.edu.au/campus-services/parking/parking-permits](http://www.utas.edu.au/campus-services/parking/parking-permits)
- 3.7 Permits can be suspended by the holder for a minimum of three months on written request to Campus Services, for reasons of personal, study, parental or other approved leave. Payments will be adjusted in line with the suspension period.
- Digital permits can be cancelled at any time by the permit holder by accessing their parking account in the digital permit system. For permit holders paying by salary sacrifice, payments will cease the following pay period.
- 3.8 Permits will be cancelled upon:
- a. surrender of the permit by the staff member or student to Campus Services;
  - b. following advice that a permit holder has ceased employment or study; and
  - c. abuse of parking permit conditions or parking facilities by the permit holder.
- 3.9 When a permit has been pre-paid in full and is cancelled prior to the full term, a pro-rata refund of the payment will be calculated per month of unused permit time.

#### 4 Infringements

- 4.1 Infringement notices and fines may be issued to car park users who park contrary to the parking By-laws, the terms and conditions of the relevant permit, and other University directives.
- 4.2 Details of the infringement process and how to appeal an infringement are outlined on the Campus Services web page at <https://www.utas.edu.au/campus-services/parking/parking-infringements>.

#### Related procedures

Nil

#### Versions

<u>Version</u>	<b>Action</b>	<b>Approved by</b>	<b>Business Owner/s</b>	<b>Approval Date</b>
Version 1	Approved	Chief Operating Officer	Executive Director ISD	8 December 2021
Version 2	Approved	Chief Operating Officer	Executive Director ISD	16 March 2023
Version 3	Minor amendments approved (Professional Services restructure)	Director Governance and Compliance	Executive Director Campus Services	8 May 2023

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Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policies and procedures can be found at: <https://www.utas.edu.au/policy>

Schedule A - Summary of parking spaces/permits and conditions

Type of parking	Eligibility	UTAS Parking Permit Required	Cost (yes/no)	Individually allocated parking space	Permit sharing allowed	Other notes and conditions
Staff Standard	Staff (see definition of Staff in 1.5)	Yes	Yes	No	Yes	<ul style="list-style-type: none"> <li>• Staff Standard parking spaces are provided at the main University campuses, eg. Sandy Bay, Newnham, Inveresk and West Park.</li> <li>• Staff Standard parking permits issued for the Sandy Bay, Newnham and Inveresk campuses are valid across all these sites and at West Park.</li> <li>• Shared Staff Standard permits will be processed, recorded and paid for as a single permit in one name, with the sharing arrangement being the staff members' responsibility.</li> </ul>
Staff Reserved	Staff whose primary work location is the CBD or relevant leased site (see definition of Staff in 1.5)	Yes	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>• Staff Reserved parking with an individually allocated space is provided at some University sites (generally central business district (CBD) sites and sites leased by the University).</li> <li>• Prices for Reserved parking permits are higher than for Standard permits due to being individually allocated parking spaces.</li> <li>• Staff with a Reserved permit are also permitted to park in Staff Standard permit parking bays on the Sandy Bay, Newnham, Inveresk and West Park campuses if they are visiting those campuses.</li> </ul>
Executive staff	Members of the University Executive Team (UET) or as determined by the Chief Operating Officer	Yes	Yes	Yes	No	<ul style="list-style-type: none"> <li>• Only available at Sandy Bay and Newnham campuses.</li> <li>• Priced at double the full rate of Staff Standard permits due to being individually allocated parking spaces.</li> <li>• Executive Staff are also permitted to park in Staff Standard permit parking bays on the Sandy Bay, Newnham, Inveresk and West Park campuses if they are visiting those campuses.</li> </ul>

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Type of parking	Eligibility	UTAS Parking Permit Required	Cost (yes/no)	Individually allocated parking space	Permit sharing allowed	Other notes and conditions
Student	Students (but not University staff enrolled in UTAS courses)	Yes	No	No	No	<ul style="list-style-type: none"> <li>• Student parking may be provided at University sites; generally the main University campuses, eg. Sandy Bay, Newnham and West Park. (Pay as you go parking is available for students at Inveresk).</li> <li>• Student parking at the Hunter Street site requires a permit specific to that site, only available to students enrolled in courses at Hunter St.</li> </ul>
Pay as you go	Students, staff and visitors	No	Yes	No	N/a	<ul style="list-style-type: none"> <li>• Payment to use the timed Pay As You Go parking is made through the payment machines located in these parking areas or via the applicable App (as indicated on the payment machine).</li> </ul>
Disability	Staff, students and visitors with an Australian Disability Parking Permit (ADPP)	Yes (ADPP)	No	No	N/a	<ul style="list-style-type: none"> <li>• Most University campuses and sites provide accessible (disability) parking spaces for people with an Australian Disability Parking Permit. These parking spaces meet the relevant Australian Standards and are identified by a sign displaying a wheelchair symbol on a blue background.</li> </ul>

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Restricted Mobility	Staff and students with a temporary health condition where they are 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	Yes	No	No	No	<ul style="list-style-type: none"> <li>• Restricted Mobility parking spaces in close proximity to key campus areas/buildings are provided at some University locations. These are marked with Restricted Mobility signage.</li> <li>• A Restricted Mobility permit is required to park in these spaces. Permits are obtained by completing the relevant form on the Campus Services website <a href="http://www.utas.edu.au/campus-services/parking/parking-permits">http://www.utas.edu.au/campus-services/parking/parking-permits</a></li> <li>• Requests for Restricted Mobility permits may need to be supported by advice from a medical practitioner.</li> <li>• These permits are only valid for the signed Restricted Mobility parking spaces.</li> <li>• Staff or students who have ceased to meet the Restricted Mobility permit conditions are required to return their permit to Campus Services.</li> <li>• Australian Disability Parking Permit holders are also entitled to park in a Restricted Mobility parking space. They do not need a Restricted Mobility permit, but will need to display their Australian Disability Parking Permit.</li> </ul>
Motorcycle	Students, staff and visitors	No	No	No	N/a	<ul style="list-style-type: none"> <li>• Designated free motorcycle parking spaces are provided at some campuses.</li> <li>• Motorcycles may be parked in parking spaces other than the designated motorcycle parking spaces subject to the usual terms and conditions for those spaces.</li> </ul>

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Rideshare Parking	Groups of two or more current University staff and/or students that travel in the same car on the day the permit is used	Yes	No	No	Yes	<ul style="list-style-type: none"> <li>• Designated Rideshare parking spaces are provided at some campuses.</li> <li>• Rideshare permits may be issued by Campus Services to a designated Rideshare driver to enable parking in these spaces.</li> <li>• Rideshare Parking Permits are valid for designated Rideshare spaces only.</li> </ul>
Temporary Parking Permits	Visitors and staff in limited circumstances (eg. VIP guests, staff member awaiting issue of a new permit)	Yes	No	No	No	<ul style="list-style-type: none"> <li>• Temporary Parking Permits allow parking in Standard Staff parking spaces only.</li> <li>• Temporary Parking Permits are normally issued for a period of no longer than ten working days</li> </ul>

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Student Residential Parking	Student accommodation residents of each site.	Yes	Yes	No	No	<ul style="list-style-type: none"> <li>• The permit is valid only for the site where issued.</li> <li>• Off-campus residents and Homestay residents are not eligible.</li> <li>• Student Residential Parking may not be available at all residential sites. Parking is limited and there may not be parking for all residents.</li> <li>• Application is made as part of the residential online application process. The Residential Parking permit will be supplied by Accommodation Services staff.</li> </ul>

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Free parking	The University may provide free parking at select urban and suburban sites that are not readily accessible by transport modes other than personal motor vehicle.	Yes	No	No	No	
Electric Vehicles (EVs)	Electric Vehicles only	No	No	No	N/a	<ul style="list-style-type: none"> <li>• Parking spaces fitted with infrastructure for charging EVs are only for use by EVs while being charged, and in accord with other restrictions advised on any signage.</li> <li>• University-owned EVs will usually have an allocated parking space. These vehicles can be parked in the allocated space whenever the EV is not in use.</li> </ul>

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