Purpose

The University aims to provide a controlled and regulated parking service for University staff, students, visitors and University service providers whilst preserving the natural surrounds of the University's campuses. Parking is allocated to ensure the safety of users and access for Emergency Services.

Scope

This guideline applies to all University staff, students, visitors and service providers across all campuses.
Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Zone 1</td>
<td>Authorised spaces reserved for official visitors. For example, VCO, VIPS, Council members and similar.</td>
</tr>
<tr>
<td>Permit Zone 4 (unreserved)</td>
<td>Unreserved spaces for those permit holders between the hours displayed on the parking signs. These spaces operate on a first come first serve basis and does not guarantee that a parking space will be available at all times.</td>
</tr>
<tr>
<td>Permit Zone 7 (reserved)</td>
<td>Reserved spaces for permit holders who pay the prescribed fee to do so between the hours displayed on the parking signs.</td>
</tr>
<tr>
<td>Resident Student Permit</td>
<td>Unreserved spaces for resident students in residence parking areas.</td>
</tr>
<tr>
<td>Disabled Persons Parking Bays</td>
<td>Reserved for persons who hold a current Blue, Category One or Green Category 2 Disability Parking Permit issued by a municipal Council. Where disabled spaces are full, holders of disabled parking permits may use Zone 4 spaces or short term spaces for up to twice the normal wait time.</td>
</tr>
<tr>
<td>Loading Zones</td>
<td>Reserved for Loading/unloading of goods/services to the University's Campuses.</td>
</tr>
<tr>
<td>Cycle Areas</td>
<td>Authorised places for motorcycles and bicycles free of charge.</td>
</tr>
<tr>
<td>Short Term Spaces</td>
<td>Short term parking areas are located around the campuses to assist visitors who wish to make a brief visit to the University's campuses of between 15 minutes and 30 minutes as identified by signs.</td>
</tr>
<tr>
<td>No Stopping</td>
<td>Spaces reserved for Emergency Vehicles only.</td>
</tr>
<tr>
<td>Free Areas</td>
<td>Authorised spaces reserved for parking outside of the permit and restricted areas, free of charge.</td>
</tr>
<tr>
<td>One Day Parking Permits</td>
<td>One Day Parking Permits are only available for the use of University visitors and external service providers.</td>
</tr>
</tbody>
</table>

Parking Areas

Maps of the University parking areas are available on the University web site – campus maps.

Short Term Parking Tickets

Available from the ticket machines located on the Berwick Campus.

Permit Zones

Permit zones are clearly sign posted. If you do not have a corresponding permit do not park in these zones during the times these zones are enforced (8.30 am – 5.00 pm).

Parking on grassed areas, nature strips or permit zones without a valid permit may result in an infringement notice being issued.
Permits

Permits are issued upon application and are approved by the University and issued by Facilities Services.

Only vehicles displaying a current parking permit can park in a permit zone and must clearly display the permit. There are only a limited number of permits available.

A vehicle displaying a valid permit is permitted to park in the relevant permit zone subject to the availability of a parking space. The University does not guarantee a space will be available at all times.

Waiting List

The number of parking permits available is limited. If a permit is not available at the time of application you will be placed on the parking permit waiting list.

Applying for a Permit

You need to fill in a Parking Permit Application Form (http://policy.federation.edu.au/forms/Parking-Permit-Application-1.docx)

Permit Form Type

PERMIT FORM A - Parking Permit Application
PERMIT FORM C - Cancel / Replace Parking Permit Application
PERMIT FORM D - Request for the Waiving of Parking Infringements

Forward parking permit applications to:

By Mail:

Ballarat Campuses - Administrative Assistant – Parking Facilities Services PO Box 663 BALLARAT VIC 3353

Berwick Campus Facilities Coordinator Facilities Services PO Box 859 BERWICK VIC 3806

Email: facilities.services@federation.edu.au

Facilities Services Office
Office Building G Off East Terrace Mt Helen Campus
Building A Lydiard Street South SMB Campus

Facilities Services Office
Building 903 Room G114 Berwick Campus

Permit Costs

Where parking permits are salary sacrificed, GST does not apply, as the transaction is regarded as being internal and payroll, both not subject to GST.

For current parking permit costs, refer to the following link - Parking Permit Costs
Payment of Permits

Permits can be paid for by salary deduction if the applicant is a permanent staff member. Staff employed on a casual or fixed term basis are not eligible to salary sacrifice.

Parking permit payments are prohibited to be paid from University funds.

Student HQ Payments

On approval by Facilities Services, permit payments can be made with credit card and money order at:

- Student HQ, Building T, Mt Helen Campus;
- Student HQ, Building D, SMB Campus;
- Student HQ, Building 930, Berwick Campus.

Card Authorisation Request

Fill in the Credit Card Authorisation Request section on the Parking Permit Application Form and submit to Facilities Services.

Refunds

When leaving employment with the University, staff must return their permit to Facilities Services. Refunds of lump sum payment for an unused portion of the year will only be provided on a monthly calculation and upon return of the permit.

Lost, Stolen or Damaged Permits

Lost, stolen or damaged parking permits must be reported via the Cancel/Replace Parking Permit Application Form (Form C) and forwarded to Facilities Services (Refer to Applying for a Parking Permit Section for forwarding details)

A charge of $20.00 will be incurred for the processing of a replacement permit.

Parking Permit – Conditions of Use

A parking permit is only valid when displayed in the permit zone stated.

Zone 7 (reserved) permits are only valid for the space allocated or any available Zone 4 space.

Zone 4 permits do not guarantee a parking space.

Permits are issued annually and expire on the 31st December each year.

Altered or defaced permits will be treated as invalid. Misuse of a permit may result in a parking infringement notice being issued.

How to Display Permit on Vehicle

All permits must be clearly displayed on the vehicles front windscreen. Permits should be adhered to the lower corner of the windscreen at all times.

Permits are valid on the registered vehicle as noted on the permit application only and are not transferable. Failure to comply will result in cancellation of your parking permit.

Vehicles parking in a permit area who do not have a valid permit displayed may incur a parking infringement notice and payment will be pursued by the University.
Use of Parking Permits

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Parking Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1</td>
<td>Designated Zone 1 areas or any Zone 4 space on any FedUni Campus.</td>
</tr>
<tr>
<td>Zone 4</td>
<td>Any Zone 4 space on any FedUni Campus</td>
</tr>
<tr>
<td>Zone 7</td>
<td>The designated Zone 7 parking bay or any Zone 4 space on any FedUni Campus.</td>
</tr>
</tbody>
</table>

Your Parking Permit only allows you to park in your allocated Zone (as outlined above). Parking illegally or without a valid permit may result in a Parking Infringement being issued.

Visitors Parking - One day Parking Permits

One Day Parking Permits are only available for the use of University visitors and external service providers and can be obtained by request from Facilities Services:

Ballarat - Phone: 03 5327 9520 / Berwick Gippsland - Phone 03 5122 6860
Email: facilities.services@federation.edu

Short-term Parking Spaces

Short-term Parking Spaces are available for free short-term parking. Parking longer than the sign posted time limit may result in a Parking Infringement being issued.

Warning Parking Notice

You will be issued ONE only Warning Notice. Further offences will result in a Parking Infringement being issued.

Parking Infringements

Payments must be made within 21 days of the date of the Infringement Notice to avoid an additional penalty fee of $24.70 and if, after a further 21 days an additional penalty fee of $128.10 will be added.

If your fine is not paid within the allotted time frame you will be issued a FedUni Tax Invoice detailing the applicable fine plus additional charges.

A fine imposed under the university statutes or university regulations on a member of the staff of the University, a student or any person entering or on land or other property of the University or using University facilities is a civil debt recoverable summarily by the University in any court of competent jurisdiction.

In the event of outstanding fines, student results and graduation maybe withheld and staff rights to permits maybe revoked. Further permits will not be renewed until unpaid fines are paid. Staff who refuse to follow University policies and procedures may be subject of further disciplinary action in accordance with the University Collective Agreement.

Reference

Staff Code of Conduct – Policy Code: HR1659
Parking Procedures – Policy Code: FN1498