



POLICY DOCUMENT

H1.2 PARKING POLICY

1 Policy

The College will provide controlled and regulated parking for eligible staff, visitors and for a proportion of students based on seniority.

2 Purpose and Scope

- 2.1 The purpose of this Policy is to regulate parking on the College campus.
- 2.2 The policy applies to College staff, College students and College visitors.

3 Policy Provisions

3.1 Introduction

Parking at the ACPE campus is limited. Parking regulations on campus are set and reviewed by the Operations Manager. Infringements are enforced through the Operations Department.

3.2 Hours of Operation

Parking availability and operation reflect the operating hours of the College.

There is no after-hours access to the car park for visitors or students.

After-hours access for staff is restricted. If access is required outside of programmed hours a request must be made to the Operations Department for temporary access.

There is no weekend access to the car park for visitors or students. Weekend access for staff is restricted. If access is required outside of programmed hours a request must be made to the Operations department for temporary access.

3.3 Staff Parking

Permanent staff may be granted parking as part of their employment at ACPE, if available. Staff must park in designated bays only. Staff are required to fill in a Security/Parking Request Form and submit to the Operations Department.

Sessional staff may park on ACPE premises if there is space available. Staff must park in designated bays only. Staff are required to fill in a Security/Parking Request Form and submit to the Operations Department.

3.4 Visitor Parking

A limited number of parking spaces are available for staff to book for visitors to the ACPE campus. The definition of a visitor for this purpose is an invited person. It does not include students.

To request a reserved visitor parking space, staff should contact the Operations Department.

3.5 Casual Parking

There is no casual parking on campus.

3.6 Student Parking – User Pays Permits

There are limited allocated spaces available for student parking. These spaces are on a user pays system and available only to students completing their final year of a degree or completing evening studies. In the interest of access and equity, spaces are allocated for a single semester by ballot before each semester.

Students wishing to apply for the ballot to park on campus are required to fill in a Student Parking Request Form. Forms are available on the College website at: My ACPE/Information for Students/General Student Forms/Student Parking Request Form or copies are available at the Student Services Office. Completed forms are to be handed to Student Services.

Students successful in the ballot will be notified by email. Passes will be available one week prior to the start of the semester.

Subsequent to this if all student spaces are not taken up in the initial ballot the remainder of the spaces will be offered to 2nd year students under the same conditions as offered above. 2nd year students will be advised and asked to apply if a second round ballot is necessary.

3.7 Disabled Parking – RTA NSW Disabled Permits

Only vehicles which display an RTA disabled permit can park in disabled bays. Where disabled bays are not available these vehicles can park in visitor or staff bays.

Students who hold a current NSW RTA disabled permit are entitled to free parking on campus. Spaces are allocated according to need in the appropriate locations. Any person who finds the location of spaces inadequate or inappropriate should contact the Operations Department.

Students who hold a current red NSW RTA disabled permit are required to follow the general parking application rules. Normal parking fees will apply.

Permit holders will need to complete a parking application form and submit a full copy of their RTA disability permit. Persons who hold mobility permits from other states are afforded the same rights and privileges as NSW permits.

NOTE: Temporary injury or illness is not counted as a disability unless one of the above permits is issued. There are no car spaces available on campus for temporary injuries or illness.

3.8 Motorcycle Parking

Students who use a motorcycle will need to complete a parking application form.

Motor cycles may be parked in identified spaces without the requirement of a permit.

3.9 Bicycle Parking

Bicycles may be parked in identified spaces without the requirement of a permit.

3.10 Sydney Olympic Park Sports Centre

Staff may park in the SOPSC car park using a valid permit. Permits will be issued by the Operations Department.

There is no student or visitor parking available at the SOPSC.

3.11 Parking Regulations

Parking on the ACPE campus is regulated. Breach of parking regulations may result in the suspension or withdrawal of parking privileges.

3.12 Parking Regulations

- i. Traffic regulatory signs must be followed at all times.
- ii. No parking or standing is permitted in a marked disabled bay unless a valid RTA disabled permit is displayed.
- iii. No parking is permitted on grassed areas, or other places not signposted or marked as a parking area.
- iv. No parking or standing is permitted against yellow or white zoned out line markings.
- v. Maximum speed on campus is 10 kph.
- vi. The directions of the Parking Officers and authorised persons must be followed.

- vii. Only vehicles with registration numbers registered in the security database are permitted to park on campus.
- viii. Parking permits are not transferable.

4 Authorities & Accountabilities

The Operations Manager has the delegated authority to implement the policy on behalf of the College.

5 Administration & Governance

An annual report on parking with recommendations for new provisions will be provided to the Dean and Head of College at the completion of the College calendar year.

6 Specification of related ACPE & other relevant documentation

Staff Security/Parking Request Form
 Student Parking Request Form

7 Policy Administration

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Approved By	Dr Brian Nook, Dean and Head of College, ACPE		
Approval Signature		Date	