

Car Parking Policy

Section 1 - Background and Purpose

(1) The purpose of this Policy is to facilitate safe and effective access to and management of parking at La Trobe University Campuses. The Policy guides how parking will be managed and informs all stakeholders (including management, operations staff and parking users) of their roles and responsibilities related to parking and assists staff when they are making day-to-day operational decisions.

Section 2 - Scope

(2) This Policy applies to:

- a. La Trobe University campuses where parking is owned and managed by La Trobe University.
- b. Anyone parking a vehicle within campus grounds (including all staff, students, visitors and contractors) must comply with this policy and any related documentation.

Section 3 - Policy Statement

(3) La Trobe University provides parking spaces to support University objectives in a manner that satisfies the needs of the University community, encourages sustainable transport use and prioritises pedestrian amenity on each campus.

(4) The University will manage formalised parking areas, fee payment systems and information systems to maximise benefit for the University community.

(5) Car parking on La Trobe University campuses is limited in number and therefore the University will allocate and use them in the most effective way for the benefit of the University.

(6) The Infrastructure and Operations Group has the responsibility and authority to allocate Parking Permits on behalf of the University in accordance with this Policy and associated Procedure.

(7) The Infrastructure and Operations Group will conduct regular patrols/surveillance of car parks to ensure compliance with this Policy as well as for the safety and security of its users.

(8) Breaches of this Policy may result in enforcement via parking infringement notices and/or cancellation of parking permits.

Section 4 - Procedures

Part A - Parking Areas

(9) Permissible parking areas at La Trobe University campuses are as follows:

- a. Vehicle parking is only permitted in line-marked parking bays.
- b. Vehicles must be parked wholly within parking bays denoted by painted lines or other markings, and are not to be parked on landscaped areas or obstructing safe movement of other road users (including emergency services vehicles and pedestrians).
- c. All vehicles parked on University premises must display a valid parking Permit or be a Permit Holder (unless parked in clearly marked and time limited 'Free' parking bays).
- d. All bays are clearly identified by line markings and/or signage. Vehicles must display a valid Permit or be a Permit Holder, appropriate to the type of space they are parked within.
- e. Any hard copy parking permits issued must be clearly visible from outside the vehicle at all times, and further to this:
 - i. Some type of permits may require to be fixed to the inside of the front windscreen;
 - ii. Other "Pay and Display" tickets, passes and permits must be displayed on the dashboard of the vehicle.
- f. Motorcycles can park free of charge in designated motorcycle bays on campus. Motorcycle users are required to obtain a permit to park in general parking bays and in staff and student permit areas on campus.
- g. Only vehicles with a valid and pre-paid Service Permit are authorised to park in areas designated by signage as service/contractor parking.

(10) The [Transport Central website](#) displays the types of parking areas on each campus.

Part B - Permit Types

(11) Permits may vary in length of time (for example: annual, half-yearly, day or part thereof), type (hard copy or virtual) and from campus to campus.

(12) Due to the limited number of parking spaces available most permit types do not guarantee that a parking space will be available in any specific parking area. Most parking spaces are allocated on the basis of each user's choice from the spaces available when they arrive on campus.

(13) The University encourages all car park users to pay for their own parking. Short-term permits may be available for University departments for business purposes such as Visitor parking. These are not to be used for staff personal parking. They are purchased in bulk by the department wishing to issue them via an [Archibus](#) request.

(14) Vehicles transporting more than 10 people (buses) must only use designated passenger loading areas and must not obstruct the safe movement of other road users.

(15) A full list of parking permit types is provided on the [Transport Central website](#).

Part C - Parking Permit Fees

(16) The University is committed to providing cost effective car parking for its users and will implement fee payment systems.

(17) All staff, students and visitors intending to park a vehicle on campus are expected to contribute to the cost of providing parking for their vehicle. This contribution is represented by the parking permit fee.

- a. Parking permit fees will reflect the actual cost to provide this service, consider the sustainable transport goals of the University and are subject to change (typically annual review).
- b. Premium hourly or daily parking spaces may be charged at a higher rate than other general parking in order to ensure a high rate of availability.
- c. Full-time and part-time continuing staff may choose to pay for certain eligible permits via salary-deduction

made available by the University.

- d. Students suffering from financial hardship may be eligible for support. Refer to the [University's Financial Assistance web page](#) for details.

(18) A full list of car parking parking permit fees is provided on the [Transport Central website](#).

Part D - Eligibility for Parking Permits

(19) In general, all staff, students and visitors are able to purchase parking permits subject to availability and eligibility.

(20) Permits will be issued after payment of the relevant parking permit fee.

(21) Vehicles forming part of the University fleet (and branded as such) must have a valid parking permit. Obtaining a valid parking permit is the responsibility of the University Fleet Department.

(22) users of a University fleet vehicle do not need to purchase a valid parking permit.

(23) Staff who are required to travel to different campuses for business purposes are required to consider a number of transport options before utilising their private vehicle. Refer to the [University Vehicle Fleet Policy](#) for more details.

(24) Staff who have purchased a long-term parking permit at one campus and need to park at a different campus for business purposes using their private vehicle can use the following payment options:

- a. via pre-paid Short Term permits ("Scratchies"). These are only to be used for business purposes and not to be used for staff personal parking at their home campus. They are purchased in bulk by the department wishing to issue them, via an [Archibus](#) request;
- b. via University Corporate Credit Card to pay for a Short-Term On-line or parking meter issued Short-Term permit;
- c. via cash and seek reimbursement from University.

(25) It is the responsibility of the staff member's supervisor to ensure parking costs incurred under this scenario are for University business purposes.

(26) The [Transport Central](#) website outlines eligibility requirements for the various types of parking permits provided by the University.

Part E - Traffic

(27) Pedestrians have the right of way on University owned roads. Accordingly, operators of vehicles on University premises must always give way to pedestrians at all times (shared zones and pedestrian crossings) and obey Victorian Road Rules.

(28) Traffic control signs designate speed limits on University campus roads. In parking areas the speed limit will be 20km/h (the same as all shared zones).

(29) Vehicle operators are subject to Victorian Road Rules when driving on University roads, and may be fined or penalised under those rules.

(30) Use of roads and parking areas on campus is at the vehicle operator's risk. The University will not be held responsible for damage that occurs as a result of using roads and parking areas on campus.

Part F - Signage

(31) Permissive parking signs shall be erected within the restricted parking areas to advise users where vehicles with various permit types are permitted to park.

(32) The University is not required to erect signage advising where vehicles are not permitted to park, however if any vehicle parks in contradiction to signage then it is deemed to have committed an offence and subject to the issue of a Parking Infringement Notice (PIN). Parking and traffic management is subject to Victorian Road Rules.

Part G - Hours of Operation

(33) The majority of parking bays will typically be available 24 hours a day every day of the year (other than during special events or incidents).

(34) Payment will be required to park vehicles on campus on any day of operation and other days if there is high parking demand. Parking permit fees are payable for parking between 8am and 5pm on days of operation, unless otherwise indicated on the parking signage.

Part H - Timed Parking Spaces

(35) The duration for which a vehicle may park in a timed parking bay will be:

- a. clearly displayed on the signage corresponding to that parking bay using signage conventions outlined in the relevant Victorian legislation;
- b. via information contained in parking meter equipment;
- c. on relevant University web pages; or
- d. via information contained in online permit systems.

Part I - Visitors

(36) All visitors are required to have a valid parking permit (including contractors and staff visiting from other campuses) or be a valid registered on-line permit holder, appropriate to the type of space they are parked within.

(37) Any hard copy parking permits issued must be clearly visible from outside the vehicle at all times.

(38) The University encourages advising visitors to pay for their own parking. Short-term permits may be available for University departments for business purposes such as visitor parking. These are not to be used for staff personal parking. They are purchased in bulk by the department wishing to issue them via an [Archibus](#) request.

(39) Staff who are required to travel to different campuses for business purposes should consider using University fleet vehicles as a first option.

(40) Staff who have purchased a long-term parking permit at one campus and need to park at a different campus for business purposes using their private vehicle must have a valid parking permit for the different campus.

Part J - Replacement Permits

(41) Other than those permits issued via on-line permit systems or pre-paid vouchers, permits that are lost, damaged or stolen will be replaced only once per person upon submission of appropriate certification (such as a Statutory Declaration or Police Report). A once only replacement permit will attract a fee equivalent to 10% of the original permit cost.

(42) Any future replacement permits that are lost, damaged or stolen will not be replaced.

Part K - Refunds

(43) Refunds will not be provided for any permits except in particular circumstances such as staff redundancy.

(44) Any annual permit withdrawn due to a breach of this Policy will not be eligible for a refund.

(45) Requests for a refund of parking permit fees must be made to the Parking Office via email traffic@latrobe.edu.au

Part L - Car Pool Parking

(46) People who have registered to participate in the University's car-pooling program can apply for a "car-pooling permit". These permits will be provided only to people with an existing annual permit valid for the general parking area.

(47) Only vehicles displaying a valid car-pooling permit will be eligible to park in designated car-pool parking areas.

Part M - University Fleet Vehicles

(48) Vehicles forming part of the University fleet (and branded as such) must have a valid parking permit. Obtaining a valid parking permit is the responsibility of the University Fleet Department.

(49) Users of a University fleet vehicle do not need to purchase a valid parking permit.

(50) Users of a University fleet vehicle must park in spaces as advised by the University Fleet Office – typically unreserved (white) spaces or those signed 'University Fleet'.

Part N - Information About Where to Park

(51) Designated parking bays will be located on each campus and will be noted in relevant in-car-park signage and highlighted in relevant maps on the [Transport Central webpage](#).

Part O - Using Vehicles for Sleeping and Accommodation

(52) A person must not camp or use any vehicle on any land within La Trobe University Campuses for sleeping or accommodation. This does not apply to camping or the use of a vehicle in an area approved by the Executive Director, Infrastructure and Operations as being available for camping associated with an event on campus.

Part P - Mobility Access

(53) Disabled parking bays will be available on campus in accordance with relevant legislation and guidelines.

(54) Vehicles displaying a valid Australian Disability Parking Scheme Permit (blue category one or green category two) will not be required to purchase a parking permit to park in reserved disability bays displaying the International Symbol of Access (ISA) or general (white) bays.

(55) Only vehicles displaying a valid Australian Disability Parking Scheme Permit (blue category one) are permitted to park in reserved disability bays displaying the International Symbol of Access (ISA).

Part Q - Parking Penalties and Fines

(56) The Infrastructure and Operations Group will conduct regular patrols and surveillance of car parks to ensure

compliance with this Policy as well as for the safety and security of its users.

(57) Failure of the University to strictly enforce any or all aspects of this Policy shall not be construed as a waiver for the future enforcement of this Policy.

(58) Vehicles that are not parked in accordance with this Policy shall be liable to receive a Parking Infringement Notice (PIN), which may result in penalties being applied.

(59) Locating an appropriate parking bay is the responsibility of the driver.

Part R - Special Vehicles

(60) Buses and other oversized vehicles (such as those with trailers) must be parked in designated bays if available. If no such bays are available, oversized vehicles should be parked at the far end of car parking areas furthest from the centre of campus, and should not obstruct safe movement for other road users.

Part S - Special Users and Uses

(61) This Policy and Procedure does not extinguish any 'right to parking spaces' previously agreed to by the University in a formal contract. This specifically refers to agreements with facility operators and leaseholders that require parking for staff and/or customers in close proximity to their facilities. However, this Policy requires that the parking be paid for through an appropriate internal mechanism.

(62) Future contracts and leases entered into by the University will include payment for any car spaces that are required to be designated for the use or users of the leased premises.

(63) The University may provide for a system to enable academic, research and administrative areas of the University to issue complimentary parking to special groups or visitors such as emeritus professors, honorary or adjunct staff members, clinic patients, graduands, events and function attendees. All costs associated with the issue of complimentary parking may be recovered from the requesting area. Details on how to enquire about special use parking is published on the [Transport Central website](#).

Part T - University Liability

(64) The University accepts no responsibility for vehicles (or property within vehicles) parked on campus. Parking on campus is at the vehicle owners own risk.

(65) It is the driver/riders responsibility to ensure that the vehicle is secure, parked legally and is not a danger to others.

Part U - Complaints

(66) Feedback and complaints relating to Parking and Traffic services at LTU campuses are invited to be made via [Infrastructure & Operations Feedback Form](#).

Section 5 - Definitions

(67) For the purpose of this Policy and Procedure:

- a. Allocated vehicles: Vehicles which are allocated to a specific University employee. Allocated vehicles are purchased by the Procurement and Business Services Unit and are provided at a monthly charge to the employee's department.

- b. Day of operation: Monday to Friday except for designated University public holidays and Christmas shutdown period.
- c. Long-term permit: Typically a Permit valid for longer than 24 hours. For e.g. semester, annual.
- d. LTU: La Trobe University.
- e. On-line permit: a Permit issued via a systems or services such as Cell-O-Park and vPermit used by the University to allocate and manage car parking.
- f. Parking bay: the portion of restricted parking area in which a vehicle may stand or be parked, identified by parking signage and/or line markings.
- g. Parking permit fee: the fee payable for the permit for use of the parking bay.
- h. Permit: means a valid permit to park a vehicle.
- i. Permit holder: means the person to whom the University has issued a permit.
- j. Service Permit: a Permit issued by Infrastructure and Operations Division (on behalf of the University) for purchase and use by externally based commercial service contractors requiring access to outer campus and inner campus car parks in order to undertake services as engaged by the University.
- k. Short-term permit: Typically a permit valid for less than 24 hours e.g. one hour, daily.
- l. Special vehicles: Buses, vehicles with trailers or caravans and any other vehicle over 6 metres in length or 2.6 metres in width.
- m. Vehicle: includes any motor car, motor truck, motor cycle, motor scooter, carriage, or other conveyance of whatever kind or nature and howsoever ridden, driven or propelled, excluding a bicycle.
- n. Visitor: any person other than LTU staff and students and La Trobe Melbourne staff and students.

Status and Details

Status	Historic
Effective Date	13th July 2018
Review Date	1st February 2021
Approval Authority	Vice-Chancellor
Approval Date	12th July 2018
Expiry Date	15th February 2022
Responsible Manager - Policy	Gerard Blood Executive Director, Asset Transformation
Author	Lana MacKichan +61 3 9479 6660
Enquiries Contact	Infrastructure and Operations