

# Parking Procedure

<b>Policy code:</b>	OG1498
<b>Policy owner:</b>	Executive Director, Transformation, Assets and Commercial
<b>Approval authority:</b>	Chief Operating Officer
<b>Approval date:</b>	22 January 2024
<b>Next review date:</b>	02 February 2026

## Table of Contents

Purpose .....	1
Scope .....	1
Legislative Context .....	1
Definitions .....	2
Parking Areas .....	2
Campus Maps .....	2
Permit Zones .....	3
Permits are required for parking in Permit Zones .....	3
Helpdesks are available at - .....	3
Permit Holders .....	4
Salary Deduction .....	4
Refunds .....	4
Use of Parking Permits between Campuses .....	4
Casual Paid Parking .....	4
Parking Permit Fees .....	4
Parking Infringements .....	4
Responsibility .....	5
Promulgation .....	5
Implementation .....	5

## Purpose

Federation University Australia aims to provide a safe and equitable parking service for its staff, students, visitors and service providers. Parking is allocated to ensure the safety of users and access for emergency services.

## Scope

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

## Legislative Context

- [Road Rules Victoria](#)

## Definitions

Term	Definition
<b>Permit Zone 1</b>	<b>Reserved</b> spaces for official purposes. For example, VIPs, Council members and similar.
<b>Permit Zone 4</b>	<p><b>Spaces</b> for those permit holders between the hours displayed on the parking signs.</p> <p><b>Please note:</b> Staff who use a University owned vehicle are permitted to park in Zone 4 permit areas if spaces are available.</p>
<b>Permit Zone 7</b>	<b>Spaces for</b> permit holders who pay the prescribed fee to do so between the hours displayed on the parking signs.
<b>Resident Student Permit</b>	<b>Unreserved spaces</b> for resident students in residence parking areas.
<b>Accessible Parking</b>  <b>Australian Disability Parking (ADP) and Double Time (DT) Permits</b>	<p>An ADP permit can be used and allows the permit holder to:</p> <ul style="list-style-type: none"> <li>park a vehicle in an accessible parking bay for the time displayed on the sign, or</li> <li>park in a standard parking bay for double the time displayed on the parking sign.</li> </ul> <p>A valid ADP permit must be displayed to park in these areas. A Federation University parking permit is not required. If an accessible parking space is unavailable, vehicles displaying a valid disabled permit may also park in Zone 7 or Zone 4 permitted areas.</p> <p>A DT permit allows the permit holder, as the driver or passenger, to park in a standard parking bay for double the time on the parking sign. Vehicles displaying a DT permit are permitted to park in a Zone 7 or Zone 4 permitted areas.</p>
<b>Loading Zones</b>	<b>Reserved</b> for loading/unloading of goods/services for commercial and University operations vehicles only.
<b>Cycle Areas</b>	<b>Authorised</b> places for motorcycles and bicycles free of charge.
<b>Emergency Vehicles Only</b>	<b>Spaces</b> reserved for emergency vehicles only.
<b>Free Parking Areas</b>	<b>Designated parking areas</b> other than reserved permit and restricted areas are free of charge.
<b>Casual Parking Permits</b>	<b>Spaces</b> for permit holders who pay the prescribed fee through the CellOPark App to do so between the hours displayed on the parking signs.

## Parking Areas

### Campus Maps

[Berwick](#)

[Camp Street](#)

[Mt Helen](#)[SMB](#)

## Permit Zones

The following are considered permit zones:

- Permit Zone 1
- Permit Zone 4
- Permit Zone 7
- Disabled Persons Only

Parking on areas not defined as a carpark e.g. grassed areas or nature strips is not permitted. Drivers who park in areas where parking is not permitted will be issued with an infringement notice.

## Permits are required for parking in Permit Zones

Restrictions and penalties apply to permit zones during the designated times and days.

The type of permit zone and the hours applicable are clearly identified with signage indicating the days and times that restrictions apply.

Parking is not permitted in parking areas that are designated as a permit zone during the defined hours unless the vehicle has been registered on the CellOPark App, VPermit account or has been issued with a valid VPermit.

Number plate recognition is being used on University property to control parking in permit zones. Drivers who park in permit zones whilst restrictions are enforced must obtain a permit. Non permit holders will be issued with an infringement notice

These conditions apply for both for short term parking and permit holders in restricted parking zones.

Vehicles can only park in the relevant permit zone once registered through the CellOPark App or the VPermit account.

Permits are only valid on vehicle number plates registered within the CellOPark App or VPermit account.

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

There are only a limited number of permits available.

## Helpdesks are available at -

### Property and Infrastructure Offices

Berwick Campus,            Ground Floor Foyer, Building 903

Mt Helen Campus,        East Terrace, Building G

SMB Campus,            Lydiard Street South, Building E

**Email:** [PropertyInfrastructure@federation.edu.au](mailto:PropertyInfrastructure@federation.edu.au)

## Permit Holders

Payments for permits are made through the VPermit.

University parking permit payments must not be paid for from University funds.

## Salary Deduction

Permits may be paid for by salary deduction if the applicant is an eligible staff member. Staff employed on a short-term basis may not be eligible to salary sacrifice.

## Refunds

When leaving employment at the University, staff should log into their VPermit account. Refunds for an unused portion of the year will be provided on a pro rata basis upon request.

## Use of Parking Permits between Campuses

Permit Held	Parking Allocation
Zone 1	All permit zones - all sites
Zone 4	Zone 4 - all sites
Zone 7	Zone 7 and 4 - all sites
Resident Student Permit	FedLiving Carparks - home campus only

## Casual Paid Parking

Casual paid parking is available for University staff, students visitors and external service providers and are obtained by downloading the CellOPark App where payment can be made via credit card.

## Parking Permit Fees

For current parking permit costs, refer to the following link - [Parking Permit Fees](#)

## Parking Infringements

Parking infringements must be paid within 28 days of the date the infringement notice was issued. Failure to pay infringements may result in legal action and further costs unless a Request for Waiving of Parking Infringement form has been lodged.

Where a Request for Waiving of Parking Infringement has been denied the applicant will be advised of the due date for payment of the Infringement amount.

Students or staff experiencing financial difficulty should apply for special consideration in writing to Property and Infrastructure.

Email: [PropertyInfrastructure@federation.edu.au](mailto:PropertyInfrastructure@federation.edu.au)

Phone: 03 5327 9520

## Responsibility

- Chief Operating Officer (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Executive Director, Transformation, Assets and Commercial (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Chief Operating Officer.

The Chief Operating Officer is responsible for -

- the care, control and regulation of University property for parking;
- administering the policies and procedures governing the conditions of parking on campus;
- the assessment of fees and charges for parking on University property;
- the collection of fees and charges for parking on University property together with any necessary ancillary information;
- the issuing of parking permits;
- determining and promulgating;
- the date or dates for the payment of fees and charges;
- the manner in which fees and charges are to be paid;
- the circumstances in which a person may be entitled to a refund of the whole or portion of the fees and charges paid;
- the authorisation and enforcement of penalties to be applied by the University in respect of any vehicle parked on University property in contravention of the University's relevant legislation, policies and procedures; and
- the authorisation of Infringement Officers.

## Promulgation

This procedure will be communicated throughout the University community via:

- A FedNews announcement for all staff and students and on the 'Recently Approved Documents' page on the University's Policy Central website.

## Implementation

The [Parking Procedure](#) will be implemented throughout the University via:

1. An Announcement Notice under the University's news website (both Staff and Student News)
2. The University's Policy Library - 'Recently Approved Documents'