

Parking Procedure

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Purpose

Federation University Australia is committed to providing safe, fair, and efficient parking access for staff, students, visitors, and service providers. This procedure sets out the framework for managing parking across the University and clearly defines the roles and responsibilities of all stakeholders, including management, operational staff, and parking users. It also serves as a practical guide to support staff in making consistent, informed decisions in their day-to-day parking operations.

Scope

This procedure applies to all Federation University staff, students, visitors and service providers across all campuses where parking is owned or managed by Federation University.

Legislative context

- [Infringements Act 2006 \(Vic\)](#)
- [Infringements Regulations 2016 \(Vic\)](#)
- [Road Safety Road Rules 2017 \(Vic\)](#)

- [Road Safety Act 1986 \(Vic\)](#)
- [Fines Reform Act 2014 \(Vic\)](#)

Definitions

Term	Definition
Official Parking	Reserved spaces for official purposes. For example, Council members and similar.
Permit Zone	<p>Spaces for permit holders who pay the prescribed fee to do so between the hours displayed on the parking signs.</p> <p>Please note: Staff who use a University owned vehicle are permitted to park in Permit Zones if spaces are available.</p>
Resident Student Permit	Unreserved spaces for resident students in residence parking areas.
Accessible Parking Australian Disability Parking (ADP) and Double Time (DT) Permits	<p>An ADP permit can be used and allows the permit holder to:</p> <ul style="list-style-type: none"> • park a vehicle in an accessible parking bay for the time displayed on the sign, or • park in a standard parking bay for double the time displayed on the parking sign. <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 permit 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 permit areas.</p>
Loading Zones	Reserved for loading/unloading of goods/services for commercial and University operations vehicles only.
Cycle Areas	Authorised places for motorcycles and bicycles free of charge.
Emergency Vehicles Only	Spaces reserved for emergency vehicles only.
Free Parking Areas	Designated parking areas other than reserved permit and restricted areas are free of charge.
Casual Parking Permits	Spaces for permit holders who pay the prescribed fee through the CelloPark App to do so between the hours displayed on the parking signs.

Actions

Parking Permits

	Activity	Responsibility	Steps
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A	Parking on campus	Staff/Student/Visitor/Service Provider	<p>Staff and students who hold a parking permit at our Mt Helen, SMB-Ballarat and Berwick campuses will be able to park in any signed Permit Zone on these campuses.</p> <p>Non subscribed parking permit staff, students and longer stay visitors attending SMB, Mt Helen and Berwick campuses will need to pay using the pay by hour option using CellOPark. This option allows for casual or short-term parking requirements. The exception being if staff attend a campus using a fleet car. A fleet car allows free parking on campus.</p> <p>Alternatively, there is free parking available at Mt Helen campus (part of car park 1, car park 5, 6 and 7) and at SMB, free parking is available at White Flat Oval car park, Albert Street and Grant Street.</p> <p>Students living on campus residences can organise Residential Parking Permits through vPermit system, if they would like to park their cars in the Residential Parking Zones.</p> <p>Short Term permits for people using university residences will need to be organised through FedLiving where required.</p> <p>Short term (15min – 30mins) visitor parking is available free at all campuses. These car parks are monitored for length of stay and will be infringed for overtime. Gippsland and Wimmera campuses have free all day parking spaces.</p>
B	Casual Parking	Staff/Student/Visitor/Service Provider	<p>Casual parking via the CellOPark app can be purchased by the hour or by the day.</p> <p>Instructions will be sign posted or you can download the CellOPark parking app, which is free to download.</p>

			<p>You will need to use the relevant CellOPark zone number for registration:</p> <p>Berwick Campus 1300407 SMB Campus 1300407 Mt Helen 1300407</p>
C	Permit Zone Parking	Staff/Student	<p>Students and staff who park on campus regularly, can purchase a 'Permit zone' Parking permit annually, or for the semester. Staff can have the cost deducted from their salary (via salary sacrifice), on a fortnightly basis if they choose, or a credit card option is available. Permit zone parking applications are actioned through our online vPermit system. Manage your Permit zone parking permit on your desktop or smartphone via https://vpermit.com.au/federationuniversity</p>
D	Paying For Parking	Staff/Student	<p>2025 Parking Permit Fees Parking Fees 2026 Parking Permit Fees</p> <ul style="list-style-type: none"> • The annual Permit zone parking fee for staff is \$180.00 per year. • The annual Permit zone parking fee for students is \$150.00 per year. • The annual Residential parking zone fee for Residential students is \$150.00 per year. <p>A full-priced permit can be purchased from mid-January 2026 onwards.</p> <p>Student Residential Parking Permits will be acceptable in general Permit Zone parking bays also.</p>
		Staff/Student/Visitor/Service Provider	<p>Casual Parking Permit Fees (CellOPark) The first hour is free and then costs \$4.00 per hour with a maximum of \$12 for the day.</p>
E	Parking Permit Applications	Staff/Student/Visitor/Service Provider	<p>Permit parking is available at our Mt Helen, SMB and Berwick Campuses. A 'permit zone'</p>

			<p>parking permit covers you for the three campuses - Berwick, SMB and Mt Helen regardless of your origin Campus application. A permit allows for 3 vehicle registrations with only one registration to be activated on the day parked on Campus. It is the user's responsibility to log in to vPermit and activate the registration on the day.</p> <p>Please observe all parking signs and do not park in a permit zone unless you have obtained a vPermit or CellOPark Casual Parking permit (Berwick, SMB and Mt Helen Campuses only) as our enforcement officers will be patrolling the carparks.</p> <p>Residential Zone parking permits for students living in university student accommodation can be organised through vPermit, except for Camp Street where they will need to contact FedLiving to organise parking permit.</p>
	Staff/Student		<p>Existing permit holders – staff and students</p> <p>Existing permits expire on 31st December (<i>except for staff with salary sacrifice arrangements for permits which will be ongoing, rolling over to the following year</i>). Staff and students will need to re-apply for a permit from 15th January.</p> <ol style="list-style-type: none"> 1. Log in via the Federation sign in at the top of the https://vpermit.com.au/federationuniversity sign-in page. 2. Go to 'Manage Vehicles' 3. Re apply for a parking permit by using the drop-down menus to choose the permit type. 4. Check that your vehicle registration is correct or add a new active registration/s
	Staff/Student		<p>New permit holders – staff and students need to do the following:</p>

			<ol style="list-style-type: none"> 1. Log in via the Federation sign in at the top of the https://vpermit.com.au/federationuniversity sign-in page. 2. Click on 'Apply for a vPermit' 3. Use the drop-down menus to choose your main campus and permit type 4. (salary sacrifice is available for staff)
		Staff/Student/Visitor/Service Provider	Casual Parking permits can be purchased through the CellOPark parking App
		Contractors	Contractors wishing to apply for a Permit zone parking permit should email PropertyInfrastructure@federation.edu.au directly.
		Tenants	<p>Tenants may have allocated parking as part of their lease arrangements.</p> <p>For parking needs outside of their lease arrangements, tenants can purchase parking permits through CellOPark.</p>
		Official University Guests	Schools and Departments requiring daily visitor permits for official university guests should email PropertyInfrastructure@federation.edu.au directly.
F	<ul style="list-style-type: none"> • Issue permits (annual/semester/casual) • Cancel Permits 	<ul style="list-style-type: none"> • Parking System • Property & Infrastructure Admin Team • Staff/Student/Visitor/Service Provider 	<ol style="list-style-type: none"> 1. Permits are auto generated by the system on validation of the information provided. 2. If a permit is denied, the requestor can contact the campus P&I office via phone, email or in person. 3. Staff and Students can cancel their permits at any time through the vPermit System.
G	Parking Accessibility	Senior Facilities Manager	<p>Australian Disability Parking (ADP) and Double Time (DT) Permits</p> <p>All campuses have accessible parking spaces to support students, staff and visitors who</p>

			<p>have a valid accessible parking permit issued for their use. An ADP permit can be used and allows the permit holder to:</p> <ul style="list-style-type: none"> • park a vehicle in an accessible parking bay for the time displayed on the sign, or • park in a visitor parking bay for double the time displayed on the parking sign. <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 Zoned permit Parking 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 permit zoned Parking permitted areas.</p>
H	Motorbikes, Scooters and Bicycles Parking	Senior Facilities Manager	<p>Free parking is available for all types of bikes at Federation University.</p> <p>You can park your motorbike or scooter in designated bays, bike racks and bike cages for bicycles are available.</p>

Parking Enforcement and Compliance

	Activity	Responsibility	Steps
I	<ul style="list-style-type: none"> • Conduct patrols • Monitor permits and signage 	Security Team / Authorised Officers	<ol style="list-style-type: none"> 1. Patrol car parks daily. 2. Check compliance with permits and signage. 3. Record breaches.
J	<ul style="list-style-type: none"> • Issue infringement notices 	Security Team / Authorised Officers	<ol style="list-style-type: none"> 4. Issue infringement notices on campus for illegally parked vehicles, in line with Infringements Act. <p>Infringements may be issued for example -</p>

			<ul style="list-style-type: none"> • parking permits not electronically purchased (vPermit or CellOPark) • expired parking permits • vehicles that don't have a valid permit for the zone in which the vehicle is parked • vehicles parked in areas other than a marked parking bay. <p>Instructions for paying infringements are noted on the reverse side on the parking infringement notice.</p>
K	<ul style="list-style-type: none"> • Follow up unpaid fines 	Bartels, Taylor and Associates on behalf of Federation University	5. Follow up unpaid fines and issue appropriate reminder notices.
L	<ul style="list-style-type: none"> • Contesting a Parking Infringement 	Staff/Student/Visitor/Service Provider	<p>6. The person issued with the parking infringement notice, or person acting on his or her behalf, may apply to have the decision to serve the parking infringement notice internally reviewed by the enforcement agency under the Act.</p> <p>All requests for review are handled by Bartels, Taylor and Associates on behalf of Federation University.</p> <p>To lodge an appeal for internal review, visit https://www.btainfringements.com/reviews</p> <p>and Federation University Australia as the Agency Name. Written requests are also accepted and must include –</p> <ul style="list-style-type: none"> • full particulars of the infringement. • your name • your address • and to be sent to - Review - Federation University Australia PO Box 577 Melton VIC 3337
M	<ul style="list-style-type: none"> • Manage infringement appeals • Resolve permit disputes • Escalate unresolved issues 	Senior Facilities Manager	<p>7. Reviews evidence (photos, permits).</p> <p>8. Decide outcome (uphold/waive/reduce).</p> <p>9. Notify appellant of decision.</p>

			10. Escalate unresolved disputes to AD Projects and Asset Services. 11. Record disputes and outcomes.
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Parking Facilities

	Activity	Responsibility	Steps
N	<ul style="list-style-type: none"> Allocate bays (staff, student, visitor, accessible) Maintain signage, lighting, CCTV, EV chargers Conduct safety inspections Ensure accessibility compliance 	Senior Facilities Manager	<ol style="list-style-type: none"> Conduct scheduled inspections. Report and rectify defects. Maintain bay markings and signage. Ensure accessible bays meet AS/NZS 2890.6. Respond to hazard/incident reports promptly.

Parking Procedure Maintenance and Updates

	Activity	Responsibility	Steps
O	<ul style="list-style-type: none"> Review and update Parking procedure Adjust fees, categories, enforcement Ensure compliance with legislation 	Associate Director, Projects and Asset Services	<ul style="list-style-type: none"> Schedule biennial review or sooner. Consult stakeholders (P&I, Res Services, Tech Park). Draft revisions and seek approval from ED Transformation Assets and Commercial. Issue to Policy team for publishing.

Communication and Awareness

	Activity	Responsibility	Steps
P	<ul style="list-style-type: none"> Publish parking rules, maps, updates Installation & updating signage Issue reminders and FAQs 	Senior Facilities Manager	<ol style="list-style-type: none"> Publish rules and maps on website. Update signage and online info when changes occur. Issue reminders before semester and fee changes.

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.
- Associate Director, Projects and Asset Services (as the SME), is responsible for coordinating with the Policy team and updating the Procedure document on behalf of the Document Owner.

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. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.

Records management

Document title	Location	Responsible Officer	Minimum Retention Period
Record of Infringements (as supplied by Bartels)	The University's approved records management system	Senior Facilities Manager	Permanent