

Parking at UTS Vice-Chancellor's Directive

Abstract

Parking space availability at UTS is limited. This Directive outlines the priorities and manner in which parking spaces are allocated and provided to staff, students and visitors.

Dates	Directive approved	20/12/2005
	Directive takes effect	22/12/2005
	Directive is due for review (up to 5 years)	23/12/2015
	Amendment approved	23/12/2010
	Amendment takes effect	23/12/2010
Approved by	Vice-Chancellor	
Implementation Officer	Manager, Security Services Manager, Workplace Relations and Policy (HR)	
Relevant to	All staff, students and visitors	
Related documents	UTS Procurement Policy and Directives UTS accessible parking permit application for staff (PDF)	
Legislation	University of Technology, Sydney, Act 1989 (NSW) Fines Act 1996 (NSW) Fines Further Amendment Act 2008 (NSW) Road Transport (General) Act 2005 (NSW) Road Transport (Safety And Traffic Management) Act 1999 (NSW) Road Transport (General) Regulation 2005 (NSW) Road Rules 2008 (NSW)	
File number	UR06/115	
Superseded documents		
Review notes	Amended document better reflects current practice including reduced parking availability across the University's campuses.	

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1. Purpose

The purpose of this directive is to ensure that parking spaces are allocated and administered to meet the University's business needs in accordance with the UTS Act, other relevant legislation and policy.

2. Scope

This directive is applicable to all staff, students and visitors to all UTS campuses including, but not limited to, senior staff, contractors and members of the UTS community with a physical disability.

3. Definitions

Cross campus means staff members whose primary work location is at the Kuring-gai Campus, who regularly work at the City Campus, and vice versa.

Operating lease is a tool-of-trade vehicle lease which is provided subject to the vehicle being made available for university business usage when required.

Self Enforcing Infringement Notice Scheme (SEINS) is a NSW Government system enabling accredited UTS officers to issue on the spot fines for parking infringements. Infringements issued under this Scheme have the same force as those issued on public streets. Payment is made to the State Debt Recovery Office, the Fines Division of the Office of State Revenue.

4. Directive principles

This directive incorporates the principles of access to university premises for all staff, students and visitors.

5. Directive statements

5.1 Categories for space allocation

5.1.1 Annually, UTS will allocate vehicle parking spaces for the following UTS supplied vehicles as demand dictates:

- approved senior staff UTS subsidised vehicles,

- approved operating leased vehicles, and
- in circumstances directly related to the undertaking of university business as determined by the Deputy Vice-Chancellor (Corporate Services) from time to time.

5.1.2 Annually, UTS will allocate vehicle parking spaces based on availability to meet the following business needs of the University:

- disability,
- visitor,
- loading, and
- contractor.

5.1.3 Annually the Facilities Management Operations (FMO) and the Human Resources Unit (HRU) will advise faculties and units of the number of parking spaces available for university business purposes including:

- cross campus needs,
- shift work where arrival or departure times are regularly outside of normal business hours, and
- any other significant and regular business-related activity that cannot be undertaken using public transport (including taxis), or other UTS vehicles such as pooled & operating leased vehicles or the UTS shuttle bus.

Faculties and Units will have the opportunity to submit business cases for the allocation of parking spaces for business usage.

FMO and HRU will review business cases and recommend an allocation schedule to the Senior Executive Meeting (SEM) for review and endorsement.

5.1.4 Parking spaces are not to be offered to prospective staff or as part of a contract of employment except where expressly approved by the Deputy Vice-Chancellor (Corporate Services).

5.1.5 The annual parking allocation will apply from 1 March each year.

5.2 Drivers with physical disabilities

5.2.1 To qualify for parking in a UTS area designated for staff and students with physical disabilities, a driver must hold and display a UTS Accessible Parking Permit.

5.2.2 Drivers who hold a current Mobility Parking Scheme permit (MPS) or Australian Disability Parking Scheme (ADPS) issued by the Roads and Traffic Authority are automatically entitled to a UTS Accessible Parking Permit on presentation of their MPSA to Student Services (for students) or to Equity and Diversity (for staff).

5.2.3 Drivers who are temporarily incapacitated for a period of less than three months can apply for a [UTS Accessible Parking Permit](#) (PDF) from the Director of Student Services (for students) or the Director, Equity and Diversity (for staff).

5.2.4. Drivers whose vehicle displays a UTS Accessible Parking Permit must park in a bay designated for use by persons with a disability. Holders of permits are not guaranteed a space, they are subject to availability.

5.3 Parking fees and charges

Certain car parks attract parking fees and charges which are subject to change at any time. Current fees and charges can be found on the UTS Web Site.

5.4 Infringements

5.4.1 All drivers must comply with signage and pavement markings that appear at access points to individual car parks and to signs beside or on marked bays.

5.4.2 General Penalty Notices will be issued by authorised university security staff and are subject to enforcement in the same way as those issued and enforced on a public street.

5.5 Penalties

5.5.1 General Penalty Notices issued under the provisions of the relevant Road Transport Legislation are processed by the State Debt Recovery Office, which administers the Self Enforcing Infringement Notice Scheme (SEINS).

Vehicles that:

- are parked inside university grounds contrary to signs and/or road markings,
- are parked in a manner that would cause an obstruction or safety hazard,
- are parked on lawns, footpaths or ramps,
- are parked in a designated and signed space reserved for persons with physical disabilities without displaying appropriate approvals as set out in Section 5.2 Drivers with physical disabilities; or
- have illegally entered university grounds, or
- are not displaying a permit issued by Security Services for that vehicle,

will be issued with a General Penalty Notice.

5.6 PIN and card access

5.6.1 Every driver who is allocated parking on UTS city campuses will be issued with a personal identification number (PIN) or card by Security Services which will enable them to access allocated car parks. PINs and cards are registered to specified drivers and vehicles and are for use only by that specified driver and vehicle unless the vehicle is an operating lease vehicle being driven by another staff member undertaking university business.

5.6.2 On occasions where a PIN or card is required by another driver (other than another staff member as per 5.6.1 above) or for another vehicle, prior approval must be sought from UTS Security Services.

5.6.3 Breaches related to abuse of PIN or card access to parking facilities will result in immediate suspension of the PIN or card and the issuing of a written demand to

the registered driver to 'show cause' as to why the suspension should not be permanent.

5.7 Misuse

5.7.1 From time to time UTS Security Services will audit car park usage to ensure this directive is being followed.

5.7.2 Regardless of fines or other disciplinary actions undertaken, drivers who consistently ignore the prescriptions of this directive may have their parking access revoked at the discretion of the Deputy Vice-Chancellor (Corporate Services). For staff this may impact a staff member's eligibility to salary package an operating leased vehicle.

5.8 Motorcycles

5.8.1 Motorcycle parking is available in the Building 6 car park, City Campus. Access is via a PIN which is issued by UTS Security Services. Availability is limited to designated motorcycle spaces only (i.e. motorcyclists are not to park in spaces designated for cars) and motorcyclists are not guaranteed a parking space.

5.8.2 Motorcyclists who use their PIN to access the car park and park their motorcycle there will be fined as per clause 5.5 and will have their PIN access permanently revoked.

5.8.3 All other relevant clauses of this directive are applicable to Motorcycle parking including 5.4 Infringements, 5.5 Penalties, 5.6 PIN Access and 5.7 Misuse.

5.9 Conditions of use

Entry and use of UTS car parks is at the drivers own risk. Any cases of theft, loss, damage or other incidents should be reported to UTS Security Services for investigation.

5.10 Commercial parking

Faculties and units may rent parking spaces from commercial operators for the purposes of providing staff with parking spaces outside of the provision of this Operational Directive, provided they are procured in accordance with the UTS Procurement Policy and Directives.

6. Roles and responsibilities

Allocation of parking	Authority to approve
Mobility Parking Scheme Authority Permit (MPSA)	Roads & Traffic Authority (RTA)
UTS Accessible Parking Permit (based on MPSA Permit)	Director Student Services or Director Equity and Diversity Unit
UTS Accessible Parking Permit (temporary incapacity)	Director Student Services or Director Equity and Diversity Unit
Operating leases	Manager, Workplace Relations and Policy

Prospective and current staff as part of a contract of employment.	Deputy Vice-Chancellor (Corporate Services)
Any parking spaces available for faculties and units for other business purposes.	Senior Executive Group

Infringement notices	Authority to act
Issue of Self Enforcing Infringement Notice.	Accredited UTS Security Officer
Enforcement	State Debt Recovery Office

Revocation of PIN access for breaches of this directive	Authority to act
Permanent revocation of motorbike access and temporary suspension of car access pending investigation.	Manager, Security Services
Permanent revocation of car access.	Deputy Vice-Chancellor (Corporate Services)

7. Acknowledgements

None.

8. Version control and change history

Date	Version	Approved by	Amendment
20/12/2005	1	Vice-Chancellor	
23/12/2010	1.1	Vice-Chancellor	Significant re-write due to changing parking availability and process changes.