USER AGREEMENT TO THE PARKING TERMS AND CONDITIONS

AND ASSOCIATED INFORMATION

DEFINITIONS

Driver
means any person driving or in control of a motorised vehicle;

Footway
includes every footpath, lane, or other place intended for the use of pedestrians but not for the use of vehicles;

Infringements Act
means the Infringements Act 2006 (Vic) as amended from time to time;

Motorised vehicle
(hereafter referred to as a vehicle) means any vehicle propelled, or built to be propelled, by motor or electrical means and includes any motor car, truck, motor cycle, motor scooter, or other motorized conveyance but does not include a gator, buggy or motorised wheelchair capable of speeds of not more than 10 kilometres per hour;

Parking Area
means any University car park, except as signed;

Pay & Display Machine
means a machine located on a University site, which dispenses Pay and Display permits for the purpose of parking;

Pay and Display Permit
means a permit purchased from a University pay and display machine erected on a University site;

Permit
means any University of Melbourne issued parking permit, scratch permit or ticket allowing the holder to park a vehicle pursuant to the Rules on University premises;

Public Car Park
means a car park located on University premises for use by University staff, students and permit holders with limited public access;

Road Rules
means the Road Safety Road Rules 2009 [Vic] as amended from time to time;

Road Safety Act
means the Road Safety Act 1986 [Vic] as amended from time to time;

Roadway
means any road, street, lane or thoroughfare open to and intended for use by vehicles;

Rules
means rules of the University of Melbourne Act 2009 [Vic] – Regulation 8.3.R3;

Staff
includes honorary staff and salaried employees of the University;
Traffic Officer means a person authorized by the Executive Director (Property & Campus Services) or nominee to enforce the rules;

Transport & Parking means the section which manages the day to day operations of transport and parking;

University Premises means all buildings and grounds owned, occupied or controlled by the University of Melbourne at the Parkville and Southbank campuses.

Section one of this document outlines the users Terms and Conditions and section two details other important information about the University’s parking services.

SECTION ONE – TERMS AND CONDITIONS

1. Terms and Conditions

1.1 This Agreement describes the Terms and Conditions governing the use of a University of Melbourne parking permit.

1.2 Before applying for a parking permit applicants must read, agree and accept all of the parking terms and conditions.

1.3 Permit holders must park on University premises in accordance with the;
   (i) Road Safety Act 1986 [Vic]
   (ii) Regulations 8.3.R3 – Traffic and Parking Rules
   (iii) Road Safety Road Rules 2009 [Vic]
   (iv) Management of University Property Policy (MPF1115)
   (v) Operation of University Property Procedure (MPF1117)
   (vi) Posted parking and traffic signs and
   (vii) The directions of an authorised traffic officer.

1.4 The University accepts no responsibility for any loss or damage incurred whilst a vehicle is on University premises. Drivers enter and park on University premises at their own risk.

1.5 Vehicles parked on University premises must display a valid University of Melbourne parking permit.

1.6 Vehicles parked on University premises in contravention of the Road Safety Act 1986, and which obstruct the passage of other vehicles or pedestrians, may be removed at the expense of the owner.

1.7 Non-departmental vehicles displaying a valid University permit are only permitted to remain continuously on University premises for a period of 48 hours.

1.8 Vehicles parked on University premises must park in marked bays unless permitted to do otherwise by a traffic officer.
1.9 Permit holders may only park in the car park nominated on their permit or in Eastern Precinct or University Square car park. Maintenance and Visitor permit holders may park in any car park in compliance with the Road Safety Road Rules 2009.

1.10 A permit may be transferred between two vehicles. However, the registration number and make of each vehicle must be listed on the University parking permit database. If there are subsequent changes to the listed vehicles the permit holder must notify the Transport and Parking section in writing within 48 hours (transport-parking@unimelb.edu.au).

1.11 A permit does not guarantee the permit holder a car park, merely a licence to search for a car park.

1.12 The Executive Director, Property and Campus Services, or nominee may, at their discretion, withdraw the authority of a person to park a vehicle on University premises. An appeals process is available for drivers whose permit has been withdrawn.

1.13 The Transport and Parking section may cancel a parking permit for a particular car park and reallocate the permit to an alternative car park.

1.14 If a permit is lost, stolen or damaged, the permit holder must apply for a replacement permit immediately. A fee may apply to replace lost permits. No fees apply for stolen permits if a police report or police incident number is provided with the application. Faded, damaged or illegible permits must be returned to the Transport and Parking section by the permit holder before a new permit is issued. Fees may apply for new permits where the damage is not due to normal wear and tear.

1.15 Permits must not be copied, modified or altered. A vehicle displaying a copied, modified or altered permit may be issued with a parking infringement notice and the permit cancelled. The permit holder may also be subject to disciplinary or legal action.

1.16 Staff permit holders whose permit is for a car park other than South Lawn may park in the South Lawn car park between 5.00pm and 5.00am on weekdays and all day on weekends and public holidays.

1.17 Permit holders who are unable to display a valid permit, may park in University Square, Royal Parade or Eastern Precinct car parks and purchase a daily permit. Vehicles without a permit, or displaying an invalid or out of date permit, may be issued an infringement notice. A note on the dashboard does not satisfy the requirement to display a valid permit or ticket.

1.18 Permits must be clearly displayed in the bottom corner of the windscreen on the driver’s side and all details must be visible from outside the vehicle. Permits must not be obscured by window tinting/sunshields/papers etc.
SECTION TWO – IMPORTANT INFORMATION ABOUT PARKING SERVICES

1. CONTINUING AND FIXED TERM STAFF

1.1 Continuing and fixed term staff may purchase a permit and make payment via salary sacrifice or make an upfront credit card payment (refer to section 2.1 to 2.4 for further information about upfront payments).

1.2 All salary sacrifice deductions shall be deducted from the fortnightly payroll.

1.3 The Transport and Parking section will instruct the Department of Human Resources when to start and cease salary deductions for a permit holder.

1.4 Parking permits will expire on 31st March each year for continuing staff paying by salary sacrifice. New permits will be automatically sent to staff members’ home address (as listed on Themis) in early to mid-March each year. The fortnightly payroll deduction will continue until a request for cancellation is received from the permit holder and the permit is returned to the Transport & Parking section.

1.5 Staff may apply online for a parking permit and pay by salary sacrifice. For first time login, staff will be required to register and provide their staff number, surname, postcode (listed in Themis) and select a password. If the application is successfully submitted, staff will receive an instant automatic notification email.

1.6 Where the University has cancelled a permit at the request of the permit holder, the permit holder cannot re-apply for a parking permit for two months after the date of cancellation.

2. CASUAL AND HONORARY STAFF

2.1 Casual and Honorary staff may only purchase a quarterly or annual parking permit. Permits can be purchased by applying online and making a full upfront payment.

2.2 The set start dates for quarterly permits are 1 January, 1 April, 1 June and 1 September each year. The set date for an annual permit is 1 Jan to 31 December each year. Prices are fixed and cannot be calculated on a pro-rata basis.

2.3 A permit is only valid until the expiration date detailed on the permit. Annual and quarterly permit holders must renew their permit prior to expiration using the web form and making payment through PayPal.

2.4 Refunds are not available for quarterly permits. Annual permits can be cancelled and receive a pro-rata refund provided a receipt is provided and it is cancelled at least two weeks prior to the permit expiry date. The amount is calculated from the date on which the Transport & Parking section receives the permit.

3. STUDENTS

3.1 Student Permits only allow limited after-hours parking in Eastern Precinct, Royal Parade and Park Drive car parks (5.00pm – mid night weekdays and all day on weekends and public holidays).
3.2 Student permits are issued for a period of one year and expire on the 31 December each year.

3.3 The permit is valid from the time of application and costs $20 per annum which is non-refundable.

3.4 Students may apply for a new permit via this link

3.5 Students wishing to park on University premises during business hours can purchase a daily permit and park in one of the University public car parks.

4. **CONTRACTORS**

4.1 Contractors may purchase an annual or quarterly Maintenance Permit.

4.2 A Maintenance Permit holder may only park in a Permit Zone, Loading Zone or Maintenance Permit Zone not a Reserved or Disabled Permit Zone. Time limits may apply, please refer to parking signs.

4.3 The set start dates for quarterly permits are 1 January, 1 April, 1 June and 1 September each year. The set date for an annual permit is 1 Jan to 31 December each year. Prices are fixed and cannot be calculated on a pro-rata basis.

4.4 A permit is only valid until the expiration date detailed on the permit. Annual and quarterly permit holders must renew their permit prior to expiration using the web form and making payment through PayPal.

4.5 Refunds are not available for quarterly permits. Annual permits can be cancelled and permit holders issued a pro-rata refund. A receipt must be provided and the permit cancelled at least two weeks prior to the permit expiry date. The refund is calculated from the date the Transport & Parking section receives the permit.

4.6 Further information about Maintenance Permits and cost can be viewed here

4.7 Contractors may purchase a daily permit from the pay and display machine located at 213 -215 Grattan Street Carlton to park in any University car parks, including main campus.

4.8 Contractors may also purchase a permit from pay machines located in one of the University public car parks.

5. **OFFICIAL VISITORS TO THE UNIVERSITY**

5.1 Visitor Permits may only be issued to official visitors of the Department/Faculty. These permits are non-refundable and may not be sold, swapped or exchanged under any circumstances.

5.2 Departments may purchase Visitor Permits from the Transport & Parking section via the internal ordering system on THEMIS.
5.3 Visitor Permit holders may park in all permit zones where they are legally entitled to do so except for Reserved Permit Zones and Maintenance Permit Zones.

5.4 Visitors may also purchase a permit from pay machines located in public car parks for a half day or full day.

5.5 Further information about Visitor Permits and cost can be accessed at https://staff.unimelb.edu.au/campus-maps-facilities/transport-and-parking/parking-permits/visitor-parking-permits

6. TYPE OF UNIVERSITY PARKING PERMITS

6.1 Commercial Parking Permits

6.1.1 Commercial parking is available to external organisations provided space is available. For further information email transport-parking@unimelb.edu.au

6.2 Department Permits

6.2.1 Departments may apply for parking permits for department fleet vehicles via the internal ordering system on THEMIS. It is the Department's responsibility to ensure a new permit is purchased prior to the permit expiry date and a valid permit is clearly displayed on the windscreen.

6.2.2 A Department permit entitles the permit holder to park in a permit zone in any of the car parks where they are legally entitled to do so except where signed as Maintenance Permit, Visitor Permit and Reserved Permit zones. Traffic and parking restrictions apply, refer to point 1.

6.3 Disabled Permits

6.3.1 Limited parking is available on campus and in most car parks for disabled drivers. Disabled drivers must display a valid Council issued disabled permit with a valid University parking permit when parking on University premises.

6.3.2 Drivers may obtain a temporary University disabled permit from the Transport and Parking section provided they present a doctors certificate confirming their disability.

6.4 Reserved Permits

6.4.1 Representatives from Departments/Faculties may apply for a Reserved Permit. A Reserved Permit entitles the permit holder to exclusive use of a nominated parking bay. The Transport & Parking section will assess eligibility for a Reserved Permit on a case by case basis. Enquiries can be emailed to transport-parking@unimelb.edu.au

6.5 Sport Precinct Permits

6.5.1 A limited number of car parks are available for vehicles with a Sport Precinct Permit in the Sports Precinct. Sports Precinct Permits are not valid in any other University car parks.
6.5.2 The Sports Precinct Permit is managed and processed by the Melbourne University Sport department.

6.5.3 The Sports Precinct Permit is generally for users of the Melbourne University Sport facilities.

6.6 Storage Permit

6.6.1 A Storage Permit can be purchased to store materials or waste bins in parking bays.

6.6.2 Storage Permits are assessed on a case by case basis and are issued by the Transport & Parking Coordinator.

6.6.3 Storage Permits maybe charged at a fee equivalent to a Reserved Permit.

6.7 Zone Permit

6.7.1 Zone Permits are issued to vehicles requiring access to areas without marked bays or Loading Zones for extended periods.

6.7.2 Zone Permits are assessed on a case by case basis and may be issued by the Traffic Coordinator or the Transport & Parking Coordinator.

6.7.3 There is no charge for Zone Permits however a Zone Permit must be displayed in conjunction with a valid Maintenance Permit.

6.7.4 Maintenance and Zone Permits are not required where emergency works are undertaken. The Department must notify Transport & Parking section of the emergency or a parking infringement notice may be issued to vehicles parked illegally.

7. PUBLIC PARKING

7.1 Public parking incurs a daily fee and is available at University Square, Royal Parade and Eastern Precinct car parks for staff, students, contractors, visitors and the general public.

7.2 A daily permit can be purchased at one of the pay machines located in the Royal Parade and Eastern Precinct car parks and must be clearly displayed on the dashboard.

7.3 On entry to the University Square car park a ticket is collected on entry to the car park and paid at the pay machines, located on Level 1 outside the East and West lifts. If a ticket is lost then patrons should press the lost ticket button on the pay machine and make payment as normal. An exit ticket will be provided.

7.4 Daily tickets are only valid in the car park from where it was purchased and are not transferable to other University car parks.

8. Related Documents
Road Safety Act 1986

Infringements Act 2006

Regulations of the University Council in accordance with the rules of the University of Melbourne Act 2009 [Vic] – Traffic & Parking Regulation 8.3.R3.

Management of University Property Policy (MPF1115)

Operation of University Property Procedure (MPF1117)

Road Safety Road Rules 2009 [Vic]