TRAFFIC AND PARKING PROCEDURES
2013

Issued by: Director, Campus Infrastructure & Services (CIS)

Date: 8 August 2013

Signature:

Name: Greg Robinson

1 Purpose and application
(1) These procedures are to give effect to the Traffic and Parking Policy 2012 (“the policy”).
(2) These procedures apply to all staff, students, affiliates and visitors using motorised or non-motorised vehicles on University lands.

2 Commencement
These procedures commence on.

3 Interpretation
(1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.
   Note: See clause 6 of the policy.

   Campus Assist Online means the Campus Infrastructure and Services online portal for logging service requests.
   Note: ‘Traffic & Parking’ should be selected as ‘Problem Type’ from the selection panel.

   Campus Security Unit means the section of Campus Infrastructure and Services responsible for traffic and parking matters.
4 Parking

(1) Drivers must park vehicles within numbered marked bays and in accordance with instructions that appear on the bay or in relevant signage.

(2) Motorcycle drivers must park in designated motorcycle parking areas where provided.
   (a) No fee is chargeable for motorcycles parked in these areas.
   (b) Motorcycles parked otherwise than in designated areas may be subject to the relevant fines and infringements.

5 Parking permits

(1) Parking permits are available to staff, students and affiliates across all University campuses.

(2) Parking permits must only be used by the permit-holders to whom they are issued. A University representative may confiscate a parking permit if it is being used by anyone other than the permit-holder.

(3) A person entitled to apply for a parking permit may apply for a new parking permit online from Campus Infrastructure and Services. Applicants must collect new parking permits from a nominated collection point.

   Note: Applications may be made to https://parkingpermits.sydney.edu.au/

(4) Current permit-holders may renew parking permits online, and do not need to collect a new parking permit. The permit-holder will be notified by email when a renewed parking permit has been issued. This may take up to five (5) business days

(5) The following types of parking permits are available, and will be issued for periods expiring on 31 December in each calendar year.
   (a) **Staff – Camperdown (yellow) permit:** is available to senior academics and general staff (HEO 10 or above), or any permanent or permanent part-time staff member who has over two (2) years of continuous service.
   (b) **Staff – Darlington only (purple) permit:** is available to any full-time, part-time or casual staff member. It allows parking on Darlington campus, including Shepherd Street carpark, at any time, or on Camperdown campus after 3pm and on weekends.
   (c) **Postgraduate Student permit:** allows parking on Darlington campus, including Shepherd Street carpark, at any time, or on Camperdown campus after 3pm and on weekends.
   (d) **Undergraduate Student permit:** allows parking at Camperdown and Darlington campuses after 3pm and on weekends.
   (e) **Special permit:** is available for staff of the University of Sydney Union, Sydney University Sport and Fitness, service contractors and for special areas (such as the Faculty of Veterinary Science and the Seymour Centre) with specific parking requirements as approved by the Director, Campus Infrastructure and Services or nominee.
   (f) **VIP permit:** is available to individuals under special arrangements approved by the Director, Campus Infrastructure and Services. It is available to honorary and emeritus professors, Fellows of Senate, members of the
Chancellor’s Committee, Foundation Councils and regular important visitors and senior advisers of the University.

(6) Staff, students or affiliates who need to park close to a particular building may apply for special consideration and the issue of an appropriate parking permit as provided in the policy.

(a) Applications for special consideration should be made through Campus Assist Online or through the CIS Help Desk.

(b) Applicants for special consideration may be required to provide evidence of relevant personal circumstances to support their application.

(7) Parking permits issued on the basis of special consideration may be annual or time-limited, as determined by the Director, Campus Infrastructure and Services or nominee.

(8) Holders of valid RMS Mobility Parking Permits may park in designated disabled parking bays.

(a) A valid RMS Mobility Parking Permit must be displayed at all times.

(b) An RMS Mobility Parking Permit does not guarantee a vacant disabled parking bay will be available, nor does it authorise parking in any specific bay, or in bays marked with other restrictions such as “University Owned Vehicles Only” or “Loading Zone” bays.

(9) The Director, Campus Infrastructure and Services will determine the cost and availability of different categories of parking permits.

(a) Rates for parking permits will be reviewed at least annually, usually at the beginning of the calendar year.

(b) Rates will be published on the University’s website.

(c) Rates will be calculated on an annual basis, and where an application is made part way through a calendar year will be applied pro-rata.

(d) Permit-holders may apply for a pro-rata refund (less administration fees) if a parking permit is returned prior to expiry.

(10) University staff (but not staff of the University of Sydney Union or Sydney University Sport and Fitness) may opt for salary deduction payments for parking permits.

(a) University staff wishing to opt for salary deduction payments must select the salary deduction option in their online application.

(b) Salary deductions will continue automatically from the previous year unless otherwise notified. University staff must notify Campus Assist Online or contact the CIS Help Desk if they wish to cease salary deductions.

(11) Drivers displaying outdated parking permits will be subject to the relevant fines and infringements.

(12) Students must have an active enrolment to renew or purchase a parking permit.

(13) Permit-holders who require a replacement parking permit or a change of registration for a new or alternative vehicle must produce the relevant registration papers to the CIS Service Desk.

(14) “Floating” parking permits are available for an additional cost for permit-holders who may use two different vehicles. Such permits may be moved from one nominated vehicle to the other, but only one vehicle is allowed on campus at any time.
(15) Permit-holders who require a replacement for a parking permit which is damaged or lost must contact Campus Assist either online or through the CIS Help Desk to organise the replacement.

(16) Parking permits must be displayed on the front of the vehicle in a manner which renders the entire permit visible from outside the vehicle.

6 Casual parking

(1) Drivers who do not have a parking permit may park on University campuses, provided that they purchase and display on their vehicles an appropriate casual parking ticket.

(2) The Director, Campus Infrastructure and Services will determine the rates for casual parking and may apply different rates to different times and locations.

(3) Casual rates will be displayed on signage and on ticket dispensing machines.

7 Fines

(1) Fines are subject to enforcement in the same way as if the offence occurred on a public street.

(2) Parking infringement notices will be processed by the State Debt Recovery Office, and any request for review must be submitted to that office and not to the University.

(3) Fines must be paid in the manner specified on the notice issued at the time of the infringement.

8 Traffic rules

(1) Drivers on University lands are bound by NSW road rules.

Note: As at the date of these procedures, NSW road rules can be found [http://www.rta.nsw.gov.au/usingroads/roadrules/index.html](http://www.rta.nsw.gov.au/usingroads/roadrules/index.html)

(2) Drivers who breach these road rules may be subject to infringements issued by the NSW Police.

(3) In particular, drivers must:
   (a) give way to pedestrians;
   (b) keep to the posted speed limit at all times;
   (c) observe all stop signs;
   (d) slow down at speed humps; and
   (e) observe all one-way and give-way signs.

9 Non-motorised vehicles

(1) Vehicles ridden on roads must obey posted speed limits.

(2) Vehicles ridden on pedestrian paths must:
(a) give way to pedestrians;
(b) be ridden at near walking pace.

10 Pedestrians

Pedestrians should be aware of their surroundings, and in particular:

(a) look out for vehicles;
(b) stop at crossings and wait for vehicles to stop;
(c) when using earphones, walk with one earphone out in order to hear vehicles approaching;
(d) look before crossing the road; and
(e) not jay-walk.

11 Cyclists

In addition to the provisions of clause 9, cyclists should:

(a) always wear a helmet;
(b) use hand signals when turning;
(c) obey all traffic and road signs;
(d) ride in a prominent position; and
(e) not weave in and out of traffic.

12 Road closures

(1) Requests to close roads must be made to the Campus Security Unit.

(a) University staff and students should lodge requests through Campus Assist Online.

(i) All requests must be lodged as ‘Traffic & Parking’ problem type

(b) Parties outside the University may apply to: security.traffic@sydney.edu.au.

(2) Requests will be assessed on the following criteria:

(a) safety concerns;
(b) importance and need for closure;
(c) impact;
(d) available alternatives to closure.

(3) If it is necessary to close a road, adequate signs and barriers must be erected as directed by the Campus Security Unit.

(a) The requestor is responsible for the erection and maintenance of required signage and barriers, at their cost.

(4) Unauthorised road closures may result in the road being re-opened without further notice.
NOTES

Traffic and Parking Procedures 2013

Date adopted: 8 August 2013

Date commenced: 19 August 2013

Administrator Director, Campus Infrastructure and Services

Review date:

Related documents: Road Rules 2008 (NSW)

Road Transport (Safety and Traffic Management) Act 1999 (NSW)

RTA Technical Direction TDT 2003/05 Restricted Parking Areas

University of Sydney (Campus Access) Rule 2009

Traffic and Parking Policy 2012

___________________________________________________________

AMENDMENT HISTORY

<table>
<thead>
<tr>
<th>Provision</th>
<th>Amendment</th>
<th>Commencing</th>
</tr>
</thead>
</table>

Traffic and Parking Procedures 2013
Page 6 of 6