

**QUT  
Parking Policy  
& Guidelines  
2008**

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# **Carseldine Campus**

## **Introduction**

Parking on campus is limited and all vehicles parked on campus are required to park within the marked bays and where indicated display a current parking permit.

Parking regulations on campus are enforced through the Queensland Department of Justice and Attorney General using the State Penalties Enforcement Registry (SPER).

## **Casual Parking**

Casual parking is available in car parks 2,4,5,6, 7 and in the marked bays on Lower Campus Road. Vehicles are not required to display any authorisation when using these car parks. Where indicated vehicles are not permitted to park longer than the permitted time (2P or 4P).

## **Student Parking**

Student parking is available in car parks 2,4,5,6, 7 and in the marked bays on Lower Campus Road. Vehicles are not required to display any authorisation when using these car parks. Where indicated vehicles are not permitted to park longer than the permitted time (2P or 4P). Should a student have a genuine need for parking on campus and finds that spaces are not available in the above car parks, they may apply for a parking permit to park in car parks 1, 3 and 8. Parking permits for these car parks will only be issued to students in exceptional circumstances and normally due to a medical condition. In order to apply for such parking permits, students would need to complete the parking application form justifying their reasons for a permit.

## ***Mobility Impaired Persons Parking – Qld Transport Disability Permit***

Persons who hold a current Queensland Transport disability permit are entitled to free parking on campus. Spaces are allocated according to need in the appropriate locations. Any person who finds the location of spaces inadequate or inappropriate should contact the Parking Office.

Permit holders will need to complete a parking application form and submit a full copy of their Qld Transport disability permit.

Persons who hold mobility permits from other states are afforded the same rights and privileges as Queensland Transport Disability permit holders.

## ***Motorcycle Parking***

Motorcycles may be parked in the designated motorcycle bays on Lower Campus Road, adjacent to car park 3.

## **Staff Parking**

Staff may apply for a parking permit to park in car parks 1, 3 and 8. Parking permits are only issued to staff who work at the campus. Staff wishing to apply for parking under the general pool are required to complete the relevant Parking Application Form. These forms are available from the Parking Office; Campus Services Offices; Student Centres; the Gatehouse (Gardens Point); the Parking Services web site or by sending a stamped-self addressed business sized envelope to the Parking Office, GPO Box 2434, Brisbane 4001. Applications close at 5.00 pm, two Thursdays before the start of each semester.

## **Shift Workers**

A shift worker is a general staff member as defined by the current QUT Enterprise Bargaining Agreement. Parking for shift workers is located in the marked bays within car park 9. Applicants for Shift Worker parking are required to follow the normal application procedures.

## **Senior Staff (Staff employed under the QUT Certified Agreement for Senior Staff)**

Senior staff members allocated parking will be issued with an All Campus Permit. Parking will be located in the designated bays in car park 9, or in car parks 1, 3 and 8. A list of staff with University vehicles is supplied in Attachment 2.

## **Salary Sacrifice Vehicles**

Staff who are provided with a salary sacrifice vehicle with a business use component must be issued a parking permit.

When approving the allocation of a business use component salary sacrifice vehicle, Deans/ Heads of Division must ensure that a parking space is available within the Faculty/Divisional quota. If a space is not available within the quota allocation, arrangements should be made with an external parking provider and the costs met from within the Faculty/Division. A current list of staff with business use component salary sacrifice vehicles is supplied in Attachment 3

## **Mobility Impaired Persons Parking – Qld Transport Disability Permit**

Persons who hold a current Queensland Transport disability permit are entitled to free parking on campus. Spaces are allocated according to need in the appropriate locations and are currently located in car park 7, 9 & 10. Any person who finds the location of spaces inadequate or inappropriate should contact the Parking Office.

Permit holders will need to complete a parking application form and submit a full copy of their Qld Transport disability permit.

Persons who hold mobility permits from other states are afforded the same rights and privileges as Queensland Transport Disability permit holders.

## **Motorcycle Parking**

Motorcycles may be parked in the designated motorcycle bays on Lower Campus Road, adjacent to car park 3. Staff who are issued with a parking permit and nominate a motorcycle as one of the vehicles they may bring onto campus are allowed to park the motorcycle in a parking bay for which their permit is valid. The registration number of the motorcycle must appear on the permit and the permit must be clearly displayed on the machine.

## **QUT Organisations**

### ***Departmental Vehicles***

Several areas within the University have departmental vehicles. Parking for these vehicles is not automatically granted and a list of departmental vehicles that currently have approved parking is supplied in Attachment 1. Written approval for parking for any additional departmental vehicle must be obtained from the Registrar prior to the closing date for the semester parking allocation- using the form available from the Parking Office. Departmental vehicles that have written approval will be issued with an All Campus permit.

### ***QUT Council Members***

Council Members will be provided with an All Campus Permit. Parking will be located in the designated bays in car park 9, or in car parks 1,3, and 8.

### ***QUT Fleet Vehicles***

Fleet vehicles will be given parking in A Zones on all campuses

### ***QUT Student Guild***

The Student Guild is given three (3) spaces to be allocated at their discretion to their staff, elected officers and Guild Vehicles. This includes parking for their Guild Bar. Parking will be allocated in car parks 1, 3 and 8.

### ***Child Care Centre***

In addition to the three spaces issued to the Guild, one space will be issued to the Child Care Centre. This space will be located in car park 11. Drop off permits will also be available to parents of the children in the centre. Five spaces are available in car park 11 for these permits.

## **External Organisations**

### ***Spotless Catering***

Two spaces at Carseldine will be issued to Spotless Catering. This parking will be located in the B permit areas (car parks 1, 3 and 8).

### ***Service Vehicles***

Companies that regularly come on campus to service and maintain QUT equipment may apply for a Service Vehicle Permit. These permits are assessed on an individual basis and parking is permitted for a maximum of four hours per visit. In general, companies will be only allowed one vehicle on each campus at any one time. Service vehicle permit holders are permitted to park in marked SV bays in car park 10 (in front of L Block)..

# Gardens Point Campus

## Introduction

Parking on campus is limited and all vehicles parked on University property are required to display a current parking permit or pay and display ticket if parked in those areas during the signposted times. Parking permits must be valid for the campus, area, time and vehicle.

Parking regulations on campus are enforced through the Queensland Department of Justice and Attorney General using the State Penalties Enforcement Registry (SPER).

The parking areas available for use on Gardens Point campus include:

1. Casual Parking areas – predominantly Pay & Display car parks
2. Reserved Parking Areas – paid guaranteed spaces
3. Push to Park Parking Areas (evening only)

Customers using the Pay & Display car parks obtain a ticket from the machines within the car park on the day they park. Permits for all other areas are obtained by completing an application form and submitting the form to the Parking Office by the due date.

Persons wishing to apply for parking on campus must be prepared to be able to justify a requirement (or need) to park on campus. As a general principle staff and students may only apply for a permit for the campus upon which they are based in accordance with the Human Resources System or the Student Information System.

## Casual Parking

### ***Pay and Display Car Parks***

Pay and Display car parks are designed to cater for staff, students and visitors who require one-off short-term parking on the campuses. The Gardens Point Pay & Display car park is located under the South East Freeway and has 193 spaces. There is a maximum time limit of four (4) hours per day and the car park is opened 24 hours per day, seven (7) days per week.

When entering a Pay and Display car park, customers first find a parking space before going to one of the ticket machines located in the car park and paying the required amount to cover the period of time they will be parking. A ticket will be issued which must be displayed on the dashboard of the vehicle before leaving it. Pay and Display equipment is currently coin operated but is being upgraded during the course to accept a range of payment options.

Infringement notices will be issued to vehicles in Pay and Display car parks:

- That do not display a valid ticket
- Where the ticket is not completely visible through the windscreen
- That are not parked in a designated bay or
- That overstay the maximum time limit.

<b>Short Term Car Park Charges</b>			
<b>Duration of Stay</b>			<b>Cost</b>
0 mins	-	1 hr	\$2.00
1 hr	-	2 hrs	\$3.00
2 hrs	-	2 hr 30 mins	\$3.50
2 hr 30 mins	-	3 hrs	\$4.00
3 hrs	-	3 hr 30 mins	\$5.00
3 hr 30 mins	-	4 hrs	\$6.00

### ***Visitor Car Parks***

As visitor parking is extremely limited, (5 spaces) visitors can not be assured of parking until confirmation has been received from the Parking Office. To request visitor parking, authorised staff need to complete and submit the online visitor parking form. Parking for visitors to Gardens Point will attract a charge of 50 cents per hour or part thereof (excluding GST). Monies will be transferred from the nominated account code every two months.

Visitor permits will not be issued for use by staff and students or persons receiving payment for their services without additional information provided by the head of the cost centre or their nominated representative.

Approved visitors to the Gardens Point campus should be directed to the Gatehouse were they will be issued with a permit and directed to the parking area.

### ***Weekend Parking***

Staff and students wishing to park on the Gardens Point campus on the weekends are required to either apply for a weekend parking permit or use the Pay and Display car parks. Weekend parking is located under S, Z and C Blocks and permits are issued for a half or full year. Charges for

weekend parking are a flat rate \$20.00 per half year (inclusive of GST). Charges in the Pay and Display car parks remain the same as on week days.

***After-hours Parking***

After hours parking is defined as 8.00 pm to 7.00 am Monday to Friday. For staff and students attending the Gardens Point campus after hours an 'After hours' permit is available for parking under S, Z and C Blocks. Permits are issued for a half or full year and charges are a flat rate of \$5.50 per half year (inclusive of GST).

## **Student Parking**

Students wishing to park on campus are required to apply for a parking permit or use the pay and display car parks.

In order to apply for a parking permit, students are required to complete the appropriate Parking Application Form. These forms are available from the Parking Office; Campus Services Offices; Student Centres; the Gatehouse (Gardens Point); the Parking Services web site or by sending a stamped self-addressed business sized envelope to the Parking Office, GPO Box 2434, Brisbane 4001. Applications close at 5.00 pm, two Thursdays before the start of each semester. Applications are ranked according to need and parking is offered to those applicants with the greatest need.

Parking is extremely limited and students and staff compete on an equal basis. The parking will be located in either levels 1 and 2 of S, Z and C Blocks, and attracts a parking fee. In order to allow students the maximum flexibility, applicants apply for parking in two or more hour time slots. The fee structure is as follows (includes GST). The fees are per slot per day:

0000-0800 hours	midnight to 8.00 am	\$1.65
0800-1000 hours	8.00 am to 10.00 am	\$1.65
1000-1200 hours	10.00 am to 12.00 md	\$1.65
1200-1400 hours	12.00 md to 2.00 pm	\$1.65
1400-1600 hours	2.00 pm to 4.00 pm	\$1.65
1600-1800 hours	4.00 pm to 6.00 pm	\$1.65
1800-2400 hours	6.00 pm to midnight	\$3.30

There is normally an excess of night spaces (i.e. 6.00 pm onwards).

### ***Mobility Impaired Persons Parking – Qld Transport Disability Permit***

Persons who hold a current blue Queensland Transport disability permit are entitled to free parking on campus. Spaces are allocated according to need in the appropriate locations. Any person who finds the location of spaces inadequate or inappropriate should contact the Parking Office.

Persons who hold a current red Queensland Transport disability permit are required to follow the general parking application rules. Normal parking fees will apply.

Permit holders will need to complete a parking application form and submit a full copy of their Qld Transport disability permit.

Persons who hold mobility permits from other states are afforded the same rights and privileges as red Queensland Transport Disability permit holders. Persons who are totally dependent on a wheelchair or large mobility frame (eg walking frame – this does not include splints, crutches or walking sticks) are able to have their mobility permit recognised as equivalent to a blue Queensland Transport disability permit. Interstate permit holders will need to complete a parking application form and submit a full copy of their mobility permit. For those wishing to have their permit recognised as equivalent to a blue Qld Transport disability permit a medical assessment form completed by their Medical Practitioner will also need to be submitted. Such assessment forms are available from the Parking Office

### ***Motorcycle Parking***

Whilst not QUT controlled land, there is free motorcycle parking available under the Captain Cook Bridge, just past the entrance to the Short Term Car Park, and in the marked area on Gardens Point Road, opposite P Block. Motorcycle riders who use this car park are not required to obtain a permit or any other authorisation, although you are requested to be considerate of other riders who

use the area. More secure motorcycle parking is available in the marked areas under the buildings (S, Z and C Blocks) for a minimal charge.

## **Staff Parking**

Staff may be granted parking either through the quota allocation or the general pool. Parking for QUT Council Members, Shift Workers, Pre'86ers (Gardens Point only) and some Departmental Vehicles is granted outside the quota and general pool allocations.

### ***Shift Workers***

A shift worker is a general staff member as defined by the current QUT Enterprise Bargaining Agreement. Parking for shift workers is located in the reserved parking areas and attracts the normal reserved parking rates.

Applicants for Shift Worker parking are required to follow the normal application procedures. Shift worker applications are outside the Faculty/Division allocation.

### ***Call Outs***

Staff who are required to be on call to the Gardens Point campus as part of their position description are eligible to apply for a 'Call Out' permit. 'Call Out' permits are valid outside normal business hours only and applicants must have their application authorised by their Head of Department.

### ***Pre '86 – Gardens Point Only***

A number of Gardens Point staff have held continuous paid parking since prior to 1986. Staff who fall within the category are given the option of renewing their reserved parking. They are not considered under the general pool or Faculty/Divisional quota but are required to follow the normal application procedures. This parking attracts the normal reserved parking charges.

### ***Quota Allocation***

A number of spaces are allocated to each Faculty and Division to be allocated to staff by the Dean/Head of Division based on QUT work requirements. The quota allocation for each Division or Faculty is based on effective full time staff figures for each campus from the previous year. Details of the formula or method used to arrive at quota figures are available from the Parking Office.

Faculties and Divisions may request the Parking Office do the allocation to staff on their behalf.

Parking for any staff provided with a salary sacrifice vehicle with a business use component must be allocated from within the Faculty or Division quota. Where cost centres control physical parking areas, these spaces must be allocated from within the quota allocation, and are not additional spaces.

### ***Senior Staff (Staff employed under the QUT Certified Agreement for Senior Staff)***

Senior Staff are allocated parking through the quota allocation. Senior staff members allocated parking will be issued with an All Campus Permit. The costs of parking for staff based at Gardens Point is \$1,950 pa, and parking will be within the reserved parking areas.

A list of staff with University vehicles is available from the Parking Office.

### ***Salary Sacrifice Vehicles***

Staff who are provided with a salary sacrifice vehicle with a business use component must be issued a parking permit from within the quota allocation. At Gardens Point the normal reserved parking rates apply to such parking as quota allocated car parking will be within these spaces.

When approving the allocation of a business use component salary sacrifice vehicle, Deans/ Heads of Division must ensure that a space is available within the Faculty/Divisional quota. If a

space is not available within the quota allocation, arrangements should be made with an external parking provider and the costs met from within the Faculty/Division. A list of staff with business use component salary sacrifice vehicles at the date of publication is available from the Parking Office.

### **General Pool**

A number of parking spaces are available through the general pool application process. Applications are ranked according to need and parking is offered to those applicants with the greatest need.

Staff wishing to apply for parking under the general pool are required to complete the relevant Parking Application Form. These forms are available from the Parking Office; Campus Services Offices; Student Centres; the Gatehouse (Gardens Point); the Parking Services web site or by sending a stamped-self addressed business sized envelope to the Parking Office, GPO Box 2434, Brisbane 4001. Applications close at 5.00 pm, two Thursdays before the start of each semester.

**Gardens Point Campus.** Parking is extremely limited and staff and students compete on an equal basis. The parking is located on levels 1 & 2 of S, Z and C Blocks, and attracts a fee. In order to allow staff the maximum flexibility, applicants apply for parking in two or more hour time slots. The fee structure is as follows (includes GST). Fees are per slot per day.

0000-0800 hours	midnight to 8.00 am	\$1.65
0800-1000 hours	8.00 am to 10.00 am	\$1.65
1000-1200 hours	10.00 am to 12.00 md	\$1.65
1200-1400 hours	12.00 md to 2.00 pm	\$1.65
1400-1600 hours	2.00 pm to 4.00 pm	\$1.65
1600-1800 hours	4.00 pm to 6.00 pm	\$1.65
1800-2400 hours	6.00 pm to midnight	\$3.30

### **Mobility Impaired Persons Parking – Qld Transport Disability Permit**

Persons who hold a current blue Queensland Transport disability permit are entitled to free parking on campus. Spaces are allocated according to need in the appropriate locations. Any person who finds the location of spaces inadequate or inappropriate should contact the Parking Office.

Persons who hold a current red Queensland Transport disability permit are required to follow the general parking application rules. Normal parking fees will apply.

Permit holders will need to complete a parking application form and submit a full copy of their Qld Transport disability permit.

Persons who hold mobility permits from other states are afforded the same rights and privileges as red Queensland Transport Disability permit holders. Persons who are totally dependent on a wheelchair or large mobility frame (eg walking frame – this does not include splints, crutches or walking sticks) are able to have their mobility permit recognised as equivalent to a blue Queensland Transport disability permit. Permit holders will need to complete a parking application form and submit a full copy of their mobility permit. For those wishing to have their permit recognised as equivalent to a blue Qld Transport disability permit a medical assessment form completed by their Medical Practitioner will also need to be submitted. Such assessment forms are available from the Parking Office.

### **Motorcycle Parking**

Whilst not QUT controlled land, there is free motorcycle parking available under the Captain Cook Bridge, just past the entrance to the Short Term Car Park, and in the marked area on Gardens

Point Road, opposite P Block. Motorcycle riders who use this car park are not required to obtain a permit or any other authorisation, although you are requested to be considerate of other riders who use the area. More secure motorcycle parking is available in the marked areas under the buildings (S, Z and C Blocks) for a minimal charge.

## **QUT Organisations**

### ***Departmental Vehicles***

Several areas within the University have departmental vehicles. Parking for these vehicles is not automatically granted and a list of departmental vehicles that currently have approved parking is supplied in Attachment 3. Written approval for parking for any additional departmental vehicle must be obtained from the Registrar prior to the closing date for the semester parking allocation using the form available from the Parking Office. Departmental vehicles that have written approval will be issued with an All Campus permit. For vehicles based at Gardens Point the cost of an All Campus Permit is \$1,950 pa, excluding GST.

### ***QUT Council Members***

Council Members will be provided with parking in the A zones. This parking for Council Members is granted outside the Faculty/Divisional quotas. Council Members who are based at Gardens Point will be allocated parking under the buildings. These spaces are charged at the rate of \$1,950 pa, excluding GST.

### ***QUT Fleet Vehicles***

Fleet vehicles will be given parking in A Zones on all campuses and in front of M Block and at the rear of O Block at Gardens Point.

### ***QUT Health Services***

Health Services will be issued with four spaces at Gardens Point. Parking will be located under Y block and will be charged at \$1,950 pa per space, excluding GST.

### ***QUT Chaplaincy Centre***

One space at Gardens Point is allocated to the chaplaincy centre for the use by the Chaplain and their visitors.

### ***QUT Student Guild***

The Student Guild is allocated six (6) spaces to be allocated at their discretion to their staff, elected officers and Guild Vehicles. This includes parking for their Child Care Centres, Guild Bar and Fitness Centre. These spaces are charged at the rate of \$2,145 pa each, including GST.

### ***Child Care Centres***

In addition to the spaces allocated to the Student Guild, drop off permits will be available to parents to drop off their children at both the O and X Block Centres. Drop off area for the Child Care Centre behind O Block is in the marked bays adjacent to the Centre. Drop off area for the Crèche at X Block is in the marked bays at the rear of Y Block. There is no charge for drop off permits.

### ***Joint Sports Centre***

One space on the Gardens Point Campus will be issued to the Joint Sports Centre. This space is located in the marked bay at the rear of Y Block. This parking will be charged at the GST inclusive rate of \$2,145 pa.

## **External Organisations**

### ***Artisan's Café***

Two spaces will be issued to Artisan's Café in the reserved parking areas at Gardens Point. The cost of these spaces will be charged at the standard GST inclusive fee of \$2,145 pa. A further visitor/drop off permit will be provided free of charge.

### ***Merlo's Café***

Two spaces will be issued to Merlo's Café in the reserved parking areas at Gardens Point. The cost of these spaces will be charged at the standard GST inclusive fee of \$2,145 pa. A drop off area will be provided at the rear of Y Block for Merlo's Kitchen.

### ***Spotless Catering***

Two spaces at Gardens Point will be issued to Spotless Catering. This parking will be provided under Y Block, and will be charged the standard GST inclusive fee of \$2,145 pa. Loading dock facilities are also located in this area.

### ***UniCredit***

One space is allocated to the Credit Union on Gardens Point campus. This space is located in the marked bay at the rear of Y Block and is charged at the GST inclusive rate of \$2,145 pa.

### ***Service Vehicles***

Companies that regularly come on campus to service and maintain QUT equipment may apply for a Service Vehicle Permit. These permits are assessed on an individual basis and parking is permitted for a maximum of four hours per visit. In general, companies will be only allowed one vehicle on each campus at any one time. Service vehicle permit holders are permitted to park in marked SV bays in front of C Block and at the side of M Block.

## Margaret Street Parking

The University controls 17 parking spaces within the building as part of our lease arrangements. These spaces are issued to Faculties and Divisions through a quota allocation. These spaces are charged at the normal Gardens Point parking charge of \$1,950 pa (exclusive of GST).

Quota Allocation for 2008 is:

	<b>Margaret Street</b>
Administrative Services	4
Finance and Resource Planning	3
Teaching Information & Learning Support	10
<b>Totals</b>	<b>17</b>

## **Kelvin Grove**

### **Introduction**

Parking on campus is limited and all vehicles parked on University property are required to display a current parking permit or pay and display ticket if parked in those areas during the signposted times. Parking permits must be valid for the campus, area, time and vehicle.

Parking regulations on campus are enforced through the Queensland Department of Justice and Attorney General using the State Penalties Enforcement Registry (SPER).

The parking areas available for use on the Kelvin Grove campus include:

4. Casual Parking areas – predominantly Pay & Display and Scratch Permit car parks
5. Permit based or Access Controlled Reserved Parking Areas

Customers using the Pay & Display car parks obtain a ticket from the machines within the car park on the day they park. Scratch Permit based car parks involve the use of pre-purchased parking vouchers printed on special stationery. These are scratched to reveal the day, date, month and time of use and displayed on the vehicle dashboard.

Staff parking permits are obtained through a quota allocation assigned to cost centres.

## Casual Parking

### ***Pay and Display Car Parks***

The Pay and Display car parks are designed to cater for staff, students and visitors who require short-term or whole day parking on the campuses.

After entering the car park, users first find a parking space before going to one of the ticket machines located in the car park and inserting enough funds to cover the period of time they will be parking. A ticket will be issued which must be displayed on the dashboard of the vehicle before leaving it. Be aware that infringement notices will be issued to vehicles:

- That do not display a valid ticket
- Where the ticket is not completely visible through the windscreen
- That are not parked in a designated bay

### ***Kelvin Grove – Herston Road Pay & Display Car Park***

The Herston Road Pay & Display car park is accessed via Herston Road and is located immediately adjacent to the tennis courts. It has a capacity for 100 vehicles. There is no time limit on the length of stay and charges are 80 cents per hour. The Kelvin Grove Oval Car Park tickets (daily charge) are not valid for this car park.

### ***SLSC Park and Pay Car Park***

The SLSC Park and Pay car park is accessed from Boundary Road and is located in the upper levels of the SLSC Building (F Block). This car park has a capacity of approximately 480 cars and may be used for either day or sessional parking. Session times are midnight to midday, midday to 6.00pm and 5.00pm to midnight and each session is charged at \$3.00. If parking is required for more than two sessions per day a maximum payment of \$6.00 applies and a single \$6.00 day scratch permit or two \$3.00 scratch permits may be used.

### ***Kelvin Grove – Green Zone Pay & Display Car Parks***

There are three Green Zone Pay & Display car parks on campus. The Oval Car Park (220 spaces), Boundary Road indent (29 spaces) and the Rainforest Precinct (70 spaces). Charges for the green zone car parks is \$4.00 per day. Scratch permits are available for all car parks with the Oval Car Parks also having ticket machines from which to purchase your parking. Please note that the Herston Road Pay and Display tickets (hourly charge) are not valid in this car park.

### ***Scratch Permits***

The Scratch Permits operate in the SLSC and Green Zone car parks and cater for staff, students and visitors who require either casual or day. The SLSC car park provides the added advantage of being undercover.

Scratch permits are purchased in advance from a number of outlets around the campus, including the QUT Bookshop, Student Centres and Guild Shops. The permits are printed on stationery similar to a lottery ticket. When a permit is required the user scratches the appropriate sections of the permit to reveal the day, date, month and time of use. The scratched ticket is placed on the dashboard of the vehicle where it can be clearly seen by Security staff. Each permit is single use only and scratching more than one day / date / month or time panel will void the permit.

Be aware that infringement notices will be issued to vehicles that are not parked in designated bays within these car parks.

**Visitor Car Parks**

Visitor permits for the Kelvin Grove campus are issued through the Campus Services Office in Y Block at Kelvin Grove. Visitor permits are not issued for use by staff and students or persons receiving payment for their services without additional information provided by the head of the cost centre or their nominated representative. To minimise any inconvenience to your visitor, the permit should be sent to the visitor prior to the date of the visit. The Visitors Permit must be displayed on the dashboard of the vehicle while the vehicle is parked on campus. Alternatively, visitors may be sent a scratch permit for use in the SLSC car park. Cost centres may pre-purchase these from any of the outlets.

**Weekend Parking**

Staff and students wishing to park elsewhere than in the SLSC car park on the Kelvin Grove campus during the week end may park in the Oval Car Park or in the Herston Road Pay and Display Area, in A1/A2 spaces in open-air locations, B Permit spaces or in Clinic Car Parking Spaces without the need for payment or a permit.

## **Student Parking**

There are no areas specifically designated for student car parking. Students wishing to park on campus may park within one of the Pay and Display car parks or in the SLSC Car Park and purchase scratch permits.

### ***Mobility Impaired Persons Parking - Queensland Transport Disability Permit***

Students who hold a current blue Queensland Transport disability permit are entitled to free parking on campus. Spaces are allocated according to need in the appropriate locations. Any person who finds the location of spaces inadequate or inappropriate should contact the Parking Office.

Students who hold a current red Queensland Transport disability permit will need to complete a parking application form and submit it with a full copy of their Qld Transport disability permit. Car parks allocated in response are generally located in open-air locations and will be charged at a daily rate of \$2.50 with a maximum annual charge of \$600.

Persons who hold mobility permits from other states are afforded the same rights and privileges as red Queensland Transport Disability permit holders. Persons who are totally dependent on a wheelchair or mobility frame (This does not include splints, crutches or walking sticks) are able to have their mobility permit recognised as being equivalent to a blue Queensland Transport disability permit. Interstate permit holders will need to complete a parking application form and submit it with a full copy of their mobility permit. For those wishing to have their permit recognised as equivalent to a blue Qld Transport disability permit a medical assessment form completed by a Medical Practitioner will also need to be submitted. Assessment forms are available from the Parking Office

### ***Motorcycle Parking***

Motorcycles may also be parked in the designated bays within the SLSC Pay & Display car park. There is a fee for using this area and you will need to apply for this parking. Forms are available from the Parking Office or online and fees are a flat rate per half year with permits expiring on 30 June or 31 December each year. Fees are \$25.00 per day for the half year, including GST. (eg if parking on Mondays only it will cost \$25.00 for the half year, if parking Monday to Friday it will cost \$125.00 for the half year).

## **Staff Parking**

Staff members may be granted permit based parking through the quota allocation system. Parking for QUT Council Members, Shift Workers, and some University Vehicles operated by Faculty or Divisional units is provided outside the quota allocations.

Staff members who do not receive a permit through the quota allocation system may park within the Pay and Display car parks or in the SLSC Car Park and utilise scratch permits.

### ***Shift Workers***

A shift worker is a Professional Staff member as defined by the current QUT Enterprise Bargaining Agreement. Shift Workers parking will be provided in designated Shift Workers zones. These zones are not in controlled access areas and will carry a daily charge of \$3.00 for a permit with a maximum annual charge of \$720. The number of permits on issue will be carefully controlled to maximise the opportunity of locating a car parking space, but no guarantee can be provided.

Applicants for Shift Worker parking are required to follow the normal application procedures. Shift worker applications are outside the Faculty/Division allocation.

### ***Quota Allocation***

A number of spaces are allocated to each Faculty and Division to be allocated to staff by the Dean/Head of Division based on QUT work requirements. The quota allocation for each Division or Faculty is based on effective full - time staff figures for each campus from the previous year. Details of the formula or method used to arrive at quota figures are available from the Parking Office.

Faculties and Divisions may request the Parking Office do the allocation to staff on their behalf.

Parking for salary sacrifice vehicles with a business use component must be allocated from within the Faculty or Division quota.

The quota allocations for the Kelvin Grove campus are restricted to the spaces available within CIP, IHBI and a number of permit based open air car parks. These spaces will be charged to users at the following rates:

### **CIP / IHBI**

0000-1200 hours	midnight to 12.00 midday	\$3.00
1200-1800 hours	12.00 md to 6.00 pm	\$3.00
1700-2400 hours	5.00 pm to midnight	\$3.00

The maximum payment regardless of the number of parking slots allocated is \$6.00 per day (includes GST). A maximum charge of \$1440 per annum will also apply.

### **Open – Air Car Parks without Controlled Access**

These car parks will be charged at a daily rate of \$3.00 with a maximum annual charge of \$720. The car parks are permit based but not access controlled. The number of permits on issue will be carefully monitored to maximise the opportunity for permit holders to locate a car parking space but no guarantee can be provided.

### ***Senior Staff (Staff employed under the QUT Certified Agreement for Senior Staff)***

Senior Staff are allocated parking through the quota allocation and staff members allocated parking within this category will be issued with an All Campus Permit. Senior Staff car parking will be

allocated in A1/A2 car parks. These car parks will be charged at a daily rate of \$3.00 with a maximum annual charge of \$720. The car parks are permit based but not access controlled. The number of permits on issue will be carefully monitored to maximise the opportunity for permit holders to locate a car parking space but no guarantee can be provided.

A list of staff with University vehicles is available from the Parking Office.

### ***Salary Sacrifice Vehicles***

Salary sacrifice vehicle with a business use component must be issued a parking permit from within the quota allocation. Car parking for salary sacrifice vehicles will be allocated in open-air car parks. These car parks will be charged at a daily rate of \$3.00 with a maximum annual charge of \$720. The car parks are permit based but not access controlled. The number of permits on issue will be carefully monitored to maximise the opportunity for permit holders to locate a car parking space but no guarantee can be provided.

When approving the allocation of a business use component salary sacrifice vehicle, Executive Deans/ Heads of Division must ensure that a space is available within the Faculty/Divisional quota.

A list of staff with business use component salary sacrifice vehicles at the date of publication is available from the Parking Office.

### ***Mobility Impaired Persons Parking - Queensland Transport Disability Permit***

Staff who hold a current blue Queensland Transport disability permit are entitled to free parking on campus. Spaces are allocated according to need in the appropriate locations. Any person who finds the location of spaces inadequate or inappropriate should contact the Parking Office.

Staff who hold a current red Queensland Transport disability permit will need to complete a parking application form and submit it with a full copy of their Qld Transport disability permit. Car parks allocated in response are generally located in open-air locations and will be charged at a daily rate of \$3.00 with a maximum annual charge of \$720.

Persons who hold mobility permits from other states are afforded the same rights and privileges as red Queensland Transport Disability permit holders. Persons who are totally dependent on a wheelchair or mobility frame (This does not include splints, crutches or walking sticks) are able to have their mobility permit recognised as being equivalent to a blue Queensland Transport disability permit. Interstate permit holders will need to complete a parking application form and submit it with a full copy of their mobility permit. For those wishing to have their permit recognised as equivalent to a blue Qld Transport disability permit a medical assessment form completed by a Medical Practitioner will also need to be submitted. Assessment forms are available from the Parking Office

### ***Motorcycle Parking***

Motor cycles may be parked in designated bays within Park and Pay or Pay and Display car parks. The same charge rate as for vehicles will apply in these areas. There are also a number of open-air locations signposted or line-marked as being available for the parking of motor-cycles. These locations may be used without the requirement of a permit or payment.

## **QUT Organisations**

### ***Departmental Vehicles***

Several areas within the University have departmental vehicles. Parking for these vehicles is not automatically granted and a list of departmental vehicles that currently have approved parking is available from the Parking Office. Written approval for parking for any additional departmental vehicle must be obtained from the Registrar prior to the closing date for the semester parking

allocation using the form available from the Parking Office. Departmental vehicles that have written approval (see attachment 2) will be issued with an All Campus permit.

Departmental vehicle car parking will be allocated in open-air car parks unless specifically requested at a cost of \$720 per annum. Access controlled car parking for department vehicles will be charged at the prevailing rate for the car park concerned.

#### ***QUT Council Members***

Council Members will be provided with parking in the A zones. This parking is provided outside the Faculty/Divisional quotas.

#### ***QUT Fleet Vehicles***

Fleet vehicles will be provided with parking in A Zones on all campuses.

#### ***QUT Health Services***

Health Services will be issued with four spaces on the Kelvin Grove campus. Parking will be located within the K Block Car Park and will be charged at the rate of \$600 per annum per space (including GST).

#### ***QUT Clinics***

Clients of the QUT Clinics (Human Movements, Optometry and Podiatry) are provided with parking in the marked bays located on the Ring Road in close proximity to O Block. Clients must display a parking permit obtained from the clinic while using the car parks.

#### ***QUT Student Guild***

The Student Guild is provided with a quota for each campus to be used at their discretion for staff, elected officers, Guild Vehicles and Guild operated businesses. At Kelvin Grove six spaces are located within the K Block car park and are charged at the rate of \$720 per annum each (including GST). A further five spaces are available for use by the QUT Student Guild Child Care Centre. These spaces will be located in the Centre car park off School Street. Drop off permits will be available to parents of the children in the centre. There is no charge for the five full time spaces or for the drop off permits.

## **External Organisations**

### ***Beadles Café***

Two spaces are allocated to Beadles Café. These are located within the K Block car park and are charged at the rate of \$720 per annum each (including GST).

### ***Spotless Catering***

Two spaces are allocated in a designated area adjacent to the Refectory at C Block. This area incorporates Loading Dock facilities.

### ***UniCredit***

One space is allocated to UniCredit. This space is located in a marked bay within the K Block car park and is charged at the rate of \$720 per annum each (including GST)

### ***Service Vehicles***

Companies that regularly come on campus to service and maintain QUT equipment may apply for a Service Vehicle Permit. These permits are assessed on an individual basis and parking is permitted for a maximum of four hours per visit. In general, companies will be only allowed one vehicle on each campus at any one time. Service vehicle permit holders are permitted to park in marked SV bays.

### ***Crèche & Kindergarten Association***

Six spaces are allocated for use by the C&K Child Care Centre located adjacent to the oval. These spaces are located on the service road to O Block and accessed from Herston Road. Drop off permits will be available to parents of the children in the Centre. There is no charge for either the eight full time spaces or the drop off permits.

## **Parking Regulations**

Parking on all QUT campuses is regulated under the QUT Act (1998) Schedule 1. Breach of parking regulations may result in the suspension or withdrawal of parking privileges and/or a maximum fine of \$750.00.

### **General Parking Regulations**

1. Traffic regulatory signs must be followed at all times.
2. No parking is permitted on grassed areas, or other places not signposted or marked as a parking area.
3. No parking or standing is permitted against yellow kerbs or yellow line markings.
4. Maximum speed on campus is 25 kph unless signposted otherwise.
5. Roller blades or skateboards are not permitted on campus.
6. Bicycles must not be ridden except on designated roadways and must be parked in the racks provided.
7. The directions of the Parking Officers and authorised persons must be followed.

### **Permit Parking Regulations**

Parking permits are required to be displayed on all vehicles parking at Gardens Point and Kelvin Grove campuses. Permits are only required in authorised areas and car parks 3 and 7 at Carseldine. In addition to the above general regulations, the following regulations apply to permit parking.

1. Vehicles must display a current parking permit, valid for the campus, the parking area and the time.
2. The parking permit is to be displayed on the bottom right hand corner of the windscreen and must be wholly visible at all times. The permit should not be placed in a position where it will obstruct the drivers view.
3. The permit is not to be defaced, altered or reproduced under any circumstance. You must display an original permit issued by the Parking Office on your vehicle.
4. Only vehicles with registration numbers appearing on the permit are permitted to park on campus.

### **Infringement Notices**

Infringement notices will be issued to vehicles that contravene the parking regulations. Fines for individual offences currently range from \$37.50 to \$75.00. Payment of fines can be made at any University cashier or the Gardens Point Parking Office within 28 days of the alleged breach. Failure to pay (or appeal) the fine within 28 days will result in a reminder notice being sent and a further \$10.00 fee being added to the fine. Should the infringement notice remain unpaid, it will be transferred to the State Penalties Enforcement Registry (SPER) for further action and will incur further costs.

## Attachment 1 – Pre '86 List

Name	Faculty/Division	School/Section
Duncan, William	Law	Faculty Office
Gill, Suzanne	Science	Life Science
MacAdam, Alistair	Law	Law School
Mclvor, Kenneth	Built Environ & Eng	EESE
Spanton, Michelle	Science	Mathematics
Taylor, Suzanne	Business	Accounting
Wachtel, Maria	Science	Life Science

Total 7

## Attachment 2 – Approved Departmental Vehicles

Chancellery	Oodgeroo Unit	556HEP
Administrative Services	Facilities Management (Bookshop)	639IPC
	Facilities Management (Campus Services)	068JCW
	Facilities Management (Campus Services)	453FPI
	Facilities Management (Operations)	929GDV
	Facilities Management (Operations)	101HFK
	Facilities Management (Operations)	138ICQ
	Facilities Management (Operations)	201HOY
	Facilities Management (Operations)	202HXN
	Facilities Management (Operations)	319JCQ
	Facilities Management (Operations)	343JDD
	Facilities Management (Operations)	353HJW
	Facilities Management (Operations)	365HAA
	Facilities Management (Security)	212JJP
	International Student Services	535JGU
International & Development	Cultural Precinct	982HQD
	Cultural Precinct	594HQN
	International College	760JBM
Research & Commercialisation	Commercial Services	154GED
Teaching, Information & Learning Support	CA Library	687IJA
	Information Tech Services (DMI)	791FQE
	Information Tech Services (Network Services)	252HHK
	Printing Services	386HKU
	Printing Services	419HSZ
	Printing Services	702HPN
	Integrated Help Services	810JRY
	TALSS (AV)	230ICY
TALSS (ETV)	367HPV	
Built Environment & Engineering	Faculty	961GIE
	Civil Engineering	402CUP
	Civil Engineering	431ICU
	Electrical Engineering	774JCB
Creative Industries	Academy of Art	539EBX
Health	Eye Research Centre	826FGZ
Science	Faculty	465JCX
	Life Science	335FRJ
	Natural Resource Science	202HEY
	Natural Resource Science	339HXU
	Natural Resource Science	716JIJ
Caboolture Campus		004IWP
		122JQB