



Parking Policy

PCY033

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Note: this document is available in alternative formats upon request including electronic format, hard copy (standard and large print) or audio format.

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All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all College employees.

Policy Statement

North Metropolitan TAFE (NMT) is committed to ensuring that staff, students and the public are provided with policy and procedures for the administration of parking across NMT campuses.

All vehicles (excluding motor bikes) parked on NMT campuses must clearly display a relevant and valid parking permit as described in the policy guidelines.

NMT does not accept responsibility for the loss of, or damage to, vehicles on campus grounds, nor loss or damage to accessories or vehicle contents. Those persons bringing vehicles on to, or parking on NMT grounds, do so at their own risk.

Regulations that apply to the movement of traffic, parking of vehicles within grounds and signage in all car parks must be observed at all times.

Any breach of this policy, guidelines and related documents may result in an official warning or an Infringement Notice being issued and a fine payable by the offending vehicle owner. Handwritten notes left on vehicles will not be accepted as an alternative to a parking permit.

Scope

This policy covers staff, students and members of the public parking at NMT campuses.

Principles

NMT is committed to ensuring that parking at NMT campuses is:

- Fairly allocated.
- All costs are priced based on a cost recovery basis to the college.
- Staff, students and members of the public are appropriately warned or fined when parking incorrectly.

Background

At some campuses student parking exists along with staff parking and is free access on a 'first come' basis while at other campuses there is only limited staff parking. On two campuses, the college is charged by the local council a rate per parking bay which is recouped from staff who apply to have one of the limited bays allocated to them on a cost recovery basis.

Definitions and Acronyms

1. Reserved Parking

Parking at NMT that is allocated to a staff member, NMT Government vehicle or Governing Council Member during the allocation process. An NMT Reserved Parking permit is required to park in Reserved Parking Bays.

2. General Parking

Parking bays at NMT that are not reserved, visitors or loading bays.

3. Visitors Parking

Parking bays at NMT to be used by visitors to a campus. Access to visitor bays must be correctly booked via Outlook. Instructions for bay booking, procedures and locations are available on the [How do I book a visitors parking bay?](#) intranet page. Bays are clearly identified at each campus.

4. City Campuses

East Perth, Leederville, Mt Lawley and Perth campuses.

Procedure

1. General Staff Parking

General staff parking is available at Balga, Clarkson, Kendrew, Leederville, McLarty, Midland and Mount Lawley campuses.

A limited amount of reserved parking is available at East Perth and Perth campuses and within the Leederville garage. The use of a reserved bay will incur a fee. Please note there is no general parking at East Perth or Perth campuses.

All staff wishing to use campus car parking bays must obtain a general parking permit. Permits can be obtained by completing the Staff General Parking Application Form.

Once processed, all permits will be sent via internal mail to your nominated campus as indicated on your application.

When received, the permit should be displayed at the bottom left hand side (passenger side) of the vehicle windscreen.

All general car parking bays are available on a 'first come' basis only as the number of permits issued may exceed available bays.

Staff parking permits are valid as follows:

1st March to 28th February (29th February in a leap year)

Authority to park on NMT campuses applies to the applicant only. The applicant is authorised to park on site only when working at the campus. Only one of the applicant's registered vehicles may be parked on NMT property at any given time.

Parking overnight is not permitted.

2. Reserved Staff Parking

Reserved staff parking is available at East Perth, Perth and Leederville (garage area).

Annual applications for Reserved parking bays are advertised on the intranet at the start of each year. All staff wishing to apply for a reserved parking bay must complete the relevant application when advertised.

Once approved, all permits will be sent via internal mail to your nominated campus as indicated on your application.

When received, the permit should be displayed at the bottom left hand side (passenger side) of the vehicle windscreen.

A reserved parking permit also allows the holder to park in general parking bays at other NMT campuses.

General staff parking is available at Balga, Clarkson, Kendrew, Leederville, McLarty, Midland and Mount Lawley.

It should be noted that there is no guarantee that a reserved parking application will be successful. Due to demand exceeding bay availability, allocation will be made based on business and operational requirements.

A prescribed fee is applied to all reserved bays at the East Perth and Perth campuses to recover costs imposed by the City of Perth. Staff can elect to pay by fortnightly payroll deductions if preferred.

A fee is also payable for reserved parking at Leederville campus, paid in a single lump sum.

The General Manager Corporate Services, or delegated representative, is solely responsible for the allocation of Reserved Bays throughout all of NMT campuses.

Once evidence of payment is emailed to parking@nmtafe.wa.edu.au, reserved permits will be issued.

A reserved bay holder cannot "reassign" their bay to a third party (including a staff member with a general sticker). Bay holders must ensure that parking@nmtafe.wa.edu.au is notified should the bay no longer be required.

Bay holders on leave for 10 consecutive days or more, may request their reserved bay be temporarily allocated to another member of staff. In these circumstances the bay holder **must** notify parking@nmtafe.wa.edu.au **at least 5 days prior** to the requested commencement of this arrangement. A temporary permit will be issued for the specified time period. Failure to display the temporary permit may result in an infringement being issued.

Vehicles parked in reserved bays must display a current, valid reserved parking permit. Reserved parking bays are only reserved for the bay holder between the hours of 6am and 6pm, Monday to Friday.

NMT and its representatives are strictly not allowed to 'on-sell' any parking bay.

Staff who secure a secondment to another department will not be allowed to retain the use of their reserved bay for the period of the secondment.

Staff who are allocated a pool vehicle for home garaging purposes are not eligible for a reserved parking bay for a private vehicle and will not retain the use of a previously allocated reserved parking bay.

NMT reserves the right to amend these conditions and this policy for operational requirements, including misuse of facilities and changes to NMT needs.

3. Reserved Bay Refunds

In the event that the reserved bay is no longer required, pro-rata fee refunds will be applied. Please email parking@nmtafe.wa.edu.au with the requested end date.

4. NMT vehicles

All NMT vehicles must be parked in their allocated parking bay.

5. Vehicle disposal or sale

It is mandatory that all college permits be removed from a vehicle prior to vehicle disposal. All outdated parking permits must be removed from all vehicles.

6. Motor Bikes

Affixing parking permits to motor bikes is problematic and will not be required however staff and students parking motor bikes on campuses are required to complete the relevant parking permit application form so the registration number of the motor bike and its owner are on record.

Authority to park on NMT campuses applies to the applicant only. The applicant is authorised to park on site only when working at the campus. Only one of the applicant's registered vehicles may be parked on NMT property at any given time.

7. Student Parking Permits

Student parking is available at Balga, Clarkson, Kendrew, McLarty and Midland campuses.

Students are required to display a current Student Parking permit and must park in designated car parking areas.

Students wishing to apply for a student parking permit must do so by completing a Student Parking Permit Application form available at Student Services.

Payment must be made separately to Student Services. A parking permit sticker is issued on receipt of the prescribed fee. Prescribed fees are *per sticker* rather than per person. The fee is not refundable. Please note, for a student permit to be valid, there must be a matching online parking application for that student.

When received, the permit should be displayed at the bottom left hand side (passenger side) of the vehicle windscreen.

Authority to park on NMT campuses applies to the applicant only. The applicant is only authorised to park on site when attending classes at the campus. Only one of the applicant's registered vehicles may be parked on NMT property at any given time.

Parking overnight is not permitted.

All general car parking bays are available on a 'first in' basis only as the number of permits issued may exceed available bays. The issue of a permit does not grant nor guarantee a designated parking bay.

Infringements may be issued to vehicles that do not park in a designated parking bay, vehicles that do not display a valid permit or vehicles where a valid student parking application has not been completed online.

8. Temporary Parking Permits

Temporary permits are issued for operational reasons where a staff member does not have a physical permit. Temporary permits are issued by parking@nmtafe.wa.edu.au.

Short Term parking permits entitle visitors to park within NMT campuses. These permits must be registered online to be valid.

Failure to display a Temporary or Short Term Parking permit may result in the issue of a warning notice or infringement notice.

Please email parking@nmtafe.wa.edu.au for more information about temporary and short term parking permits.

9. Visitors Bays

Staff must ensure visitor bays are booked and where necessary, third parties are provided with the correct process to be followed to avoid the issue of a warning notice or fine.

The process for each campus is available on the Intranet.

Incorrect usage of visitor bays may result in the issue of an infringement notice. The following is determined as incorrect usage;

- Failure to book a bay or follow correct campus policy.
- Exceeding duration of booking.
- Staff member using a visitor bay at their home campus;

Note: Your "Home Campus" is defined as the campus at which your main work space is located. If you don't have a designated work space, your home campus would be defined as the campus where you are on-site for the most time.

Extended use of a visitor parking bay will require further approval and is subject to availability.

10. ACROD parking

Limited parking is available to authorised ACROD permit holders. A current ACROD permit must be displayed on any vehicle using an ACROD bay.

ACROD bays do not incur a prescribed fee.

ACROD bays in and around Perth Campus are reserved for eligible staff and students only. Parking in an ACROD bay without displaying an ACROD permit **and** college parking permit may result in an immediate fine.

Authority to park in an ACROD bay on NMT campuses applies to the applicant only. The applicant is only authorised to park on site when working at or attending classes at the campus. Only one of the applicant's registered vehicles may be parked on NMT property at any given time.

11. STAFF – Lost permits, cessation of employment

Lost permits must be reported via email to parking@nmtafe.wa.edu.au. A new permit will be sent via internal mail.

Parking permits will automatically terminate when the permit holder ceases employment at NMT. This includes the duration of secondment to another Government agency. All NMT permits must be removed from the vehicle windscreen.

12. Infringement Notices

Any vehicle parked on NMT property not displaying a correct, valid and current parking permit is considered to be illegally parked and may incur a financial penalty.

Staff members authorised by General Manager, Corporate Services and registered with the respective local government authority, are responsible for the control of parking.

Members of staff requiring any assistance to deal with illegally parked vehicles should email parking@nmtafe.wa.edu.au, who will in turn contact the relevant authorised officer. Staff should provide details of the registration number, location and permit number (if available) of the illegally parked vehicle.

Parking Infringement Notices resulting from a breach of NMT Parking Policy will not be rescinded. Busy schedules or ignorance of the NMT parking policy and procedures are not excuses for illegal parking. Double parking on any NMT site is dangerous and strictly prohibited. Any vehicle that is double-parked will receive an infringement notice.

Related Policies and Other Relevant Documents

General Staff Parking Permit Application (F033A1)
 Reserved Parking Perth, East Perth and Leederville (F033A2)
 Student Parking Permit Application Form (F033A3)
 Contractors and Volunteers Parking Permit (F033A4)
[Parking Applications Intranet Page](#)

Relevant Legislation

Leasing surplus commercial or office tenant bays to employees of other buildings is contrary to planning and licensing approvals and is subject to legal enforcement.

Review Date

August 2024

Contact Information

General Manager, Corporate Services
 Director, Facilities

Revision History

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	Amendments
3.0	Rescinded	20/01/2020		Removed paper base forms replaced with electronic forms
3.1	Rescinded	22/01/2020		Corrected links and formatting
3.2	Rescinded	18/11/2020	Director, Facilities	Updated links to hard copy forms for use for the remainder of 2020.
3.3	Rescinded	14/01/2021	Director Facilities	Link 2021 parking page and forms
3.4	Approved	August 2022	GM Corporate Services	Added Background and removed links to forms 14/11/2022 reinstall links from CDs