



THE WOMEN'S COLLEGE

*Within the University of Sydney*

## STUDENT PARKING POLICY

### GENERAL

The Women's College has very limited campus space for parking available to students, and student parking is not an entitlement of residency. This policy outlines the priorities for allocating parking spaces which are made according to needs-based principles. The policy and the process for allocating spaces is reviewed annually. All final decisions regarding allocations remain at the Principal's discretion.

There are only 35 spots available, with an additional 5 spaces pre-allocated for Senior RAs (3 spaces, if required) and the Senior Student/House Committee, to be allocated by her on a needs basis for peak periods e.g. the sports convenor (2 spaces, if required). If the 5 pre-allocated spaces are not required then any additional spaces will go into the general available pool. There is no parking for first year or Affiliate students, except in the case of physical disability.

Sydney is well-serviced with public transport and a "Go Get" car space is located on Carillon Avenue near the College. Parking off-site is at each student's own expense. **Any previous parking infringements will make any future application invalid.**

### PRIORITIES FOR ALLOCATION

1. Needs-based priorities may be given to:
  - 1.1. Cases of physical disability or chronic illness
    - 1.1.1. Documentation is required e.g., registration with university disability services, medical certificate, registration with NDIS, letter of support from medical practitioner, etc.
  - 1.2. Students who require access to places with no public transport for the purposes of university practicums or studies.
  - 1.3. Students whose participation in College life requires them to travel to and from College at odd hours and/or to places not easily accessible by public transport.
  - 1.4. Students with significant family duties that require them to travel home (frequency and distance will be considered).
  - 1.5. Elite athletes whose training and performance schedules require frequent access to a car and/or to places not easily accessible by public transport.
    - 1.5.1. Documentation is required e.g., letter of support from club coach or manager and schedule and location of training and matches.
  - 1.6. Students who require a car to get back to College from work late at night, or who work multiple times a week and their work is difficult to get to by public transport.
    - 1.6.1. Priority will be given to students whose work (or volunteering) is demonstrably related to their course of study or future career.
    - 1.6.2. Priority will be given to students who require their car the most during any given week and evidence of work rosters will need to be submitted with the application.
  - 1.7. Demonstrated financial need.
  - 1.8. Students with significant other needs that require frequent use of their car.
  - 1.9. Once priority allocations are approved, any remaining spaces are allocated on merit and/or seniority e.g. commitment to College, academic endeavour, attendance at Formal Dinner, extenuating circumstances, cited in the application, or any other circumstance deemed appropriate.

### PROCEDURE FOR DETERMINING PRIORITY

2. Students who seek a car park must apply under the following process:
  - 2.1. Submit the application form, with all supporting documentation, by the due date. Incomplete applications will not be considered. Late applications will not be considered. The application form will be available via Woogle and will be a Google Form to be completed and submitted online.



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- 2.2. Generally, the applications will be open in the second week of January with the due date one week after that. Decisions will be made by the first week of February.
- 2.3. A review committee, consisting of the Dean of Students, one Senior RA, and another staff member, will rank the applications based on priorities outlined above.
- 2.4. Where applications are equally weighted, seniority will be considered.
- 2.5. Parking spaces are allocated at the beginning of each year. If any parking spaces become available in the middle of the year then the review committee will offer available spaces to the next student on the original application list. There will be no mid-year application process.
- 2.6. Car park allocations will be approved by the Principal. All decisions are final and there is no appeals process.
- 2.7. Communications from parents or guardians will not be considered.

### **RESTRICTIONS ON ALLOCATIONS**

3. The following restrictions for the allocation of car parking within the College apply:
  - 3.1. The Visitors and Reserved car parks are **NOT** to be used by students and are allocated to temporary guests of the College approved by the Principal.
  - 3.2. The Visitors and Reserved car parks, and the spaces opposite the Main garden bed are only to be used by Staff, visitors to the college or contractors showing the appropriate permits.
  - 3.3. Student parking is restricted to the car parks in front of the Main Building, Reid, Langley and the Colonnade Driveway.
  - 3.4. The car parks in front of Maples are reserved solely for the use of kitchen staff and deliveries, and are **NOT** to be used by students..
  - 3.5. The car parks to the left of the driveway that runs up alongside the Sibyl Centre and Langley are **NOT** to be used by students; they belong to Wesley College.

### **CONDITIONS OF PARKING IN THE COLLEGE GROUNDS**

4. Students who park in the College grounds do so under the following conditions:
  - 4.1. All motor vehicles are parked in the College grounds at the sole risk of the owner. The College accepts no responsibility for any loss or damage to any vehicle (or its accessories or contents) that occurs whilst a vehicle is parked in the College grounds.
  - 4.2. All vehicles must be parked in a designated car space and display the current parking sticker in the bottom left-hand side of the front windscreen.
  - 4.3. The College reserves the right to have moved, at the owner's expense, any vehicle that is causing an obstruction.
  - 4.4. Vehicle details are to be lodged with the College, and a copy of the vehicle's registration must be supplied.
  - 4.5. The boom gate access card must **NOT** be used to swipe in unauthorised cars to park within the College grounds—such a breach will result in the cancellation of the permit holder's parking access.
  - 4.6. The parking permit sticker must only be used on the car for which registration details are held and not lent to any other person. Such a breach will result in the cancellation of the student's parking permit.
  - 4.7. It is the permit holder's responsibility to notify Reception in writing if car details change otherwise a parking fine may be incurred.
  - 4.8. Loss of a boom gate pass incurs a \$250 replacement fee.
  - 4.9. At the end of the year, all boom gate passes must be returned to Reception, or a \$250 replacement fee will be charged.
  - 4.10. In the case of breaches of this policy or parking infringements, the Vehicle Access fee will not be refunded.



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**PARKING PERMITS**

- 5. Student parking permits are issued annually by the College and a Vehicle Access fee of \$560 per semester is charged to the student's account, at the beginning of each semester. College reserves the right to review and increase this fee on an annual basis.

**UNAUTHORISED PARKING**

- 6. Staff who are aware of unauthorised parking by students or parking by an unauthorised person will report the matter immediately to Reception. This may result in the USyd campus patrol fining the illegally parked vehicle. All fines are payable to the University, and the College has no financial investment or authority to intervene once a fine has been issued. Unauthorised parking may also prevent a car parking spot being issued in the future.

**TANDEM PARKING**

- 7. Tandem parking is not permitted.
- 8. Student cars must not block egress or exit for other vehicles.

**ABSENCES FROM COLLEGE**

- 9. A student must always advise Reception (see the Student Handbook) if they are absent for a period of more than 3 days. This includes the 6 week, mid-year break, and the mid-semester breaks. If they wish to leave their car in College for this period, they must leave a set of keys at Reception in case the College needs to relocate the car for any reason e.g. maintenance works, security issues, etc.
- 10. If a student is on leave or absent (e.g. returned home, university camps, overseas on exchange etc.) for a period of longer than one week, the space may be re-allocated at the discretion of the Principal until the incumbent returns from leave.
- 11. Students may not re-allocate their own parking space to another student in the event of an absence from College. This will result in the student forfeiting their parking permit.

**CASUAL PARKING REQUESTS**

- 12. Limited casual parking may be available in extenuating circumstances and is subject to availability. Access to casual College parking is charged at \$20 per day for a maximum of 5 days' casual parking in an academic year. Students will need to fill out a Casual Parking Application and submit it at least 48 hours in advance of the date required.

Please note: The College's decision regarding the allocation of student parking is final and no further correspondence from students or other parties, will be entered into.

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**Dr Tiffany Donnelly**  
**Principal**