



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 30 spots available for resident students to apply for, with applications assessed based on the needs-based priorities listed below. All other parking is held for College needs, whether in the Sibyl carpark or the open parking areas. If these pre-allocated spaces are not required for College use then any additional spaces may go into the general available pool. Additionally, two parking spots are held for the *temporary* use of convenors and house committee, upon request to Reception for a temporary pass and boom gate pass. 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. Such documentation should outline the frequency and location of appointments and need for personal transportation.
 - 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:



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- 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 Wooogle and will be a form to be completed and submitted online.
- 2.2. Generally, the applications will be open in the middle of January with the due date two weeks 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 (as per point 1.9 above).
- 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. Student parking is restricted to the car parks in front of the Main Building, Reid, Langley and the Colonnade Driveway.
 - 3.2. 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.
 - 3.3. 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.
 - 3.4. 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. College may ask students to move their vehicles, at any time, to facilitate access to the premises. Students will be asked to move their cars on particular event days (e.g., USyd Open Day, KDF annual concert), and they will be notified of this, in advance, by Reception.
 - 4.4. The College reserves the right to have moved, at the owner's expense, any vehicle that is causing an obstruction.
 - 4.5. Vehicle details are to be lodged with the College, and a copy of the vehicle's registration must be supplied.
 - 4.6. The boom gate access card must **NOT** be lent to anyone else or used to swipe in unauthorised cars to park within the College grounds—such a breach will result in the immediate cancellation of the student's parking access.
 - 4.7. 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 immediate cancellation of the student's parking permit.
 - 4.8. It is the student's responsibility to notify Reception in writing if car details change otherwise a parking fine may be incurred.
 - 4.9. Tandem parking is not permitted.



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- 4.10. Student cars must not block egress or exit for other vehicles.
- 4.11. Loss of a boom gate pass incurs a \$250 replacement fee.
- 4.12. At the end of the year, all boom gate passes must be returned to Reception, or a \$250 replacement fee will be charged.
- 4.13. In the case of breaches of this policy or parking infringements, the Vehicle Access fee will not be refunded.

PARKING PERMITS

5. Student parking permits are issued annually by the College and a Vehicle Access fee of \$600 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 will prevent a car parking spot being issued to that student in the future.

ABSENCES FROM COLLEGE

7. A student must always advise Reception (see the Student Handbook) if they are absent for a period of more than three days. This includes the mid-year break and the mid-semester breaks. If students 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.
8. 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.
9. 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

10. 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 five days' casual parking in an academic year. Students will need to fill out a Casual Parking Application and submit it to the Reception Co-ordinator 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.

Document Title:	Document Number:	Effective Date:
Student Parking Policy	TWC-STU-D11	February 2016
		Revised: annually
		Revised: February 2023
		Revised: September 2023
	Version 2.0	Revised: November 2023
	Version 2.1	Reviewed & revised: January 2025
	Version 2.2	Reviewed & revised: January 2026

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Principal