



# St. Albert's College

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## CAR PARKING POLICY

(PRE – DRAFT)

### PREAMBLE

St. Albert's College is an independent Catholic College that is affiliated to The University of New England and is located on land leased from the university. The College was established to:

1. Enhance the personal development and academic development of the individual.
2. Foster excellence in all university activities.
3. Promote Christian values in a Catholic environment.
4. Foster independence of thought and service to the community.
5. Provide a range of high quality accommodation, and associated facilities and services at optimal cost, to meet the needs of its residents.

As an independent College, St. Albert's has decided not to participate in UNE's Traffic and Parking Policy. The College car parks are therefore not part of the university's "Restricted Parking Area" and are considered as "Private Property."

The responsibility for the control and supervision of the College car parks lies with St. Albert's College.

Unfortunately parking space at the College is very limited, with approximately 100 parking spaces for almost 350 Residents and staff.

### DEFINITIONS AND INTERPRETATIONS

In this document, unless the context otherwise requires, the following terms are used:

"**College**" means St. Albert's College, UNE, Armidale.

"**Dean**" means the Dean of Students of St. Albert's College, UNE.

"**Master**" means the Master of St. Albert's College, UNE.

"**Resident**" means a residing student member of St. Albert's College.

"**St. Albert's College**" means the residential College located at UNE, Armidale that is administered by the Trustees of the Catholic Church in the Diocese of Armidale.

"**Student**" means a student enrolled at UNE.

"**UNE**" means The University of New England at Armidale.

### POLICY

- 1.1. The College car parks are for the use of the College Residents, staff, contractors, delivery vehicles and visitors to the College. The car parks are not available to the general public as the car parks are "Private Property."
- 1.2. Parking in the College car park is free.
- 1.3. All Residents, staff and visitors park in the College car parks at their own risk.
- 1.4. Anyone who parks incorrectly and causes danger or inconvenience in the car park will be subject to fines issued by the College.

## **PROCEDURES**

### **2. REGISTER OF VEHICLES**

- 2.1 Residents and staff wishing to park in the College car parks must register their car details at the College office.
  - 2.1.1 Students will fill in a car registration form, in conjunction with the "Next of Kin" form, when they accept their letter of offer and confirm their details on arrival at College.
  - 2.1.2 Staff will fill in a car registration form at the beginning of each year.
  - 2.1.3 The car registration form will include – name, car type, colour, registration number.
- 2.2 The College office will maintain a data base of the necessary details that can be accessed to identify:
  - 2.2.1 Owners of cars parked incorrectly
  - 2.2.2 Cars that do not belong to College staff or residents.
- 2.3 When a car is registered the College will issue the car owner with a College car sticker that is to be displayed on the front windscreen of the car.

### **3. CAR PARKS AND PARKING BAYS (SPACES)**

- 3.1. The College car parks are labelled and designated for the following uses:
  - 3.1.1 Car Park A – in front of the Admin area – for staff and visitors
  - 3.1.2 Car Park B – in front of A and C Block – for residents only.
  - 3.1.3 Car Park C – in front of E Block - for residents only
  - 3.1.4 Car Park D – near the Boiler / Admin Block – for staff and deliveries
  - 3.1.5 Car Park E – behind B and D Block – for residents and contractors
- 3.2. The College car parks will contain parking areas marked by white lines and labelled where necessary. These areas will consist of:
  - 3.2.1 Car parking
  - 3.2.2 Motor Cycle Parking
  - 3.2.3 Disabled Parking
  - 3.2.4 Visitor Parking
  - 3.2.5 Loading Zone
- 3.3. Parking in the Disabled Parking Area is only available to cars displaying disabled driver identification.
- 3.4. Parking in the Visitor Parking Area is only available for short periods by visitors to the College. It is not available for staff or resident parking.
- 3.5. Parking in the Loading Zones in Car Parks D and E is only available to contractors making pickups and deliveries to the College. It is not available for staff or resident parking.
- 3.6. Car Park C also contains an area that is not available for parking. This area provides emergency vehicle access to the rear of the College and is to be kept clear at all times.
- 3.7. All vehicles must park in the bays indicated in the car parks.

### **4. USE OF THE CAR PARKS**

- 4.1. Car owners using the College car parks are responsible for:
  - 4.1.1 Safely driving in the car parks
  - 4.1.2 Parking correctly in a nominated parking area.
  - 4.1.3 Securing their vehicles.
- 4.2. All people parking in the College car parks, do so at their own risk and the College takes no responsibility for any damage or loss that may occur while there are parked on College grounds.
- 4.3. No person may interfere with any vehicle parked in the College grounds.

### **5. ILLEGAL PARKING**

- 5.1 No one is permitted to park in the College grounds, with the exception of visitors and contractors, without the approval of the College. This approval is given by the Master.
- 5.2 College approval is provided to all staff and residents after they have registered their vehicle and received a College parking sticker.
- 5.3 Vehicles are considered to be parked illegally if they:
  - 5.3.1 Do not park in the marked bays, or
  - 5.3.2 Park in such a way as to disrupt the normal operation of the car park.
- 5.4 Vehicles that are parked illegally are subject to:
  - 5.4.1 Warnings
  - 5.4.2 Fines
  - 5.4.3 Exclusion from the car parks.
- 5.5 Approval to park in the College grounds can be removed by the Master at any time.
- 5.6 Cars belonging to non-community members may not park on College grounds.
  - 5.6.1 The College grounds are "Private Property."
  - 5.6.2 Cars belong to non-community members on College grounds will:
    - 5.6.2.1 On a first offence - Receive a warning.
    - 5.6.2.2 On repeated offences – Be reported to the Police for trespassing.

## 6. FINES

Fines will be issued by the RST and recorded in the Front Office, on the advice of a staff member including members of the RST.

### Offences and Fines

The following fines are payable for the specified offences.

<u>Offence</u>	<u>Fine</u>
Parking a non registered vehicle in the car park	\$25
Parking on the grassed areas or on paths in the College without permission	\$25
Incorrectly parked eg with wheels up on the curb	\$30
Incorrectly parked – not in a marked bay	\$30
Incorrectly parked – blocking a vehicle parked in a marked bay	\$50
Damaging a vehicle	\$50 + costs
Driving dangerously in the car park	\$100
Parking in an Emergency Vehicle Access area	\$100

Fine notifications will be addressed to the community member involved and placed in the mail.

### Payment of Fines

Fines are to be paid to the office within 14 days.

Unpaid fines will accumulate an additional fee of 10% per week and be added to the Resident's College account.

## DURATION

This policy comes into effect in December 2006 and will be reviewed by December 2009.