

APPLICATION FOR PARKING

There are limited spaces available for use by Conservatorium and High School staff.

The fee for 5 day parking 8.00am – 5.00pm is \$418.00 (inc GST) per semester. A pro rata rate applies to shorter periods and there is a minimum fee of **\$40.00 (inc GST)** per semester.

CONDITIONS APPLYING TO APPLICATIONS:

- 1) **Parking is to be used by staff for Conservatorium commitments only.** It operates Monday to Saturday. Be aware that 'lock down' for the carpark is 10:00pm. Functions and concerts remain the exception. Parking on Sunday may be available on a case by case basis.
- 2) **Medical certificates** MUST explain specifically why travel by public transport is precluded and Disability Parking permit holders MUST provide a copy of the permit.
- 3) **Executive Staff and Program Leaders** are entitled to an allocation of 5 days parking if required. All other applications will be carefully considered and allocations made as fairly and equitably as possible by the Parking Committee.
- 4) **Allocated hours should not be extended without notification.** To maximise opportunities for casual staff parking spaces are shared, and arriving early or leaving late can affect access for other staff. Please be fair and don't regard proposed times as arbitrary. Abuse of the system may result in a temporary reduction or loss of privileges.
- 5) **A 'courtesy' extension of parking privileges extends from one semester to the next, pending review of applications** (which should be submitted in full each semester).
- 6) **Staff cards activated with access to the carpark are only for the use of the staff members to whom they are issued.** Please don't lend cards to other members of staff or to students, or 'swipe them in' or 'tailgate' to gain entry. Cards are programmed remotely and not needed to be handed in for this purpose.
- 7) **Staff may not park in spaces marked as Reserved** for a) Conservatorium, b) High School or c) Brookfield.
- 8) Responsibility for parking has become the province of the Parking Committee. Staff members are asked to email con.parking@sydney.edu.au or phone 9351 1298 if not using allocated space for a specific day or period.
- 9) All applications will be considered by the Parking Committee
- 10) A different priority must be entered for each day parking is requested. 1 is the highest priority and 6 the lowest. Each day must have a different priority number. Applications with a priority of 1 for each or multiple days will not have this priority considered.
- 11) Applications are to be via the following link
http://sydneycon.formstack.com/forms/carparkapplication_s1_2017
- 12) Applications close 5pm Monday 27th February 2017. No late applications will be accepted.
- 13) Successful applications will have their staff cards programmed and parking available for the 2nd week of Semester

PARKING POLICY

RATIONALE

The Conservatorium building has a car park with 43 spaces. These are shared by the Conservatorium High School (CHS) and Sydney Conservatorium of Music (SCM) and Brookfield Global Integrated Solutions (BGIS). These spaces are for the use of staff of these organisations. There are 2 positions in the dock on the forecourt for deliveries. There is an area available for parking beside the Verbrugghen Hall for a maximum of 3 vehicles depending on length.

The car park is operational 7am – 10pm Monday to Saturday. Access to the car park on Sundays and out of hours is by application. Areas are assigned for each organisation. Staff pay for parking positions on a pro rata basis.

There is no parking available to students or general public.
¼ hour parking is available on Conservatorium Road for pick up and drop off.

Income from parking fees is directed to the Conservatorium Precinct Committee account.

PROCEDURE

Allocations

10 positions are permanently allocated to the CHS. 2 positions are permanently allocated to BGIS. 29 positions are permanently allocated to the SCM. There are 2 Disabled positions.

Management

The management of all vehicles on the Conservatorium site is the responsibility of the Facilities Manager and Venue Operations Manager.

CHS

The CHS allocate and manage their positions internally.

BJC

BJS allocate and manage their 2 position in the car park, the positions at the dock and area beside the Verbrugghen Hall.

SCM

2 positions are permanently allocated (2 – Dean's Office,).
The remaining 27 positions are allocated to staff each semester. Application forms are submitted prior to the beginning of each semester and assessed by the Parking Committee. Allocations are made in the first week of Semester, Staff Cards are programmed and access given to successful applicants from week 2 each Semester. The Parking Committee consisting of the Facilities Manager, Venue Operations Manager, Facilities Assistant 2 members of the Academic staff.

The Car Park Committee use the following criteria in the consideration of applications in order of priority are;

- Disability – current doctor's certificate needs to be supplied
- Seniority
- Required carriage of equipment
- Childcare responsibilities
- Distance to travel
- Other special circumstances

Chairs of Unit will be entitled to an allocated parking space 5 days per week if required
Allocations are valid until the reallocation in the following Semester.

Additional casual parking may be granted out of hours, on weekends and outside of Term/Semester times on application. These requests will be assessed by the Facilities Manager, Venue Manager and/or Venue Operations Manager on a case by case basis.

Staff cards will be programmed to activate the boom gates only on approved dates and times.