

School of Public Health – Parking Policy

1. Neither the parking code nor vouchers will be supplied to employees of The University of Sydney.
2. Visiting lecturers from UNSW or Macquarie will be asked to obtain a voucher from their own Security Services, except when they are coming to contribute to a School activity at no cost to us, when they will be treated as unpaid visitors on University business and given the code.
3. Other people, including academic associates who are not employees of The University, who are coming to contribute to a School activity at no cost to us, will also be treated as unpaid visitors on University business and given the code.
4. We will give a parking voucher to casual lecturers and tutors whom we pay.

Procedures:

- o Parking requests should be handled by the appropriate general staff member responsible for the academic concerned to ensure that the policy requirements are met.
- o Parking code will be obtained by an LTSU staff member.
- o When requesting the parking code or before giving out the parking code, **advise the LTSU staff member of the visitor's name, car registration, reason and date of visit.**
- o Visitors using the parking code should be advised that: **When they use the parking code they should use the City Road entrance to the University campus. They need to give the parking code to the gate attendant who will provide them with a receipt to be displayed on the dashboard of the car. Failure to display this receipt will result in an external infringement notice.**
- o Parking vouchers will continue to be held by the LTSU. Vouchers are signed out by general staff members requesting vouchers for visitors.
- o Staff requesting vouchers and/or parking code should ensure compliance with the policy above and that visitors are aware of the access they are entitled to and how to obtain it.
- o Wherever possible parking access should be organised in advance (eg, by sending a voucher ahead of time, phoning/emailing ahead to get the code, etc.).
- o Any questions regarding entitlements should be directed to Vicki Williams or Jane Hamilton.