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| Division | Resources | Ref. No. | RES-MGT-011 |
| Department | Resources Management | | |
| Title | Parking at RACS in Melbourne | | |

1. PURPOSE AND SCOPE

This policy details access to car parking at the Royal Australasian College of Surgeons (RACS) in Melbourne. Limited parking facilities are available at the Melbourne site and the priority remains to use these spaces for Fellows conducting RACS business and to enable deliveries or other types of access as required to support business needs.

2. KEYWORDS

Car parking, permits, City of Melbourne.

3. BODY OF POLICY

This policy details eligibility and allocation of parking permits at the Melbourne site in order to use the car park (accessed from Spring Street) and the driveway (accessed from Nicholson Street).

3.1 Guidelines

Due to the limited spaces, a permit cannot reserve or guarantee a parking spot and that:

- RACS encourages the use of public transport when coming to the Melbourne site;
- The car park and driveway areas are classified as private 'Permits Only' parking by the City of Melbourne and a valid RACS approved permit must be displayed to avoid a fine;
- A first come and first serve basis is applied with the driveway being the preferred location for parking of a few hours and the car park being the preferred place to park for longer stays;
- On certain days some spaces may be prohibited, as access may be required to service pits, to make deliveries or to enable facilities contractors to do their work;
- Access to the car park will be via the RACS Security Card only and this will be programmed for access by all authorised users;
- Reception staff and Security WILL NOT provide access to the car park under any circumstances to unauthorised users;
- If a space is not available for Fellows conducting RACS business, RACS will reimburse expenses with the exception of car parking fines, which will not be reimbursed;
- If a space is not available for other permit holders, RACS will not reimburse expenses or car parking expenses as it is a privilege and not an entitlement as we cannot guarantee a space every day;
- Parking costs will not be reimbursed for attendees of training courses, or third party meetings, seminars or other events held at RACS (including Fellows); and
- Any permit needs to be displayed correctly, so to avoid a potential fine from the City of Melbourne.

3.1.1 Permanent Permits - Fellows

A number of Fellows in Victoria, who are involved in RACS activities on a regular basis, have been allocated parking permits. The allocation will be reviewed on an annual basis.

3.1.2 Permanent Permits - Tenants

A number of tenants currently have a permit allocated as per existing lease agreements.

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3.1.3 Permanent Permit – RACS Staff

The CEO and Directors have a permit provided on an ongoing basis during their period of employment.

In addition each Divisional Director based in Melbourne and the CEO's office will be allocated two permanent permits for business use at their discretion for staff that have parking requirements due to work commitments.

3.1.4 Temporary Permits - Visitors

All visitors must advise Reception of the registration number of their vehicle being parked at RACS and will be issued with a temporary daily permit.

3.1.5 Temporary Permits - RACS Staff

There are two permits set aside for temporary parking requirements. Staff can request access to a temporary daily permit from the Resources Director. Ideally, any request should be supported by their manager with justifiable reasons such as a business need or as part of a return-to-work medical related scenario. These allocations may still be declined, if it is known to be a busy period and spaces are restricted due to other commitments.

3.1.6 Parking on the Grass

Parking on the grass surrounding RACS is not permitted at any time and could incur a fine from the City of Melbourne, even if a valid RACS permit is displayed. Such practices may also result in restrictions to or withdrawal of the current parking arrangements for RACS by the City of Melbourne.

3.1.7 After hours and Weekend Access

The 'Permit Only' parking restrictions apply at all times; including after hours and at the weekend. A valid permit should always be displayed, so as to avoid a fine from the City of Melbourne.

4. ASSOCIATED DOCUMENTS

Expense Reimbursement Policy

Approver CEO
Authoriser Council