



Buildings and Grounds Division

CAMPUS ACCESS AND ORDER RULES

Date approved	11 August 1989	Date Policy will take effect	On approval	Date of Next Review	
Approved by	University Council				
Custodian title & e-mail address	Director, Buildings and Grounds Division all_buildings_and_grounds@uow.edu.au				
Author					
Responsible Faculty/ Division & Unit	Buildings and Grounds Division				
Supporting documents, procedures & forms of this policy	Procedure for Managing Alleged General Misconduct by a Student Staff Entry Permit Application Form Motorcycle Entry Permit Application Form Private Reserved Parking Application Form Departmental Reserved Parking Form Access and Order Guidelines				
References & Legislation	New South Wales Road Rules Companion Animals Act 1998 (NSW) Inclosed Lands Protection Act, 1901 (NSW) Student Conduct Rules University of Wollongong Act 1989 (NSW) University of Wollongong By-Law 2005 (NSW)				
Audience	Public – accessible to anyone				
Expiry Date of Policy	Not applicable				

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1 Purpose of Policy

- The grounds of the University of Wollongong are private property and the University Council has the right to regulate access to the grounds and to control the entry of vehicles and their operations within those grounds.

2 Definitions

- In these Rules, unless the contrary intention appears:

Word/Term	Definition
Campus	Includes any land which, for the time being, is the property of the University of Wollongong or in its possession or under its control, together with any building or other erection or construction of any kind whatsoever, whether permanent or temporary, standing on or affixed to such land or any part thereof.
Vehicles	Means all motor vehicles and includes motorcycles, but excludes motorised wheelchairs.
Entry Permits	Means UOW, Motorcycle, Reserved and any additional Entry Permits authorised by the Vice-Principal (Administration) issued in accordance with these Rules.
Ticket Parking	Means a valid ticket purchased from a Pay & Display ticket dispensing machine issued upon payment of the relevant tariff for a specific carpark. The purchaser by displaying a valid ticket agrees to these rules and will observe the expiry time and date displayed on the ticket.
Visitors/short term parking	Parking regulated by clause 5.26 – 5.27.
Authorised Persons	Means the Vice-Chancellor and Principal, the Vice-Principal (Administration), the University Librarian, the Heads of the Halls of Residence, the Manager Security, security officers and parking attendants whether employed or contracted and senior members of the University staff so designated by the Vice-Chancellor and Principal for the purposes of these Rules.
University	For the purposes of clauses 5.3 – 5.10 inclusive includes the servants, agents or employees of the University.
Entrant	For the purposes of clauses 5.3 – 5.10 inclusive includes all persons who enter upon a University Campus.
Members of staff	Includes, for the purposes of these Rules, full-time, fixed term, part-time and casual employees of the University of Wollongong. This term also applies to staff of associated companies, centres, residential complexes and employees of the UniCentre and its tenants, University Recreation and Aquatic Centre, Wollongong University Students Association, Wollongong University Postgraduate Association, Illawarra Technology Corporation and its tenants and other groups / bodies / organisations / companies as specified from time to time by the Vice-Chancellor and Principal for the purposes of these Rules.
Students	Means a person who has been accepted for admission to or enrolled in any course or program offered at, or in conjunction with, the University of Wollongong or Wollongong College Australia; or whose body of work, completed while so enrolled (e.g. a research thesis), is still under examination.
Supervising staff	Means every member of staff of the University of Wollongong or Wollongong College



member	Australia responsible for the provision of teaching or supervision of students of the University in connection with a teaching activity (such as a lecture, tutorial or practical demonstration).
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3 Application & Scope

1. These rules come into operation in this form from 25 October, 2005 for commencement of Autumn Session 2006. These rules incorporate Rules for Control of Motor Vehicles Entering the Grounds of the University of Wollongong as approved by Council.

4 Access to and Order on Campus

Persons Eligible for Entry

1. Persons in the following categories may have access to the Campus:
 - a. a member of the University Council or of Convocation or a Fellow of the University;
 - b. a member of staff entering or remaining on Campus in consequence of being an employee;
 - c. a student entering or remaining on Campus in consequence of undertaking studies or research;
 - d. a person who holds a permit authorising entry to the Campus and who has observed all conditions, if and, to which the authority contained in the permit is subject;
 - e. a member of the Commonwealth or State Police Forces requested by an authorised person to enter and remain on the Campus for the purposes of protecting persons or property; and
 - f. a person who otherwise has valid reason to be on the Campus, provided entry has not been prohibited by an authorised person.

Identification Cards

2. All members of staff of the University and students are issued with Identification Cards which must be carried during attendance at the University and shown in response to any reasonable request from an authorised person or from any other member of staff who might require such identification in the course of their duties.

Authority Cards

3. Persons designated as authorised persons for the purpose of these rules are issued with Authority Cards.

Authorised Persons and Supervising Staff Members

4. An authorised person is empowered, under these Rules, to give such directions and to make such requests in the name of the University as may be required to maintain order within the University and to maintain orderly conduct by members of staff, students and visitors, and in particular, but without limiting the generality of the foregoing:
 - a. to request persons involved in disorderly conduct to leave the Campus and to remove trespassers thereon;
 - b. to request persons to leave the Campus and/or inclosed lands owned or occupied by the University and to apprehend and deliver to the custody of the nearest police constable any person found committing an offence against the Inclosed Lands Protection Act, 1901, as amended, or committing a criminal offence;
 - c. to administer and control, in accordance with these Rules, access to the Campus and the traffic and parking provisions therein;



- d. to revoke the right of any person to enter or remain upon any land or premises of the University
5. Every supervising staff member is empowered to request a student involved in disorderly conduct during a teaching activity (such as a lecture, tutorial or practical demonstration) that impedes the normal functioning of that activity to leave the activity for the duration of the activity , provided that:
 - a. The staff member must first request the student to discontinue the disorderly conduct; and
 - b. The supervising staff member must report each exercise of this power to the Dean of the relevant faculty, to the Manager, Security Services and to the Academic Registrar (for consideration of the conduct as possible general misconduct by a student).

Note: If a student refuses to comply with a request to leave a teaching activity, academic staff are advised to contact Security for further assistance on 4221 4555.

Members of the Police Forces

6. Members of the Commonwealth or State Police Forces may be requested by any authorised person to enter any part of the Campus when, in the opinion of such authorised person, the protection of persons and/or property require it. Members of the Police Forces may in instances of likely or actual injury to persons or damage to property take action consistent with the authorities and powers that they possess as officers of the Commonwealth or State Police Forces, as appropriate.

Animals on Campus

7. Animals are not permitted inside campus buildings unless authorised by the Vice-Principal (Administration); authorised persons may take action to remove unauthorised animals from the Campus by whatever means are necessary. Dogs on the grounds of the Campus must in accordance with the provisions of the Companion Animals Act, 1998 (NSW) be on a leash and under effective control at all times by a competent person. An authorised person may request the owner of any dog to comply with this provision or may request the owner and the dog to leave the Campus. Stray dogs not under control may be detained by an authorised person and handed to the Council Pound. People who are blind or vision impaired who are accompanied by a guide or companion dog shall be exempt from this provision.

Disorderly Conduct

8. Disorderly conduct is recognised as general misconduct. For details of all categories of general misconduct refer to the Student Conduct Rules. In the interpretation of the Campus Access and Order Rules, the following forms of conduct will be construed as "disorderly conduct" and may lead to action being taken by authorised persons in the interests of maintaining good order and orderly conduct on Campus:
 - a. failure to comply with by-laws, rules, orders, Council resolutions or other lawful directions of the University in relation to campus access and order;
 - b. any conduct which impairs the reasonable freedom of other persons to pursue their studies, researches, duties or lawful activities in the University or to participate in the life of the University, or that threatens the health, safety or welfare of staff, students and visitors to the University;
 - c. wilful failure to obey any reasonable direction of an authorised person in relation to campus access and order;
 - d. failure to furnish or provide appropriate identification on request by an authorised person;
 - e. wilfully entering any place on Campus which the person is forbidden by an authorised person, by-law, rule, order or Council resolution to enter;
 - f. wilfully littering the Campus or damaging, defacing, or wrongfully dealing with any University property or any other property on Campus;
 - g. any other unreasonable conduct disrupting the normal activities of the University.



9. Where any disorderly conduct under clause 4.8(f) occurs and the person or organisation responsible can be identified, the University may take steps to recover the cost of any repairs to property or the cost of removal of offending material in addition to any disciplinary action that may be taken under the Student Conduct Rules and accompanying Procedures.

Complaints of Alleged Disorderly Conduct

10. If an incident occurs which is a threat or risk to personal safety, or which requires immediate intervention, individuals are advised to contact Security immediately on 4221 4555.

Complaints about Disorderly Conduct by Students

11. Complaints alleging disorderly conduct against students of the University may be brought to the Academic Registrar as soon as practicable after the alleged misconduct has occurred.

Complaints about Disorderly Conduct by Staff

12. Complaints alleging disorderly conduct against staff of the University may be brought by an authorised person, a student or a staff member to the Vice-Principal (Administration) in the case of general staff and to the Vice-Chancellor in the case of Academic Staff as soon as practicable after the alleged misconduct has occurred.

Complaints about Disorderly Conduct by other members of the University Community

13. Complaints alleging disorderly conduct against non-student and non-staff members of the University Community may be brought by an authorised person, a student or a staff member to the Vice-Principal (Administration) as soon as practicable after the alleged misconduct has occurred.

5 Traffic and Parking Control

Preamble

1. These Rules provide for the orderly movement and parking of vehicles and bicycles on Campuses. Failure to comply with the Rules may result in fines, loss of parking privileges and/or disciplinary procedures.
2. Limited Main Campus parking is provided by:

Entry Permits (for UOW, Reserved, Motorcycle)

- 2.1. Bays are set aside for UOW permit parking between the hours of 8.30am - 6.30pm Monday - Fridays. Outside of these times parking in Permit Carparks are unrestricted with no fee applicable. (Note this excludes the Parking Station, Disabled and Reserved spaces)

Parking Station

- 2.2. Varied parking fees apply to the Parking Station at various times.

Pay & Display Ticket Bays

- 2.3. Time based parking fees apply to Pay & Display ticket bays between the hours of 8.30am-6.30pm Mondays to Fridays. Outside of these times parking in ticket bays/carparks is unrestricted with no fee applicable.

Traffic Access to Campus

3. Subject to compliance with these rules pedestrians, bicycles and vehicles may have access to the Campus for legitimate University related activities.
4. Travelling and parking on the Campus shall be at the risk of the entrant.
5. The University or its agents shall not be responsible or liable for any injury, damage or loss (including consequential loss) no matter how it is caused or sustained.



6. The University or its agents shall not be responsible or liable for any loss, injury or damage to any person or vehicle caused or contributed to by the fault and neglect or negligence of the University while that person or vehicle is travelling, standing or parked on the Campus.
7. It is a condition of entry to the Campus that all entrants shall indemnify the University or its agents from all claims, actions or demands brought by, for or on behalf of the entrant or any third party arising out of injury, damage or loss sustained to the entrant or the entrant's vehicle or caused by the fault or negligence of the entrant in the use or operation of parking of a motor vehicle or bicycle on the Campus.
8. The entrant indemnifies the University and its agents for any claim for damage or loss howsoever caused to any vehicle brought onto the Campus by the entrant and whether such damage is caused by the fault or neglect of the University;
9. The entrant acknowledges that he shall be deemed to be the agent of the owner of any vehicle that he or she brings onto the Campus and that the owner is aware of the Campus Access and Order Rules and particularly the Traffic and Parking Control Rules and the owner has agreed to be bound by these rules.
10. Vehicles and bicycles shall at all times comply with all road markings, signs and directions of authorised persons

Traffic Rules

11. The New South Wales Road Rules apply to vehicles and bicycles on the Campus.
12. All vehicles shall observe posted speed limits.
13. Where a vehicle or bicycle is stopped by an authorised person in relation to a breach of the driving rules or due to the manner in which the vehicle is driven, for identification purposes the authorised person may demand the licence or other suitable identification of the driver or rider.
14. Vehicles and bicycles shall at all times give way to pedestrians on Campus.

Restricted Parking Areas

15. The University car parks are approved Restricted Parking Areas, under the New South Wales Road Rules. These conditions apply at all times.
16. Parking restrictions apply as signposted.

Parking Rules

17. No vehicle or bicycle shall park on the Campus otherwise than in accordance with these Rules and signage.
18. The driver of a vehicle shall not cause a vehicle to stand, wait or be parked for a period exceeding the time shown or indicated on any sign.
19. Only vehicles displaying an authority issued by the Roads Traffic Authority of NSW or issued by another Australian State or Territory Government Authority in the form of a valid Mobility Parking Scheme Permit recognised by the NSW Road Rules may park in the following areas designated for Disabled Parking:
 - a. signposted Disabled Parking bays;
 - b. UOW Permit Bays;
 - c. Pay & Display Ticket Bays;
 - d. Parking Stations.
20. No parking charges are applicable to vehicles displaying a valid Mobility Parking Scheme Permit using the parking bays described above.
21. All vehicles shall be parked within the lines designating parking spaces and shall at all times be parked in such a way that no obstruction is caused to the University roadways, or car park access lanes.



22. No vehicle shall park on any footpath, reserve or grassed area.
23. No vehicle or bicycle shall impede or prevent the safe movement of people from any building at any time by standing or parking across, or near, or adjacent to any entrance or exit.
24. Bicycles may only be parked in areas where the University has provided appropriate stands.

Entry Permits

25. Limited parking is available on Campuses. UOW permits and motorcycle permits do not guarantee parking on a Campus.
 - 25.1. Subject to clause 5.25.13, a student may access ticket parking areas or a Parking Station or apply for a Motorcycle Entry Permit, via the advised application process and payment of a prescribed fee.
 - 25.2. Subject to clause 5.25.13, a member of staff may apply for a UOW Entry Permit, a Reserved Entry Permit or a Motorcycle Entry Permit, via the advised application process and payment of a prescribed fee or via pay deduction as arranged with Personnel Services and/or Financial Services Divisions.
 - 25.3. A UOW Entry Permit allows access to both UOW Permit signposted areas and pay and display ticket bays only where signposted as excepted. Otherwise all ticket bays or any ticket bays with time restrictions are solely restricted to ticket holders only.
 - 25.4. A Reserved Entry Permit provides access to a single carpark space only. Reserved permit must park within an allocated space.
 - 25.5. Transferable permits for Reserved and UOW Entry Permit parking allow for the interchange of vehicles using a permit. These transferable permits are issued to a person and this person will be responsible for any vehicle using this permit.
 - 25.6. Entry Permits issued to a person cannot be resold or the entrant's licence transferred to another person without the express permission of the Vice-Principal (Administration).
 - 25.7. An Entry Permit provides no entitlement for parking in the Parking Station or in designated Pay and Display Ticket areas.
 - 25.8. Annual Entry Permits shall expire on the first day of Autumn Session in the year following issue. Half yearly entry permits for one session will expire on the first day of the next session.
 - 25.9. All Entry Permits issued in accordance with these Rules shall be prominently affixed to the motor vehicle front windscreen in a clearly visible position.
 - 25.10. All fees paid under these Rules are non-refundable, and shall be as prescribed by the Vice-Principal (Administration) from time to time.
 - 25.11. The Vice-Principal (Administration) may authorise the issue of additional classes of Entry Permits and determine the conditions of entry as required from time to time.
 - 25.12. Holders of all Entry Permits shall agree on acceptance of the permit to be bound by these Rules, as amended from time to time.
 - 25.13. The Vice-Principal (Administration) shall have discretion to determine the number of Entry Permits issued and to whom they are issued; exercise discretion over the numbers of bays assigned to ticket parking areas; and determine from time to time the criteria for applicants for Reserved parking bays to ensure efficient utilisation of space.
 - 25.14. A pay and display ticket is a short term entry permit valid for the time that it is issued. The ticket must be correctly displayed when accessing a ticket bay. Failure to do so may result in an infringement being issued as described in clause 5.29.

Visitor / Short Term Parking

26. Flexible parking arrangements are available at:
 - a. Parking Stations; and



b. Pay & Display Ticket Bays

27. Parking is controlled by the issue of tickets and shall be subject to these rules and the conditions shown on the tickets.

Parking Offences and Infringement Notices

Traffic Offences

28. Vehicles breaching the traffic rules may be stopped by an authorised person. Drivers may be reported by way of internal disciplinary action or where appropriate reported by authorised person to the nearest police officer.

Parking Offences

29. Vehicles that are not parked in accordance with signage or the New South Wales Road Rules shall be liable to the issue of a penalty notice, issued under the Self Enforcement Infringement Notice Scheme (SEINS). The penalty notice is currently processed by the State Debt Recovery Office, New South Wales Government. Fines are set by the State of New South Wales.
30. A penalty notice will be given in accordance with Self Enforcement Infringement Notice Scheme requirements.
31. Any person may appeal against a penalty notice. Such appeal shall be made to the Director, State Debt Recovery Office, New South Wales Government.
32. Persistent or blatant infringement of these Rules may result in an Entry Permit being revoked, and or vehicular access to the Campus denied by an authorised person.

Impounding of Bicycles

33. Bicycles not parked in the bicycle stands provided by the University may be impounded by authorised persons.

Release

34. Impounding fees may be invoiced where the authorised person is satisfied that adequate proof of identity has been established either through the production of a staff or student identity card or through the production of a recognised Australian State or New South Wales driving licence bearing the address of the rider at the time, and the bicycle will then be released.
35. Notice of an impoundment shall be given by leaving a notice in a prominent position at the place where the infringing bicycle was located or by posting a notice to the identified owner within 72 hours.

6 Roles & Responsibilities

Not Available.

7 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	11 August 1989	University Council	First Version
2	7 December 1990	University Council	Minor amendments to appeals against fines and in relation to littering
3	10 October 2003	University Council	Amendments to introduce the Self Enforcement Infringement Notices scheme
4	8 October 2004	University Council	Consequential amendments to support the



			introduction of the Rules for Student Conduct and Discipline
5	15 March 2005	Administrative Committee	Introduce Pay and Display parking in the Western Car park and other associated parking changes.
6	25 October 2005	Administrative Committee	Introduce Pay and Display parking at URAC and South Western Car park and other associated parking changes.
7	9 February 2007	University Council	Consequential amendments to rules on the introduction of revised Delegations of Authority Policy.
8	8 August 2008	University Council	Minor amendments to introduce a power to request students who are acting in a disorderly way to leave the teaching activity and to make minor amendments to the parking and animal control provisions of the Rules.
9	17 April 2009	University Council	<p>Migrated to UOW Policy Template as per Policy Directory Refresh.</p> <p>Updated disability parking provisions to include reference to Mobility Permits.</p> <p>Updated references to parking permits and parking services on campus.</p> <p>Updated references to NSW Road Rules and to the State Debt Recovery Office.</p>