



Parking Permit Allocation Guidelines

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Purpose of guidelines

The purpose of the Guidelines is to provide a transparent and easy to apply framework to be used by Richmond Rowing Club (RRC) Committee to allocate parking permits.

Parking permits are not available for general, ad-hoc use by club members. Parking Permits are the responsibility of the Facilities Coordinator, who will maintain an up-to-date record of permit allocations.

Parking permits

Richmond Rowing Club (RRC) receives 36 parking permits from City of Melbourne each year.

4 x Multi/all day permits
32 x 4hr permits

5 permits are allocated to MLC as per the terms of their lease and the shared Code of Conduct.:

1 x Multi/all day permits
4 x 4hr permits

13 permits are allocated to the following RRC roles to allow the day to day operations of the Club to be undertaken:

3 x Multi/all day permits: Captain of Boats, Facilities Coordinator, Cleaner/s
10 x 4hr permits: President, Vice President, Treasurer, Head of Rowing, Fundraising/Events Coordinator, General Member 1, General Member 2, Bar Manager, Head Coach

3 permits are allocated for use by Caterers:

0 x Multi/all day permits
3 x 4hr permits

15 permits are available for the Committee to allocate under sections 1, 2 and 3 of these guidelines:

0 x Multi/all day permits
15 x 4hr permits

Guidelines for allocation of available parking permits

Each year, at the August meeting, the Committee considers the allocation of available parking permits on the basis of the allocation guidelines outlined in section 1, 2 and 3.

1. Volunteer based allocation

Allocation of a parking permit is not a reward or in-kind payment for volunteering. Instead, it is an enabler for Committee members or nominated Club member/s to continue to make an established contribution without incurring additional expense or inconvenience when volunteering their time, skills and resources for the benefit of the Club and its members.

In practice, this could be for members who volunteer - coaching, coxing, professional services, trades or other services that can only be performed on the Club premises - for a significant number of hours each week. Or, where a contribution is 'peaky', across a long period of time.

2. Allocation process:

- Committee members can nominate Members to be allocated a parking permit on the basis of ongoing and meaningful contribution to the Club.
- Members can make a representation for a parking permit based on voluntary contribution.
- Nominations/representations should be sent to the Facilities Coordinator by email for collation and consideration at the August Committee meeting, coordinated by the Secretary.
- Any nominations/representations after this time must be signed off by Committee either through a vote in a Committee meeting, or by way of a circular resolution out of session, coordinated by the Secretary.
- Where a Member stops their volunteer activity, they may be asked to relinquish their permit.

3. Short-term and Special circumstances allocation

The Committee reserves 5 permits each year for short term or special circumstances allocations. This includes for working bees, one off events, visitors and trades people. These permits are held in safe-keeping by the Facilities Coordinator.

RRC Members are able to make a representation for allocation of a permit on the basis of special circumstances/considerations or additional accessibility requirements by emailing the Facilities Coordinator.

The email should include an explanation of why a permit is required, what period of time it is required for, and any other details that the member considers relevant.

For periods of 1 week or less, the Committee delegates the decision to the Facilities Coordinator.

For periods of more than 1 week, if the Facilities Coordinator recommends the parking permit should be issued, the request will be decided by Committee, either through an in-meeting vote, or circular resolution out of session, coordinated by the Secretary.