

## Administrative Arrangements for Parking at 20 Walters Drive

### 1. Purpose

- 1.1 The purpose of this guideline is to describe the administrative arrangements and responsibilities in relation to parking management at the Department's office location at 20 Walters Drive, Osborne Park.

### 2. Scope

- 2.1 This guideline applies to all employees located at 20 Walters Drive, Osborne Park. To the extent that parking allocated to the Department at 20 Walters Drive is available to visitors, this guideline also applies to visitors.

### 3. Background

- 3.1 A supply of parking is available to the Department at 20 Walters Drive for use by staff, contractors and visitors. Under the *Fringe Benefits Tax Assessment Act 1986*, the Department can be liable in certain circumstances for fringe benefits tax to the Australian Tax Office for parking benefits provided to employees.

### 4. Guidelines

- 5.1 Departmental parking at 20 Walters Drive parking will be primarily provided for:
  - (a) Government vehicles, consisting of executive vehicles, pool vehicles (as applicable) and vehicles provided as part of the Government Vehicle Scheme (GVS)
  - (b) Department priorities and requirements including special needs, official guests, visitor and VIP parking, carpooling and special approvals, and
  - (c) Level 7 PSGOGA (or equivalent) FT/PT positions (0.5 FTE or greater), permanent or contract of more than 6 months, where the person in the role is not part of the GVS.
- 4.2 It is envisaged that the remaining bays would be available to staff and contractors in accordance with these guidelines. To the extent possible, where demand exceeds the supply of parking, the Department will seek to minimise unused parking space, in particular by considering options for temporary or spare usage of visitor parking.
- 4.3 Having regard to the resources available to the Department to manage the distribution of unallocated parking, and processes relevant to building management, the management of unallocated parking will be by rostered parking by ballot, rather than a 'first come, first served' basis. Information about this process is available in these guidelines under the Rostered Parking section.

- 4.4 Staff and contractors can raise enquiries for building property management through the Procurement, Asset Management & Facilities Coordinator.

### **Parking Schedule**

- 4.5 Parking available to the Department is to be identifiable by reference number or bay number. A parking schedule will list the Department's bays and the allocated usage of those bays. The purpose of the parking schedule is to:
- (a) allocate sufficient parking bays to Government plated vehicles, L7+ officers (or equivalent) and special approvals; and other Department priorities/requirements, including special needs, official guests, visitor and VIP parking;
  - (b) identify the number and location of the remaining bays, noting that:
    - i. from time to time the number of official guests may exceed the number of available visitor car bays (Official guests include Board members). If this occurs Level 6< officers may be asked to vacate their allocated car bay for a period of time
    - ii. from time to time officers with health/mobility concerns may be required to have access to a car bay outside of their ballot allocation. This will be assessed on a case by case basis, unless extraordinary circumstances are present officers would require a medical certificate or other supporting documentation to support their claim.
- 4.6 Parking provided by the Department to employees is to be regarded as a privilege and not an entitlement.
- 4.7 The parking schedule may be varied by approval of the Director Strategic Asset Planning at any time to meet changing business needs. This may result in the withdrawing of access to a parking bay given by an allocation or by ballot. Ordinarily the parking schedule would be varied if need be immediately prior to the next periodic ballot for parking.

### **Rostered Parking**

- 4.8 The distribution of unallocated bays is in the form of a rostering approach with the determination of bay recipients for each period to be by ballot. The draw is conducted every four months.
- 4.9 The Procurement, Asset Management & Facilities Coordinator, who is responsible for Departmental garage management, conducts the draw for parking. The draw for parking should be the subject of an email to all staff advising the time and place of the draw. Observers can attend the draw. A record of the ballot and outcome is kept including names of any observers. The draw may be conducted by electronic means.
- 4.10 People who did not receive a bay in the draw for one period are placed at the top of the draw in the subsequent periods. All other things held equal, if there were 20 bays between 60 people, and a draw each four months, all 60 people could receive a bay at some time during the year.
- 4.11 All officers not using the garage via a GVS or other form of allocated bay are considered to be in the draw for parking ballot by default. Participation in the draw for parking will be taken to continue on indefinitely unless advice is given in writing to the Procurement, Asset Management & Facilities Coordinator.
- 4.12 Those who have no intention of utilising the garage parking should advise the Procurement, Asset Management & Facilities Coordinator so that they can be removed

from the ballot, or their allocated bay added to the pool of parking available for rostering/ballot.

- 4.13 If a part-time officer receives a bay in the draw the unused parking days would not be the subject of a further ballot for those unused days, but rather, would be re-allocated in accordance with the re-allocation of a bay section of this guideline.

### **Car-Pooling Arrangements**

- 4.14 Car-pooling nominations can be sent as part of the periodic rostering of parking by ballot. Each person in the prospective car-pooling arrangement would need to send an email confirming the carpooling nomination, containing the names of the other persons who are part of the car-pooling arrangement.
- 4.15 If one person in the car-pooling nomination was successful in obtaining a bay in a draw for parking, all persons on that nomination would be taken to have received that same bay by virtue of that draw. Those officers would be responsible for making their own arrangements for the use of that bay per the car-pooling arrangement.
- 4.16 The tenure of the use of the bay would be:
- (a) for 1 person (i.e. no car-pool arrangement, 4 months)
  - (b) for 2 persons in a car-pool arrangement, 8 months
  - (c) for 3 or more persons in a car-pool arrangement, 12 months.
- 4.17 In the event of significant changes to the car-pooling arrangement, e.g. a person needs to withdraw from the carpool due to moving suburbs or similar, consideration would be given to reduction of the remaining tenure of the period. This would be by recommendation from the Procurement, Asset Management & Facilities Coordinator to the Director Strategic Asset Planning. A person/carpooling arrangement would not be able to extend the tenure of an existing parking period by the addition of persons during a parking period.
- 4.18 Car-pooling arrangements are based on an honour system subject to routine monitoring to identify infringements or issues with the purpose of the arrangements.

### **Garage Access**

- 4.19 Garage access is by swipe card and/or garage remote. Officers should not remove a garage remote assigned to a Departmental vehicle from the vehicle key ring. For those without a swipe card or remote, an intercom at the garage gate can be used to contact Reception, who can activate the garage gate:
- Swipe card access is via the same card that is used for building access. The swipe card is used at the gate entry
  - Garage remote access is by use of a 'fob' which can activate the gate remotely.
- 4.20 The Procurement, Asset Management & Facilities Coordinator liaises with building property management in relation to the issuance of swipe cards and garage remotes and the subsequent internal distribution of cards, including having new cards issued and processing requests for new or changed access permissions on each swipe card. The Director Strategic Asset Planning is responsible for the approval of administrative forms or procedures which govern arrangements for use of the garage including allocation of bays, swipe cards and garage remotes.
- 4.21 Prior to the issuance of a garage swipe card / by the Procurement, Asset Management & Facilities Coordinator, each staff member and contractor has to firstly agree to the terms and

conditions of use of the garage as issued by property management. The expense of having replacement lost/stolen swipe cards and garage remotes issued will be recovered from officers on a partial cost basis (\$25.00 per re-issue).

- 4.22 The Department does not accept responsibility for any damage sustained by vehicles attempting 'tailgate' passage into the parking garage, meaning, entrance or exit through an access gate where that officer has not personally utilised their access card to obtain entrance or exit, but rather, has attempted to follow behind another vehicle into or out of the garage.
- 4.23 During a period of time between an officer's commencement with the Department (or the commencement of an officer's parking period), and activation of any relevant swipe card access permissions or garage remote allocation etc., officers would remain responsible for their own parking/travel arrangements.
- 4.24 An officer who is leaving the Department, e.g. including resignation, redeployment or secondment, returns their swipe card and garage remote to the Procurement, Asset Management & Facilities Coordinator.

### **Re-Allocation of a Bay**

- 4.25 Officers cannot assign, loan or otherwise transfer use of a bay without permission from the Procurement, Asset Management & Facilities Coordinator, except in accordance with this policy.
- 4.26 If it is known that an officer with an allocated or rostered bay is not using that bay for 10 consecutive business days or more, e.g. because of leave, secondment, or similar, Procurement, Asset Management & Facilities Coordinator is responsible for re-allocation of parking to that bay. This would also apply should a PT officer receive a bay (allocated or via rostering). If the ordinary days of work of the PT officer subsequently changed, the days re-allocated would also change.
- 4.27 For operational absences of less than 10 consecutive business days, the officer's Assistant Director (or equivalent), may re-allocate the available parking days from within all their direct and indirect reports. If the bay is re-allocated under these provisions, the re-allocation should be transparent, equitable and capable of review. The person(s) to whom the parking is re-allocated should advise the Procurement, Asset Management & Facilities Coordinator with CC to the Assistant Director (or equivalent).
- 4.28 If the officer whose bay is to be re-allocated under clause 4.27 is an Assistant Director (or equivalent), they would themselves re-allocate the bay following the principles above, giving advice to the Procurement, Asset Management & Facilities Coordinator.
- 4.29 A level 6 or below officer acting in a Level 7 or higher position for a period longer than 2 weeks is allocated a parking bay per the ordinary allocation of the bay to the regular occupant. In limited circumstances, this could require changes to other garage user's parking arrangements (for example, the removal of a bay given to an officer under ballot). The Department would seek to minimise the extent of such circumstances having regard to any spare capacity in the garage parking.

### **After Hours Parking on a Regular Basis**

- 4.30 Staff required to work outside normal business hours on a regular basis and who wish to routinely park their private vehicle in a department bay after 6.00pm on weekdays, or those parking in a Department bay in any particular instance on a weekend or public holidays, should advise the Procurement, Asset Management & Facilities Coordinator.

### **Special Needs Allocated Bay**

- 4.31 Staff with a temporary accessibility need or in possession of an ACROD sticker can request regular usage of any available accessible parking. In relation to temporary need, a medical certificate that states the expected period of the temporary need has to be submitted with the request.

### **Motorcycles, Bicycles and Lockers**

- 4.32 A limited number of motorcycle bays are available in the garage. These can be requested through the Procurement, Asset Management & Facilities Coordinator.
- 4.33 Staff who wish to make use of bicycle facilities, or ground floor/Level 9 locker facilities should request access from the Procurement, Asset Management & Facilities Coordinator.

### **Garage Notices**

- 4.34 Staff cannot park a vehicle in a garage parking bay without approval, or park in loading zones or bays designated for accessible parking, couriers, deliveries or trades.
- 4.35 Staff are issued with a parking notice if they park in a bay for which they do not have approval. If an officer who has approved parking rights is involved those rights may be withdrawn, or eligibility for future parking ballots withdrawn.
- 4.36 Officers are required to comply with all signage in the car park and garage use requirements as determined from time to time by the Department, as a tenant with access to the garage, and property management, as the entity responsible for the garage and access arrangements.
- 4.37 If an officer is in breach of garage requirements, the Department may withdraw the officer's parking privilege, make the officer ineligible for future parking ballots, remove garage access permission from the officer's building swipe card, and/or, if warranted, deal with the matter as a breach of the Department's Code of Conduct.
- 4.38 The Department conducts investigations of any alleged breaches, and considerations of proposed sanctions according to the principles of procedural fairness. If the alleged breach is significant, this may entail temporary suspension of parking privileges, having regard to the responsibility of the Department to provide a safe working environment to staff and visitors.
- 4.39 Officers should be aware that the Department is a tenant in the garage, and ultimately, garage usage determinations are within the control of property management. It follows that if an officer is identified as being in breach of garage requirements, property management may remove garage access from the officer at its sole discretion.