



## TITLE: PARKING ARRANGEMENTS AT WA COUNTRY HEALTH SERVICE CENTRAL OFFICE PROCEDURE

Effective: 20 August 2014

### 1. GUIDING PRINCIPLES

This procedure sets out the parking entitlements for employees of, and visitors to, WA Country Health Service (WACHS) Central Office metropolitan sites.

WACHS follows the WA Government Office Accommodation Policies: A Guide to the Procurement and Management of Western Australian Government Office Accommodation (2004), which states:

*Subject to availability, a parking bay shall be made available to the following categories of motor vehicle:*

- i. Government owned or leased vehicles*
- ii. vehicles used by an officer with a physical disability which requires that they travel by private motor vehicle to work*
- iii. vehicles used by officers of Level 8 (HSU G11) classification and above.*

This procedure also states that the allocation of parking bays is subject to their availability and the availability of sufficient funding within agencies. There is no automatic right of an officer falling within one of the above categories to be allocated a parking bay.

Exceptional circumstances will be considered for employees outside of these categories whose work activities require access to vehicle parking. Submissions for exceptional circumstances are to be made via the employee's Executive Director (ED) to the Chief Executive Officer (CEO).

### 2. PROCEDURE

#### 2.1 Allocation of Bays

Bays are provided in the car park for the following:

- One bay for a person with a disability who holds a current and valid ACROD sticker.
- Two bays for pool motor vehicles.
- One loading bay.
- Four bays for approved visitors.
- Private or government motor vehicles of employees occupying specified Central Office positions who are assigned a parking bay by approval of the Manager Executive Services (MES) as per WA Government Policy.

<b>Title:</b>	Parking Arrangements at WA Country Health Service Central Office Procedure		
<b>Contact:</b>	Manager Executive Services (T. Sullivan)		
<b>Directorate:</b>	Executive Services	<b>TRIM Record Number:</b>	ED-CO-13-12965
<b>Version:</b>	3.00	<b>Date Published:</b>	20 August 2014
<b>Date of Last Review:</b>	April 2012	<b>Date Next Review:</b>	May 2019





Any remaining parking bays will be allocated on a periodic (quarterly) basis to eligible employees.

A map of the parking bays and their assigned numbers is available within the Parking Bay Allocation System.

#### **a) General Administration**

- Bookings for the four designated visitor's bays and disabled access bay are managed by WACHS Central Office reception. Available via phone (9223 8500) or email ([WACHS Central Office Reception](#))
- Staff requesting access to the disabled bay must provide a medical certificate stating that their physical disability requires that they travel by private motor vehicle to work; and have the request approved by their ED. Access will depend on availability.
- A remote control device operates the boom gate entry into the car park.
- Visitors can access the car park via the intercom which connects with front reception.
- Parking is only permitted in designated bays.
- Allocation approval is made by the MES.

#### **b) Rules of Use for Central Office Car Park**

All authorised users of the car park must:

- only park a vehicle in the bay that they are assigned
- not park a vehicle in any space that is not a designated bay
- not park in a fashion that causes, in any part, the vehicle to extend into an adjacent bay or obstruct traffic flow.

A Central Office employee:

- allocated with a boom gate control who loses or damages this device is liable to pay for a replacement at a cost of \$50.00
- must notify the Business Manager (BM) (or delegate) via the Parking Bay Allocation System, of any absence from work for periods longer than two weeks, in which case their parking bay is to be assigned to the next eligible employee(s) for the duration of that leave.
- who is allocated a boom gate control and takes leave for two weeks or more must return the boom gate control to the BM for reallocation for the duration of their leave.

#### **c) Non compliance with this procedure**

Any employee who does not adhere to the rules of this procedure will forfeit immediately, their entitlement to parking and will not be entitled to re-enter the allocation pool for a period as decided by the MES for no less than three months.

#### **d) Periodic Allocation of Parking Bays**

- An eligible employee can register their interest in being included in the allocations for a parking bay.
- To register their interest, an employee must use the wizard in the Parking Bay Allocation System. The employee is required to enter the registration number of any vehicles they may park in an allocated bay.
- Registrations can be made any time and come into effect for the next allocation period.



## 2.2 After Business Hours Access to Car Park

After hours (weekends or after 5:00 pm), access to the car park can be arranged by booking a remote boom gate device via WACHS Central Office reception.

## 2.3 Objections and Appeals

An eligible employee may lodge an appeal with the BM.

The BM is to determine the outcome of an objection lodged by an employee within 10 working days and provide an email response addressing the grounds of the objection.

An employee who, having received a response to their objection from the BM, believes that the case has not been fully addressed, may lodge a written appeal with the MES. The MES's decision is final.

## 3. DEFINITIONS

**Car park** means the area adjacent to 189 Wellington Street, Perth that is used for the parking of vehicles utilised by eligible employees of, or visitors to, WACHS Central Office.

**Designated Bay** is a vehicle parking space which is marked as such by white lines painted on the bitumen surface, signage in front of bay detailing position, visitor, pool vehicle or loading zone, or by other official means.

**Eligible employee** means an employee:

- who is permanent employee or is employed on a contract of 12 months or greater
- who is based at a Perth City site for 80% or more of the working week.
  - Employees who are based at a WACHS Perth City site for less than 80% of the working week may group with other eligible employees to form a group that collectively are based at a WACHS Perth City site for 80% or more of the working week. Only one bay will be allocated to such a group.

**The Parking Bay Allocation System** is a web based application designed to assist with the management of parking bays.

**Visitors** include Central Office staff members who reside permanently in the country. Employees or contractors who are based at WACHS Central Office but live in the metropolitan area are not deemed to be visitors.

## 4. ROLES AND RESPONSIBILITIES

### 4.1 MES

The Chief Executive Officer (CEO) is responsible for the approval of this procedure, and has authorised the MES to act on behalf of the CEO, including the approval of allocation of car parking bays and for the determination of appeals lodged in accordance with this procedure.



## 4.2 Business Manager (BM)

The BM is responsible for the day-to-day administration of the system including:

- day to day administration of the Parking Bay Allocation System
- monitoring non-compliance with this procedure
- repair and maintenance of the boom gate
- issuing boom gate controls to eligible employees
- arranging appropriate signage related to parking
- monitoring of feedback and appeals
- referring appeals to the MES.

## 4.3 Central Office Reception Staff

WACHS Central Office reception staff members are responsible for recording bookings for, and allocations of, the four visitor bays and disabled bay in accordance with the MES's instructions.

Short term visitors to Central Office for the purpose of delivering goods or providing services can utilise the Loading Bay and are able to access the car park through reception.

## 5. EVALUATION

All feedback (including the nature of compliments, complaints or appeals) are to be recorded and monitored by the BM for the MES' annual review.

The procedure is to be reviewed five (5) yearly by the BM.

## 6. REFERENCES

Department of Housing and Works Policy 9 (2004) Office Accommodation Policies  
*A guide to Procurement and Management of Western Australian Government Office Accommodation*

