



Department of
Education

CENTRAL OFFICE VEHICLE PARKING

EFFECTIVE: 8 SEPTEMBER 2008

VERSION: 1.1 FINAL

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1 POLICY STATEMENT

The Department of Education (the Department) will provide secure parking, where available, for visitors and staff.

2 BACKGROUND

The Department is one of the few government agencies located in Perth that provides secured parking for visitors and staff. Under the *Fringe Benefits Tax Assessment Act 1986*, the Department is required to pay a fringe benefits tax to the Australian Taxation Office for parking benefits provided to employees. Parking facilities provided by the Department to staff are a privilege and not an entitlement.

Parking bays at 151 Royal Street, East Perth are primarily provided for:

- government vehicles consisting of executive vehicles, 'pool' vehicles and vehicles provided as part of the Government Vehicle Scheme (GVS);
- Department priorities/requirements including special needs, visitor and VIP parking, and special approvals; and
- Level 8 (or equivalent) or above officers who are not part of the GVS.

Remaining parking bays are available to other Department staff in accordance with this policy.

Car pooling is supported and encouraged by the Department.

This policy will be reviewed annually or as required to ensure the parking requirements of Central Office are met.

3 SCOPE

This policy applies to Department employees located at 151 Royal Street, East Perth.

4 PROCEDURES

4.1 ALLOCATION OF BAYS

The House Officer will:

- assign an identification number to all parking bays affected by this policy;
- allocate parking bays to Government plated vehicles, eligible officers and special approvals;
- allocate bays for Department priorities/requirements including special needs, visitor and very important person (VIP) parking;
- only allocate one parking bay per person;
- record and prioritise applications by the date of the formal application when all available bays have been filled;
- allocate parking bays as they become available to eligible officers on the list, in order of priority; and

- where a parking bay is not to be used by the allocated driver for a period of more than three working days, use the parking bay for other Department priorities including the servicing of vehicles, as a 'holding bay' for vehicles that have been delivered to replace existing government vehicles, and other Department requirements.

Eligible officers:

- must apply for a parking bay by submitting a Vehicle Parking Application Form (Appendix A) to the House Officer;
- cannot assign, loan or transfer the parking bay without the express permission of the House Officer;
- must not remove the proximity card assigned to GP (Q)-plated and GVS vehicles from the vehicle log book; and
- must advise the House Officer if the parking bay will not be used by the allocated driver for a period of greater than three working days.

Guidelines

Refer to section 3.2 for the definition of 'eligible officers'

Eligible officers who currently have a parking bay will not need to reapply.

Only the officer allocated the parking bay is permitted to park in the designated bay.

Allocated parking bays may be withdrawn at any time to meet changing business needs.

4.1.1 CAR POOLING ARRANGEMENTS

All officers who are part of a car pooling arrangement must submit a Vehicle Parking Application Form (Appendix A to the House Officer).

The officer that has been allocated the parking bay must travel in the vehicle which parks in that bay on any given day.

Guidelines

Where the officer allocated a parking bay is part of a car pooling arrangement with one or more other Department officers, the other officers are able to park their vehicles in the nominated bay when it is their turn to drive.

4.1.2 SPECIAL NEEDS PARKING/DISABLED DRIVER VEHICLE

Staff in possession of an ACROD sticker are eligible to apply for a parking bay and must submit a Vehicle Parking Application Form (Appendix A) to the House Officer.

Staff with a temporary disability are eligible to apply for a parking bay and must submit a Vehicle Parking Application Form (Appendix A) to the House Officer. A medical certificate that clearly states the expected period of the disability must be submitted with the application form.

Guidelines

The allocation and duration of a temporary parking bay will be determined by availability.

4.1.3 AFTER HOURS PARKING

Staff required to work outside normal business hours on a regular basis and who wish to apply for approval to park their private vehicle in the basement garage after 5.00 pm on week days and on weekends and public holidays must submit a Vehicle Parking Application Form (Appendix A) to the House Officer.

Guidelines

Parking bays will be designated for this purpose.

4.1.4 BICYCLES/MOTOR BIKES

Staff seeking approval to park their bicycle or motorcycle in the basement garage must apply for access by submitting a Vehicle Parking Application Form (Appendix A) to the House Officer.

4.2 CHANGE OF VEHICLE DETAILS

All recipients of parking bays must submit a Vehicle Parking Variation Form (Appendix B) to the House Officer if their vehicle details change.

4.3 ACCESS

The House Officer will:

- assign a separate proximity card to all government vehicles; and
- have the personal proximity (ID) cards for all staff allocated permanent or temporary parking enabled to permit access to the basement garage.

Guideline

Separate proximity cards enable the vehicle to be used as a pool vehicle during normal working hours.

The basement garage is fitted with entry and exit security doors that will remain closed other than for the passage of authorised vehicles. The entry door is activated by a security proximity card that has been appropriately enabled (swiped).

The entry and exit doors have been designed to allow single vehicle movement only. All drivers wishing to enter the basement should activate the entry mechanism personally. The light will turn green when the vehicle can be driven into the car park.

The Department will not accept responsibility for any damage sustained by vehicles attempting 'tailgate' passage through either the entry or exit doors.

4.4 INFRINGEMENT NOTICES

Staff must not park a private vehicle in Central Office parking bays without approval from the House Officer.

Staff must not park in loading zones or bays designated for couriers, deliveries or trades.

Guideline

Staff will be issued with an infringement notice if they park in a parking bay for which they do not have approval. If an officer who has approved parking rights is involved those rights may be withdrawn.

5 RELEVANT LEGISLATION OR AUTHORITY

Fringe Benefits Tax Assessment Act 1986

Public Sector Management Act 1994

5.1 RELATED DEPARTMENT OF EDUCATION POLICIES

Public Sector Code of Ethics
Staff Conduct

6 DEFINITIONS

6.1 DISABLED DRIVER VEHICLE

A government or private vehicle that is driven by a person who is legitimately in possession of an ACROD permit and who works at 151 Royal Street, East Perth.

6.2 ELIGIBLE OFFICERS

- Permanent Level 7 PSA (or equivalent) or above.
- Acting Level 8 PSA (or equivalent) or above whose substantive level is less than Level 7 PSA (or equivalent).
- Special approvals, as approved by the Deputy Director General Finance and Administration.

6.3 GOVERNMENT VEHICLES

Vehicles fitted with Government plates, or private plates under the GVS, forming part of the general vehicle pool located at 151 Royal Street, East Perth.

6.4 PROXIMITY CARD

The personal card that is issued to all employees identifying them as employees of the Department.

7 CONTACT INFORMATION

The House Officer
Infrastructure Directorate
Department of Education
151 Royal Street
East Perth WA 6004
T: (08) 9264 5800
E: centraloffice.houseofficer@education.wa.edu.au


8 REVIEW DATE


9 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
08/09/2008		1.0	D11/0239460	
08/09/2008	03/09/2021	1.1	D21/0490362	Minor update to include email address

APPENDIX A VEHICLE PARKING APPLICATION FORM

Please email completed form to centraloffice.houseofficer@education.wa.edu.au

 Department of Education	Bay Number	
APPLICATION FORM FOR PRIVATE PARKING		
Applicant Details		
Applicant Name		
E-mail Address		
Position		
Substantive Classification		
Acting Classification		
Nominated Vehicle Details		
Make/Model		
Body Type		
Vehicle Registration		
Car Pooling Arrangement?		
If yes, details of other officers and vehicle registrations		
Signature		
Applicant		
Date		
<i>The applicant is deemed to have read and understood the parking policy covering the use and allocation of parking bays when signing this form.</i>		
<i>This portion to be retained by the House Officer</i>		

 Department of Education	Bay Number	
APPLICATION FORM FOR PRIVATE PARKING		
Applicant		
<i>The detail above to be completed by the Applicant</i>		
Your application for a private parking bay at 151 Royal Street has been approved and the bay numbered above has been allocated to park the vehicle detailed below subject to the provisions of the parking policy.		
Nominated Vehicle Details		
Make/Model		
Body Type		
Vehicle Registration		
Signature		
House Officer		
Date		

This portion to be returned to the applicant

APPENDIX B VEHICLE PARKING VARIATION FORM

Please email completed form to centraloffice.houseofficer@education.wa.edu.au



Department of
Education

**Bay
Number**

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ADJUSTMENT TO APPLICANT DETAILS

APPLICANT DETAILS
Applicant Name
E-mail Address

Previous Details
Position
Substantive Classification
Acting Classification
NEW Details
Position
Substantive Classification
Acting Classification

NOMINATED VEHICLE DETAILS
Previous Details
Make/Model
Body Type
Vehicle Registration
NEW Details
Make/Model
Body Type
Vehicle Registration

Signature
Applicant
Date

