

Motor Vehicle Parking Policy - Department of Health

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Functional Sub group Corporate Administration - Purchasing

Summary Terms and conditions for the parking of motor vehicles on the Department's premises at North Sydney.

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Applies to NSW Dept of Health

Audience Head Office Staff

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Status Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

NSW DEPARTMENT OF HEALTH MOTOR VEHICLE PARKING POLICY

Introduction

The Department of Health leases limited on site parking facilities for pool vehicles and those vehicles packaged on a private/business basis at its Miller Street premises.

Staff wishing to park private vehicles (including 100% private use leased vehicles and novated lease vehicles) are to make their own arrangements.

Departmental funds are not to be used for the payment of parking charges for private vehicles.

The following arrangements will apply to the parking of motor vehicles where the Department of Health incurs a cost to lease car parking facilities.

Private/Business Packaged Vehicles

Vehicles packaged on a private/business arrangement are to be made available for business use during normal business hours and are to be parked on Departmental premises during business hours unless being used for official purposes or the officer is on approved leave.

The cost of parking for these vehicles is an expense borne by the Department of Health.

Short Term Secondments

Given the Department's limited parking capacity, parking may not be available for seconded staff.

Where Executives are seconded to work in the Department of Health, parking may be available provided:

1. The vehicle to be parked is a SES/HES salary packaged NSW Health system vehicle with a business component.
2. The Executive agrees to meet the costs of the Parking Space Levy from their salary package.
3. The vehicle will be made available for general use during normal business hours.
4. The secondment is for a period of up to twelve months only.

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Parking facilities will not be provided to seconded staff on an indefinite basis. Parking access cards that are provided will automatically be deactivated at the conclusion of twelve months.

5. Spare parking facilities are in fact available.
6. A covering brief is provided to the Director, ECSD outlining the following:
 - Why parking facilities are considered necessary for the performance of the duties of the position
 - Whether alternative transport options have been explored

Where an officer is provided with parking facilities paid from Departmental funds, Shared Services Centre will notify Accounts Branch so that any Fringe Benefits Tax liability can be calculated.

Private Vehicles

Vehicles classified as private vehicles include 100% private packaged vehicles, vehicles leased under a deed of novation, and privately owned vehicles.

Parking spaces will not be provided for private vehicles.

However, the Director-General has the discretion to waive this requirement in extraordinary circumstances. These will be considered on a case-by-case basis taking into account particular working requirements and conditions, occupational health and safety issues and other matters that the Director-General determines are relevant. This will include disability, where applicable.

Parking access will not be provided for private vehicles without the **prior** approval of the Director-General.

Parking space rental charges are **not** an approved benefit for the purposes of salary packaging.

Parking Space Levy

Parking spaces leased by the Department of Health within the North Sydney CBD area attract an annual parking levy of \$930 per annum (effective from 1 July 2007).

NSW Government policy specifies that this is a cost that must be met by individual officers.

Particulars relating to the Parking Space Levy are outlined in Premier's Circular 2007-36 at

<http://www.premiers.nsw.gov.au/TrainingAndResources/Publications/MemosAndCirculars/Circulars/2007/C2007-36.htm>

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and Department of Health policy directive PD2007_029 at
http://www.health.nsw.gov.au/policies/pd/2007/pdf/PD2007_029.pdf

The objective of the levy is to discourage private vehicle use and decrease congestion and pollution in Sydney's prime business districts.

The cost of the parking space levy must not be paid from Departmental funds.

Parking levy salary deductions **will not** be suspended during periods of leave.

Parking Space Costs

(Rates and number of leased spaces current as at July 2007)

Unreserved spaces	\$425.00 per month
Parking levy	\$70.00
GST	<u>\$49.50</u>
Total	\$544.50

Reserved spaces	\$580.00 per month
Parking levy	\$70.00
GST	<u>\$65.00</u>
Total	\$715.00

Enquiries

Any enquiries regarding this policy should be directed to Paul Pace, Shared Services Centre, on 9424 5887.

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