

Car parking charges for staff and visitors at SA Health Metropolitan Hospitals Policy Directive

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Car parking charges for staff and visitors at SA Health Metropolitan Hospitals Policy Directive

1. Policy Statement

This Policy Directive prescribes car parking charges for staff and visitors at SA Health Metropolitan Hospitals and provides a clear and transparent understanding for car parking exemptions.

2. Roles and Responsibilities

This policy is applicable to all staff and visitors who use SA Health metropolitan hospital car parks.

This Policy does not incorporate car parking in SA Health Corporate Office Building(s) where car parking is restricted for use to Executives who elect a vehicle / car park as part of their remuneration package.

The following defines the key responsibilities:

Chief Executive Officer Metropolitan Local Health Networks

- Ensuring car parking charges are in accordance with the fees set out in Section 44 of the *Health Care Act 2008* (the Act) detailed in the car park charges and fees schedule.
- Ensuring an auditable train of paperwork for the granting of car parking payment exemptions.
- Nominating the Health Facility Manager (or delegate) responsible for the ongoing management of this policy.

Health Facility Manager

- Approving car parking fee exemptions, or appoint an appropriate delegate.
- Ensuring car parking fee exemptions are valid and documented.
- Ensuring car park infrastructure and charging systems are consistent, maintained, operational and secure.
- Ensuring car parking signage is displayed and updated to reflect any changes in car parking fees and charges at respective sites.

Finance, Corporate and System Support Services Division

- Ensuring that opportunities for car parking charging infrastructure and systems are considered in all future capital developments.
- Maintenance and dissemination of car parking fee schedules and charges.
- Financial and management reporting.
- Reviewing car parking fees and charges as part of the annual budget setting process.
- Ensuring annual indexation is applied to car parking charges.

SA Health Staff

- Completing the application form, available from the Authorised Car Parking Officer at their respective site, to access staff car parking at SA Health metropolitan hospitals.
- Agreeing to the relevant payroll deductions / direct debit arrangements.
- Understanding that without a car parking permit, staff will be charged the applicable public rate.

- Understanding that where insufficient permanent parking exists (i.e. waiting lists prevail) staff will be charged the applicable rate.
- Responsible for notifying the Authorised Car Parking Officer at their respective site for any variations in contracted hours, advising if they are no longer eligible to access any Fringe Benefits Tax exemptions, cancelling car parking access, returning permits / key cards, noting that no refunds are given.
- Behaving in a manner that reflects the values of the *South Australian Public Sector* as described in the [Code of Ethics](#) and understanding that Authorised Car Parking Officers will not tolerate disrespectful behavior at any time.
- [Adhering to the Respectful Behaviour Policy](#).

Authorised Car Parking Officers

- Processing the payroll deductions for staff car parking, using the correct payroll deduction codes and remitting any other monies received to the relevant Local Health Network.
- Processing all applications for additions/deletions or amendments to car parking deductions in a timely and accurate manner.
- Issuing expiation and fines in accordance with the [SA Health Expiation Notice Procedure](#).
- Ensuring people using car parks at metropolitan SA Health hospital sites are compliant with the rules and regulations associated with the use of these facilities.
- Reporting any disrespectful behavior encountered while undertaking their role (from staff or visitors) to management and recording the incident in the Safety Learning System (SLS).

3. Policy Requirements

3.1 Fees and Charges

- Fees and charges apply to all staff and visitors who use SA Health metropolitan hospital car parks.
- Car parking charges are levied by Department for Health and Wellbeing (DHW) in accordance with the *Health Care Act 2008* (the Act) detailed in the car park charges and fees schedule.
- SA Health employs Authorised Car Parking Officers to monitor and regulate traffic on hospital premises and to ensure staff and the public are compliant with the rules and regulations under the Health Care Act 2008 (the Act) – Section 42 Hospital By-Laws.
- A discounted weekly car parking ticket is available for patients and relatives at each site.
- The cost of staff car parking is allowed to be salary sacrificed directly with the employer under the South Australian Government Salary Sacrifice Arrangements (SAGSSA). This charge will not count towards the Fringe Benefits Tax cap (if eligible). SA Health hospital car parks that are salary packaged will not be charged GST.
- Employees who salary sacrifice under the Medical Officers Specific Salary Sacrifice Scheme (MOSSSS) cannot salary package SA Health car parks and must pay these as post tax payments and pay the GST.
- Staff who are not eligible for the FBT cap can only access the car parks via a post-tax payroll deduction and will be charged GST.
- Staff car parking fees and charges will be reviewed on an annual basis as part of SA Health's annual budget process and indexation will be applied annually.
- All fees and charges collected for metropolitan hospital car parking must be banked and recorded in accordance with relevant finance policies and procedures.

3.2 Car Parks

- Signage is in place at each SA Health metropolitan car park displaying car parking fee arrangements.
- SA Health multi deck car parks do not offer two hours free car parking.
- SA Health staff are not guaranteed that a parking space will be available. Demand at some sites may exceed supply and a waiting list system operates where necessary.

3.3 Accessible Parking

- Accessible parking for people with state government issued Disability Parking Permits is available at the standard rates for each hospital. A Disability Parking Permit must be displayed at all times when parking in these locations.
- Staff must provide a copy of their Disability Parking Permit, including expiry date, to the Authorised Car Parking Officer at the relevant site.
- In South Australia, time limit concessions are given to holders of disability parking permits where there are no spaces available for people with a disability and where the sign or meter shows specific time limits. For example if the time limit shown is:
 - Less than 30 minutes, the time limit for a disability parking permit holder is 30 minutes.
 - 30 minutes or more but less than one hour, the time limit for a disability parking permit holder is two hours.
 - More than one hour, the time limit for a disability parking permit holder is twice the period indicated.
 - For more information www.sa.gov.au
- As there are no time limits within the general car parks, people with a Disability Parking Permit will be charged at the normal rates in those areas.

3.4 Exemptions – Parents and Carers Scheme

- Exemptions from car parking fees can apply in the following circumstances:
 - Volunteers approved by the delegated Health Facility Manager.
 - Patients, or parents or carers of a baby / young child patient, who are required to attend the hospital for clinical purposes at least once a week for a period of at least four (4) weeks.
 - Any other circumstances deemed clinically appropriate by the Health Facility Manager or delegate.
 - Bicycle parking.
- Exemptions must be documented and approved using the application for exemptions from car parking fees form, which is available from the Authorised Car Parking Officer at the relevant site.
- Exemptions from car parking fees and charges must be approved by the relevant Health Facility Manager, or delegate.

3.4.1 Exemption guidelines

| item | Exemption criteria | Details | Delegated authority |
|------|---|---|--------------------------------------|
| (a) | Volunteers approved by the delegated Health Facilities Manager | Volunteers & agencies providing a free service to the hospital. | Health Facility Manager or delegate. |
| (b) | Patients or parents or carers of a patient, who are required to attend the hospital for clinical purposes for at least once per week for a period of at least four (4) weeks. | This includes: <ul style="list-style-type: none"> ○ Palliative care ○ Paraplegic ○ Quadriplegic ○ Chemo & radio therapy ○ Dialysis | Health Facility Manager or delegate. |
| (c) | Any other circumstances deemed clinically appropriate by the Health Facility Manager | Cases will be assessed on an individual basis. | Health Facility Manager or delegate. |

3.5 Leave

3.5.1 Metropolitan Hospitals (excluding Women's and Children's Hospital (WCH)):

- For periods of leave up to six weeks, payroll deductions continue.
- For periods of leave greater than six weeks and up to twelve months, staff can either continue paying normal parking rates during the entire period of leave or complete a car parking amendment form to suspend deductions. On return to work, the parking permit and payroll deductions will resume.
- Staff may not suspend deductions for a period of longer than twelve months. Staff will need to reapply for a permit on return from leave for periods greater than twelve months and, depending on availability, may be placed on a waiting list.
- Staff are responsible for completing all paperwork regarding their car parking arrangements, noting that no refunds will be given.

3.5.2 WCH:

- Car parking payments for annual leave are not be refunded.
- Periods of long service leave, retention leave and sick leave are refunded for periods greater than fourteen continuous calendar days upon application in writing to the Transport Services Department located at the WCH.
- In the case of leave without pay the period is in excess of seven continuous calendar days.
- Staff who suspend their car parking arrangements at the WCH for any period of time are placed on the waiting list on their return.

3.6 Department of Veterans Affairs (DVA) Card Holders

- DVA Gold Card holders are entitled to claim reimbursement from DVA for car parking charges incurred.
- DVA White Card holders are entitled to claim reimbursement from DVA for car parking charges incurred as a result of treatment of their relevant condition.

3.7 Motor Cycles

- Motor cycles are to be charged at the full rate (except at the WCH).

3.8 Expiation and Fines

- SA Health employs Authorised Car Parking Officers to ensure people using the car parks at metropolitan SA Health hospital sites are compliant with the rules and regulations associated with the use of these facilities.
- Authorised Car Parking Officers will issue expiation and fines in accordance with the *SA Health Expiation Notice Procedure*.
- SA Health is committed to providing workplaces that are safe and supportive of its staff and in which the culture of the organisation reflects the values of the South Australian Public Sector as described in the Code of Ethics. As such, Authorised Car Parking Officers will not tolerate any disrespectful behaviour from any staff or visitors while performing their duties.
- Authorised Car Parking Officers will report disrespectful behaviour and this may result in disciplinary action or the loss of access to SA Health metropolitan hospital car parks.

4. Implementation & Monitoring

A range of car park control measures exist on a site by site basis, including:

- 4.1 Authorised Car Parking Officers based at each site.
- 4.2 Staff car parking permits.
- 4.3 Expiation notices.
- 4.4 Boom gates.
- 4.5 CCTV.
- 4.6 Security lighting.
- 4.7 Appropriate signage.

5. National Safety and Quality Health Service Standards

N/A

6. Definitions

- **Authorised Car Parking Officers**, also referred to as **Car Parking Officers**, are employed by SA Health to monitor and regulate traffic on hospital premises and to ensure staff and the public are compliant with the rules and regulations under the Health Care Act 2008 (the Act) – Section 42 Hospital By-Laws.
- **CCTV** means closed circuit television.
- **DHW** means the Department for Health and Wellbeing accountable for strategic health system planning.
- **DVA** means Department of Veterans Affairs
- **GST** means Goods and services Tax.
- **Local Health Network (LHN)** means the Local Health Network for which the major capital works project is being delivered. Primarily responsible for identifying needs for capital solutions, ensuring appropriate consultation occurs during the project and responsible for ongoing management and operation of the asset that results.
- **(MOSSSS)** means Medical Officers Specific Salary Sacrifice Scheme.

- **Pro-rata** means the proportionate amount based on the numbers of hours worked.
- **SA Health** means the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.
- **SLS** means Safety Learning System.
- **WCH** means the Women's and Children's Hospital

7. Associated Policy Directives / Policy Guidelines and Resources

- [Public Sector Act 2009 \(SA\)](#)
- [SA Health Respectful Behaviour Policy](#)
- [Code of Ethics for the South Australian Public Sector](#)
- [SA Health Expiation Notice Procedure](#)
- [Work Health and Safety Act 2012](#)
- [Income Management Policy Directive](#)
- [Payroll Transaction Policy Directive](#)
- [TI 9 Payroll Deductions](#)

8. Document Ownership & History

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