



# Car Parking

## POLICY

Division

**Facilities and Administration**

Policy number

Updated

**8 June, 2021**

Implemented

**May, 2012**

Review date

**30 June, 2023**

Reviewed by

**Rolf Moses**

**Chief Executive Officer**

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Approved by

**Rolf Moses**

**Chief Executive Officer**

Date

*9. June 2021*

Signed

*R. Moses*

Print name

*ROLF MOSES*

## 1. Policy Validity Statement

If this document has passed its review date (as shown above) it may be invalid. Please ensure you're referring to the most current version before relying on its contents.

## 2. Purpose

The purpose of this policy is to explain and outline our car parking policy to QLS team members and to outline how QLS will manage the limited available car parks to ensure that they are utilised in the best possible way from an overall organisational perspective.

## 3. Scope

This policy applies to all QLS team members.

## 4. Policy

Parking is not available to staff unless the Society requires you to work outside your normal working hours or to use your car for Society business. The limited parking in Basement 1 is primarily for the use of QLS council and committee members, speakers, maintenance and service providers, and visitors conducting business at Law Society House.

If a car park is needed manager approval is required, and a prior booking needs to be made with the Facilities & Administration Manager before bringing in your vehicle. Basement 2 and Basement 3 car parks are either allocated or leased and therefore, not available for staff for casual parking.

A firm stance will be taken when dealing with requests for parking that do not comply with this Car Parking Policy.

### 4.1 Issue

Car parks on QLS premises are limited in number and it is necessary to allocate and use them in the most effective way for the benefit of the organisation.

All General Managers on contract have a condition that provides them with a car parking space on the Society's premises without cost to the Employee (for the Employee's personal use only).

The Society has two casual parking spaces in Basement 1.

The Manager, Facilities & Administration has responsibility and authority to allocate these car parks.

The policy and procedures provide the basis on which these car parks will be allocated for short or long term use.

## 5. Procedure

To allow relevant consideration and appropriate action to be taken, the procedures set out in this policy are to be applied.

Questions relating to the policy should be referred to the Manager, Facilities & Administration.

### 5.1 General Managers and senior staff on contract

Where a General Manager or senior staff on contract have a contract provision that provides them with access to a car park:

- They may advise the Manager, Facilities & Administration regarding their requirement for a car park and one will be provided as soon as practicable. The car park will be made available to them for their personal vehicle only.
- Such car park will be available to the person twenty-four hours a day, seven days a week, whilst they are at work.
- Where the person is absent (e.g. sick leave, annual leave, out of Brisbane on business) the Manager, Facilities & Administration should be advised so the car park can be managed accordingly. The car park will be returned to the pool to be managed by the Manager, Facilities & Administration.
- If the contracted employee elects not to bring his/her personal vehicle to work, the car park will be reallocated by the Manager, Facilities & Administration as is provided in the policy. This does not mean the person relinquishes their right to be allocated a car park at any future time should the person decide to make personal use of the car park.

### 5.2 Other Staff

Other staff may request and be allocated a car park in the following circumstances:

- Where an employee is required by QLS to attend to QLS business outside their agreed hours
  - Staff should note that outside normal hours, it may be acceptable to utilise a taxi or ride share service. This will be at the discretion and approval of their Manager.
- Where there is a QLS business need, in circumstances other than the above, and where it is clear that the most appropriate solution is for the employee to use their own vehicle.
- In other emergent or compassionate personal circumstances, if car parks are available, the Manager, Facilities & Administration will endeavour to assist.

NOTE: QLS car parks will not be made available to staff or others for convenience parking.

### 5.3 Ad Hoc paid parking

Staff and visitors may book **ad hoc** paid parking, when vacant leased parking bays are available. Paid parking is to be pre-booked with Facilities & Administration and payment is to be made at Reception, at time of booking or upon arrival.

### 5.4 Visitors

Where official QLS visitors seek car parks, a web request for parking can be submitted through Virtual EMS Room Booking to be approved and confirmed by Facilities. The car park will generally only be made available for the duration of the person's visit in Law Society House.

#### 5.5 **Disability Access**

Requests for assistance with disability access and parking are to be directed to the Manager, Facilities & Administration. Basement 1 parking bays 44 and 45, in combination, will be utilised to accommodate these requests.

### 6. **Endorsement**

QLS is committed to this policy and its equitable implementation. For further information, please contact Facilities & Administration.



**Document History**

Amended	Amended By	Division	Details
25/06/2013	N Leigh	Facilities	Updated to reflect less car park availability and criteria for car park allocation
26/05/2015	N. Leigh	Facilities	Updated to reflect change of title from Director to General Manager
11/10/16	N. Leigh	Facilities & Administration	<p>Updated to reflect new Division name from Facilities to Facilities &amp; Administration</p> <p>Updated to reflect organisational title changes from Director to general Manager</p> <p>Approval for taxi home changed from General Manager approval to Manager approval; remove time specific wording and include ride share as well as taxi.</p> <p>Approval signature – Amelia Hodge – CEO</p>
26/9/2019	N. Leigh	Facilities & Administration	<p>Updated to include Ad hoc paid parking availability</p> <p>Updated to include provision for disability access and parking utilising Bays 44 &amp; 45 in Basement 1 carpark</p> <p>Approval Signature – Rolf Moses - CEO</p>
8 June 2021	N Leigh	Facilities & Administration	Reviewed – no changes required