

South Bank Corporation Policy

Corporate Services

SUBJECT: Car parking for Staff and Visitors
DATE CREATED: January 2008
REVIEW DATE: January 2009

Purpose

The purpose of this policy is to clarify the use of the car park by staff and visitors to the South Bank Corporation (SBC).

Application

This policy applies to the following:

- SBC Staff:
 - who pay for parking via fortnightly payroll deductions.
- SBC Staff & Selected Contractors' Staff:
 - who pay for parking on a daily basis.
- SBC Visitors:
 - who receive "free" parking.

Details of the application of the policy are as follows:

- SBC Staff (payroll deduction)
 - when a staff member wishes to use the car park on a regular basis, initial arrangements must be made with the Human Resources Coordinator (HRC).
 - the HRC arranges for the staff member to complete an electronic application form (Monthly Car Park Pass Proximity Card) and return it to the Car Park Manager (CPM).
 - the HRC advises the CPM of the above and confirms approval for creation of a Proximity Card.
 - the CPM arranges for the issue of a Proximity Card and confirms its issue to the HRC.
 - the HRC arranges authorisation to deduct a fee from the staff member's fortnightly salary.
 - the staff member will be issued with a Proximity Card, which will be programmed to allow access to the car park during the normal operating hours of the car park, i.e. 5am to 1am the following day.
 - the pass is to be used by the staff member only and is not transferrable.
 - the staff member must park in the designated area in the lower basement.
 - each fortnight a deduction from the staff member's pay will occur.
 - the fortnightly rate is currently \$50 (effective 29 January 2008) and is reviewed on an annual basis, usually with effect from 1 July.
 - Two weeks notice in writing is required on cancellation of car parking arrangements along with the return of the access card to the Human Resources Co-ordinator.
- SBC & Contractors Staff (cash payment)
 - this applies to all SBC staff who use the car park, except for those who pay via 'payroll deduction'.
 - this applies to contract staff from ISS (cleaning), Chubb (security) and SLSQ (life guards).
 - this applies to members of staff employed by the Business South Bank;

- the current rate of \$6.50 will continue to be reviewed on an annual basis, usually with effect from 1 July.
 - this rate is not available to visitors to contractors or other contractors/companies without approval from the following officers:
 - Chief Executive Officer
 - General Managers.
- SBC Visitors (free parking)
 - car park vouchers for “free” parking are available from Reception.
 - the issue of such vouchers can only be approved by the following:
 - Chief Executive Officer
 - General Managers