



AUSTRALIAN PARLIAMENT HOUSE PRIVATE CAR PARKS POLICY

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Approved by:

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Definitions

Term	Definition
APH Access Card	A photographic or non-photographic card that provides unescorted or escorted access to the private areas of Australian Parliament House (APH).
Access Card holder	An individual with an APH Access Card allowing unescorted access to the private areas of APH.
Authorised Officers	An individual approved by the Presiding Officers to issue a Parking Infringement/Warning Notice within private car parks.
Authorised Review Officers	A Senior Executive Service officer who has been appointed by the Secretary, Department of Parliamentary Services (DPS) to review decisions on a Parking Infringement Notice.
Commonwealth Vehicles	A vehicle displaying a Commonwealth Vehicle Parking Permit, and meets the conditions of that permit, parked within a designated commonwealth vehicle parking bay.
Disability parking bay	Parking bays reserved for vehicles displaying an Australian disability parking permit.
Exceptional parking	Parking arrangements that have been approved for a temporary period of time with strict conditions.
Infringement Notice	A written notice with a time penalty issued when non-compliance with the Conditions of Access and Use occurs.
Long term parking	Vehicle left within the private car parks for a duration that exceeds the reasonable working day of an Access Card holder, or greater than 24 hours.
Parking privileges	An Access Card holder who is permitted to park within designated areas of private car parks under specific conditions.
Private area	Any non-public areas that require an APH Access Card or identification for entry.
Private car parks	Designated parking bays within APH that are for the specific use of Access Card holders with parking privileges.
Revoked parking privileges	An Access Card holder whose parking privileges have been suspended or cancelled as a result of non-compliance with the Conditions of Access and Use as outlined in the Policy.
Tailgating	The act of gaining entry to the private car parks by following an authorised vehicle through the entry gates without swiping an authorised Access Card.
Warning Notice	A written notice issued when non-compliance with the Conditions of Access and Use occurs.

1. Introduction

- 1.1 The *Australian Parliament House (APH) Private Car Parks Policy* (the Policy), is part of the access control arrangements necessary to maintain the security, safety and decorum of APH. The Policy is part of a suite of documents forming the APH Security Policy and Governance Framework.
- 1.2 The Policy should be read in conjunction with the *APH Private Area Access Policy*, the *APH CCTV Code of Practice* and other security policies and operating procedures. In accordance with the *APH Private Area Access Policy* the private car parks are considered part of the private area. APH provides private car parks (car parks) within the Parliamentary precincts to APH Access Card holders with parking privileges (Access Card holders).

2. Purpose and objectives

- 2.1 The objective of the security arrangements at APH is to provide a safe and secure environment for building occupants and visitors, while ensuring public accessibility, and the order and decorum of APH is maintained.
- 2.2 The car parks provide access to onsite parking at APH for Access Card holders to support the efficient operation of the Parliament. With the exception of parliamentarians and reserved parking bays, availability of parking for Access Card holders is not guaranteed.
- 2.3 In order to support the security arrangements of the car parks as a part of the private areas, and to assist in the accessibility of available parking for those with a business need to attend APH, Access Card holders are not permitted to park vehicles for an extended period of time. Provisions are available to support business requirements for longer term parking where appropriate.
- 2.4 The purpose of the Policy is to outline the management of the car parks including:
 - the Conditions of Access and Use, and
 - compliance with the Policy.

3. Roles and responsibilities

Presiding Officers

- 3.1 The Presiding Officers are responsible for the control and management of the Parliamentary precincts under section 6 of the *Parliamentary Precincts Act 1988*.
- 3.2 The Presiding Officers are the final authority in allowing or not allowing access to the private areas of APH, including the car parks.

Secretary, Department of Parliamentary Services

- 3.3 The Secretary, Department of Parliamentary Services (DPS) has executive responsibility for the management of the car parks and maintaining infrastructure.

- 3.4** The Secretary, DPS has delegated the Assistant Secretary (AS), Security Branch as the Authorised Review Officer to assess appeals against Parking Infringement Notices, and on-going breaches of the Conditions of Access and Use.

Assistant Secretary, Security Branch, DPS

- 3.5** As the Authorised Review Officer the AS, Security Branch or their delegate is authorised to determine non-compliance, including reviewing an appeal against a Parking Infringement Notice.

Director Security Operations, DPS

- 3.6** The Director Security Operations (DSO) is responsible for overseeing the management of day-to-day operations of the car parks, including overseeing the management of non-compliance and appeals.

Assistant Director, Security Systems and Technology, DPS

- 3.7** The Assistant Director, Security Systems and Technology, in accordance with the *APH CCTV Code of Practice*, is responsible for providing information to facilitate the issuing of Parking Infringement/Warning Notices.

PSS Team Leader Car Park Operations

- 3.8** The Team Leader Car Park Operations (CPO) is responsible for day-to-day compliance checks and general administration of the car parks. The Team Leader CPO is authorised to issue Parking Infringement/Warning Notices and is responsible for maintaining associated records and evidence, including providing evidence of non-compliance in the event of an appeal.

Access Card holders with parking privileges

- 3.9** Access Card holders are responsible for complying with the Policy, reporting non-compliance and keeping vehicle registration details up to date with APH Access Services. For ad hoc vehicles (eg. alternative vehicles or hire cars), details should be emailed to parking@aph.gov.au as soon as practicable.
- 3.10** Access Card holders are responsible for any occupant travelling within the vehicle into the car parks who is not an Access Card holder. They are considered an escorted visitor and are the responsibility of the Access Card holder while in the car parks, until signed in or escorted out.

National Capital Authority

- 3.11** The National Capital Authority (NCA) is responsible for the management of the publicly accessible car parks, including West Block and the publicly available parking bays behind the Ministerial Wing on the western side of Melbourne Ave. Access Card holders should contact NCA for any matters occurring in the public car parks.

4. Private car parking facilities

- 4.1 The Presiding Officers have authorised DPS to manage the car parking facilities in consultation with the Special Minister of State, the Department of the House of Representatives (HoR) and the Department of the Senate (Senate).
- 4.2 The car parking facilities in APH include the following car parks:
- Ministerial Executive
 - HoR and Members
 - Senate and Senators
 - Loading Dock area - for use by gardeners, approved contractors and Loading Dock security staff only
 - Ministerial Wing external car parks on Melbourne Ave (razorblades), excluding the publicly accessible allocated parking bays in the western car park, and
 - West Block - overflow parking facility during parliamentary sitting weeks.
- 4.3 The car parks accommodate standard passenger vehicles, motorcycles and bicycles. Vehicles entering the car parks must not exceed 2.2 metres, and the parking of trailers or caravans is not permitted.
- 4.4 Parliamentarians, the staff of parliamentarians and travelling parliamentary staff, may park their vehicle for longer than a 24 hour period where required for business purposes. Notification of the car registration details and duration of parking period should be emailed to parking@aph.gov.au prior to leaving the vehicle.

West Block car park - during sitting weeks

- 4.5 During a sitting week the West Block car park is an overflow car park area for Access Card holders. The boom gate will be activated from **6am Monday - 11pm Friday**. At **11pm Friday** the West Block returns to a public car park and is patrolled by NCA officers, who may issue ACT Government parking infringements.

Exceptional parking

- 4.6 Short term, conditional parking arrangements can be requested (including parking for a period greater than 24 hours) to support temporary changes to business requirements or needs of an Access Card holder. Approval for these arrangements will be considered on a case-by-case basis with consideration for availability. Any requests for exceptional parking arrangements should be emailed to parking@aph.gov.au at least 24 hours in advance so the request can be considered. Approval is not guaranteed. Exceptional parking approval does not apply to vehicles of parliamentarians, the staff of parliamentarians and travelling parliamentary staff where they are parked longer than a 24 hours period in accordance with paragraph 4.4.

Reserved parking

- 4.7 Some parking bays in the car parks are allocated to a specific category of Access Card holders. Reserved parking bays are clearly labelled and are only for use by the designated user.

Disability parking – Australian disability parking permits

- 4.8** Access Card holders with an Australian disability parking permit may park in designated disability parking bays within the Parliamentary precincts including the car parks.

Motorcycle parking

- 4.9** Designated motorcycle bays are located across the Parliamentary precincts. Motorcycles parking in the car parks should only use the designated motorcycle bays. Motorcycles can park free of charge in the designated area of the public car park.

Bicycle parking

- 4.10** Access Card holders must only use designated bicycle racks. The bicycle racks are for the use of commuters. Bicycles are not to be stored in the racks. Locking devices must not be left on racks without a bicycle.

Vehicle failure and assistance vehicles

- 4.11** Road-side assistance and towing vehicles can be granted access to the car parks to facilitate emergency repairs or the removal of the vehicle from the Parliamentary precincts. General maintenance of vehicles is not permitted in the car parks. Access for assistance vehicles must be coordinated through the Parliamentary Security Operations Room (PSOR), and the Access Card holder is to escort the driver at all times.

5. Condition of Access and Use

- 5.1** Access Card holders must comply with the Conditions of Access and Use outlined below. Access Card holders:
- a.** must only park for the duration of their working day. Exceptions to this are parliamentarians, staff of parliamentarians and travelling parliamentary staff who have provided prior advice and approved exceptional parking applicants
 - b.** must conduct themselves in a manner that does not endanger the safety of others or threaten the security of the Parliamentary precincts
 - c.** must be present in the vehicle when entering the car parks and accept responsibility for the vehicle, and the driver's actions if not driven by the Access Card holder
 - d.** must not have more than one vehicle parked in the car parks at any given time
 - e.** must observe all traffic directions in car parks, including **not** parking:
 - on yellow lines
 - in prohibited areas such as footpaths
 - in permit or reserved bays unless authorised
 - obstructing access to emergency exits or fire/electrical equipment, or
 - in a position that prevents the free and safe passage of vehicles or pedestrians using the car parks.
 - f.** must not smoke within any of the car parks

- g. must keep their vehicle registration information up to date with APH Access Services
 - h. must move their vehicle within two (2) hours if requested to do so by the Team Leader CPO
 - i. should report any suspected or known instances of non-compliance, damage or accidents to the PSOR, and
 - j. acknowledge that the Commonwealth will not be liable for any loss or damage to any vehicle or property suffered in any circumstances arising in respect of their use of the car parks.
- 5.2 If an Access Card holder is not in possession of their Access Card, entry may be granted to the car parks if their identity and parking privileges can be verified by the PSOR.

6. Compliance

- 6.1 Non-compliance or misuse of the car parks will be investigated in accordance with the *APH CCTV Code of Practice* and the *APH Private Area Access Policy*.
- 6.2 The Presiding Officers, or their delegates, have the right to suspend or cancel parking privileges where a person has abused the privileges associated with the Policy.
- 6.3 The AS, Security Branch is responsible for reporting quarterly to the Presiding Officers on incidents of significant non-compliance or compliance trends that require further consideration to rectify.
- 6.4 Costs may be recovered from any Access Card holder for damage that may be caused by a vehicle (including oil leaks) and urgent removal of a vehicle if necessary for the security and safety of the Parliamentary precincts.

7. Parking infringements

- 7.1 An Access card holder who does not comply with the Conditions of Access and Use may be issued with a Parking Infringement/Warning Notice (at **Attachment A**). The severity of an infringement is determined in accordance with the APH Private Car Parks Infringement Penalty Matrix. The suspension of parking privileges will be effective as per the Revocation Period indicated on the Parking Infringement/Warning Notice, unless a Parking Infringement Appeal Form is received within seven (7) working days.

Appeals

- 7.2 An Access Card holder may seek a review of the Parking Infringement Notice by completing the Parking Infringement Appeal Form (at **Attachment B**) and emailing it to parking@aph.gov.au
- 7.3 If an appeal is lodged, the infringement is withheld until the appeal is finalised. Appeals against a Parking Infringement Notice will be reviewed by the Authorised Review Officer.

8. Further guidance

- 8.1 For emergencies, maintenance, reporting non-compliance or after-hours assistance please contact the PSOR (02) 6277 5999.
- 8.2 To contact Team Leader CPO (02) 6277 8230, or via email parking@aph.gov.au
- 8.3 To register your vehicle details contact APH Access Services via APHAccessServices@aph.gov.au
- 8.4 Further guidance on the application of the Policy can be sought from the DPS Security Branch via security.policy@aph.gov.au
- 8.5 For issues in the APH public car park or the Ministerial Wing public car park contact the NCA (02) 6271 2888 or (02) 6273 4458.

Attachment A – Parking Infringement/Warning Notice

This Notice is issued in accordance with the Australian Parliament House Private Car Parks Policy.

This vehicle is parked in contravention of the Policy.

Section 1: Details of vehicle			
Notice No.		TRIM reference <i>Official use only</i>	
Date			
Time			
Location (Car park, level, parking bay)			
Vehicle registration number			
Make of vehicle			
Colour			
Section 2: Notice Type			
	Warning Notice		Infringement Notice
Section 3: Identified Breach			
<i>Conditions of Access and Use as outlined in Section 5 of the Policy</i>			
	Vehicle obstructing access to emergency exit or equipment*		
	Parked in a mobility disabled parking bay without a permit*		
	Vehicle gained access by tailgating		
	Use of Access Card without card holder present in vehicle		
	Parking in a loading zone without a permit		
	Smoking within the car park or stairwells		
	Parking outside of designated bay areas (No Parking Zones)		
	Vehicle parked in an unsafe or inappropriate manner		
	Access Card holder fails to move vehicle after being directed to do so (within 2 hours)		
	Parked in reserved parking bay without authorisation		
	Trailer parked or attached to vehicle		
	Vehicle parked in a manner that obstructs access of other vehicles		
	Vehicle parked beyond reasonable duration of a working day		
	Registration details not recorded with the Access Services Office		
Section 4: Revocation Period			
	Up to 8 weeks		*Immediate revocation of 9 weeks
	Up to 4 weeks		
	Up to 2 weeks		
	Warning – no revocation period		
Revocation Period of ___ weeks commencing _____ (DD/MM/YY) to _____ (DD/MM/YY)			
Section 5: Issuing Officer			
Name:			
Signature:		Date:	
Section 6: Appeals			
<i>Appeals process as outlined in Section 7 of the Policy</i>			
This Notice may be appealed within seven (7) working days of issue by sending a completed 'Parking Infringement Appeal Form' to parking@aph.gov.au			
The suspension or cancellation of parking privileges will be effective as per the Revocation Period indicated above unless an appeal is received within seven (7) working days. If an appeal is received the infringement is withheld until the appeal is finalised.			

APH Private Car Parks Infringement Penalty Matrix

APH Private Car Parks Infringement Penalty Matrix			
Offence	A breach of conditions that can result in harm to occupants or threatens the security of APH	A breach of conditions that causes disruption to business or prevents others exercising parking privileges	A breach of conditions with limited negative impact to the occupants or APH.
	Maximum and minimum penalty	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Vehicle obstructing access to emergency exit or equipment</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Vehicle gaining access by tailgating</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Use of Access Card without card holder present in vehicle</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Parked in a mobility disabled spot without permit</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Parked in a Loading zone without a permit</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Smoking within the carpark or stairwells</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Immediate revocation of privileges – up to 9 weeks</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Maximum: Up to 8 weeks</div> <div style="border: 1px solid black; padding: 5px;">Minimum: 4 weeks</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Parking outside of designated areas (No parking zones)</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Vehicle parked in an unsafe, inappropriate manner</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Access Card holder fails to move vehicle after being directed to do so</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Parked in reserved parking bay without authorisation</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Trailer parked or attached to vehicle</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Vehicle parked in manner which obstructs access of other vehicles</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Maximum: Up to 4 weeks</div> <div style="border: 1px solid black; padding: 5px;">Minimum: 2 weeks</div>

Attachment B – Parking Infringement Appeal Form

This Form is to be submitted in accordance with the Australian Parliament House Private Car Parks Policy.

Section 1: Parking Infringement Notice details			
Notice No.		TRIM Reference <i>Official use only</i>	
Date			
Time			
Location (car park, level, parking bay)			
Vehicle registration number			
Make of Vehicle			
Colour			
Name of Issuing Officer			
Section 2: Access Card holder details			
Name			
Access Card No.			
Department or company (if applicable)			
Contact No.			
Email address			
Section 3: Identified Breach			
<i>Conditions of Access and Use as outlined in Section 5 of the Policy</i>			
Section 4: Reason for appeal (include supporting documentation)			
Signature:		Date:	