



ACT Health

ACT Health Directorate Accessible Parking

For ACT Health controlled parking facilities

Document number	AHDPD-68:2021
Effective date	10/01/2023
Review date	09/01/2026
Author branch	People Strategy and Culture
Endorsed by	Corporate Governance and Finance Committee
Audience	Managers and staff
Version number	1.0

Contents

Policy Statement	1
Purpose	1
Scope	2
Car parking space availability.....	2
Decision Making.....	2
Roles and Responsibilities.....	3
Records Management.....	4
References and Related Documents.....	5
Definitions	6
Version Control	7

Policy Statement

ACT Health Directorate (ACTHD) aims to provide a fair, transparent, and consistent approach to allocating accessible car parking at ACTHD controlled parking areas to staff who require it.

ACTHD will consider providing accessible parking where a person requires parking to have reasonable access to the workplace because of a permanent or temporary:

- disability
- work-related injury or illness,
- impediment to their mobility, or
- other concerns that may impact safety and wellbeing.

Purpose

Providing access for people with reduced mobility, safety and wellbeing concerns which focus on providing opportunities that promote inclusion in the workforce, including:

- equal employment terms and conditions
- workplace and work adjustments
- recruitment processes and promotion, and
- training opportunities.

ACTHD workplaces may have parking spaces to accommodate fleet vehicles, executive entitlements, and accessible parking. The number of accessible parking spaces is determined by the Parking and Vehicular Access Code and the Disability (Access to Premises – Buildings) Standards 2010.

This policy provides information about managing accessible parking at ACTHD workplaces that have ACTHD controlled parking, including 2-6 Bowes St Woden, the Howard Florey Centenary House, 25 Mulley Street Holder and the Ngunnawal Bush Healing Farm.

Scope

This policy applies to managers who control access to ACTHD controlled parking and staff who require a parking space and have:

- a work-related injury or illness,
- a reasonable adjustment requirement, or
- any other concerns where accessible parking may be a requirement to ensure safety and wellbeing for an individual.

Car parking space availability

There are a number of locations where the management of carparking includes accommodating fleet vehicles, executive entitlements, and accessible parking.

Decision Making

The Executive with responsibility for the specific ACT Health parking facilities will provide procedural fairness to approve or reject requests from staff for accessible parking. The Executive may also request additional information that may include external assessments on the staff member's mobility requirements. Priority will be provided to a staff member requiring an accessible car space when a car space becomes available.

In determining whether a person requires accessible parking, consideration will be given if a person:

- has a significant restriction on their ability to get to and from the workplace,
- cannot use, or it is impractical for them to use public transport,
- requires accessible parking to perform the inherent or essential requirements of their job in a safe manner, and
- any other concerns.

Parking spaces provided to meet accessibility requirements in the first instance, are not an entitlement, and their allocation may be subject to change.

The list below describes the ACT Health Executives responsible for their specific car parking facilities:

Delegate	Facility
Executive Branch Manager Technology Operations	2-6 Bowes Street Woden
Executive Branch Manager Health Protection Services	Howard Florey Centenary House, 25 Mulley St Holder
Executive Group Manager Health System Planning and Evaluation	Ngunnawal Bush Healing Farm

In making a decision to determine whether an accessible parking space is provided to a staff member the Executive will consider:

- the evidence provided by the staff member, such as medical information and an Australian disability parking permit,
- relevant information available, including external assessments by a competent person of the staff member's mobility requirements,
- availability of car spaces at the specific facility, and
- other accessible parking opportunities that may be available.

Roles and Responsibilities

Position	Responsibility
Staff members	<p>Make requests for parking and provide information in support of their request.</p> <p>Participate in the reviews of parking arrangements.</p> <p>Display a disability parking permit, if they have one, so that it is easily identifiable.</p>
Managers with control of parking facilities	<p>Make all reasonable attempts to provide accessible parking to staff who require it, where it is approved by the relevant Executive.</p> <p>Where parking capacity is reached, make parking allocations in accordance with principles of fairness and equity, for example the implementation of a ballot-based approach, or the greatest need.</p> <p>Regularly review the allocations of accessible parking.</p>
Managers	<p>Work with delegates and staff (where parking has been identified as a reasonable adjustment, but a car parking space cannot be made available) to identify options to support the staff member to overcome barriers to performing their job functions.</p> <p>The manager and the staff member will consider whether the employee can use proximate, publicly available accessible parking.</p>

The following modifications or adjustments may be considered:

- flexible arrival work time
- modified work schedules, or
- working from home or other locations.

Executive Manager with
control of parking facilities
(Delegate)

Consider requests for accessible parking in accordance with this policy.

Provide procedural fairness and approve or reject requests for accessible parking, having considered whether the staff member:

- has a significant restriction on their ability to get to and from work due to a permanent or temporary condition,
- has a permanent or temporary condition that makes public transport impossible or impractical, or
- requires accessible parking to perform the inherent or essential requirements of their job in a safe manner.

Decide if the staff member requires a designated parking space or an accessible parking space applying the principles of reasonable adjustment and unjustifiable hardship.

The delegate will consider:

- the evidence provided by the staff member, such as medical information and an Australian disability parking permit, and
- relevant information available, including external assessments by a competent person of the staff member's mobility requirements.

NOTE: Holding an Australia disability parking permit is not, alone, sufficient evidence that the staff member requires an accessible parking space to undertake the inherent requirements of their role.

Determine the review period for the decision to provide a parking space.

- Provide a written explanation of their reasons for the decision and advise the person of their rights to request an internal review of the decision.

Records Management

Records of applications for parking and the decisions made by the delegate must be retained in accordance with the *Territory Records Act 2002* and records management procedures.

References and Related Documents

References

- Parking and Vehicular Access Code
- Disability (Access to Premises – Buildings) Standards 2010

Legislation

- *Public Sector Management Act 1994*
- *Discrimination Act 1991*
- *Disability Discrimination Act 1992*

Supporting Documents

- Reasonable Adjustment Policy

Definitions

Term	Definition
Permit Holder	Australian Disability Parking Permit Holder
Accessible parking	Also means mobility parking
Competent person	A person who has acquired through training, qualification or experience the knowledge and skills to assess the reasonable adjustment requirements of a person with a specific disability or condition, for example an occupational therapist.
Disability	Means the: <ul style="list-style-type: none"> (a) total or partial loss of a bodily or mental function (b) total or partial loss of a part of the body (c) the presence in the body of organisms that cause disease or illness (d) the presence in the body of organisms that are capable of causing disease or illness (e) the malfunction, malformation or disfigurement of a part of the body (f) a disorder or malfunction that results in a person learning differently from a person without the disorder or malfunction (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour, or (h) any other condition prescribed by regulation. (Section 5AA <i>Discrimination Act 1991</i>)
Reasonable adjustment	The administrative, environmental or procedural modifications required that enable an individual to meet the requirements of a position (Reasonable Adjustment Policy)
Unjustifiable hardship	The process of taking into account all the relevant circumstances of the particular case, including the: <ul style="list-style-type: none"> (a) nature of the benefit or detriment likely to accrue to, or to be suffered by, any person concerned (b) effect of the disability of any person concerned (c) financial circumstances, and the estimated amount of expenditure required to be made, by the first person, and (d) availability of financial and other assistance to the first person.

Version Control

Version	Date	Comments
1.0	10 January 2023	Endorsed Version.

Disclaimer: *This document has been developed by the ACT Health Directorate specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and the ACT Health Directorate assumes no responsibility whatsoever.*