

Storage and Charging of Personal Electric Vehicles

Queensland Government Accommodation Office

March 2025



Scope

This policy applies to all occupants, including employees and visitors, of buildings owned or leased by the Queensland Government Accommodation Office (QGAO) in relation to the storage and charging of Personal Electric Vehicles (PEVs).

Policy Objective

This policy establishes guidelines for the storage and charging of PEVs at buildings owned, leased or managed by QGAO (QGAO buildings), ensuring safety, compliance with regulations, and orderly management of facilities.

Definitions

Personal Electric Vehicles: A PEV refers to any personal electrically charged vehicle, which includes but is not limited to, electric scooters, electric bicycles, and e-skateboards.

Building Owner Rules: Rules made by the Building Owner concerning the use, storage, or charging of PEVs.

PEV Storage Area: An area designated by the building owner for the storage of PEVs.

PEV Charging Area: An area designated by the building owner for charging of PEVs.

PEV Charging Equipment: The infrastructure that includes power outlets, stations, or ports provided by the Building Owner to facilitate the charging of PEVs.

Non-Standard Chargers: Chargers that are not officially approved for use with the PEV or PEV battery or do not display the Australian Regulatory Compliance Trademark Tick.

Policy Statements

Storage of PEVs

PEVs may be stored in PEV Storage Areas. PEVs must not be stored in other areas of the building, without permission from the Building Owner, QGAO and the Occupant Agency.

Occupants must comply with all Building Owner Rules regarding the use of PEV Storage Areas, including the Rules in Attachment 1.

This does not affect the Building Owner and/or Occupant Agency's rights to prohibit the storage of PEVs.

Charging of PEVs

PEV charging is not permitted, unless a dedicated PEV Charging Area has been provided by the Building Owner. PEVs may only be charged within dedicated PEV Charging Areas and must not be charged in other areas of the building.

Occupants must fully comply with all Building Owner Rules regarding the use of PEV Charging Areas and PEV Charging Equipment.

Use of Non-Standard Chargers is strictly prohibited to prevent electrical hazards and maintain compliance with work health and safety and fire safety regulations.

Special Provisions

Electric mobility devices, such as mobility scooters and electric wheelchairs, utilised by persons with disabilities are exempt from the above restrictions.

Requests for storage and charging of electric mobility devices should be directed to the QGAO Property Manager for appropriate accommodation.

Non-Compliance

Failure to comply with these policy guidelines may result in appropriate action, including but not limited to, access restrictions to PEV Storage and PEV Charging Areas and corrective measures.

Policy Review

This policy is subject to periodic review and may be updated to reflect regulatory changes, operational needs, and feedback from building occupants.

Approved by:

Executive Director
Queensland Government Accommodation Office
Date: 25 June 2025

Contact: Amanda Zischke
 Manager, Strategy
 Queensland Government Accommodation Office

Attachment

Rules for the Use of PEVs in QGAO Buildings

These rules form an attachment to the QGAO policy on Storage and Charging of PEVs. They are to be read in conjunction with, and as a complement to any other Building Owner Rules and End-of-Trip Facility Rules.

1. Scope of Application

These rules govern the use of PEV Storage Areas and PEV Charging Areas within QGAO buildings.

2. Use of PEVs

- a. PEVs are not permitted to be ridden indoors and must be powered off and walked (not ridden) when entering or moving through the building.
- b. PEVs must be operated and parked in a manner that does not inconvenience or endanger others. Users must be mindful of pedestrians and other vehicles particularly in shared spaces.
- c. PEVs must not block building entrances, footpaths, fire egress routes or access to fire safety installations.
- d. PEVs must be used quietly and in a manner that minimises noise and disruption to others.

3. Storage of PEVs

- a. PEVs must be stored in a designated PEV Storage Area. PEVs must not be stored in other areas of the building.
- b. PEVs must be stored in an orderly fashion, using the racks, stands or mechanisms provided.
- c. The number of PEVs stored must not exceed the capacity of the PEV Storage Area.
- d. Storage of PEVs after-hours is not permitted unless the building is officially open and operational during such hours.

4. Charging of PEVs

- a. PEVs may be charged in designated PEV Charging Areas. PEVs must not be charged in other areas of the building.
- b. PEVs must not be charged in PEV Storage Areas unless it is also designated as a PEV Charging Area.
- c. Charging of PEVs after-hours is not permitted unless the building is officially open and operational during such hours.

5. Condition for PEVs

PEVs that:

- d. are damaged, improperly repaired, modified, or in poor condition; or
- e. have been charged with Non-Standard Chargers or an incorrect power outlet (with regards to voltage and current),

must not be stored or charged at QGAO buildings.

6. Protocol for Charging

Users must adhere to the following when charging PEVs:

- a. Use the PEV Charging Equipment provided.

- b. Use only chargers which came with the PEV or are officially approved for use with the PEV or PEV battery and display the Australian Regulatory Compliance Trademark Tick.
- c. Disconnect the charger once the PEVs battery is fully charged.
- d. Do not use extension leads.
- e. Do not cover the charger or battery pack while charging.
- f. Do not charge in proximity to flammable materials or hazardous substances.

7. Prevention of Damage

- a. Users must not damage PEV Storage Areas, PEV Charging Areas, PEV Charging Equipment, the building, or any other property.
- b. Users are fully responsible for the safe operation, storage, charging and security of their PEVs.
- c. QGAO is not responsible for any loss or damage whatsoever arising from the operation, storage or charging of PEVs.

8. Response to PEV Fire

In the event of a PEV fire, users should not attempt manual extinguishment; they should instead follow emergency procedures and alert the appropriate safety personnel.