

STAFF PARKING - WESTMEAD POLICY®

DOCUMENT SUMMARY/KEY POINTS

- Details the priorities for the allocating of on-site staff parking.
- Outlines available on-site staff parking.
- Outlines the types of access subject to availability.
- Describes the strategy to maximise the amount of parking available by providing Assisted Valet Parking Services.
- Details parking conditions and safe driving practices.

CHANGE SUMMARY

- Update of policy to include changes made to carparks.

READ ACKNOWLEDGEMENT

- The following persons should be aware of this policy:
 - CHW Staff via the staff orientation or Intranet
 - Relevant Union Representatives i.e. Members of the CHW Staff Consultative Committee
- All Staff issued with a Staff Parking Permit should read and acknowledge this policy.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure & Guideline Committee	
Date Effective:	1 st July 2023	Review Period: 3 years
Team Leader:	Manager - Corporate Services	Area/Dept: Finance & Corporate Services

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This Policy/Procedure may be varied, withdrawn or replaced at any time. Compliance with this Policy/Procedure is mandatory.



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1 Introduction

1.1 Policy Scope

This policy outlines the availability and procedures for the parking of staff vehicles and motor cycles within the Hospital grounds.

The limited number of parking spaces available means that staff cannot expect to receive access to staff parking (permit) when an application is submitted. Subsequent to a staff parking permit being issued, staff members are to access the designated area and park their vehicle in accordance with this policy or other conditions.

1.2 Rationale for policy

The Children's Hospital at Westmead (CHW) recognises that the provision of parking is important for staff and Visiting Medical Officers (VMO's).

The objectives of this policy are to maximise the availability of parking for staff at CHW using fair and consistent criteria for issuing staff and disabled parking bays in an equitable manner.

The priority for allocation of on-site parking is to ensure the safety and protection of staff working rotational shifts which finish into the dark at night. Therefore areas for staff parking need to be maximised so staff may walk to their vehicles at night within the Hospital grounds.

2 Parking Areas

Category	Area	Access
Staff Parking	P23 Staff Car Park	Staff Parking Permit Holders (Permit Sticker must be displayed) Note: spaces in P14 will be reserved for staff working afternoon or evening shifts.
	P14 Staff Car Park	
	P6 Visitors Car Park Staff access to this car park will be on a case by case request.	
Other Areas - these areas are not available for parking of staff vehicles		
Emergency & Hospital Fleet Vehicles	Emergency Vehicles are now going to Block K CHW Fleet Vehicles are located in P6 Lower Level 1	Permit Sticker allocated to Fleet Vehicles & access via CHW ID card allocated to the vehicle
Stores Deliveries & Hospital Vehicles	Loading Dock Area	Intercom at car park entrance, specifically designated vehicles in these areas only.
Facility Contractors working on-site	Limited number of passes given to Engineering & Maintenance for access to P6 Lower Level 1	Access via CHW ID card allocated to contractor or validated pass out card issued by Engineering & Maintenance

Category	Area	Access
Short-term courier deliveries & Medical Contractors	Restricted Parking Area Located at back of Hospital adjacent Loading Dock	

3 Parking Fees

3.1 Fee Structure

Staff parking fees are determined by the MoH Policy Directive (PD2013_031) Hospital Car Parking Fees Policy: Campuses which are subject to car parking development or as per updated MoH Policy Directive

Parking fees are increased annually based on the Consumer Price Index (CPI) and take effect the first pay period commencing 1 July each year as per the MoH Information Bulletin PD2013_31 or as per updated MoH Information Bulletin

For fee structure please refer to the [CHW Application for Parking Permit form](#) on the Intranet or contact Transport Department.

3.2 Payment Method

Staff are required to pay via payroll deductions.

Those non salary staff will need to pay for their parking fees in advance. These staff will be notified of renewal fee one month prior. The annual fee will fall due on the 1st July each year. Parking fees will be pro rata to that date. If payment is not received by the due date a final notice is sent and if they fail to pay within 30 days then their staff parking will be cancelled.

All staff who are granted car parking are required to pay the normal parking rates unless they volunteer their time to the Hospital

4 Applying for Parking

4.1 Application Form

Application forms can be obtained from the Intranet under Forms, Parking. All staff parking forms are to be submitted to CHW Transport Department.

Go to:

http://chw.schn.health.nsw.gov.au/o/forms/_parking_/CHW_staff_parking_application.pdf

5 Waiting List

5.1 Priorities for allocation of staff parking

The Transport Department maintains a waiting list for Full Time and After Hours staff parking. Staff who resign and hold a parking permit will be reviewed by the Transport Department and their former permits offered to the staff member/s next on the waiting list in their respective group.

Access to staff parking is attached to the staff ID badge. However, when a parking permit becomes available the Transport Department will inform the applicant via email who is then required to collect their parking permit sticker from the Transport Department as per the email. The parking permit sticker must be attached to the inside of the windscreen on the driver's side at the top. Failure to display the parking permit sticker on your vehicle windscreen may result in your permit being revoked.

Priorities for allocation of Staff Parking

Priority	Parking Type	Description
1	Mobility Parking	➤ 24hours / 7days Access
2	After Hours	➤ Normal After Hours access from 1.00pm ➤ Special After Hours access from 10.30am <i>Normally no waiting list however to be granted After Hours access staff must work rotating shifts and finish after 6:30pm.</i> This is subject to availability
4	Full Time	➤ 24hours / 7days Access See groupings 5.3 below - subject to availability

5.2 Parking Offers Declined

Any staff who don't wish to take up the parking permit when offered will need to re-apply & submit a new application form to the transport office to go back to the bottom of the waiting list.

5.3 Waiting List Groupings – Full Time parking

All applications for staff parking permits will be placed on the waiting list as per their respective treasury/award code grouping.

The staff car parks are monitored & reviewed on a regular basis & with consultation with Secure Parking to determine if any new parking permits can be issued. The available permits will then be issued across the different groupings. A staff member in a group with the lowest allocation of all groups would receive a permit prior to another group who have a higher allocation of parking permits.

Waiting Groups Reporting

The percentage allocation of permits within each group will be reported to the CHW Staff Consultative Committee meetings annually.

Group	Treasury Group & Group Number	Details
A	Medical (1)	Staff Specialist, JMO's, Career Medical Officer, Clinical Academic, Post Graduate Fellow
B	Nursing (2)	AIN's, CNC, CNE, CNS, Enrolled Nurse, Nurse Manager, Nurse Practitioner, NUM, Registered Nurse
C	Allied Health (4)	Pharmacist, Nuclear Med tech, Radiographer, Clinical Psychologist, Psychologist, Audiologist, Dietitian, Genetics Counsellor, Music therapist, Occupational Therapist, Orthotist / Prosthetist, Health Professional, Orthoptist, Physiotherapist, Play Therapist, Speech Pathologist, Social Worker, Exercise Physiologist
	Other Professions & Para Professionals & Support Staff (5)	Aid, Diversional Therapist, Pharmacy Assistant, Health Education Officer, Aboriginal Health Education Officer
D	Scientific & Technical Clinical Support Staff (6)	Animal Technician, Operations Assistant, Pharmacy Technician, Sterilisation Tech, Technical Assistant, Hospital Scientist, Principal Scientific Officer, Medical Records Manager, Electronics Technician, Tech Assistant, Perfusionist, Technical Officer, Biomedical Engineer, Research Assistant, Research Office
	Oral Health Practitioners & Support Workers (10)	Dental Assistant, Dental Officer, Dental Specialist
E	OTHER	
	Corporate Services (3)	Health Service Managers, General Admin, Admin Officer, Telephonist, Visual Aids Officer, Analyst, Computer Manager, Snr Computer Operator, Programmer
	Hotel Services (7)	Chef, Cook, Hospital Assistant, Home Supervisor, Motor Vehicle Driver, Security Officer /
	Maintenance & Trade (8)	, Electrical Tradesperson, Fitter/Motor Mechanic, / Engineer, Fire Safety Manager, Fire Safety Officer, Gardener, Plumber, Handyman
	Other (12)	Child Care Workers, Library Assistant, Librarian, Three/Four Year Trained Teacher
N/A	Non Staff (including) Refer to the visitor car parking information for CHW	Volunteers, Chaplains, Contractors, CHMC Tenants, CMRI Staff, Department of Education Staff, Advisory Committee Members, Patrons etc.

6 Types of Access

6.1 Types of Parking Permits – Access times

Permit Type	Fee & Work Type	Details
All Day Permit	Full-Time	24 hours / 7 days a week access – over 32 hours per week
	Part-Time	24 hours / 7 days a week access to staff members who work part-time hours up to a maximum of 32 hours a week.
After-Hours	After-Hours	Staff working rotating shifts starting after 1.00pm and finishing after 6.30pm Monday to Friday, weekends and Public Holidays. No waiting list normally applies however this is subject to availability. Applications to be submitted to the Transport Department by the applicants.
	Special After-Hours	Staff working shifts starting after 10.30am and finishing after 6.30pm Monday to Friday, weekends and Public Holidays. Shifts need to be verified via email to SCHN-CHW-Transport@health.nsw.gov by the Department Head or NUM before Special After Hours is allocated. Noting the staff member needs After-Hours parking before Special after hours can be issued.

6.2 Designated Parking Types

Type	Details
Cyclists	CHW Bike Cage is located under KR with access from the Chinese Gardens. Access to the Bike Cage is via CHW ID card. Access is given by CHW Security.
Motor Bike / Scooter	Designated limited spaces within P23
Mobility / CHW Temporary Parking Permit.	CHW Staff issued with an RMS Mobility Permit or who are issued with a Temporary CHW staff parking permit as recommended by a Doctor. RMS Mobility Permit must be display at all times. Temporary CHW staff parking permits needs to be displayed on the dash at all time. If a Staff Member is issued a Temporary parking permit that is for 4 weeks or more they are required to pay the current staff parking fees.
Volunteers, Chaplains, Patrons & Advisory Committee Members	Volunteers etc. are able to park within P6 (Visitors Carpark) by taking a ticket upon entry & going to Secure Parking Office showing their CHW ID Card & having the ticket validated to exit the carpark.
“On-Call” & Called In	“On-Call” staff who require access to attend to CHW patients, particularly in an emergency after-hours, (after 6pm Monday to Friday,

	weekends and public holidays) can access the Visitors Car Park P6 by taking a ticket upon entry into the carpark & then exchange this ticket for a pre-paid ticket at the CHW Security office on their way out.
Contractors	Maintenance & Engineering have a limited number of spaces located in P6 Lower Level 1 for their contractors. All other contractors will need to speak with the department they are working for & the department will need to contact the Transport Department to discuss. Subject to the requirement Transport have a limited number of permits available in P6.
Medical Equipment Contractors & Blood Bank deliveries	Parking is available within the restricted parking area at the back of the hospital adjacent to the loading dock
All Other External Representatives	All other representatives can park within the P6 (Visitors Car park) located off Hainsworth Street

6.3 Other Circumstances

Type	Details
Security & Transport	Due to the nature of their work a CHW ID Card will be allocated to the Security Vehicle and will be placed with the keys. This ID card will give access to all CHW Car parks so security can carry out patrols and escorts. If access is required for CHW Transport Drivers, arrangements will be made with Secure Parking for them to gain access to the car park for work related duties only. Their own vehicle access will be subject to the normal staff parking waiting list as contained in this policy.
All Staff moving form a permanent role to a Casual role	All staff that hold a Full Time (or Part Time) parking permit and move to a casual role are not permitted to retain their all-day parking permit. They may apply for After-Hours parking only.
Ex CHW Staff who remain on CHW Campus	CHW Staff who transition to Health Support Services will retain their parking permits (at the normal weekly fees), or retain their place on the waiting list provided they remain employed only at the CHW campus. This applies to staff who continue to provide a service to this Hospital but their employment has been transferred to another organisation including the University of Sydney, Sydney Children's Hospitals Foundation etc.
SCHN Staff employed at Randwick & Westmead	<p>Staff who work across both sites are required to only pay weekly staff parking fees at one location. Therefore if a staff member pays for staff parking at Westmead they are not required to pay for staff parking at the Randwick site.</p> <p>Staff issued with an all-day paid staff parking permit can be issued with a special SCHN parking pass confirming that they have official staff parking on one of the two sites. This will allow the staff member to access parking at the other site.</p> <ul style="list-style-type: none"> Staff issued with all day parking at CHW will be able to take their parking ticket along with the parking permit to Point Parking at

	<p>Randwick to have their parking validated to exit the parking at Randwick.</p> <ul style="list-style-type: none">• Staff issued with all day parking at SCH will need to park in P6 (Visitors Carpark) at CHW. They can then take this ticket along with their parking permit to Secure Parking on Level 2 to have the ticket validated to exit the carpark. <p>Staff on either site without all day staff parking will need to make their own arrangement for parking.</p>
Non CHW Staff on CHW Campus	<p>Staff of CMRI, Kidsafe House, agency staff, NSW HealthShare & eHealth are required to apply for staff parking & go onto the waiting list.</p> <p>For commercial retail tenants and tenants of the CHW Medical Centre, parking is as per their Tenancy Licence Agreement</p>
Operational requirements	<p>The SCHN Chief Executive can approve parking permits or the relocation of staff parking to meet operational needs of the Hospital or SCHN on either a temporary or permanent basis. This includes any relocation of staff parking for Capital or Minor Works construction projects or other operational requirements of the Sydney Children's Hospital Network. Relocation of parking will occur following consultation with the Staff Consultative Committee members.</p>

7 Change in Circumstances

7.1 Absentee or on Leave

Staff who will be absent from CHW or on extended leave for a minimum period of 4 weeks or longer and who wish to temporarily suspend their parking permit are required to inform the CHW Transport Department at least 2 weeks prior to commencement of their leave. It is the responsibility of each staff member to notify transport directly. Link below to form.

http://chw.schn.health.nsw.gov.au/o/forms/_parking/_parking_on_hold_request.php

On receipt of the advice from the permit holder Transport Department will suspend the parking permit and arrange payroll deductions to cease during the period of absence.

Provided the Transport Department is informed beforehand, no parking fee will be payable during such absences. **Note:** The Transport Department is unable to backdate any request to stop parking access and deductions. This option is not available to those paying annually.

Please note: Staff parking permits are non-transferable during period of leave by the permit holder.

Staff who wish to retain their position on the waiting list are advised to inform CHW Transport Department before commencing any leave greater than 4 weeks to avoid missing out on any parking permit offers.

7.2 Cease Employment or Transfer to another LHD

Staff who resign or transfer to another LHD, irrespective whether or not they have a current staff parking permit or are on the waiting list, are requested to inform the CHW Transport Department as required by using the Separation Check List Form (link below) or by emailing SCHN-CHW-Parking@health.nsw.gov.au.

<https://intranet.schn.health.nsw.gov.au/files/attachments/214/separation-checklist-schn-3.pdf>

7.3 Change of Vehicle

Staff who hold staff car parking access must notify Transport Department for the re-issue of new permit stickers when vehicles have changed (e.g. additional or replacement vehicle or a new windscreen fitted). The Transport Department will then be able to notify staff members when something occurs in the parking area (e.g. lights have been left on).

7.4 Temporary Mobility Parking Permit

Staff wishing to access temporary parking should provide the Transport Manager with a Doctor's Certificate stating the medical condition & the estimated period the permit is required and a support email from the staff member's manager. A temporary parking permit will then be issued to the staff member. If access to mobility parking is permanent, then a Roads & Traffic Authority Mobility parking permit is required.

For any temporary parking permit that is for 4 weeks or more the staff member is required to pay the current staff parking fees.

7.5 Changes in Working Conditions

Staff are advised to contact the Transport Department if their work conditions change e.g. going from part-time working hours to full-time working hours or permanent to casual. The Transport Department will need to arrange for any payroll deductions and parking access levels to change so access can be granted for new working hours. Please contact the Transport Department if your circumstances change otherwise cancellation may occur.

7.6 Change of Name

Staff that change their name (e.g. by marriage) are required to advise the Transport Department.

8 Parking Audits

8.1 Allocation of Permits

If an audit of staff parking permits, issued by groupings, is undertaken it will occur using a panel which will comprise of several staff representatives who are independent of the parking permits process. On completion of an audit the review team will submit a report to the SCHN Executive.

8.2 Payroll deductions

Periodically an audit of parking permits on issue will be reconciled with payroll deductions by the Transport Department. Any staff identified with access to staff parking but payment has not been received, will be invoiced for the outstanding sum. If payment is still not received, parking access will be cancelled.

8.3 Car park access

The Hospital may review as necessary which staff use the car park for the following reasons:

- Staff using another staff member's parking access.
Note: Permits are not transferable and if this occurs it will likely result in those involved losing their parking access and moving to the bottom of the parking waiting list.
- If non-permit staff are trying to access the car park (e.g. tailgating)
- Staff moving their car from P23 to P14 but finishing between approx. 4pm to 6pm

Auditing is to ensure the permits and access to car parks is in accordance with this policy.

9 Assisted Valet Parking (AVP) Service

To provide more CHW staff with access to car parking on the CHW campus, an Assisted Valet Parking Service is provided by parking AVP attendants employed under contract to the CHW. The service operates in the following manner:

1. Once all marked parking bays within the car park are occupied, staff are then required to park their vehicle as directed by the parking AVP attendant. This is referred to as "**stacked parking**". Staff whose vehicle is stacked parked, are required to leave their car keys with the parking AVP attendant who will then issue a numbered receipt.
2. As parking spaces become available the AVP attendant will move any stacked parked vehicles into the vacant parking spaces.
*To ensure vehicles are readily available and are parked appropriately, staff expecting to leave the car park before 4.00pm should inform the AVP attendant **approximately 15 minutes before their vehicle is required.***
3. Keys will be returned to the staff member on presentation of the receipt to the AVP attendant at the parking booth up to 6.15pm (Monday to Thursday). Between 6.15-6.30pm the keys are transported from P14 & P23 for collection from the CHW Security Office.

Please note: staff cannot 'stack park' their own vehicle *and* retain the vehicle keys. Failure to follow directions or a request from an AVP Attendant may result in cancellation of parking access.

10 Conditions of Use

10.1 Permit Holders

When a staff parking permit is issued the applicant is required to sign an undertaking to abide by this policy including whilst driving a vehicle, motor bike or bicycle in the staff car park they must:

- Drive in direction of car park signage.
- Drive within the speed limits displayed throughout the car park.
- Drive in a safe and courteous manner to other users.
- Park their vehicle within the marked spaces or as directed by the AVP Attendant.
- Not park in a mobility parking space reserved for people an RMS Permit which must be displayed on the windscreen of their vehicle at all times.
- When their vehicle is stack parked in terms of the Assisted Valet Parking Service they must leave the keys to their vehicle with the Attendant.
- If staff member is issued with a parking permit sticker, then this must be displayed on the vehicle windscreen.

Permit Holders are also reminded that a **parking permit is not transferable** therefore access cards must not be loaned to or used by another person to gain access to the staff parking.

Please note, any staff who fail to follow the conditions of this policy may have their parking cancelled. If a staff member wishes to have their staff parking re-instated, they will need to re-apply and be added to the waiting list.

11 Damaged, Lost or Stolen and Replaced Staff ID Passes

Damaged, lost or stolen passes must be immediately reported to Security Office. When ID passes are replaced staff need to advise the Transport Department in writing of the new ID Card number (first 5 numbers on back of card) as soon as practicable to SCHN-CHW-Parking@health.nsw.gov.au so their parking can be transferred to their new ID Card

12 Security

The car parks are well lit and patrolled regularly by CHW and/or Westmead Adults Hospital Security Officers. Staff may seek a security escort to their vehicles from 9pm to 6am however due to other commitments, this service may not always be available.

Security cameras are installed throughout P6, P14 & P23 car parks. All car parks also have emergency help points.

13 Statement of Liability

Notwithstanding any negligence on its part the Hospital accepts no responsibility for any damage to, or theft from, any vehicle parked upon hospital property and all vehicles are parked on the campus in accordance with the conditions of entry as displayed at the car park entrances.

It is the responsibility of vehicle owners to ensure valuables are kept out of sight and preferably not left in the vehicle.

14 Central Point of Contact

The central point of contact for day to day management is the Transport Department. Beyond this, escalation should be to the Manager, Corporate Services.

15 Appendices

1. **CHW Staff Parking application form:**
http://chw.schn.health.nsw.gov.au/o/forms/_parking_/CHW_staff_parking_application.pdf
2. **JMO Staff Parking Application Form:**
http://chw.schn.health.nsw.gov.au/o/forms/_parking_/JMSSU_medical_staff_parking_application.pdf
3. **Absentee or on Leave**
http://chw.schn.health.nsw.gov.au/o/forms/_parking_/parking_on_hold_request.php
4. **Cease Employment**
<https://intranet.schn.health.nsw.gov.au/files/attachments/214/separation-checklist-schn-3.pdf>

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