

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.

Approved by:	SCHN Policy, Procedure & Guideline Committee	Endorsed by SCHN HCQC June 2012
Date Effective:	1 st July 2012	Review Period: 3 years
Team Leader:	Deputy Director Corporate Services	Area/Dept: Finance & Corporate Services

CHANGE SUMMARY

- N/A – new policy.

READ ACKNOWLEDGEMENT

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

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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).

Volunteers are covered in the **Visitors Parking Policy**:

<http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2009-8061.pdf>

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	Bear Cottage	Staff Parking Permit Holders (Permit Sticker must be displayed) Note: level 5 of the Multi-storey staff car park at Westmead is reserved for staff working afternoon or evening shifts and opens at approx. 10am.
	Western Car Park (<i>Staff Car Park</i>)	
	Eastern Car Park (<i>Visitors Car Park</i>) limited spaces available and since the introduction of Assisted Valet Parking (AVP) this parking will gradually be reduced to zero on attrition	
Other Areas - these areas are not available for parking of staff vehicles		
Emergency & Hospital Fleet Vehicles	Ambulance Bay	Permit Sticker allocated to Fleet Vehicles
Stores Deliveries & Hospital Vehicles	Loading Dock Area	Intercom at car park entrance, specifically designated vehicles in these areas only.
Facility Contractors working on-site	Engineering Services Car Park	

Category	Area	Access
Short-term courier deliveries & Medical Contractors	Chinese Gardens Loading Zones	

3 Parking Fees

3.1 Fee Structure

Staff parking fees are determined by the SCHN Executive in consultation with the Staff Consultative Committee (SCC). For fee structure please refer to the staff parking application forms on the Intranet or contact Transport Department.

Parking fees are increased annually based on the Consumer Price Index (CPI) and take effect the first pay commencing 1st April each year to coincide with the Fringe Benefit Taxation Year. Future on-site staff parking capital projects may result in the parking fees to increase above CPI, this will occur following consultation with the Westmead Staff Consultative Committee.

3.2 Payment Method

Staff are required to indicate on the application form the method of payment being either payroll deduction or payment in advance by cash. Payment by payroll deduction is the preferred method of payment by the hospital. All staff who are granted car parking are required to pay the normal parking rates unless they volunteer their time to the Hospital. Presently staff parking can presently be Salary Packaged as an exempt benefit.

Any staff who doesn't pay by payroll deduction will be notified of renewal fee one month prior. The annual fee occurs on the anniversary date of original approval. If payment is not received by the anniversary date a final notice occurs and if they fail to pay within 30 days then their staff parking will be cancelled.

4 Applying for Parking

4.1 Application Form

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

Go to: <http://chw.schn.health.nsw.gov.au/o/forms/>

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 offered to the staff member/s next on the waiting list in their respective group.

Approximately every 3 months Full Time staff parking permits will be offered to staff based on the groupings listed (point 5.3 below).

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 (preferably by Email) who is then required to contact the Transport Department to collect their parking permit (sticker). **The parking permit sticker must be attached to the inside of the windscreen on the passenger 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 on or after 6:30pm.</i> This is subject to availability
3	Motor Cycle Parking	➤ 24hours / 7days Access This is subject to availability
4	Full Time	➤ 24hours / 7days Access See groupings 5.3 below - subject to availability

5.2 Parking Offers on Hold

Any staff who don't wish to take up the parking permit when offered will be allowed to place the permit offer 'on-hold' for up to 12 months from the date of offer from the Transport Department. The permits 'on-hold' permits are to accommodate a staff member who may be on maternity leave.

Staff who don't accept the permit within a year will have their offer cancelled and need to re-apply to join the waiting list.

5.3 Waiting List Groupings – Full Time parking

All applications for staff parking permits will be allocated as per their respective treasury/award code and placed on that particular group waiting list.

Therefore when a staff member resigns a parking permit will be made available to the next staff member on the waiting list in the same or another group depending on the overall

percentage of that groups percentage of the Hospital staff. A staff member in a group with the lowest allocation of all groups would receive a permit prior to another group who have a much 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)	Carpenter, Electrical Tradesperson, Fitter/Motor Mechanic, Sign writer /
	Other (12)	Child Care Workers, Library Assistant, Librarian, Three Year Trained Teacher
N/A	Non Staff (including) Refer to the Visitor Car Parking policy	Volunteers, Chaplains, Contractors, CHMC Tenants, CMRI 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
	Part-Time	24 hours / 7 days a week access to staff members who work part-time hours up to a maximum of 24 hours a week.
After-Hours	After-Hours	Staff working rotating shifts starting after 1.00pm and finishing on or 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 Manager by the applicants Department Head in verify working hours on the application.
	Special After-Hours	Staff working shifts starting after 10.30am 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 Manager by the applicants Department Head in verify working hours on the application.
On-call parking access	After-Hours or Special After-Hours	Staff with After-Hours parking permit who are <u>called in outside their allocated parking access hours</u> should press the boom gate intercom to identify themselves and which department they work to request special on-call entry. These requests may be audited to ensure they are required for patient care or Hospital operational needs.

6.2 Bear Cottage Staff Parking

The Children's Hospital at Westmead Staff employed at Bear Cottage are eligible to apply for a Full Time or After hours staff parking permit the Mainly Cottage subject to the availability of parking. The same parking conditions apply.

Application forms can be obtained from the intranet and are to be submitted to Bear Cottage Nurse Unit Manager. The Nurse Unit Manager at Bear Cottage is responsible for the supervision of the staff parking at the cottage. Parking permits are recorded and approved then forwarded to CHW Transport Department for processing via HSS Payroll.

6.3 Designated Parking Types

Type	Details
Cyclists	The bicycle cage is a sheltered and secured enclosure situated in the Western car park. Enclosure pin no. required. Please contact CHW Security Department for the access code. CHW staff members or volunteers are permitted to use the bicycle cage.
Motor Bike / Scooter	Two designated areas with a limited number of shared spaces available. Subject to sufficient parking spaces being available. Part-time fees apply.
Mobility	CHW Staff issued with an RTA Mobility Permit or who are issued with a Temporary incapacity staff parking permit as recommended by a Doctor. RTA Mobility Permit Holders must also display the RTA permit when parked in the disability parking spaces. No waiting list applies and any staff that requires access beyond one month should pay the weekly parking fees.
Volunteers, Chaplains, Patrons & Advisory Committee Members	Please refer to Visitor Parking Policy http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2009-8061.pdf
"On-Call" Visiting Medical Officer (VMO)	"On-Call" Visiting Medical staff who require access to attend to CHW patients, particularly in an emergency After-Hours can access the Staff Car Park (western) by pressing the boom gate intercom and advising Security.
Facility Contractors	Contractors, Tradespersons & Service Technicians working at CHW can access the Facility Contractor car park which is situated behind Engineering Department. Access is off Redbank Rd and a boom gate intercom linked to the Security Dept.
Medical Equipment Contractors & Blood Bank deliveries	Contractors who are engaged to repair Medical Equipment must park in the Chinese Gardens marked parking bays. This can be accessed via the Staff Car park and located just down from the Kids Research Institute delivery dock.
Medical Equipment Sales staff	Medical Equipment sales staff must park in the Visitors Car Park

6.4 Other Circumstances

Type	Details
Security & Transport	Due to the nature of their work CHW Security Officers and CHW Couriers & Patient Transport personnel will be only provide access for their work related duties only. Their own vehicle access will be subject to the normal staff parking waiting list as contained in this policy.
Nursing Staff moving to the Casual Pool	Nursing staff that held a Full Time (or Part Time) parking permit and move to the casual pool are not permitted to retain their 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 continues to provide a service to this Hospital but their employment has been transferred to another organisation including the University of Sydney.
SCHN Staff employed at Randwick & Westmead	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 parking at Randwick they are not required to pay for staff parking at the Westmead site. Access will depend on the circumstances and if they come to Westmead for meetings in a Randwick Hospital vehicle they will be granted access to the Westmead staff parking area.
Non CHW Staff on CHW Campus	Staff of CMRI, Kidsafe House, Children's Hospital Medical Centre, Commercial Retail Tenants, Agency staff and NSW Health Support Services. The available parking for these areas is within the Visitor's Car Parking Policy : http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2009-8061.pdf
Operational requirements	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.

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 12 weeks or longer and who wish to temporarily suspend their parking permit are required to inform the CHW Transport Department before they commence their leave.

On receipt of the advice from the permit holder Transport Department will suspend the parking permit & 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. 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 12 weeks to avoid missing out on any parking permit offers.

7.2 Cease Employment

Staff who resign 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 in the Final Pay Authority Form:

http://chw.schn.health.nsw.gov.au/o/forms/staff_services/resignation/final_pay.pdf .

7.3 Change of Vehicle

Staff members, volunteers etc. must notify Transport Department for the re-issue of new permit stickers when vehicles have changed (e.g. vehicle replaced 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 etc).

7.4 Temporary Immobility

Designated mobility parking bays are available within the staff car park. Staff wishing to access these spaces on a temporary basis, should provide the Transport Manager with the estimated period of their disability or medical condition including a Doctors Certificate. A temporary disabled 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.

Staff who require temporary access beyond a month are required to pay the normal parking fees.

7.5 Employee of the Month

As part of this award to the employee of the month, the successful staff member is entitled to be issued with a temporary staff parking permit for the month following receipt of the award.

The award person for the month is required to take their CHW ID Card and their motor vehicle details to the Transport department to collect the temporary parking permit. A parking space is reserved on Level 2 of the multi-level staff car park.

This temporary staff parking permit is non-transferable, hence if the award person for the month does not wish to use this parking space they need to notify the Transport Dept.

7.6 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. 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.

7.7 Change of Name

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

8 Parking Audits

8.1 Allocation of Permits

If an audit of staff parking permits issued by grouping 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, the staff member 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 it 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)

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 6pm (Monday to Thursday). After 6pm keys can be collected 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 cancelled.

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 or riding a 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 space reserved for people with a Disability, unless displaying the appropriate permit which must be displayed on the windscreen of their vehicle.
- 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 then wants their staff parking re-instated they will need to re-apply by joining the end of the waiting list.

11 Damaged, Lost or Stolen and Replaced Staff I.D. Passes

Damaged, lost or stolen passes must be immediately reported to Security Office. When I.D. Passes are replaced staff should advise the Transport Department as soon as practicable.

12 Security

The car parks are well lit and patrolled regularly by Hospital Security Officers. Staff and families may seek a security escort to their vehicles after dark, however due to other commitments this service may not always be available.

Security cameras are installed on Level 2 & 5 of the Western (Staff) car park. Staff members can use the intercoms installed at boom gates and each level of the multi storey car park to contact Security in case of an emergency.

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 Parking Infringements

The hospital campus is managed under a Self-Enforcing Infringement Notice Scheme (SEINS). The prime objectives of SEINS are:

- To prevent unauthorised parking.
- To improve traffic flow and pedestrian safety.
- To effectively regulate limited parking spaces.
- To ensure unrestricted access for emergency vehicles.
- To ensure people who are correctly parked are not inconvenienced by others parked illegally.

SEINS is administered by the Infringement Processing Bureau of NSW Police Service. Hospital Security officers are empowered to issue parking infringement notices. These notices incur a fine, which if not paid will result in fine default action by the Roads and Traffic Authority and an automatic cancellation of licence and cancellation of motor vehicle registration until the penalty is paid.

SEINS applies equally to staff and visitors. Vehicles must be parked in the marked bays and in accordance with displayed parking advisory signs.

14.1 Infringement Notices

- Any vehicle that contravenes a parking regulation, posted sign or parks outside a marked bay (an 'infringement') is liable to be penalised.
- If the infringement has commenced the Infringement Notice will be issued.
Note: At no stage during issue will the Infringement Notice be cancelled.
- If drivers of the offending vehicles wish to contest the Infringement Notice, they may do so as per standard NSW Police Infringement Processing Bureau procedures. This is indicated on the Infringement Notice.

14.2 Appeal Process

All appeals are to be directed to the NSW Police Infringement Bureau as per directions on the infringement. The organisation or issuing officer will not enter into dispute at the time of issuing.

Infringements will not be cancelled for late appointments or failure to obey parking signage.

15 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 Deputy Director of Corporate Services.

16 Appendices

4. CHW Staff Parking application form:

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

5. JMO Staff Parking Application Form:

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

6. Bear Cottage Staff Parking Application form:

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

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