

Randwick Campus
Business Rule / Policy Car Parking

Target Audience:
Applies to all staff, visitors, patients and volunteers within the Randwick Campus
Purpose & document Key Safety Points:
Staff, Visitors, Patients and Volunteers to understand their roles and responsibilities when using the car parks on the Randwick Campus.
Contact details:
[Redacted] [Redacted] [Redacted]
Change Summary
<p>Month & Year: June 2022 Review type: New Document</p> <ul style="list-style-type: none"><input type="checkbox"/> Evidence/Procedural change<input type="checkbox"/> Identified risk (RCA, Critical Incident, Safety Alert, Complaint, Audit data, Performance data)<input type="checkbox"/> New/Updated MoH or SESLHD overarching document<input type="checkbox"/> Scheduled Review according to Risk Rating<input type="checkbox"/> Required as National Standards<input checked="" type="checkbox"/> N/A new document

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Feedback about this document can be sent to [Redacted]

**Business Rule / Policy Car Parking
Randwick Campus**

TYPE OF BUSINESS RULE	Corporate Business Rule
DATE OF RATIFICATION	July 2022
DATE THIS VERSION UPLOADED TO WEBPAGE	July 2022
REVIEW DATE	July 2027
RISK RATING	Low
NATIONAL STANDARD ALIGNMENT	Standard 1 – Clinical Governance, leadership and culture
KPI / MONITORING COMPLIANCE METHOD	Calculated using the [REDACTED]
FUNCTIONAL GROUP/SUBGROUP	Car parking
FORMER REFERENCE(S)	Not Applicable
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	[REDACTED]
AUTHOR/CUSTODIAN	[REDACTED] [REDACTED] [REDACTED]
KEY TERMS	Car Parking Waitlist

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1. PURPOSE & SCOPE


There are a range of facilities currently available or planned on the Randwick Campus (the Campus) to encourage alternative methods of travel to the Campus for staff and visitors. These initiatives are key in supporting the Green Travel Plan and the SESLHD Environmental Sustainability Plan. However, to ensure flexible access options, parking is available on the Campus for patients, visitors and staff.

Above all other considerations is the need to create a fair and equitable system of managing parking access on the Campus while also maximising the occupancy of the parking spaces available. This includes both prioritising access for patients and visitors also supporting access for staff who work across the Campus. The underlying principle when determining access is equity, however additional factors including those that relate to Workplace Health and Safety are also considered.

This procedure outlines the process for allocating designated parking areas within the Campus in addition to detailing the procedure required for accessing parking or concession cards for parking within the Randwick Campus.

At the time of writing, consideration must also be given to necessary changes to parking access resulting from the redevelopment program across the Campus.

2. KEY SAFETY POINTS

	Staff, Visitors, Patients and Volunteers to understand their roles and responsibilities when using the car parks on the Campus.
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3. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Corporate Services	External areas.
Visitors, Patients, and Volunteers	<ul style="list-style-type: none"> • Must adhere to the conditions of use of the car parks. • Appropriate identification must be produced on each occasion when applying for a concession rate
Staff	<div style="background-color: black; width: 100%; height: 100%;"></div>
The Car Park Operator	<div style="background-color: black; width: 100%; height: 100%;"></div>
SESLHD	<div style="background-color: black; width: 100%; height: 100%;"></div> <p>manage the contractual relationship with the Car Park Operator.</p> <ul style="list-style-type: none"> • Ensure compliance with SESLHD Environmental Sustainability Plan

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Training requirements

Nil Training

4. ACCESS AND CHARGES

4.1 Car Park Operator

The Car Park Operator (CPO) for car parks on the Randwick Campus is located on the B1 Level of the Main Car Park. The office is in operation 24 hours a day, 7 days a week.

Emergency Phones are located within the Main Car Park near the lifts.

ACCESS AND INFRINGEMENT NOTICES

4.2 Staff Parking (permanent, out of hours, public holidays and weekends)

Different types of parking access are available to staff who work at the Randwick Campus. These include weekend and late shift access.

The types of parking available (**Appendix 1**) for staff include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] the car park operator

There are a number of car park locations dispersed across the Randwick Campus. These can be identified on the car park map (**Appendix 2**).

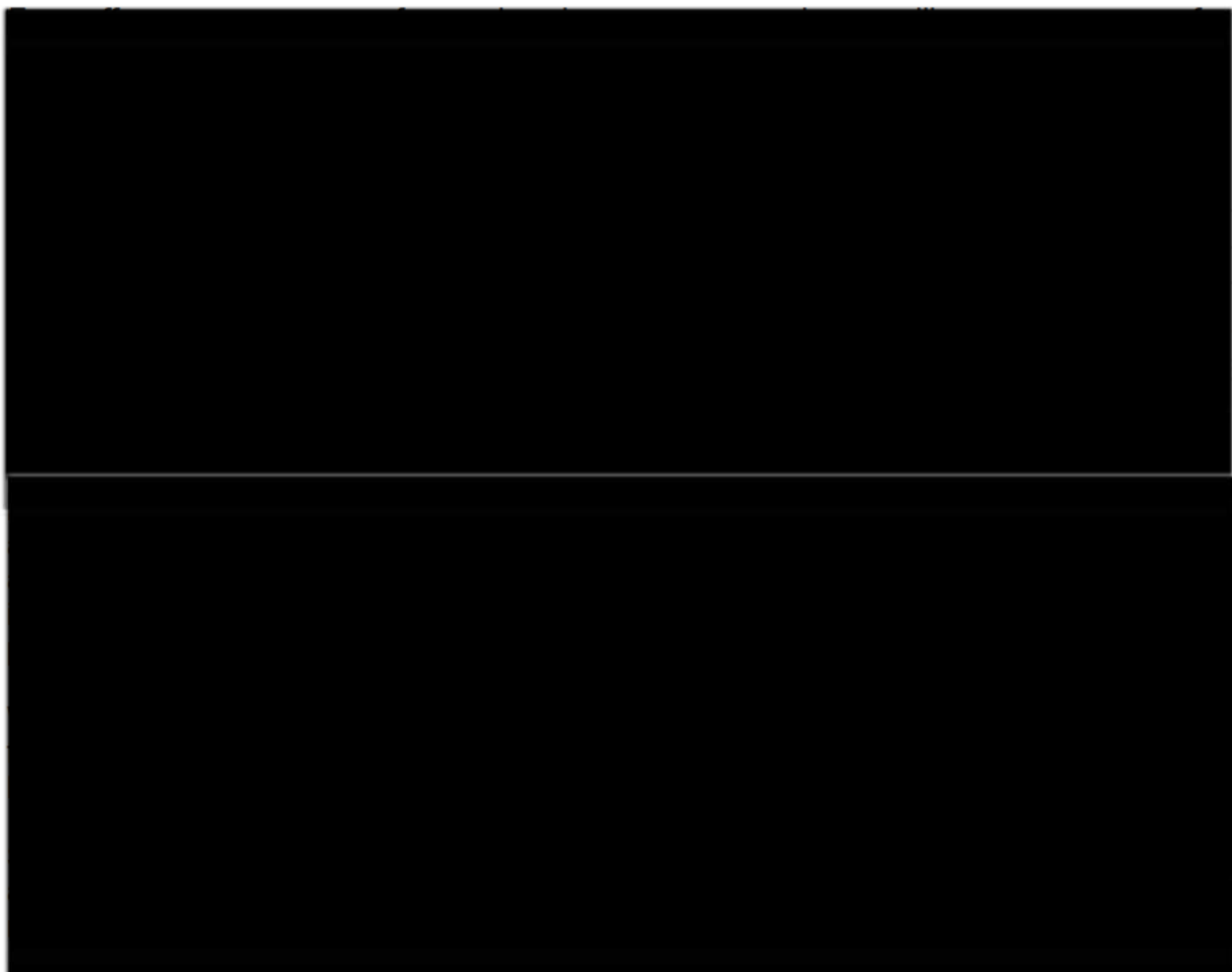
To ensure the underlying parking access and usage principles are adhered to, access to these locations have been divided across the stakeholder portfolio, and are described below:

Public Access	<ul style="list-style-type: none">▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]	[REDACTED]	[REDACTED]
Staff Rate Access	<ul style="list-style-type: none">▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]▪ [REDACTED]	[REDACTED]	[REDACTED]

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All staff who wish to access permanent parking are placed on a waitlist. The process to obtain access is described below in section

APPLYING FOR PARKING



4.3 Fees, Pricing and Processing

Pricing for parking incorporates the following guiding principles:

- Support a sustainable model for the operations of new hospital car parks.
- Support equitable, transparent and sustainable accessibility to health campuses for all users including patients, visitors and staff.
- Recognise that the parking needs of many patients and visitors need to be met on-site.
- Improve traffic management around the Campus.

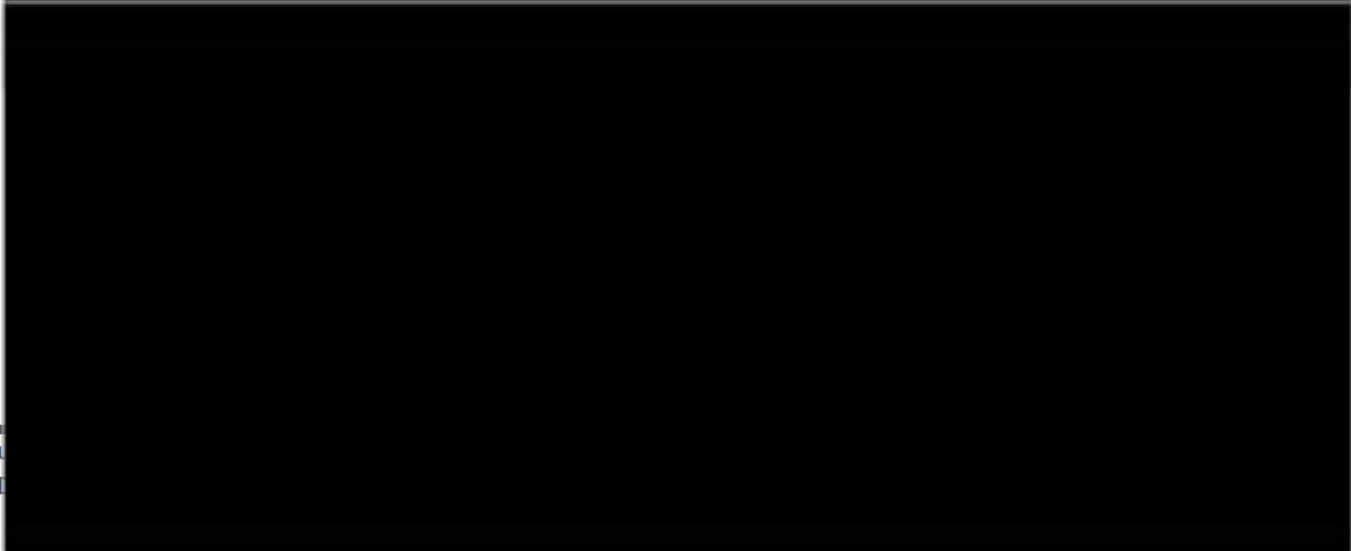
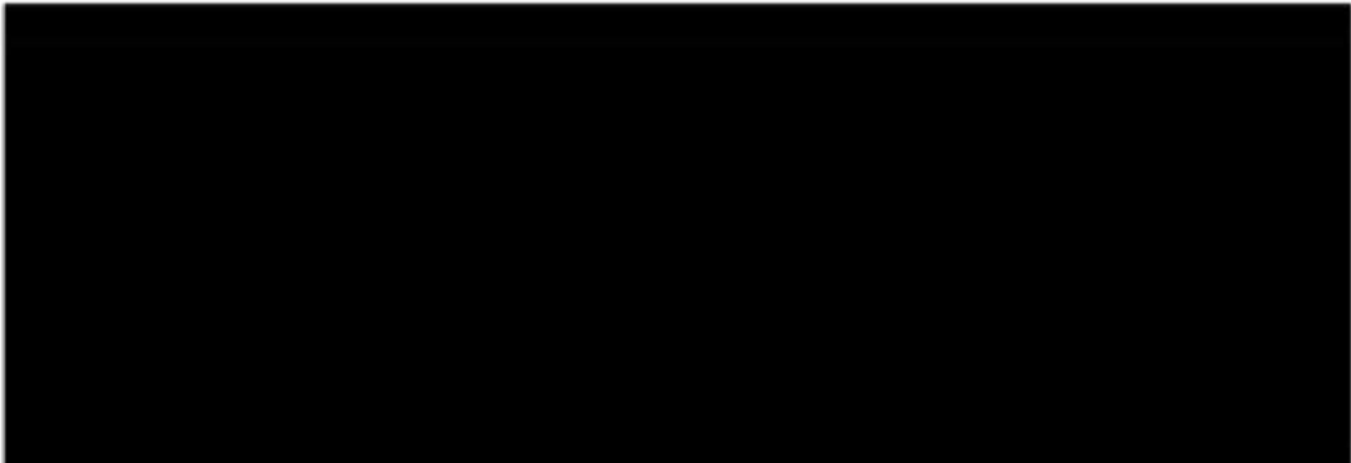
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4.3.1



increase in fees.

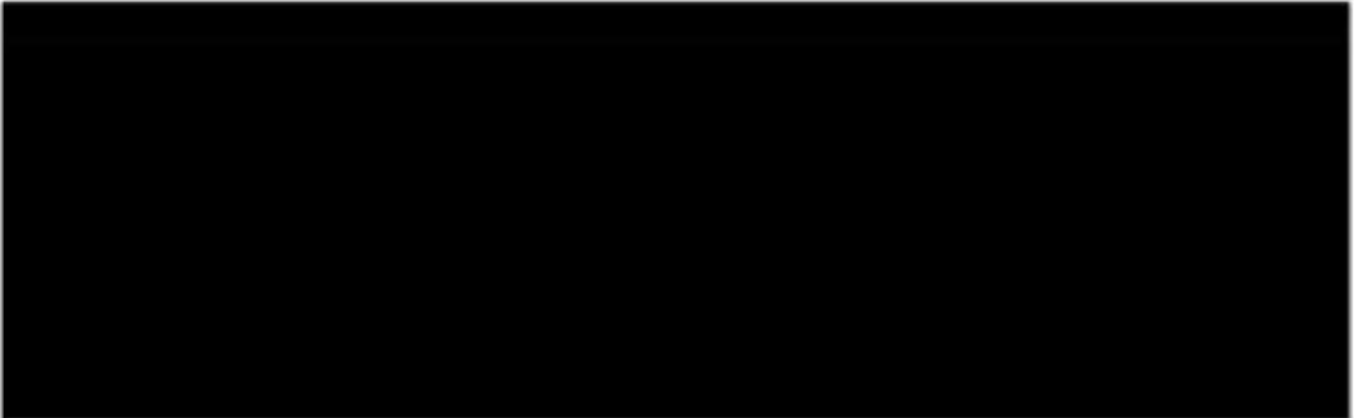
4.3.2 Staff Payment Method



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Parking access will be issued on receipt of a completed Parking Access Application Form and acceptance of the terms and conditions of the application form available from the Car Park Operator [REDACTED].

4.3.3 Visitor Parking & Concession Fees



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Hospitals Campus on the days of volunteer service. Volunteers will be able to enter using a pre-paid daily ticket.

4.5 Cancer Care Patient Parking

Patients undergoing cancer treatment are entitled to access parking within the designated complimentary parking for Cancer Care. Access to parking in this area will be in line with the Cancer Care Unit's policy and relevant signage. Patients and/or careers must provide their registration to the unit's reception located at the entrance of the Bright Building.

4.6 Fleet and Contractor Parking

Additional parking across the Campus also includes parking for Contractors and Fleet Vehicles. These are marked out across the Campus.

Vehicles must be parked in the marked bays and in accordance with displayed parking advisory signs. Vehicles parked contrary to signage and/or outside of marked bays will be subject to infringement notices. If you are issued with an infringement and you wish to appeal, you should follow the instructions on the parking infringement notice

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The wait list is arranged in a first come – first serve basis. The wait list will be reviewed on a regular basis.

4.7 Application Process

Staff requesting parking access (via payroll deduction or invoicing) must write down their name at the CPO office. A form will be supplied once the staff's name reaches the top of the wait list. The form will be reviewed and processed once completed.

4.8 Suspending Parking Access



card may be terminated.

4.9 Re-activation of Parking

Confirmation of reactivation date must be received in writing four (4) weeks prior to returning to work. Deductions will be automatically recommence following a reactivation.

4.10 Cancellation of Parking

Staff who cancel their parking will be required to handover their swipe access card and will be allowed to exit the car park by the CPO staff on their last day.

4.11 Change of Vehicle

Staff are required to notify CPO of any changes to the vehicle/s the parking access is associated with, such as registration, make /model within 14 days, to update the database.

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Having the correct registration numbers on the system is important and are used to notify staff of any issues related to their car, this includes incorrect parking, unauthorised parking, leaving the head lights on, flat tyre or other similar scenarios.

Should a staff member change their vehicle (i.e. purchase a new car) which results in new vehicle dimensions exceeding car park access limits of the current allocation the Corporate Support Services Officer (CSSO), Randwick Campus, can be contacted with a request for reallocation consideration. In this circumstance, a change in location cannot be guaranteed and a new waitlist submission may be recommended.

4.12 Change of Utilisation

Staff are required to notify CPO of changes to their working conditions immediately if the change results in an increase in hours from part-time to full-time, changing the costs incurred for parking access as per the declared hours on the original car park application. Routine audits will be undertaken by the CPO to ensure that staff are complying with the agreed terms outlined in the policy.

4.13 Change of Name

Staff are required to ensure that any changes to names are updated with the Car Park Operator Point Parking. Please via the appropriate process. Visit the Car Park Operator with the updated Hospital ID and fill out a new parking application form. The Car Park Operator will notify the payroll department and Car Park Operator Point Parking accounts department.

4.14 Reallocation of Cards between staff

There can be no reallocation of cards between staff. If a staff member no longer works on the Randwick Campus, their pass must be handed back to Car Park Operator Point Parking in order for the next staff member on the waitlist to be granted a car spot. There cannot be a swap over of cards from one staff member to the next. If this is done, both staff members will not be eligible to apply for parking. When staff are on secondment they can suspend their car park access as mentioned in 4.8.

4.15 Secondments

Staff undertaking a secondment at the Randwick campus are generally not entitled to access a parking card for the duration of their secondment, even if they held a parking card at their previous site.

Queries related to this should be addressed via line management in the first instance.

4.16 Staff injury

Should a staff member be impacted by an injury (work, or non-work related) that impacts their ability to travel to work via pre-injury means, a request for temporary, short term access to parking may be considered. Under such circumstances the CSSO, Randwick campus is to be contacted with the request in writing and a medical certification provided. Each individual

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request will be assessed on a case by case basis with additional information, and expertise sought as needed.

There is no guarantee that temporary access to parking will be available.

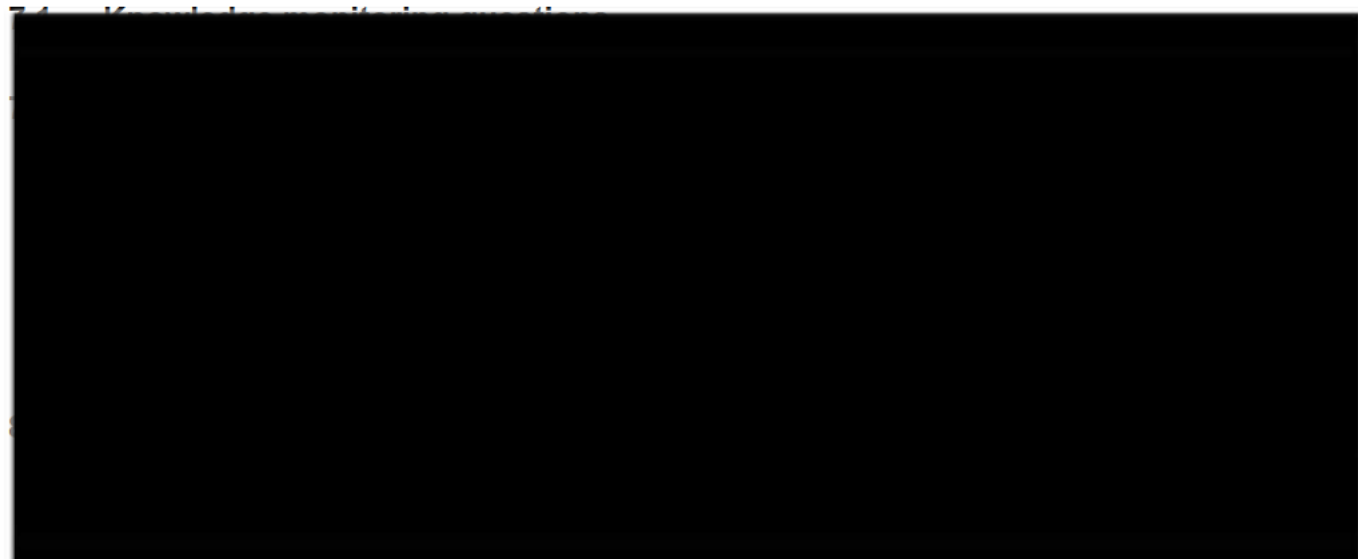
5. DEFINITIONS



All forms can be obtained at the CPO.

- Application Form (once contacted by CPO)
- Cancellation Form
- Suspension Form

7. COMPLIANCE



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	Nil
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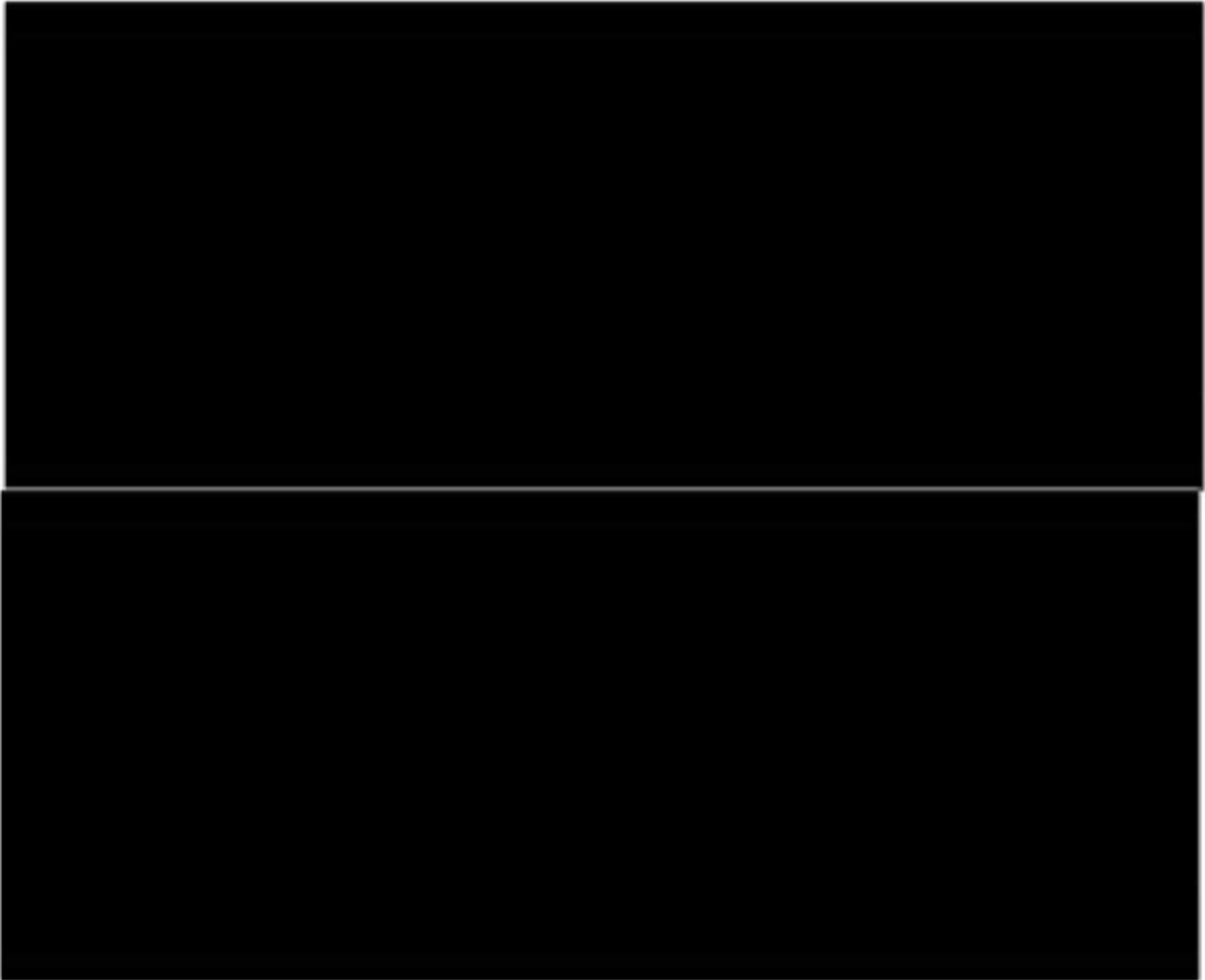
9. EXTERNAL REFERENCES



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Appendix 1: Designated Parking Spaces on the Campus

General Access



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Appendix 2 Map Car Parking Areas



2022 Randwick
Campus Car Parks.p

Appendix 3: Staff After-Hours Pass Information and Conditions

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5 Day Staff /After Hours Pass Information & Conditions

1. How to use the pass

On entry, insert and remove the pass in the middle slot of the entry device, the gate will open (ensure you do not take a new ticket). On exit, insert the pass in the middle slot, the device will take the ticket and then return it to you (ensure you take the pass with you).

2. If a message appears and the gate does not open

Read the message on the screen, you may need to try a different side when you re-insert the pass. Press the help button for assistance, if required.

3. If your pass is unavailable to be used and you take a casual ticket to enter

The fee will be the normal casual rate for the time of your stay and your pass will be invalid for that use.

4. Where should I park in the carpark

Hospital staff are not permitted to park on level B1. You must park in the correct location otherwise your existing pass will be invalid and access to purchase a future pass will be refused.

5. What are the time restrictions of using this pass

Important: This pass can only be used for entry from 12:00 pm to 23:59 pm (weekdays) and exit before 9 am (next day). No time restrictions apply on the weekend. Casual parking rates apply for use outside of these times. Any unauthorised use outside the allowed period will void the pass.

6. The pass is non-refundable, nor is it transferable to another person

No refund is available for any unused portion on passes or if it is lost, stolen, damaged or left at home.

7. When will your pass expire

The pass can only be used for 5 entries and 5 exits within 3 months.

Any improper use of the pass will delay your access and additional charges may apply. Other terms & condition displayed at entry.



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Appendix 4: Casual Rates

For up-to-date casual rates please visit [Randwick Campus - \[REDACTED\]](#)

Appendix 5:



Parking Validation and identification poster

Concessional Parking Authorisation Process June 2022

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Who is eligible for concessional car parking?

Patients and carers eligible to obtain concession rates when parked in public hospital car parks include:

- (a) holders of eligible government cards;
- (b) patients and their carers who attend the hospital/facility on an ongoing basis for treatment.

Others may be eligible. Please refer to patient information services for further information.



How do you claim your concession rate?

Eligible patients, their carers, and holders of concession cards are required to present their parking ticket, photo identification and concession card or request for



Visit www.parking.health.nsw.gov.au for further information on concessional parking or download <https://parking.health.nsw.gov.au/> our app **HosPark** NSW Health – hospital parking and directions on [Google Play](#) or [Apple App Store](#).



Concessional Parking Eligibility

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Who is eligible for concessional parking?

Eligibility Category	Example	Process
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(k) Patients and carers who are experiencing financial hardship	to make drastic life changes (moving interstate) to support a patient whilst undergoing treatment. To be determined by a social worker.	• Form B to be completed by Social Worker
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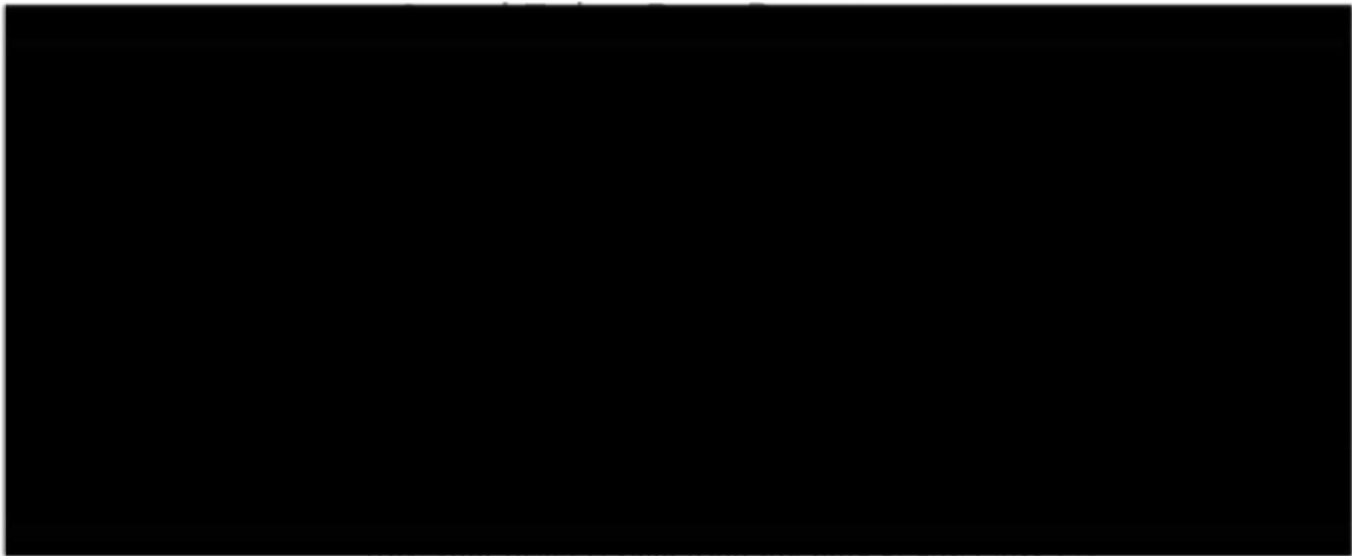
Prince of Wales Hospital, Royal Hospital for Women and Eastern Suburbs Mental Health parking is processed at :

Randwick Campus Information located in the Barker Street Foyer ([redacted])
Operating hours : Monday-Sunday 08:30-20:30

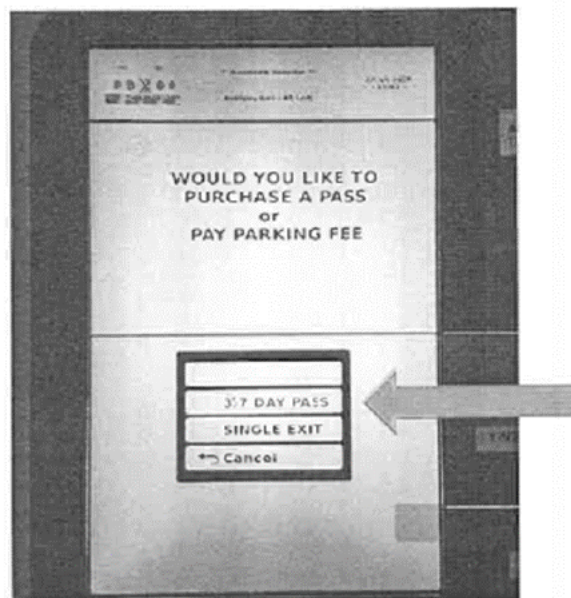


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Change of Process 3.7 day pass



carpark



[Redacted]



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[Redacted]

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