

Policy Directive



Workplace Car Parking

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Summary: This policy creates an equitable and consistent approach to the provision of car parking to all staff of South Western Sydney Local Health District, taking into consideration current parking arrangements and practices.

Approved by: SWSLHD Policy and Compliance Committee

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Review Process

Policy Author	Mitchell Clancy, Associate Director Corporate Operations SWSLHD
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Contributing Stakeholders	<ul style="list-style-type: none"> • Director of Corporate Services, Liverpool Hospital • Director of Corporate Services, Camden and Campbelltown Hospitals • Fleet Manager, SWSLHD • Senior HR Manager, SWSLHD • Security Project Officer, SWSLHD • Director, Corporate Services, Fairfield Hospital • Director of Corporate Services, Bankstown Hospital • Corporate Project Manager, GMU, Liverpool Hospital
Broad Consultation	<ul style="list-style-type: none"> • District ELT
Search Terms for Policy	Car Parking, car parking charges, mobility
Risk Rating (SWSLHD Risk Matrix)	L

Approval Process

Committee Name	Endorsement/Approval Date
District Executive, L2	TBA
SWSLHD Policy and Compliance Committee	TBA

Revision History

Version	Amendment Notes
XXX 2021 SWSLHD_PD2021_XXX	Initial District publication

1. Introduction

The objectives of this Policy Directive (PD) are to:

- maximise the availability of designated staff parking areas using a fair and equitable process to issue parking permits,
- support equitable, transparent and sustainable access to parking for staff of SWSLHD,
- ensure dedicated staff car parking areas are used for their allocated purpose,
- ensure staff understand and adhere to the parking terms and conditions, including payment of parking fees.

2. Background

SWSLHD initiated a working party to make recommendations to provide a consistent approach to workplace car parking arrangements across SWSLHD.

The recommendations take into account the principles of fairness and equity, standardisation and constraints including limited on-site car parking and outdated car park management technology existing at some sites.

The risks addressed by this policy

- The safety of SWSLHD Staff.
- Inequity and inconsistency of parking arrangements across facilities and staff classifications which may lead to industrial dispute.
- Lack of clarity for staff regarding workplace parking arrangements which may lead to dissatisfaction and perceptions of bias or favour.
- Inability to provide parking to staff.
- Inappropriate use of carpark access.

3. The aims/expected outcome of this policy

To ensure:

- equitable and consistent approach to workplace car parking arrangements across SWSLHD regarding access to onsite staff car parking and fees.
- compliance with Ministry of Health directives:
 - PD2017_008 *Car Parking - Concessional Fees and Eligibility*
 - PD2013_031 *Hospital Car Parking Fees Policy: Campuses which are subject to car parking development*
 - IB2025_025 *Increase in Car Parking Fees*

4. Policy Statement

- All SWSLHD staff must comply with this PD and the Ministry of Health Policy Directives specified in this PD and any other relevant PDs as implemented or modified from time to time.
- All staff of SWSLHD must comply with the on-site car parking arrangements at each SWSLHD facility.
- All staff of SWSLHD who are provided with on-site car parking access are required to park their vehicle in the designated staff car parking areas in accordance with this PD.
- This procedure will comply with Hospital Car Parking Fees PD2025_023 for fees charged to SWSLHD staff.

5. Principles

The principles of all on-site car parking arrangements for staff are to be consistent with, and advance the following objectives:

- Car parking is provided to staff where their safety is at an escalated risk, e.g. provision of access to on-site car parking areas that are appropriately located and well lit when commencing or finishing shifts between 6.00pm and 6.00am (i.e. evening and night shifts).
- On-site car parking is provided for staff to meet urgent operational requirements e.g. provision of parking for on-call and recalled staff where ready workplace access is required for emergency needs.
- Car parking is provided to manage the operational needs of the hospital and the clinical needs of patients.

6. Car park safety considerations

CCTV is used to provide security awareness of entry and exit points within car parks. Staff should navigate a path to their vehicles using CCTV coverage as the safest route.

Help points are available to staff in some car parks should they need emergency assistance while in car parks.

Car parks are well lit for safety. Should staff notice car park lights are not operational this should be reported to the facility car park operator or Corporate Services.

Staff can use Security transfers where availability exists for escort to their vehicles after hours. Where Security cannot provide assistance staff should walk in pairs or groups for additional safety.

Car park risk assessments have been completed for facility car parks and are reviewed periodically.

To maintain safety within car parks staff must not tailgate, misuse access (including letting others in & sharing cards), deface car parks, litter or install adverts. Staff that complete any of these actions may have their car park access revoked and/or face disciplinary action.

7. Allocated on-site parking access

On-site car parking allocation and access is determined by the relevant SWSLHD site or service and is subject to change. As there are more staff requesting access to on-site car parking than there are available car parking spaces, not all staff will be granted onsite car parking access immediately without first waiting on wait list. Information provided by staff on their car parking application form confirmed by the staff members manager will be used to determine the type of access granted.

After-hours car park access may be provided and prioritised separately from parking business hours. This supports staff to access parking close to the facility after hours.

8. Contractor car park details

Contractors may be provided access to designated car park areas subject to local site considerations and space availability. Approval for such access will be at the discretion of the Director of Corporate Services, ensuring alignment with operational requirements and safety protocols. Contractors must comply with all site-specific parking guidelines, including security and risk management measures, as outlined by the facility. Car parking charges should be payable by contractors that access parking not specified for contractors.

9. Prioritisation

The principles within this PD have been applied to each of the following categories of staff of SWSLHD and inform the way in which access to on-site car parking will be granted:

- Unless otherwise specified access to parking will be provided, or if unavailable capacity assigned via a waitlist.
- Visiting Medical Officers (VMOs): prioritised access on commencement.
- Junior Medical Officers (JMOs): rotational only, if not rotational access via waitlist.
- Other medical staff: access via waitlist.
- District Executive with Chief Executive approval: prioritised access on commencement.
- Casual staff: access via waitlist.
- Volunteers; Chaplains, External Educators, etc.: access subject to availability.
- Staff with a medically certified health condition: temporary prioritisation following assessment of written medical advice relevant to parking requirements, long term or permanent medically certified conditions will reviewed in accordance with local procedures.
- Staff with a Mobility Parking Scheme Permit: prioritised access upon provision of permit, applied for period of permit (or longer if evidence of permanent disability provided).
- Other NSW Health agencies operating onsite at SWSLHD: access via waitlist

The Director of Corporate Services (or equivalent) at each site has discretion to allocate temporary parking should there be a clear and documented risk, or an operational need that doesn't significantly impact availability to staff. In such instances there must be collection of parking fees through the usual process.

10. Staff parking across multiple sites

SWSLHD recognises staff may be employed against more than one assignment and require access to car parking across multiple sites. Each assignment worked by a staff member is to proceed through the usual waitlist process associated with the role's primary location.

Some roles may be required to work across multiple sites. Staff are to be waitlisted at their primary place of work, or if their primary location is not a major facility the hospital most commonly visited. Upon allocation of parking at the primary site other sites frequented by the employee will provide parking. The fees will be managed by the primary parking facility.

Staff who travel between sites on an ad-hoc basis for conferences, meetings, or similar activities should use the Borrow Card service to access parking when required.

SWSLHD staff with district appointments who have approved parking at one site will also be granted access at other sites where parking is available. To enable this, staff must contact the Corporate Services team at each facility to obtain a car park access card or have access added to their existing card.

SWSLHD staff with district appointments who do not have approved parking at any site must use a fleet vehicle when travelling between facilities. Staff in this category are not permitted to park their personal vehicle and claim parking expenses retrospectively via iExpense.

11. Fleet parking

Staff who use a fleet vehicle to and from work are not required to pay for parking, however, once the vehicle is parked on-site for work, that vehicle is to go back into the fleet car pool and made available for use by other staff for work-related purposes. (Refer to clause 4.4.3 Parking of the NSW Government Motor Vehicle Operations Guideline, "*the cost of the parking space used by an agency fleet vehicle that is packaged on private/business basis is an expense borne by the agency. This is because the vehicle is to be available for business use during the normal hours in which it is parked on the business premises.*")

12. Identified Parking

Identified workplace car or role specific parking is only made available to persons as agreed by facility General Managers.

13. Mobility Parking

Staff who have mobility parking requirements and have existing parking access, may apply for access to mobility parking in close proximity to the workplace. Access to a mobility parking spot will be granted subject to availability of spaces.

Temporary mobility parking may be made available for the required period of reduced mobility. Applications must include a current medical certificate for the specified period.

Permanent mobility parking may be made available for staff who have permanent mobility requirements. Applications must include a copy of a current Mobility Parking Permit. Utilisation of mobility parking requires the mobility permit to be prominently displayed on the vehicle.

Access to mobility parking spots will be considered and assessed in accordance with PD2025_041 Workplace Adjustments Policy.

14. Staff car parking fees

Staff car parking fees are set in accordance with NSW Health Policy Directive *PD2025_023: Hospital Car Parking Fees*.

SWSLHD is committed to an equitable fee structure across all facilities and services, fee structures are reviewed regularly in line with PD2025_023.

Staff car park fees will increase annually on 1 July each year as set by the Consumer Price Index rate and in accordance with NSW Ministry of Health policies as amended from time to time.

Fees will not be reduced in respect of taking allocated days off, working from home, accrued leave, sick or other leave of less than 4 weeks.

A determination as to whether a staff member's role is casual, part time or full time will be made by facility Corporate Services.

15. Short-term parking arrangements:

Provision for short-term parking may be granted in circumstances where there is a security concern or other identified risk, such as when an employee has been threatened with harm. These arrangements are to be managed under local facility protocols supported by appropriate documentation. The staff member must also be placed on the car parking waitlist if they have not already done so.

15.1. Project Teams

Staff who have approved parking at other sites will be offered parking at the additional site. Staff without approved parking will be placed on the facility waitlist.

15.2. Conference Attendance

Staff attending conferences must use a service Borrow Card or a fleet vehicle. Parking costs should not be claimed through iExpense where a Borrow Card or fleet vehicle is available.

15.3. Ad Hoc Parking

For staff attending meetings, conferences, or similar activities, parking access should be via a service Borrow Card or fleet vehicle.

15.4. Visitors

Parking arrangements for visitors, including the SWSLHD Board, Ministry of Health representatives, or politicians, will be determined by local facility protocols.

16. Applying for on-site car parking access

Access to on-site car parking at SWSLHD facilities is not guaranteed due to availability. Staff seeking access to on-site car parking are required to complete an application form. Staff who are not allocated on-site car parking will be placed onto a waiting list until an on-site car parking space is available.

Waitlists are managed by Corporate Services at each facility.

When a staff member ceases employment, their car parking access is deactivated. Staff who are leaving must notify the parking office that their parking deductions need to be ceased from an effective date. It is recommended that staff provide 2 weeks notice to avoid possible over payments.

Staff parking permits are not transferable from one staff member to another and cannot be provided to another staff member for any purpose.

Staff members have 2 weeks to confirm they will be taking up the offer of workplace car parking. Any staff member who does not wish to take up the offer will be removed from the waitlist. Once removed, they must re-apply and re-join the waitlist.

Should a staff member wish to cancel or suspend their on-site car parking access, they must submit an application 4 weeks in advance. Suspension of on-site car parking is for a minimum period of 4 weeks and a maximum period of 12 months. Suspensions longer than 12 months will be at the discretion of the facility Director Corp Services.

Staff who require their car parking to be suspended for periods longer than 12 months (excluding Maternity Leave, Long Service Leave, or exceptional circumstances) will have their parking access deactivated and will be required to reapply for on-site car parking access, including re-joining the waitlist on their return. Staff can reapply 4 weeks before their return.

17. Payment method

Payment of car parking fees for staff is via fortnightly payroll deduction or Pay as you Go (PAYG) arrangements. Upon allocation of a car parking access card, staff will be required to complete a payroll deduction authority.

VMO car parking arrangements are managed locally, and advice can be obtained through Medical Administration at each facility.

18. Cancelling Car Parking

Staff have a responsibility to cancel their car park arrangements including submission of cancellation paperwork/property return checklists. No refunds to staff will be accepted if failure to cancel their car parking arrangement.

19. Definitions and Acronyms

JMO	Junior Medical Officer
VMO	Visiting Medical Officer
Borrow Card	A Borrow Card is a shared car park access card that provides authorised entry to all South Western Sydney Local Health District (SWSLHD) car parking sites. The management and distribution of Borrow Cards will be coordinated locally within each service, ensuring compliance with facility-specific protocols and security requirements.
District appointments	District appointments refer to roles or positions within South Western Sydney Local Health District (SWSLHD) that have responsibilities extending across multiple facilities or services within the district, rather than being confined to a single site. These positions typically require coordination, oversight, or service delivery at a district-wide level and may involve travel between sites to fulfill operational or strategic objectives.

20. References and Links

Related Policy Directives/Guidelines

MoH – PD2017_008	Car Parking - Concessional Fees and Eligibility	Link
MoH – PD2013_031	Hospital Car Parking Fees Policy: Campuses which are subject to car parking development	Link
MoH Bulletin IB2025_023	Increase in Car Parking Fees	Link