



Priority Parking – QEIMC Trust Policy

Document Number: 1.0

Topic: Priority Parking Policy QEIMC Reserve

Approval Authority: Project Director, QEIMC Trust

Last Approval Date: 30 March 2019

Review date: 23 December 2021

Audience: All Staff, All Students, All Volunteers, All Visitors, All Patients, All Contractors, All Motorcyclists, All Agency workers

1.0 Purpose and Scope

The Queen Elizabeth II Medical Centre (QEIMC) is an A class reserve spanning 28.4 Hectares. With over 1.8 million vehicle movements per annum, the QEIMC Trust recognises the importance of effectively managing parking and access on the campus.

The purpose of the Priority Parking Policy is to:

- Categorise the various types of working staff and volunteers who are based at the QEIMC Campus; and
- Provide an equitable and transparent framework to assign parking permits based on genuine needs.

This policy applies at all times to all QEIMC Staff (see Definitions) as well as others such as volunteers, couriers, delivery drivers, external service providers and contractors, students, motorcyclists, patients, visitors and agency workers.

This policy outlines the key requirements and principles of the policy as well as responsibilities and actions required for the implementation and ongoing management of the Parking Department's Priority Groups.

2.0 Principles and Key Requirements

The Trust has adopted the following principles:

- QEIMC Trust strives to create a sustainable access environment at the QEIMC campus including the use of alternative methods of transport
- Adoption of the principles of the Metropolitan Access Parking Department (MAPD) Strategy, with adaptation to QEIMC unique circumstances, where required
- Focus on equitable Staff parking access at QEIMC
- Honesty and trust by all stakeholders is in everyone's best interest because these principles support equitable, accurate and efficient allocation of Staff parking
- Everyone deserves to be treated respectfully and professionally
- Any antisocial behaviour towards QEIMC Trust Staff will not be tolerated
- Any antisocial behaviour and/or wreck less driving in QEIMC Car Parks will not be tolerated
- Staff parking not a right
- All Staff based at QEIMC, regardless of their employer, may apply for a parking permit
- All parking applications will be assessed against the Priority Groups (see below)
- All Staff based at QEIMC wishing to park on-site are required to apply for a parking permit via the online application form <http://qeii.health.wa.gov.au/parkingpermit/>
- A valid QEIMC Trust car parking permit must be displayed when parking at the QEIMC (see *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*)
- A Staff parking permit does not guarantee a parking bay
- Staff are required to park in accordance with their Staff parking permit allocations
- Staff parking permit allocations, conditions and access are subject to change upon reasonable notice from the Parking Department
- Visitor car parks are for use by patients and visitors only, not Staff parking permit holders
- Staff parking permits are not valid in the visitor car parks
- Individuals attending QEIMC as a visitor (for personal reasons) must park in a visitor car park and pay visitor rates.
- The Parking Department is not obligated to accommodate any parking reservation requests.
- Parking reservation requests may be accommodated if there is available parking capacity and available parking resources. There may be a cost associated to the reservation process.

Other considerations guiding this Policy (examples):

- Staff parking permit E-Tags are to be fixed to the inside of the windscreen of the vehicle as detailed in the permit card user instructions
- E-Tags are not transferrable between Staff or between vehicles
- Replacement and additional E-Tags can be obtained from the Wilson Parking Office (located on the ground floor of the Multi-deck)
- If a permit holder drives two vehicles on a regular basis, a second (E-tag) permit will need to be purchased for \$20
- Lost and broken E-tags can be purchased for \$20

- E-Tags for new vehicles are issued at no cost, on the presentation of the new vehicle details (e.g. vehicle purchase contract)
- E-Tags for vehicles that have had a windscreen replacement are issued at no cost, on the provision of supporting documentation (e.g. invoice or work order for windscreen)
- E-Tags in vehicles that have been stolen are replaced at no cost, on the provision of supporting documentation (i.e. police report)
- Staff are not to take a visitor ticket at the boom gates upon entry. Staff experiencing difficulty accessing a car park must speak with a Wilson Parking attendant via the intercom and quoting their E-tag number and full name.
- Entry or exit to parking areas may be refused if the QEII parking permit holder has insufficient funds on their staff Smart Parker account

3.0 Priority Groups

Access to parking for QEIIMC will be in accordance with this Policy.

In the circumstances where there is a cap on parking bays available for Staff (such as pursuant to the Western Australian Planning Commission requirements for QEIIMC ("Cap")), access to parking will be restricted on the basis of priority of needs given the bays available to Staff is less than the total demand for Staff parking.

Parking access is granted in accordance with the defined priority groups below and the number of available bays within the Cap. The number of people wishing to park onsite at any particular time may vary and a parking bay cannot be guaranteed.

3.1 Priority Group 1

Priority Group 1 parking permit holders will have access to specified Staff parking areas in the QEIIMC parking precinct.

- a) **Staff whose regular rostered shifts require them to start before 7:00am and/or finish after 6:30pm**
 - Staff who have the option to work between 7:00am and 6:30pm but chose to start or finish outside of these hours for personal preference or other similar reasons not related to their employment, will be deemed as core hour workers and fall into Priority Group 3.
- b) **On-call Staff**
 - On-call Staff can apply for a parking permit. On-call Staff are required to park in the designated staff parking areas.
 - On-call Staff must submit a copy of their on-call roster to the Parking Department to substantiate their on-call status.
- c) **Medical Consultants**
 - Medical Consultants can apply for a parking permit. Medical Consultants are required to park in designated parking areas.
- d) **Staff ACROD permit holders**
 - Staff holding a valid ACROD permit can apply for a QEIIMC ACROD parking permit.
 - Staff holding a valid ACROD permit will only be able to park in the designated accessibility bays.
- e) **Fleet Vehicles**
 - Only one parking permit will be allocated to a specific Fleet Vehicle for parking at QEIIMC.
 - Fleet Vehicles must park in their designated parking area.
 - Fleet Vehicles based at other sites or from a government agency not based at QEIIMC are not entitled to a parking permit and must park in a visitor car park and pay visitor rates.
- f) **Volunteers**
 - Volunteers will receive a parking permit to park in designated parking areas.
 - A volunteer's right to a parking permit is strictly limited to periods when they are providing rostered volunteer services at QEIIMC.

3.2 Priority Group 2

Priority Group 2 parking permits will have access to specified Staff parking areas in the QEIIMC parking precinct.

- a) **Green Commuters and Car Poolers**
 - The *QEIIMC Trust Alternative Travel Arrangement Policy* and *QEIIMC Trust Green Commuter and Carpooling Guidelines* provide the conditions and information for Green Commuter permits and Carpooler permit holders.
 - If a cap is placed on Green Commuter or Carpooler permits, further applicants will be placed on a waiting list, in order of the date and time of their application.
- b) **Primary Carers**
 - Primary Carers must submit a QEIIMC Primary Carer Statutory Declaration to the Parking Department to substantiate their primary carer status.
 - Please refer to the Primary Carer Guidance Note on the QEIIMC Website.
- c) **Staff whose journey to QEIIMC is not serviced by public transport.**
 - Staff whose journey to QEIIMC is considered not serviced by public transport are those Staff whose suburb of residence does not have a route to QEIIMC available on the Transperth journey planner.
- d) **Staff with a medical condition which affects their mobility**
 - Staff who have a medical condition or disability which is expected to affect their mobility to and from the QEIIMC for more than six months and who do not currently have an ACROD Parking Permit must apply for one at www.acrod.org.au.

- Staff who provide proof of application for an ACROD Parking Permit will be granted a short-term temporary QEIIMC parking permit under this permit type.
- Staff who do not qualify for an ACROD Parking Permit and have a medical condition or disability which is expected to affect their mobility to and from the QEIIMC for more than six months must submit a QEIIMC Medical Statutory Declaration which includes a medical statement from an appropriately qualified medical practitioner to the Parking Department, to substantiate the requirement for parking based on the medical condition or disability as part of their application for parking.
- Staff who have a medical condition or disability which is expected to affect their mobility to and from the QEIIMC for less than six months must submit a QEIIMC Medical Statutory Declaration which includes a medical statement from an appropriately qualified medical practitioner to the Parking Department, to substantiate the requirement for parking based on the medical condition or disability as part of their application for parking.

3.3 Priority Group 3

Priority Group 3 parking permits will have restricted access to staff parking areas in the QEIIMC parking precinct.

a) Staff who work between 7:00am and 6:30pm

- Staff whose regular core working hours are between 7:00am and 6:30pm and Staff whose rostered shift require them to start after 7:00am and finish before 6:30pm will have restrictions imposed on their parking permit as determined by the Parking Department from time to time.

3.4 Other Groups

a) Couriers, Delivery, Service and Contractor vehicles

- A number of designated parking bays have been identified across QEIIMC for courier, delivery, service and contractor vehicles.
- Contractors attending the QEIIMC for short term projects, refurbishment work or construction are not considered Staff.
- Contractor vehicles accessing QEIIMC are subject to visitor rates.

b) Students

- Students, including PhD students, attending QEIIMC are not entitled to Staff parking unless classified as Staff.
- Students, including PhD students, on placement who work at QEIIMC between 7:00pm and 6:30am are deemed to be Staff whilst on placement and permitted to park at QEIIMC for the duration of the placement for the times they work between these hours.
- Students entitled to park at QEIIMC must park within the designated staff parking areas.

c) Motorcycles

- Designated motorcycle bays are allocated for motorcycle parking.
- Motorcycles are only permitted to park in designated motorcycle bays.
- No parking fees are payable for motorcycles parking in designated motorcycle bays.
- Oversized motorcycles (e.g. sidecars, trikes) are permitted to use pay-by-plate parking.
- Usual fees are payable for pay-by-plate parking.

d) Patient and Visitor Parking

- Parking for patients and visitors is available at QEIIMC.
- Designated parking areas for patients and visitors are viewable online, in QEIIMC Trust brochures and at the Parking Department.
- Set down and drop off bays are available at the main entrance of most QEIIMC tenancies.

e) Visitor and Patient ACROD Parking

- ACROD parking facilities are provided across QEIIMC.
- Visitors and patients with an ACROD permit are required to pay for parking in designated car parks in accordance to the signage.

f) Nursewest

- Nursewest workers on short term (day by day) placement are deemed to be Staff for the duration of their placement.

g) Off-Site Meetings and Work Duties

- Regular attendance by Staff at meetings and work duties away from QEIIMC as a part of their roles, does not provide automatic entitlement for placement in a higher priority group.
- It is recommended that Staff members or their employer provide methods of transport other than use of a personal vehicle for such purposes.

4.0 Repeated Breaches of By-Laws or Priority Parking Policy

In the event that a QEIIMC parking permit holder is found to be in breach of any QEIIMC By-Laws and is issued an infringement notice (or infringement warning notice) on two or more occasions, or has materially breached this Priority Parking Policy or any parking permit term or condition, the Parking Department reserves the right to suspend or revoke the relevant parking permit at its discretion.

5.0 Changes to Circumstances

Staff wishing to appeal against the level of parking access they have been assigned, must:

- Contact the Parking Department via email at Qeii.parking@health.wa.gov.au with their reasons for appeal; or
- Re-apply online (for changes to role, department or work hours).

6.0 Roles, Responsibilities and Accountabilities

The QEIIIMC Trust Parking Department is responsible for enforcing this Policy.

7.0 Monitoring, Review and Assurance

Monitoring and review activities will be undertaken through consultation between the Policy Coordinator and Project Director, which will:

- Assess compliance with the policy and demonstrate/confirm its effectiveness; and
- Identify, assess and promptly address any deficiencies with relevant stakeholders

8.0 Recording and Reporting

Recording and reporting activities will be undertaken through consultation between the Policy Coordinator and Project Director, which ensure that:

- Activities and outcomes arising from adoption of this policy are accurately recorded; and
- Any non-compliance issues and/or adverse incidents (i.e. conflict which has escalated as a result of policy implementation) are recorded and reported to Project Director and/ or Business Manager and/ or Parking Manager, in a timely manner.

9.0 Definitions

<p>Fleet Vehicles</p>	<p>Government vehicles with 'Q' registration number plates and registers with WA State Government which are based primarily at QEIIIMC.</p> <p>Non-government vehicles which are based primarily at QEIIIMC and used by Staff as part of their duties belonging to a current tenant at QEIIIMC.</p> <p>Any vehicle approved under the SOVS that are based at the QEIIIMC site and registered for fleet use. SOVS vehicles which are not registered for fleet use are not Government Vehicles.</p>
<p>Medical Consultant</p>	<p>A Staff member holding the position of Medical Consultant with registrar ship of 4 or more years, Fellowship awarded, Medical Board specialist registration and ongoing continuing professional development as per speciality college.</p>
<p>Registered Health Practitioner</p>	<p>An Individual who is registered under the National Law to practise a health profession, other than as a student.</p> <p>Registered with the Australian Health Practitioner Regulation Agency (Ahpra)</p>
<p>Primary Carer</p>	<p>A Staff member who:</p> <p>a) in respect of a child or children under 16 years of age, has the greatest responsibility (usually the person who provides the greatest amount of care) for the child/children's:</p> <ul style="list-style-type: none"> ▪ day to day care ▪ welfare, and ▪ development <p>b) in respect of a person with a disability or a long-term health condition who is not living in a respite or other care facility, who provides (and is likely to continue to provide for a further six months) the majority of assistance to the person with one or more of the following core activities:</p> <ul style="list-style-type: none"> ▪ day to day care ▪ mobility ▪ communication <p>Guidance Notes</p> <ul style="list-style-type: none"> ▪ only one person can be a Primary Carer at a point in time ▪ if two of more individuals (e.g. parents) provide equal care to a child or person, then either individual can nominate as the Primary Carer, but only one person can be Primary Carer ▪ day-to-day care includes feeding, dressing, bathing, handling medical appointments and other similar activities ▪ welfare includes housing, well-being, transport, medical attention and other similar activities ▪ mobility includes assistance with the relevant person's day-to-day movements including transportation <p>development includes the intellectual, psychological and emotional growth that occur in a child up to the conclusion of adolescence</p>
<p>QEIIIMC</p>	<p>The land in respect of which powers are for the time being delegated to the Hospital under section 13 of the <i>Queen Elizabeth II Medical Centre Act 1966</i> further delegated to North Metropolitan Health Service as per the instrument of delegation.</p>

SOVS	Western Australian Government Senior Officer Vehicle Scheme.
SOVS Vehicle	A vehicle approved under the SOVS for drivers that is based at QEIIIMC.
Staff	An employee of any QEIIIMC tenant or sub tenant (including licensees), who spends a majority of their rostered hours working at QEIIIMC.
Student	Persons holding a valid student card issued by a tertiary education institution recognised by QEIIIMC, including PhD students.
On-call Staff	Staff in receipt of an "on-call" or "availability" allowance and directed by their employer to remain readily available outside their normal hours of duty to return to their workplace at short notice, but does not include Staff that choose to attend work of their own accord outside of regular contracted hours.

Custodians

Project Director of the QEIIIMC Trust as the System Manager

qeiiimctrust@health.wa.gov.au

Relevant Legislation

- *Queen Elizabeth II Medical Centre Act 1966 Queen Elizabeth II Medical Centre (Delegated Site) By-laws 1986*

Supporting Information

- QEIIIMC Trust Green Commuter and Carpooling Guidelines
- QEIIIMC Trust Alternative Travel Arrangement Policy
- QEIIIMC Trust Parking Strategy
- Staff Parking - QEIIIMC (health.wa.gov.au)
- Statutory Declaration (health.wa.gov.au)
- Declaration_Form_for_Staff_Parking_for_Medical_Reasons_Final_V1.0_2.pdf (health.wa.gov.au)
- https://courts.justice.wa.gov.au/_files/Stat_dec.pdf
- <https://www.transperth.wa.gov.au/Journey-Planner>
- Department of Justice. (n.d.). SD. Retrieved from https://courts.justice.wa.gov.au/_files/Stat_dec.pdf
- <https://publicsector.wa.gov.au/public-administration/chief-executive-officers-and-executives/senior-executive-services/contract-employment>
- ABS, 2017: 4430.0 - Disability, Ageing and Carers, Australia: Summary of Findings, 2016
- Family Assistance. (n.d.). Retrieved from <http://guides.dss.gov.au/family-assistance-guide/1/1/p/120>
- <https://www.myagedcare.gov.au/respice-care>
- Australian Health Practitioner Regulation Agency - <https://www.ahpra.gov.au/>

10.0 Review

Version	Effective from	Effective to	Amendment(s)
MP2018_V1.0	4 March 2021	Current	Original version
MP2021_V2.0	23 December 2021	Current	Formatted version

11.0 Approval

This policy has been approved and issued by the Project Director of the QEIIIMC Trust as the System Manager.

Approval by	Bill Anderson, Project Director, Queen Elizabeth II Medical Centre Trust
Approval date	23 December 2021
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