

# 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

- Updated policy to include new additional staff carpark.

### 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 Car Parking Working Group & Westmead Staff Consultative Committee)
- All Staff issued with a Staff Parking Permit should read and acknowledge this policy.

<b>Approved by:</b>	SCHN Policy, Procedure & Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> August 2019	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Transport Manager	<b>Area/Dept:</b> Finance & Corporate Services

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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** information for [CHW](#) and [SCH](#).

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	P17 Staff Car Park	Staff Parking Permit Holders (Permit Sticker must be displayed) <b>Note:</b> level 5 of the Multi-storey staff car park (P17) at Westmead is reserved for staff working afternoon or evening shifts and opens at approx. 9.30-10am.
	P14 Staff Car Park	
	P6 Visitors Car Park Staff access to this car park will be on a case by case request.	
<b>Other Areas - these areas are not available for parking of staff vehicles</b>		
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	P20 Contractor Car Park	

Category	Area	Access
Special Event Parking & Contractor Overflow	P21 The Lodge Car park	Special Event Parking arranged through Transport office who will arrange with Secure Parking. Access via Intercom.
Short-term courier deliveries & Medical Contractors	Chinese Gardens Loading Zones	

## 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.

Parking fees are increased annually based on the Consumer Price Index (CPI) and take effect the first pay commencing 1 July each year as per the MoH Information Bulletin advising of an increase in Car Parking Fees to commence 1 July each year in accordance with PD2013\_31.

For fee structure please refer to the [staff parking application forms](#) on the Intranet or contact Transport Department.

### 3.2 Payment Method

Staff are required to pay via payroll deductions. Staff parking via payroll deductions can be Salary Packaged as an exempt benefit.

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 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.

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/>

## 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 (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	<ul style="list-style-type: none"> <li>➤ Normal After Hours access from 1.00pm</li> <li>➤ Special After Hours access from 10.30am</li> </ul> <p><i>Normally no waiting list however to be granted After Hours access staff must work rotating shifts and finish after 6:30pm.</i></p> <p>This is subject to availability</p>
4	Full Time	<ul style="list-style-type: none"> <li>➤ 24hours / 7days Access</li> </ul> <p>See groupings 5.3 below - subject to availability</p>

### 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 notification to the Transport Department in writing.

Staff who don't accept the permit within the 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 placed on the waiting list as per their respective treasury/award code grouping.

The Staff Car parks are monitored & reviews 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 grouping. 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	<b>OTHER</b>	
	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 information for <a href="#">CHW</a>	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 – 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 <a href="mailto:SCHN-CHW-Transport@health.nsw.gov">SCHN-CHW-Transport@health.nsw.gov</a> by the Department Head or NUM before <b>Special</b> 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 has two bicycle cages within P17 Multi-storey car park. Please contact CHW Security Department to arrange access for either of these cages.
Motor Bike / Scooter	Three designated areas with a limited number of shared spaces available.
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	Please refer to <b>Visitor Parking</b> information for <a href="#">CHW</a> .

Committee Members	
"On-Call" & Called In	"On-Call" staff who require access to attend to CHW patients, particularly in an emergency After-Hours can access the Staff Car Park P17 by pressing the boom gate intercom and state to Secure Parking that they are on call & have been called in.
Contractors	Contractors, Tradespersons & Service Technicians working at CHW can access the Contractor car park which is situated behind Engineering Department. Access is off Redbank Rd and a boom gate intercom linked to the Security Dept. If full can overflow into P21 (The Lodge) Car park
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 driveway between CMRI & WIMR off Hawkesbury Road.
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.
Nursing Staff moving to the Casual Pool	Nursing staff that hold a Full Time (or Part Time) parking permit and move to the casual pool 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 continues 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	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 Westmead they are not required to pay for staff parking at the Randwick site.



	<p>Westmead based staff working part-time or occasionally at Randwick who want support to park in the metro car park must be paying for staff parking at Westmead. Randwick have two systems in place:</p> <ol style="list-style-type: none"> <li>1. A charge account where Metro entry tickets need to be stamped &amp; signed by any of the admin assistance in the Executive Unit or those on Level 9 of the Bright Alliance Building</li> <li>2. A Voucher system which is used selectively for some staff specialists who are here on set days each week. For this you need to contact the Director of Admin or Project Officer, Finance &amp; Corporate Service at Randwick.</li> </ol> <p>Staff wishing to apply for staff parking at Randwick can approach the Metro Parking Office on Level B1 of the car park and have their name placed on the waiting list.</p>
Non CHW Staff on CHW Campus	<p>Staff of CMRI, Kidsafe House, Children's Hospital Medical Centre, Commercial Retail Tenants, Agency staff and NSW HealthShare &amp; eHealth. The available parking for these areas is within the <a href="#">Visitor's Car Park information for CHW</a>.</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 maximum 2 weeks prior to commencement 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](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

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 by using the Separation Check List Form (link below)

<https://intranet.schn.health.nsw.gov.au/files/attachments/214/separation-checklist-schn-3.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. 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 conditions & the estimated period the permit is required for 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.

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. 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 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 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 P14 to P17 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 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.

## 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 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 ID Passes

Damaged, lost or stolen passes must be immediately reported to Security Office. When ID Passes are replaced staff should advise the Transport Department in writing of the new ID Card number (first 5 numbers on back of card) as soon as practicable.

## 12 Security

The car parks are well lit and patrolled regularly by Hospital Security Officers. Staff may seek a security escort to their vehicles from 12 midnight to 6am (however due to other commitments this service may not always be available). Prior to this staff can access the shuttle bus service (see below).

In partnership with WMH, CMRI & WIMR, staff can make use of a Shuttle Bus Service available upon request. To access this service please call WMH Security on 8890 6036 between the hour of 6pm and midnight. Staff will be collect at the front entrance of CHW.

The shuttle service can take you directly to your parked car within the CHW car parks, or any street parking surrounding the Westmead precinct, the train station or the Hospital T-Way for buses.

Security cameras are installed on Level 2 & 5 of the P17 car park & throughout P14 car park. P17 has emergency help points within the multi storey car park & P14 also has emergency help points throughout the car park.

## 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.

The penalty notices system operates under what is known as the Self Enforcing Infringement Notice Scheme (SEINS), which is an automated processing system operated by the State Debt Recovery Office (SDRO). The SDRO is the fines division of the Office of State Revenue and is responsible for the collection, processing and enforcement of fines in NSW. Secure Parking staff, are empowered to issue parking infringement notices. These notices incur a fine, which if not paid will result in fine default action by the SDRO and the change of the 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 State Debit Recovery Office procedures. This is indicated on the Infringement Notice.

## 14.2 Appeal Process

All appeals are to be directed to the State Debit Recovery Office as per directions on the infringement. The organisation or issuing officer will not enter into dispute at the time of issuing.

## 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 Manager, Corporate Services.

## 16 Appendices

### 1. CHW Staff Parking application form:

[http://chw.schn.health.nsw.gov.au/o/forms/\\_parking\\_/CHW\\_staff\\_parking\\_application.pdf](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](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](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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