

MINUTES

TRIM: SCHN20/9880-1

CHW Staff Car Parking Working Group

Thursday 22 October 2020 – 1.00pm

Attendance List

	Name	Direct orate	22 Oct 2020						
1	Sayed Zia	DFCS	✓						
2	Marny Thomas (Chair)	CSM (CHW)	✓						
3	Linda Massard	LM	✓						
4	Candice Pertel	CP	✓						
5	Denise Cunliffe	DC	✓						
6	Kerrie Green	KG	✓						
7	Kay Burns/ Kay Best-NSWNMA	KB	✓						
8	Randall Millington – HSU	RM	✓						
9	Kerrie Seymour – ASMOF (proxy Steve Teece)		✓ S Teece						
10	Sherilyn Locmayon/ Julie Wright	PR	A						
Attendance Total			9/10						
Quorum (Yes / No)									

✓=Attended	D=Delegate Attended	A=Apology	NA=No Apology	R=Resigned	No meeting	G=Guest	Not a member	✓=Attended No Vote
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Item 2 – Declaration of Conflicts of Interests, and/or Gifts and Benefits Received

- No conflicts of interest, gifts or benefits were declared or raised.
- Welcome to Sayeed Zia, Director of Finance & Corporate Services.
- Hugo Harnett, Redevelopment Program Director, is invited.
- Janett Clarkson, representing the Bicycle User Group (BUG invitee) is an apology

Item 3 – Confirmation of Minutes of previous meeting:

- Minutes of 17 September 2020 – confirmed

Item 4 – Permit & Waitlist Statistics

- Tabled and attached to meeting papers of October 2020.
- Noted that staff with RMS mobility ID have been moved to the Visitor's car park.
- Noted that 50 permits have recently been issued, with another 50 to be issued in the near future.
- Noted that the waiting list is currently sitting at 575.
- The waiting list numbers have altered as follows:
 - Medical are up to date
 - B Nursing - 274
 - Allied - 89
 - C scientific - 35
 - E Corporate Services - 175
- Staff are encouraged to submit a car parking application form, in order to be added to the waiting list. Staff are **not** automatically added.
- Noted there is a CHW Staff Car Parking policy which will be sent around to the meeting attendees.

Action: CHW Staff Car Parking policy to be emailed out with the October 2020 minutes.

Item 5 – New Business

5.1 Interim Car park strategy

- Reiterated that P17 multi-storey car park closed on 30 September for demolition, which was scheduled to commence on 1 October 2020. Scaffolding is in place and the car park has been stripped in preparation for the demolition. Link bridge has been removed.
- Interim car park P23 is being monitored in regard to shuttle buses during peak times.
- Monthly statistics – currently reviewing data to check on peak demand periods to see if any adjustment to shuttle buses needs to occur.
- Fencing quote – currently looking at sourcing fencing quotes to discourage the practice of staff using an unsafe dirt path at the back of P14.
- Transition to P23 – continuing to go well at present. Noted that the Chair had enlisted the help of additional staff during the first week of the initial transition period to assist staff parking.
- Traffic dampening – noted that any traffic dampening around the car park will need to be addressed to Westmead public hospital. (WSLHD)
- WHS matters outstanding – noted that there is still uneven pavement on Redbank Road and directly alongside the diagnostic building. Noted by the Chair that this is under review at present.
- Manholes in the path at P23 – potentially could be a falls risk.
- Chair asked for specific details as the pathway is new and perhaps a walk around would be in order to correctly assess.
- Westmead Childcare boundary fence will be replaced shortly and the offending bush will remain insitu until fence is installed.

Action: Marny Thomas and Denise Cunliffe - to walk the path between P23 and CHW.

- Noted that the spaces in P23 seem to be a little smaller than in P17. Advised by Hugo Harnett that the P23 car park has been built to the required specifications.

- Noted that staff have reportedly advised of minor scratches to their vehicles.
- Noted that SCHN does not provide insurance cover for vehicles parking in the car parks.

Action: Signage in car parks to be reviewed and insurance disclaimer to be added, if not already in place.

- Bus drivers – currently due to COVID only 10 staff are permitted on a bus at any one time.
- Noted that the buses run every 6 minutes.
- Noted that the bus drivers have been courteous and the service has been regular.
- Chair reiterated that staff need to be reminded to park in P14 if their shifts end after the shuttle buses finish of an evening. Security remain in the car park until 12 midnight.
- Additional Communications – noted that Julie Wright is an apology for this meeting however additional comms should be forthcoming in the near future.
- Plants/trees – staff would like to take plants and trees that may be demolished.

Action: Plants/trees – email photos and description of the location to Hugo Harnett, who will investigate if the plants can be taken.

- Free Staff Car Parking – noted that staff are still receiving free staff car parking. Capacity is being monitored in P6 (Visitors car park) on a day to day basis. Noted that these are unprecedented times and hard to judge what normal activity is.
- Parramatta Light Rail – no further information is to hand. All information is on the staff intranet.
- Hawkesbury Road – remains quite congested, especially in peak hour.
- Entrance to P23 – where pedestrians are crossing the road; Request to have a zebra crossing.

Action: Entrance to P23 – zebra crossing request – Chair to review and action.

Meeting closed: 1.22pm

Next meeting: Thursday 19 November @ 3pm

Action Log

Date	Item	Who	Outcome
22.10.20	CHW Staff Car Parking policy to be emailed out with the October 2020 minutes.	J Moore	
22.10.20	Marny Thomas and Denise Cunliffe - to walk the path between P23 and CHW.	Chair	
22.10.20	Signage in car parks to be reviewed and insurance disclaimer to be added, if not already in place.	Chair	
22.10.20	Plants/trees – email photos and description of the location to Hugo Harnett, who will investigate if the plants can be taken.	H Harnett	
22.10.20	Entrance to P23 – zebra crossing request – Chair to review and action.	Chair	
17.9.20	K Burns to email Marny Thomas (Chair) her concerns and the Chair happy to meet with K Burns.	K Burns	

17.9.20	Bike Solution under KR – Hugo Harnett to come back to next meeting with details.	H Harnett	
17.9.20	Chair to check liquid nitrogen room access (for BUG) and come back to the next meeting.	Chair	
17.9.20	Options for free staff car parking. (including Bunnings and Cumberland)	Chair	
17.9.20	Kay Burns to email policy (People & Property) in question to the Chair along with the specific concerns.	K Burns	
17.9.20	Risk Assessment to be emailed out to the group.	Chair	
17.9.20	J Wright of PR will map out the timeline and access route for the BUG users. (should be out next week)	J Wright	
13.8.20	Child Care Centre – pavement is uneven. To be investigated via WSLHD and rectified as appropriate.	Chair	17.9.20 Escalated by the Chair to WSLHD HSU – have completed a WHS report and should be forwarded to the Chair by the end of next week.
20.2.20	Traffic movement audit – to be provided to the committee.	L McNamara	29.4.20 In progress

20.2.20	AS46.60 – Certificate of compliance to be forwarded to the members in regard to the compliance of the car park (P23).	L McNamara	29.4.20 In progress
20.2.20	Peak times: definition of peak times to be circulated to members.	L Massard	29.4.20 In progress
20.2.20	IIMS raised on P14 stairs: pathway to P14 through Child Care Centre in regard to pavers and bushes.	Chair	29.4.20 In progress
22.11.19	Security Signs – broken, and/or missing blue security signs to be investigated and followed up by Chair.	Chair	In progress

Completed Action Log

Date	Item	Who	Outcome
13.8.20	Access for the medical officers to have quick access to the Hospital. (to be discussed off-line)	Chair	Off-line discussion to occur - Closed 17.9.20 Colin and the Chair have met with ASMOF on 4 September – outcome if anyone on call or after hours can park in P6. On time critical for medical officers, provision for 5 spaces at the front of the Hospital and access to P21.
9.7.20	Union Specific Meeting – ASMOF have requested a union specific meeting. (Chair)	Chair	17.9.20 Closed Meeting has occurred with Steve Teece and Dr Holland. 13.8.20 in progress Waiting to hear back from Steve Teece re a date.
29.4.20	End of Trip facilities & Bike Cage current placement / access – Chair to contact the Bicycle User Group (BUG) to discuss options.	Chair	17.9.20 – BUG representative has been invited into this meeting group. Closed 13.8.20 in progress The Chair has met with the BUG group and looked at the CASB end of trip facilities and the interim options for moving the bike cage when the car park comes down. BUG rep will be invited to a future car parking meeting. 3.6.20 in progress M Thomas yesterday received some plans for CASB and some conversations have occurred for the lane marking for the shared path from Mons Road to the end of Dragonfly Drive. Will bring back to the next meeting. J Wright has spoken to Jenny Rose re the path and end of trip facilities. CASB end of trip facilities at the CASB are extensive. Planning a walk through in the next week. To be communicated once the plans are known.
20.2.20	Fire and Emergency compliance: to be confirmed that the P23 car park is compliant.	L McNamara	9.7.20 – Closed Noted by Mary Sakr from PWC that the P23 car park is compliant and has been signed off. 29.4.20 In progress
29.4.20	New Staff Car Park – future location and size.	J Wright	9.7.20 – Closed The old Ronald McDonald House site at the rear of CHW adjacent to the Children’s Garden is the proposed new site for the Staff Car Park. 3.6.20 – in progress