

CAR PARKING POLICY

Staff this document applies to:

This policy applies to, but is not limited to, Austin Health staff, Mercy Hospital for Women staff, University of Melbourne staff, patients, visitors, students, volunteers, contractors, external service providers, tenants and members of the public.

State any related Austin Health policies, procedures or guidelines:

- [Concession Rates for Patient & Visitor Car Parking Fees](#)
- [Employee Identification Policy](#)
- [Employee Identification Guidelines](#)

Policy Objective:

This policy describes the car parking arrangements which apply at the Austin Hospital, Heidelberg Repatriation Hospital (HRH) and Royal Talbot Rehabilitation Centre (RTRC).

Scope:

Car parking facilities are provided at all Austin Health sites. This policy applies to all car parks at Austin Hospital, HRH and RTRC including, but not limited to, the following car parks:

Austin campus:

- Austin Tower car park (for patients, visitors, staff)
- Martin Street car park (for staff only)
- Yarra Street car park (for staff only)
- Western car park (for staff only)

Heidelberg Repatriation Hospital:

- Outpatients car park (patients, visitors)
- Banksia Central car park (patients, visitors)
- Boronia car park (for staff only)
- Ash Grove car park (patients and visitors only)
- Health and Rehabilitation Centre car park (patients and visitors only)
- Bell Street car park – East, Centre and West (patients, visitors, staff)
- Waterdale Rd car park with Pay and Display (contractors, patients, visitors)

Royal Talbot Rehabilitation Centre:

- Carpark 1 – Opposite Old Mellor Building (for patients, visitors, staff)
- Carpark 2 – Behind Mary Guthrie House (for patients, visitors, staff)
- Carpark 3 – Behind Woodwork Room (for patients, visitors, staff)

Definitions:

Motor Vehicle:	Refers to a car, van, light commercial vehicle, motorcycle or scooter
Authorised Officer	Means the person(s) delegated by the Chief Executive Officer (CEO)
Car Park Attendant	Means a person engaged by Austin Health to monitor and regulate car parks
Metro Car Parking	Regulatory office located at the B3 car park entrance of the Austin Tower, Studley Rd.

Policy Overview:

Austin Health is committed to providing a quality car parking service within the constraints of available space. This policy defines the current car parking arrangements including:

1. Fees
2. Permanent Full Time/Part Time Staff
3. Casual/Agency/Contractor Staff
4. Students
5. Public parking
6. Concessions for patients and visitors
7. Responsibilities

Policy:

1. **Fees:**
 - 1.1. The Austin Health Executive and Board approve all car parking fees and discounts and may review these on a regular basis.
 - 1.2. Fees may be paid:
 - Through salary payroll deduction (for F/T and P/T staff)
 - By monthly account via invoice (for non-salaried, pre-approved, external contractors)
 - Through the automated pay stations located throughout the car park sites (for casual/public parkers).
 - 1.3. Staff paying fees through salary payroll deductions at one site shall not be required to pay for parking at another site if they are required to work across sites. The fees for the principal site of work will apply.
 - 1.4. Staff fees make allowance for Annual Leave, Sick Leave, ADO's and Public Holidays. It is not possible to suspend fees during absences. Exceptional circumstances may be considered for prolonged periods (more than eight weeks) on a case by case basis and must be approved by the Executive Director of Infrastructure and Commercial or their delegate.
 - 1.5. Once off, free exit passes for the Austin Hospital, Mercy Hospital, Royal Talbot and HRH are only available for use in exceptional circumstances and will be issued only on the authority of the following Austin Health or Mercy Hospital for Women staff:
 - Nominated Executive(s)
 - Volunteer Coordinators
 - Patient Representatives

- Private Patient Manager
- Social Work Managers
- Research Ethics Managers (for use by Committee members only)
- Site Manager and After Hours Site Managers at HRH

Each of these authorised representatives will be required to account for the exit passes that they issue and these will be subject to audit.

2. Permanent Full Time/Part Time Staff:

- 2.1. Parking is swipe card activated via the staff ID badge.
- 2.2. Applications for parking must be made via the Car Parking Request and Amendment form available from the Human Resources HUB page or the Metro Car Parking Office (B3 Car Park, Austin Tower). It is the responsibility of staff to provide information such as preferred carpark, vehicle details and sign the form to authorise payroll deductions. The completed form must then be submitted to Metro Car Parking for processing. Metro will request payroll to commence deductions and inform staff when access to the carpark is granted.
- 2.3. Completed Car Parking Request and Amendment forms may be submitted to Metro Car Parking via:
 - Fax on 9496 4518 (Attn: Metro Manager); or
 - Scan and email to carparking@austin.org.au; or
 - Submit directly to Metro Car Parking (Located B3 Carpark, Austin Tower).
- 2.4. Parking will be allocated subject to availability. Where parking spaces are unavailable, the Car Park Attendant will maintain a waiting list. Some priority may be given to shift workers.
- 2.5. Austin Health reserves the right to relocate staff parking access as required to meet operational needs.
- 2.6. The fee for P/T employees will be calculated pro-rata based on the applicable weekly fee for F/T staff, based on F/T staff working 5 days per week.
- 2.7. Staff leaving Austin Health on rotation to another health service must notify Metro Car Parking who will deactivate the staff member's car park access for the expected duration and then advise Human Resources. A 'Cease Deduction' form available from the Metro Car Parking Office is used for this purpose. Car spaces will be reserved for staff on rotation and will be available on recommencement with payroll deductions.
- 2.8. If the ID badge is lost, damaged or stolen the staff member will be charged a replacement fee set by Austin Health. To prevent a lost or stolen ID badge being used inappropriately, the staff member must report the loss to Security and the Metro Car Parking Office.
- 2.9. On termination, the ID badge must be returned to Human Resources who will advise the Metro Car Parking Office and parking access will be deactivated.
- 2.10. Departments employing on call staff may be issued with one or more access cards to allow staff entry to the site when called in. Any applicable fees for these access cards will be charged back to the Department. Application forms are available from the Metro Car Parking Office.

3. Casual/Agency and Contractor Staff:

- 3.1. Permanent or casual staff that elect to park on a casual basis only in the Austin Tower car park must collect a ticket from the ticket machine located at the entry boom gate. Upon completion of a shift, a staff discount voucher may be collected from the Metro Car Parking Office upon presentation of the parking ticket and staff ID badge.

- 3.2. Agency staff placed at Austin Health are eligible for the staff discount vouchers on presentation of the car park ticket and an ID badge to the Metro Car Parking Office. Agency staff are not eligible for car parking access via payroll deduction.
- 3.3. External service providers delivering any contracted services for which payment is received (including building and trade services) are required to pay the public parking fees and are not entitled to staff discount vouchers.
- 6.1. Students undertaking placement at Austin Health are eligible for the staff discount vouchers on presentation of the parking ticket and an ID badge to the Metro Car Parking Office.

4. Public Parking:

- 5.1. Public parkers are required to obtain a ticket from the ticket machine at the entry boom gates and pay the applicable fee via the automated pay stations prior to exit.
- 5.2. Public parkers visiting the hospital on more than one occasion on the same day will not be required to pay more than the maximum daily rate. Subsequent visits on the same day will not be subject to charge upon presentation of the original paid ticket to the Metro Car Parking Office.

5. Concessions for patients and visitors:

- 6.1. People who attend Austin Health to provide volunteer or pro-bono services to Austin Health patients or staff are entitled to free access. Please refer to the Policy [‘Concession Rates for Patient & Visitor Car Parking Fees’](#).
- 6.2. Concession rates are available with consideration to the following categories:
 - Patient’s length of stay / frequency of attendance;
 - The attendance frequency of visitors;
 - Financial Hardship; or
 - Veterans with DVA white or gold cards

(Please refer to the Policy ‘Concession Rates for Patient and Visitor Car Parking Fees’)

6. Responsibilities:

- 7.1. Staff are obligated to inform Metro Car Parking of any changes to their employment status (ie. moving from P/T to F/T employment) and ensuring that payroll deductions are varied accordingly.
- 7.2. All Austin Health vehicles have dedicated access cards. Staff must not use Hospital Vehicle access cards for personal vehicle use.
- 7.3. Staff must not transfer access cards to other members of staff.
- 7.4. All parkers must ensure compliance with local parking regulations. In particular, emergency egress is required to be maintained at all times.
- 7.5. Staff must not leave their vehicles in any of the Austin Health Car Parks for extended periods of time, particularly during times of absence from work.
- 7.6. Traffic Infringement Officers from Banyule City Council are responsible for ensuring compliance with local parking regulations. Infringement notices will be issued in circumstances of non compliance to ensure safe and accessible parking arrangements.
- 7.7. Department Heads, Managers and Supervisors must ensure staff are aware of the Car Parking Policy and parking compliance requirements.
- 7.8. Motorcycles and scooters are not permitted to park within the Austin Tower. Infringement notices will apply. Designated motorcycle bays have been provided on the Austin site. Please contact the Metro Car Parking Office for location information.

- 7.9. Bicycle riders are required to ensure that their bicycles are stored in the designated bike cages so as to ensure emergency egress is maintained at all times. Contact Security for access to bike cages.
- 7.10. Austin Health will not accept responsibility for vehicle damage or theft. It is recommended that personal belongings be removed and secured or hidden from view.
- 7.11. If requested, Austin Health Security will provide a security escort service for staff members accessing car parks at night. To access this service page Security via the switchboard
- 7.12. All staff car park access is subject to regular audit and back-charges may apply.
- 7.13. Failure to pay car parking invoices in a timely fashion could result in the cancellation of parking access.
- 7.14. Staff not abiding by the Austin Health Car Parking Policy may have their access suspended or terminated by the Authorised Officer.

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Legislation/References/Supporting Documents:

Austin Health car parks and roadways are controlled under the Victorian Roads Safety Act 1986

Authorised/Endorsed by:

Austin Health Executive Committee

Primary Person/Department Responsible for Document:

Executive Director Infrastructure & Commercial