



## Parking at Gold Coast Hospital and Health Service Sites Gold Coast Hospital and Health Service

### 1. Policy Statement

Gold Coast Hospital and Health Service (GCHHS) is committed in providing safe, accessible and affordable car parking across all sites for patients, their carers, visitors and hospital staff.

### 2. Intent of this policy

The intent of this policy and supporting documentation is to:

- ensure car parking supply is aligned with the efficient and safe operation of the hospital
- consider the access needs for patients, carers and visitors
- guide hospital staff and consumers on parking provisions, including concessions
- ensure operations are appropriately managed using robust financial processes
- improve access and affordability of car parking spaces to eligible patients and their carers in a transparent manner.

### 3. Scope

This policy applies to all Gold Coast Hospital and Health Service employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including Visiting Medical Officers and other partners, contractors, consultants and volunteers).

This policy also applies to all patients, carers and visitors parking at GCHHS sites.

### 4. Principles

GCHHS provides parking arrangements that are:

- affordable and accessible;
- appropriately managed;
- compliant with legislation, local provisions and best-practice;
- developed and reviewed in partnership with consumers and stakeholders;
- soundly governed; and
- audited, evaluated and reviewed.

### 5. Legislative or other authority

- *Hospital and Health Boards Act 2011*

## 6. Supporting Documents

- *Health Service Standard – Hospital Car Parking – Patient and Carer Car Parking Concessions QH-HSDSTD-042-2:2017*
- *Health Service Guideline – Hospital Car Parking – Provision of Staff Parking QH-HSDGDL-042-1:2014*
- *PRO1866 Patient, Visitor and Carer Parking at Gold Coast Hospital and Health Service sites (including Concessional Parking)*
- *PRO0795 Staff, Fleet Vehicle and Contractor Parking at Gold Coast Hospital and Health sites*
- Concessional patient parking flyer and application form

## 7. Consultation

Key stakeholders who developed/reviewed this version are:

- Maree McKay, Service Director, Integrated Security Services, OSS
- Allan McKay, Parking Facilities Coordinator, OSS
- Kasey Bostock, Principal Governance Officer, GRCS
- Nigel Hoy, Senior Director, OSS
- Kyriaki Artis, Director Social Worker, CASS
- Roberta Raynor, Assistant Director of Social Worker, CASS
- Paul McGrotty, Coordinator, Protective Services, OSS
- Timothy Brown, Access Control Manager, OSS
- Brandi Keeton, Nurse Unit Manager, Transit Unit, CASS
- Dale Tatterson, District Volunteer Coordinator, CASS
- Joanne Kanakis, Nurse Unit Manager, CASS
- Liz Coombes, Director of Pharmacy, CASS
- Margot VanDrimmelen, Nurse Unit Manager, Newborn Care Unit, SaPS
- Grainne Mcdermott, Peritoneal Dialysis, DEMS
- Lisa Feltell, Renal Home Therapies, DEMS
- Gerald May, Manager External Communications, P&E

## 8. Committee Endorsement

- Divisional Management Committee - Operational Support Services - 27/09/2017
- ECGO – 21/09/2017

**9. Review:** this document will be reviewed every 3 years

## 10. Policy Development/Revision and Approval History

Version No	Developed/Modified by	Content authorised by	Approved by	Date of Effect	Last Reviewed
1	Allan McKay, Parking Facilities Coordinator, OSS Kasey Bostock, Principal Governance Officer, GRCS	Nigel Hoy, Senior Director, OSS	Ian Moody, Executive Director, Finance and Business Services	03/10/2017	

## 11. Audit Strategy (mandatory)

<b>Level of risk</b>	Medium
<b>Audit strategy</b>	Reconciliation audit of parking entitlements to ensure consistency and compliance against policy and other governance documents
<b>Audit tool attached</b>	No
<b>Audit date</b>	Monthly
<b>Audit responsibility</b>	Access Control Manager and Parking Facilities Coordinator
<b>Key Elements / Indicators / Outcomes</b>	Review usage of parking passes and entitlement cards align with eligibility criteria

## 12. Approval and Implementation:

**Policy Delegate:** Service Director, Integrated Security Services, OSS

**Approving Officer:** Executive Director, Finance and Business Services

**Approval date:** 03/10/2017

**Effective from:** 03/10/2017

**Next Review Date:** 27/09/2020

**Version No.:** 1

**Supersedes:** N/A

**Keywords:** *car park, carpark, park, concession, staff, patient, client, visitor, carer*

**Accreditation References:** NSQHS, EQUiP and other criteria and standards

- EQUiP Standard 15 Corporate Systems and Safety

## 13. Definition of terms

Term	Definition	Source
Nil		

## 14. Appendices

- Nil