

Needs-based staff parking policy	
Type: Policy	Version: 1.2
Issued by: Non-Clinical Support and Delivery	Level:
Applicable to: All 2DHB sites, staff, contractors and tenants	Contact person: Jay Hadfield, Senior Advisor Sustainability

Purpose:

2DHB operates a staff parking management system that ensures staff with the greatest need to park are given priority access.

The 2DHB Staff Parking Policy (Policy) is designed to:

- Provide an equitable and transparent framework to allocate staff parking based on genuine need on those sites where demand for staff parking exceeds supply.
- Categorise staff who are based at the 2DHB sites by need to access parking.

Background:

The 2DHB have committed to needs-based access for staff car parks with the underlying premise that access and parking strategies for health care workers should be equitable and must be applied in a consistent manner across those sites where demand for staff parking exceeds supply.

This policy is supported by broader 2DHB initiatives around travel planning. Managing the provision of car parking is a critical element of efforts to make it easier for staff to get to and from work.

Parking availability is a key aspect of travel decision making and can fundamentally influence travel behaviour. Strategic parking management can support (or hinder) uptake in a range of travel modes, which can, in turn, impact on demand for the parking supply.

Policy principles:

This policy is underpinned by the following principles:

- Access and parking strategies for health care workers should be equitable and must be applied in a consistent manner across all our sites where demand for staff parking exceeds supply.
- 2DHB promotes the use of sustainable transport. Wherever possible staff are encouraged to walk, cycle, use public transport, motorcycle or carpool to their worksite.
- It is recognised that public or active transport (eg, walking and cycling) is not always practical or possible for many of our staff.

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- The DHB discourages the use of private vehicles for work purposes and wherever possible staff should be using fleet cars. It is recognised that in some circumstances this may not be practical.
- Access and parking provisions are to consider staff safety and practicality in terms of travel time.
- It is recognised that equitable, accurate and efficient allocation of staff parking will require accurate provision of information, and a high level of trust and honesty from all stakeholders.
- Staff parking is not a right of employment. 2DHB do not offer parking as a recruitment incentive or as part of an employee’s employment conditions.
- There should be no financial disadvantage between employees with priority access to parking and those without priority access to parking.
- All parking applications will be assessed against the priority groups as outlined below.
- There will be transparent and robust methodology for the assessment of applications and the permit allocation decisions.

Scope:

This Policy is applicable to staff access to parking, (as opposed to visitor and patient parking).

This Policy will be applicable to those 2DHB sites where demand for staff parking exceeds supply.

This Policy will be applied to 2DHB sites (eg, Wellington Regional Hospital, Hutt Hospital, Kenepuru Hospital, Kapiti Health Centre, and satellite offices) as and when sites require more intensive management of staff parking. The decision on implementation at sites will be made by *Non-Clinical Support and Delivery* as required based on supply and demand.

Many staff work across multiple sites so a 2DHB approach is important to capture and manage their parking needs.

Dedicated parks included in lease agreements with external organisations are out of scope.

Definitions:

The following definitions apply to this document:

Term	Definition
Call back car park / permit	Parks that are dedicated to staff who are called back while on call and the permit that give staff access to these parks.

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Call-back staff	<ul style="list-style-type: none"> Staff who are rostered to remain readily available outside their normal hours of duty to return to their workplace at short notice. This does not include staff who choose to attend work of their own accord outside of regular contracted hours. Reactive contractors delivering time sensitive / urgent services.
Car poolers	Accepted registration on the 2DHB formal carpool register.
Dedicated staff car park(s)	A car park or collection of car parks that are solely for the use of a particular type of vehicle or user. eg, mobility parks, fleet vehicle parks, call back parks.
Fleet vehicles	Vehicles owned or leased by 2DHB services that are used in day-to-day operational delivery of DHB services.
General staff carpark / permit	The staff car parks not dedicated to particular users or vehicles, and the permit that give staff access to these parks.
Home worksite / usual worksite	The primary location a staff member works at.
Low income	An income below the living wage as determined by Living Wage New Zealand.
Mobility permit holder	An individual who holds a mobility permit issued by the Mobility Parking Permit scheme administered by CCS Disability Action.
Night shift	A shift that falls completely within the hours of 9pm and 8am.
Permit year	The standardised 12-month period that permits are valid for.
PM shift	PM shift is any rostered shift that finishes between 8pm and midnight. Non rostered staff that have been asked to work between these hours can be considered to be working a PM shift at the discretion of 2DHB Contracted Services.
PM shift carpark / permit	The PM shift car park is intended for those working PM shifts. A permit is required to access parking in this area.
Primary carer	A Staff member who:

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	<p>a) in respect of a child or children up to and including 14 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 for another person at a point in time • if two or 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 • development includes the intellectual, psychological and emotional growth that occur in a child up to the conclusion of adolescence
Reactive contractors	Facilities and infrastructure trades people who do reactive repairs across all sites at short notice.
Regular daytime workers	<p>Staff who are employed to work inside of Monday to Friday 7:00 am to 6:30 pm.</p> <p>(Note: Staff who have the option to work between 7:00am and 6:30pm but choose to start or finish outside of these hours for</p>

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	personal preference or other similar reasons not related to their employment will be considered as regular daytime workers.)
Regularly work unsociable hours / regularly work across health sites	In these contexts, ‘regular’ is defined as five or more days per month.
Special dispensation allocation (temporary)	Special dispensation allocation of parking permits may be granted by 2DHB Contracted Services on advice from 2DHB Occupational Health and Safety. (These permit allocations will be temporary and will provide parking access to staff who, for example, may have a temporary medical condition that affects mobility, or are experiencing other exceptional circumstances that affect their need for parking.)
Staff	An employee of 2DHB, any employee of a 2DHB tenant, or long-term service provider, irrespective of their length of service. This includes: <ul style="list-style-type: none"> • Employees of regular service providers, eg, laundry, catering, parking services • Employees of reactive contractors This excludes: <ul style="list-style-type: none"> • Consultants (3rd party engineers, architects etc) / contractors / self-employed workers • Agency workers • Employees of short or fixed term contractors who are non-clinical • Volunteers
Unsociable hours	Required hours of work outside of Monday to Friday 7:00am to 7:30pm. (Note: Staff who have the option to work between 7:00am and 7:30pm but choose to start or finish outside of these hours for personal preference or other similar reasons not related to their employment will not fall into any ‘unsociable hours’ categorisation.)

Roles and responsibilities

The person holding the position of *Service Delivery – Contracted Services Manager* in 2DHB Non-Clinical Support and Delivery is responsible for ensuring compliance with this Policy.

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Policy content

The following applies to staff access to staff car parks at those 2DHB sites where this policy has been implemented.

- All staff parking permits will be issued on the basis of demonstrable need, with reference to the needs criteria listed below.
- All staff wishing to park at a site covered by this policy are required to apply for a parking permit via the online application form.
- Successful applicants will be awarded one, or multiple, of the following permit types:
 - general staff parking permit
 - PM shift parking permit
 - call-back parking permit
- Staff parking permit allocations, conditions and access are subject to change upon reasonable notice from 2DHB *Non-Clinical Support and Delivery*.
- 2DHB may recategorize carparks from time to time to best fit business needs and may manage a limited number of car parks and/or permits that sit outside of the needs-based policy.
- Visitor car parks are for use by patients and visitors only, not staff, irrespective of whether they hold a staff parking permit or not.
- Staff parking permits are not valid in the visitor car parks.
- Staff attending a site as a visitor (for personal reasons) may park in a visitor car park and pay visitor rates.
- Unless otherwise advertised, permits issued are valid until 31 December each year. All eligible staff, and all previous applicants will be required to apply/reapply each year for a parking permit. There is no guarantee that existing permit holders will be awarded a permit in the following permit year.
- At the time of annual permit allocation, staff parking permit applications can be made only during the published application period. Late applications will not be accepted and must be resubmitted during the next available application round.

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- Applications from new staff can be made and will be assessed throughout the permit year. Applications from new members of staff will only be accepted once their details are available in the relevant DHB human resource system.
- Applications from staff whose circumstance change (where relevant to this policy) can be made and will be assessed throughout the permit year. Where relevant (e.g. change in address), applications will only be accepted once their details are updated in the relevant DHB human resource system.
- Applicants must provide appropriate supporting evidence for all criteria they are applying against with their application. Incomplete applications will not be processed. Guidance on accepted supporting evidence is included in the document ‘*Guidance on applying for a staff parking permit*’.
- There will be a right to appeal in the first 12 months of this policy being implemented. After the 12-month appeal period there is no right to appeal an unsuccessful permit application, but unsuccessful applicants may reapply at the following advertised permit allocation application period.
- The staff parking permit (of any particular site) entitles the holder to park subject to space being available. A staff parking permit does not reserve or guarantee any permit holder a parking bay, rather, it authorises the permit holder to park provided that a vacant space is available.
- Due to the limited number of car parking spaces on our sites only a predetermined number of permits will be issued at each site covered by this policy. This number will be determined and amended as necessary from time to time by the General Manager of 2DHB Non-Clinical Support and Delivery and will take into account land use changes, contractual obligations with CCDHB tenants and the number of permit holder spaces available.
- It is the responsibility of the permit-holder to ensure that the correct vehicle is active on the parking permit in advance of being parked in a general staff car park at a site covered by this policy.
- A valid staff car parking permit must be displayed (or other approved vehicle identification method) when parking at a 2DHB site covered by this policy.

Needs based allocation

Demand for parking at some 2DHB sites is such that the DHB has implemented a “needs-based” application process for allocating parking permits to staff. The application process is designed to identify the staff with the greatest need to park to ensure they are allocated a permit.

Staff parking permits are valid for 12 months. All eligible staff requiring a permit need to apply/reapply during the advertised application period. Applications are assessed, and permits are allocated as appropriate to a pre-defined parking space/permit ratio. More information on the

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application process and the application windows and deadlines can be found in the 'Guidance on applying for a staff parking permit'.

Criteria

Applicants are required to answer a series of questions to ascertain their need for a permit. The agreed criteria for priority are summarised into the following categories:

- Mobility
- Unsociable working hours
- Essential business use
- Lack of reasonable public transport
- Carer responsibilities

Priority groups for access to staff car parking

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

<p>Priority group 1 (dedicated parks for particular staff user groups)</p>	<ul style="list-style-type: none"> • Mobility permit holders mobility permit holders will have access to dedicated parking - but still need to apply for a staff parking permit. • Call back staff when called back (call-back permit) • Afternoon shift staff when rostered on afternoon shift (PM shift permit) • Night shift staff currently no permit required for night shift parking (and no restriction on where night shift staff can park)
<p>Priority group 2 (general permit)</p>	<ul style="list-style-type: none"> • Staff who are required to regularly work unsociable hours, who are not catered for with a PM shift permit, call-back permit or have access to night shift parking. This excludes those who have the option to work between 7:00am and 7:30pm but chose to start or finish outside of these hours for personal preference or other similar reasons not related to their employment. • Special dispensation allocation (temporary) on advice from 2DHB Occupational Health and Safety. These allocations may apply to staff with a short-term medical condition that affects mobility (but they do not qualify for a mobility permit) or are experiencing exceptional circumstances that affect their need for parking. • Staff whose journey to the worksite is not serviced by reasonable public transport. Defined as a journey to work at peak times greater than 60 minutes, including walking and transfer times. • Staff who regularly work across health sites within a day where fleet cars are not an option.

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<p>Priority group 3</p> <p>(ballot allocation of remaining general permits if approved applications exceed number of available permits)</p>	<ul style="list-style-type: none"> • Staff who have primary carer responsibilities for a disabled, elderly or ill dependent. • Staff who have primary carer parental responsibilities and who transport their own child(ren) up to and including the age of 14 immediately before or after work to/from pre-school, school or childcare. * <p>*For assessment purposes, the age of a child is based on their age on the first day of the permit year to which the application relates.</p>
<p>Priority group 4</p> <p>(ballot allocation of remaining general permits)</p>	<ul style="list-style-type: none"> • All other staff, (eligible to apply for a parking permit) who wish to apply but do not meet any of the above criteria. • Employees of 2DHB site tenants.
<p>Ineligible</p>	<ul style="list-style-type: none"> • Those who live within a 15-minute public transport travel time area. Defined as a journey to work at peak times less than 15 minutes, including walking and transfer times. (Staff eligible for dedicated permits under Priority Group 1 including those holding mobility parking permits living within this exclusion zone will be granted access to dedicated parking when applicable.) • Non-clinical short term contract staff with contracts less than 12 months.

Dedicated parks for other users or vehicles

2DHB sites also provide dedicated parks for the following vehicles. The drivers of these vehicles do not need to apply for a parking permit.

- fleet vehicles
- carpool vehicles (as per the 2DHB carpool policy and procedures)
- car share vehicles
- couriers, delivery, service and short-term operational contractor vehicles, eg, trades and facilities maintenance
- taxis
- emergency vehicles (note that in addition to dedicated parks emergency services (Police, Fire, Ambulance) may park at no charge anywhere on 2DHB sites.)

Permits for short term operational contractors are issued by approval through *Contracted Services*.

Volunteers

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- 2DHB provide free onsite parking permits for volunteers, and free onsite access and short-term parking permits for volunteer drivers from pre-approved organisations.
- A volunteer's right to a parking permit is strictly limited to periods when they are providing rostered volunteer services on site.
- Volunteer permits are managed by the Wellington Hospital Foundation Volunteer coordinator.

Formal car pooling

2DHB encourages staff to carpool wherever possible. Carpooling refers to two or more staff members commuting to and from work together in one car. Carpooling reduces staff travel costs, and lessens the demand on our on-site parking, impact on the environment, and traffic congestion.

2DHB has a formal carpooling system that enables staff to connect and share transport. 2DHB will provide car parks for carpool vehicles that are identified as part of the formal carpool system.

Rules and procedures apply to the 2DHB carpooling scheme and full detail can be found in the Carpooling policy and on the transport hub of the staff intranet.

Guaranteed ride home

2DHB offers a guaranteed ride home scheme for those who need to travel home in emergency or unforeseen circumstances and do not have a car available. This scheme has been designed particularly for those who are registered car-poolers and those who are reliant public transport.

Rules apply to the guaranteed ride home scheme and full detail can be found in the Guaranteed Ride Home policy and on the transport hub of the staff intranet.

Staff chaperone service

2DHB recognise that due to the size of sites, some staff may feel vulnerable when leaving or returning to their car during the hours of darkness. A chaperone service is available to ensure that employees are not put at risk leaving or returning to their cars.

Rules apply to the chaperone service and full detail can be found in the Staff Chaperone Service policy and on the transport hub of the staff intranet.

Parking pricing

Prior to parking price changes at any site, a pricing strategy must be developed. The strategy is to be approved by the Board or equivalent governance body. Pricing strategies must include provision for low-income workers.

Staff with a successful parking permit application granted under this policy who earn at, or less than, the living wage as determined by Living Wage New Zealand (rate as at time of application) are eligible for a reduced parking price as detailed in the pricing strategies.

Parking permit application deadlines and permit award dates

1 September – Permit applications open

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30 September – Permit applications close
1 December – Permits awarded
31 December – Previous years permits expire
1 January – New permit year begins

Related Documents:

- Wellington Regional Hospital Travel Action Plan
- Guidance on applying for a staff parking permit: *(under development)*
- 2DHB car park use terms and conditions
- Staff parking FAQs
- Parking permit application deadlines and permit award dates: *(to be developed)*
- Carpool scheme policy and staff information *(under development)*
- Car share policy and staff information *(to be developed)*
- Guaranteed Ride Home policy and staff information *(under development)*
- Staff chaperone service policy and staff information *(under development)*
- Crime Prevention Through Environmental Design plan
- Parking concessions and validators policy

Policy custodian

Enquiries relating to this policy can be emailed to:
res-carparking@ccdhb.org.nz

Review

This Policy will be reviewed as outlined:

Version	Effective from:	Effective to:	Amendments:
1.1	1 September 2022	1 September 2024	Original version

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