

## TRAFFIC AND PARKING POLICY

<b>Department:</b>	Corporate Services
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<b>Responsibility:</b>	Engineering Services Manager
<b>Authorised By:</b>	Chief Executive
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### Introduction

1. The Taranaki District Health Board (DHB) is committed to the strategic actions and behaviours of We Work Together By:
  - Treating people with trust respect and compassion
  - Communicating openly, honestly and acting with integrity
  - Enabling professional and organisation standards to be met
  - Supporting achievement and acknowledging successes
  - Creating healthy and safe environments
  - Welcoming new ideas
2. Taranaki DHB is committed to ensuring the Treaty of Waitangi informs policy and practice across all service units. Development and implementation of this document has been undertaken in the spirit of partnership, participation and protection.
3. Taranaki DHB promotes and supports a patient and family/whanau-centred approach to care and as such is committed to providing accessible services to meet the needs of patients and health-related visitors. Ensuring adherence to parking and traffic principles in order to optimise parking for patient/health-related visitor use is a priority.

### Purpose

4. This policy exists to ensure a fair and consistent approach to the management of parking and related traffic issues across Taranaki DHB sites in New Plymouth, Hawera and Stratford.

### Scope

5. This policy applies to all employees, patients, students, health and business-related visitors and contractors/sub-contractors parking in Taranaki DHB sites.

### Definitions

6. **Patient:** For the purpose of the policy, the term patient has been used to include the following terms: consumer, client, customer, Tangata Mauiui, Tangata Whaiora.
7. **Health-related visitor:** Any person who visits Taranaki DHB sites for health-related purposes, e.g. to visit and support patients, to attend medical appointments.
8. **Business-related visitor:** Any person who visits Taranaki DHB sites for business purposes, other than to perform activities contracted by Taranaki DHB.

9. **Employee:** Any person who is employed by Taranaki DHB in a full time, part time or casual capacity. This includes volunteers.
10. **Contractor/sub-contractor:** Any person who is contracted by Taranaki DHB, or its agents, to perform work at Taranaki DHB sites or on behalf of Taranaki DHB in the performance of its obligations
11. **Student:** Any person who is undergoing any agreed placement within Taranaki DHB during the course of their studies.
12. **Patient/visitor parking:** Patient/Visitor Parking is designated for patients and health-related visitors only. Parking is delineated by blue painted road marking.
13. **General parking:** General parking for staff, contractors, business-related and health-related patients/visitors is delineated by white painted road marking.
14. **Mobility parking:** Parking bays designated for people displaying Mobility parking passes. Mobility Parking bays are delineated by blue painted road marking and identified by the international disabled road-marking sign.
15. **Parents and babies parking:** Parking bays designated for pregnant women or parents and babies. Parent and Baby parking bays are delineated in blue painted road marking and identified by pram road markingsignage.
16. **Reserved bay/parking bays:** Indicated "Reserved" or labelled with orange cones for a specific purpose, either company or individual user.
17. **Designated staff parking:** Parking bays for designated staff roles or for special purposes, ie. "Afternoon shift staff parking" or similar. Designated staff parking is specified in purple painted road marking and/or signage.

### Principles

18. Taranaki DHB places a high priority on the provision of on-site patient and health-related visitor parking.
19. Taranaki DHB recognises the special needs of disabled people, people with mobility issues and parents and babies.
20. Taranaki DHB recognises the particular safety needs of staff arriving and leaving outside daylight hours.

### Policy

#### General

21. Taranaki DHB reserves the right to control vehicle access to all Taranaki DHB operational sites.
22. Taranaki DHB management reserves the right to allocate parking as required and enforce prohibitions placed on site users [see site map for details].
23. Parking is managed to best meet patients' and health-related visitors' needs and, unless contractually-mandated, parking is a staff privilege, not a right.
24. Vehicles entering Taranaki DHB premises should obey normal road rules and all local site restrictions as shown on site signage, road and parking markings (ie. speed limits, designated parking such as blue patient/visitor parking, one-way restrictions, yellow "No Parking" and "Do not enter unless exit is clear" road hatching)
25. Parking is at the vehicle owner's own risk and Taranaki DHB accepts no liability for damage or loss while vehicles are parked on its premises, or as the result of being parked on its premises.
26. For Taranaki DHB employees with a permanent or temporary disability which affects their ability to access their work area from their vehicle, an allocated parking permit can be applied for.
27. The Policy will be communicated to all employees, patients, students, health and business-related visitors and contractors/sub-contractors parking in Taranaki DHB sites.
28. Managers who are contracting services from external providers will provide a copy of this policy to the contractors.
29. Information to the public will be communicated by signage on site and maps published on the Taranaki DHB website. This policy and related procedures will be linked to the parking page on the Taranaki DHB website.

#### Clamping and towing

30. Vehicles causing an obstruction or parked in an area where it causes risk to others will be towed away by a designated towing company. Taranaki DHB will take no responsibility for any costs incurred.
31. The Taranaki DHB's Clamping/Towing Procedure will apply to those people not entitled to use designated spaces or who park outside of clearly marked parking areas. Taranaki DHB will take no responsibility for any costs incurred to release clamps or towing fees.
32. The following staff have devolved authority to request clamping or vehicle removal from Board sites:
  - Engineering Services manager
  - Duty nurse manager

**Caveat:** The electronic version is the master copy. In the case of conflict, the electronic version prevails over any printed version.

33. The designated towing company is:

**Auto Salvage Ltd**  
**7a Euclid Street (off Parsons Street)**  
**NEW PLYMOUTH**  
**Phone: (06)753-5200**

### **Compliance**

34. Monitoring

- Routine patient and visitor surveying
- “Are You in the Right Spot?” flyer drops
- Notification to engineering of breaches of this policy
- Infringement notices posted on vehicles which are parked illegally
- Parking Infringement Register
- Notification to line manager of staff who continually breach the policy
- Parking surveillance and monitoring
- Complaints from the public.

### **Supporting Information**

35. Legislation

- Code of Health and Disability Services Consumer Rights 1996
- Health and Disability Service (Safety) Act 2001
- Health and Safety at Work Act 2015

36. Taranaki DHB related documents

- Request a parking permit for temporary or permanent disability
- Clamping/Towing Procedure
- Taranaki DHB Parking Infringement Notice (with Engineering Services – not available online)