Care Worker Parking Permit Policy

1 Purpose

The Care Worker Parking Permit Policy enables parking permits to be provided to the nominated vehicles of care workers who provide in-home care services. These permits provide care workers with an exemption from certain parking restrictions when conducting home visits within the City of Sydney.

The Care Worker Parking Permit Policy allows parking permits to be issued to the care provider rather than the recipient of the in-home care. This facilitates access for these service providers, and reduces the burden on residents (that are often elderly or disabled) during these visits.

2 Scope

This policy applies to all streets where the City of Sydney is the roads authority, as defined by the Roads Act 1993 (NSW).

3 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tr>
<td>Care Provider</td>
<td>A company or organisation that employs care workers.</td>
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<td>Care Worker</td>
<td>A person who meets the eligibility criteria in 4.1.</td>
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<tr>
<td>Care Worker Parking Permit</td>
<td>A parking permit issued to care workers’ vehicles, for use only when providing in-home care services.</td>
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<td>Central Sydney</td>
<td>The area generally corresponding to the Sydney CBD, shown as Central Sydney in the City of Sydney Parking Precincts map.</td>
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4. Care Worker Parking Permits

The City of Sydney will provide Care Worker Parking Permits for the nominated vehicles of care workers. These permits, bearing the registration of the vehicle, will exempt it from time limits and parking charges. Care Worker Parking Permits do not provide exemptions from other regulations such as No Stopping, No Parking, Bus Zone, Car Share Zones, Loading Zones, Works Zones, Clearways, or Authorised Vehicle Zones.

4.1 Eligibility

To be eligible for a care worker parking permit, the care provider must:

i) Be routinely engaged in the provision of in-home care services; and
ii) Conduct, or be expected to conduct, more than 60 home visits per year in total to clients within the City of Sydney; and

iii) Have appropriate accreditation from, or written support of the Department of Family and Community Services - Ageing Disability & Home Care, an Area Health Service of the NSW Department of Health or of any other commonwealth, state or non-government health body as may be determined by the Director, City Culture & Community.

A Care Worker Parking Permit is not valid for use on a caravan, bus, truck, trailer, or any vehicle which exceeds 3.5 tonnes tare weight, unless such vehicle is necessary for the specific health or aged care service provided.

The provider must also supply a basic Plan of Management to prevent the unauthorised use of Care Worker Parking Permits.

5. Quantity of Permits

One permit may be issued for each of the vehicles used to provide in-home care. Eligible providers of in-home care are required to declare annually the number of staff that meet the eligibility criteria and the registration details of the vehicle they use. Permits will be valid for one year.

6. Display and Use of Permits

Care Worker Parking Permits may be used only for the purposes of a home visit within the City of Sydney by a care worker. Permits are provided for on-street parking during these visits only, and will not be issued for the permanent and overnight accommodation of the vehicles of service providers.

A lawfully parked vehicle displaying a Care Worker Parking Permit is generally exempt from parking time limits and charges where kerbside signposting includes the words ‘Permit Holders Excepted’.

When in use, the Care Worker Parking Permits must be displayed at the left hand side of the vehicle’s front windscreen. If this is impractical, it must be displayed at another prominent window. The Permit must not be displayed when not in use.

If the permit is no longer in use by the care provider or is not expected to be used for a period of three (3) months or more, the permit must be returned to Council.

7. Fraud, Sale or Misuse

The City recognises the high value of Care Worker Parking Permits and the risk of their unauthorised use. To manage this risk, the City will take preventative measures and direct action in the case of fraud, sale or misuse of permits.

In the case of demonstrated fraud, improper resale or misuse of permits by a in-home services care provider or their employee, the City may, at the discretion of the Chief Executive Officer, revoke eligibility for the offending individual or organisation, for a period of up to two (2) years. Permits will not be arbitrarily or unreasonably revoked.

The City also requires care providers to provide at the time of application a Plan of Management to prevent the misuse of Care Worker Parking Permits. This requires the care provider to demonstrate potential risks for misuse and control measures if appropriate. A template is attached to this policy to reduce the compliance burden on providers.
In cases of imitation, duplication or theft of permits, the City will refer the matter to the NSW Police for investigation.

8. Responsibilities

Care Worker Parking Permits are administered by the Customer Service unit of the City Engagement Division. The Director of City Engagement is authorised to establish the administrative criteria for applicants. The Director of City Engagement is authorised to waive or vary requirements of this policy only in cases where rigid application would result in unreasonable or prolonged hardship.

9. Evaluation

The City will evaluate the Care Worker Parking Permits after 18 months of the date of adoption by Resolution of Council. The evaluation will consider:

- Fairness
- Impact on parking availability and turnover
- Misuse or fraud
- Opportunities for introduction of new permit technology or formats

10. References

<table>
<thead>
<tr>
<th>Laws and standards</th>
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<tr>
<td>• Road Transport (Safety and Traffic Management) Act 1999</td>
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<tr>
<td>• Road Transport (Safety and Traffic Management) Regulation 1999</td>
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<tr>
<td>• Roads and Traffic Authority Permit Parking Technical Direction</td>
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<tr>
<th>Policies and procedures</th>
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<tr>
<td>• Supersedes the Health Care Visitor Permit Scheme</td>
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Approval

Council approved this policy on 12 November 2012.
Appendix 1: Draft Plan of Management

N.B. This is only a suggested template and organisations are encouraged to tailor it to meet their needs

Care Worker Permit application – Plan of Management

Organisation:     Date:

Background

- Number of staff in your organisation?
- Number of vehicles in your fleet?
- Number of permits you are applying for?
- Description of the type of in-home care provided:
- Average number of in-home visits you expect to provide per week per vehicle in the City of Sydney?

<table>
<thead>
<tr>
<th>Potential risk of permit misuse within the organisation</th>
<th>Level of risk</th>
<th>Method to control this risk</th>
<th>Person responsible</th>
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<tbody>
<tr>
<td>Identify potential circumstances where unauthorised permit use may occur</td>
<td>Rare, unlikely, likely, almost certain.</td>
<td>Describe the steps taken to reduce the identified risk</td>
<td>Provide details of the person responsible for implementing and monitoring the risk control mechanism</td>
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