

Car Park Management Plan

THIS DOCUMENT DETAILS THE PROCESSES FOR MANAGEMENT OF CAR PARKING AT THE CHILDREN'S MEDICAL RESEARCH INSTITUTE (CMRI) GENE TECHNOLOGIES BUILDING LOCATED AT 214 HAWKESBURY ROAD, WESTMEAD NSW 2145.

Document Control

Version	Date	Reviewer	Changes
0.1	27 August 2025	James Curnow	Initial document creation [Preliminary]
0.2	3 September 2025	James Curnow	Number of car park spaces in Research Lane revised to coordinate with response to submissions

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1. Introduction

This Car Park Management Plan (this plan) has been developed to provide an operational plan of management outlining how the Children's Medical Research Institute (CMRI) intends to allocate, manage, and enforce car parking arrangements for the proposed State Significant Development (SSD No. 45576956) located at 214 Hawkesbury Road, Westmead NSW 2145, which includes the proposed Gene Technologies Building and adjacent car parks in Research Lane.

This plan is preliminary. CMRI reserves the right to amend this plan at its sole discretion, subject to compliance with all statutory requirements including planning permit conditions.

OBJECTIVE

The objectives of this plan are to ensure that car parking is:

- Safe and secure
 - Minimising risks through considered traffic flow, pedestrian pathways, lighting, and surveillance
 - Mitigating accidents and incidents through effective signage, speed limits, and maintenance
 - Ensuring emergency access and procedures are in place and well-communicated
- Efficient and accessible
 - Maximising effective utilisation through allocation and usage policy and procedures
 - Maintaining straightforward arrangements for those who contribute to daily car park operations
 - Ensuring ease of access for authorised car park users
 - Providing accessible parking for people with disabilities
 - Mitigating queuing at access points to maintain road network flows
 - Minimising risks associated with potential overspill car parking onto surrounding residential roads
- Sustainable
 - Providing car parking arrangements which consider the nature of work conducted within the workplace as well as the needs of people who attend the workplace (e.g. sufficient designated provisioning for employees, contractor/service vehicles and visitors).
 - Provisioning for different vehicle types (e.g. internal combustion engine and electric vehicles)
 - Maintaining alignment with the CMRI Gene Technologies Building Green Travel Plan (GTP)
- Compliant
 - Satisfying all regulatory, legal, and insurance requirements
 - Maintaining accordance with planning permit conditions

SCOPE

The scope of this plan covers all CMRI-managed car parking areas. It outlines procedures for access control, space allocation, permit management, and safety. The plan applies to all people at the workplace, including (but not limited to):

- Employees of the organisation/s which occupy the premises
- Affiliate and adjunct researchers
- Students, interns and any people undertaking training or work experience
- Contractors, tradespeople, consultants and other third parties engaged to perform work for, or on behalf of, CMRI

- Volunteers
- Visiting Scientists
- Visitors

PURPOSE

This plan has been developed to support planning assessment for the Gene Technologies Building SSD by demonstrating the proposed operational plan of management for car parking. The purpose of this plan is to establish arrangements which consider all relevant statutory requirements as well as CMRI's operational needs, while being well-considered enabling successful implementation and sustained long-term administration.

This plan should be referenced during operational readiness and throughout the operational lifecycle of car parking areas forming part of this SSD.

CONTINUOUS IMPROVEMENT

This plan should be periodically reviewed to ensure it remains effective, relevant, and aligned with the evolving needs of CMRI and the Gene Technologies Building and its occupants. As operational demands change (such as shifts in staffing levels, contractor activity, or visitor frequency) this plan should adapt to maintain safety, efficiency, and accessibility. Continuous improvement also allows for the integration of new technologies, sustainability initiatives including those outlined in the GTP, and feedback from users, helping to maximise utilisation, address emerging issues proactively and enhance overall user experience.

APPROVAL AND REVIEW

This plan is owned and managed by CMRI's Head of Operations and is pending further review and approval by CMRI's Chief Operating Officer.

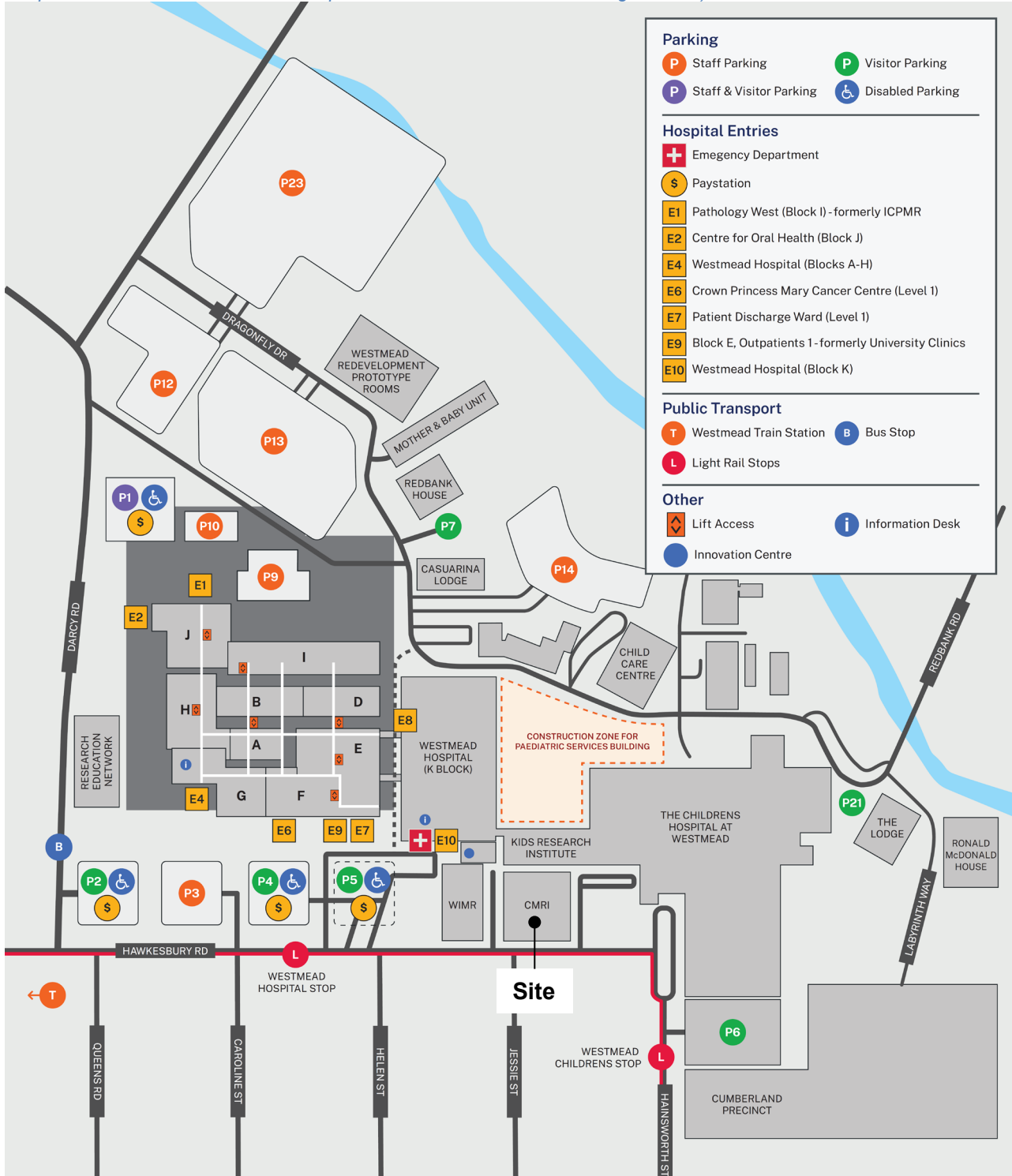
Periodic reviews of this plan are essential to ensure it remains aligned with operational needs and compliant with all legal requirements. Accordingly, this plan is to be reviewed at least once every three years or following a change in operating environment. The document control section is to be maintained with a log of any significant changes.

2. Car Parking Provisions

LOCATION AND LAYOUT

The proposed Gene Technologies Building is located on the CMRI leasehold (Site) within the Westmead Health Precinct. Several nearby hospital managed car parks are available for use by the general public (visitors) and employees of the organisations within the precinct (staff).

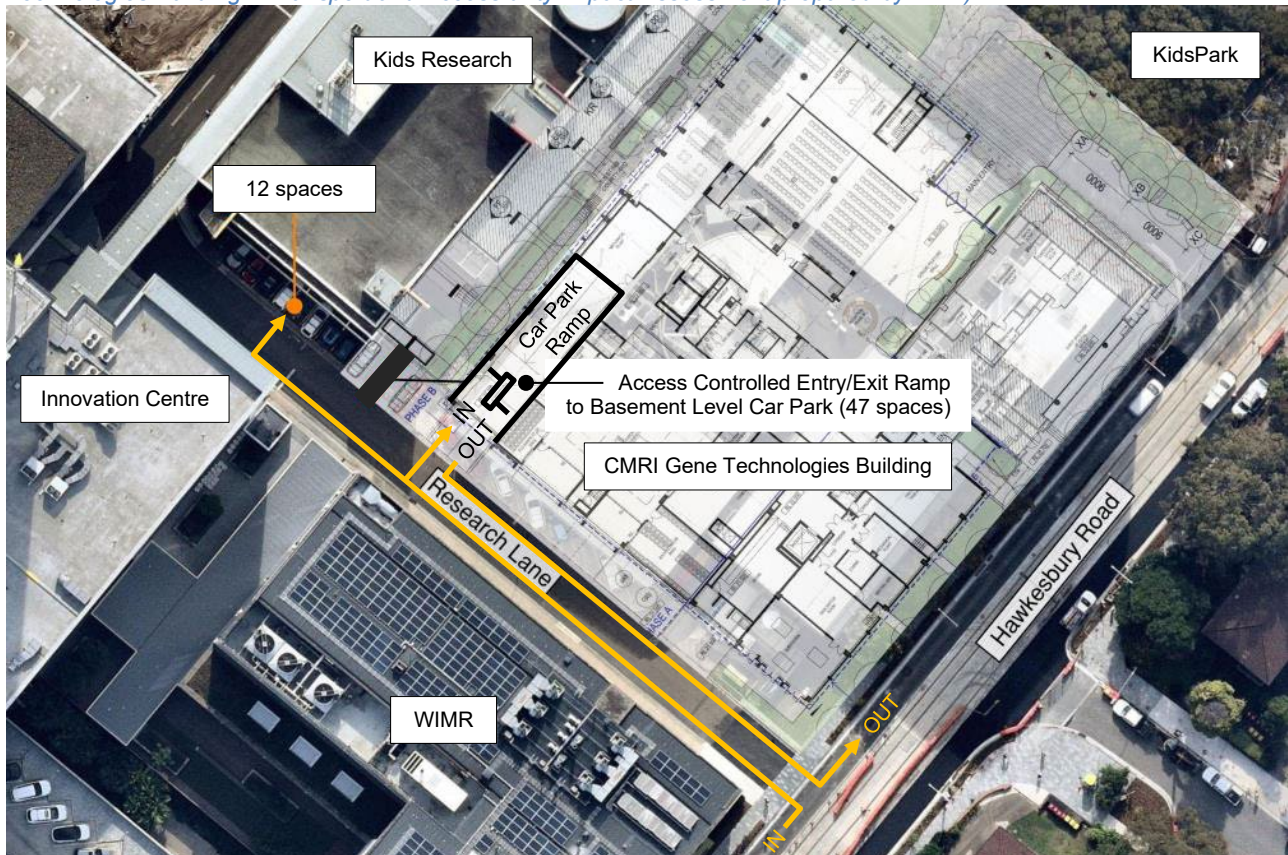
Figure 1: Westmead Hospital Facility and Car Parking Map (Source: <https://www.wslhd.health.nsw.gov.au/Westmead-Hospital/Patient-Visitor-Information/Maps-and-Directions> accessed 25 August 2025)



Vehicular access to the Gene Technologies Building car park is via Hawkesbury Rd and Research Ln. Hawkesbury Rd is dual carriageway with lanes separated by the Parramatta Light Rail tracks. Research Ln is a two-way laneway without centre line markings.

All vehicles entering the car park must travel along Hawkesbury Rd from the south (heading north towards KidsPark) and turn left into Research Ln prior to entering the car park. All vehicles exiting the car park must turn left out of Research Ln onto Hawkesbury Rd. Vehicles are not permitted to traverse the light rail line in front of Research Ln.

Figure 2: Aerial photo with CMRI Gene Technologies Building Ground Floor Plan overlay (Source: CMRI Gene Technologies Building – Transport and Accessibility Impact Assessment prepared by TTW)

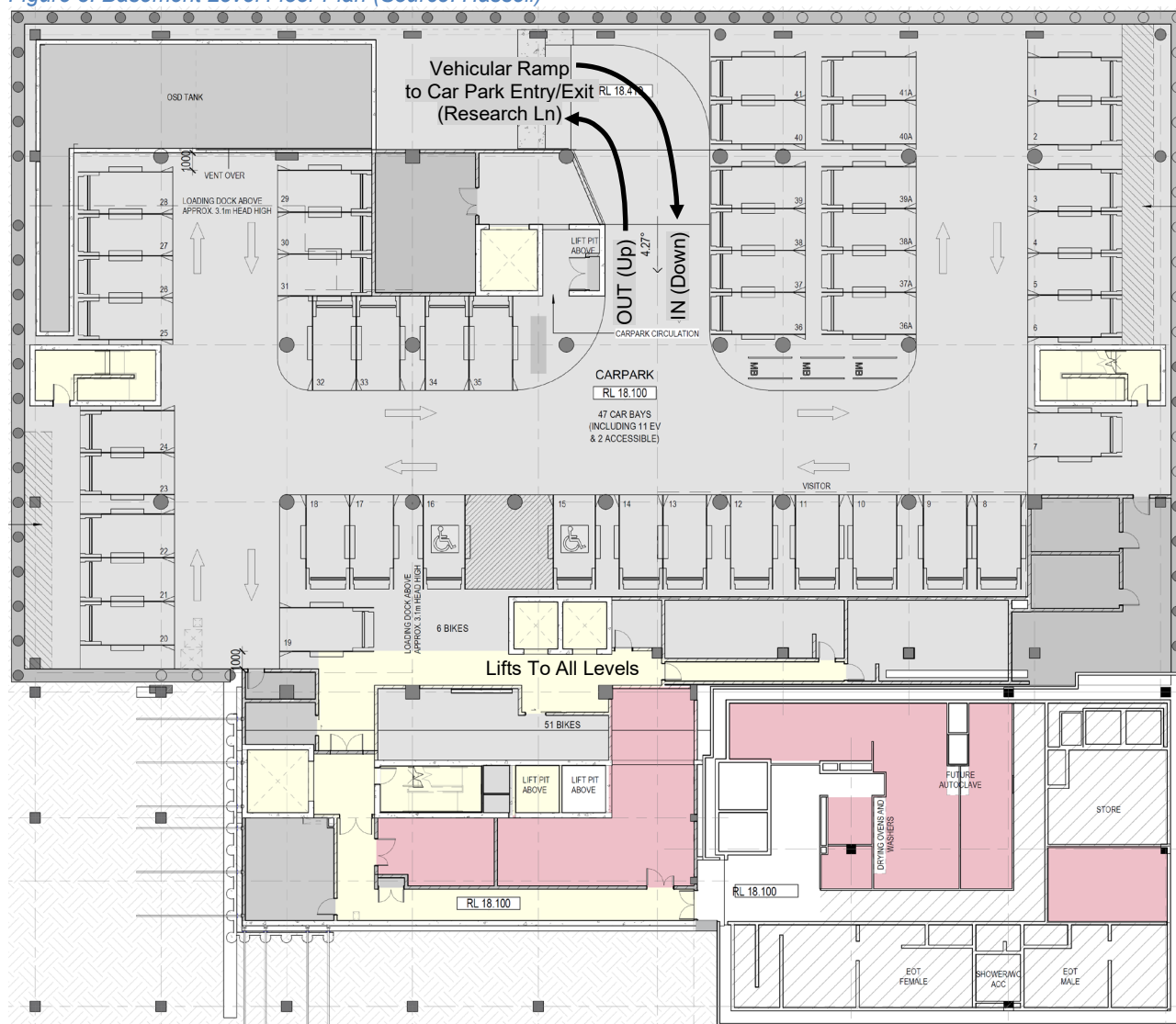


Existing 90° angle (perpendicular) car park bays in Research Ln are managed by CMRI.

Further car park bays will be provided within the Gene Technologies Building Basement Level, which vehicles can access via a secure ramp in the western corner of the building. The car park has a single vehicle access point with a ramp and aisles designed to allow two-way traffic (travel in both directions). Generous provision for the swept path of vehicles has been achieved as the structural grid of the building has been designed to achieve maximum flexibility for laboratory based research above (as opposed to being designed to achieve maximum car park layout efficiency). Statutory requirements for car park facilities are of course also achieved.

Of the 47 bays provided, 11 have been designed spatially for enable electric vehicle charging and two provide accessible car parking for people with disabilities. The accessible car park bays are located as close as possible to the passenger lifts.

Figure 3: Basement Level Floor Plan (Source: Hassell)



CAPACITY

Car parking provision across the development:

- 12 car parks along Research Ln
- 47 car parks within the Basement Level, including 2 accessible spaces and 11 electric vehicle charging spaces
- 3 motorcycle parking bays within the Basement Level

NORMAL OPERATING HOURS

CMRI Reception operates from 9:00am to 5:00pm on all working days (being Monday to Friday excluding public holidays in NSW). Car park access/booking enquiries, requests for assistance and any general queries raised by car park users will be answered by CMRI Reception during normal operating hours in accordance with this plan. CMRI Reception will direct to the Facility Manager any requests or queries which are not able to be answered in accordance with this plan.

Emergency car park access and/or assistance outside of normal operating hours will be managed by CMRI's Facility Manager supported by CMRI's Security Monitoring service provider.

ACCESS, SAFETY AND SECURITY

All car park areas (applies to both on-street and off-street parking) will be covered by CCTV surveillance cameras which can be accessed/viewed by CMRI Operations team members, including (but not limited to) the following roles:

- Head of Operations
- Facility Manager
- Facility Officer
- Facilities/Dock/Stores Officer
- Receptionist

CMRI's Facility Manager is responsible for managing the building's security provisions supported by CMRI IT, including access to the CCTV live stream and recordings.

Research Ln Car Parks

On-street parking in Research Ln is not secured. People who park in these bays do so at their own risk. While CMRI will use its best endeavours to manage car park bookings and availability in Research Ln, there are no barriers in place to stop unauthorised use of these bays. An infringement notice will be placed on the windscreen of unauthorised vehicles drawing their attention to the car park terms of use and containing the contact details for CMRI Operations. Where CMRI personnel are able to identify an unauthorised user of these bays the unauthorised user will be contacted, directing them to move their vehicle.

Open air car park bays in Research Ln are illuminated at night from the adjacent buildings.

Basement Level Car Parks

Off-street parking within Basement Level car parks will have the following access and security provisions, which will be interconnected with other security systems of the building as required.

- A motorised roller door will secure the vehicular entrance to the car park ramp. The roller door will be programmed to automatically open at 8:30am every working day, and close at 5:00pm every working day (open during normal operating hours, closed at other times). By keeping the roller door open during normal operating hours, a more seamless flow of vehicles in and out of the car park will be achieved, reducing queuing in the surrounding road network.
- Boom gates will prevent unauthorised vehicle entry during normal operating hours.
- A vehicle registration plate recognition (ANPR) system will be provided on the exterior side of the roller door and boom gate. The ANPR system will include a specialized camera to capture the license plate of vehicles in the entry lane, convert the image to data via optical character recognition (OCR), and then verify the number plate against a pre-registered database (car parking bookings) to automatically grant or deny entry. Upon verification of a valid booking, the security system will automatically actuate the boom gate. Implementation of the ANPR system will further reducing queuing in the surrounding road network.
- A card reader will also be provided on the exterior side of the roller door and boom gate enabling entry for authorised car park users outside of normal operating hours (when the roller door is closed). The card reader will actuate the roller door.
- A sensor will be provided on the interior side of the roller door and boom gate. The sensor will detect a vehicle in the exit lane and actuate the boom gate at all times. It will also actuate the roller door outside of normal operating hours (when the roller door is closed).
- An intercom panel will be located on both sides of the boom gates and roller door. In case assistance is required during normal operating hours, the intercom panel will enable people at the gate to speak with CMRI Reception. At all other times the intercom panel will divert to CMRI's Security Monitoring service provider.

- An emergency stop button and a master keyed control switch will be provided on the inside of the roller door, enabling local override of the roller door function when required by CMRI Operations team members.
- Lifts will provide access for people between the car park and other floors of the building. Two primary passenger lifts will be programmed to always allow free movement of people between the car park and reception. An access card will be required to operate goods lifts. All lifts will have intercom panels.
- Fire stairs will always enable emergency egress from the car park to the exterior. An access card will be required to enter the car park via fire stairs. Fire stair doors will be monitored and programmed to trigger an alert under certain conditions to protect the safety of building occupants. Alerts will be monitored by CMRI Operations team members during normal operating hours and CMRI's Security Monitoring service provider at all other times.

Basement Level car park areas are illuminated 24/7 by artificial lighting provisions in the building. Emergency lighting will also be provisioned to support egress in case of a power outage/failure.

All bays will be identified through contrasting line markings painted onto the floor along with a prominent bay number. High-vis wheel stops will also be provided to reduce the potential for conflict between vehicles and pedestrian accessways, and minimise the potential for vehicle movement to damage the building.

The speed limit within the premises will be 10km/h. Speed limit signs will be installed at the top of the entry/exit ramp and within the Basement Level car park.

A convex mirror will be provided to enhance visibility of approaching vehicles on the car park ramp.

Pedestrians will not be permitted to use the vehicular ramp to enter and exit the building to mitigate safety incidents. No pedestrian access signs will be installed at the top and bottom of the ramp. This requirement will also be included in induction training to be developed as part of operational readiness for the Gene Technologies Building.

Wi-Fi coverage and the building's public announcement (PA) system will extend to all areas of the Basement Level car park and ramp to support hazard and incident reporting, as well as routine inspections and maintenance. These will be managed in accordance with CMRI's policies, standard operating procedures, workplace training, and other relevant documents and plans (e.g. CMRI's Emergency Plan).

3. Allocation and Usage

PARKING CATEGORIES

CMRI maintains the following parking categories:

Reserved: a priority parking allocation for management executive and department heads, as determined by the CMRI Director. Further priority allocations (such as for group/team leaders, managers, tenants, etc) may be made at the discretion of the Director and Head of Operations.

The parameters of a priority parking allocation may vary depending on whether the role is full-time or part-time, flexible working arrangements, and/or other factors that need to be taken into consideration. For example, a priority parking allocation can be applied on all working days (5 days per week), or say only on Tuesdays and Wednesdays (2 days per week), etc.

Building occupants may apply for a priority parking allocation at any time by contacting CMRI Head of Operations.

General: parking made available to employees allocated on a first come, first served basis.

Motorcycle parking will also become available to people working in the building and it is envisaged that it will be managed in the same manner as General parking.

Contractor: parking which may be reserved by CMRI Operations for use by contractors and service providers where the contractor/service provider's proximity to their vehicle containing tools, supplies, etc is critical to the successful execution of the contracted activities on the premises.

Visitor: parking available for visitors to CMRI/building occupants.

It is anticipated that the following arrangements will be implemented during operational readiness of the Gene Technologies Building. The number of bays allocated to these categories may change over time according to the evolving needs of activities and occupants on the premises.

Parking Category	Location	No. of Bays
Reserved (staff)	Basement Level	15
General (staff)	Basement Level and Research Ln	36-41*
Motorcycle (staff)	Basement Level	3
Contractor	Research Ln	0-5*
Visitor	Westmead Hospital Car Parks P4, P5 and P6**	N/A

*Varies depending on the nature and number of contractors scheduled to be working on site on a given day.

**A special arrangement may be made for a visitor who has a severe mobility impairment, as outlined below.

BOOKING SYSTEM

CMRI has a Car Parking Bookings app which building occupants can access from their computer or mobile device. The app enables people to book a bay on the day/s that they wish to utilise a car park. It is also designed to make it easy to see which car space the user has booked on a given day (if they have forgotten) and provides the ability to relinquish a bay for someone else to use.

To maximise the utilisation and equitability of access to car parking, the app is configured to allow bookings to be made according to rules. These rules will be updated and redeployed as part of operational readiness for the Gene Technologies Building. The following rules are anticipated to be applied for the Gene Technologies Building informed by historical usage and user feedback. However, they may change over time according to the evolving needs of activities and occupants.

Reserved: people with a priority parking allocation will have a recurring booking created for them by App Admin. Through the app they can:

- View and request changes to their recurring bookings (facilitated by an App Admin)
- Delete bookings on individual days to free up car parking capacity for others

General: all other employees who work in the building can:

- Make individual bookings for themselves up to 4 weeks in advance (one booking per day, recurring bookings not permitted)
- Make a maximum of 2 bookings for themselves on weekdays in any given week (additional bookings may be placed on weekends)
- View and delete bookings made by them to free up car parking capacity for others

Contractor: CMRI Operations team members may book bays for use by contractors and service providers. Through the app CMRI Operations team members can:

- Make new individual and recurring bookings for contractors/service providers at any time
- Make a maximum of 5 contractor/service provider bookings on any given day (restrictions on the number of concurrent contractor bookings will not apply on weekends)
- View and delete bookings made by them to free up car parking capacity for others

Visitor: visitors may enter and exit the nearby public Westmead Hospital Car Parks P4, P5 and P6 (identified in Figure 1) at any time 24 hours per day, 7 days per week. Parking bays for people with disabilities are provided in these public car parks. The cost of parking is borne by the visitor. The car park phone number and public parking rates are as follows (rates are subject to change).

Figure 5: Westmead Hospital Parking Information (Source: <https://parking.health.nsw.gov.au/?language=en&name=Westmead%20Hospital> accessed 25 August 2025)

 Car park phone number	(02) 8890 3793
 PUBLIC RATES	
0 - 15 mins	Free
15 mins - 1 hr	\$8.10
1 - 2 hrs	\$12.00
2 - 3 hrs	\$16.20
3 - 4 hrs	\$18.90
4 - 5 hrs	\$21.70
5 hrs+	\$24.20
Maximum daily rate	\$24.20

In instances where a visitor has a severe mobility impairment, building occupants may ask CMRI Reception to book a bay for them (similar to the procedure for contractor/service provider parking). Through the app CMRI Reception can:

- Make new individual and recurring bookings for a visitor at any time
- Make a maximum of 5 visitor bookings on any given day
- View and delete bookings made by them to free up car parking capacity for others

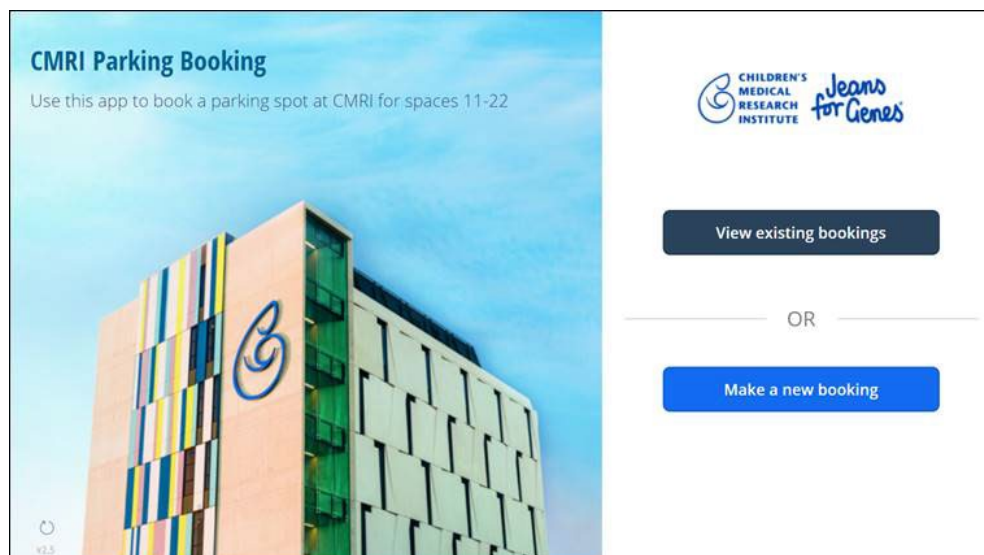
PARKING BOOKINGS APP INSTRUCTIONS

1. The app can be accessed from CMRI's intranet (accessible to all building occupants). Select 'Car Parking Bookings' within the 'Operations' dropdown menu.

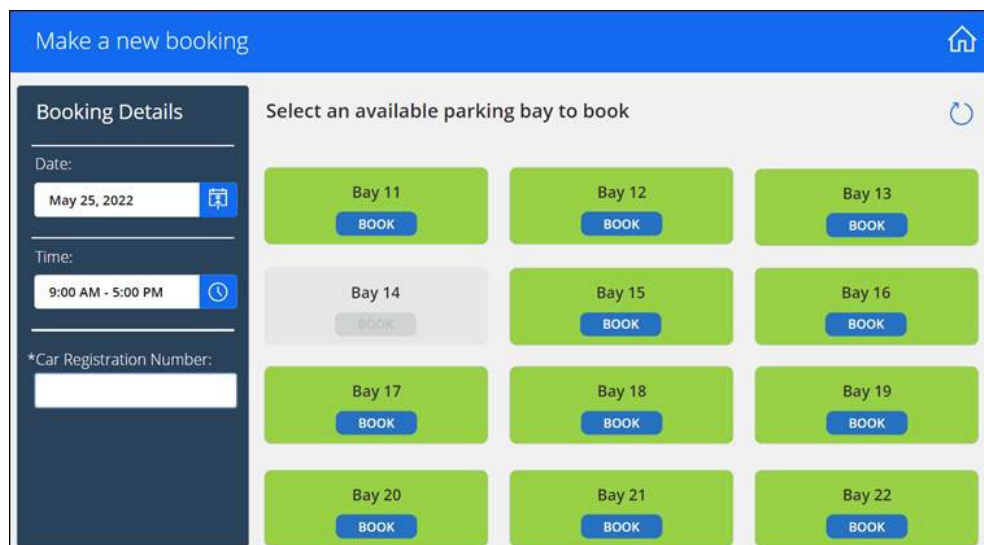


Note: Users who wish to access the app on a mobile device may be prompted to download Microsoft Power Apps from Apple App Store or Google Play. It is highly recommended to download & install this app for mobile devices for better user experience.

2. Once in the app, select the 'Make a new booking' button to view current availability and make a booking. To view or remove an existing booking, select 'View existing bookings'.



3. **Make a new booking:** Select a day and time to view current availability. Bays highlighted in green colour indicate they are available to book. A vehicle registration number must be entered to confirm a booking.



4. **View existing bookings:** This screen lets users view their existing bookings. An existing booking can be removed by clicking the red bin icon. The 'Calendar View' button will show existing bookings in calendar view instead of tiles. At any point, app users can go back to home screen by using the home icon in top right corner of the app.

Existing bookings

Select Date Range

From: 16/05/2022

To: 31/05/2022

Calendar View

Tue, 24 May 2022

From 8:00 AM to 4:00 PM

Bay 16 ABC123

Booked by: Palak Patel