





## ATTACHMENT 2

<b>Priority of Access Policy</b>	<b>Joondalup Health Campus</b>
<b>Date March 2013</b>	

**Considerations**

National Standards	7
National Law & regulations	

**Reference**

- \* Australian Children's Education and Care Quality Authority ([www.acecqa.gov.au](http://www.acecqa.gov.au)) (Accessed 2012)
- \* Education and Care Services National Regulations and Law Act (Accessed 2012)

**Objective :**

- To provide maximum utilization of the child care facility to provide the greatest level of benefits to the staff of Joondalup Health Campus.
- To provide the hospital with a strategic advantage in the recruitment and retention of staff
- To provide quality child care and to be seen as an employer of choice

**Access Priority**

Access to Joondalup Child Care Centre will be allocated in accordance with the Commonwealth Government's Allocation Policy and the access policy developed by Joondalup Health Campus (JHC) as prioritized below

Priority One

- Fulltime or Part-time (minimum of 20 hours per week) employees of JHC
- Fulltime or Part-time (minimum of 20 hours per week) employees of Department of Health (DoH) working at JHC
- Doctors attending JHC
- Permanent staff of the Child Care Centre.

Priority Two

- Casual employees of JHC
- Casual employees of DoH working at JHC
- Staff of other Tenants of the JHC campus site that provide direct services for the hospital (including but not limited to Pathology, Radiology, Pharmacy providers, Community Mental Health, Community Dental Facility, tenants of the medical center)

Priority Three

- Staff employed by other Tenants on the JHC site providing indirect services to the Facility (including but not limited to Mental Health Sub Acute Facility, St John Ambulance, tenants of the Community Clinical School)

Priority Four

- Staff employed by the Ramsay Health Care or DOH on other sites in the Northern suburbs

Priority Five

- Members of the general community within walking distance (800 meters)

Priority Six

- Members of the general community

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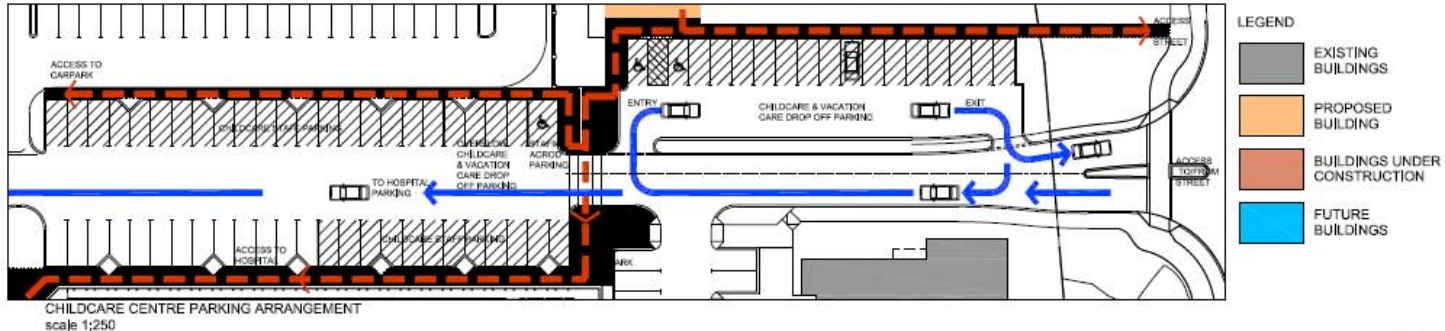
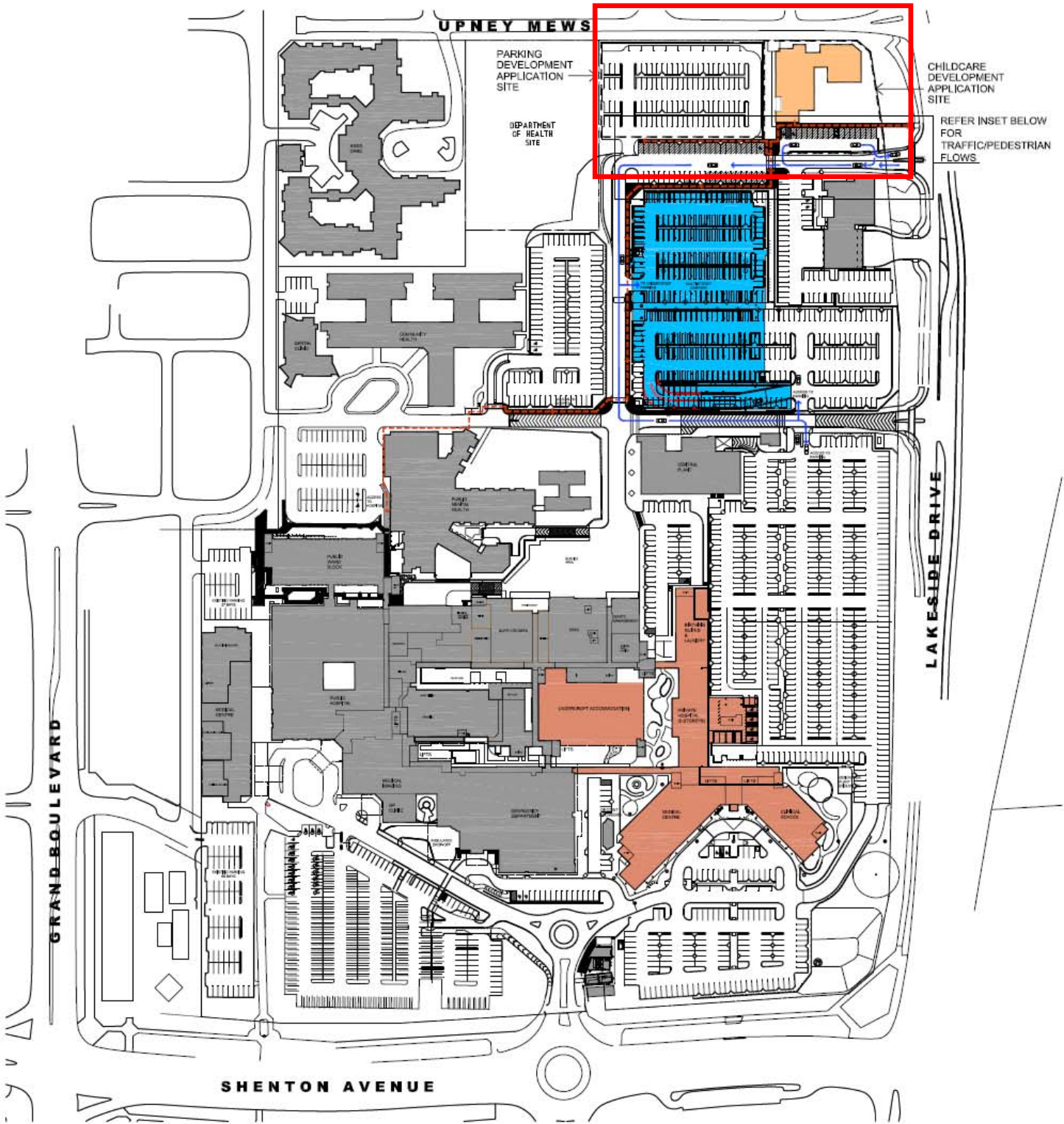
#### Further Admission criteria

- All applications received from doctors will be individually assessed on the basis of, time commitment to the campus, involvement in hospital clinical activities and patient throughput.
- Within this priority, preference is given to the nursery area to those staff returning from maternity leave and staff whose 12 month maternity leave has expired and who are required to return to work.
- Within the policy, priority may be given to certain areas within the hospital depending on the hospital staffing needs.
- Any positions filled under either Priority 5 or Priority 6 will be for a defined timeframe and subject to annual reviews.
- A number of places will be dedicated for relief staff as to ensure placement for staff required to work shifts at short notice

#### Change in Priority Status and Termination of Enrolment

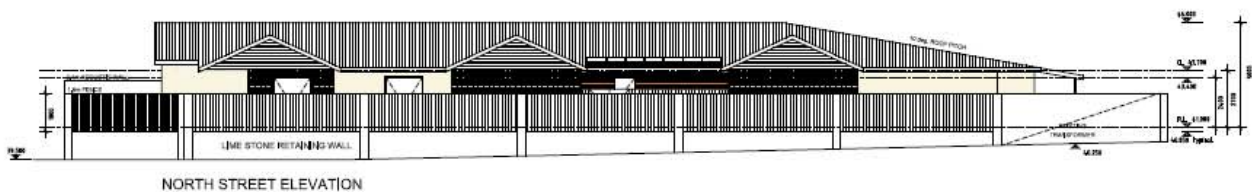
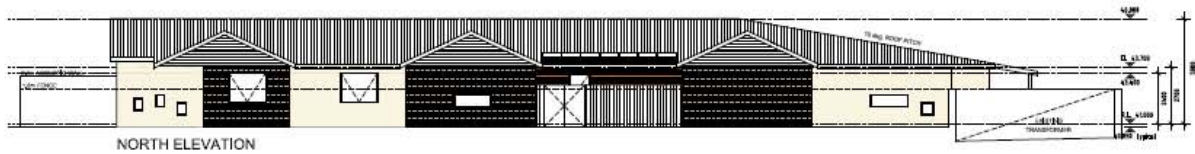
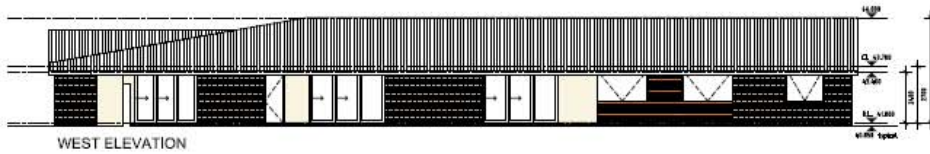
- Regular reviews shall be conducted to ensure priority status is being adhered too.
- Where an enrolment no longer meets the priority access criteria upon which the application was accepted and childcare place allocated, notice will be given that their childcare placement will lapse after 30 days. The application will be amended, re-prioritized and considered in line with the centre's Priority of Access Policy.
- Termination of enrolment may also occur in cases where the Centre's Management believe that appropriate care cannot be provided to any individual child, where extenuating circumstances compromise the Centre's Duty of Care to staff and children or where payment has not been made in accordance with the Centre's Payment policy. In such cases, the Centre will provide 30 days notice in writing of its intention to terminate enrolment.

ATTACHMENT 3









LEGEND

