Self-flying – Privately owned or privately hired aircraft

Policy Number: D1 (QH-POL-225)
Publication date: June 2014

Purpose: To ensure no approvals are granted to requests by employees to self-fly.

Application: This policy applies to all Queensland Health employees working for:
- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

Delegation: The ‘delegate’ is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Related policy or documents:
- Domestic and Overseas Travel and Accommodation for Official Purposes – Non Award Related policy
- Travelling, Relieving and Living Expenses HR Policy D2 (QH-POL-157)

Policy subject:
1. No approval for self-flying
2. Air travel

History: 

Please note that any material printed is regarded as an uncontrolled copy. It is the responsibility of the person printing the document to refer frequently to the Queensland Health Internet site for updates.
1 No approval for self-flying

Queensland Health does not approve of self-flying as a mode of travel for official purposes i.e. when an employee pilots a privately owned or privately hired aircraft to travel between health facilities or towns/cities for official purposes rather than taking a commercial flight.

No approval is to be granted to requests by employees to self-fly.

2 Air travel

All air travel is to be in accordance with the following policies:

- Domestic and Overseas Travel and Accommodation for Official Purposes – Non Award Related policy
- International Travelling, Relieving and Living Expenses HR Policy D2
- Domestic Travelling and Relieving Expenses HR Policy D3

History:

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2014</td>
<td>• Policy formatted as part of the HR Policy Simplification project.</td>
</tr>
<tr>
<td></td>
<td>• Policy amended to update references and naming conventions</td>
</tr>
<tr>
<td>October 2008</td>
<td>• Amended to reflect International Travelling, Relieving and Living Expenses HR Policy D2, and</td>
</tr>
<tr>
<td></td>
<td>• Domestic Travelling and Relieving Expenses HR Policy D3.</td>
</tr>
<tr>
<td>April 2008</td>
<td>• Developed as a result of the HR Policy Consolidation Project.</td>
</tr>
<tr>
<td>Previous</td>
<td>• IRM 2.5-23 Self-Flying – Privately Owned or Privately Hired Aircraft</td>
</tr>
</tbody>
</table>