

Onsite Parking

1. Statement

This standard provides general direction on the management and implementation of the Departments Onsite Parking Policy.

2. Scope

This standard applies to all employees, contractors and consultants within the Department of Health divisions and commercialised business units, and to external visitors to departmental buildings.

3. Requirements

3.1 Application for onsite parking

- All instances of onsite parking must be accompanied by an official application.
- An application is made via the Onsite Parking Form or Visitor Parking Form, and must be accompanied by a statement identifying the direct benefit to the business, or suitable documentation to support medical, WorkCover, disability or family carer submissions.
- The application must be signed by the applicant, and endorsed by the applicant's Deputy Director-General (DDG).
- Deputy Director Generals are fully accountable for determining and endorsing that an application for onsite parking is supported by a real business need or benefit, and is made in support of the application to the Delegate.
- Grounds for justification in a business case must be transparent, defensible and documented, and consideration should be given to alternate working arrangements, mobile technology, and the use of pool vehicles as an alternative.
- If an employee is seeking to access an onsite car park to use of their personal vehicle for business activities, they must first gain an approved Use of Private Vehicle authorisation.

3.2 Delegation for approval of onsite parking

- The Deputy Director-General, Corporate Services Division is the sole delegate for the Approval of annual car parking applications.
- The Senior Director, Asset and Facilities Services is the approval delegate for medical, disability and family carer applications where these are supported by appropriately medical documentation.

3.3 Fringe Benefits

- Fringe Benefits Tax (FBT) applies to all instances of onsite parking where it is a personal benefit to the employee. FBT for private parking is non-reportable and payable by the Department.
- FBT is calculated daily and charged back to the respective business area at the end of the FBT year.
- In the event that an employee has received a personal benefit, the Department reserves the right to recover part or all of the costs associated with parking.

- Due to the FBT requirements all annual approvals will expire on the 31st March each year, and a renewal application must be submitted for approval prior to the expiry date.

3.4 Entitlement

- The Director-General is entitled to onsite parking.
- Members of the Departmental Leadership Team and employees of the Office of the DG may be entitled to onsite parking at the discretion of the Director-General
- All SES/HES and other staff with approved onsite parking as at 15 November 2016 will have the opportunity for their parking approval to be extended (Grandfathered) whilst they continue employment to allow for transition to new premises. The requirement for annual renewal of the approval will continue to apply.
- All other instances of onsite parking are at the discretion of the Approved Delegate.
- Only One (1) parking bay will be allocated at any one time to an individual. No allowance is made for multiple bays across departmental sites.
- Parking should not be offered as an inducement during a recruitment process or during a subsequent review.
- Allocation of parking bays is dependent upon availability and strength of the applicant's business case and may be reviewed and rescinded at any time.

3.5 Approval for onsite parking

Approval for onsite parking may be considered for the following types of reasons:

- To support staff with a medical, disability medical/carer support considerations supported by medical certificates or a registered disability.
- Approval for onsite parking must be supported by an application that demonstrates a direct business benefit, supports organisational requirements, a demonstrated service delivery need, or relates to the security and wellbeing of employees.
- The applicant can provide documented evidence of a project for which deliverables require the employee to access a parking bay.
- The applicant can provide evidence that access to a parking bay is required to undertake the duties of their employment.
- Approval for onsite parking is only granted for a specified time period relating to the business need, position function or disability/injury as stated on the application. At the conclusion of this period, the applicant must either re-apply or cease parking.
- Approval for onsite parking relates only to the position the employee was in at the time of approval (not including approved parking on medical grounds). Should the employee change roles, a new application must be submitted for endorsement.

3.6 Transfer of approval

- If a staff member is formally Acting in a position where a car park bay is allocated to the incumbent, this bay will be made available for the duration of the appointment. The standard application process will still apply due to access and government building security requirements.
- All other approvals to utilise a parking bay is for the nominated applicant only and cannot be transferred.
- Divisions/Branches must not enter into private leases for car parking as these are subject to Real Property delegations.

3.7 Visitor Parking

- Visitor bays are primarily available for the use of external visitors, and staff with legitimate business requirements. Visitor bays are not available for personal use which includes parking to travel to and from work.
- Visitor parking applies to short term onsite parking, no greater than one day, and requests may be accessed by using the Visitor Parking Form for the relevant building.

3.8 Cessation of parking

- Advice must be provided to the relevant building facilities manager when an officer no longer requires access to the allocated parking bay if earlier than the approved time frame.
- Car Parking bays will be monitored for utilisation and the approval term may be cancelled in the event of very low usage so that the bay may be reallocated.

4. Legislation

- *Queensland Public Sector Certified Agreement (No. 8) 2011 (EB8).*
- *Use of Government Owned Motor Vehicles and Parking of Private Vehicles on Official Premises (whole of government).*

5. Supporting documents

- Queensland Public Service Code of Conduct.
- Queensland Health executive remuneration package – motor vehicles and allowances
- Financial Management Practice Manual (FMPM)
- Fraud Control Policy QH-POL-295:2015
- Guideline for compensation for loss or damage to private property and personal effects of employees and for damages for visitor's vehicles
- Human Resource Policy G6 – Orientation and Induction
- Occupational Health and Safety Policy

6. Definitions

Term	Definition
Official Premises	Premises owned or leased by the Department of Health
Private Vehicle	Personal vehicle
Delegate	Officer with authorisation to permit parking
Entitlement	Allowable to access car park as part of contract. Only at agreed level
Visitor Parking	Parking provided for personnel external to a site or an employee up to a one week period

Version Control

Version	Date	Comments
1.0	10 November 2014	New Policy
1.1	17 June 2015	Policy Rationalisation Project – Minor editorial changes. Migration of content.
1.2	30 November 2015	Updated requirements based on advice from executive contracts
1.3	22 November 2016	Updated to reflect grandfathering arrangements
1.4	7 December 2017	Updated to reflect outcomes of DLT discussion paper