

Onsite Parking

1. Statement

The Department of Health provides onsite vehicle parking at its leased corporate accommodation locations to support the efficient and effective delivery of Queensland Health Services. To achieve this, parking will be administered via an auditable approval process, with the allocation of parking based on a demonstrable benefit to the business, disability or WorkCover injury.

2. Purpose

To ensure that Department of Health onsite car parking is used in a manner that:

- allows for efficient and effective delivery of Queensland Health Services.
- promotes the accountable and cost effective use of resources.
- delivers a tangible benefit to the business.
- is consistent with a clear understanding of and compliance with the required approval process, regulations and Fringe Benefits Tax (FBT).
- to ensure that appropriate delegations are followed

3. Scope

This policy applies to all employees, contractors and consultants within the Department of Health divisions and commercialised business units. This policy covers the management and use of all Department of Health parking facilities.

4. Requirements

Public Defensibility: The allocation and use of onsite car parking shall be based on a demonstrated service delivery need.

Business Benefit: Approval to park a private vehicle on official premises will only be granted where the incident of parking results in a direct benefit to Department of Health business.

Current approval: Parking of a private vehicle on official premises can only occur when approval through a formal, endorsed and documented approval process has been completed. Approvals to park a private vehicle on official premises are based on a specific time period and parking must not exceed this period.

Audit: All instances of parking are auditable and parking with an expired approval or without approval may result in disciplinary action and the possible recovery of costs.

Equity: To ensure an unbiased approval process based on a real business need with no preference given to position.

5. Legislation

- *Queensland Public Sector Certified Agreement (No. 8) 2011 (EB8)*

6. Supporting documents

- Use of Government Owned Motor Vehicles and Parking of Private vehicles on Official Premises (whole of government).

- Financial Management Practice Manual (FMPM).
- Human Resource Policy G6 – Orientation and Induction.
- Guideline for compensation for loss or damage to private property and personal effects of employees and for damages for visitor's vehicles
- Occupational Health and Safety Policy (OHSMS2#21).
- Code of Conduct.
- Fraud Control Policy QH-POL-295:2015.
- Executive remuneration package - Motor vehicles and allowances

7. 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 an agreed level |
| Visitor Parking | Parking provided for personnel external to a site or for an employee up to a one week period |

Version Control

| Version | Date | Comments |
|-------------|------------------|---|
| Version 1 | 10 November 2014 | New Policy |
| Version 1.1 | 15 June 2015 | Policy Rationalisation Project – Minor editorial changes. Migration of content. |
| Version 1.2 | 30 November 2015 | Transfer of custodianship |
| Version 1.3 | 7 December 2017 | Updated to reflect outcomes of DLT discussion paper |