



# MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

**DIRECTIVE No. 21/99**  
July 1999

- 1. TITLE:** **Motor Vehicle Allowances**
- 2. PURPOSE:** To prescribe the motor vehicle allowances payable to officers and employees specified in this directive when required to use a private motor vehicle for official purposes.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to –
- public service officers; and
  - temporary employees engaged under section 113(2)(a) of the *Public Service Act. 1996*.
- This directive does not apply to-
- general employees engaged under section 112(2)(a) of the *Public Service Act 1996*.
  - employees engaged on a casual basis under sections 112(2)(b) and 113(2)(b) of the *Public Service Act 1996*.
- 5. STANDARD:** The amounts and entitlements prescribed in the Schedule apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **1 July 1999**.
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with certified agreements made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Directive 13/97 "Motor Vehicle Allowances"
- 10. PREVIOUS REFERENCES:** Sections 63 and 68 of the *Public Service Management and Employment Regulation 1988*  
Determination No. 12  
Circulars 4/98, 2/94, 1/91  
Administrative Instruction No. 1 | 69

## SCHEDULE

### MOTOR VEHICLE ALLOWANCES

#### GENERAL CONDITIONS

**Entitlement**

A public service officer or temporary employee engaged under section 113(2)(a) of the *Public Service Act 1996* (referred to as an "employee" in this schedule) who uses his or her private motor vehicle to undertake official duties shall be paid a motor vehicle allowance as provided in this schedule for the distance necessarily and actually travelled.

The amount of the allowance will depend upon the type of motor vehicle used and the location of the employee's headquarters.

**Chief executive authorisation**

The use of a private motor vehicle for official purposes must be authorised by the chief executive.

**Insurance**

Prior to authorisation, the following conditions are to be met -

- the vehicle is to be covered by either a comprehensive motor vehicle insurance policy or a third party property damage insurance policy; and
- the employee is to produce evidence that the insurance policy has been endorsed to indemnify the Queensland Government against certain liabilities at law. This is a standard endorsement available on request from all insurance companies. The department should refund any endorsement fees.

**Residence to headquarters**

Motor vehicle allowance is not payable for the distance travelled from an employee's residence to the employee's headquarters and return.

**Financial year**

Allowances are based on the distance travelled during a financial year.

**Time limit on claims**

Without the approval of the chief executive a claim will not be paid unless it is submitted within 12 months -

- of the date of completion of the work; or
- the incurring of the expense; or
- the conclusion of the circumstances leading to the claim.

**Allowance based on headquarters**

The location of an employee's headquarters determines which division applies to any claim made. When travelling through different divisions, the employee should continue to be paid the allowance prescribed for the division in which the employee's headquarters is located.

**Definitions - geographical boundaries**

**Division I:** The metropolitan area of Brisbane and the area within a radius of 80 kilometres of the GPO.

**Division II:** All centres east or south of a line drawn from the coast south along the 149th meridian of east longitude to the 26th parallel of south latitude and then west along that parallel to the western border of the State excluding those centres in Division I.

**Division III:** All centres west or north of a line drawn from the coast south along the 149th meridian of east longitude to the 26th parallel of south latitude and then west along that parallel to the western border of the State.

**Note:** For guidance, the maps attached to DTIR circular number 4/98 of 6 April 1998 may continue to be used. However, the descriptions outlined above provide the definitive boundaries.

## MOTOR VEHICLE ALLOWANCES

### 1. EMPLOYEE PERFORMING OFFICIAL DUTIES

An employee required to use his or her private motor vehicle for official purposes shall be paid the appropriate rate prescribed hereunder -

CATEGORY OF VEHICLE	AMOUNT (CENTS PER KM)	
	FIRST 8,000KM	OVER 8,000KM
<b>AUTOMOBILES</b>		
Over 2,000cc		
· Division I	50.3	27.0
· Division II	52.9	29.2
· Division III	54.5	31.5
2,000cc and under		
· Division I	46.8	26.6
· Division II	49.1	28.6
· Division III	50.7	31.4
<b>MOTORCYCLES</b>		
Over 250cc (all Divisions)	20.1	10.8
250cc and under (all Divisions)	18.7	10.6
<b>ROTARY POWERED</b>	As for automobiles over 2,000cc	

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS
<b>2. RELIEVING OR SPECIAL DUTIES</b>	
An employee required to use his or her private motor vehicle while performing relieving or special duty for the following situations shall be paid the appropriate rate prescribed opposite-	
<ul style="list-style-type: none"> <li>An employee not absent from normal headquarters overnight who is required to commute daily to the relieving centre.</li> </ul>	<p>Payment of the appropriate allowance in 1 above for the additional distance travelled between the employee's residence and the centre where the relief is being provided.</p> <p>No allowance is payable where the distance between the employee's residence and the centre (at which the employee is relieving) is less than the distance between the employee's residence and the employee's normal headquarters.</p>
<ul style="list-style-type: none"> <li>An employee absent from his or her normal headquarters overnight who is required to travel from either his or her residence or normal headquarters to the relieving centre.</li> </ul>	<p>Payment of the appropriate allowance as in 1 above for the forward and return journey and between centres where special or relieving duty is performed at more than one centre.</p>
<b>3. COURSES, SEMINARS ETC.</b>	
An employee required to use his or her private motor vehicle to attend a course, seminar, conference, convention, etc. as an official representative.	
	<p>Payment of the appropriate allowance as in 1 above for the additional distance travelled between the employee's residence and the place of attendance.</p> <p>No allowance is payable where the distance between the employee's residence and the place of attendance is less than the distance between the employee's residence and the employee's normal headquarters.</p>

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS						
<p><b>4. EMPLOYEES WHO CHOOSE TO USE THEIR PRIVATE MOTOR VEHICLES</b></p> <p>Where the approved means of travel is other than the use of an employee's private motor vehicle; and</p> <ul style="list-style-type: none"> <li>• the employee requests it; and</li> <li>• is granted permission to use the his or her private motor vehicle,</li> </ul> <p>the allowance paid shall be as determined by the chief executive. This allowance shall not exceed the rates prescribed opposite.</p> <p>The allowance paid shall not exceed the costs associated with the approved means of travel.</p>	<table> <tr> <td data-bbox="839 297 991 327">Automobiles</td> <td data-bbox="1034 297 1050 327">-</td> <td data-bbox="1093 297 1286 327">26.6 cents per km</td> </tr> <tr> <td data-bbox="839 360 991 389">Motorcycles-</td> <td data-bbox="1034 360 1050 389"></td> <td data-bbox="1093 360 1225 389">10.6 cents per km</td> </tr> </table>	Automobiles	-	26.6 cents per km	Motorcycles-		10.6 cents per km
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SUPERSEDED