

DEPARTMENT OF TRAINING AND INDUSTRIAL RELATIONS

Motor Vehicle Allowances

1. PURPOSE: To prescribe the minimum motor vehicle allowances payable when required to use a private motor vehicle for official purposes.

2. APPLICATION: This directive applies to Public Service Officers and Temporary Employees under section 113 of the *Public Service Act 1996*.

3. MINIMUM STANDARDS: The prescribed amounts and entitlements set out in the Schedule(s) are the minimum standards to apply.

4. OPERATIVE DATE: This Directive is to operate from 5 July 1997.

5. VARIATION: The provisions in the Schedule(s) may be varied by an Agreement made under Chapter 2, Part 1, of the *Workplace Relations Act 1997*.

6. ENHANCEMENT: A Chief Executive may enhance the amount or entitlement prescribed in the Schedule(s) but may not extend the application of existing or enhanced entitlements to classes of employees not contained in the Application clause.

7. INCONSISTENCY: Sections 34 and 117 of the *Public Service Act 1996* and Section 464 of the *Workplace Relations Act 1997* apply if there is a conflict with another instrument:

(a) Inconsistency Between Directive And Another Act

If there is an inconsistency between the *Public Service Act 1996* or another Act or subordinate legislation under either Act and this Directive, the Act or subordinate legislation will prevail over the Directive to the extent of the inconsistency.

(b) Inconsistency Between Directive And Agreement

If there is an inconsistency between an Agreement made under Chapter 2, Part 1, of the *Workplace Relations Act 1997* and this Directive, the Agreement will prevail over the Directive to the extent of the inconsistency.

(c) Inconsistency Between Directive and Award Or Industrial Agreement

If there is an inconsistency between this Directive and an Award or Industrial Agreement, the Directive will prevail over the Award or Industrial Agreement to the extent of the inconsistency.

8. SUPERSEDES: ss.63, 68 *Public Service Management and Employment Regulation 1988* Determination No.12

SCHEDULE

MOTOR VEHICLE ALLOWANCES

GENERAL CONDITIONS

Entitlement

A Public Service Officer or Temporary Employee under section 113 of the *Public Service Act 1996* (hereafter "officer") who uses their private motor vehicle to undertake official duties shall be paid a motor vehicle allowance for the distance necessarily and actually travelled as provided in this Schedule.

The amount of the allowance will depend upon the type of motor vehicle used and the location of the officer'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 officer 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. Any fee for endorsement should be refunded by the Department.

Residence To Headquarters

Motor vehicle allowance is not payable in respect of the distance travelled from an officer's residence to the officer's headquarters and return.

Financial Year

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

Time Limit On Claims

A claim made shall not, without the approval of the Chief Executive, be considered for payment unless it is submitted within 12 months from the date of completion of the work, the incurring of the expense, or the conclusion of the circumstances in respect of which the claim is submitted.

Allowance Based On Headquarters

The location of an officer's headquarters will determine which Division will apply to the officer. When travelling through different divisions, the officer should continue to be paid the appropriate allowance prescribed for the division in which the officer'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.

MOTOR VEHICLE ALLOWANCES

1. OFFICER PERFORMING OFFICAL DUTIES

An officer required to use their 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
AUTOMOBILES		
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
MOTORCYCLES		
Over 250cc (all Divisions)	20.1	10.8
250cc and under (all Divisions)	15.7	10.6
ROTARY POWERED		
		cents for automobiles over 2,000cc

SUPERSEDED

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT
<p>2. RELIEVING OR SPECIAL DUTIES An officer required to use their private motor vehicle whilst performing relieving or special duty in respect of the following situations shall be paid the appropriate rate prescribed opposite -</p> <ul style="list-style-type: none"> Officer not absent from normal headquarters overnight is required to commute daily to the relieving centre. Officer absent from normal headquarters overnight is required to travel from either the officer's residence or normal headquarters to the relieving centre. <p>3. COURSES, SEMINARS ETC. An officer required to use their private motor vehicle to attend a course, seminar, conference, convention, etc. as an official representative.</p> <p>4. OFFICER WHO CHOOSES TO USE THEIR PRIVATE MOTOR VEHICLE Where the approved means of travel is other than the use of an officer's private motor vehicle and the officer requests and is granted permission to use the officer's private motor vehicle, the allowance paid shall be as determined by the Chief Executive but 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>	<p>Payment of the appropriate allowance in 1 above in respect of the additional distance travelled between the officer's residence and the relieving centre.</p> <p>Where the distance between the officer's residence and relieving centre is less than the distance between the officer's residence and the officer's normal headquarters, no allowance is payable.</p> <p>Payment of the appropriate allowance 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> <p>Payment of the appropriate allowance in 1 above in respect of the additional distance travelled between the officer's residence and the place of attendance.</p> <p>Where the distance between the officer's residence and the place of attendance is less than the distance between the officer's residence and the officer's normal headquarters, no allowance is payable.</p> <p>Automobiles - 26.6 cents per Km</p> <p>Motorcycles - 10.6 cents per Km</p>