

- 1. TITLE:** **Motor Vehicle Allowances**
- 2. PURPOSE:** To prescribe the motor vehicle allowances payable to public service employees when they are 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 employees" as defined in section 9 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 **November 2001**.
- 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 47 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 21/99: "Motor Vehicle Allowances"
- 10. PREVIOUS REFERENCES:** Directive 13/97: "Motor Vehicle Allowances"
Sections 63 and 68 of the *Public Service Management and Employment Regulation 1988* as in force on 24 February 1995.
Determination No. 12
Circulars 4/98, 2/94, 1/91
Administrative Instruction No. 11/69

SCHEDULE

MOTOR VEHICLE ALLOWANCES

GENERAL CONDITIONS

Entitlement

A "public service employee" (referred to as an "employee" in this schedule) who uses his or her private motor vehicle to undertake official duties is to 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

Before the authorisation is given, 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 of 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 is to 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	46.1	26.6
· Division II	49.1	28.6
· Division III	50.7	31.4
MOTORCYCLES		
Over 250cc (all Divisions)	26.1	10.8
250cc and under (all Divisions)	18.7	10.6
ROTARY POWERED	As for automobiles over 2,000cc	

2. RELIEVING OR SPECIAL DUTIES

An employee, required to use his or her private motor vehicle while performing relieving or special duty for the following situations, is to be paid the appropriate rate prescribed opposite –

- An employee not absent from normal headquarters overnight who is required to commute daily to the centre where the relieving takes place.

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.

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.

- 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 centre where the relieving takes place.

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.

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS						
<p>3. COURSES, SEMINARS ETC</p> <p>An employee required to use his or her private motor vehicle to attend a course, seminar, conference, convention etc as an official representative.</p>	<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>						
<p>4. EMPLOYEES WHO CHOOSE TO USE THEIR PRIVATE MOTOR VEHICLES</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"> • the employee requests it; and • is granted permission to use his or her motor vehicle <p>the allowance paid is to be determined by the chief executive. This allowance is not to exceed the rates prescribed opposite.</p> <p>The allowance paid is not to exceed the costs associated with the approved means of travel.</p>	<table border="0"> <tr> <td>Automobiles</td> <td>-</td> <td>26.6 cents per km</td> </tr> <tr> <td>Motorcycles</td> <td>-</td> <td>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