

Know your Rights: Private Vehicle Use

OCCASIONALLY, employees in the Service are required to use their own private vehicle when undertaking work duties. Using your own vehicle for work-related purposes carries some risks and obvious costs, part of which is covered by the employer if and when required.

Private vehicle use is covered in Part IV Clause 3(d) of the TSSA, and Part V clause 3(c) of the HAHSA.

What right or benefit does the clause provide?

The Awards differentiate between required and occasional users:

- Required users are required in writing by the employer to have a motor vehicle available on a regular basis
- An occasional user is not required to maintain a readily available vehicle as a facet of their employment conditions. Employees who sometimes have approval from their employer to use their private vehicle for official purposes are considered occasional users.

Both Awards provide an allowance of cents per kilometre based on the type of user (required or occasional), engine (2L and above or less than 2L), and how long the employee is required to drive in a financial year.

Further allowances are available in addition to this if you are located in certain remote areas, are required to use a special type of vehicle (including utility and/or four-wheel drive), are required to tow a trailer or a heavy load, or use a motorcycle.

The tables below reflect the base allowances for required and occasional users, please note that authorisation from the Head of Agency is required if the Employee wishes to claim an allowance in excess of 16,000 kilometres travelled:

Required user:

<u>Annual Kilometres Travelled On Duty in a Financial Year</u>	<u>Cents per Kilometre</u>	
	<u>Rate 1</u> <u>2 litres and above</u>	<u>Rate 2</u> <u>Less than 2 litres</u>
First 10,000 kilometres	71.81 (100%)	61.76 (86%)
Any additional kilometres	38.06 (53%)	33.03 (46%)

Occasional user:

<u>Annual Kilometre Travelled on Duty in a Financial Year</u>	<u>Cents per Kilometre</u>	
	<u>Rate 3</u> <u>2 litres and above</u>	<u>Rate 4</u> <u>Less than 2 litres</u>
First 10,000 kilometres	47.87 (100%)	41.17 (86%)
Any additional kilometres	25.37 (53%)	22.02 (46%)

What do you have to do to be eligible?

For a required user: be required in writing by the employer to maintain an available vehicle. For an occasional user: receive written approval from the employer to use a private vehicle on an occasional basis. The allowance is not payable on private travel (for example, your place of residence to your place of employment). Employees must also keep a logbook to record kilometres travelled.