

SCHEDULE C: Vehicle Allowances

1. A vehicle allowance may be provided in the remuneration package for senior staff, where approved under this procedure.
2. Travel by car should be limited to circumstances where communication via virtual meeting points or public transport is not a suitable or viable alternative.
3. The following allowances may be paid for the following categories of staff:

Group	Staff Category	Vehicle Allowance
1	Executive (as defined in the Enterprise Agreement)	\$22,000
2	Heads of School Executive Directors of Divisions University Librarian	\$18,000
3	Faculty General Managers Directors of Institutes Directors of Units Other senior staff (above HEW 10 or above level E) where approved	\$16,000

Terms and conditions

4. A vehicle allowance is provided to a staff member on the following terms and conditions:
 - a) The University reserves the right to review the amount paid as a vehicle allowance from time to time.
 - b) The University reserves the right to withdraw the vehicle allowance as a part of a staff member's remuneration for an alternative equivalent amount as part of the overall remuneration arrangement.
 - c) A vehicle allowance is subject to tax and is paid on a fortnightly basis in the normal pay cycle.
 - d) A staff member receiving a vehicle allowance is not eligible to use a central pool or departmental vehicle for business purposes. The exception to this requirement is a departmental vehicle used for research purposes where that vehicle has been specifically equipped for the research purposes.
 - e) On accepting the vehicle allowance the staff member agrees to use their private vehicle or provide their own other transport suitable for University business.
 - f) The staff member must have a valid and current licence to drive in Australia.
 - g) The staff member must ensure that the vehicle to be used on University business is registered, insured, meets Australian design standards and is in roadworthy condition.
 - h) The staff member is required to observe all traffic laws, including regulations and by-laws applicable.
 - i) Any damage to or infringements incurred through the use of a private vehicle are the responsibility of the driver and/or owner of the private vehicle. These costs will not be paid with University funds.
 - j) Private vehicles are not covered by the University's insurance policies when they are used for University business. The staff member is to check with their insurance company to make sure that their private vehicle is insured for use on University business.
 - k) When on University business any vehicle related incidents and hazardous situations that may impact on the health and safety of the driver must be reported to the driver's supervisor and the University's occupational health and safety management representative.
 - l) The staff member is responsible to meet the costs of their own vehicle including insurance, annual registration, road tolls, road side service support and maintenance and running costs including petrol.

- m) A staff member receiving a vehicle allowance is still required to purchase a parking permit to park their vehicle at a University campus as set out in the *Use of University Vehicles and Parking Procedure*.
- n) The cost of external parking for business purposes will be reimbursed at the expense of the staff member's organisational area where appropriate, see *Reimbursement procedure*.
- o) The staff member agrees to notify the Executive Director, Human Resources Division (HRD) of any changes to the conditions associated with his or her driving licence, including special conditions, suspension or cancellation.

A failure by the staff member to adhere to the terms and conditions of the vehicle allowance may result in the suspension or cancellation of the vehicle allowance and/or disciplinary action (see *Staff Discipline Policy*), as determined by the Executive Director, HRD.