



1.1.7

Private Motor Vehicle Allowance

1 Rationale

This policy provides NSW Rural Fire Service (“RFS”) officers with guidelines on the conditions applying to, and the allowances payable for the use of a private motor vehicle for business purposes.

2 Policy Principles

- 2.1 Approval to use a private motor vehicle on official business is to be obtained by the officer from an Executive Director, Manager or Regional Manager prior to the use of the motor vehicle.
- 2.2 Proof of registration and full insurance are required to indemnify the Crown against liability. The original of these documents should be sighted by the approving officer as per 2.1.
- 2.3 Payment of the car allowance is to be in accordance with the provisions of the Public Service Regulations, and conditions and rates determined by the Public Employment Industrial Relations Authority. Claims are to be submitted using the RFS Travel/Subsistence Form, and RFS Motor Vehicle Log Sheet (see Appendices 2 & 3).
- 2.4 The general conditions applicable are:
 - 2.4.1 The use of the vehicle is essential to the economical performance of the duties of the officer; and
 - 2.4.2 The use of the vehicle with payment of an allowance is the most economical means available of providing transport.
- 2.5 Other general conditions for use of private motor vehicles are as specified in the ‘Personnel handbook’.



3 Procedures

3.1 Criteria for Payment of Allowances(See Appendix 1)

3.1.1 Official Business Rate

This rate is to be paid to public servants who are authorised by the RFS to use a private motor vehicle in the performance of their duties and the following conditions are met:

- (a) No official vehicle is available;
- (b) No public or other transport is available to permit travel within a reasonable time and at a reasonable cost; and
- (c) The use of the employee's private motor vehicle is essential to, or necessary for the economic performance of, the employee's duties.

3.1.2 Specified Journey Rate

This rate is payable where the use of an employee's private motor vehicle is authorised by the RFS for any official or approved travel where public or other transport is available to permit travel within a reasonable time, provided that the cost incurred in the payment of the rate does not exceed that of the alternative transport.

3.2 Limitations on Payment

Where an employee uses a private motor vehicle for official business, a deduction from the allowance payable for private vehicle usage is to be made to take into account the distance that would normally be travelled daily by the employee from home to headquarters and return and any distance that is travelled in a private capacity.

3.3 Insurance Requirements

3.3.1 No motor vehicle allowance is to be paid to an employee who uses a private motor vehicle on official business unless certain insurance requirements are met. The requirements are:

- (a) The motor vehicle must be covered by a policy as required by the motor Vehicles (Third Party Insurance) Act, 1942; and
- (b) The employee must have in force, at the time the vehicle is being used on official business, a comprehensive policy or policies of insurance or indemnity, to an amount and in the form approved by the RFS, providing insurance or indemnity against:



- loss or damage to property arising out of the use of the vehicle by the employee; and
 - liability of the Crown to pay for loss or damage to the vehicle.
- (c) Evidence of insurances specified in 3.3.1 (a) and (b) must be produced prior to payment of any allowance.

3.4 Private Vehicles Damaged on Official Business or Other Approved Travel Reimbursement of Insurance Excess (Policy)

3.4.1 General

- (a) Where a private vehicle is damaged while being used on official business the Commissioner is to consider applications from employees for reimbursements of excess insurance charges where prescribed by insurers.

3.4.2 Maximum Reimbursement

- (a) The maximum amount that may be reimbursed is the “normal excess” prescribed by the insurer at the time that the vehicle is damaged.
- (b) “Punitive” excess charges imposed by an insurer because of a poor driving record or the type of vehicle insured shall not be reimbursed.
- (c) The additional excess imposed by some insurers on inexperienced drivers (or those under 25) is not considered to be a “punitive” excess and shall be reimbursed.
- (d) If a claim on the insurer is not made, e.g. to avoid loss of a no-claim bonus etc., the maximum reimbursement is the prescribed excess that would have been paid had a claim been made or the actual cost of repair, whichever is the lesser.

3.5 Bridge and Tollway Tolls

- (a) Reimbursement of bridge and tollway tolls may be obtained from the petty cash advance. Service vehicles with corporate marking are generally exempt from payment of toll.



4 Who is responsible for implementing the Policy?

Clerical Officer (Finance), Financial Services Accountant, Manager Financial Services.

5 Issue

This Policy was considered by the Corporate Executive Group on 5 February 2002.

6 Legislation and references

- Vehicle Running Sheet
- Public Finance and Audit Act 1983
- Rural Fires Act 1997

7 Amendments

8 Document owner

The owner of this Policy is the Executive Director Corporate Services.

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Phil Koperberg AM, AFSM, BEM
Commissioner



Dated this _____ day of _____, 2002



Appendix 1

Use of private motor vehicle on official business (Rates as at 1/7/01)

Official Business

Engine Capacity-

Over 2700cc	67.2cpk
1600cc to 2700cc	62.5cpk
under 1600cc	44.8cpk

Casual Rate

Engine Capacity-

Over 2700cc	23.9cpk
1600cc to 2700cc	22.2cpk
under 1600cc	18.7cpk

Motor cycle allowance

Normal business	29.5cpk
During transport disruptions	14.7cpk

<u>Towing trailer or horse float</u>	8.6cpk
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Transport allowance

Engine Capacity-

Over 1600cc	28.6cpk
1600cc and under	24.0cpk



Appendix 2

NSW RURAL FIRE SERVICE TRAVEL/SUBSISTENCE VOUCHER		
DISSECTION OF EXPENDITURE	\$	c
Total		
NAME OF OFFICER: _____		
ADDRESS		
:		

1. Subsistence Allowance:		
	\$	c
	\$	c
Day(s)	Rate per day	
Day(s)	Rate per day	
Day(s)	Rate per day	
Day(s)	Rate per day	
Total		
2. Motor Vehicle		
Engine Capacity: _____		
Distance Travelled	@	Cents per kilometre
	↑	
	£	
		Total
3. Actual Expenses Claim as per diary:		Total
(Receipts showing ABN & GST inclusion must be attached)		
4. Total Meals (One day Trips Only)		Total
(If claiming Actuals, receipts showing ABN & GST inclusion must be attached)		
5. Other Expenses (Receipts/Tickets must be attached showing ABN & GST inclusion)		
Date	Details	Amount



			Total		
			Total		
			Less Advance		
			Net Total		

SIGNATURE OF CLAIMANT

FINANCE OFFICE USE ONLY

CERTIFIED CORRECT UNDER SECTION 12 OF THE PUBLIC FINANCE AND AUDIT ACT, 1983.		I authorise the payment of this account in terms of Section 13 of the Public Finance & Audit Act, 1983.
Entered in Voucher Register or Cards	_____	
Checked against double payment	_____	Authorising Officer
Marked off against Authority	_____	Received on the _____ day of _____
Appropriation correct and funds available	_____	the sum of _____
Performance of service	_____	(in words)
Rates of charge	_____	
Computations and castings	_____	Signature - (not to be signed unless payment is actually received)



**Note: Attach all petrol docket by staple
Return completed Motor Vehicle Log Sheet promptly to
Finance at the end of every month**

DATE	FUEL QTY	ODOMETE R READING	FUEL \$	OTHER \$	LOCATION	FUEL BRAND