

Guidelines for the Payment of Motor Vehicle Allowances

1. This Guideline applied to both academic and professional staff employees, and should be read in conjunction with the employee's relevant industrial instrument.
2. In accordance with the prescribed University approval processes, an employee travelling on authorised University business may apply for payment of a Motor Vehicle Allowance if they have approval from the delegated authority to use a private motor vehicle.

3. Definitions

Allowance means Motor Vehicle Allowance.

Delegate Authority means the Relevant Line Executive of their nominee.

Industrial Instrument means an employee's applicable Collective Agreement.

University means Edith Cowan University.

4. Allowance Payment Principles

- 4.1 The University's preference is for a University vehicle to be used where available.
- 4.2 Subject to provision 2 above for an allowance to be paid the employee must have received approval in advance to use a private motor vehicle for University business.
- 4.3 A motor vehicle allowance shall not apply where the University has approved and authorised a commuted amount for the hire of a motor vehicle or any other conveyance belonging to an employee.
- 4.4 Payment of an allowance if not automatic, with the onus being on the employee to apply for the allowance on the approved form, in advance of the journey.
- 4.5 All applications for an allowance will be assessed by the University, and are subject to the (prescribed) procedures and approval processes prior to payment.

5. Guideline Content

5.1 Allowance Amount

- a) Payment of allowance claims shall be made with salary, and may be subject to taxation where rates exceed ATO limits.
- b) The rates prescribed in the Industrial Instrument shall be applied.
- c) An allowance is only applicable within the State of Western Australia.

- d) If an employee in the course of a journey travels through two (2) or more separate areas, payment of the allowance shall be made at the appropriate rate applicable to each of the separate areas traversed.
- e) Rest of the State means the area south of 23.5 degrees south latitude, excluding the Metropolitan areas and the South West Land Division in Western Australia.
- f) South West Land Division means the South West Land Division as defined by Section 28 of the Land Act, 1933-1972 excluding the area contained within the Metropolitan area.

5.2 Travelling Between Bunbury and Perth

An employee travelling on authorised University business between Bunbury and Perth shall be provided with:

- a) a University vehicle, if available; or
- b) as determined by the University, a hire vehicle; or

Should a private vehicle be used an approval form duly authorised must be attached to the allowance claim form.

5.3 Circumstances where an Allowance shall not be Paid

An allowance shall not apply if prior approval hasn't been received from the delegated authority or nominee to use a private vehicle for University business.

5.4 Approval Process

All claims for a Motor Vehicle Allowance must be submitted to the employee's Relevant Line Executive or nominee.

6. Other Relevant Information

- (i) Edith Cowan University Enterprise Agreement 2022
- (ii) HR Delegations
- (iii) Private Motor Vehicle Allowance Claim Form via Staff Kiosk

7. Contact

Issues related to the information contained within the guideline should be directed to the employee's [People and Culture Business Partner](#).

8. Authority

Director, People and Culture

9. Approval History

Guideline approved by:	Director, People and Culture
Date guideline first approved:	2 July 2014
Date last modified:	11 October 2024
Revision history:	11 October 2024 (interim review) The guideline was updated to reflect current position titles, contact information and enterprise agreement. Review Date removed as section 8 and incorporated into Approval History table. 2 July 2014 review date applied as initial guideline approval date in absence of first approved date.
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