

Motor vehicle allowance – Senior Medical Officers and Executive Directors of Nursing

Policy number: C24 (QH-POL-176)

Publication date: June 2020

Purpose: To specify the motor vehicle allowances provided to specific Queensland Health employees.

Application: This policy applies to Senior Medical Officers (SMOs) and Executive Directors of Nursing (EDONs) at classification levels nurse grade 11 band 4 and nurse grade 12 exclusively, working for Queensland Health.

Delegation: The 'delegate' is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Legislative or other authority:

- *Public Service Act 2008*
- Medical Officers' (Queensland Health) Certified Agreement (No.3) 2012
- District Health Services - Senior Medical Officers' and Resident Medical Officers' Award – State 2012
- Nurses and Midwives (Queensland Health) Certified Agreement (EB8) 2011
- Directive 13/13 Commission Chief Executive Directive: Executive Remuneration Package – Motor Vehicles and Allowances
- Medical Officers' (Queensland Health) Memorandum of Understanding 2005

Related policy or documents:

- Requirements for Reporting official misconduct HR Policy E9 (QH-POL-218)

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1 Motor vehicle allowance and arrangements

Effective 13 September 2013, the whole-of-government motor vehicle arrangements for senior staff remuneration packages will no longer include an option to be provided with a vehicle through QFleet.

The vehicle component of the remuneration package will instead be paid fortnightly as an allowance through the payroll system and be taxed on a PAYG basis. The allowance is not recognised for superannuation, annual leave loading or termination payment purposes.

Full-time Senior Medical Officers (SMOs) and Executive Directors of Nursing (EDONs) are entitled to the motor vehicle allowance equivalent to the SES level 1 or SES level 2 entitlement in accordance with the table below.

Vehicle range	Vehicle entitlement value *	Eligible staff
SES level 2	\$25,500 pa	<ul style="list-style-type: none"> • Staff specialists – senior status (level 25 to 27) • Staff specialists – eminent and pre-eminent status (level 28 and level 29) • Medical superintendents (in receipt of medical managers allowance at MM6 and above) • SMOs (advanced credentialed practice at level 25) • nurse grade 12.
SES level 1	\$21,000 pa	<ul style="list-style-type: none"> • Staff specialists (level 18 to 24) • Medical superintendents (in receipt of a medical managers allowance at MM5 and or a clinical managers allowance) • Medical superintendents with right of private practice • Deputy and assistant medical superintendents • SMOs (general practitioner/ credentialed practice/advanced credentialed practice level 13 to level 24) • nurse grade 11 band 4.

* as adjusted by the Public Service Commission Chief Executive from time to time.

1.1 Fuel card

No entitlement exists for employees covered by this policy to be provided with a fuel card when they are in receipt of the motor vehicle fortnightly allowance.

1.2 Parking

A Senior Medical Officer may be provided with use of an official car park on conditions determined by the chief executive.

1.3 Mileage allowance

Mileage allowance is only to be payable to SMOs in receipt of the motor vehicle fortnightly

allowance when a Hospital and Health Service fleet vehicle or other alternative means of Hospital and Health Service funded transport is unavailable for work related travel purposes during normal work hours. Normal work hours **do not** include when an SMO is on call.

1.4 Payment of the allowance whilst on leave

The motor vehicle fortnightly allowance is to be paid on periods of paid leave. If leave is taken at half pay, the allowance shall be paid at half pay.

Where leave without pay is taken, the allowance is not payable for the duration of the unpaid leave period.

1.5 Application to part-time SMOs

Part-time SMOs may be provided with a vehicle allowance at the discretion of their relevant Chief Executive (CE) or equivalent. The vehicle allowance amount for part-time SMOs is contained in the *Medical Officers' (Queensland Health) Memorandum of Understanding 2005* as follows:

- SMOs at a level equivalent to the SES level 1 category (Group A vehicle) are provided an allowance of \$10,200 (per annum) **paid on a pro rata basis.**
- SMOs at a level equivalent to the SES level 2 category (Group B vehicle) are provided an allowance of \$11,800 (per annum) **paid on a pro rata basis.**

The relevant CE should consider the following factors in providing the vehicle allowance to part-time SMOs:

- SMO is engaged by Queensland Health at least as a 0.5 FTE
- Amount of service provided
- Level of on-call and out of hours responsibilities
- Nature of service provided
- Geographic area covered by the service

This allowance is to be made on a fortnightly basis through the payroll system and is taxed on a PAYG basis.

Part-time SMOs who currently hold a fuel card are required to return the fuel card and will receive the allowance payable from the date the fuel card is returned.

Definitions:

Vehicle entitlement value	The set value of the vehicle entitlement at the SES level 1 and SES level 2 (nurse grade 12) as determined (and amended from time to time) by the PSC Chief Executive and administratively applied through this policy to SMOs and EDONs.
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History:

June 2020	<ul style="list-style-type: none"> • Policy application amended as a result of changes to the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019.
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April 2014	<ul style="list-style-type: none"> • Policy reviewed as part of the Queensland Ambulance Service (QAS) HR Policy Integration project. • Policy not applicable to QAS employees.
September 2013	<ul style="list-style-type: none"> • Policy formatted as part of the HR Policy Simplification project. Policy amended to: <ul style="list-style-type: none"> – change title from 'Motor Vehicle Entitlements District or Executive Directors of Nursing – Nurse Grade 11 Band 4 and Nurse Grade 12' to 'Motor Vehicle Allowance – Senior Medical Officers and Executive Directors of Nursing' – incorporate content of HR Policy C18 into this policy – incorporate whole-of-government changes including the removal of the motor vehicle option for senior staff remuneration packages (effective 13 September 2013) – update naming conventions and references.
January 2010	<ul style="list-style-type: none"> • Amended section 5 References to reflect FBT Fact Sheet – Road and Bridge E-tolls and Salary Sacrificing Implications.
November 2009	<ul style="list-style-type: none"> • Amended to incorporate changes to Directive no 05/09 Senior Executives – Employment Conditions (effective 1 July 2009).
August 2008	<ul style="list-style-type: none"> • HR Policy C24 Motor Vehicle Entitlements District or Executive Directors of Nursing – Nurse Grade 11 Band 4 and Nurse Grade 12 - Developed as a result of the HR policy consolidation project.
Previous	<ul style="list-style-type: none"> • Motor Vehicle Entitlement – Senior Medical Officers HR Policy C18 • IRM 2.7-20 Motor Vehicle Entitlement – Senior Medical Officers • IRM 2.7-27 Motor Vehicle Entitlements NO8/ NO9 Directors of Nursing • HR Circulars 59/08; 84/05; 31/07; 35/04