

## Vehicle Private Use / or Vehicle Allowance Authority

<b>Name:</b>	<b>Uni ID:</b>
<b>Position:</b>	<b>Drivers Licence No.</b>
<b>Level:</b>	<b>School/Faculty/Centre/Division:</b>

Employee Level	Eligible for Use	Vehicle Salary Package Options	Cash Out Equivalent
Level 1 – University Executive	Full Private Use	1,2,3	\$22,000
Level 2 – Deans, Directors and Heads of University Centres, Librarian, Director ITS and Heads of Administrative Divisions	Full Private Use	1,2,3	\$18,000
Level 3 – Other officers as approved by the Vice-Chancellor or agent of the Vice-Chancellor (holder of HR delegations 3.37, 3.38 or 3.39)	Full Private Use <b>OR</b>	1,2	N/A
	Conditional Private Use <sup>1</sup>	1	N/A

### Vehicle Salary Package Options

Option 1: Motor Vehicle from Tiered Arrangement **or**

Option 2: Motor Vehicle Costing Model (vehicle choice & requirement to pay costs in excess of \$18,000 or \$22,000 pa).  
(Action by HR/F&BS/UFS required) **or**

Option 3: Motor Vehicle Allowance (\$18,000 or \$22,000) (ultimate choice – own, lease a vehicle or retain salary \$'s)  
(action by HR)

### EMPLOYEE TO COMPLETE: EMPLOYEE REQUEST/ENTITLEMENT

Option	Tick	Action
Option 1	<input type="checkbox"/>	<a href="#">Terms and Conditions 1</a>
Option 2	<input type="checkbox"/>	<a href="#">Terms and Conditions 2</a> (HR/F&BS to action)
Option 3	<input type="checkbox"/>	<a href="#">Terms and Conditions 3</a> (HR to action)
<b>Signed: (Employee)</b>		<b>Date:</b>

### DELEGATE TO COMPLETE

Employee is authorised to have:	Full Private Use <input type="checkbox"/>	Conditional Private Use <input type="checkbox"/>	
Existing or New Entitlement	Continuing Entitlement <input type="checkbox"/>	New Entitlement <sup>1</sup> <input type="checkbox"/>	
Option Authorised by Delegate:	Option 1 <input type="checkbox"/>	Option 2 <input type="checkbox"/>	Option 3 <input type="checkbox"/>
Delegate Name & Signature:			
Uni ID:			
Delegate Position:			
HR Delegation Held:	3.37 <input type="checkbox"/>	3.38 <input type="checkbox"/>	3.39 <input type="checkbox"/>
Finance Delegation (if con't entitlement):	4.7 <input type="checkbox"/>	4.7 <input type="checkbox"/>	4.7 <input type="checkbox"/>

<sup>1</sup> If 'conditional' private use is specified, please attach a list of the conditions that have been agreed to, refer Terms and Conditions 2.

<sup>1</sup> If SM (Senior Manager) 1 to 4, approval is also required by the SM Remuneration Committee.