



Private-plated vehicles

Background

1. A private-plated (PPV) vehicle for work related and private purposes or private-plated vehicle allowance (PPVA) in lieu of the vehicle is provided to eligible senior staff under clause 23 of the Enterprise Agreement.
2. PPVs are leased through a whole-of-government fleet provider, currently sgfleet, and serviced, maintained, insured and fuelled at Commonwealth expense.
3. For any queries relating to PPV orders and the running of a private-plated vehicle, please contact the sgfleet MaPS Manager on 03 6242 2102 or email: MPSVIP@sgfleet.com.

Price cap and optional extras

4. The selection of a vehicle from the list approved by the Special Minister of State is subject to a vehicle price cap. The price cap is the current luxury car tax threshold for non-fuel efficient vehicles as determined by the Australian Taxation Office.
5. Where derivatives of a vehicle on the list have a recommended retail price which exceeds the threshold, these models will not be available.
6. Optional extras, fitted by the vehicle dealer, may be included. Where the cost of the optional extras brings the total value of the vehicle above the price cap, the employee is required to pay the difference by way of a lump sum payment.
7. All optional extras included in the cost of the lease must be kept with the vehicle.
8. The cost of the following dealer-fitted optional extras are not taken into account when determining the total value of the vehicle:
 - a. automatic transmission;
 - b. bonnet protector;
 - c. cargo barrier;
 - d. carpet mats;
 - e. standard tow pack;

- f. factory-fitted Bluetooth handsfree mobile phone functionality, where this is not factory fitted), a separate handsfree mobile phone car kit will not be installed after delivery of the vehicle, but additions such as an external aerial may be added);
- g. bull bar (or similar), driving lights or a kangaroo repellent device where the Department considers that an employee will be using the vehicle in circumstances where collision with kangaroos or other wildlife is likely;
- h. electronic stability control;
- i. reverse parking sensor and/or factory-fitted reverse cameras;
- j. a full size steel spare wheel on a vehicle where this is not standard; and
- k. a first aid kit.

Lease arrangements

- 9. It is expected that employees will retain the vehicle for the entire length of the lease term. When determining the term of a lease, Ministerial and Parliamentary Services examines the projected usage of the vehicle (i.e. the number of kilometres likely to be driven), as well as factors such as the warranty provided for the vehicle and the local road and weather conditions. The lease will be reviewed regularly against these projections and may be adjusted to ensure the lease achieves value for money. Lease terms are typically two or three years.
- 10. If an employee has chosen to have a private-plated vehicle, an interim vehicle may be provided while waiting for the ordered vehicle. These Guidelines apply equally in respect of an interim vehicle.
- 11. On occasion, the fleet manager has surplus vehicles. Typically, these are vehicles that have been returned prior to the expiry of the original lease period. As termination penalties for leased vehicles can be large, the fleet manager, in conjunction with the Department, will reassign any surplus vehicle where practicable.
- 12. An employee may purchase the vehicle at the end of the lease period (details of arrangements can be obtained from the fleet manager).
- 13. At the conclusion of an employee's employment (or temporary progression, if applicable) or the lease, it is the employee's responsibility to promptly return the vehicle to the fleet manager. Any costs related to the vehicle incurred between the end of employment (or temporary progression, if applicable) and the return of the vehicle to the fleet manager, will be the employee's responsibility.

Fuel cards and car washing

14. Fuel cards issued with the vehicle also allow for the use of vehicle washing facilities. The Commonwealth will not meet the costs for car washing facilities that are not accessed with an issued fuel card. Employees may make reasonable and responsible use of the fuel cards in accordance with these Guidelines.
15. Odometer readings are required to be recorded when using fuel cards. Where petrol stations do not have provision for electronic recordings of odometer readings, a receipt should be obtained and the odometer reading recorded on it. The receipt should be scanned and forwarded to the Department via email.
16. Fuel cards are issued by sgfleet and provided with the PPV for diesel, unleaded petrol and car washing services, but NOT for premium unleaded (unless specified by the manufacturer). The odometer reading must be entered every time the car is refuelled.
17. If the fuel card is unable to be used (such as because of a technical failure), an sgfleet reimbursement form can be downloaded from their website and returned with the receipt and odometer reading.
 - » Refer to [sgfleet Reimbursement Form](#)
18. Please note that the Department will not authorise payment of accounts where odometer readings are not provided. They are essential to ensure that fuel bills can be matched to vehicle use. Failure to provide odometer readings will lead to the employee concerned being asked to personally certify accounts for payment and/or the cancellation of the fuel cards.

Maintenance and servicing

19. It is the employee's responsibility to ensure that the vehicle is regularly serviced in line with the manufacturer's warranty (and as shown on the sticker on the vehicle windscreen). The vehicle's service book, located in the glove box of the vehicle, should be checked regularly to ensure periodic services are undertaken. Servicing should be organised directly with the local sgfleet associated service agent.
 - » Refer to [sgfleet Service Locator](#)
20. The sgfleet PPV Driver's Guide has details on who to call for servicing, tyres, windscreens, batteries and roadside assistance.
 - » Refer to [sgfleet PPV Driver's Guide](#)
21. When an employee returns a vehicle to the fleet manager at the vehicle changeover, end of lease, end of temporary progression, or end of employment, any charges incurred for excess wear and tear, as determined by the fleet manager, are the responsibility of the employee.

- » Refer to [sgfleet PPV Driver's Guide](#)

Accidents and vehicle damage

22. Breakdown and accident services are provided through arrangements made by the relevant vehicle manufacturer with the local roadside service provider. The details of the arrangements are provided with the vehicle.
23. All damage to the PPV, however minor, must be reported and repaired promptly to sgfleet's 24 hour hotline: 1800 009 082. Any theft or malicious damage involving the vehicle must be reported to the Police.

- » Refer to [sgfleet PPV Driver's Guide](#)

24. In the case of an accident where the employee, another MOP(S) Act employee, or a Senator or Member is using the vehicle on official business, the Department will be responsible for paying any insurance excess. In the case of an accident where the employee, a member of the employee's family, or other person is driving the vehicle for personal use (e.g. weekends, during approved absences), the employee will be responsible for the excess.
25. Employees should note that there are exclusions associated with the vehicle insurance. Employees must not do anything which renders void or voidable the insurance policy on the vehicle. For example, insurance will be void and excluded if the driver was under the influence of drugs or alcohol, or does not hold a valid licence to drive the vehicle. Similarly, the insurance will be void if the vehicle is used for personal gain or profit, in a contest, race or trial, or in any way that would negate the manufacturer's warranty. Further details of the fleet manager's insurance policy can be obtained from Ministerial and Parliamentary Services.

Parking, tolls and infringements

26. PPV holders are personally responsible for payment of any fine specified on an infringement notice (including any related administrative fees), other than where a statutory declaration has been returned to the issuing authority identifying another person as the driver of the vehicle at the time of the infringement. These costs will not be met by the Commonwealth.
27. Toll and parking costs can only be met for MOP(S) Act employees when travelling on official business.

- » Refer to [IPEA - staff travel expenses reimbursement claim](#)

28. Employees with a private-plated vehicle registered in the ACT receive a 'B Class label' which allows the vehicle to be parked in certain restricted parking spaces reserved for Commonwealth vehicles. A B Class label is not provided when PPVA is paid.

Use of a private-plated vehicle

29. An employee provided with a private-plated vehicle is required to have the vehicle available during work hours for official business use by other employees of the employing Member.
30. Private-plated vehicles are not to be used for commercial purposes.
31. Employees may use the vehicle and fuel cards while on approved paid leave of any duration.
32. Employees may use the vehicle and fuel cards during periods of unpaid leave of up to 30 calendar days' duration. The vehicle and fuel cards must be returned to the fleet manager during any period of unpaid leave of more than 30 calendar days' duration, unless the employee agrees to pay the vehicle lease costs and fuel card expenses for the entire duration of the unpaid leave.

Private-plated vehicle allowance

33. PPVA is taxable and paid fortnightly with salary.
34. PPVA will be paid from the commencement of employment at an eligible classification and will cease on the day before a vehicle, including an interim vehicle, is made available to an employee.
35. Where an employee has a vehicle made available to them, he or she may only be paid PPVA after the vehicle is returned at the end of the lease period and a replacement vehicle is not requested.
36. PPVA is paid in full during any period of leave on full pay; is reduced in line with salary during any period of leave on reduced pay; and is not paid during any period of leave without pay.
37. The pro rata amount of PPVA for part-time employees whose ordinary hours of work are less than 30 hours per week is calculated in accordance with the formula below:

Average ordinary hours of work x Rate of PPVA / 38 hours