



Motor Vehicle Allocation Policy

Policy Number	16
Policy Category	Administrative
Date Adopted	21 July 2025
Resolution Number	CNL/25/163
Approval Authority	Council
Review Date	June 2028
Policy Version Number	7
Policy Owner	Infrastructure Department
Contact Officer	Director of Infrastructure

PURPOSE

This policy seeks to provide executive guidance on the allocation, and private use, of vehicles within Council and details how vehicles are to be considered when included in remuneration packages.

This policy also sets the key parameters for the provision of a vehicle to members of the Executive Leadership Team (ELT), managers and other eligible employees where approved as part of their conditions of employment.

POLICY OBJECTIVES

This policy seeks to:

- promote operational capability and efficiency within council
- optimise the capital and operational cost of vehicles to council
- provide a vehicle selection which recognises various levels of responsibility
- promote the attraction and retention of staff
- achieve consistency in the provision of vehicles.

COMMENCEMENT OF POLICY

This Policy will commence on adoption. It replaces all other specific Motor Vehicle policies of Council (whether written or not).

SCOPE

This policy applies to Councillors and staff who have been allocated a Council vehicle.

HUMAN RIGHTS COMMITMENT

Council has considered the human rights protected under the *Human Rights Act 2019* (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decision in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

POLICY STATEMENT

The Chief Executive Officer, Executive Leadership Team, managers and other eligible employees may be provided with a vehicle for official and private use as part of their terms and conditions of employment.

Other employees may be provided with a vehicle for operational purposes where the CEO or delegate approves the provision of a vehicle.

The Mayor is entitled to be provided with, for exclusive use, a fully maintained (including fuel) Council-owned vehicle for Council Business. All other Councillors are entitled to access to a Council-owned vehicle (including fuel) for Council Business, as and when required.

CONTEXT

As and when the circumstances require, Councillors and Responsible officers shall enter into a Motor Vehicle Agreement with the CEO or delegate on behalf of Council that ensures compliance with this Policy.

To the extent relevant, this policy must also be read and applied in conjunction with the Use of Council's Plant and Vehicle Policy.

STANDARDS

SPECIFIC AND STANDARD

General

The vehicle options available to the Mayor, CEO, Executive Leadership Team and managers and other eligible employees, subject to individual contract arrangements, are as follows:

- a) Select a vehicle for their position from the approved vehicle list in Schedule A - Vehicle Entitlement Guidelines;

In situations where the CEO or delegate has approved a part time employee to receive a restricted private use vehicle benefit as part of their employment conditions, the relevant pro-rata amount of the benchmark remuneration value may be provided to the employee in lieu of the provision of a vehicle.

The CEO may suspend or cancel any Motor Vehicle Agreement at his/her discretion.

CATEGORIES OF VEHICLE ALLOCATION

Councillors

The Mayor is entitled to be provided with, for exclusive use, a fully maintained (including fuel) Council-owned vehicle for Council Business.

All other Councillors are entitled to access to a Council-owned vehicle (including fuel) for Council Business, as and when required.

Staff

There are three categories of vehicle allocation:

- Full Private Use (FPU) – generally extends to the CEO, Executive Leadership Team and Managers;
- Restricted Private Use (RPU) – extends to other eligible employees; and
- Commuter (CU) – extends to approved employees.

Full Private Use

Vehicles under this category are required primarily and specifically for operational or business activities of Council. The availability of this category of vehicle for full private use is secondary to the above requirement and must also provide a quantifiable benefit to Council. It is at the sole discretion of the CEO or delegate if this benefit is offered to an employee as part of the employee's terms and conditions of employment.

The benefit provides for a fully maintained, comprehensively insured and registered vehicle including fuel, for use at the discretion of the responsible officer, subject to the contents of this policy and employment contract provisions (if applicable). Magnetic corporate logos are to be applied to both front doors of the vehicle at all times other than for employees who are on approved leave.

Private use is not available during periods of unpaid leave.

Private use of vehicles during periods of paid leave greater than eight (8) weeks per financial year must be authorised by the CEO or delegate.

Restricted Private Use

Vehicles under this category are required primarily and specifically for operational or business activities of Council. The availability of this category of vehicle for restricted private use is secondary to the above requirement and must also provide a quantifiable benefit to Council. It is at the sole discretion of the CEO or delegate if this benefit is offered to an employee as part of the employee's terms and conditions of employment.

The benefit provides for a marked, fully maintained, comprehensively insured and registered vehicle including fuel, for use at the discretion of the responsible officer, subject to the contents of this policy and employment contract provisions (if applicable).

The private use of the allocated vehicle is generally restricted to within the shire boundary, but the CEO has the discretion to approve variations in specific circumstances.

Private use is not available during periods of paid or unpaid leave.

Commuter Use

Vehicles under this category are required primarily and specifically for operational or business activities of Council. The availability of this category of vehicle for commuting home to work is secondary to the above requirement and must also provide a quantifiable benefit to Council.

The benefit provides for a marked, fully maintained, comprehensively insured and registered vehicle for the specific business use of the responsible officer, subject to the contents of this policy. The vehicle is to be used for work purposes only and for travel between home and the worksite/workplace using the most direct route to be negotiated on a case-by-case basis, subject to the approval of the CEO. The provision of a CU vehicle may be withdrawn at any time by the CEO.

Commuter related use does not form in any part, a cash payment of Total Remuneration Package.

Employees approved for Commuter Use may not nominate other drivers to use the vehicle for commuting purposes other than in instances where the vehicle is required to attend to an operational matter such as an after-hours callout and the responsible officer is unavailable to attend.

An allocated vehicle in this category will be made available for use by all other employees during business hours (to be returned to the workplace) when the officer allocated the vehicle is on leave for more than two days or the manager deems there is a reasonable operational need during the absence of the officer.

BENCHMARK REMUNEERATION VALUES OF VEHICLES

Refer to Schedule A – Motor Vehicle Entitlement Guidelines for details of benchmark remuneration values.

VEHICLE SELECTION

General Guidelines

Council provides services and programs across its area to meet its corporate objectives. The primary purpose of operating vehicles is to facilitate the delivery of corporate objectives. Where necessary, Council will optimise the use of its vehicle fleet whilst ensuring that staff can effectively perform their duties.

Risk management principles and the content of the position description are used to determine the operational vehicle requirements for each position. Vehicles are provided on a fit-for-purpose basis.

Vehicle selection shall have regard to:

- the operational need of Council including being fit for purpose;
- due regard to environmental impacts (through CO2 emissions and cradle to grave costs);
- ANCAP safety rating; and
- whole-of-life cost considerations including price, resale, fuel usage and FBT implications.

The whole-of-life valuations undertaken by the Director Infrastructure Services will reflect the true cost to Council of the provision of a vehicle.

All vehicles selected must meet the operational needs of Council in the first instance with any personal requirements being a secondary consideration.

Like-for-like replacements are not necessarily the norm. Vehicle capabilities, operational needs, business policies and business direction change over time making it necessary to carefully assess the need for any additional or replacement vehicle and their future application.

The Director Infrastructure Services will review annually the list of approved vehicles in Schedule A - Vehicle Entitlement Guidelines, based on the above criteria. The revised list will require CEO approval prior to it becoming effective.

Where a particular type of vehicle (including accessories) is required for operational purposes and it is not listed in Schedule A - Vehicle Entitlement Guidelines for the position, the vehicle is to be selected subject to the approval of the CEO.

Accessories may be fitted to a vehicle where regularly required for operational purposes and a suitable vehicle with the required accessories is not readily or economically available.

Under exceptional circumstances, as approved by the CEO or delegate, vehicle choice may be upgraded where it is substantiated that there are legitimate occupational health and safety concerns, or issues relating to personal demands that warrant exception. In circumstances relating to personal demands, the responsible officer may be required to fund any additional costs above the relevant benchmark vehicle value by way of pre/post-tax salary sacrifice arrangements. The Director Infrastructure Services will provide details of additional funds to be contributed and advise the Human Resources officer should this option be taken up to action the necessary terms and conditions of employment change.

Commuter Use

Vehicles purchased for commuter use will be commercial vehicles unless the CEO approves otherwise.

Features – All Vehicles

Where possible the following are guidelines for standard features and anything outside these guidelines requires approval by the relevant Director:

- Diesel engine
- Air conditioning
- Minimum ANCAP rating of 4 stars
- Tinted windows
- Blue tooth phone connectivity
- Floor Mats
- Mud Flaps
- Side Steps
- Steel Bullbar (airbag compatible)
- UHF radio
- Automatic transmission
- Cruise control – Factory fit only

Spotlights & LED Light Bar
Mobile phone external aerial and car kit

Optional Extras

Optional extras, in addition to the features listed above, are not available without written approval of the relevant Director.

Where optional extras are approved, the responsible officer shall reimburse Council for the initial cost of approved optional extras (including fitting if required) through salary sacrifice arrangements. Optional extras remain the property of Council and will be sold with the vehicle with no provision for reimbursement to the responsible officer.

Where practical, optional extras will be transferred to a replacement vehicle or otherwise purchased with the replacement vehicle at no cost to the responsible officer.

Allocation of Vehicle Types

Vehicles may be reallocated or swapped between staff as authorised by the CEO to ensure the lowest life cycle cost to Council. This is primarily related to lowering the cost of FBT and care will be taken to facilitate this between vehicles of a like benchmark value and capability. This does not apply to vehicles where the responsible officer has contributed towards its capital cost through pre-tax salary sacrifice arrangements.

RESPONSIBILITIES

Chief Executive Officer (CEO)

- a) Initially approve, then annually review the positions, as nominated by the Executive Leadership Team Member, to which a vehicle entitlement will be applied;
- b) Consider applications to upgrade vehicles for operational or private demands;
- c) Approve amendments to the list of positions to which a vehicle entitlement will be applied as required;
- d) Suspension or cancellation of any Motor Vehicle Agreement;
- e) Authorise Restricted Private Use Motor Vehicle Agreements for other eligible employees as noted in Schedule A - Motor Vehicle Entitlement Guidelines;
- f) Authorise Commuter Use agreements;
- g) Authorise private use of vehicles during periods of paid leave greater than 8 weeks per financial year;
- h) Authorise the replacement of restricted private use vehicles within their group where the vehicle type selected by the responsible officer meets the requirements of Schedule A - Motor Vehicle Entitlement Guidelines;
- i) Review the need for a vehicle entitlement to be attached to a vacant position prior to approving the request.

Directors

- a) Approve Commuter Use Motor Vehicle Agreements within their department;
- b) Regularly review the allocation of vehicles for commuter use and recommend to the CEO those positions to which a commuter use vehicle should be offered;
- c) Approve the selection of commuter use vehicles within their department;
- d) Recommend to the CEO the termination of any Restricted Private Use Motor Vehicle Agreement relating to employees within their department; and
- e) In consultation with the CEO, initially determine and annually review the positions within their department to which a motor vehicle agreement shall apply.

Director Infrastructure Services

- a) Provide and maintain vehicles (as approved within the budget);
- b) Recommend appropriate vehicles for inclusion in Schedule A - Motor Vehicle Entitlement Guidelines having regard to this policy and provide an updated list for CEO approval annually;
- c) Provide regular vehicle allocation reports to the Executive Leadership Team;
- d) Provide ongoing calculations of historical whole-of-life costs to Council as part of the investment and financing decisions for vehicles;
- e) Propose reallocation of vehicles to maintain optimal use to the CEO.

Director Corporate Services

- a) Calculate the annual FBT payments for and provision of this information to the Human Resources/Payroll Officer for payment summary inclusion;
- b) Provide advice to the CEO with respect to financing arrangements for the fleet i.e. lease/borrow versus buy.

CONDITIONS OF USE

Vehicle users must comply with the provisions of the Use of Council's Plant and Vehicles Policy.

ACCIDENT OR BREAKDOWN PROCEDURES

Council will ensure full private use vehicles have 24-hour roadside assistance. In the event of an accident or breakdown, the procedure outlined in the Vehicle User Guide placed in the glove box of each Council vehicle must be followed.

The employee must advise the Infrastructure Manager of any accident, theft or breakdown event. The employee is required to promptly complete relevant forms and documents as reasonably requested by the Infrastructure Manager.

TEMPORARY REPLACEMENT VEHICLES

Council will endeavour to source a replacement vehicle from internal or external sources where a Council vehicle is off the road for repairs for a period greater than two (2) days due to no fault of the driver.

IDENTIFICATION

All vehicles, other than those with private use (and where the vehicle is being driven outside the shire on approved leave), shall be clearly marked with Council's logo unless the CEO approves another arrangement to meet the Council's business needs.

CHANGE OF POSITION

The right to use the allocated Council vehicle only applies while the responsible officer holds their current position. Should the responsible officer change positions, the right to use a Council vehicle may be forfeited. If this is the case, the allocated vehicle is to be returned to the Infrastructure Manager to ensure appropriate documentation and costs are managed correctly.

CONTRAVENTION OF MOTOR VEHICLE POLICY

The CEO or delegate will be the final arbiter in respect to this policy and deal with any conduct in contravention of this policy at their discretion.

DEFINITIONS

Term	Definition
Act	<i>Local Government Act 2009</i>
Benchmark Remuneration Value	The maximum amount included in the remuneration package of eligible employees available under this policy. The amount includes return on capital, maintenance, fuel, insurance, fringe benefits tax (whole-of-life costs) and any other matter.
Benchmark Vehicle Value	The benchmark remuneration value comprises two components; one being the private value to the officer valued at 70 percent of the benchmark value and the other being the value for business purposes valued at 30 percent of the benchmark value.
CEO	The Chief Executive Office of the Diamantina Shire Council or the CEO's delegate.
Council	Means Diamantina Shire Council
Council Business	<ul style="list-style-type: none"> •Attending civic ceremonies and community events such as representing Council at Anzac Day ceremonies, or opening a school fete, where they have been formally invited in their capacity as Councillor to undertake the official duty •Attending public meetings, annual meetings or presentation dinners where invited or authorised to attend as a Councillor

Term	Definition
	<ul style="list-style-type: none"> •Attending meetings of community groups where invited to speak about Council programs or initiatives. •Private meetings with constituents (residents, ratepayers, community groups, developers etc), where arranged through official Council channels and details of discussions are documented in official records or diaries.
Executive Leadership Team	A member of the Executive Leadership Team – Executive Director, Chief Operating Officer or Director positions
Marked	The application of the DSC corporate logo to both front doors that identify the vehicle as a DSC vehicle. To avoid any uncertainty, stickers do not include magnetic signage.
Other eligible employee	A position identified in Schedule A - Motor Vehicle Entitlement Guidelines to which a vehicle entitlement will be applied.
Policy	A policy is a statement of Council's position that provides context for procedures and guides.
Regulation	<i>Local Government Regulation 2012</i>
Responsible Officer	The responsible officer is the person to whom the vehicle is allocated. This includes vehicles permanently assigned or hired on a short-term basis. The responsible officer shall be designated by the CEO or delegate.
Total Remuneration Package (TRP)	The maximum amount included in the remuneration package of eligible employees available under this policy. The amount includes return on capital, maintenance, fuel, insurance, fringe benefits tax (whole-of-life costs) and any other matter.

SUPPORTING DOCUMENTATION

Legislation	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Transport Operations (Road Use management – Road Rules) Regulation 1999</i>
Council Policies	<ul style="list-style-type: none"> • Use of Council's Plant and Vehicles Policy • Vehicle User Guide
Council Delegations	<ul style="list-style-type: none"> • Financial Delegations
Council Forms	<ul style="list-style-type: none"> • Motor Vehicle Agreement • Plant Running Sheet
Supporting Documents	<ul style="list-style-type: none"> • Corporate Plan 2022 - 2027

VERSION CONTROL

Version	Adopted	Comment	eDRMS #
1	16/02/2015	Minute No.2015.02.17	
2	20/02/2017	Minute No.2017.02.20-OM-13	
3	21/02/2018	Minute No. 2018.02.21-OM-6	
4	20/08/2018	Minute No. 2018.08.20-OM-8	
5	22/06/2020	Minute No. 2020.06.22-OM-14	
6	20/01/2025	Resolution No. CNL-25/08/	323466
7	21/07/2025	Resolution No. CNL/25/08/163	327702

SCHEDULE A - MOTOR VEHICLE ENTITLEMENT GUIDELINES**Full Private Use Vehicles**

Position	Benchmark Remuneration Value	Benchmark Vehicle Value	Vehicle Selection List
Chief Executive Officer	As per employment contract	As per employment contract	Toyota Landcruiser GXL Wagon
Executive Leadership Team - Directors	\$20,000	\$62,500	Toyota Fortuna, Utility

Restricted Private Use Vehicles

Position	Benchmark Remuneration	Benchmark Vehicle Value	Vehicle Selection List
Workshop Supervisor	\$12,000	Not Applicable	Allocated Work Vehicle
Crew Supervisor	\$12,000	Not Applicable	Allocated Work Vehicle
Town Supervisor	Nil	Not Applicable	Allocated Work Vehicle
Multi-skilled Foreman	Nil	Not Applicable	Allocated Work Vehicle
Roadworks Ganger (Construction)	Nil	Not Applicable	Allocated Work Vehicle
Roadworks Ganger	Nil	Not Applicable	Allocated Work Vehicle

Private use is limited to within the shire, however the Town Supervisor should maintain UHF reception with the relevant town to ensure that they can respond promptly to callouts as they arise, as the private use of the vehicle is provided in lieu of being paid an on-call allowance.

Commuter Use

Position	Benchmark Remuneration	Vehicle Selection List
As approved by CEO	Nil	Determined by Director of Infrastructure in consultation with relevant department