

# Diamantina Shire Council

## Policy Document



## MOTOR VEHICLE POLICY

CONTROL	
Policy Number	16
Policy Type	Administrative
Authorised by	Council
Head of Power	Local Government Act 2009
Responsible Officer	Chief Executive Officer
Adopted / Approved	20 January 2025, Resolution No. CNL-25/08
Last Reviewed	22 June 2020, Minute No. 2020.06.22-OM-14
Next Review Due	30 June 2026
Version	6

### 1. INTRODUCTION

#### 1.1 PURPOSE

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

This policy provides clarity and consistency in relation to the provision of vehicles for staff use. This policy also sets the key parameters for the provision of a vehicle to members of the Executive

Management Team (EMT), managers and other eligible employees where approved as part of their conditions of employment.

#### 1.2 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.

### **1.3 COMMENCEMENT OF POLICY**

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

## **2. POLICY**

### **2.1 CONTEXT**

This policy applies to Council staff that have been allocated a Council vehicle or otherwise received the cash equivalent of the vehicle entitlement.

## **3. STANDARDS AND PROCEDURES**

### **3.1 SPECIFIC AND STANDARD**

#### **3.1.1 General**

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.

Where Council is not disadvantaged, novated leases via salary sacrifice arrangements are considered as part of this policy framework to the extent that receiving the cash equivalent option in lieu of a vehicle may be provided, subject to CEO approval.

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

- (a) Select a vehicle for their position from the approved vehicle list in Schedule A - Vehicle Entitlement Guidelines;
- (b) Select a vehicle deemed to be of lower value than entitlement for possible receipt of the difference as salary subject to CEO approval; or
- (c) Elect to receive a cash equivalent in lieu of a vehicle, as part of their conditions of employment as approved by the CEO. It should be noted that generally this cash-out will not be available where the effective loss of a vehicle from the vehicle pool creates operational difficulties.

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.

### **3.2 CATEGORIES OF VEHICLE ALLOCATION**

There are three categories of vehicle allocation:

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

#### **3.2.1 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.

Vehicles under this category are considered part of the 'car pool' and are available for use by all staff.

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 the employee is not on approved leave.

Private use is not available during periods of unpaid leave.

All private use must be recorded on the light plant sheet.

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.

#### **3.2.2 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 for specific positions.

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

### **3.2.3 *Commuter***

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.

CU does not include:

- a) Transportation of family members or members of the public, unless for work related purposes;
- b) Transportation of other employees to and from work unless they live on a direct route to work or meet the driver at the premises where the vehicle is garaged;
- c) Visits to private or non-work related locations other than isolated instances such as stopping at a shop on the way home via the direct route; or
- d) Use of the vehicle during work breaks for private purposes.

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 Council business such as an after-hours callout and the responsible officer is unavailable to attend.

The vehicle will be made available to all other employees during business hours and must be returned to the workplace in all instances of leave exceeding two days or circumstances where the manager deems there is a reasonable operational need for the vehicle during the officer's absence.

### **3.3 *MOTOR VEHICLE AGREEMENT***

Responsible officers shall enter into a Motor Vehicle Agreement with the CEO or delegate on behalf of Council that ensures compliance with this Policy.

### **3.4 BENCHMARK REMUNERATION VALUE OF VEHICLES**

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

### **3.5 VEHICLE SELECTION**

#### **3.5.1 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.

#### **Restricted Private Use**

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.

### **3.5.2 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
- Navman GPS satellite tracking
- Heavy Duty Towbar
- Canvas seat covers
- Automatic transmission
- Metallic paint
- Cruise control – Factory fit only
- Spot Lights & LED Light Bar
- Quality seat covers
- Mobile phone external aerial and car kit.

### **3.5.3 Optional Extras**

Optional extras, in addition to the features listed in 3.5.2 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.

#### **3.5.4 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.

#### **3.5.5 Changeover of Vehicles**

The changeover period for the various types of vehicles is based on lifecycle costing principles and will be generally between 60,000km and 80,000km with the inclusion of a timed replacement period. Case- by-case assessments will also be carried out ensuring lowest possible whole-of-life costing is achieved.

### **3.6 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) Approve any 'cash-out' arrangements;
- (c) Consider applications to upgrade vehicles for operational or private demands;
- (d) Approve the replacement of private use vehicles for Executive Leadership Team Member/ Managers;
- (e) Approve amendments to the list of positions to which a vehicle entitlement will be applied as required;
- (f) Suspension or cancellation of any Motor Vehicle Agreement;
- (g) Authorise Restricted Private Use Motor Vehicle Agreements for other eligible employees as noted in Schedule A - Motor Vehicle Entitlement Guidelines;
- (h) Authorise Commuter Use agreements;
- (i) Authorise private use of vehicles during periods of paid leave greater than 8 weeks per financial year;
- (j) 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;
- (k) Review requests to cash out vehicle entitlements;
- (l) Review the need for a vehicle entitlement to be attached to a vacant position prior to approving the request.

#### Executive Leadership Team

- (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

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- 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.

### Employees

- (a) Any employee who is provided with the use of a vehicle as part of their conditions of employment and/or work needs must comply with this policy and any legislation applicable to the provision of the vehicle.

## **3.7 CONDITIONS OF USE**

The responsible officer, to whom a Council vehicle is provided, including any short-term hire arrangements, must ensure that it is properly cared for. Day-to-day maintenance includes keeping the vehicles exterior and interior in good condition.

Vehicles are to be serviced in accordance with appropriate vehicle servicing standards and manufacturers guidelines. Responsible officers may be held responsible for costs incurred for cleaning the vehicle or in repairing damage to or deterioration in the condition of the vehicle that is in excess of reasonable wear and tear.

The use of Council's vehicles during business hours, including use by responsible officers, is to be managed whenever practical to do so through car pool arrangements. Use of Council vehicles after hours by staff other than responsible officers must also be arranged through the relevant car pool unless an approved alternative arrangement exists.

The Council vehicle assigned to a responsible officer must not be used:

- (a) for transportation of persons or goods for hire or reward;
- (b) for any unlawful purpose;
- (c) for any purpose of a commercial nature which is not Council related (e.g. a personal business venture);
- (d) to compete in any race, speed test, car rally or competition whatsoever;
- (e) in a manner which may contravene the insurance policy and result in refusal to



- honour the insurance cover and/or the vehicle manufacturer's warranty;
- (f) to stow or store privately owned firearms.

Interpretation regarding implementation of the Motor Vehicle Policy shall be at the sole discretion of the CEO.

#### **3.7.1 Maintenance of Vehicles**

The responsible officer must ensure that oil, water and tyres are checked regularly (weekly is preferred) and that Workshop Running Sheets are filled in and submitted. The Responsible Officer must fill in Plant Running Sheets and submit them weekly. The exterior and interior of the vehicle must be kept in a clean and reasonable condition.

Responsible officers with private or restricted private use should note that Council will not meet the costs of cleaning the interior or exterior of the vehicle except where approved by the Director Infrastructure Services in exceptional circumstances.

It is the responsibility of the responsible officer to ensure that scheduled servicing is maintained in accordance with manufacturer's recommendations.

The Workshop Supervisor will advise the responsible officer when their vehicle is due for servicing. Service of vehicles must be carried out in accordance with the manufacturer's service book recommendations. Faults that may occur during the life of a vehicle should be reported to enable arrangements to be made for repair as soon as they are observed by or notified to the responsible officer.

The responsible officer may be required to reimburse Council for any costs incurred by Council in cleaning the vehicle or in repairing any damage to, or deterioration in the condition of, the vehicle as a result of the responsible officer's actions, in excess of Council's reasonable assessment of normal wear and tear and deterioration that would be expected if the vehicle had been used and cared for strictly in accordance with this Policy.

#### **3.7.2 Roadworthiness**

It is the responsible officer's duty to ensure that the vehicle is maintained in a roadworthy condition and they should inspect the vehicle prior to driving it to ensure that it is in a roadworthy condition, especially the condition of tyres, windscreen and lights. No vehicle is to be driven if there is any doubt as to its roadworthiness. This must be brought to the attention of the Workshop Coordinator immediately.

Vehicles shall not be driven in areas where damage may be incurred due to unfavourable ground conditions or where the vehicle may become bogged (wet or dry). Drivers shall exercise particular care and judgement at all times when driving Council vehicles.

#### **3.7.3 Driving Licence Requirements**

No person is permitted to drive a Council vehicle unless they hold a current driver's

licence for the class of vehicle provided, except where authorised tuition to upgrade a licence is being undertaken by a Council employee.

Any responsible officer whose licence is cancelled for any reason shall immediately notify their manager/CEO and will automatically forfeit rights for usage of any Council vehicle for at least the period of licence cancellation. The vehicle must be returned to the Director Infrastructure Services. The responsible officer shall not be entitled to the cash equivalent value of the vehicle for the duration that the licence is cancelled. Alternative arrangements will be at the discretion of the CEO.

Drivers in Council vehicles shall at all times:

- Have regard to all road traffic and other relevant regulations including the Transport Operations (Road Use Management – Road Rules) Regulation 1999;
- Show consideration for others on the road; and
- Set a good example to other road users.

#### **3.7.4 Authorised Drivers**

In the case of responsible officers with Restricted Private Use or Commuter use it is not permissible for any other person to drive the vehicle.

In the case of responsible officers with Full Private Use, nominated persons in the Motor Vehicle Agreement are permitted to drive the vehicle. The nominated person is restricted to the spouse (including de-facto spouse or partner) and other duly licensed drivers or duly licensed qualifiers. Where the driver is other than the spouse, either the responsible officer or his/her spouse must be present in the vehicle.

Notwithstanding the above, the CEO may, where special or extraordinary circumstances exist, authorise the driving of the vehicle by an immediate family member or business associate without the responsible officer or their spouse being present in the vehicle at the time, provided that the arrangement is temporary in nature.

#### **3.7.5 Refuelling of Vehicles**

Full Private Use vehicles will be issued with a fuel card. A number of fuel cards will be available for use when non Full Private Use vehicles are travelling outside of the shire.

Vehicles are to be refuelled at a council depot, a mobile fuel tanker, or if using a fuel card at the current preferred suppliers service stations. Accurate vehicle odometer readings must be recorded when refuelling all vehicles and Fuel Issue Sheets must be accurately completed by the responsible officer.

Responsible officers with restricted or full private use may refuel at any time at no cost to the employee, including during periods of approved leave.

#### **3.7.6 Infringements**

Council will not be liable to pay any fine or costs incurred by the driver of a Council vehicle if that person infringes against road traffic regulations, the local laws of any local government with respect to parking restrictions or any other regulation that relates to the use of vehicles.

The obligation for payment of an infringement and costs resides with the person in charge of the vehicle at the time of the infringement. The responsible officer is accountable for determining the driver at the time of the infringement if they were not in charge of the vehicle at that time. If the actual driver cannot be determined, the responsible officer will be held liable for the penalties and costs involved. Where the vehicle had been allocated from the carpool at the time of the infringement, the obligation for the payment of the associated costs will be at the discretion of the CEO.

By default, the responsible officer is deemed to be using the vehicle at all times. The responsible officer will ensure any other employee using the vehicle completes Workshop Running Sheets and Plant Running Sheets.

#### **3.7.7 Storage of Vehicles**

Where ever possible, responsible officers are to store the Council vehicle within the confines of their residential property after hours and preferably undercover. The vehicle must be securely locked at all times.

#### **3.7.8 Smoking in Vehicles**

Smoking is prohibited in all Council vehicles at all times.

#### **3.7.9 Items Left in Vehicles**

Leaving items in vehicles, especially valuables, should be avoided where possible. If items are left in a vehicle, they should be hidden from sight. Private items left in a vehicle are the responsibility of the owner.

#### **3.7.10 Motor Vehicle Insurance**

Council vehicles are insured under a comprehensive policy covering all vehicles, drivers and authorised passengers.

This insurance policy becomes null and void if the driver:

- Is convicted of being under the influence of alcohol or any prohibited substance.

In such cases the driver could become liable for damages including third party vehicles, injury and property damage.

The responsible officer is responsible for the payment of any excess imposed on Council by the insurance company as a consequence of the driver at the time of any accident being of an age which renders the imposition of an additional age-excess possible.

#### **3.7.11 Log Books/FBT (Fringe Benefits Tax)**

The responsible officer will ensure the completion of any log book relating to vehicle use as required by Council.

#### **3.7.12 Fatigue Management**

The responsible officer must not drive the allocated vehicle when tired. Where there is

another suitably qualified employee or a suitably qualified nominated driver (for Full Private Use vehicles), the driver of the vehicle shall be changed after every 2 hours of driving.

Where the responsible officer is the only suitably qualified driver in the vehicle, a rest break of 10 minutes should be taken outside the vehicle after each period of 2 hours.

#### **3.7.13 Satellite GPS monitoring**

All Council vehicles will be fitted with a Satellite GPS monitoring unit to improve the safety of the employees in the vehicle given the remote location. By driving the vehicle, the responsible officer accepts that Council may monitor the location of the vehicle at any time in accordance with its Use of Council's Plant and Vehicles policy in this regard.

### **3.8 ACCIDENT OR BREAKDOWN PROCEDURE**

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.

### **3.9 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.

### **3.10 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 Council business needs.

### **3.11 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.

### **3.12 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.

## 4. REFERENCE AND SUPPORTING INFORMATION

### 4.1 DEFINITIONS

To assist in interpretation, the following definitions shall apply:

WORD / TERM	DEFINITION
Council	Means Diamantina Shire Council.
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.
Cash equivalent	The capital purchase cost of a vehicle excluding GST and on-road costs (registration, insurance, etc.)
CEO	The cash equivalent may be set at either the total benchmark value or only the component of private value at the sole discretion of the CEO.
Executive Leadership Team	The Chief Executive Office of the Diamantina Shire Council or the CEO's delegate.
Marked	A member of the Executive Leadership Team – Executive Director, Chief Operating Officer or Director positions
Novated Lease	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 novated lease is a three way agreement that exists between employer, employee and the financier. There is an obligation for council for lease payments to be made by out of the employee's pre-tax salary, however the ownership of the vehicle is retained by the employee.
Policy	A position identified in Schedule A - Motor Vehicle Entitlement Guidelines to which a vehicle entitlement will be applied.
Responsible Officer	A policy is a statement of Council's position that provides context for procedures and guides.
Total Remuneration Package (TRP)	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.

### 4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS

LINKS TO SUPPORTING DOCUMENTATION
Local Government Act (2009)
Motor Vehicle Agreement

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Plant Running Sheet
Transport Operations (Road Use Management – Road Rules) Regulation 1999
Vehicle User Guide
Workshop Running Sheets

### **4.3 VERSION CONTROL**

VERSION NUMBER	DATE ADOPTED/APPROVED
Version 1 Original	16 February 2015, Minute No.2015.02.17
Version 2	20 February 2017, Minute No. 2017.02.20-OM-13
Version 3	21 February 2018, Minute No. 2018.02.21-OM-6
Version 4	20 August 2018, Minute No. 2018.08.20-OM-8
Version 5	22 June 2020, Minute No. 2020.06.22-OM-14
Version 6	20 January 2025, Resolution No. CNL-25/08

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

<b>Position</b>	<b>Benchmark Remuneration Value</b>	<b>Benchmark Vehicle Value</b>	<b>Vehicle Selection List</b>
Chief Executive Officer	As per employment contract	As per employment contract	Toyota Landcruiser GXL Wagon
Executive Leadership Team and Manager	20,000	\$62,500	Toyota Fortuna, Utility

**Restricted Private Use Vehicles**

<b>Position</b>	<b>Benchmark Remuneration Value</b>	<b>Benchmark Vehicle Value</b>	<b>Vehicle Selection List</b>
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-skill 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**

<b>Position</b>	<b>Benchmark Remuneration</b>	<b>Vehicle Selection List</b>
As approved by CEO	Nil	Determined by Infrastructure Manager in consultation with relevant department

The benchmark remuneration values listed above are based on travelling 25,001 kilometres per FBT year. These figures are used to determine 'eligible employees' entitlements under the 'cashing out' option. The benchmark values comprise 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. It is at the sole discretion of the CEO based upon the organisations operational or business needs whether cashing out arrangements are for the total benchmark value or only the component for private value. The benchmark values listed above will be reviewed annually at the discretion of the CEO.