

A black and white photograph of a car's front end, showing the headlight and wheel. The image is partially obscured by a blue graphic overlay.

Motor Vehicle Manual



Yarriambiack
SHIRE COUNCIL

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Chapter 1 - Motor Vehicle Policy

1. Objective

The purpose of this Motor Vehicle Policy is to establish a framework that guides:

- a) Usage of Council's motor vehicles.
- b) The life cycle of Council's fleet of motor vehicles.
- c) Private use of a Council motor vehicle as part of an employment agreement.

This policy is to be read in conjunction with the:

- a) Motor Vehicle Operating Use Procedure.
- b) Motor Vehicle Private Use Procedure.
- c) Motor Vehicle Fleet Ownership Procedure.

2. Responsibility

2.1 Chief Executive Officer (CEO)

- a) Authorise allocation of a Council motor vehicle with full private use as part of an employment agreement. Noting that this is not Council's preferred position to provide motor vehicles to employees for private use. This should only be offered in exceptional circumstances. Council's aim is to remunerate employees for the use of their own motor vehicle.
- b) Approve the selection and purchase or lease of a motor vehicle.
- c) Authorise any private use travel outside Victoria, South Australia, Australia Capital Territory (ACT) and New South Wales in a Council motor vehicle. Approval required by CEO to travel to Tasmania, Western Australia, Queensland and Northern Territory.
- d) Authorise commuter use of a motor vehicle with no private usage.
- e) Authorise modifications and changes to commuter use and private vehicles.
- f) The CEO can withdraw private use entitlements at any time due to retirement, resignation or breaches of this Policy and related motor vehicle procedures.

2.2 Chief Operating Officer

- a) Authorise operational vehicle use of Council motor vehicles with no private or commuter usage.
- b) Authorise temporary reallocation of an operational Council motor vehicle with no private or commuter use, due to leave or other reasons.
- c) Consult with the Plant Coordinator (or equivalent position) regarding any proposed changes to the use, allocation, or any other requested changes (including modifications) of an operational Council motor vehicle, with no commuter or private use.

2.3 Manager Corporate Services

- a) Administer this Policy in collaboration with associated procedures and be responsible for their interpretation and application.
- b) Calculate the employee contribution for private use of a Council motor vehicle (noting this is not Council's preferred option).
- c) Oversee the collection of the employee contribution via Council's payroll system.

- d) Calculate and recommend the department and business unit motor vehicle contributions as part of the Annual Budget process.
- e) Manage the insurance of Council's motor vehicle fleet, including insurance claims.
- f) Manage the allocation and coordination of the toll road accounts and e-tags, in conjunction with the Accounts Payable Officer.

2.4 Plant Coordinator

- a) Manage the acquisition (purchased or leased) and disposal of Council motor vehicles.
- b) Manage Council's motor vehicle fleet.
- c) Coordinate the repairs of any damaged Council motor vehicles.
- d) Brief all Council motor vehicle users where Council acquires a motor vehicle which incorporates new technology (for example a hybrid electric or fully electric motor vehicle) on the operation of that vehicle.
- e) Manage the vehicle checklists, including the servicing and repairs of vehicles.

2.5 Managers / Supervisors / Coordinators

- a) Monitor the usage and condition of all Council motor vehicles for employees' use within their department / business unit.
- b) Ensure that employees operate Council motor vehicles in accordance with this Policy and associated procedures.

2.6 People and Safety Officer

- a) Responsible for the provision of First Aid Kits in Council motor vehicles and the ongoing currency of the contents of those kits.

2.7 Employees Allocated Full Private Use of a Council Motor Vehicle

Make an employee contribution towards offsetting the costs of any private use of a Council motor vehicle.

2.8 Drivers of a Council Motor Vehicle

Operate the vehicle in accordance with the Motor Vehicle Operating Use Procedure.

3. Policy Statement and Scope

In 2024 a detailed review of fleet was undertaken, a long-term 10-year fleet replacement plan developed, and Council's Motor Vehicle Policy and suite of Procedures combined into a Motor Vehicle Manual.

The review considered a multi-faceted approach that involved analysing existing data, understanding the work function and requirements of each department, considering opportunities for innovation and efficiency, consideration of long-term financial sustainability, economic, social and environmental impacts of options and approaches.

This policy applies to any person authorised to drive a Council motor vehicle.

Yarriambiack Shire Council operates a fleet of motor vehicles which are provided to enable employees to perform their Council functions.

The Plant Coordinator will manage the acquisition and disposal of Council's fleet of motor vehicles in accordance with the Motor Vehicle Fleet Ownership Procedure and Fleet Replacement Plan. The Plant Coordinator will consider collaboration with other local governments and statutory bodies in the acquisition and disposal of motor vehicles in line with the Procurement Policy.

People authorised to drive a Council motor vehicle will operate the vehicle in accordance with the Motor Vehicle Operating Use Procedure.

3.1 Council Vehicle Fleet

Council's preferred approach to its fleet of vehicles is an ownership model.

3.2 Private Use Vehicles

The CEO may authorise the private use of a Council motor vehicle by certain employees as part of their employment agreement. The private use of a Council motor vehicle and the financial contribution made by employees towards that private use will be in accordance with the Motor Vehicle Private Use Procedure.

A private use vehicle will be designated for the position of Mayor. No other Councillors will be designated a private use vehicle.

3.3 Future Intent of Private Use Vehicles

The future plan is to phase out the provision of vehicles for personal use for all employees, including the CEO, within the next five years. This decision is based on the availability of more financially sustainable options, such as novated leasing, to meet this need as it arises. These options will be negotiated with certain employees as part of their employment agreement as per the discretion of the Chief Executive Officer.

4. Review of Manual

The Motor Vehicle Manual includes the Council's Motor Vehicle Policy, and three procedures related to Motor Vehicle Operating Use, Private Use, and Ownership. The Manual is reviewed every three years by the Chief Executive Officer and Council, in accordance with Council's policy review cycle.

Council approves for the Chief Executive Officer to make administrative changes to the policy that does not compromise the intent of the policy and associated procedures.

5. References

- *Occupational Health and Safety Act (2004)*
- Asset Lifecycle Policy
- Procurement Policy
- Procurement Management Manual

6. Definitions

Term	Definition
Approved Driver	An Assigned Officer's partner or child, or any person who normally resides in the assigned officer's household or any other person approved by the Chief Executive Officer.
Assigned Officer	An employee or Councillor whose position attracts a Council motor vehicle and has been granted either full private use or commuter use of a Council motor vehicle.
ATO	Australian Taxation Office.
Business Use	The purposes of providing employees with transport during a business day or after hours on Council business.

Term	Definition
CEO	Chief Executive Officer.
Commuter Use	<p>Where a Council motor vehicle has been provided to an employee where it is an expectation that the employee is required to start and/or finish at various locations and it is deemed beneficial for Council business efficiency for the vehicle to be garaged at the employee's residence.</p> <p>Usage of the vehicle outside of travel between home and the employee's place of work is not permitted.</p> <p>During periods of planned leave of more than five days the Council motor vehicle is to be returned to Council for use by other employees.</p>
Employee	A person employed by Council.
Fringe Benefits Tax	Fringe benefits tax (FBT) Australian Taxation Office (www.ato.gov.au)
Motor Vehicle	<p>A Council motor vehicle is a passenger vehicle and includes sedan, station wagon, utility, people mover, sport utility vehicle (SUV) or any other similar passenger vehicles.</p> <p>For the purpose of this procedure, the definition of Council motor vehicle does not include plant and equipment such as trucks, tractors, mowers, graders and earth moving equipment.</p>
Novated Lease	A three-way agreement between the employer, employee and a finance company. The employee leases a vehicle under a standard finance lease agreement, but the employer enters into an additional agreement for the term of the lease to take over the employee's obligation to pay the lease payments, the right to use the vehicle and other obligations under the finance lease.
Partner	A person who lives with the Assigned Officer on a bona fide domestic basis (whether married or not).
Passenger Vehicle	In the context of this Policy, a passenger vehicle includes all vehicles whose main purpose is to transport passengers but excludes buses.
Private Use	Any non-business travel in a Council motor vehicle, including travel between home and work.

7. Consistency with Governance Principles Local Government Act 2020

Governance Principle	Section of policy where covered
(a) Council decisions are to be made and actions taken in accordance with the relevant law;	Section 5 - References
(b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;	Section 3 – Policy Statement and Scope
(c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;	Section 3 – Policy Statement and Scope
(d) the municipal community is to be engaged in strategic planning and strategic decision making;	Section 3 – Policy Statement and Scope
(e) innovation and continuous improvement is to be pursued;	Section 3 – Policy Statement and Scope
(f) collaboration with other Councils and Governments and statutory bodies is to be sought;	Section 3 – Policy Statement and Scope
(g) the ongoing financial viability of the Council is to be ensured;	Section 3 – Policy Statement and Scope
(h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;	Section 3 – Policy Statement and Scope
(i) the transparency of Council decisions, actions and information is to be ensured.	Section 2 - Responsibility

In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—

- (a) the community engagement principles;
- (b) the public transparency principles;
- (c) the strategic planning principles;
- (d) the financial management principles;
- (e) the service performance principles.

Council Approved Policy, Procedure or Manual

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Policy Reviewed:	05 August 2020	CEO Approval – Administrative Change to Appendix A
	24 August 2022	Minute Page 21
	29 January 2025	Update

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Chapter 2 - Motor Vehicle Operating Use Procedure

8. Objective

The purpose of this Motor Vehicle Operating Use Procedure is to guide drivers of Council motor vehicles on the appropriate use of those vehicles.

9. Responsibility

The responsibilities applicable to this procedure are outlined in the Motor Vehicle Policy. This procedure is to be read in conjunction with the Policy.

10. Method

This Procedure applies to any person authorised to drive a Council motor vehicle (including Councillors, employees, contractors and volunteers).

It is the responsibility of the relevant Manager (or delegate) to bring this Procedure to the attention of each employee under their control that will be, or is likely to be, authorised to drive a Council motor vehicle. Where applicable, this Procedure will also be discussed as part of the employee's induction program.

10.1 General Conditions

10.1.1 Availability

All Council motor vehicles (this includes private use vehicles, except those motor vehicles assigned to the Mayor) form part of Council's carpool and must be made available for use by Approved Drivers for business use during each business day unless the vehicle is being utilised by the Assigned Officer.

10.1.2 Councillors

Councillors may on occasion require access to a Council motor vehicle, in situations where travel support would normally be provided.

10.1.3 Driver Induction

Where an Assigned Driver is required to drive a Council motor vehicle as part of their role, the holding of an appropriate driver's licence to drive a motor vehicle in the State of Victoria will be included within their position description. Induction for new employees about motor vehicle use (including this Procedure) shall be part of the corporate induction process. Induction on carpool vehicle location, booking and refuelling will be the responsibility of each Line Manager.

Where Council acquires a motor vehicle which incorporates new technology (for example a hybrid electric or fully electric motor vehicle) a wider briefing to all Council motor vehicle users will be undertaken by the Plant Coordinator.

10.1.4 Breaches

Any breaches of this Procedure will be dealt with in accordance with the Council's Human Resource Policy and Guidelines Manual.

10.1.5 Liability

Any person operating a Council motor vehicle who causes death, injury or property damage through negligence or non-compliance with any Commonwealth or State law, local law or Council Policy or Procedure may be held financially and legally responsible for their actions.

10.1.6 Vehicle Allocation

The allocation and / or use of a Council motor vehicle shall not be regarded as a condition of employment unless stipulated under an employment agreement. As per the

Motor Vehicle Policy, the Chief Executive Officer has the discretion to allocate a Council motor vehicle with full private use as part of an employment agreement. Being allocated a Council motor vehicle is a privilege and not a right.

10.2 User Responsibilities

10.2.1 Licence Requirements

Every Approved Driver who drives a Council motor vehicle must be the current holder of an appropriate driver's licence to drive a motor vehicle in the State of Victoria (including a learner permit where the learner driver is accompanied by a fully licenced driver).

Upon commencement of employment, volunteering, or as a labour hire contractor with Council, a copy of an employee's driver's licence shall be placed on the employee's personnel file and licence details recorded in Happy HR. Upon expiration of a driver's licence Happy HR will prompt each employee to upload a copy of their new driver's licence. The Manager People and Culture will monitor expired and about to expire driver's licences on a monthly basis.

Councillors are to provide a copy of their driver's licence to the Manager People and Culture on commencement as a Councillor and are to update the details when their licence is renewed.

Approved Drivers driving Council motor vehicles are to ensure that they notify their Department Manager of any new conditions placed on their driver's licence.

In the event of a suspension, cancellation or forfeiture of a driver's licence, or any charge in relation to a driving offence, the employee is to immediately notify their Department Manager. The nature of the offence may place the employee's employment in jeopardy.

Provisional licence holders are responsible for the display of the relevant 'P' plates when driving a Council motor vehicle. Failure to comply is a legal offence and may result in disciplinary action.

10.2.2 Cleanliness and Refuelling

All motor vehicles shall be kept in a clean and tidy condition, and to a standard that befits an officer of Council and that of a Council motor vehicle. An Approved Driver who uses a carpool motor vehicle which sustains significant (other than normal usage) 'spoilage' shall ensure that the vehicle is returned in a clean and tidy condition.

Litter and rubbish must be removed from the Council motor vehicle after each use.

An Approved Driver using a Council carpool motor vehicle is to ensure that they refuel the vehicle prior to return, where the vehicle fuel gauge is recording less than half full at the completion of the trip.

Smoking (including E-cigarettes) in all Council motor vehicles is prohibited, including vehicles allocated for Private Use.

10.2.3 Recreational Use

All motor vehicles are only to be used in the manner for which they are intended. Council motor vehicles are not to be used for recreational purposes or driven in a manner or on roads or in conditions that are outside of the manufacturer's recommendations. Council motor vehicles are not to be involved in activities that are contrary to the concept 'fit for purpose'.

Council motor vehicles must not under any circumstances be used for any form of racing, rallying, or other similar activities (e.g. motor vehicle related competition events) that may increase the Council's exposure to risk.

Council motor vehicles must not under any circumstances be used for transporting of animals or livestock inside the vehicle (other than family domestic companion animals).

10.2.4 Maintenance, Service and Repairs

The Assigned Officer (or Line Manager in the case of a carpool motor vehicle) is to ensure that the motor vehicle is always maintained in a roadworthy state, to check the motor vehicle regularly, have services carried out at the intervals recommended by the manufacturer and to ensure that the motor vehicle is kept in a clean and tidy condition both internal and external, at all times.

The Assigned Officer (or Line Manager in the case of a carpool motor vehicle) will ensure that all servicing and maintenance is carried out in accordance with Council's motor vehicle service arrangements.

The Assigned Officer (or Line Manager in the case of a carpool motor vehicle) is required to complete the Vehicle Checklist once per week, and ensure they report any hazards immediately.

The Plant Coordinator will monitor the vehicle checklist data and book the vehicles in for the applicable service and repairs as required.

All vehicles are covered by the manufacturer's 24-hour roadside assistance program or an alternative program if the vehicle manufacturer does not offer a roadside assistance program.

Emergency contact details of roadside assistance providers are to be kept with each vehicle. A driver requiring roadside assistance should firstly consult the vehicle owner's manual located in the glove compartment to familiarise themselves with the method of accessing the manufacturer's 24-hour roadside assistance program. If the vehicle manufacturer does not offer a roadside assistance program, a driver requiring roadside assistance should telephone RACV roadside assistance on 131 111.

In the event of a minor breakdown such as a flat tyre, light failure, etc. and roadside assistance is not available in a timely manner, the Approved Driver may attend the nearest garage and have the vehicle repaired. The cost of these repairs will then be reimbursed by Council upon presentation of the tax invoice or tax receipt.

10.2.5 Infringements

Approved Drivers of Council motor vehicles who incur a driving infringement, (such as a speeding, parking, traffic, e-tag, etc.) are fully personally responsible for any penalties that are imposed. Council will not be responsible for the payment of any infringements. Council's motor vehicle booking system will be used to determine driver identification at a particular date/time. Assigned Drivers should ensure the accurate and precise recording of motor vehicle usage, to avoid any confusion or uncertainty in determining who the driver was at the time of any infringement.

10.2.6 Alcohol and Drugs

Must comply with Council's [Fit for Work Policy and Procedure](#).

10.2.7 Fatigue Management

Must comply with Council's [Occupational Health and Safety and Wellbeing Guidelines – Fatigue Management](#) requirements.

10.2.8 Security

All motor vehicles shall be kept locked when not in use. Approved Drivers carrying or leaving private property in Council motor vehicles do so at their own risk. Council insurance covers the loss of private property up to \$3,000.

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10.2.9 Safe Driving

Approved Drivers of Council motor vehicles are to drive within the provisions of the *Road Safety Act 1986* (as amended) and all Regulations made under that Act, including but not limited to: adherence to speed limits, the proper use of mobile telephones, wearing of seat belts and not driving whilst under the influence of alcohol or drugs.

All Approved Drivers of Council motor vehicles and all passengers being transported in a Council motor vehicle must behave at all times with courtesy.

All Council motor vehicles must have a basic First Aid Kit, which are available from the People and Safety Officer who will be responsible for ensuring that the contents of each First Aid Kit are current.

Each vehicle is fitted with safety features, which an Approved Driver should use at all times, including:

- a) Seatbelts - which are to be worn by all motor vehicle occupants.
- b) Headrests - to be adjusted so the top of the headrest is level with the top of your head.
- c) Bluetooth telephone kits - to enable hands-free telephone calls.
- d) Headlights - to improve the visibility of the Council motor vehicle to other road users and pedestrians.

The carrying of hitchhikers is prohibited.

10.2.10 Vehicle Loss

Should a motor vehicle, or any part of a motor vehicle, be stolen, or lost as a result of fire, flood or other natural disaster, the Manager Corporate Services should be notified to arrange for the appropriate insurance claim to be completed.

In the case of theft, the Assigned Driver should also immediately report the matter to the Police.

10.3 Accidents

10.3.1 Accident Notification and Reporting

Should a Council motor vehicle be involved in an accident and require repairs, it is the responsibility of the Approved Driver driving the Council motor vehicle at the time of the accident (or in the case where the driver is not a Council employee, the Assigned Driver) to notify the Manager Corporate Services.

10.3.2 Accident Scene Protocol

In the event of an accident involving a Council motor vehicle, no liability of any sort should be admitted, nor any offer or promise of payment be made either directly or indirectly, by the Approved Driver or any other party.

A driver involved in a motor vehicle accident is legally required to stop and assist. At the accident scene the Approved Driver should:

- a) Turn off the motor vehicle ignition and turn on the vehicle's hazard lights.
- b) Take immediate action to ensure that there is not a secondary accident.
- c) Where safe to do so:
 - i. Assign people to both ends of the accident scene to warn approaching vehicles.

- ii. Get everyone off the road (including those injured and unable to do so themselves if approaching traffic is not controlled and a secondary collision is possible).
- d) Call an ambulance if anyone is injured.
- e) Render first aid assistance, if possible, to any injured person (within the limits of the Approved Driver's training and capability) and/or call an ambulance if required.
- f) Notify the Police if:
 - i. Any person is injured.
 - ii. If there is damage to property and the owner is not at the scene.
 - iii. The other person does not stop or refuses to exchange details.
 - iv. A driver appears to be under the influence of drugs or alcohol.
- g) Exchange details with the other driver/s (and Police if requested) - do not admit fault or liability for the accident.
- h) Record details of:
 - i. The date, time and place of the accident.
 - ii. The contact details of any witnesses.
 - iii. Details of the damage to all vehicles and/or other property.
 - iv. Take sketches, photographs or video of any damage and the accident scene (use mobile phone camera if available).
 - v. The name, address and driver's licence details of all drivers involved in the accident.
 - vi. The make, model and registration number of all vehicles involved.
 - vii. Insurance company details for all damaged property (refer to the glovebox guide for details of Council's insurer).
 - viii. If Council's vehicle is not driveable, contact Council's insurer to arrange towing (refer to the glovebox guide located in Council motor vehicles for contact details).
 - ix. The Insurance Form "What to do in the event of a claim?" should be used to record details of drivers and witnesses in the event of an accident.
 - x. All Council motor vehicle related incidents and hazardous situations that have an impact on the Occupational Health and Safety (OH&S) of the driver, passenger or others must be reported to the Assigned Driver's Supervisor and the People and Safety Officer.

10.4 Other Matters

10.4.1 Insurance

Council's vehicles are insured under a comprehensive policy covering all vehicles, drivers and authorised passengers. The Council's insurance only covers the private use of vehicles where the Council has granted an officer such privilege.

This insurance policy becomes null and void if:

- a) The driver is not in possession of a current driver's licence.
- b) The driver is convicted of being under the influence of alcohol or drugs.
- c) The driver is not authorised to drive the relevant Council motor vehicle.

In such cases the driver could become personally liable for damages.

Council's motor vehicles are insured with compulsory insurance against injury to third parties.

Cumulative damage over the life of a Council motor vehicle (stone chips, scratches, etc.) which cannot be attributed to any specific accident are not covered by insurance.

Personal Property is insured under Council's Motor Vehicle Insurance Policy to a maximum value of \$3,000.

10.4.2 Toll Charges

Only Council pool car motor vehicles are registered for travel on toll roads in Victoria. Council motor vehicles with full private use will not be registered for travel on toll roads in Victoria. Should an Assigned Driver need or choose to travel on a toll road, the Assigned Driver will be responsible for the payment of the toll charges. Council will reimburse the Assigned Driver for the cost of any business use toll charges.

10.4.3 Fuel Card

A fuel card will be issued for all Council motor vehicles and, other than for emergency situations, is to be used whenever fuel purchases are made. Fuel cards can only be used for approved purchases (i.e. fuel only) and only for the motor vehicle identified on the card.

The fuel card is to remain in the Council motor vehicle to which it applies at all times.

In circumstances where the use of the Council fuel card is not possible, a tax invoice must be obtained for the fuel purchase and the odometer reading recorded on the tax invoice. The cost of this fuel purchase will then be reimbursed by Council upon presentation of the tax invoice.

Council fuel cards are not to be used in conjunction with any customer loyalty rewards programs.

Assigned Drivers of Council motor vehicles must report immediately cases of lost or stolen fuel cards to their Line Manager, who will then notify the Plant Coordinator as soon as practicable.

Refer to Council's [Fuel Card Guidelines contained in the Procurement Management Manual](#).

10.4.4 Vehicle Movement

Council may require all movements of a Council motor vehicle to be recorded. This recording may be undertaken using a variety of methods including Australian Taxation Office compliant hard-copy logbooks and automated vehicle tracking software and applications.

10.4.5 Vehicle Booking

Council will operate a carpool booking system to maximise the efficiency of the carpool motor vehicles and minimise the number of carpool motor vehicles required to support the efficient operation of Council.

Booking of carpool Council motor vehicles shall be done using the Council carpool booking system.

Where Approved Drivers are away unexpectedly or arriving late, please contact customer services so that any bookings for that vehicle can be reassigned and the vehicle made temporarily unavailable in the Council carpool booking system.

Dedicated carpool vehicles must be utilised for overnight absences in the first instance.

10.4.6 Private Vehicles used for Business Use

If a Council motor vehicle is not available for business use, an employee, contractor or volunteer must obtain their Department Manager's approval prior to using their own vehicle for business use.

Where permission is given to use a private vehicle for Council business use, the motor vehicle must:

- a) Be 'fit for the purpose' for the task which it is being used.
- b) Only be driven by the vehicle owner.
- c) Be roadworthy, registered and properly maintained.
- d) Be comprehensively insured (it is also advisable to notify your insurer that your vehicle may be used for business purposes).
- e) Only be used for approved travel.

A Council employee, contractor or volunteer must complete a [Motor Vehicle Employee Declaration Form](#) prior to being able to utilise their personal vehicle for Council business use.

All volunteers, employees, contractors and Councillors utilising their own vehicle for Council business must drive and operate in a manner compliant with this Procedure. Council will not be liable for accidents, incidents, repairs or actions as a result of any damage caused to or by a Council employee using their private vehicle. Although Council holds insurance that covers the loss of an employee's excess and no claim bonus, this cover is only available to employees who have comprehensive insurance.

Where a Council employee uses their own vehicle for authorised business use, they will be reimbursed in accordance with the rate set in the Yarriambiack Shire Council Enterprise Agreement, or where a Senior Executive Officer uses their own vehicle for authorised business use on an ongoing basis, the Chief Executive Officer shall increase the base salary of the Senior Executive Officer to reflect the level of private vehicle use for Yarriambiack Shire business.

Claims for authorised kilometres travelled by employees are to be made using the travel allowance section within the Happy HR payroll program.

Councillors, Contractors and Committee Members will be reimbursed in accordance with [Council's Expense Policy](#). The [Council Expense Travel Reimbursement Form](#) must be completed and signed by authorised signatories before a reimbursement can be processed via Accounts Payable.

The reimbursement rate is designed to cover insurance, fuel, repairs, registration, other running and maintenance costs incurred by the owner of a motor vehicle.

Chapter 3 - Motor Vehicle Private Use Procedure

11. Objective

The purpose of this Motor Vehicle Private Use Procedure is to guide the use of Council motor vehicles where employees have been assigned private use as part of an employment agreement. Private use may be approved for business purposes, or as part of a talent attraction or retention strategy. However, it is Council's position that private use vehicles will be phased out over the next five years (refer to 3.3 Future Intent of Private Use Vehicles clause).

As per the Motor Vehicle Policy, the Chief Executive Officer (CEO) may authorise the private use of a Council motor vehicle by certain employees as part of their employment agreement. The private use of a Council motor vehicle and the financial contribution made by the employee towards that private use will be in accordance with this Motor Vehicle Private Use Procedure.

A private use vehicle will be designated for the position of Mayor. No other Councillors will be designated a private use vehicle.

12. Responsibility

The responsibilities applicable to this procedure are outlined in the Motor Vehicle Policy. This procedure is to be read in conjunction with the Policy.

13. Method

This Procedure applies to any person who has been assigned private use of a Council motor vehicle as part of an employment agreement.

13.1 General Conditions

13.1.1 Purpose of Private Use

The offer of private use of a Council motor vehicle is an important tool in attracting and retaining senior Council employees. Employees who are assigned full private use of a Council motor vehicle as part of their employment agreement are required to make a salary contribution towards the private use of the Council motor vehicle.

13.1.2 Availability

Historically, the private use of a Council motor vehicle was generally offered as part of an employment agreement for Managers, the Chief Operating Officer and the Chief Executive Officer if those officers were working a minimum of 0.8 full time equivalent hours. The CEO also has discretion to offer commuter use to other employees as part of their employment agreement on a case-by-case basis.

The future plan is to phase out the provision of vehicles for personal use for all employees, including the CEO, within the next five years. This decision is based on the availability of more financially sustainable options, such as novated leasing, to meet this need as it arises. These options will be negotiated with certain employees as part of their employment agreement as per the discretion of the CEO.

13.2 Vehicle Specification

13.2.1 Vehicle Ownership

Each employee who is offered full private use of a Council motor vehicle as part of their employment agreement will be offered the option of a novated lease going forward.

Where an employee chooses a novated lease, Council will provide the novated leasing service as part of a recruitment and retention program. As the vehicle will be leased

directly by the employee, the Motor Vehicle Private Use Procedure will not be applicable, as Council will not have ownership or lease of the vehicle.

Where an employee has been provided a Council owned vehicle, the selection will be consistent with Council's Motor Vehicle Fleet Ownership Use Procedure.

13.2.2 Vehicle Selection

Where an employee is assigned full private use of a Council motor vehicle as part of their employment agreement, the employee may select from the list of vehicles provided in the Motor Vehicle Fleet Ownership Procedure. The vehicle will be purchased with the base attributes listed in that procedure.

Any variation to the base attributes needs to be agreed to by the Chief Executive Officer.

13.2.3 Private Use Features

All Council motor vehicles are purchased with standard attributes. If additional features are chosen to meet personal needs, the employee will cover these costs through increased contributions according to the employee contribution formula. These items will become part of the vehicle's overall features, owned by the Council, and will be sold with the vehicle when it is disposed of. With all profits from the sale being retained by Council.

Council will pay the costs where vehicle modifications are required in order to allocate the vehicle to a driver with a disability.

13.3 Vehicle Use

13.3.1 Permitted Drivers

When a Council motor vehicle is allocated to an Assigned Officer with full private use, the Assigned Officer is to be the primary driver of the vehicle. The Assigned Officer may however, allow the allocated vehicle to be driven unsupervised by an immediate family member on an incidental basis.

For full private use Council motor vehicles, learner's permit drivers may only use the Council motor vehicle in the presence of the Assigned Officer or an immediate family member.

13.3.2 Licence Requirements

Every Approved Driver who drives a Council motor vehicle must be the current holder of an appropriate driver's licence to drive a motor vehicle in the State of Victoria (including a learner permit where the learner driver is accompanied by a fully licenced driver).

In the event of a suspension, cancellation or forfeiture of a driver's licence, or any charge in relation to a driving offence, the employee is to immediately notify their Department Manager. The nature of the offence may mean forfeiture of the vehicle and may place the employee's employment in jeopardy given the inherent requirements of the role.

13.3.3 Commercial Use

A Council motor vehicle cannot be used for private income generating purposes. For example, where the Assigned Officer is part-owner of a commercial enterprise (such as a farm), the Council motor vehicle cannot be used for any activity relating to that commercial enterprise.

13.3.4 Vehicle Security

Every Council motor vehicle must be securely parked and garaged whenever possible or at least parked, as a minimum, behind the Assigned Officer's fence line.

Any damage to the motor vehicle must be reported to the Manager Corporate Services as soon as practicable.

13.3.5 Operating Expenses

Council will pay all operating and maintenance expenses, including but not limited to the cost of fuel, oil, insurance, registration and any fringe benefits tax.

13.3.6 Geographic Use Restrictions

Council motor vehicles may be used for business use in any State or Territory of Australia.

Any private use travel outside Victoria, South Australia, Australian Capital Territory, and New South Wales in a Council motor vehicle must be approved by the CEO prior to the travel being undertaken.

13.3.7 Towing

A Council motor vehicle is permitted to tow registered vehicles such as caravans, boats and trailers, where the towed vehicle is being used for private use activities by the Assigned Officer.

13.3.8 Employee Leave

An employee with full private use of a Council motor vehicle will be able to use the vehicle for all forms of paid leave, up to three months continuous leave. It is at the discretion of the CEO if the motor vehicle can be utilised for periods greater than three continuous months, or for more than five months in a 12-month period.

Where an officer is on personal leave involving half pay, the full amount of the employee's vehicle contribution must be paid for the full period of the leave. For leave without pay of up to ten days, the Assigned Officer may retain the vehicle but is still required to make the normal financial contribution.

If leave without pay of more than ten days is taken, the Assigned Officer must return their vehicle to Council for reallocation for the period of that leave. The employee will not be required to make the employee contribution required under their employment agreement for this period.

If an employee with full private use of a Council motor vehicle is on paid leave and returns the vehicle to Council during a period of paid leave, they will not be required to make the employee contribution required under their employment agreement for that period of paid leave.

A Council motor vehicle provided to an employee for commuter use is not available for private use other than travel between home to work and must be returned to Council for any periods of annual leave, long service leave, planned personal leave, periods of unpaid leave such as parental leave, or other absences of more than five working days. The only permitted driver of a Council motor vehicle with commuter use privileges is the Assigned Officer.

13.3.9 Acting Arrangements

If an employee is engaged on an acting basis to a position which attracts a Council motor vehicle, then an employee who doesn't otherwise have an assigned Council motor vehicle may, at the discretion of the CEO, be assigned a Council motor vehicle under the terms of this Procedure. The CEO will consider the availability of Council motor vehicles and the length of the period of the acting role when exercising this discretion.

Employee's acting in another position who already have an assigned Council motor vehicle would retain the same rights and obligations applicable to their existing Council motor vehicle.

13.3.10 Termination of Private Use

The CEO can withdraw private use entitlements at any time due to retirement, resignation or breaches of the Motor Vehicle Policy and related motor vehicle procedures.

13.4 Employee Contribution

13.4.1 Contribution Categories

Every Council employee who is provided with a Council motor vehicle with full private use as part of their employment agreement, shall make a contribution towards the cost of the provision of the Council motor vehicle.

This contribution will be made via a pre-tax deduction from the employee's salary through Council's payroll system.

Council employees who are provided with a Council motor vehicle with commuter use only as part of their employment agreement, are not required to make a contribution towards the cost of the provision of the Council motor vehicle.

13.4.2 Contribution Calculation

The base amount that an employee will contribute towards the private use of a Council motor vehicle will be calculated as follows:

$$\$C = \$V * 30\% \times F / 10$$

Where:

C = Employee contribution per annum

V = The value of the motor vehicle for Fringe Benefits Tax purposes. This is calculated as the GST inclusive cost of purchasing the motor vehicle including all attributes and accessories. Stamp duty and registration costs are excluded from this value.

F = Fuel consumption per 100 kilometres travelled (as per [Green Vehicle Guide Home](#) - combined travel litres per 100 kilometres). Where a motor vehicle is not powered by an internal combustion engine, the default value of F will be five.

The employee contribution formula creates an incentive for employees with full private use of a Council motor vehicle to select motor vehicles with:

- a) A lower purchase cost.
- b) A lower fuel consumption.
- c) Powered by renewable energy.
- d) A reduction in greenhouse gas emissions.
- e) A lower fringe benefits tax liability.

Part time employees working less than 0.8 full-time equivalent are not eligible for private use of a Council motor vehicle.

For the purpose of this clause employees on 50/52 or 48/52 arrangements are not considered to be part-time employees.

Employees with a Working from Home Arrangement in place, allowing more than 0.5 full-time equivalent working from home, are not eligible for private use of a Council motor vehicle. The CEO will honour agreements made with current employees that were previously on Senior Officer Contracts and have moved to Senior Executive Officer Contracts in the 2021-2022 period.

13.4.3 Fringe Benefits Tax

All fringe benefits tax attributable to employees having full private use of a Council owned or leased motor vehicle will be paid for by Council.

Where an employee has a motor vehicle subject to a novated lease, the fringe benefits tax will be paid by the employee via pre-tax and post-tax deductions from their fortnightly salary.

Council motor vehicles provided for commuter use must meet the requirements of the ATO and be exempt from Fringe Benefit Tax in accordance with the [ATO Fringe Benefit Tax Exempt Motor Vehicle listing](#).

Vehicles utilised for Maternal Child Health (MCH) Services are not deemed commuter use vehicles. At times the MCH nurse(s) may have to utilise the Council owned vehicle, by taking it home to attend home visits the next day in a timely manner. The use of the MCH nurse vehicle will be at the discretion and approval of the Chief Operating Officer.

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Chapter 4 - Motor Vehicle Fleet Ownership Procedure

14. Objective

The purpose of this Motor Vehicle Fleet Ownership Procedure is to guide the selection, purchase or leasing, and disposal of Council motor vehicles.

15. Responsibility

The responsibilities applicable to this procedure are outlined in the Motor Vehicle Policy. This procedure is to be read in conjunction with the Policy.

16. Method

This Procedure applies to all Council motor vehicles.

In 2024 a detailed review of fleet was undertaken and a long-term 10-year fleet replacement plan developed. This analysis determined that a Council ownership model for fleet is the preferred option.

16.1 Vehicle Specification

16.1.1 Vehicle Selection

The selection of the make and model of motor vehicles to be purchased or leased by Council is based on several factors including the following key requirements:

- Operational Suitability – All Council motor vehicles must meet the functional business requirements for which they are intended to be used, in terms of size, performance, cargo carrying capacity, towing and ability to handle all-weather terrain.
- Safety - All Council motor vehicles must be selected with consideration to the Australian New Car Assessment Program (ANCAP) safety ratings. Passenger motor vehicles must have a minimum ANCAP safety rating of five and all other motor vehicles must have a minimum ANCAP safety rating of four.
- Whole of Life Costing - The cost of the motor vehicle over its whole useful life, including leasing cost, purchase price, operating cost and likely resale value.
- Environmental Impact - An assessment of environmental performance is undertaken for vehicles being considered for selection by Council using the [Green Vehicle Guide](#) (GVG). The GVG provides information about the environmental performance of motor vehicles sold in Australia. Information provided by the GVG includes Co2 emissions, fuel lifecycle emissions, fuel consumption, energy consumption, air pollution standard and annual fuel costs. Preference shall be given to vehicles which have been manufactured to Euro V emissions ([UN Regulation 83/06](#)). The selection of hybrid electric or fully electric motor vehicles is encouraged where appropriate.
- Negotiated Contractual Arrangement – Where a Council motor vehicle is provided as part of an employment contract, specific requirements of that contract will be honoured when selecting the make and model of that motor vehicle.
- Fleet Diversity - The Council fleet composition must remain sufficiently diverse to spread financial risk associated with resale values but should also ensure consistency of vehicle type between users.
- Supporting Local - Where possible and in accordance with Value for Money principles, Council motor vehicles should be purchased from local suppliers (located either within the Yarriambiack Shire, or from neighbouring Shires). This principle supports local communities and Wimmera-Mallee businesses.

16.1.2 Available Vehicles

All Council motor vehicles will be selected from those makes and models listed on the approved Vehicle List published on the Approved Vehicle List | buyingfor.vic.gov.au. The Chief Executive Officer will approve the deviation from the Approved Vehicle Listing if Value for Money can be achieved via other means.

Where an employee is provided with full private use of a motor vehicle as part of their employment agreement, a list of current vehicles available for selection will be provided to the employee to assist them in the identification of their preferred vehicle.

16.1.3 Base Attributes

Specifications for ute fleet, based on the function and role that the ute performs is included in *Appendix B – Template Ute Specifications for Market Engagement*.

Unless otherwise approved by the CEO, all Council motor vehicles will have the following base attributes:

- White duco (standard).
- Automatic transmission.
- Two-wheel drive unless the CEO determines that the role primarily using this motor vehicle requires a four-wheel drive vehicle.
- ANCAP safety rating of four stars or higher.
- Second set of keys.
- Floor mats (front and rear - where applicable).
- Front, side and curtain airbags.
- Cargo barrier (for wagons and SUVs) (optional).
- Stability control.
- ANCAP pedestrian rating of 4 stars or higher.
- Auto emergency braking.
- Advisory speed alerting technology (optional).
- Lane departure warning or lane keep assist (optional).
- Seat belt warnings or technology to increase seat belt wearing.
- Blind spot warning.
- Reversing camera and rear obstacle warning.
- In-built satellite navigation or equivalent (optional).
- Fire extinguisher (to be fitted by Council Employee).
- Bonnet and headlight protectors (optional).
- Tow bar (optional).
- Tinted windows – front and rear passenger windows (darkest tint to legal specifications).
- Nudge bars with the ability to have light bars attached (optional).
- ShuRoo (optional).

16.1.4 Individual Vehicle Selection

Where an employee is provided with full private use of a motor vehicle as part of their employment agreement, that employee shall complete the Motor Vehicle Replacement Form by selecting the make, model and options from the Approved Vehicle List and have the form approved by the CEO.

Where an employee's preferred motor vehicle involves a make, model or options not included on the Approved Vehicles List, this choice must be approved by the Chief Executive Officer.

Council motor vehicles with full private use allocations are subject to a vehicle purchase price cap based on a percentage of the [luxury car tax \(LCT\) threshold](#) set by the Australian Taxation Office and adjusted annually.

The maximum GST inclusive purchase price for a purchased or leased Council motor vehicle is as follows:

CEO and Mayor	100% of the LCT
Other full private use	80% of the LCT

For all other Council motor vehicles, the recommended selection of which make, model and options will be made by the Plant Coordinator based on a recommendation from the Chief Operating Officer that will be primarily responsible for that motor vehicle. The CEO will sign off on all recommended Council motor vehicle selections.

Council motor vehicles provided for commuter use must meet the requirements of the ATO and be exempt from Fringe Benefit Tax in accordance with the [ATO Fringe Benefit Tax Exempt Motor Vehicle listing](#).

16.1.5 Vehicle Identification

Operational and carpool Council motor vehicles (for example, Local Laws, works, and maintenance) are to be fitted with markings, signage or stickers that indicate that the motor vehicle is a Council motor vehicle.

Vehicles designated to employees for commuter use shall not be fitted with stickers indicating the vehicle is a Council motor vehicle. Where applicable magnetic logos should be available for fitment to these vehicles. Vehicles returning to the operations and carpool fleet should have Council stickers reapplied.

All other Council motor vehicles shall not be fitted with or display any markings, signage or stickers that indicate the vehicle is a Council motor vehicle.

Council motor vehicles are to be disposed of without any markings, signage or stickers fitted to indicate that the vehicle is a Council motor vehicle.

16.2 Vehicle Life Cycle

16.2.1 Vehicle Ownership

When an employee is compensated for motor vehicle usage as part of their employment agreement and opts for a novated lease, the provider of the lease will be the owner of the motor vehicle. The employee, rather than the Council, will be responsible for the motor vehicle.

When a motor vehicle is provided by the Council for work purposes, it will either be owned outright by the Council or acquired through a lease agreement.

The two main benefits of leasing motor vehicles are:

- a) Cash preservation.

- b) Income tax effectiveness.

The Council generally operates in a highly liquid cash environment where restricted cash flow is rarely an issue, and it is exempt from paying income tax, therefore there are minimal benefits for Council in leasing motor vehicles.

However, there may be income tax advantages and cash preservation benefits for employees who opt to novate lease a vehicle as part of their salary arrangement.

16.2.2 Vehicle Changeover

Council will not use a fixed age or kilometre method for disposing of its motor vehicles, rather it will schedule the renewal of its motor vehicle fleet in accordance with the following principles:

- a) All vehicles will be disposed of either at the expiration of the manufacturer's warranty period, or at 120,000 kilometres.
- b) Vehicles will be disposed of at a time that aims to minimise the ownership cost (measured as cost of vehicle ownership per day).
- c) The Council budgets available for vehicle leasing, purchase and changeover.

16.2.3 Vehicle Purchase

Several motor vehicle dealers will be invited to participate in a selective quotation process for the supply of a new motor vehicle. Where Council is changing over a particular vehicle, this quotation will be in two separate parts:

- a) The supply only of a specific make and model of new motor vehicle; and
- b) The supply of a specific make and model of new motor vehicle and the purchase of the motor vehicle (trade-in) that Council wishes to sell.

16.2.4 Vehicle Leasing

If choosing to lease a vehicle, several motor vehicle leasing providers will be invited to participate in a selective quotation process for the supply of a leased motor vehicle.

16.2.5 Vehicle Disposal

Council motor vehicles will be disposed of via sale or trade-in to licenced motor vehicle dealers, or at an auction conducted by a recognised motor vehicle auction business.

Council motor vehicles may also be disposed of in accordance with Council's Asset Lifecycle Policy.

As part of a motor vehicle disposal process Council may choose to invite selected licenced motor vehicle dealers to quote on the purchase only of the motor vehicle that Council wishes to dispose of.

Any offered price on a Council motor vehicle being disposed is to be assessed against the [Red Book pricing guide](#), along with the costs associated with selling a vehicle utilising a public auction or tender method, in order to determine the best Value for Money motor vehicle disposal option.

Disposal of Council motor vehicles directly to employees is prohibited, unless negotiated by the Chief Executive Officer as part of an employee's departure package at the end of their employment with Council.

Council employees, volunteers, contractors and Councillors may only purchase a Council owned motor vehicle through a public auction or tender process.

16.3 Appendix A – Optimal Fleet Size

To determine the optimal fleet size for the organisation, a multi-faceted approach that involved analysing existing data, understanding the work function and requirements of each department, and engaging with Department Managers and their teams to provide their feedback and preferences. This process was guided by the Motor Vehicle Fleet Ownership Procedure, which outlines the criteria and principles for choosing the most suitable vehicles for Council's needs.

Analysis conducted has shaped the goal and approach to eliminate the provision of vehicles for personal use to all employees (including the Chief Executive Officer) within the next five years, due to other more financially sustainable options (such as novated leasing) being available to meet this need as it is identified.

The assessment of motor vehicles is based on employee roles and responsibilities, not individuals.

Based on the analysis conducted of the specific needs and requirements associated with the diverse roles fulfilled by the Council's vehicles, the following fleet size and composition is recommended.

Summary

Vehicle Group	Total	Car	Ute	Van
Pool Cars	6	5	1	
Operations Team	27		27	
Assets & Emergency Management	4		4	
Development & Environmental Services	2		2	
Community Health	2		2	
Family, Youth & Children	2	2		
Community Strengthening & Engagement	1			1
Office of the CEO	3	2	1	
Other Employee Vehicles	2	2		
Total	49	11	37	1

Note this summary is subject to change at the discretion of the Chief Executive Officer.

16.4 Appendix B – Template Ute Specifications for Market Engagement

	Town Maintenance	Plant Operator	Asset Inspector	Local Laws	Mechanic Transfer Station Building and Maintenance	Supervisor Ops Coordinator Site Engineer
Drive	4x2	4x2	4x4	4x4	4x2	4x4
Cab	Space	Crew	Space	Space	Space	Space
Tray	Steel Tray Non-slip mat	Steel Tray Non-slip mat	Steel Tray Non-slip mat	Canopy* Non-slip mat	Steel Tray Non-slip mat	Steel Tray Non-slip mat
Transmission	Auto	Auto	Auto	Auto	Auto	Auto
Colour	White (Standard)	White (Standard)	White (Standard)	White (Standard)	White (Standard)	White (Standard)
Tow Bar**	Yes - Highest Capacity Available Long / short tongue	Yes - Highest Capacity Available Long / short tongue	Yes - Highest Capacity Available Long / short tongue	Yes - Highest Capacity Available Long / short tongue	Yes - Highest Capacity Available Long / short tongue	Yes - Highest Capacity Available Long / short tongue
7 Pin Flat Plug	Yes – wired to include 12v aux power	Yes – wired to include 12v aux power	Yes – wired to include 12v aux power	Yes – wired to include 12v aux power	Yes – wired to include 12v aux power	Yes – wired to include 12v aux power
Rear Window Guard	Yes Steel / wire mesh	Yes Steel / wire mesh	Yes Steel / wire mesh	Yes Steel / wire mesh	Yes Steel / wire mesh	Yes Steel / wire mesh
Anderson Plug	Yes – wired direct from battery using a 50amp maxi fuse	Yes – wired direct from battery using a 50amp maxi fuse	Yes – wired direct from battery using a 50amp maxi fuse	No	Yes – wired direct from battery using a 50amp maxi fuse	Yes – wired direct from battery using a 50amp maxi fuse
Fire Extinguisher Bracket**	Yes	Yes	Yes	Yes	Yes	Yes
Reversing Camera	Yes	Yes	Yes	Yes	Yes	Yes
Canvas Seat Covers	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear
Second Set of Keys	Yes	Yes	Yes	Yes	Yes	Yes

	Town Maintenance	Plant Operator	Asset Inspector	Local Laws	Mechanic Transfer Station Building and Maintenance	Supervisor Ops Coordinator Site Engineer
Rubber Floor Mats	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear	Yes – Front and Rear
ANCAP Rating	4 Stars or Higher	4 Stars or Higher	4 Stars or Higher	4 Stars or Higher	4 Stars or Higher	4 Stars or Higher
Airbags	Minimum front, side and curtain	Minimum front, side and curtain	Minimum front, side and curtain	Minimum front, side and curtain	Minimum front, side and curtain	Minimum front, side and curtain
Tinted Windows	Darkest available (front and rear passenger windows)	Darkest available (front and rear passenger windows)	Darkest available (front and rear passenger windows)	Darkest available (front and rear passenger windows)	Darkest available (front and rear passenger windows)	Darkest available (front and rear passenger windows)
Bonnet and Headlight Protectors	Optional	Optional	Optional	Optional	Optional	Optional
Other Items to be installed						
UHF	Yes	Yes	Yes	Yes	Yes	Yes
Toolbox	Yes	Yes	Yes	No	Yes	Yes
Water tank hand washing	Yes	Yes	Optional	Optional	Optional	Optional
Shu Roo	Yes	Yes	Yes	Yes	Yes	Yes
Sign Rack	No	Yes	Yes	No	No	No
Road Construction Lights	Yes	Yes	Yes	No	Yes	Yes
Signal Booster/Aerial	Yes	Yes	Yes	Yes	Yes	Yes
Cruise Control	Yes	Yes	Yes	Yes	Yes	Yes
Bullbar	Yes	Yes	Yes	Yes	Yes	Yes
	A genuine or non-genuine bull bar is to be quoted, that must meet the Australian Design Guidelines and is airbag and radar compatible. The bullbar maybe steel or alloy depending on vehicle being purchased. The bullbar specification is to be approved by the Manager Infrastructure and Works.					

- * May be fitted internally by Council Employees.
- ** Tow bar to be determined at each procurement process.

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