

**Policy and Guidelines for the Allocation and Use of  
Motor Vehicles within the State Service**

**Example of an Amendment to an Instrument of Appointment  
to provide for salary sacrifice arrangement**

This example is based on amending the standard instrument of appointment used for SES appointments under the *State Service Act 2000*.

<Office> DEPARTMENT OF XXXX.

I, <Secretary name>, Secretary, Department of XXXX, with the agreement of <Officer name> (“the officer”), hereby amend with effect from <date arrangement is to start> the instrument appointing the officer as the <Office> from <date of instrument>, by:

- 1 omitting clause 1.3 of Schedule 1 of the instrument of appointment and substituting the following:
  - “1.3. Such remuneration will be provided in part by the payment of salary (which includes a component to reimburse the officer for the work-related cost of complying with the requirement in clause 4 of Schedule 3) in part by the provision of additional superannuation contributions as provided in Clause 3 of this Schedule and in part by the provision of a prestige motor vehicle contribution as provided in Clause 4.2 of Schedule 2 if the officer so chooses.”; and
- 2 omitting clause 4 of Schedule 2 of the instrument of appointment and substituting the following:

“Motor Vehicle

  - 4.1 The officer will be entitled to the official and private use of a fully maintained motor vehicle with private number plates of a type and under conditions approved by the Government from time to time.
  - 4.2 If the officer requests a prestige motor vehicle to which he/she is entitled under the conditions referred to in clause 4.1, a prestige motor vehicle contribution, payable by equal fortnightly instalments, will be paid by the employer out of the officer's remuneration, in accordance with Clause 1.3 of Schedule 1.”

<Secretary name>  
Secretary  
Department of XXXX

<Date of signing>