



# Vehicle Policy

<b>Date policy was adopted by Council:</b>	25 March 2009
<b>Resolution number:</b>	88/09
<b>Previous Policy review date:</b>	November 2013
<b>Next Policy review date:</b>	January 2016
<b>Reference number:</b>	SF080616

**1. OBJECTIVE:**

- 1) Council vehicles are provided to enable staff to undertake their duties in an effective and efficient manner.
- 2) Council promotes the minimisation of carbon dioxide emissions from vehicles and where appropriate four cylinder and LPG vehicles shall be used.
- 3) Council shall purchase green power electricity to offset the carbon dioxide emissions from the motor vehicle fleet.
- 4) Council will allow approved staff to use vehicles for private use
  - a) To enable Council to remain competitive with other employers in attracting and retaining skilled staff whilst minimising the cost of remuneration packages.
  - b) To enable Council to provide an employee benefit but also acknowledging it provides a financial benefit to the Council. These savings occurring as a result of release from payment of award car allowances and costs otherwise incurred from garaging, washing, cleaning, decreased need for car parking facilities and an increase in revenue from each employee contributing towards car leasing.
  - c) The use of a Council vehicle for private use shall be subject to the approval of the General Manager and the employee adhering to the vehicle private use agreement.
  - d) The Council acknowledges that staff will meet the cost of the FBT payable as a result of private use. Council will fund all annual vehicle replacement and operating costs.
  - e) The employee shall pay a leaseback amount which shall include the FBT payable by Council.
- 5) Council recognises that in providing services to the community it will still require to purchase vehicles for transport and that they would be allocated to staff/sections in order to undertake their duties as a matter of course.
- 6) Vehicle shall be supplied to staff under the following categories:

**2. CATEGORIES**

• **Group 1**

This user group comprises the General Manager and Group Managers who shall be provided with a fully maintained vehicle (or remunerated equivalent) appropriate to the position with unrestricted use in accordance with this procedure and the agreement covering conditions of employment

A vehicle of a standard equivalent to a Holden Omega or Toyota Camry Grande will be provided

• **Group 2**

This user group comprises officers on contract, employed on the Executive Band of the Local Government Award and Section Managers.

A vehicle is made available to the holders of these positions with unrestricted private use, subject to compliance with provisions of this procedure.

A vehicle of a standard equivalent to a Toyota Camry Ateva will be provided.

- **Group 3**

This user group comprises employees where a vehicle of suitable type contributes an essential component to the effective conduct of the employee's position (job required) and unrestricted private use of the vehicle is regarded as an industry standard. While a sedan will generally be provided for these positions, where the employee so requests a utility may also be provided if appropriate.

A vehicle of a standard equivalent to a Toyota Camry Altise will be provided

- **Group 4**

Vehicles for business use only, but taken home by the user. These are strictly 'job required' vehicles. This user group comprises those employees who require the constant use of a vehicle in the performance of their duties, where the incumbent is required to be 'on call' or frequently starts/finishes on the job or are required to attend a range of duties away from their usual place of business. When Staff are absent or on leave, their vehicle remains at work.

A vehicle type of utility or small sedan is to be provided in this group.

## 7) Leaseback Conditions

Motor vehicles supplied in accordance with the Vehicle Policy shall comply with the following procedures:

### 3. PRIVATE USE

- (a) Allocation of vehicles for private use will be the responsibility of the General Manager on the recommendation of the Group Manager.
- (b) All vehicles purchased by Council will be fitted with at least air conditioning, power steering, ABS brakes, dual air-bags, bonnet protector, floor mats, mudflaps. For station wagons cargo barriers will be provided.
- (c) Employees who wish to fit accessories to cars may be permitted to do so at the employees own expense. No credit will be given where accessories remain on the vehicle at trade-in. Should accessories be removed at any time, the employee must restore any damage to the satisfaction of the Fleet Coordinator.
- (d) Where a tow-bar is fitted at the employees initial cost it will be provided as a standard fitting on any replacement vehicle with Council contributing 100% towards the installation cost. This will not apply if Council determines that a tow-bar is required for Council business. Vehicles fitted with tow bars shall be operated in accordance with the manufacturers' instructions.

### 4. RECORDS

- (a) Employees provided with private/commuter use privileges will maintain and provide records as required by Council.
- (b) All fuel purchased is to be through Council's Fuel Card provider.
- (c) Log books will be completed for a consecutive 3 month period, once every 5 years for passenger vehicles over 1000kg GVM.
- (d) If a logbook is provided to identify drivers using the vehicle, the officer allocated the vehicle is to ensure that each driver completes the logbook as required.

### 5. OPERATION AND MAINTENANCE

- (a) Council will service and maintain the vehicles by providing:

- Routine servicing and maintenance including tyres and windscreens to all such vehicles,
  - Registration and full comprehensive insurance on the vehicles,
  - All Council cars will be registered for membership with the NRMA or similar road service arrangement, and
  - A fuel card generally for all purposes except private use outside a radius of 1500kms from Queanbeyan. The employee shall reimburse Council for travel undertaken outside this area within 30 days of returning from leave.
- (b) Employees with private use facilities are responsible for:
- Washing, cleaning and vacuuming the car as required at their cost,
  - Polishing the car when required at their cost,
  - Attending to overnight security, garaging the vehicle **off the road** and under cover where possible,
  - Arranging maintenance in accordance with the manufacturer's requirements
  - Notifying the Fleet Coordinator of all defects in the operation of the vehicle or damage to the vehicle, no matter how minor, and
  - Ensuring that normal running items such as petrol, oil, battery, radiator, tyre pressures etc. are checked at regular intervals and appropriate maintenance undertaken (as per initial vehicle orientation).
- (c) In the event of accident or breakdown the driver is to utilise the services of the NRMA or approved road service organisation as appropriate. If the vehicle requires towing, this is to be arranged through the NRMA system. The driver is to inform the Fleet Coordinator as soon as possible thereafter. The Fleet Coordinator will co-ordinate the subsequent action to recover or repair the vehicle.

## **6. GENERAL CONDITIONS OF USE**

- (a) All cars owned by Council are available as pool cars even though private use rights are conferred. Council requires first priority at all times during office hours.
- (b) Unrestricted private use of the vehicle shall be limited to the participating employee and his/her partner who have a current Australian driver's licence. The employee shall not permit drivers with Provisional/Learners driver licenses to drive the vehicle, however, in any emergency circumstances any licensed driver authorised by the Council employee may drive the vehicle.
- (c) All drivers of Council vehicles shall comply with all of the regulations laid down under the Motor Traffic Act and any parking ordinances or regulations and shall be personally liable for any fine which may result from an infringement. In the event a licence is cancelled or restricted the officer is to advise their Manager and the Fleet Coordinator immediately.
- (d) In the event of a Council officer having their licence suspended or restricted, then in the case of the suspension, the officer is forbidden to drive any Council vehicle. In the case of a restricted licence, the officer can only use such vehicle within the limits of any such restriction, eg to carry out duties associated with normal working duties.
- (e) Where a Council employee fails to observe the above conditions, Council reserves the right to seek recovery of the cost of any damages caused to Council's vehicle by that officer.
- (f) In the event of a Council vehicle being damaged, or damage being caused to a third party's property, whilst the Council officer is driving under the influence of alcohol or drugs and is found guilty of the offence, then the Council officer will be liable for the damage and loss sustained to both the Council vehicle and any third party property.

- (g) Where a Council driver is frequently involved in damage to Council vehicles and/or third party property, the Council reserves the right to take the following action through the direction of the General Manager:

The action taken will give consideration to the nature of the damage and the degree of negligence on the part of the Council officer and may result in either one or all of the following being applied:

- Payment of the insurance excess
- Payment of cost of repairs or portion thereof
- Withdrawal of private use privilege where applicable; and
- Withdrawal of total use of the vehicle.

Where the withdrawal of use is made, such withdrawal will be for a period determined by the General Manager, and can be imposed after the third incident.

- (h) Cleanliness of vehicles will be checked at regular intervals by the Fleet Coordinator. Dirty vehicles which are drawn to the attention of the Fleet Coordinator will be, if he/she considers it necessary, be reported to the relevant Group Manager for action, On the third offence the General Manager may instruct that the officer be removed from the private use scheme.
- (i) When an employee is on leave they may elect to return the vehicle to Council so that it can be used as a pool vehicle, during this period no leaseback fee is payable by the employee.
- (j) Vehicles are not to be used for rally or endurance racing.
- (k) Vehicles are not to be used for conducting a private business operation or for any other commercial activity.
- (l) The employee is required to retain receipts of any expenditure and submit all receipts monthly to the Fleet Coordinator for auditing purposes.
- (m) In the event that the vehicle is damaged and is temporarily not roadworthy every attempt will be made to provide temporary transport from within the Council's vehicle fleet, which is currently not assigned.
- (n) At other times whenever required by the General Manager, a logbook shall be produced for audit.
- (o) Private use of a Council Vehicle shall not commence until the employee concerned has signed an agreement and authority for deduction from salary, salary package or wages of lease fees. The Fleet Coordinator has responsibility for preparing leasing agreements and authorities for deduction of lease fees.
- (p) The Fleet Coordinator will ensure that each vehicle travels at least 25,000kms annually and this may be achieved by alternating allocated vehicles of equal standard to other employees to achieve this.
- (q) Should the General Manager so direct a Council insignia shall be displayed on the vehicle during working hours.

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- (r) The employee may terminate any agreement for private use by giving 3 months notice. Notwithstanding where immediate withdrawal of private use has been determined the Council shall give 12 months notice to terminate any private use agreement. Private use may also be withdrawn if the employee changes his/her duties or position with the Council.
  - (s) **Should an employee in Group 3 or 4 classification be on extended annual, sick or maternity leave beyond 6 weeks, the vehicle is to be returned at the General Manager's discretion to either be reallocated or to be used as a pool vehicle.**

#### **7. PAYMENT FOR PRIVATE USE**

- (a) For staff given access to use Council vehicles privately they are to execute Council's Leaseback Agreement form.
- (b) Payment for private use is to be adjusted annually and the percentage of usage is given at 45% private use and 55% business use.
- (c) The recoupment of cost annually is to be equivalent to the statutory formula for calculation of Fringe Benefit Tax in dollars.
- (d) Payment for a "leaseback" vehicle shall be equivalent to a weekly amount paid after tax of an amount equivalent to the Fringe Benefit Tax applicable to the vehicle. Any payments in excess of this can be deducted from the officer's annual salary and be "salary sacrificed" from their pre-tax remuneration.
- (e) The officer is to authorise such a deduction by way of a Council Agreement.
- (f) For officers in Groups 1 and 2 the quantum of deduction for private usage shall be in accordance with their contract of employment.

#### **8. POOL VEHICLES**


All Council vehicles are available for use by **all** staff members as pool vehicles during business hours. There are also designated pool vehicles for use by staff requiring overnight or longer use.

The vehicles will be booked through the Fleet Coordinator and are to be signed in and out as used, by means of book or diary entry. Vehicles are expected to be returned fully fuelled and left in a clean condition.

In the event that a hire car is required, the Fleet Coordinator will book one through the awarded State Government Contract for such services.

<b>POLICY:-</b>	
<b>Policy No:</b>	
<b>Policy Title:</b>	Vehicle Policy
<b>Date Policy was adopted by Council:</b>	25 March 2009
<b>Resolution Number:</b>	88/09
<b>Previous Policy Review Date:</b>	7 November 2007
<b>Next Policy Review Date:</b>	January 2013
<b>PROCEDURES/GUIDELINES:-</b>	
<b>Date Procedure/Guideline (if any) was developed:</b>	7 November 2007
<b>RECORDS:-</b>	
<b>Container Reference in TRIM: Policy</b>	SF080616
<b>Container Reference in TRIM: Procedure</b>	
<b>Other locations of Policy:</b>	Intranet (linked to TRIM Container)
<b>Other locations of Procedures/Guidelines:</b>	Intranet (linked to TRIM Container)
<b>DELEGATION (if any):-</b>	Nil
<b>RESPONSIBILITY:-</b>	Fleet Coordinator
<b>Draft Policy developed by:</b>	Phil Hansen
<b>Committees (if any) consulted in the development of the Draft Policy:</b>	Nil
<b>Responsibility for Implementation:</b>	Fleet Coordinator
<b>Responsibility for Review of Policy:</b>	

<b>INTEGRATED PLANNING FRAMEWORK:</b>	
<b>Community Strategic Plan:</b>	Strategic Priority No. 6
<b>Delivery Program Title:</b>	Legal & Internal Services
<b>Operational Plan:</b>	Program No. 538

<b>Senior Authorising Officer</b>	<b>Position</b> General Manager	<b>Signature/Date</b>  25 March 2009
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<b>ACTION</b>	<b>COUNCIL MEETING DATE</b>	<b>RESOLUTION NUMBER</b>	<b>REPORT ITEM NUMBER</b>
<b>NEW/RECONFIRMED/ AMENDED</b>			
New	3 June 1992	466/92	-
Amended	17 November 1993	1156/93	-
Amended	19 October 1994	996/94	-
Amended	4 December 1996	969/96	-
Amended	4 January 1998	898/98	-
Amended	16 February 2000	2038/00	-
Amended	5 April 2000	2163/00	-
Amended	16 August 2000	2564/00	-
Amended	6 March 2002	120/02	-
Amended	4 August 2004	406/04	-
Amended	1 June 2005	338/05	-
Amended	17 May 2006	274/06	-
Amended	21 June 2006	350/06	-
Amended	20 September 2006	529/06	-
Amended	7 November 2007	594/07	-
Amended	25 March 2009	88/09	Item 3

<b>DATE REVIEWED</b>	<b>REVIEWER POSITION</b>	<b>REVIEWER NAME</b>
November 2013	Group Manager - Infrastructure	Phil Hansen