

	Motor Vehicle Policy Passenger Fleet <i>Policy No. WKSPOL 03</i>	Version No:	1.0
		Responsible Officer/s	Works Manager
		Issued:	20 Jan 2014
		Next Review:	Mar 2023

1. Purpose

This policy outlines requirements relating to the issue and use of Council vehicles.

2. Scope

This motor vehicle policy applies to all vehicles in the Council's passenger fleet.

3. Objectives

- To ensure ongoing and long-term cost effective management of Council's passenger fleet
- To provide a market competitive vehicle benefit to attract key staff
- To contribute to a reduction of greenhouse gas emissions
- To provide increased awareness and responsibility on the part of the employee for appropriate levels of maintenance of the vehicle over its life cycle.

4. Definitions

Commuter Use – means use of a Council vehicle to travel to and from home, and for other Council business (including call-outs) outside of business hours. The only person authorised to drive the vehicle is the relevant officer. When commuting the most practicable route should be taken. Minor detours are permitted to attend to personal commitments. The vehicle is to remain at work when the officer is on leave, or absent for more than 2 working days.

Private Use means use of a Council vehicle by the employee to whom the vehicle is allocated, outside of normal working hours. This includes use by the employee's family and other persons, who must have a Full Licence, when the employee is present in the car.

Private Use Categories

Full Private Use – vehicle is available at no cost to the employee.

Restricted Private Use – vehicle is available for personal use within a 500km radius of Mount Gambier. Any use beyond this is to be at the discretion of the Chief Executive Officer and fuel is to be at the employee's expense.

Limited Private Use – vehicle is available for personal use only within the District Council of Grant and City of Mount Gambier areas. Any use beyond this is to be at the discretion of the Chief Executive Officer and fuel is to be at the employee's expense.

5. Policy

Passenger vehicles will be purchased, maintained, and replaced regularly by Council. In determining the type of vehicle to purchase, Council will have regard to the requirements of the position to which the vehicle will be allocated and the purpose(s) for which the vehicle will be used; and in cases where Private Use of the vehicle is available as part of a salary package or contract of employment, consideration will also be given to the employee's personal needs. In selecting vehicles for purchase, consideration will be given to the vehicle's emissions data and fuel consumption.

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Purchasing

Council will seek quotations for the purchase/replacement of its passenger fleet, at times as required.

Vehicle Availability

Except during periods of leave, vehicles are to be made available for the use of other staff during working hours.

Vehicle Specifications

The following features/options are to be included in all vehicle quotations:

Sedans & Wagons

Power Steering
 ABS Brakes
 Cruise Control
 Air Conditioning
 Dual front Air Bags
 Floor Mats
 Tinted Windows
 Mud Flaps
 Automatic Transmission
 Bluetooth compatibility or similar
 Tow bar

Utilities & 4WD's

Power Steering
 ABS Brakes
 Air Conditioning
 Dual front Air Bags
 Floor Mats
 Tinted Windows
 Mud Flaps
 Towbar
 Seat covers
 Bluetooth compatibility or similar

Purchasing and leasing are both options depending on evaluation.

Fringe Benefits Tax (FBT)

Employees will be required to complete vehicle travel log books from time to time to assist in the correct calculation of Fringe Benefits Tax.

It is the responsibility of the person to whom the vehicle is assigned to ensure that any change in the vehicle usage pattern, or assignment to another officer, is authorised in writing by the relevant Director and a copy of this document is provided to the Finance Officer. This authorisation must include the vehicle registration, changeover odometer reading and new officer's name (where applicable).

Vehicle Changeover

All vehicles will be changed over at an age and/or distance which represents best value for Council. Changeovers should be no more frequently than 15,000 kilometres or 9 months whichever comes first, nor less frequently than 2 years or 60,000 kilometres whichever comes first.

A review will be undertaken as required and at least biennially by the Works Manager and Director of Finance and Community Services, to determine the most cost effective financing system for the fleet, eg. Purchase versus lease comparison.

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A report is to be submitted to Council on the completion of a changeover of a vehicle.

Note

Any variation to Employees' current contracts of employment or remuneration packages that may be necessary to comply with this policy are to be negotiated as part of any classification/remuneration review and incorporated in a revised package. Any change in the standard of vehicles issued to officers will be undertaken at the normal vehicle replacement intervals.

The Chief Executive Officer has the authority to negotiate remuneration packages with officers including the usage of vehicles extending from unrestricted private use through to out of hours vehicle use.

6. Responsibilities

Responsibilities of all drivers

All designated drivers must comply with the following conditions with respect to the vehicle in their care:

- Maintain the vehicle properly including regular fluid and tyre checks
- Organise servicing when necessary
- Drive responsibly and legally, observing all traffic rules and regulations at all times
- Secure the vehicle when parked in public places
- Maintain a logbook as required by the Chief Executive Officer
- Report all accidents immediately to the Chief Executive Officer

- Pay any traffic infringements associated with the use of the vehicle, or supply a Statutory Declaration as to who is responsible for the offence
- Hold a current drivers licence for that class of vehicle. A copy of the licence is to be provided to the Manager Organisational Development
- Not permit anybody to smoke in the vehicle
- Keep the vehicle clean and tidy at all times
- Not use it for any secondary employment or income generating activity outside their employment with Council
- At the Employee's residence, park the vehicle off-street where practicable, and garage it where possible
- Not wilfully or recklessly misuse or mistreat the motor vehicle
- Sign an agreement as prescribed in the attachment to this policy, accepting and agreeing to abide by the provisions of this policy.

Failure to comply with any of these conditions may result in the withdrawal of private use of the vehicle at the discretion of the Chief Executive Officer whether the provision of the vehicle is a condition of employment or not.

Council's responsibilities

The Council via the Chief Executive Officer shall be responsible for the following in respect of a Council vehicle:

- Purchase or Lease of the vehicle
- Regular Servicing

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- Payment of all FBT associated with the vehicle
- Supply of fuel and other consumables (subject to private use arrangements)
- Insurance
- Registration
- Signing an agreement with the employee agreeing to supply it and allow its use by the employee in accordance with this policy (except in the case where it is out of working order for any reason the Council shall not be responsible for supplying another vehicle whilst it is being repaired or replaced).

7. References:

Local Government Act 1999.
Fringe Benefits Tax Assessment Act 1986

8. Review

This policy shall be reviewed by the District Council of Grant at minimum every four (4) years, within 12 months of a general election of Council (or on significant change to legislation or other matters which could affect this policy).

Action	Date	Minute Reference
Adopted by Council	16 February 2009	09036.2
Reviewed	21 June 2010	10137.3
Reviewed	20 January 2014	14007.2.3
Amended by Management Team	23 February 2015	6.1
Minor amendment by CEO	27 September 2017	CEO only
Reviewed	1 April 2019	19047.3.3