

FINANCE / ACCOUNTING

F 4.10 Vehicle & Plant Management

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.4194 and C.4195
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Asset Management Policy Employee Code of Conduct Workplace Health & Safety Policy
<i>Related Legislation</i>	Local Government Act 1995

OBJECTIVE

- To clearly define the appropriate use of Shire owned vehicles for operational purposes;
- To ensure Shire owned plant and vehicles are purchased and replaced with cost effectiveness;
- To provide clear guidelines to employees for private usage of Shire owned vehicles;
- Maximise vehicle availability for business use;
- Minimise Fringe Benefit Tax (FBT) liabilities;
- Provide an attractive employment package for staff.

SCOPE

This Policy applies to all Shire of Northam employees which use Shire owned plant and vehicles for operational purposes and/ or agreed private use. The Policy is also extended to persons which have agreed operational use that are not direct employees of the Shire.

POLICY

Executive Managers shall be responsible to ensure this Policy is complied with within their department. The Fleet Manager will be responsible for coordinating the Policy in collaboration with the Chief Executive Officer (CEO).

Category 1	Vehicle	Conditions of Use
Community / Pool Vehicle	Type: Bus or vehicle specific to operational need.	Training / Conference Attendance: <ul style="list-style-type: none"> • Request for use to be made to Departmental Executive Manager following approval of training request.

		<p>Operational Purposes:</p> <ul style="list-style-type: none"> Request for use to be made to any Officer with an assigned vehicle.
<p>Category 2</p> <p>Officers</p>	<p>Vehicle</p> <p>Type: Base model Small Sedan, SUV or vehicle to meet operational needs</p>	<p>Conditions of Use</p> <ul style="list-style-type: none"> Commuter Use; Approved travel to and from the employee's place of employment and home. Travel other than commuter use requires Executive Manager approval and operating costs to be inherited by employee. Commuter Use excludes the following: <ul style="list-style-type: none"> Transportation of members of the public other than for official purposes; Visits to private or other non-work related locations, unless on the direct route.
<p>Category 3</p> <p>Officers & Supervisors</p>	<p>Vehicle</p> <p>Type: Base model Small Sedan, SUV or vehicle to meet operational needs</p>	<p>Conditions of Use</p> <ul style="list-style-type: none"> Restricted Private Use Approved travel within the Shire of Northam. Travel outside of the Shire of Northam requires Executive Manager approval and operating costs to be inherited by employee.
<p>Category 4</p> <p>Snr Officers & Managers</p>	<p>Vehicle</p> <p>Type: Base model Medium Sedan, SUV or vehicle to meet operational needs</p>	<p>Conditions of Use</p> <ul style="list-style-type: none"> Restricted Private Use; Approved travel within 200km of home address; Travel outside of 200km radius of home address requires Executive Manager approval and operating costs to be inherited by employee.
<p>Category 5</p> <p>CEO Executive Managers</p>	<p>Vehicle</p> <p>Type: Large Sedan, 4x4, SUV or Station Wagon.</p>	<p>Conditions of Use</p> <ul style="list-style-type: none"> Unrestricted Private Use; Approved travel within Western Australia; Travel outside of Western Australia subject CEO Approval;

GENERAL VEHICLE USAGE

With the exception of vehicles allocated to designated special purpose positions, all Shire vehicles are to be made available for usage as pool vehicles during core business hours. Vehicles to be made available outside of these hours (excluding

private use categories) shall be at the discretion of the Departmental Executive Manager.

PERIODS OF LEAVE

Category 1 to 4 employees whom are absent from the workplace for a period of more than two (2) consecutive weeks (paid or unpaid leave), will require approval to retain use of the vehicle from the Departmental Executive Manager. Fuel cards are required to be returned to the Executive Manager for periods of leave in excess of one (1) week.

Category 5 employees shall retain their vehicles during periods of leave, with the use of fuel cards to be in accordance with contract agreements.

FRINGE BENEFIT TAX REPORTING

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Accountant by the due date. These include:

- Log books of vehicle use are to be completed when requested;
- Annual returns giving details of any employee using the vehicle;
- The start and finish dates of each period of use, and;
- Details of the vehicle use when allocated to another person.

Employee's allocated vehicles for commuting or limited private use are required to notify the Fleet Manager of any changes to the allocation of the vehicle (eg. during leave or staff rotation etc). Failure to do so will result in the assumption the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

CARE OF VEHICLE

Employees who have been assigned a vehicle shall be responsible for the proper care of the vehicle including safe keeping, regular cleaning – both inside and out and ensuring that normal running items such as fuel, oil, battery, radiator and tyre pressure are checked at regular intervals.

Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence. The Fleet Manager shall report excessive reconditioning costs to the relevant Executive Manager. The CEO shall decide if excessive reconditioning costs are required to be paid by the Officer.

SELECTION OF VEHICLE TYPE

Category 1 to 4 employees will be allocated a base model vehicle or a vehicle that is specific to operational needs.

Category 5 employees will be allocated a vehicle appropriate to the position and in accordance with their contract conditions.

All vehicles are to be purchased from local dealerships in accordance with the purchasing policy unless otherwise agreed by the CEO.

SAFETY RATINGS

Where practicable, vehicles purchased will have a 5 Star ANCAP (Australasian New Car Assessment Program) rating. Operational vehicles with a lower ANCAP rating may be purchased subject to operational needs and at the discretion of the Fleet Manager.

LEGAL REQUIREMENTS

It is the employee's responsibility to maintain the relevant class driver's license to operate a Shire vehicle. Employees who are holders of probationary, or extraordinary licenses must display the appropriate plates in a prominent position.

The driver will be responsible for any fine incurred in the operation of vehicles whether on Council business (when under the control of the employee) or using it for private purposes.

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to their Executive Manager, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle;
- Report any accident in a motor vehicle to the Police where required by law;
- Not accept or acknowledge any liability on behalf of Council arising from an accident;
- Complete as soon as practical after the accident, the appropriate claim form and incident report form, returning them to the relevant Officers.

Vehicle rights usage may be revoked if the employee's motor vehicle license has lapsed or is suspended for any reason, until such time a driver's license has been reinstated.

Where the employee, or person authorised by the employee, is involved in an accident whilst on private use and subsequently convicted of an offence, Council reserves the right to recover any expenses incurred as a direct result of that accident.

OTHER DRIVERS

Category 1 to 3 employees shall not allow any non-direct employees' drive the vehicle. Category 4 employees are permitted to have spouse / partner drive the vehicle in accordance with conditions of that category and state legislation if prior approval has been obtained from the Departmental Executive Manager.

Category 5 employees are permitted to have their spouse or partner drive the vehicle in accordance with conditions of that category and state legislation.

VEHICLE ROTATION & REPLACEMENT

The following replacement frequency will apply to the Shires fleet of plant and vehicles:

Passenger Vehicles:	every 4 years, or 90,000 km
Operational Vehicles:	every 5 years, or 90,000 km, or end of warranty periods
Heavy Plant:	7 years or 8000-15000 hours, to be assessed annually for condition.

Vehicles may be reallocated amongst staff to prolong utilization or preserve market value to maximize financial gain when replacing vehicles.

Fleet life cycle costs vary regularly due to a variety of factors including fuel costs, maintenance costs, used fleet prices and market and industry trends. The Shire of Northam will review replacement periods on a regular basis to ensure vehicles are replaced at the optimum time ensuring the most cost effective outcome for the Shire of Northam.

VEHICLE USAGE BY NON-EMPLOYEE'S

Non-employees who have a vehicle assigned for operation purposes are required to enter into a written agreement clearly defining the terms and conditions of the usage.

DEFINITIONS

Fleet Manager: The Executive Manager which has the fleet management service area assigned to them under the Corporate Plan.

Non- Employee: Is a person (excluding spouse or family member) which has an operational need to drive the vehicle, Such as Bush fire brigade member.

Pool Vehicle: Is a vehicle which is to be made available for use during business hours for other employees to use