



LIGHT MOTOR VEHICLE POLICY

Summary:

The purpose of this policy is to provide clear direction on the provision of Council's Vehicle Fleet to meet service commitments to the community, and Council's commitment to achieve its long term goal of valuing employees as central to Council's operations.

Policy Number	4.123
File Number	CM/163
Document version	V2.0
Adoption Date	21 December 2022
Approved By	Council
Endorsed By	Council
Minute Number	248/22
Consultation Period	Nil
Review Due Date	May 2021 – 2 years
Department	HR & Workforce Development and Fleet
Policy Custodian	Manager HR & Workforce Development
Superseded Documents	(Insert)
Related Legislation	Local Government (State) Award Workplace Health & Safety Act Workplace Health & Safety Regulation
Delegations of Authority	Manager HR & Workforce Development

1. Overview

Council recognises that it will be required to purchase and maintain an extensive vehicle fleet for the provision of services to the community.

Council is also committed to achieve its long term goal of valuing employees as central to Council's operations recognising that the modern labour market is highly competitive. In order to attract and retain staff, in skilled positions, Council must provide a range of incentives.

These factors lead to the need for Council to maintain a light motor vehicle fleet to meet operational needs, staff contractual arrangements and service delivery

requirements, for its daily functions. This will be done through a process of ensuring optimum use of vehicles where possible through management practices which are efficient, cost effective, sustainable, equitable and accountable.

2. Policy Objectives

Through this policy, Council aims to:

- a) Be committed to its employees because they are core and central to our success. The key focus areas contained within the Workforce Plan illustrates Council's commitment to Recruitment and Retention, Reward and Recognition, Reviewing Performance, Training, Wellbeing and Workforce Development. This Policy supports Council's strategy to become an Employer of Choice, while meeting industry standards.
- b) Provide guidance for the cost effective and efficient management of Council's light motor vehicle fleet.
- c) Enable Council to supply some employees with a valuable benefit while at the same time providing some income to offset the cost of maintaining the fleet.
- d) Improve fleet environmental sustainability by promoting the use of low emission fuel efficient vehicles and alternative technologies, over time, within the limitations of operational requirements and budget constraints. Where possible "Hybrid" or environmentally friendly vehicles will be tested for suitability and used within the fleet.

3. Scope

- a) This policy applies to all Council operations.
- b) The policy applies to all staff of Council who qualify for use of a Council motor vehicle, and is supported by clear and consistent procedures.

4. Legal Framework

Council will honour agreements with existing and new staff as contained in their contractual agreement. These include vehicle packages for private use and the requirement to comply with the Local Government (State) Award.

Workplace Health and Safety legislation requires Council to factor safety into decisions on vehicle and attached equipment choices.

5. Use of Council Vehicles

- a) Council's vehicles may be available to employees on a private use or commuter use basis, subject to payment of a lease back fees and other statutory considerations.
- b) All Council vehicles are considered "Pool cars" and can be used by relevant Council staff or Councillors for Civic or duty purposes, when not used by the nominated staff member during working hours for Council business purposes. Management maintains records to monitor potential fringe benefit considerations. Several "Pool" unassigned vehicles will be maintained in the fleet.

5.1 Private Use

"Private use" refers to use by an employee of a Council vehicle for private purposes after payment of a set fee. Council meets all costs except when on annual leave,

long service leave or leave without pay. During these periods of leave Council meets all costs except fuel, maintaining value and safety standards.

There are three categories of private use vehicle.

Category 1 – Chief Executive/ SES Officers under Contract subject to SOORT* conditions

The vehicles provided to the Chief Executive and Chief or SES Contract Officers are part of the contractual arrangement for these positions and may be part of the salary package, a lease back arrangement or a Novated Lease arrangement with an appropriate allowance provision.

* Senior Officers Remuneration Tribunal

Category 2 – Senior Managers

The vehicles provided to Senior Department/Section Managers, Band 3 and Band 4 of the Award, are part of the standard benefit package to attract and retain these officers, as determined by the Chief Executive, for these positions and will be offered on a lease back arrangement or Novated Lease.

Category 3 – Operational Vehicles

The Operational Vehicles attached to positions such as Manager Works, Manager Water & Waste, Health and Building Surveyor, Manager Planning and Development Services and Fleet Manager are vehicles that will be provided on a lease back or job specific arrangement. These vehicles are “fit for purpose” vehicles, generally of a more robust nature due to usage requirements. Incumbents may request consideration of a novated lease, but this would not be a likely and suitable scenario. Where in excess of 90% of vehicle usage is for Council Operational purposes and the vehicle is of a primarily utility nature the Chief Executive may determine a reduced leaseback contribution.

5.2 Commuter Use

“Commuter use” refers to use of a job related utility Council vehicle by an employee for travel to/from work. Council meets all costs. Use of this nature facilitates duty call outs, secure garaging and efficient direct home to work sites, particularly for senior operatives.

These Vehicles form Category 4 – Commercial Vehicles

Category 4

Commuter is restricted to travel between home and work, with no other private benefit.

Commuter use will generally be restricted to employees living within fifty (50) kilometres of a Depot or as determined by the Chief Executive.

A vehicle in this category will not be available to the employee during any period of annual leave, long service leave or leave without pay. The vehicle may not be retained whilst the employee is absent from work for any cause.

Category 4 (a) – on-call, rostered on or out of hours work.

Applicable to Supervisors and employees who are on-call, rostered on for weekends and/or Public Holidays, or are routinely required to meet after hours work commitments.

Travel to/from home to fulfil work commitments is permitted, with minor deviations permitted due to the inconvenience that may occur due these commitments, with no other private benefit.

Council acknowledges that this category of commuter use gives some benefit to an employee, while Council receives operational advantages that support its Customer Service needs and statutory obligations, and also benefits in having a vehicle that is maintained and secured. By not requiring the payment of a fee in this circumstance, Council recognises the relative value of the benefits in Council's favour.

Category 4 (b) – group transport or remote worksites.

Other employees who have a vehicle assigned to them, where Commuter Use by that employee offers either measurable efficiency gains to Council through the usual daily group transport of employees to work sites at the commencement of the working day, or where the employee commences work on a usual daily basis at rural or other work-sites remote from one of Council's Depots.

Council acknowledges that this category of commuter use gives some benefit to an employee, while Council receives operational advantages valued substantially in excess of that Commuter Use fee and also benefits in having a vehicle that is maintained and secured. By not requiring the payment of a fee in this circumstance, Council recognises the relative value of the benefits in Council's favour.

6. Type of vehicles

- a) In choosing the most appropriate vehicle or contract for the provision of vehicles for the fleet, regard will be given to maximising standardisation of vehicle type where possible, robustness, fuel efficiency, as well as environmental and economic sustainability, safety and occupational health, the department's needs and the position.
- b) Council will always endeavour to balance environmental, economic, safety and operational and individual requirements.
- c) Except for specialist "tools of trade vehicles" (commercial vehicles) and where statutory and/or contractual obligations arise, generally vehicles will be two (2) wheel drive, four (4) door passenger sedans or wagons or four wheel drive, four (4) cylinder vehicles.
- d) Vehicle type shall to be recommended by the Fleet Manager and approved by the Manager HR & Workforce Development, with the final sign off by the Chief Executive.

- e) Council will replace motor vehicles at the Chief Executive's discretion, in order to ensure maximum financial efficiencies.
- f) "ANCAP safety ratings are published using a rating system of 1 to 5 stars. These star ratings indicate the level of safety a vehicle provides for occupants and pedestrians in the event of a crash, as well as its ability – through technology – to avoid a crash.
- g) ANCAP safety ratings are determined based on a series of internationally recognised, independent crash tests and safety assessments".
- h) Council will source vehicles with a minimum of a 5 star ANCAP rating.

7. Accessories

Where not considered essential for work purposes staff may elect to have a bull-bar, roof rack, driving lights or tow-bar fitted at their own cost. The accessories become property of Council who will meet the cost of transferring accessories on vehicle changeover.

8. Accountability, Roles & Responsibility

Procurement

- a) Council aims to achieve Economies of Scale by standardising the fleet as much as possible. Where the fleet of vehicles is contracted, the contractual agreement must be closely monitored and run for no longer than 3 years. Maximising the return must always be the driving force in these arrangements.
- b) Council is committed to minimising environmental impact from its light motor vehicle fleet. The procurement process will include an assessment of all vehicles using the Federal Government's "Green Vehicle Guide". Where possible and practicable, Council will purchase vehicle models with superior emissions standard and fuel consumption ratings and will consider alternative and developing technologies, such as "hybrid" vehicles.

Procedures

Procedures and agreements/arrangements relating to the use of the Council vehicle fleet must be signed by all staff with a Council vehicle. Records will be held by HR on Personnel/Personal files. The Fleet Manager and senior management team will monitor compliance of these procedures and oversee adherence.

The procedures will be updated in line with this policy statement and the content modified over time with the aim to ensuring optimum use of vehicles through management practices that are efficient, sustainable, equitable and accountable.

The Procedures include details on:

- Care and security of vehicles;
- Responsibility for Traffic infringements;
- Fees for Private Use lease back/Commuter Use – will be reviewed annually by the Chief Executive in line with Local Government (State) Award;
- Option to Return Vehicle when on leave;
- Log books;
- Standard vehicle accessories;
- Optional Accessories;

- Restriction as to user;
- Operational responsibilities;
- Misuse of vehicles;
- Vehicle breakdown and accidents;
- Alcohol and drugs;
- No smoking.

9. Related Documents, Standards & Guidelines

Light Motor Vehicle Fleet Procedures.

10. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/5/19	Council	Adoption of Original Policy
V2.0	21/12/22	Council	Re adoption of Policy (Res No.248/22)