

CP.30 Vehicle & Plant Management

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.5321
<i>Resolution Date</i>	28/05/2025
<i>Next Scheduled Review</i>	2027
<i>Related Shire Documents</i>	CP.40 Asset Management MP.1 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff Fleet Transition Plan – Light Vehicles 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 having regard to 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 who use Shire owned plant and vehicles for operational purposes and/or agreed private use. This policy is also extended to persons who have agreed operational use of vehicles and/or plant that are not direct employees of the Shire.

POLICY

Executive Managers will be responsible for ensuring this policy is complied with within their department. The Executive Manager Corporate Services 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.	<ul style="list-style-type: none"> • As agreed.
Category 2	Vehicle	Conditions of Use

Officers	Type: Base model Small Sedan, SUV or vehicle to meet operational needs	<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.
Category 3 Officers & Supervisors	Vehicle Type: Base model Small Sedan, SUV or vehicle to meet operational needs	Conditions of Use <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.
Category 4 Senior Officers & Managers	Vehicle Type: Base model Medium Sedan, SUV or vehicle to meet operational needs	Conditions of Use <ul style="list-style-type: none"> • Restricted Private Use. • Approved travel within 200km of Shire boundary. • Travel outside of 200km radius of Shire boundary requires Executive Manager approval.
Category 5 CEO Executive Managers	Vehicle Type: Large Sedan, 4x4, SUV or Station Wagon.	Conditions of Use <ul style="list-style-type: none"> • Unrestricted Private Use. • Approved travel within Western Australia. • Travel outside of Western Australia subject to CEO approval for Executive Managers.

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 relevant Executive Manager.

PERIODS OF LEAVE

Category 2 & 3 employees who are absent from the workplace for a period of more than one (1) week (paid or unpaid leave), will require approval to retain use of the vehicle from the relevant Executive Manager. Fuel cards are not permitted to be used 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 their employment contracts.

FRINGE BENEFIT TAX REPORTING

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Finance Manager and/or 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.

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

WORK HEALTH AND SAFETY REQUIREMENTS

- Smoking and/or vaping is not permitted in any Shire owned vehicle or plant.
- Drivers must ensure they are in a fit condition to drive the vehicle or plant.

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, preferably daily.

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 (including drink driving and road rage).

Reconditioning costs at change over may be recovered from employees if the vehicle is excessively damaged through negligence. The Executive Manager Corporate Services shall report excessive re-conditioning costs to the relevant Executive Manager. The CEO shall decide if excessive re-conditioning costs are required to be paid by the employee who was allocated the vehicle or plant.

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 employment contract conditions.

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

Where practicable all new light vehicle replacements are to be made in accordance with the objectives and findings of the Shire's Fleet Transition Plan – Light Vehicles 2022.

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 Executive Manager Corporate Services.

LEGAL REQUIREMENTS

It is the employee's responsibility to maintain the relevant class of license to operate a Shire vehicle or plant. 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 or plant whether on Shire 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 the Shire 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 and plant rights usage will be revoked if the employee's license has lapsed or is suspended for any reason, until such time as the appropriate 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, the Shire 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 to 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 relevant 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 Shire's 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:	Seven years or 8,000-15,000 hours, to be assessed annually for condition.

Vehicles may be rotated amongst staff to prolong utilisation or preserve market value to maximise 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 will review replacement periods on a regular basis to ensure vehicles are replaced at the optimum time, ensuring the most cost effective outcome.

VEHICLE USAGE BY NON-EMPLOYEES

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

DEFINITIONS

<i>Non- Employee:</i>	Is a person (excluding spouse or family member) who has an operational need to drive the vehicle, such as a Volunteer Bush Fire Brigade member.
<i>Pool Vehicle:</i>	Is a vehicle which is to be made available for use during business hours for other employees to use.