



FLEET POLICY

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Responsible Officer:	Manager Works
Owner:	Works
Responsible Director:	Presentation and Assets
Relevant Legislation/Authority:	<i>Local Government Act 2020, Fringe Benefits Tax Assessment Act 1986</i>
DOCSETID:	4832258

1. PURPOSE

The City recognises the need to purchase fleet that satisfies its operational requirements and enables employees to provide services for the community in a financial and sustainable manner. The City owned fleet is used to conduct its operational business and for the provision of full private usage to designated employees.

The purpose of this policy is to inform and provide clearer guidelines to assist in the conduct of the City's operational business and in the provision of vehicles for private use for designated employees.

The objectives of this policy are to ensure:

- the City's fleet is managed efficiently;
- fleet owned by the City is used appropriately;
- the conditions for use, care and maintenance of the City's fleet are clearly defined;
- an optimal replacement time is maintained for all fleet;
- a consistent approach to the provision of vehicles as part of salary packages is provided and associated value is recognised;
- formal staff entitlements are recognised;
- an appropriate number of fleet is maintained to effectively deliver City services;
- a safe, secure working and living environment is provided;
- fleet are selected on the basis of 'fit for purpose' in association with the City's business;
- The reduction of the need to travel, and the encouragement of zero and low carbon modes of transport to reduce emissions;



- Attraction and retention of staff at manager level or above.

2. BACKGROUND

The current policy is outdated, ambiguous and requires frequent clarification to ensure Council is providing accountable, environmentally friendly and financially responsible outcomes. This revised policy will also enable the City to retain high level employees with vehicles offered for private use and in doing so, be an attractive choice for employment.

3. SCOPE

This policy applies to all persons operating fleet owned by the City, including but not limited to the Mayor, Councillors, City employees, volunteers and contractors for both business and personal use.

4. DEFINITIONS

Assigned Officer means an employee who is assigned a vehicle for Private or Commuter use.

CEO means the Chief Executive Officer.

City means the Greater Bendigo City Council.

Operational Use means using a vehicle solely for the purposes of Council operational business to deliver Council services. Operational vehicles are to be left at Council premises outside of work hours.

Volunteer A person registered with Council that performs unpaid and clearly defined work on behalf of Council.

Councillor means a person holding the office of Councillor of the City

Immediate Family means:

- (a) the employee's partner (including the employee's spouse, de facto partner); and
- (b) the employee's child or an adult (including an adopted child or stepchild), parent, brother, sister, grandparent or grandchild.

Pool Vehicle means a car which supplied by Fleet Services and is made available for any employee to drive whilst on City business during normal working hours and overnight use.

On call vehicle means a council vehicle specifically setup for On Call use.

Commuter use Means employees in eligible roles (primarily field based) may use a council owned vehicle assigned for business use only and for commuting to and from work.

Private Use means non-business travel in a vehicle, including travel between home and work.

Fleet means all passenger and light commercial vehicles and e-bikes

Fit for Purpose Vehicle means a vehicle that is specifically suited to the operational requirements of the associated role and will not exceed the associated roles requirements i.e. a 4x4 vehicle that does not go off road or using a diesel utility for inspections and site visits where a light hybrid or full electric passenger vehicle will satisfy the operational requirement.



5. PRINCIPLES

This policy takes into consideration the Greater Bendigo Council Plan (Mir Wimbul) 2021 - 2025. The following general principles underpin this policy:

- innovation and financial sustainability to ensure value for money on behalf of the community; and
- environmental sustainability through protecting and enhancing the environment as well as conserving our resources and increasing resilience to a changing climate.

In order to reduce travel, carbon modes of transport and emissions, the City will implement the principle of sustainable transport, as outlined in the Climate Change and Environment Strategy 2021 - 2026. The City will achieve this in the following ways:

- save emissions by reducing fuel and energy used by staff in the delivery of City services;
- support and encourage the procurement of, hybrid and full electric modes of transport;
- plan for end-of-life of Council assets (plant and infrastructure);
- work towards Greater Bendigo having the required infrastructure to transition to efficient, effective and accessible shared low zero carbon transport options; and invest ethically and maintain assets to maximise useful life.

6. POLICY

(I) General Conditions

Irrespective of who has been designated as the Assigned Officer of a vehicle, all persons who drive a vehicle must:

- be in possession of a current, valid and appropriate drivers' licence;
- drive safely and appropriately according to the road rules, road conditions, terrain and weather conditions;
- use the vehicle only for purposes for which it has been designed and manufactured;
- when not in use, ensure the vehicle is safely parked and secured;
- not smoke in the vehicle;
- keep the interior tidy, free from bad odour and in a hygienic condition;
- return the vehicle in a clean and tidy condition after use; and vehicles will be regularly audited by the Fleet Services Unit to ensure they are clean, serviced and fit for purpose
- return the vehicle with no less than half a tank of fuel. If returning an electric vehicle, ensure you have parked in an allocated charging station parking bay and the vehicle is plugged in and is charging.



Furthermore, the Assigned Officer must:

- ensure the fleet is serviced and maintained in accordance with the manufacturer's recommendations. All fleet servicing must be booked and organised in consultation with the Fleet Services Unit;
- report any faults or damage to the Fleet Services Unit, and ensure appropriate incident/hazard reports are completed;
- immediately notify their manager if their licence is cancelled or suspended or if they are prevented by law from driving a vehicle;
- carry out general maintenance of their assigned vehicle, including monitoring oil and water levels, and tyre pressure.

(ii) Council Vehicle Pool

Unless otherwise approved by the CEO, all vehicles are to be made available to other employees for business purposes during business hours. Not all operational vehicles are required to be made available if it interferes with the ability of an employee and their role to provide services. The availability of vehicles for use by employees is administered through an online Asset Booking System.

Any employee, including the Assigned Officer, who needs to use a vehicle, shall do so by booking a vehicle for the date and time it is required. A vehicle will not be used unless a booking has been made through the online vehicle booking system.

If a staff member is using a vehicle during business hours that is allocated for private use or commuter use, it is the employee's responsibility to ensure the vehicle is returned by 5pm unless approval has been given.

(iii) Start Up Check

Once a week or each time a new driver uses the vehicle, a Start Up Check (*currently being developed*) will need to be undertaken to ensure the vehicle is presented in a safe and respectful condition.

Start Up Check Return is only required if a defect is detected.

(iv) Fuel Cards, Fuel Fobs (Bulk Fuel) and EV Charge Cards

Fuel cards, EV charge cards and fuel fobs are used for the sole purpose of re-fuelling the City's plant, fleet and equipment. Under no circumstance are fuel cards, EV charge cards and bulk fuel fobs to be used for personal use. Fuel cards are not to be used to purchase items other than fuel and (if required in an emergency) lubricants.

All employees and councillor's with access to the City's plant, fleet and equipment that use a fuel card must sign fuel Card, fuel fob (bulk fuel) & EV charge cards Acknowledgment Agreement.



Irrespective of who has been designated as the Assigned Officer of a vehicle all employees who drive a vehicle must:

- ensure that the fuel cards are ONLY used for unleaded fuel, diesel, LPG and (if required in an emergency) lubricants. If lubricants are purchased, then the receipt must be sent to the Fleets Service Unit so it can be allocated the asset's maintenance records.
- sign their name on the Fuel Stations receipt docket.
- MUST enter correct, current odometer reading of the vehicle upon re fuelling at a fuel station or at the Depot. Odometer readings are uploaded into the Fleet Management Software and are an element used to determine replacement timing and service schedules. When a zero is entered as the Odometer reading the City is no longer eligible for fuel discounts.
- immediately report lost, stolen or compromised fuel cards, fuel fobs and EV charge cards to Fleet Services Unit.
- Send expired fuel cards to the Fleet Services Unit for disposal.
- fuel cards, fuel fobs and EV charge cards are assigned to a vehicle/item of plant and must be kept in a secure and concealed location within the vehicle. Fuel fobs must only be used for the vehicle/item of plant they are assigned to.
- other methods of payment, such as cash or credit card are only to be used in exceptional circumstances. The employee must make every effort to seek out a service station that accepts a City operated fuel card. In the case of using cash or credit card to pay for fuel purchases, a receipt of the fuel purchase must be presented to the Finance Unit for reimbursement.

(v) E Tags

All new vehicles will be registered with a number plate recognition facility to uphold City's commitment to tag-less vehicles and reduction in E-waste.

No additional costs for number plate recognition facilities or E-tag use will be required for those staff with private use as these costs are included within the staff contributions. Commuter and Pool Vehicles will be equipped with a number plate tag-less recognition facility.

(vi) Parking and Traffic Violations

The driver of a vehicle is personally responsible for obeying parking signs and road rules at all times, including on-street and off-street parking.

The City will maintain records of who has driven vehicles during business hours through the use of the asset booking system, logbooks and daily plant checklist books. Under no circumstances will the City be liable to pay any fine incurred by the driver of a vehicle. The responsibility for payment of fines resides with the offender.

(vii) Accidents and/or Incidents

In the event of an accident and/or incident, employees are expected to:



- stop immediately;
- render assistance if possible, to any injured person and call an ambulance if required. If any person is injured, the Police must be notified (in accordance with City's Trauma Policy);
- exchange name, address and details of the vehicle with other parties and, if possible, obtain details of their insurance policy;
- do not admit liability;
- note carefully where the accident/incident occurred and record details of street name, time and date, weather conditions and details of any witness;
- if towing is required, contact Fleet Services in the first instance;
- report the accident/incident to Fleet Services (including completion of an incident/hazard report) as soon as is practical; and
- Fleet Services will contact the Risk department to discuss further action, including possible insurance claims and repair of vehicles.

In the event of multiple accidents and/or incidents involving an employee or an Assigned Officer or their approved driver, a risk assessment may be done to determine an appropriate action.

(viii) Breakdowns

In the event of a breakdown, employees are expected to:

- if during business hours, contact the Fleet Services Unit in the first instance for assistance and /or advice
- if Fleet Services assistance cannot be arranged, or if the breakdown occurs outside of business hours, contact emergency roadside assistance on 1800 686 464, quoting member number 3648885.

(ix) Servicing and Maintenance

The Assigned Officer is responsible for ensuring that the vehicle is serviced and maintained in accordance with the manufacturer's schedule. Servicing is to be arranged through the Fleet Services Unit. In some circumstances, for example during annual leave, servicing may be approved at another location. Prior approval from Fleet Services is required in this circumstance.

Each manager is responsible for costs associated with the operation of vehicles allocated to their area.

The City will pay all standard maintenance and operating expenses including oil, repairs, tyres, servicing, comprehensive insurance, registration, taxes and fuel incurred in respect of all City motor vehicles provided.

(x) Alcohol and Drugs

All drivers of vehicles are to adhere to State laws and City policy regarding the use of controlled substances and alcohol when driving. No person will drive or operate a vehicle whilst under the

influence of alcohol, hallucinatory medication or prescribed medication beyond the prescribed limits, or any other illegal substance.

Drivers of any bus (commuter and/or wheelchair carrying capable), including volunteers must have an alcohol reading of zero at all times. (see Section 57 of the *Bus Safety Act 2009* (Vic) and Regulation 11 of the *Bus Safety Regulations 2010* (Vic)).

(xi) Mobile Phones

It is illegal to use a handheld mobile device or visual display unit while driving a motor vehicle (including while stationary but not parked). Employees must not use mobile devices while driving unless the vehicle is fitted with a Bluetooth enabled device. This law also applies to the use of tablets and other portable devices.

(xii) Levels of Usage

a) Pool Vehicles

Pool vehicles are dedicated to general city business and not allocated to a position or person or unit. Pool vehicles will be available for use for all staff for general day to day business use (including overnight use for city business only) and are booked using the organisation's Asset Booking System. Pool vehicles are not to be booked for extended periods to ensure their availability to all staff

b) Commuter Use

A vehicle may be allocated as Commuter Use where it is deemed that the role requires commencement of work on site rather than starting at Council premises no less than three days per week on a regular basis and the employee lives within 50km of Galkangu. Commuter Use vehicles are assigned to the position (Job title) only, not the employee and will only be allocated on the recommendation of the relevant manager and approved by the Works Manager and relevant Director. The recommendation must include a business case identifying the service delivery need for Commuter Use and will be annually reviewed.

Consideration for approval for commuter use shall include the operational benefits identified in the business case, fit for purpose requirements of the vehicles for the role, tax implications as defined by the ATO and principles outlined above in this policy. In accordance with ATO rulings the commuter use vehicle can only be a panel van or Ute with a payload greater than 1 tonne and not designed to principally carry passengers. If this ruling exceeds fit for purpose for the associated role, an exemption will be required with CEO approval as this does not align with the Zero Carbon targets outlined in City's Climate Change and Environment Strategy 2021-2026.



The employee's use of the vehicle is limited to (as per ATO guidelines):

- travel between home and work
- travel that is 'incidental' in the course of duties of employment
- non-work-related use that is minor, infrequent and irregular, minor incidental use is allowed however any trip deviating from a home to work route more than 2km will be deemed 'personal'
- regular and frequent non-work-related use will be deemed as 'personal' under the commuter use agreement.

Attending a 'regular' event such as gym, collecting children from school or other activities that are 'regular' in nature are not classed as 'incidental use'. In this scenario if staff are assigned a Commuter use vehicle, they are required to drive their Commuter use vehicle home and travel to their regular event via other modes of transport.

Where it is found that an employee has not complied with the commuter use agreement and personal use attracts Fringe Benefits Tax (FBT) they will be liable to repay the FBT amount.

Employees who have been offered commuter use of a vehicle must agree to and sign the Commuter Use Motor Vehicle Use Agreement. On 31 March of each year, employees who are allocated Commuter Use of a vehicle must sign an annual declaration stating that the vehicle has not been used for private use (except for minor and infrequent use). The annual declaration must be returned to the Financial Strategy Unit no later than 14 days after the 31 March each year (see Schedule 1).

The vehicle is not available for full private use and must be left at the City premises for any periods of annual leave, long service leave, or other absences of more than two (2) working days.

In the case of an emergency employees should advise and seek approval from their supervisor as soon as possible for the additional use of the vehicle.

Commuter use is not a condition of employment and can be revoked at any time.

On call and use of Vehicles

A fit for purpose vehicle shall be made available for use for on-call staff. In Accordance with ATO rulings the vehicle shall not be utilised for private use whilst the staff member is on-call. An on-call vehicle can only be used when a staff member is required to respond to an emergency phone call and must be garaged at the staff members home until such a call is received. The on-call use is limited to:



- commuting to and from work unless required to respond to an emergency phone call.
- non-work-related use that is minor, infrequent and irregular. Minor incidental use is allowed
- however, any trip deviating from a home to work route more than 2km will be deemed 'personal'.
- regular and frequent non-work-related use will be deemed as 'personal'.

Attending a 'regular' event such as gym, collecting children from school or other activities that are 'regular' in nature are not classed as 'incidental use'. In this scenario if staff are on call, they are required to drive their assigned an on-call vehicle home and travel to their regular event via other modes of transport.

c) Private Use Vehicles

Private use of a vehicle is granted to employees in their employment agreement. Private use may be approved for business purposes, or as an attraction or retention strategy.

The CEO can withdraw private use entitlements at any time due to retirement, resignation or breaches of this policy and related motor vehicle procedures. In other cases where private use is withdrawn, three months' notice will be given to the employee of the change.

Costs associated with any damage to a vehicle caused by a breach of City policy or unlawful use may be passed onto the assigned staff member with the direction of the CEO.

Private use of a vehicle is available to all staff at manager level and above, in accordance with the City's Organisational structure.

The Assigned Officer may allow the vehicle to be driven unsupervised by licensed members of their immediate family (spouse/partner and children). Assigned officers are permitted to teach drivers on their Learners Permit in their vehicle as long as they are part of their immediate family.

On 31 March of each year, employees who are allocated private use of a vehicle must complete and sign an annual declaration. The annual declaration must be returned to Finance no later than 2 weeks after the 31 March (see Schedule 2).

(1) Extended Leave

Approval is required by the CEO, or his/her delegate, to use a vehicle for periods of leave or absence (other than annual leave or long service leave), for longer than 6 weeks. The CEO will consider reasons for leave or absence, individual circumstances and organisational requirements for the vehicle. Where use of the vehicle is denied, the employee's salary will be adjusted so that the value of the remuneration package is maintained.

Where the entitlement to private vehicle use is not utilised during a period of annual leave or long service leave in excess of four weeks and the vehicle is garaged in the vehicle pool, the pre-tax salary deduction will be suspended for the period of leave.



(2) Higher Duties

Employees are entitled to private use of a vehicle where the higher duty role is entitled to it subject to:

- A vehicle is available; and
- the use is approved by the Director; and
- there is a financial contribution (via a salary deduction).

d) Mayoral Vehicle

The City will provide the Mayor with a vehicle in accordance with this policy for business and private use and will be selected from the Vic Fleet list and will be selected from the operational, base or upmarket range. The vehicle will be an appropriate colour that will enable it to be incorporated back into the fleet if required

(xii) Selection of Vehicle Makes and Models

Purchase of all vehicles will be managed by the Fleet Services Team, in accordance with the following considerations:

a) Environmental

- green vehicle guide giving preference to hybrid, electric vehicles or low emission vehicles available;
- The City's Sustainability Policy, Circular Economy, Zero Carbon Policy and Zero Carbon Plan.

b) Safety

- ANCAP ratings (aim for 5-star rating where practical)

c) Value for Money and Fit for Purpose

- be in keeping with City's role, status and image providing services to the community;
- all vehicles should be fit for purpose relative to City business, and approved in writing by the relevant manager;
- fleet composition must remain sufficiently diverse to spread financial risk associated with whole of life asset management; and shall not be:
 - (i) a prestigious make;
 - (ii) a coupe, sports or customised make or model;
 - (iii) a sports pack; and
 - (iv) any larger than a six cylinder



d) Vehicle Selection

Private Use vehicles can only be selected from the [VIC Fleet Approved List](#)

The Approved Vehicle List will also be made available on request by the Fleet Services Team or can be accessed on the website.

The selection of the passenger vehicle will then be used to calculate the Remuneration Package Benefit.

e) Colour Selection

All pool and commuter use vehicles purchased will be white. White will be considered the baseline for all private use vehicles purchased; however, a limited choice of external colour may be approved in consultation with the Plant and Fleet Services Team and by the relevant Director. Light coloured vehicles are encouraged on the basis of safety, bodywork maintenance costs, and re-sale value.

f) Standard equipment

Vehicles will be fitted with Bluetooth hands free, and floor mats. Accessories needed to fulfil a role will require the approval of the relevant Manager and costed to the relevant business unit.

g) Accessories

Director approval will be required if an officer requests the fitting of any other optional accessories for personal, non-work-related use. Optional accessories approved and fitted prior to delivery will be included in Remuneration Package Benefit. Any optional accessories fitted post-delivery shall be approved by the Fleet Manager and funded by the officer, including fitting, maintenance, repair and removal. Accessories must not be used that are contrary to the manufacturer's specifications or recommendations.

Officers with private use of a vehicle may fit car sets/ capsules to City vehicles. The officer is responsible for correct installation of child seats. Child seats may remain in the during business hours. The vehicle will remain in the pool during business hours. At vehicle changeover or the officer's departure from their employment with the City, if the officer has paid for the installation of optional accessories the officer has the alternative to either leave the accessory on the vehicle or remove it. If removed, it may be relocated to the new vehicle at the officer's cost.

(xiii) Changeover of Vehicles

a) Replacement Guidelines

Vehicles will be changed over, using the following as a guide alongside the principle of value for money on behalf of the community across the fleet program.

(i) Passenger (including Private Use) Vehicles

- Four years / 75,000kms (whichever comes first)

Operational

- Six years / 120,000kms (whichever comes first)

(2) Collecting – Vehicle Procedure

Collection of all new vehicles shall be carried out by the Fleet Services team to ensure specification compliance and to undertake initial testing and checking. The Assigned Officer or any other employee shall not collect a new vehicle without the presence or approval of the Fleet Coordinator or Manager Works.

(3) Handing Back – Vehicle Procedure

The Assigned Officer shall ensure that the vehicles servicing schedules are up to date is thoroughly cleaned (i.e., the vehicle shall be washed externally and cleaned internally to the satisfaction of the Fleet Services team). If the Fleet Services Team is not satisfied that the vehicle has been thoroughly cleaned, they will arrange for the vehicle to be professionally cleaned and the cost of cleaning may be attributed/passed on to the Assigned Officer.

(xiv) Accident or Breakdown Replacement

In case of an accident or breakdown, an employee with an entitlement of private vehicle use will be provided with another vehicle on a temporary basis from the vehicle pool while their current vehicle is undergoing repairs. Where possible, the replacement vehicle will be of the equivalent standard to their current vehicle.

Costs incurred in relation to the accident, or any costs associated with the breakdown will be costed to the relevant unit who were using the vehicle at the time of the accident or breakdown.

(xv) Reportable Fringe Benefits Tax (FBT)

Employees that are allocated vehicles may incur reportable fringe benefits tax (FBT) on their annual payment summary if the vehicle is made available to them for private use. Private use is also determined for commuter use vehicles, where the vehicle is garaged at the employee's home, however, may be determined to be an exempt car benefit.

All Employees with a private Use or Commuter use vehicle must complete an FBT declaration at the end of each FBT year. This will be provided to them annually by the Financial Strategy Unit (see Schedule 1 or 2).

Employees should seek their own independent advice regarding whether the allocation of a vehicle will incur FBT and understand the impact any reportable FBT will have on tax obligations or eligibility for government assistance.

Each manager is responsible for ensuring that an individual employee is identified for the purpose of assigning reportable FBT.

(xvi) Vehicle Branding

The city does not brand vehicles that have been negotiated for private use as part of an employee's employment package. All city vehicles that have been negotiated for commuter use will be branded with the city's approved branding. All city vehicles will be fitted with a windscreen sticker, advising that the vehicle may be fitted with a GPS unit.

(xvii) GPS Units

Vehicles may or may not be fitted with a GPS unit for the purpose of reporting utilisation, driver behaviour and working alone. Complying with Government requirements for recording FBT and Fuel rebate usage

(xviii) Number Plates

All vehicles (private, commuter and operational use) will have Bendigo Regional number plates allocated to them upon purchase.

(xix) Use of City Vehicle outside core business hours

Where an employee is required to represent the City in the course of performing duties aligned with their position description outside core business hours or where performing such duties will require the employee to collect or return the vehicle outside core business hours, the employee with the approval of their manager is permitted to use a vehicle to travel home that evening if they are attending work the following day. The employee must be representing the City at a venue/place other than the City's core business premises. Instances where this could apply are:

- early morning meeting (professional development days, seminars); and
- evening meetings (small township meetings, community forums)

(xx) Sale of City Vehicles

Vehicles are usually sold either as trade-ins for replacement vehicles or by public auction. There is no restriction on employees purchasing a vehicle sold to a motor vehicle trader by the City. There is no restriction on employees purchasing a vehicle offered for sale at public auction.

Although not common, used vehicle markets may justify sale by public tender. There is no restriction on employees purchasing a vehicle by public tender.



(xxi) Novated Lease

Novated leasing is available for employees for the purchase of their own private vehicle including e-bikes. The People & Culture Unit can provide information on the process for pursuing a novated lease. The City cannot enter into a leasing agreement directly with the leasing company. The City may agree to deduct fortnightly payments from the employees pay and forward those deductions to the appropriate account as specified in the leasing agreement. The City does not provide salary packaging financial advice and encourages staff considering the novated leasing option to seek independent financial advice.

(xxii) Bikes

The Bike Fleet is made available for work related travel. Bikes may also be used during breaks for short trips, to encourage physical activity and in order for users to become more familiar with the bikes. In some circumstance's bikes may be booked overnight but must only be used for the purposes of familiarising users with travel to and from work or for attending out of hours meetings.

All bike users must:

- Perform all relevant safety checks before beginning to cycle and immediately report any operational defects, faults or problems to the fleet manager in a timely manner.
- Adhere to road rules. Bike riders are personally responsible for any breaches or offences committed.
- Wear safety apparel as required by law (helmet) and covered in, closed-toe suitable footwear. The City will provide helmets to Australian Safety Standards and lights.
- Return bikes and accessories to place of pick up at the end of a booking period. Electric bikes are to be connected to the charger.
- Secure bikes and accessories (including removal of lights where these are not fixed to the bike) when parking in public places using the provided locks. Combination lock codes are available from the Fleet Services Team.

(4) Booking

Bike bookings can be made through the organisation's Asset Booking System. Helmets and other accessories will be kept on the bikes or in a location close to where the bikes are parked.

(5) Training

Users should be competent in riding a bike. Where users are not competent; bikes should not be utilised until training has been undertaken. This includes if not confident, or unfamiliar with riding on roads and in traffic.

7. ROLES AND RESPONSIBILITIES

The Fleet Services unit is responsible for the acquisition, disposal and management of City Fleet.



8. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and fleet booking system.

Further information or advice on this policy should be directed to the Fleet Services unit or Works Manager

9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
July 2019	AG	Works	Develop	1	July 2023
July 2019	JN	Governance	Administrative – added Doc Set ID Number, edited footer and corrected review date after consultation with KR & AG	2	July 2020
July 2019	JN	Governance	Administrative – inserted correct approval date	3	July 2020
December 2021	BM	Works	Review	4	October 2022
25 October 2022	BM	Works	Review	5	October 2023

Schedules Attached

1. **Schedule 1: Employee Declaration for Commuter Use of Motor Vehicle**
2. **Schedule 2: Employee Declaration for Private Use of Motor Vehicle**



Schedule 1

Employee Declaration for Commuter Use of Motor Vehicle FBT Year Ending 31 March 202__

Employee Name _____

Assigned Officer _____

Vehicle Details _____

Registration Number and Vehicle Description _____

I declare that I have had commuter use of the above motor vehicle/s during the FBT year
1 April 202_ to 31 March 202_

I have used the vehicle for travel:

- between home and work, (where any diversion added no more than two kilometres to the ordinary length of that trip);
- any private use was of a minor or infrequent nature and did not exceed 1,000km in total for the entire FBT year; and no single, return journey for a private purpose exceeded 200km.

I also acknowledge that noncompliance with this commuter use Agreement is deemed as personal use and as such attracts Fringe Benefits Tax (FBT) and I will be liable to repay the FBT amount.

Signature _____

Date _____



Schedule 2

Employee Declaration for Private Use of Motor Vehicle – 31st March 202_

Employee Name: _____

Business Unit/Cost Centre: _____

Vehicle Registration Number: _____

Vehicle Make/Body Type: _____

Klm's at 31 March 202_ _____ klm's

Days not available for private use: _____ (provide explanation)

Employee Contribution: \$ _____ (please attach detail and invoices)

This vehicle was utilised for private use by another employee once during the year (please tick)
(please provide details – e.g. – J. Smith personal errand 15/1/20; swapped with Manager X, utilised car to go home etc)

If another vehicle held over the year

Below lists a vehicle previously held during the period 1st April 202__ to 31 March 202__

Please check and complete the following details:

Previous Vehicle Registration Number _____

Previous Vehicle Make/Body Type _____

Change-over Date _____

Days not available for private use _____ (provide explanation)

Employee Contribution \$ _____ (please attach detail and invoices)

This vehicle was utilised for private use by another employee once during the year (please tick)
(please provide details – e.g. – J. Smith personal errand 15/1/20; swapped with Manager X, utilised car to go home etc)

Employee's Signature and date on which this declaration was made: _____