

Draft Motor Vehicle Corporate Standard

Summary of Proposed Changes

Consolidation of the policy and corporate standard into a single document (corporate standard).

Attachments have been removed from within the document and instead referenced as a related document.

Removed duplication that was present in policy and corporate standard.

General wording amendments made and reordering of sections/content to improve readability and clarity of intent.

Rewording of Scope section. Legacy agreement information reworded to be consistent with other more recently adopted documents (i.e. Flexible Work Arrangements Corporate Standard). Reference included for contractors and volunteers.

Council supplied motor vehicle becomes business supplied motor vehicle.

Number of definitions have been removed:

CEO; Common Law Contract; Council; Councillor; Directors; Executive Team; General Manager; Legacy Use; Light Vehicles; Marked; Motor Vehicle Use Categories; Nominated Associate; Preferred Vehicle List (replaced with Motor Vehicle Specification List); Regular Basis; Running Costs (replaced with Total Operating Costs); Senior Executive Employee.

New definitions:

Business; Commuter Use Kilometres; Driver Information Pack; Heavy Vehicle; Leader; Legacy Agreement; Construction Plant; Local Disaster Coordinator, Motor Vehicle Specification List (previously Preferred Vehicle List) Motor Vehicle User Agreement; Operational Pool Vehicle Administrators; Recoverable Debt; and Total Operating Costs (previously Running Costs).

Motor Vehicle & Vehicle definitions have been merged into one.

Contractor definition changed to be in line with Procurement Policy definition. Examples provided for clarity and to recognise consultants.

Other minor wording amendments to definitions for clarity (intent remains unchanged) i.e. Private Use, Rostered-on-Call-Periods, Employee (updated to be consistent with new policies/corporate standards), Volunteer, etc.

New – Key Responsibilities section:

- A number of one sentence sections/responsibility statements from the current policy/corporate standard have been removed from within the content of the draft corporate standard into the new responsibilities section. Examples:
 - carrying passengers within legal limits & minor restraints is covered under responsibility statement obeying with all traffic laws, etc;
 - mobile phones – as above; etc.
- Other responsibilities that have a need to be fleshed out in content also have a dot point in the responsibilities section.

Change in approach from preferred vehicle lists to motor vehicle specification list - removal of reference to vehicle makes and models and becomes focused on the specifications required to meet the operational requirements of the business.

Categories of Use Proposed Changes:

Current Category Name/Number	Proposal
Category 1 Use – Councillor	Removed – the Councillor Expenses Reimbursement and Provisions of Facilities Policy applies.
Category 2 Use – Executive Team	Removed – not applicable as vehicles are no longer being provided. Any remaining legacy agreements have been provided for under the Scope section of the draft.
Category 3 Use – Non-Executive Team (Council Employees on Common Law Contract)	
Category 4 Use - Commuter	
Category 5 Use – Tool of Trade	Renamed to Category B Use – Tool of Trade.
Category 6 Use – Operational Rostered On-Call-Periods	Categories combined & renamed to Category C Use - Operational.
Category 7 Use – Operational General	
Category 8 Use – Operational – Pool Vehicles	
Category 9 Use – Organisations, Contractors, Volunteers	Renamed to Category D Use - Emergency Services.

References to Nominated Associate have been removed as is no longer relevant with the removal of Category 3.

Category C Use – Proposed inclusion for private use – temporary commuter use approved by the Manager Operations Support Services to meet the operational requirements of the business. Example: employee required to travel to alternative work location for a fixed period for secondment placement or to cover leave and it is not economical for the motor vehicle to be returned to a business facility each day.

Category D Use Proposed Amendments:

- title change (as above) as the section speaks of emergency groups only as not volunteers or contractors of the business;
- large amount of content removed from the section as the current policy position requires a resolution of Council to allocate under this category;
- reference to applying legislation included; and
- proposed that the Local Disaster Coordinator has the ability to temporarily allocate vehicles to emergency services during a declared disaster situation in consultation with Manager Operations Support Services.

Like content has been grouped together. For example:

- vehicle marking information has been removed from each Category of Use and become a new section;

- motor vehicle user agreement has been removed from within Categories of Use to own section;

References to place of employment have been changed to work location to be consistent with the wording used in the Certified Agreement.

The modifications section currently refers to CEO or nominated delegate. There are no such delegations currently in place. Draft proposes decision maker as General Manager Operations, Manager Operation Support Services or Team Leader Workshops, subject to financial delegation.

Markings section includes new information about vehicle wraps.

Allocation section:

- Proposes a change of decision maker from CEO to General Manager for both determining that there is an operational requirement for the allocation of a motor vehicle (including applicable category of use) and likewise that there is no longer an operational requirement for the allocation of a motor vehicle. General Managers currently have delegation to sign Motor Vehicle User Agreements.
- Current documents are silent on who undertakes reviews of the operational requirement for the allocation of an existing motor vehicle and applicable category of use. Draft proposes the review be undertaken by the Leader of the Authorised User with recommendations made from the review approved by the General Manager.

Temporary Reallocation section proposes a change in decision maker from Manager, Director or CEO to General Manager (consistent with Secondment Corporate Standard that has been adopted more recently). Removed requirement to return the vehicle to Fleet to be reissued.

Licence Requirements section has been extended to include all employees, not just Authorised Users.

Daily Pre-Start Vehicle Checklists section:

- Has been extended to all vehicles (current corporate standard excludes light vehicles). Current corporate standard requires prestart to be signed by Authorised User's supervisor prior to returning to Fleet. Draft proposes that at the end of each month the Authorised User / Operational Pool Vehicle Administrator provides Operations Support Services with the prestart checklists.
- Category 8 Use currently requires users to self-induct using the Induction Guide and by reading the manufacturers handbook. Draft proposes this requirement is replaced by prestart checklist and vehicle familiarisation;
- All other Categories of Use (other than 8) requires an OHS induction. Draft proposes this requirement is replaced by prestart checklist and vehicle familiarisation with additional requirements for heavy vehicles (induction via supplier) and construction plant (VOC/inductions).

New –Vehicle Familiarisation section.

Logbooks:

- Removed – Requirement the completion of the “How to complete a logbook’ ELMO module for all Authorised Users allocated a motor vehicle that requires completion of a logbook. No such learning course exists and there is no appetite to develop such a course.
- With the current Category 6 Use being combined with current Categories of Use 7 and 8, and given the frequency of operator changes, the draft proposes a full logbook be kept for all usage which is consistent with the current requirements of Categories of Use 7 and 8.

New - Towing section.

Removed - Operation of Vehicle Pools section. Content is included within other sections (i.e. responsibilities, vehicle familiarisation, etc).

Refuelling – Removed requirement for Operations Support Services to be provided with a copy of the receipt where fuel purchased using a corporate credit card. These types of purchases are to be reconciled in accordance with the credit card procedures.

Vehicle Maintenance section:

- Moved content pertaining to defects identified during prestarts to the prestarts section.
- Authorised User responsibilities re: cleaning vehicle and scheduling maintenance moved to responsibilities section.
- Balance content moved up under General Conditions section.

Servicing and Repairs section:

- Authorised User & Fleet responsibilities moved to responsibilities section.
- Deleted information re: on-call emergency organisations (RACQ) as Categories of Use 1-3 removed.

Removed - Damage section. This information is covered under the Accidents and Near Misses and Employee Responsibilities sections.

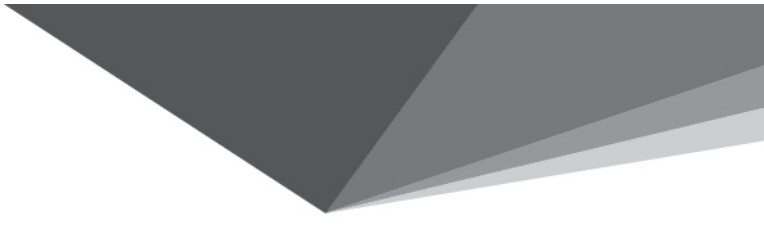
Removed – Breakdown section. This information is covered under the Accidents and Near Misses section as the same process applies.

Damage from Inappropriate Use:

- deleted content re: towing private boats, etc. as was only applicable for Categories of Use 1-3; and
- proposed change from administration of matters by Fleet in consultation with People Services to management in accordance with the Complaint Management Process Corporate Standard (Employee Conduct Complaint).

Removed - Use of Council Supplied Motor Vehicles for Attendance at Meetings, Conferences, Training Session and the Like Where Overnight Stays Are Required. This section is covered under the Offsite Storage section.

New – Travel for Funeral Services of Past Employees section. This information is consistent with the decision made by Executives at the time of approving the Leave Corporate Standard.



Removed – Hire Motor Vehicle Type section. Draft proposes the specifications of the hire motor vehicle to be determined on a case by case basis.

New – Use of Privately Owned Motor Vehicles for Business Purposes.

Removed – Contribution section. Conditions for exemption moved to Category of Use section as circumstances under which a business supplied motor vehicle may be supplied under Category A Use (Commuter).

Removed - Methodology for Cost Recovery section. This section only applied to Category 2 & 3 Use which has been removed.

New – Replacement of Vehicles section.

New – Disposal section.