



Gladstone Regional Council

Corporate Standard

Title	MOTOR VEHICLE USE
Standard Number	CS-17-2017
Date of Approval by Chief Executive Officer	20 JULY 2017
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Date Review Due	20 JULY 2020

1.0 PURPOSE:

This corporate standard provides a summary of matters set out in Council's Motor Vehicle Use Policy (See part 6.1 of this corporate standard), administrative matters required to implement the requirements of that policy (see part 6.4.1 of this corporate standard) and the administrative matters referred to in that policy as follows:

- Preferred Vehicle Lists (part 6.2);
- Council Supplied Motor Vehicle User Agreement (part 6.3);
- Motor vehicle administrative requirements for all classes of use of Council Supplied Motor Vehicles (part 6.4);
- Motor vehicle allocation methodology (part 6.5); and
- Motor vehicle category of use allocation methodology (part 6.5).

This corporate standard also sets out:

- the contribution rates and methodology used to recoup Council costs for Private Use of Council Supplied Vehicles by Council Employees who have been provided Category 4 - Commuter use privileges (part 6.6); and
- the methodology for determining cost recovery from other users where their category of use requires cost recovery by Council (part 6.7).

2.0 SCOPE:

This corporate standard applies to all users of Council Supplied Motor Vehicles.

3.0 RELATED LEGISLATION:

- Local Government Act 2009
- Local Government Regulation 2012
- Transport Operations (Road Use Management) Act 1995
- Transport Operations (Road Use Management - Road Rules) Regulation 2009
- Income Tax Assessment Act 1997 (Commonwealth).
- Fringe Benefits Tax Assessment Act 1986 (Commonwealth)

4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Certified Agreement 2012
- Council's Motor Vehicle Use Policy
- Council's Non Smoking Policy
- Council's Code of Conduct Policy
- Council's Drug and Alcohol Policy
- Council's Elected Member Expenses and Provision of Facilities Policy
- Council's Councillor Conduct Code
- Vehicle Log Books
- Motor Vehicle Pre-Start Checklists
- Employment Contracts & Letters of Appointment
- Australian Tax Office - Work Related Car Expense - cents per kilometre method

5.0 DEFINITIONS:

To assist in interpretation of this standard, the following definitions apply:

"Authorised User" - means the person allocated a Council Supplied Motor Vehicle for use and their Nominated Associate (where applicable).

"Chief Executive Officer" - means the person holding the position of Chief Executive Officer of Council under the Local Government Act 2009.

"Common Law Contract" - means a written employment contract entered into between Council and a Council Employee that sets out conditions of employment that vary or exclude the application of parts of the Gladstone Regional Council Certified Agreement 2012.

"Commuter Use" - means travel between home and the worksite/workplace Taking The Most Direct Route.

"Contractor" - means a person engaged by Council to provide services where that engagement is not via a contract of employment that makes that person a Council Employee.

"Council" - means Gladstone Regional Council.

"Council Employee" - means the Chief Executive Officer, Senior Executive Employees of Council and other persons employed as a local government

employee by the Chief Executive Officer under the Local Government Act 2009.

"Councillor" - means a councillor of Council under the Local Government Act 2009 (includes the Mayor).

"Council Supplied Motor Vehicle" - means a Motor Vehicle supplied by Council where Council is responsible for the Motor Vehicles allocation and retains control of, and is responsible for the Motor Vehicle¹.

"Directors" - means those Employees with Director in their position title and includes the Chief Financial Officer.

"Executive Team" - means the Chief Executive Officer and Senior Executive Employees.

"Fringe Benefits Tax" - means the Commonwealth Government tax payable by Council on the fringe benefit of Private Use of a Council Supplied Motor Vehicle by a Council Employee or Nominated Associate.

"Legacy Agreement List" - means a list of documented agreements in place for use of Council Supplied Motor Vehicles at the commencement of Council's Motor Vehicle Policy that provide Private Use rights of Council Supplied Motor Vehicles that are at variance with the Private Use rights allowed in Councils' Motor Vehicle Policy.

"Legacy Use" - means pre-existing arrangement in writing, for the use of a motor vehicle that has been, and continues to be authorised by supporting documentation detailing the vehicle use arrangement for the current position held.

"Light Vehicles" - means passenger & light commercial vehicles (excluding trucks) that may be legally driven by holders of a Class "C" drivers licence in Queensland.

"Marked" - means a vehicle that has markings attached to the vehicle that identify the vehicle as a Council vehicle.

"Motor Vehicle" - has the meaning assigned under the Transport Operations (Road Use Management) Act 1995.

"Motor Vehicle Use Categories" - means the categories of Motor Vehicle Use as set out in Section 6 of Council's Motor Vehicle Policy.

"Nominated Associate" - means, where the category of use permits, the person nominated by the Authorised User who has been accepted by Council as a person who may drive the Council Supplied Motor Vehicle.

"Preferred Vehicle List" - refers to a list of vehicles, approved by the Chief Executive Officer or Council, from which Light Vehicles may be selected for Council Supplied Motor Vehicles.

"Private Use" - means the use of Council Supplied Motor Vehicles for non-Council work related travel.

¹ Council may be responsible as the owner of the vehicle under the *Transport Operations (Road Use Management) Act 1995* or the *Transport Operations (Road Use Management - Road Rules) Regulation 2009* or as the hirer of the vehicle under a lease or hire agreement or by virtue of an agreement or other undertaking with the owner of the vehicle by which the vehicle has been placed in Council's control for allocation to others for use. Council is not responsible for motor vehicles held by others under a novated lease arrangement where Council is not the lessee of the vehicle.

"Regular Basis" - means where Council Employees are on call and/or are required to undertake after hours work or travel to a job site on more than three (3) occasions in a working week.

"Senior Executive Employees" - has the meaning set out under section 196(6) of the Local Government Act 2009².

"Taking The Most Direct Route" - means taking the most direct route between home and the place of work of the Authorised User. This allows for *Minor, Infrequent and Irregular Variations*³ from the most direct route.

"Volunteer" - means a person voluntarily assisting Council in the provision of Council services to the community where the work undertaken is not via a contract of employment that makes that person a Council Employee.

6.0 STANDARD STATEMENT

6.1 SUMMATION OF MATTERS SET IN COUNCIL'S MOTOR VEHICLE USE POLICY

Summaries by category of use of the main requirements of Council's Motor Vehicle Use Policy are provided in Schedule A of this corporate standard.

6.2 PREFERRED VEHICLE LISTS

Schedules are attached for each of the Preferred Vehicle Lists set out below:

Schedule #	Preferred Vehicle List Applicable Category of Use	List authorised by
B	Category 1 Use - Councillor	Council resolution
C	Category 2 Use - Executive Team	Council resolution
D	Category 3 Use - Non-Executive Team (Council Employees on Common Law Contract)	Chief Executive Officer
E	Categories 4, 5, 6, 7, 8 Uses	Chief Executive Officer

These schedules of Preferred Vehicle Lists shall be prepared initially by Council's Fleet section and presented to the relevant authoriser (Council or the Chief Executive Officer) set out in the above table.

Schedule B shall be reviewed by Council's Fleet section at the time of a new Council being elected for consideration by the new Council prior to replacement of motor vehicles for the new Council.

² Under Section 196 (6) of the Local Government Act 2009 a *senior executive employee*, of a local government, is an employee of the local government— (a) who reports directly to the chief executive officer; and (b) whose position ordinarily would be considered to be a senior position in the local government's corporate structure.

³ means (per Tax Ruling 2007/12) trips that are a short deviation on the overall work related trip being undertaken and are happening or occurring at long intervals or not often; not consistent, habitual or regular; and not characterised by any fixed principle, method or rate

Schedule C shall be reviewed at least every two years by Council's Fleet section and presented to Council for approval if changes are recommended at that time.

Schedule D and **Schedule E** shall be reviewed at least annually by Council's Fleet section and presented to the Chief Executive Officer for approval.

Council or the Chief Executive Officer may seek a review of any schedule at any time.

The Preferred Vehicle List schedules shall contain the following information as a minimum:

- Vehicle models and types;
- Standard accessories that will be supplied;
- Allowable extras that will be allowed subject to demonstrated need to meet Council's service obligations; and
- Other allowable optional accessories that will be allowed subject to Council being reimbursed for the costs of such optional accessories by the Authorised User⁴.

6.3 COUNCIL SUPPLIED MOTOR VEHICLE USER AGREEMENT

In accord with Council's Motor Vehicle Use Policy a Council Supplied Motor Vehicle user agreement must be in place for all Council Supplied Motor Vehicles which have been allocated the following Motor Vehicle Use Categories:

Category 2 Use - Executive Team

Category 3 Use - Non-Executive Team (Council Employee on Common Law Contract)

Category 4 Use - Commuter

Category 5 Use - Tools of Trade

Category 9 Use - Use of Council Vehicles by Organisations, Contractors or Volunteers.

The format of the Council Supplied Motor Vehicle user agreement is set out in **Schedule F**.

Such agreements are to be in place for Council Supplied Motor Vehicles in the above categories, excluding arrangements on the Legacy Agreement List, within 90 days of the approval of the initial version of this corporate standard by the Chief Executive Officer.

⁴ Selection of Optional Accessories will only be allowed for Categories 1, 2 and 3 where:

- a) the Authorised User enters into an agreement with Council for the reimbursement of the additional costs incurred by Council; OR
- b) where the Councillor Elected Member Expenses and Provision of Facilities Policy allows for the optional extras; OR
- c) where the contract of employment of the Authorised User allows for the optional extras to be provided at no cost to the Authorised User.

No Council Supplied Motor Vehicles may be provided with the above categories of use from the date of approval of this corporate standard without a Council Supplied Motor Vehicle Use Agreement having been entered into. Such agreement will be required to be signed by the Chief Executive Officer, or authorised delegate, on behalf of Council and the relevant Authorised User allocated the vehicle. Where the Authorised User is the Chief Executive Officer, the Mayor will sign on behalf of Council.

A list of user agreements required and the status of their implementation shall be prepared and maintained by Council's People and Performance section. Such list will be made accessible to Council's Fleet section.

That list will detail at least the following information:

- Agreement reference #.
- Authorised User Name.
- Authorised User Position Name & # (Where Applicable).
- Category of Use Assigned.
- Vehicle Assigned (model, type, registration #, Council fleet #).
- Status of User Agreement (Pending, Current, Expired).
- Where Status is current - Date Entered into.
- Where Status is Expired - Date Expired.
- Reason for expiration of agreement (Left Employ, or New Agreement).
- Where new Agreement - Reference # of new agreement entered into.
- Where Status is Legacy Use - Date use commenced.
- Where Legacy Use has expired - date of expiry.

Where Council Supplied Motor Vehicles are used under a Legacy Use arrangement a list of such Legacy Use arrangements will be prepared and held by Council's People and Performance section. The initial Legacy Agreement List must be approved by the Chief Executive Officer. All changes to the Legacy Agreement List must be approved by the Chief Executive Officer.

6.4 ADMINISTRATIVE REQUIREMENTS TO BE MET BY ALL USERS OF COUNCIL SUPPLIED MOTOR VEHICLES

Council's Motor Vehicle Use Policy directs that:

"the provision of motor vehicles by Council has always and will always be subject to the requirement to comply with Council policies and procedures with respect to the use of Council motor vehicles. As such, all administrative requirements under this policy and associated corporate standards and procedures will apply to all use of Council Supplied Motor Vehicles".

Where the administrative requirements set out in this corporate standard conflict with the requirements set out in Council's Motor Vehicle Use Policy the requirements of Council's Motor Vehicle Use Policy will prevail to the extent of such conflict.

6.4.1 Matters set in Council's Motor Vehicle Use Policy (Conditions applicable to all users) and how they will be administered

Council's Motor Vehicle Use Policy sets out a number of conditions that apply to all use of Council Supplied Motor Vehicles. The parts of the organisation that will administer these conditions and how they will be administered are set out below:

- Requirement for Motor Vehicle Use Agreement to be entered into (including when such agreements are required and when they end):

The administration of such agreements shall be undertaken by Council's People and Performance section and they are required to maintain the register of such agreements and their status.

- Requirements for Council to be supplied with details of current drivers licence details for Authorised Users and Nominated Associates and for these details to be kept up to date including advice being provided to Council of any changes, suspensions or cancellations of drivers' licences:

The administration of such licence records shall be undertaken by Council's People and Performance section.

- Responsibilities of Authorised Users for Traffic Infringement and Toll Road and Parking Charges:

The administration of such matters shall be undertaken by Council's Fleet section. Any non-payment of such infringements by Council Employees shall be administered by Council's People and Performance section as such matters, may have an effect on Council employment matters. Any non-payment of such infringements by Councillors shall be administered the Chief Executive Officer in consultation with the Mayor.

- Responsibility for Fringe Benefit Tax incurred arising from unauthorised private use of Council Supplied Motor Vehicles:

The administration of such matters shall be undertaken by Council's Fleet section in consultation with the Council's Finance section as the Finance section looks after Fringe Benefit Tax returns for Council.

- Insurance Claims and Authorised User Liability:

The administration of such matters shall be undertaken by Council's Fleet section.

- Modification of Council Supplied Motor Vehicles:

The administration of such matters shall be undertaken by Council's Fleet section.

- Motor Vehicle Damage arising from Inappropriate Use:

The administration of such matters shall be undertaken by Council's Fleet section in consultation with Council's People and Performance section as such matters, may have an effect on Council employment matters.

- Not roadworthy, not safe or not registered vehicles:

The administration of such matters lie with Council's Fleet section however each Authorised User of a Council Supplied Vehicle is also responsible for ensuring that they:

- do not drive a Council Supplied Motor Vehicle if they become aware that the vehicle is not roadworthy, is unsafe or is not registered (where use requires the motor vehicle to be registered); and
- advise Council's Fleet section as soon as practical of any issues with the motor vehicle assigned to them.

- Storage of Vehicles when not at a Council controlled facility:

Authorised Users are responsible for ensuring that, wherever vehicles are not stored overnight at a Council (or Organisation where category 9 Use applies) controlled facility, depot or workplace they:

- store the vehicle after hours within the confines of, or adjacent to their residential property (vehicles must not be parked across footpaths) or the property at which they are staying whilst away, or at a secure parking area if the Authorised User is away from their residential address overnight;
- ensure that tools and equipment are locked in the vehicle out of sight or kept within secure locked boxes on the vehicle; and
- ensure that the vehicle is securely locked at all times whilst unattended.

6.4.2 Additional administrative requirements applicable to all users

In addition to the administrative matters required under the Council's Motor Vehicle Use Policy this corporate standard imposes the additional administrative requirements as set out below:

A. Administrative Requirements Before Vehicle Use Commences

i. Drivers Licence

A copy of the current drivers licence for Authorised Users and Nominated Associates must be provided to:

- a) Council for recording in Council's recordkeeping systems before a Council Supplied Motor Vehicle is driven by a Authorised User or Nominated Associate; OR,
- b) where the vehicle is provided to an organisation, the organisation for recording in that organisations recordkeeping systems before a Council Supplied Motor Vehicle is driven by a Authorised User or Nominated Associate; OR
- c) where the vehicle is provided to an emergency service group, the person in control of that group for recording in that emergency service groups recordkeeping systems before a Council Supplied Motor Vehicle is driven by a Authorised User or Nominated Associate;

Council's People and Performance section must maintain the records of the copies of these licences for Council Employees, Contractors and Volunteers.

Organisations and Emergency Service groups supplied with motor vehicles by Council will be responsible for maintaining their own records of copies of these licences.

ii. Vehicle Inductions

(1) Inductions Required

All Authorised Users of a Council Supplied Motor Vehicle must ensure that they are suitability inducted prior to using a Council Supplied Motor Vehicle.

- a. For pool Light Vehicles (Category 8) users are to undertake a self induction using the light vehicle induction guide (Guide A) and the manufacturer's handbook.
- b. For all other use other than pool Light Vehicle use identified in (a), an induction of the Authorised User must be organised with the OH& S section of Council and, where deemed warranted by the Chief Executive Officer or delegate, by a representative of the supplier of that vehicle to Council or other person authorised by the Chief Executive Officer. Proof of the induction (Form A) shall be obtained.

Copies of completed Form A shall be provided to Councils' Fleet Section and Councils' People and Performance section.

(2) Vehicle handover to Authorised User

At the conclusion of the induction or at handover of vehicle a representative of Council's Fleet section will undertake a pre-handover check with the Authorised User (Form B).

The representative of the Council's Fleet section undertaking the above checks will have the list dated and signed by themselves and the Authorised User, give a copy to the Authorised User and Council's People and Performance section and retain the original

copy for Council's Fleet section records to assist with subsequent vehicle return procedure requirements.

B. Administrative Requirements Whilst Vehicle Use Assigned

1. Daily Pre-Start Vehicle Checklist

Daily pre-start vehicle checklists are not required to be completed for Light Vehicles. The exemption from the requirement for the completion of daily pre-start vehicle checklists for Light Vehicles does not exempt Authorised Users from taking due care with such vehicles and undertaking the standard checks of the vehicle that are required to be undertaken prior to use as set out in the manufacturer's handbook provided with the vehicle.

For all other vehicles the daily pre-start vehicle checklist relevant to the vehicle will be provided in the vehicle and must be completed as proof that daily pre-start checks have been completed as required. Authorised Users of vehicles (other than Light Vehicles) must obtain from Stores a daily pre-start checklist if it is not present in the vehicle. All daily pre-starts must be completed before the first operation of the vehicle each day; excluding days where the vehicle isn't operated at all (e.g. weekends). Once the daily pre-start checklist is completed for the week it must be provided to the Authorised User's supervisor.

The supervisor of the Authorised User shall review the completed daily pre-start vehicle checklist and follow up as deemed necessary. Once reviewed, the supervisor must provide all completed daily pre-start vehicle checklists to Council's Fleet section (either by internal mail or handed in in person).

2. Vehicle Use Log Books

All Authorised Users allocated vehicles that require the completion of Vehicle Use Log Books shall be required to access and complete the 'How to complete a logbook' module on the Council E-Learning Platform.

Council must be able to justify the class of use for each vehicle and who is using a vehicle at a particular time. Vehicle Use Log Books and, for pool vehicles, pool allocation logs are used for this purpose. Vehicle Use Logs are also required to meet Fringe Benefits Tax recording requirements.

A Vehicle Use Log Book (Form F) is to be kept in all Council Supplied Motor Vehicles at all times and must be maintained in accordance with the requirements set out in the table below:

Use Category	Vehicle Use Log Book Requirements
Category 1 Use - Councillor	No Log Books required
Category 2 Use - Executive Team And Category 3 Use - Non-Executive Team (Council Employees on Common Law Contracts)	Full Log Book to be kept for a minimum of 12 consecutive weeks every 5 years ⁵ ; and a) On change of Authorised User; b) On change of work arrangements; c) On change of residential address; d) On change of more than 10% of total kilometres travelled during Log Book period; e) On Change of more than 10% in the type of use, i.e. Private Vs Business use The Authorised User must sign a FBT declaration after March of each year (or upon permanent return of the vehicle) to confirm private usage.
Category 4 Use - Commuter and Category 5 Use - Tool of Trade and Category 6 Use - Operational Rostered-On-Call-Periods	Full Log Book to be kept for a minimum of 12 consecutive weeks every 5 years ⁵ ; and a) On change of Authorised User; b) On change of work arrangements; c) On change of residential address; d) On change of more than 10% of total kilometres travelled during Log Book period; e) On Change of more than 10% in the type of use, i.e. Private Vs Business use The Authorised User must sign a FBT declaration after March of each year (or upon permanent return of the vehicle) to report that private use other than that between home and work has been <i>Minor, Infrequent and Irregular</i> ⁶ . If private use has occurred that is not minor, infrequent and irregular, advice should be sought from Council Finance section before completing the FBT declaration.
Category 7 Use - Operational General	Full log book to be kept for all usage. A manager or delegate from the responsible work area must sign a FBT declaration at the end of March of each year (or upon permanent return of the vehicle) to confirm that there has been no private use.

⁵ or as determined by Australian Taxation Office

⁶ Minor, Infrequent and Irregular means (per Tax Ruling 2007/12) trips that are a short deviation on the overall work related trip being undertaken and are happening or occurring at long intervals or not often; not consistent, habitual or regular; and not characterised by any fixed principle, method or rate.

Category 8 Use - Operational - Pool Vehicles	Full log book to be kept for all usage. A manager or delegate from the responsible work area must sign a FBT declaration at the end of March of each year (or upon permanent return of the vehicle) to confirm that there has been no private use.
Category 9 Use - Organisations, Contractors or Volunteers	Full log book to be kept for all usage by contractors and volunteers. Log Book requirements for organisations will be set out on the Motor Vehicle Use Agreement between Council and the organisation.

Where an Authorised User temporarily takes up use of a Council Supplied Motor Vehicle (for example: whilst the Authorised User normally allocated the vehicle is on leave and they are allocated the vehicle in that period of absence) the Authorised User must keep a full log book for this period to satisfy Council's Fringe Benefit Tax record keeping requirements and must complete a FBT declaration on return of the vehicles to the normal Authorised User.

All log books must be provided to Council's Finance section at the end of each month.

3. Approval of any vehicle modifications required

Nominated delegates of the Chief Executive Officer within Council's Fleet section will be authorised by the Chief Executive Officer to approve modifications to Council Supplied Motor Vehicles.

No modifications are to be carried out to Council Supplied Motor Vehicles without the approval of the Chief Executive Officer (or delegate) which is to be sought by written application and received before any modifications are undertaken (Form G).

Modifications to a Council Supplied Motor Vehicle will only be approved where such modifications:

- Provide a benefit to Council; and
- Do not reduce the value of the motor vehicle; and
- Do not expose Council to an increased insurance risk or cost unless that increased insurance risk or cost is warranted having regard to the Council benefit to be gained.

4. Passengers

Authorised Users of Council Supplied Motor Vehicles may only carry passengers within the vehicle's legal carrying and load capacities. Generally the carrying of passengers is only allowed when it is associated with official Council business.

All minor passengers to be restrained according to State Government child restraint guidelines.

Authorised Users with private use entitlements (Categories 1, 2 and 3 Use) may carry passengers for private purposes within the vehicle's legal carrying and load capacities.

Authorised Users who have Category 4 Use - Commuter must apply for and obtain approval from the Chief Executive Officer or their Director (Form H) prior to carrying passengers for private purposes in the Council Supplied Motor Vehicles allocated to them and, if approved, may carry passengers for private purposes within the vehicle's legal carrying and load capacities. Completed and approved forms must be provided to Council's People and Performance section.

5. Carrying of animals

The carrying of animals in Council Supplied Motor Vehicles is prohibited, except in vehicles allocated for that purpose⁷ or for Authorised Users with Category 1, 2 or 3 Use.

In cases where Authorised Users may carry pets in the Council Supplied Motor Vehicle this is allowed provided:

- The Council Supplied Motor Vehicle is suitable for the carrying of such pets within the vehicle; **and**
- The pets are constrained within an appropriate pet harness or pet cage whilst being carried within the vehicle; **and**
- The surfaces of the vehicle on which the pet or the pet cage is placed are protected from damage by the pet or pet cage at all times.

6. Mobile Phone and Other Devices Use

Authorised Users of a Council Supplied Motor Vehicle must comply with all legislative requirements in relation to the use of mobile phones and other devices whilst driving.

In addition it is recognised by Council that talking on a mobile phone, even when conducted legally using hands free devices, can affect the driver's ability to gauge distances, keep lane discipline, keep to an appropriate speed and driver attention and concentration.

Accordingly, Authorised Users must:

- Never use a mobile phone unlawfully while driving;
- Never use a hand held mobile phone while driving;
- Preferably switch off their mobile phone while driving;
- Only use a hands free mobile phone if they must receive calls while driving;
- Keep mobile phone conversations short whilst driving;

⁷ For e.g. - Vehicles used for enforcement and regulation of animals that are required to be used to collect and transport animals.

- Preferably pull over and stop the car if possible while speaking on the phone;
- Never compose or read text messages when driving.

7. Vehicle Maintenance

Authorised Users are required to keep the vehicle in a clean, tidy and well-maintained condition, including regular washing/cleaning (i.e. at least every 2 weeks).

Any costs incurred by the Authorised User may be eligible for consideration as an additional personal contribution for the purpose of calculating the FBT Liability. Copies of Tax Invoices need to be submitted to Council's Finance section by the conclusion of the FBT year (31 March) to be eligible.

Authorised Users are to ensure that all scheduled servicing and necessary maintenance is undertaken in consultation with Council's Fleet Maintenance Planner. If any faults or defects are found with the motor vehicle during daily pre-start checks or through use of the motor vehicle, these faults / defects must be recorded in a Vehicle Defects Notification form (Form 1) and the daily pre-start vehicle log book (where required to be used) and must be immediately reported to the Authorised User's supervisor and Council's Fleet section.

Council's Fleet section shall review the defects and determine if the vehicle can be safely used and, if satisfied that there are defects, schedule the vehicle repairs/service as required.

If the fault or defect will compromise safe operation of the motor vehicle or make the vehicle un-roadworthy, the motor vehicle must be parked up in a safe place and tagged with an Out of Service tag. The motor vehicle must not be operated until repaired.

8. Refuelling, Servicing, Repairs, Breakdowns & Vehicle Damage

Refuelling

Whilst within the Gladstone Region all Council Supplied Motor Vehicles should be refuelled at a Council depot fuelling facility, in the first instance. Alternatively, Authorised Users can refuel using the Council provided fuel debit card allocated to the vehicle.

It is highly discouraged that fuel be purchased via a Council corporate credit card, as such purchases do not allow for the quantities of fuel purchased and the odometer reading at the time to be captured.

Where Council corporate credit cards are used a tax invoice/receipt is to be obtained, the odometer reading at the time of refuelling is to be noted on this invoice/receipt and a copy of this tax invoice/receipt is to be supplied to Council's Fleet section as well as provide a copy to Council's Finance section for acquittal purposes of the credit card use.

Servicing and Repairs

All servicing of vehicles is to be carried out through arrangements with Council's Fleet section. Unless otherwise instructed by Council's Fleet section, Council Supplied Motor Vehicles are to be serviced by Council's workshop.

It is the primary duty of the Authorised User to monitor the servicing requirements of the vehicle allocated to them and, when it is apparent that servicing is due, the Authorised User must liaise with Council's Fleet section to organise a time for the servicing of the vehicle by Council.

Council's Fleet section will also monitor vehicle usage and times since last service and, where it is apparent that a vehicle is due for service, arrange with the Authorised User for the vehicle to be made available for service.

Where Council's Fleet Section determines that it cannot attend to the required servicing, Council's Fleet section will arrange alternatives for the servicing and advise the Authorised User accordingly.

Authorised Users are not, without the consent of Council's Fleet section, to arrange for independent servicing or repair of the vehicle allocated to them.

In emergency situations Council's arrangements with on-call emergency organisations, as applicable to that vehicle, (e.g. RACQ) may be utilised.

Breakdowns

During normal office hours, Authorised Users are to contact Council's Fleet section for advice in break down situations.

Operators of Category 1, 2 & 3 vehicles which have RACQ membership or Roadside Assist should contact those organisations for any breakdowns either after hours or in remote areas. Contact details can be found in the glovebox.

Break downs (including after-hours breakdowns) will be managed in accordance with the Accident and Breakdown Procedure set out in **Guide B**.

Damage

Authorised Users must report any damage to Council Supplied Motor Vehicles through the LOGOSS system.

All events involving property damage (including dents and scrapes from car park collisions) must be reported by the Authorised User using the Council's LOGOSS system.

9. Accident Procedure

Authorised Users of Council Supplied Motor Vehicles must follow the Accident and Breakdown Procedure set out in **Guide B**, and the Traffic Crash Procedure in **Guide C** when involved in a Traffic Accident, and complete the record set out in **Guide C**. Authorised Users must ensure to report the incident in Council's LOGOSS System.

All accidents involving Council Supplied Motor Vehicles are to be reported to Council's Fleet Section immediately.

Authorised Users involved in a vehicle incident with a Council Supplied Motor Vehicle must record names and addresses of the other drivers involved in an incident (Guide C), along with details of any witnesses and provide those details to Council's Occupational Health and Safety Section and Council's Fleet section.

Authorised Users should not accept responsibility for the accident as this can void insurance cover in certain circumstances.

The Authorised User of the Council Supplied Motor Vehicle involved in an accident is responsible for completing details required for any insurance claim that Council will need to lodge for the incident. Council's Fleet section will provide assistance if required.

10. Use of Hire Vehicles

It is recognised that, at times, vehicles will need to be hired whilst away from the region for work purposes - e.g. when flying to a destination where the travel needed to be undertaken at the destination means that it is more economical to hire a vehicle rather than use taxi or public transport (rail - bus etc.) options.

When this occurs, the hire vehicle is also a Council Supplied Motor Vehicle and the requirements of Council's Motor Vehicle Policy and this corporate standard apply where it is practical to do so. Council's Procurement policy also applies to the procurement of the hire vehicle.

Type of vehicle

The type of vehicle hired should be in the range applicable to Preferred Vehicle List for the vehicle allocated to the Allocated User or lower. If no Vehicle is allocated the vehicle type shall be equivalent to commuter vehicles in the Preferred Vehicle List - Category 4 use.

Usage Rules

Vehicles hired whilst away are only to be used for work related purposes.

Insurance Levels

Hire vehicles are to be insured so that the level of excess applicable from any accident is \$2,000 or less per incident where practicable.

Vehicle sharing

Where there is more than one Councillor or Council Employee attending the relevant event that requires a vehicle to be hired the attendees shall share the use of the one vehicle where practicable.

11. Use of Council Supplied Motor Vehicles for Attendances At Meetings, Conferences, Training Session and the Like Where Overnight Stays Are Required.

It is recognised that vehicles may be allocated out of Council vehicle pools or temporarily allocated from an existing Authorised User to a Council Employee for attendance at a meeting, conference, training session and the like where an overnight stay is provided.

In such circumstances the vehicle may be taken home on the afternoon before the day of travel and be home garaged to facilitate attendance. Council Employees are to share vehicles when more than one person is attending the same meeting, conference, training session etc.

C. Administrative Requirements on Vehicle Return by Authorised User

On the return of a vehicle (either for trade, sale or for reallocation) a representative of Council's Fleet section will undertake a pre-handover check with the Authorised User using the Return of Vehicle Checklist in **Form C**.

The representative of the Council's Fleet section undertaking the above checks will have the list dated and signed by themselves and the Authorised User. A copy is to be given to the Authorised User and a copy retained for Council's Fleet section records. Council's Human Resources section must be notified of the return of the vehicle, and all applicable FBT Declarations to be forwarded to Council's Finance section.

Note: This part does not apply to the temporary allocation of vehicles out of vehicle pools.

6.5 MOTOR VEHICLE ALLOCATION METHODOLOGY

6.5.1 Assignment of Vehicles to Authorised User and Applicable Category of Use

Motor vehicles are provided by Council to meet the operational needs of Council.

Determination of who may be an Authorised User of a Council Supplied Motor Vehicle and the category of use applicable to that use is determined for Category 1 Use, Category 2 Use and Category 9 Use by Council (See Council's Motor Vehicle Policy).

Determination of who may be an Authorised User of a Council Supplied Motor Vehicle and the category of use to be made available otherwise rests with the Chief Executive Officer.

Council's Motor Vehicle Policy states that:

"The Chief Executive Officer may (excluding category 1, 2 and 9 uses which are determined by Council under this policy and under the Council's Elected Member Expenses and Provision of Facilities Policy), at his/her sole discretion, determine that there is an operational need or is no longer an operational need for the allocation of a motor vehicle and provide or withdraw the provision of a vehicle for categories of use 3, 4, 5, 6, 7, and 8 accordingly."

Authorised Users will be determined on the basis of a contractual obligation (as in Category 3 Use or use attached to a Legacy Agreement both of which incorporate aspects of Council operational need) or on Council operational need.

Operational need use (other than Category 3 use or Legacy Agreement use) will be determined at the time of establishment or review of position descriptions.

Reviews of the need for an existing vehicle will be carried out:

- before a vehicle is due for replacement; and
- when the holder of a position with vehicle entitlements changes position.

The review of the ongoing provision of the vehicle and the category of use will need to be re-approved by the Chief Executive Officer or the Director of the area in which the position exists.

Where reviews determine that the position no longer requires a vehicle the vehicle will be returned to Council's Fleet section and Council's People and Performance section are to be advised.

When position descriptions are created and such position descriptions seek to describe the need for the holder of that position to have access to a Council Supplied Motor Vehicle for which the incumbent in that position will need to be made the Authorised User for a Council Supplied Motor Vehicle with Category 4, 5 or 6 use, a business case must be prepared and approved by the Chief Executive Officer or the Director of the area in which the position exists.

All business cases and approvals will be provided to Council's People and Performance section.

Council's People and Performance section will confirm vehicle type entitlement for Authorised Users and advise Council's Fleet section when a new vehicle needs to be reallocated or obtained.

All new and Replacement Vehicles may only be obtained through application for approval or replacement. Such applications for approval or replacement of vehicles shall be made via **Form D**.

All allocations or reviews recommended and determinations made will be set out on the **Form D** and shall be provided to Council's People and

Performance section who shall advise Council's Fleet section prior to vehicle provision or return.

6.5.2 Temporary Reassignment of Vehicles

All temporary re-assignments of a Council Supplied Motor Vehicle from one Authorised User to another Authorised User must be:

- a. approved by the relevant Manager, Director or Chief Executive Officer of the Authorised User using the Change of Operator Form (Form J);
- b. undertaken through Council's Fleet section via the appropriate handover process, being:-
 - (i) the return of the vehicle to Council's Fleet Section by the principal Authorised User. A Return of Vehicle Form (Form C) must be completed; and
 - (ii) issue of the vehicle to the temporary Authorised User. A Vehicle Induction Record (Form A) and Pre-Handover Checklist Form (Form B) must be completed.

Temporary re-assignments apply only where:

- a. the Council Supplied Motor Vehicle is currently assigned to an Authorised User; and
- b. the person being allocated the vehicle is being provided with category 2, 3, 4, or 5 Use whilst being assigned the vehicle.

6.5.3 Operation of Vehicle Pools

1. Fleet Pool Vehicles

Council's Fleet section is the 'Authorised User' for all Non-assigned Operational Vehicles (Fleet Pool Vehicles) for cleaning, servicing and maintenance tasks⁸.

Council's Plant Hire Officer shall maintain a record of the temporary allocation of Fleet Pool Vehicles recording the date, time and person utilising the vehicle and the date and time that the vehicle is returned to the Fleet Pool.

Council's Plant Hire Officer shall be responsible for the temporary allocation of Fleet Pool Vehicles and ensuring that persons allocated Vehicles from the Fleet Pool hold the required licences for the use of the Vehicle, and the allocated Fleet Pool Vehicle is appropriate for any specific Motor Vehicle Privileges.

⁸ Note however that users of pool vehicles are required to ensure that pool vehicles are returned to the vehicle pool in a clean and tidy condition and refuelled.

All drivers' of Fleet Pool Vehicles must self-induct for Light Vehicles, complete the vehicle use log book and conduct pre-start checks if required, prior to use of the vehicle.

All drivers' of Fleet Pool Vehicles are to ensure that they make every effort to return the vehicle as it was presented to them.

Where fuel levels of the vehicle are at $\frac{1}{4}$ of the fuel gauge on completion of use the driver shall ensure that the vehicle is refuelled prior to return to Fleet.

Fleet Pool Vehicles will be booked in and out using a register in the format set out in **Form K**.

When applicable, Council's Plant Hire Officer is to ensure all drivers have completed any necessary FBT Declarations, and the completed declarations are forwarded to Council's Finance section.

2. Specific Location Pool Vehicles

Specific Location Vehicle Pools will occur at various locations of Council where work teams (e.g. job sites), sections or departments (e.g. Council buildings) of Council are located and there are a number of Council Vehicles regularly parked at such locations.

Specific Location Pool Vehicles will be booked in and out using an online booking form (Form L), which will then form part of an online register (Form M).

The responsibility of the Authorised Users will be to:

- maintain custody of the vehicle keys during the day whilst the vehicle is parked at that Council location;
- ensure the online booking system is utilised prior to issuing keys to the requesting driver;
- ensure that the requesting driver holds the required licences for the use of the Specific Location Pool Vehicle.

All drivers of Specific Location Pool Vehicles must self-induct for Light Vehicles, complete the Vehicle Use Log Book and conduct pre-start checks if required prior to use of the Vehicle.

All drivers of Specific Location Pool Vehicles are to ensure that they make every effort to return the vehicle as it was presented to them and that the vehicle is returned to the location by the time stipulated by the Authorised User of the Specific Location Vehicle Pool.

Where fuel levels of the vehicle are at $\frac{1}{4}$ of the fuel gauge on completion of use the driver shall ensure that the vehicle is refuelled prior to return to the Specific Location Pool.

Where Authorised Users are based at a work location that has a Specific Location Pool established, the vehicles allocated to Authorised Users under Council's Motor Vehicle Use Policy are to be made available for use by other Council Employees during standard working hours of Council.

3. Rostered On-Call Pool Vehicles

Rostered On-Call Pool Vehicles may be established for specific teams or classes of use and be located at various parts of the Council region at Council controlled facilities or worksites.

These vehicles shall generally be set up with standardised equipment and fittings relevant to the type of work for which they are being used and not permanently allocated to a single Authorised User.

Rostered On-Call Pool Vehicles will be booked in and out using an online booking form (Form L), which will then form part of an online register (Form M).

All drivers of Rostered On-Call Vehicles must complete an initial induction or self induct if the vehicle is a Light Vehicle as required, complete the vehicle use log book and conduct pre-start checks if required, prior to use of the vehicle.

All drivers of Rostered On-Call Vehicles are to ensure that they make every effort to return the vehicle as it was presented to them.

Where fuel levels of the vehicle are at $\frac{1}{4}$ of the fuel gauge on completion of use the driver shall ensure that the vehicle is refuelled prior to return.

6.6 CONTRIBUTION RATES - CATEGORY 4 USE - COMMUTER

Those Authorised Users with Category 4 Use - Commuter are required to make a contribution towards their private kilometres travelled for commuting to and from their private residence and their designated workplace.

The contribution must be a post-tax pay deduction.

The rate of recovery will be as that set out by the Australian Taxation Office for the work related Motor Vehicle deduction - cents per kilometre method, and are adjusted each year⁹:

Year	Cents per kilometre
2016-17	66
2017-18	66 until adjusted by ATO

⁹ means (s.28 - 25) *Income Tax Assessment Act 1997* is applied for individuals to use a rate per kilometre that will be determined by the Commissioner of Taxation for future income tax years.

Initial period to 31 st March	Subsequent Years
<p><u>Initial Contribution Calculation</u></p> <p>Estimated commuter kilometres to be travelled over a full year MULTIPLIED by current year's ATO rate DIVIDED by 26 (if a full year) otherwise the number of pay cycles remaining in the FBT year, to get the required contribution amount per pay period.</p>	<p><u>Ongoing Contribution Calculation</u></p> <p><i>(Calculations based on Odometer history, and submitted logbooks, to date)</i></p> <p>Estimated commuter kilometres to be travelled over a full year MULTIPLIED by current year's ATO rate DIVIDED by 26 to get the required contribution amount per pay period.</p>
<p><u>Review of Contributions prior to year ending 31 March</u></p> <p><i>(Calculations based on Odometer history, and submitted logbooks, to date)</i></p> <p>Estimated commuter kilometres to be travelled over a full year MULTIPLIED by current year's ATO rate MINUS contributions paid DIVIDED by remaining pay cycles in the FBT year to get the remaining contributions required per pay period to ensure shortfall (or surplus) is extinguished by 31 March.</p>	<p><u>Review of Contributions prior to year ending 31 March</u></p> <p><i>(Calculations based on Odometer history, and submitted logbooks, to date)</i></p> <p>Estimated commuter kilometres to be travelled over a full year MULTIPLIED by current year's ATO rate MINUS contributions paid DIVIDED by remaining pay cycles in the FBT year to get the remaining contributions required per pay period to ensure shortfall (or surplus) is extinguished by 31 March¹⁰.</p>
<p><u>Final Assessment of Actual Contributions at 31 March</u></p> <p>Actual commuter kilometres travelled over a full year MULTIPLIED by current year's ATO rate MINUS contributions determine any shortfall.</p> <p>This shortfall becomes a recoverable debt to Council which must be extinguished before 31 March of the preceding FBT year.</p>	<p><u>Final Assessment of Actual Contributions at 31 March</u></p> <p>Actual commuter kilometres travelled over a full year MULTIPLIED by current year's ATO rate MINUS contributions determine any shortfall.</p> <p>This shortfall becomes a recoverable debt to Council which must be extinguished before 31 March of the preceding FBT year.</p>
<p>Commuter Kilometres is the kilometres travelled by the Authorised User for commuting to/from their designated workplace</p>	
<p>Odometer history is the kilometres travelled by the Motor Vehicle based on odometer readings taken from Council's Fleet system.</p>	
<p>Recoverable Debt is the shortfall of employees' actual contributions from their estimated contributions.</p>	

Note that under Council's Motor Vehicle Policy the Chief Executive Officer may approve exemptions to all or part of the contributions required to be made by Council Employees provided with Category 4 Use - Commuter where:

- a) The Council Employee holds a supervisory position or specialist senior role; AND

¹⁰ Any potential shortfall in contributions are highly encouraged to be extinguished by 31 March, to avoid a recoverable debt payable by the employee. Potential shortfalls/Recoverable Debts may also give rise to a RFBT within the employees PAYG Payment Summary where the FBT amount is greater than \$2,000.

- b) The position held by the Council Employee requires regular physical attendance by the Council Employee at multiple worksites at the start or finish of the work day by vehicle each week (i.e. 3 or more different worksites) for the purposes of direct supervision of Council Employees or contractors or for the inspection of works, AND
- c) The requirement to start or finish at these multiple worksites rather than at the Council Employee's designated base work area (depot or office) is supported by the Council Employee's supervisor; AND
- d) The relevant Director has reviewed the business case (increase in productivity Vs potential additional costs to Council including any additional Fringe Benefits Tax) and:
 - i) is satisfied that the additional costs to Council for the increased productivity are warranted; and
 - ii) accepts the additional costs as a direct charge to the relevant operational budget within the Directors budget area.

Exemptions provided by the Chief Executive Officer shall:

- a) be subject to annual review; and
- b) may be revoked with 30 days' notice to the Council Employee; and
- c) cease if the Council Employee has a change in position or, where under a common law contract, enters into a new contract with Council.

6.7 METHODOLOGY FOR COST RECOVERY

For Authorised Users (excluding Councillors whose cost recovery contributions are set in Council's Elected Member Expenses and Provision of Facilities Policy) covered by categories of use where Council's Motor Vehicle Policy stipulates that:

" unless specifically stated otherwise in their contract of employment with Council, be required to contribute to the cost of the Council Supplied Motor Vehicle at a level sufficient to ensure that 25% of the total operating costs of the vehicle to Council (including running costs, depreciation, deemed interest and Fringe Benefits Tax) is covered by employee contributions to Council. The minimum contribution to be paid is not to be less than the Fringe Benefit Tax payable by Council arising from the use of the vehicle by the Authorised User "

The calculation of the costs recoverable shall be as follows:

Total Operating Costs deemed recoverable	Initial period to 31 st March	Subsequent Years
1. Running costs 2. Depreciation 3. Deemed Interest 4. Fringe Benefits Tax	<u>Initial Contribution Calculation</u> 25% of the estimated operating costs over a full year (or 100% of Fringe Benefit Tax estimate where	<u>Ongoing Contribution Calculation</u> <i>(Calculations based on prior year actual costs and</i>

5. Extraordinary Costs	greater than 25% of estimated costs) divided by 26 (if a full year) otherwise the number of pay cycles remaining in the FBT year, to get the required contribution amount per pay period.	<i>Odometer history as determined at 31 March</i> 25% of the estimated operating costs over a full year (or 100% of Fringe Benefit Tax estimate where greater than 25% of estimated costs) divided by 26 to get the required contribution amount per pay period.
	<u>Review of Contributions prior to year ending 31 March</u> <i>(Calculations based on actual costs, Odometer history, and submitted logbooks, to date)</i> 25% of projected operating costs (or 100% of Fringe Benefit Tax where greater than 25% of costs) MINUS contributions paid PLUS extraordinary costs divided by remaining pay cycles in the FBT year to get the remaining contributions required per pay period to ensure shortfall (or surplus) is extinguished by 31 March.	<u>Review of Contributions prior to year ending 31 March</u> <i>(Calculations based on actual costs, Odometer history, and submitted logbooks, to date)</i> 25% of projected operating costs (or 100% of Fringe Benefit Tax where greater than 25% of costs) MINUS contributions paid PLUS extraordinary costs divided by remaining pay cycles in the FBT year to get the remaining contributions required per pay period to ensure shortfall (or surplus) is extinguished by 31 March.
	<u>Final Assessment of Actual Contributions and Costs at 31 March</u> 25% of actual year operating costs (or 100% of Fringe Benefit Tax where greater than 25% of costs) MINUS contributions paid PLUS extraordinary costs to determine any shortfall. This shortfall becomes a recoverable debt to Council which must be extinguished before 31 March of the preceding FBT year. ¹¹	<u>Final Assessment of Actual Contributions and Costs at 31 March</u> 25% of actual year operating costs (or 100% of Fringe Benefit Tax where greater than 25% of costs) MINUS contributions paid PLUS extraordinary costs to determine any shortfall. This shortfall becomes a recoverable debt to Council which must be extinguished before 31 March of the preceding FBT year. ¹¹
Running costs includes: insurance, fuel & oils, tyres, servicing and applicable Council overheads for these costs.		
Depreciation - as per Council's standard depreciation rates for that type of vehicle.		
Deemed Interest - statutory interest rate ¹¹ on opening written down value of Council Motor Vehicle		
Extraordinary Costs is any 'one-off' type adjustments to be claimed from the Authorised User (Excess costs for insurance claim where incident arose out of inappropriate use and it is acceptable to Council that such costs may be recouped in the following year from the Authorised User - for example)		
Fringe Benefits Tax is based on the lower of the Statutory Formula Method and the Operating		

¹¹ means (per s. 11(2) of *Fringe Benefits Tax Assessment Act 1986*) must be applied regardless of any actual interest paid.

cost method based on estimated usage.
Odometer history is the kilometres travelled by the Motor Vehicle based on odometer readings taken from Council's Fleet system.
Recoverable Debt is the shortfall of employees' actual contributions from their estimated contributions.

7.0 ATTACHMENTS:

	Name
Schedule A	Summaries of Council imposed requirements (via Council's Motor Vehicle Policy) for each category of use.
Schedule B	Preferred Vehicle List - Category 1 Use - Councillor
Schedule C	Preferred Vehicle List - Category 2 Use - Executive Team
Schedule D	Preferred Vehicle List - Category 3 Use - Non-Executive Team (Council Employees on Common Law Contract)
Schedule E	Preferred Vehicle List - Categories 4, 5, 6, 7, 8 Uses
Schedule F	Motor Vehicle User Agreement
Guide A	Light Vehicle Self Induction (Checklist)
Guide B	Accident and Breakdown Procedure
Guide C	Traffic Crash Procedure
Form A	Vehicle Induction Record
Form B	Vehicle Pre-Handover Checklist
Form C	Vehicle Return Checklist
Form D	New or Replacement Vehicle Form
Form E	Intentionally Left Blank
Form F	Vehicle Use Log Book
Form G	Fleet Equipment Modification Request Form
Form H	Approval to Carry Passengers Request and Approval Form
Form I	Vehicle Defects Notification Form
Form J	Change of Operator Form
Form K	Fleet Pool Vehicle Usage Register
Form L	Specific Location Pool Vehicles Online Booking Form
Form M	Specific Location Pool Vehicles Online Register

8.0 REVIEW TRIGGER:

This standard will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by the CEO.
3. Periodic Review – 3 years from date of adoption.

TABLE OF AMENDMENTS	
Originally Approved:	7 MARCH 2017
Amendment 1	<INSERT DATE APPROVED>
Amendment 2	<INSERT DATE APPROVED>
Amendment 2	<INSERT DATE APPROVED>

.....
CALE DENDLE
ACTING CHIEF EXECUTIVE OFFICER

Schedule A
Summary of Council imposed requirements by category of use.

(Extracted from Council's Motor Vehicle Policy)

Category 1 Use - Councillor	Policy Specifies
Method of selection of vehicle	By Councillor choice from Council adopted Preferred Vehicles - Councillor List
Choice of optional extras	By Councillor choice subject to requirements of Council's Elected Member Expenses and Provision of Facilities Policy
Private use allowed	Yes - subject to requirements of Council's Elected Member Expenses and Provision of Facilities Policy
Contribution towards private use	Yes - subject to requirements of Council's Elected Member Expenses and Provision of Facilities Policy
Garaging of vehicle	Home garaging allowed
Cleaning of vehicle	Responsibility of Councillor
User agreement required	No
Is vehicle to be Marked	No - but Councillor may request that vehicle be Marked.
Administrative requirements	All apply to Councillor use (except for Fringe Benefit Tax logs as Council has not elected to have Councillors dealt with as employees under the Income Tax Assessment Act 1997 - Commonwealth).
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	Not required

Schedule A
Summary of Council imposed requirements by category of use.
(Extracted from Council's Motor Vehicle Policy)

Category 2 Use - Executive Team	Policy Specifies
Method of selection of vehicle	By Authorised User choice from Council adopted Preferred Vehicles List - Category 2 Use - Executive Team
Choice of optional extras	Subject to provisions of employment contract
Private use allowed	Yes - subject to requirements of Council's Motor Vehicle Use Policy for Category 2 - Use - Executive Team
Contribution towards private use	<p>Yes - subject to contribution of the cost of the Council Supplied Motor Vehicle at a level sufficient to ensure that 25% of the total operating costs of the vehicle to Council (including running costs, depreciation, deemed interest and Fringe Benefits Tax) and the requirement that the minimum level of contributions be sufficient to negate the Fringe Benefit Tax payable by Council on that vehicle use.</p> <p>Such contributions to be made out of post- tax earnings.</p> <p>Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.</p>
Garaging of vehicle	<p>Home garaging allowed</p> <p>Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.</p>
Cleaning of vehicle	<p>Responsibility of Authorised User</p> <p>Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.</p>
User agreement required	Yes
Is vehicle to be Marked	No - but Authorised User may request that vehicle be Marked.
Administrative requirements	All apply
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	<p>Full Log Book to be kept for a minimum of 12 consecutive weeks every 5 years¹²; and</p> <p>a) On change of Authorised User;</p> <p>b) On change of work arrangements;</p> <p>c) On change of residential address;</p> <p>d) On change of more than 10% of total kilometres travelled during Log Book period;</p> <p>On Change of more than 10% in the type of use, i.e. Private Vs Business use</p> <p>The Authorised User must sign a FBT declaration after March of each year (or upon permanent return of the vehicle) to confirm private usage.</p>

¹² or as determined by Australian Taxation Office

Schedule A
Summary of Council imposed requirements by category of use.
(Extracted from Council's Motor Vehicle Policy)

Category 3 Use - Non-Executive Team (Council Employees on Common Law Contract)	Policy Specifies
Method of selection of vehicle	By Authorised User choice from Chief Executive Officer approved Preferred Vehicles List - Category 3 Use - Non-Executive Team (Council Employees on Common Law Contract)
Choice of optional extras	Subject to provisions of employment contract
Private use allowed	Yes - subject to requirements of Council's Motor Vehicle Use Policy for Category 3 Use - Non-Executive Team (Council Employees on Common Law Contract)
Contribution towards private use	<p>Yes - subject to contribution of the cost of the Council Supplied Motor Vehicle at a level sufficient to ensure that 25% of the total operating costs of the vehicle to Council (including running costs, depreciation, deemed interest and Fringe Benefits Tax) and the requirement that the minimum level of contributions be sufficient to negate the Fringe Benefit Tax payable by Council on that vehicle use.</p> <p>Such contributions to be made out of post- tax earnings.</p> <p>Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.</p>
Garaging of vehicle	<p>Home garaging allowed</p> <p>Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.</p>
Cleaning of vehicle	<p>Responsibility of Authorised User</p> <p>Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.</p>
User agreement required	Yes
Is vehicle to be Marked	No - but Authorised User may request that vehicle be Marked.
Administrative requirements	All apply
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	<p>Full Log Book to be kept for a minimum of 12 consecutive weeks every 5 years¹³; and</p> <ul style="list-style-type: none"> a) On change of Authorised User; b) On change of work arrangements; c) On change of residential address; d) On change of more than 10% of total kilometres travelled during Log Book period; e) On Change of more than 10% in the type of use, i.e. Private Vs Business use. <p>The Authorised User must sign a FBT declaration after March of each year (or upon permanent return of the vehicle) to confirm private usage.</p>

¹³ or as determined by Australian Taxation Office

Schedule A
Summary of Council imposed requirements by category of use.
 (Extracted from Council's Motor Vehicle Policy)

Category 4 Use - Commuter	Policy Specifies
Method of selection of vehicle	Selection by Chief Executive Officer (or delegate) from Chief Executive Officer approved Preferred Vehicles List - Category 4 Use - Commuter
Choice of optional extras	Selection by Chief Executive Officer (or delegate) having regard to the operational needs of Council to be met by the vehicle.
Private use allowed	Yes - limited to Commuter Use only
Contribution towards private use	Yes - subject to contribution of the cost of the Council Supplied Motor Vehicle based on the current rate per kilometre as provided for in the Motor Vehicle Use Corporate Standard. This rate will be reviewed as required. Contribution exemptions are available by approval of the CEO only Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.
Garaging of vehicle	Home garaging allowed Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.
Cleaning of vehicle	Responsibility of Authorised User Any additional out of pocket costs incurred are eligible to be submitted to Council's Finance section for inclusion of personal contributions when calculating the FBT Liability.
User agreement required	Yes
Is vehicle to be Marked	Yes - unless approval provided by Chief Executive Officer for the vehicle not to be Marked.
Administrative requirements	All apply
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	Full Log Book to be kept for a minimum of 12 consecutive weeks every 5 years ⁵ ; and a) On change of Authorised User; b) On change of work arrangements; c) On change of residential address; d) On change of more than 10% of total kilometres travelled during Log Book period; e) On Change of more than 10% in the type of use, i.e. Private Vs Business use. The Authorised User must sign a FBT declaration after March of each year (or upon permanent return of the vehicle) to report that private use other than that between home and work has been <i>Minor, Infrequent and Irregular</i> ¹⁴ . If private use has occurred that is not minor, infrequent and irregular, advice should be sought from Council Finance section before completing the FBT declaration.

¹⁴ Minor, Infrequent and Irregular means (per Tax Ruling 2007/12) trips that are a short deviation on the overall work related trip being undertaken and are happening or occurring at long intervals or not often; not consistent, habitual or regular; and not characterised by any fixed principle, method or rate.

Schedule A
Summary of Council imposed requirements by category of use.
 (Extracted from Council's Motor Vehicle Policy)

Category 5 Use - Tool of Trade	Policy Specifies
Method of selection of vehicle	Selection by Chief Executive Officer (or delegate) from Chief Executive Officer approved Preferred Vehicle List - Category 5 Use - Tool of Trade
Choice of optional extras	Selection by Chief Executive Officer (or delegate) having regard to the operational needs of Council to be met by the vehicle.
Private use allowed	Yes - limited to Commuter Use only
Contribution towards private use	No
Garaging of vehicle	Home garaging allowed
Cleaning of vehicle	Responsibility of Authorised User
User agreement required	Yes
Is vehicle to be Marked	Yes - unless approval provided by Chief Executive Officer for the vehicle not to be Marked.
Administrative requirements	All apply
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	<p>Full Log Book to be kept for a minimum of 12 consecutive weeks every 5 years⁵; and</p> <ul style="list-style-type: none"> a) On change of Authorised User; b) On change of work arrangements; c) On change of residential address; d) On change of more than 10% of total kilometres travelled during Log Book period; e) On Change of more than 10% in the type of use, i.e. Private Vs Business use <p>The Authorised User must sign a FBT declaration after March of each year (or upon permanent return of the vehicle) to report that private use other than that between home and work has been <i>Minor, Infrequent and Irregular</i>¹⁵.</p> <p>If private use has occurred that is not minor, infrequent and irregular, advice should be sought from Council Finance section before completing the FBT declaration.</p>

¹⁵ Minor, Infrequent and Irregular means (per Tax Ruling 2007/12) trips that are a short deviation on the overall work related trip being undertaken and are happening or occurring at long intervals or not often; not consistent, habitual or regular; and not characterised by any fixed principle, method or rate.

Schedule A
Summary of Council imposed requirements by category of use.
(Extracted from Council's Motor Vehicle Policy)

Category 6 Use - Operational Rostered-On-Call-Periods Use	Policy Specifies
Method of selection of vehicle	Selection by Chief Executive Officer (or delegate) from Chief Executive Officer approved Preferred Vehicles List - Category 6 Use - Operational Rostered-On-Call Periods or vehicles other than that as set out in the Preferred Vehicle Lists approved by the Chief Executive Officer.
Choice of optional extras	Selection by Chief Executive Officer (or delegate) having regard to the operational needs of Council to be met by the vehicle.
Private use allowed	Yes - limited to Commuter Use on days that Authorised User is rostered on call
Contribution towards private use	No
Garaging of vehicle	Home garaging allowed only on days Authorised User is rostered on call
Cleaning of vehicle	Responsibility of Authorised User
User agreement required	No
Is vehicle to be Marked	Yes - unless approval provided by Chief Executive Officer for the vehicle not to be Marked.
Administrative requirements	All apply
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	<p>Full Log Book to be kept for a minimum of 12 consecutive weeks every 5 years⁵; and</p> <ul style="list-style-type: none"> a) On change of Authorised User; b) On change of work arrangements; c) On change of residential address; d) On change of more than 10% of total kilometres travelled during Log Book period; e) On Change of more than 10% in the type of use, i.e. Private Vs Business use. <p>The Authorised User must sign a FBT declaration after March of each year (or upon permanent return of the vehicle) to report that private use other than that between home and work has been <i>Minor, Infrequent and Irregular</i>¹⁶.</p> <p>If private use has occurred that is not minor, infrequent and irregular, advice should be sought from Council Finance section before completing the FBT declaration.</p>

¹⁶ Minor, Infrequent and Irregular means (per Tax Ruling 2007/12) trips that are a short deviation on the overall work related trip being undertaken and are happening or occurring at long intervals or not often; not consistent, habitual or regular; and not characterised by any fixed principle, method or rate.

Schedule A
Summary of Council imposed requirements by category of use.
 (Extracted from Council's Motor Vehicle Policy)

Category 7 Use - Operational General	Policy Specifies
Method of selection of vehicle	Selection by Chief Executive Officer (or delegate) from Chief Executive Officer approved Preferred Vehicles List - Category 7 Use - Operational General or vehicles other than that as set out in the Preferred Vehicle Lists approved by the Chief Executive Officer.
Choice of optional extras	Selection by Chief Executive Officer (or delegate) having regard to the operational needs of Council to be met by the vehicle.
Private use allowed	No
Contribution towards private use	No
Garaging of vehicle	No
Cleaning of vehicle	Responsibility of Authorised User
User agreement required	No
Is vehicle to be Marked	Yes - unless approval provided by Chief Executive Officer for the vehicle not to be Marked.
Administrative requirements	All apply
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	Full log book to be kept for all usage. A manager or delegate from the responsible work area must sign a FBT declaration at the end of March of each year (or upon permanent return of the vehicle) to confirm that there has been no private use.

Schedule A
Summary of Council imposed requirements by category of use.
 (Extracted from Council's Motor Vehicle Policy)

Category 8 Use - Operational - Pool Vehicles	Policy Specifies
Method of selection of vehicle	Selection by Chief Executive Officer (or delegate) from Chief Executive Officer approved Preferred Vehicles List - Category 8 Use - Operational - Pool Vehicles or vehicles other than that as set out in the Preferred Vehicle Lists approved by the Chief Executive Officer.
Choice of optional extras	Selection by Chief Executive Officer (or delegate) having regard to the operational needs of Council to be met by the vehicle.
Private use allowed	No
Contribution towards private use	No
Garaging of vehicle	No
Cleaning of vehicle	Authorised Users using pool vehicles shall ensure that vehicles are returned to the vehicle pool fuelled and cleaned after use.
User agreement required	No
Is vehicle to be Marked	Yes - unless approval provided by Chief Executive Officer for the vehicle not to be Marked.
Administrative requirements	All apply
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	Full log book to be kept for all usage. A manager or delegate from the responsible work area must sign a FBT declaration at the end of March of each year (or upon permanent return of the vehicle) to confirm that there has been no private use.

Schedule A
Summary of Council imposed requirements by category of use.
 (Extracted from Council's Motor Vehicle Policy)

Category 9 Use - Organisations, Contractors, Volunteers	Policy Specifies
Method of selection of vehicle	Selection by Council or the Chief Executive Officer
Choice of optional extras	Selection by Council or the Chief Executive Officer having regard to the operational needs to be met by the vehicle.
Private use allowed	No
Contribution towards private use	As specified in user agreement
Garaging of vehicle	As specified in user agreement
Cleaning of vehicle	As specified in user agreement
User agreement required	Yes - must be approved by Council or the Chief Executive Officer only
Is vehicle to be Marked	As specified in the user agreement
Administrative requirements	All apply except as varied in the user agreement
Non- Smoking Rule in Vehicle	No smoking allowed in vehicle
Logbook	Full log book to be kept for all usage by contractors and volunteers. Log Book requirements for organisations will be set out on the Motor Vehicle Use Agreement between Council and the organisation.

Schedule B
Preferred Vehicle List - Category 1 Use - Councillors
 (Extracted from Council's Motor Vehicle Policy)

1. Vehicle Models and Types

SUV	Toyota Rav 4 GX AWD
4X2 Dual Cab	Mazda BT 50 2WD
4X4 Dual Cab	Mazda BT 50 4WD

2. Standard Accessories that will be supplied

The following items will be fitted as standard where available:

- Cruise Control
- Air conditioning
- Mud Flaps - front and rear
- Headlight and Bonnet protectors
- Window Tint
- Seat covers - front
- Blue Tooth connectivity
- Reverse Camera

In addition to the above, light commercial vehicles will be fitted with the following:

- Sump Guard
- Access Steps to tray

Preference is for the vehicle to have a diesel engine and automatic transmission

3. Allowable Extras

(Subject to demonstrated need to meet Council's service obligations)

None

4. Other Allowable Optional Accessories

(Subject to meeting the requirements of Councillor Elected Member Expenses and Provision of Facilities Policy)

Accessory	SUV	4 x 2 Dual Cab	4 x 4 Dual Cab
Style Side	Yes	Yes	Yes
Tonneau Cover - Hard	NA	Yes	Yes
Tonneau Cover Soft	NA	Yes	Yes
Tray Mat - Rubber	Yes	Yes	Yes
Fibreglass Canopy	NA	Yes	Yes
Cargo Barrier	Yes	Yes	Yes
Tow Bar	Yes	Yes	Yes
Trailer pin attachment	Yes	Yes	Yes
Front Spot Lights	Yes	Yes	Yes
Roof Racks	Yes	Yes	Yes
Rear Seat Covers	Yes	Yes	Yes

Schedule C
Preferred Vehicle List - Category 2 Use - Executive Team
 (Extracted from Council's Motor Vehicle Policy)

1. Vehicle Models and Types

Small Vehicles	
	Hyundai I30 Active
	Toyota Corolla Petrol Hybrid Hatch
SUV	
- Small SVU	Nissan Qashqai TS
	Hyundai Tucson Elite AWD
	Mazda CX5 AWD
	Toyota Rav 4 GX AWD
	Ford Kuga Trend
- Large SUV	Hyundai Santa Fe AWD
	Isuzu MUX 4WD
	Ford Territory 4WD
	Toyota Prado GX
4X4 Dual Cab	
- Small Engine	Toyota Hilux SR5
- Larger Engine	Ford Ranger 3.2L

2. Standard Accessories that will be supplied

The following items will be fitted as standard where available:

- Cruise Control
- Air conditioning
- Mud Flaps - front and rear
- Headlight and Bonnet protectors
- Window Tint
- Seat covers - front
- Blue Tooth connectivity
- Reverse Camera

In addition to the above, light commercial vehicles will be fitted with the following:

- Sump Guard
- Access Steps to tray

Preference is for the vehicle to have a diesel engine and automatic transmission

3. Allowable Extras

(Subject to demonstrated need to meet Council's service obligations)

Accessory	SUV	4 x 2 Dual Cab	4 x 4 Dual Cab
GPS Telematics Unit (Next G)	Yes	Yes	Yes
GPS Iridium Modem	Yes	Yes	Yes
GPS Duress (<input type="checkbox"/> Dash Mount or <input type="checkbox"/> Remote)	Yes	Yes	Yes
Council two-way radio	Yes	Yes	Yes

4. Other Allowable Optional Accessories

Subject to:

a) the Authorised User entering into an agreement with Council for the reimbursement of the additional costs incurred by Council; OR

c) where the contract of employment of the Authorised User allows for the optional extras to be provided at no cost to the Authorised User.

Schedule C
Preferred Vehicle List - Category 2 Use - Executive Team
 (Extracted from Council's Motor Vehicle Policy)

Accessory	Small Vehicles	SUV	4 x 2 Dual Cab	4 x 4 Dual Cab
Style Side	NA	NA	Yes	Yes
Tonneau Cover - Hard	NA	NA	Yes	Yes
Tray Mat - Rubber	NA	NA	Yes	Yes
Fibreglass Canopy	NA	NA	Yes	Yes
Cargo Barrier	NA	Yes	Yes	Yes
Tow Bar	No	Yes	Yes	Yes
Trailer pin attachment	No	Yes	Yes	Yes
Front Spot Lights	Yes	Yes	Yes	Yes
Roof Racks	No	Yes	Yes	Yes
Rear Seat Covers	Yes	Yes	Yes	Yes
UHF Radio	Yes	Yes	Yes	Yes
20L Water Tank	NA	Yes	Yes	Yes

Schedule D
Preferred Vehicle List - Category 3 Use - Non-Executive Team
(Employees on Common Law Contract)

As approved by the Chief Executive Officer

1. Vehicle Models and Types

<u>Small Vehicles</u>	
	Hyundai I30 Active
	Toyota Corolla Petrol Hybrid Hatch
<u>SUV</u>	
- Small SVU	Nissan Qashqai TS
	Hyundai Tucson Elite AWD
	Mazda CX5 AWD
	Toyota Rav 4 GX AWD
	Ford Kuga Trend
<u>4X4 Dual Cab</u>	
- Small Engine	Toyota Hilux SR5
- Larger Engine	Ford Ranger 3.2L

2. Standard Accessories that will be supplied

The following items will be fitted as standard where available:

- Cruise Control
- Air conditioning
- Mud Flaps - front and rear
- Headlight and Bonnet protectors
- Window Tint
- Seat covers - front
- Blue Tooth connectivity
- Reverse Camera

In addition to the above, light commercial vehicles will be fitted with the following:

- Sump Guard
- Access Steps to tray

Preference is for the vehicle to have a diesel engine and automatic transmission

3. Allowable Extras

(Subject to demonstrated need to meet Council's service obligations)

Accessory	SUV	4 x 2 Dual Cab	4 x 4 Dual Cab
GPS Telematics Unit (Next G)	Yes	Yes	Yes
GPS Iridium Modem	Yes	Yes	Yes
GPS Duress (<input type="checkbox"/> Dash Mount or <input type="checkbox"/> Remote)	Yes	Yes	Yes
Council two-way radio	Yes	Yes	Yes

Schedule D
Preferred Vehicle List - Category 3 Use - Non-Executive Team
(Employees on Common Law Contract)

As approved by the Chief Executive Officer

4. Other Allowable Optional Accessories

Subject to:

a) the Authorised User entering into an agreement with Council for the reimbursement of the additional costs incurred by Council; OR

c) where the contract of employment of the Authorised User allows for the optional extras to be provided at no cost to the Authorised User.

Accessory	Small Vehicles	SUV	4 x 2 Dual Cab	4 x 4 Dual Cab
Style Side	NA	NA	Yes	Yes
Tonneau Cover - Hard	NA	NA	Yes	Yes
Tray Mat - Rubber	NA	NA	Yes	Yes
Fibreglass Canopy	NA	NA	Yes	Yes
Cargo Barrier	NA	Yes	Yes	Yes
Tow Bar	No	Yes	Yes	Yes
Trailer pin attachment	No	Yes	Yes	Yes
Front Spot Lights	Yes	Yes	Yes	Yes
Roof Racks	No	Yes	Yes	Yes
Rear Seat Covers	Yes	Yes	Yes	Yes
UHF Radio	Yes	Yes	Yes	Yes
20L Water Tank	NA	Yes	Yes	Yes

Schedule E
Preferred Vehicle List
Category 4, 5, 6, 7, 8 Uses
 As approved by the Chief Executive Officer

1. Vehicle Models and Types

Categories 4 Use - Commuter

Small Vehicles	
	Hyundai i30 Active
	Toyota Corolla Petrol Hybrid Hatch

Categories 5, 6, 7 and 8 Uses - Commuter

Small Vehicles	
	Hyundai i30 Active
	Toyota Corolla Petrol Hybrid Hatch
SUV	
- Small SVU	Nissan Qashqai TS
	Hyundai Tucson Elite AWD
	Mazda CX5 AWD
	Toyota Rav 4 GX AWD
	Ford Kuga Trend
4X2 Dual Cab	
	Isuzu D-Max SX
	Mazda BT 50 2WD
4X4 Dual Cab	
- Small Engine	Nissan NP300 RX
	Toyota Hilux SR
- Larger Engine	Isuzu D-Max
	Ford Ranger XL
	Mazda BT 50 4WD
	Ford Ranger 3.2L

2. Standard Accessories that will be supplied

The following items will be fitted as standard where available:

- Cruise Control
- Air conditioning
- Mud Flaps - front and rear
- Headlight and Bonnet protectors
- Window Tint
- Seat covers - front
- Blue Tooth connectivity
- Reverse Camera

In addition to the above, light commercial vehicles will be fitted with the following:

- Sump Guard
- Access Steps to tray

Preference is for the vehicle to have a diesel engine and automatic transmission

3. Allowable Extras and Other Allowable Optional Accessories

(Subject to demonstrated need to meet Council's service obligations)

Schedule E
Preferred Vehicle List
Category 4, 5, 6, 7, 8 Uses
As approved by the Chief Executive Officer

Accessory
Tray - Alloy
Tray - Steel
Tray - Tilt
Style Side
Tonneau Cover - Hard
Tonneau Cover Soft
Tray Mat - Rubber
Fibreglass Canopy
Cargo Barrier
Tow Bar
Trailer pin attachment
Work Lights
Front Spot Lights
Roof Racks
Rear Rack
Ladder Rack
Wheel Chocks
Bulbar
H Rack (Front Rack on Bulbar)
Rear Seat Covers
Anderson Plug
Lift Kit
GPS Telematics Unit (Next G)
GPS Iridium Modem
GPS Duress (<input type="checkbox"/> Dash Mount or <input type="checkbox"/> Remote)
Council two-way radio
UHF Radio
20L Water Tank
Under Tray Lockable toolbox
Under tray storage for long handled shovels

Schedule F
Motor Vehicle User Agreement

Gladstone Regional Council

Motor Vehicle Use Agreement

Schedule F
Motor Vehicle User Agreement

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Schedule F
Motor Vehicle User Agreement

1. Parties:

1.1 Gladstone Regional Council
of 101 Goonoon Street, Gladstone QLD 4680
[Council]
and

1.2 << Insert Name >>
of << Insert Address >>
[Authorised User]

2. Date of Commencement

This agreement commences on << Insert Date of Commencement >>

3. Category Of Vehicle Use Provided by Council to Authorised User

a) Council has agreed, and the Authorised User has accepted, the following Category Of Vehicle Use for the Council Supplied Motor Vehicle supplied by Council to the Authorised User under this Agreement whilst the Authorised User holds the position shown:

Category of Vehicle Use	Position Held
<< insert Category Of Vehicle Use >>	<< insert Position Title & Reference # (Where applicable) >>

- b) The description of the Category Of Vehicle Use is in Council's policies, corporate standards and procedures applicable to the use of Council Supplied Motor Vehicles.
- c) Council reserves the right to change the categorisation of its Category Of Vehicle Use and to substitute, at its sole discretion, an alternative Category Of Vehicle Use and/or description of Category Of Vehicle Use PROVIDED THAT, where such a change results in a reduction in use rights of a Council Supplied Motor Vehicle by the Authorised User, the Authorised User must be advised of the change to be made in accord with Clause 9 of this Agreement and the change may only take effect as set out in Clause 9 of this Agreement.

Schedule F Motor Vehicle User Agreement

4. Agreement to Conditions of Use of Council Supplied Motor Vehicle

- a) The Council has agreed to allow the Authorised User to use a Council Supplied Motor Vehicle and the Authorised User has accepted the use of the Council Supplied Motor Vehicle for use in accord with the terms of this Agreement.
- b) The Authorised User agrees to comply fully with the Council's policies, corporate standards and procedures applicable to the use of Council Supplied Motor Vehicles;
- c) The Council may, in its absolute discretion, change or modify its policies, corporate standards and procedures applicable to the use of Council Supplied Motor Vehicles at any time and the Authorised User agrees, subject to notification being given to the Authorised User by Council of such changes or modifications in accord with Clause 9 of this Agreement, to be bound under this Agreement to comply with such changed or modified policies, corporate standards and procedures from the date of receipt of such notification or a later date where a later date of effect of such change is set out in the notification made.
- d) The Authorised User agrees, where applicable, to contribute to private use of the vehicle in accordance with Council's policies and corporate standards as amended from time to time.

For example:

- 1. Category 2 & 3 - Full private use - 25% of the total operating costs attributable to the Council Supplied Motor Vehicle and the requirement that the minimum level of contributions be sufficient to negate the Fringe Benefits Tax payable by Council on the Council Supplied Motor Vehicle.
- 2. Category 4 (no exemption) - Commuter Use (home to work to home) - 66 cents per kilometre as adjusted by the ATO from time to time.

5. Agreement to replace all previous agreements

This Agreement replaces all previous agreements between Council and the Authorised User which seek to set out the Authorised User's entitlements with regard to a Council Supplied Motor Vehicle and replaces those parts of any agreements, written or otherwise, between Council and the Authorised User (including any contract of employment) that seek to set out the Authorised User's entitlements with regard to a Council Supplied Motor Vehicle.

6. Changes to this Agreement

- a) Except for changes made by Council to Council's policies, corporate standards or procedures applicable to the use of Council Supplied Motor Vehicles under Clause 4(c) of this Agreement OR changes made to the

Schedule F

Motor Vehicle User Agreement

descriptions of the Category of Vehicle Use under Clause 3(c) of this Agreement, no other changes may be made to this Agreement.

- b) Where changes other than that set out in Clause 6(a) above are required to this Agreement they will be put into effect by the termination of this Agreement in accord with Clause 7 of this Agreement and replacement with a new agreement.

7. Termination of Agreement

This Agreement ends when any of the following occur:

- a) The Authorised User ceases to be employed by Council;
- b) The Authorised User's Council Position changes¹⁷;
- c) The Authorised User advises Council in writing that the Authorised User no longer wishes to accept the Category Of Vehicle Use provided under this Agreement;
- d) The Council advises the Authorised User in writing that Council no longer wishes to provide the Category Of Vehicle Use provided under this Agreement;
- e) The Council and the Authorised User otherwise agreeing in writing to terminate this Agreement.

8. Matters that survive the Termination of this Agreement

Where an obligation of the Authorised User under this Agreement, whether explicitly in this Agreement or contained within Council's policies, corporate standards or procedures applicable to the use of Council Supplied Motor Vehicles, arises prior to the termination of this Agreement and that obligation has not been complied with by the Authorised User at the time of the termination of this Agreement, the Authorised User shall remain bound by this Agreement with respect to the meeting of that obligation i.e. - the Accrued Obligation. *[For example - Payment of fines incurred whilst using the Council Supplied Motor Vehicle, Payment of Private Use Vehicle Contributions at minimum level to negate the Fringe Benefits Tax Payable, completion of vehicle logs, accident reports, FBT Vehicle declarations, etc]*

9. Notification of Changes to Authorised User

¹⁷ For clarity this provision does not apply where the Authorised User is relieving in another position temporarily (i.e. less than 12 months).

Schedule F

Motor Vehicle User Agreement

9.1 Changes to Council's policies, corporate standards or procedures

Where Council makes changes to Council's policies, corporate standards or procedures applicable to the use of Council Supplied Motor Vehicles, OR, makes changes to the descriptions of Category of Vehicle Use, Council shall notify its Authorised Users generally of such changes or modifications:

- a) At Council's absolute discretion by direct written individual advice to the Authorised User; and/or
- b) By general circular to all Council Authorised Users advising of the changes; and
- c) By placement of the changed Council's policies, corporate standards or procedures on Council's intranet.

9.2 Where Changes Reduce the Entitlements of an Authorised User under this Agreement

- a) Where changes to Council's policies, corporate standards or procedures applicable to the use of Council Supplied Motor Vehicles under Clause 4(c) of this Agreement result in a reduction in entitlements to the Authorised User, Council will advise the Authorised User affected of the date of effect of such a change by written notice to the Authorised User's address as set out in this Agreement;
- b) The date of effect of such a change shall be no earlier than 28 days from the issue date of such written notice.

9.3 Changes to Category of Vehicle Use Where Such Changes Reduce the Entitlements of an Authorised User under this Agreement

- a) Where Council changes the Category Of Vehicle Use applicable to an Authorised User OR changes the description of an existing Category Of Vehicle Use which is currently applicable to an Authorised User, and that change results in a reduction in entitlements by the Authorised User, Council will advise the Authorised User of the change in writing and advise them of the date of effect of such a change by written notice to the Authorised User's address as set out in this Agreement;
- b) The date of effect of such a change shall be no earlier than 28 days from the date of such a notice.

9.4 When Notices are deemed to be served

Notices provided by either Party of this Agreement shall be deemed to be served on the other Party, when sent by mail or email, within 3 calendar days

Schedule F Motor Vehicle User Agreement

(excluding weekends) when addressed to the Party at the addresses for each Party set out in Clause 1 of this Agreement or to such other address that has been advised in writing by the Party to the other Party after the execution of this Agreement.

10. General Matters

10.1 Definitions

Each of the following expressions to the left bears the meaning shown opposite:

Term	Meaning
Accrued Obligations	Obligations that have fallen due for discharge under this Agreement.
Act	<ol style="list-style-type: none">a. An act passed by the Commonwealth Parliament or the Queensland Parliament.b. Subordinate legislation made under the act.c. A direction or requirement made by a competent entity under the act, subordinate legislation, instrument, or law.
Agreement	This instrument and the agreement it evidences.
Authorised User	The party shown at item 1.2 of this Agreement.
Council	The party shown at item 1.1 of this Agreement.
Council Position	Is the position held by the Authorised User whilst employed by the Council or a Councillor of Council.
Council Supplied Motor Vehicle	Means a motor vehicle supplied by Council to the Authorised User regardless of whether the motor vehicle is owned, leased or otherwise under the control of Council.
Party	Council and/or the Employee as the context determines.

10.2 *Contra Preferentum Interpretation*

A provision of the Agreement is not to be interpreted against the interest of a Party merely because the Agreement or provision, or an instrument varying the Agreement or provision, was drawn by or on behalf of that Party.

Schedule F

Motor Vehicle User Agreement

10.3 Severance

- (1) A provision of the Agreement is to be treated as having been omitted from the Agreement if:
 - (a) *the provision is void, illegal, or unenforceable; or*
 - (b) *retaining the provision would render the Agreement void, illegal, or unenforceable.*
- (2) For clarity, it is not the intent of Clause 10.3(1) to render automatically valid and effectual what remains of the Agreement after omission of the offending provision.
- (3) The intent of Clause 10.3(1) is that what remains of the Agreement after omission of the offending provision will be valid and effectual to the extent that:
 - (a) *its meaning is certain;*
 - (b) *it is capable of effectuation in a practical manner; and*
 - (c) *it is not discordant with the nature or intent of the Agreement.*
- (4) The nature and intent of the Agreement is to be determined by reference at least to:
 - (a) *the subject of the Agreement;*
 - (b) *the express provisions of the Agreement as originally made (including those omitted);*
 - (c) *the nature of the provision/s omitted; and*
 - (d) *the practicality of effectuating the remainder of the Agreement.*
- (5) Also for clarity, if omitting a provision necessitates the omission of a further provision (or further provisions) to satisfy Clause 10.3(3), the further provision(s) will be deemed omitted.

10.4 Legislative Intrusion

A provision in an Act, purporting to exclude or amend a provision of the Agreement, is inapplicable to the Agreement to the extent that the Act or another law permits the Parties to exclude by contract the application of that provision.

10.5 Examples

- (1) Irrespective of whether it appears within the body of the provision or as a discrete statement that follows the provision, an example of a provision's operation or effect is part of the provision and is not to be disregarded when interpreting the Agreement.
- (2) The example is not exhaustive.
- (3) The example does not limit the meaning of the provision but it may extend that meaning.
- (4) The example and the provision are to be read:
 - (a) *in the context of one another; and*
 - (b) *in the context of the other provisions of the Agreement.*
- (5) If, so read, the example and the provision are inconsistent, the provision prevails.

10.6 Governing Law

- (1) Queensland law governs the Agreement.

Schedule F
Motor Vehicle User Agreement

- (2) For clarity, Queensland law includes Commonwealth Acts to the extent that they bind Queensland.

11. Execution Provisions

COUNCIL

SIGNED, SEALED, and DELIVERED on behalf of GLADSTONE REGIONAL COUNCIL:

- as a deed;
 - pursuant to *Local Government Act* section 236;
 - by the Mayor / a Council delegate, who certifies he/she is the proper officer to sign;
 - in the presence of a witness
- on ____ / ____ / ____

..... Mayor/Delegate Signature Full name [<i>Print</i>] Witness Signature Full name [<i>Print</i>]
--	---

AUTHORISED USER

SIGNED, SEALED, and DELIVERED by << insert Name >>:

- as a deed;
- on ____ / ____ / ____

..... Authorised User Signature Full name [<i>Print</i>] Witness Full name [<i>Print</i>]
---	---

Guide A

Light Vehicle Self-Induction Guide



LIGHT VEHICLE SELF INDUCTION GUIDE

This vehicle is to be used in accordance with the Gladstone Regional Council Motor Vehicle Policy and Corporate Standard. You must obey the road rules as required by Queensland Transport and Queensland Police. Familiarize yourself with the manufacturer's handbook (found in the glove box). The handbook will cover all matters relating to the operation and maintenance of the vehicle and will assist you in completing the self-induction checklist below.

CHECKLIST ITEMS
PRIOR TO ENTERING THE VEHICLE
Have you walked around the vehicle and identified any dents, damage, defects or fluid leaks ? Record any issues in the notes section and report any problems using the defect notification form.
Do the tyres look correctly inflated? Take appropriate action if they don't appear correctly inflated
Are the indicators and headlights free from damage?
Are the wiper blades in place and in good condition?
Is the vehicle clean ?
If you are transporting equipment or materials , is your load secured correctly?
ON ENTERING THE VEHICLE
Do you know how to adjust your seat and have you adjusted it for your driving position?
Do you know where the brake and handbrake is located and how to operate them?
Have you adjusted the mirrors (rearview and side) for your driving position?
Do you know where your indicators are located and how to operate them?
Do you know where your hazard indicator is located and how to operate it?
Do you know where the headlight controls are and how to operate them?
Are you familiar with operating the gearing of the vehicle (auto, manual)?
Have you checked how to operate the windows, climate control system and radio ?
If the vehicle has cruise control , do you know how to operate it?
Do you know how to start the vehicle ?
ON STARTING THE VEHICLE PRIOR TO MOVING
Have you checked that there are no warning indicators showing on the dashboard?

Guide A

Light Vehicle Self-Induction Guide

Refer to the Manufacturer's Handbook for any action that may be required.
Does the vehicle have fuel sufficient for your needs and are you familiar with the refueling arrangements?
Does the vehicle have a logbook provided and have you made you commencement entry?
Have you and your passengers secured your seatbelt/s ?

Guide B Accident and Breakdown Procedure



ACCIDENT & BREAKDOWNS PROCEDURES

Normal Workshop Hours - Monday - Friday - 6am - 3.30pm

For all accidents, breakdowns or other maintenance issues please contact the **Maintenance Planner** on **0417 734 487**

RACQ or Roadside Assist

Operators of Category 1, 2 & 3 vehicles which have RACQ membership or Roadside Assist should contact those organisations for any breakdowns either after hours or in remote areas. Contact details can be located in the glovebox.

During normal workshop hours please contact the **Maintenance Planner** on **0417 734 487** who will provide advice on next step.

Outside Normal Workshop Hours- Monday - Friday - 3.30pm - 6pm & Weekends

For all accidents, breakdowns or other maintenance issues please contact the **Maintenance Planner** on **0417 734 487**

All other times

This should only be used in an emergency or when it cannot wait until the next day.

For breakdowns during the night or when it is not possible to contact Council's Fleet department, please contact our current preferred supplier for general mechanical and hydraulic services **Outcall Mechanical** on **0411 467 393** or **0449 035 197**.

Guide C

Traffic Crash/Incident Procedure

WHAT TO DO IN A TRAFFIC CRASH

To help reduce danger to road users and minimise traffic congestion, from January 1, 2015 you may no longer have to wait for police at a crash site in Queensland.

Follow the chart below to find out what to do.

ENSURE YOU ARE IN A SAFE LOCATION
AWAY FROM THE TRAFFIC

Is anyone trapped or injured?

No

Are police needed to direct traffic or deal with hazards?
OR
Do any drivers appear affected by alcohol or drugs?
OR
Has anyone involved failed to exchange details?

No

Yes

Call **Triple Zero (000)**.
Stop and give assistance to anyone who is injured if it is safe to do so.

Yes

Call **Policelink 131 444**.

Police do not need to attend the crash site


Yes

Does your vehicle require towing?


No

1. Contact your insurer or a towing company of your choice to **arrange for your vehicle to be towed** (if required)
If you cannot arrange a tow and exhaust all other options call Policelink 131 444.
2. Exchange details and **leave the crash site**.
3. After leaving the crash site **report the crash within 24 hours**.
4. Report your crash to Policelink either online, via the smart phone app, or calling 131 444. You will be provided with a report number to assist with any insurance claims.




1. Exchange details and **leave the crash site**.
2. **You are not required to report the crash to police.**
If you still wish to report the crash, you can by following step 4.



Great state. Great opportunity.
And a plan for the future.



Be prepared and download the Policelink App using your Smartphone to scan these codes.

Record your insurance and preferred towing company details below. Keep this card in your glove box for future reference.

Registration No.: Insurer:

Policy No.: Phone:

Towing company: Phone:

CRASH DETAILS

Date: Time:

Street:

Suburb:

Cross St/Landmark/Nearest street No.:

VEHICLE 1

**Denotes minimum legal requirement for exchange of details.*

Registration No.*: State:

Make: Model:

Driver Name*:

Address*:

Licence No.: State:

Phone:

Owner Name*:

Owner Address*:

Insurer: Policy No:

VEHICLE 2

**Denotes minimum legal requirement for exchange of details.*

Registration No.*: State:

Make: Model:

Driver Name*:

Address*:

Licence No.: State:



Phone:

Owner Name*:

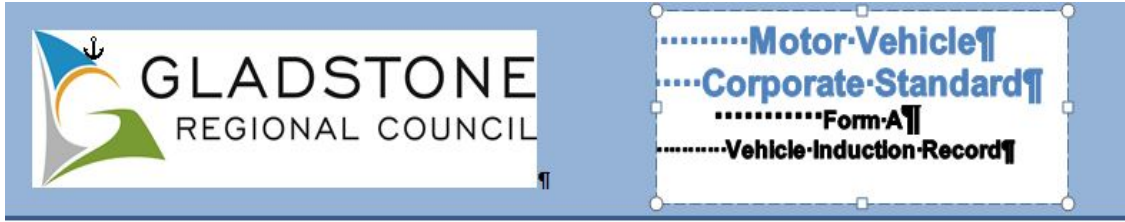
Owner Address*:

Insurer: Policy No:

For more information or to download extra copies of this flyer, visit www.policelink.qld.gov.au

Form A
Vehicle Induction Record



Authorised User Details (Person receiving induction training)

Authorised User Full Name: _____

Where Council Employee Position Title: _____

Position #: _____ Employee #: _____

Motor Vehicle for which induction has been carried out

Description: _____

Registration Number Plate: _____

Council Plant #: _____

Details of Council Officer conducting induction

Type of Induction (Tick) - Administrative Requirements Only
- Full Vehicle and Administrative Requirements Induction

Name of Council Officer Undertaking Induction _____

Where Council Employee Position Title: _____

Position #: _____ Employee #: _____

Date Induction carried out: ____/____/____

I certify that the Authorised User named above was provided with an induction into: (Strikethrough as applicable)

- a) ~~Administrative requirements with respect to vehicle use~~
- a) ~~the use of the above Motor Vehicle;~~
- b) ~~the checks to be undertaken before use, during use and after use of the above Motor Vehicle; and~~
- c) ~~related matters to ensure the safe, efficient and good operating practice use of the Motor Vehicle by the Authorised User.~~

Signature of Council Officer : _____

Details of Supplier Representative conducting induction

(Where required by Council)

Supplier Representative Full Name: _____

Supplier Name: _____

Form A
Vehicle Induction Record

Date Induction carried out: _____/_____/_____

I certify that the Authorised User named above was provided with an induction into:

- a) the use of the above Motor Vehicle;
- b) the checks to be undertaken before use, during use and after use of the above Motor Vehicle; and
- c) related matters to ensure the safe, efficient and good operating practice use of the Motor Vehicle by the Authorised User.

Signature of Supplier Representative : _____

Form B Vehicle Pre-Handover Checklist Record



Authorised User Details

Authorised User Full Name: _____

Where Council Employee Position Title: _____

Position #: _____ Employee #: _____

Details of Council Officer undertaking pre-handover check with Authorised User

Council Officer Full Name: _____

Position Title: _____

Position #: _____ Employee #: _____

Motor Vehicle Details

Description: Make: _____ Model: _____

Registration Number Plate: _____

Council Plant #: _____

Details	Fill in details of what supplied	Comments on condition
1. Non-Standard Extras (Toolboxes Driving Lights, Bull Bars Roof Racks, Fire Extinguishers Load Covers/Restraints etc.) Spare Tyre and Rim Filters/spares Seat Coverings, Matts, Floor Protection, Bonnet Protectors		
2. Keys/ Fuel Card (Vehicle keys, Keys to toolboxes etc. - include serial #'s where available, Fuel Cards)		
3. Daily Pre-Start vehicle checklist (Tick)		
4. Vehicle User Log Book (tick)		
5. Manufacturer Vehicle Handbook (Tick)		
6. Accident & Breakdown		

Form B Vehicle Pre-Handover Checklist Record

Procedure (Tick)		
7. Vehicle Condition Notes Clean and Tidy? Any Damage? (If so attach photos)		
8. Receipt of New or Replacement Vehicle Form FORM D	Dated: Authorised by:	Approved Category of Use _____
9. Confirmation of receipt of Authorised Users current drivers licence details by People and Performance.	Licence #: _____ State of Issue: _____ Expiry Date: ____/____/____ Date copy received by People and Performance ____/____/____	
10. Confirmation of receipt by Council of a signed User Agreement (Where Required)	User Agreement #: _____ Date of Agreement: ____/____/____	NOTE: Compulsory for Categories of Use 1, 2, 3, 4, and 5.
11. Is vehicle induction Required?	If Yes: Date Induction Completed ____/____/____	NOTE: A copy of a current induction (FORM A) must be sighted for this user.

Date handover carried out: ____/____/____ Time: ____:____ am/pm

Signature of Authorised User: _____

Signature of Council Officer : _____

Plant Hire Costing Details:

- Confirm plant hire costing with Finance or Fleet - Officer: _____ Date: _____
- Monthly journal - charge to BU _____ or Job #: _____
 - Manual timesheets
 - Fleet pool journal (weekly)

Sign.....Name:..... Date / /

Manager Position description: _____

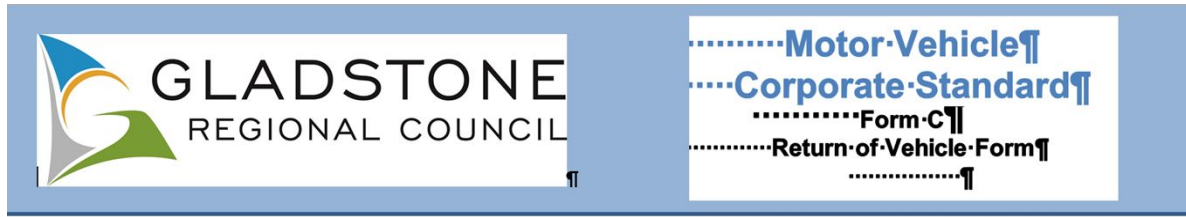
Original: to Fleet Section

Copies: Authorised User
People & Performance Section

Version 1.0

Form C

Vehicle Return Checklist Record



Authorised User Details

Authorised User Full Name: _____

Where Council Employee Position Title: _____

Position #: _____ Employee #: _____

Details of Council Officer undertaking return check with Authorised User

* Council Officer must be authorised to accept return of Vehicle

Council Officer Full Name: _____

Position Title: _____

Position #: _____ Employee #: _____

Motor Vehicle Details

Description: Make: _____ Model: _____

Registration Number Plate: _____

Council Plant #: _____

Details	Fill in details of what was supplied (From Vehicle handover checklist)	Comments on what was returned and its condition
1. Non-Standard Extras (Toolboxes Driving Lights, Bull Bars Roof Racks, Fire Extinguishers Load Covers/Restraints etc.) Spare Tyre and Rim Filters/spares Seat Coverings, Matts, Floor Protection, Bonnet Protectors		
2. Keys/ Fuel Card (Vehicle keys, Keys to toolboxes etc. - include serial #'s where available, Fuel Cards)		
3. Daily Pre-Start vehicle checklist (Tick)		
4. Vehicle User Log Book (tick)		
5. Manufacturer Vehicle		

Form C Vehicle Return Checklist Record

Handbook (Tick)		
6. Accident & Breakdown Procedure (Tick)		
7. Vehicle Condition Notes Clean and Tidy? Any Damage? (If so attach photos)		
Were any Modifications Approved after Vehicle initially Supplied? Y/N		
Details of Modifications Approved		
Condition of Modifications on return		

Date Returned: ____/____/____ Time: ____:____ am/pm

Completed FBT Declaration form (Signed by Authorised User) is attached.
(Contact Finance Section for form - **Completed form to go to Finance Section**)

Signature of Authorised User: _____

Signature of Council Officer : _____

Original: to Fleet Section

Copy to: People and Performance Section
Authorised User

Version 1.



Form D
New or Replacement Vehicle Form

GLADSTONE REGIONAL COUNCIL
NEW OR REPLACEMENT VEHICLE FORM

This form WILL NOT be processed without all necessary fields completed, including approvals from HR and Finance. For assistance or explanation on required fields please phone Fleet on 07 4975 8108.

Current Asset Number						
Operator						
Manager's Name						
Section						
Vehicle Type: <small>(Please circle type of vehicle required)</small>	Single Cab	Dual Cab	Extra Cab	SUV	Sedan	Wagon

Please indicate Vehicle Use Category for required vehicle in accordance with the current Motor Vehicle Policy:

<input type="checkbox"/> Category 1 - Councillor	<input type="checkbox"/> Category 4 - Commuter	<input type="checkbox"/> Category 7 - Operational General
<input type="checkbox"/> Category 2 - Executive Team	<input type="checkbox"/> Category 5 - Tools of Trade	<input type="checkbox"/> Category 8 - Operational Pool
<input type="checkbox"/> Category 3-Non-Executive Team (common law contracts)	<input type="checkbox"/> Category 6 - Operational Rostered-on-call-Periods	<input type="checkbox"/> Category 9 - Organisations, Contractors, Volunteers
<input type="checkbox"/> Legacy		

Please describe the functional purpose of the required vehicle to assist in determining that all requirements have been included on your vehicle:

Private use Vehicle only Preferred Vehicle	

VEHICLE REQUIREMENTS

The following items are for **STANDARD** vehicles:

- Two Wheel Drive
- Cruise Control
- Air conditioning
- Seat covers - front
- Mud Flaps - front and rear
- Headlight and Bonnet protectors
- Window Tint
- 5 star ANCAP rating
- Automatic Transmission
- Diesel
- Blue Tooth connectivity
- Reverse Camera

In addition to the above, light commercial vehicles will be fitted with the following:

- Sump Guard
- Access Steps to tray

Please note: Any special requirements for this vehicle must be nominated and approved on this form. Retro fitting of accessories that have not been requested will not be fitted once vehicle has been delivered unless approved by the Fleet Coordinator.

Please indicate (✓) if you require any of the following extras or variations to standard vehicle:

Form D New or Replacement Vehicle Form

Four Wheel Drive (4WD)	Trailer pin attachment ROUND	Fibreglass Canopy
Alloy Tray	Trailer pin attachment FLAT	Rear Seat covers
Steel Tray	Electronic Braking System	Anderson plug
Tilt Tray	Work Lights	Lift Kit
Style Side	Front spot lights	GPS Telematics Unit (Next G)
Tonneau Cover <u>Hard</u>	Rear Rack	GPS Iridium Modem
Tonneau Cover <u>Soft</u>	Ladder Rack	GPS Duress (<input type="checkbox"/> Dash Mount or <input type="checkbox"/> Remote)
Tray Mat - Rubber	Wheel Chocks	GPS Garmin 5 inch Display
Cargo Barrier	H Rack (Front rack on bulbar)	Council two-way radio
Bull Bar	UHF Radio	Tow Bar
Two Amber Beacons	20L Water Tank	Under tray lockable toolbox
Under tray storage for long handled shovels		
Other: (please specify)		

Trucks Only:		
Hand washing unit	Two piece drop sides	Drop Sides
Two way tail gate	Shovel Rack	
Other: (please specify)		

Is specific ground clearance required? Yes No

If yes, what is the minimum required? _____

Are there any additional items required? (E.g. trailer, spray unit, winch, crane) Yes No

If yes, please detail and if possible include photos: _____

Is the vehicle required to tow or float any plant? Yes No

If yes, what and how much does it weigh? _____

How many passengers do you wish to transport? _____

Operator..... Date / /

Manager's Signature..... Date / /

If you have indicated **Operational Use (Cat.6-8)**, please forward the form direct to the Finance mailbox.

If you have indicated **Commuter, Private, or Other Uses (Cat.1-5&9)** please email directly to the HR mailbox.

HR USE ONLY: EMAIL APPROVAL ACCEPTED

Motor Vehicle listed complies with entitlements. Sign: Date:/...../.....

Comments:
.....

FINANCE USE ONLY: EMAIL APPROVAL ACCEPTED

Motor vehicle listed will/will not attract FBT. Sign: Date:/...../.....

Comments:
.....

Director Approval Date..... / /

↳Directors, please return completed form to Fleet

Form E

Intentionally left Blank

Form G

Vehicle Modifications Request and Approval Form



FLEET EQUIPMENT MODIFICATION REQUEST FORM

All modifications must comply with relevant sections of the Australian Standards, Australian Design Rules, National Code of Practice – Heavy Vehicle Modifications, Approval Inspection Guidelines and Plant Code of Practice.

TO BE COMPLETED BY CUSTOMER PRIOR TO COMMENCEMENT OF MODIFICATION			
Equipment Number		Registration	
Equipment Make		Model	
Estimated Cost		Order Number (If required)	
If Truck	GVM		TARE
	Split axle weights Front		Split axle weights Rear
Modification Details: (include additional description, sketches, quotations, and costs)			
Modification Reasons: (Tick box)	1. Safety – Provide Safety Alert or Risk Analysis Report		2. Additional Requirements
Will this improve the safety of the equipment, operator and/or others?			
If yes, give details Include training requirements, PPE requirements etc			
How will this modification affect the overall operation of the equipment?			
Initiated by: E.g. Operator	Name:	Signature:	Date:
Approved by: Section Manager	Name:	Signature:	Date:
IF TECHNICAL REVIEW OR RECOMMENDATION REQUIRED, TO BE COMPLETED BY FLEET MAINTENANCE COORDINATOR			
Requires supervision or design by Engineer	Yes / No		
Comments	1. Modification or fitment to be carried out by supplier. 2. Outsource work.		
Technical approval (if required) Fleet Maintenance Coordinator	Name:	Signature:	Date:
TO BE COMPLETED BY MANAGER - CONTRACTS & FACILITIES			
Approval granted	Yes / No		
Nature of work (Maintenance Activity Type)	Capitalisation (CAP) / Not Capitalisation (MOD)		
Approved by Manager Contracts & Facilities	Name:	Signature:	Date:
ON COMPLETION OF MODIFICATION			
Forward this form Fleet Administration Officer (Reception)			

Form H

Approval to Carry Passengers Request and Approval Form



**Motor Vehicle
Corporate Standard
Form H
Request For Approval To Carry
Passengers for Private Purposes**

Request made by:

Name of Requestor: _____ Employee #: _____

Employee Position: _____

Motor Vehicle Details

Description: Make: _____ Model: _____

Rego: _____ Council Plant #: _____

I am the Authorised User of the above vehicle and have Category 4 Use - Commuter of the above vehicle.

In accord with Council's Motor Vehicle Corporate Standard I apply for approval to carry the passengers indicated in the table below for private purposes in the above vehicle.

The vehicle has sufficient legal carrying and load capacity to legally carry these passengers and, where the passengers are children, I undertake to ensure that they are carried in the vehicle with the use of appropriate child restraints and devices.

Signature of Requestor: _____ Date: ___/___/___

Expected Passengers

#	Name	Relationship to Requestor
1.		
2.		
3.		
4.		

Request Considered by (Must be the Chief Executive Officer or a Director of Council):

Name of Officer Evaluating: _____

Employee Position: _____

Outcome of Evaluation:

As the Officer evaluating this request I hereby approve / do not approve the request made above.

Signature: _____ Date: ___/___/___

Original: to People and Performance Section
Version 1.0

**Form J
Change of Operator Form**



**GLADSTONE REGIONAL COUNCIL
CHANGE OF OPERATOR FORM**

Please note: This form is to be completed when a vehicle is swapped between Employees. Completed forms are to be returned to **Fleet, Finance, and Payroll**.

Asset Number		Registration Number	
Current Operator			
Future Operator			
Date of Change Over			
Manager's Name		Section	

Please indicate Vehicle Use Category for future operator in accordance with the current Motor Vehicle Policy:

<input type="checkbox"/> Category 1 - Councillor	<input type="checkbox"/> Category 4 - Commuter	<input type="checkbox"/> Category 7 - Operational General
<input type="checkbox"/> Category 2 - Executive Team	<input type="checkbox"/> Category 5 - Tool of Trade	<input type="checkbox"/> Category 8 - Operational Pool
<input type="checkbox"/> Category 3-Non-Executive Team (common law contracts)	<input type="checkbox"/> Category 6 - Operational Rostered-on-call-Periods	<input type="checkbox"/> Category 9 - Organisations, Contractors, Volunteers
<input type="checkbox"/> Legacy		

Current Operator

Completed FBT Declaration form and attach to this document (Contact Finance for form)

Sign..... Date / /

Future Operator

Completed Payroll Deduction form (Categories 2,3,4) and attach to this document

Not Applicable

I _____ acknowledge and understand the vehicle category assigned to me in accordance with council's current Motor Vehicle Policy P-2017-08.

Sign..... Date / /

Manager

Confirmed vehicle entitlements as above with HR - Officer: _____ Date: _____

Confirm plant hire costing with Fleet - Officer: _____ Date: _____

- Monthly journal - charge to BU _____ or Job #: _____
- Manual timesheets
- Fleet pool journal (weekly)

Sign..... Date / /

Form L Specific Location Pool Vehicles Online Booking Form

Goondoon St Pool Vehicles - New Item



EDIT

Save Cancel Paste Cut Copy Attach File Spelling

Commit Clipboard Actions Spelling

Goondoon St Pool Vehicles

Booking For * Which Vehicle

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Start Time *

End Time *

Recurrence Make this a repeating event.

Daily Weekly Monthly Yearly

Pattern Every day(s) Every weekday

Date Range

Start Date

End after: occurrence(s)

End by:

Nominated Driver * You must specify a value for this required field.
Name of the person that will be driving the vehicle

Contact Details
Contact Numbers and Name if hirer is a Group/Team

Booking Type

Specify your own value:

Description

Comments
Record any notes, alterations and attachments/forms here

Confirmed I have confirmed booking with Authorised User

Overnight Will this vehicle be required overnight? Will it be garaged in a different location?

Save Cancel

Form M

Specific Location Pool Vehicles Online Booking Register

Booking Venues, Vehicles and Equipment

[+ new item](#)

All Items Calliope Office Pool Vehicles **Vehicles** ...

✓ Title	Make a booking	Book with	Primary Purpose	Authorised User	Vehicle Make	Rego	Auto or Manual	Colour	Comments	Fuel	Hours Available	Specific Instructions	Seats
---------	----------------	-----------	-----------------	-----------------	--------------	------	----------------	--------	----------	------	-----------------	-----------------------	-------

▸ Location : 101 Goondoon St (4)

▾ Location : 113 Goondoon St (5)

Corp Perf. and Reporting - Hyundai i40 Sedan Unit 100110	View Calendar	Finance (Mailbox)	Pool Vehicle	Catherine McKewen	Hyundai i40	676TYT	Auto	White	Not taken home - remains in carpark Responsible team: Corporate Performance & Reporting	Diesel	7.30am to 4pm	Remember to fill in log book details / Driver responsible to fuel when low. Handbrake - "P" button on the centre console; to remove put foot on brake and put in gear and it will release automatically. To remove the keys - push keys in and then turn to remove.	5
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