

POLICY

MOTOR VEHICLE

APPROVALS

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CATEGORY	Administrative		
POLICY OWNER	Corporate Properties & Fleet Manager		
APPROVAL DATE	25 January 2022	RESOLUTION NUMBER	7677

OBJECTIVE

Is to define how the Isaac Regional Council (IRC) will assign motor vehicles to meet the transportation needs of the business.

SCOPE

This policy applies to all Council employees and Elected Members.

DEFINITIONS

TERM / ACRONYM	MEANING
IRC	Isaac Regional Council.
CEO	Chief Executive Officer or acting Chief Executive Officer of Isaac Regional Council.
Delegate	The Director nominated by the CEO to have direct responsibility for motor vehicles.
ELT	Executive Leadership Team.
CFO	Chief Financial Officer.
Fleet Controller (FC)	Manager Plant, Fleet and Workshops as nominated as Fleet Controller (FC). The FC is responsible for all procurement, allocation, maintenance and disposal of vehicles.
Family	A spouse (including a former spouse, a de facto spouse or a former de facto spouse) of the employee; a child or an adult child (including an adopted child, a foster child, an ex-foster child, a stepchild or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee. For the purpose of this clause spouse shall include same sex partners.
Assignee	IRC employee or Elected Member allocated a vehicle; assignees will complete all the vehicle policy requirements and take full responsibility for the vehicle.
Assigned Residence	Refers to "place of residence" that is within 30kms of main work location and located within IRC boundaries.
Levels of Management	The following levels of management exist for the purpose of vehicle allocations:

- Level 1 - refers to the Mayor and CEO.
- Level 2 - refers to the Directors (M2).
- Level 3 - refers to M3 Managers (M3)
- Level 4 - refers to M4 Managers and selected Assignees.

ANCAP	Australasian New Car Assessment Program.
Pool Vehicle	Council vehicles assigned to a geographical location for general use by IRC employees for work related purposes only. When using a pool vehicle, a driver automatically becomes the assignee for the period of vehicle use.
Tools of Trade Vehicle	A vehicle provided to a workplace for work/business use only.
Full Private Use (FPU)	The vehicle shall be provided for the officer's full private and Council use such that the officer, their immediate family authorised by the officer shall be entitled to use the vehicle for private use as well as Council purposes. This includes when the officer is on periods of leave (annual, parental or compassionate leave, long service leave or sick leave) for up to 3 months (Paid or unpaid). Private use of vehicles during periods of leave greater than 3 months per year will be required to be authorised by the CEO or delegate.
Limited Private Use (LPU)	<p>The vehicle shall be provided for the officer's limited private and Council use such that the officer, their immediate family authorised by the officer shall be entitled to use the vehicle for limited private use as well as Council purposes. This includes when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding sick leave or unpaid periods of more than one week).</p> <p>LPU vehicles will have supplied IRC magnetic logos fixed for the period of business hours.</p>
Commuter Use (CU)	The vehicle shall be provided for "approved travel" to and from the employee's place of employment and their assigned residence. When at work the vehicle will be made available for all employees as part of the IRC vehicle pool and shall be returned to the vehicle pool for all periods of leave.

	<p>CU vehicles will have IRC logos permanently fixed to the vehicle and shall not be removed under any circumstances.</p> <p>A commuter use vehicle may be allocated to a single driver where there is a requirement to have a specific vehicle to conduct field work activities. Permission for such use shall be approved by the CEO on recommendation of the Fleet Department.</p>
Family Responsibility Commuter Use (FRCU)	<p>Employees with approved Commuter Use Privileges who have family responsibilities for the transport of their children to/from school or childcare may transport their children between home and school/childcare and return in their allocated Council vehicle.</p>
Tool of Trade Use (TOT)	<p>An Assignee has use of the vehicle for work purposes only. During working hours, the vehicle will be available to all staff when not in use by the Assignee. TOT vehicles are to be garaged on IRC premises when not in use and before/after shift. A TOT vehicle may not be assigned to a specific operator. Carriage of passengers is limited to IRC employees and contractors only during work hours unless during an emergency or response to a Council task.</p> <p>If a TOT vehicle is to be allocated to an operator for on-call purposes, Commuter Use/On-Call Use rules shall apply. After hours use is not permitted unless for call-out/work related activities.</p> <p>TOT vehicles will have IRC logos permanently fixed to the vehicle and shall not be removed under any circumstances.</p>
On-Call Use	<p>On Call Use is defined as use to undertake work outside of Council's normal business hours while the employee is on after-hours call out roster and is on standby. Staff placed on an official call-out register may be allocated a Council vehicle depending on the nature of their role and the purpose of the call-out roster while they are on standby. In these instances, the Council vehicle may be treated as a 'commuter use' vehicle.</p> <p>In order to minimise response times and minimise impact on private transport, an on-call officer shall be able to make general use of the assigned Council vehicle whilst on-call, subject to the following:</p>

No non-Council personnel can be transported in the vehicle at any time (i.e., family members are not allowed to be transported within the vehicle). The carriage of non-Council related items (such as rubbish for disposal) is not allowed at any time. The intent of this allowed usage is to address the issue of undue impact on family and private life whilst staff are on-call. Examples include attending family functions/children's sporting events with the family, only to receive a call and needing to leave. In these cases, either two (2) private vehicles need to be taken to the event, or the sole family vehicle is needed to be used to return to the Council vehicle, therefore leaving family members at events without transport. Under the above rules these would be allowed for by allowing the Council vehicle to be utilised as the secondary transport to the event, meaning that upon a call-out, family members are not disrupted.

Given the intent of such allowed use, driving the Council vehicle around including attendance at shops etc. simply because a staff member is on-call should be avoided, in preference to situations where a genuine disruption would occur. A periodic review of this practice will be undertaken to ensure that the intent of the allowed use is being met, with Council reserving the right to amend such allowed use policy.

The vehicle will have IRC logos permanently fixed to the vehicle and shall not be removed under any circumstances.

Single Purpose Use

The Chief Executive Officer and Directors may authorise a "once off" after hours use of the vehicle as the officer's role dictates. This may be necessary in the event of an after-hours meeting or conference.

POLICY STATEMENT

Council vehicles are visible assets in the community and as such are part of the corporate image of Council.

IRC will acquire, maintain and dispose of motor vehicles through the Fleet Controller (FC) and will ensure the operation of the fleet in accordance with the following principles:

- Maximum cost effectiveness, considering sustainability
- Compliance with Federal and State legislation and local government by-laws

- Compliance with WH&S legislation, IRC policy and sound management principles.
- Compliance with IRC's contractual obligations with internal and external customers.

POLICY

The primary use of an IRC provided vehicle is to be used in the conducting of Council related duties. Vehicle assignees with full or limited private use cannot make their assigned vehicle available to their direct family members while the assignee attends work. The vehicle must always be available for work use unless it is away for service, repair or being used by other IRC staff for work activities. Any variation or request for exception to the Policy on a one-off basis, requires written submission to the Chief Executive Officer and subsequent formal approval.

For example: Employee X is at work in Moranbah on a Wednesday. This employee has full private use of a council vehicle. Employee X's partner has taken the council owned vehicle to Mackay for private business. As such, the vehicle is unavailable for council business during normal business hours. This example would not be acceptable to IRC.

Council shall always have priority on the use and allocation of a Council vehicle.

Except for vehicles covered by a salary package arrangement with private use and other specified vehicles, vehicles are to be made available on a shared use for the whole of Council use via Council vehicle pool or vehicle booking system.

Excluding salary packaged vehicles, the following matters are the responsibility of the employee who is allocated a Council vehicle:

- a. Vehicle Presentation: Washing and cleaning (inside and out) of the vehicle on a regular and as needed basis.
- b. Vehicle Availability: Ensuring that the vehicle is available for Council operations on each work day. For Commuter Use and On-Call vehicles, ensuring that the vehicle is presented for Council use during periods of annual leave, long service leave etc. (for single sick days or RDOs there is no specific requirement to return the vehicle unless there is a business need for it for the day. However, for periods more than a single day, measures should be made to present the vehicle for Council use).
- c. Daily Checks: Ensuring that normal operational items such as fuel, oil, battery, radiator, tyres etc. are checked at regular intervals and in accordance with manufacturer's recommendations and upon the advice of Council's Procurement and Plant staff. A pre-start book shall be provided for all vehicles to record this and for defect reporting purposes.
- d. Garaging: Ensuring that overnight garaging (where applicable) is secure, off the road and under cover if possible.
- e. Reporting Defects: Ensuring that all defects in the operational aspects of the vehicle, or damage to the vehicle, are reported as required immediately upon being notified and recorded in the vehicle's pre-start book.

- f. Servicing: Ensuring that the vehicle is regularly serviced as required to meet warranty and manufacturer's specifications, and that the vehicle is made available for such servicing when required.
- g. Licence: Ensuring that a current and appropriate class of licence is held for the operation of the vehicle. A driver with a Learner Licence (L) is not permitted to operate an IRC vehicle unless under an approved professional development program and the relevant TMR rules are strictly observed.

An employee whose licence has been suspended or cancelled shall immediately advise their Supervisor and arrange for the vehicle to be returned to the Council Depot.

Where an employee is assigned or operating Isaac Regional Council Plant or Motor Vehicles requiring the holding of a current Queensland Driver's License and such license is suspended or cancelled then the employee is not permitted to operate or drive Council's plant or vehicles until the relevant license is restored or The employee is to immediately advise their Manager and People and Performance of such suspension or cancellation and a file note will be recorded on the employee's personnel file.

Where a vehicle assigned is categorised within a employment contract as a Full Private Use vehicle (FPU) then the vehicle may be retained, and an authorized driver designated to transport as appropriate to fulfil their role.

Where a vehicle is operated as part of the mandatory requirements of a position and the employee has their license suspended or cancelled, then the Council reserves the right to consider whether employment will continue, or the employee's services be terminated.

- h. Logbooks: ensure that logbooks are completed correctly and returned on time for Fringe Benefits Tax or utilisation reporting.
- i. Badging: A Council insignia shall be displayed at all times on the vehicle unless the vehicle is covered by a salary package arrangement with private use. LPU vehicles must be badged during the hours of work.
- j. Roadworthiness: A vehicle should not be used If there is any doubt regarding as to its roadworthiness, such roadworthiness issues and any faults that may occur during the life of the vehicle, should be immediately reported to the Fleet Coordinator.
- k. Appropriate Use of Vehicle: Employees shall be responsible for ensuring that an allocated vehicle is used appropriately at all times. Vehicles other than those specifically designed for such use, should not be taken off road. Employees are to ensure that passengers and load limits are not exceeded at any time.
- l. Damage to Vehicle: Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.
- m. Authorised Use: Only authorised persons (employee or nominee) may drive a Council vehicle).

In an emergency any person holding a Queensland Driver's Licence may drive the vehicle provided the passenger in the vehicle at the time is an employee.

PROHIBITIONS

The following are specifically prohibited:

- a. Smoking: Smoking in the vehicle (including passengers) is strictly prohibited.
- b. Alcohol: An IRC employee may not operate a vehicle with a blood alcohol level above 0.00 during the hours of work, including while on-call. After hours, employees with FPU and LPU allocation must observe the legal limit of 0.05.
- c. Animals: The carrying of animals in Council vehicles is permitted in the following circumstances.
 - Full private Use Vehicles.
 - Limited Private Use Vehicles.
 - Local Law Enforcement Vehicles.
 - Tool of Trade Vehicles if it is in the delivery of Council Services.Animals in any of the above circumstances must be suitably restrained as per any statutory requirements that may be in effect.
- d. Utilisation of the vehicle for undertaking personal business activities.
- e. The carrying of non-approved persons.
- f. Charging a fee to passengers (Council encourages the multi-sharing of Council vehicles available for commuter use, however the charging of a fee is prohibited).
- g. Additional features, including advertising material or stickers shall not be added to the vehicle unless it is approved by the FC

COUNCIL CHECKS AND MONITORING

- a. The Council may undertake independent random audits or inspections of vehicles to ensure that the conditions of this policy are being met.
- b. The Fleet Controller shall report excessive reconditioning costs to the relevant Director when vehicles are presented for trade, fleet condition audits and servicing. The CEO shall decide if excessive costs are to be required to be paid by the officer.

FUEL PURCHASE

Council employees should refill fuel at the Council depot wherever practical.

A fuel card may be provided to vehicles that will require fuel outside of normal working hours or travel distances to locations where IRC provided fuel will not be available.

Private Use (including Commuter Use)

Private use of a Council vehicle is prohibited unless the vehicle is covered by a salary package arrangement with full or limited private use. Where commuter use of a vehicle is allowed, reference should be made to the below regarding the conditions of use for commuter use.

Liability for All Vehicle Users

Employees utilising Council vehicles are liable for:

- a. ALL traffic offences incurred, including but not limited to fines and loss of points from parking fines, speeding fines, red light camera offences and general traffic offences.
- b. Costs associated with an accident whilst the employee is utilising the vehicle in contravention of approved uses.

Employees or their nominated person found to be driving a Council vehicle under the influence of drugs or alcohol may be held personally responsible for any repairs or legal action resulting from any accident in which they are involved.

- c. Employees or their nominated person may similarly be held personally responsible for any damage occurring as a result of inappropriate behaviour or use which contravenes this policy.

Full Private Use

- Where covered by a salary package arrangement under contract of employment, full private use is permitted within the borders of the State of Queensland unless authorised by:
 - For the CEO the Mayor of Isaac Regional Council.
 - For Directors, the CEO.
 - For all other staff, the relevant Director.
- Full private use means the vehicle shall be provided for the officer's full private and Council uses such that the officer, their immediate family (including Learner Licence (L) with appropriate supervision as per TMR guidelines) authorised by the officer shall be entitled to use the vehicle for private use as well as Council purposes. This use includes when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding leave periods of more than three (3) months duration of unpaid leave).
- Packaged vehicles will have the value of such benefit recorded as part of the total employment cost for the employee.
- An employee with full private use, that is allowed permission to travel outside of Queensland, shall be personally responsible for any fuel costs incurred while interstate unless the trip is entirely work related.

Limited Private Use

- Use is limited to within the boundaries of Isaac Regional Council and adjoining Regional Councils unless authorised by the CEO.
- The vehicle will be made available during office hours as a pool vehicle.
- Limited private use means the vehicle shall be provided for the officer's limited private and Council use such that the officer, their immediate family (including Learner Licence (L) with appropriate supervision as per TMR guidelines) authorised by the officer shall be entitled to use the vehicle for limited private use as well as Council purposes. This includes, when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding sick leave periods of more than one week's duration).
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- Limited private use is permitted at the Executive Leadership Team's discretion for selected senior non-management positions and for salaried staff under the Isaac Regional Council Certified Agreement.
- Limited private use may be utilized to attract and retain staff for difficult to fill positions but will only be offered in exceptional circumstances and with the approval of the relevant Director.
- Limited Private Use Vehicles will have the value of such benefit recorded as a prorated amount of the FPU benefit.

On-Call Use

- The vehicle is available to undertake work outside of Council's normal business hours while the employee is on after-hours call out roster and is on standby.
- Staff placed on an official call-out register may be allocated a Council vehicle depending on the nature of their role and the purpose of the call-out roster while they are on standby. In these instances, the Council vehicle may be treated as a commuter use vehicle. On non-business days and after business hours the on-call officer may use the vehicle to minimize response times which shall not include the transport of any non-employees.

Single Purpose Use

- The Chief Executive Officer and Directors may authorise a "once off" after hours use of the vehicle as the officer's role dictates.

Commuter Use

- Council views the extension of commuter use rights for a Council vehicle as a privilege and not a right.

Commuter use consent does not form part of conditions of employment and shall not be referenced in letters of appointment.

Approval for use shall be approved by the Executive Leadership Team in conjunction with the Fleet Controller and shall only be approved where there is a clear need or benefit to IRC.

Commuter use may be extended where:

- a. For the employment activities of the employee a Council vehicle is required to be accessed outside normal Council hours (i.e., on-call staff).
- b. The vehicle is fitted with purpose-built items specifically for the use by the employee during work hours and there is no practical storage area on Council premises for the vehicle outside work hours
- c. The employee regularly attends to Council business outside regular Council hours, being three (3) or more nights per week.
- d. A vehicle is available and there is a requirement for the employee to commence and finish work at work site(s) other than their normal Council headquarters (i.e., Depot) on a regular basis, being four (4) days or more per week.
- e. For security purposes where there is no practical storage area on Council premises for the vehicle outside work hours.

Approval

Consent to utilise a Council vehicle for Commuter Use rests with the respective Director in conjunction with the Fleet Controller.

Approval for use shall be at ELT's discretion and shall only be approved where there is a clear benefit to IRC.

Withdrawal

Commuter use privileges may be withdrawn at any time without recourse to Council. This could occur due to a change in position, utilisation changes or changes resulting in commuter use no longer being appropriate.

The basis for withdrawal shall be based on a cost benefit analysis and no consideration made for previous allocation.

Withdrawal of Access Rights

Council reserves the right to suspend access to a Council vehicle (including private and commuter use) at any time at the discretion of the CEO if at any time the assignee or nominee:

1. Is convicted of a serious driving offence
2. Judged to have incurred excessive insurance claims
3. Has not maintained the vehicle in a suitable manner
4. Has breached any of the agreed vehicle policy conditions
5. Fails to provide accurate FBT information as requested
6. Has removed the vehicle data collection device without approval.

7. Uses the vehicle to derive income from outside business
8. Has acted in a manner deemed inappropriate by the CEO in accordance with Council's Code of Conduct. If an employee has their access withdrawn for any circumstance and is unable to fulfil the inherent requirements of the position and is unable to be reallocated within the Council's structure, then the employee's continuing employment contract may be reviewed by Council.
9. Depending on the seriousness of proven misuse Council may apply the following: -
 - Counselling by Supervisor.
 - Issue of a warning letter.
 - Attend a driver safety course.
 - Withdrawal of the vehicle for three (3) months or another period to be determined by the CEO.

If an employee has had their access to the Council Fleet withdrawn for any circumstance and is unable to be reallocated within Council's structure, then the employee's employment contract may be terminated.

Share Riding

Council encourages the multi-sharing of Council vehicles available for commuter use and recognises the sharing of vehicles assists in reducing car parking needs and also assists with Council initiatives for carbon reduction.

As such, where commuter use is available to an employee, and if agreed to by the employee, commuter use may be extended to include the collection of other Council employees for commuter purposes, subject to such an activity not requiring a major deviation from the commuter route of the employee with commuter privileges. Any ride sharing arrangements shall be approved by the respective Manager. The charging of a fee for such extended commuter use is strictly prohibited.

Prohibited

The following uses are not considered to be within the terms of commuter use and are strictly prohibited:

- a. Private use of vehicles (including at lunch times).
- b. Transportation of non-Council persons or members of the public other than for official Council purposes. This includes the transportation of the employee's children to and from school, or at any time unless permission has been granted under clause 8 of this Policy.
- c. Visits to private or non-work locations (except for a brief stop at a shop or similar on the direct route for minor, ad hoc and infrequent purposes such as purchase of milk/ bread at non-major shopping centres and lunch stops).

Liability for Commuter Use

All employees shall sign an acknowledgement form attesting to the fact that they are aware of the rules associated with commuter use of Council vehicles. This includes:

- That they are aware of the ramifications and liability issues related to usage outside the policy. and
- Any damages caused to both the Council vehicle, other vehicles and property generally, from usage outside the policy, the employee will be personally liable for such costs.

Family Responsibility Commuter Use

Employees who have approved Commuter Use Privileges who have family responsibilities for the transport of their children to and/or from school or childcare may transport their children between home and school and/or childcare and return in the allocated Council vehicle (referred to as Family Responsibility Commuter Use) subject to the following conditions:

- The transport occurs as part of the normal commute to or from work.
- Any extraordinary transport (e.g., to pick up a sick child from school/childcare) is approved in each instance by the employee's Manager.
- Permission to transport children is to be sought via application – stating age of child, relationship to employee, any car seats/restraints that are necessary and the school/day care they are attending. This is to be signed off by the CEO. Vehicles that have been approved and that contain installed car seats will be removed from the pool to reduce the risk of them not being returned when needed.
- All car seats and/or restraints are provided by the employee and must meet the relevant Australian Safety Standards (AS/NZS 1754) and are to be fitted by the responsible employee according to the manufacturer's instructions. Restraints must be appropriate for the age of the passenger as per clause 266 - Wearing of seatbelts by passengers under 16 years old - of the *Transport Operations (Road Use Management—Road Rules) Regulation 2009*.
- Any associated costs of supplying and fitting the car seats would be the responsibility of the employee.
- Children to be transported must be immediate family as outlined in the definitions of the vehicle policy.
- In any instance of travel under this arrangement, the deviation from the shortest commuter route is to be as minimal as possible.
- All other requirements of this Motor Vehicle Policy are fully complied with (including the requirement of Clause 12 of the Policy requiring keys to be handed to the CSO (or Fleet Dept. in Moranbah Office) immediately upon the employee's arrival at work for use by all staff).

Any breach of these conditions is grounds for the revocation of Family Responsibility Commuter Use Privileges.

Repeated breaches of these conditions are grounds for revocation of Commuter Use Privileges.

Queensland Transport

Council's registration of vehicles other than those vehicles covered by a salary package arrangement with private use component is at a concessional rate. As such, use of the vehicle outside approved business and commuter use guidelines will render the Council liable of payment of full vehicle registration.

Insurance

IRC will comprehensively insure and register all IRC owned and assigned vehicles.

It should be noted that insurances for Council vehicles only apply during approved use. Any usage which contravenes this policy, or is outside approval, may render the Council insurance coverage null and void, in which case the employee in charge of the vehicle would be fully responsible for all damage caused during any accident or similar.

Accident or Damage

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to the incident, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- Report any accident in a motor vehicle to the Queensland Police Service where required by law.
- Not accept or acknowledge any liability on behalf of Council arising from an accident.
- Complete as soon as practical after the accident, an incident report form, the appropriate claim form and in consultation with the employee's supervisor and return them to the Workplace Health & Safety Department.

Excessive speeding or continuing accidents resulting in damage may result in Council withdrawing the use of a vehicle. The following actions may apply for such offence's dependent on the incident:

- Counselling by Supervisor.
- Issue of a warning letter.
- Attend driver safety course.
- Withdrawal of the vehicle for three (3) months, or other period to be determined by the CEO.
- Vehicle users may be liable to pay the cost of insurance excess charges if they are found to be negligent, if there is evidence of repeated incidences and/or if the accident occurred outside of approved usage allocation/approval.

Vehicle Pool

Commuter Use vehicles, other than those that are approved to be exempt are required to be made available as part of the IRC vehicle pool while not in use. Employees will be required to hand in vehicle keys to Customer Service Officers (or in the case of Moranbah Office the Fleet Department) immediately on their arrival at work for use by all staff.

Assignees booking out a pool vehicle are required to carry out a visual pre-start inspection prior to driving the vehicle.

Vehicles are to be handed in clean and free of personal items. Based on bookings and availability, there is no guarantee or requirement that a commuter use employee shall receive the same vehicle to return to their assigned residence at the end of each working day.

Bookings for vehicles can be made through the relevant Customer Service Officers for each location, or the Fleet Management Department at Moranbah.

Contractors, Consultants & Other Non-IRC Employees

On the occasion that a non-IRC person such as a consultant or Contractor is engaged where a motor vehicle must be provided to conduct their duties. A hire vehicle shall be provided at the engaging departments cost.

Availability of Vehicles

On the occasion that a new employee or position is engaged by IRC where a motor vehicle must be provided to conduct their duties but is unavailable due to there being no vehicle allowed for in the current budget period. A hire vehicle may be provided at the engaging departments cost. Alternatively, the relevant Director may apply to Council for additional Capital for Fleet to purchase a vehicle on their behalf.

Vehicle Procurement

IRC will only procure vehicles of the highest ANCAP rating and that meet IRC requirements, taking into consideration FBT, whole of life costs and vehicle usage. The IRC procurement policy applies to all vehicle acquisitions meeting Local Government Regulation requirements. The CEO on recommendation of the Plant & Fleet Committee will approve all level and types of vehicle permitted to meet IRC's transportation requirements or contractual arrangements.

Levels of vehicle type are as follows:

- Level 1 - (Mayor and CEO) limited to \$65,000 cost to IRC
- Level 2 - (Directors) limited to \$65,000 cost to IRC
- Level 3 - (M3 Managers) limited to \$55,000 cost to IRC
- Level 4 - (M4 Managers and by employment contract) \$25,000 to \$45,000. Determined by fit for purpose, and best whole of life cost to IRC.

Exceptions may occur based on requirement for fit for purpose vehicles to meet specific work requirements as approved by the CEO in conjunction with the relevant Director and the Fleet Management Department. No sports/performance models are to be considered and a 6-cylinder engine limit for all levels.

The prescribed values shall be reviewed annually.

Use of Employees Private Vehicles

Use of an employee's personal vehicle for work purposes is prohibited unless special arrangements are made with approval by the relevant Director.

Vehicle Disposal

A suitable disposal method will be implemented in accordance with the *Local Government Regulation 2012* (Trade-in, open tender or public auction)

Vehicle Data Collection

IRC will also use appropriate means to monitor its vehicles. This may include the use of Vehicle Monitoring Systems. All information gathered by the FC will be used to ensure that the vehicle is operated in accordance with the approved permitted use.

Information will include:

- Safety positioning information.
- Fleet management data.

This information may be used by HR and if required disciplinary action may be taken for any breach of company policy.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009 (LGA)*
- *Transport Operations (Road Use Management - Road Rules) Regulation 2009*
- Australian and New Zealand Standard AS/NZS 1754 Child restraint systems for use in motor vehicles

REFERENCES

ID	NAME
CORP-POL-122	Procurement Policy
CORP-POL-123	Disposal Policy
CORP-PRO-063	Fatigue Risk Management Procedure