

NOTICE OF MEETING

Dear Committee Members

You are requested to attend the following meeting of Council.

ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE
MEETING OF
ISAAC REGIONAL COUNCIL

TO BE HELD ON
WEDNESDAY, 20 NOVEMBER 2024
COMMENCING AT 1.00PM
COUNCIL CHAMBERS - MORANBAH

CALE DENDLE

Chief Executive Officer

ROBERT PERNA

Committee Officer

Director Engineering and Infrastructure

Committee Members:

Cr Jane Pickels (Chair)

Mayor Kelly Vea Vea

Cr Viv Coleman

Cr Alaina Earl

Cr Rachel Anderson

Cr Terry O'Neill

Cr Simon West

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012

Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

Section 254J Closed meetings

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
 - (a) the appointment, discipline or dismissal of the chief executive officer;
 - (b) industrial matters affecting employees;
 - (c) the local government's budget;
 - (d) rating concessions;
 - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
 - (f) matters that may directly affect the health and safety of an individual or a group of individuals;
 - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
 - (h) negotiations relating to the taking of land by the local government under the [Acquisition of Land Act 1967](#);
 - (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- (4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in [section 150ER](#)(2), [150ES](#)(3) or [150EU](#)(2) of the [Act](#) will be considered, discussed, voted on or made be closed.
- (5) A resolution that a local government meeting be closed must—
 - (a) state the matter mentioned in subsection (3) that is to be discussed; and
 - (b) include an overview of what is to be discussed while the meeting is closed.
- (6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

Section 254K Participating in meetings by audio link or audio visual link

- (1) A local government may allow a person to take part in a meeting of the local government by audio link or audio visual link.
- (2) A committee of a local government may allow a person to take part in a meeting of the committee by audio link or audio visual link.
- (3) A councillor or committee member who takes part in a local government meeting under subsection (1) or (2) is taken to be present at the meeting if the councillor or member was simultaneously in audio contact with each other person at the meeting.
- (4) In this section—
audio link see the [Evidence Act 1977](#), [section 39C](#).
audio visual link see the [Evidence Act 1977](#), [schedule 3](#).

Conflict of Interest Obligations

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

ENGINEERING AND INFRASTRUCTURE

STANDING COMMITTEE MEETING

OF ISAAC REGIONAL COUNCIL

TO BE HELD ON

WEDNESDAY 20 NOVEMBER 2024

COUNCIL CHAMBERS, MORANBAH

1. OPENING OF THE MEETING
 - 1.1 ACCEPTANCE OF PARTICIPATION BY VIDEO CONFERENCE
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

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1. OPENING OF MEETING

2. APOLOGIES

3. DECLARATION OF CONFLICTS OF INTEREST

4. CONFIRMATION OF MINUTES

Engineering and Infrastructure Standing Committee Meeting of Isaac Regional Council held in the Council Chambers, Moranbah, commencing at 1.00pm on Wednesday 16 October 2024.

5. OFFICER REPORTS

5.1 ENGINEERING AND INFRASTRUCTURE 2024-2025 CAPITAL PROJECTS PROGRESS REPORT – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2024-2025 Capital Works Program.

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5.2 ENGINEERING AND INFRASTRUCTURE DIRECTORATE MONTHLY UPDATE – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to Council on the current operational status of the Engineering and Infrastructure Directorate.

5.3 AMENDED FLEET, PLANT AND EQUIPMENT POLICY

EXECUTIVE SUMMARY

The purpose of this report is to present an amended consolidated Fleet Plant and Equipment Policy and to rescind the previous Resolution Number 8468 that approved an incorrect Fleet Plant and Equipment Policy.

6. GENERAL BUSINESS

7. CONCLUSION

UNCONFIRMED MINUTES

ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE MEETING
OF
ISAAC REGIONAL COUNCIL

HELD ON
WEDNESDAY, 16 OCTOBER 2024
COMMENCING AT 1.00PM

ISAAC REGIONAL COUNCIL
UNCONFIRMED MINUTES OF THE
ENGINEERING AND INFRASTRUCTURE
STANDING COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS, MORANBAH
ON WEDNESDAY 16 OCTOBER 2024

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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

ENGINEERING AND INFRASTRUCTURE

STANDING COMMITTEE MEETING

HELD IN COUNCIL CHAMBERS, MORANBAH

ON WEDNESDAY 16 OCTOBER 2024 COMMENCING AT 1.00PM

ATTENDANCE

Cr Terry O'Neill, Division One (*Chair*)
Cr Simon West, Division Four
Cr Alaina Earl, Division Five
Cr Rachel Anderson, Division Seven
Cr Viv Coleman, Division Eight

**COMMITTEE
APOLOGIES**

Cr Jane Pickels, Division Six
Mayor Kelly Veale

OBSERVERS

Cr Vern Russell, Division Two

OFFICERS PRESENT

Mr Cale Dendle, Chief Executive Officer
Mr Robert Perna, Director Engineering and Infrastructure
Mr Sean Robinson, Manager Galilee and Bowen Basin Operations
Mr Michael Buckley, Manager Parks and Recreation
Mr Jason Frost, Manager Infrastructure
Mr Malcolm Gardner, Acting Manager Fleet, Plant and Workshops
Mr Darrin Anderson, Acting Manager Corporate Properties
Mr Mark Ware, Design and Planning Engineer
Mrs Kylie Dowd, Executive Assistant
Mrs Tammi Curtis, Administrator - Fleet
Mrs Tricia Hughes, Coordinator Executive Support

1. OPENING

Mr Robert Perna, Director Engineering and Infrastructure in the absence of the Chair welcomed all in attendance and declared the meeting open at 1.00pm in the absence of the Chair, Cr Jane Pickels.

Mr Perna called for nominations for the position of Chair for the October Standing Committee Meeting.

Resolution No.: E&I0772

Moved: Cr Viv Coleman

Seconded: Cr Alaina Earl

That the Engineering and Infrastructure Standing Committee endorsed Cr Terry O'Neill as Chair for the October 2024 Standing Committee Meeting.

Carried

The Chair, Cr Terry O'Neill welcomed all in attendance and acknowledged the traditional custodians of the land on which we meet today and paid his respects to their Elders past, present and emerging.

2. APOLOGIES AND LEAVE OF ABSENCES

A leave of absence has been requested from Deputy Mayor Jane Pickels due to personal leave commitments.

A Leave of Absence has been requested from Mayor Kelly Ve a Ve a due to other Isaac Regional Council business commitments.

Resolution No.: E&I0773

Moved: Cr Coleman

Seconded: Cr Earl

That the Engineering and Infrastructure Standing Committee grants a leave of absence for Deputy Mayor Jane Pickels and Mayor Kelly Ve a Ve a

Carried

3. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interests declared for this meeting.

NOTE:

Council acknowledges that Chapter 5B Councillors' Conflicts of Interest of the Local Government Act 2009 does not apply to a Councillor if the matter to be resolved relates to a corporation or association that arises solely because of a nomination or appointment of the councillor by the local government to be a member of the board of the corporation or association.

4. CONFIRMATION OF MINUTES

Engineering and Infrastructure Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing at 1.00pm on Wednesday 18 September 2024.

Resolution No.: E&I0774

Moved: Cr Rachel Anderson

Seconded: Cr Alaina Earl

That the minutes from the Engineering and Infrastructure Standing Committee meeting held in Council Chambers, Moranbah on Wednesday 18 September 2024 are confirmed.

Carried

5. OFFICERS REPORTS

5.1 Engineering and Infrastructure 2024/2025 Capital Projects Progress Report – September 2024

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2024/2025 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report for September 2024.***

Resolution No.: E&I0775

Moved: Cr Alaina Earl

Seconded: Cr Simon West

That the Committee recommends that Council:

- 1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report.**

Carried

5.2 Compensation Agreement ML1884

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Compensation Agreement with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Supports the negotiation to enter into a compensation agreement with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].**
- 2. Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1884 in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].**

Resolution No.: E&I0776

Moved: Cr Alaina Earl

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- 1. Supports the negotiation to enter into a compensation agreement with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].**

2. **Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1884 in accordance with section 279 of the *Mineral Resources Act 1989 (Qld)* [MRA].**

Carried

5.3 Deed of Assignment and Assumption – Air Quality Monitoring Station Licence

EXECUTIVE SUMMARY

The report seeks to delegate the authority to the Chief Executive Officer to vary the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. ***Delegates Authority to the Chief Executive Officer to vary the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.***
2. ***Delegates Authority to the Chief Executive Officer to negotiate and execute a Deed of Assignment and Assumption relating to the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.***

Resolution No.: E&I0777

Moved: Cr Alaina Earl

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

1. **Delegates Authority to the Chief Executive Officer to vary the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.**
2. **Delegates Authority to the Chief Executive Officer to negotiate and execute a Deed of Assignment and Assumption relating to the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.**

Carried

5.4 Asset Installation and Maintenance Licence – Communication Conduit - Middlemount

EXECUTIVE SUMMARY

The report seeks to delegate the authority to the Chief Executive Officer to execute the Asset Installation and Maintenance Licence for a communications conduit to facilitate installation of an NBN cable under Centenary Drive South at Middlemount.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Delegates authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence – Communication Conduit – Centenary Drive South, Middlemount in accordance with the terms.*

Resolution No.: E&I0778

Moved: Cr Simon West

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

1. Delegates authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence – Communication Conduit – Centenary Drive South, Middlemount in accordance with the terms.

Carried

5.5 Infrastructure Planning and Technical Services Policy Updates

EXECUTIVE SUMMARY

The purpose of this report is to consider a new policy for Memorials and Plaques on Council Owned or Managed Land and amendments to the Roadside Burning Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Adopts the Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-xxx).*
2. *Adopts the amended Roadside Burning Policy (EI-POL-143).*
 - a. *Notes the Roadside Burning Guideline.*
 - b. *Notes the Application to Burn Roadside Reserves.*

Resolution No.: E&I0779

Moved: Cr Alaina Earl

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. **Adopts the Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-xxx).**
2. **Adopts the amended Roadside Burning Policy (EI-POL-143).**
 - a. **Notes the Roadside Burning Guideline.**
 - b. **Notes the Application to Burn Roadside Reserves.**

Carried

6. INFORMATION BULLETIN REPORTS

6.1 Engineering and Infrastructure Information Bulletin – October 2024

EXECUTIVE SUMMARY

The Engineering and Infrastructure Directorate Information Bulletin for October 2024 is provided for Committee Review.

OFFICER'S RECOMMENDATION

That the Committee:

1. ***Notes the Engineering and Infrastructure Directorate Information Bulletin for October 2024.***

Resolution No.: E&I0780

Moved: Cr Simon West

Seconded: Cr Alaina Earl

That the Committee:

- 1. Notes the Engineering and Infrastructure Directorate Information Bulletin for October 2024.**

Carried

7. GENERAL BUSINESS

7.1 CCTV Trial - Moranbah

Cr Alaina Earl raised the following question on behalf of Cr Melissa Westcott:

With the increase of vandalism at parks and the proposed CCTV trial – can you please advise how long will this trial with take and if the trial is successful can we put CCTV in place at all of our parks – what would be the timeframe for this to occur.

Mr Michael Buckley, Manager Parks and Recreation advised that through the upcoming PAG Bid process additional CCTV will be put up for consideration which will include robust costs per unit and succinct process for the use of the CCTV.

ACTION: MANAGER PARKS AND RECREATION

7.2 Intersections – Goonyella Road

Cr Alaina Earl advised that she has been receiving various complaints from community and industry representatives regarding Goonyella Road Intersections:

1. There is a large dip at the intersection of Thorpe Street and Goonyella Road, Moranbah. Can you please advise if there is a maintenance plan to fix this large dip.
2. Safety concerns have been raised about the intersection of Colliery Street, Industrial Avenue and Goonyella Road near the BP Service Station. Can there be improvements on this intersection for lighting and signage (including line marking)?

ACTION: MANAGER INFRASTRUCTURE

7.3 Twin Bridges – Castor Oil Plants

Cr Viv Coleman advised that castor oil plants are encroaching onto the road around Twin Bridges. Can this be contained to prevent further spread?

ACTION: MANAGER INFRASTRUCTURE

7.4 Belly Ache Bush – Moranbah Race Club

Cr Alaina Earl asked for a response to her enquiry sent through in August 2024 from the Moranbah Race Club about burning off of Belly Ache Bush.

The Club would like to know about the burning off and have advised that they had first made contact about 12 months ago. They have a big issue with Belly Ache Bush which makes horses very sick and is encroaching on their land, they can't control it with poison as it's too widespread around the club grounds and it makes no difference.

ACTION: MANAGER PARKS AND RECREATION

7.5 Hyde Park Road Maintenance

Cr Terry O'Neill request a response to the request he lodged approximately three weeks ago regarding the condition of Hyde Park Road.

The Manager Infrastructure advised that Hyde Park Road was inspected in August and has been identified as needing to be graded. The works are planned to be done by a contractor in conjunction with other works in November/December 2024.

7.6 Thank You to Jason Frost, Manager Infrastructure

Cr Terry O'Neill thanked Jason Frost, Manager Infrastructure for his consultation with ratepayers and community across the region. Cr O'Neill advised that he has received positive feedback regarding Jason's communication with our community regarding their road concerns.

MEETING MINUTES

8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 1.26pm.

These minutes will be confirmed by the Committee at the Engineering and Infrastructure Standing Committee Meeting to be held on Wednesday 21 November 2024 in Moranbah.

.....
CHAIR

..... / /
DATE

MEETING DETAILS

Engineering and Infrastructure Standing Committee Meeting
Wednesday 20 November 2024

AUTHOR

Robert Perna

AUTHOR POSITION

Director Engineering and Infrastructure

5.1 ENGINEERING AND INFRASTRUCTURE 2024-2025 CAPITAL PROJECTS PROGRESS REPORT – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2024-2025 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the monthly Engineering and Infrastructure 2024-2025 Capital Projects Progress Summary Report for October 2024.***

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2024-2025 Engineering and Infrastructure Capital Works program are required to ensure that Council is aware of the progress of and risk to the delivery of the program.

IMPLICATIONS

The attached Engineering and Infrastructure 2024-2025 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects.

Compliance

To ensure that the Engineering and Infrastructure 2024-2025 Capital Works Program is achieved within the identified timeframes of the 2024-2025 financial year.

Benefits

Council can see a monthly progress report detailing progress of projects in the Engineering and Infrastructure 2024-2025 Capital Program. This report communicates risks/failures/delays that have been identified within the Engineering and Infrastructure 2024-2025 Capital Works program.

Project Highlights

The annual resurfacing program commenced this month. This is an important asset preservation process with the program including roads across both the rural and urban areas of the region.

This month also saw commencement of the floodway renewal and new floodway program. Floodways are often the first area to restrict use of an unsealed road and by concreting the floodways our residents can have access for longer before a floodway causes closure of the road and it will help to reopen roads sooner.

Our gravel crushing contract was completed during October. This contract provides gravel for our resheeting program which has also commenced.

CONSULTATION

- Director Engineering and Infrastructure
- Manager Infrastructure Planning and Technical Services
- Acting Manager Fleet
- Acting Manager Corporate Properties
- Manager Galilee and Bowen Basin Operations
- Manager Infrastructure
- Manager Parks and Recreation
- Department Coordinators

BASIS FOR RECOMMENDATION

To improve business within Engineering and Infrastructure Directorate by providing more appropriate and relevant reporting, transparency and a clear monitoring tool for Council. This report will help identify and communicate any project delays or possible project failures.

ACTION ACCOUNTABILITY

That the Managers and the Director of Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2024-2025 Capital Projects Progress Summary spreadsheet. Furthermore, that the appropriate Managers and the Director Engineering and Infrastructure are held accountable for the delivery of the project stages are completed within the identified timeframes.

KEY MESSAGES

That Council has open communication, oversight and transparency of the Engineering and Infrastructure 2024-2025 Capital Works Program, to ensure Isaac will have effective and sustainable infrastructure that supports the needs of the region's communities and economic sectors.

Report prepared by:

ROBERT PERNA

Director Engineering and Infrastructure

Date: 8 November 2024

Report authorised by:

CALE DENDLE

Chief Executive Officer

Date: 11 November 2024

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – E&I Capital Project Progress Summary Spreadsheet Oct-24

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS

Engineering and Infrastructure Standing Committee Meeting
Wednesday 20 November 2024

AUTHOR

Robert Perna

AUTHOR POSITION

Director Engineering and Infrastructure

5.2 ENGINEERING AND INFRASTRUCTURE DIRECTORATE MONTHLY UPDATE – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to Council on the current operational status of the Engineering and Infrastructure Directorate.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Notes the Engineering and Infrastructure Directorate update for October 2024.**

BACKGROUND

The below information highlights the monthly activities of the departments within the Engineering and Infrastructure directorate.

INFRASTRUCTURE

ACHIEVEMENTS COMPLETED – OCTOBER 2024:

Clermont and surrounding area	
Twin Hills Road	Resheet Completed
Avon Downs Road, James Road	Gravel Patching
Bygana Road	Maintenance grading 20%
McDonald Flats Road	Maintenance grading 100%
Clermont Town Streets	Replacement of regulatory street signs as required
Clermont Town Streets	Gutters and gully pit cleaning in preparation for wet season
Dysart Clermont Road	Pothole patching

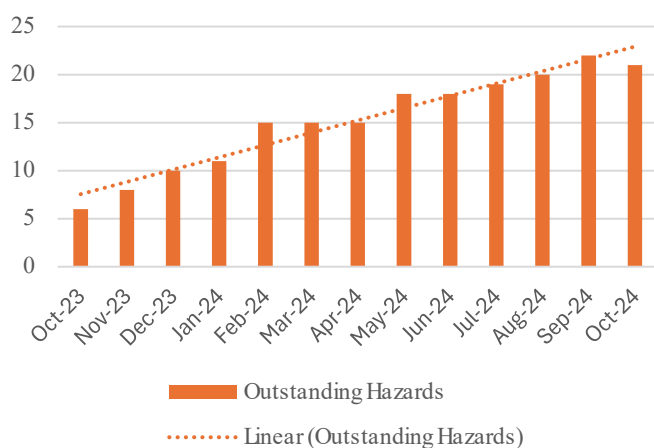
Dysart Clermont Road, Cheeseborough Road	Roadside Slashing
Dysart and surrounding area	
Saraji Road, Golden Mile Road, Dysart Clermont Road	Pothole patching
Saraji Road 60%, Dysart Clermont Road	Roadside Slashing
Saraji Road	Herbicide Spraying
Cotherstone Road	Programmed maintenance grading – 85%
Middlemount and surrounding area	
Middlemount Township	Pothole patching
Barwon Park Road, Junee Road	DRFA flood damage repairs
Moranbah and surrounding area	
Peak Downs Mine Access Road, Goonyella Road, Red Hill Road	Pothole patching
Nebo and surrounding area	
Collaroy Killarney Road	Programmed maintenance grading 25% complete
Braeside Road	Roadside Slashing 100% complete
Coast and surrounding area	
Leichardt Creek Road, Majors Roads	Drainage Clearing 100%
Notch Point Camp area	Remove old post /rails and dig new holes for bollards 100% complete week ending 25-10-24
Notch Point Road	Shoulder Grading
Marion Settlement Road, Howland Road, Elalie Road, Lavinia Park Road, Burwood Road and Olives Road	Programmed maintenance grading (Full length)

State Controlled Network

Suttor Developmental Road, Oxford Sarina Road	Slashing 100% complete
Dysart Middlemount Road	Pothole patching

Local Road Hazards and Defects Update

Outstanding Hazards Local Roads



Outstanding Defects Exceeding Target date Local Roads

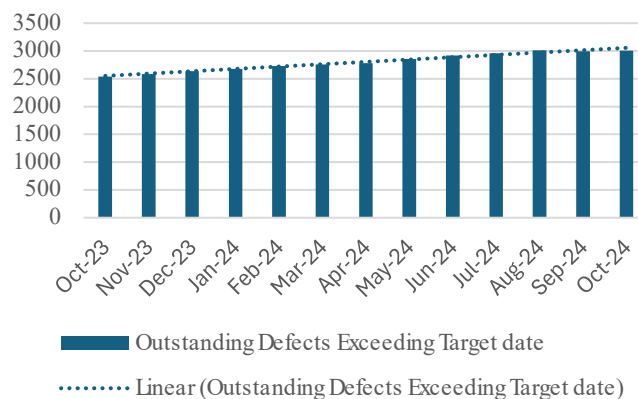
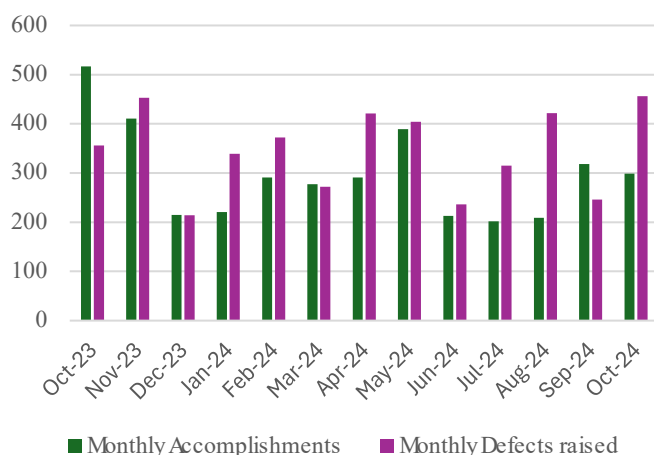
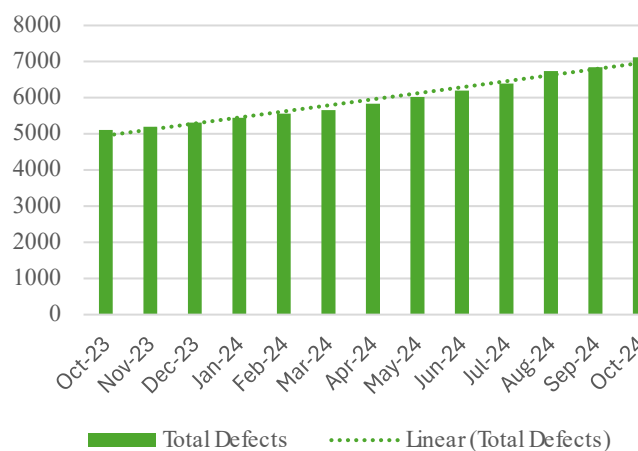


Chart Title

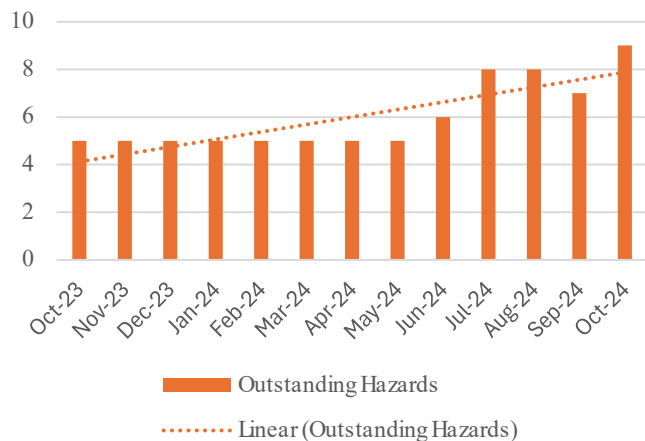


Total Defects Local Roads

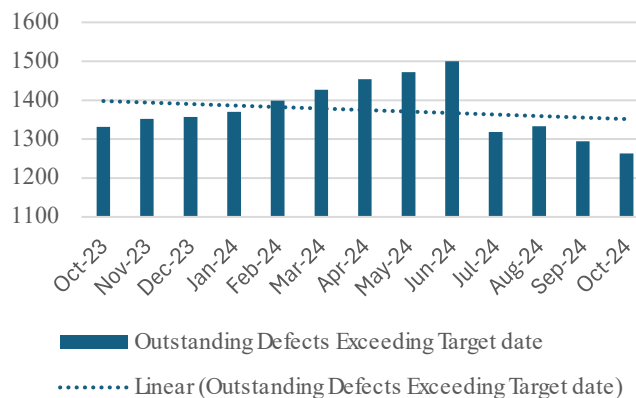


RMPC Hazards and Defects Update - OCTOBER

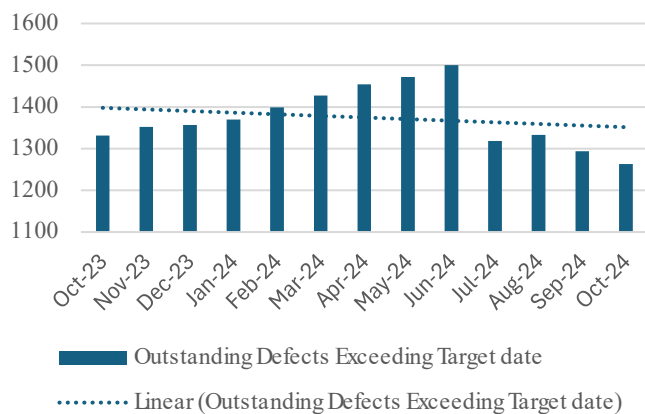
Outstanding Hazards RMPC



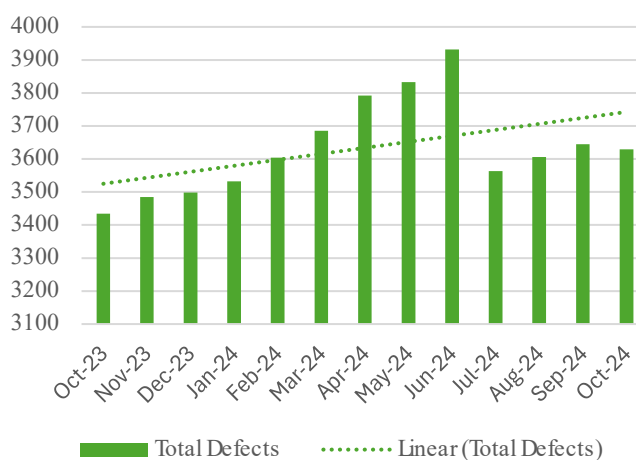
Outstanding Defects Exceeding Target date RMPC



Outstanding Defects Exceeding Target date RMPC



Total Defects RMPC



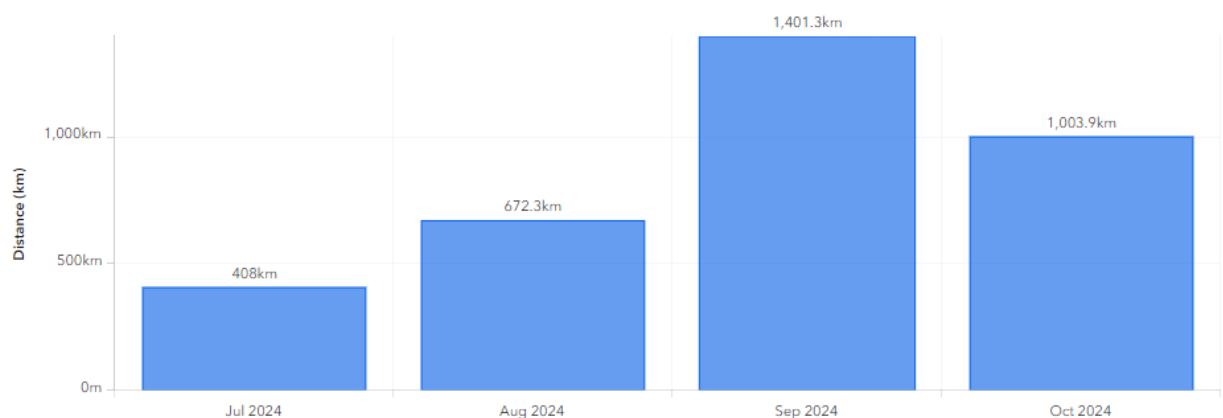
ROAD INSPECTORS UPDATE

The below survey graphs are based on the data collected using the RACAS camera for the previous 3 months. The team undertake 2 types of inspections depending on the road hierarchy: weekly inspections on the Bruce Highway (3 monthly RACAS), fortnightly inspections on the State Highways (6 monthly RACAS), monthly and bimonthly inspections on the developmental roads (6 monthly RACAS) and 6 monthly inspections on all other roads with RACAS.

The ratings are a measurement of roughness with rating 1 to 3 being within intervention level and 4 being at intervention level with 5 being above intervention level.

Survey Distance 3,485.5km

Distance Surveyed per Month

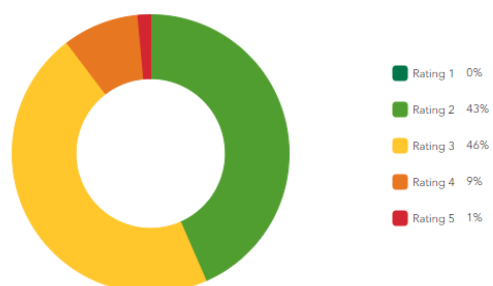


Unsealed Roads Condition



Average Rating
3.6

Sealed Roads Condition



Average Rating
2.8

PLANNED WORKS FOR NOVEMBER 2024: THIS PROGRAM IS SUBJECT TO CHANGE DEPENDING ON WEATHER CONDITIONS AND EMERGENT WORKS

Clermont and surrounding area	
Bimbah Road Frankfield Road 30% completed	Programmed maintenance grading – full length (unless % indicated)
Wuthung Road 80% completed Dooruna Road 70% completed	Capital Programmed Resheeting Program
Round Road	DRFA programmed grading
Dysart and surrounding area	
Saraji Road, Bedford Weir Road, Golden Mile Road	Pothole patching
Mackenzie River Road, Cluen Access Road, Mt Hillary Road	Programmed maintenance grading – full length (unless % indicated)
Saraji Road, Grasstree Road, Mackenzie River/Capella Road, Booroondarra Road, Warwick Park Road	DRFA Works
Bedford Weir Road, Rolfe Creek Road	Roadside Slashing
Middlemount and surrounding area	
Middlemount Township	Pothole patching
Moranbah and surrounding area	
Moranbah Township	Pothole patching
Nebo and surrounding area	
Collaroy Killarney Road 75% complete	Programmed maintenance grading – full length (unless % indicated)
Coast and surrounding area	
Valkyrie Road	Herbicide Spraying

Wumalgi Rd Wumalgi East Rd	Programmed maintenance grading – full length (unless % indicated)
State Controlled Network	
As required	Pothole patching

CLERMONT WORK CAMP

CLERMONT WORK CAMP – CURRENT ROTATION

October rotation saw the camp in full flight with minimal down time. The camp is currently carrying 10 prisoners with a variety of trades and skill sets some of which would be hard to find these days. We have been lucky enough to secure two prisoners with exceptional restoration skills amongst other general trade skills.

The two prisoners were excited and thrilled to have the opportunity to restore a 1900's Chandler and Price Guillotine which we hope to showcase at the museum as it has come up a treat.



The remainder of the prisoners were busily doing their jobs at their permanent workplaces. The team created a tranquil sitting space and other concreting around the camp, assisted with the Beef week set up and pack down and vegetation control.

We also have assisted the Belyando Performance Horse Inc camp draft with the set up and pack down of their event. With such gratitude from the committee to have extra hands to help, making what normal would take them a week to get set and pack down to a few days.

QCWA garden bed and re-mulching was completed and Pioneer Park black weed matting removal.

The camp also travelled over to Moranbah to assist the Moranbah Race Club with some club house maintenance and tidy up prior to their November race meeting.

The workshop has been flat out manufacturing and refurbishing some grandstands including new seats, truck sides and new whipper snipper racks.



We have several prisoners who are assigned to the same position each rotation. This is proving to be a great outcome for everyone.

PARKS AND RECREATION

PREVIOUS MONTH'S ACHIEVEMENTS:

Regions:	
Clermont	<ul style="list-style-type: none"> Bollards and Signage installed at Hoods Lagoon for the Bats. Assist roads team with clearing of town centre islands. Spring Park repairs. Centenary Park fencing installed, irrigation repairs completed along with Softfall repairs at playground. Hoods Lagoon fencing repairs completed. Sportsground toilet door repaired. Pioneer Park clean up 85% completed. Spraying of Cricket grounds and removal of the football goals posts in preparation for ready for cricket season. Meeting with Junior Clermont Bulls at the cricket picket Lagoon. Attended the monthly meeting of the Hoods Management Team. Team won the Hazard Hunter award.
Middlemount	<ul style="list-style-type: none"> League field rolled. Irrigation audit complete (damaged sprinklers/nodes purchased). Potholes at sporting precinct car park filled in. Pressure water cleaned Picnic tables, toilet blocks, BBQs and office area. Park tree pruning up to date.
Moranbah	<ul style="list-style-type: none"> High pressure clean of pathway and trim weeds at Grosvenor Creek. Gilchrist Park – Drinking Fountain Repairs. Binda Park – Repairs Playground Equipment – Stop Go Lights. Town Square/Shop Fronts – Event Works for Annual Miners Memorial. Coughlan Park - Install Temp fencing around Park. Irrigation Contractor Repairs – Shop Fronts, Town Square, Bernborough Park, CWA, Hockey, Goonyella Rd, Mills Ave, Griffin St, Clements St, Gorden Tce, Latemore Park, Gilchrist Park. Hockey Club – Potable Water Isolation – Completed concrete Repairs. Bernborough Park Amenities - Completed Strengthen Toilet Roll Holders to Wall. Funeral service. Vandalism – Irrigation Sprinklers at shop fronts and Bernborough Park, Graffiti on Mills Avenue, Town Square Amenities and shop front gardens and trees, Sunshine Park playground fence and BBQ. Graffiti Removal – Binda Park – Lions Park – CWA Amenities. Miners Memorial – Replace miner up lights, repairs to concrete plinths and sand and stain bench seat timbers (see below).



Lake Elphinstone	<ul style="list-style-type: none"> • mowing & snipping of new and old amenities, • no inflows again this month • Camp numbers lower averaging around 12 camps per night. Numbers are higher on weekends. • 2 Water deliveries ordered.
Glenden	<ul style="list-style-type: none"> • Backfilling of new grave as settling continues. • Mulch spread at Cemetery Garden. • Soft fall delivered for Town Play Equipment. • Pruning completed around Maddern Oval facilities. • Assistance provided to Water and Waste backfilling of excavation at Ewan Dr and Rodeo grounds & with disposal of effluent water. • Assistance provided to PECS with cleaning of Golf Clubhouse facilities for Trail to Triumph ultra marathon. • Tree Removalists have been and removed dead trees along road reserves and Lake Elphinstone. • Canopy uplifted and one diseased tree removed from Lions Park. • Branches trimmed back from lighting Tower. • Broken Toilet door locks replaced at Tennis Courts. • Contractor has removed hazardous Light Poles from Tennis Courts 3 & 4.
Dysart	<ul style="list-style-type: none"> • Repaired irrigation at sports fields.
St Lawrence /Coast	<ul style="list-style-type: none"> • Power wash Ilbilbie Hall, Carmila beach and STL Sports ground, playgrounds, concrete/park furniture and amenities. • Assist with installation of new fence at Notch Point. • Remove palm tree at Carmila Hall playground and install garden edging. Mowed, snipped and clean amenities and remove tree branch from fence, • sprayed Parthenium at Clarke Creek. • Replaced the broken door at Carmila sports ground stadium. • Perspex installed in Canteen area at Carmila Sports reserve.
Nebo	<ul style="list-style-type: none"> • Centennial Park - Concrete table and chairs have been removed and replaced with aluminium picnic set.



Shade sail at skate park has been repaired and replaced.

Wooden benches at the Suzie Whitehead rest area are being taken to Clermont to be restored by Work Camp Team.



GALILEE AND BOWEN BASIN OPERATIONS

Road Access Volume

Permit Applications

Application counts represent applications submitted unless specified otherwise

1,254

Applications Submitted

1,254

Applications Completed

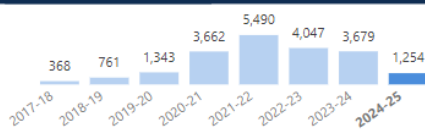
1

Road Managers

89

Customers

Permit Applications by Application Completed Date



Permit Applications by Status

Status	Applications	%
Application Refused	71	5.6%
Closed - In-principle	4	0.3%
Closed - Non Responsive	20	1.5%
Closed - Non Responsive Road Manager	1	0.0%
Closed - Other	16	1.2%

Permit Applications by Application / Vehicle Type

Application / Vehicle Type	Applications	%
Oversize and/or Overmass (OSOM)	724	57.74%
Special Purpose Vehicle (SPV)	443	35.33%
Performance Based Standards (PBS)	29	2.31%
Custom Oversize and/or Overmass (OSOM)	24	1.91%
B-Double	9	0.72%
AB triples	5	0.40%
A triples	4	0.32%
A doubles	3	0.24%
Custom Road Train	3	0.24%
Custom Special Purpose Vehicle (SPV)	3	0.24%

Permit Applications by Customer

Freo Group Pty Ltd Trading As F...	176
Centurion Transport Co. Pty Ltd	173
National Heavy Haulage Pty Ltd	127
Boom Logistics (Qld)	113
Lee Crane Hire Pty Ltd	83
Sacca & Son Hauliers Pty Ltd	74
Sarina Crane Hire Pty Ltd	71
Callcorr Equipment Hire Pty Ltd	43
Sjh Heavy Haulage	35
Davkat Heavy Haulage Central ...	33
Mfr Enterprises Pty Ltd	33
Global Cranes Pty Ltd (NSW)	19

Road Manager	Road	Permit Application	Subur
Isaac Regional Council	Peak Downs Highway	630	Moran
Isaac Regional Council	Peak Downs Highway	451	Strathf
Isaac Regional Council	Moranbah Access Road	433	Moran
Isaac Regional Council	Goonyella Road	425	Moran
Isaac Regional Council	Peak Downs Highway	381	NEBO
Isaac Regional Council	Peak Downs Highway	364	COPPA
Isaac Regional Council	Waverley Street	360	NEBO
Isaac Regional Council	Peak Downs Highway	353	Oxford
Isaac Regional Council	Peak Downs Highway	321	WINICE

Application Volume



Data Science & Analytics | Version: 1.03
Report Run At: 07 Nov 2024 9:20 AM

Consent Performance

Monthly Statistics for Oct 2024

183

Consents Received

194

Consents Completed

172

Consents Received & Completed

192

Consents Granted

(Blank)

Consents Refused

Based on Received Date

Based on Completed Date

Based on both dates

Permit Application Type	Consents Received	%
Oversize and/or Overmass (OSOM)	118	64.5%
Special Purpose Vehicle (SPV)	45	24.6%
Custom Oversize and/or Overmass (OSOM)	7	3.8%
Performance Based Standards (PBS)	7	3.8%
A doubles	1	0.5%
A triples	1	0.5%
AB triples	1	0.5%
BAB quads	1	0.5%
Custom Road Train	1	0.5%
Custom Special Purpose Vehicle (SPV)	1	0.5%
Total	183	100.0%

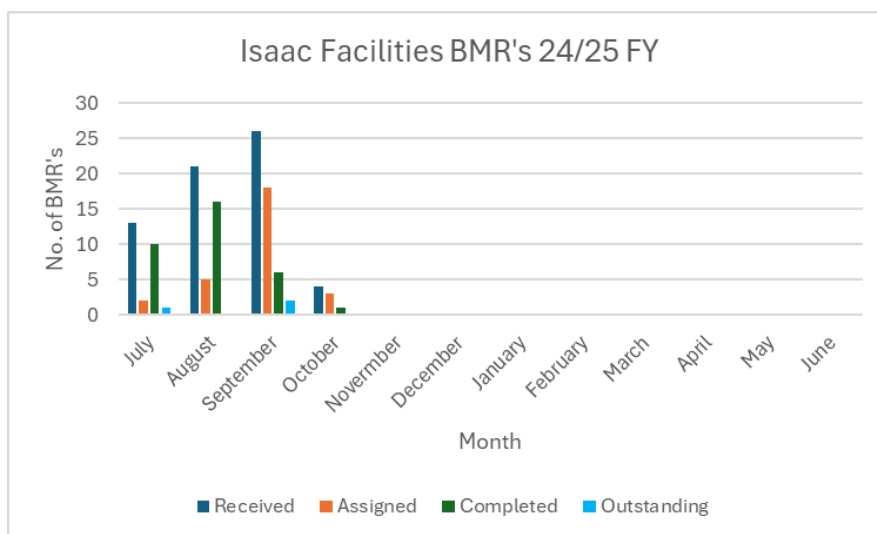
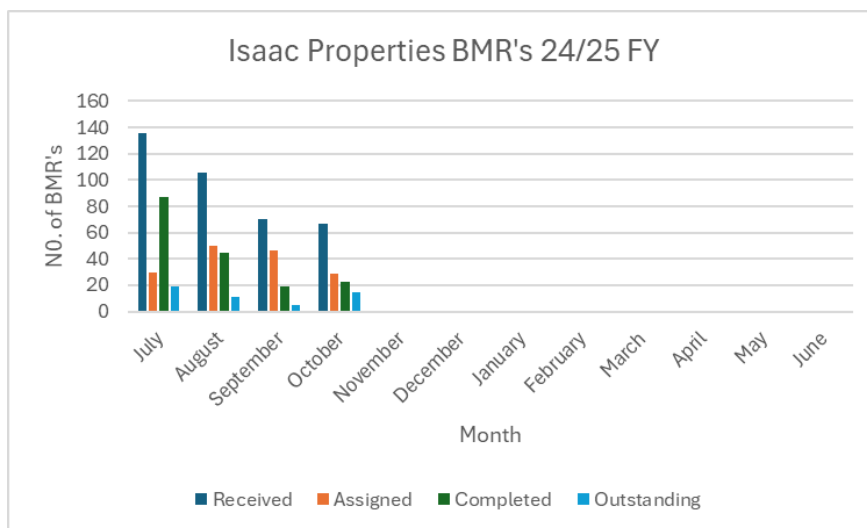
Permit Application Type	Consents Completed	%
Oversize and/or Overmass (OSOM)	133	68.6%
Special Purpose Vehicle (SPV)	44	22.7%
Custom Oversize and/or Overmass (OSOM)	7	3.6%
Performance Based Standards (PBS)	4	2.1%
A doubles	1	0.5%
A triples	1	0.5%
AB triples	1	0.5%
BAB quads	1	0.5%
Custom Road Train	1	0.5%
Custom Special Purpose Vehicle (SPV)	1	0.5%
Total	194	100.0%

Completed Status	Completed	%
Granted	192	99.0%
Closed	2	1.0%
Total	194	100.0%

Vehicle Class	Completed	%
Class 1	185	95.4%
Class 2	8	4.1%
Class 3	1	0.5%
Total	194	100.0%

CORPORATE PROPERTIES

Building Maintenance Requests:



The maintenance system implemented via Teams is proving to be an effective tool for tracking job progress and providing real-time feedback to maintenance officers. This system allows for more efficient scheduling of ongoing tasks, ensuring that work is completed in a timely manner. So far, 34 tasks have been successfully completed, while 18 tasks have yet to be started, and 4 tasks are overdue. By closely monitoring these metrics, the team can better allocate resources and adjust schedules to address any delays and improve overall efficiency.

The maintenance team will be short staffed during November, with one resignation and others on leave, jobs may be slightly delayed.

Capital Works:

CW243214 – Nebo Depot Amenities Upgrade

Work has been completed on the public side at the Nebo Depot Amenities, with works on the Depot side due to be completed by end November.



Capital Works:

CW243208 – CORP Residential Renewals 2024

3 Playfair St, Clermont

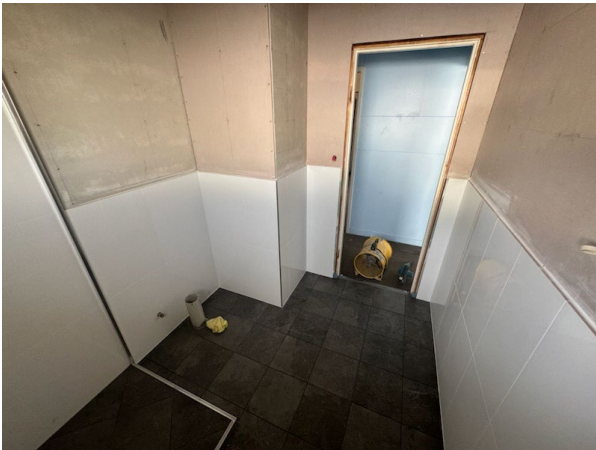
Waterproofing and tiling have been completed; remaining works will be outsourced to get the property ready for tenancy.

Kitchen:





Bathroom:





FLEET PLANT AND WORKSHOPS

PREVIOUS MONTH'S ACHIEVEMENTS:

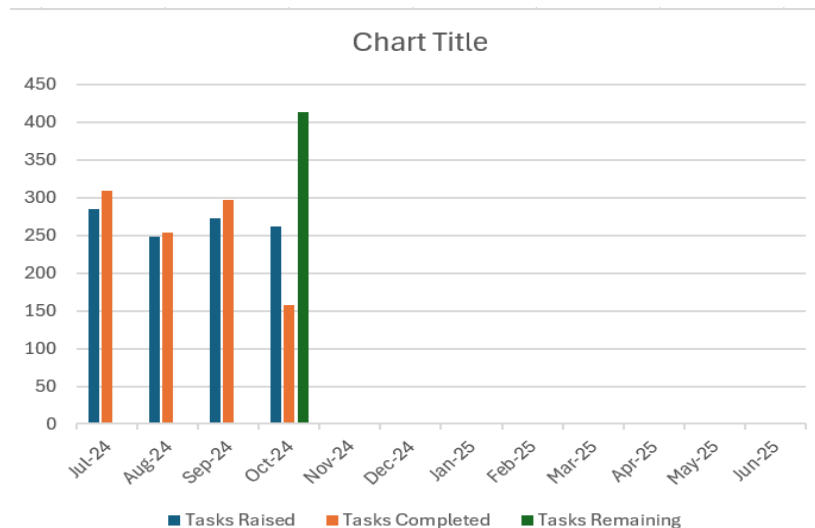
The new hoist has now been installed as part of the Dysart Depot upgrade,
We have the oil delivery/recovery system to install and then this project will be completed.



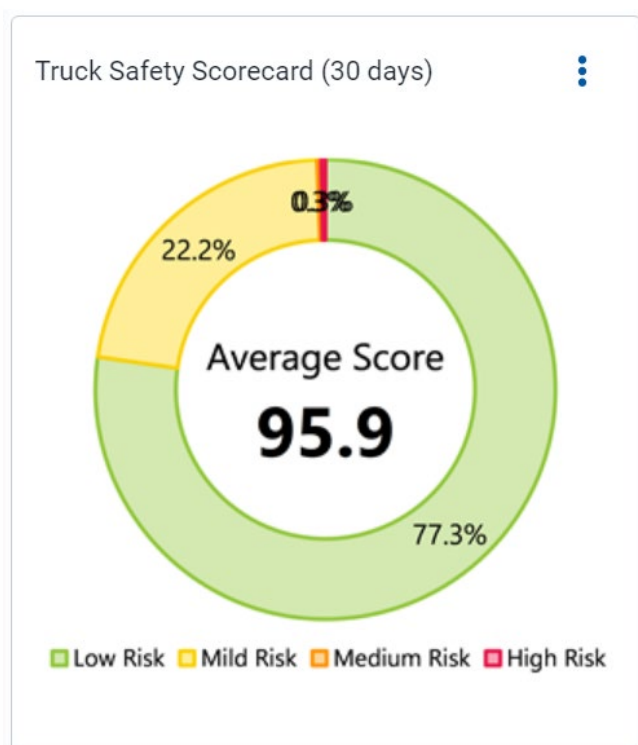
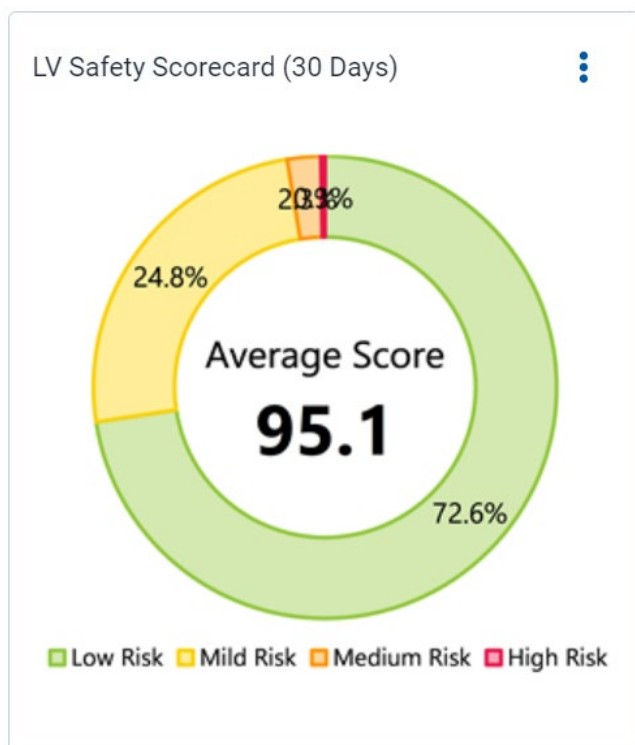


We have just taken delivery of 7 new Kubota F2890 out-front mowers.

Fleet Maintenance and Service Requests



VMS Reporting

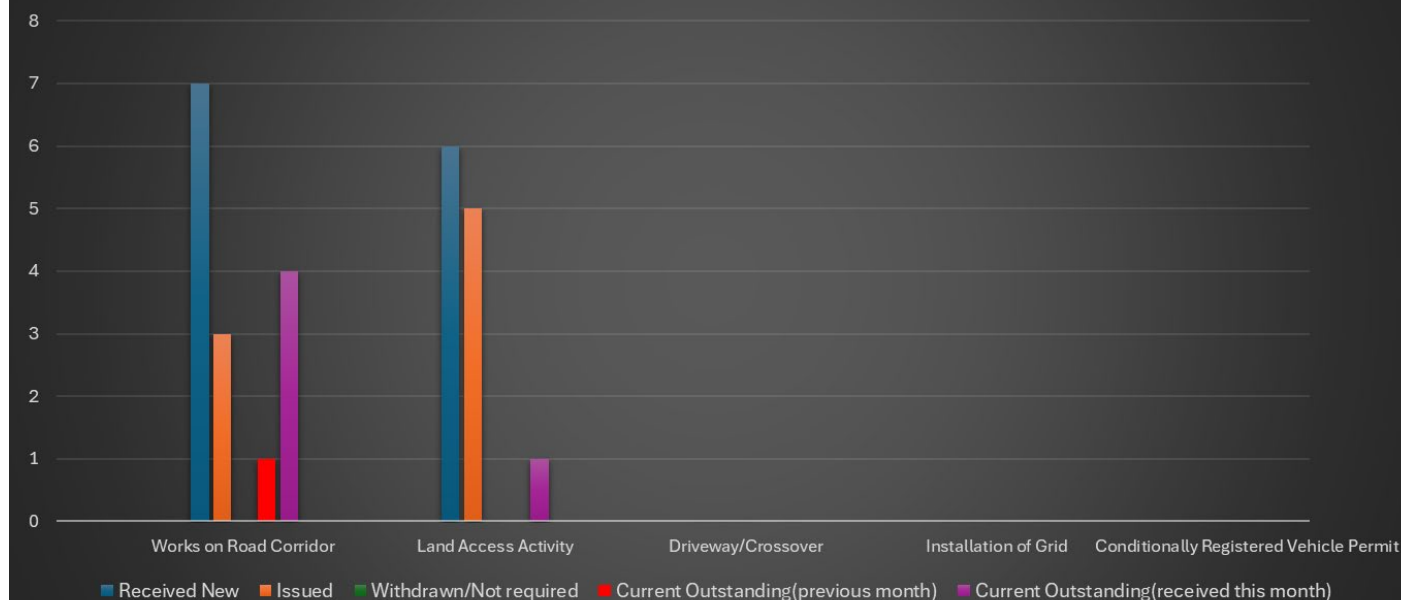


INFRASTRUCTURE PLANNING AND TECHNICAL SERVICES

ACTIVITIES COMPLETED

Description	Activity	Outcome
Traffic Monitoring	Install traffic counters	22 counters in the office and about to be downloaded, reprogramed, and reinstalled. These will be out until mid-December. Counters will be placed on Kenlogan Road and Wuthung Road for 12 months to capture the cycle of grain harvests and to ascertain the change in traffic numbers over the year. The remainder are all in preparation of the 2025/26 reseal program and resheet program.
		Kenlogan Road

Permits - October 2024



SCHEDULE OF REPORTING FOR 2025

To facilitate the change from monthly Information bulletins to department updates via council reports the following schedule is attached for councillor information. The frequency of various department reports will be monitored and amended if requested.

Month	Department	Month	Department
February	Infrastructure Corporate Properties	March	Infrastructure Parks and Recreation GBBO
April	Infrastructure Fleet Plant and Workshops Infrastructure Planning/Tech Serv	May	Infrastructure Parks and Recreation
June	Infrastructure Corporate Properties	July	Infrastructure Parks and Recreation GBBO
August	Infrastructure Fleet Plant and Workshops Infrastructure Planning/Tech Serv	September	Infrastructure Parks and Recreation Corporate Properties
October	Infrastructure GBBO	November	Infrastructure Parks and Recreation

ACTION ACCOUNTABILITY

Not applicable.

KEY MESSAGES

Isaac Regional Council is committed to transparent decision making, identifying and managing its risks and continuous improvement.

Report prepared by:	Report authorised by:
ROBERT PERNA	CALE DENDLE
Director Engineering and Infrastructure	Chief Executive Officer
Date: 6 November 2024	Date: 11 November 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Engineering and Infrastructure Standing Committee Meeting
Wednesday 20 November 2024

AUTHOR

Malcom Gardiner

AUTHOR POSITION

Acting Manager Fleet

5.3

AMENDED FLEET, PLANT AND EQUIPMENT POLICY

EXECUTIVE SUMMARY

The purpose of this report is to present an amended consolidated Fleet Plant and Equipment Policy and to rescind the previous Resolution Number 8468 that approved an incorrect Fleet Plant and Equipment Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Rescinds Resolution Number 8468.**
- 2. Repeals the Motor Vehicle Policy (CORP-POL-034).**
- 3. Approves the amended Fleet, Plant and Equipment Policy (CORP-POL-XXX).**
- 4. Endorses Fleet, Plant and Equipment Management Framework (CORP-FWK-007).**
- 5. Endorses Fleet, Plant and Equipment Management Procedure (CORP-PRO-075).**

BACKGROUND

At the councils August 2023 meeting Resolution No 8468 the Fleet, Plant and Equipment Policy *(CORP-POL-135) was adopted with the Fleet, Plant and Equipment Management Framework as a reference document. Subsequent implementation of the resolution identified that the accompanying frame work included aspect of remuneration for the CEO and Senior Officers and it is not appropriate governance for the CEO to be able to adjust parts of their remuneration package. The resolution is as per below:

Resolution No.: 8468

Moved: Cr Pickels

Seconded: Cr Austen

That Council:

- 1. Repeals the Motor Vehicle Policy (CORP-POL-034).**
- 2. Approves the new Fleet, Plant and Equipment Policy (CORP-POL-135).**

Carried

Once identified and to ensure appropriate governance, it was determined that:

- The approved motion 8468 needed to be rescinded (rescinding this motion means reverting back to the original Motor Vehicle Policy (CORP-POL-034).
- A new motion put before Council for approval to
 - Repeal Motor Vehicle Policy (CORP-POL-034)
 - Approve a new Fleet Plant and Equipment Policy
 - Endorse the Fleet Plant and Plant and Equipment Management Framework (CORP-FWK-007) updated to remove the ability for the CEO to adjust their remuneration
 - Endorse the Fleet Plant and Equipment Procedure

The below clause was added to the Framework to remove the governance conflict:

“The above prescribed values shall be reviewed annually and should it be determined that more than CPI increase is needed to ensure functional requirements are met then approval shall be sort from council to increase the values for Level 1 and 2. The CEO shall be delegated authority for amendments to levels 3 and 4.”

IMPLICATIONS

The changes identified in this report will ensure that framework and procedures exist for sound fleet, plant, and equipment management at Isaac Regional Council (IRC).

CONSULTATION

- Executive Leadership Team
- People and Capability Team

BASIS FOR RECOMMENDATION

To ensure an up-to-date policy which is aligned to a framework and relevant procedure for sound fleet management principals.

ACTION ACCOUNTABILITY

Acting Manager Corporate Properties and Fleet to liaise with the Manager Governance and Corporate Services to ensure the Policy is updated on Councils intranet and website as required.

The finalisation of the framework and procedure has been endorsed by the Executive Leadership Team and will be distributed to Councils intranet page and updates provided to all staff.

KEY MESSAGES

To ensure policy is up to date and is aligned to best practice principals and relevant legislation/standards.

Report prepared by:

MALCOM GARDINER
Acting Manager Fleet

Date: 7 November 2024

Report authorised by:

ROBERT PERNA
Director Engineering and Infrastructure

Date: 8 November 2024

ATTACHMENTS

- Attachment 1 – Current Motor Vehicle Policy CORP-POL-034
- Attachment 2 - Proposed Fleet, Plant and Equipment Policy CORP-POL-xxx
- Attachment 3 – Draft Fleet, Plant and Equipment Management Framework (CORP-FWK-007)
- Attachment 4 – Draft Fleet, Plant and Equipment Management Procedure (CORP-PRO-075)

REFERENCE DOCUMENT

- Nil

MOTOR VEHICLE

APPROVALS

POLICY NUMBER	CORP-POL-034	DOC.ID	4652013
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)	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). LPU vehicles will have supplied IRC magnetic logos fixed for the period of business hours.
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

FLEET, PLANT AND EQUIPMENT

APPROVALS

POLICY NUMBER	CORP-POL-xxx	DOC.ID	5098414
CATEGORY	Operational		
POLICY OWNER	Corporate Properties & Fleet Manager		
APPROVAL DATE	RESOLUTION NUMBER		

OBJECTIVE

The objective of the Policy is to, so far as reasonably practical, define the objectives of Isaac Regional Council (IRC) to strategically provide, maintain, renew, and replace an appropriate stock of fleet, plant and equipment assets required to support the operations of Council; is sustainable across the long term; and is provided at the best value over life cycle cost.

SCOPE

This policy applies to all Isaac Regional Council workers (permanent, temporary, and casual) and Councillors; all organisations and individuals acting as its agents including contractors, consultants and volunteers.

DEFINITIONS

TERM / ACRONYM	MEANING
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.
IRC	Isaac Regional Council.
MCPF	Manager Corporate Properties and Fleet or nominated officers.

POLICY STATEMENT

Council fleet, plant and equipment are visible assets in the community and as such are part of the corporate image of Council. Compliance with Federal and State legislation, local government by-laws, relevant legislation, IRC Fleet and Plant Management Framework and procedures, and sound management principles must be adhered to. Council will acquire, maintain, and dispose of fleet, plant, and equipment through the MCPF and will ensure fleet, plant and equipment is managed in accordance with the following objectives:

- Maximum cost effectiveness, considering sustainability principals.
- Purchase of the asset subject to a business case assessment which sets out capital requirements, whole of life costs, predicted utilisation and internal hire rates.
- Through appropriate department management, ensure operations of any assets are undertaken in the way they were designed for.
- Through appropriate department management, ensure that employees workers are appropriately trained and competent.
- Maintaining the asset in line with manufacturer's requirements.
- Monitoring fleet, plant, and equipment utilisation usage.

- Develop and maintain a 10-year asset renewal program, and ensure that disposal and replacement of fleet, plant and equipment in accordance with the 10-year plan.

LEGISLATION AND RELATED GUIDELINES

- *Local Government Act 2009 (LGA)*
- Transport Operations (Road Use Management - Road Rules) Regulation 2009
- *Work Health and Safety Act 2011*
- IPWEA – Fleet and plant management principles
- Australian design rules
- Australian Standards

REFERENCES

ID	NAME
CORP-POL-122	Procurement Policy
CORP-POL-113	Disposal Policy
CORP-PRO-075	Fleet, Plant and Equipment Procedure
CORP-FRM-007	Fleet, Plant and Equipment Management Framework
CORP-MISC 118	Strategic Asset Management Plan
	Long Term Financial Forecast

Isaac Regional Council Fleet, Plant and Equipment Management Framework

Developed by: Acting Manager Fleet

Date: Nov 2024

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1. EXECUTIVE SUMMARY

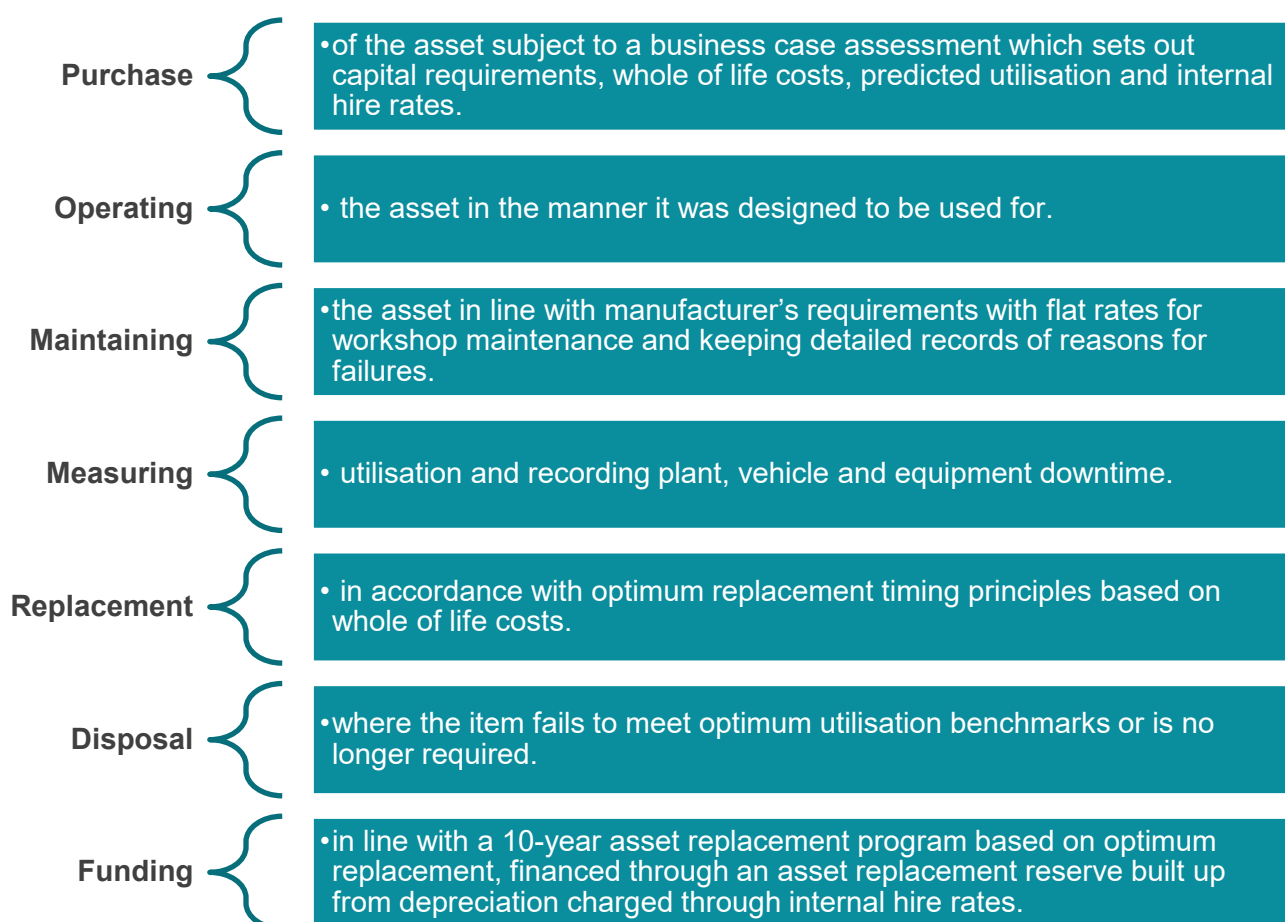
This fleet, plant and equipment management framework has been prepared in line with the guidelines provided in the IPWEA Plant & Vehicle Management Manual (2012) which is recognised as best practice manuals in local government in Australia.

Fleet, plant, and equipment underpins Council's operations and plays a vital role in the provision of a range of services and the distance between the main communities receiving those services presents additional challenges.

Council's Strategic Asset Management Plan sets the broad direction for all asset management activities and its aim is to:

"Strategically provide, maintain, renew, and replace an appropriate stock of community infrastructure that is required to support the communities of the Isaac Regional Council; is sustainable across the long term; and is provided at the lowest possible life cycle cost."

The lifecycle plan for fleet, plant, and equipment assets:



The Council's fleet, plant and equipment has an estimated replacement value more than \$30 million, including major plant, heavy vehicles, light vehicles, and small plant but not including miscellaneous minor items of equipment such as brush-cutters, whipper snippers, blowers etc.

2. PURPOSE AND SCOPE OF THE PLAN

The purpose of the fleet asset management plan is to improve stewardship and accountability of ownership of fleet assets (own or hire), communication and relationships with service providers, risk management, financial accountability for funding fleet maintenance and replacement fleet governance.

The Fleet, plant and equipment framework provides the details to support a long-term financial plan for fleet for the next 10 years which covers the life span of most fleet assets in local government.

The Fleet, Plant and Equipment Framework will enable council to make more informed and sustainable decisions on plant & fleet.

This fleet, plant and equipment framework has been prepared in line with the guidelines provided and the IPWEA Plant & Vehicle Management Manual (2012) which is recognised as best practice manuals in local government in Australia.

Fleet underpins Council's operations and plays a vital role in the provision of a range of services for the Council's communities and the topography of the Council presents additional challenges.

This document should be read in conjunction with the following corporate plans and policies, including the Strategic Asset Management Plan, Enterprise Risk Management Framework and Asset Class Management Plan.

This framework is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service.

3. ROLES AND RESPONSIBILITIES

At the highest level, the Manager Corporate Properties and Fleet is responsible for ensuring the development of this framework and associated policy and procedures for endorsement by the Executive Leadership Team. The Manager is responsible for ensuring the reporting of Key Performance indicators identified within the framework and the development of the asset class management plan.

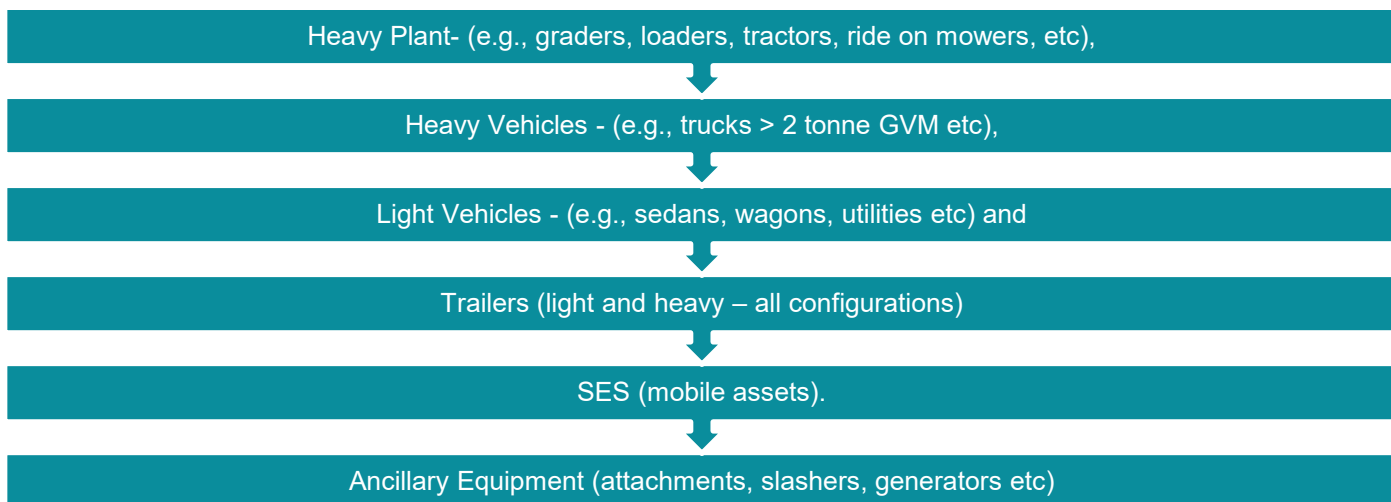
For all other roles and responsibilities refer to the Fleet, Plant and Equipment procedure.

4. FLEET PLANT AND EQUIPMENT

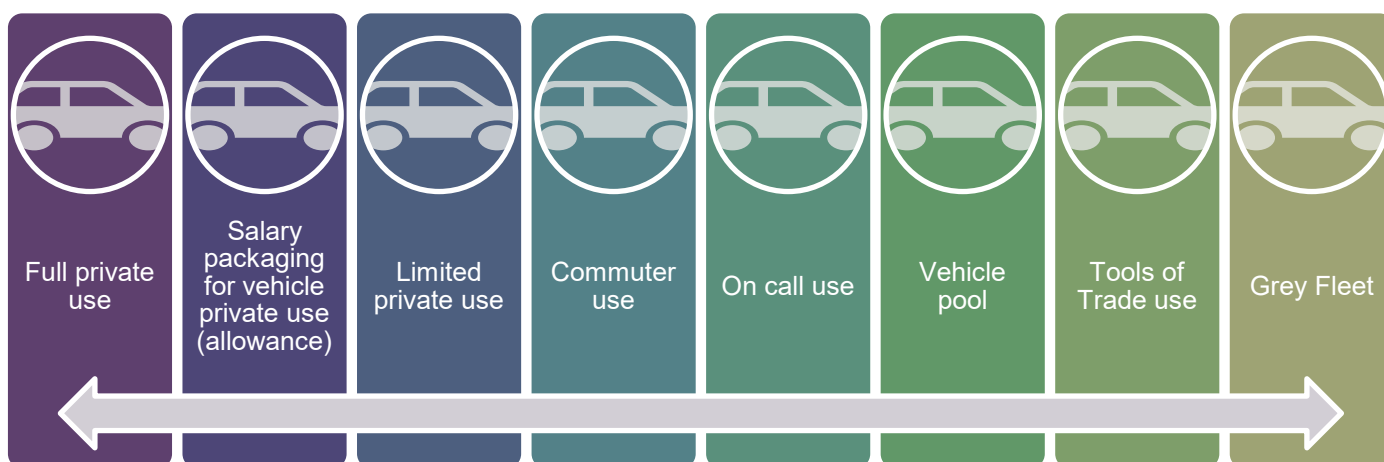
The Manager Corporate Properties and Fleet will ensure that a 10-year asset renewal plan is developed and maintained to address the requirements of this framework, associated policy, and procedure.

5. DESCRIPTION OF ASSETS AND USAGE

The Council owns and manages fleet, plant, and equipment. Fleet assets should desirably be classified into major asset groups including:



Fleet, plant, and equipment usage is defined into the below categories:



For detailed definitions of the usage and requirements, refer to the Fleet, Plant, and Equipment Procedure.

5.1 APPROVALS AND WITHDRAWALS

Consent to utilise a Council vehicle rests with the respective Director or head in conjunction with the Fleet manager.

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

Vehicle 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 required.

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:

- a) Is convicted of a serious driving offence.
- b) Judged to have incurred excessive insurance claims.
- c) Has not maintained the vehicle in a suitable manner.
- d) Has breached any of the agreed vehicle procedure conditions.
- e) Fails to provide accurate FBT information as requested.
- f) Has removed the vehicle data collection device without approval.
- g) Uses the vehicle to derive income from outside business.
- h) Has acted in a manner deemed inappropriate by the CEO in accordance with Council's Code of Conduct.

If a worker 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.

6. LEVELS OF SERVICE

An aim of framework is to align resource allocation (via annual budget expenditure) on providing, operating, and maintaining assets in line with the desires of the end user and the need of each class of asset in terms of reliability and safety considerations. This is termed "level of service".

The Council aims to provide and maintain plant and fleet to ensure:

- › Cost effective efficient delivery of Council services and activities.
- › Use of such assets does not affect the health and safety of staff and/or the public.

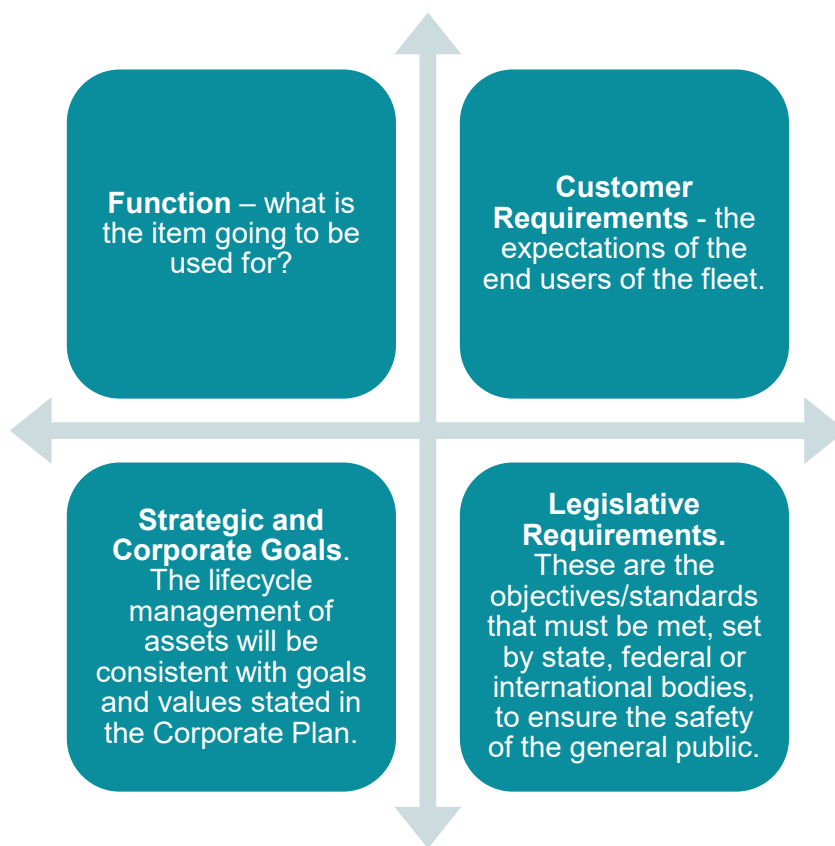
In terms of providing a reliable service it is important to know when it is appropriate to carry out maintenance or replace a machine before it gets to the point of failure and potentially causing major operational problems.

Understanding levels of service is important for the lifecycle management of fleet assets as with other assets. They will determine what type of assets will be provided, how often they will be maintained, when assets will be rehabilitated or replaced and how the assets will be disposed.

Levels of Service define the asset's performance targets in relation to reliability, quantity, quality, responsiveness, safety, capacity, environmental impacts, comfort, cost/affordability, and legislative compliance.

7. DRIVERS AFFECTING LEVELS OF SERVICE

The factors affecting levels of service can broadly be broken into four categories:



8. FUNCTION

8.1 FLEET, PLANT EQUIPMENT FUNCTION

The goal of a system approach to Fleet Plant and Equipment design and function is to define the technical specifications of each component, in such a way that the vehicle performs its functions according to assigned requirements and objectives.

All Fleet Plant and Equipment assets must.

- Be fit for purpose.
- Meet whole of life cost objectives
- Where applicable have a minimum of ANCAP 5-star rating
- Be sustainable.

9. CUSTOMER REQUIREMENTS/EXPECTATIONS

Users of fleet are seeking safe, reliable, available, and economical fleet assets. The owners of the fleet (Council) have an additional requirement of safety to employees and minimising environmental impact on the community and this will impact on purchases of new and replacement plant & vehicles.

End users rely on those responsible for managing the fleet to plan and budget for plant replacement, research available options to meet operational needs, prepare specifications, procure plant & vehicles, undertake preventative maintenance, plan scheduled and non-scheduled servicing and respond to ad hoc customer service requests.

Consultation will occur with relevant employees in the purchase of replacement and new plant to ensure the suitability of the fleet, plant, and equipment. This is also a risk management strategy, end users of fleet must be involved in business case studies, preparation of plant specifications and tender evaluation as appropriate.

10. STRATEGIC AND CORPORATE GOALS

The strategic and corporate objectives are defined within Councils Fleet, Plant and Equipment Policy.

11. LEGISLATIVE REQUIREMENTS

Specific legislative requirements impacting on Fleet Assets are shown in Table 1

Table 1 – Legislative Requirements Relating to Fleet Assets

REQUIREMENTS	REFERENCE(S)
PROCUREMENT AND OPERATION	Local Government Act 2009
	Local Government Regulation 2012
	Heavy Vehicle National Law (HVNL) October 2015
	Road Transport legislation and standards Work Health & Safety Act (2011)

12. TARGET LEVELS OF SERVICE

The target Levels of Service have been developed in accordance with the best practice principles of the IPWEA Plant & Vehicle Manual, refer to table 2.

13. PERFORMANCE MONITORING

Performance against the levels of service has not been carried out to date. Future monitoring and reporting will be recommended to determine performance against the target levels of service.

14. REVIEW OF SERVICE LEVELS

These target levels of service are shown in Table 2. These will be reviewed and updated from time to time.

Table 2 Target Levels of Service

CUSTOMER REQUIREMENT	FLEET PERFORMANCE STANDARD	REQUIREMENT OF CUSTOMER
PLANT & VEHICLE AVAILABILITY (ACCESS)		
To ensure that sufficient plant and vehicles are readily accessible and operable such that Council services can be provided.		
Scheduled maintenance	100% compliant with manufacturers specification	Daily/weekly inspection by driver/operator
Non scheduled maintenance/repairs	Asset to be operational.	
Maintain failure records and provide feedback to customers on reasons for failures.	Mechanics inspect/test drive all plant during maintenance times with minimum 6 monthly inspections. Carry out or program all faults for repair as identified.	
Qualified tradespersons to identify/repairs assets.	Respond to breakdowns after hours call out system is in place to respond as soon as practicable.	
Breakdown response		
SAFETY		
To ensure that Council’s fleet, plant, and equipment are continually maintained in good working order and does not pose a health and/or safety risk to the users, public and community		
ANCAP Safety Ratings to be considered in light fleet purchase decisions.	ANCAP rating of 5 for light vehicles is preferred. 100 % compliant with legislation	Daily/weekly inspection by driver/operator
Roadworthy compliance	Safety inspections during scheduled/non-scheduled maintenance	
Qualified tradespersons to undertake checks	Proactive safety checks are performed min 6 monthly on all fleet items or interval between manufactures scheduled maintenance.	

PLANT & VEHICLE REPLACEMENT

To ensure that fleet, plant, and equipment are replaced at optimum timing and purchased items are suitable for use and are durable, able to tolerate weather extremes and conditions.

Program replacement (10-year plan)	Minimum annual review of utilisation and external plant hire	
Condition replacement - early if due to failure or incorrect item for the job	Replaced at optimum timing. Minimum whole of life costs	Requirements of replacement item
Ensure purchased items are suitable for use and are durable, able to tolerate weather extremes and conditions	Annual revision of 10-year renewal Descriptive rather than prescriptive specifications i.e., the purpose of the item and the job to be done	

STAFF CONSULTATION

Staff input into replacement item requirements.	Invite tenders/quotes, evaluate whole of life costs.	
Involvement of end user in tender assessment as required	Weighted evaluations in tender assessment Provide recommendations to end user	Appropriate staff involvement

15. DEMAND MANAGEMENT

15.1 FACTORS AFFECTING DEMAND

The key factors affecting the demand for fleet, plant and equipment are related to the following.

Table 3: Factors Affecting Demand for Infrastructure

KEY FACTORS	OUTCOMES	IMPLICATIONS
Economic development and growth in the area	Population growth	Increased in demand being placed on Council essential services.
	Increase in staff numbers.	Additional plant and vehicles required to deliver services.
	Expansion of Council services to accommodate community needs	Additional plant and vehicles required to cater for staff needs / requirements.

15.2 ANTICIPATED FUTURE REQUIREMENTS

Demand changes for fleet assets are usually affected by several variables. Fortunately, with fleet assets there are in most instances, quick response options available to the Council to meet fluctuating demand. This can be through outsourcing work to contractors (where available) or hiring in plant & vehicles on short- or long-term contracts (where available).

The level of utilisation of owned plant plus records of external hire provide a guide to trends that may be occurring over time.

Understanding the key drivers of demand is an important first step in demand forecasting. Demand factors on fleet resources can be short or long term.

15.3 LONG TERM DEMAND FACTORS

Growth in population and increase in resource sectors.

Increase in staff numbers (light fleet)

10-year capital works programs

Maintenance levels of service and the impact of a growing infrastructure asset base.

The expected long-term demand on the Council's fleet assets can be ascertained from knowledge of forward works and maintenance programs. From knowledge of the long-term capital works program a reasonable estimate can be made of either an increase or decrease in demand.

The methodology involves knowledge of:

- The type (e.g., road construction, drainage, water supply) and extent of increased capital works
- The plant, materials, and labour component for the type of work
- Work crew composition (e.g., Grader, water cart, roller, and trucks) and

A translation from internal hire rates and the capital works budget to predicted utilisation in engine hours or kilometres travelled.

Critical to this process is the decision of what percentage of capital or maintenance work will or can be outsourced to contractors.

15.4 SHORT TERM DEMAND FACTORS

Short term demand factors can result from:

- Seasonal changes
- Additional or reduced funding for capital works or maintenance

Short term changes in demand show up quickly in utilisation and external plant hire data. Monitoring of actual utilisation of owned plant & vehicles and the extent of external plant & vehicle hire is the best guide to short term demand.

Short term demand can be met through hire (where available) whereas long term demands need to be met through increasing the permanent asset base through purchase/lease or outsourcing the work to contractors.

15.5 CHANGES IN TECHNOLOGY

With rapidly changing technology in fleet assets there will be instances of increased demand to bring forward plant replacement where productivity improvements outweigh the cost of changeover, over the life of the asset.

15.6 DEMAND MANAGEMENT

Demand for fleet assets can be managed through:

- outsourcing of infrastructure construction and maintenance work (where available),
- annual wet and dry plant & vehicle hire contracts (where available) and
- off balance sheet leasing with costs charged against the work being done.

Short term increases in demand can be met through external hire if the items are available from contractors. Provided contractors are available there is unlikely to be a notable risk caused by a sudden increase in demand.

In terms of existing fleet assets, it is important to maintain a 10-year renewal plan developed on optimum changeover timing based on age and utilisation. Deferring replacements without a risk analysis compounds costs by increasing maintenance costs and reduces operational efficiency of services through downtime due to mechanical failure.

16. ASSET PLANNING

To meet the target service levels, forward planning in relation to the acquisition, maintenance and disposal of assets need to be undertaken and in conjunction with the asset class management plan.

17. CAPITAL WORKS PROGRAM

The capital works program for fleet, plant and equipment assets is the 10-year renewal plan.

The Council maintains a rolling 10-year plant replacement program which identifies assets to be replaced based on age, utilisation, and condition.

18. PROCURMENT OF FLEET, PLANT AND EQUIPMENT

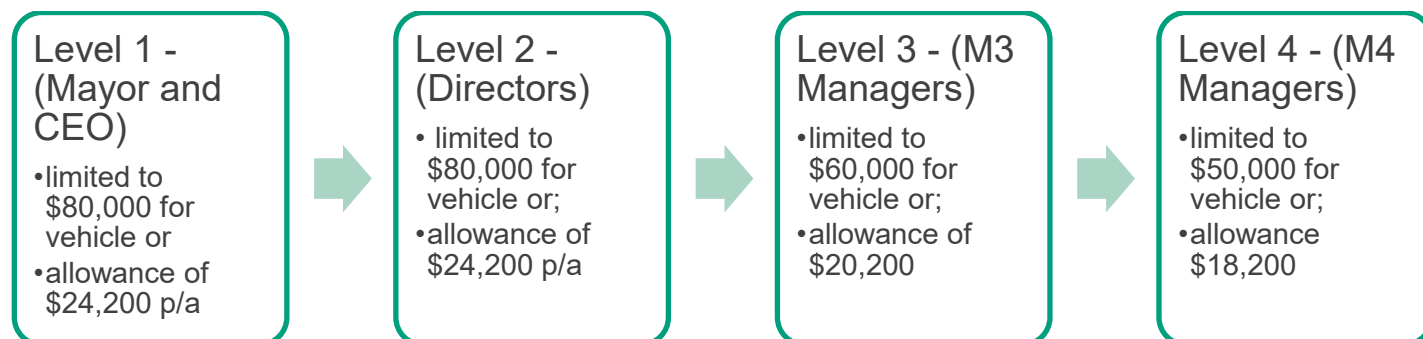
18.1 VEHICLE PROCUREMENT

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.

Vehicle Costs and allowance

Levels of vehicle type are as follows for the purchase of new vehicles or negotiation allowances in employment contracts. Full private use (level 1-4)

Table 3 – Maximum purchase amounts (IRC Vehicles) and vehicle allowances



Exceptions may occur based on requirement for fit for purpose (fit for purpose means, it meets the needs of Council and the functions of the role assigned, is consistent with image of Council's professional fleet) 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.

**** limited to means that any vehicle that is suitable for the purposes of work and does not mean exactly the value listed above, this is particularly relevant for pre-existing vehicles.*

The exception to the above cost levels is where a substantive position is allocated a vehicle in their employment contract and they are seconded or given higher or acting duties, they will retain their current allocated vehicle, however, may be eligible for the difference in the allowance subject to Director or Head approval.

The above prescribed values shall be reviewed annually and should it be determined that more than CPI increase is needed to ensure functional requirements are met then approval shall be sort from council to increase the values for Level 1 and 2. The CEO shall be delegated authority for amendments to levels 3 and 4.

All other vehicles

All other vehicles (TOT, LPU, commuter, pool vehicles) will be subject to fit for purpose requirements and through consultation with the employee stakeholders, specifically for TOT.

19. ASSET DISPOSAL PLANS

Asset disposal is in accordance with the Procurement and Disposal policy.

20. ASSET / FINANCIAL SUSTAINABILITY

Funding in line with a 10-year asset renewal program based on optimum replacement, financed through an asset replacement reserve built up from depreciation charged through internal hire rates.

The Council's fleet, plant and equipment has an estimated replacement value of approximately \$30 million. including major plant, heavy vehicles, light vehicles, and small plant but not including miscellaneous minor items of equipment such as brush-cutters, whipper snippers, blowers etc.

21. OPERATIONAL AND MAINTENANCE PLANNING AND REPORTING

21.1 MAINTENANCE AND OPERATING COSTS





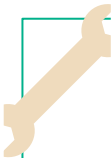
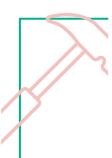
Maintenance costs are not expected to significantly increase if the Council adheres to the optimum replacement benchmarks.

Operations and maintenance budgets are determined annually and documented in the budget.

21.2 OPERATIONS AND MAINTENANCE KPIS REPORTING

Key performance indicators (KPIs) for operations and maintenance activities are available from the IPWEA best practice Plant & Vehicle Management Manual 3rd Edition and include:

Table 4 – KPI's and reporting

 Utilisation <ul style="list-style-type: none">Measuring actual utilisation and comparing to national benchmarks and triggers for an operational or business case review.	 Optimum Replacement Points <ul style="list-style-type: none">Adopting national replacement benchmarks and conducting a risk analysis prior to holding beyond the benchmarks.
 Whole of Life Costs <ul style="list-style-type: none">Using whole of life costs in purchase decisions and in calculating internal hire rates for full cost recovery.	 Downtime Costs <ul style="list-style-type: none">Recording the total cost of downtime.
 Maintenance Failure Records <ul style="list-style-type: none">Recording the reasons for failures not just the failure.	 Flat Rate Labour Hours <ul style="list-style-type: none">Including labour flat rates in service level agreements with external service providers for scheduled servicing and maintenance.

21.3 FLEET MANAGEMENT REPORTING

The minimum output reports for managing fleet assets are detailed in **Table 5**.

Table 5– Asset Management Reporting – Fleet Assets

REPORT ITEM	EXPLANATION
	Plant, vehicle & equipment list - includes the plant number, the make, the model, the registration number, serial number, supplier, the purchase

Asset Register	date, and the current engine hour and/or kilometres registered on that plant item
	Provides data on actual utilisation versus projected utilisation.
	Performance Measures
Utilisation	Utilisation to meet budget projections.
	Use in optimum replacement changeover in addition to age
	In litres per 100km' or litres/engine hrs but also 'over a given period per plant item and/or per department
Fuel Consumption	Identify exceptions and investigate
	Type of failure and reason for the failures by driver and/or owner
Maintenance Failure	Performance Measures
Records	Maintenance providers to report on reasons for failures and these to be reviewed monthly by Council management
	Measure the time associated with an item of the fleet being out of action for repairs or maintenance other than the time spent working on the item.
Downtime	Identify total downtime
	Based on km or engines or/years
10 Year	Performance Measures
Replacement program	Using whole of life costing and setting internal hire rates to reflect full cost recovery Building a reserve fund sufficient to meet annual replacement requirements
	Providing a detailed analysis of budget expenditure, verses actual and allowing for adjustments to internal hire rates to eliminate overrun and under-recovery.
Income & Budget Vs Actual	Monthly review and exception report

22. RISK MANAGEMENT

There are numerous risks associated with fleet assets. The focus in this plan is on risk reduction strategies and identifying actions to minimise risk to the asset and the asset user.

Refer to the Enterprise Risk Management framework and Fleet, plant, and equipment procedures.

Table 6 - Risk Management Summary

TYPE OF RISK	MANAGEMENT and MITIGATION ACTIONS
Purchase Risk	Specifications to be descriptive not prescriptive
	Operational Assessment prior to purchase
	Use of weighted analysis for tender assessment
	Compliance requirements
Operating Risk	Operator/Driver induction
	Continuous staff training
	Risk assessment on new items
	Ensure driver/operator has the appropriate licence and competency.
Maintenance Risk	Daily/weekly operator checks
	Maintaining detailed records
	Use of genuine parts
	Programmed safety checks
	Repairs to manufacturer's specifications
	Oil sampling and analysis

22.1 PURCHASE RISK

Specifications to be descriptive not prescriptive.

In writing specifications, it is important to give the supplier all the information about what the item will be used for to avoid the purchaser accepting liability risk for:

- The product if what is specified cannot meet the requirements of job.
- Personal injury because of the item being incorrectly used.

The specification should be structured to provide clarity for suppliers in preparing tender offers and for assessment of the offers.

A performance-based approach is preferred to a prescriptive specification. A performance-based approach provides guidelines outlining the performance requirements of the item which then allows a supplier the opportunity to submit new technology and innovative solutions to meet the purchaser's needs.

Operational Assessment Prior to Purchase

An operational assessment should be undertaken when an item is to be changed. This should be done in liaison with the operators and include a review of the specification to meet operational needs where applicable. Operators will appreciate the time taken to provide for operational needs, and opportunities to save operational and capital costs may be found through the consultation process. All manufacturers design plant/vehicles to within load and operational tolerances. Operators need to be aware of these tolerances as overstressing vehicles can cause substantial failures resulting in increased costs.

Use of Weighted Analysis for Tender Assessment

The tender documents shall clearly set out the tender assessment criteria and its relative weighting to enable tenderers to identify how the assessment will be made and to enable quantifiable and meaningful feedback to all tenderers following award of the tender. The criteria to be weighted and the weightings need to be considered for each tender and should include:

- Tender price offer incorporating whole of life costs.
- Operational requirements
- Mechanical assessment
- Warranty, service, and parts backup
- Environmental and safety issues

The methodology provided in the IPWEA best practice Plant & Vehicle Management Manual is recommended for use.

Involving relevant staff is particularly important in the purchase of replacement and new plant to ensure the suitability of the plant required and ownership of the decision at end user level. This is also a risk management strategy.

Compliance Requirements

Compliance requirements are the mandatory minimum requirements of a specification. For example, minimum horsepower, minimum operating weight, type of steering, type of tyres, type of fuel, maximum emission standard along with a range of requirements which are dictated by the functions and roles required to be performed.

The compliance requirements must be structured to allow an assessment of whether the plant or vehicles on offer from the range available to the tenderer will meet the requirements of the buyer. The compliance requirements must be task or function orientated and not biased towards one manufacturer.

22.2 OPERATING RISK

Refer to the Fleet, plant, and equipment procedure.

22.3 MAINTENANCE RISK

Refer to the Fleet, plant, and equipment procedure.

23. DATA AND INFORMATION SYSTEMS

Data and records are maintained in accordance with Councils record keeping policy.

23.1 ASSET DATA STORAGE

Asset data are currently stored using a combination of MS Excel spreadsheets and the Technology-One financial system and ECM. The storage and maintenance of the asset data are overseen by the Council's Corporate Properties and Fleet Department.

Fleet management information is being collected but there are currently limited effective management reports other than those generated manually/.

23.2 LUCIDITY

Used to capture pre-starts and training and competency records, as well as an equipment damage reports.

23.3 PLANT ASSESSOR

Use to capture risk assessment and safe operating procedures.

23.4 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 Fleet 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.

24. FUNDING CONSIDERATIONS

24.1 FUNDING STRATEGIES

Funds for asset renewal program are available from the following sources:

Table 7 – Fleet Funding Sources Summary

ITEM	DESCRIPTION	FUNDING SOURCES
Creation Acquisition	/ Expenditure on a new asset to increase a level of service.	Loans, External Funds, Reserves General Rates Operating Lease

Maintenance	Expenditure on an existing asset related to the ongoing upkeep to ensure it meets its useful life.	Internal Hire Rates
Operations	Activities of Councils various service providers (users of fleet)	Capital, maintenance, and service budgets
Renewal/ Replacement	Expenditure on renewal at optimum replacement of the asset.	Depreciation Reserves Internal Hire Rates Leasing
Disposal	Income received from sale of fleet item	Purchaser of item sold

25. REVIEW

This management framework will be reviewed from time to time to ensure that ensure the data is up to date, the service levels as documented in this current framework are relevant.

This plan will remain in place until it is replaced with an updated version.

ID	NAME
CORP-POL-135	Fleet, Plant, and Equipment policy
CORP-PRO-075	Fleet, Plant, and Equipment Procedure
CORP-MISC-118	Strategic Asset management plan
CORP-GDE-048	Enterprise risk management framework
CORP POL 122	Procurement policy
CORP-POL-113`	Disposal Policy

Fleet, Plant and Equipment Procedure

APPROVALS

PROCEDURE NUMBER	CORP-PRO-075	DOC. ID	2591869
DATE EFFECTIVE	xxx		
PROCEDURE OWNER:	Manager Corporate Properties and Fleet		
ENDORSED BY	Chief Executive Officer		
POLICY REFERENCE NUMBER	Fleet, Plant and Equipment Policy CORP-POL-035		

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FLEET, PLANT AND EQUIPMENT PROCEDURE

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1 AIM

The purpose of this procedure is to ensure that the requirements of the policy and framework are effectively implemented at an operational level.

2 SCOPE

This procedure applies to all fleet, plant and equipment and vehicles owned or under dry hire. The procedure will be applied by all IRC workers (permanent, temporary, and casual), Councillors and all organisations and individuals acting as its agents including contractors, consultants, and volunteers.

3 ROLES & RESPONSIBILITIES

3.1 CHIEF EXECUTIVE OFFICER (CEO)

To enable effective implementation of this procedure, the CEO shall:

- Ensure adequate resources are applied to work related to this procedure.
- Receive regular reports regarding compliance with this procedure.
- Actively support the implementation of this procedure.

3.2 DIRECTORS

To enable effective implementation of this procedure the Directors will.

- Ensure adequate resources are applied to work related to this procedure.
- Monitor training and competency of workforce.

3.3 MANAGERS AND SUPERVISORS

Managers and Supervisors are responsible for:

- Consulting with the workers in relation to identifying and managing plant and equipment hazards.
- Ensuring that:
 - plant and equipment hazards are controlled and rectified.
 - all workers are deemed competent prior to operating any plant and equipment.
 - the workers under their control are familiar with Work Instructions (WI's) for plant and equipment.
 - all supporting workers are familiar with this procedure.

-

3.4 WORKERS

Workers are responsible for:

- Complying with this procedure.
- Reporting all identified plant and equipment hazards.
- Tagging out and removing faulty plant and equipment from service.
- Ensuring they are trained in the use and operation of specific plant and equipment prior to operation.
- Ensuring they are deemed competent before operating any plant and equipment.
- Wear all required Personal Protective Equipment.

3.5 FLEET

Isaac Regional Council will acquire, maintain, and dispose of fleet, plant and equipment and will ensure the operation of the fleet in accordance with the objectives of the Fleet, plant and equipment Policy and framework.

3.6 LEARNING AND DEVELOPMENT DEPARTMENT

The Learning and Development Department are responsible for:

- Ensuring good consultation with Isaac Regional Council departments to assist workers in being competent to operate all Fleet, Plant and Equipment.
- Work constructively with the workers, supervisors, and manager to support the implementation of this procedure.

3.7 SAFETY AND RESILIENCE TEAM

The Safety and Resilience department are responsible for:

- Working constructively with the workers, supervisors, and manager to support the implementation of this procedure.
- Assist workers in the processes of reporting and rectifying hazards associated with fleet, plant, and equipment.

4 DEFINITIONS

TERM	MEANING
Assignee	IRC Worker 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.
Competent Person	A person who has, through a combination of training, education, and experience, acquired knowledge and skills enabling that person to correctly perform a specified task.
Content expert	<p>A content expert is a competent person, who has.</p> <ol style="list-style-type: none">1. The competency/licence/ticket for the plant being assessed.2. Have > 3 years' experience as an operator.3. Been an IRC staff member >3 months.
Fit for Purpose	Meets the needs of Council and the functions of the role assigned, is consistent with image of Council's professional fleet
Grey fleet	Grey fleet is any vehicle which is not owned by Council, this may include a personal vehicle used for single purpose use, or salary package allowance for vehicle purchase and expense, see section 5.2
Plant	Includes any machinery, equipment, appliance, container, implement and tool, any component of any of these, and anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, machinery, conveyors, forklifts, vehicles, vessels, power tools, and cathodic protection systems. Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand (e.g., a screwdriver) is not covered by the Work Health and Safety Regulation 2011 (Qld). The general duty of care under the <i>Work Health and Safety Act 2011</i> (Qld) applies to this type of plant. Certain kinds of plant, such as forklifts, cranes, and some pressure equipment, require a licence from the WHS regulator to operate and some high-risk plant must also be registered with the WHS regulator.

5 PROCEDURE

The following procedural items sets out the requirements for fleet, plant, and equipment management at Council. It seeks to address all the vehicle usage requirements to meet the requirements of the policy and framework but may not cover every scenario. For the details of management of fleet, plant, and equipment, please refer to the Fleet, plant, and equipment framework.

5.1 WORKERS RESPONSIBILITIES FOR VEHICLE USE

Workers are allocated vehicles for use under arrangements with council such as Full Private Use (FPU), Limited Private Use (LPU), Commuter Use (CU), or Grey Fleet Use (GFU) and they must as a minimum comply with the following.

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DESCRIPTION	DESCRIPTION OF RESPONSIBILITY FOR USE
Alcohol	An IRC worker 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.
Animals	<p>The carrying of animals in Council vehicles is permitted in the following circumstances.</p> <ul style="list-style-type: none"> • Full Private Use Vehicles. • Local Law Enforcement Vehicles. • Limited Private Use Vehicles. • Tool of Trade (TOT) Vehicles, if it is in the delivery of Council Services. <p>Animals in any of the above circumstances must be suitably restrained as per any statutory requirements that may be in effect</p>
Appropriate Use of Vehicle	Workers shall be responsible for ensuring that an allocated vehicle is always used appropriately. Vehicles other than those specifically designed for such use, should not be taken off road. Workers are to ensure that passengers and load limits are not exceeded at any time.
Authorised Use	<p>Only authorised persons (worker or nominee) may drive a Council vehicle.</p> <p>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 a Council worker.</p> <ul style="list-style-type: none"> • The carrying of non-approved persons is prohibited. • The use of the vehicle for undertaking personal business activities is prohibited. • Additional features, including advertising material or stickers shall not be added to the vehicle. <p>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).</p>

Availability	Ensuring that the vehicle is available for Council operations on each workday. 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).
Badging	A Council insignia shall be always displayed 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.
Damage to Vehicle	Workers shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately. Inappropriate use would be where there maybe criminal liability or fault.
Garaging	Ensuring that overnight garaging (where applicable) is secure, off the road and under cover if possible. (Where permissible)
Liabilities	<p>Workers are liable for:</p> <ul style="list-style-type: none">• 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.• Costs associated with an accident whilst the worker is utilising the vehicle in contravention of approved uses. <p>Workers 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. Workers or their nominated person may similarly be held personally responsible for any damage occurring because of inappropriate behaviour or use which contravenes this policy.</p>
Licence	<p>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 (e.g., trainees and apprentices) and the relevant Traffic Management Rules (TMR) rules are strictly observed.</p> <p>A worker whose licence has been suspended or cancelled shall immediately advise their Supervisor.</p>

FLEET, PLANT AND EQUIPMENT PROCEDURE

Logbooks	Ensure that logbooks are completed correctly and returned on time for Fringe Benefits Tax or utilisation reporting.
Presentation	Washing and cleaning (inside and out) of the vehicle on a regular and as needed basis.
Pre-start 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 fleet staff. A pre-start book shall be provided for all vehicles to record this and for defect reporting purposes. Alternatively, the prestart inspection may be entered and recorded into Lucidity.
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.
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.
Servicing	Contact Fleet to ensure the vehicle is regularly serviced as required to meet warranty and manufacturer's specifications, and that the vehicle is made available in a clean state for such servicing.
Smoking	Smoking in any Council vehicle (including passengers) is prohibited.

5.2 VEHICLE USE ARRANGEMENTS

TYPE OF USE	DESCRIPTION OF USE
-------------	--------------------

FULL PRIVATE USE (FPU) (MANAGER EMPLOYMENT CONTRACTS)	Full private use means the vehicle shall be provided for the officer's full 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 private use as well as Council purposes. Private use of a Council vehicle is prohibited unless the vehicle is covered by employment contract arrangement with full or limited private use.
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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 Council worker 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 worker has full private use of a council vehicle. Worker 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.

Where covered by employment contract 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 workers, the relevant Director.

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, when this may be reviewed by the Director or Head in consultation with the Fleet Manager).

Employment contract vehicles will have the value of such benefit recorded as part of the total employment cost for the employee.

TYPE OF USE	DESCRIPTION OF USE
-------------	--------------------

IMPORTANT NOTE: A worker with full private use, who 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.

(Refer to the framework – vehicle costs for details of allocation and allowances section 18)

**SALARY
PACKAGING FOR
PRIVATE
VEHICLE
PURCHASE
(VEHICLE
ALLOWANCE)**

In the instance that a salary package arrangement is utilised, the requirements are as follows;

1. Contract Management employees may purchase/provide a vehicle of their choice subject to the CEO's approval, to ensure suitability, both practical and image for work purposes (see fit for purpose in definitions above).
2. The vehicle must be available for the Manager to use for business purposes during the employee's normal duties at no cost to Council.
3. The general fleet pool of Council vehicles will not be available to the Manager.
4. Council will bear no costs whatsoever with the provision of a vehicle, under these options, as the vehicle component of the package is to cover all business use.
5. The vehicle component of the remuneration package will become payable to the Manager as a taxable (non superannuable) allowance.

Additionally, refer to grey fleet requirements in section for maintenance and insurance requirements of the vehicle.

**LIMITED
PRIVATE USE
(LPU)**

Full Private use of a Council vehicle is prohibited unless the vehicle is covered by an employment contract or salary package arrangement. Limited private use provisions are as follows.

Limited private use is permitted at the Directors or Head discretion for selected senior non-management positions and for salaried staff under the Isaac Regional Council Certified Agreement.

Use is limited to within the boundaries of Isaac Regional Council and adjoining Regional Councils (including Rockhampton and Livingstone Shire Council) unless authorised by the relevant Director or Head.

The vehicle will be made available during office hours as a pool vehicle.

TYPE OF USE

DESCRIPTION OF USE

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 extended periods of sick leave, where the vehicle should be returned for use by other Council staff).

In the event of a change of duties or change to the nature of work for which the worker is employed, the Council reserves the right to withdraw the provision of a vehicle.

Limited private use may be utilised to attract and retain staff for difficult to fill positions but will only be offered in exceptional circumstances and with the approval of the CEO, Director, or Head.

COMMUTER USE (CU)

Commuter use vehicles are for the purposes of traveling to and from the workplace only and will only be approved in line with the provisions below. Workers with commuter use are not to use the vehicle for any personal use inside or outside of work hours.

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.

Workers with Commuter use vehicles should hand their keys in upon request from fleet or the front-line service officers.

Approval for use shall be approved by the Director or Head in conjunction with the Fleet Manager and shall only be approved where there is a clear need or benefit to Council. This may be reviewed and ceased at any time where it does not meet Council's operation requirements or no longer complies with the following provisions.

Commuter use may only be issued where the following provisions are met:

- For the employment activities of the worker a Council vehicle is required to be accessed outside normal Council hours (i.e., on-call staff).
- The vehicle is fitted with purpose-built items specifically for the use by the worker during work hours and there is no practical storage area on Council premises for the vehicle outside work hours.

TYPE OF USE	DESCRIPTION OF USE
	<ul style="list-style-type: none">• The worker regularly attends to Council business outside regular Council hours, being three (3) or more nights per week.• A vehicle is available and there is a requirement for the worker 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.• For security purposes where there is no practical storage area on Council premises for the vehicle outside work hours, in this instance vehicle to be secured appropriately.
VEHICLE POOL	<p>Bookings for pool vehicles can be made through the relevant Front line Service Officers for each location, or the Fleet Management Department at Moranbah.</p> <p>Workers with Commuter use vehicles should hand their keys in upon request from fleet or the front-line service officers when required for the vehicle within the pool.</p> <p>Assignees booking out a pool vehicle are required to carry out a documented pre-start inspection prior to driving the vehicle. (Pre-start book or via Lucidity).</p> <p>Vehicles are to be returned in clean state and free of personal items. Based on bookings and availability, there is no guarantee or requirement that a commuter use worker shall receive the same vehicle to return to their assigned residence at the end of each working day.</p>
ON-CALL VEHICLE USE	<p>This vehicle is available to undertake work outside of Council's normal business hours while the worker is on after-hours call out roster and is on standby.</p> <p>Workers 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 (see section 5.5). On non-business days and after business hours the on-call officer may use the vehicle to minimise response times which shall not include the transport of any non-workers or personal usage.</p>
TOOL OF TRADE USE (TOT)	<p>This is where an Assignee has use of the vehicle for work purposes only. During working hours, the vehicle will be available to all workers 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 workers and contractors only during work hours unless during an emergency or response to a Council task.</p>

TYPE OF USE	DESCRIPTION OF USE
	<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>
GREY SINGLE PURPOSE PRIVATE VEHICLE USE	<p>FLEET Use of a worker's personal vehicle for work purposes is prohibited unless special arrangements are made with approval by the relevant Manager and Director. <u>This is for one off or limited use only.</u> Workers are not to use personal vehicles for extended periods of time.</p> <p>Points of hire and travel to other worksites requires further discussion and approval from manager, to ensure that the nature of the request is appropriate.</p> <p>Steps to complete.</p> <ul style="list-style-type: none"> • Take a photograph of vehicle. • Attach a copy of their current driver's licence and current registration. • Record of last service. • Record of appropriate vehicle Insurance (business use insurance) <p>Private vehicle cost reimbursement. Recording of Km driven for work purposes must be recorded on your timesheet.</p> <p>The Chief Executive Officer and Directors may authorise a "once off" after hours use of the vehicle as the officer's role dictates.</p>
GREY FLEET (E.G., VEHICLE ALLOWANCE)	<p>Any Grey fleet approved for Council use, must be fit for purpose (as per definition in section 4 of this procedure). The following is required and must be reviewed every 5 years as a minimum.</p> <ul style="list-style-type: none"> • Take a photograph of vehicle – once off requirement. • Ensure your driver's licenses record stays up to date with Learning and Development team via Lucidity. • Maintain your vehicle in accordance with recommended manufacturer intervals of service. • Maintain appropriate vehicle Insurance (business use insurance)

TYPE OF USE	DESCRIPTION OF USE
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- The condition of the vehicle is maintained at a high standard and appropriate to the requirements of section 5.1 of this procedure.

5.3 COMMUTER, POOL, AND TOT VEHICLES USAGE

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

5.3.1 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 assists with Council initiatives for carbon reduction.

As such, where commuter use is available to a worker, and if agreed to by the worker, commuter use may be extended to include the collection of other Council workers for commuter purposes, subject to such an activity not requiring a major deviation from the commuter route of the worker 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 prohibited.

5.3.2 Private Use of Vehicles (Including at Lunch Times).

Transportation of non-Council persons or members of the public other than for official Council purposes is not permitted. This includes the transportation of the worker's children to and from school, or at any time unless permission has been granted.

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.

5.3.3 Family Responsibility - Commuter Use Vehicles

Workers 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 workers Manager.

All car seats and/or restraints are provided by the worker and must meet the relevant Australian Safety Standards (AS/NZS 1754) and are to be fitted by the responsible worker according to the manufacturer's instructions as per legal requirements. The child seat will need to be removed from the vehicle upon request for use of the vehicle in the pool for the day.

Any associated costs of supplying and fitting the car seats would be the responsibility of the worker.

In any instance of travel under this arrangement, the deviation from the shortest commuter route is to be as minimal as possible.

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

All workers shall sign an acknowledgement via completion of the work instruction form attesting to the fact that they are aware of the rules associated with vehicle commuter use of Council vehicles.

5.4 MAINTENANCE STANDARDS AND SPECIFICATIONS

Manufacturers of fleet assets provide standards for both the timing (engine hours/kilometres travelled) of scheduled services and the specification for the preventative maintenance work that should be undertaken, as identified in the framework.

All plant and equipment must be maintained and serviced regularly to extend the life span and ensure it is safe for operation. Some items of plant and equipment will require daily maintenance to ensure its integrity. Tools that are required to undertake the maintenance and servicing is available from the depot store or workshop upon request. It is the operator's responsibility to ensure their plant is maintained and serviced regularly. It is also the operator's responsibility to ensure the vehicle, plant or equipment is cleaned prior to any servicing and planned repairs. In accordance with the framework.

Maintenance and servicing must be carried out according to the recommendations of the manufacturer or as outlined in any relevant Australian Standard.

Plant and Equipment that is due for servicing by a competent person must be reported to the workshop to allow for them to allocate time for the service. Plant and equipment that is serviced in locations other than an allocated workshop, the workers must ensure they undertake the task as safely as possible. If the plant and equipment is being serviced in gravel pits or stockpiles it is ideal to ensure the item is parked in such a way as to provide the most protection to the worker and the environment. If items of plant and equipment require servicing or repairs on road shoulders, if possible, it is recommended that the item is at least three (3) metres clear of traffic. If the item needs to be looked at on any site that is outside of the workshop, the worker must ensure they undertake a site-specific induction, then, if possible, remove the item from the worksite and ensure that protection is provided.

5.5 SCHEDULED MAINTENANCE

Plant and Vehicle checks are undertaken by operators every morning before any Plant or Vehicle leaves the Depot or starts operation onsite. Sole operators may undertake pre-start inspections weekly.

As a minimum Manufacturer's recommendations should be adopted. There is also a need for proactive safety checks in addition to Manufacturer's scheduled servicing. It is anticipated that the proactive safety requirements required in the National Heavy Vehicle Maintenance Management Accreditation guide will eventually apply to all internal maintenance facilities.

Small engine plant and equipment should be subject to a weekly safety check by the operator and a safety inspection every six months by a competent person.

5.6 MAINTENANCE SERVICE LEVEL AGREEMENT

As part of the asset improvement process a maintenance service level agreement is recommended with all external service providers. Refer to the framework.

Minimum service standards (scheduled servicing) for fleet assets are established by fleet asset manufacturers. The other part of the equation is the timing of the service.

To reduce downtime for operations and meet the required levels of service, it is essential for the workshop to coordinate service schedules with operational requirements.

5.7 PRESTART INSPECTIONS

Daily and weekly inspections (vehicle prestart) by drivers/operators (must be recorded in duplicate) or via Lucidity.

- Documenting/reporting defects to fleet.faults@isaac.qld.gov.au
- Arrange unscheduled work if required.
- Document maintenance failures within the pre-start

All items of plant and equipment must undertake a prestart inspection prior to operation and must be documented either electronically or paper based. Plant prestart is to be returned to the workshop supervisor for retainment on file. Electronic prestart is complete by the worker accessing Lucidity.

Plant requiring periodic inspection, testing, monitoring or maintenance must be identified, and records retained. Safety devices are to be inspected prior to the item of plant being used to ensure it is safe for use.

Faults and/or defects identified during inspections and/or testing are to be documented and notified to the supervisor and workshop. If the fault is safety critical to the item of plant or equipment, then it must be tagged out accordingly and removed from service. This is to be done in accordance with the Isolation Tag out Procedure.

Items of plant and equipment that must undertake inspection and testing by a competent person must be tagged after testing and evidence of the testing outcome to be maintained by the operator, or persons responsible for coordinating inspections.

5.8 CHECKS AND MONITORING

The Council may undertake independent random audits or inspections of vehicles to ensure that the conditions of this procedure are being met.

5.9 FUEL PURCHASE

Council workers should refuel vehicle at the Council depots wherever practical.

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

5.10 VEHICLE DATA COLLECTION

Council will also use appropriate means to monitor its vehicles. All information gathered by the fleet department 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.

5.11 FLEET, PLANT AND EQUIPMENT PURCHASE

Consultation with relevant employees will be undertaken by the Fleet department in consultation with the relevant departments to ensure the requirement of the framework are addressed.

5.12 HIRING PLANT AND EQUIPMENT

When plant and equipment is hired, both Council and the Council's representative arranging the hiring of the plant must ensure the plant is safe for use. Factors for consideration are:

- Assess that the plant is suitable for its intended use.
- Check that the plant has been inspected and maintained by the supplier according to manufactures specifications.
- Ensure the supplier provides manufacturers information about the proper use of the plant.
- Ensure the operators are competent to operate the plant before hiring.
- Ensure the item is insured.

In most cases the supplier is responsible for inspecting and maintaining the plant and equipment. However, if the plant is to be hired for an extended period, then Council and the supplier will need to sign a hiring agreement to ensure that the plant and equipment is adequately inspected and maintained during the hiring period and complete a hire inspection checklist.

5.13 REGISTRATION

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.

Any plant and equipment that requires to be registered must be done so via the Fleet Department. Any item of plant and equipment that requires to be registered and is not registered must not be used in the workplace. Items of plant that are required to be registered with Work Safe Qld are in the *Work Health and Safety Regulations 2011* schedule 5, part 2. Items of plant that are no longer in use must then be deregistered through the nominated authority.

5.14 VEHICLE HOISTS

Vehicle hoists are to be inspected before use. All vehicle hoists must be installed by a competent person and the hoist must be fitted with a compliance plate. All vehicle hoists must have their design registered. If a fault is discovered in the vehicle hoist it must be tagged out and removed from service until inspected and repaired by a qualified competent person.

5.15 VEHICLE LOADING CRANES

Vehicle loading cranes (VLC) are mounted on vehicles to assist workers to load and unload heavy and/or bulky items. All operators of the VLC are to complete the Work Instruction for the operation of the Vehicle loading cranes that are under 10 metre tonnes. Operators will only be required to complete the WI if they comply with the requirements set down by Work safe Qld and the Isaac Regional Council Work Instruction. Any deviation from these standards will require the operator to undertake training to obtain the relevant competencies such as a Rigger and Dogger Licence. All VLC's over 10 metre tonnes the operator is required to hold a High-Risk Work Licence.

5.16 ATTACHMENTS

Plant and equipment utilised by Isaac Regional Council may require attachments to fulfil their full operational requirements. All attachments are to be fitted appropriately and in accordance with the manufacturer's standards. Operators may require additional training to operate these attachments by completing RII training, work instructions and familiarisations.

The following are some attachments which may be purchased for Isaac Regional Council plant:

- Counterweights
- Guards
- Spreaders
- Rollers
- Augers
- Bars
- Slashers
- Profilers
- Backhoes
- Trenchers

5.17 GUARDING

Guarding is not to be tampered with and this includes cutting holes or removing them.

Workers are to take immediate action to correct any unsafe conditions. Under certain circumstances operating plant and equipment without guards may be necessary, e.g., during commissioning, or maintenance rebuild/overhaul of equipment. In these cases, a risk-based process will be in place and other controls will be enabled by supervisor to safeguard personnel.

Guards can only be removed for maintenance and repair after plant and equipment has been isolated, tagged out and tested for isolation. Risk assessments and job safety environmental analysis must be undertaken prior to any works.

Maintenance and operational personnel are responsible for ensuring that guards, that have been removed for maintenance activities are replaced and checked for correct refitting before the plant and equipment is put back into operation.

During a prestart inspection if it is identified that the guards and/or separations are faulty or removed the item is to be tagged out and removed from service.

All faults or unauthorised removal of guards is to be reported to the relevant supervisor and should be logged into Lucidity as a hazard.

5.18 COMMISSIONING

All plant and equipment must be installed in accordance with the manufacturer's specifications with consideration to safety and environmental standards. All items must be inspected during installation to ensure so far as reasonably practicable that all risks are monitored.

Commissioning plant is a process of testing and verifying that the plant is operating in accordance with the design criteria, agreed to by the manufacturer or supplier. Commissioning involves an extensive check carried out during the trial phase, prior to the plant being accepted for use.

Commissioning includes recommissioning of plant and is done to ensure that the plant is in full and safe working order. Commissioning includes testing:

- That the plant operates as specified in the manual or if no manual exists that it operates as you expect.
- The functioning of any safety devices, guards, or other engineering controls to ensure they work and are easy to operate are in place (e.g.: counterweights).
- The functioning of safety controls which are not on the plant itself but assist to control hazardous events arising from the plant. (e.g.: counterweights, guards).

5.19 ISOLATION AND TAGGING

All plant and equipment that is damaged or unsafe for use must be isolated and tagged out in accordance plant and equipment inspections.

5.20 DISPOSAL

Refer to procurement, disposal, and fleet, plant, and equipment framework. A suitable disposal method will be implemented in accordance with the *Local Government Regulation 2012* (Trade-in, open tender, or public auction)

5.21 ALTERATIONS/MODIFICATIONS

All modifications are to be consult with the designer and manufacturer to ensure all relevant safety issues have been considered. Older plant and equipment where the original designers are unable to be contacted the modifications are to be undertaken by a competent person in accordance with the relevant technical standards.

Plant and equipment can only be modified:

- By a competent person.
- In accordance with the relevant standards.

- As recommended by the manufacturer.
- It has been identified as a potential risk requiring rectification.

If the design of an item that is registerable is altered to the extent that the health and safety has been affected, the altered design must be re-registered. The alterations must be inspected by a suitably experienced professional engineer to determine if the alteration has affected the health and safety of the item and to determine if the item must be re-registered.

After any plant and equipment has undertaken any modifications before it can be returned to service the worker should ensure that:

- Control measures are in place to eliminate or where that is not reasonably practicable, minimise any risks created by the alteration including providing information and training for users and supervisors about the changes.
- Inspect and test the plant, having regard to the altered design specifications and relevant technical standards.

5.22 OPERATING RISK MITIGATION AND MANAGEMENT

Workers must be adequately (and continuously) trained in the proper use of plant/vehicles/equipment. Operator training must be a requirement of the supplier on delivery.

5.23 COMPETENCIES AND TRAINING

5.23.1 Driver's License

Workers must have a current and valid Queensland driver's licence prior to driving/operating any Council plant & equipment. All interstate or international licence holders are to obtain one within 3 months of residency in Qld. Any worker who is required to operate/drive a vehicle over 8t Gross Vehicle Mass (GVM) with 2 axles will have to hold a current valid licence in accordance with the tonnage and axles.

Where a worker is assigned or operating Isaac Regional Council Plant or Motor Vehicle requiring the holding of a current Queensland Driver's Licence and such licence is suspended or cancelled then the worker is not permitted to operate or drive Council's plant or vehicles until the relevant licence is restored. The worker or their supervisor is to advise the Manager and People and Capability. If at any time a worker's licence is suspended or withdrawn, they will not be able to operate or drive any vehicles, plant, or machinery, this includes within job site signage. Plant or equipment that only requires a competency and not a license will be exempt provided a current VOC and equipment familiarisation is provided.

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

Specially constructed vehicles can be driven on a C Class licence. A special constructed vehicle is:

- an agricultural machine (such as a tractor or harvester) which is a self-powered machine built to perform agricultural tasks and used for agricultural purposes (such as harvesting)

- a crane, other than a mobile crane of more than 4.5t GVM, or a hoist or load shifting equipment (see note)
- earthmoving equipment
- any other motor vehicle that is not constructed to carry passengers or a load, except things used in performing the vehicle's function.

5.23.2 High Risk Licences

A person must not carry out a class of high-risk work unless the person holds a high-risk work licence for that class of high-risk work. Exemptions from this are included in the Work Health and Safety Regulations 2011 s82 and these can be but not limited to while training towards a certification to be licensed to carry out the high-risk work and under the supervision of a person who is licensed to carry out the high-risk work. Evidence of the high-risk work licence must be supplied to Isaac Regional Council prior to works commencing and will be retained against the workers profile in Lucidity. For a full list of High-risk work licences refer to the Work Health and Safety Regulations 2011 schedule 4.

All persons that are required to carry out high risk works are required to obtain and have a current High-Risk Works Licence to operate the machinery e.g., Forklift. An additional requirement of an equipment familiarisation and if relevant a VOC (where the worker did not obtain the license with Council) is required.

5.23.3 Familiarisations

Upon the delivery of all new plant and equipment there must be a driver/operator induction undertaken at handover. The induction must involve showing the driver/operator all the safety, operating features and daily maintenance requirements. Refer to IRC work instructions.

All workers will have to undertake a familiarisation on all plant and equipment that they are required to use as part of their daily activities or position description. Familiarisations are to be completed by the content expert and or supervisor. All completed familiarisations are to be returned to the learning department. Records will be retained within Lucidity against the worker's profile. There may also be a relevant work instruction which must be completed prior to authorising the person to undertake those activities.

5.23.4 Verification Of Competencies (VOC)

Verification of Competencies are utilised as an assessment of the workers ability to operate and/or undertake the responsibilities of specific roles. Verification of competencies will be completed by workers who are required to operate high risk machinery for Council. VOC's will be undertaken by an IRC Trainer Assessor, competent person or content expert. The Learning & Development department should be consulted where any doubt exists and refer to the Learning and Development procedures. Records will be retained in, Lucidity against the worker's profile. All workers undertaking a VOC must have a current and valid driver's licence.

5.23.5 Work Instructions (Wi)

Work Instructions are utilised within IRC for documented procedures for the safe use of plant and equipment. All operators are to ensure they are familiar with the current WI for the plant and equipment they are intending to operate. The training is to be conducted either by the supervisor, content expert or by the trainer and assessor within the L&D department. The work instructions must be documented, and records maintained

within Lucidity against the worker's individual profile. Work instructions that have been developed for Isaac Regional Council are available for access in IRIS [Work Instructions – Isaac Regional Council Intranet](#)

5.24 RISK MANAGEMENT ON NEW ITEMS OF PLANT/VEHICLES

WHS legislation places a positive obligation on employers and site/contract controllers to provide a safe place of work, specifically requiring that all plant & equipment be safe for use.

Suppliers of plant & equipment also have an obligation to provide all relevant hazard and safety information to a purchaser of an item. State Regulations & the associated Code of Practice specifies the requirement on employers to conduct plant & equipment risk assessments.

If you supply, operate or control plant & equipment in a workplace, conducting a risk assessment and developing a safe system around plant is essential.

Refer to enterprise risk management framework.

A risk assessment should be required from suppliers as part of the tender process for new plant. The Council should also ensure a risk assessment is undertaken after delivery and prior to operation of the item.

5.25 MAINTENANCE RISK

Risk in maintenance is managed through the following strategies.

5.25.1 Prestart Checks

Operators must complete a prestart inspection daily (in some cases weekly) safety checks before driving/operating plant and vehicles. Booklets and/or Lucidity are maintained for all vehicles and items of plant.

5.25.2 Maintaining Detailed Records

Whether repairs and maintenance are conducted in house or by external contractors good recording and monitoring systems need to be in place. This is to ensure that repair and maintenance times are controlled, performance standards are met and that accurate records of each repair are retained.

Apart from monitoring cost and performance, detailed records of servicing, repair, and maintenance, are essential to avoid the issue of liability in the case of operational accidents being open to question.

Good records provide the basis for feedback to Council with detailed reasons for failures, when a failure is due to either the operations or inappropriate use.

5.25.3 Use Of Genuine Parts

Genuine manufacturer's parts should be used in all repairs and maintenance wherever possible. Warranty on genuine spare parts often ensures subsequent premature failures are also covered by warranty. Where evidence can be produced that genuine parts have been used this will normally improve the resale value.

5.25.4 Programmed Safety Checks

Safety checks on every item of plant and vehicle are critical.

- Miscellaneous plant must be checked every year as a minimum.
- Low utilisation plant should be checked and serviced regularly (every six-month minimum) to ensure there is no downtime accumulated from flat batteries and the like when the plant or vehicle is required for operational use.

Programmed safety checks may include a requirement for Certificate of Inspection (COI) under Queensland government requirements. Refer to the website for further information. [Certificate of inspection vehicle types and requirements | Transport and motoring | Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au).

5.25.5 Repairs To Manufacturer's Specifications

All repairs to plant, equipment or vehicles will be to the manufacturers' specifications. Where repairs are undertaken in accordance with manufacturer's specifications there is a greater likelihood that warranty claims will be accepted.

5.25.6 Oil Sampling and Analysis

Oil Analysis is an important risk management tool to predict failures and should be an integral part of the condition monitoring program of the fleet even beyond warranty. Council will undertake an oil analysis program to assist in identifying abnormal trends and pinpoint the wearing components as well as the severity of wear taking place. This program will allow for appropriate action to be taken rather than 'unscheduled reactions'.

5.26 INSURANCE

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

It should be noted that insurances for Council vehicles only apply during approved use. Any usage which contravenes this procedure, 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.

Privately owned vehicles must have business use insurance, to ensure that there is appropriate coverage for the vehicle used for work purposes.

5.27 ACCIDENT / BREAKDOWN OR DAMAGE

In the event of an accident and/or damage to a vehicle it is the responsibility of the worker to:

- Report as soon as practicable of the incident, which includes 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 any insurance claim forms that relate to the vehicle.

- Complete within Lucidity as soon as practical after the accident, an incident report in consultation with the workers supervisor.

5.28 BREAKDOWN PROCEDURE

In the case of a breakdown whilst the vehicle is being driven, the driver can, if able to do so in a safe manner:

- Park the vehicle as safe as possible away from the roadway and passing traffic.
- Parked on a level surface.
- Activate the hazard lights.
- Place out warning triangles (if the vehicle is supplied with them).
- Contact RACQ on 13 11 11 (passenger and light vehicles).
 - Numbers to be relayed to RACQ are located on the vehicle key tag.
- Contact Fleet and/or the workshop to inform them of the breakdown.
- Remain with the vehicle until help arrives unless prior arrangements or guidance has been provided by fleet.

Details of breakdown procedure are included in the Light Vehicle work instruction.

5.29 RECORD KEEPING

Records of plant and equipment should be retained by the Fleet Department within ECM and available for viewing upon request.

6 REFERENCES AND RELATED DOCUMENTS

Qld Work Health and Safety Act 2011

Transport Operations (Road Use Management) Act 1995

Electrical Safety Act 2002

Qld Work Health & Safety Regulation 2011

Electrical Safety Regulations 2013

Transport Operations (Road Use Management – Road Rules) Regulation 2009

As3000 Electrical Installations

As1418.11 Cranes, Hoists, And Winches – Vehicle-Loading Cranes

As1418.11 Cranes, Hoists, And Winches – Vehicle-Loading Cranes

As 2550.1-2011: Cranes, Hoists, And Winches—Safe Use Part 1: General Requirements

As 2550.11-2016: Cranes, Hoists, And Winches—Safe Use Part 11: Vehicle-Loading Cranes

Work Health and Safety Qld - Guide to Machinery and Equipment Safety

Work Health and Safety Qld - Managing Risks Of Vehicle Loading Cranes

Relevant Manufacturer's Instructions and Operations Instructions/Manuals

7 DOCUMENT ID/NAME

ID	NAME
CORP-POL-135	Fleet, Plant and Equipment Policy
CORP-FWK-007	Fleet Plant and Equipment Management Framework
CORP-POL-122	Procurement Policy
CORP-POL-113	Disposal Policy
CORP-FRM-XXX	Plant and Equipment Pre-Delivery Form
CORP-PRO-118	Learning and Development Procedure
CORP-GDS-xx	Heavy Vehicle Management Guideline

FLEET, PLANT AND EQUIPMENT PROCEDURE

CORP-FLW-031	Authorisation Process for Plant Operators
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CORP-GDS-176	Verification of Competency Guideline
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CORP-TMP-042	Isaac Competencies for Fleet Template
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