COUNCIL POLICY		
MOTOR VEHICLE POLICY	Policy No:	
	Adopted by Council:	21 May 2025
	Next review date:	May 2029
Executive Director:	Director Infrastructure Development & Works	
Responsible Officer:	Fleet Officer	
Functional Area:	Operations	

Introduction & Background	The Motor Vehicle Policy provides provisions for the management and use of Council's fleet of vehicles.
Purpose & Objectives	The purpose of the West Wimmera Shire Council (Council) Motor Vehicle Policy (Policy) is to: • Outline the conditions for officer use of all Council motor vehicles (fleet); • Ensure that the fleet is managed efficiently and used appropriately. • Clearly define the type of usage for Assigned Officers and staff. • Recognise operating costs to Council and benefits to employees and the business; and • Define the parameters and responsibilities of Council officers in the provision, use, care, and maintenance of Council-owned vehicles.
Response to the Overarching Governance Principles of the Local Government Act 2020	Section 9 of the Local Government Act 2020 states that a Council must in the performance of its role give effect to the overarching governance principles. This policy is in response to the following overarching governance principle/s of the Local Government Act 2020: (a) the community engagement principles (section 56) (b) the public transparency principles (section 58) (c) the financial management principles (section 101)

Policy Details

1.	**Responsibility**
	Mayor • Approve the purchase of CEO's motor vehicle.

Councillors:

- Supply the current and valid driver's license to the CEO at the adoption of this Policy and provide an update to the CEO if any changes occur to the licence. These changes can be licence suspension, licence renewal etc.

Chief Executive Officer

- Authorise allocation of vehicles with full private or commuter use to Assigned Officers.
- Approve any other persons nominated by a Director for use of a Council vehicle in accordance with this Policy.
- Authorise any travel to the states of Queensland, Western Australia, Northern Territory and Tasmania in a Council vehicle for private usage.
- Discretion to withdraw the allocation of a Council vehicle for breaches of this Policy.

Directors

- Authorise 'tools of trade' use of a Council vehicle, with no private usage.
- Authorise temporary reallocation of a Council vehicle due to leave or other reasons.
- Consult the Human Resources Manager, Chief Financial Officer and nominated Fleet Officer regarding any proposed changes to use, allocation or any other requested changes including modifications.
- Authorise the purchase and trade-in of motor vehicles within the allocated annual budget

Director Infrastructure Development and Works

- Administer the Policy and is responsible for its interpretation and application.

Chief Financial Officer

- Calculate and recommend the annual contribution for private and commuter use to be authorised by the CEO on a regular basis.
- Calculate and recommend the contributions as part of the Annual Budget process.

Fleet officer

- Manage the acquisition and disposal of vehicles in accordance with this Policy.
- Manage the fleet in accordance with this Policy.

Line Managers

- Monitor the usage and condition of all Council vehicles for staff use.
- Ensure that employees operate Council vehicles in accordance with this Policy.

Staff Allocated a Council Vehicle

- Maintain the vehicle's roadworthiness by arranging regular services in accordance with Council's service arrangements, the servicing schedule described in the vehicle manual/handbook, and the repair of any faults.
- Should the driver the allocated vehicle to and from work each day. Where there are instances this is not possible, ensure that the Fleet Booking System is updated and any bookings reallocated to an alternative vehicle.
- Make the vehicle available to other staff to undertake Council business during working hours.
- Commuter use vehicles are for pool/tool of trade use during business hours and travel to/from home only by the assigned driver.
- Make an employee contribution to offset the costs of any private or commuter use of the vehicle.

	All Staff, Volunteers and Councillors using or allocated a Council Vehicle
	• All drivers of Council vehicles must hold a current and valid driver's licence and present it to the HR Manager upon request and following any changes to the licence. • Operate the vehicle within manufacturer instructions. • Secure the vehicle when not in use. • Adhere to all legal requirements relating to driving including but not limited to: adherence to speed limits, the proper use of mobile telephones, wearing of seat belts and not driving whilst impaired, (when blood alcohol level exceeds the limits prescribed by law, or when impaired by drugs). • Notify the appropriate Line Manager if their licence is cancelled or suspended. • Notify the appropriate Line Manager if conditions have been applied to their licence. • Any road traffic and/or parking fines/infringements are the responsibility of the offending driver. • Toll fees incurred during private use of the vehicles to be covered by the vehicle user. • The fuel card which is assigned to each vehicle must not be used to purchase fuel for any other vehicle. The fuel card must always be kept in the vehicle. • Have an obligation to ensure vehicles remain clean and tidy and have at least ½ a tank of fuel at all times. • No smoking inside the vehicle, including e-cigarettes.
2.	**Policy Statement and Scope**
	This Policy applies to all Council staff (including authorised persons/contractors and Councillors, who have been assigned a vehicle or are required to use a Council vehicle as part of their employment and/or volunteer work). This Policy also applies to staff that use their private vehicle to undertake Council business. This Policy applies to all vehicles purchased or leased by the Council. This Policy also applies to all employees who drive a Council vehicle, including staff ('Assigned Officers') that are provided with a Council vehicle and to drivers authorised to use a Council vehicle who are not employees of the Council ('Approved Drivers').
2.1	**Content**
	Council operates a fleet of passenger and light commercial vehicles. Council vehicles are provided to enable staff to perform their functions within their area of responsibility. Council vehicles may be assigned to an officer as part of a Senior Officer contract, annualised salary agreement or other general employment conditions as authorised by the Chief Executive Officer (CEO)
2.2	**General Conditions**
	• All Council vehicles form part of Council's carpool and must be made available for use by Council Officers on Council business during normal office hours unless the vehicle is being utilised by the Assigned Officer (excluding CEO and Senior Officers).

	• Councillors may on occasion have access to a Council vehicle, where travel support would normally be provided. • Council will pay all operating and maintenance expenses, including the cost of fuel, oil, insurance, registration, tolls, roadside assist and any fringe benefits tax. • All vehicles are tools of trade-use vehicles in the first instance. • The allocation of a vehicle to any particular staff member does not automatically mean that a vehicle will be offered or available to future incumbents of that position. • It is the responsibility of the relevant Director to bring this Policy to the attention of each staff member that reports to them and is likely to have access to a Council vehicle. Where applicable, this Policy will also be discussed as part of the employee's induction program. • Any breaches of this Policy will be dealt with in accordance with Council's Human Resource Policy and Guidelines Manual. • Any Authorised, Assigned Officer or Authorised Driver operating a Council vehicle who causes death, injury or property damage through negligence or non-compliance with any federal or state law, local law or Council Policy may be held financially and legally responsible for their actions. • The allocation and/or use of a vehicle shall not be regarded as a condition of employment unless stipulated under an employment contract. • Vehicle purchase ranges are detailed in Appendix B or Vic Fleet.
2.3	**Types of Vehicles Use**
	a) Pool Vehicles Vehicles dedicated to general Council business and not allocated to a particular position or person. Pool / Tool of Trade vehicles will be available for use by all staff for general day to day use (including overnight use for Council business) and are booked using the Fleet Booking system. **b) Commuter Use Vehicle** Commuter use is defined as any business travel and private travel to and from work only. A Commuter use vehicle can only be allocated on the recommendation of the relevant Director and approved by the CEO. This category of vehicle is not available for private use and must be left at Council for any periods of annual leave, long service leaves, periods of unpaid leave such as parental leave, or other absences of more than 5 (five) working days. The sole permitted driver for commuter use is the Assigned Officer. An employee contribution, consisting of a pre- tax component, is required for commuter use. Refer to Appendix A. **c) Operational Use Vehicles** Operational Vehicles are vehicles required to conduct Council business. Such vehicles are a requirement of the position and staff are not required to financially contribute towards utilising such vehicles during their day-to-day work operations. Operational vehicles are to be commercial vehicles (Utes) that meet the Australian Taxation Office requirements to be considered Fringe Benefit Tax Exempt Vehicles. Refer to Appendix A.

d) Private Use Vehicle

Private use of a vehicle is granted to employees either as part of an employment agreement or may be specifically approved by the CEO as a change of employment conditions. Private use may be approved for business purposes, or as part of an attraction or retention strategy.

The CEO can withdraw private use entitlements at any time due to retirement, resignation or breaches of this Policy and related motor vehicle procedures. In cases where private use is withdrawn, three (3) months' notice will be given to the employee of the change.

An employee contribution, consisting of a pretax component, is required for private use as per Appendix A.

An Officer allocated a private use vehicle will be able to use the vehicle for all forms of paid leave.

Where an Officer is on personal leave involving half pay, the full amount of the employee's vehicle contribution must be paid for the full period of the leave.

If leave without pay of more than 10 days is taken the Assigned Officer must return their vehicle to the pool for the period of that leave. For leave without pay of up to 10 days, the Assigned Officer may retain the vehicle but is still required to make the normal financial contribution, as if they were still being paid.

Private use of a vehicle is available to Manager level staff and above, or other staff subject to approval by the CEO. Private-use vehicles will be available to staff in full-time employment and part-time (above 0.8 Full Time Equivalent).

When a vehicle is allocated to an Assigned Officer with private use, the Assigned Officer is to be the primary driver of the vehicle.

The Assigned Officer may, however, allow the allocated vehicle to be driven unsupervised by members of their immediate family and household .

Should the assigned officer live alone, this officer can nominate on or 2 drivers with in the family or partner unit.

With the exception of the Councillors or Council employees, other persons (other than immediate family and household) may only drive a Council vehicle when the Assigned Officer is in the car.

All drivers must hold a current and valid driver's licence or learner's permit.

For private use vehicles, learner's permit drivers may only use a council vehicle in the presence of the Assigned Officer or members of their immediate family and household.

In the event of an accident or incident involving a learner driver the Assigned Officer may be liable for any additional excess charges or repairs.

e) Interstate Travel

Private use vehicles can travel within Victoria, New South Wales, Australian Capital Territory and South Australia. If it is proposed to travel outside these boundaries (other Australian States) approval must be obtained in advance from the relevant Director for business use or the CEO for private use.

	Depending on the length and distance of travel for private use, the Officer may be required to pay their own vehicle fuel costs.
2.4	**Vehicle Acquisition Purchasing**

Vehicle acquisition is based on a number of factors including the following key requirements:

a) Operational Suitability
Vehicles must meet the functional business requirements for which they are to be used, in terms of size, performance, cargo, towing and terrain.

b) Safety
All vehicles will be purchased with consideration to the Australian New Car Assessment Program (ANCAP) Safety ratings performance. Light commercial vehicles must have an ANCAP safety rating of 4 or higher, Passenger vehicles must have an ANCAP safety rating of 5.

The following options are mandatory for all Council vehicles:

- Front, side and curtain airbags and stability control where available as an option.
- When required cargo barriers for all wagons except where third row seats are fitted in Senior Officer vehicles.

In addition to the mandated safety requirements, it is highly recommended that all new Council vehicles be procured with the following features, when available and cost-effective:

- High ANCAP pedestrian rating.
- Auto emergency braking.
- Advisory speed alerting technology.
- Lane departure warning or lane keep assist.
- Seat belt warnings or technology to increase seat belt wearing.
- Blind spot warning.
- Reverse camera and rear obstacle warning.
- In built satellite navigation or equivalent, where a phone is not separately mounted for navigation purposes.

Where required vehicles are to be fitted with the following additions:

- Shuroo or equivalent (Assistance to prevent vehicle collisions with Kangaroos, Emu's and other animals) https://shuroo.com.au/ (can be air activated not hard wired).
- Fire extinguishers.
- Headlight protectors.
- Tinted windows (darkest tint to legal specifications) to protect staff from UVA and UVB ultraviolet radiation exposure.
- Factory fitted front protection with the ability to have light bars attached.

When selecting the colour of new vehicles, consideration should be given to:

- The colour for Occupational Health and Safety (OHS) reasons given the evidence that lighter colours are more visible and thus help reduce the frequency and severity of accidents.
- The preservation of the maximum vehicle value at disposal.
- Operational necessity.

c) Registration, Identification and Insurance of Vehicles

- The Road Safety Act 1986 requires all vehicles to be registered.
- The Transport Accident Act 1986 requires all government vehicles to pay the applicable transport accident charge.
- All operational vehicles must be fitted with a Council logo for easy identification.
- All road registered vehicles must be covered by full-comprehensive motor vehicle insurance.
- All road registered vehicles must have a minimum third-party property damage cover of $30 (thirty) million.

d) Whole of Life Costing

The cost of the vehicle over its whole useful life, including purchase price, operating cost and likely resale value, is considered.

e) Environmental Impact

An assessment of environmental performance is undertaken for vehicles being considered for purchase using the Green Vehicle Guide (GVG). The GVG provides information about the environmental performance of new passenger and light commercial vehicles sold in Australia. Information provided by the GVG includes Co2 emissions, fuel lifecycle emissions, fuel consumption, energy consumption, air pollution standard and annual fuel costs. Consideration should be given to electric and hybrid vehicles where practically possible.

f) Negotiated Contractual Arrangement

In accordance with the staff member's contractual arrangement.

g) Fleet Diversity

The Council fleet composition must remain sufficiently diverse to spread financial risk associated with resale values but should also ensure consistency of vehicle type between users.

h) Supporting Local

Where possible and in accordance with value for acquisition principles, vehicles should be purchased from local or from neighbouring municipalities. This supports local communities and Wimmera-Mallee businesses.

i) Vehicle Selection

Council is to utilise the approved Vehicle List published on the VicFleet website to determine vehicle safety, environmental performance, and value for money. This information should inform decision making, purchasing (either local supply or other) and selection of vehicles.

The Council staff member's role, responsibilities and daily tasks should be taken into consideration when purchasing a vehicle. The Manager and/or Director is to provide the CEO with a justification memo on why a particular type of vehicle or additional accessories should be purchased that are outside of the definitions and requirements outlined in this Policy.

j) Additional Items

Full-private use vehicles may be fitted with additional accessories at the employee's request, subject to the approval of the CEO. Items considered additional accessories are tow bar, roof racks etc.

2.5	General Vehicle Information

a) Odometer Reading

All drivers must provide accurate odometer reading and general condition of the vehicle each time they check in the vehicle using the current booking system. This tracks:

- When vehicles are due for replacement.
- When they are due for servicing.
- Any problems that arise from fuel use and efficiency.
- Any issues with the condition of the car e.g., windscreen chips.

b) Vehicle Maintenance

The Fleet Officer is to monitor the odometer reading of commuter use and operational fleet vehicles. The Fleet Officer will book the vehicle for servicing and maintenance as required and raise the purchase order requisition for such items.

Employees that have full-private use rights to a vehicle are responsible for ensuring the vehicle is maintained in accordance with the manufacturer's recommendations.

The employee is responsible for notifying the Fleet officer for booking the vehicle in for servicing, maintenance and raising the purchase order for such items.

For periodical vehicle maintenance and vehicle-related systems of work, vehicles must have:

- Timely scheduled servicing in accordance with the manufacturer's recommendations and specifications, and vehicle service logbooks should be completed and stamped by the servicing agent at the time of servicing.
- Only authorised vehicle manufacturer's dealers or their officially appointed agents are to undertake the servicing, maintenance and or repairs of Council vehicles. The exception is made where this is logistically impractical.
- An alternative service agent approved by the CEO is to be used in this case. All service agents should comply with relevant environmental legislation in the selection, storage, application, and disposal of products used in the servicing and or repair of Council vehicles.
- Only products and/or parts meeting the specifications of the vehicle manufacturers are to be used in the service, maintenance, and repair of Council vehicles.
- Ensure all vehicles (including all fittings and accessories) are maintained in a mechanically sound, roadworthy, safe and presentable condition.
- Only specified tyres (as per the rating and standard type place card of the tyre being replaced) and where practicable and cost-effective, replacement tyres must be purchased from retailers that participate in the national tyre product stewardship scheme (refer to www.tyrestewardship.org.au for a list of members).
- Only manufacturer-recommended lubricants and replacement parts are to be used in the service and repair of Council vehicles.
- Ensure the motor vehicle's roadworthiness meets the requirements of the Road Safety Act 1986.
- So far as practicable, ensure the performance of maintenance and safety tasks without risk to health and safety.
- Develop and implement maintenance schedules and procedures that minimise the impact of motor vehicles on the environment and encourage the use of environmentally friendly cleaning products and practices.

c) Mechanical or Body Repairs

Mechanical or body repairs resulting from a crash should be undertaken by a repairer approved by the insurance provider.

Mechanical repairs, covered under the terms of a vehicle warranty may be performed only by the manufacturer's approved repairer.

Where the vehicle is not available for use (for staff with full private use) while awaiting crash repair, the Fleet officer will arrange a suitable vehicle through vehicle hire or reallocation from the pool or existing vehicles.

d) Environmental Driving and Fuel Economy

Fuel consumption will be monitored to collect data on environmentally efficient driver behaviour so as to provide information and education to reduce fuel consumption where appropriate.

Drivers should plan vehicle routes to increase vehicle efficiency and reduce vehicle emissions, maintenance needs, fuel consumption and kilometres travelled.

e) Breakdowns

All vehicles are to be covered by the manufacturer's 24-hour roadside assistance program or an alternative program if the vehicle manufacturer does not offer a roadside assistance program.

Emergency contact details of roadside assistance providers are to be kept with each vehicle. All Council employees are to be made aware of the procedure for obtaining roadside assistance.

f) Fuel and Fuel Cards

Council vehicles are required to use unleaded and/or diesel fuel (depending on type of vehicle) where practical. Unleaded vehicles are not to be filled with premium or ultra- premium fuel unless it is cost effective to do so or is the only compatible fuel option available.

The Fleet Officer is to arrange a fuel card for each vehicle. No purchases other than fuel and oil are permitted on fuel cards. Staff who misuse Fuel Cards will be subject to investigation and will face disciplinary action.

Council fuel cards are not:

- To be used in the purchase of any product for private use. Penalties may apply when this clause is contravened.
- Transferable and may only be used for the vehicle which they were originally allocated.
- Drivers of Council vehicles must report immediately cases of lost or stolen Fuel Cards to their Line Manager. The Line Manager must notify the Fleet Officer as soon as practicable.

Purchases by means other than approved fuel card should only occur in emergency situations. In such cases, drivers should only be reimbursed once they produce satisfactory evidence of having purchased fuel or lubricant.

A reconciliation of all fuel cards and vehicles is to be completed annually by the Fleet Officer. A declaration that this has occurred is to be included as part of the Annual Financial Year checklist.

g) Corporate Credit Cards
Corporate credit cards should not be used to purchase fuel or lubricants. Personal funds may be used in the case of an emergency and reimbursed via Council's normal expense reimbursement process.

h) Tolls and E-tags
Council will link all Council vehicles to a Corporate Toll e-tag register for Victorian Roads.

i) Traffic Laws and Fines
Drivers of Council vehicles are required to observe all traffic laws, including regulations and local laws relating to all aspects of motor vehicle operation in the applicable jurisdiction of operation.

Subject to investigation, the misuse and/or unauthorised use of a Council vehicle may result in penalties being imposed on the driver, and the driver may be held personally responsible for damages caused to a Council vehicle, a third party and/or property.

Drivers are personally responsible for the payment of all fines resulting from their use of Council vehicles. On receiving a notice of infringement, the Council will notify the issuing authority with the details of the offending driver within the specified timeframe. The Council will observe the provisions of the Privacy and Data Protection Act 2014 when dealing with personal information related to infringement notices.

j) Vehicle Related Incidents and Hazardous Situations
All vehicle related incidents and hazardous situations that have an impact on the Occupational Health and Safety (OHS) of the driver, passenger or others must be reported to the driver's Line Manager and the OHS and Risk Manager. Such incidents include, but are not limited to personal injury, inappropriate driver behaviours and safety-related infringement notices (such as but not limited to; notices for excessive speed, red light camera and illegal parking).

k) Motor Vehicle Crashes and Reporting
If the driver of a Council vehicle is involved in a motor vehicle accident, then he or she should stop the vehicle immediately. When a person is injured or property is damaged as a result of the crash, the driver should provide the required assistance and report to the nearest accessible police station. If there are no personal injuries and the owner of the damaged property is present on site, then reporting the incident to the police is optional.

At the scene of a crash the driver should provide:
- Their name and address.
- Their drivers licence details if requested by member of the Police.
- The name and address of the Council.
- The motor vehicles registration number to any person that has been injured, the owner of the property that has been damaged or destroyed, a person representing the injured person or the owner of the property and any member of the Police who is present.

Also, at the scene of the accident the driver should note:
- The name and address of the other driver.
- The registration number details of the other vehicle.
- The other vehicles owner.

- The contact details of witnesses (if any).
- The time and place of the crash.
- Any damage to the Council vehicle, the other vehicle(s) involved in the accident and or other property.

Personal details are subject to the Privacy and Data Protection Act 2014 and should be used only for the purpose for which they are collected.

l) Crash Liability

The driver of a Council vehicle should not admit liability under any circumstances.

In the case of a crash, the driver must complete a Motor Vehicle Insurance Claim Form, have it signed by their division Manager and submitted to the Manager Corporate Services. The form is to then be forward to the insurer (in accordance with Council procedures) within two working days after the accident.

Drivers of Council vehicles must report the full details of accidents, hazardous situations, injury, vehicle damage and other property damage to their Line Manager and OHS and Risk Manager.

Under OHS requirements, all incidents and hazardous situations are to be investigated and followed up to determine suitable risk control measures for preventing further incidents as far as practical.

m) Care and Security of Vehicles

Drivers authorised to drive Council vehicles are responsible for the vehicle while it is in their charge. Misuse or abuse of a Council vehicle may result in penalties being imposed on the driver. Subject to adequate investigation, a driver may be held personally responsible for damage caused to a Council vehicle.

Drivers must:

- Not smoke or allow passengers to smoke in Council vehicles (includes e-cigarettes).
- Return vehicles in a clean, tidy and safe condition with a minimum of ½ tank of fuel.
- Inspect and report any vehicle damage and/or maintenance requirements to the Fleet Officer before driving the vehicle.
- Leave the vehicle securely locked when left unattended. If the vehicle is fitted with a vehicle security system, the system must be activated. If appropriate authority has been obtained to retain a vehicle overnight, then the vehicle should be parked “off the street” whenever practical.
- Not permit any unauthorised person to drive a Council vehicle in their charge, except when permission would be justified in the interests of the Council or in the case of an emergency.

n) Driver’s License

Drivers and their Line Managers are required to observe the provisions under the Road Safety Act 1986 or other legislation that applies in the jurisdiction in which the driver is operating.

Line Managers of Council drivers must:

- Ensure a driver, before operating a Council vehicle is appropriately licensed, trained and authorised.
- Ensure only persons authorised by the provisions of this Policy are permitted to drive a Council vehicle.

	• Ensure a driver has provided a copy of his/her driver's license to Human Resources, which must be valid and appropriate for the type of vehicle and the jurisdiction in which he or she is required to operate the Council vehicle. A Line Manager who permits or allows an employee to drive a Council vehicle may be guilty of an offence if the employee does not hold a valid driver's license that authorises him or her to drive such a vehicle. Drivers of Council vehicles may be guilty of an offence if they do not inform their Line Manager that they do not hold or continue to hold a valid driver's license that authorises them to drive such a vehicle. Drivers must notify their Line Manager immediately of any changes in relation to their driver's license status (that is, the suspension, conditions imposed, cancellation or loss of their licence). **o) Vehicle Booking System** All drivers of Council pool and operational vehicles are responsible for maintaining and completing an accurate trip record in an Australian Taxation Office (ATO) using the Councils Vehicle booking system, entries may result in a reportable fringe benefit tax entry in the driver's statement of earnings. **p) Vehicle Identification and Markings** Corporate Council vehicles shall not be fitted with or display any markings, signage or stickers that indicate the vehicle is a Council vehicle. Operational Council vehicles (e.g., Local Laws, Works, Building and Maintenance) are to be fitted with markings, signage or stickers that indicate the Vehicle is a Council vehicle. Vehicles are to be disposed of without signage or other markings fitted.
2.6	**Disposal**
	Vehicles are to be sold in a timely and efficient manner, giving due consideration to prevailing market forces. Council vehicles will be considered for disposal: • vehicles can be replaced between 80,000 km and 100,000 km • Three years from the date of initial delivery, whichever occurs first. From time to time due to fluctuations in the used car market, or for other reasons, 3 years or 80,000 kilometres may not be the most cost-effective time to replace vehicles. Where there is a clear benefit to the Council to replace the vehicle earlier or later than 3 years or 80,000 kilometres the Director of Infrastructure Development and Works may seek approval from the CEO to replace the vehicle at the most cost-effective time. A business case with evidence must be provided to the CEO to support such a recommendation. Council may only utilise public auction, public tender or trade-in as an approved method of disposal. In a public auction, vehicles are to be disposed of to the highest bidder (unless passed in due to reserve not being met), and the auction must be advertised and open to the public.

	Vehicles may be disposed of by a public tender process. Vehicles may be traded in. The trade-in price is to be assessed against the Red Book price, along with the costs associated with selling a vehicle utilising a public auction or tender method. Staff, volunteers, contractors and Councillors may only purchase Council owned vehicles through a public auction or tender process. A damaged vehicle, which is written off by the insurer shall be considered disposed of.
2.7	**Volunteers, Staff, Contractors and Councillors using own Vehicles (Grey Fleet)**
	Volunteers, staff, contractors and Councillors must make every attempt to utilise a Council owned vehicle to perform works and/or to attend professional development and training on behalf of the Council. Where Volunteers, Staff, Contractors and Councillors are unable to secure the use of a Council owned vehicle, they may utilise their own vehicle and be reimbursed in line with the per km rate determined by the West Wimmera Shire Council EBA. Where Council owned vehicle is unsuitable for some incidental trips for private or personal (for staff with full private use) business, staff can utilise their own vehicle for such trips and claim the cost as per the per km rate determined by the West Wimmera Shire Council EBA. Any such special trips need to be approved by the CEO for all staff and by the Mayor for the CEO. The following conditions must be met prior to utilising own vehicle for Council business: • Council must be provided with a copy of your full comprehensive motor vehicle insurance. • A receipt of payment for current Vic Roads Registration. • A copy of their Victorian Driver's License. • If utilising your own vehicle for volunteer services on a regular basis (being on a roster or regular on-call list), a certificate certifying the vehicle is roadworthy is also required. It is the volunteer's, staff, contractor's and Councillor's responsibility to ensure the vehicle remains in a roadworthy condition when being utilised for Council business. All volunteers, staff, contractors and Councillors utilising their own vehicle for Council business must drive and operate in a manner compliant with this Policy.
2.8	**Alternative Vehicles and Transport**
	Use of a taxi may be considered for short journeys of an incidental nature when public transport cannot be used and/or a Council vehicle is not available.

3.	References
	• Occupational Health and Safety Policy and Guidelines • Information Privacy Policy • Occupational *Health and Safety Act (2004)* • Road *Safety Act 1986* • Procurement Policy

Policy Adopted:	Council Meeting 20 July 2022	Minute Book Page	SRV – Policies and Procedures
Policy Reviewed:	Council Meeting 21 May 2025	SRV Governance – Policies, Procedures, Plans Strategies – Policies and Procedures – Council Policies	
	Amendment to Appendix A approved by CEO 16 November 2026	SRV Governance – Policies, Procedures, Plans Strategies – Policies and Procedures – Council Policies	

Appendix A – Formula for Contribution

Appendix A can be updated by the CEO, without requiring readoption of the Policy.

Private Use Employee Contributions (CEO, Senior Officers and Managers)
An employee post-tax contribution is required for private use.

The current annual contribution for vehicles is:

- $5,720 per annum for Category 1
- $6,077 per annum for Category 2
- $6,435 per annum for Category 3

Is to be assessed annually in line with EBA negotiation to ensure the fee charged covers the FBT liability to Council.

This amount is to be divided over the fortnightly pay periods in a year and deducted from an employee's fortnightly pre-tax pay component.

Commuter Use Contributions

An employee contribution, consisting of a post-tax component, is required for commuter use.

The current annual contribution is $2,145 pre-tax. This amount is to be divided over the fortnightly pay periods in a year and deducted from an employee's fortnightly pre-tax pay component.

Commuter use vehicles are to be classified as Light Passenger or Small Passenger vehicles as outlined on the Department of Treasury and Finance VicFleet approved vehicle list. https://www.dtf.vic.gov.au/vicfleet/approved-vehicle-list

Commuter Use vehicles that are not assigned to a staff member and are purchased by Council as a pool car are not subject to a commuter use contribution.

Operational Use Contribution
Employees are not required to contribute towards vehicles deemed operational vehicles.

Council vehicles deemed operational vehicles must meet the requirements of the ATO and be exempt from Fringe Benefit Tax in accordance with the ATO Fringe Benefit Tax Exempt Motor Vehicle listing.

https://www.ato.gov.au/General/Fringe-benefits-tax-(FBT)/Types-of-fringe-benefits/Car-fringe-benefits/Fringe-benefits-tax---exempt-motor-vehicles/
Vehicle that are not exempt from FBT cannot be classified as Operational Vehicles.

Vehicles to be Purchased
Only approved vehicles on the VicFleet Listing are to be purchased by West Wimmera Shire Council. https://www.dtf.vic.gov.au/vicfleet/approved-vehicle-list

Vehicles purchased cannot be subject to ATO Luxury Car Tax and are to remain under the threshold. https://www.ato.gov.au/Business/Luxury-car-tax/

Reimbursement Rate for using Own Vehicle for Council Business
As defined by West Wimmera Shire Council EBA.

Appendix B – Vehicle Purchase Range

Appendix B can be updated by the CEO, without requiring readoption of the Policy.

Private Use Vehicle Purchase Range
Private use vehicle purchase price caps are based on a percentage of the luxury car tax (LCT) threshold set by the Australian Taxation Office and adjusted annually.

The following upper limits apply to vehicles purchased for use under a salary sacrifice arrangement.

Type of Vehicle	2024/25	Applicable Roles
Full Private Use Category 1 (Non-Executive and Mayor)	80% of the LCT threshold ($64,453 for 2024/25)	Non-executive Mayor
Full Private Use Category 2 (Directors)	90% of the LCT threshold ($72,510 for 2024/25)	Directors
Full Private Use Category 3 (CEO)	100% of the LCT threshold ($80,567 for 2024/25)	CEO

These limits include the full cost of purchase, including GST but exclude stamp duty, registration/third party and any extras required for council purposes or additions specified in this policy (e.g., flashing lights).

The range indicates the maximum allowable amount. Every effort will be made to reduce the cost of vehicle purchases while complying with this policy.