

## Motor Vehicles - Use of Within NSW Health

**Document Number** PD2007\_029

**Publication date** 04-May-2007

**Functional Sub group** Corporate Administration - Purchasing  
Personnel/Workforce - Conditions of employment

**Summary** The purpose of this policy is to set down the principles to be observed by NSW Health in relation to the use of NSW Health motor vehicles by employees in line with the commitment by NSW Health to efficient resource management through effective motor vehicle policies and management procedures. Provisions are incorporated in the Department of Health Purchasing and Supply Manual.

**Replaces Doc. No.** Motor Vehicles (Use of) Within NSW Health [PD2005\_403]  
Motor Vehicle - Biofuels and Other Alternative Fuels - NSW Government Commitments [PD2006\_033]

**Author Branch** Employee Relations

**Branch contact** Peter Sergent 9424 5740

**Applies to** Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, Affiliated Health Organisations - Declared, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, NSW Dept of Health, Public Health Units, Public Hospitals

**Audience** All staff

**Distributed to** Public Health System, Community Health Centres, Dental Schools and Clinics, Health Associations Unions, NSW Ambulance Service, NSW Department of Health, Public Health Units, Public Hospitals

**Review date** 04-May-2012

**File No.** 03/9690

**Status** Active

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

**Use of  
motor vehicles  
within NSW  
Health**

**APRIL 2007**

## TABLE OF CONTENTS

---

<b>1. PURPOSE</b> .....	<b>3</b>
<b>2. SCOPE</b> .....	<b>3</b>
<b>3. RELATED GUIDELINES/POLICIES / INDUSTRIAL INSTRUMENTS</b> .....	<b>3</b>
<b>4. DEFINITIONS</b> .....	<b>3</b>
<b>5. CHIEF EXECUTIVE (CE) RESPONSIBILITIES</b> .....	<b>5</b>
<b>6. ARRANGEMENTS FOR USE OF MOTOR VEHICLES</b> .....	<b>5</b>
6.1 HEALTH EXECUTIVE SERVICE (SES/SES EQUIVALENT, NON-AWARD SALARY REMUNERATED EMPLOYEES AND DOH SENIOR OFFICERS) .....	5
6.2 AWARD EMPLOYEES (PUBLIC HEALTH ORGANISATION EMPLOYEES ONLY) .....	8
6.3 OFFICIAL (POOL) VEHICLES .....	11
<b>7. GENERAL PROVISIONS</b> .....	<b>12</b>
7.1 FLEET REQUIREMENTS .....	12
7.2 SECURITY OF VEHICLES – (GARAGING AND SAFETY) .....	13
7.3 MANAGEMENT AND MAINTENANCE .....	13
7.4 POOL VEHICLES .....	14
7.5 ACCESSORIES .....	14
7.6 WRITTEN ACCEPTANCE OF CONDITIONS .....	14
7.7 TOLLS, PARKING FEES AND PARKING SPACE LEVIES .....	15
7.8 HEALTH AND SAFETY .....	16
7.9 TRAFFIC INFRINGEMENTS .....	16
7.10 WHAT TO DO IN CASE OF ACCIDENTS .....	16
7.11 BIOFUELS AND OTHER ALTERNATE FUELS .....	17
7.12 REMOVAL OF V8 POWERED VEHICLES FROM GOVERNMENT CONTRACT .....	17

## 1. PURPOSE

The purpose of this policy is to set down the principles to be observed by NSW Health in relation to the use of NSW Health motor vehicles by employees in line with the commitment by NSW Health to efficient resource management through effective motor vehicle policies and management procedures. Provisions are incorporated in the Department of Health Purchasing and Supply Manual.

## 2. SCOPE

This policy applies to employees of NSW Health viz. all public health organisations, the Public Health Support Division, the Department of Health, and the Ambulance Service of NSW, who have access to official motor vehicles for business use, an official motor vehicle on a private/business arrangement, or who have access to an official motor vehicle for private use.

## 3. RELATED GUIDELINES/POLICIES/INDUSTRIAL INSTRUMENTS

### Guidelines

Premier's Department Senior Executive Service Guidelines.

### Policies

NSW Health Services Salary Packaging Policy and Procedure Manual as amended from time to time.

NSW Premier's Motor Vehicle Policy as amended from time to time.

Premier's Department Circular 99-15 – "SES Motor Vehicles, Novated Leases"

Premier's Department Circular 2000-70 – "SES Motor Vehicles – Revised Deed of Novation"

Purchasing and Supply Manual for NSW Health System (public health organisations)

Department of Health Supply Manual (Department of Health and Ambulance Service of NSW)

Relevant public health organisation or Ambulance Service of NSW motor vehicle policy, if applicable.

### Industrial Instruments

Salaried Senior Medical Practitioners' Award and Determination.

Public Hospital Nurses' (State) Award.

Health Employees Conditions of Employment (State) Award.

Public Hospital (Professional and Associated Staff) Conditions of Employment (State) Award.

Public Health Service Employees Skilled Trades (State) Award.

Health Executive Service determination.

Environmental Health Officers Determination.

### Legislation

Public Sector Employment and Management Act (2002).

## 4. DEFINITIONS

"**NSW Health**" means public health organisations, the Public Health System Support Division, the Ambulance Service of New South Wales and the Department of Health.

"**public health organisation**" (PHO) is an area health service, a statutory health corporation, an affiliated health organisation.

---

*Title: Motor Vehicles – Use of Within NSW Health*

“**Health Executive Service**” (HES) is comprised of the NSW Health SES and SES Equivalent employees.

“**Chief Executive**” (CE) is the head of a public health organisation entity established under the Public Health System Support Division or Ambulance Service covered by this policy and for the purpose of this policy, the Director-General in his/her capacity as Department Head.

“**employee**” is a person employed by NSW Health as defined within this policy (including executives, SES and SES Equivalent employees).

“**contractor**” is a person engaged by NSW Health to perform a specified project or service within a certain timeframe, and who has been given access to a NSW Health fleet vehicle in order to carry out the contract work or as part of the contracted service.

“**Fringe Benefits Tax**” (FBT) is the tax levied on benefits obtained by employees in respect of their employment.

“**garaging**” refers to situations where an employee is permitted to take a NSW Health vehicle home to park in his/her garage or carport or on-street.

“**Goods and Services Tax**” (GST) is the broad-based tax (currently 10 percent) on the supply of most goods and services consumed in Australia.

“**household**” means a family group living in the same domestic dwelling.

“**novated lease**” is a 100 percent private use vehicle acquired privately by an executive or employee in a leasing arrangement that is the subject of an approved deed of novation that enables the vehicle to form part of a remuneration packaging arrangement.

“**NSW Health fleet**” is the mixture of motor vehicles, including those packaged for business/private use, that are required to meet the business needs of NSW Health.

“**NSW Health vehicle**” is a vehicle that forms part of the NSW Health fleet, and includes any vehicle owned or leased by NSW Health. It includes those vehicles defined as being in the NSW Health fleet plus those vehicles acquired under the NSW Health leasing facility and packaged on a 100 percent private basis, but excludes vehicles acquired by individuals through a novated lease.

“**packaged vehicle**” is a vehicle that forms part of an employee’s remuneration package (either as part of a total remuneration package, by way of salary sacrifice, or in accordance with award provisions).

“**parking space levy**” is the charge payable under the Parking Service Levy Act 1992 for parking within specified business districts.

“**personal use**” refers to the use of a NSW Health vehicle for a non-business purpose. It generally includes travel to and from the usual workplace, as well as the carriage of non-government passengers and/or non-business passengers.

“**pool vehicle**” is a general business use vehicle that comprises part of a NSW Health fleet which is not allocated for private use.

*Title: Motor Vehicles – Use of Within NSW Health*

“**private/business**” refers to a vehicle packaged as part of a remuneration package on a split basis for both private and business use. Such a vehicle forms part of the NSW Health fleet.

“**running sheets**” are sheets used to log details of all trips undertaken by a pool vehicle and all business trips undertaken by a packaged vehicle (either for a 12-week period if the “representative 12 week period” method is selected, or the full year in all other cases as determined by the Chief Executive).

## 5. CHIEF EXECUTIVE (CE) RESPONSIBILITIES

Chief Executives are responsible for ensuring that:

- This policy is implemented within their NSW Health organisation and observed by employees. Probity, accountability and transparency of procedures must be accorded the highest priority. Audit and regular review processes should be put in place to ensure compliance.

Adherence to this policy should contribute to significant financial and environmental benefits appropriate monitoring and control exists over vehicle fleets and their use, and that a review of fleet size/utilisation occurs on a regular basis to ensure maximum utilisation, minimisation of changeover costs and minimisation of vehicle numbers for the tasks to be undertaken.

- The vehicle fleet is kept to a minimum necessary to meet operational requirements and that the fleet is managed in accordance with sound energy and environmental principles.
- Employees using motor vehicles for work related purposes are properly licensed, and to encourage employees to observe safe driving practices.
- Employees are made aware of government policies promoting the use of public transport and encouraging car pooling.
- All officers allocated vehicles for private or business/private purposes complete a written acceptance of the conditions for use of vehicles including the proviso that they accept any future variations made to either charges or conditions of use of vehicles as may be issued by the Department of Health from time to time (see section 7.6 ‘Written acceptance of conditions’)

## 6. ARRANGEMENTS FOR USE OF MOTOR VEHICLES

### 6.1 Health Executive Service (SES/SES Equivalent, Non–Award Salary Remunerated Employees and DoH Senior Officers)

Those employees who have been appointed to positions in the Health Executive Service may package a vehicle using one of the following three options:

- a 100% private use vehicle through the NSW Health fleet in accordance with Senior Executive Service guidelines;
- a business/private vehicle in Government contract at the time of purchase in accordance with the Senior Executive Service Guidelines. There must be a genuine

---

**Title: Motor Vehicles – Use of Within NSW Health**

business need for a vehicle to be allocated under a business/private arrangement. Where this cannot be justified, the HES employee is entitled to package a vehicle on a 100% private usage basis (either through the NSW Health fleet or on a novated lease basis); or

- a novated lease vehicle. Some industrial instruments allow NSW Health employees the option of accessing a motor vehicle for 100% private use under a novated lease arrangement through salary packaging. A vehicle acquired under a novated lease is not part of the NSW Health fleet. Employees should contact the designated salary packaging contact person of the NSW Health organisation to ascertain whether this option is available and to obtain a copy of the *Novated Motor Vehicle Leases: Detailed Information for Interested Officers* document. Details regarding novated leases are contained in Premiers Circular 99-15 available at: [http://www.premiers.nsw.gov.au/pubs\\_dload\\_part4/prem\\_circs\\_memos /prem\\_circs/circ/c99-15.html](http://www.premiers.nsw.gov.au/pubs_dload_part4/prem_circs_memos /prem_circs/circ/c99-15.html)

Employees considering a novated motor vehicle lease should obtain their own professional advice in relation to taxation, financial and other aspects of such an arrangement. NSW Health staff are not able to provide advice to employees due to legal considerations.

Salary packaging of motor vehicles must be calculated using the statutory fraction method (determined by the Australian Taxation Office) for calculating the Fringe Benefit Tax (FBT) liability and using rates (standing charges and running costs) issued annually by Premier's Department Circular.

Vehicles forming part of remuneration packages for the Health Executive Service must be chosen from within the current State Contracts Control Board (SCCB) contract and comply with any local fleet profile or preferred vehicle policy, unless a novated lease option is chosen. A vehicle acquired under a novated lease is not part of the NSW Health fleet.

No Health Executive Service employee is to be allocated a vehicle for commuting purposes unless the cost is charged to his/her package. It is the employee's responsibility to make their own transport arrangements to and/or from duty each day where an election to take a vehicle is not made. When duty requires that a health service executive needs to use a pool vehicle overnight or at weekends, occurrences are to be reported to the NSW Health organisation Audit Committee.

Fleet needs of the individual NSW Health organisation and whether there is a genuine business need will determine whether it is appropriate to allocate a vehicle on a business/private basis to each Health Executive. The size, make and model of a vehicle is to be determined according to fleet needs and any relevant local policy eg. fleet profile. The grade or classification of the Health Executive has no influence on the selection of size, make and model of the vehicle. Subject to funding requirements, the fleet may contain the mixture of vehicles appropriate for the purposes of the NSW Health organisation.

The packaging option elected by a Health Executive is to apply for the life of a vehicle, eg. a vehicle acquired for 100% private use is not to be subsequently changed to a business/private election unless there is a sound and evident need for the vehicle to be utilised for official business, e.g. a change of position role/responsibilities. Officers changing election from 100% private use to a business/private split simply to be provided with free parking is not to be condoned. Executives must undertake to package the vehicle for the full term of the election (i.e. a vehicle leased for two years must be packaged for two years).

The estimated number of annual kilometres a vehicle is expected to travel is a crucial factor in determining the useful life of the vehicle, and consequently, the cost to a Health

---

*Title: Motor Vehicles – Use of Within NSW Health*

Executive's salary package (in lease charges or equivalents). Monthly lease charges applicable to a vehicle leased for a period of two years would generally be higher than those for a similar vehicle leased for three years.

For this reason, the useful life/lease term of a vehicle packaged by a Health Executive is to be determined by the NSW Health organisation Fleet Manager taking into account past usage patterns where applicable. In other words, the useful life of a replacement vehicle for a Health Executive must accurately reflect past usage. Officers nominating longer terms or lower annual kilometres than reflected in past usage patterns is not to be condoned as this practice will result in additional costs to the NSW Health organisation.

NSW Health owned or leased vehicles that are the subject of approved remuneration-packaging arrangements for private/business use are to form part of the NSW Health fleet during normal business hours.

Health Executive officers allocated vehicles for private use are to ensure other persons authorised by them to use the vehicle are properly licensed and display appropriate plates on the vehicle. This means both provisional and learner drivers.

For further information regarding motor vehicles, for example, package types available, tax implications, payment, costing, and novated leases please refer to the SES Guidelines at [http://www.premiers.nsw.gov.au/our\\_library/ses/ses\\_guidelines/](http://www.premiers.nsw.gov.au/our_library/ses/ses_guidelines/)

## **6.1.1 Calculation of charge rate**

Where a NSW Health vehicle is packaged on a private/business basis, the employee is to nominate at the start of any 12 month period, the estimated proportion of private/business usage, and an estimated total distance that the vehicle is expected to travel during the ensuing period.

The initial cost to the employee's package, or contribution will be calculated based upon the estimated figures. The costs to the employee's package, or contribution will then be adjusted at the end of each review year (or more frequently, if appropriate) following reconciliation between estimated and actual usage i.e. total kilometres travelled and actual private kilometres.

Any proposed adjustments are to be agreed with the employee. Any overpayments are returned to the officer, after being adjusted for PAYG taxation, and any underpayments are recovered from the officer, ensuring also that the officer's PAYG tax liability is adjusted accordingly.

Where a Health Executive Service employee has packaged a vehicle on a private/business basis, or has been given the private use of a motor vehicle and does not maintain running sheets, the cost of the employee's motor vehicle contribution is to be calculated on a 100% private basis.

Officers allocated a vehicle under a 100% private or private/business arrangement are required to meet the cost of cleaning the vehicle.

## **6.1.2 Trip recording**

All vehicles must carry a trip record to monitor usage. For reconciliation purposes, drivers must record details of all occasions when the vehicle is used for official purposes.

### **6.1.3 Running sheets**

*100% private vehicles:* Employees are to submit monthly running sheets detailing start and finish kilometre readings and fuel and oil purchases (dockets to be attached) for each month.

*Business/Private vehicles:* In the case of NSW Health vehicles that are packaged on a private/business basis, running sheets are to be maintained for all business journeys undertaken throughout the entire year. Employees are required to record all business (official) travel together with details of all fuel and oil purchases (fuel docket to be attached-dockets do not have to be attached if the NSW Health organisation has a system in place to capture all details on the fleet management system and identify any instance of possible inappropriate use).

All instances of usage by employees other than the employee to whom the vehicle is allocated are to be recorded. Running sheets are to be submitted within 5 working days of the end of the month. If running sheets are not forthcoming consideration will be given to adjusting the employee's business/private split to 100% private. Where employees do not wish to use their vehicles during periods of leave they are to advise the Transport Section that the vehicle is available for use.

*Novated leases:* Running sheets are not required to be submitted.

### **6.1.4 Access to vehicle while on leave**

100% private use vehicles are available and costed for the entire year and automatically available during periods of leave.

Health Executive Service employees with a business/private benefit will be able to have access to the vehicle on approved leave up to six weeks per annum (subject to NSW Health requirements for these vehicles to be available for business use by other employees in that period) with the approval of the Chief Executive or delegate. As charges for use of vehicles is on a final year reconciliation for total private kilometres travelled basis, officers can utilise the official petrol cards during periods of leave.

## **6.2 Award Employees (NSW Health Service employees only)**

### **6.2.1 Access to an official vehicle for business/private use**

Award-covered employees of the NSW Health Services who require the use of an official motor vehicle for official purposes during the normal course of their duties may be offered the allocation of a motor vehicle for private use. Private use of a NSW Health vehicle is not permitted unless such use is authorised by the relevant Chief Executive or delegate, or otherwise provided for under an industrial instrument or in this policy.

When the offer is made, it must clearly indicate whether the private use extends to:

- Travel to and from place of work;
- Other after hours and general weekend running;
- Travel during periods of leave.

Private use includes the carriage of non-government passengers and/or non-business passengers.

**Title: Motor Vehicles – Use of Within NSW Health**

Private travel, in general, includes travel to and from home, to the normal place of work, but does not include:

- Kilometres travelled which are associated with emergency on call arrangements, or the security garaging of the vehicle; or
- Kilometres travelled that are associated with an employee performing duties in the field, and the employee proceeding to their home after completing duty in preference to returning to their normal place of work: or
- Kilometres travelled when the employee proceeds to duty directly from home on the following day to a location away from their normal place of work.

Fleet needs will determine whether a vehicle will be allocated on a business/private basis. Fleets are not to be expanded to cover allocations under this clause.

Vehicles cannot be allocated on a 100% private basis under this arrangement.

When an official vehicle is allocated to an award employee for business/private purposes, it is subject to the following restrictions:

- The car is not to be driven by any person other than the employee or his/her nominee, being another member of the employee's household.
- This nominee must have a current State driver's licence which can include Learner or Provisional licensed drivers.

Note: Notwithstanding the above, where specific methods of charging for motor vehicle use for particular classifications of employees have been determined by the Health Administration Corporation prior to November 1997, those approved arrangements and methods of charging for the particular classifications of employees will prevail over the charges and methodology specified in this policy.

## 6.2.2 Contribution rate (for Private Usage)

Award-covered employees of the NSW Health Service permitted private use of a NSW Health vehicle are required to contribute at a rate determined by the Director-General from time to time. Written acceptance of this must be provided by the employee (refer to Section 7.6 of this policy).

Rates effective from 1 July 2006 are as follows:

Up to and including 15,000 private kilometres per annum	<b>\$2,342 p.a.</b>
Over 15,000 private kilometres per annum	<b>\$3,903 p.a.</b>

The rates are currently based on the SES running cost rates for six cylinder motor vehicles as determined by Premier's Department. The rates are reviewed each year and advised separately by Information Bulletin.

Annual registration, insurance, roadside service arrangements, maintenance and running costs including fuel will be paid by NSW Health. Cost for cleaning of vehicles is to be met by the officer and is not to form a charge against the organisation.

*Title: Motor Vehicles – Use of Within NSW Health*

The formula for assessment of the rate will be 15,000 kms or 25,000 kms times the applicable running cost rate per kilometre.

For indicative purposes only, the assessment of the rate on and from 1 July 2006 is 15,000 or 25,000 kms x 15.61 cents = \$2,342 or \$3,903.

At the start of any 12 month period, employees who have been granted approval to have private use of a NSW Health motor vehicle, are to nominate an estimated proportion of private travel, i.e. less than 15,000 kms, or greater than 15,000 kms.

Charges are to be levied each pay cycle. If an employee ceases the arrangement, no adjustment is to be made to the rate of charge e.g. employee nominates the over 15000 kms, ceases the arrangement after 3 months after travelling 5000 private kms - this employee would be required to pay 3 months worth of the \$3,903 rate. A pro rata calculation as follows is to be applied:

$$\text{Annual Rate} \times \frac{\text{Number of days used}}{365.25}$$

Reconciliation is required on an annual basis to establish that the appropriate contribution rate has been paid, i.e. less than, or greater than 15,000km, and if necessary, the employee must pay the additional contribution or receive a refund, as appropriate. Where it is evident during the year that an employee has nominated an inappropriate annual total kilometre level, the employee is to be contacted with a view to amending the contribution rate during the annual period so that the employee does not have to pay or receive a large adjustment at years end.

Officers are responsible for the payment of any insurance excess if damage occurs whilst the vehicle is being used for private purposes.

The payment by the employee to the public health organisation is payment for a taxable supply, and as such 1/11<sup>th</sup> is payable by the public health organisation as GST. The rates are not to be grossed up as the running cost rate of 15.61 cents per kilometre used to determine these rates is inclusive of GST. The public health organisation can claim input tax credits on actual running costs (i.e. fuel, tyres, servicing and repair costs).

### **6.2.3 Access to vehicles during leave**

Approval must be given by the relevant Chief Executive or his/her delegate, for the car to be used by an employee during any leave period over four working days, subject to a limit of six weeks per annum for annual leave or other type of leave. In granting such approval, the Chief Executive or his/her delegate, must be satisfied the business needs of the NSW Health organisation will be met during the period the motor vehicle is unavailable. Officers are required to pay for all fuel used during periods of leave greater than four (4) days. The organisation is to determine the most appropriate method of ensuring that employees pay for all fuel used during leave e.g. recoup petrol card expenditure from employee or inform the employee they are not to use the official fuel card during the period of leave. The applicable annual rate is not to be adjusted when the vehicle is returned to the pool during periods of leave.

### **6.2.4 Running sheets**

Running sheets must be kept for all official business journeys undertaken in NSW Health vehicles. All fuel purchases are to be recorded with docketts being attached. Petrol docketts

do not have to be attached to running sheets if the NSW Health organisation has a system in place whereby all particulars are captured on the fleet management system and any instances of possible inappropriate use identified. Running sheets are to be submitted monthly with month end odometer readings specified.

## **6.3 Official (Pool) Vehicles**

These are vehicles which are available for business use purposes and which comprise part of a NSW Health fleet, and which are not allocated for private use.

### **6.3.1 Conditions for use of pool vehicles**

Employees may garage a vehicle at their homes:

- (a) when their duties include a requirement to provide a service in an emergency, or
- (b) when their duties require them to undertake, prior to the next ordinary working day, other official duties which require the use of a motor vehicle, or
- (c) when they will proceed to duty directly from their home on the following day, at a location away from their normal place of work.
- (d) where NSW Health lacks suitable overnight secure parking. (In these circumstances employees who reside in close proximity to the NSW Health facility should be allocated the vehicle.)

In respect of (b) and (c) above, consideration is to be made as to whether by giving permission will result in reduced vehicle usage or more effective use of the employee's time on duty.

Ad hoc use of vehicles on official business, where overnight garaging is required, is to be approved in writing by the Chief Executive or delegated person.

Where on-going approval is required in an individual (e.g. emergency) or group (eg community nurses) circumstance the Chief Executive or delegated person is to approve. A register of such approvals authorising employees to garage NSW Health vehicles at their home on an on-going basis, is to be maintained and reviewed quarterly by the Audit Committee of the NSW Health organisation.

Under no circumstances is transport to and from work to be offered as an inducement to, or the continuation of, employment.

During out-of-hours-use no person, other than the authorised employee, is to use the vehicle and the vehicle cannot be used for private purposes other than the authorised travel to and from the employee's residence. All travel is to be recorded.

Employees who utilise vehicles under these arrangements are not charged, however, where the travel is considered to be private, e.g. home to headquarters, under the provisions of the Fringe Benefits Act 1986 the travel is a reportable fringe benefit, viz. agencies are required to report the grossed-up taxable value of reportable fringe benefits on the group certificate of each employee whose aggregate taxable value exceeds \$1,000 over the FBT year (known as a reportable fringe benefit). This amount is not included in the employee's assessable income, however it may be included in a number of income tests relating to Commonwealth government benefits eg family allowances, superannuation, Medicare levy. Employees should contact the Australian Taxation Office (ATO) for further information regarding specific benefits which may be affected by reportable fringe benefits.

---

*Title: Motor Vehicles – Use of Within NSW Health*

Employees should be made aware of any FBT liability that they may incur through the use of official (pool) vehicles.

### **6.3.2 Contractors – Access to Pool Vehicles**

Contractors are not employees of NSW Health, and generally speaking, are not entitled to the same access to NSW Health facilities and resources, including motor vehicles. Only in those circumstances where a NSW Health vehicle is required to carry out the contracted work or as part of the contracted service, may approval be given to a contractor to use an official pool vehicle. Under no circumstances are contractors permitted to use an official vehicle for private purposes.

### **6.3.3 Return of vehicle during leave**

Pool vehicles are to be returned to the fleet for any periods of planned leave. In instances of unplanned leave e.g. sick leave, or where the period of planned leave is short, e.g. one (1) day, management may consider that return of the vehicle is not warranted. In these instances the employee is to contact their supervisor to determine whether arrangements are to be made to return the vehicle.

### **6.3.4 Running sheets**

Full details of all travel and fuel purchases (dockets attached) are to be recorded. Running sheets are to be submitted monthly. Petrol dockets do not have to be attached to running sheets if the NSW Health organisation has a system in place to capture all particulars on its fleet management system and identify any instances of possible inappropriate acquisition of petrol etc.

### **6.3.5 Department of Health Central Administration - Pool Vehicles**

Employees requiring a vehicle for business use are required to prepare a Request for Motor Vehicle form, which must be approved by an officer of Clerk Grade 9/10 level or above and be submitted to the Transport Officer. Employees are not to approve their own request forms. Request for Motor Vehicle forms are available at the following site (DoH only):

<http://internal.health.nsw.gov.au/ecsd/ssc/forms/motoreq.pdf>

The size of the pool vehicle fleet will not generally be large enough to meet peak periods of demand, therefore employees should consider alternative methods of transport and car pooling options prior to requesting a pool vehicle.

## **7. GENERAL PROVISIONS**

### **7.1 Fleet Requirements**

Each NSW Health organisation is responsible for the composition of its motor vehicle fleet. Each fleet shall consist of the most efficient and effective vehicles in Government contract necessary for NSW Health to fulfil its purpose. Also refer to Section 7.12 Removal of V8 Powered Vehicles from Government Contract.

Chief Executives must ensure that vehicles packaged on a private/business basis, and those vehicles approved for allocation to employees for private use *at no direct charge to the employee e.g. emergency on call* are integrated as part of the organisation's fleet, and meet

a genuine business need. Careful consideration of this requirement should precede any decision to acquire four-wheel drive vehicles.

NSW Health has the right to require any NSW Health vehicle to be available for use by other staff for official purposes. Vehicles are to be available for use by other employees of NSW Health on a daily basis. This availability takes precedence over private use. These vehicles are to be parked at the official premises each day unless the officer is on approved leave

Decisions in relation to fleet needs, access to a vehicle for private purposes, and vehicle type are the responsibility of the Chief Executive or his/her delegate. Decisions made should be fully documented, and retained on an appropriate file for review by internal audit.

## **7.2 Security of Vehicles – (Garaging and Safety)**

The following applies to NSW Health vehicles being utilised for business purposes (pool cars and business/private mix):

- During official use, vehicles shall be parked at a location convenient to the needs of NSW Health.
- When taking vehicles home, employees are to provide secure parking. In general, street parking or public parking areas are not considered as secure locations to leave vehicles overnight or on weekends.

## **7.3 Management and Maintenance**

Identification stickers are to be affixed to all vehicles except where those vehicles are under a 100% private arrangement, on a private /business basis or where the Chief Executive (or delegate) determines otherwise due to unusual circumstances.

The Government Fuel and Associated Products Contract (no.366) covers fuel supply from specified suppliers directly to vehicle, bulk and packaged fuel (drums). NSW Health is required to use this contract. If NSW Health organisations have petrol tanks themselves, a system is to be instituted so that a full record of petrol usage is input into the fleet management system.

An employee holding a position for which a car is provided has a responsibility, in association with the NSW Health organisation Fleet Manager, to ensure the vehicle is properly maintained. Vehicle maintenance should be undertaken according to the manufacturer's recommendations to help ensure optimum fuel efficiency, emission performance and return on investment. The fleet manager shall report to the Chief Executive cases where vehicles are returned at the end of use or at the end of the lease period in an unsatisfactory or unclean state. Employees are responsible for:

- Ensuring that the vehicle is regularly serviced and maintained. Service and maintenance should be arranged through the fleet manager.
- Making arrangements for proper garaging of the vehicle or other suitable protection.
- The vehicle being kept clean and tidy (inside and outside).
- Immediately reporting to the responsible officer of the NSW Health organisation any damage, including minor damage, to ensure repairs are effected at the earliest opportunity.

*Title: Motor Vehicles – Use of Within NSW Health*

Employees are required to optimise fuel efficiency and emission performance by ensuring tyres are maintained at recommended pressures, wheels are correctly aligned, fuel tanks are not over-filled, vehicles are not used to carry unnecessary loads, and that good/safe driving habits are observed.

All pool vehicles are to be returned with at least 30% fuel remaining.

## **7.4 Pool vehicles**

Fleet Managers will arrange cleaning of pool vehicles when required. Pool vehicle cleaning costs may be charged to fuel cards with those outlets with vehicle washing facilities. Employees are responsible for returning pool vehicles in a reasonably clean condition e.g. remove all rubbish etc.

## **7.5 Accessories**

### **7.5.1 Accessories not charged to employee**

Accessories on vehicles are to be limited to those necessary for the safety of the vehicles and/or the reasonable comfort of the occupants with due regard being given the particular conditions under which the vehicles operate. Purchase of non-standard accessories for pool vehicles or those allocated on a business/private basis are to be approved by the Chief Executive or delegate, e.g. vehicle to be used regularly for country travel could be fitted with driving lights (fog lights), windscreen guards.

Unless a strong business cases exists there is no place for a vehicle with non-standard accessories in a fleet.

All station wagons are to be fitted with steel cargo safety barriers or barriers that comply with Standard AS/NZS 4034-1992.

### **7.5.2 Accessories charged to employee**

All accessories (optional extras) such as optional sound systems, satellite navigation systems, sunroofs, towbars (not required for official purposes), baby seats, sports packs etc. may be installed in 100% private vehicles and those allocated on a private/business basis, however, the 100% cost of such alterations, additions will be at the employee's expense and the employee will forfeit any right to either remove or receive compensation for the non-essential accessory prior to vehicle disposal. The fitting of such accessories is to be expressly approved by the Chief Executive or delegate.

Personalised number plates are not permitted on NSW Health fleet vehicles including 100% private vehicles (except those vehicles under novated lease).

### **7.5.3 Accessories - General**

All fitted accessory items must comply with and be used in accordance with the vehicle manufacturer's recommendations.

## **7.6 Written Acceptance of Conditions**

There must be a suitable written acceptance by the employee acknowledging receipt of the relevant policy statement(s), and accepting the conditions and obligations under the terms of the policy. Written acceptances are required for employees under arrangements 6.1 (Health

Executive Service), 6.2 (Award Employees of the NSW Health Service), and for those employees approved on an on-going basis under 6.3 (Official Pool Vehicles). Written acceptance is to include an express acknowledgement by the employee that continued access to a NSW Health vehicle for private use is conditional upon any future variations made to either charges or conditions of use of vehicles determined by the Department of Health from time to time.

## **7.7 Tolls, Parking Fees and Parking Space Levies**

### **7.7.1 Tolls**

Tolls incurred on business/official travel can be claimed back by the employee. Any tolls incurred during private travel must be met by the employee concerned. Payment of tolls is not part of the calculated annual contribution by employees.

### **7.7.2 Parking fees**

For all 100 % private use vehicles (this includes vehicles leased under a novated lease and privately owned vehicles), the cost of parking on a public health organisation leased premises will generally be fully recovered from the employee. A Chief Executive has the discretion to waive this requirement on a case-by-case basis taking into account particular working requirements and conditions, occupational health and safety issues and other matters that the Chief Executive determines are relevant. This includes disability, where applicable.

The cost of the parking space used by a NSW Health fleet vehicle that is packaged on a private /business basis is an expense borne by NSW Health. This is because the vehicle is available for business use during the normal business hours in which it is parked on business premises. However, employees will remain personally responsible for meeting the cost of the Parking Space Levy (where applicable).

### **7.7.3 Parking Space Levy**

Employees who have access to a parking space (whether the vehicle is 100% private or split on a private/business basis) are required to meet the cost of the Parking Space Levy where it applies. The following points should be noted:

- The levy can be met by executives or other eligible employees on a salary sacrifice basis provided the arrangement is made prospectively. This means the election to salary sacrifice should be arranged before the employee uses the parking space for personal advantage.
- Should an exceptional circumstance arise where a non-NSW Health executive employee is provided with the use of a parking space that gives rise to a personal liability for the Parking Space Levy, payment by the employee should be made from post-tax salary. This payment can be treated as an employee contribution for the purpose of reducing the FBT taxable value in situations where a non-executive has a packaged vehicle.
- The Parking Space Levy is exempt from the Goods and Services Tax (GST). This means the employee should not pay GST on the amount of the levy even where it is treated as an employee contribution for the purpose of calculating the FBT taxable value.

## 7.8 Health and Safety

Employers have a duty of care to provide and supervise a safe system of work under the Occupational Health and Safety Act 2000. This includes an obligation on NSW Health to maintain plant and systems of work that are safe and without risk to health. A vehicle used for business is considered a work place. Each NSW Health organisation must also provide such information, instruction, training and supervision necessary to ensure the health and safety of employees.

Vehicles are to be maintained in accordance with the manufacturer's requirements, and must at all times comply with relevant road transport legislation.

All NSW Health vehicles are to carry a First Aid Kit.

Smoking is not permitted in NSW Health vehicles.

Drivers must not use mobile telephones unless a hands-free device is fitted. It is illegal for a driver to use a mobile telephone when driving unless a hands-free device is being used.

Under no circumstances should NSW Health vehicles be used to transport hitchhikers.

## 7.9 Traffic Infringements

NSW Health should take appropriate steps to record the identity of a driver of a vehicle in case of accident or where financial and/or points penalties are imposed. The use of running sheets meets this requirement. In the case of vehicles packaged on a private/business basis, the absence of running sheets or other appropriate measures to record business use of such vehicles, will make the employee who has packaged the vehicle liable for any financial and/or points penalties imposed.

The driver in control of a vehicle at the time of any offence must pay for all traffic and parking infringements promptly. If NSW Police notifications or reminders are issued in the organisation's name, the driver's details must be obtained from the vehicle running records and the Statutory Declaration provided on the reverse side of the fine should be completed and returned promptly to the State Debt Recovery Office. The fine will then be reissued in the nominated driver's name. This should ensure that the driver of the vehicle and not the NSW Health organisation is fined. Each NSW Health organisation is to monitor fines and incidents to ensure drivers continue to be appropriately licenced.

## 7.10 What to do in case of accidents

A driver involved in an accident is required to stop and render assistance, regardless of whether on official business or not.

Employees involved in accidents must comply with all legal and insurance requirements such as obtaining particulars of parties involved and notification of police and the appropriate officer in the NSW Health organisation.

The driver must:

- Stop at the scene;
- Attempt to make the scene as safe as possible;

---

*Title: Motor Vehicles – Use of Within NSW Health*

- Render assistance to any person injured;
- Arrange emergency services as required;
- Exchange vehicle and licence information with the other driver(s); and
- Not admit liability.

The Police must be called to the scene of the accident where the following occurs:

- A person is injured or killed;
- Any of the drivers involved in the accident fail to stop after the accident;
- Any of the drivers involved in the accident appear to be under the influence of alcohol or drugs; or
- A vehicle involved in the accident has to be towed.

*The Police Advice Line for reporting accidents is 131 444.*

## **7.11 Biofuels and Other Alternate Fuels**

(Premier's Memorandum No. 2006-05 refers)

The NSW Government is committed to the use of biofuels and other alternative fuels as part of the Government's overall Cleaner NSW Government Fleet Policy. Biofuels such as 10% ethanol blended petrol (E10) and biodiesel are considered a renewable fuel source when produced from agricultural crops, animal fats or cooking oils.

All employees (and contractors) who drive Government-owned vehicles, are required to use E10 blends (or other alternative fuels) where this is practicable, available, and cost-effective.

All government vehicles are to be issued with fuel cards specifically providing for the consumption of E10.

(Note: E10 may not be suitable for all Government-owned vehicles, and should not be used if the vehicle manufacturer has stated that the E10 will void vehicle warranties or damage the vehicle.)

The location of fuel outlets that sell E10 blended petrol can be found at the NSW Department of Commerce web site.

As at March 2007, the following links can be used:

[http://www.caltex.com.au/media\\_files/PressItem.876.1206.pdf](http://www.caltex.com.au/media_files/PressItem.876.1206.pdf)

<http://www.nowhere.com.au/caltex/austlocator/search.aspx>

## **7.12 Removal of V8 Powered Vehicles from Government Contract**

(Premier's Memorandum No. 2006-05 and Department of Health Purchasing and Supply Manual at page 6.26 refer)

---

*Title: Motor Vehicles – Use of Within NSW Health*

In keeping with the decision to remove V8 powered vehicles from the Government contract for the acquisition of Motor Vehicles, the NSW Government has determined that public service staff or executive officers will not be permitted to obtain a V8 powered vehicle under a novated lease arrangement. This decision is in line with the NSW Government's Cleaner Vehicles Action Plan, of which a key element is a commitment to improve the environmental performance of the NSW Government fleet.

Chief Executives therefore are not to enter into any novated lease arrangement for V8 powered vehicles with their staff.

'Emergency vehicles' used by an ambulance service are exempted from this policy. All requests for a V8 powered vehicle for exempt categories must be authorised by the General Manager, StateFleet. Clarifying definitions of 'emergency vehicle' and exemptions to this policy appear in Premier's Department Motor Vehicle Policy which can be accessed via Premier's Department website at <http://www.premiers.nsw.gov.au> in the 'Publications' section under 'Travel'.

Public sector officials who currently have Government-owned vehicles as part of their remuneration package, are encouraged to replace the existing vehicles at the due replacement time with a hybrid vehicle.