



ACT
Government

Governance Division
Employment Policy Section

GUIDELINES
for the **MANAGEMENT**
AND USE OF
EXECUTIVE
VEHICLES

August 2010

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1. DEFINITIONS

ACTPS

means the Australian Capital Territory Public Service.

Chief Executive

for the purpose of these guidelines:

- is a person who performs the duties of an office of Chief Executive or equivalent office, in terms of their responsibility for managing an administrative unit; or
- their authorised delegate.

executive

means:

- an executive; or
- a chief executive; or
- a full time statutory office holder as defined in the Standards.

executive vehicle

- means a self drive and private plated passenger motor vehicle the use of which is provided to an executive as part of total remuneration, and includes any vehicle provided in lieu of that vehicle; and
- includes a reference to a chief executive or full time statutory office holder.

fleet vehicles

means all leased passenger and light commercial vehicles comprising the ACT Government fleet and managed by the Territory Fleet Provider.

Territory Fleet Provider

means the contracted fleet provider (the current provider for all ACTPS vehicles is **sgfleet**).

Standards

means the Public Sector Management Standards.

2. INTRODUCTION

Purpose of the guidelines

These guidelines are issued by the administering chief executive to support the provisions within the Standards which regulate the use of executive vehicles for both official and private purposes. The Standards can be accessed on the ACT Legislation Register at <http://www.legislation.act.gov.au/di/2006-187/default.asp> .

The use of an executive vehicle is an option that forms part of an executive remuneration package. The vehicle is, however, provided by the Territory, and the Territory covers a range of vehicle expenses such as maintenance, running costs and fuel and for this reason the Territory also has an interest in the selection and use of the vehicle.

Agencies covered by the guidelines

The guidelines apply to all ACTPS departments and authorities (excluding Territory Owned Corporations); referred to in these guidelines as agencies.

3. MANAGEMENT OF EXECUTIVE VEHICLE ENTITLEMENT

Chief Minister's Department role

The Chief Minister's Department is responsible, on a whole of Government basis for:

- the development of policy initiatives, in consultation with agencies; and
- the oversight of measures aimed at ensuring the effective implementation of Government policy.

Territory Fleet Provider

The Territory Fleet Provider is responsible for leasing and management of ACTPS fleet vehicles.

Agency responsibility

Agencies are responsible for communicating the guidelines to relevant staff, and for ensuring compliance with the guidelines.

4. EXECUTIVE VEHICLE ENTITLEMENT

Four cylinder vehicles

An executive is entitled to the use of a four-cylinder vehicle, within the Territory's leasing arrangements. An executive must comply with the requirements of the Standards and with these guidelines when selecting and using a vehicle.

Use of fuel efficient low emission vehicles

Government policy is to increase the number of fuel efficient, low emission vehicles in the fleet.

Executives should be encouraged to consider selecting a vehicle that has a high star rating under the [Green Vehicle Guide](#).

Choice of vehicles

An executive is able to select a four-cylinder vehicle in accordance with the Standards. An executive must select a vehicle that is suitable for business use and cannot select a vehicle that is a high performance, luxury or prestige vehicle. It is important to ensure that an appropriate image of the ACT Public Service is promoted by executives

Payment in lieu of vehicle

An executive may elect to take payment in lieu of the vehicle entitlement provided this is done in accordance with the Standards.

An executive who elects to take payment in lieu of a vehicle may, at any time, subject to availability of lease vehicles, opt to enter into a vehicle lease.

However, an executive who has elected for a vehicle leasing arrangement cannot change the election (to cash payment) until the lease has expired, without the approval of the Administering Chief Executive.

Payment in lieu of entitlement to vehicle parking space

An executive who elects to take payment in lieu of a vehicle may also elect to take payment in lieu of the entitlement to a vehicle parking space. However, an executive who has elected for a vehicle leasing arrangement cannot elect for payment in lieu of a parking space.

Maximum Vehicle Value	<p>The Standards provide the maximum vehicle value for each remuneration zone. This is based on the manufacturer's recommended retail price. The Standards prescribe that all maintenance and running costs of an executive vehicle will be met by the Territory. This includes but is not limited to:</p> <ul style="list-style-type: none"> • costs associated with vehicle maintenance, vehicle modification, repair of the vehicle, insurance of the vehicle and vehicle registration; • fuel costs; • GST; and • management and administration fees.
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5. VEHICLE PURCHASE / RETURN AND HIRE ARRANGEMENTS

Vehicle Purchase	<p>An executive may elect to purchase their assigned passenger vehicle at the end of the lease period, or upon their separation from the ACTPS irrespective of the age of the vehicle or kilometres travelled.</p>
Notification of Intention to Purchase	<p>An executive must notify the Territory Fleet Provider in writing of their intention to enter into an arrangement to purchase their assigned vehicle as early as possible, having regard to any timeframes required by the Territory Fleet Provider, before the lease term of the relevant vehicle expires.</p>
Vehicle Valuation and Sale	<p>The Territory Fleet Provider will make arrangements to have the vehicle valued. The purchase price will be the value of the vehicle as determined by independent valuation. The notification of purchase price will be regarded as the first and final offer. All costs associated with this process are to be met by the executive concerned.</p>
Payment Arrangements	<p>The method of payment must be agreed with the Territory Fleet Provider and must be made within seven days of receiving notification of the purchase price. If this does not occur, the offer to purchase will be deemed to have lapsed.</p> <p>Upon receipt of payment, the Territory Fleet Provider will arrange for the transfer of papers. The vehicle will remain on lease to the agency until such time as the Territory Fleet Provider receives payment.</p>

Vehicle return

Where an executive, no longer requires an executive vehicle, within the prescribed executive vehicle arrangements in the Standards, that vehicle must either be:

- returned to the agency for reallocation; or
- returned to the Territory Fleet Provider.

Any direct or indirect costs incurred by the ACTPS as a result of the early sale of the vehicle must be met by the agency.

Short term hire of vehicles

Occasions may arise where a vehicle is required for a short period of time, for example to perform essential services while an executive vehicle is off the road.

Agencies should first endeavour to redeploy existing vehicles in these circumstances. However, if this is not possible, short term car hire may be organised through the Territory Car Hire Provider for a period not exceeding 30 days.

Further information about the Territory Car Hire Provider contract and a '*User Reference Guide for Short Term Car Hire of Motor Vehicles*' are available through Procurement Solutions' intranet site at <http://sharedservices/actgovt/ProcurementContracts.asp> .

Approval for vehicle hire

Each occasion of vehicle hire must be individually justified, and approved by the Chief Executive. Vehicles must not be hired on a short term basis to cover a long-term need.

Vehicle hire while interstate

Arrangements relating to short term vehicle hire when travelling interstate are also covered in the '*User Reference Guide for Short Term Car Hire of Motor Vehicles*'. However provisions in these guidelines regarding appropriate behaviour continue to apply.

6. EXECUTIVE VEHICLE MODIFICATION

Vehicle modification

In all circumstances, executive vehicle modification must:

- comply with the manufacturer's specifications; and
- be undertaken in consultation with the Territory Fleet Provider; and
- maintain a highly professional image of the ACTPS.

General

The executive must meet the cost of any approved modification made at the request of the executive. The executive who requested the modification must also meet any cost of restoration of the vehicle.

The cost of any modification made to an executive vehicle in order to meet the operational requirements of the agency must be met by the agency. This includes costs associated with the acquisition, fitting, removal, refitting or restoration of the vehicle related to the modification.

Executive with a disability

Where an executive requires specific modifications to a vehicle due to a disability, the Territory Fleet Provider should be advised of these requirements when the vehicle is selected. Any additional cost associated with such a modification will be met by the agency.

Optional items of equipment

An executive is entitled to choose optional items of equipment for an executive vehicle provided the equipment is approved and the total value of the vehicle with the equipment does not exceed the maximum vehicle value for the executive's remuneration zone

Any additional item of equipment fitted to an executive vehicle must be paid for by the agency and must not detract from the potential resale value of the vehicle. Items of equipment remaining on the vehicle when it is replaced will become the property of the lessor and will be sold with the vehicle.

Mobile phones

The fitting of mobile phones and two-way radios to executive vehicles is the responsibility of the leasing agency. If a mobile phone or two-way radio is fitted this must be undertaken by contractors approved by the Territory Fleet Provider.

7. VEHICLE OPERATION

Workers' compensation

Normal workers' compensation provisions apply to an executive using an executive vehicle for business purposes, excluding travel to and from work, but not for other private use.

Parking permits

Agencies are responsible for issuing any relevant parking permits. Executive vehicles must display approved Government vehicle labels to enable them to park in spaces reserved for Government vehicles.

Payment of insurance excess

Where an insurance claim needs to be made in relation to an executive vehicle, the executive's agency must meet any payment of excess.

Driver responsibilities

Drivers of ACTPS vehicles are required to:

- be appropriately licenced;
- obey all traffic laws and parking restrictions;
- behave in a courteous way at all times;
- ensure the safe and efficient operation of the vehicle, and that any cargo is properly secured;
- record accurate and timely information on usage in a logbook to be provided with each car;
- report vehicle accidents and defects;
- ensure the care and security of the vehicle; and
- comply with the provisions set out in these guidelines.

Drivers are personally responsible for any breaches of road transport legislation while they are in control of an ACTPS vehicle. This includes the payment of any fines incurred.

Chief Executives are ultimately responsible for ensuring all fines for vehicles under their control are paid in a timely manner by the driver concerned.

Use of vehicles by family members

Executive vehicles may be used by members of the executive's family outside of those times that the vehicle could reasonably be expected to be available for use by the executive in the conduct of their official business.

Executive's should advise their agency Fleet Manager of any family member who is likely to use the executive vehicle.

Availability of vehicles

All ACTPS vehicles, including executive vehicles, must be made available for use by authorised personnel during normal working hours.

Appropriate behaviour

Drivers and passengers of ACTPS vehicles should behave at all times with courtesy towards members of the public, and in accordance with the general obligations of public employees, or "Code of Ethics", as set out in Section 9 of the [Public Sector Management Act 1994](#).

8. VEHICLE UTILISATION

Vehicle servicing

Chief Executives are to ensure that ACTPS vehicles are serviced at intervals recommended by the manufacturer, maintained in a safe and roadworthy condition, and that prompt arrangements are made to correct any defects.

Servicing must be authorised by the Territory Fleet Provider and arranged through approved service centres.

The costs of unauthorised service and maintenance will be met by the area responsible for the vehicle.

Excess wear and tear

Excessive wear and tear may result in a vehicle attracting a lower than usual resale price. Where the resale price is less than the residual calculated under the lease, the agency responsible for the vehicle will bear the cost of any price difference.

Vehicle defects

Executives are to advise the Territory Fleet Provider of any defects requiring correction.

Any vehicle with a defect that renders it unsafe must NOT be driven. An executive knowingly driving an ACTPS vehicle which is unsafe does so at their own risk and liability.

Use of official logos

As a general rule, logos and transfers should NOT be affixed to vehicles where this could damage paintwork and reduce the resale value.

The Territory Fleet Provider must be consulted before any logos are affixed to vehicles, and prior approval must be obtained from the Chief Executive.

Where approval has been granted, transfers should be affixed to glass rather than to paintwork.

Any costs associated with the restoration of paintwork will be charged to the agency.

Care of vehicles

Executives are responsible for the care of ACTPS vehicles in their control, including:

- conducting necessary safety checks (such as fuel, oil and water levels, tyre pressure, etc);
- reporting any defects or faults requiring rectification as soon as possible; and
- keeping vehicles clean and tidy at all times.

Fuel and other supplies

Fuel should be obtained from approved outlets or participating service stations, using the fuel card allocated to that vehicle.

An accurate odometer reading must be recorded each time an ACTPS vehicle is supplied with fuel to ensure appropriate vehicle management. This information is used to monitor fuel usage against industry benchmarks.

The filling of receptacles other than the vehicle fuel tank is NOT permitted, and may be regarded as fraud.

Any loss of fuel from a vehicle is to be reported to the relevant agency immediately.

Where other vehicle items need to be purchased in an emergency a tax invoice should be obtained and provided to the agency Fleet Manager together with an explanation for the purchase and reimbursement if appropriate.

Fuel cards

Fuel cards are supplied with ACTPS vehicles, which entitle the holder to purchase fuel, top up oil and car wash for official purposes ONLY. Use of fuel cards for other than official purposes may constitute fraud and may lead to disciplinary action.

These cards must NOT be used for any other vehicle.

Information regarding the choice of fuel cards may be obtained from the Territory Fleet Provider. In this regard primary consideration should be given to the principle of best value for money.

Any loss or damage to a fuel card must be reported to the relevant agency and to Territory Fleet Provider immediately. Replacement cards are to be arranged through the Territory Fleet Provider.

Fuel costs while on leave

The Territory will meet the maintenance and running costs associated with the use of executive vehicles during periods of paid leave.

Where an executive wishes to use an executive vehicle during a period of leave without pay, they must first seek the approval of the relevant Chief Executive. In this circumstance the executive must meet the costs of fuel associated with that period of leave.

Roadside assistance

Drivers should follow the instructions contained in the *Driver Information Card or Kit* provided with each ACTPS vehicle

9. ACCIDENTS

Accident reporting procedures

Drivers should follow the instructions contained in the *Driver Information Card or Kit* provided with each ACTPS vehicle.

Drivers should also report the accident to their agency Fleet Manager immediately.

10. CONTACT INFORMATION

Executives seeking further information regarding executive vehicle use and entitlements should contact their agency Human Resources or Corporate Services area provider in the first instance.

Agency Human Resources or Corporate Services areas seeking further information in relation to the policy/legislative framework for executive vehicle entitlements should contact:

Employment Policy Section
Public Sector Management Group
Governance Division
Chief Minister's Department

**Governance Division
Employment Policy Section**

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