

REGIONAL COUNCIL OF GOYDER

	MOTOR VEHICLE POLICY - FBT	Department	F&A
		Version No:	1.0
		Adopted:	Nov 2016
		Reviewed:	Sept 2022
		Next Review:	Sept 2024
		Responsibility:	DOF

1. INTRODUCTION

The objective of this policy is to ensure correct FBT treatment of Council fleet motor vehicles. Council may provide motor vehicles to its officers and employees;

- to meet the operational requirements of Council, and
- to offer employment benefits as part of a remuneration package for certain positions as an incentive to attract and/or retain the services of an employee.

2. SCOPE

This policy applies to all Council employees supplied with and authorised to use Council motor vehicles.

3. POLICY

There are three categories of use for Council Motor Vehicles, being;

3.1 Work Use Only:

- The Motor Vehicle is used at work only and allocated to suit the need of the work being undertaken.
- There is no provision for private use and the Motor Vehicle is to remain at a Council work site in a secure location out of work hours.
- The Motor Vehicle must be available for work purposes at all times.
- The Motor Vehicle is to be driven using the most direct route, using sealed roads wherever practicable.

3.2 Limited Private Use – Commuter Use Only:

- Any private use in this category will be by prior written Agreement of the employee's Supervisor.
- The Motor Vehicle is available for a designated employee's use to and from work (including any infrequent minor deviation of the normal travelled route), including attendance at afterhours call outs.
- The Motor Vehicle is NOT available to the employee during periods of leave.
- The Motor Vehicle must be available for work purposes at all times.
- The Motor Vehicle forms part of the general fleet during working hours when the employee is present at work.
- The designated employee must ensure their Motor Vehicle is available for use by other employees during working hours as much as is practicable, unless it is a specialised Motor Vehicle, i.e. Mechanic's or Compliance Officer's Motor Vehicle.

3.3 Private Use – Unrestricted

- Any private use in this category will be by written Agreement and detailed in an employee's Job & Person Specification, Letter of Offer, Terms & Conditions or Contract of Employment.

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- The Motor Vehicle is available for a designated employee's private use when the Motor Vehicle is not at the workplace.
- Private use includes the use of the Motor Vehicle during periods of leave.
- Persons other than Council employees may travel in a Motor Vehicle outside of working hours.
- The Chief Executive Officer may authorize use of the Motor Vehicle by an immediate family member of the employee, although any usage shall be in accordance with this procedure.
- The Motor Vehicle forms part of the general fleet during working hours when the employee is present at work. The designated employee must ensure their Motor Vehicle is available for use by other employees during working hours as much as is practicable, unless it is a specialised Motor Vehicle, i.e. Mechanic's or Compliance Officer's Motor Vehicle

4. FBT APPLICABILITY

4.1 Work Use Only:

- The Motor Vehicle is housed overnight on Council premises therefore there is no FBT liability.

4.2 Limited Private Use – Commuter use only

- FBT will be applicable on motor vehicles where an employee utilizes the vehicle for private purposes but an exemption is available for certain vehicles that are not classified as a car. These vehicles may be designed to carry a load of less than one tonne and fewer than 9 passengers.
- In order to determine if the "limited Private Use" exemption applies, a log must be kept as per the log book requirements.

4.3 Private Use – Unrestricted:

- FBT will be applicable on motor vehicles where an employee has full private use – unrestricted.

5. LOG BOOK REQUIREMENTS - LIMITED PRIVATE USE – COMMUTER USE ONLY

Recording of travel will need to occur via a log book in order to substantiate the "limited private use" component for FBT purposes. The recording timeframe shall be for a minimum 12 week continuous period and be submitted to the supervisor for authorisation and provided to the Director of Finance for completeness. The log book substantiation applies for a 5 year period or a new log book will be required if operational changes occur to the manner in which the vehicle is utilised.

The log book must state;

- when the logbook period begins and ends
- the car's odometer readings at the start and end of the logbook period
- the total number of kilometres the car travelled during the logbook period
- the number of kilometres travelled for each journey recorded in the logbook (if you made two or more journeys in a row on the same day, you can record them as a single journey). You will need to record the
 - start and finishing times of the journey
 - odometer readings at the start and end of the journey

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- kilometres travelled
- reason for the journey.
- the business-use percentage for the logbook period
- the odometer readings at the start and end of each income year you use the logbook method

6. FRINGE BENEFITS TAX (FBT)

Employees are required to complete all necessary declarations in relation to vehicle usage for FBT purposes, in a timely manner.

7. REFERENCES

Fringe Benefits Tax Act 1986

8. RECORDS

All records should be kept confidential and be treated in accordance with Local Government GDS40.

9. REVIEW

This document shall be reviewed by Council within two (2) years (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

10. REVIEW HISTORY

Document History	Version No:	Issue Date:	Description of Change:
	1.0	16/8/16	Adopted AC
	1.0	15/11/16	Council adopted – 243/16
	1.0	17/9/18	Reviewed by AC – NC
	1.0	15/9/20	Reviewed by AC – NC
	1.0	20/10/20	Reviewed by Council – 189/20
	1.0	20/6/22	Reviewed by AC – 10/22
	1.0	18/10/22	Reviewed by Council – 186/22