

BALRANALD SHIRE COUNCIL MOTOR VEHICLE POLICY



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1. PURPOSE

The purpose of this Policy is to establish a clear, equitable, financially responsible and legally compliant framework for the acquisition, allocation, use, monitoring, maintenance and disposal of Council motor vehicles.

This Policy is intended to:

- Support effective service delivery.
- Provide a fair and transparent framework for vehicle allocation.
- Support attraction and retention of suitable employees where appropriate.
- Ensure prudent stewardship of public resources.
- Support lawful and efficient administration of Fringe Benefits Tax and employee contributions.
- Protect Council’s assets, reputation and insurance position; and
- Support safety, privacy and surveillance compliance. The policy has been drafted in light of the Local Government Act’s guiding principles and sound financial management principles, the ATO’s current car fringe benefit rules, and NSW surveillance and privacy requirements.

2. OBJECTIVES

The objectives of this Policy are to:

- a) Manage Council's vehicle fleet in an equitable, efficient and cost-effective manner;
- b) Ensure the use of Council vehicles is lawful, safe and consistent with operational need;
- c) Provide clear rules for private use, restricted private use, commuter use and on-call use;
- d) Support lawful FBT administration and employee contribution arrangements;
- e) Minimise the risk of misuse, damage, loss, unauthorised travel or non-compliance;
- f) Support environmentally responsible procurement and fleet management; and
- g) Ensure vehicle allocation and administration arrangements remain contemporary and defensible.

3. SCOPE

This Policy applies to all Council employees, councillors where expressly authorised, contractors, volunteers and other approved persons who drive, are allocated, supervise or administer a Council vehicle.

It applies to:

- Private use vehicles.
- Commuter-use vehicles.
- On-call vehicles.
- Pool vehicles; and
- Fuel cards, telematics and associated fleet systems.

This Policy does not form part of a contract of employment unless expressly incorporated by written agreement. Any written agreement, in relation to employee motor vehicle contributions that form a component of an employment contract, will override this policy.

4. LEGISLATIVE AND RELATED FRAMEWORK

This Policy is to be read and applied consistently with:

- Local Government Act 1993 (NSW).
- Workplace Surveillance Act 2005 (NSW).

- Privacy and Personal Information Protection Act 1998 (NSW).
- applicable work health and safety legislation.
- applicable road transport legislation.
- Council's Code of Conduct.
- Council's workplace surveillance policy.
- Council's plant and equipment replacement policy; and
- ATO Fringe Benefits Tax requirements and associated taxation guidance.

5. DEFINITIONS

For this Policy:

Annual FBT year means the period from 1 April to 31 March.

Commuter use means travel between an employee's usual residence and usual workplace, or between home and a work location, where authorised under this Policy. Unless an exemption applies under taxation law, commuter travel is private use for FBT purposes.

Council vehicle means any motor vehicle owned, leased, hired or otherwise controlled by Council.

Executive means the Chief Executive Officer, Director of Infrastructure and Planning Services, Executive Manager Community and Governance, and Chief Financial Officer, or any successor positions.

Full private use means a vehicle allocated for both business and authorised private use in accordance with employment arrangements and this Policy.

Chief Executive Officer means the Chief Executive Officer of Council or any title used under the Local Government Act from time to time.

GPS / telematics means any approved device or system used to track vehicle location, movement, condition, use, safety or performance.

Manager means an employee with a role title that includes Manager, or another employee determined by the Chief Executive Officer to exercise equivalent supervisory responsibilities.

On-call use means authorised home garaging or use of a vehicle to enable timely response to after-hours callouts or emergencies.

Pool vehicle means a Council vehicle not permanently allocated to one employee and available for shared operational use.

Private use means any use other than authorised Council business use and includes home-to-work travel unless exempt under taxation law.

Restricted private use means limited non-business use approved by Council, including commuter or on-call arrangements, subject to this Policy.

6. POLICY PRINCIPLES

Council will manage motor vehicles in a manner that is:

- Lawful.
- Transparent.
- Financially responsible.
- Operationally justified.
- Environmentally conscious.
- Consistent with delegated authority; and
- Respectful of employee privacy while protecting Council's legitimate operational, safety and compliance interests. These principles reflect the statutory expectations placed on councils for sound financial management and lawful exercise of functions.

7. DELEGATION, GOVERNANCE AND ADMINISTRATION

7.1 Council adopts this Policy.

7.2 Unless otherwise required by law or resolution, the Chief Executive Officer is responsible for the overall administration of this Policy.

7.3 Operational fleet management may be carried out by the Director of Infrastructure and Planning Services or another officer nominated by the Chief Executive Officer under delegated authority.

7.4 Financial administration, including payroll deductions, employee contributions, FBT administration and reporting, may be carried out by the Chief Financial Officer or nominee under delegated authority.

7.5 No allocation, approval, or administrative action under this Policy authorises a person to exercise a function outside lawful delegation. The Local Government Act

provides that Council may delegate functions by resolution, and the Chief Executive Officer may delegate the Chief Executive Officer's functions, including sub-delegated functions, to employees.

8. ENVIRONMENTAL SUSTAINABILITY

Council is committed to minimising the environmental impact of its fleet.

When procuring vehicles, Council will have regard to:

- Operational suitability,
- Whole-of-life cost,
- Fuel efficiency,
- Emissions profile,
- Safety rating,
- Servicing accessibility in rural and remote conditions, and
- Replacement cycle efficiency.

Where practicable and financially responsible, Council will prefer vehicles with better environmental performance.

9. VEHICLE ALLOCATION FRAMEWORK

9.1 General principles

A vehicle may be:

- Allocated for full private use,
- Allocated for restricted private use,
- Allocated for commuter or on-call use, or
- Made available through the vehicle pool.

Allocation is not automatic. It must be based on operational need, role requirements, market recruitment considerations or approved employment arrangements.

No employee is entitled to more than one permanently allocated Council vehicle at a time unless expressly approved by the Chief Executive Officer.

9.2 Allocation criteria

A vehicle may be allocated where one or more of the following are satisfied:

- a) The role requires regular and material use of a vehicle during working hours as an integral part of the position, and the role cannot be performed efficiently without permanent allocation.
- b) The operational demand cannot reasonably be met from the vehicle pool.
- c) Non-allocation would materially reduce operational efficiency, responsiveness or safety.
- d) A vehicle is reasonably necessary to attract or retain a suitably qualified employee, taking account of market conditions and the total remuneration package; or
- e) The employee is formally rostered on-call, and a vehicle is reasonably required to enable a timely emergency response.

9.3 Reassessment on vacancy or role change

When an employee resigns, retires, transfers, is redeployed or otherwise ceases to occupy a position to which a vehicle is allocated, the allocation must be reassessed.

Vehicle entitlement attaches to the position only where the Council has approved that arrangement. An allocation offered to one employee as a recruitment or retention measure does not automatically transfer to a subsequent occupant.

9.4 Loss of licence

An employee who has their licence cancelled, suspended, disqualified or not renewed must immediately notify Council. During that period, the employee must not drive a Council vehicle, and any private, restricted private, commuter or on-call vehicle entitlement may be withdrawn. If a valid licence is an inherent requirement of the role, the matter may also affect continued employment.

10. VEHICLE GROUPS AND POSITION CATEGORIES

10.1 Group 1 – Chief Executive Officer

Eligible for a full private-use vehicle.

10.2 Group 2 – Executive other than Chief Executive Officer

Eligible for a full private use vehicle, where approved.

10.3 Group 3 – Managers and other approved senior roles

Eligible for a full private use vehicle, where approved and justified under this Policy.

10.4 Group 4 – Operational staff requiring permanent vehicle access for work functions

Eligible for commuter or restricted private use, where approved.

10.5 Group 5 – On-call vehicle users

Eligible to take a vehicle home while rostered on-call or otherwise expressly authorised.

10.6 Schedule of positions

The indicative list of roles ordinarily falling within each group is set out in Schedule 1. Minor administrative updates to that schedule may be made under delegated authority provided the change is consistent with this Policy and does not alter Council-approved remuneration or delegation settings.

11. VEHICLE SELECTION AND STANDARD EQUIPMENT

11.1 Vehicles must be selected based on operational suitability, safety, availability, whole-of-life cost, serviceability in the region, resale value and risk.

11.2 Except for specialised operational purposes, Council vehicles will generally be automatic four-door vehicles, wagons, utilities or SUVs appropriate to the role.

11.3 Standard inclusions may include items such as air conditioning, cruise control, Bluetooth connectivity, floor mats, seat covers, boot liners, safety equipment, first aid kit and fire extinguisher, together with role-specific equipment such as tow bars, bull bars, UHF or aerial boosters where justified.

11.4 Any optional extras requested for convenience or preference rather than operational need must be approved in advance by the Chief Executive Officer. If approved, Council may require the employee to bear the cost. Unless otherwise agreed, fitted extras become Council property.

12. PRIVATE USE, COMMUTER USE AND ON-CALL USE

12.1 General rule

Council vehicles are Council assets and are to be used primarily for Council business.

12.2 Full private use vehicles

Employees approved for full private use may use the vehicle for private travel subject to this Policy, employment arrangements, taxation treatment and any signed agreement.

12.3 Commuter use vehicles

Employees approved for commuter use may use the vehicle only for direct travel between their usual residence and their usual workplace, depot or job site, and for authorised operational purposes.

12.4 On-call vehicles

An employee rostered on-call may garage the vehicle at home and use it to respond to callouts, call-backs and emergencies, and for direct travel associated with that arrangement.

12.5 Pool vehicle priority

Council may require that vehicles remain reasonably available for operational use during working hours, even where private-use arrangements exist, unless an employment agreement provides otherwise.

12.6 Geographic limits

Private use and restricted private use must remain within Australia unless otherwise approved. Interstate travel is permitted where reasonable and lawful, but remote or higher-risk travel, or travel inconsistent with insurer requirements or operational needs, may require prior approval by the Chief Executive Officer.

12.7 Commercial and prohibited private use

A Council vehicle must not be used:

- For private commercial activity or any activity generating private income unrelated to Council employment.
- In a car rally, race, competition or similar event.
- In a manner that voids insurance or manufacturer warranty; or
- For unlawful, unsafe or discreditable purposes.

This reflects common restrictions in contemporary NSW council vehicle policies.

12.8 Other drivers and passengers

For full private-use vehicles, another fully licensed driver may drive the vehicle with the employee's permission if permitted by Council's insurer and any signed agreement.

For commuter and on-call vehicles, no person other than the authorised employee may drive the vehicle unless expressly authorised for operational reasons.

Passengers in commuter or on-call vehicles must be limited to employees or other approved persons where operationally justified.

12.9 Learner and provisional drivers

Council vehicles must not be driven by Learner or Provisional drivers.

13. HOME GARAGING AND RESIDENCY

13.1 Where possible, Council vehicles are to be garaged off-street and secured.

13.2 Home garaging for commuter, on-call or full private use arrangements must be at the employee's usual residence unless otherwise approved.

13.3 Council (CEO) may restrict commuter or on-call access where home location materially increases cost, operational inefficiency, insurance exposure or risk. This is a policy choice grounded in sound financial management rather than a separate statutory rule.

14. FRINGE BENEFITS TAX AND TAXATION

14.1 Council will administer car fringe benefits in accordance with the Fringe Benefits Tax Assessment framework and ATO requirements.

14.2 Council may calculate the taxable value of a car fringe benefit using either:

- The statutory formula method; or
- The operating cost method.

14.3 Council may apply whichever lawful method is most appropriate in the circumstances. ATO guidance confirms these are the recognised methods for valuing a car fringe benefit.

14.4 Where the operating cost method is used, employees must keep logbooks and supporting records as required by Council and taxation law. If no required logbook records are maintained, the statutory formula method may need to be used.

14.5 Home-to-work travel is generally private use for FBT purposes unless a specific tax exemption applies.

14.6 Employees must acknowledge that FBT, reportable fringe benefit treatment and taxation consequences are determined by law and ATO guidance, not by employee preference.

15. REPORTABLE FRINGE BENEFITS

15.1 Where required by taxation law, Council will report reportable fringe benefits on the employee's income statement or equivalent reporting mechanism.

15.2 A reportable fringe benefits amount arises where the taxable value of relevant fringe benefits exceeds **\$2,000 in an FBT year.**

15.3 Employees are responsible for obtaining their own financial or taxation advice if they wish to understand the personal tax or income-tested effects of reportable fringe benefits.

16. EMPLOYEE CONTRIBUTIONS

16.1 Council may require employee contributions for private use of a Council vehicle.

16.2 Employee contributions must be made in the manner approved by Council, ordinarily by post-tax payroll deduction, other approved after-tax payment method, or through an employment contract.

16.3 Council may structure employee contributions to offset private benefit cost and, where lawful, reduce Council's FBT liability. The ATO recognises employee contributions as capable of reducing taxable value.

16.4 Schedule 2 may specify indicative contribution amounts, contribution categories or calculation rules. Administrative formulas used for cost recovery do not replace the lawful taxation method used to value any fringe benefit.

16.5 Any excess private use charging model, kilometre threshold or reconciliations may be administered in accordance with Council procedure.

17. LOGBOOKS, ODOMETER RECORDS AND DECLARATIONS

17.1 Employees using vehicles under private-use, commuter-use, or on-call arrangements must complete logbooks, declarations, odometer records and related forms as directed.

17.2 Records must be accurate, legible, timely and complete.

17.3 Failure to maintain required records may result in:

- Loss of vehicle entitlement,
- Recovery of costs,
- Application of a different FBT method,
- Disciplinary action, or
- Any combination of the above.

18. VEHICLE GPS TRACKING AND TELEMATICS

18.1 Purpose

Council may use GPS tracking and telematics systems on vehicles to:

- Improve driver safety,
- Support fleet management and maintenance,

- Protect Council assets,
- Verify authorised use,
- Support emergency response,
- Support lawful FBT and operational reporting, and
- Investigate incidents, misuse or safety issues.

This is consistent with both the Council's existing workplace surveillance settings and broader NSW local government practice.

18.2 Legislative compliance

Tracking surveillance of employees must comply with the Workplace Surveillance Act 2005 (NSW). That Act requires written notice before surveillance commences, generally at least 14 days in advance, and the notice must state the type of surveillance, how it is carried out, when it starts, whether it is continuous or intermittent, and whether it is ongoing or time-limited.

18.3 Privacy

GPS and telematics information must be handled in accordance with applicable privacy obligations. The Privacy and Personal Information Protection Act require public sector agencies to ensure personal information is relevant, not excessive, securely retained, protected against unauthorised access or disclosure, and kept no longer than necessary.

18.4 Notification and acknowledgement

Before GPS tracking commences in relation to an employee, Council will provide the required notice and obtain acknowledgement in the approved form.

18.5 Access and retention

Access to GPS data is limited to authorised officers. GPS data may be disclosed internally or externally only where lawful and reasonably necessary, including to insurers, police, regulators, investigators or legal advisers.

18.6 Tampering

Tampering with, disabling or interfering with an approved GPS or telematics device is prohibited and may constitute serious misconduct.

19. MAINTENANCE, CLEANLINESS AND DEFECT REPORTING

19.1 Vehicles must be kept in a clean, safe and roadworthy condition that reflects positively on Council.

19.2 The employee or authorised user of a vehicle must ensure the vehicle is:

- Serviced when due,
- Regularly cleaned,
- Checked for obvious defects,
- Fuelled appropriately, and
- Reported promptly if damaged or defective.

19.3 Any defect, malfunction, accident or damage must be reported as soon as practicable and, unless exceptional circumstances apply, within three days.

19.4 Unreasonable wear and tear, neglect or avoidable damage may be recovered from the responsible employee where lawful and reasonable.

19.5 Wear and tear standards are set out in Schedule 3.

20. REPLACEMENT, HIRE VEHICLES AND DISPOSAL

20.1 Vehicles will be replaced in accordance with the Council's plant and equipment replacement settings and operational requirements.

20.2 A hire vehicle may only be obtained where approved and where no suitable Council vehicle is available.

20.3 Any replacement hire vehicle must be the most economical and operationally suitable option reasonably available.

20.4 Disposal of Council vehicles may occur by trade-in, auction, tender or other approved method.

21. INSURANCE, ACCIDENTS AND CLAIMS

21.1 Council vehicles are covered by Council's insurance arrangements, subject to policy terms, exclusions and excesses.

21.2 Employees must immediately report accidents, incidents or potential claims and provide all information reasonably required by Council or its insurer.

21.3 Employees remain personally responsible for traffic infringements, parking fines, tolls incurred for private purposes and similar personal liabilities.

21.4 Where an insurer declines or limits a claim because of employee negligence, misconduct, unlawful use, unauthorised use or breach of policy, Council may recover the resulting cost from the employee to the extent lawfully permitted. This position is also reflected in other contemporary NSW council policies.

21.5 Council may require an employee to pay an insurance excess or contribution where repeated at-fault incidents, negligence or policy breaches occur.

22. FUEL CARDS

22.1 Council may supply a fuel card for each allocated or pool vehicle.

22.2 Fuel cards are Council property and may only be used for the vehicle or purpose for which they are issued.

22.3 Employees must record odometer readings and transaction details as required.

22.4 Fuel cards must not be used for personal purchases or non-approved items.

22.5 Any rewards, loyalty points, discounts or promotional benefits associated with Council fuel card transactions belong to Council or must not be claimed personally. Other NSW councils expressly address this point in their fuel card policies.

22.6 Lost or stolen fuel cards must be reported immediately.

22.7 Misuse of a fuel card may result in withdrawal of card access, recovery of cost and disciplinary action.

23. SAFETY, CONDUCT AND GENERAL CONDITIONS

23.1 Employees must obey all road rules and operate vehicles safely and courteously.

23.2 Seatbelts must always be worn by all occupants.

23.3 Vehicles must not be driven while under the influence of alcohol, illicit drugs or medication that renders the driver unfit, except where a lawful prescription does not impair fitness and does not breach road safety law or Council policy.

23.4 Smoking and vaping are prohibited in Council vehicles.

23.5 Council vehicles must be used in a manner that protects Council's reputation. Drivers should remember that Council vehicles identify or represent the organisation in the community.

23.6 Employees must not seek reimbursement from Council for private penalties, infringements or legal costs arising from unlawful vehicle use.

24. USE BY CONTRACTORS, VOLUNTEERS OR OTHER PERSONS

24.1 Contractors, volunteers or other approved persons may only use a Council vehicle with prior authorisation.

24.2 Before authorisation is given, Council must be satisfied as to licence status, competency, training, insurance compatibility and any required induction.

24.3 Records supporting that authorisation must be retained.

25. BREACHES OF POLICY

25.1 A breach of this Policy may result in one or more of the following:

- Counselling or retraining.
- Withdrawal of vehicle access.
- Recovery of costs.
- Payroll deduction where previously authorised and lawful.
- Disciplinary action; or
- Referral to police, insurer, regulator or another authority where appropriate.

25.2 Serious breaches may include:

- Misuse of a fuel card.
- Falsification of records.
- Unauthorised private use.
- Tampering with GPS or odometer records.
- Unlawful or dangerous driving.
- Failure to disclose licence suspension; and
- Conduct that voids or materially prejudices insurance.

26. IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this Policy.

Operational implementation may be supported by:

- Forms and declarations.

- Schedules.
- Payroll instructions.
- Fleet procedures.
- Vehicle agreements; and
- Manager guidance notes, provided they remain consistent with this Policy and lawful delegations.

27. REVIEW

This Policy is to be reviewed:

- Within the first year of each new Council term, or
- If there is a material change to taxation, privacy, surveillance or local government legislation; or
- At any time by resolution of Council.

SCHEDULE 1 – POSITION GROUPINGS

Group 1

- Chief Executive Officer

Group 2

- Director of Infrastructure and Planning Services
- Executive Manager Community and Governance
- Chief Financial Officer

Group 3

- Manager Engineering Services
- Manager Planning and Environment
- Health, Environment and Development Coordinator
- Any other senior role approved by the Chief Executive Officer

Group 4

- Staff requiring a permanently allocated vehicle to perform their operational function
- Works Coordinator
- Works Overseer
- Town Maintenance Overseer
- Water and Sewer Coordinator
- Infrastructure Coordinator
- Bidgee Haven Hostel
- Balranald Caravan Park
- Biosecurity Officer
- Ranger
- Building Maintenance Officer

Group 5

- Authorised on-call employees

SCHEDULE 2 – EMPLOYEE CONTRIBUTION FRAMEWORK

Council may determine employee contribution amounts annually, having regard to:

- Vehicle class and value,
- Operational use,
- Private-use benefit,
- Whole-of-life cost,
- Market recruitment settings,
- Taxation treatment, and
- Council’s financial sustainability objectives.

Indicative contribution amounts may be prescribed administratively and incorporated into signed vehicle agreements.

Any contribution framework must be applied consistently and in a way that does not purport to replace the lawful ATO valuation method for any fringe benefit. The ATO recognises that employee contributions can reduce taxable value, but the taxable value itself must still be determined under the recognised valuation rules.

SCHEDULE 3 – WEAR AND TEAR

Acceptable wear and tear

Acceptable wear and tear means deterioration consistent with ordinary use, age and kilometres travelled, including:

- Light stone chipping.
- Superficial paint scratches.
- Minor interior scuffing.
- Ordinary tyre wear; and
- Minor cosmetic wear consistent with age and service.

Unreasonable wear and tear

Unreasonable wear and tear includes:

- Dents and impact damage.
- Major scratches or gouges.
- Torn or badly stained upholstery.
- Cigarette or burn damage.
- Missing equipment.
- Damage caused by neglect, abuse or unauthorised use; and
- Mechanical damage caused by driver misconduct or failure to service or report defects.

Council may obtain a repair quote or assessment and may recover restoration costs where the employee is responsible.

SCHEDULE 4 – EMPLOYEE DECLARATION

I acknowledge that I have received, read and understood Council’s Motor Vehicle Policy.

I agree to comply with all requirements relating to:

- Vehicle use,
- Authorised drivers and passengers,
- Private use and commuter use,
- Logbooks and odometer records,
- Fuel card use,
- Accident reporting,
- Insurance and damage obligations,
- GPS and telematics use, and
- Any payroll deduction or employee contribution arrangement that I have separately authorised and that is lawfully applied.

I acknowledge that Council may use GPS or telematics in accordance with the Workplace Surveillance Act 2005 (NSW), Council policy and applicable privacy law. I confirm that I have received any required tracking surveillance notice before surveillance commenced.

Employee Name: _____

Position: _____

Signature: _____

Date: _____

Manager / Delegate: _____

Signature: _____

Date: _____

SCHEDULE 5 – GPS TRACKING NOTICE

Notice of Tracking Surveillance

Employee Name: _____

Position: _____

Vehicle / Fleet No.: _____

Balranald Shire Council gives notice that tracking surveillance will apply to the Council vehicle allocated to or used by you.

Type of surveillance: GPS / telematics tracking surveillance

How surveillance will be carried out: monitoring of vehicle location, movement and operational data through an approved telematics platform

Commencement date: _____

Whether surveillance is continuous or intermittent: _____

Whether surveillance is ongoing or for a limited period: _____

Purpose of surveillance: driver safety, asset protection, maintenance planning, incident response, verification of authorised use, compliance and lawful reporting

This notice is given in accordance with the Workplace Surveillance Act 2005 (NSW).

Employee acknowledgement:

I acknowledge receipt of this notice.

Employee Signature: _____

Date: _____

Manager / Delegate Signature: _____

Date: _____

APPENDIX 1 – MOTOR VEHICLE POLICY CHECKLIST (CHECK SHEET)

Step	Check Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Comments / Action Required
1	Has the vehicle request/allocation been clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has the relevant employee/position been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Has the relevant vehicle group been identified under Schedule 1?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is the proposed allocation consistent with the employee's role and duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is the allocation based on operational need, role requirements, market recruitment considerations or approved employment arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Has it been confirmed that the employee is not being allocated more than one permanently allocated Council vehicle without CEO approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Has consideration been given to whether the need could reasonably be met by a pool vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	If private use is proposed, has this been expressly approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	If commuter use is proposed, has the direct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Check Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Comments / Action Required
	travel purpose been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	If on-call use is proposed, has the employee been formally rostered or authorised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Has any allocation on recruitment/retention grounds been justified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	If the position has become vacant or changed, has the vehicle allocation been reassessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Has the employee confirmed they hold a current, valid driver's licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Has the licence class been checked as suitable for the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Has the employee been reminded of their obligation to immediately report licence suspension, cancellation or disqualification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Has the selected vehicle been assessed for operational suitability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Has vehicle selection considered safety, availability, whole-of-life cost, serviceability, resale value and risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Has environmental sustainability been	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Check Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Comments / Action Required
	considered, including fuel efficiency and emissions where practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Have any optional extras been approved in advance by the CEO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	If optional extras are employee-requested, has responsibility for cost been documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Has home garaging been approved at the employee's usual residence, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Is off-street and secure garaging available where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Has any increased cost, operational inefficiency, insurance exposure or location risk been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	If interstate or higher-risk travel is proposed, has CEO approval been obtained where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Has the employee been advised of the permitted use conditions for private, commuter or on-call use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Has it been confirmed that Learner and Provisional drivers are prohibited from driving Council vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Check Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Comments / Action Required
27	Have the authorised driver and passenger rules been explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Has the employee been advised that private commercial use is prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Has the employee been advised that unlawful, unsafe or discreditable use is prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Has FBT treatment been considered for the vehicle arrangement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Has it been determined whether the statutory formula method or the operating cost method will apply, if relevant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	If the operating cost method is to be used, have logbook requirements been explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Has the employee been informed that home-to-work travel is generally private use for FBT purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Has reportable fringe benefits treatment been considered where relevant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Has any employee contribution requirement been documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Has the contribution method been confirmed,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Check Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Comments / Action Required
	for example payroll deduction, after-tax payment or employment contract?				
37	Has the employee been provided with or referred to Schedule 2 contribution arrangements, where relevant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Have logbook, odometer and declaration requirements been explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Has the employee signed the Employee Declaration in Schedule 4?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	If the vehicle is subject to GPS / telematics, has the required notice been issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Has the employee acknowledged receipt of the GPS Tracking Notice in Schedule 5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Has it been confirmed that GPS data access will be limited to authorised officers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Has the employee been advised that tampering with GPS / telematics is prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Has the employee been advised of servicing, cleaning and defect-reporting obligations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Check Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Comments / Action Required
45	Has the employee been advised that accidents, defects or damage must be reported promptly and generally within three days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Has the employee been advised of wear and tear standards under Schedule 3?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Has insurance coverage, excess and employee responsibilities been explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Has the employee been advised that fines, tolls and private liabilities are their responsibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	If a fuel card is issued, has the employee been instructed on permitted use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Has the employee been advised that loyalty points / rewards from Council fuel card use must not be personally claimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Has the employee been advised that lost or stolen fuel cards must be reported immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Has the employee been instructed on general safety and conduct obligations, including seatbelts, alcohol/drugs, smoking/vaping and reputation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step	Check Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	Comments / Action Required
53	If contractors, volunteers or other persons may use the vehicle, has prior authorisation been documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	If contractors, volunteers or other persons may use the vehicle, have licence, competency, insurance and induction checks been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Has all supporting documentation been attached and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Officer Certification

Officer Details	Information
Employee Name	
Position	
Vehicle / Fleet No.	
Vehicle Group	
Allocation Type	Full Private Use <input type="checkbox"/> Restricted Private Use <input type="checkbox"/> Commuter Use <input type="checkbox"/> On-Call Use <input type="checkbox"/> Pool Vehicle <input type="checkbox"/>
Fuel Card Issued	Yes <input type="checkbox"/> No <input type="checkbox"/>
GPS / Telematics Applicable	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee Contribution Applies	Yes <input type="checkbox"/> No <input type="checkbox"/>
Logbook Required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Prepared by	

Officer Details	Information
Position	
Signature	
Date	

Review / Approval

Review Stage	Name	Signature	Date
Manager / Supervisor			
Director Infrastructure & Planning Services / Nominee			
Chief Financial Officer / Nominee			
Chief Executive Officer (if required)			

Quick Compliance Flags

Key Compliance Point	Check
Employee holds current valid licence	<input type="checkbox"/>
Allocation aligns with policy group and operational need	<input type="checkbox"/>
Private / commuter / on-call conditions documented	<input type="checkbox"/>
FBT / reportable fringe benefit implications considered	<input type="checkbox"/>
Employee contribution arrangement documented if applicable	<input type="checkbox"/>
Declaration signed	<input type="checkbox"/>
GPS notice issued and acknowledged if applicable	<input type="checkbox"/>
Fuel card conditions explained if applicable	<input type="checkbox"/>
Insurance/accident reporting obligations explained	<input type="checkbox"/>
Records filed and complete	<input type="checkbox"/>

