



Chief Executive Officer Attachments
ORDINARY COUNCIL MEETING
Wednesday, 17 May 2017

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Planning for the Growth Corridor North of Perth

Issue: Final

Project Execution Strategy

Produced by:

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Endorsed by:

Northern Growth

Alliance Working Group

Approved by:

Carol Redford

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1 Document Control Sheet

1.1 Approvals

Modified By:

Carol Redford, Daniel Waterhouse
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Endorsed By:

Northern Growth Alliance Working
Group

Approved By:

Carol Redford

1.2 Record of Issues

Issue No	Issue Date	Nature of Amendment
Draft	27 March 2017	Draft issue
Final	11 April 2017	Final Issue

1.3 Distribution List

Name	Position
Wendy Newman	CEO, WDC
Grant Arthur	Director Regional Services, WDC
Jeremy Edwards	CEO, Shire of Gingin
Alan Sheridan	CEO, Shire of Chittering
Tony Nottle	CEO, Shire of Dandaragan
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2 Purpose and Project Description

2.1 Purpose

The purpose of this Project Execution Strategy (PES) is to define and document the scope, objectives and overall approach to support the planning and development of a framework that will inform public and private investment in infrastructure and service delivery for the Shires of Chittering, Dandaragan and Gingin individually and the Wheatbelt's Central Coast Sub-region collectively.

The aim of this planning process is to:

- influence thinking in all stakeholders about the future of the Sub-region;
- to provide a long term strategic focus for the Sub-region; and
- highlight to key decision makers the potential of the Sub-region.

The plan will identify short, medium and long term initiatives that assist in the effective management of current growth pressures and capitalise on future growth opportunities across the Sub-region.

It will deliver improved regional planning in relation to land and economic development in an area of the Wheatbelt that is experiencing high peri-urban growth pressures. This will include strategic implications for industries and services within the growth corridor north of Perth including:

- ensuring the adequate provision of health, education and social services
- the northward movement of light, medium and heavy industry
- the establishment of a significant transport and logistics hub around Muchea
- horticulture
- water availability for horticulture, industry and residential
- impacts of increased intensive agriculture developments
- tourism
- transport infrastructure.

The funding will meet the costs of project management, legal advice, research, provision of external expertise, planning, and economic analysis and will deliver a Growth Plan for the growth corridor north of Perth.

This project will reinforce the aims of the Northern Growth Alliance and its MOU.

2.2 Context

Northern Growth Alliance

Since early 2015, the Wheatbelt Development Commission (WDC) has supported the Shires of Chittering, Dandaragan and Gingin to form the Northern Growth Alliance.

The aim of the Alliance is to take a united approach to economic and social development across their boundaries.

Growth Planning – Wheatbelt

The State Government committed funding through Royalties for Regions to establish the Regional Centres Development Plan in 2011. The push into regional centre development was a result of population growth forecasts, with the state population projected to more than double over the next 40 years.

After supporting and seeing the benefits of the growth planning process for Northam and Jurien Bay through the SuperTowns process, the WDC undertook growth planning for Greater Narrogin, Merredin and Central Midlands (Moora, Wongan Hills and Dalwallinu). Growth planning is complete for all five Wheatbelt Sub-regional Centres.

Growth Planning – Central Coast Sub-region

The Wheatbelt Regional Investment Blueprint identifies the need for planning for the delivery of services and key infrastructure in high growth areas north of Perth. The Shires of Chittering and Gingin are two of the fastest growing local governments in the Wheatbelt. Their population growth rates 2012-2013 were 5.3% (total population 5,248) and 5.56% (total population 4,996) respectively.

WDC recognised that growth planning was required for both (with the incorporation of the Jurien Bay Growth Plan) in order to produce a framework for the growth corridor north of Perth.

State Government funding of \$120,000 has been secured.

WDC has developed a highly cost effective process to develop this type of planning. WDC uses specialist expertise to develop an economic planning template, university students/graduates and other regionally based staff to populate the data, and engaged specialist expertise to analyse the data and develop economic development recommendations. WDC will also partner with LandCorp to assist in precinct planning and provide expertise given LandCorp's experience and knowledge in both industrial and residential developments across the State. WDC will engage directly with LandCorp and be responsible for managing this engagement throughout the project.

2.3 Project Description

The process is based on WDC experience with growth planning for other regional centres. The difference in the growth corridor north of Perth is that the area does not have a major population centre or a lot of underpinning planning, infrastructure and services in place. E.g. The Department for Education has no public plan to deliver services to this area and Department of Health planning is in its infancy.

The Plan will be a powerful vehicle to identify strategic investment projects and attract funding – both public and private. It will provide justification and support for key projects, and will demonstrate alignment to Wheatbelt and State strategic planning. It is expected that this plan will be extremely important to ensure that State Government agencies develop relevant and cost effective programs for this area.

In developing the Plan, the following elements will be examined:

- Global drivers of food production, tourism and renewable energy
- Local competitive advantage
- Peri-urban/metropolitan relationships and service models
- Key economic opportunities in:
 - Aquaculture, horticulture and food processing;
 - Renewable energy;
 - Retirement and lifestyle;
 - Mining, construction and light industry;
 - Transport logistics; and
 - Tourism

The Plan will take the following into consideration:

- Wheatbelt Regional Investment Blueprint
- Central Coast Sub-regional Economic Strategy
- Jurien Bay SuperTown Growth Plan
- Strategic plans from the Cities of Swan, Joondalup and Wanneroo
- Strategic plans from the Northern Growth Alliance Councils
- Guilderton to Kalbarri Coastal Plan
- Perth and Peel Growth Plan for 2050 and submissions from stakeholders
- Banksia Woodlands Conservation Report
- Wheatbelt Lime Strategy
- Agri-industry Processing Precinct Plan
- Water for Food
- Driving Change: Perth and Peel Economic Development Strategy and Infrastructure Plan to 2050
- Improvements to transport infrastructure networks including the North Link Road and works on the Great Northern Highway from Wubin to Muchea
- The development of the Muchea area as a key transport and logistics hub of state significance

2.4 Scope and Boundaries

This project will produce a plan to guide and facilitate economic investment in the growth corridor north of Perth through enhanced regional services and infrastructure, while capitalising on the region's global drivers of food production, tourism, transport logistics and renewable energy. The project area includes the Shires of Chittering, Dandaragan and Gingin. Key stages of the project will include:

Stage 1A: Pre-start and project management
<ul style="list-style-type: none"> • Develop and endorse PES • Establish administrative partnership • Engage project coordinator • Engage document writer • Arrange first meeting with Working Group
Stage 1B: Desktop analysis and local stakeholder engagement
<ul style="list-style-type: none"> • Desk top analysis and draft precinct planning • Thought Leader and Local Government engagement to determine: <ol style="list-style-type: none"> a. What is happening in the Sub-region (population, economy, infrastructure, services)? b. What will be happening in the future? c. What are the aspirations of the Sub-region?
Stage 1C: External stakeholder engagement
<ul style="list-style-type: none"> • Engage with external stakeholders including: <ol style="list-style-type: none"> a. Key agencies (e.g Water, Education, Health, Transport, Agriculture, Tourism, Social Services) b. Private sector (e.g. horticulture, transport, alternative energy) c. Surrounding Local Governments (Shires of Coorow, Moora, Toodyay, Victoria Plains and Cities of Joondalup, Swan and Wanneroo)
Stage 2: Vision
<ul style="list-style-type: none"> • From Stage 1, determine a detailed vision for the future including sub-regional description, economic/social nuances and a clear picture of where the Sub-region wants to be in 2050
Stage 3: Constraints and enablers to precinct plan
<ul style="list-style-type: none"> • Examine current planning overlays • Look at possible constraints to delivering required outcomes • Detail enablers to achieve the vision • Identify gaps and opportunities • Options analysis given planning, consultation and aspirations
Stage 4: Triggers
<ul style="list-style-type: none"> • Identify programs and initiatives that will achieve on vision • Identify trigger based measures for the high impact initiatives
Stage 5: Marketing and carriage
<ul style="list-style-type: none"> • Identify avenues to secure investment for trigger based programs and initiatives • Identify those who will continue carriage of the Plan

2.5 Timeline and Methodology

The project will be staged based on the following timeframes and milestones:

Timeframe	Activity	Responsible Parties
Stage 1A: Pre-start and project management		
April 2017	<ul style="list-style-type: none"> Draft, circulate and adopt PES 	WDC NGA
April 2017	<ul style="list-style-type: none"> Draft, organise NGA approval and circulate media release to announce funding Draft and adopt a communications strategy for the project 	WDC NGA
April 2017	<ul style="list-style-type: none"> Determine project coordinator and document writer 	WDC NGA
April 2017	<ul style="list-style-type: none"> Determine Working Group members and arrange first meeting 	WDC NGA
Stage 1B: Desktop analysis and local stakeholder engagement		
June 2017	<ul style="list-style-type: none"> Desktop analysis – existing documents, plans etc relating to the Shires of Chittering, Dandaragan and Gingin and the Cities of Joondalup, Swan and Wanneroo (State, local government, industry). Compile summary and prepare for inclusion in the Plan. Compile population projections for all towns to 2050 (using the Department of Planning's WA Tomorrow forecasts overlaid with WDC assumptions) 	WDC
August 2017	<ul style="list-style-type: none"> Produce precinct planning map of growth corridor north of Perth including the Shires of Chittering, Dandaragan and Gingin and the Cities of Joondalup, Swan and Wanneroo (no government boundaries) Map hospitals, medical centres, caravan parks, motels/hotels, national parks open to visitation, off road vehicle areas, high schools (public and private), TAFE's, Uni's, major transport routes, TransWA bus routes, agricultural, horticultural and aquaculture activity, coastal infrastructure, water infrastructure, major tourism assets. 	WDC
April 2017	<ul style="list-style-type: none"> Convene first Working Group meeting. Set cultural alignment, cornerstones and the underlying principals that will guide this Plan. Confirm appropriate staff members from each NGA Shire who can provide information into the Plan when required. Consider engagement with Thought Leaders. Confirm statistical sources and the population growth data sets the Plan will be based on. <p>Confirm any growth planning software to be used or not (e.g. Curtin University Integrated Futures)</p>	Working Group

August 2017	<ul style="list-style-type: none"> Follow up meeting with NGA planners to gather any missing information 	WDC NGA
June 2017	<ul style="list-style-type: none"> Meet with NGA CEO's and Presidents to update on project and outline project plan. 	WDC NGA
Stage 1C: External stakeholder engagement		
May 2017	<ul style="list-style-type: none"> Meet with LandCorp and Department of Planning to determine any land/planning issues 	WDC
Completed by August 2017	<ul style="list-style-type: none"> Initial meetings with key agencies on water, education, health, transport, agriculture, tourism, social services etc 	WDC
April 2017	<ul style="list-style-type: none"> Meet with Cities of Joondalup, Swan and Wanneroo to determine common issues, gaps and opportunities 	Working Group WDC
May 2017	<ul style="list-style-type: none"> Meet with significant existing private investors in the Sub-region to determine future plans, opportunities and future trends 	WDC
Stage 2: Vision		
April 2017	<ul style="list-style-type: none"> Initiate Thought Leader discussion. 	
April 2017	<ul style="list-style-type: none"> Draft detailed vision for the future Draft a statement of what the area will look like in 2050 	Working Group
May 2017	<ul style="list-style-type: none"> Confirm table of contents and structure of Plan with Working Group Confirm version control procedures and draft revision with Working Group 	Working Group
July 2017	<ul style="list-style-type: none"> Presentation to each NGA Council including background of why this planning is being done and the process of delivering the Plan Present and confirm draft vision 	WDC
Stage 3: Constraints and enablers		
June 2017	<ul style="list-style-type: none"> Analyse meetings with key agencies, issues raised (service delivery, policy etc), constraints, identified opportunities and enablers Compile summary and prepare for inclusion in the Plan 	WDC
June 2017	<ul style="list-style-type: none"> Confirm analysis, strategic options and alignment to vision 	Working Group and Thought Leaders
Stage 4: Triggers and Governance		
September 2017	<ul style="list-style-type: none"> Identify initiatives that will achieve on vision Identify trigger based measures for the high impact initiatives Prioritise these initiatives utilising the WDC prioritisation tool 	Working Group WDC

September 2017	<ul style="list-style-type: none"> Identify roles and responsibilities to implement growth Identify behavior, culture, values and stewardship of NGA that will inhibit and enable implementation Encourage NGA to revise and renew MOU in light of these discussions 	Working Group
October 2017	<ul style="list-style-type: none"> Draft Plan v1.0 circulated for feedback, editing and identification of gaps and fatal flaws 	Working Group
November 2017	<ul style="list-style-type: none"> Present draft Plan to NGA Councils Gather feedback and input 	WDC
December 2017	<ul style="list-style-type: none"> Identify funding avenues for investment into trigger based priority projects 	Working Group
Stage 5: Marketing and carriage		
January 2018	<ul style="list-style-type: none"> Develop communications and marketing plans for investors and government to achieve vision Identify persons or organisations responsible for carriage and implementation of communications and marketing tasks 	Working Group
January 2018	<ul style="list-style-type: none"> Draft Plan v2.0 circulated for feedback, editing and identification of gaps and fatal flaws 	WDC
March 2018	<ul style="list-style-type: none"> Final version of Plan approved by Working Group for approval to be submitted to WDC Board for endorsement. 	Working Group
April Board Meeting	<ul style="list-style-type: none"> Plan endorsed by WDC Board. 	WDC
May 2018	<ul style="list-style-type: none"> Launch 	WDC

2.6 Out of Scope

This project will not include a comprehensive future prediction process for global industry demand and requirements. Suitable information will be gathered from available resources to predict industry trends and global drivers.

This project does not involve marketing and/or implementation of the strategies. It will make recommendations, highlight priority actions and develop a communications/marketing plan to promote the strategies to potential investors. While it will recommend future action, it cannot be held responsible for such action.

This project does not, necessarily, involve industry sector consultations. If initial consultations can be undertaken within the scope, they will.

This project does not commit any of the members of the Working Group to any future action. It will propose some investment triggers, but does not necessitate the Working Group to manage implementation.

2.7 Critical Success Factors

Benefits Realisation

Benefits will be realised when services plans are in place with triggers for investment.

The success of this project will be determined by the following outcomes:

1. The publication of a framework to inform public and private investment in infrastructure and service delivery for the Shires of Chittering, Dandaragan and Gingin individually and the Sub-region as a whole;
2. The promotion and communication of this framework to relevant State Government departments and agencies, industry stakeholders and investors;
3. Stakeholders in the sub-region understand the existence of the NGA and the culture of the organisation;
4. Capacity of NGA is raised to the level where a broad understanding of the Sub-region's future potential is realised and collaborative efforts are maintained to deliver on this vision;
5. A marketing/communication plan to drive investment.

3 MANAGEMENT PLAN

3.1 Project Management

Local Government and the Northern Growth Alliance, together with the Thought Leaders and the WDC make up the key internal stakeholders for this project.

The development of the Planning for the Growth Corridor North of Perth will be overseen by the WDC. The following chart outlines the key roles of stakeholders:



3.2 Project Sponsor

The Project Sponsor is Wendy Newman, CEO WDC, on behalf of the WDC Board. This position will be responsible for making business decisions for the project:

- ensuring appropriate commitment to the project;
- making critical decisions for the project;
- approving scope and project plan and any amendments to same; and
- assisting with critical issues unable to be progressed by the working party.

3.3 Working Group

The first step in this process is to establish a Working Group to drive the project and ensure an innovative and flexible approach achieves desired outcomes.

The role of the Working Group will be to act in an advisory capacity:

- Identify the key challenges and opportunities facing Local Government;
- Identify and share examples of leading practice or innovation that could transform the Sub-region;
- Assist in the evaluation and prioritisation of a long list of potential investors with a view to forming a short list to be taken forward;
- Represent the views of their Local Government; and
- Act as champions for the Plan, take ownership and advocate for the resulting recommendations and priority actions with a commitment of intent to implement the marketing and communication plans.

The Working Group will meet at least twice during the project duration and membership will comprise but not be limited to representation from WDC and representatives from the key stakeholders identified in the Sub-region.

The functions of the Working Group include:

- Approve and administer scope of project;
- Review Plan at set times throughout the project;
- Update cost estimates and impact on project;
- Update program;
- Prioritise trigger based projects that enable the vision; and
- Review project risks.

The Working Group consists of:

- Wendy Newman, CEO WDC
- Alan Sheridan, CEO Shire of Chittering
- Tony Nottle, CEO Shire of Dandaragan
- Jeremy Edwards, CEO Shire of Gingin

Project stakeholders are identified in Appendix 1 and will continue to be added to during the process.

This Working Group will be accessible throughout the project and will meet when necessary during the project. It is responsible for overseeing all facets of this project. The Group will make recommendations to the sponsor when necessary through the project managers.

The roles and responsibilities of Local Government will be community engagement and enabling staff to be involved in the project.

5.4 Thought Leaders

Gaining stakeholder insights is an important facet of this project. There is a need to engage with a broad set of stakeholders in forming this Plan. These leaders that will be engaged with throughout the project will be chosen based on their innovative thinking, their interest in the Central Coast Sub-region and their track record in private enterprise.

Local Government leaders form part of the Working Group. They are not considered as Thought Leaders but may be considered as stakeholders in the project. The Thought Leaders will not be a static group but will be flexible throughout the project.

5.5 Risk Assessment

This approach is based on the following project risks and strategies:

Risk Description	Risk Probability	Action Manager	Containment Strategy
Incorrect assumptions in trends and forecasts.	Medium		It is assumed that this is not a perfect science. Leave enough scope in the recommendations to allow for changes in trends over the medium-long term. Involving key stakeholders will help minimise WDC making uninformed assumptions.
Potential for LGA's to develop this document as a local plan rather than a State level plan	Medium		Ensure LGA CEO's and Shire Presidents establish cultural alignment, cornerstones and underlying principles of the Working Group
Plan outcomes are not accepted by State Government agencies	High		Include State Government agencies and departments in the planning process as Ex-Officio observers.
Scope creep	Low		Have the initial scope formally accepted by the Sponsor and develop a change management procedure to control project scope and schedule.

Risk Probability Index

Low	Unlikely to occur during the project period and with little impact on the project.
Medium	Possibility of occurrence and with some impact on the project.
High	Very likely to occur during the project period and potentially impacting heavily.

4 Project Budget

\$120,000 funding for this project has been secured through the planning and administration funding stream under the Statewide Regional Blueprint Initiative.

Item of Expenditure	Budget	Source of Funds
Research, desktop analysis and report writing	40,000	WDC
Stakeholder engagement	40,000	WDC
External expertise	40,000	WDC
Total budget	120,000	



4.6 Agenda Forums

Policy Owner:	Chief Executive Officer
Person Responsible:	Executive Support Officer
Date of Approval:	<Date approved by Council Resolution>
Amended:	

Objective The Shire of Chittering conducts Agenda Forums the week prior to every Ordinary Meeting of Council. Agenda Forums are open to the public, unless the matter is of a confidential nature. Agenda Forums provide Councillors with the opportunity to seek additional information, clarify any concern, request the drafting of alternative motions and organise attendance at on-site visits if considered appropriate.

Policy **Calling of Agenda Forums**
Local public notice of Agenda Forums will be provided in the same way and at the same time as the local public notice given for Ordinary Meetings of Council.

Agenda Forums will be held on a Tuesday the week prior to the Ordinary Meeting of Council. Council will set the date, time and duration of Agenda Forums when adopting its meeting schedule for Ordinary Council Meetings.

Agenda

The agenda for the Ordinary Meeting of Council will be distributed to Councillors on the Friday prior to the Agenda Forum. The matters that are listed on the Council Meeting Agenda will be the same matters for discussion at the Agenda Forum.

The Program for the Agenda Forum shall consist of the following:

- (i) Declaration of opening
- (ii) Record of attendance / apologies / leave of absence
- (iii) Disclosure of interest
- (iv) Public question time
- (v) Presentations and Deputations
- (vi) Reports
- (vii) Closed to the public
- (viii) Closure

The schedule of the Agenda Forum will be made available to members of the public at the Agenda Forum.

**Attendance of the public**

Agenda Forums are generally open to members of the public who will have the opportunity to ask questions.

Members of the public are required to be respectable and abide by the directions of the Presiding Member in relation to their conduct at the Agenda Forum. A failure to observe decorum or a direction of the Presiding Member will result in the member of the public being asked to leave the premises.

Agenda Forums will be closed to members of the public when matters are to be discussed that:

- a) Are recommended to be dealt with as a confidential matter under s.23(2) of the *Local Government Act 1995*; or
- b) The Presiding Member considers, on the advice of the Chief Executive Officer, could be dealt with as a confidential item.

Presiding Member and Quorum

The President will preside at Agenda Forums. In the absence of the President the Agenda Forum will be presided over by the Deputy President. In the absence of both the President and Deputy President, those present will determine by a simple majority vote by show of hands an elected member to preside at the meeting.

As per the local law for the conduct of public meetings, the Presiding Member determines all procedural matters for the conduct of an Agenda Forum. This policy establishes the general procedure for the conduct of an Agenda Forum.

There is no quorum requirement for an Agenda Forum.

Declaring Interests

Councillors and staff must disclose any financial, proximity or impartiality interests they have in an item listed on the Agenda and declare that interest at the commencement of the Agenda Forum; or immediately before the matter is discussed.

Interests are to be disclosed and dealt with in accordance with the *Local Government Act 1995* as if the Agenda Forum were a Council Meeting.

**Public Question Time**

Members of the public may only ask questions on items on the Council meeting agenda at an Agenda Forum.

Presentations and Deputations

Members of the public and applicants will have the opportunity to present or make a deputation to Council at an Agenda Forum. The purpose of allowing for presentations and deputations is so that members of Council will have an opportunity to ask questions of members of the public and/or applicant.

Requests for presentations and deputations will only be allowed at either the Agenda Forum or Ordinary Council Meeting; not for both.

Points/Requests for Clarification by Councillors

Councillors will have the opportunity to ask questions of any officer or person in attendance to provide further information or clarification.

No Debate

No debate, or discussion between Councillors that could be interpreted as debate, will be permitted.

No Decisions

No decision will be made at an Agenda Forum by the Council, other than the election of Presiding Member in the absence of the President or Deputy President.

Foreshadowed Amendments and Alternative Motions

A Councillor may foreshadow at an Agenda Forum their intention to move an alternative motion, or an amendment, to the Officer Recommendation.

Record of Proceedings

Detailed minutes of Agenda Forums will not be kept. The following details will be recorded:

- a) Date, venue and commencement time
- b) Attendance and apologies
- c) Declarations of interest
- d) Closing time



Recording of Proceedings

There is to be no electronic, visual or audio recording or transmitting device or instrument is permitted to be used. Any person found to be using such a device will be required to leave the premises.

DRAFT



1.19 OSH Fleet Safety and Motor Vehicle Guidelines

Policy Owner:	Chief Executive Officer
Person Responsible:	Chief Executive Officer Human Resources/Payroll Officer
Date of Approval:	<Date approved by Council Resolution>
Amended:	<Date amended by Council Resolution>

Introduction

In maintaining and operating the vehicle fleet for its employees, the Shire of Chittering has a legal obligation and duty of care under the *OHS Act 2000* to provide a safe and healthy workplace.

Fleet safety is a critical occupational health and safety issue for the Shire.

The Shire of Chittering is obliged to provide safe workplaces (vehicles are classed as a place of work), safe systems of work and to provide employees with safety information, instruction and training related to work-related driving. Taking steps to minimize the risk of injury to employees through their involvement in motor vehicle accidents will protect the health and well-being of employees. An additional benefit to the Shire is possible cost savings as employers are subjected to costs both directly (workers' compensation and vehicle repair costs) and indirectly (loss of corporate knowledge) as a result of a motor vehicle accident.

Scope and Purpose

These Guidelines are intended to assist in the implementation of a program for motor vehicle fleet selection and use, have been compiled based on research into contemporary vehicle safety features and best practice driver behaviour with the assistance from the WA Department of Transport Safe Driving.

As such, the Guidelines are aimed at raising the Shires staff awareness of the issues in the interests of employee safety and the cost effective operation of vehicle fleets. They are not intended to mandate minimum standards, as these may vary. The Shire will select, maintain and manage vehicles in accordance with best management practices and in the interests of maximising organisational efficiency and effectiveness.



Benefits of Implementing an OHS Fleet Purchase and Use Policy

It is anticipated that these Guidelines will result in the following positive outcome:

- Enhancement of the Shire of Chittering's OHS reputation both internally and externally; and compliance with Occupational Health and Safety legislation.

Selection of Vehicles

The practical aim of these Guidelines is to encourage and assist the Shires staff to choose the safest fleet vehicles, appropriate for the purposes for which the vehicles will be used. Specifying mandatory safety requirements over and above those required by law is not considered appropriate for the Shire as such an approach is not flexible enough to take into account the different operational needs of each department.

These Guidelines provide research results and information on active and passive safety features that the Shire of Chittering should consider when ordering vehicles.

The following safety features should be considered when choosing a fleet vehicle.

This list is not exhaustive the Shire of Chittering should choose vehicles having regard to the availability of safety features and individual business requirements, which may necessitate additional safety features not noted below.

Active Safety Features (Accident Prevention)

Active safety features can help prevent vehicle accidents by providing the driver with better means of controlling the vehicle and avoiding hazards. Many vehicle features make an obvious contribution to active safety, such as tyres, brakes, lights and steering. Others are not so obvious, like seats and air-conditioning. Examples of active safety features include:

- Anti-lock Braking System (ABS);
- Speed alert systems;
- Daytime Running Lights (DRLs);
- Clear glazed windows;
- Cruise control including proactive cruise control;
- Air conditioning;
- Weight and size;
- Highly visible colour;
- Reversing aids i.e. warning beeper when vehicle is reversing and / or reversing camera.



Anti-lock Braking System (ABS)

Anti-lock brakes are designed to improve the manoeuvrability of a vehicle when braking by stopping the wheels from locking in an emergency stop. With better control of the vehicle, the driver of an ABS-equipped vehicle has a better chance of avoiding an accident. It has been shown that vehicles with ABS are much less likely to be involved in rear end collisions and accidents on wet or icy roads.

Speed Alert Systems

A speed alert system will help drivers to drive within speed limits. This system alerts drivers when a set speed is reached. While not preventing speeding, the driver is made aware that the set speed has been reached.

Daytime Running Lights (DRLs)

DRLs are weak headlights that are illuminated during the day in order to make vehicles more conspicuous and thus reduce the likelihood of their involvement in accidents. It is possible to fit vehicles with a device that will automatically activate DRLs when the ignition is switched on, but which can be overridden when full strength headlights are on. Also, vehicles are available with headlights that automatically switch off when the engine is stopped and the driver's door opened.

DRLs have been shown to improve vehicle visibility and estimation of distance with a resultant reduction in accident rates. If a vehicle is not equipped with DRLs, an alternative is that the vehicle be driven on the open highway with dipped headlights.

Clear Glazed Windows

Unless there is a specific reason, it is suggested that no extra tint be fitted to any window in the vehicle over the body tint commonly fitted by vehicle manufacturers.

This is because tinted glass causes an unnecessary hazard by obscuring up to 25 per cent of what the driver needs to see. In particular, research has shown the recognition of approaching vehicles at intersections, and judgment of speed and distance when light levels are low, becomes more and more difficult as we get older.

Cruise Control

Cruise control helps drivers to drive within speed limits. Cruise control allows the driver to set a speed so that the vehicle will remain at that speed unless the driver touches the accelerator, brake or clutch.

Where proactive cruise control is fitted the driver must familiarise themselves of how this option operates and under what conditions it improves their level of safety.



Air Conditioning

Air conditioning increases driver comfort and helps maintain attention. It is also the most efficient demister of windows to help maintain clear visibility in wet or humid weather.

Highly Visible Colours

Light, highly visible colours such as yellow and white are safer colours than colours such as black or grey which can blend into the road and are less visible. It is suggested that the choice of safe colours be a priority for vehicles used predominantly on the open road.

Reversing Aids

Having a warning beeper fitted that sounds when the vehicle is reversing can prevent accidents.

Reversing camera, parking aids are available whereby an ultrasonic sensing device alerts the driver to an object behind the vehicle. They are not adequate to detect small children behind the vehicle and therefore should not be depended on for this function.

Passive Safety Requirements – Reduce Injury in an Accident

While active safety features can help reduce the chance of an accident, not all vehicle accidents are avoidable. In the event of an accident, passive safety features are designed to prevent or minimise injury to the vehicle's occupants. Some features help absorb accident forces; some restrain occupants from colliding with the vehicle interior, and others prevent objects inside the vehicle from striking the driver or passengers. Therefore, it is important to choose a vehicle with both good active and passive safety features.

Examples of passive safety features include:

- 'Acceptable' or five star rating or better on ANCAP (Australian New Car Assessment Program) Ratings;
- Seat belts;
- Air bags;
- Vehicle Stability Control (VSC);
- Traction Control (TRC);
- Brake Assist (BA);
- Head restraints;
- Cargo barriers.



'Acceptable' or Five Star Rating or Better on ANCAP (Australian New Car Assessment Program) Ratings

Information on the safety levels of new vehicles is available through the Australian New Car Assessment Program (ANCAP).

ANCAP test results determine a vehicle's "crashworthiness", or how well it protects occupants in an accident. Successive studies over recent years by the Monash University Accident Research Centre (MUARC) have shown there is strong correlation between ANCAP results and vehicle accidents.

ANCAP results can be found at: www.ancap.com.au

Cargo Barriers

Loads must be secured. Cargo barriers prevent loose cargo shifting into the front of the vehicle in an accident, with serious consequences for occupants. Loose cargo can also affect air bag triggering, causing them to malfunction or not to deploy. Cargo barriers are available as an optional extra and the Shire should consider having cargo barriers fitted to vehicles without a boot for storage (i.e. station wagons, hatchbacks) where the vehicles are used to transport cargo, unless operational reasons prevent it. Cargo barriers should meet standard *AS/NZS 4034:1994*, or later standards as they are developed. Where the back seat of a vehicle is used for carrying loads, it is suggested that tie down straps be installed so that the load can be well secured.

Other Safety Considerations

Vehicle Stability Control (VSC)

System that ensures control in cornering situations the way ABS does under braking and TRC does under acceleration. The VSC system utilises electronic sensors in conjunction with the ABS and TRC hardware to help control any potential understeer or oversteer situations. Understeer is when the vehicle loses front-wheel traction and wants to push forward nose first. Oversteer is when the rear wheels lose traction and the tail begins to slide.

Traction Control (TRC)

A sophisticated electronic system designed to minimise stopping distances by maximising braking power to the wheels with the most grip. It replaces the conventional load sensing proportioning valve. EBD can adjust the fore / aft brake balance according to vehicle load and the right / left brake balance if the brakes are applied during cornering.



Brake Assist (BA)

A system designed to assist the driver in emergency braking, where the driver cannot apply the high pedal force required to obtain the shortest possible braking distance. It supplements the braking power applied if the driver has not pushed hard enough on the brake pedal in an emergency braking situation – working in conjunction with ABS.

Four Wheel Drive Vehicles

Large 4WD vehicles are much heavier than other passenger vehicles and are therefore likely to inflict more damage in accidents with smaller vehicles and pedestrians. Many of the larger vehicles are unstable and prone to roll-over accidents as a result of the vehicle height to width ratio and their high centre of gravity. As well, base model 4WDs are unlikely to be equipped with safety features such as airbags and ABS brakes. Because of their weight, 4WDs do not perform well in emergency braking situations. As a result, the Shire should only consider purchasing 4WD vehicles when there is a clear operational need.

First Aid Kits

The Shire of Chittering fleet vehicles will carry an appropriate first aid kit.

Fire Extinguisher

The Shire of Chittering will consider the benefits of fleet vehicles carrying a fire extinguisher that is securely fixed in the vehicle.

Bull Bars

The Shire of Chittering will only consider installing bull bars where they are absolutely necessary as it has been shown that they increase injury levels to pedestrians, cyclists and motorcyclists in an accident. Also Bull Bars or nudge bars must be installed correctly so as not to interfere with the vehicles safety systems i.e. air bags.

Selection of Vehicles - Responsibilities

(i) Staff Responsibilities

- Where a staff member has input into vehicle selection, consider the safety issues outlined in these Guidelines in the selection and only select vehicles with maximum safety features while still meeting particular operational and financial requirements of the Shire; and
- Utilise safety features provided in vehicles.

The *OHS Act 2000* covers consultation requirements. Consultation enables employees to contribute to the decisions that affect their health, safety and welfare. Consultation helps the Shire of Chittering



and employees to work together to seek solutions that lead to healthier and safer workplaces.

(ii) Management Responsibility

- Consider the safety issues outlined in these Guidelines in the selection of vehicles and select vehicles with maximum safety features while still meeting particular operational and financial requirements of the Shire of Chittering; and
- Ensure any staff that have input into vehicle selection are aware of the safety features discussed in these Guidelines. The *OHS Act 2000* which sets out the employers "duty to consult" with employees about OHS matters; and
- As a vehicle is a workplace for the purposes of the *OHS Act 2000*, be aware of the obligations of the Fleet Manager to provide a safe workplace (as required for all workplaces such as offices or building sites).
- Actively select vehicles for inclusion in the motor vehicle contract that have appropriate safety features and set minimum specifications in relation to safety features where possible; and
- Prohibit the inclusion of options that compromise safety (e.g. tinted glass, bull bars) unless justified by the Shire of Chittering for operational requirements.

Use of Vehicles

Improvement in vehicle safety goes a long way to addressing road safety issues. However, a safe vehicle is not enough. Driver behaviour is a contributory factor in 90-95% of vehicle accidents.

These Guidelines provide research results and information to maximise safety.

The Shire of Chittering will adopt the following vehicle use behaviours for their staff when they are driving a Shire vehicle:

Compliance with Road Rules and Courtesy

All legislative requirements associated with vehicle usage, in particular parking restrictions and speed limits, must be adhered to. Reducing speed is the best means of reducing vehicle accident risk and the severity of those accidents.

All Shire employees using fleet vehicles or rental vehicles must carry their driver's license with them at all times and adhere to the Road Rules relevant to the jurisdiction in which the vehicle is being driven.



The Shire of Chittering Driver is Responsible

- Drivers are responsible for all passengers being properly restrained in a seatbelt or approved child restraint. There are fines and demerit points for a driver who is not wearing a seatbelt or who fails to ensure that passengers use seatbelts where available. Passengers aged 16 years and over who do not use an available seatbelt will also be fined.
- It is dangerous and illegal to have too many people in a vehicle, for example people sitting on the floor or on other people's laps. All passengers should be seated and wearing seatbelts or other restraints. Learner drivers, P1 and P2 licence holders are not allowed to carry anyone who is not wearing a seatbelt or not using a child restraint

A national system of driver licence classes has been introduced in WA. All States and Territories in Australia have a uniform driver licence system. The licence classes are:

C	Car
R	Rider
LR	Light Rigid
MR	Medium Rigid
HR	Heavy Rigid
HC	Heavy Combination
MC	Multi-Combination

(a) Car

A 'Class C' licence covers vehicles up to 4.5 tonnes gross vehicle mass (GVM). GVM is the maximum recommended weight a vehicle can be when loaded. A 'Class C' licence allows you to drive cars, utilities, vans, some light trucks, car-based motor tricycles, tractors and implements such as graders. You can also drive vehicles that seat up to 12 adults, including the driver.

(b) Motorcycle

Motorcycle riders require a 'Class R' licence.

(c) Rigid Vehicle Licences

Different licence classes are required by drivers of rigid vehicles:

- A Light Rigid 'Class LR' covers a rigid vehicle with a GVM of more than 4.5 tonnes but not more than 8 tonnes. Any towed trailer must not weigh more than 9 tonnes GVM. Also includes vehicles with a GVM up to 8 tonnes which carry more than 12 adult including the driver and vehicles in class 'C'.
- A Medium Rigid 'Class MR' covers a rigid vehicle with 2 axles and a GVM of more than 8 tonnes. Any towed trailer must not



weigh more than 9 tonnes GVM. Also includes vehicles in class 'LR'.

- A Heavy Rigid 'Class HR' covers a rigid vehicle with 3 or more axles and a GVM of more than 8 tonnes. Any towed trailer must not weigh more than 9 tonnes GVM. Also includes articulated buses and vehicles in class 'MR'.

Any complaint relating to the manner in which a Shire vehicle has been driven will be investigated.

(i) Staff Responsibility

- Be courteous drivers;
- Ensure driver's license is correct for the vehicle being driven, current and carried at all times whilst driving;
- Be aware of and comply with the Road Rules relevant to the jurisdiction in which the vehicle is being driven;
- Drive at speeds that are safe for the conditions, recognising that, in some circumstances, this may be below the posted speed limit; and
- Use speed alert systems and cruise control where available.

(ii) All Licence Holders

The law requires the holder of a driver licence to notify, as soon as practicable, the RTA of any long term injury or illness that may impair his or her ability to drive safely. The RTA must be satisfied that all licence holders are medically fit to drive. A licence holder can be directed to have regular medical examinations because of a medical condition or because of advanced age. Some drivers must also have an annual driving test.

The rules apply to all licence holders, including people who have three or five year licences.

(iii) Management Responsibility

- New employees to be informed of the Shire of Chittering policy for the safe use of fleet vehicles as part of their job induction;
- Ensure work schedules allow sufficient time for travel;
- Monitor speeding fines issued to staff whilst driving the Shire of Chittering vehicles and provide details of infringements to the driver's manager; and
- Monitor fuel consumption of vehicles and provide feedback about fuel consumption (low fuel consumption is a sign of non-aggressive / non-speeding / driving a correctly tuned vehicle).



Maintenance and Monthly Vehicle Checks

All Shire vehicles must be maintained in a safe, roadworthy condition.

Maintenance of vehicles should take place according to the vehicle manufacturer's specification.

(i) Staff Responsibility

- Use the vehicle in an appropriate and safe manner;
- Conduct checks of key components against a checklist covering headlights, fuel, brakes, mirrors, tyres, and ensure windscreens are clean and free of cracks or chips, etc.; and
- Promptly report any vehicle faults in writing.
- Use "Fortnightly Vehicle Checklist" – Doc. No. ----- (is that the attachment?)
- To advise the Shire HR Coordinator when and if they accrue demerit points.

In addition, prior to each trip, the driver is responsible to ensure the general roadworthiness of the vehicle and its suitability for the trip / work to be undertaken. This may include the checking of fuel, oil, coolant, brake fluid, lights, windscreen washers and wipers, water, battery and tyre tread and pressure and taking corrective action where necessary.

(ii) Management Responsibility

- Ensure that records are kept of vehicle inspections, maintenance, repairs and modifications (WorkCover OHS requirements);
- Ensure that all vehicles are maintained in a safe, roadworthy condition; and
- Remove unsafe vehicles from use.

Smoking

Smoking in a Shire vehicle is not permitted at any time. A Shire of Chittering vehicle is a workplace for the purposes of the *OHS Act 2000* and smoking is prohibited in the workplace.

(i) Staff Responsibility

- Not to smoke in a Shire fleet vehicle or permit others to smoke in the vehicle.

(ii) Management Responsibility

- Promote non-smoking in the workplace.



Alcohol and Drugs

It is illegal to drive while under the influence of alcohol or drugs, including some over-the-counter and prescription medicines. All legislative requirements associated with driving and alcohol consumption, and the consumption of drugs or alcohol in the workplace must be adhered to. The Shire of Chittering employees are not to be under the influence of drugs or alcohol whilst in control of a Council vehicle.

Blood Alcohol Concentration (BAC) Limits

(a) Zero BAC

For employees who drive or operate vehicles classed as plant equipment, heavy trucks and machinery, the alcohol limit is 0.00. Plant equipment, heavy trucks and machinery include the following:

- All construction equipment (graders, rollers, loaders etc)
- Trucks which have a combined mass exceeding 22.5 tonnes
- High risk hand held equipment such as chainsaws and quick cut saws

A limit of 0.00 BAC also applies to:

- (i) Novice drivers;
- (ii) Taxi drivers*;
- (iii) Drivers of passenger vehicles with capacity to carry more than 12 adult passengers*;
- (iv) Drivers of omnibuses*;
- (v) Drivers of certain heavy vehicles*;
- (vi) Drivers of vehicles carrying dangerous goods*;
- (vii) Extraordinary licence holders; and
- (viii) Recently disqualified drivers;

* The zero BAC limit for certain drivers may not apply at all times. Refer www.transport.wa.gov.au/dvs for further information on when a driver must have a BAC limit of zero.

(b) 0.02 BAC

A limit of 0.02 applies to all employees when at work and who are not involved in the operation of plant equipment, heavy trucks and machinery as defined under sub-heading Zero BAC above. Drivers of certain vehicles and certain classes of licence holder are also subject to 0.00 BAC as outlined above.



(c) 0.05 BAC

A limit of 0.05 applies to the drivers of Private Use vehicles when these vehicles are used for private use outside of working hours. A limit of 0.05 also applies to:

- All other licences (including overseas and interstate licence holders) not subject to a 0.02 or zero limits; and
- Emergency Services Employees, Volunteers or Local Government employees when called-out in response to events and in time of emergency*.

* The law provides an exemption from zero BAC for certain drivers. In this situation, the driver will continue to be subject to 0.05% BAC limit. Refer www.transport.wa.gov.au/dvs for further information.

Alcohol and Drug Related Breaches – Motor Vehicle Insurance & Workers Compensation

***** It should be noted that insurance companies may not accept a motor vehicle claim or workers' compensation claim where an accident or injury is sustained and the presence of drugs or alcohol have been identified by a positive test.**

Where an employee, contractor, volunteer or work experience person is proven to drive or attempt to drive a Council motor vehicle, truck or mobile equipment when returning a positive result of alcohol or other drugs and has an accident, Council's insurer may agree to indemnify Council for the loss or damage to Council's vehicle.

It is then normal practice for the insurer to seek a full recovery of these costs from the offending driver. It is possible the driver may have no liability cover if the prescribed content of alcohol or drugs exceeds the legal limit at the time of the incident. Workers Compensation Claims in the event of a claim involving alcohol or other drugs the insurer may not accept the claim.

(i) Staff Responsibility

- Not drive a vehicle under the influence of drugs or alcohol.

(ii) Management Responsibility

- Educate staff on alcohol and drugs in the workplace.
- Encourage drivers not to consume any alcohol in the period prior to driving; and
- Ensure drivers are made aware of the effect of alcohol and drugs on driving performance.



Fatigue

With the goals of the Shires Fatigue Management Plan Occupational Health and Safety Policy Statement in mind, the Shire of Chittering will use appropriate risk assessment tools to measure, mitigate and monitor the risks associated with fatigue. In addition, mitigation strategies will be reviewed and audited to ensure compliance with OHS requirements.

Under *OHS Act 2001*, the Shire has the primary duty of care. However, there is also a provision for the Shire of Chittering's employee's duty of care.

This refers to the duty of a Shire employee to assist the Shire of Chittering in meeting health and safety obligations and to take reasonable care not to put themselves, or others, at risk. In other words, an employee has a duty to take reasonable care for their own health and safety, and for the health and safety of others that may be affected by their acts or omissions at the workplace.

Fatigue is the result of inadequate rest over a period of time, leading to a markedly reduced ability to carry out a task. The Shire of Chittering staff and their supervisors should plan realistic schedules, be rested before departure, stop for appropriate rest breaks (at least every two hours, even if not feeling tired) and avoid driving during normal sleeping hours. Employees should be made aware that accumulated sleep deprivation or sleep disorders such as sleep apnea will increase their accident risk.

It is suggested that the Shire staff and their supervisors take the following into account:

- A journey longer than two hours should be broken at least once for a 10-minute break;
- Consideration should be given to staying overnight if there is a requirement to travel a long distance and there is a risk of driver fatigue;
- Where practical, driving long distances should be avoided where driving conditions are difficult, such as driving in heavy rain, fog or into the sun; and
- If a driver is fatigued they should be encouraged to find a suitable location to pull off the road and take a "Powernap" for 10 minutes or more. Research shows that a Powernap can significantly reduce the risk of fatigue-related accidents. A preventative Powernap before the journey is also effective.
- Employees, who operate plant or other heavy vehicle, are required to abide by the legislation requirements regarding Fatigue Management from WorkSafe WA.



Signs of fatigue include:

- Constant yawning;
- Drifting in the lane;
- Sore or heavy eyes;
- Trouble keeping your head up;
- Delayed reactions;
- Daydreaming;
- Variations in driving speed; and
- Difficulty remembering the last few kilometres.

The only effective remedy for fatigue is sleep.

(i) Staff Responsibility

- Do not drive while fatigued;
- Have a "Powernap" if tired;
- Share the driving if possible;
- Avoid starting a long trip after a day's work;
- Avoid driving at times when you would normally be asleep;
- Avoid tight meeting schedules;
- Avoid driving after 17 hours since your last sleep; and
- Use other forms of travel (e.g. bus) when practical.

(ii) Management Responsibility

- Ensure that appropriate work scheduling is encouraged and implemented (i.e. minimise driving in the late afternoon and encourage staff to stay overnight on long trips);
- Educate staff on the dangers of driving whilst fatigued; and
- Educate staff on sleep disorders and encourage staff to seek medical advice if they have any symptoms.

Daytime Running Lights (DRLs)

The Shire requires that vehicles be driven with dipped headlights or DRLs on during the day, especially on the open highway.

(i) Staff Responsibility

- Have DRLs on at all times where fitted; and
- If DRLs are not fitted, drive with dipped headlights, especially on the open highway.

(ii) Management Responsibility

- Educate staff on the benefits of using DRLs to improve vehicle visibility.



Mobile Phones

It is an offence to drive a vehicle while using a mobile phone without a hands-free kit.

Mobile phones can cause distractions in two ways:

- (i) Taking your hands off the wheel; and
- (ii) Becoming engrossed in an intense conversation and not concentrating on the road.

Shire of Chittering employees must pull over and stop their vehicle if required to talk on the phone.

Shire of Chittering adopt the following practices for their staff:

- Staff shall keep mobile phone use to an absolute minimum when driving. This means diverting calls to voicemail and checking messages regularly when it is safe to pull over;
- Staff do not make calls, dial numbers or text message while driving; and
- Staff to pull over to the side of the road when it is safe, before making or answering a call.

(i) **Staff Responsibility**

- Never use handheld mobile phones whilst driving or stationary in traffic;
- Minimise the use of a hands free mobile phone whilst driving or stationary in traffic;
- Pull over, if safe, to use a mobile phone; and
- Use message bank, where appropriate.

(ii) **Management Responsibility**

- Actively discourage the use of mobile phones whilst operating fleet vehicles and reiterate to employees that it is an offence to drive a vehicle while using a mobile phone without a hands-free kit.

**Other Driving Distractions**

Drivers should be aware of and minimise other driving distractions such as eating drinking and programming the vehicles GPS (if fitted) whilst driving. These have the potential to cause a distraction in the same way as mobile phones.

(i) Staff Responsibility

- Minimise other driving distractions such as eating and drinking whilst driving or stationary in traffic.
- Not to program the vehicles GPS whilst driving or stationary in traffic.

(ii) Management Responsibility

- Actively discourage eating and drinking whilst operating fleet vehicles.
- Actively discourage programming a GPS whilst operating / driving or stationary in traffic.

Towing

All legislative requirements associated with towing must be adhered to. A vehicle should not tow a trailer if the trailer has a loaded mass exceeding the towing capacity of the vehicle or the towing capacity of the tow bar fitted to the vehicle. The towing capacity of a vehicle or tow bar is as specified by the manufacturer.

Towing anything heavy greatly increases the stress on any vehicle, so suspension, brakes, steering, tyres and the cooling system need to be in excellent condition.

(i) Staff Responsibility

- Comply with all legislative requirements for towing; and
- Only tow if it is safe to do so and the driver can control the towed load.

(ii) Management Responsibility

- Promote safe towing practices; and
- Ensure that appropriate vehicles are selected where they are to be used for towing purposes.



Driver Education and Awareness

An aim of these Guidelines is to encourage and assist employees to be safer drivers.

Drivers of Shire of Chittering vehicles should be aware that they have sole responsibility and are legally responsible for ensuring all children aged less than seven years of age are restrained in appropriate, standards approved restraints. A penalty applies for failing to ensure children are appropriately restrained.

The regulations require all children aged up to seven are required to travel in an approved child restraint and make sure they are protected when travelling in a vehicle.

- Children younger than six months must be secured in rearward facing restraints;
- Children between six months and four years must be secured in either a rear or forward facing restraint;
- Children between four and seven years must be secured in forward facing child restraint or booster seat;
- Children younger than four years cannot travel in the front seat of a vehicle with two or more rows;
- Children between four and less than seven years cannot travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children younger than seven years in a child restraint or booster seat.

Employees should consult the vehicle manufacturer's handbook or the vehicle supplier for the correct anchorage point locations or seek advice from an RTA Authorised Fitting Station. Call 13 22 13 to find your nearest RTA Authorised Fitting Station.

Drivers of a Shire of Chittering vehicle are responsible for the purchase, provision and fitting of child restraints at no cost to the Shire. The restraint must be removed when the vehicle is being used on Shire business.

Induction Programs

Induction is an important opportunity to inform new employees of the details of the fleet management policy and the Shire's commitment to road safety. It is also critical that the vehicles assigned to new employees meet the requirements of their particular job.

The induction program undertaken by the employee's manager / supervisor consists of:



- Vehicle familiarisation in the particular types of vehicle which the employee will be driving. If necessary, this may require some specific vehicle induction training by the employees manager / supervisor;
- Maintenance procedures and cleaning requirements;
- What to do in the event of an accident;
- Expected driver behaviour, employees be informed of the Shires policy on fleet safety; and
- The importance of maintaining a courteous attitude to other road users and using government vehicles in a responsible manner.

Driver Education Programs

Driver training and education by the employee's manager / supervisor help ensure a competent workforce and increase awareness and knowledge of road safety issues.

However, manager / supervisor should be focusing on driver attitude to road safety (factors such as speed, alcohol, not wearing seat belts and driving when fatigued).

Drivers must adhere to the Road Rules relevant to the jurisdiction in which the vehicle is being driven, and be encouraged to practice defensive driving techniques. As part of this, drivers should be educated to drive at speeds that are safe for the conditions, recognising that, in some circumstances, this may be below the posted speed limit.

Also, drivers should be educated in respect to the distance needed, on average, to stop a vehicle, and to make use of advisory speed signs.

It is suggested that the Shire of Chittering manager / supervisor identify driver training needs, with particular focus on the type of vehicle to be driven, and arrange appropriate training or retraining, including providing regular tool box meetings on using seat belts, combating fatigue, driver responsibility and the impact of alcohol and drugs.

Improper Vehicle Use and Traffic Infringement Monitoring

The Shire of Chittering will develop systems to monitor and report on improper vehicle use and levels of traffic infringements and put in place processes to sanction employees who consistently have disregard for the vehicle and / or breach road rules.



Need to Travel

In order to eliminate unnecessary travel, staff should be encouraged to consider if the journey is essential. Thought should be given to alternate arrangements other than vehicle travel, such as telephone and video conferencing.

Implementation of Guidelines

A safe driving policy will only work if staff are encouraged to follow it and everyone knows about it.

The Shire of Chittering will encourage employees to actively participate and communicate the policy by:

- Clearly setting out the responsibilities of managers and employees for implementing and maintaining the policy;
- Managers championing the policy;
- The establishment of a subcommittee of the current OSH committee to oversee accident reduction / driver safety improvement and oversee reasonable improvements to safety for vehicles and associated equipment;
- Providing audit forms in vehicles to enable drivers to ensure regular maintenance checks are carried out (such as tyre pressure, windscreen condition etc. – Fortnightly Vehicle Checklist);
- Using internal communications to make sure all staff know about the policy, and including regular features on safe driving in staff newsletters;
- Enhancing the reputation of the Shire by advertising the fact that the Shire of Chittering has a safe driving policy at every opportunity;
- Making the policy part of the Shires health and safety policy;
- Encouraging healthy eating, sleep, work and exercise habits that assist safe driving;
- Internal promotion of the reduction in injuries / vehicle accidents and costs to the Shire of Chittering to encourage continuous improvement in driver behaviour; and
- Including the policy in all staff induction.



Vehicle Accident Monitoring

Consistent monitoring and analysis of accident data is the foundation for an effective fleet safety policy. Without carefully considered evaluation systems in place, the other elements of fleet safety will be far less effective. Thorough monitoring of fleet data will ensure that the program's safety measures are actually addressing problem areas in the fleet.

Councils Reporting Procedures require that all Incidents / Accidents must be verbally reported immediately to your supervisor. Following the verbal advise of the accident, a Motor Vehicle Accident Report form is to be completed, in addition to an Incident/Hazard Report, should personal injury occur. These forms are to be completed within 2 business days of the accident/incident.

Review of Guidelines

Guidelines will be reviewed every 12 months by the OHS Officer.

The effectiveness of the Guidelines will be evaluated by considering the level of adherence to the Guidelines by the Shire.

Additional Resources

The Shire has a fleet safety policy that matches its particular activities and priorities. A number of Australian state jurisdictions and research organisations have developed extensive materials to help organisations develop and improve their fleet safety policy.

Examples of model fleet safety policies and resources include:

- Transport WA' drive safe handbook
- ANCAP results can be found; www.ancap.com.au

This policy should be read in conjunction with the following documents;

- Appendix -----: Private Use Policies & Private Use Agreement (as above)
- WA Commerce "Staying alive on the road"



Vehicle Inspection Report

Vehicle Inspection Report

Fortnightly Vehicle Check		
Vehicle Registration No.:		Plant No.:
Vehicle Type:		Service Date:
Item	Operational Yes / No	Comments
Headlights		
Warning lights (blinkers)		
Hazard lights		
Brake lights		
Reversing lights		
Interior light		
Brakes		
Windscreen		
Tyre pressure		
Tyres - condition		
Oil level		
Water level		
Steering fluid level		
Brake fluid level		
Hands free phone unit		
All windows		
First Aid Kit		
Seat belts		
Rear Vision and Side Mirrors		
Tyre Jack		

Items to be reported/fixed:

.....

.....

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.....
Signed: Date:



3.18 Use of Council Vehicles

Policy Owner:	Governance
Person Responsible:	Chief Executive Officer
Date of Approval:	27 June 2012
Amended:	<Date amended by Council Resolution>

Objective	<p>To provide:</p> <ul style="list-style-type: none"> • Details of the terms and conditions for each category of vehicle use. • Guidelines on the range of vehicles which Council will procure and offer to staff for commuting or private use. • A way to maximise vehicle availability for business use. • A way to minimise Fringe Benefit Tax (FBT) liabilities. • An attractive employment benefit for staff.
Policy	<p>The Council is charged with responsibility for providing a range of services to meet the needs and wants of the local community. To enable effective delivery of services and management of resources the Council provides a range of vehicles, plant and equipment.</p>
Responsibility	<p>Executive Managers shall be responsible to ensure this Policy is complied with. The Human Resources Officer will be responsible for coordinating the implementation of the Policy in collaboration with the Chief Executive Officer (CEO).</p>
General	<ul style="list-style-type: none"> • Vehicles remain the property of the Council at all times. • Vehicles shall be included in a car pool for use during business hours. • All vehicles shall carry a log book which must be completed for a minimum of three (3) months per annum by all drivers of the vehicle. • Vehicles are generally linked to a specified position, not the person holding the position. • The nature and type of vehicle to be allocated to the position shall be based on business requirements unless approved by the Chief Executive Officer. • As positions become vacant, a review will be carried out by the relevant Executive Manager to determine the need for a vehicle allocation. • Vehicles will not be the subject of negotiations for the inclusion in Certified Agreements, State Workplace Agreements or Australian Workplace Agreements.



- The right to participate in the Vehicle Scheme may be suspended at any time at the discretion of the CEO, if the officer or nominee:
 - Is convicted of a serious driving offence.
 - Judged to have incurred excessive insurance claims.
 - Has not maintained the vehicle in a suitable manner.
 - Has breached any of the agreed vehicle policy conditions.
 - Fails to provide accurate FBT information as requested.
 - Uses the vehicle to derive income from outside business unless authorised by the CEO.
 - Has acted in a manner deemed inappropriate by the CEO.

Council's Responsibility

- Annual Registration, Insurance and FBT payments relevant to the vehicle.
- The vehicle will be replaced at intervals according to Council's Vehicle Replacement Policy.
- The Council may undertake an independent random audit or inspection of vehicles to ensure that the conditions of this policy are being met.
- The vehicle is fully serviced and maintained by the Council for 52 weeks of the year with the Council accepting all costs associated with running of the vehicle.
- A fuel card is to be provided and used when purchasing fuel and oil only.
- The Council may charge a fee for private use of a vehicle, which may be reviewed from time to time by the CEO.

Schedule of Fees

If applicable, the CEO will determine the contribution to be paid by staff with full private and limited private use entitlements and may review the contribution from time to time. All contributions to be deducted after tax will not be suspended due to staff being on leave unless specifically approved by the CEO.

Contribution rates shall take into account the make and type of vehicle allocated and shall be annualised and paid fortnightly over 26 pay periods.



Executive Managers' Responsibilities

Executive Managers shall be responsible for monitoring car-pooling and utilisation of vehicles within their Department. Swapping of vehicles should be initiated firstly within Departments. If the target annual utilisation cannot be achieved, then swapping between Departments should be initiated.

Employee Responsibilities

All persons driving a Council vehicle shall hold a current Western Australian Driver's Licence.

A Shire Officer assigned a Council vehicle shall:

- Enter into an agreement to confirm the type of vehicle, type of use and contribution rate, if applicable, to the use of a Council vehicle by an officer.
- Sign their acceptance to Council's conditions of use of a Council vehicle, which governs use, care and maintenance as detailed in this policy document.

Accident or Damage

In the event of an **accident or damage** to a vehicle it is the responsibility of the employee to:

- (i) Report as soon as practicable to the Human Resources Officer / Fleet Coordinator, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- (ii) Report any accident in a motor vehicle to the Police where required by law.
- (iii) Not accept or acknowledge any liability on behalf of the Council arising from an accident.
- (iv) Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, the incident report form (copy attached), and return them to the Human Resources Officer.

Employees or their nominated person found to be driving a Council vehicle under the influence of drugs or alcohol will be held personally responsible for any repairs or legal action resulting from any accident in which they are involved. Similar conditions shall apply to damage occurring as a result of inappropriate behaviour. Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.



Maintenance and Cleaning

General **maintenance** of the vehicle is the responsibility of the employee to whom the vehicle is assigned. This will include:

- (i) Weekly check of oil, water and tyres.
- (ii) The vehicle is to be maintained in a clean and tidy condition at all times. Cleaning (internal and external) will be undertaken during the employee's own time.
- (iii) Additional features including advertising material, shall not be added to the vehicle unless it can be determined that these are required to undertake the functions of the person using the vehicle.
- (iv) The vehicle is to be made available for service maintenance and repairs as required. Mechanical defects are to be reported to the Fleet Coordinator as soon as practicable.
- (v) All vehicles are designated as work places and shall be used in accordance with the Council's Occupational Safety and Health policies including the maintenance of a smoke free environment.

Appropriate Use

Vehicles shall be used in a manner that is consistent with the nature of work requirements. Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times. Vehicles other than 4 wheel drives should not be taken off-road. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence.

The Fleet Coordinator shall report excessive reconditioning costs to the relevant Executive Manager. The Chief Executive Officer shall decide if excessive costs are required to be paid by the officer.

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Council Depot. The employee will notify the Human Resources / Payroll Officer of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and / or private use rights are resumed.

Excessive speeding or alcohol and drug offences while driving may result in Council withdrawing the use of a vehicle. The following process shall apply for any offences that accrue infringement demerit points:

- (i) 1st offence – attend counselling (HR).
- (ii) 2nd offence – attend driver safety briefing (Professional Driver Trainer).
- (iii) 3rd offence – attend driver training program (Professional Driver Trainer).
- (iv) 4th offence – may result in the withdrawal of the car for 3 months or other period to be determined by the CEO.



Fringe Benefit Tax Reporting

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Payroll / Insurance officer by the due date. These include:

- (i) Log books of vehicle use are to be completed when requested.
- (ii) Annual returns giving details of:
 - any employee using the vehicle,
 - the start and finish dates/times of each period of use, and
 - details of the vehicle use when allocated to another person.

Employees allocated vehicles for commuting or limited private use are required to notify the Human Resources/Payroll Officer of any changes to the allocation of the vehicle (e.g. during leave or staff rotation etc.). Failure to do so will result in the Council assuming the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

Vehicle Utilisation

Council vehicles are to be rotated to maximise utilisation. Employees must accept that they may be allocated a different vehicle from time to time in order to increase that vehicles utilisation.

Employees superannuation surcharge and government benefits may be affected by their reportable FBT and employees allocated a vehicle are expected to actively take part in reducing the Council's FBT liabilities.

Employees are required to submit a log book of their business and non-business related travel for a period of 90 days during any FBT year (1st April - 31st March).

Other Responsibilities

It shall be the **responsibility** of the person to whom the vehicle has been allocated to ensure that:

- All drivers shall reveal any previous driving offences (not speeding or parking) up to 5 years previously, which may affect insurance cover.
- The person is familiar with the conditions of this policy and that all forms relating to the allocation of the vehicle (including nominee's information) are provided to the Council.
- To ensure that parking fines and traffic infringements are paid by the offending driver.
- The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- The vehicle will be available for Council business on a daily basis (excluding approved periods of leave). This will take precedence over private use.



- When the vehicle is not required during annual leave it is to be garaged at the Council Depot unless approved by the CEO.
- Only authorised persons (employee or nominee) may drive a Council vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- Employees are to ensure that passengers and load limits are not exceeded at any time. Off road use is not permitted except where the vehicle is designed for such use.
- **No PETS** shall be allowed in council vehicles other than those used for the transport of animals.
- **No SMOKING** is permitted in council vehicles at any time.

Special Conditions

In addition to the general employee responsibilities as outlined, special conditions will apply to each category of use.

Full Private Use

- The CEO and Executive Managers are permitted unlimited use of the vehicle throughout Western Australia but limited to a maximum mileage of 35,000km annually.
- Where the CEO and Executive Managers exceed 35,000km annually they will be required to make an additional contribution of \$0.14 per km plus the cost of additional fuel.
- The CEO and Executive Managers may authorise their spouse / partner or another person as a user of the vehicle. The nomination form will be completed by the employee and submitted to the Human Resources Coordinator who will maintain a central register.
- The CEO and Executive Managers have full access to their allocated vehicle during all periods of leave.

Limited Private Use

- Use is limited to within a radius of 300km from the Council Offices unless authorised by the CEO.
- The vehicle will be made available during office hours as a pool vehicle.
- Employees may be required to make a fortnightly contribution, payable after tax as described in the schedule of fees.
- An employee with limited private use may nominate their spouse/partner as a user of the vehicle and complete the appropriate forms. The Human Resources Coordinator will maintain a register of authorised persons.
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- Use during periods of leave exceeding four (4) weeks will not be permitted without expressed approval of the Chief Executive Officer (in consultation with the relevant Executive Manager), provided the vehicle is not required for municipal purposes.

Commuting Use

- The vehicle is available for commuting use to and from the employee's place of work and home in recognition of work requirements. Employees will not use Council vehicles for private use such as taking family to and from work / school etc., and shall not include any substantial deviation or substantial interruption of the journey without the expressed approval of the CEO.
- Diversion to attend a course of study or professional development outside normal business hours is to be authorised by the Executive Manager and taken as part of the journey to or from work.
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- The vehicle will be available during office hours as a pool vehicle and will be returned to the pool during periods of long service leave, annual leave and sick leave.

Car Pooling Priorities

All allocated vehicles shall be available for other staff to use. Priority for allocation within the pool shall be:

- Pool Vehicle/s.
- Senior Staff Vehicles.
- Executive Managers' Vehicles.
- CEO's Vehicle.

Refuelling of vehicles

Unless there are extenuating circumstances the vehicle is to be refuelled as follows:

- (1) Diesel vehicle – to be refuelled at the Council Depot; and
- (2) Petrol vehicle – the Council supplied fuel card is to be used for all purchases.



SHIRE OF CHITTERING Register of Policies

Type of Vehicle Allocated

The Council's fleet mix consists of a variety of makes and models of vehicles. Unless otherwise determined by the CEO the following vehicle types will apply to the identified positions:

Position	Use	Type of Vehicle	Employment Value in HR Package ¹	Weekly Contribution (post tax) ²
CEO	Full Private Use	Luxury Saloon or Station Wagon fitted with a tow bar or 4x4 Station Wagon (Holden Caprice - Toyota Presara - Toyota Prado or Equivalent)	\$29,000	N/A
Executive Managers	Full Private Use	Luxury Saloon fitted with a tow bar or other specified vehicle as required by the position (VW Passat - Toyota Atara SL or equivalent)	\$21,000	\$140
Senior Staff	Limited Private Use OR Commuter use	4 Cylinder Automatic Sedan (VW Golf - Toyota Corolla - Hyundai I30 - Mazda CX5 or equivalent)	\$16,500	\$105
Operational	Limited Private Use	4 Cylinder Automatic Diesel Crew Cab Utility 4x4 - bull bar, tow bar, cruise control or other specified vehicle as required by the position (Ford Ranger, VW Amarok, Toyota HiLux - Isuzu D-Max)	\$18,500	\$105
Operational	Commuter Use	4 Cylinder Automatic Diesel Crew Cab Utility 4x4 - bull bar, tow bar, cruise control or other specified vehicle as required by the position (Ford Ranger, VW Amarok, Toyota HiLux - Isuzu D-Max)	Nil	Nil

¹The values attributed to vehicles in the employment package are calculated using the following data

- The cost to lease an equivalent vehicle over a term of 60 months and 150,000km the lease cost is inclusive of all maintenance and tyres
- The cost of fuel based on the average fuel consumption of this type of vehicle and a fuel price of \$1.20c per litre
- Insurance cost at 1.1% of the cost of the vehicle
- Registration at 1.5% of the cost of the vehicle

²If applicable, post tax contributions are calculated based on the vehicle provided and FBT liability of such a vehicle (these may vary slightly from the figures stated), the post tax contribution is then made by the staff based on a vehicle allowance paid over and above their salary, and refunded to Council as a post tax contribution. This will benefit both Council and the employee. At the CEO's discretion the post tax contribution for Senior Staff may be made up of an allowance and a deduction of up to \$40 a week from the employees salary to lift the use from Commuter to Limited Private



The total value of the vehicle entitlement will be included in the employee's total remuneration package. Only Executive Managers and the CEO have a choice of using the vehicle provided by Council or converting their vehicle entitlement to cash and providing their own vehicle by way of Novated Lease Chattel Mortgage, or other means subject to approval by the CEO.

Where the employee elects to provide their own vehicle:

- It must comply with the minimum vehicle standards as set out in "Minimum Vehicle Standards" below.
- It will be used by the employee for all business purposes.
- They will not have access to Council provided pool vehicles.

Employers Responsibility

- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained.
- Check vehicle documents in advance of first use of vehicle for business purposes and at least annually thereafter.
- Carry out periodic visual inspections of employees' own vehicles used for work, follow monitoring, authorisation and reporting procedures to help manage transport usage.

Employees Responsibility - using their own vehicles for business to:

- Present the vehicle's insurance policy (with the employer noted on the policy and policy for business use of the car) and service / maintenance schedule for inspection in advance of first driving for work and thereafter on request by the employer.
- Present their driving licence for inspection in advance of first driving for work and thereafter on request by the employer.
- Notify employer of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.
- Co-operate with monitoring, authorisation and reporting procedures.



Minimum Vehicle Standards

As a minimum, any employee-owned vehicle used for business purposes should meet the following standards:

- Vehicle to be of a standard normally used in local government business, i.e. no exotic vehicles, sports cars, custom cars.
- ANCAP rating no lower than 4 stars.
- Age of car no older than 5 years.
- Vehicle covered for Roadside Assistance.
- Vehicle fitted with a stability control system, such as ABS and ESP.

Insurance of Private Vehicle

The vehicle entitlement will only be paid where the employee holds an insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger; and damage to the property of third parties, and permits the use of the car either in connection with the business, or the business of the employing department or agency. The employers name must be noted on the insurance policy as an interested party. When first using their car on official business, employees must declare in writing that they know and understand the ownership and insurance requirements.

It is the responsibility of the employer to verify the insurance status of their employees, via either the original insurance document or a cover note. Any material changes to the employee's insurance provision shall be notified to the employer.

The employee is to provide a declaration accepting that they are paid a vehicle allowance for providing their own vehicle for business purpose. In doing so they accept that all costs relating to the vehicle including but not limited to, fuel, maintenance, tyres, insurance, accidents, insurance excess etc are for their own account. The employee must also accept as a policy that they will not have use of a Council vehicle during work hours unless in exceptional circumstances and authorised by the CEO.

Review Period

As with all Council policies, this policy will be subject to annual review.