



## NMHS POLICY

### Home Garaging

<b>Scope (Staff):</b>	All employees of North Metropolitan Health Service (NMHS)
<b>Scope (Area):</b>	All Areas of NMHS

#### 1. Aim

This policy details the home garaging requirements for the NMHS government motor vehicle fleet. This policy is to be read in conjunction with the [NMHS Motor Vehicle Fleet Policy](#) which underpins the [WA Government Fleet Policy and Guidelines 2017](#).

#### 2. Background

NMHS sites and services have a pool of vehicles available for use by NMHS employees who require transportation in the performance of their duties when attending to official Health Service business. NMHS vehicles may be made available for home garaging to meet operational requirements.

#### 3. Risk

- Compliance with this policy will ensure the organisation and its accountable officers are not exposed to the reputational risk of inappropriate management of the NMHS fleet.
- Compliance with this policy will also provide the most cost effective utilisation of the available fleet to achieve operational needs.

#### 4. Principles

- This policy applies to all employees who have the approval to home garage NMHS vehicles.
- Arrangements for home garaging must follow the requirements outlined in the [WA Government Fleet Policy and Guidelines 2017](#).
- Home garaging must not be offered as a benefit or entitlement during the recruitment process for any employee.
- Home Garaging is not to be awarded to employees as a means of reward and/or employment contract.
- Employees accessing a vehicle through a home garaging arrangement should be aware that (for most instances) using a government vehicle to commute to and from work, wherever that workplace may be, constitutes a 'benefit' as provided by the employer and it attracts a Fringe Benefit Tax (FBT).
- In some cases (depending on individual circumstances) a Reportable Fringe Benefit Amount (RFBA) may appear on the driver's payment summary, except where more than one employee has private usage of the same vehicle. The Australian Tax Office has detailed

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information regarding FBT. For any specific questions about the impact of this arrangement, employees are advised to seek independent financial advice.

## 4.1 Approval

Health Service vehicles, not including vehicles that are part of the Senior Officer Vehicle Scheme, may be home garaged.

Home garaging must be approved through the presentation of a business case which demonstrates the benefit.

Home garaging applications must be approved by Tier 2, with oversight provided by Executive Director (ED), Procurement, Infrastructure and Contract Management (PICM) and only when one of the following conditions are met:

- There is a clearly demonstrated operational need to meet official business requirements outside standard business hours. This may include:
  - working on a project with unusual travel requirements;
  - country travel;
  - Clinical care outside of normal service hours or specific to patient needs;
  - An officer is on call outside of business hours. Where an officer is on call, NMHS must be satisfied that alternative transport methods (e.g. using the officer's personal vehicle, a taxi or ride-share) are not practical given the frequency or nature of call outs;
  - A vehicle is at risk of regular vandalism if agency garaged. The potential cost of vandalism must be considered to exceed the additional cost incurred by authorising home garaging.
- The benefit of home garaging a vehicle outweighs the FBT liability that home garaging normally attracts.

Written approval can be provided retrospectively in unforeseen or emergency situations. Overnight/one-off requests may be approved by the CE or Executive Director (Tier 2).

Employees having home garage privileges must comply with all procedural requirements otherwise permission will be withdrawn.

The home garaging application form is to be used for requests for temporary and ongoing home garaging and must be accompanied by an explanation of the requirement for operational purposes or security conditions.

The [Home Garaging Application Form \(Appendix 1\)](#) is available from NMHS Fleet Management and Fleet Coordinators. [Appendix 2](#) outlines the process for Home Garaging applications.

## 4.2 Recording

### 4.2.1 NMHS Fleet Coordinators

NMHS Fleet Coordinators shall maintain a register of all home garaging applications recording the operational justification and documentary evidence of the CE NMHS or delegated authority approval or disapproval of the request.

The Fleet Coordinator shall retain letters authorising home garaging for FBT purposes.

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#### 4.2.2. Employees

Employees must maintain an accurate logbook, indicating the home garaging of the vehicle. Commuting between work and home is regarded as private travel and must be documented in the logbook.

#### 4.3 Conditions

Employees home garaging vehicles are subject to all the conditions specified in this policy as well as any conditions specified by the CE NMHS. Failure to comply with these may constitute a breach of the [WA Health Code of Conduct Policy MP 0124/19](#) and be assessed in accordance with the [WA Health Discipline Policy MP 0127/20](#).

The authorised driver should travel by the normal most direct route between their home and work.

The authorised driver must:

- adequately protect and securely park the government vehicle behind the property line at all times and not in the street
- properly secure the vehicle when unoccupied, i.e. keys removed, doors locked and security systems activated
- not leave confidential material and expensive equipment in unattended vehicles
- be responsible for the vehicle's maintenance including regular checks and servicing
- return the vehicle to the pool when taking a period of leave
- arrange for the return of the government vehicle to the workplace as soon as practicable when unplanned leave occurs
- not use the vehicle for private purposes, unless specifically agreed as part of the home garaging arrangement
- relinquish the vehicle to another officer who requires the vehicle for overnight travel or for an early morning meeting on the way to work
- inform the Fleet Manager immediately when custodianship of the vehicle ceases.

All travel to and from an officer's home is generally classed as private travel and this must be reflected in the vehicle log book.

A copy of the signed approval from the CE or delegated authority is to be given to the relevant Fleet Coordinator. The keys will not be issued unless this is provided.

Documented retrospective approvals in unforeseen or emergency situations must be provided to the site Fleet Coordinator.

### 5. Compliance and Evaluation

The CE is accountable and responsible for the management of the NMHS fleet. The Western Australian Government Fleet Steering Committee monitors fleet policy to ensure it is aligned with government strategies and advises the Treasurer and Minister for Finance on fleet issues.

The Fleet Steering Committee establishes benchmarks and key performance indicators by which fleet performance can be measured and reviews fleet performance across government.

Each NMHS Executive Director is to ensure compliance with this policy.

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There are legislative obligations relating to this policy for which a statutory penalty is imposed for a breach.

<b>Related internal policies, procedures and guidelines</b>
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<a href="#">NMHS Authorisation Schedule</a> <a href="#">NMHS Motor Vehicle Fleet Policy</a> <a href="#">WA Health Code of Conduct Policy MP 0124/19</a> <a href="#">WA Health Discipline Policy MP 0127/20</a>
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<b>References</b>
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<a href="#">WA Government Fleet Policy and Guidelines 2019</a> <a href="#">WA Government Fleet Policy and Guidelines 2017</a>
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Sponsor:	Executive Director Procurement, Infrastructure and Contract Management				
Contact:	NMHS Fleet Manager				
First Issued:	20/09/2018	Last Reviewed:	May 2021	Review Date:	10/05/2024
Approved:	ED, Procurement, Infrastructure and Contract Management			Date:	10/05/2021
NSQHS Standards Applicable:	<input type="checkbox"/>  Std 1: Clinical Governance <input type="checkbox"/>  Std 2: Partnering with Consumers <input type="checkbox"/>  Std 3: Preventing and Controlling Healthcare Associated Infection <input type="checkbox"/>  Std 4: Medication Safety		<input type="checkbox"/>  Std 5: Comprehensive Care <input type="checkbox"/>  Std 6: Communicating for Safety <input type="checkbox"/>  Std 7: Blood Management <input type="checkbox"/>  Std 8: Recognising and Responding to Acute Deterioration		
National Standards for Mental Health Services	<input type="checkbox"/> Std 1: Rights and Responsibilities <input type="checkbox"/> Std 2: Safety <input type="checkbox"/> Std 3: Consumer and Carer Participation <input type="checkbox"/> Std 4: Diversity Responsibility <input type="checkbox"/> Std 5: Promotion and Prevention <input type="checkbox"/> Std 6: Consumers <input type="checkbox"/> Std 7: Carers <input type="checkbox"/> Std 8: Governance, leadership and management		<input type="checkbox"/> Std 9: Integration <input type="checkbox"/> Std 10: Delivery of Care <ul style="list-style-type: none"> <li><input type="checkbox"/> 10.1 Supporting Recovery</li> <li><input type="checkbox"/> 10.2 Access</li> <li><input type="checkbox"/> 10.3 Entry</li> <li><input type="checkbox"/> 10.4 Assessment and Review</li> <li><input type="checkbox"/> 10.5 Treatment and Support</li> <li><input type="checkbox"/> 10.6 Exit and Re-entry</li> </ul>		
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## Appendix 1. Home Garaging Application Form

Home garaging application for pool vehicles			
<b>Requesting employee details</b>			
First name		Position	
Last name		Division	
HE number		Directorate/Unit	
<b>Home garaging application details</b>			
Commencement date		Time out	
Return date		Time in	
Conditions for home garaging (please tick which condition applies)			
<input type="checkbox"/>	Home garaging the vehicle is more secure than leaving the vehicle on site – special circumstances only		
<input type="checkbox"/>	Operational need (e.g. late meeting/early morning meeting/country travel/on-call purposes)		
<input type="checkbox"/>	Benefit of home garaging outweighs FBT liability (business case attached)		
Justification to support this request for home garaging:			
<b>Vehicle details</b>			
Registration			
Make and Model			
<b>Approval – Chief Executive NMHS / Executive Director</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved	
		Reason:	
Name			
Title			
Division			
Directorate/Unit			
Signature			
Date			
<i>Once authorisation is provided, please forward this form to your Fleet coordinator</i>			



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## Appendix 2. Process for Home Garaging applications

1. Employee completes the [Home Garaging Application Form \(Appendix 1\)](#).
2. The Employee forwards the application to the relevant NMHS Executive Director office.
3. The NMHS Executive Director approves/declines the application.
4. Once approved by the relevant NMHS Executive Director, the completed application is sent to the Fleet Coordinator.
5. Fleet Coordinator records the applicant's details.

