

# AFP National Guideline on AFP vehicles

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## 1. Disclosure and compliance

This document is classified **OFFICIAL** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on information management](#).

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on professional standards \(CO2\)](#) outlines the conduct expected of AFP appointees. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

## 2. Guideline authority

This guideline was issued by the Chief Financial Officer (CFO) using power under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

## 3. Introduction

This national guideline informs appointees or authorised drivers of their obligations regarding the leasing, purchasing, managing, using and/or administering of an AFP fleet vehicle in order to control the risk to the AFP of reputational damage, safety of appointees and the general public, and effective and compliant use of Commonwealth property and funding.

## 4. Vehicle selection and management

The Commissioner, as the AFP accountable authority, is responsible for managing AFP vehicles efficiently, effectively, economically and ethically in accordance with s. 15 of the [Public Governance, Performance and Accountability Act 2013](#) (Cth) (PGPA Act).

The CFO Fleet Team is authorised to initiate the creation of an SG Fleet lease, implement lease changes and facilitate vehicle rotations (this includes between functions or between states/commands). The CFO Fleet Team is the sole authority for all centralised AFP vehicle lease sign-offs/changes.

For non-centralised vehicles, the CFO Fleet Team assists business areas to meet their obligations in accordance with the national guideline by providing compliance

assessments and advice on vehicle selection; it does not provide sign-off or approval of spending proposals. Compliance with the PGPA Act is the responsibility of the relevant delegate.

AFP appointees must apply the [PGPA Act](#) (during the selection/procurement process and while using vehicles), as well as the [Commonwealth Procurement Rules](#) to determine:

- vehicle usage on a day-to-day basis
- total kilometres travelled
- correct accident management procedures
- arrangements for garaging and whether private use of a vehicle is appropriate and necessary
- effective fuel card usage and management
- cost of alternative means of transport (refer to section 8).

The Department of Finance manages the Australian Government Fleet (AGF) [Vehicle Selection Policy](#) under the Fleet Services Contract. AFP appointees leasing vehicles must do so through this contract. This includes surveillance vehicles which the AFP has elected to lease through the mandatory contract.

The CFO Fleet Team seeks a quotation from the pre-approved list of vehicles that have been assessed as fit for purpose. In addition, value for money must be considered and the vehicle selected must be in accordance with the AGF's Vehicle Selection Policy. This policy mandates that fleet vehicles:

- have a five-star ANCAP safety rating
- meet the minimum fit-for-purpose requirements
- provide value for money
- address environmental considerations.

The only exemption from the vehicle selection policy are surveillance vehicles, motorcycles and vehicles used for specialist functions. Requirements outside of the criteria must be endorsed and approved through the CFO Fleet Team or, in the case of ACT Policing vehicles, the Operational Driving Committee Sub-Committee on Fleet Management.

Personal preference must not be a consideration when placing a vehicle order.

The procurement of owned vehicles is optional under this contract; however, AFP appointees must seek AGF approval via the CFO Fleet Team to purchase vehicles and only approve a spending proposal for vehicles in accordance with their delegated powers. AFP appointees must also have regard to the [Commonwealth Procurement Rules](#) and the [AFP National Guideline on procurement and contracting](#). The CFO Fleet Team is corporately responsible for:

- managing and administering the relationship with the leasing provider on behalf of the AFP
- arranging for vehicles to be leased and/or purchased in a manner compliant with the AGF's Fleet Vehicle Section Policy.

## 5. Ordering vehicles

New or replacement AFP fleet vehicles must be ordered through the CFO Fleet Team at least 8 months before the vehicle is required / end of lease.

Prior to a vehicle being ordered, the CFO Fleet Team:

- where applicable, reviews historical usage
- reviews opportunities to carpool with another business area where appropriate
- assesses specifications and suggests a fit-for-purpose vehicle from pre-approved list where applicable
- assesses usage requirements where a vehicle is budgeted to travel 10,000 km or less.

The CFO Fleet Team only places order requests that are in accordance with the:

- Australian Government's [Fleet Vehicle Selection Policy](#)
- pre-approved vehicle selection list.

An executive brief is required for any additions to the AFP fleet not replacing an existing vehicle. Where a vehicle is intended to be added to the centralised fleet, the CFO Fleet team leader must be a supporting signatory, and a transfer of funds into the centralised fleet budget must also be undertaken before any order will be placed.

Purchase and installation of equipment to be fitted to fleet leased vehicles must comply with relevant [Commonwealth Procurement Rules](#), [National Guideline on procurement and contracting](#) and the [Asset Management Policy](#). For all vehicles, excluding those of ACT Policing, the CFO-Fleet must be consulted prior to purchase or installation.

Station wagons must have a cargo barrier unless operationally restrictive.

Note: The delegate for the cost centre that the vehicle is attributed to may incur end-of-lease costs associated with damage or excess wear and tear that occurred as a result of non-approved vehicle accessories being fitted.

## 6. Optional vehicle accessories

Accessories are fitted to the vehicle prior to delivery of new and replacement vehicles and *must* remain with the vehicle at the end of life/lease and must not be removed during the leasing period without prior approval from CFO-Fleet

AFP appointees must not order additional vehicle accessories that are not essential to the efficient operation of a vehicle. Vehicle optional accessories increase the amount of

the monthly lease rate and the fringe benefits tax (FBT) liability if the vehicle incurs any private usage.

## **7. Additions to the fleet**

All proposed additions to the fleet must be provided in the form of an executive brief endorsed by the CFO Fleet Team and approved by the relevant cost centre delegate. The brief must include the proposed costing and outline the requirement for the vehicle.

This brief must provide evidence of compliance with section 4 of this guideline, including the AGF Vehicle Selection Policy and where applicable be selected from the pre-approved list of AFP vehicles unless a specific case exists to deviate from this policy.

In instances where the brief is approved and the vehicle will form part of the centralised fleet, a transfer of funds must be allocated to the centralised fleet budget to cover the ongoing lease costs.

## **8. Vehicle use**

AFP appointees must only use AFP fleet vehicles for official purposes and should also consider the efficiency and practicality of other transport options, including:

- carpooling
- public transport
- taxis
- ridesharing services (including Uber)
- car rental.

AFP appointees must at all times:

- comply with the local traffic laws
- behave with courtesy towards other road users and the general public
- not provide any basis for criticism or complaint.

## **9. Private use and home garaging**

Private use or home garaging of any AFP vehicle is only permitted when one or more of the following apply – i.e. the AFP appointee concerned is:

- on call
- required to perform specific operational tasks after hours
- required for operational purposes the next day and not to the normal place of work
- authorised by the relevant supervisor (band 7 or above) to use the vehicle outside official business criteria.

Approval for private use and home garaging should be reviewed every 3 months by the relevant approver.

Where the vehicle is required to be garaged away from AFP premises, AFP appointees must complete the [Garaging of Official Vehicle away from Work Premises](#) form, found on the AFP Hub or through Insight!.

## **10. Driver's licence**

AFP appointees or authorised drivers must hold a current valid driver's licence, relevant to the type of AFP vehicle they are operating, unless specifically exempted for emergency situations.

AFP appointees on P-plates are covered by Comcover, the vehicle insurance provider.

## **11. Prohibited drugs, pharmaceutical products and alcohol**

AFP appointees must comply with the obligations in the [AFP National Guideline on prohibited drugs, pharmaceutical products and alcohol](#) when driving an AFP vehicle.

AFP appointees subject to prosecution for alcohol and/or drug-related driving offences, including in their private vehicles, must not drive an AFP vehicle.

## **12. Smoking in vehicles**

AFP appointees must ensure that no smoking occurs in/on AFP vehicles at any time. This includes the use of e-cigarettes and vaping.

## **13. Log books**

Log book records must be maintained in every AFP vehicle to help calculate FBT liability.

Log books must be maintained when nominated drivers use vehicles (to resolve liability for traffic infringements etc.). If an incident occurs, the AFP appointee or nominated driver who is allocated the vehicle is deemed responsible for it if another driver cannot be identified.

AFP appointees or their authorised driver must use log books to record:

- start date and time
- end date and time
- driver's name
- driver's AFP number
- an actual purpose of the journey along with start and end locations (business area names and locations of travel are not an acceptable purpose of journey)
- odometer readings before and after use of the vehicle
- whether the journey is for 'business' or 'private' use
- whether travel between work and home was:

- to transport bulky goods such as a surveillance kit (including transport of a police canine)
- while an operations or rostered operations employee was on-call and required to carry bulky goods
- whether the vehicle was home-garaged before or after the journey.

#### **14. Vehicle security**

AFP appointees must ensure that a vehicle in their control is secure when unattended. Vehicles garaged away from AFP premises must be adequately protected and, whenever possible, securely parked behind the property line.

AFP appointees should refrain from using any vehicle's smart technology to store sensitive AFP information, including identifiers such as phone numbers and addresses. All information that may have been stored on a vehicle's smart technology and storage devices supplied with the vehicle should be wiped/erased in accordance with s. 21 of this document and s. 23.5 of the [AFP National Guideline on information security](#).

Where a vehicle contains a radio, this must be inhibited or the radio brick removed if the vehicle is to be left with a repairer / service centre for an extended period of time.

#### **15. Vehicle maintenance**

Business areas must ensure that servicing is performed in accordance with the vehicle manufacturer's maintenance schedule.

It is a contractual obligation with SG Fleet that leased vehicles are serviced according to their maintenance schedules either by time or kilometres, whichever comes first. Where a vehicle is low mileage, it still needs to be serviced based on time between service intervals.

Failure to service a vehicle in accordance with the maintenance schedule has numerous implications for the AFP, primarily from a safety perspective. Vehicles may fall into unroadworthy condition without scheduled maintenance and routine checks of brakes, suspension and safety equipment, and the AFP has a duty of care to its appointees to ensure vehicles are roadworthy and in good working condition.

AFP appointees must not drive a vehicle when identified damage or defects may render the vehicle unsafe or may cause further mechanical damage or personal injury.

AFP appointees must take care of the vehicles, including removing rubbish after use.

Vehicle users must liaise with the CFO Fleet Team or their fleet administrators regarding any damage, defects or faults to determine how the repairs to the vehicle should be managed.

#### **16. Fuel purchase**

When using a fuel card, AFP appointees must provide the current odometer reading at the terminal and are required to enter a PIN when paying for fuel. If specific PINs are not allocated, the default PIN for fuel cards is 1234. In the event that the PIN does not work or needs to be reset, contact the CFO Fleet Team. Only the lowest octane range of fuels specified by the manufacturer is accepted by the fuel card.

Fuel cards are assigned to a specific vehicle and AFP appointees must use them to obtain fuel, oils and basic car-washing facilities for that vehicle only. Corporate credit cards must not be used for any fuel purchases where a fuel card is available unless an emergency situation makes a fuel card transaction impossible. In those instances, contact the CFO Fleet Team for a reimbursement form.

## **17. Traffic and parking infringements**

AFP appointees are personally responsible and must pay for any traffic and parking infringements they incur.

Applications for waiving an infringement notice, incurred as part of official duties, must be submitted in writing for approval by the AFP appointee's supervisor and then forwarded to the relevant government authority.

In assessing applications for waiving an infringement notice, supervisors must ensure:

- the infringement was directly associated with urgent operational duties
- there was no reasonable alternative to the action that incurred the infringement notice.

ACT Policing members should refer to the [Standard Operating Procedure on infringement notices issued to members on duty in the ACT](#).

## **18. Breakdowns and emergencies**

Under leasing/management arrangements 24-hour roadside service is included for all AFP vehicles. The driver information kit provided with each vehicle includes roadside service information.

AFP appointees should not leave disabled vehicles unattended and must secure the vehicle per section 14 of this guideline.

AFP appointees should note that there is no automatic entitlement to a replacement vehicle while their allocated vehicle is being repaired. Limited car rental is provided by SG Fleet under its insurance policy, and AFP appointees must liaise directly with the insurance provider via the driver assistance number (1800 009 082).

AFP appointees may elect, with appropriate approval, to hire a vehicle at their own business area's expense via the whole-of-Australian-Government [Car Rental](#) arrangements.

Business areas that have owned vehicles not managed by the leasing provider must arrange their own roadside assistance services.

## **19. Insurance claims and collision reporting procedures**

All collisions involving AFP vehicles, regardless of the extent of damage, must be:

- reported to the insurer within 2 working days from the date of the incident
- repaired as soon as possible – for leased vehicles, repairs must occur prior to the vehicle being returned at the end of the lease in accordance with section 21 of this guideline.

In the instance of a collision, AFP appointees must contact the SG Fleet driver assistance hotline phone number on 1800 009 082; this number is also contained in the driver assistance card of the vehicle information kit.

The AFP appointee in control of a vehicle in a collision must also:

- report the collision to the police in accordance with the laws of the particular state or territory
- report the collision to their supervisor
- not admit liability for the collision (i.e. beyond a simple recounting of the facts of the collision)
- complete an AFP Workplace Incident Report through [Insight!](#) where the incident results in injury/illness or has the potential to result in injury/illness
- if the incident results in death or serious injury, refer to the [AFP National Guideline on critical incidents \(deaths and serious injuries associated with police contact\)](#).

Where an ACT Policing vehicle is involved in a collision, the AFP appointee must comply with the police collision reporting procedures as outlined in the [Better Practice Guide on police vehicle collisions and investigations](#) and the [Better Practice Guide on vehicle collision reports and investigations](#).

If an AFP appointee is considered liable for a collision, or has a history of frequent collisions, PRS may direct the appointee to undertake driver training, audits or coaching.

## **Major collisions and contacting Professional Standards**

AFP appointees must:

- undergo mandatory critical incident testing in accordance with the [AFP National Guideline on critical incidents \(deaths and serious injuries associated with police contact\)](#)
- report the collision directly to their local Professional Standards (PRS) office as soon as practicable.

Major collisions involving AFP appointees outside business hours must be reported to the PRS on-call member, who is contactable via:

- the AFP telephone directory
- ACT Policing Operations
- National Operations State Service Centre (NOSSC).

### **Appointee liability**

If an AFP appointee is considered to have any liability for a collision, the relevant delegate must consider recovering AFP costs or losses (including costs related to insurance excess) per the [Commissioner's Financial Instructions \(CFIs\)](#) (CFI 16 –Debts owing to the AFP and debt management). Details of the process for reporting loss or damage and determining liability are contained in the [AFP National Guideline on loss of relevant money or property](#).

### **Workers' compensation**

Workers' compensation for injuries to AFP appointees is covered by Comcare under the [Safety, Rehabilitation and Compensation Act 1988](#) (Cth) for official business but not for non-work-related journeys.

### **Private vehicles**

When a privately owned motor vehicle, used for official purposes, is involved in a collision, the owner/driver of the vehicle is responsible for all costs through their own third-party personal injury and comprehensive insurance. Insurance excess costs are not be paid by the AFP.

## **20. Loss of, or damage to, AFP vehicles**

AFP appointees may be subject to misconduct action and/or held financially liable for loss or damage to relevant property when an:

- AFP vehicle is used without proper authority
- authorised driver is convicted of being under the influence of drugs and/or alcohol
- AFP appointee's misconduct or negligent performance of duties contributes to the loss of, or damage to, an AFP vehicle.

## **21. Vehicle disposal/return**

AFP appointees must ensure proper procedures are followed prior to returning or disposing of a vehicle. This includes:

- repairing any damage to the vehicle, not covered under fair wear and tear, in accordance with section 19 of this guideline
- ensuring the vehicle is clean and tidy

- removing any AFP equipment or information (e.g. radios, light bars, sirens, decals, documents etc.)
- if it is a leased vehicle, ensuring the vehicle contains all the items included in the lease (e.g. third-row seats)
- wiping from the storage memory of a vehicle fitted with smart technology all AFP information, including telephone numbers and addresses as per section 23.5 of the [National Guideline on information security](#).

Leased vehicles must be returned to the leasing provider in consultation with the CFO Fleet Team.

Owned vehicles must be disposed of in accordance with the [Australian Federal Police Asset Management Policy](#) or relevant procedures for international vehicles in these instances contact CFO Fleet for further advice.

For armoured vehicles, advice must be sought from the relevant business area in relation to the appropriate disposal methods and approvals.

## 22. Fringe benefits tax liability

A car fringe benefit arises when an employer owns or leases a car and makes the car available to an employee for private use. In most circumstances, the AFP is liable to pay FBT where a vehicle is used for private purposes.

Details of the effect of reportable fringe benefits amounts are in the [Australian Federal Police Reportable Fringe Benefits Guide](#) on the [Fringe Benefits Tax](#) page (AFP Hub).

## 23. Further advice

Queries about the content of this guideline should be referred to the CFO Fleet Team (via [s 47E\(d\) @afp.gov.au](mailto:s47E(d)@afp.gov.au)).

## 24. References

### Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Crimes Act 1900](#) (ACT)
- [Public Governance, Performance and Accountability Act 2013](#) (Cth)
- [Safety, Rehabilitation and Compensation Act 1988](#) (Cth).

### AFP governance instruments

- [AFP National Guideline on critical incidents](#) (deaths and serious injuries associated with police contact)
- [AFP National Guideline on procurement and contracting](#)
- [AFP National Guideline on prohibited drugs, pharmaceutical products and alcohol](#)
- [AFP National Guideline on loss of relevant money or property](#)

- Commissioner's Financial Instructions (CFIs)
- Better Practice Guide on police vehicle collisions and investigations
- Better Practice Guide on vehicle collision reports and investigations
- Standard Operating Procedure on infringement notices issued to members on duty in the ACT.

## Other sources

- Australian Federal Police Asset Management Policy (AFP Hub)
- Australian Federal Police Reportable Fringe Benefits Guide (AFP Hub)
- Commonwealth Procurement Rules (Department of Finance)
- Fleet Management (AFP Hub)
- Fleet Vehicle Selection Policy (Department of Finance)
- Fringe Benefits Tax (AFP Hub)

## 25. Shortened forms

<b>AGF</b>	Australian Government Fleet
<b>CFIs</b>	Commissioner's Financial Instructions
<b>CFO</b>	Chief Financial Officer
<b>FBT</b>	fringe benefits tax
<b>NOSSC</b>	National Operations State Service Centre
<b>CPS</b>	Centralised Procurement Services
<b>PGPA Act</b>	<i>Public Governance, Performance and Accountability Act 2013 (Cth)</i>
<b>PRS</b>	Professional Standards

## 26. Definitions

**AFP vehicle** means all AFP fleet vehicles, domestic and international, including leased, hired or owned and used for operational or administrative purposes:

- quad bikes
- commercial vehicles
- motor vehicles
- motorbikes
- trail bikes
- trailers.

**AFP appointee** means a deputy commissioner, AFP employee, special member, special protective service officer and includes a person:

- engaged overseas under s. 69A of the *Australian Federal Police Act 1979* (Cth) (the AFP Act) to perform duties as an AFP employee
- seconded to the AFP under s. 69D of the AFP Act to assist the AFP to perform its functions
- engaged under s. 35 of the AFP Act as a consultant or contractor to perform services for the AFP and determined by the Commissioner under s. 35(2) of the AFP Act to be an AFP appointee.

(See s. 4 of the AFP Act.)

**Australian Government Fleet Vehicle Selection Policy**, managed by the Department of Finance, outlines the mandates for fleet vehicle selection criteria.

**Authorised driver** is a person authorised to drive an AFP vehicle to perform specific operational and/or administrative tasks.

**Business area** means an area established under an AFP function / command to conduct the day-to-day business.

**Business use** means the use of an AFP vehicle by an AFP appointee solely for the purpose of carrying out their official duties. Travel between home and work is not considered business use.

**Centralised fleet** comprises vehicles that are financially managed by the CFO-Fleet Team via a centralised fleet budget. All AFP vehicles fit this definition with the exception of those of ACT Policing, Surveillance, International Command and cost-recovery sites where budget is supplied by another entity.

**Chief Financial Officer (CFO) Fleet Team** is the team within Logistics Command responsible for the effective and efficient management of the AFP fleet, as well as that of the broader Department of Home Affairs through a shared services arrangement. CFO Fleet is responsible for the budget allocation to the centralised AFP fleet.

**Fleet administrator** means a state-based representative within the AFP who coordinates and manages the administration of fleet specific to their state.

**Home garaging** means an authorised after-hours garaging of operational vehicles at an AFP appointee's place of residence, hotel if away on business or temporary residence if living away from home.

**Injury** means an injury sustained by any person as a result of a collision which necessitates treatment by a medical practitioner.

**Insight!** means the corporate self-service system for AFP employees to access and update their personal data and manage their administrative functions.

**Leased vehicles** are vehicles leased under a contract with the contracted vehicle lease service provider.

**Major collision** means any collision in which:

- a person is killed
- a person is suspected to have sustained permanent or life-threatening injury (grievous bodily harm)
- it is suspected an offence has been committed against the [Crimes Act 1900](#) (ACT) which is believed to have contributed to the collision (for example: culpable driving)

**Member** the Commissioner of police, a deputy commissioner of police or an AFP employee in respect of whom a declaration under section 40B of the [Australian Federal Police Act 1979](#) is in force (i.e. a police officer other than a protective service officer)

**Minor collision** means any collision that is not a major collision.

**Nominated driver** is a person authorised by a senior executive under the Executive Vehicle Scheme to drive the AFP vehicle supplied to them.

**Owned/managed vehicles** means vehicles that are owned and/or managed by AFP business areas. Optional assistance for the purchasing of new vehicles and/or the ongoing management of owned/managed vehicles can be provided by the mandatory vehicle lease service provider if required.

**Private use** means travel between usual workplace and home, including where an AFP appointee is placed on call. This also includes any other use of an AFP vehicle which does not directly relate to the AFP appointee's prescribed duties.

**Senior executive** means an AFP employee who the Commissioner has declared in writing to be a senior executive AFP employee under s. 25 of the [Australian Federal Police Act 1979](#) (Cth).