

Contract Access Fee

What is the Contract Access Fee?

As part of the Victorian Government's *Efficient Government* policy, a whole-of-government vehicle Contract Access Fee is being introduced. The fee is \$150 (excluding GST) per vehicle purchased through the Government's fleet contracts and will apply to all vehicles ordered from 1 January 2009.

The whole-of-government vehicle contract delivers superior value and contract management at no cost to the agencies that access it. This fee will help maintain these outcomes and contribute some of the efficiencies back to government.

How will it be charged?

The contract access fee will be added to the contract price by the Manufacturer and will therefore be applied to all vehicles purchased under the contract.

The \$150 fee should be shown as a separate line item on each order and on each dealer invoice to ensure transparency and to avoid stamp duty inadvertently being charged on the fee.

As the fee is included in the contract price, the fee will be paid to the dealer at time of purchase. The manufacturer will then pass the collected fees on to the Department of Treasury and Finance (VicFleet).

Who will the fee apply to?

The fee will apply to all outer budget agencies, government business entities and non-government organisations that access the Government's vehicle contracts.

Inner budget departments and Victoria Police and vehicles that are driven by nurses and teachers more than 75 per cent of the time, are exempt from the Contract Access Fee.

What is the definition of 'Nurses'?

Nurses are defined as "registered nurses and/or nurses covered under the Australian Nurses Federation Award, undertaking *nursing duties* in their designated region or area of work". This will include and is not restricted to:

- nurses visiting patients in hospitals, nursing homes, clinics or private homes;
- nurses who are required to provide *medical nursing care* to patients; and
- nurses who are required to provide professional assessment of a patient's capability status.

For the purposes of calculating the percentage of vehicles in a fleet that will attract an exemption from the Contract Access Fee (CAF) allied health service professionals are not covered by the term **Nurses**.

What if I am exempt and how will I get the rebate?

All fees will be forwarded to VicFleet by the Manufacturer on a quarterly basis and VicFleet will be responsible for managing exemptions and rebates.

Exempted Agencies using the VicFleet Finance lease facility will have the fee excluded from any lease payments.

Non-exempted Agencies using the VicFleet Finance lease facility and procuring a vehicle for use by a teacher or nurse should contact their VicFleet Client Service Officer at the time of ordering the vehicle.

Agencies not using the VicFleet Finance Lease facility and ordering vehicles on behalf of teachers and nurses, should notify VicFleet in writing, regarding the percentage of their fleet that meet the exemption criteria.

Vehicles to which the fee does not apply (exempted use vehicles and exempted Agencies) will be rebated the fee as part of the Department of Treasury and Finance's quarterly financial processes.

If my vehicles are exempt, can I ask the Dealer to remove the contract Access Fee from the price of the vehicle?

No, the Contract Assess fee has been added to the Contract price by the Manufacturer. The Dealer is therefore obliged to charge the Contract Access Fee.

If you believe your vehicles should be exempt, you should notify VicFleet and apply for a rebate.

Why is the fee being introduced?

The whole-of-government vehicle contract delivers superior value and contract management at no cost to the agencies that access it. This fee will help maintain these outcomes and contribute some of the efficiencies back to government.

Will it be more work for me as an agency?

The contract access fee is straightforward and will not require any additional work by the agencies.

How do I contact VicFleet regarding any rebates?

If you are using the VicFleet Finance Leasing facility, contact your usual Purchasing Support Officer.

If you are purchasing straight off the contract contact the Fleet Stakeholder Engagement Manager on 8683 2810.

government **services** group

How can I get additional information?

For additional information please contact Linda McHutchison at VicFleet on 8683 2810.

Alternatively information is available on www.dtf.vic.gov.au/vicfleet