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| <b>Title:</b>                 | <b>4.12 Use of Council Vehicles</b> |
| <b>Previous No:</b>           |                                     |
| <b>File No:</b>               |                                     |
| <b>Statutory Environment:</b> | n/a                                 |
| <b>Minute No:</b>             |                                     |
| <b>Last Updated:</b>          | <b>September 2015</b>               |
| <b>Review Date:</b>           | <b>September 2019</b>               |

**Objective:**

The objective is to provide clear guidelines for the private use of Shire vehicles by employees.

The primary purpose of the acquisition of motor vehicles by the Shire of Goomalling is to meet the Shire's transportation requirements associated with business needs. A secondary and subservient purpose is to acknowledge the current market place environment and to make vehicles available for private and commuting purposes for Shire employees as part of an employee's overall salary package.

This Policy applies to any Shire employee who gains benefit from the use of Shire owned motor vehicles by either private use or commuter use of such vehicles.

**Procedure:**

**1. Vehicle Purchases**

**Chief Executive Officer:**

The type of vehicle and therefore the maximum vehicle value will be set as part of the approved contract of employment.

**Finance Manager, Principal Works Supervisor:**

Vehicle purchases for these employees will be in accordance with best overall value to the Shire, giving due consideration to environmental impact and occupants' safety.

### **Operational Staff vehicles:**

These vehicles are selected on best overall value to the Shire based on the operational requirements of that vehicle, giving due consideration to environmental impact and occupants' safety.

These vehicles may on occasion be allocated to employees for Commuter Use or Restricted Private Use.

## **2. Vehicle Changeover**

The calculation of vehicle changeover will depend on many variables. In general terms, passenger vehicles are to be changed at a time calculated to minimise whole-of-life costs while the vehicle is still under warranty.

The Chief Executive Officer may vary passenger vehicle types and models from time to time to obtain the best benefit to Council, having regard to private use requirements of the employee.

## **3. Vehicles included in Staff Contracts**

A number of staff have private vehicle use included in remuneration packages. New contracts will contain the category and conditions of vehicle usage in accordance with clause 5 of this policy.

Staff are to be consulted prior to any significant change in vehicles provided under contractual or salary packaging arrangements.

Vehicles supplied under these provisions are to be kept in a clean and tidy condition and routine maintenance checks, as recommended in the manufacturer's handbook, are to be conducted regularly (e.g. fluid levels and tyre pressures). If a vehicle requires major detailing at the time of trade-in, due to lack of appropriate cleaning, the driver responsible for its use may be required to pay for this service.

## **4. Maintenance**

- (a) All repairs, maintenance and replacements are to be at the Shire's cost.
- (b) Insurance and licensing of vehicles is arranged by the Shire for both Shire and private use.
- (c) The authorised employee is to ensure that the vehicle is serviced in accordance with the manufacturer's recommended service schedules.
- (d) Vehicle faults which occur between services are to have repairs arranged immediately.

## **5. Categories of Private Use**

The category of private use will be negotiated with employees as part of their salary package determination. The values associated with the category of private use will be the values issued by WALGA and current at the time of engagement and salary package review. Where a change of vehicle category occurs, the package value will be changed at the next review.

## **6. Relieving Entitlements**

Employees acting or relieving for an employee on leave do not automatically assume the motor vehicle entitlements of that employee.

## **7. Chief Executive Officer – Authority**

The Chief Executive Officer has the following authority:

- The allocation of the use of a vehicle for specific after hours use.
- The authority to negotiate remuneration packages with employees including any private use of the vehicle.
- Approval for any travel outside Western Australia.
- Discretion to define what constitutes commercial activity or private gain.

## **8. Responsibilities of all Drivers**

All drivers of Shire vehicles are responsible to ensure that they:

- Are the holders of a current Western Australian drivers licence appropriate for the vehicle. A photocopy must be provided to the Payroll Officer who will place it on their personnel file.
- Drive the vehicle responsibly and legally, observing all rules and regulations.
- Lock the vehicle at all times when it is unattended.
- Take full responsibility for all traffic, parking and any other infringements incurred whilst in control of the vehicle.
- Ensure the vehicle is maintained in a clean condition.
- Report any defects immediately.
- Immediately report all accidents or damage to the vehicle including the completion of the necessary accident incident form, insurance report and claim forms and report same to the Police Department.
- Leave no valuables unattended in the vehicle.
- Carry a basic first aid kit.
- Park the vehicle off the street, in a carport or garage, outside business hours, wherever possible.
- Conduct regular vehicle inspections to identify and report any damage to the vehicle.
- Fill in the vehicle log book when required with the driver's name clearly identified in the log.
- Enforce the no-smoking rule for drivers and passengers using the vehicle.

All drivers of Shire vehicles are to be provided with and be familiar with all the issues relating to this vehicle policy.

This policy shall not have a detrimental effect on staff contracts or conditions of employment which are current at the date of its adoption.