

**Policy Title: Provision and use of Council Vehicles**

**Policy Statement:**

The primary purpose of this policy is for the acquisition of motor vehicles by the Mindarie Regional Council (MRC) is to meet the business needs. Secondly, to acknowledge the current market place environment and to make vehicles available for use as part of an employee's salary packaging.

This policy has been established with the aim of effective motor vehicle asset management.

The policy applies to MRC's employees who are allocated MRC's owned motor vehicles.

**Policy Procedure:**

1. Acquisition of vehicles will adhere to the MRC CP06 Purchasing Policy, Asset Management Plan (AMP) and Annual Budget.
2. Where practicable, all vehicles purchased by the MRC shall have been awarded a minimum five star rating through the Australasian New Car Assessment Program (ANCAP).
3. In consideration of the MRC's commitment to environmental sustainability, preference will be given to the purchase of vehicles with emissions below the CO<sub>2</sub> threshold, hybrid vehicles and or full electric vehicles where suited to operational requirements.
4. All repairs, maintenance and replacement are to be provided by the MRC, including insurance and licensing, unless a Novated Lease option of an employment contract is elected, in which case the contract conditions will prevail.
5. Vehicle changeover will be in line with the AMP and the Annual Budget, every two years or 60,000 km whichever is the earlier and are depreciated accordingly. However, the MRC monitors market factors and may change the vehicles at a more economical time period.
6. Disposal of vehicles will be by public auction, with a reserve price based on valuations in line with CP06 Purchasing policy or by trade in against the replacement vehicle.
7. The CEO shall have full private use of the MRC's vehicle, as specified in the employment contract.
8. Executive Managers shall have full private use as specified in the employment contract.
9. Vehicles may be made available to Council Officers during work hours for operational requirements only.
10. The spouse or partner, family members or friend of an employee who is provided with a vehicle under this policy is permitted to drive the vehicle. A friend may only drive the vehicle when the vehicle is not required for work purposes and the employee is an occupant of the vehicle.
11. The MRC will provide fuel for full private use, wherever possible the fuel station at Tamala Park should be used. MRC Fuel cards will be made available to employees where this is not practicable.

**Employee Responsibilities:**

All drivers of MRC vehicle are responsible to ensure that they:

1. Are the holder of a current Western Australian driver's licence for the vehicle.
2. If you have been disqualified from driving a motor vehicle for any reason, immediately cease driving and notify the Human Resource Manager.
3. Lock the vehicle at all times when the vehicle is unattended.
4. All personal items in the motor vehicle are the responsibility of the employee.
5. Take full responsibility for all traffic and parking and any other infringements incurred whilst in control of the vehicle
6. Ensure that the vehicle is made available for service in accordance with the manufacturers' recommended schedules.
7. Report any defects immediately to Human Resource Manager.
8. Immediately report all accidents or damage to the vehicle, including the completion of the necessary accident incident form, insurance report and claim forms to report same to the Police Department.
9. Ensure that the no smoking rule applies to driver and all passengers using the motor vehicle.
10. Be aware of the current conditions and content of all relevant policies and procedures at all times.
11. Breach of any of the above conditions will constitute a breach of the MRC's Code of Conduct and will be dealt with accordingly.

<b>Legislation</b>	
<b>Responsible Officer</b>	Chief Executive Officer
<b>Council Meeting Date</b>	21 September 2023
<b>Review History</b>	02/05/2013; 05/09/2013; 04/09/2014, 20/08/2015; 01/09/2016; 14/09/2017; 14/08/2018; 13/09/2019, 18/06/2020, 12/08/2021
<b>Next Review Date</b>	01/08/2024
<b>Revision History</b>	14/8/2018 1. At point 1, remove rows for Site Supervisor and Plant Supervisor 2. At point 3, delete words 'Site Supervisor and Plant Supervisor' 3. At point 4, delete word 'supervisor's' and add sentence to clarify the use of the vehicles on sealed roads 12/08/2021 Vehicle value increase and remove reference to the RAC guide. 19/08/2022 Remove references to Director of Corporate Services and replace with Finance Manager 13/08/2023 word changes to incorporate environmental factors and alignment to the AMP and the Annual Budget. New section employee responsibilities.
<b>Delegation to the Chief Executive Officer</b>	Nil