

Policy Title: Provision and use of Council Vehicles

Policy Statement:

To determine the vehicle type and usage for employees.

Policy Procedure:

1. The following positions will be allocated vehicles as follows:

Position Type	Vehicle Type	Vehicle Value (Excl. GST)	Usage
Chief Executive Officer	Any within Value	Up to \$62,400	Per Contract
Manager Finance	Any within Value	Up to \$57,600	Per Contract
Manager Operations	Four Wheel Drive Min. 1 Tonne Tare	Up to \$57,600	Commuting or Private (Restricted)

Vehicles are to be purchased using the State Vehicle Pricing contract

2. Vehicle Usage Type

Use Type	Definition
Private (Unrestricted)	Travel is permitted within the geographical area of the State/Territory including during periods of leave.
Private (Restricted)	Travel is permitted within the geographical area of the State/Territory excluding periods of leave.
Commuting	Travel is limited to and from the workplace and usual residence of the employee.

3. The Manager Operations may elect to take Restricted Private Use of the vehicle by contributing *\$30/week after tax, drawn from their salary.
*The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year.
4. Use of the Manager Operations's vehicle is unlimited on sites owned or managed by the MRC. Use of all the vehicles are otherwise limited to sealed roads, unless varied by the Chief Executive Officer (CEO), or in the case of the CEO, by Council.
5. During working hours the vehicle is to be made available to other staff members when not required by the Manager or relevant officer.
6. All vehicle maintenance and repairs will be provided other than for the CEO if the Novated Lease option of the CEO's contract is elected, in which case the contract conditions will prevail.
7. Fuel costs will be provided as follows:

Use Type	Fuel Purchase
Unrestricted Private	for all use
Restricted Private	for all use other than weekends where travel is outside the Metropolitan Area (Scheme Boundary) when the employee will meet the cost of refuelling.
Commuter	Use between the workplace and usual residence of the employee
Note: Wherever possible the fuel station at Tamala Park should be used. Where an employee with Restricted Private Use refuels the vehicle at the weekend to travel outside the metropolitan area the employee must meet the cost of refuelling and provide receipts for any fuel purchases to the Finance Manager as soon as practicable. (This is for Fringe Benefits Tax reduction purposes).	

8. The spouse or partner, family members or friend of an employee who is provided with a vehicle under this clause 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.

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	29 September 2022
Review History	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
Next Review Date	01/08/2023
Revision History	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
Delegation to the Chief Executive Officer	Nil