

10.6 Light Vehicle

Objective

The objective of this policy is to provide guidelines for the allocation of Council vehicles to employees.

Policy

Fleet Purchasing

The Executive Manager Infrastructure Services is responsible for the purchasing and disposal of all vehicles.

Allocation of Vehicles

The Chief Executive Officer (CEO) is responsible for the allocation of a Council vehicle to an employee and the Shire President for the CEO.

Makes and Models of Vehicles

It is recognised that, in order to attract and retain staff, Council should offer vehicles of a particular standard and size. The type of vehicle purchased within this policy shall be at the discretion of the CEO.

The overriding requirement is to ensure that the vehicle purchased meets the needs of the position while minimising the total cost of the vehicle to Council.

In determining the cost to Council of operating a motor vehicle the purchase price, whole of list costs and resell values must be considered. Whole of life costs remain constant over a model range, while retained value of optioned vehicles is greater than base models. Council shall purchase vehicles considering the operating costs and estimated trade in values so that over the life of the vehicle it provides the greater return to Council.

Where practical and available, preference will be given to vehicles offering additional safety features such as, but not limited to, Airbags, Anti-Skid Braking System (ABS), Vehicle Stability and Traction Control.

Vehicle Options and Accessories

Options or accessories fitted to Council vehicles to improve functionality or safety or to minimise damage to the vehicle, if not fitted as standard, may include, and will be categorised as follows:

Type	Specifications
Standard (All Vehicles)	Air-conditioning, Window Tint, Seat Covers, Headlight & Bonnet Protectors, Dash Mat, Rubber Mats, Cargo Barrier, Fire Extinguisher, Tow Bar, Bull/Roo/Nudge Bar, Spot Lights and Safety Pack if available.
Off Road (All 4WD Vehicles)	Includes Standard + Protector Steps (if not standard), Rubber Cargo Mat, Tyre upgrade, Dual Spare Wheels with additional spare fitted in rear cargo area, Heavy Duty Suspension, Long Range Fuel Tank (if not standard)
Off Road – Heavy (Specialised Vehicles Only)	Includes Off Road + Long Range Fuel Tanks, Dual Battery System, Snorkel, Roof Rack, (Winch, Diff Locks for selected vehicles).

Specialised vehicles, under this policy, are deemed to be those vehicles operating in extreme conditions such as extended remote desert travel, road inspections following heavy rainfall and flooding and exploration i.e. searching for suitable road building materials etc. These vehicles may be allocated to the following positions:

- a. Director Development and Technical Services
- b. Manager Technical Services - Rural
- c. Manager Technical Services Nullagine
- d. Works Supervisor Marble Bar
- e. Manager Development Services – Health
- f. Others as considered appropriate upon authorisation of the CEO

Accessories that are not required for operational purposes are not provided. Accessories will be added to the vehicle at the time of purchase, as deemed appropriate for Councils operational requirements. Endeavours will be made to transfer accessories from the trade-in vehicle where it is considered cost effective and appropriate. No further accessories are permitted to be added following delivery unless authorised by the CEO.

UHF Radios and Satellite Telephones will be fitted as deemed necessary for operational requirements. Portable Satellite Phones and UHF Radios will be available from the Co- Ordinator Information Services as required for operational purposes.

Consideration shall be given to the purchase of hybrid or alternative fuel vehicles where deemed to be suitable for use and with the approval of the CEO.

Use Categories

In recognition of the need to provide vehicles best suited to work requirements, together with attracting and retaining competent staff, the following use categories outline the allocation of vehicles to relevant positions:

Position	Use Category
Chief Executive Officer	Private Use (As negotiated with Council)
Executive Managers	Private Use
Managers	Private Use
Supervisors/Coordinators	Commuting use or as negotiated in letter of appointment
Mechanic	Restricted Private Use
Rangers and others	Commuting Use

The following information details the Use Categories listed in the previous table.

Commuting Use Only

Commuting use permits use of the vehicle between the place of residence and the workplace.

The vehicle is to be available for use by other staff during normal working hours, but not to the detriment of the duties of the assigned staff member.

Use of the vehicle for private use is not permitted unless it is done so in the process of travelling to and from the workplace, for example shopping and sports activities.

The assigned employee and any other driver may be required to maintain a logbook for FBT reporting purposes subject to the direction of the Deputy Chief Executive Officer.

The Shire will meet all operating costs of the vehicle, although instances of blatant misuse may be investigated and costs of repairs etc. recovered from the offending employee.

Restricted Private Use

Restricted Private Use permits the vehicle to be used within the Shire of East Pilbara. The assigned staff member must be the primary driver of the vehicle at all times unless not capable of doing so, but must be present in the vehicle at all times.

Restricted private usage outside the Shire boundaries (within Western Australia) is to be subject to the approval of the relevant Director on a case by case basis.

The vehicle is to be available for use by other staff during normal working hours, but not to the detriment of the duties of the assigned staff member.

The Shire will meet all operating costs of the vehicle except fuel when the vehicle is used for restricted personal purposes outside the Shire boundaries. Instances of blatant misuse may be investigated and costs of repairs etc. recovered from the offending employee.

The assigned employee and any other driver may be required to maintain a logbook for FBT reporting purposes subject to the direction of the Deputy Chief Executive Officer.

Private Use

Private use permits the vehicle to be used within the State of Western Australia. The use outside of Western Australia must be approved, in writing, by the CEO. Approval for the CEO will be given by the Shire President. The assigned staff member's spouse or partner is permitted to drive the vehicle if the assigned staff member is present in the vehicle, or as negotiated in the assigned staff member's contract. No other person is permitted to use the vehicle for private use.

The vehicle is to be available for use by other staff during normal working hours, but not to the detriment of the duties of the assigned staff member.

The Shire will meet all operating costs of the vehicle including fuel when the vehicle is used for personal purposes within and outside the Shire boundaries. Instances of blatant misuse may be investigated and costs of repairs etc. recovered from the offending employee.

The assigned employee and any other driver may be required to maintain a logbook for FBT reporting purposes subject to the direction of the Deputy Chief Executive Officer.

Conditions of Use

The provision of a Council vehicle obliges the respective staff member to accept responsibility for the appropriate care and maintenance of the vehicle.

The assigned employee will be responsible for: -

- a. The safe driving of the vehicle in accordance with all relevant driving acts, regulations, and relevant local laws.
- b. The parking of the vehicle outside of normal working hours in a safe and secure manner.
- c. Liaising with the respective staff member (where applicable) or servicing company for the routine maintenance and repair of the vehicle in accordance with the manufacturer's warranty and servicing requirements.
- d. Maintaining the vehicle in clean and tidy state both internally and externally at all times.
- e. Reporting of any accidents/incidents to their respective supervisor and completion of any insurance or reporting forms as directed by the relevant staff member. Each Directorate is then responsible for organising/finalising required repairs and replacement vehicles arising from an insurance claim.
- f. Smoking is not permitted in Council vehicles.
- g. The unlawful consumption of alcohol and/or use of any prohibited substances are strictly prohibited when the Council vehicle is being driven by any person permitted by this Policy to drive that vehicle.
- h. Payment of any fines etc. resulting from an infringement will be the responsibility of the person who is driving the vehicle at the time of the infringement.

Authorisation Details

References:			
Authorised by:	Council		
Date:	24 September 2010	Item No.	9.1.3
Review/Amendment Date	14 March 2014	Item No.	9.2.8
Review/Amendment Date	24 August 2018	Item No.	9.1.3
Next Review			
Responsible Directorate	Infrastructure Services		
Responsible Officer	Manager Operations		
File No.			