

POL	COUNCIL OWNED VEHICLE USAGE	AES8
------------	------------------------------------	-------------

POLICY CODE:	AES8
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	17 June 1997
DATE LAST REVIEWED:	8 June 2017
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES8
VERSION NO.	5

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016 18 May 2017
OCM:	12 October 2006 14 February 2013 13 March 2014 10 March 210176

BACKGROUND:

The City of Cockburn is required to provide a light vehicle fleet to ensure its functions can be performed in an efficient and effective manner.

PURPOSE:

To provide for out of hours allocation and usage of Council's light vehicle fleet.

POLICY:

- (1) The Chief Executive Officer and Directors have unrestricted use of a Council vehicle within the State of Western Australia of a suitable standard with all costs of purchasing or leasing and operating the vehicle being met by Council. These officers may also seek to have their contracts amended to allow for provision of a motor vehicle allowance, in lieu of a Council supplied vehicle. In such a circumstance, approval will require confirmation that this arrangement does not increase the City's costs, nor affect its operations.
- (2) Other officers of Council may be granted unrestricted private, restricted private or commuter use of a Council vehicle, such arrangements and standard of vehicle to be negotiated between the officer and the Chief

POL	COUNCIL OWNED VEHICLE USAGE	AES8
-----	-----------------------------	------

Executive Officer. Occasional requests for usage outside these guidelines must be approved by the Divisional Director, and recorded on the relevant personal file of the employee prior to such extraordinary usage occurring.

- (3) Where the Chief Executive Officer agrees to allow an officer who would normally only be allocated a vehicle with commuting use, access to restricted private use, then the Chief Executive Officer is to ensure a financial contribution is obtained from the officer that fully reimburses the City for any additional costs, eg FBT and ancillary operating expenses.
- (4) The vehicles allocated to the Chief Executive officer and Directors, or other officers granted unrestricted use, may be driven by:
 1. their partner;
 2. designated drivers approved by the Chief Executive Officer (or Mayor when applicable for the Chief Executive Officer) in writing; and
 3. other persons who have valid licences for the class of vehicle being driven and are accompanied by the officer when the vehicle is being driven.
- (5) Vehicles allocated to other officers who have restricted private use may be driven by:
 1. their partner if they are accompanied by the officer;
 2. their partner if they are picking up or dropping off the officer;
 3. their partner within 20 kilometres of their residence; and
 4. by designated drivers approved by the Chief Executive Officer in writing, who have a valid drivers licence for the class of vehicle being driven and are accompanied by the officer when the vehicle is being driven,
- (6) Vehicles allocated to officers for commuting purposes only are to be driven by that officer only, or other persons who have valid licenses for the class of vehicle being driven and accompanied by the officer, between the place of residence and Council work place only and / or return, unless occasional permission is granted in accordance with part (2) of the Policy.
- (7) Officers allocated Council-owned and leased vehicles for private or commuting use are responsible for regular internal and external cleaning of the vehicle, maintaining it in a clean and tidy state and ensuring it is serviced at the correct intervals.
- (8) Should the Chief Executive Officer or an Officer with private use of a vehicle resign, the provisions of Part a) and b) of the Policy are not to apply and the Council vehicle is not to be taken prior to the employment termination date of the officer, in the event that accrued leave is taken by the Officer prior to the termination date.

POL	COUNCIL OWNED VEHICLE USAGE	AES8
------------	------------------------------------	-------------

- (9) Any Officer of Council having any form of private usage or commuting rights of a Council vehicle may, when absent from duty, grant these rights to another Officer of Council, as nominated by the authorising Officer and approved by the relevant Supervising Staff Member and provided to the delegated Officer in writing.
- (10) Any officer who is required to carry Council owned property within the vehicle shall at all times secure that property in the boot of the vehicle, (or some other such secure space within the vehicle), so as to reduce the likelihood of such equipment being stolen. Similarly, all officers should take the same precaution with their own personal effects, as the City of Cockburn's insurance policies will not cover the loss of such goods.
- (11) All damage to or incidents involving a Council owned vehicle must be reported immediately in accordance with OSH 4.5 Incident Reporting. Failure to comply with this requirement may result in disciplinary action.
- (12) 'For Cause' drug and alcohol testing will be carried out on the driver of any Council owned vehicle involved in an incident.
- (13) Unauthorised use of a Council owned vehicle will result in disciplinary action.