

## Motor Vehicle Policy

*Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.*

### 1 Objective

The purpose of this Motor Vehicle Policy is to establish a framework that guides:

- a) Usage of Council's motor vehicles.
- b) The life cycle of Council's fleet of motor vehicles.
- c) Private use of a Council motor vehicle as part of an employment agreement.

This policy is to be read in conjunction with the:

- a) Motor Vehicle Operating Use Procedure.
- b) Motor Vehicle Private Use Procedure.
- c) Motor Vehicle Fleet Ownership Procedure.

### 2 Responsibility

#### 2.1 Chief Executive Officer (CEO)

- a) Authorise allocation of a Council motor vehicle with full private use as part of an employment agreement.
- b) Approve other employees nominated by a Director for private use of a Council motor vehicle.
- c) Approve the selection and purchase or lease of a motor vehicle.
- d) Authorise any private use travel outside Victoria, South Australia, Australia Capital Territory (ACT) and New South Wales in a Council motor vehicle. (Approval required by CEO to travel to Tasmania, Western Australia, Queensland and Northern Territory).
- e) Authorise commuter use of a motor vehicle with no private usage.
- f) Authorise modifications and changes to commuter use and private vehicles.
- g) The CEO can withdraw private use entitlements at any time due to retirement, resignation or breaches of this Policy and related motor vehicle procedures.

#### 2.2 Directors

- a) Authorise operational vehicle use of a Council motor vehicles with no private or commuter usage.
- b) Authorise temporary reallocation of an operational Council motor vehicle with no private or commuter use, due to leave or other reasons.
- c) Consult the Technical Services Officer (or equivalent position) regarding any proposed changes to the use, allocation, or any other requested changes (including modifications) of an operational Council motor vehicle, with no commuter or private use.

#### 2.3 Manager Corporate Services

- a) Administer this Policy and associated Procedures and be responsible for their interpretation and application.
- b) Calculate the employee contribution for private use of a Council motor vehicle.
- c) Oversee the collection of the employee contribution via Council's payroll system.
- d) Calculate and recommend the department and business unit motor vehicle contributions as part of the Annual Budget process.
- e) Manage the insurance of Council's motor vehicle fleet, including insurance claims.

- f) Manage the allocation and coordination of the toll road accounts and etags, in conjunction with the Accounts Payable Officer.

#### **2.4 Technical Services Officer**

- a) Manage the acquisition (purchased or leased) and disposal of Council motor vehicles
- b) Manage Council's motor vehicle fleet.
- c) Coordinate the repairs of any damage Council motor vehicles.
- d) Brief all Council motor vehicle users where Council acquires a motor vehicle which incorporates new technology (for example a hybrid electric or fully electric motor vehicle) on the operation of that vehicle.
- e) Manage the vehicle checklists, including the servicing and repairs of vehicles.

#### **2.5 Managers / Supervisors / Coordinators**

- a) Monitor the usage and condition of all Council motor vehicles for staff use within their department / business unit.
- b) Ensure that employees operate Council motor vehicles in accordance with this Policy and associated procedures.

#### **2.6 People and Safety officer**

- a) Responsible for the provision of First Aid Kits in Council Motor Vehicles and the ongoing currency of the contents of those kits.

#### **2.7 Staff allocated full private use of a Council Motor Vehicle**

Make an employee contribution towards offsetting the costs of any private use of a Council motor vehicle.

#### **2.8 Drivers of a Council Motor Vehicle**

Operate the vehicle in accordance with the Motor Vehicle Operating Use Procedure.

### **3 Policy Statement and Scope**

This policy applies to any person authorised to drive a Council motor vehicle.

Yarriambiack Shire Council operates a fleet of motor vehicles which are provided to enable staff to perform their Council functions.

The Technical Services Officer will manage the acquisition and disposal of Council's fleet of motor vehicles in accordance with the Motor Vehicle Fleet Ownership Procedure.

People authorised to drive a Council motor vehicle will operate the vehicle in accordance with the Motor Vehicle Operating Use Procedure.

The CEO will authorise the private use of a Council motor vehicle by some staff as part of their employment agreement. The private use of a Council motor vehicle and the financial contribution made by the staff member towards that private use will be in accordance with the Motor Vehicle Private Use Procedure.

#### **3.1 Review of Policy**

This policy is to undertake a review cycle every three years. Council approves for the Chief Executive Officer to make administrative changes to the policy that does not compromise the intent of the policy and associated procedures.

### **4 References**

- a) *Occupational Health and Safety Act (2004)*
- b) Asset Lifecycle Policy
- c) Procurement Policy 2021- 2025
- d) Procurement Management Manual
- e) Motor Vehicle Operating Use Procedure

- f) Motor Vehicle Private Use Procedure
- g) Motor Vehicle Fleet Ownership Procedure

## 5 Definitions

Chief Executive Officer	The Chief Executive Officer as appointed in accordance with the Local Government Act.
Employee	A person employed as a member of Council
Motor Vehicle	A Council motor vehicle is a passenger vehicle and includes sedan, station wagon, utility, people mover, sport utility vehicle (SUV) or any other similar passenger vehicle. For the purpose of this policy, the definition of Council motor vehicle does not include plant and equipment such as trucks, tractors, mowers, graders and earth moving equipment.
Passenger Vehicle	In the context of this Policy, a passenger vehicle includes all vehicles whose main purpose is to transport passengers but excludes buses.
Private Use	Any non-business travel in a Council motor vehicle, including travel between home and work
Technical Services Officer	The appointed person nominated by the CEO to monitor and manage the Fleet on Council's behalf. This position title may change over the course of the policy.

### Council Approved Policy

<b>Policy Adopted:</b>	27 May 2020	Minute Book Page 352	A27/05/2020
<b>Policy Reviewed:</b>	05 August 2020	CEO Approval – Administrative Change to Appendix A	05/08/2020