



Policy No. 2013- 05

Use of Council Vehicles Policy

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1. Purpose.

The purpose of this policy is to ensure that Council maintains a suitable fleet of vehicles that contributes positively and effectively to the work performance of the Central Highlands Council.

2. Legislative Requirements, Regulations and Associated Council Policies, Procedures and Guidelines.

This policy should be read in conjunction with applicable, appropriate and associated Legislative Requirements, Regulations, Council Policies, Procedures and Guidelines. These include but are not limited to:

- The Local Government Act 1993;
- Local Government (General) Regulations 2015 (SR2015, No. 37);
- Risk Management Policy and Strategy;
- Staff Induction Procedures;
- Duty Statements (Job Descriptions, etc.);
- Delegations of Authority;
- Policy 2015-06 Tendering and Procurement Policy.

3. Glossary of Terms.

3.1 This Policy

2013-05 Use of Council Vehicles Policy May 2019.

3.2 Council

Central Highlands Council.

3.3 Contractor

A contractor is defined as a person or organisation, external to Council, engaged under a contract for service (other than as an employee) to provide specified services to Council. A Contractor generally works under the supervision of a Council Manager to provide services which are not readily available in the Council.

3.4 Procurement

The entire process by which all resources are obtained by Council, including planning, design, standards determination, specification, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

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Further guidance on Council's tendering processes are contained in Policy 2015-06, Tendering and procurement Policy, especially sections 3.9 – Tenders, 3.10 Standing Tenders and 3.11 Multiple Use Registers.

3.5 Tendering and Procurement Thresholds

There are a number of tendering and procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table refers to the thresholds and summarises what purchasing method Council utilises based on the total dollar value of the purchase.

Procurement Value	Minimum Requirement	
Under \$5,000	One verbal quotation where applicable. Council Purchase Order where appropriate.	Orders over \$1,000 to be authorised by applicable Manager
\$5,001 to \$10,000	Two verbal quotations, one of which to be from a local business, if applicable. Council Purchase Order where appropriate.	To be authorised by applicable Manager.
\$10,001 to \$30,000	Two written quotations, one of which to be from a local business, if applicable. Council Purchase Order where appropriate.	To be recommended by applicable Manager and authorised by Deputy General Manager or General Manager.
\$30,001 to \$99,999	Three written quotations, one of which to be from a local business, if applicable. Council Purchase Order where appropriate.	To be recommended by applicable Manager and authorised by Deputy General Manager or General Manager.
\$100,000 up to \$249,999	Council will, where it considers it beneficial or desirable, advertise each tender at a minimum in the local regional newspaper. Other advertising may be utilised as considered appropriate. To be advertised on the Council	Contracts to be awarded and signed by the General Manager after acceptance and approval by Council.

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	Website. Council to seek at least one tender from a local business, if applicable.	
\$250,000 or over	Council must advertise each tender at a minimum in the local regional newspaper and advertise on the Council website.	Contracts to be awarded and signed by the General Manager after acceptance and approval by Council.

3.6 Confidentiality

Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

3.7 Sensitive Information and Conflicts of Interest

Council employees, contractors, sub-contractors, consultants and elected members are reminded that the best interests of the Council are fundamental and are to be served at all times. Notifications of conflicts of interest (actual and perceived) are to be advised and recorded as early as possible. Disclosure of sensitive and confidential information, including prices, terms and conditions are strictly commercial in confidence and their unauthorised disclosure, particularly with a motive to provide personal financial gains or benefits is contrary to the principles of ethical behaviour and may result in dismissal, prosecution or other sanctions.

3.8 Disposals and Trade-Ins

The disposal or trade-in of obsolete assets (including motor vehicles) is an area that can be open to criticism and one in which the possibility of unethical behaviour can be perceived and needs to be controlled with guidelines and processes that will prevent or lessen unfounded criticism or claims. All disposals, write-offs, cannibalisation and trade-ins are to be considered on a case by case basis and are to be authorised by the General Manager and recorded in a Disposals Register.

Disposals of assets of considerable value or high interest items will be subject to disposal either through a tender process or be traded-in as part of the procurement deal, whichever is the most cost-effective to Council.

3.9 Disposal of Vehicles to Staff, Contractors, Sub-Contractors, Consultants and Elected Members.

Subject to the terms, conditions and provisions contained within this Policy and 2015-06 Tendering and Procurement Policy, staff, contractors, sub-contractors, consultants and elected members are not excluded from tendering or applying for the purchase of items to be disposed of.

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4. Policy Statement.

The General Manager will determine vehicle requirements, allocations, types, categories of use, models, colours and accessories applicable to employees and/or positions, taking into consideration industry and market trends and whole of life costing. Advice will be sought from the Works Manager as appropriate and approval is to be obtained from the Plant Committee prior to the procurement of the vehicle.

In determining vehicle allocations and vehicle use a flexible approach to the changeover of Council's vehicle fleet will be observed with due consideration being given to the make and model of vehicles and the kilometres travelled, to ensure the most cost effective outcome for Council at any given time.

5. Acquisition and Disposal.

The Central Highlands Council will apply a structured test based on four key sustainability principles when acquiring and disposing of motor vehicles:

Economic Criteria Whole of life costs shall be estimated from best available data and highest preference shall be given to the vehicle with the lowest optimised whole of life cost.

Functional Criteria Highest preference shall be given to the vehicle that best fits the functional requirements of the position for which the vehicle is being acquired.

Social Criteria Highest preference shall be given to vehicles that confirm a responsible, accountable image compatible with Council's values.

Environmental Criteria A recognition of the CO2 emissions allocated to the vehicle.

6. Council Pool Vehicle.

Provision of Council Pool Vehicle

A vehicle has been provided by Council as a pool vehicle and is housed at Hamilton.

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Authorised Users

(a) Council administration staff

Council administration staff are authorised to use the pool vehicle for Council business.

(b) Council Environmental Health Officer

The Environmental Health Officer is authorised to use the pool vehicle for Environmental Health Officer duties.

(c) Councillors

Councillors are authorised to use the pool vehicle to undertake duties/business associated with the discharge of their function as Councillor.

Limited private use is available where the Councillor has private commitments immediately before or after conducting council business.

Bookings

Bookings for the pool vehicle are to be made through the Hamilton office.

Where the vehicle is required outside of normal business hours, arrangements for pick up and return of vehicle are to be made with the Hamilton office staff.

Vehicle Log Book

A vehicle log book is provided for the recording of the following details:

- The dates on which the journey began and ended
- The odometer readings at the start and end of each journey
- The kilometres travelled
- The purpose of the journey

Where any part of the journey was for private business, it is to be noted in the log book.

7. Home Garaging.

All Council vehicles that are not private use are to be garaged at a Council Depot. The Works and Services Manager or the General Manager has authority to approve the home garaging of a Council vehicle when it is required to go directly to a job.

Home garaging includes private use by the Mayor or an employee who occupies a position or is employed in a capacity, which by nature of the specialist employment supervisory or management responsibility necessitates immediate access to a vehicle or vehicles after hours on a frequent basis.

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8. Public Visibility.

The Mayor's and General Manager's vehicles are not required to have a Council logo displayed.

All other Council vehicles are to display the appropriate Central Highlands Council logo during normal working hours. Logos are to be permanently fixed to all vehicles except that Departmental Managers' vehicles may be fitted with magnetic logos.

No other decals or signage are to be displayed or attached to the vehicle unless written permission has been obtained from the General Manager.

9. Categories of Use.

There are 5 distinct categories of use relating to Council owned motor vehicles. As discussed in Section 4, the General Manager will negotiate the appropriate category of use with applicable employees. The Mayor's vehicle is a Category A as per Council motion 16.12 of the March 2019 Ordinary Council Meeting Minutes.

The 5 categories are:

Category A **Up to a maximum 10,000 kilometres per annum private use of the vehicle within Tasmania.**

This includes private use during annual and sick leave, providing that:

- To be approved by the General Manager.
- Fuel costs during annual and sick leave are to be met by the employee.
- Private use for periods of sick leave exceeding 2 weeks per year requires Council approval.

Category B **Up to a maximum 5,000 kilometres per annum private use of the vehicle within Tasmania.**

This includes private use during annual leave, providing that:

- To be approved by the General Manager.
- Fuel costs for all private use are to be met by the employee.
- This category may include a weekly fee determined by Council from time to time.

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Category C Occasional private use of vehicles.

To be considered on a case by case basis within the following criteria:

- To be submitted for approval by the General Manager or Works Manager.
- This category will incur a per kilometre charge as per the Local Government Industry Award 2010 (currently \$0.78 per kilometre)

Category D Use of vehicles and plant during the course of employment, including commuting use.

No private usage apart from specific authority for commuting purposes:

- To be approved by the General Manager.
- No fees or reimbursements are required.

Category E Unique conditions.

Special conditions relating to motor vehicle usage contained in contractual arrangements, conditions of employment or employee contracts:

- To be approved by the General Manager.

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10. Agreement for use of Council Vehicles

1. Name
2. Position
3. Address
4. **Category of Use (Delete as appropriate)**

Category A Category B Category C Category D Category E Category F

5. I hereby acknowledge that I am permitted to use a Council vehicle in accordance with the conditions as set out in the category description detailed in Section 8 of this Policy.
6. The vehicle may only be driven by an Authorised Employee of the Council holding a current Tasmanian drivers licence. However, in the event of an emergency, the vehicle may be driven by a person holding an open licence authorised by the employee.
7. In the event of the Employee's drivers licence becoming invalid or cancelled for any reason, this agreement shall be void and the Employee is no longer entitled to drive a Council vehicle.
8. An Employee convicted of drink-driving in a Council vehicle and whose licence to drive is consequently endorsed may lose the right to drive a Council vehicle.
9. In the event of an accident involving a Council vehicle, the Employee must inform the General Manager as soon as practicable.
10. If home garaged, the vehicle is to be brought onto the job every normal Council working day for which the employee is required to work and be used for all organisational duties.
11. Any service difficulty or fault should be reported to the Council's Works Manager or Supervisor who will arrange periodic workshop servicing, maintenance and any repairs necessary.
12. All employees to whom vehicles are allocated are responsible for the care of their vehicle, including interior and exterior cleaning and checking that normal running items such as fuel, lubricant, radiator and battery are checked and duly attended to. It is an expectation that Category A and B users will attend to these functions during their own time.

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13. Modifications (including the fitting of towbars) cannot be made to the vehicle without the approval of the Mayor and General Manager.
14. The vehicle will not be used to compete in any car rally, competition or for any illegal purpose.
15. The agreement may be terminated by either party on three months' notice or as mutually agreed, but will otherwise cease on termination of employment with Council.
16. Failure to comply with the terms of this policy may result in termination of this agreement.
17. Fuel cost for private use is to be met by the employee in accordance with the designated category provisions.
18. A vehicle log book is to be kept which clearly records private, commuting and work use of the vehicle.
19. For every kilometre of private use exceeding the stated maximum for the category (5,000 or 10,000 kilometres per annum) a rate per kilometre will be agreed upon.
20. Council Logo is to be displayed prominently on both sides of the vehicle at all times during working hours in accordance with the terms outlined under Section 7 of this policy - Public Visibility.
21. I agree to be bound by and adhere to these conditions of the use of a vehicle.

Signed _____

Date _____

Signed _____

Date _____

General Manager

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