



C375 COUNCIL VEHICLES - Provision and Replacement of

1. Provision of Council Vehicles

1.1 Vehicles will be provided to the following positions:

- Mayor
- Chief Executive Officer
- Directors

The condition of use will be full and unrestricted private use and at the entire cost of Council. Staff employment contracts identify conditions of service and employment packages that relate to the use of a Council vehicle.

The Chief Executive Officer and Directors vehicles will be available as part of the Council vehicle fleet for use by staff requiring a vehicle for work duties during normal work hours. The Mayoral vehicle may be used as a pool vehicle for Elected Members for extended travel purposes.

1.2 Vehicles may be provided to senior staff within the Council as a component of their total remuneration package. Generally vehicles will be restricted to manager level and particular specialised/technical staff and may be used to offset other employment conditions identified in relevant industrial awards, the City of Mount Gambier Workplace Agreement and/or identified employment contracts.

Vehicles will be provided for private use limited to 500 kilometres from the Council area. Council will bear responsibility for all costs associated with such use excepting for travel outside of the above range whereby the Council staff member will be financially responsible for all fuel use.

The Council vehicle is not available when the employee is on leave excepting with the written permission of the Chief Executive Officer. In respect of all Council vehicles used for private use, the use is restricted to that employees immediate family.

(The private use conditions do not apply to the Engineering Manager whose employment contract stipulates that he has full and unrestricted use of a Council vehicle at all times with all fuel costs for personal use being paid by the Engineering Manager).

1.3 Commuting - general pool vehicles will be allocated to various Council divisional areas for work use and some employees may be assigned a vehicle for commuting use to and from Council. Employees allocated a vehicle for commuting use may be provided limited City wide only private use where there is offset against employment conditions and negotiated and agreed by the employee and Chief Executive Officer. The allocation of commuting use vehicles will be based upon work demands with allocation of vehicles solely at the discretion of the Chief Executive Officer and may be reassigned by providing one (1) months notice. Employees with the above use must maintain the vehicle to ensure its suitability as a pool vehicle including fuel and general vehicle appearance. The employee must ensure adequate garaging overnight and weekends.



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When on any form of leave such vehicle will be returned to Council for pool use and garaging overnight. All pool vehicles must be available for fleet use at all times during the standard working day.

- 1.4 To maintain appropriate records Council may from time to time require any employee that has use of a Council vehicle to keep records of such and provide this information to the relevant Director.

2. Replacement of Council Vehicles

2.1 Council to replace:

2.1.1 Mayoral and administration pool vehicles generally after two (2) years of age, or 40,000 kilometres of travel, whichever occurs first (refer Appendix A), but Council may consider proposals that have been subjected to a competitive quotation process prior to two (2) years or 40,000 kilometres.

2.1.2 All other equipment be considered by way of a rolling review on an annual basis for condition, workload, etc. and as a general principle, be considered for replacement as follows or unless otherwise authorised for replacement by Council:

<u>Operational Plant</u>		<u>Anticipated Change-Over</u>
1.	Trucks and commercial type vehicles up to three (3) tonne capacity	120,000 kms of travel or eight (8) years of age, whichever occurs first
2.	Trucks in the range of three (3) to five (5) tonne capacity	100,000 kms of travel or ten (10) years of age, whichever occurs first
3.	Trucks over five (5) tonne capacity	Ten (10) years of age
4.	Tractors	Ten (10) years of age
5.	Rollers	Twelve (12) years of age
6.	Loaders	Ten (10) years of age or 10,000 hours, whichever occurs first
7.	Street sweeper Garbage Compactor (MGB Collection Vehicles)	Five (5) years of age
8.	Graders Landfill Compactor	Fifteen (15) years of age or 10,000 hours, whichever occurs first
9.	Large Lawn mowers	Five (5) years of age



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- 2.2 The type and standard of vehicles to be provided by Council for various administrative functions be similar to and as per Appendix "A".
- 2.3 Notwithstanding (a) above, there is NO FIXED or set policy in determining the minimum and maximum operational life of plant and machinery used by Council. However, in determining future plant replacements, regard will be given to the variables of age - years - hours used/ kilometres.
- 2.4 Approval be granted for the Director - Operational Services, in consultation with the Presiding Member of the Operational Services Committee and the Chief Executive Officer, from time to time, to transfer existing older cab/chassis from other plant as the prime movers for water carts. At the time of replacing the existing steel water tanks, consideration be given to obtaining stainless steel units.
- 2.5 The Chief Executive Officer and/or Director - Operational Services shall have authority to determine and set hire rates for Council machinery. Such hire rates should reflect the commercial usage/hire of plant.
- 2.6 The Chief Executive Officer and/or Director - Operational Services be authorised to fix the 'depreciation' rate on each item of plant, with such rate to amortise the capital cost at purchase, over the anticipated life of the plant.
- 2.7 Wherever possible loan borrowing for the purchase of plant and equipment be limited to major items of plant, i.e. graders, street sweepers, refuse compactor, etc.
- 2.8 When seeking to replace or purchase any plant or equipment referred to as "Capital Plant or Machinery" in the Annual Budget of Council, quotations/tenders be obtained in accordance with Policy Q110.
- 2.9 When seeking to replace passenger vehicles Council shall call for alternative fuel options in vehicles i.e. diesel, hybrid (or any other such technology that may emerge) in addition to petrol fuelled vehicles, for consideration in the tender process.

Adopted by Council: 18 th February 1999	Reviewed: 15 th April 2003	Amended: 17 th June 2003
Amended: 16 th November 2004	Reviewed: 19 th September 2006	Amended: 19 th June 2007
Reviewed: 21 st April 2009	Amended: 15 th December 2009	Amended: 16 th August, 2011
Amended: 20 th November 2012	Amended:	Amended:

APPENDIX A

CITY OF MOUNT GAMBIER

VEHICLES (ADMINISTRATIVE) - TYPE AND STANDARD

	<u>Officer</u>	<u>Vehicle Type and Standard</u>
1.	Mayor Chief Executive Officer	Up to the value of the vehicle allocated to the Chief Executive Officer, but with the discretion of the Mayor to select the type/style of vehicle Up to the value of a large luxury passenger vehicle but with the discretion of the Chief Executive Officer to select type/style of vehicle
2.	Directors	Up to the value of a large deluxe standard passenger vehicle but with the discretion of the Director to select type/style of vehicle
3.	Managers and/or Senior Specialists/Technical Staff Works Manager/Assistant Works Manager	Large or medium passenger vehicle 4WD Utility
4.	General Inspectors	Utility or Van
5.	Pool Vehicles	Medium passenger vehicle suitable for the work function

Vehicles for that function specified in 3 to 5 above, are to be traded at 40,000 kms of travel or two (2) years of age, whichever occurs first and that where a vehicle is part of a specific work function of Council the vehicle needs to be suitable for that specific work function.