



Council Policy Manual

CP12.1 Council Vehicles - Lord Mayor and Employees

POLICY OBJECTIVE

To determine:-

1. the standard of City vehicles provided to the Lord Mayor and employees;
2. the conditions of use of City vehicles; and
3. when City vehicles should be replaced.

POLICY STATEMENT

The City shall provide a vehicle to the Lord Mayor and employees in accordance with the standards detailed below.

For employees, the standard of vehicle provided shall be no less than that stated in the relevant employee's contract or conditions of employment.

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| The Lord Mayor | Luxury sedan with interior fittings to a high standard including air conditioning with climate control and automatic transmission. |
| Chief Executive Officer, Directors and Managers | A vehicle that does not exceed the value included in the Council's adopted budget for purchase of a vehicle for the relevant officer. |
| Other officers to whom a vehicle is assigned | A sedan, station sedan, utility or panel van as approved by the Chief Executive Officer and to a value that does not exceed the amount included in the Council's adopted budget for purchase of a vehicle for the relevant officer. Commercial vehicles shall be job specific as defined by the required work duty. |

1. All vehicles shall be air conditioned and where practicable shall be fitted with automatic transmission.



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2. Where practicable, all vehicles purchased by the City shall have been awarded a minimum four star rating through the Australasian New Car Assessment Program (ANCAP).
3. In consideration of the City's commitment to environmental sustainability, preference will be given to the purchase of vehicles with emissions below the CO2 threshold in the State Government's State Vehicle Selection Matrix under Common Use Agreement 37804.
4. Whole of life vehicle costs shall be a key consideration in the procurement of City vehicles. The Chief Executive Officer may determine which vehicles may not be purchased based on whole of life costs.
5. The Chief Executive Officer will determine the particular types or classes of vehicles that may be acquired by the City.
6. Light vehicles shall be replaced under the most cost effective changeover practices, based on market conditions.

Light vehicle includes cars, utilities, panel vans, motor cycles and trucks up to two tonne capacity.

Vehicles shall be either traded in against the replacement vehicle or disposed of by public tender or sold by public auction in accordance with Council Policy 9.14 Disposal of Property.

7. The Chief Executive Officer and Directors shall have unrestricted private use of City vehicles.
8. Managers shall have unrestricted private use of vehicles within Western Australia. In exceptional circumstances, the Chief Executive Officer may approve use of a City vehicle by Managers outside of Western Australia.
9. At the Chief Executive Officer's discretion, officers other than Directors or Managers that are allocated a City vehicle may be granted commuting or restricted private use of that vehicle subject to any conditions the Chief Executive Officer may impose.
10. The use of vehicles by Officers shall be in accordance with the "City of Perth Vehicles Drivers' Responsibilities" handbook.



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| 2. | OCM 18/11/14 (509/14) | . | | | | | |
| 3. | | | | | | | |