

Provision of Mayoral Vehicle

Policy Type: Council Policy Policy Owner: Chief Executive Officer	Policy No. CP- 083 Review Date: 8 December 2015
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Policy Objectives

This policy contains the provisions whereby a City of Melville vehicle may be provided to the Mayor during his/her term of office. The Policy provides that the vehicle may be used for both Council and personal use.

Policy Scope

This policy covers the requirement for an agreement to be concluded and terms of use of a Mayoral vehicle.

Definitions / Abbreviations Used In Policy

Nil

Policy Statement

The *Local Government Act 1995 (the Act)* makes provision for a City of Melville vehicle to be provided to the Mayor for Council business and the vehicle may be used for personal use subject to reimbursement to the City for the extent of private use and completion of a written agreement detailing the terms and conditions of use.

- 1 The position of Mayor shall, for the purpose of carrying out the functions of the Mayoral office be entitled to receive the provision of a fully maintained local government vehicle to the equivalent standard of that provided to Senior Management officers of the City. The Mayor of the day may elect to choose a vehicle of a lesser standard at his/her discretion, subject to the City's Light Fleet Purchasing Guidelines.
- 2 The vehicle provided to the Mayor:
 - 2.1 Is to be in-lieu of travel/mileage claims otherwise claimable by the Mayor for use of his/her personal vehicle;
 - 2.2 Can be used for private purposes, but not for any commercial purpose, and only on the basis that the cost of that private use component is fully payable by the Mayor.
 - 2.3 Will not occur at the reduction of the fees, allowances and reimbursement (other than the travel/mileage claims for private use) otherwise ordinarily payable to the Mayor's position as approved by Council in accordance with the relevant provisions of the *Local Government Act 1995*.

- 3 The provision and use of the vehicle to be administered as follows:
 - 3.1 The type/standard of vehicle to be provided to be of the same as that provided to Senior Employees in accordance with the Vehicle Replacement Policy (ie. 90% of the Luxury Car Tax threshold) or of a lesser value/standard as agreed by the Mayor of the day.
 - 3.2 The use of the vehicle by the Mayor for both official and private purposes shall be consistent with the conditions applicable to an agreement between the Mayor and the City.
 - 3.3 The purchase and replacement/changeover of the Mayoral vehicle will be administered in accordance with the City's Vehicle Replacement - Light Vehicles Operational Policy OP - 014.

- 4 Calculation of the private use component of the Mayoral vehicle costs to be reimbursed to the Council by the Mayor is determined as follows:
 - 4.1 Private use of the vehicle will be reimbursed as per the City's Purchased Private Use conditions and in accordance with the City's Guidelines for Use of City of Melville Vehicles
 - 4.2 Spouse or partner who retains a valid driver's licence is authorised to drive the vehicle, in accordance with the City's Guidelines for Use of City of Melville Vehicles
 - 4.3 The vehicle is to be made available to Councillors of the City, who retain a valid Driver's Licence, for Council/City related duties, if no other reasonable alternative method of travel is available to the Councillor and prior written approval is given by the Mayor
 - 4.4 The vehicle is to be returned within one business day on cessation of the Mayoral term of office.

- 5 The Mayor shall be responsible for:
 - 5.1 Carrying out regular preventative minor maintenance (fluid levels, tyre pressure, internal and external cleaning, etc.).
 - 5.2 Reporting damage to the Chief Executive Officer in a manner which enables prompt repair.
 - 5.3 The security of the vehicle when under his or her control, including the use of any security device provided with the vehicle.
 - 5.4 Paying fines for parking and traffic infringements during all use by either the Mayor, or nominated alternative driver.



- 5.5 Paying any cost for damage caused to the vehicle, which is not recoverable under Council's vehicle insurance provisions, relating to an accident in which the Mayor or nominated alternative driver is deemed to be at fault due to negligence or as otherwise lawfully determined.
- 5.6 Whenever the vehicle is home garaged, it should be parked on the property.
- 5.7 Whenever the Mayor is absent interstate or on leave the vehicle may be garaged at the City's Operations Centre or elsewhere as determined by the Chief Executive Officer.
- 5.8 Ensuring the vehicle is used in accordance with City's Guidelines for Use of City of Melville Vehicles at all times.

References that may be applicable to this Policy

Legislative Requirements: Local Government Act 1995
Local Government (Administration) Regulations 1996

Procedure, Process Maps, Work Instructions:

Other Plans, Frameworks, Documents Applicable to Policy:

Delegated Authority No:

ORIGIN/AUTHORITY

Ordinary Meeting of Council

21/08/2014

ITEM NO.

C12/6243

REVIEWS

Ordinary Meeting of Council

18/02/2014

M14/5341

Ordinary Meeting of Council

8/12/2015

M15/5458