



**POLICY 5-1-1**

**VERSION 6**

<p><b>PRIVATE USE OF MOTOR VEHICLES AND OTHER PCQ EQUIPMENT</b></p>
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**Approved: Brad Fish  
Chief Executive Officer**

**Date: 1 / 11 / 2006**

Considered by the Board at the September 2006 meeting (Board minute 4881).

**PURPOSE:**

To define practices for the private use of PCQ equipment that requires due care is taken in the movement and the use of the equipment.

**POLICY FRAMEWORK:**

Officers may be authorised to use or borrow PCQ equipment for private use when it is not required by PCQ. The policy is intended to have limited application and not result in the image of PCQ being diminished or PCQ being financially disadvantaged. The employee borrowing the equipment is responsible for the careful treatment and security of the equipment.

**APPLICATION:**

This policy applies to all PCQ employees.

**POLICY:**

**Motor Vehicles**

Rules governing the use of a PCQ vehicle supplied to an officer as part of their salary package are contained in Schedule 1.

**Taxi Travel/Use of Private Vehicle**

PCQ may approve travel by taxi or the reimbursement on a cents per kilometre basis for employees using their private vehicle for work purposes. This will be considered at the manager's discretion for the most efficient and cost-effective method of travel. Prior approval must be obtained. There is a duty to minimise the cost to PCQ.

The rate to be used for reimbursement will be the current approved rate for motor vehicle allowances contained in the relevant public service directive.

Reimbursement for private use of motor vehicles will not apply to managers who receive a car allowance as part of their salary package.

## **Telephones (Fixed and Mobile)**

Private use of business phones is to be kept to a minimum, however PCQ recognises that to function effectively some private use is warranted and acceptable. A statement of calls will not be distributed, however officers should reimburse PCQ where private phone usage is excessive.

## **Other PCQ Equipment**

Private use of PCQ equipment eg. computers, cameras, photocopier is by arrangement with PCQ through the officer's manager. The manager needs to ensure that the equipment is available and that it is appropriate that the particular item is appropriate for loan or private use. PCQ will take into account equity issues when allowing or not allowing an employee to use PCQ equipment for private use. Failure by the officer to make prior arrangements to borrow PCQ equipment for private use may result in disciplinary or legal action. Consumables used during private use are to be promptly replaced or reimbursed to PCQ.

A register which records the borrowing and return of PCQ equipment will be held by the Executive Assistant and must be filled in by the officer. Note: Managers' notebook computers and mobile phones allocated to officers need not be recorded.

## **Availability**

The Chief Executive Officer or managers may authorise employees to use PCQ equipment for private use where it does not interfere with PCQ's operations, safety or requirement for access to that equipment. Officers undertaking study programs supported by PCQ would normally be granted access to use PCQ equipment for study purposes. PCQ reserves the right to recall to PCQ at any time any equipment being used for private use except for motor vehicles.

## **Loss or Damage**

Any officer using PCQ equipment for private purposes is to ensure due care and security is taken in its transportation, storage, use and other aspects relating to the private use of the equipment. All cases of loss or damage of PCQ equipment taken for private use must be reported to Manager Financial Services, and if required by the Financial Management Standards, to the Auditor General. In cases where due care was taken and the equipment lost or damaged in the course of the officer taking or using the equipment for private use, the Chief Executive Officer will consider whether a contribution to the repair or replacement is warranted. In cases of negligence on behalf of the employee, the employee may be required to pay the complete costs for the repair or replacement of the equipment.

### **PROCEDURAL IMPLICATIONS:**

Related policies:

- Code of Conduct
- Travel
- Managing Diminished Performance
- Grievance
- General Insurance

### **REVIEW DATE:**

This policy should be reviewed by June 2011.



## **SCHEDULE 1 - Rules for Private Use of Motor Vehicles**

### **Private Use**

Private use includes to and from your place of work, after hours use and annual leave. Where a vehicle is 100% salary sacrificed pursuant to a novated lease (or Leaseplan Government Car Plan) the employee is entitled to 100% private use of the motor vehicle.

Where PCQ has nominated a motor vehicle is included as part of the employee's remuneration package, 25% business use is assumed and paid by PCQ. Such motor vehicles are required to be made available for your business use on an as required basis.

Where PCQ provides the full cost of a motor vehicle, eg work utilities for northern staff, only infrequent minor and incidental private use of the vehicle is permitted. Eg. Stopping at a store to purchase items on the way home from work.

### **Insurance**

PCQ-provided vehicles are comprehensively insured, with PCQ meeting the cost of any applicable excess. Costs from insurance claims where coverage is void (eg drink driving) are passed onto PCQ, who may in turn pass these costs onto the relevant employee.

Where a vehicle is not insured by PCQ directly eg Novated Leases and some salary packaged vehicles, the employee is responsible for insuring the vehicle. This requirement includes ensuring that the interests of the lease financier, and if appropriate PCQ, are both noted on the policy. A copy of the insurance premium notice or policy is to be provided to PCQ. The costs of any insurance premiums and any insurance excesses are to be charged to the salary package of the applicable employee.

Where a salary-packaged vehicle is being driven by another person on PCQ business, PCQ will be responsible for meeting the cost of any insurance excesses.

### **Responsibilities of Employees**

It is the responsibility of each employee to ensure that vehicles provided by PCQ either directly or via salary packaging arrangements are operated within the lease parameters and conditions of the lease provider. This includes the responsibility to maintain your vehicle at the appropriate standard. Your vehicle must be available and presented for regular services and repairs. Any damage must be reported (if required by lease) and legal and insurance requirements complied with in the event of accidents.

### **Petrol**

A petrol card is issued with your vehicle and is for the exclusive use of that vehicle. Petrol costs are invoiced directly to PCQ. Odometer readings are to be provided to the service station attendant when using the fuel card. Copies of fuel docketts are to be retained for 2 months, in case discrepancies are noted on the fuel account.

### **Alterations**

With the exception of novated lease vehicles, the vehicles remain the property of PCQ or lease provider. No alterations can be made to the vehicle without the written approval of the owner and/or lease provider.

Towbars must be of a type which meets the legal requirements for the specific vehicle. PCQ will meet the cost of towbars for PCQ-provided vehicles. Individual employees will meet the cost of towbars and any other accessories for novated leases or salary packaged vehicles eg Managers.