



Motor Vehicle & Private Use Policy

POLICY OBJECTIVE

To provide a mechanism to ensure Council's vehicles are effectively allocated and managed.

LEGISLATIVE PROVISIONS

Transport Administration Act 1988

Road Transport Act 2013

Motor Vehicles Tax Act 1988

Road Transport (Driver Licensing) Regulation 2017

Road Transport (Vehicle Reg) Regulation 2017

Local Government (State) Award 2017

POLICY STATEMENT

This document together with Council's Use of Motor Vehicles Procedure outlines factors that must be addressed in the management of Council's motor vehicles.

Vehicle allocation

Council will provide vehicles to employees for the following reasons:

- Where there is an operational need for the vehicle to allow staff to perform their duties
- It is part of an employee's condition of employment
- As an approved component of Council's Workforce Plan i.e. to attract, retain and motivate staff
- A combination of the above.

Vehicle Type

The type of vehicle provided will be guided by the reason for vehicle allocation and budget effects on Council. The exact type of vehicle allocated will be determined by the Operations Centre Manager and will be fit for work purpose, with the final approval being made with the Chief Executive Officer.

Environmental considerations

Environmental considerations including fuel consumption and greenhouse gas emissions are to be considered when allocating and selecting vehicle type.

Vehicle Acquisition & Disposal Methods

Council purchases all Light Fleet Vehicles through contracts available through the NSW State Government Supply Contracts unless (under special circumstances) the Chief Executive Officer directs otherwise. Procurement shall be by request for quotation in accordance with Council's Procurement Guidelines.

Council uses the following disposal methods:

- (a) Auctions
- (b) Dealer Trade in
- (c) Advertisement to Public (Formal Expressions of Interest)

Vehicle Replacement

Vehicles will be replaced at a frequency that provides the best financial advantage to Council and ensures that staff has access to vehicles that satisfy operational and safety requirements. However, as a general standard unless otherwise determined by the Chief Executive Officer, vehicle replacement will be in accordance with Council's Plant and Fleet Replacement Procedure.

Vehicle Availability

The vehicle shall be brought to work every working day except for periods of sick, annual or other leave. Unless the vehicle is required for operational purposes, the periods of continuous leave will be restricted to six weeks unless the Chief Executive Officer grants approval for a longer period.

The vehicle shall be available to any appropriately licensed employee that requires a vehicle.

Private Usage

This policy acknowledges that private use arrangements provide organisational and employee benefits including:

- Transferring many of the responsibilities of vehicle care to staff in exchange for a variety of levels of private use including: washing and cleaning of vehicles; routine maintenance; garaging out of hours; providing security without the need for additional extensive car parking facilities.
- A remuneration incentive to attract and retain certain levels of staff where market competition in local government and the private sector commended such an approach.

Based on the above, the Chief Executive Officer is authorised to approve an employee to have access to private use of a Council vehicle. All such usage shall be in accordance with Council’s Use of Motor Vehicles Procedure.

Contribution for Private Usage

By allowing private use of vehicles, Council may be subject to additional costs including fuel, ‘wear and tear’, Fringe Benefits Tax (FBT) etc.

To offset these costs, employees will be charged a private use contribution. This contribution is a fortnightly charge and will be deducted from the employee's pay.

The contribution will be reviewed each year in accordance with the Local Government (State) Award and CPI.

Lease Surcharge

A surcharge will apply to the private use contribution if the employee resides a significant distance from the regular place of work (i.e. Council’s Civic Centre or Hetherington Street Depot). Gas/hybrid/electric operated vehicles are exempt from surcharge.

The current surcharges are applicable:

- 50% for between 50 – 100 kms from the Civic Centre
- 100% for greater than 100kms from the Civic Centre

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	17 July 2007	07/365	17 July 2007	17 July 2007
2	19 May 2009	09/264	19 May 2009	19 May 2009
3	21 May 2013	13/179	21 May 2013	5 July 2013
4	14 October 2014	14/395	14 October 2014	14 October 2014
5	6 June 2017	17/227	6 June 2017	7 July 2017
6	4 October 2022	2022/362	4 October 2022	1 November 2022
All policies can be reviewed or revoked by resolution of Council at anytime. This document will be reviewed annually				

DIRECTORATE: Operations

BUSINESS UNIT: Works