

Private Use of Council Vehicles Policy



Record number	D21/16475
Responsible Manager	Manager Organisational Development Manager Finance & Rating Operations Group Coordinator Operations, Fleet & Property Services
Other key internal stakeholders	Director Organisational Services & Excellence Director Assets & Environment
Last reviewed	22 June 2021
Adoption reference	Council
Resolution number	908
Previous review dates	10/07/18, 27/03/18, 9/8/2016, 9/12/15, 20/03/13, 10/11/09, 30/05/06, 25/02/03, 13/03/01
Legal requirement	NA
Due date next review	2024

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

1. PURPOSE

The purpose of this policy is to establish principles for the allocation and use of Council vehicles for the private use of designated employees, and which form part of Council's fleet of motor vehicles.

2. POLICY

Council maintains a fleet of motor vehicles to ensure that it is able to provide a high level of service to its customers. Council recognises that the provision of private use of a motor vehicle, costed as part of a remuneration package, can be a significant factor in the recruitment and retention of valuable employees..

The Chief Executive Officer (CEO) is required to ensure that fleet costs are minimised and Council recognises that one way of doing this is for Council to enter into agreements with designated employees for any private use of Council vehicles. Employees allocated with a vehicle for private use may use the vehicle for normal domestic use. Such use does not extend to private business or income producing activities.

Employees allocated with a vehicle for private use must adhere to Council's Fleet Motor Vehicles Principles and Guidelines. Except for specifically designated vehicles (approved by the CEO) and when the principal driver of a private use vehicle is on leave, all vehicles are deemed to be part of the motor vehicle fleet and will be available in the vehicle pool for use by all employees.

2.1 Allocation of Council Vehicles

Council vehicles may be allocated to relevant employees at the CEO's discretion in accordance with this Policy.

The CEO will be responsible for ensuring that fair and reasonable recovery of costs associated with providing employees with a motor vehicle that has a private use component.

2.2 Care and Maintenance of Council Vehicles

Council vehicles must be well maintained in a tidy, clean and well-presented manner taking into consideration current climatic conditions.

Council supports a smoke-free workplace and this principle extends to all Council vehicles.

3. DEFINITIONS

For the purposes of this policy the following definitions apply:

CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully.

4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this Policy:

Local Government Act 1999

Section 8(h) of this Act requires Council to ensure that it uses its resources fairly, effectively and efficiently.

4.1 Other references

Council's documents including:

- a. Fees and Charges Register
- b. Fleet Motor Vehicles Principles and Guidelines

The Employee Conduct Policy addresses the appropriate use of Council resources.

5. STRATEGIC PLAN/POLICY

5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
<i>Delivery of services is sustainable and adaptable</i>	The inclusion of private use vehicles in the City of Tea Tree Gully's fleet contributes to the delivery of services, with part of the cost offset by contributions from the principal driver

5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on five key themes of organisational excellence. The themes most relevant to this report is Governance, to help staff make informed decisions.

6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.