# Private Use of Council Vehicles Policy

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<th>Record number</th>
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| Responsible Manager | Manager Organisational Development  
|                  | Manager Finance & Rating Operations  
|                  | Manager Civil & Water Operations  |
| Other key internal stakeholders | Director Organisational Services & Excellence |
| Last reviewed    | 10 July 2018 |
| Adoption reference | Council |
| Resolution number | 1113 |
| Previous review dates | 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 | 2021 |
PURPOSE
The purpose of this policy is to establish principles for the allocation and use of Council’s fleet of motor vehicles.

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 and that Commuter Use of utility vehicles can lead to more efficient delivery of services.

The 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 employees for private use by 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.

The CEO is required to ensure that works and services are carried out efficiently and effectively and Council recognises that Commuter Use of utility vehicles can assist in achieving these outcomes.

Employees allocated with a vehicle for private or Commuter Use must adhere to Council’s Fleet Motor Vehicles Principles and Guidelines.

Allocation of Council Vehicles
Council vehicles may be allocated to relevant employees at the CEO’s discretion in accordance with this policy, and vehicles may be rotated as required to achieve the most economical return to Council.

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.

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.

LEGISLATIVE FRAMEWORK AND OTHER REFERENCES
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.
Other references
Council’s documents including:
- Fees and Charges Register
- Fleet Motor Vehicles Principles and Guidelines

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

STRATEGIC PLAN/POLICY
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.

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.

Commuter Use
Commuter use vehicles are allocated for commuting to and from work only, and are not available for private use. The vehicle forms part of the general fleet during working hours. The vehicle is to be returned during periods of leave. The cost of fuel is met by the City of Tea Tree Gully.

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.

ACCESSIBILITY
This Policy and Council’s Fees and Charges Register are available to be downloaded free of charge from Council’s website: www.cttg.sa.gov.au
Hard copies, for a fee, can be provided in accordance with Council’s Fees and Charges Register at Council’s Civic Centre at 571 Montague Road, Modbury SA 5092.