

VEHICLES – USE OF COUNCIL VEHICLES/PLANT

Objective

- To outline specific requirements relating to the use of Council vehicles and plant
- To set guidelines for restricted private use of Council passenger vehicles by nominated employees
- To outline lease back arrangements for vehicles

Scope

- All divisions of Gilgandra Shire Council
- Use of Council passenger vehicles for travel to and from work and/or within the Gilgandra village area

Policy

Use of Council Vehicles

1. That, should Council require, all Council vehicles and plant including the executive staff and lease back vehicles are to display emblems, except when being used privately.
2. There is to be no smoking in any Council vehicles or plant.
3. Pets are not allowed inside Council vehicles.
4. That a regular cleaning program be carried out by staff in working hours with a standard interval adopted at the discretion of the relevant supervisors.
5. That an annual inspection program be established to ensure compliance with this policy.

Leasing

That Council's vehicle lease back structure be based on the following three lease arrangements:

- Executive Lease

The vehicle is provided for full private use and the staff contribution calculated in accordance with the Shires Association Executive Staff pack.

- Full Private Usage

The vehicle is leased to a staff member for full private use and a weekly fee is paid by the employee to cover running costs and fuel usage.

- Restricted Private Usage

The vehicle is leased on the same basis as for full private usage except that the vehicle is not available for periods of annual leave, long service leave or sick leave.

Private Use Arrangements

1. That limited use of Council vehicles to and from work and/or within the Gilgandra village area be granted to employees nominated by the relevant director and authorised by the General Manager.
2. That such limited usage be at no cost to the employee.
3. That, where possible, the subject Council vehicle not be parked in the street overnight.

Relevant Legislation

Local Government (State) Award 2017

Associated Documents

Council's Agreements – Private and Restricted Private Use of Motor Vehicle (available on Council's intranet – C&BS Documents)

Vehicle lease agreements with individual staff members (located on Council's electronic document management system and within legal documents)

Council's Salary Packaging Policy

Responsible Officer:	General Manager		
Date Adopted:	20/3/13 18/2/15 20/3/18 21/5/19	Resolution No:	74/13 15/15 48/18 71/19
Version:	4	Review Date:	February (annually)