

Motor vehicle policy

Policy type	Moirā Shire Council
Adopted by	Moirā Shire Council
Responsible Manager	Chief Executive Officer
Responsible officer	Manager Organisation Development & Manager Operations
Date adopted	24 May 2017
Scheduled for review	2021

PURPOSE

To provide guidance on the ownerships, selection, usage and cost recovery of motor vehicles.

SCOPE

This policy applies to Council's light vehicle fleet.

DEFINITIONS

Motor Vehicle

A sedan, station wagon or utility type of motor vehicle.

POLICY

1. Motor vehicle guidelines:

- 1.1 All council owned vehicles are available for business use.
- 1.2 Full private use of a Council owned vehicle is only available to the Mayor and contracted employees.
- 1.3 Restricted private use is available to other nominated employees as determined by the CEO.
- 1.4 Commuter use is only available where it supports operational efficiency or vehicle security.
- 1.5 Council staff may salary sacrifice a novated lease vehicle in accordance with the enterprise agreement at no cost to council.
- 1.6 Where current council vehicles are not substantially used for business continued council ownership is not supported.
- 1.7 Remuneration packages for contracted staff are to encourage novated leasing as a preferred method of providing vehicles.

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- 1.8 Council vehicles are to be selected based on business needs, safety, capital cost, operational efficiency and environmental footprint
- 1.9 Vehicle contributions will be reviewed annually and as a minimum recover FBT and private fuel costs.
- 1.10 The Mayor is not required to make a private use contribution.
- 1.11 To reduce the light vehicle fleet a transition plan will be established to encourage staff with existing use rights to move to private vehicle ownership.
- 1.12 Implementation of this policy will have regard to existing employment obligations

RELATED POLICIES

Development of Policy Documents, and Policy Guideline
Reimbursement of Expenses and Support

RELATED LEGISLATION

Local Government Act 1989

REFERENCES

Chief Executive Officer's Policy - Motor Vehicle
Conditions of Use for a Council Motor Vehicle

REVIEW

This policy will be reviewed four years from the date of adoption, with operational amendments as required in accordance with Council's approval.