

<b>Policy number</b>	Policy 223
<b>Policy title</b>	Private use of Town vehicles
<b>Strategic outcomes supported</b>	CL5 – Innovative, empowered and responsible organisational culture with the right people in the right jobs. CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community.

**POLICY OBJECTIVE:**

To provide for the appropriate management of the private use of the Town’s fleet.

**POLICY SCOPE:**

This policy applies to employees, elected members, contractors and volunteers that use the Town’s fleet.

**DEFINITIONS:**

Nil.

**POLICY STATEMENT:**

1. With the exception of the Chief Executive Officer and the Chiefs, all other officers to whom a Town vehicle has been allocated for commuting or limited private use will be required to pay a charge for full private use.
2. The rates and conditions for private use shall be as determined by the Town from time to time and in accordance with the following Procedure.
3. All officers who are required to pay for full private use of a sedan or wagon shall have their salary reduced by the following amounts:
  - a. Managers and Senior Officers.\$23.40/week – after tax
  - b. Other Officers \$40.90/week – after tax
  - c. Officers may elect to choose a 4 cylinder vehicle or similar, at the discretion\* of Director Renew Life (DTS), and shall have their normal weekly payment reduced by an additional \$5/week – after tax

*\*The discretion utilised by the Director of Renew Life shall consider the number of vehicles in the fleet, circumstances of the relevant officer, safety of the vehicle, impact on the value of the fleet and advantages to the Town.*

4. Officers who receive limited private use of utilities shall have their annual gross salary reduced by the following amounts:
  - a. Officers with dual cab utilities \$35.10/week – after tax
  - b. Officers with single cab utilities \$29.20/week – after tax

5. The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year. The adjustment in percentage on the above payment shall not exceed any increase in the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs.
6. Use of the vehicle is limited to sealed roads.
7. During working hours the vehicle is to be made available to other staff members when not required by the manager or relevant officer.
8. All vehicle maintenance and repairs will be provided by the Town. Fuel costs will be provided by the Town within the Metropolitan Area (Scheme Boundary), on the condition that the executive manager, manager or officer meets the cost of refuelling on annual leave and long service leave. Wherever possible the Town's issued fuel card should be used, even for purchases made on annual leave or long service leave. If fuel is purchased on those leave periods then the Executive Manager Business Development (EMBD) shall be advised within 14 days of return to work. Once the Town has received the monthly fuel statement, the EMBD will invoice the relevant officer and payment is to be made within 14 days from the invoice date.
9. Where an officer refuels at any other service station a receipt for that purchase should be obtained and passed on to the EMBD as soon as practicable. (This is for Fringe Benefits Tax reduction purposes).
10. The spouse or partner of a manager or relevant officer is permitted to drive the vehicle. A relative or friend may also drive the vehicle when the vehicle is not required for work purposes, only if the relevant officer is an occupant of the vehicle.
11. The vehicle allocated to a manager or relevant officer will be subject to rotation to ensure that the Town's Fringe Benefits Tax liability is minimised.
12. Utilities allocated to an officer for commuting use or limited private use are not available for use during any period of leave or any period of sick leave longer than three(3) days. The vehicle is to be left at the officer's place of work during these periods and the officer is to make his/her own arrangements for travel home and to work once the period of leave commences. Payments towards limited private use will not be enforced during such periods of leave

## RELATED DOCUMENTS:

Nil.

<b>Policy manager</b>	Manager – Technical Services
<b>Responsible officers</b>	-
<b>Approval authority</b>	Council
<b>Next Evaluation Date</b>	

## REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	28/07/1998	Council	-	Item 15.10
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1

