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| Policy: | Council Vehicles |
| Department: | Corporate Services |
| Approved by: | Council |
| Effective date: | February 2024 |
| Next review date: | February 2027 |
| Document Number: | D23/44513 |

1. Purpose

- 1.1 To ensure that staff and elected members have suitable transport to carry out their duties Council provides vehicles in appropriate numbers and configuration.

2. Policy

- 2.1 There are three groups of vehicles within the Council fleet:

- Vehicles that are assigned to individual staff members, or the mayor, and form part of their remuneration.
- Vehicles that are assigned to individual positions or departments due to the specialist nature of the vehicle and/or equipment within the vehicle.
- Pool vehicles which are accessible by all staff via a booking system.

- 2.2 The number of vehicles within the council fleet shall reflect efficient use of resources while at the same time not imposing limitations on staff to carry out their duties due to lack of available vehicles. Any increase or decrease in the total number of vehicles within council's fleet requires approval from the Senior Leadership Team.

- 2.3 Unless a staff member has authorised private use, vehicles can only be used for official Council business. In addition, vehicles may be taken home overnight under the following circumstances:

- By staff who are on call, or
- On request from Council (e.g. due to insufficient secure vehicle storage space at Council offices),
- In connection with work related travel to facilitate early departure and/or late arrival.

- 2.4 As a general guideline, vehicles are to be replaced when they have completed 100,000 kilometres and disposed of in accordance with Council's Asset Disposal Policy.

- 2.5 All vehicles are to be purchased in compliance with Council's Procurement Policy.