



POLICY REGISTER

Motor Vehicle Policy

DOCUMENT CONTROL

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 2022/96
2.0	July 2024	Update & Amendment	Council Minute No. 2024/13

1. INTRODUCTION

The policy is intended to establish Council policy and guidelines for the provision of motor vehicles to employees. The Council constantly assesses the cost-benefit implications in maintaining a motor vehicle fleet including the payment of goods & services and fringe benefit taxes (**FBT**). FBT will be covered in more detail in Council's new Motor Vehicle Leaseback Policy (**MVLP**) when prepared. The ongoing provision of motor vehicles may therefore change depending upon the circumstances prevailing at the time and the overall cost-benefit to the Council.

2. POLICY OBJECTIVE

Through this policy, Council aims to achieve the following outcomes:

- a) Manage the fleet in an equitable and cost-effective manner, providing best value for money.
- b) Encourage the adoption of more fuel-efficient vehicles including hybrid and electrical vehicles into Council's fleet.
- c) Provide employee benefits to assist in the task of attracting and retaining talent.

N.B. This policy will be used in conjunction with Council's new MVLP.

3. SCOPE

This policy applies to all staff of Council who qualify for the use of a Council owned motor vehicles.

4. DEFINITIONS

Executive

Council's executive is comprised of Council's General Manager and two (2) Directors.

Manager

For the purpose of this policy, a Manager is defined as an officer who has the title 'Manager' and who reports directly to a Director.

Partner

A person who is formally nominated as the 'partner' of an employee who has access to a Council leaseback vehicle.

5. POLICY STATEMENT

It is Council's intention to provide motor vehicles in an equitable and cost-effective manner, providing best value for money to Council, the community & with consideration for the impact on the environment.

6. ENVIRONMENTAL SUSTAINABILITY

Council is committed to minimising the environmental impact of the motor vehicle fleet. The vehicle procurement process will include an assessment of all vehicles using the Federal Government's '*Green Vehicle Guide*'. Wherever practicable, Council will aim to purchase vehicle models with superior emissions standards and fuel consumption ratings.

7. ENTITLEMENT

7.1 POOL USE

Council vehicles will be available as pool vehicles even though private use leaseback may apply. Whilst a staff member who has been allocated a vehicle, other than a novated lease vehicle, is at work on a regular week day, the vehicle must be available for use by them or other staff for business purposes.

Every time a pool vehicle is used, the employee driving must complete a 'Pool Vehicle Pre and Post Inspection Checklist'. (Appendix 1).

7.2 ALLOCATION CRITERIA

Staff positions will be allocated motor vehicles in accordance with the following criteria:

Group 1 (General Manager), Group 2 (Directors) and Group 3 (Managers)

Motor vehicles may be provided to employees on a leaseback basis within these groups in accordance with the agreed terms included in both the new MVLP and this policy.

Please note that where a vehicle makes up part of a staff member's remuneration package, they have the option of applying for a Novated Lease. For more information relating to Novated Leases, please see Clause 21 of this policy and the new MVLP.

Group 4

Motor vehicles may be allocated to staff positions where it can be substantially and materially demonstrated that:

- a) The occupant of the position requires the continual daily use of a vehicle during working hours as an integral part of the position. That is, the position cannot be effectively and efficiently performed without the permanent assignment of a vehicle.

Furthermore, in all cases, it must be demonstrated that:

- Demand for a vehicle cannot be substantially met from within the motor vehicle pool, and
- Non-allocation will compromise the efficiency of the position.

OR

- b) A vehicle allocation will be required to attract and or retain a suitably qualified and experienced employee to perform the duties of the position. Allocation of a vehicle under these circumstances will be on a 'present occupant only' basis. A decision regarding the need to offer a vehicle as an inducement will be made subject to a market review and recommendation from the Director, taking a Total Remuneration Package view across relevant internal and external benchmarks.

The above issues will be determined and approved by the General Manager only, with input from the relevant immediate Supervisor or Director if required.

On the resignation, retirement, redeployment, transfer or other separation of existing employees from positions which currently have a motor vehicle allocated, it will be necessary for the relevant Manager to undertake a reassessment of vehicle allocation to the position in accordance with the above criteria and make a determination on whether to reapply for allocation of a vehicle to the vacated position.

Any employee affected by redeployment will have their continued entitlement to a vehicle reassessed in accordance with the above criteria and the terms and conditions of their existing employment. Council will comply with the Local Government (State) Award provisions as amended.

Employees disqualified from holding a driver's licence for any reason, may be removed from this scheme and will not be permitted to drive any Council vehicle during the period of disqualification. Should the driver's job position require a valid driver's licence, the loss of the driver's licence could impact on eligibility for ongoing employment as determined by the General Manager. Please also refer to Section 22 d of this policy and Council's *'Loss of Licence Policy'*.

Employees applying for internal vacancies should note that their current position's entitlement to a vehicle is not transferable to another position. This is in accordance with the Local Government (State) Award and determined by the General Manager

7.3 ASSESSMENT & SUBMISSION

For positions below Group 3, the relevant Manager will:

- a) Document an assessment of the requirement for a vehicle to be allocated to the position, consistent with the criteria in section 7.2 of this policy
- b) Further to Clause (a) above, an *'Application for the Allocation of a Motor Vehicle'* form (attachment 3) must be completed, along with an Employee Requisition for all new employees.
- c) Obtain endorsement of their Director to submit an application for consideration, which will then be forwarded to the General Manager for determination. This determination will take into account not only the nominated criteria but also the availability of resources to acquire, maintain and operate the vehicle.
- d) Any application for allocation of a motor vehicle must take into consideration Council's new MVLP.

No employee will be eligible for the allocation of more than one (1) motor vehicle at a time.

7.4 VARIATION

The General Manager may apply or vary this policy in respect of the entitlement and allocation of vehicles to any employee and for the General Manager, the elected officials (or Administrator) may make a determination in conjunction with Council's new MVLP.

8. MAKES AND MODELS OF VEHICLES

8.1 CHOICE OF VEHICLE

Council is conscious of the requirements of Workplace Health and Safety (WHS) legislation, as well as issues surrounding the environment and global warming. The overriding requirement is to ensure that the vehicle purchased meets the needs of the position while minimising the total cost of the vehicle to Council.

Except for specialised work purposes, Council vehicles will be automatic, four door passenger sedans/wagons or SUVs.

Consideration will also be given to the following:

- Fit for operational requirements
- Type of fuel (diesel, petrol, hybrid, electric)
- 5-star ANCAP rating
- Resale value
- Fuel efficiency
- CO₂ emissions
- Employee preference

8.2 STANDARD EQUIPMENT

The following items will be considered standard equipment for Council owned vehicles:

- Power steering
- Cruise control
- Air conditioning
- Window tinting
- Seat covers
- Boot liner
- Mud spats (front and rear)
- Floor mats
- Bluetooth
- Tow bar
- Bull bar
- Driving lights

8.3 VEHICLE COLOUR

When selecting a new Council-owned vehicle, consideration must be given to the evidence that lighter colours are more visible and help reduce the frequency and severity of accidents, operational requirements, public scrutiny & perception, and vehicle resale value. The default vehicle choice shall be white, unless approved by the Director of Infrastructure and Planning Services.

9. ANNUALISED KILOMETRES

In order to optimise the usage of all vehicles, distances will be monitored through fuel usage data by Infrastructure Services. Staff driving vehicles that will fall short of the desired distance will be advised, and some staff may be directed to use an alternate vehicle for a period of months so that their original allocated vehicle can be utilised by someone else who will contribute greater kilometres for the purpose of optimising Councils FBT position. This will also ultimately assist in keeping leaseback rates paid by employees to a minimum.

Council has determined its employee costs for the private use of a vehicle based on 40,000 private kilometres per year. Private use above 40,000km/year requires an additional payment as shown in the table below.

Table 1 stipulates the type of vehicle that is available for the employee level. It must be noted that the precise make and models within each vehicle type/category will be determined by the Executive on a case-by-case basis dependent on availability, market conditions, servicing centre proximity, vehicle running costs and depreciation considerations. The employee contributions will be effective from the date of the adoption of this policy. Existing agreements under employment contracts will be honoured for the duration of the contract. Other existing agreements will be honoured as negotiated.

Table 1: LEVEL	CAR GROUP STANDARD	EMPLOYEE CONTRIBUTIONS
Group 1 General Manager (Full Private Use)	<ul style="list-style-type: none"> Vehicle to the estimated value of \$75,000 exclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex GST. Shall preferably be an electric / fuel hybrid ☆ △	\$100 per week pre-tax & \$100 per week post tax with an annual private mileage of 40,000km plus all additional private mileage at \$0.40/km, thereafter, adjusted as at 1 st April annually to CPI, for a fully maintained vehicle. Note: the vehicle may be salary sacrificed under an employment contract.
Group 2 Executive Managers (Full Private Use)	<ul style="list-style-type: none"> Vehicle to the estimated value of \$65,000 exclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex GST. Shall preferably be an electric / fuel hybrid ☆ △	\$100 per week pre-tax & \$100 per week post tax with an annual private mileage of 40,000km plus all additional private mileage at \$0.40/km, thereafter, adjusted as at 1 st April annually to CPI, for a fully maintained vehicle. Note: the vehicle may be salary sacrificed.
Group 3 Managers (Full Private Use)	<ul style="list-style-type: none"> Vehicle to the estimated value of \$60,000 exclusive of on-road costs (full registration and stamp duty and dealer delivery costs) ex GST Shall preferably be an electric / fuel hybrid ☆ △	\$75 per week pre-tax & \$75 per week post tax with an annual private mileage of 40,000km plus all additional private mileage at \$0.40/km, thereafter, adjusted as at 1 st April annually to CPI, for a fully maintained vehicle. Note: the vehicle may be salary sacrificed.
Group 4 Other Employees where circumstances dictate the need for the provision of a Council motor vehicle (as per paragraph 7.2 of this policy). (Private use determined by the General Manager on a case by case basis)	<ul style="list-style-type: none"> Type of vehicle determined by the Executive where primary consideration is work/duty suitability - such as a utility. Shall preferably be an electric / fuel hybrid ☆ △	Where the General Manager approves private use - \$75 per week pre-tax & \$75 per week post tax with an annual private mileage of 40,000km plus all additional private mileage at \$0.40/km, thereafter, adjusted as at 1 st April annually to CPI, for a fully maintained vehicle. Note: the vehicle may be salary sacrificed.

☆ Shall be 5 (minimum) ANCAP safety rating.

△ If electric hybrid vehicle is cost prohibitive, then refer to section 8 of this policy.

10. OPTIMUM REPLACEMENT PERIODS

Changing motor vehicle market conditions necessitate a constant review of *'whole of life'* costs and optimum replacement criteria. In view of changing trends in the new and used vehicle markets, the replacement period for vehicles will be recommended by the Directors. Vehicle change-over cycles are being constantly monitored and will determine the appropriate vehicle replacement cycle depending on the following:

- general market conditions
- local market conditions
- model release dates
- pending price increases from dealers
- warranty conditions
- capital and whole of life costs
- government contract requirements (if any & if applicable)
- special deals available at the time
- 80,000km or 2 years from new, whichever comes first.

11. REPLACEMENT MOTOR VEHICLES & DISPOSAL OF MOTOR VEHICLES

Disposal of vehicles will be conducted via one of the following methods:

- buy back
- direct sale
- trade-in
- auction

With the method chosen to be at the discretion of the General Manager.

To allow our community to purchase motor vehicles from Council, all vehicles will be disposed of as per the Policy – Purchasing and Disposal and Councils new MVLP.

12. PRIVATE USE OF COUNCIL VEHICLE

All Council vehicles (other than vehicles under a novated lease) are to be available for official Council business use whilst employees are on duty i.e. the council vehicle must be at work whilst the employee is at work. Any variation to this requirement can only be approved by the General Manager.

For all Groups (1 - 4), Council is responsible for all costs - registration, insurance, maintenance, fuel or any other expenditure approved by Council.

Please note that private use of a Council vehicle is only allowed within the states of New South Wales, Victoria, South Australia, Australian Capital Territory, Queensland and Tasmania. Only the General Manager can grant approval for private travel to areas outside the states listed above. If the General Manager wishes to use the Council vehicle outside the states listed above, the Mayor (Administrator) will consider granting approval upon application by the General Manager.

For all Groups (1 - 3), employees are entitled to grant permission to a Partner (husband, wife or legal partner, or any person deemed qualified to drive) to drive the Council vehicle whilst on private use, provided such person is fully licensed. When the employee is present in the vehicle any competent fully licensed driver may drive the vehicle (1 – 4).

Under no circumstances are Council vehicles to be driven by 'L' plate drivers. Council vehicles are not permitted to compete in any car rally or competitions. In the case of Four-Wheel Drive (4WD) vehicles, whilst the recreational use of the vehicle for "four-wheel driving" is allowed, please be aware of the Fair Wear and Tear conditions as included in this policy.

In respect of absence on any type of leave in excess of eight (8) weeks in a 12-month period, Group 3 and 4 employees are required to obtain specific approval from the General Manager in writing,

where the employee requires having use of the vehicle for that extended period. Instances relating to maternity and / or paternity leave will be dealt with on a case-by case basis. Group 2 employees must seek permission from the General Manager. The General Manager in such circumstances must seek permission from the Mayor (Administrator).

Any form of disciplinary action including Suspension With Pay or Without Pay - any period of suspension required to be taken by an employee from the Council, the motor vehicle is to be retained in the Pool for general Council use, (unless otherwise approved by the General Manager in writing). During this period, leaseback payments will be suspended for the staff member.

When a leaseback agreement is entered into by an employee, the employee is agreeing to pay the leaseback fee for the entire period that they are entitled to a leaseback vehicle. The employee will be expected to continue payments for the vehicle whilst on leave of any type, or by agreement with the General Manager.

Where an employee is leaving the employment of Council, the vehicle must be returned in a clean condition (internal and external) on or prior to the last day in attendance at the workplace.

13. EMPLOYEE CONTRIBUTIONS

All employees who have private use of a Council motor vehicle will be required to sign the declaration found at the end of this policy. The amount proposed for employee contributions will be advised prior to commencing a leaseback agreement and will be reviewed annually. The amount will be deducted from the employee's weekly earnings.

In conjunction with Council's new MVLP it should be noted that the Australian Taxation Office has determined that driving a Council vehicle only between work and the employee's home is considered private use unless the vehicle is a panel van or utility designed to carry less than one (1) tonne.

Employees should seek their own independent tax advice.

14. MAINTENANCE OF MOTOR VEHICLE

Vehicles are to be maintained in a condition that portrays Council in a positive manner i.e. clean, tidy and well maintained. It is the responsibility of each employee allocated a vehicle to ensure that it is serviced and cleaned regularly and checked for unreasonable wear and tear.

In the event that an employee, who is allocated a vehicle is leaving Council, HR will notify the Director of Infrastructure and Planning Services of the employee's final day when known and during the employee's final week, an inspection of the vehicle will be undertaken. Any unreasonable wear and tear will be identified and dealt with before the staff member leaves Council (refer Attachment 2), and if appropriate, arrangements made for payment to Council by the relevant employee.

An employee is required to notify the Director of Infrastructure and Planning Services of defects in the operation of the vehicle within three (3) days of the incident or damage to the vehicle however minor. This will entail the completion of a damage report. An incident report under WH&S requirements may also be required.

In the case of staff using pool vehicles, all such staff will be required to acknowledge that they have read and understood the Fair Wear & Tear conditions that form part of this policy (Attachment 2).

Employees may only obtain an emergency replacement hire vehicle with the approval of the Director of Infrastructure and Planning Services. The hiring of a vehicle will occur in extreme cases only and is intended to cover damage or mechanical failure of Council vehicles and not to cover normal servicing and maintenance. Hiring of vehicles may not replace other arrangements, which would otherwise suffice, and employees need to first consult the Director of Infrastructure and Planning

Services for availability of other vehicles prior to requesting to hire a vehicle.

If approval is gained from the Director of Infrastructure and Planning Services to hire a vehicle, the vehicle hired will be the most economical option available, given the particular circumstances of the individual at the time and may not necessarily match that provided by the Council.

15. PROCEDURES TO BE FOLLOWED

Motor vehicles are to be provided in accordance with the procedures contained in this Motor Vehicle Policy and/or Motor Vehicle Leaseback Policy.

All employees who are given approval for the use of any Council vehicle are to sign the declaration at the end of this policy that states that they have read and understood the contents of this policy and where applicable the new MVLP and how it relates to them. This declaration will be distributed for resigning on an annual basis.

16. SMOKING IN COUNCIL VEHICLES & ANIMALS IN COUNCIL VEHICLES

Smoking is not permitted under any circumstances in Council vehicles at any time. This includes passengers. Non-compliance of this will lead to a breach of Council's leaseback agreement, which can ultimately lead to the termination of the agreement.

The transport of animals in Council cars, whilst not encouraged, should be kept to a minimum (other than Ranger's vehicles) and all efforts must be made to protect the vehicle upholstery and carpet. The Wear & Tear provisions included in this policy will also apply to damage caused by animals travelling in Council cars.

17. INSURANCE

An excess of up to \$1,000 will be payable by the lessee for second and subsequent at-fault or deemed-at-fault insurance claims occurring outside working hours in any twelve (12) month period.

18. USE OF FUEL CARD

Council will supply all vehicles with a fuel credit card (*fuel-card*).

The fuel-card shall be used at all times when fueling Council's vehicles. This must be done at service stations that accept the issued fuel-card.

Employees are requested to fuel their vehicles to a full tank each time the fuel-card is used.

The speedometer reading is to be given to the service station operator at the time of fueling. This practice is compulsory as it assists in vehicle management. Consistent failure of not recording speedometer readings will be deemed as a breach of conditions and may result in disciplinary action.

a) OTHER PURCHASES

The fuel-card shall only be used for the purchase of fuel for Council vehicles, as well as oil and other transmission fluids if required. No other purchases are permitted on the fuel-card.

Use of the fuel-card for obtaining bonus points (e.g. Flybuys Points) is prohibited, as Council will be liable for FBT.

b) CARD CANCELLATION

Fuel-cards must be surrendered upon termination of employment. Lost fuel-cards must be reported immediately to the Director of Governance, Business & Community Services, who will facilitate the cancellation of the fuel-card.

Misuse of a fuel-card, in any way, will result in disciplinary action. This will be deemed as a breach of the leaseback agreement.

19. GENERAL CONDITIONS

- a) Where Council retains a vehicle for operational reasons during a period of leave, or if the vehicle is unavailable for any other reason (e.g. repairs) or other Council business for a period in excess of five (5) working days, then Council will suspend the leaseback contributions for the relevant period. Where practicable an alternate vehicle may be provided in the case of repairs exceeding five (5) working days.
- b) Accessories other than standard vehicle inclusions may be considered, however the employee will need to demonstrate the need for such an accessory to the Director of Infrastructure and Planning Services prior to requesting approval for the accessory. If it is deemed that Council will benefit from the addition of the accessory, the employee will fund the initial addition of the accessory, with Council to bear the cost of the accessory on any subsequent vehicles allocated to that employee. No accessory is to be fitted to any leaseback vehicle without the express prior permission of the Director of Infrastructure and Planning Services. The General Manager must seek approval of the Mayor (Administrator).
- c) In the event of an employee's driver's license being cancelled, suspended or not renewed, the leaseback of Council's vehicle will be withdrawn. The employee must advise Council of any license cancellation, suspension or non-renewal immediately. Please also refer to Council's Loss of Licence Policy.
- d) Employees are required to obey all traffic and parking laws, with any infringements being the employee's responsibility. Employees are not able to seek legal protection or reimbursement from Council for any penalty incurred.

20. IMPLEMENTATION

a) ROLES AND RESPONSIBILITIES

Whilst the Director of Infrastructure and Planning Services and the Director of Governance, Business and Community Services are directly responsible for the implementation of this policy, all staff are to ensure that this policy is adhered to.

b) SUPPORT AND ADVICE

The main contact for advice regarding this policy is the Director of Infrastructure and Planning Services.

c) COMMUNICATION

All amendments to this policy will be reported to the General Manager for approval. Prior to a report going to the General Manager, appropriate internal consultation will be undertaken.

d) PROCEDURES AND FORMS

The necessary applications and forms required for participation in Council's vehicle scheme are attached to this policy.

21. REVIEW

This policy will be reviewed every two years and if changes are deemed necessary; employees will be notified accordingly.

The review process will also ensure that:

- a) The policy is operating equitably
- b) The policy is meeting the needs of Council with regard to attracting and retaining suitably qualified personnel
- c) Appropriate costs are being recovered.

This policy to be read in conjunction with new MVLP and Council's Loss of Licence Policy.

ATTACHMENT 1

POOL VEHICLE PRE AND POST INSPECTION CHECKLIST



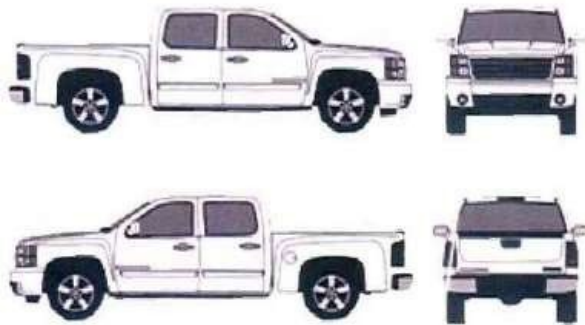
User Name: _____ Date of Use: _____

Vehicle Rego: _____ Start Time: _____ Finish Time: _____

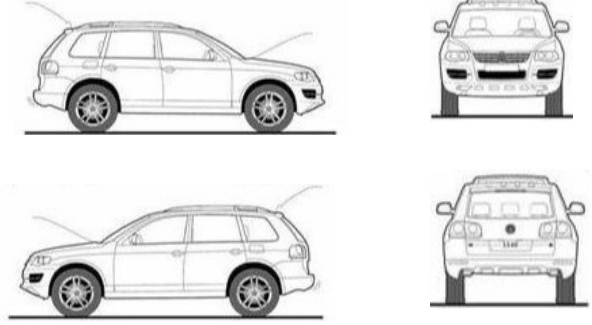
PLEASE COMPLETE ON PICK UP OF VEHICLE

- FUEL CARD IN CAR Yes No
TYRES – Tread Satisfactory Worn
TYRES - Inflation Satisfactory Soft Flat

UTILITY



SUV



MAJOR/MINOR EXTERIOR DAMAGE (wheels, windscreen, mirrors, body – please mark on diagram above)

INTERIOR DAMAGE (Tears in seat, scuff marks, broken items)

CONDITION OF CAR ON PICK UP (rubbish, seats cleanliness, mud/dirt, fuel card in car)

DEFECTS REQUIRED TO BE REPORTED

I confirm that I have carried out a visual inspection of the vehicle and no faults were noticed as indicated in checklist

Signature: _____ Date: _____

PLEASE COMPLETE ON RETURN OF VEHICLE

CONDITION OF CAR ON RETURN (rubbish, seats cleanliness, mud/dirt)

DEFECTS REQUIRED TO BE REPORTED ON RETURN

ODOMETER READING: _____ **Please refuel vehicle if fuel gauge indicates below ½ a tank*

I confirm that I have carried out a visual inspection of the vehicle and no additional faults were noticed as indicated in checklist.

Signature: _____ Date: _____

Once completed please return to Executive Assistant to the Director of Infrastructure and Planning Services

ATTACHMENT 2

WEAR & TEAR DEFINITIONS

Acceptable condition means good appearance and sound mechanical order throughout with regard to distance travelled, the age of the vehicle and the type of work which has been carried out using the vehicle. Council may bill the restoration charges on an actual cost basis to compensate for any loss in resale value due to unreasonable damage.

The following damage is deemed to be REASONABLE WEAR AND TEAR

- Superficial scratches to paintwork
- Stone chipping to front and lower sides of the vehicle
- Stone chippings to headlight glass and indicator lenses unless either is broken
- Stone chippings to windscreen
- Superficial scratches and scuffs to bumpers and plastic door strips
- Minor paint blemishes

The following are examples of UNREASONABLE WEAR AND TEAR

- **Bodywork** - dents and impact damage, including kerbing damage to wheels and wheel trims and roof rack damage to roof and gutters or damage from tree sap etc.
- **Interior** - significant tears, rips, cuts, cigarette burns and irremovable stains
- **Equipment** - disfiguring marks resulting from the removal of accessories not sanctioned by Council
- **Mechanical** - mechanical damage which is due to driver neglect or abuse
- **Missing items** - items such as spare wheel, which are not on the vehicle at the return, will be charged at cost
- **Damage or Theft** of fixtures/parts due to third party outside the lessee's control, cost of remediation or replacement levelled at Council's insurer supported by a police report or statutory declaration.

Where a vehicle is returned in an unsatisfactory condition, the Director of Infrastructure and Planning Services will obtain a quotation for restoration. If it is determined that the employee is responsible for the damage, the vehicle will be repaired and charged to the employee.

In the case of a dispute, an independent assessor will be engaged, the cost of which will be shared equally by Council and the employee. In general terms, the independent assessor's recommendation will be final.

If an employee is taking control of a vehicle that has been previously utilised by another staff member, then it is that employee's responsibility to inform the Director of Infrastructure and Planning Services of any unreasonable wear and tear applicable to the vehicle prior to taking possession.

ATTACHMENT 3

APPLICATION FOR THE ALLOCATION OF A MOTOR VEHICLE

POSITION:
(For which a motor vehicle is sought)

DIVISION: SECTION:

SALARY GRADE:

BUDGETED COST: Yes / No

CRITERIA:

Demonstrate how the position requires the use of a vehicle during working hours as an integral part of the position, i.e. the position cannot be effectively and efficiently performed without the permanent assignment of a vehicle.

MOTOR VEHICLE POOL:

Indicate how demand for a vehicle has not been, or cannot be, substantially met from within the motor vehicle pool as per stated policies and procedures.

POSITION INTEGRITY & EFFICIENCY:

Indicate how the non-allocation will compromise the integrity and efficiency of the position.

MARKET FORCES (Where Applicable):

Please demonstrate why the allocation of a motor vehicle is necessary to attract suitably qualified people to this position.

Endorsed for consideration:

Director Name: _____

Director Signature: _____

Date: _____

DETERMINATION BY THE GENERAL MANAGER

To (Name) _____

Date: _____

Your application for the allocation of a motor vehicle to the position of:

has been / has not been approved.

Reasons why your application has not been successful include:

Motor Vehicle Allocation Group as per the Motor Vehicle Policy / Motor Vehicle Leaseback Policy

Please tick appropriate box

- Group 1 General Manager
- Group 2 Directors
- Group 3 Coordinators
- Group 4 All other employees

General Manager Name: _____

Signature: _____

Date: _____

Copy to be forwarded to Human Resources

ATTACHMENT 4

DECLARATION REGARDING ALLOCATION OF A MOTOR VEHICLE

I have read and understand the above Motor Vehicle Policy and the new Motor Vehicle Leaseback Policy and hereby agree to these conditions.

I understand and accept the implications of having a motor vehicle and the implications regarding Reportable Fringe Benefits.

I agree to have the appropriate lease-back fee of \$deducted from my pay.

Name of Employee:

Signature of Employee:

Date:

Leaseback Fee Payable: \$.....per week / fortnight (delete as applicable)

A copy of this form is to be forwarded to Human Resources.

DIRECTOR OF INFRASTRUCTURE AND PLANNING SERVICES TO COMPLETE

Vehicle Description:

Registration:

Date Received:

Starting Odometer Reading:

Drivers Name:

Department: