

PROVISION OF MOTOR VEHICLES FOR COUNCIL BUSINESS POLICY

Policy Number:	1.2
Approved by:	Council
Approved Date:	December 2024
Date of Next Review:	December 2026
Applicable to:	Councillors
Responsible Officer:	General Manager Corporate Services
Related Policies:	Council Expenses and Administration Policy
Related Documents:	Councillor Expense Claim Form Fleet Guidelines
Statutory Reference:	<i>Local Government Act 2020</i>

OVERVIEW

A policy for the provision of motor vehicles to Councillor(s).

THE POLICY

This document details Wellington Shire Council's policy for the provision of motor vehicles for Councillors during their term of office as a Councillor. Usage of any provided Council motor vehicle will be in accordance with Council's operational Fleet Guidelines as managed by the Manager of Corporate Finance.

Mayor

Council will provide a dedicated motor vehicle to the Mayor for use during the conduct of Council business and for private use within Victoria.

Councillors

Where the annual cost for the provision of a motor vehicle is determined to be **less** than the expense for reimbursement of claimed and approved individual's own motor vehicle usage for undertaking Council business, then Council may provide a motor vehicle to that Councillor for their council business if requested by the Councillor and approved by the council.

The vehicle provided will be determined by the Manager Corporate Finance in consultation with the individual Councillor. The vehicle will meet Council's fleet environmental requirements, as set out in the operational Fleet Guidelines. Safety and new technologies will be considered when determining the type of vehicles that best suit the needs of the individual Councillor. Consideration will also be given to achieving a reduction in fuel consumption and emissions.

If a Councillor's personal circumstances change during the term of office such that the original assessment of Council business related travel may change, then a review of the expected travel costs will be undertaken to determine the appropriateness of travel reimbursement versus the provision of a motor vehicle.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2023	Date of Next Review updated to: December 2024 Minor formatting changes.
1.2	December 2024	Minor formatting changes. Policy title changed from: 'Provision Of Motor Vehicles For Councillors Policy' to: 'Provision Of Motor Vehicle For Council Business Policy' Removed specifics of type of vehicle to be provided Date of Next Review updated to: December 2026