

Executive and Lease Back Vehicles Policy

Reference number:	POL 076
Approval date:	17 October 2022
Policy owner:	Manager Fleet, Plant and Buildings
Next review:	September 2025

Council provides a vehicle to nominated employees for their private use outside of work hours under a contract or leaseback arrangement provided that the employee ensures that the vehicle is available for business use and the vehicle is secured and cared for by the nominated employee.

Operation and Management of Council's Fleet Vehicles Policy is maintained by the Manager Procurement Services with amendments approved by the General Manager in accordance with delegation provided by Council.

Purpose

To ensure that Council's passenger vehicle fleet sets an example of sustainability for the Wagga Wagga community and other organisations and ensures that the fleet is utilised properly and maintained in good condition while serving as an incentive to employment with Council.

Scope

This policy is relevant to all Council passenger vehicles and nominated employees eligible for a private use vehicle.

Policy Provisions

Responsibilities

- Officers who have been allocated a Leaseback vehicle shall ensure that they fully comply with the requirements of the Leaseback of Council Vehicles to Employees procedure. Use of Council Fleet Vehicles Council Vehicles Wagga City Council *'On the Road'*

Review procedures

Council reserves the right to change the operation of the leasing scheme at any time but normally this review will occur each four years.

If the employee is appointed to a different position with the Council that does not have an operational need for a vehicle.

General Provisions

Vehicle Use

Officers designated by Council as requiring a vehicle in conjunction with their duties or as part of their employment package may be offered a vehicle for private use outside of worked hours with the General Manager's approval.

The vehicle is offered for use for all times outside normal working hours, with the exception of any continuous absence from work greater than six weeks in any one year. However, extensions of this period may be authorised by the General Manager.

Standard of Vehicles to be Offered

The makes and models of the vehicles available under this policy are listed in the *Leaseback of Council Vehicles to Employees* procedure. The list shall be reviewed at least annually and may only be varied with the approval of the General Manager. Examples of where variations may be sought are in the case of a limited buyback type offer on a new make / model or a new make/ model that is perceived to have superior residual value or improved fuel efficiency.

Vehicle Retention Period

Vehicles will be replaced in accordance with Council vehicle replacement plan as maintained in Council's Fleet Management System. Instances may occur where short cycling of replacement is deemed to be of benefit to Council, this shall only occur with Director Finance approval. An Executive or Contract vehicle is replaced in accordance with the relevant employment agreement.

Operating Costs

Council will provide for all running costs inclusive of fuel, registration, insurance and maintenance as outlined in the Leaseback of Council Vehicle to Employees Procedure

Greenhouse Rating

The main greenhouse gas emitted by motor vehicles is carbon dioxide (CO₂). The level of CO₂ emissions is linked to the amount of fuel consumed by the vehicle, and the type of fuel used. All new vehicle models up to 3.5 tonnes gross vehicle mass sold in Australia are tested to determine both the fuel consumption and the level of CO₂ emissions. This information is displayed on a Fuel Consumption Label attached to the windscreen of new vehicles.

The greenhouse rating is displayed in a range from 1 to ten. Further information on fuel consumption labelling is available from the [Australian Greenhouse Office](#).

Council will not operate in its passenger vehicle fleet a vehicle that has a greenhouse rating of less than five out of ten. This requirement includes the Mayoral, Executive, Contract and Leaseback vehicles. New vehicles purchased after 1 July 2013 shall have a minimum greenhouse rating of six.

Specific Provisions

Motor Vehicle Allowance

The motor vehicle allowance is an alternative to a Leaseback vehicle. The recipient of a motor vehicle allowance will comply with the relevant provisions as contained in the Leaseback of Council Vehicles to Employees procedure.

Leaseback Fees

All charges made by Council pursuant to the vehicle leaseback scheme will be made in accordance with the Leaseback of Council Vehicles to Employees procedure.

Leaseback fees shall be reviewed annually and revised by the application of the Australian Bureau of Statistics CPI increase. However, there may be circumstances beyond Council's control where the CPI increase is inadequate. Council reserves the right to vary the fees as necessary should this circumstance arise.

To encourage the use of vehicles with a minimal greenhouse rating a structured fee system as shown below applies with the incentive of a reduction of up to 20% of the leaseback fee for the vehicles that have a greenhouse rating above seven.

Greenhouse Rating and Fee Discount

Greenhouse Rating	Fee Discount (%)
7	10
7.5	12.5
8 or above	20

Value of an Executive Vehicle

The supply of a motor vehicle for an Executive is subject to negotiation of their contract. This amount should be adjusted 1 July each year according to the application of the Australian Bureau of Statistics CPI increase.

Council officials shall use a Council fleet vehicle, pool car vehicle or a leaseback vehicle to carry out their duties or tasks. There are several pool car vehicles that can be utilised by Council officials as outlined above. However, certain situations may eventuate where a Council official's private vehicle may need to be used for work related purposes, as a last resort, to enable them to undertake work related tasks. These circumstances are:

- No Council fleet vehicle, pool car or a leaseback vehicle is available for use.
- The travel cannot be postponed as the work-related task(s) is of an urgent/unforeseen nature;
- Public transport/or a taxi is not a reasonable alternative and the departure time of travel is before or after normal business hours making the exchange of vehicles logistically inconvenient; and/or
- The use of the private vehicle supports the official's individual needs such as mobility.

Use of a private vehicle to undertake Council business is subject to approval by the employee's Director prior to the use of the private vehicle. If approval has been granted for the use of your

private vehicle, Council officials must ensure that their vehicle is appropriate for the work to be undertaken. Using a private vehicle for work purposes must be a last resort.

Related Documents

- *Local Government (State) Award 2017*
- Use of Council Fleet Vehicles Council Vehicles Wagga City Council '*On the Road*'

Definitions

Term	Definition
Council Official	Includes Councillors, Council staff, contractors, volunteers, work experience people and committee members.
Council Vehicle	Any passenger vehicle or ute owned by Council.
Leaseback Vehicle	A passenger vehicle of the type approved in Councils Lease Back agreement.
Carpool Vehicle	A Council owned vehicle available for use by Council officials to conduct Council business.
Contract Vehicle	A passenger vehicle of the type approved by way of a contract of employment.
Executive Vehicle	A passenger vehicle allocated to the Mayor, General Manager or a Director.
Private Vehicle	A vehicle that is privately owned (or under finance) by a Council official. This <i>does not include</i> a vehicle that a staff member has been paid an allowance for, in lieu of a Leaseback vehicle
Appropriate Delegated Authority	A Director or Manager who holds Delegation 17.13 (see Attachment 2)
Roadworthy and Registered Vehicle	A vehicle inspected and passed by a licensed vehicle tester and registered with a current Green Slip
Current drivers' licence	A current driver's licence for the class of vehicle they are driving
Official Council Business	An employee travelling on official work-related business, or as an official representative of Council in the course of undertaking their normal duties

Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 97/560	28 April 1997
2	Res No: 99/242	22 February 1999
3	Res No: 00/1155	25 September 2000
4	Res No: 03/412	26 May 2003
5	Res No: 09/077	27 July 2009
6	Res No: 10/0017	27 January 2010
7	E-Team	18 June 2013
8	Res No: 13/224.1	26 August 2013
9	Res No: 17/279	28 August 2017
10	Revision approval under General Manager delegated authority	28 November 2017
11	Res No: 22/354	17 October 2022