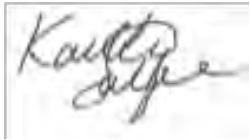





Murrumbidgee
COUNCIL

Councillor Use of Council Motor Vehicles whilst on Official Council Business Policy

	Name	Position	Signature	Date
Responsible Officer	Kaitlin Salzke	Chief Financial Officer		28/02/2024
Authorised By	John Scarce	General Manager		28/02/2024

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1. Purpose

To provide direction to Councillors and Mayor on the ancillary use of motor vehicles under their control, whilst on official business of Council.

Murrumbidgee Council encourages the accompaniment of the Mayor and Councillors' spouses to attend official business of Council.

2. Definitions

Spouse	Husband or wife or common law partner
Council	Murrumbidgee Council
Official Business of Council	Attending event, conference, training, meeting or function on behalf of Council
Authorised Person	Mayor, Councillors of Murrumbidgee Council
General Manager	General Manager of Murrumbidgee Council

3. Scope

This Policy applies to:

- Use of Council owned motor vehicles which are being used by the Mayor or Councillors on official business of Council;
- The Council Expenses and Facilities Policy states that the Mayor or Councillors cannot obtain private or political benefit from expenses claimed or provided for;
- Consequently Council should not profit from private use of vehicles; any charges must only be cost recovery.
- Ancillary use of motor vehicles supplied to attend official business of Council by the authorised person or their spouse.

This Policy does not apply to:

- Staff of Murrumbidgee Council.

4. Policy

- An authorised person may utilise a Council owned vehicle for private use while attending official business of Council, for a fee at a \$ per km rate over a 100 km threshold per day.
- An authorised person's spouse may utilise a Council owned vehicle for private use while accompanying the authorised person who is attending official business of Council, for a fee at a \$ per km rate for every km driven.
- \$ per km rate is detailed in schedule 1, and will be periodically changed by the General Manager to keep up with costs, without requiring Council ratification.

- Log books must be kept, clearly identifying the official business of Council kms, that being to and from Murrumbidgee LGA to event or accommodation and from accommodation to event and from event or accommodation to eat, and the kms deemed private use, which is every other km.
- Travel to and from an official business of Council must be via the most direct route. Any deviation will be considered private use.
- An authorised person's spouse may drive the Council owned vehicle to and from the official business of Council.
- The General Manager, at their discretion and judgment, may vary this policy on a case by case basis.

5. Legislation and Compliance

- Local Government Act, 1993
- Councillors' Expenses and Facilities Policy
- Local Government (General) Regulation 2005

6. Policy Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).

SCHEDULE 1

Private use fee:	\$	per km	
Use by authorised person	\$0.25	1	over 100 km per day
Use by spouse	\$0.30	1	for every km