

STRATFORD DISTRICT COUNCIL

SECTION: ROADING	
POLICY: <u>COUNCIL VEHICLES</u>	
RESPONSIBILITY: Operations	REVIEW DATE: January 2008
VERSION: 1	APPROVED DATE: 25 January 2005
FILE NUMBER: 16043	
DELEGATIONS REGISTER NO: [Click here]	

BACKGROUND

To ensure that staff and elected members have suitable transport to carry out their duties Council provides seven vehicles. These vehicles are managed so that they do not attract Fringe Benefit Tax; the three cars that can carry more than two passengers are garaged on site, and the other four vehicles that are taken home by staff are restricted to carry only two passengers. The staff who take vehicles home are on call and the vehicles can only be used for official Council business.

POLICY

1. As a general guideline the allocation of vehicles is as follows:
 - Corporate Services and Mayor
 - Engineering Business Unit
 - Operations Department
 - Planning and Regulatory Department
 - Services Asset Manger
 - Building Inspector
 - Compliance Officer
2. As a general guideline vehicles are to be replaced when they are five years old or have completed 100,000 kilometres. All vehicles are to be four cylinder, the most suitable available at the time for the purpose for which they are to be used and purchased using the Council's Procurement Policy.
3. Plant renewals are to be funded from:
 - (a) Proceeds from the sale of plant.
 - (b) Asset Renewal Reserve.