

Policy Name	Vehicle Hire Policy
Policy Type	Finance
Policy Number	FIN22
Version	2
Approval Date	January 2019
Renewal Date	January 2022



Policy Number **FIN22**

Policy Name **Vehicle Hire Policy**

SUMMARY

The purpose of the policy is to provide a clear process in the hiring of council vehicles. The policy also supports employees (charged with the role of coordinating and approving vehicle hire), by providing a clear decision framework.

POLICY STATEMENT

This policy applies to people applying to hire a vehicle, employees, senior managers, CEO, volunteers, Councillors, the Deputy Mayor and the Mayor.

Council has a range of vehicles that can be hired by members of the public, private business, government agencies and employees.

Vehicle hiring provides the following benefits:

- Provides fly in, fly out private business and government agencies an alternative to travel in and between communities
- Supports community and employees to access vehicles for the personal business
- Provides a revenue stream for council

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

PROCESS

Any member of the public, private business, government agencies, employees, managers, CEO, Mayor or Deputy Mayor requesting to book a vehicle must complete the **“Council Vehicle Hire Form”**.

The form can be accessed from Council's website, or from any Council Office.

The form should be provided to the Community Service Manager (CSM) or Director via email, fax or by hand.

Vehicle Hire Fees (excluding fuel)

Toyota Land Cruiser Wagon 4x4 - per hour	\$65
Toyota Dual Cab Utility 4x4 - per hour	\$55
Toyota Land Cruiser Wagon 4x4 - per day	\$300
Toyota Dual Cab Utility 4x4 - per day	\$250

If driver required, Council will charge additional \$40/hour (council driver will be available for over night booking). Completed forms must be received a minimum of two working days prior to the hire date. Council cannot guarantee that vehicles will be available.

TERMINOLOGY AND REFERENCES

REFERENCES

FURTHER INFORMATION:

West Daly Regional Council

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