

Motor Vehicle Use

1 Purpose

To provide the policy position in relation to Local Land Services (LLS) motor vehicles.

2 Scope

This policy applies to all LLS Staff. The policy also applies in situations where Board Members or Contractors use LLS-owned motor vehicles.

3 Policy Detail

Local Land Services is bound by NSW Government Policy relating to motor vehicles. The NSW Government Policy covers the implementation of a range of Government Circulars, Ministerial Memoranda and Cabinet Decisions. The current version (dated 1 July 2011) is attached.

The NSW Government Policy provides some discretion to agencies in its implementation. The LLS Board of Chairs has determined that it will apply the NSW Government Motor Vehicle in full (as amended) but apply discretion around Section 4.0 of the NSW Government Policy which covers incidental personal use of NSW Government vehicles. The LLS policy is as follows:

Limited and incidental personal use of an agency vehicle is permitted only in the following three situations:

1. The garaging of an LLS vehicle at the private residence of an officer (for example on an irregular basis or when an officer is either commencing or returning from a field trip);
2. Limited private use when part of a work-related trip (eg picking up family members from school on the way home a vehicle is being taken home overnight for a work related trip the following day) is permitted provided any extra travel is incidental; and
3. Transporting non-government personnel between work locations when such personnel are assisting LLS in its normal business activities.

4 Supporting procedures

Fleet management and other procedures, as implemented in LLS under the NSW Government Motor Vehicle Policy.

5 Related documents/links

NSW Government Motor Vehicle Policy (and any subsequent amendments). At the time of writing the policy is at

<http://www.statefleet.nsw.gov.au/sites/default/files/Motor%20Vehicle%20Policy%20for%20NSW%20Government%20agencies%20-%20V12%20-%20200107.pdf>

6 Responsibility for implementation, monitoring and continual improvement

These following positions are responsible for implementation, monitoring and continual improvement of this policy.

Role	Responsibility
CFO	Policy Manager Policy oversight, implementation, monitoring and improvement.
General Managers	Local delivery and compliance including monitoring and improvement.

7 Approval and review

Revision	Date	Position	Notes
1.0	26/6/2014	Board of Chairs	Approved
1.1	16/9/2012		Amended to address typographical errors and emphasise limited and incidental use

The policy will be reviewed by the policy manager by 30 June 2015.