

## Vehicle Hire Policy

<b>Number:</b>	<b>Admin.16</b>
<b>Responsible Manager:</b>	<b>Executive Manager Infrastructure, Works and Projects</b>
<b>Head Policy:</b>	<b>N/A</b>
<b>Legislation:</b>	<b>N/A</b>

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### 1. Purpose

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.

### 2. Scope

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

### 3. Definitions

Nil

### 4. Application

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 purchasing car outright
- Supports community and employees to access vehicles for the personal business
- Provides a revenue stream for council

### Process

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

The form can be accessed from Council’s website, or from the Kowanyama or Cairns council offices.

The form should be provided to the Administration Manager at [carhire@kowanyama.qld.gov.au](mailto:carhire@kowanyama.qld.gov.au). Completed forms must be received a minimum of two working days prior to the hire date. Council cannot guarantee that vehicles will be available.

### **Vehicle Hire Fees**

Toyota Trayback - per hour	\$65
Toyota Dual Cab - per hour	\$65
Toyota Landcruiser Wagon - per hour	\$75
Toyota Trayback - per day	\$195
Toyota Dual Cab - per day	\$195
Toyota Landcruiser Wagon - per day	\$195

### **Prior to Vehicle Hire**

The Administration Manager, or delegate, will inspect the vehicle prior to hire to ensure it is to council standards and has a full tank of fuel.

Once the vehicle is returned, the Administration Manager, or delegate, will inspect the vehicle. Once they deem the vehicle to be in an acceptable condition the deposit will be refunded. Deposits paid via eftpos will take a minimum of four days to process.

### **Deposit**

A deposit of \$100 must be paid prior to the vehicle being used. The deposit will be refunded in full when the vehicle is returned:

- in acceptable condition (internal and external)
- with a full tank of fuel
- on the agreed date (no later – note, late charges also to be applied)

### **Responsibilities and Restrictions**

- Vehicles can not be hired to drive on roads that:
  - are currently closed, or
  - are predicted to be closed during the car hire period
- Vehicles can only be hired to a licensed driver.
  - Cars can be hired by learner drivers for the purpose of driving lessons. The licensed driver teaching the learner must cosign the booking form.
- The driver is responsible for all traffic and parking fines

- The driver is responsible for all damage to the vehicle

### **Vehicle Hire Fee Waiving or Discounts**

- **Funerals**

The Vehicle hire fee may be waived on approval of the CEO and the Mayor when a funeral has been recognized by the Mayor as being of cultural significance to Kowanyama families.

Only one car hire fee can be waived for each funeral and for a maximum of three days. A deposit is still required, and all Responsibilities and Restrictions (as above) still apply.

- **Community Benefit**

The vehicle hire fee may be discounted if it is considered to be of community benefit under Council's community grant scheme. A Council Community Grant form should be completed for this to be considered as per the **Community Grant Policy**. The community grant forms should be received by Council by the 1st Tuesday of each month.

## **5. Review**


This policy is to remain in force until otherwise determined by Council.

## **6. Resolution**

### **Approval**

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council's Vehicle Hire Policy and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams



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**Date: 26 February 2018**