



# Tiwi Islands Regional Council

**Title:** HOME GARAGING

**Policy No:** 66

**Adopted by:** Council

**Next Review Date:** September 2022

**Responsibility:** GM Infrastructure

**Magiq ID:**

Version	Decision Number	Adoption Date	History
1	Resolution 92 of 22 -09-2021	22 -09-2021	240545

An employee who has authorised home garaging of a Council vehicle, as an employee benefit, will have specifically provided through their employment contract or permission granted in writing by the CEO.

The purpose of home garaging is for the employee to commute between the employee's place of residence and official place of work by the most direct route. The vehicle is not to be used for any other purposes outside of work hours. The vehicle is only to be driven by TIRC employees with a current Drivers Licence.

## Log Books

Log Books will now be provided for all Council vehicles to record all trips undertaken including drivers name, journey date, starting and ending odometer readings and purpose of the journey as a require for Audit purposes.

**Authorisation Home Garaging (Employee Names)**

**Date**

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**SIGNED AND DATE BY CEO** \_\_\_\_\_