

<b>POLICY</b>		Responsible Department	Essential Services & Assets
		Original Adoption Date	14.09.2012
		<b>Current Adoption Date</b>	<b>25.01.2023</b>
		Date of Next Review	15.12.2026

<b>VEHICLE USE</b>	
<b>Latest Review Changes</b>	Updated vehicle colour to 'non-premium paint' Minor formatting and editorial changes. Update to new template.
<b>Previous Council Reviews</b>	14.09.12, 14.09.13, 21.05.15, 18.04.18

**Applicable Legislation**

**Related Policies**

Council Employee Code of Conduct  
Procurement Policy

**Related Procedures**

Incident Reporting and Investigation Procedure

**Reference Documents**

## Contents

<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. BACKGROUND.....</b>	<b>3</b>
<b>3. FLEET SPECIFICATION AND RETENTION.....</b>	<b>3</b>
<b>4. VEHICLE MANAGEMENT.....</b>	<b>4</b>
<b>5. WORK USE.....</b>	<b>4</b>
<b>6. COMMUTER USE.....</b>	<b>4</b>
<b>7. OTHER USE.....</b>	<b>4</b>
<b>8. AUTHORISED DRIVERS.....</b>	<b>4</b>
<b>9. CONDITIONS OF USE.....</b>	<b>4</b>
<b>10. PASSENGERS.....</b>	<b>5</b>
<b>11. REVIEW AND EVALUATION.....</b>	<b>5</b>
<b>12. AVAILABILITY OF POLICY.....</b>	<b>5</b>

## 1. INTRODUCTION

The Council's vehicle policy has been prepared to formalise arrangements for the purchase and use of vehicles required for the conduct of Council business.

## 2. BACKGROUND

The purchase and use of Council vehicles is subject to budget constraints and at all times shall be at the sole discretion of the Council.

The primary purpose of operating a fleet of Council vehicles is to enable the efficient and cost effective conduct of the Council's business. Vehicles will not be purchased or leased by Council except where it can be reasonably argued that the vehicle is primarily required for work purposes.

Council recognises that the use of a Council vehicle for commuter purposes may be allowed as part of an employee's remuneration package.

The Council will meet all costs associated with the purchase, leasing, maintenance, and running of Council vehicles.

This policy does not apply to vehicles purchased by employees under a novated lease as part of their remuneration package.

## 3. FLEET SPECIFICATION AND RETENTION

To meet the Council's work requirements, and subject to the Council's discretion, the Council will own and operate a fleet of vehicles with the following general specifications:

Dual-cab 4x4 utilities, vans and passenger sedans/wagons aligned to particular work functions of Council. Vehicles should also include the following where applicable:

- Colour – non-premium paint only
- Automatic
- Air Conditioned
- Stereo Player
- Front and rear mud flaps
- Heavy duty towbar – Hayman Reece type
- Tinted windows to maximum tint
- Floor mats front and rear
- Canopy with lift side and rear window (utilities)
- Central locking
- Cruise control
- Automatic Emergency Braking (AEB)
- Lane Diversion Alarm
- Reverse Camera or proximity sensors
- Delivered to Roxby Downs
- 12 months registration and outer areas concession applied.

### **Replacement Policy**

Council vehicles are nominally replaced every five (5) years with the current equivalent model. The replacement cycle is aligned with expiry of vehicle warranties and intended to maximise trade-in valuations.

#### 4. VEHICLE MANAGEMENT

Each Council vehicle will be 'nominally assigned' to an 'Officer' for day-to-day management. This will include garaging at the employee's residence. This will be at the discretion of the Chief Executive.

Officers assigned a vehicle will be responsible for:

- maintaining the cleanliness and tidiness of their assigned vehicle to a high standard,
- checking oil & water levels, tyre pressures, tyre wear, signs of general wear and damage, etc, at no greater than fortnightly intervals,
- ensuring the vehicle is serviced in accordance with manufacturer's recommendations, and
- submission of invoices for fuel, servicing and any other operating expenses in accordance with Council's Procurement Policy.

Overall responsibility for management of the Council's vehicle fleet is delegated to the Group Manager - Essential Services & Assets.

#### 5. WORK USE

During working hours whilst at the Council Offices, all staff have the discretion to use any Council vehicle for work use, subject to availability and the primary needs of the Officer assigned responsibility for a vehicle. Use of a vehicle by any member of staff for work purposes will not be unreasonably withheld.

Whilst individual annual taxation group certificates for nominated Officers will not include as taxable income any allowance for such benefits, any value that is considered to be a Fringe Benefit under the requirements of Fringe Benefit Tax legislation may be a Reportable Fringe Benefit. This will mean that Centrelink will take that value into account where applicable.

#### 6. COMMUTER USE

'Commuter Use' of Council vehicles is where the vehicle is garaged at an Officer's home and driven to and from work as a primary part of the Officer's employment conditions.

'Commuter Use' includes limited private use which, broadly speaking, means occasional incidental use for private purposes in and around Roxby Downs – as an example, go to shops on the way to and from work. Vehicle use outside of Roxby Downs is not permitted other than with the Chief Executive's consent and then in accordance with any conditions required.

'Commuter Use' includes periods when an Officer is assigned to be "on call" during the normal work cycle. On rostered days off and periods of annual, long service and sick leave, the vehicle shall, if required, be returned to the Council for assignment to another Officer on an interim basis.

#### 7. OTHER USE

The Chief Executive has the authority to allow alternative use of Council vehicles outside of normal work use if required.

#### 8. AUTHORISED DRIVERS

Authority is given to any driver of a Council vehicle who feels that they are unable to drive for any reason, to be able to delegate the driving of the vehicle to another competent party who is in the vehicle and who holds a current Australian drivers licence.

#### 9. CONDITIONS OF USE

All drivers of Council vehicles must have a current Australian driver's licence for that class of vehicle.

No smoking is permitted in any Council vehicles.

Accidents or mechanical problems are to be reported to the Group Manager - Essential Services & Assets as soon as practicable.

Road traffic and parking rules are to be observed at all times. Any fines arising from use of a Council vehicle (including parking and speeding fines) will be paid by the offending driver.

No driver may be under the influence of alcohol (above legal limits) or drugs.

Drivers should be aware that driving unlawfully (e.g. having greater than the prescribed concentration of alcohol or drugs) may nullify the Council's motor vehicle insurance. An accident in such circumstances may result in the driver being personally liable for all costs associated with the accident.

## **10. PASSENGERS**

People that are not Council employees may travel in a Council vehicle while it is being used in accordance with this Policy. The driver of the vehicle at the time must give approval for a person to travel as a passenger and will be responsible for ensuring passengers travel and act in compliance with the law.

## **11. REVIEW AND EVALUATION**

This Policy will be reviewed and evaluated no less than once every 3 (three) years or when there is a change in legislation.

## **12. AVAILABILITY OF POLICY**

This Policy will be available for inspection at the Council office at 6 Richardson Place, Roxby Downs during ordinary business hours and is available to be downloaded, free of charge, from Council's website: [www.roxbydowns.com.au](http://www.roxbydowns.com.au).