

<b>Policy Reference Number:</b>	1.22
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	September 2010 (Res. 29/2011)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	12 August 2014 (Res 40/2015) 13 January 2015 (Res 269/2015) 15 January 2019 (Res 276/2019)
<b>Next Review Date:</b>	January 2020
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

### **Purpose**

The purpose of this policy is to outline the standard of Council motor vehicles and the various business/work and private use arrangements entitled to certain Council officers. The Policy also applies to Elected Members when using a Council motor vehicle.

### **Policy Statement**

1. Provision of Council Motor Vehicles
  1. Council motor vehicles may be made available to Council officers and Elected members for business use.
  2. The Chief Executive Officer can agree to the private use of a Council motor vehicle, and/or any variation to an existing provided use arrangement.
  
2. Standard/Type of Motor Vehicles
  1. The standard/type of Council motor vehicle provided for Council use shall be a minimum of a Ford Falcon or Holden Commodore Omega, or equivalent, unless otherwise agreed to by the Chief Executive Officer.
  2. The Chief Executive Officer shall have a Council motor vehicle provided in accordance with their respective Employment Agreement and Remuneration package.
  3. Council motor vehicles – two (2) wheel drive and four (4) wheel drive vehicles/utilities, shall have the following minimum features, being a driver's side air bag and air conditioning.
  4. The Chief Executive Officer will be authorised to allow other features to be added to any of the Council's motor vehicles, where it is considered to be justified and warranted. No other additional fittings and/or equipment can be added to Council motor vehicles, without the approval of the Chief Executive Officer.
  
3. Conditions of Use
  1. The conditions of use for Council motor vehicles which will apply to Council officers shall be one of the following arrangements:-

- (a) no private use rights, with the Council motor vehicle being parked/garaged at the Council Depot or other appropriate Council property, at the end of each work day; or
  - (b) A Council motor vehicle provided for business/work use only, with the Council officer having no private use rights except for being able to use the vehicle to travel to and from work and for the purpose of parking/garaging the vehicle overnight and at weekends, due to the officer having to be available for “call outs” and/or after hours work. During periods of leave the motor vehicle shall remain with the Council; or
  - (c) Full and unrestricted business and private use of a Council motor vehicle at all times.
2. With the exception of the Chief Executive Officer’s motor vehicle all other motor vehicles shall be available as a “pool” vehicle during normal work/business hours.
3. With the exception of the Chief Executive Officer all other Council Officers must actually be in their respective Council motor vehicle when it is being used/driven for private use.
4. Maintenance, Parking and Cleaning of Motor Vehicles
  1. All costs associated with the maintenance and operation of the Council’s motor vehicles, in accordance with Clause 3 of this Council Policy – Conditions of Use, shall be borne by Council.
  2. Council officer’s with any level of private use of a Council motor vehicle shall be responsible for the provision of appropriate safe and secure “off street” parking of the motor vehicle, and ensure that the motor vehicles is locked when not in use.
  3. Council officer’s with any level of use of a Council motor vehicle shall be responsible for satisfactorily maintaining the motor vehicle in a clean and tidy condition at all times, which is to include both the inside and the outside of the motor vehicle.
  4. Council officers are to report to the office any maintenance/service required.
5. Other Arrangements/Agreement
  1. The Chief Executive Officer shall be authorised to enter into other arrangements, agreements, contracts or similar, with Council officers in respect of Council motor vehicles.
  2. All arrangements, agreements, contracts or similar, entered into between Council and any of its Officers in respect of Council motor vehicles shall be properly documented and appropriately filed, with Council being advised accordingly of any agreed to “private use” arrangements.
  3. Any breach of the terms and conditions associated with the use of a Council motor vehicle shall be appropriately investigated and actions taken.
6. Replacement of Motor Vehicles
  1. The Chief Executive Officer or delegated officer/Manager shall be authorised to replace any of the Council’s motor vehicles at any appropriate time and/or under any appropriate arrangements, in accordance with Council’s Purchasing Policy and Budget.
7. Vacant staff positions and associated motor vehicle arrangements
  1. Council acknowledges that various use agreements currently exist with respect to Council motor vehicles within the organisation.

2. At the time of any Council officer position becoming vacant this Council policy shall apply.
8. Lawful Use
  1. Council officers shall be required to use the Council motor vehicle in a lawful manner at all times.
  2. The driver of the vehicle will be responsible for any fines incurred arising from the operation of the vehicle in an unlawful manner.
  3. The driver must have a current drivers licence.
9. Work, Health & Safety Matters
  1. Council officers shall be required to use the Council motor vehicle in accordance with Councils Work, Health and Safety Policies at all times.
10. Accidents
  1. All accidents involving a Council motor vehicle shall be appropriately reported to the Council Officer's immediate Manager and WHS officer and an incident investigation report completed within 24 hours of when it occurred.
  2. In the event of an accident the following procedure must be followed:-
    - Obtain all necessary details from the other driver i.e.
      - Name
      - Address
      - Telephone
      - Licence number
      - Names of witnesses if any
      - Location details (street, town, suburb)
    - The police must be called to the scene of the accident in the following circumstances:-
      - If any person is injured and an ambulance has been called;
      - If any damage has been sustained to third party property e.g. House, fence etc.
      - If there is a conflict over which driver was a fault
    - Under no circumstances should the driver of the Council vehicle admit responsibility of the accident or sign any acknowledgement in this regard.
    - Under no circumstances are repairs to be authorised by staff members. Repairs are to be authorised by the Chief Executive Officer or directly by the Insurer.
    - If any injury has been sustained by a Council staff member, it must be report to the WHS officer immediately.
    - Outside the local area, a towing contractor authorised by the RAA is to be used to remove the vehicle and Council advised of the location to which the vehicle has been taken.
    - A replacement vehicle may be made available to the employee through the existing car pool.
11. Motor Vehicle Log Books
  1. Council officers shall be required to keep an accurate and up-to-date Vehicle Log Book, in order to comply with Council's Fringe Benefits Tax (FBT) obligations.
12. Fuel & Fuel Card
  1. Vehicles are to be refueled at the Council depot during working hours.

2. Fuel cards provided to Council Officers must only be used for the fuelling of Council vehicles.
13. Parking Fees
  1. All parking fees incurred by officers engaged on Council business, will be reimbursed as travelling costs.
  2. All parking fines incurred by officers will be the responsibility of the respective officer.
14. Agreement with Red Cross – South East Community Passenger Network
  1. Vehicle to be made available to Red Cross.
  2. Bookings are to be made at the Council Office on a “first come, first served” basis.
  3. Red Cross volunteer drivers are to complete the log book at the end of the trip.
  4. Vehicle to be refueled at the end of the trip.
15. Smoking is prohibited in all Council vehicles.

### **Responsibility**

All drivers of Council vehicles are responsible for complying with the policy.

### **FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

### **POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).