

Motor Vehicle Policy

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| File reference | AR20/10746 |
| Responsibility | Roads & Infrastructure Department |
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| Next review date | September 2026 |
| Applicable Legislation | Work Health and Safety Act 2012 |
| Related Policies | Council Members Allowances, Benefits and Support Policy Procurement Policy |
| Related Documents | N/A |

1. Purpose and scope

This policy provides guidelines for fair, equitable and transparent vehicle use, allocation and vehicle replacement to Council's passenger and light vehicle fleet.

The objectives of this policy are:

- to ensure all vehicles meet the needs of Council,
- provide the best value for money to Council,
- reflect an understanding that in order to attract and retain staff, Council should offer vehicles of a particular standard, and
- to ensure all vehicles purchased are the most sustainable and efficient vehicle allowable under the budget.

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2. Definitions

For the purposes of this Policy the following definitions apply:

“Agreement for Use of Council Vehicle” refers to a document provided to Council employees who, as a condition of their employment, are allocated a Council vehicle for private or commuter use.

“ANCAP” refers to the Australasian New Car Assessment Program, which crash tests cars and conducts performance assessments on vehicle safety features and technologies and then publishes star ratings to indicate relative safety performance.

“Commuter use” means vehicles that are allocated for commuting directly to and from work only (the most direct route) and are not available for private use. The vehicle forms part of the general fleet during working hours.

“Council vehicle” means a Council owned or leased motor vehicle (excluding salary sacrificing arrangements through a salary sacrifice provider or any heavy machinery such as trucks and graders).

“Council staff/employee” includes employees (full time, part time and casual) and authorised persons/contractors who have been assigned a vehicle or are required to use a Council vehicle in the course of undertaking their Council duties.

“Pool vehicles” means a vehicle available for casual use by Council staff or Council Members.

“Private use” means the vehicle is available for full private use by the owner in accordance with a corresponding agreement.

3. Provision of Council Vehicles

It is recognised the Coorong District Council is the largest geographical council area in the State (excluding outback communities) with over 8,800 square kilometres. With these vast distances to travel, for some of the positions of staff Council provides vehicles to maximise delivery of services in an efficient and effective manner.

- 3.1 Council requires each employee to understand and adhere to the manufacturer’s safe operating requirements of the vehicle allocated to them, to drive with care and to maintain the allocated vehicle to ensure its safety, reliability and economy. Council requires owners to comply with their Agreement for use of Council Vehicle.
- 3.2 Council employees must not exceed the legal alcohol blood limit and/or be under the influence of illegal drugs whilst driving. Council employees must not be under the influence of prescribed medication that will impact on driving ability. Employees who do not comply with these requirements may be subject to disciplinary action.
- 3.3 Smoking and vaping is not permitted in any Council vehicle. Employees who do not comply with this requirement may be subject to disciplinary action.
- 3.4 Animals are not permitted in the interior of Council vehicles, unless for the purpose of providing support to the occupant/s, e.g. sight impaired occupant. Those required to

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facilitate dog and cat management will be provided with a cage or appropriately fitted vehicle.

- 3.5 All employees who have a motor vehicle as part of their employment conditions will be required to enter into an individual vehicle agreement.
- 3.6 Employees allocated a vehicle in accordance with the Vehicle Agreement must keep vehicles clean and tidy, both internally and externally at their own expense.
- 3.7 Where a current employee has private use of a Council vehicle and terminates their employment with Council, the successor will not necessarily be provided a vehicle.
- 3.8 Driver's Licence:
 - 3.8.1 All employees of Council vehicles must hold a current valid Driver's Licence applicable to the class of Council vehicle operated. In the event an employee is disqualified from holding a Driver's Licence, the employee must notify the Chief Executive Officer or relevant Director immediately.

4. Use of Council Vehicle

- 4.1 Council vehicles should be available for use during working hours when at work premises, unless stipulated otherwise within the employee's Agreement for use of Council Vehicle or as approved by the Chief Executive Officer or relevant Director.
- 4.2 Any expiation or fine issued for breaching road rules is the sole responsibility of the driver. Council will not pay any expiation or fine and any costs incurred by Council in managing the expiation. The employee responsible will complete a statutory declaration, recognising them as the driver of the vehicle.
- 4.3 All business travel for Council vehicles is to be entered into the Log Book by any employee other than the officer who has been allocated the vehicle as part of an employment contract.
- 4.4 Council vehicles are not permitted to leave South Australia unless authorised in advance by the Chief Executive Officer.
- 4.5 Employees must be aware of the need to optimise fuel efficiency and emission performance by ensuring tyres are maintained at recommended pressures, wheels are correctly aligned, vehicles are not used to carry unnecessary loads, and that good driving habits are observed.
- 4.6 In the event of theft, or an accident occurring in a Council vehicle, employees are to lodge an incident report, advise their Manager/Director and South Australia Police (if applicable) as soon as practicable.
- 4.7 The keys of allocated vehicles, when not in use, shall be left with the authorised person responsible for the relevant allocated vehicle.
- 4.8 The keys for pool vehicles, when not in use, shall be left in the key safe.
- 4.9 Booking of allocated vehicles must be made with adequate notice to the nominated persons.

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- 4.10 Pool vehicles must be booked prior to their required use through the Council booking system.
- 4.11 Employees utilising pool vehicles, or vehicles allocated to specific employees, must ensure the fuel tank is refilled once gauge reaches the half-way mark.
- 4.12 It is only acceptable, with approval from the Chief Executive Officer or Director, to keep a pool vehicle at home overnight on those occasions where it would be impractical/unreasonable to return it the same day or when the vehicle is required for an early start from home the next day.
- 4.13 Pool cars will not be available outside of normal business hours. Keys may be collected at close of business the day before the required use to allow for early or late departures.
- 4.14 Fuel cards are provided with all vehicles and must be the primary method of refuelling.
- 4.15 Corporate credit cards may only be used for refuelling in exceptional circumstances and with approval of the Chief Executive Officer or Director. Please refer to the [Corporate Credit Card Policy](#) for further details.
- 4.16 Fuel must not be obtained from any Council depot (unless in the case of refuelling a utility) unless approval is provided in advance by the Operations Manager.
- 4.17 Council will pay the Fringe Benefits Tax arising from the private use of Council vehicles. The taxable value of individual fringe benefits will be recorded and reported on individual payment summaries in accordance with legislative requirements. The statutory formula method will be used for calculation of reportable fringe benefits.
- 4.18 Drivers must complete a pre-start inspection prior to commencing their journey.
- 4.19 All vehicles shall be rated as five star ANCAP safety rating. Safety features within the vehicle must not be turned off.

5. Provision of Council Vehicle or Allowance for Private or Commuter Use

- 5.1 In the ordinary course of employment, commuter use Council vehicles will only be offered as part of an employment package where:
 - 5.1.1 There is a demonstrated and documented benefit to Council of the equivalent annual value to Council which is approved by the Chief Executive Officer; or
 - 5.1.2 There is demonstrated and documented need to offer a vehicle allowance or a commuter use vehicle as part of an employment package to attract suitably qualified employees which is approved by the Chief Executive Officer.
- 5.2 At the discretion of the Chief Executive Officer, Council may reallocate a vehicle to ensure the most cost effective outcome for Council. In this situation, an employee will be directed to use another Council vehicle. Decisions in this regard are made in the interests of Council and fleet management and not determined by the individual circumstances of the Council Vehicle owner (unless otherwise stipulated in their Agreement of use of Council Vehicle).

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- 5.3 Council vehicles within Table 1 must be available for pool use at the relevant Council site when the vehicle is at work, unless otherwise agreed within individual employment contracts and/or Agreement for use of Council Vehicle.

6. Use of Personal Vehicles for Council Business

- 6.1 It is acknowledged that employees may utilise their own vehicle for Council business where a Council vehicle is not practically available or other reasonable circumstances.
- 6.2 All use of a private vehicle on Council business must be approved in advance by the Chief Executive Officer or Director.
- 6.3 The route to/from the Council business must be the normal travelled route.
- 6.4 The employee's vehicle must be insured privately, and the driver/owner would claim via that insurance. Council's insurance scheme will cover the excess amount.
- 6.5 The rate of reimbursement will be set out by the Australian Taxation Office and remunerated through the payroll process.

7. Access to Pool Vehicles by Mayor and Council Members

In accordance with [Council Members Allowances, Benefits and Support Policy](#)

Mayoral use: The Mayor will have access to a suitable pool vehicle for attending a function or activity on the business of Council. The Mayor shall arrange with the Chief Executive Officer for the use of the pool vehicle and will be given priority of its use.

Council Members' use: Council Members may have access to a suitable vehicle for attending a function or activity on the business of Council. A Council Member wishing to use a pool vehicle must submit a request to the Chief Executive Officer at least two (2) days prior to anticipated use, except in exceptional circumstances as determined between the Council Member, Mayor and Chief Executive Officer.

8. Vehicle Procurement and Particulars

- 8.1 Council vehicles will be purchased/traded in, in accordance with Council's Fleet and Plant Asset Management Plan, [Procurement Policy](#) and [Disposal of Council Land and Other Assets Policy](#), and dependent on the most cost effective option available to Council.
- 8.2 In the event that the trade-in figure returns an estimate in the low range of the current Red Book value, the Chief Executive Officer may sell the vehicle as per Council's [Disposal of Council Land and Other Assets Policy](#).
- 8.3 All quotations shall be assessed on the basis of value for money. Council is transparent and accountable when dealing with ratepayer funds, and as such binds itself to procurement based on value for money.
- 8.4 Council recognises motor vehicles are a major contributor of greenhouse gas emissions in Australia and will ensure fuel type and consumption is scrutinized heavily before making any purchase.

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8.5 Vehicle Options and Accessories:

8.5.1 The fitting of all accessories must be approved by the relevant Director. Approval will only be given where the accessories address genuine operational requirements.

8.5.2 There are two categories of accessories:

Standard Accessories

- Air Conditioning
- Automatic transmission (passenger vehicles)
- Window tinting
- Cargo barriers on wagons/4WDs
- Car mats
- Running boards
- Bluetooth

Extra Accessories - *where it is considered to be required for the intended use at Council*

- Tow bar
- Roo bar
- Roof racks
- Canopies

8.6 Economic Considerations

8.6.1 In determining the cost to Council of operating a motor vehicle to ensure the best value for Council, the following factors must all be considered:

- purchase price
- operating costs and
- resale if applicable

9. Availability/Accessibility

This Policy is available for inspection at Council's offices during normal business hours and Council's website and will be emailed to interested parties on request (please lodge request in writing via email to council@coorong.sa.gov.au).

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10. Document History

This Policy will be reviewed at least every three (3) years or more frequently if legislation or Council requires.

| Version | Adopted | Minute No | Description of change(s) |
|---------|-------------------|-----------|---|
| 1 | 21 February 2012 | 053/12 | New policy |
| 2 | 19 February 2013 | 030/13 | Cyclical review |
| 3 | 15 April 2014 | 067/14 | Cyclical review |
| 4 | 23 June 2015 | 115/15 | Cyclical review |
| 5 | 21 July 2020 | 157/20 | Cyclical review |
| 6 | 19 September 2023 | 237/23 | Definitions inserted Clause 4 – Use of Council Vehicle – sub-clauses refined where relevant and new Fringe Benefits Tax sub-clause inserted Table 1 updated to reflect annual incremental increase of allowance since July 2020 and to set a baseline for ensuing three year period |

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Table 1: Vehicle Allowance/Allocation and Replacement Schedule

| | Position | Vehicle or Allowance | Maximum Purchase Cost or Allowance (excl. GST) | Replacement Schedule |
|---|--|--|---|----------------------------------|
| 1 | Chief Executive Officer | Allowance | \$23,000 p.a. (subject to annual CPI) | N/A |
| 2 | Directors | Allowance | \$21,000 p.a. (subject to annual CPI) | N/A |
| 3 | Managers/Coordinators (if negotiated as part of employment agreement) | Allowance | \$17,500 p.a. (subject to annual CPI) | N/A |
| 4 | Managers/Coordinators/Officers – <i>Tool of Trade</i> e.g. - General Inspector | Vehicle | Value for money according to fit-for-purpose assessment | Aligned to position requirements |
| 5 | All other Staff | <ul style="list-style-type: none"> • Pool vehicle usage • Commuter Use | Value for money according to fit-for-purpose assessment | |