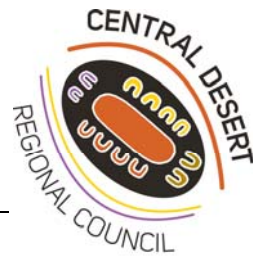


# Council Policy



two ways :: one outcome

|                   |                              |                           |            |     |
|-------------------|------------------------------|---------------------------|------------|-----|
| Title             | Vehicle (Fleet) Usage Policy |                           |            | P71 |
| Type              | Council Policy               |                           |            |     |
| Document Owner    | Manager, Fleet and Depot     |                           |            |     |
| Approval Date     | 29 July 2020                 | Review Date               | July 2023  |     |
| MaGiQ Document ID | 690805                       | Council Resolution Number | OC084/2020 |     |

## PURPOSE

This policy outlines the guidelines in relation to vehicle (fleet) usage at Central Desert Regional Council.

Council is committed to ensuring that:

- Council vehicles are used in a safe and responsible manner,
- Council's fleet is fit for purpose and minimises cost to Council,
- Risk management practices and appropriate accountability is practiced by drivers.

## SCOPE

This policy applies to all employees who operate passenger style Council owned or leased vehicles.

## DEFINITION AND TERMS

**Employee** - Includes Council employees, apprentices or trainees, work experience students, volunteers or an employee of a labour hire company or independent contractor.

**Passenger style vehicle** – Vehicles which are primarily used to transport people, includes cars, utilities and buses.

**Home Garaging** - Vehicles used for business use which are stored at the employees usual place of residence when not being used for work purposes.

**Private Use** – Vehicles used for both business and personal use including non-work related use.

**Limited Private Use** – Private use restricted to a limited area or purpose.

**Shared Vehicle Pool** – Vehicles that are shared by more than one driver and, often, across more than one department.

**Work Use** – Used only for approved work activities and tasks.

## LEGISLATION AND REFERENCE

- Local Government Act 2008
- Territory and Commonwealth Traffic Acts and Regulations
- P13 – Work Health and Safety Policy
- P72 – Code of Conduct - Employees

## POLICY STATEMENT

Vehicles will be centrally managed by the Fleet department, including the provision of Community Services vehicles which will be operationally leased with lease and running costs covered by that Directorate.

Central Desert Regional Council (CDRC) uses three categories of vehicle use. Any variations to these terms and conditions are to be approved in writing by the Chief Executive Officer (CEO).

All Council vehicles are to be used exclusively for work travel purposes unless otherwise approved.

It is the responsibility of the user of a Council vehicle (fleet) to ensure they are following all laws and all policies of CDRC. Failure to do so may result in revoking of vehicle privileges and disciplinary action.

The driver or operator of the Council vehicle (fleet) is responsible for any fines or infringements issued while they were in operation of the vehicle.

Log books are to be completed where assigned for pool vehicles each time the vehicle is used.

Private / personal vehicles are not to be used for work purposes.

All CDRC vehicles will be fully badged with CDRC identifying signs.

## Types of Vehicles and permitted usage

1. **Shared vehicle pool** - fleet which is shared across the organisation or a department. These vehicles are to be used for work purposes only. Vehicles may be driven by Council staff only. Councillors may request use of a pool vehicle for the sole purpose of attending a Council meeting, if available, a vehicle will be provided.

2. **Work vehicle assigned to a role** - Vehicles that are assigned to an individual where the employee's job role and contract specify full time use of a vehicle for work purposes.

The following applies for shared pool vehicles and work vehicles assigned to a role;

- CDRC vehicles are only to be used for authorised activities.
- Vehicles are only to carry non-staff passengers authorised by a Director.
- Vehicles are only to be driven on gazetted roads and outstation access roads. Vehicles are not to be driven off-road for sightseeing or for 4WD activities.
- Vehicles are not to be driven on station roads unless approval to do so has been made in accordance with Council policy.
- No animals, including dogs, can be carried in CDRC vehicles.
- It is the responsibility of the assigned driver to appropriately maintain their vehicle in a clean, safe and fit state for use at all times. Failure to do so may result in revoking of vehicle privileges, disciplinary action or work area bearing cost of bringing vehicle to an acceptable standard.
- Vehicles are to be garaged at the place of Council business, unless written approval for limited private use has been given.

## Home garaging

Some shared vehicle pool (fleet) or work vehicles assigned to a role may be authorised for home garaging and/or to a designated employee overnight. Approval must be granted by the CEO for longer term arrangements, or may be granted by a Director or Manager for a short term of not more than five nights.

Vehicles which are approved for home garaging can only be driven to and from work or, in the case where prior approval is granted, for use in afterhours work related emergencies.

All vehicles must be parked within the premises of a private residence and not parked overnight on streets or verges.

3. **Vehicle designated for private use** - Vehicles that are assigned to an individual who use the vehicle for work purposes and under their job contract are, in addition, allowed private use of the vehicle. All vehicles in this category, must be available for use by other authorised users when the vehicle is not being used, with the exception of the President and the CEO vehicles which are for their personal use only, and are not part of the Council shared vehicle pool. The 'private' use of vehicles is permitted only when provided for in a contract of employment.

This option will be offered to the CEO, Directors and Managers - the employee will have an option to have a vehicle (fringe) benefit which is for work use and private use; or to retain the cash as part of their salary. Private use is subject to the conditions within the Regional Council's policy. Conditions for this option will be covered in the employee's contract.

Some contracts allow for limited private use. This will be specified in their contract conditions, or otherwise in writing by the CEO. The contract will allow use of a work vehicle for limited private purposes, in and around the community in which they are based. Vehicle may also be used on a business trip elsewhere within the Regional Council's area and/or Alice Springs (or Katherine for Lajamanu based employees).

All private use is subject to the conditions within the Regional Council's policy.

The following also applies for private usage designated vehicles;

- Where an executive or managerial employee does not elect to have a private use vehicle (fringe) benefit or have a clear designated condition in their contract, they will have use of a pool vehicle as required for work purposes.
- Spouse or partner of an employee, where private use if applicable, who hold an appropriate license may drive the vehicle.
- All terms and conditions of use are to be specified in the employee's contract and approved by the CEO prior to use.
- Interstate travel is to be approved by the CEO.
- Costs associated with general running of the vehicle will be paid by Council. Council will pay for the cost of fuel for private use within CDRC, but all fuel costs incurred outside CDRC whilst on private business are to be paid by the employee.
- Vehicles are only to be driven on gazetted roads and outstation access roads. Vehicles are not to be driven off-road for sightseeing or for 4WD activities.
- Vehicles are not to be driven on station roads unless approval to do so has been made in accordance with Council policy.
- No animals, including dogs, can be carried in Council vehicles.
- It is the responsibility of an employee to appropriately maintain their vehicle in a clean, safe and fit state for use at all times.

## Exceptions

In the event where an exception to the policy or procedure is necessary, written permission is required from the Chief Executive Officer prior to any exception activity taking place.

# Council Policy

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## Breaches of Policy

Staff found in breach of this policy may face disciplinary action which may include termination of employment.

## REVIEW HISTORY

| Date          | Details   |
|---------------|---|
| December 2013 | Policy Adopted (CRN672/2013)  |
| August 2018   | Policy supersedes; P14 Vehicle use Policy, P14A Rules for Vehicle Use and P14B Remote Travel (OC088/2018) |
| 29 July 2020  | Policy reviewed and adopted (OC084/2020)  |

