

	MOTOR VEHICLE POLICY	Version No:	1.00
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		To be Reviewed	August 2027

Type	Operational
Category	CEO Unit
Responsible Officer	Chief Executive Officer
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Applicable legislation	Local Government Act 1999 Road Traffic Act 1961 Motor Vehicle Act 1959 Work Health and Safety Act 2012 Work Health and Safety Regulations 2012
Related Documents	
Public Consultation Required	No
File Reference	145.2.4

1. PURPOSE

This Policy has two key areas of focus and aims to provide clear guidelines for:

1. The purchase Council's light fleet vehicles, with a focus on ensuring value for money, accountability and transparency.
2. The allocation of those vehicles in a 'fit for purpose' way, consistent with employment contracts and vehicle use requirements.

2. INTRODUCTION

The *Local Government Act 1999* places the responsibility for remuneration matters – including the use and management of Council vehicles – within the hands of the Chief Executive Officer. The matter of vehicle use and expense management shall be determined in accordance with

each employee's contract of employment, or terms of employment (where not individually contracted).

This policy recognises that as there is a cost to the Council associated with the provision of vehicles and this cost shall be appropriately reflected in an employee's contract of employment to provide a cost-effective outcome for Council. The value attributed to each vehicle will be included, dependent on the employee's approved level of use, as part of their contractual salary package. The value of the relevant vehicle may change from time to time.

3. POLICY DETAILS

3.1 PURCHASING

Principles:

- When purchasing new light fleet vehicles, Council must have regard to Council's Procurement Policy and seek to obtain value for money (not restricted to price alone). The assessment of value for money must include, where possible, consideration of:
 - Relevant direct and indirect benefits to Council
 - Fit for purpose nature of the vehicles
 - Encouragement of competitive local business and industry.
 - Performance history and quality of services provided by prospective suppliers
 - Whole of life costs of the vehicles
 - Safety, risk exposure and compliance issues
 - Value of any associated environmental benefits

Vehicle Selection:

Vehicle selection should be based on the following criteria:

Suitability – the vehicle must be suitable or 'fit for purpose'. For example, when the vehicle is required to regularly travel on unsealed roads or needs to gain access to an off-road environment, a 4x4 vehicle would be considered the most appropriate vehicle, or when passengers have restricted mobility or travel largely on sealed roads an SUV may be considered more appropriate.

Lifecycle cost – in general terms, the lifecycle cost of a vehicle is the purchase price minus the trade-in value at the end its operating period and the costs of running and maintaining the vehicle throughout that period. When selecting a vehicle, the 'lifecycle cost' should be a key consideration. The best lifecycle cost is usually a high demand vehicle that holds its value over time and remaining warranty. Dual or single cab 4 x 4 utility vehicles will be preferred. Alternatively, SUV vehicles will be considered for pool vehicles or where vehicles form part of an employee's salary package.

Vehicle changeover – vehicle changeover (based on local sales) will be set at no later than five years or 100,000km and will also consider remaining warranty.

Environmental outcomes – running costs and fuel efficiency are important determining factors as are those relating to environmental benefit / effect. Where

possible, quotes should also be obtained for hybrid electric or full electric vehicles to allow a comparison calculation (certain plug-in hybrid models are FBT exempt until 1 April 2025 with no time limit on full electric models).

Procurement method – two formal written quotations are to be obtained if at least one price includes South Australia State Government discounted pricing. In all other instances three formal quotations are to be obtained. Formal quotations are to be used for each vehicle purchased regardless of the number or combined value of vehicles purchased per financial year. The CEO shall have delegation to purchase light fleet vehicles subject to this Policy and adopted vehicle replacement budget, without a requirement to seek Council approval. In the case of the CEO's vehicle, which is subject to Council approval as part of the CEO remuneration package, the Finance Manager will undertake the purchase.

Vehicle safety – safety must be a priority and all vehicles are to meet minimum of 4.5 stars Australia New Car Assessment Program (ANCAP) safety rating. Except where not practical or considered necessary, all Council vehicles will be fitted with a bullbar / nudge bar and appropriate driving lights.

The Budget cost for vehicles to be replaced in a financial year will be set as part of the Annual Budget process. The overall budget cost must not be exceeded without the authority of the Council.

In the event that a used vehicle is purchased through a public auction process, Council is not able to obtain three (3) independent quotations. The purchase bid must not exceed the Council budget amount, and reference to the used vehicle market must be undertaken to ensure the reasonableness of the purchase price.

3.2 ALLOCATION OF COUNCIL VEHICLES

Private Use means a fully maintained vehicle supplied by Council, which is available for use by the employee for private purposes, subject to the following conditions:

- Compliance with the General Conditions for use of Council Vehicles.
- Use of the vehicle outside of South Australia must be approved, in writing, by the Chief Executive Officer. Approval for the Chief Executive Officer is given by the Mayor.
- Use of the vehicle for leave, in excess of 4 weeks must be approved in writing, by the Chief Executive Officer. Approval for the Chief Executive Officer is given by the Mayor.
- The vehicle may be driven by members of the employee's immediate family (who hold a current South Australian driver's license) who live with the employee.

Council vehicles will be allocated to employees in accordance with the categories detailed within this Policy.

CATEGORY 1 - UNRESTRICTED PRIVATE USE

- Vehicle provided in lieu of overtime pay for work beyond normal office hours.
- Unlimited private use of the vehicle, including periods of authorised leave.
- Vehicle expenditure is in accordance with employee contracts.
- The vehicle is available for pool use during office hours.

CATEGORY 2 - RESTRICTED PRIVATE USE

- Vehicle provided in lieu of any overtime payments for work beyond normal office hours
- Limited private use of the vehicle, including periods of authorised, as approved by the CEO.
- Vehicle expenditure is in accordance with employee contracts.
- Interstate travel is only allowed if approved by the CEO.
- The vehicle is available for pool use during office hours.

CATEGORY 3 - ON CALL VEHICLES

- Vehicle provided to employee who is on-call outside of normal office hours.
- The vehicle is housed at the employee's residence.
- Limited private use of the vehicle, including periods of authorised leave up to 4 weeks in duration.
- Vehicle expenditure is in accordance with employee contract.

CATEGORY 4 - COMMUTER USE

- Vehicle provided for the purpose of commuting from the employees place of residence to the Council office.
- Within reason, no other usage of the Council vehicle is permitted outside of that usage required for Council work.
- The vehicle is available for pool use during office hours, if not being used by the employee. The vehicle is not available for private use on periods of annual leave.
- For periods of any type of leave of five days duration or longer, the vehicle will be housed on Council premises, and available for pool use.
- Allocation of Council vehicles to employees in this category may be changed or allocated to another employee at any time. These arrangements can be approved and varied by the Chief Executive Officer.
- An employee who is allocated a Council vehicle under this category must drive the Council vehicle on a direct route between the employee's workplace(s) and home.
- While at the employee's home, the Council vehicle must be parked in a secure manner and must not be used for any private purposes by the employee to whom it is allocated.
- Employees who have commuter use of vehicles and are on call may, for the on call period, have restricted private use within the Council area or as approved by the CEO.

3.3 GENERAL CONDITIONS FOR USE OF COUNCIL VEHICLES

Any employee allocated a Council vehicle under this Policy will be required to abide by the following:

- The employee shall ensure that the vehicle is driven for an appropriate use and in a responsible manner at all times, being mindful of community perception.
- The vehicle is not to be used for any commercial or income producing activity or pursuits engaged in by the Employee or approved driver.
- The Employer shall be responsible for all costs associated with the vehicle including, but not limited to, registration, insurance, fuel, maintenance and Fringe Benefit Tax.
- All drivers must hold the appropriate and current South Australian driver's license;

- In terms of driver fatigue, it is the responsibility of the driver of any Council vehicle to ensure they take appropriate steps to combat the effects of fatigue due to extended driving periods (i.e. regular rest stops).
- Smoking is not permitted in Council vehicles;
- Passengers are not to be charged any fee for travel;
- Passenger seating limits are not to be exceeded and seat belts are to be used at all times;
- Any person permitted to drive a Council vehicle must at all times obey all traffic laws
- Payment of any fines or expiations resulting from an infringement will be the responsibility of the person who is driving the Council vehicle at the time of infringement;
- Council vehicles are to be secured when unattended by the employee to whom that vehicle has been allocated by locking the Council vehicle and, wherever possible, keeping it in a garage.
- Care and cleanliness of the Council vehicle shall be maintained at all times, and Council vehicles should be cleaned inside once per week.
- Council vehicle should be cleaned externally on an as needs basis but not less than once per fortnight.
- No modifications to a Council vehicle are permitted unless authorised by the relevant manager.
- All damage to paintwork or glass to be reported immediately to allow for insurance company notification for repairs as appropriate.
- Interiors to be kept free of litter and rubbish at all times
- The employee is responsible for ensuring that the vehicle is returned to Council in a clean and tidy state allowing for normal wear and tear.
- All Council vehicles allocated to individual employees under this Policy will be available for use by other employees for Council business purposes during normal working hours.

4. FURTHER INFORMATION

This policy will be available for inspection at the Council office, 94 Ayr Street, Jamestown (Ph. 8664 1139) during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.nacouncil.sa.gov.au

Copies will be provided to interested parties upon request.
Email admin@nacouncil.sa.gov.au

Date	Version No.	Amendments
15 August 2023	1.00	New policy adopted

APPENDIX 1

CLASSIFICATION OF COUNCIL VEHICLES

CLASSIFICATION	CLASS OF VEHICLE
Chief Executive Officer	Category 1 - Unrestricted Private Use
Managers	Category 2 - Restricted Private Use
Supervisors	Category 4 – Commuter Use
Team Leaders	Category 4 – Commuter Use

Where new positions are created within Council at Level 1 and 2 that require Council vehicles, this will be ratified by Council prior to commencement of the new position.