

USE OF COUNCIL VEHICLES

POLICY OBJECTIVE

To ensure Council employees understand the purposes and use of council owned vehicles.

1. POLICY STATEMENT

The intent of this policy is to ensure that Wentworth Shire Council employees understand the conditions in which they may use council vehicles.

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and covers councillors, members of staff of council and members of council committees.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Act	Local Government Act 1993 (NSW)
Private Use	Use of a vehicle for non-work reasons
Work Use	Use of a vehicle for work related reasons
Vehicle	Any registered vehicle/plant and equipment item owned by Council
Award	Local Government (State) Award 2020

5. POLICY CONTENT

It is the policy of this Council that: -

Councillors and Employees responsibilities

5.1 All vehicles, with the exception of the Mayor's and the General Manager's vehicles, are to be used for work purposes only. Vehicles are not to be used for any private purposes. A vehicle use agreement form must be signed by employees who have been approved use of a Council vehicle for work purposes and commuter use (home garaging) and is restricted to travel to and from work only, via the shortest possible route. Detours via hotels, clubs and shops is not permitted.

5.2 All vehicles, with the exception of the Mayor's and the General Manager's vehicle, will be subject to car-pooling arrangements. Car-pooling will be managed with the objectives of maximising the use of the Council vehicles for operational purposes and minimising the numbers of vehicles needed in the fleet.

Car pool vehicles will be made available to Councillors for authorised Council business.

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All vehicles are to be identified with registration numbers with the prefix WSC and all vehicles excluding Full and Limited Private Use should also have a Wentworth Shire Council logo.

- 5.3 Council vehicles remain the property of Council and must be returned to Council premises immediately upon request. The allocation of a vehicle to any particular employee does not automatically mean that a vehicle will be offered or available to future incumbents of that position.
- 5.4 Members of the family of Councillors and employees, or non-Council employees (excluding contractors) are not permitted to travel in Council vehicles unless written approval has been obtained from the General Manager.
- 5.5 If Councillors require transport for authorised Council business (i.e. where a Councillor may claim a traveling allowance) they should notify the GM's Executive Assistant in the first instance to verify the availability of a Council vehicle, and only use their personal vehicle where a Council vehicle is not available or the Council vehicle cannot be arranged from a practical or an efficiency point of view, (e.g. use of a personal vehicle is more cost effective and/or efficient).
- 5.6 The Council shall provide an unmarked vehicle to the Mayor for use in connection with the execution of his or her duties. The Mayor shall be entitled to unrestricted private use of the vehicle, including use while on leave.

The Mayor will make a payment which aims to cover operational costs for the private use component of the vehicle.
- 5.7 Council vehicles must only be driven by a Councillor or employee who holds an appropriate current and valid driver's licence.
- 5.8 If a Councillor or employee is convicted of driving a Council vehicle under the influence of alcohol or other banned drug or substance and it results in a motor accident, the Councillor or employee must pay the total cost of repairs and/or restitution arising out of the accident, in the event Council's insurer deny any insurance claim.
- 5.9 The insurance policy for the vehicle does not cover loss of a Councillors or employees' personal possessions or equipment, lost or stolen from the Council vehicle. The cost of any loss or damage to personal property from the vehicle is to be borne by the Councillor or employee.
- 5.10 Any driver involved in more than one "at fault" accident per year shall pay the insurance excess applicable. The twelve-month period shall apply from the date of the first "at fault" accident.
- 5.11 If a Council vehicle is found to be damaged wilfully or through negligence, the Councillor or employee will be required to pay the policy excess.
- 5.12 The Councillor and employee accepts liability for all infringements/parking fines.
- 5.13 Council has a no smoking policy which applies to all vehicles.

Other employee responsibilities

- 5.14 The vehicle is not available for use during periods of employee's leave (excluding single RDO's) including annual leave, long service leave, sick/carers leave, parental leave and workers compensation leave. The vehicle must be returned to Council unless otherwise approved in writing by the General Manager.
- 5.15 The vehicle must be kept clean and presentable by the employee at all times.

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- 5.16 Council will provide for repairs, maintenance and insurance of the vehicle. It is the employee's responsibility to ensure servicing is carried out at the required intervals and any damage to the vehicle is to be reported to Manager/Team Leader within 48 hours.
- 5.17 When home garaged, the vehicle must be parked off-street and preferably under cover at the employees' residence, unless otherwise approved by the General Manager.
- 5.18 No modifications are to be made or equipment added or removed from the vehicle without prior approval of the General Manager.
- 5.19 Routine and regular operation and safety checks are the responsibility of the operator.
- 5.20 Council reserves the right to rotate vehicles between staff.
- 5.21 The vehicle must not be used for any purpose other than described in this policy including any activity where the employee derives an income that is not related to the employee's employment with Wentworth Shire Council.

Termination of commuter use agreement

- 5.22 Abuse of the conditions of use set out in this policy, as listed in the vehicle use (commuter) agreement or misuse of the vehicle or fuel card will lead to disciplinary action being taken against the employee and may lead to termination of their commuter use agreement.
- 5.23 Access to the commuter use vehicle may also be terminated due to disciplinary action being taken against the employee relating to poor work performance or inappropriate behaviour as per section 37 (disciplinary procedures) of the Award.
- 5.24 The employee may terminate their commuter use agreement by giving two weeks' written notice to the General Manager.
- 5.25 Council may terminate the commuter use agreement by giving six months' written notice of its intention to do so.
- 5.26 Non-compliance with the terms and conditions of this policy or where an employee has had disciplinary action taken against them, or has a performance management work-plan in place, may preclude the employee for further use of the vehicle.

6. RELATED DOCUMENTS & LEGISLATION

Nil.

7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on 16 March 2022. All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

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Signed:


21 March 2022

General Manager Wentworth Shire Council

Date