


<b>Council Vehicle Policy</b>		 <b>Longreach Regional Council</b>
Policy Number:	4.4	
Policy Category:	Employment	
Authorised by:	Res-2021-06-124	
Date approved:	17 June 2021	
Review Date:	17 June 2023	

## PURPOSE

The purpose of this policy is to provide guidance and assistance to all workplace participants in relation to all vehicle matters, including but not limited to provision, entitlement, use and responsibility.

This Policy is made for the purpose of enabling Longreach Regional Council to properly exercise its powers and responsibilities conferred on Longreach Regional Council (LRC) by the Queensland *Local Government Act 2009* generally but particularly Chapter 2 Part 1.

## SCOPE

This Policy is designed to apply to all elected representatives and staff, and where it needs to, contractors of Council. Where Council vehicles are provided to employees at LRC, they are supplied in accordance with this policy and the relevant employment arrangements with each employee. Where the relevant employee arrangement conflicts with this policy, the employment arrangement will prevail over this policy in respect to that conflict only.

## LEGISLATION

*Local Government Act 2009*

## DEFINITION

**LRC** – Longreach Regional Council.

**Private Use** – Non-business use as approved by Council and/or the Chief Executive Officer and/or right of use as contained in an individual employee's Contract of Employment.

**Suitable Transport Modes** – whilst Council's usual modes of transport may always include passenger vehicles and large and small trucks/utilities, future use of other modes of transport may be included e.g. Motorbikes, bicycles, drones, planes and the like.

## POLICY STATEMENT

This Policy provides for the supply, and where relevant the purchase of, suitable transport modes deemed necessary for the delivery of Council services throughout the Longreach Regional Council (LRC) area and beyond, as may be required. This Policy is supported by the details of operational usage requirements by employees and procedures outlined in Council Management Directives.

Where Council is not disadvantaged, novated leases via salary sacrifice arrangements or motor vehicle allowance in lieu of a vehicle are considered as part of this policy framework subject to CEO approval.

## 1. Vehicle Provision

The types of transport modes will be determined from time to time by Council related to the delivery of services outcomes contained in the Council's Corporate Plan.

The regular or usual "modes" will usually involve heavy to small carrying trucks and/or passenger vehicles. However, Council may require alternate transport modes depending on operational needs. This may cover a wide-spectrum of transport modes.

The modes of transport will be provided by one of two means, via:

- a) By Council funds lawfully expended in accord with Council formal financial powers and responsibilities meeting all financial and other audit requirements; or link to the Procurement Policy;
- b) Such other lawful financial arrangements with an employee as Council may determine e.g. novated leases.

## 2. Type of Vehicles and Entitlement

The following vehicle specifications will apply to any Council supplied vehicles. Other specifications will apply to other modes of approved transport or agreed to under any alternative financial model, as necessary.

Employee Role	Specifications	Usage	Pool Availability	Cost
Mayor, Chief Executive Officer and Directors	A minimum standard of an executive style, 4-cylinder, diesel air-conditioned, automatic, cruise control, 4WD – 7-seater sedan with bull bar, driving lights and seat covers (Prado or similar) unless a lesser standard is agreed to by the incumbent.	Full business use within the Country; and full private use within the State of Queensland, or otherwise approved by CEO.	Yes.	Fully Found
Managers, Child Care Services & Administrative Staff requiring regular use of a vehicle for work duties	A minimum standard of a 4-cylinder automatic, 5- seater, air-conditioned sedan vehicle, or fit for purpose as approved by CEO.	Full business and private use within the Longreach Regional Council area or further distances as approved on individual application by the Departmental Director as agreed within Contract of Employment.	Yes.	Fully Found
Administrative Staff requiring regular use for work duties	A minimum standard of a 4-cylinder automatic, 5- seater, air-conditioned sedan vehicle	As per Contract of Employment.	Part of Office Vehicle Pool for Councillors, CEO, Directors & Staff.	Fully Found

<b>Employee Role</b>	<b>Specifications</b>	<b>Usage</b>	<b>Pool Availability</b>	<b>Cost</b>
Works Co-ordinator/Supervisors/Child Care Field Staff/Supervisors/Field Works Employees	Utilities & Twin Cab Vehicles which generally will consist of utilities (4-cylinder); air- conditioned; if regularly required to travel reasonable distances outside of the Council area, will have bull bar and additional driving lights.	Work Use only (Garaged at Council Depot) except for staff nominated to be 'On-Call' at which time 'On-Call' Commute Uses applies.	Pool arrangements do not normally apply to such vehicles.	Fully Found

### 3. Vehicle Use

LRC is committed to promoting and encouraging safe and efficient use of vehicles in the workplace. This policy is intended to outline the requirements for employees who are required to use motor vehicles as part of their work commitments. The purpose of this policy is to ensure that safe driving practices are implemented for employees who are authorised to drive a Council vehicle as part of their employment.

LRC is committed to protecting the health, safety and welfare of its employees, including the use of vehicles in the workplace. When using the LRC vehicle for work related business it is expected that staff obey all road rules, act responsibly, drive safely and demonstrate safe driving practices to other road users. Drivers are to be aware that they are responsible for any traffic or parking infringement incurred whilst using the vehicle.

It is LRC policy that if you drive the company vehicle you must:

- a) Hold a valid and appropriate drivers licence and ensure the Human Resources department have a copy of your current licence on record;
- b) Comply with relevant legislation, policies and procedures;
- c) Comply with the relevant No Smoking, Drugs and Alcohol at Work Policies while using the vehicle;
- d) Ensure that Council has received a medical clearance for any prescription medication you may be taking that may impair your ability to operate a vehicle;
- e) Obey all road rules and act responsibly;
- f) Do not use a mobile phone whilst driving;
- g) Accurately record, monitor and maintain vehicle usage, including the Council supplied log book;
- h) Not operating the vehicle if the employee is intoxicated through alcohol consumption or illegal drug use;
- i) Ensuring that the first aid kit provided with the vehicle is kept fully stocked and that items in that kit which have a 'use by' date are replaced after that date;
- j) Ensure an in date fire extinguisher is stored in the vehicle; and
- k) Ensure Council Logo/Decal is affixed to both front doors of all Council Vehicles at all times (Tourism Vehicles approved by the CEO may be fitted with additional approved destination advertising/wraps.)

### 4. Responsibility For Expenses

If LRC provides an employee with a motor vehicle, the employee is entitled to use it for work-related purposes. Personal use (that is, non-work-related use) of the vehicle is not permitted, with the exception that direct travel between the employee's home and the employee's place of work is permitted (commute use), unless alternatively agreed as per Employee's Contract of Employment.

LRC will pay all taxes, insurance premiums, running costs, and maintenance and repair expenses associated with the running of the vehicle.

**5. Use of Vehicle while on Leave**

While on authorised leave, the vehicle must not be used by the employee, unless specifically approved in accordance with this Policy. Unless so approved, the LRC employee must return the vehicle to LRC's premises prior to the commencement of the leave as usually, the relieving employee will require the vehicle for their work whilst relieving.

**6. Unlawful or Unsafe Vehicle Operation – Substances and Negligence**

If an employee is involved in any accident because of medications use, intoxication, unlawful drug taking, negligence or recklessness, the employee will be responsible for paying any excess on the insurance and any other amount not covered by the insurance.

Employees must maintain a current drivers' licence. An employee has 24 hours notice to notify LRC immediately if their licence is suspended or cancelled. If it is a requirement of an employee's employment to drive a motor vehicle, the suspension or cancellation of the employee's licence may end their employment.

**7. Return and Inspection of Vehicle**

The employee must return the vehicle when the employment is terminated, or at any other time as LRC may direct.

LRC considers the provision of a motor vehicle as a significant privilege. Accordingly, LRC reserves the right to withdraw use of the motor vehicle for any employee who is in breach of this Policy. Such breach may also result in other disciplinary action, including, but not limited to, termination of employment.

Additionally, LRC may inspect the motor vehicle at any time without notice.

**8. Breaches of this Policy**

A breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

**9. Variations**

LRC reserves the right to vary, replace or terminate this policy from time to time.

**RELATED DOCUMENTS**

Code of Conduct

Employee Contract of Employment

Performance Management

Procurement Policy 1.01

Councillor Reimbursement of Expenses and Provision of Facilities Policy 2.21

Authorised by resolution as at 17 June 2021:



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Mitchell Murphy  
Chief Executive Officer