Council File Reference:	*PO 002*
Corporate Plan:	
Classification:	*Executive Services*
First Issued/Approved:	*September 2025*
Review Frequency:	*Every 4 years*
Last Reviewed:	*September 2025*
Next Review Due:	*September 2029*
Responsible Officer(s):	*General Manager Corporate and Community*
Applicable Legislation:	*Local Government Act 1999 - Sections 125, 126, 129 and 130* *Local Government (Financial Management) Regulations 2011 – Section 19*
Relevant Policies:	*Asset Accounting Policy* *Asset Management Policy* *Elected Member Support Policy* *Internal Financial Control Policy* *Plant Operations – Plant Replacement Policy* *Procurement Policy*
Related Procedures:	
Delegations:	*Chief Executive Officer*

1. Purpose

This policy provides guidelines for fair, equitable and transparent use of Council's passenger and light vehicle fleet by employees and elected members.

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
Commuter Use Only	• The Motor Vehicle is available for a designated employee's use from home to work, including attendance at afterhours call outs/meetings. • The Motor Vehicle must be available for work

	purposes at all times. • The designated employee must ensure their Motor Vehicle is available for use by other employees during working hours as much as is practicable.
Council Vehicle	Means a Council owned or leased passenger vehicle
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
Elected Member	A person elected under the *Local Government Act 1999* to serve as a member of the Council, including the Mayor/Principal Member and Councillors.
Pool vehicle	Means a vehicle is available for use by Council staff or elected members.
Private use vehicle	• Any private use in this category will be by written Agreement with specific terms and condition in any of the following: employee's Job & Person Specification, Letter of Offer or Contract of Employment. • The Motor Vehicle is available for a designated employee's private use when the Motor Vehicle is not at the workplace. • The Motor Vehicle forms part of the general fleet during working hours when the employee is present at work. The designated employee must ensure their Motor Vehicle is available for use by other employees during working hours as much as is practicable.
Works use vehicle	• The Motor Vehicle is used for work only and allocated to suit the need of the work being undertaken. • There is no provision for private use. • The Motor Vehicle must be available for work purposes at all times.

3. Provision of Council Vehicles

3.1 Council requires each employee or elected member 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 employment Agreement for use of Council Vehicle.

3.2 Drivers of Council vehicles must not exceed the legal alcohol blood limit and/or be under the influence of illegal drugs whilst driving or under the influence of prescribed medication that will impact driving ability.

3.3 Smoking and vaping is not permitted in any Council vehicle.

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

3.5 Employees allocated a vehicle in accordance with their employment Agreement must keep vehicles clean and tidy, both internally and externally at their own expense.

3.6 Responsibility for any fines will remain the responsibility of the person driving the vehicle at the time that the fine was incurred.

3.7 Driver's Licence:

Drivers of Council vehicles must hold a current, valid full Driver's Licence applicable to the class of Council vehicle operated. In the event a driver is disqualified from holding a Driver's Licence, the employee must notify the Chief Executive Officer or relevant General Manager immediately.

4. Levels of Vehicle Use

Private Use

Private use means the employee has private use of a fully maintained vehicle (as outlined in the employment contract) and the employee should comply with the following conditions:

- The vehicle must be available for use within Council during the normal working hours of the employee unless the employee is absent on official business or as agreed with the Chief Executive Officer.
- Fuel will be paid for via credit card or fuel card.
- Maintenance/Servicing is to be coordinated by the employee at Council's expense.
- The employee is required to maintain the vehicle in a clean and presentable condition at their own expense.
- Responsibility for the vehicle remains with the employee at all times except when submitted to the Council vehicle pool.
- Responsibility for any fines will remain the responsibility of the person driving the vehicle at the time that the fine was incurred.
- Vehicles are not permitted out of the State of South Australia or Sunraysia region of Victoria/New South Wales without the permission of the CEO.

- An employee's spouse/partner may drive a vehicle locally within the Riverland or when under supervision of the employee providing the person meets the various provisions of this Policy.

- Unless otherwise specified in an employment contract, vehicles must be returned to the Council vehicle pool during periods of leave greater than four (4) weeks. The Chief Executive Officer may approve, per instance, private use of a vehicle during leave greater than four (4) weeks after considering their department's vehicle requirements and backfill arrangements.

- Council will fund Fringe Benefits Tax expenses where applicable.

Commuter Use

Commuter use means that an employee has the private use of the vehicle limited to:

a) Travel between home and work on a route that would not be considered a significant deviation from the most direct route, or

b) Travel that is incidental to travel in the course of performing employment related duties.

All Drivers must ensure that:

- The vehicle is to be driven by a Council employee only.

- The vehicle must be available for use within Council during the normal working hours of the employee unless the employee is absent on official business or as agreed with the Chief Executive Officer.

- Responsibility for the vehicle remains with the employee at all times except when submitted to the Council vehicle pool.

- The vehicle shall be returned to Council for reallocation to another employee during periods of planned leave greater than two (2) days.

- Fuel will be paid for via credit card or fuel card.

- Maintenance/ Servicing and Cleaning of commuter use cars is to be coordinated by the Accounts Officer at Council's expense

- Vehicles are not permitted out of the State of South Australia nor the Sunraysia region of Victoria and New South Wales, without the permission of the CEO.

Pool Vehicle:

- Pool Vehicles are available for use by Council employees and Elected Members to enable the discharge of duties.

- Within reason, no other usage of the Council vehicle is permitted outside of that usage required for Council work. Any other vehicle use must be with the permission of the CEO.

- Vehicles are not permitted out of the State of South Australia nor the Sunraysia region of Victoria and New South Wales, without the permission of the CEO.

- Generally pool vehicles have to be stored at a council premises when not in use. A pool vehicle may be stored at an employee/elected members residence overnight when required to facilitate transfer of vehicle during business hours. A pool vehicle regularly used by the Mayor may be stored at the Mayor's residence when not in use but remains available for booking by all employees and elected members.

- All pool vehicles may be booked by all Council employees and elected members via the calendar or in consultation with the Governance Officer.

- Fuel will be paid for via credit card or fuel card.

- Maintenance/ Servicing and Cleaning of pool cars is to be coordinated by the Accounts Officer at Council's expense.

- 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.

Works Use

- An employee has use of the vehicle for work purposes only.

- During working hours, the vehicle will be available to all staff when not in use by the Assignee.

- Works vehicles are to be stored at a Council premises when not in use and before/after shift.

- Works vehicle may not be assigned to a specific operator.

- A works vehicle is to be allocated to an operator for on-call purposes, Commuter Use/On-Call Use rules shall apply.

- After hours use is not permitted unless for call-out/work related activities.

- Maintenance and servicing will be paid for by council.

- 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.

- Vehicles are not permitted out of the State of South Australia nor the Sunraysia region of Victoria and New South Wales, without the permission of the CEO.

5. Vehicle Use

5.1 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.

5.2 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 General Manger.

5.3 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.

5.4 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.

5.5 Drivers must complete a pre-start inspection prior to commencing their journey.

5.6 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)

5.7 Where a First Aid Kit is allocated to a Council-owned vehicle they should be left in the vehicle at all times. Personnel, who use a first aid kit for any reason, should immediately contact Council's Administration Officers WHS to advise that the First Aid Kit needs to be replenished. If the vehicle is fitted with a fire extinguisher, if the extinguisher is used, the employee must notify the WHS Administrator as soon as practicable for replacement. All extinguishers are to be made available for inspections as required.

5.8 Every attempt should be made to store Council vehicle off street where possible.

5.9 Diesel vehicles can be refuelled at the Council Depot. All other vehicles including diesel vehicles can be refuelled at the current preferred supplier's service station that accepts the Fuel Card issued or at other locations with a credit card. The correct plant number and odometer reading shall be recorded at the time of refuelling, where required.

6 Vehicle use that Council will not approve:

6.1 Council vehicles must not be used:

6.1.1. to contravene any road rule under the Australian Road Rules or Road Traffic Act

6.1.2 on 4wd adventure tracks,

6.1.3 on properties as a farm/block vehicle,

6.1.4 to tow horse floats, boats, cars or motor bikes to compete in race events,

6.1.5 in a dangerous or offensive manner

6.1.6 to generate an income outside of Council business.

6.2 Vehicle Accessories

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

6.2.2 Extra Accessories that may be considered in line with operational requirements include:

- Tow bar
- Bull bar
- Roof racks
- Canopies
- Spot light/light box
- Cargo cage

7 Motor Vehicle Accident and Insurance

7.1 In the event of theft, or an accident occurring in a Council vehicle, employees are to lodge an incident report, advise their relevant manager and the South Australia Police (if applicable) as soon as practicable.

7.2 As soon as practicable, the employee is to complete an Incident Report (eg Incident Report in Skytrust) and notify the Land and Property officer for insurance.

8 Positions Vacant

Where a position that has been allocated a Council vehicle becomes vacant, Council reserves the right to determine whether the replacement appointment will also be provided with a vehicle.

9. Termination/Resignation

In all cases resulting in the vacation of office, the allocated vehicle must be returned to Council on the cessation date in a clean condition along with all keys, fuel card/credit card, logbooks and any other documentation relevant to the vehicle.

10 Further Information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.berribarmera.sa.gov.au

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

VERSION CONTROL

The electronic version of this policy stored on the website is the controlled version.

Printed copies are considered uncontrolled.

Before using a printed copy, verify that it is the current version.

Date	List of amendments
Adopted 28 October 2025	First edition