

## 2.13 Light Motor Vehicles

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POLICY TITLE: LIGHT MOTOR VEHICLES

FILE REF: SC67

EXPIRY DATE: SEPTEMBER 2025

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### OBJECTIVE

To recognise that vehicles are provided primarily to facilitate the efficient delivery of the Council's services; provide vehicles in a consistent and transparent manner to eligible employee positions within the Council; ensure the efficient utilisation of vehicles as they impact on the operational costs of service delivery; ensure that the administration of vehicles to employee positions meets Council, community, audit and legislative requirements; and set standards for all Council vehicles.

### POLICY STATEMENT

Council will offer employees in key positions with Private Use or Restricted Private use of a vehicle. Private use of a vehicle is available out of business hours and periods of leave. Restricted Private Use includes the use of a Council vehicle to travel between the employee's place of residence and workplace.

#### Council's Responsibilities

**Maintenance and Repair:** Council will be responsible for all expenses in the normal maintenance, repair and servicing of the Council-owned vehicle. Where the required repairs are a result of driver negligence, Council may recover the cost of repair from the driver.

**Vehicle Replacement:** Council will replace light motor vehicles as follows:

- Vehicles using petrol at 80,000 kilometres
- Vehicles using diesel at 100,000 kilometres.

It is the responsibility of a Council employee with Private Use or Restricted Private use of a Council-owned vehicle to advise Council's Fleet Manager that the vehicle is due for replacement approximately three (3) months before achieving 80,000/100,000 kilometres. The employee, at this time, must discuss with the relevant Director their preference for the make and model of the replacement vehicle. However, a request for a make or model vehicle and the willingness to pay the prescribed amount, as set out in this procedure is not a guarantee of supply. The relevant Director will consider the request against the criteria for vehicle purchasing, as outlined in this Policy. Prior to quotations/tenders being accepted, a new Private Use Vehicle Agreement must be completed, stating the vehicle price and fortnightly repayments, and signed by the employee.

**Optional Vehicle Equipment or Features:** A Council employee with Private Use of a Council-owned vehicle and requesting optional (after market) vehicle equipment or features other than standard equipment listed in this Policy will be responsible for the cost of these.

**Mobile Phone Kits:** Where Council provides an employee with a mobile phone and Private Use of a vehicle, the Council will only provide and install a mobile phone kit in a vehicle that is not capable of Bluetooth connectivity.

**Vehicle Selection:** Only vehicle makes and models on the current year NSW Government Fleet Price List will be considered for purchase by Council. The purchase of vehicle models other than those on the current year NSW Government Fleet Price List requires approval by the General Manager on recommendation from the Director of Engineering.

With respect to vehicle selection the purchase of electric vehicles will also be investigated.

**Standard of Vehicle:** Council is conscious of the requirements of Workplace Health and Safety (WHS) legislation, as well as issues surrounding the environment and global warming. Council will therefore provide a Private Use vehicle, giving consideration in the following order:

- Fit for operational requirements
- Diesel fuelled (preferred)
- 5 Star ANCAP Rating
- Resale value
- Fuel efficiency

## 2.13 Light Motor Vehicle (cont'd)

- CO<sub>2</sub> emissions
- Employee preference

Council will continue to set a yearly budget for Council-owned vehicle replacement based on Council's plant replacement program. Vehicle choice and approval shall be made by the General Manager on recommendation from the Director of Engineering.

The following items will be considered standard equipment for Council-owned vehicles:

- Power steering
- Air conditioning
- Window tinting
- Mud spats (front and rear)
- Floor mats
- Bluetooth
- Tow bar
- Driving lights
- Nudge bars

**Vehicle Colour:** When selecting a new Council-owned vehicle, consideration must be given to the evidence that lighter colours are more visible and help to reduce the frequency and severity of accidents, operational requirements, public scrutiny and perception, and vehicle resale value. The default vehicle choice shall be white unless approved by the Director of Engineering.

**Purchase Price:** Council will not purchase vehicles that will incur the Luxury Car Tax under Federal legislation (for 'other vehicles' not 'fuel-efficient vehicles'). The maximum purchase price for Council-owned vehicles with Private Use are as follows:

- Category 1 (General Manager) – 90% of the Luxury Car Tax threshold under Federal legislation.
- Category 2 (Director) – 80% of the Luxury Car Tax threshold under Federal legislation.
- Category 3 (Other Employees) – 70% the Luxury Car Tax threshold under Federal legislation.

**Vehicle Type:** A Council employee with Private Use of a Council-owned vehicle shall only have access to the following vehicle types:

- Passenger Car

Small	Any passenger vehicle with a 4-cylinder engine generally with an engine capacity over 1500cc and with a body shape which is similar to the second smallest variant available from the major vehicle suppliers in Australia.
Medium	Any passenger vehicle with a 4- or 6-cylinder engine generally with an engine capacity under 3000cc and with a body shape considered to be in the mid-range of the Australian market.
Large	Any passenger vehicle with a 6–8-cylinder engine generally with an engine capacity 3000cc and over and which has a body shape considered in the "family" size range of vehicles which is similar to the second largest variant available from the major vehicle suppliers in Australia.

- Passenger SUV

Small	Any SUV vehicle with a 4-cylinder engine generally with an engine capacity of approximately 2 litres.
Medium	Any SUV vehicle with a 4-cylinder engine generally with an engine capacity under 3000cc and with a body shape which is similar to the smallest variant available from the major vehicle suppliers in Australia.
Large	Any SUV vehicle with a 4- or 6-cylinder engine and generally with an engine capacity 3000cc and over and with a body shape which is similar to the second sized variant available from the major vehicle suppliers in Australia.

- Utility

Standard	Any commercial vehicle which is a two-wheeled drive two-seater utility based on the large passenger vehicle with fixed sided carrying area.
PU/CrewCab 4X2	Any commercial vehicle which is two wheeled drive of cab, extra cab or dual or crew cab (5 seat) design

## 2.13 Light Motor Vehicle (cont'd)

	with fixed sided or chassis rail and generally with no identifiable passenger variant.
PU/CrewCab 4X4	Any commercial vehicle which is four wheeled drive of cab, extra cab or dual or crew cab (5 seat) design with fixed sided or chassis rail and generally with no identifiable passenger variant.

- Fuel efficient vehicle

Standard	Any vehicle consistent with the above categories that is considered fuel-efficient including hybrid, plug-in hybrid and electric.
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### Employee's Responsibilities

General: A Council employee assigned a Council-owned vehicle shall:

- Enter into a Private Use Vehicle Agreement to comply with this Policy and authorise payroll deductions of predetermined monetary payments for that private use.
- Be a holder of a current driver's licence endorsed to drive the class of vehicle being used. Holders of P-Plate and L-Plate licences must only drive a Council vehicle in accordance the restrictions placed on their licences.
- Be responsible for ensuring proper and adequate care, usage and maintenance of the vehicle.
- Store the vehicle in a secured space at the employee's principal place of residence, preferably off-street or in on-street parking areas, with keys removed and doors locked. Council does not take any responsibility for personal items stolen from Council vehicles.
- Ensure that the vehicle is appropriately maintained. Council will not be responsible for providing a replacement vehicle during maintenance and repairs of the vehicle where it is no longer roadworthy due to an employee's negligence, or any fines for driving an unroadworthy vehicle.
- Ensure that the vehicle is maintained in a clean and tidy condition. Failure to keep a Council-owned vehicle in a clean and tidy condition may result in the suspension or termination of the Private Use Vehicle Agreement to provide the vehicle.
- Have the vehicle available at work when the employee is on duty.

Private Use: Only an employee of Council or family member may drive a Council vehicle. A family member is a person that is a Council employee's spouse, partner or de facto spouse, or son/daughter. The Council employee must be present in the Council vehicle when an appropriately licenced person, other than a family member, is driving the Council vehicle.

Alcohol and/or Drug Use: The NSW Road Transport Act 1993 specifies limits of blood alcohol content when driving a vehicle. A Council employee shall not breach these limits by the consumption of alcohol and/or drugs more than the legal limits. Council employees operating a vehicle under the influence of intoxicating liquor and/or the effects of drugs and involved in an accident and are found to be at fault, Council's insurance company may either invalidate the insurance cover or take recovery action against the employee for the damage incurred. This shall be the sole responsibility of the employee who will meet the costs of such damage from their own resources. Council employees may also be subject to disciplinary action.

Smoke Free Environment: Smoking is prohibited in all Council-owned vehicles and items of plant.

Servicing and Breakdown Arrangements: Council-owned vehicles shall be serviced in accordance with the manufacturer's requirements, which are detailed in the owner's handbook supplied with the vehicle. The responsibility for ensuring that the vehicle is serviced at the appropriate interval rests with the designated driver of the vehicle. When a Council-owned vehicle requires a service or any unusual symptoms arise in the running of the vehicle, e.g. tyre wear, steering problems, poor brakes, lack of performance or any other mechanical problems, drivers should notify Council's Plant Supervisor immediately, where arrangements will be made for the appropriate servicing or maintenance of the vehicle to be carried out. Council will meet the cost of servicing, maintenance, insurance, and registration of the vehicle, unless driver negligence is determined.

Carpool: There are several Council-owned vehicles available for business use. These pool cars should be the first vehicles booked for business use by a Council employee without a designated Private Use vehicle. Where one of these pool cars is unavailable, designated Private Use vehicles that are covered under this Policy are to be made available during working hours for business use. Carpool vehicles required during normal working hours must be booked out prior to usage and detailed in logbooks or running sheets. Where a vehicle is required overnight and a pool car is not available, the employee may negotiate with their Director to supply another vehicle or alternative travel arrangements.

Traffic Penalties: All drivers of Council-owned vehicles are subject to the law. Any fines, e.g. speeding, parking, careless driving, or any other breach of the law, will be the responsibility of the driver of the vehicle. Licence infringements and licence suspensions must be reported immediately to an employee's Director. Disciplinary action may be taken against a Council employee found in control of a

## 2.13 Light Motor Vehicle (cont'd)

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vehicle without a current licence or with their current licence under suspension. Council employees will be responsible for all fines associated with driving without a current licence. In the event of extenuating circumstances with parking fines, a Council employee should notify their Director, who may refer the matter for adjudication of payment responsibility. If a Council employee is convicted of an offence and have his/her licence revoked/suspended, notification must be given to the employee's Director immediately.

**First Aid Kit:** Where a First Aid Kit is allocated to a Council-owned vehicle they should always be left in the vehicle. Personnel, who use a first aid kit for any reason, should contact Council's Plant Supervisor to advise that the First Aid Kit needs to be replenished.

**Car Rallies and Motor Sports:** A Council-owned vehicle must not be used in a car rally, time trial, or any other similar motor sport event that is inconsistent with the normal intended use of the vehicle.

**Commercial Activities:** A Council-owned vehicle must not be used for unauthorised commercial purposes. Use of a Council-owned vehicle shall be consistent with the purpose for which Council acquired the vehicle or for related activities within the terms and conditions of a Council employee's employment contract or remuneration package. Vehicles shall not be used or employed for any commercial purpose outside of a Council employee's employment contract, without the expressed permission of the General Manager.

**Council Image:** Council vehicles may be recognisable within the community. Therefore, it is expected that good driving habits and courtesy to other drivers on the road be a matter of course for Council operated vehicles.

**Vehicle Inspection:** Council vehicles are to be made available for inspection by the Plant Supervisor and/or Manager Works and/or Director of Engineering when requested.

**Accident/Collision Reporting:** All accidents or collisions to a Council-owned vehicle must be reported to Council's officer responsible for insurance, as soon as possible. Incidental damage, e.g. scratches, scrapes, minor dents and cracked windscreens should be reported as soon as practicable for rectification. Council will not meet the cost of the insurance excess on a Council-owned vehicle where the employee has clearly acted in a dangerous and reckless manner, disregarded Council policy and procedures, acted outside relevant State laws, or used the vehicle in any manner deemed inappropriate or dangerous. Where this is the case, Council will require payment of the insurance excess by the employee.

**Interstate travel:** A Council employee intending to use a Council vehicle to travel interstate to Queensland, South Australia, Western Australia or Northern Territory must obtain prior approval from the General Manager.

**Toll Roads:** A Council employee with Private Use of a Council-owned vehicle will be responsible for all costs incurred on toll roads whilst the vehicle is being used for private purposes.

**Fuel Purchasing:** All Council-owned vehicles will be issued with a fuel card, authorised for fuel and top-up oils only. Only those products for which the fuel card is authorised may be purchased. Drivers must ensure that the correct odometer reading is given to the attendant at the time of purchase. All particulars on the fuel tax invoice must be checked to ensure that registration number, date, odometer reading, fuel type, litres purchased, and dollar value are all legible and correct.

All drivers of a Council-owned vehicle in control of the fuel card for the vehicle are to ensure the fuel card is always kept in the glove box of the appropriate vehicle. At vehicle change over, the fuel card will be transferred to the new vehicle unless the registration plates are changed. In this event, the fuel card must be returned to Council's Director Corporate & Community Services for renewal or disposal.

Where a Council employee has opted for a fuel-efficient vehicle a reduction in lease fees shall be applied as follows:

Vehicle Type	Reduction in lease fee
Hybrid	15%
Plug-in Hybrid	20%
Electric	30%

A Council employee with Private Use of a Council-owned vehicle intending to use a Council vehicle to travel to South Australia, Queensland, Western Australia, Tasmania and the Northern Territory during Annual Leave will be responsible for the cost of fuel purchases when refuelling in these states.

**Vehicle Changeover:** A Council employee with Private Use of a Council-owned vehicle will be required to follow the procedures outlined in this Policy when a vehicle is due for replacement.

**Vehicle Handback:** A Council employee with Private Use of a Council-owned vehicle may decide to hand back the private use of the vehicle to Council at any time if their circumstances change. Council will also give consideration as to the vehicle being returned and the future requirements of that vehicle.

## **2.13 Light Motor Vehicle (cont'd)**

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*Adopted by Council, 19 September 2022  
Refer Minute No. 197/22*

*Adopted by Council, 15 June 2020  
Refer Minute No. 116/20*