

## POLICY

<b>TITLE:</b>	Vehicle Policy		
<b>DIRECTORATE:</b>	Council		
<b>ADOPTED BY:</b>	Council Resolution: OMC-24/185		
<b>DATE OF ADOPTION:</b>	28 <sup>th</sup> June 2024	<b>DATE OF REVIEW:</b>	June 2026
<b>POLICY NUMBER:</b>	CP58 version 2		
<b>LEGISLATIVE REF:</b>	Local Government Act 2019 Principles of human resource management s. 172 A council must adopt policies on human resource management and ensure that those policies give effect to the following principles: (e) working conditions must be safe and healthy;		

### 1. INTRODUCTION

#### 1.1. 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 the Barkly Regional Council (BRC) to properly exercise its powers and responsibilities conferred on BRC by the Local Government Act 2019 (NT) generally but particularly section 174(2) and 174(3)(ii).

#### 1.2. Scope

This Policy applies to all persons who drive a BRC vehicle including, but not limited to a Councillor, employee, contractor, sub-contractor, and volunteer.

#### 1.3. Policy Objectives

- 1) This Policy is directed at improving efficiency, reliability, and safety by supporting Councillors, employees, volunteers, and contractors in the performing their duties.
- 2) Employees shall be allocated a vehicle which is fit for purpose and approved by the Chief Executive Officer.
- 3) Due to the size and location of the BRC, private use of vehicles may also be used to attract and retain quality employees. (see also Private Use Policy).

### 2. POLICY STATEMENT

#### 2.1 Definitions

BRC	Barkly Regional Council
CEO	Chief Executive Officer
Driver	Means the person who is driving the vehicle
Home Use	means Home to Work use by taking the safest and most direct route.
NT	Northern Territory

Vehicle For the purpose of this policy: Any passenger vehicle registered by the Barkly Regional Council including sedans, four-wheel-drives, all-wheel-drives, and other passenger cars.

## 2.2 General

- 2.2.1 A driver must have a current driver's license applicable to the class of vehicle being driven. A driver must immediately advise their supervisor if their license is cancelled or suspended or of any other limitation that restricts their driving.
- 2.2.2 In accordance with the Traffic Regulations 1999 (NT) an interstate driver's licence must be transferred to an NT Drivers Licence within 3 months of taking up residence in the NT.
- 2.2.3 The driver of a BRC vehicle is responsible for all infringements and fines incurred in accordance with and pursuant to the Fines and Penalties (Recovery) Act 2001 (NT).
- 2.2.4 Learner drivers and provisional drivers must display the appropriate plates (P or L) on the vehicle while driving.
- 2.2.5 All vehicles must be housed in the BRC depot, or a secure administration office car park each night unless specifically allowed by this Policy.
- 2.2.6 If the driver has Commuter Use of the vehicle, it must be parked within the boundary of the driver's property at night and not be parked on the road reserve.
- 2.2.7 The operator shall maintain an accurate logbook for the use of their vehicle.
- 2.2.8 A BRC vehicle must be available for BRC business use during normal working hours when not required by the driver.
- 2.2.9 Non BRC staff are permitted to travel in BRC vehicles for:
- Approved service or program delivery.
  - Emergency situations where it would be expected that assistance be provided  
(see also Private Vehicle Use)
- 2.2.10 For drivers with Commuter Use, the vehicle is to be garaged at the BRC depot or secure administration office when the driver is on annual leave, long service leave, or sick leave unless the Chief Executive Officer approves of other arrangements.
- 2.2.11 Keys are not to be left in parked vehicles at any time and the vehicle must be locked when left unattended. Whenever the vehicle is returned to the Pool, the key is to be locked in the safe at the Depot.
- 2.2.12 Smoking in all BRC vehicles is always prohibited.
- 2.2.13 Carrying alcohol in all BRC vehicles is always prohibited. (see also Private Use Policy)
- 2.2.14 Other than in the Local Laws vehicles, carrying any animals in BRC vehicles is prohibited.
- 2.2.15 All BRC vehicles will have Barkly Regional Council logos displayed on both sides and on the front doors of the vehicle. (see also Private Use Policy)
- 2.2.16 All BRC vehicles must be marked with a plant number. The plant number display shall be a small logo with black writing on a white background.

## 2.3 Safe Operation of Vehicle

- 2.3.1 All employees using BRC Motor Vehicles must ensure they are operated in a safe manner to ensure, to the extent possible, that the user of the vehicle, passengers and the public do not come to harm as a result of the vehicle is operated. The safe operation of the vehicle also reduces the risk of damage to the vehicle.
- 2.3.2 To ensure safe operation of the vehicle drivers must ensure that as a minimum the following factors apply:
- Vehicles are only to be driven by the authorised person.

- The vehicle must be driven in a safe and responsible way with due regard to the road conditions.
  - As per the Traffic Act 1987 (NT) all road rules must be complied with in respect to speeds travelled, traffic management and vehicle operation.
  - The vehicle is not to be operated by a person with a blood alcohol content exceeding 0.00%. (see also Private Use Policy)
  - The vehicle is not to be operated by a person whose faculties are impaired due to the take of drugs (prescription or illicit).
  - The vehicle is not to be operated by a person who is fatigued. To prevent fatigue regular breaks are mandated, at least ten minutes every 2-3 hours, with a planned longer break at five hours (mandated meal breaks apply during extended travel).
  - Solo remote driving, particularly on unsealed roads is discouraged and should occur only if essential, with prior approval from the relevant Director.
- 2.3.3 An approved BRC 4WD driving course must be completed by employees before driving on unsealed roads. Evidence of successful completion must be provided to HR and will be held on the employee's file.
- 2.3.4 Driving a BRC vehicle through a watercourse when there is water present can only be undertaken in accordance with the BRC procedure 'Driving through watercourse'.
- 2.3.5 BRC vehicles can only be driven on public roads unless:
- where off road travel is undertaken the activity is an approved 'bush trip' on the relevant BRC form; or where travel is on pastoral property roads written approval is in place from the subject pastoral property.
- 2.3.6 Driving a BRC vehicle at night outside of Tennant Creek, Elliott, or a defined Community is not permitted unless written permission has been provided by the relevant Director. (see also Private Vehicle Use)
- 2.3.7 BRC vehicles may be fitted with a GPS tracking device to enable surveillance for safety compliance purposes.

## 2.4 Maintenance

- 2.4.1 Vehicles are an asset of the BRC for which value must be maintained.
- 2.4.2 Vehicles must be made available to the Fleet Manager for servicing in accordance with the manufacturer's specifications.
- 2.4.3 If any malfunction of a vehicle, however minor, has been observed, the driver must advise the Fleet Manager immediately.
- 2.4.4 The driver is responsible for the regular checking of fuel, coolant, oil, battery fluid, brake fluid, windscreen washer fluid and tyre pressure. Completing regular pre-start safety checks at least once per fortnight for town-based vehicles and prior to and during any remote travel.
- 2.4.5 The operator must maintain the vehicle (internal and external) in a clean and tidy condition.

## 2.5 Accident Procedure

- 2.5.1 If a BRC vehicle is engaged in an accident or incurs damage (however minor), then the driver's supervisor must be notified immediately, and an incident report must be completed by the end of the next working day. Should an insurance claim be warranted, full details must be provided to the Director of Corporate Services and the Fleet Administration Officer.

## 2.6 Penalty Notices and Convictions

- 2.6.1 An employee convicted of drink driving or consumption or use of an illegal drug in association with a crash and/or incident, will be liable for all costs associated with the repair of such vehicle/vehicles.
- 2.6.2 If a driver is charged and found guilty of a driving offence which results in cancellation or suspension of their licence, All BRC vehicle use will be suspended immediately and the vehicle returned to the BRC.
- 2.6.3 Traffic infringement fines incurred are the responsibility of the driver at the time of the infringement. The allocated driver (responsible for the vehicle) must be able to identify whether it was an alternative driver.

## 2.7 Council Image

- 2.7.1 The operator must always ensure that the vehicle is driven, and the passengers behave in a way that upholds BRC's image in the community.

## 3. RELEVANT POLICIES

Policies to be read in conjunction with this policy are:

- Employee Code of Conduct Policy
- Councillor Code of Conduct Policy
- Private Vehicle Use

## 4. BREACH OF POLICY

A failure by employees, volunteers and contractors to comply with this policy may result in disciplinary action being taken against them. It may also result in access to BRC vehicles being withdrawn.

## 5. IMPLEMENTATION AND REVIEW

### 2.7.2 Implementation

All staff will be trained in this policy and it will be published on the Barkly Regional Council website at <https://www.barkly.nt.gov.au/council-documents/policies>.

### 2.7.3 Review

This policy will be reviewed on or before 30<sup>th</sup> June 2026.

## 6. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council's reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements. Employees will be given sufficient notice of any such revocations, amendments, or changes.

## 7. APPROVAL

This policy is approved. *Select correct action.*

Romeo Mutsago

Deputy Chief Executive  
Officer

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Signature

4/7/2024

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Dated

**END**